Connecticut LTC-MAP Regional Steering Committee (RSC) Meetings

ALL MEETINGS VIA CONFERENCE CALLS

January 2019

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<td>Time: 9:00 AM – 10:30 AM</td>
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Minutes

1. Attendance
   a. Region 1: 3/7 plan members..................43%
   b. Region 2: 6/12 plan members.................50%
   c. Region 3: 7/14 plan members...............50%
   d. Region 4: 0/4 plan members...............0%
   e. Region 5: 1/7 plan members...............14%
   f. Statewide (Total): 17/44 plan members...39%
   g. Total Attendance (including partners) = 28

2. CT LTC-MAP Executive Oversight Team Report
   a. Status of the LTC-MAP Memorandum of Understanding (MOU)
      i. The CT LTC-MAP Executive Oversight Team met with CT DSS on Friday, December 21, 2018. We provided the history of the discussions, recent events where the protocol was successful and comparison to the 1135 waiver process. All agreed to approve the single facility incident payer process. MOU language used in Virginia has been provided to DSS for their review. CT MOU to be updated to include the appropriate language and/or CT DSS to develop a similar document to the one from Virginia. Once officially approved, the final MOU will be distributed prior to the 2019 Annual Education Conferences for review and sign-off by facility administrators. This document will be the official transfer agreement between plan members going forward.

   b. LTC MAP Funding & Contract Update
      i. The contract for the current year is being reviewed / revised by the CT AAG’s office. Once completed it will be sent to CAHCF for signature and then executed.
      ii. There are still several facilities with outstanding invoices from multiple years totaling $53,200 as of January 22, 2019. CAHCF is going to be invoicing facilities monthly that have outstanding invoices and a 90-day cutoff is being instituted. Current year invoices will be going out April 1, 2019.
3. Old Business:
   a. 2018 Annual Exercises Improvement Plan Review
      i. The list of plan improvements was reviewed and will be monitored for progress towards completion in 2019. The highlights of the plan improvements needed are:
         1. Communications strategy for the LTC-MAP to include improved solutions for regional communications and notifications.
         2. Improved emergency reporting compliance and updates needed to contact information of plan members and key stakeholders.
         3. Nursing Home Incident Command System (NHICS) training needed for facilities leadership teams.
         4. Improved awareness of the LTC-MAP and its capabilities by community partners across the state (local emergency management directors, fire departments, police departments, health departments and emergency medical services agencies.
         5. Lack of recovery plans and emergency credentialing policies by many plan members.
   b. 2019 Duty Officer Calendar
      i. Reviewed the Duty Officer Calendar for 2019.
      ii. There are currently openings in October and December.
      iii. There will be a Duty Officer Boot Camp Webinar on Monday, February 25, 2019 at 1:00 PM. All CT LTC-MAP Duty Officers are encouraged to attend.

4. New Business:
   a. 2019 Annual Calendar of Events
      i. Reviewed the 2019 Calendar of Events, including Steering Committee Conference Calls, Responder Training Sessions, Annual Statewide Advisory Group Meeting, Annual Education Conferences and the Annual Full-Scale Exercises.
      ii. All events are posted in the events section of the LTC-MAP website. Several events venues are "To Be Determined" and the website will be updated as those venues are secured.
   b. 2019 Standards & Benchmarks to be Measured
      i. Emergency Reporting Drills
      ii. Annual Education Attendance
      iii. Plan Member Data Maintenance
         1. Contacts
         2. Transportation/Evacuation Survey

5. Healthcare Coalitions / ESF#8 Reports
   a. Region 1 – 5
      i. The regional healthcare coalitions are currently working on developing their regional response plans, continuity of operations plans (COOP) and planning for the 2019 coalition surge test.
      ii. DPH is looking to consolidate the Mass Dispensing Areas (MDAs) in CT, but this should not affect Point of Dispensing (PODs) plans already in
place. Many Long-Term Care facilities have plans for Closed PODs within their facilities.

iii. Some HCCs report minimal to no participation by the LTC-MAP representatives. We need to revisit who our representatives are and make sure the LTCs are represented at these meetings.

6. Recent Mutual Aid Plan Activations / Case Studies
   a. The Willows, Woodbridge (New Haven County) – Friday, November 23, 2018
      i. Sprinkler head failure – internal flood, 2nd floor, ~1:30 PM
      ii. Partly sunny day with temps in the mid to upper 30’s
      iii. 60 residents evacuated – internal/vertical to area of safe refuge on 1st floor
           1. This was accomplished before they lost power to the elevator
      iv. Genesis facility – evacuated to other Genesis facilities
           1. Strong corporate support, finding/assigning open beds at other Genesis facilities, medical records transfers, reassigning staff.
   v. Successes
      1. Immediate evacuation from the 2nd to the 1st floor
      2. Identified beds in other sister facilities
      3. EHR access at the RAFs
      4. Recovery – ServPro on site very quickly
   vi. Challenges
      1. Transportation – Did not use LTC-MAP available transportation
         a. 12 Residents ended up going to local hospitals by EMS
      2. Printing EHRs, MARs – capability lost
      3. Packing up personal belongings – no time
         a. Made a 2nd round the next day