Connecticut LTC-MAP Regional Steering Committee (RSC) Meetings

**BOTH MEETINGS VIA CONFERENCE CALL & WEBEX**

**January 2020**

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**Minutes**

1. **Attendance**
   - a. Region 1: 1/6 plan members……………………17%
   - b. Region 2: 9/13 plan members…………………..59%
   - c. Region 3: 9/15 plan members…………………..60%
   - d. Region 4: 2/6 plan members…………………..33%
   - e. Region 5: 1/9 plan members…………………..11%
   - f. Statewide (Total): 22/49 plan members……….45%
   - g. Total Attendance (including partners) = 23

2. **CT LTC-MAP Executive Oversight Team Report**
   - a. Status of LTC-MAP Memorandum of Understanding (MOU)
     - i. Payer Process Update – CT DSS has approved the State Plan Amendment (SPA) and has sent the packet to CMS Region 1 (Boston) for approval. Once the SPA is approved the updated MOU will be distributed to all LTC-MAP members for signature. Ideally, this will occur in coordination with the Annual Education Conferences.
   - b. LTC MAP Funding & Contract Update
     - i. There are currently 68 LTC-MAP facilities with outstanding dues payments, some more than one year. The total dues outstanding is $36,400. Plan members with outstanding dues were not tracked on the 2019 Annual Full-Scale Exercises After-Action Report.
     - ii. The Executive Oversight Team will discuss next steps for plan members that continue to have outstanding dues and will also be discussed at the February 2020 Statewide Advisory Group Meeting.

3. **New Business:**
   - a. 2019 Annual Full-Scale Exercises Highlights
     - i. The Improvement Plan (IP) was reviewed from the 2019 Annual Full-Scale Exercises. Highlights from the IP include:
1. Emergency Reporting – Plan members not fluent in updating emergency reporting and how to add, update or remove an operational issue to an existing report.

2. Transportation Evacuation Survey – There are still many plan members that are unsure of how to input their T/E Survey data on the LTC-MAP and were confusing this with emergency reporting.

3. LTC Coordinating Centers Maps – Need for updated regional and statewide maps that contain more detail (e.g. major roadways, town boundaries and list of facilities in alphabetical order).

4. Holding Areas – Some plan members had challenges with setting up and running their holding areas and confused holding areas with surge areas.

5. Incident Command Structure – Some plan members still struggling with implementing a formal command structure in their Command Centers and identifying which staff are assuming which roles.

6. Transportation of Medications – There were challenges with understanding the accepted policy and practice for the transport of resident medications including controlled substances / narcotics.

7. “Stop Over Points” – Some plan members confused the role of a Stop Over Point with Evacuation Sites.

b. 2020 Annual Calendar of Events
   i. 2020 Calendar of Events was reviewed
      1. The updated Calendar of Events is available on the LTC-MAP website in the documents section. The updated Calendar will also be sent out via Constant Contact in the end of January with the February Duty Officer information.

      2. Two changes to the 2020 Calendar of Events were highlighted:
         a. The Region 4 Annual Education Conference has been moved from Wednesday, May 20, 2020 to Friday, May 22, 2020.
         b. The September LTC Coordinating Center Training Sessions have been moved to the week of September 1, 2020.

4. Statewide Healthcare Coalition Report
   a. The 2020 Coalition Surge Test (CST) has been scheduled for Wednesday, April 29, 2020. The LTC-MAP will be included for reporting of beds and transportation to support discharges from hospitals to create increased hospital bed capacity.

5. Recent Mutual Aid Plan Activations
   a. Reviewed the Crestwood Nursing and Rehabilitation fire / evacuation that occurred on January 7, 2020 in Rhode Island. 23 residents evacuated to 4 Resident Accepting Facilities (RAFs). 21/61 Southern Region facilities reported in on the emergency reporting system = 34%. A total of 162 open beds were identified to support the Disaster Struck Facility (DAF).

6. Next Meetings
   a. The week of May 18, 2020 after each Regional Annual Education Conference.