



**MassMAP Steering Committee Meeting Minutes  
November 8, 2016**

**Region 1**

**Date:** November 8, 2016  
**Location:** Conference Call  
**Time:** 8:00 – 9:00 AM

**Region 2**

**Date:** November 8, 2016  
**Location:** Conference Call  
**Time:** 9:00 – 10:00 AM

**Region 3**

**Date:** November 8, 2016  
**Location:** Conference Call  
**Time:** 11:00 AM – 12:00 PM

**Region 4**

**Date:** November 8, 2016  
**Location:** Conference Call  
**Time:** 1:00 – 2:00 PM

**Region 5**

**Date:** November 8, 2016  
**Location:** Conference Call  
**Time:** 2:00 – 3:00 PM

**Conference Call Dial-in Number:** 1-641-715-3670  
**Participant Access Code:** 148307#

1. Old Business:
  - a. Review Health Care Coalitions:
    - i. Provided a Status update for each region
    - ii. Jim from RPA has meetings scheduled with HMCC Coordinators on November 21-23, 2016 to review the following:
      1. The Regional HMCC status and the support you have received from MassMAP
      2. Can MassMAP assist further in regional HMCC development
      3. Discuss the MassMAP 2017 Exercises and how we can involve your regional HMCC
      4. Your vision on how MassMAP will intergrade within the HMCCs moving forward
      5. Demonstrate the new dashboard on the MassMAP website.
2. New Business:
  - a. MassMAP Regional Training will be conducted across the commonwealth on November 28-30, 2016. These 2 ½ hour session provide the following:
    - i. Provide an overview of MassMAP and how it can assist your organization
    - ii. Review member responsibilities
    - iii. Review the functions of a the LTC Coordinating Center
    - iv. Review the Web-based management system
      - a. We enter key data in for all facilities
    - v. Review and complete Emergency Reporting

- b. Completed the 2017 Resource Officer Schedule. Will post on the website and share with our partners by the end of December. We will be providing a webinar training session on:
    - i. The duties of the MassMAP Resource Officer
    - ii. Review the MassMAP website enhancements
      - 1. Notification Only Alert
  - c. Review 2017 Calendar of Events:
    - i. February 14, 2017(AM) Statewide Steering Committee Meeting
      - 1. For Steering Committee Meeting Co- Chairs and LTC Coordinating Center Coordinators
    - ii. April 3 – 7, 2017 Regional Education Meetings:
      - 1. Reviewed potential topics and general flow of the meetings.
    - iii. May 8 -12 Regional Exercises:
      - 1. Reviewed our preliminary objectives and requested feedback. Some very good objectives were identified and will be brought to the planning meetings.
  - d. Discussed the MassMAP Website enhancements:
    - i. Jim from RPA provided a summary of the enhancements.
    - ii. There will be a series of Webinars on the website enhancements for plan members. You will have the option to watch these Webinars live or they will be recorded and you can access the link to view them.
      - 1. Plan Member Webinar:
        - a. December 6, 2016, 10:30 – 11:30am
      - 2. How to complete Emergency Reporting
        - a. Date & Time TBD
3. Mutual Aid Plan Activations:
- a. We reviewed a recent Nursing Home that evacuated during Hurricane Matthew.