



CMS 17 Group 3 Meeting

Agenda

March 8, 2018

12:30 – 12:35: Welcome – Charity

12:35-12:40: Introductions – Philip Hipps or Tracy Smith

12:40-1:00: An Introduction to the Regional Medical Communications Center (RMCC) – Tim Taylor

1:00-2:00: Sharing/Networking

- Relevant coalition news – Tracy
 - Kaiser Permanente January 2017 Revised HVA Tool
 - UT's Stop the Bleed Campaign Proposal for Public Schools.
 - UT Training Dates and Registration information can be found at: <https://www.utmedicalcenter.org/emergency-and-trauma-services/calendar-public-education/stop-the-bleed/>
 - KETHC feedback from those who attended the Statewide HCC meeting: KETHC is very organized and functioning well.

- Regulatory/Compliance Updates – Break Into Groups/Share/All
- Exercise/Plan Updates –All
- Future Meeting Ideas- All
- All other business

Meeting Minutes

Attendees: See attached sign-in sheet


Welcome	<ul style="list-style-type: none"> As representatives of the KET Coalition and Regional Hospital Coordinators, we are here to assist you however we can. This is a diverse, and important, group as part of the healthcare community. We have funding to help you meet any training gaps you may have. Please let us know. You have two representatives from this group that attend the meetings and they will be glad to pass any information/needs to the group. As you are likely aware, someone from your facility needs to attend at least 2 of the 4 quarterly meetings in order to participate in the exercise later in the year. If you were present at this meeting, that counts toward one of the two. 	Charity Menefee
Introductions		Phillip Hipps/ Tracy Smith
Coalition Update	<ul style="list-style-type: none"> KET Coalition brings together everyday competitors within the healthcare community. It's a great collaboration between the separate entities/corporations. Tracy Smith distributed a resource page that can be found on ASPR TRACIE website (included). This site has a lot of good information regarding the CMS requirements. 	Phillip Hipps Tracy Smith
RMCC	<p>The Regional Medical Communications Center is an information/resource hub that provides every day and emergency coordination. The RMCC is staffed 24/7 days a week. They have extensive contacts for assisting during an emergency event. If you are in a situation that may exhaust your resources, follow your emergency protocols, (call 911), and then call the RMCC.</p>	Tim Taylor RMCC 865-205-8500
Sharing/Network		
Coalition News	<ul style="list-style-type: none"> Feel free to browse the information on the KET Coalition website. You can find training information, resources, guidance information and contact numbers. Charity Menefee (Knox County Regional Hospital Coordinator) and Wanda Roberts (East Region Regional Hospital Coordinator) are always available to assist and our contact information can be found there. Make sure and sign up on our website under your correct group (You are group 3) to receive specific information/training opportunities related to your facility type. The KET Coalition is working with University of TN Medical Center to bring the "Stop the Bleed" https://www.stopthebleedtraining.org/ program into every public school. (Stop the Bleed is a national awareness campaign that trains bystanders to assist in a bleeding emergency before professional help arrives). It is a quick 2- hour training. We will be utilizing community partners to help with hopes that extended community training will evolve. We will update as details are finalized. This is something that would good for clinics as well. Training opportunities <ul style="list-style-type: none"> The KET Coalition offers training to the community to specifically meet gaps/needs within the healthcare sector. If 	Phillip Hipps/ Tracy Smith

	<p>there is something your organization needs that falls under emergency preparedness, please let your group lead know and we will try to get training provided. At this time, the KET Coalition pays for the trainings and offers them free for attendees. To see full list of trainings/exercises and for registration, please visit the KETCoalition website calendar: http://www.ketcoalition.org/calendar/</p> <ul style="list-style-type: none"> o HAM Radio Training- We will provide another HAM training opportunity for those interested. More information to follow. Previously, the Coalition has approved payment of testing fees for those who pass and a handheld HAM radio (1 for each facility). We will check into providing the same for upcoming classes. 	
<p>Regulatory/ Compliance Updates</p>	<ul style="list-style-type: none"> • Conversation about HIPAA and ambulatory patient information. A few clinics use the SRA (Security Risk Analysis) developed by the National Institute of Standards and Technology (NIST). The survey is 300 questions, very comprehensive. This survey serves as a good tool to determine where you may have gaps. “This tool is intended to help organizations better understand the requirements of the HIPAA Security Rule, implement those requirements, and assess those implementations in their operational environment. Target users include, but are not limited to, HIPAA covered entities, business associates, and other organizations such as those providing HIPAA Security Rule implementation, assessment, and compliance services. <p>The Office of the National Coordinator for Health Information Technology (ONC) and the HHS Office for Civil Rights (OCR) have jointly launched a HIPAA Security Risk Assessment (SRA) Tool. The tool’s features make it useful in assisting small and medium-sized health care practices and business associates in complying with the Health Insurance Portability and Accountability Act (HIPAA) Security Rule.”</p> <p>For more information: https://www.hhs.gov/hipaa/for-professionals/security/guidance/guidance-risk-analysis/index.html</p> <ul style="list-style-type: none"> • Several facilities asked Stuart Hurwitz to meet independently with them before surveys began. He was a good resource and very helpful. Others might consider requesting his assistance pre-survey as well. • A recent survey (not local) requested facility to demonstrate evacuation process. Equipment wouldn’t fit through doorways and facility was cited. Make sure your plans are workable plans! • Make sure you have communication plans in place between zones in case fire cuts off sections of your facility. 	<p>All</p>
<p>Exercise/Plan Updates</p>	<ul style="list-style-type: none"> • Each year the KET Coalition updates their regional Hazard Vulnerability Analysis (HVA). We take the information from each individual facility and combine it into one regional HVA. From that, we identify gaps we have region wide. Those gaps direct our training and exercise focus. In the past it has been: water contamination event, natural disaster and pediatric preparedness. You can find our HVA on our website. Tracy provided the updated Kaiser Permanente HVA which is a standard used nationwide. (attached). 	<p>Charity Menefee</p>

	<ul style="list-style-type: none"> • We will soon be making plans for our upcoming Regional Full Scale Exercise. We will be getting input from all our group representatives to make sure what you need for your community exercise is incorporated. We will update as plans are made. • Group discussed planning drills that everyone could do together/share. 	
Future Meetings	<ul style="list-style-type: none"> • Group discussed the following possible training topics they'd like to see: <ul style="list-style-type: none"> ○ Triage Training (in the works) ○ Roles during a disaster and how they differ with situation (Tornado vs. Active Shooter, for example). ○ Ways to encourage all staff to participate in exercises/training ○ Active Shooter Training • If you have any ideas/needs for future meetings, please let Phillip or Tracy know: <ul style="list-style-type: none"> ○ Tracy Smith: tsmith@rmstn.org ○ Phillip Hipps: philliph@tveyecenter.com 	All



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- Ability to support chats and the peer-to-peer exchange of user-developed templates, plans, and other materials



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ASPR TRACIE

WHAT IS ASPR TRACIE?

The U.S. Department of Health and Human Services (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR) sponsors the ASPR Technical Resources, Assistance Center, and Information Exchange (TRACIE). ASPR TRACIE is a healthcare emergency preparedness information gateway that ensures that all stakeholders—at the federal, state, local, tribal, and territorial government levels; in nongovernmental organizations; and in the private sector—have access to information and resources to improve preparedness, response, recovery, and mitigation efforts. Each domain (TR, AC, and IE) provides users with unique support. In the dynamic environment of a disaster, ASPR TRACIE highlights pertinent resources for just-in-time use, develops new resources as needed, and serves as a force multiplier by improving information sharing.

HOW CAN YOU ACCESS TRACIE & GET INVOLVED?

- [Register](#) for the ASPR TRACIE Listserv and Information Exchange.
- Apply and nominate your peers to serve in the [ASPR TRACIE SME Cadre](#).
- [Send us](#) useful plans, tools, templates, and other resources to be considered for inclusion in the ASPR TRACIE Resource Library and/or Topic Collections.
- [Give us your feedback!](#) Take the site feedback survey (available at the bottom of every page on the website) or contact us with your feedback, recommendations, and comments on any aspect of ASPR TRACIE.

WHERE CAN YOU LEARN TO USE TRACIE?

ASPR TRACIE now has short video tutorials available to help you navigate and use select ASPR TRACIE features:

[Resource Library and Topic Collections](#)

[Rating and Commenting on Resources](#)

[User Dashboard](#)

[Assistance Center](#)

[Information Exchange](#)

WHAT RESOURCES ARE AVAILABLE FOR HCCS?

ASPR TRACIE collaborated with the [ASPR National Healthcare Preparedness Program \(NHPP\)](#) to develop tools and templates for health care coalitions (HCCs). These new resources will help improve HCC preparedness efforts, decision making processes, and operational planning. While most ASPR TRACIE resources are applicable to HCCs and other stakeholders, we developed a [new page](#) to highlight select tools and other HCC resources, including the 50+ HCC plans and templates received by ASPR TRACIE and vetted through our Subject Matter Expert Cadre. Resources include:

- HCC [Preparedness Plan](#) and [Response Plan](#) Templates: Provide general headers and descriptions for a sample HCC Preparedness Plan and Response Plan.
- [HCC Resource and Gap Analysis Tool](#): Helps HCC partners develop a common understanding of their resources and existing gaps, and strategies for prioritizing which gaps to close. HCCs are encouraged to modify the template to reflect their coalition members, resources, and unique community attributes. A companion HCC Aggregator Tool is under development, which will allow information from multiple HCCs to be summarized to present an overall picture of a larger geographic area.
- [HCC Pandemic Checklist](#): Assists HCCs and their partners in assessing their preparedness for a pandemic.
- [HCC Surge Test Tool Training and Webinar](#): Captain Kevin Sheehan (ASPR Field Project Officer, Region IX) provides an overview of the [HCC Surge Tool](#), how to access it, and how it can help HCCs identify gaps in their surge planning through a low- to no-notice exercise.)
- HCC Topic Collections: Our HCC specific topic collections include: [Administrative Issues](#), [Coalition Models & Functions](#), [Leadership Development](#), and [Response Operations](#).
- [Hospital Disaster Pharmacy Calculator](#): Allows hospitals to estimate whether they have adequate supplies of medications for a disaster in stock. The calculator compares the amount of medications available to an estimate of those needed for 48 hours per patient and determines whether the hospital has a surplus or deficit.



CMS 17 KETHC Meeting

Meeting: CMS 17 Group 3
 Meeting Date: March 8, 2018
 Facilitator: Charity Menefee
 Place: KCHD Community Room

Name	Title	Organization	Phone	Email
Terry Smith	AMA	Rural Medical Services Inc	865-509-5338	tsmith@ermsn.org
Robert Sawicki	Health Services Manager	Broaddale Therapy	865-406-7139	rsawicki@broaddale.com
Jimmy Finch	Infection Prevention			
Brooke Sanderson	Infection Preventionist	Smoky Mt. ASC	865-673-5000	bsanderson@apspc.org
Charity Menefee	RHC	KCHD	865-215-8088	charity.menefee@knoxcounty.org
Angela Alford	DHE	KCHD	25-5330	awcc@knoxcounty.org
Wanda Roberts	RHC	ETRD	800-9800	ethc@health.tn.gov



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Name	Title	Organization	Phone	Email
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Julie Sharp	ASC Director	G11A The Endoscopy Center	865-588-5121	jsharp@giveacare.com
Debbie Fox	RN Safety	Childrens West	865-560-0303	prevention
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Kimberly Marshall	PT	Agility PT Solutions	865-202-4863	kim.marshall@agility.com
Pat Patterson	RN	Eye Surgery O.R.	865-483-8894	asc.90vermont@yahoo.com
Ashley Archer	PO Surgery Director	Eye Surgery Center of East TN	423-281-7233	ashley.archer@amsurg.com
Lori Welch	OT	Agility	716 860 3076	lwelch@sssc.com



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Name	Title	Organization	Phone	Email
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