

Region 2 Wisconsin Healthcare Emergency Preparedness Program (WHEPP)

Holiday Inn Hotel & Suites - 8 November 2017, 1300-1600

<p>Location: Holiday Inn Hotel & Suites, 1000 Imperial Ave, Rothschild, WI 54474 Room: Crystal Ballroom 1 Call in Number- (571) 317-3112 Pass code- 214-565-613 Go to Meeting Link: https://global.gotomeeting.com/join/214565613 First GoToMeeting? Try a test session: http://help.citrix.com/getready</p>		
Agenda Item	Talking Points	Action Steps
1. Introductions	<p>Introductions. Attending: Documented on sign in sheet. Calling in:</p>	
2. Approve Minutes	<p>Oct 2017 Discussion: Per request last month names were blacked out. This creates a large amount of additional work. Will not continue to do, whenever possible names will be omit, but used when necessary. I.e. when a task is assigned to a member. Motion to approve Oct Minutes: 1st: Jim 2nd: George Motion carried.</p>	
3. Review of agenda	<p>Discussion: Hitech, HIPAA. Discussion on ensuring patient privacy moving into the electronic age. Information and links to be shared in the minutes related. Discussion on “incidental breach” and confidentiality in an emergent event. All measures available should be taken to ensure patient confidentiality. Motion to approve agenda 1st: George 2nd: Ed Motion carried.</p>	<p>HITECH Overview:</p> <ul style="list-style-type: none"> • https://www.hhs.gov/hipaa/for-professionals/special-topics/HITECH-act-enforcement-interim-final-rule/index.html <p>State provided information on HITECH</p> <ul style="list-style-type: none"> • https://www.hhs.gov/hipaa/for-professionals/faq/960/can-health-care-information-be-shared-in-a-severe-disaster/index.html • https://www.hhs.gov/hipaa/for-professionals/faq/1068/is-hipaa-suspended-during-a-national-or-public-health-emergency/index.html

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<p>4. NCW-HERC Chair and WHEPP Representation</p>	<p>Discussion on open chair position NCW-HERC in need of an additional WHEPP representative with Jim M and of the two WHEPP representatives a chair needs to be recommended. It will be voted on and acknowledged at the NCW-HERC board meeting in December.</p> <p>Discussed tasks of Chair:</p> <ul style="list-style-type: none"> • Region 2 vote representation at HCC Advisory Board • Attend Advisory Board meetings (bimonthly) • Attend Executive Meetings (monthly) • Attend HERC board meetings (provide WHEPP insight) • Assure HCC Coord is fulfilling Workplan • Assure HERC budget Accuracy <p>Reasons to be chair:</p> <ul style="list-style-type: none"> • Educational opportunities • Improved knowledge on emerging information • Identified as a peer leader in the region and state <p>Nominations for 2nd WHEPP Rep:</p> <ul style="list-style-type: none"> • George Marks • Josh Englund • Chair Nominations: George Marks • Josh Englund • Jim Monarski <p>Acknowledgements made that regardless of outcome great representation has been identified.</p> <p>Silent ballot voting was held. Result:</p>	<p>HCC Coordinator will present outcomes the NCW-HERC Board for approval and acknowledgement December 13,2017.</p>
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	Chair Recommendation: Jim Monarski (Medexel/Ascension) New WHEPP Representation: Josh Englund (Flambeau Hospital)	
5. IV Bag Shortages	Discussion on shortages related to disasters across the county and lack of provision in the United States. State shared information on shortage and recommendations: https://www.ashp.org/Drug-Shortages/Current-Shortages/Drug-Shortage-Detail.aspx?id=1287 If shortage is experienced contact Wisconsin Hospitals Association: Andrew Brenton, abrenton@wha.org	All facilities keep HCC Coordinator current on your status. Is the situation getting better or worse? Also, please keep WHA in the loop.
6. Memorandum of Agreement discussion	Discussion: MOU needs to be reestablished. Previous MOU is out of date. MOU is a requirement of Joint Commission (EM02.02.09). MOU has been shared with facilities and needs to be updated. **Reference Attachment**	All WHEPP members to review and provide comment for updating the MOU to HCC Coordinator prior to 12.13.17 meeting. Dec meeting approve from WHEPP send to legal HCC Coord to site where need for MOU is identified by ASPR and JCAHO HCC Coordinator to retrieve a modifiable document
7. Lessons Learned from Vegas	Discussion: Reviewed document provided by state. Not approved to disperse via email. Many gaps and difficulties with mass casualty identified for hospitals. General agreement that this is the case in region 2 also. Opportunities to improve identified: MCI carts/ bags can be developed for large events and for hospitals pre-staged. Shared Region 4's information. Coalition cannot afford all the costs, would consider supplying items not routinely stocked by hospitals. Cost	All WHEPP members asked to review the document emailed out by HCC Coordinator for recommendations of what to stock and what would cannot be supplied by hospitals. What will be asked for coalition to provide? Cathy (Langlade) and Brenda(Marshfield) will collaborate to develop a SBARF. Thank you Cathy and Brenda!

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	<p>sharing would be needed. SBARF determined needed to present to executives.</p> <p>Discussed the possibility of holding a mass casualty tabletop simulating the Vegas for one of our local events similar in size.</p>	
8. WITRAC: Bed Count/ MCI Report	<p>Tabled. Drilling to continue.</p> <p>Goal of routinely exceeding 85% (13/15) response rate in 30 minutes established with the hospitals.</p> <p>60% 10.26.17</p> <p>**Reference Attachment**</p>	HCC Coord will maintain as a monthly agenda item
9. WISCOM Report	<p>Monthly roll call checks to start in Nov</p> <p>Matrix reprogramming suggested for all. Corrective action plan:</p> <ol style="list-style-type: none"> 1. Establish functionality for all 15 (ASAP) 2. Common Channel (HRCRD 2 CLE) 3. Common Matrix (recommended) 4. Maintenance <p>**Reference Attachment**</p>	<p>HCC Coord will maintain as a monthly agenda item.</p> <p>HCC Coord to work with SME and Vendor to get 4 hospitals in need functional.</p> <p>1-page cheat sheet discussion December</p>
10. Outstanding WHEPP needs	<p>Outstanding needs reviewed.</p> <p>NIMS Compliance, UV lights MOUs, Resource List</p>	All hospitals to submit UV light MOU asap to HCC Coord. Resource lists requested by 11.30.17.
11. Engaging Executives	<p>CST discussed performance measure on executive attendance.</p> <p>Discussed MCI sharing of gaps and how to improve readiness.</p> <p>MOU and SBARF for MCI kits.</p>	
12. NCW – HERC & State HCC Updates	<p>Please review minutes at:</p> <p>http://www.ncw-herc.org/what-we-do/meetings/</p>	
13. Agency Updates	Tabled	HOSPITALS: PLEASE MAKE SURE YOU ARE SUBMITTING EXERCISE INFORMATION TO

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		STATE VIA SURVEY. This is critical for grant funding: https://www.surveygizmo.com/s3/3321278/WHEPP-Exercise-and-Real-Event-Report-F-02007-01-2017
14. Region Training Needs	HAZMAT-One First receivers CHEC Training-State Request ICS-Schedule Vilas Portage County Cyber Security CISM	
15. Region Resource Needs	WISCOM Radios Evacuation Trailer pop up MCI bags kits	
16. Future Agenda Topics	Area and Regional Medical Coordination CMS mega rule moving forward Involving surgical center	All WHEPP members requested to send topics to HCC Coord.
17. Next meeting	<ul style="list-style-type: none"> • Next meeting December 13, 2017 (1300-1600) Aspirus Weston Clinic 	
18. Adjourn	Motion to Adjourn. 1 st : Cathy 2 nd : Ed Motion carried.	
	Please visit http://www.ncw-herc.org/ to find meeting minutes and other information	