

Region 2 Wisconsin Healthcare Emergency Preparedness Program (WHEPP)

Aspirus Weston Clinic 11 January 2017

Agenda Item	Talking Points	Action Steps
<p>1. Introductions</p>	<p>Introductions made. The following were present; James Monarski Timothy Vayder, Tamarah Scholze Becky Lindner On Phone: Jim Sagan, Mike Fraley, Chris Kalata, Josh Englund, , Jane Eaton, George Marks, Cathy Connor, Dr. Trina Daniels, Melody Dearth</p>	<p>Meeting from 13:00-14:00</p>
<p>2. Review and approval of previous meeting minutes</p>	<p>Motion made by Cathy to approve minutes 2nd by George All were in favor Minutes approved</p>	
<p>3. Review of agenda</p>	<ul style="list-style-type: none"> • Chris Kalata accepted HCC role effective 01/01/2017 • Coalition will be priority of her workload moving forward to meet the work plan 	
<p>4. HVA Review</p>	<ul style="list-style-type: none"> • Worked through the entire HVA. Chris will work on adding all hospitals to get a cumulative average to use for next year. • Changes noted on the HVA this year are: <ul style="list-style-type: none"> ○ Changed pandemic other than flu from a 2 to a 1 	<ul style="list-style-type: none"> • Chris K. will work on collecting all HVA's and creating a document to use for 2018.
<p>5. CPG Review</p>	<ul style="list-style-type: none"> • Completed 3 capabilities • Dr. Roxanne Richards replaced Shawn for MCI. She brings a lot of information with her. • Tried to apply function components according to changes we needed to meet our goals. Mostly challenges and barriers were changed based on HCC perspective 	<p>We need to assign CPG to board members – it was not stated who would be assigning these tasks or when.</p>

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	<ul style="list-style-type: none"> • The CPG’s are due at the end of this month. Wil will share the final ranking upon completion. • Board members will be assigned a CPG to review so we can work on closing our gaps. • We are lacking coalition plans. We are waiting on the state guidance for some and some to get done at a regional level. • We may be asking for your help on CPG’s 	
<p>6. NCW – HERC Updates</p>	<ul style="list-style-type: none"> • Mike Fraley has done a ton of work on our website. WITRAC videos are there , project approvals are listed, all minutes for WHEPP and HERC have been added • http://www.ncw-herc.org/ This is the link to NCW HERC webpage. Please take time to log in and look around. If you do not have a log in or do not remember your login information contact Mike Fraley and he will help you out. • St. Clare’s received their lights. Chris will get UV light units and MOU’s to your buildings. She will set up meetings with each of the WHEPP representatives from your hospital to introduce herself, distribute the lights, update WITRAC information and get the MOU signed we will also follow up on all hospitals to ensure we have an MOU on file for the ISOPODS. • There are three ISOPODS left in storage. They belong to Jim’s area. Eagle River, Howard Young, and Sacred Heart – Tomahawk. 	<ul style="list-style-type: none"> • Chris to contact hospitals and set up meetings to distribute supplies

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	<ul style="list-style-type: none"> • Tamarah or Chris will send MOU's out to any hospital we have not received 	
<p>7.</p>	<ul style="list-style-type: none"> • Chris K. will make sure WITRAC system is updated with each hospital when she visits. • We need to determine how we want our regions profile for WITRAC to look for each facility • WITRAC is a resource so we need to make sure we can come up with a template on how to build your own facility in there. • We need to brainstorm on how to make sure hospitals are posting their availability <ul style="list-style-type: none"> ○ If the charge nurse is unable to post can they delegate to unit clerk or someone to post MCI count ○ Consider putting MCI monitor in WITRAC and post availability ○ Each hospital seems to be doing it differently • Chris K. will work toward making WITRAC more robust in the upcoming months. • We need a regional plan on what to do if all beds are full in the region. <ul style="list-style-type: none"> ○ What so we do if we can't move patients ○ If we can move them, where do they go? • We are on the top edge of the biggest nursing crisis of our time. • Chris K. and Dr, Vayder are attending WITRAC training in the Dells in January. 	<ul style="list-style-type: none"> • WITRAC – Chris will do the following with each hospital: <ul style="list-style-type: none"> ○ Identify who your WITRAC administrator is for your facility ○ Who is the 24 hour position responding to posting MCI bed counts etc on a 24 hour basis ○ What facilities has their 24 hour open computer in each hospital and where is it located.

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	<ul style="list-style-type: none">• We need to be doing some drills around the MCI counts.• Tamarah designed an exercise schedule to help train staff and to create MCI event• With the published date and time we are hopeful to get the exercise created and implemented on time.• We have an MCI Region 2 event out there that you need to use to create your drill exercise in WITRAC. If you have questions please contact Chris K. and she can help you.• There are all kinds of events out there you can use but it will not submit red, yellow, and green unless you are in the Region 2 MCI event.• Make sure you mark "DRILL"• If you see #15 for address = it can be blank if you are unaware of location. If you know the event location or scene location then you can add.• #16 Region 2 facilities will populate – you can uncheck 54th CST as they do not need to know we are doing a drill• If you are training your staff select just your site. You can so as many drills as you want• If you are conducting a scheduled drill make sure you select all hospitals.• Scheduled exercises are scattered throughout all shifts to see where our gaps are.	
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	<ul style="list-style-type: none"> • Chris K. will send out email reminders a day or two in advance to remind you that your drill is coming up. • WITRAC Dashboard – • Disclaimer statements is at the top of dashboard now. • Waiting for confirmed definitions for the categories. Hoping to get them next week at the MD advisors meeting. • Medical advisors are delegated to define categories • HCC perspective – what is the intention of use. Goal is that each facility tries to keep it current. The process and expectations need to be defined. • What is defined as real time current 	
<p>8. WISCOM</p>	<ul style="list-style-type: none"> • Mark Schroeder is SME for our region • Mark will be providing training • They are currently waiting on the state for a training template • Mark will be reaching out to hospitals to find out your contact and set up a time for training. • Drills will start around WISCOM Drills 	<ul style="list-style-type: none"> • Mark will be reaching out to hospitals to find contact info and provide training.
<p>9. Exercises</p>	<ul style="list-style-type: none"> • Chris K. will be working with DHS training staff and will be establishing an exercise in April. We will be providing the training in two locations in the attempt to accommodate EMS and other partners. Watch for a save the date flyer in February. 	<ul style="list-style-type: none"> • Chris will contact hotels in two locations 1 in the northern part of the region and one in the central/southern part of the region.

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<p>10. Sector Reports</p>	<ul style="list-style-type: none"> • We were unable to discuss sector reports that were on the HERC agenda so we have no update at this time. • We will be looking for a new tribal representative for HERC board. • State posted Carolyn S. position as the State WHEPP coordinator. Deadline to apply for this position is January 22, 2017. 	<ul style="list-style-type: none"> •
<p>11. Open Comment</p>	<ul style="list-style-type: none"> • Mass emails were sent regarding homeland security over the holidays. There were gentle reminders of information only. • Chris K. and Dr. Vayder will do random radio checks on the WISCOM radios. 	<ul style="list-style-type: none"> •
<p>12. Adjournment</p>	<ul style="list-style-type: none"> • Motion made to adjourn George • 2nd by Jim M. • Meeting adjourned at 3:23pm 	<ul style="list-style-type: none"> •
<p>13. Next meeting</p>	<ul style="list-style-type: none"> • Next meeting February 8, 2017 Aspirus Weston Clinic 13:00-16:00 	<ul style="list-style-type: none"> •