

Final CFDMC 2022-2023 Traffic Light Report as of 1-31-23 (see attached Task/Project Report for additional details)

Legend: Blue=Completed; Green=On Target; Yellow =Action Needed; Red=In Jeopardy/Board Action Needed

Contract Task / Project / Deliverable	Due	Status
Submit Monthly Expenditures Documentation	December 15 (monthly)	Submitted October, November, December Reports
Task #1: Subscribe to ASPR Readiness Bulletin	October 15, 2022	Completed for contract
Task #2: Data Security Compliance	January 15 (Quarterly)	Completed for 2 nd quarter
Task #3: Attend HCCTF Meetings	January 15 (Quarterly)	Completed for 2 nd quarter
Task #7: CAT Self-Assessment	December 15 (Quarterly)	Completed for 2 nd quarter
Task #8: HPP Compliance	January 15, 2022	Completed for 2 nd quarter
Task #9: Royal 4	January 15 (Quarterly)	Completed for 2 nd quarter
Task #25: Quarterly Report	January 15 (Quarterly)	Completed for 2 nd quarter
Quarterly Financial Report	January 15 (Quarterly)	Completed for 1 st quarter
Task #10: HVA	January 15, 2023	Completed for 2 nd quarter
Task #12: NIMS	January 15, 2023	Completed for 2 nd quarter
Task #13: Sustainability Report	January 15, 2023	Completed for 2 nd quarter
Task #11: Preparedness Plan	March 15, 2023	
Task #14: Radiation Surge Annex	March 15, 2023	
Task #16: Member List Template	April 15, 2023	
Task #17: HCC Response Plan	April 15, 2023	
Task #18: Equipment Management Protocol	April 15, 2023	
Task #19: Training Plan	June 15, 2023	
Task #23: Radiation Exercise	June 15, 2023	
Task #15: Chemical Surge Annex	March 15, 2024	
Task #20: MRSE	May 31, 2024	
Task #21: Crisis Standards of Care (CSoC) Exercise	June 15, 2024	
Task #22: Pediatric Surge Exercise	June 15, 2024	
Task #24: Chemical Exercise	June 15, 2024	
Task #4: Budget Template	July 15, 2023	Completed for 22-23
Task #5: Annual Work Plan	July 15, 2023	Completed for 22-23
Task #6: Governance Document	July 15, 2023	Completed for 22-23
Note: Other coalition projects are included in the project report below		

CFDMC Project Report

Contract Task / Coalition Project	Due Date	Lead / Back-up / Partners	Activities / Status
Task #1 Ensure the HCC Readiness and Response Coordinator is subscribed to ASPR's Health Care Readiness Bulletin at https://cloud.connect.hhs.gov/healthcarereadinessbulletin throughout the contract term. Document the name of the HCC Readiness and Response Coordinator in the Quarterly Progress Report	October 15, 2022	Drawdy (Meyers, Cook)	Completed Drawdy, Meyers and Cook have subscribed; appropriate information is distributed to members. Documented compliance in quarterly report.
Task #2 Comply with the terms of the Data Security and Confidentiality provisions (Attachment II) at all times throughout the contract term. Document compliance in the Quarterly Progress Report.	Quarterly	Drawdy (Meyers, Cook)	Completed for second quarter
Task #3 Attend HCCTF meetings and calls as directed by the Department. Document the date of each meeting or call and the name of each of Provider's staff in attendance in the Quarterly Progress Report.	Quarterly	Drawdy (Meyers, Cook)	Drawdy, Meyers and Cook attended 3 rd quarter meeting on January 24
Task #4 Upload the completed HCC Budget Template as an Excel file in the CAT by July 15 of each contract year. Remove any previous versions of the budget from the CAT as applicable. Submit a screenshot of the uploaded HCC Budget Template to the Contract Manager via email and to the HCC CRVS by July 15 of each contract year.	July 15 Annually	Drawdy (Meyers, Cook, Board)	Completed 7/15/22 Converted to new template 9/7/22. Submitted budget revision #1 for minor changes in categories in November. New contract received. Will submit budget revision to board in February.
Task #5 Complete or update, and submit the HCC Work Plan as follows: a. Ensure the HCC Work Plan is based on the following: (1) The HCC Region's current HVA; and (2) The HCC's current resource analysis, to include the following: medical equipment and supplies, real-time information sharing, communication systems, training, exercises, lessons learned, and health care personnel necessary to respond to an Emergency. b. Include the following in the HCC Work Plan: (1) A description of the planned activities or projects for addressing the Capabilities of the HPP. Ensure there is at least one activity or project for each Capability, for a total minimum of four activities or projects; (2) The intended result of each activity or project; (3) The personnel who will complete the activities or projects as applicable;	July 15 Annually	Drawdy (Meyers, Cook, Board)	Completed

<p>(4) The partners who will complete the activities or projects as applicable; and (5) The timeline for completion for each activity or project during that contract year.</p> <p>c. Submit the HCC Work Plan to Core HCC Member Organizations for approval. Include the approval date of Core HCC Member Organizations in the HCC Work Plan.</p> <p>d. Save the HCC Work Plan using naming convention in a PDF file. Submit the HCC Work Plan by July 15 of each contract year via email to the Contract Manager for review and approval. Upload the HCC Work Plan to the HCC CRVS and the CAT by July 15 of each contract year. Remove previous versions of the HCC Work Plan from the CAT as applicable.</p>			
<p>Task #6: Maintain, update, and submit HCC governance information throughout the contract term as follows:</p> <p>a. Ensure the HCC governance information includes the following:</p> <p>(1) An organizational structure capable of supporting HCC activities. (2) HCC Member guidelines for participation and engagement in HCC meetings and activities. (3) Policies and procedures focused on supporting acute health care service delivery through communication and coordination. (4) HCC integration with existing state, local, and member-specific incident management structures and roles.</p> <p>b. Compile the HCC governance information into a single PDF file and title the file using naming convention. Submit the HCC governance information via email to the Contract Manager and upload the file in the HCC CRVS and in the CAT by July 15 of each contract year.</p> <p>c. Update the governance information as necessary. Document any updates to the governance information in the Quarterly Progress Report</p>	<p>July 15 Annually</p>	<p>Drawdy (Meyers, Cook, Board)</p>	<p>Completed. Documented compliance in quarterly report and uploaded into CRVS and CAT.</p>
<p>Task #7 Each quarter update the Capability 1, Capability 2, Capability 3 and Capability 4 forms in the CAT and run the following reports: Assessment Details, Progress Report, Capability Planning Report, Capability Gaps and Technical Assistance Report, and PM Report. Compile the reports into a PDF file and title the file re naming convention. Submit the file to the Contract Manager via email and upload it</p>	<p>August 15 December 15 March 15 June 15</p>	<p>Drawdy (Meyers, Cook, Board)</p>	<p>Second quarter update completed in December</p>

in the HCC CRVS by August 15, December 15, March 15, and June 15 of each contract year.			
Task #8 Maintain HPP compliance throughout the contract term. Complete the HCC HPP Compliance Report Template available on CRVS . Save with naming convention in a PDF file. Submit the completed HCC HPP Compliance Report Template via email to the Contract Manager and upload it into the HCC CRVS by October 15 of each contract	October 15 Annually	Drawdy (Meyers, Cook, Board)	Completed. 10/10/22
Task #9 Ensure the Royal 4 Systems is updated throughout the contract term as necessary. Run an Inventory Movement report to confirm that the Royal 4 Systems is up to date. Submit the report in a PDF file via email to the Contract Manager and upload it in the HCC CRVS by October 15, January 15, April 15, and June 15 of each contract year. Document the date of each update to the Royal 4 Systems in the Quarterly Progress Report.	Quarterly	Meyers (Drawdy, Cook)	Completed for second quarter
Task #10 Conduct a HVA and maintain, update, and submit the HVA Report each contract year by January 15 as follows: a. Conduct a HVA of the HCC Region’s characteristics (such as risks for natural or man-made Disasters, geography, and critical infrastructure assessment component that addresses population characteristics (including demographics)) and the individuals who might require additional help in an Emergency (such as children; pregnant women; seniors; and individuals with Access Needs and Functional Needs, including people with disabilities and others with unique needs (available from the Florida Access and Functional Needs Profile in FLhealthcharts.gov)). Conduct a HVA as follows: (1) Coordinate with state and local emergency management organization assessments (e.g., THIRA) and any public health hazard assessments (e.g., JRA) in conducting the HVA (2) Ensure HCC Members participate in conducting the HVA. (3) Use a variety of HVA tools in conducting the HVA. (4) Ensure health care facilities, EMS, and other health care organizations provide input while conducting the HVA. b. Update the HVA Report based on the HVA. Ensure health care facilities, EMS, and	January 15 Annually	Drawdy (Meyers, Cook, Members, Board)	Completed 1/13/23 Note: contract revised to add new task #26; additional dollars added to address gaps

<p>other health care organizations provide input into the update of the HVA Report based on their facility's or organization's HVAs. Include the following in the HVA Report:</p> <p>(1) A summary describing the process to update the HVA Report to verify that the HCC coordinated with state and local emergency management organization assessments and any public health hazard assessments.</p> <p>(2) A list of HCC Members that participated in conducting the HVA.</p> <p>(3) A list of the HVA tools that were used in conducting the HVA</p> <p>(4) An assessment component of the HCC Region's characteristics.</p> <p>(5) An assessment component that addresses population characteristics and considers those individuals who might require additional help in an Emergency.</p> <p>(6) The dates and descriptions of the meetings and conference calls that took place to update the HVA.</p> <p>(7) A description of how the HVA Report will be distributed to the HCC Members and local health and emergency management officials and organizations.</p> <p>c. Title the HVA Report using naming convention and save it as a PDF file. Submit the HVA Report via email to the Contract Manager and upload it in the HCC CRVS and CAT by January 15 of each contract year.</p> <p>d. Remove previous versions of the HVA Report from the CAT as applicable.</p> <p>e. Distribute the HVA Report to HCC Members and local health and emergency management officials and organization in accordance with the report. Document the date of distribution, the method of distribution, and the name of each HCC Member and local health and emergency management official and organization the report is distributed to in the Quarterly Progress Report</p> <p>f. Summarize in the Quarterly Progress Report how health care facilities, EMS, and other health care organizations provided input into the update of the HVA Report based on their facility's or organization's HVAs.</p>			
<p>#11 Update, submit, and distribute the HCC Preparedness Plan as follows:</p> <p>a. Update the HCC Preparedness Plan as follows:</p>	<p>March 15 Annually</p>	<p>Drawdy (Meyers, Cook, Workgroups, Board)</p>	<p>HVA will be used as an input.</p>

<p>(1) Update the HCC Preparedness Plan by March 15 of each contract year.</p> <p>(2) Ensure HCC Members are given an opportunity to provide input into the update of the HCC Preparedness Plan.</p> <p>(3) Update the HCC Preparedness Plan following major incidents or large-scale exercises.</p> <p>(4) Ensure the HCC Preparedness plan is signed and dated by an HCC representative and at least one representative from each type of the Core HCC Member Organization’s Acute Care Hospitals, public health agency, emergency management organization, and EMS.</p> <p>b. Save the HCC Preparedness Plan in accordance with naming convention in a PDF file. Submit the HCC Preparedness Plan via email to the Contract Manager by March 15 of each contract year for the Department to review and approve. Upload the HCC Preparedness Plan in the HCC CRVS and CAT by March 15 of each contract year.</p> <p>c. Remove any previous versions of the HCC Preparedness Plan from the CAT as applicable.</p> <p>d. Distribute the HCC Preparedness Plan to HCC Members by March 15 of each contract year. Document the date and method the HCC Preparedness Plan is distributed in the Quarterly Progress Report.</p>			
<p>Coalition Project: Update Preparedness annexes that are not contract tasks, including Strategic Plan Marketing Plan COOP Continuity of Healthcare Service Delivery Supply Chain Mitigation Strategy (other annexes are included in contract tasks)</p>	<p>March 15 Annually</p>	<p>Drawdy (Meyers, Cook, Workgroups, Board)</p>	
<p>12. Promote a NIMS training course, provide assistance to an HCC Member(s) to incorporate NIMS components, ensure HCC leadership receives NIMS training, and complete and submit the HCC NIMS Report Template available at Contract Guidance and Templates as follows:</p> <p>a) Promote at least one NIMS training course, which can be found at https://www.fema.gov/emergency-managers/nims/implementation-training, to HCC Members each contract year. Document the NIMS training course that</p>	<p>January 15 Annually</p>	<p>Drawdy (Cook, Meyers, members)</p>	<p>See revisions to contract language (in red). Completed 1/11/23</p>

<p>was promoted, the date it was promoted, and the method of promotion in the HCC NIMS Report Template.</p> <p>b) Assist at least one HCC Member incorporate NIMS components into their emergency operations plans each contract year. Document the HCC Member assisted, the date assistance was provided, and the NIMS components that were incorporated into the HCC Member's emergency operations plan in the HCC NIMS Report Template.</p> <p>c) Ensure HCC leadership has completed NIMS training. Document the following information in the HCC NIMS Report Template:</p> <ul style="list-style-type: none"> • Name of NIMS training • Name of HCC leadership member • Date training was completed <p>d) Save the completed HCC NIMS Report as "Contract#_Task#_Submission Date (MMDDYYYY)" in a PDF file. Submit the completed HCC NIMS Report via email to the Contract Manager and upload it in the CRVS by January 15 of each contract year.</p>			
<p>#13 Complete the HCC Sustainability Report Template available on CRVS. Save the completed HCC Sustainability Report Template using naming convention in a PDF file. Submit the completed HCC Sustainability Report Template via email to the Contract Manager and upload it in the HCC CRVS by January 15 of each contract year</p>	<p>January 15 Annually</p>	<p>Drawdy (Meyers, Cook, Hospital Committee, ASPR)</p>	<p>Completed 1/11/23 Sustainability assessment with Captain Link scheduled for 1/25/23.</p>
<p>#14 Develop and submit the HCC Radiation Surge Annex as follows:</p> <p>a. Develop the HCC Radiation Surge Annex as follows:</p> <p>(1) Collaborate with hospitals, community-based healthcare facilities, public health departments (particularly with local and state infection prevention teams), emergency medical services (EMS), emergency management agencies, and other community organizations to develop the HCC Radiation Surge Annex. Document the name of the organizations collaborated with in the Quarterly Progress Report.</p> <p>(2) Use the headings and subheadings of the HCC Radiation Surge Annex template available on CRVS.</p> <p>3) Ensure the HCC Radiation Surge Annex complements the HCC's Response Plan.</p> <p>(4) Ensure the HCC Radiation Surge Annex aims to improve capacity and capabilities</p>	<p>March 15, 2023</p>	<p>Meyers (Drawdy, Cook, Radiation Workgroup/ Board)</p>	<p>CFDMC is leading a statewide workgroup; radiation annex has been drafted and will be sent out to all members for review following January workgroup meeting.</p>

<p>to manage exposed or potentially exposed patients during a radiation emergency.</p> <p>(5) Ensure the HCC Radiation Surge Annex prepares the community to manage exposed or potentially exposed patients during a radiation emergency.</p> <p>b. Include the following in the HCC Radiation Surge Annex:</p> <p>(1) Indicators and triggers of a radiation emergency.</p> <p>(2) Alerting and notifications of a radiation emergency.</p> <p>(3) Initial coordination mechanism and information gathering to determine impact and specialty needs.</p> <p>(4) Documentation of regional resources that can support the specialty response and key resource gaps that may require external support (including inpatient and outpatient resources).</p> <p>(5) A description of access to subject matter experts at the local, regional, and national levels.</p> <p>(6) A description of prioritization method(s) for specialty patient transfers (e.g., which patients are most suited for transfer to a specialty facility).</p> <p>(7) Relevant baseline or just-in-time training to support specialty care.</p> <p>(8) An evaluation and exercise plan for the specialty function.</p> <p>c. Save the HCC Radiation Surge Annex using naming convention in a PDF file. Submit the HCC Radiation Surge Annex via email to the Contract Manager and upload it in the HCC CRVS and the CAT by March 15, 2023.</p> <p>d. Remove any previous version of the HCC Radiation Surge Annex from the CAT as applicable.</p>			
<p>Task #15: Chemical Annex</p>	<p>March 15, 2024</p>	<p>Meyers (Drawdy, Cook, Workgroup, Members, Board)</p>	<p>Planning will begin in 2023</p>
<p>Task #16 Identify all HCC Members within the HCC Region and complete and submit the HCC Members List Template by April 15 of each contract year as follows:</p> <p>a. Identify HCC Members as follows:</p> <p>(1) Identify all HCC Members within the HCC Region.</p> <p>(2) Identify at least one HCC Member from an Acute Care Hospital.</p> <p>(3) Identify at least one HCC Member from EMS (including inter-facility and other non-EMS patient transport systems).</p>	<p>April 15 Annually</p>	<p>Cook (Drawdy, Meyers)</p>	<p>Member template is updated monthly</p>

<p>(4)Identify at least one HCC Member from an emergency management organization.</p> <p>(5)Identify at least one HCC Member from a public health agency.</p> <p>(6)Identify any Additional Health Care Coalition Members.</p> <p>b. Complete the HCC Members List Template available on CRVS.</p> <p>c. Save the completed HCC Members List Template using naming convention in an Excel file. Submit the completed HCC Members List Template via email to the Contract Manager and upload it in the HCC CRVS by April 15 of each contract year</p>			
<p>#17 Update, submit, and distribute an HCC Response Plan as follows:</p> <p>a. Update the HCC Response Plan as follows:</p> <p>(1)Update the HCC Response Plan by April 15 of each contract year.</p> <p>(2)Ensure HCC’s Member’s organizations are given an opportunity to provide input into the update of the HCC Response Plan.</p> <p>(3)Update the HCC Response Plan after large-scale exercises and real-world events (including, but not limited to Emergencies and Disaster).</p> <p>(4)Ensure the HCC Response plan is signed and dated by an HCC representative and at least one representative from each type of the Core HCC Member Organization’s Acute Care Hospitals, public health agency, emergency management organization, and EMS.</p> <p>(5)Collaborate with the Department to integrate the following crisis care elements into the HCC Response Plan:</p> <p>(a)Integration with state-level efforts.</p> <p>(b)Management of crisis conditions through regional coordination, including resource sharing and patient distribution.</p> <p>(c)Management of information and policy decisions with the assistance of the HCC partners during a protracted event.</p> <p>(d)Management of resource requests and scarce resource allocation decisions when the demand cannot currently be met.</p> <p>(e)Support EMS agency planning for indicators, triggers, and response strategies during crisis conditions.</p> <p>(f)Support hospital planning for indicators, triggers, and response strategies during crisis conditions.</p> <p>(g)Transition to contingency care by requesting resources or moving patients to other facilities.</p>	<p>April 15 Annually</p>	<p>Meyers (Drawdy, Cook, Workgroups, Board)</p>	<p>Planning will begin in 2023</p>

<p>(h) Integration of crisis standards of care conditions into exercises.</p> <p>b. Save the HCC Response Plan using naming convention in a PDF file. Submit the HCC Response Plan via email to the Contract Manager by April 15 of each contract year for the Department to review and approve. Upload the file into HCC CRVS and the CAT by April 15 of each contract year.</p> <p>c. Remove previous versions of the HCC Response Plan from the CAT as applicable.</p> <p>d. Distribute the HCC Response Plan to HCC Members by April 15 of each contract year. Document the date and method the HCC Response Plan is distributed in the Quarterly Progress Report</p>			
<p>Coalition Project – Annual updates to Response Annexes, including:</p> <ul style="list-style-type: none"> • Infectious Disease (EID Collaborative) • Disaster Behavioral Health (W.G. Mason and FCRT) • Alternate Care Site (RMAT) • Burn (RTAB) • Family Assistance Center (FAC Workgroup) • Trauma Coordination (Pappas, RTAB Preparedness Committee) • Pediatric Sure (Pediatric Surge Workgroup) • Mass Fatalities (Blanton, Medical Examiners) • Crisis Standards of Care (CSoc Workgroup) 	<p>April 15 Annually</p>	<p>Meyers (Drawdy, Cook, Workgroups, Board)</p>	<p>FAC workgroup met July 22 and October 14. Will partner with Pediatric Workgroup on tabletop and hospital FRC exercises.</p> <p>EID: Expand plan to include all hazards (e.g. vector-borne, anthrax, bioterrorism); identify training for hospitals; NIPP training for nursing homes: Meeting held October 14. Requested NETEC frontline training but not available. Coalition is sending out all available resources regarding Ebola. Meeting held November 21 to review and update Ebola PPE. NIPP training held in November.</p> <p>RTAB: Continue to meet bimonthly (develop RTCC education plan)</p> <p>Mass Fatalities: 4 of 5 ME offices signed MOU.</p>
<p>Task #18 Update and submit a protocol for equipment, supplies, and pharmaceuticals as follows:</p> <p>a. Update a protocol for equipment, supplies, and pharmaceutical and include the following in the protocol:</p> <p>(1) Strategies for acquisition, storage, rotation with day-to-day supplies, and use.</p> <p>(2) Policies relating to the activation and deployment of the HCC and HCC Members' stockpile.</p> <p>(3) Policies relating to the disposal of expired materials.</p> <p>b. Save the protocol using naming convention in a PDF file. Submit the protocol via email to the Contract Manager and upload it in the HCC CRVS and CAT by April 15 of each contract year.</p>	<p>April 15 Annually</p>	<p>Drawdy (Meyers, Cook, Hospital Committee, Board)</p>	<p>Discussed during July and October 2022 Hospital Calls (includes ESF8). Policy was updated.</p>

c. Remove previous versions of the protocol from the CAT as applicable.			
<p>Task #19 Create and submit the HCC Training Plan and conduct a minimum of one training as follows:</p> <p>a. Create and submit the HCC Training Plan as follows:</p> <p>(1) Create the HCC Training Plan and include the following in the HCC Training Plan:</p> <p>(a) The training(s) that will be provided;</p> <p>(b) The risk, resource gap, work plan priority, or corrective action from prior exercises and incidents that the training will address;</p> <p>(c) The gap or need identified by HCC Members which the training is based; and</p> <p>(d) The training type.</p> <p>(2) Save the HCC Training Plan using naming convention in a PDF file. Submit the HCC Training Plan via email to the Contract Manager and upload it in the HCC CRVS and CAT by June 15, 2023.</p> <p>b. Conduct a minimum of one training in accordance with the HCC Training Plan between July 1, 2023 to June 30, 2024. Document the title, date, number of people in attendance, and location of the training in the Quarterly Progress Report</p>	June 15, 2023	Drawdy (Cook, Meyers, members, workgroups, training providers)	<p>Assess member needs, Participate in IPP. Develop training plan meeting all contract requirements</p> <p>Provide training plan</p> <p>Trainings scheduled for this fiscal year include NIMS, IMT, HICS, ICS for small facilities, all hazards response, COOP, CEMP, NIPP, SFA, Fit-Testing</p>
Coalition Project: Provide trainings	Ongoing	Drawdy (Meyers, Cook)	<p>July 12th Fit-Testing Train-the-Trainer held at DOH-Orange. 34 registered; 11 completed. November 15 training held n Volusia. Next training is scheduled February 13 in St. Lucie.</p> <p>L-967 – NIMS AH Logistics Section Chief 11/28 – 12/2 – Osceola</p> <p>NIPP: 11/28-30 – Viera</p> <p>BOLDplanning COOP New: December 13, 9 am to noon – Valencia May 10, 9 am to noon – TBD</p> <p>Refresher: February 16 - 9 am to noon – virtual June 6 – 9 am to noon - virtual</p> <p>BOLDplanning CEMP October 19 – 9 am to noon, Seminole EOC December 13 – 1:30 to 4:30 pm – Valencia March 9 - 9 am to noon – Indian River EOC June 13 – 9 am to noon – DOH-Volusia</p>

Not included in contract but CAT requires scope of work each May.	May 2023	Drawdy (Meyers, Cook, Members, Board)	Asked during TA call.
Task #20: Hold a MRSE between July 1, 2023 to May 31, 2024	June 15, 2024	Drawdy (Meyers, Cook, planning team, hospitals, Board)	Not due until 2023-2024 but will include in regional exercise
Coalition project – regional medical surge exercise	June 20, 2023	Drawdy (Meyers, Cook, Planning Team, Members, Board)	Hospital participating have been identified; planning team convened and Concept/Objectives meeting held in December and Initial Planning Meeting held in January. Meeting schedule has been set and action plan developed. Exercise will be held April 20.
Task #21: Crisis Standards of Care (CSoC) Exercise	June 15, 2024	Meyers (Drawdy, Cook, CSoC workgroup, members, Board)	May begin planning in 2023
Task #22: Pediatric Surge Exercise Conduct a pediatric surge exercise to validate the pediatric surge care annex that is part of the HCC Preparedness Response Plan as follows: a. Conduct a pediatric surge exercise by completing a standardized TTX or discussion exercise in a format that meets HSEEP Standards. b. Ensure at least one representative from each type of Core HCC Member Organization participates in the pediatric surge exercise. c. Complete the <u>HCC AAR/IP Template</u> . <u>Save the completed HCC AAR/IP Template as "Contract#_Task#_Submission Date (MMDDYYYY)"</u> in a PDF file. Submit the completed HCC AAR/IP Template via email to the Contract Manager and upload it in the HCC SharePoint and the CAT by June 15, 2024. d. Complete the pediatric surge items in the CAT Exercise Tool by June 15, 2024. Submit a screenshot of the completed CAT Exercise Tool to the Contract Manager via email by June 15, 2024. e. Document the date of the pediatric surge exercise in the Quarterly Progress Report.	June 15, 2024	Meyers (Drawdy, Cook, Ritola, Pediatric workgroup, members, Board)	The Pediatric Workgroup and FAC Workgroup will partner to plan a pediatric surge exercise in February 2023. Will also plan functional exercise in May/June.
Task #23: Conduct a radiation surge exercise to validate the HCC radiation emergency care annex that is part of the HCC Preparedness Response Plan as follows: a. Conduct the radiation surge exercise by completing a standardized TTX or	June 15, 2023	Meyers (Drawdy, Cook, Radiation workgroup, members, Board)	CFDMC is leading a statewide exercise, planned for May 17.

<p>discussion exercise in a format that meets HSEEP Standards.</p> <p>b. Ensure at least one representative from each type of Core HCC Member Organization participates in the radiation surge exercise.</p> <p>c. Complete the <u>HCC AAR/IP Template for the radiation exercise. Save the completed HCC AAR/IP Template using naming convention and save in a PDF file.</u> Email the completed HCC AAR/IP Template to the Contract Manager and upload it in the HCC CRVS and the CAT by June 15, 2023.</p> <p>d. Complete the radiation emergency exercise items in the CAT Exercise Tool. Submit a screenshot of the completed radiation emergency exercise items to the Contract Manager via email by June 15, 2023.</p> <p>e. Document the date of the radiation surge exercise in the Quarterly Progress Report.</p>			
Task #24: Chemical Exercise	June 15, 2024	Meyers (Drawdy, Cook, Ritola, Pediatric workgroup, members, Board)	Preliminary discussion with Angela Ren, coordinator of annual statewide chemical threat exercises to see if we can incorporate the Coalitions exercise into the 2024 statewide exercise
Coalition Project: Operation Protect & Secure community based drill (regional active shooter drill)	September Annually	Drawdy (Cook, Meyers, Planning Team, Members)	Completed. AAR sent 10/14/22
Coalition Project: Conference Tabletop (evacuation, cyber)	December Annually	Drawdy (Cook, Meyers, Planning Team, Members)	Completed. Robin Hinson will send out AAR.
Coalition Project: Great Tornado Drill (regional community based shelter in place)	January Annually	Drawdy (Cook, Meyers, Planning Team, Members)	Scheduled for February 8 th .
Coalition Project: Operation Generate Confidence (regional community-based generator drill to prepare for hurricane season)	May Annually	Drawdy (Cook, Meyers, Planning Team, Members)	Planning begins in March
<p>Task #25 Complete and submit the Quarterly Progress Report as follows:</p> <p>a. Complete the Quarterly Progress Report available in the CRVS.</p> <p>b. Include the information as specified in the Tasks above in the Quarterly Progress Report.</p> <p>c. Include the progress for each Task in the Quarterly Progress Report.</p> <p>d. Save the Quarterly Progress Report using naming convention in a PDF file.</p> <p>e. Submit the Quarterly Progress Report within 15 calendar days after the end of each quarter via email to the Contract Manager and upload it in the HCC CRVS</p>	Quarterly	Drawdy (Cook, Meyers)	Completed 2 nd quarter

<p>Task #26: Complete at least one HCC regional HVA project in either the third or fourth quarter of the first fiscal year such as a training, exercise, or provision of resources as follows:</p> <ul style="list-style-type: none"> a) Address at least one vulnerability identified in the HVA Report that is referenced in Task B.1.a.10.b b) Summarize in the Quarterly Progress Report the completed HCC regional HVA project (training, exercise, or provision of resources) and which vulnerability or vulnerabilities it will address or addressed 			<p>Added: FRC exercise project Added: mental wellness project Additional projects to be discussed at February Board meeting</p>
<p>Monthly Expenses: Provide documentation for all payments made by Provider as a direct result of services provided or goods purchased through the funding of this contract and submit to Contract Manager and HCC SharePoint within 15 business days following the end of each month. Such documentation includes timesheets, canceled checks (if available), bank statements, receipts, invoices paid, or other documentation that supports proof of payment.</p>	<p>15 business days following the quarter</p>	<p>Drawdy (Ori, Cook, Meyers)</p>	<p>Completed October, November, December</p>
<p>Quarterly Financial Report: Each contract year, Provider must submit a Quarterly Financial Report in the quarter specified by the Contract Manager. Each Quarterly Financial Report must state, by line item, all contract fund expenditures made by Provider to complete the deliverables under this contract. All Quarterly Financial Reports must be submitted to the Contract Manager within 30 calendar days following the quarter the report is due. For the fourth quarter of each contract year, submit the Annual Financial Report in accordance with section I.C.6.c. of the Department's Standard Contract.</p>	<p>30 days following the quarter</p>	<p>Drawdy (Cook, Meyers)</p>	<p>Completed second quarter</p>
<p>Coalition Project: Communicate with members</p>	<p>Quarterly</p>	<p>Drawdy, Meyers, Cook, Board</p>	<p>Sent out alerts, training opportunities Keep website updated Quarterly member meetings Quarterly communication drills</p>
<p>Coalition Project: Bimonthly Executive Committee & Board Meetings</p>	<p>Monthly</p>	<p>Drawdy (Meyers, Cook, Executive Committee, Board)</p>	<p>November Executive Committee Meeting held December Board meeting held December 20</p>
<p>Coalition Project: Marketing Pilot</p>	<p>December 2023</p>	<p>Drawdy (Cook, Meyers, Board)</p>	<p>Completing social media pilot; results to be presented to Executive Committee in January and Board in February. Formed Social Media Workgroup</p>

			Presented at Orange County EM Healthcare Facilities CEMP workshop on January 18.
Coalition Project: Provide COOP & EOP Workshops	June 30 Annually	Drawdy (Meyers, Cook, Members)	<p>Provide members with BOLDplanning COOP and EOP workshops & software licenses (October CEMP workshop held, CEMP and COOP to be held at December conference)</p> <p>Have enterprise (unlimited) license for both</p> <p>Two half-day New COOP Workshops Scheduled for: December 15-completed May 10</p> <p>Two Refresher Workshops Scheduled for February 16 June 9</p> <p>Four half-day CEMP/EOP Workshops are scheduled for: October 19 – 9 to noon - completed December 15 – 1:30 to 4:30 - completed March 9 – 9 to noon June 13 – 9 to noon Note: this meets a requirement in Task #12</p>
Coalition Project: Communications Pilot	Monthly	Meyers (Drawdy, Cook, Hospitals, EM, EMS, FHA)	<p>Submitted to UASI; EMResource ranked #5 (should receive funding; e-ICS ranked highest of the lower priority group) A steering committee has been formed to develop protocols</p> <p>Began with 153 users; current user count over 3,000. Matt Meyers is training super-users to handle administrative functions</p>
Coalition Project: Cyber Threats/Security	June 30, 2023	Drawdy (Meyers, Cook, Members)	<p>Completed</p> <p>Send out alerts as received</p> <p>Presentation by CISA during September meeting</p> <p>Send out survey to members re mitigation strategies; published results</p>
Coalition Project: Hospital Minimum Readiness	June 30 Annually	Drawdy (Meyers, Cook, Hospitals, Board)	<p>Maintain hospitals at minimum readiness standards (by hospital size). Updated readiness standards (removed gloves as daily use item)</p> <p>Monthly hospital calls</p>

Coalition Project: RMAT	June 30 Annually	Drawdy (Pachota, Meyers, Cook, Team Members, Board)	Recruit, credential, onboard members, community-based training and exercises, maintain team equipment, secure warehouse
Coalition Project: FAC Team	June 30 Annually	Drawdy (Meyers, Cook, Team Members, Board)	Recruit, credential, train and exercise team Workgroup meeting held 7/22/22 and 10/14/22: <ul style="list-style-type: none"> • Published hospital FAC template • FAC Workgroup and Pediatric workgroup to hold pediatric tabletop in February 2023 • Will also plan functional exercise in May/June • Will begin credentialing/badging FAC team members • Training will be developed following the exercises
Coalition Project: Regional Trauma Advisory Board (Executive Committee, Clinical Leadership Committee, Preparedness Committee (RTCC plan), System Support Committee	June 30 Annually	Drawdy (Meyers, Cook, RTAB Members)	Committees met in December; next meetings in February.
Coalition Project: Achieve Strategic Objectives Ensure Sustainability: <ul style="list-style-type: none"> • By June 2023, participate in ASPR sustainability assessment • By December 2023, develop and implement a Coalition sustainability plan • By January 2023, develop a Board succession plan Increase Member Diversity & Engagement: <ul style="list-style-type: none"> • By December 2022, implement a sustainable social marketing campaign • By December 2023, increase number of county and city leaders who are Coalition members by 50% Address Climate Change Impacts: <ul style="list-style-type: none"> • By June 2023, complete an assessment of regional healthcare systems and city/county environmental sustainability/resiliency strategies • By June 2024, publish guidance on climate change and healthcare mitigation strategies Build & Sustain Capabilities:	June 30, 2023	Drawdy (Meyers, Cook, Board)	Report progress at bimonthly board meetings Participated in ASPR sustainability series. ASPR Site Visit held January 25. Social media pilot completed 12/22. Proposing SOW Workshop Climate Change workgroup has been formed and met in December. Assessment sent out to members.

<ul style="list-style-type: none"> • By December 2023, develop a plan to standardize plans, equipment, training, and exercising in at least one additional capability • By June 2024, develop, implement and evaluate a campaign focused on increasing retention of the healthcare workforce 			<p>Focus on patient tracking/FRC</p> <p>UCF presented on nursing recruitment/retention at September meeting. Will use additional HVA gap dollars to address this.</p>
<p>Coalition Project: Implement Actions Identified in AARs/IPs:</p> <p>MRSE (Hospital Committee)</p> <ul style="list-style-type: none"> • Training for hospitals on HICS activation button (Meyers) • Training for hospitals on reporting fatalities (Blanton) • Family reunification guidelines for hospitals (Corfield/Winter) <p>RTCC (Trauma Preparedness Committee)</p> <ul style="list-style-type: none"> • Revise 311 form (Drawdy, draft sent to Bilski and McPherson) - completed • Revise plan (include all transfer/transport resources, assign two paramedics to Medical Officer) - completed • Review army triage methodology (Meyers) • Develop SOPs to educate hospital leaders on process <p>FIDTN (EID Collaborative/Burke):</p> <ul style="list-style-type: none"> • Incorporate lessons learned into planning, equipment, training and exercises <p>Burn (Meyers)</p> <ul style="list-style-type: none"> • Add any burn specific EEs • Incorporate burn annex into RTCC • Explore/ develop blanket 1135 waiver for burn scenario (Drawdy/Wilgis) • ID any burn equipment needed in hospital minimum readiness standards (Meyers) 	<p>As identified in the IP</p>	<p>Drawdy (Meyers, Cook, Workgroups, Members, Board)</p>	<p>Report progress at bimonthly board meetings</p> <p>Training on HICS activation completed Will train hospital on reporting fatalities as part of 2023 FSE FRC hospital template published</p> <p>The 311 form and plan updates were approved. Participated in 15 til 50 webinar Will develop educational campaign for hospitals/emergency management</p> <p>Completed - see EID</p> <p>Burn training provided at December conference. Will incorporate burn surge into 2023 full scale exercise.</p>

<ul style="list-style-type: none"> • Warden Burn Center to provide burn training to acute care hospitals (Meyers) <p>COVID (EID Collaborative/Burke)</p> <ul style="list-style-type: none"> • Mitigation strategy for short supply (e.g. PPEs) – Meyers & Hospital Committee • Reach out to ESF8 to identify best practices for creating additional bed space 			<p>Completed - see EID</p> <p>Completed - Best practices for creating additional bed space identified and added to ID Annex</p>
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