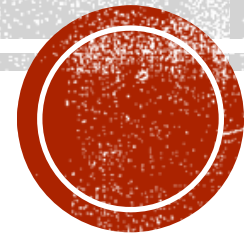


# **FY 2017-18 PREPAREDNESS GRANT ROLL OUT**

Iowa Department of Public Health  
Bureau of Emergency and Trauma Services  
July 2017



# OUTLINE

- Introductions
- Review the contract deliverables for BP1
- Review the Department's expectations for each deliverable
- Q&A



# MEETING DATES

## Deliverable

- Coordinate with Department staff to schedule service area meetings for FY2017-18 and provide any changes in the schedule. (See Article VIII – Report 2) Due August 1, 2017

## Expectation

- Fiscal Agent will submit a list of meeting dates to IDPH using IowaGrants.gov correspondence
  - The list will include the following information as applicable
    - Service Area Meetings dates, time, and location
    - Discipline Specific meetings dates, time, and location
    - Other service area meetings that IDPH staff may need to attend



# TRAINING AND EXERCISE PLANNING

## Deliverable

- Conduct a Service Area Training and Exercise Planning Workshop (TEPW) and submit a 5-year service area exercise plan. (See Article VIII – Report 14) Due September 1, 2017

## Expectation

- Conduct a TEPW for the service area
- Engage with EMA to develop this plan
- Use the Training and Exercise Planning Workshop User Guide as guidance on how to conduct the TEPW



# TRAINING PLAN

## Deliverable

- Submit a service area training plan for trainings proposed to be funded with PHEP, HPP, EMS System Development funding. (See Article VIII – Report 12) Due September 1, 2017

## Expectation

- The fiscal agent will submit a proposed list of trainings that will be funded with PHEP or HPP dollars using the form provided by IDPH



# LEADERSHIP STRUCTURE

## Deliverable

- Submit a service area administrative organizational model which must include a leadership structure and a list of member organizations. (See Article VIII – Report 1) Due September 1, 2017

## Expectation

- The service area fiscal agent will submit a Table of Organization, operating guidelines (ie By-laws, MOU, or MOA documents), and a membership list via Iowa Grants.gov correspondence



# FISCAL PROCESS

## Deliverable

- Submit the service area fiscal processes approved by the service area membership and Department. (See Article VIII – Report 4) Due September 30, 2017

## Expectation

- The service area fiscal agent will work with membership to develop a fiscal process. The fiscal process should address the following items at a minimum
  - Budgeting
  - Claims
  - Reimbursement
  - IDPH Compliance review
- Once the fiscal process is developed and approved by the service area, a copy will be submitted via [lowagrants.gov](http://lowagrants.gov) correspondence for IDPH approval
- IDPH will notify fiscal agent once approved



# FISCAL WORKBOOK AND CLAIMS

## Deliverable

- The Invoice/Claim shall be submitted monthly in the grant site located in [IowaGrants](#) within 30 days of the month of expenditures.

## Expectations

- Fiscal agent will:
  - Update work plan and corresponding budget as needed
  - Submit pre-approvals for expenses over \$500.00
    - This will occur until there is enough detail in the work plan and budget sections of [lowagrants.gov](#)
  - Fill out and submit the provided expense work book monthly with the claim in [lowagrants.gov](#)





# COMBINED RISK ASSESSMENT

## Deliverables

- Submit a combined Risk Assessment Hazard Ranking summary for the service area that documents review of previously completed risk assessments conducted by service area members in order to identify gaps in preparedness activities. (See Article VIII – Report 9) Due October 30, 2017

## Expectations

- Membership will work together to discuss and evaluate individual risk assessments to develop a combined risk assessment ranking for the service area
- HVA tool on LMS available to service areas
- Fiscal agent to submit minutes of meeting where combined hazard rankings were discussed and developed and submit the combined hazard ranking summary via [iowagrants.gov](http://iowagrants.gov)



# EMPOWER DATA

## Deliverable

- Acquire and submit emPOWER data for all service area membership counties. (See Article VIII – Report 8) Due November 1, 2017 and March 1, 2018

## Expectation

- Fiscal agent will submit a screen shot of the emPOWER data for each county within the service area via lowagrants.gov correspondence



# EMPOWER DATA CONTINUED

## Deliverable

- Share emPOWER data with service area members for utilization in identifying special at-risk populations to develop strategies and fill gaps related to at-risk populations in the service area. (Guidance provided by Department)

## Expectation

- Fiscal agent will submit documentation such as meeting minutes that shows utilization of the emPOWER data for at-risk population planning for the service area. Submit via Iowagrants correspondence



# PROGRESS REPORTING

## Deliverable

- Submit the Work Plan Progress Report detailing progress made on completing the service area goals, objectives, and activities. (See Article VIII – Report 5) Due December 1, 2017 and May 1, 2018

## Expectation

- The membership will collaborate with the fiscal agent to compile the status of activities detailed in the work plan
- The fiscal agent will enter the work plan status updates in the progress report within [lowagrants.gov](http://lowagrants.gov)



# GRANT COORDINATOR

## Deliverable

- Identify or hire (at a minimum) the equivalent of one FTE not to exceed three part-time FTE's to coordinate grant activities. Provide to IDPH the name(s) of the individual(s) hired and staff contact information for official communication. (See Article VIII – Report 3) Due December 30, 2017

## Expectation

- Service area will hire the equivalent of one FTE. The service area may utilize the Job Description Guidance located on the HAN
- Upon completing the hiring process the fiscal agent will submit the name and contact information via [lowagrants.gov](http://lowagrants.gov) correspondence



# **IDPH TECHNICAL ASSISTANCE**

## **Deliverable**

- Conduct at a minimum two meetings with Fiscal agent, grant coordinator, service area leadership and Department staff to assure work plan progress. (Guidance provided by Department)

## **Expectation**

- IDPH program staff will meet with the coalition leadership group approximately 30 to 45 days prior to the progress report being updated to provide technical assistance on preparing for the progress report



# EMS SYSTEM STANDARDS

## Deliverables

- Submit a system standards baseline assessment completed by each county within the service area. (See Article VIII – Report 6) Due January 30, 2018

## Expectation

- Each county within the service area will complete the EMS System Standards Baseline Assessment template
- The fiscal agent will submit each completed assessment via [lowagrants.gov](http://lowagrants.gov) correspondence



# RESOURCE ASSESSMENT

## Deliverable

- Conduct an assessment to determine resources available in the service area. Add identified resources to the service area's EMResource page. (See Article VIII – Report 10) Due April 28, 2018

## Expectation

- The membership will define resources that each entity currently has that may be shared with service area partners
  - Document the resources on the EmResource page created for the service area
- Identify resources that are needed and not available within the service area
- Prioritize needs and develop a plan on how to acquire the resources when necessary





# RESOURCE MANAGEMENT

## Deliverable

- Develop a process for service area resource management that includes the following elements: (Guidance provided by Department)
  - Process for membership to request existing resources/services within the service area
  - Mechanisms for membership to acquire new or additional resources/services needed during a disaster not available within the service area
  - Process to return resources/services as applicable

## Expectation

- Develop a service area resource management plan/process



# EMRESOURCE TRAINING

## Deliverable

- Organize at least one training for service area membership on EMResource page and resource management and submit attendance roster. (See Article VIII – Report 11) Due April 28, 2018

## Expectation

- The fiscal agent will submit a sign in sheet and a copy of the education materials for the resource management training via [lowagrants.gov](http://lowagrants.gov) correspondence



# SUB SERVICE AREA COORDINATION

## Deliverable

- Service Areas 1A, 1B, 1C, 3A, 3B, 5A, 5B, 6A & 6B shall assure: (Guidance provided by Department)
- (See Article VIII – Report 18) Due December 30, 2017 and June 30, 2018
  - Coordination of semi-annual meetings to collaborate progress in completing workplan activities within the primary Service Area (1, 3, 5, & 6).
  - The following disciplines shall be represented: EMS, hospitals, public health, EMA, and CRI (if applicable).

## Expectation

- The fiscal agent will submit meeting minutes and a sign-in roster for both meetings via [lowagrants.gov](http://lowagrants.gov) correspondence



# TRAINING REPORT

## Deliverable

- Submit a training report to document completed training, partners that participated in training, grant funding stream that supported the training, and number of individuals trained. (See Article VIII – Report 13) Due June 30, 2018

## Expectation

- The fiscal agent will utilize the template provided by IDPH to report all trainings funded in whole or in part with PHEP and/or HPP dollars
- The template will be located on the HAN when it is received from federal partners.
  - Discuss the current BP5 form should be similar information required



# SURGE EXERCISE

## Deliverable

- Complete the Coalition Surge federally required exercise and After Action Report and Improvement Plan (Department will provide tools and federal guidance documents) (See Article VIII – Report 15) Due within 60 days post exercise, not later than June 30, 2018

## Expectation

- Service area membership will utilize the Coalition Surge Tool exercise template to conduct the exercise
  - <https://www.phe.gov/Preparedness/planning/hpp/Pages/coalition-tool.aspx>
- Fiscal agent will submit a completed After Action Report for the Coalition Surge Tool Exercise within 60 days post exercise via [Iowagrants.gov](http://Iowagrants.gov)
  - <https://preptoolkit.fema.gov/web/hseep-resources>



# NIMS COMPLIANCE

## Deliverable

- Submit one NIMS Compliance Statement for the service area. (See Article VIII – Report 7) Due No later than June 30, 2018
  - Collect NIMS Training Records and supporting documentation (training certificates) and NIMSCAST document for PHEP and HPP funded members, maintain documents on file for Department review. (Guidance provided by Department)

## Expectation

- Fiscal agent will submit the NIMS compliance form to Iowagrants



# FISCAL AGENT TRAINING

## Deliverable

- Attend fiscal agent training provided by the Department. (Guidance provided by Department)

## Expectation

- This deliverable is met by attending the fiscal agent grant rollout webinar



# COMPLIANCE SITE VISITS

## Deliverable

- Attend annual grant compliance visits conducted by the Department (attendees will include: service area leadership, fiscal agent, and grant coordinator).  
(Guidance provided by Department)

## Expectation

- Compliance site visits will be conducted annually
  - See Compliance visit guidance document on HAN
- The required attendees will be documented on the compliance visit report. If all are not present this deliverable will not be met.





# EMA PARTICIPATION / COORDINATION

## Deliverable

- Assure coordination with and participation from a minimum of one County Emergency Management Agency (EMA) on the service area membership list in the development of a service area healthcare coalition response plan. (Guidance provided by Department)

## Expectation

- At a minimum there will be 1 EMA listed on the membership list
- Fiscal agent will submit meeting minutes via [Iowagrants.gov](http://Iowagrants.gov) correspondence that show/describe discussion and/or work on the coalition response plan and the EMA will be listed as present to meet this deliverable



# COMMUNICATIONS / IT TESTS

## Deliverable

- Require service area members to respond to regular testing of information technology and communication systems by Department.
  - These tests will include:
    - Quarterly bed capacity information from member hospitals
    - Quarterly Health Alert Network alerts
    - Monthly communication tests (radio or other communication mechanisms)

## Expectations

- Fiscal agent will document (via meeting minutes) working with membership that does not respond to tests.



# PHEP AND HPP PERFORMANCE MEASURES

## Deliverable

- Submit the HPP and PHEP performance measures and other federal reporting requirements demonstrating the baseline capabilities of the service area. (See Article VIII – Report 16) Due date to be determined based on federal requirements

## Expectation

- Fiscal agent will submit the performance measure report on the form provided by IDPH once it is received from federal partners.
- Guidance on completing performance measures will be provided to the fiscal agent when it is received from federal partners



# ADDITIONAL GOALS AND OBJECTIVES REPORTING

## Deliverable

- Provide updates and document completion of any additional goals/objectives/activities identified in the program application.

## Expectation

- Fiscal agent will provide progress updates on goals/objectives/activities that were added to the work plan by the service area.
- These goals/objectives/activities will be reviewed during technical assistance and compliance visits



# CRI-MSA

## Deliverable

- Service Areas that contain CRI-MSA shall assure: (Department will provide guidance and federal tools) (See Article VIII – Report 17) Due date to be determined based on federal requirements
  - Attendance at CRI/MSA meetings.
  - Completion of the Medical Countermeasure Operational Readiness Review (MCMORR) tool or report on MCMORR action plans.
  - Review and assessment of mass dispensing plans.
  - Completion and documentation of exercise and drill requirements.



# CRI-MSA EXPECTATIONS

Each MSA jurisdiction will:

- Function as a single entity
  - Des Moines/West Des Moines MSA
    - Dallas, Guthrie, Madison, Polk, Warren
  - Council Bluffs/Omaha MSA
    - Harrison, Mills, Pottawattamie
- Participate in:
  - MCM-ORR activities or briefing by MCM coordinator
  - MCM action plans



# CRI-MSA EXPECTATIONS

- Three different drills (can not repeat)
  - Staff notification: EOC, RDN, POD, PIC, Security
  - Site activation: EOC, RDN, POD
  - Facility set up: EOC, RDN, POD
- Each POD in the MSA jurisdiction must be set up with documentation at a minimum of once every 5 years
- Multiyear training and exercise plan (MYTEP)
- Dispensing FSE with throughput estimation to include AAR/IP



# PERFORMANCE MEASURES

- Department will withhold ten (10) percent of each reimbursement claim pending the receipt and Department approval of documentation confirming completion of items within Article VI - Description of Work and Services.
- The Contractor will submit reports, reimbursement claims and supporting documentation according to schedule (See also Article VIII – Reports). Any report not submitted by the deadline will result in a disincentive permanent budget reduction of \$1,000 per report, not to exceed the amount of the grant.





# WORK PLAN UPDATES

- Fiscal agent will work with assigned IDPH planner to make updates to the workplan via a negotiation in [lowagrants.gov](http://lowagrants.gov)
- IDPH will review workplan changes and return to fiscal agent via [lowagrants.gov](http://lowagrants.gov)
- No workplan changes after May 18, 2018



# GENERAL INFO

- Reports posted to Iowa Grants: the subject line should match the report title in the contract.
- Most templates, forms, and other documents will be posted to HAN Document Library, Service Area Tools folder unless otherwise stated.
  - Service-area specific documents are managed via [lowagrants.gov](http://lowagrants.gov)
  - Will be introduced by department staff at subsequent SA meetings



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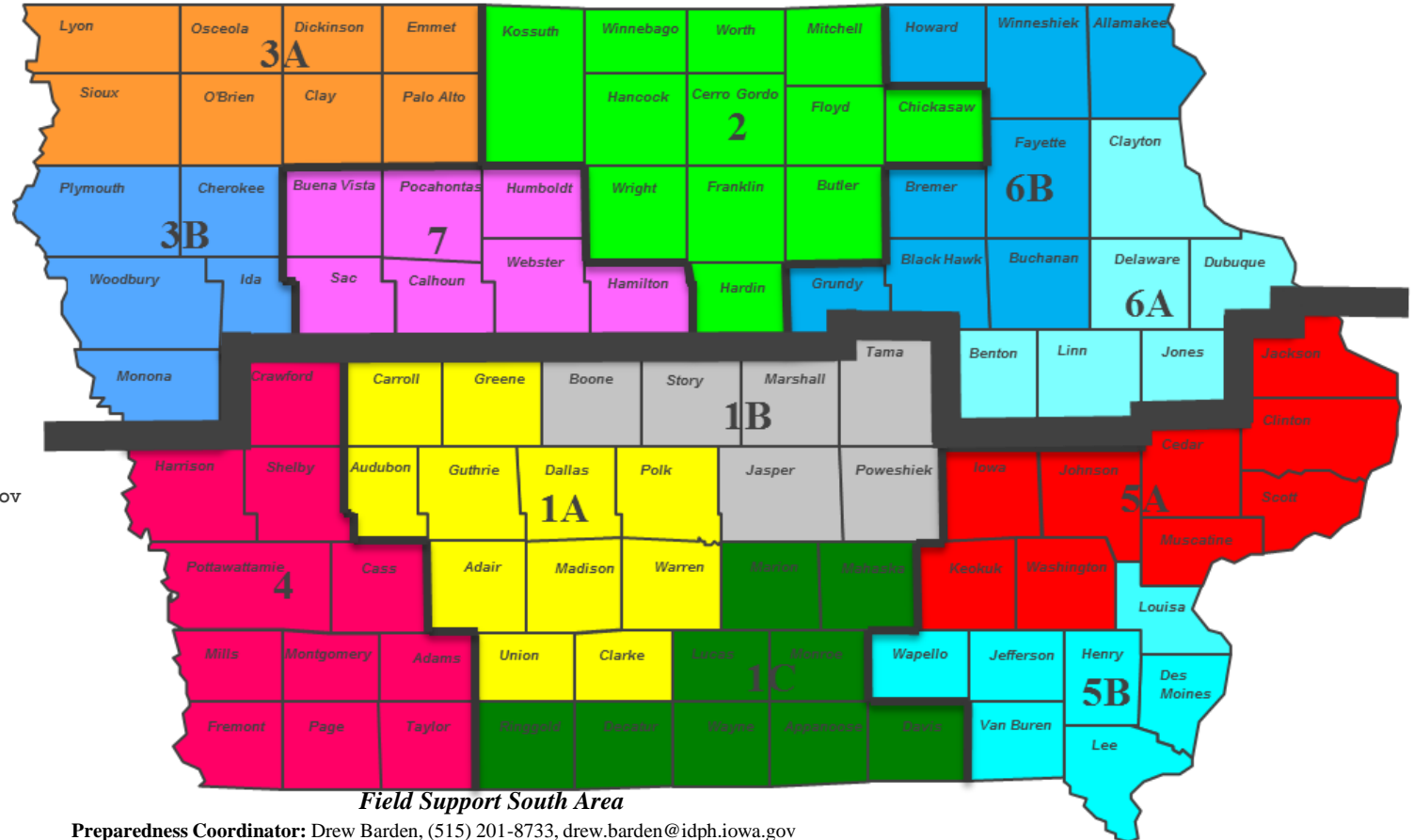
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■ **Questions?**

