



To: Danielle M.L. Sollecito, Senior Program Manager, Long Term Care Facility Preparedness and Response, Bureau of Healthcare System Readiness (DOHMH)
From: Lisa Fenger, Project Manager, Long Term Care Emergency Preparedness, Continuing Care Leadership Coalition
Date: January 15, 2019
RE: HPP Deliverable 1.A.1b, Summary of Full-Day Learning Session Affiliated with the LTCCPP

Per the terms of the Continuing Care Leadership Coalition's HPP BP1 Supplemental 2018-2019 Grant Year contract, with this writing CCLC summarizes the activities of the first full-day learning session of the Long Term Care Continuity Planning Program (LTCCPP) on November 28, 2018, as administered by Incident Management Solutions (IMS) and contributed to by CCLC via commentary and its in-house presence at the training. CCLC has held this contributory role to the IMS curriculum proudly for several years and appreciated the opportunity to offer its voice as well to contribute to the recruitment process that resulted in the present training cohort. Presentations concerning the day's events are found, below:

Presentations

- Throughout the full-day event, IMS leaders and relevant governmental content experts covered numerous key topics, among them:
 - Background on long term care emergency management and introduction to the LTCCPP;
 - The conduct of a pre-test to determine the participants' baseline pre-training knowledge;
 - A focus on defining continuity of operations, and an activity to mimic staffing of a Continuity of Operations (COOP) planning team;
 - A summary of the elements of risk or hazard planning, including assessment;
 - A deep-dive into essential functions and a discussion of delegations of authority;
 - A description of essential personnel;
 - Discussion of alternate functions and relocation;
 - A review of interoperable communications;
 - A summary of key supplies, software systems and other vital records and equipment;
 - A conversation on decanting (which included a self-assessment);
 - A broader review of the LTCCPP curriculum – including a COOP planning template and a COOP toolkit; and
 - A concluding focus on a post-event test to solidify knowledge as well as a wrap-up and reserved time to complete an evaluation.

Next Steps

- It is expected the LTCCPP will proceed with its scheduled programming throughout the balance of the contract year, and where possible and otherwise supportive, CCLC will attend relevant trainings and meetings. CCLC also will endeavor to tie aspects of the LTCCPP activities tightly to CCLC's ongoing and complementary efforts, alongside other nursing home trade associations, to educate the nursing home sector in New York City. A key element of that linkage will be CCLC's continuing effort to include IMS in meetings and in other means of information transfer and exchange – including but not limited to CCLC's semi-monthly calls with the Nursing Home Trade Associations and other stakeholders. These efforts all are designed to enhance information sharing among relevant program-delivery organizations.