



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.1a, Summary of Full-Day Learning Session Affiliated with the LTCEXP

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 Exercise Program (LTCEXP) on December 5, 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 appreciates 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:
 - A welcome, and a pre-test for participants to gauge their baseline competencies;
 - A background discussion on the LTCEXP;
 - An explanation of the role of the Center for Medicare and Medicaid Services' final rule concerning emergency preparedness, which includes an exercise conduct component;
 - A review of Homeland Security Exercise and Evaluation Program standards, as relevant to exercise development and conduct;
 - A module concerning the program management of an exercise;
 - Focus on exercise design and development, including mission and capabilities and exercise foundation, as well as a deeper dive on development of exercise objectives;
 - A review of the steps to document an exercise, as well to ensure its logistics and control;
 - A focus on the conduct of discussion based exercises versus those involving operations;
 - A module concerning exercise evaluation; followed by
 - A post-test and reserved time for an evaluation's completion.

Next Steps

- It is expected the LTCEXP 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 LTCEXP 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.