

CFDMC 2017-2018 Traffic Light Report

Updated 10-9-17

Legend: **Blue=Completed**; **Green=On Target**;

Yellow = Action Needed; **Red=In Jeopardy/Board Action**

Project/Deliverable	Due Date / Lead	Status
Coalition Contract Required Tasks		
Submit quarterly deliverables and invoice	15 th of month following each quarter Next 10/15/17 Lynne Drawdy	First quarter deliverables/payment mimic last year's first quarter; due 10-16-17
Required Task 3.2.1-1: Monitor, track and report performance data/expectations	6/30/18 Lynne Drawdy	CAT tool/training received; first report due in January. Comply with FOA; submit annual FOA data report.
Required Task 3.2.-2: Quarterly HCC meetings	6/30/18 Lynne Drawdy	September 21 Coalition meeting – 90% overall satisfaction Next meeting December 7 Confirm 2018 Meeting Schedule
Required task 3.2-3: Conduct Coalition RTPP and participate in state TEPW	3/31/18 Matt Meyers & Melanie Black	Will schedule a regional planning/training/exercise team meeting
Required Task 3.2-4: Monitor and report on NIMS compliance and NIMS Training	6/30/18 Lynne Drawdy	Will schedule training
Required Task: Ensure 90% of HCC members that deliver inpatient care participate in healthcare facility status reporting drills (minimum of two times each year)	12/31/17 & 6/30/18 Matt Meyers	
Required Task 3.2-5: Conduct an annual exercise, using the Coalition Surge Tool Exercise.	6/30/18 Need to identify Exercise Director	Training on coalition surge tool to be rescheduled; exercise team has begun planning
Required Task 3.2-6: 1) Drills for facility status for all Hospitals and other inpatient partners twice annually; 2) Provide training and technical assistance as needed.	6/30/18 Matt Meyers	Will include in the 2018 regional exercise
Required Task 3.2-7: Maintain Coalition Assets in IRMS. Develop logistics policies and procedures and train staff. Input all assets into IRMS. Run quarterly reports and complete annual inventory.	6/30/18 Lead TBD	Will begin in October
Required Task 3.2-8: Submit an annual report of accomplishments against work plan and update work plan for next year	6/30/18 Lynne Drawdy	Will use traffic light tool to capture/report
Required Task 3.2-9: Submit an annual financial report and update next year's budget to ensure that identified gaps in risk assessment are addressed; report must be approved by coalition board	6/30/18 Lynne Drawdy & Accountant	Awaiting financial reporting tool; will set up tracking mechanism
Required Task 3.2-10: Coalition representatives attend at least 3 HCCTF meetings each year and participate in all monthly calls	6/30/18 Dave Freeman, Clint Sperber,	On target (completed all for first quarter) Next call to be scheduled in October

	Lynne Drawdy, Matt Meyers	
Required Task 3.2-11: Conduct annual HVA Assessment and coordinate with local and regional emergency management and local public health to share results	6/30/18 Lead: TBD	Will begin in October
Required Task 3.2-12: Provide line item list of third-party non-federal contributions, including source, amount and value on December 31 and June 30 each year	6/30/18 Lynne Drawdy & Accountant	Developed form and tracking contributions
Required Task 3.2-13: Provide quarterly reports on work plan progress and status of budget/expenditures	15 th of month following each quarter Lynne Drawdy	First report is due 10/16/17 (based on FY 2016-2017 contract deliverables).
Required Task 3.2-14: Annual risk assessment including at-risk populations and healthcare system.	6/30/18 Lead: TBD	Will begin in October
Required Task 3.2-15: Test primary and redundant communications systems	Quarterly Lynne Drawdy	Drill conducted 9/26/17
Required Task 3.2.-16: Preparedness Plan - 1) Workgroup with diverse members of healthcare system to identify critical needs in the plan 2) small workgroups to work on components, 3) draft plan and send out for review	4/1/18 Dave Freeman	Will begin in October
Required Task Year 2: Develop an operational plan that establishes the overall authority, roles and functions performed during incidents, and sets forth lines of authority and organizational relationships to show how all actions will be coordinated.	6/30/19 Dave freeman	Will coordinate with preparedness planning
Required Task Year 2: Mission Ready Packages: create a report that identifies RPs and their costs and provides evidence of MRPs in IRMs.	10/16/17 – initial list 6/30/19 Lynne Drawdy	Identified in first quarter deliverables
Required Task Year 3: Develop COOP	6/30/20 Lynne Drawdy	Update current COOPEID
2017-2018 Work Plan Projects		
Board Election	12/31/17 Executive Committee	Nominations open (7 received to date); executive committee will develop a ballot in November and election will be held at December meeting
Governance (two board calls per quarter; participation in state, national conferences; annual update of governance policies, annual strategic plan update)	6/30/18 Board	Planning for November strategic planning sessions (now required to have participants sign and date) Karen van Caulil will represent Coalition at national coalition meeting (panel presentation)
Membership engagement/marketing/fundraising	6/30/18 Board	Meetings re web re design, branding, fund-raising; will develop strategy during strategic planning Membership engagement focus for this quarter is through CMS projects; reaching new groups

		<p>Outreach event on 8/5/17 at Altamonte Mall</p> <p>Provide HCC Member list within 30 days of contract.</p>
CPR Event	12/31/17 Dave Freeman & Lynne Drawdy (with Dave Dominato)	Planning underway and on target
Training Needs Assessment & Training Plan	6/30/18 Lynne Drawdy	Planning/training/exercise team (send out needs assessment survey)
CMS Projects (9/8/17 exercise & workshops to provide guidance tools, and resources to coalition members to assist in meeting the new CMS rule requirements.	11/15/17 Lynne Drawdy	<p>9/8/17 Operation Protect & Service (community-based exercise) rescheduled to 10/20/17; 215 registered.</p> <p>CMS webinar series (four each for inpatient and outpatient/home-based care) are underway. CMS tabletops scheduled early November.</p>
Maintain minimum hospital equipment readiness (replace expiring equipment/equip new hospitals to ensure all region hospitals meet established minimum standards for decon, PPE and fatality management)	6/30/18 Matt Meyers & Hospital Equipment Committee	Surveyed hospitals to determine new facilities/bed expansions.
Maintain Regional Medical Assistance Team (develop and coordinate the activities of a regional medical assistance team for special events, operations, disasters, and alternate cares sites)	6/30/18 Dave Freeman & Todd Stalbaum	Planning for Electric Daisy Carnival in November
Patient Tracking System (integrate a patient tracking system into the FL Health Stat system or help develop a system that will function separately to track patients)	6/30/18 Patient Tracking Workgroup	Pending FL Health Stat.
Develop Regional Trauma Agency Plan (support the Regional Trauma Advisory Board in development of a region trauma agency plan that includes: objectives and an implementation schedule, medical control & accountability, communications, data collection, mutual aid agreements, trauma system evaluation and improvement, and public information and education)	6/30/18 Dr. Pappas	<p>Next call October 19</p> <p>Next meeting November 21</p>
Emerging Infectious Disease Collaborative (develop a plan for a collaborative effort to respond to emerging infectious diseases). Includes deliverable re Crisis Standards of Care plan due by 6/30/22.	6/30/18 EID Collaborative Workgroup	Meeting to brief Dr. Ralls on 8/30/17 to gain support; drafted one-pager
Regional Alternate Care Site Plan (hold tabletop in each county)	6/30/18 ACS Workgroup	Inventory will be complete November 2017. Will schedule tabletops in 2018.

Mass Fatality Regional Response plan (develop mutual aid agreements among the Region 5 medical examiners)	6/30/18 Sheri Blanton	Will begin in October
COOP (COOP Workshop and planning software licenses for long-term care facilities and other healthcare entities). Update continuity of health care service delivery plan by 6/30/2020.	6/30/18 Lynne Drawdy	Will begin in October
Regional Disaster Behavioral Health Response Plan (develop a regional behavioral health response plan including identification of behavioral health liaisons for ESF8 and a BH strike team)	6/30/18 Lynda W.G. Mason & Lynne Drawdy	Developed plan outline; approved by FCRT Board and DBH Board member; will convene planning workgroup
Regional Family Assistance Center Response Team (develop a regional response team to quickly set-up and operate a family assistance center, utilizing the regional plan currently under development, including family notification/family reunification capabilities).	6/30/18 FAC Workgroup to be established	Base plan developed; will begin in October
TRAIN (evaluate pilot and plan expansion of TRAIN, a patient triage and evacuation planning tool)	6/30/18 TRAIN Workgroup	Meeting with pilot group on 8/15/17; will present pilot results at December coalition meeting and identified other venues for sharing; next meeting in January 2018

Maintain website	6/30/18 Dave Freeman	Website redesign will begin in September
2016-2017 Projects To Be Completed during 2017-2018		
EMS Mega-mover	9/30/17 Lynne Drawdy	Equipment being delivered.
EMS S.A.V.E.	10/30/17 Lynne Drawdy	Continuing to wait for vendor to schedule; may need to identify another vendor
MRC background screening	6/30/18 Lynne Drawdy	Processing invoices as received. Continue project for FY 17-18 with funding designated from FY 16-17.
Pulse AAR/IP: Obtain credentials for co-chairs and other coalition responders	12/31/17 Dave Freeman / Clint Sperber	Submitting new project for BPR funding.