CFDMC 2024-2025 Traffic Light Report as of 2-14-25 (see attached Task/Project Report for additional details)

Legend-**Blue=Completed; Green=On Target; Yellow =Action Needed; Red=In Jeopardy/Board Action Needed, Orange=High Priority**

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| --- | --- | --- |
| Issue/Contract Task / Project / Deliverable | Due | Status |
| **High Priority Issue: Family Reunification; hospitals need immediate support in managing family/friends (see also FAC project/ FRC exercise)** | **6/30/25** | Lead: Drawdy  Continue to promote Pulsara implementation.  FRC Toolkit offered in six installations during July/August; submitted to ASPR-TRACIE  Offered FRC tabletops to counties 10-3-24  Requested county/hospital FRC/FAC plans  Met with FAC Team Leaders re recruitment |
| **High Priority Issue: EMS Engagement (need EMS input and engagement)** | **TBD** | Lead: RTAB Clinical Leadership Committee (Dr. Zuver has lead on scheduling symposium); provided list of EMS Medical Directors to Todd Husty who will call each |
| **High Priority Issue: Evacuation Equipment (evacuation equipment is costly and requires storage which hospitals struggle with; identified cache strategy)** | **12/31/24** | Lead: Drawdy  Final evacuation cache placed at AH Daytona. This closes this HVA gap. |
| **High Priority Issue: Patient Disaster Transfer Processes (need regional process to identify beds for patients – identified as statewide gap during Hurricane Ian)** | **6/30/25** | Lead: Lynne Drawdy & Trauma Preparedness Committee  Trauma Preparedness Committee will work with FCOT and other healthcare coalitions to draft a statewide process (this is now an ASPR priority); plan to begin in May following MCI |
| **High Priority: Engage community leaders** | **12/31/24** | Lead: Board  Sent survey to Board members to identify officials; will develop engagement plan (MOUs with Cities/Counties, PPT for Board to present, etc.) |
| **High Priority: Use of EMResource** | **6/30/25** | Need to ensure that EMS is utilizing EMResource appropriately to alert hospitals across the region. Identify gaps in usage across the region and training plan. |
| Submit Monthly Expenditures Documentation | Monthly (15TH work day) | Submitted monthly |
| Task #1 – Royal 4 | Quarterly | Submitted quarterly |
| Task #2 – Data Security & Confidentiality | Quarterly | Submitted quarterly |
| Task #3 – Healthcare Coalition Task Force | Quarterly | Submitted quarterly |
| Task #4 – Budget | July 15th | Completed for current contract |
| Task #5 – Governance | July 15th | Completed for current contract |
| Task #6 – HCC Boundaries | January 15th | Completed for current contract |
| Task #7 – HVA | January 15th | Completed for current contract |
| Task #8 – Readiness Assessment | January 15th | Completed for current contract |
| Task #9 – Supply Chain Integrity Assessment | January 15th | Completed for current contract |
| Task #10 – Cyber Security Assessment | June 15th | Working with other coalitions to develop assessment tool |
| Task #11 – Extended Downtime Healthcare Delivery Impact Assessment | June 15th | Awaiting ASPR guidance |
| Task #12 – Provide input into State Strategic Plan | Quarterly | PAC meeting scheduled 3/5/25 |
| Task #13 – HCC Readiness Plan | March 15th | In progress |
| Task #14 - Training and Exercise Plan | March 15th | In progress |
| Task #15 – HCC Response Plan | June 15th |  |
| Task #16 – HCC COOP | June 15th |  |
| Task #17 – MRSE | May 31st | In Progress |
| Task #18 – Position Descriptions | April 15th | Completed |
| Task #19 – Quarterly Report | Quarterly | In Progress |

Note: Coalition projects are also included below

CFDMC Project Report

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| --- | --- | --- | --- |
| Contract Task / Coalition Project | Due Date | Lead / Back-up / Partners | Activities / Status |
| Task #1 – Royal 4: Ensure the Royal 4 System is updated throughout the contract term as follows:  a) Enter all tangible preparedness and response items  purchased with contract funds into the Royal 4 system  within 30 calendar days of the item invoice date.  b) Run an Inventory Movement Report to confirm that the  Royal 4 System is up to date, ensuring that the start date  of the report is the first day in the quarter for which the  report is submitted and that the end date of the report is  the last day in the quarter for which the report is submitted.  c) Save the Royal 4 System Inventory Movement Report as a single PDF file and title the file as  "Contract#\_Task#\_Submission Date (MMDDYYYY)”.  d) Submit the Royal 4 System Inventory Movement Report  file via email to the Contract Manager by October 15,  January 15, April 15, and June 15 of each contract year.  e) Upload the Royal 4 System Inventory Movement Report  file in the CRVS by October 15, January 15, April 15, and  June 15 of each contract year.  f) Document the date of each update to the Royal 4 Systems in the Quarterly Progress Report. | Quarterly | Meyers (Drawdy, Cook) | Completed second quarter  New process to ensure input within 30 days of invoice |
| Task #2 – Data Security & Confidentiality: Always comply with the terms of the Data Security and Confidentiality provisions (Attachment II) throughout the contract term. Document compliance by providing a statement or  attestation certifying this requirement is met in the Quarterly Progress Report. | Quarterly | Drawdy (Meyers, Cook) | Completed 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) | Hosted January 2025 meeting |
| Task #4 - Budget: Upload the completed HCC Budget using the latest template as an Excel file in ASPR’s designated tracking system by July 15.  Remove any previous versions of the budget from ASPR’s  designated tracking system as applicable. Submit a screenshot of the uploaded HCC Budget Template to the Contract Manager via email and in the CRVS by July 15. | 7/15/25 | Drawdy (Meyers, Cook) | Completed for this contract year |
| Task #5 – Governance: Maintain, update, and submit HCC governance information throughout the contract term as follows:  a) Ensure the HCC governance information includes the  following:  (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.  b) Compile the HCC governance information into a single  PDF file and title the file as "Contract#\_Task#\_Submission  Date (MMDDYYYY)”.  c) Submit the HCC governance information via email to the  Contract Manager and upload the file in the CRVS and in  ASPR’s designated tracking system by July 15.  d) Update the HCC governance information as necessary.  Document any updates to the governance information in  the Quarterly Progress Report. | July 15th | Drawdy (Board) | Completed for this contract year. |
| Task #6 – Boundaries: Provide information about the HCCs county boundaries within the HCC Jurisdiction as follows:  a) Create an HCC Jurisdiction map that includes county  boundaries in a single PDF file.  b) Title the HCC Jurisdiction map file as  “Contract#\_Task#\_Submission Date (MMDDYYYY)”.  c) Submit the HCC Jurisdiction map in the CRVS and ASPR’s  designated tracking system by January 15 of each contract  year.  d) Update the jurisdictional information as needed during the contract year to reflect any jurisdictional boundary changes that occur. Document any such changes in the Quarterly  Progress Report. | January 15th | Drawdy | Completed for this contract year |
| Task #7 – HVA: Conduct or update a HVA and maintain, update, and submit the HVA Report by January 15 as follows:  a) Conduct or update a HVA of the HCC Jurisdiction’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 or update 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 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:  (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.  (2) A list of HCC Members that participated in  conducting the HVA.  (3) A list of the HVA tools that were used in conducting  the HVA.  (4) An assessment component of the HCC  Jurisdiction’s characteristics.  (5) An assessment component that addresses  population characteristics and considers those  individuals who might require additional help in an  Emergency.  (6) The dates and descriptions of the meetings and  conference calls that took place to update the HVA.  (7) A description of how the HVA Report will be  distributed to the HCC Members and local health  and emergency management officials and  organizations.  c) Title the HVA Report as "Contract#\_Task#\_Submission  Date (MMDDYYYY)" and save it as a PDF file.  d) Submit the HVA Report via email to the Contract Manager  and upload it in the CRVS and ASPR’s designated tracking  system by January 15.  e) Remove previous versions of the HVA Report from ASPR’s  designated tracking system as applicable.  f) Distribute the HVA Report to HCC Members and local  health and emergency management officials and  organization in accordance with the report.  g) Document the date and method of distribution in the HVA Report in the Quarterly Progress Report.  h) 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. | January 15th |  | Completed second quarter |
| Task #8 – Readiness Assessment: Complete, submit, and distribute a readiness assessment as  follows:  a) Complete a readiness assessment detailing the HCC’s  capacity and capability to carry out NOFO activities,  conduct health care preparedness and response  operations, and address health care readiness gaps, using  the readiness assessment materials provided by ASPR.  b) Save the readiness assessment as  "Contract#\_Task#\_Submission Date (MMDDYYYY)" in a  single PDF file.  c) Submit the readiness assessment via email to the Contract Manager by January 15.  d) Upload the readiness assessment in the CRVS and  ASPR’s designated tracking system by January 15.  e) Remove any previous versions of the readiness  assessment from ASPR’s designated tracking system as  applicable.  f) Distribute the readiness assessment to HCC Members by  January 15.  g) Document the date and method the readiness assessment was distributed in the Quarterly Progress Report. | January 15th | Drawdy (Meyers, Cook) | Completed second quarter |
| Task #9 – Supply Chain Integrity Assessment: Conduct or update a supply chain integrity assessment as follows:  a) Collaborate with public entities and private partners to  conduct or update the assessment.  b) Include the following sections in the assessment:  (1) Table of Contents  (2) Resource Needs  (3) Vulnerabilities  (4) Current Access and Infrastructure  (5) Impact on Communities  (6) Mitigation Strategies  c) Save the supply chain integrity assessment as  "Contract#\_Task#\_Submission Date (MMDDYYYY)" in a  single PDF file.  d) Submit the supply chain integrity assessment via email to the Contract Manager by January 15.  e) Upload the supply chain integrity assessment in the CRVS and ASPR’s designated tracking system by January 15.  f) Remove any previous versions of the supply chain integrity assessment from ASPR’s designated tracking system as applicable.  g) Distribute the supply chain integrity assessment to HCC  Members by January 15.  h) Document the date and method the supply chain integrity assessment was distributed in the Quarterly Progress Report. | January 15th | Drawdy (Supply Chain Integrity Workgroup) | Completed second quarter |
| Task #10 – Cybersecurity Assessment: Conduct, submit, and distribute a cybersecurity assessment as  follows:  a) Conduct an assessment of cybersecurity practices and  identify, at a high level, the practices and/or systems that  the HCC has in place that correspond to the Healthcare  and Public Health (HPH) Sector-Specific Cybersecurity  Performance Goals (CPGs) available at  https://hphcyber.hhs.gov/performance-goals.html to  strengthen cyber preparedness and resiliency.  b) Include the following in the cybersecurity assessment:  (1) Table of Contents  (2) Description of the impact of a potential cyber  incident on Communities Most Impacted by  Disasters.  (3) Identification of mitigation strategies.  (4) Based on the ten essential HPH Sector Specific  CPGs at https://hphcyber.hhs.gov/performancegoals.  html, include where the HCC may have gaps  and identify mitigation strategies that will address  these priority areas for cyber preparedness and  resiliency.  c) Save the cybersecurity assessment as  "Contract#\_Task#\_Submission Date (MMDDYYYY)" in a  single PDF file.  d) Submit the cybersecurity assessment email to the Contract Manager by June 15.  e) Upload the cybersecurity assessment in the CRVS and  ASPR’s designated tracking system by June 15.  f) Remove any previous versions of the cybersecurity  assessment from ASPR’s designated tracking system as  applicable.  g) Distribute the cybersecurity assessment to HCC Members by June 15.  h) Document the date and method the cybersecurity  assessment was distributed in the Quarterly Progress  Report. | June 15th | Drawdy | Working with HCCTF to determine assessment tool |
| Task #11 – Extended Downtime Healthcare Delivery Impact Assessment: Conduct an extended downtime health care delivery impact assessment as follows:  a) By June 15, collaborate with stakeholders to conduct an  extended downtime health care delivery impact  assessment:  (1) Clinical and operational functions that may be  impacted by an extended downtime event affecting  coalition- or jurisdiction-wide systems.  (2) Impact of a potential downtime event on  Communities Most Impacted by Disasters.  (3) Existing mitigation strategies to address potential  impacts, including how the HCC currently  integrates with the ESF-8 lead agency coordinating  health care response incident management to  address extended downtime events.  (4) Coalition-level resources available to support  response to an extended downtime event, including  the ability of health care partners to support patient  care in critical medical service areas in the event of  an extended downtime event affecting the HCC or  its members.  (5) The escalation of downtime event risks and/or  realized events to the state level.  b) Save the extended downtime health care delivery impact assessment as "Contract#\_Task#\_Submission Date  (MMDDYYYY)" in a single PDF file.  c) Submit the extended downtime health care delivery impact assessment via email to the Contract Manager by June 15.  d) Upload the extended downtime health care delivery impact assessment in the CRVS and ASPR’s designated tracking system by June 15.  e) Remove any previous versions of the extended downtime health care delivery impact assessment from ASPR’s designated tracking system as applicable.  f) Distribute the extended downtime health care delivery  impact assessment to HCC Members by June 15.  g) Document the date and method the extended downtime health care delivery impact assessment was distributed in the Quarterly Progress Report. | June 15 | Drawdy | Awaiting ASPR guidance |
| Task #12 – Input into State Strategic Plan: Provide input into the state-level strategic plan as follows:  a) Participate in the Preparedness Advisory Committee (PAC) meetings and activities as directed by the Department.  b) Document the date of each meeting or activity and the  name of each of Provider’s staff who participated in the  Quarterly Progress Report. | Quarterly | Drawdy | PAC scheduled 3/5/25 |
| Task #13 – HCC Readiness Plan (previously Preparedness Plan): Update, submit, and distribute an HCC Readiness Plan as follows:  a) Update the HCC Readiness Plan by March 15.  b) Include the following in the HCC Readiness Plan:  (1) Table of Contents  (2) Description of top five strategic priorities of the  HCC(s).  (3) Description of how the HCC will implement  activities, including the HCC’s method for:  (a) Developing the required materials identified  in the NOFO, including approach, timelines,  and expected milestones.  (b) Addressing gaps identified through  assessments.  (c) Engaging community partners.  (d) Facilitating continuous improvement from  the previous contract year.  (4) Description of how the HCC will develop as an  organization, including how the HCC will:  (a) Manage and improve administrative and  financial functions.  (b) Communicate the benefits of HCC activities  to health care readiness partners, community partners, and other key audiences (e.g., engaging leader  “champions”).  c) Save the HCC Readiness Plan as  "Contract#\_Task#\_Submission Date (MMDDYYYY)" in a  single PDF file.  d) Submit the HCC Readiness Plan via email to the Contract  Manager by March 15.  e) Upload the HCC Readiness Plan in the CRVS and ASPR’s  designated tracking system by March 15.  f) Remove any previous versions of the HCC Readiness Plan  from ASPR’s designated tracking system as applicable.  g) Distribute the HCC Readiness Plan to HCC Members by  March 15.  h) Document the date and method the HCC Readiness Plan  was distributed in the Quarterly Progress Report. | March 15th | Drawdy (Meyers, Cook) | In progress (will be provided to Board and members by 3/15/25) |
| Task #14 - Training and Exercise Plan: Update, submit, and distribute a training and exercise plan as  follows:  a) Update the training and exercise plan by March 15 and  ensure the updated training and exercise plan includes the  following:  (1) Table of Contents.  (2) Description of how the HCC will engage the  healthcare workforce in trainings and exercises.  (3) Description of how the HCC will select which  trainings and exercises to conduct.  (4) Description of any existing partnerships or  resources the HCC can use to support training and  exercises.  (5) Calendar or timeline of planned trainings and  exercises through June 30, 2029.  (6) Intended audiences and outcomes for the training  and exercises.  (7) A description of how the HCC will assist members  with NIMS implementation throughout the period of  performance.  (8) A description of how the HCC will complete the  following NIMS activities:  (a) Ensure that HCC leadership receives NIMS  training based on evaluation of existing  NIMS education levels and needs.  (b) Promote NIMS implementation among HCC  members, including training and exercises,  to facilitate operational coordination with  public safety and emergency management  organizations during an emergency using  an incident command structure.  (c) Assist HCC members with incorporating  NIMS components into their emergency  operations plans.  b) Save the training and exercise plan as  "Contract#\_Task#Submission Date (MMDDYYYY)" in a  PDF file.  c) Submit the training and exercise plan via email to the  Contract Manager by March 15.  d) Upload the training and exercise plan in the CRVS and  ASPR’s designated tracking system by March 15.  e) Remove any previous versions of the training and exercise plan from ASPR’s designated tracking system as  applicable.  f) Distribute the training and exercise plan to HCC Members by March 15.  g) Document the date and method the training and exercise plan was distributed in the Quarterly Progress Report. | March 15th | Drawdy (Meyers, Cook) | Part of the readiness plan; completed state, regional and county IPPWs |
| Task #15 - HCC Response Plan: Update, submit, and distribute an HCC Response Plan as follows:  a) Update the HCC Response Plan to include the following  sections:  (1) Table of Contents  (2) Information Sharing Plan  (3) Resource Management Plan  (4) Medical Surge Support Plan  b) Save the HCC Response Plan as  "Contract#\_Task#\_Submission Date (MMDDYYYY)" in a  PDF file.  c) Submit the HCC Response Plan via email to the Contract  Manager by June 15.  d) Upload the file in the CRVS and ASPR’s designated  tracking system by June 15.  e) Remove previous versions of the HCC Response Plan  from ASPR’s designated tracking system as applicable.  f) Distribute the HCC Response Plan to HCC Members by  June 15.  g) Document the date and method the HCC Response Plan is distributed in the Quarterly Progress Report. | June 15 | Drawdy (Meyers, Cook) |  |
| Task #16 – COOP:  a) Develop or update a COOP to include the following  sections:  (1) Table of Contents  (2 Activation  (3) Coordination Role  (4) Leadership Continuity  (5) Continuity Determinations  (6) Supplemental Resources  (7) Critical Infrastructure Disruption Mitigation  (8) Essential Records  b) Save the COOP as "Contract#\_Task#\_Submission Date  (MMDDYYYY)" in a single PDF file.  c) Submit the COOP file via email to the Contract Manager by June 15.  d) Upload the COOP file in the CRVS and ASPR’s  designated tracking system by June 15.  e) Remove previous versions of the COOP from ASPR’s  designated tracking system as applicable.  f) Distribute the COOP to HCC Members by June 15.  g) Document the date and method the COOP was distributed in the Quarterly Progress Report. | June 15th | Meyers (Drawdy, Cook) | Updating with warehouse move; new accountant |
| Task #17 – MRSE: Hold a MRSE by May 31, to assess the HCC's capacity to support a large-scale, community-wide medical surge incident and complete and submit the ASPR MRSE Exercise Planning and Evaluation Tool as follows:  a) Hold a MRSE in accordance with the MRSE Evaluation  Plan, MRSE Situation Manual, and MRSE Planning and  Evaluation Tool available at SharePoint.  b) Invite the BPR Training and Exercise Section, via email to  the BPR Training and Exercise Section Administrator, to  participate in the MRSE, a minimum of 30 calendar days  prior to the exercise.  c) Ensure each of the items on the MRSE Recipient Review  Guide at SharePoint are met.  d) Save the completed ASPR MRSE Exercise Planning and  Evaluation Tool as "Contract#\_Task#\_Submission Date  (MMDDYYYY)" in an Excel file.  e) Submit the completed ASPR MRSE Exercise Planning and  Evaluation Tool via email to the Contract Manager and  upload it in the CRVS and ASPR’s designated tracking  system within 90 calendar days following the exercise or  no later than June 15, whichever occurs first.  f) Document the date of the planned or completed MRSE in each quarter’s Quarterly Progress Report.  g) Document the date of the BPR Training and Exercise  Section invitation to participate in the MRSE in the  Quarterly Progress Report.  h) Document the name of the BPR Training and Exercise  Section representative who participated in the MRSE in the  Quarterly Progress Report. | May 31st | Drawdy & FSE Planning Team | In progress; FSE to be held April 10, 2025 |
| Task #18 – Position Descriptions: Create and submit job descriptions as follows:  a) For each individual who receives HPP funds as part or all  of their salary/benefits, complete a job description.  b) Save the job description(s) as  "Contract#\_Task#\_Submission Date (MMDDYYYY)" in a  single PDF file.  c) Submit the job description(s) file via email to the Contract Manager by April 15.  d) Upload the job description(s) file in the CRVS by April 15. | April 15th | Drawdy | In governance document; will be submitted in third quarter |
| Task #19 – Quarterly Report: Complete and submit the Quarterly Progress Report as follows:  a) Complete the Quarterly Progress Report available on SharePoint.  b) Include the information as specified in the Tasks above in the Quarterly Progress Report.  c) Include the progress for each Task in the Quarterly  Progress Report.  d) Save the Quarterly Progress Report as  "Contract#\_Task#\_Submission Date (MMDDYYYY)" in a  PDF file.  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 CRVS. | Quarterly | Drawdy (Meyers, Cook) | Completed second quarter |
| Coalition Project: Update Preparedness annexes that are not contract tasks, including  Strategic Plan  COOP  (other annexes are included in contract tasks) | Ongoing | Drawdy (Meyers, Cook, Workgroups, Board) | Posted and available for comment all year; workgroups update as needed. |
| Coalition Project – Annual updates to Response Annexes, including:   * 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 (Medical Examiners) * Crisis Standards of Care (CSoC Workgroup) * Continuity of Healthcare Service Delivery | Ongoing | Drawdy (Meyers, Cook, Workgroups, Board) | Posted and available for comment all year; workgroups update as needed. |
| Coalition Project – Quarterly Community Based Drills   * September – Operation Protect & Secure (active shooter) * December – A Glass of Mutual Aids (mutual aid confirmations) * February – Great Tornado Drill (shelter in place) * May – Operation Generate Confidence (generator drill) | Quarterly | Drawdy / Cook county Ems | Completed February 4th Great Tornado Drill with more than 200 registered |
| Coalition Project – other exercises |  |  | * FRC tabletops (see high priority issue – sent reminder to counties) * 15 till 50 – Holmes – completed 2/5/25 * FIDTN – February 27th at AH * April FSE (see MRSE) |
| 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 Florida 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. | 15 business days following the quarter | Drawdy (Ori, Cook, Meyers) | Submitted January |
| Single federal audit: organizations receiving more than $750,000 annually are required to undergo a single federal audit by 9/30 annually. | 9/30/25 | Drawdy (Ori, Board) | Passed 2023 audit with no findings.  Next audit May 2025  Passed state audit for July-December 2024 with no findings |
| IRS 990 | November 30 annually | Drawdy (Ori) | Submitted 2023 990 |
| Coalition Project: Communicate with members   * Sent out alerts, training and exercise opportunities (Drawdy) * Keep website updated (Meyers) * Quarterly member meetings (all) * Quarterly communication drills (Drawdy & Cook) | Quarterly | Drawdy, Meyers, Cook, Board | Second quarter drill completed |
| Coalition Project: EMResource  EMResource Steering Committee is establishing best practice guidelines and training videos  Ranked high as UASI project (expect to receive funding to sustain) | Monthly | Meyers (Drawdy, Cook, Hospitals, EM, EMS, FHA) | Ongoing  UASI funding begins May 1st |
| Coalition Project: Hospital Minimum Readiness  Maintain hospitals at minimum readiness standards (by hospital size  Monthly hospital calls | June 30 Annually | Drawdy (Meyers, Cook, Hospitals, Board) | Ongoing |
| Coalition Project: FAC Team | Annual | Drawdy (Meyers, Cook, Team Members, Board) | Developed plan to recruit and revitalize team, will kick off at March Coalition meeting |
| Coalition Project: Regional Trauma Advisory Board (Executive Committee, Clinical Leadership Committee, Preparedness Committee (RTCC plan), System Support Committee | Annual | Drawdy (Meyers, Cook, RTAB Members) | Committees meeting bimonthly  Executive Committee focus on increasing EMS engagement  System Support will lead STB project  Preparedness will lead Pulsara implementation, patient movement/MCI coordination plan |
| Coalition Project: FSED  Identify/share best practices | June 2025 | Drawdy/Meyers/Planning Team | Best Practices document shared with hospitals  Will vet during April exercise |
| Coalition Project: Ambu-bus  Submitted/received SHSGP project  Secure bus donation  Securing EMS agency | December 2024 | Drawdy/Meyers | Completed 2/13/25. Placed at City of Ocoee |
| Coalition Project: Achieve Strategic Objectives  Ensure Sustainability:   * By June 2023, participate in ASPR sustainability assessment - completed * By June 2025, develop and implement a Coalition sustainability plan – in progress * By January 2023, develop a Board succession plan - completed   Increase Member Diversity & Engagement:   * By December 2022, implement a sustainable social marketing campaign - completed * By June 2025, increase number of county and city leaders who are Coalition members by 50% - in progress * By 6/30/25, increase EM/EMS engagement with Coalition – in progress   Address Climate Change Impacts – Completed   * By June 2023, complete an assessment of regional healthcare systems and city/county environmental sustainability/resiliency strategies - completed * By June 2024, publish guidance on climate change and healthcare mitigation strategies - completed   Build & Sustain Capabilities:   * By December 2023, develop a plan to standardize plans, equipment, training, and exercising in at least one additional capability – completed (evacuation and EMResource) - completed * By June 2025, develop, implement and evaluate a campaign focused on increasing retention of the healthcare workforce – in progress * By 6/30/25, assess, identify, and plan for gaps in new ASPR capabilities – in progress | June 30, 2025 | Drawdy (Meyers, Cook, Board) | Ongoing  See sustainability draft for discussion at February Board meeting |
| Coalition Project: 2024 Regional Medical Surge AAR/IP:   * Decon training (identified CDP training) * Pulsara/Patient Tracking/FRC (see FRC, Trauma Preparedness) * FSED Best Practices (see FSED workgroup) * Cyber TTX held * HICS training (included focus on long-term response/recovery) * Trauma/Burn training – in progress | As Identified in AAR/IP |  |  |
| Coalition Project: Chemical Surge AAR/IP:   * Educate stakeholders (sent out plan/AAR) * Update plan (see Task #14, including actions related to training resources, patient tracking, prioritization, community reception centers. Communication) * CHEMPACK Presentation (at September 2024 coalition meeting) | As Identified in AAR/IP |  |  |
| Coalition Project: Crisis Standards of CARE AAR/IP:   * Vendor reliance (supply chain mitigation) * Improve communications (EMResource, WebEOC) * Advocate for federal/state guidance * Non power communications drill (see above) * Engage leaders (see high priority issue) | As Identified in AAR/IP |  |  |