

Minutes of State Expert Panel on Long-Term Care Facilities

Tuesday, March 10, 2009

Wintergreen Resort and Conference Center

Wisconsin Dells, Wisconsin

9:00 AM – 3:00 PM

Agenda

⇒ indicates follow-up action

I. Review of Minutes of November 11, 2008 (attachment)¹

The minutes were approved as written

II. Priority #1: Basic Education on Emergency Preparedness

The members will discuss the initial results of marketing the Level I program as developed by Lakeshore Technical College regarding emergency preparedness education for staff in nursing homes, assisted living facilities and other such facilities along with reviewing the "Subscription Application".

As of 3/9/09, 29 institutions have registered for the on-line education with 1023 passwords issued.

⇒ Dennis will ask LTC to produce a periodic status report.

It was felt that this program is still not widely known. It was recommended that the following actions be taken:

⇒ This on-line opportunity will be placed on the DQA Emergency Preparedness web site

⇒ An article about this on-line opportunity will be placed in the DQA quarterly newsletter.

⇒ Getting testimonials from users was suggested.

⇒ The four associations will be asked to email information about this on-line opportunity.

It was agreed that the renewal fee after the first year will not be charged due to the potential of this being labor-intensive. Thus, there is now only a one-time fee for unlimited access.

¹ "Attachments" refer to documents that are sent to the members prior to the meeting. These documents should be printed, reviewed and then brought to the meeting. Copies of attachments are not made available at the meeting. "Handouts" are distributed at the meeting.

III. Priority #1: Courses for Level II and III (handout)

The members will discuss and make suggestions regarding the proposed courses, including determining the options available for completing the course objectives.

It was agreed not to pursue the creation of Levels II and III as an on-line capability. It was felt that this could be accomplished through other means. It was agreed that the two top priorities for managers and administrators is knowledge of both the Hazards Vulnerability Analysis (HVA) and the Incident Command System (ICS). It was not felt a certificate was necessary for personnel at this level.

- ⇒ It was recommended, for FY 2009, that a four-part training be developed for managers/administrators:
- ⇒ 1) a teaching tool to show what is and how to do an HVA so that facilities can identify their top five hazards (and understand how they will implement ICS under each of these five hazards)
- ⇒ 2) managers/administrators will take IS 100, IS 200, IS 700 and IS 800 from the FEMA website
- ⇒ 3) a table-top exercise format would be created to help managers/administrators “practice” ICS at their facility
- ⇒ 4) a teaching tool will be developed to show how ICS can be used in a non-stressful incident for learning purposes
- ⇒ Any of the above could be offered as break-out sessions to the 4 associations at their annual meetings

It was emphasized that facilities need to be furthered instructed on the importance of ICS and support from others such as law enforcement and fire could assist in this. It is not clear at this point what the requirements of CMS are of nursing homes in regard to ICS.

IV. Priority #2: Networking Meetings

The members will discuss the status of this project.

These meetings and the supporting funding is still available to counties. Interested jurisdictions can contact Anne-Marie Gates at anne-marie.gates@dhs.wisconsin.gov

V. DQA Web Site

The members will review the format for the DQA web site.

The web site is live and can be found at http://dhs.wisconsin.gov/rl_DSL/EmergencyPreparedness/EmPrepIndex.htm

VI. Priority #3: Template Plans

The members will receive copies of the template plans as they are produced.

Template plans are being added to the web site on a monthly basis in addition to other preparedness materials.

VII. Priority #4: Special Resources for Small Group Homes

The members will be up-dated on the Guidelines for Small Group Homes. There will be two documents: one with and one without appendices.

This document has been completed and can be found on the DQA Emergency Preparedness web site. Another version with appendices is in development.

VIII. Priority #5: Table-Top Exercise (Pandemic Scenario) and HSEEP (handout)

The members will discuss the status of this project. The group will learn about HSEEP and discuss its relevance to nursing homes and other residential facilities. The members will help to identify the scenarios for the table-top exercise.

This will be accomplished as a FY 2009 project (FY 2009 begins in August 2009). Members were provided with HSEEP training materials (Homeland Security Exercise and Evaluation Program) to review in preparation for the July meeting to determine the applicability of HSEEP to nursing homes.

IX. Cots for Nursing Homes

The group will discuss various aspects of this project:

- *Cache sites at designated warehouses or trailers at strategic prison sites*
- *Surge Linens MOU – identify key components of the MOU*
- *MOU for sites with cots and cot users – identify key components of the MOU*
- *Costs*

Item	Cost	Number	Total Cost
Cots	\$61.75	2600	\$160,550
Back Rests	\$21.50	2600	\$55,900
Mattresses	\$26.75	2600	\$139,100
Urinals	\$0.40	1300	\$520
Bed Pans	\$0.80	1300	\$1,040
Total			\$357,110

The problems associated with caching the cots in trailers were discussed and it was agreed that this would not be the best option. Instead, it was agreed to pursue caching the cots and their related equipment in warehouses strategically across the state, e.g. Milwaukee, Madison, LaCrosse, Eau Claire, Green Bay. The actual locations will be determined by warehouse availability and distance from the nursing home farthest from the warehouse. It was agreed that there should be no more than a two-hour drive time to any warehouse.

Nursing homes would need to agree to the following terms of participation:

1. Nursing home is responsible for transporting the cots from the warehouse to its facility and thus must have a written transportation plan. The Panel will provide examples of various vehicles and how many cots (total weight) they can carry.
2. Once picked up the cots become the property of the nursing home and the home assumes liability for these cots; they are all new and packaged; the nursing home does not need to return them (this is due to infection control and liability problems if cots were returned). Unused and unopened cots must be returned.
3. The nursing home will make best efforts to capture reimbursement from FEMA and other insurance to pay for cots, e.g. if incident is caused by chemical spill, the spiller is responsible for all costs. This issue will need further research..
4. The nursing home agrees to operate under the Incident Command System.
5. The nursing home must have an evacuation plan.
6. The nursing home must use the cots and other equipment according to manufacturer recommendations.
7. The nursing home agrees not to pre-stage these cots but to request them in an actual emergency or when an emergency seems imminent and has been declared such by the facility's Incident Commander or another agency's Incident Commander; unused and unopened cots must then be returned.
8. All cots come with back-rests, mattresses and bedpans. Urinals will be provided at a 20% ratio unless otherwise requested.
9. Nursing home can take advantage of the Badger State Industries (BSI) linen program, unless the home has other options.
10. In either case, the nursing home must have a plan for the laundering of surge linens.

Discussions have been held with Badger State Industries regarding linens. BSI can provide and transport a linen package to the facility. It was agreed that the linen package should consist of:

- Flat top sheet
- Flat bottom sheet
- Blanket
- Pillow
- Pillow case

It was agreed that the facility will order towels and washcloths separately so that they can determine the quantity needed. It was also agreed that the facility will need to have a plan to supply underpads for the cots.

⇒ Dennis will ask Badger State Industries 1) if BSI laundry can be laundered at the facility or must be laundered by BSI, 2) what type of laundry bags or carts BSI provides and 3) whether there is a waiver for for-profit nursing homes or whether BSI can contract with the Wisconsin Health Care Association on behalf of for-profit homes.

⇒ The group also suggested that there be instructions for the set-up of the cots, IV pole, back rest and mattress.

Registration: It was agreed that nursing homes will need to register in order to participate in this program and to take advantage of these cots. They will complete an on-line application and agree to the terms of participation. The driver will receive a copy of the Terms of Participation upon pick-up of the cots. The Panel will ask for an evaluation of the program after it is used by any facility.

Promotion: It was agreed that multiple methods to promote this would be used, e.g. DQA email, newsletter and website, association email, etc. However, it was felt that this was important enough that a postal mailing to all nursing homes would be necessary. This would then be followed up with a state-wide teleconference to address questions and concerns about the program.

⇒ Dennis will follow up with DQA to determine if there are any regulatory issues that need to be considered before this program is implemented.

X. Water Emergencies

The members will be updated on a project to provide guidance to health care facilities for water emergencies 1) low water pressure 2) loss of water 3) contamination of water.

Another panel is developing guidelines for healthcare facilities on how to handle water emergencies and what the various options are for providing water for both potable and facility purposes. The most preferred option is for the facility to have its own well. There are two well demonstration projects taking place at hospitals to identify the lessons learned.

XI. Ethics (handouts)

The members will discuss the ethics brochures that were distributed and will discuss opportunities to involve residential facilities in these discussions.

Dennis reminded the group of the information provided by another panel on the ethical issues involved in a disaster. It is important for each facility to have a Clinical Review Committee or its equivalent develop guidelines for the allocation of scarce resources.

⇒ Dennis will provide copies of the brochures that have been developed and the Order Form. This information can also be obtained at www.pandemic.wisconsin.gov

X. State-Wide MOU

The members will hear an up-date on the status of the state-wide Memorandum of Understanding for healthcare facilities.

The group discussed the value of all nursing homes and all long-term care facilities having a Memorandum of Understanding for Mutual Aid. The hospitals are completing their review of this MOU and this model can be adapted for all long-term care facilities. It is legally non-binding but helps to create awareness of the moral and ethical obligation to assist one another. The list of signers will appear on an Exhibit to the MOU.
⇒ Dennis will bring the finalized copy for review at the July meeting.

XI. Funding for FY 2009

The group will discuss funding for FY 2009, which is anticipated to be at \$200,000.

The group was asked to discuss projects for FY 2009. The group was reminded that an Infection Control course is available for long-term care personnel at no cost. The group recommended proceeding with the training opportunities for managers and administrators as outlined above. The group will also consider the ability to provide amateur (HAM) radios to facilities, since this technology has advanced significantly and is one means of communication that rarely fails in an emergency.
⇒ Dennis anticipates that \$200,000 will be budgeted for long-term care projects in FY 2009

XII. Next Steps

The members will identify the next steps for this Panel. The next scheduled meetings for the Panel are

- *Tuesday, July 14, 2009*
- *Tuesday, November 10, 2009*