# Instructions:

**Step 1: Identify all potential preparedness activities**

1. Collect the following information:
	1. Federal funding/preparedness requirements such as 5-year Hospital Preparedness Program (HPP), Public Health Emergency Preparedness (PHEP), Assistant Secretary of Preparedness and Response (ASPR), and other guidance. This includes information for 5 and single year project/budget periods.
	2. State and local preparedness requirements from public health, emergency management, etc.
	3. Regulatory requirements (i.e. Joint Commission-TJC, CMS, etc.) from member entities.
	4. Training, exercise, and preparedness requirements and training/exercise plans (i.e. EMPG guidance, training and exercises plans, MYTEPS, etc.) from non-healthcare member entities.
	5. Evaluations, performance indicators, after action reviews, HVAs, Gap analyses, and other performance/need indicators from prior/current yeas.
	6. Preparedness plans, gaps, HVA’s, suggestions, needs, etc. from coalition member agencies.
	7. Other information pertaining to preparedness needs, gaps, and requirements.
2. Using this information, list all potential preparedness activities, by year, in the tables on the “Preparedness Activity Identification” (identified in the header) section of this tool.

**Step 2: Review potential activities and determine which will be conducted. Create objectives and performance measures for each planned activity.**

1. Review all potential preparedness activities in the “Preparedness Activity Identification” tables/section of this tool.
2. Prioritize preparedness activities and needs based on the following criteria (in order of sequence/importance):

**Required Activities**

* 1. Federal, state, local and agency funding, regulatory, and other requirements for the coalition itself.
	2. Federal, state, local and agency funding, regulatory, and other requirements for coalition members.
	3. Federal, state, local, and agency funding, regulatory, and other required deliverables for coalition response partners (law enforcement, airports, etc.) that are directly related to (but not specifically required by) coalition requirements.
	4. Identified gaps/needs that significantly and directly impact the efficacy of the healthcare network.

**Secondary Activities**

1. Identified gaps/needs that do not significantly impact the efficacy of the healthcare network or requirements that are not due in the upcoming year.
2. Findings from after action reviews, etc. that do not fall into any category above.

**Optional Activities**

1. Suggestions and other requests that do not fall into any category above.
2. Place the reviewed activities in the corresponding tables on the “Operational Preparedness Plan” section of this tool.
3. Create a desired goal/objective AND performance measure/desired outcome AND any notes for each activity; annotate those on the tables as well.
4. Use the “Operational Preparedness Plan” section of this tool as your coalition’s operational preparedness plan, objectives (short term-next year, and long term-2 to 5 years) and performance monitoring tool.

**Step 3: Create annual preparedness workplan**

1. Take upcoming year activities from the “Operational Preparedness Plan” section and populate last page of this tool (workplan). List specific resources, assignments, etc. as described in the instructions on the top of page.
2. Use this final page as your coalition’s workplan for the upcoming project/fiscal year.

# 2018-19 (Short Term Objectives and Activities)

**Review and Select:** Prioritize activities based on: 1) HCC requirements 2) Member requirements 3) Partner Requirements 4) Gaps/risks that directly impact healthcare operations 5) Other risks/gaps 6) Past deficiencies 7) Other

**Coalition funding, regulatory and/or legal requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| Develop HCC response plan | HPP Guidance | HPP Cap. 2-Obj. 1- Act 2. PM 5. | Specific requirements and data on page 7 of this tool. HPP Perf. Measure 5. |
| Complete CAT Tool | HPP Guidance | NA | Done as part of annual gap analysis per HCC Preparedness Plan-Annex A |
| At risk planning (x2) | HPP Guidance | HPP PM 6/7 | Semi-annual collection and use of data from emPOWER and vulnerable population index |
| Redundant communication drills (x2) | HPP Guidance | HPP PM 12/13 | Conduct semi-annual redundant communication drills |
| Complete HCC HVA | HPP Guidance | HPP PM 9 | Complete HCC HVA each year per HCC Preparedness Plan-Annex A |
| Coalition Surge Test Exercise | HPP Guidance | HPP PMs 14-21 | Complete HCC CST. Attempt to meet CMS, TJC and other requirements as well |
| Conduct Regional Healthcare Resource Assessment | HPP Guidance | NA | Assess, identify and track all HC resources that could be shared at regional level |

**Member/stakeholder funding, regulatory and/or legal requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| CMS community based FSE | CMS Prep Rule | CMS Prep Rule | CMS providers must participate in 1 community-based exercise each year. **Combine with Coalition Surge Test Exercise** |
| Hospital HICS/NIMS training | TJC/Various | Various | Joint commission hospitals are required to conduct NIMS/HICS training. **Conduct with HCC NIMS Training** |
| Complete agency HVAs | CMS and TJC | Various | CMS and other members must conduct annual review/update of HVAs. **Conduct and/or support as part of HCC HVA process** |
| Annual ESF8 exercise (including PHEP Dist/Dispensing FSE) | PHEP Guidance | Various | State must conduct annual public health exercise. **Coalition participation as possible** |

**Coalition/regional HVA, gaps, needs, AARs, known deficiencies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| HCC created activity related to HCC | XXX | XXX | XXX Supports HPP PM 10. |

**Member/stakeholder HVA, gaps, needs, AARs, known deficiencies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| HCC created activity related to member’s needs | XXX | XXX | XXX Supports HPP PM 10. |

**Training, exercise, and/or other needs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| HCC NIMS training | HPP, TJC, CMS and other guidance | Various | Provide NIMS training. Integrate HCC NIMS training with OEM/ESF8 and hospital (HICS) training to prevent redundancy; assist CMS providers with compliance. **Conduct with hospital NIMS/HICS training.** |
| Annual HCC conference | NA | NA | Offer attendance at annual HCC conference as training, best practice, sustainability, and engagement tool. |
| Additional HCC training event | XXX | XXX | XXX |
| HCC member/executive recruitment event | HPP guidance | PM 3 | Conduct 1 HCC member recruiting event/campaign to include executives. |

**Supply, equipment, resource, etc. needs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| Annual HCC related supply/resource procurement  | NA | NA | Poll and purchase supplies, equipment, resources, etc. that benefit HCC. |

2019-20 (Long Term Objectives and Activities)

**Coalition funding, regulatory and/or legal requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| Review HCC response plan | HPP Guidance | HPP Cap. 2-Obj. 1- Act 2. PM 5. | During annual plan reviews per HCC Preparedness Plan-Annex A |
| Create HCC COOP Plan | HPP Guidance | NA | Create HCC COOP plan per HPP guidelines and with HCC member involvement. Disseminate and utilize. Review annually as part of annual HCC plan review. |
| Complete CAT Tool | HPP Guidance | NA | Done as part of annual gap analysis per HCC Preparedness Plan-Annex A |
| At risk planning (x2) | HPP Guidance | HPP PM 6/7 | Semi-annual collection and use of data from emPOWER and vulnerable population index |
| Redundant communication drills (x2) | HPP Guidance | HPP PM 12/13 | Conduct semi-annual redundant communication drills |
| Complete HCC HVA | HPP Guidance | HPP PM 9 | Complete HCC HVA each year per HCC Preparedness Plan-Annex A |
| Coalition Surge Test Exercise | HPP Guidance | HPP PMs 14-21 | Complete HCC CST. Attempt to meet CMS, TJC and other requirements as well |

**Member/stakeholder funding, regulatory and/or legal requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| CMS community based FSE | CMS Prep Rule | CMS Prep Rule | CMS providers must participate in 1 community-based exercise each year. **Combine with Coalition Surge Test Exercise** |
| Hospital HICS/NIMS training | TJC/Various | Various | Joint commission hospitals are required to conduct NIMS/HICS training. **Conduct with HCC NIMS Training** |
| Complete agency HVAs | CMS and TJC | Various | CMS and other members must conduct annual review/update of HVAs. **Conduct and/or support as part of HCC HVA process** |
| Annual ESF8 exercise (including PHEP Dist/Dispensing FSE) | PHEP Guidance | Various | State must conduct annual public health exercise. **Coalition participation as possible** |

**Coalition/regional HVA, gaps, needs, AARs, known deficiencies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| HCC created activity related to HCC | TBD | TBD | TBD Supports HPP PM 10. |

**Member/stakeholder HVA, gaps, needs, AARs, known deficiencies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| HCC created activity related to members’ needs | TBD | TBD | TBD Supports HPP PM 10. |

**Training, exercise, and/or other needs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| HCC NIMS training | HPP, TJC, CMS and other guidance | Various | Provide NIMS training. Integrate HCC NIMS training with OEM/ESF8 and hospital (HICS) training to prevent redundancy; assist CMS providers with compliance. **Conduct with hospital NIMS/HICS training.** |
| Annual HCC conference | NA | NA | Offer attendance at annual HCC conference as training, best practice, sustainability, and engagement tool. |
| Additional HCC training event | TBD | TBD | TBD |
| HCC member/executive recruitment event | HPP guidance | PM 3 | Conduct 1 HCC member recruiting event/campaign to include executives. |

**Supply, equipment, resource, etc. needs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| Annual HCC related supply/resource procurement  | NA | NA | Poll and purchase supplies, equipment, resources, etc. that benefit HCC. |

# 2020-21 (Long Term Objectives and Activities)

**Coalition funding, regulatory and/or legal requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| Review HCC response plan | HPP Guidance | HPP Cap. 2-Obj. 1- Act 2. PM 5. | During annual plan reviews per HCC Preparedness Plan-Annex A |
| HCC Recovery Plan | HPP Guidance | NA | Create HCC recovery plan per HPP guidance |
| Complete CAT Tool | HPP Guidance | NA | Done as part of annual gap analysis per HCC Preparedness Plan-Annex A |
| At risk planning (x2) | HPP Guidance | HPP PM 6/7 | Semi-annual collection and use of data from emPOWER and vulnerable population index |
| Redundant communication drills (x2) | HPP Guidance | HPP PM 12/13 | Conduct semi-annual redundant communication drills |
| Complete HCC HVA | HPP Guidance | HPP PM 9 | Complete HCC HVA each year per HCC Preparedness Plan-Annex A |
| Coalition Surge Test Exercise | HPP Guidance | HPP PMs 14-21 | Complete HCC CST. Attempt to meet CMS, TJC and other requirements as well |

**Member/stakeholder funding, regulatory and/or legal requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| CMS community based FSE | CMS Prep Rule | CMS Prep Rule | CMS providers must participate in 1 community-based exercise each year. **Combine with Coalition Surge Test Exercise** |
| Hospital HICS/NIMS training | TJC/Various | Various | Joint commission hospitals are required to conduct NIMS/HICS training. **Conduct with HCC NIMS Training** |
| Complete agency HVAs | CMS and TJC | Various | CMS and other members must conduct annual review/update of HVAs. **Conduct and/or support as part of HCC HVA process** |
| Annual ESF8 exercise (including PHEP Dist/Dispensing FSE) | PHEP Guidance | Various | State must conduct annual public health exercise. **Coalition participation as possible** |

**Coalition/regional HVA, gaps, needs, AARs, known deficiencies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| HCC created activity related to HCC | TBD | TBD | TBD Supports HPP PM 10. |

**Member/stakeholder HVA, gaps, needs, AARs, known deficiencies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| HCC created activity related to members’ needs | TBD | TBD | TBD Supports HPP PM 10. |

**Training, exercise, and/or other needs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| HCC NIMS training | HPP, TJC, CMS and other guidance | Various | Provide NIMS training. Integrate HCC NIMS training with OEM/ESF8 and hospital (HICS) training to prevent redundancy; assist CMS providers with compliance. **Conduct with hospital NIMS/HICS training.** |
| Annual HCC conference | NA | NA | Offer attendance at annual HCC conference as training, best practice, sustainability, and engagement tool. |
| Additional HCC training event | TBD | TBD | TBD |
| HCC member/executive recruitment event | HPP guidance | PM 3 | Conduct 1 HCC member recruiting event/campaign to include executives. |

**Supply, equipment, resource, etc. needs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| Annual HCC related supply/resource procurement  | NA | NA | Poll and purchase supplies, equipment, resources, etc. that benefit HCC. |

# 2021-22 (Long Term Objectives and Activities)

**Coalition funding, regulatory and/or legal requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| Review HCC response plan | HPP Guidance | HPP Cap. 2-Obj. 1- Act 2. PM 5. | During annual plan reviews per HCC Preparedness Plan-Annex A |
| Assess regional HC supply chain integrity | HPP Guidance | NA | Attempt to conduct with regional healthcare supply chain assessment in 18-19. |
| Implement Crisis Standards of Card | HPP Guidance | HP PM 11 | Must be implemented by 30 June 2020. |
| Complete CAT Tool | HPP Guidance | NA | Done as part of annual gap analysis per HCC Preparedness Plan-Annex A |
| At risk planning (x2) | HPP Guidance | HPP PM 6/7 | Semi-annual collection and use of data from emPOWER and vulnerable population index |
| Redundant communication drills (x2) | HPP Guidance | HPP PM 12/13 | Conduct semi-annual redundant communication drills |
| Complete HCC HVA | HPP Guidance | HPP PM 9 | Complete HCC HVA each year per HCC Preparedness Plan-Annex A |
| Coalition Surge Test Exercise | HPP Guidance | HPP PMs 14-21 | Complete HCC CST. Attempt to meet CMS, TJC and other requirements as well |

**Member/stakeholder funding, regulatory and/or legal requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| CMS community based FSE | CMS Prep Rule | CMS Prep Rule | CMS providers must participate in 1 community-based exercise each year. **Combine with Coalition Surge Test Exercise** |
| Hospital HICS/NIMS training | TJC/Various | Various | Joint commission hospitals are required to conduct NIMS/HICS training. **Conduct with HCC NIMS Training** |
| Complete agency HVAs | CMS and TJC | Various | CMS and other members must conduct annual review/update of HVAs. **Conduct and/or support as part of HCC HVA process** |
| Annual ESF8 exercise (including PHEP Dist/Dispensing FSE) | PHEP Guidance | Various | State must conduct annual public health exercise. **Coalition participation as possible** |

**Coalition/regional HVA, gaps, needs, AARs, known deficiencies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| HCC created activity related to HCC | TBD | TBD | TBD Supports HPP PM 10. |

**Member/stakeholder HVA, gaps, needs, AARs, known deficiencies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| HCC created activity related to members’ needs | TBD | TBD | TBD Supports HPP PM 10. |

**Training, exercise, and/or other needs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| HCC NIMS training | HPP, TJC, CMS and other guidance | Various | Provide NIMS training. Integrate HCC NIMS training with OEM/ESF8 and hospital (HICS) training to prevent redundancy; assist CMS providers with compliance. **Conduct with hospital NIMS/HICS training.** |
| Annual HCC conference | NA | NA | Offer attendance at annual HCC conference as training, best practice, sustainability, and engagement tool. |
| Additional HCC training event | TBD | TBD | TBD |
| HCC member/executive recruitment event | HPP guidance | PM 3 | Conduct 1 HCC member recruiting event/campaign to include executives. |

**Supply, equipment, resource, etc. needs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Identified from** | **Reference** | **Notes** |
| Annual HCC related supply/resource procurement  | NA | NA | Poll and purchase supplies, equipment, resources, etc. that benefit HCC. |

## 2018-19 (Short Term Objectives and Activities)

**Required Activities (1. Coalition funding/regulatory requirements. 2. Member/stakeholder funding/regulatory requirements 3. Gaps, hazards, needs, etc. that directly impact the efficacy of the healthcare network)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Identified from/source** | **Objective** | **Performance Metric** | **Notes** |
| Create HCC Response Plan | HPP Guidance | Create a coalition response plan that ensures effective and unified response by the coalition and its members during emergencies.  | Coalition Response Plan is completed to standard (must detail responsibilities and roles of HCC/ members during emergencies and include tactics for information sharing, activity coordination, resource management, and recovery) and approve before submittal deadline.  | Begin plan creation process early in FY. Create plan with broad stakeholder and SME input. Draft plan completed for review 1 month before draft submittal deadline. Final plan completed, ratified and disseminated to coalition members 1 month before submittal deadline. Reference HPP Capability 1, Objective 2, Activity 1 and pages 15/16 of federal implementation guidance. Perf. Meas. 5. |
| Conduct Regional Healthcare Resource Assessment | HPP Guidance | Identify healthcare resources that can be shared regionally to support response. | Healthcare resource assessment is completed before 30 June. | Integrate with members, partners and other HCCs to ensure uniformity in assessment tools/process. |
| HCC CAT tool (gap analysis) | HPP Guidance | Utilize gaps and needs identified from CAT tool to drive effective preparedness activities for HCC and members. | CAT tool is completed before annual plan review and preparedness activity selection process. | Complete CAT tool per HCC Preparedness Plan-plan review process (found on Annex A). Utilize gaps in plan review, activity selection and other preparedness needs. |
| At Risk Inclusive Planning | HPP Guidance | Utilize de-identified data about at-risk populations to ensure planning and response efforts support these patient’s needs. | Data is collected semi-annually from emPOWER and venerable population and then utilized in all HCC and member planning/activities. | Collect this data from emPOWER, vulnerable population index, and through discussion with all coalition members (who treat and/or monitor these groups); utilize data in planning/activities. HPP Perf. Measure 6/7. |
| Redundant Communications Drill | HPP Guidance | Ensure effective communications can be maintained in the coalition during emergencies. | Redundant communication drills are conducted with all coalition members semi-annually. | Conduct drills every 6 months. Meets HPP Performance Measures 12 and 13. |
| NIMS Training (meeting both HCC and member NIMS/HICS training requirements) | HPP, TJC, CMS and other  | Establish and encourage unified response framework within coalition and across all partners. | 1 HCC sponsored NIMS training event conducted annually. | HCC sponsored NIMS training event each year. Goal is to: 1) promote standardized response framework 2) mutually support HICS and other activities (and compliance needs) in partners 3) use training as recruitment event to grow and sustain coalition (including actively encouraging executive participation in HCC). |
| Complete HCC HVA (meeting both HCC and member HVA requirements) | HPP Guidance | Hazards, risks and vulnerabilities are identified and utilized by coalition and its partners in preparedness activities. | HCC HVA is competed before annual plan review and preparedness activities selection process. | Complete HCC HVA as part of HCC Preparedness Plan-plan review process (found on Annex A). Utilize risks/threats/hazards in plan review, activity selection and other preparedness needs. Concurrently or as part of this activity assist members in completing their agency HVAs. HPP Perf. Measure 9 (supporting). |
| Joint Coalition Surge Test (CST) and CMS community-based exercise (meeting both HCC, CMS and other member exercise requirements) | HPP and CMS Guidance | Exercise EOP activation, command and control, information sharing, coordination, resource management, response, and recovery operations for HCC and its members. | 1 HCC exercise is planned and executed before 1 June that meets HCC HPP CST requirements, CMS community-based exercise requirements, and other member exercise requirements. | In the same exercise, meet as many member exercise requirements as possible. Specifically, must meet HCC CST, adjust exercise scope/injects to include CMS and other partner’s needs. Also use as HCC recruitment and sustainability as well as executive involvement opportunity. Meets HPP PMs 14-21 and various CMS, TJC, other requirements for members/stakeholders. |

**Secondary Activities (1. Coalition improvement initiatives. 2. Member/stakeholder improvement initiatives 3. Gaps, hazards, needs, etc. that DO NOT directly impact the efficacy of the healthcare network)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Identified from/source** | **Objective** | **Performance Metric** | **Notes** |
| Participate/support annual state public health exercise (including 5 yr. PHEP Distribution/Dispensing FSE) | PHEP Guidance | Support state and local ESF8 and integrate into annual exercise. | Participation and planning is conducted to support HCC ESF8 partners. | HCC will participate and engage with state/local ESF8 in annual exercise as possible. This will include participation in the statewide PHEP/MCM distribution/dispenses exercise(s) before 30 June 2022. |
| HCC HVA, Gap or other needed activity identified by HCC | Table 3 on all previous sections | XXX | XXX | XXX Supports HPP PM 10. |
| Member HVA, Gap or other needed activity identified by HCC | Table 4 on all previous sections | XXX | XXX | XXX Supports HPP PM 10. |
| Assess Supply Chain Integrity | HPP guidance | Ensure healthcare supply chain can support, or be supplemented, in emergencies  | Assessment is done, if possible, as part of regional healthcare resource assessment | Required to be completed before 30 June 2022. |

**Optional Activities (other suggestions and activities that do not fall into a category above)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Identified from/source** | **Objective** | **Performance Metric** | **Notes** |
| HCC members attend national HCC conference | NA | Identify best practices for HCC AND use to recruit member/executive participation. | HCC members (numbers based on funding) attend annual national HCC preparedness conference. | Both best practice identification/utilization and recruitment (members and executive) benefits. |
| Additional HCC training event-HCC created | NA | Train HCC members in preparedness/response sciences to grow capabilities of HCC and its members. | HCC plans, facilitates and delivers 1 additional preparedness or response event within the year | Improving capabilities and member recruitment. |
| Additional-formal HCC member/executive recruitment | HPP Performance Measure 3 | Increase membership and executive support of HCC. | 1 additional HCC recruitment event done before 30 June. | Conduct 1 additional HCC/executive recruitment event during year. |
| Annual HCC related supply/resource procurement | NA | Acquire resources needed to improve HCC response capability. | If funding available, HCC and members are polled and supplies, equipment, etc. are purchased. | Poll and purchase supplies, equipment, resources, etc. that benefit HCC. |

## 2019-20 (Long Term Objectives and Activities)

**Required Activities (1. Coalition funding/regulatory requirements. 2. Member/stakeholder funding/regulatory requirements 3. Gaps, hazards, needs, etc. that directly impact the efficacy of the healthcare network)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Identified from/source** | **Objective** | **Performance Metric** | **Notes** |
| Review/update HCC response plan | HPP Guidance | Ensure efficacy of response operations described in plan (roles/responsibilities, information sharing, coordination of activities, resources management, recovery, etc.). | HCC Response Plan is reviewed, updated and disseminated per coalition plan review processes described in HCC Preparedness Plan-Annex A. | Done per processes described in Annex A of the HCC Preparedness Plan. Review HCC response plan to ensure it is still effective, addresses coalition and member gaps, risks, processes, internal plans, etc. Update as needed and disseminate to members. |
| Create HCC COOP plan | HPP Guidance | Ensure healthcare network and coalition can continue to provide care and effectively respond in prolonged events. | HCC COOP plan is completed before 30 June 2020 and has broad HCC member input. | Create HCC COOP plan with member guidance, SME input, and per HPP guidance. Once approved disseminate, incorporate into training/exercise, review annually as part of established plan review processes. |
| HCC CAT tool (gap analysis) | HPP Guidance | Utilize gaps and needs identified from CAT tool to drive effective preparedness activities for HCC and members. | CAT tool is completed before annual plan review and preparedness activity selection process. | Complete CAT tool per HCC Preparedness Plan-plan review process (found on Annex A). Utilize gaps in plan review, activity selection and other preparedness needs. |
| At Risk Inclusive Planning | HPP Guidance | Utilize de-identified data about at-risk populations to ensure planning and response efforts support these patient’s needs. | Data is collected semi-annually from emPOWER and venerable population and then utilized in all HCC and member planning/activities. | Collect this data from emPOWER, vulnerable population index, and through discussion with all coalition members (who treat and/or monitor these groups); utilize data in planning/activities. HPP Perf. Measure 6/7. |
| Redundant Communications Drill | HPP Guidance | Ensure effective communications can be maintained in the coalition during emergencies. | Redundant communication drills are conducted with all coalition members semi-annually. | Conduct drills every 6 months. Meets HPP Performance Measures 12 and 13. |
| NIMS Training (meeting both HCC and member NIMS/HICS training requirements) | HPP, TJC, CMS and other  | Establish and encourage unified response framework within coalition and across all partners. | 1 HCC sponsored NIMS training event conducted annually. | HCC sponsored NIMS training event each year. Goal is to: 1) promote standardized response framework 2) mutually support HICS and other activities (and compliance needs) in partners 3) use training as recruitment event to grow and sustain coalition (including actively encouraging executive participation in HCC). |
| Complete HCC HVA (meeting both HCC and member HVA requirements) | HPP Guidance | Hazards, risks and vulnerabilities are identified and utilized by coalition and its partners in preparedness activities. | HCC HVA is competed before annual plan review and preparedness activities selection process. | Complete HCC HVA as part of HCC Preparedness Plan-plan review process (found on Annex A). Utilize risks/threats/hazards in plan review, activity selection and other preparedness needs. Concurrently or as part of this activity assist members in completing their agency HVAs. HPP Perf. Measure 9 (supporting). |
| Joint Coalition Surge Test (CST) and CMS community-based exercise (meeting both HCC, CMS and other member exercise requirements) | HPP and CMS Guidance | Exercise EOP activation, command and control, information sharing, coordination, resource management, response, and recovery operations for HCC and its members. | 1 HCC exercise is planned and executed before 1 June that meets HCC HPP CST requirements, CMS community-based exercise requirements, and other member exercise requirements. | In the same exercise, meet as many member exercise requirements as possible. Specifically, must meet HCC CST, adjust exercise scope/injects to include CMS and other partner’s needs. Also use as HCC recruitment and sustainability as well as executive involvement opportunity. Meets HPP PMs 14-21 and various CMS, TJC, other requirements for members/stakeholders. |

**Secondary Activities (1. Coalition improvement initiatives. 2. Member/stakeholder improvement initiatives 3. Gaps, hazards, needs, etc. that DO NOT directly impact the efficacy of the healthcare network)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Identified from/source** | **Objective** | **Performance Metric** | **Notes** |
| Participate/support annual state public health exercise (including 5 yr. PHEP Distribution/Dispensing FSE) | PHEP Guidance | Support state and local ESF8 and integrate into annual exercise. | Participation and planning is conducted to support HCC ESF8 partners. | HCC will participate and engage with state/local ESF8 in annual exercise as possible. This will include participation in the statewide PHEP/MCM distribution/dispenses exercise(s) before 30 June 2022. |
| HCC HVA, Gap or other needed activity identified by HCC | Table 3 on all previous sections | TBD | TBD | TBD Supports HPP PM 10. |
| Member HVA, Gap or other needed activity identified by HCC | Table 4 on all previous sections | TBD | TBD | TBD Supports HPP PM 10. |

**Optional Activities (other suggestions and activities that do not fall into a category above)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Identified from/source** | **Objective** | **Performance Metric** | **Notes** |
| HCC members attend national HCC conference | NA | Identify best practices for HCC AND use to recruit member/executive participation. | HCC members (numbers based on funding) attend annual national HCC preparedness conference. | Both best practice identification/utilization and recruitment (members and executive) benefits. |
| Additional HCC training event-HCC created | NA | Train HCC members in preparedness/response sciences to grow capabilities of HCC and its members. | HCC plans, facilitates and delivers 1 additional preparedness or response event within the year | Improving capabilities and member recruitment. |
| Additional-formal HCC member/executive recruitment | HPP Performance Measure 3 | Increase membership and executive support of HCC. | 1 additional HCC recruitment event done before 30 June. | Conduct 1 additional HCC/executive recruitment event during year. |
| Annual HCC related supply/resource procurement | NA | Acquire resources needed to improve HCC response capability. | If funding available, HCC and members are polled and supplies, equipment, etc. are purchased. | Poll and purchase supplies, equipment, resources, etc. that benefit HCC. |

## 2020-21 (Long Term Objectives and Activities)

**Required Activities (1. Coalition funding/regulatory requirements. 2. Member/stakeholder funding/regulatory requirements 3. Gaps, hazards, needs, etc. that directly impact the efficacy of the healthcare network)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Identified from/source** | **Objective** | **Performance Metric** | **Notes** |
| Review/update HCC response plan | HPP Guidance | Ensure efficacy of response operations described in plan (roles/responsibilities, information sharing, coordination of activities, resources management, recovery, etc.). | HCC Response Plan is reviewed, updated and disseminated per coalition plan review processes described in HCC Preparedness Plan-Annex A. | Done per processes described in Annex A of the HCC Preparedness Plan. Review HCC response plan to ensure it is still effective, addresses coalition and member gaps, risks, processes, internal plans, etc. Update as needed and disseminate to members. |
| Create HCC Recovery Plan | HPP Guidance | Healthcare network and HCC can effectively recover from emergencies. | HCC Recovery Plan is completed before 30 June 2021 and was created with extensive involvement of members, SME, stakeholders, etc. | Begin plan development process early in project year and submit for review by members early in year. Review plan annually as part of established plan review processes. |
| HCC CAT tool (gap analysis) | HPP Guidance | Utilize gaps and needs identified from CAT tool to drive effective preparedness activities for HCC and members. | CAT tool is completed before annual plan review and preparedness activity selection process. | Complete CAT tool per HCC Preparedness Plan-plan review process (found on Annex A). Utilize gaps in plan review, activity selection and other preparedness needs. |
| At Risk Inclusive Planning | HPP Guidance | Utilize de-identified data about at-risk populations to ensure planning and response efforts support these patient’s needs. | Data is collected semi-annually from emPOWER and venerable population and then utilized in all HCC and member planning/activities. | Collect this data from emPOWER, vulnerable population index, and through discussion with all coalition members (who treat and/or monitor these groups); utilize data in planning/activities. HPP Perf. Measure 6/7. |
| Redundant Communications Drill | HPP Guidance | Ensure effective communications can be maintained in the coalition during emergencies. | Redundant communication drills are conducted with all coalition members semi-annually. | Conduct drills every 6 months. Meets HPP Performance Measures 12 and 13. |
| NIMS Training (meeting both HCC and member NIMS/HICS training requirements) | HPP, TJC, CMS and other  | Establish and encourage unified response framework within coalition and across all partners. | 1 HCC sponsored NIMS training event conducted annually. | HCC sponsored NIMS training event each year. Goal is to: 1) promote standardized response framework 2) mutually support HICS and other activities (and compliance needs) in partners 3) use training as recruitment event to grow and sustain coalition (including actively encouraging executive participation in HCC). |
| Complete HCC HVA (meeting both HCC and member HVA requirements) | HPP Guidance | Hazards, risks and vulnerabilities are identified and utilized by coalition and its partners in preparedness activities. | HCC HVA is competed before annual plan review and preparedness activities selection process. | Complete HCC HVA as part of HCC Preparedness Plan-plan review process (found on Annex A). Utilize risks/threats/hazards in plan review, activity selection and other preparedness needs. Concurrently or as part of this activity assist members in completing their agency HVAs. HPP Perf. Measure 9 (supporting). |
| Joint Coalition Surge Test (CST) and CMS community-based exercise (meeting both HCC, CMS and other member exercise requirements) | HPP and CMS Guidance | Exercise EOP activation, command and control, information sharing, coordination, resource management, response, and recovery operations for HCC and its members. | 1 HCC exercise is planned and executed before 1 June that meets HCC HPP CST requirements, CMS community-based exercise requirements, and other member exercise requirements. | In the same exercise, meet as many member exercise requirements as possible. Specifically, must meet HCC CST, adjust exercise scope/injects to include CMS and other partner’s needs. Also use as HCC recruitment and sustainability as well as executive involvement opportunity. Meets HPP PMs 14-21 and various CMS, TJC, other requirements for members/stakeholders. |

**Secondary Activities (1. Coalition improvement initiatives. 2. Member/stakeholder improvement initiatives 3. Gaps, hazards, needs, etc. that DO NOT directly impact the efficacy of the healthcare network)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Identified from/source** | **Objective** | **Performance Metric** | **Notes** |
| Participate/support annual state public health exercise (including 5 yr. PHEP Distribution/Dispensing FSE) | PHEP Guidance | Support state and local ESF8 and integrate into annual exercise. | Participation and planning is conducted to support HCC ESF8 partners. | HCC will participate and engage with state/local ESF8 in annual exercise as possible. This will include participation in the statewide PHEP/MCM distribution/dispenses exercise(s) before 30 June 2022. |
| HCC HVA, Gap or other needed activity identified by HCC | Table 3 on all previous sections | TBD | TBD | TBD Supports HPP PM 10. |
| Member HVA, Gap or other needed activity identified by HCC | Table 4 on all previous sections | TBD | TBD | TBD Supports HPP PM 10. |

**Optional Activities (other suggestions and activities that do not fall into a category above)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Identified from/source** | **Objective** | **Performance Metric** | **Notes** |
| HCC members attend national HCC conference | NA | Identify best practices for HCC AND use to recruit member/executive participation. | HCC members (numbers based on funding) attend annual national HCC preparedness conference. | Both best practice identification/utilization and recruitment (members and executive) benefits. |
| Additional HCC training event-HCC created | NA | Train HCC members in preparedness/response sciences to grow capabilities of HCC and its members. | HCC plans, facilitates and delivers 1 additional preparedness or response event within the year | Improving capabilities and member recruitment. |
| Additional-formal HCC member/executive recruitment | HPP Performance Measure 3 | Increase membership and executive support of HCC. | 1 additional HCC recruitment event done before 30 June. | Conduct 1 additional HCC/executive recruitment event during year. |
| Annual HCC related supply/resource procurement | NA | Acquire resources needed to improve HCC response capability. | If funding available, HCC and members are polled and supplies, equipment, etc. are purchased. | Poll and purchase supplies, equipment, resources, etc. that benefit HCC. |

## 2021-22 (Long Term Objectives and Activities)

**Required Activities (1. Coalition funding/regulatory requirements. 2. Member/stakeholder funding/regulatory requirements 3. Gaps, hazards, needs, etc. that directly impact the efficacy of the healthcare network)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Identified from/source** | **Objective** | **Performance Metric** | **Notes** |
| Review/update HCC response plan | HPP Guidance | Ensure efficacy of response operations described in plan (roles/responsibilities, information sharing, coordination of activities, resources management, recovery, etc.). | HCC Response Plan is reviewed, updated and disseminated per coalition plan review processes described in HCC Preparedness Plan-Annex A. | Done per processes described in Annex A of the HCC Preparedness Plan. Review HCC response plan to ensure it is still effective, addresses coalition and member gaps, risks, processes, internal plans, etc. Update as needed and disseminate to members. |
| Craft and implement crisis standards of care | HPP Guidance | Utilize crisis standards of care throughout the HCC to protect limited resources while maintaining effective patient care. | Crisis standards of care are created and implemented throughout HCC before 30 June 2022. | Begin process early in year. Involve all stakeholders. Ensure compliance with emergency management, declaration, CMS, and other operational/legal/regulatory guidelines. HPP Perf. Measure 11.  |
| HCC CAT tool (gap analysis) | HPP Guidance | Utilize gaps and needs identified from CAT tool to drive effective preparedness activities for HCC and members. | CAT tool is completed before annual plan review and preparedness activity selection process. | Complete CAT tool per HCC Preparedness Plan-plan review process (found on Annex A). Utilize gaps in plan review, activity selection and other preparedness needs. |
| At Risk Inclusive Planning | HPP Guidance | Utilize de-identified data about at-risk populations to ensure planning and response efforts support these patient’s needs. | Data is collected semi-annually from emPOWER and venerable population and then utilized in all HCC and member planning/activities. | Collect this data from emPOWER, vulnerable population index, and through discussion with all coalition members (who treat and/or monitor these groups); utilize data in planning/activities. HPP Perf. Measure 6/7. |
| Redundant Communications Drill | HPP Guidance | Ensure effective communications can be maintained in the coalition during emergencies. | Redundant communication drills are conducted with all coalition members semi-annually. | Conduct drills every 6 months. Meets HPP Performance Measures 12 and 13. |
| NIMS Training (meeting both HCC and member NIMS/HICS training requirements) | HPP, TJC, CMS and other  | Establish and encourage unified response framework within coalition and across all partners. | 1 HCC sponsored NIMS training event conducted annually. | HCC sponsored NIMS training event each year. Goal is to: 1) promote standardized response framework 2) mutually support HICS and other activities (and compliance needs) in partners 3) use training as recruitment event to grow and sustain coalition (including actively encouraging executive participation in HCC). |
| Complete HCC HVA (meeting both HCC and member HVA requirements) | HPP Guidance | Hazards, risks and vulnerabilities are identified and utilized by coalition and its partners in preparedness activities. | HCC HVA is competed before annual plan review and preparedness activities selection process. | Complete HCC HVA as part of HCC Preparedness Plan-plan review process (found on Annex A). Utilize risks/threats/hazards in plan review, activity selection and other preparedness needs. Concurrently or as part of this activity assist members in completing their agency HVAs. HPP Perf. Measure 9 (supporting). |
| Joint Coalition Surge Test (CST) and CMS community-based exercise (meeting both HCC, CMS and other member exercise requirements) | HPP and CMS Guidance | Exercise EOP activation, command and control, information sharing, coordination, resource management, response, and recovery operations for HCC and its members. | 1 HCC exercise is planned and executed before 1 June that meets HCC HPP CST requirements, CMS community-based exercise requirements, and other member exercise requirements. | In the same exercise, meet as many member exercise requirements as possible. Specifically, must meet HCC CST, adjust exercise scope/injects to include CMS and other partner’s needs. Also use as HCC recruitment and sustainability as well as executive involvement opportunity. Meets HPP PMs 14-21 and various CMS, TJC, other requirements for members/stakeholders. |
| Assess Supply Chain Integrity (IF NOT DONE) | HPP guidance | Ensure healthcare supply chain can support, or be supplemented, in emergencies | Assessment is done, if possible, as part of regional healthcare resource assessment | Required to be completed before 30 June 2022. Tentatively scheduled for BP 2. |

**Secondary Activities (1. Coalition improvement initiatives. 2. Member/stakeholder improvement initiatives 3. Gaps, hazards, needs, etc. that DO NOT directly impact the efficacy of the healthcare network)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Identified from/source** | **Objective** | **Performance Metric** | **Notes** |
| Participate/support annual state public health exercise (including 5 yr. PHEP Distribution/Dispensing FSE) | PHEP Guidance | Support state and local ESF8 and integrate into annual exercise. | Participation and planning is conducted to support HCC ESF8 partners. | HCC will participate and engage with state/local ESF8 in annual exercise as possible. This will include participation in the statewide PHEP/MCM distribution/dispenses exercise(s) before 30 June 2022. |
| HCC HVA, Gap or other needed activity identified by HCC | Table 3 on all previous sections | TBD | TBD | TBD Supports HPP PM 10. |
| Member HVA, Gap or other needed activity identified by HCC | Table 4 on all previous sections | TBD | TBD | TBD Supports HPP PM 10. |

**Optional Activities (other suggestions and activities that do not fall into a category above)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Identified from/source** | **Objective** | **Performance Metric** | **Notes** |
| HCC members attend national HCC conference | NA | Identify best practices for HCC AND use to recruit member/executive participation. | HCC members (numbers based on funding) attend annual national HCC preparedness conference. | Both best practice identification/utilization and recruitment (members and executive) benefits. |
| Additional HCC training event-HCC created | NA | Train HCC members in preparedness/response sciences to grow capabilities of HCC and its members. | HCC plans, facilitates and delivers 1 additional preparedness or response event within the year | Improving capabilities and member recruitment. |
| Additional-formal HCC member/executive recruitment | HPP Performance Measure 3 | Increase membership and executive support of HCC. | 1 additional HCC recruitment event done before 30 June. | Conduct 1 additional HCC/executive recruitment event during year. |
| Annual HCC related supply/resource procurement | NA | Acquire resources needed to improve HCC response capability. | If funding available, HCC and members are polled and supplies, equipment, etc. are purchased. | Poll and purchase supplies, equipment, resources, etc. that benefit HCC. |

**INSTRUCTIONS:** This sheet is the coalition’s workplan for the upcoming year. Use the list of activities on the corresponding year of the “Operational Preparedness Plan” section of this tool to list activities the coalition and its members will undertake this year in the correct tables below. Annotate each activity’s category, notes, leads, and start/due dates in the appropriate columns. Each activity status is updated (i.e. planned-**P**, scheduled-**S**, resourced-**R**, begun-**B,** and done-**D**) throughout period and is annotated by HCC leadership signature at the bottom of the page each quarter.

Share this workplan with all coalition members and use it as both a guide and workplan for all preparedness plan activities in the forthcoming year.

# Preparedness Project Period: 2018-19

# Required Activities

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Name** | **Notes/Components/Criteria** | **Assigned to** | **Start Date** | **Due Date** | **P** | **S** | **R** | **B** | **D** |
| Create HCC Response Plan | Create a coalition response plan that details responsibilities and roles of HCC and members during emergencies and that includes tactics for information sharing, activity coordination, resource management, and recovery. Begin plan creation process early in FY. Create plan with broad stakeholder and SME input. Draft plan completed for review 1 month before draft submittal deadline. Final plan completed, ratified and disseminated to coalition members 1 month before submittal deadline. Reference HPP Capability 1, Objective 2, Activity 1 and pages 15/16 of federal implementation guidance. | Coalition Leadership | 1 Jul 2018 | 1 Apr 2019 |  |  |  |  |  |
| Conduct regional Healthcare resource assessment | Assess regional healthcare resources to identify supplies, equipment, etc. needed or that can be shared. | Coalition Leadership | 1 Jul 2018 | 1 Jul 2019 |  |  |  |  |  |
| Complete HCC Gap (CAT Tool) | Complete the CAT tool in first quarter of fiscal year and utilize it as part of plan review/activity selection process. | Coalition Leadership | 1 Jul 2018 | 1 Oct 2018 |  |  |  |  |  |
| Semi-annual at-risk data collection and utilization | Collect data on at-risk populations from emPOWER and social vulnerability index. Utilize this data to drive preparedness plans and activities for HCC and members. HPP Perf. Measure 6/7. | Coalition Leadership | 1 Jul 20181 Jan 2019 | 1 Oct 20181 Apr 2019 |  |  |  |  |  |
| Semi-annual redundant comms drill | Conduct a redundant communications drill every 6 months to ensure coalition can communicate during emergencies. HPP PM 12/13. | Coalition Leadership | 1 Oct 20181 Apr 2019 | 1 Jan 20191 Jul 2019 |  |  |  |  |  |
| NIMS training event | Plan and deliver 1 NIMS training event during fiscal year. Ensure it supports (i.e. conducted in collaboration with) partner NIMS training such as HICS for hospitals. Also use as HCC recruitment/sustainability event to grow membership (and executive participation). | Coalition Leadership | 1 Jul 2018 | 1 Apr 2019 |  |  |  |  |  |
| HCC HVA | Update HCC HVA as part of annual risk assessment process AND before annual plan reviews. Utilize member input and share HVA with members when complete. Also supports JRA in HPP PM 9. | Coalition Leadership | 1 Jul 2018 | 1 Oct 2018 |  |  |  |  |  |
| HCC CST/CMS FSE | Plan and conduct a coalition surge test exercise that (in one exercise) meets HCC surge exercise requirements, CMS community-based exercise, and other member exercise requirements. Use as HCC recruitment, sustainability and executive engagement tool concurrently. HPP PMs 14-21 and many members requirements. | Coalition Leadership | 1 Jul 2018 | 1 Jun 2018 |  |  |  |  |  |

# Secondary Activities

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Name** | **Notes/Components/Criteria** | **Assigned to** | **Start Date** | **Due Date** | **P** | **S** | **R** | **B** | **D** |
| Annual state/local ESF8 exercise support | Participate in annual state/local ESF8 exercise conducted in accordance with PHEP guidance. Including possible 5yr. statewide PHEP/MCM distribution/dispensing exercise(s) | Coalition Leadership | 1 Jul 2018 | 1 Jul 2019 |  |  |  |  |  |
| Assess supply chain integrity | Conduct assessment of healthcare and other supply chain integrity with regional Healthcare resource assessment. Required to be done before 30 June 2020. | Coalition Leadership | 1 Jul 2018 | 1 Jul 2019 |  |  |  |  |  |
| HCC HVA, Gap or other needed activity identified by HCC | Per secondary activity notes and information on 2018-19 Secondary Activities Table on “Operational Preparedness Plan” section of this tool. Supports HPP PM 10. | TBD | TBD | TBD |  |  |  |  |  |
| Member HVA, Gap or other needed activity identified by HCC | Per secondary activity notes and information on 2018-19 Secondary Activities Table on “Operational Preparedness Plan” section of this tool. Supports HPP PM 10. | TBD | TBD | TBD |  |  |  |  |  |

# Optional Activities

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Name** | **Notes/Components/Criteria** | **Assigned to** | **Start Date** | **Due Date** | **P** | **S** | **R** | **B** | **D** |
| National HCC conference | Fund attendance for selected (numbers based on funding) HCC members (and executives) at national HCC preparedness conf. | Coalition Leadership | 1 Jul 2018 | 1 Oct 2018 |  |  |  |  |  |
| Additional HCC Training | HCC plans and delivers 1 additional training to members. Can include best practices/topics from annual HCC conference. | Coalition Leadership | 1 Jan 2019 | 1 Jul 2019 |  |  |  |  |  |
| Additional HCC recruiting event | Conduct 1 additional formal HCC member/executive recruitment event to grow results in HPP Performance Measure 3. | Coalition Leadership | 1 Jul 2018 | 1 Jul 2019 |  |  |  |  |  |
| Annual resource purchases | If funding available, HCC and members are polled and supplies, equipment, etc. are purchased. | Coalition Leadership | 1 Jul 2018 | 1 Jul 2019 |  |  |  |  |  |

## Approved and Disseminated

**Approved by Coalition Leadership on (full date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Leadership representative (Lead, Chair, Coordinator, etc.) signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Disseminated to coalition members (full date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Reviewed and Updated

 **July-September October-November January-March April-June**

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 **HCC Leader Initials HCC Leader Initials HCC Leader Initials HCC Leader Initials**