

# Administrative Director's Report

I am sorry I am unable to attend tonight's meeting. I am in Washington DC speaking on the Hospital Preparedness Program objectives accomplished by our region over the past several years and the RHPC's Catastrophic Medical Operation Center. I apologize if any of these topics are duplicated in other reports provided.

## **New Intern**

Allison Woody has joined our team as an preparedness program intern. She is currently seeking a degree in Emergency Management while continuing to work at Texas Children's Hospital in a Baylor laboratory.

## **ASPR 7 (FY09)**

The current grant year is coming to a close. There are many payments being processed for hospital based purchases as well as other hospital reimbursements. With the delays associated to the H1N1 response and the ability to re-allocated additional funding to hospitals, invoicing and payments are plentiful at present. In addition, we have requested a no cost extension through November 2009 to allow greater time to receive and pay for outstanding items. This contract amendment is being process by DSHS.

## **ASPR 8 (FY10)**

ASPR 8 begins August 1, 2009. Developed by the RHPC's Executive Board, the ASPR 8 Work Plan and budgets have been submitted to the Texas Department of State Health Services. The budgets include a Program Budget and Implementation Budget. Copies have been provided. DSHS has denied the Program Director item; citing:

*"The Program Director position which was added to the FY10 funding was not approved by the DSHS HPP Program. Adding this position and salary, approximately \$100,833, to HPP funds is not an allowable expense and the position was not approved by the DSHS HPP Program for the following reasons:*

- 1. HPP grant funds must be used for program implementation not oversight or administration.*
- 2. The new position is almost an identical to a position currently being filled by Doug Havron."*

Some RHPC Board members have recommended the associated salary and fringe funding be moved to the "hospital allocation" line and the language in the Work Plan revised. This action is pending consensus and directive.

## **State Tracking Integration**

Statewide regional patient/evacuee tracking continues to be a priority. Texas has named EMSsystem as a lead for the integration with SNETS, EMTrack, and WebEOC software. This integration will share individuals' demographics, locations, and other general information throughout the State during an evacuation. The project is highly complicated and on-going.

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## 2009 Hurricane Season Staging

Tully/Ford Park staging location meetings and walk thru has been delayed due to illnesses; however, plans to move forward with these meetings continue as a part of the RHPC initiatives.

## EMCredential

EMCredential has been selected as the statewide volunteer credentialing system. Regional Administrator (RA) training has been conducted. Curtis McDonald, Lori Upton, and I are the RAs for this region. Local Administrator training will be conducted as soon as the online portal access has been created and the links provided.

## Policy and Compliance

Since Oct 2009, I have been working to ensure compliance with timesheets, payroll, travel and other general office responsibilities. I am happy to report, in working with Joseph, these processes have been streamlined and are more functional. Copies are now available for routine review and approval. General Policy Manual update will be forth coming.

## Staff Activities

Since the addition of Vickie Maywald, Lisa Aulbert, Ryan Mach and Curtis McDonald; Lisa Spivey and I have been very happy to see many projects' move forward under the RHPC Board's vision. Since many projects have move forwarded at full speed since the staff addition, it has been difficult for anyone to keep up-to-date with the latest activities. Thus, routine updates are now provided to the RHPC Board on all of our duties to ensure greater transparency. The current topics are as follows:

- Regional Hospital Training CD
- NIMS Courses
- All Hazard Plan Hospital Template
- CMOC All Hazard Plan Update
- Field Hospital SOPs and Guidelines
- Hospital Inventory Updates
- Special Needs/ At risk packets and education
- Hospital based needs assessment
- ASTL Leader Courses
- Mobile Asset SOPs (RCVQ, PSTQ, SAT1, etc)
- Triage Tag Rollout
- AMBUS completion
- Personnel MOA Template
- Statewide Tracking Armband (RFID) Cache deployment strategy
- Command Kit rollout and SOPS
- Regional Inventory Management Tool
- Hospital Based HVA
- WebEOC/EMResource/EMTrack Regional Training
- RHPC Website ([www.rhpc.us](http://www.rhpc.us))
- CMOC/RCV-Q Shared drive
- CMOC rotational schedule online
- Regional Hospital Radio Programming and CMOC MA Talk Groups
- Development and rollout of Medical Incident Support Team (MIST)courses