

**Regional Healthcare Preparedness Coalition  
Recognition of Excellence Award  
2019 LTC Application**

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## **Award Overview**

The RHPC Recognition of Excellence Award recognizes excellence and commitment to comprehensive emergency management in the regional healthcare community. This document will provide detailed information and identify documents necessary to successfully complete the RHPC Recognition of Excellence Award application.

### **Award Timeline**

The scoring period will run from July 1, 2018 to June 31, 2019. Applications will be due August 31, 2019 and the selection committee will convene in September.

### **Award Scoring**

Scoring will be comprised of two tiers:

- Tier 1 – Will be scored based upon reports and training requirements determined by the RHPC agreement and ASPR Healthcare Preparedness Capabilities.
- Tier 2 – Will allow the facility to show how they have embraced comprehensive emergency management through innovation, leadership, and community involvement.

### **Submission Instructions**

Applications should be submitted in a 3-ring binder not to exceed 1.5” in depth. Binders should be mailed to the address listed below. Electronic submission will not be accepted at this time. Tabs should be used to separate the different sections of the application packet. Attached documents should be included as appendixes to their respective section of the application packet. Only one (1) submission per facility (as defined by individual HPP agreement) is allowed.

### **Mailing Address**

Regional Healthcare Preparedness Coalition

Attn: Lori Upton

1111 North Loop West, Ste 160

Houston, TX 77008

**Applicant Information**  
**Regional Healthcare Preparedness Coalition**  
**Recognition of Excellence Award – LTC**

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Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Award Category Applying for (Select One):

- Skilled Nursing
- Assisted Living Facility
- Independent Living Facility
- Other \_\_\_\_\_

# **Submission Checklist**

## **Regional Healthcare Preparedness Coalition**

### **Recognition of Excellence Award**

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Please use the below checklist to ensure all documentation and information is included for submission.

- A. \_\_\_\_ Applicant Information Completed
- B. \_\_\_\_ TIER 1 Cover Sheets
- C. \_\_\_\_ TIER 1 Documentation
- D. \_\_\_\_ TIER 2 Cover Sheets
- E. \_\_\_\_ TIER 2 – Three Essays
- F. \_\_\_\_ Three Ring Binder with Binder Cover Sheet

# Documentation Request Form

## Regional Healthcare Preparedness Coalition

### Recognition of Excellence Award

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I \_\_\_\_\_ am requesting the below documentation to complete the RHPC Excellence Award Packet.

#### TIER 1 Category

	<b>Technology Drills: Bed Reports</b>
	<b>Corridor Meeting Attendance</b>
	<b>Quarterly Meeting</b>
	<b>Symposium Attendance</b>
	<b>HPP Agreement on File</b>
	<b>Participation in Regional Exercise</b>
	<b>Designated Emergency Manager</b>

<b>Name (please print clearly):</b>	
<b>Facility:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Date or Date Range of Requested Documentation:</b>	

Please submit form to [rhpcaward@setrac.org](mailto:rhpcaward@setrac.org)

\*Please duplicate this form as often as necessary to request all required documentation

## TIER ONE SCORING

**Technology Drills (Bed Reports)** – Points will be awarded for your completion percentage during the previous fiscal year (July-June). Reports will include both drills and real events.

- 90%-100% – 5 points
- 80%-89% – 3 points
- 75%-79% – 1 point

*SETRAC will provide bed report participation data upon receipt of documentation request form.*

**Corridor Meeting Attendance** – A facility representative must complete the sign-in-sheet at their scheduled Corridor Meeting. Multiple representatives will only be counted as one for your facility.

- 6 Meetings – 1 point for each meeting attended

*SETRAC will provide Corridor Meeting attendance data upon receipt of documentation request form.*

**Quarterly Meeting Attendance** – A facility representative must complete the sign-in-sheet at their scheduled Corridor Meeting. Multiple representatives will only be counted as one for your facility.

- 4 Meetings – 1 point for each meeting attended

*SETRAC will provide Quarterly Meeting attendance data upon receipt of documentation request form.*

**Symposium Attendance** – A facility representative must register and attend the RHPC Symposium. Multiple representatives will only be counted as one for your facility.

- 5 points

*Attendance will be verified by submitting a certificate of attendance for the RHPC Symposium with your application.*

**HPP Agreement** – A fully executed copy of the HPP Agreement is on file.

- 5 points

*SETRAC will verify you have an HPP Agreement on file upon receipt of documentation request form.*

**Participation in the Regional Exercise** – Must satisfy "Conditions for Participation" set by the Exercise Director.

- 5 points

*SETRAC will verify participation upon receipt of documentation request form.*

**Designated Emergency Management Coordinator** – The hospital has a designated individual who is responsible for the development and implementation of the emergency management program. You must show documentation by submitting your appointment letter as Emergency Management Coordinator signed by leadership, i.e. HPP Agreement.

- 5 points

**YOUR FACILITY MAY RECEIVE A MAXIMUM OF 35 TIER ONE POINTS.**

## TIER TWO SCORING

Applicants must demonstrate commitment to enhancing emergency preparedness at their facility. Please select only 3 fields from the choices below. Each selected field will be scored on a scale of 0 to 5 by the selection committee. Contributions must reflect how the hospital and not just the Emergency Manager are exemplifying best practices and a commitment to emergency management.

- A. Leadership Support** – How has your executive leadership team demonstrated commitment to emergency management at your facility beyond executive attendance or membership on your facility preparedness committee?  
*Examples may include: An Emergency Management Department with an individual budget, participation in the National Disaster Medical System with 100% reporting compliance, facility participation with emergency management educational opportunities, and attendance in national training centers such as the Center for Domestic Preparedness.*
- B. Contribution to Emergency Management** – How has your facility contributed beyond regulatory, accreditation, or grant requirements?  
*Examples may include: A published article or speaking engagements on emergency management regarding your facility.*
- C. Community Involvement** – How has your facility demonstrated involvement with regional emergency management efforts?  
*Examples may include: Participation in regionally significant events such as staffing CMOG, active planning and participation in your Local Emergency Planning Committee (LEPC) or Council of Government (COGs), community emergency preparedness education events, or supporting your local Community Emergency Response Team (CERT) program.*
- D. Innovation** – What have you done to improve the emergency management process or enhance preparedness at your facility?
- E. Planning** – How has your facility demonstrated mitigation, identification, assessment and planning of the top 3 hazards facing your facility?
- F. Other** – Has your facility participated in or hosted training or educational opportunities above the NIMS and ASPR grant requirements?  
*Examples may include: ICS 300/400 courses or Weapons of Mass Destruction (WMD) course. Has your facility received special recognition for emergency management or other preparedness activities (excluding the RHPC Award of Excellence)?*

**YOUR FACILITY MAY RECEIVE A MAXIMUM OF 15 TIER TWO POINTS.**

**FOR MORE INFORMATION OR ANY QUESTIONS, PLEASE EMAIL: [rhpcaward@setrac.org](mailto:rhpcaward@setrac.org)**