



West Corridor Minutes
December 18, 2020
WebEx Meeting



A. Call to Order

Toni Carnie opened the meeting at 9:03 am.

B. Approval of Minutes (C101)

Ms. Carnie requested review of the September minutes. Jeff Dickens (CHI St. Luke's The Woodlands) made a motion to approve the minutes, Chris Coleman (TOPS Surgical Hospital) seconded the motion, and the corridor members carried the motion. The minutes were approved as written.

C. New Business

- **Inventory Review**

Mr. Bartlett reported SETRAC is required to conduct a 100% eyes-on of all DSHS and HPP purchases by the end of the fiscal year. He advised the corridor members he will be sending each facility an excel tracking form and a request for appointment to schedule a time to come-by and verify their inventory of DSHS and HPP items. The major task will be to complete and verify the inventory process for all facilities and ensure they are entered in the WiseTrack system by the end of the fiscal year. WiseTrack is a software/web-based inventory system that allows for visibility and accountability for grant funded preparedness equipment and supplies. The objective for the use of WiseTrack is to maintain accountability of grant funded equipment for inventory management and reporting purposes. Mr. Bartlett is available for WiseTrack training should anyone be new to their facility and need inventory training and/or for anyone needing access to the system or a refresher course. For WiseTrack questions or access please contact Jackson Bartlett at jackson.bartlett@setrac.org.

- **COVID-19 Response Update**

Fidel Calvillo reported numbers are increasing and SETRAC is reviewing the data very closely to ensure the hospital numbers are being entered correctly. He requested the hospitals continue to ensure their reports are submitted correctly even on the weekends. SETRAC continues to distribute PPE and to work with the hospitals on staffing. Last report indicated we have approximately 1,100 agency nurses staffed in our region.

Mr. Calvillo asked the corridor members to check with their IT Departments to make sure the SETRAC emails are white listed to ensure emails go through and not to spam/junk mail.

There was discussion regarding TEDM vaccine calls requiring facility information. Any questions regarding the vaccine need to go through DSHS and SETRAC can assist with getting those questions to appropriate people if needed.

D. HPP Capabilities Review

The coalition has met and continues to meet the capabilities during the COVID response with ongoing med surge planning, training, and exercises, etc.

E. EMTF Update

Mikal Orr reported EMTF has been working on COVID response since March and continues to stand up as needed. Over the past two months, EMTF has been in El Paso with an Ambulance Strike Team, Houston Ambus, MIST Team and personnel for each asset. Several ambulances were demobilized yesterday (December 17th). There is one ambulance in Laredo assisting their hospital system with some critical care transfers and he is anticipating that mission will end before Christmas. EMTF continues to work on reimbursement packages as they are submitted.

F. Training and Exercise Update

Adam Lee reported the 2021 regional exercise was discussed at the RHPC Board meeting in November and the coalition members were unanimously in agreement that a regional exercise is not needed this year due to the ongoing live COVID response. John Wingate will be sending out questions for the community based After Action Report (AAR). Mr. Lee encouraged the corridor members to watch for those emails and respond to the questions to be part of the AAR.

Mr. Lee announced the Regional Burn Tabletop Exercise (virtual) scheduled for January 28th and registration is on EventBrite. All training and exercises for this year will be on a request basis. Please email exercise@setrac.org with any questions and/or training requests.

G. Special Populations Update

Hilal Salami reported SETRAC has connected with over 900 Long Term Facilities (Skilled Nursing, Assisted Living, Intermediate Care, Adult Daycare and Dialysis Centers) and over 900 Home Health, Hospice and Personal Care Agencies through prior engagement and the PPE distribution program. Currently working on bringing them all to the fold as active members of the coalition.

SETRAC has been conducting periodic calls with the special populations group throughout the crisis, including the new facilities that joined in through the PPE Program. Meetings started as once a week, then every other week and are now once a month. PPE Distribution for both groups is now once a month. Individual cases can be considered depending on facility or agency status. Since October 29th, SETRAC has been pushing the message for Long Term Care Facilities to complete the Vaccine Provider Program Registration with the state, through the calls and list serve emails.

To add to Adams exercise comment regarding the exercise, SETRAC has released pre-filled COVID-19 AAR Template in August and discussed the template in one of the conference calls and in the follow up email. We also released a pre-filled Hurricane Laura AAR Template in September and discussed that in the group call and following emails. SETRAC will discuss a vaccination component addition to the AAR once that is formulated by the facilities as well and will dedicate a call to discuss it.

H. Partner Updates

- Ms. Carnie reviewed the following points:

It was mention on a Joint Commission webinar that if your facility is completing an AAR and your facility is in the middle of COVID response, the facility must be working under their Emergency Operations Plan to submit a CMS waiver. They will be looking for documentation of some type that states when the facility activated their Emergency Operations Plan, what level the facility is at, how information was communicated to and from the hospital command center and Medical Executive Committee, etc. She recommended the document be place in the facilities' Emergency Management Committee minutes or make sure it is rolled up to the Environment of Care Committee, so the documentation is in place.

Hand sanitation bottles that do not have an expiration date must be discarded within 60 days of the end of the public health declaration.

Negative pressure rooms, patients are prioritized by facility. Therefore, facilities do not necessarily have to have all their COVID patients in negative pressure rooms, but the facility needs to follow whatever hospital established procedures are in place.

I. Open Discussion/Other Business

- **Proposed 2021 West Corridor Meeting Schedule**

Ms. Carnie requested review and approval of the proposed meeting schedule. Dena Daniel (Huntsville Memorial) made a motion to approve the proposed meeting dates, Aaron Freedkin (Texas Children's Hospital) seconded the motion, and the 2021 dates were approved.

Adjournment

There being no further business or discussion, Ms. Carnie adjourned the meeting at 9:30 am. The next West Corridor meeting is scheduled for Friday, January 29th, via WebEx Meeting.

ATTENDEES: Toni Carnie, Dena Daniel, Ike Akanu, Bernard Lance, Wayne Chan, Chris Coleman, Jeff Dickens, John Franks, Aaron Freedkin, David Garney, Mary Ann Hajovsky, Rene Leal, Bonnie Macius, Richard Martinez, Tammy Moeller, Sandra Sand-Arnaez, Marie Schobel, Heather Walters, Fidel Calvillo, Adam Lee, Jackson Bartlett, Mikal Orr, Hilal Salami