



Wisconsin Department of Health Services

Healthcare Emergency Readiness Coalition (HERC) Coordinator 2019-2020 Scope of Work

Task	Expectation/Deliverable
State-level Coordination	
Do pre-work for and attend annual coordinator Kick-off meeting in Madison, WI in June 2019 and June 2020 (dates TBA).	Attendance on scheduled dates
Attend monthly in-person coordinator meetings.	100%, unless excused by program coordinator
Attend meetings or calls scheduled by OPEHC staff.	100%, unless excused by program coordinator
Lead at least one or participate in at least two coordinator work groups over the course of the year.	Active participation in coordinator work groups focusing on topics of mutual benefit (e.g., plans; exercises; HVA; information systems; etc.)
Assist OPEHC in satisfying any federal requests for information.	Responses TBD
Attend monthly in-person or call-in HERC Advisory Committee meetings.	100%, unless excused by program coordinator
Coordinate regional submissions to assist in meeting federal match requirements. Activities include: regular reminders to hospitals to complete the SurveyGizmo exercise tool; submission of relevant documentation.	Documentation in quarterly progress report; submission of flyers and sign-in sheets from regional meetings, trainings, and exercises
The ability to travel for this position is required. Travel reimbursement for mileage, lodging, and/or food expenses will be determined based on the discretion of each regional HERC board.	Submission of reimbursement documentation to regional fiscal agent
Coalition Administration and Development	
Collaborate with the HERC board to select a fiscal agent for each State fiscal year.	Provide the fiscal agent name and contact to the State within 90 days of the start of each fiscal year



Wisconsin Department of Health Services

Facilitate HERC budget development.	Submission of initial and mid-year budgets to State and to ASPR via the CAT (using provided template)
Facilitate the development of a 2019-20 work plan and training list. <i>Note: All HPP-funded projects must be tied to a hazard or risk from the HERC's HVA, an identified capability gap, or an activity identified during a corrective action process.</i>	Submission of regionally developed work plan to the State and ASPR via the CAT
Facilitate completion of the 2020-21 HERC regional work plan, budget, and training list templates with all activities for the year categorized under the appropriate capabilities, matching the budget. <i>Note: All HPP-funded projects must be tied to a hazard or risk from the HERC's HVA, an identified capability gap, or an activity identified during a corrective action process.</i>	Submission of regionally developed work plan, budget, and training list to the State and ASPR via the CAT by January 31, 2020.
Coordinate and facilitate effective board and member meetings as called for by the HERC	Calendar of regular scheduled meetings for 2019-2020 budget period by 7/31/19; submission of sign-in sheets and meeting notes within 15 business days
Maintain ongoing communication with region about coalition activities, state announcements, etc.	Regional websites updated at least twice monthly; documentation in quarterly progress report
Serve as point of contact for coalition membership, providing information on joining, participation, and opportunities.	Submission of membership list on provided template (twice annually)
Hold one discipline-specific meeting with each core member group of the HERC (Emergency Management (EM), Emergency Medical Services (EMS), hospitals, public health) annually.	Submission of sign-in sheet; notes within 15 business days
In addition to the coalition surge test (CST) and pediatric surge tabletop exercise, waiting for guidance assist with the development/facilitation/evaluation of at least one HSEEP-compliant exercise chosen by the coalition board. <i>In progress</i>	Documentation in quarterly progress report



Wisconsin Department of Health Services

Coordinate basic level testing and technical assistance on coalition information/communication systems like EMResource, Wisconsin Interoperable System for Communications (WISCOM), etc.	Documentation in quarterly progress report
Support of Coalition Completion of Federal Grant Requirements	
Provide information to region on grant expectations.	Documentation in quarterly progress report
Facilitate the maintenance and updating of the HERC preparedness and response plans. Include burn surge and pediatric annexes based upon a template provided by WIDHS.	Submission of regionally developed preparedness and response plans to State and to ASPR via CAT as requested, including required annexes
Facilitate planning for the completion of the CST with the region, including communication with coalition membership about participation expectations.	Documentation in quarterly progress report
Facilitate coalition completion of regional HVA.	Submission of approved regional HVA, (verified by board approval signatures or meeting minutes indicating approval and sign-in sheet) to State and ASPR via CAT
Access and retrieve information from HHS EMPOWER map and distribute to membership at least once every six months.	Include state email account in distribution list: DHSHERC@wi.gov
Facilitate coalition's development of regional strategies to support CMS provider types working to comply with the CMS emergency preparedness rule.	Documentation in quarterly progress report
Work with state training/exercise lead and contracted entities to coordinate logistics of regional trainings.	Documentation in quarterly progress report; sign-in sheets;
Collect NIMS compliance letters from hospitals. – No longer a state requirement	Documentation in quarterly progress report; letters
Conduct redundant communications drills twice annually as described in federal guidance.	Submit required information to ASPR via the CAT
Facilitate post-event/post-exercise conversations about how lessons learned will be used to inform/update regional plans.	Documentation in quarterly progress report



Facilitate collection of coalition information for the CAT.

Notify state of CAT information by 15-days prior to federally announced deadlines.

Prohibited Activities

Coalition coordinators are grant-funded positions intended to support the work required for coalition development. While coordinators play a significant role in the coalitions in this regard, they cannot be, nor are they intended to be, the primary drivers of coalition decision making or operational function in an emergency. For these reasons, the following activities are prohibited for individuals serving in coalition coordinator roles:

- Coalition coordinators are not eligible to serve in a proxy capacity, replacing their chair or vice chair when unable to attend the HERC Advisory Group meetings. In such instances, coalitions should consult their bylaws regarding rules for alternate arrangements using other coalition members.
- Coalition coordinators cannot do work independent of their region without consultation of the membership and written approval of the DHS Healthcare Emergency Preparedness Program Coordinator, e.g., writing plans or HVAs without regional input in order to satisfy a deliverable deadline. If coordinators are unable to facilitate completion of required tasks with the coalition membership, they will contact state program staff for assistance.
- Coalition coordinators are not emergency managers. These positions confer neither formal standing nor legal protection during emergency events. To that end, the role of a coalition coordinator during an actual event is limited to an information sharing capacity only. Any actions taken outside this scope will be considered independent of the grant agreement for this role.
- At no time will a coordinator represent her or himself as a state employee, but will note their relationship to DHS, working regionally as a grantee in support of the state's healthcare emergency readiness coalition program.
- Coalition coordinators may not trademark, own, or profit from products developed by him/her or the HERC that were supported wholly or in part by ASPR funds provided by the Healthcare Emergency Preparedness Program, Office of Preparedness and Emergency Health Care (OPEHC), Division of Public Health (DPH), Wisconsin Department of Health Services.