



Community Health Care Association of New York State

DATE: May 17, 2007

TO: Emergency Preparedness staff

FROM: Community Health Care Association of New York State (CHCANYS)

RE: Request for Expression of Interest: Workgroup Participation to evaluate Community Health Center Emergency Resource Database

DEADLINE: June 22, 2007

ELIGIBILITY: All New York City Article 330 Facilities

The Community Health Care Association of New York State (CHCANYS) is interested in creating two Workgroups to evaluate a Community Health Center Emergency Resource Database, currently in development.

Background

During an emergency, the available pool of materials, staffing and other resources can quickly become limited. Therefore, it may become necessary to know what healthcare resources are available at facilities and organizations such as hospitals, home care agencies and Community Health Centers. The New York City Department of Health and Mental Hygiene (NYC DOHMH), New York State Department of Health (NYS DOH) and CHCANYS are therefore working together to create a Community Health Center Emergency Resource Database. This database will allow sites to maximize resources that *are* available, as well as identify potential help during shortages.

Current statewide databases

NYS DOH's Hospital Emergency Resource Database System (HERDS) has been operational for several years. In addition, NYS DOH is creating similar databases for other healthcare facilities such as homecare agencies, nursing homes and others.

Project Objectives:

The objectives of this project are:

- To enhance the ability to identify healthcare resources during emergencies and strengthen future overall healthcare response by documenting the capacity of Article 330 facilities.
- To strengthen Health Center mitigation and preparedness efforts by identifying specific resources that Centers should consider securing in advance of an emergency.

Workgroup Details:

Each workgroup is projected to meet – either in person or via conference call – three times. The first workgroup will run from roughly July - August, 2007; the second workgroup will run from roughly August - September, 2007.

All New York City Article 330 facilities are encouraged to submit an expression of interest. It is the goal of all collaborators to create workgroups with participants from a variety of sites. As such, preferences will be given to allow representation from as many Health Center networks as possible. In the event that fewer than expected unique Centers apply, consideration will be given to facilities in the same network and/or decreasing the number of Centers in each group.

Project Description — CHCANYS Responsibilities and CHC Responsibilities:

CHCANYS will do the following:

- Keep participant updated about meeting dates and times of the Workgroup.
- Provide the location and/or conference call-in line for Workgroup meetings.
- Keep participant informed about the progress of the database and what input is needed from each Workgroup.
- Upon completion of each Workgroup’s activities, CHCANYS will issue a mini-award in the amount of \$1,000.00 to each participating CHC for the completion of all deliverables described below. Centers will receive a letter of agreement from CHCANYS, which must be properly executed and returned to CHCANYS before funding can be released.

The responsibilities of the CHC would be:

- To identify an individual at their Center who will act as the Workgroup participant. A backup will be considered should unforeseen circumstances prevent the primary participant from fulfilling Workgroup needs.
- To meet – either in person or via conference call, depending on the Workgroup’s needs – with other participants on the dates and times selected by the group.
- Based on workgroup, to actively provide comment on the database. It is expected the needs from each Workgroup will be as follows:
 - Workgroup 1: provide comment on the clarity of questions/terminology used, clarity of format, ease of use of database (e.g., training time, staff ability to understand how to enter data quickly, and amount of data being collected)
 - Workgroup 2: pilot test the resource database in “real-time” using real data from your center

Next Steps:

If you can commit to this project, please complete the attached form and fax to me, Robyn DiPalma, at 212-279-3851 by June 22, 2007. Based on interest, CHCANYS will then identify participants for each of the two Workgroups. Should you have any questions and/or concerns, contact me (rdipalma@chcanys.org or call 212-279-9686 ext. 217).

Sincerely,

Robyn DiPalma

Robyn DiPalma
Program Coordinator
Community Health Care Association of New York State

NEW YORK CITY COMMUNITY HEALTH CENTER
Emergency Resource Database
Workgroup participation

Name of Facility: _____

Name of proposed participant: _____

Address: _____

Phone number: _____

Email: _____

Contact name (if different from above): _____

Contact phone number (if different from above): _____

Indicate your Center's interest in being considered to participate in this project, as outlined in the terms and conditions.

- (OPTION 1)** I have reviewed the project requirements and wish to express interest in being considered for Workgroup 1.

UNAVAILABLE – ALL SPACES HAVE BEEN FILLED

- (OPTION 2)** I have reviewed the project requirements, and wish to express interest in being considered for Workgroup 2.

SPACE AVAILABLE – APPLY TODAY!!

By way of signature, I certify that the information provided above is accurate and agree that a site visit may be performed verify the information as represented herein.

Print Name: _____

Signature: _____

(Recommended: Senior Administrator)

Title: _____ Date: _____

**To be considered for this initiative this form must be received via fax to
CHCANYS at 212-279-3851 by June 22, 2007 at 5PM.**