Health Care Coalition of Orange County  
Advisory Committee  
SNF/LTC  
Wednesday, June 12, 2019 – 09:00 a.m. to 10:00 a.m.

Location:  
Health Care Agency Operations Center  
2228 Ritchey St.  
Santa Ana, CA  92705

AGENDA  
Teleconference Dial-In Number – (888) 363-4735, Access Code 4816064#

I. CALL TO ORDER

II. INTRODUCTIONS/ANNOUNCEMENTS  
   • Membership Agreement

III. APPROVAL OF MINUTES  
   • Approval of March 26, 2019 minutes (Attachment 1)

IV. EMS/HEM REPORT  
   • Health Emergency Management (HEM) Program

V. SURVEYS

VI. NEW BUSINESS  
   • HCCOC drill- Lessons Learned  
   • Advisory Group Goals  
     • 50% of SNF/LTC will conduct an evacuation drill  
     • Communication Tree Draft  
     • Emergency Operations Plans Template
   • Cyber Security and Shelter in Place Results Survey Results (Attachment 2)  
   • Nomination of Chairperson

VII. OTHER BUSINESS  
   • Round Table

VIII. NEXT MEETING  
   • September 18, 2019 - Health Care Agency Operations Center (AOC)

IX. ADJOURNMENT
MINUTES

I. CALL TO ORDER
   • The meeting was called to order at 9:03 a.m. by Jason Beach.

II. INTRODUCTIONS/ANNOUNCEMENTS
   • Introductions were made.

III. APPROVAL OF MINUTES
   • There were no previous minutes to approve.

IV. EMS/HEM REPORT
   • Health Emergency Management (HEM) Program - Mike Steinkraus has retired and Danielle Ogaz, Systems and Standards Chief is managing the Hospital Preparedness Program (HPP). Mike De Laby, the Assistant EMS Administrator will continue to be integrated into the program. Donna Mayer has been hired as the Health Emergency Management Chief.

V. SURVEYS
   • Surveyors have been citing for missing nursing titles and doctors not dating signatures. Surveyors are also looking at infection & control and pain management. Another area being looked at was taking vitals after breathing treatments were given. Some facilities have been asked about their waste management plan and back up plans for medical waste.

VI. NEW BUSINESS
   • Top Three Goals
     • Clinics
       1. By the end of calendar year 2019, fifty percent (50%) of SNF/LTC will conduct an evacuation drill.
       2. By June 12, 2019 a communications phone tree will be created.
       3. By the end of calendar year 2019, SNF/LTC will share template of Emergency Operations Plans and assist SNF/LTC facilities who do not have plans.

     • Gap Analysis Tool
       • Jason will send an email to further explain the Gap Analysis Tool. The tool will be due by April 30, 2019.

     • Facility/MHOAC Situation Report
       • The Facility/MHOAC report replaces the old Sit Rep report. Please destroy/delete/remove any old reports you may have. The new forms should be sent to the duty officer at
emsdutyofficer@ochca.com, if a situation arises. Jason will send out the fillable PDF form via email.

VII. OTHER BUSINESS
    • The amateur radio group was disbanded but is trying to create a new organization.

VIII. NEXT MEETING
    • June 12, 2019 – Health Care Agency Operations Center (AOC) – 9:00 a.m. to 10:00 a.m.

IX. ADJOURNMENT
    • The meeting was adjourned at 9:46 a.m.
CYBER SECURITY

Results from the 2019 HCCOC survey
Has your facility conducted a computer network assessment to obtain the information necessary to develop a cyber security plan to reduce cyber attacks and reduce breaches?

- Yes
- No
Does Your facility encrypt all computers?

<table>
<thead>
<tr>
<th>Facility Type</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>EMS (1)</td>
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<tr>
<td>Hospital (6)</td>
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<tr>
<td>LTC/SNF (8)</td>
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<tr>
<td>Outpatient- Clinic (1)</td>
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<td>Outpatient- Surgery Center (4)</td>
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<tr>
<td>HomeHealth (1)</td>
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</tbody>
</table>
Does your facility encrypt all mobile devices?

Yes  No

EMS (1)  Hospital (6)  LTC/SNF (8)  Outpatient- Clinic (1)  Outpatient- Dialysis (1)  Outpatient-Surgery Center (4)  Hospice/HomeHealth
Does your facility pre-approve the use of any device not issued by the organization

Yes  No
Has your facility implemented a role-based access to any systems to ensure employees only have access to programs and applications necessary to perform their job functions?

Yes
No
Does your facility EHR system or database require specific access permissions for each user?

- Yes
- No
Does your facility know how your EHR vendor has determined how they will provide updates and technical support?

Yes  No

EMS (1)  Hospital (6)  LTC/SNF (8)  Outpatient- Clinic (1)  Outpatient- Dialysis (1)  Outpatient- Surgery Center (4)  Hospice/Home Health (0)
Has your facility developed security policies for the use of a virtual private network (VPN) or private connections?

- Yes
- No
Has your facility implemented a staff cybersecurity training and enforcement policies?

- Yes
- No
Has your facility included cybersecurity and continuity of information systems in the organization's Hazardous Vulnerability Analysis (HVA)?

<table>
<thead>
<tr>
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<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>EMS (1)</td>
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<tr>
<td>Outpatient- Surgery Center (4)</td>
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<tr>
<td>Hospice/Home Health (0)</td>
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</tbody>
</table>

[Bar chart showing the number of facilities that included cybersecurity and continuity of information systems in their HVA.]
Has your facility included the appropriate IT personnel and considerations in EOP's, training, and exercise?

- Yes
- No
Does your facility engage with outside partners for assistance with cybersecurity incidents? (Law enforcement, regulatory agencies, Etc.?)

- Yes
- No
Has your facility developed the mechanisms for IT personnel to obtain needed cybersecurity information through partnerships with law enforcement?

- Yes
- No
Is your facility a member of any information sharing and analysis organizations? (ISAQ's)
Shelter in Place

Results from the 2019 HCCOC survey
Does your facility have a shelter in place plan?

Yes

No
Does your plan include decision making criteria authorities?

Yes
No
No Response
Does your plan include identification of patient and non patient care locations to provide protection from the external environment?

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<tr>
<th>Location</th>
<th>Yes</th>
<th>No</th>
<th>No Response</th>
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<td>Outpatient - Surgery Center (11)</td>
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<td>2</td>
<td>0</td>
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<tr>
<td>Home Health / Hospice (1)</td>
<td>1</td>
<td>1</td>
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Legend: Yes, No, No Response
Does your plan include operational procedures for shutting down the HVAC, facility lockdown, and facility access control?
Does your plan include assessment of internal capabilities and needs?

Yes
No
No Response
Does your plan include acquisition of supplies, pharmaceuticals, and other necessary resources such as sustainment (e.g. water and food); as well as materials that may be important for children and others during an extended sheltering (e.g. Books and games).
Does your plan include internal and external communications plans, including plans for communicating with patients' and workforces' families?
Does your plan include triggers for lifting shelter in place orders?

- Yes
- No
- No Response