



CORPORATE OFFICE
500 CrossKeys Office Park
Fairport, NY 14450

p. 585.223.1130
f. 585.223.1189
www.phillipsllc.com

LTC-MAP Steering Committee Meeting Minutes

Date:	July 11, 2018
Location:	Hospital Associate of Rhode Island (HARI) 405 Promenade Street, Suite C Providence, RI 02908
Time:	1:00 – 3:00pm

1. Old Business:
 - a. Healthcare Coalition Update: No update at this time.
2. New Business:
 - a. Community Involvement Training
 - i. Date / Time: August 9, 2018 we will have education for local Emergency Managers, Fire Department and others. There will be two sessions. The first session will be held from 9:00am – 10:30am at Morgan Health in Johnston, RI. The second session will be held in the afternoon from 1:00pm – 2:30pm at Coventry Skilled Nursing in Coventry, RI. Please reach out to your local community partners to see if they are interested in attending. If they are, please have them contact Lori Cheever at 860-793-8600 or via e-mail at Lcheever@phillipsllc.com.
 - ii. How to get community partners involved: This education is to help local community partners know not only that the LTC-MAP exists but how it is built to help the local community partners as well. At the end of the education, community partners will have the capability to view LTC-MAP member information to their respected jurisdictions as well as receive LTC-MAP alerts if they don't already.
 - iii. Host Facilities. See bullet i. above for host facilities.
 - b. Education Update / Exercise Update
 - i. Attendance: During this year's LTC-MAP education held at the Radisson, we had 166 attendees and 77 LTC-MAP members attend. Although the number of attendees remained the same, we have ten (10) more LTC-MAP facilities represented.
 - ii. Participation Overall: Our overall participation for the exercises were down 10.71% in 2018. This was due to a stronger focus on all LTC-MAP members being a disaster struck facility (DSF) and no follow up calls to non-reporting LTC-MAP members.



CORPORATE OFFICE
500 CrossKeys Office Park
Fairport, NY 14450

p. 585.223.1130
f. 585.223.1189
www.phillipsllc.com

- iii. Next Steps for Steering Committee / LTC-MAP Members: We will be putting together an Improvement Plan (IP) in the coming weeks. During our next Steering Committee meeting we will discuss the IP in detail and determine if the Steering Committee is assigned any key roles.
- c. Liability
 - i. Stop-Over-Points vs LTC-MAP Members: A member ran into an issue regarding a potential stop-over point. The church they were going to use as a stop-over point would not allow them unless the church was not held liable for any injuries that a resident may sustain. We will be looking into the stop-over agreement and determining if certain verbiage needs to be added regarding liability.
- d. Constant Contact vs Everbridge
 - i. Getting more Steering Committee Members: No fully discussed.
 - ii. Monthly reminders: We will use Constant Contact for general information regarding the LTC-MAP and any important information and/or drill and exercise injects will go through Everbridge. Everbridge reaches more LTC-MAP members than Constant Contact. We (RPA, A JENSEN HUGHES Company) will be looking into other avenues to send out reminders and updates.
- e. LTC-MAP Responder Training November 7, 2018
 - i. Emergency Reporting Drill: We will have an emergency reporting drill on November 6, 2018. We will use that data to conduct LTC-MAP Responder training on November 7, 2018.
 - ii. Determine any areas of improvement / best use of data from reporting drill: This data can help the LTC-MAP better determine areas of improvement from the LTC-MAP members side as well as the administrative side.