

STATE OF COLORADO

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Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department
of Public Health
and Environment

To: Colorado Acute Care Hospitals
From: Hospital Preparedness Program - Colorado Department of Public Health and Environment
Date: June 27, 2013
Subject: 2013-2014 Hospital Preparedness Program Grant Guidance

This letter is to inform you that the Hospital Preparedness Program (HPP), Office of Emergency Preparedness and Response (OEPR), Colorado Department of Public Health and Environment (CDPHE) is releasing the 2013-2014 Healthcare Preparedness Program (HPP) grant funding. Please read this entire letter and all attachments, as it will outline a new process and requirements for requesting funding from this program.

Due to new reporting requirements of the HPP grant, we have been working diligently to develop a more efficient way for hospitals to request and receive HPP grant funding. This new process will allow us to provide information to our federal granting agencies resulting in sustainability of future funding. The advantage of this new process is that hospitals will be able to identify which activities funding is needed for vs. the HPP program selecting activities for hospitals. As mentioned earlier, there was a lot of thought and planning that went into this new process and we are doing our best to meet the needs of our federal agencies as well as hospitals so please bare with us while we go through these new changes.

Brief overview of the new process:

An activities workbook has been developed which will allow hospitals the flexibility to designate a total of **\$19,000** which can be broken out among activities that identified by your hospital as areas of priority. The activities are broken down into the 8 HPP capability areas that are further delineated in the activity workbook. We have provided an example workbook and instructions on how to fill out the workbook for your reference.

Note: There will continue to be 4 required activities (highlighted in yellow) in the workbook which include NIMS Compliance, Healthcare Coalition participation, bed tracking and communications drill/s. These activities **MUST** be completed in order to receive any HPP grant funding for this cycle. It is up to your hospital whether funding is needed to complete these activities. If your hospital does not request funding to complete these required activities, the re-imbusement process will still take place without money attached to completing the activity(s). We understand that timelines of the required health care coalition (HCC) meetings may make it difficult for reimbursement on other activities as the meetings take place throughout the course of the grant year. To alleviate this issue, by your submission of the workbook it will serve as your attestation

that you will be completing the required activities thus allowing you to submit for reimbursement for the other activities prior to submitting the HCC deliverable. Bear in mind, failure to complete these required activities may jeopardize your hospital's future HPP grant funding.

Also, as a reminder, for any equipment purchases being made with HPP grant dollars you will still need to provide a signed MOA when submitting your reimbursement requests to Ron Seedorf at the Colorado Rural Health Center.

All participating agencies must complete and provide this workbook to CDPHE (Greg Jones greg.jones@state.co.us) on or before October 1, 2013 for approval. For more details on this process please refer to the HPP Activities instructions and example workbook that is provided.

We know with this new process there will be questions and we would like for you to save questions for the HPP Kick-Off Call so we can answer them most appropriately.

To participate in the HPP grant kick-off call being conducted Monday, July 1, 2013 at 1:00 PM please log into the following HSIN Connect web meeting.

To join the meeting click on the link below:

<https://connect.hsin.gov/hppkickoff/>

When: 07/01/2013 1:00 PM - 3:00 PM

Conference Number(s): 1-877-820-7831

Participant Code: 651482#

If you have never attended a HSIN Connect meeting before:

Test your connection: https://connect.hsin.gov/common/help/en/support/meeting_test.htm

Get a quick overview: http://www.adobe.com/go/connectpro_overview

If you are unable to log into the webinar portion you can still listen in on the call by using the conference number.

If your questions are not answered on the HPP-Kick Off call, please feel free to contact us.

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