

Memo Date: December 10, 2018

Memo Topic: Emergency Reporting Templates (Updated)

To: Medicare-Medicaid Plans (MMPs)

From: Dustin Welch, MHA – Program Manager I (dustin.welch@scdhhs.gov) South

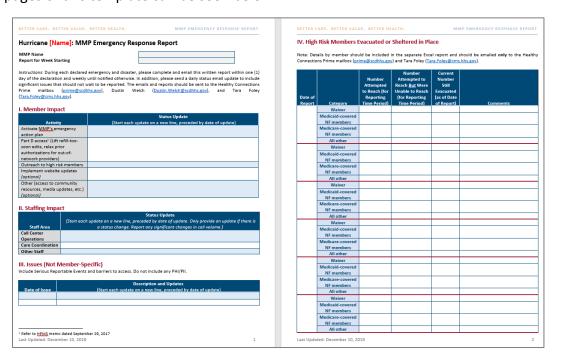
Carolina Department of Health and Human Services (SCDHHS)

Please be advised that MMP Emergency Response Report template has been updated based on recent feedback. The detailed member report template remains the same.

During a declared emergency or disaster, the MS Word emergency response report should be updated weekly. MMPs must summarize their response actions and the impacts on members, staff, and operations. Serious Reportable Events should be included in the "Issues (Not Member Specific)" section. The High-Risk members section has been clarified in the updated template to include all High Risk members.

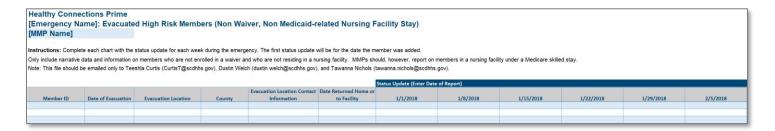
During each declared emergency and disaster, please complete and email this written report within one (1) day of the declaration and weekly until notified otherwise. No member-specific details should be included. In addition, please send a daily status email update to include significant issues that should not wait to be reported. The emails and reports should be sent to the Healthy Connections Prime mailbox (prime@scdhhs.gov), Dustin Welch (Dustin.Welch@scdhhs.gov), and Nicole Ball (Nicole.Ball@cms.hhs.gov).

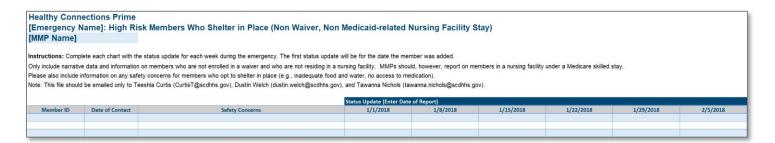
The first two pages of this template can be seen below.



The second report template, as MS Excel detailed member report, contains two worksheets that capture the status update on all high-risk non-waiver and non-nursing facility members who are evacuated or shelter in place for each week of the emergency.

This detailed report with member-specific information should be emailed weekly **only** to the Connections Prime mailbox (<u>prime@scdhhs.gov</u>). A picture of these two worksheets can be seen below.





Contact Information

For questions or additional guidance, please contact:

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South Carolina Department of Health and Human Services (SCDHHS)