TO: Preparedness Administrators

FROM: Michael L. Bear, Director, Preparedness Program

RE: Points of Clarification

DATE: October 17, 2016

Good Afternoon,

The first quarter of this budget period has seen some changes to the Kansas preparedness program. The intent of this memo is to clarify points of confusion that have been brought to my attention.

**EMResource**

Effective October 1, 2016 KHERF elected to no longer manage the Hospital Preparedness Program for KDHE. KDHE is now directly coordinating this program including the EMResource inventory program. If you need assistance with EMResource the point of contact is now:

Michael McNulty
Director of Homeland Security Operations
mike.mculty@ks.gov
785-291-3065

**KDHE E-mail Addresses**

In early October KDHE transitioned to the Microsoft Office 360 package which resulted in a change of e-mail addresses for all KDHE staff. The new e-mail address format for KDHE is firstname.lastname@ks.gov. For example my e-mail address is now michael.bear@ks.gov. If you inadvertently send an e-mail to our old addresses we still receive it as mail from the old accounts is being directed to our new ones for a period of approximately 1 year. That being said staff have updated their e-mail addresses in their e-mail signatures and I encourage you to update their e-mail addresses in your contacts as soon as possible.

**Compliance Coordination**

Edward Bell, has joined the preparedness program as our Compliance Coordinator. Mr. Bell's position is responsible for reviewing materials submitted by our local partners, and the documentation supporting these submissions, to verify they meet the grant conditions. The purpose is to ensure all our local partners are documenting all their hard work so they receive proper credit. If information is missing or incomplete Mr. Bell will be providing guidance on how to correct the situation to ensure the grant conditions are met. These reviews will only look at the most recent past budget period and will not be reviewing materials from older budget periods. Mr. Bell will initially be focusing on training documentation and will expand his scope of review as we proceed into the next budget period.

**Additional Documentation**

Several of our partners have noted that we are requesting additional documentation and providing templates in order to record information. The reason for this is our Federal partners are requesting information from KDHE, which we have had difficulty in providing because in the past we did not adequately communicate the information we needed to our partners. I would like to clarify some documentation questions we have received:
Additional Documentation, continued

Time and Effort and/or Technical Assistance Visits

Time and effort and/or Technical Assistance Visit documentation only needs to track activities related to the PHEP or HPP programs. If you are performing duties not related to these programs this information does not need to be reported to KDHE Preparedness.

Meeting Minutes

Recently KDHE Preparedness provided a template for meeting minutes which allowed for the capture of the capability being discussed/worked on during PHEP or HPP specific meetings. We developed this tool because during the year end summation of information we had difficulty in documenting all the work our partners were doing on the various capabilities due to the many different styles of meeting minutes used. Our intent was to provide a tool that everyone could use and we would be able to quickly locate the information needed when summarizing for the end of year reports. The feedback we have received is that this form is not sufficient for everyone’s needs so many partners are compiling meeting minutes and then copying the information into the KDHE form. This duplication of effort was not the intention of the form. In order to eliminate duplication of effort the meeting minutes may be submitted, instead of the KDHE form, if the capability discussions are highlighted and the capability(ies) being discussed is noted in the margin.