

## Functional Exercise Opportunity for NYC FQHCs Registration Now Open!!!

Dear Colleague,

We are excited to announce and invite you to participate in an **emergency preparedness exercise opportunity** that Community Health Care Association of NYS (CHCANYS) will be conducting this year with community health care centers in New York City (NYC).

As you are aware, the [Centers for Medicare & Medicaid Services \(CMS\) now requires](#) federally-qualified health centers (FQHCs) to conduct at least two (2) annual exercises. At least one of the required exercises must be a “full-scale” exercise.

To help FQHCs meet this requirement, CHCANYS, in partnership with the NYC Department of Health and Mental Hygiene (DOHMH), will work with health centers to design and conduct a Functional Exercise (FE) for primary care facilities. The exercise will be taking place on **April 12, 2019**.

### What is a Functional Exercise (FE)?

Functional exercises are events designed to evaluate capabilities and multiple functions in response to a simulated incident. During functional exercises, response activities are communicated and verbalized, but not taken. For example, a community health center would verbalize the steps they would take to implement an emergency operations site plan, but they would not actually take those actions.

### Will I meet CMS requirements by participating in this exercise?

Yes!!! CMS accepts functional exercises to meet the definition of “full-scale” exercises.

### What will this exercise test?

Each participating facility will be testing their site-specific coordination and communication plans. CHCANYS will be exercising coordination between participating sites and health & medical partners.

### Is my health center eligible to participate?

As long as you have a location (site) within any of the five NYC boroughs, you can participate. We are recruiting up to thirty-five (35) sites. FQHCs will be given priority, but other primary care centers may also participate if space allows. Slots will be filled in the order the completed commitment forms are received.

### What does the participation timeline look like?

The exercise will be planned over several months with the following tentative structure:

Timeline	Activity	Who Will Participate
November 15, 2018	In-person half-day Education Session	Up to 3 members of the facility's Emergency Management Team
December 2018	Virtual Initial Planning Meeting (IPM)	Members of the facility's Emergency Management Team

Timeline	Activity	Who Will Participate
February 2019	<b>Virtual Midterm Planning Meeting (MPM)</b>	Members of the facility's Emergency Management Team
March 2019	<b>Virtual Final Planning Meeting (FPM)</b>	Members of the facility's Emergency Management Team
April 12, 2019	<b>Day of the Functional Exercise</b>	All participating facilities / team members
End of April 2019	<b>Facility After-Action Report (AAR) due</b>	Submitted by each participating facility
End of May 2019	<b>After-Action Conference</b>	All participating facilities / team members

### What are we required to do as participants?

Each participating organization (network) will need to meet the following requirements:

- Each organization must indicate at least one primary site (facility) within the network for participation in this exercise.
- All participants must submit to CHCANYS/PCEPN their completed Hazard Vulnerability Analysis (HVA) and the Emergency Management Plan (EMP) applicable to the participating site (facility).
- All participants must attend a half-day educational session on November 15, 2018 (to be held at Baruch College in Manhattan). Each participating site may bring up to 3 members of the facility's emergency management team (EMT).
- Each participating site must designate one (1) individual from its EMT to serve on the exercise design team/planning committee.
- All participants must attend three (3) virtual exercise planning meetings (see timeline; exact dates to be confirmed with participating sites).
- Each participating site must designate 1-2 individuals (ideally with knowledge of the facility's EMP) to serve as controllers/evaluators for their site (exact roles will be determined during the exercise planning process).
- All participants must attend the half-day exercise, tentatively scheduled for April 12, 2019.
- All participants must prepare a site-specific After Action Report (AAR)/Improvement Plan (IP) within two (2) weeks of the exercise date. (PCEPN/CHCANYS will provide the template).
- All participants must participate in a virtual After Action Conference (AAC) to be scheduled in late May 2019.

### Is there an incentive to participate?

By participating in this exercise you will meet annual exercise requirements of the CMS Emergency Preparedness final rule and will make your organizational preparedness plans more effective.

### How do I register?

Complete the [online registration form](#) by **September 14, 2018** to confirm your interest in participating. If you have any additional questions, contact CHCANYS/PCEPN at [emteam@chcanys.org](mailto:emteam@chcanys.org).

There is no cost to participate only your commitment of staff time.

Please note space is limited to thirty-five (35) *participating sites ONLY*.