

Information Sharing and Communications Systems Checklist for Coalition Members

The **Information Sharing and Communications Systems Checklist for Coalition Members** lists the primary information sharing and communications systems that the Chicago Healthcare Coalition uses to communicate and share pertinent information with its healthcare partners during daily operations, special events and emergencies. It is *strongly* recommended that your healthcare facility's designated Emergency Preparedness Manager/Contact as well as the ICS Liaison Officer for your facility complete the checklist below to ensure that he/she has access to the Coalition's primary communications systems. This checklist also serves as a guide for new Coalition members, who are also encouraged to sign up for the systems listed below. More information on these communication systems and other regional shared systems can be found in the CHSCPR Interoperable Communications Annex.

About The Chicago Healthcare System Coalition for Preparedness and Response (CHSCPR)

The CHSCPR is the local healthcare coalition for the City of Chicago (EMS Region 11) and is a collaboration of local healthcare organizations and providers, the Chicago Department of Public Health, and community partners working together to care for the Chicago community before, during and after an emergency. CHSCPR links its members with resources for emergency and disaster preparedness and response, including: planning, training, exercising and testing, and communications. Participation in your local healthcare coalition is encouraged to help healthcare providers and suppliers affected by the Centers for Medicare and Medicaid Services (CMS) Emergency Preparedness Final Rule. The CHSCPR is federally funded through the Office of the Assistant Secretary for Preparedness and Response (ASPR) Hospital Preparedness Program (HPP).

DAILY/STANDARD OPERATIONS CONTACTS			
Elisabeth Weber	CDPH, Projects Administrator, HPP (HPP Coordinator) Chicago Healthcare Coalition, Co-Chair	elisabeth.weber@cityofchicago.org	312-747-9385
Faye Thanas	CDPH (LTCs, FQHC, and other non-hospital partners)	faye.thanas@cityofchicago.org	312-287-0163
Joseph Bonner	CDPH, EMResource™ Lead	joseph.bonner@cityofchicago.org	312-747-3846
Gil Yost	Chicago Healthcare Coalition Preparedness Coordinator	gilbert.yost@aah.org	773-296-7269
Jan'Nita Caine	CDPH, Public Health Nurse IV, Illinois Helps & Chicago MRC Coordinator	jannita.caine@cityofchicago.org	312-745-4149
General Communications		chscpr@team-iha.org	

EMERGENCY/DISASTER OPERATIONS CONTACTS	
During emergencies or disasters, the Chicago Department of Public Health (CDPH) Public Health Emergency Operations Center (PHEOC) serves as the point of contact for emergency and disaster response and coordination of resources, including for the Chicago healthcare system.	
General Communications	CDPHPHEOC@cityofchicago.org
Resource Request (ICS 213 RR)	Form available via EMResource™ and CHSCPR.org members-only access. Submit to CDPHPHEOC@cityofchicago.org or fax (if unable to email) at 312-747-3580.
Volunteer Management	Request of volunteers is made by pre-approved System Administrators at www.illinoishelps.net .

Information Sharing and Communications Systems Checklist for Coalition Members

INITIAL ACTION ITEMS: To Be Completed by CHSCPR Members	
<input type="checkbox"/>	<p>Request CHSCPR.org Members-Only Access</p> <ul style="list-style-type: none"> • Full access to members-only emergency preparedness resources, including: <ul style="list-style-type: none"> ○ Hospital and healthcare emergency preparedness contacts ○ CHSCPR Emergency Operations Plan (EOP) and Annexes ○ IDPH ESF-8 Plan and Annexes ○ HHS emPOWER data ○ Planning tools including access to the Chicago Healthcare Hazard Vulnerability Analysis (HVA) ○ Training and exercising resources, including HSEEP-compliant exercises with After Action Reports-Improvement Plans (AAR-IPs) ○ For Official Use Only (FOUO) guidance and information from jurisdictional authorities and agencies • CMS Emergency Preparedness Rule resources • Upcoming meetings, trainings, and exercises • For technical assistance: chscpr@team-iha.org
<input type="checkbox"/>	<p>Register for the Chicago Health Alert Network (www.chifrontline.org)</p> <ul style="list-style-type: none"> □ Real-time communication portal that is used by the Chicago Department of Public Health (CDPH) to provide timely and urgent communication to healthcare partners via email, text and phone notification • When registering for the HAN, list Elisabeth Weber as the “Referrer” followed by the words “HPP Coalition” □ To login to the Chicago HAN once you are a registered member, go to: www.chicagohan.org • Once approved, use the “My Account” link to add/modify a phone number for voice notification or mobile phone number for text notification, in addition to Health Alerts via email. You can also prioritize how you receive notifications by selecting the “Device and Alternate Preferences” tab. □ For technical assistance: HANhelpdesk@cityofchicago.org
<input type="checkbox"/>	<p>Register for the State of Illinois Rapid Electronic Notification System (SIREN) (siren.illinois.gov)</p> <ul style="list-style-type: none"> • Statewide secure web-based persistent messaging and alerting system • Leverages email, phone, text, pagers and other messaging formats to provide 24/7/365 notification, alerting and flow of critical information • Rapid communication, alerting and confirmation between state and local agencies, public and private partners, target disciplines and authorized individuals in support of state and local emergency preparedness and response • For technical assistance: DPH.SIREN@illinois.gov
<input type="checkbox"/>	<p>Register for the ASPR Critical Infrastructure Protection (CIP) for Healthcare and Public Health Sectors Listserv</p> <ul style="list-style-type: none"> • Email distribution list that provides the latest updates and guidance on critical infrastructure protection from ASPR/HHS for healthcare and public health sectors • Request to be added to the listserv by emailing CIP@HHS.GOV or sign up at: https://www.phe.gov/Preparedness/planning/cip/Pages/maillinglist.aspx
<input type="checkbox"/>	<p>Request Access to the Chicago Public Private Partnership (CP3) Portal</p> <ul style="list-style-type: none"> • Secure, online portal used to upload critical infrastructure information such as a facility’s internal Emergency Operations Plan (EOP), evacuation plan, floor plans, other emergency plans and emergency contacts • Uploading this information into the CP3 portal may enable your facility to meet certain accreditation and policy requirements since city agencies, including Emergency Management, Fire/EMS, Police and Public Health have access to the portal • To access CP3, a facility must first request an account. Once this request is approved by the Chicago Police Department (CPD), then the facility will receive access to CP3 and can upload the information. To request access to CP3, visit: https://cpic.chicagopolice.org/home/cp3/

Information Sharing and Communications Systems Checklist for Coalition Members

<input type="checkbox"/>	<p>Register in <i>Illinois HELPS</i> Volunteer Management System</p> <ul style="list-style-type: none"> • Statewide system for healthcare volunteers, also known as the Emergency System for Advanced Registration of Volunteer Health Professionals (ESAR-VHP) • System verifies the identity, credentials, certifications, licenses and hospital privileges of health professionals who register in the system prior to a public health emergency • System may be used to request notify and request volunteers during a declared public health emergency • To sign up to become a volunteer or to register your facility in the system, visit: https://www.illinoishelps.net/ • For questions or support: jannita.caine@cityofchicago.org
<input type="checkbox"/>	<p>EMResource™ (https://emresource.juvare.com/login)</p> <ul style="list-style-type: none"> • Secure, online platform used as an information sharing and patient surge data collection tool by CDPH, the Regional Hospital Coordination Center (RHCC) and select healthcare facilities (hospitals, long-term care facilities, and dialysis centers) • Serves as the hospital bed availability bed reporting system for the State of Illinois and the hospital bypass/diversion reporting system for EMS Region 11 (Chicago) • Used to assess and monitor resource capabilities of select healthcare facilities, including: hospitals, long-term care facilities, and dialysis centers, during large events and unplanned emergencies • To request access or support: Joseph.Bonner@cityofchicago.org