

FAQs for Healthcare Facilities

1. How do I share information with local Public Health and obtain proof of my compliance requirements?

Follow the instructions on the webpage <https://www.maricopa.gov/2171/Public-Health-Preparedness>. If you send an email, please include the facility name, address, phone/fax numbers and the primary contact for the facility. Once your information is received Maricopa County Dept. of Public Health (MCDPH) will provide a “Letter of Contact” and a Confirmation Form.

These documents should be held as your proof to surveyors of communication with MCDPH. An **EXAMPLE** of the documentation that you’ll receive is posted on our webpage:

2. What do I have to send?

Please refer to your compliance requirements and the appropriate agency (CMS, Joint Commission, etc.) website for guidance and resources. For further assistance, contact the AZ. Dept. of Health Services, Licensing Division: <http://www.azdhs.gov/licensing/index.php>

3. How do I find out about participating in community exercises?

AzCHER-Central is the healthcare coalition for Gila, Maricopa, and Pinal counties. Public Health, Emergency Management, EMS, and Healthcare, from all three counties, work together as coalition partners to improve community preparedness. The coalition is working to provide information on trainings and guidance about exercises opportunities for coalition members. Visit and join at: www.azchercentral.org

CMS Annual Requirement: Participate in a full-scale exercise that is community-based or an individual facility-based exercise when a community-based exercise is not accessible **AND** conduct an additional exercise that may include a second full-scale community or facility-based exercise or a tabletop exercise (as described in regulations @ www.CMS.gov)

- **Full-Scale Exercise:** A full scale exercise is a multi-agency, multijurisdictional, multi-discipline exercise involving functional (for example, joint field office, emergency operation centers, etc.) and/or “boots on the ground” response (for example, firefighters decontaminating mock victims).
- **Table-top Exercise (TTX):** A table-top exercise is a group discussion led by a facilitator, using narrated, clinically-relevant emergency scenario, and a set of problem statements, directed messages, or prepared questions designed to challenge an emergency plan. It involves key personnel discussing simulated scenarios, including computer-simulated exercises, in an informal setting. TTXs can be used to assess plans, policies, and procedures.
- **Facility-Based:** When discussing the terms “all-hazards approach” and facility-based risk assessments, we consider the term “facility-based” to mean that the emergency preparedness program is specific to the facility. Facility-based includes, but is not limited to, hazards specific to a facility based on the geographic location; Patient/Resident/Client population; facility type and potential surrounding community assets (i.e. rural area versus a large metropolitan area).