



HOSPITAL MUTUAL AID MOU ADVISORY GROUP

FINAL MEETING NOTES & RECOMMENDATIONS

DECEMBER 19, 2019

PURPOSE To determine the need for updating the Hospital Mutual Aid MOU for the Capital District and Central Regions of NY, and/or facilitating similar agreements with long-term care facilities (LTCFs).

SUMMARY The Advisory Group made the following recommendations:

1. No changes to the MOU are necessary at this time;
2. A process to update signatories should be provided;
3. Mutual Aid MOUs among hospitals and LTCFs will further support medical surge and evacuation capabilities. It is recommended that an MOU template for hospitals and LTCFs be developed.

BACKGROUND The MOU took effect in May 2014 and has been executed by 51 HPP grantee hospitals in the CDRO HEPC and CNYRO HEPC (see [Executed MOU](#) and [signatory tracker](#)). It was developed through HEPC work groups led by Iroquois and included input by hospital executives, legal counsel, risk management, and emergency preparedness coordinators.

The MOU has been reviewed annually at HEPC meetings to assess the need for changes and/or additional arrangements. It was most recently reviewed by the CNYR HEPC in September 2019 and CNYR HEPC in December 2019 (see [Summary & Training Presentation](#)).

MEETING NOTES Below is a summary of the Advisory Group's discussion and recommendations.

- 1. Assess the need for changes to current Hospital Mutual Aid MOU, including:**
 - a. Type of mutual aid covered;
 - b. Request and communication process;
 - c. Responsibilities related to transportation, information and documentation, costs and plan maintenance.

Discussion/Recommendation: After discussion of the MOU's objectives and provisions, members agreed that no changes in its content need to be made.

Action to be taken: None

- 2. Determine need for mutual aid MOUs among hospitals and LTCFs including whether to:**
 - a. Update/expand the current MOU to include LTCFs; or
 - b. Develop separate MOU(s) between hospitals and LTCFs.

Discussion/Recommendation: The group concurred that MOUs among hospitals and

LTCFs will further support medical surge and evacuation capabilities, and recommended:

- Agreements be developed sub-regionally, based on how facilities decompress, transfer and evacuate patients;
- A template mutual aid memorandum of understanding among hospitals and LTCFs be developed based on the current Hospital Mutual Aid MOU; and
- Planning and executing such MOUs be discussed at future HEPC meetings.

Action to be taken: Andrew Jewett (IHA) will work with Steve Smith (UHS Binghamton), Steve Falk (Samaritan Medical Center), Barb Perkins (Auburn Community Hospital) and LTCF representatives to draft a template and report to the group and HEPC partners.

3. Determine the need and process to update signatories.

Discussion/Recommendation: The group agreed that maintaining up-to-date signatory information (CEO and facility/organization name) demonstrates executive awareness and consent of agreements to CMS and accreditation surveyors. Since the MOU provides for execution in counterparts, it was recommended that a signature page be developed which would enable such updates.

Action to be taken: A. Jewett will confer with legal counsel and report to the group.

ADVISORY GROUP MEMBERS

Scott Heller	Albany Medical Center
Jerry Dumas	Alice Hyde
Barbara Perkins	Auburn Community Hospital
Michael LeCuyer	Canton-Potsdam Hospital
Tom Jaconski	Carthage Area Hospital
Samantha Whitehead	Carthage Area Hospital
Bernie Casscles	Community Memorial Hospital
Keith Roach	Faxton - St. Luke's Healthcare
Andrew Jewett	Iroquois Healthcare Association
Brinton Muller	Little Falls Hospital
Brielle Phillips	NYSDOH CDRO
Maureen Casale-Reidy	NYSDOH CDRO
Megan Kash	NYSDOH CNYRO
Judy Homer	NYSDOH CNYRO
Mary Parry	Oneida Healthcare
Paul Vandish	Oswego Hospital
Garrick Henry	Our Lady of Lourdes
Steve Falk	Samaritan Medical Center
Charlie Friderici	Saratoga Hospital
Gregg Sponburgh	St Elizabeth Medical Center
Chris Dunham	SUNY Upstate
Stephen Smith	UHS Binghamton
Seth Wildenstein	UHS Delaware Valley Hospital

DOCUMENTS



MOU Outline/Text



MOU Summary



Signatory Tracker