EXTERNAL REVIEW PROGRESS TRACKER



MISSOURI VETERANS COMMISSION

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A. Failure to Analyze Data and Failure to Appreciate the Outbreak

COMPLETE

A1 Description:

The Missouri Veterans Commission (MVC) Headquarters (HQ) should develop specific trigger points that identify threshold conditions to take further action. Once these thresholds are established, MVC HQ should create action plans which correspond to each trigger point and ensure all staff are trained to the same standard.

Plan of Action:

MVC will develop action plans that are based on known trigger points for large outbreaks within the Homes. These trigger points will be based on data collected from previous outbreaks that led to larget infections withing the facility. Once these trigger points are established, a specific plan of action for both facility and HQ will be established. HQ will construct the initial plan to be reviewed by the facilities for futher input and refinement. This will ensure the Homes requirements are met as well as assist with their "buy in" to the product.

MILESTONES	OWNER	STATUS
1. ID past trigger points	MVC Operations	✓
2. ID available actions for the facility	MVC Operations	✓
3. ID available actions for HQ	MVC Operations	✓
4. Construct initial DRAFT plan	MVC Operations	✓
5. Conduct Homes' leadership review of Draft plan	MVC Operations	✓
6. Publish action plan	MVC Operations	✓
7. Conduct periodic review	MVC Operations & Homes Program	✓





A. Failure to Analyze Data and Failure to Appreciate the Outbreak

COMPLETE

A2 Description:

MVC HQ should continue to expand their use of data analytic platforms and dashboards to ensure data collected by the Homes is properly analyzed. MVC should ensure HQ staff is trained to identify trends and task key personnel with the responsibility of tracking and analyzing such data. In addition, HQ leadership, led by the Executive Director, must compare MVC data to information provided by the Fusion Cell, local health departments, and other available sources to engage in meaningful decision making.

Plan of Action:

MVC in conjunction with DHSS and the COVID Fusion Cell completed a digital dashboard system that enables us to better analyze data through a graphical presentation of vital statistics. These dashboards will be reviewed daily by leadership. Our primary staff will review their specific areas of responsibility and provide feedback to leadership on trends and areas of concern.

MILESTONES	OWNER	STATUS
1. ID data that must be tracked	MVC Operations	✓
2. Construct digital dashboard	MVC Operations	✓
3. Conduct digital dashboard training with all staff to include areas of responsibility and identifying trends	MVC Operations	~
4. Establish meeting rhythm that enables full interaction with CFC, health departments and other various sources.	MVC Operations	✓
5. Hire data management and analytics professional to assist with further refinement of data tracking and digital dashboard.	MVC Operations	~



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A. Failure to Analyze Data and Failure to Appreciate the Outbreak

IN PROGRESS

A3 Description:

MVC should explore methods to streamline the reporting burdens on Homes and its HQ staff. Specifically, MVC and other state stakeholders should look for ways to reduce duplicative reporting, in order to minimize the risk of data errors.

Plan of Action:

Our newly established digital dashboard has streamlined some reporting systems. We will identify our current reporting requirements and their reporting rhythm. This must be for both field reporting to HQ as well as HQ reports to state level entities.

MILESTONES	OWNER	STATUS
1. ID all reporting requirements	MVC Operations	✓
2. ID duplicative reporting from the field	MVC Operations	✓
3. ID duplicative reporting to state level entities	MVC Operations	✓
4. Combine or eliminate reports to MVC HQ that are a duplication of effort.	MVC HQ	
5. Work with state level entities to combine or eliminate duplicative reporting to higher.	MVC HQ	~





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B. Lapse of Broader Reporting and Communication

IN PROGRESS

B1 Description:

MVC Headquarters should develop a plan outlining a delegation of duties among MVC Headquarters staff. Duties related to data management, analysis, resource procurement, and contingency planning must be clearly assigned to prevent lapses in responsibility. MVC Headquarters leadership should create unity of command and clearly defined responsibilities related to the continued COVID-19 response.

Plan of Action:

MVC must validate internal work flow, duties and responsibilities and make specific assignments for each process. This process must be clearly defined and staff trained to adhere to the process.

MILESTONES	OWNER	STATUS
1. ID work flow	MVC Leadership & Operations	
2. ID work flow, data management and data assessment responsibilities.	MVC Operations	
3. Establish clear lines of responsibility and reporting.	MVC Operations	





= In Progress

B. Lapse of Broader Reporting and Communication

COMPLETE

B2 Description:

MVC Headquarters should improve communications and analysis between it and the Fusion Cell, including an "After Action Review" of the lessons learned from the prolonged outbreak, the identification of who at the MVC and the Fusion Cell are responsible for analyzing data, and the establishment of a clear line of communication between such individuals.

Plan of Action:

MVC will ensure that no less than one member of the leadership team participates in every CFC meeting. The leadership team is defined as the Director, Deputy Director, Operations Chief and Logistics Chief. MVC will request an after actions report with the CFC leadership to identify issues and specific methods to improve communications. During this meeting all reporting and communications methods will be clearly defined. (see A3)

MILESTONES	OWNER	STATUS
1. Establish a CFC/CRF meeting rhythm with required staff attendance for each.	Executive Director / Deputy Director	✓
2. Complete finding A3(5) plan of action.	Executive Director / Deputy Director	~
3. Conduct AAR meeting with CFC leadership.	Executive Director / Deputy Director	~
4. Establish and assign communications requirements to MVC staff.	Executive Director / Deputy Director	✓

= Not Started

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B. Lapse of Broader Reporting and Communication

IN PROGRESS

B3 Description:

The MVC should work with other external stakeholders like the COO of Missouri, the Fusion Cell, DPS, and other agencies to examine the structure of the "independent" MVC and its administrative position in the State of Missouri. Accountability measures and a clear structure involving direct oversight may be necessary to ensure better communication exists between MVC, DPS, and other stakeholders.

Plan of Action:

MVC in conjunction with state leadership and stakeholders must identify the most effective and efficient structure for the commission that will provide the best outcomes for our state's Veterans.

MILESTONES	OWNER	STATUS
1. Identify stakeholders	Executive Director / Deputy Director	
2. Conduct independent review to determine best structure for the MVC.	MVC Operations	
3. Conduct legislative efforts to enact structural change according to independent review.	Commission Leadership	
4. Initiate transformation.	Executive Director / Deputy Director	





= In Progress

= Not Started

C. Absence of a Comprehensive Outbreak and Contingency Plan

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IN PROGRESS

<u>C1 Description:</u>

MVC Headquarters and Homes should develop a comprehensive COVID-19 outbreak plan based on other infectious disease protocols. The plan should be vetted by other external agencies and compared to guidelines such as those issued by the CDC, VA, DHSS, and CMS. The plan must be tested and tailored to each Home as appropriate. Once final, all MVC Headquarters and Home staff should be trained and have access to the plan for reference.

Plan of Action:

MVC will identify and implement the best in class commercial off the shelf infection control manual. The manual will be tailored to the facility and vetted by external sources to confirm viability. Use exercises to include TTSs to test our capabilities and outside agencies to validate.

MILESTONES	OWNER	STATUS
1. ID COTS base plan options and determine viability.	MVC Homes Program	✓
2. Work with DHSS and outside agencies to validate plan is appropriate for use by MVC.	MVC Homes Program	~
3. Purchase best available plan for each Home.	MVC Homes Program	✓
4. Tailor base plan for each facility.	MVC Homes Program	
5. Conduct training with all staff	MVC Homes Program	
6. Review and update plan annually	MVC Homes Program	
7. Conduct refresher training with staff	MVC Homes Program	



C. Absence of a Comprehensive Outbreak and Contingency Plan

IN PROGRESS

C2 Description:

Part and parcel to the outbreak plan is the development of clear and consistent policies regarding when staff need to quarantine or isolate and the conditions that must be met before staff may return to work following COVID-19 infection or exposure. In addition, each Home should have a detailed plan it can implement in the event of staffing shortages and a dedicated infection prevention nurse.

Plan of Action:

MVC will utilize existing CDC and DHSS guidance on quarantine and isolation procedures. We will identify the best method of publishing this guidance either internally or through a COTS product that provides best in class guidance. Once identified and obtained, we will train staff on the guidance to ensure Commission wide understanding of the process. MVC will identify all options available to remedy emergency staffing shortages and implement a plan that is available to all Homes.

MILESTONES	OWNER	STATUS
1a. ID CDC and DHSS guidance concerning quarantine and isolation.	MVC Homes Program	✓
1b. Either publish or utilize existing COTS quarantine and isolation guidance.	MVC Homes Program	✓
1c. Train staff on guidance	MVC Homes Program	✓
2a. Identify all available options to implement in the event of staffing shortages.	MVC Operations	✓
2b. Implement a HQ checklist of staffing options and actions required to implement each option.	MVC Operations	~
2c. Educate HQ and Homes staff on processes required for implementation.	MVC Operations & Homes Program	







C. Absence of a Comprehensive Outbreak and Contingency Plan

COMPLETE

C3 Description:

MVC Headquarters and Homes should develop immediate response checklists that can be executed by any member of the Homes' management team if the Home received a report of a COVID-19 positive staff and/or resident.

Plan of Action:

MVC will develop immediate response procedures for Homes staff to follow upon identification of a COVID positive Veteran or staff member. Procedures will be easy to follow and adhere to all best practices.

MILESTONES	OWNER	STATUS
1. Using best practices and lessons learned for immediate response within the Homes for COVID positives.	MVC Operations	✓
2. Produce an easy to follow checklist for Homes staff to follow upon identification of a positive Veteran or staff member.	MVC Operations	✓
3. Train Homes staff on the checklist and validate full understanding.	MVC Homes Program & Homes Leadership	✓
4. Establish long term training and audit plan to ensure adherence to the procedures.	MVC Homes Program	✓



C. Absence of a Comprehensive Outbreak and Contingency Plan

IN PROGRESS

C4 Description:

MVC Headquarters should acquire PPE necessary to ensure appropriate availability through at least April 2021, as well as staff training and education at each Home on the proper use of PPE. To ensure this recommendation is completed on a regular and ongoing basis, the Executive Director of the MVC should make written, monthly reports to the MVC Commissioners, the DPS Director, and the COO of Missouri when this education is completed.

Plan of Action:

1. MVC will conduct continuous acquisitions of PPE based upon calculated requirements with the goal of ensuring PPE availability through April 2021.

2. MVC will conduct regular sustained training on PPE use to include donning and doffing. Training will be tracked at the individual level. The Executive Director will prepare and submit monthly reports to leadership on the status of training within each home.

MILESTONES	OWNER	STATUS
1b. Id rates of PPE use for each facility.	MVC Operations	✓
1b. Project PPE requirements for each month through April 2021.	MVC Operations	✓
1c. Identify all available sources of PPE	MVC Procurement	✓
1d. Ensure storage capacity for required PPE needs.	MVC Procurement	✓
1e. Purchasing conducts PPE acquisitions process.	MVC Procurement	✓
1f. Monitor MVC available PPE quantities.	MVC Operations	✓
2a. Establish PPE training plan to include tracking and reporting mechanisms.	MVC Homes Program	~
2b. Conduct training with all Homes Program staff.	MVC Homes Program	✓
2c. Provide monthly updates to leadership.	Executive Director / Deputy Director	









C. Absence of a Comprehensive Outbreak and Contingency Plan

IN PROGRESS

C5 Description:

MVC Headquarters should continue to develop proper payment programs to maintain appropriate staffing levels while also ensuring that staff are incentivized to report any illness or known direct exposures to COVID-19. The MVC must avoid incentive structures that penalize staff that report symptoms or must quarantine.

Plan of Action:

MVC will work to achieve salary parody with private homes within the state of Missouri. We will work to identify new funding sources to pay for the initiative. MVC will identify all policies and structures that de-incentivize the reporting of symptoms and eliminate them where possible.

MILESTONES	OWNER	STATUS
1. ID the market rate salary for each position.	MVC HR	✓
1b. Identify the fiscal impact market rate v. our current payment rate would have.	MVC Fiscal	~
1c. Identify sources of revenue	MVC Leadership	
1d. Ensure spending authority.	MVC Leadership	
1e. Establish updated pay rates.	MVC HR	
2a. Identify policies that penalize staff for reporting symptoms.	MVC Operations	✓
2b. Update existing policies.	MVC HR	✓
2c. Conduct periodic review of policies to ensure intent is sustained.	MVC HR	✓

= In Progress



C. Absence of a Comprehensive Outbreak and Contingency Plan

COMPLETE

<u>C6 Description:</u>

MVC Headquarters should secure rapid antigen testing through at least April 2021 to protect against the transmission of COVID-19. The procurement of such tests will ensure the Homes are able to quickly identify and isolate positive staff members before they interact with Veterans and other staff in the Homes.

Plan of Action:

We have worked closely with DHSS to acquire adequate antigen testing capability through April 2021. Currently, they are the only source of these tests. After January, we will continue to work to acquire the tests on the open market with our procurement staff.

MILESTONES	OWNER	STATUS
1. ID long tern testing strategy	MVC Operations	✓
2. Identify antigen testing kit requirements through April 2021	MVC Operations	✓
3. Maximize acquisition of tests through available state resources.	MVC Procurement	✓
4. Utilize the open market to obtain antigen test supplies that make up the difference between the need and what we are able to obtain from the state.	MVC Procurement	~







C. Absence of a Comprehensive Outbreak and Contingency Plan

COMPLETE

<u>C7 Description:</u>

Through the Fusion Cell, MVC Headquarters should work to ensure that when a safe and effective COVID-19 vaccination becomes available, the Veterans in the Homes (along with other long term care Veterans) receive priority. Logistical planning, in consultation with the Home's respective medical directors, should begin as to the means and methods of distribution and delivery. Specific attention to the projected vaccination restrictions and requirements.

Plan of Action:

We have coordinated with Omnicare to act as our vaccine provider for both staff and Veterans. We will follow the state's guidance of priority with staff being vaccinated first in phase 1a and Veterans in phase 1b. We have initiated an aggressive campaign to encourage staff to participate in the vaccine program through education and training.

MILESTONES	OWNER	STATUS
1. Review the state vaccination plan	MVC Operations / Homes Program	✓
2. Work closely with CFC and state vaccination planning team to ensure full understanding of processes and requirements.	MVC Operations / Homes Program	✓
3. Develop MVC vaccination plan	MVC Operations / Homes Program	✓
4. ID and coordinate closely with vaccination provider (pharmacy)	Homes Program	✓
5. Conduct information campaign designed to ensure maximum participation in program by staff and Veterans	MVC Operations / Homes Program	✓
6. Track vaccination compliance.	MVC Operations / Homes Program	✓







D. Lack of Effective PPE Policies and Containment Protocols and Corresponding Difficulties in Staff Training

IN PROGRESS

D1 Description:

All Homes staff should undergo a "COVID-19 Reset", meaning fundamental education regarding COVID-19 and how to prevent its spread. This would also include partnership with local health departments to monitor community specific incidents and information.

Plan of Action:

MVC will build a comprehensive infection control training program using CDC, DHSS and local health department information and cooperation. The training will start with the basics and encompass activities and risks outside the facility as well as inside. The training and education will be an continuing initiative with refresher training as well as re-education for those that do not comply with the standards.

MILESTONES	OWNER	STATUS
1. Conduct initial emergency refresher training with Homes staff to ensure understanding of infection control.	MVC Homes Program	✓
2. Collect training information from CDC, DHSS and local health departments.	MVC Homes Program	✓
3. Prepare training plan to include a schedule for refresher training.	MVC Homes Program	✓
4. Conduct training with all Homes Program staff.	MVC Homes Program	✓
5. Conduct refresher training.	MVC Homes Program	✓
6. HQ conducts periodic infection control audits.	MVC Homes Program	✓
7. Conduct re-education training as needed.	MVC Homes Program	\mathbf{A}
8. Review training annually to ensure compliance with current CDC, DHSS and local health department requirements.	MVC Homes Program	





D. Lack of Effective PPE Policies and Containment Protocols and Corresponding Difficulties in Staff Training

IN PROGRESS

D2 Description:

MVC Headquarters and Homes should develop COVID-19 specific policies and a specific infection control manual, followed by the immediate education and demonstration among staff of the contents of these policies. The policies should be placed in binders accessible to all staff members, and they should be reviewed and updated annually to ensure compliance with VA, CDC, and other guidance.

Plan of Action:

MVC will utilize existing CDC and DHSS guidance on quarantine and isolation procedures. We will identify the best method of publishing this guidance either internally or through a COTS product that provides best in class guidance. Once identified and obtained, we will tailor the product to meet the requirements of each facility. We will then train staff on the guidance to ensure Commission wide understanding of the process. MVC will identify all options available to remedy emergency staffing shortages and implement a plan that is available to all Homes.

MILESTONES	OWNER	STATUS
1. Identify COTS base plan options and determine viability.	MVC Homes Program	\checkmark
2. Work with DHSS and outside agencies to validate plan is appropriate for use by MVC.	MVC Homes Program	✓
3. Purchase best available plan for each Home.	MVC Homes Program	✓
4. Tailor base plan for each facility.	MVC Homes Program	
5. Conduct training with all staff.	MVC Homes Program	
6. Review and update plan annually.	MVC Homes Program	
7. Conduct refresher training with staff.	MVC Homes Program	\mathbf{A}



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D. Lack of Effective PPE Policies and Containment Protocols and Corresponding Difficulties in Staff Training

COMPLETE

D3 Description:

The MVC should consider retaining an Occupational Health Nurse on the Headquarter staff, through the end of the pandemic, in order to help develop specific policies related to the safety and health of the staff. In addition to infectious disease control considerations, an Occupational Health Nurse would assist in developing policies and programs to support the mental health and well-being of staff.

Plan of Action:

MVC will obtain the services of an temporary Occupational Health Nurse within the Headquarters staff with the expressed purpose of updating and developing Commission policies concerning safety and health of our staff.

MILESTONES	OWNER	STATUS
1. Identify best method of obtaining the services of an Occupational Health Nurse.	MVC HR/ Homes Program	~
2. Hire or contract for the position.	MVC HR	\checkmark





D. Lack of Effective PPE Policies and Containment Protocols and **Corresponding Difficulties in Staff Training**

COMPLETE

D4 Description:

Each Home should designate a specific contact person to receive, distribute, and ensure implementation of the MVC's information, guidance, policies, protocols, and communications. The MVC Executive Director must ensure information, guidance, policies, protocols and communications are distributed and implemented as soon as possible to the Homes.

Plan of Action:

MVC will institute procedures to ensure receipt, consolidation and adherence to all MVC policies and procedures. This will be accomplished through regular communications between HQ and the Homes.

MILESTONES	OWNER	STATUS
1. MVC HQ provides each Home with the specific task and purpose for the designated individual within each home.	MVC Homes Program	~
2. Each Home designates a contact person and provides the name and contact information to HQ Homes staff.	Home Administrator	✓
3. Homes designee will acknowledge receipt of all policies and guidance upon publication by HQ.	Home Contact	✓





= Not Started

D. Lack of Effective PPE Policies and Containment Protocols and Corresponding Difficulties in Staff Training

IN PROGRESS

D5 Description:

MVC Homes should transfer COVID-19 positive Veterans to an isolation area, whether the positive result is from PCR or rapid antigen testing, and transfer Veterans with suspected cases of COVID-19 to quarantine status. A Veteran must quarantine alone to avoid the risk of infecting others. In order to act quickly, staff members should be permitted to facilitate these transfers without approval of the Medical Director or Headquarters. If the Veteran's condition makes such a move difficult, the Veteran should be transferred to a hospital.

Plan of Action:

MVC will establish and maintain written procedures that direct and empower staff to immediately move antigen positive Veterans to isolation.

MILESTONES	OWNER	STATUS
1. Establish written procedure that dictates antigen positive Veterans will be immediately moved to isolation and not co- located with any other Veteran.	MVC Homes Program	~
2. Educate staff on the written procedures for COVID positive Veterans.	MVC Homes Program	~
3. Empower staff through training and education on the process and their role in it.	Home Administrator	~
4. Audit process to ensure it is fully adhered to.	MVC Homes Program	





D. Lack of Effective PPE Policies and Containment Protocols and Corresponding Difficulties in Staff Training

IN PROGRESS

D6 Description:

To the extent possible, Veterans should reside in private rooms with private bathrooms, and the Homes should evaluate the room's ventilation units and use of HPEA filters with 99.9% efficiency to remove infectious particles. In addition, Homes should consider adjusting the assignment of Veterans that frequently leave the Homes for outpatient medical care, such as for weekly dialysis treatment. Such Veterans should be in private rooms and proper consideration should be given to their location within the Homes and whether the Veteran must pass through other areas upon exiting and returning to the Home.

Plan of Action:

MVC will contract with an outside source to evaluate our HVAC and make adjustments that meet or exceed all recommendations associated with this evaluation. Additionally, we will ensure our room assignment plan ensures we account for infection control measures associated with Veterans that are required to leave the facility due to outside appointments.

MILESTONES	OWNER	STATUS
1a. Conduct feasibility study to determine viability of private rooms within each Home.	MVC Homes Program	
1b. If warranted, identify funding sources for renovations.	MVC Homes Program	
1c. Conduct renovations.	Home Administrator	
2a. Contract for HVAC evaluation of each facility.	MVC Homes Program	✓
2b. Make immediate adjustments as warranted by the evaluation.		✓
2c. Make long-term adjustments as warranted by the evaluation.		
3a. Evaluate existing room assignments.		
3b. Move Veterans to rooms that meet the intent of the recommendation.		









E. Family Member Considerations

IN PROGRESS

E1 Description:

MVC Headquarters and Homes should ensure better publication of the telephone number family members may call if they have concerns or issues with the Homes, as well as more timely responses to these family member calls.

Plan of Action:

MVC must be proactive in ensuring complete access to family members of points of contact when there are issues or concerns (integrity line). This must be completed through better visual notifications in the homes and on our various web sites and social media. The points of contact must also be on all correspondence that goes to family members.

MILESTONES	OWNER	STATUS
1. Identify all current methods of advertising.	MVC PIO	\checkmark
2. Ensure better visualization of the current integrity line locations.	MVC PIO	✓
3. Identify new methods of advertising the integrity line number using mailers to the families with the number as well as a specific request for feedback from the families on how to better advertise the resource.	MVC PIO	~
4. Integrate suggestions from family members into current plan.	MVC PIO	





E. Family Member Considerations

COMPLETE

E2 Description:

MVC Headquarters and Homes should ensure better publication of the telephone number family members may call if they have concerns or issues with the Homes, as well as more timely responses to these family member calls.

Plan of Action:

MVC must be proactive in ensuring complete access to family members of points of contact when there are issues or concerns (integrity line). This must be completed through better visual notifications in the homes and on our various web sites and social media. The points of contact must also be on all correspondence that goes to family members.

MILESTONES	OWNER	STATUS
1. Review the DHSS Essential Caregiver guidance	MVC Operations / Homes Program	✓
2. Write an MVC specific Essential Caregiver plan	MVC Operations / Homes Program	✓
3. Send DRAFT plan to the homes for their review and "buy-in" to the program.	MVC Operations / Homes Program	✓
4. Finalize the plan and distribute to the Homes.	MVC Operations / Homes Program	✓
5. Solicit, review and accept applications from each facility that is eligible for the program. (COVID infection dependent).	MVC Operations / Homes Program	✓
6. Train Essential Caregivers	MVC Homes	✓
7. Bring caregivers into the facility.	MVC Homes	✓



