

DSHS Health Care Systems
Hospital Preparedness Program Partnership & Coalition Policy
May 24, 2011

The partnership and coalition policy is provided for clarification purposes. This policy supplements but does not supplant federal requirements governing allowable program costs that apply to the ASPR HPP Cooperative Agreement and to all State of Texas contracts awarding these federal funds to subrecipients and subcontractors.

For the purposes of the Hospital Preparedness Program (HPP) contractual agreements between the Texas Department of State Health Services (DSHS) and the HPP contractors serving the designated trauma service areas (TSAs), DSHS defines HPP cost associated with the Assistant Secretary of Preparedness and Response (ASPR) HPP as follows:

1. **Personnel/Salaries:**

For actual time spent performing regional hospital/healthcare preparedness, planning and coordination activities as outlined in the current DSHS HPP contract and ASPR HPP Cooperative Agreement guidance document. Examples of preparedness, planning and coordination activities may include:

- a. Collecting information that must be reported to DSHS and ASPR.
- b. Preparing and submitting reports submitted to DSHS
- c. Distributing funds to hospitals and entities (sub-contractors/sub-recipients) related to the HPP program.
- d. Specific HPP sub-capability or overarching requirements.

****Restrictions for salary & wages****

- HPP funds **may not** be used to pay salaries of Executive Board members.
- Salary increases must comply with the DSHS HPP Personnel/Salaries Policy.

2. **Fringe benefits:**

Paid by the HPP Contractor to their employees who coordinate and implement the HPP program.

3. **Travel expenses:** incurred by HPP contractor employees that are associated with coordinating and implementing the HPP program, including travel expenses required to attend meetings with DSHS.

4. **Equipment:**

- a. HPP Contractor -- associated with coordinating and implementing the HPP program
- b. Non-HPP Contractor -- for hospitals and entities (sub-contractors/sub-recipients) associated with the HPP program for the purpose of meeting the HPP requirements.

5. **Supplies:**

- a. HPP Contractor -- associated with coordinating and implementing the HPP program
- b. Non-HPP Contractor -- for hospitals and entities (sub-contractors/sub-recipients) associated with the HPP program for the purpose of meeting the HPP requirements.

6. **Contractual:** services paid for by the HPP contractor associated with the HPP program.

- a. Contractual services may include reasonable legal fees associated with the negotiating and executing of HPP sub-contracts/sub-agreements, certified public accountant (CPA) and audits.
- b. Contractual services related to performing program implementation duties on behalf of the HPP contractor. Prior to entering into an agreement (sub-contracting), of any amount, for the program implementation duties/function of this contract, HPP contractor must obtain written pre-approval from DSHS. In order to request sub-contracting pre-approval, the HPP contractor must provide the following to DSHS:
 - A copy of the sub-contracting document (proposed contract between HPP contractor and sub-contractor).
 - A detailed budget outlining the anticipated expenditures related to the proposed sub-contractor agreement.

7. **Other:**

Office expenses: required by the HPP contractor to coordinate and implement the HPP program. These expenses may include office rent or lease, equipment rent or lease, office utilities, data processing, printing and reproduction expenses, postage and shipping, janitorial services, and data processing.

8. **Training:**

Terrorism and hospital preparedness training for hospitals and entities associated with the HPP program for the purpose of meeting the HPP requirements. Training cost may include:

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- a. Fee charged by the instructor or entity for the actual time spent preparing for and conducting the training program or course.
- b. Student or attendee course registration fee.
- c. Student manual, course textbook, course literature, etc.
- d. Training software or program.
- e. Equipment that student is required to provide in order to complete the course (personal protective equipment, etc.).
- f. Travel cost associated with an individual(s) attending terrorism or hospital preparedness training that is located out of town.

9. **Exercises:**

For hospitals and entities associated with the HPP program for the purpose of meeting the ASPR and DSHS HPP requirements. Exercise cost may include:

- a. Fee charged by a person(s), entity, contractor or vendor for the cost associated with planning, conducting, evaluating and developing an after action report and improvement plans for an exercise funded with HPP funds.
 - If an exercise contractor will be used for an HPP funded exercise or an exercise using resources obtained with HPP funds, the HPP contractor must submit an exercise notification form to DSHS **PRIOR** to the start of exercise planning. The exercise notification form template will be provided to the HPP contractor by DSHS, and will require the HPP contractor to report the exercise date, location, type of exercise, funding source, etc... The HPP contractor must involve DSHS in the initial stages of the exercise planning process if HPP funds will be used to fund the exercise.
- b. Equipment required for planning, coordinating and facilitating the exercise.
- c. Time/salary of HPP funded positions participating in the exercise planning, conducting and evaluating the exercise.
- d. All exercises funded with federal funds or utilizing resources obtained with federal funds, must comply with the HSEEP compliant exercise guidance from DSHS.

10. **Training/Exercise Offset:**

HPP funds may be used to offset the cost of having hospital personnel participate in competency based training and exercises to maximize the number of hospital personnel allowed to participate. HPP funds cannot be used to pay for pool staff to backfill the positions of staff that will be participating in these events.

11. Written justification for the purchase of general use software, computers and related equipment must be submitted to DSHS for pre-approval.