

Roles and Responsibilities

State and local roles and responsibilities are identified below. Regional roles are also identified when applicable. This is not an exhaustive list. Furthermore, although roles and responsibilities are listed, the MDH recognizes that the infrastructure to support these planning efforts is evolving and may not yet be in place.

State			
	Roles and responsibilities	Coordinating entity	Explanation
Pre-Hospital Care: Victim Triage and Transport			
Triage & Transport	Assure each region has identified victim triage and transport protocols for use.	Primary: BHPP EMS Planner Contributor: Regional BHPP EMS Committee	Regions may address victim triage and transport individually. In some cases this has been already determined in the regions. This may include recognition and explanation of jurisdictional-based variances in practice within a region.
Health Alert	Assure distribution of Health Alerts to EMS providers.	Primary: MDH OEP HAN Team Contributor: LPH	
Pre-Hospital Care: Patient Distribution			
Coordination	Coordinate patient distribution across regions and state/international borders.	Primary: MDH OEP BHPP MDH ECC Contributor: RHRC MAC SEOC	Develop Mutual Aid Agreements.

State			
	Roles and responsibilities	Coordinating entity	Explanation
Transport	Coordinate the transfer of victims with specialty care requirements to adequately prepared and protected healthcare facilities.	Primary: RHRC Coordinator MAC Contributor: Healthcare Providers EMSRB Staff MDH PHPC	RHRC Coordinator assures that the regional Mutual Aid Agreements are in place and functional.
Medical Care: Non Hospital-Based Care			
Planning	Engage healthcare providers, including behavioral health and clinics, in discussions about pandemic influenza planning.	Primary: MDH OEP BHPP Contributor: BHPP Regional Team RHRC Coordinator PHPC MCHP MHA	MDH OEP BHPP will provide guidance and assistance to the BHPP Regional Teams on engaging Healthcare Providers in emergency response planning
Standard of Care	Lead the policy/planning efforts for adjusting the standards of care during a pandemic influenza public health emergency when required in conjunction with the Governor's Office and SEOC.	Primary: MDH OEP Contributor: MDH Legal Unit Science Advisory Team DHS SOS	The MDH will clearly articulate adjustments to standards of care during an actual event.
Laws & Policy	Identify state laws/policy that might need to be suspended during a declared local or state emergency.	Primary: MDH Legal Unit Contributor: MDH OEP DHS SOS	

State			
	Roles and responsibilities	Coordinating entity	Explanation
Operational Planning	Provide guidance for off-site care facility planning. Assure the development of an off-site care facility in each region if appropriate.	Primary: MDH OEP BHPP Contributor: BHPP Regional Team RHRC Coordinator MAC Healthcare Provider	
Supplies	Define appropriate supplies to provide medical supply kits in the home environment.	Primary: MDH OEP BHPP Contributor: MDH IDEPC MDH EH Poison Control LPH	MDH will develop a list of the appropriate supplies for the home environment based on the medical/environmental condition. This may include supplies necessary to support sheltering-in-place.
Long Term Care & Home Care	Lead efforts to address the role of long-term care facilities, home care, and community behavioral health agencies in emergency response planning.	Primary: MDH OEP BHPP Contributor: MDH HPICM LPH PHPC RHRC	MDH will initiate discussion on the role of the long-term care facility in emergency preparedness planning.
Education & Training	Maintain up-to-date educational resources on LMS for healthcare providers or (at http://www.health.state.mn.us/oep/training/bhpp/index.html until LMS is implemented).	Primary: BHPP Health Educator Contributor: MDH OEP Education & Training Team May	
Medical Care: Emergency and Hospitalized Care			

State			
	Roles and responsibilities	Coordinating entity	Explanation
Standard of Care	Lead the policy/planning effort for adjusting the standard of care during a pandemic influenza public health emergency when required in conjunction with the Governor's Office and SEOC.	Primary: MDH OEP BHPP Contributor: BHPP Regional Team RHRC Coordinator PHPC MCHP MHA	MDH OEP BHPP will provide guidance and assistance to the BHPP Regional Teams on engaging Healthcare Providers in emergency response planning.
Laws & Policy	Identify state rules that might need to be suspended during a declared local or state emergency.	Primary: MDH Legal Unit MDH IDEPC Contributor: MDH OEP DHS SOS	
Exposed Personnel	Assure that a plan will be developed to appropriately notify exposed responding personnel and to provide behavioral health support services.	Primary: MDH IDEPC MDH EH BHPP BH Planner Contributor: LPH Healthcare Providers	MDH will assure that a plan to notify exposed personnel will be developed. MDH will work closely with LPH and the Healthcare Providers to assure appropriate notification.
Discharge Instructions	Provide guidance on home discharge instructions, including infection control and isolation.	Primary: MDH IDEPC Contributor: MDH OEP BHPP	

State			
	Roles and responsibilities	Coordinating entity	Explanation
Surge Capacity	Provide guidance for surge capacity planning.	Primary: MDH OEP BHPP Contributor: BHPP Regional Team RHRC Coordinator MAC Healthcare Providers	
Operational Planning	Provide planning guidance for off-site care facility planning. Assure the development of an off-site care facility in each region if appropriate.	Primary: MDH OEP BHPP Contributor: BHPP Regional Teams RHRC Coordinator MAC Healthcare Providers	
Medical Care: Volunteer Health Professionals			
Volunteer Program	Develop/implement statewide emergency system for the advanced registration of volunteer health personnel.	Primary: MDH MN Responds MRC Team Contributors: LPH Local/Regional MN Responds Programs RHRCs	Statewide system is comprised of local and regional MN Responds MRC Programs and MRC units.

State			
	Roles and responsibilities	Coordinating entity	Explanation
Credential Verification	Develop/implement standardized, statewide pre-credential and emergency credential verification process.	Primary: MDH MN Responds MRC Team Contributors: National HRSA ESAR-VHP Credential Verification Work Group	
Training	Develop/implement just-in-time orientation and training to be given prior to deployment.	Primary: MDH MN Responds MRC Team Local/Regional MN Responds MRC Programs MDH OEP Education and Training Team MDH IDEPC Contributors: LPH RHRCs Hospitals	Access up-to-date educational resources on LMS for volunteer health personnel or (at http://www.health.state.mn.us/oep/training/bhp/index.html until LMS is implemented).
Inter-Facility Transport			
Patient Transport	Assure development of plans to safely and expeditiously transfer patients from one healthcare location to another.	Primary: BHPP EMS Planner Contributor: EMSRB	MDH BHPP EMS Planner will assure that a transport plan is developed in each region.

Regional			
	Roles and responsibilities	Coordinating entity	Explanation
Pre-Hospital Care: Victim Triage and Transport			
Triage & Transport	Identify and/or select a regional victim triage and transport protocol for use during an influenza pandemic. Implement victim triage and treatment guidelines, with recognition and explanation provided for jurisdictional-based variances in practice within a region.	Primary: RHRC Coordinator EMSRB Field Staff Contributor: PHPC	RHRC will coordinate with local EMS and local Medical Directors to assure existence of regional triage and treatment guidelines.
Surge Capacity	Plan for an increase in transportation needs, including mutual aid between the ambulance services.	Primary: LPH EMSRB Field Staff PHPC Contributor: Regional BHPP Infection Control Committee	Each region should have a transportation plan that takes into account the increased transportation needs during a pandemic.
Infection Control	Distribute infection control guidance, and assure infection control education/training to local EMS providers.	Primary: Regional BHPP EMS Committee RHRC PHPC Regional Epidemiologist Contributor: Regional BHPP Infection Control Committee Regional BHPP Education and Training Committee	

Regional			
	Roles and responsibilities	Coordinating entity	Explanation
Self Protection	Review, develop and provide guidelines for self-protection of EMS providers specific to PPE. Distribute the guidelines to local EMS providers.	Primary: EMS Regional Program RHRC PHPC Epidemiologist Contributor: Regional BHPP Infection Control Committee MDH IDEPC	
Health Alerts	Receive Health Alerts and assure distribution to EMS providers.	Primary: LPH EMSRB Field Staff MDH PHPC Epidemiologist Contributor: Regional BHPP Infection Control Committee	
Pre-Hospital Care: Patient Distribution			
Hospital Beds	Collect and distribute on-going hospital bed status reports.	Primary: RHRC MAC Local/Regional Medical Control Contributor: Local EOC Local EMS	RHRC is responsible for collection and distribution of hospital bed status reports to local EOC and Local EMS for planning purposes during an event.

Regional			
	Roles and responsibilities	Coordinating entity	Explanation
Coordination	Coordinate and/or assign destination to ambulance with patients per local protocols.	Primary: Local/Regional Medical Control	
Coordination	Develop regional mutual aid agreements for the coordination of patient transport, transfers, and tracking during pandemic influenza.	Primary: RHRC Coordinator MAC Contributor: Healthcare Providers EMSRB Staff MDH PHPC	RHRC Coordinator assures that the regional Mutual Aid Agreements are in place and functional.
Transport	Coordinate transport of victims with specialty care requirements to adequately prepare and protect healthcare facilities.	Primary: MDH OEP BHPP RHRC MDH ECC EMSRB Contributor: MAC SEOP	Local protocols will direct transfer and transport unless the scope of the event requires state involvement.
Resource Availability	Update regional EMS resource availability to the SEOC/MDH ECC when requested	Primary: MAC Contributor: EMSRB Staff	

Regional			
	Roles and responsibilities	Coordinating entity	Explanation
Education & Training	Coordinate the facilitation for education and training based on regional training plans on the utilization of MNTRAC system, and/or just-in-time training, depending on occurrence of pandemic influenza relative to completion of initial rollout of MNTRAC training.	Primary: Regional Training Facilitator or Coordinator Contributor: OEP BHPP Education & Training Team BHPP IT Program Planner	If rollout is completed, just-in-time MNTRAC system training will be provided.
Medical Care: Non Hospital-Based Care			
Planning	Bring together and coordinate regional behavioral health and clinic planning groups.	Primary: RHRC LPH PHPC Contributor: Healthcare Providers	
Standard of Care	Understand the adjusted standard of care during a declared emergency. Communicate to hospitals and healthcare facilities.	Primary: RHRC Coordinator Healthcare Providers Contributor: LPH MDH OEP	Facilities should plan for security and behavioral health needs associated with triage of resources.
Operational Planning	Develop and coordinate operational planning and response for off-site care facilities to increase surge capacity as applicable.	Primary: BHPP Regional Team RHRC Coordinator Contributor: MDH OEP BHPP MRC Coordinators MAC Healthcare Providers	BHPP Regional Teams will develop and coordinate the operational planning/response for off-site care facilities in the region. They will work with MDH OEP BHPP to achieve the necessary criteria.

Regional			
	Roles and responsibilities	Coordinating entity	Explanation
Mutual Aid	Develop effective behavioral health, clinic and hospital mutual aid plans to support one another during times of crises: communication, assistance, transportation, financial reimbursement and liability.	Primary: BHPP Regional Team RHRC Coordinator Contributor: MDH OEP BHPP MDH Legal Unit Local Clinics Regional BH Team	Mutual Aid agreements should be: Reviewed by legal counsel; Signed by a responsible official; Define liability and Detail funding and cost arrangements for sharing equipment, services, and paid staff.
Education & Training	Access up-to-date education resources for healthcare providers on LMS for healthcare providers or at http://www.health.state.mn.us/oep/training/bhpp/index.html until LMS is implemented).	Primary: Regional Training Facilitator or Coordinator Contributor: MDH OEP Education & Training Team	
Supplies	Develop a plan for the distribution of supplies to individuals (e.g., family members) who are providing in-home care, e.g., supply kits for persons leaving the hospital and persons already at home.	Primary: LPH Contributor: ARC BHPP Regional Teams MDH District Teams Homecare Agencies	Regions will develop a plan for the distribution of medical supply kits.
Home Care	Develop a plan to assure a continuum of home care services.	Primary: LPH Contributor: Healthcare Providers MDH District Teams	Local agencies will assure a continuum of care for home care services.

Regional			
	Roles and responsibilities	Coordinating entity	Explanation
Home Care	Facilitate the planning for triage of homecare agency resources (e.g., discontinue drop-in day care visits) if necessary, to enhance capacity.	Primary: LPH Contributor: Healthcare Providers Homecare Agencies	
Medical Care: Emergency and Hospitalized Care			
Planning	Bring together and coordinate a regional hospital planning group.	Primary: RHRC LPH Contributor: Healthcare Providers	
Standard of Care	Understand the adjusted standard of care during a public health emergency.	Primary: RHRC Coordinator Healthcare Providers Contributor: LPH MDH OEP	
Triage & Transport	Define and communicate a process for triaging behavioral health conditions and symptomatic patients at mass dispensing sites, if applicable during a pandemic influenza.	Primary: MDH IDEPC MDH EH Poison Control MDH Regional Epidemiologist BHPP BH Planner Contributor: Healthcare Providers LPH	A plan for appropriate triage of symptomatic patients at a mass dispensing sites will be defined and communicated to the necessary partners.

Regional			
	Roles and responsibilities	Coordinating entity	Explanation
Laws & Policies	Review MDH identified State laws/rules that might need to be suspended during a declared state or local emergency and understand the impact it may have on a response.	Primary: RHRC Coordinator Healthcare Providers Contributor: LPH	
Surge Capacity	Develop and test patient care surge capacity protocols, patient, tracking systems, morgue services, and discharge services at the regional and state levels.	Primary: Healthcare Providers BHPP Regional Team Contributor: MDH OEP BHPP LPH	Individual healthcare facilities will develop and test their own surge capacity availability, capability, and protocols as well as testing for the region. LDPH may be involved with Isolation and Quarantine.
Operational Planning	Develop and coordinate operational planning and response for off-site care facilities to increase surge capacity, if applicable.	Primary: BHPP Regional Team RHRC Coordinator Contributor: MDH OEP BHPP MAC Healthcare Providers LPH	BHPP Regional Teams will develop and coordinate Off-Site Facilities in the region. They will work with MDH OEP BHPP to achieve the necessary criteria.
Discharge Instructions	Coordinate with MDH on home discharge instructions, including infection control and isolation.	Primary: Hospital ICP Healthcare Providers Off-Site Care Facilities	

Regional			
	Roles and responsibilities	Coordinating entity	Explanation
Mutual Aid	Develop effective behavioral health, clinic and hospital mutual aid plans to support one another during a pandemic influenza: communication, assistance, transportation, financial reimbursement and liability.	Primary: BHPP Regional Team RHRC Coordinator Contributor: MDH OEP BHPP MDH Legal Unit Local Clinics Regional BHPP BH DHS	Mutual Aid agreements should be: Reviewed by legal counsel; Signed by a responsible official; Define liability and Detail funding and cost arrangements for sharing equipment, services, and paid staff.
Education & Training	Assure dissemination of education and training resources based on regional training plans in support of acute medical care emergency response planning for healthcare providers to use in a pandemic influenza.	Primary: Regional training Facilitator or coordinator Contributor: MDH OEP Education & Training Team	Educational resources for healthcare providers are accessible on LMS (or at http://www.health.state.mn.us/oep/training/bhpp/index.html until LMS is implemented).
Medical Care: Volunteer Health Professionals			
Volunteer Program	Collaborate with MDH to develop, implement, expand and integrate regional volunteer health programs into the statewide MN Responds MRC.	Primary: LPH Local/Regional MN Responds Programs RHRCs Contributors: MDH MN Responds MRC Team	Statewide system is comprised of local and regional MN Responds MRC Programs and MRC units.

Regional			
	Roles and responsibilities	Coordinating entity	Explanation
Credential Verification	Implement standardized, statewide pre-credential and emergency credential verification process.	Primary: MDH MN Responds MRC Team Contributors: National HRSA ESAR-VHP Credential Verification Work Group	
Training	Develop/implement just-in-time orientation and training to be given prior to deployment.	Primary: LPH RHRCs Hospitals Contributors: MDH MN Responds MRC Team Local/Regional MN Responds MRC Programs MDH OEP Education and Training Team MDH IDEPC	Access up-to-date educational resources on LMS for volunteer health personnel or (at http://www.health.state.mn.us/oep/training/bhpp/index.html until LMS is implemented).
Patient Diagnosis			
Surge Capacity	Develop and implement a surge capacity plan for routine/emergency diagnostic laboratory testing.	Primary: HRSA Lab Advisory Group Rep. RHRC Contributor: MLS Laboratories MDH PHL Healthcare Providers	Clinical laboratories should have plans to coordinate with other clinical laboratories within each region for surge capacity.

Regional			
	Roles and responsibilities	Coordinating entity	Explanation
Inter-Facility Transport			
Patient Transport	Identify receiving facilities for patients due to hospital capacity overload.	Primary: RHRC EMS LPH BHPP Regional Team Contributor: MDH OEP BHPP	
Education & Training	Assure dissemination or communication of just-in-time training to healthcare providers at hospital/clinics and EMS during pandemic influenza.	Primary: RHRC Regional Training Coordinator Contributor: MDH EOP Education and Training Team	
Local			
	Roles and responsibilities	Coordinating entity	Explanation
Pre-Hospital Care: Victim Triage and Transport			
Health Alert	Receive Health Alerts and distribute to EMS providers.	Primary LPH EMSRB Field Staff MDH PHPC MDH District Team Contributor RHRC Coordinator	

Local			
	Roles and responsibilities	Coordinating entity	Explanation
Communication	Provide healthcare personnel, including EMS, with early and regularly updated information about an evolving pandemic influenza via pre-established alert systems.	Primary LPH EMSRB Field Staff MDH OEP HAN Contributor RHRC	LPH will provide updated information to healthcare providers on evolving pandemic influenza within their established communication system. This can be delegated but LPH still retains primary responsibility.
Hospital Beds	Provide current and accurate hospital bed status reports, using MNTRAC.	Primary MRCC and/or Healthcare Providers	
Medical Care: Non Hospital-Based			
Operational Planning	Develop operational plan to provide for continuation of ambulatory and outpatient services to increase surge capacity, in conjunction with a regional plan	Primary Healthcare Providers Contributor LPH BHPP Regional Team	Facility Emergency Operations Plan (EOPs) in conjunction with the regional response plans will be developed pre-event by the primary entities. This should be done in close collaboration with the contributing partners to provide continuation of ambulatory and outpatient services to increase surge capacity.
Standard of Care	Prepare to adjust the standard of care during an all-hazards event that overwhelms local resources.	Primary Healthcare Providers BHPP Regional Teams Contributor LPH Science Advisory Team	Adjusting standard of care is a last resort, when no resources are available to mitigate the situation and/or cannot be obtained in a timely manner.

Local			
	Roles and responsibilities	Coordinating entity	Explanation
Triage & Transport	Assure that the facility has policies in place to appropriately triage persons with behavioral health conditions and triage and transport patients with suspected pandemic influenza.	Primary Healthcare Providers Contributor LPH	Local facilities will assure that they have policies in place to safely and appropriately transport patients exposed to infectious diseases. Psychological needs may out number medical care needs.
Exposed Personnel	Assure that the facility has policies in place to appropriately notify exposed responding personnel and to provide behavioral health support services.	Primary LPH Healthcare Providers Contributor RHRC Coordinator	
Discharge Instructions	Coordinate with MDH on home discharge instructions, including infection control and isolation.	Primary Hospital ICP Healthcare Providers	
Laws & Policy	Understand the state rules that might need to be suspended during a declared local or state emergency.	Primary Healthcare Providers LPH Contributor RHRC	

Local			
	Roles and responsibilities	Coordinating entity	Explanation
Laws & Policy	Provide guidance and policy support for ambulatory care during a public health emergency.	Primary LPH MDH District Team Contributor Local clinics MDH OEP BHPP	
Education & Training	Assure dissemination of education and training resources via Learning Management System (LMS) based on local training plans in support of acute medical care emergency response planning for healthcare providers to use in a pandemic influenza.	Primary Local Training Facilitator or Coordinator Contributor RHRC	Access up-to-date educational resources for healthcare providers on LMS (at http://www.health.state.mn.us/oep/training/bhpp/index.html until LMS is implemented).
Medical Care: Emergency and Hospitalized Care			
Operational Planning	Develop operational plan to provide for continuation of ambulatory and outpatient services and to increase surge capacity, in conjunction with a regional plan.	Primary Healthcare Providers Contributor LPH BHPP Regional Team	Facility Emergency Operations Plan (EOPs) in conjunction with the regional response plans will be developed pre-event by the primary entities. This should be done in close collaboration with the contributing partners to provide continuation of ambulatory and outpatient services to increase surge capacity.
Operational Planning	Develop operational plan for alternative areas of adequate care, e.g., post-anesthesia care units, clinical procedural, and behavioral health support areas to increase surge capacity.	Primary Healthcare Providers BHPP Regional Team	Individual healthcare facilities will develop a plan to operationalize alternative areas of care to meet the surge capacity needs.

Local			
	Roles and responsibilities	Coordinating entity	Explanation
Standard of Care	Prepare to adjust the standard of care during an all-hazards event that overwhelms local resources	Primary Healthcare Providers BHP Regional Team Contributor LPH	Adjusting standard of care is a last resort, when no resources available to mitigate the situation and/or cannot be obtained in a timely manner.
Triage & Transport	Assure that your facility has policies in place to appropriately transport patients with pandemic influenza.	Primary Healthcare Providers Contributor LPH EMS	
Exposed Personnel	Assure that your facility has policies in place to appropriately notify potentially exposed personnel, and to provide behavioral health support services to personnel.	Primary Healthcare Providers Contributor RHRC Coordinator LPH	
Laws & Policy	Understand the state laws/rules that might need to be suspended during a declared local or state emergency.	Primary Healthcare Providers LPH Contributor RHRC Coordinator	
Discharge Instruction	Coordinate with MDH on home discharge instructions, including infection control and isolation.	Primary Healthcare Providers Hospital ICP	

Local			
	Roles and responsibilities	Coordinating entity	Explanation
Surge Capacity	Develop staff management protocols for recall and staging of off-duty and other surge personnel, including identification, transportation, credentialing, supervision, and utilization of volunteers.	Primary Healthcare Providers Hospitals Contributor ARC BHPP Regional Teams LPH MRC Minnesota Responds! Coordinator	
Family Members	Establish capacity to support needs of family members of personnel requested to work during response, e.g., day care, and transportation.	Primary Healthcare Providers Contributor LPH	Individual healthcare facilities should establish plans to support personnel from their institutions.
Education & Training	Access up-to-date educational resources for healthcare providers on LMS (at http://www.health.state.mn.us/oep/training/bhpp/index.html until LMS is implemented).	Primary Local Training Facilitator or Coordinator Contributor RHRC	
Medical Care: Volunteer Health Professionals			
Volunteer Program	Collaborate with MDH to develop, implement, expand and integrate local volunteer health programs into the statewide MN Responds MRC.	Primary LPH Local MRC Units Contributors MDH MN Responds MRC Team	Statewide system is comprised of local and regional MN Responds MRC Programs and MRC units.

Local			
	Roles and responsibilities	Coordinating entity	Explanation
Credential Verification	Implement standardized, statewide pre-credential and emergency credential verification process.	Primary MDH MN Responds MRC Team Contributors National HRSA ESAR-VHP Credential Verification Work Group	
Training	Develop/implement just-in-time orientation and training to be given prior to deployment.	Primary LPH RHRCs Hospitals Contributors MDH MN Responds MRC Team Local/Regional MN Responds MRC Programs MDH OEP Education and Training Team MDH IDEPC	Access up-to-date educational resources on LMS for volunteer health personnel or (at http://www.health.state.mn.us/oep/training/bhpp/index.html until LMS is implemented).