***Purpose:*** *A dedicated situation report generated by and for NYC’s healthcare coalitions would meet the need for big picture information in emergency response and recovery, as well as provide an opportunity for coalitions to proactively share their successes.*

**Background**There is a long-standing need for improved bilateral communication within the NYC healthcare system. In particular, during emergency response and recovery, healthcare providers/systems often do not know or understand the government’s response objectives, and, similarly, the government does not always fully understand healthcare provider/system’s roles or needs.

Recognizing this, we want to create a tool that can generate reports to be shared with NYC Health Care Coalition (NYCHCC) members and stakeholders, reflecting both coalition statuses after an emergency and highlighting citywide response and recovery efforts that are relevant to coalition members. The proposed tool would demonstrate DOHMH’s commitment to providing ongoing information for coalition members while capturing important updates to improve overall situational awareness.

**Proposal**

A NYCHCC Snapshot would be a tool used to improve communication and situational awareness among NYCHCC members. With timely and accurate information, the Snapshot would provide an opportunity to:

* Collect and share key data points that are relevant to coalition members
* Create an information product that adds value in a response to both coalition members and their leadership
* Broadens understanding of the coalitions’ role in the larger response and recovery efforts
* Quickly identifies gaps and successes in response and recovery

The Snapshot is not intended to replace or duplicate any existing SitRep that is used by an Organization, City, or State Agency. Instead, the Snapshot would collect data for and about coalitions that could inform or supplement these other products. NYCHCC members would be the Snapshot’s primary audience.

**Ownership**

The Snapshot would be a creation of the coalitions and used primarily to inform all NYCHCC members. Its intent is to assist NYCHCC members in their work, meet their data needs, and also demonstrate the effectiveness of their work. DOHMH is offering to share ownership of the document, recognizing that we have more staff resources to compile and distribute the report, as well as to collect information from relevant government and non-government sources.

**Process**We have to determine the process of collecting information and creating the Snapshot that works best for the coalitions, including determining the data points in the report, methods of collecting the information, and frequency of the reports.

The questions on the next page are intended to foster discussion with all NYCHCC members and stakeholders about this Snapshot proposal, including its usefulness, content and the process of creating it.

Communication during Large-Scale Emergencies and Disasters

1. What information do you most need to know from “the system” during a large-scale disaster response?
2. Relative to communications/situational awareness, what has been missing in prior disaster responses that you would need during a large-scale or catastrophic disaster?
3. In what ways would it be useful to stay connected to your coalition partners during a large-scale or catastrophic disaster?
4. How could the DOHMH/NYCHCC help you to stay connected with your (and other) coalitions?
5. In what ways would you utilize a DOHMH/NYCHCC Coalition Representative to help you navigate through City Response and/or Recovery processes for acquiring resources, etc.?
6. What else would help you to stay connected to your coalition partners and “the system” during a large-scale or catastrophic disaster?

Data Points

1. During a large-scale response and recovery, would your Coalition **lead facility**/**entity** be willing to routinely provide a members’ status/assessment that included:
2. Number of impacted members per coalition
3. Direct and/or indirect geographic impacts of the incident or event
4. Identifying the number and type of mutual aid opportunities for resources that may be available locally (both intra- and inter-coalition)
5. Upcoming operational planning objectives
6. Identifying and sharing evolving promising practices
7. In reviewing the above 5 proposed data points for the Snapshot:  
   1. What data points are included, but are maybe not necessary?
   2. What data points are not included, but are maybe necessary?

Communication Mode and Frequency

1. If applicable, how have you compiled/provided a members’ status/assessment in the past?  
   1. Software or emails?
   2. Text messaging services or phone calls?
   3. In-person or virtual meetings?
2. What frequency would you recommend for the Snapshot compilation and distribution (i.e., daily, or more or less frequently)?
3. What frequency would you recommend for outreach calls to Coalition lead facilities/entities by respective NYCHCC Representatives to collect information/updates for the Snapshot?