

FORM H
ADMINISTRATION FOR PREPAREDNESS
AND RESPONSE (ASPR) HOSPITAL
PREPAREDNESS PROGRAM
TRANSITION PLAN GUIDANCE

1. Introduction

This transition plan outlines the steps necessary to move the Administration for Preparedness and Response (ASPR) Hospital Preparedness Program (HPP) contract from the current grantee to a new grantee. The objective is to ensure a seamless transition with minimal disruption to the program's operations and to maintain the continuity of services provided.

2. Transition Team

Formation: Create a transition team composed of representatives from CHEPR HPP Liaison, the current HPP, the new HPP, and one primary coalition member, such as a large hospital or EMS.

Roles and Responsibilities: Clearly define roles and responsibilities for all members of the transition team.

Develop the plan and schedule to transition all functions, tasks, activities, and plans.

CHEPR Documentation Validation

1. List of team members with names, roles, organizations, email addresses, and phone numbers.
2. Clearly defined functions, tasks, activities, plans and timeline.

3. Stakeholder Communication

Inform Key Stakeholders: Notify all relevant stakeholders, including hospitals, all coalition members, regional partners, and any subcontractors, about the transition. This includes identifying the new HPP, points of contact, the transition timeline, and any other relevant information.

Regular Updates: Establish a communication schedule for regular updates to all stakeholders. Coalition members, regional partners, new HPP, DSHS.

Point of Contact: Designate transition points of contact (POCs) from both the current and new HPP to coordinate the transition activities.

CHEPR Documentation Validation

1. A copy of the notification
 - a. Distribution date
 - b. Distribution list
2. Communication schedule for regular updates
 - a. Agenda
 - b. Attendance
 - c. Keynotes and outcomes

4. Assessment and Planning

Current HPP Assessment: Review the current contract, including all deliverables, milestones, performance metrics, and state assets to be transferred.

New HPP Assessment: Evaluate the capabilities of the new grantee to ensure they meet the deliverables, milestones, performance metrics and can store and maintain state assets.

Gap Analysis: Identify any potential gaps between the current and new grantees' capabilities and develop mitigation strategies.

Risk assessment: Identify risk during each phase of transitions and identify mitigation strategies.

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1. Gap analysis & Risk assessment with a mitigation plan and timeline
2. Comprehensive list of state/program assets

5. Knowledge Transfer

Documentation: Transfer all relevant documentation, including program plans, reports, protocols, ongoing projects, training, and historical data.

Meetings and Workshops: Conduct knowledge transfer meetings and workshops to ensure the new HPP understands the program's operational and strategic aspects.

Training: Provide training sessions for the new HPP staff on specific systems, processes, and tools that will transfer and are needed for continued service to coalition members.

CHEPR Documentation Validation

1. Comprehensive list of documents transferred.
2. List of meetings, trainings, workshops.
 - a. Agenda
 - b. Attendance

6. Operational Handover

Inventory Management: Transfer all physical and digital assets, including equipment, software licenses, and databases.

Access Management: Update access credentials and permissions for all systems and platforms.

Service Continuity: Ensure there are no interruptions in critical services during the transition period by overlapping certain operations if necessary. The transfer of staged assets should be done administratively.

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1. A comprehensive list of items transferred.
2. Agreed date or phase for the assumption of HPP and response functions.

7. Contractual and Legal Considerations

Contract Review: Review and revise regional contracts as necessary to reflect the change in grantee.

Financial Transition: Address financial arrangements, including the transfer of funds and reconciliation of any outstanding invoices with the current grantee.

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1. List of contracts revised or transferred.
2. Plan or agreement for reconciliation of outstanding invoices

8. Performance Monitoring and Reporting

Transition Metrics: Establish metrics to monitor the effectiveness of the transition process.

Regular Reporting: Provide regular reports on transition progress to CHEPR and other stakeholders.

Issue Resolution: Develop a process for identifying and resolving any issues that arise during the transition.

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1. Gantt chart or similar progression metric.
2. Issue resolution process agreed on by incoming HPP, outgoing HPP and CHEPR HPP Liaison.

9. Post-Transition Evaluation

Evaluation: Conduct a post-transition evaluation to assess the success of the transition and identify any areas for redress.

Feedback: Collect feedback from all stakeholders on the transition process.

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1. Transition Team Assessment to include items for redress.
2. Survey of outgoing HPP (conducted by CHEPR)
3. Survey of incoming HPP (conducted by CHEPR)
4. Survey of coalition members and regional partners (conducted by CHEPR)

10. Timeline

Develop a detailed timeline outlining key milestones and deadlines for each transition phase.

The timeline must include the time or phase in which the outgoing HPP can no longer support key programmatic functions and emergency responses. As well as, when the incoming HPP can lead these roles.

Conclusion

This transition plan is designed to ensure a smooth and effective transfer of the ASPR Hospital Preparedness Program contract from the current grantee to the new grantee. By following these steps, we aim to maintain the continuity of services and achieve a successful transition with minimal disruption.

TRANSITION PLAN EVALUATION RUBRIC				
	Excellent	Good	Adequate	Poor
Transition agreement signed			Minimum required items are addressed.	Missing or incomplete information
Transition Team	Plan exceeds minimum required items and shows thorough critical analysis with a clear guide to completing the task.	Plan exceeds minimum required items. Includes some critical analysis of additional needs and considerations	Minimum required items are addressed.	Missing or incomplete information
Stakeholder Communication	Plan exceeds minimum required items and shows thorough critical analysis with a clear guide to completing the task.	Plan exceeds minimum required items. Includes some critical analysis of additional needs and considerations	Minimum required items are addressed.	Missing or incomplete information
Assessment and Planning	Plan exceeds minimum required items and shows thorough critical analysis with a clear guide to completing the task.	Plan exceeds minimum required items. Includes some critical analysis of additional needs and considerations	Minimum required items are addressed.	Missing or incomplete information
Knowledge transfer	Plan exceeds minimum required items and shows thorough critical analysis with a clear guide to completing the task.	Plan exceeds minimum required items. Includes some critical analysis of additional needs and considerations	Minimum required items are addressed.	Missing or incomplete information
Operational Handover	Plan exceeds minimum required items and shows thorough critical analysis with a clear guide to completing the task.	Plan exceeds minimum required items. Includes some critical analysis of additional needs and considerations	Minimum required items are addressed.	Missing or incomplete information