# Letter of Support

Between

Central Virginia Healthcare Coalition and

This Letter of Support (LOS) sets forth the terms and agreements between the Central Virginia Healthcare Coalition and to support regional healthcare preparedness in the Central Region of Virginia.

# Background

The Central Virginia Healthcare Coalition (CVHC) is a coalition of willing partners with the common goal of enhancing the preparedness of the healthcare entities in the Central Region of Virginia.

CVHC functions as a regional healthcare coalition under the Virginia Hospital and Healthcare Association (VHHA) with funding through the Federal Healthcare Preparedness Program (HPP). The awardee for the program is the Virginia Department of Health.

CVHC is charged with developing a voluntary coalition of healthcare facilities and organizations to enhance the collaborative preparedness efforts of all healthcare interests in the region.

# Purpose

This LOS will describe the good-faith requirements of membership in CVHC. CVHC does not exclude any facility or organization from its healthcare preparedness efforts but strongly encourages meaningful participation from its regional partners.

The above goals will be accomplished by undertaking the following activities:

1. Members maintain current, active and accurate contact information in the Virginia Healthcare Alerting Status System (VHASS) including primary and secondary facility contacts.
2. Members will utilize VHASS and regional alerting capabilities to maintain situational awareness as appropriate during exercises and incidents.
3. Members will participate in a bi-monthly emergency communications drill using the VHASS platform.
4. Members will attend three of the four coalition meetings per year. A significant purpose of these meetings is to develop and sustain a collaborative spirit among coalition members. To that end, in-person participation is encouraged. The WebEx teleconference platform will be utilized as a means of attendance for those members unable to attend in person.

# Reporting

Attendance and participation will be logged by CVHC staff and reviewed upon annual renewal of this LOS.

# Funding

This LOS is between CVHC and its member organizations to outline meaningful coalition participation. As such, this LOS does not outline the requirements of accounting and accountability in the event HPP funds or HPP funded assets are loaned or otherwise bestowed upon a facility or organization. In such event, the facility or organization will be required to sign an additional MOU outlining these issues as a condition of receipt of these assets.

This may occur in advance of need, if so desired, and is a condition of *funding* - not a condition of *participation* with CVHC.

# Duration

This LOS is at-will and may be modified by mutual consent of authorized officials from either party. This LOS shall become effective upon signature by the authorized officials from the both parties and will remain in effect until modified or terminated by any one of the partners by mutual consent. This LOS is to be renewed annually to coincide with the HPP fiscal year which begins runs July 1 – June 30.

**Contact Information**

Primary Facility/Organization Contact:

Name: Position/Title:

Phone: Email:

Cell: Alternate Contact Info:

Secondary Facility/Organization Contact:

Name: Position/Title:

Phone: Email:

Cell: Alternate Contact Info:

**Send completed forms to Steve.Parrott@central-region.org (scan) or 804-827-2073 (Fax)**

Date: Date:

Authorized signature

(Partner name, organization, position)

Steve Parrott

Regional Healthcare Coordinator, CVHC