

BHHSURG PPE & Supplies Requisition, Prioritization, and Distribution Procedure

Updated: 2020-04-10

Document Purpose

Audience: Behavioral Health and Homelessness (BHH) Providers

Goals:

- Describe overview of how BHH providers can request and obtain personal protective equipment (PPE) and other supplies.
- Describe BHH Statewide Unified Response Group (BHHSURG) role in coordinating requisition, acquisition, prioritization, and distribution of supplies

Purpose of BHHSURG

The purpose of the Behavioral Health and Homelessness Statewide Unified Response Group (BHHSURG) is to **control of the spread of coronavirus disease (COVID-19)** in Hawai'i among behavioral health and homeless populations while **ensuring continuity of coverage of essential services** including behavioral health and homelessness services

Behavioral health and homelessness services remain essential during this worldwide pandemic, and will be vital far beyond its resolution because of the pandemic's severe economic, social and psychological impacts.

BHHSURG Focus Areas



Federal Policy
Tracking



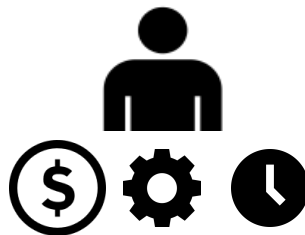
Training,
Communication &
Messaging



Analytics,
Epidemiology, &
Evaluation



Clinical &
Operational
Guidance



Resources



Services

BHHSURG Team Partners

Lead Partners (3/21/2020):

- The Hawai'i Department of Health's Behavioral Health Administration (DOH/BHA)
- Office of the Governor's Coordinator on Homelessness
- Department of Human Services' Homeless Programs Office (DHS/HPO)

Supporting Partners:

- City and County Agencies, the University of Hawai'i, Hawai'i Community Foundation, Resilience Hub Partners, and others as needed

Overview of Process for BHH Providers

REQUEST

Providers request supplies via [BHHSURG Support & Supply Request Form](#)

New or updated requests accepted on ongoing basis and compiled on Saturdays

ACQUIRE

Two Procurement Mechanisms:

- (1) BHHSURG submits to HiEMA for PPE and non-PPE supplies
- (2) BHHSURG (with HCF) operates 3 Resilience Hubs for accepting donated PPE

PRIORITIZE

BHHSURG Prioritization Committee developed and applies an algorithm for distribution based on infection and exposure risk to rank-order providers who have submitted requests.

ORDER

BHHSURG checks unencumbered PPE stock levels in Resilience Hub are checked before BHHSURG Prioritization Committee assigns orders to Resilience Hubs for a given BHH provider

PICK-UP

Providers receive **pick-up order** information after completion of liability waiver.
Providers schedule an appointment to pick-up their PPE order.

1. BHH Providers Request PPE

- At this time, behavioral health (mental health, substance use, and developmental disabilities), homeless, and social services providers can submit requests through BHHSURG. Fulfilment is not guaranteed
- [Survey](#) is located on bhhsurg.hawaii.gov
 - Community Resources tab
 - Provider Resources tab
- Providers submit new and updated requests, compiled on Sundays

QR Code to Survey



2. Supply Acquisition - HiEMA

- BHHSURG submitted pooled PPE and supplies requests for assistance (RFA) to Hawai'i Emergency Management Agency (HiEMA) on April 8, 2020 via ESF8 and later ESF6.
- BHHSURG ensured coordinated request among BHH providers statewide.
- Ongoing requests are accepted on ongoing basis and additional requests will be submitted to HiEMA.
- Currently awaiting for ESF8 to finalize allocations.

2. Supply Acquisition - Resilience Hubs

- Collaboration between Hawai'i Community Foundation (HCF), YMCA, KEY Project, and Salvation Army. See [link](#).
- Three “Resilience Hubs” launched April 9th, 2020 in Kapolei, Honolulu, and Kaneohe
- Please donate unopened PPE and homemade PPE
- Donations logged in real-time inventory management tool
- Other hubs on neighbor islands under exploration

O‘AHU RESILIENCE HUBS

Help Prevent the Spread of COVID-19 in Hawai‘i

Personal protective equipment (PPE) donations are being accepted during listed times for each location.

Behavioral health workers and social service providers across the state should visit bhhsurg.hawaii.gov to make a request for donated PPE.

Sorry, no walk-in requests at the Resilience Hubs are accepted at this time.



MASKS



FACE SHIELDS



DISPOSABLE GLOVES



GOGGLES

The Salvation Army Kroc Center Hawai‘i

91-3257 Kualakai Parkway
Ewa Beach, HI 96706

Hours: Mon – Fri, 9:00 am – 12:00 pm

Phone: (808) 682-5505

KEY Project

47-200 Waihee Road
Kāne‘ohe, HI 96744

Hours: Mon – Fri, 9:00 am – 12:00 pm

Phone: (808) 239-5777

Kalihi YMCA

1335 Kalihi Street
Honolulu, HI 96819

Hours: Mon – Fri, 9:00 am – 11:00 am

Phone: (808) 848-2494



3. Prioritization Algorithm

- Prioritization Committee comprised of BHHSURG administrators
- Purpose is to ensure fair and systematic allocation rather than ad-hoc first-come first-served allocation
- Prioritization algorithm based on infection risk and vulnerability score to prioritize provider PPE requests

Prioritization Score

- Groups more than 10 people or congregate living arrangements
- Face-to-face
- Enclosed place 6-feet or less
- Face-to-face client-provider interactions of more than 15 minutes
- Human touch involved including vitals, injections, or administering medication, etc.
- Visit to households or transporting clients
- Visit to environment not disinfected on a daily basis

4. Inventory Check and Orders

- BHHSURG staff check inventory levels at Resilience Hubs
- Based on survey requests and prioritization rankings, orders are currently being developed.
- BHHSURG assigns orders to Resilience Hubs
- Currently developing statewide distribution strategy for HiEMA PPE and supplies

5. Supply Pick Up - Resilience Hubs

- Pick-ups at resilience hubs are by appointment only
- BHHSURG staff will notify provider (who requested supplies) by email if and when a supply order is ready for pick up at a Resilience Hub
- Provider confirms order and completes liability e-form
- Provider arranges with at Resilience Hub an appointment to pick-up supply package



Behavioral Health & Homelessness Statewide Unified Response Group

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