



# THE GOOD, THE BAD AND THE UGLY:

A logistics conversation on documentation, disposition and reimbursement

# Your conversation facilitators today:

#### Jessica Wilkinson

**DOH Medical Logistics Supervisor** 

WA DOH ORHS



#### **Patrick Plumb**

FEMA Management Analyst

WA DOH ORHS and OFS



#### What We Do



#### How We Do Our Work



# **Guiding Principles**

Ensure public safety

Create the healthiest next generation

Promote healthy living and healthy aging

Serve our customers and continue to improve

Be efficient, innovative and transparent

Develop and support our workforce

Evidence-based public health practice

Partnership

Transparency

Health equity

Seven generations



#### Vision



#### Strategy

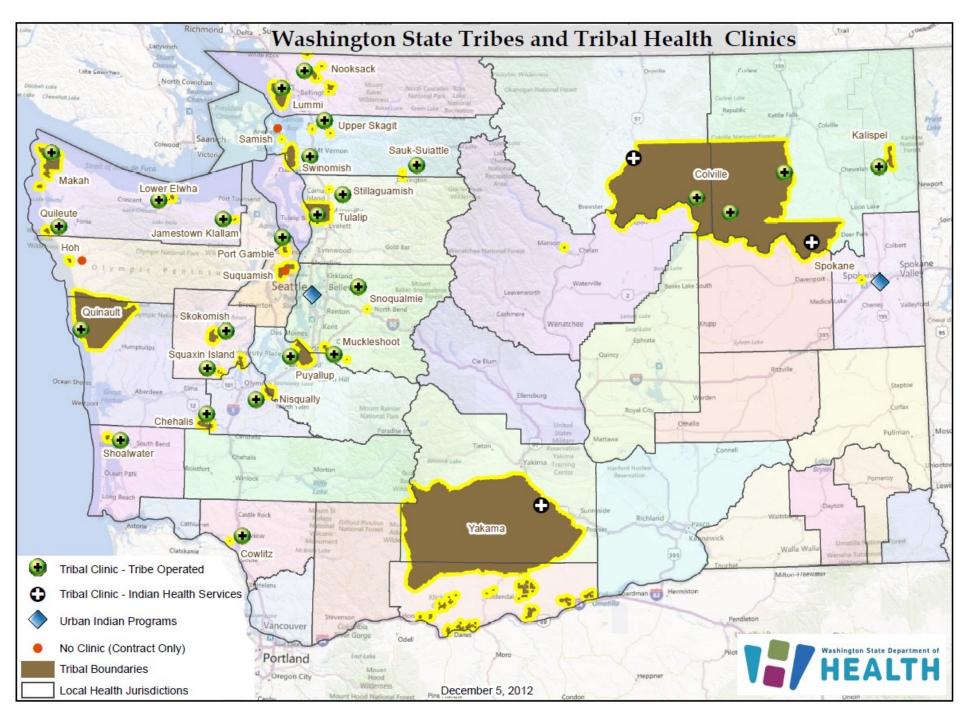


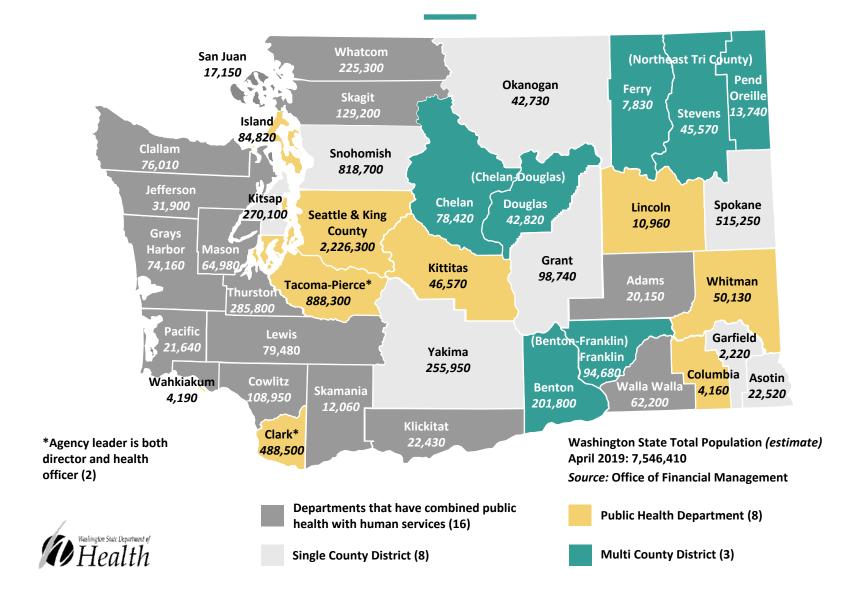
#### Mission

People in Washington enjoy longer and healthier lives because they live in healthy families and communities.

Through collaborations and partnerships, we will leverage the knowledge, relation-ships and resources necessary to influence the conditions that promote good health and safety for everyone.

The Department of Health works with others to protect and improve the health of all people in Washington.



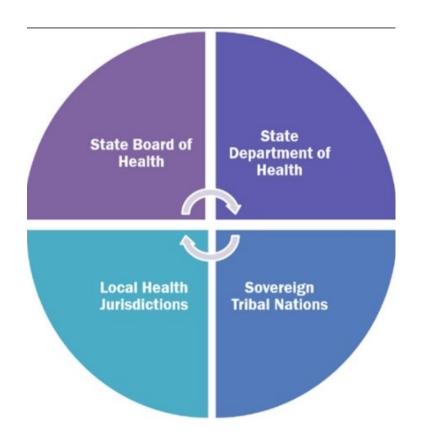


# Washington State Law

RCW 43.376.020

Government-to-government relationships—State agency duties.

(1) Make reasonable efforts to collaborate with Indian tribes in the development of policies, agreements, and program implementation that directly affect Indian tribes and develop a consultation process that is used by the agency for issues involving specific Indian tribes. Covered agencies, as defined in RCW 70A.02.010, subject to the requirements of chapter 70A.02 RCW, must offer consultation with Indian tribes on the actions specified in RCW 70A.02.100. State agencies described in RCW 70A.65.305 must offer consultation with Indian tribes on the actions specified in RCW 70A.65.305;



There are 29 federally-recognized sovereign tribal nations and two Urban Indian Health Organizations in Washington State. All tribes are part of Washington's governmental public health system.

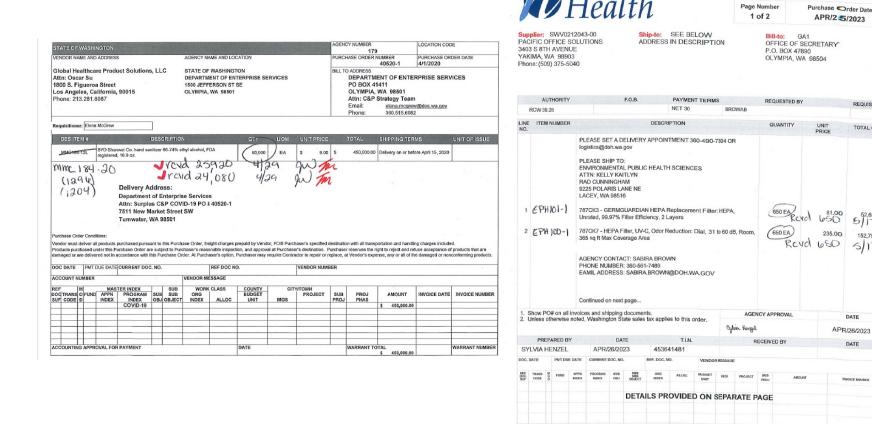
We acknowledge that Sovereign tribal nations define their own service population areas. They are committed to promoting and protecting the health and wellbeing of tribal members and all people residing within those defined areas.

WA DOH ORHS Medical Logistics Team (and the entire agency) upholds the words, spirit, and intent of the Centennial Accord and wants to honor our Government-to-Government relationship with our tribal partners to respond to incidents affecting public health by listening, communicating, and understanding mutual needs of all responses.

#### WA RESOURCE REQUEST FORM (ICS 213 RR)

	1. Missi	on Numbe	r & Incide	nt Name:	2. Requesting Agency:	3. Dat	3. Date & Time:(mm/dd/yy - 00		4. Requester Tracking Number:				
	5. Resource Requested								SHADED AREA TO BE FILLED BY LOGISTICS SECTION				
	a. Qty.	a. Qty. b. Kind C. Type d. Detailed item description and/or of task to be accomplished: (Vital							Needed Date & Time				
		(if known)	(if known)	characteris	tics, brand, specs, experience, size, e			e. Reque	sted	f. Estimated	g. Cost		
ır													
Requestor	6. Additional Personnel/Support Needed: (Driver/Fuel Etc.)								7. Duration needed:				
Re	8. Reque	ested Deli	very/Repo	orting Location	POC at Delivery/Rep	orting Loc	ation: (Nan	ne & Contact info	)				
	10. Suita	able Subs	titutes and	d/or Suggest	. Priority: 🗌 Life Savin	ing							
	12. a. Have all commercial resources been exhausted: • Yes No No 13. Requestor is willing to provide Funding: Yes No												
	b. Have all local resources been exhausted:  I Yes No If "No", explain:  Yes No If "No", explain:												
	14. Requ	uested by	Name/Pos	sition & phor	15. Request Auth	uthorized by:							
	16. EOC/ECC Logistics Tracking Number: 17. Name of Supplier/POC, Phone/Fax/Email:												
	18. Notes:												
Logistics													
Log	19. Approval Signature of Authorized Logistics Representative:								20. Date & Time: (mm/dd/yy - 00:00)				
	21. Order placed by (check box): ORD UNIT PROC UNIT OTHER												
	22. Elevate to State: 23. State Tracking #: 24. Mutual Ai								#:				
Finance	25. Reply/Comments from Finance:												
臣	26. Finance Section Signature:								27. Date & Time: (mm/dd/yy – 00:00)				
Orig	Original to: Documentation Unit Copies to: Logistics Section, originating ESF/agency, and Finance & Administration Section												

All resource requests from the WA DOH Medical Logistics Center start with a standard WA ICS 213 Resource Request Form.



PURCHASE OR DER

T156994 (e-mail)

Program Copy - Receiving Report

REQUISITION #

TOTAL COST

152,750.00

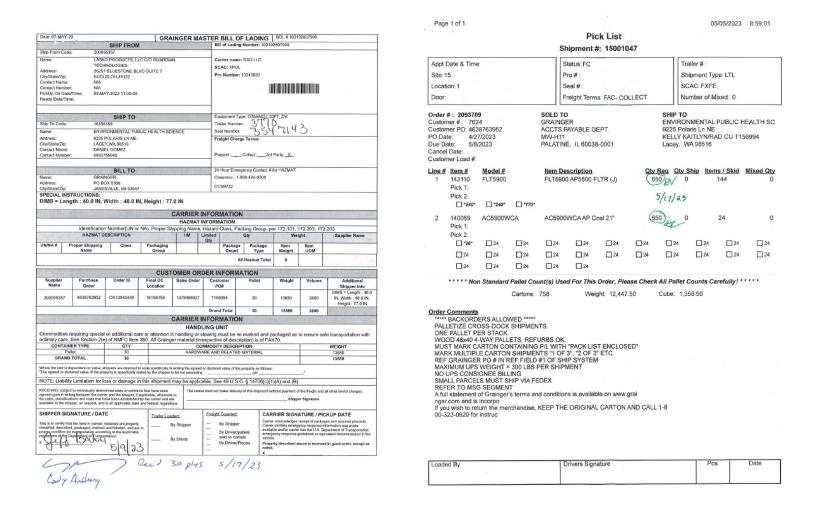
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Nashington State Department of

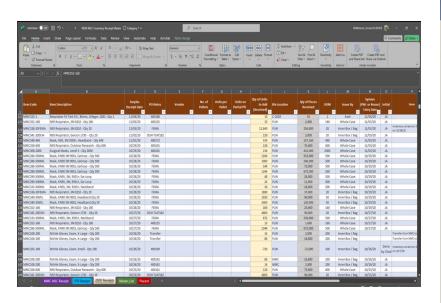
Real life examples of Packing Slips, Purchase Orders

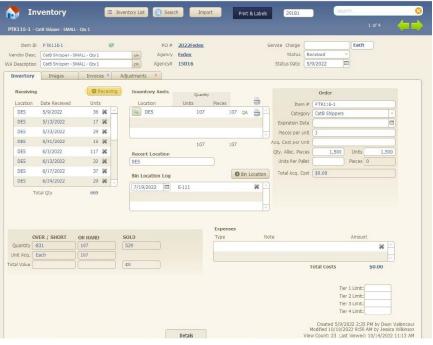
Vendor Copy

Accounting Copy



Bills of Lading and Pick lists. These are all key components of documentation kept at the WA DOH MLC.





WA DOH MLC Staff utilize custom built reports in Microsoft Excel, but also utilizes a Statewide tracking system called "ReUse" to have additional tracking, disposition, and live inventory for materials management.

ItemID	<b>▼</b> Category	▼ Origination ▼	Description	<b>▼</b> ItemUOM	▼ T	otal Units Availal 🔻	Total Pieces Available ▼ Expiration Date(s)
MMC105-100	Gloves (Nitrile)	Procurement	Nitrile Gloves, Exam, Small - Qty 100		100	16029	1,602,900 7/23, 8/23, 6/25
MMC107-100	Gloves (Nitrile)	Procurement	Nitrile Gloves, Exam, Large - Qty 100		100	44556	4,455,600 8/23, 11/23, 1/26, 2/26
MMC108-100	Gloves (Nitrile)	Procurement	Nitrile Gloves, Exam, X-Large - Qty 100		100	38246	3,824,600 8/23, 11/23
MMC109-100	Gowns (Level 1)	Procurement	Gowns, Disposable, One Size - Qty 100		100	23738	2,373,800 5/22
MMC112-28	Face Shield	Procurement	Faceshield - Qty 28		28	1509	42,252 N/A
MMC112-400	Face Shield	Procurement	Face shield - Qty 400		400	77	30,800 N/A
MMC128-50	Respirator Masks (KN95)	Procurement	Mask, KN95, BYD, Ear Loop		50	1212	60,600 N/A
MMC213-50	Surgical Masks	Procurement	Masks, Surgical Level 2 - Qty 50		50	164726	8,236,300 4/22, 5/22, 6/22
MMC227-900HHS	Cloth Masks	SNS	Facemasks, Cloth - Qty 900 - HHS		900	1856	1,670,400 N/A
MMC289-100	Gowns (Level 2)	Procurement	Gowns, Disposable, Isolation, One Size - Level 2- Qty 100		100	116504	11,650,400 4/22, 5/22, 6/22
MMC290-500MIL	Respirator Masks (KN95)	SNS	Mask, KN95, 3M, 9501+, Ear Loop		500	152	76,000 7/25
MMC308-2000	Surgical Masks	Procurement	Surgical Masks, Level 3 - Qty 2000		2000	7033	14,066,000 7/22, 8/22
MMC315-100	Gowns (Level 2)	Procurement	Gowns, Disposable, Isolation, Medium - Level 2 - Qty 100		100	1929	192,900 N/A
MMC319-20	Respirator Masks (N95)	Procurement	Mask, N95, BYD, Head Straps		20	520201	10,404,020 6/25, 7/25
MMC334-500MIL	Respirator Masks (KN95)	SNS	Mask, KN95 3M, 9502+ Headband		500	1472	736,000 05/25
MMC336-35	Respirator Masks (N95)	Procurement	N95 Respirator and Surgical Mask Level 3 Reg Size - Qty 35		35	9753	341,355 5/25
MMC341-20DOH	Respirator Masks (N95)	Procurement	N95 Respirator, Gerson 1730 - Qty 20		20	17067	341,340 N/A
MMC346-1000	Coverings	Procurement	Head Cap, Bouffant Style - Qty 1000		1000	216	216,000 9/22
MMC348-440	Respirator Masks (N95)	Procurement	Mask, N95, 3M 9205+, Headband - Qty 440		440	1025	451,000 8/25
MMC353-72FEMA	Gowns (Level 2)	SNS	Surgical Gown, Level 2, Medium - Qty 72		72	642	46,224 N/A
MMC354-72FEMA	Gowns (Level 2)	SNS	Surgical Gown, Level 2, Large - Qty 72		72	225	16,200 N/A
MMC361-192FEMA	Face Shield	SNS	Plastic Face Shield Kit		192	256	49,152 N/A
MMC362-500FEMA	Face Shield	SNS	Face Shield Replacement for 361-192FEMA		500	1140	570,000 N/A
WWC363-40	Gowns (Level 3)	Drocurement	Level 3 Sterile Surgical Gowns, Large		40	161/	E4 EE0 9/23

Acting in Unified Command-Area Command, WA DOH (ESF-8) worked with WA DES (ESF-7) during the COVID-19 response to keep track of all the intake and resource fulfillment at multiple warehouse sites.

07/24/2020 08:27:33	Yakima Yakama Nation	Yakama Nation	YN-012	WA- 20207201562	9	Personal I Equip		Incident Stabilization	State	Completed	d			ESF 7-Resource Mana Logistics Section	ngement	
06/26/2020 12:01:04	Yakima Yakama Nation	Yakama Nation	YN-010	WA- 20206231122	2	Personal I Equip		Incident Stabilization	State	Completed	d			ESF 7-Resource Mana Logistics Section	agement	
06/30/2020 13:05:19	Yakima Yakama Nation	Yakama Nation	YN-008	WA- 20206221835	2	Personal I Equip		Incident Stabilization	State	Completed	d			ESF 7-Resource Mana Logistics Section	gement	
06/26/2020 11:55:32	Yakima Yakama Nation	Yakama Nation	YN-008	WA- 20206221981	4	Personal I Equip		Incident Stabilization	State	Completed	d			ESF 7-Resource Mana Logistics Section		
12/15/2020 07:38:06	Yakima Yakama Nation	Yakama Nation	YNRQ-005 IN1738	WA- 20205241629	9	PPE Equip	ment #VTK	Incident Stabilization	State	Completed	i	Completed E: Completed E: Completed E: Completed E: Completed E:		ESF 7-Resource Management ESF 8-Health and Medical Services Logistics Section		
11/09/2020 16:20:31	Yakima Yakama Nation	Yakama Nation	YN-1855	WA- 20201022848	1	PPE Su	upplies	Incident Stabilization	State	Completed	d			ESF 7-Resource Mana Logistics Section	agement	
12/02/2020 16:38:31	11/09/2022 07:36:13	Spokane Spokane Tribe	Spokane Tribe of Indians	STOI-1B-001 WA- 202012216658	WA- 202012216658		BYD N9	5 Allocation	Incident Stabilization	State		Completed			Logistics Section ESF 7-Resource Management	
08/28/2020 17:51:48	11/08/2022 09:10:16	Spokane Spokane Tribe	SEOC Logistics	WA- 202082817632	WA- 202082817632		Cloth Fac	ial Coverings	Incident Stabilization	State		Completed			Logistics Section ESF 7-Resource Management	
08/05/2020 10:59:00	11/08/2022 08:06:45	Spokane Spokane Tribe	WA EMD	WA- 20208510126	WA- 20208510126		clot	h masks	Incident Stabilization	State		Completed			ESF 7-Resource Management Logistics Section	
04/16/2020 14:59:13	11/07/2022 09:49:08	Spokane Spokane Tribe	Spokane Tribe of Indians	STOI 004 WA- 202041614786	WA- 202041614786			ted PPE – Non- ier #1	Incident Stabilization	State		Completed		Completed	Logistics Section ESF 7-Resource Management ESF 7-Resource Management	
06/30/2020 06:58:38	11/08/2022 05:54:51	Spokane Spokane Tribe	SEOC	WA- 20206306899	WA- 20206306899		Therr	nometers	Incident Stabilization	State		Completed			Logistics Section ESF 7-Resource Management	

Unified Command-Area Command ESF-7 and ESF-8 were able to then fulfill requests through the WA EMD WebEOC system throughout the pandemic response based on live updated tracked stock on hand.

Item Description Manufature Model Pieces Per Unit	MMC213-50 Masks, Surgical Level 2 BYD Care Level 2 Qty 50	Surgical Mask	Item Description Manufature Model Pieces Per Unit	MMC336-35 N95 Respirator and Surgical Mask, Level 3 Reg Size Halyard 46727 Qty 35	Quantum (
Item Description Manufature Model Pieces Per Unit	MMC308-2000 Surgical Masks, Level 3 BYD Care Level 3 Qty 2,000	Vanora Asia Modella Salara Marak	Item Description Manufature Model Pieces Per Unit	MMC341-20DOH  N95 Respirator, Gerson 1730  Gerson  1730  Qty 20	Respirator Respirator
Item Description Manufature Model Pieces Per Unit Note	MMC319-20 Mask, N95, BYD, Head Straps BYD Care DE2322 Qty 20 One Size Fits All	195 mar	Item Description Manufature Model Pieces Per Unit Notes	MMC358-600 N95 Respirator, Outdoor Research Outdoor Research 283036 Qty 600 Flatfold	OR DUCKSON MARKET MARKE

Sometimes we had to create and use visual aids to ensure the type of masks described were what the responders actually needed. This is about ¼ of the list just for different types of masks that we had in stock. We called this the Resource Request Form, or for some of us in the SEOC, a cheat sheet!

fo: arch Corrections 15314 NE Dole Val Vacolt, WA 98675	lev Roau		DATE: May 2, 2022 PSA Order# <b>124663</b> EOC Order# <b>WA-2022521249</b>	Oak Harbor FREIGHT LINES  **Anging Franced Ward Stone You'  **Oak Harbor  Oak Harbor  Oak Harbor	SHPPER ID. NO. N	PRIO # WA-2022112912 NUMEER
Larry Miller 360-260-6300				STREET 1011 E Ainsworth St	Washington State Dept of I	lealth
lpmiller@doc1.wa.g	ov .			DESTRIATENCITY STATE 21F CCCE - RECORDS PASCO WA 93301 CONTECTINEO Sean Davis / Sdavis@co.franklin.wa.us BELINERIS CARRIER   RATE COLOT ENJMER	CHRISTICITY STATE Lacey WA CONTACTINFO Department of Health / jess	ZP CODE Jeografi 98516 sica.wilkinson@doh.wa.gov
PTK117-1 PTK124-1	Description  CatB Shipper - MEDIUM  Cold Bricks Ice Packs - Qty 1	Loc.	Units	THIRD PARTY BILLING X BILL TO: ADDRESS  DITY STATE ZIP PROMING: DONNINGT INFO	AZMAT EMER. TELEPHONE # FREIGHT CHARGES ARE PREPAID UNLESS MARKED COLLECT  COLLECT	on the consignor the consignor shall sign the following statement. The carrier shall not make delivery of this stigment what not make delivery of this stigment without payment of freight and all other benful changes.
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Where did it go? Who delivered it? How long did it take? Did someone verify the amount delivered? Did we lose any along the way?

## So who pays for all of this?

-- Is there an active emergency declaration in place?

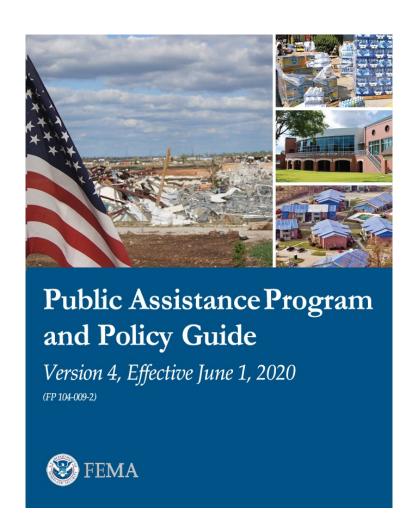
With COVID-19, Governor Jay Inslee declared an emergency (Proclamation 20-05), activated the WA Comprehensive Emergency Management Plan, ordered all State Agencies to do everything reasonably necessary to respond to the disaster, and activated the State Emergency Operation Center and acknowledged WA DOH Incident Management Team as lead entity in the public health response. He also waived procurement laws to enable emergency purchasing, contracting, and distribution of life saving supplies.

--Who's jurisdictional responsibility and authority is it to incur costs?

The WA Secretary of Health or their designee can order WA DOH to follow the ESF-8 plans when they deem it necessary to protect public health.

#### FEMA Public Assistance

- --Each State has a Recipient designated with a FEMA/State agreement.
- --Federally recognized Tribes can have the exact same Government-To-Government relationship with FEMA as a standalone entity
- --Each State Recipient designated by FEMA Public Assistance can assist Tribal partners in any way they determine is in their best interest.



# WA DOH and WA State Public Assistance Program

WA DOH has a great working relationship with our Recipient for the State of Washington.

We have been working through the closeout process with them as a subrecipient on our FEMA projects since September 2020.

We use the documentation that the WA DOH MLC staff has compiled, processed, scanned, and maintained to substantiate costs incurred in responding to COVID-19. Before reimbursing for costs, FEMA evaluates cost eligibility based on this chart:

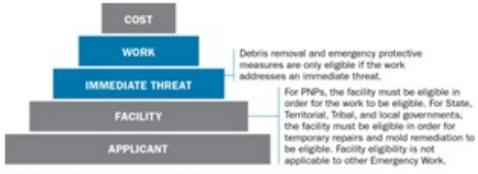


Figure 10. Emergency Work Eligibility

# Cost Eligibility continued....

WA DOH has incurred approximately \$1.2 billion dollars of cost to respond to the COVID-19 pandemic. We have worked with WA State Public Assistance and FEMA so far to:

- --Submit 14 separate FEMA projects
- --Have FEMA obligate 10 projects at various stages of cost validation
- --Go through 3 different Validate As You Go Audits on projects for overall response from January 2020 to June 2020 (our first project period), our first Mass Vaccination Project, and our overall response from July 2020 to June 2021 (our second project period).
- --Currently working on substantiating donated resources, disposition and disposal of expired supplies, and overall management costs

### A few lessons learned:

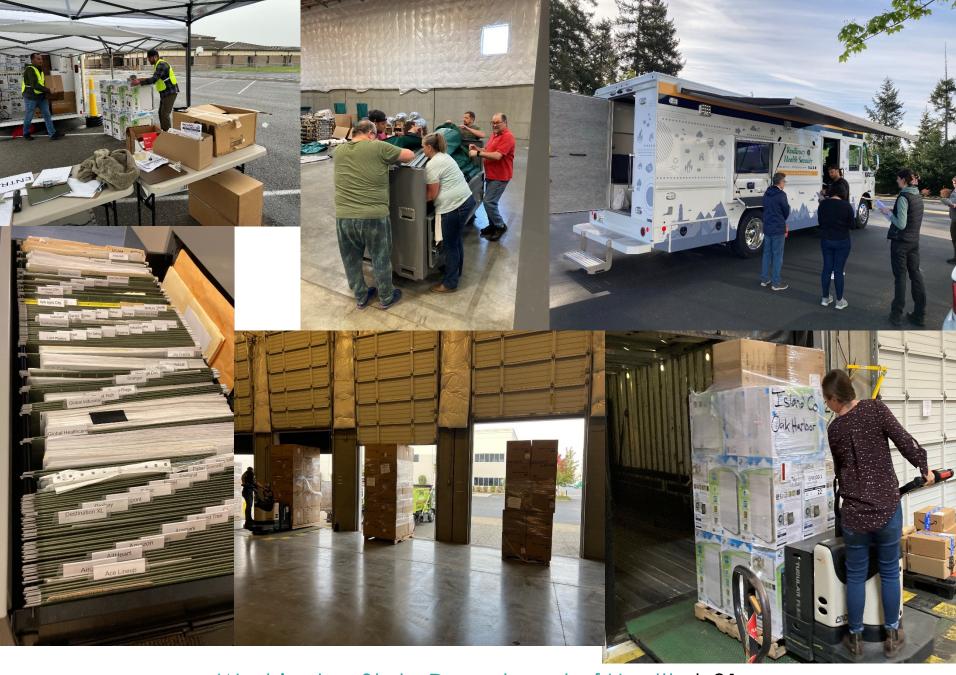
It might seem daunting and impossible, but by communicating and relying on other response partners, tracking documentation and your costs and expenditures, you too can have success at getting FEMA cost reimbursement.

We really have relied on utilizing ICS forms like 213RRs, 214s, and Incident Action Plans.

Establishing a finance expenditure code is super helpful to keep your costs trackable for FEMA.

Taking the FEMA Procurement Under Emergency Circumstances courses comes in handy a lot to justify your emergency procurements.

Having pre-positioned mutual aid contracts helps with FEMA reimbursement.



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# Final Thoughts and Questions

We want to help share our experiences with you. Feel free to reach out here at the conference and let us listen to how we can help you.

We also know it is now lunchtime and that is super important, so if you need to get to that now, feel free!

However, if you have questions you would like to ask now, we are able to take them now, or give you further information on anything you would like to discuss here in this forum.



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.