

Stanislaus County Resource Request Procedure

In order to process resource request for your facility you will need to complete these two documents to submit to the Medical Health Operational Area Coordinator (MHOAC). This is the process for medical health mutual aid in the State of CA. Please read all the directions before filling out the form

Documentation directions

- ICS 213 focus on sections 1,2,4,5,6,7, and 8.
- COVID-19 questionnaire focus on date, facility, Type of PPE in the shaded fields. All questions in white fields. One questionnaire for each line item requested.

Required fields 213:

Section1: COVID19 Response.

Section2: Date Submitted.

Section 4: Qty please indicate ea. (each). If no quantity or “any” is listed, it will be returned.

Section 4: Kind-mask, gown, etc.

Section 4: Detailed description, P/N is fine with the understanding we may have no choice, but it helps when there are options.

Section 5: facility name, address, POC and phone number of the delivery location to coordinate with logistics for delivery.

Section 6: Please add to every order “Expired resources are acceptable as are substitutes”, a State request.

Section 7: Name of individual submitting the request and position title.

Section 8: Priority of the request.

Any missing or incorrect fields will be returned to requestor for correction. This will delay the order.

They will then be reviewed; all documentation must be provided or the request will not be processed pending complete documentation. Once reviewed the order will be forwarded to Logistics for allocation and fulfillment. Based on scarcity of resources there is no guaranty of 100% fulfillment. Once an order is shipped it is considered complete; there are no backorders at this time. Hand sanitizer is considered a medical/health resource.

When completed please submit to: MHOAC@stanoes.com

cc request to: EOCLogistics@stanoes.com

As I'm sure you are aware PPE and supplies are scarce. The process is to try to fill locally and if unable to fill, push the request to the Region and then to State and finally to Feds. Lead times can be up to 2 weeks if the order must go to the State as an example.

Logistics will contact the point of contact (POC) from the 213 at the phone number listed to arrange delivery.

Priority of Requests:

- “Emergent” requests should only be used for situations when a requestor will have to stop or severely limit services if the resource is not fulfilled within 12 hours.
- “Sustainment” requests are, in general, not being filled unless there is substantial evidence that the requestor is unable to obtain the resource via other means and ultimately leading to an immediate need.
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PPE resource requests should include the following information:

*****PLEASE PROVIDE THIS INFORMATION IN THE BODY OF YOUR EMAIL*****

- How long are requested quantities expected to last?
- How will the PPE be used (clinical care, support services, etc.)?
- How many persons is the PPE for?
- What is the current burn rate for the PPE you are requesting?
- How much of the requested PPE do you currently have on-hand?
- What actions has your organization taken to procure the requested PPE on its own?
 - **Requestor MUST PROVIDE PROOF of inability to order from AT LEAST 2 vendors.**

The following are generally NOT appropriate justifications, by themselves, for elevating a resource request:

- Cost of PPE
 - Suspected price gouging should be reported to state and federal authorities
- Backorder or allocations from usual vendors
 - Unexpected delays from normal distributors may result in an immediate need that needs to be addressed
 - Providers experiencing backorders and allocations from normal vendors are expected to search for new vendors that can meet their needs to sustain their operations
 - Vetted suppliers of PPE are listed at:
 - <https://www.safelymakingca.org/>
 - <https://www.projectn95.org/>
 - Numerous other new vendors of PPE can easily be found by searching the internet
- Product preference
 - Providers are expected to use alternate product styles that are available from commercial vendors

- If requesting resources from the region and state, the provider should be prepared to accept alternate styles than their normal preferred product

If no alternates are appropriate, the requestor should provide clinical or regulatory reasons why they are unable to use alternates