

FLORIDA DEPARTMENT OF HEALTH



GUIDELINES FOR SPECIAL NEEDS SHELTERS



DECEMBER 2016 EDITION

GUIDELINES FOR SPECIAL NEEDS SHELTERS

3.010

(1) The words and phrases listed below are defined in the following manner:

(a) A “person with special needs” means someone, who during periods of evacuation or emergency, requires sheltering assistance, due to physical impairment, mental impairment, cognitive impairment, or sensory disabilities.

(b) “Backup generator power” means a system to provide electricity during a power failure sufficient to support life sustaining equipment for the anticipated demand upon the Special Needs Shelter.

(c) “Basic first aid” means emergency treatment administered to an injured or sick person before professional medical care is available.

(d) “Caregiver” means an individual who is familiar with the unique medical and other daily care requirements of the person with special needs, is able to provide the care necessary to maintain the health of the person with special needs and has been identified by the person with special needs to be his or her caregiver.

(e) “Emergency” is defined in Section 252.34(3), Florida Statutes.

(f) “Evacuation” means any mandatory or voluntary order to vacate homes or businesses under Chapter 252, Florida Statutes.

(g) “General Population Shelters” means shelters activated during a sheltering event not dedicated to persons with special needs.

(h) “Pre-event” means before the sheltering event.

(i) “Sheltering Event” means any event in which shelters are activated under Chapter 252, Florida Statutes.

(j) “Special needs shelters” means locations that are, in whole or in part, designated under Chapter 252, Florida Statutes, to provide shelter and services to persons with special needs who have no other option for sheltering. These shelters are designated to have back-up generator power. Special needs shelter services are to minimize deterioration of pre-event levels of health.

3.020

(1) A person shall be eligible for access to a special needs shelter if:

(a) They are a person with special needs;

(b) Their care needs exceed basic first aid provided at General Population Shelters; and

(c) Their impairments or disabilities:

1. Are medically stable; and

2. Do not exceed the capacity, staffing and equipment of the special need shelter to minimize deterioration of their pre-event level of health.

(2) Special needs shelter may choose to accept persons with care needs that exceed the criteria stated in subsection (1).

(3) Determination as to the capacity (either in skills or assets) of the special needs shelter is made by the local emergency management agency and the county health department or their designees.

3.030

(1) Each special needs shelter should be staffed at a minimum with one registered nurse or advanced registered nurse practitioner on every shift during the sheltering event.

(2) The special needs shelter may be additionally staffed with one or more licensed medical practitioners per 20 persons with special needs per shift during the sheltering event.

(3) The special needs shelter may be additionally staffed with one or more persons not falling under paragraph (a) or (b) per 20 persons with special needs per shift during the sheltering event.

(4) Staffing levels may require adjustment as the sheltering event progresses, the overall health status of persons with special needs changes, or the availability of caregivers and other volunteers changes.

3.040

(1) Special needs shelter supplies and equipment are the items necessary to provide services in a special needs shelter during an evacuation or emergency to minimize deterioration of the person's pre-event levels of health.

(2) The person with special needs or his or her home medical equipment provider will be required to ensure all life sustaining or life supporting equipment is available for that person at the special needs shelter in accordance with Sections 400.925(13) and 400.934(20)(a)1., Florida Statutes.

3.050

(1) Those required by Section 252.355(1), Florida Statutes, to register a person with special needs for access to the special needs shelter shall gather the following information on the person with special needs:

(a) Full name.

(b) Phone number and street address including the city and zip code.

(c) Height and weight.

(d) Primary language.

(e) Emergency contact information for a local and non-local emergency point of contact including the name, relationship, and phone number.

(f) Residence type and living situation, whether alone or with a relative or caregiver.

(g) Any type of medical dependence on electricity, such as oxygen concentrator, nebulizer, feeding pump, continuous positive airway pressure equipment, suction equipment, or medication requiring refrigeration.

(h) Any type of medical dependence on oxygen, including the type, rate, and mode of administration.

(i) Any assistance required with medications.

(j) Any cognitive impairment, mental health problems, psychiatric, or personality disorder such as Alzheimer's disease, dementia, obsessive compulsive disorder, autism, conduct disorder, anxiety, or depression.

(k) Any sensory loss or impairment and any related assistive device.

(l) Any mobility impairment and any related assistive device.

(m) Any use of a trained service animal.

(n) Any type of incontinence.

(o) Any dependence on dialysis.

(p) Name and contact information for any other medical support providers, such as home health agency, hospice, nurse registry, home medical equipment provider, and dialysis center.

(q) A list of all medical conditions.

(r) A list of all medications.

(s) Any transportation needs.

(2) The registry application information collected under subsection (1) shall be provided at least annually by the local emergency management agency to the agency with the responsibility for the management of care in the special needs shelter.

(3) The county health department or the agency with the responsibility for the management of care in the special needs shelter shall review the registry application information to determine if the applicant is appropriate to place in the special needs shelter during an evacuation or emergency. The county emergency management agency will be notified of the determination.

(4) The application information of all persons with special needs who are on the county emergency management agency's special needs shelter list shall be provided to the county health department or the agency with the responsibility for the management of care in the special needs shelter immediately prior to a sheltering event.

(5) Persons with special needs who are unregistered, but who arrive at the special needs shelter during a sheltering event, will be assessed at the activated special needs shelter point of intake, and assessed for appropriate shelter placement in accordance with section 3.020 above.

3.060

(1) The caregiver of a person with special needs who is eligible for admission to a special needs shelter, and all persons for whom he or she is the caregiver, shall be allowed to shelter together in the special needs shelter.

(2) A person with special needs, who is also responsible for the care of individuals without special needs, shall be allowed to shelter in the special needs shelter with the persons for whom he or she is the caregiver.

3.070

The local emergency management agency shall be the lead agency in the coordination of integrated and comprehensive special needs shelter planning in cooperation with the county health department. The county health department will seek to include the participation of, Children's Medical Services, hospitals, nursing homes, assisted living facilities, home health agencies, hospice providers, nurse registries, home medical equipment providers, oxygen providers, dialysis centers, and other health and medical emergency preparedness stakeholders in the pre-event planning activities to enhance the safety and well-being of persons with special needs before, during, and after a disaster.

3.080

(1) Health care practitioners shall make reimbursement requests for services rendered under Section 381.0303(4)(a)1., Florida Statutes, consistent with Section 381.0303(4)(b), Florida Statutes, using the DOH form DH 1989 (01/17 edition), "Vendor Invoice for Special Needs Health Care Practitioner" (*see* Rule 64-3.015).

(2) Vendors shall make reimbursement requests for services rendered under Section 381.0303(4)(a)2., F.S., consistent with Section 381.0303(4)(b), F.S., using DOH form DH 1990 (01/17 edition), "Vendor Invoice for Services Rendered to Special Needs Clients Placed by the Multiagency Special Needs Shelter Discharge Planning Team" (*see* Rule 64-3.015). Vendor reimbursement for nursing homes and hospitals shall be at the Medicaid rate in effect as referenced in Rules 59G-6.010 and 59G-6.020, F.A.C. Vendors not subject to Medicaid rate reimbursement shall receive the rate for services not exceeding the billed amount the facility received 30 or more days prior to the date of request for placement.