

EMERGENCY PREPAREDNESS COOPERATIVE AGREEMENT

Between Partnership HealthPlan of California (MCP) and Lake County Public Health

1. Purpose

The purpose of this agreement is to establish a framework for mutual cooperation, coordination, and communication between Partnership and the Partner Agency in preparation for and response to declared or undeclared emergencies, disasters, or public health crises, including but not limited to earthquakes, tsunamis, fires, floods, pandemics, power outages, and other events that disrupt normal operations.

*For Partnership's Emergency Preparedness and Response Plan please see the version posted to our public website.

- [Partnership Emergency Preparedness and Response Plan](#)

2. Roles & Responsibilities

2.1 Partnership Responsibilities

Partnership may:

- May perform member outreach via phone, text or public postings as appropriate. [\[dhcs.ca.gov\]](https://dhcs.ca.gov)
- Implement Department of Health Care Services ("DHCS") authorized administrative flexibilities (e.g., simplified enrollment/renewal, temporary documentation waivers, continuity of services when displaced). [\[dhcs.ca.gov\]](https://dhcs.ca.gov)
- Coordinate communication with members and partners regarding access to services, referrals, or resources, (e.g., transportation support, emergency pharmacy dispensing).
- Provide timely updates to the partner agency regarding Partnership's operational status, member trends, and challenges.
- Update internal protocols based on DHCS memoranda or changes in Partnership's contract requirements.
- May participate in emergency coordination meetings relevant to Partnership's operations (e.g., OES or other applicable planning meetings as requested).
- Ensure designated Partnership leadership/liaisons maintain an open line of communication with partner agency leads, consistent with DHCS expectations. [\[dhcs.ca.gov\]](https://dhcs.ca.gov)

2.2 Partner Agency Responsibilities

Lake County Public Health may:

EMERGENCY PREPAREDNESS COOPERATIVE AGREEMENT

Between Partnership HealthPlan of California (MCP) and Lake County Public Health

- Provide situational awareness and official guidance relevant to Partnership operations during emergencies.
- Share public health orders, emergency directives, and community alerts that may impact member communication or processes.
- Coordinate with the Partnership on messaging and resource distribution to avoid conflicting information.
- May include Partnership representatives in planning meetings, briefings, or coordination calls as appropriate.
- Notify Partnership of emerging needs or populations requiring enhanced administrative outreach.

2.3 Shared Responsibilities

Both parties may:

- Participate in relevant planning, trainings, or exercises to maintain readiness.
- Share non-PHI administrative data, on an as-needed basis, that may be necessary for coordination (e.g., impacted ZIP codes, service disruptions)
- Participate in after-action reviews to evaluate operational effectiveness and update collaboration processes accordingly.
- Review DHCS directives and emergency flexibilities relevant to Partnership operations
- Maintain readiness to implement emergency enrollment, renewal, and member support flexibilities (e.g., those used during wildfire events). dhcs.ca.gov

3. Communication, Information Sharing, Data Management & Privacy

- Each party will maintain and share a point of contact(s) with roles and contact information. See Appendix A
- Information sharing will focus on administrative, non-clinical operational needs.
- Approved channels may include:
 - Email distribution lists
 - Emergency Operations Centers (EOC) coordination platforms (if applicable)
 - Situation reports
 - Scheduled briefings during the event



EMERGENCY PREPAREDNESS COOPERATIVE AGREEMENT

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- Data sharing will remain related to coordination and transparency while also adhering to the principles of data integrity.
- Only administrative data necessary for coordination will be shared.
- All shared information must comply with federal and state privacy laws.
- Partnership will ensure that any member specific support is handled through secure channels consistent with contract and regulatory requirements.

4. Signatures

Partnership HealthPlan of California

Name: _____

Title: _____

Date: _____

Lake County Public Health

Name: _____

Title: _____

Date: _____



EMERGENCY PREPAREDNESS COOPERATIVE AGREEMENT

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Appendix A — CONTACT LIST

Name	Title	Cell/SMS	Email	Site
Leigha Andrews	Regional Director	225-337-7848	landrews@partnershiphp.org	Santa Rosa
Tim Sharp	Regional Director	530-262-2418	tsharp@partnershiphp.org	Redding
Vicky Klakken	Regional Director	707-815-6132	vklaeken@partnershiphp.org	Eureka
Rebecca Stark	Regional Director	530-300-5524	rstark@partnershiphp.org	Chico
Jill Blake	Regional Director	530-768-0524	jblake@partnershiphp.org	Auburn
Kathryn Powers	Director of Regional Operations	707-815-6234	kpower@partnershiphp.org	Fairfield
Community Disaster Response			CDR@partnershiphp.org	

