



Division of the Civilian Volunteer Medical Reserve Corps

Engaging volunteers to strengthen public health, emergency response, and community resiliency

Overview of the New Unit Activity Reporting Module



Announcements

Introduction and announcements:

- All lines will be on mute.
- Please use the Chat with presenter option on the left hand side of your screen to ask questions. Answers will be shared later in the call.
- Follow the conversation live on Twitter using #MRCActRpt. We will share notes from presenters as well as take and answer question right along with the ReadyTalk session.
- If you experience technical difficulties with Ready Talk, exit and re-enter the meeting.



Purpose of the Webinar

- Overview of the Unit Activity Reporting Project
- Review of Changes to the Reporting Module
- Upcoming – What to Expect for Unit Activity Reporting in the Future



Why is Reporting Activities Important?



- Demonstrates the value of the MRC at the local, state, and national levels
- Documents the work being done by the MRC on a regular basis
- Strengthens the MRC network
- Justifies the MRC budget



The MRC network is fantastic at reporting unit activities!



Why was the module revised?



Goals of the Project

Two Primary Goals:

Easier & More
User-Friendly



Even More
Reported
Activities

Generate Data
from Reports



Valuable Data
to Showcase
the Network

Outcome



Unit Activity Reporting Work Group

- **Local Representatives:**
 - Jean Roma: Cape Cod MRC
 - Taylor Radtke: W Nevada MRC
- **State Representatives:**
 - Jennifer Freeland: Virginia MRC
 - Rick Miller: Florida MRC
- **Regional Representatives:**
 - Jeannette Tandez: Region V West
 - Sonia Jordan: Region VII
- **DCVMRC Representatives:**
 - CAPT Paul Reed
 - LCDR Skip Payne
 - LT Katie Hager
 - Grace Middleton

Thank you to the workgroup for all of your help with the project!



DEVELOPMENT

How was the new module developed?



Review of Current Data

- Collected & analyzed previously reported activities



Asked....

- What makes sense?
- What needs to be revised?
- What needs to be added?
- What needs to be removed?



Input from ASPR

(Assistant Secretary for Preparedness & Response)

How can our data be valuable to you?



- **Tracking of emergency response activities**
- **Economic impact of activities**



Input from YOU!

- Members of Unit Activity Reporting Work Group
- Every piece of the module was reviewed by the work group
- Work group able to test the module





CHANGES TO THE MODULE

What to expect with the new reporting module



Accessing the Reporting Module

- New Module is in the same location:
 - Log into the MRC website
<https://www.medicalreservecorps.gov/Account/Login.aspx>
 - Click on “Add/Edit Unit Activity”

The screenshot shows a user interface with a navigation bar at the top containing tabs for 'My Info', 'Unit', 'Reports', and 'Report Issues'. Below the navigation bar, the user is greeted with 'Welcome UC USER' and 'You are logged in as MRC Coordinator'. A list of menu items is displayed, with 'Add/Edit Unit Activity' circled in red. Other menu items include 'Factors for Success Achievement System', 'Update Account', 'Logo Request / New Use', and 'Logout'.



Accessing the Reporting Module (cont'd)

- Can also access through your unit profile
 - Click on the “Unit” tab and then on your unit name

Unit Volunteers (129) Total

Unit Activities

(Future and 3 most recent displayed)

[Add/Edit Activity](#)

2/25/2013 - 2/25/2013

Activity Name	Foot Clinic - Registration and Assistance
Impact	Disease Detection
Activity Focus	Public Health
Activity Type	Disease Detection/Health Screening
# of MRC Participants	1
Approximate # of community members served	15

2/12/2013 - 2/12/2013

2/6/2013 - 2/6/2013



Add an Activity

Type	Start Date	Activity	End Date	Action
<input type="text" value="Draft"/>	04/23/2014	test DCVMRC emergency Response	04/23/2014	
<input type="text" value="Draft"/>	04/14/2014	MRC volunteers provided medical screening, non-medical services and connected the homeless to community health centers/access to care	04/14/2019	
<input type="text" value="Draft"/>	04/01/2014	MRC volunteers provided medical screening, non-medical services and connected the homeless to community health centers.	04/04/2014	
<input type="text" value="Draft"/>	03/20/2014	Choke Saver Training for Restaurant Employees	03/20/2014	
<input type="text" value="Draft"/>	03/20/2014	Anchorage MRC vaccinates 150 people over the weekend.	03/22/2014	
<input type="text" value="New"/>	07/07/2014	Tahiti Homeless Connect	07/11/2014	
<input type="text" value="New"/>	06/19/2014	First Aid at bike race	06/27/2014	
<input type="text" value="New"/>	06/19/2014	train the trainer - ASL	06/26/2014	
<input type="text" value="New"/>	06/12/2014	PFA Training	06/12/2014	
<input type="text" value="New"/>	06/12/2014	Test Incident	07/03/2014	



Sort by Type


Draft
New
Old
Draft

Draft Activities

Edit

Delete

New (Submitted) Activities



Notable Changes

1. Module divided into emergency & non-emergency activities
2. Report builder design
3. Robust economic calculator
4. Summary report
5. Enhanced guidance



Module Split

Emergency Response Incidents

VS.

Non-Emergency/Public Health Events

Sample Medical Reserve Corp Unit

Create New Activity

* Was this activity an Emergency Response Incident or a Non-Emergency / Public Health Event? ⓘ

Emergency Response Incident

Non-Emergency/Public Health Event

(Please note that activation for Emergency Response does not include training or exercise or activating volunteers for non-emergency events, such as a planned first aid station.)

* denotes required field.

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Emergency Response Incident - Highlights

- Only emergency response activations fall under Emergency Response Incidents.
- Will collect data unique to emergency response.
 - For example:
 - Mission support
 - Requesting entity
 - After Action Report (AAR)



Emergency Response Highlights

- One popular feature: “Rate your Response”

Emergency Response Reporting Subjective Evaluations ⓘ

The following are questions regarding the MRC unit's experience in the incident. The answers are subjective, so answer them to the best of your ability.

* To what extent was the Incident Command System (ICS) appropriately used to respond to the incident?

1 (ICS Not Used) 5 (ICS Appropriately Used)

* Please rate the timeliness of the response.

1 (Not Timely) 5 (Very Timely)

* Please rate the quality of the response.

1 (Very Poor) 5 (Excellent)

* To what extent were MRC members adequately trained for their roles for this response?

1 (Not Trained) 5 (Well Trained)



Non-Emergency/Public Health Event - Highlights

- Majority of the time, you will use the Non-Emergency/Public Health Event side of the module
- This side is shorter and concise to encourage your reporting



Q. How will I know on which side to report my activity?

- A. Only activations for Emergency Response Incidents will be reported on the Emergency Response side.



Reporting Examples

Sample Activity	Module Side
Volunteers work a First Aid Station	Non-Emergency/ Public Health Event
Volunteers attend an ICS training	Non-Emergency/Public Health Event
Distribution of community preparedness materials	Non-Emergency/Public Health Event
Volunteers worked in a shelter following a flood	Emergency Response Incident
Public health emergency (i.e. H1N1)	Emergency Response Incident
Volunteers assisted first responders with Search & Rescue incident	Emergency Response Incident



Report Builder Design

- The new module is in report builder format
 - Answer one question at a time as you ‘build’ your report for submission
 - You will have a chance to review your report in summary format before submitting it



Report Builder Highlights

- Sample report prior to submission
 - Can edit (by using “Previous” button) or print at this point

Print

Non-Emergency Response/Public Health Event [Create New Activity](#)

Name : First Aid Station at Community Walk

Start Date : June 24 2014

End Date : June 24 2014

Supported Events : Supported Non-Emergency Community Events

Impact Statement : Ten MRC volunteers worked a First Aid Station at a 5K community run/walk. Volunteers handed out water, bandaids, and provided other basic services. One participant suffered from heat exhaustion and needed treatment. Additionally, volunteers distributed emergency preparedness information to attendees.

Total Number of MRC Participants : 10

Total Number of Volunteer Hours : 4

Economic Value : \$ 73.28

* denotes required field

Prev Submit



Robust Economic Calculator

- Unit leaders will have access to a built-in calculator to track economic impact of volunteer hours by profession.

Volunteer Deployment Information ?

Click the calculator icon below and to right of help text to use the Economic Value Calculator to automatically populate these values.

* Total Number of Volunteers ?	<input type="text" value="0"/>
* Total Number of Volunteer Hours ?	<input type="text" value="0"/>
* Economic Value of Volunteer Service ?	<input type="text" value="0"/>

? denotes required field.

[Prev](#) [Next](#)



Calculator Highlights

Job Title	MRC Volunteers	Total Hours Served	Subtotal	Hourly Rate	Hourly Benefit
Acupuncturist	0	0	\$0.00	\$34.96	\$4.20
Chaplain/Clergy	0	0	\$0.00	\$23.02	\$2.54
Clinical Social Worker	0	0	\$0.00	\$24.74	\$2.88
Dentists	0	0	\$0.00	\$80.25	\$8.38
EMS Professional	0	0	\$0.00	\$16.53	\$1.79
Licensed Practical Nurse/Licensed Vocational Nurse	0	0	\$0.00	\$20.39	\$2.40
Mental Health Counselor/Therapist	0	0	\$0.00	\$20.81	\$2.31
Non-Public Health/Non-Medical	0	0	\$0.00	\$22.14	\$1.79
Nurse Practitioner	0	0	\$0.00	\$43.97	\$5.19
Other Public Health/Medical	0	0	\$0.00	\$27.86	\$2.66
Pharmacist	0	0	\$0.00	\$55.27	\$6.73
Physician	0	0	\$0.00	\$86.95	\$9.92
Physician Assistant	0	0	\$0.00	\$44.45	\$5.25
Psychiatrist	0	0	\$0.00	\$85.35	\$10.00
Psychologist	0	0	\$0.00	\$35.45	\$5.19
Registered Nurse	0	0	\$0.00	\$32.66	\$3.78
Respiratory Therapist	0	0	\$0.00	\$27.50	\$3.22
Veterinarian	0	0	\$0.00	\$44.83	\$4.87
Veterinarian Technician	0	0	\$0.00	\$15.13	\$1.75
Total:	0	0	\$0		

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Calculator Highlights (cont'd)

- Non-Public Health/Non-Medical and Other Public Health Medical Category

Non-Public Health/Non-Medical	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0.00	\$22.14	\$1.79
Nurse Practitioner	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0.00	\$43.97	\$5.19
Other Public Health/Medical	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0.00	\$27.86	\$2.66

- Automatic Calculation for Totals

Respiratory Therapist	<input type="text" value="2"/>	<input type="text" value="1"/>	\$30.72	\$27.50	\$3.22
Veterinarian	<input type="text" value="1"/>	<input type="text" value="4"/>	\$198.80	\$44.83	\$4.87
Veterinarian Technician	<input type="text" value="1"/>	<input type="text" value="4"/>	\$67.52	\$15.13	\$1.75
Total:	4	9	\$297.04		

- Ability to Edit Economic Data

Psychologist	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0.00	\$35.45	\$5.19
				<input type="text" value="32.17"/>	<input type="text" value="4.12"/>



Calculator Highlights (cont'd)

- Data will be populated on the report

Emergency Response Create New Activity

Volunteer Deployment Information ⓘ

Click the calculator icon below and to right of help text to use the Economic Value Calculator to automatically populate these values.



* Total Number of Volunteers ⓘ	<input type="text" value="4"/>
* Total Number of Volunteer Hours ⓘ	<input type="text" value="10"/>
* Economic Value of Volunteer Service ⓘ	<input type="text" value="391.6"/>

* denotes required field.



Summary Report

- Ability to run a unit activities summary report
 - Provide to Administrators, Advisory Board, Commissioners, Volunteers, etc.
 - Supports Factor for Success 12.3!

12.3 Report Unit Activities to Housing/Sponsoring Organization and Stakeholders

Expectation: MRC unit should provide a summary report of activities to housing/sponsoring organization and stakeholders.

Rationale: An MRC unit participates in a variety of unit development, training, preparedness, public health and response-related activities that positively impact its community. The return on investment, value added and direct impact of the MRC is demonstrated in the summary report and analysis of the activities conducted.

Performance Measure/Scoring:

Points	Measurements
2	Quarterly report of activities provided
1	Annual report of activities provided
0	No report of activities provided No report of activities provided



Summary Report Highlights

- A summary report of unit activities for unit leaders
- Can be exported, saved, & printed
- Can select a specific date range
- Can be modified once it's exported





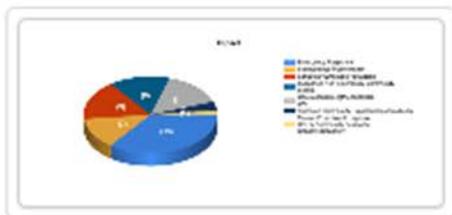
Summary Report Sample

Parameters / Filters

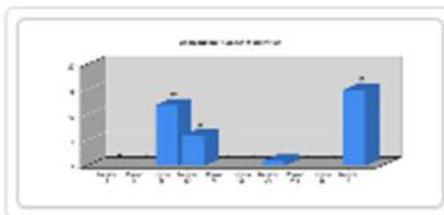
* Activity Date Range :

From

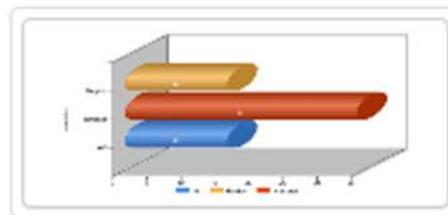
To



Impact Chart



Comparison Chart



Contribution Chart

Submit

Clear

Report: Please choose the start date, end date and other filters for the report. Check/UnCheck the charts you want on the report

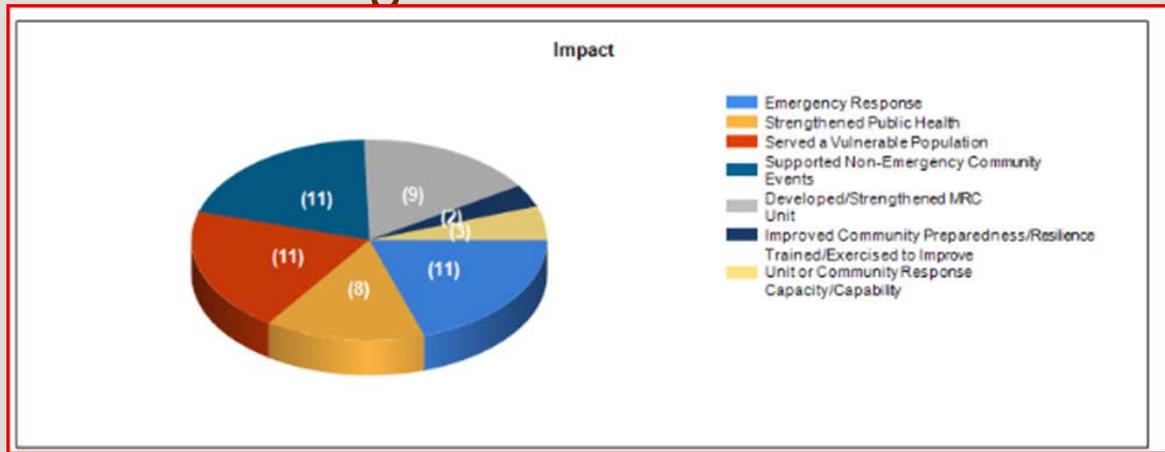


Summary Report Sample Data

- Summary numbers

March 1, 2014 - June 30, 2014			
89	Total Number of Activities Reported	38985	Total Number of Hours Contributed
1985	Total Number of MRC Participants	\$1,988,130.58	Economic Value of Contribution

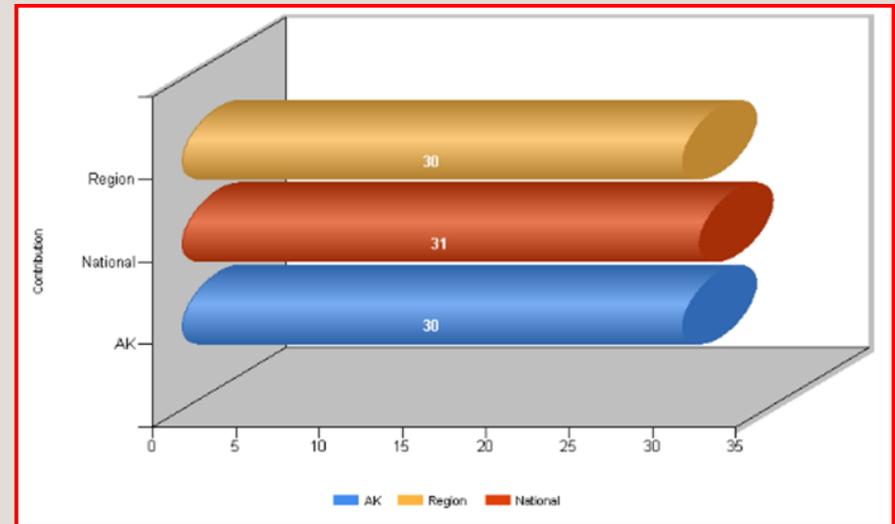
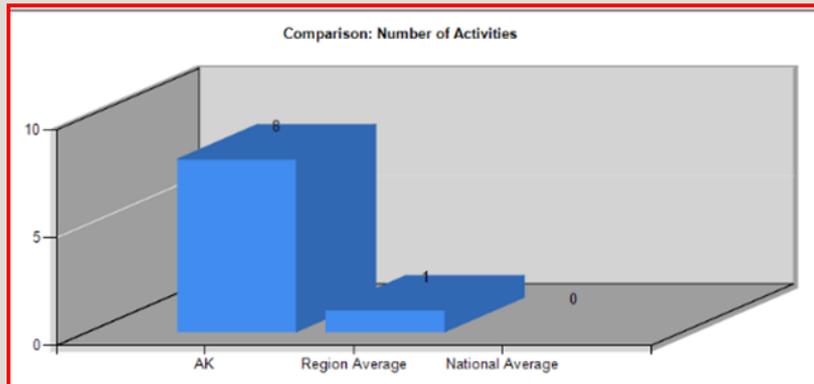
- Breakdown of categorization





Summary Report Sample Data (cont'd)

- State, regional, and national comparison charts





Expanded Guidance

- Having trouble entering an activity?
- Guidance has been embedded in each step of activity reporting module to help you

* Description/Impact Statement **i**

Write a brief description (who attended, what occurred, where, and why was this significant).

I need help!

* denotes required field.

Prev Review



Expanded Guidance Highlights

Directions

Examples

Type Date Name Event Type Impact Volunteer Review

Description and Impact Statement

Write a clear and concise description of the activity. Include details such as what occurred, what types of agencies were present, what made it noteworthy, and why the activity was important or significant for your unit to conduct. Avoid being narrative. Be as concise as possible while being interesting! Remember that the information you provide is helpful to DCVMRC as they continue to showcase the program as well as to the public who may be reading your unit activities to decide whether they want to join your unit or learn about what activities you support.

Ex.1 MRC volunteers provided blood pressure screenings at the local community health fair, which was sponsored by the health department and targeted a low socioeconomic population. Over 40 screenings were completed and several had high blood pressure. The event provided an opportunity for the MRC unit to recruit additional members and promote the unit. Many attendees were referred onto their physician for additional treatment.

Ex.2 The MRC unit leader met with representatives from the American Red Cross, Emergency Management, and the faith-based communities to begin planning an upcoming functional needs sheltering exercise. The exercise will include MRC volunteers as participants. The meeting provided the opportunity to strengthen partnerships with response partners. The unit will be better prepared to provide functional needs services at shelters following the exercise.

Ex.3 The MRC unit hosted a CPR, AED, and First Aid training for MRC volunteers and personnel from other community partners throughout the county. In total, we had over 20 participants, which improved our community's resiliency by increasing our county's numbers of trained residents.

Prev Review

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UPCOMING

What to expect for unit activity reporting in the future



New Module Launch

- The new reporting module will be in the same location on the MRC website
- The new module will be live soon
 - When it's live, log-in and add an activity!



Training

- Regional training opportunities over the next few months
- User Manuals will be developed in the near future





Need Help?

- Don't forget about the guidance embedded in the module
 - If the Help icon does not appear, it may be your security settings
 - Contact the MRC webmaster for assistance
- Contact your Regional Coordinator
- Contact the MRC webmaster: mrcwebmaster@icfi.com



Additional Assistance

- May notice an error when selecting today's date
 - Not an actual error; just click the date again to enter it
 - We are working to remove the error language

*** Enter Start and End Date** ⓘ

Start Date : ⓘ

End Date : ⓘ

*** Start date is required**

Prev **Next**

* denotes required field.



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Questions?

<https://www.medicalreservecorps.gov>

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