

Date 2/4/09

Document #15 Emergency Preparedness Codes in Time and Activity

Due to last years District EP audit by the state and federal auditors, it has become necessary for us to document any time spent doing Emergency Preparedness Activities. District EP staff will need to report the numbers to the requesting agencies on a yearly basis, possibly more. The funding you get for your county to be able to do these activities is also based on this documentation.

Here is the suggested process, by which you can code any and all activities you do in the program:

1. Four codes have been created in the “Time and Activity” screen for documentation:
 - a. EPM-Emergency Preparedness Meeting
 - b. EPEX-Emergency Preparedness Exercise
 - c. EPP-Emergency Preparedness Preparation
 - d. EPOSC-Emergency Preparedness Off Site Clinic
2. Enter into the daily time and activity screen the beginning time and ending time for each activity you do. The program will be AH or 60 for adult health. Enter across all the regular information you normally would enter in this screen. You will put the above codes under the “activity code box”.
3. When you have completed your daily entries and closed the day, do a “print screen” of the page, and file it however you chose to. Or you can hit output and get a summary of the daily activities. You only need to keep the days that include any EP time. This information needs to be filed and on hand for easy access. (Suggestions would be a monthly EP file, or with your monthly provider count if you do that. Do whatever filing system is easy for you to retrieve this information when it is requested from you).
4. The attached spread sheet can be used to assist you in the tracking of this time. Turn in your time quarterly to your CNM/COM.
5. The CNM/COM will tally the total hours quarterly and turn in to the EP Department at District. (address to Nina Cleveland-Hall)

EH Health staff that does not use M&M, can just use the attached spreadsheet to record their time, and give to their EHM.

If WIC staff participates in your EP activities, please be sure they are keeping track also.