

Appendix D - FINAL DRAFT
Functional Assessment and Service Team Training Matrix-Revised June 11, 2008

TRAINING TOPICS & SUBJECT AREA	SUBJECTS COVERED	LEARNING OBJECTIVE	MATERIALS NEEDED	DELIVERY METHOD	PROVIDER/ INSTRUCTOR
Shelter operations/Shelter Administration	Condensed Shelter Operations; ARC Shelter Simulation	Learn Shelter Operations; Reality of Shelter Life; Shelter interoperoperability; PWD/E/FAST/PA Role(S) within Shelter; Coordination of FAST& PA with Shelter Manager & other shelter staff/volunteers;	ARC Training/Handbook	Classroom; ARC Simulation (interactive)	Possible in structors: ARC-Chapter staff
Administrative	Documents/Reports/Forms	Federal Requirement(s) OES Requirement(s) ARC Requirement(s)	Determine Federal/OES/ARC document requirements	Classroom; Sample Forms; Just In Time	CDSS possible instructors - Bob Butchart, Jaimie Porter, Mira Lukoskie
	FAST/PA Staff Log	Complete & maintain accurate log of staff duties & assignments Include: Name; organization; personal emergency information; site location; shift hours; staffing changes	Develop FAST/PA Staff Log	Classroom;	same as above
	Tracking/.Mapping System for PWD/E	Complete and maintain a mapping system to track PWD/E within the shelter and in the system. This ensures the control & location of PWD/E at all times and to ensure ongoing and follow-up service is provided. The document will be maintained within each individuals folder and security/privacy will be maintained at all times.	Mapping system document for PWD/E within the shelter. Explore possible pre-existing ARC system - This will be about conditions at a shelter and how to figure out where the PWD/E are.	Classroom;	American Red Cross- Possible instructors-Chapter staff
	Deployment: Alert/standby; Activation; Clearances; Travel Advances; Travel arrangements; Travel Expense Forms; Individual department/entity's responsibilities Labor Force Manager (POC)	Understand meaning of terms; Personal Responsibility; Administrative Support; Deployment Scheduling Process;	CDSS Labor Force Management (CDSS/LFM) Deployment Procedures or Handbook; Hardship Codes	Classroom;	CDSS - same as CDSS instructor above

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Assessment Process	Establish Work Station(s); Establish Functional Needs Sections; Request initial resources;	Coordination w/Shelter Manager and Shelter Logistics staff Coordination w/ CDSS /Labor Forces Manager (CDSS/LFM) Develop PWD/E Floor Plan indicating: Assessment Section; Maintaining Functional Needs Section; Communication Needs Section; Supervisory Needs Section	ARC check-in procedures CDSS/LFM Deployment Procedures	Classroom;	Possibly Richard Devylder, June Kailes, ARC - more discussion needed.
	Shelter Initial Intake Form (SIIT)	Utilize SIIT to determine the type of support needed to maintain functional independence in the PWD/E Shelter: Assign individuals to appropriate functional needs section to ensure appropriate assistance is provided Maintaining Functional Needs (Medications, equipment, essential supplies); Communication Needs (deaf/hearing limitations, blind/sight limitation, language limitations); Supervision Needs (Physical, Mental, Cognitive limitations, Drug and Alcohol issues);	SIIT Forms; ARC Toolkit Manual (SIIT instructions); FAST Assessment Procedures; this is how the form gets to the FAST from the ARC or govt. shelter manager	Classroom;	Consultant/ ARC - not clear yet
	Functional Needs Tracking/Inventory System;	Activate process for procuring Durable Medical equipment (DME), Consumable Medical Supplies (CMS) and other materials needed to support FAST. Complete/maintain a tracking system for: DME; CMS; Locking Cabinet for Medications;	Develop Functional Needs Tracking/Inventory Form; Locking Medical Cabinet	Coordinate with Shelter Manager	Logistics
Support Resources	DME; CMS; PAs	Determine resources/vendors available to obtain necessary equipment and medical supplies. Working within SEMS; Coordinate with other state agencies and CDSS/LFM to facilitate adequate PA within the shelter	DME & CMS Vendor resource list; State Department Point of Contact (POC) or PA staff listing for available PA. Purchasing processes/ reimbursement	More work is needed on this - each FAST member sill need to figure out who to call for technical support if needed.	Medical Health EOC Rep; ILC; SEMS Process;

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FAST Roles	<p>Conduct Assessment and triage;</p> <p>Identify and track individual needs (Mapping) to ensure functional independence is maintained;</p> <p>Provide essential medications, equipment and supplies necessary to maintain independence;</p> <p>Coordinate with shelter personnel and other stakeholders to assist in meeting functional needs utilizing community and regional resources.</p> <p>Provide ongoing, follow-up communications to ensure adequate resources are available for continuing care;</p> <p>Assist shelter and emergency personnel in making quick access fixes for PWD/E; such as installing temporary ramps, etc.</p> <p>Monitor and document a) Intake b) assessments c) reassessment of individuals d) identify/resolve any potential problems.</p>	Understand roles required of FAST members.	TBD	Who could do this???	This was not resolved- need more discussion
Required Training	FAST Training; IS-700; ICS-100; ICS-200;	Integrate into FAST Training	TBD	Ideas - do as pre-requisite to taking the class, do as homework in the evening of the class? - web based	CDSS/OES/FE MA
Practical Application	Table Top Exercise	Test to understanding of FAST Concept in Field	Integrate material into training - CSTI to facilitate this		Possibly Peggy B- ARC; Roxann Baird (CDSS), hire consultant?
Devolution of a shelter/Debrief process/Demob of staff and resources	Processes for transitioning of shelter victims to more stable living. Special considerations: vehicles, transition with PA?, case management. Documentation wrap up, PTSD/stress debrief needed for FAST, PAs?	This takes lot of coordination w/ locals, case management, need to talk to ARC (Anne R) to get ideas, also include this into the TTX.	Mental Health Issues; Post Traumatic Stress Disorder (PTSD); Critical Incident Stress Disorder (CISD)	Intermediate and long term Mental Health Issues	MEDI-Cal; Logistics RDMHS? DMH, CDA, ILCs, RCs, RNs

Parking Lot - Background checks on FAST = must be done, maybe Disaster Healthcare Volunteers can help with this.

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TIME FRAME
4.0 hours
0.5 hours
0.5 hours
0.5 Hours
0.5 Hours

1.0 Hours
pending
1.0 Hours
1.0 Hours

