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| **WCMHPC Hospital To-do Checklist** | |
|  | A close up of a logo  Description automatically generatedSchedule one on one MNTrac training with Shawn GOAL DATE: Feb 28, 2020 |
|  | Submit In-kind report (July 2019 – Dec 2019) GOAL DATE: Jan 28, 2020 |
|  | Submit Ebola Reimbursement form GOAL DATE: Jan 28, 2020 |
|  | Full Scale Exercise – intent to participate notification GOAL DATE: Jan 28, 2020 |
|  | Provide feed back on the regional HVA draft GOAL DATE: Jan 31, 2020 |
|  | MNTrac Checklist:  Review staff list - inactivate/clean up list. Make sure have alert notifications and command center access. Make sure all have email and hopefully cell phone numbers to ensure multiple people get notifications of alerts.  Review facility set up – ensure bed numbers/typing are accurate  GOAL DATE: March 1, 2020 |
|  | Review contact list on coalition website to verify accuracy GOAL DATE: June 30, 2020 |
|  | Submit In-Kind Report (Jan 2020 – June 20, 2020) GOAL DATE: June 20, 2020 |
|  | Submit End of Year Reimbursement form GOAL DATE: June 20, 2020 |