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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 |