

This checklist is designed to be used by members of the Disaster Volunteer Management Team (DVMT) tasked with Data Management.

Time frame	Task	Assigned to	Done
<b>Maintenance</b>	Provide current members with DSHR UserID and Passwords for DSHR Self-Serve. This eliminates the need for generic call downs at the time of recruitment.		
	Review the DSHR files of all chapter DSHR members. <ul style="list-style-type: none"> <li>• All statements, Health Status Record and Personal Statement of Understanding, are current.</li> <li>• Status is "Member Approved" with the appropriate date.</li> <li>• Address and Emergency Contact information is complete and current, including e-mail address</li> <li>• Group/Activity/Position are listed correctly</li> <li>• Member has passed background check</li> <li>• Review restrictions (if any) and follow up with the member and the unit who initiated the restriction for removal if appropriate</li> <li>• Health Status Record has been reviewed by Chapter Health Reviewer and appropriate hardship codes listed (if any)</li> <li>• Availability listed with dates available</li> </ul> Make contact with any member whose file is not up to date and update the file as appropriate		
	Download DROMIS Staffing to chapter computers that may be used to Support Staff Services during a disaster. <a href="https://responsehr.redcross.org/clickonce/">https://responsehr.redcross.org/clickonce/</a>		
	Set up a chapter call down list in preparation for actual deployment		
<b>Activation for affected chapter after receiving a DR Number</b>	Provide call down list to DVMT members activated to assist with deployment		
	Assign deploying members to the DRO in DSHR <ul style="list-style-type: none"> <li>• Enter DSHR System</li> <li>• Click on Operations, Assign/Turndown/Stop</li> <li>• Enter DR#, FY, date assigned, G/A/P, Transportation Code, Date of Departure and Arrival, and arrival location if available</li> </ul>		
	Non-DSHR Members should complete the DRO Member Registration form, <a href="https://crossnet.redcross.org/forms/disaster_dro_member_registration.pdf">https://crossnet.redcross.org/forms/disaster_dro_member_registration.pdf</a> <ul style="list-style-type: none"> <li>• Enter DRO Member information into DROMIS Staffing</li> <li>• Assign the DRO Member to the current DR, including the Group/Activity and Position</li> <li>• Provide background check information to DRO Member and begin background check process                             <ul style="list-style-type: none"> <li>○ <a href="https://crossnet.redcross.org/chapters/connections/disaster/2007-009.pdf">https://crossnet.redcross.org/chapters/connections/disaster/2007-009.pdf</a></li> </ul> </li> <li>• Give the DRO Member reporting information, such as, location, job assignment, supervisor, hours</li> </ul>		