MRC Program Office “Administrivia”

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MRC Leadership Summit
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Five Things

1. Time length of activity reports
2. Identifying a public point of contact in your profile
3. Accessing the listserv archives
4. Resources on aspr.hhs.gov/mrc
5. New photo waiver coming
An activity will show up in a report when the dates of the report are fully inclusive of the dates of the activity.

- Example – Vaccination clinic conducted May 3, 2021 – July 11, 2021
  - Will **not** be included in reports for:
    - 5/1/2021-5/31/2021
    - 6/1/2021-6/30/2021
    - 7/1/2021-7/31/2021
    - 4/1/2021-6/30/2021
    - 7/1/2021-9/30/2021
  - Will be included in reports for:
    - 5/1/2021-7/15/2021

Recommend keeping activities to one calendar month or less.
MRC Activity Reporting

Activities

- FY 2018: 15000
- FY 2019: 17000
- FY 2020: 18000
- FY 2021: 20000
- FY 2022 to date: 12000

Hours

- FY 2018: 500000
- FY 2019: 1000000
- FY 2020: 1500000
- FY 2021: 3000000
- FY 2022 to date: 3500000
2. Identifying a public point of contact in your profile

You need to select a public point of contact so that your unit will show up in online list of all units.
3. Accessing the listserv archives

You can search the listserv archives for old emails.

• Go to https://list.nih.gov/cgi-bin/wa.exe?GETPW1 to set up an account.

Note, there are over 900 people registered for the two-way listserv.
4. Resources on aspr.hhs.gov/mrc

- Link to login for Unit Profile and Activity Reporting System
- User guide for the system, and short video tutorials
- Behavioral Health toolkit
- New Leader Orientation
- Logo use guidelines
- Link to Recruitment and Recognition Toolkit, which has
  - MRC overview slide deck
  - MRC program history factsheet
  - Flyers and brochures that can be customized
4. Resources on aspr.hhs.gov/mrc (continued)

- Well Check Webinar recordings
- COVID-19 response report
- 2017 Hurricane Response report
- Annual network report and state highlights
- Monthly reports
5. New photo waiver coming

- Consent from:
  - The subjects in the photo
  - The photographer
  - The MRC unit and/or sponsoring organization
Discussion Questions

• What would make activity reporting more useful to you?
• What other resources would you like to have on the website?
• What are your existing procedures for using photos and videos?
  • Consent for use?
  • Approval for posting, etc.?