



MRC Program Office “Administrivia”

Esmeralda Pereira
Director, Medical Reserve Corps
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

1. Time length of activity reports

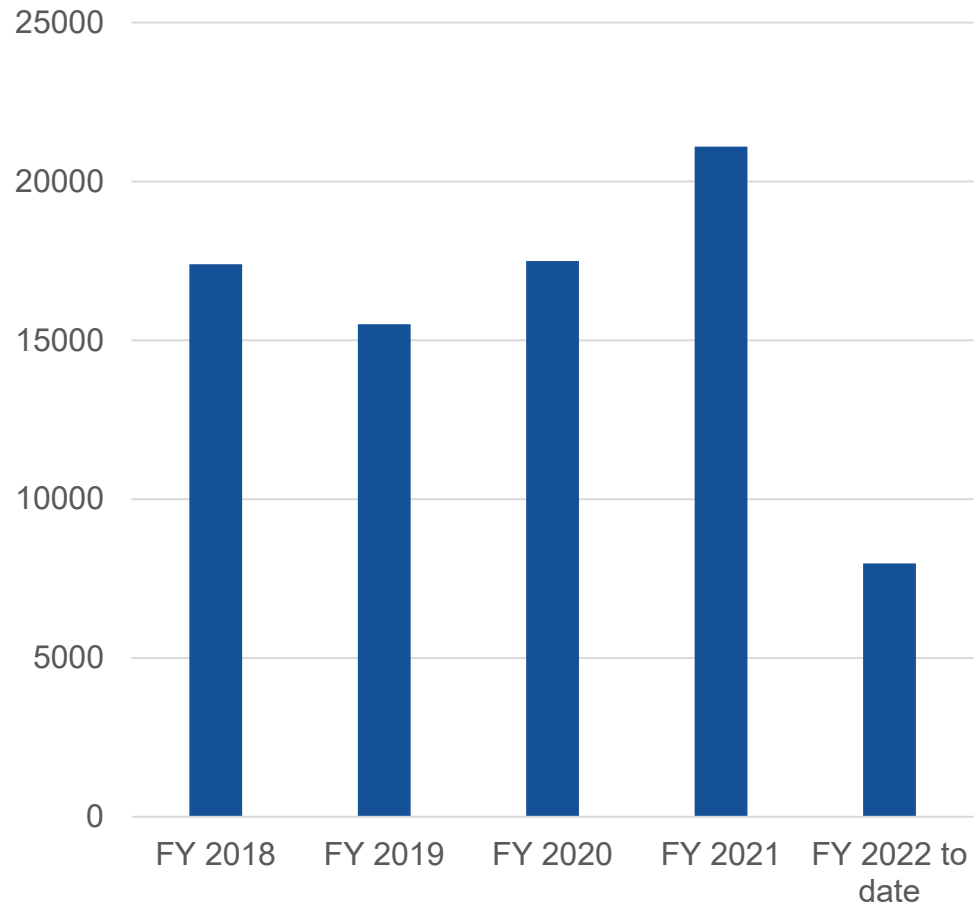
An activity will show up in a report when the dates of the report are fully inclusive of the dates of the activity.

- 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

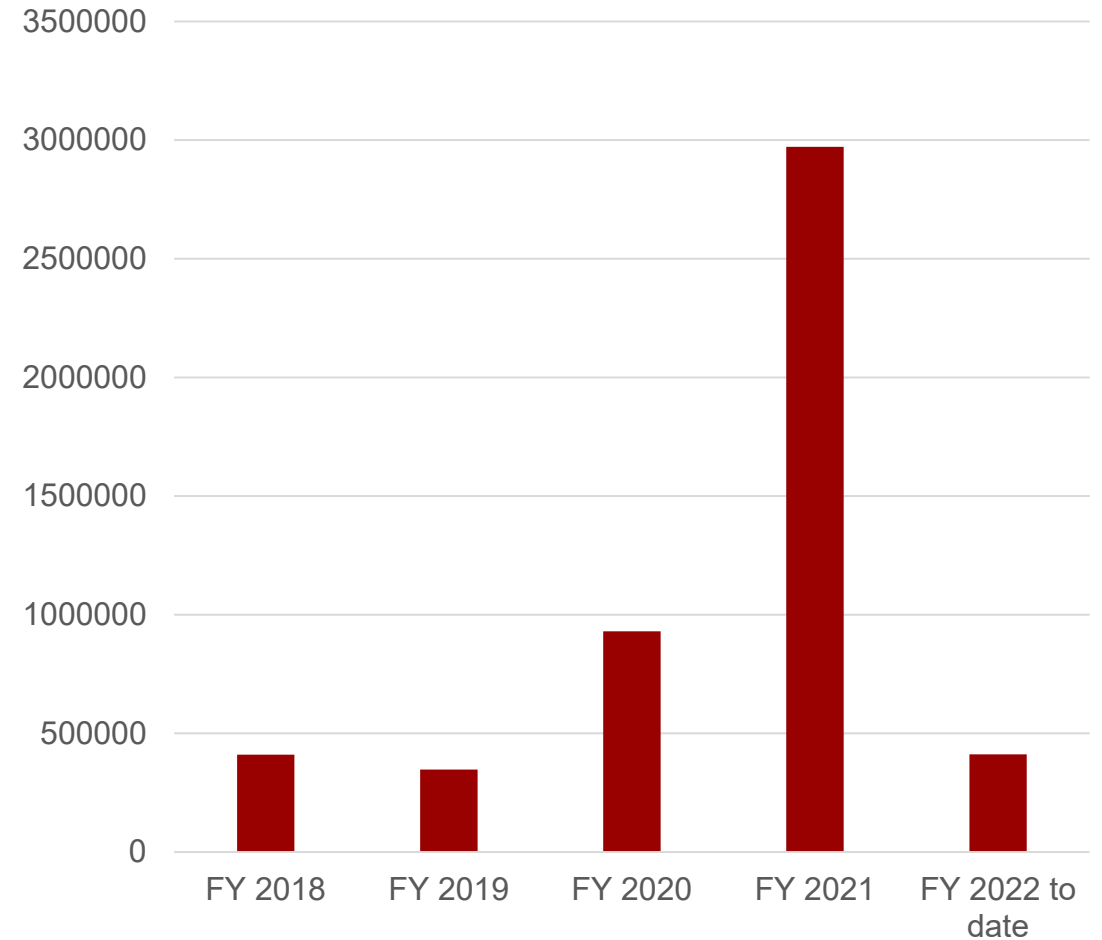
Recommend keeping activities to one calendar month or less

MRC Activity Reporting

Activities



Hours



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.

	Volunteer Count	Users	Comments
	Created Date	Public POC	Role
ind	7/7/20	<input checked="" type="radio"/> Public POC	Unit Coordinator
su	12/2/21	<input type="radio"/> Public POC	Unit Designer

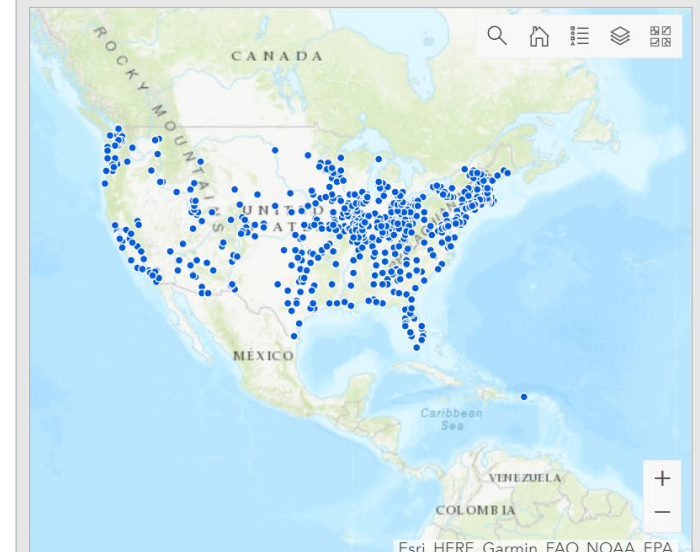
2 of 2 entries

Previous 1 Next

MRC) Unit Locations

Number of MRC Units
(in current view)

To find a local MRC unit near you, utilize the "Search by Location" drop-down menu on the left side of your screen or zoom in on a specific location on the map. Once



MRC Unit List

- University of Minnesota Medical Reserve Corps
MRC 4, Minneapolis, MN
- MRC of Southern Arizona
MRC 2, Tucson, AZ
- Medical Reserve Corps of Dakota County
MRC 5, Apple Valley, MN
- Yavapai County Medical Reserve Corps
MRC 7, Prescott, AZ
- Bergen County Medical Reserve Corps
MRC 9, Hackensack, NJ
- Somerset County Medical Reserve Corps

740
748

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.?