

Louisiana Department of Health

Program Integrity Monitoring Checklist for Site
 Logistics/Processes/Procedures

Declared Disaster Parish _____ Disaster Site Manager _____
 PI Staff Name _____ Date _____

Site Checklist for DSNAP

For initial implementation, indicate if the following is established; then record daily if established policy and procedures are being maintained and followed.

- | | | | | | | |
|--------------------------|-----|--------------------------|----|--------------------------|-----|--|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Designated leaders for duties established/maintained |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Staff plan established/maintained |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Team for each function identified/maintained |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Communication plan established/maintained |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Security established/maintained for site |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Traffic control established/maintained for site |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Entrance and exits for safety established/maintained |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Line control/processing established/maintained |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Registration Greeter/Screeners established/maintained |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Troubleshooter/Runners established/maintained |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Reporter and statistics keeper established/maintained |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Emergency personnel available during operating hours |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Supplies and applications prepared/maintained |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Secure area for staff daily sign in/payroll maintained |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Briefings and updates given post conference call |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Coordination for staff lunch/breaks established daily |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Filing of completed applications established/maintained |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Process for handling of LDH employee and DSNAP worker applications |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Process for LDH employee and DSNAP worker data entry |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | Process for filing/storage of LDH employee and DSNAP worker applications |

Comments:

Attach extra pages if needed.