

Local Health Department's COVID-19 Best Practices

Best Practice Example: Resource Request Instructions, Stanislaus County

Stanislaus County Resource Request Procedure

In order to process resource request for your facility you will need to complete these two documents to submit to the Medical Health Operational Area Coordinator (MHOAC). This is the process for medical health mutual aid in the State of CA. Please read all the directions before filling out the form

Documentation directions]

- ICS 213 focus on sections 1,2,4,5,6,7,8.
- COVID-19 questionnaire, focus on date, facility, Type of PPE in the shaded fields. All questions in white fields. One questionnaire for each line item requested.

Required fields 213:

Section1: COVID19 Response

Section2: Date Submitted

Section 4: Qty please indicate ea. (each) or cs (case) if no quantity or "any" is listed it will be returned.

Section 4: Kind-mask, gown, etc.

Section 4: Detailed description, P/N is fine with the understanding we may have no choice but it helps when there are options

Section 5: facility name, address, POC and phone number of the delivery location to coordinate with logistics for delivery

Section 6: Please add to every order " Expired resources are acceptable as are substitutes", a State request

Any missing or incorrect fields will be returned to requestor for correction. This will delay the order.

They will then be reviewed, all documentation must be provided or the request will not be processed pending complete documentation. Once reviewed the order will be forwarded to Logistics for allocation and fulfillment. Based on scarcity of resources there is no guaranty of 100% fulfillment. Once an order is shipped it is considered complete; there are no backorders at this time. Hand sanitizer is considered a medical/health resource.

When completed please submit to: MHOAC@stanoes.com

As I'm sure you are aware PPE and supplies are scarce. The process is to try to fill locally and if unable to fill, push the request to the Region and then to State and finally to Feds. Lead times can be up to 2 weeks if the order must go to the State as an example.

Logistics will contact the point of contact (POC) from the 213 at the phone number listed to arrange delivery.

For more info about this example contact CovidHealthcareFacilities@schsa.org.

CDPH does not endorse the specific content or recommendations included in these examples.

They are for illustrative purposes only.