

# Monkeypox Response

Thank you for all your efforts during this Response.

The forms you will need for this Response can be located on the MSDH website under Employee Documents. To ensure all the Response documentation and information gets processed accurately, and to the correct place for auditing, please see the following instructions.

## Building Sign-In Sheet

All areas, offices, health departments doing vaccine clinics, etc., should have a daily sign-in sheet for any day response was worked in that area with all personnel on orders signing in and out. Template located under Employee Documents.

## 214 Activity Log – DocuSign Power Form

**This form must be completed for ANYONE on response orders weather you have overtime or not.**

**On days you DO NOT work any Response Time, you need to complete a 214 with “No Monkeypox Response work this day” in section #7 Activity Log/Notable Activities.**

**This form can be completed even if you do not have a DocuSign Login.** It will be sent to your email.

The 214 Activity Log for this response is located on the MSDH website. Go to the MSDH website and **go under the Employee Documents**. It will be located under the “OEPR Emergency/Disaster Response Documents”.

Click on “ICS 214 Activity Log”. **Response name will be Monkeypox** and fill out with requested information.

A lot of people will be doing response activities and continuing to do some regular duties also. You will need to **include ALL activities for the shift** to ensure we have accurate over time hours. (See example in Employee Documents on website). **Make sure to calculate the time for Regular hours, and Response hours.**

## Compensation of Time

Compensation of time will be determined based on if there is a state or federal disaster proclaimed. If we know at the end of a response that no disaster will be proclaimed, we will have everyone fill out a “Classification and Compensation” form. If we know there will be a disaster proclaimed or if in doubt, we will have everyone fill out a “Response Time Verification Sheet”. We have included both documents under the Employee Documents on the website

**You will be given direction on which form will need to be completed as soon as it is determined.** The appropriate forms will be under Additional Forms.

If you have any questions for the Time Unit, contact one of the following:

### **Travel Voucher – DocuSign Power Form**

Travel vouchers need to be completed on the Travel Power Form; this form is located on the MSDH website. Go to the MSDH website and **go under the Employee Documents**. It will be located under the “OEPR Emergency/Disaster Response Documents”.

Complete with requested information. **Make sure** you identify the **Response Name** “Monkeypox” and send to the following people for approval/verification.

Approver      Your response supervisor / response supervisor’s email

Verifier      OEPR Finance / [OEPR.Finance@msdh.ms.gov](mailto:OEPR.Finance@msdh.ms.gov)

### **Purchase/Payment Request (if applicable)**

All budget request needs to have a completed 213RR form (located under Employee Documents) with the requestor’s signature, Response Supervisor signature, the Logistics Chief’s (and/or Deputy’s) signature and sent to the [OEPR.AP@msdh.ms.gov](mailto:OEPR.AP@msdh.ms.gov) email for coding and processing.

### **Resource Change Request, Form 210 – Demobilize and/or Change Personnel**

There is a 210 form, Resource Status Change form, in the Employee Documents for all response supervisors. If there is a person that is changing from one job duty to another this form should be used.

This form **MUST** be completed by Response Supervisor for all personnel on orders **at the end of the response** to demobilize each person.

Email completed forms to the [OEPR.Resource@msdh.ms.gov](mailto:OEPR.Resource@msdh.ms.gov) email.

### **Assistance/Questions:**

If you have any questions, see the following list of who to contact or contact your Response Supervisor:

Resource      Kelly Drumm at 601-933-6872 (office), 601-812-1573 (cell) or [kelly.drumm@msdh.ms.gov](mailto:kelly.drumm@msdh.ms.gov)

Time Tammy Wells at 601-933-2446 (office), 601-213-7364 (cell) or [Tammy.Wells@msdh.ms.gov](mailto:Tammy.Wells@msdh.ms.gov)

Travel Lauren Dawson at 601-933-2443 (office), 601-826-2281 (cell) or [Lauren.Dawson@msdh.ms.gov](mailto:Lauren.Dawson@msdh.ms.gov)

Budget Unit Billie Collier at 662-274-4673 (cell) or [Billie.Collier@msdh.ms.gov](mailto:Billie.Collier@msdh.ms.gov).

If you have any other questions, let us know.