

FUNCTIONAL/ACCESS NEEDS DATABASE POLICY AND PROCEDURES

Policy

Due to the possibility that many residents of LaSalle County could be left homeless and/or require assistance with maintaining independence, communication, transportation, supervision or medical care in the aftermath of a major emergency or disaster, it is found to be necessary that a system be established to record those individuals willing to self-identify to provide a more efficient response to the emergency or disaster.

Procedure

Website

Individuals can self-register at the Agency's website, <http://www.lasallecountyma.org/services/functional-needs>. The website provides simple contact information and a person designated by the LaSalle County Emergency Management Agency Director will be assigned to follow up with the registrant. A follow up interview will be completed on the Functional/Access Needs Database Form. This initial follow up will be to verify the authenticity of the registration and to collect additional information necessary for the database.

Community Outreach

At various times throughout the year, the LaSalle County Emergency Management Agency may conduct public outreach events to promote the functional needs database. Those residents who wish to self-identify will complete a Functional/Access Needs Database Form. There will be no need to conduct a separate follow up interview since the registrant is completing the form.

Database Maintenance

The LaSalle County Emergency Management Agency Director will designate a person to enter the information from the Functional/Access Needs Database Forms into the Geographic Information System (GIS) computer. This person will also complete the "Official Use" box on the form.

Annually, the database will be verified by the Emergency Management Agency Director's designee. All registrants will be called and information will be confirmed as still being relevant and current. If after two phone call attempts are made and the agency is still unable to verify the information, a letter will be sent requesting the verification. If there is no response within 30 days of the letter, the registrant will be removed from the database.

All contact(s) and attempted contacts made relative to the database must be documented in the verification section of the Database Form.

General

All Database forms will remain in the Health Department's locked filing cabinet in the Emergency Operations Center.

All information is considered confidential under the Health Insurance Portability and Accountability Act (HIPAA).

Information may only be shared with first responders and/or the American Red Cross on an as needed basis only to affect a rescue or obtain suitable shelter.