

Home Fire Preparedness Campaign Digital Home Visit Data Tool Guide



October 2014

Purpose:

This guide is designed to provide instructions to the Documenter/Reporter on how to successfully report and document information about disaster preparedness and smoke alarm installation visits to residents using the mobile or desktop form. The reporting role is pivotal to the success of the Home Fire Preparedness Campaign.

Once the team has been invited into a home to work with the resident, the reporter will begin documenting the visit using the mobile or desktop form. Follow the instructions below to access and complete the form. Complete all the required fields and take detailed notes to ensure that each visit has been successfully documented. Be sure that a form is submitted for each property where a smoke alarm installation and home visit is conducted.

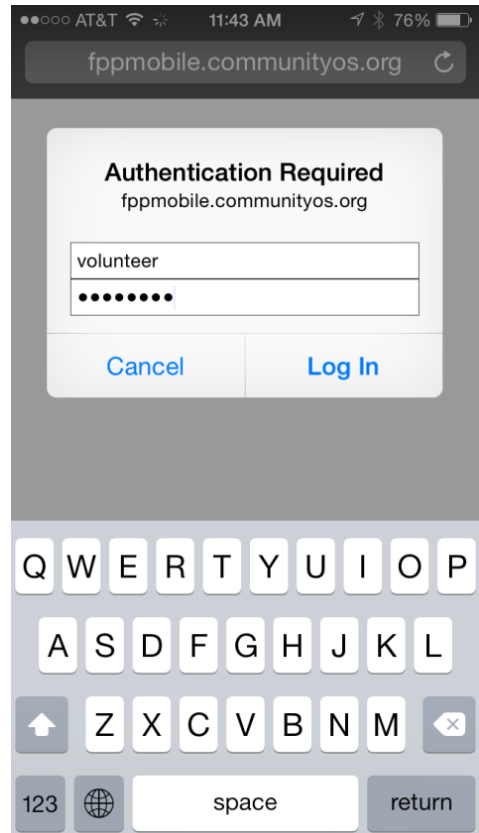
If the home visit was recorded on to the paper form from the [Documenter/Recorder Guide, Appendix A](#) the information from the paper form will need to be entered into the online system as soon as possible by the documenter/reporter or someone else, as determined by the coalition.

From the Home fire Preparedness home page, homefirepreparedness.org, click on “Report Progress.”



Please ask your local Red Cross POC for the log-in credentials to utilize the digital reporting form. Enter credentials as directed as they are case-sensitive.

This will open up the data entry page. Fill in all the fields as appropriate. An asterisk (*) denotes a required field to be completed in order to save the record. The session will “time-out” after 30 minutes, so be sure to complete all five steps and select “Save” within 30 minutes.



Step 1 of 5:

Enter the address of the residence where smoke alarms are going to be installed, or batteries installed in existing smoke alarms. Enter street number & name (Apt./Unit number can be entered on the second address line) and zip code.

The address can be verified against the postal service database by selecting “Check Address”. This will auto-populate the City, State and County.

Also, enter the number of people currently living in the residence.

Step 2 of 5:

Enter the number of current smoke alarms in the residence.

After testing each smoke alarm, enter the number which are working.

Check the box if a special smoke alarm is needed for a person with disabilities.

Step 3 of 5:

Enter the number of batteries replaced in existing alarms.

Enter the number of smoke alarms installed.

If the family has created a fire escape plan, select “Yes”, otherwise select “No.”

Additionally, if the family created a disaster plan for another type of disaster, other than fire, select the type of disaster from the drop-down box.

The screenshot shows the mobile app interface for Step 2 of 5: Initial Assessment. The top status bar displays AT&T, 11:45 AM, and 76% battery. The app header is 'Home'. Below the header are navigation buttons for Step 1 of 5 (expanded), Step 2 of 5 (selected), Step 3 of 5, and Step 4 of 5. The main content area contains three questions with input fields: 'How many smoke alarms?' (empty), 'How many of these are working?' (empty), and 'Do they need a new special smoke alarm designed to accommodate people with disabilities?' (checkbox is unchecked). The bottom navigation bar shows Step 3 of 5 and Step 4 of 5.

The screenshot shows the mobile app interface for Step 3 of 5: Services Provided. The top status bar displays AT&T, 11:45 AM, and 76% battery. The app header is 'Home'. Below the header are navigation buttons for Step 1 of 5, Step 2 of 5, Step 3 of 5 (selected), and Step 4 of 5. The main content area contains three questions with input fields or dropdown menus: 'How many batteries replaced in existing smoke alarms?' (empty), 'How many smoke alarms installed?' (empty), 'Did the family create a fire escape plan?' (dropdown menu showing '(select)'), and 'Did the family create a disaster plan for an additional hazard?' (dropdown menu showing '(select)'). The bottom navigation bar shows Step 4 of 5.

Step 4 of 5:

If the family is willing to provide contact information for possible future follow-up, enter one or more of the following information into the appropriate field: cell phone (format ###-###-####), other phone or email. If the family does not wish to be contacted in the future, click on the “Declined to provide contact information” box.

The screenshot shows the mobile app interface for Step 4 of 5: Information for ... The status bar at the top indicates AT&T, 11:45 AM, and 76% battery. The URL is fppmobile.communityos.org. The screen displays a form with the following fields: Cell Phone (format xxx-xxx-xxxx), Other Phone (format xxx-xxx-xxxx), and Email. There is a blue button labeled "Declined to provide contact information" with a small square icon to its left. Below the form is a "Save" button. Navigation buttons for Step 3 and Step 5 are also visible.

Step 5 of 5:

Use the Additional Notes field to record any other information which might be helpful. Use the National Coalition Organization field if a coalition team completed the installation by selecting the organization from the drop-down box. If it was a local partner organization, enter the name of the organization in the box. Enter the name(s) of the person completing the form (first & last name). Separate additional names by commas.

The screenshot shows the mobile app interface for Step 5 of 5: Additional Infor... The status bar at the top indicates AT&T, 11:45 AM, and 76% battery. The URL is fppmobile.communityos.org. The screen displays a form with the following fields: Additional Notes (if needed), National Coalition Organization (Optional) with a dropdown menu showing "(select)", Local Coalition Organization(s) (Optional) with a note "If more than one, separate by commas", and Form Completed by - First and Last Name. There is a "Save" button at the bottom. Navigation buttons for Step 4 and Step 5 are also visible.

Click “Save”. From there you can return to the Home Fire Preparedness home page or enter another report.

Thank you very much for your time and attention!