Disaster Response Database FAQ

- **What type of information is the system designed to track?**
  - The Disaster Response Database (DRD) is designed to track current and historical activities of Corporation programs responding to disasters. The system will be updated to track current federally declared disasters.

- **My program just deployed members to a disaster area. How do I enter this information in the system?**
  - The database instructions provide guidance on what information is supposed to go in each field. Some fields require data to be entered. The system will notify you if you fail to enter the required information.

- **My program wants to update information already entered in the system. How do we do that?**
  - The system should be updated by first re-entering your grant/project number. Data entry is time-stamped to reflect the progression of your program's disaster response. You can then add the updated information as needed.
    - Example: A program wants to record the initial deployment of national service responders to a disaster. The program would follow the basic instructions for reporting the response. At this stage of the response, the program would be unable to record the service hours of the members just deployed. At the conclusion of the project, the program can re-enter the grant/project number, update any accomplishments recorded, correct any information that might have changed, and record the member service hours. The database will note the two different data entry dates and the updates will be noted.

- **To record multiple updates, specifically for member service hours and quantifiable accomplishments (donated funds collected, volunteers coordinated, etc.), do we just report the new numbers or should we aggregate the new numbers with the old data?**
  - You should aggregate the totals each time you enter an update.
    - Example: A program first enters a service hour total of "0" when reporting the initial deployment of a team. On the first update, they report 200 initial service hours completed. One a second update, the member have completed 200 additional service hours. So one the second report, 400 service hours should be recorded.

- **How often should my program update the DRD?**
  - You should update the system at least once a month. That way, we can maintain current information, and offer programs the flexibility of updating the system to reflect notable changes or events.

- **Can I get reports on the information my program put into the system?**
    - We are in the process of developing a reporting regimen to calculate aggregated information and develop individual reports for program activities. Your Corporation point of contact will be able to update you with the progress of the reporting system.

- **I inadvertently entered the wrong information in the system, how would I go about correcting this?**
    - You can re-enter the information you erroneously submitted. The dated information will be overwritten.

- **Why do you require that I enter my grant/project number?**
    - The grant/project number is VERY important for two reasons: first, it helps the Corporation track the sources of disaster support from organizations; and second, it allows us to keep track of updated and corrected information without double counting.

- **Who should enter projects in the system?**
    - Any Corporation-funded program that provides disaster assistance should record its contributions in the system.

- **My program supports evacuees, but not in the disaster-affected areas. Should I record the support my program provided?**
    - Yes. We are interested in collecting data on <u>all</u> service activities that support people affected by disasters, including those people who are no longer in the disaster area.