Purpose

This job tool outlines reporting requirements for the Home Fire Campaign (HFC) during the COVID-19 pandemic.

How to Use This Tool

Review the content in this tool and familiarize yourself with reporting requirements and strategies for HFC and NSTA. Consult with your HFC Program Lead/ Regional Preparedness Manager for local guidance.

Resources and Items Needed to Complete This Task

- Orientation and any additional region reporting instructions.

- Electronic device (computer, tablet, or phone)

- HFC Appointment Management SharePoint site or other locally developed appointment management system. Consult with your HFC Program Lead/ Regional Preparedness Manager for local guidance.

HFC Reporting During COVID-19 Pandemic

What to Report	**All clients who participate in virtual education for the HFC should have all HFC services documented on a Service Acknowledgment Form.** This includes clients who receive • Modified services provided during National Sound the Alarm (See *HFC COVID-19 Virtual Home Fire Safety Visit Resources* in the Preparedness Program During COVID-19 Toolkit) or • HFC services provided through a fire department or other authorized partner
How to Report	Service Acknowledgment Forms can be filled out: • Digitally on a fillable PDF or • Physically on a printed Service Acknowledgment Form. (Note: Client signature requirement is temporarily suspended due to the COVID-19 pandemic. Print the client name and then write/type "client consents" in the client signature field after client verifies the data collected.) Reporting for the Home Fire Campaign may be accessed by visiting homefirepreparedness.org and clicking the **Report Progress** button.

When to Report	Whenever possible, data entry should occur within 7 days of service delivery, which is the standard HFC reporting procedures. While there is some flexibility, data must be reported in a timely fashion. Some regions may centralize data entry, while others may have each educator/documenter complete data entry in the online reporting portal shortly after services are provided. Please consult with your regional Preparedness Program Manager/ HFC Program Lead for guidance.
Smoke Alarm Requests	Regions are encouraged to create a shared inbox to receive verified smoke alarm waitlist requests and Service Acknowledgment Forms for clients who have participated in virtual education. Regions should document smoke alarm requests and maintain a smoke alarm installation waitlist until the Red Cross and/or our partners are given approval to enter homes for HFC smoke alarm installations. (Note: See the DCS COVID-19 Compendium for the latest updates on approved service delivery methods and updates related to the current status of partner and Red Cross led installation visits.)

Using the Reporting Portal

When entering data for HFC Virtual Home Fire Safety Visits into the reporting portal:
- For **Service Type**, select **Remote HFC Service Delivery**.

- If a client requests a smoke alarm:
  - Under **Does this client require additional follow-up…**, select **Yes**
  - Request a smoke alarm in the **Additional Notes** section.
  - The NHQ Preparedness team works with regions to deconflict duplicates that arise as a result of smoke alarm installations that occur at a later date due to COVID-19.

National Sound the Alarm Reporting

In addition to standard reporting of *Service Acknowledgment Form* data, regions are asked to participate

in "Rapid Reporting" for National Sound the Alarm (NSTA). *See Home Fire Campaign (HFC) Reporting During COVID-19 Pandemic* section above. This is the same practice followed in recent years.

- **Due to expected delays in partner-led installation appointments, regions report the *number of households referred* for smoke alarm installations for NSTA.**

- Rapid reporting of smoke alarm installations during NSTA 2021 is not required.

- We continue to use *Households Made Safer* as the primary reporting metric for NSTA.

Additional guidance on rapid reporting for NSTA coming soon.