

MRC Data Management Recommendations

February 14, 2007

Required fields

Salutation
First Name
Middle Initial
Last Name
Suffix
Address (home/business)
City
State
Zip
Day Phone
Evening Phone
Profession (RN, MD, etc.)
Professional License Number (if applicable)
Professional License Expiration (if applicable)
Date CORI (date run)
CORI code (for privacy standards)
Date SORI (date run)
SORI code (for privacy standards)
Date Joined
Emergency Contact

Recommended fields

Photo ID Type (ex. MA Drivers License)
Photo ID Verified (either date or person verifying or both)
MRC Identification Number (consistent throughout MA-system to be determined)
Secondary Address
Secondary Phone Number
Cell Phone
E-mail (preferred)
E-mail (secondary)
Fax
Retired Medical Professional (but still keeps license current)
Place of work (city/town)
Occupation
Special Education Trainings (with dates, organizations, instructor)
Certifications (with dates/modules?)
Other Professional Affiliations (Red Cross, Hospitals, MSAR, Salvation Army)
Volunteer Choice Translator (language)
Transportation
Equipment (ex. Badge, uniform, backpack)
Number of family members (and ages)
Willing to assist in another community

Completed MRC Trainings (courses, dates, modules)
 References available (yes, no, N/A)
 Notes

Recommended Numbering System for Massachusetts Volunteers

Knowing that some MRC units would like to issue member ID numbers to each of their volunteers, the committee recommends that these numbers be unique across the state (so no member has the same ID number). Discrete ID numbers will allow volunteers who have moved (and changed MRC units) to bring their records, such as trainings, with them.

The committee recommends adopting a simple ID numbering system:

[Unit ID] – [volunteer number issued by local MRC]

Below is the list of MRC Unit IDs (the unit ids are issued by the Federal Program Office):

Unit ID	Unit Name
98	Berkshire Medical Reserve Corps
99	Cape Cod Medical Reserve Corps: Dennis Church of the Nazarene
100	Upper Merrimack Valley Medical Reserve Corps
101	North East Massachusetts MRC
102	Brookline Department of Health
103	Amherst Health Department
104	Upper Cape Medical Reserve Corps
105	Massachusetts Task Force
106	Franklin Regional Council of Governments
107	City of Easthampton Board of Health
108	Boston Medical Reserve Corps
310	Massachusetts Emergency Response Team
380	Amesbury Medical Reserve Corps
383	University of Massachusetts Medical Reserve Corps
385	Mystic Valley Medical Reserve Corps
390	Newton Medical Reserve Corps
398	Randolph Medical Reserve Corps
400	Massachusetts Region 4b MRC
412	South Shore Hospital MRC

427	Massachusetts Region 4A Medical Reserve Corps
428	Holyoke Medical Reserve Corps
437	Wachusett Medical Reserve Corps
438	Worcester Regional MRC
446	Agawam Medical Reserve Corp
451	Duxbury Bay Area Regional Medical Reserve Corps
463	Plymouth Area Medical Reserve Corp.
475	Kingston MRC
482	North Shore-Cape Ann Emergency Preparedness Coalition MRC
516	Martha's Vineyard Medical Reserve Corps
517	Town of Grafton
519	Bristol-Norfolk Medical Reserve Corp
523	Greater Fall River Medical Reserve Corps
524	Greater New Bedford MRC
896	Greater Westfield & Western Hampden County Medical Reserve Corps
928	Brockton Board of Health Medical Reserve Corps
953	Wilbraham Medical Reserve Corps
957	4b Subregion 3 Volunteer Medical Corps
963	Town of Longmeadow Medical Reserve Corps
986	Middleborough Area Medical Reserve Corps

Example: A volunteer from the Middleborough Area MRC could have the following ID #

986-23

In order to keep the numbering system simple, there is no set number of characters in each ID #. Some prefixes will be two-digit, some three-digit and some may presumably be four-digit. Likewise, the numbers assigned by the local MRC unit will vary—these are the numbers in the second half, followed by a hyphen.