

Instructions for Individual Services Tally of Reactions

Employee ID: Enter the Employee ID of the outreach worker. The Employee ID is a unique identifier usually consisting of the first four letters of the individual's last name and four unique numbers such as the last four digits of the employee's social security number, telephone number, etc. The Team Leader or Project Manager will assign this number.

Date: Enter the date completion of this worksheet was begun.

Team: Enter the name of the team that the outreach worker works with. Not all projects use a team structure, so leave line blank or enter N/A if this does not apply.

Tallying your work for the week—You should go through each of your Individual Services forms and count the number of people who experienced each type of reaction to the disaster, such as hypervigilance, difficulty sleeping and so on. Do this for each of the categories on this form. Once you have entered totals for all categories in each day that you worked, you should then add the row together to obtain a total for the week. The data collection manager will enter a weekly total for each outreach worker.