



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2021 - JUNE 30, 2022
Deadline: July 15, 2022**

1. DEPARTMENT INFORMATION:

Department: Health & Human Services Agency
 Division/Unit: PHS / Epidemiology & Immunizations Services Branch

2. VOLUNTEER PROGRAM BENEFITS:

a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc).

No. of Vol.	4 Hours	540	X	\$35.56	=	\$19,202.40
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Types of work performed by GENERAL VOLUNTEERS in this category:

- Performed quality assurance for specific disease case investigation for Campylobacteriosis and Yersiniosis cases.
- Performed manual data entry of Hepatitis C cases.
- Processed and routed appropriately the Incoming cases of Hepatitis C.
- Assessed and processed lab reports, confidential morbidity reports, and medical records related to Hepatitis C cases.
- Uploaded Hepatitis C case files in respective case record in System.
- Performed case closures in System.

b. INSTITUTIONAL VOLUNTEERS (this section should include honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol.	Hours		X	\$35.56	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
No. of Vol.	Total Hours	0	Total Value	=	\$0.00

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	4	540	\$19,202.40
2b.	0	0	\$0.00
2c.	0	0	\$0.00
Total Vol.	4 Hours	540	Total Value = \$19,202.40

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____

TOTAL VALUE = \$0.00

4. VOLUNTEER PROGRAM COSTS:

a. Cost of supervision of volunteers (total hours of direct supervision multiplied by the hourly rate of staff person (s) directly supervising program volunteers.)

Hours X Rate =

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours X Rate =

c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
Desktop services for 4 vol. (\$62.89/month for 3 months)	\$754.68
Email services for 4 vol. (\$5.24/month for 3 months)	\$62.88
Wired network access for 4 vol. (\$69.30/month for 3 months)	\$831.60

TOTAL OF OTHER PROGRAM COSTS =

d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$19,202.40</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	<u>\$0.00</u>
c. Subtract Total of Program Costs, Item 4d (Page 3)	<u>\$3,509.64</u>

TOTAL PROGRAM BENEFIT

\$15,692.76

6. RECRUITING:

Please describe your recruiting programs:

Supervisor coordinated with Program Director Holly Jagielinski of San Diego Mesa College to identify potential students and initiate onboarding based on Holly's selection.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Identified deficiencies and corrected disease case data, specifically for Disease Incidents for Novel Coronavirus 2019.

Processed/corrected 491 genotype results that were auto-processed/imported as/attached erroneously to Negative Coronavirus 2019 incidents.

Established, created, and implemented a Tracking Log spreadsheet for medical record requests for Hepatitis C cases.

Performed accurate manual entry of laboratory and provider reports to ensure the 2021 case closure deadline was met.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2021-22:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Partner with local educational institutions to develop the public health workforce by training students and meet the following program goals:

Quality Assurance and data clean up for Campylobacter and Yersiniosis.

Assist in our deadline to meet CDPH Case Closure deadline for 2021.

Maintain the flow and process for Hepatitis C cases.

Validate electronic laboratory reporting of test results.

9. GENERAL INFORMATION:

Name of person completing report:	Nick Beatman		
Phone: <u>619-987-2502</u>	Mail Stop: _____	E-Mail:	<u>Nicholas.Beatman@sdcounty.ca.gov</u>
Volunteer Coordinator:	Omar Roque		
Phone: <u>619-540-4210</u>	Mail Stop: <u>P-578</u>	E-Mail:	<u>Omar.Roque@sdcounty.ca.gov</u>

10. DEPARTMENT CERTIFICATION:

Hernandez, Elizabeth A. Digitally signed by Hernandez, Elizabeth A
Date: 2022.07.12 11:50:09 -07'00'

DEPARTMENT HEAD SIGNATURE

DATE