



FINANCE/ADMINISTRATION SECTION CHIEF

Mission: Monitor the utilization of financial assets and the accounting for financial expenditures. Supervise the documentation of expenditures and cost reimbursement activities. Ensure thorough investigation and documentation of incident-related claims, and the screening of volunteers. Contribute to the Incident Action Plan (IAP).

Date: _____	Start: _____	End: _____	Name of Person Assigned to Position: _____
Phone: _____	Signature: _____	Initial: _____	
NHCC Location: _____		Email: _____	

Immediate Response (0-2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Receive appointment from the Incident Commander • Put on position identification (e.g., vest, cap, etc.) • Read this entire Job Action Sheet • Notify your usual supervisor that you have been assigned to the Incident Management Team (IMT) • Report to the Incident Commander until demobilized 		
<p>Activities</p> <ul style="list-style-type: none"> • Participate in briefings and Incident Action Plan (IAP) preparation/meetings with the Incident Commander: <ul style="list-style-type: none"> ○ Gather and share critical incident and resident status information ○ Discuss section-level objectives, assignments, strategies/tactics, and resources needed • Brief Command and General staff on use of alternative staff time tracking method if used • Document facility-wide personnel hours worked as related to the emergency. If alternative staff time tracking method is utilized, distribute the Time Sheet (see NHICS 252) to IMT personnel and ensure time is recorded • Ensure there are adequate forms for documentation of personnel hours worked and volunteer hours worked in all areas for 14-day run if needed • Collect Time Sheets at the completion of a shift or at the end of each operational period as determined by Incident Commander • Determine if any special contractual arrangements/agreements are needed. Interpret and initiate contracts/agreements to minimize costs (when possible) and resolve disputes • Maintain communications with Operations and Logistics Section Chiefs to ensure that procurement, costs, and business continuity actions are identified and tracked appropriately • Maintain communications with Safety Officer to immediately identify employee and non-employee claims issued against the facility. Initiate investigation and documentation of claims as possible 		



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Immediate Response (0-2 hours)	Time	Initial
<ul style="list-style-type: none"> Establish cost reporting procedures, including proper coding Implement third-party billing procedures Implement procedures for receiving and depositing funds Establish and document emergency agreements for the sharing, transfer of materials, equipment, and supplies, etc., to other entities Assess the need to obtain cash reserves due to the emergency Provide cost implications of incident objectives Assist the Logistics Section Chief in accounting for facility staff and in the screening and/or credentialing of newly recruited and/or volunteer staff (See NHICS 252 and 253) 		
<p>Documentation</p> <ul style="list-style-type: none"> NHICS 214: Document all key activities, actions, communications, and decisions in a Activity Log on a continual basis NHICS 252: Receive and process incoming Section Personnel Time Sheets NHICS 253: Assist the Logistics Section Chief with the processing of volunteers using the Volunteer Registration form 		
<p>Resources</p> <ul style="list-style-type: none"> Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed, coordinating with Operations and Logistics Section Chiefs 		
<p>Communication</p> <ul style="list-style-type: none"> Communicate with Command and General staff regarding procurement and time sheet recording and submission as necessary Initiate the process for screening and tracking of incoming volunteers and/or new personnel. Communicate the process to volunteer assigned to in-take personnel 		

Intermediate Response (2-12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> Meet regularly with the Incident Commander; Command staff, other Section Chiefs on the status of the response Initiate documentation for purchases made during the response Identify and document insurance company requirements for submitting damage/claim reports. Take photos and videos as appropriate Document claims on facility risk/loss forms. Coordinate with facility Risk Manager Ensure that records required by insurers, government and other agencies for loss recovery are accurately compiled, maintained and available Create a "cost-to-date" incident financial status report as directed by the IC summarizing financial data relative to personnel, supplies and other expenditures and expenses Work with the Logistics Section Chief to assist with preservation/recovery of business and financial records Work with the Incident Commander and other Section Chiefs to identify short-term and long- 		



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Intermediate Response (2-12 hours)	Time	Initial
<ul style="list-style-type: none"> term issues with financial implications; establish needed policies and procedures Collect all Section Personnel Time Sheets (see NHICS Form 252) from each work area for recording and tabulation 		
<p>Documentation</p> <ul style="list-style-type: none"> NHICS 214: Continue documentation of key activities, actions, communications, and decisions on an Activity Log NHICS 252: Receive and process incoming Section Personnel Time Sheets NHICS 253: Continue to assist the Logistics Section Chief with the processing of volunteers using the Volunteer Registration form 		
<p>Resources</p> <ul style="list-style-type: none"> Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed, coordinating with Operations and Logistics Section Chiefs 		
<p>Communication</p> <ul style="list-style-type: none"> Check in routinely with Section Chiefs to discuss procurement issues In close coordination with the Safety Officer, handle any claims that arise from the incident 		

Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> Continue to attend regular briefings and meetings Ensure that required financial and administrative documentation are properly prepared. Collate and process invoices received Continue to track all costs and collect invoices and other records as needed to reconcile financial records and document reimbursement claims Present financial updates to the Incident Commander and Command Staff as requested by the IC Ensure that routine, non-incident related administrative oversight of nursing home financial operations is maintained Coordinate emergency procurement requests with Logistics Section Maintain cash reserves on hand Consult with local, state, and federal officials regarding reimbursement regulations and requirements; ensure required documentation is prepared according to guidance received Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information 		
<p>Documentation</p> <ul style="list-style-type: none"> NHICS 214: Continue documentation of key activities, actions, communications, and decisions on a Activity Log NHICS 252: Continue to receive and process incoming Section Personnel Time Sheets 		
<p>Resources</p> <ul style="list-style-type: none"> Monitor levels of all supplies and equipment, and collaborate on needs with the Logistics 		



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Extended Response (greater than 12 hours)	Time	Initial
Section Chief		
Communication <ul style="list-style-type: none"> Contact insurance carriers to initiate reimbursement and claims procedures Coordinate with Risk Management for additional insurance and documentation needs, including photographs of damage, etc 		

Demobilization/System Recovery	Time	Initial
Activities <ul style="list-style-type: none"> Collect and analyze all financial related data Ensure processing and payment of invoiced costs Submit required reimbursement paperwork and track payments Work with Planning Section to ensure cost data information is documented Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> Review of pertinent position descriptions and operational checklists Recommendations for procedure changes Section accomplishments and issues Participate in after-action meetings and debriefings as required 		
Documentation <ul style="list-style-type: none"> NHICS 214: Upon deactivation of your position, submit Activity Logs and all completed documentation to the Planning Section Chief NHICS 252: Submit Time Sheet at end of shift or operational period as determined 		

Documents and Tools
<input type="checkbox"/> NHICS 200: Incident Action Plan (IAP) Quick Start <input type="checkbox"/> NHICS 207: Incident Management Team (IMT) Chart <input type="checkbox"/> NHICS 214: Activity Log <input type="checkbox"/> NHICS 252: Section Personnel Time Sheet <input type="checkbox"/> NHICS 253: Volunteer Registration <input type="checkbox"/> NHICS 257: Resource Accounting Record (optional) <input type="checkbox"/> Facility emergency operations plan <input type="checkbox"/> Facility organizational chart <input type="checkbox"/> Facility telephone directory <input type="checkbox"/> Facility inventory <input type="checkbox"/> Facility financial data forms <input type="checkbox"/> State and federal/FEMA reimbursement forms



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Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System 5th Edition (2014) Guidebook by the American Health Care Association (AHCA) Disaster Preparedness Committee