



General MFP Reappointment Timeline & Tasks

<p>April</p>	<ol style="list-style-type: none"> 1. Send email reminders to catch up on logging hours 2. (optional) Send paper letters to MFPs short on hours <ul style="list-style-type: none"> • Sample mail merge letter & Excel data file 3. Watch reappointment training recordings on MFP Coordinator Site 4. Decide how to handle insurance payments in your program: individual? Local program pays for all? Local program pays for volunteers who completed minimum hours?
<p>May <i>beginning</i></p> <p><i>end</i></p>	<p>Reappointment Quiz & Prep for Reappointment Forms</p> <ol style="list-style-type: none"> 1. Send study guide & quiz questions to volunteers 2. Create reappointment tracking log <ul style="list-style-type: none"> • Sample tracking log 3. Receive bi-weekly quiz completion status reports; update tracking log 4. Prep for reappointment 5. VMS: Change Trainee Achievement to First Year MFP so the reappointment forms show up on their home page (<i>make a note in the Comment section in the trainee's profile</i>) 6. VMS: double check start dates include in all MFP & Trainee profiles 7. Send reappointment process instructions to MFPs <ul style="list-style-type: none"> • Sample email to this year's students • Sample email to existing MFPs 8. Update tracking log with test status & identify those with minimum hours
<p>June <i>Weekly</i></p> <p><i>end</i></p>	<p>Reappointment month</p> <ol style="list-style-type: none"> 1. Receive weekly quiz completion status reports; update tracking log 2. Run 2 sets of hours reports and update tracking log <ul style="list-style-type: none"> • First Year MFPS (first day of training to end of June) • MFPs (July-June) 3. If collecting insurance payments, update tracking log 4. Call/send reminder to those who haven't completed all reappointment steps
<p>July <i>beginning</i></p>	<p>Close out reappointment process</p> <ol style="list-style-type: none"> 1. For MFPs who did not complete hours or quiz: <ul style="list-style-type: none"> • Change status to inactive • Remove from Collaborative Tools • Send paper letter of status change 2. Follow up with any stragglers to finish all parts of reappointment 3. Submit reappointment list for approval to County Director 4. Send status change and short hours letters as needed – personalize them to thank them for their accomplishments in the program: resigned/dropped, to/from LAS, Honorary
<p><i>after CD approval</i></p>	<ol style="list-style-type: none"> 1. Change Achievement in VMS <ul style="list-style-type: none"> • For Trainees who had their status temporarily changed, change status back to Trainee • First Years MFPs to MFP (for previous year's students) • MFP to Gold Badge (if using) 2. For any volunteers who changed their status, make the change in VMS <ul style="list-style-type: none"> • Active to Limited Active Status • Limited Active Status to Active • Active to Resigned/Inactive • Active to Honorary • Resigned to Deleted (for inactive MFPs from <i>previous</i> year) • Submit last year's resigned list to Risk Management's No Longer Interested (NLI) list to remove from DOJ's subsequent arrest notification 3. Remove inactive members from Collaborative Tools groups 4. Confirm active member count and account number with statewide office for insurance billing