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## Financial & Statistical Information Management ARC 3078-2, Rev. 08/06

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<b>Purpose</b>	The purpose of this basic-level disaster services course is to prepare Red Cross employees and volunteers to perform the tasks of a Financial & Statistical Information Management (FSI) service associate on a disaster relief operation.
<b>Objectives</b>	<p>After successfully completing this course using either the self-study or instructor-facilitated method, participants will be able to—</p> <ul style="list-style-type: none"><li>• Describe the primary responsibilities of an FSI service associate when working on a disaster relief operation.</li><li>• Assign and account for the usage of Client Assistance Cards (CACs).</li><li>• Assign and account for the usage of Disbursing Orders (DOs).</li><li>• Manage the confidential master case files of Red Cross clients.</li></ul>
<b>Audience</b>	<p>Participants will be Red Cross employees and volunteers who are interested in being assigned to work at the level of an FSI service associate or above on a disaster relief operation.</p> <p>Others who may benefit from taking this training include those in Operations Management and those who may require an understanding of the operational procedures and tasks associated with Financial &amp; Statistical Information Management.</p>
<b>Prerequisites</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"><li>• <i>Client Casework: Providing Emergency Assistance</i> (DSCLS202A, 07/06)</li></ul> <p><b>Recommended:</b></p> <p>Participants will benefit from having Individual Client Services casework experience issuing Client Assistance Cards (CACs) and Disbursing Orders (DOs).</p>
<b>Length</b>	This course is comprised of approximately 4.5 hours of instruction, whether taught using the self-study or instructor-facilitated method.
<b>Scheduling</b>	The sponsoring Red Cross unit will schedule training on an as-needed basis. The course may be delivered using either a self-study or instructor-facilitated method. In order to provide adequate supervision and feedback to participants during course activities it is recommended that a ratio of one instructor to every 8-10 participants be maintained when taught using the instructor-facilitated method.

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**Instructor  
Requirements**

When selecting the instructor-facilitated method, the course will be taught by one or more qualified Disaster Services instructor(s) who, in addition to meeting basic-level disaster services instructor requirements, must—

- Be ranked in the Disaster Services Human Resources (DSHR) System as an FSI supervisor or above.
  - Have had one or more successful service area-level disaster relief operations experiences in FSI within the last 12 months.
  - Have processed Forms 5266 and are able to use them to report FSI information on a disaster relief operation.
  - Be able to convey a clear and thorough understanding of the procedures and concepts being presented in the training and the FSI mechanisms that support service delivery.
  - Have successfully completed *Financial and Statistical Information Management* (ARC 3078-2, Rev. 08/06).
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**Materials**

For a list of materials, see the Disaster Training Courses page on CrossNet.

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