

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Manisha Juthani, MD
Commissioner

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Governor
Susan Bysiewicz
Lt. Governor

TO: MRC Chapter Leads PHEPR-2024-02

DATE: January 29, 2024

FROM: Francesca Provenzano, MPH, RS
Public Health Section Chief

SUBJECT: Medical Reserve Corps *CT Responds* Training Series

The Connecticut Department of Public Health (DPH) Public Health Emergency Preparedness and Response Section (PHEPRS) will be offering a training series focused on the Medical Reserve Corps (MRC) system, *CT Responds*. The target audience for this training series is all MRC Chapter leads in Connecticut.

The *CT Responds* software is the DPH's standardized and contractually required volunteer management system for MRC chapters. We look forward to teaching you about the various options and features available in *CT Responds* that will streamline your MRC administrative functions. *CT Responds* offers several features such as widespread messaging, activation recordkeeping and timekeeping, and volunteer typing which will assist you with timely activations and quarterly reporting to the Administration for Strategic Preparedness and Response.

On the second Tuesday of each month, the DPH PHEPRS will host a 2:00 pm Teams training session to review select *CT Responds* feature, provide resources, and address questions. Complimentary office hours will be held the following Tuesday at 2:00 pm.

Please refer to the MRC Training Series schedule on the following page. If you are unable to attend, please note that each session will be recorded and posted to CT TRAIN.

For questions, please contact Makayla Andrews at makayla.andrews@ct.gov. We look forward to our continued collaboration. Thank you.

c: Directors of Health, Acting Directors of Health
Francesca Provenzano, Section Chief
Lisa Michelle Morrissey, Deputy Commissioner
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**Connecticut Department of Public Health
Public Health Emergency Preparedness and Response Section**

Medical Reserve Corps *CT Responds* Training Series

All sessions are held at 2:00 pm

Date	Title
February 13 *Office hours February 20	CT Responds User Accounts <ul style="list-style-type: none"> • Unit Leader Profile • Register New Volunteer • Responders Profile Window
March 12 *Office hours March 19	MRC SOP Overview <ul style="list-style-type: none"> • Federal/ State MRC Requirements • Activation Process • Deployment ready volunteers
April 9 *Office hours April 16	Verification & Credentialing <ul style="list-style-type: none"> • Background check procedure & Reporting • License verification & Reporting • Loyalty Oath & Training
May 14 *Office hours May 21	Mission Manager <ul style="list-style-type: none"> • Setting up a Mission • Creating Deployment Groups • Tracking time • Reporting
June 11 *Office hours June 8	Developing and sending messaging <ul style="list-style-type: none"> • General messages • Mass messaging • Messaging Responses
July 9 *Office hours July 16	Advanced Admin <ul style="list-style-type: none"> • Additional Report Generation • Managing Incidents • Documents
August 13 *Office hours August 20	Intro to MRC Core Competencies Training <ul style="list-style-type: none"> • NACCHO pre & post trainings • ASPR Core Competencies on CT Train

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 225 196 189 191

Passcode: w5rLr9

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