

Case Manager Document Toolkit

1. Getting Started
 - a. Case Manager's Checklist
 - b. Infected Premises Timeline for Case Managers
 - c. Document Routing for Case Managers
 - d. EMRS Login and Maneuvering Information
 - e. VS Guidance 8603.1: Procedures for Flock Plans, Compliance Agreements, and Indemnity Claims in Cases of H5/H7 Low Pathogenicity Avian Influenza Infection in Poultry
 - f. HPAI_GeneralResources_v2_5.12.2015
2. **Quarantine Form (Form 1)**
3. **Appraisal for Indemnity Claim (Form 2)**
 - a. MN HPAI Appraisal SOP
 - b. **Request for Services (ICS 213 Form 3)**
 - c. **Supplemental- Request for Services (Form 4)**
4. **Infected Premises Questionnaire (Form 5)**
5. Depopulation
 - a. **Depopulation Equipment Checklist (Form 6)**
 - b. Information Needed for 3D
6. Composting
 - a. HPAI Compost Estimate (Pre Award Letter After Approval)
 - b. Ammonia Safety in Enclosed Structures SOP
 - c. Compost Temperature Monitoring Procedure- Safety
 - d. Composting Temperature Check Instructions
 - e. Compost Temps After Turning
 - f. Compost Temps Before Turning
 - g. Disposal of Poultry Carcasses
 - h. Guidelines for In-House Composting Poultry Mortality as a Rapid Response to AI
7. **Flock Plan Template (Form 7)**
8. Payment Information
 - a. **ACH Vendor Enrollment Form (Form 8)**
 - b. Timeline for Indemnity Funds Release
9. Cooperative Compliance Agreements
 - a. **Authorized Signature Form for Cooperative Agreements (Form 9)**
 - b. **Cooperative Agreement Work and Financial Plan- Prefilled (Form 10)**
 - c. Cooperative Agreement Package Checklist-NAI Outbreak
 - d. Cost Estimate Worksheet Template (NOT OFFICIAL DOCUMENT)
 - e. **Pre-award Request Letter with ADO and ADODR Names (Form 11)**
 - f. Processing Cooperative Compliance Agreements
10. Cleaning and Disinfection
 - a. BARN CLEANING AND DISINFECTION CHECKLIST-06.11.2015
 - b. C&D Statement of Work-06.11.2015
 - c. Cleaning and Disinfecting Equipment and Vehicles Leaving the Hot Zone
 - d. Management of Uncontaminated or Decontaminated Waste- MN Pollution Control Agency Letter
 - e. MSDS Oxine-AH (Non-Wet Clean Areas)
11. Timeline to Restocking & Environmental Sampling
 - a. HPAI_Restocking Criteria for Previously Infected Premises_v6_5 22 2015
 - b. Timeline to Restocking & Environmental Sampling Procedures, V.10
 - c. Environmental Sampling Options_05.27.2015
12. Helpful Documents
 - a. Liz Growth, Claims Assistant Business Card

