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**Client Assistance Cards:  
Financial and Statistical Information Management Workers  
DSCLS201C, 07/06  
Fact Sheet Rev. 12/06**

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<b>Description</b>	<p><i>Client Assistance Cards: Financial and Statistical Information Management Workers</i> is a basic level online course consisting of four separate learning modules that reside on the Red Cross Learning Management System (LMS).</p> <p>The course leads Financial and Statistical Information Management (FSI) workers through the Caseworker's role of issuing Client Assistance Cards by interviewing clients, filling out the proper forms and activating Client Assistance Cards via phone. It then addresses how FSI workers distribute, control and track cards on both a disaster relief operation and during a local response.</p> <p>This course is equal to, and can take the place of, segment three of the <i>Financial and Statistical Information Management</i> course (ARC 3078-2).</p>
<b>Purpose</b>	<p>The purpose of this online course is to prepare Red Cross employee and volunteer FSI workers to properly distribute, control and track the use of Client Assistance Cards during a local disaster response and on a disaster relief operation.</p>
<b>Learning Objectives</b>	<p>After completing this course, participants will be able to—</p> <ul style="list-style-type: none"><li>• Recall the purpose and advantages of a Client Assistance Card.</li><li>• Identify the characteristics of the Client Assistance Card.</li><li>• Identify all forms associated with issuing Client Assistance Cards to a client.</li><li>• Assign Client Assistance Cards to caseworkers</li><li>• Receive unused Client Assistance Cards and completed documentation from caseworkers</li><li>• Process completed Client Assistance Card Authorizations</li><li>• Complete Daily Record of Value of Client Assistance Cards Issued</li></ul>
<b>Audience</b>	<p>Chapter personnel (employee and volunteer) who are currently serving, or who are interested in serving, in the FSI activity.</p>
<b>Prerequisites</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"><li>• <i>Client Casework: Providing Emergency Assistance</i> (DSCLC202A, 07/06)</li></ul>
<b>Length</b>	<p>This online course is comprised of four (4) modules with a total estimated time to complete the entire course of three (3) hours.</p>

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# *Fact Sheet*

Disaster Services

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**Scheduling**

Host and/or sponsoring units are responsible for scheduling participants through the Learning Management System (LMS). Participants can access this self-paced course 24 hours a day, 7 days a week via the internet.

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**Instructor Requirements**

Because this course is available online, no instructors are required.

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**Materials**

Because this course is available online, no materials are required.

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