

## SWM Local Liaison

Your role will be critical to:

1. Create a local network of 1) production, 2) distribution, 3) use and 4) follow-up for standing frames, including:
  - a. CNC machine shop
  - b. Carpenter/s
  - c. Physical therapists
  - d. Patients and families
2. Please help me translate materials as appropriate into your local language
3. Ensure that we produce standers at an appropriate rate, by balancing demand and funding
4. Ensure that physical therapists are educated about how to use the standing frames and report important information like follow up forms on the website.
5. Ensure that information is appropriately added in the google drive (described below) including serial numbers, forms and photos.
6. Communicate with Scott about difficulties or ideas that you have to make the project better.

### I. Google drive items

1. Photos
  - a. Upload one, and only one official photo per patient to google drive folder “Official Photos” -> “[your country]”
  - b. Official photo - for record/proof of distribution
    - i. White board or paper including:
      1. Patient First and Last name, or name of clinic
      2. Frame Serial number (ex: VDN-37)\*\* see below for serial # information
      3. Country, City of distribution E
      4. Date mm/dd/yyyy
  - c. Candid photos/videos - for fundraising purposes
    - i. Any photos of distribution or production that is not the official photo
    - ii. Can be as many photos as you like, preferably not duplicates
    - iii. Please sort into folders: “distribution candid’s and “production photos” appropriately
2. Serial numbers document- SWM needs to verify and have records of every standing frame produced. This is done by recording the production serial number of the device in the excel document named “Serial Numbers\_Numeros de Serie” at the very bottom. This is the document where all standing frames from around the world are entered so SWM can keep track of them. If you have questions about how to use it, please contact Scott prior to editing the document. The more info about each batch of standers the better.

\*\* The serial number VDN-37 for example is generated by the place of production, in this case, Vietnam, Danang = “VDN” then a dash “—”, then the number produced in that location. Say it is the 37<sup>th</sup> one “37” for a final serial number of “VDN-37”. Another example: “PA-78” stand for “Peru, Arequipa 78<sup>th</sup> one made”

Another Example: “VHCM-2” for “Vietnam, Cho Chi Minh second one made” etc. If you have questions about this please contact [Scottcmitchell2@gamil.com](mailto:Scottcmitchell2@gamil.com)

- a. Please make sure all new standing frames are clearly and permanently labeled on the frame itself so we can follow what happens to them in the future (if they get recycled or something).
3. Stories
- a. If there are particularly powerful stories that you hear or that we could share with our donors, please try to have someone record them with some details, and/or take a brief video of the patient and caregiver if they are willing to share their story publicly. This helps with fundraising and thanking our donors!

## II. Other documents

### The 3 Forms

- b. There are three critical forms- for this first batch of 5 standers, only need to use new patient and follow-up forms!
  - i. Solicitation form- filled out by patients or therapist
  - ii. New patient form- filled out by parent and therapist
  - iii. Follow-up form- filled out by parent and/or therapist
- c. Each form has a printable PDF and electronic version available on the website at **<http://www.standwithme.org/pt-zone.html>**
  - i. Printed version is for filling out with patients, the online version is the way that the information gets shared with Stand With Me. If the information never gets uploaded into the electronic google form, we never know it exists and it was a waste of time to fill out the form!!!!
  - ii. Please print off and use the PDF version in clinics, homes etc, then once the paper page is filled out, you can later go to the website and fill in the information in the electronic version so that it shares with me
  - iii. You can also share the links with local therapists and parents etc. Please let everyone know how important it is that the paper forms get entered electronically on the google form. Otherwise, we never know it was completed!
- d. If you would be willing to help me translate the forms into your local language, I will give you a word document that you can help me edit and we can post it online!

Email any questions you have about this information to [scottcmitchell2@gmail.com](mailto:scottcmitchell2@gmail.com)