

Agency for Health Care Administration

Emergency Status System (ESS)

Partner User Instructions

Enrollment

ESS Partner Users

Includes persons employed by a designated state or federal governmental agency, health care provider association, or those who work with AHCA during emergencies. There are three Partner User Access Types: View Only, Limited and Full Access.

View Only: Users include staff of the Attorney General's Office, Ombudsman and Other Governmental Agencies. Access to ESS information is view only.

Limited: Users include representatives of health care associations. Access is granted by provider type.

Full: Users include staff of the Department of Health and the Department of Community Affairs, Division of Emergency Management.

Enrollment Instructions

- Visit the ESS website at <http://ahcaxnet.fdhc.state.fl.us/essweb> and select “**First Time User**”.
- Select the Partner User Agreement link.
 - Provider User Agreement – for a person who owns or is employed by the provider.
 - Affiliate User Agreement – for a person affiliated with the provider such as a corporate representative.
 - Partner User Agreement – for an employee of a state or federal governmental agency, health care association, or other persons who might work with the AHCA during emergencies
- Complete the application online:
 - Partners create your own User Code.
 - Select the appropriate partner Organization type from the pick list provided.
Note: Staff of the Department of Health and the Department of Community Affairs, Division of Emergency Management should select EOC.
 - Indicate your specific Department and Division.
 - Read conditions of agreement and select **I Agree/Print Page**.
 - Print and sign the user agreement. Route the agreement to the designated approver for your organization for signature before submitting to AHCA. Designated approvers for partner users include:

Department of Health: Samantha Cooksey, Department of Health, FAX: 850-413-8859, Phone 850-245-4444 x3696

Department of Community Affairs, Division of Emergency Management: Linda Brown, FAX: 850-488-5777, Phone: 850-413-9892.

Office of the Attorney General, Medicaid Fraud Control Unit: Lt. Karin May, FAX: 813-281-5513, or contact Andrea Chilton for assistance at 813-287-7940.

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Department of Elder Affairs, State Long-Term Care Ombudsman: Brian Lee, 4040 Esplanade Way, Tallahassee, FL 32399, FAX: 850-414-2377

Health Care Associations: ESRD Network 7, Florida Association of Homes for the Aging, Florida Health Care Association, Florida Hospital Association, Florida Assisted Living Association, Florida Association of Rehab Facilities, and the Florida Hospice Association – Send the agreement to your Executive Director for an authorized signature before submitting to AHCA.

- Once all signatures are obtained, the agreement should be mailed to the appropriate AHCA unit as listed on the form.
- Once AHCA approves the agreement, users will be notified by e-mail and may use ESS.

ESS Access After Approval

- Upon AHCA approval of your written agreement, you may enter ESS using your user account.
- Reports can be emailed or exported. Please see the ESS Help file for report information.

ESS Assistance and Questions

- AN Online Help Manual is available within the ESS application.

- AHCA staff may be contacted for assistance at:

Assisted Living Unit (850-487-2515)

Providers: assisted living facilities and adult family care homes

Partners: Florida Assisted Living Affiliation (FALA)

Hospital and Outpatient Services Unit (850-487-2717)

Providers: hospitals, crisis stabilization units, and residential treatment facilities

Partners: Florida Hospital Association (FHA)

Laboratory Unit (850-487-3109)

Providers: End Stage Renal Disease (ESRD) providers

Partners: ESRD Network 7

Long Term Care Unit (850-488-5861)

Providers: skilled nursing facilities, homes for special services, intermediate care facilities for the developmentally disabled, and transitional living facilities

Partners: Florida Health Care Association (FHCA), Florida Association of Rehab Facilities (FARF), Florida Association of Homes for the Aging (FAHA), Florida Attorney General (AG), Florida Long-Term Care Ombudsman (OMB), and other governmental agencies

Licensed Home Health Programs Unit (850-414-6010)

Providers: hospices

Partners: Florida Hospice Association (HOSPE)