

Entering Event/Situational Awareness Information in the Emergency Status System (ESS)

Audience: Providers, Partners, and AHCA Staff

1. Navigate to and log in at the website: <https://apps.ahca.myflorida.com/ess>
2. Once logged in, the tabs displayed vary based on the user account's permissions. Locate and select the provider. The provider's "Facility Details" screen will open. If the provider is part of the event, the "Event" tab will display.
3. Click the "Event" tab to open the set of event-specific tabs for information entry. The tabs displayed vary based on the information entered/saved.
4. Basic information about the event tabs/screens:
 - a. "Save" button will save the information entered and keep the screen open.
 - b. "Save and Proceed" button will save the information entered and automatically open the next screen. Note: System users must click one of the save buttons or all information entered will be lost.
 - c. "Undo Changes" button will only be active once something is entered; use this button to revert all fields to what they were before changes were made. Remember to save once the correct information is input, if needed.
 - d. The event tabs may be clicked individually to navigate to that particular screen to view or enter information.
 - e. Each screen has a history table at the bottom. This table displays all submitted entries with information about who and when it was submitted. System users may click the "Details" button to view the entire entry, if desired.
 - f. The "Census and Availability" tab is used to enter the provider's current resident census and demographics; it is also used to enter availability for other residents/patients. The questions vary based on provider type. **ESRDs (dialysis facilities):**
 - g. **Hospitals:**
 - i. If the hospital has an onsite emergency department (ED), a question about the ED's status will display.
 - ii. Bed availability is calculated based on the current census for each bed type and the hospital's staffed capacity for each bed type. Be sure to enter both values for the calculations to be accurate.
 - h. **Standalone Emergency Department:**
 - i. Standalone EDs will only be asked for their status.
 - i. **All other provider types (i.e. Nursing Homes, Residential Treatment Centers, etc.):**

- i. Census and bed availability are input. Availability is split up by bed type. If the provider has any gender specific beds, input those values. All other available beds would be entered into the space for non-gender specific beds.
 - ii. The demographics of the residents/patients should also be entered, if applicable.
- 5. The “Evacuation Status” tab is used to say if the provider is or is planning to evacuate.
 - a. If no, the user will be able to save the answer and move to the next tab.
 - b. If yes, the user will be prompted for more detailed information about who is evacuating and to what locations. Contact information for a staff member knowledgeable of or with the evacuated residents/patients should also be entered for each location.
 - i. There are 3 ways to enter the evacuation location(s).
 1. The “Select from Planned Evacuation Locations” button will allow the user to select from the locations entered during preseason; all locations saved in the preseason information section will appear in the “Location Name” dropdown menu.
 2. The “Add AHCA Licensed Evacuation Location” button will allow the user to enter a location that is AHCA-licensed. This location will not be saved to the list for future events. Start typing the name of the location in the “Search...” field and a list will generate with matching options.
 3. The “Add Other Evacuation Location” button will allow the user to enter a location that is not AHCA-licensed. This location will not be saved to the list for future events.
 - ii. Information about the location may be edited by clicking the “Edit” button next to the location.
 - iii. The location may be removed if plans have changed by clicking the “Remove” button next to the location.
- 6. The “Accepting Resident/Patient Evacueees” tab is used to say if the provider is able to accept evacuees and how many. This tab will only display if the provider’s most recent “Evacuation Status” is no to evacuating.
 - a. If no, the user will be able to save the answer and move to the next tab.
 - b. If yes, the user will be prompted for more detailed information about how many residents/patients may be accepted.
 - c. The user may also provide information about what types of residents/patients may be accepted.
- 7. The “System and Services Status” tab is used to provide details about the operational statuses of each utility and service (i.e. telephone, hot water heater, HVAC, etc.). This tab is also used to report if the provider is utilizing any generators.
 - a. If any generators are being utilized, select what is being powered by the generator(s). Select all that apply.
 - b. Information being reported should not conflict; if so, an error message may display.
- 8. The “Generators Status” tab is used to report which generators are currently being utilized for powering the facility and information about the fuel status for each generator. All generators entered during preseason will be displayed.

- a. If a generator needs to be removed or updated, proceed to the “Generators” tab to make changes.
 - b. If another generator needs to be added, click the “Add New Generator” button. The screen for adding a generator will open. Input the information and save.
 - c. The generator will now display on this list. Enter the information requested about each generator.
9. The “Damages” tab is used to report any damages sustained by the facility during the event.
 - a. If no, the user will be able to save the answer and move to the next tab.
 - b. If yes, the user will be prompted for more detailed information including the type of damage and the severity.
 - c. Save an entry for each type of damage sustained. Include a brief description of the actual damage.
10. The “Resource Needs” tab is used to inform AHCA that a provider has needs that the local emergency management officials should be assisting with.
 - a. If no, the user will be able to save the answer and move to the next tab.
 - b. If yes, the user will be prompted for more detailed information about what types of things are needed, who to contact about these needs, and whether these have been reported to the local emergency management officials.
11. The “Re-Entry after Evacuation” tab is used to collect information about the return of evacuated residents/patients and staff. It will only display if the provider’s most recent “Evacuation Status” is yes to evacuating.
12. The “National Reporting” tab is used to collect information that is requested by federal partners. This information is for reporting purposes only.
13. All event/situational awareness information has been entered and saved. Please review and update by the specified reporting times and as the provider’s situation changes.