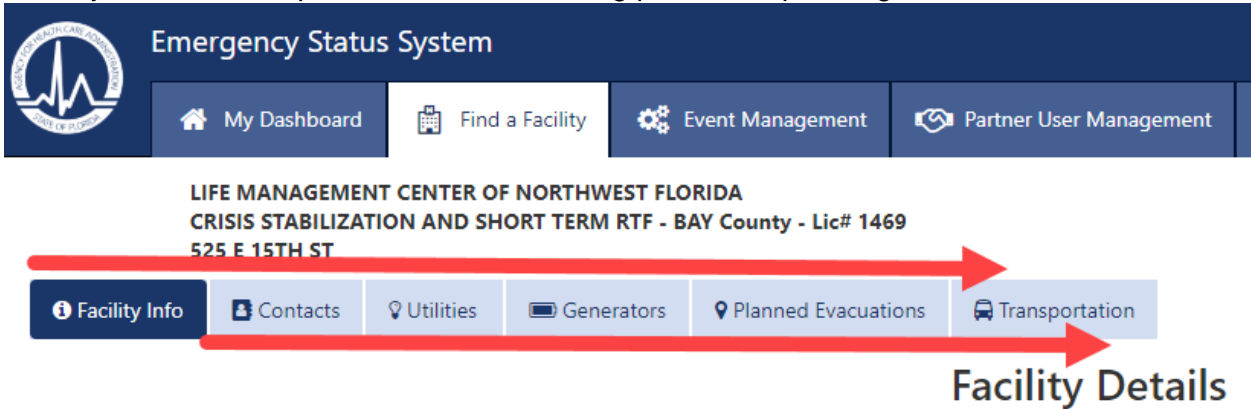


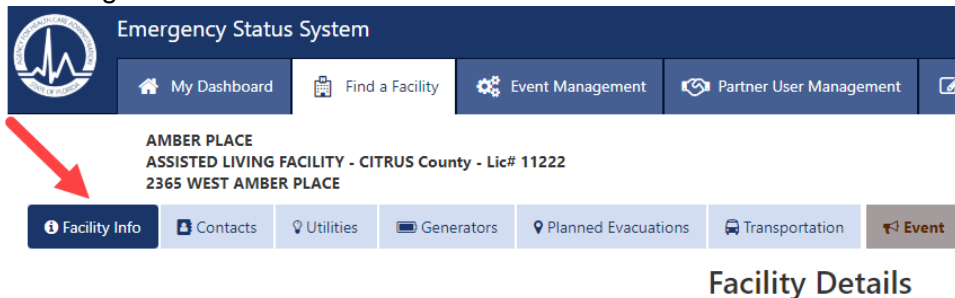
## Entering Preseason/Planning Information in the Emergency Status System (ESS) Audience: Providers, Partners, and AHCA Staff

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. The tabs ranging from "Facility Info" to "Transportation" are for entering preseason/planning information.



**Facility Details**

3. The "Facility Info" tab ("Facility Details" screen) is mostly read-only information from the AHCA licensing database. If changes need to be made, please contact the appropriate AHCA licensing unit.



**Facility Details**

License Status	LICENSED
Current Moratorium	No
Physical Address	2365 WEST AMBER PLACE CITRUS SPRINGS, FL 34434
Phone Number	(3... 710 ext:
Email Address	m: ...@bellsouth.net
Website	
Mailing Address	2365 WEST AMBER PLACE CITRUS SPRINGS, FL 34434
Owner	AMBER PLACE, INC.
AHCA Inspection Region	Area Office 3
RDSTF Region	Florida RDSTF 4
CMS Region	GAI

Below the licensing information, some questions exist that need to be answered. If you do not

know the provider’s evacuation zone, look it up on the evacuation zone map website: <http://floridadisaster.maps.arcgis.com/apps/webappviewer/index.html?id=c788060028cb43809a25744ead39c0d6>. If the link does not open, navigate to the following website to then navigate to the map: <https://www.floridadisaster.org/info/>.

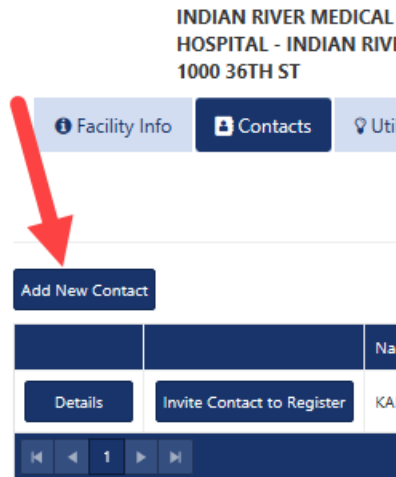
4.

Hospitals and Emergency Departments will have more than the other provider types.

5. The “Contacts” tab (“Facility Contacts” screen) is used for maintaining the provider’s contact people, ESS user accounts, and designated safety liaison.
  - Provider Superusers**-add, edit, and delete contacts; send and resend registration invitations; revoke registration; designate the safety liaison.
  - Provider Users**-edit/update their own contact information.
  - Partner Superusers**- add, edit, and delete provider and partner contacts; send and resend provide and partner registration invitations; revoke provider and partner registration; designate the provider’s safety liaison.
  - Partner Users**-add and edit provider contacts; send and resend provider registration invitations; edit/update their own contact information.

- a. **To add a new contact person:**

- i. Click “Add New Contact”.



- ii. Enter the contact’s information on the “Facility Contact-Add” screen. Select the person’s “Title/Position”. Enter the person’s name, email address(es), telephone number(s), type of telephone number, and if the number is able to receive text messages.

### Facility Contact - Add

**Title/Position**

**First Name**

**Last Name**

**Primary Email**

**Email 2**

**Email 3**

**Primary Phone Number**

**Extension**

**Phone Type**

**Text Messaging Capable**

**Phone Number 2**

**Extension**

- iii. If the person is the designated safety liaison or knowledgeable about the facility’s generator(s), indicate this by checking the appropriate box(es) if applicable.

**Safety Liaison**

**Generator Contact**

- iv. Indicate if the person is unable to communicate in English and requires a translator if called. If a translator is needed, please indicate the language also. Click "Save" once all information is entered.

Do you require a translator? Yes

Language Spoken Portuguese

Other Language

Save Cancel

**b. To edit/update an existing contact:**

- i. Click "Details" next to the contact's name.

AMBER PLACE  
ASSISTED LIVING FACILITY - CITRUS County - Lic  
2365 WEST AMBER PLACE

Facility Info Contacts Utilities Generators

	Name	Title	Pr
Details	Test Test	Maintenance Director	(85
Details	M... ON	CEO/Administrator	(35


1

- ii. Click “Edit” at the bottom of the “Facility Contact-Details” screen.

### Facility Contact - Details

Title/Position	Maintenance Director
First Name	Test
Last Name	Test
Primary Email	testahca7@gmail.com
Email 2	
Language Spoken	
Other Language	


---

 Edit Cancel

- iii. Click “Save” once information is entered.

Other Language

---

 Save Cancel

**c. To invite a contact to register for ESS:**

- i. Click the button “Invite Contact to Register” next to the name of the contact.

Facility Info **Contacts** Utilities

---

Add New Contact

		Name
<span>Details</span>	<span>Invite Contact to Register</span>	KAREN

« ◀ 1 ▶ »

- ii. On the “Send Invitation to Contact” screen, select the user role the person will be assigned and click “Create” to send the invitation.

### Send Invitation to Contact

Contact Email Address: karen.davis@irmc.cc  
 Facility Name: INDIAN RIVER MEDICAL CENTER  
 Date Expires: 9/17/2018 3:58:24 PM  
 Select User Role: **Provider Superuser**

Email Invitation Preview

- iii. Invitation information will populate in the contacts grid for this person.

### Facility Contacts

Add New Contact

Name	Title	Primary Phone	Primary Email	Safety Liaison	Generator	Language	Invitation Sent	Invitation Expires	User Registered
T...	CEO/Administrator	(8...)	BETA618795@BETA.COM	No	No		07/19/2018 10:09 AM	07/20/2018 12:10 PM	

1 - 1 of 1 items

- iv. Once the contact has complete the registration process, this information will be filled in as well.

Invitation Sent	Invitation Expires	User Registered
07/19/2018 10:09 AM	07/20/2018 12:10 PM	07/19/2018 12:14 PM
07/19/2018 12:19 PM	07/20/2018 12:20 PM	07/19/2018 12:21 PM

1 - 2 of 2 items

#### d. To resend a registration invitation:

- i. Click the “Resend Invitation” button next to the contact.

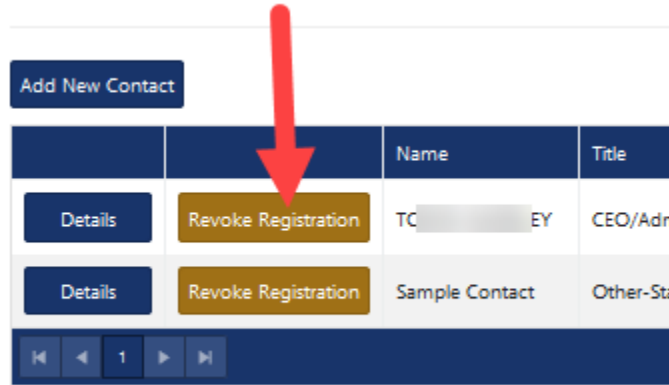
Add New Contact

Name
TONYA

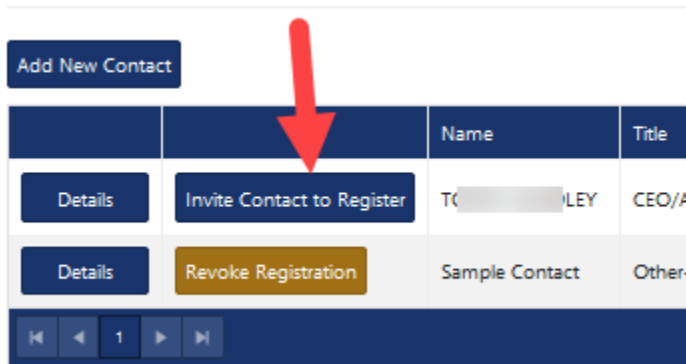
1

#### e. To revoke a contact’s registration/access:

- i. Click the “Revoke Registration”.

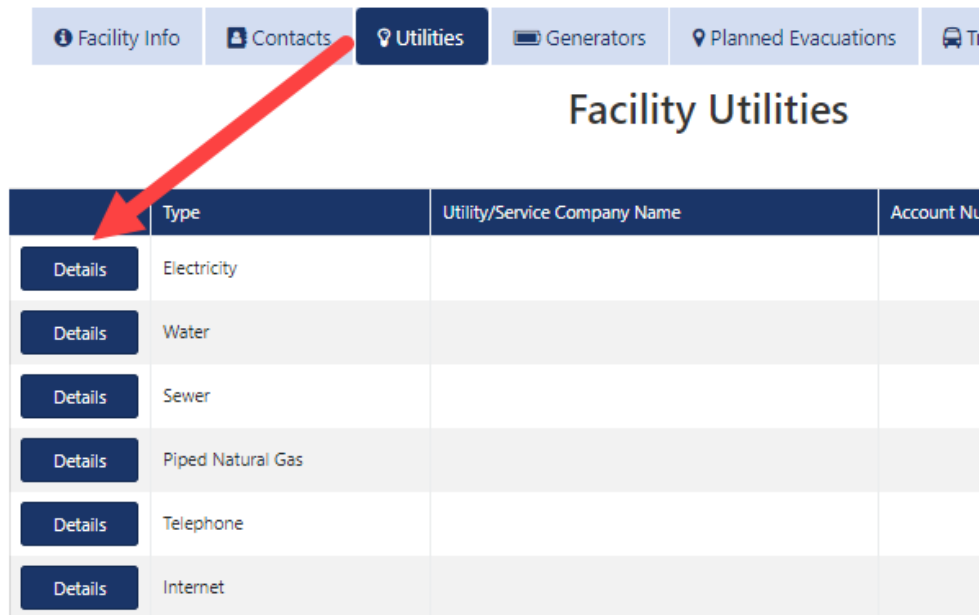


- ii. The “Invite Contact to Register” will replace the “Revoke Registration” button.



- 6. The “Utilities” tab (“Facility Utilities” screen) is used to maintain the provider’s utility and service companies and account information.

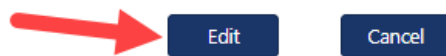
- a. Select the “Details” button next to the first type.



- b. The “Facility Utility Account – Details” page will open. Click “Edit” to enter or change information.

## Facility Utility Account - Details

Utility Type	Electricity
Company Name	
Outage Reporting Phone Number:	
List of Account Numbers	



- c. Fill in the information about that specific utility or service.  
Note: When adding account numbers, type the account number in the field called “Account Number to be Added” and click the “Add Account Number” button. The account number will populate in the “List of Account Numbers”. Add all active account numbers for this utility or service.

## Facility Utility Account - Add

Utility Type	Electricity
Company Name	Electric Company Name
Outage Reporting Phone Number:	(888) 888-5555
<b>Add all account numbers with this utility provider to the list below:</b>	
Account Number to be Added	<input type="text"/> <b>Add Account Number</b>
List of Account Numbers	<input type="text" value="12345"/> <input type="text" value="12678"/> <b>Delete Account Number</b>
<b>Save</b> <b>Cancel</b>	



- d. If an account number needs to be removed from the list, select it from the “List of Account Numbers” box and click the “Delete Account Number” button.

**Add all account numbers with this utility provider to the list below:**

Account Number to be Added

Add Account Number

List of Account Numbers

12345

12678

Delete Account Number

Save

Cancel

- e. Click the “Save” button when complete.

List of Account Numbers

12345

12678

Delete Account Number

Save

Cancel

- f. Continue entering/verifying information for each utility or service. If the utility or service does not apply to the provider, click the box available to opt out of it.

**Facility Utility**

---

Utility Type

Uses Well Water

---

Utility Type

Uses Septic Tank

---

Utility Type

Not Applicable

- 7. The “Generators” tab (“Facility Generators” screen) is used to maintain the provider’s generators available for use during an emergency situation.

- a. Answer the mandatory question “Does the facility have a quick connection for a temporary generator?” and click the “Save” button.

The screenshot shows the 'Facility Generators' page with the 'Generators' tab selected in the navigation bar. A red arrow points to the 'Generators' tab. Below the navigation bar, the question 'Does the facility have a quick connection for a temporary generator?' is displayed with a 'Select' dropdown menu and a 'Save' button. A red arrow points to the 'Save' button. Below the question is an 'Add New Generator' button and a table with columns 'Make/Model' and 'Type'. The table is currently empty.

- b. Enter information about each generator the provider has for use during emergencies.
  - i. Click the “Add New Generator” button.

This screenshot is similar to the previous one, but the 'Add New Generator' button is highlighted with a red arrow. The 'Save' button is also visible. The table below the button is still empty.

- ii. The “Facility Generator-Add” screen opens. Fill in all of the information about the generator.

## Facility Generator - Add

Generator Make/Model:

Type:

Size:

Size in Watts or Kilowatts?  Watts  Kilowatts

Class:

- iii. Once the information has been entered, click “Save”.

Ability to repair generator on-site?

What systems does the generator power? (Check all that apply)

- Life Safety Systems
- Essential Equipment including select lighting
- Life Support Systems
- Food Refrigeration
- Full HVAC (Heat & Air)
- Medical Refrigeration
- Partial HVAC (Heat & Air)
- Entire Facility

**Save** **Cancel**

- iv. The generator will be added to the table. Click “Add New Generator” to add another. Repeat as needed to input all generators.

### Facility Generators

Does the facility have a quick connection for a temporary generator?  **Save**

**Add New Generator**

	Make/Model	Type	Fuel Type
<b>Details</b>	Sample Generator	Permanently Installed	Diesel

1 - 1 of 1 items

- c. Click the “Details” button next to the generator if changes need to be made to the information entered or if the generator needs to be removed from the list.

## Facility Generators

Does the facility have a quick connection for a temporary generator?

Yes ▾

Save

Add New Generator

Generator Name/Model	Type
Sample Generator	Permanently Installed

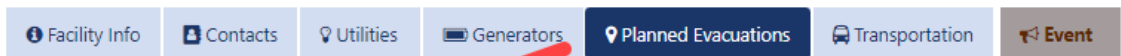
1

generator power:      systems      equipment including select lighting

Life Support Systems       Food Refrigeration  
 Full HVAC (Heat & Air)       Medical Refrigeration  
 Partial HVAC (Heat & Air)       Entire Facility

Edit      Cancel      Delete

8. The “Planned Evacuations” tab (“Facility Planned Evacuation Locations” screen) is used to maintain the places the provider may transport evacuating residents/patients and staff to during an emergency situation. Enter each possible location.
  - a. Click the “Add New AHCA Licensed Evacuation Location” button to add another provider’s facility as a location.



## Facility Planned Evacuation Locations

Add New AHCA Licensed Evacuation Location      Add New Other Evacuation Location

Evacuation Location Name	Address	Phone Number	AHCA Facility?	Has MOU?
No items to display				

- i. The “AHCA Facility Planned Evacuation Location-Add” screen opens. Start typing the name of the provider in the “Search...” field.

### AHCA Facility Planned Evacuation Location - Add

Search and select an AHCA Licensed Facility

Does your facility have a Memorandum Of Understanding (MOU) with this Planned Evacuation Location?

- ii. The “Search...” field is a lookup field. After typing at least 3 characters, it will search through all AHCA providers and build a list to choose from.

### AHCA Facility Planned Evacuation Location - Add

Search and select an AHCA Licensed Facility

Does your facility have a Memorandum Of Understanding (MOU) with this Planned Evacuation Location?

NORTHEAST FLORIDA STATE HOSPITAL | 7487 S STATE RD 121, MACLENNY, FL 32063

NORTH TAMPA BEHAVIORAL HEALTH | 29910 SR 56, WESLEY CHAPEL, FL 33543

NORTH FLORIDA REGIONAL MEDICAL CENTER EMERGENCY WEST END | 12311 WEST NEWBERRY ROAD, NEWBERRY, FL 32669

NORTH SHORE MEDICAL CENTER | 1100 NW 95TH ST, MIAMI, FL 33150

NORTH FLORIDA REGIONAL MEDICAL CENTER | 6500 NEWBERRY RD, GAINESVILLE, FL 32605

NORTHWEST FLORIDA COMMUNITY HOSPITAL | 1100

- iii. Select the appropriate provider from the list. Answer the question involving a Memorandum of Understanding(MOU). Click “Save”.

### AHCA Facility Planned Evacuation Location - Add

Search and select an AHCA Licensed Facility

NORTH OKALOOSA MEDICAL CENTER | 151 E REDSTONE AVE, CRE...

Does your facility have a Memorandum Of Understanding (MOU) with this Planned Evacuation Location?

Yes

Save Cancel

- iv. The location is now added to the list of potential evacuation locations.

Facility Info Contacts Utilities Generators **Planned Evacuations** Transportation Event

### Facility Planned Evacuation Locations

Add New AHCA Licensed Evacuation Location Add New Other Evacuation Location

	Evacuation Location Name	Address	Phone Number	AHCA Facility?	Has MOU?
Details	NORTH OKALOOSA MEDICAL CENTER	151 E REDSTONE AVE, CRESTVIEW, FL,	(850) 689-8100	Yes	Yes

1 - 1 of 1 items

- v. Repeat until all AHCA licensed locations are saved.
- b. Click the “Add New Other Evacuation Location” button to add any other type of location (i.e. hotel, shelter, etc.) that is not licensed by AHCA.

Facility Info Contacts Utilities Generators **Planned Evacuations** Transportation Event

### Facility Planned Evacuation Locations

Add New AHCA Licensed Evacuation Location Add New Other Evacuation Location

	Evacuation Location Name	Address	Phone Number	AHCA Facility?	Has MOU?
No items to display					

- i. The “Other Facility Planned Evacuation Location-Add” screen opens. Fill in the information about this location.


## Other Facility Planned Evacuation Location - Add

Planned Evacuation Location Name:

Street Address:

- ii. Once entered, click “Save”.

Planned Evacuation Location?



- iii. The location is now added to the list of potential evacuation locations.

## Facility Planned Evacuation Locations

	Evacuation Location Name	Address	Phone Number	AHCA Facility?	Has MOU?
<input type="button" value="Details"/>	NORTH OKALOOSA MEDICAL CENTER	151 E REDSTONE AVE, CRESTVIEW, FL,	(850) 689-8100	Yes	Yes
<input type="button" value="Details"/>	Holiday Inn	123 Main Street, Lutz, FL,	(888) 888-5555	No	No

1 - 2 of 2 items

- iv. Repeat until all other locations are saved.
- c. If changes need to be made to the information entered or if the location needs to be removed from the list:
  - i. Click the “Details” button next to it.

## Facility Planned Evacuation Locations

	Evacuation Location Name	Address	Phone Number	AHCA Facility?
<input type="button" value="Details"/>	NORTH OKALOOSA MEDICAL CENTER	151 E REDSTONE AVE, CRESTVIEW, FL,	(850) 689-8100	Yes
<input type="button" value="Details"/>	Holiday Inn	123 Main Street, Lutz, FL,	(888) 888-5555	No

- ii. Select either “Edit” or “Delete”. If editing, remember to save the changes.

a memorandum of Understanding (MOU) with this Planned Evacuation Location?

EVACUATION LOCATION:

Edit Cancel Delete

Save Cancel

9. The “Transportation” tab (“Facility Transportation” screen) is used to maintain the types of transportation the provider will have available to use during an emergency situation. All transportation contracts and provider-owned vehicles should be entered.

- a. Answer the required question, “Does this facility own or lease Ambulance/Aeronmedical transportation?” and click “Save”.

Facility Info Contacts Utilities Generators Planned Evacuations **Transportation**

### Facility Transportation

Does this facility own or lease Ambulance/Aeromedical transportation?

Sele Save

- b. Enter each transportation contract or planned carrier.

- i. Click “Add New Carrier”.

Facility Info Contacts Utilities Generators Planned Evacuations **Transportation**

### Facility Transportation

Does this facility own or lease Ambulance/Aeromedical transportation?

No Save

### Contracted Carrier Transportation

Add New Carrier

Carrier Name	Phone	Passenger Capacity
No items to display		



- ii. Enter all of the carrier’s information on the “Transportation-Contracted Carrier-Add” screen.

## Transportation - Contracted Carrier - Add

Carrier Name

Street Address

Address 2

City

- iii. Click “Save” to add the carrier to the list.



## Contracted Carrier Transportation

Add New Carrier

	Carrier Name	Phone	Passenger Capacity
Details	Carrier 1	(888) 888-5555	75

1 - 1 of 1 items

- iv. Repeat until all carriers are saved.

- c. If changes need to be made to the information entered or if the carrier needs to be removed from the list:

- i. Click the “Details” button next to the carrier.

## Contracted Carrier Transportation

Add New Carrier

	Carrier Name	Phone	Passenger Capacity
Details	Carrier 1	(888) 888-5555	75

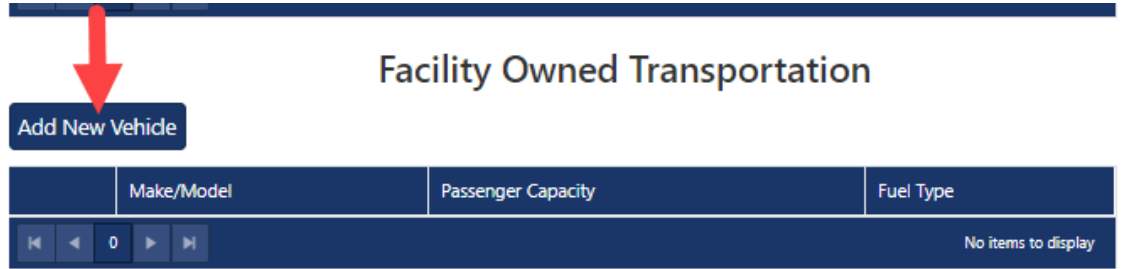
1 - 1 of 1 items

- ii. Select either “Edit” or “Delete”. If editing, remember to “Save” changes.



- d. Enter each vehicle the provider has available during an emergency event.

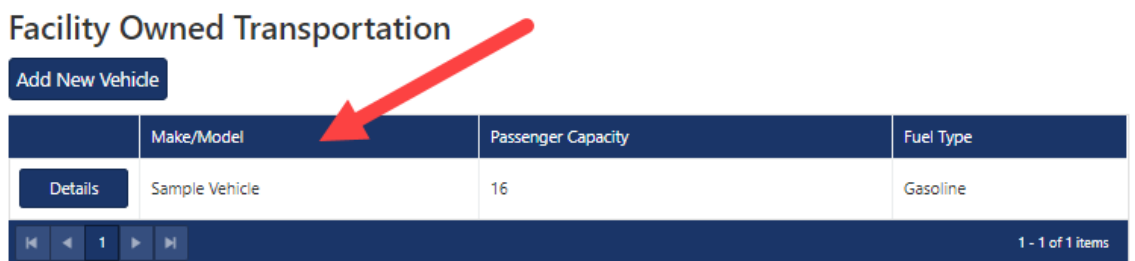
- i. Click the “Add New Vehicle” button.



- ii. Enter the information about the vehicle on the “Transportation-Facility Owned-Add” screen. Click “Save”.

The screenshot shows the 'Transportation - Facility Owned - Add' form. It contains four input fields: 'Vehicle Type' (a dropdown menu with 'Van' selected), 'Vehicle Make/Model' (a text input field with 'Sample Vehicle'), 'Passenger Capacity' (a text input field with '16'), and 'Fuel Type' (a dropdown menu with 'Gasoline' selected). At the bottom of the form are two buttons: 'Save' and 'Cancel', with a red arrow pointing to the 'Save' button.

- iii. The vehicle is added to the list.



- iv. Repeat until all vehicles are saved.  
e. If changes need to be made to the information entered or if the vehicle needs to be removed from the list:

- i. Click the “Details” button next to the vehicle.

Facility Owned Transportation

Add New Vehicle

	Make/Model	Passenger Capacity	Fuel Type
Details	Sample Vehicle	16	Gasoline

1 - 1 of 1 items

- ii. Select either “Edit” or “Delete”. If editing, remember to “Save” changes.

fuel type Gasoline

Edit Cancel Delete

10. All preseason/planning information has been entered and saved. Please review and update periodically.