

VHHA Events Training: Event Region Administrators

Quick Reference Guide

Permissions – Who can be assigned Event Region Administrative Rights?

- Auto assignment:
 - VHASS Region Admin users automatically receive Event Region Admin permissions
- RHCC orgs (non-statewide regions): Event Region Admin rights can be manually assigned to these users
- Public Health Regional Sub-type: Event Region Admin rights can be manually assigned to these users
- OCME - Event Region Admin rights can be manually assigned to these users

Notifications:

Event Region Admins for affected region(s) are notified when a local user creates a Notification for their organization. The Event Region Admin will need to review and decide whether to escalate the Notification to an actual Event or delete the notification.

- From VHASS Widget: Event Notification Drop-down: Select desired notification
- From Event modules: VHASS -> Events -> Events -> Events Dashboard -> Event Notification Drop-down: Select desired notification

Events:

Event Region Admins can create and/or view an Event from their region. Once an Event has been created, either by escalating a Notification or by initially creating an Event, Event Region Admins are automatically alerted via SMS/email for any Event(s) affecting their region. Event creation allows for accessing:

- Event details
- Event Logs (Regional and Statewide logs are available to Event Statewide Admin users)

To access events:

- From VHASS Widget: Events Drop-down: Select desired Event
- From Event modules: VHASS -> Events -> Events -> Events Dashboard -> Events Drop-down: Select desired Event

Situation Reports:

If an Event Statewide Admin determines that an Event requires Situational Reporting, then he or she may activate a SitRep for that Event. Activating the SitRep enables various participating organizations and users to update their organization status. However, the Scheduled SitReps to be completed by the various organizational representatives and/or users, are not available until the ESF-8 template has been created and saved. Once a Situation Report has been activated, participating organizations and users have access to the Situation Report details, Update Status screen for their organization (where relevant), Region Status, and Status Board. They do NOT have access to the Scheduled SitReps until the ESF-8 template has been saved. Once that ESF-8 template has been saved by an Event Statewide admin, then participating users/organizations have access to the Scheduled SitRep and the SitRep status.

Who has a Scheduled SitRep to complete?

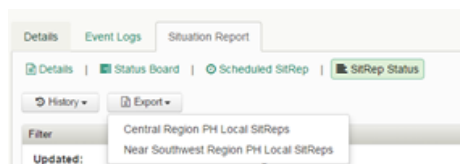
- Event Region Admins from participating RHCC regions (one per participating RHCC region)
- Public Health Sub-Type Regional Event Region Admins (one per user from participating regions)
- OCME Sub-Type Regional Event Region Admins – (one per user; participation not based on region)
- Public Health Sub-Type Local EO R/W users – one per Public Health Local organization. *Note, these local Public Health Scheduled SitReps will NOT be compiled into the final ESF-8 submission, but are used for the compilation and creation of Scheduled SitReps at the Public Health Regional level.*

Completing a Scheduled SitRep (RHCC and OCME):

- Access Event -> Situation Report -> Scheduled SitRep
- Select your Scheduled SitRep (should default to your selection)
- Click the Edit icon next to each metric to enter the Metric value and Status notes
- Click the **Edit** button next to Additional Information to add any additional notes as needed to your Scheduled SitRep.
- Prior to editing, if you have previously submitted a Scheduled SitRep for this Event and if you do not have any additional nor new information to add, you may press the **No Change** button to save a new copy with the pre-existing data (therefore, alerting the Event Statewide Admin that you have submitted data for the current SitRep interval period.

Completing a Scheduled SitRep (Public Health):

- Public Health Sub-Type local EO R/W users will also have their own organization-based copy of a Scheduled SitRep to complete to more easily facilitate regional data compilation from the Public Health side. As a Public Health Events Region Admin, you may access and utilize this data with the following steps:
- Access Event -> Situation Report -> Scheduled SitRep
- To view status of Scheduled SitRep completion at the Public Health Local level, choose the **Sitrep Status** link. Choose your region, choose Type -> Public Health – Local and click Search. You will be able see the status of the current interval's Public Health Local SitRep status.
- To facilitate easy data entry for the Regional Public Health SitRep, from the SitRep Status screen, select **Export** -> **[region] PH Local SitReps**. An Excel export of all the data from that region's Local Public Health SitReps will be **compiled** into a single exported file.



- To complete the Regional Public Health SitRep, go to the Scheduled SitRep link and select your Scheduled SitRep. Click the Edit icon next to each metric to enter the Metric value and Status notes. You can copy and paste as desired from the PH Local SitRep compiled export to have a simple, easy way to enter consolidated data into the Regional Public Health Scheduled SitRep.