

VHHA Events Training: Event Statewide Administrators

Quick Reference Guide

Permissions – Who can be assigned Event Statewide Administrative Rights?

- Auto assignment:
 - VHASS Admin User automatically receive Event Statewide Admin permissions
- RHCC orgs (Statewide region): Event Statewide Admin rights can be manually assigned to these users
- Public Health Statewide Sub-type: Event Statewide Admin rights can be manually assigned to these users

Notifications:

While an Event Statewide Admin can escalate any Notification from any region to an Event, Event Statewide Admins are only alerted via SMS/email if a notification is created within the designated Statewide region.

- 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 Statewide Admins can create and/or view an Event from any and all regions. Once an Event has been created, either by escalating a Notification or by initially creating an Event, Event Statewide Admins are automatically alerted via SMS/email. 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.

Activate a Situation Report:

- Access the Event -> Situation Report
 - Select region(s) for participation
 - Select desired reporting schedule

At this point, 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 after the next step has been completed.

Create/Save the ESF-8 SitRep template:

Once the Situation Report has been activated, access the Event and choose:

- Situation Report -> ESF-8 SitRep

The ESF-8 SitRep will be pre-populated with the eleven standard questions; however, these can be modified, removed, and/or added to as necessary. Once all edits have been completed, press **Save**. At this point, participating users/organizations have access to the Scheduled SitRep and the SitRep status.

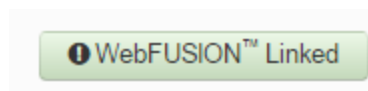
Compiling Situation Report/ESF-8 Data:

- Access Event -> Situation Report -> ESF-8 SitRep -> Compile SitReps
- Select each individual metric question for review/edits as needed
- Press **Cancel** if you need to start over with a fresh copy (unedited) of compiled data prior to submission to VDEM
- At any time, if you wish to view a preview of the final compiled SitRep, select **Preview** (Press Return to return to the previous, editing view)
- Once you feel you have finalized data edits for this submission, you are ready to move to the Compile process

Submission of ESF-8 to VDEM:

Prior to submission to VDEM, the Event must be mapped to a Regional Incident within the VDEM board on WebEOC/WebFUSION. For instructions on how to do this, please see “**ESF8-VDEMInstructions.pdf**” which is accessible at any time during the compile process by clicking the Help -> WebEOC Instructions from the Events module.

- You may verify that the Event is mapped to a regional Event by clicking **Verify WebFUSION Link**. A green button/message indicates the Event has been mapped. An orange button/message indicates that it has not yet been linked (the submission process cannot be completed until it has been linked).



- Press **Submit Sitrep** when you are ready to submit the finalized SitRep for this period. Verify you are ready to submit by clicking **Submit Situation Report** on the window that appears.
- After a submission, a summary email will be sent to participants with a copy of the submitted data.
- If you need to edit and resubmit based on a previous submission (versus a new compiled submission from a new data period), access the Event -> Situation Report -> ESF-8 SitRep -> History -> Select the desired submission. At this point, choose Edit & Resubmit to make any new changes and submit an updated version to VDEM.