



Entering Event/Situational Awareness Information in the Health Facility Reporting System (HFRS) Audience: Providers, Partners, and AHCA Staff

An Event is an open, active request for data.

1. Navigate to and log in at the website: <https://apps.ahca.myflorida.com/hfrs>
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 navigated in order by entering information and then clicking "Save and Proceed" or 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.
5. 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.
 - a. **ESRDs (dialysis facilities):** asks for information about the census and available stations.
 - b. **Hospitals:**
 - i. If the hospital has an onsite emergency department (ED), a question about the ED's status will display.
 - ii. There will also be a question asking for the number of operating rooms at the hospital.
 - iii. Current bed census and the number of available beds are entered for each bed type that the hospital has onsite; these are entered into the second and third columns. The first column is view-only and contains the number of licensed bed for each bed type. Overall totals will be calculated based on the values entered in each column.

- c. **Hospital-Based Off-Campus Emergency Department (HBOC ED):**
 - i. HBOC EDs will only be asked for their status and number of operating rooms onsite.
 - d. **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; this situation arises from multi-occupancy rooms that are already inhabited by at least one other client. The remaining beds in that room will become gender-specific. All other available beds would be entered into the space for non-gender specific beds.
 - ii. The “Resources” section is used to gather information about the availability of bariatric beds.
 - iii. The demographics of the residents/patients should also be entered, if applicable. These do not calculate and are not mutually exclusive.
6. 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 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 in their general information section; all locations saved in the general information section will appear in the “Location Name” dropdown menu. Once a location is selected, enter in the staff contact person and the number of people evacuating to this location.
 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 use unless the box to add it is checked and the question regarding a memorandum of understanding is answered. Start typing the name of the location in the “Search...” field and a list will generate with matching options. Once a location is selected, enter in the staff contact person and the number of people evacuating to this location.
 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 use unless the box to add it is checked and the question regarding a memorandum of understanding is answered. Once a location is entered, enter in the staff contact person, if applicable, and the number of people evacuating to this location.
 - 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.

- iv. The “Re-Entry After Evacuation” section appears after the evacuation information. At the time of evacuation, the re-entry status should be set to “Not Started”. Update this and the other items at the time re-entry is started and completed.
7. The “Accepting Resident/Patient Evacuees” 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.
8. 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 at the time of reporting.
 - 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, a validation message may display. The generators, electricity, and heating/air conditioning systems/services verify against each other.
 - c. If the facility loses power at any time, the checkbox next to “Facility Lost Power from...” should be checked. This box will automatically check if the system user saves a selection indicating power loss.
 - d. If the “Electricity” status indicates power loss, the system user will need to supply the date of power loss. The system user will be able to indicate the date of power restoration as well if it occurs prior to the event being closed in the HFRS.
 - e. If the “Electricity” status indicates power loss, the system user will need to supply where the issue(s) reside. Check the box next to each that apply. If the electric company needs to restore power to the facility, check the first box. If the facility needs to make a repair to be able to accept power, check the second box. In some cases, both may need to be checked.
 - f. If the system user is a Partner user/superuser or AHCA staff, there will be an additional date field regarding anticipated date of restoration. This field should only be used if information is received directly from the electric company.
9. 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 in the general information section 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.

10. 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.
 - d. Each damage type will make an entry in the “History” table. If an entry needs to be updated/edited, select the “Details” button next to the damage type. Once the damage entry opens, select the “Edit” button to be able to enter the changes/updates.
11. 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 or state emergency management officials. If these have been reported to the emergency management officials, enter the available tracking or mission numbers provided.
12. The “National Reporting” tab is used to collect information that is requested by federal partners. This information is for reporting purposes only.
13. Depending on event requirements, there may be specific additional questions concerning your facility, its capabilities, and inventory of critical items. There may be multiple screens if your facility is involved with multiple events and each event screen will be different with questions changing unexpectedly. Please read each screen in its entirety and answer all questions to the best of your ability.
14. 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.