COVID Tracking in ShareVision

The Agency will shift to tracking all client incidents, illnesses and relocations due to COVID-19 in ShareVision rather than through an excel spreadsheet starting on Tuesday, May 5, 2020. All incidents that were previously tracked on a spreadsheet will be moved into ShareVision by Angela Williams prior to May 5, 2020.

Why is this important?

Tracking client incidents, illnesses and movements are already done in ShareVision as part of the Agency's client management practices. Adding the ability to track COVID related information will ensure that the client file remains complete and up to date. In addition, utilizing ShareVision ensures some of these best practices are in place:

- Establish a single system of record for all COVID-19 cases amongst clients.
- Enable consistent data tracking and data-driven decision making to support planning for future waves of the pandemic.
- Automated reporting and alerting to VP's and other leaders.
- Ensure privacy of sensitive health information by collecting this information in a secure solution rather than spreadsheets.

What is changing?

- The Critical Incident form now includes a Yes / No field that asks if the incident is related to COVID-19.
- The Client Illness Tracker is a new list available for all Individuals (Clients) and can be filled in by Team Leaders, Supervisors or Program Managers. It will not be available to frontline staff.
- A new Program History form will be available to track temporary internal moves of clients due to COVID-19 related factors (to be completed by ShareVision staff).
- Two temporary Programs will be available to allow easy access to the client file in case a client is relocated internally.

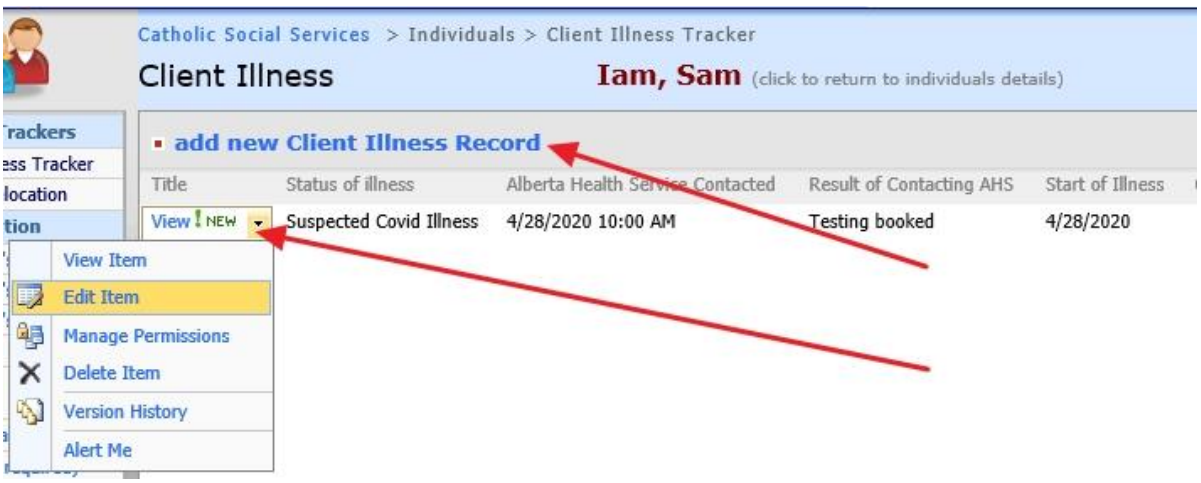
Instructions for Team Leads, Supervisors and Managers

Incident Report – Just above "Is this a Critical Incident?" will be a new field, "Is this related to COVID-19?" All staff will see this field and the field will be required. Required fields are indicted by a red star. If you answer "Yes" an alert will be sent to the Directors and VP of the service.

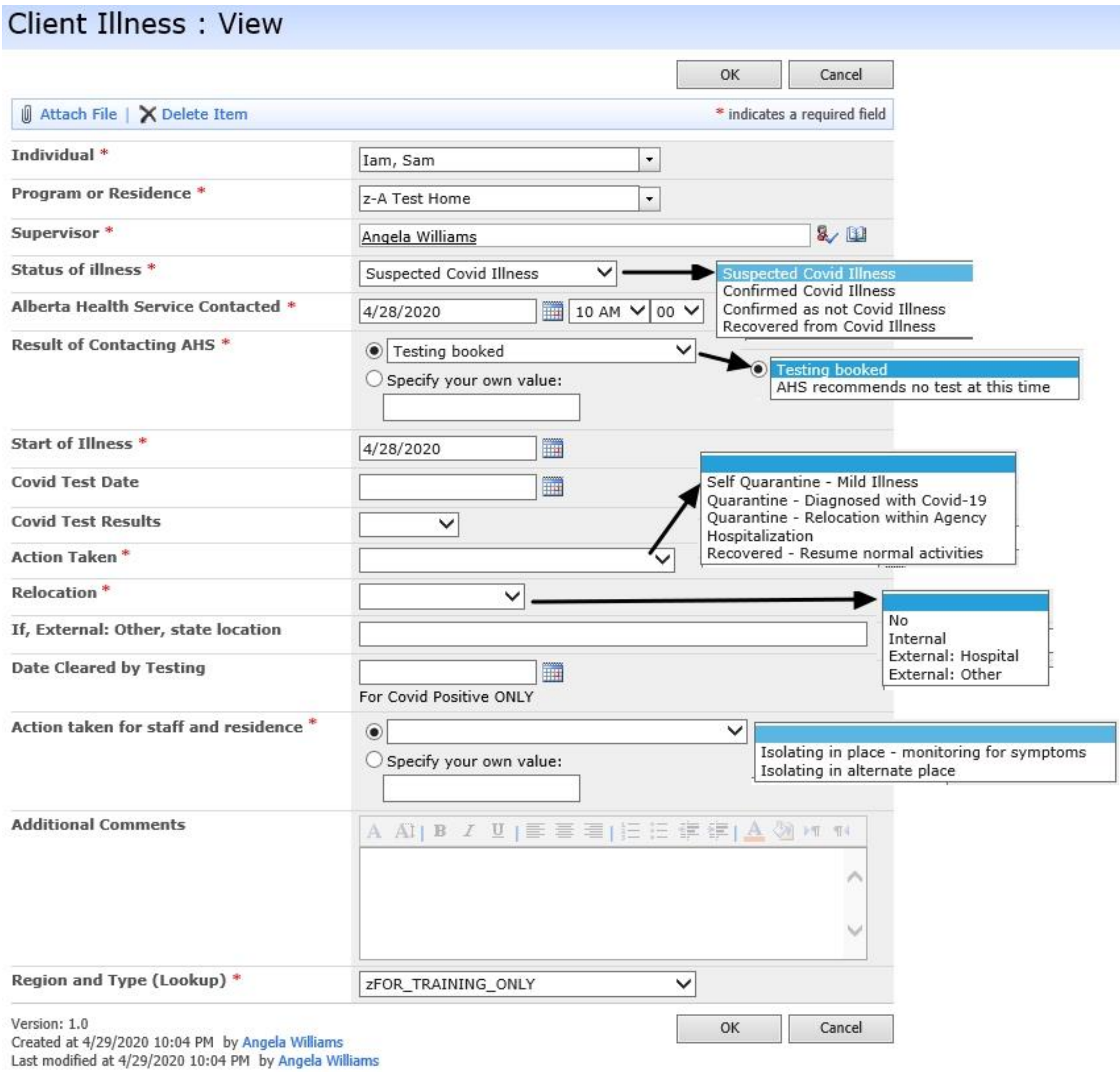
Others notified	Guardian notified on April 16 at 2:30 pm
Is this related to COVID-19? *	No Answering Yes or changing the answer to Yes will result in an e-mail alert being sent to the director(s) in your area.
Is this a Critical Incident? *	No Critical Incident is defined as - a) fire, natural disasters and/or other incidents that cause serious property damage or safety concerns; b) accidents involving Agency vehicles; c) serious injuries/illnesses; d) unexpected deaths; e) allegations of client abuse; f) incidents that become critical in nature *Note: Please see policy manual on the Portal for more details (Risk Management section p.12). ~ Answering Yes or changing the answer to Yes will result in an e-mail alert being sent to the director(s) in your area.
Signatures	
Signature of person reporting	☑ Check to indicate that you are signing the form.
Date of Signature of person reporting	4/16/2020 2 PM 00 Month/Day/Year - You MUST enter a date and time to sign the incident.
Team Leader / Coordinator signature	☑ DO NOT check this off unless you are the Team Leader
Date of Team Leader / Coordinator signature	4/16/2020 2 PM 00 Month/Day/Year - TEAM LEADER MUST enter a date and time to have a valid signature on the form.
Signature of Specialist/Coordinator/Supervisor	☑ DO NOT check this unless you are the Specialist/Coordinator/Supervisor
Date of Specialist/Coordinator/Supervisor Signature	4/17/2020 2 PM 10 Month/Day/Year -Specialist/Coordinator/Supervisor MUST enter a date and time to have a valid signature on the form.
Program Manager signature	☐ DO NOT check this off unless you are the Program Manager.
Date of Program Manager signature	12 AM 00 Month/Day/Year - PROGRAM MANGER MUST enter a date and time to have a valid signature on the form.

<u>Client Illness Tracker</u> - This is a new tracking list that is available to Team Leaders, Supervisors and Program Managers on the individual's (Client) main ShareVision page. Frontline staff will not be able to see this option. The new list can be seen on the left menu bar at the top.

The Client Illness Tracker works like most other lists. You can add an item, edit the item, view an item and look at the version history.



Add an item to the client as soon as the client has symptoms of an illness that you would consult with Alberta Health Services about. The red star items are required.


Client Illness : View

OK Cancel

Attach File | Delete Item * indicates a required field

Individual *	Iam, Sam
Program or Residence *	z-A Test Home
Supervisor *	Angela Williams
Status of illness *	Suspected Covid Illness → Suspected Covid Illness / Confirmed Covid Illness / Confirmed as not Covid Illness / Recovered from Covid Illness
Alberta Health Service Contacted *	4/28/2020 10 AM 00
Result of Contacting AHS *	Testing booked / Specify your own value: → Testing booked / AHS recommends no test at this time
Start of Illness *	4/28/2020
Covid Test Date	
Covid Test Results	
Action Taken *	Self Quarantine - Mild Illness / Quarantine - Diagnosed with Covid-19 / Quarantine - Relocation within Agency / Hospitalization / Recovered - Resume normal activities
Relocation *	No / Internal / External: Hospital / External: Other
If, External: Other, state location	
Date Cleared by Testing	For Covid Positive ONLY
Action taken for staff and residence *	Specify your own value: → Isolating in place - monitoring for symptoms / Isolating in alternate place
Additional Comments	
Region and Type (Lookup) *	zFOR_TRAINING_ONLY

Version: 1.0
Created at 4/29/2020 10:04 PM by Angela Williams
Last modified at 4/29/2020 10:04 PM by Angela Williams

OK Cancel

Important Notes:

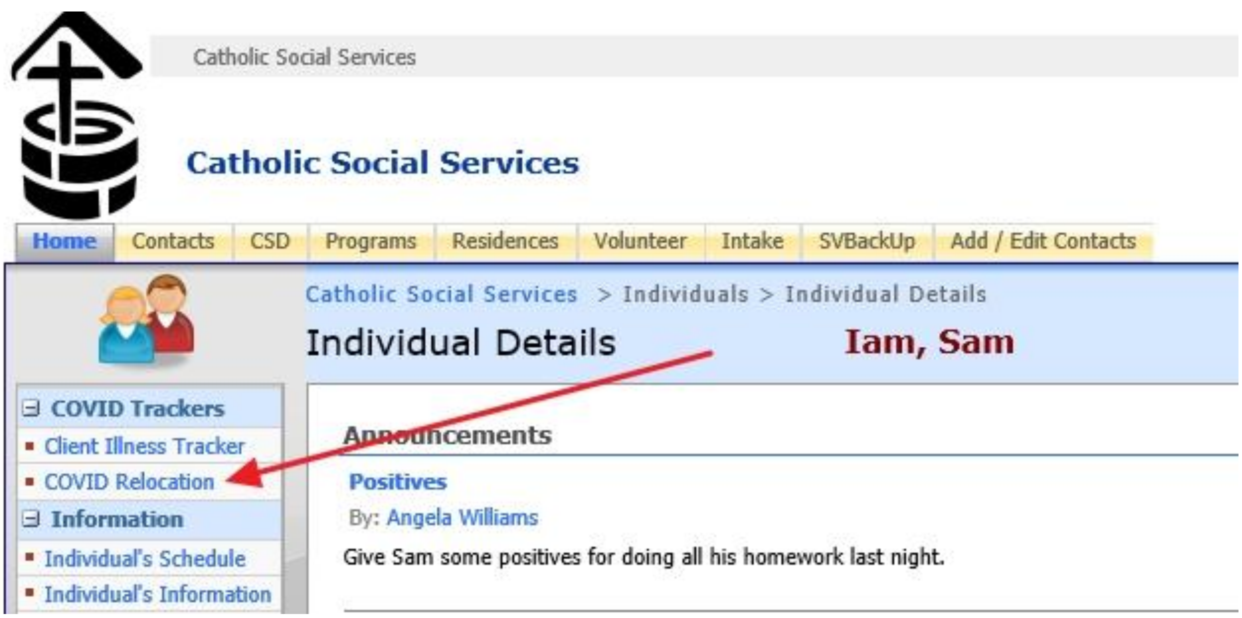
- You must come back and update the tracker as information changes. You must update the tracker as soon as test results are communicated to you.
- Once a client is recovered either from a COVID Illness or any other illness the tracker should again be updated. For example, if Sam's test comes back as negative, I will come back and note that in the field, COVID Test Results. However, if Sam is still sick with cold or a flu, he is still required to self-quarantine until 14 days after the start of symptoms. Even though Sam is

negative he will continue on quarantine. When Sam is recovered you would update this tracker again in Action Taken, Recovered – Resume normal activities.

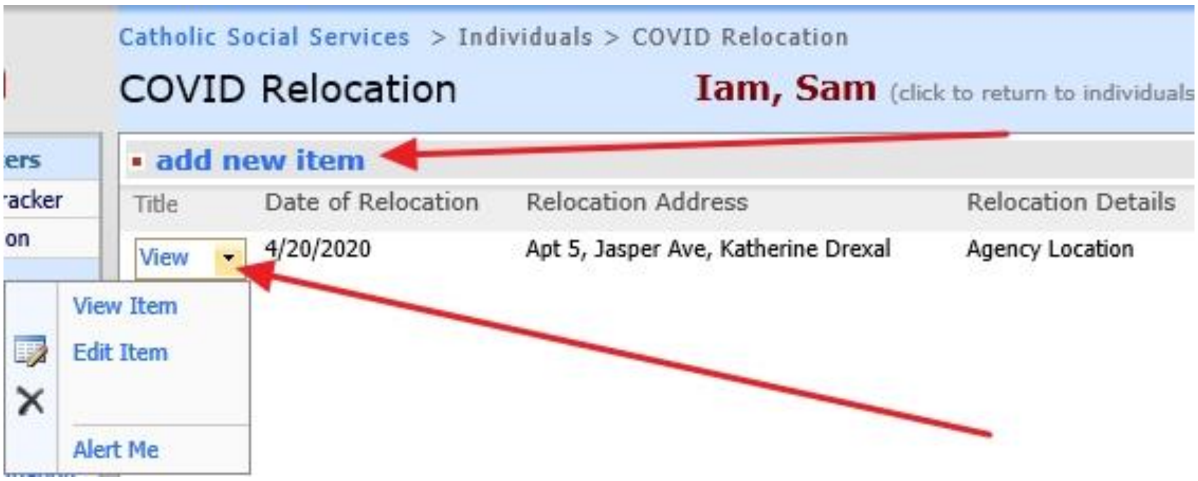
- If a client gets ill for a second time and requires an additional test you would add a second tracker to the client file.
- If a client is positive for COVID-19 the additional test that clears the client to resume normal activities is noted in the field, Date Cleared by Testing. This field is only filled in when the client is COVID-19 positive.

If you have any issues with filling in the tracker please call for help, 780-378-2453 or e-mail svalerts@cssalberta.ca.

<u>COVID Relocation</u> – This list is intended to track temporary relocations of clients either internally or externally. Like the Client Illness Tracker this list is only available to Team Leaders, Supervisors and Program Managers. You can also just email or phone in the information and the ShareVision people will fill in the list and move your client for you.



Add a new item as soon as you relocate a client for any reason and that relocation is considered temporary. If it is not a temporary move, then you would follow the normal discharge procedure.



Red star items are required. Add any comments you feel are important in the bottom box.

In the comments note any staff person that is going with the client. I will be monitoring this list and moving clients into a COVID program to facilitate the sharing of information given an internal client relocation. I will also be putting staff in these programs as indicated so that they can see the program.

Program History : View

OK | Cancel

Attach File | Delete Item — * indicates a required field

Content Type	Covid Related Movement
Individual *	Iam, Sam
Program or Residence *	z-A Test Home
Date of Relocation *	4/20/2020
Relocation Address *	Apt 5, Jasper Ave, Katherine Drexal Address or Description
Relocation Details *	(•) Agency Location ( ) Hospital ( ) Parents ( ) Guardian ( ) Specify your own value:
Date of Return to Program	
Date of Discharge	If the client is not returning to the original program you must complete a regular discharge.
Comments	Moved with staff (Theo Seuss) to an isolated location due to Sam's having risk factors including diabetes.
Region and Type (Lookup) *	zFOR_TRAINING_ONLY

Version: 4.0
Created at 4/20/2020 1:50 PM by Angela Williams
Last modified at 4/29/2020 10:08 PM by Angela Williams

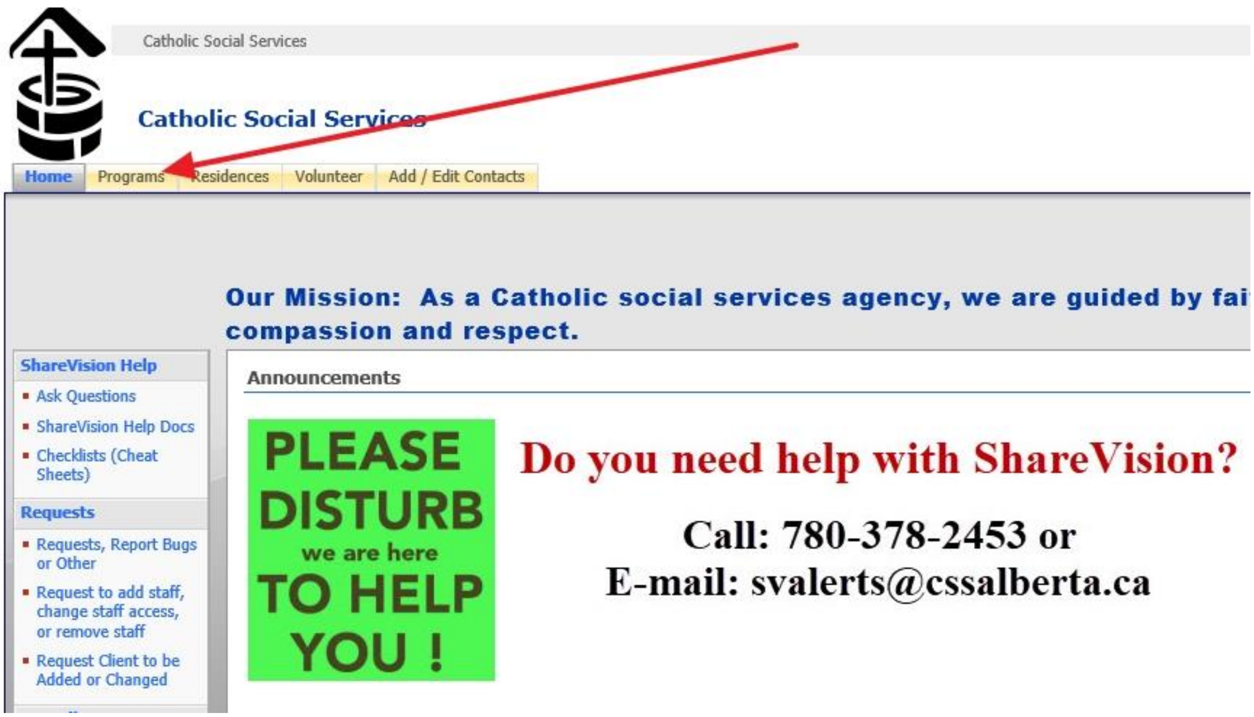
OK | Cancel

You should return to this item and edit as soon as a client is relocated back to the original program or is discharged from the original program. If a client is discharged you would complete the normal discharge procedure once you filled in the Date of Discharged on the COVID Relocation Tracker. If a client is moved back to original program fill in the date in the Date of Return to Program.

<u>COVID Programs</u> – Two temporary programs have been created to allow easy access to client file in the event of client relocation to another internal facility.

Please Note:

- You will find these on the Program tab not the Residence tab.
- You will **not** see these programs until you have been given access.
- A client will **not** need to be discharged to be placed in the COVID program.
- There is one COVID program for CFCS and one COVID program for PDD funded programs. You will only see one and you will only see it if you have been given access to the program.



Once you click on Programs click on the COVID program. You will only see the program once you have access and you will only see either the CFCS or PDD program.

To have staff added to a COVID program, email svalerts@cssalberta.ca, phone 780-378-2453, or note the staff person(s) in the COVID Relocation Tracker.