A Toolkit for Hospitals
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For questions or further assistance email: HEOClogistics@azdhs.gov
Access EMResource: https://emresource.juvare.com/login

Report facility information everyday by 1200
Data is from 0600 previous day-0600 current day

**Step 1:** Sign into EMResource Online Platform

**Step 2:** Click the blue banners to update facility information:
COVID-19 Bed Poll/Status Info and COVID-19 PPE/Supply Updates
Step 3: Click the keys next to your facility name

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Step 4: Go through each status type and update by checking the box

Select the statuses to update (unchecked ones will not be changed):

**Facility Status**
- **NPI/CMS Certification Number**: required for auto-submission to HHS.
- **Facility Diversion Status**: Facility Emergency Department diversion status.
- **HCC Status**: Incident Command status for the hospital.

**Region Availability**
- **Adult ICU Bed Availability**: Number of Adult ICU beds available (i.e. currently not in use and could be supported by staff). These can support critically ill or injured patients.
- **Med/Surg Bed Availability**: Number of med/surg beds available (i.e. currently not in use and could be supported by staff). These are also thought of as ward beds.
- **Peds Availability**: Number of Peds beds available (i.e. currently not in use and could be supported by staff). These are ward beds for patients 21 years and younger.
- **PICU Availability**: Number of PICU beds available (i.e. currently not in use and could be supported by staff). These can support critically ill/injured patients, including very young.
- **Ventilators Available**: The number of ventilators available in the facility (i.e. currently not in use and could be supported by available staff).

**Bed Information**
- **New Admissions Per Day**: Total number of new admissions per day.
- **ICU Admissions Per Day**: Total number of new ICU admissions per day.
**Step 5: Once you check the box, enter in your facility’s status for each**

<table>
<thead>
<tr>
<th><strong>Facility Status</strong></th>
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<tbody>
<tr>
<td><strong>CCN:</strong> CMS Certification Number, required for auto-submission of information.</td>
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<tr>
<td><strong>Facility Diversion Status:</strong> Facility Emergency Management diversion status.</td>
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<tr>
<td>- <code>Closed</code>: Indicates the ED has suffered a critical damage, loss of power, or an exposure threat that precludes transport of any patient to the ED. Please provide information on the status in the comments field.</td>
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<tr>
<td>- <code>Divert</code>: Indicates the ED cannot accept ambulance patients; but, will continue to receive patients whose conditions may be adversely affected by transport to a further facility. Please provide information on the status in the comments field.</td>
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<tr>
<td>- <code>Open</code>: Open to all patients.</td>
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<tr>
<td><strong>Comment:</strong></td>
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<thead>
<tr>
<th><strong>HCC Status:</strong> Incident Command status for the hospital.</th>
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<tbody>
<tr>
<td>- <code>Not Activated</code></td>
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<tr>
<td>- <code>Partially Activated</code></td>
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<tr>
<td>- <code>Fully Activated</code></td>
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<td><strong>Comment:</strong></td>
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<table>
<thead>
<tr>
<th><strong>Region Availability</strong></th>
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<tbody>
<tr>
<td><strong>Adult ICU Bed Availability:</strong> Number of Adult ICU beds available (i.e. currently not in use and could be supported by staff). These can support critically ill or injured patients, including ventilator support.</td>
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**Step 6: Once all information is entered, click save**

<table>
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<tr>
<th><strong>Staffing</strong></th>
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<tr>
<td><strong>Staffed Inpatient and Outpatient beds:</strong> Total number of all staffed inpatient and outpatient beds in your hospital, including all overflow and surge/expansion beds.</td>
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<tr>
<td><strong>Direct Care Staff Total:</strong> Total number of direct care staff per day.</td>
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<tr>
<td><strong>ED Per Day Staff Call Out %:</strong> Percentage of ED staff who have called out today.</td>
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<tr>
<td><strong>Med/Surg Per Day Staff Call Out %:</strong> Percentage of med/surg staff who called out today.</td>
</tr>
<tr>
<td><strong>Total Per Day Staff Call Out %:</strong> Total Percentage of staff who have called out today (this includes ICU, ED, Med/Surg, and all hospital departments).</td>
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<tr>
<td>- <code>0-10%</code></td>
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<td>- <code>11-20%</code></td>
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<td>- <code>21-30%</code></td>
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<td>- <code>30%+</code></td>
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<td><strong>Comment:</strong></td>
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<table>
<thead>
<tr>
<th><strong>Staffing Issues?</strong></th>
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<tbody>
<tr>
<td>- <code>Yes</code></td>
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<tr>
<td>- <code>No</code></td>
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<tr>
<td><strong>Comment:</strong></td>
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Show All Notices
Save  Cancel
Step 1: Download the EMResource Mobile Application

Step 2: Sign into EMResource Mobile Application
Step 3: Make sure you are in the correct region then click “My Default View”

Step 4: Click “Details view” then scroll down through each status type and update by clicking on the status
Step 5: Enter in your facility’s status

You have the option to add a comment within each status, if needed.

Click the 🔄 for a description of the status.


**EMResource Data Dictionary**

**COVID-19 Bed Poll/Status Info**

**Facility Status**

**Values – Text**

**CCN:** CMS Certification Number, required for auto-submission to HHS.

**Values - Closed, Divert, Caution, Open**

**Facility Diversion Status:** Facility Emergency Department diversion status.

**Values - Not Activated, Virtually Activated, Partially Activated, Fully Activated**

**HCC Status:** Incident Command status for the hospital.

**Region Availability**

**Values – Text**

**Adult ICU Bed Availability:** Number of Adult ICU beds available (i.e. currently not in use and could be supported by staff). These can support critically ill or injured patients, including ventilator support.

**Med/Surg Bed Availability:** Number of med/surg beds available (i.e. currently not in use and could be supported by staff). These are also thought of as ward beds.

**PEDS Availability:** Number of PEDS beds available (i.e. currently not in use and could be supported by staff). These are ward beds for patients 21 years and younger.

**PICU Availability:** Number of PICU beds available (i.e. currently not in use and could be supported by staff). These can support critically ill/injured patients, including ventilator support for patients 21 years and younger.

**Ventilators Available:** The number of ventilators available in the facility (i.e. currently not in use and could be supported by available staff).

**Bed Information**

**Values – Numbers**

**All Hospital Beds:** Total number of all inpatient and outpatient beds in your hospital, including all staffed, licensed, overflow, and med/surg beds used for inpatients and outpatients.

**Hospital Inpatient Bed Occupancy:** Total number of staffed inpatient beds that are occupied.

**New Admissions Per Day:** Total number of new admissions per day.

**ICU Admissions Per Day:** Total number of new ICU admissions per day.

**ICU Discharges Per Day:** Total number of ICU discharges per day

**ICU Bed Occupancy:** Total number of staffed inpatient ICU beds that are occupied.

**Adult ICU Bed Capacity:** Total number of Adult ICU beds (i.e. beds open + beds in use). These can support critically ill or injured patients, including ventilator support.
**Adult ICU Additional Beds**: Number of Adult ICU beds added to increase bed capacity pursuant to Executive Order 2020-16 "Increasing Hospital Capacity For COVID-19 Preparedness". NOTE: Hospitals are to expand their bed capacity by 50% by 04/24/2020. The first 25% is to be implemented by 04/10/2020.

**ED Bed Availability**: Number of ED beds available (i.e. currently not in use and could be supported by staff).

**ED Bed Capacity**: Total number of ED beds (i.e. beds open + beds in use).

**Med/Surg Bed Capacity**: Total number of med/surg beds (i.e. beds open + beds in use). These are also thought of as ward beds.

**Med/Surg Additional Beds**: Number of med/surg beds added to increase bed capacity pursuant to Executive Order 2020-16 "Increasing Hospital Capacity For COVID-19 Preparedness". NOTE: Hospitals are to expand their bed capacity by 50% by 04/24/2020. The first 25% is to be implemented by 04/10/2020.

**Psych Availability**: Number of psych beds available (i.e. currently not in use and could be supported by staff). These are ward beds in a closed/locked psychiatric unit or where a patient will be attended by a sitter.

**OB/GYN Availability**: Number of OB/GYN beds available (i.e. currently not in use and could be supported by staff).

**OR Availability**: An operating room that is equipped, staffed, and could be made available for patient care in a short period of time.

**Other**: Number of available beds (i.e. currently not in use and could be supported by staff) for other types of care.

**Neg Flow**: Beds provided with negative airflow, providing respiratory isolation. NOTE: This number may represent available beds included in the counts of other types.

**Number of Holds**: Number of holds in the facility.

**Hospitalized 14+ Days**: Number of COVID-19 positive or suspected positive patients currently hospitalized in an inpatient bed fourteen or more days after hospital admission due to a condition other than COVID-19

**COVID-19 Bed Information**

**Values – Numbers**

**Intubations**: Number of intubations performed per day for respiratory distress. NOTE: This number will include intubations for inpatient and ED COVID-19 positive patients or patients with suspected COVID-19 and all intubations unrelated to COVID-19.

**Extubations**: Total number of extubations/individuals weaned off of ventilators per day.

**COVID-19 Positive Inpatients**: Number of inpatient COVID-19 positive or suspected positive patients.

**COVID-19 Positive Admissions Per Day**: Total number of new COVID-19 positive or suspected positive admissions per day.

**COVID-19 Positive ICU Admissions Per Day**: Total number of new COVID-19 positive or suspected positive ICU admissions per day.

**ICU Beds In Use by COVID-19 Patients**: Number of ICU beds in use by COVID-19 positive or suspected positive patients.
COVID-19 Patients Seen in ED Per Day: Number of COVID-19 positive or suspected positive patients seen in the Emergency Department per day.

COVID-19 ED Overflow: Number of patients COVID-19 positive or suspected positive who currently are in the ED or any overflow location awaiting an inpatient bed.

COVID-19 ED Overflow and Ventilated: Number of patients COVID-19 positive or suspected positive who currently are in the ED or any overflow location awaiting an inpatient bed and on a mechanical ventilator.

COVID-19 Positive Discharges Per Day: Total number of COVID-19 positive or suspected positive patients discharged from the facility per day.

COVID-19 Positive ICU Discharges Per Day: Number of COVID-19 positive or suspected positive ICU discharges per day.

COVID-19 Mortality: Number of patients COVID-19 positive or suspected positive who died in the hospital, ED, or any overflow location on the date for which you are reporting.

**Staffing**

Values – Numbers

**Staffed Inpatient and Outpatient beds**: Total number of all staffed inpatient and outpatient beds in your hospital, including all overflow and surge/expansion beds used for inpatients and for outpatients (includes all ICU beds).

**Direct Care Staff Total**: Total number of direct care staff per day.

**Values – 0-10%, 11-20%, 21-30%, 30%+**

**Adult ICU Per Day Staff Call Out %**: Percentage of Adult ICU staff who have called out today.

**ED Per Day Staff Call Out %**: Percentage of ED staff who have called out today.

**Med/Surg Per Day Staff Call Out %**: Percentage of med/surg staff who called out today.

**Total Per Day Staff Call Out %**: Total Percentage of staff who have called out today (this includes ICU, ED, Med/Surg, and all hospital departments).

**Values – Yes/No**

**Staffing Issues?**: Is the facility currently having staffing issues that impacts your ability to provide adequate patient care?
COVID-19 PPE/Supply Updates

Ventilators
Values - Numbers
Ventilators In Use: Number of ventilators currently being used. NOTE: This number will include ventilators being used for COVID-19 positive patients or patients with suspected COVID-19.

Ventilators In Use for COVID-19: Number of ventilators in use by COVID-19 positive patients or patients with suspected COVID-19.

ECMOs In Use: Number of ECMOs in use.

ECMOs Available: Number of ECMOs available for use.

Services
Values - No Access, Limited Access, Full Access
Access to COVID-19 Laboratory Testing: Do you have access to COVID-19 laboratory testing?

Values - Unavailable, Limited Availability, Available
Lab Services: Current status of lab services, including blood cultures, chemistries, Gram stains, and hematology.

Radiology Services: Current status of radiology services, including CT, diagnostic, and ultrasound

Values – Yes/No
Triage Tent: Are triage tents being utilized at the facility?

PPE and Supplies
Values – 0 Days, 1-3 Days, 4-14 Days, 15-30 Days, 30+ Days; Numbers
Face Shield Inventory: Number of days of face shield inventory on hand:
Face Shield Estimation: Estimated number of face shields used per day
Goggle Inventory: Number of days of goggle inventory on hand:
Goggle Estimation: Estimated number of goggles used per day.
N95 Mask Inventory: Number of days of N95 mask inventory on hand:
N95 Mask Estimation: Estimated number of N95 masks used per day.
Surgical Mask Inventory: Number of days of surgical mask inventory on hand:
Surgical Mask Estimation: Estimated number of surgical masks used per day.
Surgical Gown Inventory: Number of days of surgical gown inventory on hand:
Surgical Gown Estimation: Estimated number of surgical gowns used per day.

Values - Yes/No
Hand Sanitizer Shortage?: Does the facility have a hand sanitizer shortage?
O2 Tank Shortage?: Does the facility have an O2 tank shortage?

Medication Shortage?: Does the facility have any medication shortages? (Please provide information on which medications in the comments field.)

IV Fluids Shortage?: Does the facility have an IV fluids shortage?