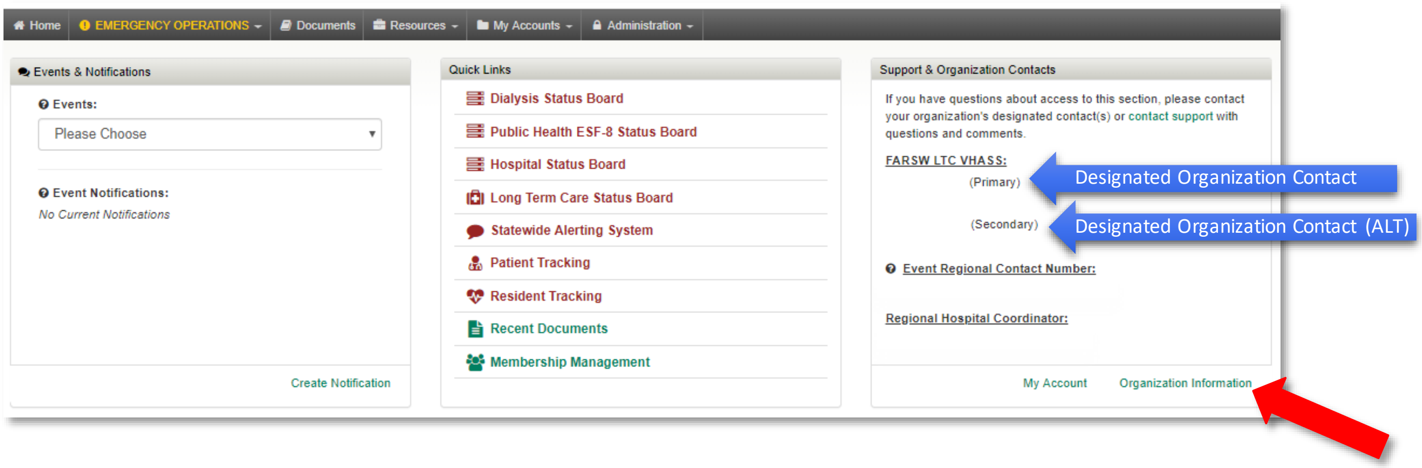
Virginia Healthcare Emergency Management Program

How to update your Long-Term Care Organization Account in VHASS

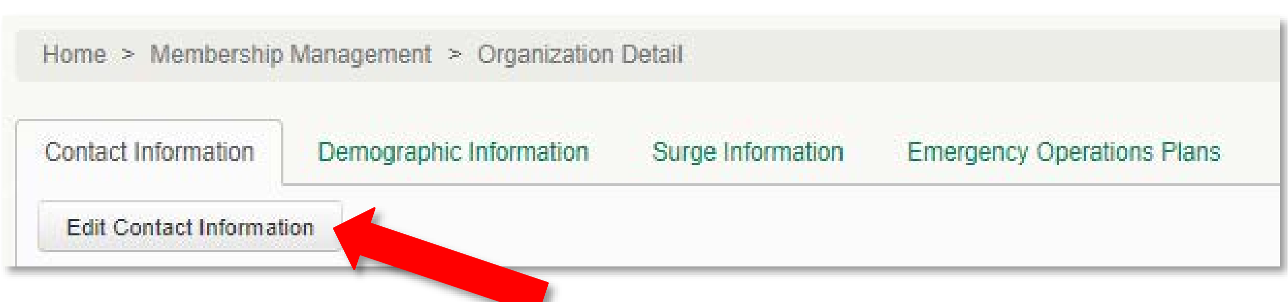
1. Go to the VHASS website: http://vhass.org/ Login using your username and password.

2. To update the organization information, you must be the Designated Organization Contact or Designated Organization Contact (ALT) for the account. Click "Organization Information".



**If you are not the Designated Organization Contact or Designated Organization Contact (ALT) you will not see the "Organization Information" button. The Designated Organization Contact names are listed in the Support & Organization Contacts box.

3. Under the "Contact Information" Tab, click "Edit Contact Information".



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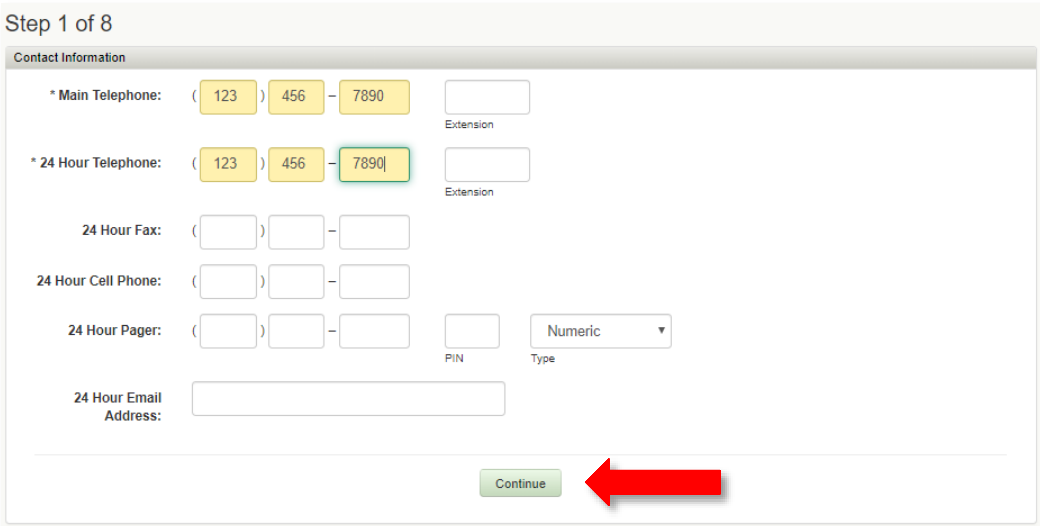
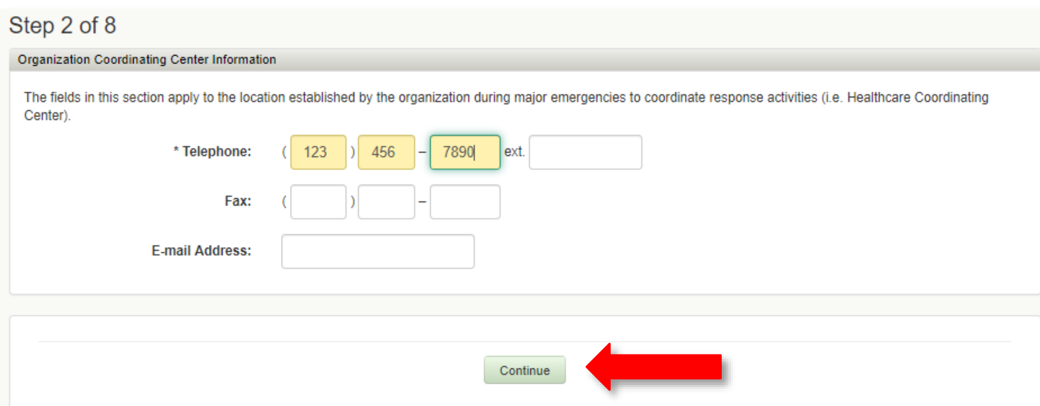
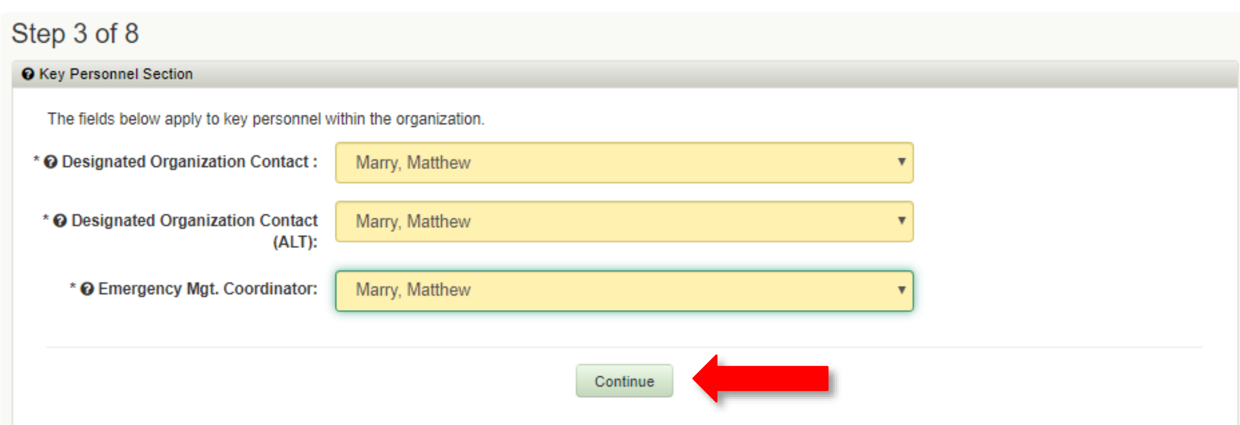
4. Step 1 of 8 – Update the contact information for the facility. Click "Continue".



5. Step 2 of 8 – Update the Organization Coordinating Center Information. Click "Continue".



6. Step 3 of 8 – Update the Key Personnel Section. Click "Continue".



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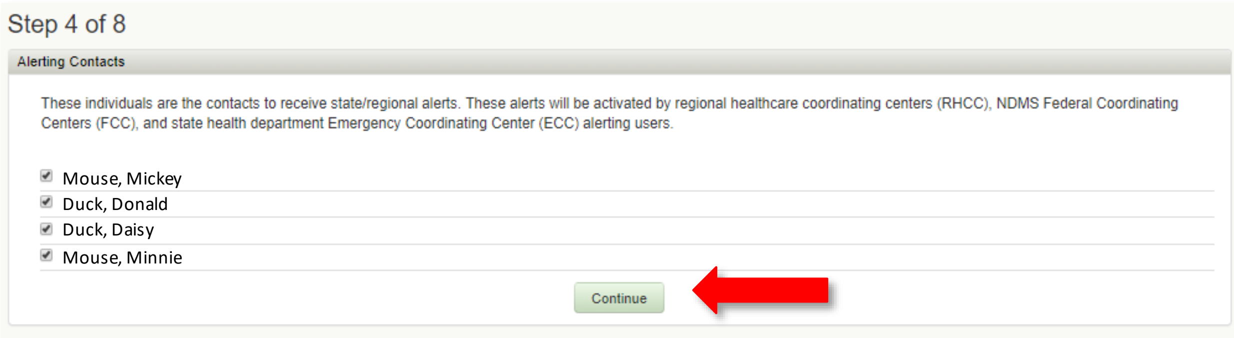
7. Step 4 of 8 – Update the Alerting Contacts. Click “Continue”.



Step 4 of 8

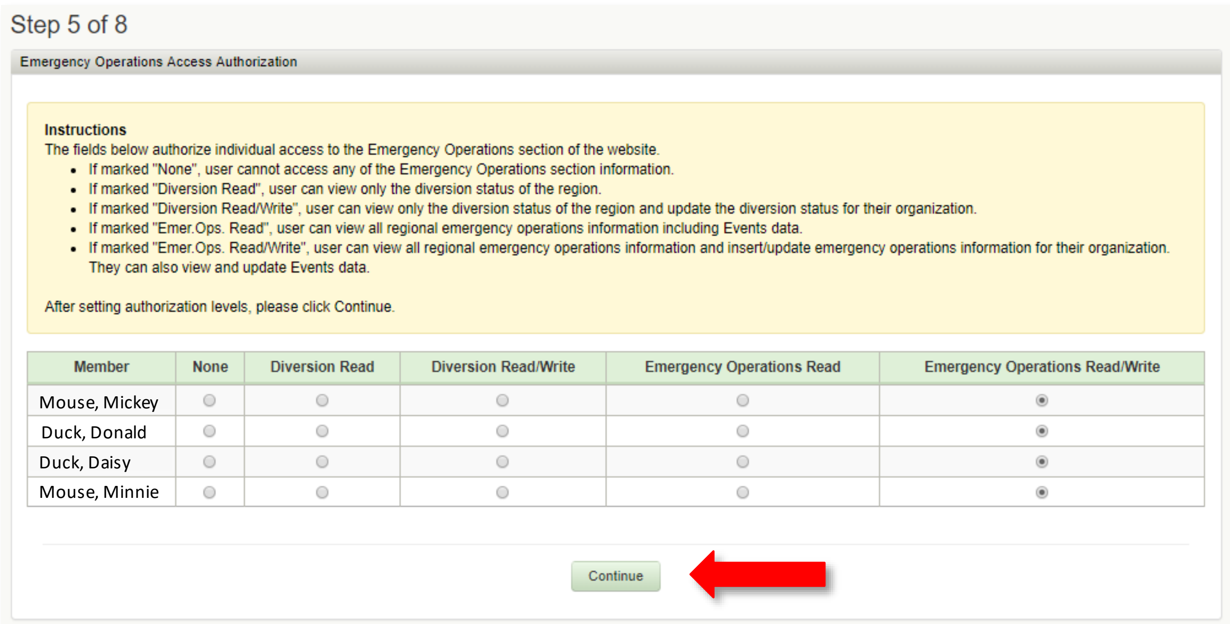
Alerting Contacts

These individuals are the contacts to receive state/regional alerts. These alerts will be activated by regional healthcare coordinating centers (RHCC), NDMS Federal Coordinating Centers (FCC), and state health department Emergency Coordinating Center (ECC) alerting users.

- [x] Mouse, Mickey
- [x] Duck, Donald
- [x] Duck, Daisy
- [x] Mouse, Minnie

Continue

8. Step 5 of 8 – Update the Emergency Operations Access Authorization. Click “Continue”.



Step 5 of 8

Emergency Operations Access Authorization

Instructions

The fields below authorize individual access to the Emergency Operations section of the website.

- If marked "None", user cannot access any of the Emergency Operations section information.
- If marked "Diversion Read", user can view only the diversion status of the region.
- If marked "Diversion Read/Write", user can view only the diversion status of the region and update the diversion status for their organization.
- If marked "Emer.Ops. Read", user can view all regional emergency operations information including Events data.
- If marked "Emer.Ops. Read/Write", user can view all regional emergency operations information and insert/update emergency operations information for their organization. They can also view and update Events data.

After setting authorization levels, please click Continue.

Member	None	Diversion Read	Diversion Read/Write	Emergency Operations Read	Emergency Operations Read/Write
Mouse, Mickey	○	○	○	○	◉
Duck, Donald	○	○	○	○	◉
Duck, Daisy	○	○	○	○	◉
Mouse, Minnie	○	○	○	○	◉

Continue

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9. Step 6 of 8 – Update the Resource Management Tool Access. Click “Continue”.

Step 6 of 8

Resource Management Tool Access

Instructions
The fields below authorize individual access to the Resource Management Tool section of the website.

- If marked "None", user cannot access any of the Inventory Items.
- If marked "Read Only", user can view your organization's Inventory Items.
- If marked "Issue and Receive Inventory", user can issue and receive Inventory Items for their organization as well as view reports.

After setting authorization levels, please click Continue.

Member	None	Read Only	Issue and Receive Inventory
Mouse, Mickey	●	○	○
Duck, Donald	○	○	●
Duck, Daisy	○	○	●
Mouse, Minnie	○	○	●

Continue

10. Step 7 of 8 – Update the Patient Tracking Access. Click “Continue”.

Step 7 of 8

Patient Tracking Access

Instructions
The fields below authorize individual access to the Patient Tracking section of the website.

- If marked "None", user cannot access any the Patient Tracking module.
- If marked "Input", the user has the ability to input data into the Patient Tracking System. User will not have the ability to view any data in the Patient Tracking System, including data from the Healthcare Provider Organization with which the user is associated.
- If marked "View", the user has the ability to view the following:
  1. all data, except that which has been marked "Confidential," that has been input by the Healthcare Provider Organization with which he's associated
  2. De-Indentified Data from other Organizations

l View", user has the ability to do everything described by both "View" and "Input" above.

After setting authorization levels, please click Continue.

Member	None	Input	View	Input and View
Mouse, Mickey	●	○	○	○
Duck, Donald	○	○	○	●
Duck, Daisy	○	○	○	●
Mouse, Minnie	○	○	○	●

Continue

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11. Step 8 of 8 – Update the Resident Tracking Access. Click "Continue".

Step 8 of 8

After setting authorization levels, please click Continue.

Resident Tracking Access

The fields below authorize individual access to the LTC Resident Tracking section of the website.

- If marked "None", user cannot access any the Resident Tracking module.
- If marked "Input", the user has the ability to input data into the Resident Tracking System. User will not have the ability to view any data in the Resident Tracking System, including data from the Healthcare Provider Organization with which the user is associated.
- If marked "View", the user has the ability to view the following:
  1. all data, except that which has been marked "Confidential," that has been input by the Healthcare Provider Organization with which he's associated
  2. De-Indentified Data from other Organizations
- If marked "Input and View", user has the ability to do everything described by both "View" and "Input" above.

Member	None	Input	View	Input and View
Mouse, Mickey	○	○	○	◉
Duck, Donald	○	○	○	◉
Duck, Daisy	○	○	○	◉
Mouse, Minnie	○	○	○	◉

Continue

Please verify all members listed under your organization are accurate. Delete those members who no longer need an account under your organization.

Contact your healthcare coalition for assistance - https://vhass.org/regional-info/.

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