



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

The screenshot shows the VHASS website homepage. On the left is a 'Member Login' box with fields for 'Username:' and 'Password:', a 'Login to VHASS' button, and links for 'Trouble Logging In?' and 'New to VHASS? Register Now!'. The main area has the title 'VHASS – Virginia Healthcare Alerting & Status System' and a paragraph explaining the system's purpose. The top navigation bar includes links for 'About Us', 'Regional Contacts', 'Resources', 'VHEMP Events', 'State Contacts', and 'VHEMP Admins'. A 'Request For Proposal' link is also visible.

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

The screenshot shows the VHASS user interface. The top navigation bar includes 'Home', 'EMERGENCY OPERATIONS', 'Documents', 'Resources', 'My Accounts', and 'Administration'. The main content area is divided into three columns. The left column is 'Events & Notifications', the middle is 'Quick Links' (listing various status boards and tracking systems), and the right is 'Support & Organization Contacts'. In the 'Support & Organization Contacts' section, there are fields for 'FARSW LTC VHASS: (Primary)' and '(Secondary)', 'Event Regional Contact Number:', and 'Regional Hospital Coordinator:'. Two blue arrows point to the 'Primary' and 'Secondary' fields with labels 'Designated Organization Contact' and 'Designated Organization Contact (ALT)' respectively. A red arrow points to the 'Organization Information' link at the bottom right of the page.

****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”.

Home > Membership Management > Organization Detail

Contact Information Demographic Information Surge Information Emergency Operations Plans

Edit Contact Information



4. Step 1 of 7 – Update the contact information for the facility. Click “Continue”.

Contact Information

Home > Membership Management > Organization List > Organization Detail > Contact Information

Step 1 of 7

Contact Information

* Main Telephone: (123) 456 - 7891
Extension

* 24 Hour Telephone: (123) 456 - 7891
Extension


24 Hour Fax: () -

24 Hour Cell Phone: () -

24 Hour Pager: () -
PIN Type

24 Hour Email Address:

Continue





5. Step 2 of 7 – Update the Organization Coordinating Center Information. Click “Continue”.

Emergency Management Information

Home > Membership Management > Organization List > Organization Detail > Emergency Management Information

Step 2 of 7

Organization Coordinating Center Information

The fields in this section apply to the location established by the organization during major emergencies to coordinate response activities (i.e. Healthcare Coordinating Center).

* Telephone: (123) 456 - 7891 ext.

Fax: () -

E-mail Address:

Continue

6. Step 3 of 7 – Update the Key Personnel Section. Click “Continue”.

Key Personnel Section

Home > Membership Management > Organization List > Organization Detail > Key Personnel Section

Step 3 of 7

Key Personnel Section

The fields below apply to key personnel within the organization.

* Designated Organization Contact : Test, LTC

* Designated Organization Contact (ALT): Test, LTC

* Emergency Mgt. Coordinator: Test, LTC

Continue

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

Alerting System Access Authorization

Home > Membership Management > Organization List > Organization Detail > Alerting System Access Authorization

Step 4 of 7

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.

☒ Test, LTC

Continue



8. Step 5 of 7 – Update the Emergency Operations Access Authorization. Click “Continue”.

Emergency Operations Access Authorization

Home > Membership Management > Organization List > Organization Detail > Emergency Operations Access Authorization

Step 5 of 7

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
Test LTC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Continue

9. Step 6 of 7 – Update the Patient Tracking Access. Click “Continue”.

Patient Tracking Access

Home > Membership Management > Organization List > Organization Detail > Patient Tracking Access

Step 6 of 7

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 of 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-Identified Data from other Organizations
- If marked "Input and 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
Test LTC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Continue

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

Resident Tracking Access

Home > Membership Management > Organization List > Organization Detail > Resident Tracking Access

Step 7 of 7

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 of 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-Identified 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
Test LTC n/a	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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/>.