



## COVID 19 CASE TRACKER

### USER GUIDE

THIS DOCUMENT WILL SHOW HOW TO ACCESS AND USE THE COVID 19 CASE TRACKER AS WELL AS SHOW YOU THE DIFFERENT ROLES WITHING THE APP AND THE ACTIONS THAT THE USERS WITH THOSE DIFFERENT ROLES CAN OR CANNOT PERFORM

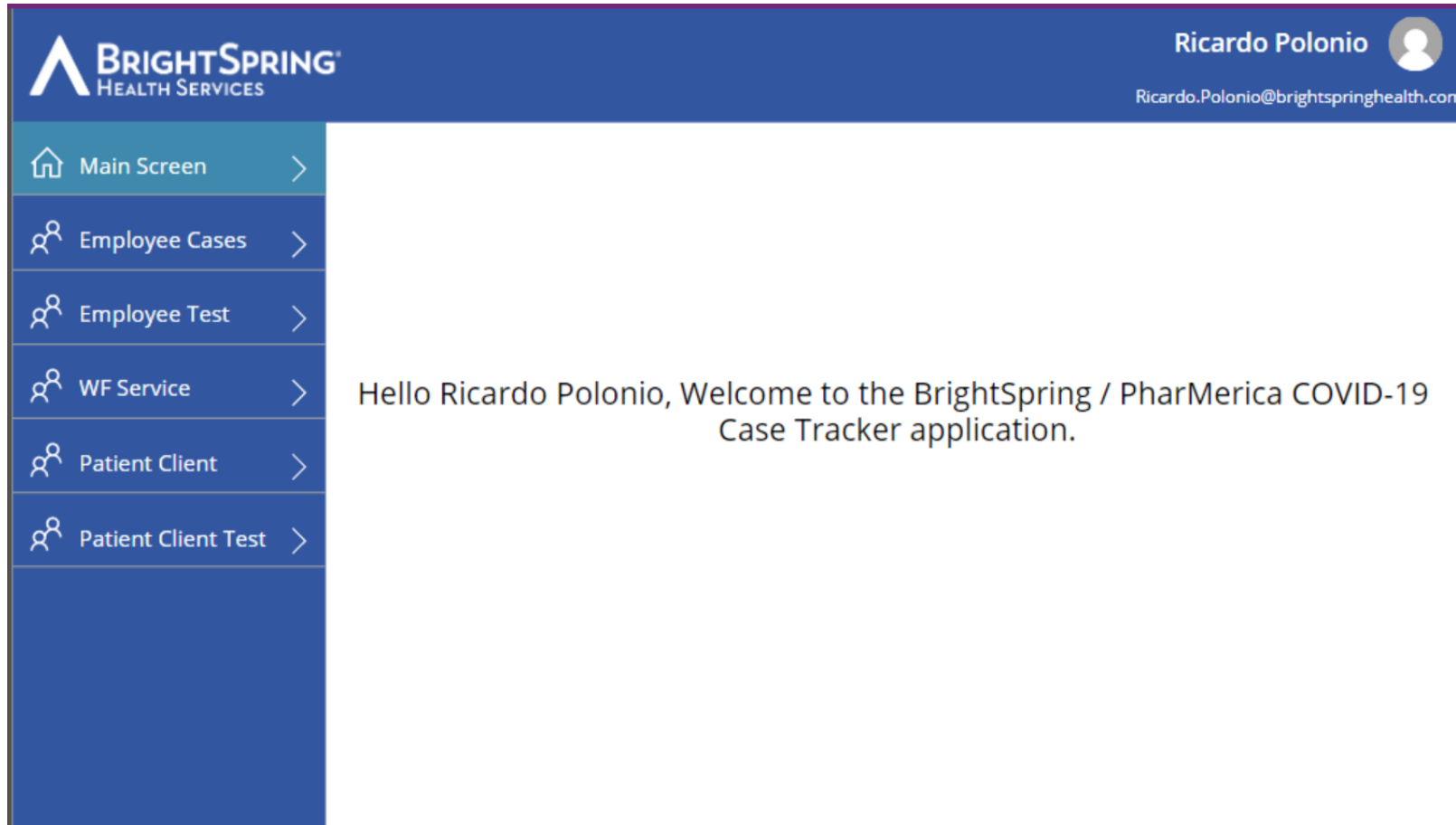


- Click on this link to open the app
- [Covid 19 Case Tracker](#)

HOW TO ACCESS THE APP?



THE FIRST TIME YOU OPEN THE APP YOU WILL GET THE MAIN SCREEN, IT WILL DISPLAY THE USER NAME AND EMAIL IN THE UPPER RIGHT HAND SIDE OF THE SCREEN



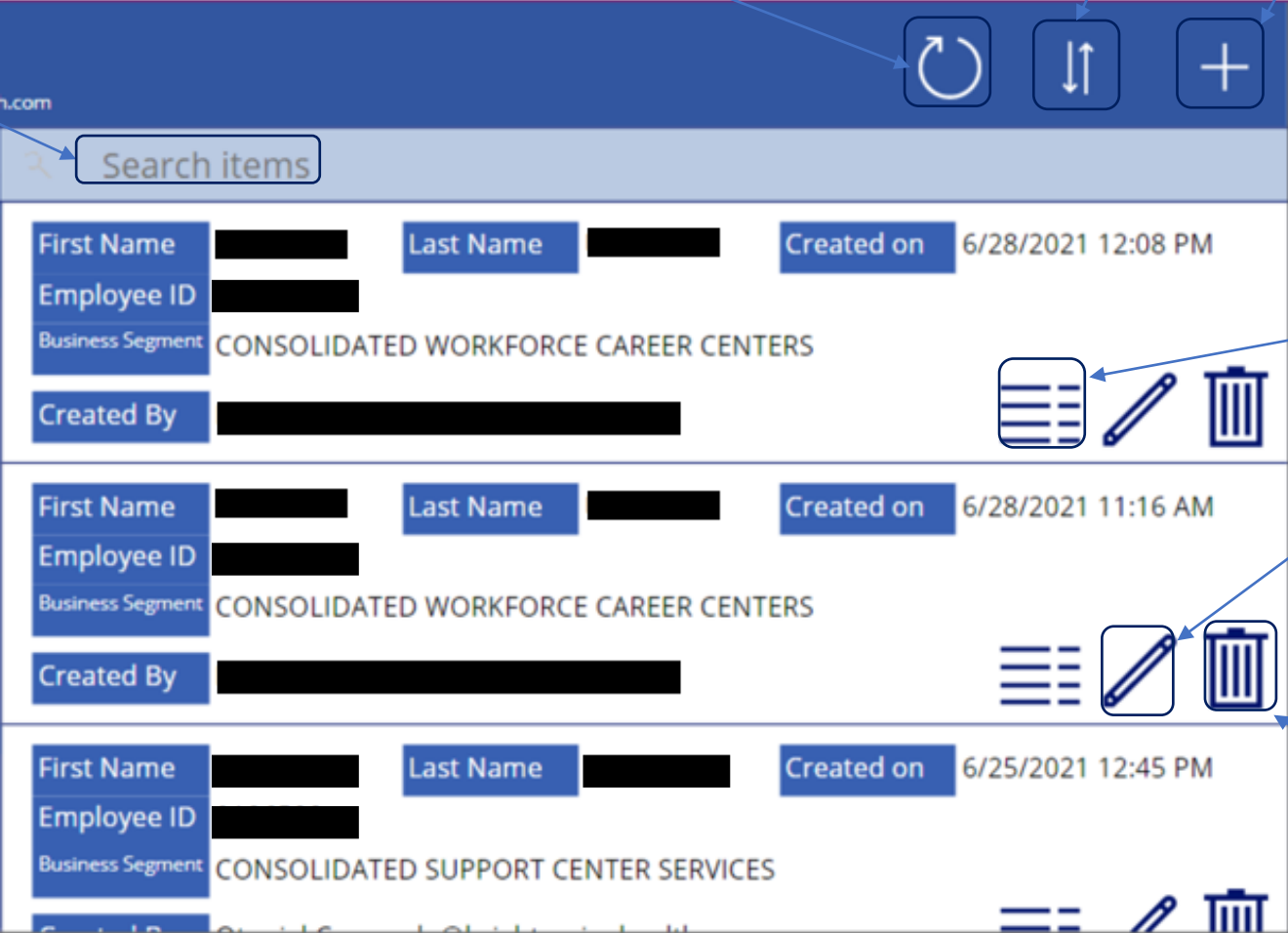
# THERE ARE SEVERAL BUTTONS/ACTIONS THAT ARE SHARED BETWEEN ALL THE SCREENS

Search option:  
You can search by  
First Name and Last  
Name

Refresh option:  
This will refresh the  
list on demand

Sort option:  
This will sort the list  
of cases in  
alphabetical order

Create new item option:  
This will allow the user to  
create a new record



The screenshot shows a web application interface with a blue header bar. In the header, there are three icons: a circular arrow (refresh), a double-headed vertical arrow (sort), and a plus sign (+) (create new item). Below the header is a search bar labeled "Search items". The main content area displays a list of three items. Each item card contains the following fields: "First Name" (redacted), "Last Name" (redacted), "Created on" (with a timestamp), "Employee ID" (redacted), "Business Segment" (text), and "Created By" (redacted). To the right of each item card are three icons: a list icon (view details), a pencil icon (edit case), and a trash can icon (remove option).

View Details option:  
This will open a case or  
test for viewing  
purposes

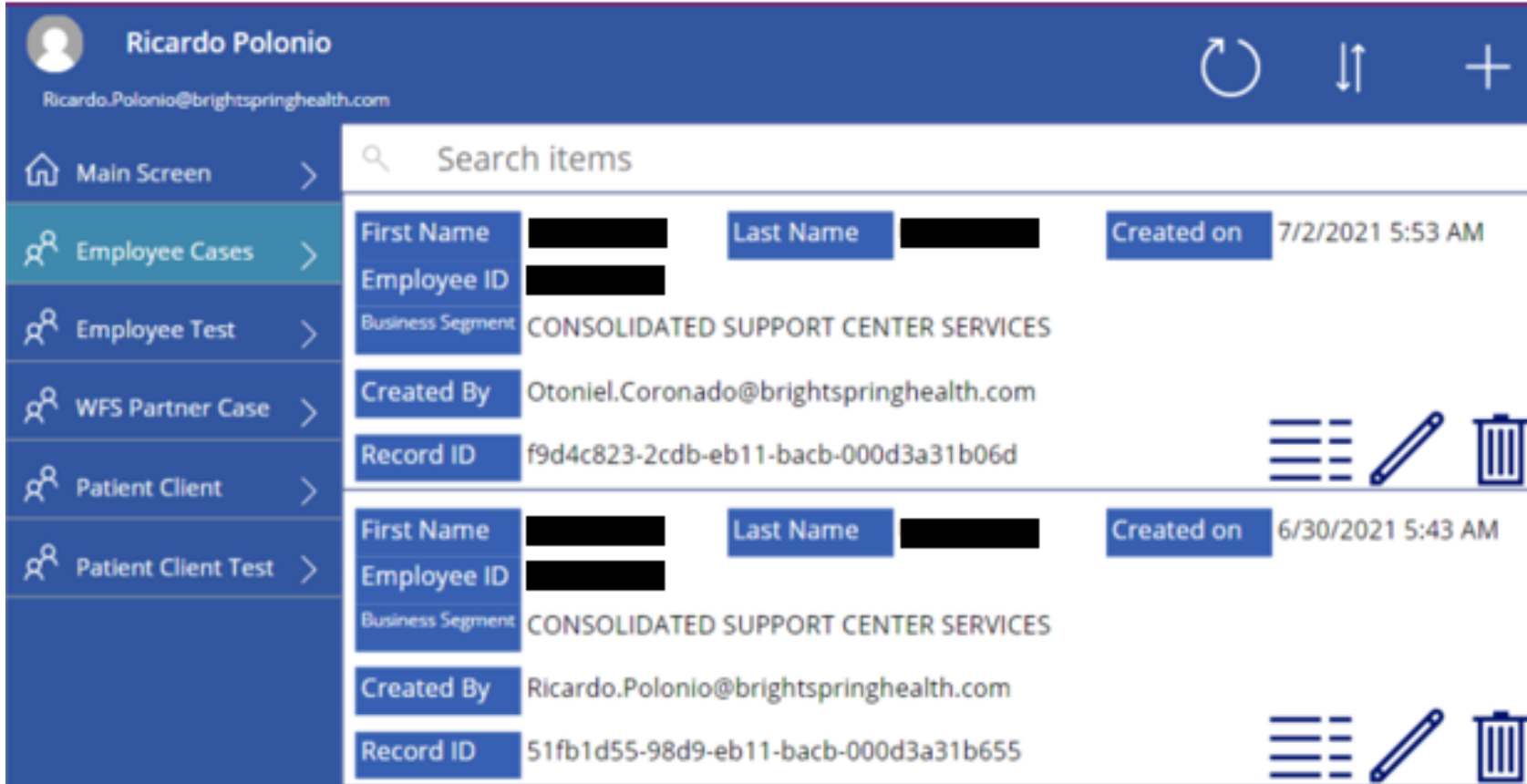
Edit case option:  
This will open a case  
or test and will allow  
editing

Remove option:  
This will delete a case  
or test

# EMPLOYEE CASES TAB









IN THE EMPLOYEE CASES TAB, THERE WILL BE A LIST OF CASES DISPLAYING IN A LIST  
THERE ARE DIFFERENT FUNCTIONALITIES IN THIS SCREEN



**Ricardo Polonio**  
Ricardo.Polonio@brightspringhealth.com

Search items

Employee Cases	First Name	██████████	Last Name	██████████	Created on	7/2/2021 5:53 AM
	Employee ID	██████████				
	Business Segment	CONSOLIDATED SUPPORT CENTER SERVICES				
	Created By	Otoniel.Coronado@brightspringhealth.com				
	Record ID	f9d4c823-2cdb-eb11-bacb-000d3a31b06d				  
	First Name	██████████	Last Name	██████████	Created on	6/30/2021 5:43 AM
	Employee ID	██████████				
	Business Segment	CONSOLIDATED SUPPORT CENTER SERVICES				
	Created By	Ricardo.Polonio@brightspringhealth.com				
	Record ID	51fb1d55-98d9-eb11-bacb-000d3a31b655				  

# VIEW DETAILS BUTTON EMPLOYEE CASES TAB

First Name [REDACTED] Last Name [REDACTED] Created on 6/28/2021 12:08 PM  
Employee ID [REDACTED]  
Business Segment CONSOLIDATED WORKFORCE CAREER CENTERS  
Created By [REDACTED]



This will allow you to just view the information of the employee case

### < Employee Cases - Case Details

Date Reported  
06/30/2021

Location  
10001

Business Segment  
CONSOLIDATED SUPPORT CENTER SERVICES



Operation  
ED: SUPPORT CENTERS

First Name



# EDIT BUTTON EMPLOYEE CASES TAB CASE

First Name	██████	Last Name	██████	Created on	6/28/2021 12:08 PM
Employee ID	██████				
Business Segment	CONSOLIDATED WORKFORCE CAREER CENTERS				
Created By	████████████████████				

This will allow you to edit an existing case and to add an employee test

### Employee Case



Date reported	7/1/2021	
Location Name	35871	
Business Segment	CONSOLIDATED WORKFORCE CAREER CENTERS	
Region	VP: BOYD VP OF OPERATIONS	
Operation	PD: EWS MO MISSOURI TANF	

Add employee Test

You will be requested to click on save if you want to add an employee test



# CREATE NEW ITEM BUTTON EMPLOYEE CASES TAB



After clicking on the create new item button, you will need to click on the search employee information button

Employee Case

Date reported: 7/1/2021

Location Name: Search Employee Information

Business Segment: Click on the button to search for Business Segment

Region: Click on the button to search for Region

A new window will pop up and will give you the option to search employee information with different criteria

Type search criteria

- Employee ID
- Employee ID
- Name
- Job Title
- Email
- Location Number

Employee ID Last Name Location Number

Ok Cancel

Select your search criteria, click on search to lookup for the employee and once you select it click on Ok

Name

First Name: Richard Last Name: powel

Search

Employee ID	Last Name, Name	Location Number
[Redacted]	[Redacted]	10001

Ok Cancel

This will load the employee information in the main form, you may start filling the information in the form, it consists in several text fields to add required information, a couple of checkboxes and also some dropdown menus to select options from

Employee Case (Narrative)

Potential Work Exposure?

High Risk Exposure? None

Medium Risk Exposure?

The dropdown menus and checkboxes will populate more options when clicking them, here are the options for each one listed per controller

High Risk Exposure?

None

None

Live in Same Home w COVID-19 Positive Person?

Provide Care to Positive COVID-19 Case without using recommended isolation at home precautions?

Medium Risk Exposure?

Within 6 feet of symptomatic COVID-19 positive person?

None

Within 6 feet of symptomatic COVID-19 positive person?

Living in same home as person with COVID-19 positive person while using appropriate precautions?

Low Risk Exposure?

In same indoor environment as COVID-19 positive person for prolonged time but not within 6 feet?

None

Quarantine

Date of Home Quarantine: 7/1/2021

Probable End Quarantine Date: 7/11/2021

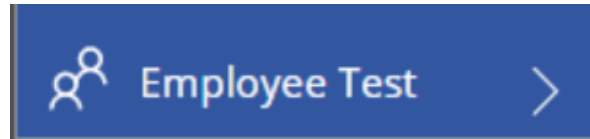
The Quarantine check, if selected will give you a probable end quarantine date based on the date you entered

Once you finish don't forget to click on save, also you can add an employee test at the end of the form and for that it will ask you to please save your form

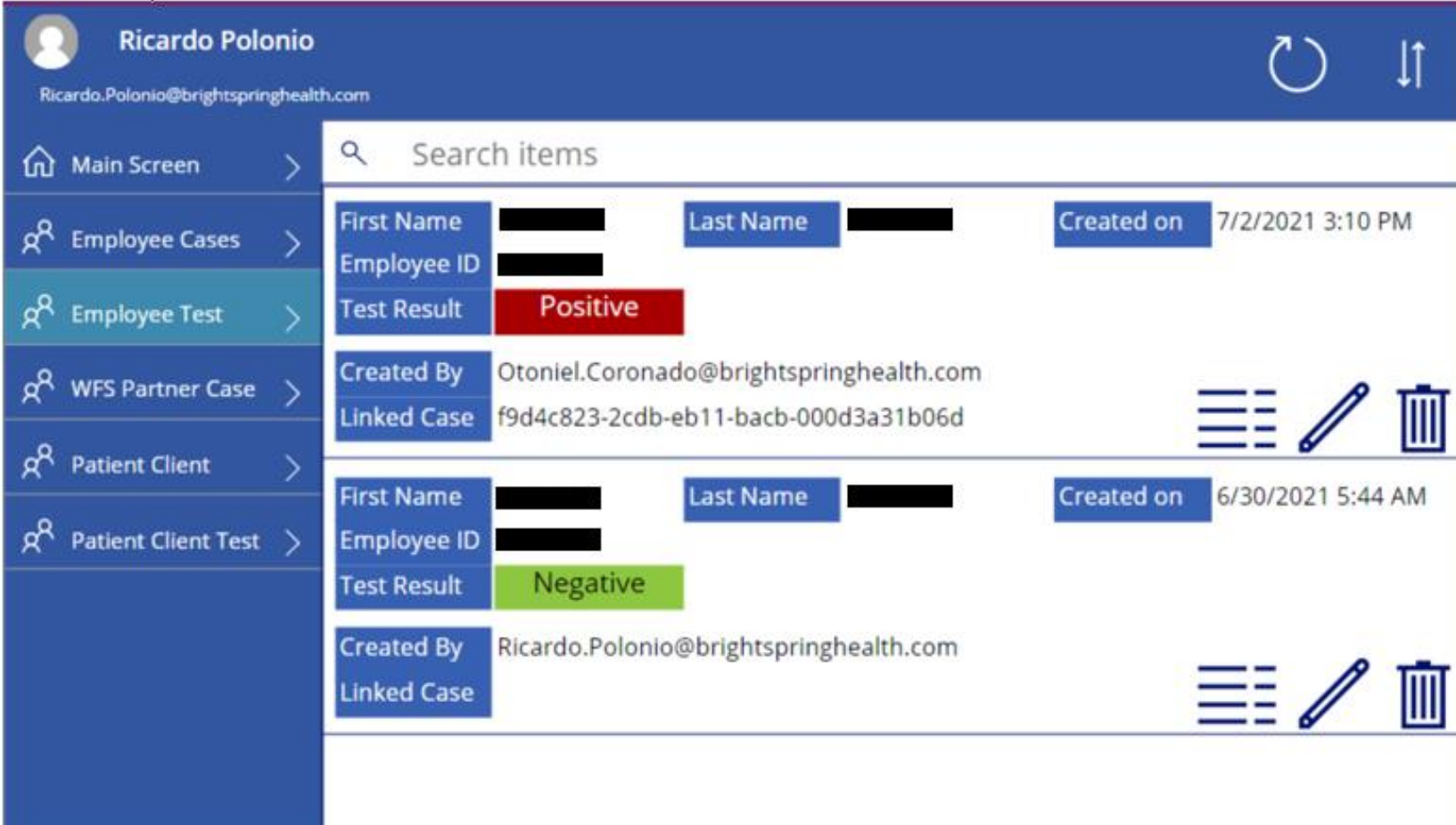


Add employee Test

## EMPLOYEE TEST TAB



IN THE EMPLOYEE TEST TAB, THERE WILL BE A LIST OF EMPLOYEE TEST'S DISPLAYING IN A LIST  
THERE ARE DIFFERENT FUNCTIONALITIES IN THIS SCREEN



**Ricardo Polonio**  
Ricardo.Polonio@brightspringhealth.com

Main Screen > Search items







Employee Cases >

**Employee Test >**

WFS Partner Case >




Patient Client >

Patient Client Test >

First Name	██████	Last Name	██████	Created on	7/2/2021 3:10 PM
Employee ID	██████				
Test Result	Positive				
Created By	Otoniel.Coronado@brightspringhealth.com				
Linked Case	f9d4c823-2cdb-eb11-bacb-000d3a31b06d				  
First Name	██████	Last Name	██████	Created on	6/30/2021 5:44 AM
Employee ID	██████				
Test Result	Negative				
Created By	Ricardo.Polonio@brightspringhealth.com				
Linked Case					  

# VIEW DETAILS BUTTON EMPLOYEE TEST TAB


First Name	██████	Last Name	██████	Created on	6/30/2021 5:44 AM
Employee ID	██████				
Test Result	Negative				
Created By	Ricardo.Polonio@brightspringhealth.com				
Linked Case					

This will allow you to just view the information of the employee test case

## Employee Test - Details

**Consent Form**  
There is no file.




**Authorization Form**  
 PDD - Case tracker power apps (1).docx

**Question 1 Does Employee currently have fever, cough or shortness of breath?**  
No

It will let you download the authorization form attachment as well


# EDIT DETAILS BUTTON EMPLOYEE TEST TAB


First Name	██████	Last Name	██████	Created on	6/30/2021 5:44 AM
Employee ID	██████				
Test Result	Negative				
Created By	Ricardo.Polonio@brightspringhealth.com				
Linked Case					

This will allow you to edit an existing employee test

## Employee Testing



\* Date of Test  
7/2/2021 

COVID-19 positive  
 COVID-19 positive

\* Employee ID  
██████

Employee Case - First Name  
██████

Employee Case - Last Name  
██████

\* Type of Test

When you are done editing please remember to click on the save button

# CREATE NEW EMPLOYEE TEST

## Add employee Test

From an employee case when creating it or editing one, at the end of the form you will find a button to add an employee test

The screenshot shows the top of the 'Employee Testing' form. It includes a back arrow, the title 'Employee Testing', and a save icon. Below the title are several fields: 'Type of Test' with a dropdown menu showing 'Antibody', 'Administered Test Source' with a dropdown menu showing 'State Health Department', and 'Authorization Form signed' with a checked checkbox. At the bottom of this section is an 'Authorization Form' field with the text 'There is no file.' and an 'Upload file' button.

The form will load the employee information and you may start filling the information in the form, it consists in several text fields to add required information, date fields, a couple of check boxes and also some dropdown menus to select options from

The dropdown menus and checkboxes will populate more options when clicking them, here are the options for each one listed per controller

This image shows two dropdown menus side-by-side. The first is labeled 'Type of Test' and has options: 'Antibody' (selected), 'Antibody', and 'Nucleic Acid (Swab)'. The second is labeled 'Administered Test Source' and has options: 'Brightspring' (selected), 'Brightspring', 'State Health Department', 'Local Health Department', and 'Other'.

Question 1 Does Employee currently have fever, cough or shortness of breath?  
Yes (selected)  
No

Question 2 Does Employee currently have 2 or more of the following:  
a) Fever; b) Chills; c) Repeated shaking with chills; d) Muscle pain; e) Headache; f) Sore throat; g) New loss of taste or smell  
No (selected)  
No

Result of Test Antibody  
IgG Positive Only (selected)  
IgM and IgG Positive  
IgM Positive Only  
Negative

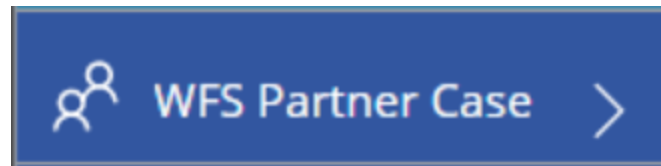
Once you finish click on save and the employee test will be created and be now visible in the Employee Test tab



The Date of Test field is a required field for this form, if its not entered it will not let you save the form

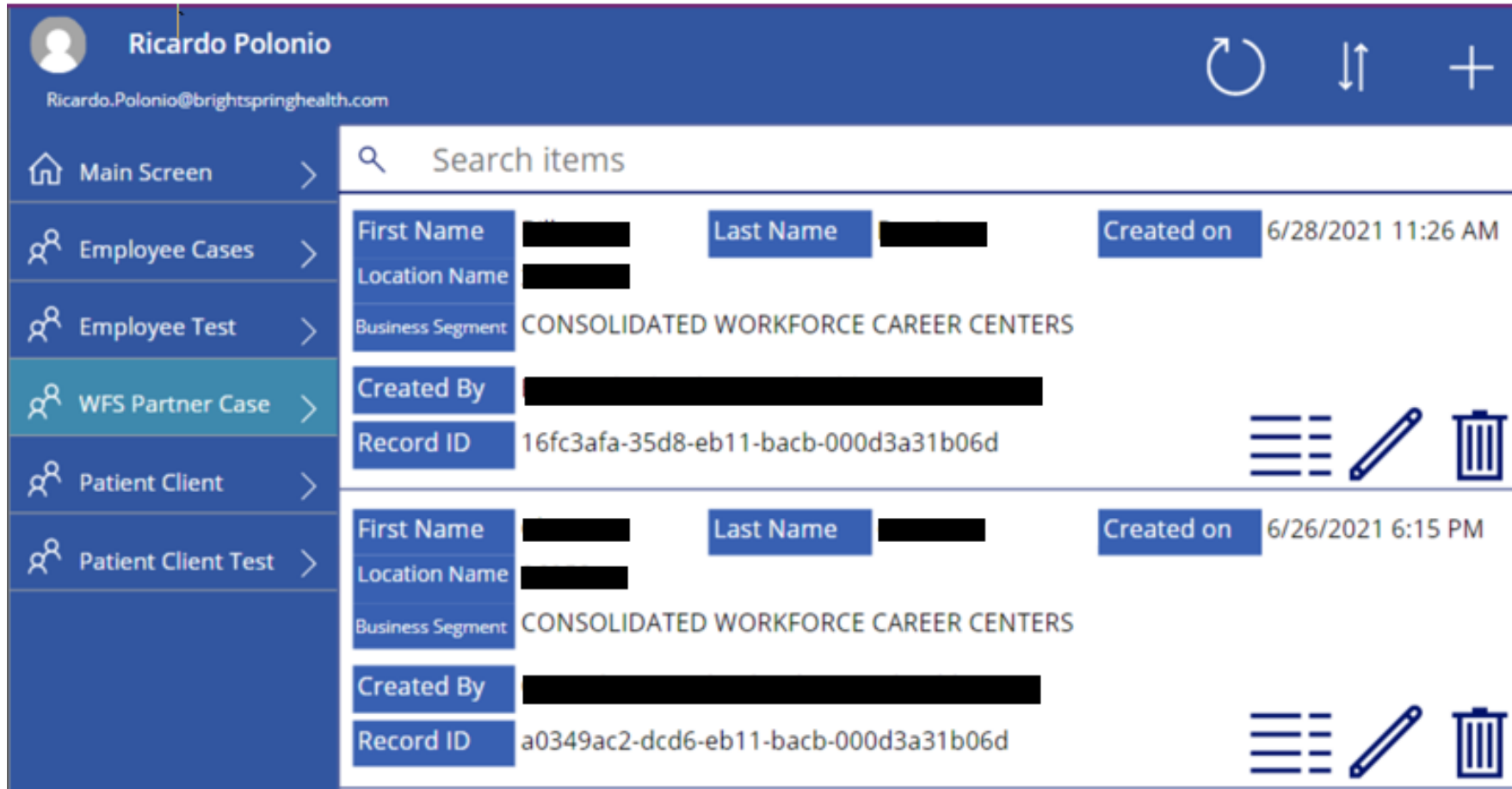
Date of Test  
7/1/2021

## WFS PARTNER CASE TAB





IN THE WFS PARTNER CASE TAB, THERE WILL BE A LIST OF WFS PARTNERS DISPLAYING IN A LIST  
THERE ARE DIFFERENT FUNCTIONALITIES IN THIS SCREEN






**Ricardo Polonio**  
Ricardo.Polonio@brightspringhealth.com

Search items

First Name	[REDACTED]	Last Name	[REDACTED]	Created on	6/28/2021 11:26 AM
Location Name	[REDACTED]				
Business Segment	CONSOLIDATED WORKFORCE CAREER CENTERS				
Created By	[REDACTED]				[Edit] [Delete]
Record ID	16fc3afa-35d8-eb11-bacb-000d3a31b06d				[Edit] [Delete]
First Name	[REDACTED]	Last Name	[REDACTED]	Created on	6/26/2021 6:15 PM
Location Name	[REDACTED]				
Business Segment	CONSOLIDATED WORKFORCE CAREER CENTERS				
Created By	[REDACTED]				[Edit] [Delete]
Record ID	a0349ac2-dcd6-eb11-bacb-000d3a31b06d				[Edit] [Delete]

## VIEW DETAILS BUTTON WFS TEST TAB

First Name	██████	Last Name	██████	Created on	6/28/2021 11:26 AM
Location Name	██████				
Business Segment	CONSOLIDATED WORKFORCE CAREER CENTERS				
Created By	Evan.Belt@brightspringhealth.com				
Record ID	16fc3afa-35d8-eb11-bacb-000d3a31b06d				

This will allow you to just view the information of the WF service case

### < Workforce Service Partner Case

**Low Risk Exposure?**  
In same indoor environment as COVID-19 positive person for prolonged time but not within 6 feet?

**Quarantine**  
false




**COVID-19 Positive Confirmed in Partner?**

**Disposition**  
HR to follow up with partner on status

**Additional Info/Instruction Provided**  
This was a Test


## EDIT DETAILS BUTTON WFS TAB

First Name	██████	Last Name	██████	Created on	6/28/2021 11:26 AM
Location Name	██████				
Business Segment	CONSOLIDATED WORKFORCE CAREER CENTERS				
Created By	Evan.Belt@brightspringhealth.com				
Record ID	16fc3afa-35d8-eb11-bacb-000d3a31b06d				

This will allow you to edit an existing case

### WFS Partner Case



Potential Work Exposure?

Potential Work Exposure? \*

High Risk Exposure? \*

Provide Care to Positive COVID-19 Case without using recommended isolation at home precautions? ▾

High Risk Exposure Action: Call local public health dept. Isolation at home, further guidance per public health dept.

Medium Risk Exposure?

None ▾

When you are done editing please remember to click on the save button

# CREATE NEW ITEM BUTTON WFS TAB



After clicking on the create new item button, enter a date in the Date reported field, then select a Location Name

This will load the location related information in the main form, you may start filling the information in the form, it consists of several text fields to add required information, a couple of check boxes and also some dropdown menus to select options from

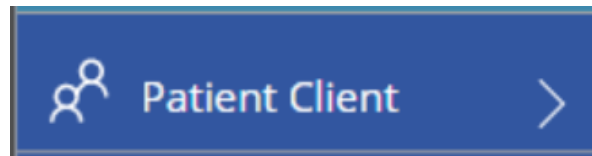
Some dropdown menus and checkboxes will populate more options when clicking them, here are the options for each one listed per controller for the ones that do have different options

The Quarantine check, if selected, will give you a probable end quarantine date based on the date you entered

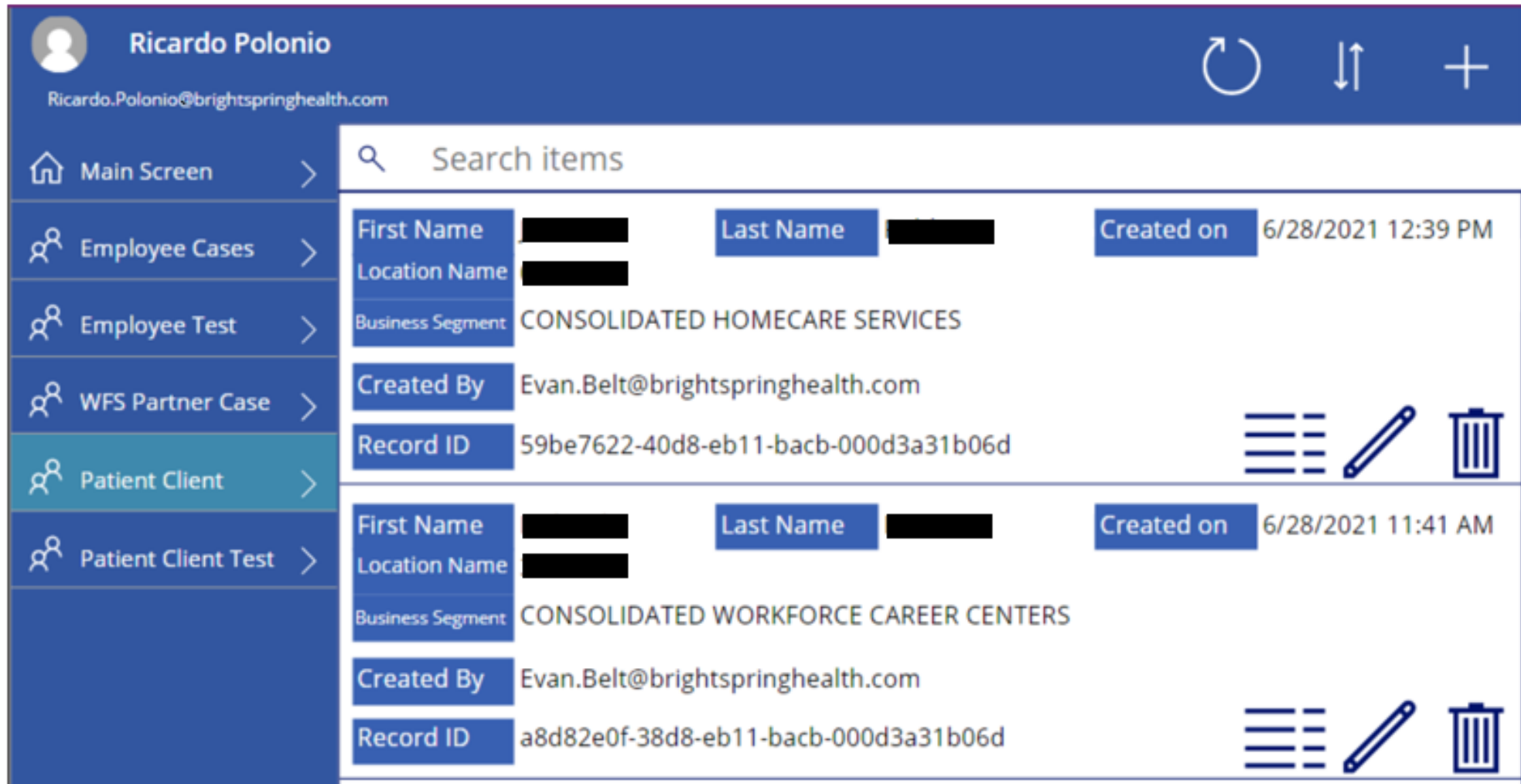
Once you finish don't forget to click on save



PATIENT CLIENT



IN THE PATIENT CLIENT TAB, THERE WILL BE A LIST OF PATIENT CLIENTS DISPLAYING IN A LIST  
THERE ARE DIFFERENT FUNCTIONALITIES IN THIS SCREEN






**Ricardo Polonio**  
Ricardo.Polonio@brightspringhealth.com

Search items

Employee Cases	First Name	████████	Last Name	████████	Created on	6/28/2021 12:39 PM
Employee Test	Location Name	████████				
WFS Partner Case	Business Segment	CONSOLIDATED HOMECARE SERVICES				
Patient Client	Created By	Evan.Belt@brightspringhealth.com				
Patient Client Test	Record ID	59be7622-40d8-eb11-bacb-000d3a31b06d				☰ ☷ ✎ 🗑
	First Name	████████	Last Name	████████	Created on	6/28/2021 11:41 AM
	Location Name	████████				
	Business Segment	CONSOLIDATED WORKFORCE CAREER CENTERS				
	Created By	Evan.Belt@brightspringhealth.com				
	Record ID	a8d82e0f-38d8-eb11-bacb-000d3a31b06d				☰ ☷ ✎ 🗑

## VIEW DETAILS BUTTON PATIENT CLIENT TAB

First Name	██████	Last Name	██████	Created on	6/28/2021 12:39 PM
Location Name	██████				
Business Segment	CONSOLIDATED HOMECARE SERVICES				
Created By	Evan.Belt@brightspringhealth.com				
Record ID	59be7622-40d8-eb11-bacb-000d3a31b06d				




This will allow you to just view the information of the patient client cases

### < Patient and Client Case

Date reported	6/27/2021
Pharmacy Case?	false
First Name	John
Last Name	Public
Location Name	09557


## EDIT DETAILS BUTTON PATIENT CLIENT TAB

First Name	██████	Last Name	██████	Created on	6/28/2021 12:39 PM
Location Name	██████				
Business Segment	CONSOLIDATED HOMECARE SERVICES				
Created By	Evan.Belt@brightspringhealth.com				
Record ID	59be7622-40d8-eb11-bacb-000d3a31b06d				


  

This will allow you to edit an existing case and to add an employee test

### × Patient and Client Case

\* Date reported  
6/27/2021 

Pharmacy Case?  
 Pharmacy Case?

Location Name  
08557 - BR: RCHC PA SPRINGHOUSE 

Business Segment  
CONSOLIDATED HOMECARE SERVICES

Region

**Add client test**

You will be requested to click on save if you want to add an employee test



# CREATE NEW ITEM BUTTON PATIENT CLIENT TAB



After clicking on the create new item button, enter a date in the Date reported field, then select a Location Name

This will load the location related information in the main form, you may start filling the information in the form, it consists of several text fields to add required information, a couple of check boxes and also some dropdown menus to select options from

Some dropdown menus and checkboxes will populate more options when clicking them, here are the options for each one listed per controller for the ones that do have different options

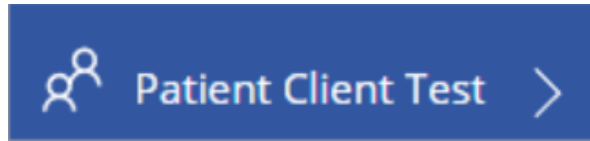
The Quarantine check, if selected, will give you a probable end quarantine date based on the date you entered

Once you finish don't forget to click on save, also you can add a client test at the end of the form and for that it will ask you to please save your form

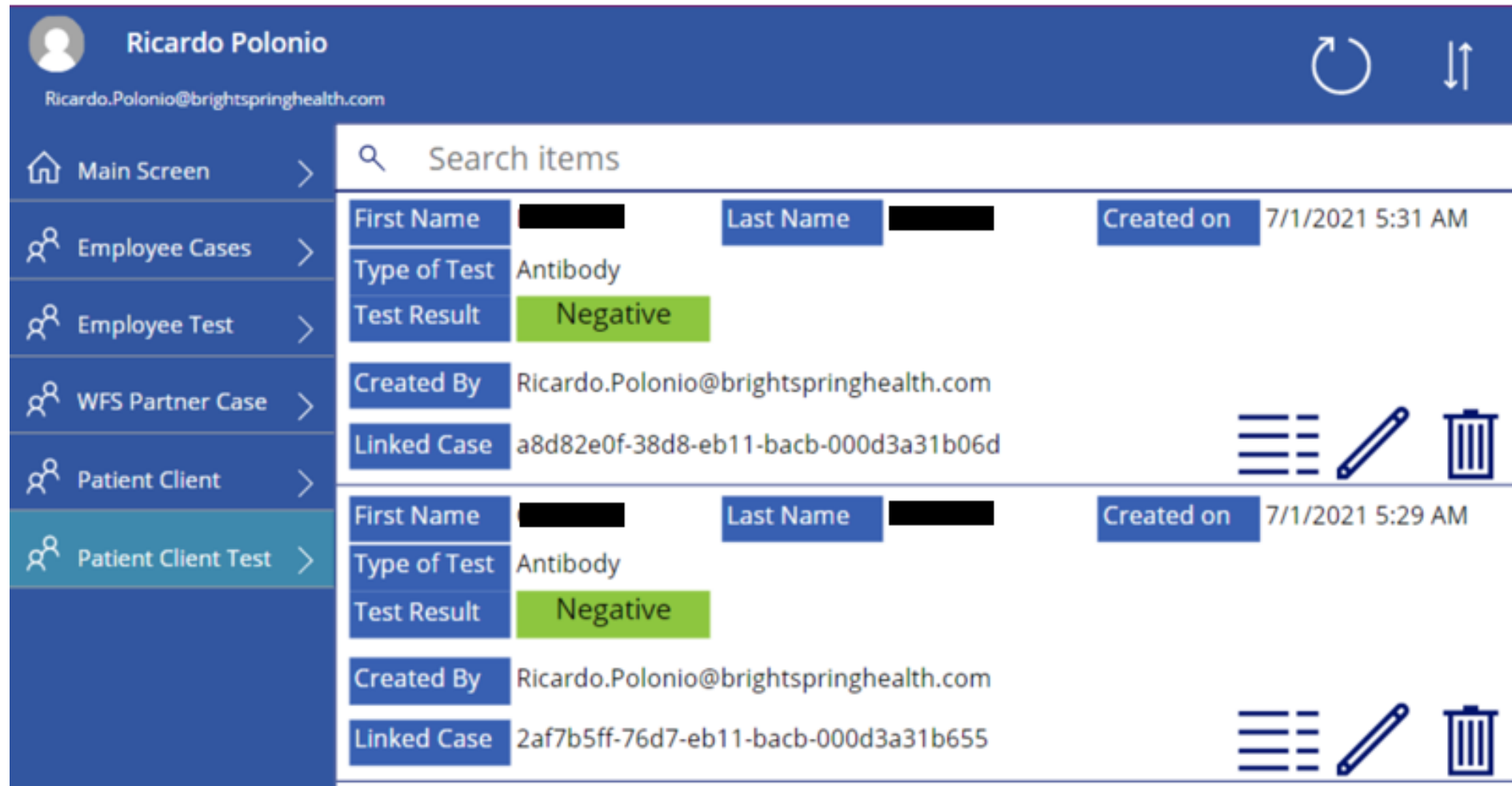


**Add client test**

## PATIENT CLIENT TEST









IN THE PATIENT CLIENT TEST TAB, THERE WILL BE A LIST OF PATIENT CLIENTS DISPLAYING IN A LIST  
THERE ARE DIFFERENT FUNCTIONALITIES IN THIS SCREEN






**Ricardo Polonio**  
Ricardo.Polonio@brightspringhealth.com

Search items

First Name	██████	Last Name	██████	Created on	7/1/2021 5:31 AM
Type of Test	Antibody				
Test Result	Negative				
Created By	Ricardo.Polonio@brightspringhealth.com				
Linked Case	a8d82e0f-38d8-eb11-bacb-000d3a31b06d				  
First Name	██████	Last Name	██████	Created on	7/1/2021 5:29 AM
Type of Test	Antibody				
Test Result	Negative				
Created By	Ricardo.Polonio@brightspringhealth.com				
Linked Case	2af7b5ff-76d7-eb11-bacb-000d3a31b655				  

## VIEW DETAILS BUTTON PATIENT CLIENT TEST TAB

First Name	██████	Last Name	██████	Created on	7/1/2021 5:31 AM
Type of Test	Antibody				
Test Result	Negative				
Created By	Ricardo.Polonio@brightspringhealth.com				
Linked Case	a8d82e0f-38d8-eb11-bacb-000d3a31b06d				

This will allow you to just view the information of the patient client test case

### < Patient and Client Test

Date of Test  
6/30/2021

Patient or Client Case - Name  
Richard Power

Patient or Client Case - Business Segment  
CONSOLIDATED WORKFORCE CAREER CENTERS

Patient or Client Case - Region  
VP: EWS DOUGLASS VP OF OPERATIONS

Patient or Client Case - State  
PA

# EDIT DETAILS BUTTON PATIENT CLIENT TEST TAB

First Name	██████	Last Name	██████	Created on	7/1/2021 5:31 AM
Type of Test	Antibody				
Test Result	Negative				
Created By	Ricardo.Polonio@brightspringhealth.com				
Linked Case	a8d82e0f-38d8-eb11-bacb-000d3a31b06d				

This will allow you to edit an existing test

## < Patient and Client Test

\* Date of Test  
6/30/2021 

Patient or Client Case - Name  
Richard Power

Patient or Client Case - Business Segment  
CONSOLIDATED WORKFORCE CAREER CENTERS

Patient or Client Case - Region  
VP: EWS DOUGLASS VP OF OPERATIONS

Patient or Client Case - State  
PA

When you are done editing please remember to click on the save button

# CREATE NEW PATIENT CLIENT TEST

## Add client test

From patient client test case when creating it or editing one, at the end of the form you will find a button to add an employee test

The screenshot shows the top portion of a mobile application form titled "Patient and Client Test". It includes a back arrow, a save icon, and several input fields: "Date of Test" with the value "6/30/2021", "Patient or Client Case - Name" (redacted), "Patient or Client Case - Business Segment" with the value "CONSOLIDATED WORKFORCE CAREER CENTERS", "Patient or Client Case - Region" with the value "VP: EWS DOUGLASS VP OF OPERATIONS", and "Patient or Client Case - State" with the value "PA".

The form will load the employee information and you may start filling the information in the form, it consists in several text fields to add required information, date fields, a couple of check boxes and also some dropdown menus to select options from

The dropdown menus and checkboxes will populate more options when clicking them, here are the options for each one listed per controller

This section provides a detailed view of the form's content. It features two questions with dropdown menus. "Question 1: Does Patient or Client currently have fever, cough or shortness of breath?" has options "No" and "Yes". "Question 2: Does Patient or Client currently have 2 or more of the following: a) Fever; b) Chills; c) Repeated shaking with chills; d) Muscle pain; e) Headache; f) Sore throat; g) New loss of taste or smell" also has "No" and "Yes" options. Below these is a section titled "Result of Test Antibody" with a dropdown menu showing options: "IgG Positive Only", "IgM Positive Only", "IgM and IgG Positive", and "Negative".

Once you finish click on save and the patient client test will be created and be now visible in the Patient Client Test tab



The Date of Test field is a required field for this form, if its not entered it will not let you save the form

A close-up of the "Date of Test" field, showing a blue header with the text "Date of Test" and a white input area containing the date "7/1/2021" and a calendar icon.