Employee Health Tracking

Tracking Employee Health to Reduce Resident Infection Rates

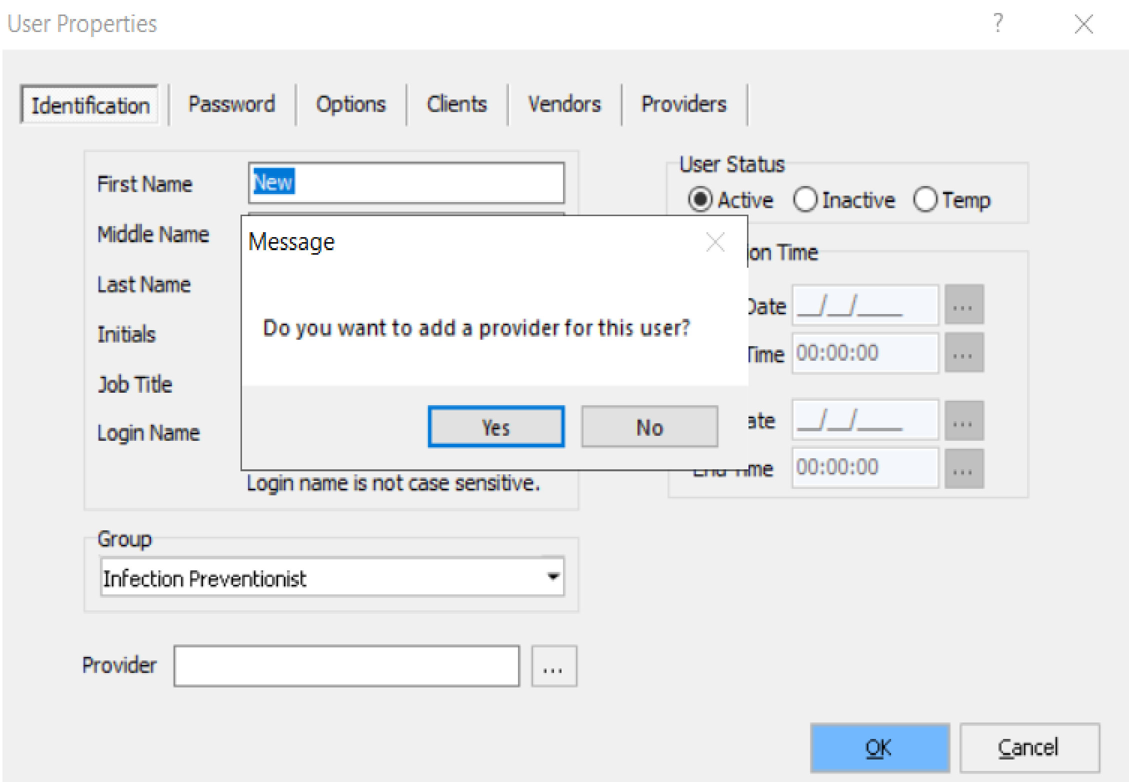
This webinar will be focused on employee health tracking during the COVID-19 outbreak and beyond. We will cover how to add employees into ECS as providers, adjusting user group rights to ensure employee health confidentiality, symptom tracking of staff members, viewing graph reports that correlate employee infection types/onsets with resident infection types, as well as a breakdown into unit comparisons, and how that data can be used in a QAPI plan for HR processes and policies.

Adding Employees into ECS as Providers

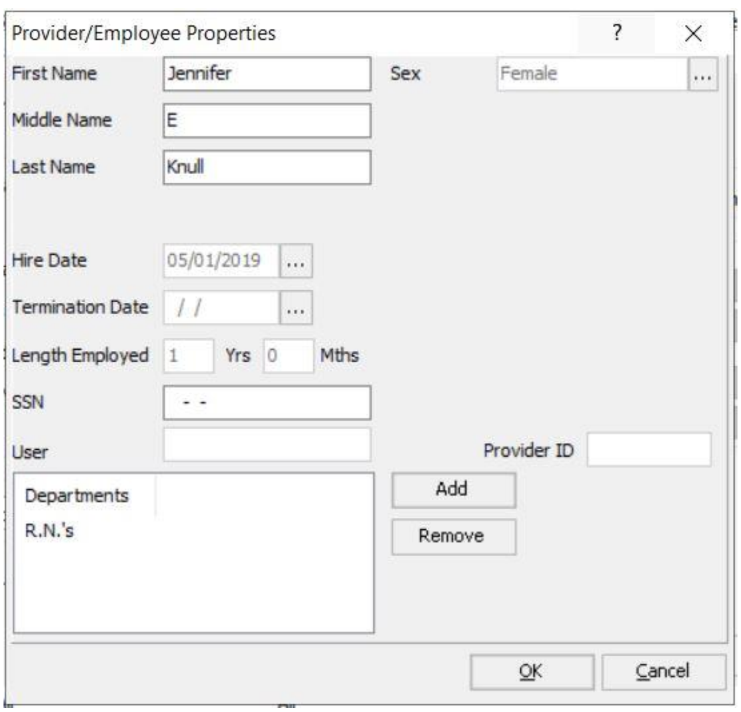
When adding staff into ECS to create user access for them in the system, you also have the option to create a provider profile for them at the same time. Adding employees into the system as providers allows facilities to document on them as they would on a client, for human resource purposes such as hire dates, employee evaluations, benefit information, education & licensing tracking, and immunization & attendance logs. If you did not decide to create providers for your users at the time of implementation, you may still add providers in at any time.

Creating a Provider profile directly after creating a user record

1. Click **American Data - ECS** and follow the path **Setup** > **Security** > **User**.
2. Set up a new user by either right-clicking in the user list screen and selecting "New" or by clicking the **New** button at the bottom of the screen.
3. Enter in the new user information including first & last name, user initials, job title, login name, and user group.
4. Proceed to the Password tab to assign a password for the user and place a checkmark in the box that states "User must change password at next login" so they can be prompted to enter in their own confidential password.
5. On the Clients tab, select the desired filter options that the user will need access to.
6. On the Providers tab, select the desired filter options and checkboxes that the user will need to complete their job duties. For example, if entering a user into the system that will be working in HR or an Infection Preventionist, they will need default options established for the providers they will need to filter for and will want to display in their name selection list for documentation purposes, just as you would clients.
7. Click **OK** to save the user profile.
8. Click **Yes** when prompted with the question "Do you want to add a provider for this user?"

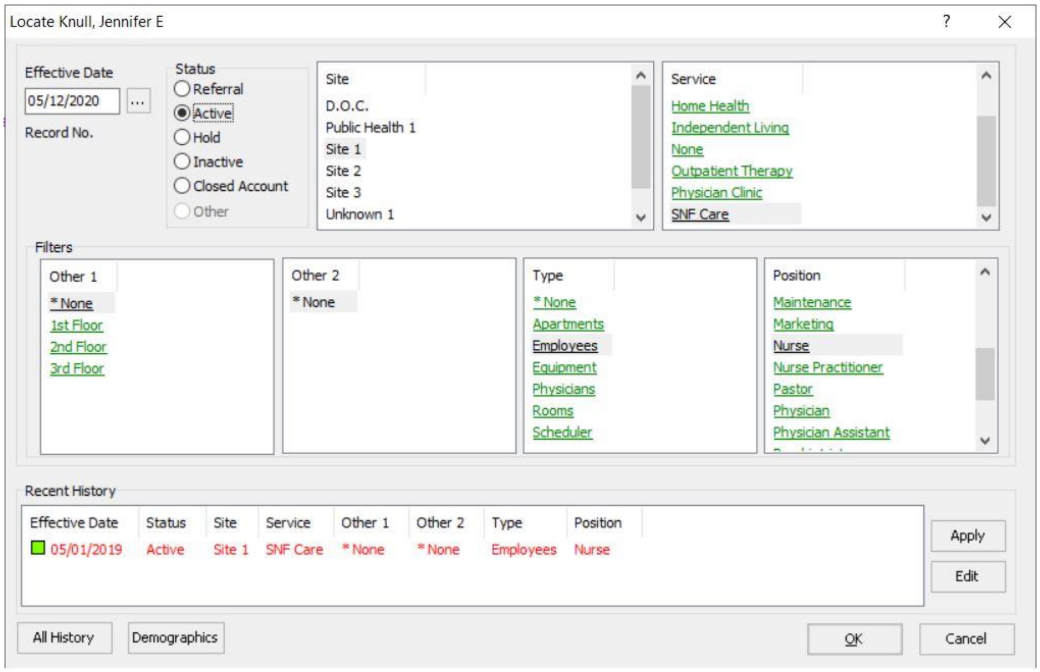


9. The Provider/Employee Properties box appears. Fill in the fields as appropriate. See next example for further detail.



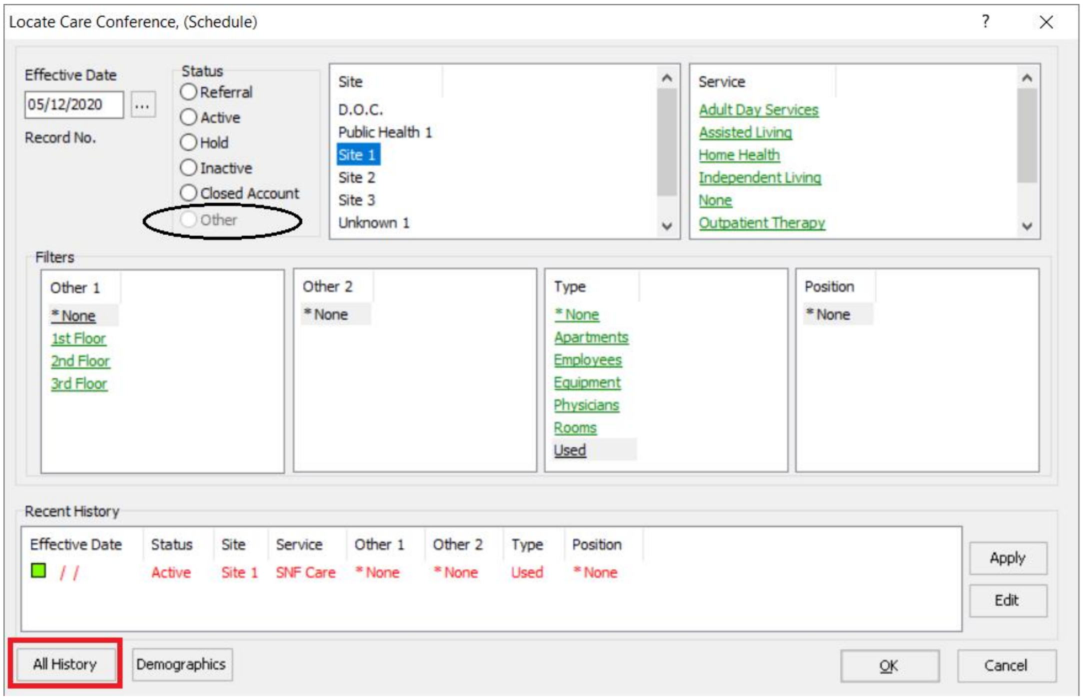
Creating a Provider profile from the Demographics screen

1. Click **American Data - ECS** and follow the path **View** > **Demographics** or click on the **ID** icon in the Toolbar.
2. Enter in a new provider by either right-clicking in the demographics screen and selecting "New Provider" or by clicking the **New** button at the bottom of the screen and selecting Provider in the list.
3. Enter in the provider demographic information. All that is necessary to save the profile is a first and last name. Then click **OK**.
4. When the provider Locate screen pops up as it does for clients, enter in a status, select any required filters in green, and click **OK** to save. If your facility does not have provider filter options established and would like to, please contact the clinical department for further assistance.

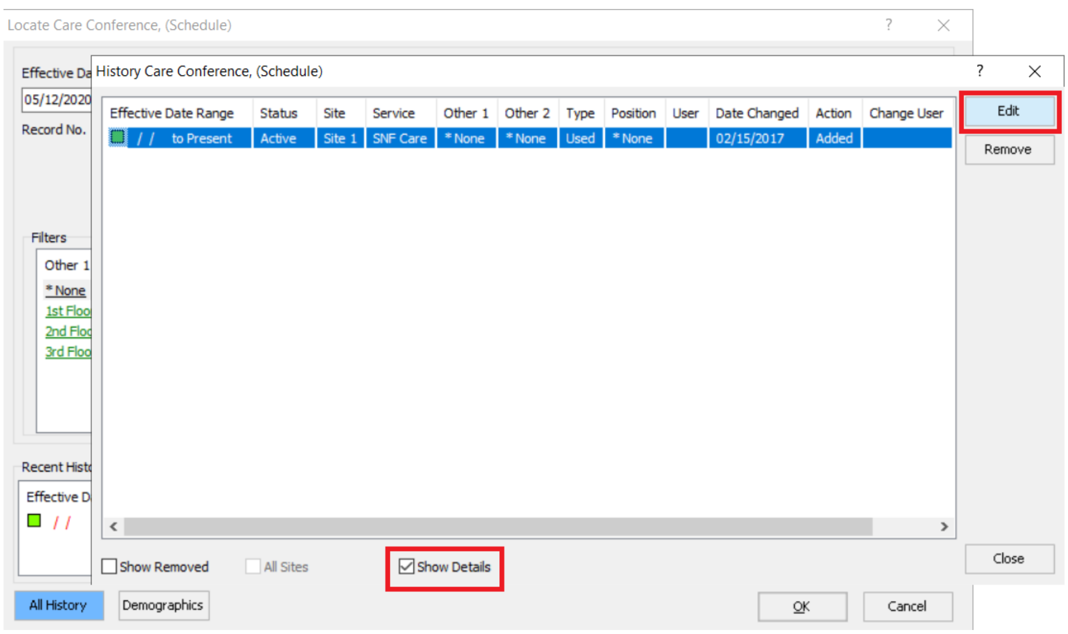


Editing an existing Provider status

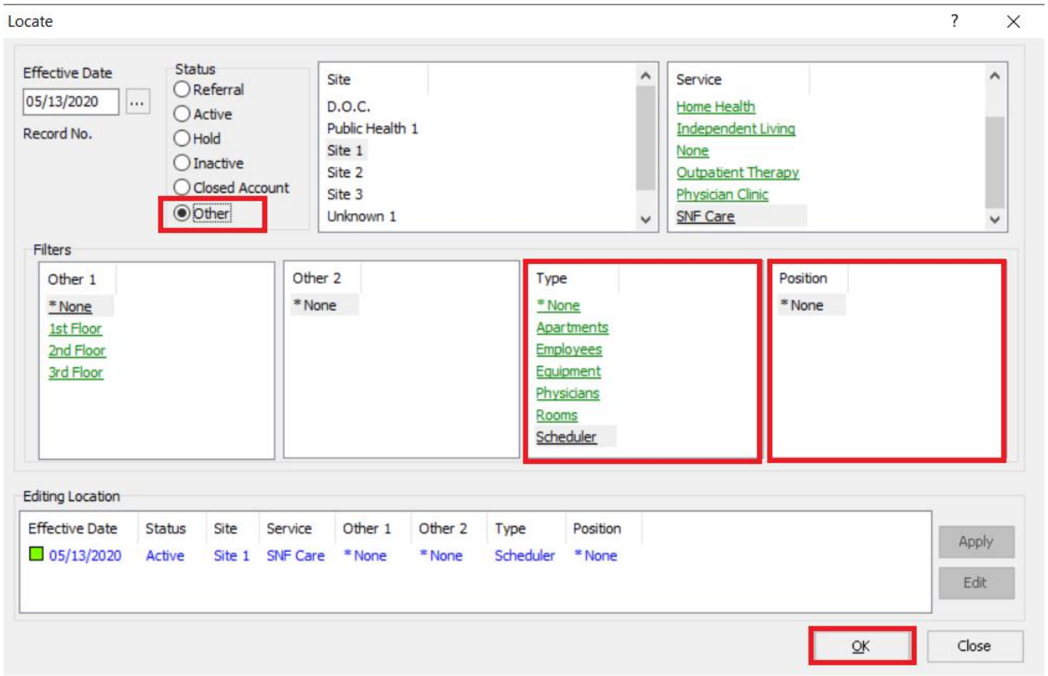
1. Click **American Data - ECS** and follow the path **View** > **Demographics** or click on the **ID** icon in the Toolbar.
2. Select the Provider name you wish to edit by right-clicking on it and selecting Locate.
3. Select the desired status you wish to place your Provider under and click OK.
4. If you are wanting to move an active provider to an "Other" status, such as for fake scheduler providers, you will notice that the option to do so is greyed out. (This option would be for restricting users from viewing active provider profiles, but still be able to see the necessary providers for scheduler purposes) Click on the All History button at the bottom of the screen.



5. Then place a checkmark in the "Show Details" box, highlight the status in the list that you wish to change, then click **Edit**.



6. Next, select the now available "Other" status and adjust any filters if necessary. In the example below, since the provider we are editing is "fake" for scheduler purposes, we can put them in the None filters.



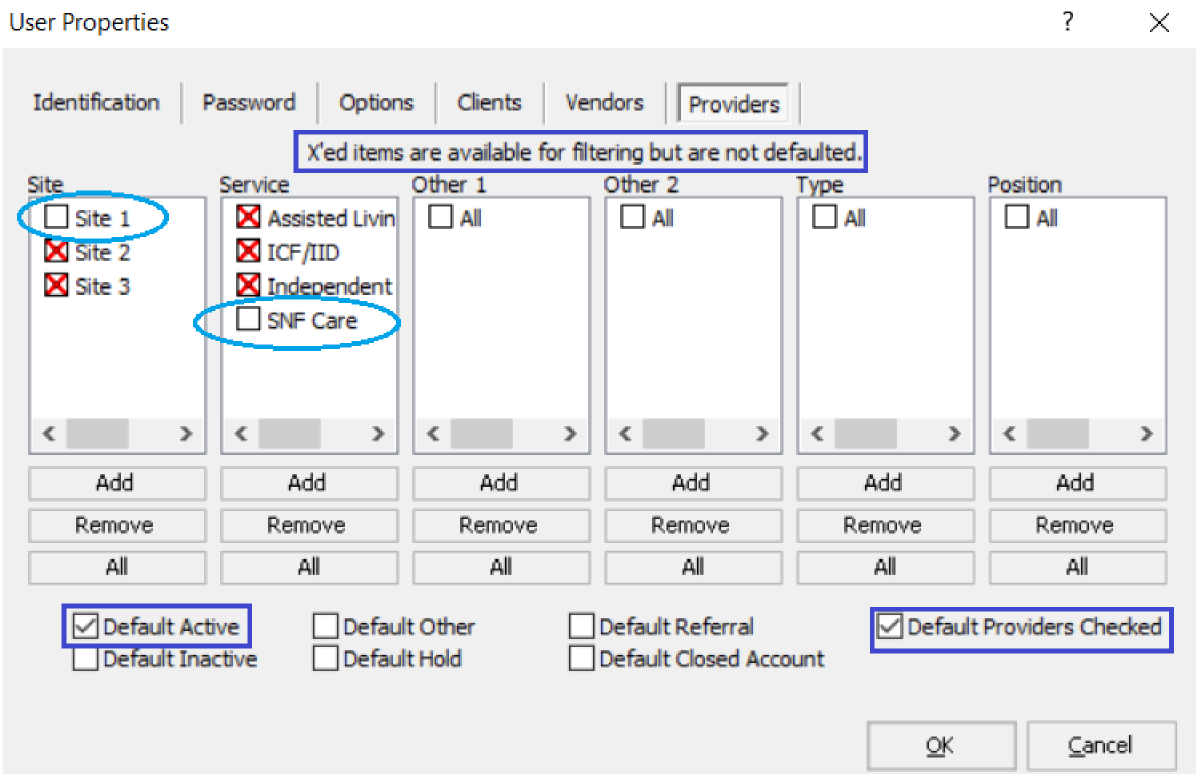
Adjusting User Security/User Group Rights

Whether your facility will need to add providers into ECS for the first time or you have already had them entered, you will need to consider user security rights for viewing providers in the system, as well as the topics where documentation on providers will take place, such as within the Human Resources tab.

One example to consider would be if your facility has "fake" providers in your system for scheduler purposes, such as Out of Facility Appointments, and those providers have been entered in under an active status, but you wish to restrict users in the system outside of the HR department from viewing any active Providers, you may need to adjust the status of the Providers in their Locate screen, as well as individual user rights for viewing providers.
An alternative to editing a provider status to Other from Active could simply be to add them into a filter that could be restricted under user profile permissions, for example I could place my active employee providers under an Employee filter and my active "fake" providers under a Scheduler or None filter and just restrict individual user profiles from the Scheduler or None provider filters. If additional help is needed to setup provider filter options, please contact the clinical department for further assistance.

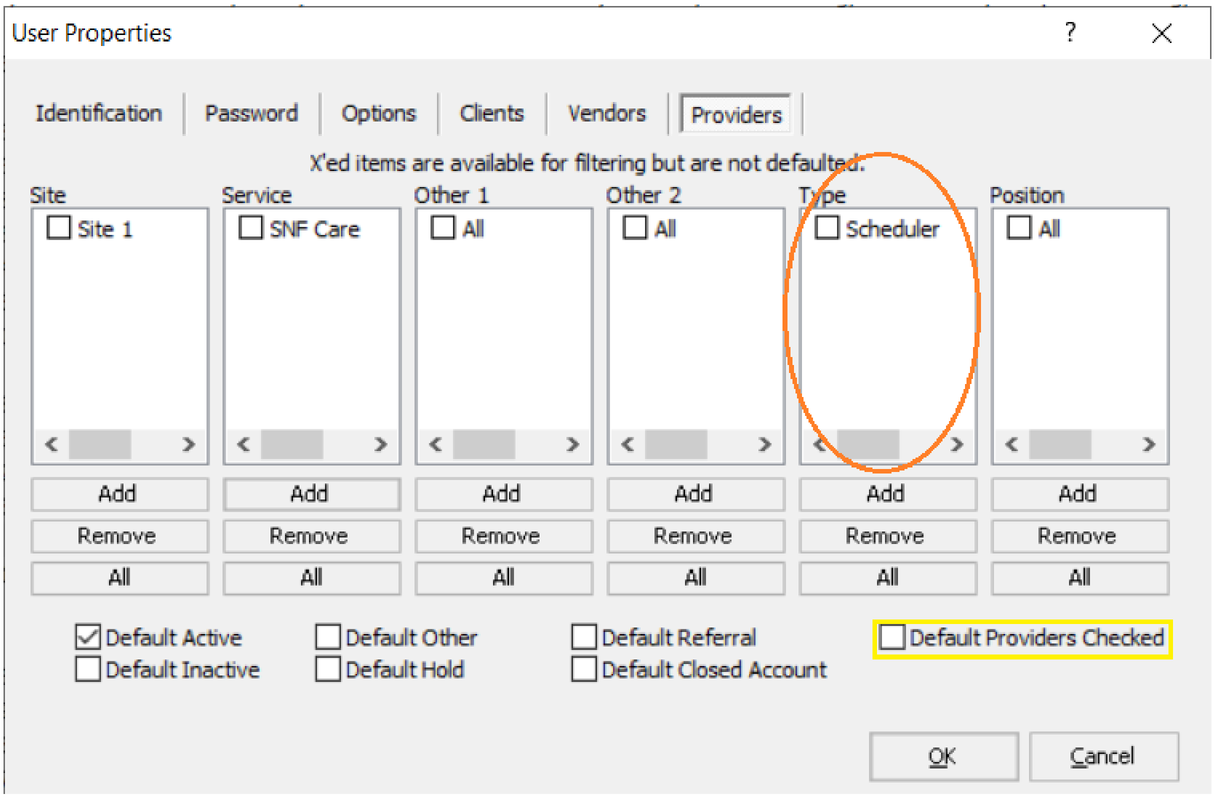
Adjusting individual user rights to Providers

1. Click **American Data - ECS** and follow the path **Setup** > **Security** > **User**.
2. Double-click into the user properties of the individual user and go to the Providers tab.
3. Here is where you can designate the filtering options that will be available to the user by clicking **Add** in each of the filtering areas so you are able to select the Site, Service, or other filter options you might need available for that user.
   Example 1: In the image below, we are setting up a user who will be the facility's Infection Preventionist and they will need to have the rights to potentially be able to filter for *both* Clients and Providers in any Service or Filter under Site 1(or potentially Sites 2 or 3), but we only want the primary bunch of names they will be working with set as their default every time, which will be Site 1 SNF.



4. As it states above, "X'ed items are available for filtering but are not defaulted," so to place the red X in a square, I just need to double-click into that square. To remove the X, double-click again.

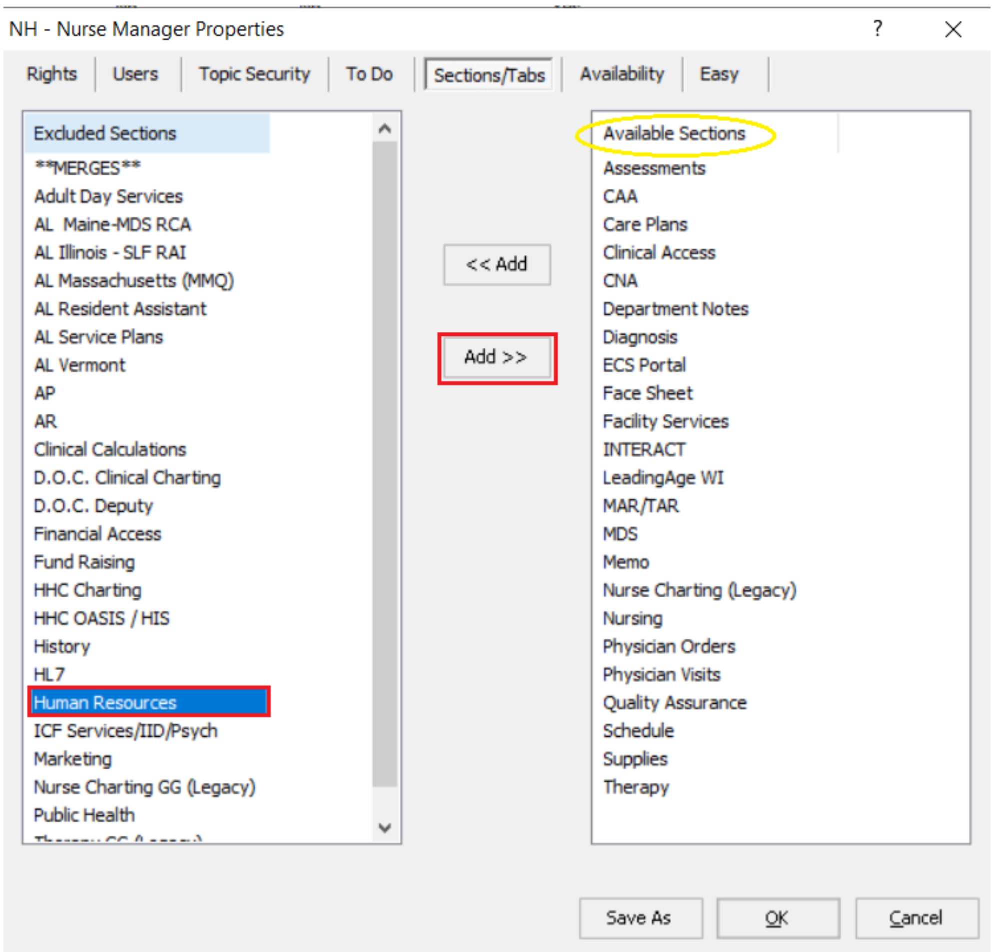
Example 2: If my facility has Scheduler providers in their system under the Active status, as well as Employee providers, instead of adjusting the status of the providers themselves, I could adjust the user filter option rights instead. So if I have Department or CNA staff that won't ever need to see employee providers, but will still need to view the scheduler, I can restrict their filter to only allow them to view the "Scheduler" provider filter and those names will not continuously be defaulted in their name list, as we are leaving the checkmark out of "default providers checked."



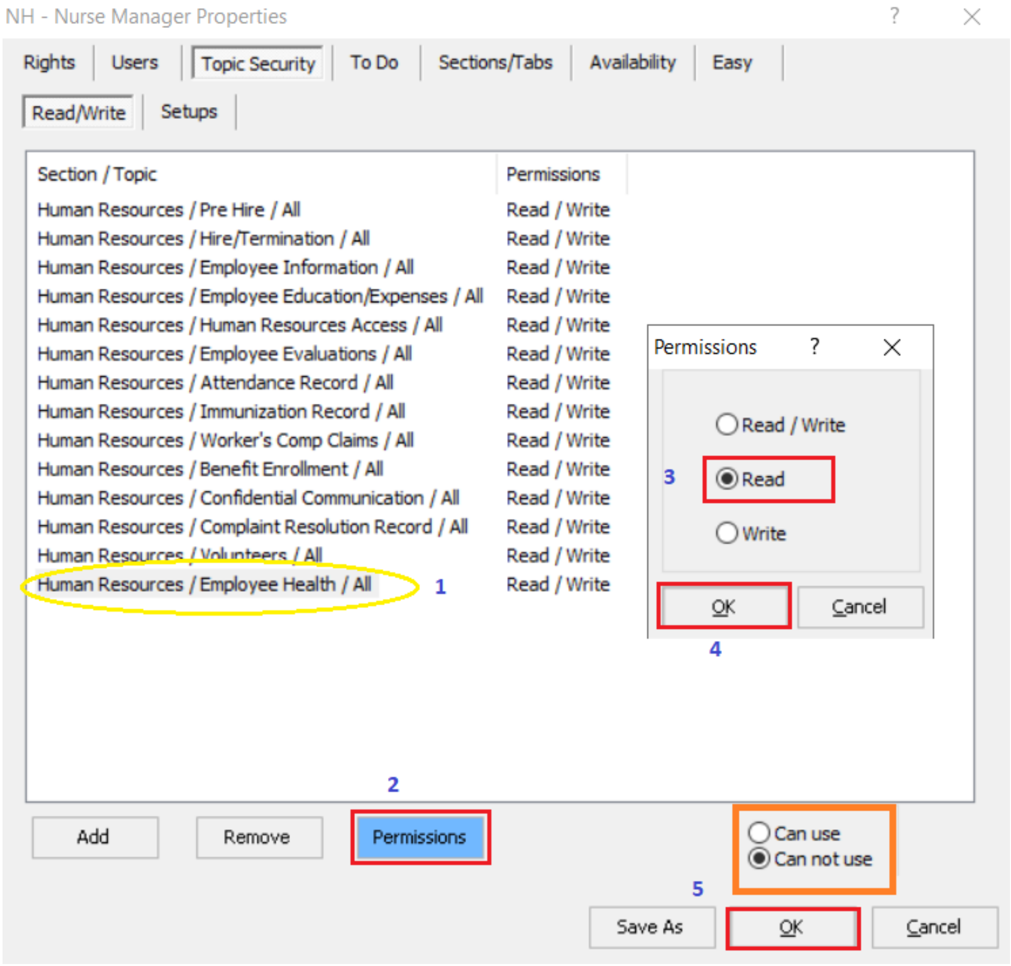
Adjusting user group rights for Topic Security

If you are not concerned with users being able to view provider profiles overall and moreso just want to ensure that documentation cannot be viewed on providers, then you will just need to adjust user group rights for topic security capabilities.

1. Click American Data - ECS and follow the path Setup > Security > User Groups.
2. Double-click into the user group you wish to adjust and go to Sections/Tabs to make sure that the over section is available to the group. For example, if we have a Nurse Manager group that we would now like to begin entering in Employee Health Screenings onto providers, they will need access to the Human Resources tab, so that needs to be moved to the Available Sections area.



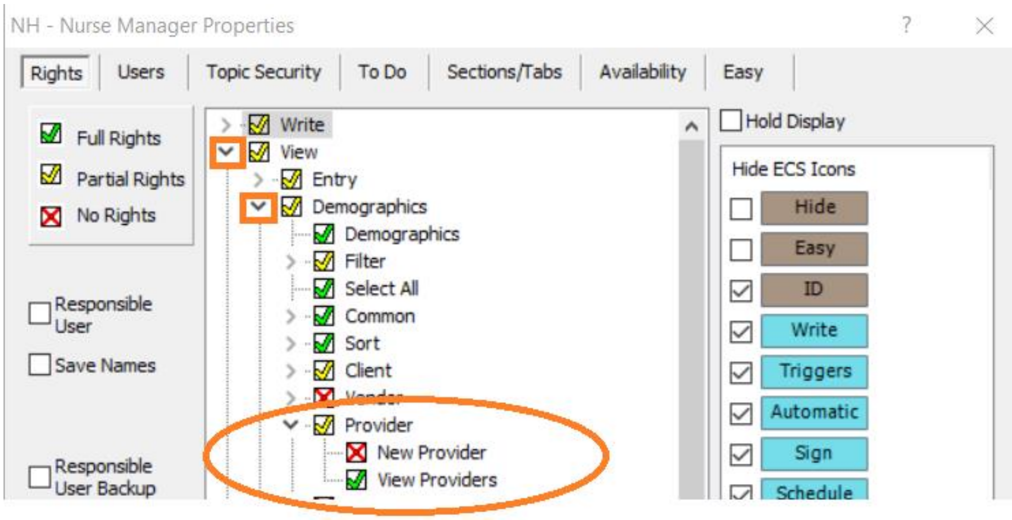
3. Next, go to the Topic Security tab so we can further restrict users to only be able to enter in the health screening information without being able to look at information already entered or any other confidential HR documentation.
4. We define topic security rights within user groups by using the "Can Not Use" method, meaning that we only need to pull items in this area that we want to set-up a permission on such as only being able to Write in a topic or Read in a topic. For this example, I will want to add in ALL topics underneath the Human Resources tab by clicking Add, then navigating to the tab and clicking All, then OK.
5. Once I have all of the topics in under my topic security area, they are automatically restricted to Read/Write, which means since we are set to "Can Not Use," that we cannot read or write in those topics, but to enter in the employee health data, we need to only restrict rights to Read. To do this, I have to click on the topic to highlight (1), then click Permissions (2), then select Read (3), click OK (4), then click OK again to the overall group properties box to save the changes.



Adjusting user group rights to view providers

If you are a facility who has never done anything with providers and does not use scheduler, your user groups may need rights to view providers at the very least in order to document employee screenings.

1. Click American Data - ECS and follow the path Setup > Security > User Groups.
2. Double-click into the user group who will be documenting the employee health information to open the Properties screen.
3. In the Rights tree, click on the arrow next to View, then click the arrow next to Demographics, then click into the box to place a green checkmark next to "View Providers."



Documenting Daily Staff Monitoring

Enter in any of the listed symptoms the employee may have that day and document their temp. If a temp over 100.0 is recorded, then click the "fever present >100.0 F," button. Be sure to indicate the type of contact they have with the residents and if they were asked to go home to quarantine. If any antibody test screenings have been done, entering in those results would be optional and would only need to be completed one time.

If a staff member has both a fever and a symptom and they are asked to go home, you will automatically proceed over to the next portion of the screen regarding symptoms and call-ins.

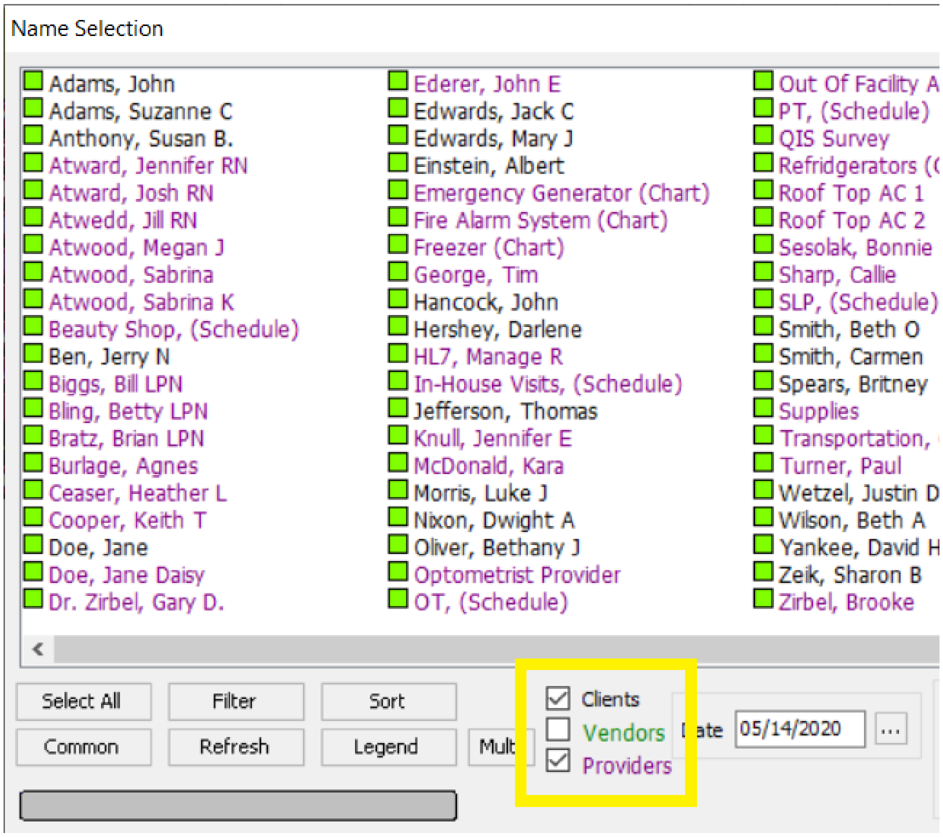
Documenting Call-ins and Leave Earlys beyond COVID 19

When an employee goes home early or calls in due to an illness, we want to try to obtain as much information from them that we can, especially with regard to symptoms they are experiencing and the onset date of those symptoms. This information only needs to be documented once per episode so we can track the first points of potential illness to correlate with the onset of confirmed illness or infection. If an employee was at work for two days with symptoms and then calls in on the third day, we wouldn't be entering in any information until they officially call-in. If on the fourth day, the employee is still out sick, only the date of the call-in needs to be entered in since the other information has already been obtained. If they happen to have visited their doctor and obtained any confirmed lab results, the diagnosis can be entered in at any time and is only for informational purposes and does not pull to any graph.

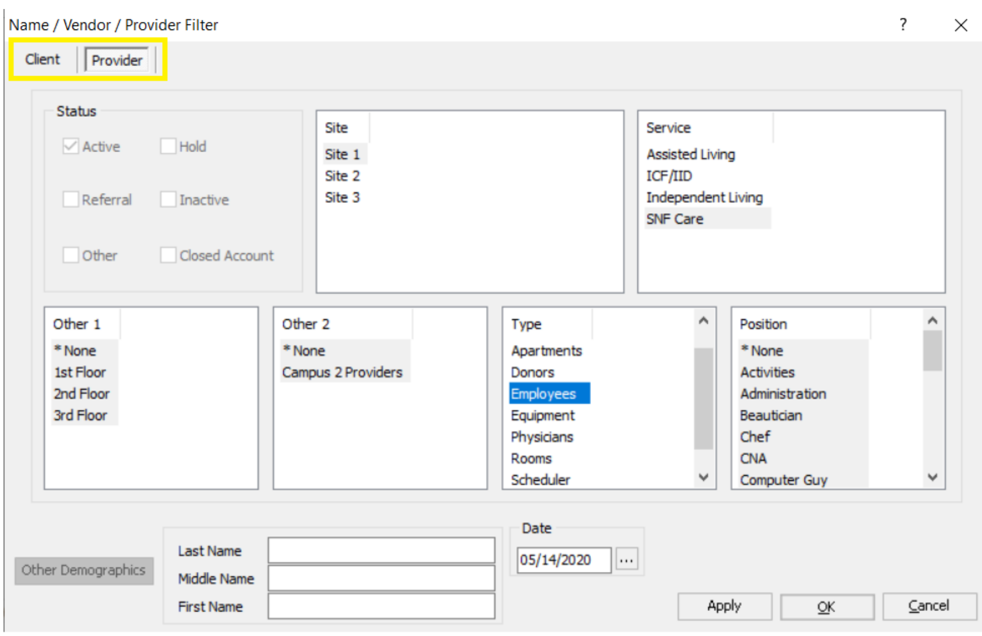
Previewing Graph Reports with both Clients & Providers

The amount of filtering a user may have to do to run a report looking at both client and provider data will really depend on their default user rights. If the person has both clients and providers already set to be defaulted to their name selection screens, they may not have to do any filtering at all.

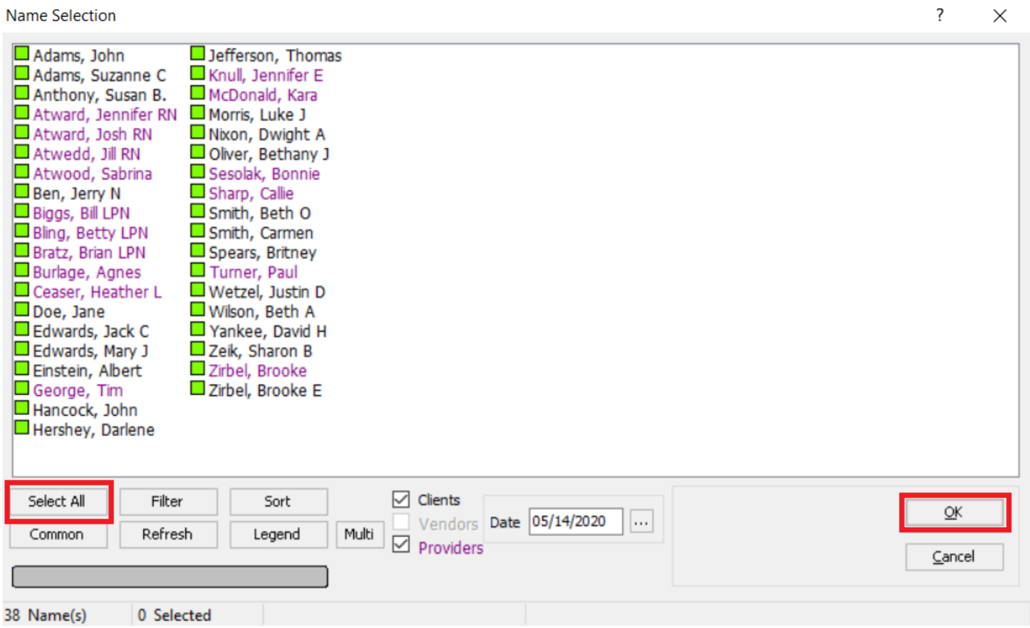
1. In most cases though, users running these reports will probably need to filter for providers, so to do that, when the name selection screen pops up, make sure there is a checkmark in both Clients and Providers.



2. Once both options are selected, then you can click on the **Filter** button and you will have to filter for each type separately.



3. Once you click **OK**, the list will filter down to the desired client and provider names and the user can click **Select All** and proceed to run the report.


Name Selection
Adams, John
Adams, Suzanne C
Anthony, Susan B.
Atward, Jennifer RN
Atward, Josh RN
Atwedd, Jill RN
Atwood, Sabrina
Ben, Jerry N
Biggs, Bill LPN
Bling, Betty LPN
Bratz, Brian LPN
Burlage, Agnes
Ceaser, Heather L
Doe, Jane
Edwards, Jack C
Edwards, Mary J
Einstein, Albert
George, Tim
Hancock, John
Hershey, Darlene
Jefferson, Thomas
Knull, Jennifer E
McDonald, Kara
Morris, Luke J
Nixon, Dwight A
Oliver, Bethany J
Sesolak, Bonnie
Sharp, Callie
Smith, Beth O
Smith, Carmen
Spears, Britney
Turner, Paul
Wetzel, Justin D
Wilson, Beth A
Yankee, David H
Zeik, Sharon B
Zirbel, Brooke
Zirbel, Brooke E
Select All
Filter
Sort
Common
Refresh
Legend
Multi
Clients
Vendors
Providers
Date
05/14/2020
OK
Cancel
38 Name(s)
0 Selected