

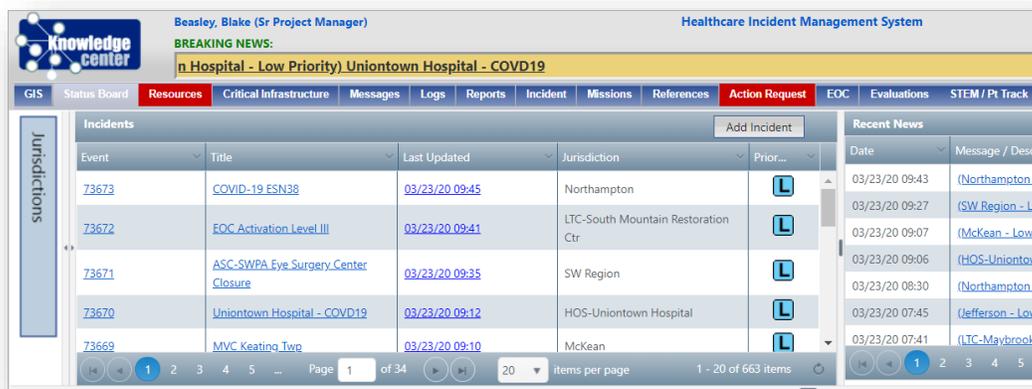


Action Requests

The **Action Request** tab contains Action Request Alerts (AR Alerts). The alert system is a Resource Information Request/Polling system so that large agencies can assess available resources during a large-scale incident. Requests are sent through email and text messages and are displayed on the Action Request screen in the Knowledge Center.

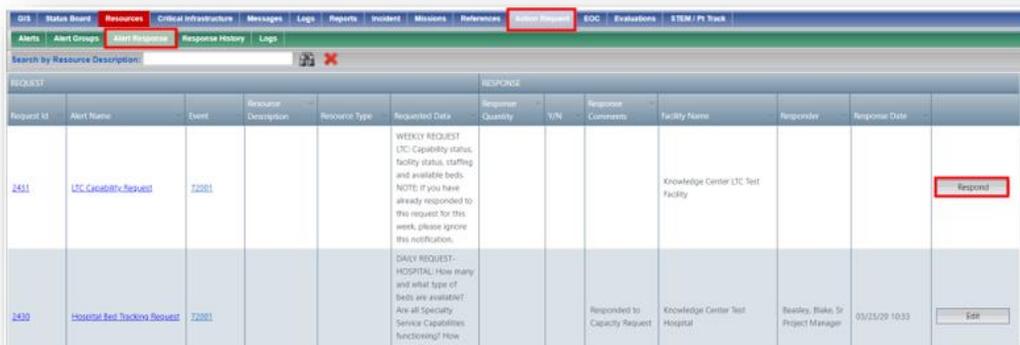
Responding to an Action Request

1. Click **Action Request**.



*Note: The **Action Request** Tab will be red when an Action Request is awaiting a response from the user.*

2. Click **Alert Response**.
3. Click **Respond Button** for appropriate request.





4. Click **Show All?** Checkbox.

The screenshot shows the 'Action Request Capacity Response' form. At the top right, there is a checkbox labeled 'Show All?' which is highlighted with a red box. Below this, the form is divided into three sections: 'Total Available', 'Gender', and 'Care Level / Approved Stay Status'. Each section has a 'Currently Available' field, a 'Date/Time' field, and a 'User' field.

5. Update appropriate data fields.

6. Click **Save**.

The screenshot shows the 'Action Request Capacity Response' form with several sections. The 'Etiology' section contains questions about respiratory protection plans, N95 mask usage, and PPE training, with radio button options for 'Yes', 'No', 'N/A', and 'Yes, but other fit-tests will be needed'. There are also text input fields for mask brands and disinfectant. The 'Hygiene/Disinfection Supplies' section lists items like Alcohol Based Hand Sanitizer, Hand Soap, Disinfection Solutions, Disinfection Wipes, and Gloves, each with a radio button for 'Yes' or 'No'. The 'Material/Supply Shortages' section lists items like N95's, PAPR's, PAPR's Hoods, PAPR's Filters, and Facial Masks, each with a radio button for 'Yes' or 'No'. At the bottom right, a 'Save' button is highlighted with a red box, and a 'Cancel' button is next to it.

*Note: The Action Request will show an **Edit Button** once the request has received a response.*

Editing/Updating an Action Request

1. Click **Action Request**.
2. Click **Alert Response**.



3. Click **Edit Button** for appropriate request.

Request ID	Alert Name	Event	Resource Description	Resource Type	Requested Date	Response Quantity	Y/N	Response Comments	Facility Name	Responder	Response Date	
2431	LTC Capacity Request	72001			WEEKLY REQUEST LTC Capacity status facility status, staffing and available beds. NOTE: If you have already responded to this request for this week, please ignore this notification.			Responded to Capacity Request	Knowledge Center LTC Test Facility	Beasley, Blake, Sr Project Manager	03/23/20 11:29	Edit

4. Click **Show All? Checkbox**.

Action Request Capacity Response

Show All?

Total Available	Currently Available	Date/Time	User
Beds: 12		03/23/2020 11:29	sbeasley

Gender	Currently Available	Date/Time	User
Male			
Female			

Care Level / Approved Stay Status	Currently Available	Date/Time	User
Personal Care	5	03/23/2020 11:29	sbeasley
Assisted Living	4	03/23/2020 11:29	sbeasley
Skilled Nursing Care	3	03/23/2020 11:29	sbeasley
Rehab	2	03/23/2020 11:29	sbeasley
Continuing Care	1	03/23/2020 11:29	sbeasley

5. Edit/update the appropriate data fields.
6. Click **Save**.

Verifying Data Populated within Resource

1. Click **Resources**.
2. Click **LTC**.
3. Click Res ID [link](#) for appropriate Resource.

Res ID	Name	Description	Capacities	Appt	Reg Qty	Com. Beds	Current To	Anticipation	
2431	Knowledge Center LTC Test Facility	Long Term Care				0		IC Region	



4. Click Capacity.

The screenshot displays the "Healthcare Incident Management System" interface. The user is logged in as "Beasley, Blake (Sr Project Manager)". The system shows a navigation menu with options like "Home", "Reports", "Incident", "Metrics", "References", "Action Request", "ECC", "Evaluation", "SLA / FTI Track", and "Help | Options | Admin | Logout". The main content area is titled "Capacity" and shows a table of resource availability. A "Show All?" checkbox is visible in the top right corner of the table area.

Total Available	Currently Available	Date/Time	User
Birth 12		05/21/2020 11:29	Blawieky
Gender	Currently Available	Date/Time	User
Male			
Female			
Care Level / Approved Stay Status	Currently Available	Date/Time	User
Personal Care 5		05/21/2020 11:29	Blawieky
Assisted Living 4		05/21/2020 11:29	Blawieky
Skilled Nursing Care 3		05/21/2020 11:29	Blawieky
Rehab 2		05/21/2020 11:29	Blawieky
Continuing Care 1		05/21/2020 11:29	Blawieky

Note: Verify the **Show All? Checkbox** is selected.