EMERGENCY CENSUS (E-PLUS)

END USER GUIDE

AUDACIOUS INQUIRY | BOLD SOLUTIONS FOR CONNECTED HEALTHCARE

When natural disasters occur, families may be separated due to population displacement, rapid evacuation, or transportation and infrastructure disruption. Additionally, people may become disconnected from routine, life-sustaining care causing interruptions in care continuity efforts.

Recognizing the toll that these separations can have on individuals and communities, Audacious Inquiry (Ai) developed Emergency Census™ to aid disaster response personnel and health care providers in identifying whether missing persons have presented to a health care facility for care.

Emergency Census relies on Ai's Encounter Notification Service® (ENS®) technology which utilizes real-time Admit, Discharge, and Transfer (ADT) data to notify providers of recent inpatient admissions, emergency department admissions, and discharges. Emergency Census includes a patient registration feature that additionally allows for admit and discharge information from alternate care sites to be tracked and shared with ENS. Authorized Users can submit a list of missing persons to Emergency Census to identify whether the individual has received care at a participating health care facility or alternate care site.

This User Guide provides step-by-step instructions for how to use Emergency Census to register individuals at alternate care sites and track missing persons/patients during an emergency. The Emergency Census User may be granted one or more of the following permissions and the associated user accounts in respective portals. This guide will describe functionality associated with each role.

- **Registration at an Alternate Care Site:** Users are able to log into the PULSE portal to access the Check-In and Check-Out screens to register individuals who have arrived at an alternate care site and discharge them upon their departure.
- **Search for Missing Persons:** Users are able to log into the Census View Portal, where they can upload a panel of missing persons and access Census View to view matches of these missing persons using data from healthcare facilities and alternate care sites.

Who Will Use This Guide?

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Registration Coordinator: this role can access the Check-In and Check-Out screens to register individuals who have arrived at an alternate care facility and discharge them upon their departure.

Other Important User Roles

Tenant Administrator: this role can create and manage Events during an emergency, configure E-PLUS using the Administrator Dashboard, retrieve reports, and perform User, Organization, Facility, and Source Management functions for all Organizations.

Event Administrator: this role can create and manage Events during an emergency for all Organizations.

Organization Administrator: this role can manage Events during an emergency and manage Users and Facilities/Locations within their own Organization, create new subordinate Organizations, and manage the Users and Facilities/Locations in those Organizations.

Organization Manager: this role can manage Users and Facilities/Locations within their own Organization.

Auditor: this role can generate Reports for user activity at a global level within the system.

E-PLUS User: this role can access the Patient Search portal to query for and view clinical documents and medication fill history for patients during a declared emergency.

Executive Sponsor: this role has the legal authority over system implementation in your state or jurisdiction.

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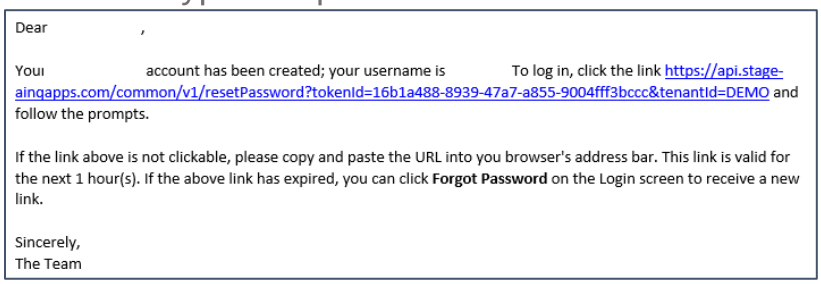
ACCESS TO E-PLUS

First Time Login

1. To access E-PLUS, your Administrator must create a user account for you. Once your account has been created, you will receive an email notification. Within the email, select the hyperlink provided.



Dear ,

Your account has been created; your username is To log in, click the link https://api.stage-ainqapps.com/common/v1/resetPassword?tokenId=16b1a488-8939-47a7-a855-9004fff3bccc&tenantId=DEMO and follow the prompts.

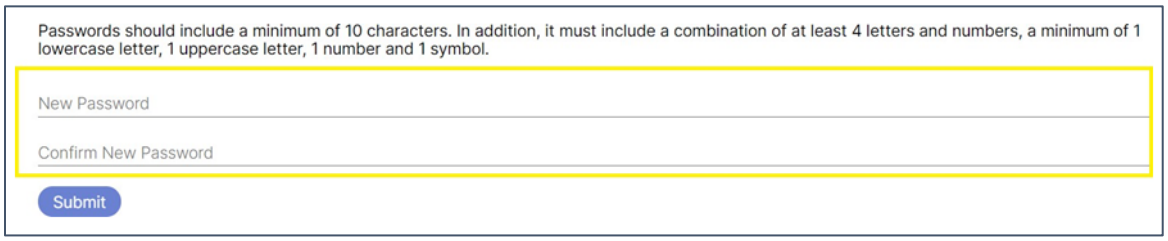
If the link above is not clickable, please copy and paste the URL into you browser's address bar. This link is valid for the next 1 hour(s). If the above link has expired, you can click **Forgot Password** on the Login screen to receive a new link.

Sincerely,
The Team

Tip! Make sure that the system email address **no-reply@ ainqapps.com** will populate to your inbox, so that emails do not end up in your junk/spam folder.

Note: The link is only valid for an hour. If the link expires, follow the Password Reset process.

2. Create a password, noting password requirements:
Passwords must contain a minimum of 10 character(s), 1 number(s), 1 lowercase letter(s), 1 uppercase letter(s), and 1 symbol(s).



Passwords should include a minimum of 10 characters. In addition, it must include a combination of at least 4 letters and numbers, a minimum of 1 lowercase letter, 1 uppercase letter, 1 number and 1 symbol.

New Password

Confirm New Password

Submit

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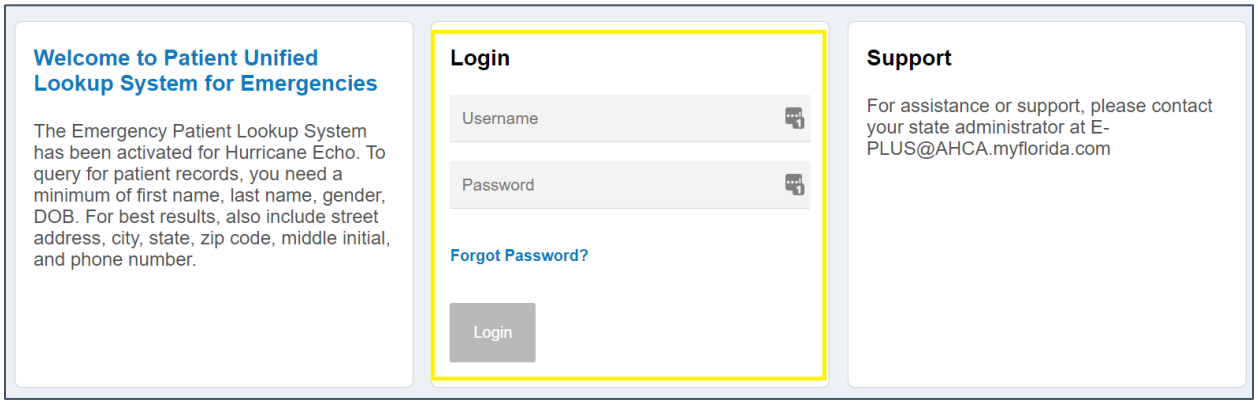
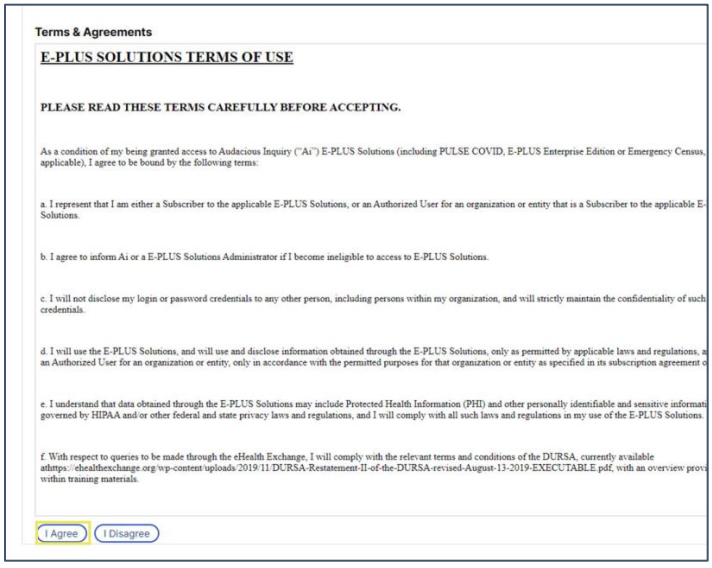
3. Once you have successfully created your password, you will be directed to the E-PLUS login page. Enter your username and new password where indicated. When finished, select “Login”.



4. You will then be directed to the E-PLUS Solutions Terms of Use, as shown below. Please read the Terms of Use for information regarding the legal uses of E-PLUS (also available in Appendix A). To navigate to the next page, select the “I Agree” button at the bottom of the page.



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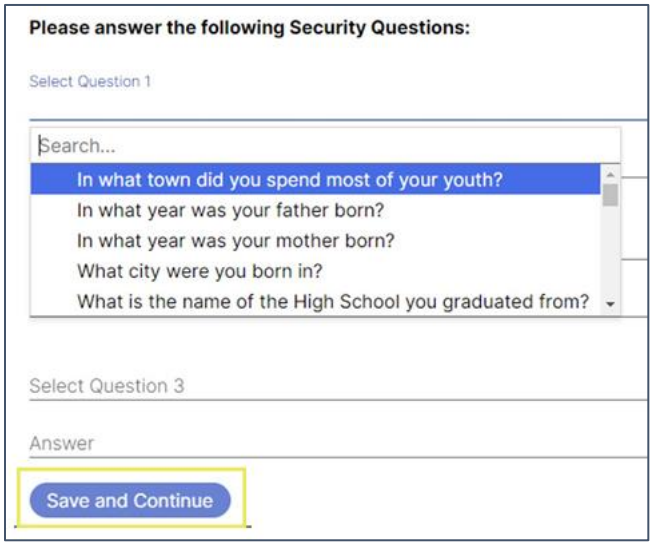
You will be required to re-review and agree to the Terms of Use if your account gets reactivated after being inactivates or when the Terms of Use language has been updated by Audacious Inquiry or your Administrator.

5. You will be directed to the Security Questions Page. Select three security questions from the drop-down options and enter your responses into the "Answer" field. Once completed, select the "Save and Continue" button. These security questions will be used if you forget your password in the future and need to reset it.



Note: Answers to the security questions are case sensitive.

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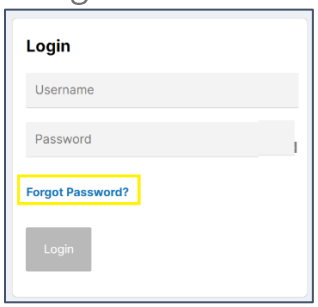
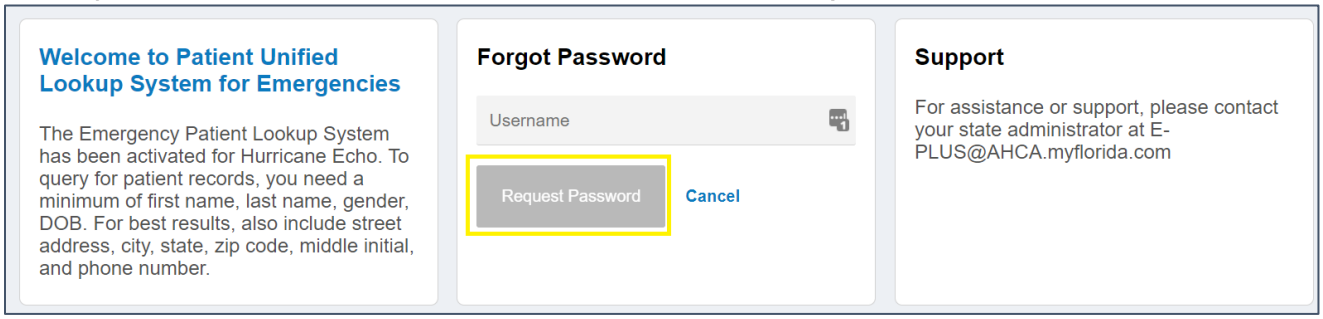
Password Reset

1. To reset a forgotten password, navigate to the E-PLUS homepage. Select the "Forgot Password" button on the login screen.



2. Enter your username where indicated and select "Request Password".



3. You will receive an email titled "Request to Reset Password". Select the hyperlink within the email.

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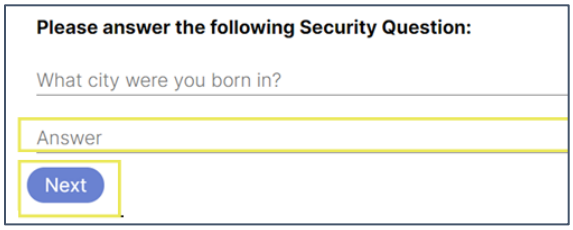
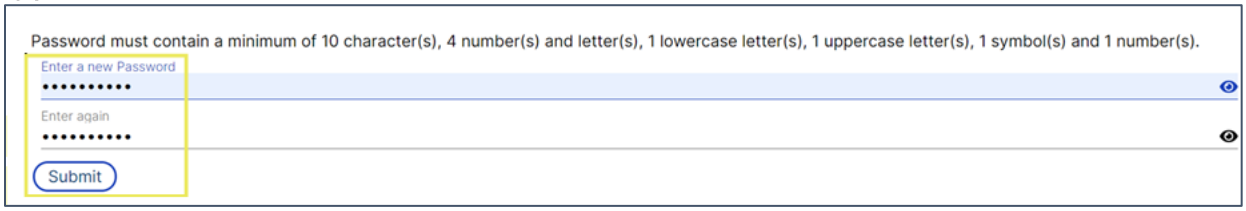
4. This will bring you to a page asking for the answer to one of the security questions you set up during the account creation process. Type in your answer. When finished, select “Next”.

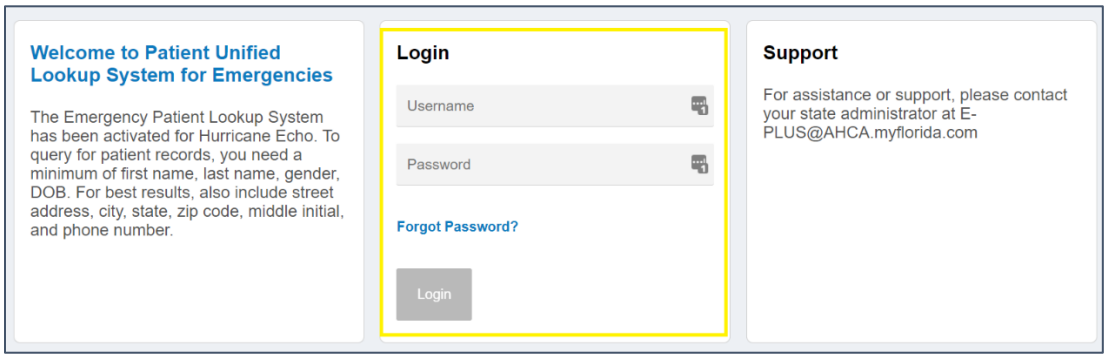


If a User forgets their security questions, an Administrator can reset their account. Resetting a user account allows the user to choose new security questions.

5. If you successfully answer the security question, you will be redirected to the Set Password screen, where you can create a new password (following the password instructions for length and type of character). Press 👁 to view the password you typed. When finished, select “Submit”.



6. After selecting “Submit”, you will be redirected to the E-PLUS login screen where you can enter your new password along with your username.



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7. The Password Reset workflow is available for users who have forgotten their password, but still know their username. If you forget both your username and password, please contact your Administrator for assistance.

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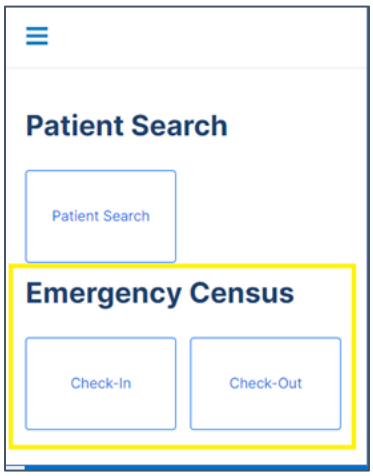
CHECK-IN & CHECK-OUT

Accessing Check-In & Check-Out

1. Once logged in, you will be directed to a Dashboard to select the application you want to access. All Emergency Census Users are given access to both Check-In and Check-Out.



   If you have also been assigned the role of E-PLUS User, you will also see Patient Search. Please refer to the E-PLUS End User Guide for further detail.

2. You may use the Hamburger Menu ☰ to navigate to other functions of the E-PLUS system.

   Clink on ▾ to reset your password and ⇥ to log out of the E-PLUS system.

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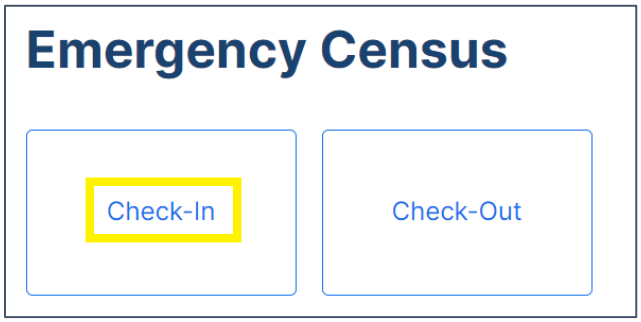
Navigate to Check-In

You can use the Check-In feature to check individuals into the alternate care site at which you are working. You can check in individuals one at a time or complete bulk check-in.

1. Select “Check-In”.



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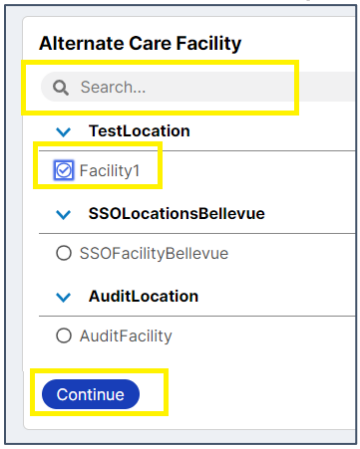
Alternate Care Facility (ACF) Selection

You will first be asked to select the Alternate Care Facility (ACF) where you are located. You may also be familiar with the term Alternate Care Site (ACS) or Medical Shelter.

1. Choose one of the suggested ACF locations, or search for the desired ACF using the search bar at the top of the list.



   After you have selected the ACF, select "Continue" at the bottom of the page.

   Note: If you have selected the incorrect ACF and selected "Continue", logout and repeat the process to select the correct ACF.

2. If you log in to E-PLUS and there are no available or active ACFs, you will receive a "No active locations available!" message and should contact your Administrator if you believe there is an issue.

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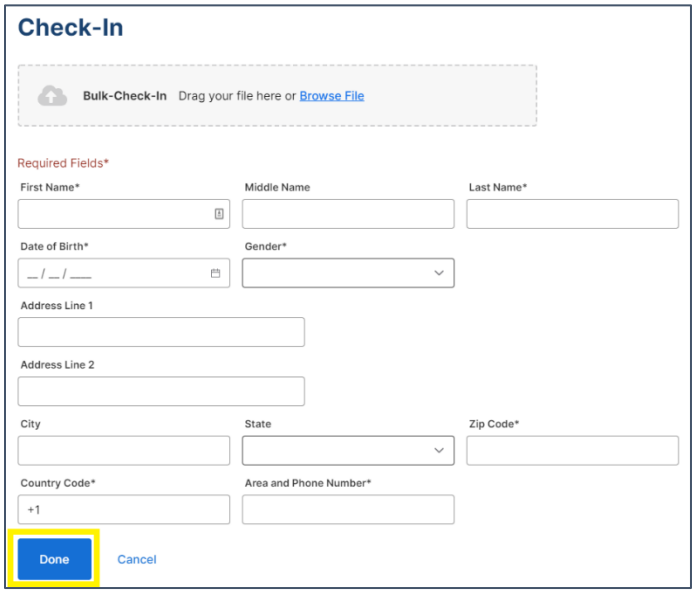
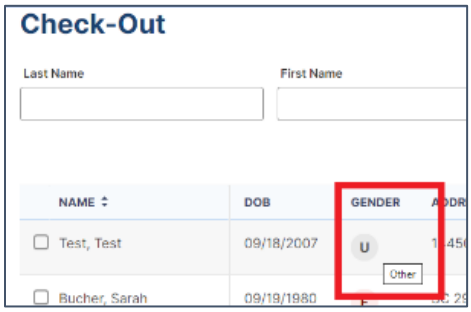
Individual Check-In

1. If you would like to Check-In an individual, input their demographic information in the fields on the Check-In screen. Ensure that all the **Required Fields *** are complete. Required fields are marked by an asterisk (*). It is best practice to provide as much of the requested information as possible, including optional fields when you have the details available to you. Once all information has been entered, select "Done".



Note: If "Other" is selected for Gender during Check-In, Gender will appear as "Unknown" during Review Check-In and Check-Out. "Other" can be viewed by hovering over the "U" on the screen.



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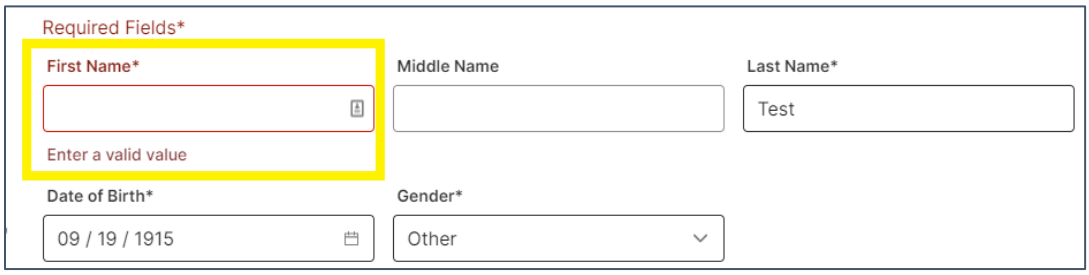
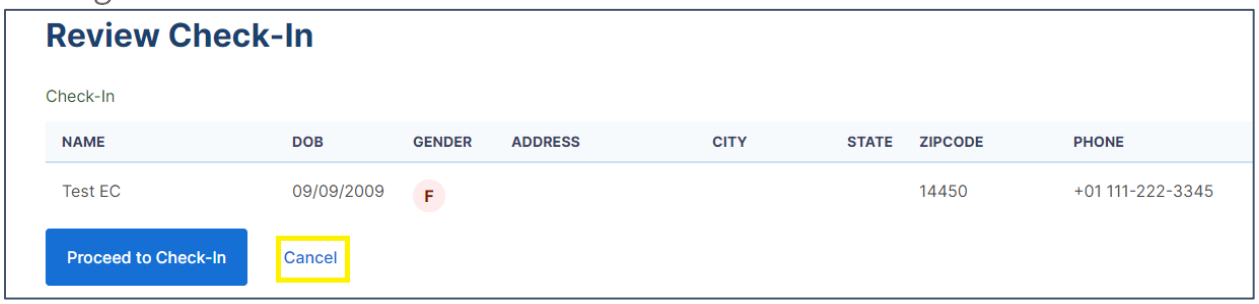
If you leave any required field empty, you will receive an error message prompting you to fill in the missing information.



2. You will be provided the opportunity to review the inputted information for the individual checked in on the Review Check-In screen. Verify with the individual that all information is accurate before proceeding. Then, select “Proceed to Check-In”.

If information needs to be corrected, select “Cancel” and repeat Step 1. The individual’s information that was previously entered will remain on the screen for editing.



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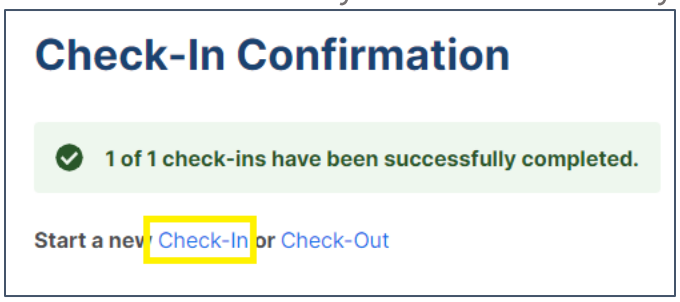
3. Once the Check-In is complete, the Check-In Confirmation screen will be displayed. This will confirm that you have successfully checked in that individual.



To check-in another individual, select the hyperlink to “Start a new Check-In”.

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Bulk Check-In

1. If you would like to Check-In multiple individuals simultaneously, you can use the Bulk Check-In functionality.

   Please use the template shown here to input demographic information, taking note of which fields are required or optional. Make sure the file is saved as a .csv file.

   The system will only accept this file as a .csv

First Name	Middle Name	Last Name	DOB	Gender	Address Line 1	Address Line 2	City	State	Zip Code	Country Code	Phone
ZZFAKELuelle	Rhoda	ZZFAKEConerding	4/19/1979	female	9 Ryan Point		Los Angeles	CA	90076		3238960652
ZZFAKECarly	Roshelle	ZZFAKEVeschambre	4/6/1957	female	78413 Sauthoff Hill		Grand Rapids	MI	49505		6168908919
ZZFAKELiliane	Catlin	ZZFAKEGrunbaum		female	71 Warner Pass		Atlanta		30316		7702493534
ZZFAKECarlyle	Kathrine	ZZFAKEPlane	2/5/2007	female	54925 Buell Hill		Albany	NY	12255		5189266310
ZZFAKETrisha	Jemima	ZZFAKECasserley	4/3/2077	male	6 Fieldstone Terrace		Los Angeles	CA	90076		3235402333

Field	Required or Optional	Specification
First Name	Required	2 Characters Minimum 50 Characters Maximum
Last Name	Required	2 Characters Minimum 50 Characters Maximum
Middle Name	Optional	0 Characters Minimum 50 Characters Maximum
Date of Birth	Required	MM/DD/YYYY
Gender	Required	Must use: Male, Female, or Unknown
Address Line 1/Address Line 2	Optional	2 Characters Minimum 255 Characters Maximum
City	Optional	2 Characters Minimum 35 Characters Maximum
State/Territory	Optional	2 Letter Postal Abbreviation
Zip Code	Required	Formatted either ##### or #####-####
Country Code	Required	+ Country code, +1 or leave empty for US. (Ex: + 44 for UK)
Phone Number	Required	10 digit phone number without any special characters such as ( )

2. To upload the .csv file, either drag the file into the Bulk Check-In Box on the top of the screen or select “Browse File” to locate the saved file on your computer.

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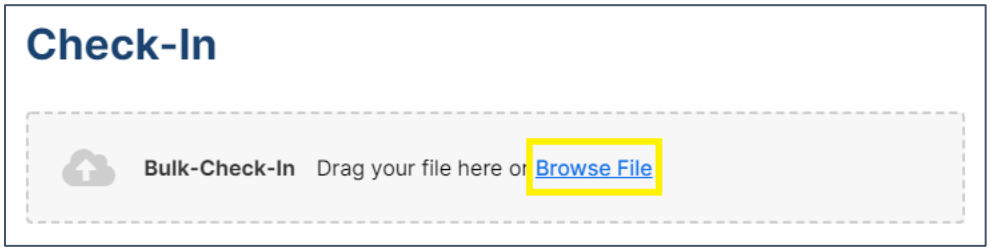
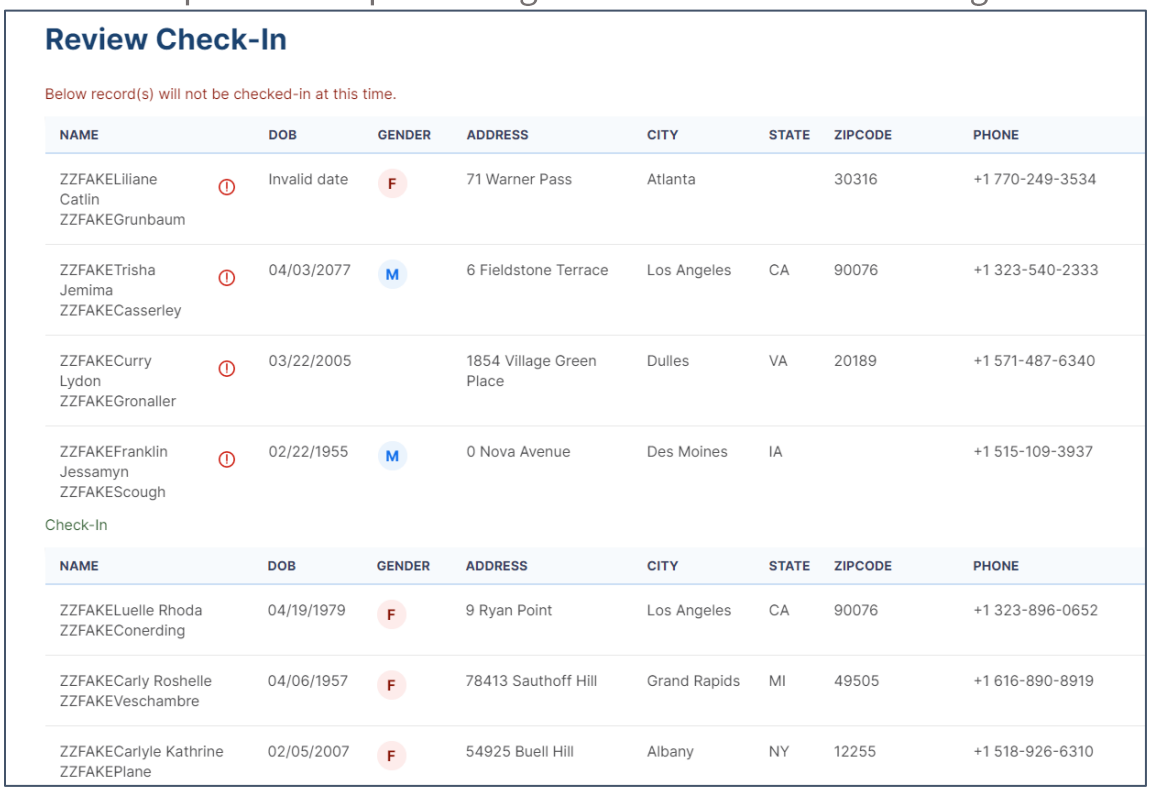


3. The Review Check-In screen will show all the individuals' information uploaded in the spreadsheet, including whether there were any errors in individual records within the spreadsheet preventing those individuals from being checked in.



Review Check-In

Below record(s) will not be checked-in at this time.

NAME	DOB	GENDER	ADDRESS	CITY	STATE	ZIPCODE	PHONE
ZZFAKELiliane Catlin ZZFAKEGrunbaum	Invalid date	F	71 Warner Pass	Atlanta		30316	+1 770-249-3534
ZZFAKETrisha Jemima ZZFAKECasserley	04/03/2077	M	6 Fieldstone Terrace	Los Angeles	CA	90076	+1 323-540-2333
ZZFAKECurry Lydon ZZFAKEGronaller	03/22/2005		1854 Village Green Place	Dulles	VA	20189	+1 571-487-6340
ZZFAKEFranklin Jessamyn ZZFAKEScough	02/22/1955	M	0 Nova Avenue	Des Moines	IA		+1 515-109-3937

Check-In

NAME	DOB	GENDER	ADDRESS	CITY	STATE	ZIPCODE	PHONE
ZZFAKELuelle Rhoda ZZFAKEConerding	04/19/1979	F	9 Ryan Point	Los Angeles	CA	90076	+1 323-896-0652
ZZFAKECarly Roshelle ZZFAKEVeschambre	04/06/1957	F	78413 Sauthoff Hill	Grand Rapids	MI	49505	+1 616-890-8919
ZZFAKECarlyle Kathrine ZZFAKEPlane	02/05/2007	F	54925 Buell Hill	Albany	NY	12255	+1 518-926-6310

4. If there were entries in the spreadsheet that did not conform to the field requirements listed above, those individuals will not be successfully checked in.

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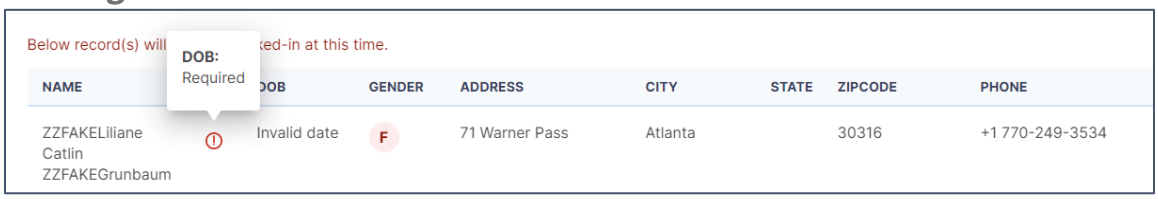
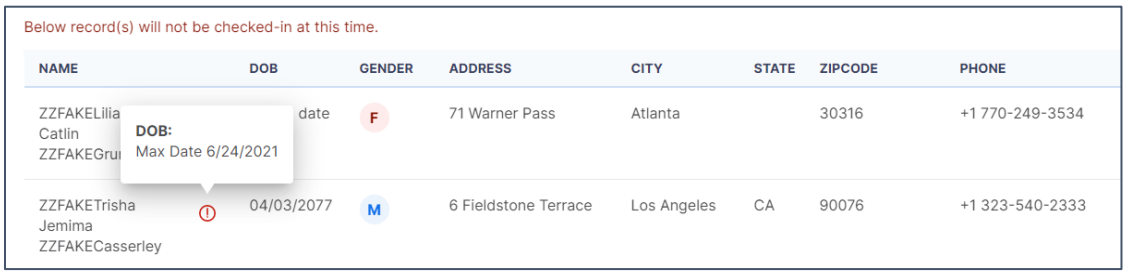
You will be able to identify what caused the error by selecting the "!" icon next to the name of the individual you are attempting to check-in. Details about what is preventing the Check-In are provided.

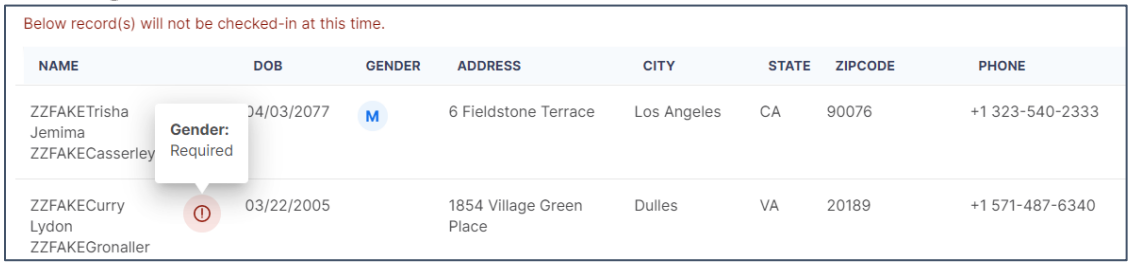
Missing Date of Birth



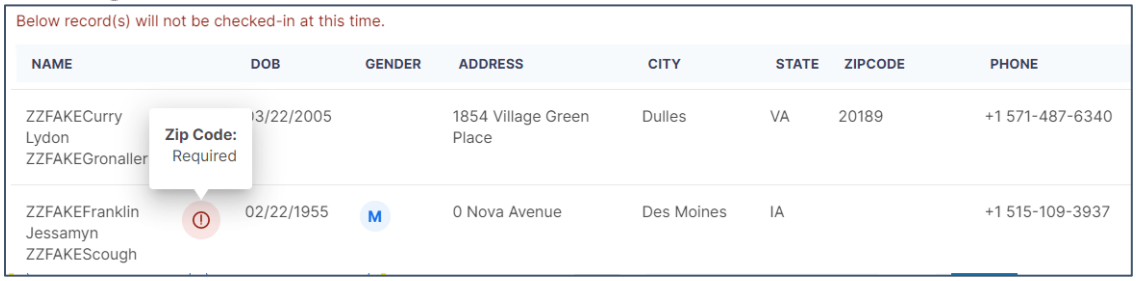
Birth Date in Future



Missing Gender



Missing Zip Code



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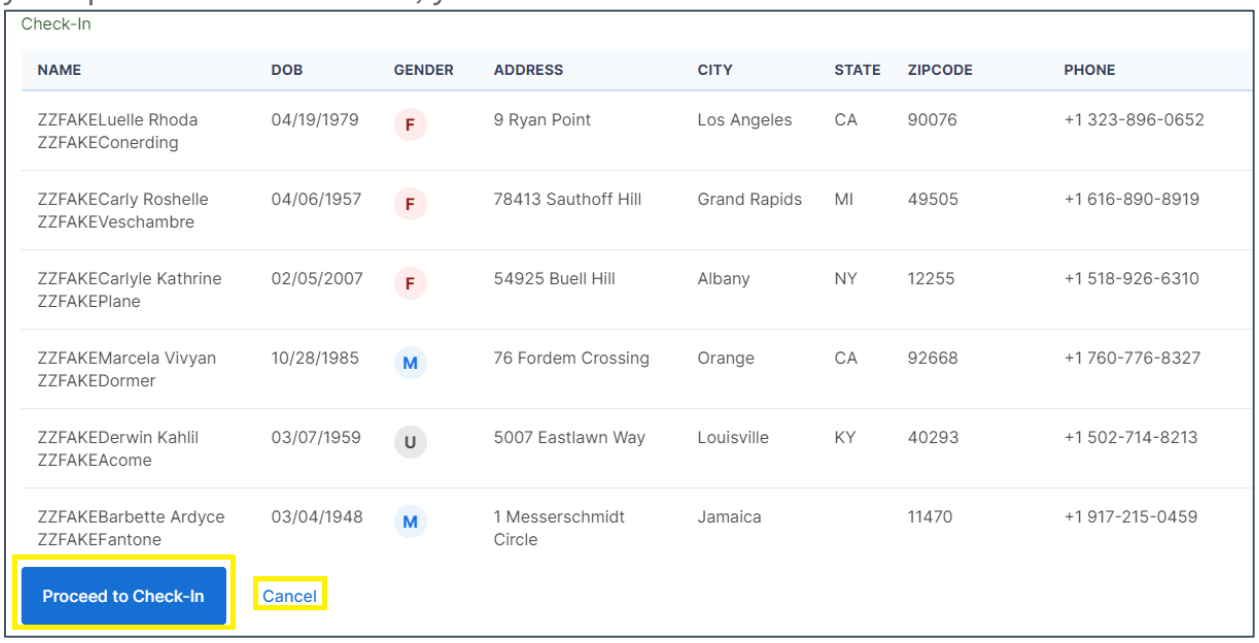
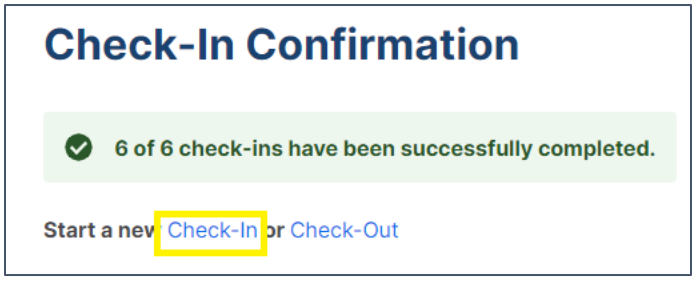
You can either fix the issue on the file and resubmit through the bulk Check-In function or check the individual in manually after proceeding with the bulk Check-In.

5. When ready to Check-In non-errored individuals, select “Proceed to Check-In”. If you uploaded a file in error, you can select ‘Cancel’ to exit.



6. Once the Check-In is complete, the Check-In Confirmation screen will be displayed. This screen will tell you how many individuals were successfully Checked-In through Bulk Check-In. To complete another Check-In, select “Start a new Check-In”.



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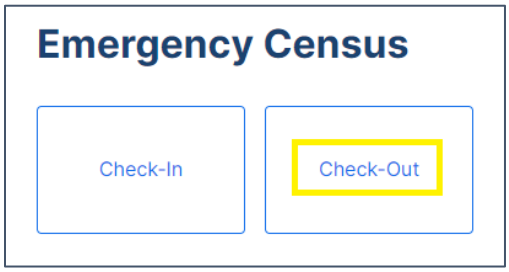
Navigate to Check-Out

You can use the Check-Out feature to check individuals out of the alternate care site at which you are working. You can check out individuals one at a time or complete bulk check-out.

1. Select “Check-Out”.



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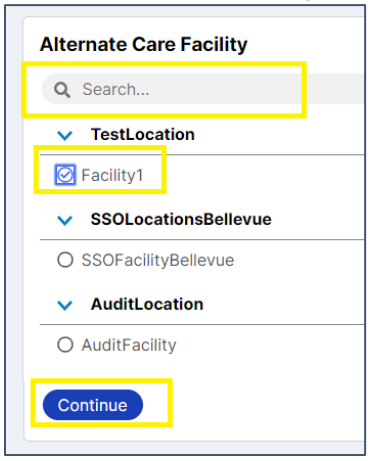
Alternate Care Facility (ACF) Selection

You will first be asked to select the Alternate Care Facility (ACF) where you are located. You may also be familiar with the term Alternate Care Site (ACS) or Medical Shelter.

1. Choose one of the suggested ACF locations, or search for the desired ACF using the search bar at the top of the list.



   After you have selected the ACF, select "Continue" at the bottom of the page.

   Note: If you have selected the incorrect ACF and selected "Continue", logout and repeat the process to select the correct ACF.

2. If you log in to E-PLUS and there are no available or active ACFs, you will receive a "No active locations available!" message and should contact your Administrator if you believe there is an issue.

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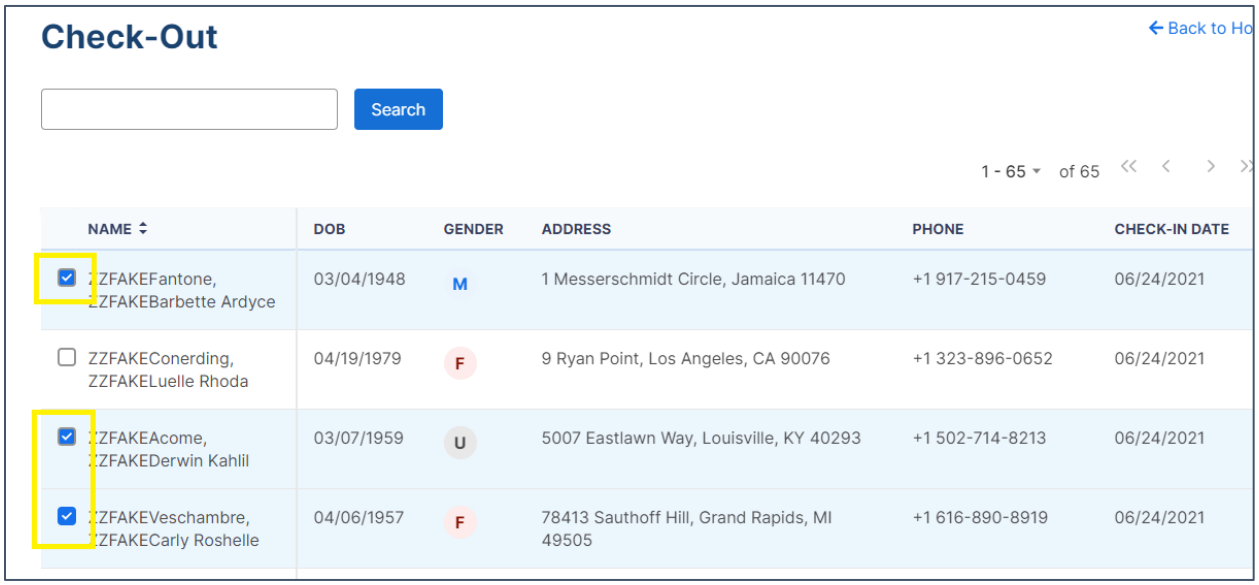
Check-Out

1. On the Check-Out screen, you will see all individuals that are currently Checked-In to the ACF you selected. You can select 1 or more individuals to Check-Out from this screen.



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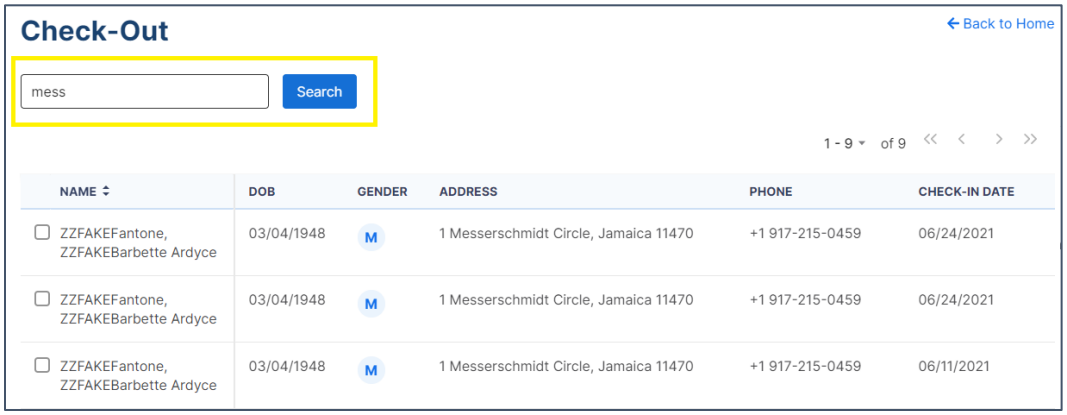
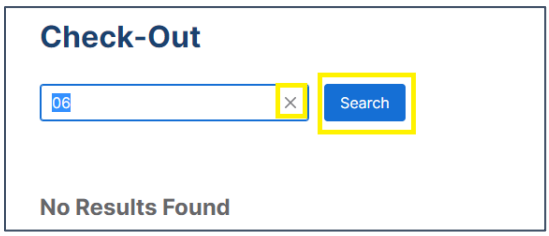
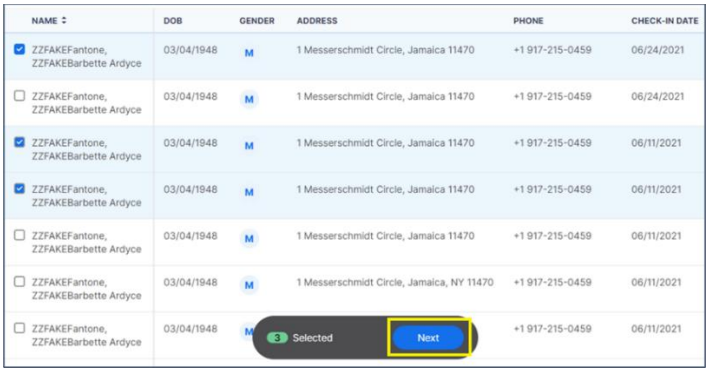
2. You are able to partially search by Name and Address to help narrow down the list to find the individual(s) you are attempting to Check-Out. At least 2 characters must be entered.



If No Results are Found, clear the Search bar by selecting the "X" icon. Select "Search" to view the entire list of Checked-In individuals again.



3. Once you have selected the individual(s) that will be Checked-Out, select "Next".



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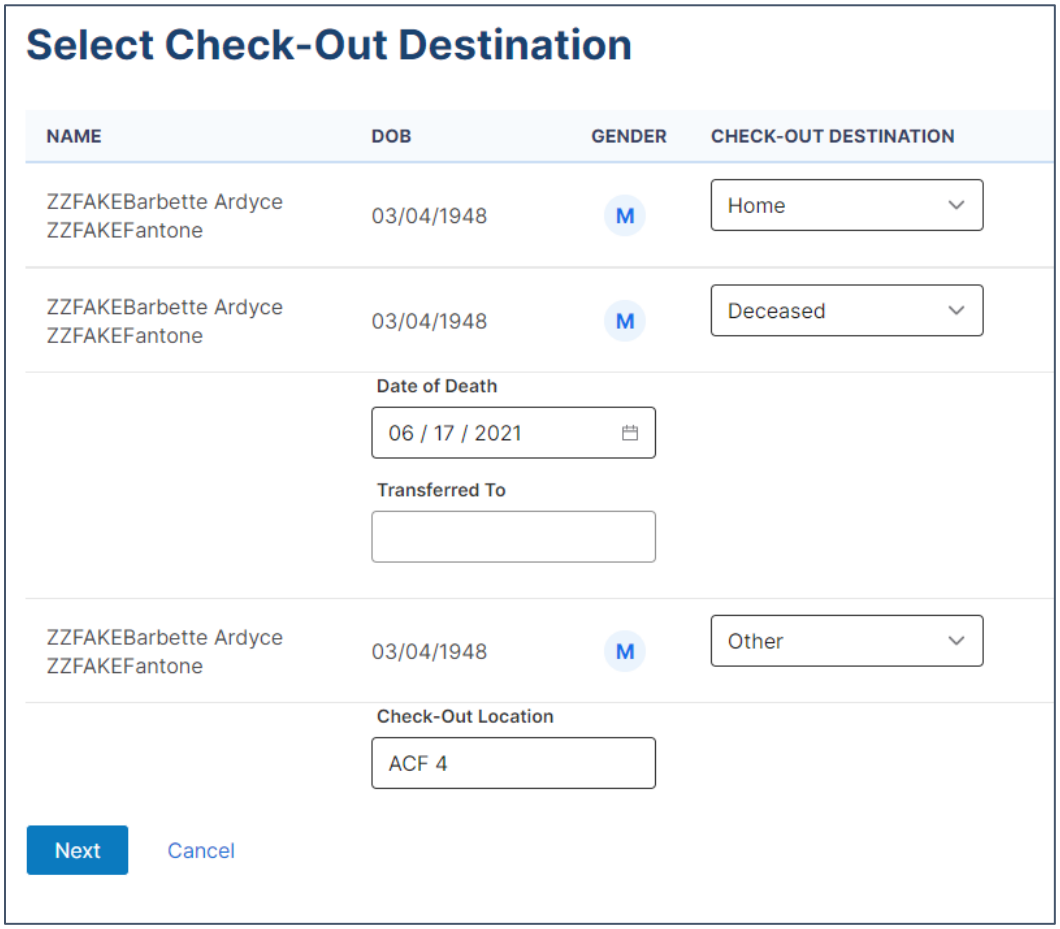
4. Use the drop down menu next to each selected individual to designate their Check-Out destination. The choices include “Home”, “Deceased”, or “Other”.

   If you select “Deceased” or “Other”, you will be asked to provide additional information. While not required by the system, it is encouraged to enter as much information as you can provide.

   Note: “Transferred To” and “Check-Out Location” have a max of 50 characters



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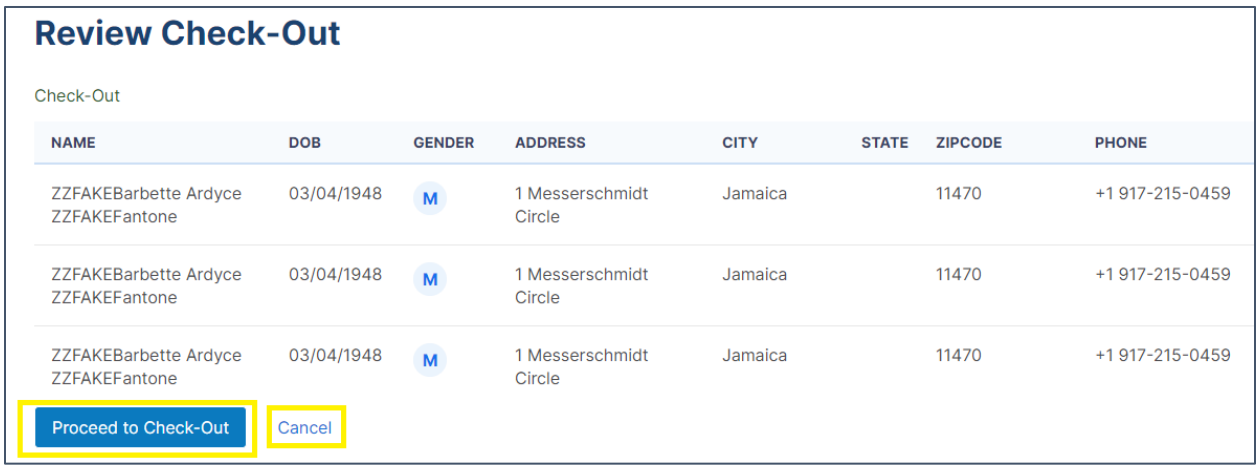
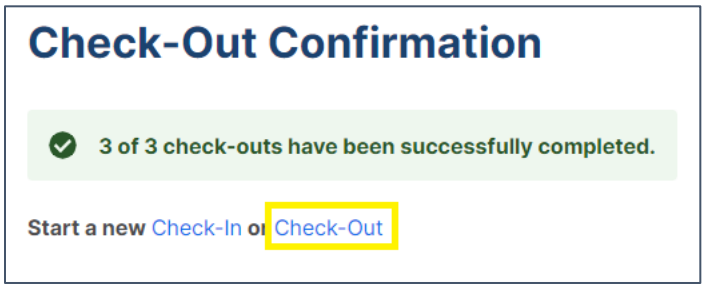
5. Confirm that you are Checking-Out the correct individuals and select “Proceed to Check-Out”. You can select “Cancel” if any individuals have been incorrectly selected.



6. Once the Check-Out is complete, the Check-Out Confirmation screen will be displayed. This screen will tell you how many individuals were successfully Checked-Out. To complete another Check-Out, select “Start a new Check-Out”.



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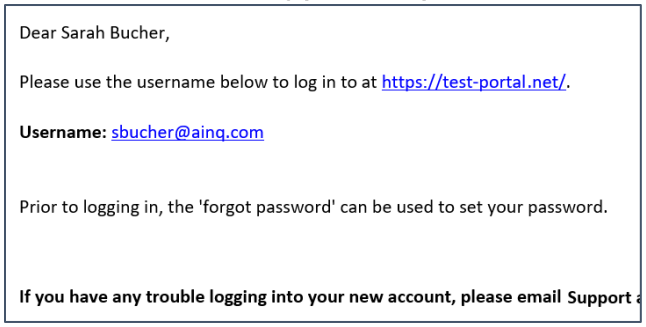
EMERGENCY CENSUS END USER GUIDE

MISSING PERSONS

Emergency Census Users authorized for the Missing Persons functionality can search for missing persons who have received care at a participating health care facility or alternate care site. Within the Census View portal, authorized users will have access to Census View, in which the users will be able to submit a panel of missing persons to Emergency Census. Census View also displays a consolidated list of recent inpatient admissions, emergency department admissions, alternate care site admissions, anddischarges.

First Time Login

1. To access Census View, your Administrator must create a user account for you. Once your account has been created, you will receive an email notification. Within the email, select the hyperlink provided.


Dear Sarah Bucher,

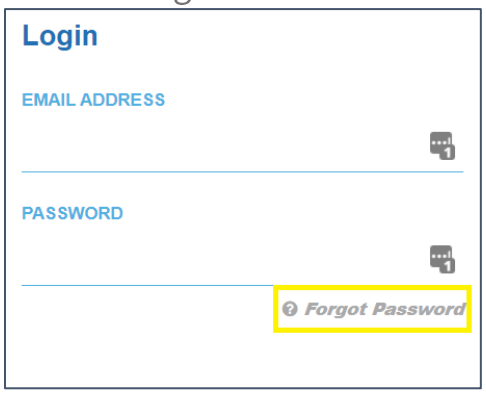
Please use the username below to log in to at https://test-portal.net/.

Username: sbucher@ainq.com

Prior to logging in, the 'forgot password' can be used to set your password.

If you have any trouble logging into your new account, please email Support

2. Select “Forgot Password”.



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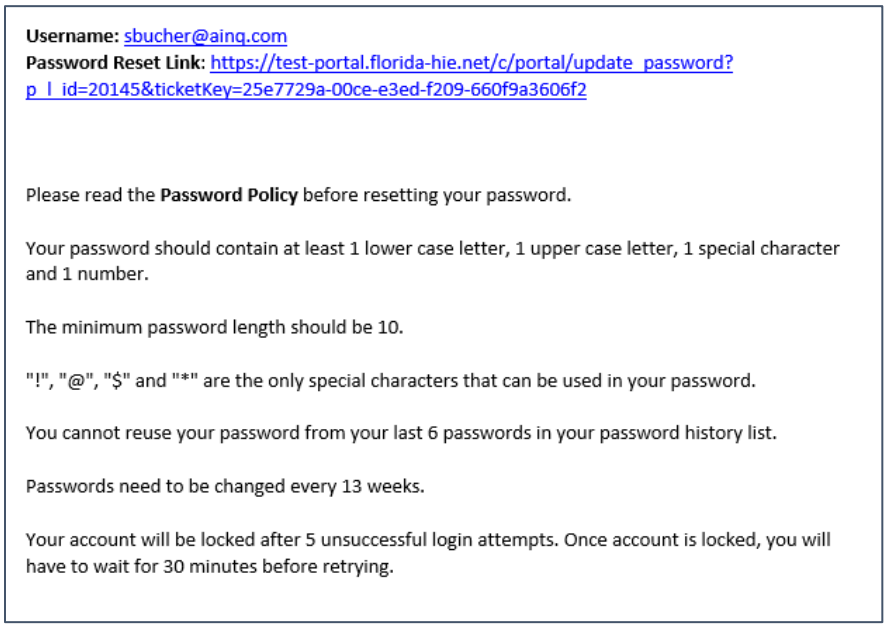
3. Enter your email address and the 4 digits displayed on the screen. Select “Next”.

4. You will be sent another email. Select the “Password Reset Link” and follow prompts create password, establish security questions, and agree to Terms of Use. Note the password requirements below.



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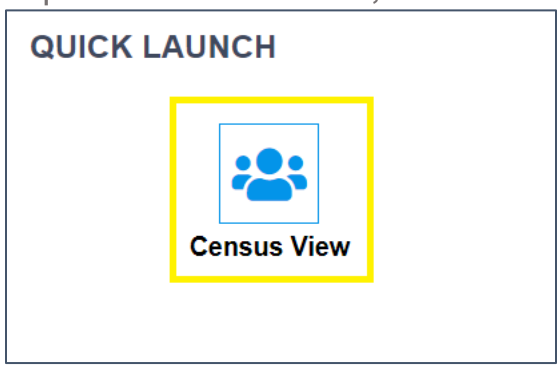
Navigate to Census View

After logging in, you will be directed to the Quick Launch landing page.

Here you will find the icon for Census View. This is where you can upload a missing person panel and view a consolidated list of recentinpatient admissions, emergency department admissions, alternate care site admissions, and discharges.



Note: Depending on your permissions, the icons listed may differ from the image shown.

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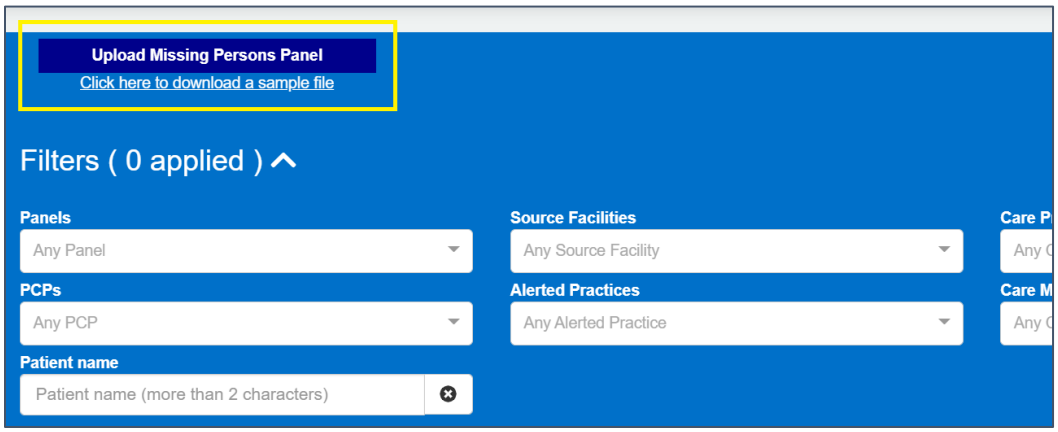
Upload a Missing Persons Panel

Authorized Users can upload a panel of missing persons through Census View. The system takes the delta of each new Missing Persons Panel and appends new records to a master panel. You can track missing persons and view encounter data through the Census View user interface.

1. To upload a Missing Persons panel, select “Census View” from the Quick Launch landing page.

2. You will be directed to the Census View Screen where you will find the “Upload Missing Persons Panel” and “Click here to download a sample file” buttons at the top left corner.



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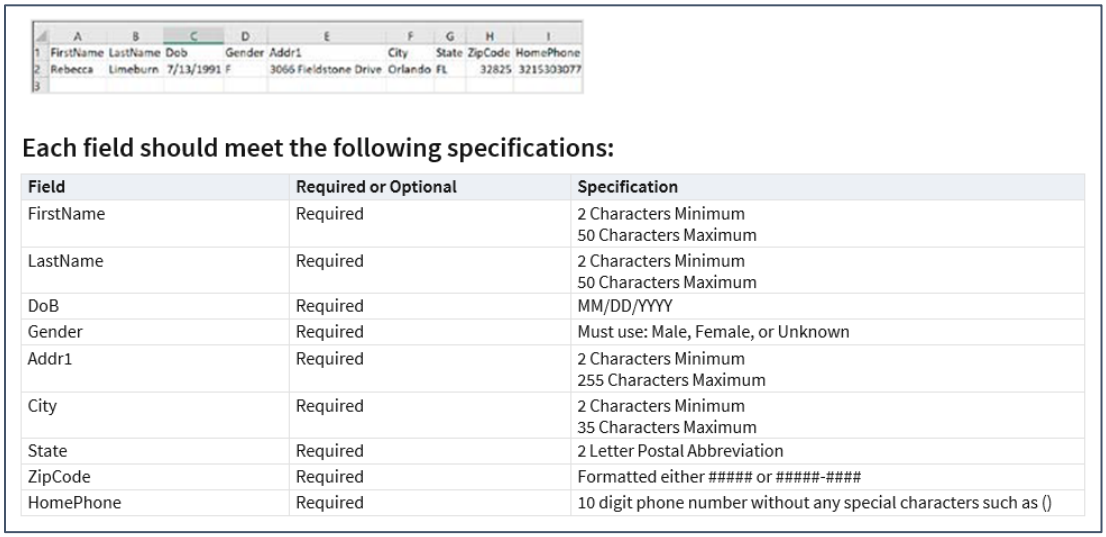
3. Click on the “Click here to download a sample file” button. This will download and allow you to open the .csv file template titled “MissingPanelSampleFile” from your Downloads folder. The missing persons panel you build must be a .csv file that meets the following template. The following fields must be included, in the following order: FirstName, LastName, Dob, Gender, Addr1, City, State, ZipCode, and HomePhone. Each panel should have a minimum of two rows and not exceed 25 rows. Please ensure your entries are consistent with the field specifications shown here.



	A	B	C	D	E	F	G	H	I
1	FirstName	LastName	Dob	Gender	Addr1	City	State	ZipCode	HomePhone
2	Rebecca	Limeburn	7/13/1991	F	3066 Fieldstone Drive	Orlando	FL	32825	3215303077
3									

Each field should meet the following specifications:

Field	Required or Optional	Specification
FirstName	Required	2 Characters Minimum 50 Characters Maximum
LastName	Required	2 Characters Minimum 50 Characters Maximum
DoB	Required	MM/DD/YYYY
Gender	Required	Must use: Male, Female, or Unknown
Addr1	Required	2 Characters Minimum 255 Characters Maximum
City	Required	2 Characters Minimum 35 Characters Maximum
State	Required	2 Letter Postal Abbreviation
ZipCode	Required	Formatted either ##### or #####-####
HomePhone	Required	10 digit phone number without any special characters such as ()

4. You can upload the Missing Persons Panel in the .csv file to Census View through the “Upload Missing Persons Panel” button. Once you select the file, the file name will display on the screen. Select “Upload”.

Note: It may take up to 10 minutes for the panel to upload.

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5. If the file is uploaded successfully, the system will display a message confirming that the panel file upload was successful.

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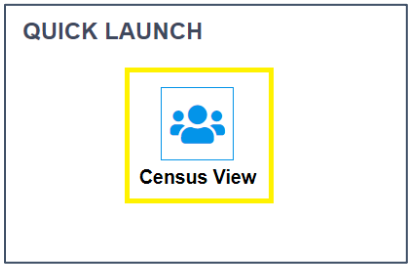
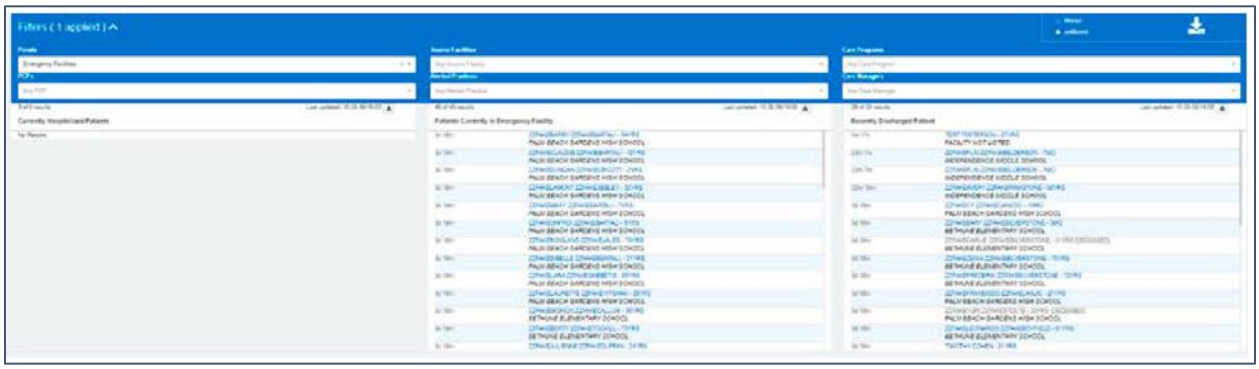
View Encounter Information for Missing Persons

Authorized Users can track a panel of missing persons through the Census View user interface to identify missingpersons using data from healthcare facilities and alternate care sites.

1. Select “Census View” from the Quick Launch landing page.



2. You will be directed to the Census View Screen. Census View includes three columns that can aid in the identification and location of the missing persons.



Currently Hospitalized Patients	Patients Currently in Emergency Facility	Recently Discharged Patients
The left column will display patients who match those on the panel that are currently experiencing inpatient hospitalization or receiving skilled nursing care at a facility that participates in ENS®.	The middle column will display patients who have been checked into alternate care sites through the Check-In function of Emergency Census or patients currently in an Emergency Department that participates in ENS ®.	The right column will display patients who have been recently discharged from any of the participating facilities.

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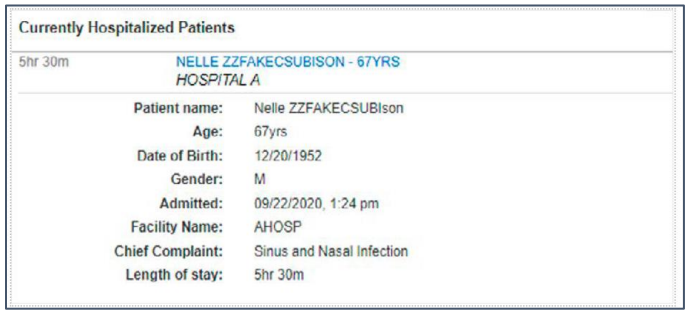
Currently Hospitalized Patients

To view more information on an individual currently hospitalized in Census View, select their name in the left column. A drop down will list their Name, Age, Date of Birth, Gender, Admission Date, Facility Name, Chief Complaint, and Length of Stay.



Note: This table has a Length of Stay filter that causes patients to not appear in the Hospitalized table after a period of time (default 30 days). If no updates are received about the patient within a period of time (default 7 days), they are Forced Discharged.

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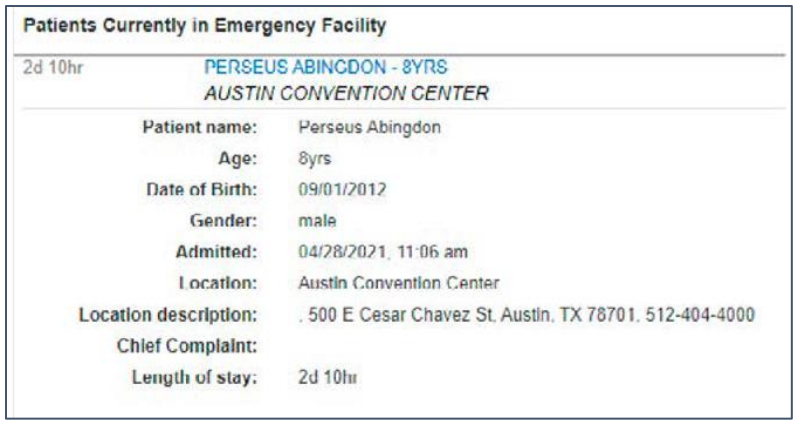
Patients Currently in Emergency Facilities

To view more information on an individual currently in an alternate care site or emergency department in Census View, select their name in the middle column. A drop down will list their Name, Age, Date of Birth, Gender, Admission Date, Location,

Location Description, Chief Complaint, and Length of Stay. The Location Description will list available contact information for that facility.



Note: This table has a Length of Stay filter that causes patients to not appear in the Emergency Facility table after a period of time (default 2 days). If no updates are received about the patient within a period of time (default 3 days), they are Forced Discharged.

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Recently Discharged Patient

To view more information on an individual who has been discharged from an Alternate Care Site, or any other participating facility, in Census View, select their name in the right column. A drop down will list their Name, Age, Date of Birth, Gender, Admission Date, Location, Location Description, Chief Complaint, Discharge Date, Time Since Discharge, Length of Stay, Discharge to Location, and Discharge Disposition. The Location Description will list the Address and Phone Number of that Facility. The Location Description will list available contact information for that facility. Note that entries for deceased individuals will show in grey.

Note: This table has a Length of Stay filter that causes patients to not appear in the Recently Discharged table after a period of time (default 2 days).

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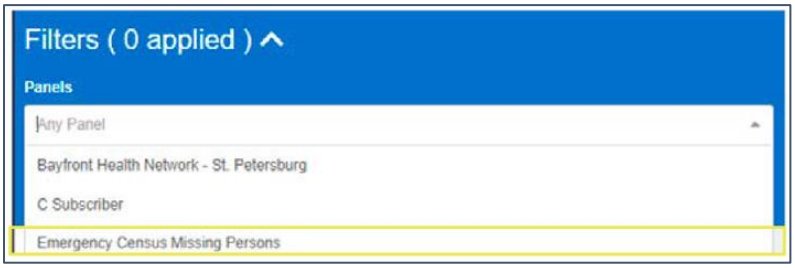
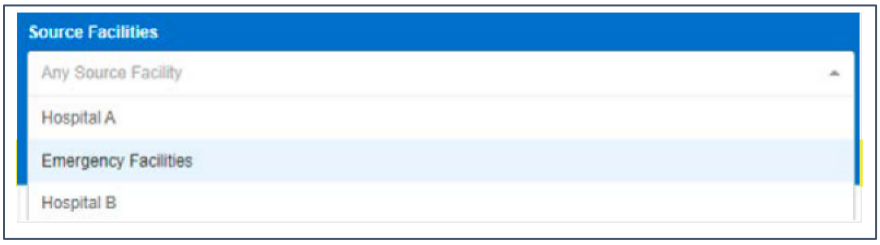
Filter Patient Panels and Source Facilities

If you have access to multiple patient panels, you can switch between them using the Panel filter, found in the top left-hand side of the Census View screen.

Select the “Emergency Census Missing Persons” panel to view only individuals who were included in an uploaded Missing Persons Panel.



You can filter the encounter information by its Source Facilities including hospitals, skilled nursing facilities (SNF), other health care providers connected to ENS, and alternate care sites. To view only encounters from alternate care sites or Emergency Department admissions, filter Source Facilities by “Emergency Facilities”.



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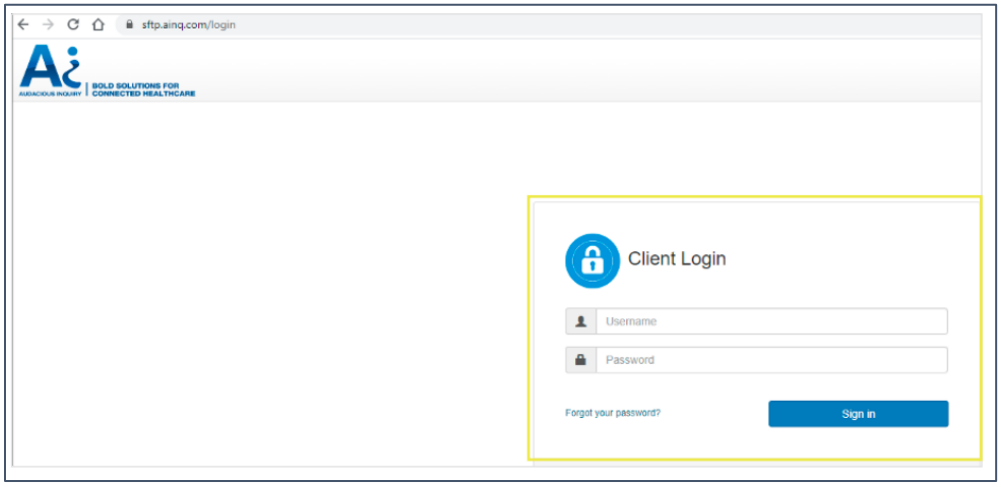
Download and View Daily Missing Persons Report

You can also track the location of individuals who were on a submitted Missing Persons Panel by accessing the Daily Missing Persons Report. This report will allow you to see the status of these missing persons using data from healthcare facilities and alternate care sites. The Daily Missing Persons Report is available on Ai's SFTP site and you must be credentialed for access to this site.

1. Use the user credentials provided to log into Ai's SFTP at https://sftp.ainq.com/login. To request a user account and for password reset, please contact your Administrator.



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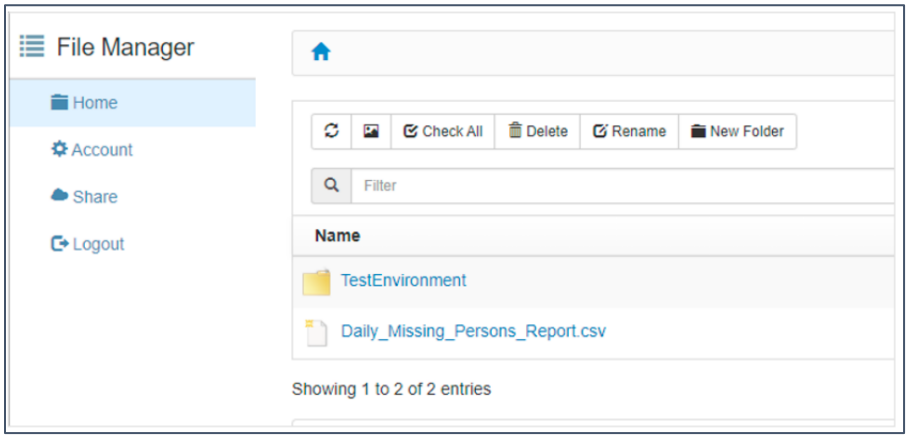
2. Upon login, you will land on the File Manager page which shows the file folders available to your account. The Daily Missing Persons Report is generated daily with the date stamped in the file name. Click on the desired report file and it will download to your local device.



3. The Daily Missing Persons Report includes information for the most recent master list of missing persons generated from the Missing Persons Panel function (see "Upload a Missing Persons Panel" for details). Please allow the new delta panel to be added to the Daily Missing Persons overnight. The report shows the demographic information of the missing persons, whether they were found, where they were last seen, and when they were last seen.

KosterSourceCode	KosterMrn	FirstName	LastName	DOB	Gender	Address1	Address2	City	State	Zip	ReportedOn	Not-Found	LastSeenFacility	LastSeenLocation	LastSeenDate
AI_MSNGPRSNS	MissingPerson2324592458	Scottie	ZZFAKEMissingPettifer	11/7/2008	M	457 Pennsylvania Way		Paterson	NJ	7505	2021-02-08T12:49:52.081Z	TRUE			
AI_MSNGPRSNS	MissingPerson2321836511	Pamela	ZZFAKEMissingGerber	6/24/1969	F	7 Carioca Drive		New York City	NY	10045	2021-01-07T18:24:54.148Z	FALSE	Hospital B		2021-01-07T16:38:17.5132340+00:00
AI_MSNGPRSNS	MissingPerson2315043024	Jorrie	ZZFAKEMissingTiernan	6/5/1983	F	593 Calypso Crossing		Fresno	CA	93704	2021-01-16T16:57:42.513Z	FALSE	Hospital B		2021-01-07T16:38:18.2863326+00:00
AI_MSNGPRSNS	MissingPerson2259618347	Leroy	ZZFAKEMissingCoombs	7/27/2013	M	05635 Oak Valley Place		Saginaw	MI	48604	2021-02-08T12:49:38.135Z	FALSE	Hospital B	Location 1	2021-02-08T13:07:01.4225356+00:00
AI_MSNGPRSNS	MissingPerson2234980305	Rubina	ZZFAKEMissingBrendeke	7/11/1983	F	767 Stephen Lane		San Diego	CA	92170	2021-01-07T18:24:53.208Z	FALSE	Emergency Facilities	UAT Facility	2021-01-16T17:01:57.3830715+00:00
AI_MSNGPRSNS	MissingPerson2223765041	Kendell	ZZFAKEMissingCicconetti	11/24/1968	M	161 Merry Lane		Reading	PA	19610	2021-01-06T22:07:50.638Z	FALSE	Hospital B		2021-01-07T16:38:16.7168302+00:00
AI_MSNGPRSNS	MissingPerson2223647991	Ursola	ZZFAKEMissingCargill	10/23/1950	F	1 Monica Way		Topeka	KS	66642	2021-02-08T12:49:39.574Z	TRUE			
AI_MSNGPRSNS	MissingPerson2219053132	Leanna	ZZFAKEMissingMathewson	2/25/1943	F	7 Lunder Street		Winter Haven	FL	33884	2021-01-07T13:43:21.793Z	TRUE			
AI_MSNGPRSNS	MissingPerson2210405401	Candida	ZZFAKEMissingHachard	10/19/2003	F	4191 1st Drive		Baton Rouge	LA	70894	2021-01-08T13:12:54.87Z	TRUE			
AI_MSNGPRSNS	MissingPerson2210402165	Rubina	ZZFAKEMissingBrendeke	7/11/1983	F	767 Stephen Lane		San Diego	CA	92170	2021-01-06T22:07:50.038Z	FALSE	Emergency Facilities	UAT Facility	2021-01-16T17:01:57.3830715+00:00
AI_MSNGPRSNS	MissingPerson4234224158	Lucian	ZZFAKEMissingFahey	12/31/2000	M	94125 Gina Park		Rochester	NY	14614	2021-01-07T13:43:20.958Z	TRUE			
AI_MSNGPRSNS	MissingPerson4223963472	Darlleen	Marlin	4/24/1995	F	53764 Southridge Trail		Rochester	NY	14646	2020-12-14T20:05:01.466Z	TRUE			
AI_MSNGPRSNS	MissingPerson4223423650	Aubine	ZZFAKEMissingHarbard	4/28/1997	F	46 Oriole Street		Davenport	IA	52804	2020-12-22T13:21:37.85Z	FALSE	Emergency Facilities	Demo Facility	2020-12-22T18:31:32.2332808+00:00

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4. The table below provides details about the column headers and values populated in the Daily Missing Persons Report.

Field	Required or Optional
RosterSourceCode	Assigned Source Code from Ai Emergency Census
RosterMrn	Assigned MRN from Ai Emergency Census
FirstName	First Name of the Missing Person
LastName	Last Name of the Missing Person
DoB	Date of Birth of the Missing Person
Gender	Male, Female, or Unknown
Address 1	Known Address of the Missing Person
Address 2	Known Address of the Missing Person
City	City of the Missing Person's Known Address
State	State of the Missing Person's Known Address
Zip	Zip Code of the Missing Person's Known Address
ReportedOn	Date When the Missing Person Added to the Missing Person Panel
NotFound	True if the Missing Person is Not Found False if the Missing Person is Found
LastSeenFacility	Name of the Hospital or Emergency Department Where the Missing Person Last Seen If "Emergency Facility" is listed, it indicates the Missing Person Was Last Seen at an Alternate Care Site and you should refer to the LastSeenLocation for more information
LastSeenLocation	Blank if the Missing Person Last Seen at Hospital or Emergency Department, or if the person was not found Name of the Alternate Care Site Where the Missing Person Last Seen
LastSeenDate	Date of Latest Updated Message Received on the Missing Person
LastSeenLocation	Blank if the Missing Person Last Seen at Hospital or Emergency Department, or if the person was not found.

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EMERGENCY CENSUS END USER GUIDE

LEGAL CONSIDERATIONS

Legal Considerations

Administrators and End Users must follow all Federal, State, and Local laws. Additionally, all users must follow the below provisions to comply with the eHealth Exchange Data Use and Reciprocal Support Agreement (DURSA) and other applicable agreements.

1. Comply with all Applicable Law
2. Reasonably cooperate with the Subscriber (Audacious Inquiry) on issues related to the DURSA
3. Perform patient searches only for a Permitted Purpose (Appendix B)
4. Use Message Content received from another Subscriber or Subscriber User in accordance with the terms and conditions of the Subscription Order
5. As soon as reasonably practicable after determining that an Adverse Security Event occurred, report such Adverse Security Event to the Subscriber
6. Refrain from disclosing to any other person any passwords or other security measures issued to the User by the Subscriber
7. Upon accepting the E-PLUS Solutions Terms of Use, you signify that you will comply with these terms

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EMERGENCY CENSUS END USER GUIDE

APPENDIX A

E-PLUS SOLUTIONS TERMS OF USE (for individual Authorized Users)

PLEASE READ THESE TERMS CAREFULLY BEFORE ACCEPTING.

As a condition of my being granted access to the Audacious Inquiry ("Ai") E-PLUS Solutions (including E-PLUS COVID, E-PLUS, and Emergency Census), I agree to be bound by the following terms:

1. I represent that I am either a Subscriber to the applicable E-PLUS Solutions, or an Authorized User for an organization or entity that is a Subscriber to the applicable E-PLUS Solutions.
2. I will not disclose my login or password credentials to any other person, including persons within my organization, and will strictly maintain the confidentiality of such credentials.
3. I will use the E-PLUS Solutions and will use and disclose information obtained through the E-PLUS Solutions, only as permitted by applicable laws and regulations, and if I am an Authorized User for an organization or entity, only in accordance with the permitted purposes for that organization or entity as specified in its subscription agreement or order.
4. I understand that data obtained through the E-PLUS Solutions may include Protected Health Information (PHI) and other personally identifiable and sensitive information governed by HIPAA and/or other federal and state privacy laws and regulations, and I will comply with all such laws and regulations in my use of the E-PLUS Solutions.
5. With respect to queries to be made through the eHealth Exchange, I will comply with the relevant terms and conditions of the DURSA, currently available at Data Use and Reciprocal Support Agreement (DURSA) - eHealth Exchange.
6. With respect to queries to be made through national networks, I will comply with relevant flow-down terms from those networks as specified in the E-PLUS Solutions Policies and Procedures, as amended from time to time. This includes without limitation relevant flow-down terms from the Surescripts network with respect to medication history.
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EMERGENCY CENSUS END USER GUIDE

APPENDIX B

Permitted Purposes

Subscribers and Authorized Users may access and use data through E-PLUS Solutions only for Permitted Purposes, as defined in the applicable Subscription Terms, Terms of Use, and the Policies and Procedures. Permitted Purposes for data use are listed below:

1. For Treatment of an individual.
2. For public health activities and reporting as permitted by Applicable Law, including the HIPAA Regulations at 45 C.F.R. 164.512(b) and (d) and 164.514. See Disclosures for Public Health Activities | HHS.gov and COVID-19 and HIPAA: Disclosures to law enforcement, paramedics, other first responders and public health authorities (hhs.gov).
3. In addition, for so long as HHS's April 2, 2020 "Notification of Enforcement Discretion under HIPAA to Allow Uses and Disclosures of Protected Health Information by Business Associates for Public Health and Health Oversight Activities in Response to COVID-19", Notification of Enforcement Discretion for Business Associates and HIPAA (hhs.gov), remains in force, and provided that Subscriber and its Authorized Users comply with the conditions specified in that Notification, Ai will not consider activities covered by that Notification to be breaches of these Policies and Procedures. Each Subscriber must make its own judgments respecting the contents of that Notification, and this Policy and Procedure does not override any HIPAA requirements or prohibitions, nor assure any Subscriber that it will be exempt from enforcement.
4. For uses and disclosures in connection with a "serious and imminent" threat to the health or safety of a person or the public, to the extent permitted by 45 C.F.R. 164.512(j).
5. With respect to armed forces personnel, for activities deemed necessary by appropriate military command authorities to assure the proper execution of the military mission, to the extent permitted by 45 C.F.R. 164.512(k)(1)(i).
6. For the following subset of Health Care Operations of a Covered Entity, as defined in 45 C.F.R. 164.501 [Definition of "Health care operations", clause (1)]:
    a. Conducting quality assessment and improvement activities, including outcomes evaluation and development of clinical guidelines, provided that the obtaining of generalizable knowledge is not the primary purpose of any studies resulting from such activities;
    b. Patient safety activities (as defined in 42 CFR 3.20);
    c. Population-based activities relating to improving health or reducing health care costs, protocol development
    d. Case management and care coordination,
    e. Contacting of health care providers and patients with information about treatment alternatives; and
    f. Related functions that do not include treatment.

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REVISION HISTORY

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Version #	Description	Date
1.0	Emergency Census Initial Release (r2010)	February 1, 2021
1.1	Updates to Emergency Census Guide (r2010)	February 12, 2021
1.2	Updates to Emergency Census Guide (r2010)	March 3, 2021
2.0	Changes reflect new functionality in E-PLUS Release (r2021-04)	June 11, 2021
3.0	Changes reflect new functionality in E-PLUS Release (r2021-07)	July 6, 2021

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