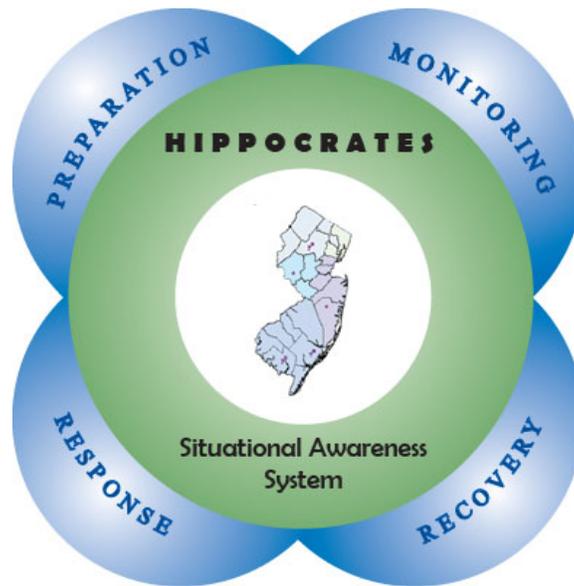


Hippocrates

Health Infrastructure Preparedness and Emergency Response Situational Awareness Application



USER MANUAL

Surveys

TABLE OF CONTENTS

	Page
SURVEYS	1
Introduction	2
How this Chapter is Organized	2
Accessing Surveys	2
Survey Activities	3
Navigation	3
My Surveys	4
PROCEDURE: Accessing a Survey from My Surveys	4
PROCEDURE: Accessing a Survey from an email message	5
Filling Out a Survey	7
View All Surveys	9
Screen Layout and Navigation	9
View All Surveys Screen Features	10
Sorting	10
Navigation	10
Opening a Survey	10
Find/Modify Survey	11
Searching	11
Example Search	11
Wild Card Searches	11
Wild card search examples	12
PROCEDURE: Modifying a Survey	12

LIST OF FIGURES

	Page
Figure 1. Accessing Surveys from Healthcare System Resources	2
Figure 2. Accessing Surveys from Communication Channels	2
Figure 3. Survey Activity Bar	3
Figure 4. My Surveys Screen	4
Figure 5. Example Email Survey Notice	5
Figure 6. Example Email Contents	5
Figure 7. Example Survey	6
Figure 8. Example Error Indications	8
Figure 9. View All Surveys Screen	9
Figure 10. Find/Modify Survey Screen	11

LIST OF TABLES

	Page
Table 1. Wild Card Search Examples	12



SURVEYS

The purpose of the Surveys function is to gather and maintain vital information regarding healthcare entities throughout the state. In the event of an emergency, the Department of Health and Senior Services (DHSS) will use survey information to monitor the status of the health system and to coordinate statewide healthcare resources, if necessary.

DHSS requests that healthcare entities complete baseline surveys to document the resources within that entity. Each entity has one or more designated Hippocrates users who are responsible for carrying out this task.

DHSS generates a general Situation Status (SitStat) survey to be completed by the entity at specified intervals, in order to provide DHSS with ongoing situational awareness of New Jersey's health system. During an emergency DHSS can generate event-specific surveys to supplement information obtained in the general SitStat survey.

Introduction

How this Chapter is Organized

The most common survey activity among Hippocrates users is My Surveys. On the other hand, only a small percentage of users will need to create surveys. For this reason, survey activities are discussed in an order that corresponds to the expected frequency of use, as follows:

- My Surveys
- View All Surveys
- Find/Modify Survey
- Create Survey

Accessing Surveys

If you have survey privileges you may access the surveys function from the **Healthcare System Resources** and **Communication Channels** modules.

CAVEAT: The survey activities that are available to you depend on the user privileges that you have been assigned. For this reason, your screens might look different from the figures in this manual.

To access the survey function, click [Surveys](#) on the function bar in the Healthcare System Resources module (see Figure 1) or Comm Channels module (Figure 2).

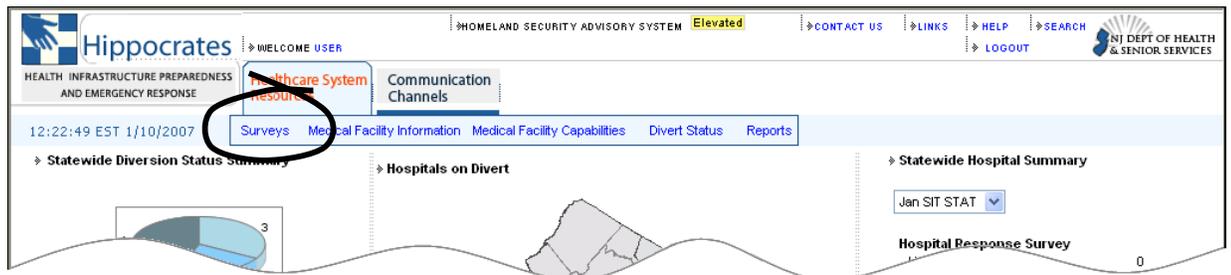


Figure 1. Accessing Surveys from Healthcare System Resources

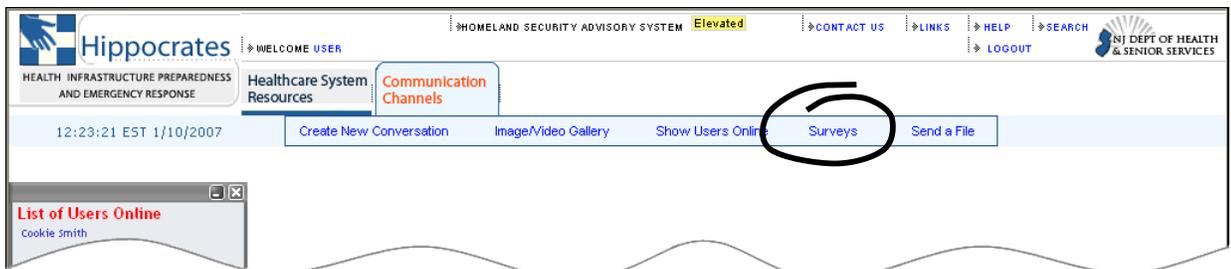


Figure 2. Accessing Surveys from Communication Channels

Survey Activities

There are four survey-related activities:

- View all Surveys
- Create Survey
- Find / Modify Survey
- My Surveys

The default activity (i.e., the opening screen) for the Surveys function is either **View All Surveys** or **My Surveys**, depending on user privileges.

Navigation

Survey activities are accessible by clicking the activity bar, which is displayed below the Surveys function bar and is visible from all survey activity screens. See Figure 3. The current activity is indicated with **orange text**.

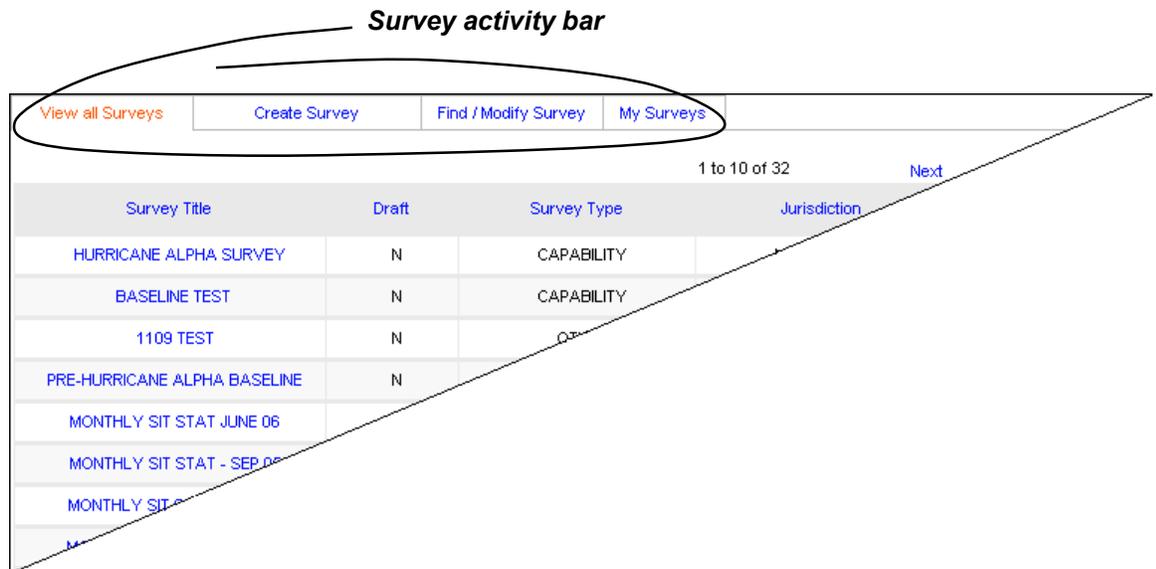


Figure 3. Survey Activity Bar

My Surveys

The My Surveys screen is used by survey recipients to access the surveys they are responsible for completing.

Survey recipients can access their surveys in two ways:

- Using the **My Surveys** function in Hippocrates
- From an email message sent from **hippodadmin**

Procedures for both methods are described below.

PROCEDURE: Accessing a Survey from My Surveys

STEP 1 Click [Surveys](#) on the Comm Channels function bar.

STEP 2 Click [My Surveys](#) on the Surveys activity bar to display the list of surveys awaiting your attention (Figure 4).

STEP 3 If there are many surveys listed, you might want to reorganize the list. Click a [Column Heading](#) to sort the surveys on that column. Click again to reverse the sort direction.

STEP 4 Click the [Survey Title](#) for the survey you wish to take. An example survey is shown in Figure 7. NOTE: Surveys are displayed in a new window. Closing the survey window will not affect your Hippocrates window.

The screenshot shows the 'My Surveys' interface. At the top, there are navigation links: 'View all Surveys', 'Create Survey', 'Find / Modify Survey', and 'My Surveys'. Below these is a table with the following columns: 'Survey Title', 'Category', 'Jurisdiction', 'Time Sent', 'Next Scheduled Time', and 'Valid Until'. Three survey entries are listed. Two lines with arrows point to the 'Survey Title' and 'Jurisdiction' headers, with labels 'Survey Title' and 'Column heading' respectively. The table is paginated, showing '1 to 3 of 3' at the top and bottom.

Survey Title	Category	Jurisdiction	Time Sent	Next Scheduled Time	Valid Until
DEMO CHEM SURVEY	CHEMICAL	COUNTY	01/09/2007 14:51:57		01/19/2008 14:51:57
DEMO CHEM SURVEY FOR 1109 TEST	OTHER	COUNTY	01/09/2007 14:51:57		01/19/2007 14:51:57
PRE-HURRICANE ALPHA SURVEY	CAPABILITY	MUNICIPALITY	01/09/2007 14:51:57		01/19/2007 14:51:57

Figure 4. My Surveys Screen

PROCEDURE: Accessing a Survey from an email message

STEP 1 Open the email message you received from **hippocadmin**. The example in Figure 5 shows an email notice displayed in Lotus Notes. Figure 6 is an example of the email contents.

	Who ^	Date ^	Time	Size ^	Subject
★	hippocadmin	01/10/2007	11:30 AM	3,136	PRE-HURRICANE ALPHA SURVEY
	Eileen_Troutman	01/10/2007	09:52 AM	6,018	Re: Comm Channels chapter of Hippocrates User Manual
	Eileen_Troutman	01/09/2007	04:27 PM	2,770	Re: Comm Channels chapter of Hippocrates User Manual

Figure 5. Example Email Survey Notice

Survey for ALL SAINTS CITY HOSPITAL.

This survey is valid until 12-12-2006 17:39:02.

To access the survey, please click on the following url.

If you are unable to click on it you may copy and paste the url into your browser window.

<https://hippocrates.nj.gov/surveyAccessManagement.do?method=fetchInfoForAccessPage&surveyInviteCode=113302301206900&recipientId=789>

You will need the following Access Key to take the survey: 12345

Figure 6. Example Email Contents

STEP 2 Click the link to the Hippocrates **url**, shown in blue in Figure 6.

OR

- Open **Internet Explorer**; then copy the **url** and paste it into the browser address bar.
- Enter the **access key** provided at the bottom of the email; then click  or hit **Enter** on your keyboard.

An example survey is shown in Figure 7.

Close

PRE-HURRICANE ALPHA SURVEY

HEALTH INFRASTRUCTURE
PREPAREDNESS AND
EMERGENCY RESPONSE

Medical Facility: ALL SAINTS CITY HOSPITAL

Date: 01/12/2007 6:04:05 PM

NOTE: 1. To update baseline data, check the box labeled 'Is Baseline?'.
 2. Mandatory questions are marked with an asterisk (*).
 3. Press the 'Tab' key to move from question to question.
 4. The answer type expected for each question is shown next to the text box, as follows:
 (T) - Text
 (N) - Numeric
 (ND) - Numeric with decimal
 (C) - Currency
 (P) - Percentage
 (D) - Date
 5. Press the 'F1(Help)' key to see the current section. Click on the 'Close' button or press 'F1(Help)' key again to close.

ADULT BED CAPACITY (10 questions)

MEDICAL/SURGICAL *	62	(N)	<input type="checkbox"/> Is Baseline?
INTENSIVE CARE *	25	(N)	<input type="checkbox"/> Is Baseline?
CARDIAC CARE *		(N)	<input type="checkbox"/> Is Baseline?
GERIATRIC *		(N)	<input type="checkbox"/> Is Baseline?
REHABILITATION *		(N)	<input type="checkbox"/> Is Baseline?
NEGATIVE PRESSURE ISOLATION *		(N)	<input type="checkbox"/> Is Baseline?
EMERGENCY DEPARTMENT *	33	(N)	<input type="checkbox"/> Is Baseline?
PSYCHIATRY *	3	(N)	<input type="checkbox"/> Is Baseline?
TELEMETRY *	62	(N)	<input type="checkbox"/> Is Baseline?
BURN *		(N)	<input type="checkbox"/> Is Baseline?

+ CHEMICAL DETECTION CAPABILITIES (14 questions)

+ DECONTAMINATION (6 questions)

+ GENERAL BED CAPACITY (5 questions)

+ NEONATAL BED CAPACITY (3 questions)

+ OTHER (1 question)

+ OTHER EQUIPMENT CAPABILITIES (14 questions)

+ PEDIATRIC BED CAPACITY (6 questions)

+ PERSONAL PROTECTIVE EQUIPMENT CAPABILITIES (PPE) CLOTHING (5 questions)

+ PERSONAL PROTECTIVE EQUIPMENT CAPABILITIES (PPE) RESPIRATORY PROTECTION (9 questions)

+ PERSONAL PROTECTIVE EQUIPMENT CAPABILITIES (PPE) TRAINED STAFF (6 questions)

+ RADIOLOGICAL DETECTION CAPABILITIES (5 questions)

Submit Close

Figure 7. Example Survey

Filling Out a Survey

When you open a received survey it will look somewhat like the example in Figure 7. The left side of the survey is a contents window. To close the contents window, click . To display it, press **F1** on your keyboard.

The right side of the survey contains the survey questions. Survey questions are grouped into **sections**. The sections in Figure 7 are:

ADULT STAFFED BEDS
CHEMICAL DETECTION CAPABILITIES
DECONTAMINATION
GENERAL BED CAPACITY

... and so on.

When a survey is displayed, the first section is expanded so that its contents are visible. An expanded section has an **ORANGE HEADER** and is preceded by . A collapsed section has a **BLUE HEADER** and is preceded by . You can expand and collapse any section by clicking  and , respectively.

Some or all of the fields in the survey might contain data. This represents data that was present (or added) during the last survey, or data that was manually entered into Hippocrates from the Medical Facilities Capabilities activity. NOTE: The Medical Facilities Capabilities activity is accessible from the Healthcare Systems Resources module and is dependent on user privileges.

To enter new data, click in the data field and type your answer.

When filling out a survey, follow the guidelines at the top of the survey. These are as follows:

NOTES

1. To update baseline data, check the box labeled 'Is Baseline?'
2. Mandatory questions are marked with an asterisk (*).
3. Press the 'Tab' key to move from question to question.
4. The answer type expected for each question is shown next to the text box, as follows:
 - (T) - Text
 - (N) - Numeric
 - (ND) - Numeric with decimal
 - (C) - Currency
 - (P) - Percentage
 - (D) - Date
5. Press the 'F1(Help)' key to see the current section. Click on the 'Close' button or press 'F1(Help)' key again to close.

When you are finished with the survey, click [Submit](#). If you have left a mandatory field empty or entered invalid data, Hippocrates will alert you by (see Figure 8):

- Expanding all sections that contain erroneous data.
- Displaying the erroneous field name(s) in **RED**.
- Displaying an error message in red at the bottom of the survey.
- Placing the cursor in the first erroneous field.

IS EMERGENCY DEPT 800MHZ *	<input type="text" value="Y"/>	(T)	<input type="checkbox"/> Is Baseline?
STANDARD VENTILATOR(S) *	<input type="text" value="51"/>	(N)	<input type="checkbox"/> Is Baseline?
<div style="border: 1px solid black; padding: 5px;"> <p>+ PEDIATRIC BED CAPACITY (6 questions)</p> <p>+ PERSONAL PROTECTIVE EQUIPMENT CAPABILITIES (PPE) CLOTHING (5 questions)</p> <p>+ PERSONAL PROTECTIVE EQUIPMENT CAPABILITIES (PPE) RESPIRATORY PROTECTION (9 questions)</p> <p>- PERSONAL PROTECTIVE EQUIPMENT CAPABILITIES (PPE) TRAINED STAFF (6 questions)</p> </div>			
PERSONAL PROTECTIVE EQUIPMENT TRAINED STAFF LEVEL A *	<input type="text"/>	(N)	<input type="checkbox"/> Is Baseline?
PERSONAL PROTECTIVE EQUIPMENT TRAINED STAFF LEVEL B *	<input type="text"/>	(N)	<input type="checkbox"/> Is Baseline?
PERSONAL PROTECTIVE EQUIPMENT TRAINED STAFF LEVEL C *	<input type="text" value="210"/>	(N)	<input type="checkbox"/> Is Baseline?
PERSONAL PROTECTIVE EQUIPMENT TRAINED STAFF LEVEL D *	<input type="text"/>	(N)	<input type="checkbox"/> Is Baseline?
PPE EQUIPPED RESPONSE TEAMS *	<input type="text" value="1"/>	(N)	<input type="checkbox"/> Is Baseline?
ROLE OF PPE EQUIPPED RESPONSE TEAMS *	<input type="text" value="DECONTAMINATION"/>	(T)	<input type="checkbox"/> Is Baseline?
<div style="border: 1px solid black; padding: 5px;"> <p>+ RADIOLOGICAL DETECTION CAPABILITIES (5 questions)</p> <p>Please answer all the mandatory questions (in red) before submitting the survey.</p> <p style="text-align: right;">Submit Close</p> </div>			

Figure 8. Example Error Indications

To abandon your work, click [Close](#). **Any data you have entered will be lost.**

When you have successfully submitted the survey, a success message is displayed.

View All Surveys

The **View All Surveys** screen presents a tabular overview of all Hippocrates surveys. An example is shown in Figure 9.

Screen Layout and Navigation

A maximum of 10 surveys is displayed per screen, although it might be necessary to use the scroll bar to view the surveys at the bottom of the window.

The numbers of the currently displayed surveys and the total number of surveys is shown at the center-top and center-bottom of the View All screen.

EXAMPLE: In Figure 9, records 11 through 20 are displayed from a total of 33 records.

Column heading

Navigation Links

Records displayed of total #

Click to open survey

Survey Title	Draft	Survey Type	Jurisdiction	Next Scheduled Time	Created By
MONTHLY SIT STAT - NOV 05	N	GENERAL	REGION		HERMIS
MONTHLY SIT STAT - OCT 05	N	GENERAL	REGION		HERMIS
MONTHLY SIT STAT - APR 06	N	GENERAL	REGION		HERMIS
CRITICAL BENCHMARK FUNDING SURVEY	N	GENERAL	COUNTY		HERMIS
HURRICANE KATRINA	N	NATURAL DISASTER	COUNTY		HERMIS
MONTHLY SIT STAT - AUG 05	N	GENERAL	COUNTY		HERMIS
MONTHLY SIT STAT - JUL 05	N	GENERAL	COUNTY		HERMIS
TOPOFF3 EXERCISE - SIT STAT #1	N	BIOLOGICAL	COUNTY		HERMIS
TOPOFF3 - EXERCISE - SIT STAT #4	N	BIOLOGICAL	COUNTY		HERMIS
TOPOFF3 EXERCISE - SIT STAT #3	N	BIOLOGICAL	COUNTY		HERMIS

Figure 9. View All Surveys Screen

View All Surveys Screen Features

Sorting

Click a [Column Heading](#) to sort the surveys on that field (survey title, draft, survey type, etc.) or to reverse the sort direction.



Records sorted in *ascending* order (from A–Z or 1–last)



Records sorted in *descending* order (from Z–A or last–1)

Navigation

Use the following commands to view the table contents:

[Next](#) – displays the next 10 surveys

[Previous](#) – displays the previous 10 surveys

[First](#) – displays surveys 1 through 10

[Last](#) – displays the last 10 surveys

Opening a Survey

To open a survey, click the corresponding [Survey Title](#).

Find/Modify Survey

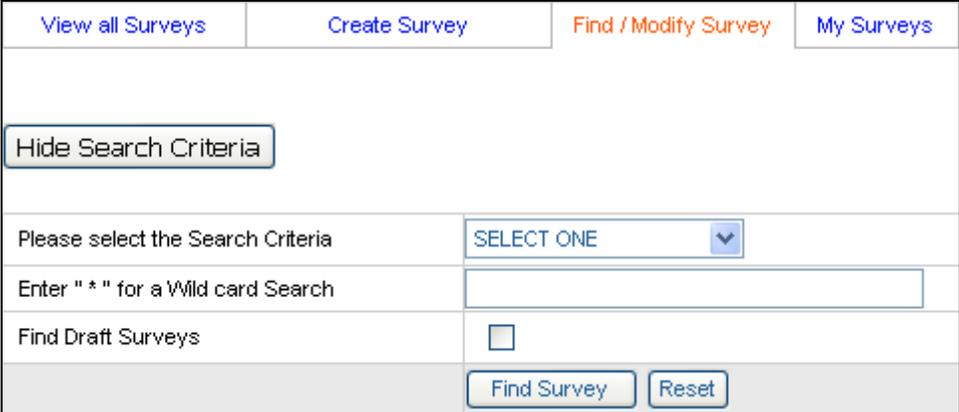
Searching

Hippocrates provides a Search feature to assist you in locating a particular survey or group of surveys. This feature is accessible through the **Find/Modify Survey** activity.

Example Search

To locate a survey entitled “Boiler Explosion in Holy Name Hospital”:

1. Click  in the Surveys activity bar to display the Find/Modify Survey screen (see Figure 10).
2. Click  and select **SURVEY TITLE** as the search criteria.
3. Enter **Boiler Explosion in Holy Name Hospital** in the text box.
NOTE: Searches are not case sensitive.
4. Click 



View all Surveys	Create Survey	Find / Modify Survey	My Surveys
<input type="button" value="Hide Search Criteria"/>			
Please select the Search Criteria	<input type="button" value="SELECT ONE"/>		
Enter "*" for a Wild card Search	<input type="text"/>		
Find Draft Surveys	<input type="checkbox"/>		
		<input type="button" value="Find Survey"/>	<input type="button" value="Reset"/>

Figure 10. Find/Modify Survey Screen

Wild Card Searches

To broaden your search you may use an asterisk (*) in the Search Criteria text box to represent zero or more alphanumeric characters. This is useful for locating a group of records that have similar data in a particular field, or when you know only some of the data you are looking for.

In a wild card search:

- Letters are not case sensitive
- A wild card (*) can be used as the first character of a search
- Multiple * can be used

Wild card search examples

The examples in Table 1 illustrate the wild card feature.

Table 1. Wild Card Search Examples

Search Term	Matching Records
BIO*	All records whose titles begin with BIO: bio bio outbreak biological outbreak biooutbreak
BIO	All records with BIO anywhere in the title: antibiotic bio bio outbreak biological outbreak biooutbreak
B*	All records whose titles begin with B
*	All records

PROCEDURE: Modifying a Survey

STEP 1 Click  on the function bar to display the Surveys activity bar.

STEP 2 Locate the survey you wish to modify. To do this:

STEP 3 In the **View All Surveys** screen: Sort the surveys (or reverse the sort) by clicking the appropriate column heading. For more about the sorting feature, see page 10.

OR

Click  on the Surveys activity bar; then use the Search feature to display a subset of the survey list. For more about the Search feature, see page 11.

STEP 4 Open the survey you wish to modify by clicking its [Survey Title](#).

STEP 5 Make the necessary changes to the survey.

STEP 6 Click  to close the current section and move to the next one.

STEP 7 Click  to clear the fields in the current section or restore them to their previous values. *Does not affect any other section.*

STEP 8 Click  at the bottom of any section to view the survey as the recipient will see it.

STEP 9 When you have made the necessary changes, click 

When your changes have been saved, the Modify Survey will close and a success message will be displayed. Any changes you have made to the survey schedule will appear in the success message. NOTE: The Create Survey button will be displayed only if you have the appropriate user privileges.

