



## Quick Start Guide for *Public Health Users: Exposure Workflow*

### 1 What data can I access? What actions can I take?

You will only have access to the monitorees associated with your assigned jurisdiction. Your role allows you to:

- Toggle between Exposure / Isolation Monitoring workflows
- View monitoring line lists of monitorees in assigned jurisdiction
- Modify/view enrollment details of monitorees in jurisdiction, including contact and exposure information
- Manage monitorees, to include:
  - Move monitorees between line lists, view/add/modify daily symptom reports, add comments, document public health actions, transfer monitoree to another jurisdiction, end exposure monitoring
- View and export analytics summary for monitorees in jurisdiction
- Batch import new monitorees
- Export monitoree records



### Exposure Monitoring

- Enrolled by public health because of potential exposure
- Monitorees receive notifications to submit daily symptom report during monitoring period

### 2 What does each exposure dashboard line list represent?

Monitorees will appear on a line list if they meet criteria for that list. Regardless of status, all monitorees will appear on "All Monitorees" list.

<p><b>Symptomatic (Active Monitoring):</b> Reported symptom(s) which require review by a public health user to determine if disease is suspected. Receives daily notifications.</p>	<p><b>Non-Reporting (Active Monitoring):</b> Have not reported within expected time period (e.g., 24 hours) and have no symptom reports that require review. Receives daily notifications. Require public health follow-up</p>	<p><b>Asymptomatic (Active Monitoring):</b> Have reported an absence of symptoms within expected time period OR reported a symptom within expected time period reviewed by public health determined symptom not clinically compatible. Receives daily notifications.</p>	<p><b>PUI (Active Monitoring):</b> Currently under active investigation; a public health action has been documented in the record to move it to PUI line list. Does not receive daily notifications.</p>
<p><b>Closed (Not Monitoring):</b> No longer being monitored (e.g., completed monitoring period, lost to follow-up, etc.). Sara Alert automatically moves cases to closed after the monitoring period expires. Does not receive daily notifications.</p>	<p><b>Transfer In:</b> Has been transferred from another jurisdiction within the last 24 hours. Will also show on the appropriate "Active Monitoring" (symptomatic, asymptomatic, non-reporting, PUI) or "Closed" line list, depending upon record values.</p>	<p><b>Transfer Out:</b> Has been transferred to another jurisdiction. Original jurisdiction will no longer have access to record details. Will remain on this line list for 14 days and will not appear on any other line lists for the original jurisdiction.</p>	<p>All questions, issues, and feature requests should be submitted via email to the Sara Alert Help Desk. Emails are monitored Monday-Friday, 8am-5pm ET</p> <p><a href="mailto:sarasupport@aimsplatform.com">sarasupport@aimsplatform.com</a></p>