

1

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

You will only have access to the monitorees you have added to the system for your jurisdiction.

- Enroll a new monitoree into the exposure or isolation workflow
 - The workflow is specified on the first page of the enrollment wizard
- Assign record to another jurisdiction that user has access to (e.g., State enroller can assign cases to local jurisdictions within that same state)
- Create and modify reporting households
- View enrollment details of monitorees enrolled by user
- Modify enrollment details of monitorees enrolled by user
- View summary enrollment statistics by user and user's jurisdiction

2

How do I add a new monitoree?

1. Click the "Enroll New Monitoree" button
2. Select the appropriate workflow
3. Enter information on enrollment screens
 - a. To advance, click "Next"
 - b. To return to a previous screen, click "Previous"
 - c. Required fields (*) must be completed before advancing
4. Review enrollment data and save record
 - a. Select "Edit" to return to previous enrollment screens
 - b. Select "Finish" to save the record

3

How do I enroll a new reporting household?

1. Click "Enroll New Monitoree" to enroll Head of Household (by default the first record created) that will be reporting symptoms on behalf of their household members
2. On the enrollment review screen, select "Finish and add a Household Member"
3. Enter information on the first enrollment screen and review remaining information
4. Select "Finish and add a Household Member" to continue adding new household members
5. Once all household members have been enrolled, click "Finish" at the bottom of the enrollment review screen to close household enrollment

4

How can I modify a monitoree record?

You will only be able to modify those monitoree records that you added to Sara Alert.

1. Search for the monitoree of interest on the Enrolled Monitoree Dashboard
2. Select the monitoree record by clicking on their name
3. Select "edit details" to make necessary changes
4. Update enrollment data and click "Submit" to save the changes