



Scenario	Starting Line List	Ending Line List	Action
Monitoree symptom report has been evaluated and public health determines disease of interest not suspected (e.g., inaccurate report, explained by other causes)	Symptomatic	Asymptomatic or Non-reporting (If a Symptom Onset Date was not manually entered)	<ol style="list-style-type: none"> 1. Open monitoree record 2. Click "Mark All as Reviewed" (will apply to all reports) or "Review" (will apply to a single report) in reports section 3. Document reasoning 4. Click "Submit" to save the change
User wants to identify monitorees who may be able to end monitoring after day 7 or 10	Non-Reporting, Asymptomatic, PUI	Same as starting line list	<ol style="list-style-type: none"> 1. Open Advanced Filter and select "Candidate to Reduce Quarantine after 7 Days or 10 Days." 2. Select "True" and click "Apply"
Monitoree report of symptoms has been evaluated by public health and person is now under investigation for disease of concern	Symptomatic, Non-Reporting	PUI	<ol style="list-style-type: none"> 1. Open monitoree record 2. Change "Latest Public Health Action" to any value other than "None" 3. Document reason for change 4. Click "Submit" to save the change
PUI in exposure monitoring meets case definition. Sara Alert will be used to monitor case until recovery definition met.	PUI	Reporting or Non-Reporting (Isolation Workflow)	<ol style="list-style-type: none"> 1. Open monitoree record 2. Change "Case Status" to Confirmed or Probable 3. Select "Continue Monitoring..."
User wants to move a monitoree off the PUI line list after individual did not meet case definition	PUI	Symptomatic, Non-Reporting, Asymptomatic	<ol style="list-style-type: none"> 1. Open monitoree record 2. Change "Case Status" to Suspect, Not a Case, or Unknown OR change Latest Public Health Action to "None" 3. Click "Submit"
User contacts monitoree who has not reported to Sara Alert in >24 hours; public health user has obtained daily report information and needs to add it to record	Non-Reporting	Symptomatic or Asymptomatic based on report	<ol style="list-style-type: none"> 1. Open monitoree record 2. Click "+ Add New Report" 3. Complete report 4. Click "Submit" to save report
Monitoree does not report directly to Sara Alert through web-link, text, or phone call. Public health contacts monitoree manually and needs to add report information.	Symptomatic, Non-Reporting, Asymptomatic	Symptomatic or Asymptomatic based on report	<ol style="list-style-type: none"> 1. Open monitoree record 2. Click "+ Add New Report" 3. Complete report 4. Click "Submit" to save report
Users wants to document contact attempt to monitoree	Symptomatic, Non-Reporting, Asymptomatic, PUI	Same as starting line list	<ol style="list-style-type: none"> 1. Open monitoree record 2. Select "Log Manual Contact Attempt" 3. Select "Successful" or "Unsuccessful"
User wants to pause or resume daily report reminders to a monitoree eligible to receive notifications (NOTE: Pausing notifications for a Head of Household will pause for all household members)	Symptomatic, Non-Reporting, Asymptomatic	Same as starting line list	<ol style="list-style-type: none"> 1. Open monitoree record 2. Select "Pause Notifications" or "Resume Notifications" <p>(NOTE: Pause notifications is only available for monitorees on active line lists who are Head of Households or self-reporters)</p>
Manually close record to end active monitoring (<i>Note: The system will stop sending daily report reminders for this monitoree after closed</i>)	Symptomatic, Non-Reporting, Asymptomatic, PUI	Closed	<ol style="list-style-type: none"> 1. Open monitoree record 2. Change "Monitoring Status" from "Actively Monitoring" to "Not Monitoring" 3. Document reason for change 4. Click "Submit" to save the change
Close records that meet specified criteria to end active monitoring (<i>Note: The system will stop sending daily report reminders for selected monitorees after closed</i>)	Symptomatic, Non-Reporting, Asymptomatic, PUI	Closed	<ol style="list-style-type: none"> 1. Identify records that meet criteria using Advanced Filter 2. Select records of interest from dashboard 3. Click "Bulk Actions" and select "Close Records" 4. Document reason for change 5. Click "Submit" to save the change
Monitoree should be monitored by another jurisdiction	Symptomatic, Non-Reporting, Asymptomatic, PUI, or Closed	Transferred Out	<ol style="list-style-type: none"> 1. Open monitoree record 2. Click "Download Excel Export" to save record locally (if required for record retention) 3. Change "Assigned Jurisdiction" to the new jurisdiction (from drop down list) 4. Click "Change Jurisdiction" to transfer
Monitoree's last date of exposure is unknown due to a continuous exposure (e.g., healthcare personnel, household case)	Symptomatic, Non-Reporting, Asymptomatic, PUI	Same as starting line list	<ol style="list-style-type: none"> 1. Open monitoree record 2. Click "Continuous Exposure" and "Submit" 3. Update last date of exposure when known