



Sara Alert TM
Secure monitoring and reporting for public health

Data Dictionary

Software Version 1.20
January 13, 2021

Introduction

This data dictionary is a guide to the data elements in the Sara Alert™ user interface, Import Template, and exported files. This document explains the meaning, system use, and allowed values for user-facing and system-generated fields. This document organizes data elements according to when a user is likely to encounter them, including by different sections of the user interface or in exported files. This document also identifies which roles have access to each data element and if a user can edit the value. This data dictionary is intended to supplement other user documentation, like the User Guide and Sara Alert Import Formatting Guidance, and not meant to replace them.

The latest Sara Alert Import Formatting Guidance is available in the user interface under the “Import” button.

For information on the API, please visit: <https://github.com/SaraAlert/SaraAlert/wiki>

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Visit saraalert.org for more information about Sara Alert, including FAQs, tutorial videos, and fact sheets. To send questions, comments, or other feedback related to Sara Alert, email sarasupport@aimsplatform.com.

1. Monitoree Details/Enrollment Wizard

The following data elements can be found during enrollment using the Enrollment Wizard, when viewing or editing the Monitoree Details section of a record, and in select import and export files. Users with the following roles have access to these data elements: Super User, Contact Tracer, Public Health user, Public Health Enroller, and Enroller.

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
WORKFLOW	Categorical		Represents the workflow into which the monitoree will be enrolled. The Exposure workflow is used to monitor contacts of known cases. The Isolation workflow is used to monitor probable and confirmed cases. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Exposure(contact) • Isolation (case) 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Drop-down selection in the Enrollment Wizard.
FIRST NAME	String	≤ 200 Characters	Represents the monitoree's first name. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Enrollment Wizard: [FREE TEXT] • Import Template and Export: [FREE TEXT] or [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Mandatory Field in the Enrollment Wizard.</p> <p>NULL only available through blank entry during import.</p>
MIDDLE NAME	String	≤ 200 Characters	Represents the monitoree's middle name. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	NULL available in the Enrollment Wizard and through blank entry during import.
LAST NAME	String	≤ 200 Characters	Represents the monitoree's last name. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Enrollment Wizard: [FREE TEXT] • Import Template and Export:[FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Mandatory Field in the Enrollment Wizard.</p> <p>NULL only available through blank entry during import.</p>

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
DATE OF BIRTH	Date	8 Digits	Represents the monitoree's date of birth This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Enrollment Wizard: MMDDYYYY Valid Range: 01/01/1900 to Current Date • Import Template and Export: YYYY-MM-DD • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Appears as MM/DD/YYYY in the User Interface.</p> <p>Mandatory Field in the Enrollment Wizard.</p> <p>NULL only available through blank entry during import.</p>
AGE	Integer	≤ 3 Characters	Represents the monitoree's age at enrollment. This field is generated from the DATE OF BIRTH variable and date of enrollment.	<ul style="list-style-type: none"> • ### • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Auto-generated in the Enrollment Wizard.</p> <p>Age is not a supported field during import</p>
SEX AT BIRTH	Categorical		Represents the monitoree's sex assigned at birth. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Female • Male • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Drop-down selection in the Enrollment Wizard
GENDER IDENTITY	Categorical		Represents the monitoree's internal sense of their gender. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Male (identifies as male) • Female (identifies as female) • Transgender Male (Female-to-Male [FTM]) • Transgender Female (Male-to-Female [MTF]) • Genderqueer/gender nonconforming (Neither exclusively male nor female) • Another • Chose not to disclose • [BLANK]=NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Drop-down selection in the Enrollment Wizard</p> <p>See Import Guidance when importing this field.</p>

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
SEXUAL ORIENTATION	Categorical		Represents how the monitoree characterizes their attraction to others. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Straight or Heterosexual • Lesbian, Gay, or Homosexual • Bisexual • Another • Chose not to disclose • Don't know 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Drop-down selection in the Enrollment Wizard See Import Guidance when importing this field.
WHITE	Boolean		Represents whether or not the monitoree's racial background is White. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Selected = White • Not selected = Not White • Import Template and Export: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Select all racial backgrounds that apply in Enrollment Wizard. Race is null if all race categories are not selected or are false.
BLACK OR AFRICAN AMERICAN	Boolean		Represents whether or not the monitoree's racial background is Black or African American. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Selected = Black or African American • Not selected = Not Black or African American • Import Template and Export: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Select all racial backgrounds that apply in Enrollment Wizard. Race is null if all race categories are not selected or are false.
AMERICAN INDIAN OR ALASKAN NATIVE	Boolean		Represents whether or not the monitoree's racial background is American Indian or Alaskan Native This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Selected = American Indian or Alaskan Native • Not selected = American Indian • Import Template and Export: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Select all racial backgrounds that apply in Enrollment Wizard. Race is null if all race categories are not selected or are false.
ASIAN	Boolean		Represents whether or not the monitoree's racial background Asian. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Selected = Asian • Not selected = Asian • Import Template and Export: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Select all racial backgrounds that apply in Enrollment Wizard. Race is null if all race categories are not selected or are false.
NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	Boolean		Represents whether or not the monitoree's racial background Native Hawaiian or Other Pacific Islander. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Selected = Native Hawaiian or Other Pacific Islander • Not selected = Native Hawaiian or Other Pacific Islander • Import Template and Export: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Select all racial backgrounds that apply in Enrollment Wizard. Race is null if all race categories are not selected or are false.

1. Monitoree Details/Enrollment Wizard

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
ETHNICITY	Categorical		Represents whether or not the monitoree's ethnic background is Hispanic or Latino. This field is determined from medical records or interview.	<ul style="list-style-type: none"> Hispanic or Latino = Hispanic or Latino Ethnicity Not Hispanic or Latino = Not Hispanic or Latino Ethnicity [BLANK] = NULL 	<ul style="list-style-type: none"> Super User Contact Tracer Public Health Public Health Enroller Enroller 	Select all racial backgrounds that apply in Enrollment Wizard.
PRIMARY LANGUAGE	Categorical		Represents the primary spoken and/or read language of the monitoree. If a supported language is entered the monitoree receives their daily symptom reports and (if applicable) their welcome message in this language. If an unsupported language or no language is selected, the daily symptom reports are provided in English (the default). This field is determined from medical records or interview.	<ul style="list-style-type: none"> Drop-down selection = Primary Language Import Template and Export: See 'Value Set' tab in Sara Alert Import Formatting Guidance [BLANK] = NULL (Default: English) 	<ul style="list-style-type: none"> Super User Contact Tracer Public Health Public Health Enroller Enroller 	<p>Drop-down selection in the Enrollment Wizard.</p> <p>List of acceptable values are available on GitHub.</p> <p>If a language is not available in the drop-down, please contact adoption manager to request support.</p> <p>If a value not included in the language value set is imported, the system will default monitoring messages to English.</p>
SECONDARY LANGUAGE	Categorical		Represents any other spoken and/or read language of the monitoree. Information in this field can be used to inform interpretation needs, but is not used to determine which language the system sends messages to the monitoree in. This field is determined from medical records or interview.	<ul style="list-style-type: none"> Drop-down selection = Secondary Language Import Template and Export: See 'Value Set' tab in Sara Alert Import Formatting Guidance [BLANK] = NULL (Default: English) 	<ul style="list-style-type: none"> Super User Contact Tracer Public Health Public Health Enroller Enroller 	<p>Drop-down selection in the Enrollment Wizard.</p> <p>List of acceptable values are available on GitHub.</p> <p>If a language is not available in the drop-down, please contact your adoption manager to request support.</p>
NATIONALITY	String	≤ 200 Characters	Represents the nationality of the monitoree. This field is determined from medical records or interview.	<ul style="list-style-type: none"> [FREE TEXT] [BLANK] = NULL 	<ul style="list-style-type: none"> Super User Contact Tracer Public Health Public Health Enroller Enroller 	

1. Monitoree Details/Enrollment Wizard

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
INTERPRETATION REQUIREMENT	Boolean		Represents if the monitoree needs a language interpreter when speaking with health department or other public health representatives of the ASSIGNED JURISDICTION. This field is determined from medical records or interview.	<ul style="list-style-type: none"> Selected = Requires Interpretation Not selected = Interpretation not required or NULL 	<ul style="list-style-type: none"> Super User Contact Tracer Public Health Public Health Enroller Enroller 	
STATE/LOCAL ID	String	≤ 200 Characters	STATE/LOCAL ID is the variable to represent the assigned state or local ID of the monitoree. This field is determined from the assigned state or jurisdiction's monitoring policies.	<ul style="list-style-type: none"> [FREE TEXT] [BLANK] = NULL 	<ul style="list-style-type: none"> Super User Contact Tracer Public Health Public Health Enroller Enroller 	<p>Letters and numbers allowed.</p> <p>Leading zeroes allowed.</p>
CDC ID	String	≤ 200 Characters	CDC ID is the variable to represent the Centers for Disease Control and Prevention assigned ID of the monitoree. This field is determined from CDC's guidance.	<ul style="list-style-type: none"> [FREE TEXT] [BLANK] = NULL 	<ul style="list-style-type: none"> Super User Contact Tracer Public Health Public Health Enroller Enroller 	<p>Letters and numbers allowed.</p> <p>Leading zeroes allowed.</p>
NNDSS LOC. REC. ID/CASE ID	String	≤ 200 Characters	Represents the assigned NNDSS ID or Case ID of the monitoree. This field is determined from the assigned jurisdiction's monitoring policies.	<ul style="list-style-type: none"> [FREE TEXT] [BLANK] = NULL 	<ul style="list-style-type: none"> Super User Contact Tracer Public Health Public Health Enroller Enroller 	<p>Letters and numbers allowed.</p> <p>Leading zeroes allowed.</p>
ADDRESS 1	String	≤ 200 Characters	Represents the street address of the monitoree. Based on the Enrollment Wizard header, this variable represents the street address of a "Home Address Within USA", "Home Address Outside USA (Foreign)", or "Address at Destination in USA Where Monitored". This field is determined from medical records or interview.	<ul style="list-style-type: none"> [Enrollment Wizard: [FREE TEXT] Import Template and Export:[FREE TEXT] [BLANK] = NULL 	<ul style="list-style-type: none"> Super User Contact Tracer Public Health Public Health Enroller Enroller 	<p>Mandatory Field in the Enrollment Wizard for "Home Address Within USA" only.</p> <p>NULL only available through blank entry during import.</p>

1. Monitoree Details/Enrollment Wizard

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
ADDRESS 2	String	≤ 200 Characters	Represents any additional street address information of the monitoree, such as apartment, unit, or building number. Based on the enrollment wizard header, this variable represents additional street address information of a “Home Address Within USA”, “Home Address Outside USA (Foreign)”, or “Address at Destination in USA Where Monitored”. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
ADDRESS 3	String	≤ 200 Characters	Represents any additional street address information of the monitoree. This variable represents additional street address information of a “Home Address Outside USA (Foreign)”. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
TOWN/CITY	String	≤ 200 Characters	Represents the monitoree’s town, city, or locality. Based on the header, this variable represents additional street address information of a “Home Address Within USA”, “Home Address Outside USA (Foreign)”, or “Address at Destination in USA Where Monitored”. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Enrollment Wizard: [FREE TEXT] • Import Template and Export: [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Mandatory Field in the Enrollment Wizard for “Home Address Within USA” only.</p> <p>NULL only available through blank entry during import.</p>

1. Monitoree Details/Enrollment Wizard

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
STATE	Categorical		Represents the state of the monitoree’s address. Based on the header, this variable represents the state of a “Home Address Within USA” or “Address at Destination in USA Where Monitored”. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Drop-down selection= State name • Import Template and Export: See ‘Value Set’ tab in Sara Alert Import Formatting Guidance • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Mandatory Field in the Enrollment Wizard for “Home Address Within USA” only.</p> <p>List of acceptable values are available on GitHub.</p> <p>Drop-down selection in the Enrollment Wizard.</p> <p>NULL only available through blank entry during import.</p>
STATE/PROVINCE	String	≤ 200 Characters	Represents the foreign state or province of the monitoree’s address. Based on the header, this variable represents the state or province of a “Home Address Outside USA (Foreign)”. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
COUNTRY	String	≤ 200 Characters	Represents the country of the monitoree’s address. Based on the header, this variable represents the Country of a “Home Address Outside USA (Foreign)”. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Drop-down selection= Country name • Import Template and Export: See ‘Value Set’ tab in Sara Alert Import Formatting Guidance • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Mandatory Field in the Enrollment Wizard for “Home Address Outside USA (Foreign)”.</p> <p>List of acceptable values are available on GitHub</p> <p>Drop-down selection in the Enrollment Wizard.</p> <p>NULL only available through blank entry during import.</p>

1. Monitoree Details/Enrollment Wizard

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
ZIP	String	≤ 200 Characters	Represents the ZIP Code of monitoree’s address. Based on the header, this variable represents the ZIP Code of a “Home Address Within USA” or “Address at Destination in USA Where Monitored”. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • Enrollment Wizard: ##### • Import Template and Export: [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Mandatory Field in the Enrollment Wizard for “Home Address Within USA”.</p> <p>NULL only available through blank entry during import.</p>
POSTAL CODE	String	≤ 200 Characters	Represents the foreign postal code the monitoree’s address. Based on the header, this variable represents the postal code of a “Home Address Outside USA (Foreign)”. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Letters and numbers allowed.
COUNTY (DISTRICT)	String	≤ 200 Characters	Represents the county, district, or locality of monitoree’s address. Based on the header, this variable represents the county or district of a “Home Address Within USA” or “Address at Destination in USA Where Monitored”. This field is determined from medical records or interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	This field is used to populate the local map view on the analytics summary

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
PREFERRED REPORTING METHOD	Categorical		Represents the form in which the monitoree receives their daily symptom reports. This field is determined from interview.	<ul style="list-style-type: none"> • E-mailed Web Link= Web link to symptom report emailed • SMS Texted Weblink= Web link to symptom report texted • Telephone call = Call asking for any symptoms • SMS Text-message = Text asking for any symptoms • Opt-Out= Monitoree has explicitly opted out from receiving messages from the system • Unknown= Indicates that this field is unknown (default) • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Drop-down selection in the Enrollment Wizard. Web link options should be encouraged as they allow for the greatest granularity of data for individuals and households.
PREFERRED CONTACT TIME	Categorical		Represents the time period that the system sends out symptom reports to a monitoree. This field is determined from interview.	<ul style="list-style-type: none"> • Morning = 8:00-12:00 in monitoree's time zone • Afternoon = 12:00- 16:00 in monitoree's time zone • Evening = 16:00-20:00 in monitoree's time zone • [BLANK]= (Default: 12:00- 16:00 in monitoree's time zone) 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Drop-down selection in the Enrollment Wizard.
PRIMARY TELEPHONE NUMBER	String E164 Format	10 Digits	Represents the primary number that the system sends messages to if SMS Texted Weblink, Telephone call, or SMS Text-message is selected as the PREFERRED REPORTING METHOD This field is determined from interview.	<ul style="list-style-type: none"> • Enrollment Wizard: ###-###-#### • Import Template and Export: +1##### • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Mandatory Field in the Enrollment Wizard unless E-mailed Web Link is the PREFERRED REPORTING METHOD.

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
SECONDARY TELEPHONE NUMBER	String E164 Format	10 Digits	Represents an additional phone number public health can use to get in contact with the monitoree. This field is not used by the system to send messages. This field is determined from interview.	<ul style="list-style-type: none"> • Enrollment Wizard: ###-###-#### • Import Template and Export: +1##### • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
PRIMARY PHONE TYPE	Categorical		Represents the type of phone attached to the PRIMARY PHONE NUMBER. This field can be used to determine a monitoree's ability to receive SMS Texted Weblink, Telephone call, or SMS Text-message during the selection of PREFERRED REPORTING METHOD. This field is determined from interview.	<ul style="list-style-type: none"> • Smartphone = Phone with internet access that can receive SMS texted Weblink • Plain Cell = Phone capable of receiving SMS Text • Landline = Cannot receive SMS text or SMS texted weblink [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Drop-down selection in the Enrollment Wizard
SECONDARY PHONE TYPE	Categorical		Represents the type of phone attached to the SECONDARY PHONE NUMBER. This field is determined from interview.	<ul style="list-style-type: none"> • Smartphone = Phone with internet access that can receive SMS texted Weblink • Plain Cell = Phone capable of receiving SMS Text • Landline = Cannot receive SMS text or SMS texted weblink [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Drop-down selection in the Enrollment Wizard
E-MAIL ADDRESS	String	≤ 200 Characters	Represents the e-mail address that the system sends daily messages to if E-mailed Web Link is selected as the PREFERRED REPORTING METHOD. This field is determined from interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Mandatory Field in the Enrollment Wizard if E-mailed Web Link is the PREFERRED REPORTING METHOD.

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FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
PORT OF ORIGIN	String	≤ 200 Characters	Represents the airport, station, or docking point that the monitoree traveled from. This field is determined from interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
DATE OF DEPARTURE	Date	8 Digits	Represents the date that the monitoree traveled from the PORT OF ORIGIN to the United States. This field is determined from interview.	<ul style="list-style-type: none"> • Enrollment Wizard: MMDDYYYY Valid Range: 01/01/2020 to +30 days from Current Date • Import Template and Export: YYYY-MM-DD • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Appears as MM/DD/YYYY in the User Interface.
FLIGHT OR VESSEL NUMBER	String	≤ 200 Characters	Represents the plane, train, ship, or other vessel that the monitoree used to travel to their destination. This field is determined from interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Letters and numbers allowed.</p> <p>Leading zeroes allowed.</p>
CARRIER	String	≤ 200 Characters	Represents the carrier, operating company, or provider of the flight or vessel. This field is determined from interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Letters and numbers allowed.</p> <p>Leading zeroes allowed.</p>
PORT OF ENTRY INTO USA	String	≤ 200 Characters	Represents the U.S. airport, station, or docking point that the monitoree traveled to in order to enter the United States. This field is determined from interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	

1. Monitoree Details/Enrollment Wizard

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
DATE OF ARRIVAL	Date	8 Digits	Represents when the monitoree entered the United States after travel. This field is determined from interview.	<ul style="list-style-type: none"> • Enrollment Wizard: MMDDYYYY Valid Range: 01/01/2020 to +30 days from Current Date • Import Template and Export: YYYY-MM-DD 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Appears as MM/DD/YYYY in the User Interface.
SOURCE OF REPORT	Categorical		Represents where initial information about the monitoree's exposure or illness was obtained from. This field is determined from interview or report source.	<ul style="list-style-type: none"> • Health Screening • Surveillance Screening • Self-Identified • Contact Tracing • CDC • Other 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
TRAVEL RELATED NOTES	String	≤ 2,000 Characters	Represents any additional notes about the monitoree's travel history. This can include details about the nature of the trip, contact with anyone symptomatic, original country departed from, etc. This field is determined from interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
TRAVEL TYPE	Categorical		Represents type of additional planned travel the monitoree has reported. This field is determined from interview.	<ul style="list-style-type: none"> • Domestic = Travel Within the U.S. • International = Travel Outside the U.S. • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Drop-down selection in the Enrollment Wizard
DESTINATION	String	≤ 200 Characters	Represents destination of the monitoree's planned travel. This field is determined from interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	

1. Monitoree Details/Enrollment Wizard

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
DESTINATION COUNTRY	Categorical		Represents the country of the monitoree’s planned travel if the TRAVEL TYPE is “International”. This field is determined from interview.	<ul style="list-style-type: none"> • Drop-down selection = Country of Destination • Import Template and Export: See ‘Value Set’ tab in Sara Alert Import Formatting Guidance • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Drop-down selection in the Enrollment Wizard List of acceptable values are available on GitHub .
DESTINATION STATE	Categorical		Represents the state of the monitoree’s planned travel if the TRAVEL TYPE is “Domestic”. This field is determined from interview.	<ul style="list-style-type: none"> • Drop-down selection=State of Destination • Import Template and Export: See ‘Value Set’ tab in Sara Alert Import Formatting Guidance • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Drop-down selection in the Enrollment Wizard List of acceptable values are available on GitHub .
PORT OF DEPARTURE	String	≤ 200 Characters	Represents the airport, station, or docking point that the monitoree is planning to travel from. This field is determined from interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
START DATE	Date	8 Digits	Represents the date that the monitoree is planning to begin their travel. This field is determined from interview.	<ul style="list-style-type: none"> • Enrollment Wizard: MMDDYYYY Valid Range: 01/01/2020 to +30 days from Current Date • Import Template and Export: YYYY-MM-DD • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Appears as MM/DD/YYYY in the User Interface.
END DATE	Date	8 Digits	Represents the date that the monitoree is planning to end their travel. This field is determined from interview.	<ul style="list-style-type: none"> • Enrollment Wizard: MMDDYYYY Valid Range: 01/01/2020 to +30 days from Current Date • Import Template and Export: YYYY-MM-DD • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	Appears as MM/DD/YYYY in the User Interface.

1. Monitoree Details/Enrollment Wizard

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
ADDITIONAL PLANNED TRAVEL NOTES	String	≤ 10,000 Characters	Represents any additional notes about the monitoree's planned travel. This can include details about the nature of the trip, planned social interaction, additional destinations, etc. This field is determined from interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
LAST DATE OF EXPOSURE	Date	8 Digits	Represents the last day the monitoree was exposed to a case. This date is used to automatically calculate the END OF MONITORING date. This field is determined from interview.	<ul style="list-style-type: none"> • Enrollment Wizard: MMDDYYYY Valid Range: 01/01/2020 to +30 days from Current Date • Import Template and Export: YYYY-MM-DD • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Appears as MM/DD/YYYY in the User Interface.</p> <p>Mandatory Field in the Enrollment Wizard.</p> <p>NULL only available through blank entry during import.</p> <p>CONTINUOUS EXPOSURE and LAST DATE OF EXPOSURE are mutually exclusive. Either Continuous Exposure can be turned ON OR a Last Date of Exposure can be entered</p> <p>The END OF MONITORING date calculation is configured at the system level. For COVID-19, END OF MONITORING date is calculated as LAST DATE OF EXPOSURE + 14 days.</p> <p>This term also appears in the Symptom Reports section.</p>

1. Monitoree Details/Enrollment Wizard

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
CONTINUOUS EXPOSURE	Boolean		Represents ongoing exposure of a monitoree to one or more cases. This type of exposure means there is no known LAST DATE OF EXPOSURE. The monitoree is sent a report every day until a LAST DATE OF EXPOSURE is set and the END OF MONITORING date has elapsed. This field is determined from medical records or interview.	<ul style="list-style-type: none"> Selected = No known LAST DATE OF EXPOSURE, monitoree is being continuously exposed Not selected = END OF MONITORING date set to LAST DATE OF EXPOSURE + 14 days, monitoree has a known last date of exposure to a case 	<ul style="list-style-type: none"> Super User Contact Tracer Public Health Public Health Enroller Enroller 	CONTINUOUS EXPOSURE and LAST DATE OF EXPOSURE are mutually exclusive. Either Continuous Exposure can be turned ON OR a Last Date of Exposure can be entered.
EXPOSURE LOCATION	String	≤ 200 Characters	Represents a brief description of the location where the monitoree was potentially last exposed to a case. This field is determined from interview.	<ul style="list-style-type: none"> [FREE TEXT] [BLANK] = NULL 	<ul style="list-style-type: none"> Super User Contact Tracer Public Health Public Health Enroller Enroller 	
EXPOSURE COUNTRY	Categorical		Represents the country of the potential EXPOSURE LOCATION. This field is determined from interview.	<ul style="list-style-type: none"> Drop-down selection=Country of Destination Import Template and Export: See 'Value Set' tab in Sara Alert Import Formatting Guidance [BLANK] = NULL 	<ul style="list-style-type: none"> Super User Contact Tracer Public Health Public Health Enroller Enroller 	Drop-down selection in the Enrollment Wizard List of acceptable values are available on GitHub
CLOSE CONTACT WITH A KNOWN CASE	Boolean		Represents whether or not a monitoree has known exposure to a probable or confirmed case. There is a free text field to specify the case ID of the probable or confirmed case. This field is determined from interview.	<ul style="list-style-type: none"> Selected = Exposed to Known Case Not selected = Not Exposed OR NULL Import Template and Export: True or False 	<ul style="list-style-type: none"> Super User Contact Tracer Public Health Public Health Enroller Enroller 	

1. Monitoree Details/Enrollment Wizard

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
CONTACT OF KNOWN CASE ID	String	≤ 200 Characters	Specifies the case ID of the probable or confirmed case that a monitoree had exposure to, when known. Any identifier (e.g., Sara Alert, state/local) can be used as this field is for user reference. This field is determined from interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	All close contacts of a known case can be found using the Advanced Filter if this field has been populated.
TRAVEL FROM AFFECTED COUNTRY OR AREA	Boolean		Represents whether or not a monitoree traveled from a country or area with a high prevalence of disease within the exposure period.	<ul style="list-style-type: none"> • Selected = Traveled from an Affected Area • Not selected = Did Not Travel from Affected Area OR NULL • Import Template and Export: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
WAS IN HEALTH CARE FACILITY WITH KNOWN CASES	Boolean		Represents whether or not a monitoree entered or was treated in a health care facility that had known cases. This can include hospitals, urgent cares, nursing homes, and other health care facilities. There is a free text field to specify the name of the facility. This field is determined from interview or medical records.	<ul style="list-style-type: none"> • Selected = Entered a Health Care Facility with Known Cases • Not selected = Did Not Enter a Health Care Facility with Known Cases OR NULL • Import Template and Export: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
HEALTH CARE FACILITY WITH KNOWN CASES NAME	String	≤ 200 Characters	Specifies the name or ID of the health care facility with known cases that a monitoree had exposure to, when known. This field is determined from interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
LABORATORY PERSONNEL	Boolean		Represents whether or not a monitoree works in a laboratory or testing facility. There is a free text field to specify the name of the facility. This field is determined from interview or medical records.	<ul style="list-style-type: none"> • Selected = Works in a Laboratory or Testing Facility • Not selected = Does Not Work in a Laboratory or Testing Facility OR NULL • Import Template and Export: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	

1. Monitoree Details/Enrollment Wizard

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
LABORATORY PERSONNEL FACILITY NAME	String	≤ 200 Characters	Specifies the name or ID of the laboratory facility where a monitoree has occupational exposure to, when known This field is determined from interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
HEALTHCARE PERSONNEL	Boolean		Represents whether or not a monitoree works at a health care facility. This can include hospitals, urgent cares, nursing homes, and other health care facilities. There is a free text field section to specify the name of the facility. This field is determined from interview or medical records.	<ul style="list-style-type: none"> • Selected = Works a Health Care Facility • Not selected = Does Not Work a Health Care Facility OR NULL • Import Template and Export: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
HEALTH CARE PERSONNEL FACILITY NAME	String	≤ 200 Characters	Specifies the name or ID of the health care facility where a monitoree has occupational exposure to, when known This field is determined from interview.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
CREW ON PASSENGER OR CARGO FLIGHT	Boolean		Represents whether or not a monitoree works on a passenger, cargo, or other commercial plane. This field is determined from interview or medical records.	<ul style="list-style-type: none"> • Selected = Works on a Passenger or Cargo Flight • Not selected = Does Not Work on a Passenger or Cargo Flight Facility OR NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
MEMBER OF A COMMON EXPOSURE COHORT	Boolean		Represents whether or not a monitoree was exposed via a common source or gathering (e.g. workplace, facility, activity etc.). There is a free text field to specify a brief description or identifier of a common exposure cohort. This field is determined from interview or medical records.	<ul style="list-style-type: none"> • Selected = Member of Common Exposure Cohort • Not selected = Not a Member of Common Exposure Cohort OR NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
COMMON EXPOSURE COHORT NAME	String	≤ 200 Characters	Specifies the name of the cohort that a monitoree shares common exposure with, when known. This field is determined from interview, but public health users should determine naming convention for exposure cohorts to ensure consistency.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
ASSIGNED JURISDICTION	String	≤ 200 Characters	Represents the lowest level jurisdiction in the jurisdiction hierarchy that has access to a monitoree's record. Users can access records associated with both their assigned jurisdiction and any jurisdictions below their assigned jurisdiction. The jurisdictional hierarchy is defined by each agency before onboarding. This field is determined from interview or medical records.	<ul style="list-style-type: none"> • Full Assigned Jurisdiction Path (e.g. USA, State 1, County 2) • Default: User's Assigned Jurisdiction 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Mandatory Field in the Enrollment Wizard.</p> <p>NULL not allowed.</p>
ASSIGNED USER	Numeric	≤ 4 Characters	Represents the user or group within a jurisdiction responsible for monitoring a monitoree. This field is determined based on a jurisdiction's workflow policies.	<ul style="list-style-type: none"> • 1-9999 • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Leading 0's not allowed.</p> <p>Assigned user does not impact access to viewing or editing a record.</p>
EXPOSURE RISK ASSESSMENT	Categorical		Represents the risk assessment of the monitoree's exposure to disease based on CDC or local guidance. This field is determined from interview or medical records.	<ul style="list-style-type: none"> • High • Medium • Low • No Identified Risk • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	

1. Monitoree Details/Enrollment Wizard

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
MONITORING PLAN	Categorical		<p>Represents the monitoring approach selected by public health based on CDC or local guidance.</p> <p>This field is determined from interview or medical records.</p>	<ul style="list-style-type: none"> • Daily active monitoring = Monitoree required to report to public health daily • Self-monitoring with public health supervision= Monitoree required to report to public health periodically • Self-monitoring with delegated supervision= An organization other than public health is responsible for monitoring [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	A daily symptom report is sent to any monitoree eligible to receive one regardless of monitoring plan value
SYMPTOM ONSET DATE	Date	8 Digits	<p>Represents the day any COVID-19 related symptoms were first reported. This date is auto-populated but can be changed by a user. This date is used to determine if a record should appear on the <i>Symptomatic</i> line list in the Exposure workflow. This date is also used to determine if preliminary recovery definitions have been met in the Isolation workflow.</p> <p>This field is determined from interview or medical records.</p>	<ul style="list-style-type: none"> • Enrollment Wizard: MMM/DD/YYYY = First day of COVID-19 related symptoms Valid Range: 01/01/2020 to +30 days from Current Date • Import Template and Export: YYYY-MM-DD • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Appears as MM/DD/YYYY in the User Interface.</p> <p>This date also appears in the Symptom Reports section.</p>

1. Monitoree Details/Enrollment Wizard

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
CASE STATUS	Categorical		Represents if a monitoree meets a case definition. If set to “Confirmed” or “Probable”, the user can choose to end monitoring or move the record to isolation monitoring. If set to “Suspect”, “Not a Case”, or “Unknown”, the record is retained or returned to the exposure workflow to continue monitoring until the END OF MONITORING date. This field is determined by a jurisdiction’s case definitions.	<ul style="list-style-type: none"> • Confirmed • Probable • Suspect • Unknown • Not a Case • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	In the Enrollment Wizard, this field is restricted to “Confirmed”, “Probable”, or [BLANK] when enrolling a case into the Isolation Workflow.
NOTES	String	≤ 2,000 Characters	Represents any additional notes about the monitoree’s exposure history or case information history. This can include details about the interaction with a known case, high risk activities, common exposure, etc. This field is determined from interview.	<ul style="list-style-type: none"> • [FREE TEXT] 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	

2. Monitoring Actions

The following data elements can be found when viewing the Monitoring Actions section of a record and in select import and export files. Users with the following roles have access to these data elements: Super User, Contact Tracer, Public Health user, and Public Health Enroller.

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
MONITORING STATUS	Categorical		<p>Represents if a monitoree is being monitored by a public health user. If set to 'Actively Monitoring', the record is moved to the appropriate line list based on reporting history and public health actions. If set to 'Not Monitoring', the record is moved to the <i>Closed</i> line list.</p> <p>A monitoree may or may not be eligible for daily notifications.</p> <p>This field is determined by a public health users' decision.</p>	<ul style="list-style-type: none"> • Actively Monitoring • Not Monitoring 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
CASE STATUS	Categorical		<p>Represents if a monitoree meets a case definition. If set to "Confirmed" or "Probable", the user can choose to end monitoring or move the record to isolation monitoring. If set to "Suspect", "Not a Case", or "Unknown", the record is retained or returned to the exposure workflow to continue monitoring until the end of the END OF MONITORING date.</p> <p>This field is determined by a public health users' decision.</p>	<ul style="list-style-type: none"> • Confirmed • Probable • Suspect • Not a Case • Unknown 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	This field is restricted to "Confirmed" or "Probable" when enrolling a case into the Isolation Workflow Monitoree.

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
LATEST PUBLIC HEALTH ACTION	Categorical		<p>Represents the public health recommendation provided to a monitoree that requires investigation to determine case status. Selecting any option other than “none” moves the record from the <i>Symptomatic</i> line list to the <i>Person Under Investigation (PUI)</i> line list in the exposure workflow.</p> <p>This field is determined from interview and symptom reports.</p>	<ul style="list-style-type: none"> • None • Recommend medical evaluation of symptoms • Document results of medical evaluation • Recommend Laboratory testing 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	

3. Reports

The following data elements can be found when viewing the Reports section of a record and in select export files. Users with the following roles have access to these data elements: Super User, Contact Tracer, Public Health user, and Public Health Enroller.

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
ID	Read-Only		System assigned identifier for symptom report This field is populated by the system.		<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
NEEDS REVIEW	Boolean		Indicates which symptom reports are viewed as symptomatic by the system and/or user.	<ul style="list-style-type: none"> • Yes =Meets symptomatic logic • No =Does not meet symptomatic logic or has been reviewed by user to indicate not related to disease of interest • [Row Highlighted Red]= Meets symptomatic logic 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	User can change “Yes” to “No” by using the “Review” or “Mark All As Reviewed” features
REPORTER	Read-Only		System assigned value for whom submitted a report. This field is populated by the system.	<ul style="list-style-type: none"> • Monitoree= Self-Report by individual being monitored • Proxy= Report submitted by head of household on behalf of monitoree • User Name= Report submitted by user 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
CREATED	Read-Only		Date/time that report was created. This field is populated by the system.	<ul style="list-style-type: none"> • MM/DD/YYYY 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
CHILLS	Boolean		Indicates if monitoree was experiencing chills at time of report.	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
CONGESTION OR RUNNY NOSE	Boolean		Indicates if monitoree was experiencing congestion or runny nose at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
COUGH	Boolean		Indicates if monitoree was experiencing cough at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
DIFFICULTY BREATHING	Boolean		Indicates if monitoree was experiencing difficulty breathing at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
DIARRHEA	Boolean		Indicates if monitoree was experiencing diarrhea at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
FATIGUE	Boolean		Indicates if monitoree was experiencing fatigue at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	

3. Reports

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
FEVER	Boolean		Indicates if monitoree was experiencing fever at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
HEADACHE	Boolean		Indicates if monitoree was experiencing headache at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
MUSCLE PAIN	Boolean		Indicates if monitoree was experiencing muscle pain at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
NAUSEA OR VOMITING	Boolean		Indicates if monitoree was experiencing nausea or vomiting at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
NEW LOSS OF SMELL	Boolean		Indicates if monitoree was experiencing new loss of smell at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
NEW LOSS OF TASTE	Boolean		Indicates if monitoree was experiencing new loss of taste at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
REPEATED SHAKING WITH CHILLS	Boolean		Indicates if monitoree was experiencing repeated shaking with chills at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
SHORTNESS OF BREATH	Boolean		Indicates if monitoree was experiencing shortness of breath at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
SORE THROAT	Boolean		Indicates if monitoree was experiencing sore throat at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
USED A FEVER REDUCER	Boolean		Indicates if monitoree had used a fever reducer in the past 24 hours at time of report	<ul style="list-style-type: none"> • Yes • No • [BLANK]= Monitoree reported “Yes” via non-specific reporting method (SMS or phone) • Export Template: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	

3. Reports

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
SYMPTOM ONSET DATE	Date	8 Digits	Represents the day COVID-19 related symptoms were first reported. This date is auto-populated but can be changed by a user. This date is used to determine if a record should appear on the <i>Symptomatic</i> line list in the Exposure workflow. This date is used to determine if preliminary recovery definitions have been met in the Isolation workflow. This field is determined from interview or medical records.	Enrollment Wizard or Monitoree's Record: MMDDYYYY Valid Range: 01/01/2020 to +30 days from Current Date • Import Template and Export: YYYY-MM-DD • [BLANK] = NULL	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	<p>Appears as MM/DD/YYYY in the User Interface.</p> <p>This term also appears in the Enrollment Wizard section.</p>
LAST DATE OF EXPOSURE	Date	8 Digits	Represents the last day the monitoree was exposed to a case. This date is used to automatically calculate the END OF MONITORING date. This field is determined from interview.	<ul style="list-style-type: none"> • Enrollment Wizard or Monitoree's Record: MMDDYYYY Valid Range: 01/01/2020 to +30 days from Current Date • Import Template and Export: YYYY-MM-DD • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	<p>Appears as MM/DD/YYYY in the User Interface.</p> <p>Mandatory Field in the Enrollment Wizard.</p> <p>NULL only available through blank entry during import.</p> <p>CONTINUOUS EXPOSURE and LAST DATE OF EXPOSURE are mutually exclusive. Either Continuous Exposure can be turned ON OR a Last Date of Exposure can be entered.</p> <p>The END OF MONITORING date calculation is configured at the system level. For COVID-19, the END OF MONITORING date is calculated as LAST DATE OF EXPOSURE + 14 days.</p> <p>This term also appears in the Enrollment Wizard section.</p>

CONTINUOUS EXPOSURE	Boolean	Represents that a monitoree has an ongoing exposure to one or more cases. This type of exposure means there is no known LAST DATE OF EXPOSURE. The monitoree is sent a report every day until a LAST DATE OF EXPOSURE is set and the END OF MONITORING date has elapsed.	<ul style="list-style-type: none"> • Selected = No known LAST DATE OF EXPOSURE, monitoree is being continuously exposed • Not selected = END OF MONITORING date set to LAST DATE OF EXPOSURE + 14 days, monitoree has a known last date of exposure to a case • Import Template and Export: True or False 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	CONTINUOUS EXPOSURE and LAST DATE OF EXPOSURE are mutually exclusive. Either Continuous Exposure can be turned ON OR a Last Date of Exposure can be entered	
END OF MONITORING	Read-Only	Indicates the system calculated end of monitoring period. This is calculated by: LAST DATE OF EXPOSURE + 14 days. If CONTINUOUS EXPOSURE=selected, then there is no end of monitoring.	<ul style="list-style-type: none"> • MM/DD/YYYY = End of monitoring period • Continuous Exposure = No calculated end of monitoring period • 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	Visible in Exposure Workflow only The END OF MONITORING date is configured at the system level. For COVID-19, END OF MONITORING date is calculated as LAST DATE OF EXPOSURE + 14 days.	
EXTEND ISOLATION TO	Date	8 Digits	User-defined date that is used by the system to determine eligibility to appear on the <i>Records Requiring Review</i> line list. A case cannot appear on the <i>Records Requiring Review</i> line list until after the user-specified date. Entering a future date will move case to the <i>Reporting</i> or <i>Non-Reporting</i> line list. This field may be blank	<ul style="list-style-type: none"> • Monitoree's Record: MMDDYYYY Valid Range: 01/01/2020 to +30 days from Current Date • [BLANK] = NULL • 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	Appears as MM/DD/YYYY in the User Interface. Not available on import. Visible in Isolation Workflow only.
		This field is determined from interview and symptom reports.				

4. Lab Reports

The following data elements can be found when viewing the Lab Results section of a record and in select import and export files. Users with the following roles have access to these data elements: Super User, Contact Tracer, Public Health user, and Public Health Enroller.

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
LAB TEST TYPE	Categorical		Documents laboratory test methodology. This field is determined from laboratory test result reports.	<ul style="list-style-type: none"> • PCR • Antigen • Total Antibody • IgG Antibody • IgM Antibody • IgA Antibody • Other • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
SPECIMEN COLLECTION DATE	Date	8 Digits	Documents laboratory specimen collection date. This field is used in the asymptomatic non-test based recovery logic in the Isolation workflow. This field is determined from laboratory test result reports.	<ul style="list-style-type: none"> • Monitoree's Record: MMDDYYYY • Import Template and Export: YYYY-MM-DD • [BLANK] = NULL • Valid Range: 01/01/2020 to Current Date 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	Appears as MM/DD/YYYY in the User Interface.
REPORT DATE	Date	8 Digits	REPORT DATE represents the date that the laboratory test result report was generated. This field is determined from laboratory test result reports.	<ul style="list-style-type: none"> • Monitoree's Record: MMDDYYYY • Import Template and Export: YYYY-MM-DD • [BLANK] = NULL • Valid Range: 01/01/2020 to Current Date 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	Appears as MM/DD/YYYY in the User Interface.
RESULT	Categorical		Documents laboratory test results. This field is used in the test-based and asymptomatic recovery logic in the isolation workflow. This field is determined from laboratory test result reports.	<ul style="list-style-type: none"> • Positive • Negative • Indeterminate • Other • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	

5. Close Contacts

The following data elements can be found when viewing the Close Contact section of a record and in select export files. Users with the following roles have access to these data elements: Super User, Contact Tracer, Public Health user, and Public Health Enroller.

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
FIRST NAME	String	≤ 200 Characters	Based on the Close Contact header, this is the first name of a close contact identified by a case.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
LAST NAME	String	≤ 200 Characters	Based on the Close Contact header, this is the last name of a close contact identified by a case.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
PHONE NUMBER	String	≤ 200 Characters	Based on the Close Contact header, this is the phone number of a close contact identified by a case.	<ul style="list-style-type: none"> • ###-###-#### • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
EMAIL	String	≤ 200 Characters	Based on the Close Contact header, this is the email address of a close contact identified by a case.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
NOTES	String	≤ 2,000 Characters	Based on the Close Contact header, this stores notes about a close contact identified by a case.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	

6. History

The following data elements can be found when viewing the History section of a record and in select export files. Users with the following roles have access to these data elements: Super User, Contact Tracer, Public Health user, and Public Health Enroller.

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
COMMENT	String	≤ 10,000 Characters	This field can be used to document any additional details on a monitoree. Any entry to this field displays permanently within a monitoree's History. This field is determined from interview and symptom reports.	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
CREATOR	Read-Only		This field indicates if the system or a user generated the message in the COMMENT field. If a user caused the change then the user's username will be listed.	<ul style="list-style-type: none"> • Username = User initiated the recorded change or created the comment • Sara Alert System = System initiated the recorded change 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
HISTORY FILTERS	Read-Only		Assigned by the system to categorize any edits or modifications to a record.	<p>The system assigned values are:</p> <ul style="list-style-type: none"> • Record Edit • Report Created • Report Updated • Comment • Enrollment • Monitoring Change • Monitoree Data Downloaded • Reports Reviewed • Report Reviewed • Report Note • Lab Result • Lab Result Edit • Report Reminder • Contact Attempt • Welcome Message Sent • Record Automatically Closed 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	History entries cannot be modified by a user

7. Monitoring Dashboard(s)

The following data elements can be found when viewing the Monitoree Dashboards and in select export files. Users with the following roles may have access to these data elements: Super User, Contact Tracer, Public Health user, Public Health Enroller, and Enroller. If a data element is not visible on all monitoring dashboard views, it is noted in the Comments column. Data elements that can be modified by a user but cannot be modified directly from the dashboards are indicated as “(Read-Only)” below the actual field type. Data elements that are system-generated and can never be directly modified by a user are categorized as “Read-Only”

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
MONITOREE	String (Read-Only)		Represents the monitoree’s first and last name. This field is populated from the LAST NAME and FIRST NAME field.	<ul style="list-style-type: none"> • LAST NAME, FIRST NAME 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
JURISDICTION	Categorical (Read-Only)		Represents the lowest level jurisdiction in the jurisdiction hierarchy that has access to a monitoree’s record. Users can access records associated with both their assigned jurisdiction and any jurisdictions below their assigned jurisdiction. The jurisdictional hierarchy is defined by each agency before onboarding. This field is populated from the ASSIGNED JURISDICTION field.	<ul style="list-style-type: none"> • Lowest level of the Full Assigned Jurisdiction 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
ASSIGNED USER	Numeric		Represents the user or group within a jurisdiction responsible for monitoring a monitoree. This field is populated from the ASSIGNED USER field.	<ul style="list-style-type: none"> • 1-9999 • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	<p>Assigned user does not impact access to viewing or editing a record.</p> <p>Assigned User can be modified using “Bulk Actions”</p>

STATE/LOCAL ID	String (Read-Only)	State/Local ID is the variable to represent the assigned state or local ID of the monitoree. This field is populated from the STATE/LOCAL ID field	<ul style="list-style-type: none"> • [FREE TEXT] • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	
DATE OF BIRTH	Date (Read-Only)	Represents the monitoree's date of birth This field is populated from the DATE OF BIRTH field.	<ul style="list-style-type: none"> • MM/DD/YYYY • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller • Enroller 	NULL only available through blank entry during import.
ENROLLMENT DATE	Date (Read-Only)	Represents the date the monitoree was enrolled into Sara Alert. This field is populated by the system.	<ul style="list-style-type: none"> • MM/DD/YYYY 	<ul style="list-style-type: none"> • Enroller 	Visible on Enroller Dashboard only
END OF MONITORING	Date (Read-Only)	Indicates the system calculated end of monitoring period. If CONTINUOUS EXPOSURE=selected, then there is no defined end of monitoring. This field is populated from the END OF MONITORING field.	<ul style="list-style-type: none"> • MM/DD/YYYY = End of monitoring period • Continuous Exposure = No calculated end of monitoring period • 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	Visible in Monitoring Dashboard Exposure Workflow only The END OF MONITORING date is configured at the system level. For COVID-19, END OF MONITORING date is calculated as LAST DATE OF EXPOSURE + 14 days.
RISK LEVEL	Categorical (Read-Only)	Represents the risk assessment of the monitoree's exposure to disease based on CDC or local guidance. This field is populated from the EXPOSURE RISK ASSESSMENT field.	<ul style="list-style-type: none"> • High • Medium • Low • No Identified Risk • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	Visible in Monitoring Dashboard Exposure Workflow only

7. Monitoring Dashboard(s)

MONITORING PLAN	Categorical (Read-Only)	Represents the monitoring approach selected by public health based on CDC or local guidance. This field is populated from the MONITORING PLAN.	<ul style="list-style-type: none"> • Daily active monitoring = Monitoree required to report to public health daily • Self-monitoring with public health supervision= Monitoree required to report to public health periodically • Self-monitoring with delegated supervision= An organization other than public health is responsible for monitoring • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	<p>Not visible on the <i>PUI</i> line list in Monitoring Dashboard Exposure Workflow</p> <p>A daily symptom report is sent to any monitoree eligible to receive one regardless of monitoring plan value</p>
LATEST REPORT	Date (Read-Only)	Represents the date and time of the last daily report received from the monitoree. This field is populated from monitoree's symptom reports.	<ul style="list-style-type: none"> • MM/DD/YYYY HH:MM Time zone 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	
LATEST PUBLIC HEALTH ACTION	Categorical (Read-Only)	Represents the public health recommendation provided to a monitoree that requires investigation to determine case status. This field is populated from the LATEST PUBLIC HEALTH ACTION field.	<ul style="list-style-type: none"> • Recommend medical evaluation of symptoms • Document results of medical evaluation • Recommend Laboratory testing 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	Only visible on the <i>PUI</i> line list in Monitoring Dashboard Exposure Workflow
EXTENDED ISOLATION TO	Date (Read-Only)	User-defined date that is used by the system to determine eligibility to appear on the <i>Records Requiring Review</i> line list. A case cannot appear on the <i>Records Requiring Review</i> line list until after the user-specified date. Entering a future date will move case to the <i>Reporting</i> or <i>Non-Reporting</i> line list. This field may be blank This field is populated from the EXTEND ISOLATION TO field.	<ul style="list-style-type: none"> • MM/DD/YYYY • [BLANK] = NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	Visible in Monitoring Dashboard Isolation Workflow only.

7. Monitoring Dashboard(s)

SYMPTOM ONSET	Date (Read-Only)	Represents the day any COVID-19 related symptoms were first reported. This date is auto-populated but can be changed by a user. This field is populated from the SYMPTOM ONSET DATE field.	<ul style="list-style-type: none"> • MM/DD/YYYY • [BLANK] = NULL • 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	Visible in Monitoring Dashboard Isolation Workflow only.
STATUS	Read-Only	<p>In the Exposure Workflow, this field represents the line list, where the monitoree is being monitored.</p> <p>In the Isolation Workflow, this field represents the monitoree’s preliminarily met recovery definition. If the monitoree has not met a preliminary recovery definition, then this field indicates the line list where the monitoree is being monitored.</p>	<p>Exposure Workflow:</p> <ul style="list-style-type: none"> • asymptomatic • symptomatic • non reporting • under investigation = <i>PUI</i> • closed <p>Isolation Workflow:</p> <ul style="list-style-type: none"> • symp non test based • asymp non test based • test based • reporting • non reporting • closed 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	<p>Visible on <i>All Monitorees</i> or <i>All Cases</i> line lists in Monitoring Dashboard</p> <p>The following Isolation Workflow Status values refer to the specific recovery logic that has been met by cases appearing on the Records Requiring Review line list: symptomatic non test based, asymptomatic non test based, test based</p>
ELIGIBLE FOR PURGE AFTER	Read-Only	<p>Represents the date and time that a monitoree’s identifiers will be eligible to be purged from the system. Monitoree will be purged unless the record is updated within the past 14 days.</p> <p>On Thursdays at noon UTC, the system will flag all records that are forecasted to be eligible to be purged of identifying information on Saturday at 11:59 pm UTC (i.e., records that at Saturday 11:59 UTC would have not been updated for 14 days).</p>	<ul style="list-style-type: none"> • MM/DD/YYYY HH:MM Time zone 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	Only visible on the <i>Closed</i> line lists in Monitoring Dashboards

7. Monitoring Dashboard(s)

REASON FOR CLOSURE	Categorical	<p>Indicates the reason a monitoree was closed by the user or system.</p> <p>This field is system-generated unless MONITORING STATUS is changed to closed and user provides a reason for status change then it is user-determined.</p>	<ul style="list-style-type: none"> • Completed Monitoring • Meets Case Definition • Lost to follow-up during monitoring period • Lost to follow-up (contact never established) • Transferred to another jurisdiction • Person Under Investigation (PUI) • Case confirmed • Meets criteria to discontinue isolation • Deceased • Duplicate • Other • [BLANK]=NULL 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	<p>Only visible on the <i>Closed</i> line lists in Monitoring Dashboards</p> <p>Reason for Closure can be modified using “Bulk Actions”</p>
FROM JURISDICTION	Read-Only	<p>This field indicates the full assigned jurisdiction path that a monitoree was transferred from during a specific transfer event.</p> <p>This field is system-generated</p>	<ul style="list-style-type: none"> • USA, State/Territory, Locality 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	<p>Only visible on the <i>Transferred In</i> line lists in Monitoring Dashboards</p>
TO JURISDICTION	Read-Only	<p>This field indicates the full assigned jurisdiction path that a monitoree was transferred to during a specific transfer event.</p> <p>This field is system-generated</p>	<ul style="list-style-type: none"> • USA, State/Territory, Locality 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	<p>Only visible on the <i>Transferred Out</i> line lists in Monitoring Dashboards</p>
CLOSED AT	Read-Only	<p>Represents the date and time that a monitoree was manually closed by a user or automatically closed by the system.</p>	<ul style="list-style-type: none"> • MM/DD/YYYY HH:MM Time zone 	<ul style="list-style-type: none"> • Super User • Contact Tracer • Public Health • Public Health Enroller 	<p>Only visible on the <i>Closed</i> line lists in Monitoring Dashboards</p>

8. Admin Panel

The following data elements can be found when viewing the Admin Panel. Users with the following roles may have access to these data elements: Super User and Administrator. Data elements that can be modified by a user but cannot be modified directly from the admin panel are indicated as “(Read-Only)” below the actual field type. Data elements that are system-generated and can never be directly modified by a user are categorized as “Read-Only”

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
ID	Read-Only		Indicates the unique system ID associated with the user. Jurisdictions may use this number for the assigned user field, but there is no automatic linkage between this ID and the “Assigned User” field in a monitoree’s record This field is system-generated.		<ul style="list-style-type: none"> • Super User • Administrator 	
EMAIL	String (Read-Only)		This indicates the user’s email that is used to access the account. This email also serves as their username and two-factor authenticator (2FA) if user chooses to complete 2FA through email. This field can be changed by a user using the Edit User window.	<ul style="list-style-type: none"> • [FREE TEXT]@[FREE TEXT].[FREE TEXT] 	<ul style="list-style-type: none"> • Super User • Administrator 	
STATUS	Categorical (Read-Only)		This field indicates if the user’s account is locked or unlocked. This field can be manually changed by a user in the “Edit User window or generated by the system after 5 unsuccessful login attempts.	<ul style="list-style-type: none"> • Locked • Unlocked 	<ul style="list-style-type: none"> • Super User • Administrator 	

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
API ENABLED	Categorical (Read-Only)		Indicates whether the user has access to the API. A local administrator or super user must have approval to access the API from the system administrator before they can enable it for users. This field can be changed by a user using the "Edit User" window.	<ul style="list-style-type: none"> • Yes • No 	<ul style="list-style-type: none"> • Super User • Administrator 	
2FA ENABLED	Categorical (Read-Only)		Indicates whether the user has configured their accounts required two-factor authentication. Two-factor authentication provides a second layer of security to protect a user account by sending a token for login to their phone through call or text. If a user has not yet configured their 2FA, they will be prompted to do so the first time you log into the system. This field can be changed by a user using the "Edit User" window.	<ul style="list-style-type: none"> • Yes • No 	<ul style="list-style-type: none"> • Super User • Administrator 	
FAILED LOGIN ATTEMPTS	Read-Only		This field represents the number of consecutive failed login attempts since the last successful login. The system will automatically lock a user's account after 5 failed login attempts. Unlocking an account will clear this number.		<ul style="list-style-type: none"> • Super User • Administrator 	

9. Unique to Exported Files

The following data elements can be found when viewing select export files. Users with the following roles have access to the export feature: Super User, Public Health user, and Public Health Enroller. If a data element is not available in all export formats, it is noted in the Comments column. This section includes exported data elements that are either not available through the user interface (outside of the History section) or whose column label differs from the UI label.

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
PATIENT ID	Numeric		Indicates the unique system ID associated with the monitoree. Also referred to as the Sara Alert ID and can be found as the last digits of the record's URL. This field is system-generated.	<ul style="list-style-type: none"> • Minimum Value = 1 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	<p>This field can be found in the “Canned” System Excel Exports (Purge-Eligible and All Monitorees)</p> <p>This field is referred to as Sara Alert ID on Custom Export.</p>
SYMPTOMATIC	Boolean		This field indicates if the monitoree has reported symptoms that need review by a public health user. This field is populated from the NEEDS REVIEW field.	<ul style="list-style-type: none"> • True • False 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	<p>This field can be found in the “Canned” System Excel Exports (Purge-Eligible and All Monitorees)</p>
WHO REPORTED	String		System assigned value for the monitoree or user that submitted a report. This field is populated from the REPORTER field.	<ul style="list-style-type: none"> • Monitoree = Self-report by individual being monitored • Proxy = Report submitted by head of household on behalf of monitoree • User Name = Report submitted by public health user 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	<p>This field can be found in the “Canned” System Excel Exports (Purge-Eligible and All Monitorees) and Custom Export</p>
COMMENT/HISTORY COMMENT	String		This field represents the History entries that record a change made to the record by a user, automated system action, or comments added by a user. This field is populated from the record history.	<ul style="list-style-type: none"> • System-generated message or [FREE TEXT] 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	<p>This “Comment” field can be found in the “Canned” System Excel Exports (Purge-Eligible and All Monitorees)</p> <p>This “History Comment” field can be found on Custom Export</p>

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
ENROLLER	String		This field represents the user that enrolled the monitoree through import or the enrollment wizard. This field is system-generated	<ul style="list-style-type: none"> • Enrolling user's username 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export
MONITOREE CREATED DATE	Date		This field represents the date and time that a monitoree was enrolled. This field is system-generated	<ul style="list-style-type: none"> • Day of the week, day month year HH:MM:SS +0000 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export
MONITOREE UPDATED DATE	Date		This field represents the date and time that a monitoree's record was last updated in the system. This field is system-generated	<ul style="list-style-type: none"> • Day of the week, day month year HH:MM:SS +0000 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export
ID OF REPORTER	Numeric		This field represents the Patient ID/Sara Alert ID of the monitoree responsible for reporting for this monitoree. Reporters are the monitoree if not a household member or monitoree's Head of Household if in a household. This field is system-generated, but Head of Household can be changed by user in the system.	<ul style="list-style-type: none"> • Minimum Value = 1 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export
HEAD OF HOUSEHOLD	Boolean		This field indicates if the monitoree is a head of household This field is system-generated, but Head of Household can be changed by user in the system.	<ul style="list-style-type: none"> • True = Serves as Head of Household • False = Not Head of Household; may be a household member or non-household member 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export
PAUSED NOTIFICATIONS	Boolean		This field indicates if the monitoree has notifications paused (i.e., by using the "Pause Notifications" button)	<ul style="list-style-type: none"> • True = Notifications paused • False = Notifications sent by system if eligible 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export

9. Unique to Exported Files

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
LAST ASSESSMENT REMINDER SENT DATE	Date		This field represents the date and time that a report reminder was last sent to a monitoree. This field is system generated.	<ul style="list-style-type: none"> • YYYY-MM-DD HH:MM:SS Time zone 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export
REPORT UPDATED DATE/UPDATED AT	Date		This field represents the date and time that a monitoree's report was last updated in the system. This field is system-generated	<ul style="list-style-type: none"> • YYYY-MM-DD HH:MM:SS Time zone 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	<p>This "Updated At" field can be found in the Reports section of the "Canned" System Excel Exports (Purge-Eligible and All Monitorees)</p> <p>This "Report Updated Date" field can be found on Custom Export</p>
NEW LOSS OF TASTE AND SMELL	Boolean		<p>OBSOLETE FIELD: This field is no longer being collected and has been replaced by two fields NEW LOSS OF SMELL and NEW LOSS OF TASTE.</p> <p>Indicates if monitoree was experiencing new loss of taste or smell at time of report.</p>	<ul style="list-style-type: none"> • True = Responded 'Yes' • False = Responded 'No' 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export
LAB REPORT CREATED DATE	Date		This field represents the date and time that a monitoree's lab report was added to the system. This field is system-generated	<ul style="list-style-type: none"> • YYYY-MM-DD HH:MM:SS Time zone 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export
LAB REPORT UPDATED DATE/UPDATED AT	Date		This field represents the date and time that a monitoree's lab report was last updated in the system. This field is system-generated	<ul style="list-style-type: none"> • YYYY-MM-DD HH:MM:SS Time zone 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	<p>This "Updated At" field can be found in the Lab Results section of the "Canned" System Excel Exports (Purge-Eligible and All Monitorees)</p> <p>This "Lab Report Updated Date" field can be found on Custom Export</p>
CLOSE CONTACT ID	Numeric		<p>Indicates the unique system ID associated with a close contact before they are fully enrolled.</p> <p>This field is system-generated.</p>	<ul style="list-style-type: none"> • Minimum value = 1 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export

9. Unique to Exported Files

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
ENROLLED ID	Numeric		Indicates the unique system ID associated with a close contact after they have been fully enrolled. Also referred to as the Sara Alert ID and can be found as the last digits of the record's URL. This field is system-generated	<ul style="list-style-type: none"> • Minimum value = 1 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export
CLOSE CONTACT CREATED DATE	Date		This field represents the date and time that a close contact was added to the system. This field is system-generated	<ul style="list-style-type: none"> • YYYY-MM-DD HH:MM:SS Time zone 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export
CLOSE CONTACT UPDATED DATE	Date		This field represents the date and time that a close contact was last updated in the system. This field is system-generated	<ul style="list-style-type: none"> • YYYY-MM-DD HH:MM:SS Time zone 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export
TRANSFER ID	Numeric		Indicates the unique system ID associated with a specific transfer event. Monitorees transferred multiple times will have a unique Transfer ID for each transfer. This field is system-generated	<ul style="list-style-type: none"> • Minimum value = 1 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export
WHO INITIATED TRANSFER	String		The username of the person who submitted a transfer of a monitoree. This field is system-generated	<ul style="list-style-type: none"> • User Name 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export
TRANSFER CREATED DATE	Date		This field represents the date and time that a transfer event occurred in the system. This field is system-generated	<ul style="list-style-type: none"> • YYYY-MM-DD HH:MM:SS Time zone 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	This field can be found on Custom Export

FIELD NAME	FIELD TYPE	FIELD LENGTH	DESCRIPTION	VALUE OPTIONS AND FORMATTING	ROLE ACCESS	COMMENTS
TRANSFER UPDATED DATE	Date		This field represents the date and time that a transfer event was updated in the system. This field is system-generated	<ul style="list-style-type: none"> • YYYY-MM-DD HH:MM:SS Time zone 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	<p>This field can be found on Custom Export</p> <p>Users do not have the ability to update transfers, so this field will be the same as Transfer Created Date</p>
HISTORY ID	Numeric		Indicates the unique system ID associated with a specific History event and comment. Monitorees with multiple recorded history events will have a unique History ID for each event/comment. This field is system-generated	<ul style="list-style-type: none"> • Minimum value = 1 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	<p>This field can be found on Custom Export</p>
HISTORY CREATOR	String		This field indicates if the system or a user generated the message in the COMMENT field. If a user caused the change then the user's username will be listed. This field is populated from the CREATOR field.	<ul style="list-style-type: none"> • Username = User that initiated the recorded change or created the comment • Sara Alert System = the system initiated the recorded change 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller • 	<p>This field can be found on Custom Export</p>
HISTORY CREATED DATE	Date		This field represents the date and time that a History event and comment was recorded in the system. This field is system-generated	<ul style="list-style-type: none"> • YYYY-MM-DD HH:MM:SS Time zone 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	<p>This field can be found on Custom Export</p>
HISTORY UPDATED DATE	Date		This field represents the date and time that a History event and comment was updated in the system. This field is system-generated	<ul style="list-style-type: none"> • YYYY-MM-DD HH:MM:SS Time zone 	<ul style="list-style-type: none"> • Super User • Public Health • Public Health Enroller 	<p>This field can be found on Custom Export</p> <p>Users do not have the ability to update transfers, so this field will be the same as History Created Date</p>