Instruction to Access the Revised CHA COVID Tracking Tool

From the overview dashboard, you will see links to several resources:

- Request Access – Click to gain access to SmartSheet. If you previously had access to the SmartSheet platform, you do not need to request access to the new platform. If you or a team member did not previously have access, then use this link to send a request to the CHA team.
- Link to Instruction – Click to access a copy of this document.
- Link to Data Dictionary – Click to access a copy of the latest data dictionary. Occasionally, updates will be made to the data dictionary. The document attached to this link will always be the most up to date.
- County Dashboard – Click to access the County Dashboard section.

Click on CHA COVID TRACKING TOOL (SECURE) link to input data. This will take you to a dynamic view of the hospital(s) you have permission to access.
Once you click on this link, you’ll be taken to the portal where you can click on the row of the hospital you need to enter data for (Adventist facilities used for example purposes). If at any point you need to navigate back to the main dashboard page, click on the “Overview Dashboard” link on the left to go back.

To Enter Data For a Hospital

<table>
<thead>
<tr>
<th>Overview Dashboard</th>
<th>Hospital Name</th>
<th>System Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview Dashboard</td>
<td>Adventist Health and Rideout</td>
<td>Adventist Health</td>
</tr>
<tr>
<td>Overview Dashboard</td>
<td>Adventist Health Bakersfield</td>
<td>Adventist Health</td>
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<tr>
<td>Overview Dashboard</td>
<td>Adventist Health Clear Lake</td>
<td>Adventist Health</td>
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<tr>
<td>Overview Dashboard</td>
<td>Adventist Health Glendale</td>
<td>Adventist Health</td>
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</tbody>
</table>

To Navigate Back to The Main Dashboard Page

Once you select the appropriate hospital, a preview pane will appear on the right side of your screen. To confirm you have clicked on the correct hospital, please check the hospital name on the top of the preview pane.
The fields that need to be updated will be listed in the pane on the right. Calculated fields will not appear in this view. Once all fields have been updated, click ‘Save’ at the bottom right of the preview pane. **Note, updated data will not appear on the main page until it has been saved on the preview pane.**

**COVID Confirmed Patients Pediatric**
Required Field - Must be a lower value than "Occupied Inpatient Beds Pediatric"

**COVID Suspected Patients Adult**
Required Field - Must be a lower value than "Occupied Inpatient Beds Adult"

Your data entry is now finished! To exit, simply close your browser.