



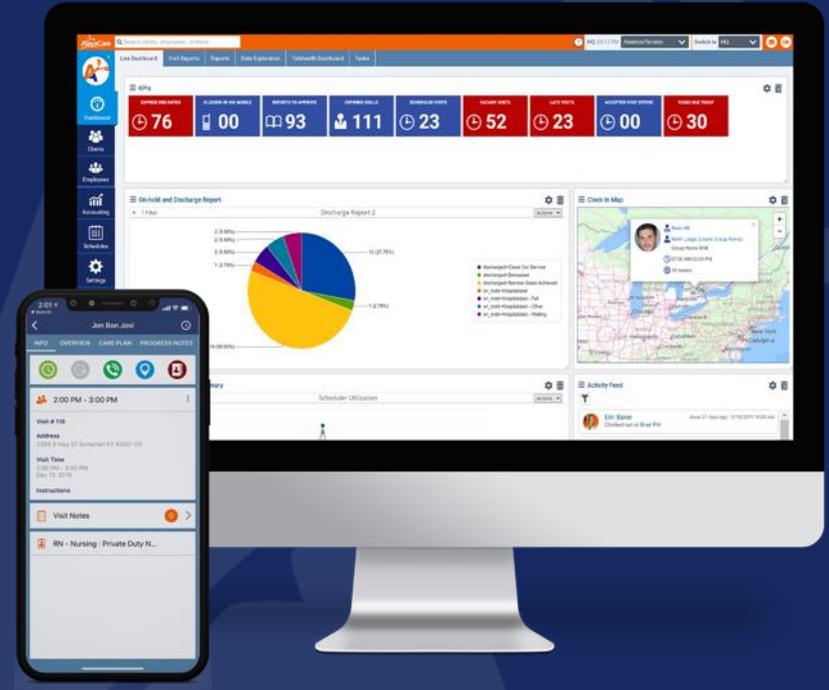
Creating COVID-19 Screeners for Employees and Clients

March 2020



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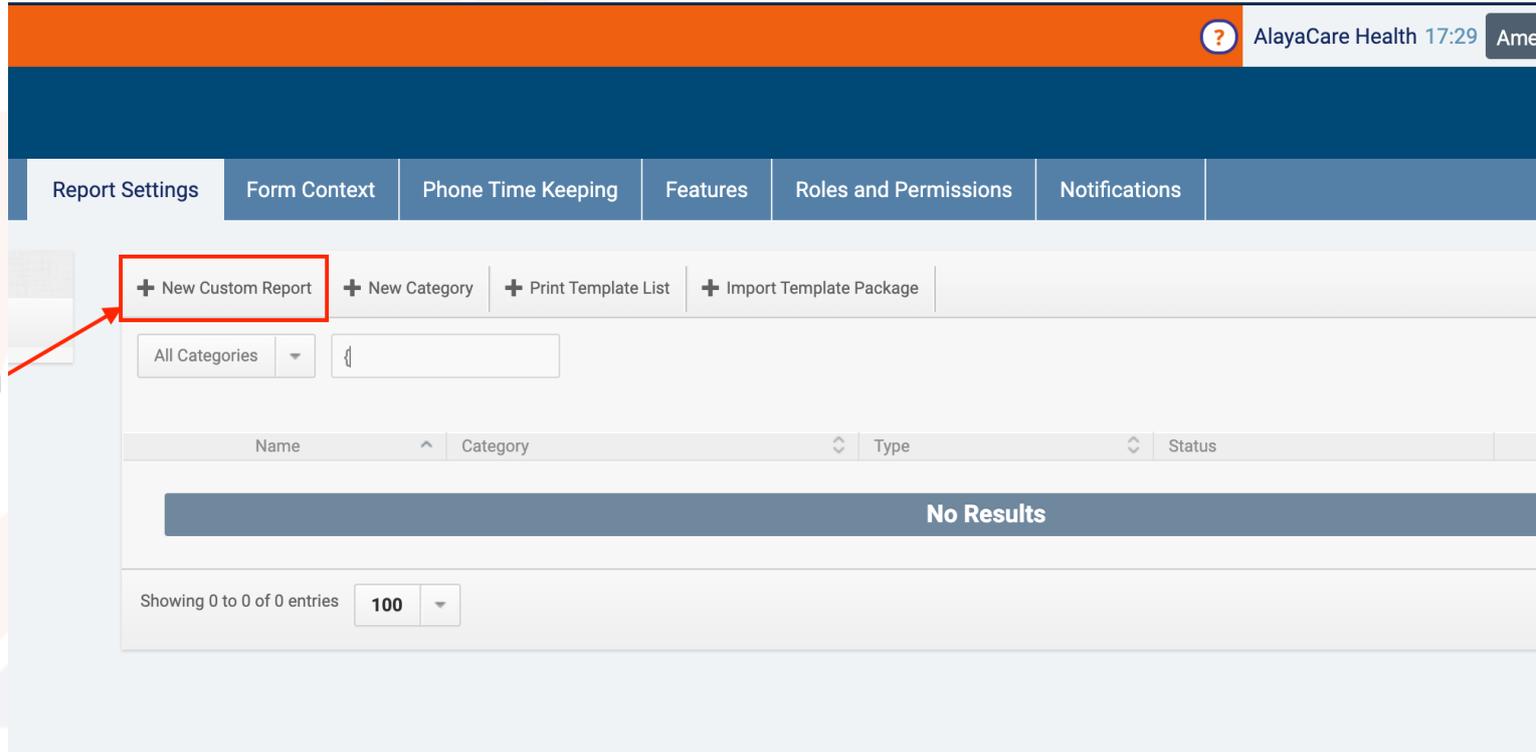


Setting up COVID-19 Screener Forms

(using Forms 1.0)

Setting up COVID-19 Screener Forms

Create a new form



The screenshot displays the AlayaCare Health interface. At the top right, there is a header with a question mark icon, the text "AlayaCare Health 17:29", and a partially visible "Am" button. Below the header is a navigation bar with tabs: "Report Settings", "Form Context", "Phone Time Keeping", "Features", "Roles and Permissions", and "Notifications". Underneath the navigation bar is a toolbar with four buttons: "+ New Custom Report", "+ New Category", "+ Print Template List", and "+ Import Template Package". The "+ New Custom Report" button is highlighted with a red rectangular box. A red arrow points from the text "Create a new form" to this button. Below the toolbar is a search area with a dropdown menu set to "All Categories" and a search input field. Below the search area is a table header with columns: "Name", "Category", "Type", and "Status". The table body is empty, and a dark blue banner across the table area reads "No Results". At the bottom of the table area, there is a pagination control showing "Showing 0 to 0 of 0 entries" and a dropdown menu set to "100".

Setting up COVID-19 Screener Forms

1. Provide a Clear Name and Description
2. Ensure that “*Display Report in Client Dashboard*” is checked
3. Complete any other Form settings

Copy Report | Export Template

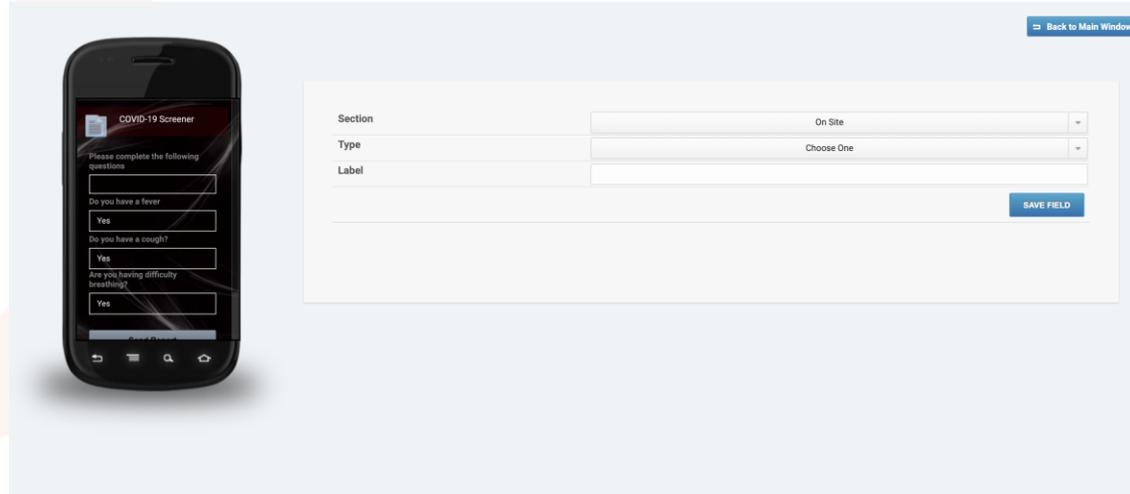
Name	COVID-19 Screener
Information/Instructions (Optional)	Please complete this screen every day you have at least one shift by 7 am. Supervisors and Coordinators will only schedule you after you have completed this screen.
Restrict Submit to	Type to add role, if left blank allows all
Restrict View to	Type to add role, if left blank allows all
Category	PSW
Status	Enabled
Type	Dispatchable Task
Subtype	
Report Language	English
Clinical Event Name	
For Admin Eyes Only	<input type="checkbox"/>
Notify Alert Queue	<input type="checkbox"/>
Approve Automatically	<input type="checkbox"/>
Exclude From Shift Report	<input type="checkbox"/>
Display Report In Client Dashboard	<input checked="" type="checkbox"/>
Pre-Populate With the Most Recent Report	<input type="checkbox"/>
Requires Clock-In	<input type="checkbox"/>

Cancel Save

Setting up COVID-19 Screener Forms

Create your Screener Form based on the recommendations from your local health authority.

*This example was provided by the Home Care Ontario Association.



COVID-19 Respiratory Infection Screener

Recommended best practice is to screen patients prior to each visit where possible.
The COVID-19 Respiratory Infection Screener consists of 5 questions

PART A: Symptoms

1. Do you or anyone in your household have new/worse cough or shortness of breath?	Yes ___ No ___
2. Are you feeling feverish, or have you had shakes or chills in the last 24 hours (>38 degrees Celsius)?	Yes ___ No ___

PART B: Travel/Contact

3. Have you travelled in the last 14 days to Iran or Hubei province, China (including Wuhan) OR anywhere in China, Hong Kong, Italy, Japan, Singapore, South Korea, France, Germany or Spain?	Yes ___ No ___
4. Have had close contact with a confirmed or probable case of someone with novel coronavirus (COVID-19)?	Yes ___ No ___
5. Have you had close contact with a person with acute respiratory illness who has been to Iran or Hubei province, China (including Wuhan) OR anywhere in China, Hong Kong, Italy, Japan, Singapore, South Korea, France, Germany or Spain within 14 days prior to their illness onset?	Yes ___ No ___

Positive Screener Result Scenarios:

Part A = Yes	if answered 'Yes' to one or both questions in Part A but 'No' to all
Part B = No	travel/contact questions in part B, proceed with respiratory illness precautions.

Setting up COVID-19 Screener Forms

(using Forms 2.0)

Setting up COVID-19 Screener Forms

The screenshot shows the 'Settings' page with the 'Form Settings' tab selected. The 'Form Settings' section includes buttons for 'Manage Form Categories', 'Import Form', and '+ Add Form'. The '+ Add Form' button is highlighted with a red box, and a red arrow points from the text 'Create a new form' to it. Below the buttons is a search bar with 'Name' and 'Status' filters, and a table with columns 'Name', 'Category', 'Type', 'Status', and 'Branch'. The table is currently empty, showing 'No data found'. The 'Per page' dropdown is set to 10.

Settings

System Settings Agency Information Locale **Form Settings** Care Plan Libraries Form Context Phone Time Keeping Features Roles and Permissions Notifications

Form Settings Manage Form Categories Import Form + Add Form

Name Category Type Status

All All +

Name	Category	Type	Status	Branch
No data found				

Per page: 10

Create a new form

Setting up COVID-19 Screener Forms

1. Provide a Clear Name and Description
2. Ensure that *“Display Report in Client Dashboard”* is checked
3. Complete any other Form settings

The screenshot shows the 'Add Form' configuration window. A red box highlights the 'Name' and 'Information/Instructions' fields. A red arrow points from the first step of the list to this box. Another red arrow points from the second step to the 'Display Form in Client Dashboard' checkbox, which is checked. The form configuration includes the following fields and options:

- Name ***: COVID-19 Daily Screener
- Information/Instructions**: Please complete this screen every day you have at least one shift by 7 am. Supervisors and Coordinators will only schedule you after you have completed this screen.
- Category**: Start typing...
- Language ***: English
- Type ***: Form (regular)
- Clinical Event Name**: (empty field)
- Requires Clock-in
- Display Form in Client Dashboard
- Exclude from Visit Reports
- Pre-Populate with the Most Recent Form
- Approve Automatically
- For Admin Eyes Only
- Notify Alert Queue

Buttons for 'Cancel' and 'Save' are located at the bottom right of the form.

Setting up COVID-19 Screener Forms

The screenshot shows a form builder interface for a "COVID-19 Daily Screener" form. The interface is divided into a left sidebar and a main workspace. The sidebar, titled "Form Settings", lists various widget types: Basic, Text Box, Comment Box, Checkbox, Dropdown, Multi-Select, Number, Time Picker, Date Picker, Picture, Signature, Drawing, and Information. The main workspace shows the form's status as "DRAFT" and includes action buttons for Delete, Export, Copy, Config, Publish, Build, and Preview. The form content is titled "COVID-19 Screener" and includes a sub-header: "Please complete this screen every day you have at least one shift by 7 am. Supervisors and Coordinators will only schedule you after you have completed this screen." The form contains three questions, each with a dropdown menu set to "Not set":

- 1 Do you have a fever? *
- 2 Do you have a cough? *
- 3 Are you having difficulty breathing? *

Create your Screener Form based on the recommendations from your local health authority. *This example was provided by the Home Care Ontario Association.

Employee Screener

*Create an Internal Client and Service
for Screener Checks*

Create an Internal Client and Service

Important Note: In order to help our clients, AlayaCare will be offering to automatically create all the settings required, as well as the client and service described below. We shall also offer to create daily employee screening visits for all your active employees. Please reach out to your Client Success representative for more information.

Create a client with the name **COVID-19 Daily Screener**.

Add New Client

Basic Information

First Name *	Last Name *	Phone Number	Email
<input type="text" value="COVID-19"/>	<input type="text" value="DAILY SCREENER"/>	<input type="text" value="Start typing..."/>	<input type="text" value="Start typing..."/>

Matching Profiles

Name	Phone Number	Email	Profiles Type(s)
No data found			

** This naming convention is required in order for you to leverage our batch reporting on form completion.

Create an Internal Client and Service

1. Create a Service with an internal funder and service code**
2. Attach the Form to the Service

Edit Service

Service Details

Service Name *
COVID Daily Screener

Start Date: 2020-03-01
Projected End Date: 2020-04-30

Funder Methodology *
Single Source

Funder *
Internal 2 Internal
⚠ Funders filtered by service code

Service Code *
COVID-INTERNAL
⚠ Services filtered by funder

Primary Employee
Start Typing... Find Employee

Visit Details

Activity Codes
+

Reports
+ COVID-19 Screener x

Skills Needed
+

Service Instructions
[Empty text area]

Notes
[Empty text area]

**** You may need to create a few new accounting settings if you do not already have internal ones.**

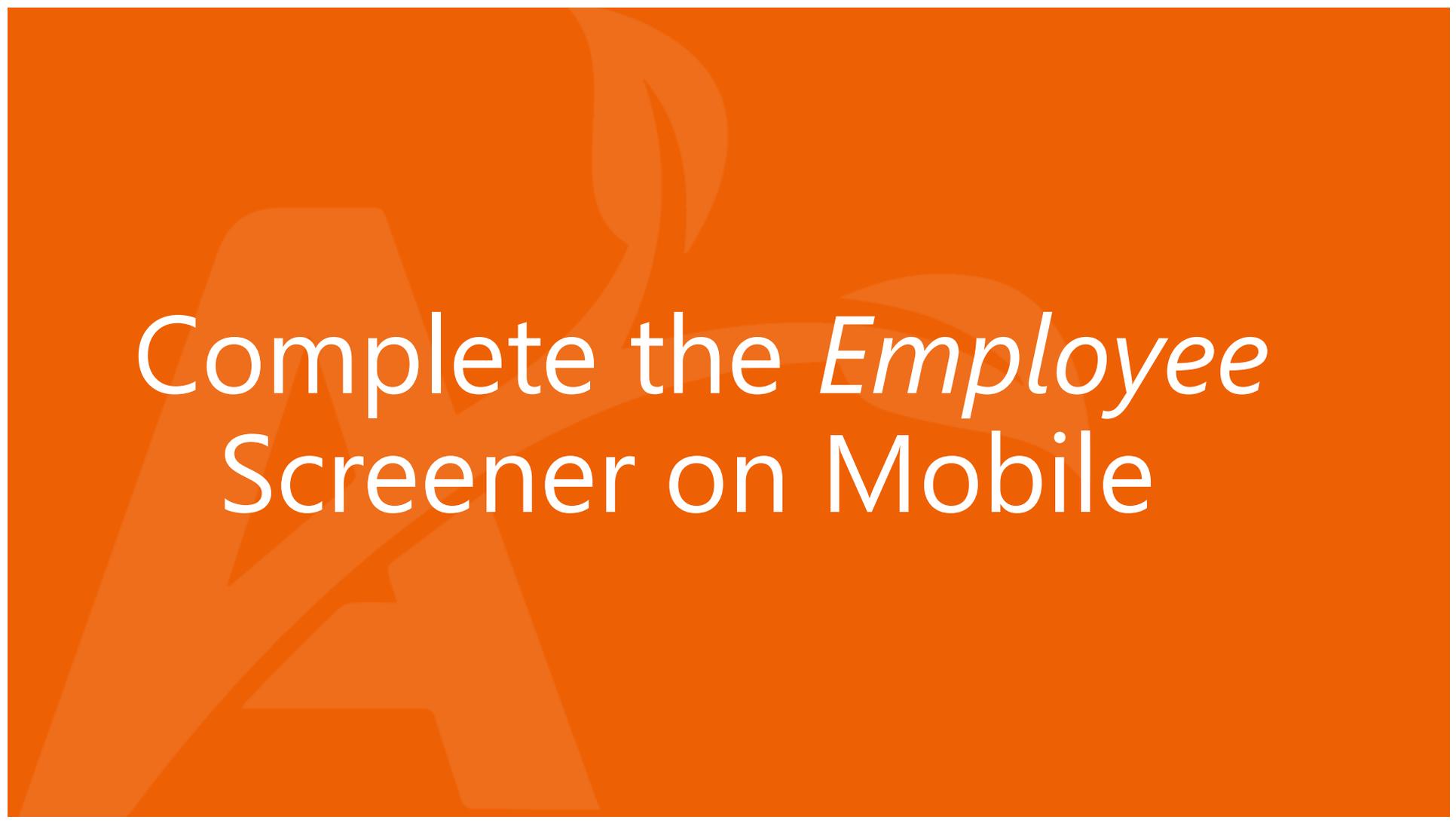
- Create an internal bill code “COVID-19” with an “internal funder” and enable “excluded from billing”
- Create an internal service code “COVID-INTERNAL” with the above bill code and funder

Create an Internal Client and Service

Create a recurrence visit pattern for each employee at the beginning of the day.

The screenshot displays a calendar interface for March 2020. At the top, there are navigation controls: a dropdown for '30 min', a dropdown for 'Month', a 'today' button, a calendar icon, and a date selector for 'March 2020'. On the right side, there are buttons for 'Print', '+ Add Visit(s)', and 'Care Team'. The calendar grid shows a recurrence visit pattern for 'Aleem Bhanji COVID-INTERNAL' starting on March 14th and continuing through March 31st. The visits are scheduled for 06:45 - 07:00 (0h 15m) on most days, with a slight deviation on March 14th. The pattern repeats every 7 days.

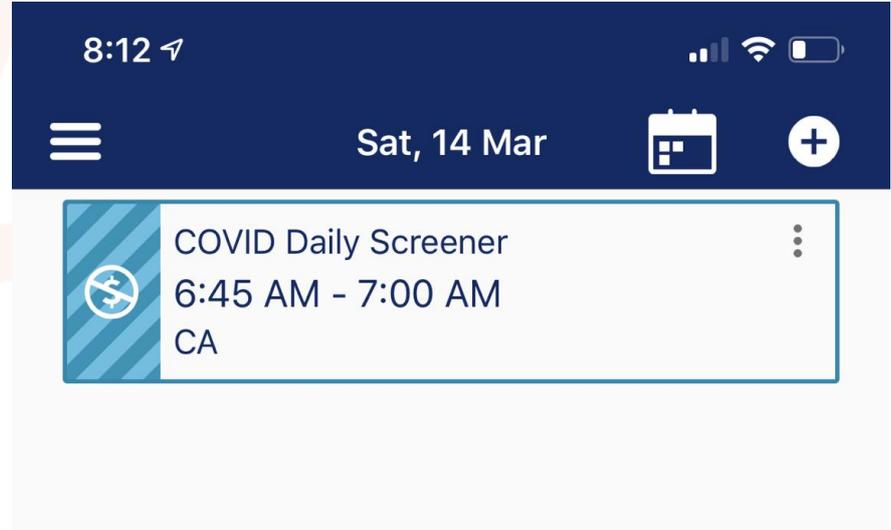
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Start of COVID Daily Screener	2	3	4	5	6	7
8	9	10	11	12	13	14 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL
15 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	16 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	17 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	18 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	19 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	20 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	21 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL
22 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	23 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	24 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	25 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	26 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	27 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	28 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL
29 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	30 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	31 🔄 06:45 - 07:00 (0h 15m) Aleem Bhanji COVID-INTERNAL	1	2	3	4

The background is a solid orange color. In the center, there is a faint, semi-transparent white silhouette of a person's head and shoulders. The person appears to be holding a smartphone in their right hand, with the screen of the phone facing towards the viewer. The overall aesthetic is clean and modern.

Complete the *Employee*
Screener on Mobile

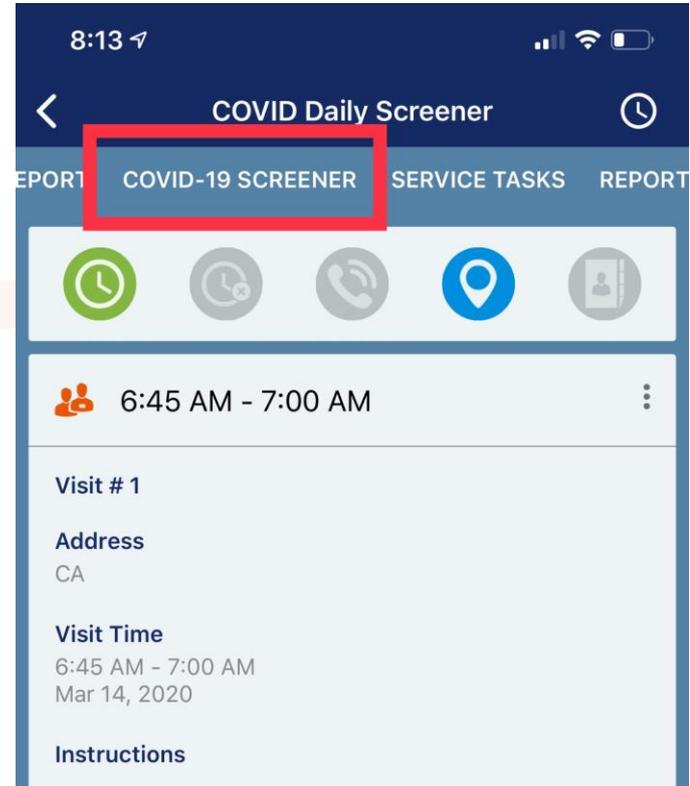
Completing the Employee Screener Form

There will be a COVID-19 Screener Visit for the Employee on their Schedule in the mobile app



Completing the Employee Screener Form

There will be a COVID-19 Screener Form on the menu bar for the Employee



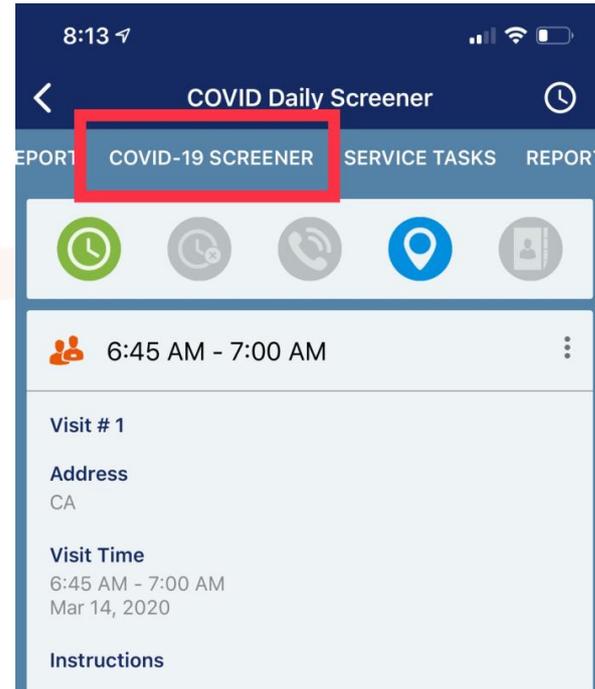


Complete the *Client*
Screener on Mobile

Completing the Client Screener Form

There will be a COVID-19 Screener Form on the menu bar for each client visit, similar to what was present on the Internal COVID-19 screening client.

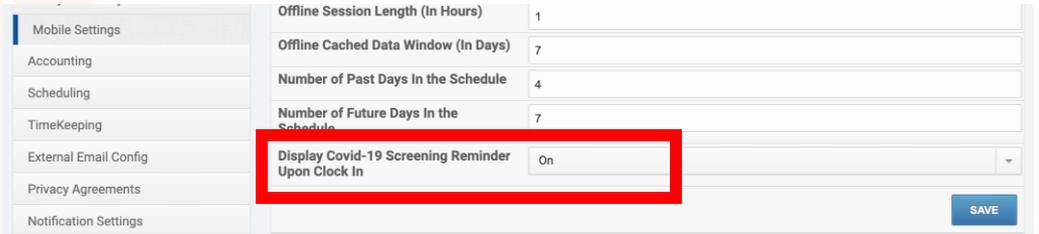
You can notify your field staff to fill this form before every visit.



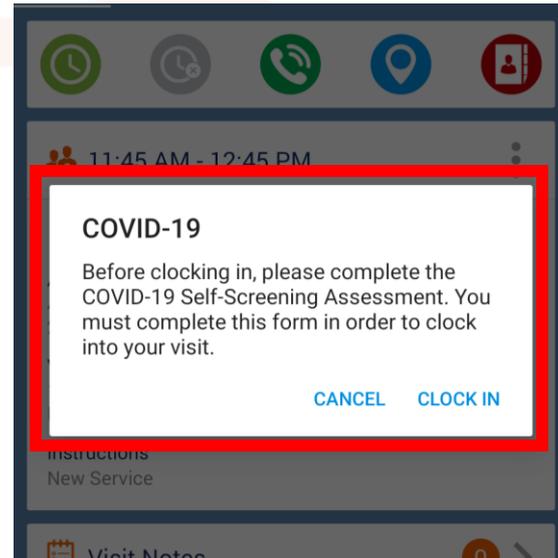
Completing the Client Screener Form

If you would like to automatically remind your field staff to complete the client screening, you can enable a notification on mobile via the system setting '**Display COVID-19 Screening Reminder Upon Clock in**'.

When enabled, a notification will appear at every clock in, reminding your employees to complete the screener for the client they are about to see.



The screenshot shows a settings menu with a sidebar on the left containing: Mobile Settings, Accounting, Scheduling, TimeKeeping, External Email Config, Privacy Agreements, and Notification Settings. The main area displays several settings: Offline Session Length (In Hours) set to 1, Offline Cached Data Window (In Days) set to 7, Number of Past Days In the Schedule set to 4, and Number of Future Days In the Schedule set to 7. The 'Display Covid-19 Screening Reminder Upon Clock In' setting is highlighted with a red box and is set to 'On'. A 'SAVE' button is visible in the bottom right corner.

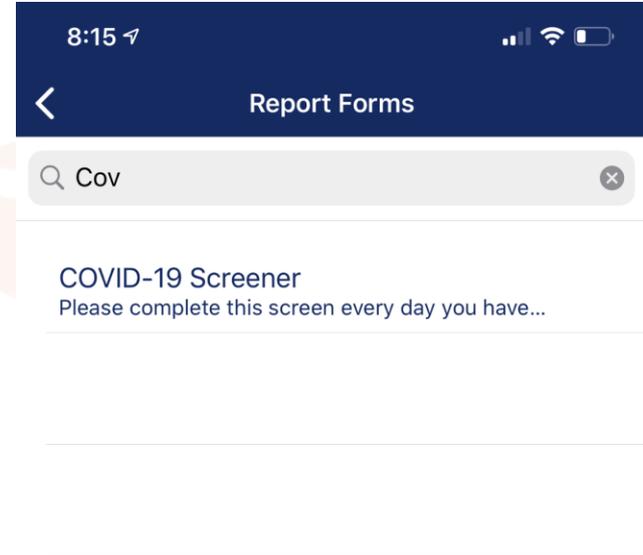


The screenshot shows a mobile notification interface. At the top, there are icons for clock, calendar, phone, location, and profile. Below these is a time slot '11:45 AM - 12:45 PM'. A red box highlights a notification titled 'COVID-19' with the text: 'Before clocking in, please complete the COVID-19 Self-Screening Assessment. You must complete this form in order to clock into your visit.' At the bottom of the notification are two buttons: 'CANCEL' and 'CLOCK IN'. Below the notification, there are sections for 'Instructions' (New Service) and 'Visit Notes'.

Completing the Screener Form

Alternative Scenarios

1. The COVID-19 Screener Form can also be found in all Report Forms (ACL Enabled)
2. If your staff can see all clients (through the Client Caseload), they are able to complete the screener without having scheduled client visits.





Monitoring Form Completions

Monitoring Form Completions

The screenshot displays the 'COVID Daily Screener' interface for 'America/Toronto'. The top navigation bar includes tabs for Overview, Demographics, Events, Care Documentation, Client Reports (selected), Service Reports, Accounting, Scheduling, Coordination, Services, and Tasks. Below this, there are sub-tabs for Visit Reports and Client Reports. The main content area shows a table with columns for Employee, Client, Reports, Start, End Time, and Options. A single entry is visible for Aleem Bhanji, associated with the COVID Daily Screener client, with 0/0 reports completed on 2020-03-13 at 20:14. The interface also includes date filters, a 'Filter' button, and pagination controls at the bottom.

Employee	Client	Reports	Start	End Time	Options
Aleem Bhanji	COVID Daily Screener	0/0	2020-03-13 20:14	20:14	View Tracks Actions

Showing 1 to 1 of 1 entries 100

The COVID-19 Daily Screener “Client” will house all the completed forms under Client Reports.

Building a [Form Metric](#) to track specific fields and answers across your entire client and employee base may also be helpful to pull this data into a single report.

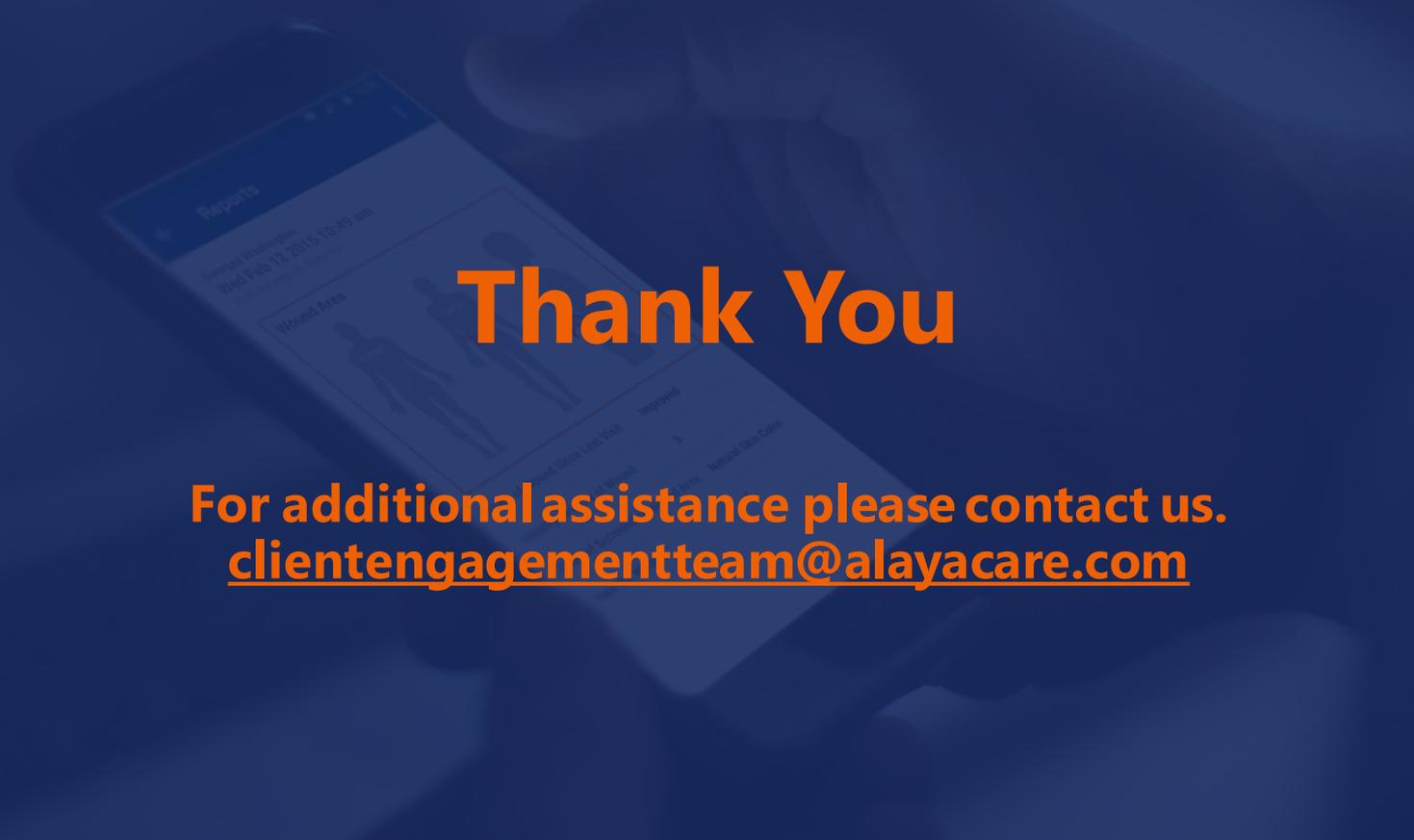
Custom Reporting

In order for you to track which employee and which client visits do not have the screening form completed, AlayaCare will be providing 2 custom reports twice a day, available in Dashboard>Operations Reports>COVID-19 Screening Reports

Important: In order to leverage these reports, you will need the following:

- Screening client must be as such:
 - First name: COVID-19
 - Last name: Daily Screener
- Screening form name must start with 'COVID-19...'



A hand holding a smartphone displaying a medical report interface. The screen shows a 'Reports' section with a date 'Wed Feb 12, 2014 11:10:49 am' and a 'Wound Area' section with a diagram of a human figure. The background is a dark blue gradient.

Thank You

For additional assistance please contact us.
clientengagementteam@alayacare.com