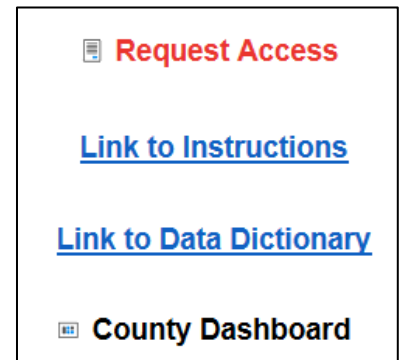**CALIFORNIA HOSPITAL ASSOCIATION**

*Providing Leadership in
Health Policy and Advocacy*

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.

> ▤ **Request Access**
>
> **Link to Instructions**
>
> **Link to Data Dictionary**
>
> ▥ **County Dashboard**

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.

CLICK THE LINK BELOW TO ACCESS THE CHA COVID TRACKING TOOL

CHA COVID TRACKING TOOL (SECURE)

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.

CHA COVID TRACKING TOOL (SECURE) ⓘ

To Navigate Back to The
Main Dashboard Page

To Enter Data For a Hospital

Overview Dashboard	Hospital Name	System Name
Overview Dashboard	Adventist Health and Rideout	Adventist Health
Overview Dashboard	Adventist Health Bakersfield	Adventist Health
Overview Dashboard	Adventist Health Clear Lake	Adventist Health
Overview Dashboard	Adventist Health Glendale	Adventist Health

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.

Details ✕

Data

Hospital Name

Adventist Health Bakersfield

System Name

Adventist Health

COVID Confirmed Patients Adult

Required Field - Must be a lower value than "Occupied Inpatient Beds Adult"

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"

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.**

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