POWER APPS – COVID-19 FOLLOW UPS

How to Download and Use the POWERAPPS – COVID-19
Follow Up Feature

OPEN THE APP STORE

On your home screen, go to the App Store Application

The App Store is the icon indicated to the right.
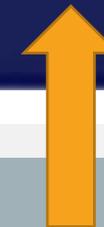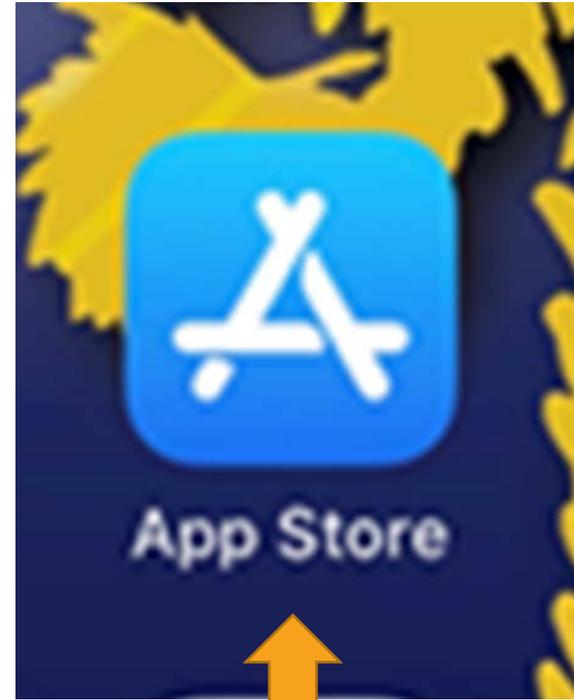
SEARCHING POWER APPS

Once you open the App Store, go to theSEARCH bar

Type in "Power Apps"

Choose the application indicated to the right and tap "Get"
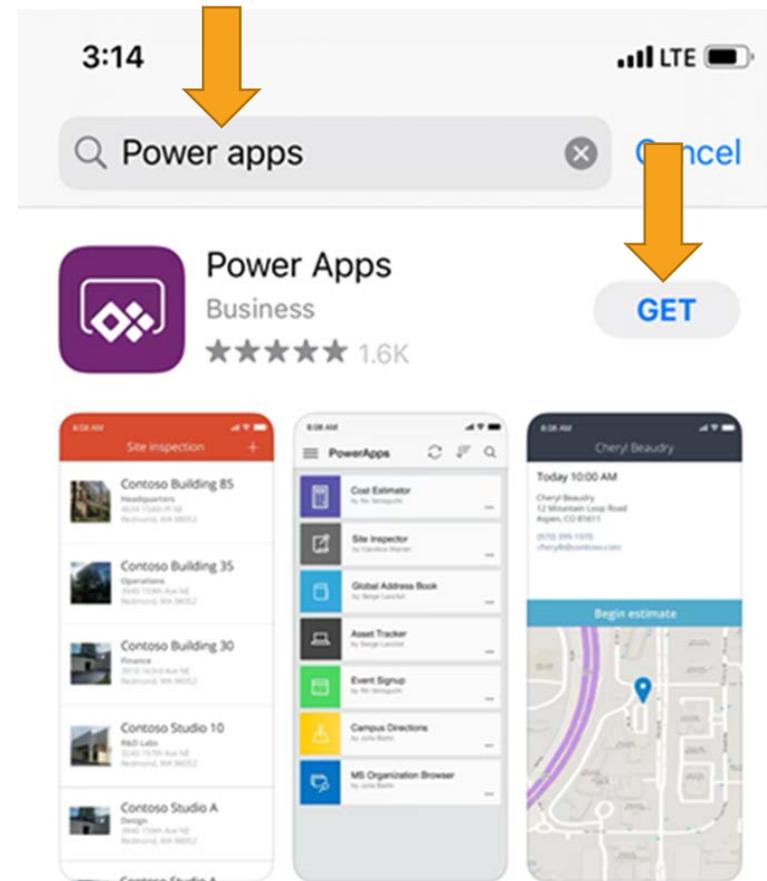
INSTALLING POWER APPS

- After tapping the "Get" button, your iPhone will indicate approval to install. This will either be by providing your password for the Apple account or through facial recognition.

- The screen shown indicates facial recognition is needed for approval. Double click the power button and it will complete the facial recognition.
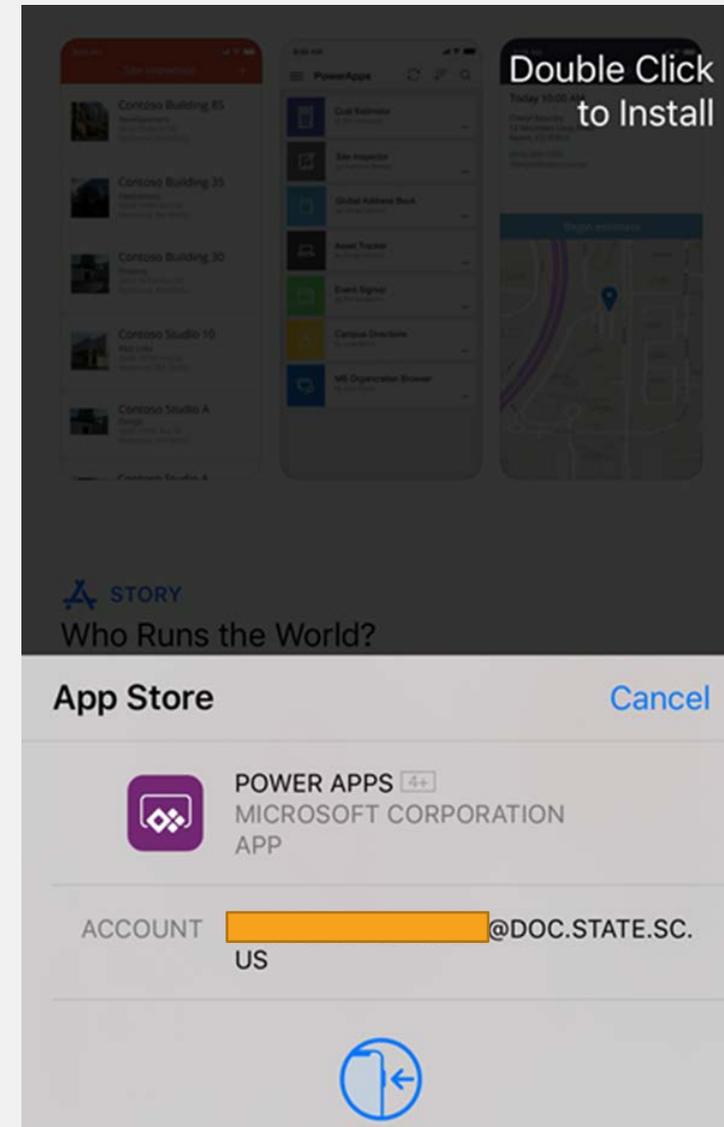
POWER APPS SIGN IN

- Once the application has downloaded, please open it.

- The application will open to this page.

- BEFORE you enter your information the next steps are CRUCIAL.

- Select the Settings button in the lower right hand corner (as indicated)
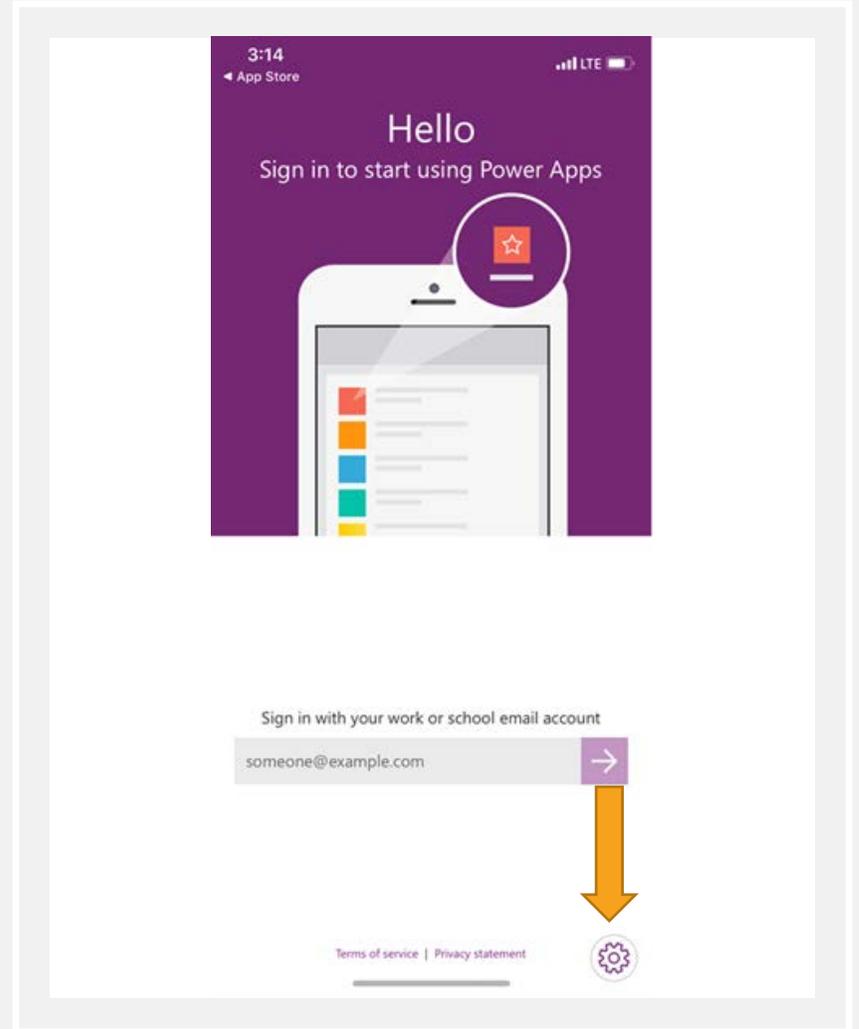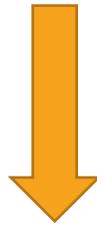
CORRECT SETTING BEFORE SIGN IN

- After selecting the settings button, it should present the option shown on the screen.

- Select the "Region Settings" option. (As indicated)

CORRECT SETTING CONT.

- After selecting the "Region Setting" option, the screen shown should appear.

- **Select "US Government GCC"**

CORRECT SETTINGS CONT.

After choosing the correct setting: US Government GCC

Select OK as indicated

After selecting OK, it will return you to the home screen to sign in.
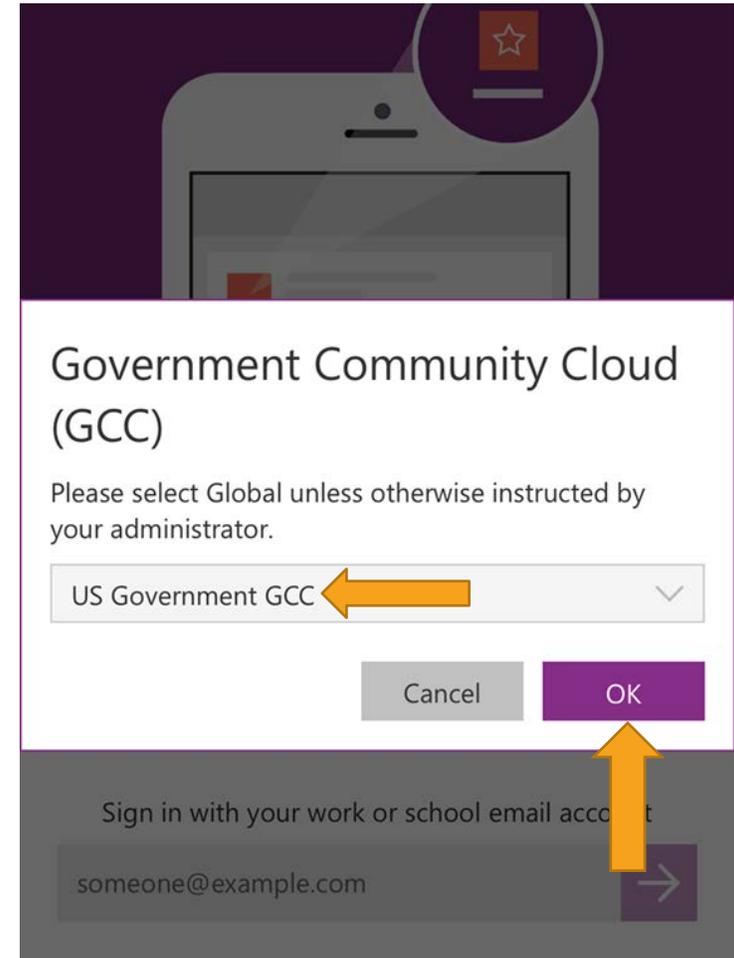
SIGN IN TO YOUR SCDC ACCOUNT

- Once returned to the home screen, sign in with your SCDC email.

- After typing your full SCDC email, select the purple arrow to enter the application.
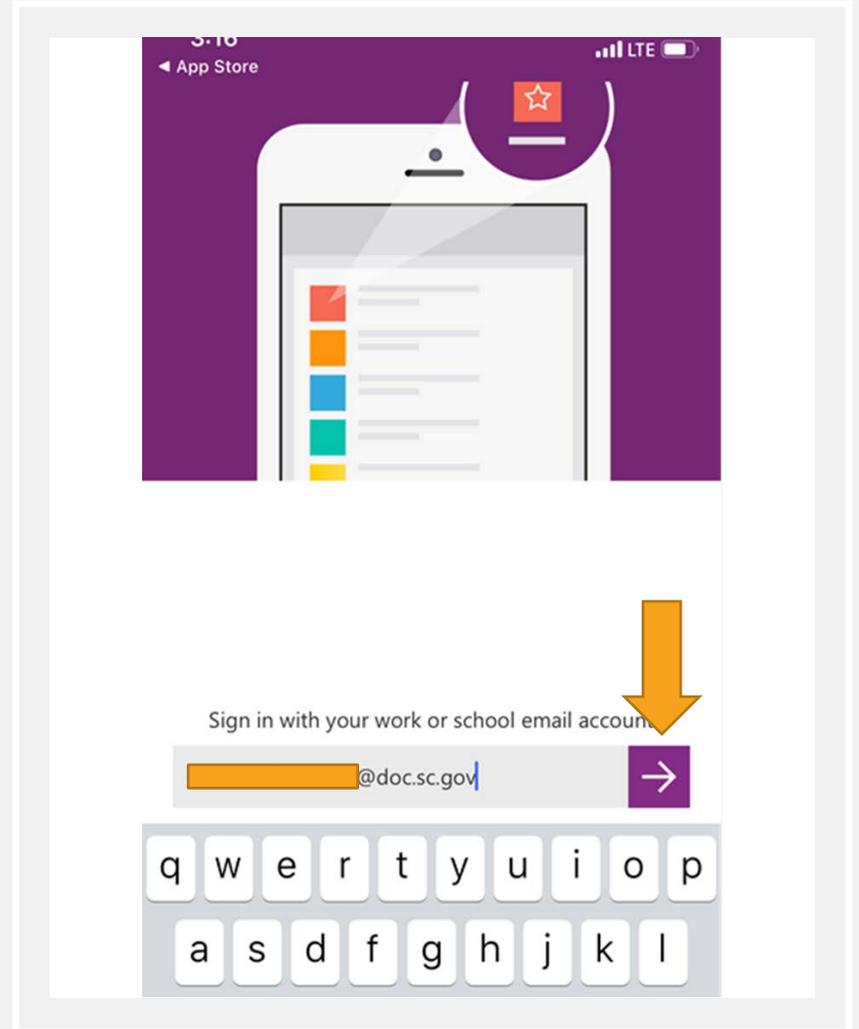
SIGN IN CONT.

After entering your email and selecting the arrow, it will direct you to this screen

Enter your SCDC password
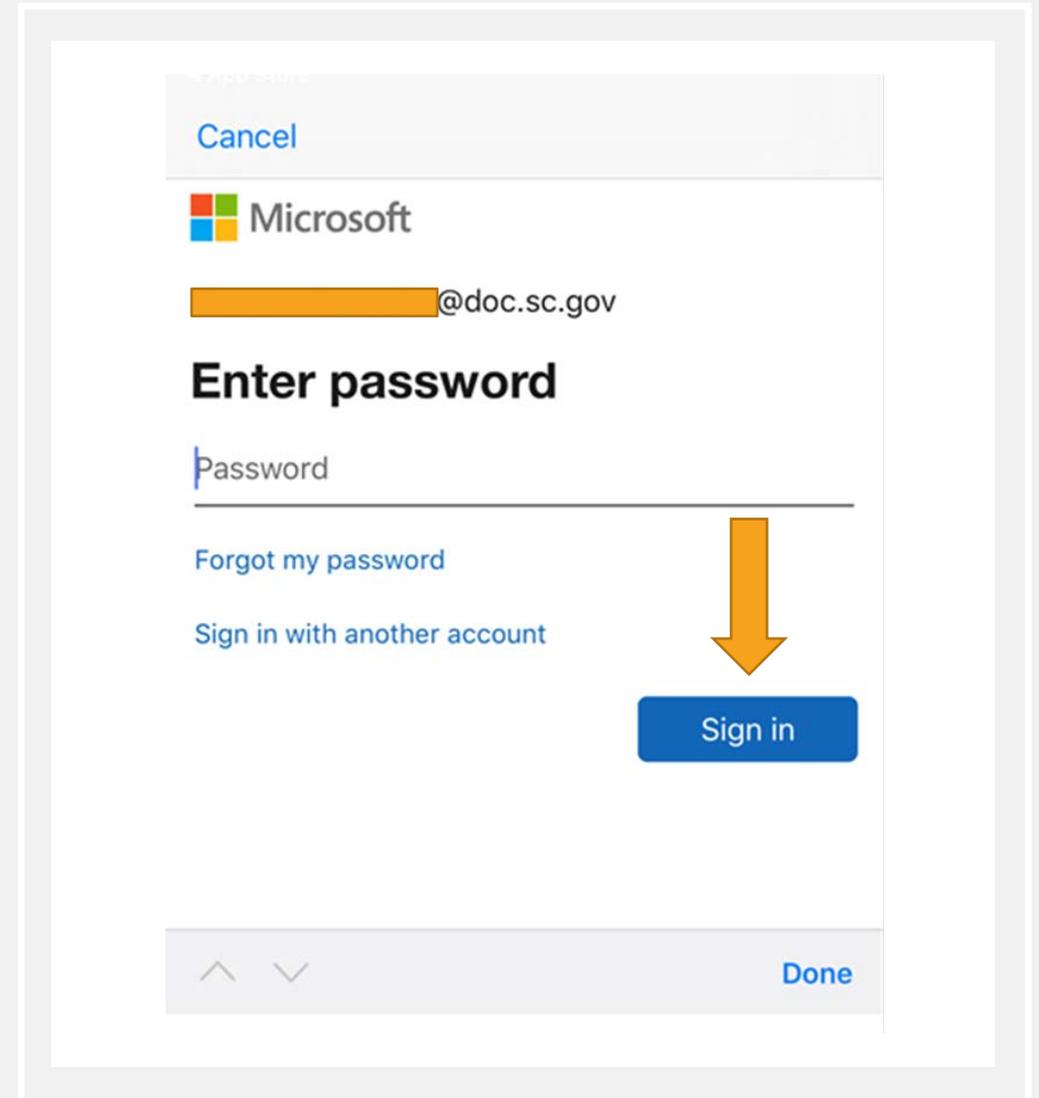
Select "Sign In"

OPEN COVID-19 FOLLOW UPS

- The "COVID-19 Follow Ups" application should appear under "My Apps"

- However, if it does not you may need to select the "All Apps" option to find it. (Indicated on screen)

- Select the "COVID-19 Follow Ups" application to enter.
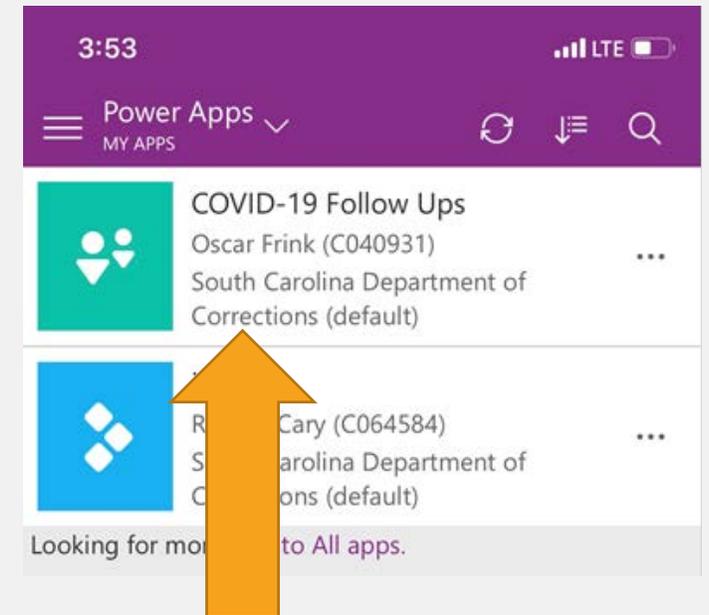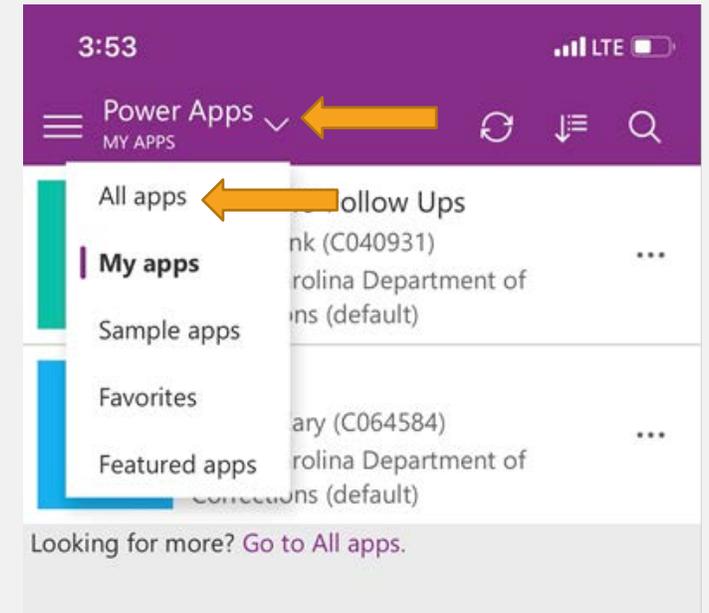
PERMISSIONS - ALLOW

This screen should appear when you sign into the application – select "Allow" as indicated.

Almost there ...

COVID-19 Follow Ups needs your permission to use:

Office 365 Users
@doc.sc.gov ✓ Signed in ...

SharePoint
@doc.sc.gov ✓ Signed in ...

SharePoint
@doc.sc.gov ✓ Signed in ...

Allow   Don't Allow

CASES MONITORING – ADDING ENTRIES

- This screen will appear when the "Cases Monitoring" option is selected.

- To enter a NEW entry from the hotline, you will select the + sign in the top right hand corner.
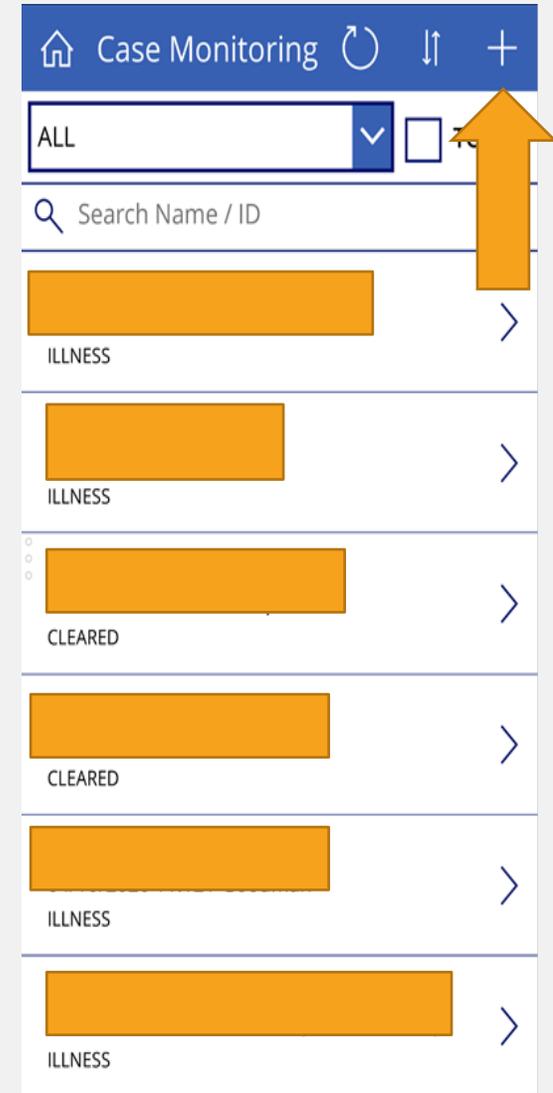
- Once you have clicked the "+" option, you will be prompted to sign into your SCDC email once more

- Select your account

- Enter your Password and select "Sign In"

  - It will ask if you want the device to remember you, I recommend doing so.

- The form will appear as it would on the computer – enter information and select submit when completed.
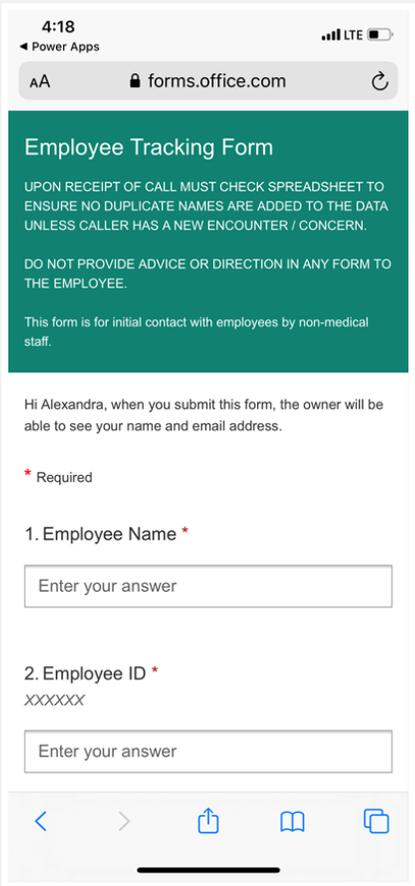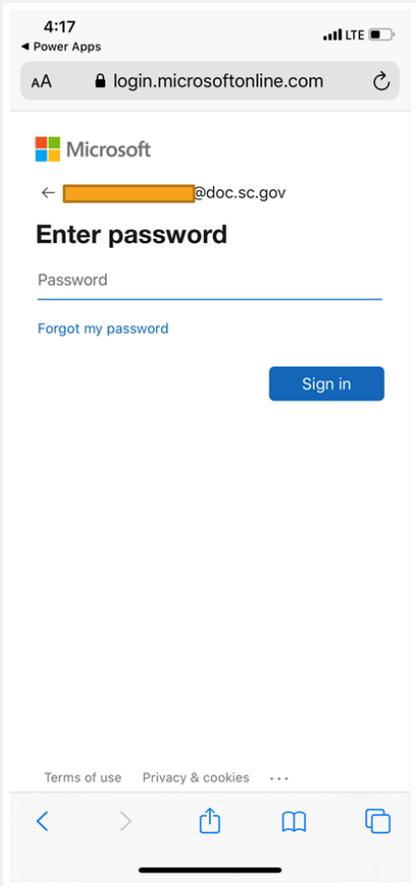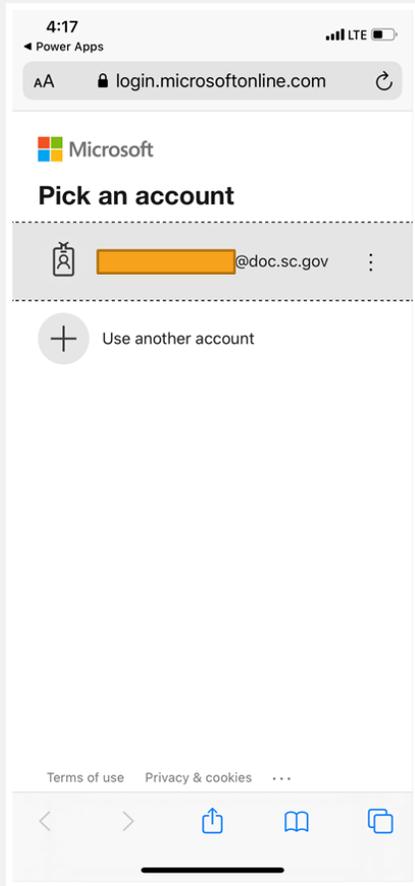
TO FOLLOW UP ON EMPLOYEE'S BEING MONITORED AS EXPOSED OR TRAVEL

Follow up calls will be found by selecting the drop down selection as shown

Call Team - Choose the Quarantined group that you follow up on – "Quarantined Exposed/Quarantined Travel"

Medical Team will choose **"Illness"**

Note: For the following slides, I will use "Quarantined Exposed" for example – but the process will be the same for ALL follow ups completed.
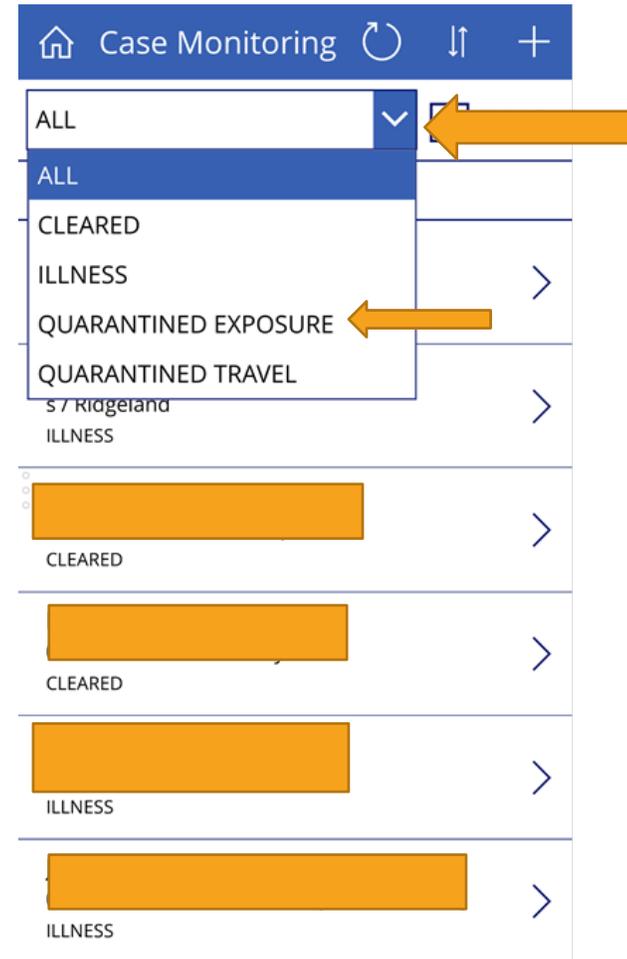
FOLLOW UP CALLS CONT.

- Once you have chosen the Monitoring Type, it should appear at the top

- Select the blank box next to "To Do" in order for it to pull up those employee's who need follow up

- Select an employee to follow up on – I will be using the first employee indicated as needing follow up.

- It will give the employee's name, employee ID, and date of entry
  - I have blocked this out for privacy reasons, as well as this example indicated old data.

FOLLOW UP CALLS CONT.

- The first screen to the right will appear with all the pertinent information

- The airplane tab will give travel information (grey arrow)

- The thumbs up/down tab will give all other information in regards to symptoms/testing/etc. (yellow arrow)

- To add additional comments – click the text box icon indicated by the red arrow shown

- For your follow up call, go to the final tab indicated by the orange arrow (the phone)

  - You may click the number and it should call the employee from there (my number is shown as an example)

FOLLOW UP CALLS CONT.

After the call has been completed, you will enter the information

Select the "Add Follow Up" option

The follow up screen will appear as shown

Enter your notes where indicated "Follow Up Notes"

After notes have been entered, select the check to submit in the upper right hand corner.
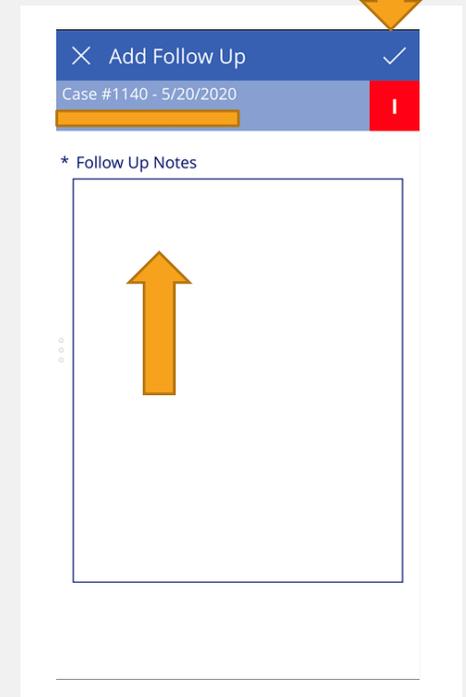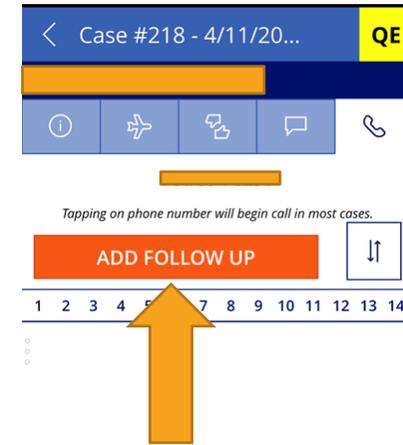
FOLLOW UP CONT.

- You will return to the original screen and the employee that you have completed should disappear from your "to do" screen.

- Continue down the list as needed.

IF AN EMPLOYEE ALREADY BEING MONITORED DEVELOPS SYMPTOMS

- If an employee is being monitored for Travel or Exposure and they develop symptoms, please follow the next few slides.

- You will complete your follow up call, submit information as you would and indicate "symptoms have developed, clearing this entry and beginning an illness entry"

- Select the thumbs up/down tab

- Select the pencil shown in the upper right hand corner next to QE/QT

EMPLOYEE'S WHO HAVE DEVELOPED SYMPTOMS

The screen to the left will appear

Indicate that you want to clear this case

Then indicate that you want to open an illness case

Answer questions, if able too or information will populate itself if previously entered.

Click the check mark in the upper right hand corner once complete and the case will be cleared and new case will now be found under "Illness"

MEDICAL – TO CLEAR

To clear an employee, you will once again choose the thumbs up/down tab

Select the pencil to edit

Indicate "Clear this Case"

Do NOT indicate a new case needing opened

Go to the "Monitoring Needed" drop down and indicate "Cleared"

Select the check mark in the right hand corner

The employee is now moved to the cleared list.