

Illinois Department of Public Health
Division of EMS & Highway Safety

EMResource User Guidance

Overview: The EMResource reports most commonly requested from IDPH by hospitals are resource availability history and ED status history. These reports can also be run by hospital users. Instructions follow.

How to Run a Resource Availability History Report

Follow these steps to generate a report that shows each individual daily update for each category:

- I. Ensure the that pop-blocker is disabled for the browser that you are using to run this report
- II. Select **Event Reports** from the **Report** dropdown menu
- III. Click on **Event Detail** menu option
- IV. When the next screen appears enter the **Start Date** and **End Date** for the date range of interest, check the **Daily Hospital Resources Availability Tracking** checkbox, and then click on the **Next** button
- V. On the next screen you need to check two checkboxes: the one on the far left, to select the event, and the one for your hospital
- VI. Click on the **Generate Report** button

Once you get to this point you should be able to open and/or save the report, and the exact process for doing that will depend on which browser you're using.

Note that this report is organized by bed category and shows all of the update dates for each of those categories, within the date range that you selected when you set up the report. If **any** category is missing for a given date, then that date will not be counted in the monthly report that gets sent out to everyone.

EMResource User Guidance

How to Run an ED Status History Report

Follow these steps to generate a report that shows each individual instance of reported bypass, including time on, time off, duration, reason(s), and updater username:

- i. Make sure that the pop-up blocker is turned off in the browser you'll be using to run the report
- ii. Select **Status Reports** from the **Report** dropdown menu
- iii. Click on the **Status Detail** menu option
- iv. When the next screen appears
 - a. Enter the **Start Date** and **End Date** for the date range of interest
 - b. Chose a format
 - c. Select "ED Status" from the **Status Type** dropdown menu
 - d. Click on the **Next** button
- v. On the next screen
 - a. Check the specific bypass statuses that you want to appear in your report, or check **Select All** to select all of them. Note that if you are interested in bypass, you should check both the **Bypass** and **Bypass Alert Update** checkboxes. Likewise, if you are interested in peak census, you should check both the **Peak Census** and **Peak Census Alert** checkboxes.
 - b. Check the checkbox next to your hospital's name.
- vi. Click on the **Generate Report** button
- vii. The report will generate and download to your computer, typically to either your Downloads folder or your Desktop, depending on how you have things set up.