

COVID-19 Register

RiskMan COVID-19 Register Supplement		G_FaDS008_001_COVID19_REGISTER_V1.0
Related Policy	Crisis and Incident Management Policy	
Application	Family and Disability Services	
Contact Officer	Practice and Quality Manager	

1 Profiles

- One user template will be assigned to all staff who will be granted access to enter and/or review COVID-19 cases. The name of the user template for Family and Disability Services Riskman is Profile 5.
The access permissions and data fields available have been synchronised across all 3 RiskMan instances, ensuring consistency in data collection within UnitingCare business units
- The *Default* profile for the COVID-19 Register does not have any permission allocations within the RiskMan environments.
- The *SuperUser* profile for the COVID-19 Register has full and unrestricted access that is reserved for system administrators and other nominated staff as appropriate.

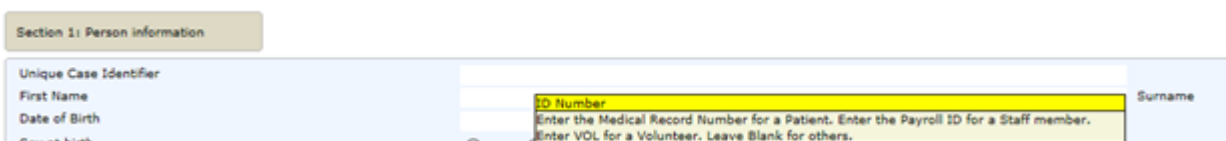
1.1 UCC RiskMan (FaDS)

All Service Leaders, Regional Managers and General Managers will be given access to the Register. Current users in these roles are assigned *Profile 3 and Profile 4* in the General user template of RiskMan.

- All users are assigned the same template for COVID-19 (Profile 5).
- Access to items will only be available if a User has been Alerted to the item via a system notification.

1.2 Tool Tips

A Tool Tip appears on the data field when a mouse hovers over a pre-selected field. It advises users on the specific information and/or detail required in the corresponding field. An example below is included. Further Tool Tips can be added based on the use of the Register.



2 Alert Notifications

2.1 UCC RiskMan

The following email notification is active in the UCC RiskMan system. All cases entered in the Register will trigger an email to the following users as soon as a new entry is submitted in the Register:

COVID-19 Register



ID	Name	Type	Alerts To	Description
1767	FaDS - COVID-19 case	COVID	<<Original Reporter>> <<Field:Middle_Manager_1_Position_Alert>> <<Field:Senior_Manager_1_Position_Alert>> <<Field:Senior_Manager_2_Position_Alert>> Donna Shkalla Joanne Trentin	FaDS - COVID-19 case

The *Senior Manager 1 (Regional Manager and Local Service Managers reporting to General Manager)*, *Senior Manager 2 (General Manager)* and *Middle Manager 1 (Service Leads/Local Service Managers reporting to Regional Manager)* are staff that are entered and maintained in the UCC RiskMan organisation Structure. This is a listing of all Managers based on the FaDS location entered in the form.

2.2 Scheduled Reports and Digest Alert Notifications

- Users can setup an automated periodic extract from RiskMan on request.
- A periodic notification digest of COVID-19 cases can also be setup for users.

3 Related Documents

- Entering and Reviewing items in RiskMan COVID-19 Register Procedure
- Client Incident Management Procedures
- Reporting Requirements and Changes to Service Delivery relating to COVID-19

4 Review and Version Control

Version	Authorising Position	Approval Date	Effective Date	Change History	Review Date
	[() General Manager, Practice Improvement and Development	25/08/2020	25/08/2020	New Procedure	25/08/2021