

An important message from the Idaho Emergency Operations Center regarding your concerns about obtaining PPE.

Hello from the Idaho Emergency Operations Center (IDEOC),

As many of you know, in the past week we have distributed the full allotment that Idaho received from the Strategic National Stockpile. This means that our system for requesting PPE must change.

Thankfully, there will be **no change in the requisition process at your public health district level.** However, at the state level, we need help getting information about your daily PPE usage rates. This is why we have developed a Survey123 page for you to report information on daily usage of PPE.

We have attached graphics that better explain what we are asking of you, and an explanation of why we are making this change :

- Access to All – Many healthcare centers already have access to and are reporting to IRTS. However, statewide PPE needs to extend past those centers that already have access to IRTS. We have created this procedure because it will be accessible to everyone, will make the process simpler for new reporters, and places all information in one easy to access place.
- Streamline The Data – The IDEOC is working diligently to review your requests for assistance and procure PPE. In order for the process to be more effective, we need to have access to the information in one centrally located place so we can process requests as quickly as possible.
- Providing PPE ASAP – The faster we can process daily usage from different entities across the state, the quicker and easier we can procure and distribute the necessary PPE. By inputting information into this Survey 123, you are ensuring that the state can better meet your needs as quickly as possible.

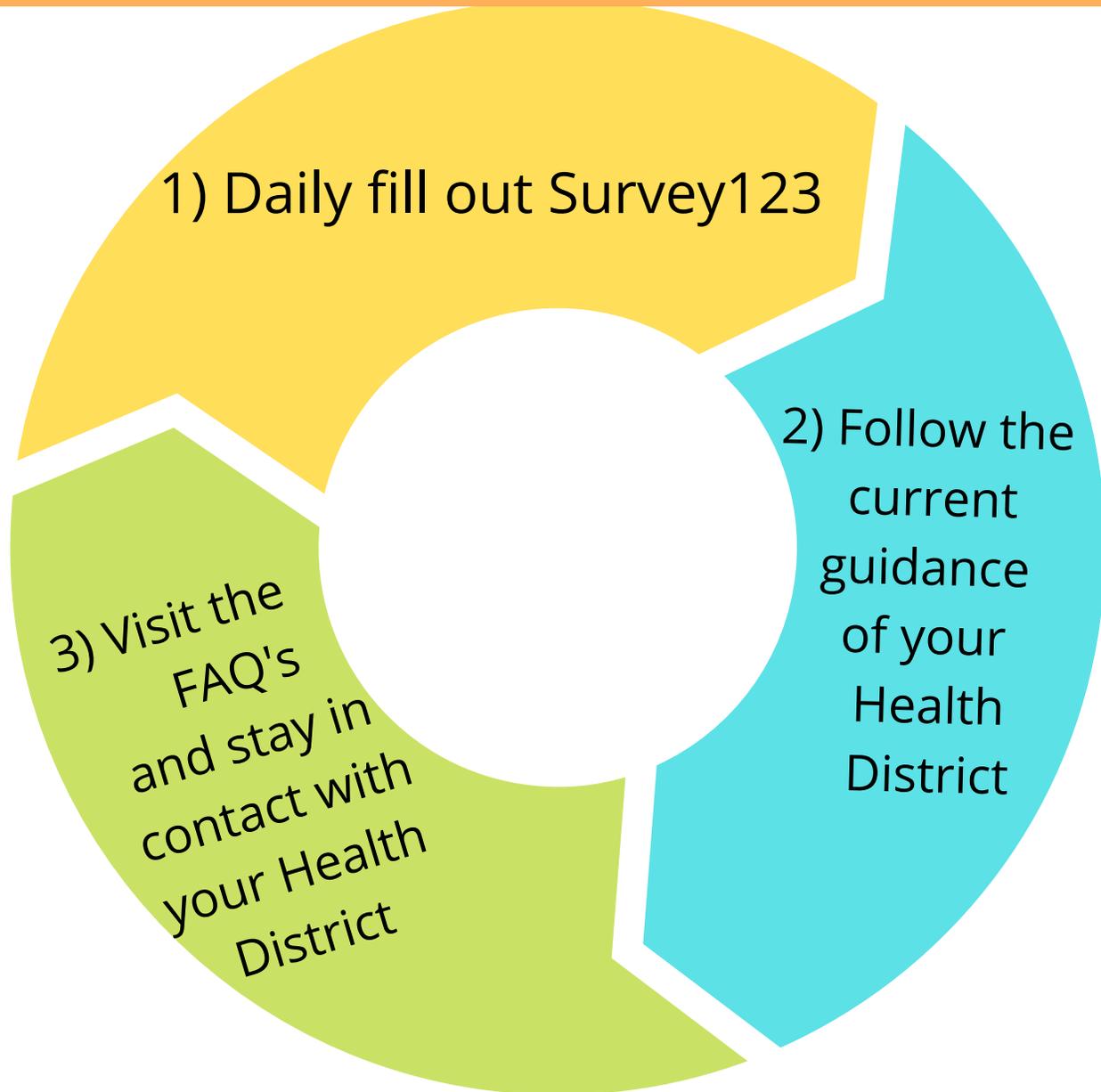
We do not make this change to make your jobs more difficult, or to increase the demands you are already facing. We are making this change to more adequately streamline the the data collection process, to understand your burn rate and inventory, and also to meet the data requirements from FEMA when placing a PPE order.

We hope that the following graphics will help to clarify the process. As always, if you need assistance with Survey 123, please contact your public health district or your IOEM Liaison.

Sincerely,

Ben Roeber
Idaho Emergency Operations Center Manager

If you are an entity that requires PPE for the COVID-19 response



<https://survey123.arcgis.com/share/9c50dac7187848d19b3a11bad25b61a8>



FAQs

1

What is my Public Health District?

Visit <http://www.idahopublichealthdistricts.org/> to determine which Health District your county is in.

What if I haven't used Survey 123 before?

That's okay, start using it now. There is no login information required. As long as you are using and/ or requesting PPE for the COVID-19 response go to the website and fill out the survey.

On the survey under "Select Facility name*", choose "Other". In the new field that populates, enter your facility name. This will signify to us that we need to enter your name into the drop down list. Under the "Repopulated location" section search for your address. Once your facility has been added to the drop down list you will no longer need to enter your address.

Why do I need to submit Survey 123?

This survey is helping the IDEOC keep track of statewide usage of PPE. This is required to make requests for assistance to FEMA. If we show them the dashboard of our usage they will have a clear picture of our need.

What if I forget to fill out a day?

Complete the information as soon as possibly using the Date function on the survey to adjust to the appropriate date. We do not want you to rely on this function regularly. Without the information we are receiving daily from Survey 123 we are unable to identify our statewide needs and fulfill requests for assistance.

FAQs

2

What if I don't need to request anything?

Still fill out the survey if you are using PPE for the COVID-19 response. The survey is meant to help us understand the amount of PPE we are using state wide. Simply enter a '0' into the request field.

I'm already filling out IRTS, do I need to do Survey123?

Yes, these are separate systems. Continue filling out IRTS as required by Health and Welfare. Also fill out Survey 123 as required by Idaho Office of Emergency Management. Each of these systems feeds into a different dashboard with separate purposes.

Do I need a login for Survey123?

No, the survey will be ready for you to fill out. Please go to this URL:
<https://survey123.arcgis.com/share/9c50dac7187848d19b3a11bad25b61a8>

What time of day should I fill out the survey?

We recommend you fill it out the same time each day, preferably in the morning with information from the previous day. The sooner the information is turned in the sooner we can review it and understand your needs.

When I hit submit my survey is not being accepted.

Likely this is because of missing information. If you haven't used PPE, are not requesting PPE, or an item doesn't apply to you, enter a '0' into the text field.

For technical help, please email Becky Rose at brose@imd.idaho.gov, with subject line "COVID-19 Locality PPE Survey"

FAQs

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What if I haven't used any PPE today?

You will put a '0' for how many pieces of the item that you have used, but are still going to have to put in data for the amount being requested and the estimated inventory of the existing item. You still must fill out the survey, even if you have not used any PPE for the day.

What if I don't have inventory?

Please contact Wayne Harris (wharris@imd.idaho.gov) in the IDEOC, and we will work on a solution for you. It is absolutely imperative that we have information on your inventory levels in order to distribute PPE.

Who should be filling out Survey123?

Anybody that is putting in a request for assistance to their local public health district or to the state must fill out Survey123 daily. If you have already been submitting a report to IRTS, continue to do so this along with filling out the Survey123.

Will this change?

At this point in time, we do not anticipate this new reporting system to change. We are hopeful that this will be the final addition to the RFA process. We appreciate your participation and patience as we work to develop the best systems for the State of Idaho.

Do I count individual units or cases?

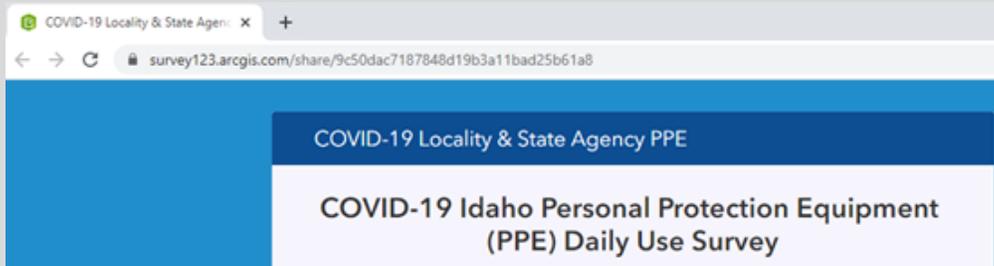
Enter the smallest unit possible for each PPE item. This should not be in boxes or cases. This is single unit items.

Gloves for example; enter 100 gloves, not 50 pairs of gloves or 1 box of gloves.

FAQs

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How will I know I am on the right page?



Is this just for Idaho?

This particular survey and URL link is specifically for the state of Idaho. There are other states using similar systems to figure out their burn rates. Each of them are using systems that work best for their state and population.

How do I know if I need to fill out Survey123?

Are you attempting to obtain PPE with the help of your Public Health District or the State of Idaho? Then you will need to fill this survey out. Whether you are a healthcare provider, first-responder, or something else, if you are requesting assistance from the state you will need to fill this survey out daily.

How do I request product?

Fill out Survey123 and then follow the guidance of your Public Health District. Contact your Public Health District if you are unsure of their protocol. Contact information is attached.

Will there be a cost for the request of PPE?

It is still unknown, however the short answer is likely yes. You may be asked to pay a portion of, or the entire cost of the PPE at a later date. Every effort should be made to purchase PPE at the facility level. If you cannot do so, file a request with your Public Health District.

Public Health District Contact Information

1 **Panhandle Health District**
Stephanie Goss - PHD1-LOG@phd1.idaho.gov or (208) 415-5253

2 **North Central District Health**
Preparedness Section - PHP@phd2.idaho.gov or (208)799-3100

3 **Southwest District Health**
Mitch Kiester - mitch.kiester@phd3.idaho.gov or (208)455-5321

4 **Central District Health**
(208)375-5211

5 **South Central District Health**
phd5-logistics@phd5.idaho.gov or (208)737-5973

6 **Southeastern Idaho Public Health**
Eli Bear - ebear@siph.idaho.gov or (208) 233-9080

7 **Eastern Idaho Public Health**
tnelson@eiph.idaho.gov or hpeterson@eiph.idaho.gov