

Summary

Use the Community Outreach page for the Online Survey Guide to record daily engagements. The survey is easily accessible from the provided Tablet Device.



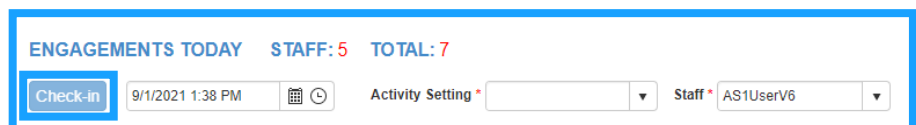
Getting Started: On Tablet Device

- Turn on the device
 - Hold down the top-right button until device powers on
 - If the tablet doesn't come on, please use the charger included in the package to charge the tablet
 - The charging port is located at the bottom of the device
 - It is assessed via the flap on the exterior of the case
- After entering the password, the home screen will show a few icons
 - The essential icons are:
 1. **Advocate Help** – Access to all help documents and videos
 2. **Advocate Survey** – Access to the online survey



Record Engagement: On Community Outreach page

- Click on **CHECK-IN**
 - Current Check-In Time and Date will auto-fill



- Complete required fields from dropdown
 - Activity Setting
 - Staff

NOTE: Required fields are marked with a red asterisk *

- Complete **Engagement** demographics by selecting an option from each category
 - Age
 - Race/Ethnicity
 - Gender
 - Borough
 - Zip Code
 - Community
 - Individual Barriers
 - Barriers to Vaccination

Engagement

Age

0-17
 18-24
 25-44
 45-64
 65+

Race/Ethnicity

Asian
 Black
 Latino
 White
 Other

Gender

Male
 Female
 Other

Borough

Bronx
 Brooklyn
 Manhattan
 Queens
 Staten Island

Zip Code

10456
 10459
 10460
 Out of Area
 Not provided

Community

Asian/Pacific
 Black
 Latino
 LGBTQI+/TGNCNB
 Undocumented

Individual Barriers

Sex Workers
 Homeless
 Immigrant
 Undocumented
 Mental Health

Barriers to Vaccination

Preexisting Conditions
 Access to Vaccine
 Not Tested
 Effectiveness
 Myths

Other

- Complete **Needs and Referrals** demographics by selecting an option from each category
 - Vaccination
 - Food
 - Shelter
 - Financial Assistance
 - Primary Care
 - Employment
 - Behavior Health
 - Legal Assistance
 - Additional Persons
 - Transportation Needed
 - Interpreter Needed

Needs & Referrals

Vaccination

Fully Vaccinated
 One Dose
 Unvaccinated
 Referred
 Appointment

Food

Provided
 Referred
 Appointment

Shelter

Provided
 Referred
 Appointment

Financial Assistance

Provided
 Referred
 Appointment

Primary Care

Provided
 Referred
 Appointment

Employment

Provided
 Referred
 Appointment

Behavioral Health

Provided
 Referred
 Appointment

Legal Assistance

Provided
 Referred
 Appointment

Additional persons

1
 2
 3
 4
 5

Transportation needed

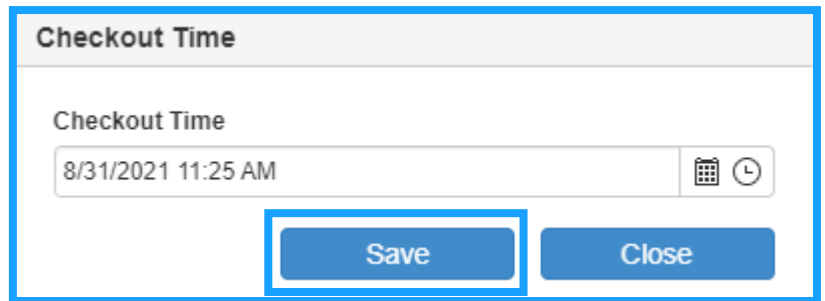
Yes
 No

Interpreter needed

Yes
 No

Submit Engagement: On Community Outreach tab

- After information has been collected, click **SUBMIT**
- Checkout Time and Date will auto-fill in pop-up window
 - Click **SAVE**
- Staff number and Total number have increased with calculation of newly recorded engagement
- Repeat steps for each new engagement



Checkout Time

Checkout Time

8/31/2021 11:25 AM

Save Close

NOTE: ECM automatically records daily engagement totals per Advocate Staff and per Daily Total of all Advocates.