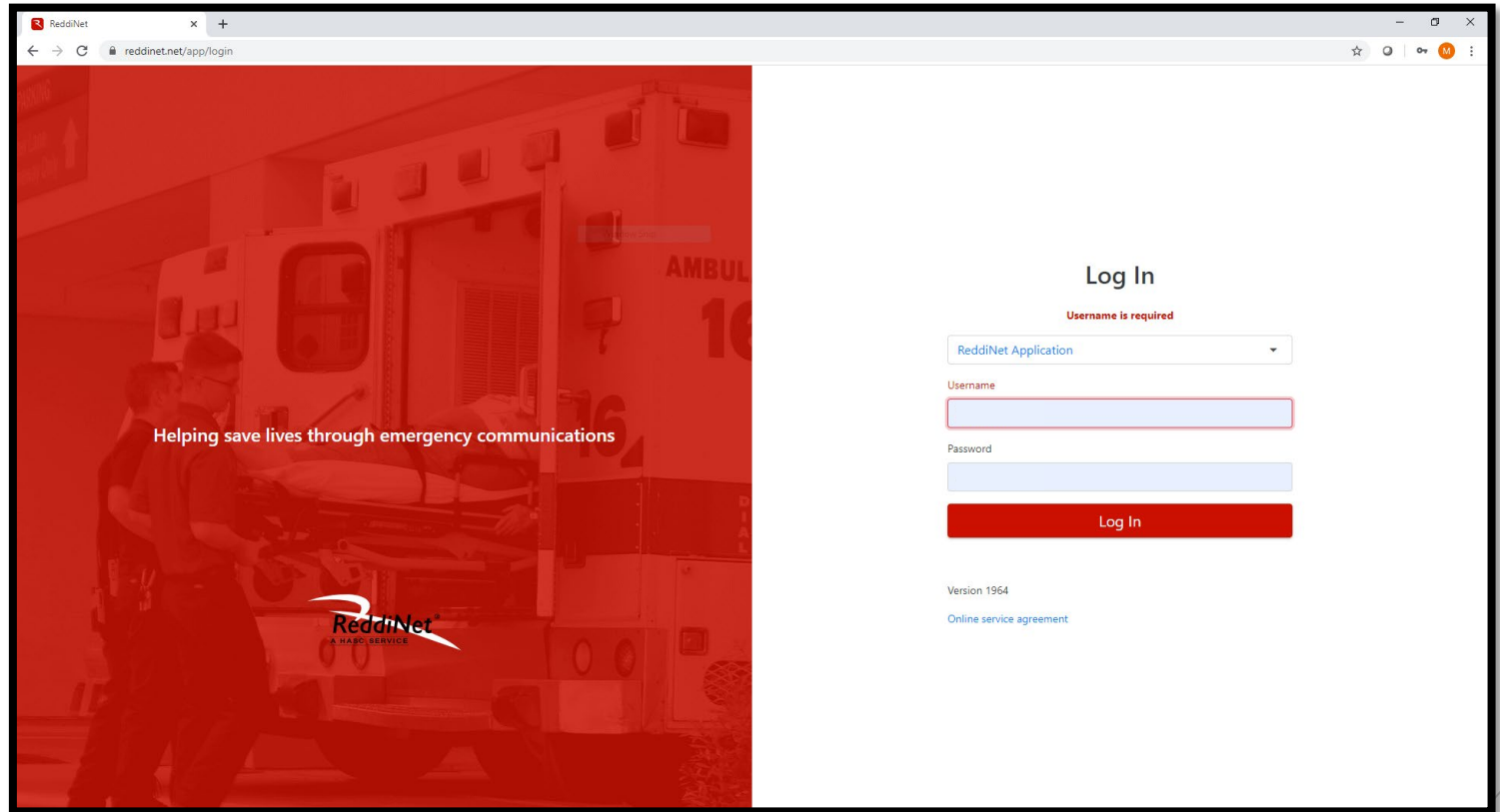


ReddiNet Resource Request

Step by Step guide for Healthcare Facilities

Log into
ReddiNet



The screenshot shows a web browser window with the address bar displaying "reddinet.net/app/login". The page features a red-tinted background image of an ambulance with the text "Helping save lives through emergency communications" and the ReddiNet logo. On the right side, there is a "Log In" section with a dropdown menu for "ReddiNet Application", input fields for "Username" and "Password", and a red "Log In" button. Below the login form, it says "Version 1964" and provides a link for "Online service agreement".

ReddiNet
A HABC SERVICE

Log In

Username is required

ReddiNet Application

Username

Password

Log In

Version 1964

[Online service agreement](#)

Click Resource Request tab

The screenshot shows the ReddiNet application interface. The browser address bar displays 'reddinet.net/app/main/status/hospitalstatus'. The application header is red and contains the 'ReddiNet' logo, a user profile icon, and 'SETTINGS' and 'LOGOUT' links. Below the header is a navigation bar with tabs: 'STATUS', 'MCI 1', 'ASSESSMENT', 'MESSAGES 1', 'BED CAPACITY', 'RESOURCE REQUEST', and 'DASHBOARD'. The 'RESOURCE REQUEST' tab is highlighted. On the right side of the navigation bar are links for 'FRC', 'Help and Support', and 'Feedback'. The main content area is titled 'Hospital Status' and includes a 'Print' button, a 'Show All Hospitals' dropdown, and a search bar. Below this are filters for 'Facility', 'Updated', and 'Diversion Status'. A large yellow arrow points to the 'RESOURCE REQUEST' tab in the navigation bar. The left sidebar contains 'Hospital Status', 'ED Volume', and 'System Contacts' sections, with a 'Reports' button at the bottom.

IMPORTANT: Please do not click other tabs in ReddiNet, as it may send out County/Region wide alerts to many, many people

After you are in
"Resource
Requests", ensure
you are in
"COVID-19 tab"

The screenshot displays the ReddiNet application interface. The browser address bar shows the URL: reddinet.net/app/main/resource-tracker/incidents/23/resource-requests/477/detail. The application header includes the ReddiNet logo, a user profile icon, and links for SETTINGS and LOGOUT. The main navigation bar contains tabs for STATUS, MCI (with a notification icon), ASSESSMENT, MESSAGES (with a notification icon), BED CAPACITY, RESOURCE REQUEST (highlighted), and DASHBOARD. On the right side of the navigation bar, there are links for FRC, Help and Support, and Feedback.

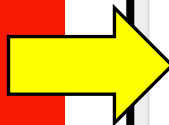
The main content area is divided into three sections:

- Left Panel:** Features a "New Resource Request" button, an "Incidents" section with "Open" and "Closed" filters, and a "General Incident" section showing a "COVID-19" incident from "3/6/2020 12:08". A "Reports" button is located at the bottom.
- Center Panel:** Titled "Resource Requests", it includes a "Sort By: Date" dropdown, a "No filter" dropdown, and a search box. Below these are tabs for "Active", "Closed", and "Canceled". The content area is mostly obscured by a large black redaction box.
- Right Panel:** Titled "COVID-19", it contains a "Cancel Request" button and a "Print" icon. It features several data entry fields: "Requesting agency", "Date & Time", and "Tracking #". Below these are sections for "Requestor details" (Requestor Name, Position, Phone, Email) and "Describe Mission / Tasks". At the bottom, there are radio buttons for "Order Type" (SUPPLIES, PERSONNEL, EQUIPMENT, OTHER) and "Order- Medical & health request details" (Paid, Non Paid). A table with columns "Item #", "Priority", "Detailed Description", "Qty (Quantity)", and "Expected Duration of Use (days)" is partially visible at the bottom.

Click New
Resource
Request

The screenshot displays the ReddiNet web application interface. The browser address bar shows the URL: reddinet.net/.../resource-tracker/incidents/23/resource-requests/477/detail. The application header is red and contains the ReddiNet logo, a user profile icon, and links for SETTINGS and LOGOUT. Below the header is a navigation bar with tabs: STATUS, MCI (1), AS, MESSAGES (1), BED CAPACITY, RESOURCE REQUEST (highlighted), and DASHBOARD. On the right side of the navigation bar are links for FRC, Help and Support, and Feedback. The main content area is divided into three columns. The left column has a 'New Resource Request' button at the top, followed by an 'Incidents' section with 'Open' and 'Closed' radio buttons, and a 'General Incident' section showing '0' incidents. A 'COVID-19' incident is listed with the date '3/6/2020 12:08'. A 'Reports' button is at the bottom of this column. The middle column is titled 'Resource Requests' and includes a 'Sort By: Date' dropdown, a 'No filter' dropdown, and a search box. The main content area of this column is currently blacked out. The right column is titled 'COVID-19' and contains a 'Cancel Request' button and a 'Print' button. The main content area of this column is also greyed out.

You are now directed into the Resource Request form. Ensure you are in "COVID-19" under incident name

A screenshot of the ReddiNet Resource Request form. The browser address bar shows 'reddinet.net/app/main/resource-tracker/new-resource-request'. The page has a red header with 'ReddiNet' and navigation links for 'STATUS', 'MCI', 'ASSESSMENT', 'MESSAGES', 'BED CAPACITY', 'RESOURCE REQUEST', and 'DASHBOARD'. The 'RESOURCE REQUEST' tab is active. The form title is 'Resource Request' with a note: 'Note: A SitRep is a required prerequisite to any resource request'. The 'Incident Name' dropdown is set to 'COVID-19' and the 'Date & Time' is '4/3/2020 09:32'. The 'Facility Name' is 'Test Health Facility'. The 'Requestor details' section includes 'Requestor Name' (Test Name), 'Position' (Director of Testing Resource Request), 'Phone Required' ((000)000-0000), and 'Email' (testemail@test.org). There is a 'Describe Mission / Tasks' text area. The 'Order Type' section has radio buttons for 'SUPPLIES', 'PERSONNEL', 'EQUIPMENT', and 'OTHER' (Required). A confirmation section asks if three requirements are met: 'Is the resource(s) being requested exhausted or nearly exhausted?', 'Facility is unable to obtain resources within a reasonable time frame', and 'Facility is unable to obtain resource from other non-traditional sources?'. The 'Command/management review and verification' section has three required fields: 'Name Required', 'Position Required', and 'Command Review Required'. 'Cancel' and 'Submit' buttons are at the bottom right.

ReddiNet

reddinet.net/app/main/resource-tracker/new-resource-request

ReddiNet

SETTINGS LOGOUT

STATUS MCI 1 ASSESSMENT MESSAGES BED CAPACITY RESOURCE REQUEST DASHBOARD

FRC Help and Support Feedback

Resource Request

Note: A SitRep is a required prerequisite to any resource request

Incident Name: COVID-19 Date & Time: 4/3/2020 09:32

Facility Name: Test Health Facility

Requestor details

Requestor Name: Test Name Position: Director of Testing Resource Request Phone Required: (000)000-0000 Email: testemail@test.org

Input fields.

- Please insure this information is correct, as we may need this information to follow up with your request
- Phone number should be **direct cell number**, not desk line

1. What is the number of occupied beds in your facility?
2. How many COVID-19 positive patients do you have?
3. How many persons under investigation (PUI) do you have?
4. How many of your staff interact with COVID positive/PUI patients?
5. What is the current number of this item that you have on hand?
6. What is your weekly PPE burn rate for item(s) requested?
7. What is the bare minimum amount you need to get you through the week?
8. How many days until you are completely exhausted (0) of this supply
9. What is your current ration protocol for PPE?
10. Have you tried to procure this item through your normal vendor? What is the reason your normal vendor is unable to provide your item (ex. Delay, urgent need, etc)?
11. Do you have other facilities in other counties that you are sending equipment to?
12. Does your facility perform any procedures that carry a risk of aerosolization of the virus, if so, what and how many types?

Please address these questions in “Describe Mission/Tasks”

- Please ensure this information is correct, as we may need this information to follow up with your request.
- See the example on next page for guidance on formatting

Describe Mission / Tasks

168/500

1. 20 beds; 2. 0 COVID+; 3. 5 PUI; 4. 10 staff; 5. 10 N95 masks; 6. 30 masks; 7. 10 masks; 8. 3 days; 9. 1 mask per staff per shift; 10. Yes, back order; 11. No; 12. No

Order Type: SUPPLIES PERSONNEL EQUIPMENT OTHER **Required**

Example: “Describe Mission/Tasks”

- Please ensure this information is correct, as we may need this information to follow up with your request.
- Be as concise as possible, as there is a **500 character count limit** and **please include a semi-colon after each question “;” because ReddiNet will format this information into a single line**
- If we need any clarification on this information we will follow up

Resource Request

Note: A SitRep is a required prerequisite to any resource request

Incident Name

COVID-19

Date & Time

4/3/2020 09:32

Facility Name

Test Health Facility

Requestor details

Requestor Name

Test Name

Position

Director of Testing Resource Request

Phone **Required**

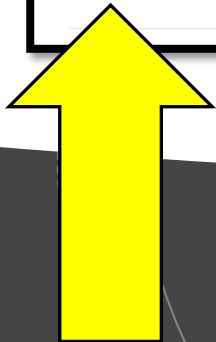
(000)000-0000

Email

testemail@test.org

Describe Mission / Tasks

Order Type: SUPPLIES PERSONNEL EQUIPMENT OTHER **Required**



Select the appropriate "Order Type".

- Please ensure this information is correct, as we may need this information to follow up with your request.

1. N95 masks for patient and staff PPE
2. 15 staff members
3. 0 COVID-19 positive cases; 3 PUIs

Order Type: SUPPLIES PERSONNEL EQUIPMENT OTHER

Order - Medical & health request details

Priority

Urgent

Detailed Description

N95 1860 universal fit

Quantity

50

▼ Add Deliver/Report to Address

Confirm that these 3 requirements have been met prior to submission of request

- Is the resource(s) being requested exhausted or nearly exhausted?
- Facility is unable to obtain resources within a reasonable time frame (based upon priority level below) from vendors, contractors, MOU/MOA's or corporate office?
- Facility is unable to obtain resource from other non-traditional sources?

Priority

- Sustainment: Low priority
- Emergent: < 12 hours
- Urgent: > 12 hours

Describe Mission / Tasks 97/500

1. [N95](#) masks for patient and staff [PPE](#)
2. 15 staff members
3. 0 [COVID-19](#) positive cases; 3 [PUIs](#)

Order Type: SUPPLIES PERSONNEL EQUIPMENT OTHER

Order - Medical & health request details

Priority	Detailed Description	Quantity
Urgent	N95 1860 universal fit	50

▼ Add Deliver/Report to Address

Confirm that these 3 requirements have been met prior to submission of request

- Is the resource(s) being requested exhausted or nearly exhausted?
- Facility is unable to obtain resources within a reasonable time frame (based upon priority level below) from vendors, contractors, MOU/MOA's or corporate office?
- Facility is unable to obtain resource from other non-traditional sources?

Detailed Description

- Describe item being requested as concisely as possible while including as much detail as you can.
- If possible, include link to webpage or supporting documentation that describes the exact resource you need

Describe Mission / Tasks 97/500

1. N95 masks for patient and staff PPE
2. 15 staff members
3. 0 COVID-19 positive cases; 3 PUIs

Order Type: SUPPLIES PERSONNEL EQUIPMENT OTHER

Order - Medical & health request details

Priority	Detailed Description	Quantity
<input type="text" value="Urgent"/>	<input type="text" value="N95 1860 universal fit"/>	<input type="text" value="50"/>

Confirm that these 3 requirements have been met prior to submission of request

- Is the resource(s) being requested exhausted or nearly exhausted?
- Facility is unable to obtain resources within a reasonable time frame (based upon priority level below) from vendors, contractors, MOU/MOA's or corporate office?
- Facility is unable to obtain resource from other non-traditional sources?

Quantity

- **IMPORTANT:** Please note this quantity in individual units (eaches); we will cancel requests in units of boxes, cartons, etc
- This quantity should equal the amount you need for a one week timeframe only

Order - Medical & health request details

Priority	Detailed Description	Quantity
Urgent	N95 1860 universal fit	50

▼ Add Deliver/Report to Address

Confirm that these 3 requirements have been met prior to submission of request

- Is the resource(s) being requested exhausted or nearly exhausted?
- Facility is unable to obtain resources within a reasonable time frame (based upon priority level below) from vendors, contractors, MOU/MOA's or corporate office?
- Facility is unable to obtain resource from other non-traditional sources?

Command/management review and verification

Name	Position	Command Review
Commander Name	Incident Commander	Complete

Cancel Submit

Command/Management Review

- Complete checklist of 3 requirements
- Name: Incident Commander first and last name
- Position: "Incident Commander"
- Command review: "Complete"
 - *This verifies that Incident Command has authorized this resource request

Order - Medical & health request details

Priority	Detailed Description	Quantity
<input type="text" value="Urgent"/>	<input type="text" value="N95 1860 universal fit"/>	<input type="text" value="50"/>

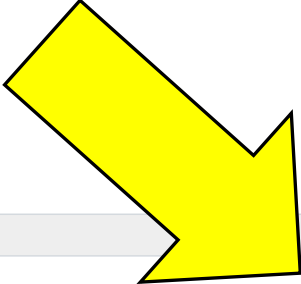
▼ Add Deliver/Report to Address

Confirm that these 3 requirements have been met prior to submission of request

- Is the resource(s) being requested exhausted or nearly exhausted?
- Facility is unable to obtain resources within a reasonable time frame (based upon priority level below) from vendors, contractors, MOU/MOA's or corporate office?
- Facility is unable to obtain resource from other non-traditional sources?

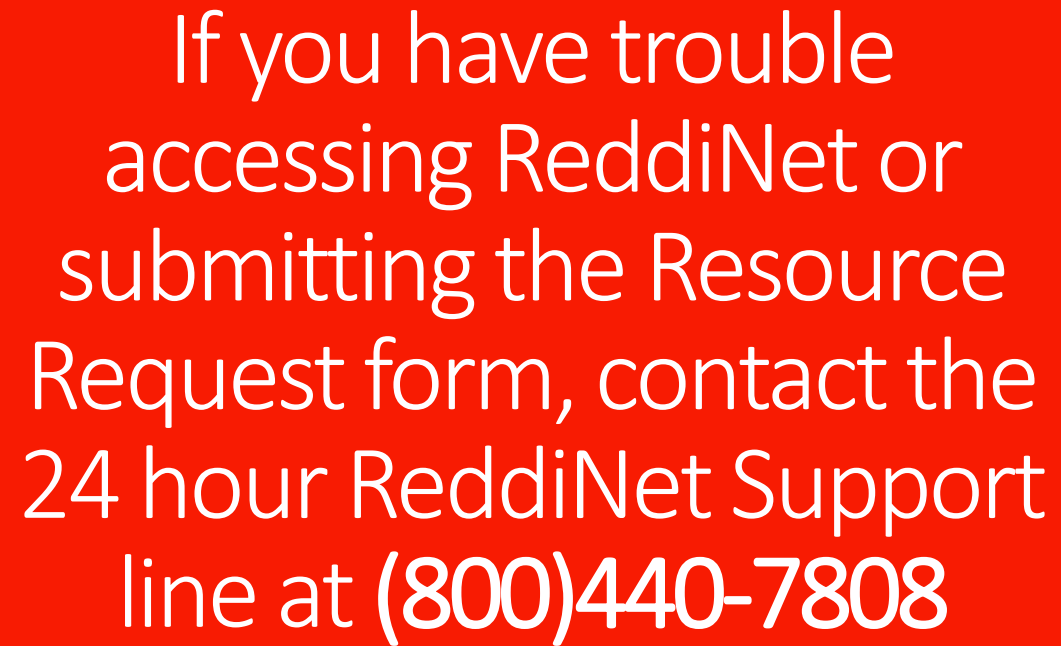
Command/management review and verification

Name	Position	Command Review
<input type="text" value="Commander Name"/>	<input type="text" value="Incident Commander"/>	<input type="text" value="Complete"/>

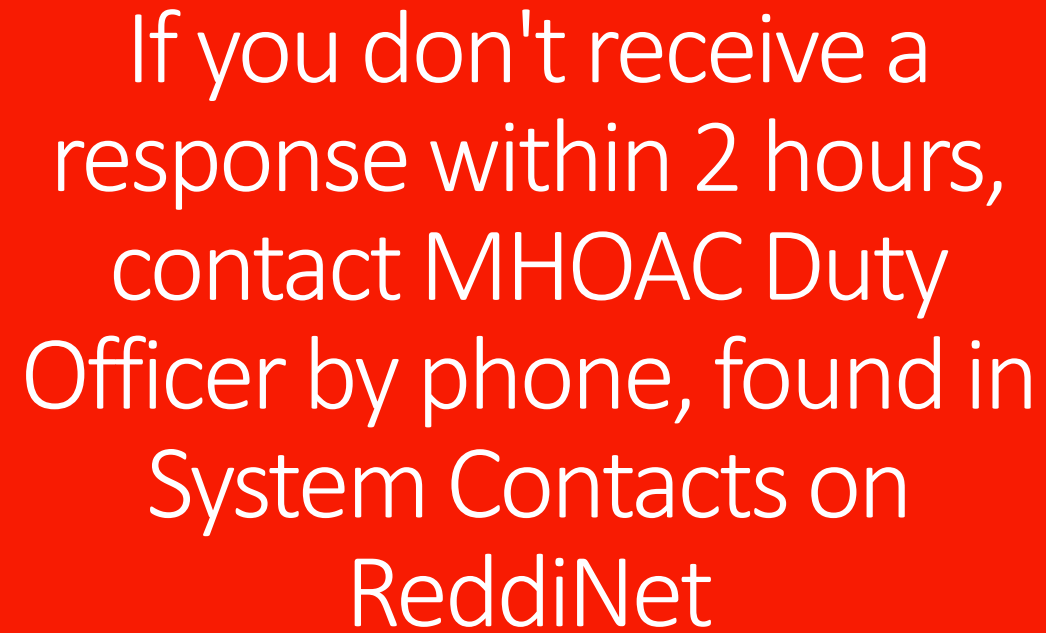


Form is complete

- You are ready to Submit! Press the Submit button in the lower right corner.

A red callout box with a white text area and a red pointer at the bottom. The background of the slide features a pattern of concentric circles, some solid and some dashed, in a light gray color.

If you have trouble
accessing ReddiNet or
submitting the Resource
Request form, contact the
24 hour ReddiNet Support
line at **(800)440-7808**

A red callout box with a white border and a downward-pointing arrow at the bottom center. The text inside is white and centered. The background of the slide features a pattern of concentric circles and arcs in light gray and white, some solid and some dashed.

If you don't receive a
response within 2 hours,
contact MHOAC Duty
Officer by phone, found in
System Contacts on
ReddiNet