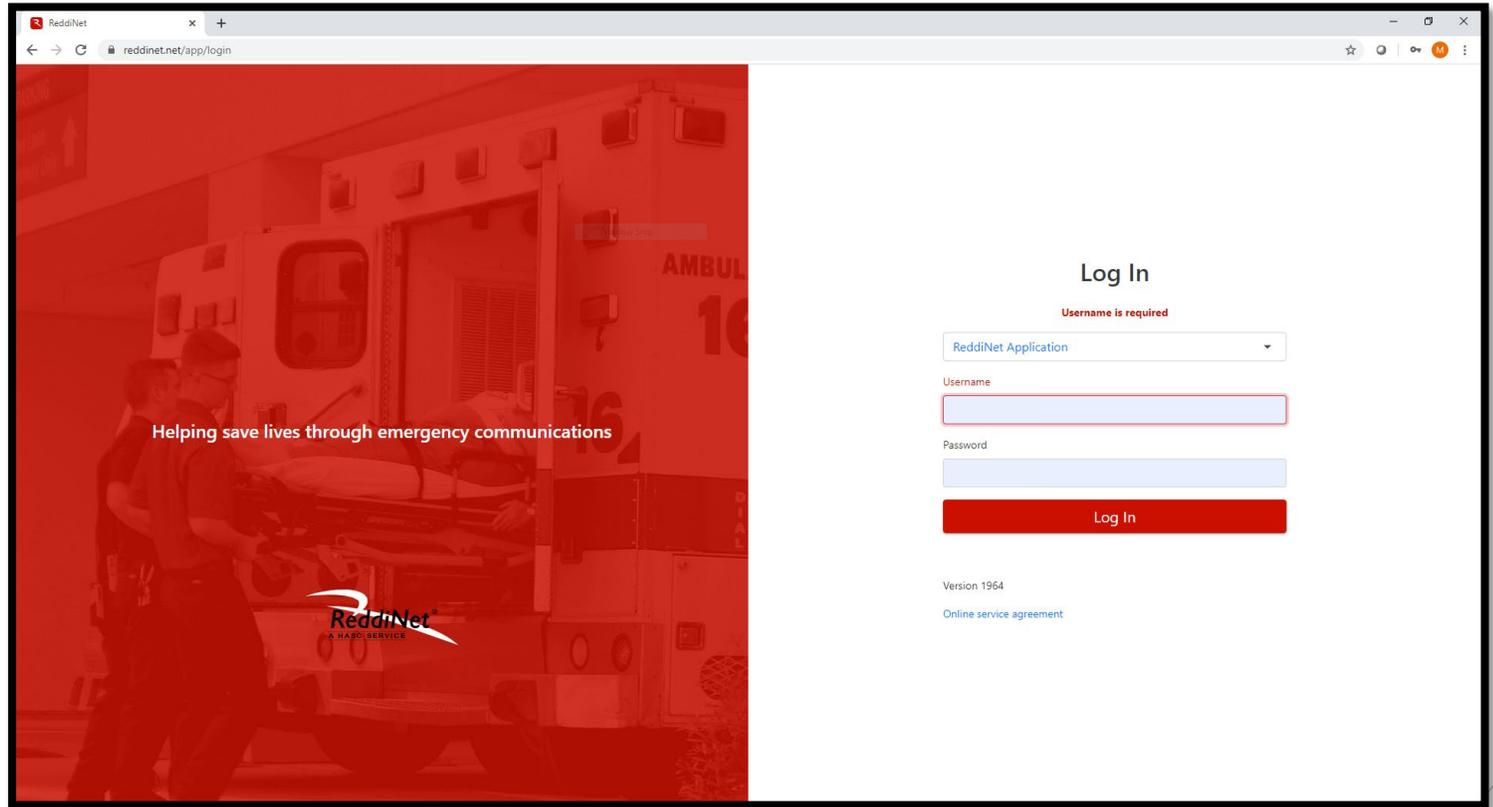


ReddiNet Resource Request

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 fields, it says "Version 1964" and "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 includes the 'ReddiNet' logo, a user profile icon, and 'SETTINGS' and 'LOGOUT' links. The main navigation bar contains several tabs: 'STATUS', 'MCI' (with a red notification icon), 'ASSESSMENT', 'MESSAGES' (with a red notification icon), 'BED CAPACITY', 'RESOURCE REQUEST', and 'DASHBOARD'. The 'RESOURCE REQUEST' tab is highlighted with a yellow arrow. Below the navigation bar, the 'Hospital Status' page is visible, featuring a left sidebar with 'Hospital Status', 'ED Volume', and 'System Contacts'. The main content area has a 'Hospital Status' title, a 'Print' button, a 'Show All Hospitals' dropdown, and a search bar. Below these are filters for 'Facility', 'Updated', and 'Diversion Status'. A 'Reports' button is located at the bottom left of the sidebar.

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 shows a web browser window displaying the ReddiNet application. The browser's 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. A navigation bar contains tabs for STATUS, MCI (with a notification icon), ASSESSMENT, MESSAGES (with a notification icon), BED CAPACITY, RESOURCE REQUEST (highlighted in red), and DASHBOARD. On the right side of the navigation bar are links for FRC, Help and Support, and Feedback.

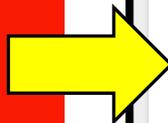
The main content area is divided into three columns:

- Left Column:** Features a "New Resource Request" button, an "Incidents" section with "Open" and "Closed" radio buttons, and a "General Incident" section showing a "COVID-19" incident from "3/6/2020 12:08". A "Reports" button is located at the bottom.
- Middle Column:** Titled "Resource Requests", it includes a "Sort By: Date" dropdown, a "No filter" dropdown, and a "Search" input field. Below these are tabs for "Active", "Closed", and "Canceled". The content area is mostly obscured by a large black redaction box.
- Right Column:** 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 #", all of which are redacted with black boxes. 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, with its content redacted.

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 menu with tabs for STATUS, MCI (1), AS, MESSAGES (1), BED CAPACITY, RESOURCE REQUEST (highlighted), and DASHBOARD. On the right side of the navigation menu are links for FRC, Help and Support, and Feedback. The main content area is divided into three columns. The left column is titled 'Incidents' and includes a 'New Resource Request' button, radio buttons for 'Open' and 'Closed', and a 'General Incident' section with a count of 0. A red bar highlights a 'COVID-19' incident with a timestamp of '3/6/2020 12:08'. A 'Reports' button is located at the bottom of this column. The middle column is titled 'Resource Requests' and features a 'Sort By: Date' dropdown, a 'No filter' dropdown, and a search box. Below these is a large black rectangular area. The right column is titled 'COVID-19' and contains a 'Cancel Request' button and a 'Print' button. The background of the right column is a light gray.

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



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

Describe Mission / Tasks

Order Type: SUPPLIES PERSONNEL EQUIPMENT OTHER Required

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

- Is the resource(s) being requested exhausted or nearly exhausted? Required
- 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? Required
- Facility is unable to obtain resource from other non-traditional sources? Required

Command/management review and verification

Name Required: Position Required: Command Review Required:

Cancel Submit

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**

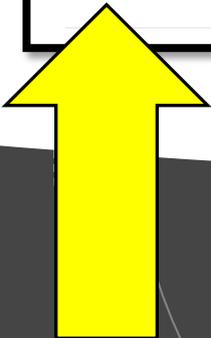
(000)000-0000

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"/>

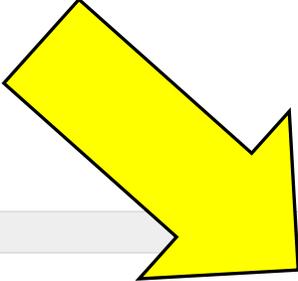
Add Deliver/Report to Address

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"/>

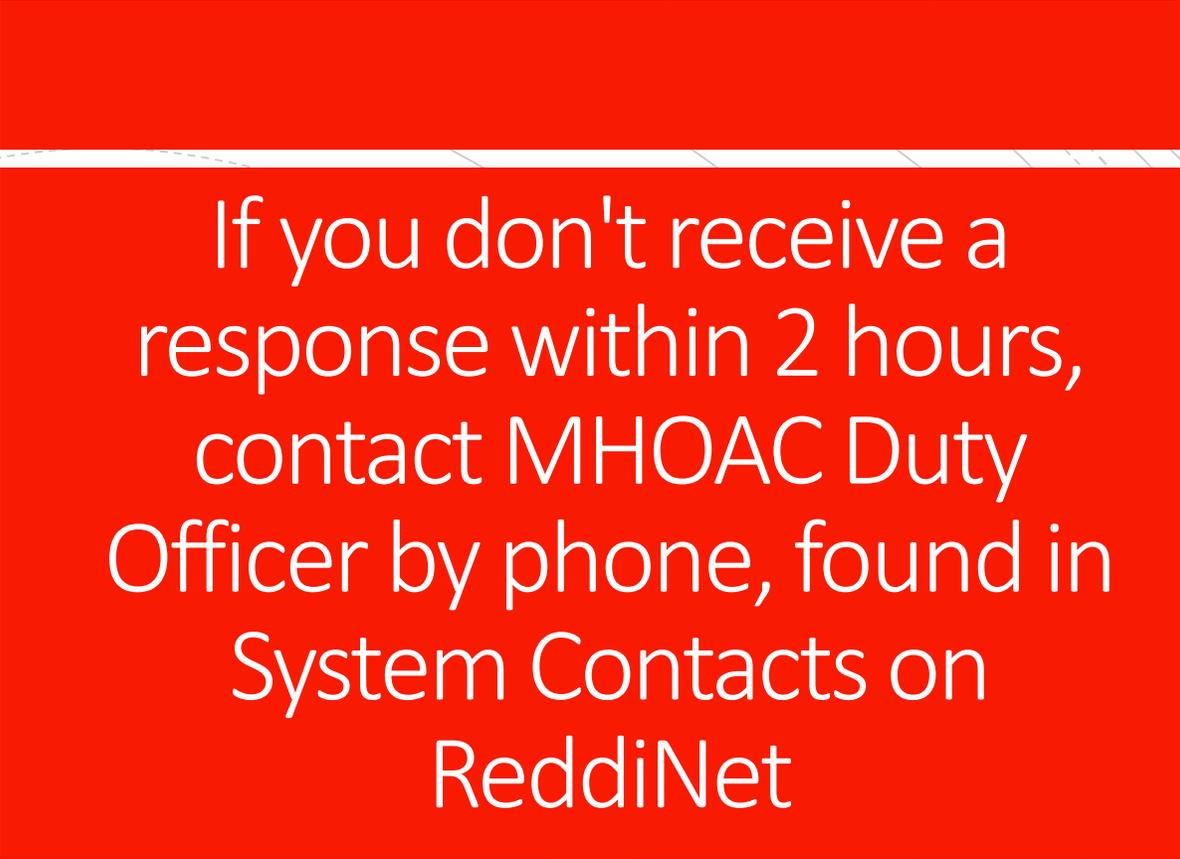


Form is complete

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

A red callout box with a white 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 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. The text inside is white and centered. The background of the slide features a pattern of concentric, overlapping circles in light gray, 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