Environmental Care Discharge Tracking Application

The Johns Hopkins Hospital
Facilities Department
Environmental Care

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Purpose

The Johns Hopkins Hospital is implementing a computer software application called Epic that will be used for electronic health records (EHR). Epic is a single software platform used to track all aspects of a patient’s experience from admission to discharge. The Johns Hopkins Hospital Environmental Care (EVC) division of the Facilities Department is responsible for, among other tasks, performing cleaning of patient rooms upon the patient’s discharge from a room. This manual provides instructions on how to use the EVC Epic software application to track EVC’s progress on discharge cleanings.
Using the EVC Epic Application

The following pages describe how to use the EVC Epic application to properly document the discharge cleaning of patient rooms.

Starting the Application

To start the EVC Epic application, touch this icon on the device.

Logging In

The first step to using the EVC Epic application is to log in. This is performed by first touching the EVC Epic icon on the mobile device. After touching the icon, the following screen will be shown.

Please touch the screen after the colon (";") and enter the first 6 digits of your badge number. Do not include the hyphen nor the number after the hyphen. After typing in your badge number, touch the Submit button.

Selecting a Sector

After logging in, you must next select a Sector. In Epic, a Sector is the area where you will be working for the day. Sectors are aligned to clinical units. If a bed is discharged from the unit you are logged into, you
will receive the assignment on your device. To select a sector, touch the box to the left of the sector, as is shown below where JHH Nelson 3 was selected.

After selecting the sector you are working in for the day, touch the Done button located at the top right of the screen.

**Placing an Assignment in Progress**

Once you are logged into a sector, you can begin receiving discharge cleaning assignments. If you have been assigned a bed, it will show in the Current Assignment section of the application. In the image below, the EVC Associate has been assigned bed JHH NELSON 3 386 B. To place an assignment in progress, touch the Put in Progress text on the screen

Once a room is put in progress, the screen will look like the following. Note that the current assignment that is in progress now shows under the text Request in Progress.
Completing an Assignment

After an assignment has been put in progress, the next step is to complete the assignment. This should occur immediately after all steps have been followed to clean and disinfect the patient room. To complete an assignment, touch the Complete text on the screen.

After completing an assignment, Epic is updated, so that another patient can be admitted to the bed. Also, if there is another assignment in the queue, it will now show in the Current Assignment section of the screen, as is shown below with JHH NELSON 3 339 A.
Going on Break

If you are going on an authorized break, then you must document that break by touching the Go On Break text on the screen.

After touching the Go On Break text, the Associate will be asked to select how long that break is scheduled for. Touch the option and then touch Submit.

Once you are on break, the screen will look like the following. To come off break, touch the Go Off Break text on the screen.
Placing a Room on Hold

Occasionally, it is required to put an assignment on hold. This can happen for different reasons that are provided in a list. Note that this list is subject to change. To place a room on hold, touch the OnHold text on the screen.

After touching the OnHold text, you will be asked to select an option. Touch the appropriate option and then touch Submit.

When the assignment is placed on hold, the screen will look like the screen below. When an assignment is put on hold, you may receive a new assignment. In the example below, room JHH NELSON 4 478 B has been placed on hold and the next assignment JHH NELSON 4 470 A is active.
To take an assignment off hold, touch the room number under the OnHold text. You will then be taken to a screen where you can put the held assignment in progress.

Placing a Room in Delay

Occasionally, it is required to delay an assignment. This can happen for different reasons that are provided in a list. Note that this list is subject to change. To delay an assignment, touch the Delay text on the screen.

After choose to delay an assignment, select the option and then touch Submit.
After placing an assignment on delay, you will see the delayed assignment listed on the bottom of the screen.

To take an assignment out of delay, touch the assignment under Delayed Assignments.

**Signing Out**

At the end of your shift, you must log out of the EVC Epic application. To do this, touch the Sign Out button at the top left of the screen.
Touch to sign out
Supervisor Tools

Accompanying the new EVC Epic Discharge application are new tools that can be used by supervisors. These tools are in one of two places. The first is in Epic Hyperspace and the second is on the Facilities Intranet website.

Epic Hyperspace

Epic Hyperspace is the tool that Epic

Accessing Epic Hyperspace

Browse to http://my.jh.edu then click on “login with your JHED ID” in the top left corner.

Depending on the computer configuration, the system will either go to the next page or prompt for login. Ultimately, the following screen will be shown (note that the navigation items can vary depending on user). Hover the mouse over Cloud, then click Cloud Apps.
The next screen is the Cloud Apps landing page. Citrix Receiver must be installed on any computer attempting to access Cloud Apps. This program is included on the image provided by IT. If the program does not exist on the computer, please call the Help Desk at 5-HELP (5-4357). Next, click on the large icon in the middle of the screen to proceed to the Cloud Apps.

From the next screen, click the Epic folder (note that the folders listed can vary by user).
Next, a list of the various Epic environments will be shown. Click on the PROD folder. Click on the actual environment to connect to.

At this point, Epic Hyperspace will either launch or the browser may ask to open the environment. If the latter occurs, there will be a clickable link at bottom of the screen as shown below.

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1 At the time of document creation, the Epic Production folder was not available. It is assumed that the folder will be called PROD or Production.
Using Epic Hyperspace

Each EVC supervisor, manager, support team member must have gone to training to access Epic. This document does not replace that training, so there is not elaboration on using Epic. You can always access the Epic Training portal from this website:

https://collaborate.johnshopkins.edu/sites/epictraining/_layouts/15/start.aspx#/SitePages/Welcome to the Epic Training Portal.aspx

Here are additional links:

**Epic EVS Manager Presentation:**

https://collaborate.johnshopkins.edu/sites/epictraining/Access%20Classroom%20Materials/EVS%20Manager%202000%20PPT.pdf?Web=1

**Epic EVS Manager Exercise Booklet:**

https://collaborate.johnshopkins.edu/sites/epictraining/Access%20Classroom%20Materials/EVS%20Manager%202000%20Exercise%20Booklet.pdf?Web=1

**Facilities Website**

There are additional tools available for supervisors to manage discharges on the Facilities Intranet site. To access these tools, browse to the Facilities Intranet, hover the mouse over Environmental Care, then click Bed Tracking.

**Bed Status Report**

The Bed Status Report is used to show the status of all non-clean beds. Beds can be in one of the following statuses:

- Dirty (unassigned dirty beds)
- Assigned
- In Progress
- On Hold
- Delayed
Associate Status

The Associate Status link shows each unit and any assignments on that unit and its status.

End Shift

This tool can be used to log employees out at the end of the shift if they forget to. Simply click the End Shift button next to the associate whose shift has ended and should no longer receive assignments.
### EVC Epic Application One-Pager for Associates

#### Starting the application

![EVC Discharge Tracking](image1)

#### Logging in

![Login Page](image2)

#### Selecting a sector

![Select Sector](image3)

#### Placing an Assignment in Progress

![Assignment Tracking](image4)

#### Completing an Assignment

![Assignment Completion](image5)