Within the system, you will have Sites (group or entity with which a contractual relationship is established) and Locations (a physical location where patient care takes place).

You'll want to make sure you have at least 1 location associated with each site to ensure that they receive a Slot Request if needed. Let's work together to add a Location!

1. Select Sites from your left-menu or dashboard.



- 2. Find and select the Site you'd like to manage.
  - 1. Pro-tip: use search box and filters to find what you're looking for!

Setup Sites Locations	s Personnel Contracts Ema	ails Explore Locat	tions Reports	Dashboard	
Q Search	Filters: Active 🛞	PT.DPT 🛞		+ Add Site →	₿ 72
35 Results Found					
SITE NAME 1	ADDRESS	CITY	STATUS	PROGRAMS	PHONE
Ability Center*	169 Sugar Street	West Chicago	Active	PT.DPT, OT.OTD	
Abundant Health* 🟷	9 Amherst Avenue SW, Rehabilitation Medicine, 6th Floor	Depew	Active	PA.MSPAS, PT.DPT, SW, Nursing, Nursing-CRNA, OT.OTD	(555) 555-55! x421223

3. On the ribbon at the top of the page, click on Locations.



4. The page will load all existing locations for the selected site. Click +Add Location.

← Action Physical Therapy Inc 380 SUTLEY CIR, SACRAMENTO, CA 95835-2043 D						
About Contracts Locat	ions Personnel	Slots In	terventions	Assessmer	nts Com	nmunications
Q Search					(+ A	dd location
LOCATION 1	ADDRESS	CITY	STATE	ZIP CODE	STATUS	ACTIONS
Action Physical Therapy Inc	380 SUTLEY CIR	SACRAMENTO	СА	95835-2043	Active	Ŵ
Click here to view/edit Loc						

- 5. A drawer will open for you to add all the Location's details:
  - 1. Please note that location name and full address are required before you can save.
  - 2. Basic Information

× Location details Save
Basic Information
Name*
Action Physical Therapy - NY
Label
Location Area
Out Of State
Active 💿 Yes 🔿 No

6. Address Information

Address In	Iformation
Oome:	stic 🔘 International
Address line	e1*
50 East Co	ttage Avenue
Address lin	e 2
City *	
Ronkonko	ma
State *	
State *	
State* NY Country	
State * NY Country United Sta	tes
State * NY Country United Sta ZIP Code	tes

7. Contact Information: optional if you have an office #, fax and website.

Phone (555) 555-5555 Phone extension 5555 Fax	
(555) 555-5555 Phone extension 5555 Fax	
Phone extension 5555 Fax	
5555 Fax	
Fax	
(555) 555-5555	
Website	
www.exxat.com	

- 8. Additional Information: track whether this is a rural location, if it serves underserved populations, and whether it should show to students on the map.
- 9. Once you add all the information you'd like to enter, click Save.

imes Location details	Save
Additional Information	
Rural Location O Yes 💿 No	
Underserved Population 🔘 Yes 💿 No	
Show On Explore Clinical Locations <ul> <li>Yes</li> </ul>	No

10. The location will now be added in the system!

# Note: Please note that the inactive locations will not be shown to students on the Explore Clinical Location page.

11. On the About tab, you will be able to provide additional Location Information.

12. You can manage the information you initially entered when creating the Location.

$\equiv$ Sites		🇱 🛃 🥐 🖳 Chat 📢 Amee Jotangiya Exxat Sales (PT)
Sites > Abundant Health* > Action The	егару	
Action Therapy 6 Thomas Jefferson,	, Warren, NJ 00854	
Location Menu <	Contracts	
About	Adaptial Fully Executed	Alliance Medical Center - Nursing PICU Fully Executed
R≡ Personnel	July 1, 2021 - July 31, 2026	March 20, 1991 - Is open ended
Communications	November 25, 2004 - Is open ended	June 7, 2023 - June 12, 2024
Slots		
Placements	Settings	0
	Inherited from site	
Assessments	Acute Care Home Health Outpatient Peds Rehab School Based	Wellness
Location Evaluations	Location settings	
	Child Nutrition Other Sports Research	
	Categories	Ø
	Inherited from site	
	Major Medical Center Outpatient Conglomerate	
	Location categories	

#### 13. View Contract information

1. You can manage this at the Site level.

Contracts	
Action Physical Therapy Inc June 6, 2022 - June 7, 2028	Awaiting Signoff

- 14. List out common **Settings** this location offers slot availability for.
  - 1. If settings were added at the Site level, you will see the inherited items listed in this section.

Settings	Ø
Inherited from site Acute Care Rehab	
Location settings Home Health Other	
Location setting notes Occasionally takes women's health	

2. You can modify the inherited settings from the site, if needed

× Settings	Save
Inherited From Site	
Information inherited from the site will be listed below. Any that are not applicable to this specific location can be easily removed.	v details V
Inherited Settings	
Acute Care 🛞 Home Health 🛞 Outpatient 🤇	$\otimes$
Peds  Rehab  School Based    Wellness  Image: Second based	
Inherited Setting Notes Applicable for this location	
Location Settings	
Update location specific settings as needed below.	
Settings	
Child Nutrition 🛞 Other 🛞 Sports Research	$\otimes$
Neuro Sub-Acute	
Paragraph $\vee$ <b>B</b> $I \cup \equiv \vee \partial$	
	•

- 15. Have program curated **Categories**? Add them to Locations here.
  - 1. If categories were added at the Site level, you will see the inherited items listed in this section.

Categories	Ø
Inherited from site Stand-Alone Clinic	
Private Practice	

2. Edit any location categories

imes Categories	Save
Inherited From Site	
Information inherited from the site will be listed below. A that are not applicable to this specific location can be eas	ny details ily removed.
Category	
Major Medical Center 🛞 Outpatient Conglomerat	te 🛞
Location Categories	
Update location specific categories as needed below.	
Category	
Private Practice 🛞	
Stand-Alone Clinic	

- 16. List out any **Requirements** this Location asks of students.
  - 1. If requirements were added at the Site level, you will see the inherited items listed in this section in blue.
  - 2. This will be shared with Students once they are placed at any location associated with this Site.



3. Edit any Requirements

× Requirements	Save
Information inherited from the site will be listed below. At that are not applicable to this specific location can be eas removed.	ny details iily
Inherited Requirements	
Background Check 🛞 Drug Screen 🛞 MMF	۶ 🛞
TB 🛞 CPR 🛞 Physical Exam 🛞 CBC	$\otimes$
PBI test 🛞	
Background Check Compliance Che Show More Location Requirements	
Update location specific requirements as needed below.	
Requirements	
Should be compliant 🛞 Enter requirements	
Requirement Notes	
Paragraph $\checkmark$ <b>B</b> $I \ \cup \equiv \checkmark \ \mathcal{O}$	:
Note	

- 17. If Locations require any documentation to be provided by your students prior to starting a placement, add them to the **Student Requirement Upload (Shared via Profile Link)** 
  - 1. If documents were added at the Site level, you will see the inherited items listed in this section. You can turn this off using the Enable for this location option.

2. This will be shared with Students once they are placed at this location.

te Specific Requirements				
Enable for this locat	ion 👔			
REQUIREMENT NAME	ENABLED FOR STUDENTS	INCLUDE IN THE PROFILE LINK	DESCRIPTION	ACTION
Orientation Packet View document	$\bigcirc$	$\bigcirc$		Ø
ocation Specific Requiremo	ents			
REQUIREMENT NAME	ENABLED FOR STUDENTS	INCLUDE IN THE PROFILE LINK	DESCRIPTION	ACTION

Please note Student requirement uploads added/updated after the placement starts will not be shown to the students.

- 18. Add any general **Documents** with the option to share details with students.
  - 1. If documents were added at the Site level, you will see the inherited items listed in this section.

								+
site								^
DATE UPLOADED	DOCUMENT	SHARED WITH STUDENT	NOTES			ACTION		
	2022 Paper Slot Request Form View document	$\stackrel{(\times)}{\sim}$				Applicab	le for this location $(i)$	
ments								^
DATE UPLOADED	DOCUMENT	SHARED WI STUDENT	тн	NOTES			ACTION	
	Additional Location View document	ns 🧭	)				0 🛍	
	site DATE UPLOADED	site DATE UPLOADED DOCUMENT 2022 Paper Slot Request Form View document  DATE UPLOADED DATE UPLOADED DOCUMENT Additional Locatio View document	site       DATE     DOCUMENT     SHARED WITH       UPLOADED     2022 Paper Slot     STUDENT       Request Form     X       View document     X	site       DATE UPLOADED     DOCUMENT     SHARED WITH STUDENT     NOTES       2022 Paper Slot Request Form View document     Image: Comparing the comparing	site       DATE UPLOADED     DOCUMENT     SHARED WITH STUDENT     NOTES       2022 Paper Slot Request Form View document     ×	site       DATE     DOCUMENT     SHARED WITH     NOTES       2022 Paper Slot     2022 Paper Slot     ×        Request Form     ×     ×        View document     ×	Site     DATE UPLOADED     DOCUMENT     SHARED WITH STUDENT     NOTES     ACTION       2022 Paper Slot Request Form View document     Image: State of the stat	Site       DATE UPLOADED       DOCUMENT       SHARED WITH STUDENT       NOTES       ACTION         Image: State S

- 19. Add in general **Notes** on important information you'd like to keep on file, with the option to share details with students.
  - 1. Notes shared with students will be displayed on the Explore Clinical Locations section.

Notes	
Notes for internal use only Location specific notes	+
Notes shared with students Location specific notes Please carry you school ID card during placement.	+

- 20. Add Housing and Parking Information.
  - 1. This will be shared with students on the Explore Clinical Locations page.

Housing And Parking Information	Ø
Housing available at this location? - Yes	
Parking available at this location? - Yes Parking note - Parking only available for 2 Wheeler.	

## **Deleting Location**

In case you are no longer working with the location, you always have the option to delete the location. You can only delete the location if it does have any slots or placements associated with it.

- 1. Go to Location
- 2. Locate the **Delete Location** button in the right-hand corner.

Sites > Abundant Health - New Site > A	bundant Health - Secondary Hospital		
Abundant Health - Secondary H	lospital Secondary Location, KA, AK		Z Move Location Delete Location
Location Menu <	Abundant Health - Secondary Hospital		Ø
About	Address Secondary Location, KA, AK	Location Area Out-Area	Phone -
AT Personnel	FAX	Location label	Website
Communications		-	
20 Slots	Rural Location	Underserved Population N/A	Explore clinical locations Yes
Eg Placements	Last updated by Sayantan Basu on July 9, 2024		
$\mathcal{L}_{\Phi}$ Interventions			
≙⊕ Assessments	Contracts		

3. You will see the confirmation message as below, enter the number displayed and click on "Delete".

Deleting Wellspring Co communications, inte be retrieved. Do you w	entral will permanently remove - location details, rventions and associations. Once deleted, this data cannot vant to Continue?
Displayed number 44	Enter displayed number to continue:
	Cancel Delete

4. If there are any slots and placements added for this location, you will not be able to delete the site. You may contact our support team at v4support@exxat.com



# **Adding Slots by Site**

1. Click on the desired location name.

					[	📋 Delete Site
About Contracts Locations Personnel Slots	Placements Interventions	Assessments Communicat	ions			
Q Search				+ Add location	Location Move	ment History
LOCATION   LABEL NAME	ADDRESS	CITY	STATE	ZIP CODE	STATUS	ACTIONS
Abundant Health - Secondary Hospital	Secondary Location	КА	AK		Active	Î
Abundant Health - Tertiary Hospital 🚫	Tertiary Location	КА	AK		Active	<b>i</b>

2. Click on Slots option from the left side menu.

Sites > Abundant Health - New Site > Al	bundant Health - Secondary Hospital		
Abundant Health - Secondary H	lospital Secondary Location, KA, AK		← <sup>2</sup> Move Location          Delete Location
Location Menu <	Abundant Health - Secondary Hospital		0
About	Address Secondary Location, KA, AK	Location Area Out-Area	Phone -
🕅 Personnel	FAX	Location label	Website
Communications	-		
20 Slots	Rural Location N/A	Underserved Population N/A	Explore clinical locations Yes
Ele Placements	Last updated by Sayantan Basu on July 9, 2024		
$\mathcal{Q}_{\mathfrak{D}}$ Interventions	Providence and a		

3. The page will load all the slots added for this Location. To add a new slot, click on +Add Slot.

Sites > Abundant Health - New Site >	Abundant Health - Seconda	ry Hospital					
Abundant Health - Secondary	Hospital Secondary Location	on, KA, AK				$\rightleftharpoons$ Move Location	Delete Location
Location Menu <	Q Search			🖉 Manage I	Request Response	+ Add Slot	3 & V
About	ROTATION	COHORT	SCHEDULE	SETTING	OFFERED	AVAILABLE	S ACTION
R Personnel	Clinical Practice IV	Class of 2024	Apr 1, 2024 - Jun 18, 2024	Acute Care	4	1	3 0
Communications	DPT 850 - Clinical Practi	Class of 2024, Class of 2027*	Feb 2, 2023 - Feb 21, 2023	Child Nutrition	1	0	1 0
20 Slots	Clinical Practice IV	Class of May 2025*	Feb 22, 2024 - Feb 29, 2024	Acute Care	4	4	0 0
Placements	Clinical Practice IV	Class of May 2025*	Mar 1, 2024 - Mar 28, 2024	Acute Care	4	4	0 0
	Clinical Practice IV	Class of 2024	Apr 1, 2024 - Jun 18, 2024	Acute Care	2	2	0 0
≙⊕ Assessments	Clinical Practice IV	Class of May 2025*	Feb 23, 2024 - Feb 29, 2024	Acute Care	2	2	0 0

4.A drawer will open. Enter in your slot information. Click Save once done.

- 1. The Location field will be prefilled and cannot be changed.
- 2. The rotation list at the bottom will only include current and future rotations only.
- 3. The number of offers you have received is required.

Add slots					Save
ocation Adaptial - Wellington	Clinical In	structor	•	Setting Outpatient	•
Slot status	Slot type			Supervision type	
Confirmed Notes - Shared with students	•	Notes -	▼ Internal use only		•
$\mathbf{B}  I  \underline{\cup} \equiv \lor  \mathcal{O}  := \lor$	1 <u>−</u> × <u>A</u> × A1 ×	<u>:</u>   :   B	<i>I</i> <u>∪</u> ≡ ~ 0	$P \mid := \lor \downarrow = \lor \mid \underline{A} \lor AI \lor$	-   <u>=</u>   : 
The below rotation list shows the curre	500 ent and future rotations only	00 characters left		50	000 characters left
Q Search					
ROTATION	SLOTS START DATE	SLOTS	S END DATE	NUMBER OF STUDEN	ITS*
Clinical Practice IV <i>Apr 1, 2023 - Jun 18, 2023</i> Class of 2023	April 1, 2023	Jun	e 18, 2023	Type number	
Clinical Practice II Jun 6, 2023 - Jul 3, 2023 Class of 2024	June 6, 2023	July	3, 2023	1	

# Adding assessments for Location

1. Select Sites from the left menu.



2. Select Locations from the top banner.

Setup Sites Locations Personnel Contracts Emails Explore Locations Reports Dashboard
--

3. Find and select your desired location.

1. Use the search or filter options to quickly find what you are looking for.

Setup	Sites	Locations	Personnel	Contracts	Emails	Explore Locations	Reports	Dashboard		
Q Sear	ch			Filters: Activ	re 🛞 PT.DPT	⊗ 1			[⇒ /	
55 Result	s Found									
LOCATION	1		ADDR	ESS	STATUS	PHONE		SITE NAME		
Ability Cer	nter		169 St	ugar Street	Active			Ability Center*		
Abundant	Health - I	Main Hospital 🦿	> 9 Amh	ierst Avenue	Active	(555) 555-5555 >	\$5555	Abundant Health		

### 4. Select Assessments from the left panel.

Sites > Action Physical Therapy Inc > A	ction Physical Therapy Inc		
Action Physical Therapy Inc	➢ 380 SUTLEY CIR, SACRAMENTO, CA 95835-2043		Delete Location
Location Menu <	Action Physical Therapy Inc D 🕟		Ø
About	Address	Location Area	Phone
R≡ Personnel	FAX	Location label	Website
Communications	-	TEST	-
⊖ <sub>©</sub> Slots	Rural Location No	Underserved Population Yes	Explore clinical locations Yes
E Placements	Last updated by Sai Potturi on November 22, 2022		
$\mathcal{O}_{\Phi}$ Interventions			
$\mathcal{Q}_{\Phi}$ Assessments	Contracts		
E Location Evaluations	Action Physical Therapy Inc Awaiting Signoff		

5. The Page will load all logged Assessments. Click on + Add Assessment

	Filter by : Mode of visit 👻	Visit from	Visit to
Assessm	ents		+ Add assessment
D	Assessed by Jermaine Herrera on September 1, 2022   Ongoing Class of 2024   Clinical Practice I @Casey Wright @Guadalupe Torres @Marco Mills @Samantha Stevenson @Terri Rios		Ø 🛍
		Last updated by Rocio Ra	amirez on March 10, 2023

6. A drawer will open with three steps: Basic Details, Form Details, Summary & Follow Up. You can always save your progress if you'd like to complete the form at a later time.

≡ Sites	× Assessment	Save
Sites > Abundant Health* > Abundant Health PT location	1 Basic Details / Form Details 3 Summary & Followup	
Abundant Health PT location 1 W Manchester Blvd, Inglewood, Co		
Location Menu Assessments	Basic Information	
	Mode of visit*	Type of site visit *
About	In Person 👻	New site 🗸
R= Personnel	Who is doing the site visit ?*	Date of site visit*
Communications	Eric Dave 💌	July 29, 2024 💼 🔊
Slots		
Eg Placements	Placement Details	+ Add
20 Interventions	Neter	
2 <sub>☉</sub> Assessments	Notes	
Location Evaluations	Paragraph $\vee$ $B$ $I$ $\Box$ $\equiv$ $\oslash$ $\Box$ \Box $\Box$ $\Box$	5 d
HRSA Grant Info	Overall notes	
	(↑) Bro	wse to upload
	L Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.heic,.docx,.xlsx,.pptx,.pptm,.potx,.potm,.ppt,.rtf,.xls,.docm,.bmp,.csv,.g	if,tiff,mp4

- 7. In the Basic Details section, you will provide:
  - 1. Basic information on the visit
  - 2. Placement Details (if applicable)
  - 3. Upload files if needed.
  - 4. Click Next once done.

/ Basic D	etails		2	Form Det	ails	3	Summary 8	& Followup				
							,			P	revious	Next
											Save f	orm deta
Site/Facilities												
Comments on si	tes facilit	ies and	educa	tional en	/ironmei	nt:						
comments on si						1-	•	A t			->	

8. The Form Details section you will has a default template built in. If you have your own form, you can get it created by contacting V4support@exxat.com. Once done, click Save Form Details, and

Click Next.

Basic Deta	ils	D.	Forn	n Details		3	Sun	nmary	& Fol	lowup	
										Pre	viou
Summary											
inal Assessment											
Summary Notes											
Paragraph	~ B	I	<u>U</u>	≡ ~	$\mathcal{O}$	:=	~	1 <u>-</u> ~	A	~	:
summary Notes:	:										
Do you require a fo Follow up date	ollow-up vi	sit? 🤇	) Ye	es ()	No						
											5
July 29, 2022				_	0	•	~	1-	Α Ι	~	:
July 29, 2022 Paragraph	~ B	Ι	<u>U</u>	≡ ~	<i>C</i>	•		2-			

9. In the Summary & Follow Up section you'll provide a final assessment and indicate if this requires a follow up. Click

	Dasic Deta	ails		1.	Forr	n Deta	ls	3	Sur	nmar	у&	Foll	owup	
													Pre	eviou
umm	ary													
nal A	ssessment													
umma	ary Notes													
Para	graph	~	в	Ι	<u>U</u>	<b>≡</b> ·	~ ©	:=	~	1 <u>-</u> 2 <u>-</u>	~	<u>A</u>	~	
sum	mary Notes	:												
o you ollow	require a f up date	ollow-I	up visi	t? (	<ul> <li>Y</li> </ul>	es (	) No							
July 2	9, 2022													(.)
	araab		B	т	U	=	× @	:-	~	1-	~	А	~	:

10. Your assessment will be saved. You can edit or delete them if needed.

	Filter by: Mode of visit 💌	Visit from	Visit to
Assessme	ents		+ Add assessment
Do	Assessed by Jermaine Herrera on September 1, 2022   Ongoing Class of 2024   Clinical Practice I @Casey Wright @Guadalupe Torres @Marco Mills @Samantha Stevenson @Terri Rios		Ø 🔟
		Last updated by Rocio Ra	mirez on March 10, 2023

## **Adding Location Communications**

1. Select Sites from the left-menu or dashboard.

🔢 Sites
---------

2. Select Locations from the ribbon at the top of the page.

Setup	Sites	Locations	Personnel	Contracts	Emails	Explore Locations	Reports	Dashboard

3. Find and select your desired Location.

Setup	Sites	Locations	Personnel	Contracts	Emails	Explore Locations	Reports	Dashboard	
Q Sear	ch			Filters: Activ	re 🛞 PT.DPT	$\otimes$			B ≥ Z 2
55 Result	s Found								
LOCATION	↑		ADDR	ESS	STATUS	PHONE		SITE NAME	
Ability Cer	iter		169 S	ugar Street	Active			Ability Center*	
Abundant	Health - I	Main Hospital	> 9 Amł	nerst Avenue	Active	(555) 555-5555 x	5555	Abundant Health	

4. Click on the Communications tab from the left panel.

Sites > Action Physical Therapy Inc + Action Physical Therapy Inc + Action Physical Therapy Inc	ction Physical Therapy Inc		
Action Physical Therapy Inc	➢ 380 SUTLEY CIR, SACRAMENTO, CA 95835-2043		Delete Location
Location Menu <	Action Physical Therapy Inc D 🕤		Ø
About	Address	Location Area	Phone
온티 Personnel	FAX	Location label	Website
Communications	-	TEST	-
$\mathcal{O}_{\mathcal{D}}$ Slots	Rural Location No	Underserved Population Yes	Explore clinical locations Yes
Elo Placements	Last updated by Sai Potturi on November 22, 2022		
$\mathcal{Q}_{\Phi}$ Interventions			
$\mathcal{Q}_{\Phi}$ Assessments	Contracts		
E Location Evaluations	Action Physical Therapy Inc Awaiting Signoff		

5. Explore the communications that have already been logged by filtering for the mode of communication, the need for follow-up, the person who initiated the communication or by searching the subject.

Q Search text					+ Ad	d communication	$\bigtriangledown$
MODE OF COMMUNICATION	COMMUNICATED BY	COMMUNICATED WITH	SUBJECT & DESCRIPTION	FOLLOW UP	COMMUNICATION DATE	DATE OF UPDATE	ACTION
Audio Call	Rocio Ramirez	SCCE	Emergency Student Placements : Requesting emergency placem	June 5, 2023	May 22, 2023	May 27, 2023	Ø

6. To add a new communication, click + Add Communication.

Q Search text							+ Add communication	
MODE OF COMMUNICATION	COMMUNICATED BY	COMMUN WITH	IICATED	SUBJECT & DESCRIPTION	FOLLOW UP	COMMUNICATIC DATE	DN DATE OF UPDATE	ACTION
Audio Call	Rocio Ramirez	SCCE		Emergency Student Placements : Requesting emergency placem	June 5, 2023	May 22, 2023	May 27, 2023	Ø

7. Enter the details you want to record and click Save.

Communication	Save
Mode of communication *	
• Audio Call 🔿 Video Call 🔿 Email 🔿 In Person 🔿 Other	
Communicated by*	
Posic Parrier	
Rocio Raminez	
Communicated with *	
SCCE	
Subject "	
Emergency Student Placements	
Paragraph $\vee$ <b>B</b> $I \cup \equiv \vee \partial$ $\coloneqq \vee = A \vee A = $	:
Requesting emergency placement for 2 students who have been displaced due to vaccination requirements - site unable to accommodate unvaccinated students	
Communication date *	
May 22, 2023	<b>i</b> 5
Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx,.pptx,.pptm,.potx,.potm	
/ou can only upload files with file size under 10 MB.	

Communic	ation												Save
ollow Up													
ollow up date													
													5
ollow up comple	etion da	te											
													5
Paragraph	~	В	Ι	<u>U</u>	≣ ~	Ø	:= ·	✓ 1 <u>−</u> 2−	~	<u>A</u> ~	Al	~ 4	÷
Internal Notes													

8. This communication now joins all others in the Communications section. To edit or delete a communication, click the pencil icon.

Q Search text					(+ Ad	d communication	
MODE OF COMMUNICATION	COMMUNICATED BY	COMMUNICATED WITH	SUBJECT & DESCRIPTION	FOLLOW UP	COMMUNICATION DATE	DATE OF UPDATE	ACTION
Audio Call	Rocio Ramirez	SCCE	Emergency Student Placements : Requesting emergency placem	June 5, 2023	May 22, 2023	May 27, 2023	Ø

- 9. A drawer will open.
  - 1. If you are making edits, once done click save.
  - 2. Click the 3 dotted icons to delete a communication log entry.

Communication	Save
Mode of communication *	Delete
💿 Audio Call 🔿 Video Call 🔿 Email 🔿 In Person 🔿 Other	
Communicated by *	
Rocio Ramirez	
Communicated with *	
SCCE	
Subject*	
Emergency Student Placements	

# **Adding Interventions for Locations**

1. Select Sites from the left-menu or dashboard.



2. Select Locations from the ribbon at the top of the page.

Setup	Sites	Locations	Personnel	Contracts	Emails	Explore Locations	Reports	Dashboard

3. Find and select your desired Location.

Setup	Sites	Locations	Personnel	Contracts	Emails	Explore Locations	Reports	Dashboard	
Q Sear	ch			Filters: Activ	re 🛞 PT.DPT	$\otimes$			Ê⇒ ß √2
55 Result	s Found								
LOCATION	1 个		ADDR	ESS	STATUS	PHONE		SITE NAME	
Ability Cer	nter		169 Su	ıgar Street	Active			Ability Center*	
Abundant	Health - M	Main Hospital   🖯	> 9 Amh	erst Avenue	Active	(555) 555-5555 x	5555	Abundant Health'	

### 4. Click on the Interventions tab from the left panel.

Sites > Action Physical Therapy Inc > Ac	ction Physical Therapy Inc		
Action Physical Therapy Inc	➢ 380 SUTLEY CIR, SACRAMENTO, CA 95835-2043		Delete Location
Location Menu <	Action Physical Therapy Inc D 🕟		Ø
About	Address 380 SUTLEY CIR, SACRAMENTO, CA 95835-2043	Location Area	Phone
R≡ Personnel	FAX	Location label	Website
Communications	-	TEST	-
⊖ <sub>∞</sub> Slots	Rural Location No	Underserved Population Yes	Explore clinical locations Yes
E Placements	Last updated by Sai Potturi on November 22, 2022		
$\mathcal{L}_{\Phi}$ Interventions			
$\mathcal{Q}_{\Phi}$ Assessments	Contracts		
Location Evaluations	Action Physical Therapy Inc Awaiting Signoff		

5. The page will load all previously added interventions. Click on the + icon to add an entry.

Q Sear	ch text					+ Add intervention	$\nabla$
MODE	INITIATED BY	CONTACT WITH	SUBJECT OF INTERVENTION	PLANNED FOLLOW UP DATE	FOLLOW UP NOTES	ROTATION	DA IN <sup>-</sup>
In Person	Rocio Ramirez	SCCE	Supervision of Students : Di	June 9, 2023	Discussed need for gradual release on student supervision Show More	Clinical Practice II	Ma

- 6. A drawer will open. You'll be able to enter the following information. Click Save when done.
  - 1. Mode of intervention
  - 2. Details of intervention
- 7. If this is an ongoing intervention, click on Add Follow Up.

< Intervention	Save
Mode * O Audio Call O Video Call O Email O In Person O Other Initiated by *	
Rocio Ramirez	
Contact with *	
SCCE	
Rotation	
Clinical Practice II	•
Subject*	
Supervision of Students	
Paragraph $\checkmark$ $B$ $I$ $\sqcup$ $\equiv$ $\mathcal{Q}$ $\vdots$ $\checkmark$ $\Delta$ $\land$ $\land$ $\downarrow$ $\equiv$ $\blacksquare$ $\square$	:
instructing clinicians provide close supervision even during final clinical experience. Site has requested education for instructors on implementing gradual release - will provide this summer!	
Date of intervention *	
May 15, 2023	ъ
Status	
Open	•
→ Browse to upload	
Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx,.pptx,.pptm,.potx,.potm You can only upload files with file size under 10 MB.	
Add Followup	

8. If you added a follow up, you'll provide details of your planned follow up date. Click Save once done.

		Save
	Browse to upload	
Supported formats: .pdf,.doc,.jpg,.jpeg,.pn /ou can only upload files with file size unde	g,.docx,.xlsx,.pptx,.pptm,.potx,.potm er 10 MB.	
Follow Up		Ū
Planned follow up date *		
June 12, 2023		<b>i</b> 5
Actual follow up date		
		<b>i</b> 5
Paragraph ~ <b>B</b> <i>I</i> <u>U</u>	≡ • ⊘   := • ½= •   <u>A</u> • At •   <u>E</u>	=  :
Description		

9. The intervention will be listed on the main grid. To edit an intervention, click on the Subject of Intervention text.

Q Sear	ch text		+ Add intervention				
MODE	INITIATED BY	CONTACT WITH	SUBJECT OF INTERVENTION	PLANNED FOLLOW UP DATE	FOLLOW UP NOTES	ROTATION	DA IN
In Person	Rocio Ramirez	SCCE	Supervision of Students : Di	June 9, 2023	Discussed need for gradual release on student supervision Show More	Clinical Practice II	Ma

- 10. A drawer will open.
  - 1. Click on the pencil icon to make edits.

2. Click on the trash bin to delete the intervention.



## **Adding HRSA Grant Info**

Store all HRSA grant details, including funding amounts, program goals, timelines, and reporting requirements, etc. This helps reduce manual effort and streamline grant management tasks.

1. Select Sites from the left-menu or dashboard.



2. Select Locations from the ribbon at the top of the page.

Setup Sites Locations Personnel Contracts Emails Explore Locations Report
---

## 3. Find and select your desired Location.

Setup Sites	Local	tions	Personnel	Contracts	Emails	Explore Locations	Reports					
The data in downloaded excel is updated with latest information every 24 hours. Please contact v4support@exxat.com for questions or concerns.												
Q Search	Q Search Filters: Active (PT.DPT ())											
80 Results Found												
LOCATION 个		ADDRESS		с	ITY	STATE	ZIP CODE	STATUS	PHONE	SITE NAME		
Abundant - Action (Geocoding Enable	Therapy ed)*	$\bigcirc$	411 W Ocean Blvd		L	ong Beach	CA	90802	Active	(213) 239-3570	Abundant Health*	
Abundant - Action Therapy Easton 411 W Ocean Blvd		L	ong Beach	CA	90802	Active	(732) 501-1730	Abundant H	ealth*			

## 4. Click on the HRSA Grant Info tab from the left panel & click on +Add option.

Sites > Abundant Health - New Site > Abundant Health - Secondary Hospital							
Abundant Health - Secondary Hospital Secondary Location, KA, AK							
Location Menu <	HRSA Grant Information	+ Add					
About	No HRSA Grant Information has been added at this location. Click on 'Add' to add new grant information.						
R≡ Personnel							
Communications							
S Slots							
Ele Placements							
⊖⊕ Interventions							
⊖⊕ Assessments							
Location Evaluations							
HRSA Grant Info							

5. Provide HRSA Grant information in the pre-defined fields and click on Save.

Adding and Managing Locations

× Add HRSA Grant information		Save
HPSA PC	HPSA PC Score	
HPSA Dental	HPSA Dental Score	
HPSA MH	HPSA MH Score	
MUA	MUP	•
VAMC	Military	•
FQHC	Rural Health Clinic	•
Loan Repayment	FQHC Look-Alike	•
Hospital-affiliated Primary Care Out Patient Clinic	Indian Health Service, Tribal Clinic, and Urban Indian Health Clinic (ITU)	•