**COHDIMS Completing a Situation Report**

**Step by Step Instructions for Healthcare Coalition Partners**

Website: www.cotshil.org

This document covers:

* Logging into COHDIMS
* Opening the Incident Tile
* Reviewing the Incident Information
* Completing a Situation Report
* Editing a Situation Report

Username: (Generic for each county)

Password: (Generic for each county)

CC

Ensure you are using the proper log in information. If you can’t access, try opening the site in a different browser

**Access COHDIMS**

1. Type [www.cotshil.org](http://www.cotshil.org) directly into the URL line. Do not sure the search bar.



1. If you already use Office 365, you need to log in under a different account.
	1. In the upper right corner of your browser, click on the 3 dots to open Settings.



* 1. Click on New InPrivate Window

 

* 1. This will open a New InPrivate tab.
	2. Type [www.cotshil.org](http://www.cotshil.org) into the URL line
1. The Microsoft Sign in box will appear.

 

Type in the Username: (Generic username for your agency)@centralohiotraumasystem.org and click Next

Enter the Password and click Sign in

Next: Click on the colored drill tile and it will take you to the next screen. Make sure you click on the words in the tile.

**Review the Current Incident and Incident Update sections:**

Note: There will be an incident established for the Monthly Communication Drill. There could be an additional incident if we end up having a response to another incident, i.e.. weather related. So, ensure you always click in the appropriate tile.



Scroll down and click on Step 1: Click Here to Add Your Contact Information and Situation Report:



**Click the dropdown and select the type of coalition partner you are. Information gathered will vary by facility type:**



**Click the dropdown and select the region:**

**Answer the questions in the Situation Report and select the Submit button. A \* is a mandatory question. Ensure you enter good Liaison contact information.**





**Once you submit your Situation Report you will receive a confirmation:**



**Click OK**

**You will be able to view your agency on the COVID-19 Response main screen. Scroll down to your Situation Report Section. You may need to refresh your screen to see the update. Ensure you see your agency.**

**Note: If there are a lot of agencies listed your agency may be on the next page, scroll down to the arrow:**



**Note: You can change the view on the Situation Report to view your facility easier:**

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Click on the down arrow and select your facility or filter in alphabetical order.

**How to Edit your Situation Report on COHDIMS. You can Edit your report, so you don’t need to complete a new one each time. On the main incident screen, locate your agency name and select the Edit icon:**



**Update the information as needed and click the Submit button. You will receive a confirmation “The form was submitted successfully. Thank you!”**



**On the main page you can also:**

See call in information for conference calls. Note: Not using for COVID-19 Response. Meetings are sent via email on a pre-determined schedule.



**Incident documents.**

**Hear the last TENS message that was sent.**