Dear Colleagues,

Please review the steps below to complete the BP4 Deliverable **C2.1. Support Collection of Hospital Emergency Contact Data**. Update and/or confirm contact information for your facility by completing the steps below semiannually in Sit Stat. The first update must be completed during the initial performance period of the contract (July 1 to October 31, 2022) and the second update during the final performance period of the contract (March 1 to June 1, 2023).

To submit the necessary information for your facility, please follow these instructions:

1. Log into GNYHA’s Sit Stat system (<https://emresource.juvare.com/login>)
2. To access the NYC DOHMH Healthcare Facility Directory contacts dashboard, click the blue **"Menu"** button in the upper left corner. A menu will slide out from the left side of your screen. Select “**View”** in the menu bar to expand that section and select ***Healthcare Facility Directory***.
3. To update your facility’s information\*, click the **keys icon** in the first column next to your facility.
	1. Select the checkbox next to one or multiple data elements that you want to update and enter the appropriate information. This allows you to make individual updates if you can’t make all the updates at once.
	2. Click **“Save”** at the bottom of the screen.
4. To officially submit the **C2.1 Support Collection of Hospital Emergency Contact Data** deliverable, click the **keys icon** in the first column next to your facility.
	1. Click **“Select All”** in the top left corner to select all data elements in the list. Verify that all information is correct.
	2. Update the **HFD** **Verification Complete**status at the bottom of the list, by selecting **"Yes"**. Only update this status once ALLcontacts have been updated and are verified.
	3. Click **“Save”** at the bottom of the screen.

\*Provide the required information for all fields:

* Primary EM POC
* Backup EM POC
* Infection Control Director
* Infectious Disease Director
* Obstetrics & Gynecology (OB/GYN) Director
* Pediatrics Director
* Neonatology Director
* Medical Records Director
* Pharmacy Director
* Loading Dock Address
* Radiation Safety Officer
* Chief Information Security Officer

DOHMH will verify updates and contact you if additional information is needed. Notification of completion and approval will come from Chanukka Smith at csmith29@health.nyc.gov.

If you have any Sit Stat-related questions, please contact Andrew Dahl adahl@gnyha.org and Cara Berkey CBerkey@GNYHA.org .