To run a MAVEN report for Emergency Responders

Step 1: Navigate to the MAVEN Dashboard and click on Reports from the Menu options.

Step 2: Select COVID-19 line list of addresses with individual(s) under isolation for emergency responders CONFIDENTIAL from Select Report dropdown.

Maven Reporting

Category: Custom Reports
Select Report: COVID-19 line list of addresses with individual(s) under isolation for
Description: Address level line list data
Report Period*: Date Range
Start Date: 03/24/2020   End Date: 03/25/2020
Official City*: WESTON
Output Type: Excel
Step 3: Enter Start Date & End Date

For the Official City field the town’s data **you need to enter in all caps**, for example – “Weston” needs to be entered as “WESTON”.

**Output type** can be any of the options, HTML may be the easiest to print out and share with first responders. You can also export as a CSV or Excel formatted document.

**Step 4: Click Run Report button.**

**Step 5: Review and Print**

**Note:** Addresses may appear more than once as multiple confirmed events may occur at one address. Once the report is open in order to print you can right click to print or hold the control key down and press P.
Step 6: To remove events from future reports once follow-up is completed.

Proceed to the Question Package 6 – Contact Monitoring

Populate the question Contact monitoring status field as Completed, Transferred, Lost to Follow-up and Other. The next time you run the report these cases will be removed.

If you leave as In Progress or Blank the confirmed case will remain on the report.

Please contact us if you have any questions regarding this report at isishelp@state.ma.us.