Texas Emergency Tracking Network (TxETN)
Quick Reference Guide
For:

Power User Function

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Contents

I. Login to WebEOC

a. Enter your **NCTTRAC TSA-E Username** and **Password** and select the current active Incident.

II. Accessing the TxETN Board in WebEOC

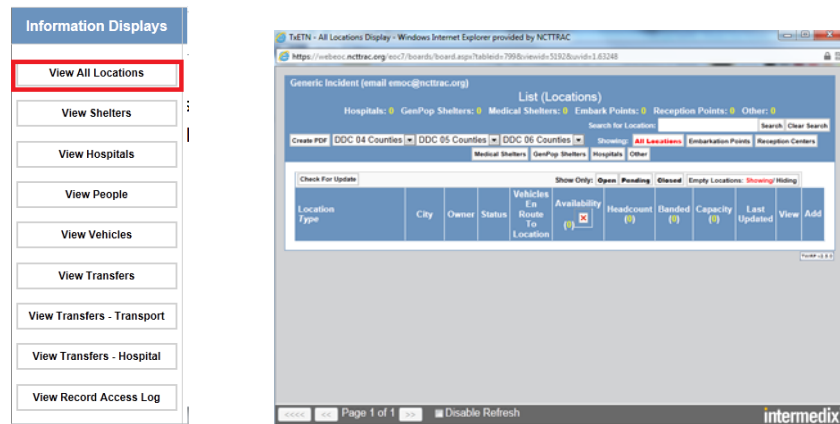a. Located under the **Boards-Texas** section there will be four **TxETN boards**:

b. Click on the **TxETN – Power User** board. This is the general access or "short cut" menu to view and input information.

c. The **Power User** board is composed of three sections: **Information Displays, Create New Guest Records, and Create Locations/Vehicles**. The **Information Displays** column is designed to view information by category.

d. To get back to the **Power User** main screen, click the **Show Links** button at the top left hand corner of the screen.

III. Accessing the Create Locations/Vehicles column

a. Click on the **Create New Location** board to add a new location. This allows locations to be filtered by the following types:

a. Embarkation Point

b. Reception Center

c. Shelter – GenPop

d. Shelter – Medical

e. Hospital

f. Other Discharged

b. After selecting the type, click the drop down arrow to **Select a Status** and chose either Open, Pending, or Close.

c. Once known information is added, click the **SAVE** button at the top left corner of the window to finalize added location.

d. Click on **Create New Vehicle** button to add a new vehicle. This also allows vehicles to be filtered by the following types:
   a.   Ambulance
   b.   Ambus
   c.   Coach
   d.   School
   e.   Air
   f.   Re-entry bus
   g.   Train
   h.   Other

e. After selecting the type, click the drop box and chose the appropriate **Destination**.

f. Fill in the remaining required information and click **SAVE** at the top left corner of the screen.

IV.   Creating New Guest Records

a.   The **Create New Guest Records** column is used to enter in information about incoming evacuees as they arrive. By clicking on the **Add GenPop Guest Record** button, you will be able to input general population records (non-medical).

b.   The next option in that column, **Add Hospital Patient Record**, is designated for incoming patient's medical records. Information such as patient condition, room assignment, diagnosis, medical history and current medication will be inserted on this board.

c. The final option in the **Create New Guest Records** column is **Add Medical Guest**. This board is for information regarding guests that are accompanying any medical patient, such as a friend or family member.

V.   Hospital Input and Transfer of Patient

a.   To transfer a patient, click on the **Power User Board** followed by the **Add Hospital Patient Record** button.

b.   From there, select the hospital the patient is currently at and then select the vehicle that will be used to transport them.

c. Next, click the box next to the **"Will Patient Need To Be Transferred?"** line in order to indicate that a transfer needs to be made.

d. Select **YES** to the follow **"Do you know where they need to go?"** question.

e. This will create a drop down box next to the following **Receiving Facility** line. From there chose the location that the patient needs to be transported to.

f. Enter in the required information and click **SAVE** at the top left corner of the screen.

VI.   Non-Medical Evacuee Transfer

a. Enter Locations –embarkation and reception locations must be added prior to transfer.

b. Enter the Vehicle that will do the transporting.

c. Enter Patient and related information by clicking on the **TxETN Power User** (below)

d. Click **Add GenPop Guest Record** (below)

e. The **GenPop Guest Record** Screen will appear. Select the current **Location** of the evacuee/ patient.

f. Select the current location of the evacuee/ patient

g. If the patient is currently in a vehicle, select the vehicle under the **Select Vehicle** drop down menu.

h. Next, click the **SAVE** button in the upper left corner to save the patient to the board

i.   Patient will appear on the "**Person Search**" board. This board can be accessed in two ways:

1.   **TxENT – All People** board (selected from WebEOC dashboard; located under **Boards – Texas**)

2.   **TxETN – Power User** Board; Click the **View People** Button

j.   Either method directs the user to the "**Person Search**" board. From this board, users can view all evacuees and patients that have been entered into the system.

k. Under the **Actions** column on the Person Search board, select the **Transfer** button

l. This will open the **Request Transfer** board

m. Enter short description in text box as to why transfer is needed.

n. Select **Patient Condition** from dropdown menu

o. Select patient's **Ambulatory Status** from dropdown menu

p. **SAVE** the transfer request by pressing the button in the top left corner.

q. Once a transfer has been requested for a patient, a green **Cancel Request** button will appear next to the patient's name in the Actions column on the Person Search Board

VII.   Assigning Transfer Resources

a. The pending transfer will appear in the **Transfer Queue**. There are two ways of accessing this board

1. Selecting the **TxETN - All Transports** Board from the **Boards – Texas** section of the WebEOC Dashboard

2. Selecting the "View Transfers" button in the Information Displays column on the left side of the Power User board

b. **Transfer Queue** will appear

c. Select a transporting agency for the pending transfer. This is done by selecting the **Update** button under the **Transport Agency** column of the **Transfer Queue**

d. This will open up a window to input transfer agency information

e. Update the applicable fields:

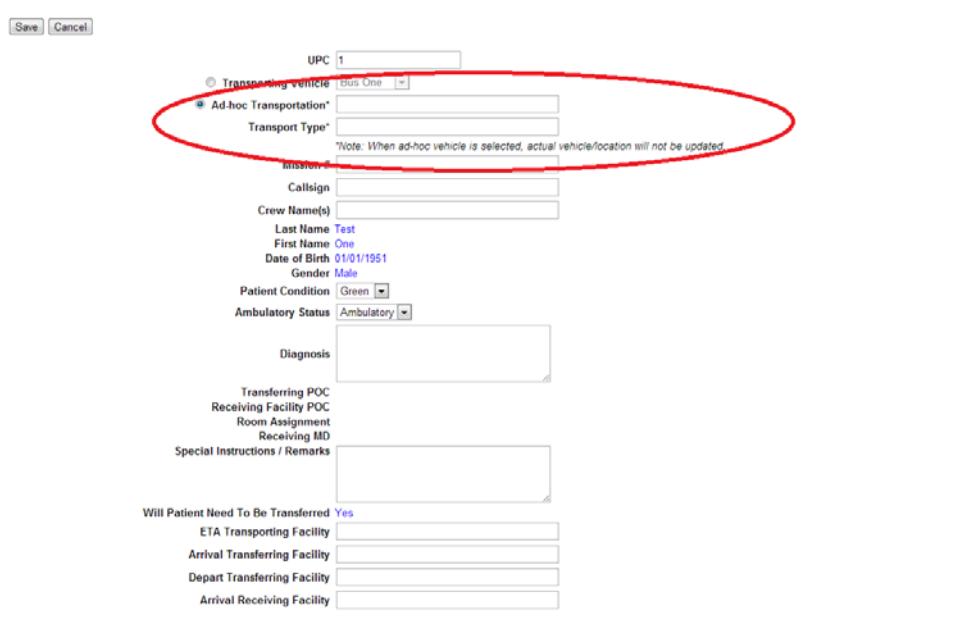1. **UPC**: This is the patient's wristband number and should automatically populate

2. **Transporting Vehicle**: This is a dropdown menu with all available transport methods

3. **Ad-hoc Transportation**: This field is used for transfer by a non-official vehicle (such as a private vehicle); these vehicles do not show up as transfer vehicles in the system when entered

4. **SAVE** entry by pressing the button in upper left corner of window

f. The scheduled transport vehicle will now appear under the **Transport Agency** column, and a **Pick Up** button will be present in the Activities column

g. Select a receiving facility for the pending transfer. This is done by selecting the **Update** button under the **Receiving Facility** column of the **Transfer Queue**

h. This will open a window to input the receiving facilities information
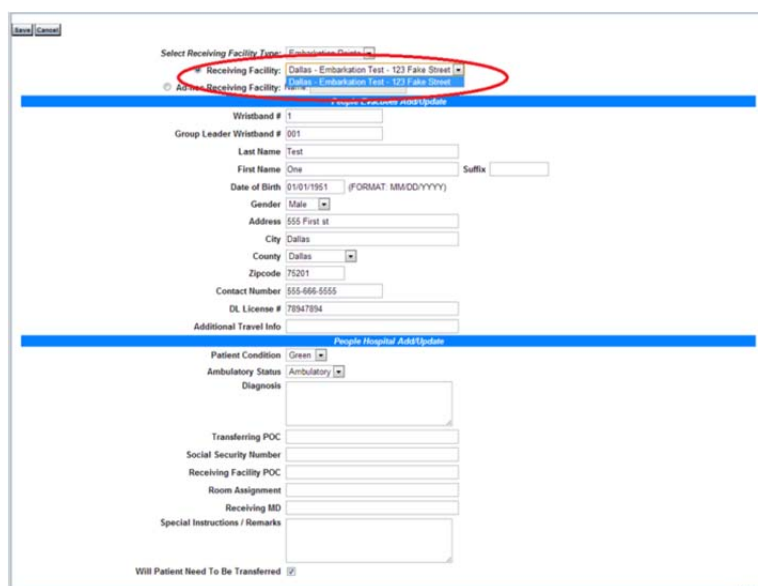
i.   Update the applicable fields:

1. Select **Receiving Facility Type**: This dropdown menu allows the user to filter through the available facilities that have been entered. (Note: In some instances a filter may need to be selected in order to see and select the desired receiving facility in the next menu)

2. **Receiving Facility**: This dropdown menu allows the user to select from a list of possible receiving facilities. (Note: If desired receiving facility is not in menu, check the filter settings in the above menu)

3. **Ad-hoc Facility**: This field is used for non-official facilities (such as a private home); these vehicles do not show up in the facilities board

j. Once a receiving facility has been entered for the patient, an **Arrive** button will appear in the Action column to the left of the corresponding patient, and under the **Pick Up** button. (Note: If the patient has already been picked-up and is currently in transport status, the **Arrive** button will be the only button displayed)

k. When the patient has boarded the transferring vehicle, press the **Pick Up** button in the **Action** column, located in the left hand side of the **Transfer Queue**. This places the patient onto the vehicle they have been assigned to and shows them enroute to the assigned location.

l.   Ensure the patient has been added to the vehicle by viewing the vehicle roster

m.   From the **Power User** Board, select **View Vehicles** in the Information Displays column on the left of the screen

n.   This will bring up a list of all state transport vehicles. Locate desired vehicles and select the **View** button in the **Actions** column (second column to the Right of the screen)

o.   This will open a screen showing a detailed manifest of all patients currently assigned to the vehicle

VII. Accepting the Transfer

a. When the vehicle and patient have arrived at their assigned location, press the **Arrive** button in the **Action** column on the left side of the **Transfer Queue**. This places the patient into the assigned facility and shows the transporting vehicle at its assigned destination. At this time, patient and vehicle information are updated in the Patient Search board and the Statewide Vehicle List board respectively.

b. Check the facility to ensure that patient has been properly transferred in system. The locations screen can be accessed in two ways:

1. From the WebEOC dashboard, select the **TxETN – All Locations** board

2. From the Power User Board, select the **View All Location** button in the Information Displays Column on the left side of the screen

c. In the **All Locations** board, the user can see all locations that have been inputted into the TxETN system, there status, and their capacity

d. Select the **People** button in the **View** column of the board (second from the right) for a detailed view of all patients currently at the location.

e. The user can now confirm that the patient was successfully transferred to the correct facility in the system

VIII.   Moving a Patient to a Facility (Not the Transfer Process)

a. Click on the **TxETN Locations** board underneath **Boards-Texas**.

b. Locate the hospital where the transfer patient is and click on the **People** button underneath the **View** column.

c. The patient that is requiring transfer should now be listed.

d. After locating the patient, click on the **Move** button underneath the **Actions** column.

e. Now select the receiving **Location** that the patient needs to be transferred to.

f. Select which **Vehicle** that will be doing the actual transporting and enter in any new information. Click **SAVE** at the top left corner of the screen to complete the transfer.

g. To verify transfer, open up the **TxETN People** board. The patient should be listed as Enroute to *(Destination Name)*.