

# **Texas Emergency Tracking Network (TxETN) Quick Reference Guide For: Power User Function**



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## I. Login to WebEOC

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

WebEOC 7.4 Login

Position: TSA-E Operations

Incident: Generic Incident (email emoc@ncttrac.org)

OK Cancel

WebEOC is a registered trademark of E.O. Colson, Inc.

Regional Communications Center Hotline: 888-799-8722  
In case of an emergency, TSA-E Medical Operations Center: 817-607-7020  
NCTTRAC Support: 817-607-7055 or support@ncttrac.org

## II. Accessing the TxETN Board in WebEOC

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

Texas Exercise Events

Texas Missions and Tasks

Texas TSA Bed Counts

TxETN - All Locations

TxETN - All People

TxETN - All Transports

TxETN - Power User

WebEOC Admin Contacts

WebEOC Admin Events

Menus

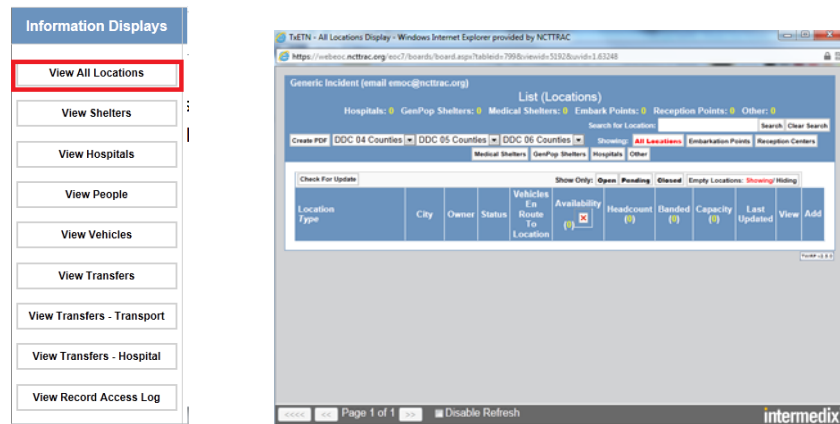
- b. Click on the **TxETN – Power User** board. This is the general access or “short cut” menu to view and input information.

Hide Links Generic Incident (email emoc@ncttrac.org)

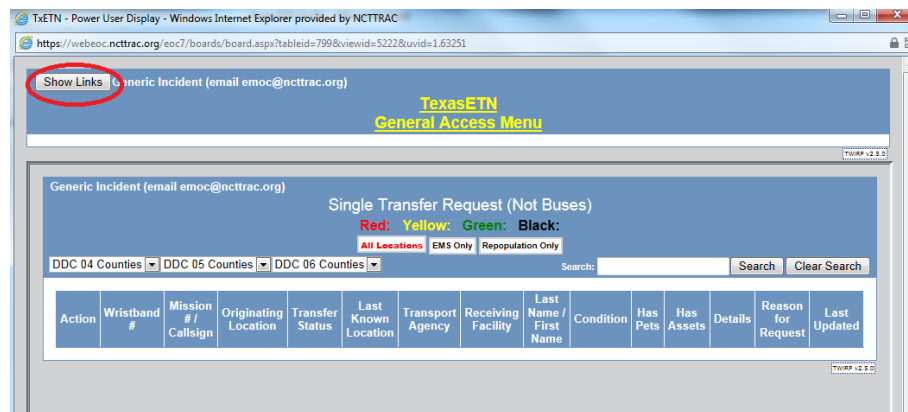
**TexasETN**  
**General Access Menu**

Information Displays	Create New Guest Records	Create Locations/Vehicles
View All Locations		
View Shelters		
View Hospitals		
View People	Add GenPop Guest Record	Create New Location
View Vehicles	Add Hospital Patient Record	Create New Vehicle
View Transfers	Add Medical Guest	
View Transfers - Transport		

- 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

The screenshot shows a web browser window displaying the TexasETN General Access Menu. The 'New Record' form is visible, and the 'Location Type' dropdown menu is open, showing the following options: Embarkation Point, Reception Center, Shelter - GenPop, Shelter - Medical, Hospital, Other, and Discharged. The form includes fields for Add Location, Status, Capacity, Manual Occupancy, Pending Occupancy, Address, City, Country, Zipcode, Owner, Pet Friendly?, and Location Description.

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

The screenshot shows the same web browser window as the previous one, but now the 'Status' dropdown menu is open, showing the following options: Open, Pending, and Closed. The form fields remain the same as in the previous screenshot.

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

The screenshot shows the 'TexasETN General Access Menu' with a 'New Record' form. The form includes fields for 'Report As' (CrossKathryn214), 'Location Type' (Embarkation Point), 'Add Location' (Plano Medical Center), 'Status' (Open), 'Capacity' (10), 'Manual Occupancy' (5), 'Pending Occupancy' (20), 'Address' (5000 K Avenue), 'City' (Plano), 'County' (Collin), 'Zipcode' (75074), 'Owner', 'Pet Friendly?' (checked), and 'Location Description'. The 'Save' button is circled in red.

- 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

The screenshot shows the 'TexasETN General Access Menu' with a 'New Record' form for a vehicle. The 'Select a Type' dropdown is open, showing options: Ambulance, Ambus, Coach, School, Air, Re-entry bus, Train, and Other. Other fields include 'Add Vehicle', 'Capacity', 'HeadCount', 'Destination', 'Notes', 'Bus company or ISO', 'TESS #', 'GPS ID', 'License Plate #', 'Bus driver', 'Bus cell number', and 'Staged?' (checked).

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

The screenshot shows the 'New Record' form in the TexasETN system. The 'Destination' dropdown menu is open, displaying three options: 'Arlington- Embarkation Test- 321 Fake Street', 'Arlington- Embarkation Test- 123 Fake Street', and 'Arlington- Reception Test- 123 Fake Street'. The 'Save' button is located at the top left of the form area.

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

The screenshot shows the 'New Record' form in the TexasETN system, now filled with data. The 'Save' button at the top left is circled in red. The form contains the following information: 'Report As: CrossKaitlyn6214', 'Select Vehicle Type: Ambus', 'Placard #: 4568HGY898', 'Capacity: 20', 'HeadCount: 12', 'Destination: Fort Worth- Reception Test- 321 Fake Street', 'Home Agency/Organization: NCTTRAC', 'GPS ID: PL207', 'License Plate #: NCT456', 'Crew Chief: Jacob Waters', and 'Cell Number: 469-569-8989'.



#### 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.

Wristband #			
Group Leader Wristband #			
Last Name			Suffix
First Name			
Date of Birth	(FORMAT: MM/DD/YYYY)		
Gender	Select		
Address			
City			
County	Select County		
Zipcode			
Contact Number			
DL License #			
Additional Travel Info			
<b>People Medical Add/Update</b>			
<input type="checkbox"/> Is Weight Over 350 Lbs.?	<input type="checkbox"/> Is Oxygen Dependent?	<input type="checkbox"/> FNSS?	
<input type="checkbox"/> Is Bed Or Wheelchair Bound?	<input type="checkbox"/> Is Dialysis Patient?	<input type="checkbox"/> FNSS Level	
Received Placement Services	(Yes/No)		
Received Case Management Services	(Yes/No)		
Language(s) Spoken			
<b>PATIENT CONFIDENTIAL INFORMATION BELOW</b>			
<b>Physician / Nurse</b>			
<b>Vital Signs / Ambulatory Status</b>			
T:	P:	R:	B/P:
Ambulatory Status	Select		
Specific Bed Requirements (if any):			
<b>Patient Medical Information</b>			
Primary Doctor			Phone
Home Health Agency			Phone
Dialysis			Phone
Pharmacy			Phone
Hospice			Phone
Medicare/Medicaid/Insurance			Phone
Emergency Contact and Contact Relationship			Phone
<b>Care Giver Information</b>			
Name			Relationship
This Person is a	Select		Phone

## 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.

The screenshot shows the TXETN Power User Board interface. At the top, there's a 'Show Links' button and a 'Generic Incident (email: emoc@nctirac.org)' link. Below this is the 'TexasETN General Access Menu'. The main form area has a 'Save / Cancel' button at the top left. The form is divided into several sections:

- Select Location:** A dropdown menu showing 'Dallas - Hospital Test - 555 Hospital Ave'.
- Select Vehicle:** A dropdown menu showing 'Dallas - Hospital Test - 555 Hospital Ave' and 'Fort Worth - Hospital Test 2 - 111 Medical Pk'.
- Will Patient Need To Be Transferred:** A radio button selection.
- Do you know where they need to go?** A radio button selection.
- Receiving Facility:** A dropdown menu.
- People / Vaccine Add/Update:** A section with fields for:
  - Wristband #
  - Group Leader Wristband #
  - Last Name
  - First Name
  - Date of Birth (FORMAT: MM/DD/YYYY)
  - Gender (radio buttons)
  - Address
  - City
  - County (dropdown menu)
  - Zipcode
  - Contact Number
  - DL License #
  - Additional Travel Info
- People / Hospital Add/Update:** A section with fields for:
  - Patient Condition (dropdown menu)
  - Ambulatory Status (dropdown menu)
  - Diagnosis
  - Transferring POC
  - Social Security Number
  - Receiving Facility POC
  - Room Assignment
  - Receiving MD
  - Special Instructions / Remarks

The screenshot shows the TexasETN General Access Menu. At the top, there's a 'Show Links' button and a 'Generic Incident (email: emoc@nctirac.org)' link. Below this is a 'TexasETN General Access Menu' header. The main form area has a 'Save' and 'Cancel' button at the top left. The form includes several dropdown menus: 'Select Location' (Dallas - Hospital Test - 555 Hospital Ave), 'Select Vehicle' (Medic 23), and 'Receiving Facility'. A section titled 'Will Patient Need To Be Transferred?' has a 'Yes' radio button selected. Below this is a 'Do you know where they need to go?' section with a 'No' radio button selected. The form also includes a 'People Evacuees Add/Update' section with fields for Wristband #, Group Leader Wristband #, Last Name, First Name, Date of Birth (FORMAT: MM/DD/YYYY), Gender, Address, City, County, Zipcode, Contact Number, DL License #, and Additional Travel Info. A 'People Hospital Add/Update' section follows with fields for Patient Condition, Ambulatory Status, Stretcher, Diagnosis, Transferring POC, Social Security Number, Receiving Facility POC, Room Assignment, Receiving IRD, and Special Instructions / Remarks.

- 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.

This screenshot is similar to the previous one but highlights the 'Will Patient Need To Be Transferred?' section with a red box around the 'Yes' radio button, which is now selected. The 'Do you know where they need to go?' section still has the 'No' radio button selected. The rest of the form fields and layout are identical to the previous screenshot.

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

Show Links Ops TxETN Training - 08/20/2013

**TexasETN**  
General Access Menu

Report As: CrossKaitlyn6214

Save Cancel

Select Location: [Dropdown]  
Select Vehicle: Medic One [Dropdown]

Will Patient Need To Be Transferred ☒

Do you know where they need to go? **Yes** ☒ **No** ☐

Receiving Facility: [Dropdown]

**People Evacuees Add/Update**

Wristband # [Text]  
Group Leader Wristband # [Text]  
Last Name [Text]  
First Name [Text] Suffix [Text]  
Date of Birth [Text] (FORMAT: MM/DD/YYYY)  
Gender Select [Dropdown]  
Address [Text]  
City [Text]  
County Select County [Dropdown]  
Zipcode [Text]

- 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.

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**TexasETN**  
General Access Menu

Report As: CrossKaitlyn6214

Save Cancel

Select Location: Plano - Medical Center Plano - 5000 K Avenue [Dropdown]  
Select Vehicle: Medic One [Dropdown]

Will Patient Need To Be Transferred ☒

Do you know where they need to go? **Yes** ☒ **No** ☐

Receiving Facility: **Dallas - Parkland Hospital - 1210 South Lamar** [Dropdown]

**People Evacuees Add/Update**

Wristband # [Text]  
Group Leader Wristband # [Text]  
Last Name [Text]  
First Name [Text] Suffix [Text]  
Date of Birth [Text] (FORMAT: MM/DD/YYYY)  
Gender Select [Dropdown]  
Address [Text]  
City [Text]  
County Select County [Dropdown]  
Zipcode [Text]  
Contact Number [Text]

- 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)

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TexasETN  
General Access Menu

Information Displays	Create New Guest Records	Create Locations/Vehicles
View All Locations		
View Shelters		
View Hospitals		
View People	Add GenPop Guest Record	Create New Location
View Vehicles	Add Hospital Patient Record	Create New Vehicle
View Transfers	Add Medical Guest	
View Transfers - Transport		
View Transfers - Hospital		
View Record Access Log		

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

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**TexasETN**  
**General Access Menu**

Save Cancel

☒ **Select Location:** Dallas - Embarkation Test - 123 Fake Street ▼  
☐ **Select Vehicle:** Bus One ▼  
 Wristband #   
 Group Leader Wristband #   
 Last Name   
 First Name  Suffix   
 Date of Birth   
 Gender  ▼  
 Address   
 City   
 County  ▼  
 Zipcode   
 Contact Number   
 DL License #

- f. Select the current location of the evacuee/patient

Show Links Ops TxETN Training - 08/20/2013

**TexasETN**  
**General Access Menu**

Save Cancel

☒ **Select Location:** Dallas - Embarkation Test - 123 Fake Street ▼  
☐ **Select Vehicle:** Dallas - Embarkation Test - 123 Fake Street  
 Fort Worth - Reception Test - 321 Fake Street  
 Wristband #   
 Group Leader Wristband #   
 Last Name   
 First Name  Suffix   
 Date of Birth   
 Gender  ▼  
 Address   
 City   
 County  ▼  
 Zipcode   
 Contact Number   
 DL License #

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

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**TexasETN**  
**General Access Menu**

Save Cancel

Select Location: Dallas - Embarkation Test - 123 Fake Street

Select Vehicle: Bus One

Wristband #

Group Leader Wristband #

Last Name

First Name Suffix

Date of Birth

Gender Select

Address

City

County Select County

Zipcode

Contact Number

DL License #

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

Show Links Ops TxETN Training - 08/20/2013

**TexasETN**  
**General Access Menu**

Save Cancel

Select Location: Dallas - Embarkation Test - 123 Fake Street

Select Vehicle: Bus One

Wristband #

Group Leader Wristband #

Last Name

First Name Suffix

Date of Birth

Gender Select

Address

City

County Select County

Zipcode

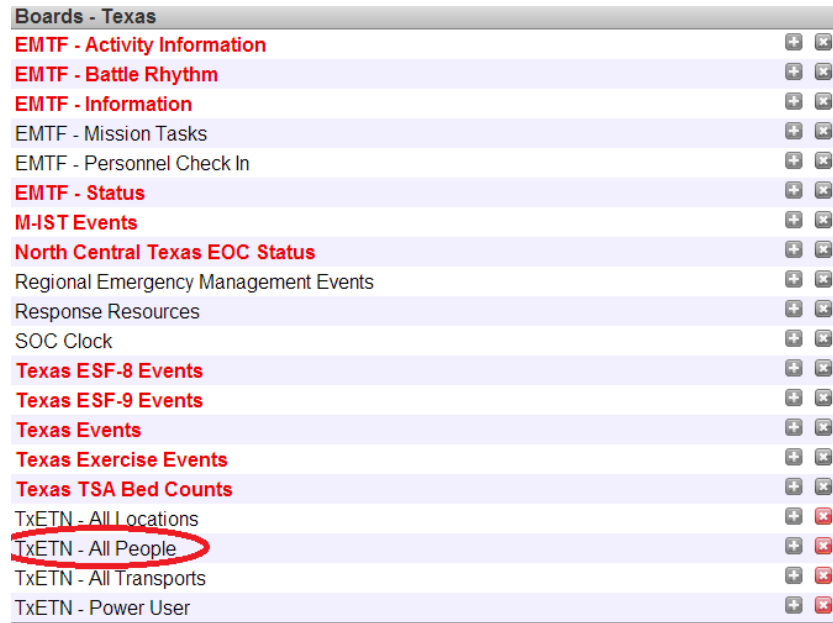
Contact Number

DL License #

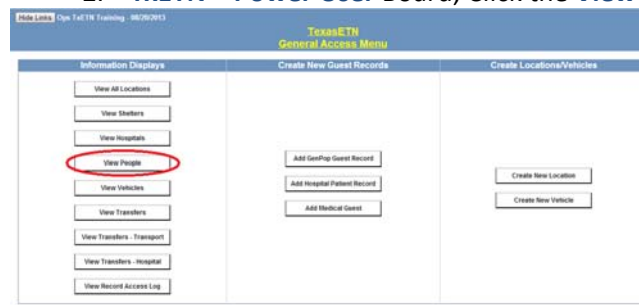


i. Patient will appear on the “**Person Search**” board. This board can be accessed in two ways:

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



2. **TxENTN – 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

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Person Search  
DDC 04 - Guests: 1 DDC 05 - Guests: 0 DDC 06 - Guests: 0

DDC 04 Counties DDC 05 Counties DDC 06 Counties

Actions	Wristband #	Last Name	First Name	Group Leader Wristband #	Originating City / County / Zipcode	Last Known Location (Address/City)	Has Pets	Has Assets	Details
<a href="#">Transfer</a> <a href="#">Repopulate</a>	1	Test	One	001	Dallas / Dallas / 75201	At Embarkation Test	No	No	<a href="#">Details</a>

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

Update Record 5969

**Request Transfer**

Wristband # 1  
Last Name Test  
First Name One

**If Medical Emergency DIAL 911**

What is transport in reference to?

Patient Condition

Ambulatory Status

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

Update Record 5969

**Request Transfer**

Wristband # 1  
Last Name Test  
First Name One

**If Medical Emergency DIAL 911**

What is transport in reference to?

Patient Condition

Ambulatory Status

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

Update Record 5969

**Request Transfer**

Wristband # 1  
Last Name Test  
First Name One

**If Medical Emergency DIAL 911**

What is transport in reference to?

Patient Condition

Ambulatory Status

Red  
 Yellow  
 Green  
 Black

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

Update Record 5969

Save Spell Check Cancel

**Request Transfer**

Wristband # 1  
Last Name Test  
First Name One

**If Medical Emergency DIAL 911**

What is transport in reference to?

Patient Condition

Ambulatory Status

Stretcher  
Wheelchair  
Ambulatory

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

Update Record 5969

Save Spell Check Cancel

**Request Transfer**

Wristband # 1  
Last Name Test  
First Name One

**If Medical Emergency DIAL 911**

What is transport in reference to?

Patient Condition

Ambulatory Status

- 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

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Person Search

DDC 04 - Guests: 1 DDC 05 - Guests: 0 DDC 06 - Guests: 0

DDC 04 Counties DDC 05 Counties DDC 06 Counties  Search Clear Search

Actions	Wristband #	Last Name	First Name	Group Leader Wristband #	Originating City / County / Zipcode	Last Known Location (Address/City)	Has Pets	Has Assets	Details
<b>Cancel Request</b>	1	Test	One	001	Dallas / Dallas / 75201	At Embarkation Test	No	No	Details

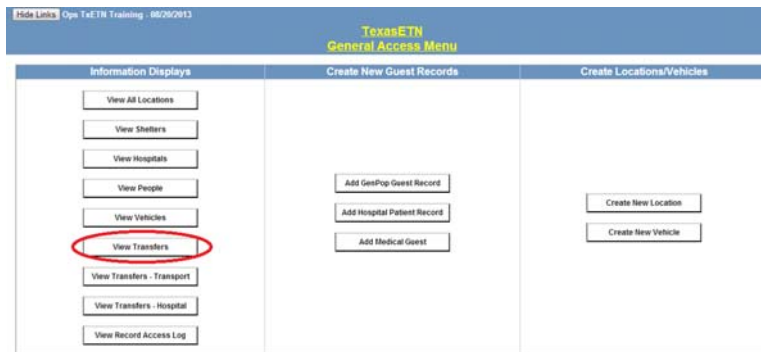
## VII. Assigning Transfer Resources

- 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

Ops TxETN Training - 08/20/2013

Single Transfer Request (Not Buses)  
Red:0 Yellow:0 Green:1 Black:0  
All Locations EMS Only Repopulation Only

DDC 04 Counties DDC 05 Counties DDC 06 Counties Search: Search Clear Search

Action	Wristband #	Mission # / Callsign	Originating Location	Transfer Status	Last Known Location	Transport Agency	Receiving Facility	Last Name / First Name	Condition	Has Pets	Has Assets	Details	Reason for Request	Last Updated
	1	/	Embarkation Test (Dallas)	At Transferring Facility	At Embarkation Test ( Dallas )	<a href="#">Update</a> Needs Transporting Agency	<a href="#">Update</a> Needs Receiving Facility	Test / One	Green	No	No	<a href="#">Details</a> MOT	Evacuation	08/21/2013 08:15:05

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**

Ops TxETN Training - 08/20/2013

Single Transfer Request (Not Buses)  
Red:0 Yellow:0 Green:1 Black:0  
All Locations EMS Only Repopulation Only

DDC 04 Counties DDC 05 Counties DDC 06 Counties Search: Search Clear Search

Action	Wristband #	Mission # / Callsign	Originating Location	Transfer Status	Last Known Location	Transport Agency	Receiving Facility	Last Name / First Name	Condition	Has Pets	Has Assets	Details	Reason for Request	Last Updated
	1	/	Embarkation Test (Dallas)	At Transferring Facility	At Embarkation Test ( Dallas )	<a href="#">Update</a> Needs Transporting Agency	<a href="#">Update</a> Needs Receiving Facility	Test / One	Green	No	No	<a href="#">Details</a> MOT	Evacuation	08/21/2013 08:15:05

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

Save Cancel

UPC 1

☒ Transporting Vehicle Bus One

☐ Ad-hoc Transportation\*

Transport Type\*

\*Note: When ad-hoc vehicle is selected, actual vehicle/location will not be updated.

Mission #

Callsign

Crew Name(s)

Last Name Test

First Name One

Date of Birth 01/01/1951

Gender Male

Patient Condition Green

Ambulatory Status Ambulatory

Diagnosis

Transferring POC

Receiving Facility POC

Room Assignment

Receiving MD

Special Instructions / Remarks

Will Patient Need To Be Transferred Yes

ETA Transporting Facility

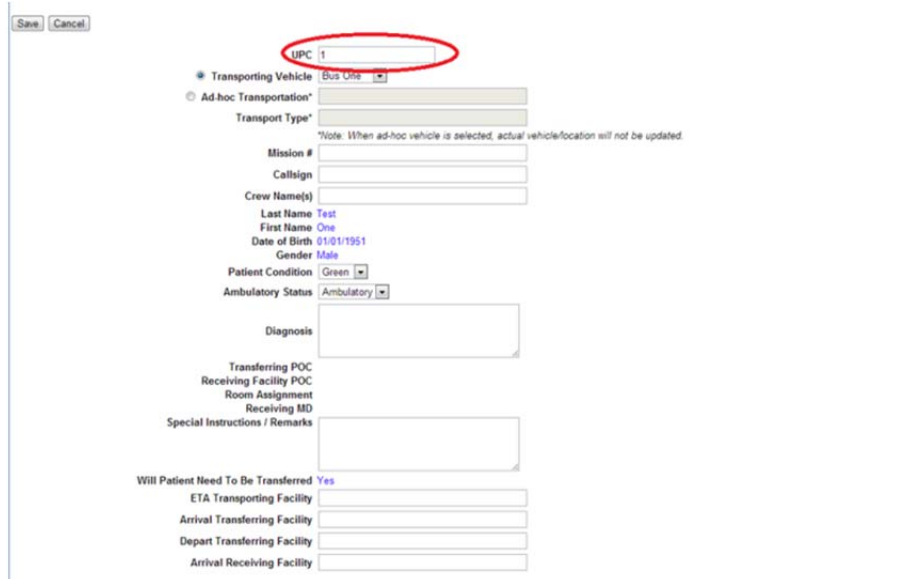
Arrival Transferring Facility

Depart Transferring Facility

Arrival Receiving Facility

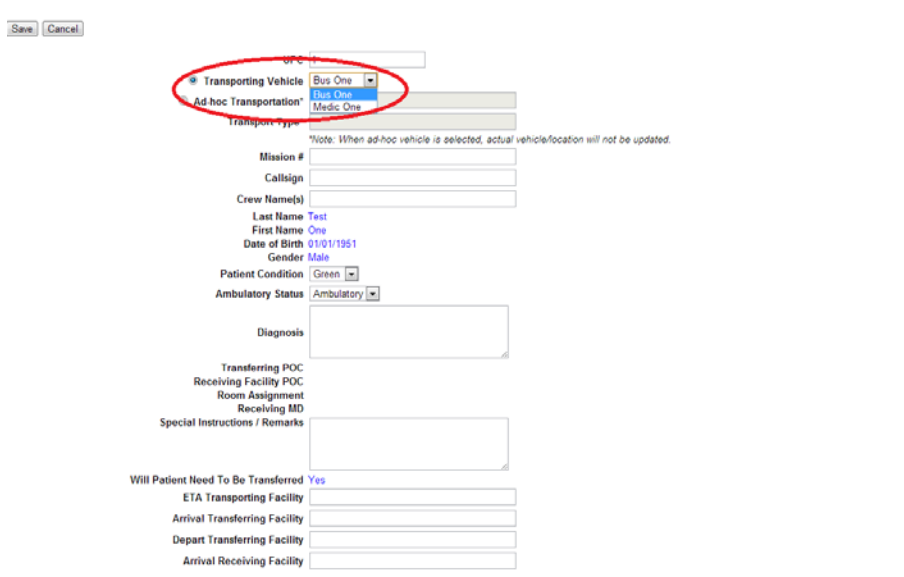
e. Update the applicable fields:

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



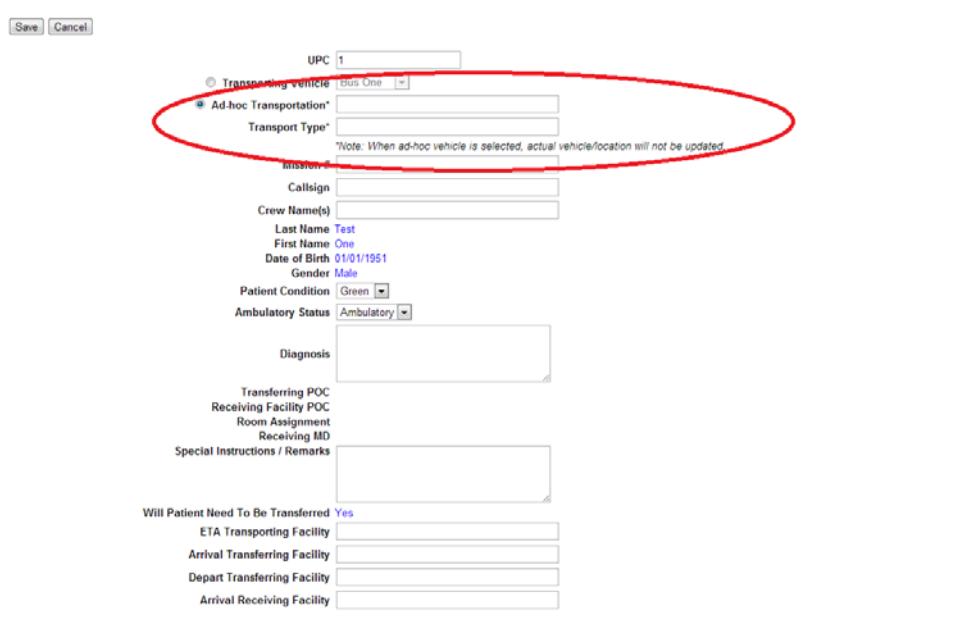
The screenshot shows the TXETN form with the 'UPC' field highlighted by a red circle. The form includes fields for 'Transporting Vehicle' (set to 'Bus One'), 'Ad-hoc Transportation', 'Transport Type', 'Mission #', 'Callsign', 'Crew Name(s)', 'Last Name' (Test), 'First Name' (One), 'Date of Birth' (01/01/1951), 'Gender' (Male), 'Patient Condition' (Green), 'Ambulatory Status' (Ambulatory), 'Diagnosis', 'Transferring POC', 'Receiving Facility POC', 'Room Assignment', 'Receiving MD', 'Special Instructions / Remarks', 'Will Patient Need To Be Transferred' (Yes), 'ETA Transferring Facility', 'Arrival Transferring Facility', 'Depart Transferring Facility', and 'Arrival Receiving Facility'.

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



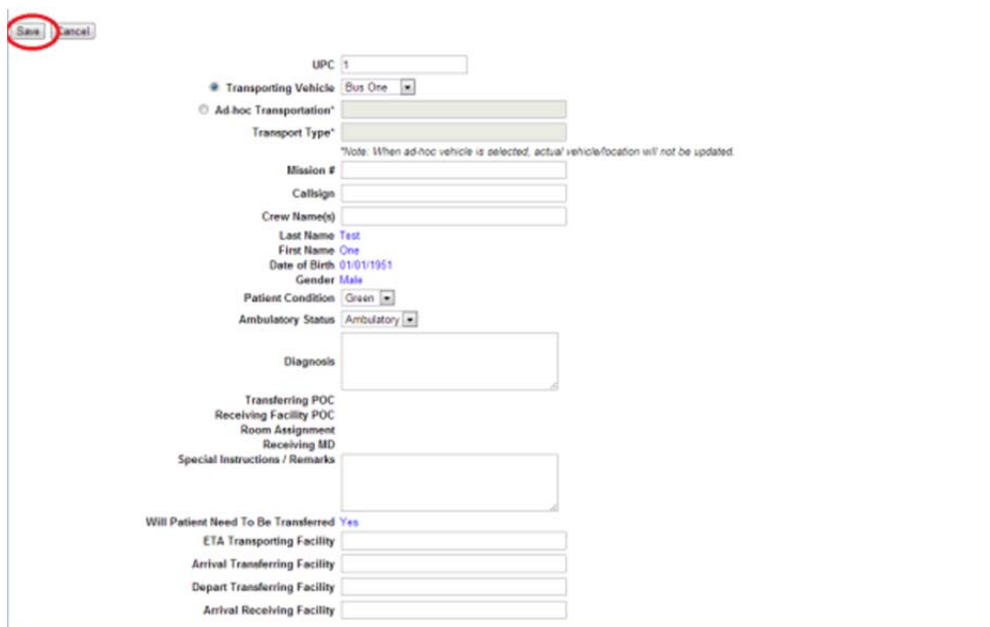
The screenshot shows the TXETN form with the 'Transporting Vehicle' dropdown menu highlighted by a red circle. The dropdown menu is open, showing options: 'Bus One', 'Bus One', and 'Medic One'. The form includes fields for 'UPC', 'Ad-hoc Transportation', 'Transport Type', 'Mission #', 'Callsign', 'Crew Name(s)', 'Last Name' (Test), 'First Name' (One), 'Date of Birth' (01/01/1951), 'Gender' (Male), 'Patient Condition' (Green), 'Ambulatory Status' (Ambulatory), 'Diagnosis', 'Transferring POC', 'Receiving Facility POC', 'Room Assignment', 'Receiving MD', 'Special Instructions / Remarks', 'Will Patient Need To Be Transferred' (Yes), 'ETA Transferring Facility', 'Arrival Transferring Facility', 'Depart Transferring Facility', and 'Arrival Receiving Facility'.

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



The screenshot shows a web form for the Texas Emergency Tracking Network. At the top left are 'Save' and 'Cancel' buttons. The form includes a 'UPC' field with the value '1'. Below this are two radio buttons: 'Transporting Vehicle' (selected) and 'Ad-hoc Transportation\*'. The 'Ad-hoc Transportation\*' option is circled in red. Below the radio buttons is a 'Transport Type\*' dropdown menu. A note below this field states: 'Note: When ad-hoc vehicle is selected, actual vehicle/location will not be updated.' The form continues with fields for 'Mission #', 'Callsign', 'Crew Name(s)', 'Last Name' (Test), 'First Name' (One), 'Date of Birth' (01/01/1951), 'Gender' (Male), 'Patient Condition' (Green), 'Ambulatory Status' (Ambulatory), 'Diagnosis', 'Transferring POC', 'Receiving Facility POC', 'Room Assignment', 'Receiving MD', 'Special Instructions / Remarks', 'Will Patient Need To Be Transferred' (Yes), 'ETA Transferring Facility', 'Arrival Transferring Facility', 'Depart Transferring Facility', and 'Arrival Receiving Facility'.

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



This screenshot is identical to the one above, showing the same TXETN form. However, the 'Save' button in the upper left corner is now circled in red, indicating the action to be taken to save the entry.

- 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

Ops TxETN Training - 08/20/2013

Single Transfer Request (Not Buses)  
Red:0 Yellow:0 Green:1 Black:0  
All Locations EMS Only Repopulation Only

DDC 04 Counties DDC 05 Counties DDC 06 Counties

Search:  Search Clear Search

Action	Wristband #	Mission # / Callsign	Originating Location	Transfer Status	Last Known Location	Transport Agency	Receiving Facility	Last Name / First Name	Condition	Has Pets	Has Assets	Details	Reason for Request	Last Updated
<a href="#">Pick Up</a>	1	000001 / Evacuation 1	Embarkation Test (Dallas)	At Transferring Facility	At Embarkation Test (Dallas)	<a href="#">Update</a> Bus One	<a href="#">Update</a> Needs Receiving Facility	Test / One	Green	No	No	<a href="#">Details</a> MOT	Evacuation	08/21/2013 08:15:05

- 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**

Ops TxETN Training - 08/20/2013

Single Transfer Request (Not Buses)  
Red:0 Yellow:0 Green:1 Black:0  
All Locations EMS Only Repopulation Only

DDC 04 Counties DDC 05 Counties DDC 06 Counties

Search:  Search Clear Search

Action	Wristband #	Mission # / Callsign	Originating Location	Transfer Status	Last Known Location	Transport Agency	Receiving Facility	Last Name / First Name	Condition	Has Pets	Has Assets	Details	Reason for Request	Last Updated
<a href="#">Pick Up</a>	1	000001 / Evacuation 1	Embarkation Test (Dallas)	At Transferring Facility	At Embarkation Test (Dallas)	<a href="#">Update</a> Bus One	<a href="#">Update</a> Needs Receiving Facility	Test / One	Green	No	No	<a href="#">Details</a> MOT	Evacuation	08/21/2013 08:15:05

- h. This will open a window to input the receiving facilities information

[Save](#) [Cancel](#)

Select Receiving Facility Type: Not Filtered

☒ Receiving Facility: Dallas - Parkland Hospital - 1210 South Lamar

☐ Ad hoc Receiving Facility: Name:

People Evacuates Add/Update

Wristband #

Group Leader Wristband #

Last Name

First Name  Suffix

Date of Birth  (FORMAT: MM/DD/YYYY)

Gender

Address

City

County

Zipcode

Contact Number

DL License #

Additional Travel Info

People Hospital Add/Update

Patient Condition

Ambulatory Status

Diagnosis

Transferring POC

Social Security Number

Receiving Facility POC

Room Assignment

Receiving MD

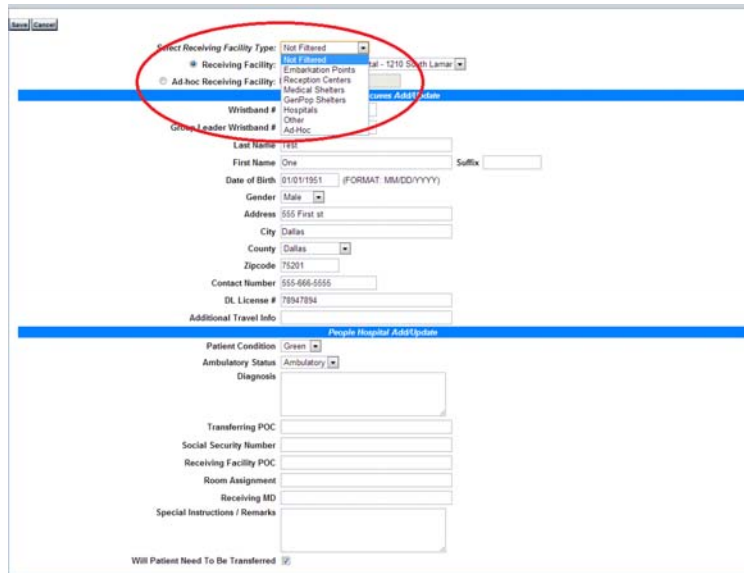
Special Instructions / Remarks

Will Patient Need To Be Transferred ☒



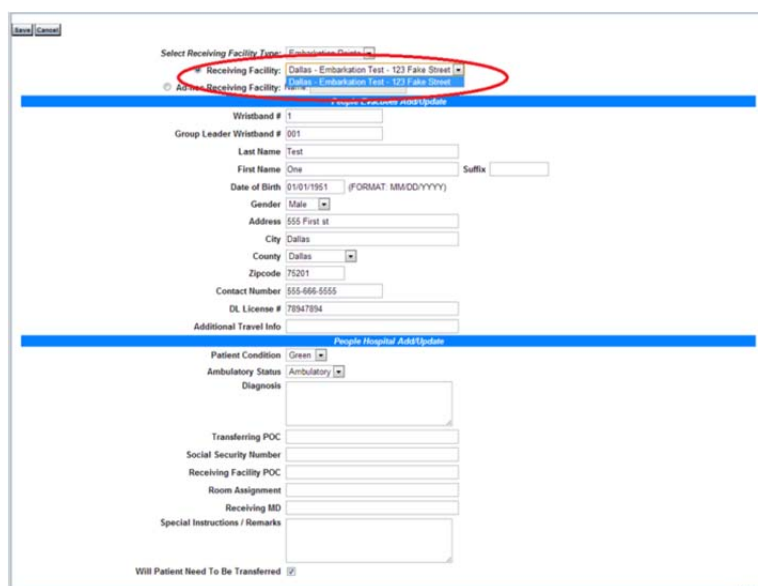
i. Update the applicable fields:

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)



The screenshot shows the TXETN form with the 'Select Receiving Facility Type' dropdown menu highlighted by a red circle. The menu is open, displaying a list of facility types: 'Not Filtered', 'Embarkation Points', 'Reception Centers', 'Medical Shelters', 'Gasping Shelters', 'Hospitals', 'Other', and 'Ad-Hoc'. The 'Receiving Facility' dropdown is also visible, showing 'Dallas - 1210 South Lamar'.

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)



The screenshot shows the TXETN form with the 'Receiving Facility' dropdown menu highlighted by a red circle. The menu is open, displaying a list of facilities: 'Dallas - Embarkation Point - 123 Fake Street' and 'Dallas - Embarkation Point - 123 Fake Street'.

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)

Ops TxETN Training - 08/20/2013

Single Transfer Request (Not Buses)  
Red:0 Yellow:1 Green:1 Black:0

DDC 04 Counties DDC 05 Counties DDC 06 Counties

Search: Search Clear Search

Action	Wristband #	Mission # / Callsign	Originating Location	Transfer Status	Last Known Location	Transport Agency	Receiving Facility	Last Name / First Name	Condition	Has Pets	Has Assets	Details	Reason for Request	Last Updated
<b>Pick Up</b> <b>Arrived</b>	45698	/		Enroute	Enroute to Parkland Hospital ( Medic One )	Needs Transporting Agency	Parkland Hospital	Dupree / Jessica	Yellow	No	No	Details MDT		08/21/2013 09:32:27
	1	/	Embarkation Test (Dallas)	At Transferring Facility	At Embarkation Test ( Dallas )	Bus One	Reception Test	Test / One	Green	No	No	Details MDT	evacuate	08/21/2013 09:57:41

- 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.

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Single Transfer Request (Not Buses)  
Red:0 Yellow:1 Green:1 Black:0

DDC 04 Counties DDC 05 Counties DDC 06 Counties

Search: Search Clear Search

Action	Wristband #	Mission # / Callsign	Originating Location	Transfer Status	Last Known Location	Transport Agency	Receiving Facility	Last Name / First Name	Condition	Has Pets	Has Assets	Details	Reason for Request	Last Updated
<b>Pick Up</b> <b>Arrived</b>	45698	/		Enroute	Enroute to Parkland Hospital ( Medic One )	Needs Transporting Agency	Parkland Hospital	Dupree / Jessica	Yellow	No	No	Details MDT		08/21/2013 09:32:27
	1	/	Embarkation Test (Dallas)	At Transferring Facility	At Embarkation Test ( Dallas )	Bus One	Reception Test	Test / One	Green	No	No	Details MDT	evacuate	08/21/2013 09:57:41

- 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

Hide Links Ops TxETN Training - 08/20/2013

**TexasETN  
General Access Menu**

Information Displays	Create New Guest Records	Create Locations/Vehicles
View All Locations		
View Shelters		
View Hospitals		
View People	Add GenPop Guest Record	Create New Location
<b>View Vehicles</b>	Add Hospital Patient Record	Create New Vehicle
View Transfers	Add Medical Guest	
View Transfers - Transport		
View Transfers - Hospital		
View Record Access Log		

- 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)

Ops TxETN Training - 08/20/2013

**Statewide List (Vehicles)**

Ambulances: 1 Buses: 1 Aircraft: 0 Other: 0

Showing: **All Vehicles** Ground Ambulances Aircraft Buses Other

Search by Vehicle Name:

Empty Vehicles: Showing / Hiding

Vehicle Type	Status	Number of Guests	Actions	Add Guest
Medic One <i>Ambulance</i>	Enroute to Embarkation Test (Dallas )	1	Move View	Add
Bus One <i>Coach</i>	Enroute to Reception Test (Fort Worth )	1	Move <b>View</b>	Add

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

Texas Emergency Tracking Network

**Bus One (Coach License Plate #: ABC 123 )** Ops TxETN Training - 08/20/2013

Company: **RAC Bus Co** Driver: **Jon Doe** Bus Cell Number: **555-555-5556**

TESS #:  GPS ID:

Occupancy: 1 Capacity: 50

Wristband #	Lastname, Firstname	Group Leader Wristband #	Gender	DOB	Condition	Last Updated	Actions
1	Test, One	n/a	Male	01/01/1951	Green	08/21/2013 10:02:05	Update Move

## 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.

Ops TxETN Training - 08/20/2013

Single Transfer Request (Not Buses)  
Red:0 Yellow:1 Green:1 Black:0  
All Locations EMS Only Repopulation Only

DDC 04 Counties DDC 05 Counties DDC 06 Counties Search: Search Clear Search

Action	Wristband #	Mission # / Callsign	Originating Location	Transfer Status	Last Known Location	Transport Agency	Receiving Facility	Last Name / First Name	Condition	Has Pets	Has Assets	Details	Reason for Request	Last Updated
	45698	/		Enroute	Enroute to Parkland Hospital ( Medic One )	<a href="#">Update</a> Needs Transporting Agency	<a href="#">Update</a> Parkland Hospital	Dupree / Jessica	Yellow	No	No	<a href="#">Details</a> MOT		08/21/2013 09:32:27
<a href="#">Arrived</a>	1	/	Embarkation Test (Dallas)	Enroute	Enroute to Reception Test ( Bus One )	<a href="#">Update</a> Bus One	<a href="#">Update</a> Reception Test	Test / One	Green	No	No	<a href="#">Details</a> MOT	evacuate	08/21/2013 10:02:05

- 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

Boards - Texas	
EMTF - Activity Information	<a href="#">+</a> <a href="#">x</a>
EMTF - Battle Rhythm	<a href="#">+</a> <a href="#">x</a>
EMTF - Information	<a href="#">+</a> <a href="#">x</a>
EMTF - Mission Tasks	<a href="#">+</a> <a href="#">x</a>
EMTF - Personnel Check In	<a href="#">+</a> <a href="#">x</a>
EMTF - Status	<a href="#">+</a> <a href="#">x</a>
M-IST Events	<a href="#">+</a> <a href="#">x</a>
North Central Texas EOC Status	<a href="#">+</a> <a href="#">x</a>
Regional Emergency Management Events	<a href="#">+</a> <a href="#">x</a>
Response Resources	<a href="#">+</a> <a href="#">x</a>
SOC Clock	<a href="#">+</a> <a href="#">x</a>
Texas ESF-8 Events	<a href="#">+</a> <a href="#">x</a>
Texas ESF-9 Events	<a href="#">+</a> <a href="#">x</a>
Texas Events	<a href="#">+</a> <a href="#">x</a>
Texas Exercise Events	<a href="#">+</a> <a href="#">x</a>
Texas TSA Red Counts	<a href="#">+</a> <a href="#">x</a>
<b>TxETN - All Locations</b>	<a href="#">+</a> <a href="#">x</a>
TxETN - All People	<a href="#">+</a> <a href="#">x</a>
TxETN - All Transports	<a href="#">+</a> <a href="#">x</a>
TxETN - Power User	<a href="#">+</a> <a href="#">x</a>

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

Hide Links Ops TxETN Training - 08/20/2013

**TexasETN  
General Access Menu**

Information Displays	Create New Guest Records	Create Locations/Vehicles
<b>View All Locations</b>		
View Shelters		
View Hospitals		
View People	Add GenPop Guest Record	Create New Location
View Vehicles	Add Hospital Patient Record	Create New Vehicle
View Transfers	Add Medical Guest	
View Transfers - Transport		
View Transfers - Hospital		
View Record Access Log		

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

Ops TxETN Training - 08/20/2013

**List (Locations)**

Hospitals: 2 GenPop Shelters: 0 Medical Shelters: 1 Embark Points: 1 Reception Points: 1 Other: 0

Search for Location:  Search Clear Search

Create PDF DDC 04 Counties DDC 05 Counties DDC 06 Counties Showing: All Locations Embarkation Points Reception Centers Medical Shelters GenPop Shelters Hospitals Other

Location Type	City	Owner	Status	Vehicles En Route To Location	Availability (39890)	Headcount (410)	Banded (3)	Capacity (40300)	Last Updated	View	Add
American Airlines Center Shelter - Medical - <a href="#">Edit Capacity</a>	Dallas	Mark Cuban	Open	Ground: 0 Air: 0	39700	300	0	40000	08/21/2013 08:52:32	Vehicles People	Medical
Embarkation Test Embarkation Point - <a href="#">Edit Capacity</a>	Dallas	RAC	Open	Ground: 2 Air: 0	100	0	4	100	08/21/2013 08:09:17	Vehicles People	Evacuee
Medical Center Plano Hospital - <a href="#">Edit Capacity</a>	Plano		Open	Ground: 0 Air: 0	-10	10	0	0	08/21/2013 14:06:54	Vehicles People	Patient
Parkland Hospital Hospital - <a href="#">Edit Capacity</a>	Dallas		Open	Ground: 0 Air: 0	0	100	0	100	08/21/2013 14:02:41	Vehicles People	Patient
Reception Test Reception Center - <a href="#">Edit Capacity</a>	Fort Worth	RAC	Open	Ground: 1 Air: 0	100	0	1	100	08/21/2013 08:28:17	Vehicles People	Evacuee

- 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.

Reception Test Reception Center - <a href="#">Edit Capacity</a>	Fort Worth	RAC	Open	Ground: 1 Air: 0	100	0	1	100	08/21/2013 08:28:17	Vehicles <b>People</b>	Evacuee
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- 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)**

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

Ops TxETN Training - 08/20/2013

List (Locations)

Hospitals: 2 GenPop Shelters: 0 Medical Shelters: 1 Embark Points: 1 Reception Points: 1 Other: 0

Create PDF DDC 04 Counties DDC 05 Counties DDC 06 Counties Showing: All Locations Embarkation Points Reception Centers

Medical Shelters GenPop Shelters Hospitals Other

Check For Update Show Only: Open Pending Closed Empty Locations: Showing Hiding

Location Type	City	Owner	Status	Vehicles En Route To Location	Availability (39790)	Headcount (410)	Banded (2)	Capacity (40200)	Last Updated	View	Add
American Airlines Center Shelter - Medical - Edit Capacity	Dallas	Mark Cuban	Open	Ground: 0 Air: 0	39700	300	0	40000	08/21/2013 08:52:32	Vehicles People	Medical
Embarkation Test Embarkation Point - Edit Capacity	Dallas	RAC	Open	Ground: 1 Air: 0	100	0	1	100	08/21/2013 08:09:17	Vehicles People	Evacuee
Medical Center Plano Hospital - Edit Capacity	Plano		FULL	Ground: 0 Air: 0	-10	10	1	0	08/21/2013 08:45:18	Vehicles People	Patient
Parkland Hospital Hospital - Edit Capacity	Dallas		Open	Ground: 0 Air: 0	-100	100	0	0	08/21/2013 08:54:11	Vehicles People	Patient
Reception Test Reception Center - Edit Capacity	Fort Worth	RAC	Open	Ground: 1 Air: 0	100	0	0	100	08/21/2013 08:28:17	Vehicles People	Evacuee

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

Ops TxETN Training - 08/20/2013

List (Locations)

Hospitals: 2 GenPop Shelters: 0 Medical Shelters: 1 Embark Points: 1 Reception Points: 1 Other: 0

Create PDF DDC 04 Counties DDC 05 Counties DDC 06 Counties Showing: All Locations Embarkation Points Reception Centers

Medical Shelters GenPop Shelters Hospitals Other

Check For Update Show Only: Open Pending Closed Empty Locations: Showing Hiding

Location Type	City	Owner	Status	Vehicles En Route To Location	Availability (39790)	Headcount (410)	Banded (2)	Capacity (40200)	Last Updated	View	Add
American Airlines Center Shelter - Medical - Edit Capacity	Dallas	Mark Cuban	Open	Ground: 0 Air: 0	39700	300	0	40000	08/21/2013 08:52:32	Vehicles People	Medical
Embarkation Test Embarkation Point - Edit Capacity	Dallas	RAC	Open	Ground: 1 Air: 0	100	0	1	100	08/21/2013 08:09:17	Vehicles People	Evacuee
Medical Center Plano Hospital - Edit Capacity	Plano		FULL	Ground: 0 Air: 0	-10	10	1	0	08/21/2013 08:45:18	Vehicles People	Patient
Parkland Hospital Hospital - Edit Capacity	Dallas		Open	Ground: 0 Air: 0	-100	100	0	0	08/21/2013 08:54:11	Vehicles People	Patient
Reception Test Reception Center - Edit Capacity	Fort Worth	RAC	Open	Ground: 1 Air: 0	100	0	0	100	08/21/2013 08:28:17	Vehicles People	Evacuee

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

Return to Locations List [Add Patient](#) Update Location Info!

**Medical Center Plano** Ops TxETN Training - 08/20/2013

**Address:** 5000 K Avenue **City:** Plano **County:** Collin **Zipcode:** 75074 **Owner:**

**Banded:** 1 **Head Count:** 10 **Capacity:** 0 **Location Type:** Hospital **Pet Friendly?** No

**Count Type:**

**Additional Information:**  
**Guest Conditions:**  
**Red:** 0 **Yellow:** 1 **Green:** 0

Needs Transport?	Wristband #	Lastname, Firstname	Group Leader Wristband #	Gender	DOB	Condition	Last Updated	Actions
<a href="#">Cancel Request</a>	45698	Dupree, Jessica	13569	Female	01/19/1989	Yellow	08/21/2013 08:54:20	<a href="#">Update</a> <a href="#">Move</a> <a href="#">View</a>

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

Return to Locations List [Add Patient](#) Update Location Info!

**Medical Center Plano** Ops TxETN Training - 08/20/2013

**Address:** 5000 K Avenue **City:** Plano **County:** Collin **Zipcode:** 75074 **Owner:**

**Banded:** 1 **Head Count:** 10 **Capacity:** 0 **Location Type:** Hospital **Pet Friendly?** No

**Count Type:**

**Additional Information:**  
**Guest Conditions:**  
**Red:** 0 **Yellow:** 1 **Green:** 0

Needs Transport?	Wristband #	Lastname, Firstname	Group Leader Wristband #	Gender	DOB	Condition	Last Updated	Actions
<a href="#">Cancel Request</a>	45698	Dupree, Jessica	13569	Female	01/19/1989	Yellow	08/21/2013 08:54:20	<a href="#">Update</a> <a href="#">Move</a> <a href="#">View</a>

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

Report As: CrossKaitlyn6214

[Save](#) [Cancel](#)

☒ **Select Location:** Dallas - American Airlines Center - 600 Main Street

☐ **Select Vehicle:** Bus One

Wristband # 45698  
Last Name Dupree  
First Name Jessica  
Date of Birth 01/19/1989  
Gender Female  
Address 600 Six Flags Drive  
City Arlington  
County Tarrant  
Zipcode 76011  
Contact Number 817-607-7008  
DL License # 2374413

Special Instructions or Remarks:



- 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.

Report As: CrossKaitlyn6214

☐ Select Location: Dallas - American Airlines Center - 600 Main Street

☒ Select Vehicle: **Medic One**

Wristband # 45698  
 Last Name Dupree  
 First Name Jessica  
 Date of Birth 01/19/1989  
 Gender Female  
 Address 600 Six Flags Drive  
 City Arlington  
 County Tarrant  
 Zipcode 76011  
 Contact Number 817-607-7008  
 DL License # 2374413

Special Instructions or Remarks:

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

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Person Search

DDC 04 - Guests: 2 DDC 05 - Guests: 0 DDC 06 - Guests: 0

DDC 04 Counties DDC 05 Counties DDC 06 Counties

Actions	Wristband #	Last Name	First Name	Group Leader Wristband #	Originating City / County / Zipcode	Last Known Location (Address/City)	Has Pets	Has Assets	Details
	45698	Dupree	Jessica	13569	Arlington / Tarrant / 76011	Enroute to Embarkation Test ( Medic One )	No	No	<input type="button" value="Details"/>
<input type="button" value="Cancel"/>	1	Test	One	001	Dallas / Dallas / 75201	At Embarkation Test	No	No	<input type="button" value="Details"/>