

# EMTrack

## Texas Statewide Evacuation Interface

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## Revision History

Date	Author	Version	Summary
07/18/2011	Ann Greenseth	3.0	Incorporated feedback from Product Management and Development subject matters experts
07/26/2011	Ann Greenseth	3.1	Incorporated additional feedback and material from Product Management
07/27/2011	Douglas Havron	3.2	Product Management review
07/29/2011	Ann Greenseth	3.3	Edited overview and responsibilities sections
12/03/2011	Ann Greenseth	3.4	Minor edit

## Texas Statewide Evacuation Overview

Based on client information gathered and reported via EMTrack, WebEOC, and Evac Center, the Texas Emergency Tracking Network (TxETN) provides a comprehensive view of each statewide incident and associated evacuations. As a result, incident command centers in your region and throughout the State of Texas have access to a summary view of the incident and can locate and track clients associated with the incident no matter where those clients are.

## Assumptions

The following table shows Texas Emergency Tracking Network (TxETN) participants:

Solution	Vendor	Managed by...
EMTrack	Intermedix EMSystems	Individual Texas regions
WebEOC	ESi	Individual Texas regions
Evac Center	Radiant	Individual Texas regions

Intermedix EMSystems assumes participants understand that:

- The Texas Emergency Tracking Network (TxETN) provides a collective interface that includes all three solutions listed above. The EMTrack and Evac Center solutions interact directly with WebEOC.
- EMTrack has its own interface with WebEOC, the details of which are included in this document.
- Evac Center has a separate interface with WebEOC.

**Note:** Texas Emergency Tracking Network (TxETN) is not an application. It is a collaboration of efforts involving the applications indicated in this section.

## Process

Statewide incident information is shared as follows:

- An authorized user at the State level uses WebEOC to create a statewide incident. For EMTrack regions, this automatically “pushes” that incident through the EMTrack – WebEOC interface to EMTrack regions.
- Individuals at the regional level can enter and update incident-related information in their local application, such as EMTrack.
- EMTrack (or other local application) shares its statewide incident information with WebEOC, and WebEOC shares it with all other participating regions.

## Information Types

The TxETN effort shares four types of information with EMTrack and other participating applications: incidents, clients (patients/evacuees), locations, and vehicles. WebEOC shares the following client data across the system:

Unique ID	Date of birth	Departure time
Alternate IDs	Address (minimum: ZIP code)	Destination location
First name	Gender	Transportation provider and unit
Last name	Last known location	

## EMTrack – WebEOC Interface

The EMTrack interface with WebEOC is flexible in design, allowing each EMTrack region to determine whether to be involved when a statewide incident is initiated. If a region chooses to be involved, the EMTrack Regional Administrator and users employ specific EMTrack features to aid them in their region’s response.

**Important:** Evac Center-WebEOC interface(s) are handled in a separate arrangement.

## Features

Key features of the EMTrack – WebEOC integration include the following:

- **Locate a client** – Authorized users employ a single interface to locate clients tracked via EMTrack, WebEOC, and Evac Center during a statewide incident.
- **View clients by region** – A user can view State-defined client information for each incident no matter where the information originated (EMTrack, WebEOC, or Evac Center).
- **View incoming and active clients** – Emergency workers at facilities (such as hospitals, shelters, and nursing homes) can view a summary of clients who are en route to or received at their location.
- **View information for walk-in clients** – If a client walks in to a reception center, workers can use their tracking system to look up the client and their information.
- **Re-entry of clients** – Users can track clients from their ultimate destination facility back to the originating system and region, facilitating client re-entry.

**Notes:** When a client is associated with a statewide incident, EMTrack tracks that client from the point they enter the statewide system through every incident-related location/facility to which they are moved, including reception centers and hospitals.

EMTrack users can generate an individual detail report showing the entire history for any client record, which supports the local jurisdiction's efforts toward controlled re-entry and infrastructure verification.

## Reception Centers

In the context of Texas Statewide incidents (and this document), "Reception Center" refers primarily to your region's appointed location (provider facility) for **receiving clients from another region**. The partner region simply needs to know your Reception Center—the location in your region where they can send their clients during an incident.

**Notes:** Your Reception Center may serve as your region's general point of transfer, both receiving clients from other regions (Point of Debarkation, POD) and sending clients to another region (Point of Embarkation, POE).

All locations are pre-established within EMTrack or can be added as needed throughout the duration of an incident. Re-entry "Reception Centers" may also be pre-established within EMTrack to aid in populating EMTrack Mobile.

## Clients

The EMTrack – WebEOC interface provides individual tracking information once the individual patient or client is deemed to be part of an incident by virtue of arriving at a designated "Reception Center." EMTrack indicates the patient's or client's last known location as well as the "arrived at" or "En route to" location.

The EMTrack – WebEOC interface provides updates on patients/clients who are associated to a "Reception Center" and thereafter. This ensures that those with a "need to know" have access to the individual client's record.

## User Access

Authorized EMTrack users can enter patient/client data directly into EMTrack via manual entry, EMTrack Mobile, EMTrack Desktop, or EMTrack's upload feature. Regional Administrator configure user accounts to access this data based on assigned rights and roles.

## Using EMTrack for Statewide Incidents

Each EMTrack region within the State of Texas has a mutual aid agreement established between their region and the **EMTrack Statewide Region**. The Statewide Region serves as the communication point between each EMTrack region and WebEOC.

This document outlines steps a Regional Administrator takes to prepare for participation in statewide incidents, as well as steps administrators and users take in responding to an incident.

### Incident Preparation: Regional Administrator

There are tasks you can perform now in preparation for statewide incidents; these are specifically related to sending clients to and receiving clients from other regions. Performing these tasks now can result in reducing the work you need to do at the time an incident occurs.

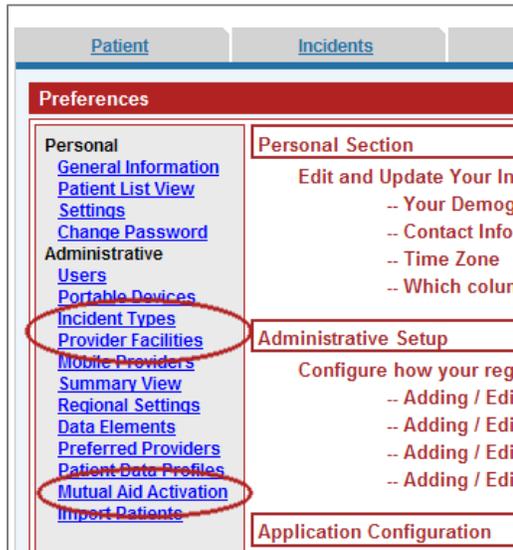
To share incident information with another EMTrack region, make certain you have established a mutual aid agreement with the region.

**Note:** Refer to the *EMTrack Administrator Manual* for detailed information on mutual aid.

In preparation for sharing information with non-EMTrack regions during statewide incidents, do the following:

- Verify your mutual aid agreement with the **Texas Statewide** region
- Create your region's Reception Center (provider facility)
- Associate the Reception Center with the **Texas Statewide** region
- Update the incident sites for the **Texas Statewide Evacuee Tracking** incident type

Preparation tasks begin with the EMTrack *Preferences* page. Preparation involves using the **Incident Types**, **Provider Facilities**, and **Mutual Aid Activation** features. Click the link in the left navigation pane to open the page you need to perform the task.



## Sharing with EMTrack Regions

An established mutual aid agreement is all you need for sharing information with another EMTrack region.

If your region has not done so already, set up mutual aid agreements with the EMTrack regions you are likely to send clients to or receive clients from. Sign the *EMTrack Mutual Aid* form and route it to Intermedix EMSsystems. Once this agreement has been signed and processed, the region appears in your *Mutual Aid Activation* page.

**Note:** To fully implement mutual aid, the other EMTrack region must also activate a mutual aid agreement with your region.

You can activate these agreements now or at any time in the future. See “Interacting with EMTrack Regions” for more information.

## Sharing with non-EMTrack Regions

### Verify Texas Statewide Mutual Aid

Verify the EMTrack Texas Statewide region is set up and available for mutual aid. In the *Preferences* page, select **Mutual Aid Activation**.

The *Mutual Aid Activation* page opens. Verify the **Texas Statewide** region appears in both the **Request Made To** and **Requested By** tables.

Mutual Aid Activation		
<b>Mutual Aid Agreement Request Made To:</b>		
Region Name ▲	Activated	Responder Activated
Anywhere, USA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Central Texas	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Midland/Odessa TX	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Texas Statewide	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Mutual Aid Agreement Requested By:</b>		
Region Name ▲	Activated	Requester Activated
Central Texas	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>
Midland/Odessa TX	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>
Texas Statewide	<input type="checkbox"/> Providers	<input checked="" type="checkbox"/>
<input type="button" value="Done"/>		

### Create a Reception Center

If you participate in a statewide incident, your region may receive clients from a non-EMTrack region. To that end, create and/or identify a Reception Center. This is the facility that is shared with non-EMTrack regions (during a statewide incident) so that they can send and track clients to your region.

Set up at least one provider facility that is appropriate for statewide incidents.

**Note:** Only the provider facility(ies) you specify will be shared with other regions participating in this statewide incident. Only patients who are associated with the Texas Statewide Incident and who are moved through a shared provider facility will be communicated to WebEOC.

In EMTrack, click *Preferences*, and then select **Provider Facilities** in the left navigation pane. In the *Provider Facility Administration* page, click **New Provider Facility**. The *Create New* page opens.

Specify the Reception Center's name and other details for the facility. Save your work.

**Notes:** The name you give the provider facility is the name the non-EMTrack region will see as your Reception Center.

Be certain to provide a least a ZIP code for the provider facility.

## Associate the Reception Center with the Statewide Region

You need to associate your Reception Center with the **Texas Statewide** region in order to make it available to non-EMTrack regions involved in the statewide incident. Open the *Preferences* page and select **Mutual Aid Activation**. The *Mutual Aid Activation* page opens.

Mutual Aid Agreement Request Made To:		
Region Name	Activated	Responder Activated
Anywhere, USA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Central Texas	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Midland/Odessa TX	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Texas Statewide	<input type="checkbox"/>	<input checked="" type="checkbox"/>

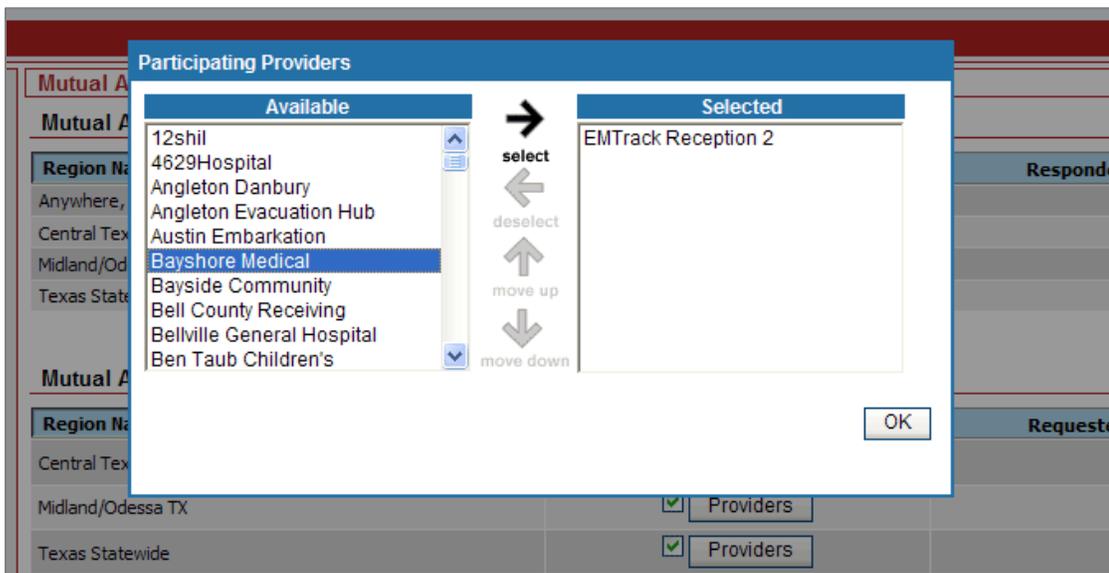
Mutual Aid Agreement Requested By:		
Region Name	Activated	Requester Activated
Central Texas	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>
Midland/Odessa TX	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>
Texas Statewide	<input type="checkbox"/> Providers	<input checked="" type="checkbox"/>

**Note:** In both the **Request Made To** and **Requested By** tables, a check box appears in the **Activated** column to the right of Texas Statewide. Selecting the check boxes activates mutual aid for that region. Do not select them at this time. If your region decides to participate in an incident, you will select these check boxes at that time.

In the **Mutual Aid Agreement Requested By** table, click **Providers** for the Texas Statewide region.

Mutual Aid Agreement Requested By:		
Region Name	Activated	Requester Activated
Central Texas	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>
Midland/Odessa TX	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>
Texas Statewide	<input type="checkbox"/> Providers	<input checked="" type="checkbox"/>

The *Participating Providers* dialog box opens.



Select your region's Reception Center in the **Available** pick list and click the **select** arrow. The facility appears in the **Selected** list. Click **OK**.

## Update the Texas Statewide Incident Site

Your EMTrack's region has an associated **Texas Statewide Evacuee Tracking** incident type. To view this type, open the *Preferences* page and click **Incident Types** in the left navigation pane. The *Incident Type Setup* page opens.

Incident Type Setup		
<input type="button" value="New Incident Type"/>		
Action	Name	Description
<a href="#">Edit</a>	Drill	
<a href="#">Edit</a>	Hospital Evacuation	
<a href="#">Edit</a>	MCI	
<a href="#">Edit</a>	Pandemic Influenza Exercise	Central Texas Regional Pandemic Influenza Exercise 4.15.09
<a href="#">Edit</a>	Shelter/Evacuee Tracking	Tracking of Gen. Population and/or Medical Special Needs evacuees and/or patients
<a href="#">Edit</a>	Texas Statewide Evacuee Tracking	Template for incidents initiated by the Texas Statewide Evacuee Tracking System.
<input type="button" value="New Incident Type"/>		

Click the **Edit** link. The *Incident Type – Update* page opens.

**Caution: Do not** change the **Name** of the **Texas Statewide Evacuee Tracking** incident type. If you do, this statewide feature will no longer function.

Incident Type - Update				
<b>General Information</b>				
* Name:	<input type="text" value="Texas Statewide Evacuee Tracking"/>			
Description:	<input type="text" value="Template for incidents initiated by the Texas Statewide Evacuee Tracking System."/>			
<b>Settings</b>				
Sound to play to alert users to this Incident:	<input type="button" value="Select One..."/>			
<b>Incident Type</b>				
<input checked="" type="checkbox"/>	<b>Name</b>	<input checked="" type="checkbox"/> 1/Red	<input checked="" type="checkbox"/> 2/Yellow	<input checked="" type="checkbox"/> 3/Green
<input checked="" type="checkbox"/>	Texas Statewide Evacuee Tracking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Incident Sites</b>				
Action	Name	Address		
<a href="#">Delete</a>   <a href="#">Edit</a>	Temporary Site (not used)			
<input type="button" value="Add Site"/>				

The **Texas Statewide Evacuee Tracking** incident type has a default incident site with the name **Temporary Site (not used)**. Rename this site to something meaningful for statewide incidents. Click **Edit** in the **Action** column, and rename the site. Be sure to save your work.

This incident site is for your region's internal incident management and is not shared with other regions during a statewide incident. Your region is likely to want to use this site as a staging area or client transport/embarkation hub.

As an example, you set up a gathering point for clients that your region is going to transport to another region, such as an Air Hub or POE (Point of Embarkation). Name the incident site appropriately so that it is easily recognizable to your region's users.

**Settings**

Sound to play to alert users to this Incident: Select One... ▾

**Incident Type**

<input checked="" type="checkbox"/>	<b>Name</b>	<input checked="" type="checkbox"/> 1/Red	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Texas Statewide Evacuee Tracking	<input checked="" type="checkbox"/>	

**Incident Sites**

Action	Name
<a href="#">Delete</a>   <a href="#">Edit</a>	Central Embarkation Point

## Incident Occurs: Regional Administrator

When a State-level user creates a statewide incident, the incident is automatically created in each EMTrack region in the State. Administrators and users can view this incident in EMTrack.

### Participation

As Regional Administrator, you need to decide whether your region will participate in the statewide incident.

### Decision: No Participation

If you decide your region will not participate, end your local version of the incident. First, open the **Incidents** tab in EMTrack. The *Incident Summary* page opens.

Patient

Incidents

Add New Patient
Create Incident
Incident List

**Incident-specific Information** [\[Edit\]](#)

Summary For: All Incidents [\[Hide\]](#)

Name
<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; border: 1px solid gray; margin-right: 5px;"></div> <span>At Scene</span> </div> <div style="margin-top: 5px;"> <a href="#">RGV Hurricane Exercise 10June2011 &lt; TX Statewide</a> </div>

**Hint:** The names of statewide incidents end with the following text: "TX Statewide."

Locate and open the incident by clicking its name. The incident's details page opens.

The screenshot shows the EMTrack interface with the 'Incidents' tab selected. The breadcrumb trail is 'Add New Patient | Create Incident | Incident List | Incident Summary | RGV Hurricane'. The main heading is 'Information for: RGV Hurricane Exercise 10June2011 < TX Statewide' with a '[Hide]' link. Below this is 'V1 [Edit]' and 'By: 15:00 CDT on June 03, 2011'. A blue box contains 'N/A < Created by the Texas Statewide Patient Tracking System. [View History]'. The 'Incident-specific Information' section has a heading 'Scene Detail For: RGV Hurricane Exercise 10June2011 < TX Statewide' with a '[Hide Zero Rows]' link. At the bottom, a table header shows 'Name' and 'Total'.

Click **Edit**. In the *Incident – Update* page, scroll to the **Settings** section, and click **End Now**.

The screenshot shows the 'Settings' section. It includes:
 

- \* Application: Select One... (dropdown menu)
- \* Start Time: 06-01-2011 (calendar icon) 10:36 (time input)
- End Time:  Continue Until Ended Manually  End Automatically at: [ ] (calendar icon) [ ]
- End Now (button)

## Decision: Participation

If you decide to participate, use the task guidelines in the balance of this document.

## Interacting with EMTrack Regions

Interaction with another EMTrack region during a statewide incident is governed by your mutual aid agreement. You can manage these incidents as you would any other.

### Activate Mutual Aid

As part of your preparation for statewide incidents, you may have established mutual aid agreements with other EMTrack regions. If it is likely you will be sending clients to or receiving clients from a region, activate its mutual aid agreement at this time.

Open the *Preferences* page and select **Mutual Aid Activation**. The *Mutual Aid Activation* page opens.

Mutual Aid Activation		
Mutual Aid Agreement Request Made To:		
Region Name ▲	Activated	Responder Activated
CATRAC	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Midland/Odessa TX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SETRAC Region	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Texas Statewide	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Mutual Aid Agreement Requested By:		
Region Name ▲	Activated	Requester Activated
CATRAC	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>
Midland/Odessa TX	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>
SETRAC Region	<input type="checkbox"/> Providers	<input checked="" type="checkbox"/>
Texas Statewide	<input type="checkbox"/> Providers	<input checked="" type="checkbox"/>

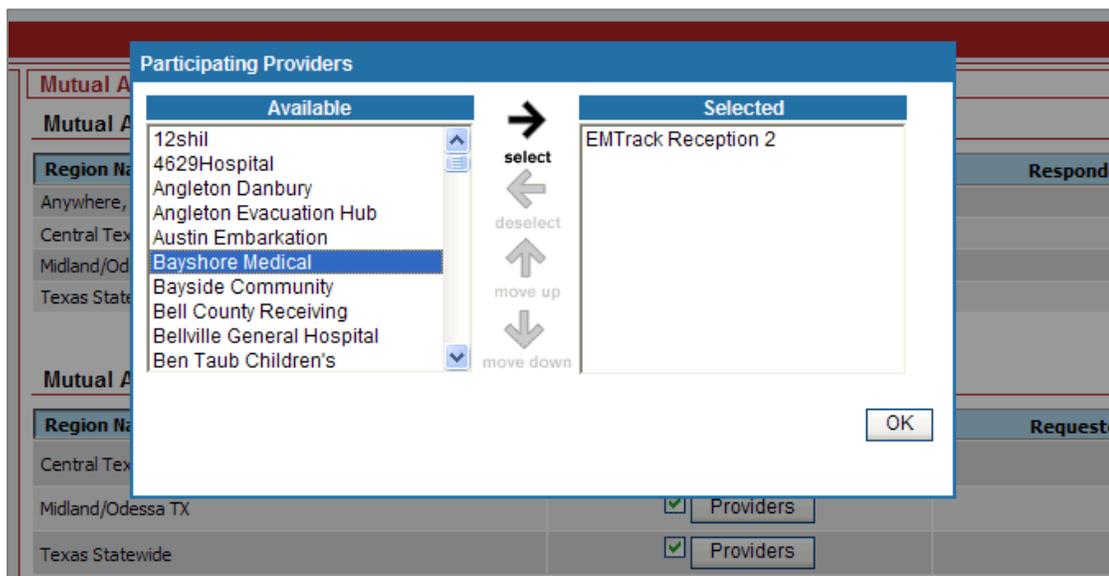
To activate the agreement, select the **Activated** check box to the right of the region's name in both tables (**Mutual Aid Agreement Request Made To** and **Mutual Aid Agreement Requested By**). Before you leave the *Mutual Aid Activation* page, see the next section.

### Associate the Reception Center with EMTrack Regions

You may want to associate your region's Reception Center (facility provider) with the EMTrack regions with which you have activated mutual aid. This makes that provider facility and patients associated with it available to that EMTrack region via the statewide incident.

Mutual Aid Agreement Requested By:		
Region Name ▲	Activated	Requester Activated
Central Texas	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>
Midland/Odessa TX	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>
Texas Statewide	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>

In the **Mutual Aid Agreement Requested By** table, click **Providers** for the other EMTrack region. The *Participating Providers* dialog box opens.



Select your Reception Center in the **Available** pick list and click the **select** arrow. The facility appears in the **Selected** list. Click **OK**. The dialog box closes. Click **Done** in the *Mutual Aid Activation* page.

## Interacting with Non-EMTrack Regions

For non-EMTrack regions, do the following:

- View the incident to verify its configuration.
- Activate your mutual aid agreement with the EMTrack Texas Statewide region.

### View Incident and Verify Configuration

Click the **Incidents** tab. Select the incident from the **View Incidents** pick list toward the top of the tab.



The incident will have “TX Statewide” as part of its name. Verify the incident site and the rest of the configuration. If you need to make any changes, click **Edit** to get to the *Incident - Update* page.

## Activate Mutual Aid

Transportation of clients between regions occurs in the same way as transport to any mutual aid partner. If a client is being tracked within the statewide system and arrives at a participating EMTrack region, the EMTrack user can search for the client's record, open it, and continue the record of care.

When an incident occurs, you need to activate the mutual aid agreement with the Texas Statewide region. Open the *Preferences* page and select **Mutual Aid Activation**. The *Mutual Aid Activation* page opens.

The screenshot shows the 'Mutual Aid Activation' page with two tables. The first table, 'Mutual Aid Agreement Request Made To:', lists regions with 'Activated' and 'Responder Activated' checkboxes. The second table, 'Mutual Aid Agreement Requested By:', lists regions with 'Activated' checkboxes and 'Providers' buttons. A blue arrow points to the 'Texas Statewide' row in both tables. A 'Done' button is at the bottom right.

Mutual Aid Activation		
Mutual Aid Agreement Request Made To:		
Region Name	Activated	Responder Activated
Anywhere, USA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Central Texas	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Midland/Odessa TX	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Texas Statewide	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Mutual Aid Agreement Requested By:		
Region Name	Activated	Requester Activated
Central Texas	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>
Midland/Odessa TX	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>
Texas Statewide	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>

Done

To participate in the statewide incident, select the **Activated** check box to the right of the **Texas Statewide** region in each table (**Mutual Aid Agreement Request Made To** and **Mutual Aid Agreement Requested By**).

You can also verify that the correct provider has been identified for the statewide region. To quickly do so, point the cursor at the region's **Providers** button in the second table. A "tooltip" pops up showing the associated provider(s). If you need to add or change the provider, review the steps in the "Associate the Reception Center with the Statewide Region" section of this document.

Be sure to save your changes.

**Important:** When the incident is over, be sure to end your local version of the statewide incident and deactivate the mutual aid agreement with the Texas Statewide Region. Refer to the "Post-Incident: Regional Administrator" section for more details.

## Incident Response: EMTrack Users

TxETN tracks clients involved in the statewide incident. Users of any participating application can locate clients and view their patient record of care, helping them be better prepared to transport and treat them.

EMTrack users in participating regions primarily use the following EMTrack features during such incidents:

- Locate clients
- Receive clients
- Add clients
- Transport clients

As the Regional Administrator, make certain your users know how these features can aid them during statewide incidents.

### Locate Clients

For statewide incidents, you can locate a client no matter where the client is (your region or another one) or which system originated the client's information.

If you know the client's name or patient ID, use EMTrack's simple search feature to locate that client. Enter the name or ID number in the text box in the upper right corner of the EMTrack page, and click **Search**.



**Note:** In addition to a primary ID, clients can have multiple alternate ID numbers. EMTrack users can search for the client using any of these IDs. In addition, mobile devices can update a client's record using an alternate ID. In this way, clients never need to be "re-enrolled" when being transported from one region to another during a statewide incident.

The **Locator** tab opens showing the results of the search.

You can also search for clients directly from the **Locator** tab, which provides multiple search criteria to help you pinpoint the client. Click the **Locator** tab.

The screenshot shows the EMTrack interface for Central Texas. The 'Locator' tab is selected. Under 'Advanced Search', the 'People' tab is active. The search criteria are as follows:

- ID Search:** ID #: [ ] -OR- Between [ ] and [ ]
- Contact Information Search:** First Name: [ ], Middle Name: [ ], Last Name: [ ], Phone: [ ]
- Physical Information Search:** Age: [ ], Age Units: Years [v]

Make certain the **People** tab is open. Enter your criteria and click **Search**. The page refreshes to show your search results.

## Receive Clients

If a client arrives at your region's Reception Center, use one of the methods described above to locate the client.

In the search results, the first column may contain a red circle icon. When you point your cursor to this icon, a pop-up box opens that indicates you may not currently have access to this patient's information.

The screenshot shows a search results table with the following columns: ID #, Name, and Age. A red circle icon is visible in the first column of the first row. A pop-up message is displayed over the table:

You do not have access to this patient's detailed information. If the patient is at your facility, click [here](#) and receive the patient to your location.

	ID #	Name	Age
	11aa22bb	Yellow, Redd	40 yrs

If you want to check this patient in to your location, click the **here** link in this pop-up.

## Add Clients

There may be instances where you need to add the client to EMTrack. From the **Patient** or **Incident** tab, click **Add New Patient**. Use one of the available tabs to add a patient, evacuee, or other client.

## Transport Clients

If your region needs to transport a client to another region during a statewide incident and you want the client to be visible or locatable from TxETN, you need to:

- Specify the Texas Statewide incident the client is involved in.
- Select the destination for each transported individual by specifying the other region's reception center.

Locate the client in your **Patient** tab or search for the client (as described in "Locate Clients").

For an existing patient, click the patient's **Edit** link in the patient list.

	Patient ID #	Age
<input checked="" type="checkbox"/> <a href="#">Edit</a>	test100	45 yrs
<input type="checkbox"/> <a href="#">Edit</a>	BJ9288	
<input type="checkbox"/> <a href="#">Edit</a>	t0000869194	
<input type="checkbox"/> <a href="#">Edit</a>	t0000869165	

In the patient detail page, click the **Complaint/History** tab. Select the check box for the incident (**Incident Involvement**).

The following image shows the **Incident Involvement** options in the **Add Evacuee** tab. Select the check box for the appropriate incident.

In addition, specify the client's destination.

For a new client, look for the **Transport Details** section in the **New Evacuee** tab.

For an existing patient, select the check box in the patient list and click the **Move/Transport** button.

	Patient ID #	Age
<input checked="" type="checkbox"/>	test100	45 yrs
<input type="checkbox"/>	BJ9288	
<input type="checkbox"/>	t0000869194	
<input type="checkbox"/>	t0000869165	

The *Transport Details* page opens.

Transport Details	
* Current Location: <input type="text" value="Select One..."/>	* Destination: <input type="text" value="Select One..."/>
Description: <input type="text"/>	Description: <input type="text"/>
	* Provider: <input type="text" value="Select One..."/> ETA (mins): <input type="text"/>
	* Unit: <input type="text"/>
	Unit Type: <input type="text" value="Select One..."/>

In the **Destination** pick list, select the receiving region's reception area or location. The location you pick must be listed under the destination category **Texas Statewide**.

<input type="text" value="Select One..."/>
<b>Texas Statewide</b>
Frankies Shelter
Scott Shelter
Seton Hospital
UTMB John Sealy Hospita
WebEOC Rec 1
WebEOC Rec 1
WebEOC Rec 1
WebEOC Reception Cent
<b>UTMB Seton Mini-drill June</b>
Temporary Site (not used
<b>Hurricane Dominica</b>
Central State POE
<b>Provider Facilities</b>
Bell County Expo Center
Bell County Office of Eme
Cameron Nursing Center
Carl R. Darnall Army Medi
Cedar Crest Hospital
* Destination: <input type="text" value="Select One..."/>

**Note:** Be certain to select a **Texas Statewide** destination (as shown in the image above). **Do not** select an incident site under the name of the incident.

Complete whatever other information you need to for the client and save your changes.

## Post-incident: Regional Administrator

When the incident is over, end your local version of the statewide incident and inactivate the appropriate mutual aid agreements.

### End the Incident

Open the **Incidents** tab in EMTrack. The *Incident Summary* page opens.

The screenshot shows the EMTRACK interface with the 'Incidents' tab selected. The navigation bar includes 'Add New Patient', 'Create Incident', and 'Incident List'. Below the navigation bar, there is a section for 'Incident-specific Information' with an '[Edit]' link. Underneath, it says 'Summary For: All Incidents' with a '[Hide]' link. A table with the header 'Name' is visible, containing one entry: 'At Scene' with a sub-link 'RGV Hurricane Exercise 10June2011 < TX Statewide'.

Locate and open the incident by clicking its name. The incident's details page opens.

The screenshot shows the incident details page for 'RGV Hurricane Exercise 10June2011 < TX Statewide'. The navigation bar includes 'Patient', 'Incidents', 'Reports', and 'Property'. The main content area shows 'Information for: RGV Hurricane Exercise 10June2011 < TX Statewide' with an '[Edit]' link. Below this, it says 'V 1' with an '[Edit]' link. The incident occurred 'By: 15:00 CDT on June 03, 2011'. A note states 'N/A < Created by the Texas Statewide Patient Tracking System.' with a '[View History]' link. There is also a section for 'Incident-specific Information' with a link to 'Scene Detail For: RGV Hurricane Exercise 10June2011 < TX Statewide' and a '[Hide Zero Rows]' link. A table with the header 'Name' is partially visible at the bottom.

Click **Edit**. The *Incident – Update* page opens. Scroll to the **Settings** section, and click **End Now**.

The screenshot shows the 'Settings' section of the incident update page. It includes the following fields and options:

- \* Application: Select One... (dropdown menu)
- \* Start Time: 06-01-2011 (calendar icon) 10:36 (time input)
- End Time:  Continue Until Ended Manually  End Automatically at: [ ] (calendar icon) [ ]
- End Now (button)

## Deactivate Mutual Aid Agreements

Once the incident has been ended, deactivate the mutual aid agreement with the Texas Statewide Region. You may also choose to deactivate agreements you have with some other EMTrack regions, especially if you activated them only due to the statewide incident.

Open the *Preferences* page and select **Mutual Aid Activation**. The *Mutual Aid Activation* page opens.

**Mutual Aid Activation**

**Mutual Aid Agreement Request Made To:**

Region Name ▲	Activated	Responder Activated
Anywhere, USA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Central Texas	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Midland/Odessa TX	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Texas Statewide →	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Mutual Aid Agreement Requested By:**

Region Name ▲	Activated	Requester Activated
Central Texas	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>
Midland/Odessa TX	<input checked="" type="checkbox"/> Providers	<input checked="" type="checkbox"/>
Texas Statewide →	<input type="checkbox"/> Providers	<input checked="" type="checkbox"/>

To deactivate mutual aid for another EMTrack region, clear its **Activated** check box in each table.

Clear the check box to the right of the **Texas Statewide** region (and any other EMTrack regions) in each table (**Mutual Aid Agreement Request Made To** and **Mutual Aid Agreement Requested By**).

Be sure to save your changes.

## Additional Information

### Responsibilities

Each EMTrack regional administrator is responsible for the following:

- Updating their list of provider facilities and mobile providers to include those that are available to respond to a statewide incident.
- Creating the appropriate incident sites to be used within their region.
- Activating and deactivating mutual aid relationships with the Texas Statewide Region and other EMTrack regions.
- Ending any statewide incidents that they do not wish to participate in.

All three solutions (EMTrack, WebEOC, and Evac Center) are responsible for routine testing of the Texas Statewide Evacuation system.

The State of Texas is responsible for ensuring that all participating systems and organizations that receive and use client data are HIPAA compliant.

### Exceptions

The Texas Statewide Evacuation system does not address or accommodate the following:

- Sharing of EMTrack data elements that jeopardize HIPAA compliance.
- Incorporation of a tracking status field that indicates a client was transported to a home address. Repatriation tracking involves following a client back to a facility location in the originating region.
- Resolution of situations where multiple clients have the same identifier. Unique identifiers are required for correct processing of updates to a client's record.