



EMResource Overhaul: Hospital Checklist

EMResource will be down for maintenance starting at 7:00 PM on July 31st, 2019. Users should avoid logging in until maintenance is complete at 8:00 AM on August 1st, 2019.

On August 1st, a variety of changes will be implemented in EMResource, including new statuses, new organization, and new policies. Full details can be found in the [EMResource Policies and Procedures](#) document. The following checklist should be followed on August 1st to ensure that all facilities are up-to-date in EMResource. The easiest way to see what all statuses apply to your facility is to find your facility and click on its name to be taken to the “Resource Detail” view.

August 1st, 2019

- Make sure the emergency contact information listed in the top left corner is accurate and update the “*Point of Contact Verified*” status to today’s date
- Update all information listed in the “*Facility Information*” section
 - These are intended to reflect your facility’s basic information. After this initial update, they should be updated as needed – there is no regular update requirement.
 - All DSHS Designation statuses are maintained by NCTTRAC staff based on the DSHS designation lists. If any of your DSHS Designations are incorrect, contact NCTTRAC at [NCTTRAC EMCC@ncttrac.org](mailto:NCTTRAC_EMCC@ncttrac.org)
- Update all statuses listed in the “*Clinical Capabilities*” section
 - These are intended to reflect your facility’s normal operating capabilities. After this initial update, they should be updated as needed – there is no regular update requirement.
- Update all statuses listed in the “*Emergency Management*” section
 - These are intended to reflect disaster-specific information. After this initial update, they should be updated during disaster scenarios and as requested by NCTTRAC. There is no regular update requirement.
- Check the “*Users*” list on the bottom of the screen to verify that all current users work with your facility.
 - To have a user removed, submit a support ticket at support.ncttrac.org under “Crisis Application – Support”
 - To add a new user, submit a support ticket at support.ncttrac.org under “Crisis Applications – New Account Request TSA-E/DFW Region”



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- Ensure that your facility has internal procedures/policies dictating EMResource use that include the following:
 - Daily status updates
 - Receiving notifications
 - Responding to bed reports
 - 24/7 EMResource access
 - Annual review of facility information listed in EMResource

Daily EMResource Use

- Every 24 hours, update your “Hospital Intake Status”
 - If the status is “Advisory” or “Advisory – Surge”, update every **4** hours
 - If the status is “Closed”, update every **2** hours
- Every 6 hours, update your “NEDOCS”
- Every 6 hours, update your “Psych ED Holds”
- Every 24 hours, update your immediate bed availability numbers
 - Also update in response to any regional bed report notifications
- As needed, update any Clinical Capabilities
 - If a clinical capability is set as “Unavailable”, update every 4 hours until it is “Available”
- Use the different clinical service line views to help place patients needing transfer

Every 2 Hours	Every 4 Hours	Every 6 Hours	Every 24 Hours	As Needed
Hospital Intake Status: Closed	Hospital Intake Status: Advisory	NEDOCS	Hospital Intake Status: Open	Service Line Statuses
	Hospital Intake Status: Advisory – Surge	Psych ED Holds	All Bed Availability Categories	
	Service Line Statuses marked “Unavailable”			