

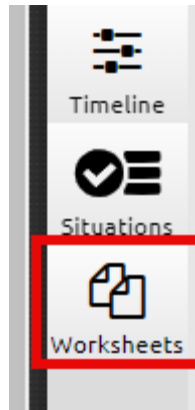


# Elite WARDS Fall Referral Worksheet Job Aid

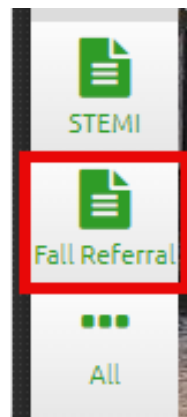
This document is an overview of the fall referral worksheet in Elite. The intent of this document is to instruct EMS agencies how to use the fall referral worksheet. The completed worksheet can be used as a tool for agencies to submit a patient referral to fall prevention resources without having to complete additional paperwork. These additional fall prevention resources can come from Aging and Disability Resource Centers (ADRCs), public health departments, and community-based fall prevention coalitions. For any questions, clarifications, or updates please email the EMS data team at [dhsdphwards@dhs.wisconsin.gov](mailto:dhsdphwards@dhs.wisconsin.gov).

## Agencies entering data directly into Elite WARDS

1. In an incident, select "**Worksheets**" in the right-side toolbar.



2. Select the "**Fall Referral**" icon to open the worksheet.



3. Complete the data elements and select "**OK.**" Data elements with a red exclamation point to the left are required. Other data elements are optional. Previously entered data elements will auto populate.

Fall Referral Worksheet

Crew Member: [Dropdown] Date: 12/23/2024 Time: 08:54

Buttons: OK Cancel Delete

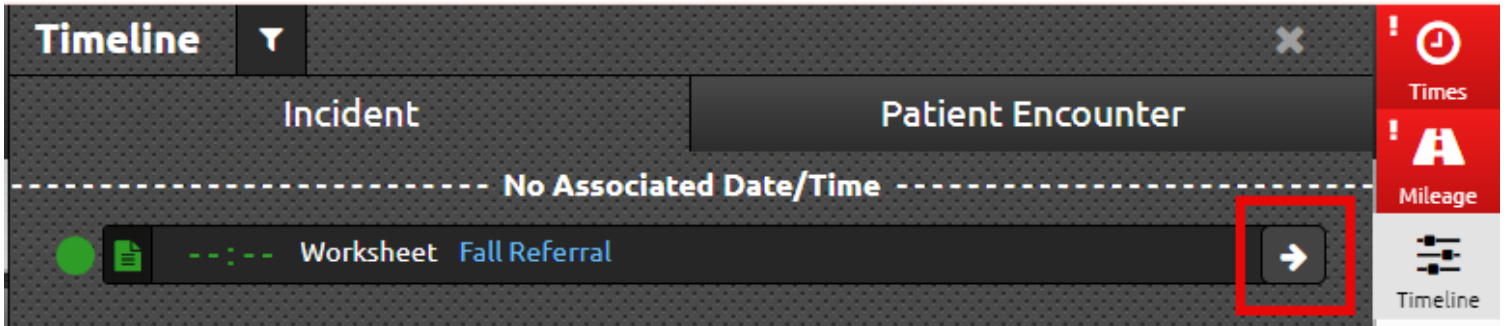
Header	Date of Birth: 01/12/1975	Gender: Female
Patient Telephone Number	Patient's Home Address: 101 S Jackson	
Emergency Contact Informat...	Patient's Home City: City of Madison	
Suspected Cause of Fall	Patient's Home State: WI	Patient's Home ZIP Code: 53705
Location of Fall	Patient Telephone Number	
Memory Concerns	Telephone Number	
Anticoagulant Use	Emergency Contact Information	
Assistance	First Name	
Release	Last Name	

Right Side Navigator: Times, Mileage, Timeline, Situations, Power Tools

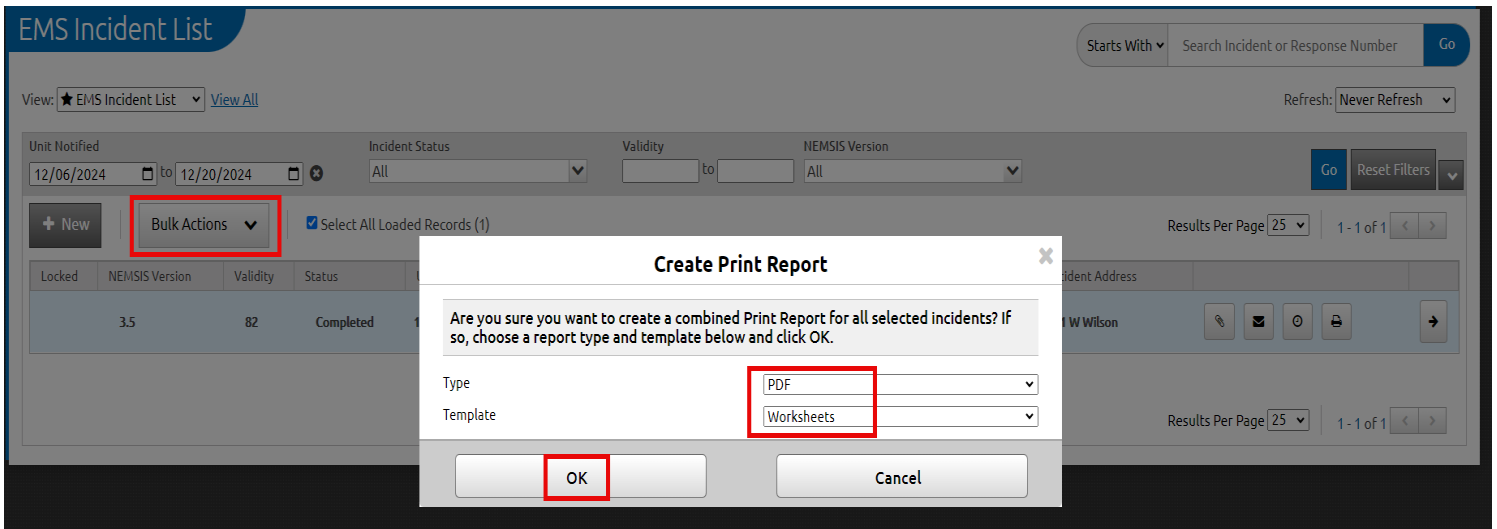
4. To find the completed worksheet, select the **"Timeline"** icon on right side navigator.



5. To open and view the worksheet, select the **"arrow"**.



6. To create a PDF to print or email, navigate to the EMS incident list. Find your ePCR and highlight it. Multiple selection is allowed. Select **"bulk actions"** and **"create print report."** Select **"PDF"** for type and **"worksheets"** for template. Select **"OK."**



7. If the PDF has an excess number of pages, the print feature can be used to edit the document. Open the PDF and select **"print."** Select the destination as an option that contains **"PDF."** For pages, select **"custom"** and enter in the appropriate page numbers. Then **"save."**

First Name: Falls Referral Last Name: Test

**Falls Referral**  
12/13/2024 10:58

**Header**  
 First Name: Falls Referral Last Name: Test  
 Date of Birth: 01/12/1975 Gender: Female  
 Patient's Home Address: 101 S Jackson Patient's Home City: City of Madison  
 Patient's Home W State: Patient's Home ZIP Code: 53705

**Patient Telephone Number**

Question	Answer	Notes
Telephone Number	5558675309	

**Emergency Contact Information**

Question	Answer	Notes
First Name	Falls Referral	
Last Name	Spouse	
Telephone Number		
Relationship to Patient	spouse	

**Suspected Cause of Fall**

Question	Answer	Notes
Suspected cause of fall	Furniture/throw rugs	
If other, explain	patient slipped on throw rug and fell down	

**Location of Fall**

Question	Answer	Notes
Location of fall	home - bathroom	

**Memory Concerns**

Question	Answer	Notes
Does the individual have memory concerns?	No	

**Anticoagulant Use**

Question	Answer	Notes
Is the patient on anticoagulants?	No	

**Assistance**

Question	Answer	Notes
What assistance is possibly needed for the patient? EX: Specific assistance such as fall risk assessment or assisted medical device or broad assistance such as social services or transportation.	fall risk assessment	
Other assistance possibly needed and description of situation	possible transportation arranged to visits	

**Release**

Page 4 of 5

Print 2 pages

Destination: Save as PDF


Pages: Custom 4-5

Pages per sheet: 1

Save Cancel

## Agencies not entering data directly in Elite WARDS

1. In Elite WARDS, navigate to the "community" tab and select "library."


 WARDS Testing (001) ▾ Incidents ▾ Resources ▾ Tools ▾ **Community ▾**

[Help/University](#)
[UserVoice](#)
[Support Suite](#)

**Library**

2. In the "find books" box, select "EMS worksheets" and "search."

**Q Find Books**

To view books available for import, select the type below and click Search

- All
- EMS Dynamic Power Tools
- EMS Print Reports
- Facilities
- Maintenance Forms
- Training and Activity Forms
- Checklists
- EMS Forms
- EMS Worksheets
- Inventory Forms
- Repair Forms

3. Search "fall referral" in the search box. Select the blue "fall referral" hyperlink.

**Import Books**

Viewing  Sort by

<b>1</b> EMS Worksheet	<a href="#">Fall Referral</a> v 1.0.0	Published by State of Wisconsin	Author Katie Prather	Published on 12/20/2024	Downloaded 0 times
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4. Select "import."

**Book Details**

Book Title: **Fall Referral** v 1.0.0 Author: **Katie Prather**  
Publisher: **State of Wisconsin** Type: **EMS Worksheets 2.0.0**  
Description: **This fall referral worksheet can be used as a tool for agencies to submit a patient referral to fall prevention resources.**

<b>Fall Referral</b>		
ID 654	Type EMSWorksheet	Active Active

5. Select **“yes”** to receive alerts when the book is updated.

**Subscribe to Library Book?** ✕

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Do you want to receive an inbox message when this book is updated by its author in the future?

6. Select **“books imported by this agency”** in the library section to view the book.

### Agency Books

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View the books your agency has *imported from* the Library

7. All imported books are displayed.


## Agency Imports

Search Title

← Back

Sort by Date Imported ▾ Newest ▾

1 - 1 of 1 ← →

Imported 12/20/2024 15:21:45	 <b>Fall Referral</b> v 1.0.0 Published by State of Wisconsin	Author Katie Prather	Published on 12/20/2024	Imported by Katie Prather	✓ Up to date
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8. The worksheet is ready to be added to the worksheet tab of the appropriate form.