



# EMTrack Reunification

## Introduction

- Users can access EMTrack online on the [Juvare login portal](#) or via the mobile application. The mobile application can be downloaded onto any smart device. Users should log into the web-based version of EMTrack prior to logging into the mobile application.
- Once the application is downloaded, network (cellular data or Wi-Fi) connectivity is not required. Any data entered will be saved until connectivity is re-established.
- The "Training Mode" option on the mobile application should be disabled.
- EMTrack supports the sort, assess, lifesaving interventions, treatment and/or transport (SALT) mass casualty triage algorithm.
- Data entered in the mobile application is refreshed every 90 seconds and will automatically time out after 30 minutes of inactivity.
- Users are assigned a password by default which enable dashboard accessibility in the web-based platform. Password users can also have a PIN login for quick mobile access and data entry. PIN only users are unable to view dashboards, search, edit, and run reports in the web-based platform.
- Data entered that contains protected health information (PHI) is secure, compliant with the Health Insurance Portability and Accountability Act (HIPAA) and cannot be saved or stored on the mobile device.
- The term "division" refers to an organization.
- Users can have access to more than one location, and if so, you can easily move between locations to view location-specific patient and incident information. For more information, go to [Change Locations](#).
- Users do not have access to create incidents. Users should select the "MCI (Use for actual incident)" or the "Evacuation (Use for actual incident)" incident to initiate patient tracking for an unplanned incident. Once the incident is used, email [DHSEMSystems@dhs.wisconsin.gov](mailto:DHSEMSystems@dhs.wisconsin.gov) with incident details.
- Incidents can be created in advance for drills or exercises. Please email [DHSEMSystems@dhs.wisconsin.gov](mailto:DHSEMSystems@dhs.wisconsin.gov) at least 48 hours prior to the exercise to create a custom incident and include incident name, details, and point of contact information.

## Configuration

1. Log into [EMTrack](#) and update user information by selecting the "Profile" hyperlink in the toolbar and select "Save" when finished.
2. Select the "Reunification" dashboard in the "Current Dashboard" field and select the active "Incident Name" in the "Incident Mode" field as shown in the screen shot below.

Dashboard Filters Patient Incidents Reports Property Locate Transports Messages

Current Dashboard: Reunification Incident Mode Training (Use for testing)

# EMTrack Dashboard Functionality

Quick reference guides on the EMTrack dashboard functionality can be found on [Juvare's website](#). See the screenshot below for a look at the dashboard homepage.



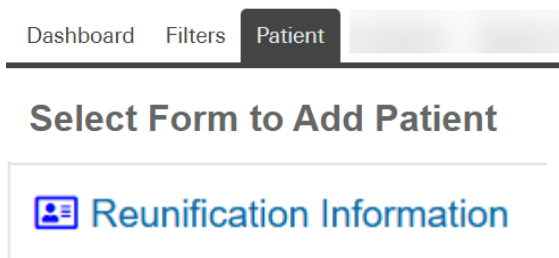
- **Location:** Associated facility or agency
- **Profile:** User preferences
- **Dashboard:** Summary view of persons involved in an incident
- **Filters:** Advanced searching capabilities to find clients
- **Patient:** Add patients and clients into the system
- **Incidents:** List of incidents
- **Reports:** Group and incident reports
- **Property:** Add property to tracking record such as personal possessions or equipment
- **Locate:** Quick search to locate a patient or client
- **Transports:** List of active transports to review or acknowledge
- **Messages:** List of messages associated with transports
- **Incident Mode:** Toggle to incident specific information
- **Hospital Inbound Patients widget:** List of patients currently in transport to your facility
- **Regional Summary of All Clients – Current Location:** List of patients and their current location
- **Summary of All Clients – Triage Category:** Number of patients grouped by triage category
- **Summary of Current Incident Site:** List of patients grouped by incident site

## Reunification

### Incident Tracking

EMTrack web-based platform allows users to start tracking patients like mobile patient tracking forms or for patients that arrive at the facility without EMS transport. Patients associated with an active incident that arrive by law enforcement or their personal vehicle should be entered into the EMTrack system and linked to the incident.

1. Select the "Patient" tab, as shown in the screenshot below.



2. Select the "Reunification Information" form. This form captures patient information to support reunification. This form also allows users to log physical characteristics for an unidentified patient to assist reunification efforts. "Current location" is the facility the patient has presented.
3. Enter patient identifiers
  - a. Fields with an asterisk are required.
  - b. Current location is the reunification center.

- c. Select "Start Run" to auto-generate a tracking number. Select "Cancel Run" when documentation is complete.
- d. Labels are used to categorize persons involved in reunification.
  - i. Dependent Adult: Person tracked that is over the age of eighteen and needs assistance in day-to-day life.
  - ii. Informant/Next of Kin: Person tracked that provides information on a person involved in the incident or is a relative of a person involved in the incident.
  - iii. Person Safe: Person involved in the incident that is sharing they are safe.
  - iv. Unaccompanied Minor: Person tracked that is under the age of eighteen and has been separated from their legal guardian.
  - v. Unidentified Person: Person that received medical evaluation that was tracked from the incident but has not been identified.
4. Select "Save" when information entered is complete. The patient will be automatically acknowledged and received to the reunification center.
5. Reconcile the dashboard and discharge the patient per the "dashboard reconciliation and complete reunification" instructions below.

## Search for Involved Persons

1. Select the "Locate" tab, as shown in the screenshot below.

Dashboard Filters Patient Incidents Reports Property **Locate** Transports Messages

Use this feature to locate a specific patient to determine where they are, both physically and within the tracking process. Add one or more search terms to locate the record. The more terms you include, the narrower your results. If your search retrieves more than 30 records, you must refine it to narrow your results.

Search

Add Search Term ▼


Search ▼ Refine Search New Search

1. Select "Add Search Term" to select a search category.
  - a. Select multiple search categories to narrow search results.
  - b. Some search categories require an exact match of entered text.
  - c. To refine your criteria, select "Refine Search." The page shows the criteria you specified. Edit, as needed.
  - d. To start a new search, select "New Search".
  - e. Select the incident associated with the reunification center.

## Edit a Person's Record






Patient or client records can be edited to add identifying information about the person, for example, physical characteristics, clothing, or associating a relative with the patient's record.

1. Locate the patient using the "Locate" feature as above.
2. Select the magnifying glass icon as shown in the screenshot below.

Dashboard	Filters	Patient	Incidents	Reports	Property	Locate	Transports	Messages	System Settings	Help	C
	Tracking Number	First Name	Last Name	Age	Gender	Last Tracking Update	Tracking Summary				
	002REU053122	Luna	Fish	1 - 3 YR	Female	31 May 2022 12:46 by Jennifer B...	At Reunification Center				

3. The "Detailed Patient Information" screen opens. Select the "Edit" button as shown in the screenshot below.

**Detailed Patient Information: 002REU053122**

**Tracking Number:** 002REU053122  
**Name:** Luna Fish  
**Age:** 2 yrs 01/17/2020  
**Gender:** Female  
**Triage Category:** Unspecified  
**Tracking Details:** At Reunification Center

4. Select the tab to document additional information as shown in the screenshot below.

Demographics	Relatives	Property	Images / Files	Complaint / History	Assessment	Treatment
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5. Select "Save and Exit" once documentation is complete.

## Dashboard Reconciliation and complete reunification

1. On the "Reunification" dashboard, monitor the number of persons involved in the incident as shown in the screenshot below.

Current Dashboard:

Reunification

Modified

Incident Mode

Training (Use for testing)

All Clients - Incident - Training (Use for testing) [Patient Total:20]

	Age	Gender	Provider Evaluation	Tracking Summary
🔍	4 - 12 YR	Male	Yellow - Chest Trauma	Transporting to Training Hospital via 5
🔍	20 - 39 YR	Female	Red - Chest Trauma, chest trauma	Transporting to Training Hospital via 5
🔍	20 - 39 YR	Female	Red - Chest Trauma, Laceration	Transporting to Training Hospital via 10A
Last Updated: Fri, 5 Apr 2024 09:36:14 CDT				

Unaccompanied Minor - Incident - Training (Use for testing) [Patient Total:0]

	Age	Gender	Provider Evaluation	Tracking Summary
Last Updated: Fri, 5 Apr 2024 09:36:14 CDT				

Dependent Adult - Incident - Training (Use for testing) [Patient Total:0]

	Age	Gender	Provider Evaluation	Tracking Summary
Last Updated: Fri, 5 Apr 2024 09:36:15 CDT				

Persons at Reunification Center - Incident - Training (Use for testing) [Patient Total:2]

	Age	Gender	Provider Evaluation	Tracking Summary
🔍		Female	Unspecified	At Reunification Center
🔍		Male	Unspecified	At Reunification Center
Last Updated: Fri, 5 Apr 2024 09:38:35 CDT				

Unidentified - Incident - Training (Use for testing) [Patient Total:5]

	Age	Gender	Tracking Summary
🔍	4 - 12 YR	Male	Transporting to Training Hospital via 5
Last Updated: Fri, 5 Apr 2024 09:36:14 CDT			

Person Safe - Incident - Training (Use for testing) [Patient Total:3]

	Age	Gender	Tracking Summary
🔍		Male	At Training (Use for testing): Treatment
Last Updated: Fri, 5 Apr 2024 09:36:14 CDT			

Informant/Next of Kin - Incident - Training (Use for testing) [Patient Total:0]

	Age	Gender	Provider Evaluation	Tracking Summary

2. Within the "Persons at Reunification Center" widget, select the magnifying glass icon to access the "Detailed Patient Information" as shown in the screenshot below.

**Detailed Patient Information: 002REU053122**

[Edit](#) [Transport](#) [Receive](#) [Discharge](#) [More](#)

**Tracking Number:** 002REU053122  
**Name:** Luna Fish  
**Age:** 2 yrs 01/17/2020  
**Gender:** Female  
**Triage Category:** Unspecified  
**Tracking Details:** At Reunification Center

- a. Select "Discharge" to discharge the person from EMTrack. Select the "Reunified" discharge choice and select "Discharge." This completes the reunification tracking process.
- b. Select "More" and then select "Views" to print a detailed report.