



Northwest Region MNTrac Curriculum

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Logging Into MNTrac

MNTrac is not compatible with Internet Explorer. For best results use Google Chrome.

<https://mntrac.org>

Enter your username and login

Note: On the home page is a directory of assistance for your region

Northwest Region

Carrie Bergquist (RHPC)
218.281.9108 (wk)
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<https://www.nwmnemergencypreparedness.com>

The screenshot shows the MNTrac website in a web browser. The address bar shows <https://mntrac.org>, which is circled in red. The website has a dark blue header with the MNTRAC logo and navigation links: MNTRAC HOME, ABOUT IMAGETREND, and CONTACT US. Below the header is a large banner with the text "Tracking resources, alerts and communications for a better Minnesota" and an image of the system interface. On the left side, there is a section titled "INTEGRATIVE PREPAREDNESS" with a subheading "About MNTrac" and a paragraph of text. On the right side, there is a "SYSTEM LOGIN" section with a red circle around the login form. The login form has two fields: "Username:" with the value "cbergquist" and "Password:" with a masked password "*****". A "Submit" button is located below the password field.

MNTRAC

MNTRAC HOME ABOUT IMAGETREND CONTACT US

Tracking resources, alerts and communications for a better Minnesota

INTEGRATIVE PREPAREDNESS

About MNTrac
Minnesota system for Tracking Resources, Alerts, and Communications (MNTrac) is a database-driven web application intended as a statewide solution. This system has been designed specifically to track bed, pharmaceutical and resource availability from all designated facilities within the state as well as providing for allocation of these resources to support surge capacity needs. Hospital bed diversion status, emergency event planning, emergency chat, and alert notifications are supported in real time. Information is aggregated from all facilities and can be

SYSTEM LOGIN

Username: cbergquist
Password: *****
Submit

Acknowledging An Alert

If you have any alerts that are diversions to requesting your acknowledgement, they will be listed here. Simply click Acknowledge



Listed below are all alerts and diversions that are requesting an acknowledgement from you. Please click on the icon under the Acknowledge column to acknowledge each notification individually. To bypass this screen and go directly to MNTrac, click on the link at the bottom of this page. **Note:** Doing this will present you with one pop-up per notification upon entering MNTrac.

Unacknowledged Alerts		
Alert Type	Description	Date Of Alert
Minneapolis - I-35W Full Road Closure between Hwy 62 to I-694 - July 27 to July 30, 2018	Minneapolis: I-35W from Hwy 62 in Richfield to I-694 in Arden Hills closed both directions from Friday, July 27th at 9:00 pm to Monday, July 30th at 5:00 am. The weekend closures are scheduled for July 27th to July 30th AND August 3rd to August 6th. The closure will shut off access to downtown to and from I-35W at Washington Avenue, Third Street and Fourth Street near US Bank Stadium. Please review attached detour map. Go to: http://www.dot.state.mn.us/35w94/ and http://www.dot.state.mn.us/metro/projects/i35w-mpls-roseville/index.html	07/24/2018 12:31:12

[Continue To MNTrac](#)

You will be required to confirm your credentials and click Acknowledge

Alert Dashboard

EMS General Notification
Minneapolis - I-35W Full Road Closure between Hwy 62 to I-694 - July 27 to July 30, 2018

Minneapolis: I-35W from Hwy 62 in Richfield to I-694 in Arden Hills closed both directions from Friday, July 27th at 9:00 pm to Monday, July 30th at 5:00 am. The weekend closures are scheduled for July 27th to July 30th AND August 3rd to August 6th. The closure will shut off access to downtown to and from I-35W at Washington Avenue, Third Street and Fourth Street near US Bank Stadium. Please review attached detour map. Go to: <http://www.dot.state.mn.us/35w94/> and <http://www.dot.state.mn.us/metro/projects/i35w-mpls-roseville/index.html>

Issued On: 07/24/2018 at 12:31
Issued By: Wendy Lynch

 Alert Report
 Map35WJulyAug.pdf

Confirm Credentials
Username
Password

EMS ALS and BLS Availability
EMS ALS and BLS Availability. Command Center will be used for more in depth communication.

ALS: How many patients can your agency transport?

BLS: How many patients can your agency transport?

☒ Acknowledge and Submit
☒ Acknowledge Only

When receiving phone alerts, expect a call from: 651-829-9912 (please program this in your phone).

Agency Summary Page (Dashboard)

Agency Summary Page-is a place to view and update agency-specific information, such as diversion statuses, MCI capabilities and bed availability.

The screenshot shows the MNTRAC dashboard for the NW MN Health Coalition. The top navigation bar includes links for Home, Availability Status, Patient Tracking, Alert Manager, Command Center, Reports, Document Hub, and More. The main content area is divided into several widgets:

- Alerts:** Displays an EMS General Notification for Minneapolis - I-35W Full Road Closure between Hwy 62 to I-694 - July 27 to July 30, 2018. It includes details about the closure and a link to the alert report.
- Alerts in the past 24 hours:** Shows a summary of alerts from the last 24 hours.
- Emergency Contact Favorites:** A table with columns for Contact Type, Name, and Contact Numbers. It includes a search bar and a link to go to emergency contacts.
- Send Alert:** A section for sending alerts, featuring a red button for "Region-wide hospital bed alert" and a green button for "NW Regional 800 MHz Portable Radio Test".
- Current Emergency Operations Center Status:** Shows the EOC Active status (Yes/No) and MCI Patient Capacity (0/0/0).
- Document Hub Favorites:** A section for managing document favorites, including a search bar and a link to go to the document hub.
- NEDOCS Score:** A section for managing the NEDOCS Score, including a search bar and a link to update the score.
- Sticky Note:** A yellow sticky note with the text "Update staff in MNTRAC once a month."

Widget Preferences

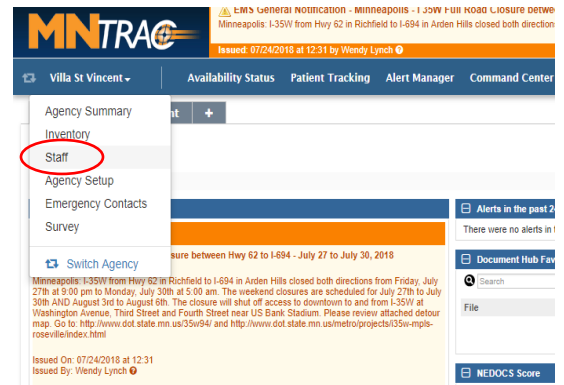
This screenshot shows the same dashboard as the previous one, but with the "Widget Preferences" menu open. The menu is located in the top right corner and lists various widgets that can be toggled on or off. The "Widget Preferences" menu is circled in red.

- Alerts
- Alerts in the past 24 hours
- Bed Surge
- Clock
- Current Bed Availability
- Current Emergency Operations Center Status
- Current Status
- Document Hub Favorites
- Emergency Contact Favorites
- MCI Patient Capacity
- NEDOCS Score
- Report 1
- Report 2
- Report 3
- Report 4
- Report 5
- Report 6
- Send Alert
- Status Overview
- Sticky Note
- Weather

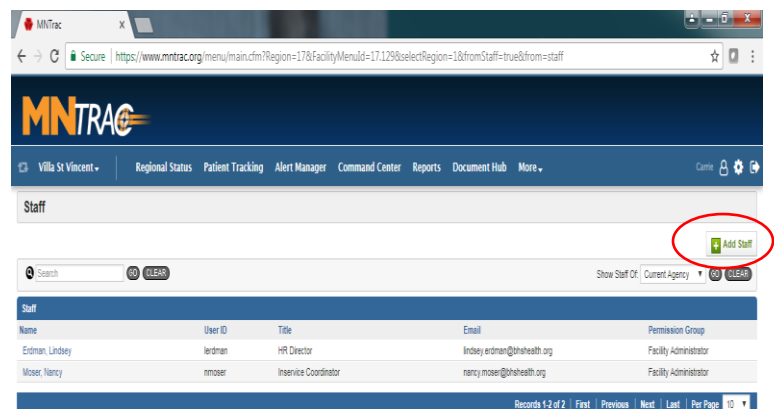
Staff Settings

On a monthly basis, check for accuracy. Inactivate any staff that have left the organization.

1. Click on the down arrow next to your facility page
2. Click on Staff



3. Click on Add Staff



4. Demographics tab:

Must Have:

- First/Last Name
- Please put in employee's title
- Work phone number
- Cell phone and provider
- Email Address

Hit Save and Continue.....

The screenshot shows the 'Demographics' form in the MNTRAC application. The form has a blue header with the title 'Demographics'. The fields are organized into two columns. The first column contains: First Name (required), Last Name (required), Department, Title, Street Address, City, Postal Code, Fax, Home Phone, Work Phone, Cell Phone, Pager, and E-mail (required). The second column contains: Middle Name, State (dropdown menu set to Minnesota), Extension, Cell Phone Provider (dropdown menu set to '- Cell Phone Provider -'), Pager Provider (dropdown menu set to '- Pager Provider -'), and a 'Verify' button next to the Cell Phone Provider and Pager Provider fields. At the bottom of the form, there are two buttons: 'Save' and 'Save And Continue'.

5. Permissions tab:

- Create a username
- Password (minimum of 8 characters and must have one number and one capital)
Optional: have them change their password the first time they log in.
- Primary agency is your facility name
- Permission group (select either):
 - Facility Administrator (have ability to change/add staff and change facility settings)
 - Facility User (able to participate in Command Center and do diversions and bed updates)
- Selected roles – scroll down and select either:
 - NW Coalition Partners
 - NW EMS
 - NW EP Hospital Group
 - NW MAC
 - NW Public Health & Tribal Health
 - NW SNF Group
- Current Status – should be ACTIVE
- Report writer permission group should be REPORT USERS
- Skip Patient tracking at this time
- Skip Command Center Settings – it will default automatically.

The screenshot shows the 'Account Information' form. The 'Username' field contains 'nmoser'. The 'Password' field has an 'Update Password' link. The 'Primary Agency' dropdown is set to 'Villa St Vincent'. The 'Permission Group' dropdown is set to 'Facility Administrator'. The 'Staff/Volunteer' dropdown is set to 'Staff'. The 'Selected Roles' list includes: NE EMS, NE Healthcare, NE Hospital Reps, NE MAC, NE Public Health & Tribal Health, NW Coalition Partners, NW EMS, NW EP Hospital Representative, NW Hospital Group, NW MAC, NW Public Health & Tribal Health, and NW SNF Group. The 'NW SNF Group' role is highlighted.

The screenshot shows the 'Permissions' tab. The 'Content Rights' section has a 'View Content Rights' link. The 'Current Status' section has radio buttons for 'Active' (selected) and 'Inactive'. The 'Report Writer Permission Group' dropdown is set to 'Report Specialist'. The 'Patient Tracking Permission Group' dropdown is set to 'Facility Administrator'. The 'Command Center Settings' dropdown is set to 'Add/Read'. There is a 'View All Rooms' link and a 'No' button. At the bottom, there are buttons for 'Save', 'Save And Continue', 'Delete', and 'Back'. A red arrow points from the 'Save And Continue' button to the text 'CLICK SAVE AND CONTINUE'.

CLICK SAVE AND CONTINUE

NOTE: This is where you would inactivate an employee that is listed in your facility and is no longer employed or no longer needing access to your MNTrac account. (Change the Active to Inactive)

It is very important that Facility administrators monitor who is assigned as staff in their MNTrac account to ensure that only active employees have access.

6. Options/Notifications:

The only tabs that you will be setting up are:

- Alert Settings
- Diversion Settings
- Command Center Settings

Alert Settings:

- Facility-Level Advisory
- Regional Advisory
- Regional Alert
- SNF Capacity Alert

SAVE AND CONTINUE

Alert Type	Status	Action
Emergency NEMS Bed Capacity Alert	<input type="checkbox"/>	<input type="checkbox"/>
EMS General Notification	<input type="checkbox"/>	<input type="checkbox"/>
EMS System Advisory	<input type="checkbox"/>	<input type="checkbox"/>
Facility-Level Advisory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hospital Bed Capacity Alert	<input type="checkbox"/>	<input type="checkbox"/>
NEMH Alert	<input type="checkbox"/>	<input type="checkbox"/>
MNTrac System Notification	<input type="checkbox"/>	<input type="checkbox"/>
MNTrac Test Alert	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MROCC Amber Alert	<input type="checkbox"/>	<input type="checkbox"/>
Coordination	<input type="checkbox"/>	<input type="checkbox"/>
Regional Advisory	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Regional Alert	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scheduled NEMS Bed Count Advisory	<input type="checkbox"/>	<input type="checkbox"/>
SNF Bed Capacity Alert	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Diversion Settings:

- This is the optional section. You choose which agencies and what types of diversions that you would be notified from. Typically, it is facilities that would have a direct impact on yours if they were to divert. (i.e neighboring LTC facility)
- EMS agencies should have any of the hospitals that they typically transport too/from checked (consider including any Metro or specialty hospital that you may transfer too).

Diversion	Agency	Agency Type	Region	Status
Diversion	Bridges Care Community	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Caution	Bridges Care Community	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Closed to Admission (Non Metro)	Bridges Care Community	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Closed to Admissions	Bridges Care Community	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Closed to Adult Critical	Bridges Care Community	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Closed to ED & OS - Open to Trauma	Bridges Care Community	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Closed to ED & Trauma	Bridges Care Community	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Closed to ED Only	Bridges Care Community	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Closed to Trauma Only	Bridges Care Community	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Full Closed	Bridges Care Community	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Making a Facility-Based Announcement. Check email or login to MNTrac	Bridges Care Community	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Open	Bridges Care Community	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Test Status	Bridges Care Community	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Caution	Cornerstone Hsg & Rehab Center	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Closed to Admission (Non Metro)	Cornerstone Hsg & Rehab Center	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Closed to Admissions	Cornerstone Hsg & Rehab Center	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>
Closed to Adult Critical	Cornerstone Hsg & Rehab Center	SNF- Nursing Home	Northwest	<input checked="" type="checkbox"/>

- Need to ensure that you select the regions/agencies and/or agency types that you want to receive notifications from.
- When you check on the envelope and turn it to green you will receive the notification via email.

- When you check on the cell phone and turn it to green you will receive the notification via text message.

Hit continue to go to Command Center Settings

Command Center:

The screenshot shows a web application interface for 'Command Center Settings'. At the top, there is a navigation bar with tabs: 'Options', 'Alert Settings', 'Diversion Settings', 'Specialty Settings', 'Received Notifications', 'Alert Acknowledgements', and 'Command Center Settings'. Below the navigation bar, a red error message box states: 'You do not have a cell phone and cell phone provider selected. You do not have a pager and pager provider selected. You can change your settings in the demographics tab.' Below the error message, there are two buttons: 'Save' and 'Save And Continue'. The main content area is titled 'Command Center Notifications' and contains a table with one row: 'Room Member Invitation'. The table has three columns with icons: an envelope icon, a cell phone icon, and a pager icon. The 'Room Member Invitation' row has checkboxes in each of these columns, all of which are checked. Below the table, there are two buttons: 'Save' and 'Save And Continue'.

Click on the envelope and the cell phone to ensure all users have access to command center.

CLICK ON SAVE – AND YOU ARE DONE SETTING UP THE STAFF

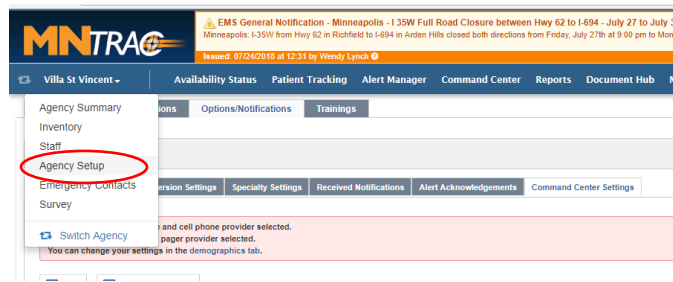
Agency Set-Up

1. Click on Agency Setup

2. Click on Beds

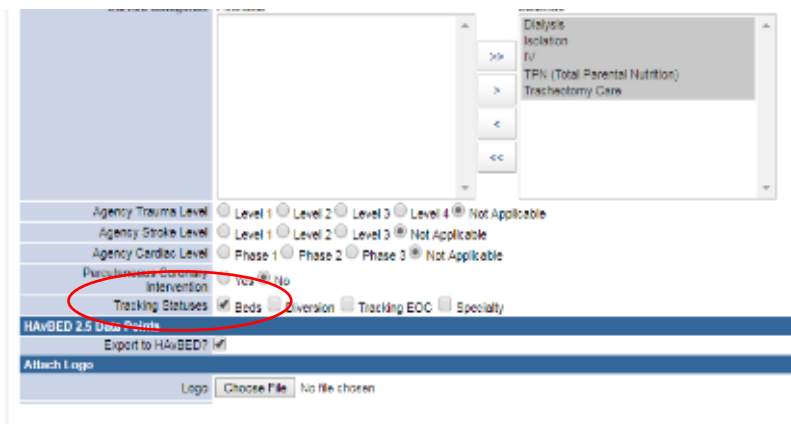
- Check SNF Bariatric Bed
- SNF Regular Beds
- SNF Secured Unit Beds

3. Enter your total beds for specific types that are checked



Bed Type	Total	Active	In ED	Last Modified	Modified By
Adult Intensive Care Unit	0	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2013 05:37 PM	Jason Branden
Airborne Infection Isolation	0	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2013 05:37 PM	Jason Branden
Assisted Living		<input type="checkbox"/>	<input type="checkbox"/>		
Assisted Living-Secured Memory Care		<input type="checkbox"/>	<input type="checkbox"/>		
Burn Care	0	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2013 05:37 PM	Jason Branden
Medical and Surgical	0	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2013 05:37 PM	Jason Branden
Neonatal ICU (NICU)	0	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2013 05:37 PM	Jason Branden
Non Critical Monitored	0	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2013 05:37 PM	Jason Branden
Operating Rooms	0	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2013 05:37 PM	Jason Branden
Pediatric Intensive Care Unit	0	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2013 05:37 PM	Jason Branden
Pediatrics	0	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2013 05:37 PM	Jason Branden
Psychiatric	0	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2013 05:37 PM	Jason Branden
SNF Bariatric Beds - TOTAL	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/20/2018 09:55 AM	Nancy Moser
SNF Regular Beds - FEMALE	0	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2013 05:37 PM	Jason Branden
SNF Regular Beds - MALE	0	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2013 05:37 PM	Jason Branden
SNF Regular Beds - TOTAL	78	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/20/2018 09:55 AM	Nancy Moser
SNF Secured Unit Beds - FEMALE	0	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2013 05:37 PM	Jason Branden
SNF Secured Unit Beds - MALE	0	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2013 05:37 PM	Jason Branden
SNF Secured Unit Beds - TOTAL	24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/20/2018 09:55 AM	Nancy Moser

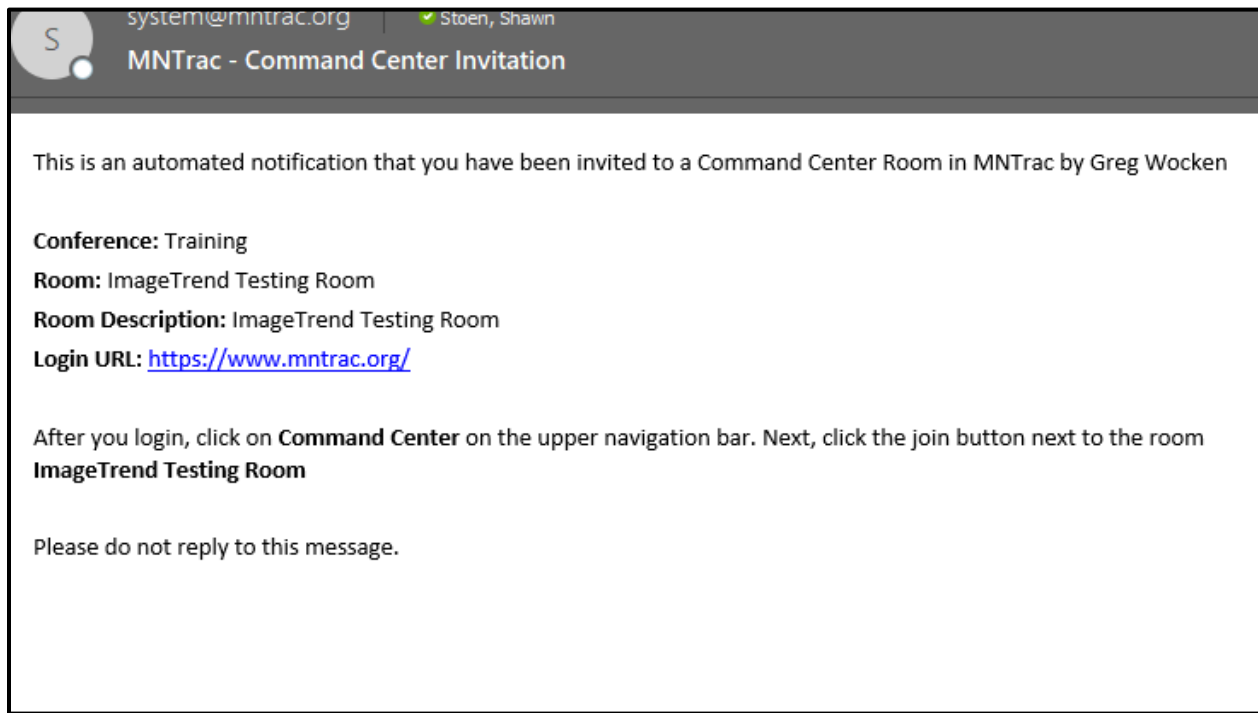
4. Go to OverView and make sure Beds is checked in Tracking Statuses



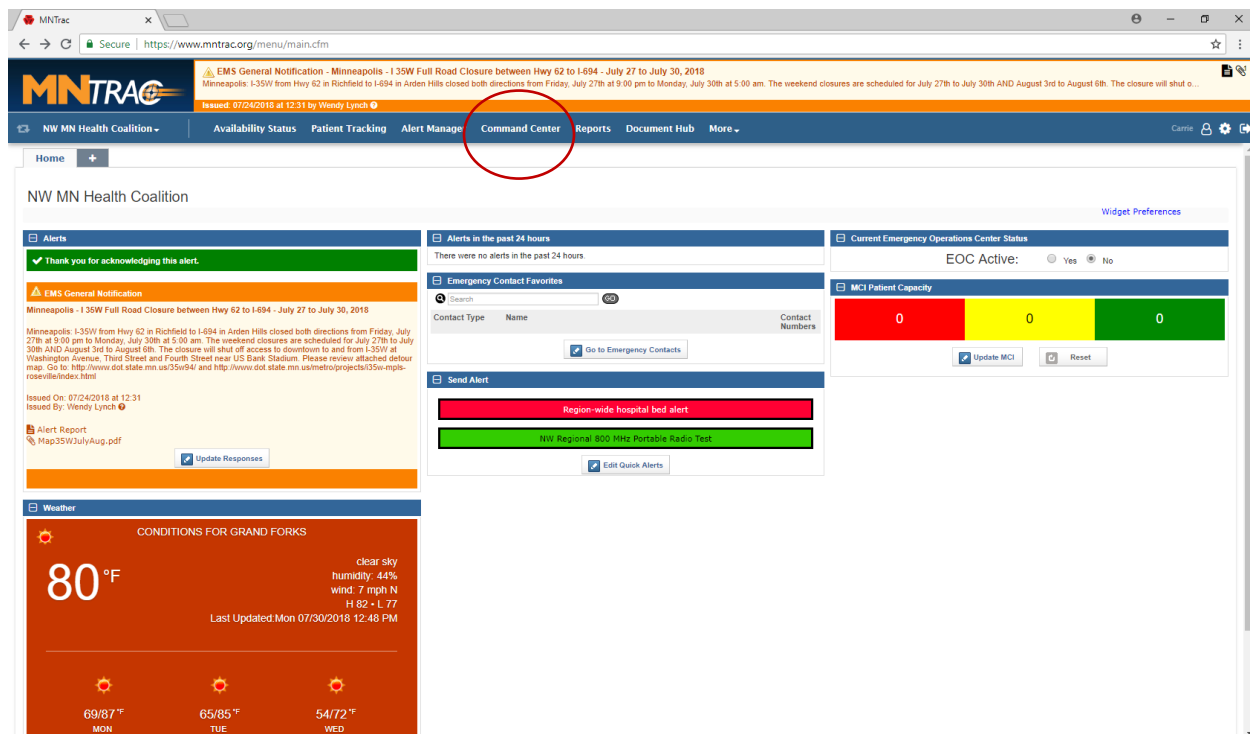
Command Center

The Command Center allows multiple partners to log in and communicate as well as share documents within a secure platform.

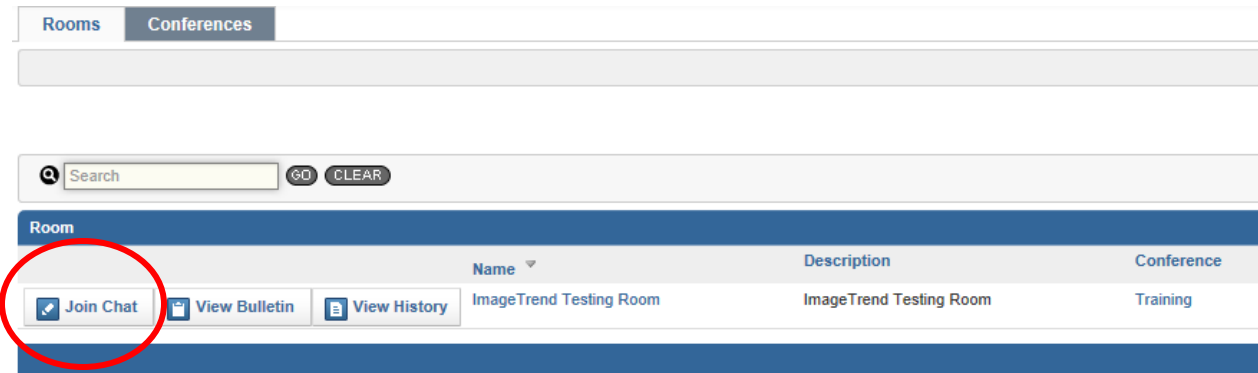
Command Center invitations are received via text message and email.



To go to Command Center, log into MNTrac and click on Command Center.

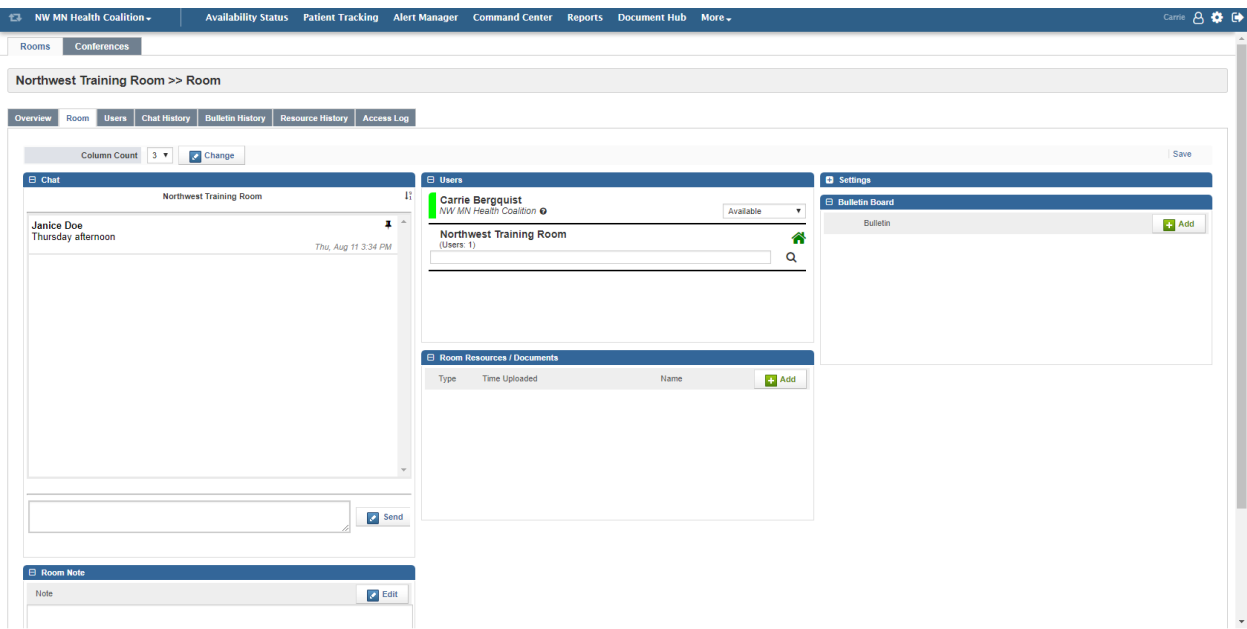


Click on the Join Chat button next to the name of the Command Center room that you have been invited to.....



When you get into the room you will see five sections:

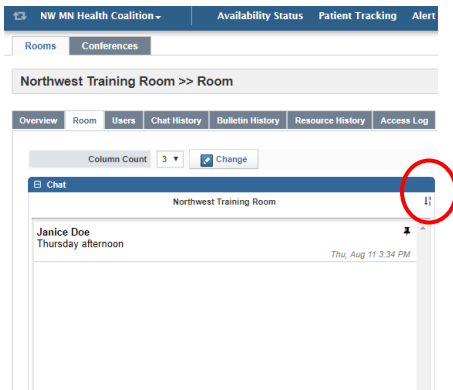
- Chat
- Room Note
- Users
- Bulletin Board
- Room Resources



- The layout of this room is unique to each user; no one else sees the room in your configuration.
- You can move, expand and collapse widgets to view the information most important to you.
- The Room tab is where all activity such as chats, uploading resources or for this room actually takes place.

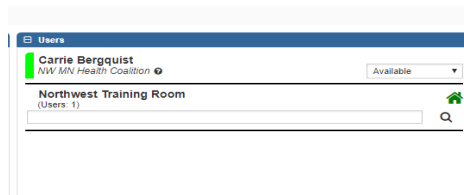
Chat

- All users in the room can participate in the room Chat.
- Please introduce yourself and the facility/agency that you are representing
- To make it easier to monitor, there is a toggle in the top right-hand corner of the chat widget that looks like an arrow – the numbers on the top indicate how many pages there are.

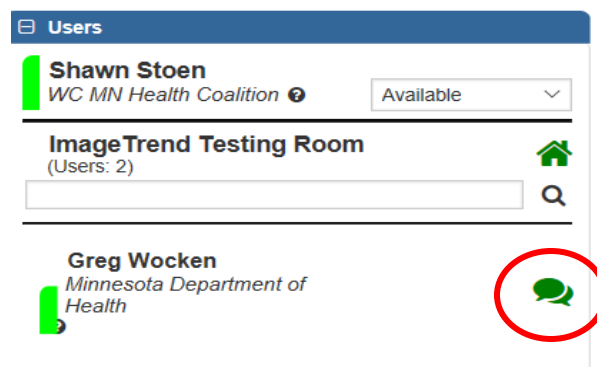


Users

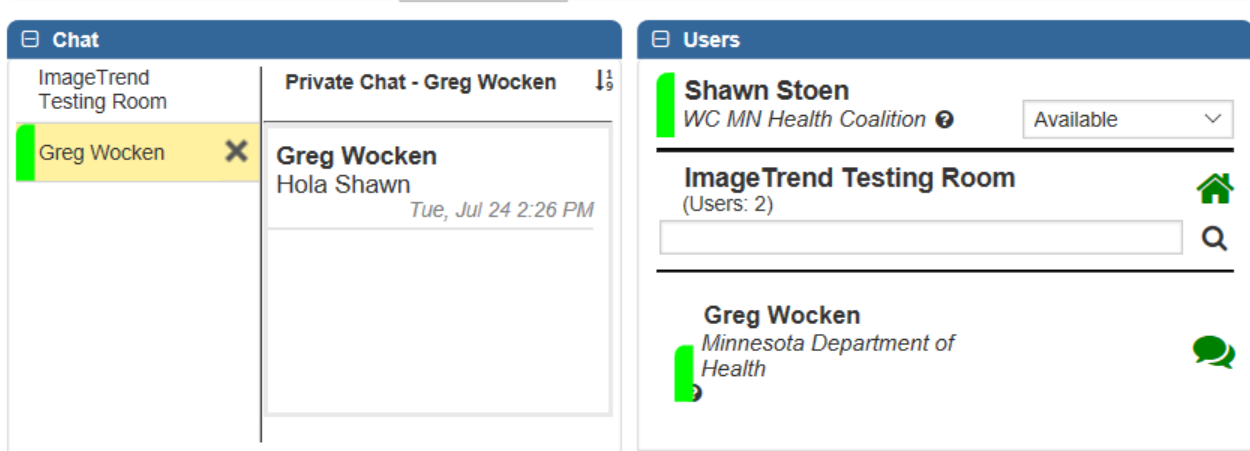
- This area lists all the active users currently in the room.



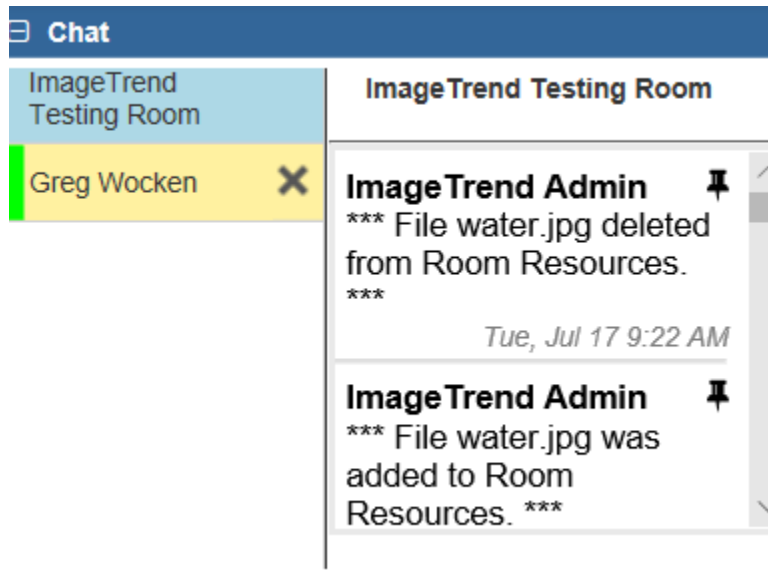
- You can privately chat with any user in the room. This chat is not seen by the other users. To access the private chat – click on the green bubbles next to the name of the individual that you want to chat with.....



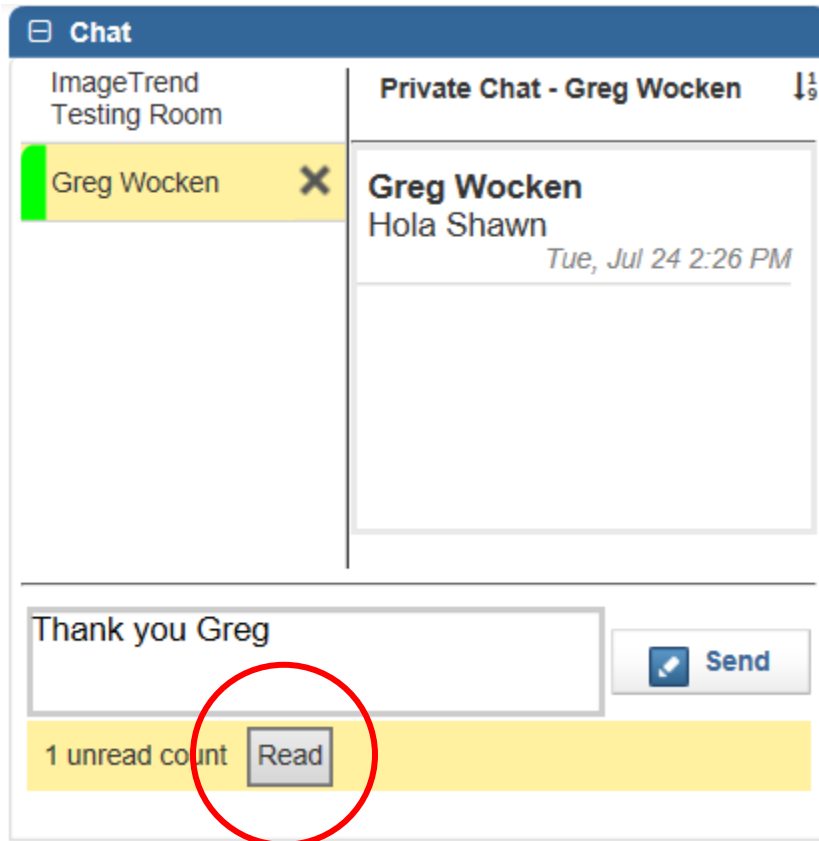
- A new tab will open in the Chat box with the name of the individual that you are chatting with.



- To toggle back and forth between the private chat and the room chat simply highlight the name of the chat that you wish to follow.

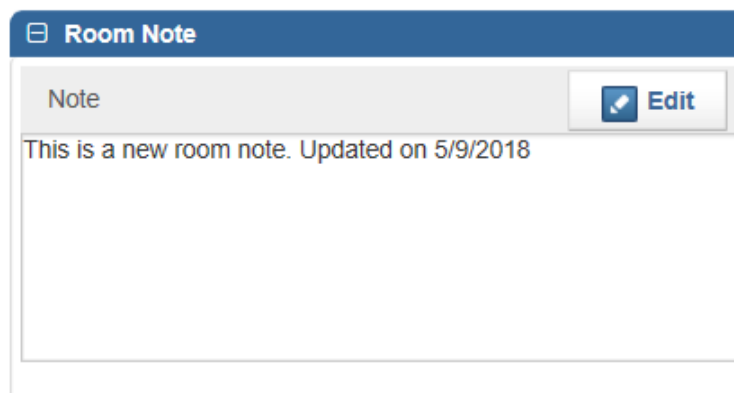


- During private chat – there may be a message that states #unread count.....this means that while you are in private chat – there have been additional comments made in the main Chat room that you have missed. Simply click on the Read button to be returned back to the main Chat.



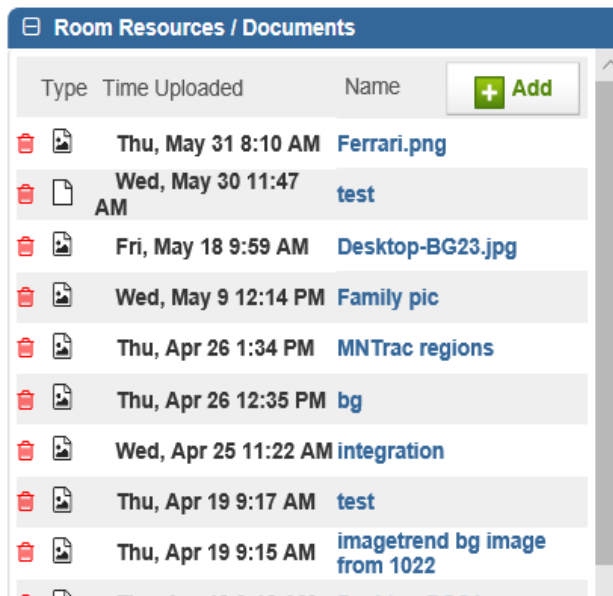
Room note

- The room note is used to provide specific information about the room or the situation.
 - May include contact information for the room organizers
 - Description of why the room is open



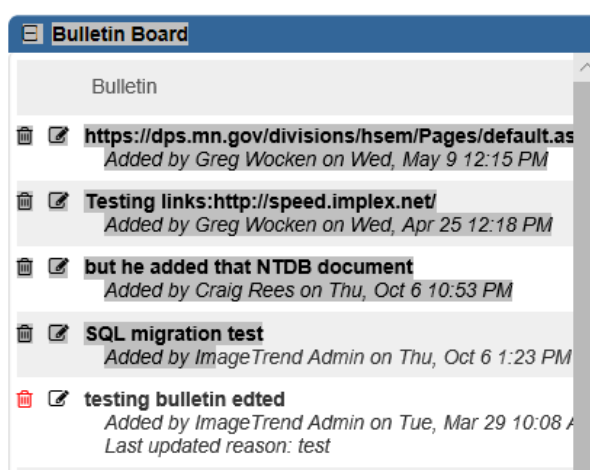
Room resources/documents

- Room resources are viewed, added and deleted in the Room Resources widget for all users in the room.
- Since every room is configurable to every user, your Room Resources widget might appear anywhere on the Room page.
- Most common types of files are allowed as room resources, including PDF, JPEG, PNG, and Word or Excel documents. However, .jar, .cfm, .cfc, .exe and .bat files cannot be uploaded.
- Deleting a resource requires users to enter a reason for its removal. The reason for removal can be found in the Resource History tab. The only person that can delete a resource/document in this section is the person that uploaded the document.



Bulletin Board

- Bulletin board items are items that are placed by the room organizers or designees and can include documents and/or links to other sources.



How To Update Your Current Bed Status

Maintaining your current bed availability census within MNTrac allows your regional coordinators the ability to quickly access the availability within their region. All hospitals are asked to update their current bed availability at least once a day.

To update your daily bed census, simply log into MNTrac to get to your facilities summary page.....

1. In the Current Bed Availability widget – click on the Update All button.

The screenshot shows the MNTrac interface for Villa St Vincent. The 'Current Bed Availability' section is highlighted with a red circle. It contains a table with the following data:

Bed Type	Available Staffed
<input checked="" type="checkbox"/> SNF Bariatric Beds - TOTAL Contact: Moser, Nancy Last Updated: 07/20/18 09:55 AM	0
<input checked="" type="checkbox"/> SNF Regular Beds - TOTAL Contact: Moser, Nancy Last Updated: 07/20/18 09:55 AM	0
<input checked="" type="checkbox"/> SNF Secured Unit Beds - TOTAL Contact: Moser, Nancy Last Updated: 07/20/18 09:55 AM	0

Below the table is an 'Update All' button. At the bottom of the page, the 'MCI Patient Capacity' section shows three colored bars (red, yellow, green) each with a count of 0.

2. Change the bed available counts based on your current available staffed beds. You cannot select a number that is more than what your facility is licensed for (in the facility set up section). Make sure to select your name in the Contact drop down area.
3. Click Save All

Responding To A Bed Update Alert

When a regional or state bed update request is activated – you will receive an email, text message or phone call.

To acknowledge and update your beds you can either:

- Click on the “click here” link in the email
- or
- Log into MNTrac

When you log into MNTrac or click on the link within the email, a pop-up box will appear that will request you to put in your credentials and update the bed availability.....

- When you put in the updated bed availability numbers click on Acknowledge and Submit.
- If you are having someone else put In the bed availability numbers, please acknowledge the alert by putting in your credentials and clicking on the Acknowledge Only box.

Alerts

Acknowledge Alerts

Chemical Spill

There has been a chemical spill at a local towers hotel in the downtown area. Please update bed counts to prepare for possible patients.

Issued On: 04/15/2016 at 10:24
Issued By: ImageTrend Admin

Alert Report

Confirm Credentials

Username

Password

MCI

3	5	31
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Beds

Bed type	Available Beds
Neurosurgical	<input type="text" value="0"/>
Adult ICU	<input type="text" value="3"/>
Burn Care	<input type="text" value="0"/>
Intensive Care Unit (ICU)	<input type="text" value="2"/>
Medical and Surgical (Med-Surge)	<input type="text" value="4"/>
Negative Flow Iso Beds	<input type="text" value="10"/>
Pediatrics	<input type="text" value="1"/>

☒ Acknowledge and Submit

☒ Acknowledge Only

Assistance Resources

IMAGETrend University:

Click on:

More

Help

