

User Documentation for the TBVAC Data Capture & Reporting Tool



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System Definition and Usage

TBVAC has implemented a new tool to allow for the easy and efficient inputting of call based statistics. This tool will not replace Electronic Call Reporting (ECR), however based on the uncertainty of requirements by the State of New Jersey, TBVAC has deferred implementing ECR at this time.

Access to System

The access to the system is via the PC in the TBVAC Meeting Room. The PC is to be used for call sheet processing and not for other purposes. The PC's sign on is TBVAC and the password will be provided. The PC will lock after two minutes of inactivity.

Data Capture and Reporting Tool Access

In order to access the system each member of TBVAC has been provided a user id, first initial last name, for example Steve Bressler's id is sbressler. The password is set to the last four of the member's social security number. The application will time-out after five minutes of inactivity.

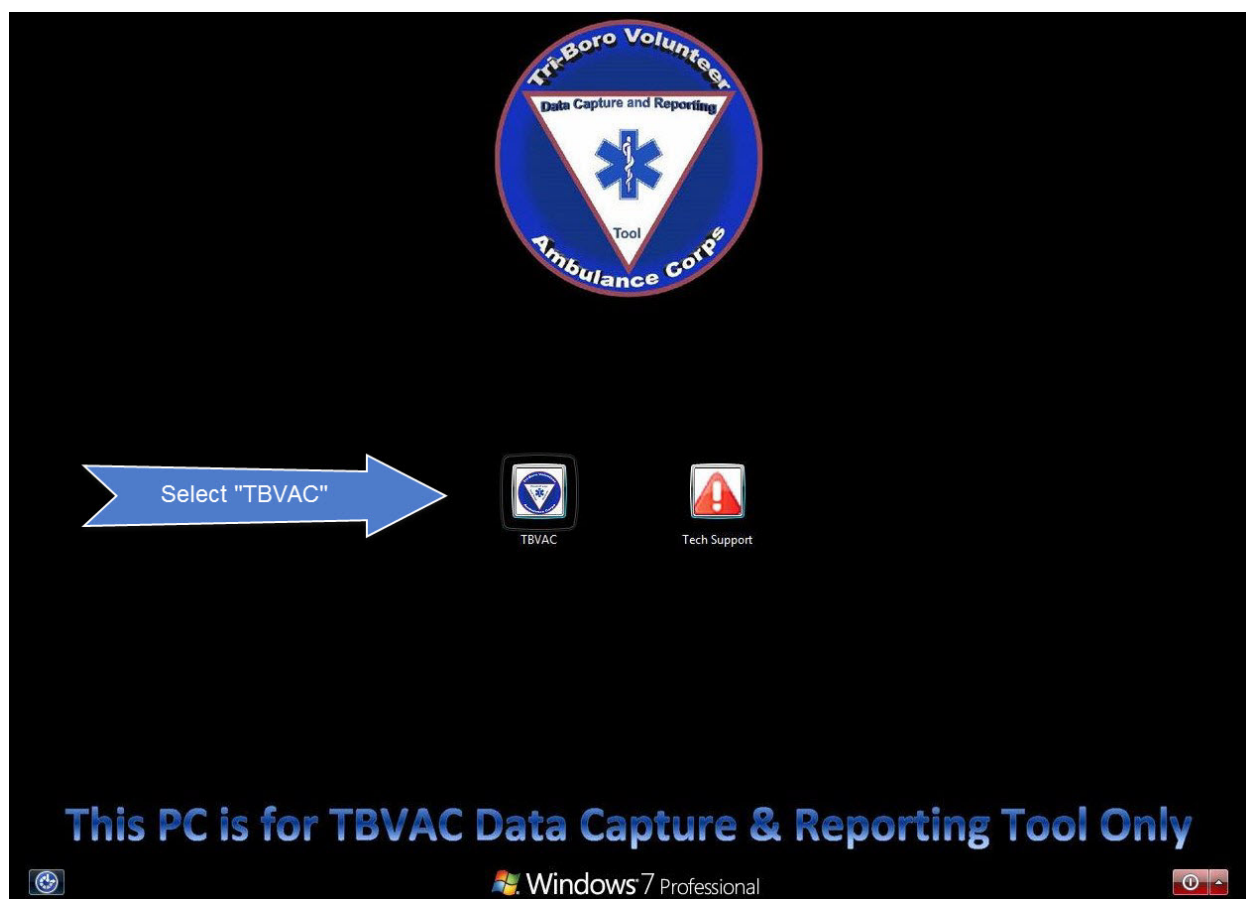
Process Flow

Once the call sheet is completed, sign on to the Data Capture and Reporting Tool and data enter the required fields as specified below. Copy the system generated call sheet number from the Data Capture and Reporting Tool (highlighted **below**) to the physical call sheet and file call sheet in the call sheet box. Upon completion either select the "New Call Sheet" or "Logout" option.

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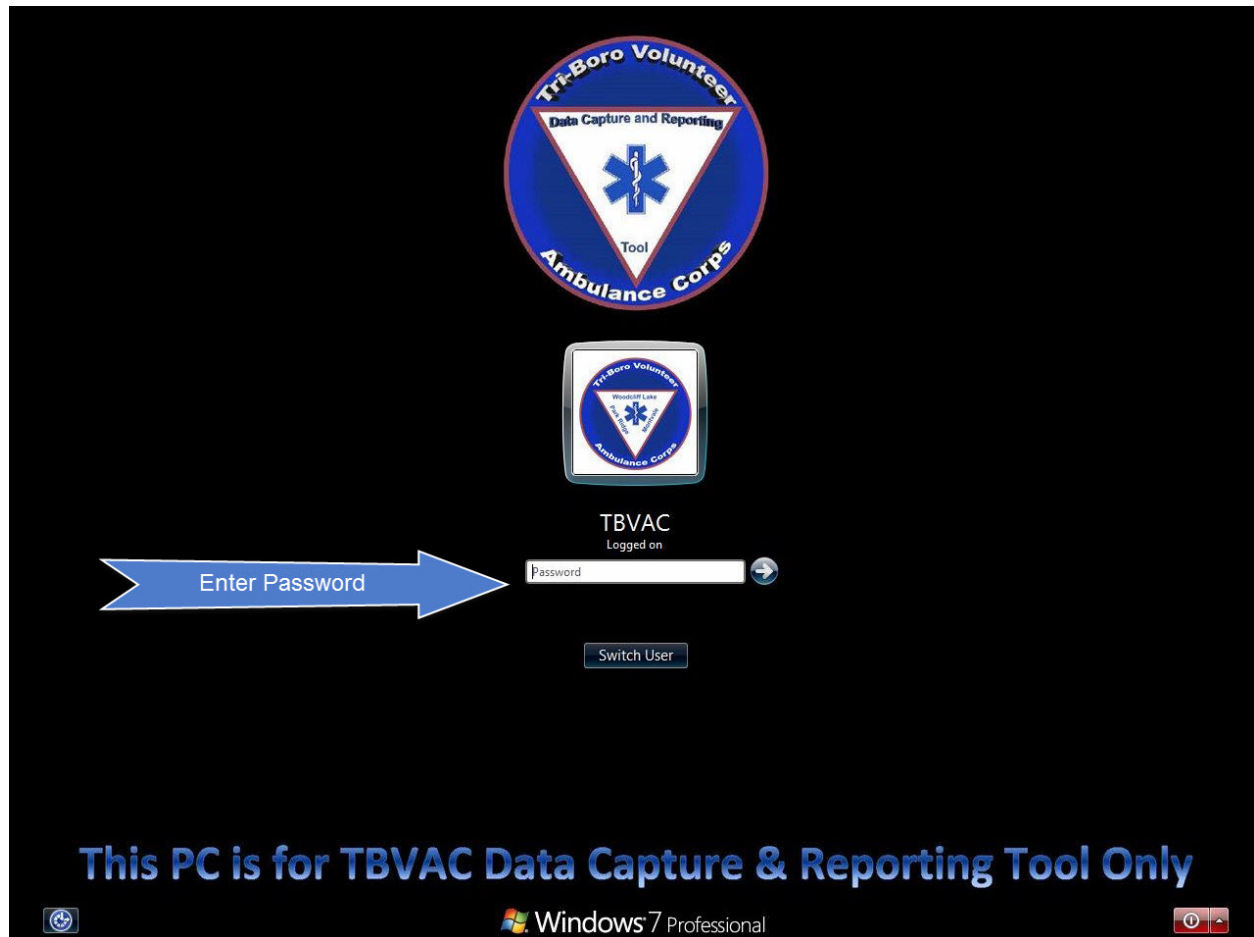
Log on to Data Capture and Reporting Tool PC

PC Login Screen - 1



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PC Login Screen - 2



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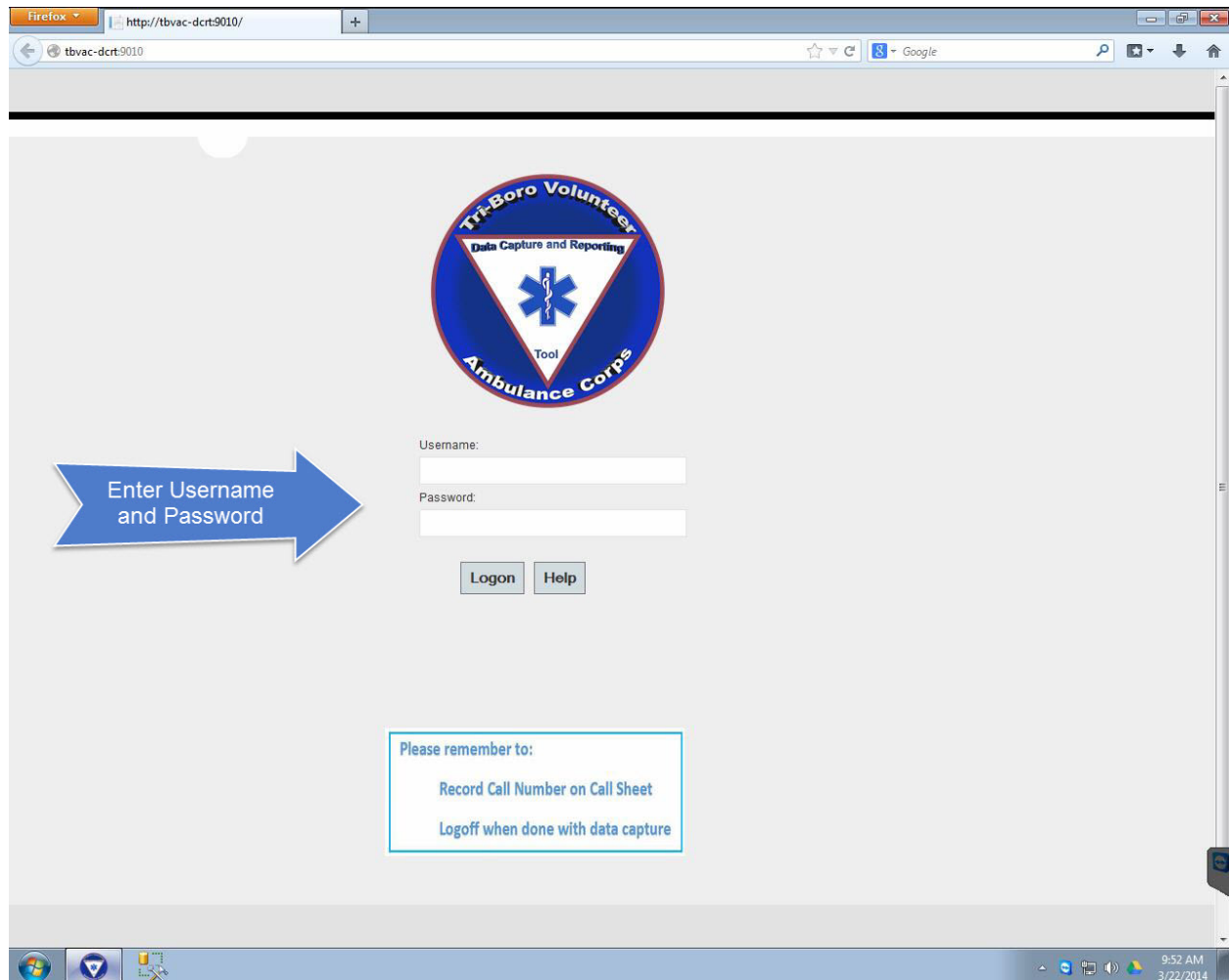
Data Capture and Reporting Tool

Start Screen



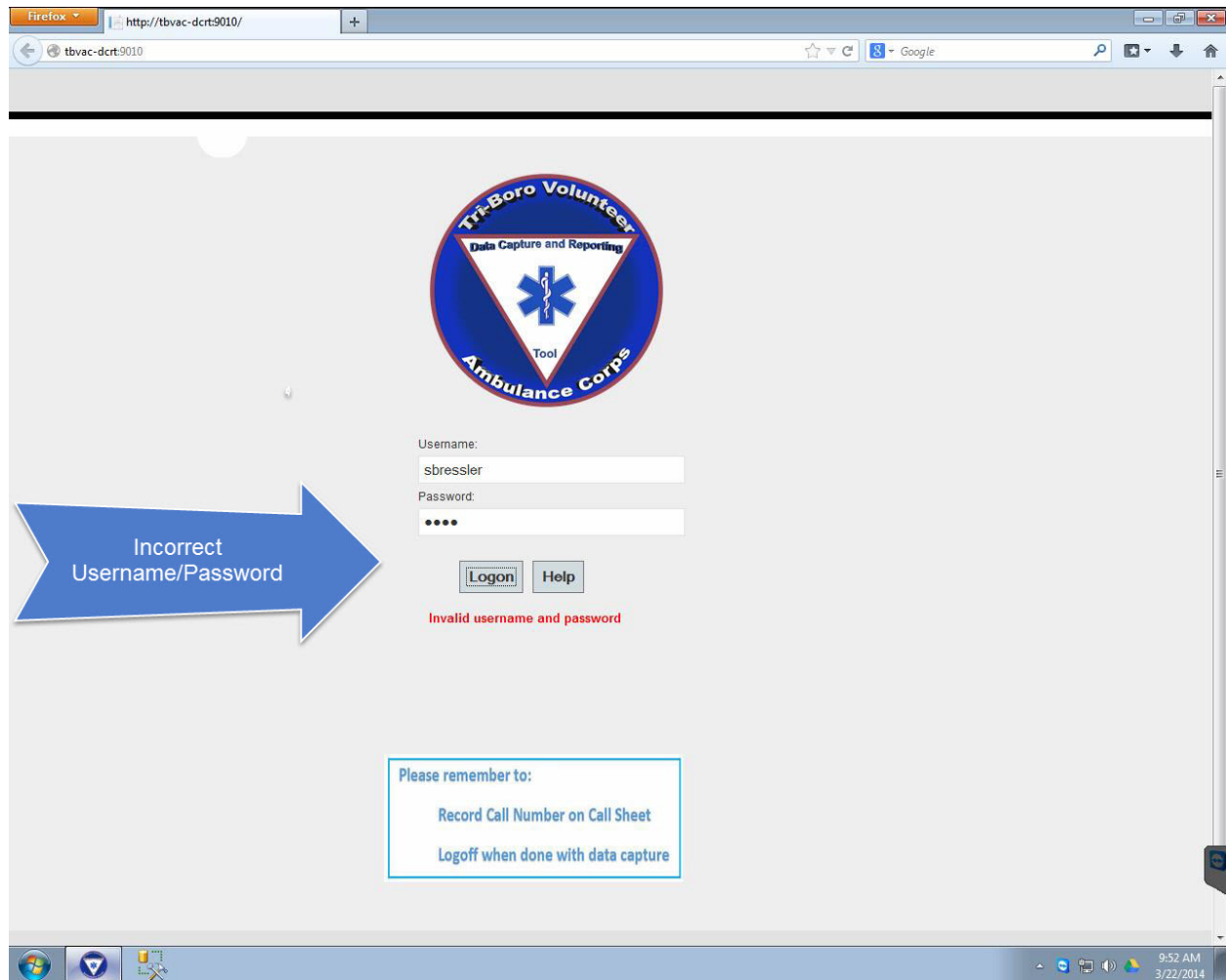
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Sign in Screen



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Sign in Screen Validation



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Call Sheet Fields (Front)

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Call Sheet Fields (Front)

1. Date
2. Patient's Name
3. Destination
4. Dispatched As
5. Phys
6. Nature of Injury
7. Chief Complaint
8. Day / Night
9. Call No.
10. Street Addr.
11. Location of Call
12. CPR Status
13. Onset of Symptoms

Patient Information

Location of Call: ☐ Mtl ☐ PR ☐ WCL

Patient's Name: _____

Street Addr.: _____

City: _____ State: _____ Zip: _____

Age: _____ Gender: ☒ M ☐ F

Phone: _____

Responsible Pa.: _____

Phys: _____

Call Details

Day / Night: _____

Call No.: _____

Dispatched As: ☐ Duty ☐ General

Chief Complaint

☐ Nausea ☐ Resp. Distress ☐ Cardiac Arrest

☐ Vomiting ☐ Dizziness ☐ Diabetic

☐ Near Syncope ☐ Allergic Reaction ☐ Seizure

☐ Syncope ☐ Fever ☐ Weakness

☐ Numbness ☐ Neurological ☐ Altered Mental

☐ General Malaise ☐ Pain: _____

☐ Behavioral ☐ Substance Abuse ☐ Other: _____

Past History

☐ Alzheimer's / Dementia ☐ High Cholesterol

☐ Angina ☐ Hypertension

☐ Asthma ☐ MI (Heart Attack)

☐ CAD ☐ Open Heart (Bypass)

☐ Cancer ☐ Pacemaker

☐ Cardiac Arrest ☐ Psych. Illness

☐ CHF ☐ Resp. Arrest

☐ COPD ☐ Seizures

☐ CVA / TIA ☐ Smoker

☐ Diabetes ☐ Substance Abuse

☐ Dysrhythmia ☐ Syncope

☐ GI _____ ☐ TB

☐ Hepatitis _____

☐ Other: _____

Nature of Injury

☐ Assault ☐ Flame/Fire/Smoke

☐ Bicycle ☐ Machinery

☐ Stabbing ☐ MV Crash

☐ Electric ☐ Pedestrian Struck

☐ Environment ☐ Stabbing

☐ Fall ☐ Sports Related

☐ Firearms ☐ Unknown

☐ Other: _____

CPR Status

☐ Cardiac Arrest ☐ Resp. Arrest

☐ Witnessed ☐ Unwitnessed

☐ CPR Started ☐ CPR Not Started

☐ By Lay Person ☐ By Fire / PD ☐ AED Applied

☐ By BLS ☐ By ALS ☐ Yes ☐ No

Onset of Symptoms

Day: _____ Time: _____

Patient Management

☐ O2 _____ ☐ Clean Wound

☐ Nasal Cannula ☐ Bandage

☐ Non-Rebreather ☐ Dressing

☐ Blow-By ☐ Cold Pack

☐ Oral Airway ☐ Burn Care

☐ Nasal Airway ☐ Glucose

☐ BVM ☐ Chemical Care

Medications

☐ Denied By: _____

☐ Info Unobtainable

Vehicle Damage

☐ Compartment Intrusion ☐ Front Impact

☐ Steering Wheel ☐ Side Impact

☐ Windshield ☐ Rear Impact

☐ Dashboard ☐ Roll Over

☐ Unknown ☐ None

☐ Other: _____

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PATIENT CARE TRANSFER		REVIEWED / APPROVED	
To (Signature):	CPR Save <input type="checkbox"/>	Preparer Initial:	Crew Chief Initial:
Print Name:	Epi Pen Save <input type="checkbox"/>	Date:	
	Narcan <input type="checkbox"/>		

Revised 4/14

Call Sheet Fields (Back)

ONLY REQUESTED ACTIVITY, Specifically _____, After being advised that the Welfare of Myself or the Patient Required Prompt Emergency Care,

THEREFORE, I DO FOREVER RELEASE AND GIVE UP ANY CLAIM, DEMAND OR ACTION against Tri-Boro Volunteer Ambulance Service, Inc., and any and all persons employed by or responding with any fire unit, rescue squad, or ambulance unit, and do hereby COVENANT AND AGREE to defend and hold such persons and entities harmless from any claim, demand, loss or action, by myself, the patient, or any person claiming by or through myself or the patient or for any alleged act or omission in the care or treatment of the patient in compliance with this refusal. This release is binding on my heirs, executors, and assigns.

DATE: _____

RESPONSIBLE PARTY: _____ Signature _____

CREW CHIEF: _____ Signature _____

WITNESS: _____ Signature _____

Print Name _____

CREW INFORMATION			PASSENGERS	RELATIONSHIP
	Member ID#	Resp to Gen'l		
Crew Chief		<input type="checkbox"/> G		
Signature				
Driver	R D	<input type="checkbox"/> G		
	R Jr			
Attendant 1	P Obs.	<input type="checkbox"/> G	1.	
	R Jr			
Attendant 2	P Obs.	<input type="checkbox"/> G	2.	
	R Jr			
Attendant 3	P Obs.	<input type="checkbox"/> G	3.	
	R Jr			
Attendant 4	P Obs.	<input type="checkbox"/> G		
	R Jr			
Attendant 5	P Obs.	<input type="checkbox"/> G		

Revision: 02/16/2011 9:08am

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Data Mapping - Call Sheet to Data Capture Screen

Field 1 – Date

The date is the date the call was dispatched. The Data Capture system will default to current date, however since a call may have occurred on day 1 and completed (or be data entered) on day 2 the date field can be backdated. Forward dating a call will result in an error message.

Field 2 – Dispatch Time

The dispatch time is the time the call was dispatched.

Field 3 – In Service Time

The in service time is the time the rig was put in service.

Field 4 – Out of Service Time

The out of service time is the time the rig is back at the building or when in service rig takes next call.

Field 5 – Miles Start

The mile start is the starting mileage (whole numbers only) when the call was dispatched.

Field 6 – Miles End

The mile end is the ending mileage (whole numbers only) when the rig is back in the building or starting another call (such as when in service rig takes next call).

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Field 7 – CPR

The CPR status defaults to “No” indicating CPR was not performed by BLS. If CPR was performed by BLS and the patient is delivered to the ER with a pulse select “Yes (Save)”. If CPR was performed by BLS and the patient is delivered to the ER absence a pulse select “Yes (No Save)”.

Field 8 – Rig Number

This is the rig that was used for the call (220, 221, 222, and 224). In the event of a no roll due to crew or equipment (rig) not being available select “No Roll” and click on the check box “No Roll/No Contact”. In the event of a no roll due to cancellation select “No Roll - Canceled” and click on the check box “No Roll/No Contact”. No Roll should not be used for RMA and/or canceled calls when the rig left the building.

Field 9 – Call Type

This field defines the call type (Duty or General). For proper reporting please adhere to the definition below:

First Rig (Duty) – This should be selected for all duty pages, duty/general pages, special events that were signed up for (i.e., football game coverage) and general pages where the duty crew responded to the call.

Second Rig – This is a call where a second rig was dispatched.

Third Rig – This is a call where a third rig was dispatched.

General – This is a call that is a first (second or third) rig call that is paged out as a general. If the responding rig is second or third rig select that option.

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Field 10 – Dispatch Type

This field defines that type of call such as Medical, Trauma, etc. This also includes Canceled and RMA.

Field 11 – Town

This is the town where the rig was dispatched to. If the town is not listed in the selected list, select “Non Tri Boro Town”.

Field 12 – Hospital

This is the destination hospital. If the hospital is not available in the selected list, select “Other Facility”.

Field 13 – ALS

This indicates whether ALS was called and if so what action were taken. The default value is “Not Called”. If ALS was dispatched and canceled select “Canceled”; if ALS accompanies BLS to the ER select “Treated”; if ALS evaluates the patient and releases the patient select “Released”; if ALS was unavailable select “Unavailable”.

Field 14 – Crew Name

Select from the drop down the names of the crew members who were on the call (including on scene and/or responded to building members).

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Field 15 – Crew Type

This is the status of the crew member on the call. The options are “Duty Crew” and “General”. For proper reporting please adhere to the definition below:

Duty Crew – This should be selected for all calls where the member was part of the duty crew including duty/general pages, special events that were signed up for (i.e., football game coverage) and general pages where the duty crew responded to the call. This should also be selected if a member assists a duty call at the scene.

General – This should be selected if the member responding is responding to a General page (including duty/general where the member was not on the duty crew). This should be selected when responding to a second or third rig call if the crew member is not on the duty crew. This should also be selected if a member signed up for holiday coverage as defined by the Line Officers (i.e., Christmas).

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Additional Data Capture Screen Fields

Field 16 – Epi Pen

When a BLS Epi Pen (not a patient's Epi Pen) is administered by BLS this box should be checked. As per current procedures, details of this (and all other care provided) should be clearly documented in the narrative section of the call sheet.

Field 17 – Stork

When BLS assists in the delivery of a live birth, this box should be checked. As per current procedures, details of this (and all other care provided) should be clearly documented in the narrative section of the call sheet.

Field 18 – Incident Report

When circumstances warrant the generation of an Incident Report, this box should be checked. As per current procedures, an Incident Report is required if there are any unusual incidents on the call, below is a non-inclusive list of the reasons an incident reports would be mandated:

A crew member suffered an injury and/or exposure to blood borne pathogens.

A situation occurred that put the safety of the patient, ALS, crew and/or any other individual(s) at potential risk.

There were other unusual circumstances on the call affecting scope of practice such as issues with Police Department, ALS and/or ER.

There was damage and/or loss of Corps asset including equipment and vehicles.

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There were issues with ANY crew member on the call.

Any other situation that the crew thinks warrants additional documentation and review by the Line Officers.

Field 19 – No Roll/No Contact

This box should be checked when the rig incurs zero mileage.

The circumstances that would be “No Roll/No Contact” would be a No Roll, Canceled prior to rig rolling and RMA by Police Department prior to rig rolling.

Field 20 – Narcan

When Narcan is administered by BLS this box should be checked. As per current procedures, details of this (and all other care provided) should be clearly documented in the narrative section of the call sheet.

Field 21 – Football Game and Extra

When DISPATCH TYPE equal “Special Event” fields for Football Games and Extras will be visible and the tick box for “Football” or “Extra” must be selected. If the tick box for “Extra” is selected, the extra description must be entered in the field labeled “Extra Desc.”

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Data Capture Screen Fields (Initial Screen)

The screenshot displays the initial data capture screen of the TBVAC Data Capture & Reporting Tool. The interface includes a navigation bar at the top with links: New Call Sheet, Preview, Maintenance, Report, Logout, and Help. Below the navigation bar, a welcome message reads: "Bressler, Steven Welcome to TBVAC Data Log - Sequence Num: 13-0014".

The main form is divided into three sections:

- Time & Date:** This section contains fields for "Today's Date (MM/DD/YY)" (1), "Dispatch Time (24-Hours Format HH:MM)" (2), "In Service Time (24-Hours Format HH:MM)" (3), "Out of Service Time (24-Hours Format HH:MM)" (4), and "Total Time (Click to Auto Populate)" (7). The date field is pre-filled with "10/22/2013".
- Distance:** This section contains fields for "Miles Start:" (5), "Miles End:" (6), and "Miles Total (Click to Auto Populate)" (0). It also includes checkboxes for "CPR:" (16), "Epi Pen:" (17), and "Stork:" (17). To the right, there are checkboxes for "Incident Report:" (18), "No Roll/No Contact:" (19), and "Narcans:" (20).
- Location/Dispatch:** This section contains fields for "Rig Number:" (8), "Call Type:" (9), "Dispatch Type:" (10), "Town:" (11), "Hospital:" (12), and "ALS Status:" (13). The "Rig Number:" field is a dropdown menu. The "Call Type:" field is a dropdown menu. The "Dispatch Type:" field is a dropdown menu. The "Town:" field is a dropdown menu. The "Hospital:" field is a dropdown menu. The "ALS Status:" field is a dropdown menu.

A "verify" button is located at the bottom left of the form.

Press **VERIFY** to validate data

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Data Capture Screen Fields (Verification Screen)

Verify

Bressler, Steven Welcome to TBVAC Data Log - Sequence Num: 13-0014

Time & Date

Today's Date (MM/DD/YY)
10/22/2013

Dispatch Time (24-Hours Format HH:MM):
03:03

In Service Time (24-Hours Format HH:MM):
07:02

Out of Service Time (24-Hours Format HH:MM):
09:00

Total Time (Click to Auto Populate)
01:58:00

Call Details

33
Miles End: 44
Miles Total (Click to Auto Populate): 11

No ☐
Epi Perm: ☐
Storic: ☐
No Roll/No Contact ☐

Location/Dispatch

Rig Number: 220
Town: Park Ridge
Call Type: First Rig (Dry)
Hospital: Valley Hospital
Dispatch Type: Special Event
ALS Status: Unavailable

Submit **Reset**


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Data Capture Screen Fields (Crew Data Entry Screen)

New Call Sheet Logout

Create

 Bressler, Steven Welcome to TBVAC Data Log - Sequence Num: 13-0015

Time & Date

Todays Date (MM/DD/YY)

10/22/2013

Dispatch Time (24-Hours Format HH:MM):

02 00

In Service Time (24-Hours Format HH:MM):

08 00

Out of Service Time (24-Hours Format HH:MM):

11 00

Total Time (Click to Auto Populate)

03:00:00

Crew	Crew Type	Action
Select Crew Member	Duty Crew	Add

14

15

Special Events Data Entry Fields

Time & Date

Todays Date (MM/DD/YY)

06/11/2014

Dispatch Time (24-Hours Format HH:MM):

-- --

In Service Time (24-Hours Format HH:MM):

-- --

Out of Service Time (24-Hours Format HH:MM):

-- --

Total Time (Click to Auto Populate)

00:00:00

Distance/Details

Miles Start:

0

Miles End:

0

Miles Total (Click to Auto Populate)

0

CPR:

No

Incident Report:

☐

Epi Pen:

☐

No Roll/No Contact:

☐

Stork:

☐

Narcan:

☐

Football Game

☐

Extra

☐

Extra Desc:

Location/Dispatch

Rig Number:

Select rig number

Call Type:

Select call type

Dispatch Type

Special Event

Town:

Select town

Hospital:

Select hospital

ALS Status:

Not Called

TBVAC Data Capture & Reporting Tool v4.4

sbressler@tbvac.org

June 2014

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Data Capture Screen Fields – Logging Out

Create

Bressler, Steven

Today's Date (MM/DD/YY): 10/22/2013

Dispatch Time (24-Hours Format HH:MM): 02:00

In Service Time (24-Hours Format HH:MM): 08:00

Out of Service Time (24-Hours Format HH:MM): 11:00

Total Time (Click to Auto Populate): 03:00:00

Crew	Crew Type	Action
Bressler, Steven	Duty Crew	Delete
Select Crew Member	Duty Crew	Add

New Call Sheet Logout

Data Capture Screen Fields – RMA & Incidents

Time & Date

Bressler, Steven Welcome to TBVAC Data Log - Sequence Num: 14-0351

Today's Date (MM/DD/YY): 04/11/2014

Dispatch Time (24-Hours Format HH:MM): --:--

In Service Time (24-Hours Format HH:MM): --:--

Out of Service Time (24-Hours Format HH:MM): --:--

Total Time (Click to Auto Populate): 00:00:00

Distance

Miles: --

CPR: No

Epi Pen: ☐

Stork: ☐

Incident Report: ☐

No Roll/No Contact: ☐

Narcans: ☐

Location/Dispatch

Rig Number: Select rig number

Call Type: Select call type

Dispatch Type: Select dispatch type

Town: Select town

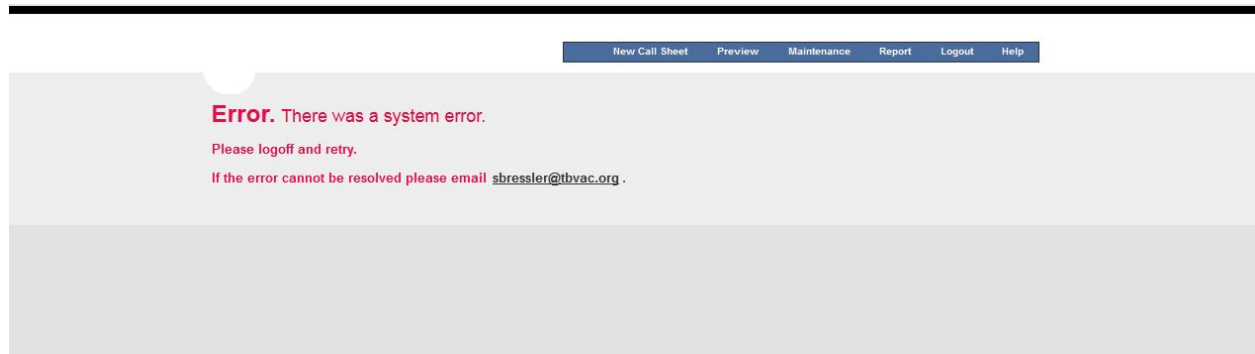
Hospital: Select hospital

verify

Select "RMA" when treatment refused

User Documentation for the TBVAC Data Capture & Reporting Tool

Note – If there is an error – the system will present an error message



User Documentation for the TBVAC Data Capture & Reporting Tool

Patient-Less Call Sheet Processing

There are circumstances where a member will have responded to the building for a call but was not on the crew. Currently when this occurs a Patient-Less Call Sheet is employed. The forms should continue to be completed as in the past however the data capture process is different:

Responded – In Service Rig Took Call

Complete Patient-Less Call Sheet and leave by Data Capture PC for the responding crew to data enter and staple to call sheet.

Responded – Rig Left (or you were designated to stay back)

Complete Patient-Less Call Sheet and leave by Data Capture PC for the responding crew to data enter and staple to call sheet.

Responded – Crew Available & Call Canceled

Complete Patient-Less Call Sheet and data entry process for the call following the “No Roll/No Contact” workflow.

Responded – Crew Not Available

Complete Patient-Less Call Sheet and data entry process for the call following the “No Roll/No Contact” workflow.

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Patient-Less Call Sheet		<input type="checkbox"/> Duty	<input type="checkbox"/> General	<input type="checkbox"/> 2-Minute General
SHIFT: Su Mo Tu We Th Fr Sa • Day / Night		Call No.		
Date	Dispatch Time	End Time		
Dispatched As				
Location of Call				
Type of Call <input type="checkbox"/> Medical <input type="checkbox"/> Trauma <input type="checkbox"/> MVC <input type="checkbox"/> Standby <input type="checkbox"/> Transport <input type="checkbox"/> Other:				
Responded to Call, Did Not Ride: <input type="checkbox"/> Rig Already Left <input type="checkbox"/> Rig Had Full Crew				
Responded to Call, Rig Did Not Roll: <input type="checkbox"/> Unable to Assemble Complete Crew <input type="checkbox"/> Call Cancelled <input type="checkbox"/> Driver Not Available <input type="checkbox"/> Mutual Aid Took Call <input type="checkbox"/> Regular Member(s) Not Available <input type="checkbox"/> In-Service Rig Took Call				

CREW INFORMATION	
Crew Chief	_____
Driver	_____ R D
Attendant 1	_____ R P J
Attendant 2	_____ R P J
Attendant 3	_____ R P J
Attendant 4	_____ R P J
Attendant 5	_____ R P J

User Documentation for the TBVAC Data Capture & Reporting Tool

Multiple Patients Call Sheet Processing

There are circumstances where there are multiple patients on a call.

For example if there was a MVC with multiple patients. If the number of patients is three or less the call sheets should be stapled together and recorded as one call. If there are more than three patients or an additional rig is deployed an additional call should be recorded.

Completing Process

As stated in the Process Flow section of this document, once the call sheet has been data entered please either click “New Call Sheet” to data enter another call sheet or “Logoff” to end the session.

System Usage Guidelines

As stated on the Windows Logon screen (see below), the PC and the system are only to be used for call sheet data capture and reporting.



Using the PC and/or the system for any other purpose (including web surfing and/or to install software) is strictly prohibited.

“Help” function is available on every page. On the Logon screen “Help” is located to the right of Logon icon. On all other screens “Help” is located in the upper right quadrant.

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Auto Exception Condition Notification

The system will automatically issue an email to the Night Lieutenant when certain events occur on a call so that immediate follow up can occur when deemed necessary (see sample email below).

TBVAC DCRT Exception Event Auto Notification
dert@tbvac.org <dert@tbvac.org>
To: sbressler@tbvac.org

Sat, Apr 26, 2014 at 8:51 AM



TBVAC DCRT Exception Event Auto Notification

Call Number: 14-0431
Date of Call: 4/26/2014
Dispatch Time: 08:08
Rig Number: 221
Dispatch Type: Medical
Town: Non Pascack Valley Town
Hospital: Valley Hospital
ALS Status: Released
CPR: No
EpiPen: Yes
Stork: No
Incident Report: No
Narcan: No
Members:

Bressler, Steven
Hughes, Joseph
Lazarus, Gail

INFORMATION FOR OFFICIAL TBVAC USE ONLY - DO NOT FORWARD

This e-mail, including any attachments, may contain highly sensitive and/or confidential information. It is intended only for the individual(s) named. If you received this e-mail in error or from someone who was not authorized to send it to you, do not disseminate, copy or otherwise use this e-mail or its attachments. Please notify sbressler@tbvac.org immediately and delete the e-mail from your system.

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