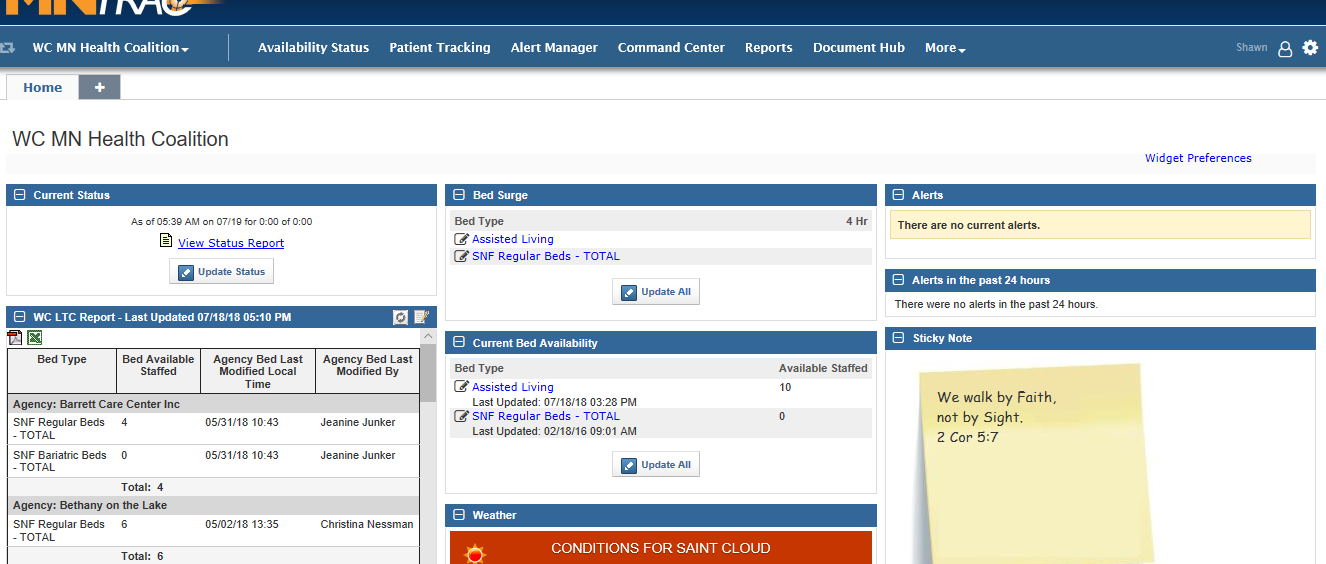
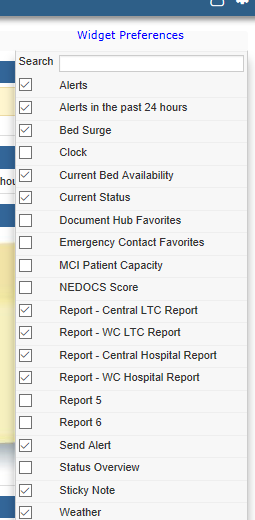
MNTrac training

# FACILITY SUMMARY PAGE

Log into [www.mntrac.org](http://www.mntrac.org) and enter your username and password

Your summary page is customized to each individuals preferences. Customization is accomplished via the widget preferences.



You have several options to choose within the widget preferences:

The list of available widgets is based upon the user’s access/role

within MNTrac however the recommended widgets are as follows:

**Long Term Care: Hospitals:**

Alerts Alerts

Alerts in the past 24 hours Alerts in the past 24 hours

Bed Surge Bed Surge

Current Bed availability Current Bed availability

Current Status Current Status

MCI Patient Capacity

**Optional Widgets:**

Clock

Weather

Sticky Note

To choose your widget preferences place a check mark in the box preceding the widgets and then hit Save.

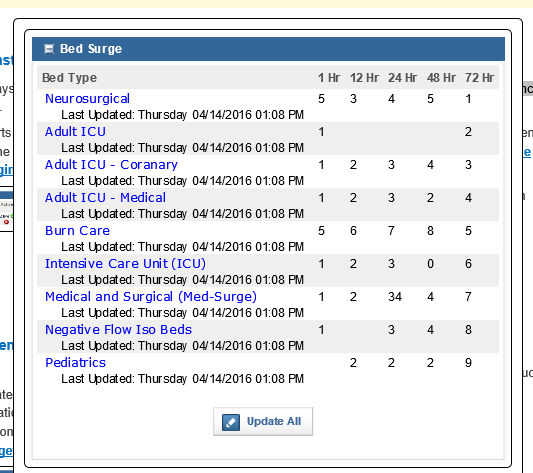
**Widgets defined:**

**Alerts:**

The Alert widget displays all of the active  
 alerts sent to you or the agency.



**Alerts in past 24 hours:**

This widget displays alerts   
sent to you or the agency in the past 24 hours. It   
identifies if the alert was Active (green check  
mark indicates that the alert is still active) and if   
your facility has acknowledged the alert (if the  
alert has been acknowledged then the green  
check box is there – if not acknowledged then  
there will be a red x).

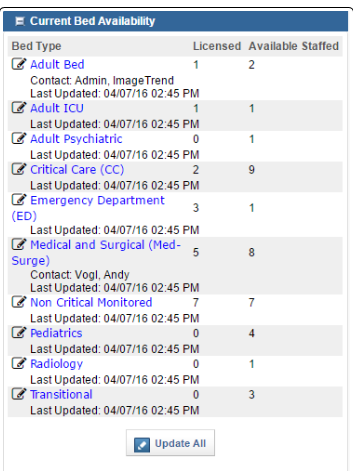
**Bed Surge:**

The Bed Surge widget allows you to enter  
your agency's surge capacity for each bed type.  
This is information that would be requested  
by an alert. Typically, this box would have ‘0’ for   
bed numbers.

Bed surge is defined as – the number of beds that  
could be made available after the facility assesses  
the current census and:  
- calls in more staff   
- discharges patients to home/another facility

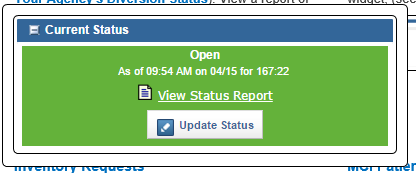
- rearranges rooms/areas to accommodate more  
patients

The Bed Types listed are only the types listed as  
available at your facility.

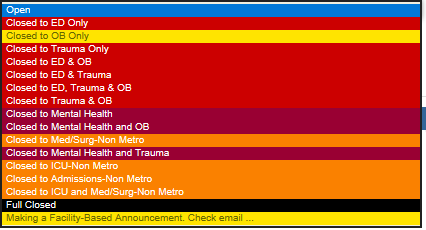
**Current Bed Availability:**

The Current Bed Availability widget allows you  
 to update the current number of available  
 beds for each bed type at your facility.

The numbers posted are obtained by reviewing your facilities  
current patient census and identifying how many more patients  
you can accept based upon the current staffing and the number of   
empty beds.

**Current Status:**The Current Status widget allows you to keep other  
 agencies up-to-date with your   
agency's / hospital's status, such as Closed.   
This is also known as the Diversion Status.   
Setting or changing the status is based upon your   
own facilities policies and procedures.

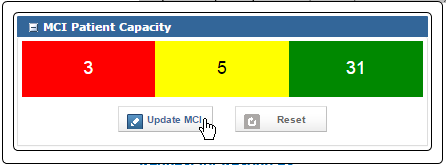
Other agencies (that opt to receive notifications) will  
receive notification that your facilities status has changed.



Current Status options available to chose from  
are based upon the type of facility and types  
of beds.

*It is important that users know the facilities   
specific policies about changing diversion  
settings.*

**MCI Patient Capacity:**

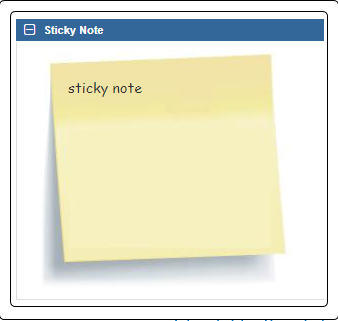
This widget allows you to quickly update  
 the number of patients you are able to   
receive from an MCI, based on triage severity   
rating of Green, Yellow, Red and Black.

This option is available for hospitals.

An alert would be sent out asking facilities to   
update their MCI Patient capacity.

**Optional Widgets:**

**Clock and Weather:**  Information displayed is based upon the location of the user.

**Sticky Note:**

The Sticky Note widget allows you to write a note to yourself.   
Notes are only visible to you.