

BASIC MSTAT USER GUIDE

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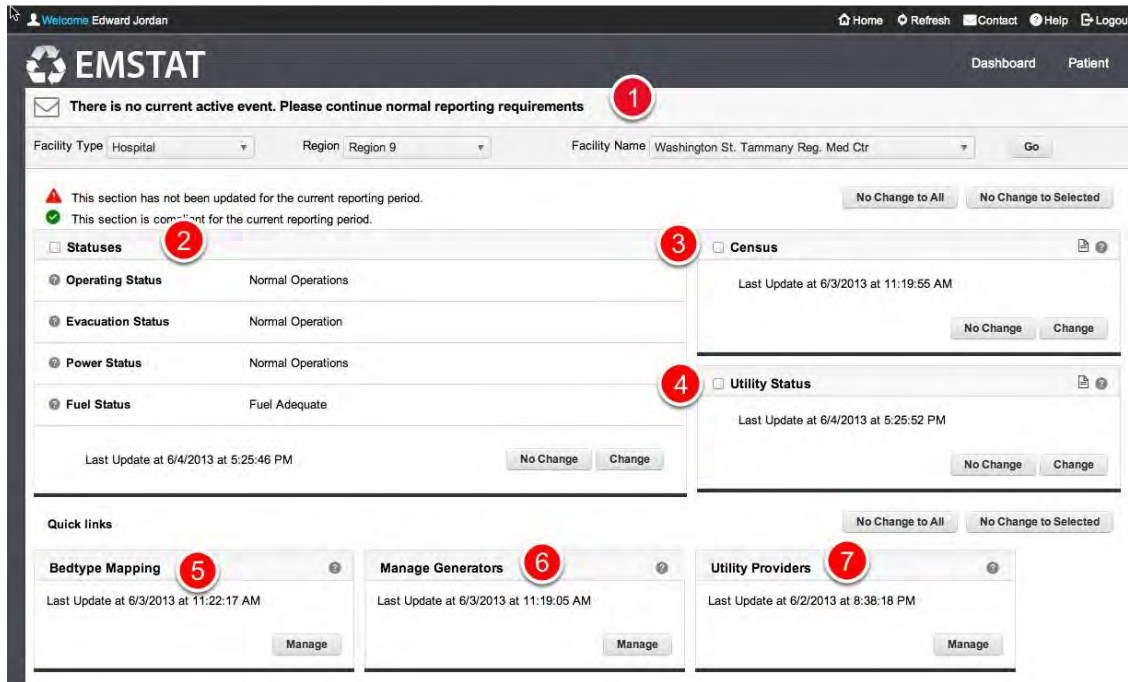


Basic Status Reporting and Compliance in MSTAT

An Overview of the Dashboard

This lesson will describe the overall organization of the facility dashboard in the new MSTAT. It will also highlight a simple update to go from non-compliant to compliant.

The Major Components



The main dashboard that is displayed when opening MSTAT consists of 7 major sections:

1. The first section at the top of the page is the compliance messaging section. This will always display the facility's current compliance status. We will show this in more detail later. If the facility needs to report during an incident, this section will be color-coded according to their compliance with the current reporting period. If they need to report, it will highlight the sections required in red. If the facility has satisfied the reporting requirement, it will highlight those sections in green. During times when there is no active event or required reporting, the sections are highlighted in black.
2. The second section contains the major status areas such as Operating Status, Evacuation Status, Power Status, and Fuel Status for generators.
3. The third section is for census reporting.
4. Section 4 is for non-power utilities such as water and communications.

Generally, one or more of these four sections would need to be updated during a declared emergency. The rest of the sections are for maintenance of data items.

5. Section 5 for hospitals allows the management of bed types. For Nursing Homes and ARCPs, this section allows the management of evacuation and transportation contracts.
6. Section 6 is for management of generator and fuel tank information.
7. Section 7 is for management of the facility's utility accounts.

There are two other sections for non-hospital facilities: Evacuation Destinations and Transportation Contract information.

Compliance Messaging

The screenshot shows the EMSTAT dashboard for a facility named "Washington St. Tammany Reg. Med Ctr". At the top, a red banner contains a compliance message: "Your facility is NOT compliant for the current reporting period. Review the dashboard and provide the requested information". Below this, a list of missing reporting items includes "Status Update", "Census", and "Utility Status". The reporting period is specified as "From : 6/8/2013 at 11:50:00 AM To : 6/8/2013 at 2:00:00 PM". The dashboard is divided into several sections: "Statuses", "Operating Status", "Evacuation Status", "Power Status", "Fuel Status", and "Utility Status". Each section has a "Last Update" timestamp and "No Change" or "Change" buttons. Red arrows and boxes highlight the compliance message and the required sections.

Upon login, MSTAT will check to see if the facility has any reporting requirements and if the facility is currently compliant. In this example, the hospital has to report on all status items in the time indicated. The top section of the page displays the message that "Your facility is NOT compliant for the current reporting period." The application also underlines all required sections in red.

Links to Required Sections

This close-up view of the compliance message banner shows a red circle with the number "1" pointing to the links "Status Update", "Census", and "Utility Status". Another red circle with the number "2" points to the reporting period text: "Reporting Periods: From : 6/8/2013 at 11:50:00 AM To : 6/8/2013 at 2:00:00 PM".

Under the compliance message, the application will display links to those sections that need to be updated. It will also display the parameters of the current reporting period.

Number 1 shows the links to the missing items. You can click on these links to go right to the section indicated. Number 2 shows the "from" and "to" date and time of the current reporting period.

Options in the Status Display

In order to comply with the reporting requirement, this facility has to update to the 4 core statuses, its census and its non-power utilities. This screenshot shows the core status section. Notice the following:

1. The last status is displayed next to each item
2. The date and time of the last update is displayed
3. You can select "No Change" or "Change". Clicking "No Change" puts the current date and time on the statuses displayed. Use this if there has been no change from the last reporting period.
4. Clicking "Change" will open this section up for editing as shown on the next screen.

Updating the Status Items

Facility Type : Hospital Region : Region 9 Facility Name : Washington St. Tammany Reg. Med Ctr

Manage Status Types Last Update at 6/4/2013 at 5:25:46 PM History Help No Changes Save Changes Back

Operating Status : Normal Operations

Normal Operations Limited Operations

ED Only ED + Inpatient

ED + Inpatient + Emergency Surgery Closed Operations

Evacuation Status : Normal Operation

Normal Operation Return to Facility

Power Status : Normal Operations

Normal Operations

Generator Status Manage Generators

Generator name	Status
Cummins DQ FAD	<input type="radio"/> On <input checked="" type="radio"/> Off
Katolight#D400FRX4	<input type="radio"/> On <input checked="" type="radio"/> Off

Fuel Status : Fuel Adequate

Fuel Adequate Fuel Re-fueled

Fuel Critically low - no supply Fuel Critically low - contacted supplier

Fuel Out


Comments

Normal operations

For this example, we will click "Change" and go to the details where we can update each item.

1. On this screen you select the appropriate statuses for each item. You will note that some selection options will change depending upon what you select in certain areas. In this example, all is normal.
2. There is a box for Comments. Note that the first time you enter data into MSTAT, you will have to provide a comment. This is only required once, but remains an option to convey more detailed information later.
3. Once you have made your changes, click the "Save Changes" button to return to the dashboard.


Change in the Dashboard


 **Your facility is NOT compliant for the current reporting period. Review the dashboard and provide**





Missing reporting items: [Census](#) [Utility Status](#)


Reporting Periods: From : 6/8/2013 at 11:50:00 AM To : 6/8/2013 at 2:00:00 PM

Facility Type Region Facility Name

 This section has not been updated for the current reporting period.

 This section is compliant for the current reporting period.

<input type="checkbox"/> Statuses	
 Operating Status	Normal Operations
 Evacuation Status	Normal Operation
 Power Status	Normal Operations
 Fuel Status	Fuel Adequate

 Last Update at 6/8/2013 at 12:07:38 PM

As you provide updates, you will notice several things:

1. The item will fall off of the "Missing Reported Items" list
2. The underline for the section will turn from Red to Green.
3. You will have a green checkmark next to the date/time stamp.

In order to become compliant, update the statuses for Census and Utilities.

A Compliant Dashboard

The screenshot shows a dashboard for a facility named "Washington St. Tammany Reg. Med Ctr" in "Region 9". The top status bar is green and contains a message: "Your facility is compliant for the current reporting period" with a green checkmark icon. Below this, there are two lines of text: "Reporting Periods: From : 6/8/2013 at 11:50:00 AM To : 6/8/2013 at 2:00:00 PM" and "This section is compliant for the current reporting period." with a green checkmark icon. A red circle with the number "1" is placed over the top right corner of the dashboard. The dashboard is divided into several sections: "Statuses" (with sub-sections for Operating, Evacuation, Power, and Fuel Status), "Census", and "Utility Status". Each section has a "Last Update" timestamp and "No Change" and "Change" buttons. A red circle with the number "2" is placed over the "Evacuation Status" section. The bottom border of the dashboard is green.

Once all of the items have been updated, you will notice:

1. The compliance message has changed in both content and color
2. The bottom border for each section has turned from Red to Green, and green checkmarks are displayed next to the date and time.

Once this is done, your reporting requirements are complete!

Different Options for Updating Your Status

The previous lesson gave an overview of the single facility dashboard and illustrated basic status reporting. This lesson will outline the different options you have for updating your status.

Update Options

EMSTAT Dashboard Patient

Your facility is NOT compliant for the current reporting period. Review the dashboard and provide the requested information

Missing reporting items: [Status Update](#) [Census](#) [Utility Status](#)

Reporting Periods: From : 6/8/2013 at 11:50:00 AM To : 6/8/2013 at 2:00:00 PM

Facility Type : Hospital Region : Region 2 Facility Name : The NeuroMedical Center Surgical Hospital

⚠ This section has not been updated for the current reporting period.
✅ This section is compliant for the current reporting period.

Statuses	
Operating Status	Normal Operations
Evacuation Status	Normal Operation
Power Status	Normal Operations
Fuel Status	Fuel Adequate

Last Update at 6/4/2013 at 2:14:31 PM

1 No Change to All No Change to Selected

Census
⚠ Last Update at 6/4/2013 at 2:01:13 PM
No Change Change

Utility Status
⚠ Last Update at 6/4/2013 at 2:00:26 PM
No Change Change

2 **3** No Change Change

Quick links No Change to All No Change to Selected

As we described earlier, if a facility is not compliant, there are several routes to take to achieve compliance.

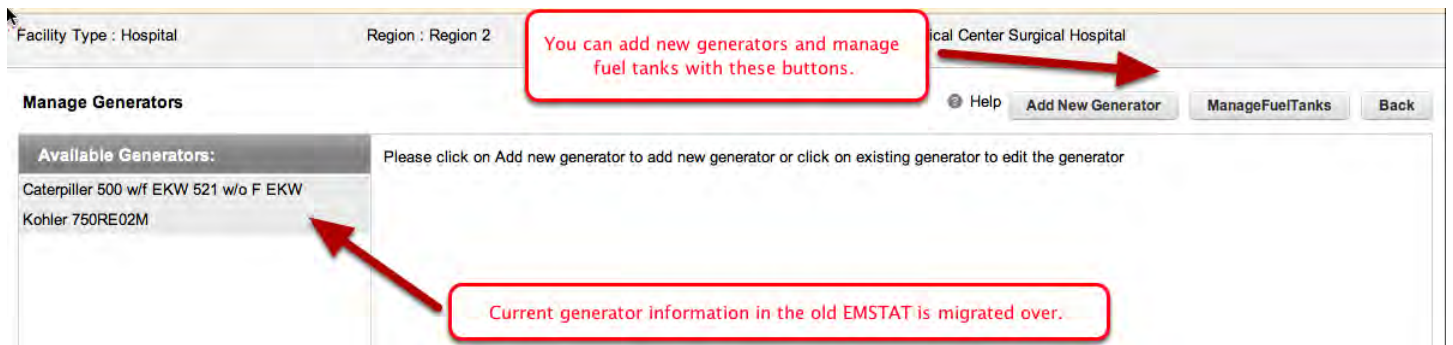
First, let's look at the options you have if your statuses are unchanged from the last reporting period:

1. If all statuses are unchanged since the last report, you can click the "No Change to All" button.
2. If some statuses are the same but one is different (census for example), you can click the checkbox next to those that are unchanged and click the "No Change to Selected" button.
3. You can click the "No Change" button in each section

In every case, you can click the "Change" button in each section to make updates.

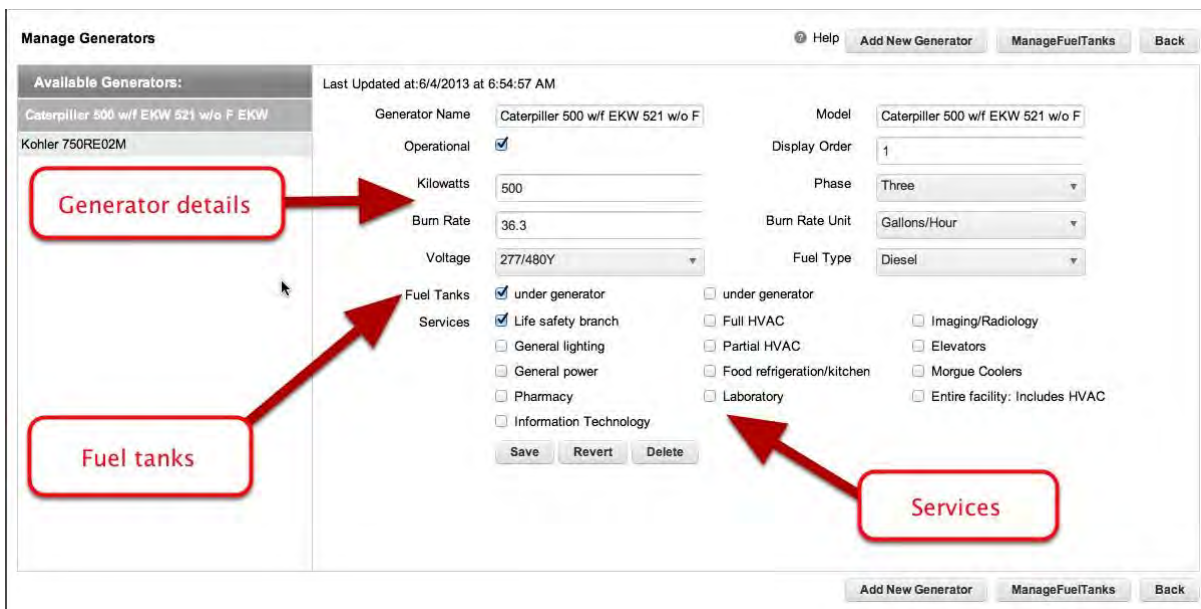
Maintaining Core Data

Core Data Management



The bottom of the main screen contains the sections that allow you to manage "fixed items" such as bed types for hospitals, generator and fuel tank information, and utility account information. This first section looks at generators and fuel tanks.

Editing a Generator



To open a generator for editing, simply click on it in the list, and the application will display the details.

Each generator should be completely defined, assigned to a fuel tank, and show what services are powered by that generator. If any components are missing you will get a message from the application when you try to turn the generator on as shown next.

Generator Errors

Manage Generators Help

Available Generators:

- Caterpillar 500 w/f EKW 521 w/o F EKW
- Kohler 750RE02M

Generator Name: Model: _____

Operational: Display Order: _____

Kilowatts: Phase: _____

Burn Rate: Burn Rate Unit: _____

Voltage: Fuel Type: _____

Fuel Tanks: under generator under generator

Services: Life safety branch Full HVAC

General lighting Partial HVAC

General power Food refrigeration/kitc

Pharmacy Laboratory

Information Technology

You must complete all sections to save a generator.

At least one fuel tank should be associated to generator when generator is on

In this example, the facility is attempting to add a generator without specifying a fuel tank. If we imported your data from MSTAT and that data was incomplete, you will get an error on the Status page that you must correct.

Utility Account Information

Utility Provider Help Back

Utility Provider Name	Account#	Type	Action
Entergy Louisiana	<input type="text" value=""/>	Electricity	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Every facility should provide the core utility account information in this section. This allows ESF 8 to provide this data to the utility companies during outages so that your facility can be prioritized for restoration. The larger electrical utilities request this information at the start of every hurricane season.

Getting Help

A facility has the following options for getting assistance with MSTAT or any application in the ESF 8 Portal:

1. Contact your DRC. In many cases, the DRC can with help basic problems and data entry.
2. Email Venetra Holiday (Venetra.Holiday@la.gov) Dr. Glennis Gray (Glennis.Gray@la.gov), or esf8help@la.gov.
3. Contact the LERN Communications Center at 1-866-320-8293. Like DRCs, LERN can often help with basic problems.
4. During declared disasters, you can also contact the GOHSEP EOC and/or the ESF 8 Data Cell. Numbers to these resources will be published at the beginning of every event.