

## **Quick Reference Guide**

## Updating Categories of Care & Downloading the Categories of Care Report for Choosing Evacuation Sites

#### ▶ Step 1: Login in to MAP

Once logged in, go to your facility page and choose the 3rd tab called LTC Beds. Check off each category of care offered at your facility. Review and edit total # of beds and Surge Capacity notes. When done make sure to choose Save Changes.

	-1. 8:52 AM 1-26-17 10:30 AN	ts Equipment Supplies Transportation 9-12-16 8:59 AM 8-11-14 9:34 AM 9-12-16 9:09 A	Vehicles         Vendors         Patient Tracking           Ø-12-16 0:55 AM         2-3-17 2:21 PM         Not Available										
Long Term Care Beds	table Page		Most Recent Update: 21 Mar 2016 4:25:45 PM										
() INSTRUCTIONS: Special Care Catego	pries that Your Facility Can	Accommodate (check all that apply).											
A - Ambulatory Only		🗹 N - Dementia – Secured Unit	🗹 AA - Post Traumatic Brain Injury										
B - Bariatric Residents (350 - <500lbs) - "C	is New"	O - Developmental Disabilities	BB - Psychiatric (Secured Unit)										
C - Bariatric Residents (500 - 700lbs)		P - Diabetes - Insulin Pump	CC - Rehab (PT/OT/Speech)										
C - Bilevel Positive Airway Pressure (BiPAP	)	🗹 Q - Dialysis - Hemo (to hospital)	DD - Rehab (Respiratory)										
E - Burn		R - Dialysis - Peritoneal (CAPD)	EE - Restraints										
F - Catheter - Hickman		S - Dialysis - Peritoneal (CCPD - Cycler	FF - Smoking										
🖉 G - Catheter - PICC Line, Central Line		✓T - Hospice	✓GG - Suctioning										
H - Chemotherapy (IV)		🗹 U - IV Care, Peripheral	HH - Total Parenteral Nutrition (TPN)										
I - Chemotherapy (Oral)		✓V - Medicaid Certified	🕙 II - Trach Care										
✓J - Complex Dressings		𝕶 W - Ortho	🕑 JJ - Tube Feeders										
✓K - Continuous Positive Airway Pressure (C	PAP)	X - Ostomy (i.e. colostomy, ileostomy)	KK - Ventilator Care										
L - Danger to Self or Others (to hospital)		Y - Oxygen Dependent	LL - Wandering Residents										
M - Defibrillator – Wearable Cardioverter [	Defib. (WCD / i.e., LifeVest)	Z - Pediatric	MM - Wound Vac										
<ul> <li>INSTRUCTIONS: Please fill in the bec *NOTE: Each facility should accept 10% of Facility Type</li> </ul>	l information for the facility their total licensed beds. Total Beds	types that are listed below. More >> Ventilat Surge @ 10%* (already inc)	or Dependent** Dementia - Secured Unit x Capacity Max Capacity										
			uded in Total Beds) (already included in Total Beds)										
Nursing Home	95	10	uded in Total Beds) (already included in Total Beds)										
Nursing Home Adult Day Care: 0 Please prov	95 vide the maximum # of Ad	luit Day Care residents.	(already included in Total Beds) [12										
Nursing Home         Adult Day Care:       0         Please prov         INSTRUCTIONS:         Please provide spect         will accomplish this.	95 ide the maximum # of Ad ifics on the rooms and/or a	In the second se	(already included in Total Beds) (already included in Total Beds) 12 12 0 expand bed capacity in a disaster and any details on how you										
Nursing Home         Adult Day Care:       0         Please provide spectwill accomplish this.         Surge Capacity Notes:       3 Dayrooms and one	95 ide the maximum # of Ad ifics on the rooms and/or a 3 office that can be converte	In the second se	o expand bed capacity in a disaster and any details on how you										



# **Quick Reference Guide**

### Updating Categories of Care & Downloading the Categories of Care Report for Choosing Evacuation Sites

#### **Step 2: Go to Reports**

To assist you in identifying what facilities provide the same level of care as your facility and can accept your residents during an evacuation, go to your **Home** page, and click on **Reports**.



#### Step 3: Choose LTC Patient Care Categories

After clicking the link, on the next "pop-up" screen, choose your Region and Facility Type. We recommend opening the file in MS Excel, as it will allow you to customize the data.

\*Note: you should have 10 evacuation sites listed, with one of those being >50 miles away.

Plan Wide Reports	Administrative Reports	Emergency Response Reports	RSC, Responders, and Statewide Lis
<ul> <li>Facility Overview gbc</li> <li>Annual Event Calendar</li> <li>Contacts</li> <li>Equipment (Agregate)</li> <li>Evacuation Sites</li> <li>Hospital Patient Care Categories</li> <li>Stop Over Points</li> <li>Supplies (Agregate)</li> <li>Vehicles</li> <li>Vendors</li> </ul>	<ul> <li>Contacts (Current)</li> <li>Contacts (Changes over Time)</li> <li>Duty Officers</li> <li>Equipment (Detail)</li> <li>Evacuation Sites</li> <li>Facility Update Status</li> <li>Generators gice</li> <li>Prophila Surge Capacity (increase only)</li> <li>Supplies (Detail)</li> <li>Transportation &amp; Evac. (11 x 17) give</li> <li>Vendors</li> <li>LTC Tracking Board - Master</li> <li>LTC Tracking Board - Master</li> <li>Hospital Tracking Board - Master</li> <li>Hospital Tracking Board - Master</li> <li>LTC Tracking Board - Master</li> <li>LTC Facility Operational Summary</li> <li>LTC Facility Operational Detail</li> <li>GiS Mapping</li> <li>Survey Responses</li> <li>Users by Viewable Facility</li> </ul>	<ul> <li>Summary gbc.hd</li> <li>Facility List gbc.hd</li> <li>Facility List (With Date Range)gbc.hd</li> <li>ICT Tracking Board</li> <li>Hospital Tracking Board</li> <li>Outpatient Facility Tracking Board</li> <li>Beds - LTC gbc.hd</li> <li>Beds - Hospital (Summary)</li> <li>Beds - Hospital (Detail) gbc.hd</li> <li>Transportation gbc.hd</li> <li>Staff gbc.hd</li> <li>RAF Participation Report</li> <li>Patient Tracking By Name</li> <li>Patient Tracking By Sending Facility</li> <li>Patient Tracking By Receiving Facility</li> </ul>	<ul> <li>Responsibility List</li> <li>Responder List - LTC</li> <li>Responder List - Hosp</li> <li>Steering Committee List - LTC</li> <li>Steering Committee List - Hosp</li> <li>Statewide Advisory Group</li> </ul>



**Quick Reference Guide** 

## Updating Categories of Care & Downloading the Categories of Care Report for Choosing Evacuation Sites

### Sample Report

L1 Ca	<ul> <li>FacilityTypes = "All"</li> <li>Region = "All"</li> <li>Time Zone: Eastern</li> </ul>	Allo (Instantina - Al	B - Baristric Residents (350 - <500lbs) - "C is New"	C - Bariatric Residents (500 - 700lbs)	D - Bilevel Positive Airway Pressure (BiPAP)	E -Burn	F - Catheter - Hickman	G - Catheter - PICC Line, Central Line	H - Chemotherapy (IV)	I - Chemotherapy (Oral)	J - Complex Dressings	K - Continuous Positive Airway Pressure (CPAP)	L - Danger to Selfor Othens (to hospital)	M - Defibrillator - Wearable Cardioverter Defib. (WCD / i.e., LifeVest)	N - Dementia – Secured Unit	O - Developmental Disabilities	P - Diabetes - Insulin Pump	Q -Diatysis -Hemo (tohospital)	R - Dialysis - Peritoneal (CAPD)	S - Dialysis - Peritoneal (CCPD - Cycler)	T - Hospice	U - IV Care, Peripheral	V - Medicaid Certified	W - Ortho	X - Ostomy (i.e. colostomy, ileostomy)	Y - Oxygen Dependent	Z - Pediatric	AA - Post Traumatic Brain Injury	BB - Psychiatric (Secured Unit)
Re	gion: 1																												
-	umn Lake Realthcare at Norwalt		~				v	v			~	v				v	v	v	v	~	~	v	v	v	~	~		~	
ŝ.	ABC Facility		T		Ŷ		T	T			ľ	T				T	T	T	T	T	T	T	T	T	T	ľ		T	
2	FEG Facility		Y	Y	Y	Y	Y	Y		Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	
	Er o'r donty	1	Y Y		Y			Y		Y	Υ	Y			Y	Y		Y	Y		Y	Y	Y	Y	Y	Υ		Y	
1	HIJ Facility		Υ	·	Y			Y		Y	Y	Y		Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			
0					Y		Y	Υ			Y	Y		Y					Y		Y	Y	Y	Y	Y	Y			
0							Y	Y		Y		Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y
2		Ŀ	_	-																							_		
5			Y				Y	Y		Y	Y	Y			Y	Y		Y			Y	Y	Y	Y	Y	Y		Y	
1.0	and health Cantor (Sarrive)	1			Y		Y	Y		Y	Y	Y					Y	Y			Y	Y		Y	Y	Y		Y	
-	erratult House Reliatellistics &	١	Y		Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	