Onboarding to SIREN Elite – A Guide for Agency Administrators

The purpose of this document is to introduce SIREN Elite features and to provide information to assist agency administrators with onboarding to SIREN Elite. Included in this document are sections explaining the tabs and resources available within Elite, configuration items when onboarding your agency, and other important information and resources.

Step 1: Getting Started

You will need to call the EMS Data Manager at the Vermont Department of Health to discuss how to initially get started and to ensure that your agency exists in SIREN.

Step 2: List of Users

The EMS Data Manager will ask you for a list of EMS providers affiliated with your agency. This list should include first name, last name, and if they are affiliated with another VT EMS organization.

Step 3: Access

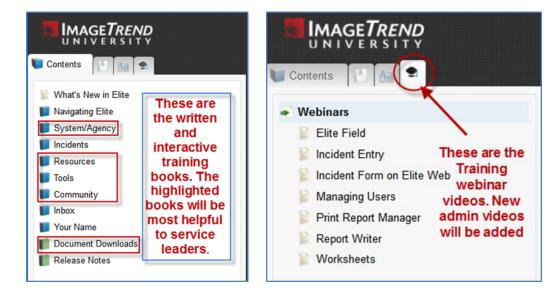
To access SIREN Elite, follow the link <u>www.sirenems.com/elite</u> and log in with your current SIREN login and password. If for some reason the system asks you for an organization ID, it is **vermont** (all lowercase).

Other Information: System Requirements

SIREN Elite was built for a variety of platforms. **The recommended browser is Chrome**. You can view system requirements here: <u>http://www.imagetrend.com/resources-system-requirements/</u>.

Other Information: Webinar and Training Resources

Webinar and resources for SIREN Elite can be found in the Help University section under the Community tab in Elite. Webinars are located along the top of the Contents menu. Once a webinar has been opened, links to companion documents can be found beneath the webinar media player.



Live interactive webinars are offered by ImageTrend on a regular basis at no cost. Scheduling and registration links can be found here: http://www.imagetrend.com/resources-webinars/ the found here: http://www.imagetrend.com/resources-webinars/ the found here: http://www.imagetrend.com/resources-webinars/ the found here: http://www.imagetrend.com/resources-webinars/ the found here: http://www.imagetrend.com/ the found here: h

Setting Up Your Agency

Step 1: Complete Your Agency's Profile in Elite

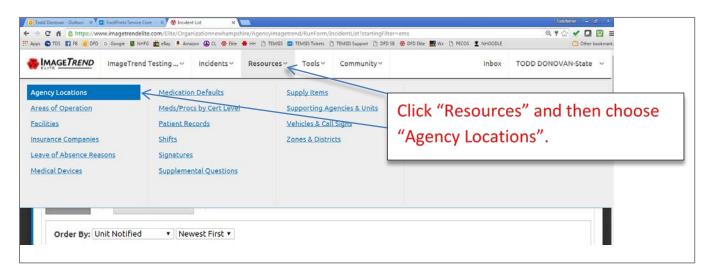
To setup your service in SIREN Elite, please follow these recommendations. At the bare minimum, **Agency Information**, **Agency Locations**, **Facilities**, **Vehicles** and **Repeat Patient** settings need to be setup.

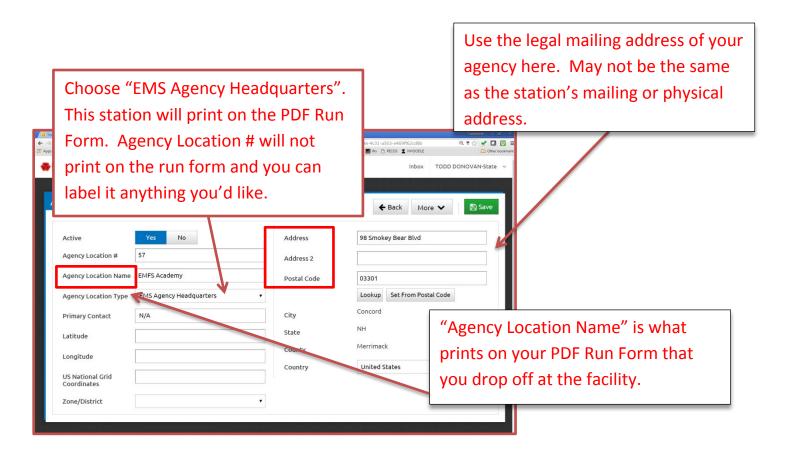
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Step 2: Enter Your Agency's Location(s)

Resources Tab > Agency Locations

Previously known as Stations, Agency Locations are an EMS Station or Agency Headquarters. You must at least setup a "Headquarters" station. Your agency name and mailing address will not appear on the run form if you do not add an agency "Headquarters". Any other stations or locations you wish to add are strictly for your service use and are optional.





Step 3: Users and Other Agency Administrators

Your Service > Users

This is where you manage all the users in affiliated with your service, including adding, inactivating, and updating accounts.

For providers at your agency that **DO NOT** belong to another VT EMS organization, you can add them to SIREN in this section. **For instructions on how to add new users to SIREN, please see the document called "User Guide – Add New Member to SIREN 2016"*.

For providers that **DO** belong to another VT EMS organization, you will need to have the EMS Data Manager at the Health Department add your agency to the user's profile.

Once you see the providers in your agency, choose the providers who will be the administrators for your service. Multiple providers can be "Agency Administrators". These will be the providers that receive critical documents and emails from the EMS Data Manager at the state, as well as the have the ability to manage user profiles, settings, and write reports.

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Step 4: Vehicles and Call Signs

IMPORTANT: A **vehicle number** is what you call your vehicle at your agency and the **call sign** is what the vehicle is known on the radio. In some cases, the call sign and the vehicle ID will be the same.

Vehicles and their call signs can be edited, added and sorted. By clicking on the active vehicle, you can edit the vehicle number as well as the call signs.

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You can also add a vehicle by clicking on the "New" button and editing their call sign and vehicle number.

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FIRST RESPONSE AGENCIES:

As a suggestion for first response agencies, your vehicle ID can be called [AGENCY NAME] FIRST RESPONSE. In the example below, the vehicle ID is GFR (for Georgia First Response).

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Here you can add a first responder's call sign. For example, "Med125". Click OK when finished. The responder's call sign will now appear when you fill out an incident run form in the "Responding Unit" section.

Step 5: Configuration

This is not an exhaustive list of service configuration. However, it is a list of configuration categories that need to be completed before your service can go "Live" on SIREN Elite.

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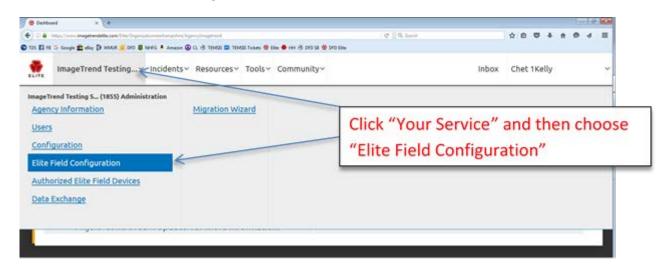
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Search for repeat patients within the last X days can be set to any length. It's recommended to be at least 365 days. If you do not want any of your patients to become inactive in the "Repeat Patients" leave the value blank. Do not use "0".

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Step 6: Elite Field Settings

Click "Your Service" > "Elite Field Configuration"



In the "General Settings" of Elite Field, you can Automatically Delete Posted Incidents from the device.

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