

Vermont EMS SIREN (Statewide Incident REporting Network)



Table of Contents

Cover.....	1
Table of Contents.....	2
Introduction.....	3
Log In Page.....	3
Data Privacy Statement.....	4
Your Dashboard.....	5
Add or Update Your Email Address.....	6
Unable to Log In: Resetting Your Password.....	7
Change Agencies.....	9
View Previous Incidents.....	10
Additional Help.....	11

Introduction

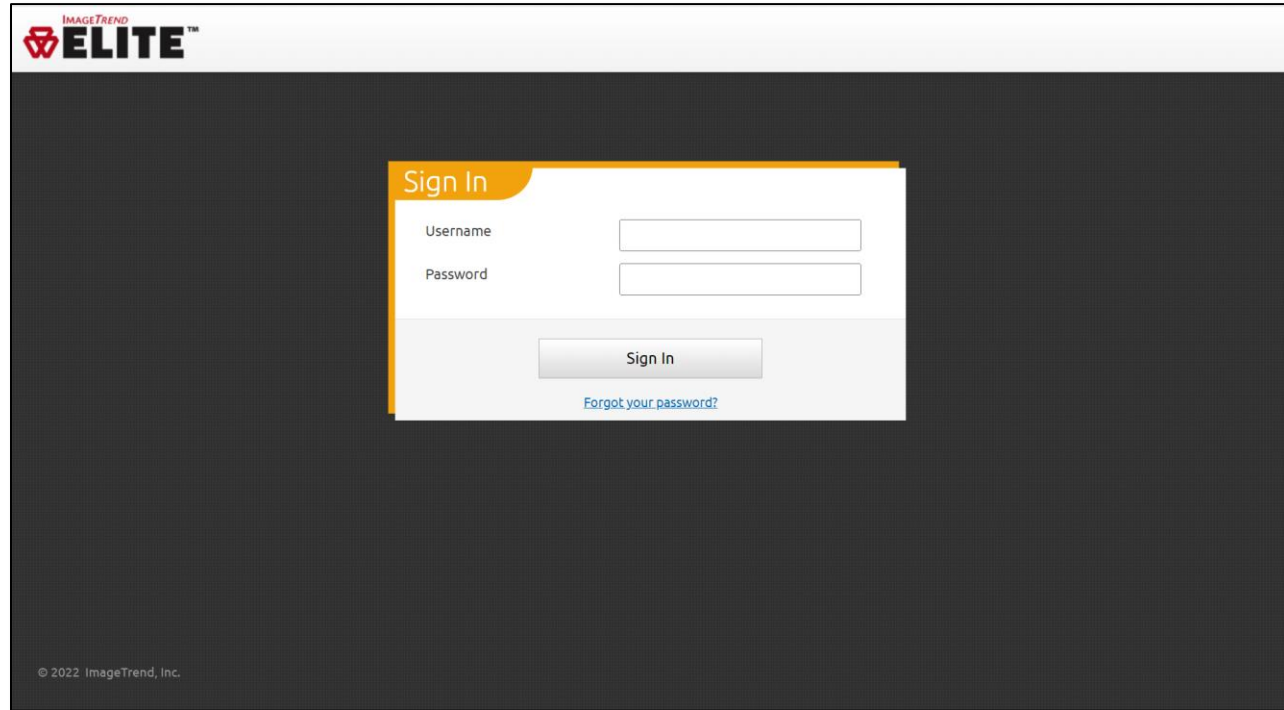
This guide will take you step by step through how to access SIREN and includes navigation information for common locations.

Log In Page

Steps

Open any web browser:

- Go to the SIREN website
- Enter your username
- Enter your password
- Click Sign In

A screenshot of the SIREN ELITE Sign In page. The page has a dark grey background. At the top left, there is a logo for 'IMAGE TREND ELITE'. In the center, there is a white sign-in box with an orange header that says 'Sign In'. Inside the box, there are two input fields: 'Username' and 'Password'. Below these fields is a 'Sign In' button. At the bottom of the box, there is a link that says 'Forgot your password?'. At the bottom left of the page, there is a small copyright notice: '© 2022 ImageTrend, Inc.'

If this is your first time accessing the program, the website is:

<https://www.sirenems.com/Elite/Organizationvermont/>

Additional Information

If the system asks you for an organization ID, enter vermont (all lowercase).

Your username is likely either your first initial followed by your last name, or your certification number.

Examples:

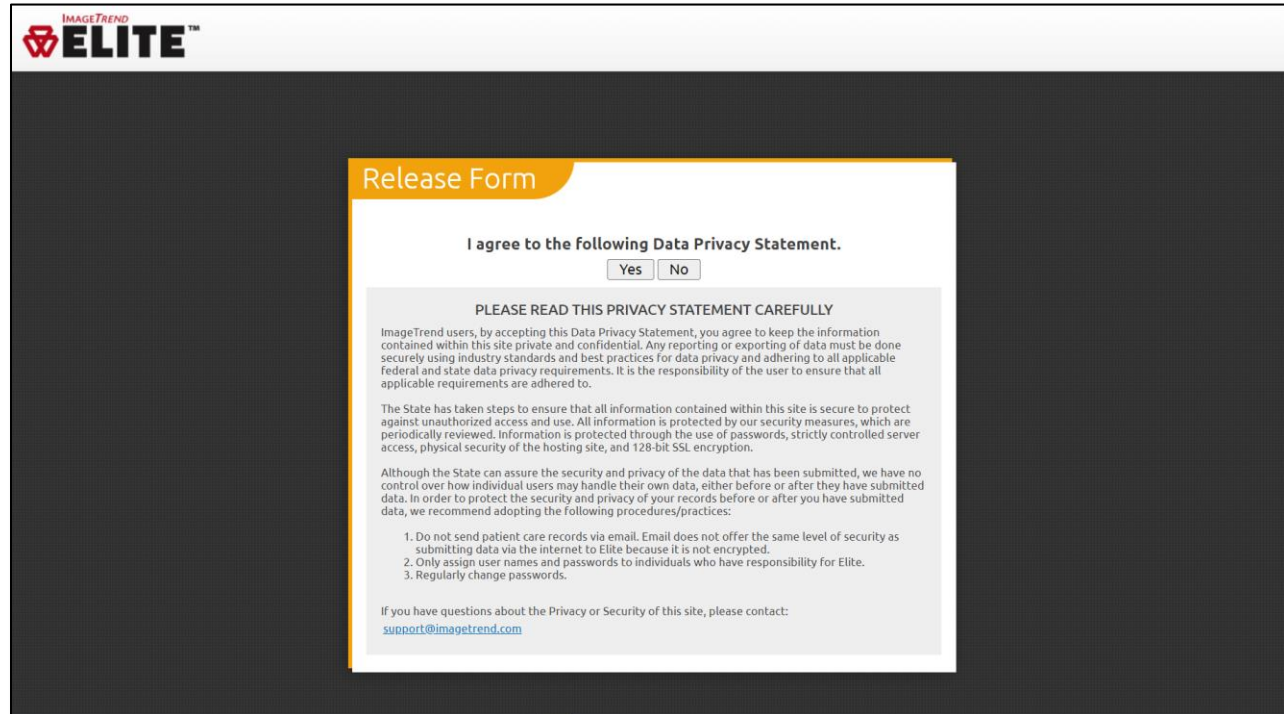
- Jsmith
- 123456

Data Privacy Statement

Steps

The Data Privacy Statement will display:

- Click Yes



The screenshot shows a web interface for the ImageTrend ELITE system. At the top left is the logo with 'IMAGETREND' in small red letters above a red hexagon icon and 'ELITE' in large black letters. The main content area has a dark grey background. Centered on this is a white rectangular box with an orange header bar that says 'Release Form'. Inside the white box, the text reads: 'I agree to the following Data Privacy Statement.' followed by two buttons, 'Yes' and 'No'. Below this is a section titled 'PLEASE READ THIS PRIVACY STATEMENT CAREFULLY' which contains several paragraphs of text regarding data privacy, security measures, and user responsibilities. At the bottom of the white box, it says 'If you have questions about the Privacy or Security of this site, please contact: support@imagetrend.com'.

Additional Information

You must agree to this in order to log into SIREN.

Your Dashboard

Additional Information

When first logging in, you will always be immediately taken to your Dashboard.

You will be able to navigate to the other areas of SIREN from here.

The screenshot shows the SIREN dashboard interface. At the top, there is a navigation bar with the 'ELITE' logo, a dropdown menu for 'NEMSIS 3.5 Demo A...', and links for 'Incidents', 'Resources', 'Tools', and 'Community'. On the right, there are links for 'Inbox' and 'Beth V.'. The main content area is divided into two columns. The left column contains two announcement cards. The first card, titled 'Announcements', has a sub-header 'Demo Agency Information' and contains text about the testing environment, a website link, and a 'Show more' button. The second card, titled 'Resources for Transition to NEMSIS 3.5', has a sub-header 'State Resources' and contains text about reviewing high impact changes, with a 'Show more' button. The right column contains a table titled 'Patient Disposition by Year'. The table has columns for 'Incident Year' (2017, 2018, 2019, 2020, 2021, 2022) and rows for various disposition categories. The data is as follows:

Incident Year	2017	2018	2019	2020	2021	2022
Agency Assist	4	2	9	6	6	13
Canceled (Prior to Arrival At Scene)	52	50	48	26	36	34
Canceled (Transferred to Mutual Aid)	10	45	36			1
Canceled on Scene (No Patient Contact)	58	75	93	81	88	119
Community Treatment Unit, Treated and Released					24	
Critical Care Transport					2	4
Intercept				2	5	3
Interfacility / Medical Transport		1		1		
Patient Dead at Scene - No Resuscitation Attempted (Without Transport)	5	5	6	6	3	3
Patient Dead at Scene - Resuscitation Attempted (Without Transport)	9	4	4	9	11	8
Patient Evaluated, No Treatment/Transport Required	125	135	120	91	58	72
Patient Evaluated, Released (AMA)	9	11	14	11	26	43

Announcements and Reports

Announcements may be placed on your Dashboard by the Vermont EMS Data Manager, by your Rescue Service Administrator, or by other users with rights. The majority of providers will not have access to adding or removing announcements.

Announcements from the EMS Data Manager are most likely to be present prior to changes being made to the Patient Care Report, or if there are system-wide issues. As a result, providers will likely see information display in December and June, prior to changes going live in January and July. Any announcements from the EMS Data Manager will display for a finite amount of time.

Reports are not commonly enabled on the Dashboard by most Vermont EMS agencies, but they do exist as a possible tool that can be utilized.

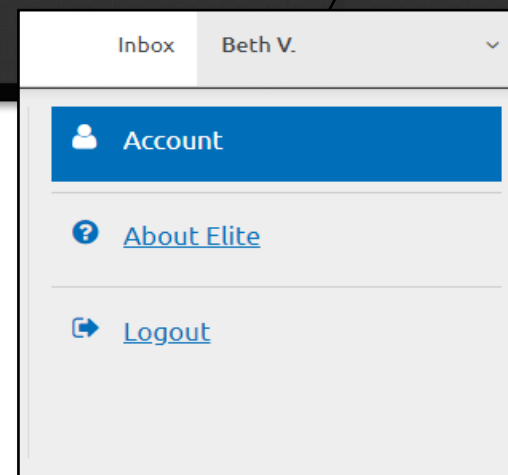
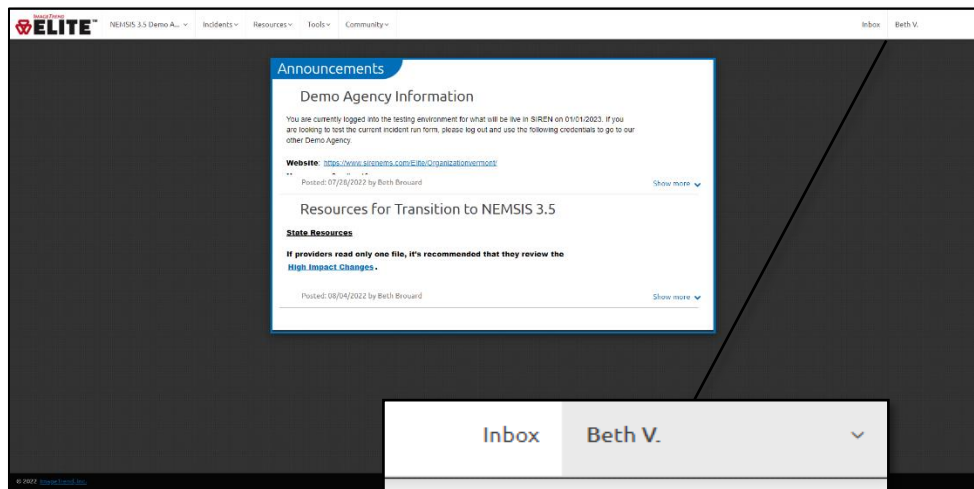
Accessing and Navigating SIREN

Add or Update Your Email Address

Steps

From your Dashboard:

- Click on your name in the upper right-hand corner
- Select Account
- On your Demographics page, scroll to the bottom
- Click Add Entry under the Email section
- Add your email address
- Click Ok on the right hand side
- Scroll to the top and click Save



Email Addresses					
+ Add Entry		✕ Delete		1-1 of 1	
Is Primary	Email Address	Type	Notifications	Status	
Primary	bethany.brouard@vermont.gov	Work	Yes	Active	Edit

Additional Information

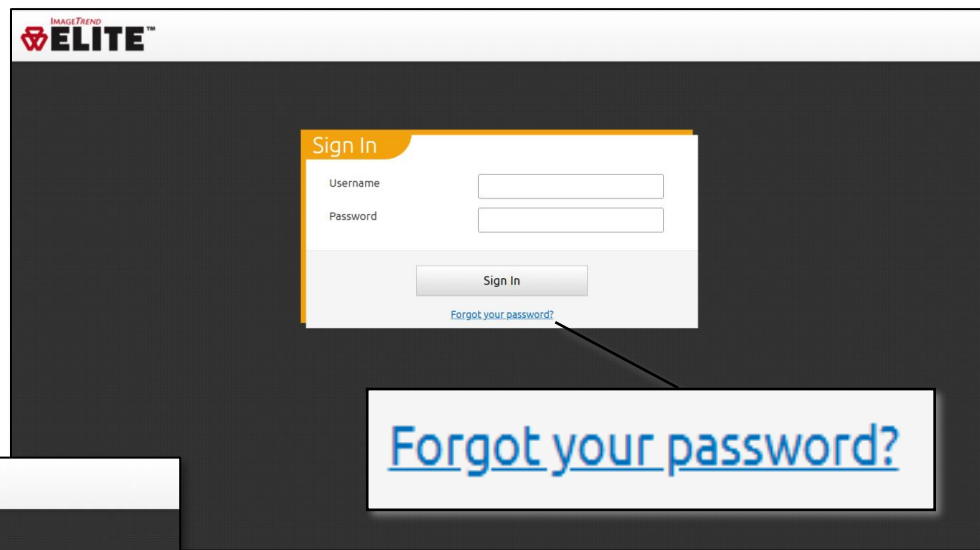
If it's your first time logging in, please add in your email address! If you forget your password, you can reset it without help.

Unable to Log In: Resetting Your Password

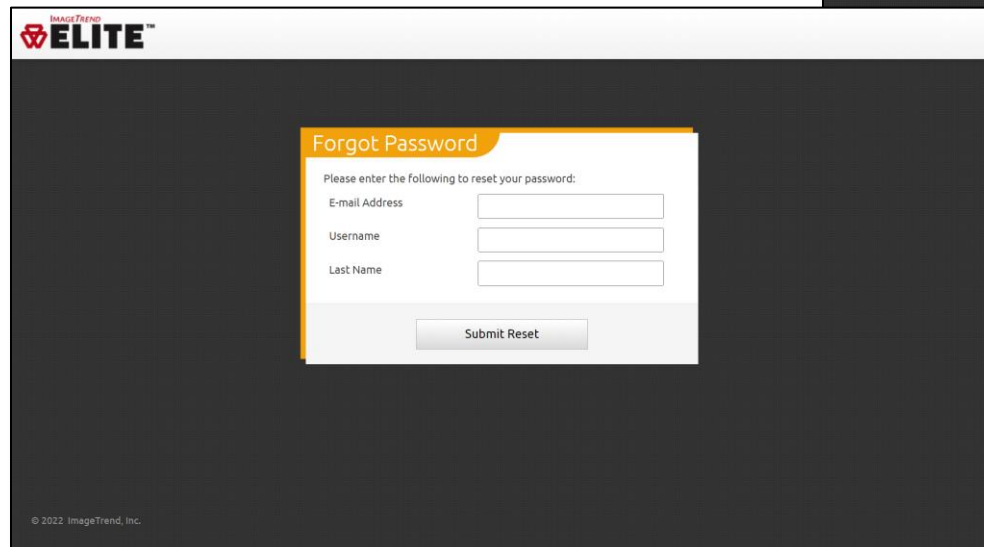
Steps

From the log in:

- Click Forgot your password?
- Enter your E-mail Address, your Username and your Last Name
- Click Submit Reset



The screenshot shows the SIREN Sign In page. At the top left is the IMAGE TREND ELITE logo. The main content area has a 'Sign In' header. Below it are two input fields: 'Username' and 'Password'. A 'Sign In' button is positioned below the password field. A blue link labeled 'Forgot your password?' is located below the 'Sign In' button. A callout box with a black border and white background points to this link, containing the text 'Forgot your password?' in blue.



The screenshot shows the SIREN Forgot Password page. At the top left is the IMAGE TREND ELITE logo. The main content area has a 'Forgot Password' header. Below it is a sub-header 'Please enter the following to reset your password:'. There are three input fields: 'E-mail Address', 'Username', and 'Last Name'. A 'Submit Reset' button is located below the 'Last Name' field. At the bottom left, there is a small copyright notice: '© 2022 ImageTrend, Inc.'



The screenshot shows a confirmation message box with a black border and white background. The header is 'Forgot Password' in orange. The main text reads: 'Your reset request has been submitted. Please check for an email at bethany.brouard@vermont.gov for further instructions on how to finish resetting your password. You may now close this page.'

Additional Information

Warning: You will only be able to use the Forgot Password functionality if your email has been added to your account.

If the wrong password is used, the system will alert you. You have a total of 20 attempts for your password, and SIREN will count them down for you.

After you submit a request for a password reset, the system will acknowledge and direct you to check your email.

Unable to Log In: Resetting Your Password

Steps

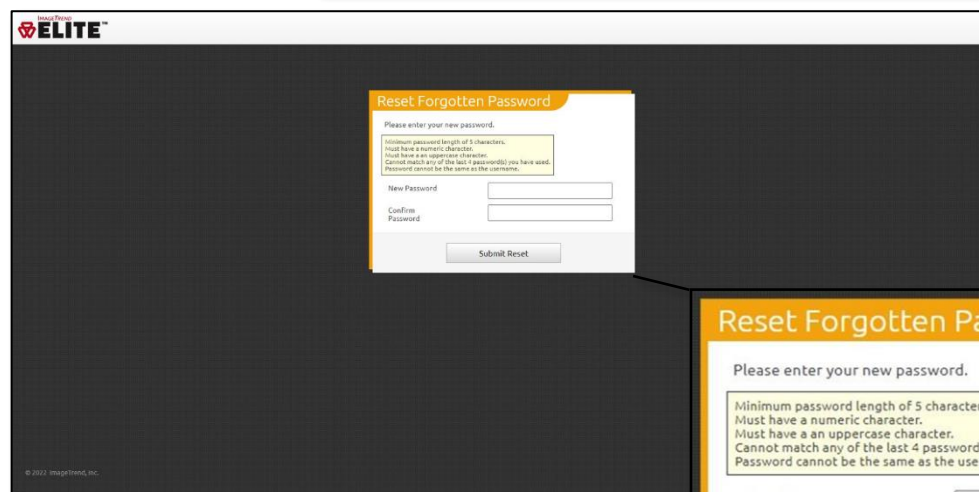
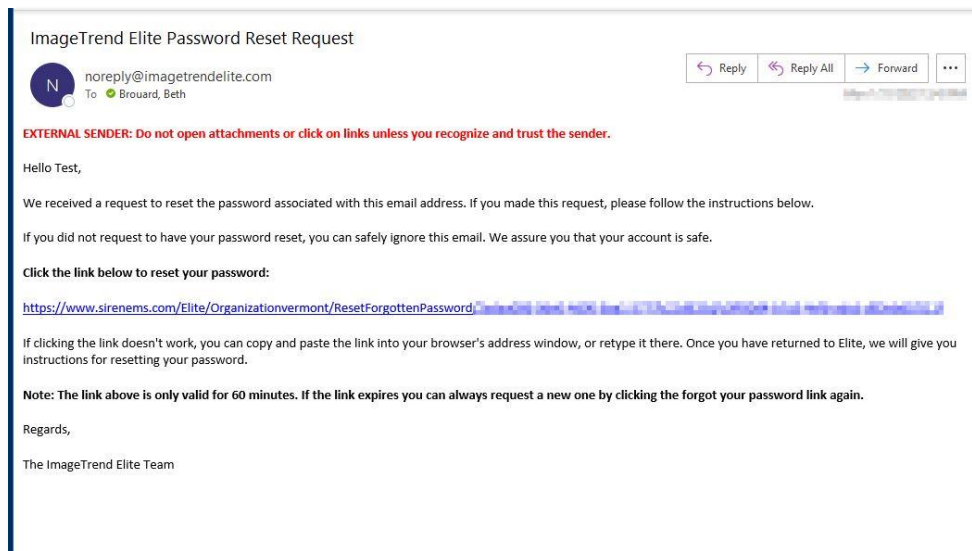
After submitting the reset request:

- Open your email
- Locate the Password Reset Request message that was sent to you and open it
- Click on the blue link
- Enter the New Password
- Enter the new password in Confirm Password
- Click Submit Reset

Additional Information

There are certain criteria that must be met for your password:

- Minimum password length of 5 characters.
- Must have a numeric character.
- Must have an uppercase character.
- Cannot match any of the last 4 password(s) you have used.
- Password cannot be the same as the username.

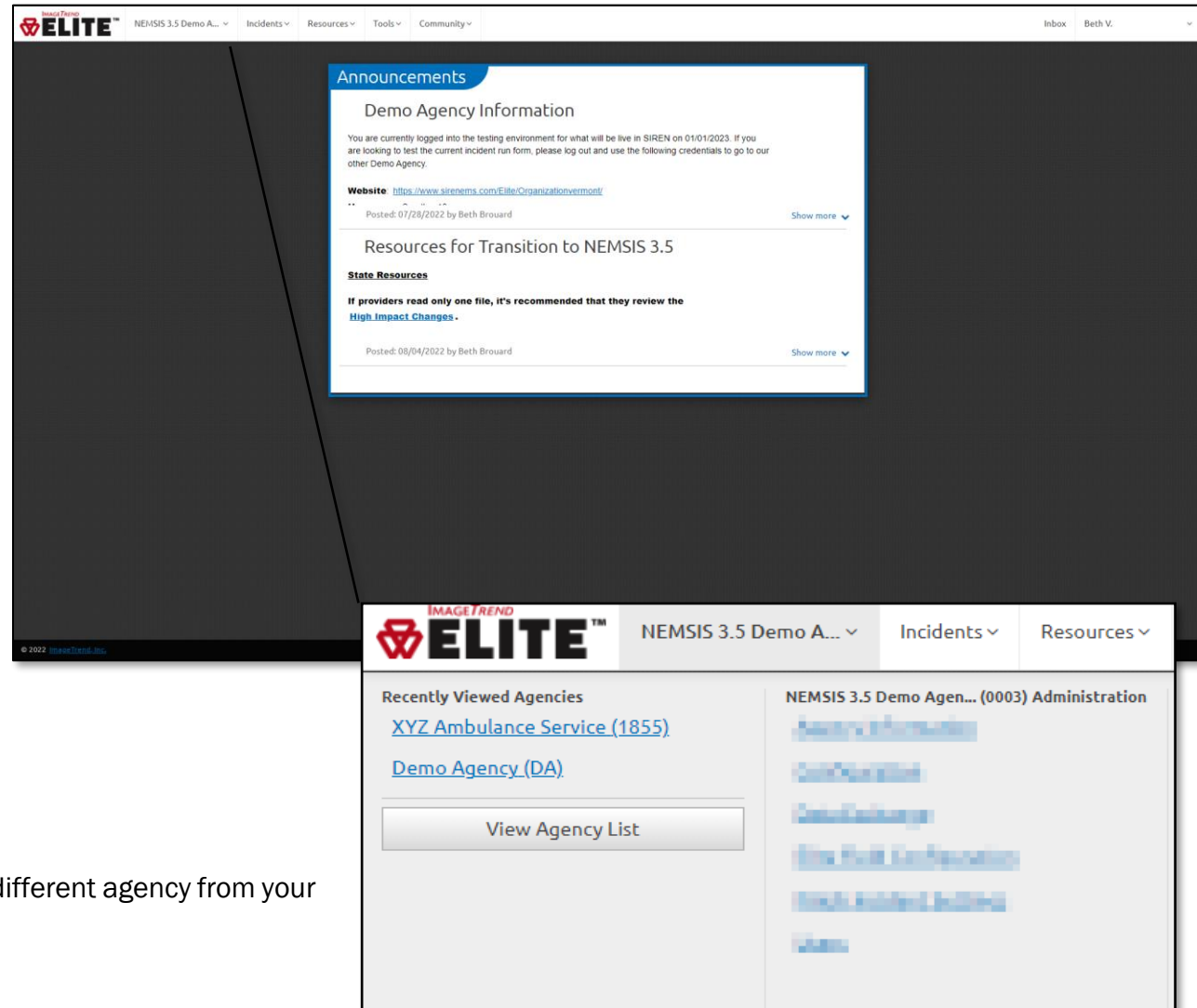


Change Agencies

Steps

In the upper right hand corner:

- Review the name of the agency and confirm it's correct
- If it's not correct:
 - Click on the name of the agency
 - Select the correct agency name



Additional Information

If you help with Vaccines, this will be a different agency from your normal pre-hospital service.

Accessing and Navigating SIREN

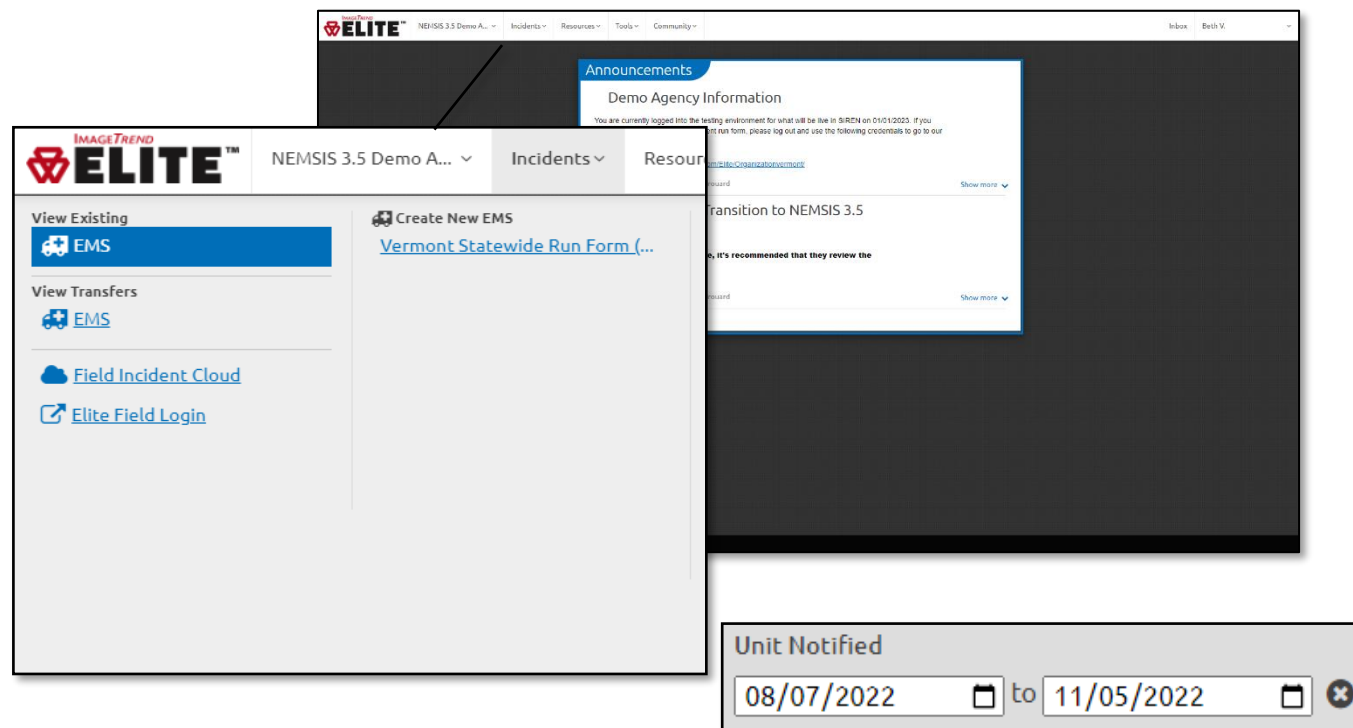
View Previous Incidents

Steps

Steps

To view previously completed incident records:

- Click Incidents at the top of the page
- Under View Existing, click on EMS



Additional Information

Unless a higher level of permissions has been given to you, you will only be able to view the patient care records that you have been involved in.

If you have created an incident and it's not showing in your list of Existing items, this is because a Unit Notified date wasn't added. To locate this record, remove the date range, then click Go. A full list of all incidents that you've either been associated with, or have created, will show. You can then either sort by the Unit Notified date or use the arrows to go to the last page.

The screenshot shows the EMS Incident List table in the ELITE NEMSIS 3.5 Demo Agency Information page. The table shows a list of incidents with columns for Unit Notified, Incident Status, Validity, NEMSIS Version, Incident Number, Response Number, Created By, and Incident Address. The 'Unit Notified' date range is set to 08/07/2022 to 11/05/2022.

Locked	NEMSIS Version	Validity	Status	Unit Notified	Incident Number	Response Number	Created By	Incident Address
	3.5	68	In Progress	11/04/2022 09:41:23	221104603	221104603	Anita Coffee	Test
	3.5	84	In Progress	11/02/2022 18:55:43	221102389	221102389	Anita Coffee	542 north winoski ave
	3.5	7	In Progress	11/02/2022 15:29:23	221102388	221102388	Anita Coffee	
	3.5	100	In Progress	11/01/2022 12:50:08	221101583 FR	221101583 FR	Beth Brouard	300 PEARL ST
	3.5	47	In Progress	10/31/2022 19:15:27	221031579	221031579	Beth Brouard	300 PEARL ST
	3.5	100	In Progress	10/30/2022 13:45:00	221104605	221104605	Anita Coffee	Church Street
	3.5	100	In Progress	10/30/2022 12:36:00	221105619	221105619	Anita Coffee	149 Church Street
	3.5	100	In Progress	10/30/2022 10:15:00	221104609	221104609	Anita Coffee	Church St and Main St
	3.5	100	In Progress	10/30/2022 09:45:00	221104604	221104604	Anita Coffee	500 Hideaway
	3.5	98	Completed	10/30/2022 08:30:00	221104615	221104615	Anita Coffee	500 Hideaway Acres
	3.5	99	In Progress	10/26/2022 14:12:14	221026550	221026550	Anita Coffee	5554 homer road

Additional Help

If you're having any issues at all, there are several resources available:

- Your Agency's SIREN Administrator
- The Data Management Team:
 - Email: Siren@Vermont.gov
- Beth Brouard, AEMT, EMS Data Manager:
 - Email: Bethany.Brouard@Vermont.gov
 - Phone (802) 495-8762