SMARTT for EMS

✳ SMARTT
resource + disaster management

Weekly Update

Requirements:

The Weekly Update for EMS may be made at any time between 12:00 A.M. on Friday to 10:00 A.M. on Monday.

If the update is not made by 10:00 A.M. on Monday, a reminder message will be sent out to the Agency's SMARTT Application Contacts. If the update has still not been made by 12:00 P.M. on Monday, another reminder message will be sent out, this time to the Agency's SMARTT Application and Administrative Contacts.

EMS Systems must be in 80% compliance with reporting to SMARTT and must keep contact information up to date at a minimum quarterly. EMS Systems will be evaluated on a "rolling year" (on-going basis) and must be in compliance at a minimum of 42 of the previous 52 weeks prior to receiving GIA funds, equipment, etc.

Steps to Complete:

1. Log in to SMARTT (www.scsmartt.org).
2. Select *Update Your Status* from the menu on the left.
3. Make any necessary changes to the information under Personnel Availability, Vehicle Availability, Message Board, and Additional Questions. Please note that the accuracy of this data at the time of update is crucial to proper assessment of service capabilities. If no changes are necessary, proceed immediately to step 5.
4. Optional for Weekly Update: Agencies may select the *Click here to update Emergency Resource Capabilities* button to expand that data section for updating if the agency wishes to note a change to that section.
5. Select the *Update* button at the bottom of the screen.
6. The Last Updated date and time in orange should change to the date and time you selected the Update button. If it does not change, attempt to perform the Weekly Update one more time before calling the EMSPIC (866-773-6477). The leading cause of lack of updates is users attempting to make an update under *Edit* rather than *Update Your Status*.

Emergency Activation Update

Requirements:

If an EMS Agency is notified of a SMARTT Emergency Activation, they must make an update to SMARTT as soon as possible. All contacts at the EMS Agency will be notified regularly by all means (email, text, pager) until an update is made. Please note that only DHEC or personnel they designate may activate an emergency.

Steps to Complete:

1. Log in to SMARTT (www.scsmartt.org).
2. Select *Update Your Status* from the menu on the left.
3. Make any necessary changes to the information under Personnel Availability, Vehicle Availability, Message Board, and Additional Questions. Please note that the accuracy of this data at the time of update is crucial to proper assessment of service capabilities. The Resource Capabilities section is automatically expanded for updating. If no changes are necessary, proceed immediately to step 4.
4. Select the *Update* button at the bottom of the screen.
5. The Last Updated date and time in orange should change to the date and time you selected the Update button. If it does not change, attempt to perform the Emergency Activation Update one more time before calling the EMSPIC (866-773-6477). The leading cause of lack of updates is users attempting to make an update under *Edit* rather than *Update Your Status*.

Requesting Emergency Activation

If an EMS Agency wishes to notify DHEC of an event that may require a SMARTT Emergency Activation, they may use the SMARTT messaging system to efficiently accomplish that task. Please note it is important that your initial communication is with local Emergency Management in an event where assistance is required.

Triggers when you should request an emergency activation:

1. Any MCI, Disaster, Evacuation, and mass patient transport or other large event that affects the delivery of healthcare services.
2. When outside resources and support are needed.
3. When the response of the regional SMAT is needed.

Steps to Complete:

1. Log in to SMARTT (www.scsmartt.org).
2. Select *Contact SMARTT* from the menu on the left.
3. Make any necessary changes to the Contact, Phone, Email Address, and Pager Address.
4. Choose *I have an emergency and would like to use SMARTT* from the Requested Action list.
5. Enter any details pertinent to the Emergency Request in the box labeled Request Details.
6. Select the *Contact SMARTT* button to submit the Emergency Activation Request. This notifies all DHEC personnel tasked with overseeing SMARTT by all means (email, text, pager) that a request has been made to activate SMARTT. **Please note that requesting an Emergency Activation does not automatically activate SMARTT.** DHEC personnel or those they designate will make the determination as to whether or not activation is warranted for the event.

Answering Custom Questions

Requirements and Completion Information:

If an EMS Agency is notified of the addition of a Custom Question to SMARTT, they may answer the question during their next Weekly Update unless otherwise directed by DHEC. Custom Questions are added to SMARTT one at a time so an EMS Agency may receive multiple notifications if multiple questions are added. Custom Questions appear at the end of the *Update Your Status* screen and a successful SMARTT update may not be made until all Custom Questions have been answered.

Custom Questions may persist through multiple update cycles and may be added as part of an Emergency Activation. If a Custom Question has been answered once and the answer has not changed from the last update cycle, the previous answer may be kept for that question.

Creating an EMS Report

This feature allows an EMS Agency to create a report on EMS Agency resources in particular locations or statewide.

Steps to Complete:

1. Log in to SMARTT (www.scsmartt.org).
2. Select *Create EMS Report* from the menu on the left.
3. Choose an Aggregation Level. Note that the *By Entity* Aggregation Level may yield the most fine-grained results in a report.
4. Make any choices that appear under the Aggregation Level (if any) that apply to your desired report.
5. Choose a Report Date.
6. Choose any Restrictions that may apply to your desired report.
7. Choose any Report Values you wish to capture. At least one Report Value must be chosen but there is no limit to the number of Report Values that may be chosen.
8. Select the *Generate Report* button to receive your report in Microsoft Excel format.