

NDMS Data Entry Job Aid

Updated May 10, 2023

EMResource is a Juvare web-based application, used by the Ohio Department of Health (ODH) and the National Disaster Medical System (NDMS) to collect bed availability and other information from healthcare facilities. This job aid will guide users through entering NDMS Event information.

Technical support is available at support@juvare.com or (877) 771-0911.

General and reporting questions may be directed to the ODH Bureau of Health Preparedness (bap@odh.ohio.gov).

NDMS Event Entry

This event is activated by the NDMS Federal Coordinating Center (FCC) or Regional Healthcare Coordinators (RHCs) as directed by NDMS. This guide describes how to complete your facility report once an event has been activated. Facility Administrators and Emergency Preparedness Users at NDMS facilities will receive a notification if their facility has been included in an NDMS Event.

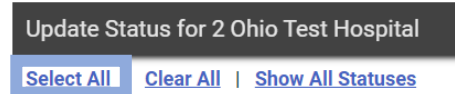
NDMS Available Beds Defined: Unoccupied hospital patient beds including supporting space, equipment, medical material, ancillary and support services, and staff to operate under contingency circumstances, to which patients can be regulated. Transient patient beds, bassinets, incubators, and labor and recovery beds are excluded. **Beds must be vacant, staffed, and able to receive patients at the time of report.**

- 1) Login to EMResource (<https://login.juvare.com>)
- 2) Find the Orange “National Disaster Management System” event and click on it.



- 3) Find the facility you are updating in the facility list (organized alphabetically) and click the **Keyring** next to the facility name. If you do not have a keyring, your account has not yet been configured to update that facility. Please send an email to your Regional Healthcare Coordinator or bap@odh.ohio.gov.
- 4) All NDMS entry fields will load into a new view. Update all fields, using the “**Select All**” link, so show all fields updated in this view.

Only those fields that are associated with the facility will be displayed. Some facilities, such as LTAC and FSEDs, have significantly fewer items to update. Definitions are provided next to each field to further describe the expected entry.



5) Update Emergency Department statuses.

Emergency Department

Emergency Department: Ability of this emergency department to receive patients via emergency medical services.

- Normal:** Open to all ambulance traffic.
- Limited Divert/Operations:** Limited operations/ability to handle some types of traffic/special situation (examples include CT scanner downtime, no ICU beds available, specialty care limitations). See comments section.
- Divert/At Capacity:** Facility is at capacity and/or on diversion; ED is paused to inbound EMS traffic and the facility is not in a designated load balancing plan.
- Load Balancing:** Load Balancing / Emergency Patient Transport Plan (regionally specific determination)
- Closed:** Closed (Disaster, construction) See comments section.
- N/A:** Not Applicable. This hospital does not have an emergency department.

Comment:

ED Activity: Level of Emergency Department Activity

- Mild**
- Moderate:** Possible delays
- High:** Expect delays
- High*:** Would be on divert if Load Balancing discontinued
- At Capacity / Divert:** ED is paused to inbound EMS traffic
- Closed:** Closed (Disaster, construction)
- N/A:** No Emergency Department.

Comment:

6) Scrolling down, update the seven bed categories. All category definitions match what is regularly entered into EMResource, with the change being that this is the total number of NDMS patients you can accept into available beds:

NDMS: Adult Burn (SBN): Number of NDMS patients you can accept into available ADULT BURN beds; Burn beds are generally defined as those associated with burn centers on the joint ABA and American College of Surgeons (ACS) verification list.

Comment:

a.

NDMS: Adult ICU (CC): Number of NDMS patients you can accept into available ADULT ICU/CRITICAL CARE beds; these require equipment, and personnel. Critical care beds are generally defined as those in licensed intensive care units.

Comment:

b.

NDMS: Adult Med Surg (MM-SS): Number of NDM patients you can accept into available ADULT MED SURG; These are patients having, or suspected of having, medical illness or disorders, as well as patients having, or suspected of having, diseases or injuries normally treated by surgery, not coming within the purview of a more specific medical specialty.

Comment:

c.

NDMS: Adult Psych (MP): Number of NDMS patients you can accept into available ADULT PSYCH beds; Psychiatric beds are generally defined as those supported by a licensed psychiatrist, or a licensed registered nurse, social worker, psychologist or professional counselor when those services are part of a treatment plan authorized by a licensed psychiatrist.

Comment:

d.

NDMS: Pediatric ICU (PICU): Number of NDMS patients you can accept into available PEDIATRIC ICU beds; PICU beds are generally defined as those that can support critically ill or injured patients, including that requiring ventilator support, aged 17 years or younger.

Comment:

e.

NDMS: Neg Flow Isolation (NPI): Number of NDMS patients you can accept into NEG FLOW ISOLATION rooms; NPU beds are generally defined as those providing negative airflow and respiratory isolation.

Comment:

f.

NDMS: Pediatric Med Surg (MC): Number of NDMS patients you can accept into available PEDIATRIC MED SURG beds; Pediatric beds are generally defined as those supported by a licensed pediatrician.

Comment:

g.

7) When complete, click the "Save" button, to submit your statuses.

NDMS: Pediatric Med Surg (MC): Number of NDMS patients you can accept into available PEDIATRIC MED SURG beds; Pediatric beds are generally defined as those supported by a licensed pediatrician.

Comment:

[Show All Statuses](#)

Save

Cancel

NDMS Fields and Definitions

Name	Type	Description
<p>NDMS Available Beds Defined: <i>Unoccupied hospital patient beds including supporting space, equipment, medical material, ancillary and support services, and staff to operate under contingency circumstances, to which patients can be regulated. Transient patient beds, bassinets, incubators, and labor and recovery beds are excluded. Beds must be vacant, staffed and able to receive patients at the time of report.</i></p>		
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NDMS: Pediatric ICU (PICU)	Number	Number of NDMS patients you can accept into available PEDIATRIC ICU beds; PICU beds are generally defined as those that can support critically ill or injured patients, including that requiring ventilator support, aged 17 years or younger.
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