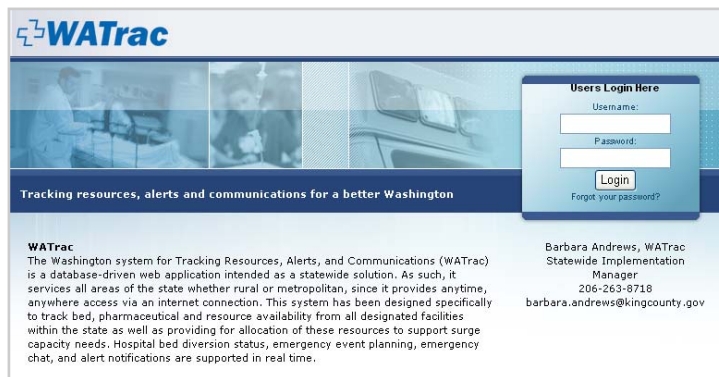


Expanding WATrac: Getting Started in 2009 PART 1

During 2009, additional incident management features of the WATrac system will be made available to three groups - hospitals, Emergency Medical Services, and local public health. The first features that will be available are Resource Tracking, Pharmaceutical Tracking, and Knowledgebase.



In preparation for a smooth and successful launch of the features, there are decisions and steps that each Region or group will need to complete. This document provides information the Phase 1 Regional Leads, or their designees, will use to begin the implementation and decision making process.

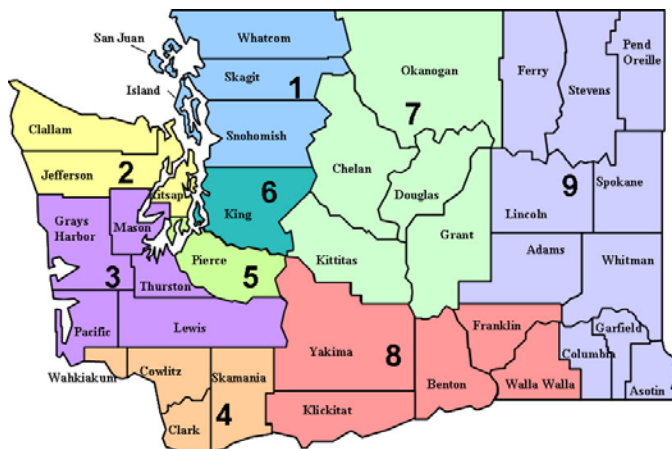
The box below briefly describes the entire implementation process. The first two steps will be covered here. Steps 3, 4, and 5 will be completed after the kickoff meeting by the group(s) chosen by your Regional decision-making process.

Brief Overview of Implementation Steps

1. Gather and Inform Decision Makers
2. Schedule Kickoff Meeting and Introduce Implementation Process
3. Identify Facilities/Organizations and Their WATrac Specialists
4. Make Decisions Regarding WATrac Usage
5. Organize and Complete Training

Washington ASPR/PHEPR Regions

WATrac will be implemented for the Washington healthcare system through the collaborative work of hospitals, Emergency Medical Services, and local public health jurisdictions in the nine ASPR/PHEPR Regions.



Before You Begin

Additional implementation documents, used for submitting information or that provide sample language, are listed in each section as “Supporting Documents.” These supporting documents were provided with these instructions. They can also be opened by clicking on the hyperlinks or downloading them at <http://www.kingcounty.gov/healthservices/health/preparedness/hccoalition/resource.aspx>

Please complete all steps and submit the necessary documents to Barbara Andrews at barbara.andrews@kingcounty.gov

1. Gather and Inform Decision Makers

Identify people in your region to fill the role of WATrac Leads and backup. These may be critical response partners, members of existing planning groups, or people interested in WATrac from hospitals, Emergency Medical Services, and local public health. Inform them of the implementation process. It is suggested that there be three WATrac Leads in each region: hospital lead, public health lead, and EMS lead. However, your region may choose a different decision making strategy. The group leads and backups will help with decision-making, identify facilities/organizations in their group to participate in WATrac, and assist with providing information to the implementation team. The time commitment will depend on the number of facilities involved, and how quickly decisions are made by the decision-making group.

Supporting Documents:

- [Group Lead Data Sheet](#) **
- [Group Lead Message](#)
- [Features Overview](#)
- [FAQ 2009](#)

Steps

- a. Identify critical players (from hospitals, EMS, and local public health) that should be included in this process
- b. Recruit a lead (and backup) for each participating group
- c. Provide Supporting Documents to the people identified as group leads and backups

Submit:

Group Lead Data Sheet for healthcare group leads and backups NOTE: This document is submitted electronically to the implementation team by each group lead when they fill out the form.

Hospital
Emergency Medical Services
Public Health

Comments

2. Schedule Kickoff Meeting & Introduce Implementation Process

After Group Leads and their backups have been identified, the Phase 1 Lead for each Region, or their designee, will schedule a Regional Kickoff Meeting and broadly distribute information about WATrac implementation. An example invitation has been provided.

During the meeting, the process for making decisions regarding the new WATrac features will be detailed. The meeting will require three (3) hours in one session. **Since this meeting will be conducted only one time in each Region, it is very important that the appropriate decision-makers are present.** Attendees should include; WATrac Leads and their backup for hospitals, EMS, and Public Health; people who currently participate in regional planning for your healthcare coalition, hospital preparedness, public health preparedness, or EMS regional coordination; and all others identified to participate in your regional WATrac planning process.

Supporting Documents:

[Features Overview](#)

[FAQ 2009](#)

[Invitation](#)

Steps

- a. Select a location for your meeting. A laptop, projector, and internet connection will need to be available for the presentation.
- b. Contact Que Mathis, (206) 263-8713 or que.mathis@kingcounty.gov to schedule your Kickoff Meeting with the implementation team.
- c. Distribute the supporting documents and an announcement of the meeting to everyone that should be involved in the implementation process.

Submit:

Date for Kickoff Meeting confirmed with Que Mathis

Comments

If you have Adobe Acrobat 8.0 or earlier, installed on your computer...

You may receive this message as you open the data sheets for facilities, group leads, and WATrac Specialists. By clicking OK or Cancel, you will be taken to the document. The form will work properly and your data will be transmitted, there is no need to download a newer version. If you prefer, you can follow these steps:

- Save the file to your computer
- Right click on the file name
- Open with: Adobe Reader

