

# **Community Reception Center Electronic Data Collection Tool (CRC eTool) User Guide**

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Version 1.6  
12/08/2017

## VERSION HISTORY

| Version # | Implemented By | Revision Date | Reason  |
|-----------|----------------|---------------|---|
| 1.0       | David Nitschke | 02/03/2017    | Version 1.0 of the document   |
| 1.1       | David Nitschke | 03/21/2017    | Updates and clarification of initial draft                                  |
| 1.2       | David Nitschke | 04/18/2017    | Edits and added screen prints of dialogs                                    |
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## 1 Introduction

### 1.1 Purpose

The purpose of this document is to provide detailed instructions on how to use the Community Reception Center Electronic Data Collection Tool (CRC eTool) developed using Epi Info™ 7 Cloud Data Capture. This tool is designed for collecting population monitoring data following a radiation incident, such as an improvised nuclear device (IND) detonation.

### 1.2 Audience

The audience for this document includes the state and local response authorities who will establish one or more CRCs to assess people for radioactive exposure, contamination, need for decontamination, and/or other medical follow-up. The audience also includes CRC staff and volunteers who will use the CRC eTool to collect population monitoring data specific to the radiation incident from members of the community who come through the CRC(s).

## 2 Starting the system

The CRC eTool can be hosted on a wired network, such as a local area network (LAN), or a wireless (Wi-Fi) network. On the host network, a web server is configured with its own Internet Protocol (IP) address. The CRC's information technology (IT) support staff\* will provide the following:

- Network name and password (if applicable) of the network that is serving the CRC
  - IP address of the web server that is hosting the system.
1. To begin, if the computer or tablet is off, turn it on.
  2. Sign into the lock screen, as needed. You may need to get login credentials from the CRC director or designate, or from the IT support staff.
  3. If you are not connected to the network configured by IT support staff for the CRC, connect the computer to the network provided by IT support staff for the CRC.
  4. Open the browser (Internet Explorer, Chrome, or Firefox) and go to <http://ip-address/EpiInfoCRC/Login> where "ip-address" is the address provided by the CRC IT support staff. Note that access to the Internet is not necessary if you use a local web server that is connected to a network.

The login page asks for an email address and password. Refer to Figure 1 for an example of CRC eTool login page.

*\*Note: See the CRC eTool Deployment Guide for details.*

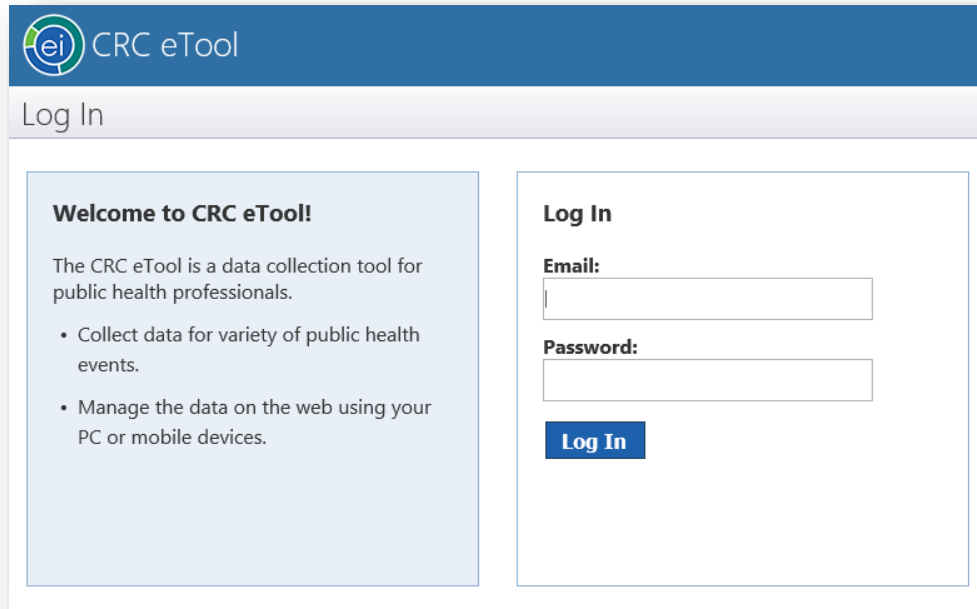


Figure 1. Example of the CRC eTool login page.

5. Enter the email address and password you were assigned when you arrived to work at the CRC. User names (email addresses) and passwords are pre-configured and listed in Appendix A.
6. Using the assigned user name and its corresponding password, click "Log In." The browser should display the CRC line list of the records.

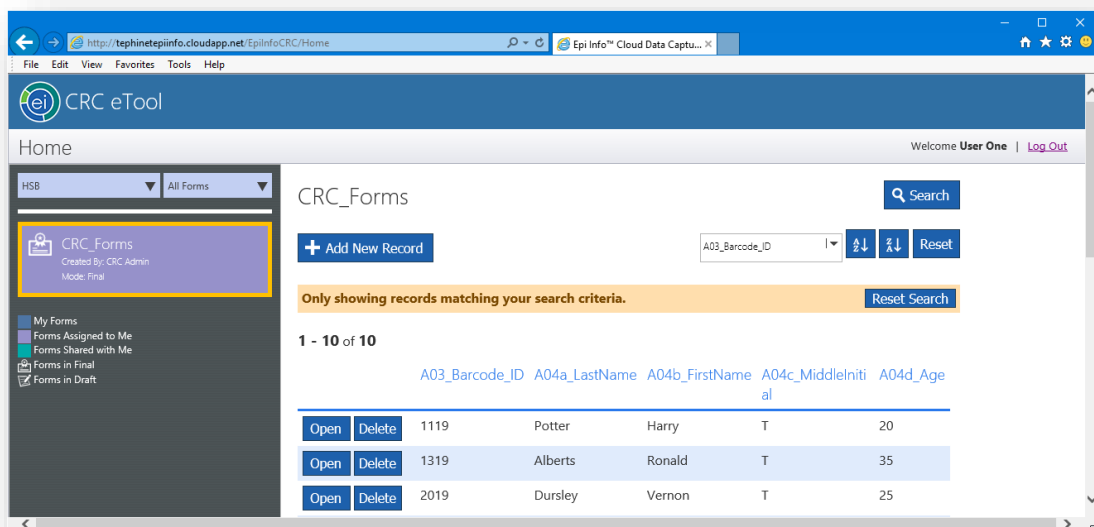


Figure 2. Example of CRC eTool line list showing matching search records

### 3 Adding a New Record and Finding an Existing Record

As individuals come to the CRC, the first step is to create a new record for these individuals.

#### 3.1 Add a new record

NOTE: A new record can ONLY be added at the Initial Sorting Station for the new individuals coming to a CRC.

Users at all other stations should NOT click "+Add New Record" button.

1. On the CRC-Forms page, click "+ Add New Record." See Figure 6.

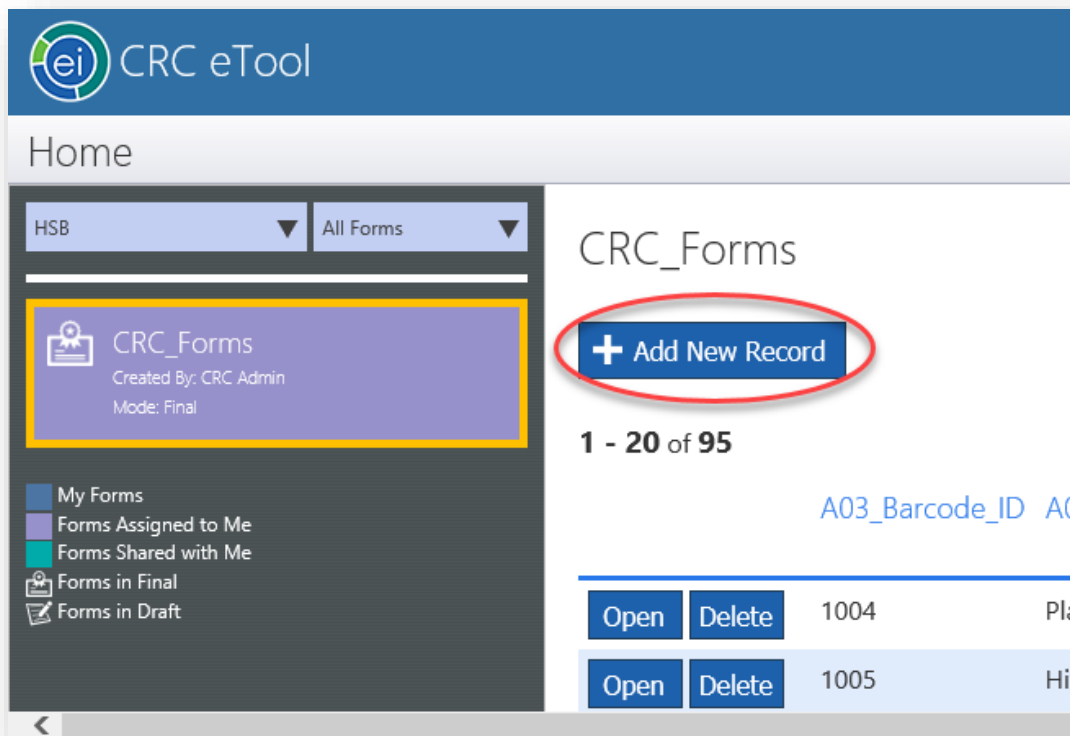


Figure 6: Add New Record

2. The new record opens to the initial record information screen. See Figure 7. The incident code and CRC site number will be prefilled (see CRC eTool Deployment Guide).

Figure 7: CRC main record form

3. Click or tab to the “A03. Barcode or ID Number” field. See Figure 8.

Figure 8: “A03. Barcode or ID Number” field

4. Assign a unique barcode or ID number to the individual. Barcode ID requirements and format (e.g. 1001 or 101 or 0001 etc.) can be determined by the CRC manager or local jurisdictions based on their requirements. If the individual is a member of a

family group, use the same ID number used for other family members, followed by a sequential letter, as 1001A, 1001B, 1001C, etc.

5. Enter the barcode or ID number into the “Barcode or ID Number” field on the form. See Figure 8.
6. Click or tab to the “A04a. Last Name” field. Enter the last name of the individual. See Figure 9.

(All Required fields must be completed before Stations are enabled.)

**ADMINISTRATIVE USE ONLY**

INCIDENT CODE:  
467289

CRC SITE Number:  
897

A03. Barcode or ID Number:  (Required)

**A04a. Last Name:**  (Required)

A04b. First Name  (Required)

A04c. Middle Initial

A04d. Age  (Required)

A04d. Age recorded in years or months  
Select  (Required)

Check here in case of  Unaccompanied minor

Figure 9. A04a. Last Name

7. Click or tab to the “A04b. First Name” field. Enter the first name of the individual. See Figure 10.

(All Required fields must be completed before Stations are enabled.)

**ADMINISTRATIVE USE ONLY**

INCIDENT CODE:  
467289

CRC SITE Number:  
897

A03. Barcode or ID Number:  (Required)

A04a. Last Name:  (Required)

**A04b. First Name**  (Required)

A04c. Middle Initial

A04d. Age  (Required)

A04d. Age recorded in years or months  
Select  (Required)

Check here in case of  Unaccompanied minor

Figure 10. A04b. First Name



- Click or tab to the "Middle Initial" field. Enter the middle initial of the individual (optional).
- Click or tab to the "A04d. Age" field. Enter the age of the individual. If the individual is over 11 months of age, enter the age in years. If the individual is less than 1 year old, enter the age in months.

(All Required fields must be completed before Stations are enabled.)

**ADMINISTRATIVE USE ONLY**

INCIDENT CODE:  
467289

CRC SITE Number:  
897

A03. Barcode or ID Number: (Required)

A04a. Last Name: (Required)

A04b. First Name (Required)

A04c. Middle Initial

A04d. Age (Required)

A04d. Age recorded in years or months  
Select (Required)

Check here in case of  Unaccompanied minor.

Figure 11: A04d. Age

- Click or tab to the "A04d. Age recorded in years or months" field. Using the drop-down list, select whether the age is recorded in years or months. If the age is 12 or older, the field is automatically set to "Years." See Figure 12.

(All Required fields must be completed before Stations are enabled.)

**ADMINISTRATIVE USE ONLY**

INCIDENT CODE:  
467289

CRC SITE Number:  
897

A03. Barcode or ID Number: (Required)

A04a. Last Name: (Required)

A04b. First Name (Required)

A04c. Middle Initial

A04d. Age (Required)

A04d. Age recorded in years or months  
Select (Required)

Check here in case of  Unaccompanied minor.

Figure 12. Age recorded in years or months

11. If the individual is a minor without an accompanying adult, check the box for "Unaccompanied minor."
12. To continue this record for the Initial Sorting station, click the button that says "Initial Sorting" under "Select your STATION." This opens the detail information form.

The screenshot displays a web form with a blue header bar. On the left, a blue box with the number '1' is present. The header contains the text 'Click for more information' with a green arrow pointing to a blue link labeled 'Instructions'. To the right of the header are two buttons: 'Save & Close' and 'Exit'. Below the header, the form is divided into two main sections. The left section is titled 'INITIAL SORTING STATION ONLY' and contains 'Instructions' with two bullet points: 'Provide a unique barcode or ID number to EVERY individual.' and 'If recording information for a family, use suffix A, B, C etc. for each family member ID. For example: 1001A, 1001B.' Below this is a note: '(All Required fields must be completed before Stations are enabled.)'. Underneath is a yellow box labeled 'ADMINISTRATIVE USE ONLY' containing two input fields: 'INCIDENT CODE:' with the value '467289' and 'CRC SITE Number:' with the value '897'. Below this is a label 'A03. Barcode or ID Number:' followed by a blank input field. The right section is titled 'Select your STATION:' and contains three buttons: 'Initial Sorting' (highlighted with a green border and a mouse cursor), 'Radiation Contamination Screening', and 'Wash'. Below these buttons is another blank input field.

Figure 13. Click "Initial Sorting."

13. For more information, click the "Instructions" link at the top of the page.
14. Click "Save & Close" when you have finished collecting information.

### 3.2 Find an existing record

You can search for an existing individual record in two ways:

1. [Search by barcode or name.](#)
2. [Sort and scroll for the record.](#)

If the individual has a CRC barcode ID, follow the steps below to search for the individual by barcode.

#### 3.2.1 Search for the individual by barcode

1. At the top of the CRC line list, click "Search" as shown in Figure 3. A series of search fields expands.
2. Click the drop-down arrow on the first row and select "A03\_Barcode\_ID."
3. In the next box, enter the barcode assigned to the individual.
4. Click "Go." See steps 1 to 4 illustrated in Figure 3.

If the individual does not have a CRC barcode ID or does not know it, follow the steps below to search for the individual by name.

#### 3.2.2 Search for the individual by name

1. At the top of the CRC line list, click the "Search" button as shown in Figure 3. A series of search fields expands.
2. Click the drop-down arrow on the first row and select "A04a\_LastName."
3. In the next box, type the individual's last name.
4. Click "Go." See steps 1 to 4 illustrated in Figure 3.

Figure 3: CRC line list showing search fields with steps 1 to 4 numbered

5. If the results show "0 Records," you may need to refine the search values. The search

returns only records that match the field exactly.

6. If the search returns a brief list of matching records are returned, locate the record for the individual, and click "Open" to the left of the record.
7. If the search returns many records, you may need to refine the search by adding additional search fields, such as "A04b\_FirstName" and "A04d\_Age." Click "Open" when you find the record.
8. To clear the search, click "Reset"

### 3.2.3 Sort and scroll for the individual's record

Use this method when there is only a few records, or when there are too many records matching the search criteria or when you are unsure of what search criteria to use.

1. Below "Search", click the drop-down list and select the field to sort, such as "A04a\_LastName." See Figure 4.

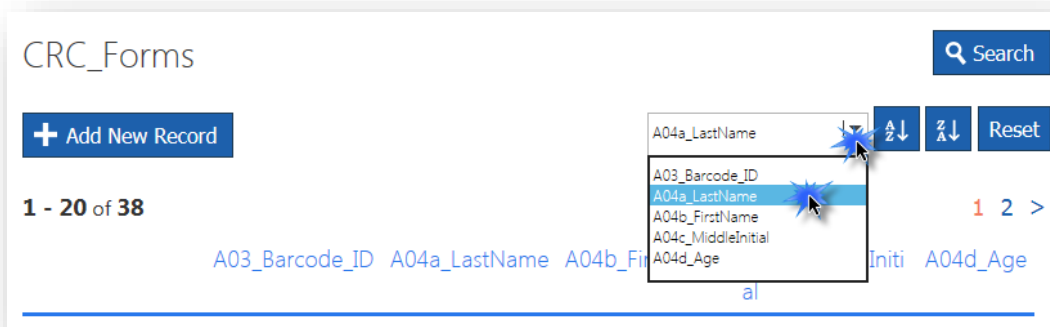




Figure 4: Top of CRC Forms list showing the Sort drop-down list selection.

2. To sort in ascending order, click "A over Z." 
3. To sort in descending order, click "Z over A." 
4. Scroll down the list to locate the record.
5. If the list has more than one page of data, additional pages appear above the list (Figure 5a) and below the list (Figure 5b). Click the next number or the ">" to advance to the next page.

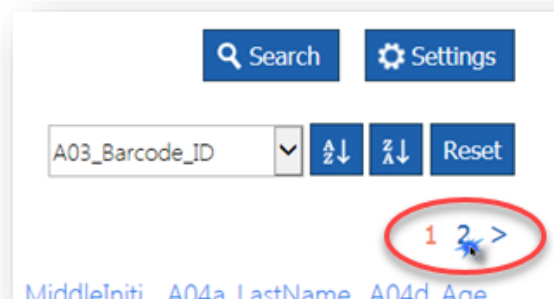



Figure 5a: Pages of records above the CRC line list

|         |    |
|---------|----|
| Jones   | 55 |
| Explora | 25 |

1 2 


CDC 


Figure 5b: Pages of records below the CRC line list.

6. When you locate the desired record, click "Open" to the left of the record.
7. To reset the sorting, click "Reset."

## 4 Enter station specific data

After you have located an existing record (see step 3) enter the station specific data.

1. Click "Open" to the left of the record. See Figure 14.



The screenshot shows the 'CRC\_Forms' application interface. At the top, there is a search bar and a settings icon. Below that, there is a '+ Add New Record' button and a dropdown menu for 'A03\_Barcode\_ID' with sort and reset options. The main area displays a table with 4 records. Each record has an 'Open' button and a 'Delete' button. The table columns are: A03\_Barcode\_ID, A04a\_LastName, A04b\_FirstName, A04c\_MiddleInitial, and A04d\_Age.

|      |        | A03_Barcode_ID | A04a_LastName | A04b_FirstName | A04c_MiddleInitial | A04d_Age |
|------|--------|----------------|---------------|----------------|--------------------|----------|
| Open | Delete | 2005           | Karim         | Amy            | M                  | 27       |
| Open | Delete | 5307           | Lake          | Melissa        | M                  | 51       |
| Open | Delete | 1119           | Potter        | Harry          | T                  | 20       |
| Open | Delete | 1319           | Alberts       | Ronald         | T                  | 35       |

Figure 14. CRC Line List – Click the "Open" button to open the selected record.

When you click "Open", the record opens in the individual's main record page. See Figure 15.

**ei CRC eTool**

CRC\_Forms

1

Save & Close Exit

### Instructions

**INITIAL SORTING STATION ONLY**  
Instructions:

- Provide a unique barcode or ID number to EVERY individual.
- If recording information for a family, use suffix A, B, C etc. for each family member ID. For example: 1001A, 1001B.

(All Required fields must be completed before Stations are enabled.)

**ADMINISTRATIVE USE ONLY**

INCIDENT CODE:  
467289

CRC SITE Number:  
897

A03. Barcode or ID Number:  
5307 (Required)

A04a. Last Name:  
Lake (Required)

A04b. First Name  
Melissa (Required)

A04c. Middle Initial  
M

A04d. Age  
51 (Required)

**Select your STATION:**

Initial Sorting

Radiation Contamination Screening

Wash

First Aid

Registration

Radiation Dose Assessment

Figure 15. CRC main record page.

2. Under "Select your STATION" (top right), click the button for the station where you are working. This will open the record for that station.
3. If the individual does not yet have a record for the station specific form, you will be taken directly to the first page of the station specific form.

- If the record already exists, you will see it in a dialog box. Click "Open" to the left of the record to go to the first page of the station specific form.

**DO NOT CLICK “+ Add New Record.”** See Figure 16.

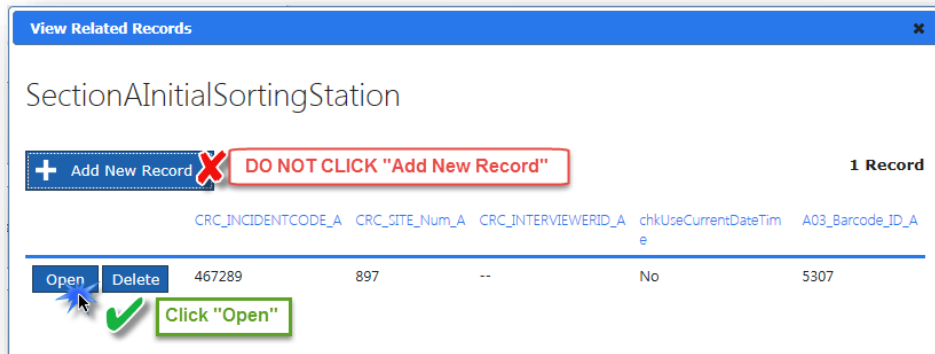


Figure 16. Click “Open.” DO NOT CLICK “+ Add New Record.”

- On the station specific form, you may find that some fields are prefilled based on answers on the main record page. Other questions may be disabled (grayed-out) if they are not applicable.
- For more information, click the "Instructions" link at the top of the first page. See the link in the upper right of Figure 13.
- Fill in all answers not prefilled or disabled.
- If the form has several pages, click "Continue >" to advance to the next page or click the next page number at the top of the page.
- When you have completed the form, always click "Save & Close" which is located at the top and bottom of each page. See the items marked “2” in Figure 17.



**CRC eTool**

Section A: Initial Sorting Station

Main Record Back

1 Save & Close Exit

2 Save & Close Exit

**CRC**

INCIDENT CODE: 467289 SITE #: 897

INTERVIEWER ID: [ ]

**Instructions**

**SECTION A: INITIAL SORTING STATION**

Click to use current date and time.

A01. Date (MM/DD/YYYY): 9/22/2017 A02. Time (HH:MM:SS): 11:41:43 AM

A03. Barcode or ID Number: 89765

A04. What is your preferred spoken language? Select [ ] A04. If other, specify language: [ ]  non-verbal

A05a. Are you here alone or with family? Select [ ]

A06. If the individual is present with family, total number of members (including individual): [ ]

A07a. Last Name: Doe A07b. First Name: Jane A07c. Middle Initial: A

A08. Age: 31 A08. Age recorded in years or months: Years [ ]

A09. Does the individual or family have a pet with them? Select [ ]

A10. Did you receive radiation contamination screening before arriving at this facility? Select [ ]

**HIGH CONTAMINATION**

A11a. Did radiation contamination detected on the individual today exceed the Initial Sorting criteria\*? Select [ ] \*Initial Sorting criteria set by the CRC manager

A11b. If yes, specify highest contamination measurement detected: [ ] A11c. Measurement Units: Select [ ]

Post-sorting Instructions: Please ask Runner to accompany individual to the next station according to condition below:

- If they need urgent medical attention, send them to the First Aid Station.
- If individual is highly contaminated (i.e., answered YES to A11a), then send them to the Wash Station.
- If individual does not need first aid, send them to the Radiation Contamination Screening station.
- If individual decides to leave CRC, send them to the Unregistered Individuals station to collect basic information.

A12. Individual was sent next to: Select [ ] (Required)

Scroll down or up and click "Save & Close" to return to the line list.

2 Save Save & Close Exit

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CDC

Figure 17. Section A: Instructions link ① and "Save & Close" ② appear on all station specific forms.

## 5 Visualizing Data and Performing Analyses

Use the Epi Info™ Visual Dashboard desktop tool for data visualization and analyses. A pre-configured Visual Dashboard canvas is included in the package. This canvas uses as its data source a customized view including many of the data fields from all of the station specific forms. The view is named **vw\_CRCReport**. Add to the canvas that uses this view or create your own canvas for custom analyses of a station specific form as needed. Instructions to add fields to the custom view, or to configure a new view are included in section 3.10 of the CRCDeploymentGuide.