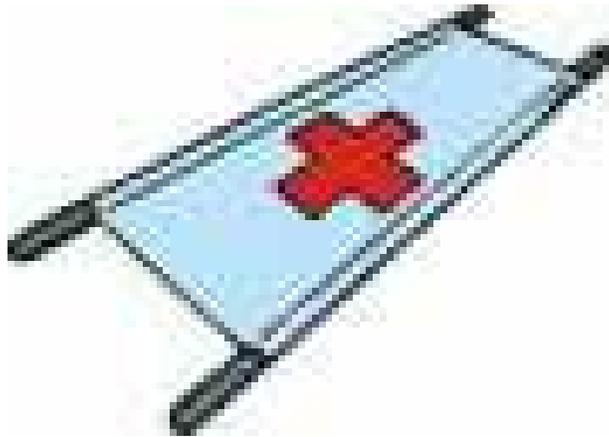


Injured / Ill Patient Tracking Application User Guide

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Appendix A: Instructions for completing the DD 2875

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Summary of Changes

Version #	Change Location	Change Description	Change Date
1.0		Original Version	2007.05.09

Injured / Ill Patient Tracking Application User Guide

1. Background

The Injured / Ill Patient Tracking (IIPT) application is designed to track and record the location and movement of injured Marines. It provides information as to where the injured Marine received treatment and what was the duration of that treatment. Support personnel working in various hospitals and treatment facilities manually update the information on a periodic basis.

The visibility of the data is being extended to the Administrative community so that administrators have the ability to track the movement of Marines from point A to point B as it may affect the members pay. By providing the critical information to all parties concerned at or near the time of the event, the member's command can ensure that pay related transactions can be reported in a timely manner.

The application itself has been designed to be simple and intuitive to use. Ideas or suggestions that could potentially improve the IIPT application are always welcome. Forward your ideas and suggestions to Al Ortega (MISSA) at 816-926-5078 or DSN 465-5078 or email to alfred.ortega@usmc.mil.

2. Requesting Access to Injured / Ill Patient Tracking Program

The Injured / Ill Patient Tracking Program (IIPT) is a web based application which can be accessed at: <https://dcs.army.mil/>. The application is used for the tracking the location and movement of injured Marines. The IIPT site is Common Access Card (CAC) enabled so the following items are needed to gain access:

- a. CAC Card
- b. CAC Card Reader

To request an account for the IIPT the requester must first go the <https://dcs.army.mil> site and select the option to request an account. Once the request account option is selected the requester will be prompted to complete/provide POC information (Figure 1) as well as the justification for IIPT access. Ensure all the information is filled out completely and accurately.

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Defense Casualty Systems Portal Account Request



The following data was retrieved from your CAC:

First Name: JOHN
Middle Name: A.
Last Name: DOE
EDI: 2314256346
Email Address:
Organization: I
Organizational Unit: C
Locality:
State or Province:
Country: US
Issuer: DOD CA-12
CAC Valid From: 1/10/2007 12:00:00 AM
CAC Valid To: 1/12/2008 11:59:59 PM

In order to register, please provide the following additional information:

Title:	Mr.
Type:	Contractor
Rank/Grade:	N/A
Email address:	
Alternate email address:	
Commercial phone number:	703-325-0005
DSN region code:	CONUS (312)
DSN phone number:	221-0005
Installation/Site/Location:	Hoffman II
City:	Alexandria
State or Province:	Virginia
Country:	United States
Department/Service/Agency:	United States Army
Organization:	HQDA, CMAOC
Supervisor's full name:	
Supervisor's email address:	.mil
Supervisor's phone number:	703-325-

Be as specific as possible!

Be as specific as possible!

Please identify the capacity in which you will be working that warrants granting you access to casualty information (be specific) (1024 character limit):

I am responsible for ___ and therefore need access to ___ .

Clear

Submit

Figure 1. User Registration Form

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The second portion of the registration process is to complete the [DD 2875 System Authorization Access Request \(SAAR\) Form](#) available in the download section of the [MISSA website](#). Ensure the form is complete and signed by both the requester's supervisor and organization's Security Officer verifying that the requester has a NACI, DNACI or higher. No account will be created until the completed form is received by the MISSA. You can email the completed form to missa@usmc.mil or fax it to the MISSA (ATTN: IIPT) at 816-926-7746 (DSN 465-7746).

Once the account has been created by a system's administrator an email will be sent notifying the end-user. The end-user will be required to go to the <https://dcs.army.mil> site where they will be prompted to login via CAC Pin. After logging in to the site, the end-user will automatically be taken to the DCS Portal home page (Figure 2). Click the "Select" link next to the "Injured/Ill Patient Tracking" item under the "Application Listings" menu.

On the justification request ensure it specifies that the requester requests access to IIPT. Also ensure specific details are provided on why a request is needed.

Application Listings

Production	Action
AF-CARES Application Download	Select
DCIPS Forward v4.0 Application Download	Select
DCIPS Forward v4.0 User's Guide Download	Select
Injured/Ill Patient Tracking	Select
Plane-side Honors PowerPoint	Select
Plane-side Honors SOP	Select
Portal User Administration	Select

DOD Message Board

NEW VERSION of DCIPS_CF (Previously called "DCIPS Forward") 4.0.57
There is no .56; Adjustments were made to the Multiple Casualty Process and added Blue highlight to the Remarks section. Download new version 4.0.57 Today and transfer the database from old version .55 to the new version.

Marine Corps Message Board

All Marine Corps users are strongly encouraged to conduct beta testing of eDCIPS-Forward and submit any questions or issues to the DCIPS Development Team.

Update Messages

Figure 2. DCS Portal Home Page

After selecting the Injured/Ill Patient Tracking, the Home page will open as shown below (Figure 3).

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Figure 3. Injured / Ill Patient Tracking Program Home page

3. Menu Options

To navigate through the application the end-user will utilize the menu that is presented across the top of the application (Figure 4). Each option will be covered in further detail later in the user guide.



Figure 4. IIPPT Menu

From left to right the menu options and their definitions are:

- Portal – Moves end-user back to the DCS Portal (Figure 1)
- Home – Moves end-user back to the IIPPT Start Page (Figure 2)
- Search – Moves end-user to the Search page. This page will allow end-users the ability to locate members by selecting specific criteria such as name, unit, or conflict.
- Patient – Once a patient is selected from the search then their information becomes visible for review and or update. Details of this page are covered later in this document.
- Progress Report – As with the “Patient” menu option the progress report for the selected individual is available for review and or update. Details of this page are covered later in this document.
- Travel – As with the “Patient” and “Progress Report” menu options the travel information for the selected member is available for review and or update. Details of this page are covered later in this document.
- Reports – There are four base reports that are available and each has a number of options to specific criteria. Details of this page are covered later in this document.
- Help – Help will provide guidance to assist the end-user in using the application and is based on the page the user is currently on. Details of this page are covered later in this document.
- Logout – Logout and exit the application.

Injured / Ill Patient Tracking Application User Guide

4. Tracking a Patient

The primary purpose of the application is to track the location and status patients. Information on travel and progress are stored, viewed and updated within the application.

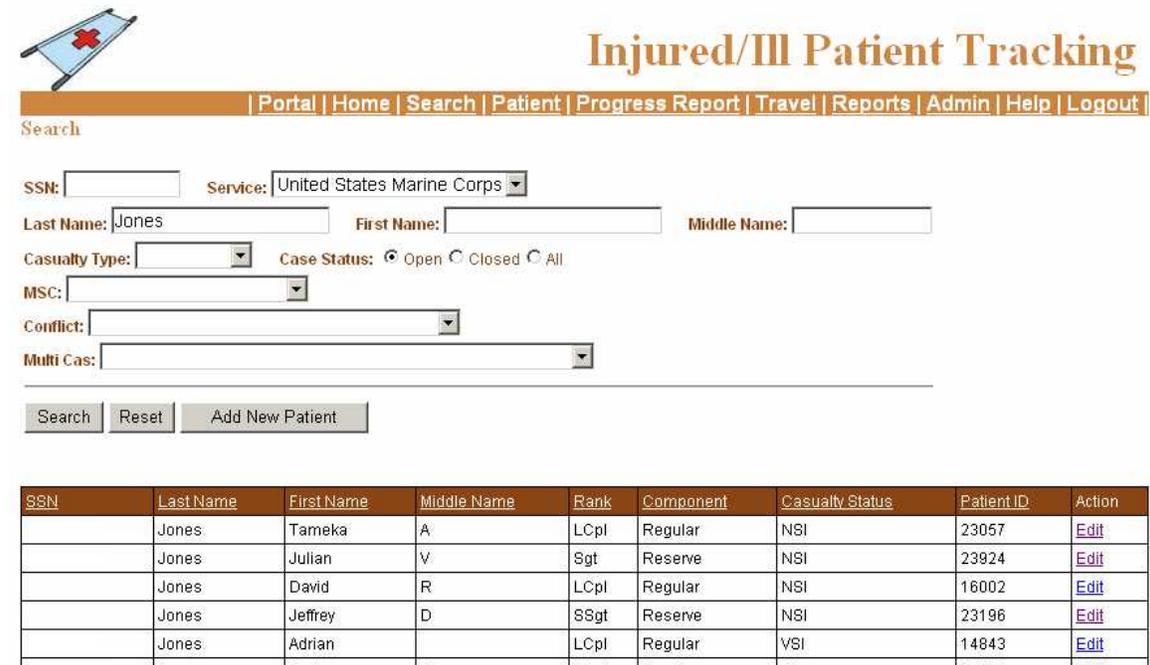
NOTE: *not all options are available to everyone. The majority of users will only have read-only access and not be able to make changes.*

The process, which will be covered in more detail, begins by locating the member and then adding or updating information as needed.

A. Finding the Patient Using Search

The first step is to locate the member on which to view or update information. Figure 5 shows an example of a search that was done looking for members with a last name of “Jones” **NOTE:** *All SSN information is hidden in this user guide.* There are numerous items to search for and numerous combinations of searches that can be done to help filter down the search results and get to the member an end-user is specifically looking for. If the SSN is known it is the fastest way to search since it is unique identifier.

Ensure the SSN search contains a leading “0” (Example: 0123456789).



SSN	Last Name	First Name	Middle Name	Rank	Component	Casualty Status	Patient ID	Action
	Jones	Tameka	A	LCpl	Regular	NSI	23057	Edit
	Jones	Julian	V	Sgt	Reserve	NSI	23824	Edit
	Jones	David	R	LCpl	Regular	NSI	16002	Edit
	Jones	Jeffrey	D	SSgt	Reserve	NSI	23196	Edit
	Jones	Adrian		LCpl	Regular	VSI	14843	Edit

Figure 5. Search results based on last name of “Jones”

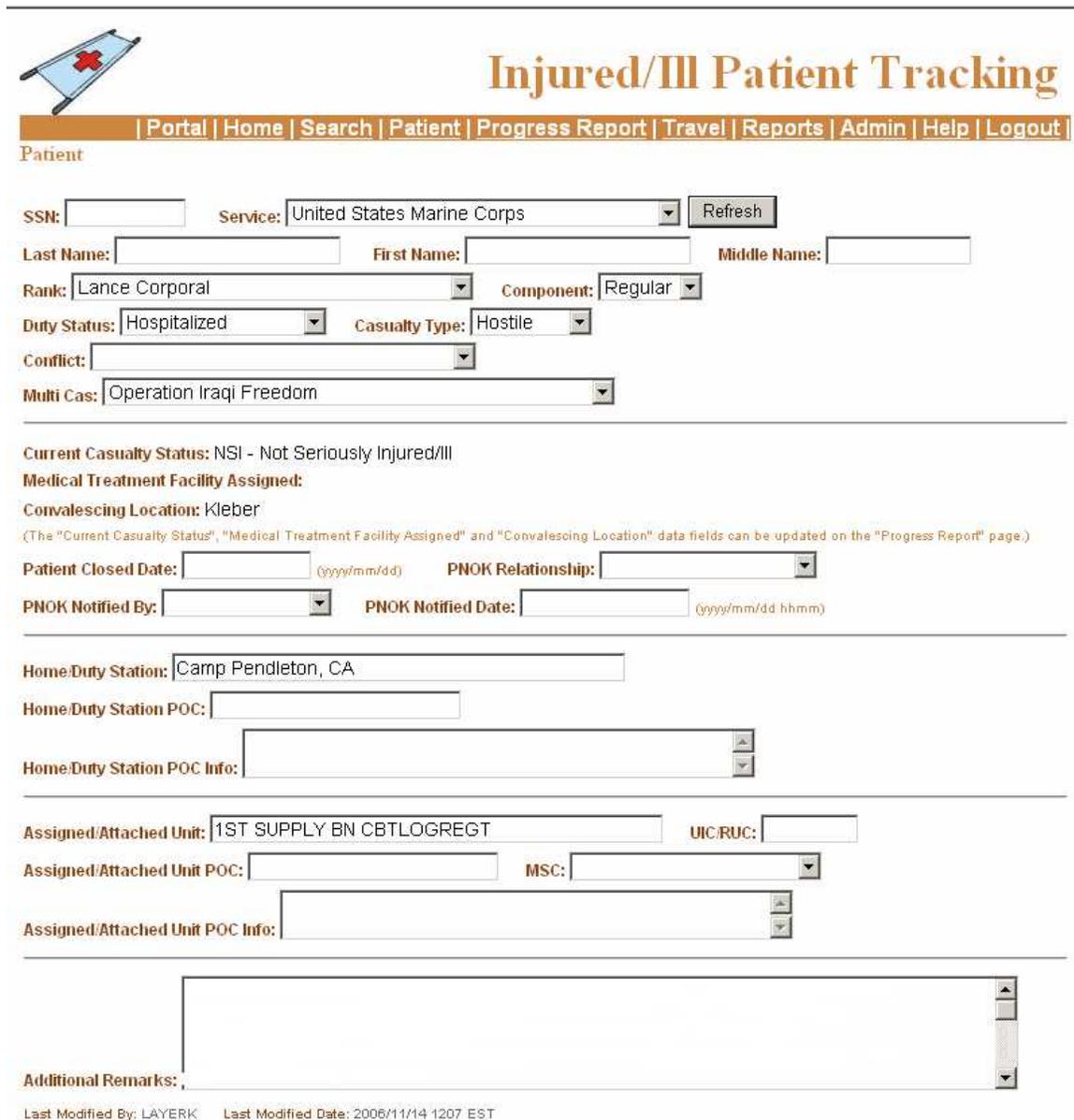
Once the correct record is identified, select the “Edit” link under the “Action” column. This will provide the member’s information for review. After selecting the member their data will be automatically loaded on the Patient, Progress Report and Travel Pages.

Injured / Ill Patient Tracking Application User Guide

To change which member is being viewed, the end-user will need to conduct a new search and select a new member. This will clear the information for the previous member and load the appropriate information on the newly selected member.

B. Patient Details

After selecting the member from the search page the end-user will be automatically taken to the Patient Progress page (Figure 6). The Patient page (SSN hidden for the purposes of this User Guide) displays data pertaining to the specified member including their Duty Status, Casualty Status, Parent Command and much more. This information can only be updated by the hospital liaison teams.



The screenshot displays the 'Injured/Ill Patient Tracking' application interface. At the top left is a medical cross icon. The main title 'Injured/Ill Patient Tracking' is in orange. Below it is a navigation bar with links: Portal, Home, Search, Patient, Progress Report, Travel, Reports, Admin, Help, Logout. The 'Patient' section contains several input fields and dropdown menus: SSN (hidden), Service (United States Marine Corps), Refresh button, Last Name, First Name, Middle Name, Rank (Lance Corporal), Component (Regular), Duty Status (Hospitalized), Casualty Type (Hostile), Conflict, and Multi Cas (Operation Iraqi Freedom). Below this is the 'Current Casualty Status: NSI - Not Seriously Injured/III' and 'Medical Treatment Facility Assigned: Kleber'. A note states: '(The "Current Casualty Status", "Medical Treatment Facility Assigned" and "Convalescing Location" data fields can be updated on the "Progress Report" page.)'. Further fields include Patient Closed Date, PNOK Relationship, PNOK Notified By, and PNOK Notified Date. Home/Duty Station is Camp Pendleton, CA. Assigned/Attached Unit is 1ST SUPPLY BN CBTLOGREGT. At the bottom, there is an 'Additional Remarks' text area and a footer: 'Last Modified By: LAYERK Last Modified Date: 2006/11/14 12:07 EST'.

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Figure 6. Patient Page

C. Patient Progress Report

If a member has been selected using this search method their information will be visible on the Progress Report page (Figure 7). The Progress Report contains a list of entries representing each time the member's condition has changed. If the end-user logging into IIPT possesses the application privileges then the ability to add or update the information is available, for all others the information is read only.



The screenshot shows the 'Injured/Ill Patient Tracking' application interface. At the top left is a logo of a stretcher with a red cross. The main title 'Injured/Ill Patient Tracking' is in a large, bold, orange font. Below the title is a navigation bar with links: Portal, Home, Search, Patient, Progress Report, Travel, Reports, Admin, Help, Logout. The page title is 'Progress Report Listing'. Below this, there are fields for patient information: SSN, Last Name, First Name, Middle Name, Service (United States Marine Corps), Rank (LCpl), and Component (Regular). A table lists progress reports with columns: Report Date, MTF Assigned, Convalescing Location, Status, ID, and Action. One entry is shown for 2008/11/02 1558 at Kleber, with status NSI and ID 1, and an Edit link. At the bottom, there is a button labeled 'Add New Progress Report'.

Report Date	MTF Assigned	Convalescing Location	Status	ID	Action
2008/11/02 1558		Kleber	NSI	1	Edit

Figure 7. Progress Report page

There are two options on the Progress Report page. Add a new progress Report or to edit an existing Record. To add a record click on the “Add New Progress Report” button which will bring up the form shown in Figure 8 on which the new entry can be made.



The screenshot shows the 'Injured/Ill Patient Tracking' application interface for the 'Progress Report Detail' page. It features the same logo and navigation bar as Figure 7. The patient information fields (SSN, Last Name, First Name, Middle Name, Service, Rank, Component) are repeated. Below these are the entry form fields: 'Progress Report Date' (text input with a date-time mask), 'Progress Status' (dropdown menu), 'Medical Treatment Facility Assigned' (dropdown menu), 'Convalescing Location' (text input), and 'Progress Description' (text area). At the bottom, there are fields for 'Last Modified By' and 'Last Modified Date', and two buttons: 'Add' and 'Reset'.

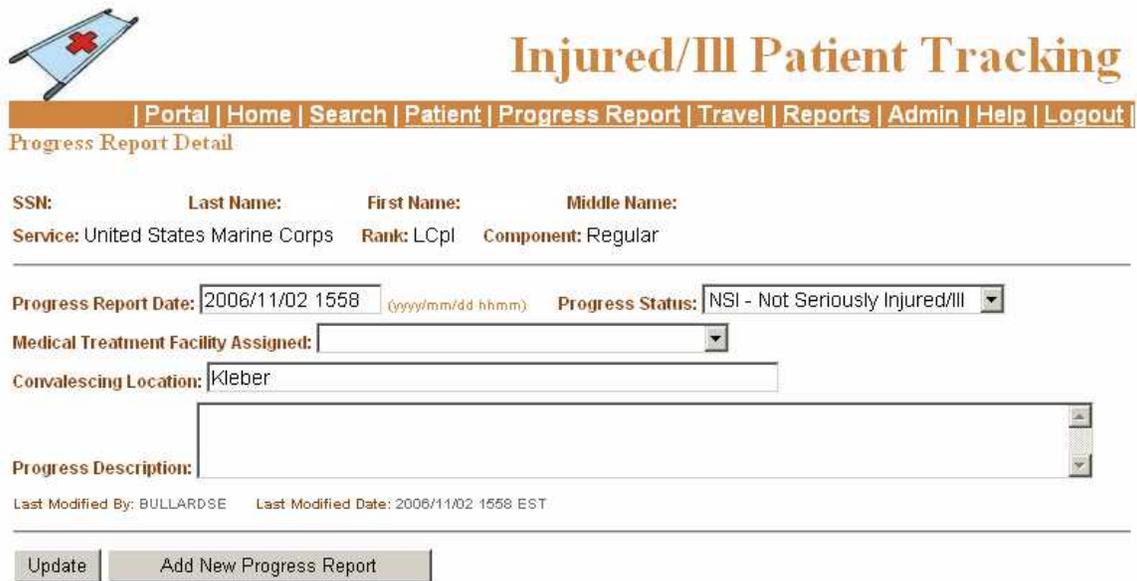
Figure 8. Entry form for new Progress Report.

Enter in the information related to the entry and click the “Add” button to save the entry into the IIPT database.

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The other option available from the “Progress Report” page is to edit an existing entry. To edit the existing entry select the “Edit” link under the “Action” column to view the specifics of that entry (Figure 9) and update the information as appropriate. Once the information has been updated click on the “Update” button to save the changes. You can also add a new record for the member by clicking the “Add New Progress Report” button.

NOTE: *These buttons are only visible if you have update privileges in the system.*



The screenshot displays the 'Injured/Ill Patient Tracking' application interface. At the top left is a logo of a stretcher with a red cross. The main title 'Injured/Ill Patient Tracking' is in a large, bold, orange font. Below the title is a navigation bar with links: Portal, Home, Search, Patient, Progress Report, Travel, Reports, Admin, Help, and Logout. The current page is 'Progress Report Detail'. The form contains the following fields and values:

- SSN:** (blank)
- Last Name:** (blank)
- First Name:** (blank)
- Middle Name:** (blank)
- Service:** United States Marine Corps
- Rank:** LCpl
- Component:** Regular
- Progress Report Date:** 2006/11/02 1558 (format: yyyy/mm/dd hhmm)
- Progress Status:** NSI - Not Seriously Injured/III (dropdown menu)
- Medical Treatment Facility Assigned:** (dropdown menu)
- Convalescing Location:** kleber
- Progress Description:** (text area)
- Last Modified By:** BULLARDSE
- Last Modified Date:** 2006/11/02 1558 EST

At the bottom of the form are two buttons: 'Update' and 'Add New Progress Report'.

Figure 9. Form to edit a Progress Report entry.

D. Patient Travel

As patients travel between various military installations, hospitals and treatment centers their information can be tracked via IIPT. When the “Travel” menu option is selected a list of travel entries within the IIPT database will be displayed (Figure 10).

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Injured/Ill Patient Tracking

[Portal](#) | [Home](#) | [Search](#) | [Patient](#) | [Progress Report](#) | [Travel](#) | [Reports](#) | [Admin](#) | [Help](#) | [Logout](#)
Travel Listing

SSN: Last Name: First Name: Middle Name:
Service: United States Marine Corps Rank: LCpl Component: Regular

Departure Date	Departure Location	Arrival Date	Destination Location	Travel Type	ID	Action
2006/11/10 1218		2006/11/12 2235		Military	1	Edit

[Add New Travel](#)

Figure 10. Travel Entry listing

As with the Progress Report page there are two options available. One of which is to add a new travel entry and the other is update an existing entry. Travel information stored is comprised of a number of data fields including Departure and Arrival time/date, Travel Type, Travel Reason, Destination POC, and whether or not orders were taken with the member.

By clicking the “Add New Travel” button the new travel entry form (Figure 11) will open.



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[Portal](#) | [Home](#) | [Search](#) | [Patient](#) | [Progress Report](#) | [Travel](#) | [Reports](#) | [Admin](#) | [Help](#) | [Logout](#)
Travel Detail

SSN: Last Name: First Name: Middle Name:
Service: United States Marine Corps Rank: LCpl Component: Regular

Departure Date: (yyyy/mm/dd hhmm) Departure Location:
Arrival Date: (yyyy/mm/dd hhmm) Destination Location:
Travel Type:
Travel Description: Travel Itinerary:
Orders on hand? Orders Remarks:
Destination POC:
Destination POC Contact Info:
Last Modified By: Last Modified Date:

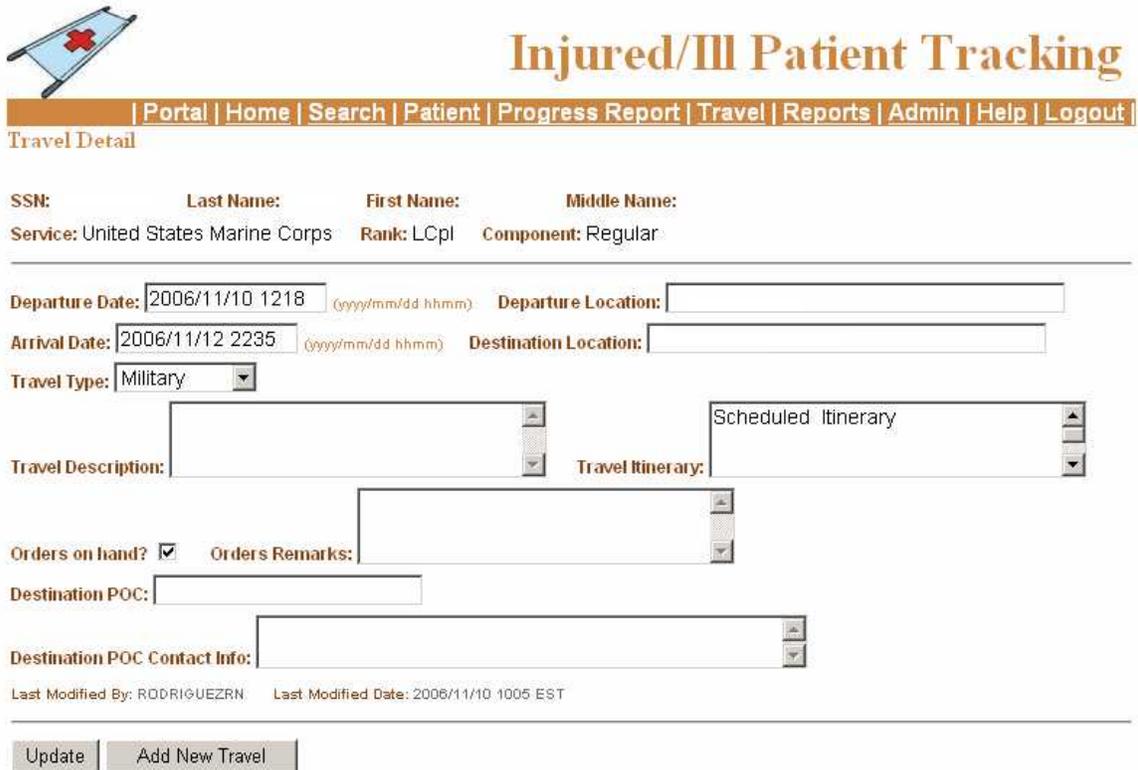
[Add](#) [Reset](#)

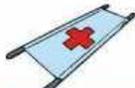
Figure 11. Add Travel Entry Form.

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Enter the information into the appropriate fields and click the “Add” button to save the additional information in the IIPT database.

To edit an existing entry select the entry to update and click the “Edit” link from the “Action” menu from the Travel Entry list on the Travel page. This will bring up the data for that specific entry (Figure 12) to be viewed and or updated. As with the “Progress Report” Edit page, the data can be edited and saved, and an option to create a new entry is also available.



 **Injured/Ill Patient Tracking**

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Travel Detail

SSN: Last Name: First Name: Middle Name:
Service: United States Marine Corps Rank: LCpl Component: Regular

Departure Date: 2006/11/10 1218 (yyyy/mm/dd hhmm) Departure Location:
Arrival Date: 2006/11/12 2235 (yyyy/mm/dd hhmm) Destination Location:
Travel Type: Military

Travel Description: Travel Itinerary: Scheduled Itinerary

Orders on hand? Orders Remarks:
Destination POC:
Destination POC Contact Info:

Last Modified By: RODRIGUEZRN Last Modified Date: 2006/11/10 1005 EST

Figure 12. Travel Entry Edit form.

5. Ad-hoc Reports

To create ad-hoc reports select the “Reports” menu option which will open the Reports page as shown in Figure 13. There are four basic reports from which to select from: Patient, Moving, Major Supporting Command (MSC) and Location which are all available from the “Report Selection” drop down menu.

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Injured/Ill Patient Tracking

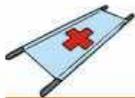
[Portal](#) | [Home](#) | [Search](#) | [Patient](#) | [Progress Report](#) | [Travel](#) | [Reports](#) | [Admin](#) | [Help](#) | [Logout](#)

Reports

Report Selection:

Figure 13. Reports Page.

As indicated in Figures 14 and 15 the criteria to use for filtering changes depends on which Report is to be generated.



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Reports

Report Selection:

Case Status: Open Closed All

Conflict:

Multi Cas:

Departure Date Range: - (yyyy/mm/dd)

Service:

Figure 14. Moving Report selection criteria.



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Reports

Report Selection:

Case Status: Open Closed All

Conflict:

Multi Cas:

Service:

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Figure 15. Patient Report selection criteria.

After entering the search criteria option click the “Generate” button to display the results of the report. Figure 16 shows the header elements of the MSC Report results (data removed)



The screenshot shows the header of a report titled "Major Supporting Command Report" for "Open Cases (15th MEU)". The report is dated "2007/05/02". Below the title is a table with 11 columns: SSN, Last Name, First Name, Middle Name, Rank, Component, Duty Status, Casualty Status, Home/Duty Station, Assigned/Attached Unit, and Major Supporting Command.

SSN	Last Name	First Name	Middle Name	Rank	Component	Duty Status	Casualty Status	Home/Duty Station	Assigned/Attached Unit	Major Supporting Command
-----	-----------	------------	-------------	------	-----------	-------------	-----------------	-------------------	------------------------	--------------------------

Figure 16. Major Supporting Command (MSC) Report header information

6. Content Sensitive Help

At any point while using the application if an end-user needs assistance the first option is to select the “Help” menu item. The help menu will display context sensitive help based on the page the end-user is currently on. This means if the end-user is on the search page and clicks the “Help” link, the “Help” text displayed will only be relevant to the that specific page and not others. (Figure 17).

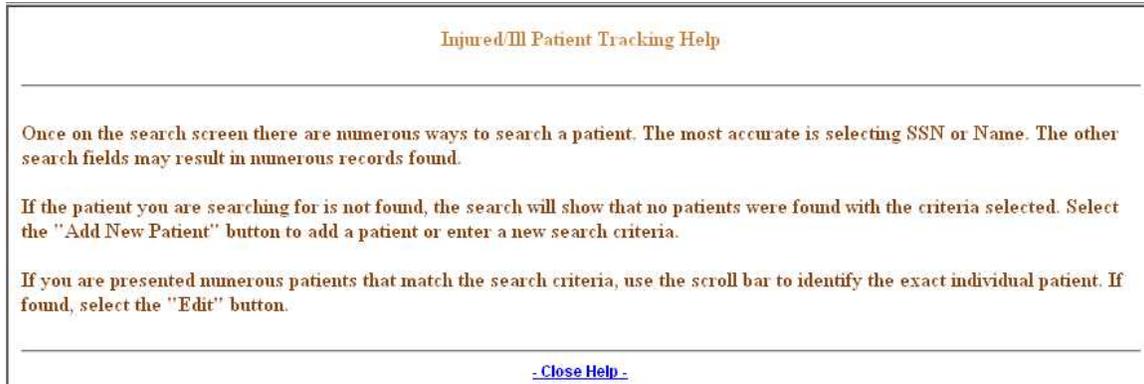


Figure 17. Help screen from the Search page.

7. Summary

In summary the IIPT application allows users to add and update information in a quick and user friendly format. It is simple and effective because it focuses on the task of recording the progress and travel of our injured and ill warriors. If you have ideas for improving the application or this user’s manual, please feel free to contact the MISSA at missa@usmc.mil or Alfred.ortega@usmc.mil.

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Appendix A

Instructions for completing the DD 2875

Please submit a DD Form 2875 - System Authorization Access Request (SAAR). You can download this form on the MISSA website. Click on the tab at the top for 'Software Info', after that click the link to 'Downloads'. You will have to download the file named 'DD 2875 SAAR Form'.

Your certifying officer and your security manager must sign the completed DD 2875 or your account will not be activated.

Type of Request:

- Check “INITIAL” if you are requesting the account for the first time.
- Check “MODIFICATION” if you are changing the RUC, or any other data.
- Check “DELETION” if you no longer need access to a program.
- Check “USER ID” if you already have an account, this will allow us to find your current account.

Date:

Enter today's date.

System Name:

Injured / Ill Patient Tracking (IIPT)

Location:

Web-Based

PART I

1. Name:

Enter YOUR Full Name. Last, First, Middle Initial.

2. Social Security Number:

Enter your SSN.

3. Organization:

Enter your full command name.

4. Office symbol/Department:

S-1/Administration.

5. Phone (DSN or Commercial):

If DSN, please note “DSN”. If you have an office extension, please include it.

6. Official E-mail Address:

Enter your USMC e-mail address.

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7. Job Title and Grade/Rank:

Example: Orders Clerk – E-4/Cpl.

8. Official Mailing Address:

Enter your Unit's official mailing address.

9. Citizenship:

- Check "US" if you are a United States Citizen.
- Check "FN" if you are a Foreign National.
- Check "OTHER" if none of the above apply.

10. Designation of Person:

Check which box applies to your current status (Military, Civilian, Contractor).

IA TRAINING AND CERTIFICATION REQUIREMENTS:

Check the box that says "I have completed Annual Information Awareness training". If you do not know what this is, contact your Security Officer or your training section.

Enter the date the training was complete (YYYYMMDD).

11. User Signature:

Sign your name here (First, Middle Initial, Last).

12. Date:

Enter the Date you signed the form.

PART II

13. Justification for Access:

Enter why you need access to the requested system.

14. Type of Access Required:

You will always check "AUTHORIZED".

15. User Requires Access to:

You will always check "Unclassified".

16. Verification of Need to Know:

Before access will be granted the box after the statement "I certify that this user requires access as requested" must be checked.

16a. Access Expiration Date:

Leave blank.

17. Supervisor's Name:

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Type or Print, your supervisor's name. The supervisor will be who ever certifies your Unit Diaries.

18. Supervisor's Signature:

Supervisor's Signature here.

19. Date:

Enter the date your supervisor signed the form.

20. Supervisor's Organization/Department:

Example: Inspector – Instructor

20a. Supervisor's E-mail Address:

Enter your supervisor's USMC e-mail address.

20b. Phone Number:

If DSN, please note "DSN". If there is an office extension, please include it.

Blocks 21 thru 25 require no action.

Blocks 26a, and 26b:

Enter your (the requesting Marines) Name and SSN.

27. Optional Information:

Requires no action.

PART III

28. Type of Investigation:

This will be filled out by your unit security officer. If you have had no background investigation, please fill in "N/A".

28a. Date of Investigation:

Enter the date of investigation. If you have had no background investigation please fill in "N/A".

28b. Clearance Level:

Enter your security clearance level. To have access approved you must have NACI / DNACI or higher.

28c. IT Level Designation:

Your Security Officer will fill in which level applies. If none, please leave blank.

29. Verified By:

Please type or print your Security Officer's name.

30. Security Manager Telephone Number:

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If DSN, please note “DSN”. If there is an office extension, please include it.

31. Security Manager Signature:

Security Officer’s Signature here (First, Middle Initial, Last).

32. Date:

Enter the date your Security Officer signed the form.

PART IV

Please do not mark on Part IV. This is for MISSA use only.