Dispatcher-Assisted Cardiopulmonary Resuscitation (DACPR) Module Guide

Please contact your CARES representative to request that the DACPR module be activated for your agency. To enter data, log in to the CARES website with your unique username and password.

Entering DACPR Data As An EMS Agency User

Once the module has been activated, the DACPR Module form is accessed by clicking on “Add New” under the eCARES tab. If the EMS Agency enters data into CARES via the upload method, click on “CARES Search” to select a date range of records needing the Dispatch section manually completed. Please see the Searching section of this document for additional information.

The user will see the CARES EMS data entry form first and by scrolling down, the additional DACPR data entry section will display.
Please refer to the CARES DACPR Data Dictionary for data definitions and coding examples. After you have completed the form, click the Save Dispatch button at the end of the Module section.

Please note that form logic prevents the user from entering any dispatch data if the CARES core fields, 'Arrest After Arrival of 911 Responder', is answered “Yes” and/or ‘Location Type’ is answered “Nursing Home” or “Healthcare Facility”. If ‘Arrest After Arrival of 911 Responder’ is changed from “No” to “Yes”, a pop-up will display indicating any previous dispatch data entered in the record will be deleted. The same pop-up will display when ‘Location Type’ is changed from “Home/Residence”, “Public/Commercial Building”, “Street/Hwy”, “Industrial Place”, “Place of Recreation”, “Transport Center”, or “Other” to “Nursing Home” or “Healthcare Facility”.

Form logic also prevents users from entering further dispatch data if ‘CPR already in progress?’ is answered “Yes.”

**DACPR User Setup**

Any CARES agency user that has System Administrator privileges may enter dispatch data for this module.

If an external contact at a dispatch center or organization will only be entering DACPR data for an EMS agency, your CARES representative can set up a “Dispatch Only” user account for them.

Please contact your CARES representative to assign a “Dispatch Multi-Agency User” account to a contact entering dispatch data for multiple EMS agencies.

Lastly, if a new dispatch agency needs to be added to the “Dispatch Agency” pull-down menu, please contact your CARES representative so that they may customize your choices for this field.

**Entering DACPR Data As A Dispatch Multi-Agency User**

Once a multi-agency user logs in to the CARES website, they can access their agency list under the main page pull-down menu to select the agency they are entering DACPR data for and then click Emulate.

Once the agency is emulated, the multi-agency user can access records using the CARES Search page and then click on the pen/paper icon to edit each record as necessary. Please refer to the next section for details about searching for existing records.
**Searching**

This module’s data can be accessed through the CARES Search page. The search page is found under the eCARES tab in the blue header bar. The user may search by a designated or customized date range in the Service Date field, Incident #, or other applicable CARES field. Once a date range has been selected, click Search at the top left side of the page.

In the “Add Dispatch” column, the pencil/paper icon allows the user to edit an existing CARES form, while the green plus sign symbol indicates no DACPR data has been entered for that specific record.

**Exporting Data**

DACPR data is exportable into Microsoft Excel. Select “Excel export of dispatch data” from the “Send results to” pull-down menu and click Go. Please ensure that your browser’s pop-up blocker is turned off.

**Data Reporting**

The DACPR Report can be accessed under the Reports tab. The user may search by a designated or customized date range in the Service Date field, as well as, by Agency, State, or National levels depending on user access type. The report generates several DACPR metrics on Bystander CPR, Dispatcher CPR Instructions, Time Intervals, and Barriers to CPR.