

- **ABDUCTION INFORMATION**
 - **Abduction Response Sample Policy**
 - *IMS provides this sample policy for how to respond if an abduction actually occurs*
 - **Expectant Parents Safety Tips**
 - *NCMEC offers Parents key tips on how to protect their baby from abductors*
 - **Guide to Prevention of and Response to Abductions**
 - *This document from the Office of Juvenile Justice and Delinquency Prevention is a great resource on both the prevention of and response to Abductions*
 - **Infant Abduction Statistics**
 - *NCMEC keeps stats on NON-FAMILY abductions. These are a snapshot of those statistics.*
 - **The Typical Abductor**
 - *This sheet is from NCMEC and list the key factors know about those who typically abduct infants*
- **CLEANING AND STORAGE**
 - **Cleaning the Wi-Fi Hugs Tag**
 - *A brief overview of cleaning the Hugs tags*
 - **Organizing the Wi-Fi Hugs & Kisses Tags**
 - *A brief overview of how to and not to sore the Hugs & Kisses tags*
 - **Stanley HealthCare Tag Cleaner Guide**
 - *A Guide from Stanley showing what cleaners to use and not to use to clean the WIFI Hugs Tags*
 - **Wi-Fi Hugs Tag Sample Tracking Sheet**
 - *A sample sheet to use to track your Hugs tags once you open them after you receive new tags*
- **FIRST TIME SYSTEM SET-UP**
 - **WIFI Default Alert Response Recommendations**
 - *Before an Alert can be cleared, the system can be configured to ask for an alert response. IMS includes a list of common responses used by most hospitals. However, these responses can be edited in the software by your IT system Administrator.*
 - **WIFI Default Corrective Actions**
 - *When an Alert is cleared, the system can display to staff Corrective Actions to follow in order to clear the alert. IMS includes default corrective actions for each alert. These default corrective actions are listed here. These actions can be edited in the software by your IT system Administrator.*
 - **WIFI Default Reasons for Transport & Suspend Tamper**
 - *Before a Transport or Suspend Tamper can be completed, the system can be configured to require a reason to be entered. IMS includes a list of common reasons to choose from by default. However, these responses can be edited in the software by your IT system Administrator.*
- **HUGS WIFI IMPLEMENTATION RESOURCES OVERVIEW**
 - **Implementation Resources Table of Contents**
 - *This sheet explains briefly the contents of each of the available resources available for the Implementation section.*

- **Pre-Training Worksheet**
 - *The Pre-Training Worksheet is given to the hospital in the form of a hard copy and is meant to be completed prior to training and system Go-Live. Your IMS representative will review this sheet with you, and your IMS trainer will use the information from this sheet to help train the staff at the hospital. A copy is included here in case the original sheet is lost, or an additional copy is needed*
- **HUGS WIFI USER GUIDE**
 - **Hugs Wi-Fi User Guide**
 - *This is a digital copy of the full Wi-Fi Hugs user guide from the manufacturer*
- **POST TRAINING TESTS**
 - *One way to see if staff members have acquired information or not is to test them. IMS has supplied two different type of Tests along with the answers that can be used either after initial training, or later with staff competencies.*
 - **WIFI Post Training Tests A Answer Sheet**
 - **WIFI Post Training Test A**
 - **WIFI Post Training Test B Answer Sheet**
 - **WIFI Post Training Test B**
- **QUICK REFERENCE TRAINING GUIDES**
 - *There is a lot of information that will be presented to the staff. These two quick reference guides help to boil the information down to individual sheets to be used and referred to in day to day situations.*
 - **WIFI Quick Reference Guide for Basic Computer Procedures**
 - **WIFI Quick Reference Guide for Clearing Alerts**
- **SAMPLE POLICES**
 - *It is very important that the hospital establishes how they will operate the system within the hospital. IMS has provided two sample policies to help get the process started.*
 - **WIFI Sample Policy Example #1**
 - **WIFI Sample Policy Example #2**
- **SYSTEM GO LIVE**
 - *System Go Live is the day you start using your new system for the first time. This checklist will help you be prepared and ready for that day.*
 - **WIFI System Go Live Check List**
- **SYSTEM TRAINING**
 - **WIFI Clinical Administrator Training PowerPoint**
 - *This is the training PowerPoint given to class participants who attend the “Clinical Administrator” training program (.75 hour).*
 - *This training program is specifically designed just for the Clinical Administrator. It requires that the participants must attend the Super User Training before attending the Clinical Administrator training.*
 - *The “Clinical Administrator” class includes the following components: Successful System Implementation; Tag/Strap Management; Running and Reading System Reports; Maintaining System Training; Common System Issues; Preparing for The Joint Commission; Managing Alarms*

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- **WIFI Super User Training PowerPoint**
 - *This is the training PowerPoint given to class participants who attend the “Super User” training program (1.25 hour/1.5 hours with Kisses).*
 - *The “Super User Class” has as its core the User Training, but adds more to it. Super Users are those who help manage; those who catch on quickly; and often those who can teach others. We recommend having at least a couple per shift.*
 - *Those who typically attend this class include: CHARGE NURSES; NIGHT MANAGERS; STAFF LEADERS, ETC.*
 - *The “Super User” class includes the following components: Overview of the System; Tag Application and Removal; PC and Advanced PC Training; Basic and Advanced Alarm Review; Add/Edit/Delete Users*
 - *This class should be taken by the Clinical Administrator. A typical Patient Security System will have one, sometimes two clinical administrators. Managers and anyone else who will be responsible for system administrative functions are also welcome to attend this class.*
- **WIFI User Training PowerPoint**
 - *This is the training PowerPoint given to class participants who attend the “User” training program (1 hour/1.25 with Kisses).*
 - *This is our most popular training course. It is specifically designed for the Hugs user who has complete contact with the Hugs Patient Security System. They learn how to put the tags on, work with the Hugs PC, and respond to and help clear alarms.*
 - *Those who typically attend this class include Nurses, Security, HUCs, Technicians, or Biomedical Personnel.*
 - *The “User” class includes the following components Overview of the System; Tag Application and Removal; PC Training; Basic Alarm Review*
- **Sample Training Sign-Up Sheet**
 - *IMS provides this sheet as a way for staff to sign-up when they attend training sessions. IMS trainers will bring extra copies with them.*
- **TESTING OF THE HUGS SYSTEM**
 - **Hugs System Sample Exit Testing Spreadsheet**
 - *After your system is installed, based on your system design, you will receive an Exit Spreadsheet designed for your system. This sample shows what the spreadsheet will look like*
 - **Testing Overview of the Hugs System**
 - *A brief overview of the steps to take to test your Hugs system*
 - **Hugs System Sample Testing Policy**
 - *A sample policy to use to put in place to ensure that regular testing is done on your Hugs system*