



TEXAS
Health and Human
Services

**Texas Department of State
Health Services**

Emergency Medical Services and Trauma Registries (EMSTR) Hospital Webinar

September 2023

EMSTR Team

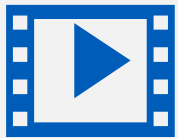
Webinar Reminders



All participants are automatically muted by webinar administrators.



Please type questions using the “Question” feature.



This webinar is being recorded for learning purposes.



The webinar team will provide an overview of each process.

Agenda

- EMSTR Overview
- Identity and Access Management: IAMOnline
- Access EMSTR
- Account Management
- Questions and Answers

EMSTR Overview



TEXAS
Health and Human
Services

Texas Department of State
Health Services

EMSTR

- EMSTR is a statewide passive surveillance system that collects reportable event data from Emergency Medical Services (EMS) providers, hospitals, justices of the peace, medical examiners, and rehabilitation facilities.
- EMSTR includes four registries:
 - The EMS Registry;
 - The Acute Traumatic Injury Registry;
 - The Traumatic Brain Injury (TBI) Registry/ Spinal Cord Injury (SCI) Registry; and
 - The Submersion Registry.

Data Format Update

- EMSTR will implement the National Trauma Data Standard (NTDS) 2023 data dictionary definitions and the International Trauma Data Exchange (ITDX) 2023 data formats for all hospital patient records.
- The 2020 format will continue to be accepted. NTDS 2017 will not be accepted after the November implementation.

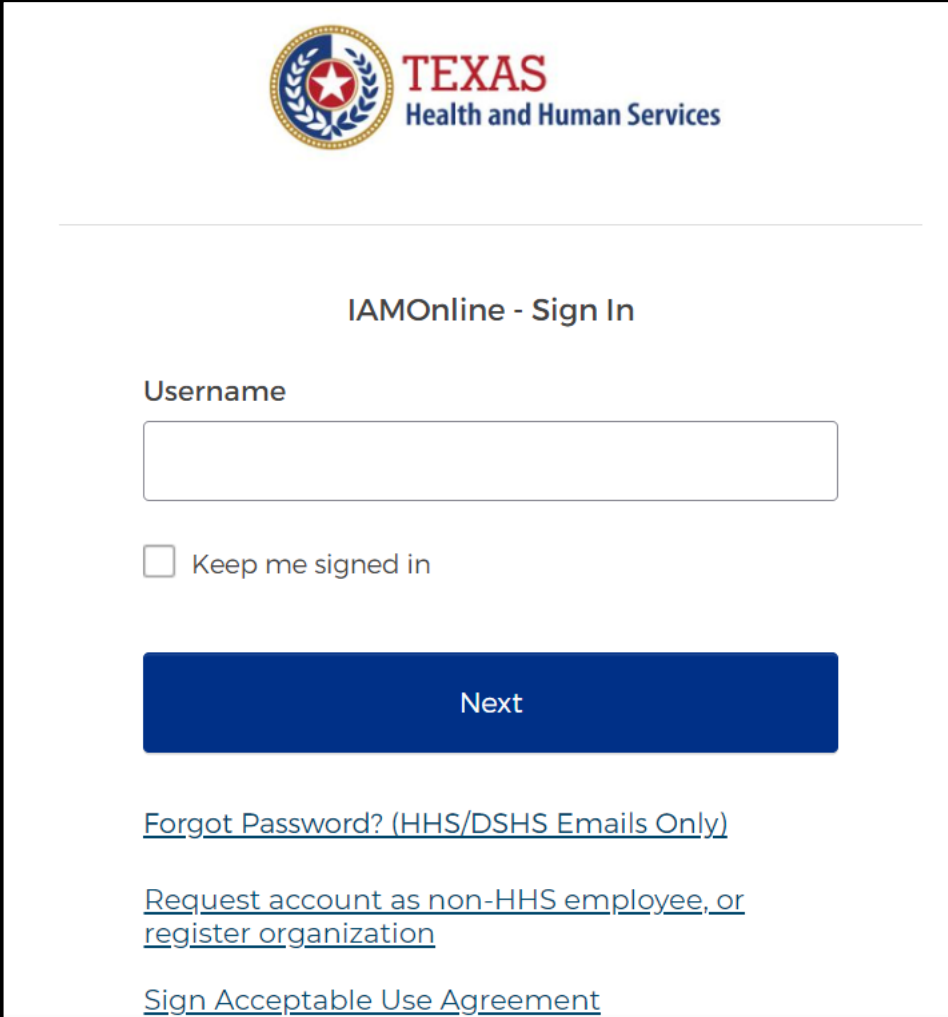
NOTE – The projected date for the move to the data modernization and 2023 NTDS/ITDX is November 10th.

IAMOnline Process



IAMOnline (1 of 2)

- EMSTR will begin using the new Identity and Access Management (IAM) platform called **IAMOnline** beginning November 2023.
- All Texas Health and Human Services applications will be transitioning to IAMOnline.
- IAMOnline provides a more secure log-in process with an authentication feature.



The screenshot shows the IAMOnline Sign In page for Texas Health and Human Services. At the top left is the Texas Health and Human Services logo, which includes a star in a circle and the text "TEXAS Health and Human Services". Below the logo is a horizontal line. The page title is "IAMOnline - Sign In". There is a "Username" label above a text input field. Below the input field is a checkbox labeled "Keep me signed in". A blue button labeled "Next" is positioned below the checkbox. At the bottom of the page, there are three links: "Forgot Password? (HHS/DSHS Emails Only)", "Request account as non-HHS employee, or register organization", and "Sign Acceptable Use Agreement".

IAM Online (2 of 2)

To access EMSTR, each person must complete the following **one-time account set-up** steps:

- Activate your Account;
- Set-up Security Methods; and
- Review and Acknowledge the Acceptable Use Agreement (AUA) Form.

After completing these steps, you can access EMSTR directly by logging in to your IAMOnline MyApps Dashboard.

Activate Your Account Process



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Activate Your Account (1 of 2)

- To begin, locate your **IAMOnline** registration email from noreply@okta.com.
- The activation email will be sent to your employee email address.

Hi [REDACTED],

Welcome to IAMOnline! Your account is active and ready for use. Access the portal using the below link:

Username: [REDACTED] @dshs.texas.gov

Activate Account

Please note that the link will only be active for seven (7) days for security reasons.

After accessing IAMOnline for the first time, set up will require a password, a phone number, and a security question for the account. The [Acceptable Use Agreement \(AUA\)](#) must be completed as well.

If you have any questions regarding how to complete this action, please review the IAMOnline [Web Help](#) and [FAQs](#). For further help or if this email was received in error, please contact the Help Desk at 512-438-4720 or 855-435-7181 (toll-free), 7:00 A.M. and 7:00 P.M. Central Time (CT), Monday–Friday.

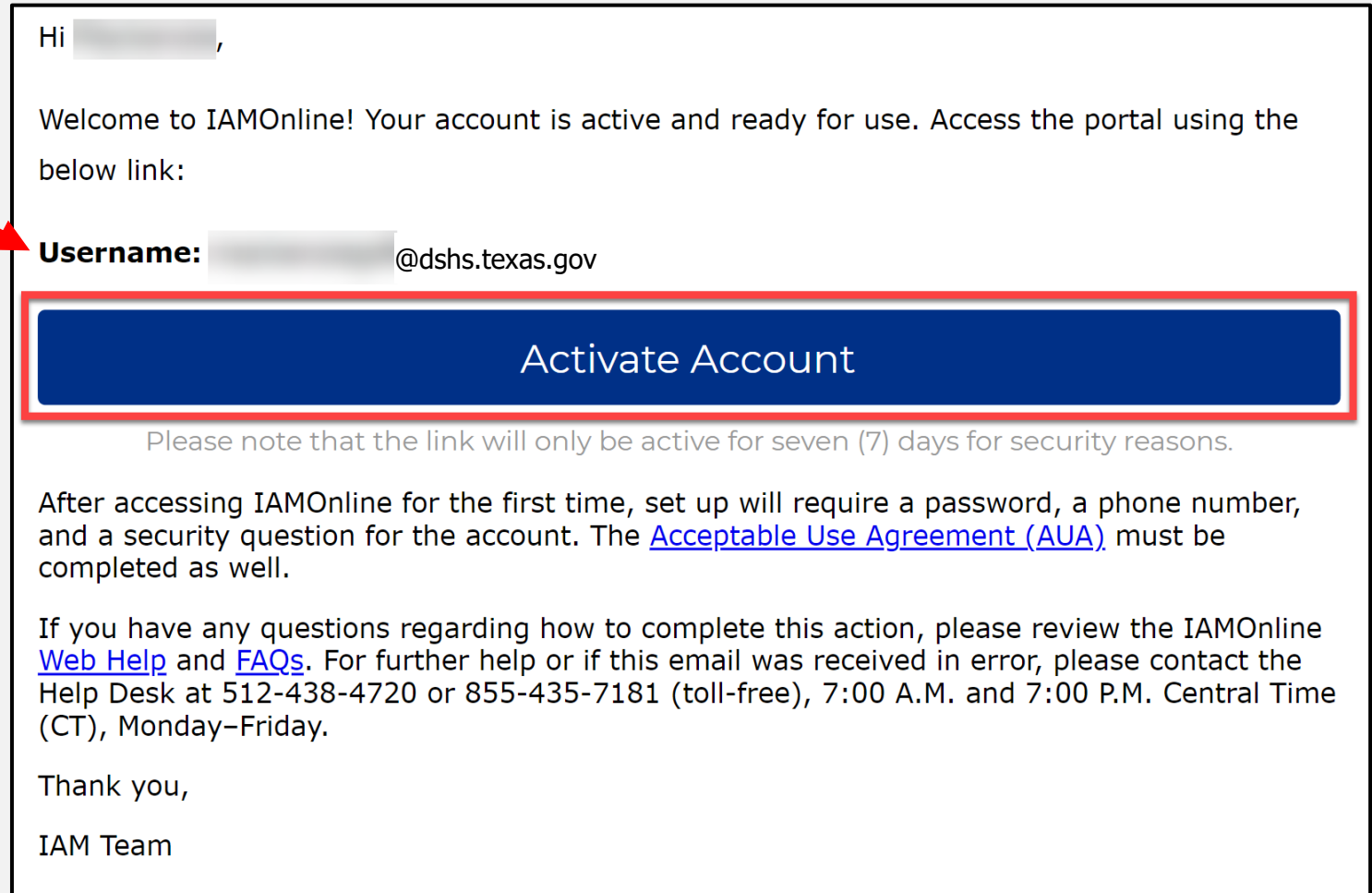
Thank you,

IAM Team

Activate Your Account (2 of 2)

- Your **username** is provided in the email.
- Next, click the **“Activate Account”** button to set up your account promptly.

NOTE – *The link will only be active for seven (7) days for security reasons.*



Hi [redacted],

Welcome to IAMOnline! Your account is active and ready for use. Access the portal using the below link:

Username: [redacted]@dshs.texas.gov

[Activate Account](#)

Please note that the link will only be active for seven (7) days for security reasons.

After accessing IAMOnline for the first time, set up will require a password, a phone number, and a security question for the account. The [Acceptable Use Agreement \(AUA\)](#) must be completed as well.


If you have any questions regarding how to complete this action, please review the IAMOnline [Web Help](#) and [FAQs](#). For further help or if this email was received in error, please contact the Help Desk at 512-438-4720 or 855-435-7181 (toll-free), 7:00 A.M. and 7:00 P.M. Central Time (CT), Monday–Friday.

Thank you,
IAM Team

Set Up Security Methods (1 of 2)




Now, let's set up security methods to protect your account with a **password**, your **phone**, and a **security question**.

Set up security methods

 [redacted] @dshs.texas.gov

Security methods help protect your IAMOnline account by ensuring only you have access.

Set up required

-  **Password**
Choose a password for your account
Used for access
[Set up](#)
-  **Phone**
Verify with a code sent to your phone
Used for access or recovery
[Set up](#)
-  **Security Question**
Choose a security question and answer that will be used for signing in
Used for recovery
[Set up](#)

[Back to sign in](#)

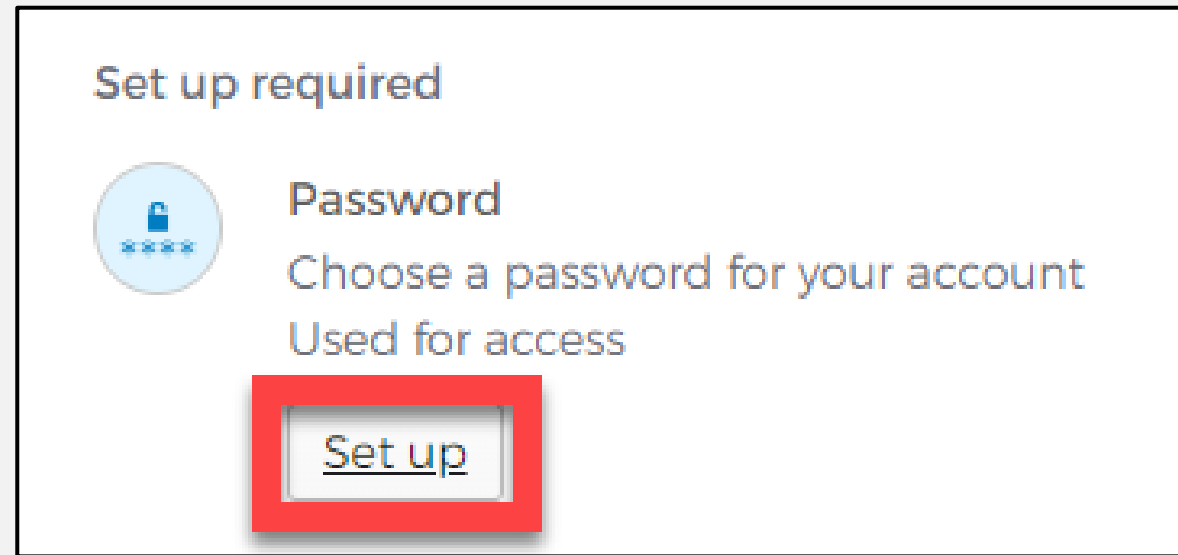
[Create a new account as a citizen](#)

[Request account as non-HHS employee, or register organization](#)

[Sign Acceptable Use Agreement](#)

Set Up Security Methods (2 of 2)

- The first security method is to set up your password.
- To create your **password**, click on the **“Set up”** button under Password.

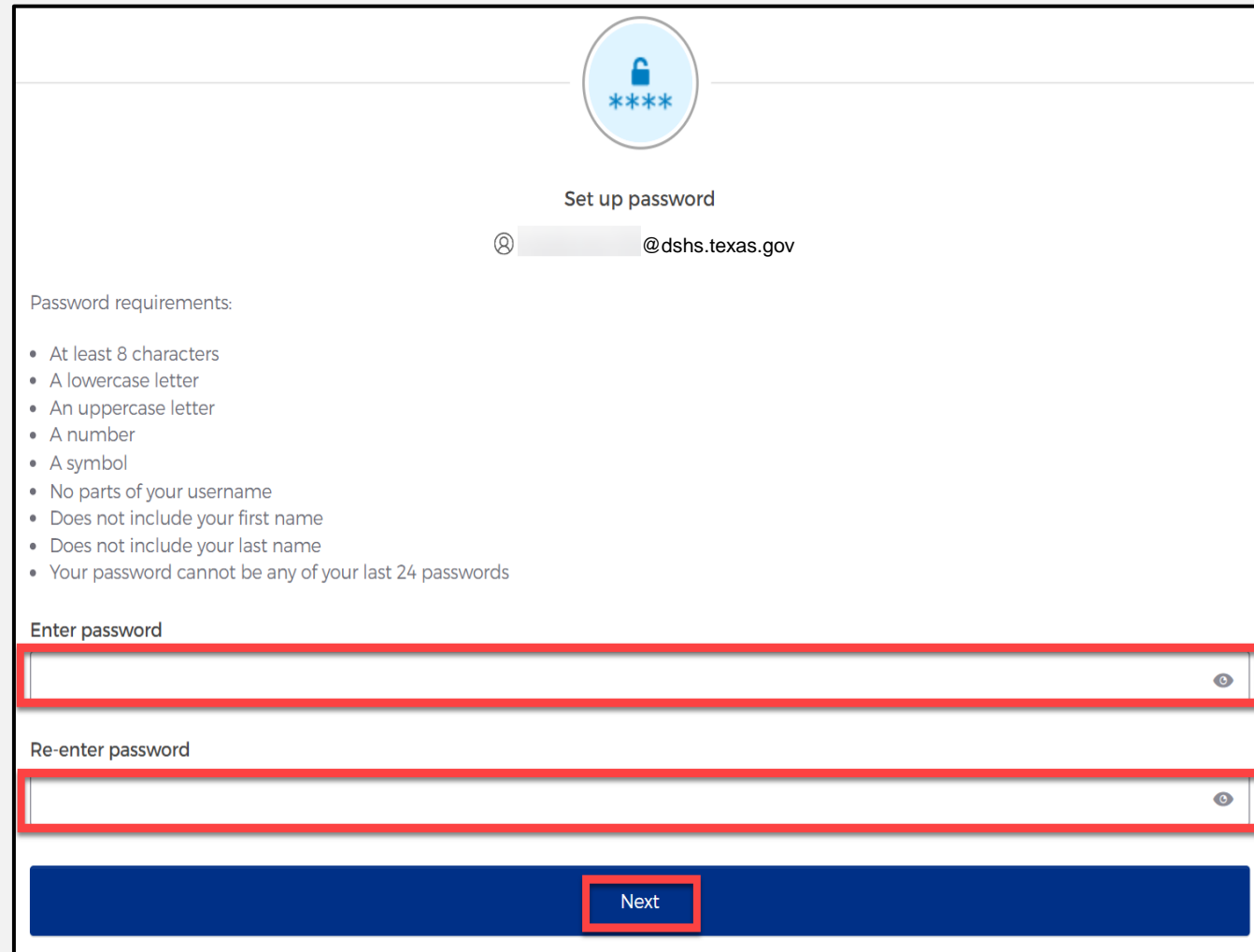


Set Up Password

- To set up your password, create your password in the “**Enter password**” text box and re-enter it in the “**Re-enter password**” text box.

***NOTE** – You must create a password that meets all requirements set by the organization.*

- Then click the “**Next**” button.



The screenshot shows a web form titled "Set up password" for a user with the email address [redacted]@dshs.texas.gov. At the top, there is a circular icon with a lock and the text "****". Below the title, the email address is displayed. The form includes a list of password requirements, two password input fields, and a "Next" button. The "Enter password" and "Re-enter password" fields are highlighted with red boxes, and the "Next" button is also highlighted with a red box.

Set up password

[redacted]@dshs.texas.gov

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords

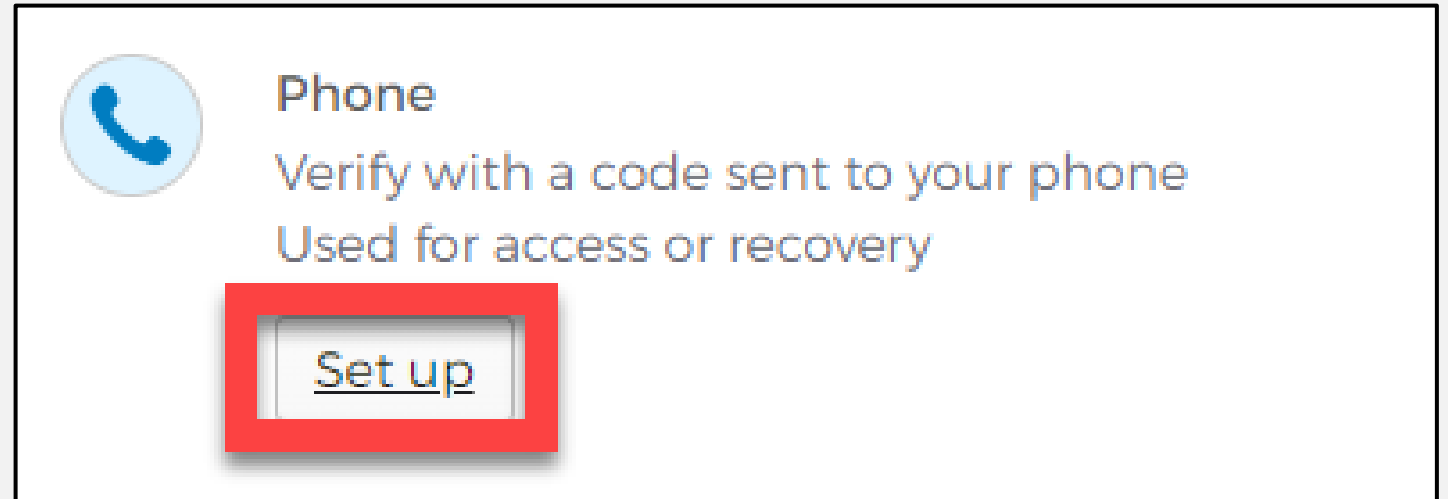
Enter password

Re-enter password

Next

Set Up Security Methods Screen

Next, click on the “**Set up**” button under **Phone**.

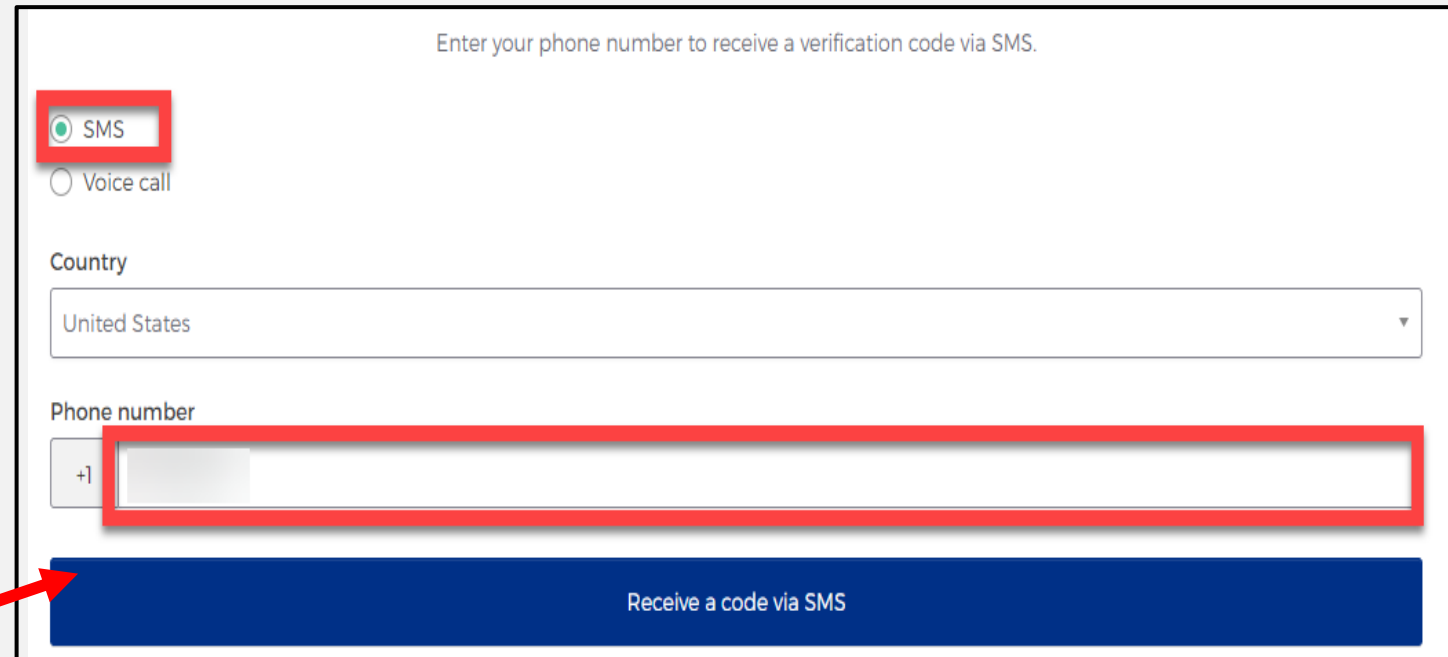


Set Up Phone Authentication (1 of 2)

- To set up your phone number, first select the “**SMS**”* or “**Voice call**” option.

*The **SMS** option will send a text message to your phone, and the **Voice call** option will send an automated call.*

- Then, verify your account by entering your phone number and select “**Receive a code**”.

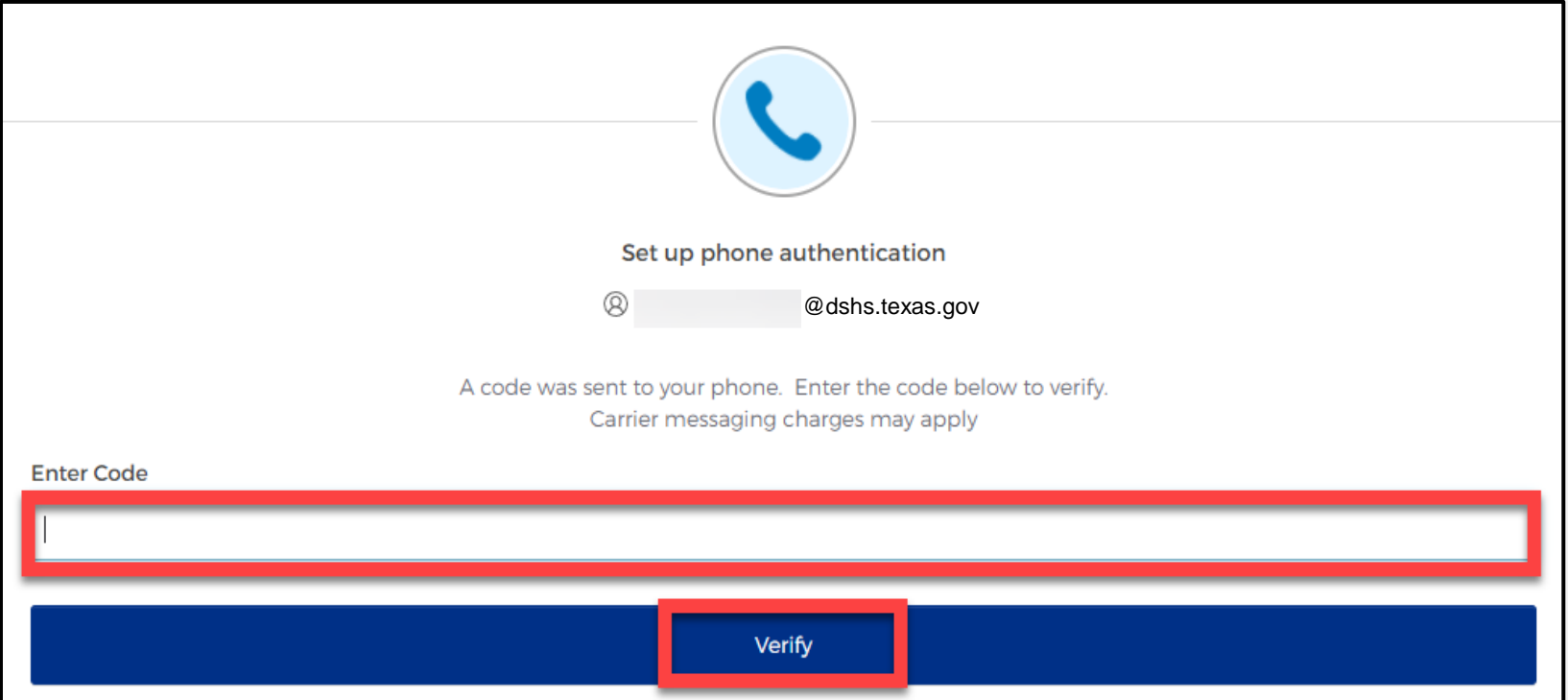


The screenshot shows a form titled "Enter your phone number to receive a verification code via SMS." It includes two radio button options: "SMS" (selected and highlighted with a red box) and "Voice call". Below these is a "Country" dropdown menu set to "United States". The "Phone number" field is highlighted with a red box and contains "+1" followed by a greyed-out area. At the bottom, a blue button labeled "Receive a code via SMS" is highlighted with a red arrow pointing from the text "Receive a code" in the adjacent list item.

*SMS stands for Short Message Service.

Set Up Phone Authentication (2 of 2)

- You will receive a verification code to your phone via the delivery choice you made - SMS or Voice call.
- Type the verification code in the “**Enter Code**” box.
- Then, click on the “**Verify**” button.



Set up phone authentication

@ [redacted] @dshs.texas.gov

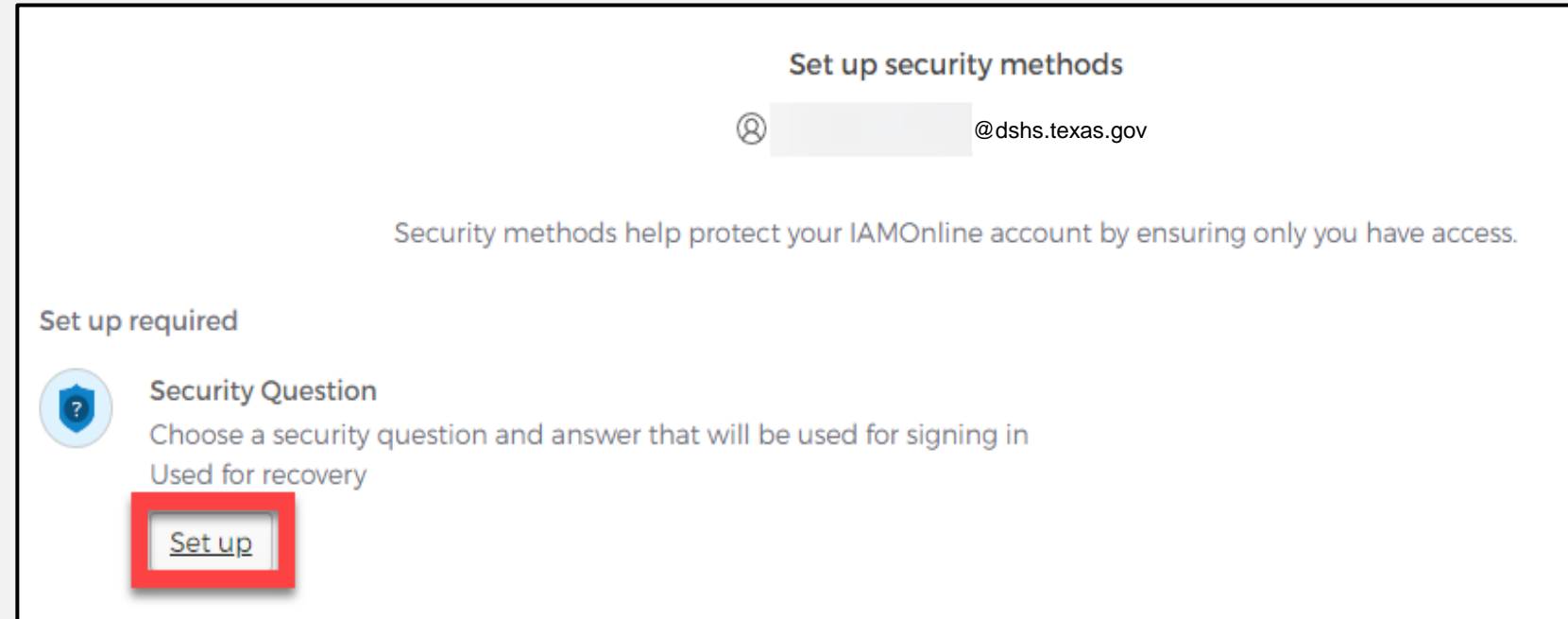
A code was sent to your phone. Enter the code below to verify.
Carrier messaging charges may apply

Enter Code

Verify

Set Up Security Methods

- After verifying your phone number, you will be redirected to set up a Security Question.
- To set-up your security question, select the **“Set up”** button under **“Security Question”**.

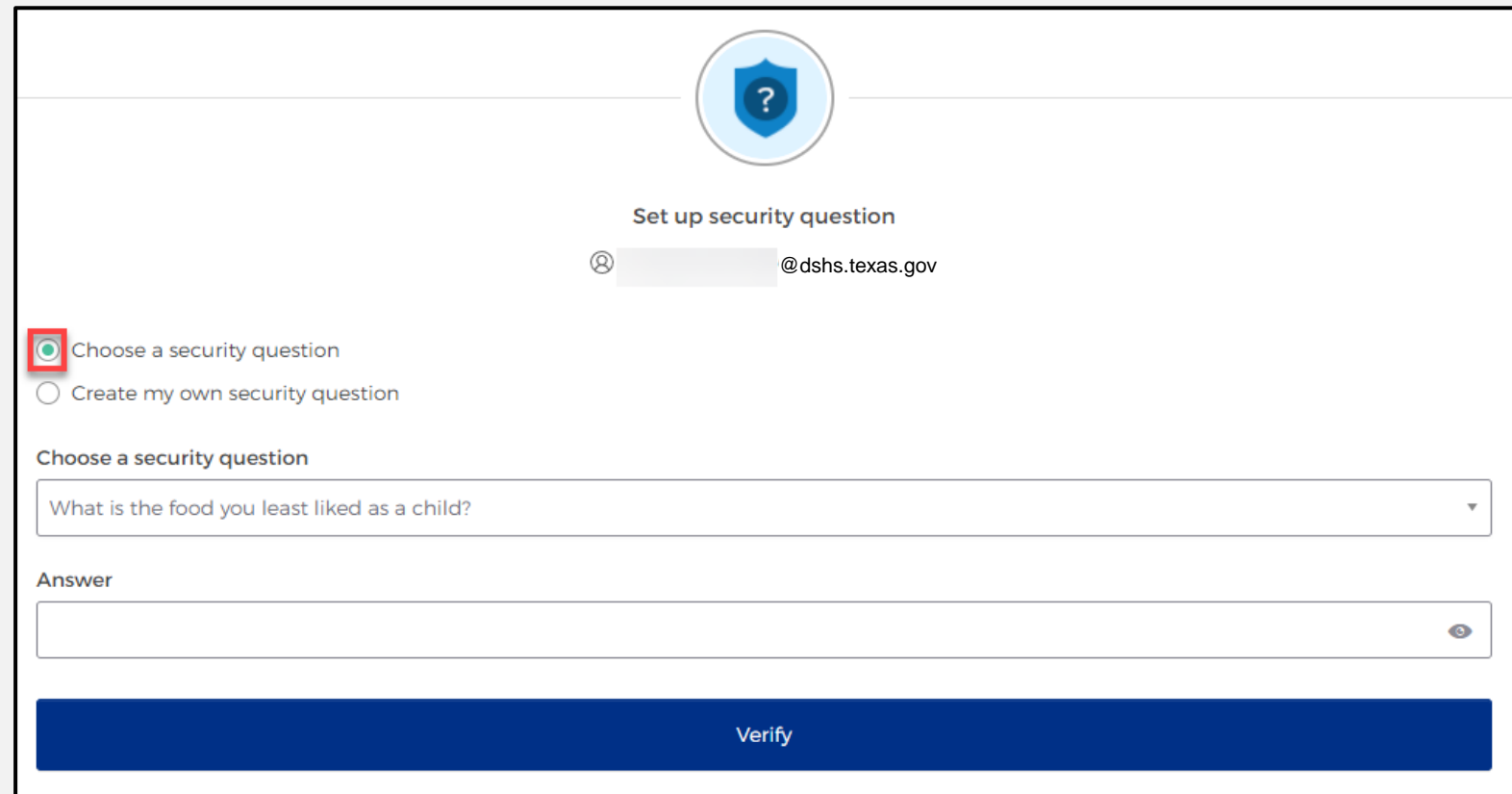


The screenshot shows a web interface for setting up security methods. At the top, it says "Set up security methods" followed by a user icon and the email address "@dshs.texas.gov". Below this is a message: "Security methods help protect your IAMOnline account by ensuring only you have access." Underneath, it says "Set up required" and lists "Security Question" with a sub-description: "Choose a security question and answer that will be used for signing in" and "Used for recovery". A red box highlights a "Set up" button.

Set Up Security Question (1 of 2)

You can either select an option to **“Choose a security question”** or **“Create my own security question”**.

NOTE – If creating a security question, create one that cannot be guessed or remembered for security purposes.



The screenshot shows a web form titled "Set up security question" for the user "@dshs.texas.gov". At the top center is a blue shield icon with a white question mark. Below the title, there are two radio button options: "Choose a security question" (which is selected and highlighted with a red square) and "Create my own security question". Under the selected option, there is a dropdown menu with the text "Choose a security question" and the selected value "What is the food you least liked as a child?". Below this is an "Answer" field, which is currently empty. At the bottom of the form is a blue "Verify" button.

Set Up Security Question (2 of 2)

- After selecting “**Choose a security question**”, select the drop-down icon and choose a security question.
- Then, enter the answer in the “**Answer**” box.
- To save your question and answer, select the “**Verify**” button.

Set up security question

@dshs.texas.gov

Choose a security question

Create my own security question

Choose a security question

What is the food you least liked as a child?

Answer

Verify

Access MyApps Dashboard Process



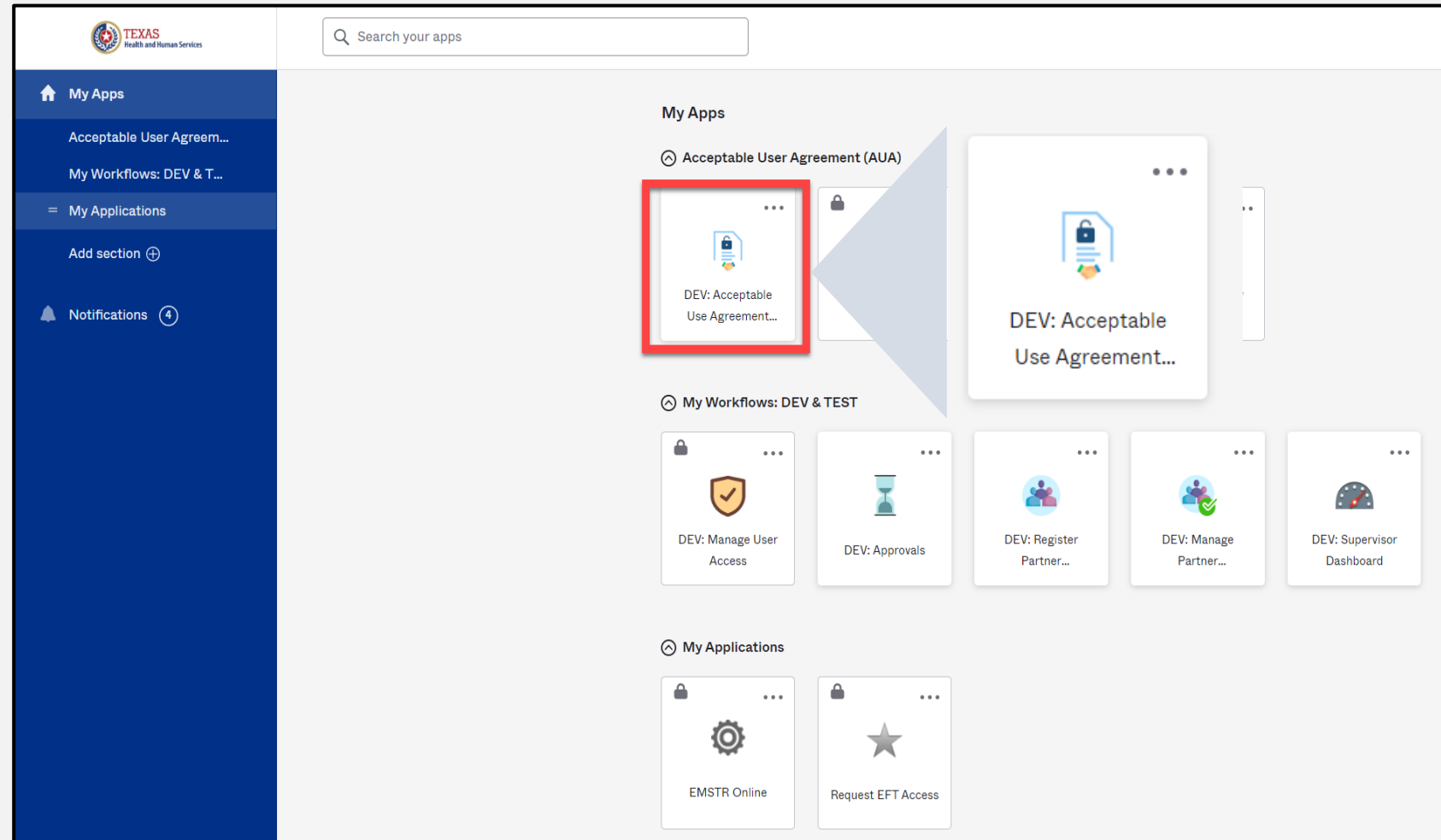
Access the MyApps Dashboard

Now that you have set up your security methods, you will be redirected to your IAMOnline “MyApps” dashboard.

The screenshot displays the MyApps dashboard interface. On the left is a dark blue sidebar with navigation options: 'My Apps' (home icon), 'Acceptable User Agreement...', 'My Workflows: DEV & T...', 'My Applications', 'Add section +', and 'Notifications 4'. At the bottom of the sidebar, it shows 'Last sign in: a few seconds ago' and a 'Privacy' link. The main content area is titled 'My Apps' and includes a 'Sort' button. It is organized into two sections: 'Acceptable User Agreement (AUA)' and 'My Workflows: DEV & TEST'. The 'AUA' section contains four app tiles: 'DEV: Acceptable Use Agreement (AUA)...', 'DEV: Forms', 'DEV: Access Requests', and 'DEV: Manage My Access'. The 'My Workflows: DEV & TEST' section contains five app tiles: 'DEV: Manage User Access', 'DEV: Approvals', 'DEV: Register Partner Organization', 'DEV: Manage Partner Organization', and 'DEV: Supervisor Dashboard'. Each tile features an icon, a lock symbol, and a three-dot menu icon.

Acceptable Use Agreement (AUA)

- All tiles will be locked with a lock icon until you acknowledge and sign the AUA form.
- To do this, select the “AUA” tile on your MyApps dashboard.



Acknowledge and Sign your AUA

- Carefully read and complete the AUA Form.
- Once you have completed the mandatory information and signed the form, click the **“Submit”** button to complete it.

Acknowledgement

I have read, understand, and will comply with the requirements in the Information Security Acceptable Use Policy.

First Name

First Name *

Last Name

Last Name *

Your Work Email *

Your Work Phone

I am (choose one and explain below): *

- An employee of HHSC (specify department and division)
- An employee of DSHS (specify department and division)
- An employee of another agency (specify agency, department, and division)
- A contractor (specify employer or non-state agency name)
- An intern or volunteer (specify agency, department, and division)
- Other (specify below if you are an advisory council member or an employee of a private provider)

Date Agreement Signed *

08/09/2023

Submit

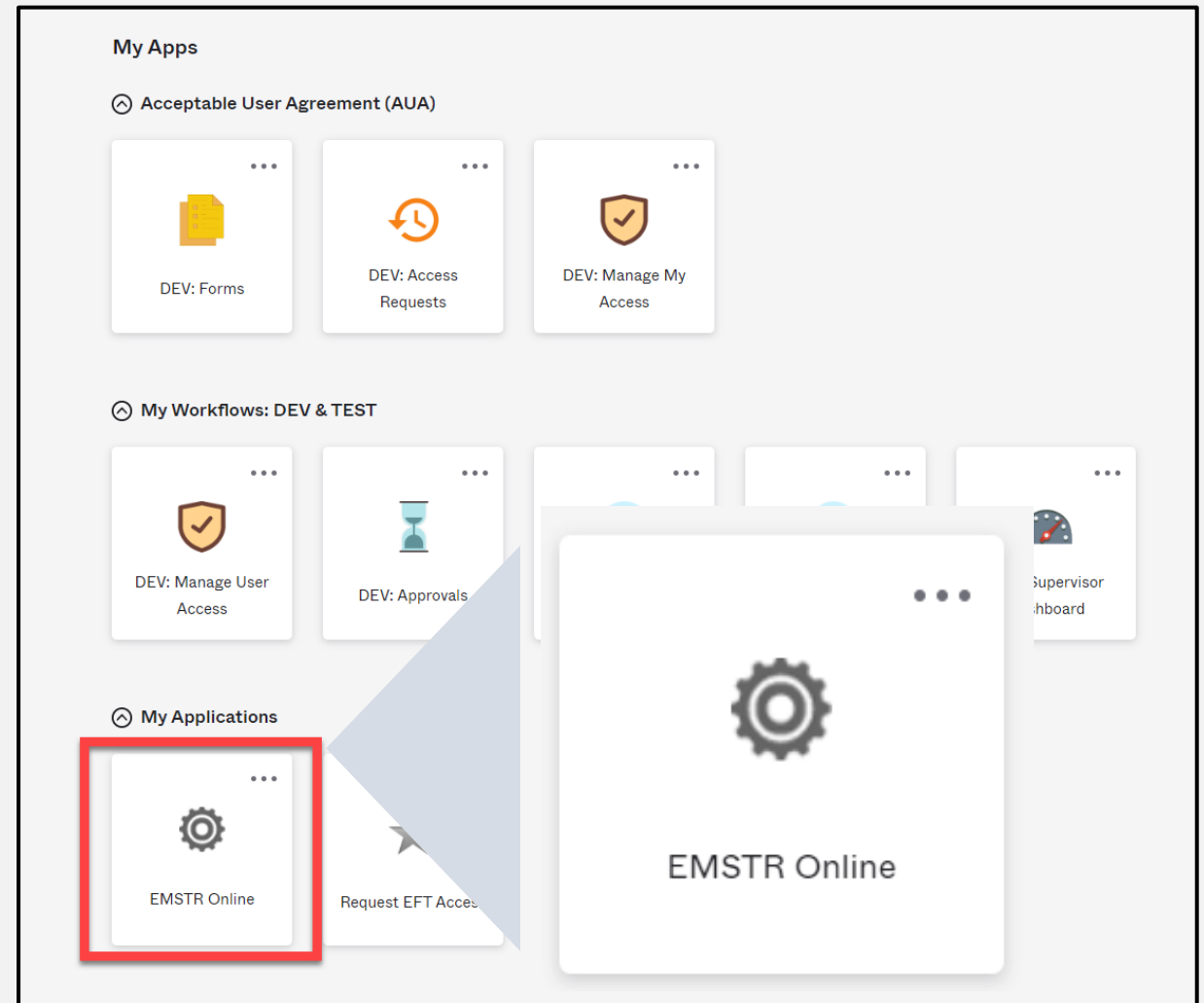
Submit

Access EMSTR Process



Access EMSTR (1 of 2)

- Once you have completed the AUA form, your tiles on the MyApps dashboard will unlock.
- To access EMSTR, select the **“EMSTR Online”** tile.



Access EMSTR (2 of 2)

Once you've selected the "EMSTR Online" tile, you will be directed to the EMSTR homepage.

The screenshot displays the EMSTR homepage. At the top, there is a green navigation bar with the EMSTR logo, a welcome message, and links for Home, Create Record, Search Record, File Upload, Entity, Reports, and Logout. Below the navigation bar, the Texas Department of State Health Services logo is visible on the left, and the main heading reads "Welcome to Texas Emergency Medical Services and Trauma Registry System".

The page is divided into two main sections:

- Workflows-TBD:** A table with two columns: "Workflow Queue" and "Events". It lists five workflow categories with their respective event counts and a "More..." link at the bottom right.
- Recently Accessed Records-TBD:** A table with three columns: "Record Id", "Name", and "Record Type". It lists five records with their IDs, names, and types, and a "More..." link at the bottom right.

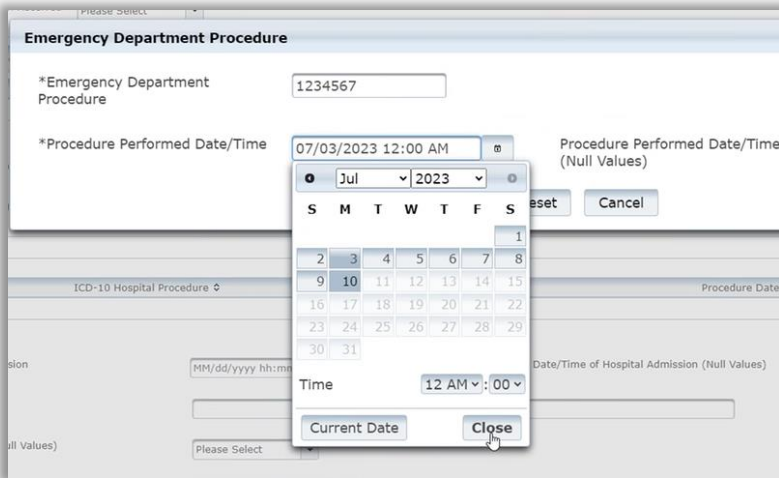
Workflow Queue	Events
135 Days Late	28
Entities Missing_RAC ID Information	14
Missing Injury Diagnosis Codes	10
All cases that failed workflow because of invalid data	15
Pending Application Emails	7

Record Id	Name	Record Type
123456789	Test Hospital	Hospital Facility
111111111	Test EMS	EMS Facility
124564545	Test McTester	Hospital Patient Record
897543456	John Doe	EMS Patient Record
987465367	Jane Doe	LTAC Patient Record

Improved User Experience

Updated features and new functionalities are incorporated throughout EMSTR for an improved user experience.

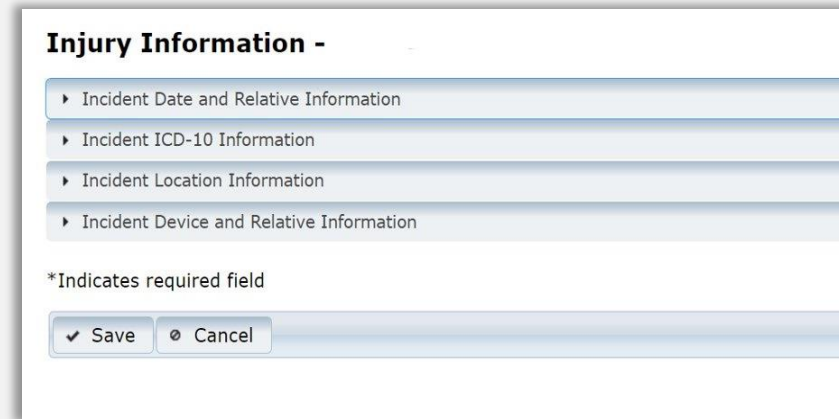
Calendar Feature



The screenshot shows a form titled "Emergency Department Procedure". It includes a text input for "Emergency Department Procedure" with the value "1234567". Below it is a date and time selector showing "07/03/2023 12:00 AM". A calendar pop-up is open, displaying the month of July 2023. The calendar has a grid of days from 1 to 31. The 10th is highlighted. Below the calendar is a time selector showing "12 AM" and "00". There are "Current Date" and "Close" buttons at the bottom of the calendar pop-up.

Quick date and time selection.

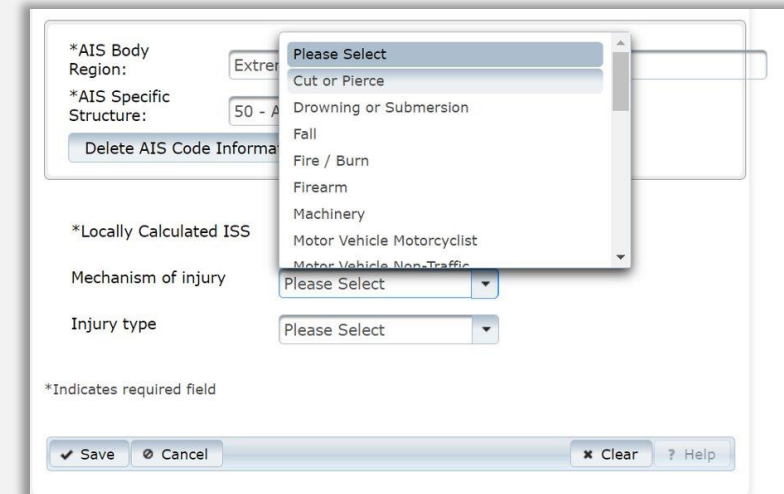
Collapsible Sections



The screenshot shows a form titled "Injury Information -". It has four collapsible sections, each with a right-pointing arrow: "Incident Date and Relative Information", "Incident ICD-10 Information", "Incident Location Information", and "Incident Device and Relative Information". Below these sections is a note: "*Indicates required field". At the bottom are "Save" and "Cancel" buttons.

Easier page navigation to complete required fields.

Drop Down Menus



The screenshot shows a form with several fields. "AIS Body Region" is a text input with "Extrem" and a "Please Select" dropdown menu. "AIS Specific Structure" is a text input with "50 - A" and a "Please Select" dropdown menu. Below these is a "Delete AIS Code Information" button. "Locally Calculated ISS" is a text input. "Mechanism of injury" is a dropdown menu with "Please Select" selected. "Injury type" is a dropdown menu with "Please Select" selected. At the bottom are "Save", "Cancel", "Clear", and "Help" buttons.

Intuitive process that avoids page clutter.


Online Submission Process



TEXAS
Health and Human
Services


Texas Department of State
Health Services

Online Submission



EMSTR | Welcome, Mackenzie Hospital

Home | [Create Record](#) | Search Record | Workflows | File Upload | Entity | Reports | Logout

 **TEXAS**
Health and Human Services | Texas Department of State Health Services

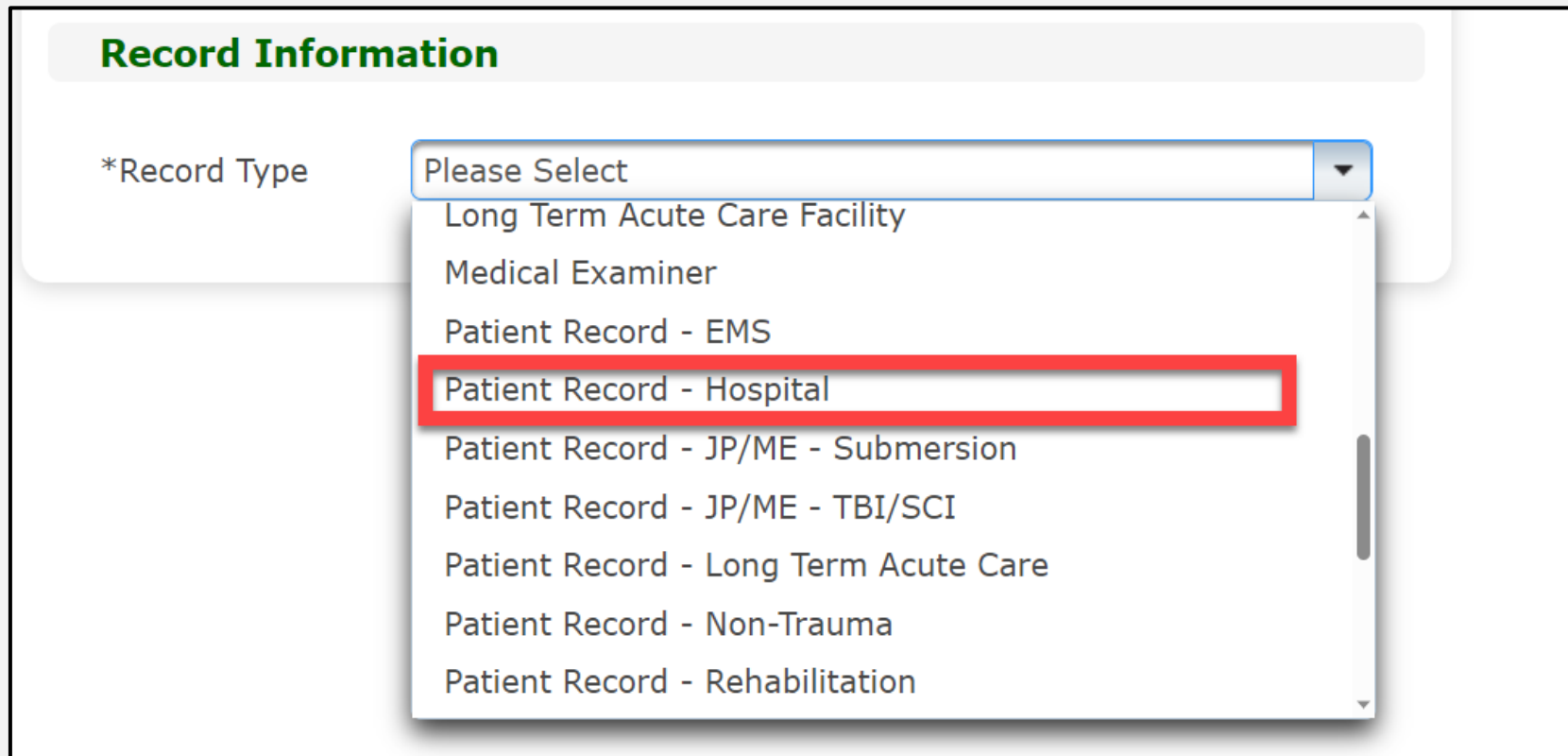
**Welcome to Texas Emergency Medical Services
and Trauma Registry System**

[Create Record](#)

To submit data manually, select “**Create Record**” from the navigation bar.

Create Record (1 of 2)

After selecting “**Create Record**” from the EMSTR toolbar, click the “**Patient Record-Hospital**” Record Type from the drop-down menu.



The screenshot shows a form titled "Record Information" with a field labeled "*Record Type". A dropdown menu is open, displaying a list of record types. The option "Patient Record - Hospital" is highlighted with a red rectangular border. The other options in the list are: "Please Select", "Long Term Acute Care Facility", "Medical Examiner", "Patient Record - EMS", "Patient Record - JP/ME - Submersion", "Patient Record - JP/ME - TBI/SCI", "Patient Record - Long Term Acute Care", "Patient Record - Non-Trauma", and "Patient Record - Rehabilitation".

Record Type
Please Select
Long Term Acute Care Facility
Medical Examiner
Patient Record - EMS
Patient Record - Hospital
Patient Record - JP/ME - Submersion
Patient Record - JP/ME - TBI/SCI
Patient Record - Long Term Acute Care
Patient Record - Non-Trauma
Patient Record - Rehabilitation

Create Record (2 of 2)

- Enter the required information indicated by the asterisks (*).
- Click **“Save”**.

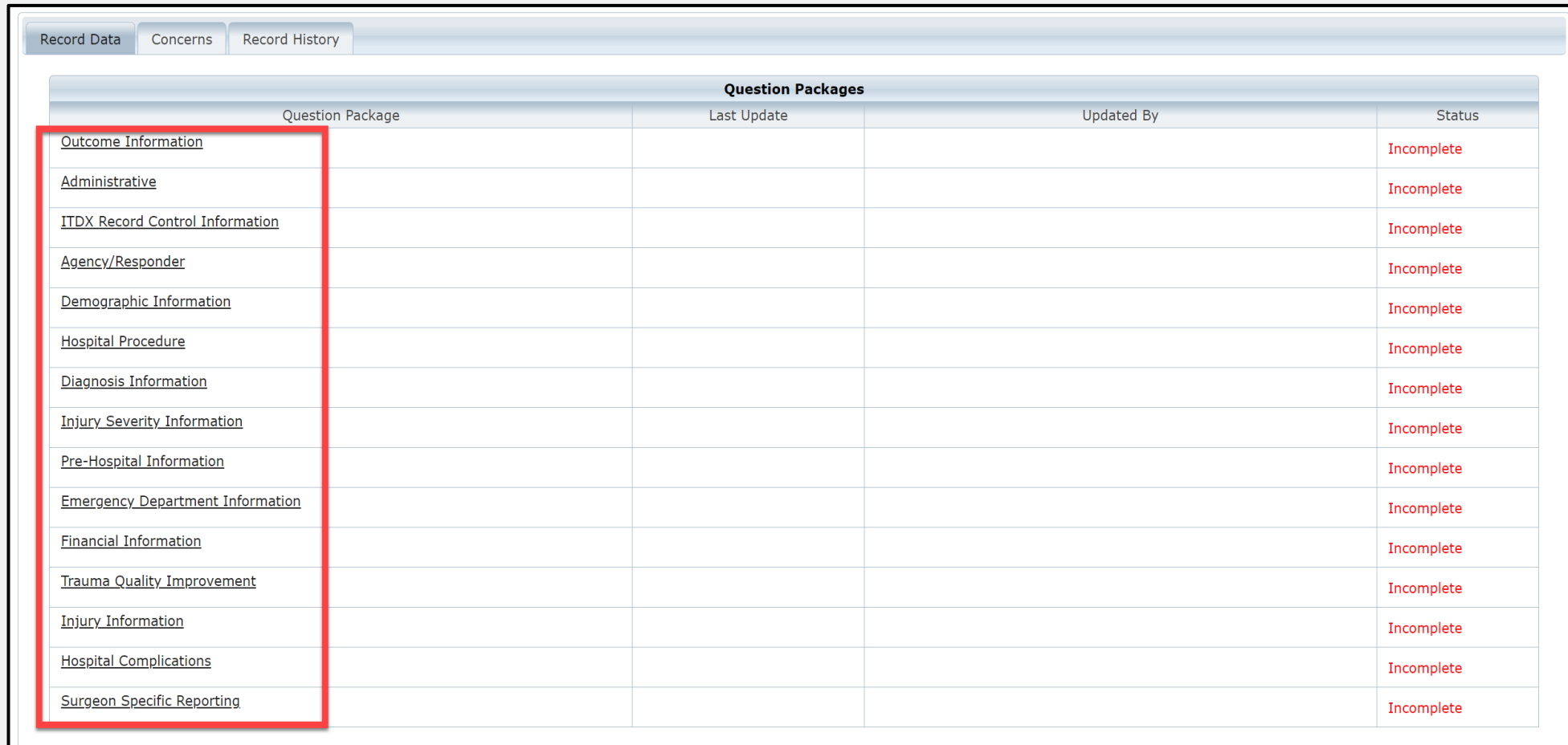
The screenshot displays a web form for creating a record, organized into three main sections:

- Record Information:** A dropdown menu for '*Record Type' is set to 'Patient Record - Hospital'.
- Add Person:** This section contains several required fields: '*First Name', 'Middle Name', and '*Last Name' are text input fields; '*Birth Date' is a date picker set to 'mm/dd/yyyy'; and '*Gender' is a dropdown menu currently showing 'Please Select'.
- Contact Information:** This section includes: '*Street' (two stacked text input fields); '*City', '*State' (set to 'Texas'), and '*Zip Code' (text input); '*County' (dropdown menu showing 'Please Select'); '*Country' (dropdown menu showing 'USA'); and '*Submission Version' (dropdown menu showing '2023').

At the bottom of the form, there is a legend: '*Indicates required field'. Below the legend is a horizontal bar containing three buttons: 'Save' (with a checkmark icon and highlighted by a red box), 'Cancel', and 'Clear' (with an 'x' icon). A 'Help' button with a question mark icon is also present on the right side of this bar.

Add Record Data

To add data to the patient record, complete each of the 15 question packages.

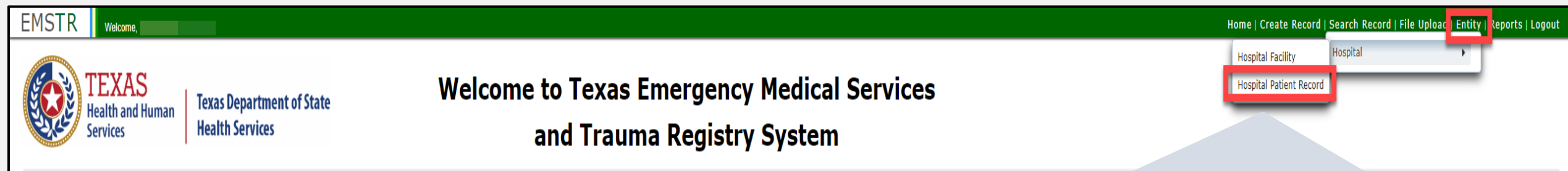


The screenshot displays a software interface with three tabs: "Record Data", "Concerns", and "Record History". The "Record Data" tab is active, showing a table titled "Question Packages". The table has four columns: "Question Package", "Last Update", "Updated By", and "Status". There are 15 rows, each representing a different question package, all of which are currently "Incomplete". A red rectangular box highlights the first 15 rows of the table.

Question Package	Last Update	Updated By	Status
Outcome Information			Incomplete
Administrative			Incomplete
ITDX Record Control Information			Incomplete
Agency/Responder			Incomplete
Demographic Information			Incomplete
Hospital Procedure			Incomplete
Diagnosis Information			Incomplete
Injury Severity Information			Incomplete
Pre-Hospital Information			Incomplete
Emergency Department Information			Incomplete
Financial Information			Incomplete
Trauma Quality Improvement			Incomplete
Injury Information			Incomplete
Hospital Complications			Incomplete
Surgeon Specific Reporting			Incomplete

Finish Creating a Record

- After saving the information entered in the 15 question packages, view the completed record by navigating to the EMSTR toolbar.
- Then, select “**Entity>Hospital>Hospital Patient Record**”.



The screenshot shows the top navigation bar of the EMSTR website. The bar is green with white text. On the left, it says "EMSTR" and "Welcome, [user name]". On the right, it lists "Home | Create Record | Search Record | File Upload | Entity | Reports | Logout". The "Entity" menu is open, showing "Hospital Facility" and "Hospital Patient Record". The "Hospital" menu is also open, showing "Hospital Patient Record".

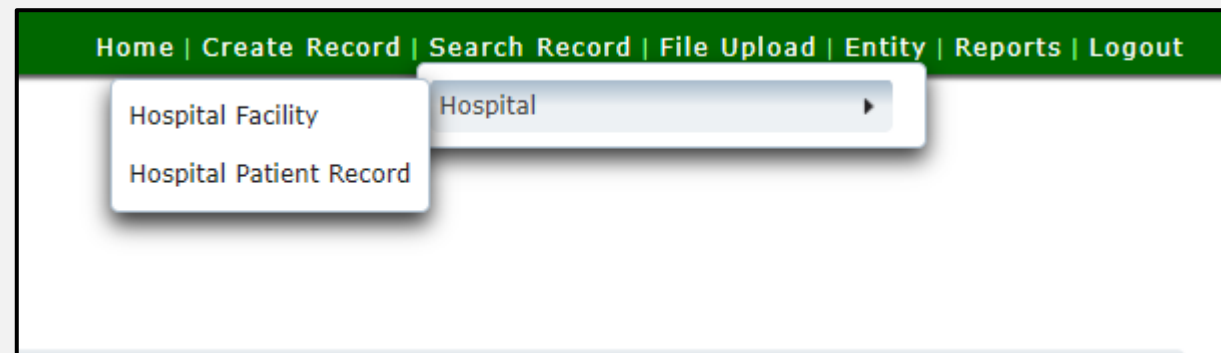
EMSTR | Welcome, [user name] | Home | Create Record | Search Record | File Upload | Entity | Reports | Logout

TEXAS Health and Human Services | Texas Department of State Health Services

Welcome to Texas Emergency Medical Services and Trauma Registry System

Hospital Facility | Hospital Patient Record

Hospital | Hospital Patient Record



This is a close-up of the navigation menu from the previous screenshot. It shows the "Entity" menu open, with "Hospital Facility" and "Hospital Patient Record" listed. The "Hospital" menu is also open, with "Hospital Patient Record" listed. A red box highlights the "Hospital Patient Record" option in both menus.

Home | Create Record | Search Record | File Upload | Entity | Reports | Logout

Hospital Facility | Hospital Patient Record

Hospital | Hospital Patient Record

Hospital Patient Record

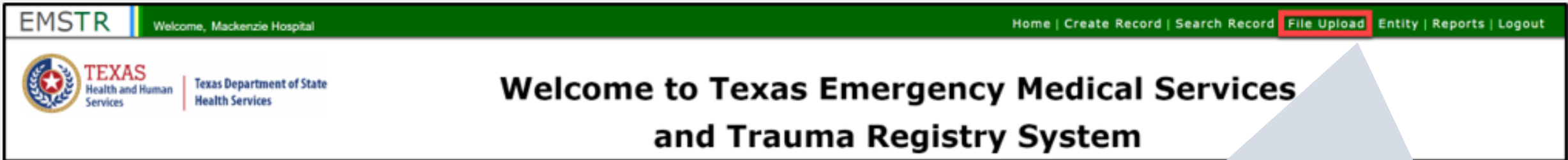
Here, you can view the patient records you submitted for your facility.

Hospital Facility		Hospital Patient								
		(Entities 1 - 3 of 3, Page: 1/1)							+ Add New Entity + Clear filter Export Patient Record(s)	
Record ID	Facility Name	Created Date	Arrival Date	First Name	Last Name	Status	Action			
1000001386		2023/08/08		Joe	Test		Record Details	<input type="checkbox"/>		
1000002402		2023/08/23		test2	smith	Open	Record Details	<input type="checkbox"/>		
1000002404		2023/08/23		Crystaltest	Olaldetest	Open	Record Details	<input type="checkbox"/>		

File Upload Process



File Upload



The screenshot shows the top navigation bar of the EMSTR system. It features a green header with the text "EMSTR" on the left, "Welcome, Mackenzie Hospital" in the middle, and a list of navigation links on the right: "Home | Create Record | Search Record | File Upload | Entity | Reports | Logout". The "File Upload" link is highlighted with a red rectangular box. Below the header, the main content area displays the Texas Department of State Health Services logo on the left and the text "Welcome to Texas Emergency Medical Services and Trauma Registry System" in the center.



A callout box consisting of a light blue triangle pointing upwards towards the "File Upload" link in the navigation bar, and a dark green rectangular box containing the text "File Upload" in white, underlined.

To submit data using the file upload method, select “**File Upload**” from the navigation bar.

Select the Data File Format

- After selecting **“File Upload”** from the EMSTR toolbar, you will be taken to **“Data File Upload”** page.
- Select **“Hospital_XML_File”** from the drop-down menu.

The screenshot shows the EMSTR application interface. At the top, there is a navigation bar with the EMSTR logo and a green header containing navigation links: Home | Create Record | Search Record | File Upload | Entity | Reports | Logout. Below the header, the main content area is titled "Data File Upload".

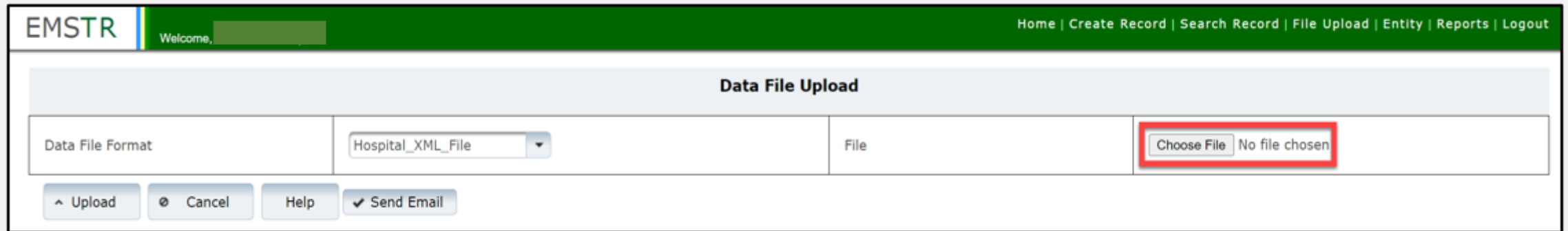
In the "Data File Upload" section, there is a form with a "Data File Format" dropdown menu. The dropdown is open, showing a list of options: "Please Select", "Hospital_XML_File" (highlighted with a red box), "Demographic_XML_File", and "EMS_XML_File". To the right of the dropdown is a "File" input field with a "Choose File" button and the text "No file chosen". Below the dropdown are three buttons: "Upload", "Cancel", and "Help".

Below the form is a section titled "Recent Queued Roster Imports". It includes a pagination bar showing "(Entities 1 - 50 of 668, Page: 1/14)" and a table with the following columns: Create Date, Complete Date, Roster Format, File, Status, and Result.

Create Date	Complete Date	Roster Format	File	Status	Result
2023-07-28 15:13:39	2023-07-28 11:13:38	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	Download Results
2023-07-26 20:09:53	2023-07-26 16:09:53	Hospital_XML_File	ITDX_2023_Sample.xml [Original File]	Successful	Download Results
2023-07-26 19:58:19	2023-07-26 15:58:19	Hospital_XML_File	2020sampleSingleRecord.xml [Original File]	Successful	Download Results

Data File Upload

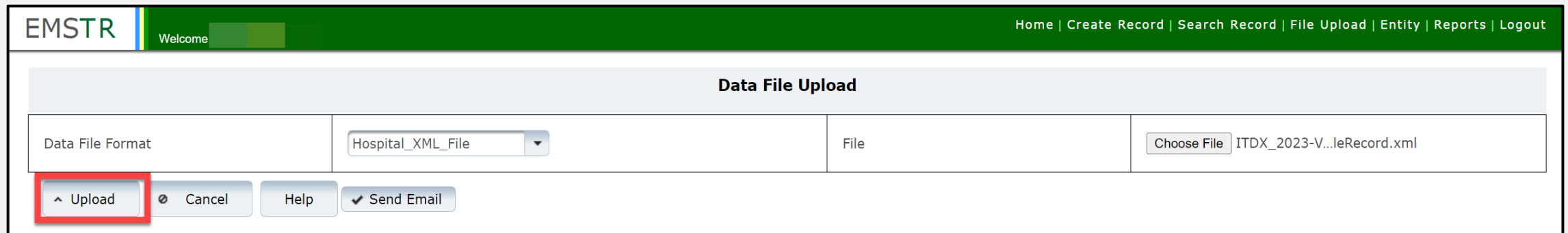
- Next, select **“Choose File”** and select the file from your computer.



The screenshot shows the EMSTR Data File Upload interface. The top navigation bar includes the EMSTR logo, a welcome message, and links for Home, Create Record, Search Record, File Upload, Entity, Reports, and Logout. The main content area is titled "Data File Upload" and contains a form with the following elements:

- Data File Format: Hospital_XML_File (dropdown menu)
- File: Choose File No file chosen (button, highlighted with a red box)
- Buttons: Upload, Cancel, Help, Send Email

- Once you’ve chosen your file, select the **“Upload”** button.



The screenshot shows the EMSTR Data File Upload interface after a file has been selected. The top navigation bar and the "Data File Upload" title are the same as in the previous screenshot. The form now includes:

- Data File Format: Hospital_XML_File (dropdown menu)
- File: Choose File ITDX_2023-V...leRecord.xml (button)
- Buttons: Upload (highlighted with a red box), Cancel, Help, Send Email

Validation Results (1 of 2)

After uploading your file, you will receive an automatic “**Validation Results**” notifying you of any errors.

Data File Upload			
Data File Format	Hospital_XML_File	File	Choose File No file chosen
<input type="button" value="Upload"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>			
		Validation Results	
Record Count	1		
Valid Record Count	1		
Error	1 of the 1 records in the file have been successfully uploaded!		

Validation Results (2 of 2)

Validation Results	
Record Count	1
Valid Record Count	0
Error	1 of the 1 records were not uploaded due to errors: Hospital FacilityId 0771021 doesn't exist.

- If an error occurs, the “**Validations Results**” table will include a description of the error.
- After addressing the error, you can re-upload your file.

Recent Queued Roster Imports

After your file is successfully uploaded, view the record in the “Recent Queued Roster Imports” on the data file upload page.

Recent Queued Roster Imports					
(Entities 1 - 50 of 671, Page: 1/14)					
Create Date	Complete Date	Roster Format	File	Status	Result
2023-07-28 20:51:29	2023-07-28 20:51:29	Hospital_XML_File	2020sampleSingleRecord.xml [Original File]	Successful	Download Results
2023-07-28 20:20:01	2023-07-28 20:20:00	EMS_XML_File	2022-EMS-1-Cardiac-Transport_v350.xml [Original File]	Successful	Download Results
2023-07-28 19:32:52	2023-07-28 15:32:52	Hospital_XML_File	2020sampleMultipleRecord_8_Records_2_new.xml [Original File]	Successful	Download Results
2023-07-28 15:13:39	2023-07-28 11:13:38	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	Download Results
2023-07-26 20:09:53	2023-07-26 16:09:53	Hospital_XML_File	ITDX_2023_Sample.xml [Original File]	Successful	Download Results
2023-07-26 19:58:19	2023-07-26 15:58:19	Hospital_XML_File	2020sampleSingleRecord.xml [Original File]	Successful	Download Results
2023-07-26 19:51:54	2023-07-26 15:51:53	Hospital_XML_File	2020sampleSingleRecord.xml [Original File]	Successful	Download Results
2023-07-26 19:34:49	2023-07-26 15:34:35	EMS_XML_File	2022-EMS-1-Cardiac-Transport_v350.xml [Original File]	Successful	Download Results
2023-07-26 19:29:15	2023-07-26 15:29:15	EMS_XML_File	2022-EMS-1-Cardiac-Transport_v350.xml [Original File]	Successful	Download Results
2023-07-26 19:26:01	2023-07-26 15:26:01	EMS_XML_File	2022-EMS-1-Cardiac-Transport_v350.xml [Original File]	Successful	Download Results
2023-07-26 19:06:42	2023-07-26 15:06:41	EMS_XML_File	2022-EMS-1-Cardiac-Transport_v350.xml [Original File]	Successful	Download Results
2023-07-26 18:44:17	2023-07-26 14:44:17	EMS_XML_File	2022-EMS-1-Cardiac-Transport_v350.xml [Original File]	Successful	Download Results
2023-07-26 18:41:27	2023-07-26 14:41:26	EMS_XML_File	2022-EMS-1-Cardiac-Transport_v350.xml [Original File]	Successful	Download Results
2023-07-26 18:26:25	2023-07-26 14:26:25	Demographic_XML_File	2022-DEM-2_v350_schError_dAgency01==02.xml [Original File]	Successful	Download Results
2023-07-26 18:24:24	2023-07-26 14:24:24	Demographic_XML_File	2022-DEM-2_v350_schError_dAgency01==02.xml [Original File]	Successful	Download Results
2023-07-26 18:21:35	2023-07-26 14:21:35	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	Download Results
2023-07-26 17:09:30	2023-07-26 13:09:29	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	Download Results
2023-07-26 17:06:18	2023-07-26 13:06:18	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	Download Results
2023-07-26 16:50:23	2023-07-26 12:50:22	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	Download Results



File Submission Report

After your file is successfully uploaded and you receive a “**Validation Result**”, you will immediately receive a “**File Submission Report**” via email.

08/02/2023 22:45		File Submission Report			
Entity Number	null				
Entity Name					
Report Period	02/01/2020 - 02/01/2020				
Submission Date	08/02/2023 10:40 PM				
Submission Number	1000000731				
Processed Date	08/02/2023 10:40 PM				
Submitted By					
Total Records Submitted (new/resubmitted)	1 (1/0)				
= Records with Errors [Rejected](%)	0 (0%)				
= Records with Warnings [Accepted](%)	1 (100%)				
= Records with no Errors/Warnings [Accepted](%)	0 (0%)				
Total Records Accepted(%)	1 (100%)				
Total Records Rejected(%)	0 (0%)				
Total Records Incomplete(%)	0 (0%)				

Details					
Record ID	Element Name[Tag]	Submitted Value	Dictionary Value	Flag	Description
0771002_12345678	IncidentTime	235100	235100	W	1304_IncidentTime: 1304: Injury Incident Time is later than EMS Dispatch Time
0771002_12345678	IncidentTime	235100	235100	W	1305_IncidentTime: 1305: Injury Incident Time is later than EMS Unit Arrival on Scene Time
0771002_12345678	PulseRate	1	1	W	4804_PulseRate: 4807: The value is below 30

EMSTR Reports



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Reports



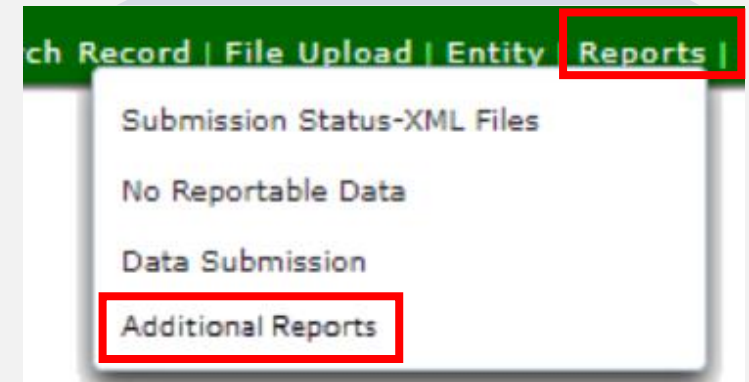
EMSTR | Welcome, Leo Arkaney | Home | Create Record | Search Record | File Upload | Entity | **Reports** | Logout

TEXAS Health and Human Services | Texas Department of State Health Services

Welcome to Texas Emergency Medical Services and Trauma Registry System

- Submission Status-XML Files
- No Reportable Data
- Data Submission
- Additional Reports

- Quickly access reports from the navigation bar.
- Additional reports will be accessible from this menu.



ch Record | File Upload | Entity | **Reports** |

- Submission Status-XML Files
- No Reportable Data
- Data Submission
- Additional Reports**

Submission Status-XML Report

Submission Status-XML Files

Entity Type **1** Hospital Patient *Entity Name

XML Submissions History (Expand to See Detailed Information)

2 Year File Name Report Period Submitted Number

No records found.

[Back](#) [? Help](#)

This report will show a summary of all the feedback reports submitted.

- Step 1 – select the “**Entity Type**” from the drop-down menu.
- Step 2 – type the year in the “**Year**” box.

No Reportable Data (NRD)

No Reportable Data

Entity Type: Hospital

*Entity Name - Record ID: Mackenzie_Hospital_04-308

NRD Year: Please Select

NRD Month: Please Select

NRD Indicated By: Mackenzie_Hospital3@mail

Date NRD Indicated: 08/25/2023

Action: Cancel Add New

Save Cancel Help

No Reportable Data History

NRD Year	NRD Month	NRD Indicated By	Date NRD Indicated	Actions
No records found.				

- Users submit an NRD for the months that they do not have data to report for a facility.
- Users submit an NRD for current or past dates; they cannot submit an NRD for a future date.

Data Submission

Data Submission

▼ Data Submission

Entity Type: Hospital *Entity Name - Record ID: Mackenzie_Hospital_04-308

*Is data submission up to date? Please Select

Missing submission time frame: Please Select Contact attempted? Please Select

Contact notes:

Letter sent date: MM/DD/YYYY *Reason for missing submission: Please Select

Date RAC was notified: MM/DD/YYYY Processing agent: Mackenzie Hospital

Date regulatory notified: MM/DD/YYYY

Is data submission up to date?	Missing submission time frame	Contact attempted?	Contact Notes	Letter sent date	Reason for missing submission	Specify other reason	Date RAC was notified	Processing Agent	Date regulatory notified	Date added	Delete
No records found.											

Users should submit the NRD report for any month they do not have reportable data. The NRD should be submitted as soon as possible.

Account Management



TEXAS
Health and Human
Services

Texas Department of State
Health Services

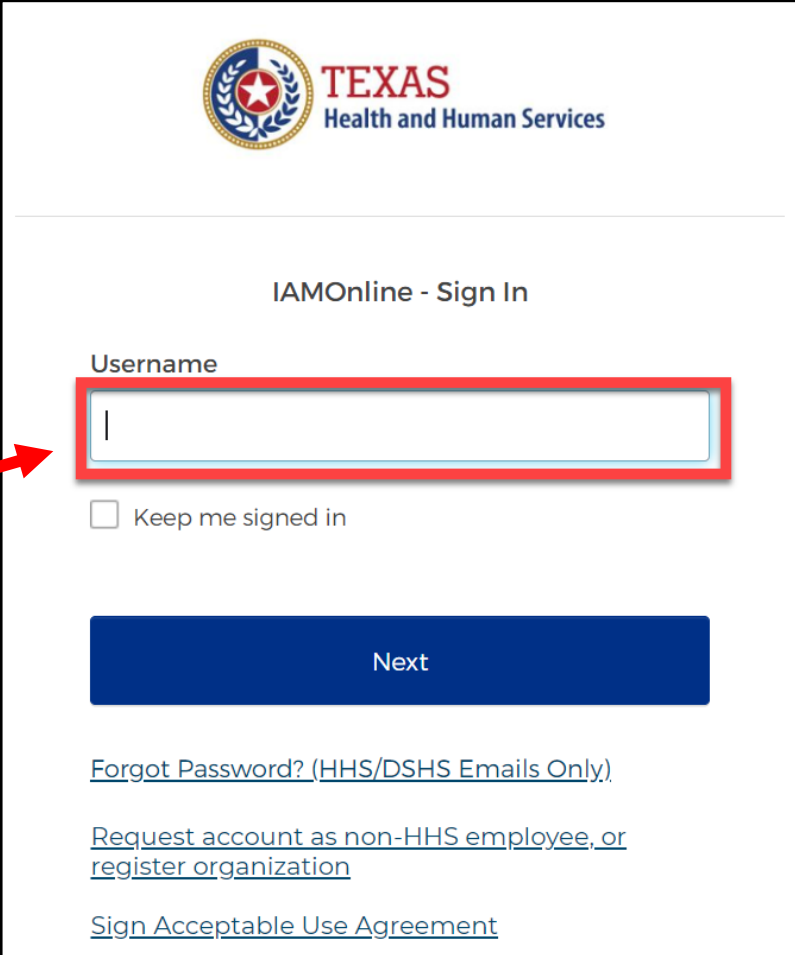
IAMOnline Home Page


Account management is available through IAMOnline.

The screenshot displays the IAMOnline Sign In page for Texas Health and Human Services. The page is divided into two main sections: a cityscape image on the left and a sign-in form on the right. The sign-in form includes a 'Username' input field, a 'Keep me signed in' checkbox, and a 'Next' button. Below the button are links for 'Forgot Password? (HHS/DSHS Emails Only)', 'Create a new account as a citizen', and 'Request account as non-HHS employee, or'. A footer contains links for 'Help', 'FAQs', 'Contact Us', 'Supported Browsers', and 'Internet Policy'.

Forgot Password (1 of 2)

- If you forget your password, you can reset it on your own.
- From the IAMOnline sign-in page, type your username in the “**Username**” box.



 **TEXAS**
Health and Human Services

IAMOnline - Sign In

Username

Keep me signed in

Next

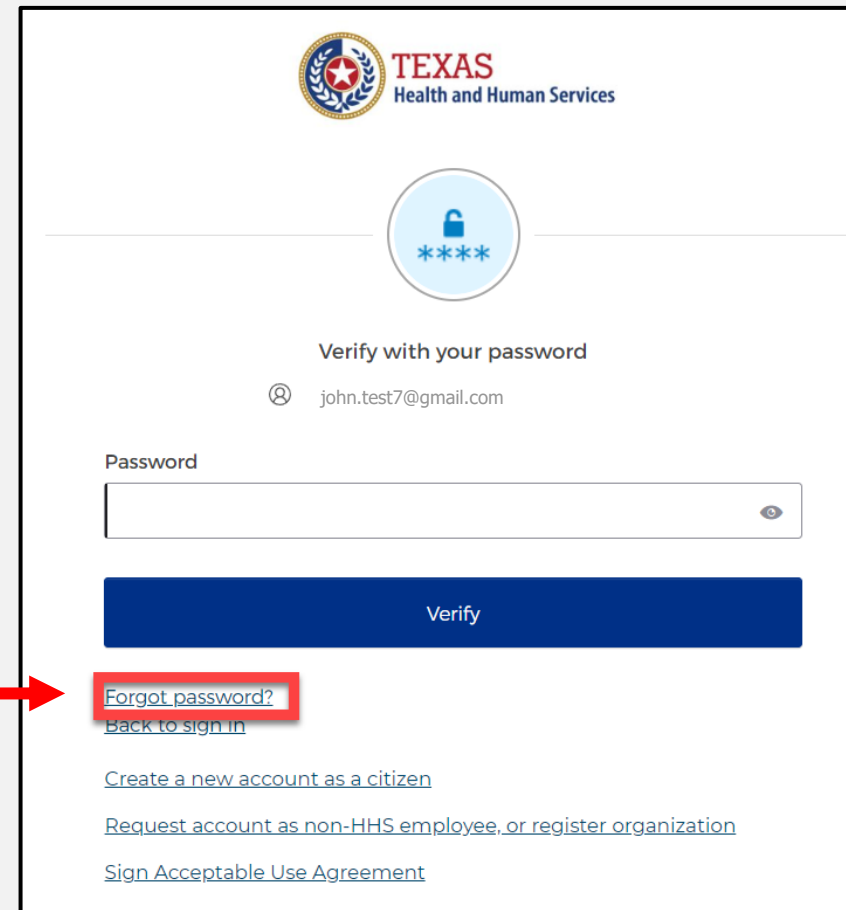
[Forgot Password? \(HHS/DSHS Emails Only\)](#)


[Request account as non-HHS employee, or register organization](#)


[Sign Acceptable Use Agreement](#)

Forgot Password (2 of 2)


Then click on the **“Forgot password?”** link.




 TEXAS
Health and Human Services



Verify with your password

 john.test7@gmail.com

Password



Verify

[Forgot password?](#)

[Back to sign in](#)

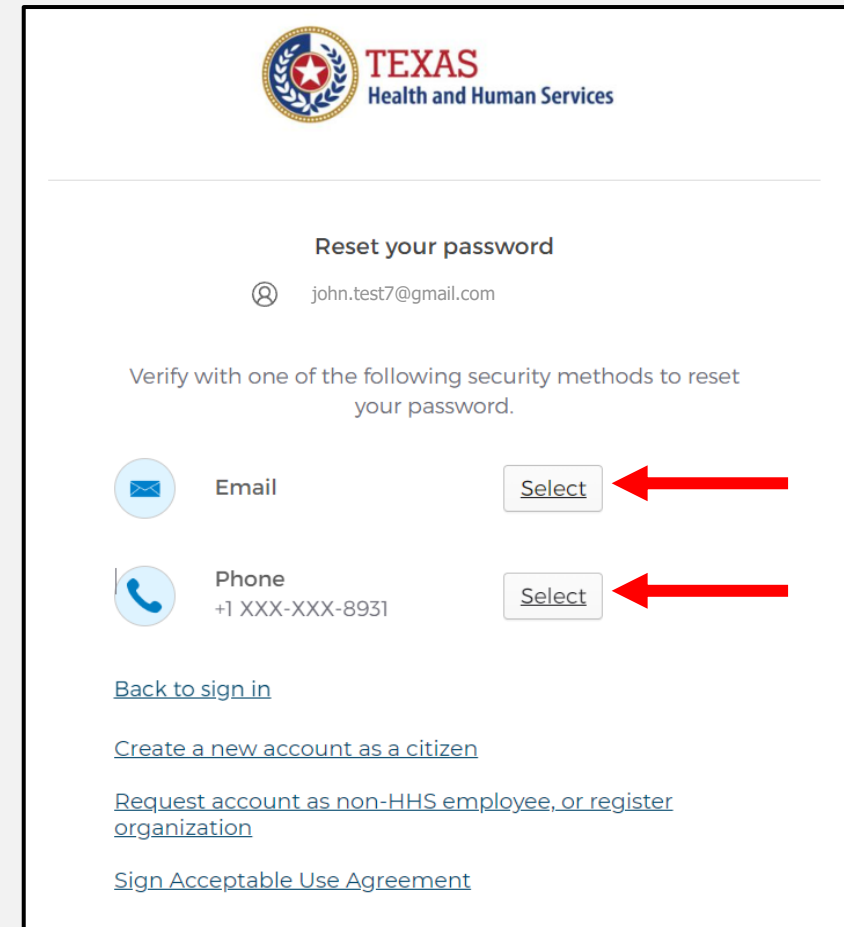
[Create a new account as a citizen](#)

[Request account as non-HHS employee, or register organization](#)


[Sign Acceptable Use Agreement](#)

Reset your password (1 of 3)


Choose the “Email” or “Phone” method and click the “Select” button.





The screenshot shows the Texas Health and Human Services password reset interface. At the top is the Texas Health and Human Services logo. Below it, the heading "Reset your password" is followed by the user's email address "john.test7@gmail.com". A message instructs the user to "Verify with one of the following security methods to reset your password." Two options are presented: "Email" with a "Select" button and "Phone" with a "Select" button. Red arrows point to both "Select" buttons. At the bottom, there are links for "Back to sign in", "Create a new account as a citizen", "Request account as non-HHS employee, or register organization", and "Sign Acceptable Use Agreement".



 **TEXAS**
Health and Human Services

Reset your password

 john.test7@gmail.com

Verify with one of the following security methods to reset your password.

 Email 

 Phone
+1 XXX-XXX-8931 

[Back to sign in](#)

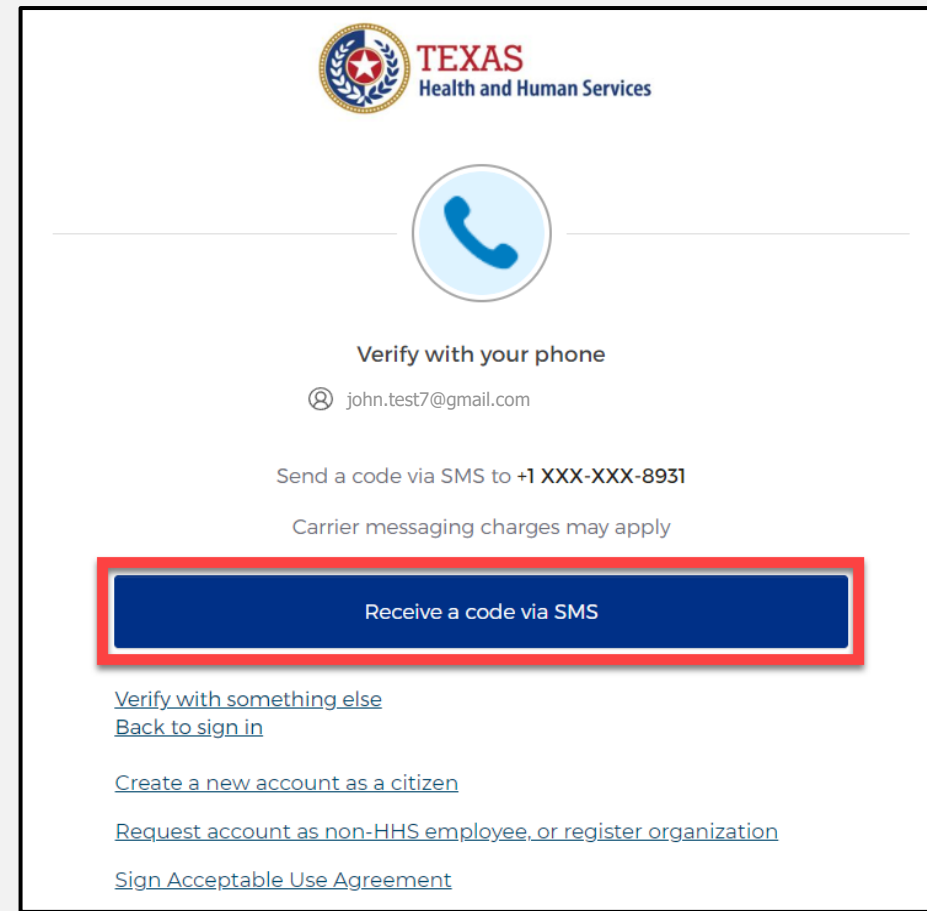
[Create a new account as a citizen](#)

[Request account as non-HHS employee, or register organization](#)

[Sign Acceptable Use Agreement](#)

Reset your password (2 of 3)

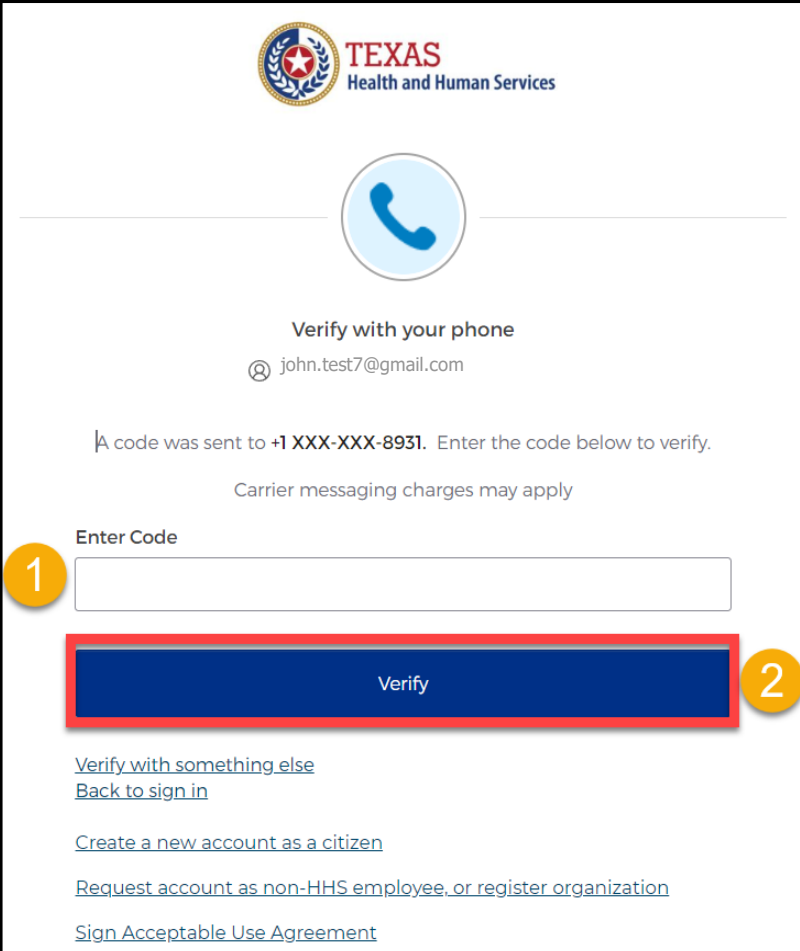
- After selecting either phone or email you will be prompted to **receive a code via SMS or Email**.
NOTE – The phone option was selected in this example.
- Select, **“Receive a code via SMS”** to receive a verification code.



The screenshot shows the Texas Health and Human Services verification interface. At the top left is the Texas state seal logo, and to its right is the text "TEXAS Health and Human Services". Below the logo is a circular icon containing a blue telephone handset. Underneath the icon, the text reads "Verify with your phone". Below that, a small person icon is followed by the email address "john.test7@gmail.com". The next line says "Send a code via SMS to +1 XXX-XXX-8931", and the following line is "Carrier messaging charges may apply". A prominent blue button with a white border and a red shadow contains the text "Receive a code via SMS". At the bottom of the screen, there are four blue hyperlinks: "Verify with something else", "Back to sign in", "Create a new account as a citizen", and "Sign Acceptable Use Agreement".

Reset your password (3 of 3)

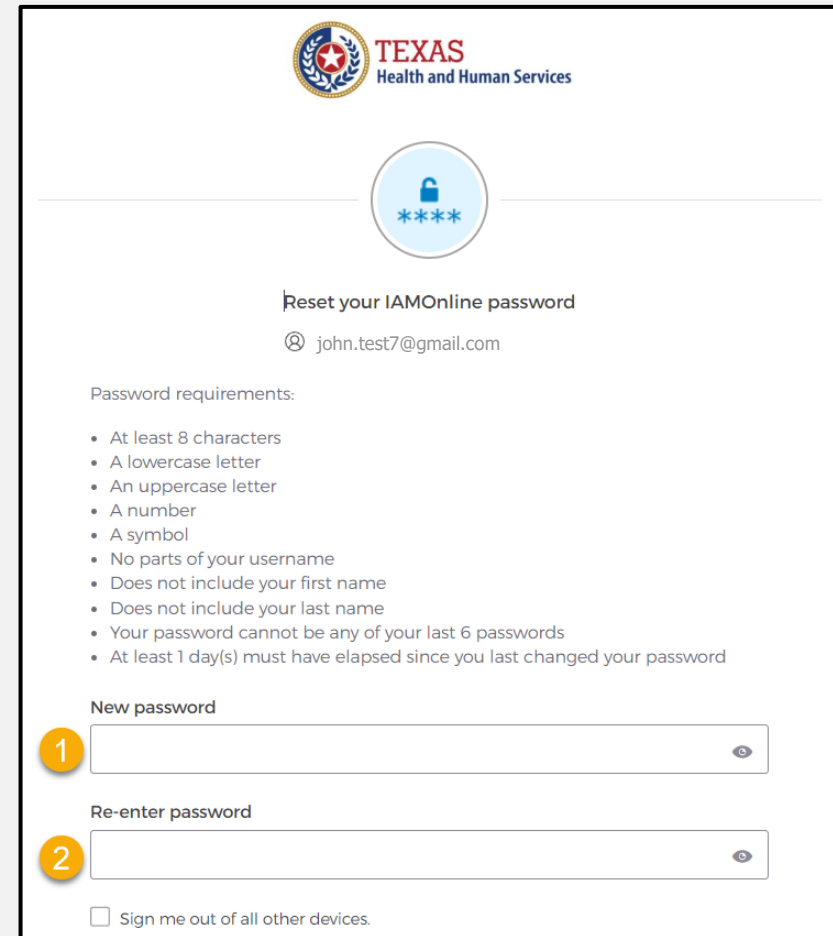
- Step 1 – Once you receive your verification code, enter it in the “Enter Code” box.
- Step 2 – Then, select the “Verify” button.



The screenshot shows the Texas Health and Human Services verification page. At the top is the logo for Texas Health and Human Services. Below it is a phone icon. The text reads "Verify with your phone" followed by the email address "john.test7@gmail.com". A message states "A code was sent to +1 XXX-XXX-8931. Enter the code below to verify." and "Carrier messaging charges may apply". There is an "Enter Code" label above a text input field, which is marked with a yellow circle containing the number "1". Below the input field is a blue "Verify" button with a red border, marked with a yellow circle containing the number "2". At the bottom, there are several links: "Verify with something else", "Back to sign in", "Create a new account as a citizen", "Request account as non-HHS employee, or register organization", and "Sign Acceptable Use Agreement".

Reset your IAMOnline password (1 of 2)

- After you enter your verification code, you will be re-directed to the Reset Password Page.
- Step 1 – Enter your new password in the “**New password**” box.
- Step 2 – Then, re-enter your password in the “**Re-enter password**” box.



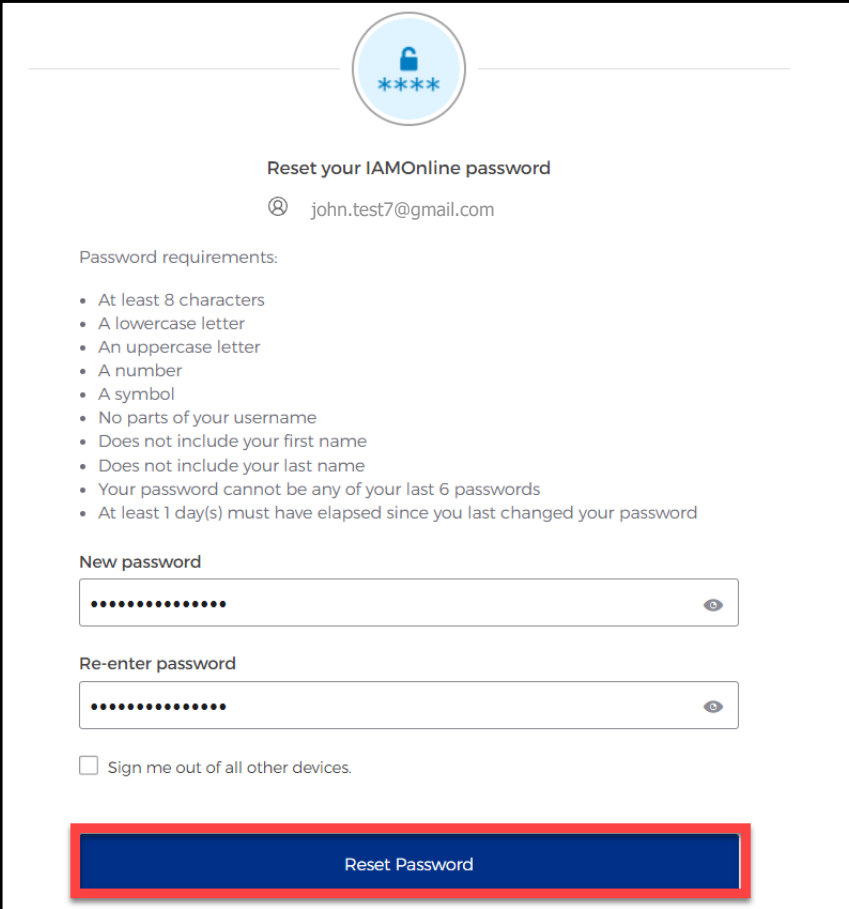
The screenshot shows the password reset interface for Texas Health and Human Services. At the top left is the state seal, and to its right is the text "TEXAS Health and Human Services". In the center, there is a circular icon with a padlock and four asterisks. Below this, the text reads "Reset your IAMOnline password" followed by the email address "john.test7@gmail.com". A section titled "Password requirements:" lists the following criteria:


- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 6 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Below the requirements are two input fields. The first is labeled "New password" and has a yellow circle with the number "1" to its left. The second is labeled "Re-enter password" and has a yellow circle with the number "2" to its left. At the bottom left, there is a checkbox labeled "Sign me out of all other devices."

Reset your IAMOnline password (2 of 2)

Once you have created a new password and re-entered your password, select the “**Reset Password**” button.





Reset your IAMOnline password

john.test7@gmail.com

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 6 passwords
- At least 1 day(s) must have elapsed since you last changed your password

New password

.....

Re-enter password

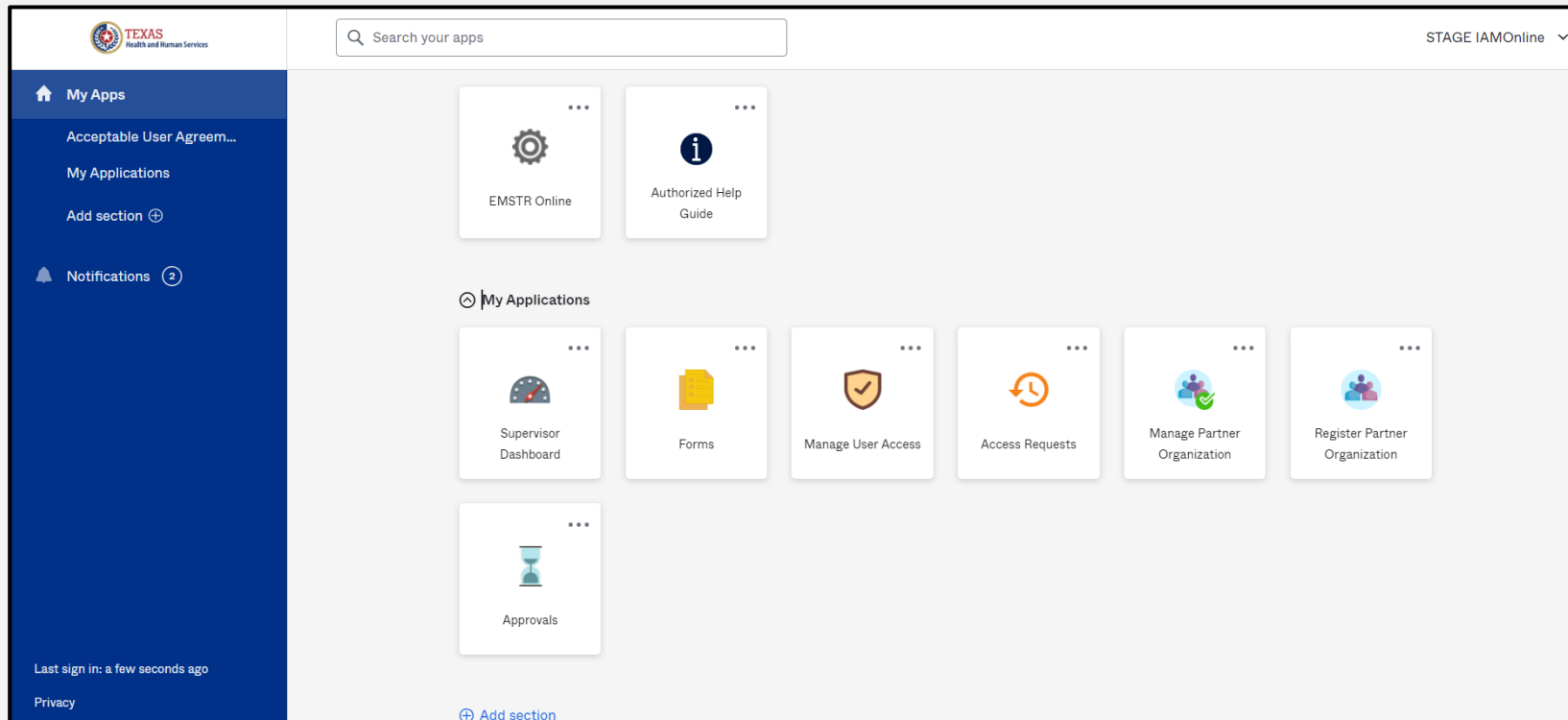
.....

Sign me out of all other devices.

Reset Password

Reset password complete

After resetting your password, you will be logged in, and redirected to the MyApps Dashboard.



Account Locked



After multiple incorrect password attempts, your account will be locked. You will receive an email notifying you that your account will automatically unlock after 30 minutes.



If you do not remember your password after the account unlocks, please reset your password.



If your password needs to be reset before 30 minutes for urgent requests, you may contact the help desk at 512-438-4720.

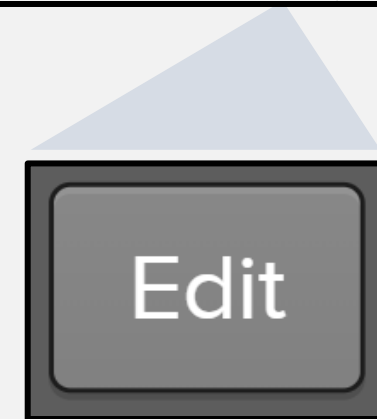
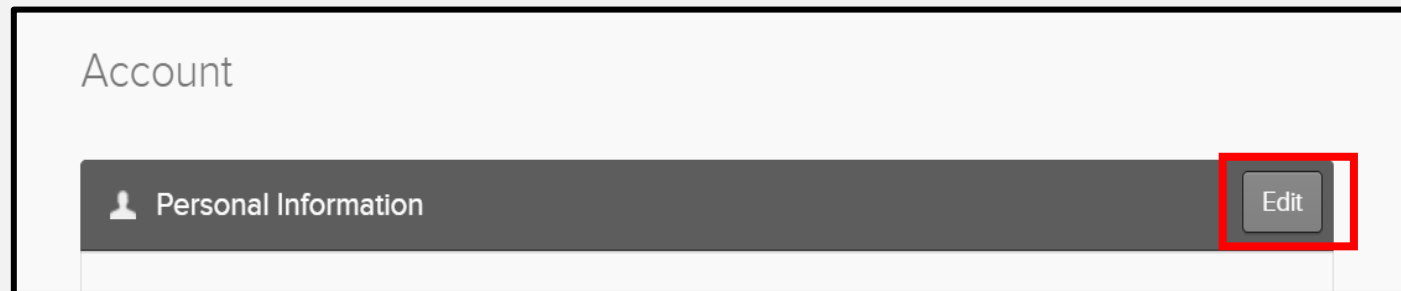
Update Account (1 of 2)

The screenshot displays the Texas Health and Human Services IAMOnline dashboard. On the left is a blue navigation sidebar with 'My Apps' selected. The main content area shows a search bar and a 'My Apps' section with a card for 'Acceptable User Agreement (AUA)'. In the top right corner, a dropdown menu for 'DEV IAMOnline' is open, showing options for 'Settings', 'Preferences', 'Recent Activity', and 'Sign out'. The 'Settings' option is highlighted with a red box.

- On the right side of your IAMOnline dashboard, click the arrow to display the menu.
- Select the **“Settings”** link.

Update Account (2 of 2)

- Click the “**Edit**” button in the Personal Information section.
- Here, you can update your personal information such as:
 - Add a phone number;
 - Add details; and
 - Adjust security methods, including password and security questions.



Questions and Answers



TEXAS
Health and Human
Services

Texas Department of State
Health Services

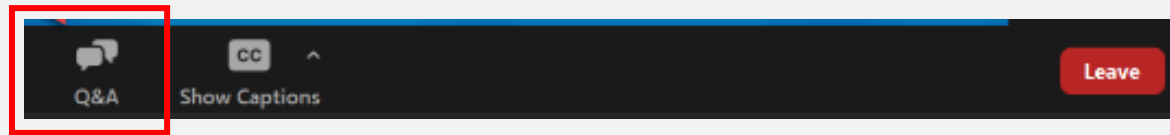
Office Hours

The EMSTR Team will also be hosting Office Hours during the week of the webinars to answer questions. Office Hours will not be recorded and will be hosted for groups listed in the table below.

Office Hour Group	Date	Time
Hospital Stakeholders #1	09/26/2023	11:00 AM – 12:00 PM
EMS Stakeholders #1	10/04/2023	10:00 AM – 11:00 AM
Hospital Stakeholders #2	10/11/2023	3:00 PM – 4:00 PM
EMS Stakeholders #2	10/20/2023	2:00 PM – 3:00 PM

Question and Answer

Submit questions using the Q&A button from the menu



Contact Information and Resources

- If you have additional questions, please reach out to the EMSTR team at injury.web@dshs.texas.gov.
- The EMSTR team will share additional resources as the launch date approaches.



Thank you!

EMSTR Hospital Webinar

EMSTR Team

injury.web@dshs.texas.gov