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Health and Human
Services

**Texas Department of State
Health Services**

Emergency Medical Services and Trauma Registries (EMSTR) Webinar

Modernization Support
December 2023

EMSTR Team

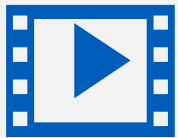
Webinar Reminders



All participants are automatically muted by webinar administrators.



Please type questions using the “Q&A” 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](#)
- [Business Associate Agreements](#)
- [Add EMSTR Access- Web Service Process](#)
- [Online Submissions](#)
- [Contact Information](#)
- [Resources](#)

EMSTR Overview



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 upgraded to the National EMS Information System (NEMSIS) version 3.5.
- EMSTR is compliant with the National Trauma Data Standard (NTDS) 2023 and the International Trauma Data Exchange (ITDX) 2023 data formats.

IAMOnline

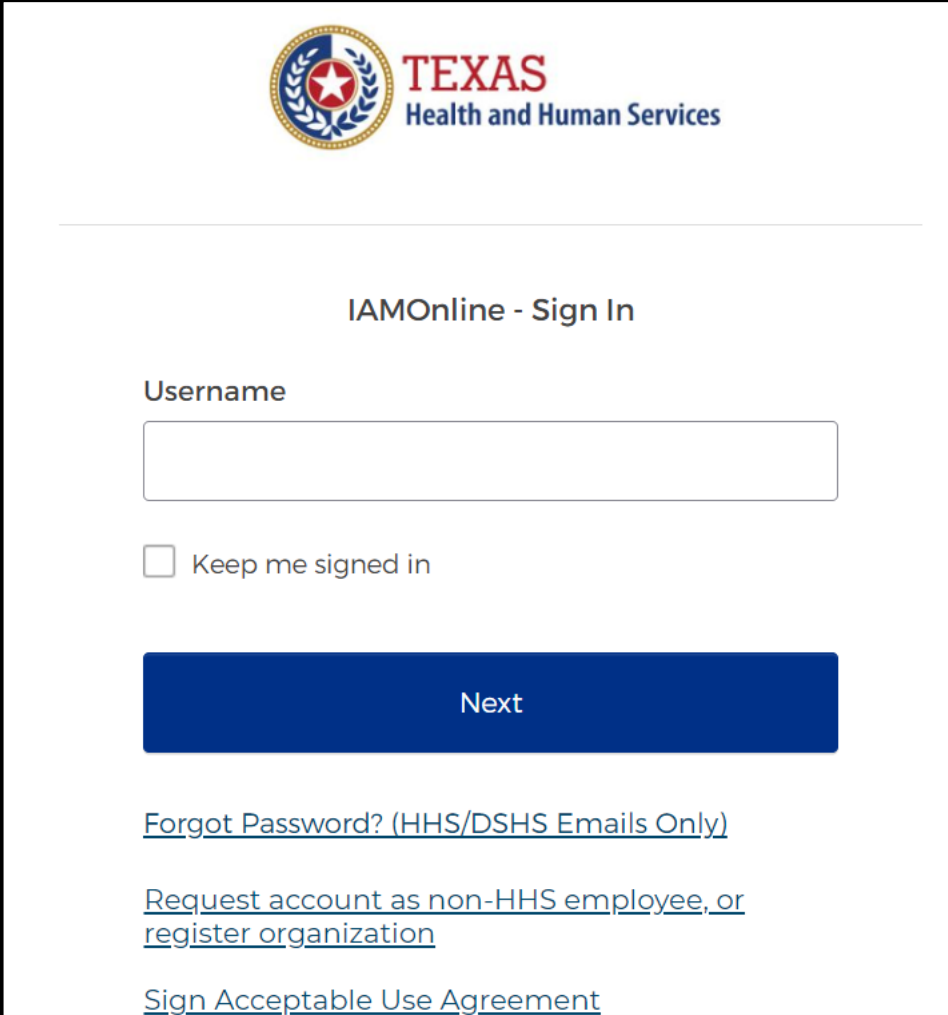


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IAMOnline (1 of 2)

- EMSTR now uses the new Identity and Access Management (IAM) platform called [IAMOnline](#).
- 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".

IAMOnline (2 of 2)

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

- Activate your Account
- Set up Security Methods
- 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



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Activate Your Account (1 of 2)

- Locate your **IAMOnline** activation email(s) from do_not_reply_IAMOnline@partner.hhs.texas.gov.
- The activation email(s) are 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.

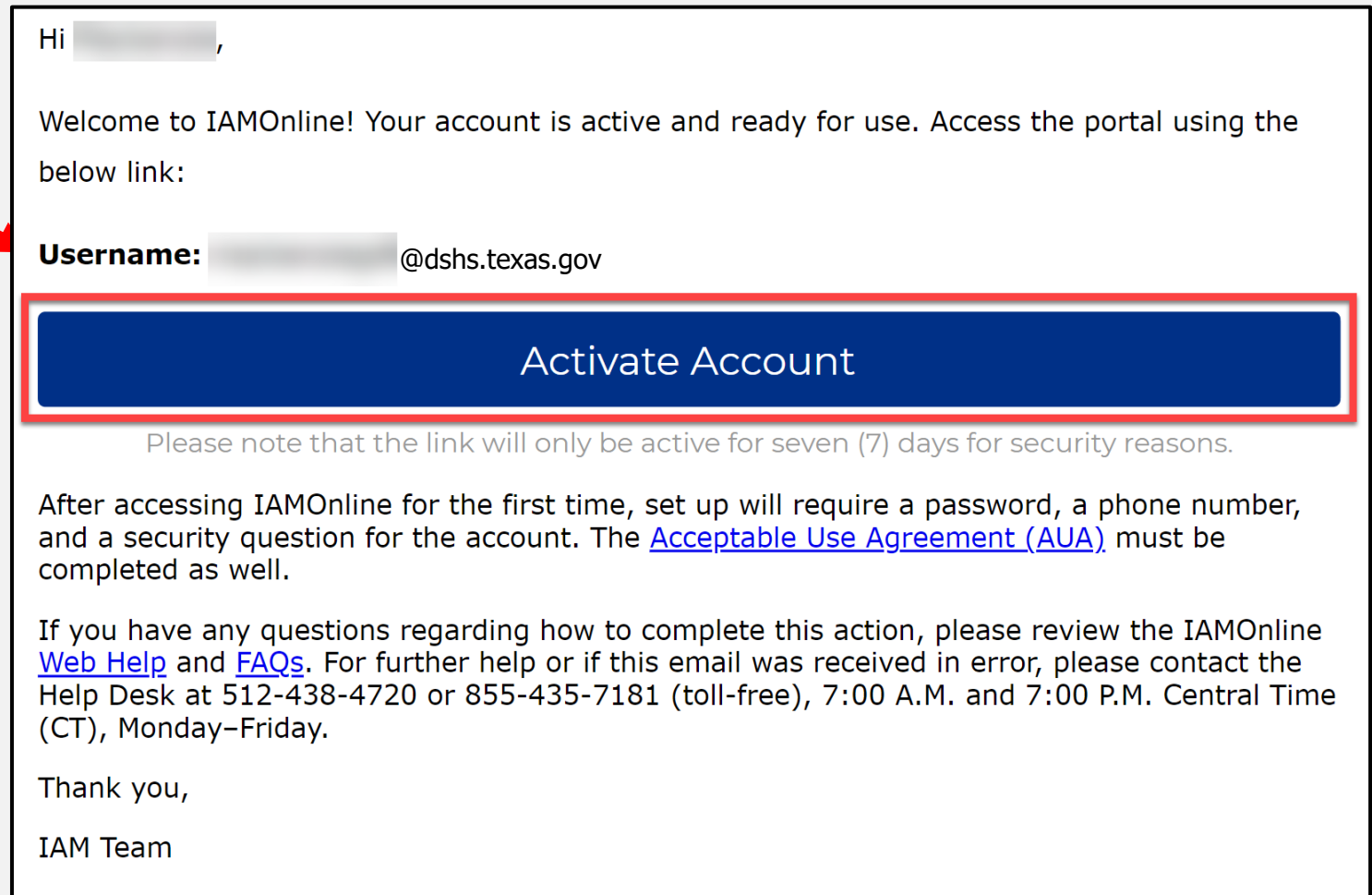
Thank you,

IAM Team

Activate Your Account (2 of 2)

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

NOTE – *The link will only be active for seven (7) days from receipt of email 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.


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Thank you,
IAM Team

Set Up Security Methods




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](#)

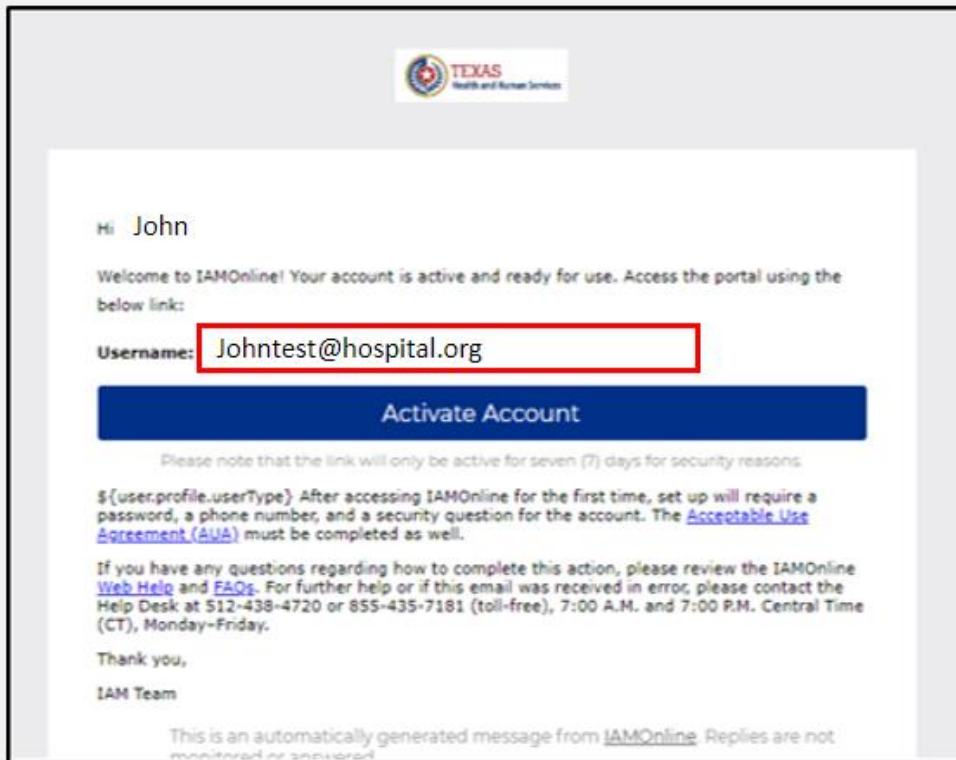
[Create a new account as a citizen](#)

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

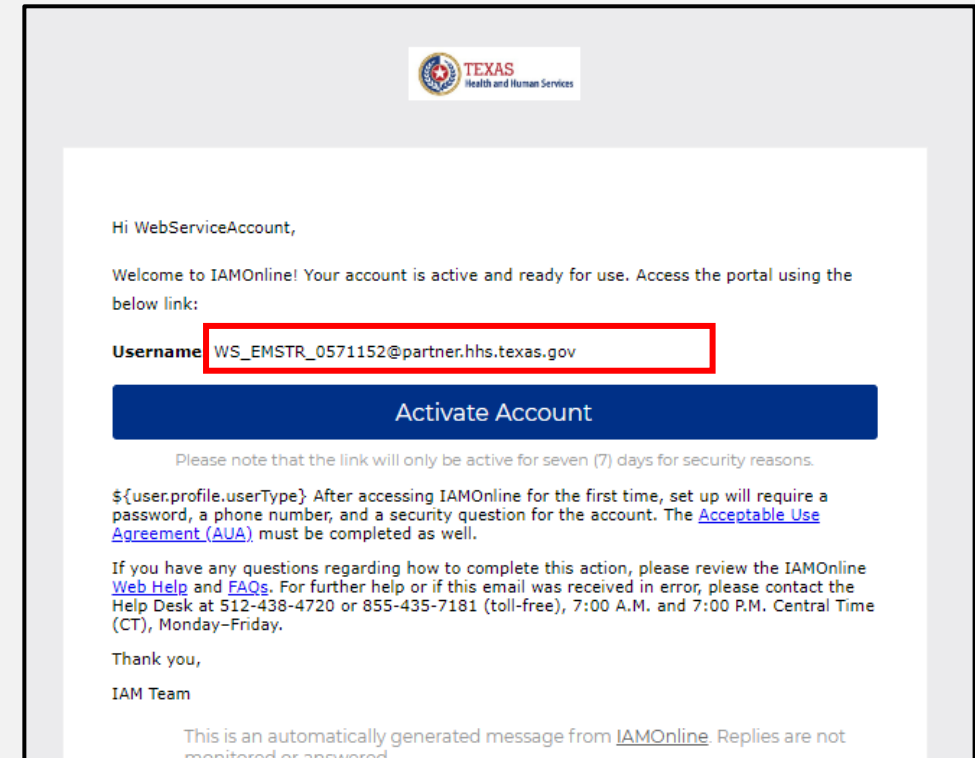
[Sign Acceptable Use Agreement](#)

EMS and Vendor Activation Emails

Organization Activation Email -
Your employee email address.



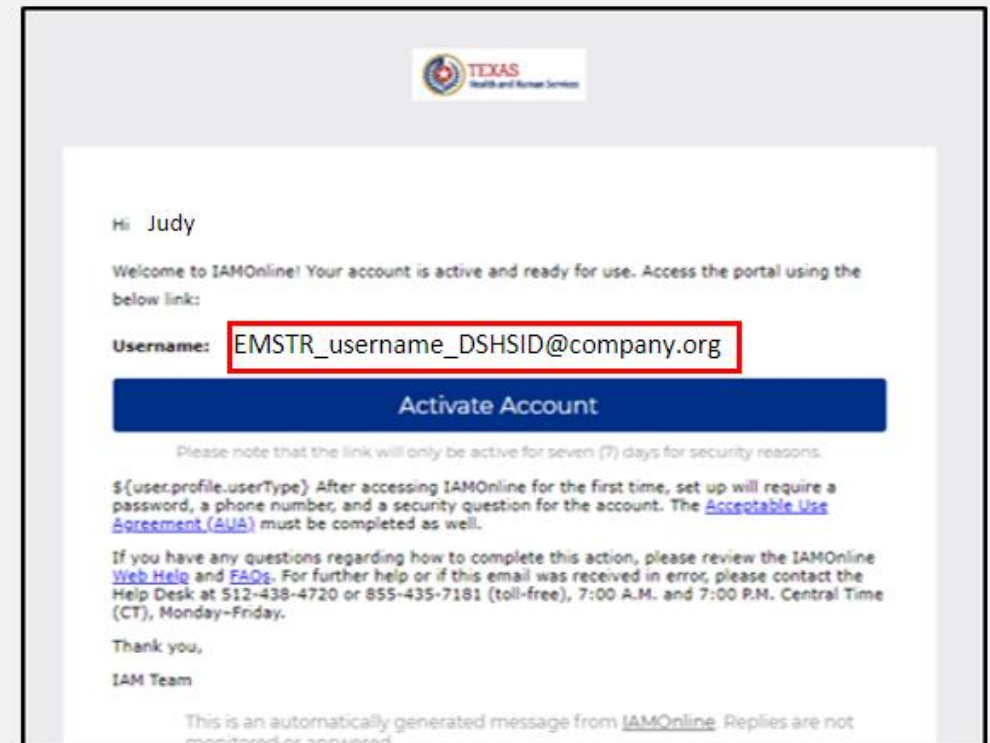
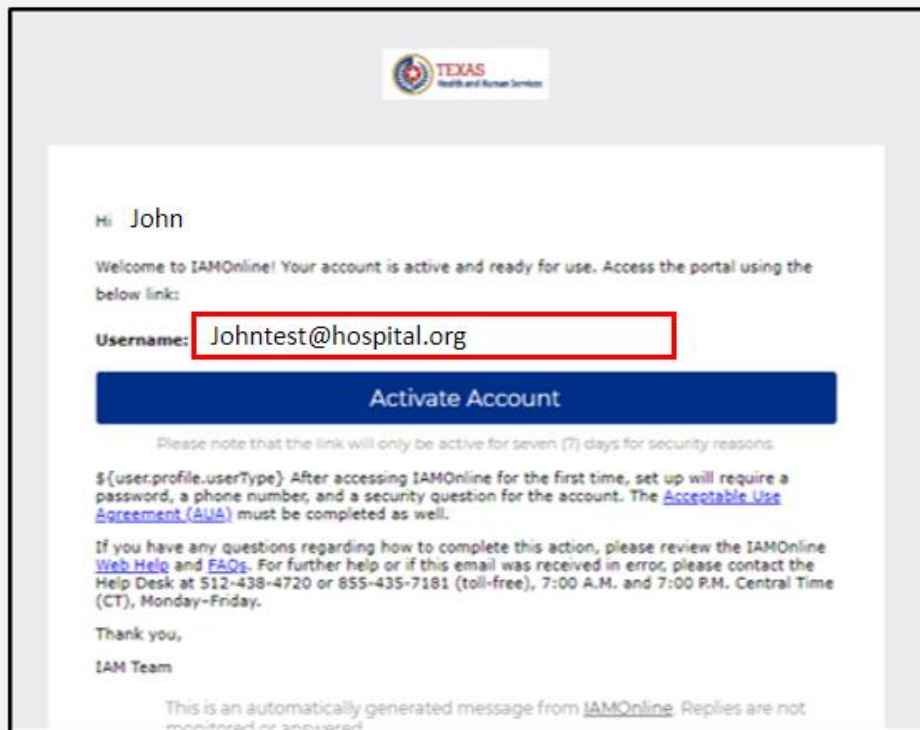
Web Services Activation Email -
Assigned email with WS_EMSTR.



Multiple Facilities Activation Emails

Primary Account Activation Email -
Your employee email address.

Additional Assigned Email(s) -
EMSTR_[username_DSHSID@[your
company.org].



Access MyApps Dashboard and Acceptable Use Agreement (AUA)



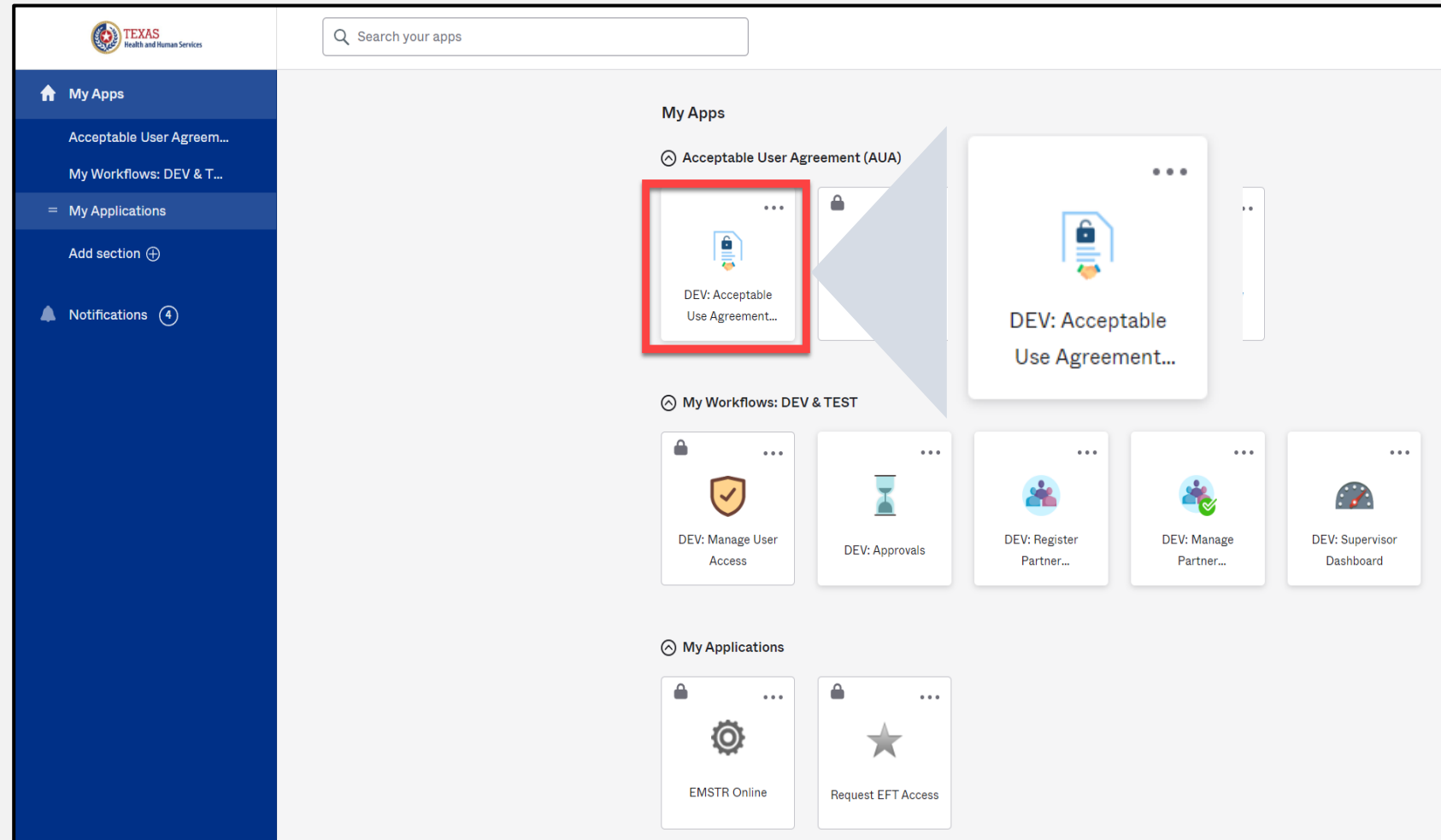
Access the MyApps Dashboard

Once you set up your security methods, the HHS system will redirect you to your IAMOnline **MyApps** dashboard.

The screenshot displays the MyApps dashboard interface. On the left is a dark blue sidebar with the following items: a home icon and 'My Apps', 'Acceptable User Agreement...', 'My Workflows: DEV & T...', 'My Applications', 'Add section +', a notification bell icon with 'Notifications 4', 'Last sign in: a few seconds ago', and a 'Privacy' link. The main content area is titled 'My Apps' and features a 'Sort' button in the top right. 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 includes an icon, a title, and a three-dot menu icon.

Acceptable Use Agreement (AUA)

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



Web Service Account AUA

- Carefully read and complete the **AUA** form.
- For the web service account use:
 - First Name: WebServiceAccount
 - Last Name: EMSTRWS
- Once you complete the mandatory information and sign 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 *

Submit

Signing Multiple AUAs

- Start a new browser – all other browsers must be closed.
- Sign in to one account at a time and sign the AUA.
- Close the browser completely and repeat process for each AUA.

Business Associate Agreements



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Business Associate Agreement (1 of 2)

- If an entity wishes a third-party (e.g., vendor, billing company, etc.) to have access to and/or submit data on their behalf, EMSTR must have a complete [Business Associate Agreement](#) (BAA) on file.
- EMSTR staff will review all agreements before allowing data access between parties.

BAA (2 of 2)

Each entity chooses their BAA document format.

To receive DSHS approval, follow three steps:

1. Submit a signed agreement by someone representing the entity's administration (e.g., hospital or EMS administrator, company executive officer, medical director, etc.)
2. Make sure the BAA is signed by both parties (agency and vendor) and includes the effective date.
3. Send the BAA to injury.web@dshs.texas.gov for EMSTR account approval.

Approval Process

- You will receive notification when the request is approved by the agency administrator and DSHS.
- If you are experiencing a delay in receiving an approval, contact injury.web.@dshs.texas.gov.

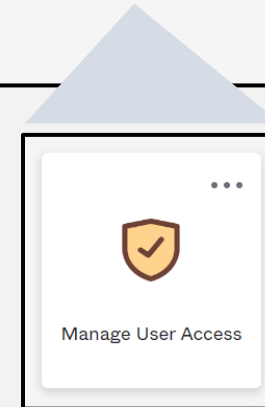
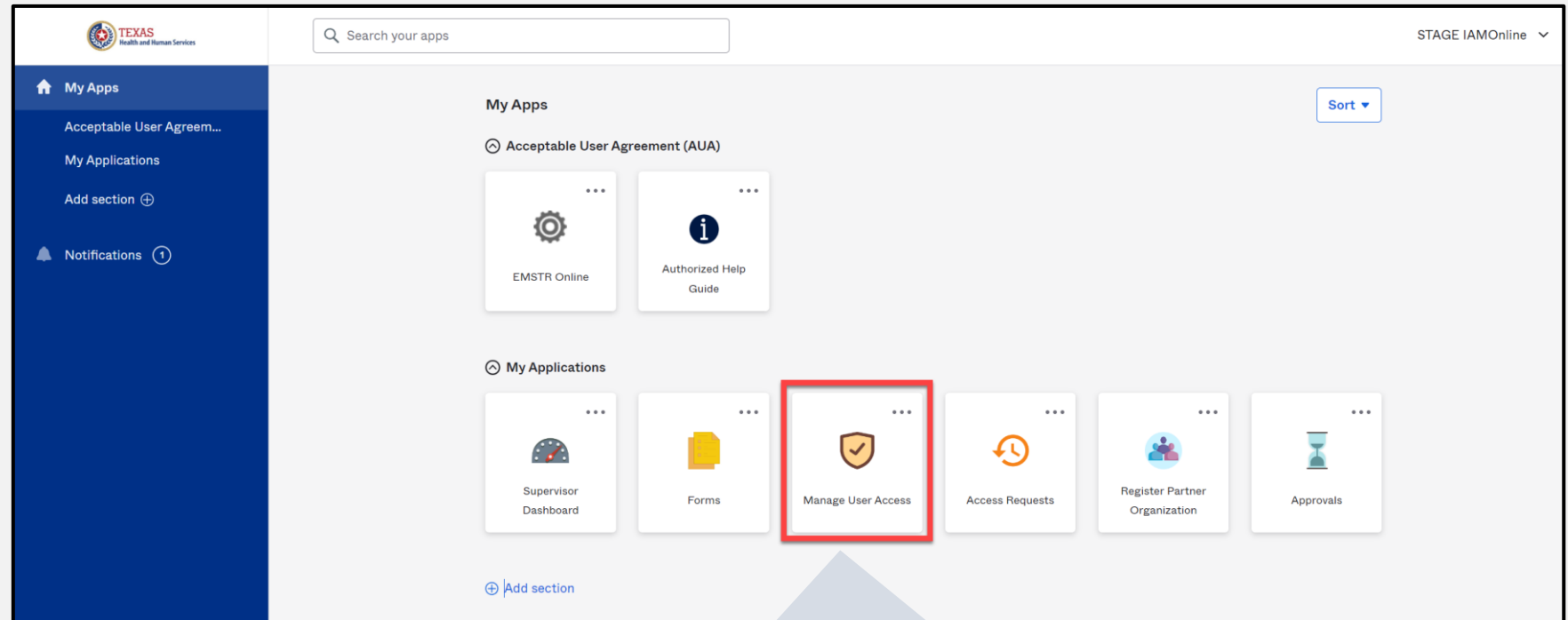
Add EMSTR Access – Web Service Process



Manage User Access

Log in to your **organization account** to request access for a specific facility.

Click the **“Manage User Access”** tile.



Select Web Service Account

- Select the “webservice account”.
- Click “Next”.

The screenshot displays the 'Manage User Access' interface. At the top, there is a navigation bar with 'Home' and 'My Work' options. Below this, a progress indicator shows three steps: '1 Select Users' (active), '2 Manage Access', and '3 Review and Submit'. A search bar labeled 'Search Users' is present, along with a 'Filters' dropdown. The main content area shows a list of identities. The first identity is 'Mackenzie Vendor7'. The second identity, 'WebServiceAccount EMSTRWS', is highlighted with a red box. A callout box provides a detailed view of this selected identity, showing its username as '@partner.hhs.texas.gov' and its manager as 'Mackenzie UATSupAccount'. A 'Next' button is located at the bottom of the interface, and a larger 'Next' button is shown below the screenshot.

Manage Access

The screenshot displays the 'Manage User Access' interface. At the top, there is a navigation bar with 'Home' and 'My Work' options. Below this, the page title 'Manage User Access' is visible. A progress indicator shows three steps: '1 Select Users' (Find and select users for whom you want to manage access.), '2 Manage Access' (Add access for the users you've selected.), and '3 Review and Submit' (Look over your selections and confirm.). The '2 Manage Access' step is currently active. Below the progress indicator, there are two tabs: 'Add Access' and 'Remove Access'. A search bar is present with the text 'Search By Keywords' and a dropdown arrow. The search input field contains the number '101174'. To the right of the search bar is a magnifying glass icon, which is highlighted with a red box. Further right is a 'Filters' dropdown menu.

- Search for the agency by typing the DSHS ID number or name of facility that you are requesting access.
- Click the magnifying glass icon.

Manage Access (Continued)

- From the list, select the option with the matching “**Org ID**” (DSHS ID).
- NOTE – “**EMSTR BAA**” must be in the title.
- Click “**Next**”.

The screenshot displays the 'Manage Access' interface, which is divided into three main sections: '1 Select Users', '2 Manage Access', and '3 Review and Submit'. The '2 Manage Access' section is active, showing a search bar with the text '101174' and a search button. Below the search bar, there is a list of identities. The first three identities are highlighted with a checkmark, and the fourth identity, 'EMSTR BAA Org ID: 101174 | Org Name: EMSFacilityUAT', is selected. A callout box provides a detailed view of this selected identity, showing its type as 'Role' and owner as 'HHS_WG_DSHS_EMSTR_Data Stewards'. The 'Next' button is highlighted in red.

1 Select Users
Find and select users for whom you want to manage access.

2 Manage Access
Add access for the users you've selected.

3 Review and Submit
Look over your selections and confirm.

Add Access Remove Access

Search By Keywords 101174 Filters

Identities Selected: WebserviceAccount EMSTRWS Showing 1-10 of 10

EMSTR BAA Org ID: 101172 | Org Name: EMSAVI090103 Details

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

EMSTR BAA Org ID: 101173 | Org Name: EMSAVI090141 Details

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

EMSTR BAA Org ID: 101175 | Org Name: EMSAVI090500 Details

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

EMSTR BAA Org ID: 101174 | Org Name: EMSFacilityUAT Details

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

Identities Selected: WebserviceAccount EMSTRWS Showing 1-1 of 1

Previous Next

Review and Submit

1 Select Users

Find and select users for whom you want to manage access.

2 Manage Access

Add access for the users you've selected.

3 Review and Submit

Look over your selections and confirm.

Identities Selected: WebServiceAccount EMSTRWS

Add Access 1 items selected

× EMSTR BAA Org ID: 101174 | Org. Name: EMSFacilityUAT

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards



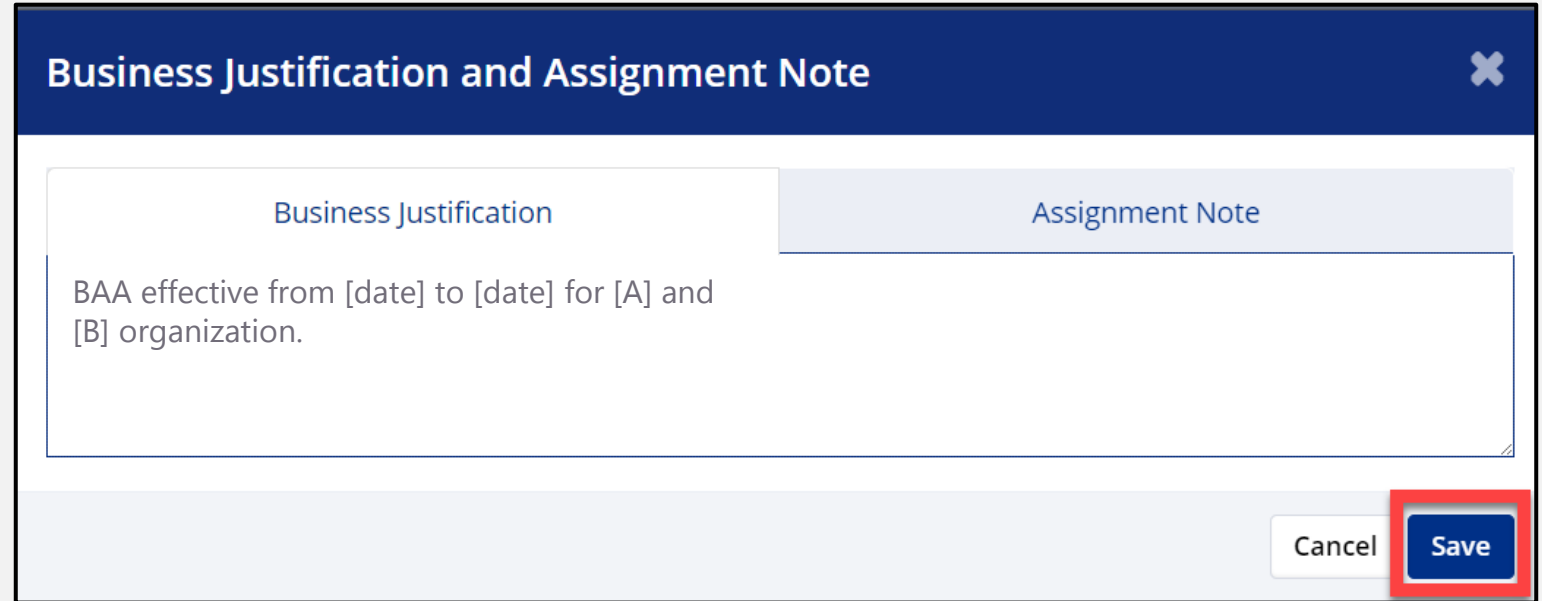
Details

Click the mandatory message bubble.



Business Justification and Assignment Note

Type in “BAA effective from [date] to [date] for [A] and [B] organization” and click “Save”.



Business Justification and Assignment Note

Business Justification

Assignment Note

BAA effective from [date] to [date] for [A] and [B] organization.

Cancel Save

Example – *BAA effective from June 12, 2022 to June 12, 2025 for ‘Vendor Company’ and ‘EMS Facility’.*



Review and Submit (Continued)

1 Select Users
Find and select users for whom you want to manage access.

2 Manage Access
Add access for the users you've selected.

3 Review and Submit
Look over your selections and confirm.

Identities Selected: WebServiceAccount EMSTRWS

Add Access 1 items selected

× EMSTR BAA Org ID: 101174 | Org. Name: EMSFacilityUAT

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

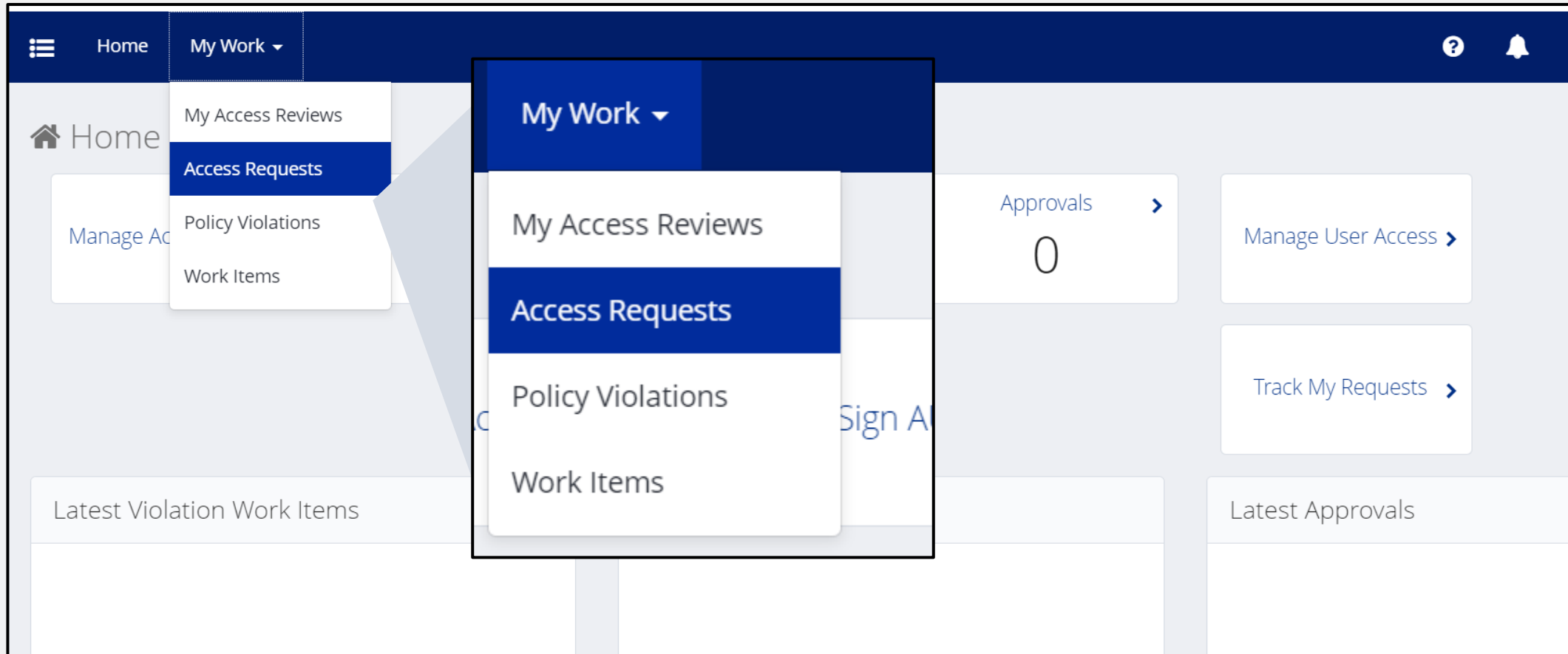
Details

Submit

Previous Cancel Submit

- The message bubble will now be green.
- Click **“Submit”**.

Access Requests (1 of 2)



- Select **“My Work”** from the navigation bar.
- Click on **“Access Requests”**.

Access Requests (2 of 2)

Access Requests 2 Sort by: Date Filter Search by Identity, Request ID or External Ticket ID

Request Access: WebServiceAccount EMSTRWS Details >
Requested by Mackenzie Vendor7 on 9/18/23 | Request ID: 31739

Request pending

Add Role: EMSTR BAA Org ID: 101174 | Org. Name: EMSFacilityUAT Waiting on: Mackenzie UATSupAccount 1

Cancel Request

Request Access: WebServiceAccount EMSTRWS
Requested by Mackenzie Vendor7 on 9/18/23 | Request ID: 31739

Request pending

Add Role: EMSTR BAA Org ID: 101174 | Org. Name: EMSFacilityUAT

Cancel Request

This action shows you successfully submitted the request and it is pending.

Web Services



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SOAP Protocol Example

- You will use a URL (web address) to access and submit data through web services.
- The username and password are the same as the IAMOnline web service account log in.
- The organization ID is the DSHS ID for the facility you are submitting.
- NOTE – Data must be in the NEMESIS version 3.5 format.
- Refer to the [Web Services Guide](#) for additional details.

Sample SOAP Protocol XML File Configuration

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:ws="http://ws.nemesis.org/">
  <soapenv:Header/>
  <soapenv:Body>
    <ws:SubmitDataRequest>
      <ws:username> WS_EMSTR_XXXXXX@partner.hhs.texas.gov</ws:username>
      <ws:password>YOUR PASSWORD</ws:password>
      <ws:organization>DSHS_ID</ws:organization> (123456) 6 Digit BA Agreement between TPV and EMS
      service provider.
    </ws:SubmitDataRequest>
  </soapenv:Body>
</soapenv:Envelope>
```

Software and Third-Party Vendors

Work with a vendor if –

- Your organization has activated both their accounts.
- Web service account is linked to organization.

Contact EMSTR if –

- Your organization does not have an account in the upgraded EMSTR.
- Your organization is missing a web service account.

Online Submissions



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Online Submission

EMS

- Submissions must be in NEMESIS 3.5 format.

Hospitals

- Submissions must be in the ITDX 2023 format.
- Submissions must be in the NTDB 2020 or 2023 format.
- Hospital resources are available at dshs.texas.gov/injury-prevention/ems-trauma-registries/hospital.
- The following 2 slides cover common inquiries – ITDX Record Control and Hospital Procedure Information.

ITDX Record Control-Not Applicable

- Select “**Not Applicable**” on the far right.
- Click “**Add New**”.
- Click “**Save**”.

ITDX Record Control - - Patient Record - Hospital

Record Linkage Information

*RecordLinkageType	<input type="text"/>	Record Linkage Type(Null Values)	Please Select
*NEMESIS V3 state ID for EMS linkage	TX	NEMESIS v3 agency number for EMS linkage(Null Values)	Please Select
*NEMESIS v3 agency number for EMS linkage	<input type="text"/>	NEMESIS v3 patient care report number for EMS linkage(Null Values)	Please Select
*NEMESIS v3 patient care report number for EMS linkage	<input type="text"/>	GUID/UUID for document or record being referenced(Null Values)	Please Select
*GUID/UUID for document or record being referenced	<input type="text"/>		<input type="button" value="Add New"/>

Record Linkage Type	NEMESIS V3 state ID for EMS linkage	NEMESIS v3 agency number for EMS linkage	NEMESIS v3 patient care report number for EMS linkage	GUID/UUID for document or record being referenced
No records found.				

Software Information

*Name of software vendor for record created:	Please Select	*Name of software vendor for record created(Null Values)	Please Select
*Name of software product which created record:	Please Select	*Name of software product which created record(Null Values)	Please Select
*Software Version:	<input type="text"/>	Software Version(Null Values)	Please Select

*Indicates required field

Hospital Procedure– Not Applicable

You must complete three steps in the following order:

- 1) ICD-10 (International Classification of Disease, Tenth Revision) Hospital Procedure: type **“Not Applicable”**;
- 2) Hospital Procedure Start Date: select **“Not Applicable”**; then
- 3) Select **“Add New”**.

The screenshot shows a web form titled "Hospital Procedure Information - [REDACTED] - Patient Record - Hospital". The form contains the following elements:

- A red box around the "+ Add New" button, with a red number "3" next to it.
- A red arrow pointing to the "ICD-10 Hospital Procedure" text input field, with the text "Type 'Not Applicable'" and a red number "1" next to it.
- A red box around the "Hospital Procedure Start Date (Null Value)" dropdown menu, which currently displays "Please Select", with a red number "2" next to it.
- Buttons for "Save Hospital Procedure", "x Clear", and "Cancel".
- A legend at the bottom left: "*Indicates required field".

Account Management



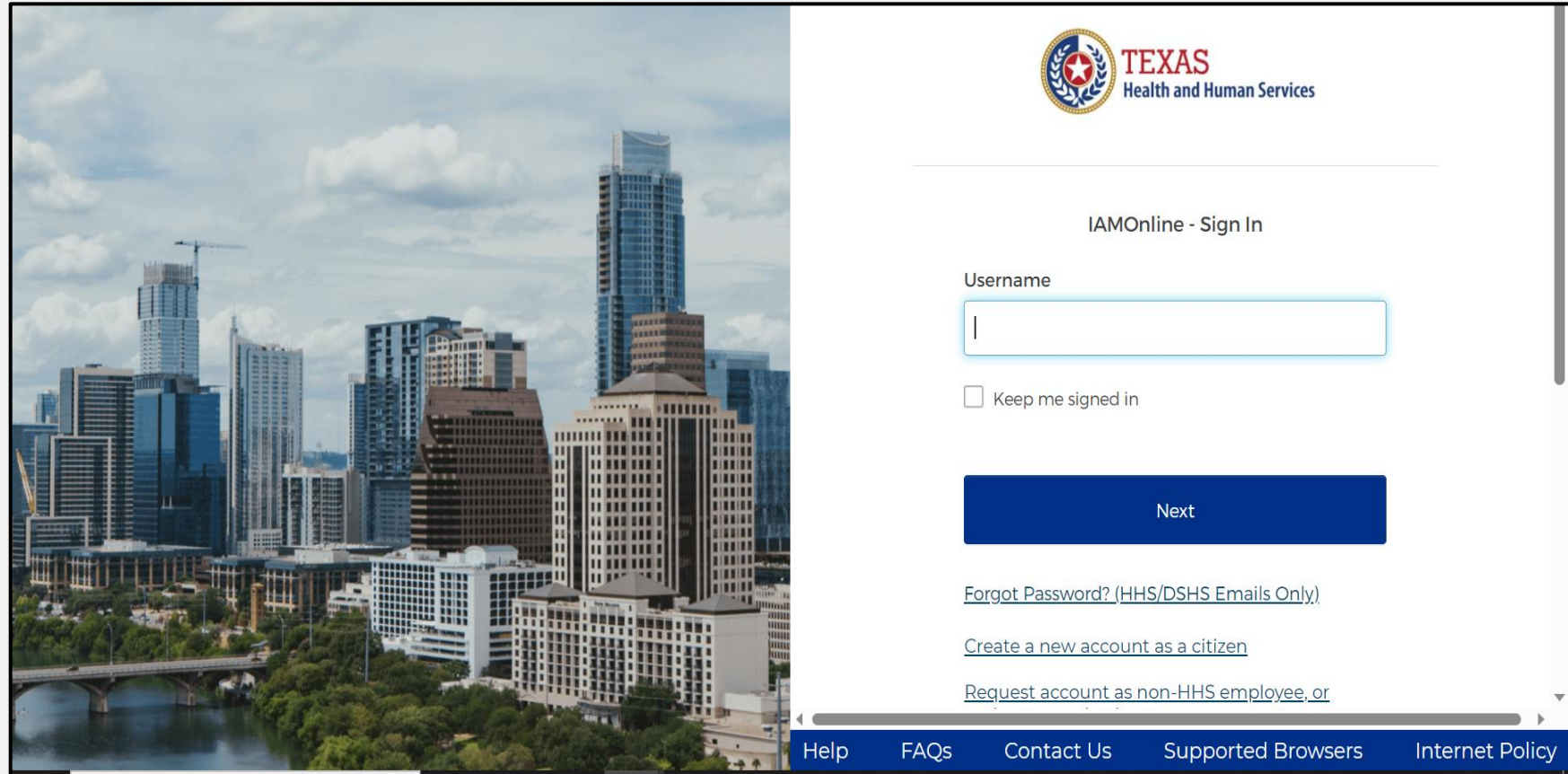
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IAMOnline Home Page

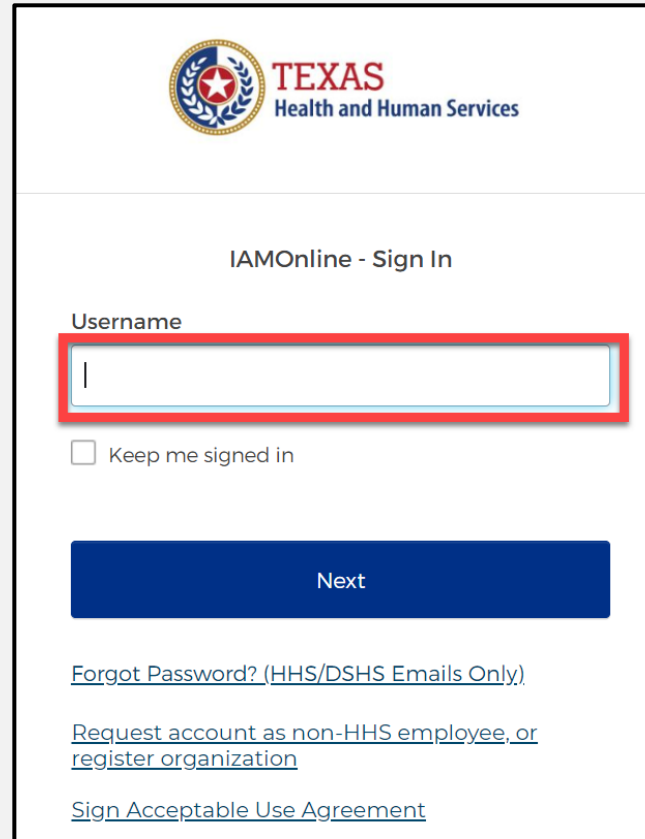
Account management is available through IAMOnline.

DSHS staff can no longer reset your password or provide password information to others.



Forgot Password

- 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.
- Click the “Forgot password?” link.



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IAMOnline - Sign In

Username

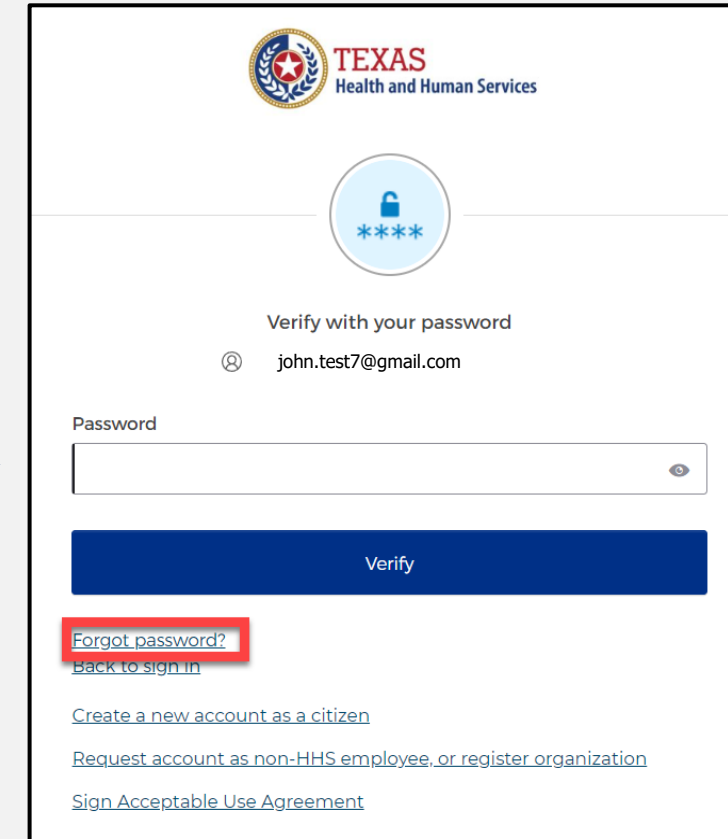
Keep me signed in

Next

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

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

[Sign Acceptable Use Agreement](#)



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Verify with your password

john.test7@gmail.com

Password

Verify

[Forgot password?](#)

[Back to sign in](#)

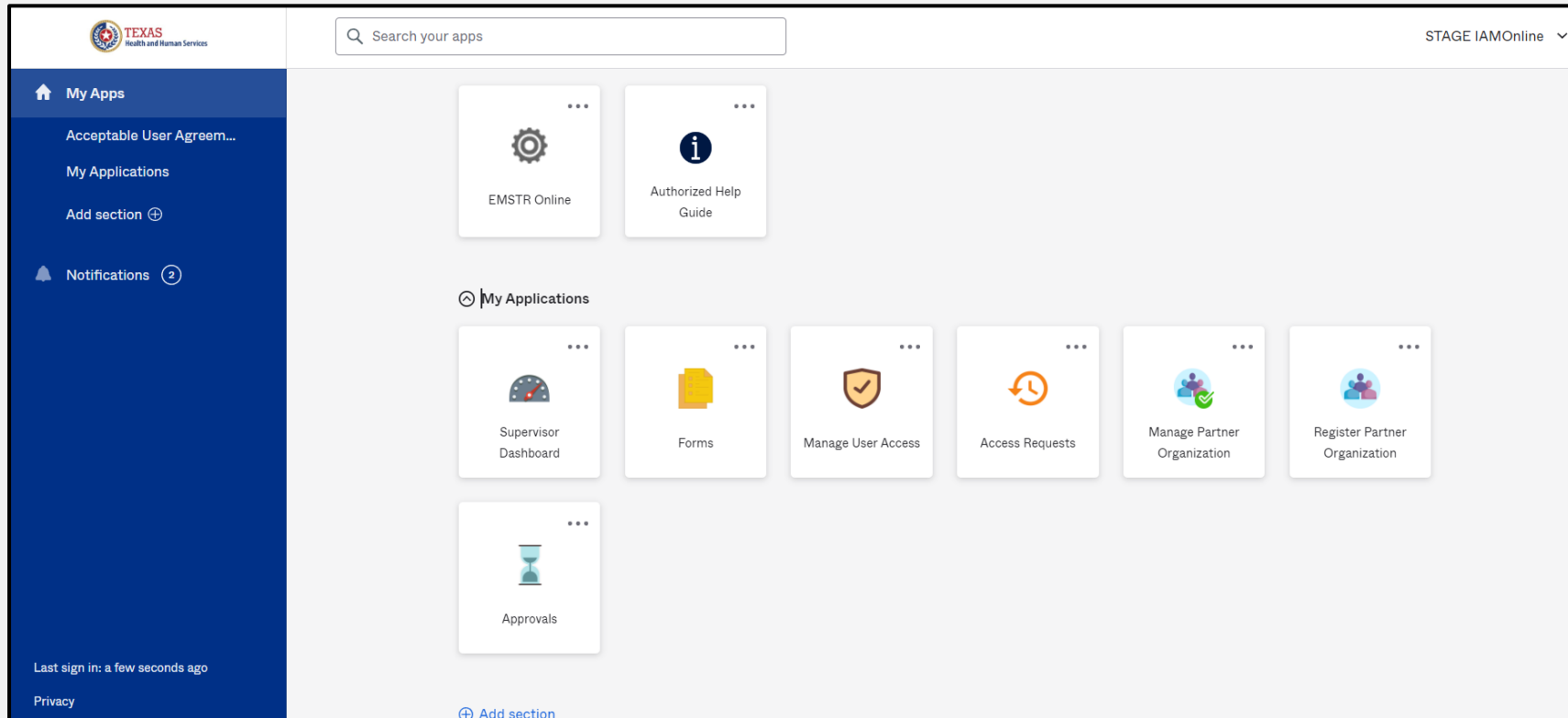
[Create a new account as a citizen](#)

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

[Sign Acceptable Use Agreement](#)

Reset Password Complete

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



Account Locked

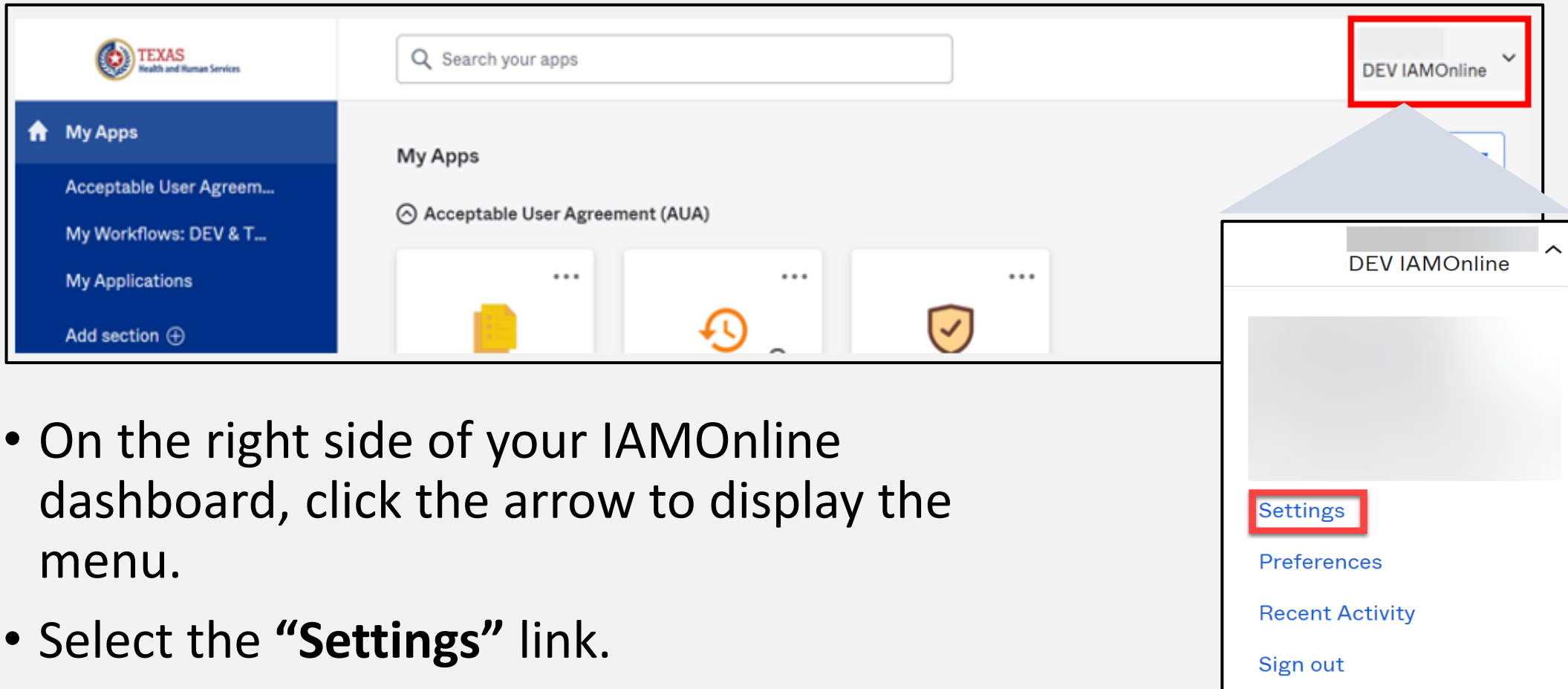


After multiple incorrect password attempts, the system will lock your account. You will receive an email notifying you that your account will automatically unlock after 30 minutes.



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

Update Account (1 of 2)

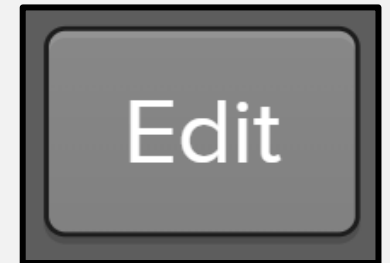


The screenshot displays the IAMOnline dashboard interface. On the left, a blue sidebar contains navigation options: 'My Apps', 'Acceptable User Agreement...', 'My Workflows: DEV & T...', 'My Applications', and 'Add section'. The main content area features a search bar labeled 'Search your apps' and a 'My Apps' section with a card for 'Acceptable User Agreement (AUA)'. In the top right corner, a user profile dropdown menu is open, showing the user's name 'DEV IAMOnline' and a list of options: 'Settings', 'Preferences', 'Recent Activity', and 'Sign out'. Red boxes highlight the user name in the dropdown and the 'Settings' link.

- 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.
- 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



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Contact Information

- If you have additional questions, please email us at injury.web@dshs.texas.gov
- To submit inquiries, include DSHS ID, username, and screenshots if applicable.



Resources

- [File Upload Guide](#)
- [Online Submission Guide](#)
- [Web Services Guide](#)
- [Administrative Users Guide](#)
- Additional resources
dshs.texas.gov/injury-prevention/ems-trauma-registries/emstr-platform-resources



Thank you!

Modernization Support
EMSTR Webinar

EMSTR Team

injury.web@dshs.texas.gov