



**TEXAS**  
Health and Human  
Services

**Texas Department of State  
Health Services**

# Emergency Medical Services and Trauma Registries (EMSTR) Hospital Webinar

October 2023

EMSTR Team

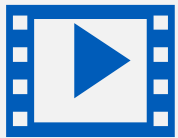
# Webinar Reminders



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



# 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 10<sup>th</sup>.

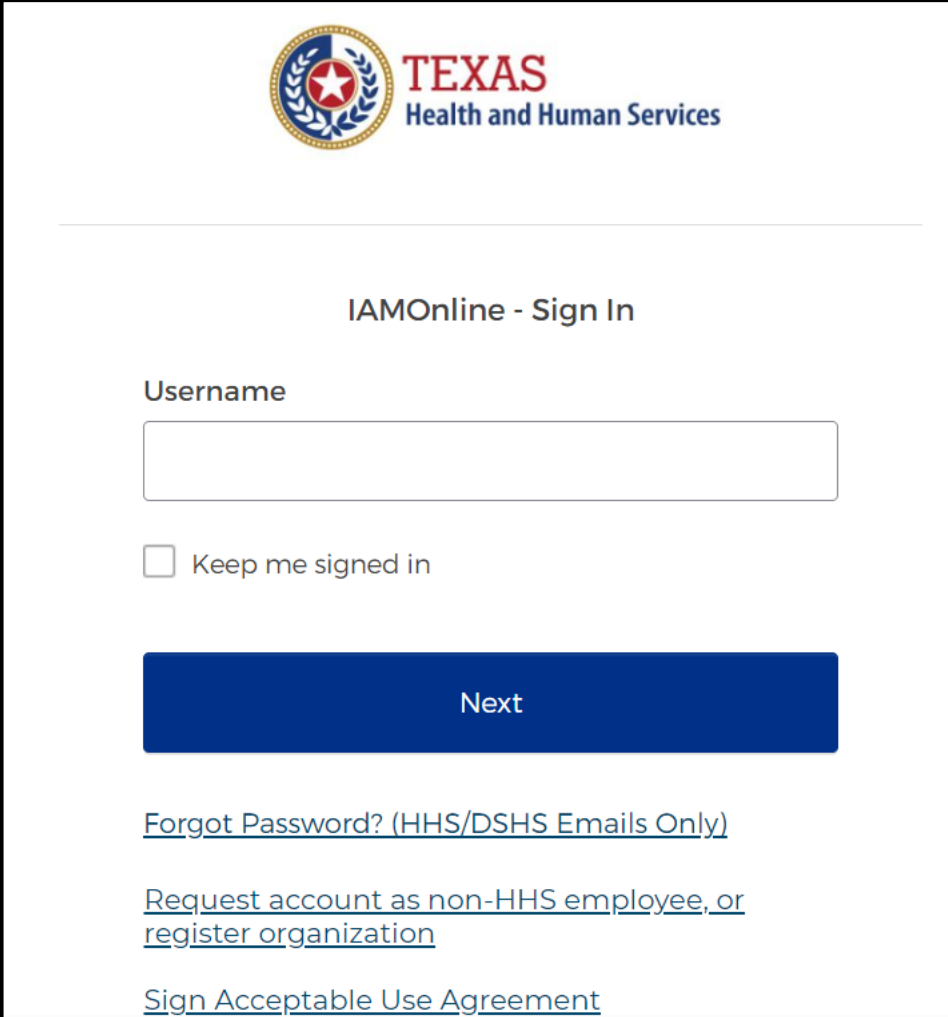
# IAMOnline Process





# 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



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# Activate Your Account (1 of 2)

- To begin, locate your **IAMOnline** registration email from [noreply@okta.com](mailto: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.

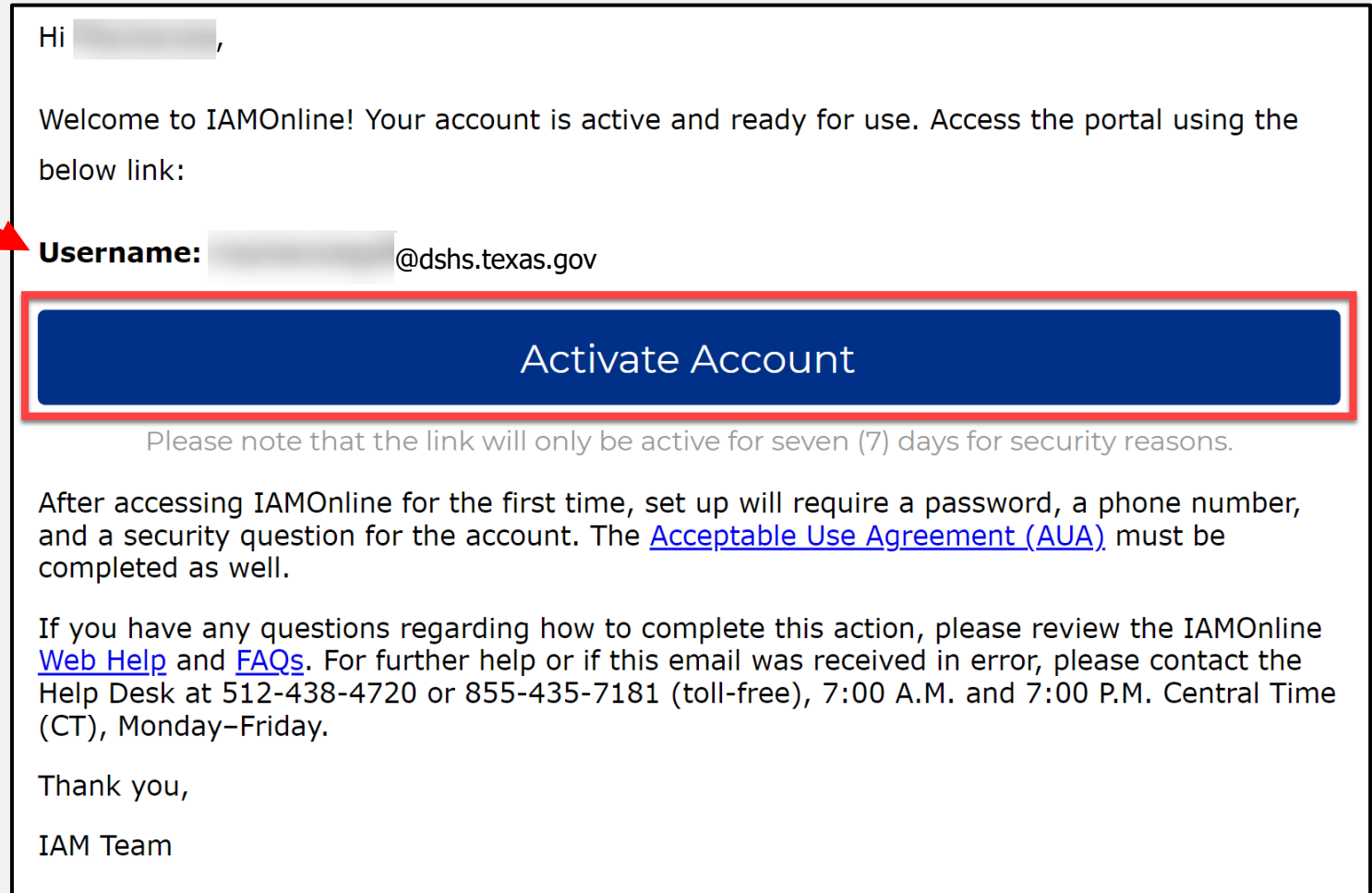
Thank you,

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

 @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](#)

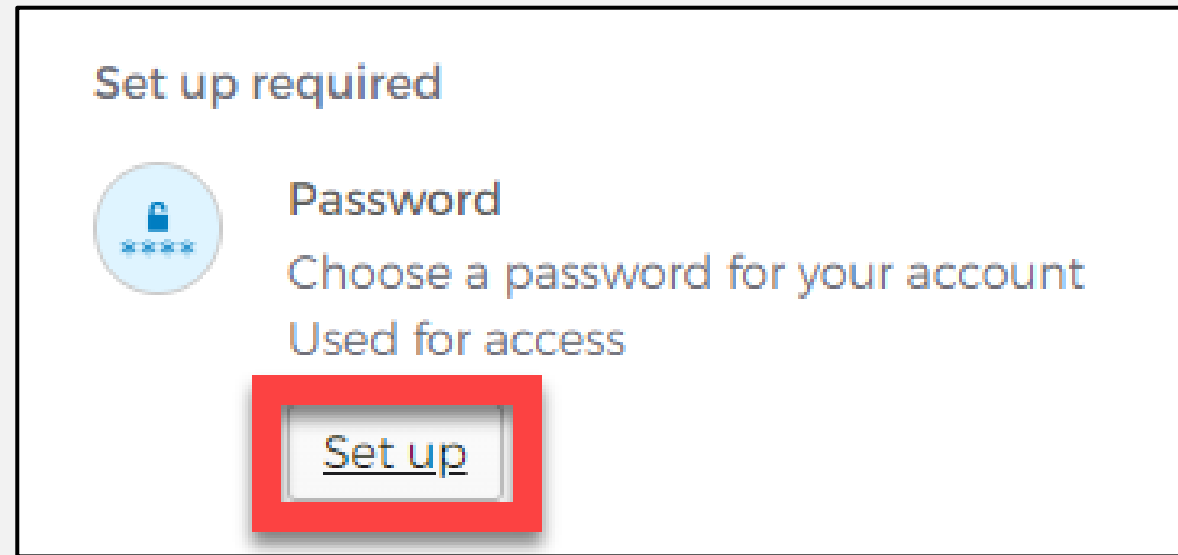
[Create a new account as a citizen](#)

[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.

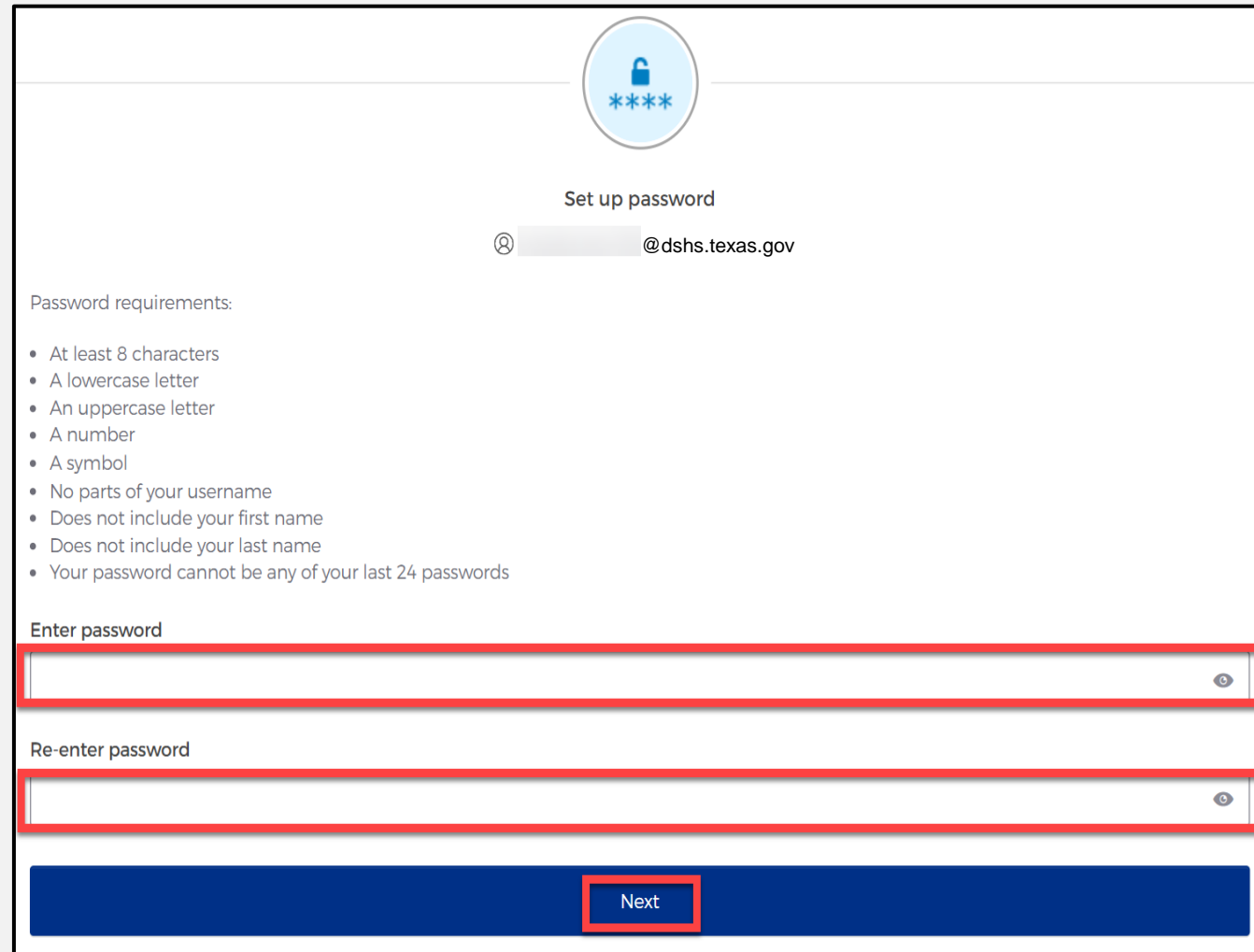


# Set Up Password

- 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". At the top, there is a circular icon with a lock and the text "\*\*\*\*". Below this, the text "Set up password" is displayed, followed by a redacted email address "@dshs.texas.gov". The form includes a section for "Password requirements:" with a bulleted list of rules. Below the requirements are two text input fields: "Enter password" and "Re-enter password", both highlighted with red borders. At the bottom of the form is a blue button labeled "Next", also highlighted with a red border.

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

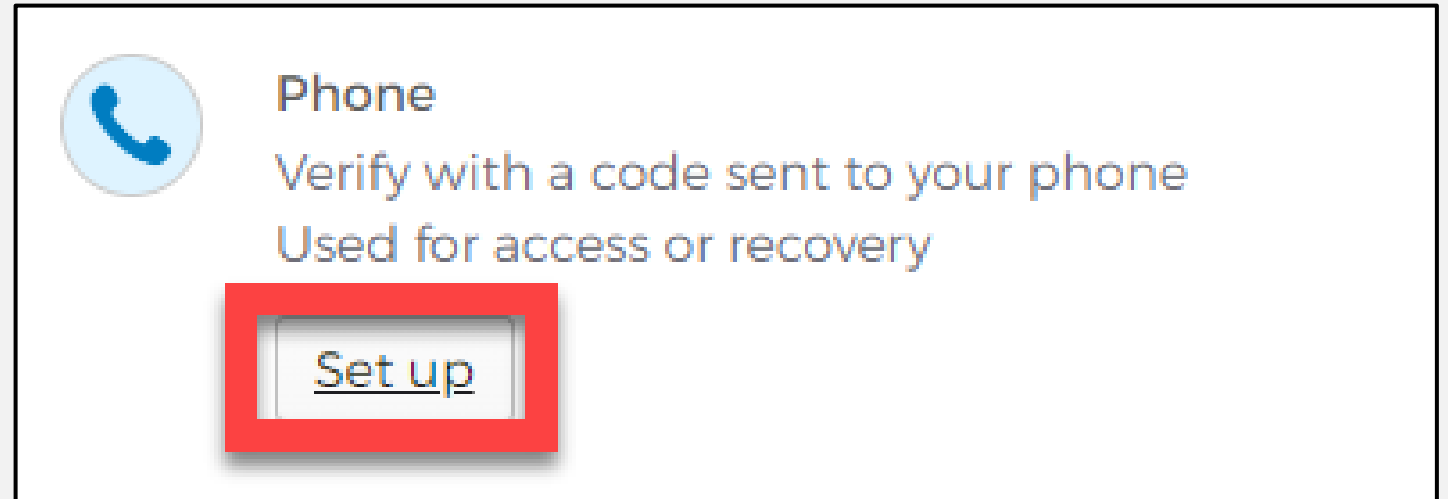
Re-enter password

Next



# Set Up Security Methods Screen

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

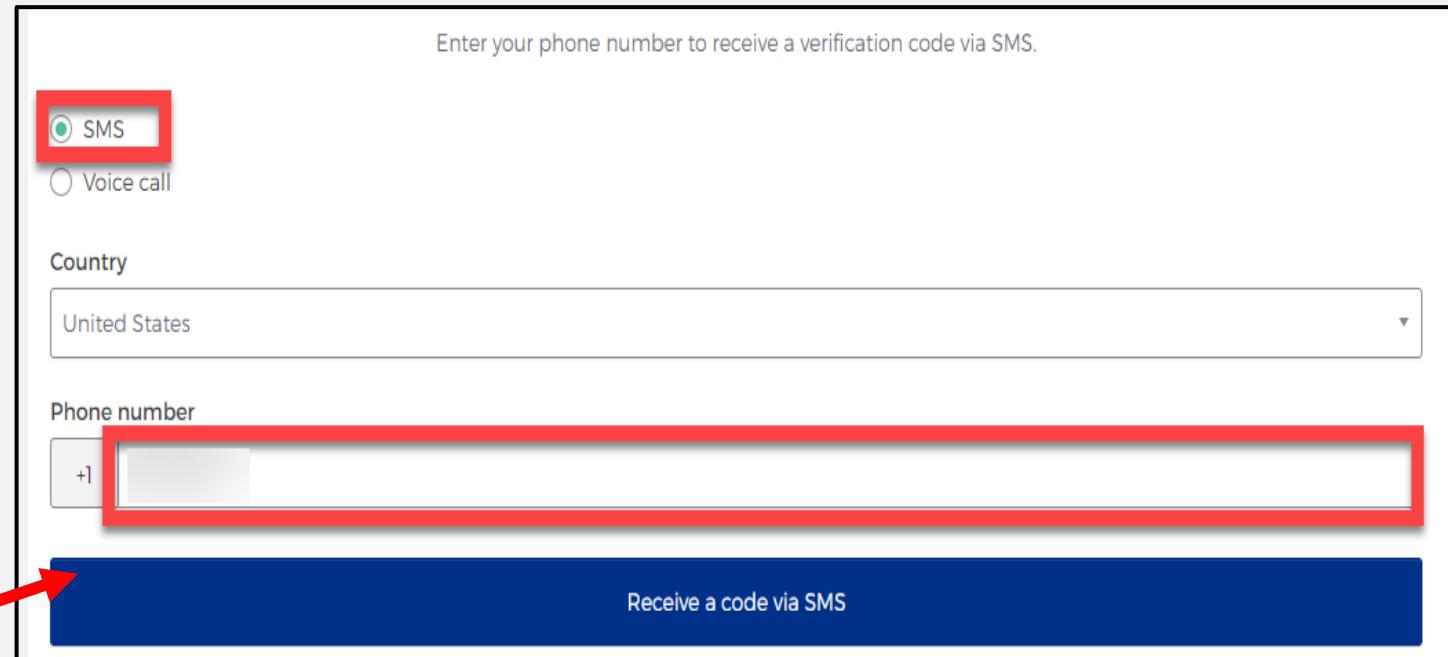


# Set Up Phone Authentication (1 of 2)

- 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**”.

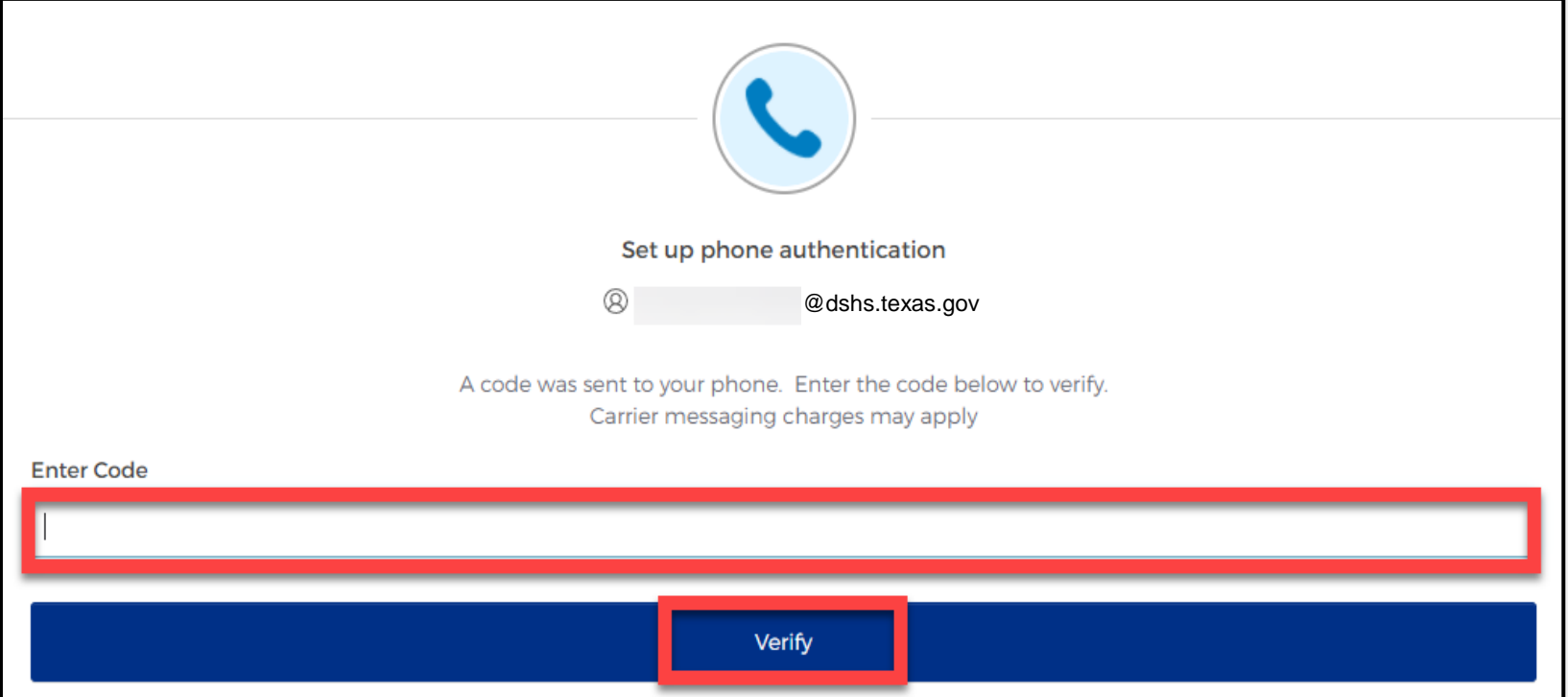



The screenshot shows a form titled "Enter your phone number to receive a verification code via SMS." It includes two radio button options: "SMS" (selected and highlighted with a red box) and "Voice call". Below these is a "Country" dropdown menu set to "United States". The "Phone number" field is highlighted 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

⑧ [redacted]@dshs.texas.gov

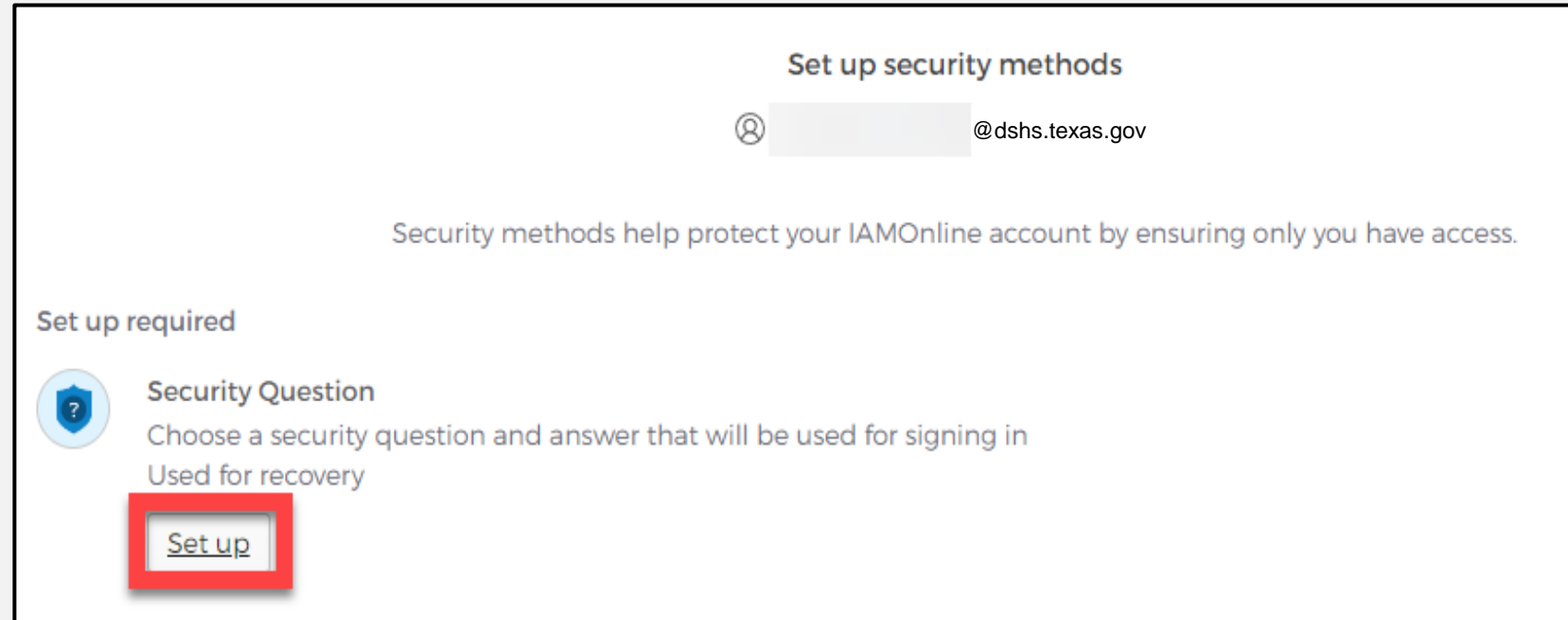
A code was sent to your phone. Enter the code below to verify.  
Carrier messaging charges may apply

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”**.

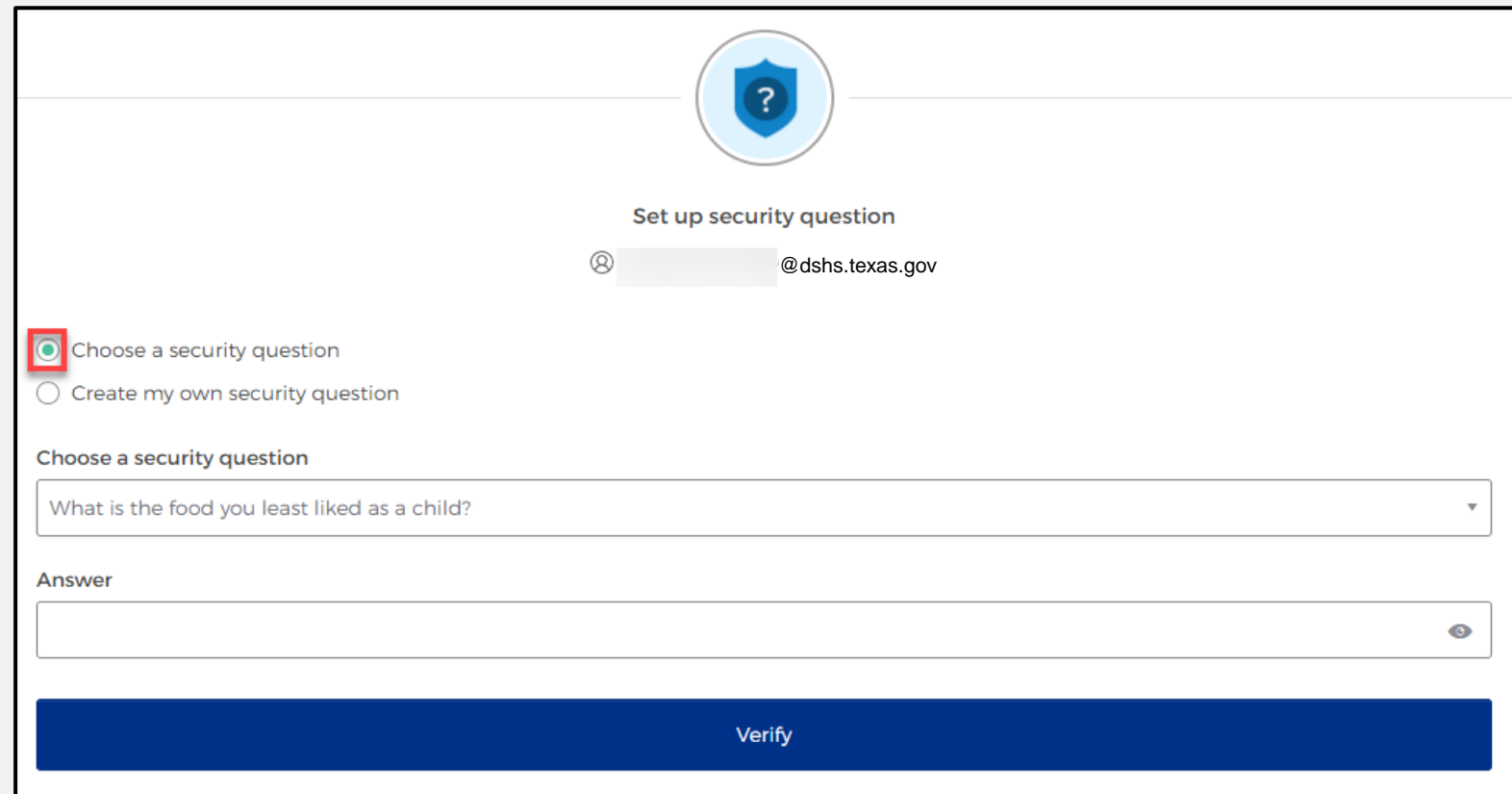


The screenshot shows a web interface for setting up security methods. At the top, it says "Set up security methods" and displays a user profile icon and the email address "@dshs.texas.gov". Below this, a message states: "Security methods help protect your IAMOnline account by ensuring only you have access." Underneath, a section titled "Set up required" lists "Security Question" with a blue shield icon containing a question mark. The text for "Security Question" reads: "Choose a security question and answer that will be used for signing in" and "Used for recovery". A red rectangular box highlights the "Set up" button located below the "Security Question" section.

# Set Up Security Question (1 of 2)

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

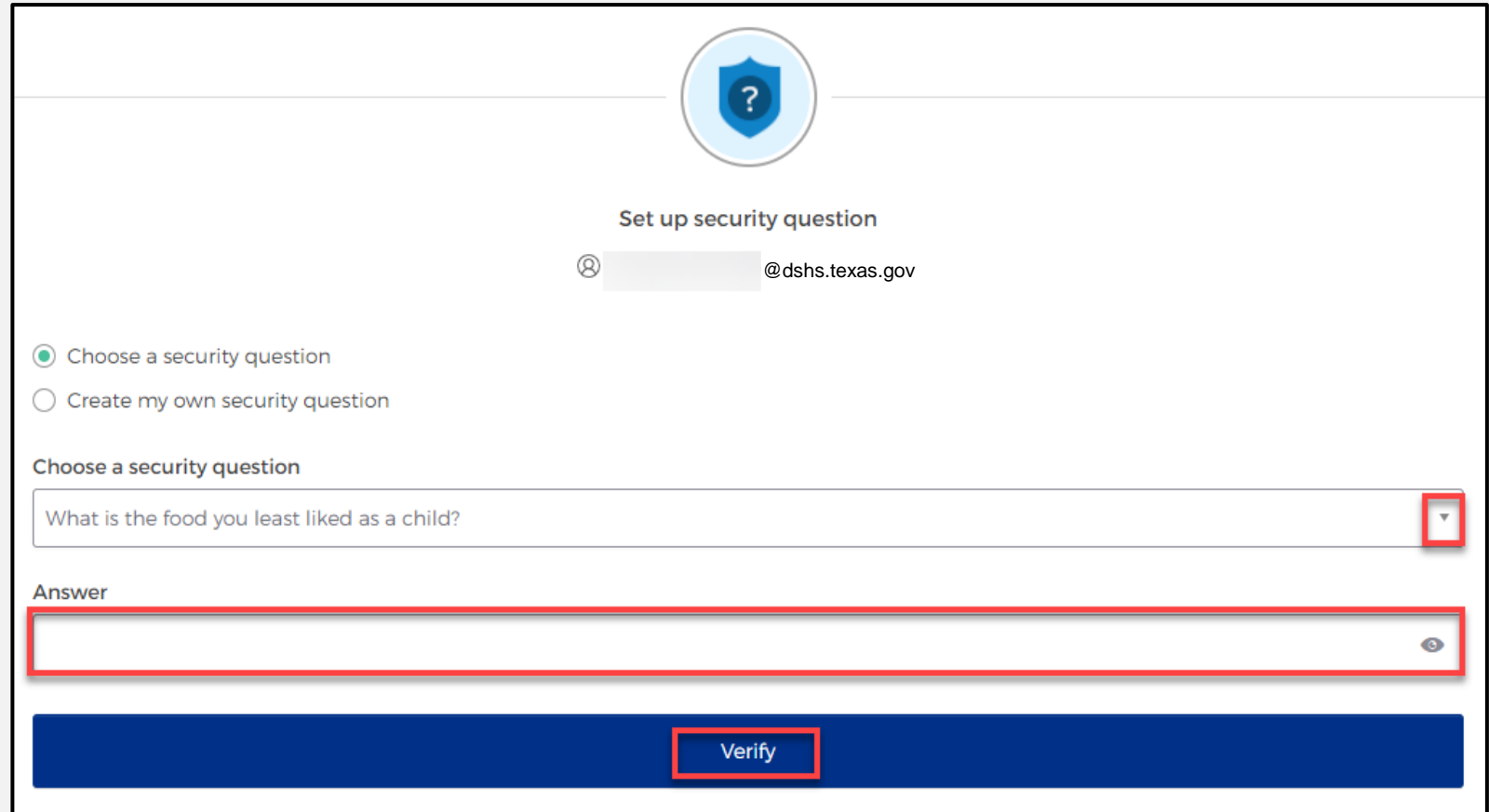
***NOTE*** – *If creating a security question, create one that cannot be guessed or remembered for security purposes.*



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

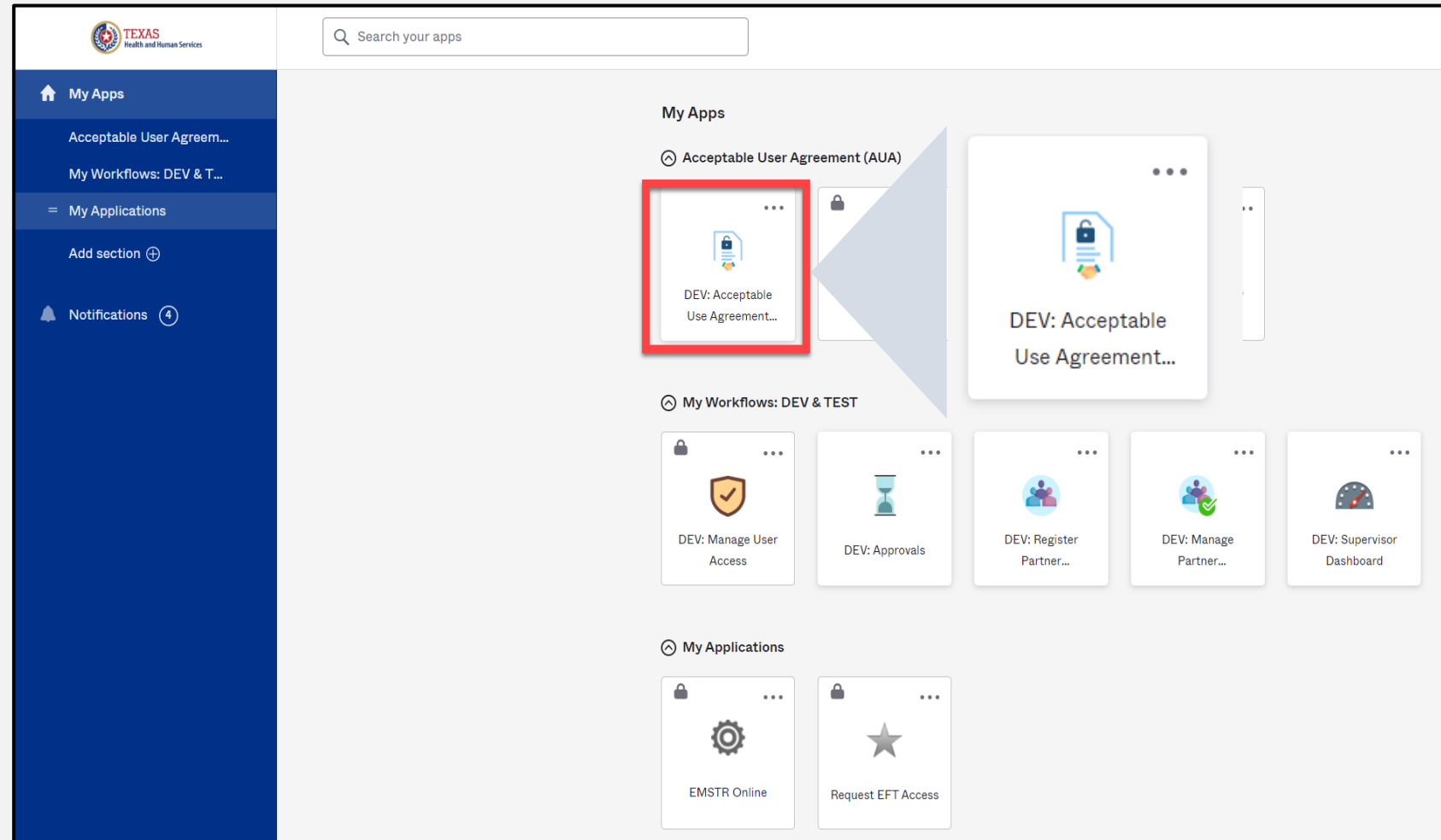
Now that you have set up your security methods, you will be redirected to your IAMOnline “MyApps” dashboard.

The screenshot displays the MyApps dashboard interface. On the left is a dark blue sidebar with 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 'Privacy'. 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 in the top right corner.



# 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 \*

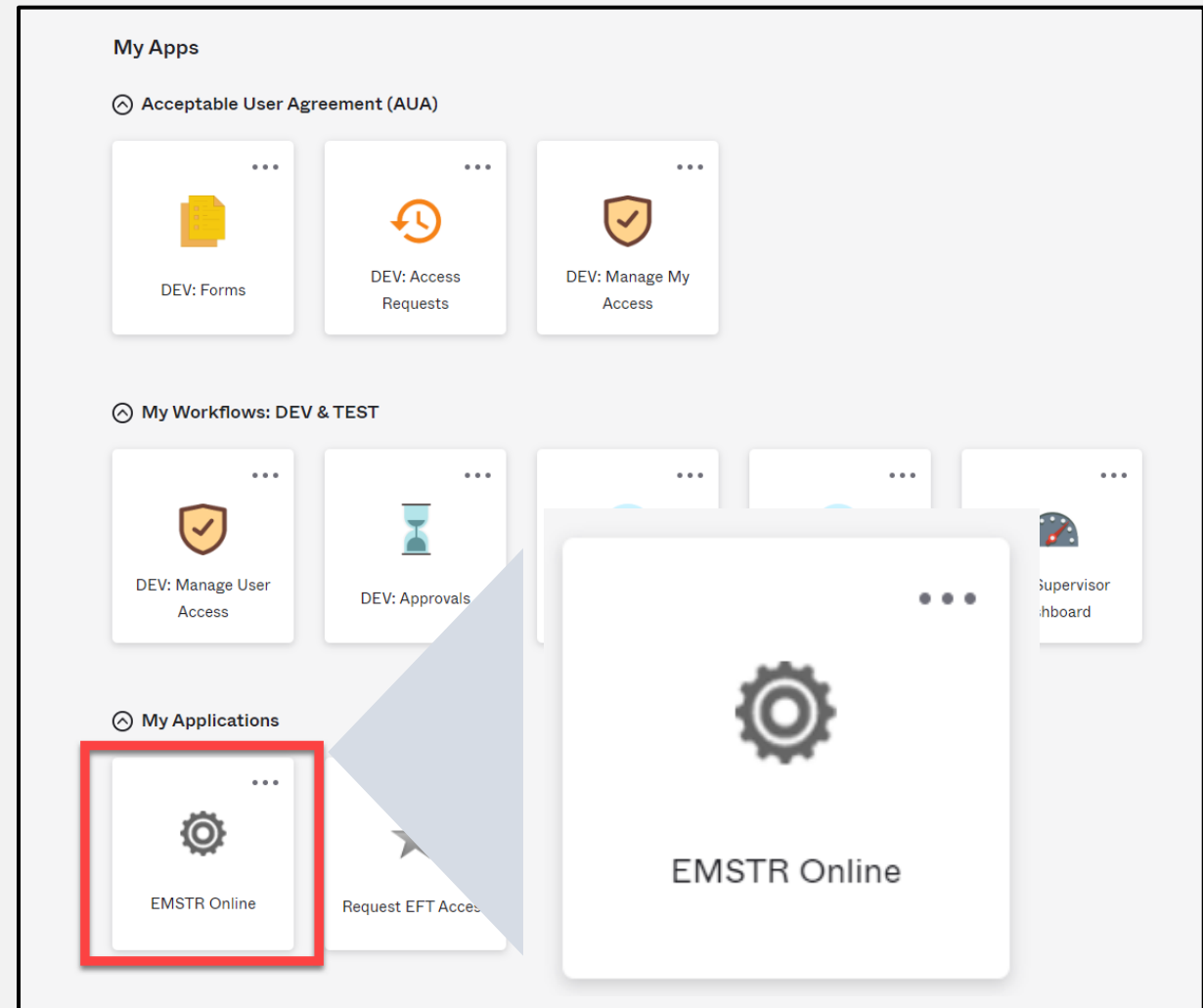
Submit

# 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 this is the Texas Department of State Health Services logo and the main heading: "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 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
<a href="#">135 Days Late</a>	28
<a href="#">Entities Missing_RAC ID Information</a>	14
<a href="#">Missing Injury Diagnosis Codes</a>	10
<a href="#">All cases that failed workflow because of invalid data</a>	15
<a href="#">Pending Application Emails</a>	7

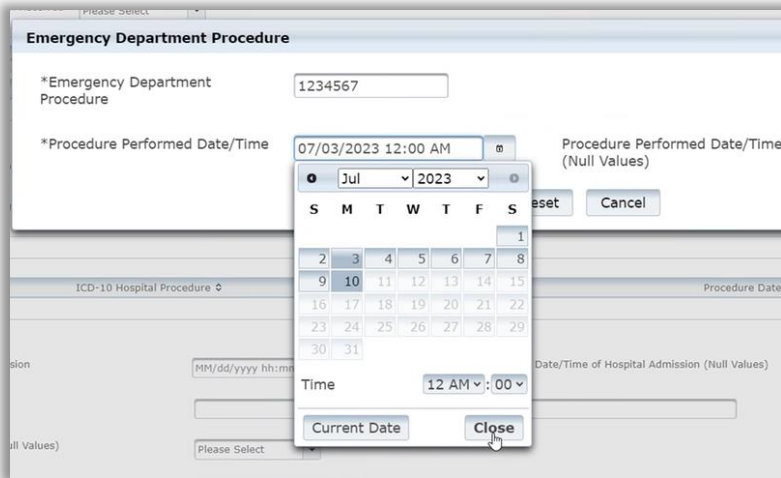
  

Record Id	Name	Record Type
123456789	Test Hospital	Hospital Facility
111111111	Test EMS	EMS Facility
124564545	Test McTester	Hospital Patient Record
897543456	John Doe	EMS Patient Record
987465367	Jane Doe	LTAC Patient Record

# Improved User Experience

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

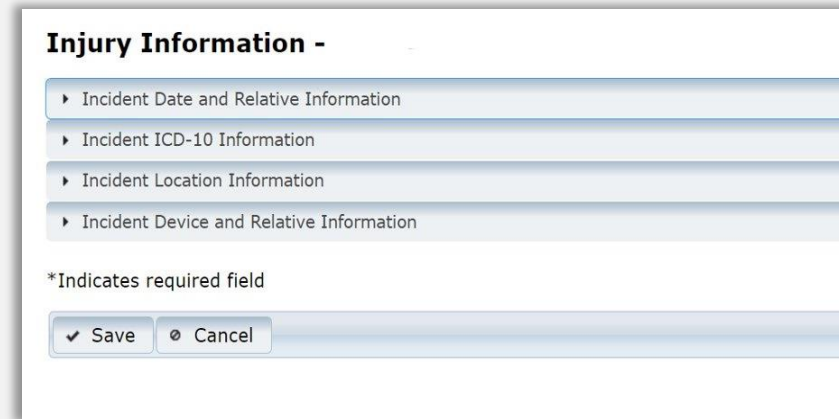
## Calendar Feature



The screenshot shows a web 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.

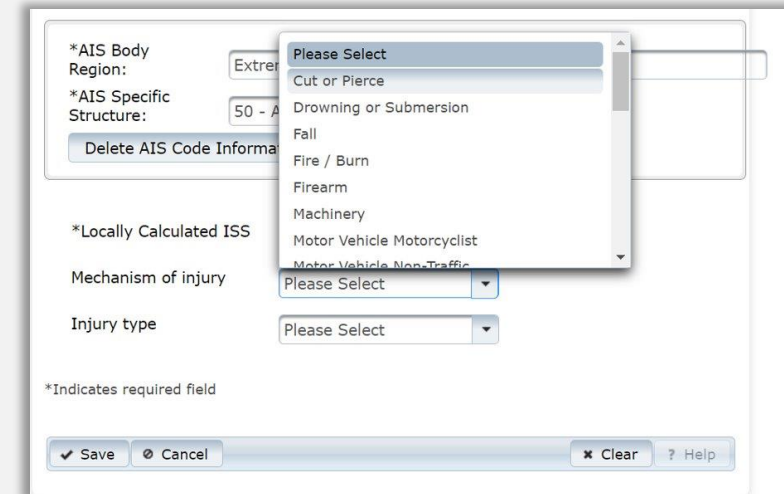
## Collapsible Sections



The screenshot shows a web 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 web form with several drop-down menus. The first is "AIS Body Region:" with a value of "Extrem". The second is "AIS Specific Structure:" with a value of "50 - A". Below these is a "Delete AIS Code Information" button. The "Mechanism of injury" drop-down menu is open, showing a list of options: "Please Select", "Cut or Pierce", "Drowning or Submersion", "Fall", "Fire / Burn", "Firearm", "Machinery", "Motor Vehicle Motorcyclist", and "Motor Vehicle Non-Traffic". Below the form is a note: "\*Indicates required field". At the bottom are "Save", "Cancel", "Clear", and "Help" buttons.

Intuitive process that avoids page clutter.

# Online Submission Process



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# Online Submission



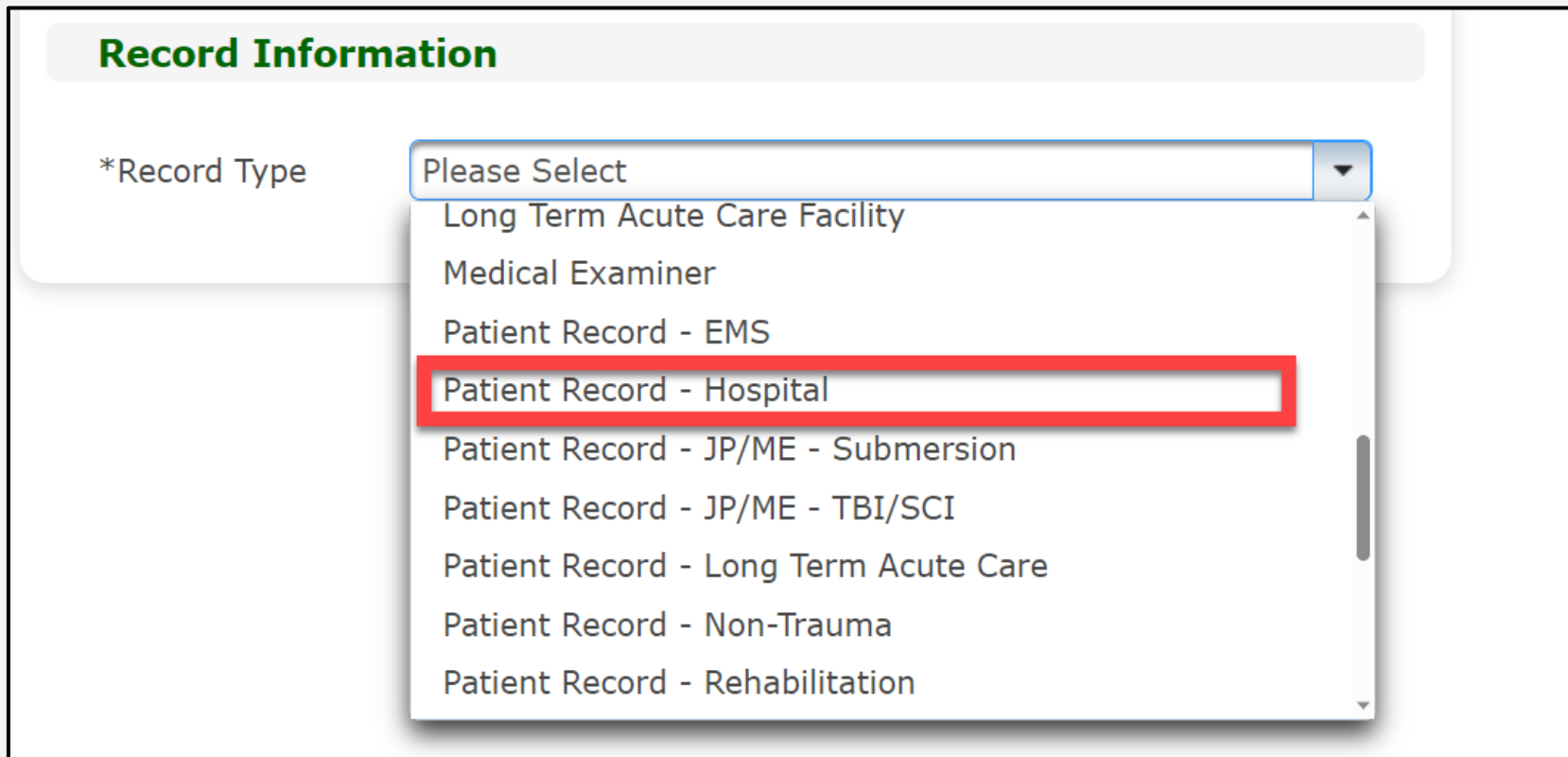
The screenshot shows the top navigation bar of the EMSTR website. On the left, there is a logo for the Texas Department of State Health Services, featuring a star and the text "TEXAS Health and Human Services" and "Texas Department of State Health Services". The main heading in the center reads "Welcome to Texas Emergency Medical Services and Trauma Registry System". On the right, a green navigation bar contains the following links: "Home", "Create Record", "Search Record", "Workflows", "File Upload", "Entity", "Reports", and "Logout". A large, semi-transparent grey triangle points upwards towards the "Create Record" link, which is highlighted with a green box and the text "Create Record" in white.

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
<b>Patient Record - Hospital</b>
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, Add Person, and Contact Information. The form includes various input fields and dropdown menus, with asterisks (\*) indicating required fields.

**Record Information**

- \*Record Type: Patient Record - Hospital (dropdown)

**Add Person**

- \*First Name: [text input]
- Middle Name: [text input]
- \*Last Name: [text input]
- \*Birth Date: mm/dd/yyyy (text input with calendar icon)
- \*Gender: Please Select (dropdown)

**Contact Information**

- \*Street: [text input]
- [text input]
- \*City: [text input]
- \*State: Texas (dropdown)
- \*Zip Code: [text input]
- \*County: Please Select (dropdown)
- \*Country: USA (dropdown)
- \*Submission Version: 2023 (dropdown)

\*Indicates required field

At the bottom of the form, there are three buttons: **Save** (highlighted with a red box), **Cancel**, **Clear**, and **Help**.

# Add Record Data

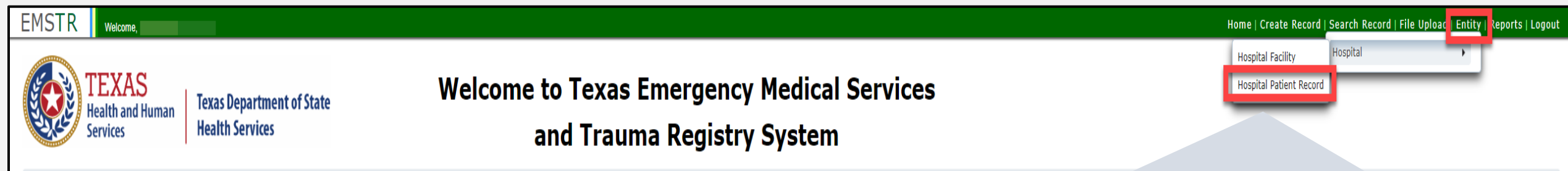
To add data to the patient record, complete each of the 15 question packages.

The screenshot shows a software interface with three tabs: 'Record Data', 'Concerns', and 'Record History'. The 'Record Data' tab is active. Below the tabs is 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 'Status' values are 'Incomplete'. A red rectangular box highlights the first 15 rows of the table.

Question Package	Last Update	Updated By	Status
<a href="#">Outcome Information</a>			Incomplete
<a href="#">Administrative</a>			Incomplete
<a href="#">ITDX Record Control Information</a>			Incomplete
<a href="#">Agency/Responder</a>			Incomplete
<a href="#">Demographic Information</a>			Incomplete
<a href="#">Hospital Procedure</a>			Incomplete
<a href="#">Diagnosis Information</a>			Incomplete
<a href="#">Injury Severity Information</a>			Incomplete
<a href="#">Pre-Hospital Information</a>			Incomplete
<a href="#">Emergency Department Information</a>			Incomplete
<a href="#">Financial Information</a>			Incomplete
<a href="#">Trauma Quality Improvement</a>			Incomplete
<a href="#">Injury Information</a>			Incomplete
<a href="#">Hospital Complications</a>			Incomplete
<a href="#">Surgeon Specific Reporting</a>			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**”.



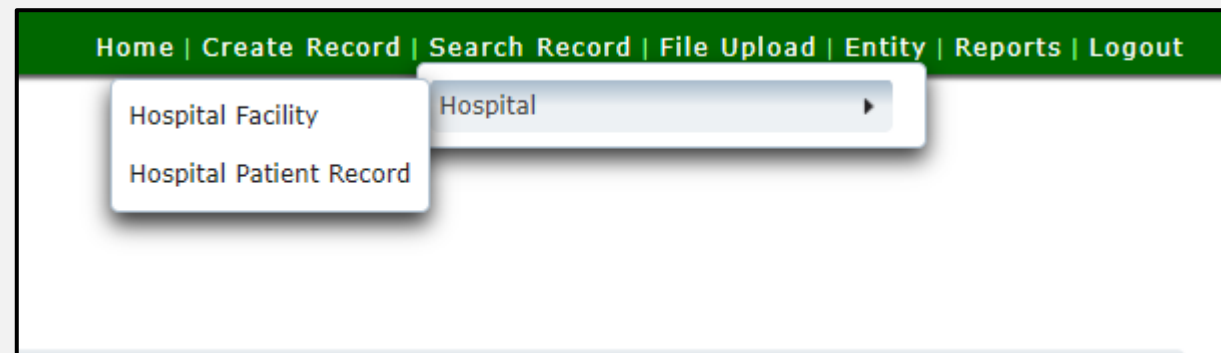
The screenshot shows the top navigation bar of the EMSTR website. The bar is green with white text. On the left, it says "EMSTR" and "Welcome, [user name]". On the right, it lists "Home | Create Record | Search Record | File Upload | Entity | Reports | Logout". The "Entity" menu is open, showing "Hospital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

# Hospital Patient Record

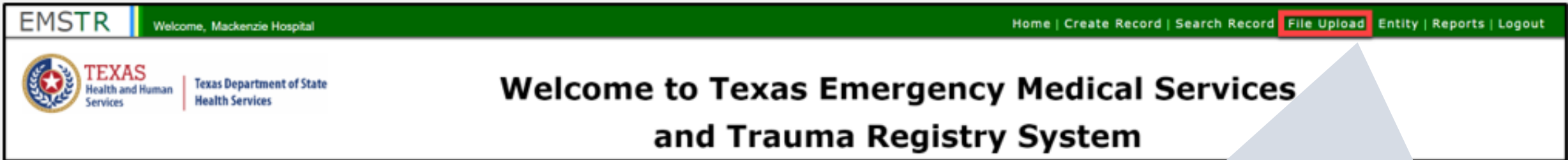
Here, you can view the patient records you submitted for your facility.

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		<a href="#">Record Details</a>	<input type="checkbox"/>		
1000002402		2023/08/23		test2	smith	Open	<a href="#">Record Details</a>	<input type="checkbox"/>		
1000002404		2023/08/23		Crystaltest	Olaldetest	Open	<a href="#">Record Details</a>	<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 green header is a white section containing 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 below it containing the text "File Upload" in white.

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.

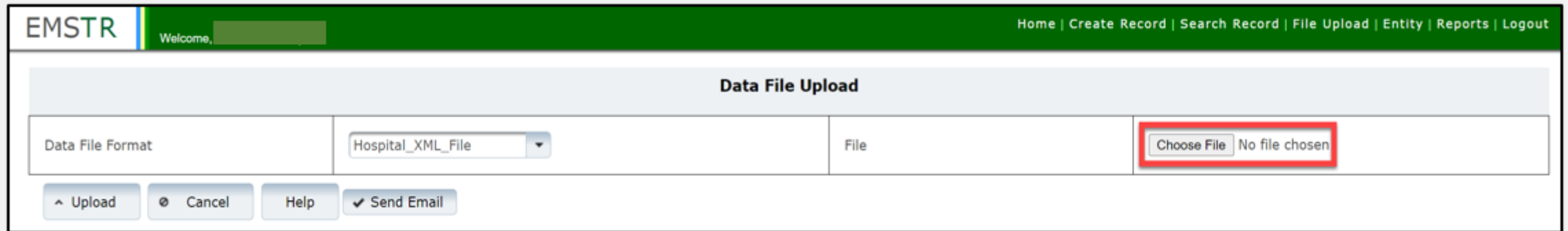
The screenshot shows the EMSTR application interface. At the top, there is a navigation bar with the EMSTR logo and a welcome message. The main content area is titled "Data File Upload". It features a form with a "Data File Format" dropdown menu, a "File" input field, and a "Choose File" button. The dropdown menu is open, showing options: "Please Select", "Hospital\_XML\_File" (highlighted with a red box), "Demographic\_XML\_File", and "EMS\_XML\_File". Below the form, there is a section for "Recent Queued Roster Imports" with a table of data.

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	<a href="#">Download Results</a>
2023-07-26 20:09:53	2023-07-26 16:09:53	Hospital_XML_File	ITDX_2023_Sample.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 19:58:19	2023-07-26 15:58:19	Hospital_XML_File	2020sampleSingleRecord.xml [Original File]	Successful	<a href="#">Download Results</a>



# Data File Upload

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

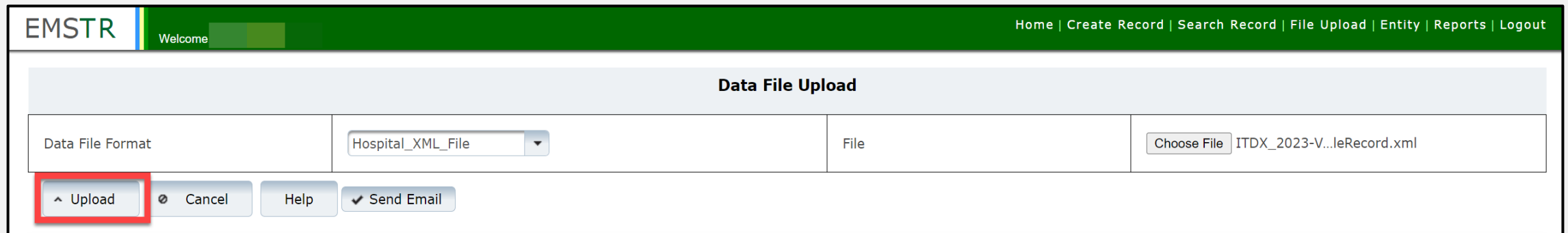


The screenshot shows the EMSTR Data File Upload interface. The header includes the EMSTR logo, a welcome message, and navigation links: Home | Create Record | Search Record | File Upload | Entity | Reports | Logout. The main section is titled "Data File Upload" and contains a form with the following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

Data File Format	Hospital_XML_File	File	Choose File No file chosen
------------------	-------------------	------	----------------------------

Below the form are buttons for Upload, Cancel, Help, and Send Email. The "Choose File" button in the form is highlighted with a red box.

- 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 header and navigation links are the same as in the previous screenshot. The main section is titled "Data File Upload" and contains a form with the following elements:

Data File Format	Hospital_XML_File	File	Choose File ITDX_2023-V...leRecord.xml
------------------	-------------------	------	--

Below the form are buttons for Upload, Cancel, Help, and Send Email. The "Upload" button is highlighted with a red box.

# 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"/>			
		<b>Validation Results</b>	
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
2023-07-28 19:32:52	2023-07-28 15:32:52	Hospital_XML_File	2020sampleMultipleRecord_8_Records_2_new.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-28 15:13:39	2023-07-28 11:13:38	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 20:09:53	2023-07-26 16:09:53	Hospital_XML_File	ITDX_2023_Sample.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 19:58:19	2023-07-26 15:58:19	Hospital_XML_File	2020sampleSingleRecord.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 19:51:54	2023-07-26 15:51:53	Hospital_XML_File	2020sampleSingleRecord.xml [Original File]	Successful	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
2023-07-26 18:21:35	2023-07-26 14:21:35	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 17:09:30	2023-07-26 13:09:29	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 17:06:18	2023-07-26 13:06:18	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 16:50:23	2023-07-26 12:50:22	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	<a href="#">Download Results</a>

# 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



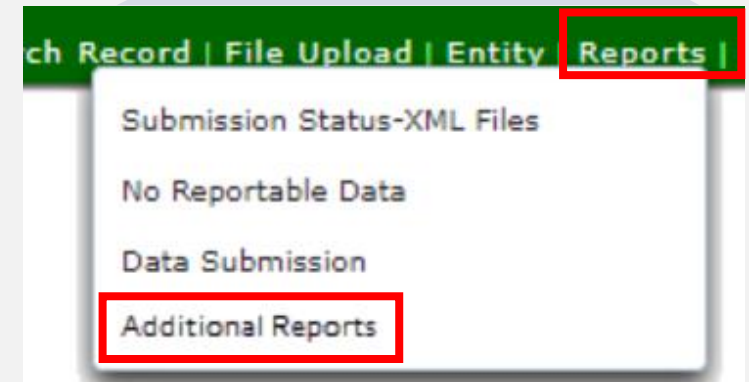
EMSTR | Welcome, Leo Arkaney | Home | Create Record | Search Record | File Upload | Entity | **Reports** | Logout

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

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

Welcome to Texas Emergency Medical Services and Trauma Registry System

- 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: [Text Area]

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

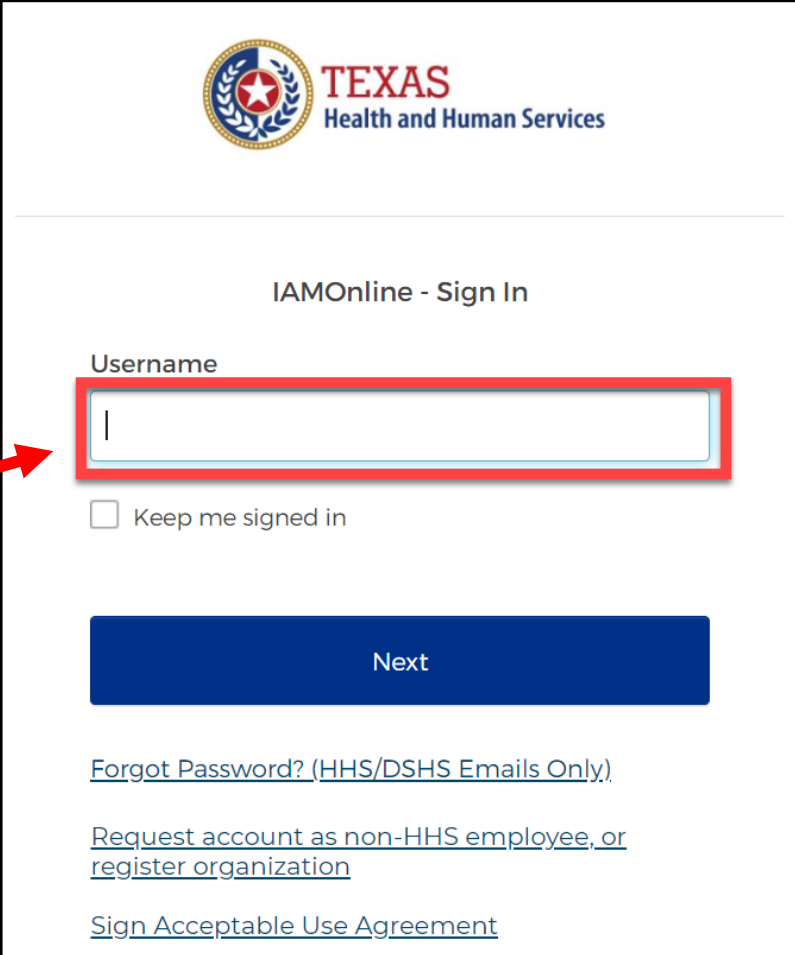
# IAMOnline Home Page


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**

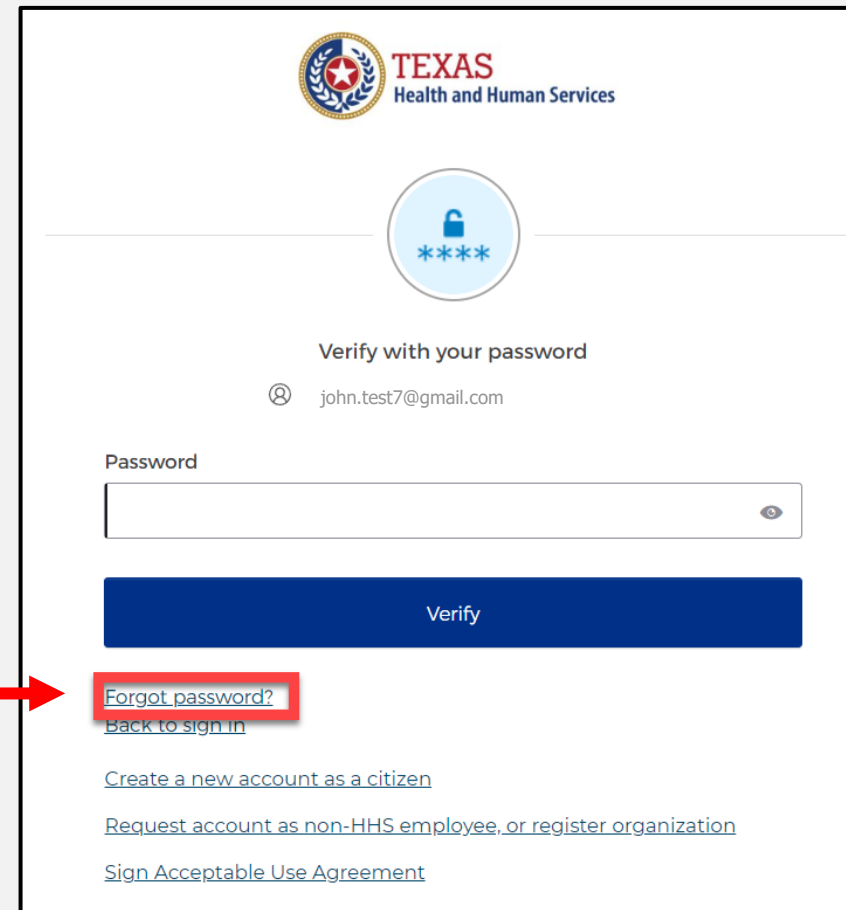
[Forgot Password? \(HHS/DSHS Emails Only\)](#)


[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

[Forgot password?](#)

[Back to sign in](#)

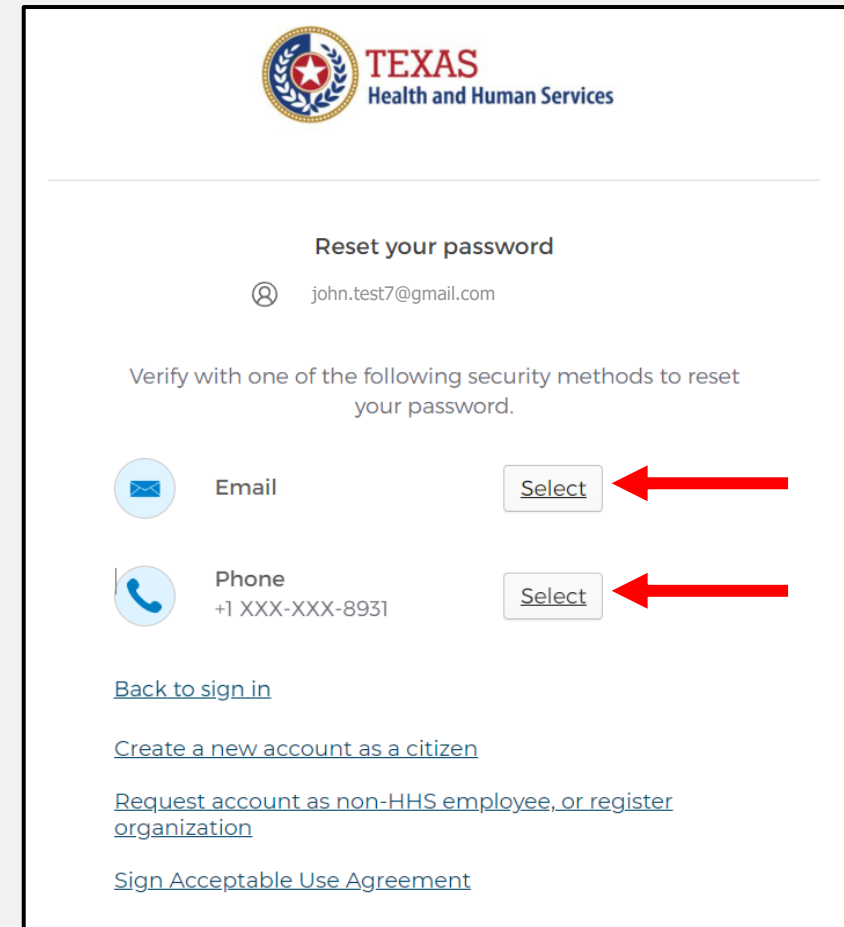
[Create a new account as a citizen](#)

[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](#)

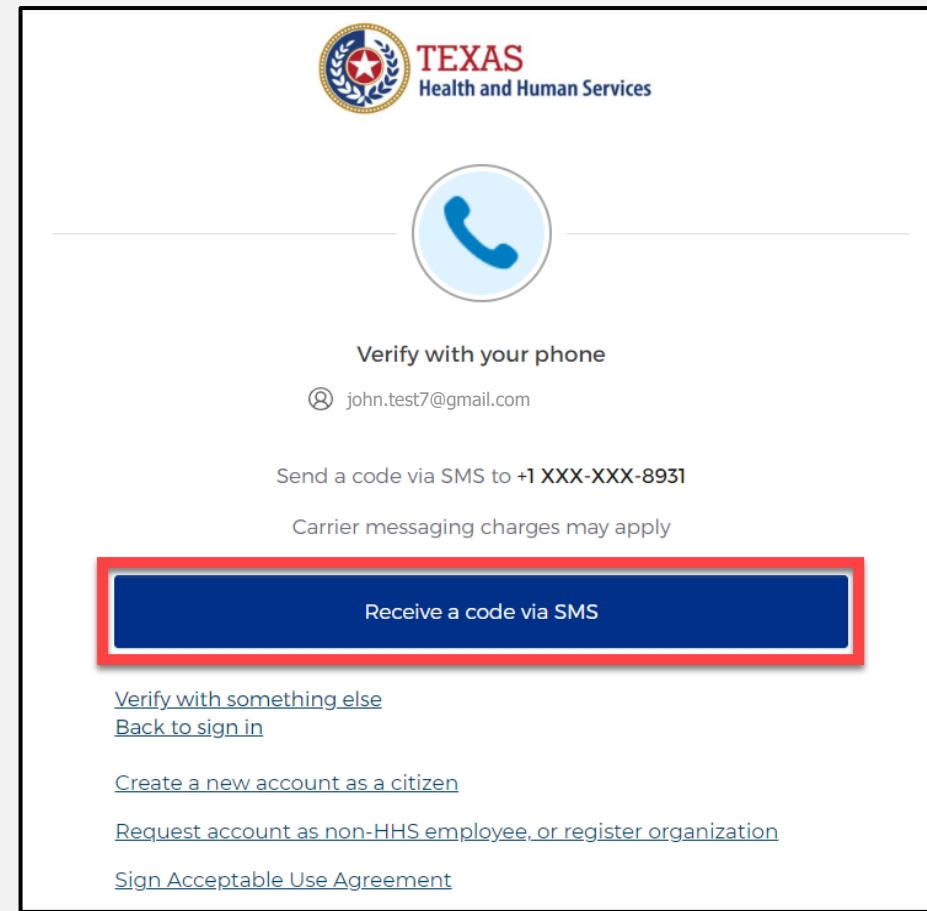
[Create a new account as a citizen](#)

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



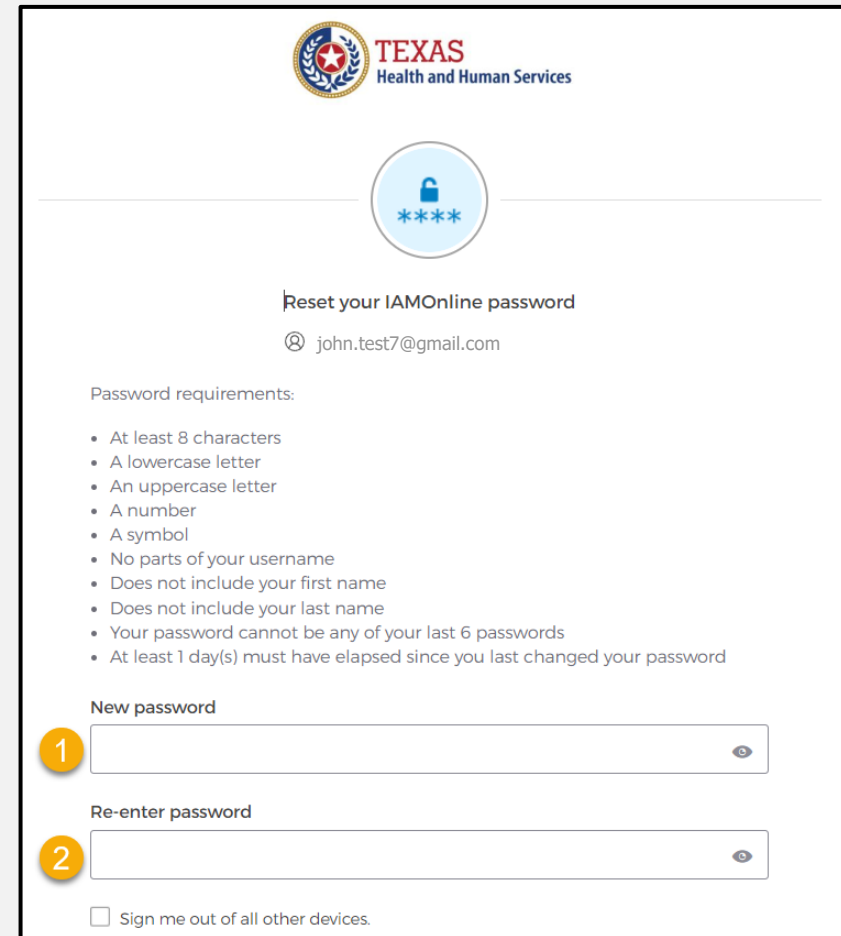
# Reset your password (3 of 3)

- 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 blue telephone 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.



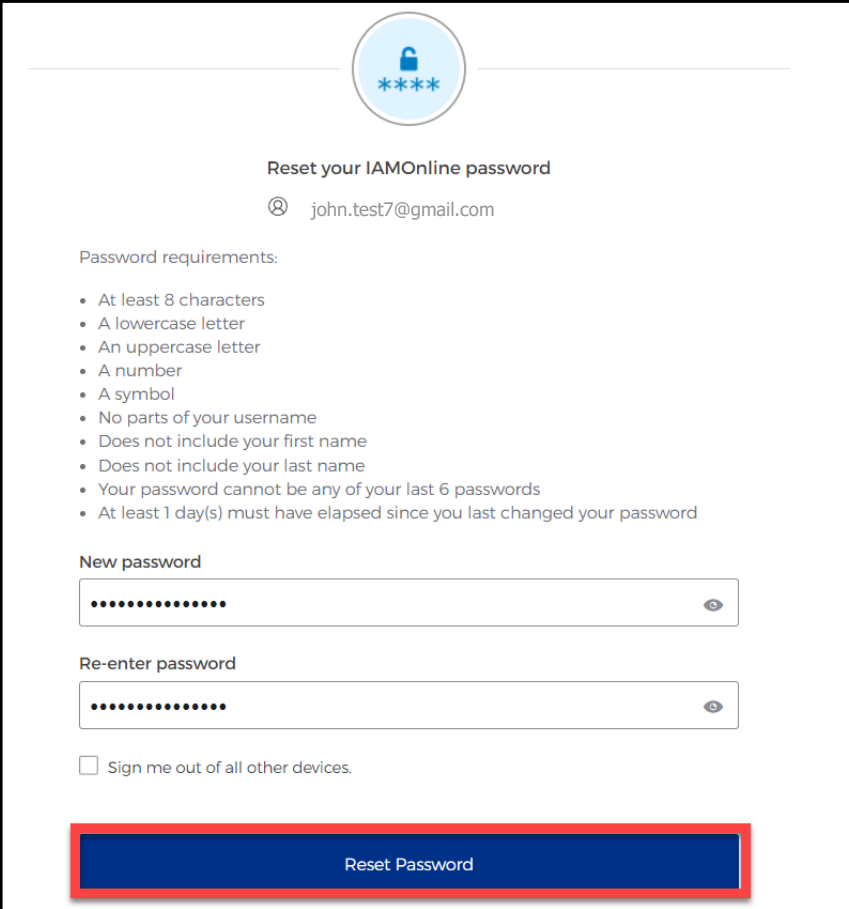
The screenshot shows the password reset interface for Texas Health and Human Services. At the top left is the state seal, and to its right is the text "TEXAS Health and Human Services". Below this is a circular icon containing a padlock and four asterisks. The main heading is "Reset your IAMOnline password" 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.



The screenshot shows a web interface for resetting an IAMOnline password. At the top, 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 several criteria: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of the username, no first or last names, and not being one of the last 6 passwords used, with a 1-day cooldown period. There are two password input fields: "New password" and "Re-enter password", both showing masked characters and a toggle icon. A checkbox labeled "Sign me out of all other devices." is present. At the bottom, a blue button labeled "Reset Password" is highlighted with a red border.

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

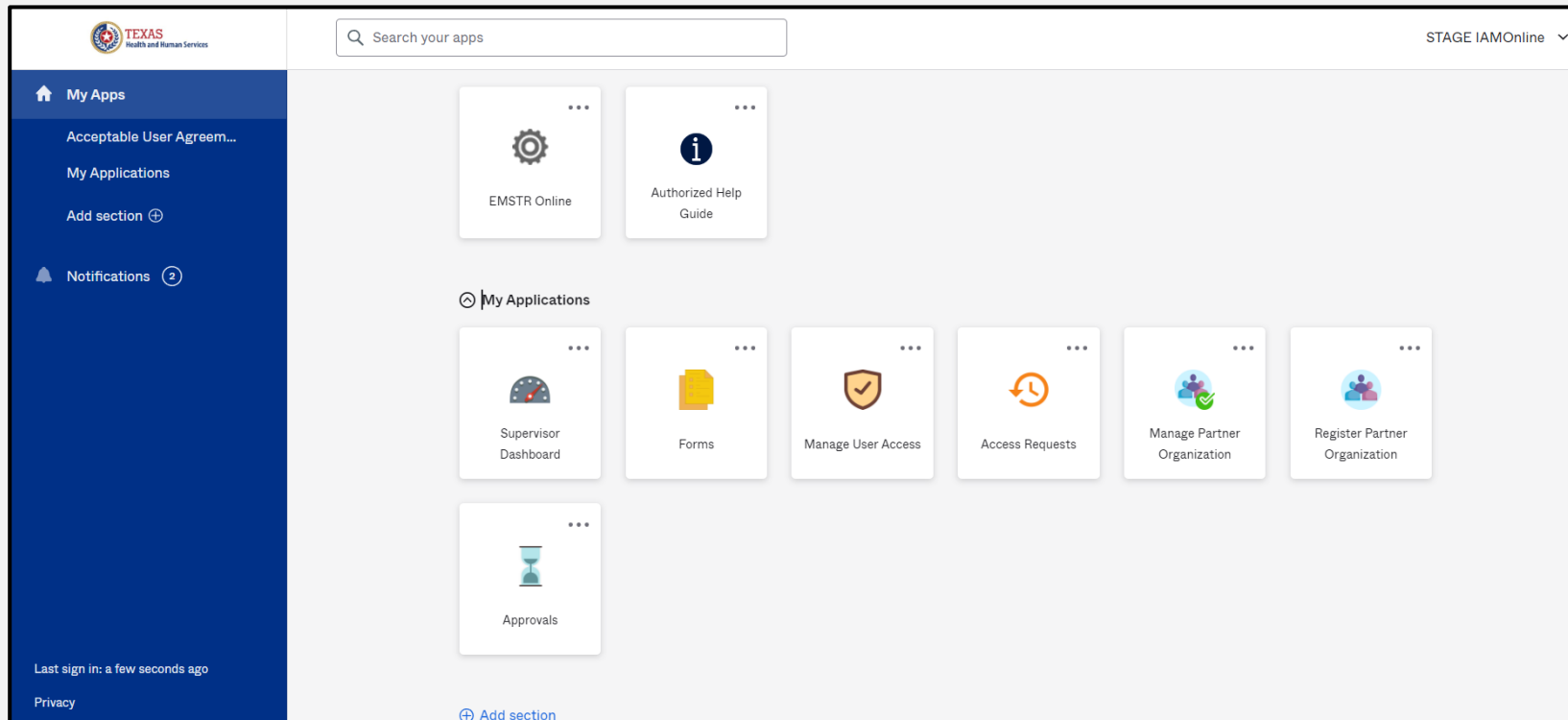
Re-enter password

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, with the 'Settings' link highlighted in a red box. Other menu items include 'Preferences', 'Recent Activity', and 'Sign out'.

- 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**  
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Health Services



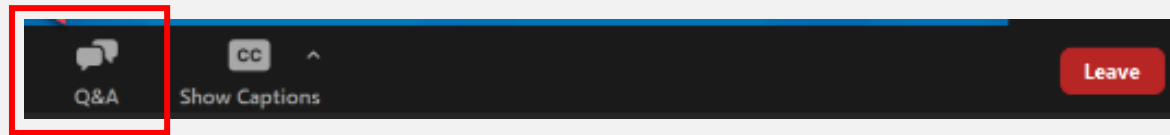
# Office Hours

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](mailto: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](mailto:injury.web@dshs.texas.gov)