

Texas Department of State Health Services

Emergency Medical Services and Trauma Registries (EMSTR) Vendor Webinar

October 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
- Activate Your Account
- Access MyApps Dashboard
- Access EMSTR Process
- File Upload Process
- 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.

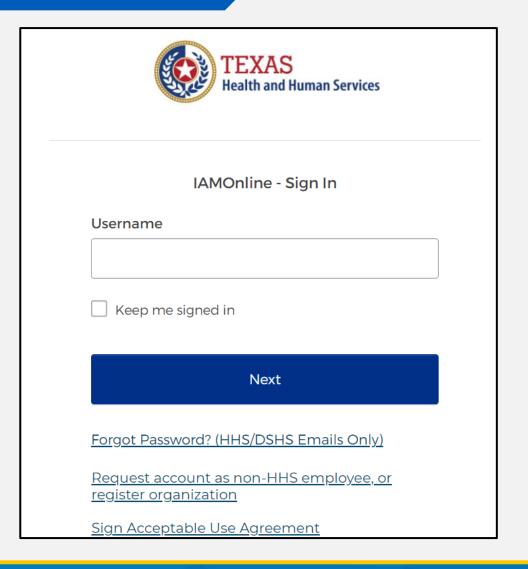
Data Format Update

- EMSTR will upgrade to the National EMS Information System (NEMSIS) version 3.5.
- EMSTR will be compliant with the National Trauma Data Standard (NTDS) 2023, and the International Trauma Data Exchange (ITDX) 2023 data formats.
- NOTE The projected date for the move to the data modernization and NEMSIS version 3.5 implementation is November 10th, 2023.

IAMOnline

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 login process with an authentication feature.



IAMOnline (2 of 2)

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



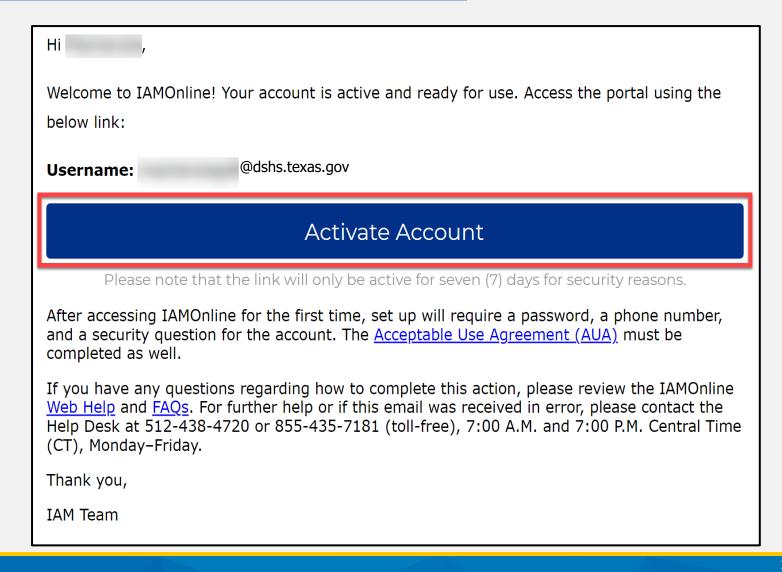
After completing these steps, you can access EMSTR directly by logging in to your IAMOnline MyApps dashboard.

Activate Your Account

Activate Your Account (1 of 2)

 Locate your IAMOnline registration email from noreply@okta.com.

 The activation email will be sent to your employee email address.



Activate Your Account (2 of 2)

 Your username is provided in the email.

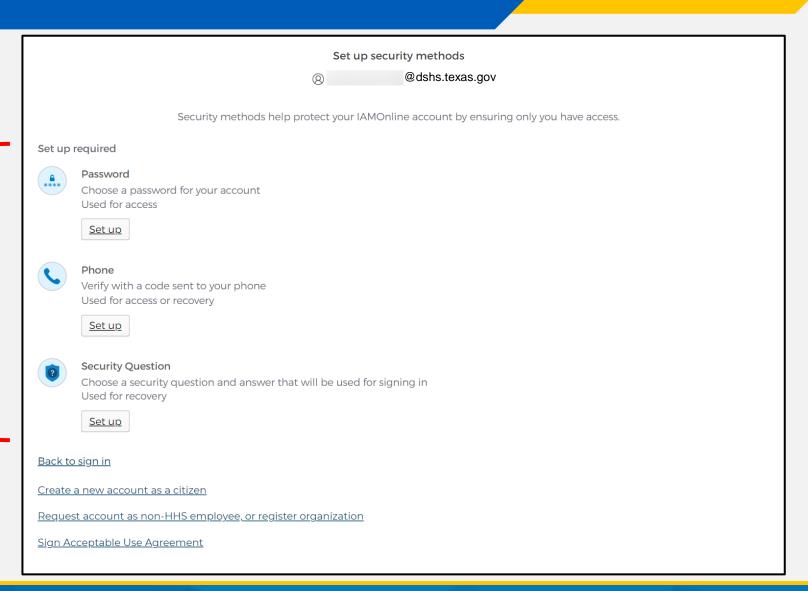
Click the "Activate
 Account" button to set up
 your account promptly.

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

,
Welcome to IAMOnline! Your account is active and ready for use. Access the portal using the below link:
Username: @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 <u>Acceptable Use Agreement (AUA)</u> 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 Tim (CT), Monday-Friday.
Thank you,
IAM Team

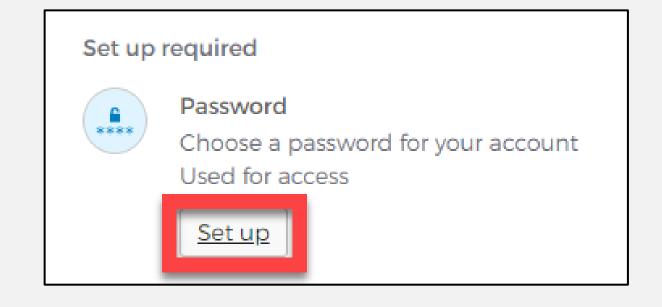
Set Up Security Methods (1 of 2)

Set up security methods to protect your account with a password, your phone, and a security question.



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.

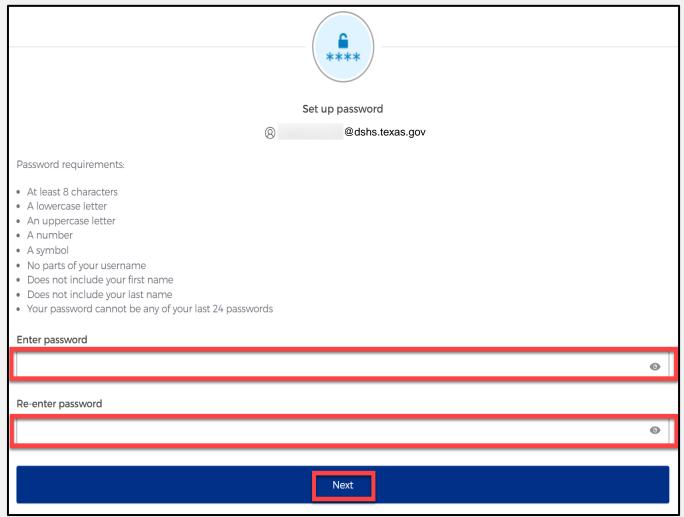


Set Up Password

 Create your password in the "Enter password" text box and reenter it in the "Re-enter password" text box.

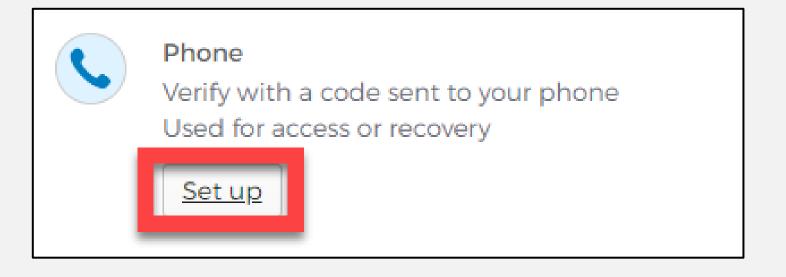
NOTE – You must create a password that meets all requirements set by the organization.

• Click the "Next" button.



Set Up Security Methods Screen

Click on the "Set up" button under "Phone".

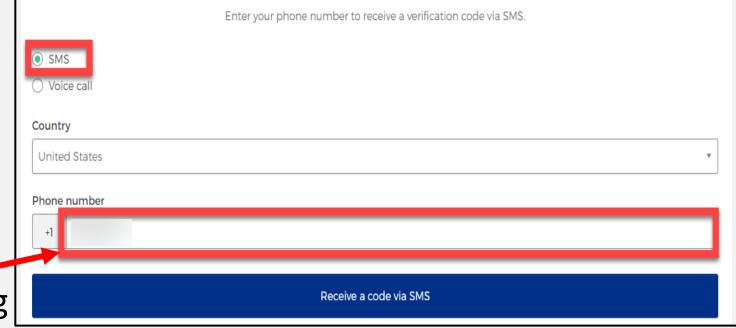


Set Up Phone Authentication (1 of 2)

 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.

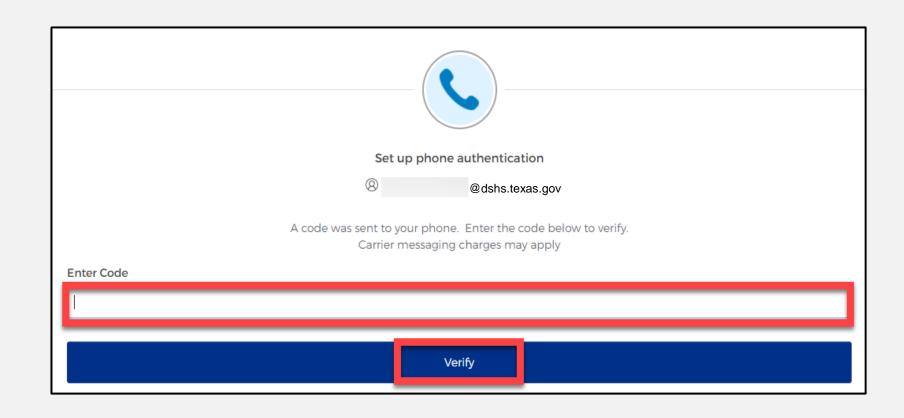
 Verify your account by entering your phone number and select "Receive a code".



^{*}SMS stands for Short Message Service.

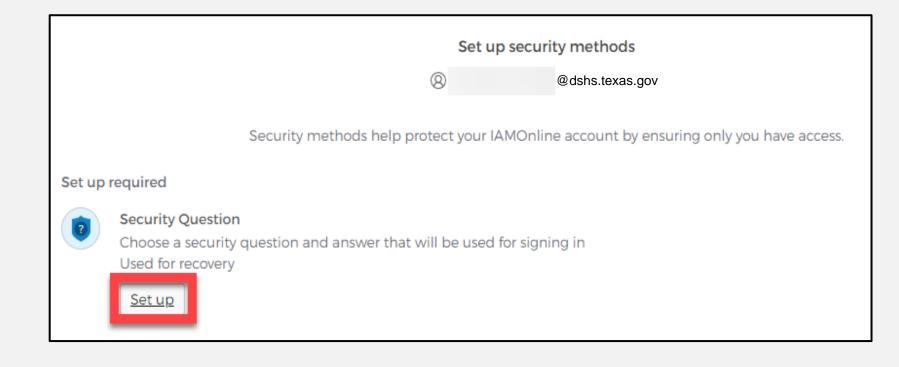
Set Up Phone Authentication (2 of 2)

- 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.
- Click on the "Verify" button.



Set Up Security Methods

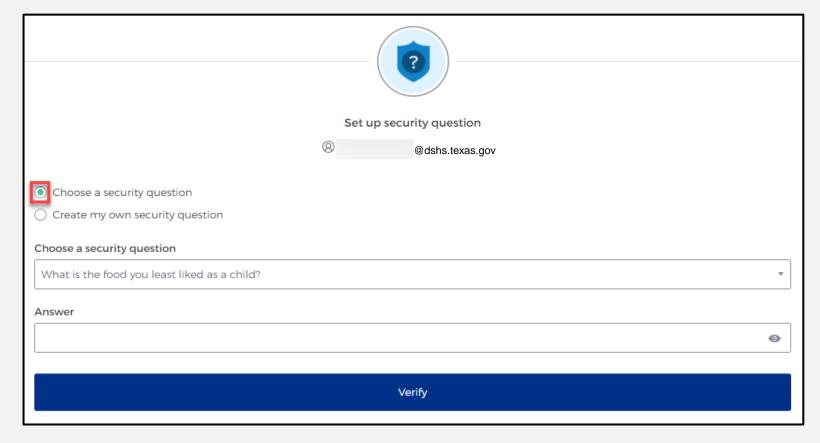
- After verifying your phone number, you will be redirected to set up a Security Question.
- To set up your security question, select the "Set up" button under "Security Question".



Set Up Security Question (1 of 2)

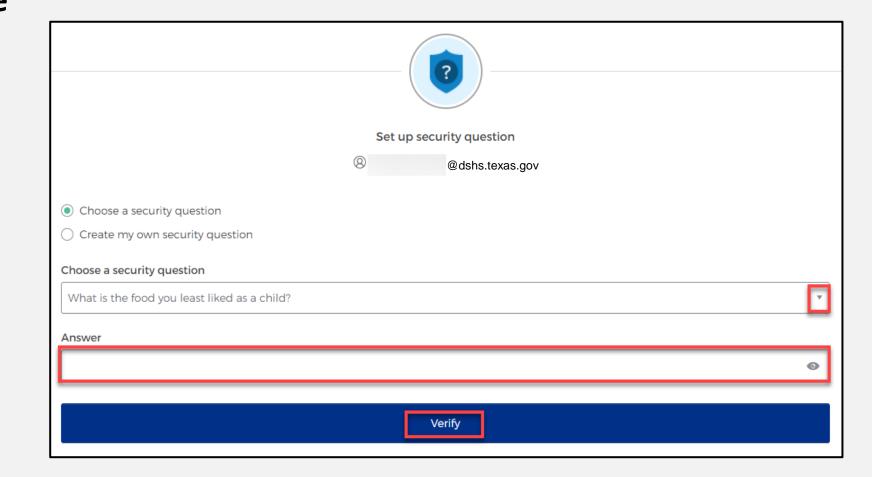
You can either select an option to "Choose a security question" or "Create my own security question".

NOTE – If creating a security question, create one that cannot be guessed by others, even those that know you well, for security purposes.



Set Up Security Question (2 of 2)

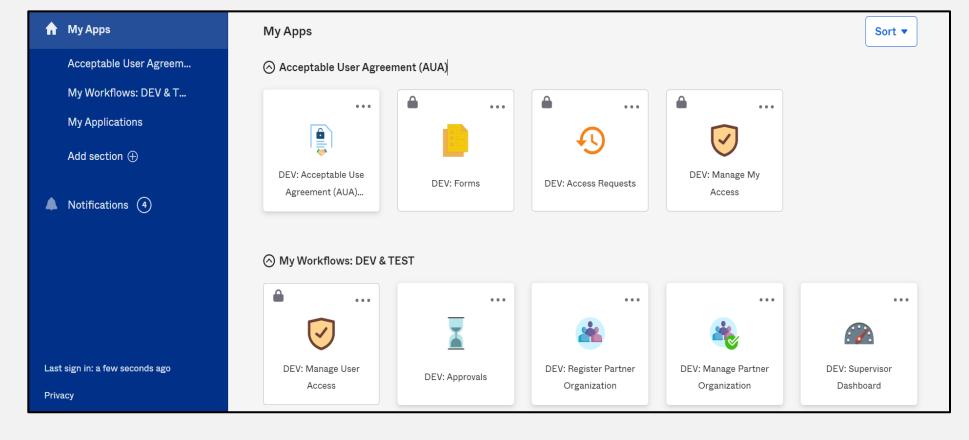
- After selecting "choose
 a security question",
 select the drop-down
 icon and choose a
 security question.
- Then enter the answer in the "Answer" box.
- To save your question and answer, select the "Verify" button.



Access MyApps Dashboard

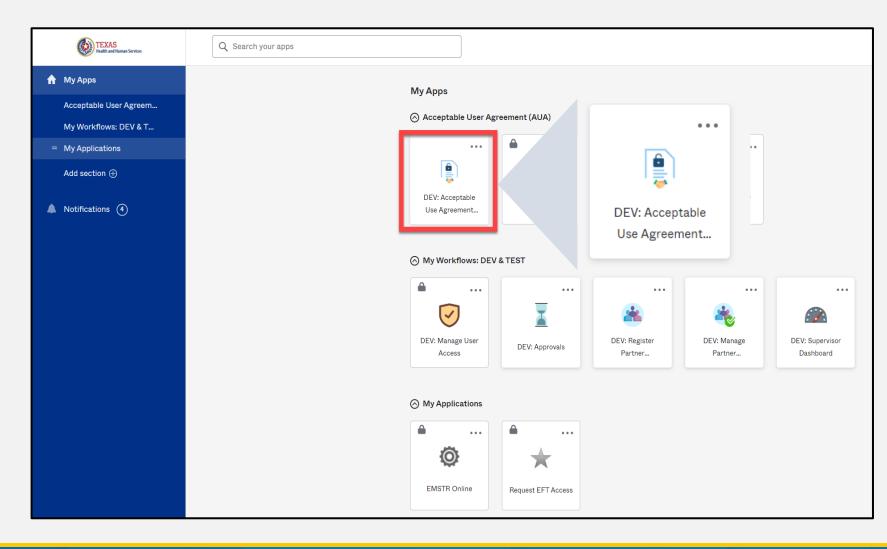
Access the MyApps Dashboard

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



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
First Name *				
Last Name				
Last Name *				
Your Work Em	nail *			
@0	dshs.texas.gov			
Your Work Ph	one			
l am (choose o	one and explain below): *			
○ An employe	ee 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 contracto	A contractor (specify employer or non-state agency name)			
O An intern o	r volunteer (specify agency, department, and division)			
Other (spec	cify below if you are an advisory council member or an employee of a private provider)			

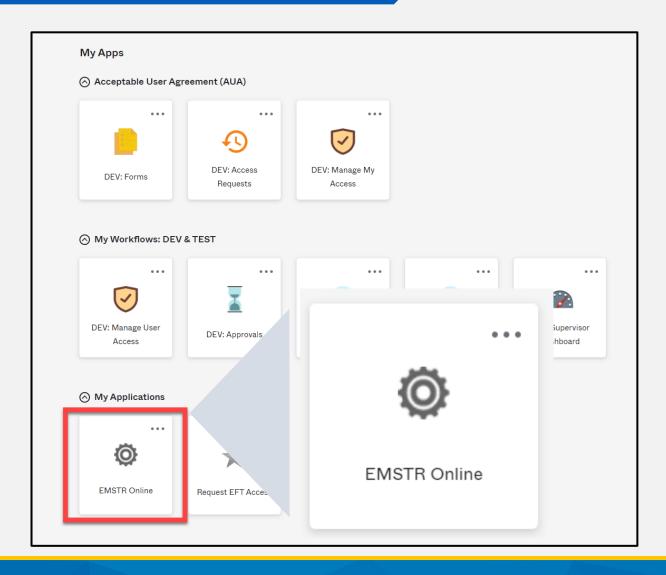
Date Agreement Signed *	
08/09/2023	***
	Submit

Submit

Access EMSTR Process

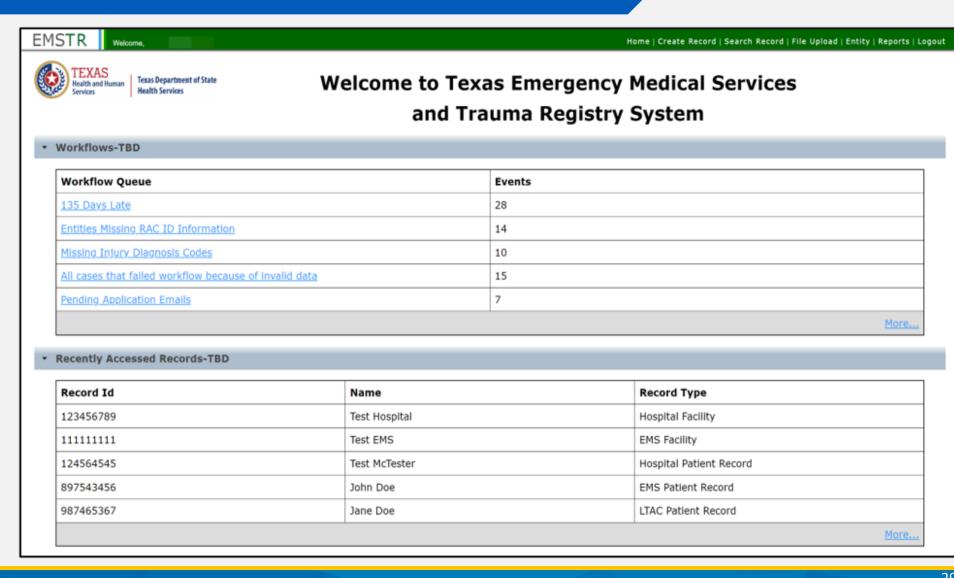
Access EMSTR (1 of 2)

- Once you have completed the AUA form, the tiles on 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.

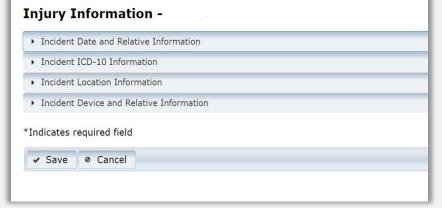


Improved User Experience

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

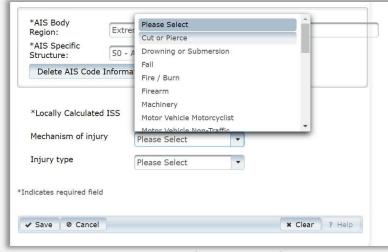
Quick date and time selection.

Collapsible Sections



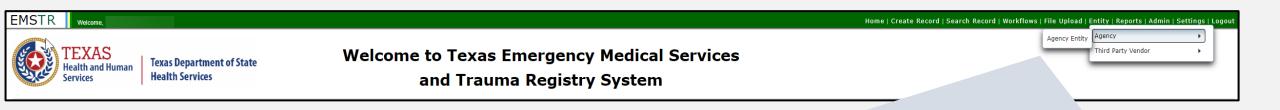
Easier page navigation to complete required fields.

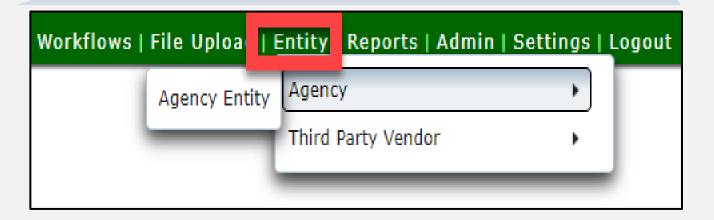
Drop Down Menus



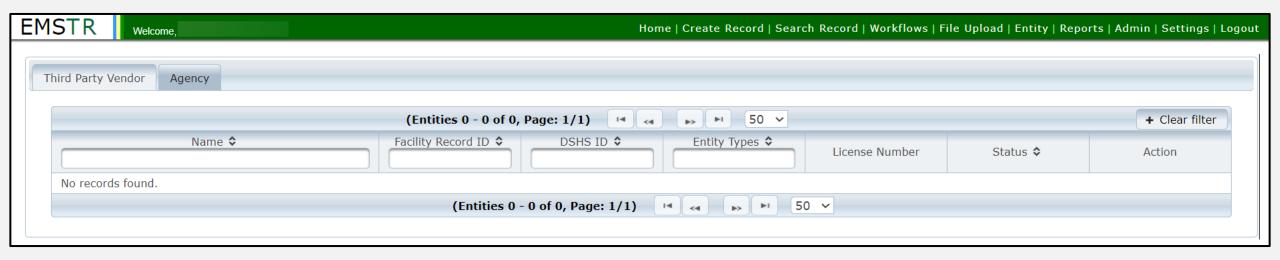
Intuitive process that avoids page clutter.

Agency Entity (1 of 2)





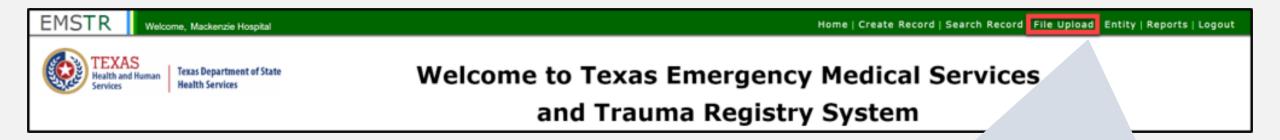
Agency Entity (2 of 2)



This provides the list of agencies associated with the account.

File Upload Process

File Upload

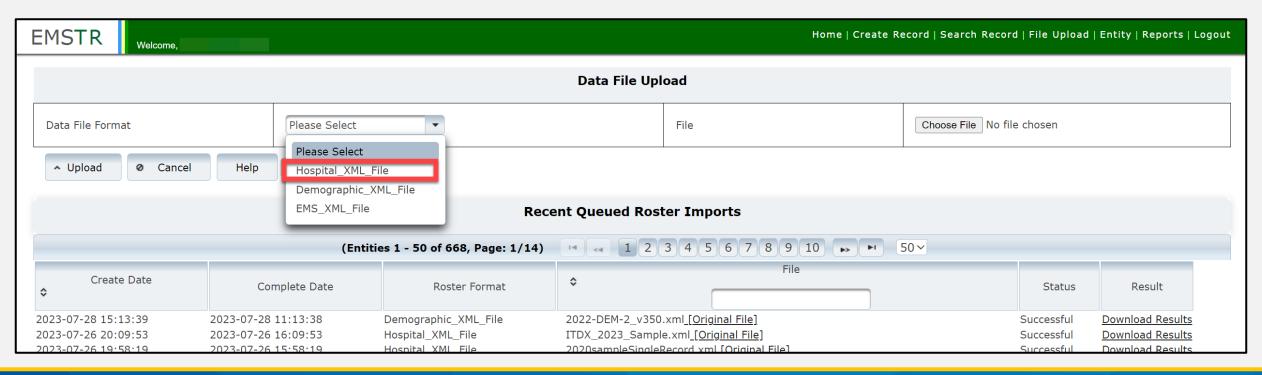


<u>File Upload</u>

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

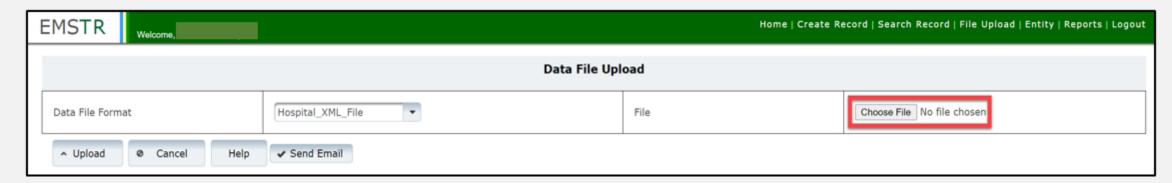
Select the Data File Format

- 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.

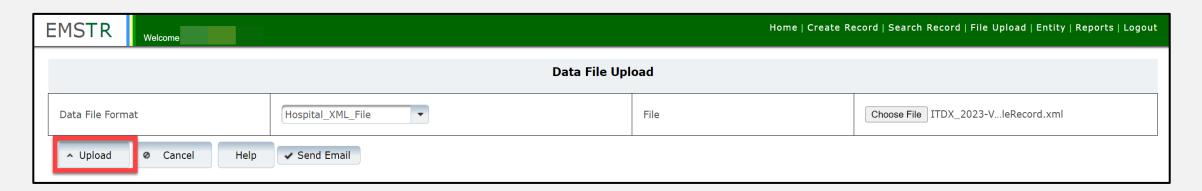


Data File Upload

Select "Choose File" and select the file from your computer.



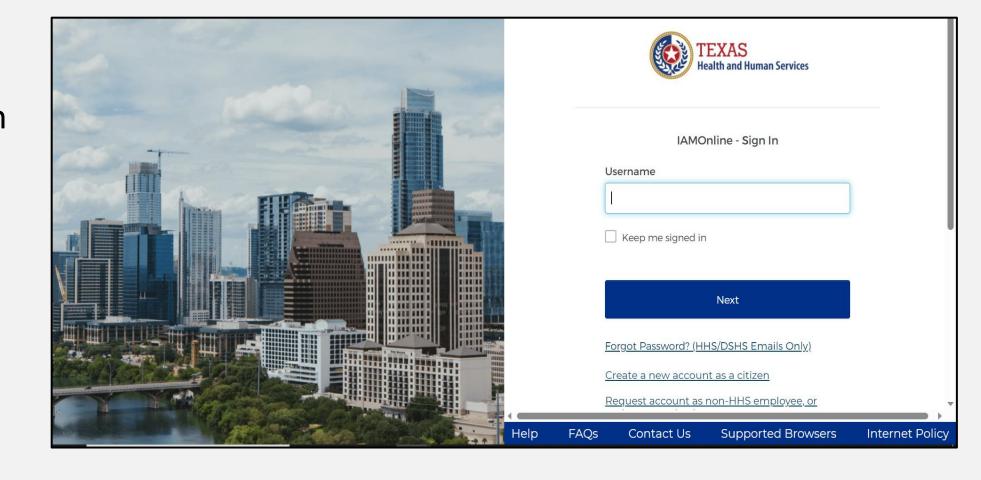
• Once you've chosen your file, select the "Upload" button.



Account Management

IAMOnline Home Page

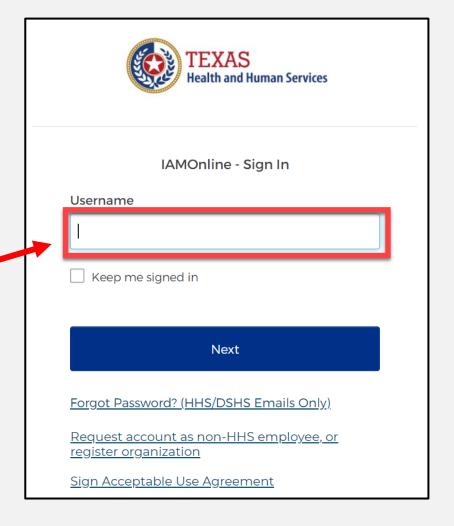
Account management is available through IAMOnline.



Forgot Password (1 of 2)

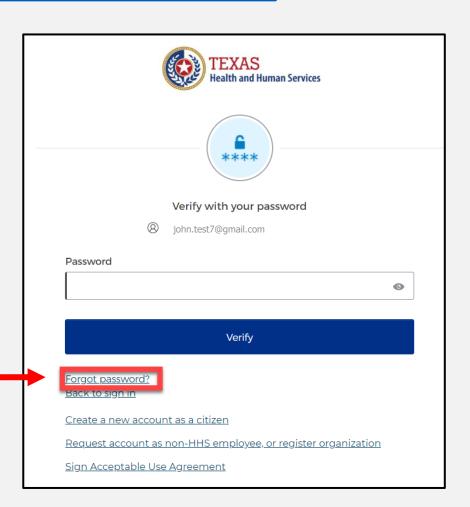
 If you forget your password, you can reset it on your own.

• From the IAMOnline sign-in page, type your user name in the "Username" box.



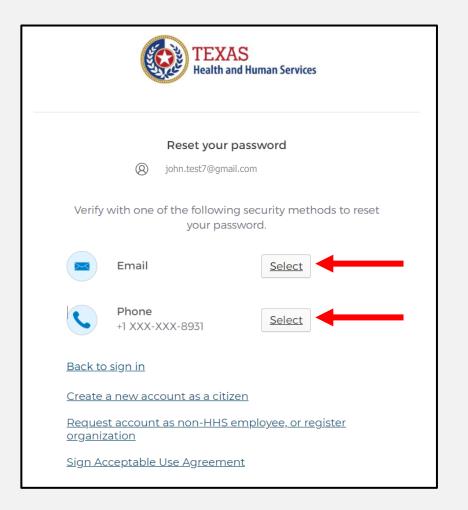
Forgot Password (2 of 2)

Click on the "Forgot password?" link.



Reset Your Password (1 of 3)

Choose the "Email" or "Phone" method and click the "Select" button.

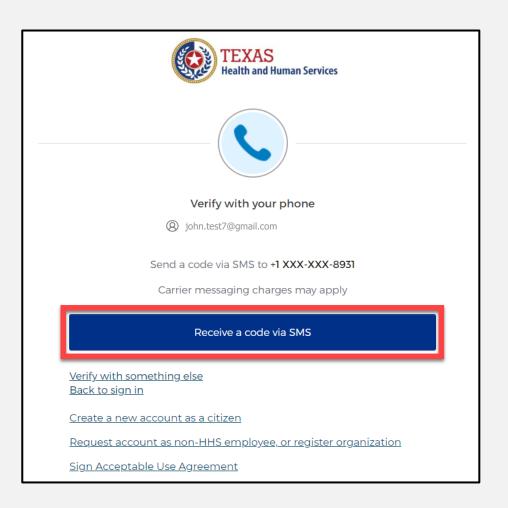


Reset Your Password (2 of 3)

 After selecting either phone or email you will be prompted to Receive a code via SMS or Email.

(The phone option was selected in this example.)

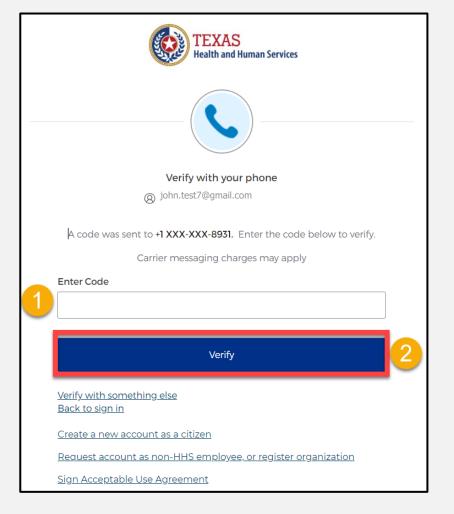
 Select "Receive a code via SMS" to receive a verification code.



Reset Your Password (3 of 3)

• Step 1 – Once you receive your verification code, enter it in the "Enter Code" box.

• Step 2 – Select the "Verify" button.

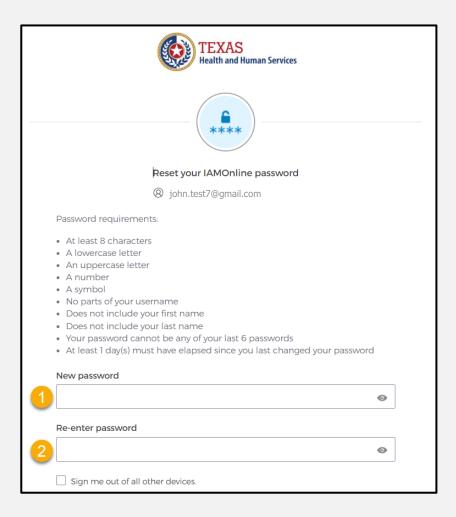


Reset Your IAMOnline Password (1 of 2)

 After you enter your verification code, you will be redirected to the Reset Password Page.

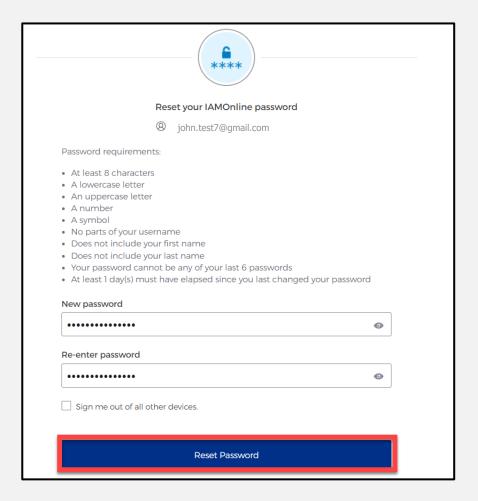
 Step 1 – Enter your new password in the "New password" box.

 Step 2 – Re-enter your password in the "Re-enter password" box.



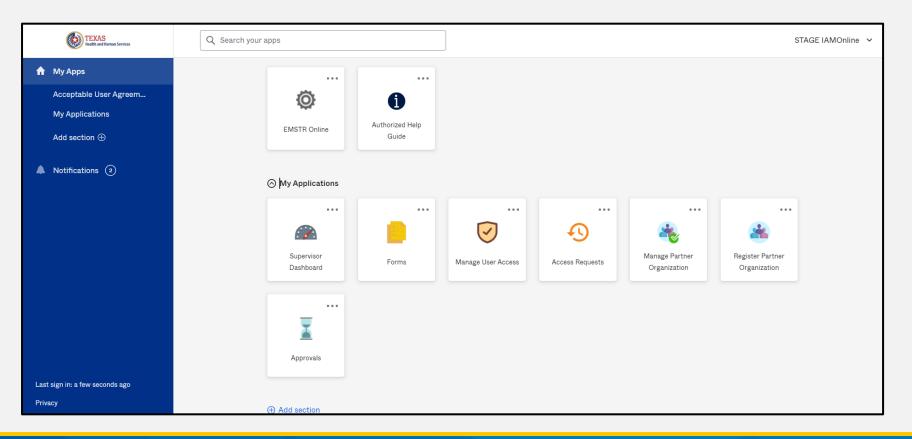
Reset Your IAMOnline Password (2 of 2)

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



Reset 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.

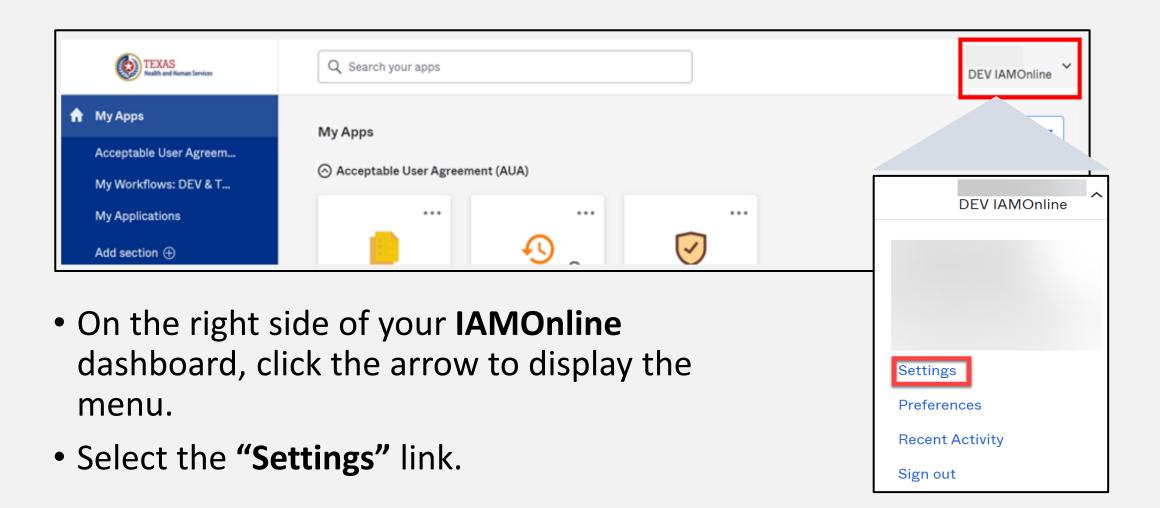


If you do not remember your password after the account unlocks, please reset your password.



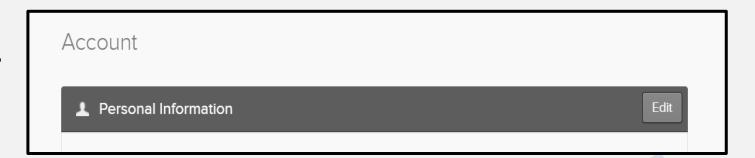
If your password needs to be reset before 30 minutes for urgent requests, you may contact the help desk at **512-438-4720**.

Update Account (1 of 2)



Update Account (2 of 2)

- Click the "Edit" button in the Personal Information section.
- Update your personal information such as:
 - Add a phone number;
 - Add details; and
 - Adjust security methods including password and security questions.





Questions and Answers

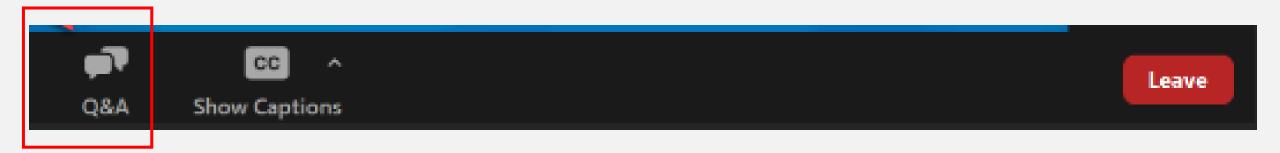
Office Hours

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 (Q&A)

Submit questions using the Q&A button from the menu.



Contact Information and Resources

- If you have additional questions, please email us at <u>injury.web@dshs.texas.gov</u>.
- EMSTR will share additional resources as the launch date approaches.



Thank you!

EMSTR EMS Webinar

EMSTR Team

injury.web@dshs.Texas.gov