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**Texas Department of State  
Health Services**

# Trauma Services Registry Hospital Data Management

October 30, 2024

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DSHS Emergency Medical Services and Trauma Registries (EMSTR)

# Agenda

- Reporting Requirements
- Stakeholder Roles
- Identity and Access Management Online (IAMOnline)
- Submission Process
- Record Summary
- File Upload Process
- Submersion Patient Record
- Report Format Review
- Account Management
- Questions and Contact Information

# EMSTR Reporting Requirements



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# Reporting Requirements

**Texas Administrative Code (TAC), Title 25, [Rule 103.7](#)** states all hospitals shall submit data to the Texas Department of State Health Services (DSHS) EMSTR within ninety (90) calendar days of a patient's discharge from their facility.

- According to TAC Title 25, [Rule 103.4](#), reportable data includes:
  - Traumatic brain injuries (TBI).
  - Spinal cord injuries (SCI).
  - Submersion injuries; and
  - Other traumatic injuries.
- Specific International Classification of Diseases-Version 10-Clinical Modification (ICD-10-CM) codes are listed in the National Trauma Data Standard (NTDS) pages IV and V (in 2020 and 2023 versions).

# EMSTR Submission Requirements

- TAC, Title 25, [Chapter 157](#) governs the EMS/Trauma Systems:
  - DSHS checks facility compliance during the initial or re-designation survey.
  - DSHS submits a compliance report to the surveying entity or Texas EMS Trauma and Acute Care Foundation (TETAF).
- A facility receives a criteria deficiency if they fail to submit patient records to the trauma registry in the 90-day requirement ([TAC, Title 25, Chapter 103](#)).
- Facilities are ultimately responsible for complete, accurate, and timely data submissions even if a third-party vendor is used ([TAC, Title 25, Chapter 103](#)).
- Facilities should notify DSHS via the EMSTR email ([injury.web@dshs.texas.gov](mailto:injury.web@dshs.texas.gov)) when locations or facility administrators change, or the facility closes.

# Data Format Update

- In November 2023, EMSTR implemented 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 EMSTR data platform continues to accept the 2020 ITDX format. The EMSTR data platform does not accept NTDS 2017.
- EMSTR uses the Texas Custom Data Dictionary when appropriate.

Find EMSTR resources on our [New Platform Resources](#) webpage.

# Stakeholder Role Descriptions



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# Stakeholder Roles

- **Entity / Hospital Administration (Level 3):**
  - Manages assigned users through the Texas Health and Human Services (HHS) new IAMOnline authentication platform.
  - Monitors data submissions.
  - Runs reports.
  - Inputs data.
- **Entity / Hospital Add / Edit (Level 2)** – Inputs data and runs reports where applicable.
- **Entity / Hospital View Only (Level 1)** – Has view-only / read-only access.

# Account Manager Role

## Admin Level 3

### Monitor Data Submissions Through Available Reports

- **Entity Report** – Useful to review raw data:
  - Includes data submission by admission date.
  - Includes data submissions by submission date and submitter.
  - Provides number of cases submitted.
- **Trauma Care Report** – Provides a list of all cases submitted by the facility. Useful for looking at line-level data.
- **Hospital Data Validity Report** – Provides patient record details with number and percent of valid, valid null, and invalid answers. Useful for data quality.

# IAMOnline Process

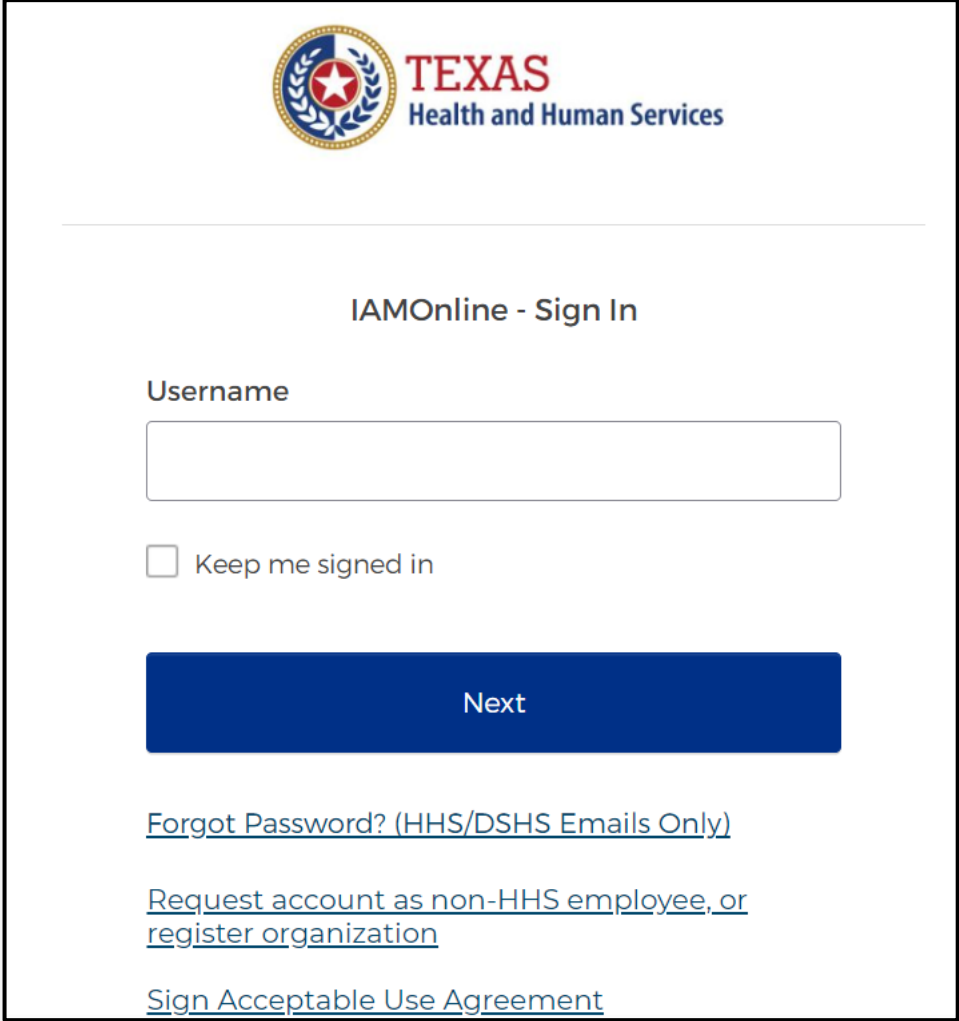


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# IAMOnline (1 of 2)

- In November 2023, EMSTR began using the new IAMOnline platform.
- All Texas HHS applications will use IAMOnline.
- IAMOnline provides a more secure log-in process with an authentication feature.



The screenshot displays the IAMOnline Sign In interface. At the top, the Texas Health and Human Services logo is visible, featuring a circular seal with a star and the text "TEXAS Health and Human Services". Below the logo, the title "IAMOnline - Sign In" is centered. A "Username" label is positioned above a text input field. Below the input field, there is a checkbox labeled "Keep me signed in". A large blue button labeled "Next" is centered 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".

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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](#)

# IAMOnline (2 of 2)

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



Activate your account.



Set up security method, and



Review and acknowledge the Acceptable Use Agreement (AUA) form. **AUAs need to be signed annually.**

After completing these steps and access is approved, you can access the EMSTR system directly by logging in to your IAMOnline My Apps dashboard.

# Account Set Up



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# Setting Up Accounts

- All facilities must register through IAMOnline.
- Facilities previously in Maven that did not receive an activation email must contact [injury.web@dshs.texas.gov](mailto:injury.web@dshs.texas.gov) to maintain the legacy DSHS ID.
- If you need access to multiple facilities, you will need to contact EMSTR ([injury.web@dshs.texas.gov](mailto:injury.web@dshs.texas.gov)) to let us know you need access to other facilities.
- Resources, such as registration guides, are available on the EMSTR [new platform resources](#).
- Contact EMSTR support team at [injury.web@dshs.texas.gov](mailto:injury.web@dshs.texas.gov) if you have questions.

# Access My Apps Dashboard Process



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# Access the My Apps Dashboard

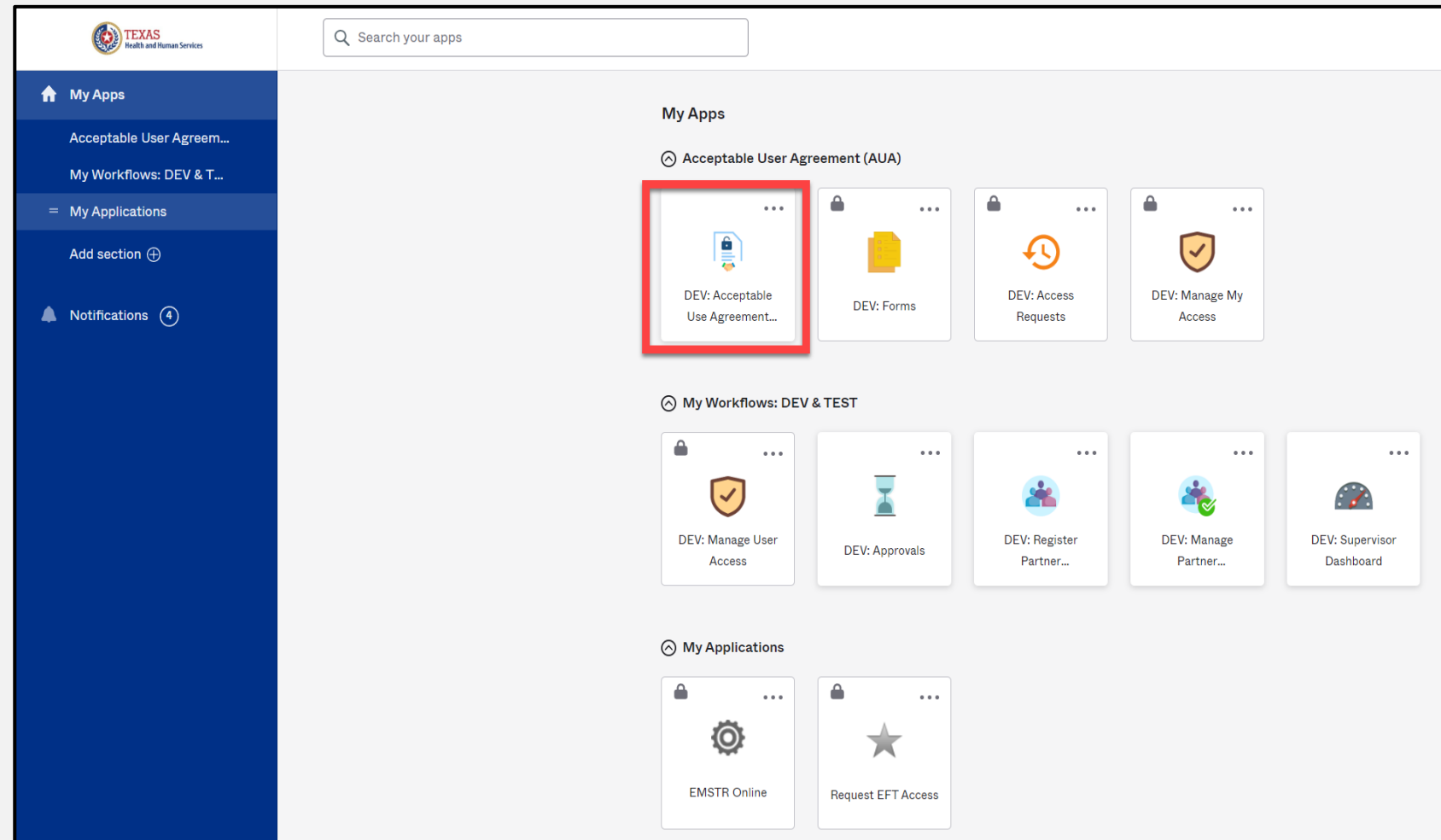
After you set up your security methods and access is approved, the system redirects you to your IAMOnline **My Apps** dashboard.

The screenshot displays the 'My Apps' dashboard. On the left is a dark blue sidebar with the following elements: a home icon and 'My Apps' header; a list of links including 'Acceptable User Agreement...', 'My Workflows: DEV & T...', and 'My Applications'; an 'Add section +' button; a 'Notifications' section with a bell icon and a badge showing '4'; and at the bottom, 'Last sign in: a few seconds ago' and a 'Privacy' link. The main content area is titled 'My Apps' and includes a 'Sort' button in the top right. It features two expandable sections. The first section, 'Acceptable User Agreement (AUA)', contains four app tiles: 'DEV: Acceptable Use Agreement (AUA)...' (document icon), 'DEV: Forms' (stack of papers icon), 'DEV: Access Requests' (refresh/clock icon), and 'DEV: Manage My Access' (shield with checkmark icon). The second section, 'My Workflows: DEV & TEST', contains five app tiles: 'DEV: Manage User Access' (shield with checkmark icon), 'DEV: Approvals' (hourglass icon), 'DEV: Register Partner Organization' (group of people icon), 'DEV: Manage Partner Organization' (group of people with checkmark icon), and 'DEV: Supervisor Dashboard' (gauge icon). Each tile has a lock icon in the top left and a three-dot menu icon in the top right.

# 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 **My Apps** dashboard.

**NOTE:** You must sign your AUA annually.



# Acknowledge and Sign your AUA

- Carefully read and complete the AUA form.
- Once you complete the mandatory information and sign the form, click the “**Submit**” button to complete this portion.

**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

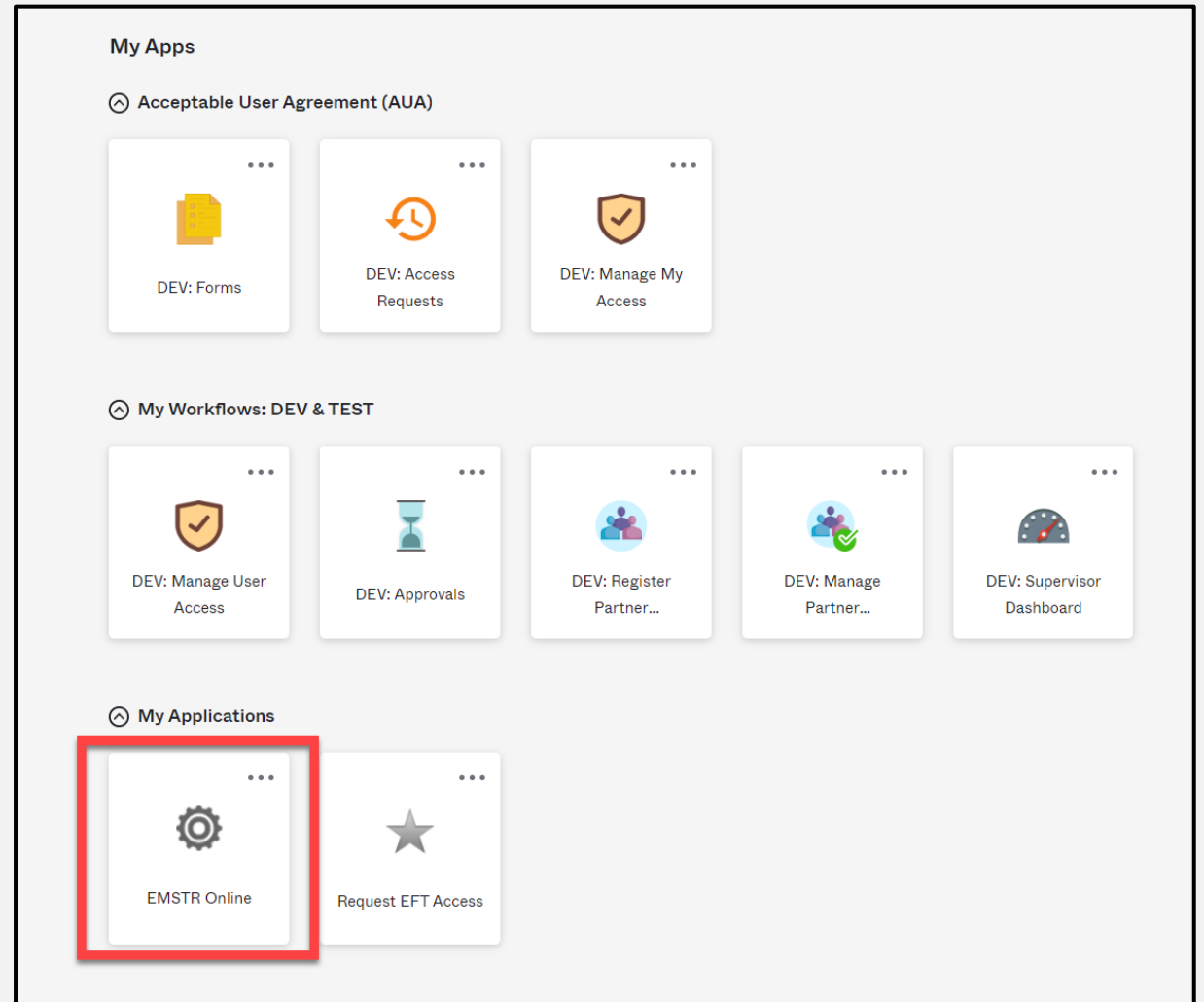


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# Access EMSTR (1 of 2)

- Once you complete the AUA form, your **My Apps** dashboard tiles will unlock.
- To access EMSTR, select the **“EMSTR Online”** tile.



# Access EMSTR (2 of 2)

Once you select the “**EMSTR Online**” tile, the system will direct you to the EMSTR homepage.

EMSTR

Welcome, [User Name]

Home | Create Record | Search Record | Workflows | File Upload | Entity | Reports | Admin | Settings | Logout



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Welcome to Texas Emergency Medical Services and Trauma Registry System

Workflows

Workflow Queue

Events

Recently Accessed Records

| Record Id                  | Name             | Record Type                          |
|----------------------------|------------------|--------------------------------------|
| <a href="#">1000001976</a> | Crystalb Testb   | Patient Record - Hospital Submersion |
| <a href="#">1000002673</a> | crystal test2    | Patient Record - Hospital Submersion |
| <a href="#">544</a>        | crystalhospital2 | Hospital                             |
| <a href="#">1000001532</a> | Test Crystal     | Patient Record - Hospital            |

More...

Resources

|                                                 |                                                    |                                                                   |
|-------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------|
| <a href="#">TX EMS/Trauma Home DSHS</a>         | <a href="#">TX EMS Trauma Systems DSHS</a>         | <a href="#">NHTSA.gov - Fundamental Components of Trauma Care</a> |
| <a href="#">National EMS Information System</a> | <a href="#">Glossary</a>                           | <a href="#">NEMSIS Data Dictionary</a>                            |
| <a href="#">NTDS Data Dictionary</a>            | <a href="#">ITDX/NTDB Data Dictionary</a>          | <a href="#">JP Submersion Data Dictionary</a>                     |
| <a href="#">JP TBI SCI Data Dictionary</a>      | <a href="#">Rehab LTAC TBI SCI Data Dictionary</a> | <a href="#">NEMSIS Webservices User Guide</a>                     |

Feedback/Tutorial

|                                             |                                                            |                                           |
|---------------------------------------------|------------------------------------------------------------|-------------------------------------------|
| <a href="#">Review User Training Slides</a> | <a href="#">Review Group Administrator Training Slides</a> | <a href="#">Contact/Provider Feedback</a> |
|---------------------------------------------|------------------------------------------------------------|-------------------------------------------|

# Online Submission Process



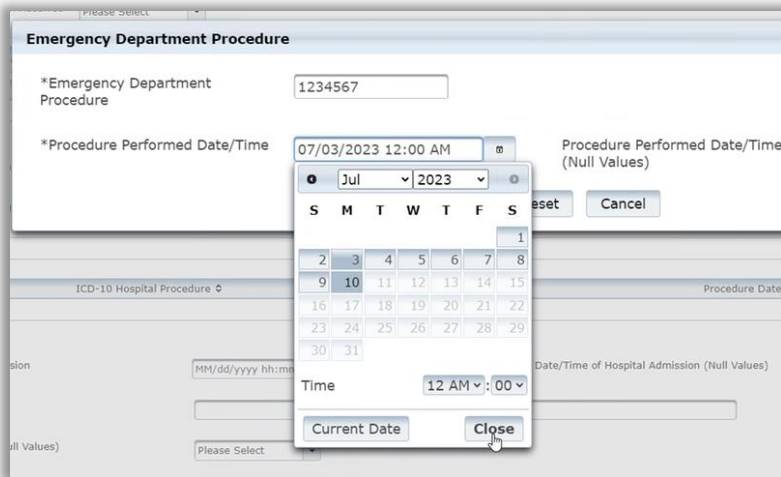
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# Improved User Experience

The EMSTR system incorporates updated features and new functionalities for an improved user experience.

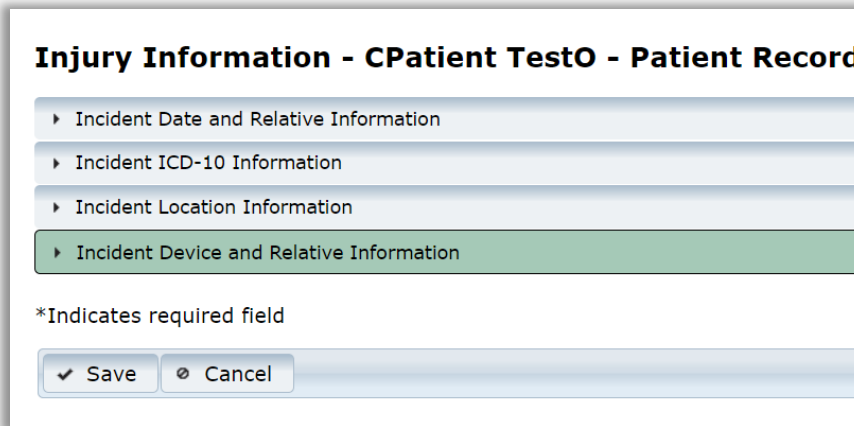
## Calendar Feature



The screenshot displays a form titled "Emergency Department Procedure". It includes a text field for "\*Emergency Department Procedure" with the value "1234567". Below it, a date and time selector is shown, displaying "07/03/2023 12:00 AM". A calendar pop-up is open, showing the month of July 2023. The calendar has a grid of days from 1 to 31. The date "07" is selected. To the right of the calendar, there is a time selector showing "12 AM" and "00". Below the calendar, there are buttons for "Current Date" and "Close". The form also includes fields for "ICD-10 Hospital Procedure", "Procedure Date/Time (Null Values)", "Date/Time of Hospital Admission (Null Values)", and "Time".

Quick date and time selection.

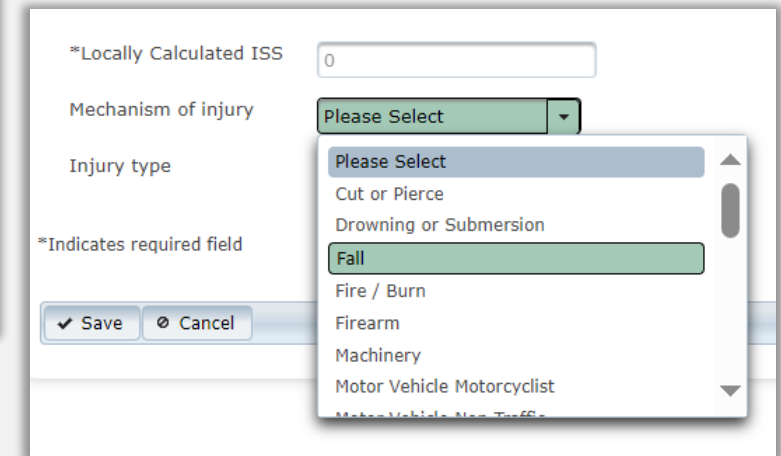
## Collapsible Sections



The screenshot shows a form titled "Injury Information - CPatient TestO - Patient Record". It features four collapsible sections, each with a right-pointing arrow icon: "Incident Date and Relative Information", "Incident ICD-10 Information", "Incident Location Information", and "Incident Device and Relative Information". The "Incident Device and Relative Information" section is currently expanded. Below the sections, there is a note: "\*Indicates required field". At the bottom, there are "Save" and "Cancel" buttons.

Easier page navigation to complete required fields.

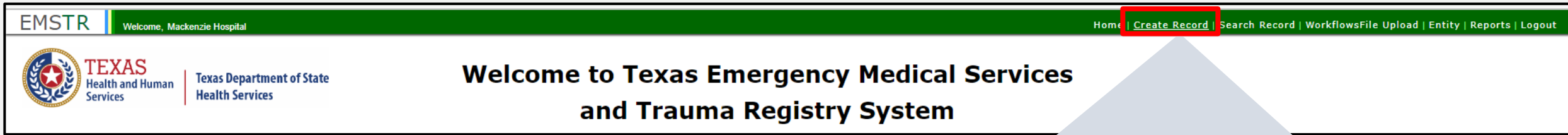
## Drop Down Menus



The screenshot displays a form titled "Injury Information - CPatient TestO - Patient Record". It includes a text field for "\*Locally Calculated ISS" with the value "0". Below it, there are two drop-down menus: "Mechanism of injury" and "Injury type". The "Mechanism of injury" menu is currently 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". The "Fall" option is selected. Below the menus, there is a note: "\*Indicates required field". At the bottom, there are "Save" and "Cancel" buttons.

Intuitive process that avoids page clutter.

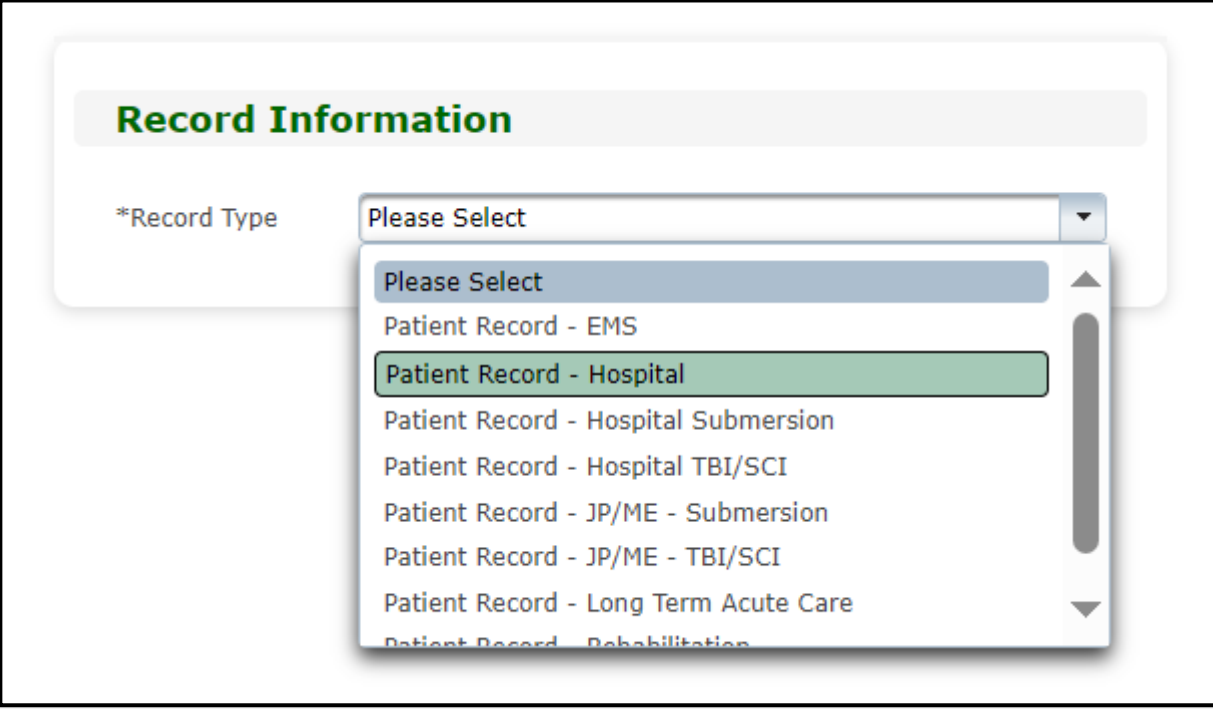
# Online Submission



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 web form titled "Record Information" in green text. Below the title is a label "\*Record Type" followed by a dropdown menu. The dropdown menu is open, displaying a list of options. The option "Patient Record - Hospital" is highlighted with a green background. The other options in the list are "Please Select", "Patient Record - EMS", "Patient Record - Hospital Submersion", "Patient Record - Hospital TBI/SCI", "Patient Record - JP/ME - Submersion", "Patient Record - JP/ME - TBI/SCI", "Patient Record - Long Term Acute Care", and "Patient Record - Rehabilitation".

| Record Type                           |
|---------------------------------------|
| Please Select                         |
| Patient Record - EMS                  |
| <b>Patient Record - Hospital</b>      |
| Patient Record - Hospital Submersion  |
| Patient Record - Hospital TBI/SCI     |
| Patient Record - JP/ME - Submersion   |
| Patient Record - JP/ME - TBI/SCI      |
| Patient Record - Long Term Acute Care |
| Patient Record - Rehabilitation       |

# Create Record (2 of 2)

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

### Record Information

\*Record Type

### Add Person

|                                                     |                                                    |                                 |
|-----------------------------------------------------|----------------------------------------------------|---------------------------------|
| *First Name <input type="text"/>                    | Middle Name <input type="text"/>                   | *Last Name <input type="text"/> |
| *Birth Date <input type="text" value="mm/dd/yyyy"/> | *Gender <input type="text" value="Please Select"/> |                                 |

### Contact Information

|                                                    |                                           |                                |
|----------------------------------------------------|-------------------------------------------|--------------------------------|
| *Street <input type="text"/>                       |                                           |                                |
| *City <input type="text"/>                         | *State <input type="text" value="Texas"/> | *Zip Code <input type="text"/> |
| *County <input type="text" value="Please Select"/> | *Country <input type="text" value="USA"/> |                                |
| *Submission Version:                               | <input type="text" value="2023"/>         |                                |

\*Indicates required field

# Add Record Data

To add data to the patient record, complete each of the 15 **Question Packages**. Status will remain **Incomplete** until all packages are filled in.

Record Data

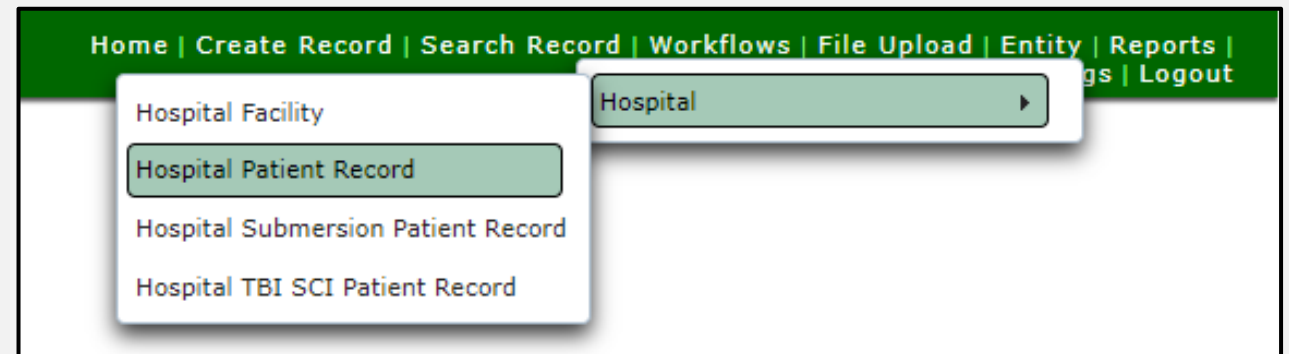
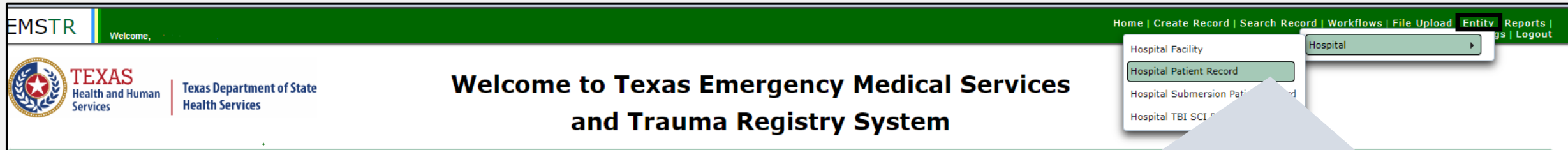
Concerns

Record History

| Question Packages                                |             |            |            |
|--------------------------------------------------|-------------|------------|------------|
| 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.
- Select “**Entity > Hospital > Hospital Patient Record**” button.



# Hospital Patient Record

You can view the patient records you submitted for your facility.

Hospital FacilityHospital PatientHospital Submersion PatientHospital TBI SCI Patient

(Entities 1 - 2 of 2, Page: 1/1)

1

50

+ Add New Entity

+ Clear filter

Export Patient Record(s)

| Record ID  | Facility Name | Created Date | Arrival Date | First Name | Last Name | Status | Action                         |  |
|------------|---------------|--------------|--------------|------------|-----------|--------|--------------------------------|--|
| 1000001532 |               | 2023/09/13   |              | Test       | Crystal   | Open   | <a href="#">Record Details</a> |  |
| 1000002685 |               | 2023/10/11   |              | CPatient   | TestO     | Open   | <a href="#">Record Details</a> |  |

(Entities 1 - 2 of 2, Page: 1/1)

1

50

To view a specific patient record, click **“Record Details”** button.

Record Details

# Record Summary Screen

On this screen you can view the list of patient records you submitted.

EMSTR | Welcome, Lee HospitalX05 | Home | Create Record | Search Record | WorkflowFile Upload | Entity | Reports | Log

Hospital Facility | Hospital Patient | Hospital Submersion Patient | Hospital TBI SCI Patient

(Entities 1 - 50 of 108, Page: 1/3) | 1 2 3 | 50

+ Add New Entity | + Clear filter | Export Patient Record(s)

| Record ID  | Facility Name | Created Date | Arrival Date | First Name          | Last Name    | Status | Action                         |
|------------|---------------|--------------|--------------|---------------------|--------------|--------|--------------------------------|
| 49789      |               | 2023/06/27   |              | Sim Test 6/20       | one          | Open   | <a href="#">Record Details</a> |
| 812893     |               | 2023/06/29   |              | Tanuja              | A            | Open   | <a href="#">Record Details</a> |
| 668462     |               | 2023/06/29   |              | Tanuja              | A            | Open   | <a href="#">Record Details</a> |
| 343858     |               | 2023/06/29   |              | Tanuja              | Test2        | Open   | <a href="#">Record Details</a> |
| 362048     |               | 2023/07/05   |              | sim test 7/5        | test         | Open   | <a href="#">Record Details</a> |
| 198220     |               | 2023/07/07   |              | Tanuja              | 7/6          | Open   | <a href="#">Record Details</a> |
| 605114     |               | 2023/07/11   |              | Simi 7/11           | test         | Open   | <a href="#">Record Details</a> |
| 1000000190 |               | 2023/07/21   |              | Dhanusha            | One          | Open   | <a href="#">Record Details</a> |
| 1000000191 |               | 2023/07/21   | 2023/07/11   | Tanuja              | 2020         | Open   | <a href="#">Record Details</a> |
| 1000000192 |               | 2023/07/21   | 2023/07/02   | Tanuja              | 2023         | Open   | <a href="#">Record Details</a> |
| 1000000207 |               | 2023/07/21   |              | 2020                | Dhanusha     | Open   | <a href="#">Record Details</a> |
| 1000000208 |               | 2023/07/21   |              | Andrew              | Barstow      | Open   | <a href="#">Record Details</a> |
| 1000000209 |               | 2023/07/21   |              | Test                | TQIP         | Open   | <a href="#">Record Details</a> |
| 1000000216 |               | 2023/07/21   | 2023/07/03   | Test                | 2020         | Open   | <a href="#">Record Details</a> |
| 1000000219 |               | 2023/07/21   |              | Peter               | John         | Open   | <a href="#">Record Details</a> |
| 1000000286 |               | 2023/07/25   | 2023/07/01   | smi 2020            | test         | Open   | <a href="#">Record Details</a> |
| 1000000287 |               | 2023/07/25   |              | smi 2023            | test         | Open   | <a href="#">Record Details</a> |
| 1000000332 |               | 2023/07/26   |              | Test                | Created date | Open   | <a href="#">Record Details</a> |
| 1000000348 |               | 2023/07/27   |              | Simi Test 7/27 2020 | test         | Open   | <a href="#">Record Details</a> |
| 1000000349 |               | 2023/07/27   |              | smi test 7/27 2023  | test         | Open   | <a href="#">Record Details</a> |
| 1000000361 |               | 2023/08/12   |              | maucha              | patient      | Open   | <a href="#">Record Details</a> |

The column headers allow you to search and filter for records.

|                      |                      |              |                      |                      |                      |                      |                                 |
|----------------------|----------------------|--------------|----------------------|----------------------|----------------------|----------------------|---------------------------------|
| Record ID            | Facility Name        | Created Date | Arrival Date         | First Name           | Last Name            | Status               | Action                          |
| <input type="text"/> | <input type="text"/> |              | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value=""/> |

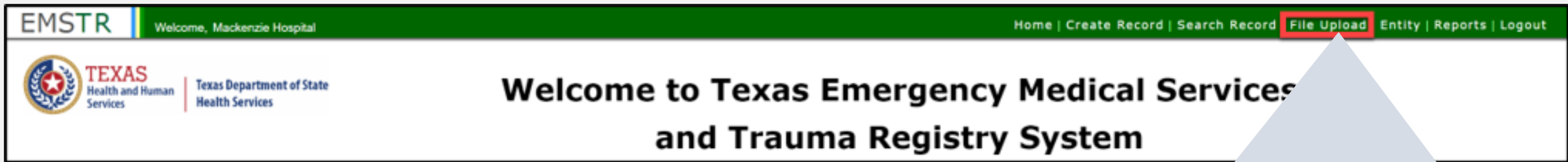
# File Upload Process



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# File Upload



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

File Upload

# Select Data File Format

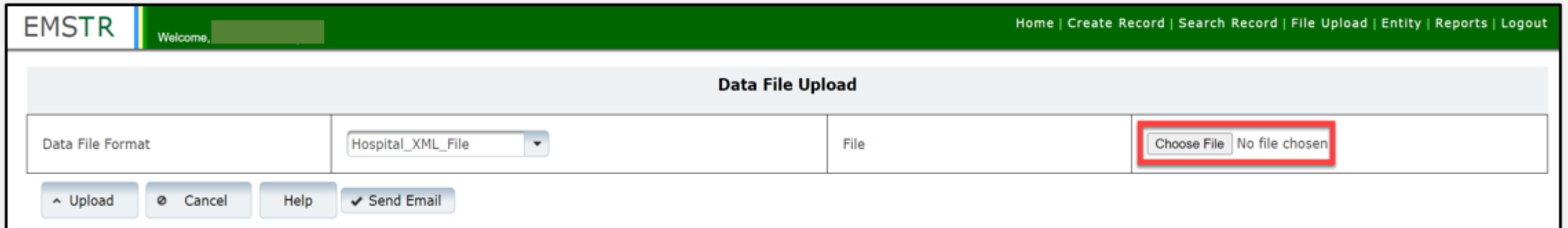
- After selecting **File Upload** from the EMSTR toolbar, the system will take you to the **Data File Upload** page.
- Select “**Hospital\_XML\_File**” from the drop-down menu.

The screenshot displays the EMSTR application interface. At the top, a green navigation bar contains the EMSTR logo and a welcome message. To the right of the logo, a series of links are provided: Home, Create Record, Search Record, Workflows, File Upload, Entity, Reports, Admin, Settings, and Logout. The main content area is titled 'Data File Upload'. It features a form with two main sections. The first section, 'Data File Format', includes a dropdown menu currently set to 'Please Select'. A dropdown menu is open, showing three options: 'Please Select', 'Hospital\_XML\_File' (which is highlighted in green), 'Demographic\_XML\_File', and 'EMS\_XML\_File'. To the right of the dropdown is a 'File' input field with a 'Choose File' button and the text 'No file chosen'. Below the 'Data File Format' section are three buttons: 'Upload', 'Cancel', and a button with a question mark. The second section, 'Recent Queued Roster Imports', contains a table with the following data:

| Create Date         | Complete Date       | Roster Format | File                                                         | Status     | Result                           |
|---------------------|---------------------|---------------|--------------------------------------------------------------|------------|----------------------------------|
| 2023-10-10 14:16:22 | 2023-10-10 19:16:22 | EMS_XML_File  | EMS_2023_V350_Sample_File.xml.[Original File]                | Successful | <a href="#">Download Results</a> |
| 2023-10-06 13:21:08 | 2023-10-06 18:21:08 | EMS_XML_File  | 2022-EMS-1-Cardiac-Transport_venkat_dev_.xml.[Original File] | Successful | <a href="#">Download Results</a> |

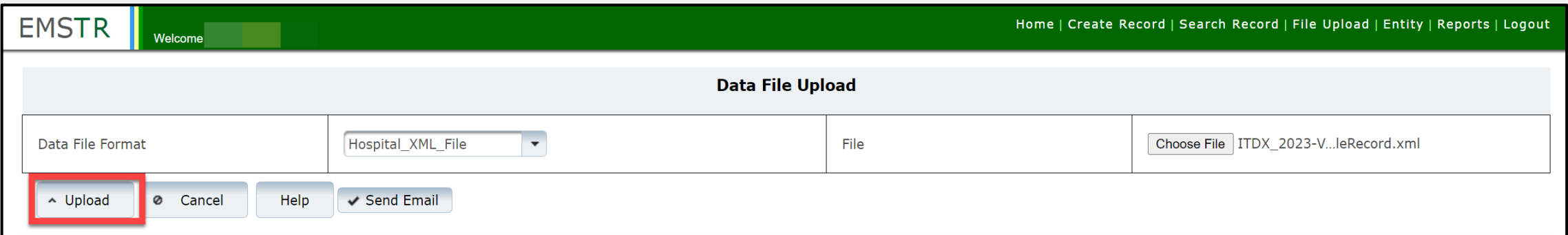
# Data File Upload

Select “**Choose File**” and select the file from your computer (there are file size limits).



The screenshot shows the EMSTR Data File Upload interface. The header bar is green with the EMSTR logo on the left and navigation links (Home, Create Record, Search Record, File Upload, Entity, Reports, Logout) on the right. Below the header, the title "Data File Upload" is centered. The main form area contains a "Data File Format" dropdown menu set to "Hospital\_XML\_File". To the right of the dropdown is a "File" field with a "Choose File" button and the text "No file chosen". The "Choose File" button is highlighted with a red rectangular box. Below the form area are four buttons: "Upload" (with an upward arrow icon), "Cancel" (with a circle and slash icon), "Help", and "Send Email" (with a checkmark icon).

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



The screenshot shows the EMSTR Data File Upload interface after a file has been selected. The header bar and navigation links are the same as in the previous screenshot. The "Data File Upload" title is centered. The "Data File Format" dropdown menu is still set to "Hospital\_XML\_File". The "File" field now displays the filename "ITDX\_2023-V...leRecord.xml" next to the "Choose File" button. The "Upload" button, which has an upward arrow icon, is highlighted with a red rectangular box. The "Cancel", "Help", and "Send Email" buttons remain visible below the form area.

# Validation Results (1 of 2)

After uploading the file, the system will send you an automatic **Validation Results** table notifying you of any errors.

| Data File Upload                                        |                                                                 |      |                                       |
|---------------------------------------------------------|-----------------------------------------------------------------|------|---------------------------------------|
| Data File Format                                        | <div>Hospital_XML_File</div>                                    | File | <div>Choose File</div> No file chosen |
| <div>^ Upload</div> <div>⌂ Cancel</div> <div>Help</div> |                                                                 |      |                                       |
| <div>Validation Results</div>                           |                                                                 |      |                                       |
| 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:<br>Hospital FacilityId 0771021 doesn't exist. |

- If an error occurs, the **Validations Results** table includes a description of the error.
- After addressing the error, re-upload your file.
- After your file successfully uploads, the system sends you another **Validation Results** table.

# File Submission Report

You will immediately receive a **File Submission Report** via email. This report includes additional report details.

| 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                                                |

# Recent Queued Roster Imports

You can access Feedback Reports from the **Recent Queued Roster Imports** screen on the data file upload page by selecting "**Download Results**" button.

| 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 [ <a href="#">Original File</a> ]                   | 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 [ <a href="#">Original File</a> ]        | 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 [ <a href="#">Original File</a> ] | 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 [ <a href="#">Original File</a> ]                          | 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 [ <a href="#">Original File</a> ]                         | Successful | <a href="#">Download Results</a> |
| 2023-07-26 19:58:19                  | 2023-07-26 15:58:19 | Hospital_XML_File    | 2020sampleSingleRecord.xml [ <a href="#">Original File</a> ]                   | Successful | <a href="#">Download Results</a> |
| 2023-07-26 19:51:54                  | 2023-07-26 15:51:53 | Hospital_XML_File    | 2020sampleSingleRecord.xml [ <a href="#">Original File</a> ]                   | 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 [ <a href="#">Original File</a> ]        | 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 [ <a href="#">Original File</a> ]        | 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 [ <a href="#">Original File</a> ]        | 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 [ <a href="#">Original File</a> ]        | 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 [ <a href="#">Original File</a> ]        | 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 [ <a href="#">Original File</a> ]        | 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 [ <a href="#">Original File</a> ]   | 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 [ <a href="#">Original File</a> ]   | 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 [ <a href="#">Original File</a> ]                          | 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 [ <a href="#">Original File</a> ]                          | 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 [ <a href="#">Original File</a> ]                          | 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 [ <a href="#">Original File</a> ]                          | Successful | <a href="#">Download Results</a> |

# Feedback Report Example 1

**Feedback Report** with no errors, only warnings.

|                                                 |          |
|-------------------------------------------------|----------|
| Total Records Submitted (new/resubmitted)       | 3 (3/0)  |
| = Records with Errors [Rejected](%)             | 0 (0%)   |
| = Records with Warnings [Accepted](%)           | 2 (66%)  |
| = Records with no Errors/Warnings [Accepted](%) | 1 (33%)  |
| Total Records Accepted(%)                       | 3 (100%) |
| Total Records Rejected(%)                       | 0 (0%)   |
| Total Records Incomplete(%)                     | 0 (0%)   |

## Rejected Records

| Facility ID | Patient ID | Flag | Description |
|-------------|------------|------|-------------|
|-------------|------------|------|-------------|

## Record Details (Warning & Incomplete)

| Facility ID | Patient ID | EMSTR Record ID | Element Name[Tag]  | Submitted Value | Dictionary Value | Flag | Description                                                   |
|-------------|------------|-----------------|--------------------|-----------------|------------------|------|---------------------------------------------------------------|
| 1015031     | 2307150    | 301352722       | EmsSbp             | 0               | 0                | W    | 3607_EmsSbp: 3607: SBP value is below 30                      |
| 1015031     | 2307150    | 301352722       | EmsPulseRate       | 0               | 0                | W    | 3707_EmsPulseRate: 3707: Pulse rate submitted is below 30     |
| 1015031     | 2307150    | 301352722       | EmsRespiratoryRate | 0               | 0                | W    | 3807_EmsRespiratoryRate: 3807: The value submitted is below 5 |
| 1015031     | 2307150    | 301352722       | PulseRate          | 0               | 0                | W    | 4804_PulseRate: 4807: The value is below 30                   |
| 1015031     | 2307150    | 301352722       | RespiratoryRate    | 0               | 0                | W    | 5007_RespiratoryRate: 5007: The value is below 5              |
| 1015031     | 2312063    | 301352724       | Sbp                | 0               | 0                | W    | 4707_Sbp: 4707: SBP value is below 30                         |

# Feedback Report Example 2

**Feedback Report**  
with errors and  
warnings.

## Rejected Records

| Facility ID | Patient ID | Flag | Description                                                                                                                         |
|-------------|------------|------|-------------------------------------------------------------------------------------------------------------------------------------|
| 0703700     | 6508       | E    | 11703_Angiography: 11703: Element cannot be Not Applicable when Packed Red Blood Cells or Whole Blood is greater than 0             |
| 0703700     | 6410       | E    | 1211_IncidentDate: 1211: Field cannot be Not Applicable                                                                             |
| 0703700     | 6410       | E    | 1310_IncidentTime: 1310: Field cannot be Not Applicable                                                                             |
| 0703700     | 6488       | E    | 5103_RespiratoryAssistance: 5103:Element must be Not Applicable when Initial ED/Hospital Respiratory Rate is Not Known/Not Recorded |

## Record Details (Warning & Incomplete)

| Facility ID | Patient ID | EMSTR Record ID | Element Name[Tag]                  | Submitted Value | Dictionary Value | Flag | Description                                                                                                 |
|-------------|------------|-----------------|------------------------------------|-----------------|------------------|------|-------------------------------------------------------------------------------------------------------------|
| 0703700     | 6446       | 301356596       | PrimaryECodeIcd10                  | Y93.44          | Y93.44           | W    | 8905_PrimaryECodeIcd10: 8905: ICD-10 External Cause Code should not be Y93.X/Y93.XX (where X is A-Z or 0-9) |
| 0703700     | 6443       | 301356606       | HospitalDischargeOrdersWrittenDate | 20241212        | 20241212         | W    | 7710_HospitalDischargeOrdersWrittenDate: 7710: Hospital Discharge Date minus Inpatient Stay                 |

# Submersion Patient Records Process



**TEXAS**  
Health and Human  
Services

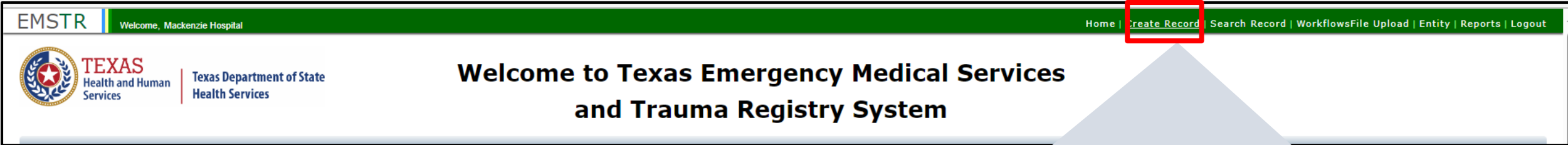
Texas Department of State  
Health Services

# Submersion Patient Records

## Trauma Registrars:

- Report all near and actual submersions.
- Enter data in the Registry Manual Data Entry System (file upload is not available).
- Use the **Patient Record – Hospital Submersion** option.

# Submersion Online Submission



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

# Create Submersion Record (1 of 2)

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

## Create Event - Person Information

### Record Information

\*Record Type

Please Select

Please Select

Patient Record - EMS

Patient Record - Hospital

Patient Record - Hospital Submersion

Patient Record - Hospital TBI/SCI

Patient Record - JP/ME - Submersion

Patient Record - JP/ME - TBI/SCI

Patient Record - Long Term Acute Care

Patient Record - Rehabilitation

# Create Submersion Record (2 of 2)

- Enter the required information indicated by the asterisks (\*).
- Once complete, click **“Save”** to save the record.

**Create Event - Person Information**

**Record Information**

\*Record Type

**Add Person**

\*First Name  Middle Name  \*Last Name

\*Birth Date  \*Gender

**Contact Information**

\*Street

\*City

\*Zip Code

\*County

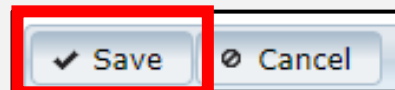
\*State

\*Zip Code (Null Values)

\*Country

\*Indicates required field

Phone Number  E-Mail



# Submersion Question Package (1 of 3)

To add patient record data, complete the **Question Package**.

### Record Summary (Patient)

#### Basic Information

|               |                                      |
|---------------|--------------------------------------|
| Record ID     | 1000002673                           |
| Record Type   | Patient Record - Hospital Submersion |
| Person        | <u>crystal test2</u>                 |
| Status        | Open                                 |
| UUID          | a6748cff-70d5-437c-99c9-d8752d7d1399 |
| Notifications | General Notifications                |

[Edit Patient Information](#)

#### Notes

255 characters remaining.

✓ Save

#### Notes Details

| UserName          | Entry Date | Notes |
|-------------------|------------|-------|
| No records found. |            |       |

**Record Data** | Record History

| Question Packages   |             |            |            |
|---------------------|-------------|------------|------------|
| Question Package    | Last Update | Updated By | Status     |
| <u>Consolidated</u> |             |            | Incomplete |

### Question Package

Consolidated

# Submersion Question Package (2 of 3)

Enter the  
required  
information  
indicated by  
the asterisks (\*).

| Consolidated Question Package -                                                                |                                               | - Hospital Submersion                                                                                        |                                            |
|------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| ▼ Event                                                                                        |                                               |                                                                                                              |                                            |
| *Injury/Incident Date and Time                                                                 | <input type="text" value="mm/dd/yyyy hh:mm"/> | *Injury/Incident Date and Time (Null Values)                                                                 | <input type="text" value="Please Select"/> |
| *Incident Street Address                                                                       | <input type="text"/>                          |                                                                                                              |                                            |
| *Incident State                                                                                | <input type="text" value="Texas"/>            | *Incident City (Null Values)                                                                                 | <input type="text" value="Please Select"/> |
| *Incident City                                                                                 | <input type="text"/>                          | *Incident Zipcode (Null Values)                                                                              | <input type="text" value="Please Select"/> |
| *Incident Zipcode                                                                              | <input type="text"/>                          | *Incident County (Null Values)                                                                               | <input type="text" value="Please Select"/> |
| *Incident County                                                                               | <input type="text" value="Please Select"/>    |                                                                                                              |                                            |
| *Incident Country                                                                              | <input type="text" value="Please Select"/>    |                                                                                                              |                                            |
| Where did the incident occur?                                                                  | <input type="text" value="Please Select"/>    | Where did the incident occur? (Null Values)                                                                  | <input type="text" value="Please Select"/> |
| Where was Water / Swimming Pool Located? (if applicable)                                       | <input type="text" value="Please Select"/>    | Where was Water / Swimming Pool Located? (if applicable) (Null Values)                                       | <input type="text" value="Please Select"/> |
| What activity was the individual doing at the time of incident?                                | <input type="text" value="Please Select"/>    | What activity was the individual doing at the time of incident? (Null Values)                                | <input type="text" value="Please Select"/> |
| Was this Incident Motor Vehicle Related?                                                       | <input type="text" value="Please Select"/>    | Was this Incident Motor Vehicle Related? (Null Values)                                                       | <input type="text" value="Please Select"/> |
| What type of floatation device was the individual wearing at the time of the incident, if any? | <input type="text" value="Please Select"/>    | What type of floatation device was the individual wearing at the time of the incident, if any? (Null Values) | <input type="text" value="Please Select"/> |
| Was the event witnessed?                                                                       | <input type="text" value="Please Select"/>    | Was the event witnessed? (Null Values)                                                                       | <input type="text" value="Please Select"/> |

# Submersion Question Package (3 of 3)

- Complete the three sections – **Event**, **Individual Information**, and **Hospital Arrival/Discharge**.
- Click **“Save”** to save the sections.

Consolidated Question Package -

- Hospital Submersion

▸ Event

▸ Individual Information

▼ Hospital Arrival/Discharge

The date the individual arrived at the emergency department (ED) or hospital

mm/dd/yyyy

The date the individual was discharged from the hospital

mm/dd/yyyy

The date the individual was discharged from the emergency department (ED)

mm/dd/yyyy

\*The individual's disposition at the time of discharge

Please Select

The date the individual was discharged from the hospital (Null Values)

Please Select

The date the individual was discharged from the emergency department (ED) (Null Values)

Please Select

\*The individual's disposition at the time of discharge (Null Values)

Please Select

\*Indicates required field

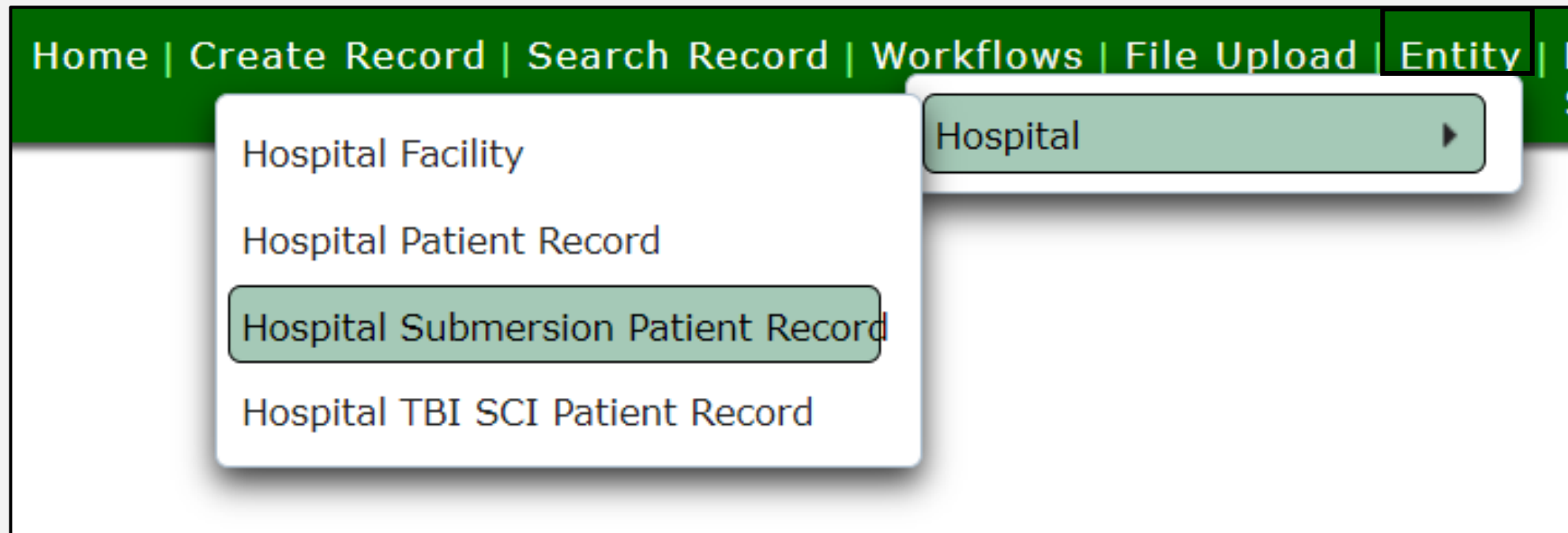
✓ Save

⌂ Cancel

? Help

# Patient Record Summary (1 of 2 )

To view the Submersion Patient Record Summary, select **“Entity > Hospital > Hospital Patient Submersion Patient Record”** from the navigation bar.



# Patient Record Summary (2 of 2)

On this screen you can view the submersion patient records for your facility.

Hospital Facility Hospital Patient **Hospital Submersion Patient** Hospital TBI SCI Patient

(Entities 1 - 2 of 2, Page: 1/1) 1 50 + Add New Entity + Clear filter Export Patient Record Hospital Submersion(s)

| Record ID  | First Name | Middle Name | Last Name | Status | Action                         |
|------------|------------|-------------|-----------|--------|--------------------------------|
| 1000001976 | Crystalb   |             | Testb     |        | <b>Record Details</b>          |
| 1000002673 | crystal    |             | test2     | Open   | <a href="#">Record Details</a> |

(Entities 1 - 2 of 2, Page: 1/1) 1 50

To view a specific record, click **“Record Details”** under Action bar.

**Record Details**

**NOTE:** The patient record will be highlighted.

# Record Summary Example (1 of 2)

A complete record summary example.

Record Summary (Patient)

Basic Information

|               |                                      |
|---------------|--------------------------------------|
| Record ID     | 1000001976                           |
| Record Type   | Patient Record - Hospital Submersion |
| Person        | <a href="#">Crystalb Testb</a>       |
| Status        |                                      |
| UUID          |                                      |
| Notifications | General Notifications                |

Edit Patient Information

Notes

255 characters remaining.

Save

Notes Details

| UserName          | Entry Date | Notes |
|-------------------|------------|-------|
| No records found. |            |       |

Record DataRecord History

Question Packages

| Question Package             | Last Update | Updated By       | Status   |
|------------------------------|-------------|------------------|----------|
| <a href="#">Consolidated</a> | 10/11/2023  | Crystal Hospital | Complete |

# Record Summary Example (2 of 2)

The **Record History** tab provides record update details.

| Record History      |                          |                                                          |                  |
|---------------------|--------------------------|----------------------------------------------------------|------------------|
| Time                | Event                    | Message                                                  | User             |
| 10/11/2023 11:58 AM | Case Property updated    | Edit Entity Information updated                          | Crystal Hospital |
| 10/11/2023 11:56 AM | Question Package updated | Updated Question Package : Consolidated Question Package | Crystal Hospital |
| 09/26/2023 08:43 AM | Case Created             | Created Patient: Crystalb Testb                          | Crystal Hospital |

# Report Format Review



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Texas Department of State  
Health Services

# Accessing Reports

EMSTR

Welcome,

Home | Create Record | Search Record | Workflows | File Upload | Entity | Reports | Admin | Settings | Logout



Texas Department of State Health Services

Welcome to Texas Emergency Medical Services and Trauma Registry System

Workflows

Workflow Queue

Events

Recently Accessed Records

| Record Id                  | Name             | Record Type                          |
|----------------------------|------------------|--------------------------------------|
| <a href="#">1000002685</a> | CPatient TestO   | Patient Record - Hos                 |
| <a href="#">1000001532</a> | Test Crystal     | Patient Record - Hos                 |
| <a href="#">1000001976</a> | Crystalb Testb   | Patient Record - Hospital Submersion |
| <a href="#">1000002673</a> | crystal test2    | Patient Record - Hospital Submersion |
| <a href="#">544</a>        | crystalhospital2 | Hospital                             |

More...

Resources

|                                                 |                                                    |                                                                   |
|-------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------|
| <a href="#">TX EMS/Trauma Home DSHS</a>         | <a href="#">TX EMS Trauma Systems DSHS</a>         | <a href="#">NHTSA.gov - Fundamental Components of Trauma Care</a> |
| <a href="#">National EMS Information System</a> | <a href="#">Glossary</a>                           | <a href="#">NEMSIS Data Dictionary</a>                            |
| <a href="#">NTDS Data Dictionary</a>            | <a href="#">ITDX/NTDB Data Dictionary</a>          | <a href="#">JP Submersion Data Dictionary</a>                     |
| <a href="#">JP TBI SCI Data Dictionary</a>      | <a href="#">Rehab LTAC TBI SCI Data Dictionary</a> | <a href="#">NEMSIS Webservices User Guide</a>                     |

Reports

Admin

Settings

Logout

Submission Status-XML Files

No Reportable Data

Data Submission

Additional Reports

# Hospital Reports

Administrators can access the following reports:

- Hospital Data Validity Report.
- Hospital Records Submitted by Submission Date and User.
- Hospital Records Submitted by Admission Month and Year.
- Trauma Care Report.
- Entity Reference Codes.
- Entity No Reportable Data (NRD) Report.

Report Guide: [EMSTR Reports - SHARP Reporting Guide \(March 2024\)](#)

# Common Errors / Issues

- Version number – List the software version (v2020 or 2023) in first line of xml file: <ItidxRecords ItdxVersion="Itidx\_v2020">
- Glasgow Coma Score (GCS) should be GCS or GCS 40 – Both cannot be coded. Use GCS selections and code GCS 40 as **Not known / Not recorded**.
- Co-morbidity codes should comply with software version used.
- Record numbers for errors should be listed on feedback report.

If the facility DSHS ID number is not activated, notify [injury.web@dshs.texas.gov](mailto:injury.web@dshs.texas.gov).

# Account Management

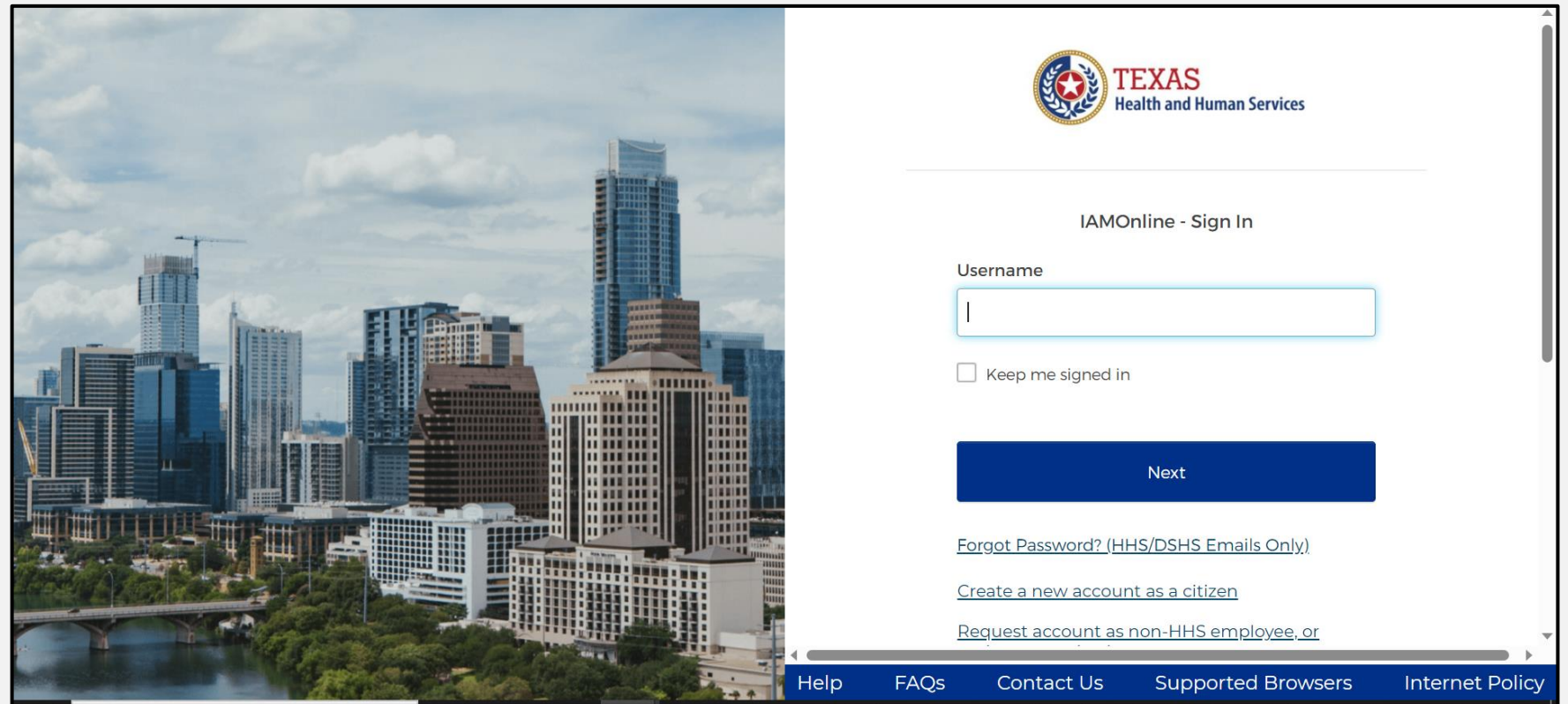


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Health and Human  
Services

Texas Department of State  
Health Services

# IAMOnline Home Page

Account management is available through IAMOnline.



The screenshot displays the IAMOnline Sign In page. On the left, there is a large image of a city skyline with a river and a bridge. On the right, the page features the Texas Health and Human Services logo at the top. Below the logo, the text "IAMOnline - Sign In" is centered. A "Username" label is positioned above a text input field. Below the input field, there is a checkbox labeled "Keep me signed in". A blue "Next" button is located below the checkbox. At the bottom of the sign-in section, there are three links: "Forgot Password? (HHS/DSHS Emails Only)", "Create a new account as a citizen", and "Request account as non-HHS employee, or". A footer bar at the very bottom contains links for "Help", "FAQs", "Contact Us", "Supported Browsers", and "Internet Policy".

TEXAS  
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IAMOnline - Sign In

Username

☐ Keep me signed in

Next

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

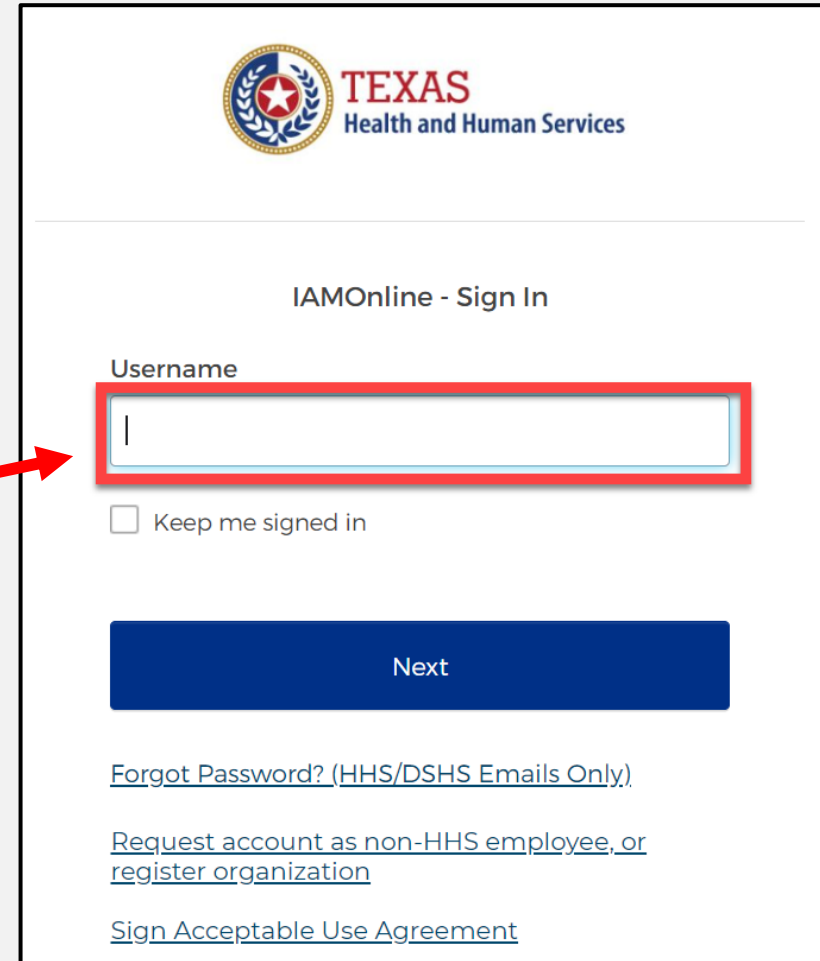
[Create a new account as a citizen](#)

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

Help FAQs Contact Us Supported Browsers 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.



The screenshot shows the Texas Health and Human Services IAMOnline Sign In page. At the top is the Texas Health and Human Services logo. Below it is the text "IAMOnline - Sign In". There is a "Username" label above a text input field. A red arrow points from the text "Username" box in the list to this input field. Below the input field is a checkbox labeled "Keep me signed in". At the bottom is a blue "Next" button. Below the button are three links: "Forgot Password? (HHS/DSHS Emails Only)", "Request account as non-HHS employee, or register organization", and "Sign Acceptable Use Agreement".

TEXAS  
Health and Human Services

IAMOnline - Sign In

Username

☐ Keep me signed in

Next

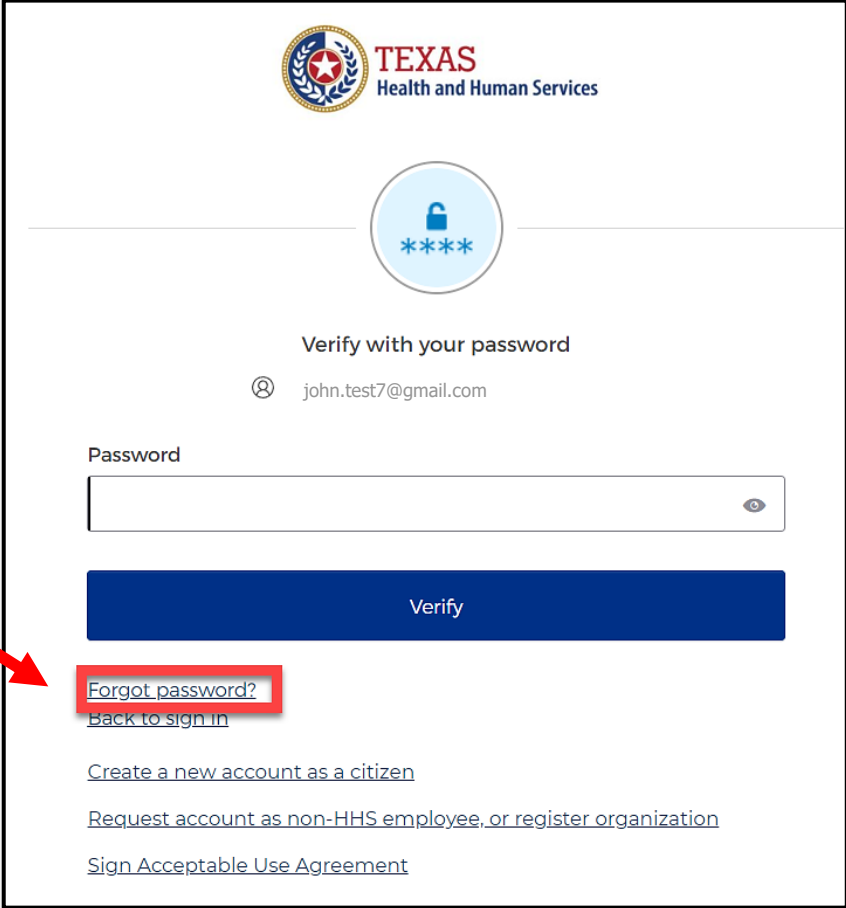
[Forgot Password? \(HHS/DSHS Emails Only\)](#)

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

[Sign Acceptable Use Agreement](#)

# Forgot Password (2 of 2)

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](#)

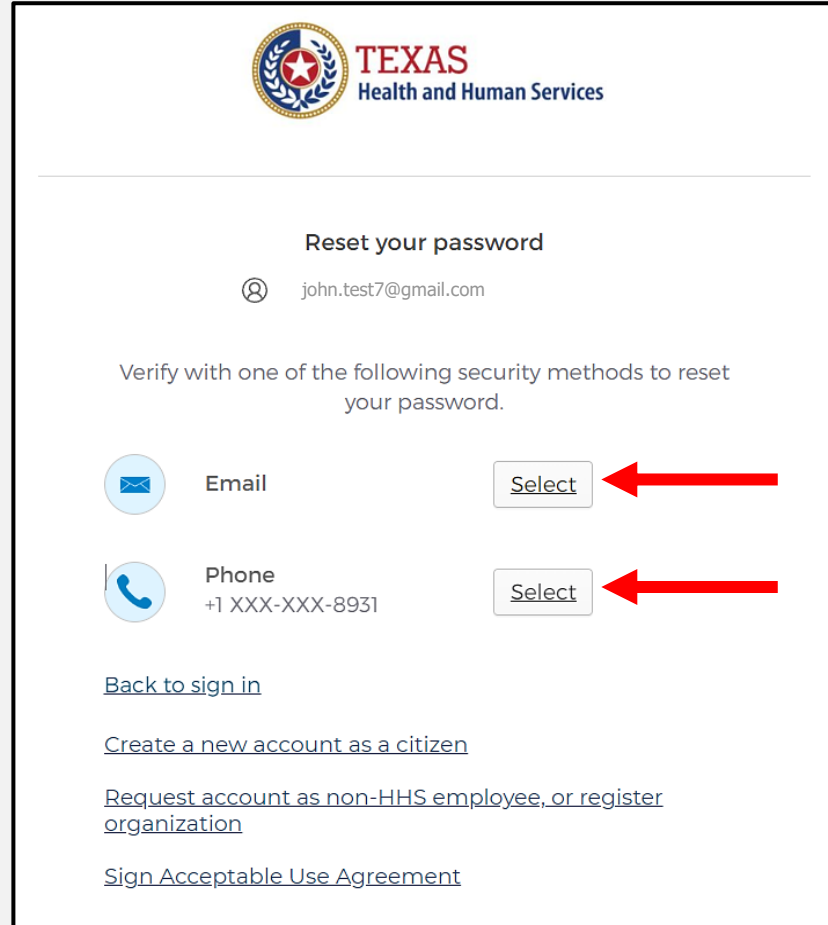
[Create a new account as a citizen](#)

[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 (HHS) password reset interface. At the top is the Texas HHS logo. Below it, the heading "Reset your password" is displayed. The user's email, "john.test7@gmail.com", is shown next to a person icon. A message instructs the user to "Verify with one of the following security methods to reset your password." Two options are presented: "Email" with an envelope icon and "Phone" with a phone icon. Each option has a "Select" button, which is highlighted by a red arrow. At the bottom, there are four links: "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

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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](#)

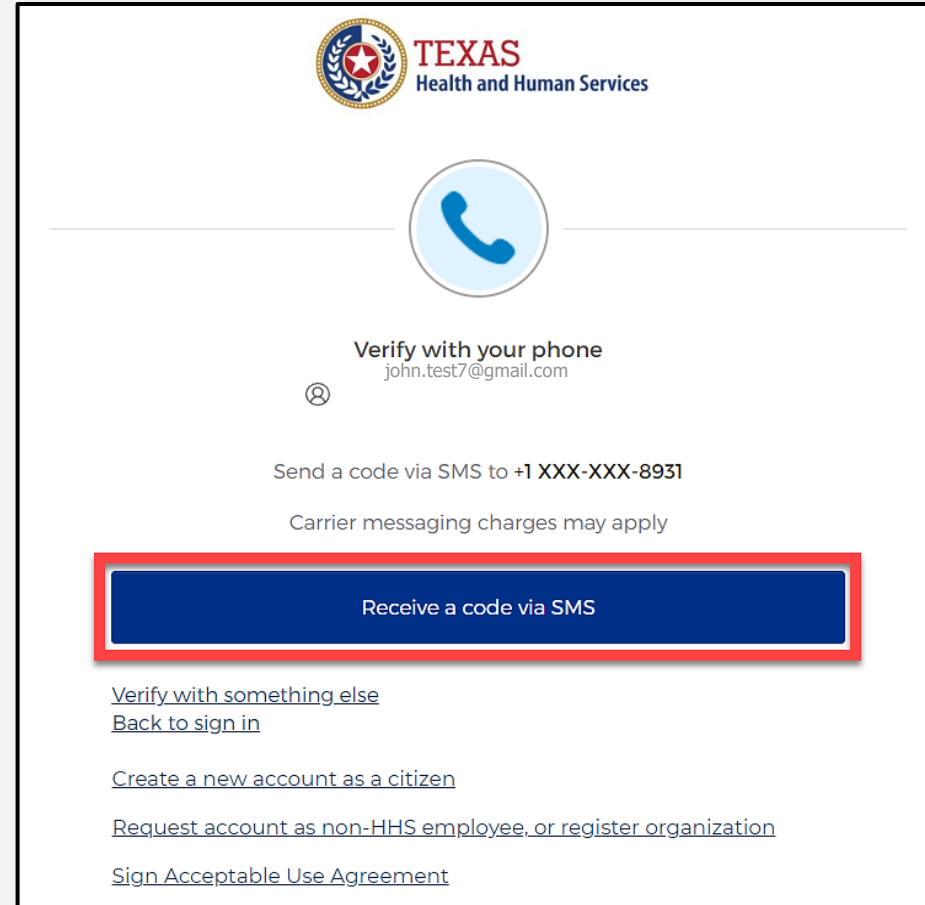
[Sign Acceptable Use Agreement](#)

# Reset Your Password (2 of 3)

- After selecting either **Phone** or **Email**, the system will prompt you to **receive a code via SMS** or Email.

**NOTE:** The phone option was selected in this example.

- Select the “**Receive a code via SMS**” button to receive a verification code.

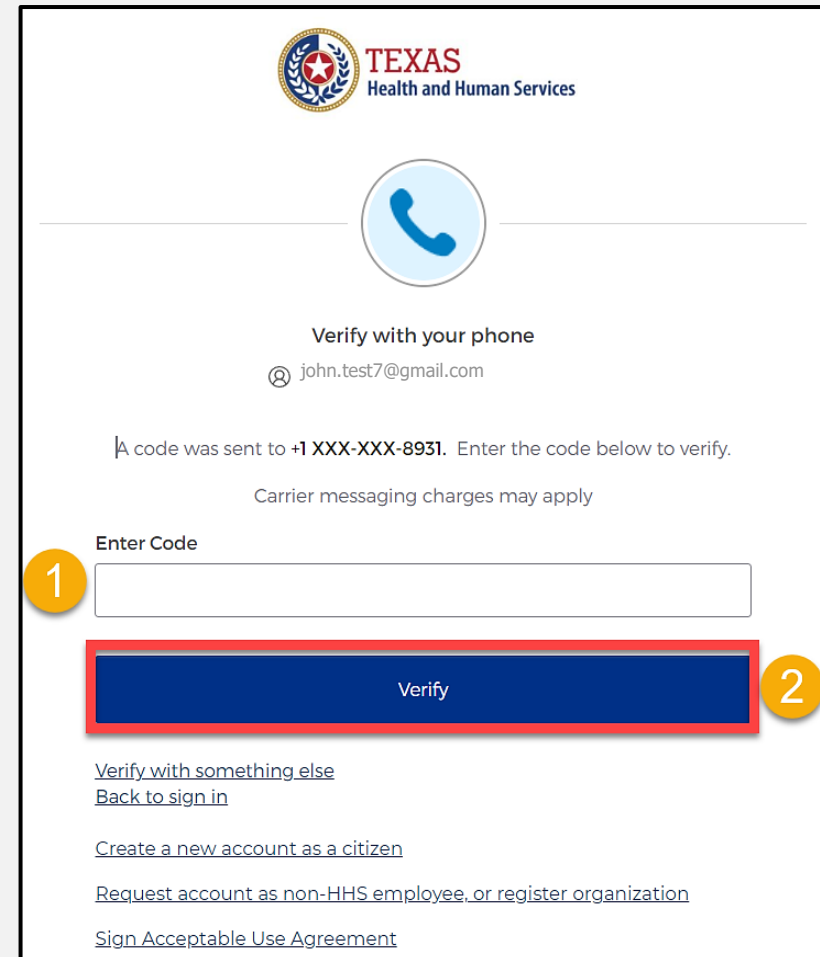


The screenshot displays the Texas Health and Human Services (HHS) password reset interface. At the top, the Texas HHS logo is visible. Below it, a blue circular icon with a white telephone handset is centered. The text "Verify with your phone" is displayed above the email address "john.test7@gmail.com". A small circular icon with a question mark is positioned below the email address. The instruction "Send a code via SMS to +1 XXX-XXX-8931" is shown, followed by the note "Carrier messaging charges may apply". A prominent blue button with the text "Receive a code via SMS" is highlighted with a red rectangular border. 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 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.



The screenshot shows the Texas Health and Human Services verification interface. At the top is the state seal and logo. Below it is a phone icon and the text "Verify with your phone" followed by the email "john.test7@gmail.com". A message states: "A code was sent to +1 XXX-XXX-8931. Enter the code below to verify. 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 large blue "Verify" button with a red border, marked with a yellow circle containing the number "2". At the bottom 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".

TEXAS  
Health and Human Services

Verify with your phone  
john.test7@gmail.com

A code was sent to +1 XXX-XXX-8931. Enter the code below to verify.  
Carrier messaging charges may apply

Enter Code

1

2

Verify

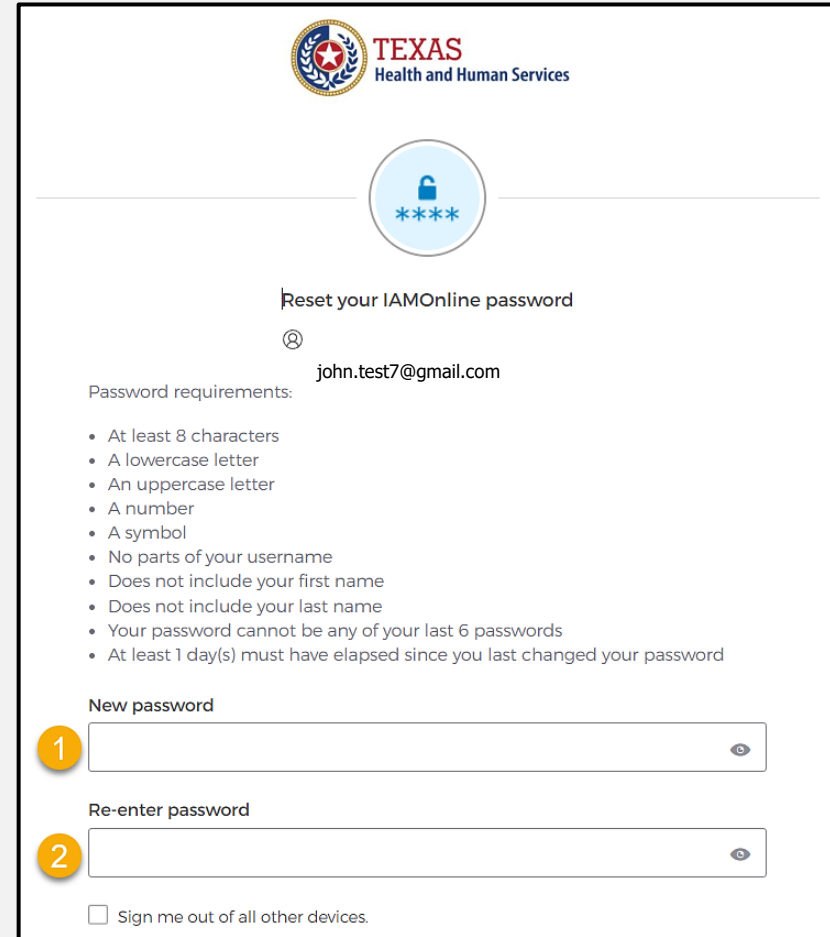
[Verify with something else](#)  
[Back to sign in](#)  
[Create a new account as a citizen](#)  
[Request account as non-HHS employee, or register organization](#)  
[Sign Acceptable Use Agreement](#)

# IAMOnline Password Reset (1 of 2)

- After you enter your verification code, the system will redirect you to the **Reset your IAMOnline 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.



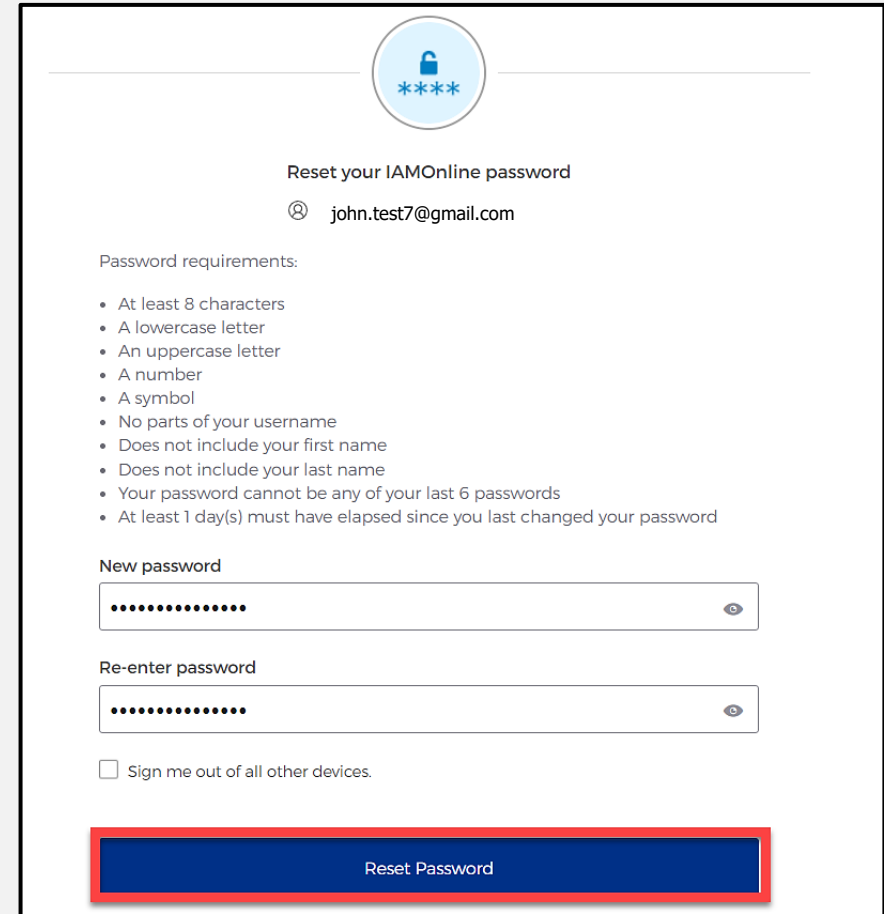
The screenshot shows the 'Reset your IAMOnline password' page. At the top is the Texas Health and Human Services logo. Below it is a circular icon with a padlock and four asterisks. The page title is 'Reset your IAMOnline password'. Below the title is a small icon of a person and the email address 'john.test7@gmail.com'. The 'Password requirements:' section lists the following rules:

- 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 password input fields. The first field is labeled 'New password' and has a yellow circle with the number '1' next to it. The second field is labeled 'Re-enter password' and has a yellow circle with the number '2' next to it. Both fields have a small eye icon to the right of the input box. At the bottom of the form is a checkbox labeled 'Sign me out of all other devices.'

# IAMOnline Password Reset (2 of 2)

Once you create a new password and re-enter your password, select the **“Reset Password”** button.



The screenshot shows a web form for resetting an IAMOnline password. At the top, there is a circular icon with a padlock and four asterisks. Below this, the text "Reset your IAMOnline password" is displayed. The email address "john.test7@gmail.com" is shown with a small circular icon to its left. The "Password requirements:" section 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 name, not one of the last 6 passwords, and at least 1 day since the last change. There are two password input fields: "New password" and "Re-enter password", both with masked characters and toggle icons. A checkbox labeled "Sign me out of all other devices." is located below the input fields. At the bottom, a blue button with the text "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

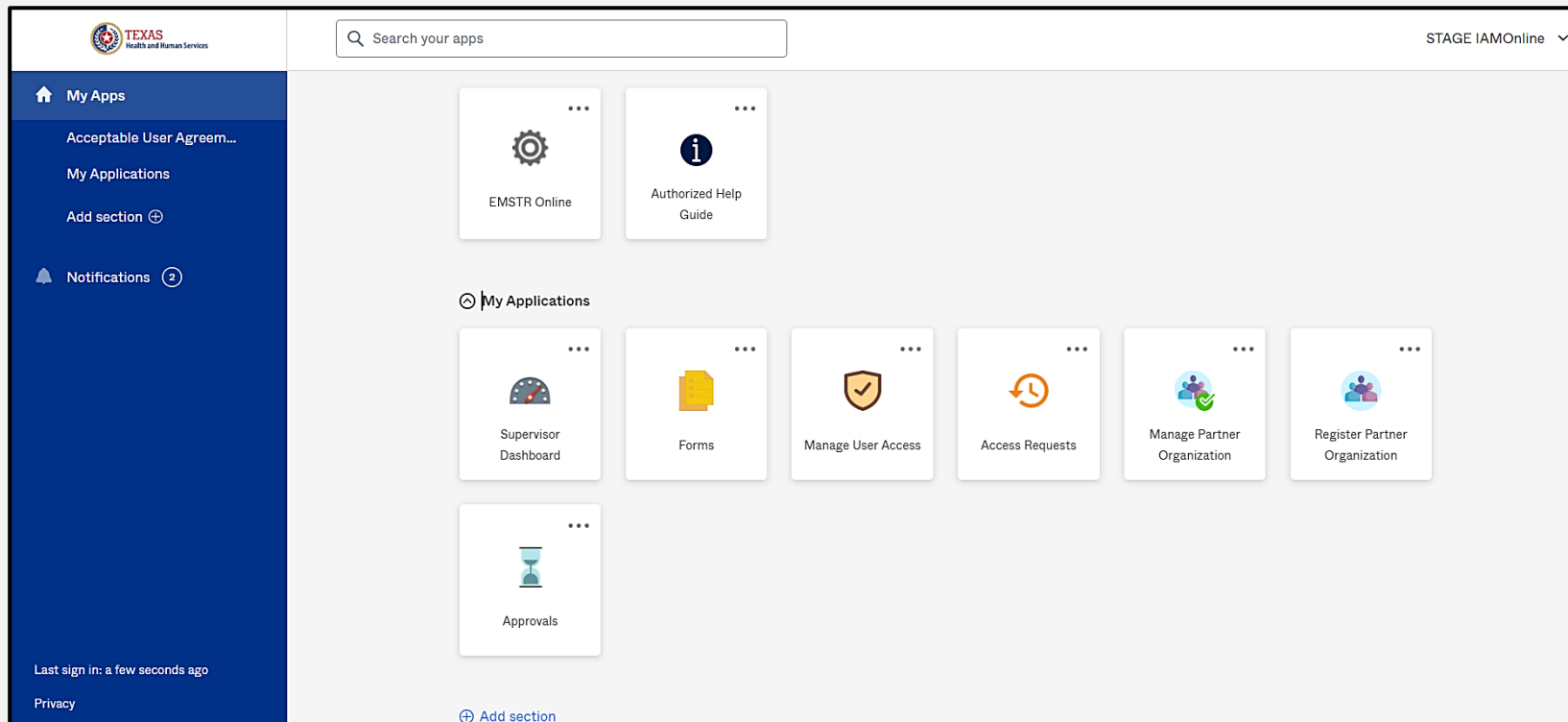
Re-enter password

☐ Sign me out of all other devices.

Reset Password

# Reset Password Complete

After resetting your password, you will be logged in, and the system will redirect you to the **My Apps** dashboard.



# Account Locked



You MUST access your account every 90 days or it will be suspended. Reset your password to unsuspend your account.

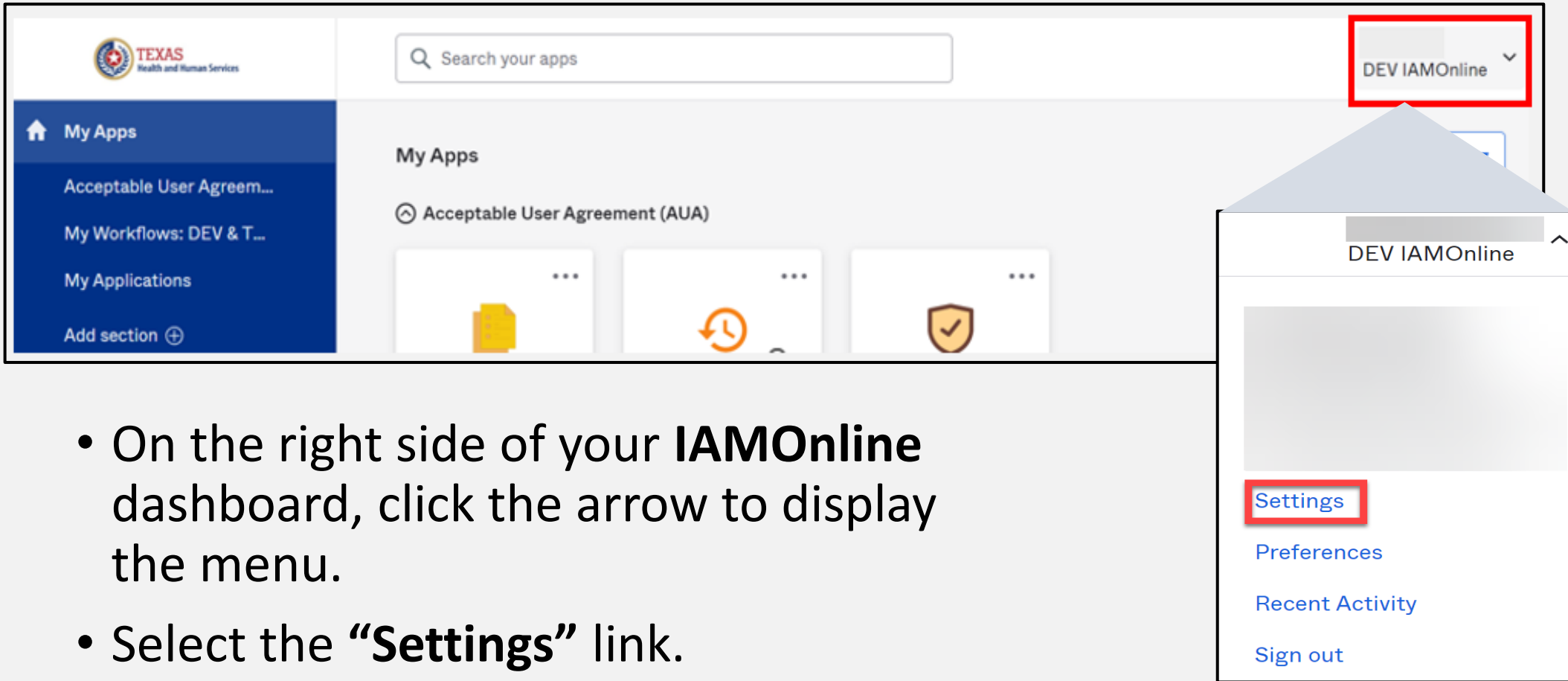


Your account will lock after multiple incorrect password attempts. The system will send an email notifying you the account will automatically unlock after 30 minutes.



If you do not remember your password after the account unlocks, please select “Reset Password” button.

# Update Account (1 of 2)

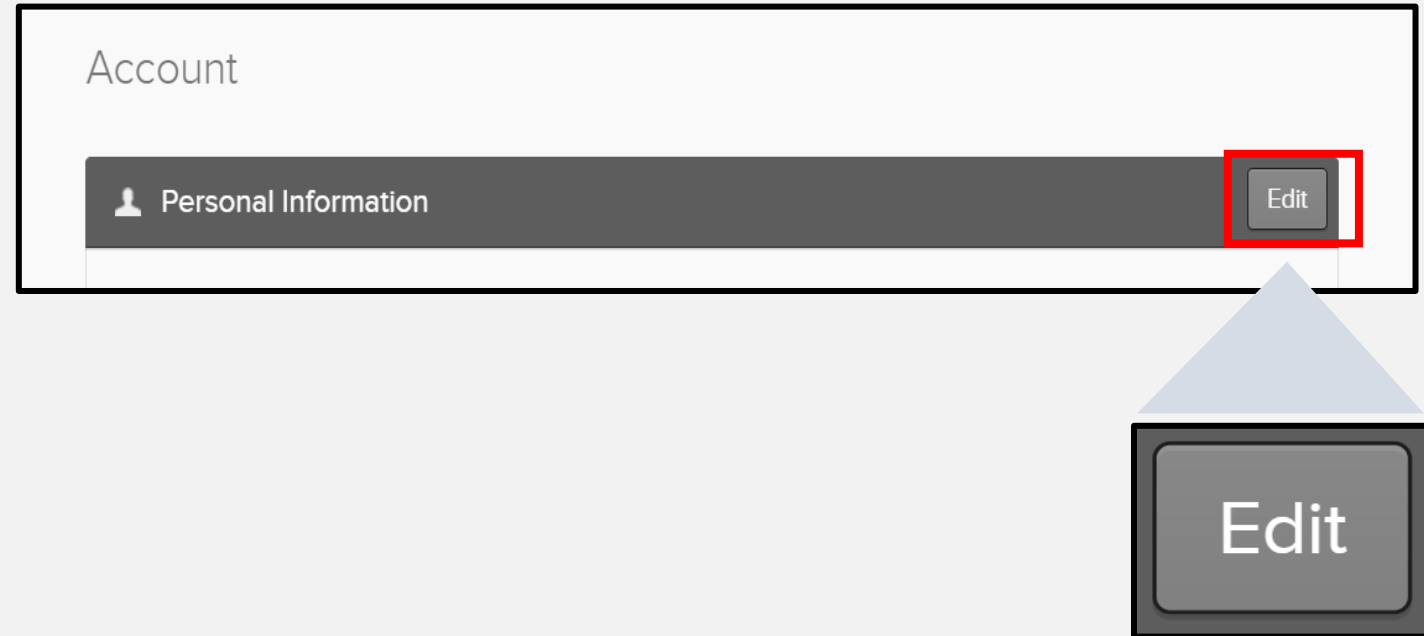


The screenshot displays the Texas Health and Human Services IAMOnline dashboard. On the left is a blue sidebar with the 'My Apps' section expanded, showing links for 'Acceptable User Agreement...', 'My Workflows: DEV & T...', 'My Applications', and 'Add section'. The main content area features a search bar and a 'My Apps' section with a card for 'Acceptable User Agreement (AUA)'. In the top right corner, the user's name 'DEV IAMOnline' is shown with a dropdown arrow. This arrow is highlighted with a red box. A callout box shows the expanded user menu, which includes a profile picture placeholder, the name 'DEV IAMOnline', and a list of links: 'Settings' (highlighted with a red box), '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.
- Update your personal information:
  - Add a phone number.
  - Add details.
  - Adjust security methods, including password and security questions.



# Injury Prevention Unit Websites

- Injury Prevention Unit: [dshs.texas.gov/injury-prevention](https://dshs.texas.gov/injury-prevention).
- EMSTR: [dshs.texas.gov/injury-prevention/ems-trauma-registries](https://dshs.texas.gov/injury-prevention/ems-trauma-registries).
- Hospital Requirements: [dshs.texas.gov/injury-prevention/ems-trauma-registries/hospital](https://dshs.texas.gov/injury-prevention/ems-trauma-registries/hospital).
- IAMOnline Help: [gatewayaw.hhs.state.tx.us/publicHelpGuide/Content/Q\\_External/EXT\\_HomePage.htm](https://gatewayaw.hhs.state.tx.us/publicHelpGuide/Content/Q_External/EXT_HomePage.htm).
- New Platform Resources: [EMSTR New Platform Resources | Texas DSHS](#).

# Questions?

**Email – [injury.web@dshs.texas.gov](mailto:injury.web@dshs.texas.gov).**

**Data requests – [injury.epi@dshs.texas.gov](mailto:injury.epi@dshs.texas.gov).**

# Thank You!

Trauma Services Registry Hospital Data Management

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