EMERGENCY MEDICAL SERVICES AND TRAUMA REGISTRIES

ACCEPTABLE USE AGREEMENT

JOB AID

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

Emergency Medical Services and Trauma Registries

Job Aid for all Users

On the Acceptable Use Agreement

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Overview:

The Texas Department of State Health Services (DSHS) Emergency Medical Services and Trauma Registries (EMSTR) developed this **Acceptable Use Agreement (AUA) job aid** to provide users with step-by-step instructions on how to sign the AUA in the Identity and Access Management (IAM) Online **My Apps** dashboard after account activation.

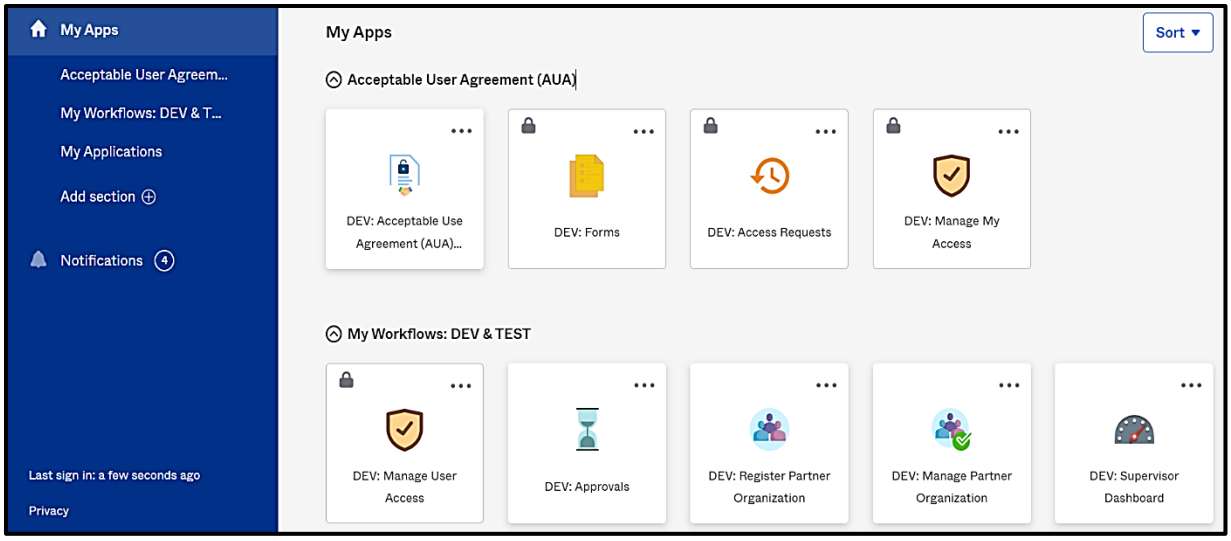
- You must sign the AUA once a year, every year.
  - Your AUA will expire one year after your review and signature.
  - Your AUA will also expire if your account is inactive for 90 days.
- The automated Texas Health and Human Services (HHS) system will send email reminders for you to complete the AUA:
  - A first warning is provided 15 days before your AUA expires;
  - A second warning is provided 10 days before your AUA expires;
  - A third warning is provided five (5) days before your AUA expires;
  - A fourth warning is provided each day until the AUA reaches the expiration date; and
  - A fifth and final warning is provided on the expiration date, 365 days following its last review and signature.
- If you forget to sign the form, the HHS system will lock your application access until you review and sign the form again.

  NOTE: Once you sign the form, the system will automatically unlock and renew your application access.
- **If you are signing the AUA for the first time as a new account user, you will need to request access to the EMSTR application following your AUA submission** (for instructions, see pages 22-28 of the **Requesting a New EMSTR User Account** guide).

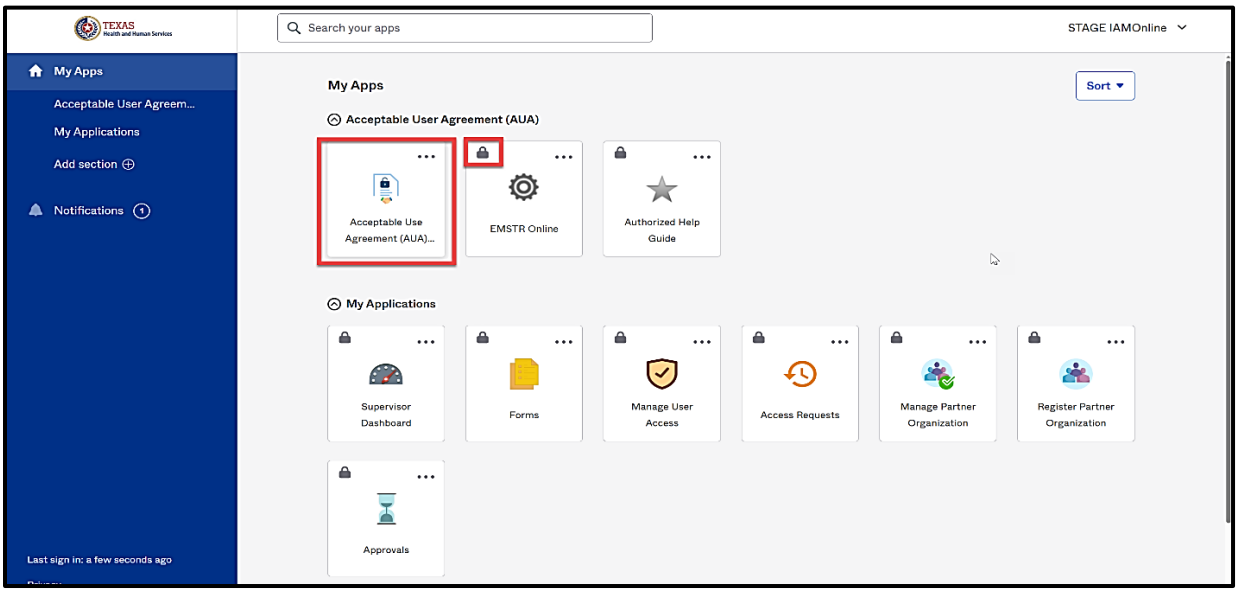
Log in to Access MyApps Dashboard

Step 1: Log into your [IAMOnline account] to access the **My Apps** dashboard.

- This centralized dashboard holds applications, systems, and software in one place for the user to easily access and use.
- All application access tiles are locked with a lock icon until you complete the AUA.

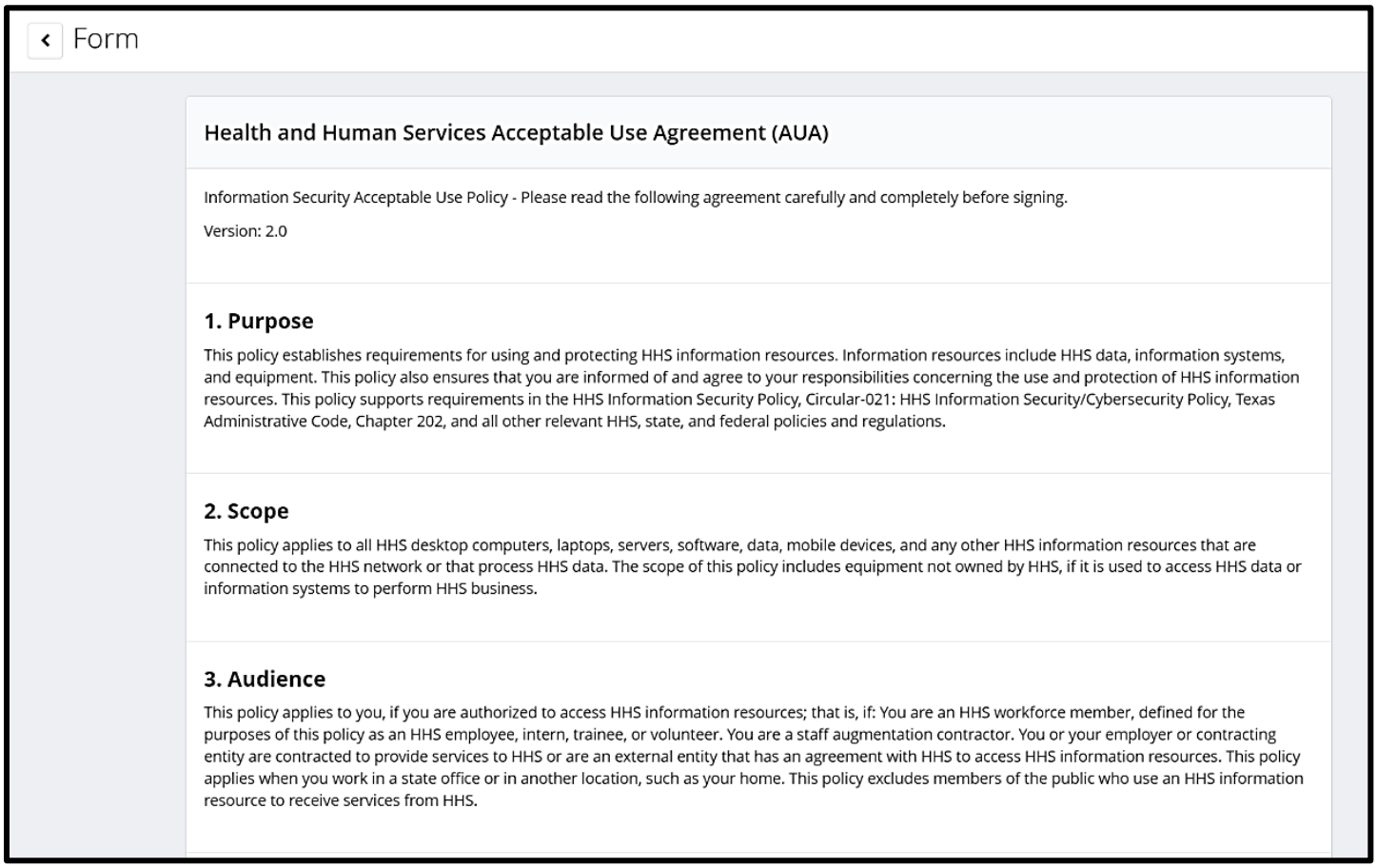


To review and sign the AUA form, click the **"Acceptable Use Agreement"** tile located on the dashboard.



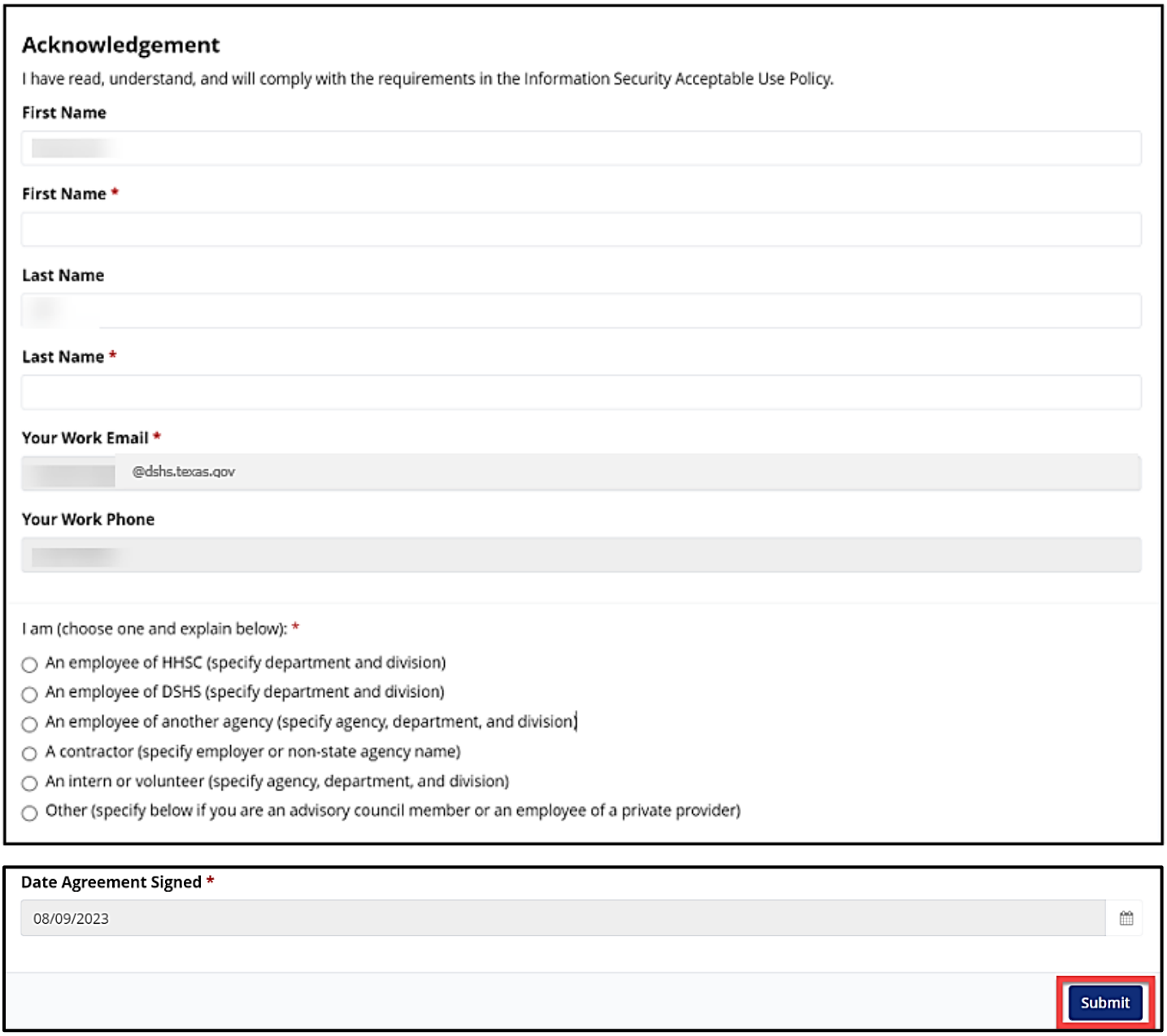
Review and Sign the AUA

Step 2: The **AUA** tile on the **My Apps** dashboard will take you directly to the AUA form for review and completion.



After you carefully read the AUA form, you must acknowledge and sign the agreement.

- **Check** the box located next to the statement, "**I acknowledge that I read and understood the agreement, and I agree to comply with its terms**."
- Input your **"First Name"** and "**Last Name"** into the respective text boxes located at the bottom of the agreement.
- Select and identify your role as an employee, contractor, or intern with your associated organization.
- Once you carefully read the AUA form and complete all required entry fields, click the **"Submit"** button.



Shortly after submitting your AUA, you will receive a confirmation email.

The system will redirect you to the IAMOnline **My Apps** dashboard.

If you signed the AUA to unlock your account after it expired, the HHS System will now unlock the EMSTR Online tile, and you can access EMSTR once more.

If you signed the AUA for the first time as a new account user, you will now need to request access to the EMSTR application (for instructions, see pages 22-28 of the **Requesting a New EMSTR User Account** guide).

Contact Information

If you have specific EMSTR questions, submit them via email to **injury.web@dshs.texas.gov.**

For IAM Online questions, visit the DSHS IAM Online website **here.**

General Informational Page

General Information

The Emergency Medical Services and Trauma Registries (EMSTR) is made up of four registries – the EMS Registry; the acute Traumatic Injury Registry; the Traumatic Brain Injury Registry / Spinal Cord Injury Registry; and the Submersion Registry. EMSTR is a statewide surveillance system that collects reportable event data from EMS providers, hospitals, justices of the peace, medical examiners, and rehabilitation facilities. Texas is home to one of the largest EMS registries in the U.S. with more than 4 million records submitted annually.

TEXAS
Health and Human Services

Texas Department of State Health Services

Our Goals

- To ensure a robust registry reporting framework for recording reportable traumas, submersions, traumatic brain injuries, spinal cord injuries, and EMS runs in Texas.
- To reduce the burden of injury to the public resulting from preventable occurrences using trend analysis.
- To provide data as close to real-time as possible for local, state, and national leadership use.

Our Mission

To improve the Texans' health, safety, and well-being through good stewardship of public resources with a focus on core public health functions.

Contact Information

Emergency Medical Services and Trauma Registries
Texas Department of State Health Services
1100 West 49th Street
Mail Code 1920
Austin, Texas 78756

dshs.texas.gov/injury-prevention/ems-trauma-registries

For program inquiries:
injury.web@dshs.texas.gov

For data requests:
Injury.epi@dshs.texas.gov

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