

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.

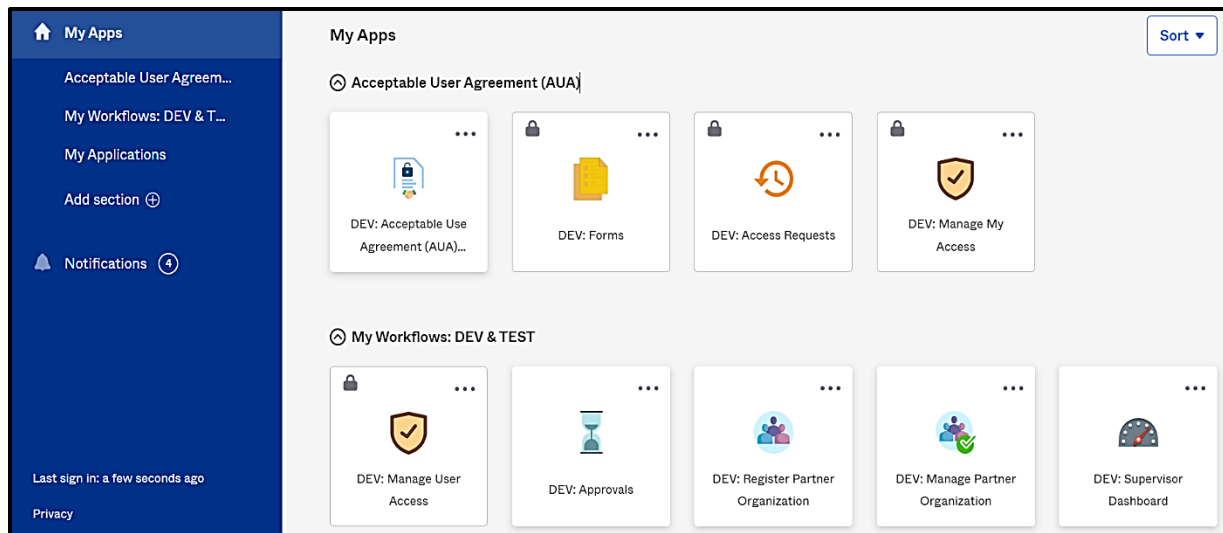
- You must sign the AUA once a year, every year.
 - Your AUA will expire one year after your review and signature.
 - Your AUA will also expire if your account is inactive for 90 days.
- The automated Texas Health and Human Services (HHS) system will send email reminders for you to complete the AUA:
 - 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).

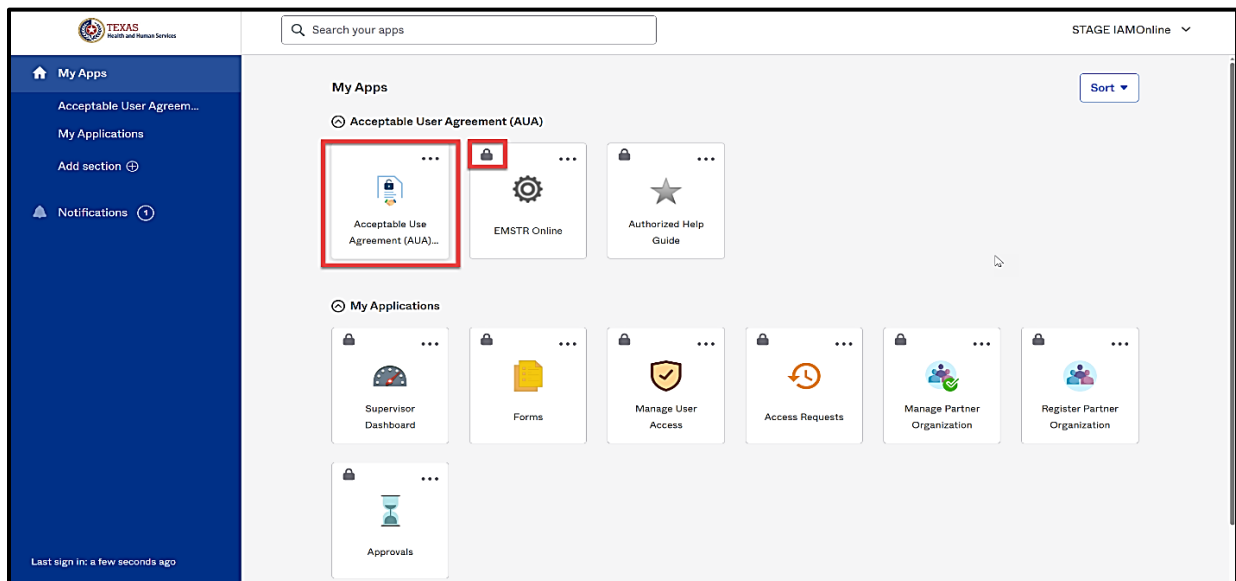
Log in to Access MyApps Dashboard

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.

 Form

Health and Human Services Acceptable Use Agreement (AUA)

Information Security Acceptable Use Policy - Please read the following agreement carefully and completely before signing.
Version: 2.0

1. Purpose

This policy establishes requirements for using and protecting HHS information resources. Information resources include HHS data, information systems, and equipment. This policy also ensures that you are informed of and agree to your responsibilities concerning the use and protection of HHS information resources. This policy supports requirements in the HHS Information Security Policy, Circular-021: HHS Information Security/Cybersecurity Policy, Texas Administrative Code, Chapter 202, and all other relevant HHS, state, and federal policies and regulations.

2. Scope

This policy applies to all HHS desktop computers, laptops, servers, software, data, mobile devices, and any other HHS information resources that are connected to the HHS network or that process HHS data. The scope of this policy includes equipment not owned by HHS, if it is used to access HHS data or information systems to perform HHS business.

3. Audience

This policy applies to you, if you are authorized to access HHS information resources; that is, if: You are an HHS workforce member, defined for the purposes of this policy as an HHS employee, intern, trainee, or volunteer. You are a staff augmentation contractor. You or your employer or contracting entity are contracted to provide services to HHS or are an external entity that has an agreement with HHS to access HHS information resources. This policy applies when you work in a state office or in another location, such as your home. This policy excludes members of the public who use an HHS information resource to receive services from HHS.

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.

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 *

08/09/2023



Submit

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.



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

Emergency Medical Services and Trauma Registries

***[dshs.texas.gov/injury-
prevention/ems-trauma-registries/](https://dshs.texas.gov/injury-prevention/ems-trauma-registries/)***