

EMERGENCY MEDICAL SERVICES AND TRAUMA REGISTRIES **ONLINE SUBMISSION GUIDE**



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Emergency Medical Services and Trauma Registries (EMSTR)

Online Submission File Upload Guide for:

Emergency Medical Services (EMS) Providers

Hospitals

Justices of the Peace (JPs)

Medical Examiners (MEs)

Rehabilitation Facilities

Long Term Acute Care (LTAC) Facilities

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1. Introduction

The Texas Department of State Health Services (DSHS) Emergency Medical Services and Trauma Registries (EMSTR) is a statewide passive surveillance system that collects reportable events data from Emergency Medical Services (EMS) providers, hospitals, justices of the peace (JPs), medical examiners (MEs), and long-term acute care (LTAC) and rehabilitation facilities. EMSTR includes four registries:

- The EMS Registry;
- The Acute Traumatic Injury Registry;
- The Traumatic Brain Injury (TBI) Registry and Spinal Cord Injury (SCI) Registry; and
- The Submersion Registry.

You will access all Texas Health and Human Services (HHS) applications, including EMSTR, through the Identity and Access Management Online (IAMOnline) platform. IAMOnline provides single sign-on, multifactor authentication, and password reset self-service capabilities. The authorization feature enables request management processes, automated access management workflows, certification, and reporting.

2. Overview

The EMSTR program prepared training materials for all providers who report data to the registries. This online submission user guide is to provide step-by-step instructions for EMS, hospitals, JPs, MEs, LTAC facilities, and rehabilitation facilities to submit data to the EMSTR application using the free state online submission process. Providers should review the following:

- Activate your new account by following the instructions in the IAMOnline registration email sent to your inbox, or, if you did not have access to the registry prior to November 2023, by requesting access to EMSTR in IAMOnline;
- Secure your new account with a password and multifactor authentication;
- Sign in to access the My Apps dashboard and sign the Acceptable Use Agreement (AUA);
- Access the EMSTR application from the My Apps dashboard;
- Submit data into the EMSTR application;
- Run reports; and
- Manage account access through self-service functions.

3. Data Format Requirements

Hospital Providers:

The new EMSTR application includes 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 application will continue to accept the 2020 ITDX format.

Note – After 11/09/2023, the new EMSTR application will not accept the NTDS 2017 format.

EMS Providers:

By 11/20/2023, the new EMSTR application will upgrade to the [National EMS Information System](#) (NEMSIS) version 3.5.

Note – After 11/09/2023, EMSTR will not accept NEMSIS version 3.3.4.

4. IAMOnline Account

Request an IAMOnline Account

If you have not accessed your EMSTR account in the past year, DSHS did not migrate your account to the new system.

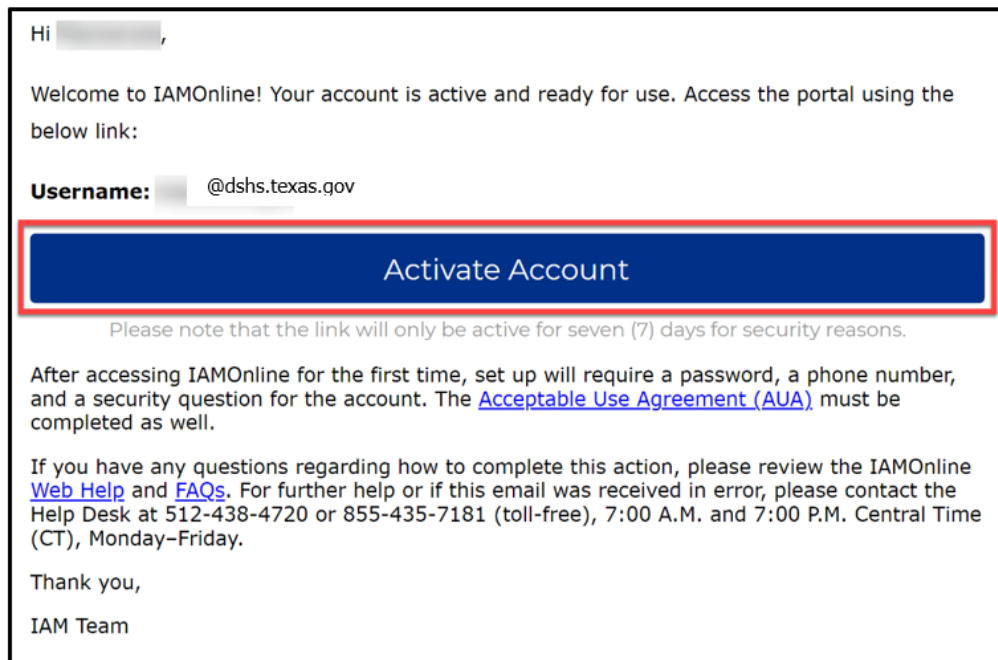
To begin, contact injury.web@dshs.texas.gov. Once you request an IAMOnline account, the HHS system will send you an activation email and you can continue with the [Activate New Account](#) section of this guide.

If you are a migrated user, meaning you reported data to the registry prior to 11/10/2022, continue to [Activate New Account](#) within this guide.

Activate New Account

The HHS system will send migrated users who reported to the EMSTR application since 11/10/2022 an activation email to their organization's employee email address.

To access your account, find the email from noreply@okta.com in your email inbox. Check your junk folder if you do not see it in your inbox. Click the **"Activate Account"** button.



Note – This link will only be active for **seven (7) days** from receipt of the email for security purposes. If it has been more than seven days since you received your activation email, request access to EMSTR by following the **Add EMSTR Access steps** under the [Manage Account Access](#) section of this guide.

5. Set up security methods

After selecting “**Activate Account**”, the HHS system will immediately prompt you to set up your security methods to protect your account with a **Password**, your **Phone**, and a **Security Question**. This is known as multifactor authentication.

Set up security methods
@dshs.texas.gov

Security methods help protect your IAMOnline account by ensuring only you have access.

Set up required

- Password**
Choose a password for your account
Used for access
[Set up](#)
- Phone**
Verify with a code sent to your phone
Used for access or recovery
[Set up](#)
- Security Question**
Choose a security question and answer that will be used for signing in
Used for recovery
[Set up](#)

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

Password

You need a password to access the account as the system provides a single sign-on to all HHS applications.

To set up a **Password**, click the “**Set up**” button.

Set up required

- Password**
Choose a password for your account
Used for access
[Set up](#)

You must create a password that meets all the HHS organization's requirements listed below:

- At least eight (8) characters in length;
- A lowercase letter;
- An uppercase letter;
- A number;
- A symbol;
- Does not include any parts of the user's username;
- Does not include the user's first name;
- Does not include the user's last name;
- The password cannot be any of the user's previous six (6) passwords; and
- At least one (1) day must have passed since you last changed your password.

The screenshot shows a 'Set up password' interface. At the top, there is a circular icon with a lock and four asterisks. Below it, the text 'Set up password' is displayed, followed by a small icon and the email address '@dshs.texas.gov'. A section titled 'Password requirements:' lists the following rules:

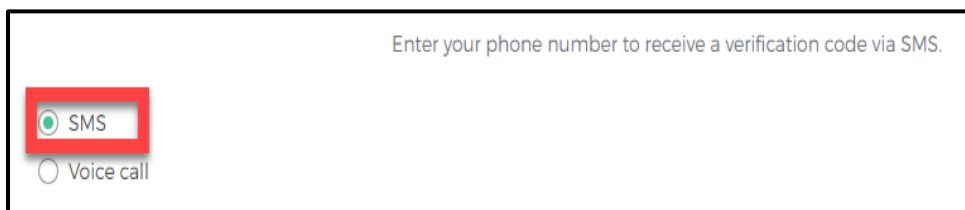
- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords

Below the requirements are two text boxes: 'Enter password' and 'Re-enter password'. Both boxes have a red border and a password reveal icon on the right. At the bottom, there is a blue button labeled 'Next' with a red border.

- Create a new password by typing it in the **“Enter password”** text box and re-entering it in the **“Re-enter password”** text box.
- Click the **“Next”** button.
 - **Tip** – Click the password reveal icon to see the typed text. ⓘ
 - **Tip** – If an error message appears, re-read the password requirements, and create a different password.

Phone

To set up your phone number, select the **“SMS”** (short messaging service) 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. The phone number must be a valid U.S. number.



Enter your phone number to receive a verification code via SMS.

☒ SMS

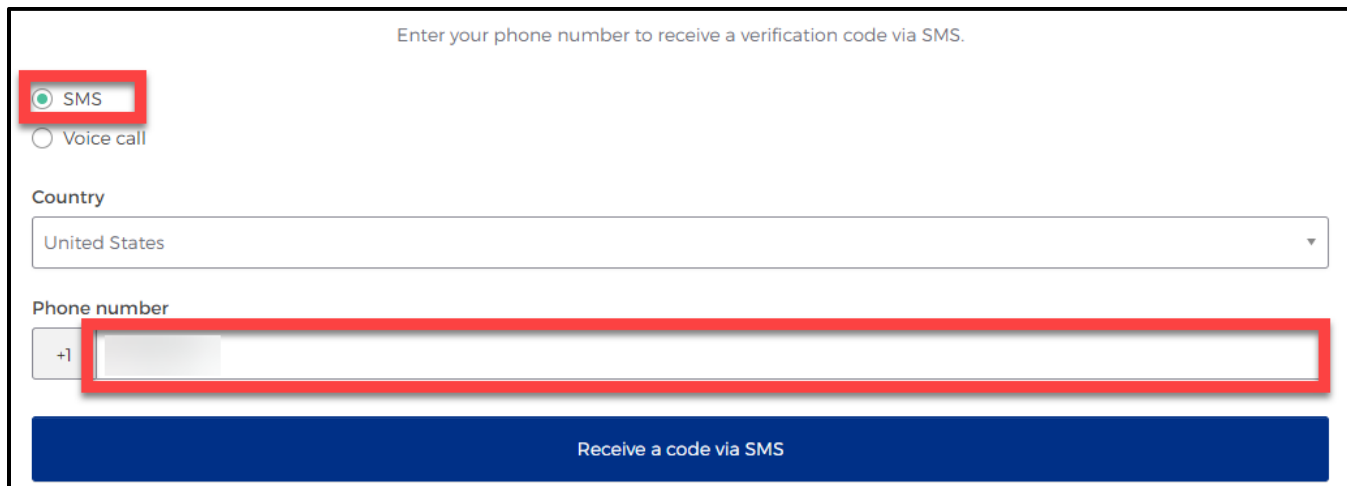
☐ Voice call

Example of SMS option selected.

Short Messaging Service (SMS)

You can use your phone number to verify the account. The automated HHS system will send a verification code to your phone number via **SMS** (text).

- The **Country** must be the United States (+1).
- Type your ten-digit phone number in the **Phone number** text box. This phone number must be able to receive an SMS. *Carrier messaging charges may apply.*
- Click the **“Receive a code via SMS”** button.



Enter your phone number to receive a verification code via SMS.

☒ SMS

☐ Voice call

Country

United States

Phone number

+1

Receive a code via SMS

- The HHS system will send an automated code to the listed phone number via SMS (text message).

Set up phone authentication

@dshs.texas.gov

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

Enter Code

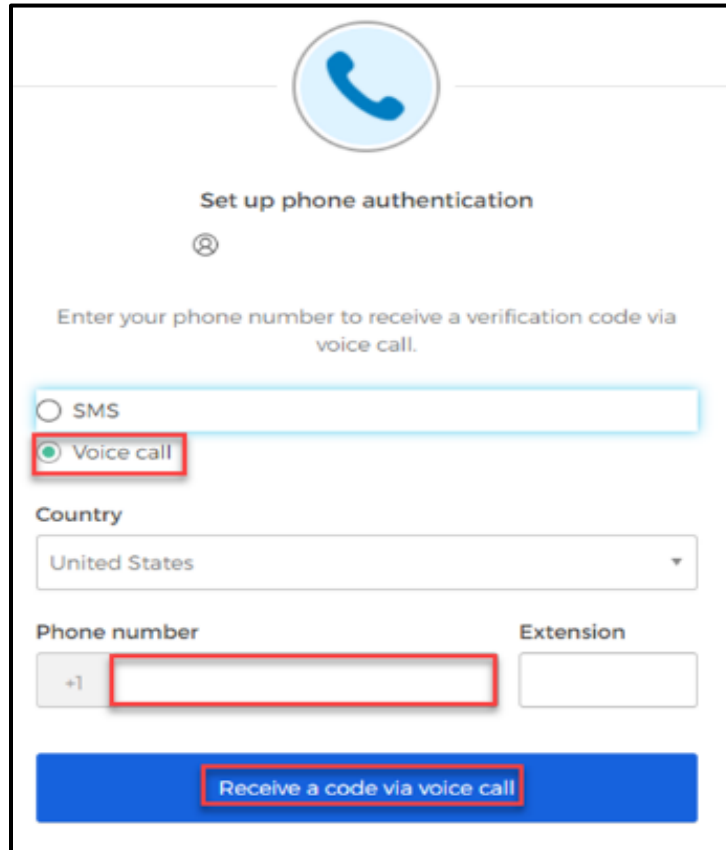
Verify

- Type the code you receive in the text box and click the **“Verify”** button.

Voice Call

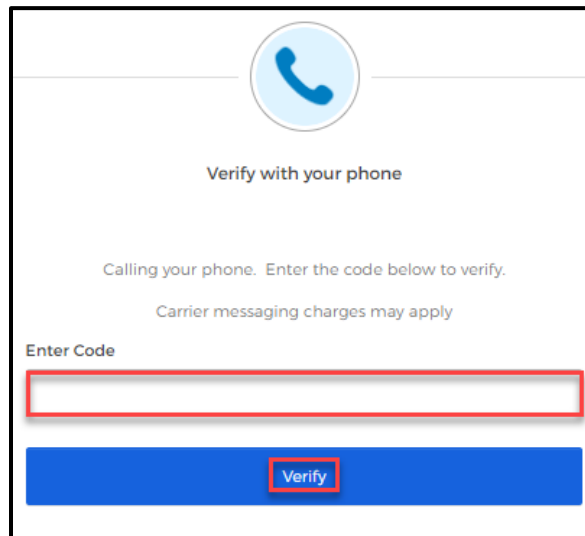
The second option to verify the account is a voice call. The system can provide an automated **verification code** via **Voice call**.

- The **Country** code must be for the United States (+1).
- Type the **Phone number** in the text box to receive a code by voice call.
- Click the “**Receive a code via voice call**” button.



The screenshot shows a web form titled "Set up phone authentication" with a phone icon at the top. Below the title is a small icon of a person. The text "Enter your phone number to receive a verification code via voice call." is displayed. There are two radio button options: "SMS" and "Voice call". The "Voice call" option is selected and highlighted with a red box. Below these options is a "Country" dropdown menu set to "United States". Underneath, there are two input fields: "Phone number" and "Extension". The "Phone number" field has a "+1" prefix and is highlighted with a red box. At the bottom, there is a blue button labeled "Receive a code via voice call", which is also highlighted with a red box.

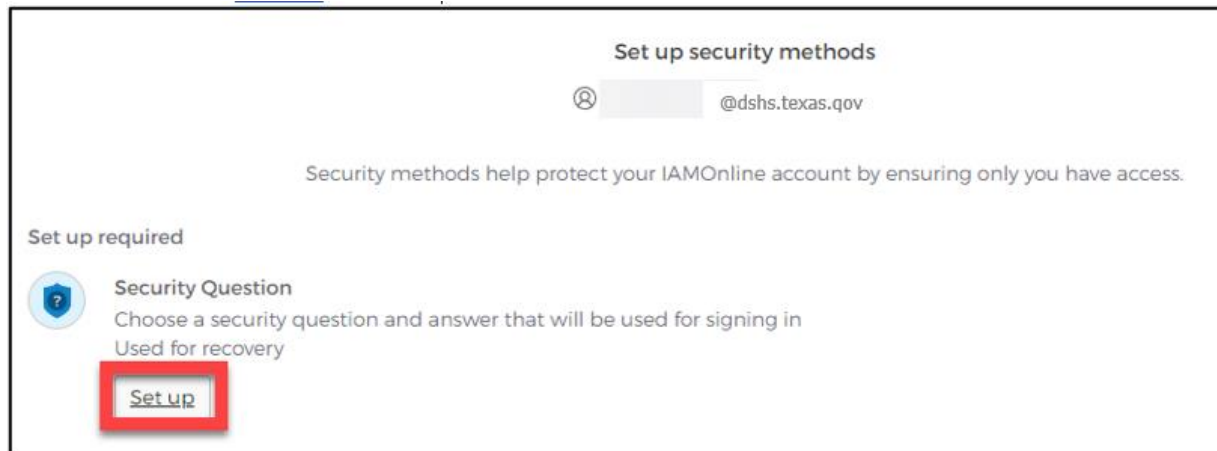
- Type the code provided by the voice call in the **Enter Code** text box and click the **“Verify”** button.



Security Question

Set up a security question to protect the account.

- Click the **“Set up”** button.



You can either **Choose a security question** or **Create your own security question**.

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

Set up security question

@dshs.texas.gov

☒ Choose a security question

☐ Create my own security question

Choose a security question

What is the food you least liked as a child?

Answer

Verify

- To choose a security question, select the **“Choose a security question”** option.
- Select the drop-down icon ▼ and scroll to select a security question.
- Type your answer in the **Answer** box and click the **“Verify”** button.

Set up security question

@dshs.texas.gov

☒ Choose a security question

☐ Create my own security question

Choose a security question

What is the food you least liked as a child?

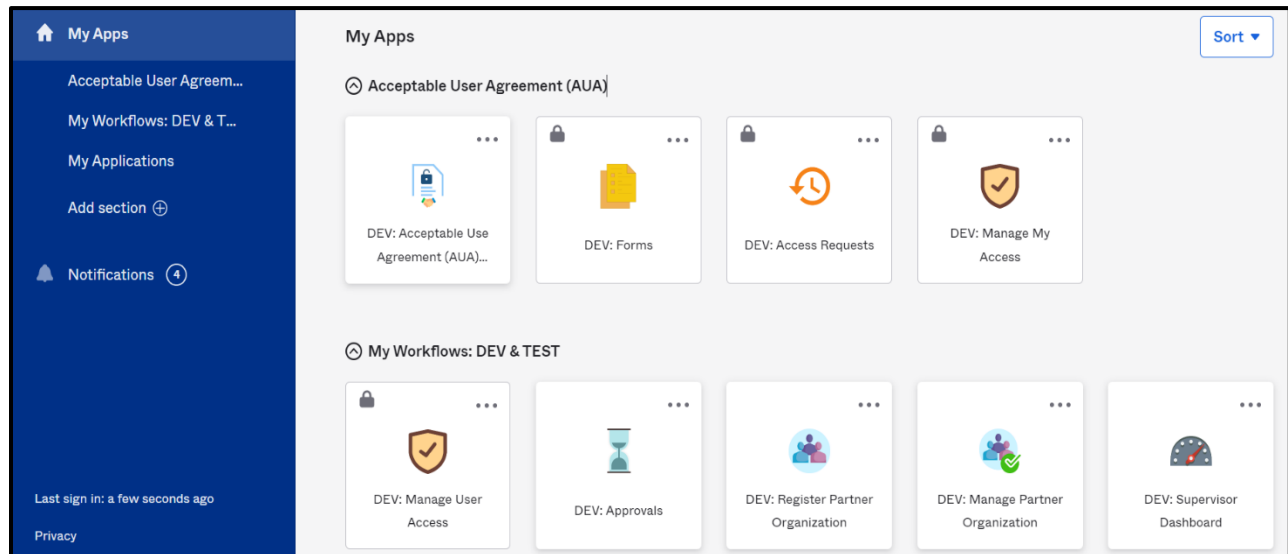
Answer

Verify

6. Welcome to the MyApps Dashboard

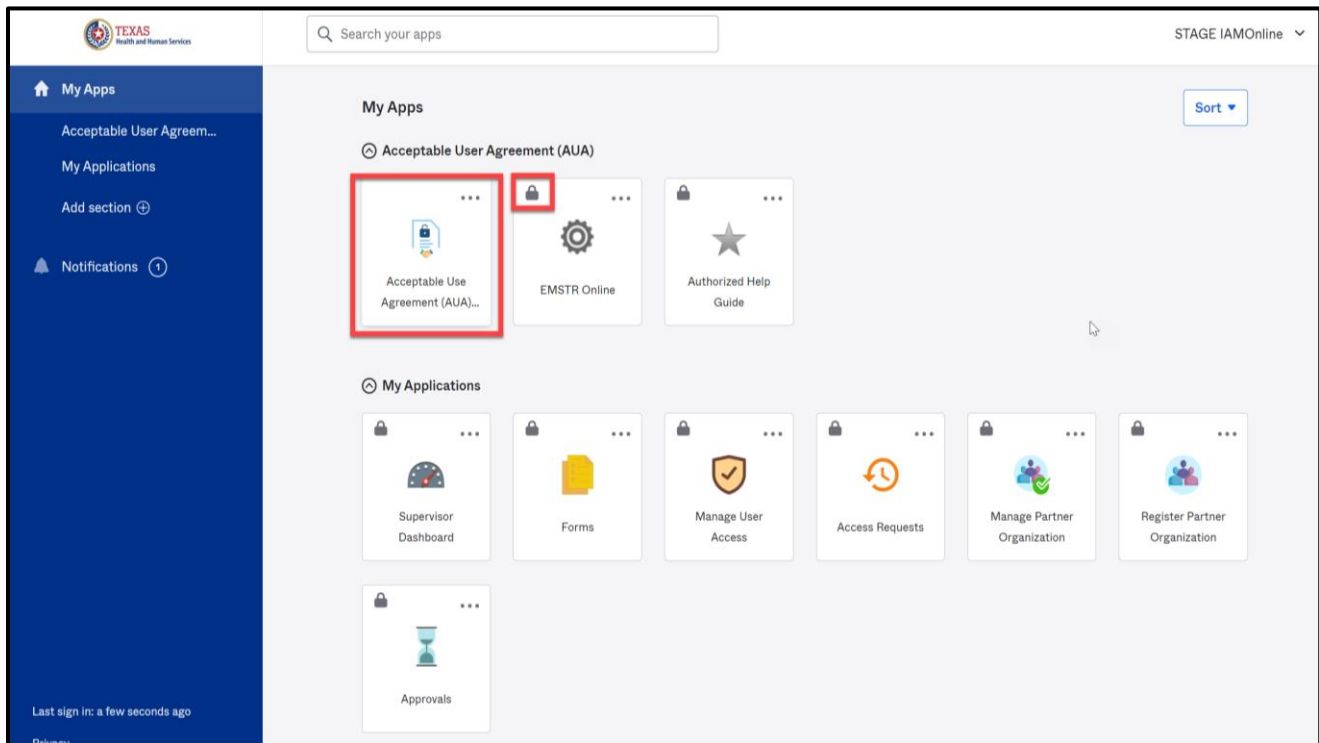
Your account set up is now complete and you can access your **MyApps** dashboard.

- This centralized dashboard will hold all HHS applications, systems, and software within one place for you to easily access and use.
- IAMOnline will also allow you to request and easily manage EMSTR application access.



7. Acceptable Use Agreement (AUA)

All application access tiles are locked with a lock icon until you complete the **Acceptable Use Agreement** form (AUA). To review and sign the AUA form, click the “**Acceptable Use Agreement**” tile located on the dashboard.




Review and Sign the AUA Form

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

- You must sign this form once a year, every year.
- The automated HHS system will send email reminders in the following frequency to remind you to complete the form:
 - A first warning is provided fifteen (15) days before your AUA form expires;
 - A second warning is provided ten (10) days before your AUA form expires;
 - A third warning is provided five (5) days before your AUA form expires;
 - A fourth warning is provided each day until your AUA form 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, all application access tiles will lock until the form is reviewed and signed.

- Once you sign the form, the HHS system will unlock and renew your application access.

 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.

AUA Form Acknowledgement

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 use agreement.
- Select and identify your role as an employee, contractor, or intern with your associated organization.

- Click the **“Submit”** button once you have carefully read the AUA form and complete all required entry fields.

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)

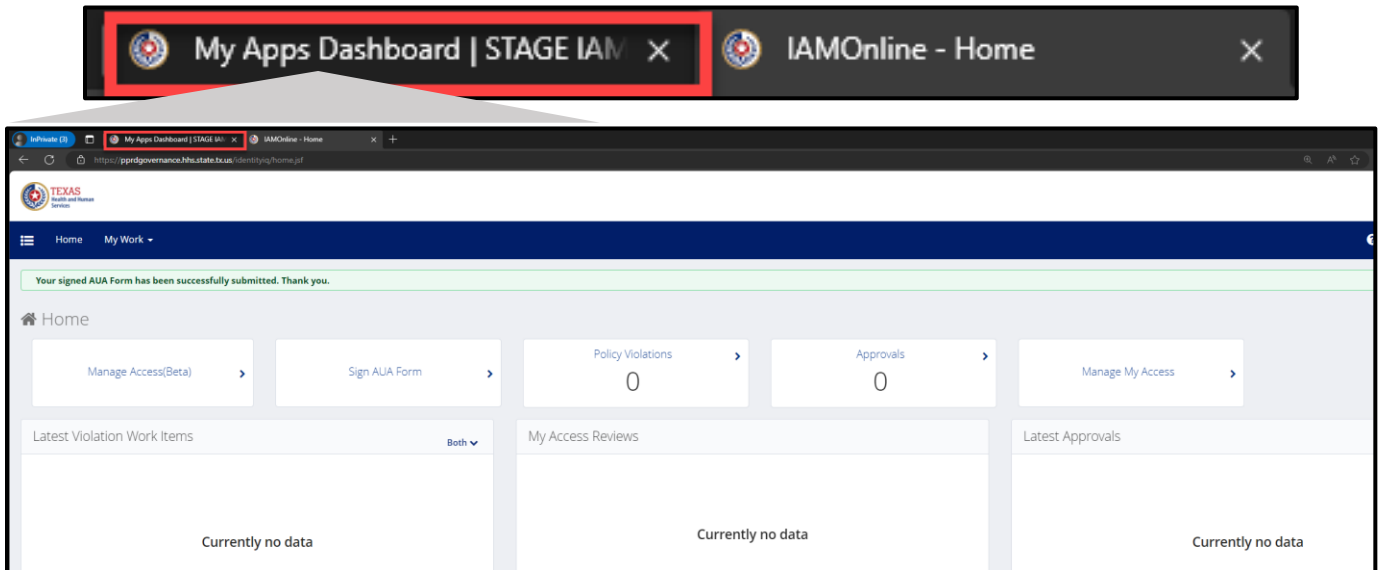
☐ An intern or volunteer (specify agency, department, and division)

☐ Other (specify below if you are an advisory council member or an employee of a private provider)

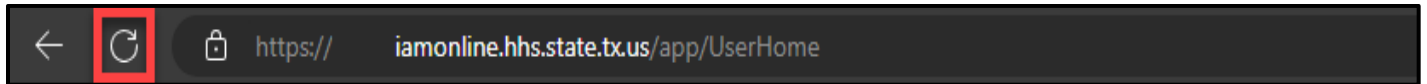
Date Agreement Signed *

Submit

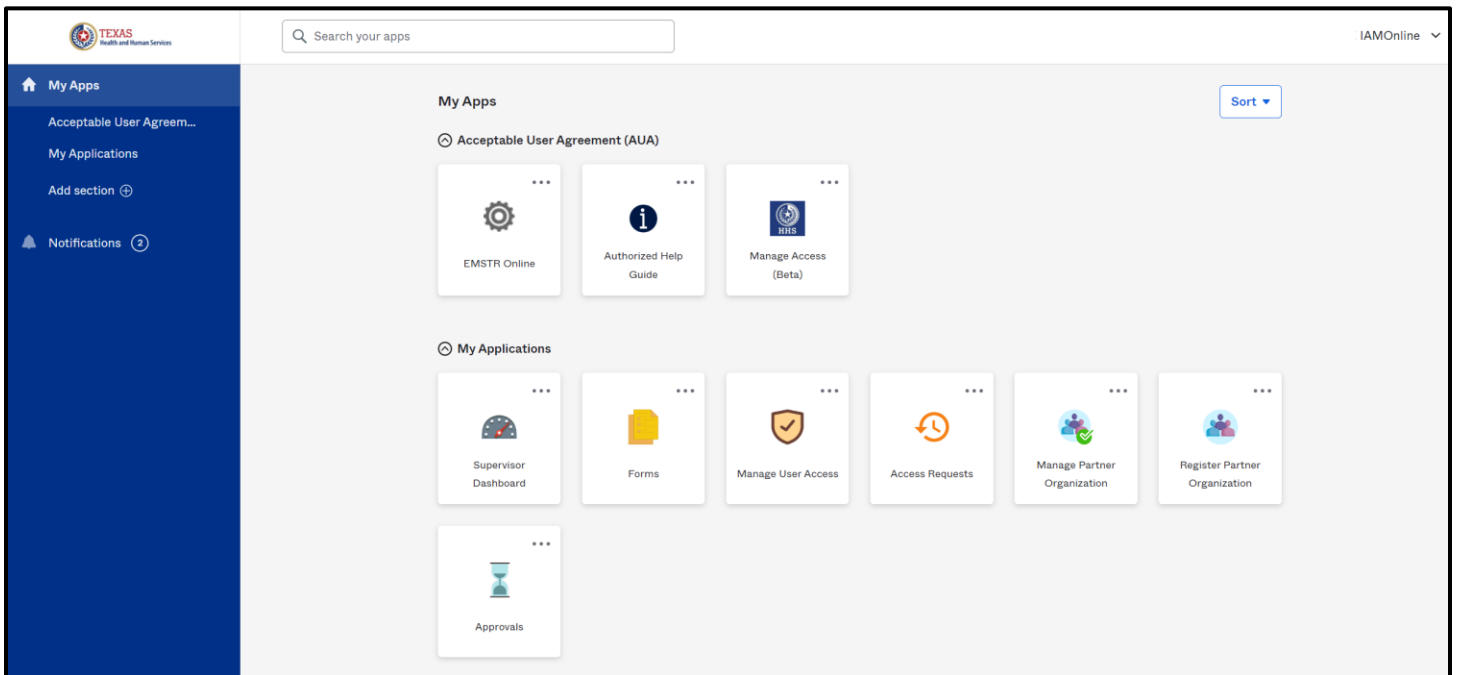
After submitting your AUA form, toggle back to your **MyApps** dashboard webpage.



Refresh your browser by clicking the refresh button.



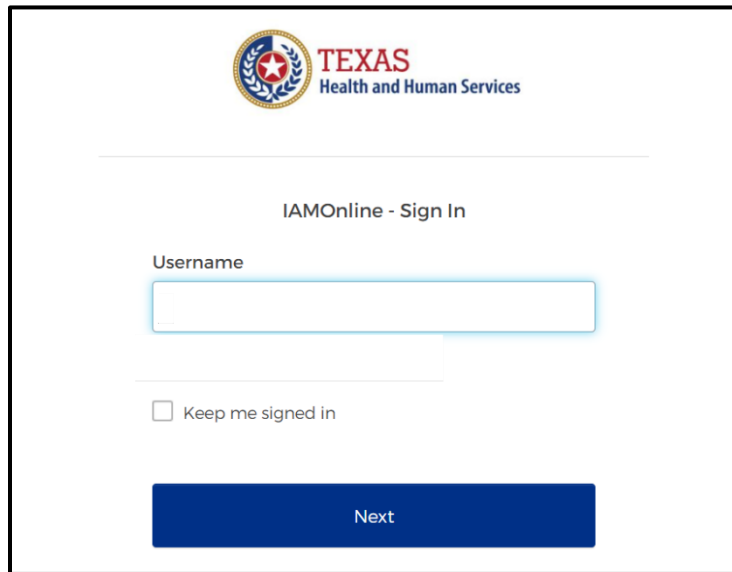
After refreshing your browser, your IAMOnline **MyApps** dashboard tiles will unlock.



8. Subsequent Sign in

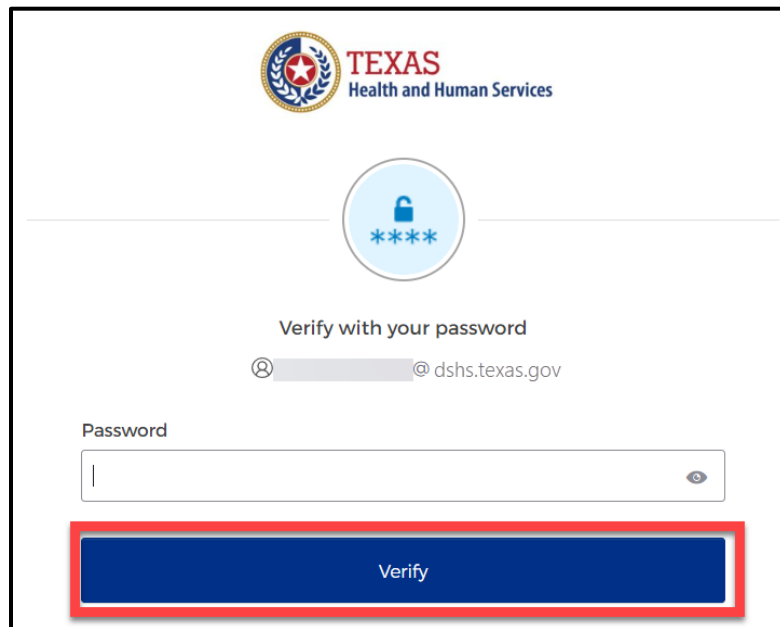
Once you successfully set up your account and access the **MyApps** dashboard, the sign-in process is simplified.

- Access the IAMOnline sign-in page.
- Sign in with your **username** (email).
- Enter your username in the text box and click the **“Next”** button.



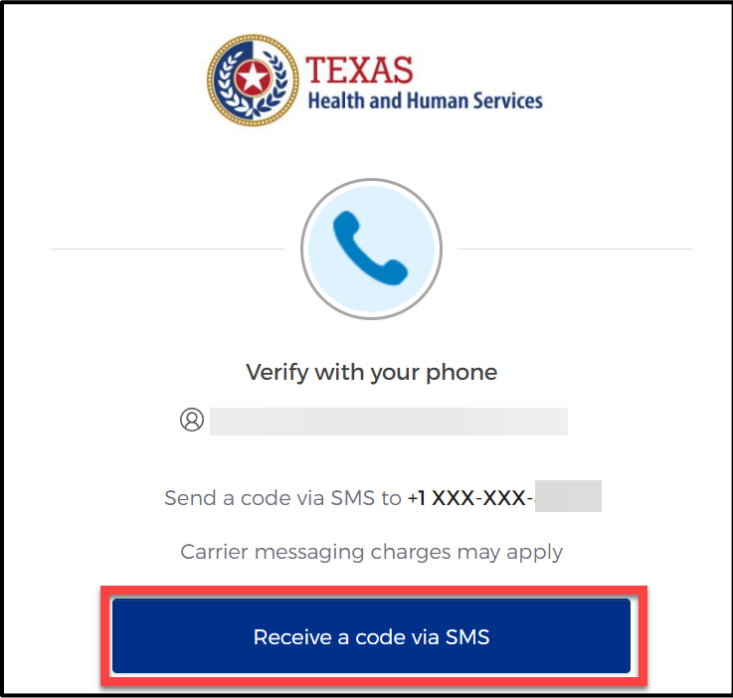
The screenshot shows the 'IAMOnline - Sign In' page. At the top is the Texas Health and Human Services logo. Below it, the text 'IAMOnline - Sign In' is centered. There is a text input field labeled 'Username' with a blue border. Below the field is a checkbox labeled 'Keep me signed in'. At the bottom is a large blue button labeled 'Next'.

- The HHS system will prompt you to enter the password associated with your username.
- Enter your password into the text box and click the **“Verify”** button.



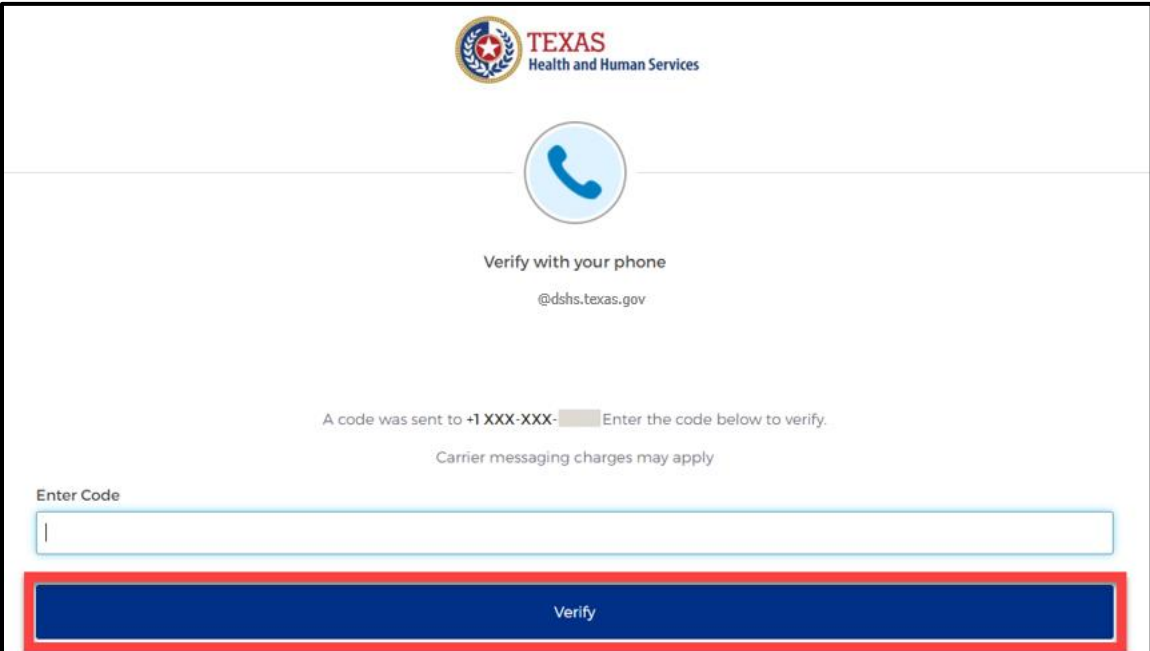
The screenshot shows the 'Verify with your password' page. At the top is the Texas Health and Human Services logo. Below it is a circular icon with a padlock and the text '*****'. The text 'Verify with your password' is centered. Below it is a text input field with a user icon and the text '@ dshs.texas.gov'. Below the field is a text input field labeled 'Password' with a blue border and a toggle icon. At the bottom is a large blue button labeled 'Verify', which is highlighted with a red border.

- The HHS system will prompt you to verify your account using the registered phone number entered during the account creation process. Select the **“Receive a code via SMS.”**

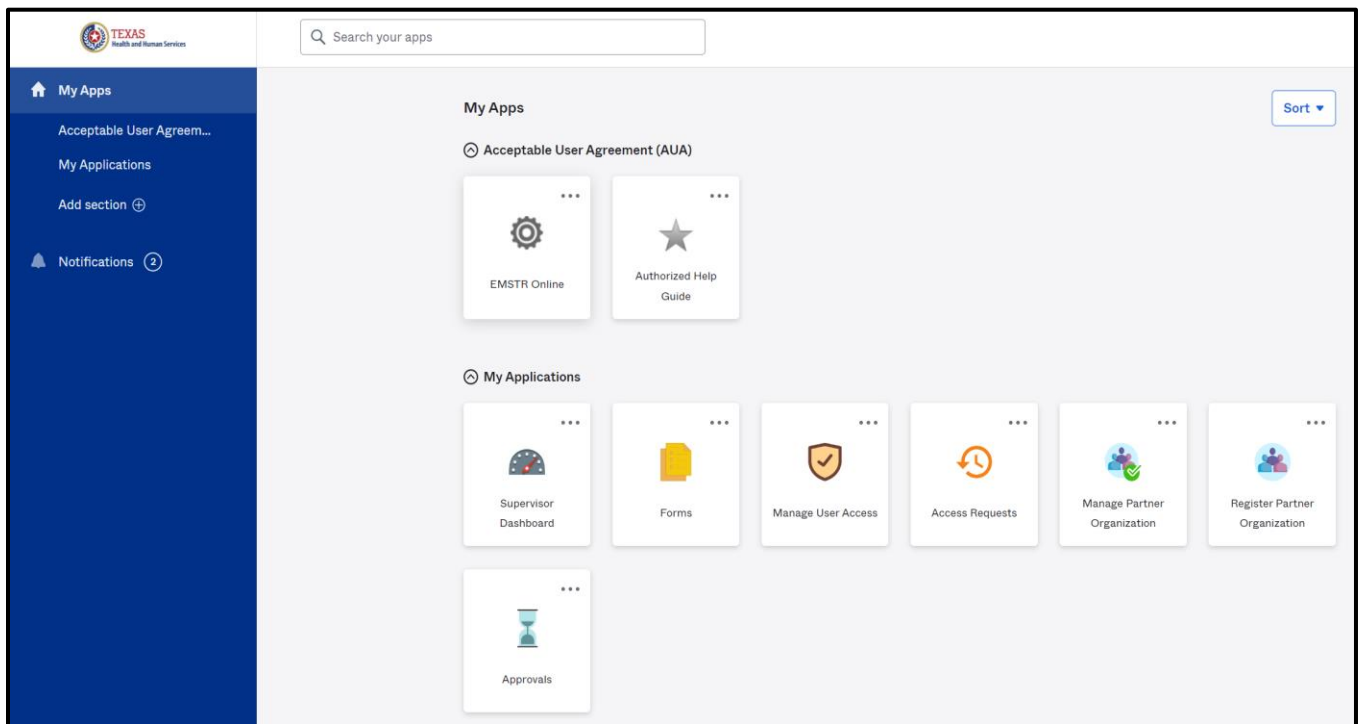


Example of SMS process.

- Enter the code sent via SMS into the text box. Click the **“Verify”** button to continue.



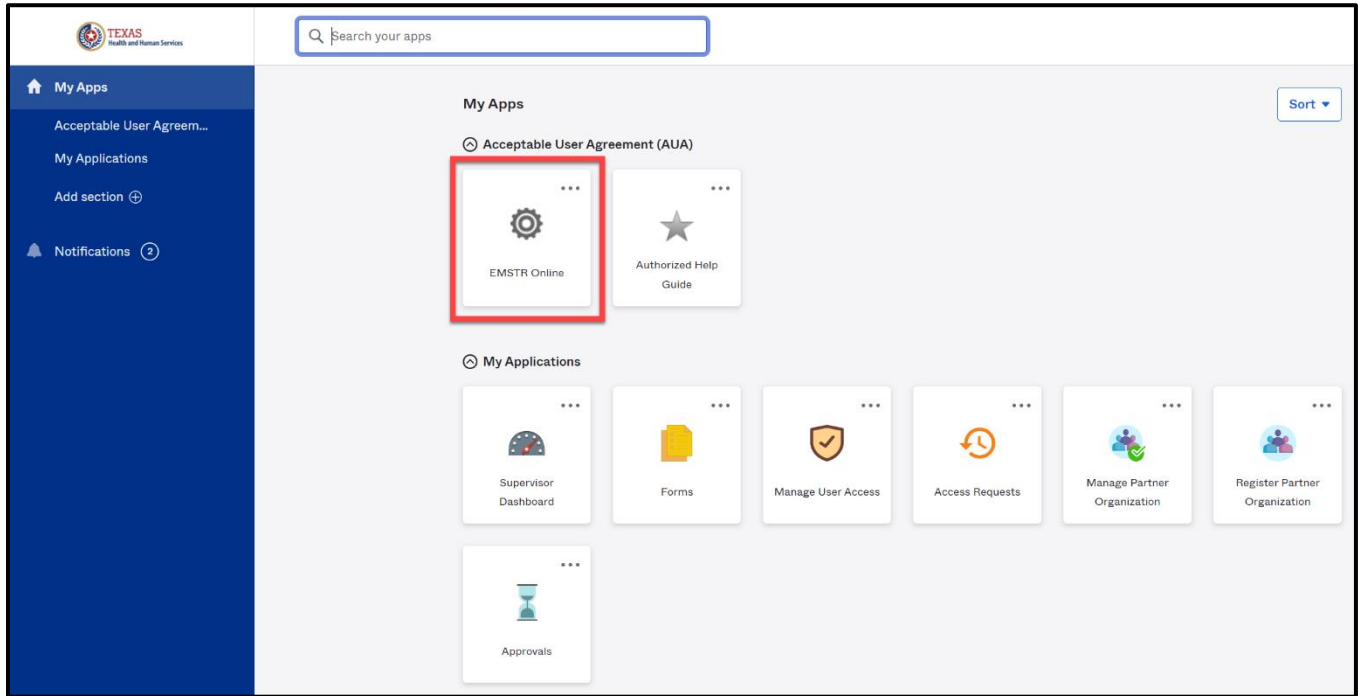
- The HHS system will redirect you to the IAMOnline **MyApps** dashboard. Select the application tile you need to access.



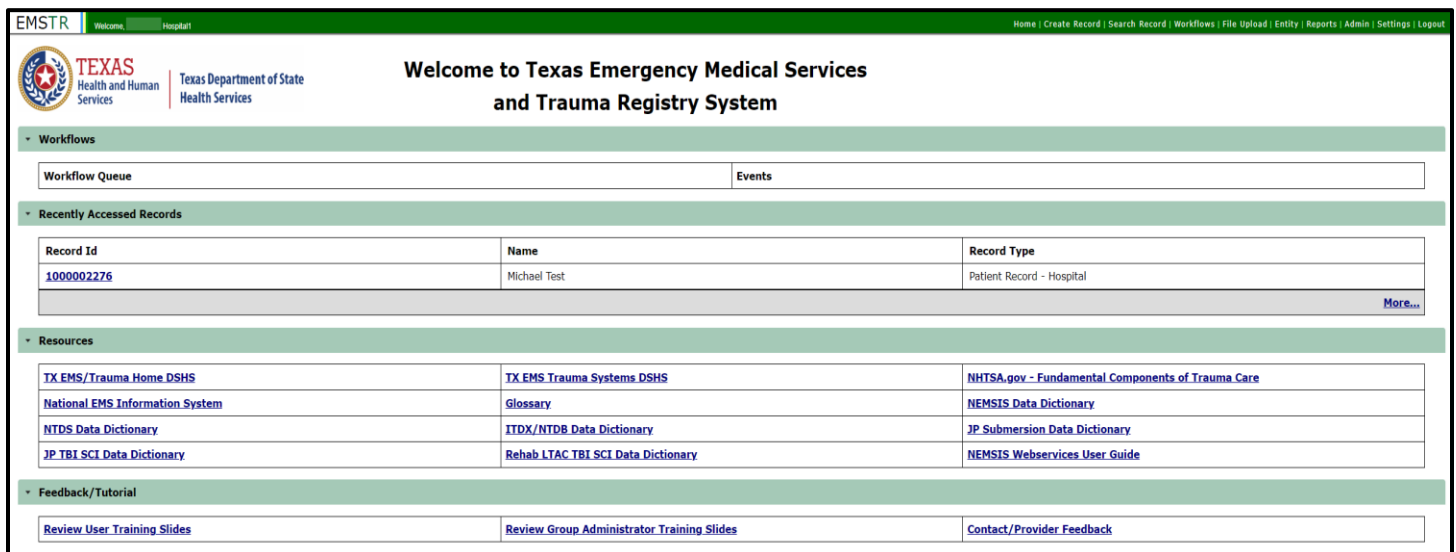
- Additional account management information is in the [Manage Account Access](#) section.

9. Accessing EMSTR

- To access the EMSTR Online application, select the “**EMSTR Online**” tile from the **MyApps** dashboard.



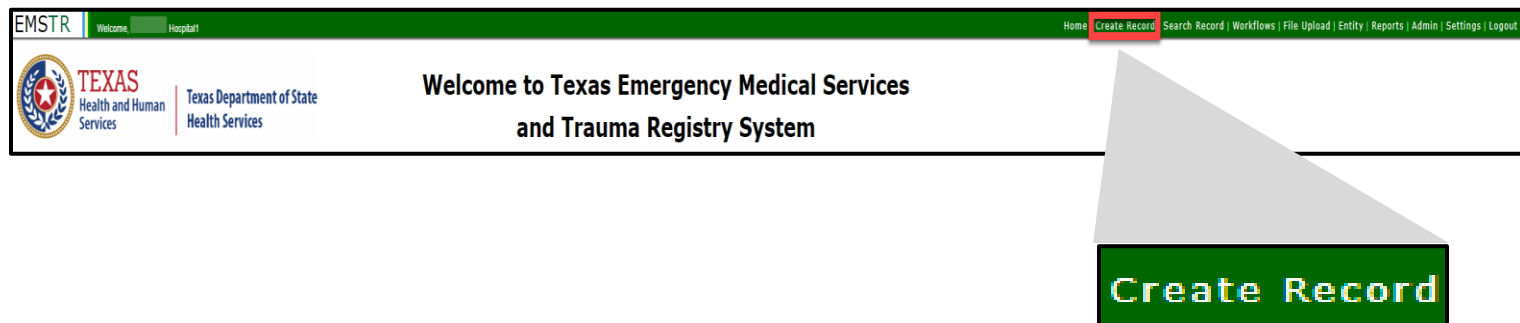
- After selecting the **EMSTR Online** tile from the **MyApps** dashboard, the HHS system will direct you to the EMSTR application.



10. Online Submission Process

Navigate to the Create Record link from the Home Page

- To begin the online submission process, navigate to the EMSTR toolbar and select the “Create Record” link.



Create a Record

- After selecting the **Create Record** link, select the correct record type.
- Note – the record types you are able to view in the drop-down menu will vary based on your access.

A screenshot of the 'Create Event - Person Information' form. The form has a title bar that says 'Create Event - Person Information'. Below the title bar, there is a section titled 'Record Information'. In this section, there is a label '*Record Type' followed by a dropdown menu. The dropdown menu is open, showing a list of record types: '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', and 'Patient Record - Rehabilitation'.

- The available record types include the following:
 - **Patient Record- EMS** – This record type is for all EMS patient records;
 - **Patient Record- Hospital** – This record type is for all trauma hospital patient records;
 - **Patient Record- JP/ME- Submersion** – This record type is for justices of the peace (JPs) and medical examiners (MEs) to submit submersion records;
 - **Patient Record- JP/ME- TBI/SCI** – This record type is for JPs and MEs to submit traumatic brain injury (TBI) and spinal cord injury (SCI) case records;

- **Patient Record- Long Term Acute Care** – This record type is for all long-term acute care (LTAC) facility patient records;
- **Patient Record- Rehabilitation** – This record type is for all rehabilitation patient records;
- **Patient Record- Hospital Submersion** – This record type is for all hospital submersion records; and
- **Patient Record- Hospital TBI/SCI** – This record type is for all hospital TBI and SCI records.

Complete the Record Type

- Once you select the record type you want to enter, the EMSTR application will prompt you to complete the corresponding information.
- The information is sectioned in three categories:
 - **Record Information;**
 - **Add Person;** and
 - **Contact Information.**
- To complete the patient record, fill in the required fields indicated by asterisks (*).

The photo below is a Patient Record-Hospital Record Summary page screenshot:

Record Information

*Record Type: Patient Record - Hospital

Add Person

*First Name: Middle Name: *Last Name:

*Birth Date: *Birth Date (Null Values):

*Gender: *Gender (Null Values):

Contact Information

*Street:

*City:

*State:

*Zip Code:

*County:

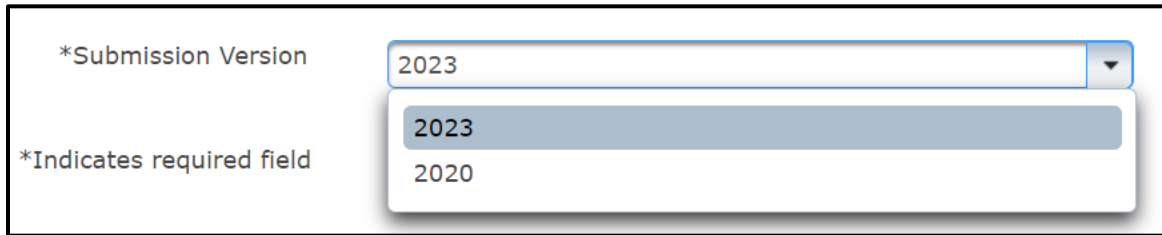
*Country:

*Submission Version:

*Indicates required field

Save Cancel Clear Help

- Important note on the **Submission Version** text field:
 - **Please Note** – The new EMSTR application is compliant with the National Trauma Data Standard (NTDS) 2023 and the International Trauma Data Exchange (ITDX) 2023 data formats.
 - **For Hospitals** – The new EMSTR application will continue to accept the 2020 NTDS/ITDX formats.
 - **For EMS** – The new EMSTR application is compliant with National EMS Information System (NEMSIS) version 3.5 data format.



The screenshot shows a web form with a label '*Submission Version' and a dropdown menu. The dropdown menu is open, showing two options: '2023' (highlighted) and '2020'. Below the dropdown menu, there is a note '*Indicates required field'.

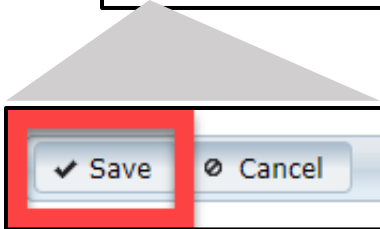
- Once you complete the required fields, select the **“Save”** button on the bottom right of the **Patient Record** Page.

The photo below is a Patient Record- Hospital with example data screenshot:

The screenshot displays a web form titled "Patient Record - Hospital". It is organized into three main sections: "Record Information", "Add Person", and "Contact Information".

- Record Information:** Contains a dropdown menu for "*Record Type" set to "Patient Record - Hospital".
- Add Person:** Includes fields for "*First Name" (Mike), "Middle Name" (empty), and "*Last Name" (Test). It also has fields for "*Birth Date" (09/02/1980) with a calendar icon, and "*Gender" (Male) with a dropdown arrow.
- Contact Information:** Includes fields for "*Street" (1234 Main Street), "*City" (Austin), "*State" (Texas), "*Zip Code" (78701), "*County" (Travis), "*Country" (USA), and "*Submission Version" (2023). Each field has a dropdown arrow.

At the bottom left, a note states: "*Indicates required field". At the bottom right, there are buttons for "✓ Save", "✗ Cancel", "✕ Clear", and "? Help".



- If you need to delete the patient record, select the **"Cancel"** button.

Patient Records Completion

- Upon successful record completion, the EMSTR application will direct you to the **Record Summary** Page.

The example shown below is for the Hospital Patient Record Summary:

Question Package	Last Update	Updated By	Status
Outcome Information			Incomplete
Administrative			Incomplete
ITDX Record Control Information			Incomplete
Agency/Responder			Incomplete
Demographic Information	10/02/2023	Hospital1	Complete
Hospital Procedure			Incomplete
Diagnosis Information			Incomplete
Injury Severity Information	10/03/2023	STGTesting SmithAnup	Complete
Pre-Hospital Information			Incomplete

Question Packages

- **Question Packages** are groups of questions specific to a topic that users must fill out. Packages will differ depending on **Record Type** selection.
- From here, you will complete each **Question Package** by clicking on the name of each question package.

Question Package	Last Update
Outcome Information	
Administrative	
ITDX Record Control Information	
Agency/Responder	
Demographic Information	10/02/2023
Hospital Procedure	
Diagnosis Information	
Injury Severity Information	10/03/2023
Pre-Hospital Information	
Emergency Department Information	
Financial Information	
Trauma Quality Improvement	
Injury Information	
Hospital Complications	
Surgeon Specific Reporting	

- This example shows the question packages for the **Patient Record - Hospital** record type.
- **Note** – question packages will change based on the type of record you select.

An enlarged photo of the Patient Record-Hospital question packages is shown below:

Question Package
<u>Outcome Information</u>
<u>Administrative</u>
<u>ITDX Record Control Information</u>
<u>Agency/Responder</u>
<u>Demographic Information</u>
<u>Hospital Procedure</u>
<u>Diagnosis Information</u>
<u>Injury Severity Information</u>
<u>Pre-Hospital Information</u>
<u>Emergency Department Information</u>
<u>Financial Information</u>
<u>Trauma Quality Improvement</u>
<u>Injury Information</u>
<u>Hospital Complications</u>
<u>Surgeon Specific Reporting</u>

- Once you select a **Question Package**, you will see some information is auto populated based on your patient record information entry.

- You must complete the fields indicated with an asterisk * to save the question package to the patient record. The system will not allow you to save until all fields are complete. Example – The data in the **Age** text field is automatically calculated from the date of birth entered in the patient record.

Demographic Information - Ashley - Patient Record - Hospital

*Patient's First Name	<input type="text" value="Ashley"/>	Patient's Middle Name/Initial	<input type="text"/>	*Patient's Last Name	<input type="text" value="Test"/>
*Patient's Home Address	<input type="text" value="1234 Main Street"/>	*Patient's Home Zip/Postal Code	<input type="text" value="78701"/>		
*Alternate Home Residence (Null Values)	<input type="text" value="Not applicable"/>				
*Patient's Home Country	<input type="text" value="USA"/>				
*Patient's Home State	<input type="text" value="Texas"/>				
*Patient's Home County	<input type="text" value="Travis"/>				
*City	<input type="text" value="Austin"/>	Social Security Number	<input type="text"/>		
*Date of Birth	<input type="text" value="06/17/1976"/>				
*Age	<input type="text" value="47"/>	*Age Units	<input type="text" value="Years"/>		
*Race	<input type="text"/>	*Ethnicity	<input type="text" value="Please Select"/>		
*Sex	<input type="text" value="Female"/>	Medical Record Number	<input type="text"/>		

*Indicates required field

Non-Applicable Information

- As you complete the question packages, there might be required fields that are **Not Applicable** to your record.
- For example, the **Outcome Information** question package in the **Patient Record - Hospital** record type requires you to complete the **Total ICU (intensive care unit) Length of Stay** and **Total Ventilator Days** text fields.
- As noted in the question package, the provider must enter '**Not Applicable**' if the patient did not enter the ICU or spend time on a ventilator.

Outcome Information - Mike Test - Patient Record - Hospital

Please enter both Total ICU length of Stay and Total Ventilator Days in whole numbers for the entire stay. You may utilize the optional fields for both Total ICU Length of Stay and Total Ventilator Days to record additional information, such as ICU Admission and Discharge dates. If the patient did not enter the ICU or spend time on ventilator, please enter 'Not Applicable' into the appropriate null value fields rather than entering '0'.

* Total ICU Length of Stay	<input type="text"/>	* Total ICU Length of Stay (Null Values)	<input type="text" value="Please Select"/>
* Total Ventilator Days	<input type="text"/>	* Total Ventilator Days (Null Values)	<input type="text" value="Please Select"/>
* Hospital Discharge Orders Written Date	<input type="text" value="MM/dd/yyyy hh:mm aa"/>	* Hospital Discharge Orders Written Date (Null Values)	<input type="text" value="Please Select"/>
* Hospital Discharge Physical Date	<input type="text" value="MM/dd/yyyy hh:mm aa"/>	* Hospital Discharge Physical Date (Null Values)	<input type="text" value="Please Select"/>
* Hospital Discharge Disposition	<input type="text" value="Please Select"/>	* Hospital Discharge Disposition (Null Values)	<input type="text" value="Please Select"/>

*Indicates required field

- The required fields with the drop-down menu feature will also include **Not applicable** as an option.
- If you select **Not applicable**, the corresponding fields will disappear from the question package.

- For example, when you select “**Not applicable**” from the **Total Ventilator Days (Null Values)** field, the **Total Ventilator Days** field will automatically populate to **Not applicable**.

Not applicable selected for the Total Ventilator Days (Null Values) field example:

Outcome Information - Michael Test - Patient Record - Hospital

Please enter both Total ICU length of Stay and Total Ventilator Days in whole numbers for the entire stay. You may utilize the optional fields for both Total ICU Length of Stay and Total Ventilator Days to record additional information, such as ICU Admission and Discharge dates. If the patient did not enter the ICU or spend time on ventilator, please enter 'Not Applicable' into the appropriate null value fields rather than entering '0'.

* Total ICU Length of Stay (Null Values)	<input type="text" value="Not applicable"/>	* Total Ventilator Days (Null Values)	<input type="text" value="Please Select"/>
* Total Ventilator Days	<input type="text"/>	* Hospital Discharge Orders Written Date	<input type="text" value="Please Select"/>
* Hospital Discharge Orders Written Date	<input type="text" value="MM/dd/yyyy hh:mm aa"/>	* Hospital Discharge Physical Date (Null Values)	<input type="text" value="Please Select"/>
* Hospital Discharge Physical Date	<input type="text" value="MM/dd/yyyy hh:mm aa"/>	* Hospital Discharge Disposition (Null Values)	<input type="text" value="Please Select"/>
* Hospital Discharge Disposition	<input type="text" value="Please Select"/>		

*Indicates required field

Total Ventilator Days field disappearing from the question package example:

Outcome Information - Michael Test - Patient Record - Hospital

Please enter both Total ICU length of Stay and Total Ventilator Days in whole numbers for the entire stay. You may utilize the optional fields for both Total ICU Length of Stay and Total Ventilator Days to record additional information, such as ICU Admission and Discharge dates. If the patient did not enter the ICU or spend time on ventilator, please enter 'Not Applicable' into the appropriate null value fields rather than entering '0'.

* Total ICU Length of Stay (Null Values)	<input type="text" value="Not applicable"/>	* Hospital Discharge Orders Written Date (Null Values)	<input type="text" value="Please Select"/>
* Total Ventilator Days (Null Values)	<input type="text" value="Not applicable"/>	* Hospital Discharge Physical Date (Null Values)	<input type="text" value="Please Select"/>
* Hospital Discharge Orders Written Date	<input type="text" value="MM/dd/yyyy hh:mm aa"/>	* Hospital Discharge Disposition (Null Values)	<input type="text" value="Please Select"/>
* Hospital Discharge Physical Date	<input type="text" value="MM/dd/yyyy hh:mm aa"/>		
* Hospital Discharge Disposition	<input type="text" value="Please Select"/>		

*Indicates required field

Example Question Package

Below is a **Demographic Information** question package example:

Demographic Information - Michael - Patient Record - Hospital

*Patient's First Name	<input type="text" value="Michael"/>	Patient's Middle Name/Initial	<input type="text"/>	*Patient's Last Name	<input type="text" value="Test"/>
*Patient's Home Address	<input type="text" value="1234 Main Street"/>	*Patient's Home Zip/Postal Code	<input type="text" value="78701"/>		
*Patient's Home Country	<input type="text" value="US"/>				
*Patient's Home State	<input type="text" value="Texas"/>				
*Patient's Home County	<input type="text" value="Travis"/>				
*Patient's Home City	<input type="text" value="Austin"/>	Social Security Number	<input type="text"/>		
*Date of Birth	<input type="text" value="02/24/1981"/>				
*Age	<input type="text" value="42"/>	*Age Units	<input type="text" value="Years"/>		
*Race	<input type="text" value="White"/>	*Ethnicity	<input type="text" value="Please Select"/>		
*Sex (Null Values)	<input type="text" value="Not applicable"/>	Medical Record Number	<input type="text"/>		

*Indicates required field

- Once you complete the required information, select the **“Save”** button at the bottom of the screen.



- As you complete each question package, the EMSTR application will redirect you to the **Record Data** tab of the **Record Summary Page**.
- The example below shows the **Last Update** made on the **Question Package**, who it was **Updated By**, and the **Status**.

Question Packages			
Question Package	Last Update	Updated By	Status
Outcome Information			Incomplete
Administrative			Incomplete
ITDX Record Control Information			Incomplete
Agency/Responder			Incomplete
Demographic Information	10/02/2023	Hospital1	Complete
Hospital Procedure			Incomplete
Diagnosis Information			Incomplete
Injury Severity Information			Incomplete
Pre-Hospital Information			Incomplete
Emergency Department Information			Incomplete
Financial Information			Incomplete
Trauma Quality Improvement			Incomplete
Injury Information			Incomplete
Hospital Complications			Incomplete
Surgeon Specific Reporting			Incomplete

Record Summary Page

- The Record Summary Page includes three tabs:
 - **Record Data;**
 - **Concerns;** and
 - **Record History.**

Record Data Concerns Record History			
Question Packages			
Question Package	Last Update	Updated By	Status
Outcome Information			Incomplete
Administrative			Incomplete
ITDX Record Control Information			Incomplete
Agency/Responder			Incomplete
Demographic Information	10/02/2023	Hospital1	Complete

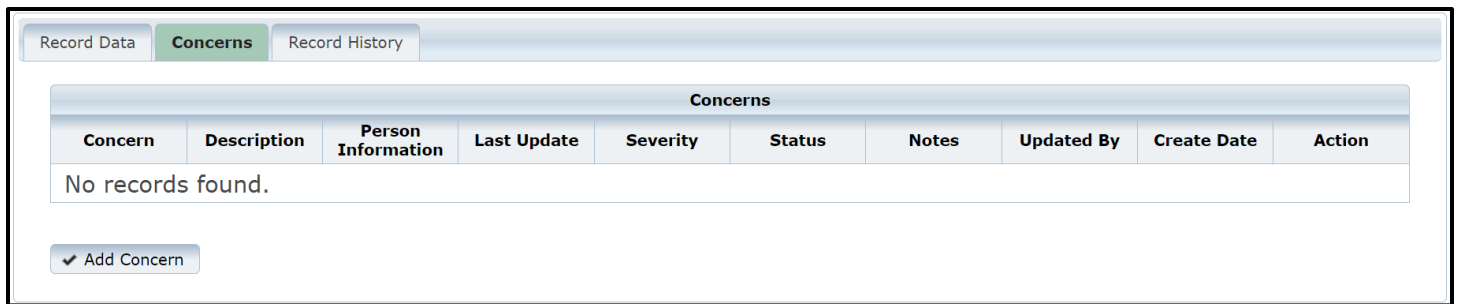
Record Data Tab

- The **Record Data** tab contains the **Question Packages**.
 - If you need to update any record data, navigate to the **Record Data** tab and select the appropriate **Question Package**.

Record Data Concerns Record History	
Question Packages	
Question Package	Last Update
Outcome Information	
Administrative	
ITDX Record Control Information	
Agency/Responder	
Demographic Information	10/02/2023
Hospital Procedure	
Diagnosis Information	
Injury Severity Information	10/03/2023
Pre-Hospital Information	
Emergency Department Information	
Financial Information	
Trauma Quality Improvement	
Injury Information	
Hospital Complications	
Surgeon Specific Reporting	

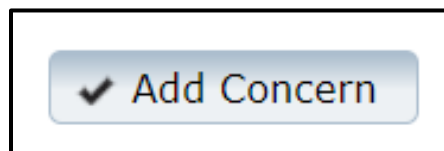
Concerns Tab

- The **Concerns** tab can add your issues or concerns with the record data.

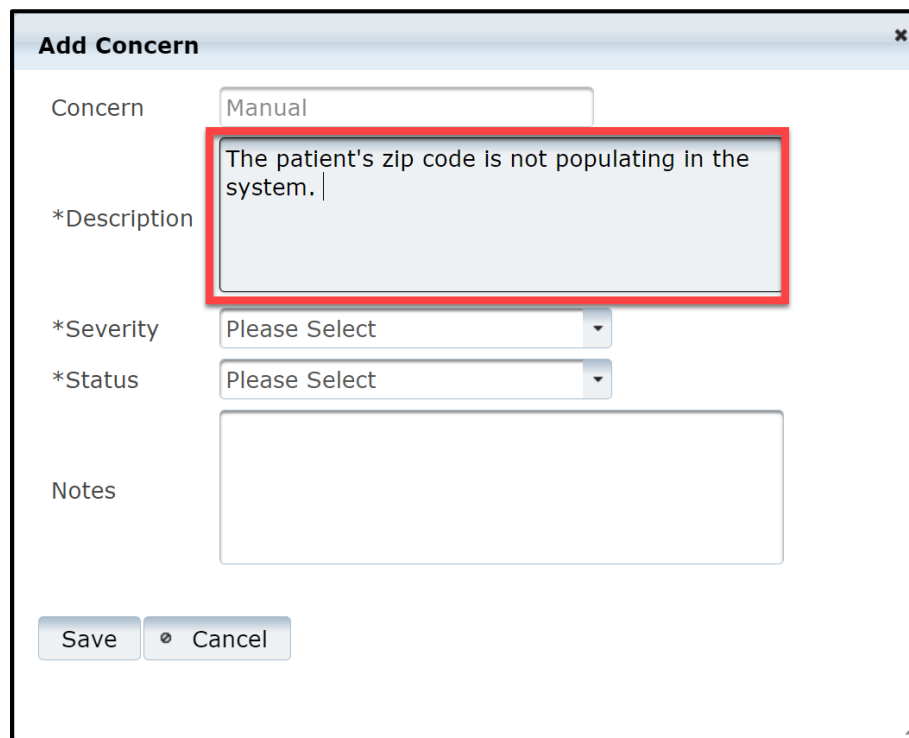


The screenshot shows the 'Concerns' tab selected in a navigation bar. Below the navigation bar is a table with the following columns: Concern, Description, Person Information, Last Update, Severity, Status, Notes, Updated By, Create Date, and Action. The table is currently empty, displaying 'No records found.' Below the table is a button labeled '✓ Add Concern'.

- To add a concern, click the **“Add Concern”** button.



- Once you select the **Add Concern** button, the EMSTR application will prompt you to add details about your concern.
- Add a **“Description”**.

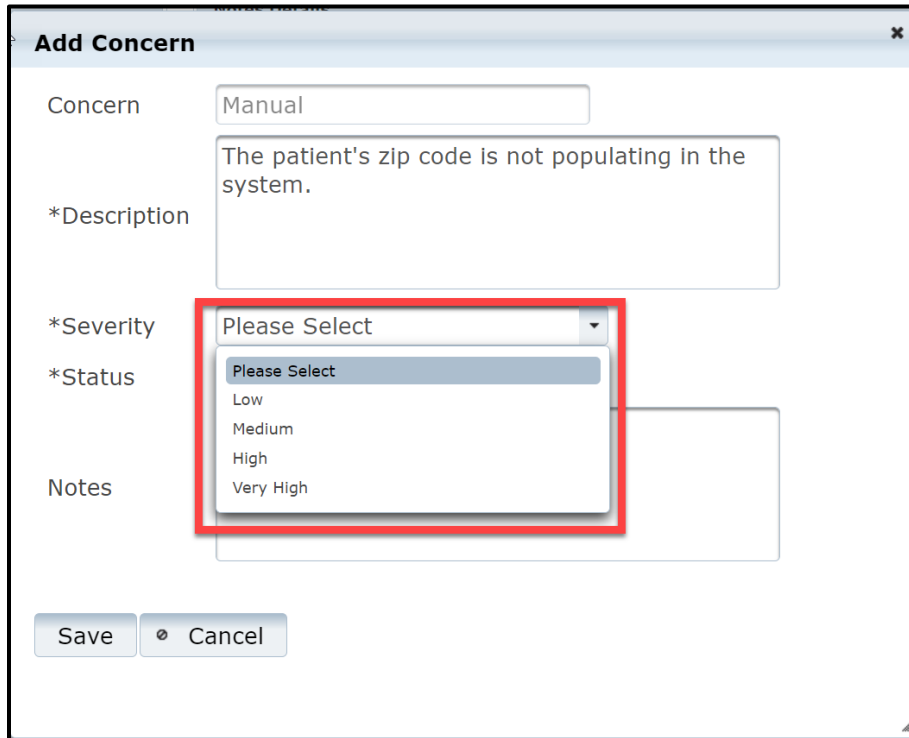


The screenshot shows the 'Add Concern' dialog box. It has a title bar with a close button. The form contains the following fields:

- Concern**: A text input field with the value 'Manual'.
- *Description**: A text area with the text 'The patient's zip code is not populating in the system.' This field is highlighted with a red border.
- *Severity**: A dropdown menu with the value 'Please Select'.
- *Status**: A dropdown menu with the value 'Please Select'.
- Notes**: A large text area.

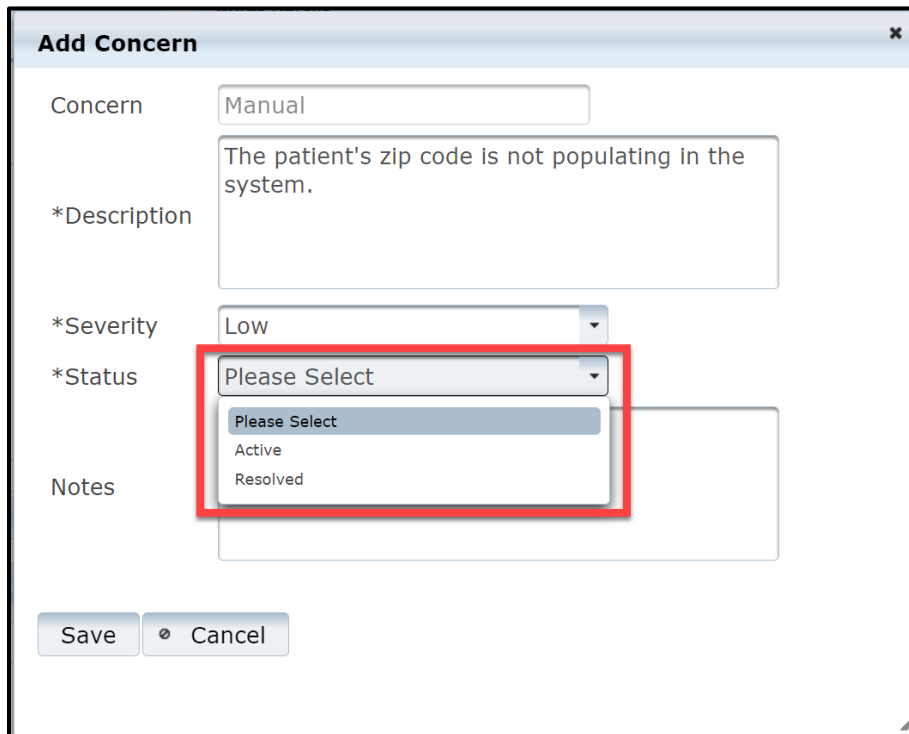
At the bottom of the dialog box are two buttons: 'Save' and 'Cancel'.

- Select the **“Severity”** from the drop-down menu.



The screenshot shows the 'Add Concern' dialog box. The 'Concern' field contains 'Manual'. The '*Description' field contains 'The patient's zip code is not populating in the system.'. The '*Severity' dropdown menu is open, showing options: 'Please Select', 'Low', 'Medium', 'High', and 'Very High'. The '*Status' field is empty. The 'Notes' field is empty. At the bottom are 'Save' and 'Cancel' buttons. A red rectangle highlights the '*Severity' dropdown menu.

- Select the **“Status”** from the drop-down menu.



The screenshot shows the 'Add Concern' dialog box. The 'Concern' field contains 'Manual'. The '*Description' field contains 'The patient's zip code is not populating in the system.'. The '*Severity' dropdown menu is now closed and shows 'Low'. The '*Status' dropdown menu is open, showing options: 'Please Select', 'Active', and 'Resolved'. The 'Notes' field is empty. At the bottom are 'Save' and 'Cancel' buttons. A red rectangle highlights the '*Status' dropdown menu.

- Add any notes you want to include in the **“Notes”** section.

Add Concern

Concern: Manual

*Description: The patient's zip code is not populating in the system.

*Severity: Low

*Status: Active

Notes: N/A

Save Cancel

- Once you add notes, select the **“Save”** button to save the concern in the **Concerns** tab.

Save Cancel

Record History Tab

- The **Record History** tab shows record details such as record creation time, the **Event** type, and the **User** who created the event.

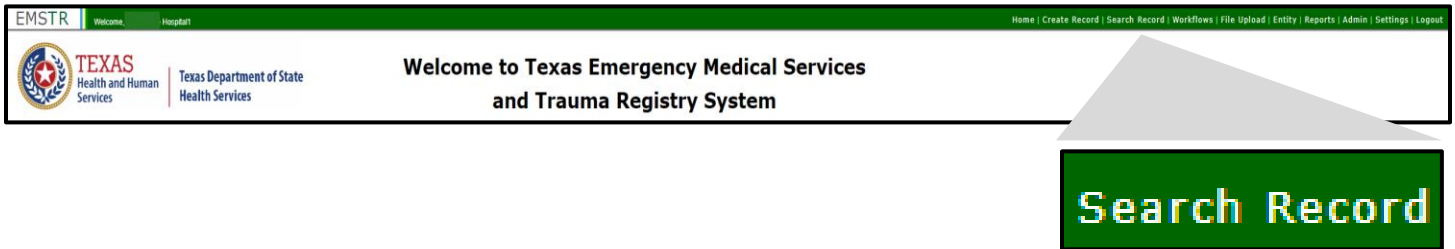
Record History			
Time	Event	Message	User
10/03/2023 02:43 PM	Question Package updated	Updated Question Package: Injury Severity Information	
10/03/2023 02:40 PM	Question Package updated	Updated Question Package: Injury Severity Information	

Search Records

Overview

Most users can only search for their facility records. If you are an administrator, please follow the steps in the administrator guide found on the [EMSTR New Platform Resources](#) link.

- To search for a record, navigate to the **EMSTR** toolbar and click the **“Search Record”** link.



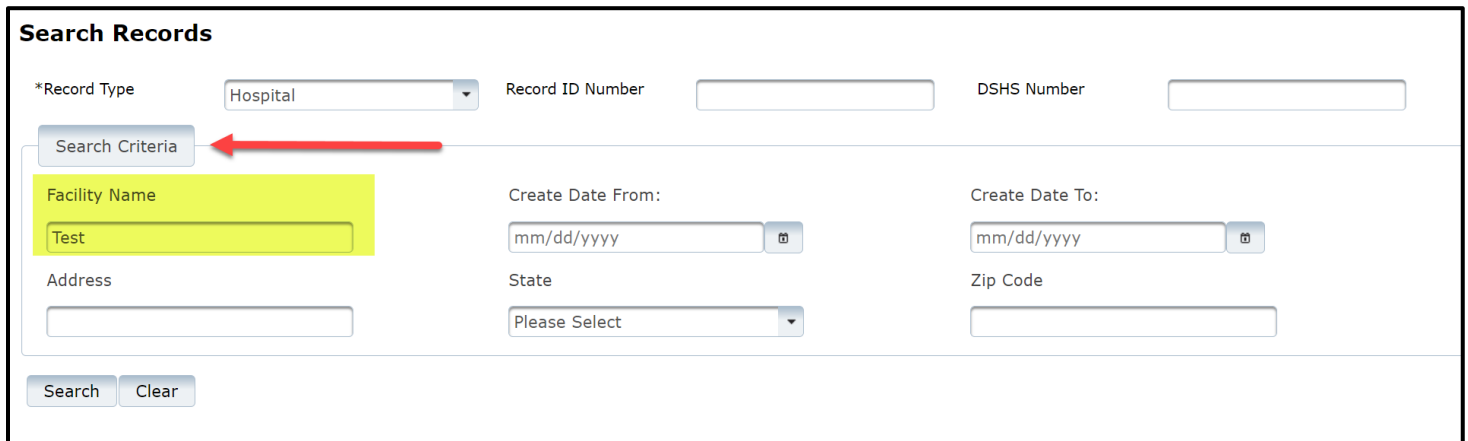
- Once you click the **Search Record** button, the EMSTR application will take you to the **Search Records** page.
- Select the drop-down menu to select the **“Record Type”**.

The photo below is from a hospital provider view:

A screenshot of the 'Search Records' page. The page has a white background with a black border. At the top, the title 'Search Records' is displayed in a large, bold, black font. Below the title, on the left, is the label '*Record Type'. To the right of this label is a dropdown menu. The dropdown menu is open, showing a list of options: 'Please Select' (highlighted in blue), 'Hospital', 'Patient Record - Hospital', 'Patient Record - Submersion', and 'Patient Record - TBI/SCI'.

Once you select the **Record Type**, search for a record by using any of the text fields in the **Search Criteria** area.

NOTE – the example below searches for a **hospital** record using the **Facility Name** text field.



Search Records

*Record Type: Hospital | Record ID Number: | DSHS Number: |

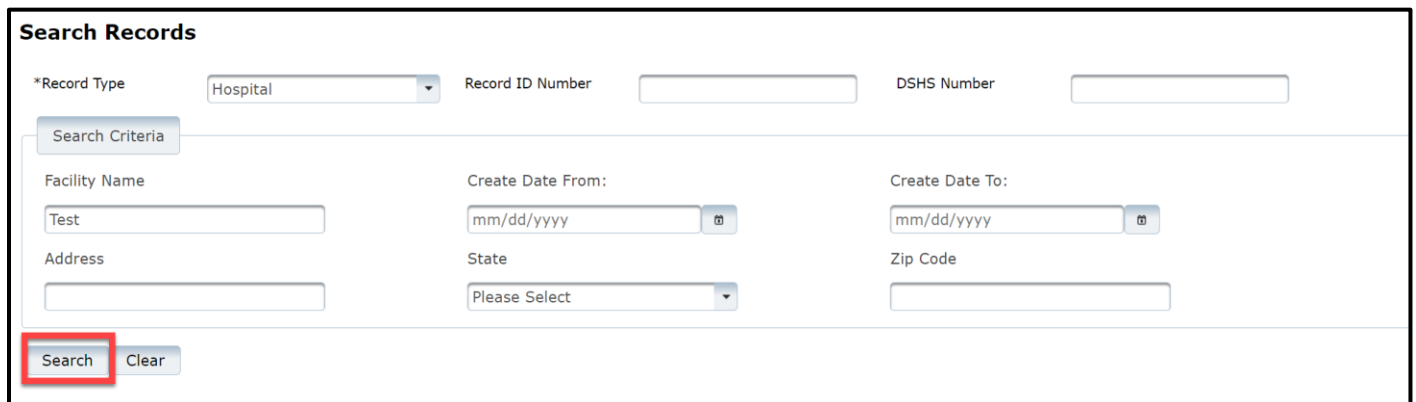
Search Criteria (indicated by a red arrow)

Facility Name: Test | Create Date From: mm/dd/yyyy | Create Date To: mm/dd/yyyy

Address: | State: Please Select | Zip Code: |

Search | Clear

After typing in the search criteria information, select the **“Search”** button.



Search Records

*Record Type: Hospital | Record ID Number: | DSHS Number: |

Search Criteria

Facility Name: Test | Create Date From: mm/dd/yyyy | Create Date To: mm/dd/yyyy

Address: | State: Please Select | Zip Code: |

Search | Clear

Upon selecting the search button, the relevant record(s) will appear.

Record Type	Record ID Number	DSHS Number	Facility Name	Create Date	Address	State	Zip Code
Hospital	454948385			06/23/2023		TX	79221
Hospital	100000225			07/24/2023		TX	78755
Hospital	100000369			07/27/2023		TX	78701
Hospital	70			07/31/2023		TX	73301
Hospital	71			07/31/2023		TX	73301
Hospital	99			08/01/2023		TX	77003
Hospital	101			08/02/2023		TX	77003
Hospital	139			08/03/2023		TX	73301
Hospital	143			08/03/2023		TX	73301
Hospital	171			08/07/2023		TX	77003
Hospital	215			08/08/2023		TX	77003
Hospital	218			08/08/2023		TX	78701
Hospital	100000720			08/09/2023		TX	78755
Hospital	277			08/15/2023		TX	73301
Hospital	384			08/23/2023		TX	73301
Hospital	386			08/23/2023		TX	75206
Hospital	387			08/23/2023		TX	73301
Hospital	388			08/23/2023		TX	79338
Hospital	414			08/29/2023		TX	78751
Hospital	469			09/05/2023		TX	78701

(Entities 1 - 20 of 21, Page: 1/2)

To select the record you want to see, click the link in the **“Record Type”** column of the **Search Results** table.

Record Type	Record ID Number	DSHS Number	Facility Name	Create Date	Address	State	Zip Code
Hospital	454948385			06/23/2023		TX	79221
Hospital	100000225			07/24/2023		TX	78755
Hospital	100000369			07/27/2023		TX	78701
Hospital	70			07/31/2023		TX	73301
Hospital	71			07/31/2023		TX	73301
Hospital	99			08/01/2023		TX	77003
Hospital	101			08/02/2023		TX	77003
Hospital	139			08/03/2023		TX	73301
Hospital	143			08/03/2023		TX	73301
Hospital	171			08/07/2023		TX	77003
Hospital	215			08/08/2023		TX	77003
Hospital	218			08/08/2023		TX	78701
Hospital	100000720			08/09/2023		TX	78755
Hospital	277			08/15/2023		TX	73301
Hospital	384			08/23/2023		TX	73301
Hospital	386			08/23/2023		TX	75206
Hospital	387			08/23/2023		TX	73301
Hospital	388			08/23/2023		TX	79338
Hospital	414			08/29/2023		TX	78751
Hospital	469			09/05/2023		TX	78701

(Entities 1 - 20 of 21, Page: 1/2)

Once you select the record type, the EMSTR application will take you to the **Record Summary** page where you can update record data, add concerns, and view record history.

Record ID

454948385

Record Type

Hospital

Primary Hospital

test

Status

Inactive

Notifications

General Notifications

Concerns

DSHS ID

Edit Entity Information

Notes

255 characters remaining.

Save

Notes Details

UserName	Entry Date	Notes
No records found.		

Record Data

Concerns

Record History

Question Packages				
Question Package	Hospital	Last Update	Updated By	Status
Administrative	test			Incomplete
General Information	test			Incomplete
Entity Import Information	test			Incomplete

11. Reports

EMS and hospital report users, Add/Edit Level 2, and Admin Level 3 users will have access to run the **Submission Status XML files**, **No Reportable Data** (NRD) reports, and **Data Submission** reports.

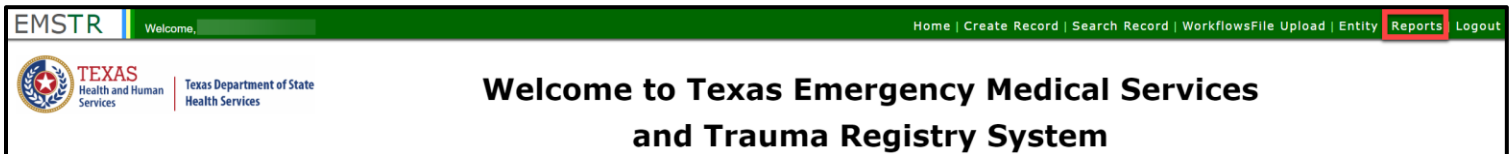
Submission Status XML Files

Overview

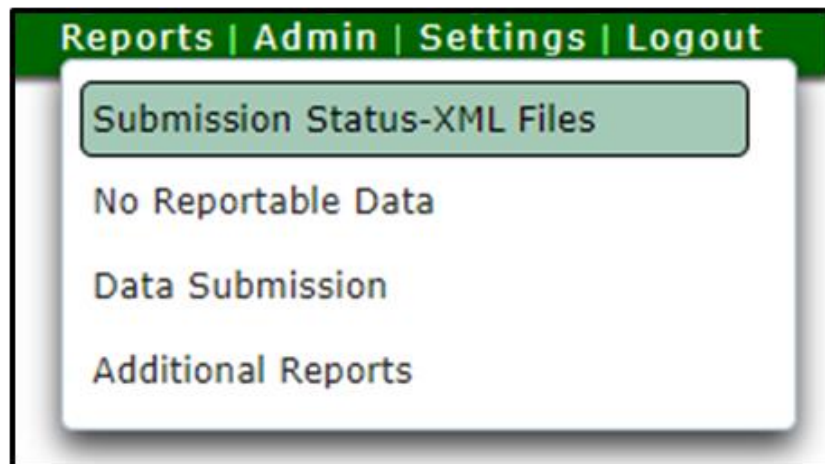
The **Submission Status-XML Files** report is a feature that allows you to search for the uploaded patient XML file status.

Searching for the status of a report:

To search the status of an XML file, access the **Reports** tab from the **EMSTR** navigation bar.



Select the **“Submission Status-XML Files”** option from the drop-down menu.



To find the XML file(s) associated with a patient, type their name in the “**Name**” text field.

Submission Status-XML Files

Type: Hospital Patient *Name:

XML Submissions History (Expand to See Detailed Information)

Year	File Name	Report Period	Entity Name	Submitted Number
No records found.				

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Once you type the patient’s name, the associated XML file(s) will appear.

Submission Status-XML Files

Type: Hospital Patient *Name: June Doe - 1000002676

XML Submissions History (Expand to See Detailed Information)

Year	File Name	Report Period	Entity Name	Submitted Number
2023	Hospitaltest7.xml	02/01/2023 - 02/01/2023	Hospital2	<u>1000002678</u>

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To view the status submission report, click the “**Submitted Number**”.

Submission Status-XML Files

Type: Hospital Patient *Name: June Doe - 1000002676

XML Submissions History (Expand to See Detailed Information)

Year	File Name	Report Period	Entity Name	Submitted Number
2023	Hospitaltest7.xml	02/01/2023 - 02/01/2023	Hospital2	<u>1000002678</u>

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After selecting the **Submitted Number**, a **File Submission Report** pdf version will download.

10/11/2023 11:00 AM

File Submission Report

Entity Number	2271149
Entity Name	Hospital2
Report Period	02/01/2023 - 02/01/2023
Submission Date	10/11/2023 11:00 AM
Submission Number	1000002676
Processed Date	10/11/2023 11:34 AM
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
2271149_12345678	IncidentTime	235100	235100	W	1304_IncidentTime: 1304: Injury Incident Time is later than EMS Dispatch Time

To view details of the XML file, select the drop-down button.

Submission Status-XML Files

TypeHospital Patient

1000002676

XML Submissions History

2023

Report Period ▾

Entity Name ▾

Submitted Number ▾

02/01/2023 - 02/01/2023

Hospital2

1000002678

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The **XML Submissions History** details will display.

Submission Status-XML Files

Type Hospital Patient *Name June Doe - 1000002676

XML Submissions History (Expand to See Detailed Information)

Year	File Name	Report Period	Entity Name	Submitted Number
2023	Hospitaltest7.xml	02/01/2023 - 02/01/2023	Hospital2	<u>1000002678</u>
<div><div>Submitted Date10/11/2023 11:34 AM</div><div>Processed Date and Time10/11/2023 11:34 AM</div><div>Total Records Submitted (New/Re-Submitted)(%)1 (1/0)</div><div>Records with Warnings [Accepted] (%)1 (100%)</div><div>Total Records [Accepted] (%)1 (100%)</div><div>Total Records [Incomplete] (%)0 (0%)</div><div>Entity Id2271149</div><div>Submitted By</div><div>Records with Errors [Rejected] (%)0 (0%)</div><div>Records with No Errors/Warnings [Accepted] (%)0 (0%)</div><div>Total Records [Rejected] (%)0 (0%)</div></div>				

Back Help

No Reportable Data (NRD) Reports

Overview

You should submit the NRD report for any month the facility you are reporting for does not have data to submit. You need to submit NRD reports for current or past dates, but you cannot submit a NRD for a future date.


Submitting a NRD Report:

To run a NRD report, access the **“Reports”** tab from the **EMSTR** navigation bar.

EMSTR

Welcome,

Home | Create Record | Search Record | WorkflowsFile Upload | Entity **Reports** Logout

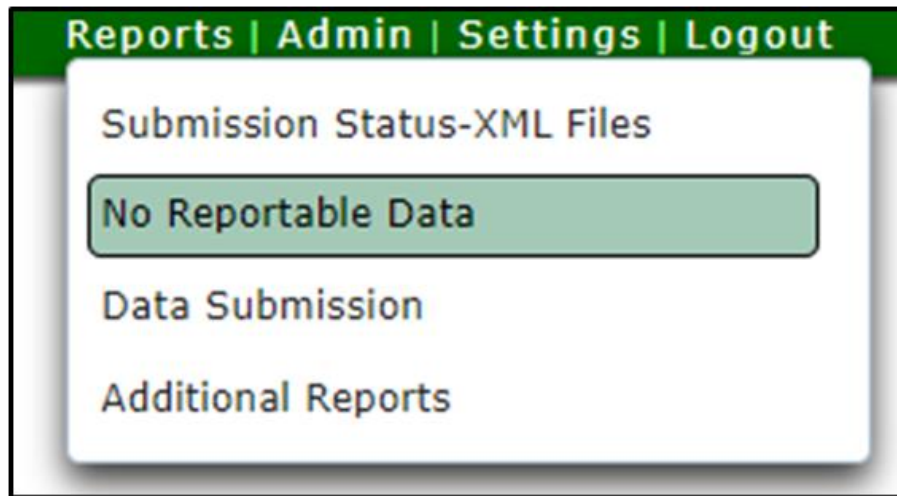


TEXAS
Health and Human
Services

Texas Department of State
Health Services

**Welcome to Texas Emergency Medical Services
and Trauma Registry System**

Select **“No Reportable Data”** from the drop-down menu.



Indicate the NRD **“Year”** and **“Month”** using the drop-down menus.

No Reportable Data

Entity Type: *Entity Name - Record ID:

NRD Year: NRD Month: NRD Indicated By: Date NRD Indicated: Action:

No Reportable Data History

NRD Year	NRD Month	NRD Indicated By	Date NRD Indicated	Actions
2023	September	mackenzie.hospital1@mailinator.com	10/09/2023	<input type="button" value="Delete"/>

No Reportable Data

Entity Type: *Entity Name - Record ID:

NRD Year: NRD Month: NRD Indicated By: Date NRD Indicated: Action:

No Reportable Data History

NRD Year	NRD Month	NRD Indicated By	Date NRD Indicated	Actions
2023	September	mackenzie.hospital1@mailinator.com	10/09/2023	<input type="button" value="Delete"/>

After you add the NRD year and month, click the **“Add New”** button to submit the NRD.

The screenshot shows the 'No Reportable Data' form. The 'Entity Type' is 'Hospital' and the '*Entity Name - Record ID' is 'Hospital2-421'. The 'NRD Year' is '2023' and the 'NRD Month' is 'September'. The 'NRD Indicated By' field is empty, and the 'Date NRD Indicated' is '10/09/2023'. The 'Action' buttons are 'Cancel' and 'Add New', with 'Add New' highlighted by a red box. Below the form is a table titled 'No Reportable Data History' with columns: NRD Year, NRD Month, NRD Indicated By, Date NRD Indicated, and Actions. The table is currently empty, showing 'No records found.'

Upon selecting the **Add New** button, you will see the report in the **No Reportable Data History** table.

The screenshot shows the 'No Reportable Data' form. The 'Entity Type' is 'EMS Facility' and the '*Entity Name - Record ID' is empty. The 'NRD Year' is 'Please Select' and the 'NRD Month' is 'Please Select'. The 'NRD Indicated By' field is empty, and the 'Date NRD Indicated' is '09/12/2023'. The 'Action' buttons are 'Cancel' and 'Add New', with 'Add New' highlighted by a red box. Below the form is a table titled 'No Reportable Data History' with columns: NRD Year, NRD Month, NRD Indicated By, Date NRD Indicated, and Actions. The table contains one record: NRD Year: 2023, NRD Month: September, NRD Indicated By: (empty), Date NRD Indicated: 09/12/2023, Actions: Delete. The 'Delete' button is highlighted by a red box.

If you made an error and need to remove the NRD, you can select the **“Delete”** button from the **No Reportable Data History** table.

The screenshot shows the 'No Reportable Data' form. The 'Entity Type' is 'Hospital' and the '*Entity Name - Record ID' is 'Hospital2-421'. The 'NRD Year' is 'Please Select' and the 'NRD Month' is 'Please Select'. The 'NRD Indicated By' is 'mackenzie.hospital1@maili' and the 'Date NRD Indicated' is '10/09/2023'. The 'Action' buttons are 'Cancel' and 'Add New'. Below the form is a table titled 'No Reportable Data History' with columns: NRD Year, NRD Month, NRD Indicated By, Date NRD Indicated, and Actions. The table contains one record: NRD Year: 2023, NRD Month: September, NRD Indicated By: (empty), Date NRD Indicated: 10/09/2023, Actions: Delete. The 'Delete' button is highlighted by a red box.

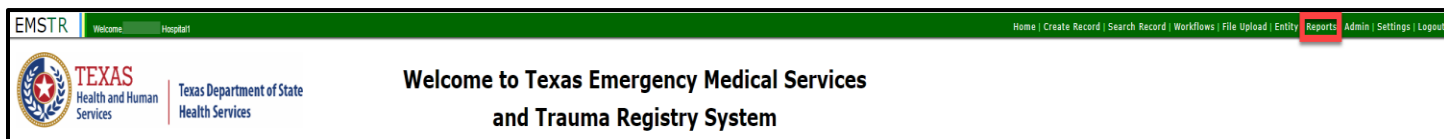
Data Submission Reports

Overview

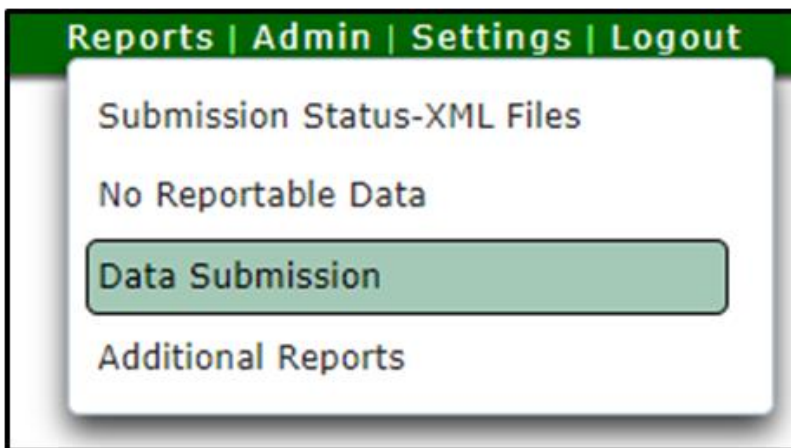
If you have not submitted an NRD report for your facility for 90 days up to 180 days, you will receive an email from the EMSTR application. If you receive an email, you must submit the **data submission report**.

How to submit a data submission report

To submit a data submission report, access the **“Reports tab”** from the **EMSTR** navigation bar.



Select **Data Submission** from the drop-down menu.



Upon selecting **Data Submission** from the Reports drop-down, a new page will open.

Complete each required field indicated by asterisks (*). The system will not allow you to save until all fields are complete.

The image shows the Data Submission form. It has a header "Data Submission" and a sub-header "Data Submission". The form contains several fields: Entity Type (Hospital), *Entity Name - Record ID (Hospital2-421), *Is data submission up to date? (No), Missing submission time frame (90 days), Contact attempted? (Yes), Contact notes (text area), Letter sent date (MM/DD/YYYY), *Reason for missing submission (Entity closed), Date RAC was notified (MM/DD/YYYY), Processing agent (Mackenzie Hospital1), and Date regulatory notified (MM/DD/YYYY). There is an "Add New" button. At the bottom, there is a table with columns: Is data submission up to date?, Missing submission time frame, Contact attempted?, Contact Notes, Letter sent date, Reason for missing submission, Specify other reason, Date RAC was notified, Processing Agent, Date regulatory notified, Date added, and Delete. The table currently shows "No records found." At the bottom of the form are "Save" and "Cancel" buttons, and a "Help" button.

Once you've completed the required fields, select the **"Add New"** button.

Data Submission

▼ Data Submission

Entity Type: Hospital *Entity Name - Record ID: Hospital2-421

*Is data submission up to date? No

Missing submission time frame: 90 days Contact attempted? Yes

Contact notes:

Letter sent date: MM/DD/YYYY *Reason for missing submission: Entity closed

Date RAC was notified: MM/DD/YYYY Processing agent: Mackenzie Hospital1

Date regulatory notified: MM/DD/YYYY

Add New

Is data submission up to date?	Missing submission time frame	Contact attempted?	Contact Notes	Letter sent date	Reason for missing submission	Specify other reason	Date RAC was notified	Processing Agent	Date regulatory notified	Date added	Delete
No records found.											

✓ Save Cancel ? Help

After selecting **Add New**, select the **"Save"** button to save the report.

Data Submission

▼ Data Submission

Entity Type: Hospital *Entity Name - Record ID: Hospital2-421

*Is data submission up to date? Please Select

Missing submission time frame: Please Select Contact attempted? Please Select

Contact notes:

Letter sent date: MM/DD/YYYY *Reason for missing submission: Please Select

Date RAC was notified: MM/DD/YYYY Processing agent: Mackenzie Hospital1

Date regulatory notified: MM/DD/YYYY

Add New

Is data submission up to date?	Missing submission time frame	Contact attempted?	Contact Notes	Letter sent date	Reason for missing submission	Specify other reason	Date RAC was notified	Processing Agent	Date regulatory notified	Date added	Delete
No	90 days	Yes			Entity closed			Mackenzie Hospital1		10/09/2023	

Save Cancel ? Help

The system will notify you if your data did not save.

12. Manage Account Access

Important Note on Role-Based Access

Application access is grouped by role, so you must select the correct EMSTR role access that fits your access needs.

EMSTR has three (3) role types:

- EMSTR View Only Level 1;
- EMSTR Add/Edit Level 2; and
- EMSTR Admin Level 3.

Once you type “EMSTR” into the **Search Access** textbox, three types of results will appear:

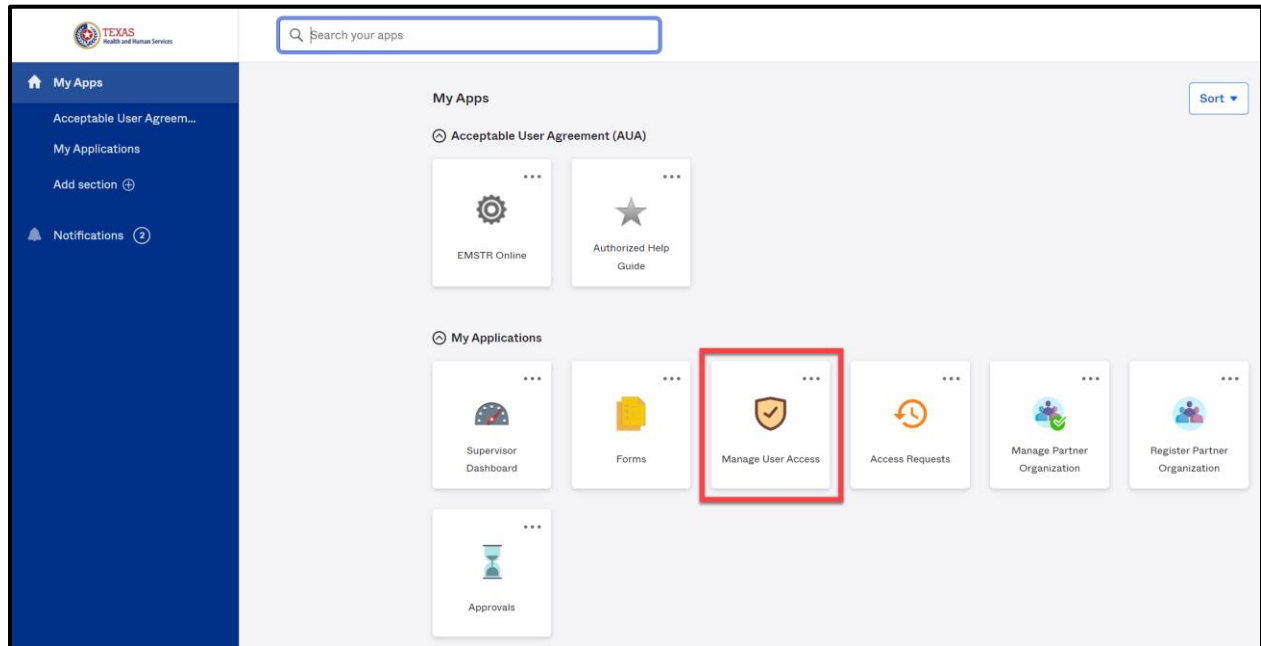
EMSTR View Only Level 1, **EMSTR Add/Edit Level 2** and **EMSTR Admin Level 3**.

- *Example – **End-users*** that need limited application access should only request EMSTR ***View Only Level 1*** access.
- *Example – **Facility users*** that submit data for their facility but are not the facility administrator should select the ***EMSTR Add/Edit Level 2***
- *Example – **Organization Administrators*** requesting application access should select the ***EMSTR Admin Level 3*** access.

Manage User Access Overview

All users can request to add or remove application access through your **MyApps** dashboard. After logging in to IAMOnline, the **My Apps** dashboard will appear on the screen. Select the “**Manage User Access**” tile to manage account access.

Facility administrators and account managers can reference the Organization Administrative User Slides for additional details.

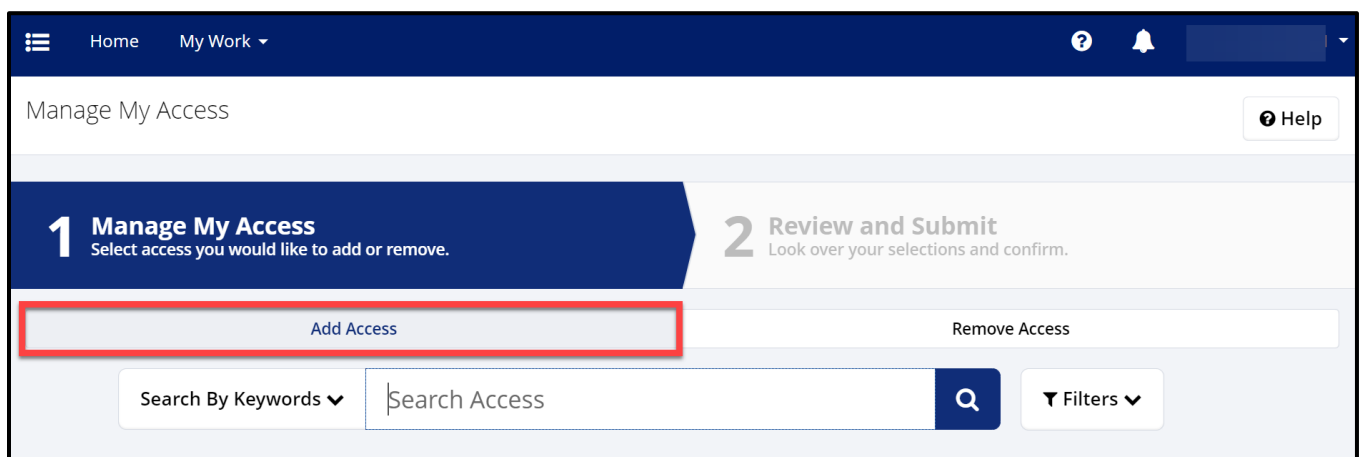


Add EMSTR Access

Overview

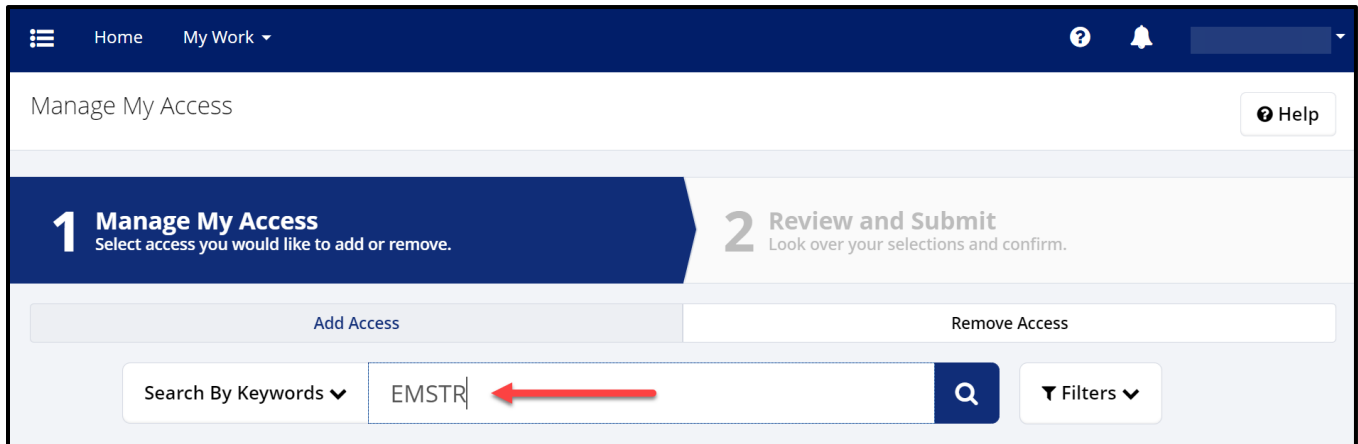
If you did not previously have access to the EMSTR application because you are new to your organization or are now responsible for submitting data on behalf of your facility, you must request access to the EMSTR application.

- Click the **“Add Access”** tab to request application access.
- The tab will turn a light grey when selected.

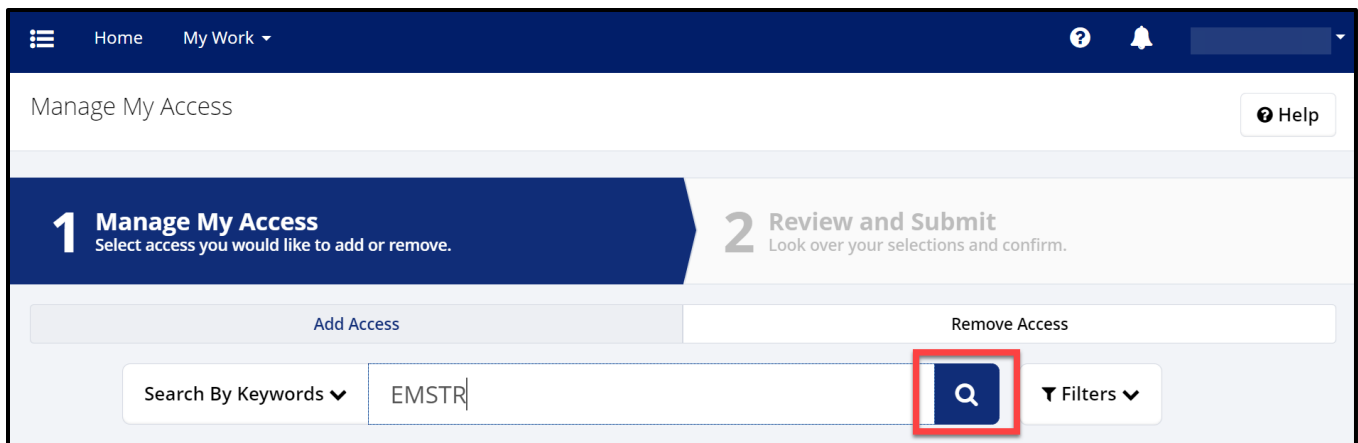


Search for EMSTR

Type “EMSTR” in the **Search by Keywords** box.



Select the button with the **Magnifying Glass Icon** to search for the application.



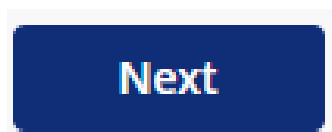
Select the Correct User Role

Once you select the magnifying glass icon button—

- Click on the check mark icon to select the EMSTR role type you are requesting.
- The check mark icon will turn green once selected.



Once you select the appropriate EMSTR role level, select the “**Next**” button.



EMS facility providers view example:

The screenshot displays the 'Manage My Access' section of the EMS facility providers view. The interface is divided into two main tabs: '1 Manage My Access' and '2 Review and Submit'. The 'Manage My Access' tab is active, showing a search bar with the text 'EMSTR' and a 'Filters' dropdown. Below the search bar, there is a list of three access levels, each with a checkbox and a 'Details' button. The third access level, 'EMSTR EMS Add Edit Level 2', is highlighted with a red border. At the bottom of the list, there is a 'Next' button.

Access Level	Type	Role	Owner
<input type="checkbox"/> EMSTR EMS View Only Level 1	EMSTR EMS ADMIN LVL3	Role	HHS_WG_DSHS_EMSTR_Data Stewards
<input type="checkbox"/> EMSTR EMS Admin Level 3	EMSTR EMS Admin Level 3	Role	HHS_WG_DSHS_EMSTR_Data Stewards
<input checked="" type="checkbox"/> EMSTR EMS Add Edit Level 2	EMSTR EMS Add Edit Level 2	Role	HHS_WG_DSHS_EMSTR_Data Stewards

Enlarged picture of the role types:

The enlarged view shows two access levels. The first is 'EMSTR EMS Admin Level 3' with a checkbox and the owner 'HHS_WG_DSHS_EMSTR_Data Stewards'. The second is 'EMSTR EMS Add Edit Level 2' with a checked checkbox and the same owner.

Access Level	Type	Role	Owner
<input type="checkbox"/> EMSTR EMS Admin Level 3	EMSTR EMS Admin Level 3	Role	HHS_WG_DSHS_EMSTR_Data Stewards
<input checked="" type="checkbox"/> EMSTR EMS Add Edit Level 2	EMSTR EMS Add Edit Level 2	Role	HHS_WG_DSHS_EMSTR_Data Stewards

Hospital providers view example:

1 Manage My Access

Select access you would like to add or remove.

2 Review and Submit

Look over your selections and confirm.

Add Access 1

Remove Access

emstr

Q

Filters

Add 1

Showing 1-3 of 3

✓

EMSTR Hospital Admin Level 3

Details

EMSTR Hospital Admin Level 3

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

✓

EMSTR Hospital Add Edit Level 2

Details

Hospital Add/Edit (Level 2)

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

✓

EMSTR Hospital View Only Level 1

Details

Hospital View Only (Level 1)

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

Add 1

Showing 1-3 of 3

Next

Enlarged picture of the role types:

✓

EMSTR Hospital Admin Level 3

EMSTR Hospital Admin Level 3

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

✓

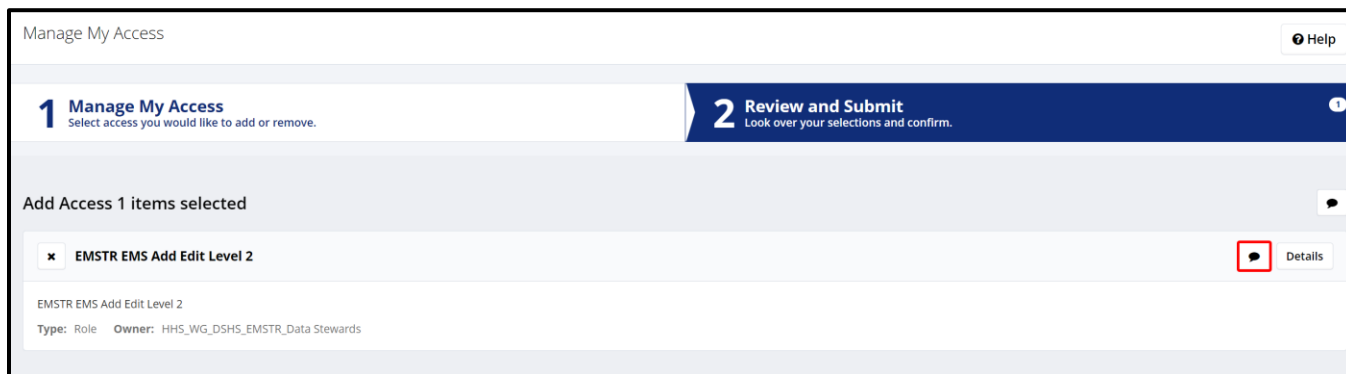
EMSTR Hospital Add Edit Level 2

Hospital Add/Edit (Level 2)

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

Review and Submit the Request

Once you select your requested application role type, the HHS system will direct you to the **Review and Submit** page.



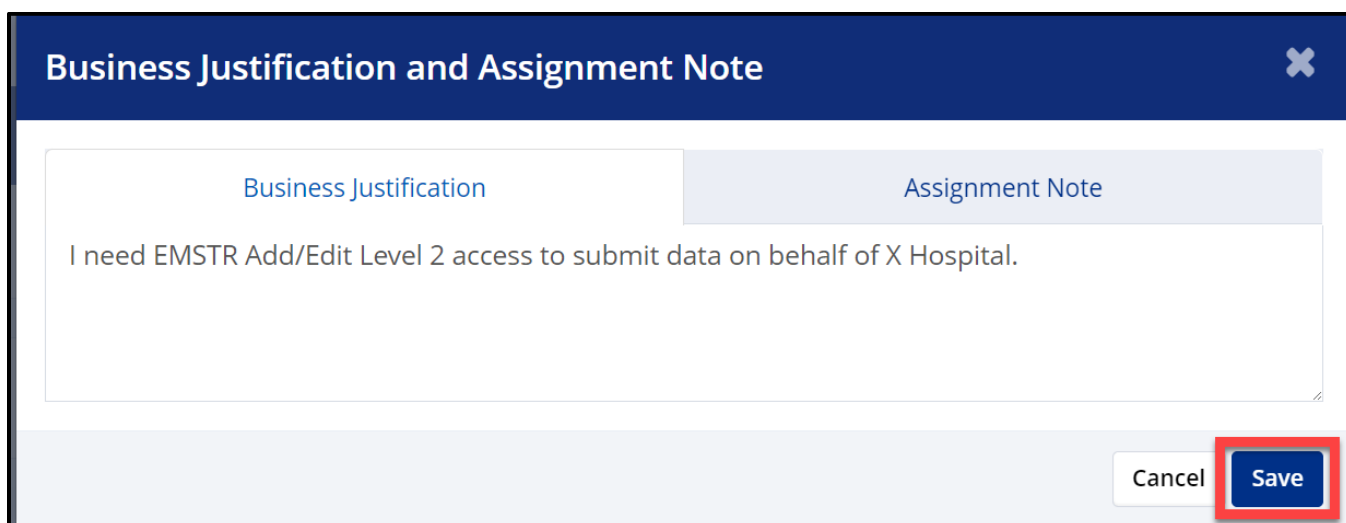
The screenshot shows the 'Manage My Access' interface. At the top, there's a header with 'Manage My Access' and a 'Help' icon. Below this, a progress bar indicates two steps: '1 Manage My Access' (Select access you would like to add or remove.) and '2 Review and Submit' (Look over your selections and confirm.). The 'Review and Submit' step is currently active. Under the heading 'Add Access 1 items selected', there is a list item 'EMSTR EMS Add Edit Level 2'. To the right of this item is a comment bubble icon, which is highlighted with a red square. Below the list item, there is a 'Details' button. The list item itself shows 'EMSTR EMS Add Edit Level 2' and 'Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards'.

- For a business justification, you are required to leave a comment.
- To leave a comment, select the comment bubble.



- Leave a comment to explain why you are requesting EMSTR access.
- Click the **“Save”** button.

An example comment is shown below:



The screenshot shows a dialog box titled 'Business Justification and Assignment Note'. It has a dark blue header with a close button (X). The dialog is divided into two tabs: 'Business Justification' (selected) and 'Assignment Note'. The 'Business Justification' tab contains a text area with the text 'I need EMSTR Add/Edit Level 2 access to submit data on behalf of X Hospital.' At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red square.

Once you save your comment, the comment bubble icon will change from white with a red outline to green.

Manage My Access Help

1 Manage My Access
Select access you would like to add or remove.

2 Review and Submit
Look over your selections and confirm.

Add Access 1 items selected

× EMSTR EMS Add Edit Level 2 Details

EMSTR EMS Add Edit Level 2
Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

Previous Cancel Submit

After reviewing your request, select the **“Submit”** button.

Manage My Access Help

1 Manage My Access
Select access you would like to add or remove.

2 Review and Submit
Look over your selections and confirm.

Add Access 1 items selected

× EMSTR EMS Add Edit Level 2 Details

EMSTR EMS Add Edit Level 2
Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

Previous Cancel Submit

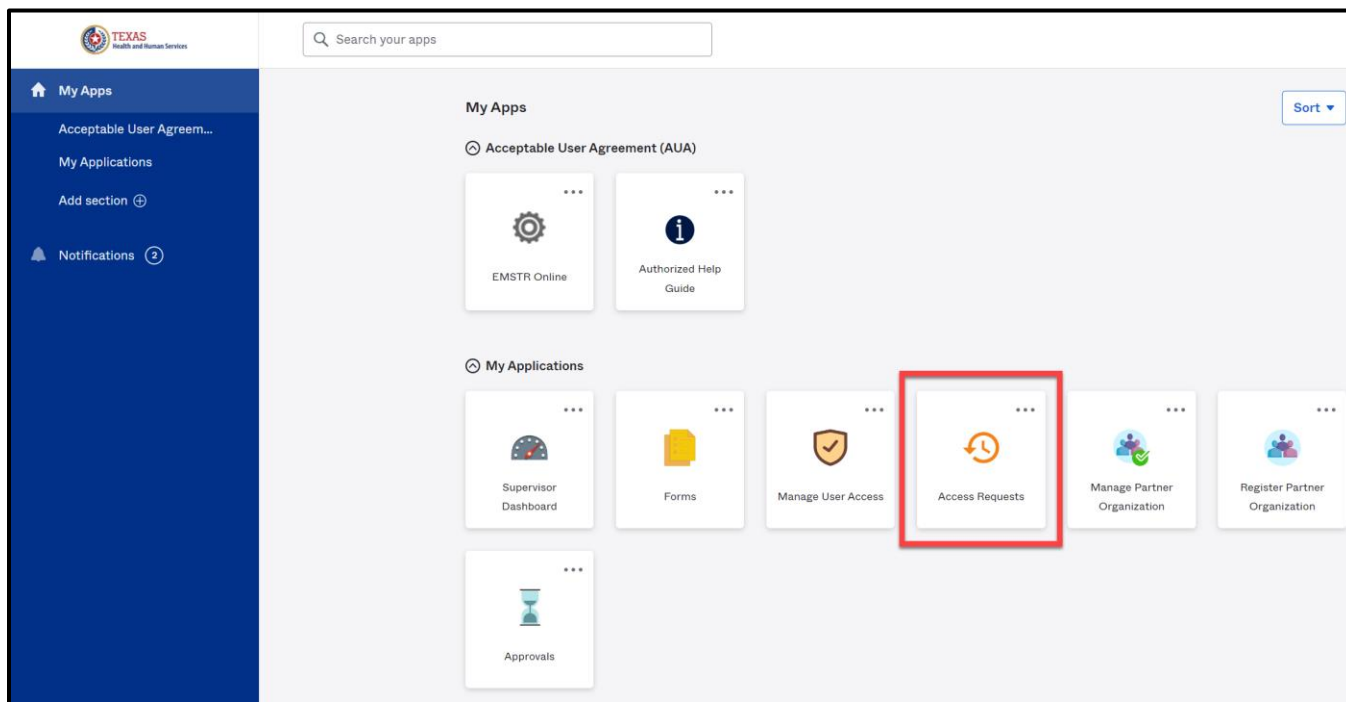
Request Overview

Once you submit your EMSTR application access request, your request will go through an approval process. If you are requesting **EMSTR Add/Edit Level 2** access, your organization administration will review and then the DSHS Injury Prevention Unit EMSTR team will review and approve. If you are designated as your organization's administrator or requesting **EMSTR Admin Level 3** access, the system will send your request directly to the Injury Prevention Unit EMSTR team to approve.

Track your Request

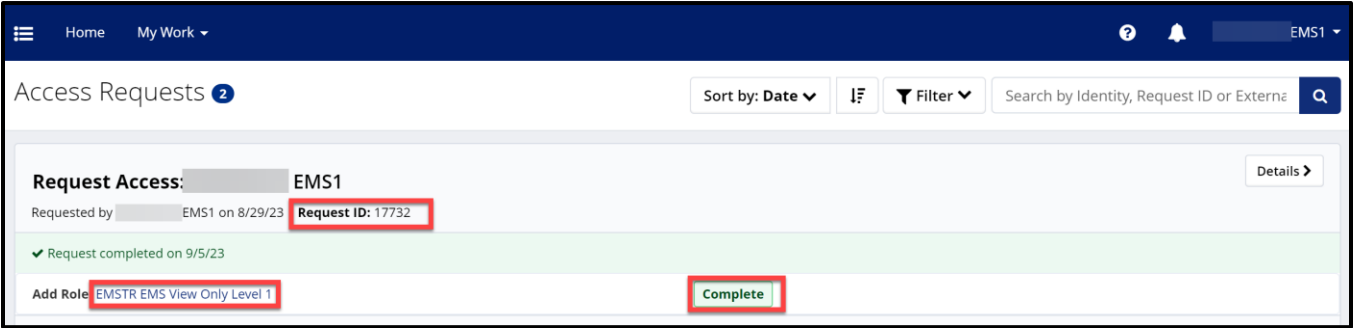
After you submit your access request, you can track the status. The HHS system will send notification emails to EMSTR approvers to approve the request as it moves through the approval process.

- Navigate to the **MyApps** dashboard within IAMOnline.
- Select the **"Access Requests"** tile.

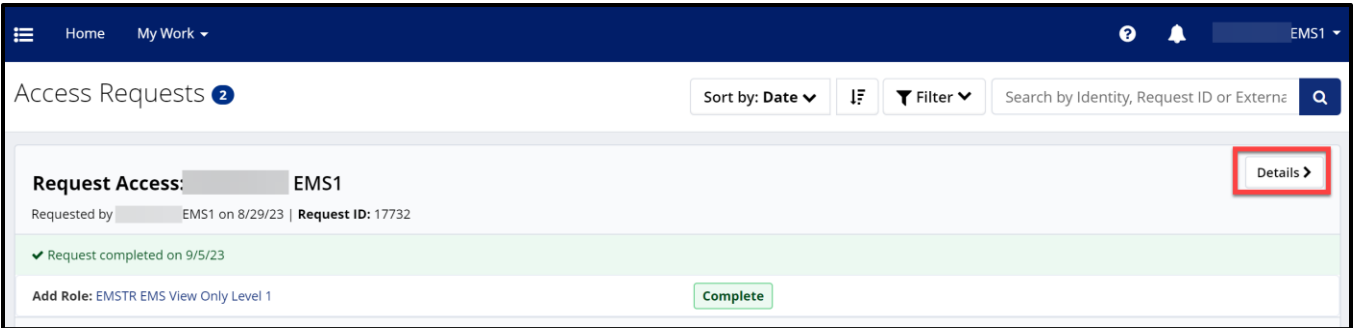


Access Requests

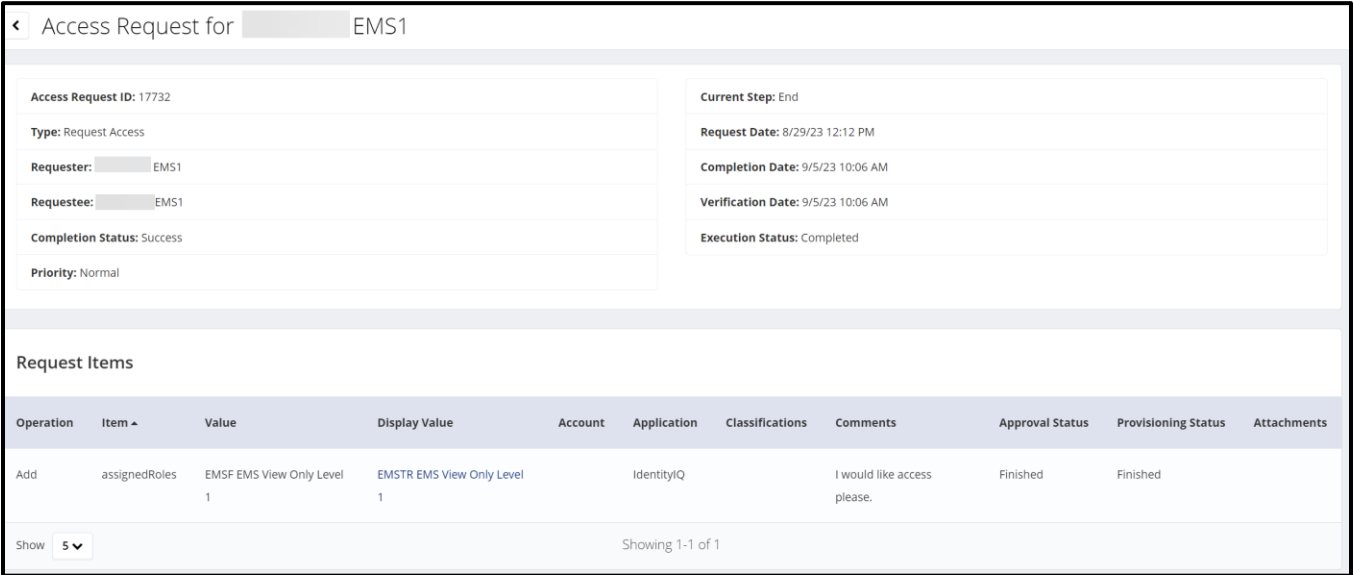
Here, you can view your access requests and details.



To view additional details, select the “Details” button.



Once you select the **Details** button, the HHS system will take you to the **Access Request Details** page.

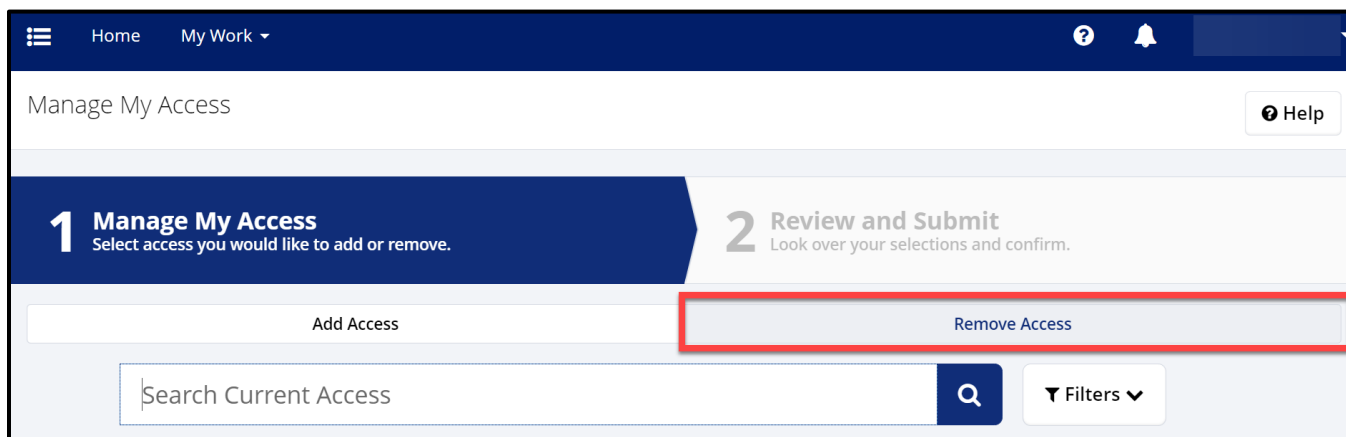


Remove EMSTR Access

All users can remove their own EMSTR access. Please note—users will immediately lose access.

Remove Access

- To remove access, click the **“Remove Access”** tab to remove application access for a user.
- The tab will turn a light grey when selected.



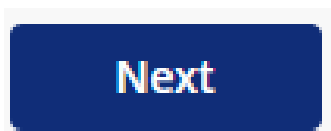
Select your user role

Once you complete the search process, select the correct EMSTR role.

- Click the **“X”** icon to select the application and role.



- To **remove** application access, the **X** icon will turn red when selected.
- Select the **“Next”** button.



EMS facility providers view example:

1 Manage My Access

Select access you would like to add or remove.

2 Review and Submit

Look over your selections and confirm.

Add Access

Remove Access 1

EMSTR

Filters

Remove 1

Showing 1-2 of 2

EMSTR EMS Admin Level 3

Details

Status: Assigned

EMSTR EMS Admin Level 3

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

EMSTR EMS View Only Level 1

Details

Status: Assigned

EMSTR EMS ADMIN LVL3

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

Next

Enlarged photo of the role types:

Remove 1

EMSTR EMS Admin Level 3

Details

Status: Assigned

EMSTR EMS Admin Level 3

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

EMSTR EMS View Only Level 1

Details

Status: Assigned

EMSTR EMS ADMIN LVL3

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

Remove 1

Hospital providers view example:

The screenshot shows the 'Manage My Access' interface. At the top, there are two tabs: '1 Manage My Access' (selected) and '2 Review and Submit'. Below the tabs, there are two buttons: 'Add Access' and 'Remove Access 1'. A search bar contains the text 'EMSTR'. Below the search bar, there is a table with one row: 'EMSTR Hospital Admin Level 3'. The row is highlighted with a red box. To the left of the row is a red 'Remove 1' button. To the right is a 'Details' button. Below the table, there is a 'Next' button highlighted with a red box.

Manage My Access Help

1 Manage My Access
Select access you would like to add or remove.

2 Review and Submit
Look over your selections and confirm.

Add Access Remove Access 1

EMSTR Filters

Showing 1-1 of 1

Remove 1 **EMSTR Hospital Admin Level 3** Details

Status: Assigned
EMSTR Hospital Admin Level 3
Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

Remove 1 Showing 1-1 of 1

Next

Enlarged picture of the role type:

This is an enlarged view of the role type 'EMSTR Hospital Admin Level 3'. It shows a red 'Remove 1' button at the top left. Below it is a red 'x' icon followed by the text 'EMSTR Hospital Admin Level 3'. Below this, the status is 'Assigned'. The role name 'EMSTR Hospital Admin Level 3' is displayed. Below that, the type is 'Role' and the owner is 'HHS_WG_DSHS_EMSTR_Data Stewards'. At the bottom left, there is another red 'Remove 1' button.

Remove 1

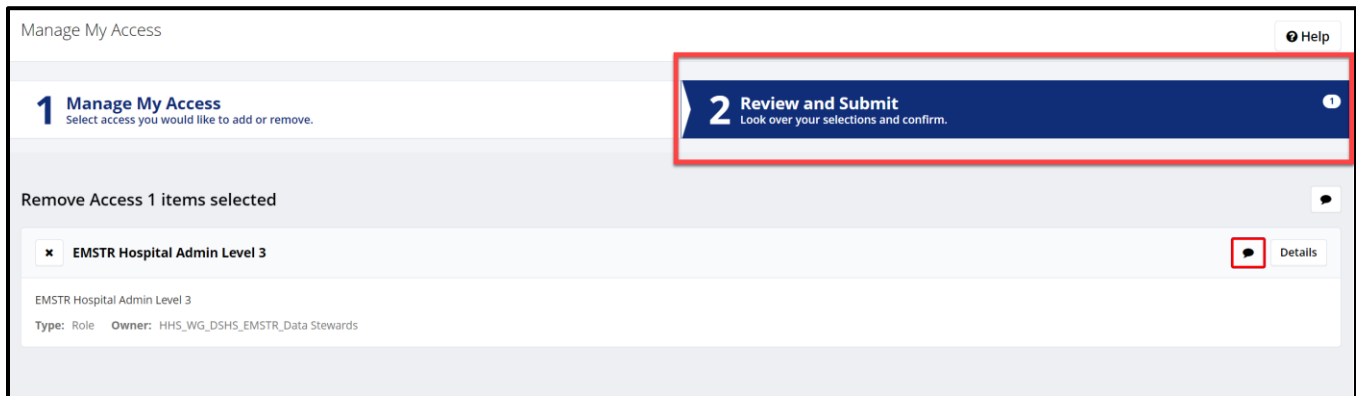
EMSTR Hospital Admin Level 3

Status: Assigned
EMSTR Hospital Admin Level 3
Type: Role **Owner:** HHS_WG_DSHS_EMSTR_Data Stewards

Remove 1

Review and Submit:

Once you select the application role type you are removing, the HHS system will direct you to the **Review and Submit** page.



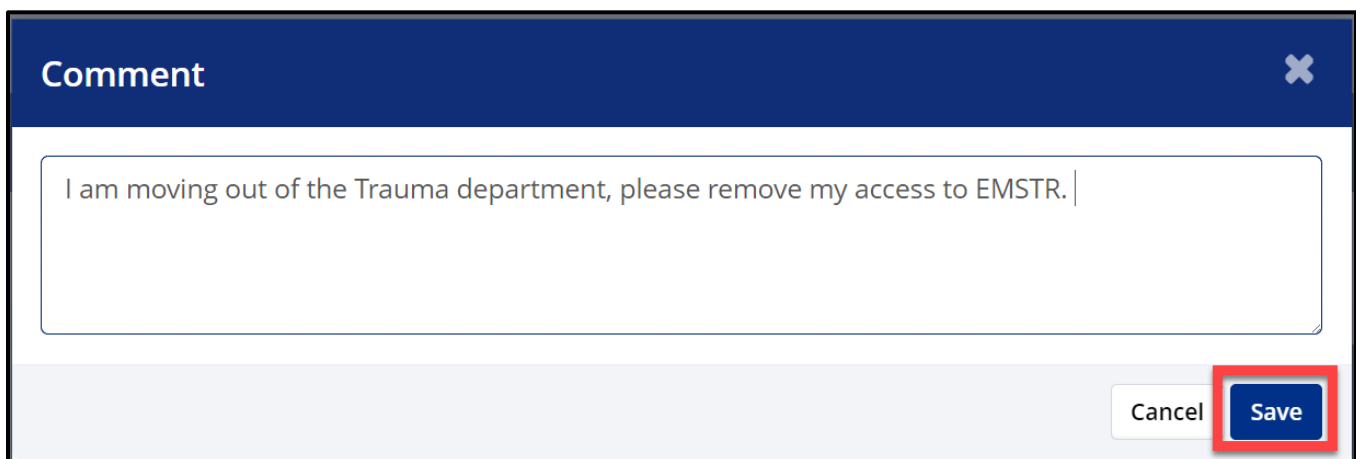
The screenshot shows the 'Manage My Access' interface. At the top, there are two tabs: '1 Manage My Access' and '2 Review and Submit'. The '2 Review and Submit' tab is selected and highlighted with a red box. Below the tabs, the text 'Remove Access 1 items selected' is displayed. Underneath, there is a list of selected items, with 'EMSTR Hospital Admin Level 3' highlighted. To the right of this item, there is a 'Details' button and a comment bubble icon, both of which are highlighted with red boxes. The comment bubble icon is a small speech bubble with a black dot inside.

- For a business justification, you are required to leave a comment.
- To leave a comment, select the comment bubble.



- Leave a comment to explain why you are removing EMSTR access.
- Click the **“Save”** button.

Example comment shown below:



The screenshot shows a 'Comment' dialog box. It has a dark blue header with the word 'Comment' and a close button (X). Below the header is a large text input area. The text 'I am moving out of the Trauma department, please remove my access to EMSTR.' is entered into the input area. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box.

Once you save your comment, the comment bubble icon will change from white with a red outline to green.

Manage My Access

1 Manage My Access
Select access you would like to add or remove.

2 Review and Submit
Look over your selections and confirm.

Remove Access 1 items selected

x EMSTR Hospital Admin Level 3

EMSTR Hospital Admin Level 3

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

Details

Previous Cancel Submit

After reviewing your request, select the **“Submit”** button.

Manage My Access

1 Manage My Access
Select access you would like to add or remove.

2 Review and Submit
Look over your selections and confirm.

Remove Access 1 items selected

x EMSTR Hospital Admin Level 3

EMSTR Hospital Admin Level 3

Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards

Details

Previous Cancel Submit

Important Note

Once you submit your request, your access will be immediately removed from the EMSTR application. There is no approval process for removing EMSTR application access.

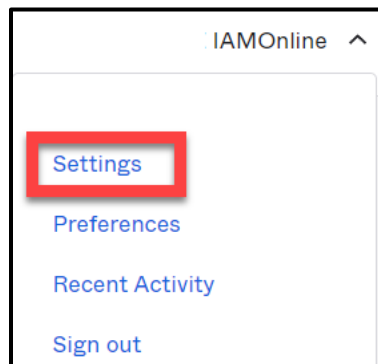
13. Self-Service Account Management

IAMOnline offers self-service capabilities such as updating your user profile and resetting your password.

Update User Profile

You can update your profile.

- Click the upper right side of the **MyApps** dashboard.
- Click the “**Settings**” link.



- On the right side of the dashboard, click the “**Edit**” button in the **Personal Information** section.

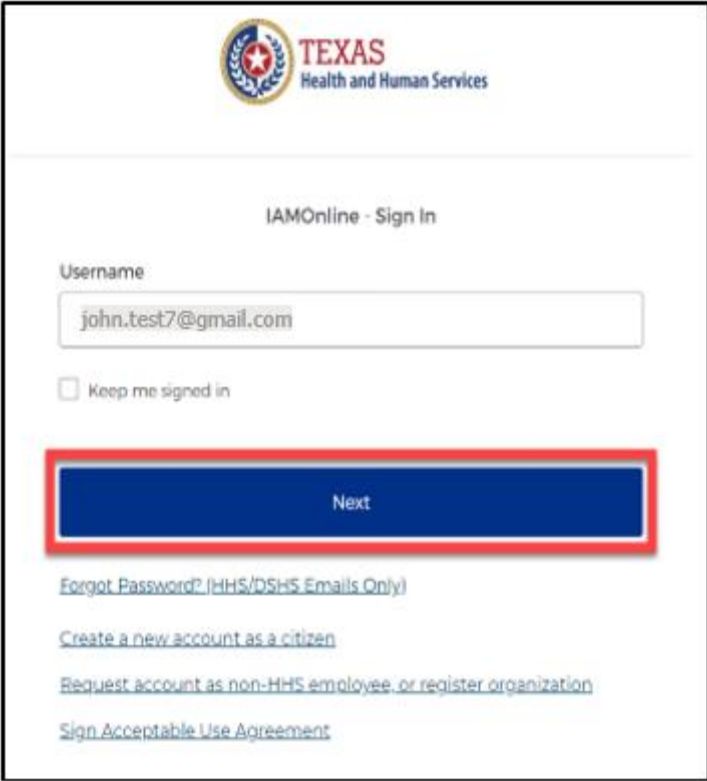


- You can update your personal information:
 - Add details;
 - Add a phone number; and
 - Adjust your security methods including password and security questions.

Forgot Password

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

- On the **IAMOnline** sign-in page, type your **Username** and click the “**Next**” button.



TEXAS
Health and Human Services

IAMOnline - Sign In

Username

john.test7@gmail.com

☐ Keep me signed in

Next

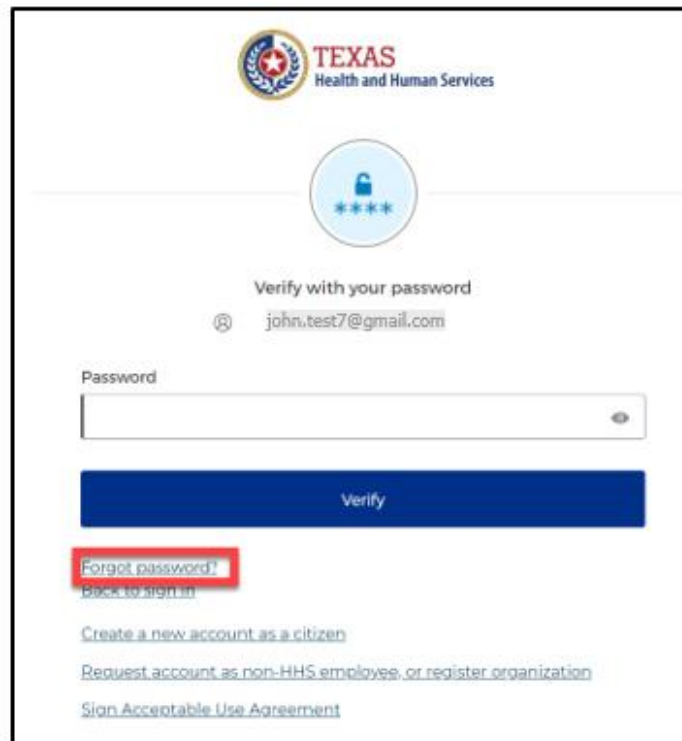
[Forgot Password? \(HHS/DSHS Emails Only\)](#)

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

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

[Sign Acceptable Use Agreement](#)

- Click the **“Forgot password?”** link.



TEXAS Health and Human Services

Verify with your password

john.test7@gmail.com

Password

Verify

Forgot password?

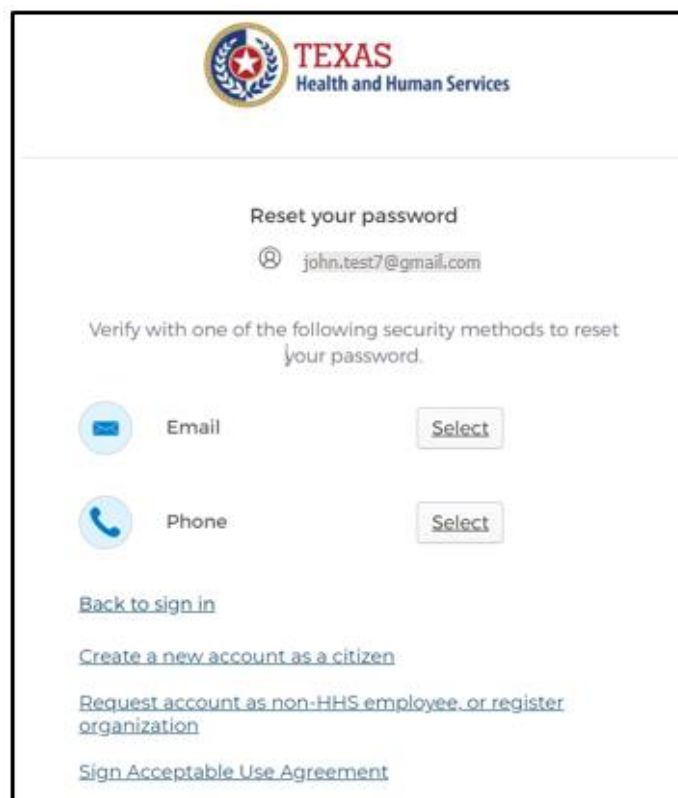
[Back to sign in](#)

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

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

[Sign Acceptable Use Agreement](#)

Two options exist to reset the password – **Email** or **Phone**. IAMOnline will use your preferred option to verify the account so only one option is needed. Follow the steps for **Email** or **Phone**.



TEXAS Health and Human Services

Reset your password

john.test7@gmail.com

Verify with one of the following security methods to reset your password.

Email Select

Phone Select

[Back to sign in](#)

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

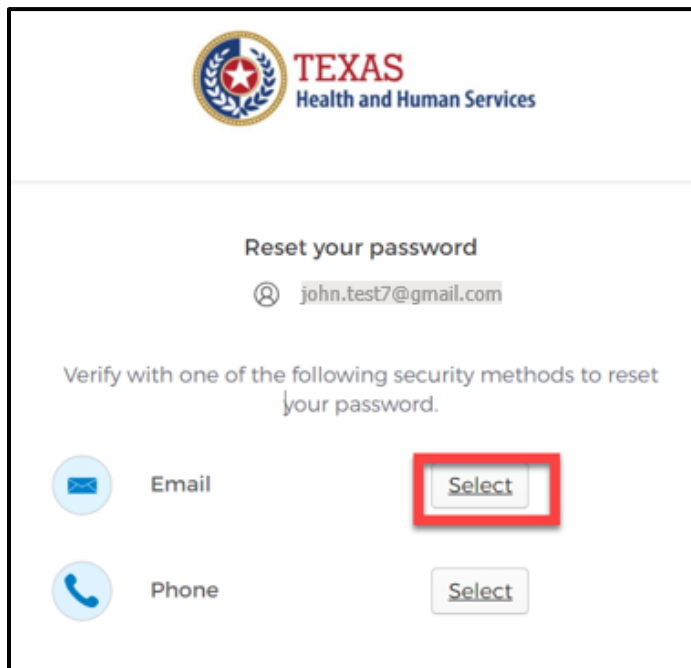
[Request account as non-HHS employee, or register organization](#)

[Sign Acceptable Use Agreement](#)

Email

Two options exist to verify the account with email and only one of the below steps needs to be followed – [Email Verification Link](#) or [Email Verification Code](#).

Next to **Email**, click the **“Select”** button.



TEXAS
Health and Human Services

Reset your password

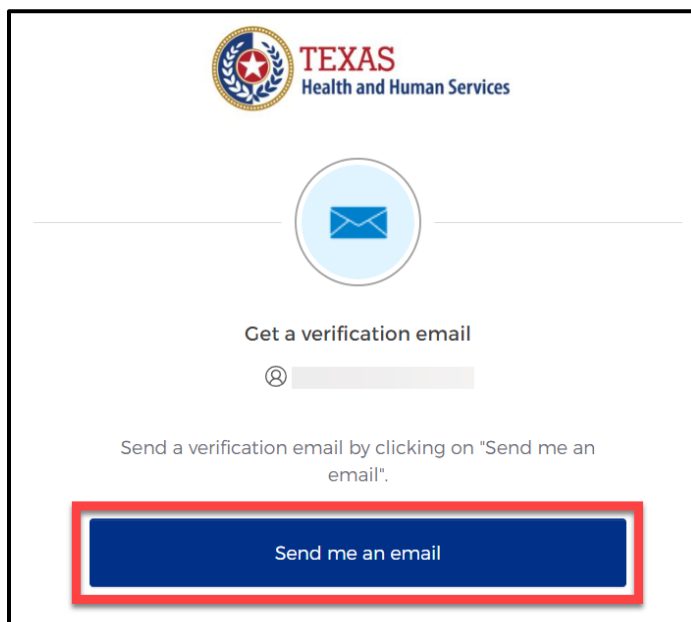
john.test7@gmail.com

Verify with one of the following security methods to reset your password.

Email **Select**

Phone **Select**

Verify the email address is correct and click the **“Send me an email”** button.



TEXAS
Health and Human Services

Get a verification email

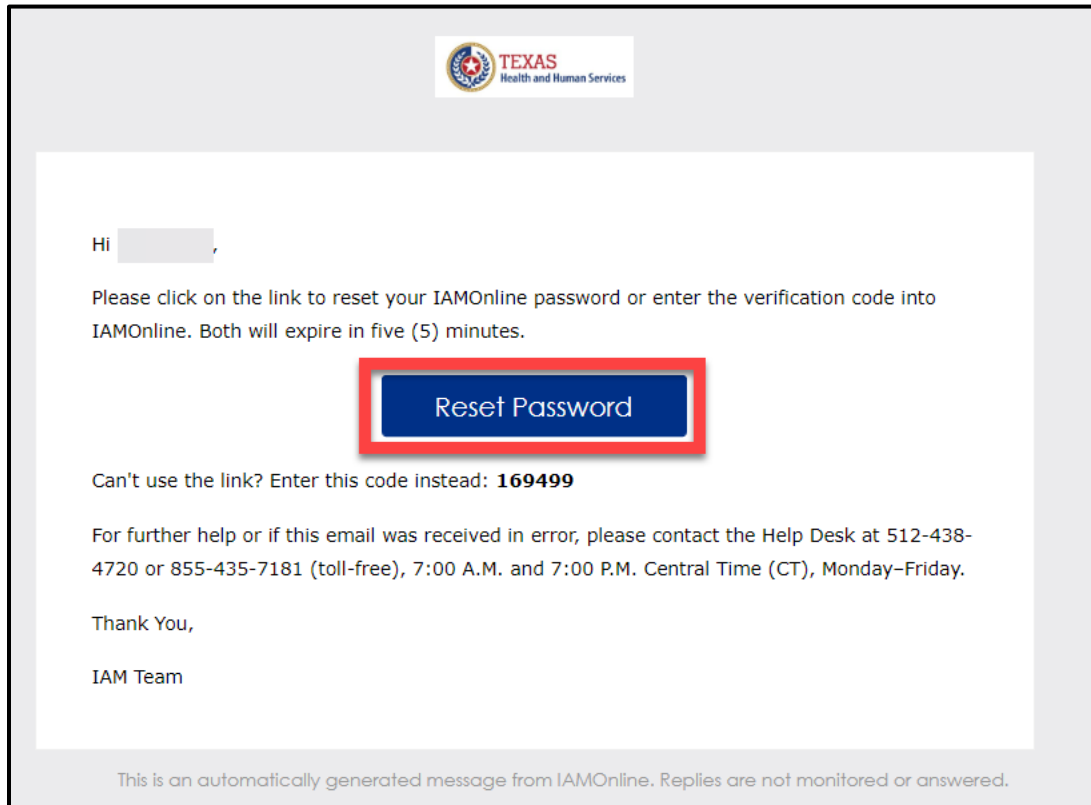
Send a verification email by clicking on "Send me an email".

Send me an email

Reset Password Button

The first option is the **Reset Password** button.

- After selecting the **“Send me an email”** button, the system will send you an **IAMOnline Password Reset email** to verify your account.

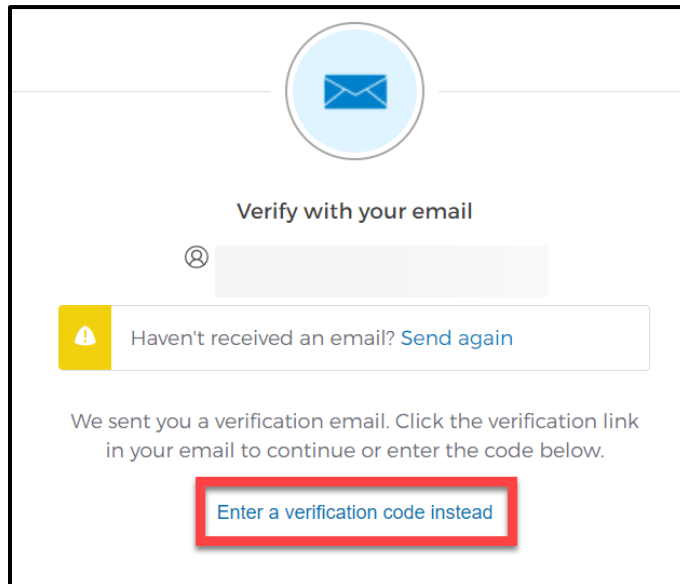


- Click the **“Reset Password”** button in the email and follow the instructions on IAMOnline.
- Continue to the [Reset your Password](#) section of this guide.

Email Verification Code

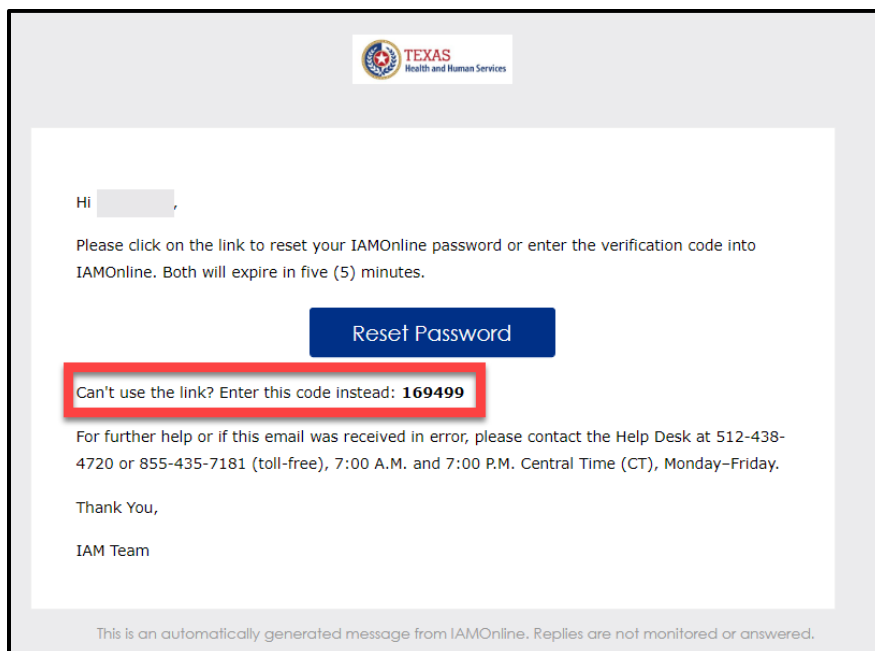
The second option is the email verification code.

- If you're unable to use the **Reset Password** button, navigate to the sign-in page and click the **"Enter a verification code instead"** link.



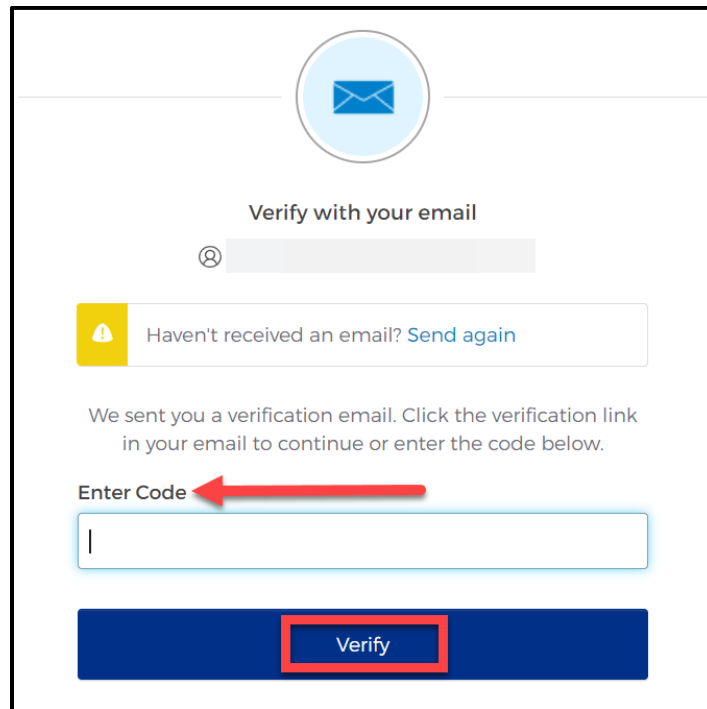
A screenshot of a web interface for email verification. At the top is a blue envelope icon inside a circle. Below it is the text "Verify with your email". Underneath is a grey input field with a person icon to its left. Below the input field is a yellow box with an exclamation mark icon and the text "Haven't received an email? [Send again](#)". Below this is a paragraph: "We sent you a verification email. Click the verification link in your email to continue or enter the code below." At the bottom is a red-bordered button with the text "Enter a verification code instead".

You can find the code in the **IAMOnline Password Reset email**.



A screenshot of an email from the State of Texas, Health and Human Services. The email is addressed to "Hi [redacted],". It contains the text: "Please click on the link to reset your IAMOnline password or enter the verification code into IAMOnline. Both will expire in five (5) minutes." Below this is a blue button labeled "Reset Password". Underneath the button is a red-bordered box containing the text: "Can't use the link? Enter this code instead: **169499**". Below this box is a paragraph: "For further help or if this email was received in error, please contact the Help Desk at 512-438-4720 or 855-435-7181 (toll-free), 7:00 A.M. and 7:00 P.M. Central Time (CT), Monday-Friday." Below this is the text "Thank You," and "IAM Team". At the bottom is a small footer: "This is an automatically generated message from IAMOnline. Replies are not monitored or answered."

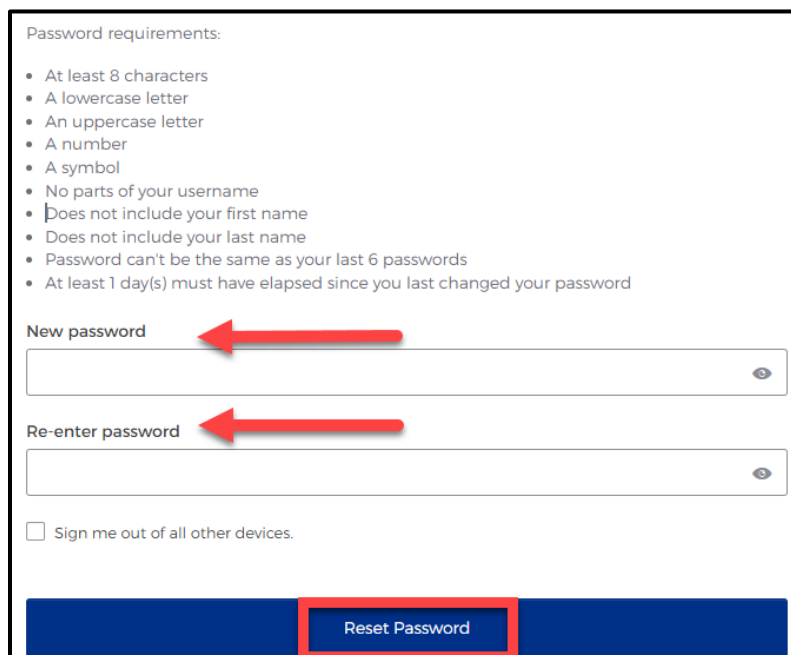
Type the code you receive in the text box and click the **“Verify”** button.



The screenshot shows an email verification interface. At the top is a blue envelope icon in a circle. Below it is the text "Verify with your email" and a greyed-out email address field. A yellow box with an exclamation mark icon contains the text "Haven't received an email? [Send again](#)". Below this is a paragraph: "We sent you a verification email. Click the verification link in your email to continue or enter the code below." Underneath is the label "Enter Code" with a red arrow pointing to a text input field. At the bottom is a dark blue button labeled "Verify", which is highlighted with a red rectangle.

Reset your Password

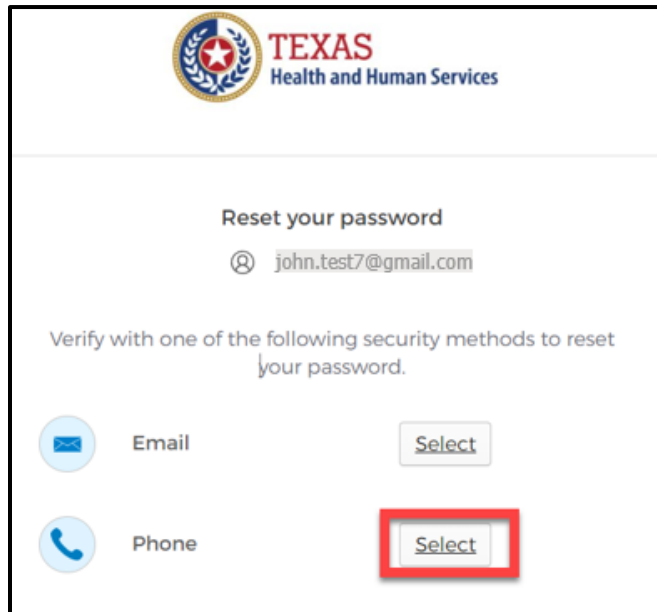
- Enter your new password in the **“New password”** box, then re-enter your password in the **“Re-enter password”** box.
- Once you re-enter your password, select the **“Reset Password”** button and follow the instructions on IAMOnline.



The screenshot shows a password reset form. At the top is the heading "Password requirements:" followed by a bulleted list of 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", "Password can't be the same as your last 6 passwords", and "At least 1 day(s) must have elapsed since you last changed your password". Below the list are two text input fields: "New password" and "Re-enter password", both with red arrows pointing to them. Each field has a toggle icon on the right. At the bottom is a dark blue button labeled "Reset Password", highlighted with a red rectangle. There is also a checkbox labeled "Sign me out of all other devices." above the button.

Phone

You can reset your password using your phone number to verify your account. To reset your password using the Phone option click the **“Select”** button next to **Phone** on the forgot password webpage.



TEXAS
Health and Human Services

Reset your password

john.test7@gmail.com

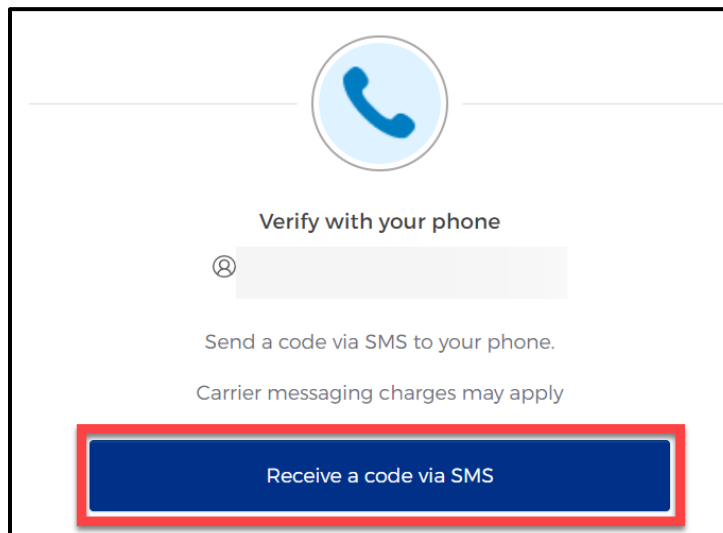
Verify with one of the following security methods to reset your password.

Email

Phone

Receive a code via SMS

- Click the **“Receive a code via SMS”** button. *Carrier messaging charges may apply.*



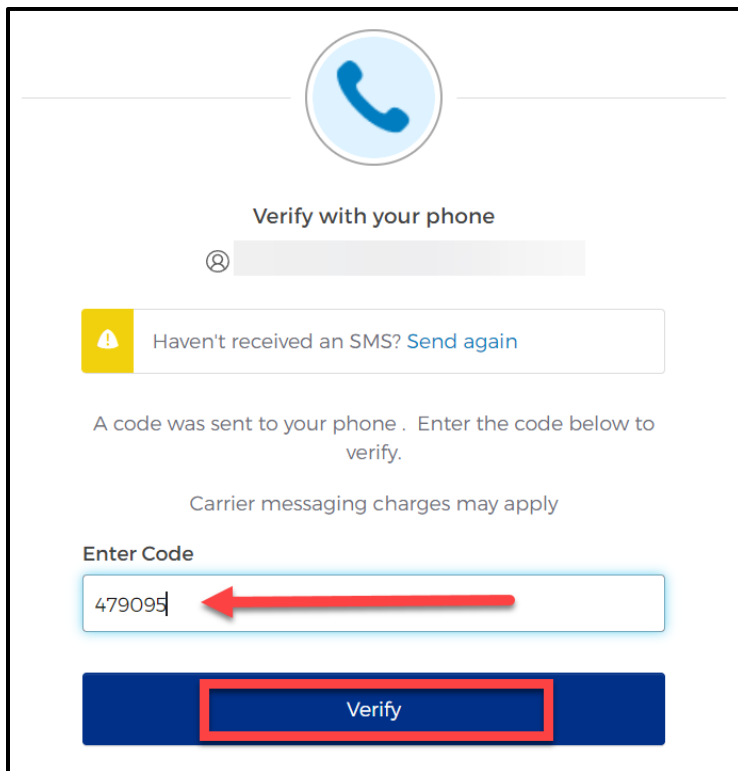
Verify with your phone

Send a code via SMS to your phone.

Carrier messaging charges may apply

Verify your Account

- The HHS system will send a code to the registered phone number via SMS.
- Type the code you receive in the text box and click the **“Verify”** button.



Verify with your phone

@

Haven't received an SMS? [Send again](#)

A code was sent to your phone . Enter the code below to verify.

Carrier messaging charges may apply

Enter Code

479095

Verify

Reset your Password

- Enter your new password in the "**New password**" box, then re-enter your password in the "**Re-enter password**" box.
- Once you re-enter your password, select the "**Reset Password**" button and follow the instructions on IAMOnline.

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
- Password can't be the same as 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

14. Account Locked

After multiple incorrect password attempts, your account will lock. The HHS system will send an email notifying you that your account will automatically unlock after 30 minutes.

- If you do not remember your password after the account unlocks in 30 minutes, you can reset your own password. Please refer to step **Forgot Password** for instructions.
- If you need the password reset for urgent reasons (within 30 minutes), call the HHS Help Desk at 512-438-4720 or 855-435-7181 (toll free).

15. Contact Information

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

For IAMOnline questions, visit the Texas Department of State Health Services (DSHS) IAMOnline 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 passive 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 1922
Austin, Texas 78756

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

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

Emergency Medical Services and Trauma Registries

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