EMERGENCY MEDICAL SERVICES AND TRAUMA REGISTRIES JUSTICE OF THE PEACE / MEDICAL EXAMINER USER GUIDE



Texas Department of State Health Services

Emergency Medical Services and Trauma Registries (EMSTR)

Justice of the Peace

And

Medical Examiner

User Guide

November 2024

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Introduction

Texas Department of State Health Services (DSHS) Emergency Medical Services and Trauma Registries (EMSTR) is a statewide surveillance system collecting reportable event data from EMS providers, hospitals, justices of the peace, medical examiners, long term acute care facilities (LTACs), 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.

EMSTR monitors and analyzes Texas EMS and trauma care system data by integrating National EMS Information System (NEMSIS) Version 3.5, National Trauma Data Bank (NTDB) standards, International Trauma Data Exchange (ITDX) 2020 and 2023 hospital data standards, and Texas-specific questions.

EMSTR uses data from 22 Texas trauma services areas / regional advisory councils (RACs) to benchmark and compare Texas with other states and conduct epidemiological investigations to identify public health issues. By identifying public health issues, stakeholders can use data to support injury prevention initiatives, enhancing the efficiency and quality of care for patients in Texas. This user guide provides step-by-step instructions to justices of the peace (JPs) and medical examiners (MEs) on how to login into the EMSTR application and upload data.

EMSTR is governed by Texas Administrative Code (TAC), Title 25, Part 1, Chapter 103.

Acronyms

- Emergency Medical Services and Trauma Registries EMSTR.
- Justice of the Peace JP.
- Medical Examiner ME.
- Traumatic Brain Injury TBI.
- Spinal Cord Injury SCI.
- Long-Term Acute Care LTAC.
- Identity and Access Management Online IAMOnline.
- Texas Health and Human Services HHS.

Submission Requirements

JPs and MEs need to access all HHS applications, including EMSTR, through the Identity and Access Management Online (IAMOnline) platform. IAMOnline provides a secure log-in process with a multifactor authentication feature.

Upon initial registration, the system will prompt users to sign an Acceptable Usage Agreement (AUA) which is renewed annually. Failure to meet the AUA renewal requirement or access the system every 90 days may result in the account becoming locked. Please contact EMSTR at **Injury.web@dshs.texas.gov** for support.

Find IAMOnline account activation instructions on the EMSTR New Platform Resources under Additional Resources:

- Job Aid IAMOnline Account Activation and Login.
- Job Aid IAMOnline Login.
- Job Aid IAMOnline Self Service Account Management.

Access MyApps Dashboard Process

After setting up your security methods, the system will direct you to your IAMOnline **MyApps** dashboard. All tiles are locked with a lock icon until you acknowledge and sign the AUA form. Select the **"AUA"** tile on your **MyApps** dashboard.



Carefully read and complete the AUA form. Select **"An employee of another agency"**. Once you complete the mandatory information and sign the form, click the **"Submit"** button to complete it.

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

| 🔕 My Apps Dashboard STAGE IA 🛛 🗙 | IAMOnline - Home > | < _ |
|---|--------------------|-----|
| | | |
| Image: Control of the state of the | | |
| © | | |

Refresh your **MyApps** Dashboard by clicking the refresh button.



This should refresh your browser and your IAMOnline **MyApps** Dashboard tiles will unlock.

Access EMSTR

To access EMSTR, select the "EMSTR Online" tile.

| Acceptable User Agree | (4114) | | | |
|--|-------------------------|--------------------------|----------|----------------------|
| Acceptable User Agre | rement (AUA) | | | |
| | | | | |
| | Ð | $\overline{\checkmark}$ | | |
| DEV: Forms | DEV: Access Requests | DEV: Manage My Access | | |
| ⊘ My Workflows: DEV 8 | TEST | | | |
| $\overline{\checkmark}$ | X . | | - | |
| DEV: Manage User Access | DEV: Approvals | | | kupervisor hboard |
| | | 10 | * | |
| My Applications | | (C | 3 2 | |
| ⊘ My Applications | | 10 | ¥ | |
| | | 10 | 4 | |
| | x | EMSTR | <i>¥</i> | |

Once you select the "EMSTR Online" tile, the system will direct you to the EMSTR homepage.

| EMSTR Wetcome | | Home Create Record Search Record Workflews File Upload Entity Reports Admin Settings Lagout | | | |
|---|--|---|--|--|--|
| TEXAS Facilit and Human Texas Department of State Health Services Welcome to Texas Emergency Medical Services Bailth and Human Health Services and Trauma Registry System | | | | | |
| * Workflows | | | | | |
| Workflow Queue | Events | | | | |
| Recently Accessed Records | | | | | |
| Record Id Name Record Type | | | | | |
| No records found. | | | | | |
| | | More | | | |
| Resources | | | | | |
| TX EMS/Trauma Home DSHS | TX ENS Trauma Systems DSHS | NHTSA.gov - Fundamental Components of Trauma Care | | | |
| National EMS Information System | Glossary | NEMSIS Data Dictionary | | | |
| NTDS Data Dictionary | ITDX/NTDB Data Dictionary | JP Submersion Data Dictionary | | | |
| JP TBI SCI Data Dictionary | Rehab LTAC TBI SCI Data Dictionary | NEMSIS Webservices User Guide | | | |
| Feedback/Tutorial | | | | | |
| Review User Training Slides | Review Group Administrator Training Slides | Contact/Provider Feedback | | | |

The EMSTR system incorporates features and functionalities throughout the application for an improved user experience.

| Calendar Feature | | |
|--|--|---|
| Emergency Department Procedure | Collapsible Sections | |
| *Emergency Department 1234567 Procedure | | |
| *Procedure Performed Dete/Time 07/03/2023 12:00 AH Procedure Performed Dete/Time (Null Values) | Injury Information - CPatient TestO - Patient Record | Drop Down Menus |
| S H T W T F S ESET Cancel | Incident Date and Relative Information | |
| 2 3 4 5 6 7 8 | Incident ICD-10 Information | "Locally Calculated ISS 0 |
| NOP 10 Houghtal Procedure # 9 10 11 12 13 15 Procedure Suite 10 17 18 19 20 21 22 22 | Incident Location Information | Mechanism of injury Please Select |
| 27 24 25 26 27 28 29 36 37 | Incident Device and Relative Information | Injury type Please Select |
| Time 1223870-1000 | *Indicates required field | *Indicates required field |
| (taken) (Faces Solid) | ✓ Save ◎ Cancel | Fall Fire / Burn |
| | | Save Cancel Firearm |
| Quick date and time selection. | Easier page navigation to complete | Machinery Motor Vehicle Motorcyclist |
| | | Heterstehlde for Toffe |
| | required fields. | |
| | - | Intuitive process that avoids page |
| | | |
| | | clutter. |

Online Submission Process

To submit data manually, select "Create Record" from the navigation bar.



After selecting **Create Record** from the EMSTR toolbar, choose the appropriate patient record type for which you're entering data.

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

Patient Record - JP/ME - TBI/SCI record type is for JPs and MEs to submit TBI and SCI case records. **Patient Record - JP/ME - Submersion** record type is for submersion case record submissions. Enter the required information indicated by the asterisks (*). Click **"Save"**.

| | n Information | | | | |
|---------------------------|----------------|------------------------|-----------------|-----------|---------|
| Record Informati | ion | | | | |
| *Record Type | Patient Record | - JP/ME - TBI/SCI | 1 | | |
| Add Person | | | | | |
| *First Name | | Middle Name | | *Lest Nam | н |
| *Birth Date mm/ | /dd/yyyyy 🛛 🗴 | "Gender | Please Select | | |
| Contact Information | 1 | | | | |
| *Street | | | | | |
| *City | | *State | Texas | | |
| *Zip Code | | *Zip Code (Null Values |) Please Select | - | |
| *County Please | se Select 👻 | *Country | USA | | |
| *Indicates required field | | | | | |
| Phone Number Enter Pi | hone | E-Mail | | | |
| Save @ Cancel | | | | | # Clear |

Complete Question Package

To add data to the patient record, complete the question packages listed in the **Question Package** table. The question packages will vary based on the **Record Type**. In the example below, the user needs to complete the **Consolidated** question package for the "**Patient Record** - JP/ME - TBI/SCI" record. Select the name of the **Question Package** to access it.

| Record Data Record History | | | | | |
|----------------------------|-------------|------------|------------|--|--|
| Question Packages | | | | | |
| Question Package | Last Update | Updated By | Status | | |
| Consolidated | | | Incomplete | | |
| | | | | | |

Upon selecting the **Consolidated Question Package**, you should complete four sections:

- Entity Information;
- Injury Information;
- Individual Information; and
- Event Information.

| | Consolidated Question Package - John Test - Justice of the Peace/Medical Examiner TBI/SCI | | | | | |
|---|---|--|--|--|--|--|
| | Entity Information | | | | | |
| | Injury Information | | | | | |
| | Individual Information | | | | | |
| | Event Information | | | | | |
| ľ | *Indicates required field | | | | | |
| | ✓ Save | | | | | |

Select the drop-down symbol next to the section name. Once you select the drop-down symbol for the section name, you can see the information for the section.

The **Entity Information** section of the **Consolidated Question Package** will auto-populate with information entered in the patient record. Review the information for accuracy.

| * Entity Information | | | |
|----------------------|----------|-------------------------|---------|
| *Entity Name | Test JP1 | *Entity Number(DSHS ID) | 2271152 |

Proceed to the **"Injury Information"** section. Enter data in this section by selecting the dropdown buttons next to the corresponding text field. Select the appropriate answer for all fields with an asterisk (*).

| , | Entity Information | | | | | |
|-----|---|--------------------------|-----------|--|---------------|--------|
| | Injury Information | | | | | |
| | *Event Type *Was a traumatic brain injury (TBI) suspected or confirmed? | TBI/SCI Please Select | -w cor | las a spinal cord injury (SCI) suspected or firmed? | Please Select | • |
| , | Individual Information | | | | | |
| • | Event Information | | | | | |
| •1r | Indicates required field | | | | | |
| Ŀ | Save Cancel | | | | | ? Help |

After completing the **Injury Information** section, select the **"Individual Information"** section. In the **Individual Information** section, complete all required fields indicated with an asterisk.

| • | Individual Information | | | | | |
|---|----------------------------------|------------------|--------------------------------------|-----------------|--|--|
| | *Individual's First Name | John | *Individual's Last Name | Test | | |
| | Individual's Middle Name/Initial | | | | | |
| | Individual's Home Address | 1234 Main Street | Individual's Home City | 1384879 | | |
| | Individual's Home State | Texas | Individual's Home Zip Code | 78701 | | |
| | *Individual's Date of Birth | 04/15/1981 | | | | |
| | *Individual's Sex | Please Select | | | | |
| | *Individual's Race | Please Select | *Individual's Race(Null Values) | Please Select 👻 | | |
| | *Individual's Ethnicity | Please Select | *Individual's Ethnicity(Null Values) | Please Select | | |

After completing the **Individual Information** section, access the **"Event Information"** section. In the **Event Information** section, complete all required fields indicated with an asterisk.

| - | Event Information | | | | | |
|---|--------------------------------|------------------|---|---|---------------|---|
| | *Injury/Incident Date and Time | mm/dd/yyyy hh:mm | | *Injury/Incident Date and Time(Null Values) | Please Select | - |
| | *Incident State | Please Select | | *Incident State(Null Values) | Please Select | - |
| | *Incident County | Please Select | - | *Incident County(Null Values) | Please Select | • |
| | *How Injury Occurred? | Please Select | | *How Injury Occurred?(Null Values) | Please Select | • |
| | *Cause of Death | Please Select | | *Cause Of Death(Null Values) | Please Select | • |
| | *Manner of Death | Please Select | | | | |

Once you complete all four **Consolidated Question Package** sections, select the **"Save"** button in the bottom left corner. Upon selecting the **Save** button, the system will take you to the **Record Data** tab. You will see the question package status listed as **Complete**.

| Record Data Record History | | | |
|----------------------------|-------------------|------------|----------|
| | Question Packages | | |
| Question Package | Last Update | Updated By | Status |
| Consolidated | 10/16/2023 | | Complete |

After saving the entered question package information, view the completed record by navigating to the EMSTR toolbar. In the example below, the user selected **"Entity>Justice of the Peace>JP ME TBI SCI Patient Record"**.

| EMSTR TEXAS Realth and Human Services Texas Department of Sta | te Welcome to Texas Emerge and Trauma Regi | | Home | JP ME Su | | v : Reports Admin : Settings ice Peace |
|---|---|--|---------|-----------------|----------|---|
| | Home Create Record Search Rec | cord Workflows File Upload | Entity | Reports Admir | Settings | Logout |
| | | Justice of Peace Entity JP ME Submersion Patient Record JP ME TBI SCI Patient Record | Justice | Peace | • | |

You can view your submitted patient records. To view a specific patient record, click **"Record Details"**.

| (Entities 1 - | 1 of 1, Page: 1/1) | • • 1 > | + A | dd New Entity | y + Clear filter | 2 Export Patient | Record(s) JP ME TBI | SCI |
|---------------|--------------------|---------------------|----------|--------------------|------------------|------------------|---------------------|-----|
| Record ID 💲 | First Nan | ne \$ | 100020 | dle Name | Last Name \$ | Status \$ | Action | |
| 1000019287 | John | | | | Test | Open | Record Details | |
| | (Enti | ties 1 - 1 of 1, Pa | ge: 1/1) |) ¹⁴ (4 | 1 -> +I | 50 ~ | _ | |

After selecting **Record Details**, the system will take you back to the **Record Summary** page. You can view or edit information by selecting the **"Question Package"** link in the **Record Data** tab.

Record Summary

To view a patient record summary, select **"Entity > Justice Peace" or "Entity > Medical Examiner"** and select the record type. In this example, the user selected **JP ME TBI SCI Patient Record**.

| Home Create Record Search Rec | cord Workflows File Upload | Entity | Reports Admin S | Settings L | ogout |
|-----------------------------------|--|---------|---------------------|--------------|-------|
| | Justice of Peace Entity JP ME Submersion Patient Record JP ME TBI SCI Patient Record | Justice | Peace | • | |

The Record Summary Screen will show you all the patient records you submitted.

| (Entities 1 - 3 | 31 of 31, Page: 1/1) 🔫 🦂 1 🗭 🍽 50 | ✓ + Add New Er | ntity + Clear filter | Delete Selected | Export JP ME Patient Rec | ord(s |
|-----------------|-----------------------------------|----------------|----------------------|-----------------|--------------------------|-------|
| Record ID \$ | First Name \$ | Middle Name 🗘 | Last Name 🗘 | Status 0 | Action | |
| 1000001212 | Tanu | | 9/5 | Invalid | Record Details | |
| 1000001270 | John | | Doe | | Record Details | |
| 1000001379 | captain | | crunch | | Record Details | |
| 1000001522 | kiki | | submersion | Invalid | Record Details | |
| 1000001530 | d;skf; | | sdm;sm | | Record Details | |
| 1000001552 | testing | | testing | | Record Details | |
| 1000001553 | testing | | tesing | Invalid | Record Details | |
| 1000001661 | Test | | dhanusha | Open | Record Details | |
| 1000002101 | Test | м | dhanusha 3 | Closed | Record Details | |
| 1000002102 | Mickey | | Mouse | Open | Record Details | |
| 1000002125 | Roxana | | JPMESubmersion | Open | Record Details | |
| 1000002136 | Test | | JP | Open | Record Details | |

To view a specific patient record, click "Record Details".

NOTE: This will highlight the selected record.

Account Management

Account management is available through IAMOnline.

Through IAMOnline, you can:

- Reset your password;
- Update your account; and
- Request access to specific programs.

For additional JP resources, visit the DSHS page Justice of the Peace Requirements | Texas DSHS.

For additional ME resources, visit the DSHS page Medical Examiner Requirements | Texas DSHS.

Contact Information

Emergency Medical Services and Trauma Registries Texas Department of State Health Services 1100 West 49th Street Mail Code 1922 Austin, Texas 78756

Injury.web@dshs.texas.gov

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

Emergency Medical Services and Trauma Registries dshs.texas.gov/injuryprevention/ems-trauma-registries