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Health and Human
Services

**Texas Department of State
Health Services**

Trauma Services Registry Hospital Data Management

November 2023

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Injury Prevention Unit Emergency Medical Services and Trauma Registries
(EMSTR)

Agenda

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

Emergency Medical Services and Trauma Registries Reporting Requirements



Reporting Requirements

Texas Administrative Code (TAC), Title 25, Part 1, [Chapter 103, Rule §103.7](#) states all hospitals shall submit data to the Texas Department of State Health Services (DSHS) Emergency Medical Services and Trauma Registries (EMSTR) within ninety (90) calendar days of a patient's discharge from their facility.

- According to TAC Chapter 103, [Rule §103.4](#), reportable data includes:
 - Traumatic brain injuries (TBI);
 - Spinal cord injuries (SCI);
 - Submersion injuries; and
 - Other traumatic injuries.
- Specific International Classification of Diseases-version 10-Clinical Modification (ICD-10-CM) codes are listed in the National Trauma Data Standard (NTDS) pages IV and V.

EMSTR Submission Requirements

- The EMSTR system is governed by TAC, [Title 25, Part 1, Chapter 157](#).
 - DSHS checks facility compliance during the initial or re-designation survey.
 - DSHS submits a compliance report to the surveying entity or Texas EMS Trauma and Acute Care Foundation (TETAF).
- A facility receives a criteria deficiency if they fail to submit patient records to the trauma registry in the 90-day requirement ([TAC, Chapter 103](#)).
- Facilities are responsible for the complete, accurate, and timely data submission even if a third-party submitter is used ([TAC, Chapter 103](#)).
- Facilities should notify DSHS (both EMSTR staff and the DSHS Identity and Access Management team) when locations change or facilities close.

Data Format Update

- On November 13, 2023, EMSTR will implement 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 system will continue to accept the 2020 ITDX format.
- After November 9, 2023, the EMSTR system will not accept NTDS 2017.

Stakeholder Role Descriptions



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Stakeholder Roles

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

Account Manager Role

Monitor Data Submissions

- **Entity Report:**
 - Includes data submission by admission date;
 - Includes data submissions by submission date and submitter; and
 - Provides number of cases submitted.
- **Trauma Care Report** – Provides a list of all cases submitted by the facility.
- **Hospital Data Validity Report** – Provides patient record details with number and percent of valid, valid null, and invalid answers.

IAMOnline Process

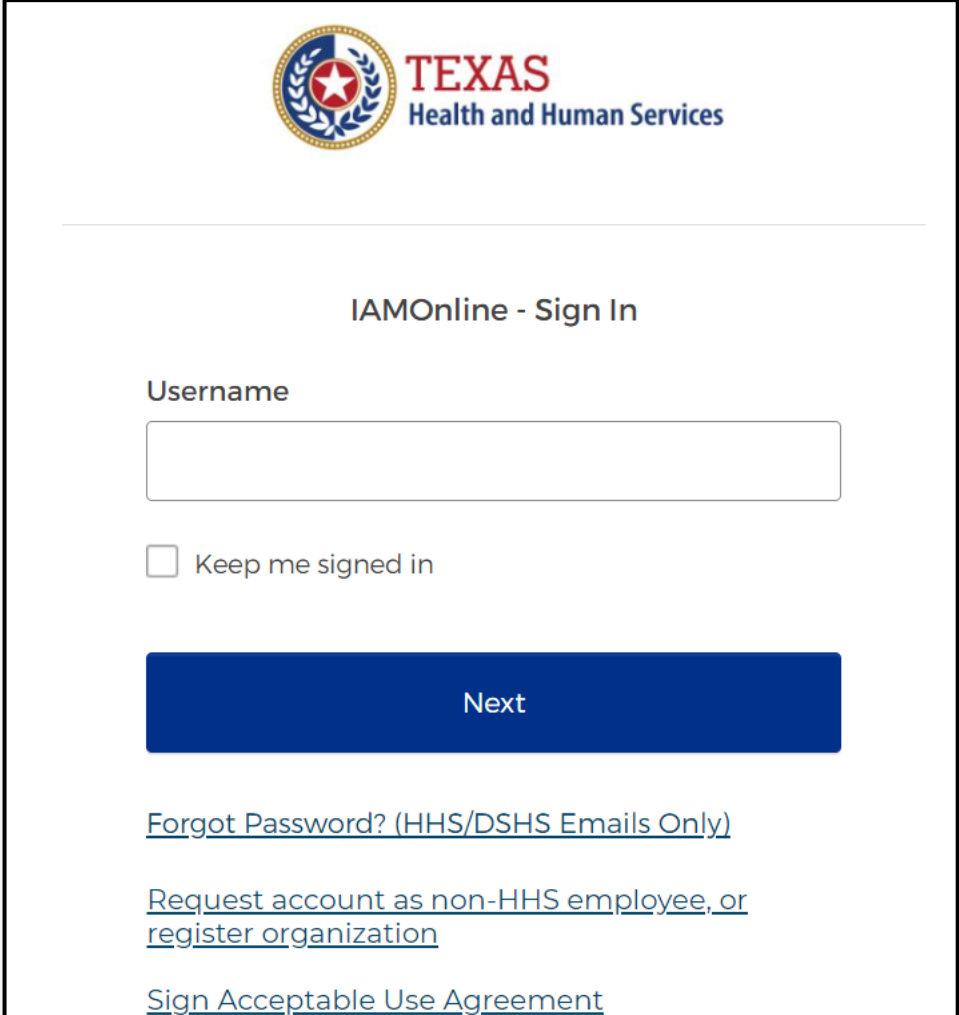


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IAMOnline (1 of 2)

- EMSTR will begin using the new **IAMOnline** platform beginning November 2023.
- All Texas HHS applications will transition to IAMOnline.
- IAMOnline provides a more secure log-in process with an authentication feature.



The screenshot displays the IAMOnline Sign In interface. At the top left is the Texas Health and Human Services logo, featuring a circular seal with a star and the text "TEXAS Health and Human Services". Below the logo, the title "IAMOnline - Sign In" is centered. A "Username" label is positioned above a text input field. Below the input field is a checkbox labeled "Keep me signed in". A large blue button with the text "Next" is centered below the checkbox. At the bottom, there are three links: "Forgot Password? (HHS/DSHS Emails Only)", "Request account as non-HHS employee, or register organization", and "Sign Acceptable Use Agreement".

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IAMOnline - Sign In

Username

☐ Keep me signed in

Next

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

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

[Sign Acceptable Use Agreement](#)

IAMOnline (2 of 2)

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



Activate your Account;



Set up Security Methods; and



Review and Acknowledge the Acceptable Use Agreement (AUA) Form.

After completing these steps, you can access the EMSTR system directly by logging in to your IAMOnline **MyApps** dashboard.

Activate Your Account Process

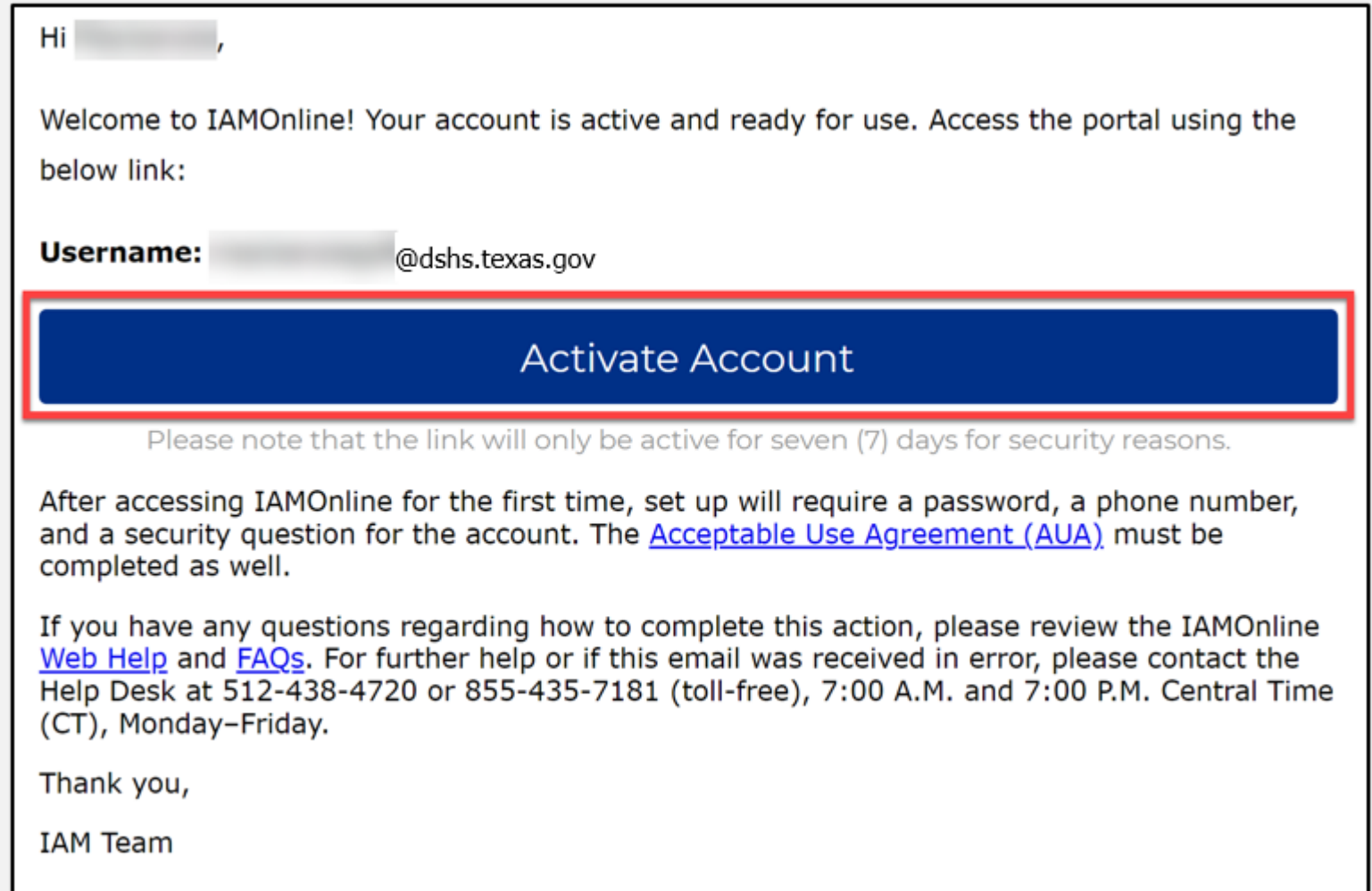


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Activate Your Account (1 of 2)

- Locate your **IAMOnline** registration email from noreply@okta.com.
- Okta will send the activation email to your employee email address.



Activate Your Account (2 of 2)

- Okta will provide your **username** in the email.
- Click the “**Activate Account**” button to set up your account. 

NOTE – *The link will only be active for seven (7) days from email receipt for security reasons.*

Hi [redacted],

Welcome to IAMOnline! Your account is active and ready for use. Access the portal using the below link:

Username: [redacted]@dshs.texas.gov

Activate Account

Please note that the link will only be active for seven (7) days for security reasons.

After accessing IAMOnline for the first time, set up will require a password, a phone number, and a security question for the account. The [Acceptable Use Agreement \(AUA\)](#) must be completed as well.

If you have any questions regarding how to complete this action, please review the IAMOnline [Web Help](#) and [FAQs](#). 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.

Thank you,
IAM Team

Set Up Security Methods (1 of 2)


Set up security methods to protect your account with a **password**, your **phone**, and a **security question**.

Set up security methods

@ [redacted] @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](#)

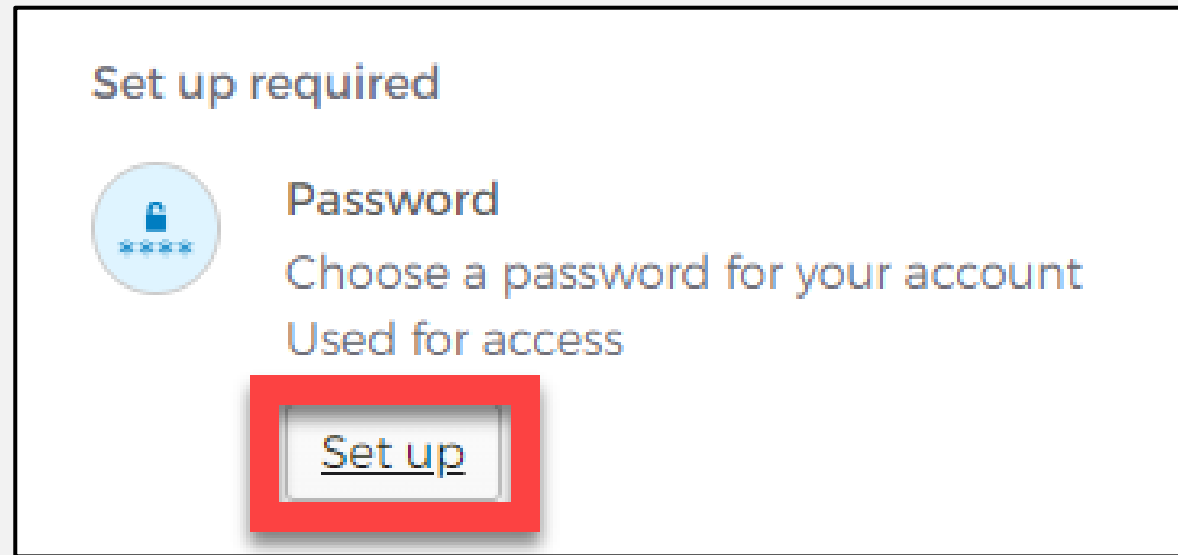
[Create a new account as a citizen](#)

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

[Sign Acceptable Use Agreement](#)

Set Up Security Methods (2 of 2)

- The first security method is to set up your password.
- To create your password, click on the “**Set up**” button under **Password**.




Set Up Password

- For your password set up, create your password in the “**Enter password**” text box and re-enter it in the “**Re-enter password**” text box.

***NOTE** – You must create a password that meets all requirements set by the organization.*

- Click the “**Next**” button.



Set up password

@ @dshs.texas.gov

Password requirements:

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

Enter password

Re-enter password

Set Up Security Methods Screen

Click on the “**Set up**” button under **Phone**.



Phone

Verify with a code sent to your phone

Used for access or recovery

Set up

Set Up Phone Authentication (1 of 2)

- To set up your phone number, first select the “**SMS**”* 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.*

- Verify your account by entering your phone number and select “**Receive a code**”.

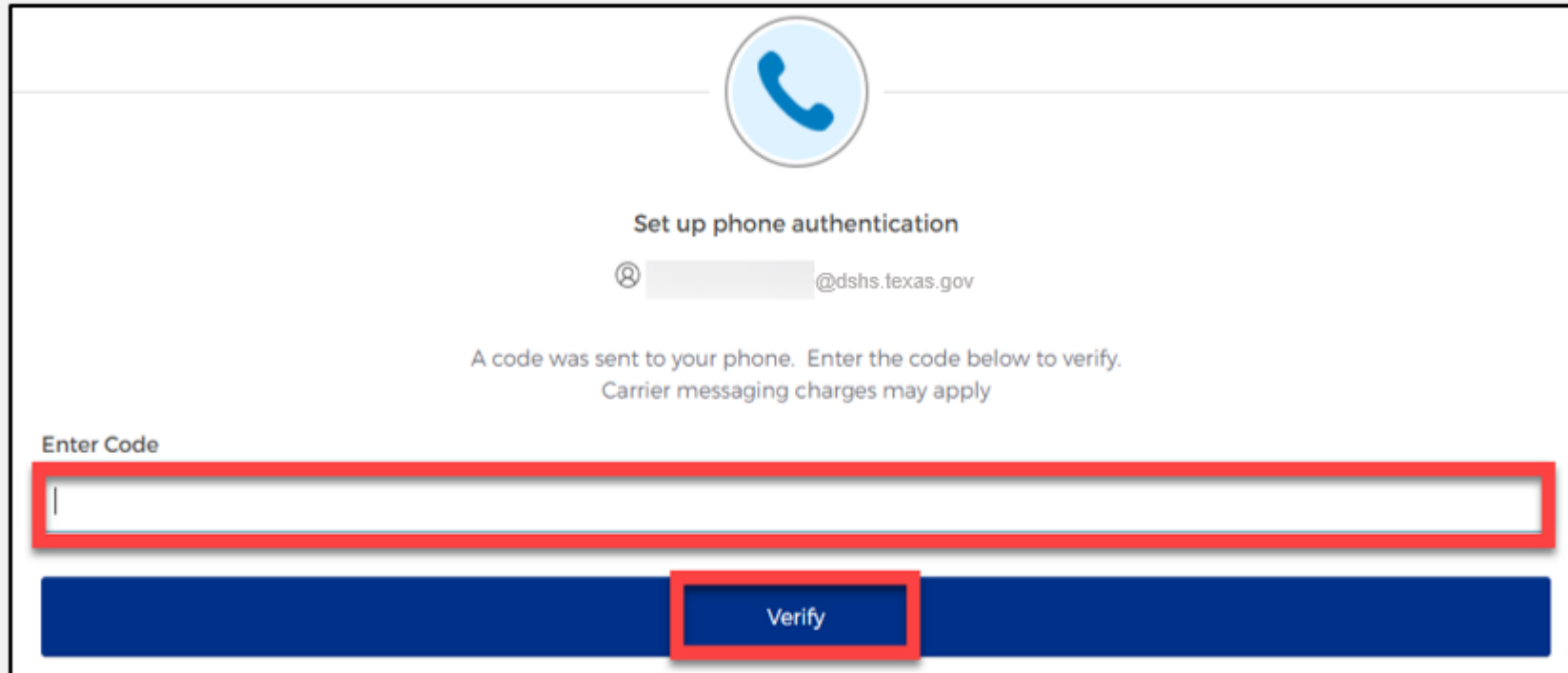



The screenshot shows a web form for setting up phone authentication. At the top, it says "Enter your phone number to receive a verification code via SMS." Below this are two radio button options: "SMS" (which is selected and highlighted with a red box) and "Voice call". Underneath is a "Country" dropdown menu currently set to "United States". Below that is a "Phone number" field with a red box around it; the field starts with a "+1" icon and a grey input area. At the bottom is a large blue button labeled "Receive a code via SMS".

*SMS stands for Short Message Service.


Set Up Phone Authentication (2 of 2)

- The automated system will send you a verification code to your phone via the delivery choice you made – SMS or Voice call.
- Type the verification code in the “**Enter Code**” box.
- Click on the “**Verify**” button.





Set up phone authentication

 [redacted]@dshs.texas.gov

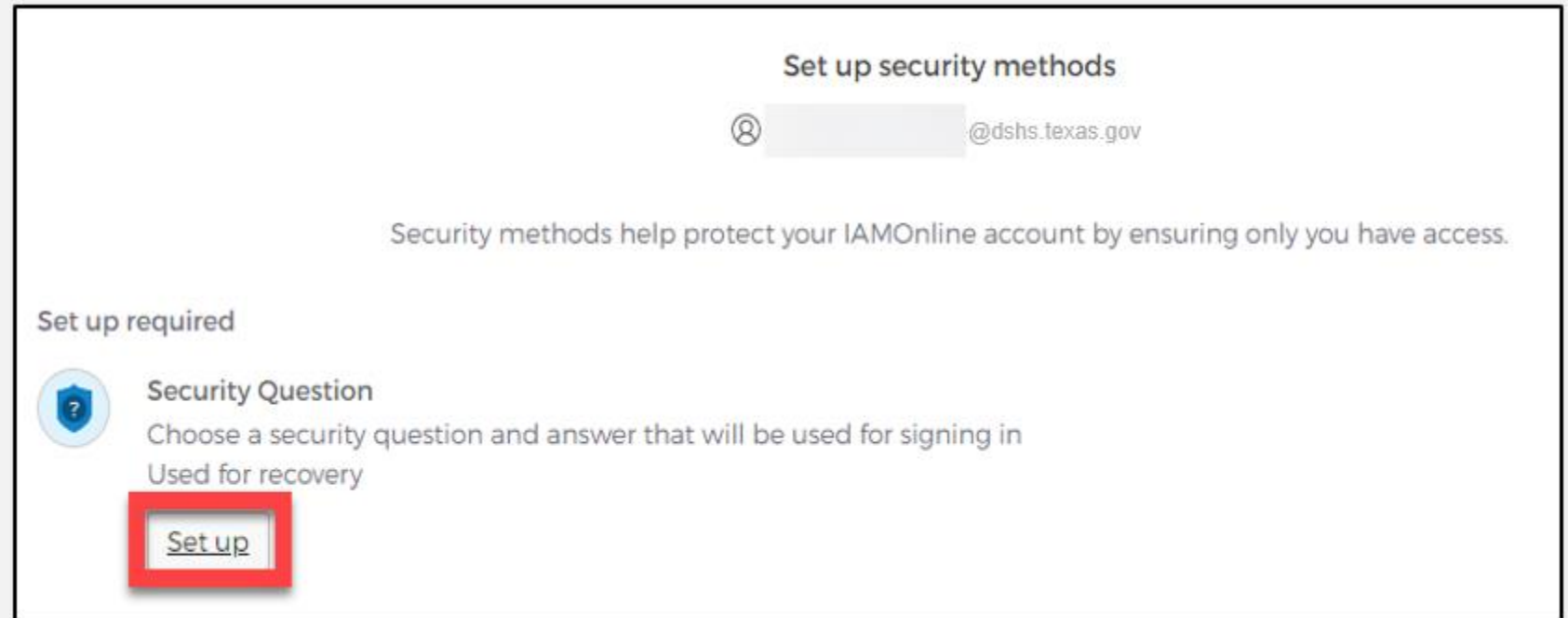
A code was sent to your phone. Enter the code below to verify.
Carrier messaging charges may apply

Enter Code

Verify

Set Up Security Methods

- After verifying your phone number, the system will redirect you to set up a **Security Question**.
- To set up your security question, select the “**Set up**” button under **Security Question**.

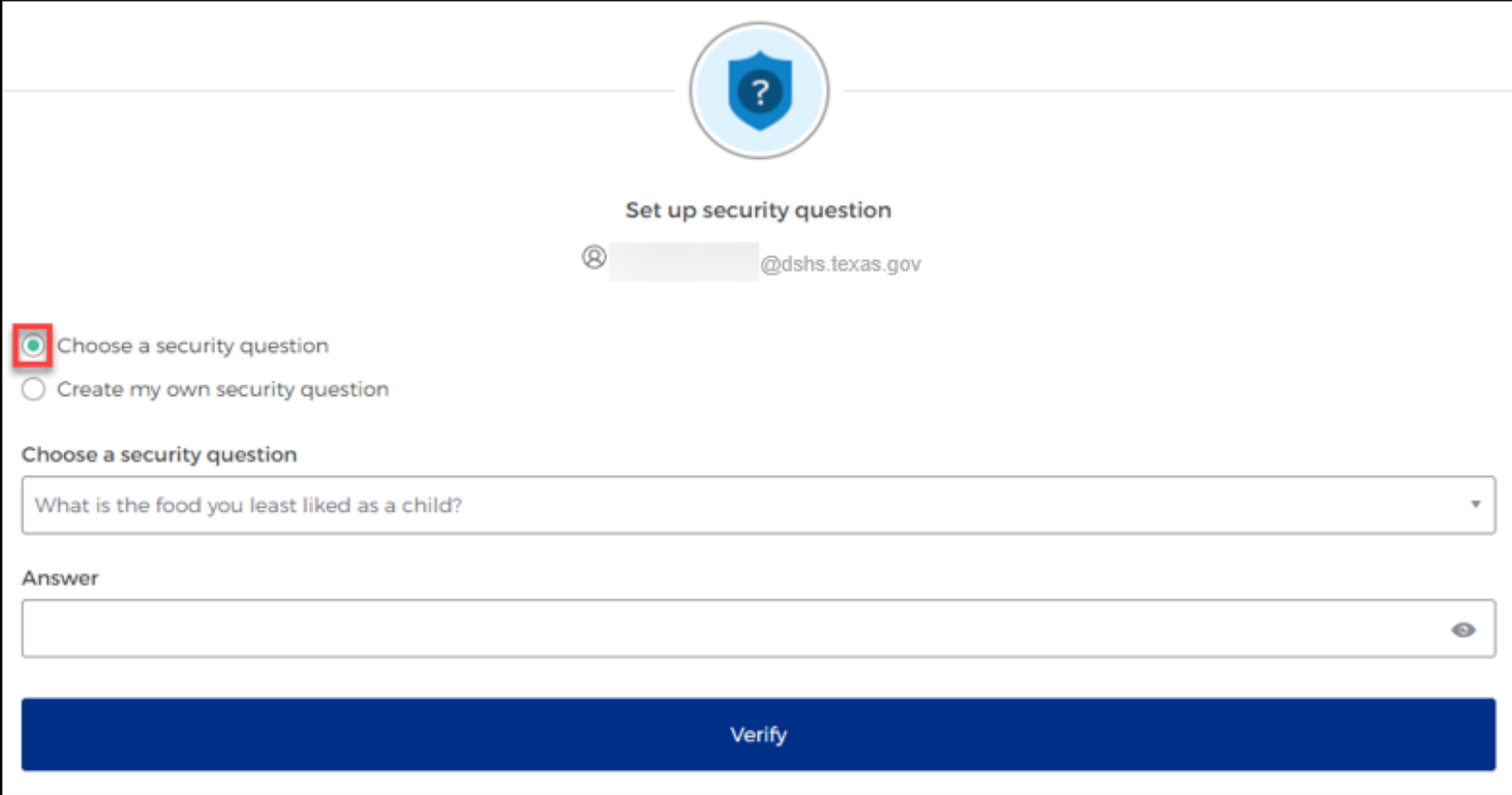


The screenshot shows a web interface for setting up security methods. At the top, it says "Set up security methods" followed by a user icon and the email address "@dshs.texas.gov". Below this is a message: "Security methods help protect your IAMOnline account by ensuring only you have access." Underneath, it says "Set up required". There is a blue shield icon with a question mark. To its right, the text reads "Security Question", "Choose a security question and answer that will be used for signing in", and "Used for recovery". At the bottom of this section is a button labeled "Set up", which is highlighted with a red rectangular border.

Set Up Security Question (1 of 2)

You can either select an option to “**Choose a security question**” or “**Create my own security question**”.

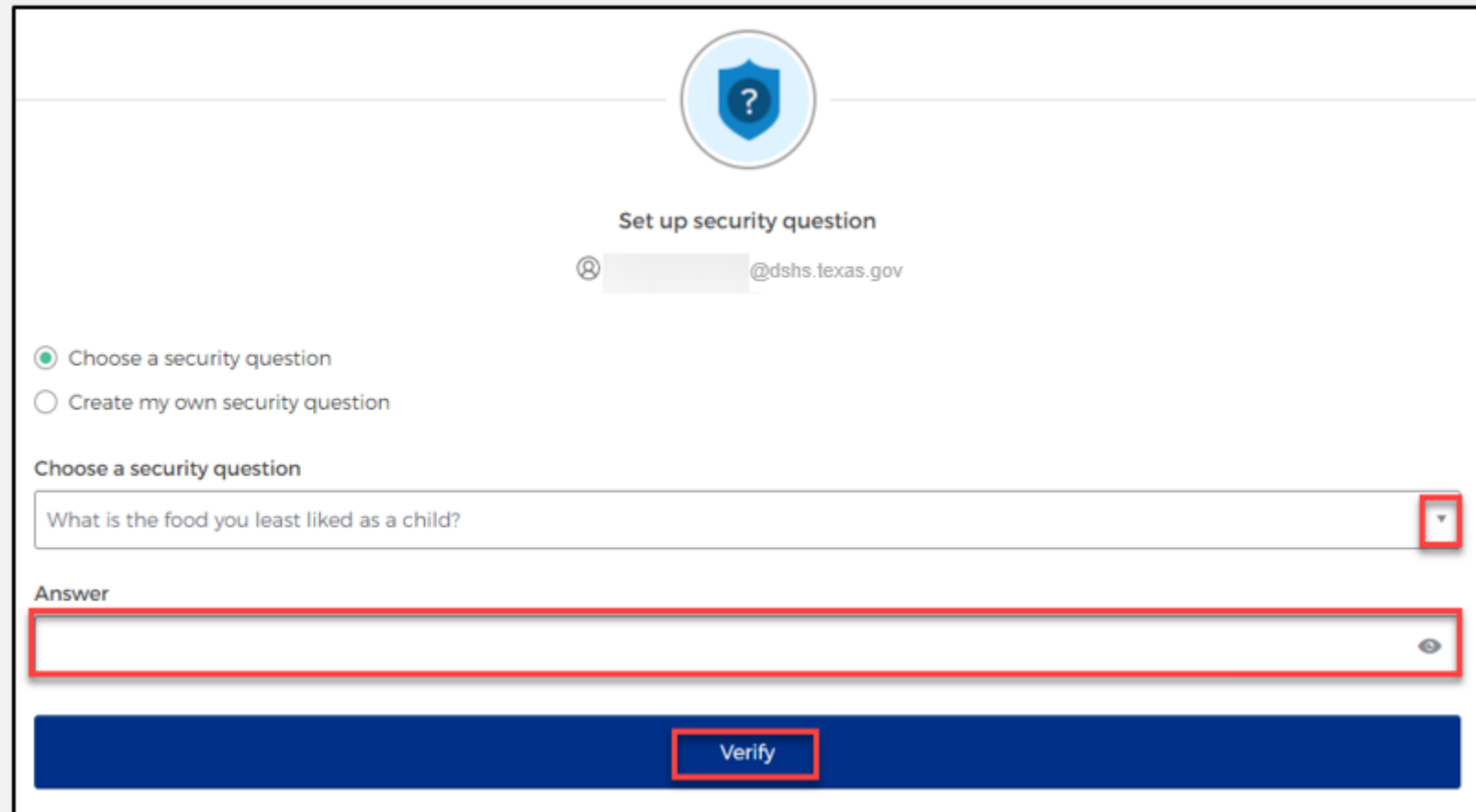
NOTE – *If creating a security question, create one that cannot be guessed by others, even people who know you well, for security purposes.*



The screenshot shows a web form titled "Set up security question". At the top, there is a blue shield icon with a question mark. Below the title, the user's email address is displayed as "[redacted]@dshs.texas.gov". There are two radio button options: "Choose a security question" (which is selected and highlighted with a red square) and "Create my own security question". Below the selected option, there is a dropdown menu labeled "Choose a security question" with the text "What is the food you least liked as a child?". Below this is an "Answer" field, which is a text input box with a small eye icon on the right. At the bottom of the form is a large blue button labeled "Verify".

Set Up Security Question (2 of 2)

- After selecting “**Choose a security question**”, select the drop-down icon and choose a security question.
- Enter the answer in the “**Answer**” box.
- To save your question and answer, select the “**Verify**” button.



The screenshot shows a web form titled "Set up security question" with a user icon and email address "@dshs.texas.gov". There are two radio buttons: "Choose a security question" (selected) and "Create my own security question". Below is a dropdown menu for "Choose a security question" with the text "What is the food you least liked as a child?". Below that is an "Answer" field. At the bottom is a blue "Verify" button. Red boxes highlight the dropdown arrow, the answer field, and 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

Access MyApps Dashboard Process

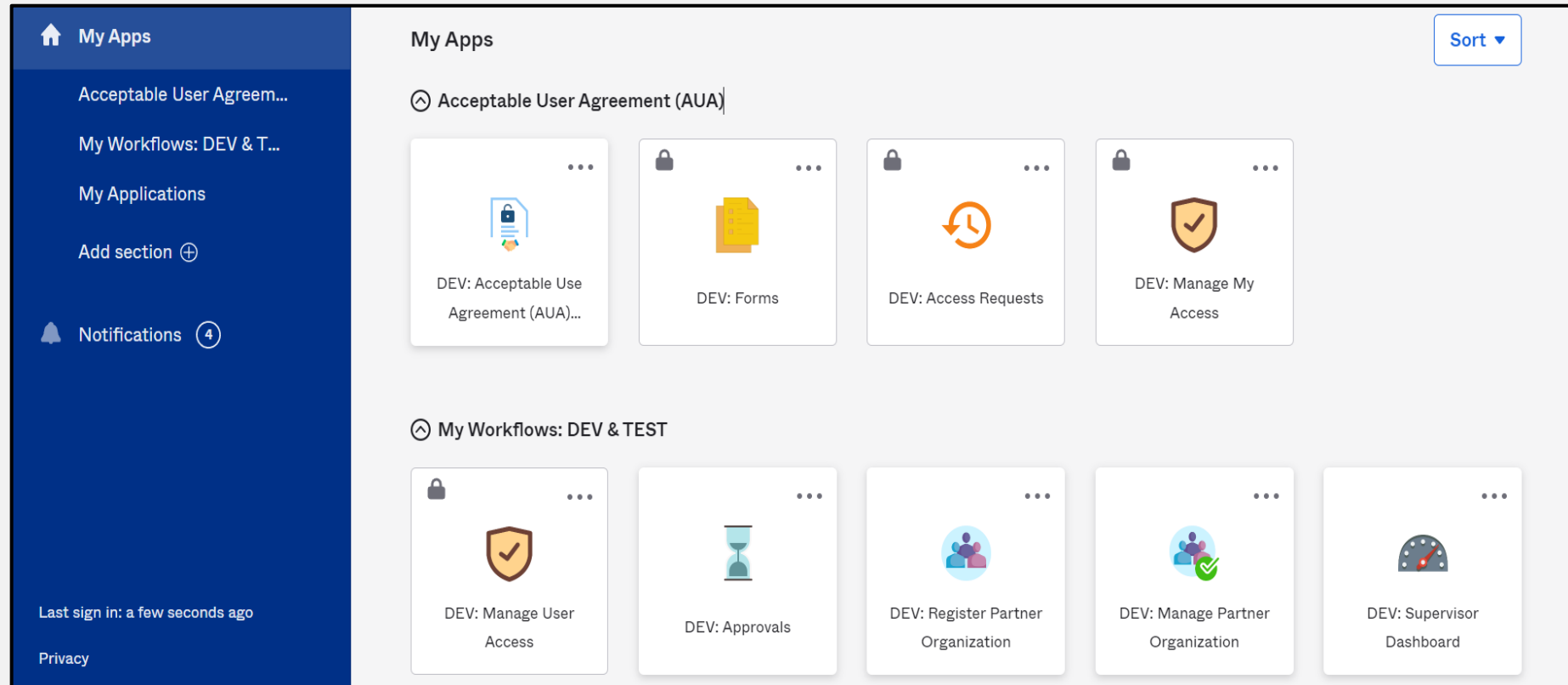


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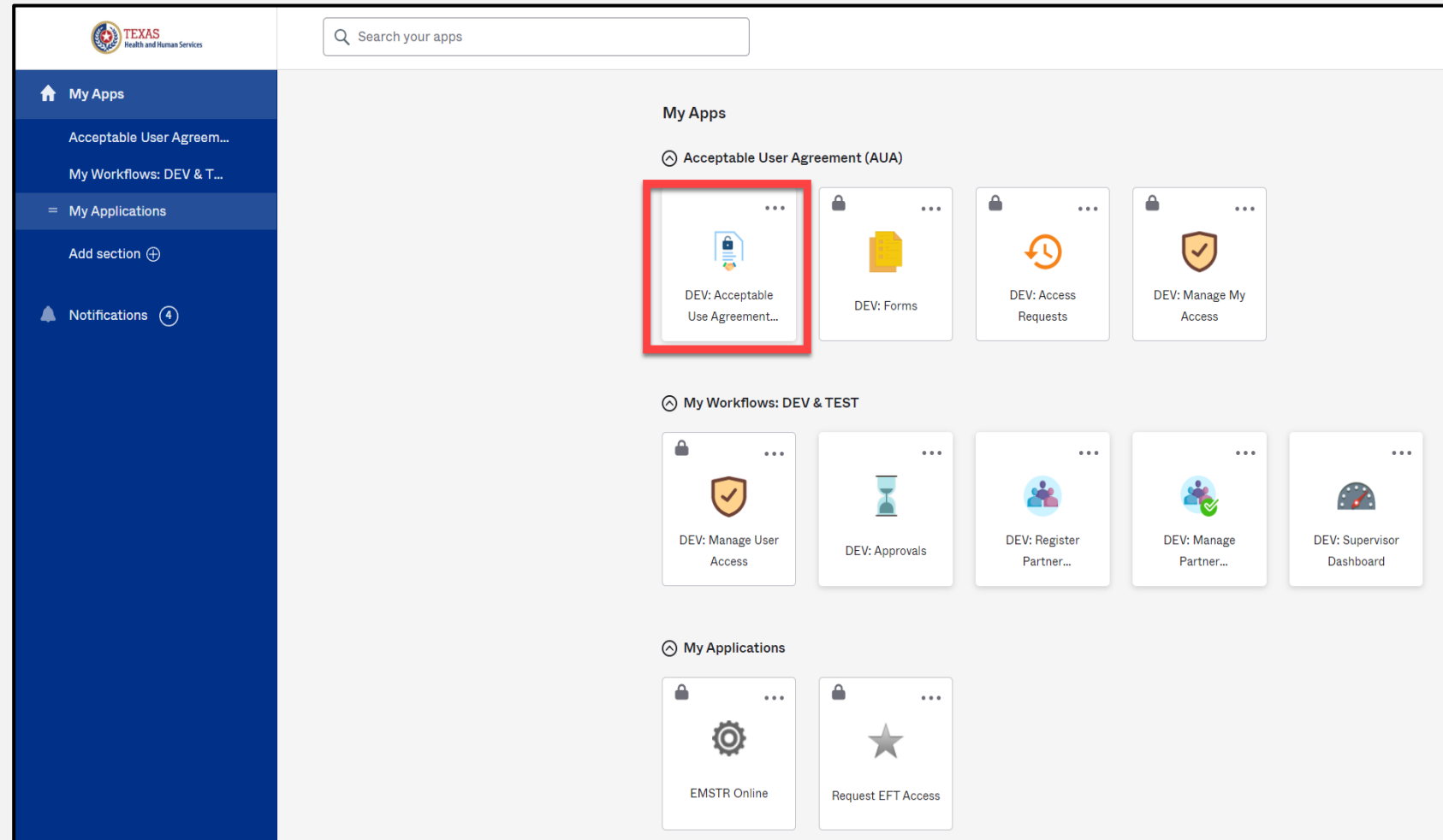
Access the MyApps Dashboard

Now that you have set up your security methods, the system will redirect you to your IAMOnline “MyApps” dashboard.



Acceptable Use Agreement (AUA)

- All tiles are locked with a lock icon until you acknowledge and sign the AUA form.
- To do this, select the **“AUA”** tile on your **MyApps** dashboard.



Acknowledge and Sign your AUA

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

Acknowledgement

I have read, understand, and will comply with the requirements in the Information Security Acceptable Use Policy.

First Name

First Name *

Last Name

Last Name *

Your Work Email *

Your Work Phone

I am (choose one and explain below): *

☐ An employee of HHSC (specify department and division)

☐ An employee of DSHS (specify department and division)

☐ An employee of another agency (specify agency, department, and division)

☐ A contractor (specify employer or non-state agency name)

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

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

Date Agreement Signed *

08/09/2023

Submit

Access EMSTR Process

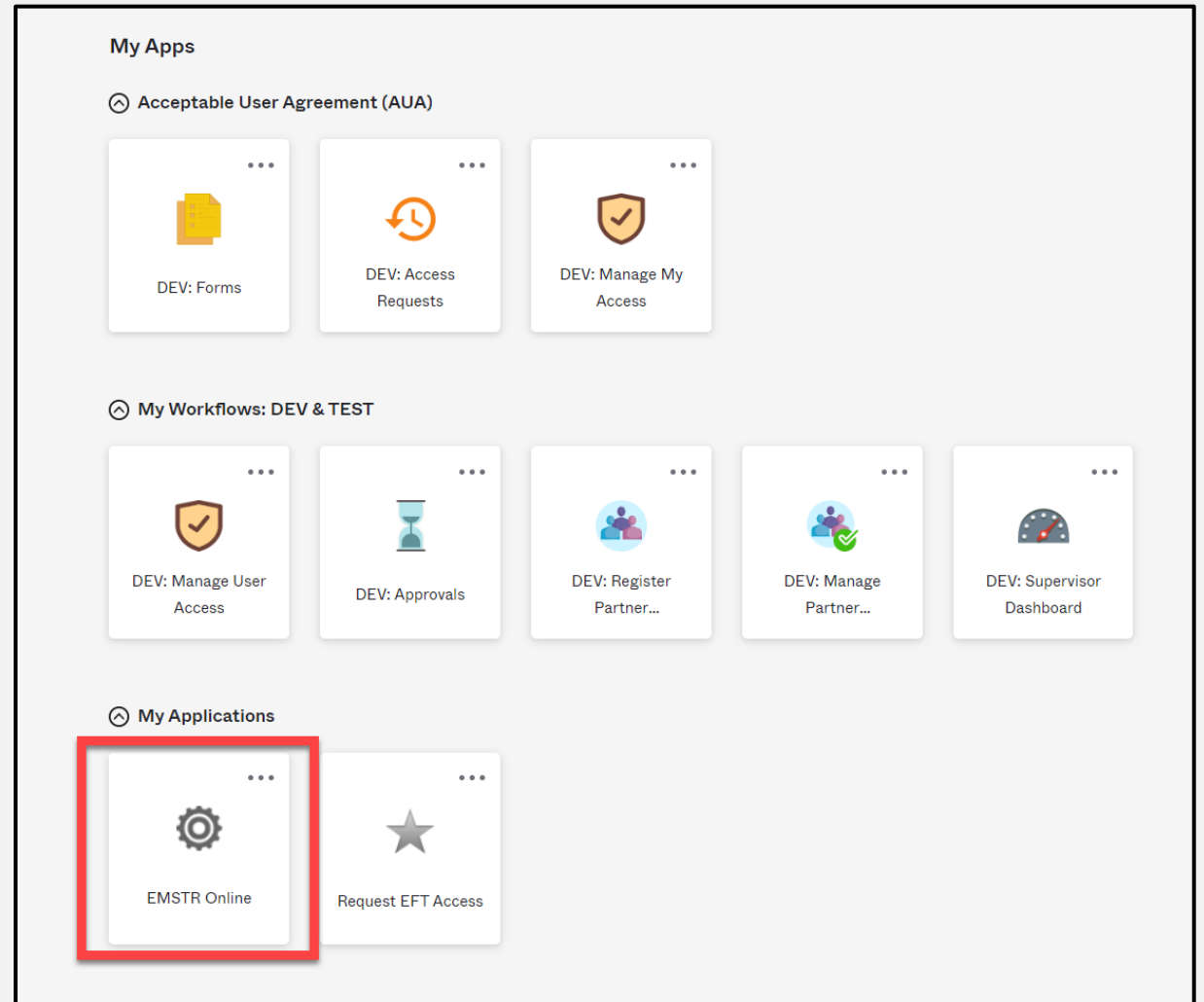


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Access EMSTR (1 of 2)

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




Access EMSTR (2 of 2)

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

EMSTR

Welcome,

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



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Welcome to Texas Emergency Medical Services and Trauma Registry System

Workflows

Workflow Queue

Events

Recently Accessed Records

Record Id	Name	Record Type
1000001976	Crystalb Testb	Patient Record - Hospital Submersion
1000002673	crystal test2	Patient Record - Hospital Submersion
544	crystalhospital2	Hospital
1000001532	Test Crystal	Patient Record - Hospital

More...

Resources

TX EMS/Trauma Home DSHS	TX EMS 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
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Online Submission Process



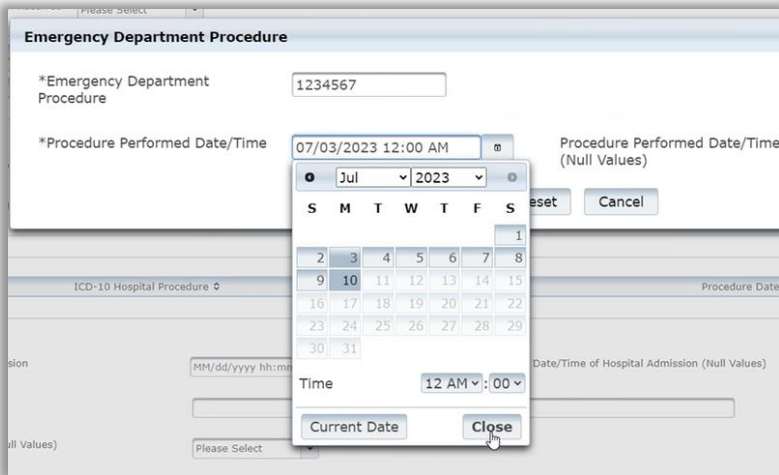
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Improved User Experience

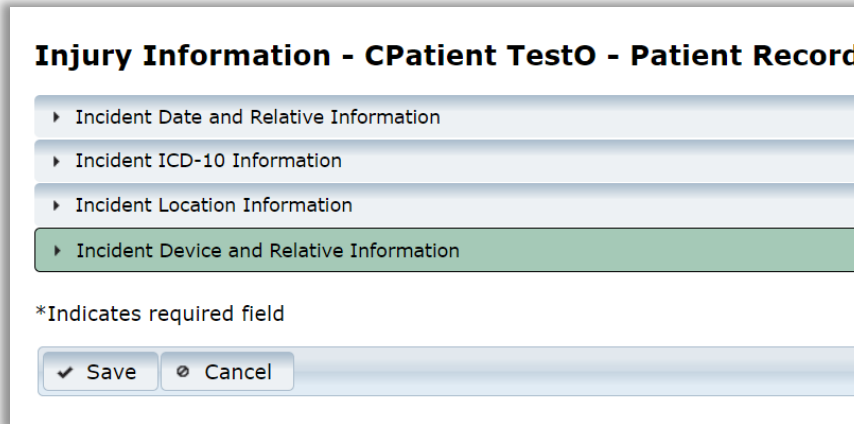
The new system incorporates updated features and new functionalities throughout EMSTR for an improved user experience.

Calendar Feature

A screenshot of the EMSTR system interface. It shows a form with fields for "Emergency Department Procedure" (value: 1234567) and "Procedure Performed Date/Time" (value: 07/03/2023 12:00 AM). A calendar pop-up is displayed over the date field, showing the month of July 2023. The calendar has a grid of days from 1 to 31. The time field is set to 12 AM. There are "Current Date" and "Close" buttons at the bottom of the calendar pop-up. Other fields visible include "ICD-10 Hospital Procedure", "Procedure Date/Time", "Date/Time of Hospital Admission", and "Time".

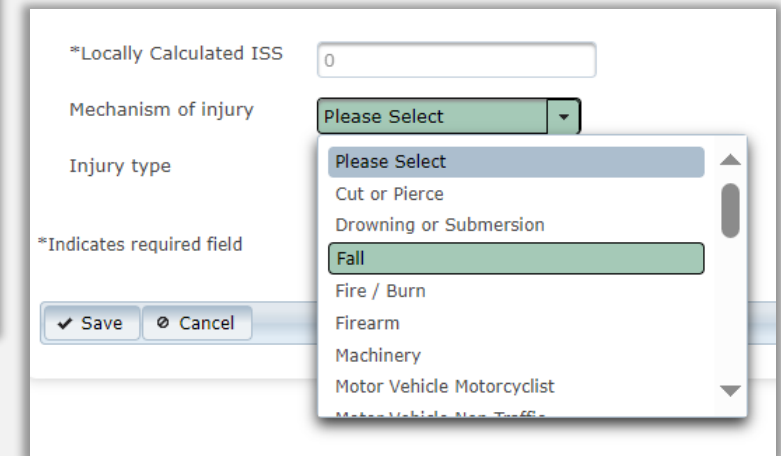
Quick date and time selection.

Collapsible Sections

A screenshot of the EMSTR system interface showing a form titled "Injury Information - CPatient TestO - Patient Record". The form has several sections, each with a collapse/expand arrow: "Incident Date and Relative Information", "Incident ICD-10 Information", "Incident Location Information", and "Incident Device and Relative Information". The "Incident Device and Relative Information" section is currently expanded. At the bottom, there are "Save" and "Cancel" buttons. A note at the bottom left states "*Indicates required field".

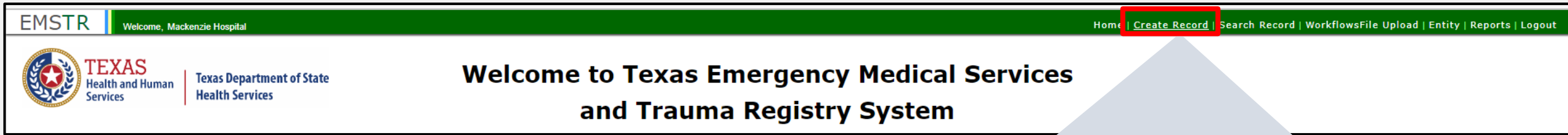
Easier page navigation to complete required fields.

Drop Down Menus

A screenshot of the EMSTR system interface showing a form with several drop down menus. The first menu is labeled "*Locally Calculated ISS" with a value of 0. The second menu is labeled "Mechanism of injury" with a value of "Please Select". The third menu is labeled "Injury type" with a value of "Please Select". The "Injury type" menu is open, showing a list of options: "Cut or Pierce", "Drowning or Submersion", "Fall", "Fire / Burn", "Firearm", "Machinery", "Motor Vehicle Motorcyclist", and "Motor Vehicle Non-Traffic". At the bottom, there are "Save" and "Cancel" buttons. A note at the bottom left states "*Indicates required field".

Intuitive process that avoids page clutter.


Online Submission



The screenshot shows the top section of the EMSTR website. At the top is a green navigation bar with the text "EMSTR" on the left and a series of links on the right: "Home", "Create Record", "Search Record", "Workflows", "File Upload", "Entity", "Reports", and "Logout". The "Create Record" link is highlighted with a red rectangular box. Below the navigation bar is a white header area. On the left side of this header is the Texas Department of State Health Services logo, which includes a circular seal with a star and the text "TEXAS Health and Human Services" and "Texas Department of State Health Services". In the center of the header, the text "Welcome to Texas Emergency Medical Services and Trauma Registry System" is displayed in a bold, black font.

EMSTR | Welcome, Mackenzie Hospital

Home | **Create Record** | Search Record | Workflows | File Upload | Entity | Reports | Logout

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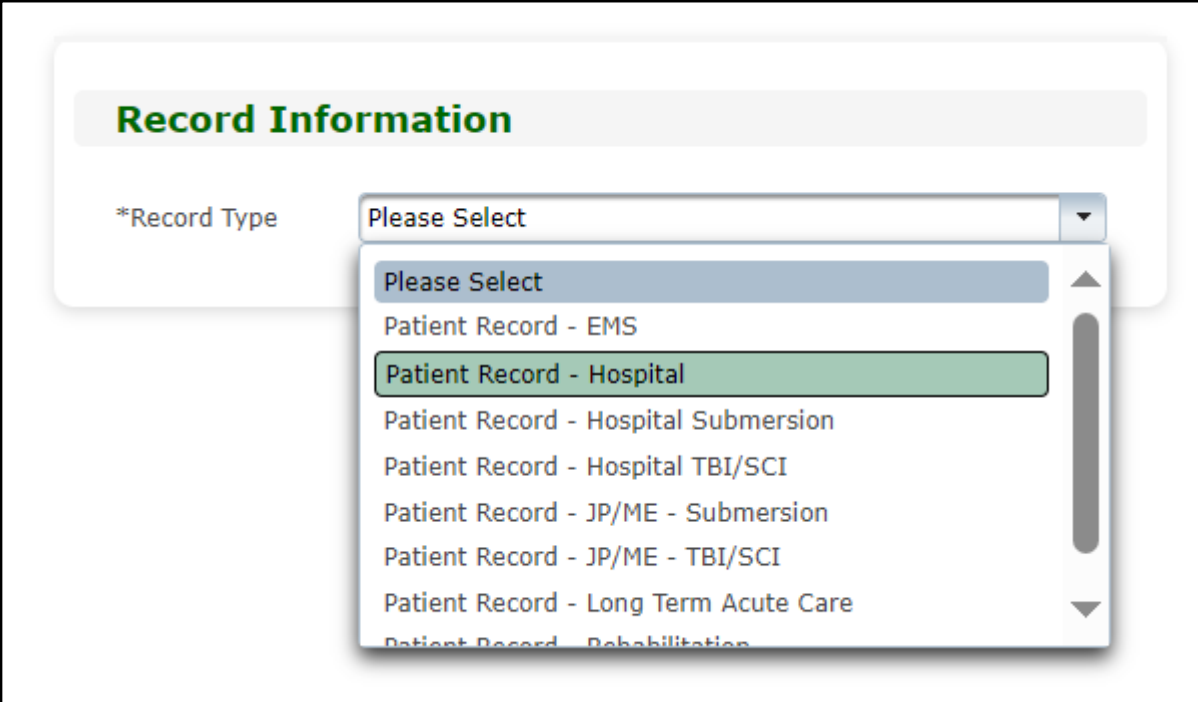
**Welcome to Texas Emergency Medical Services
and Trauma Registry System**

| Create Record |

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

Create Record (1 of 2)

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



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

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

Create Record (2 of 2)

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

Record Information

*Record Type: Patient Record - Hospital

Add Person

*First Name: Middle Name: *Last Name:

*Birth Date: *Gender: Please Select

Contact Information

*Street:

*City: *State: Texas *Zip Code:

*County: Please Select *Country: USA

*Submission Version: 2023

*Indicates required field

✓ Save Cancel Clear ? Help

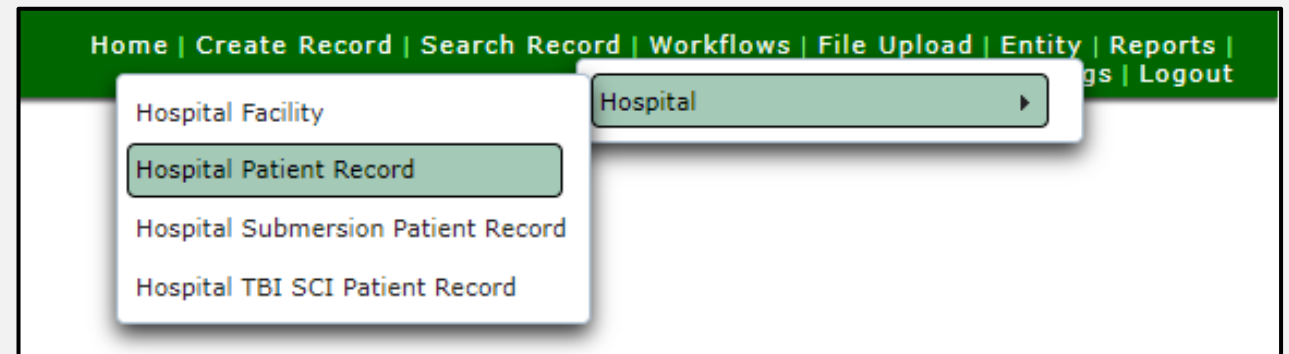
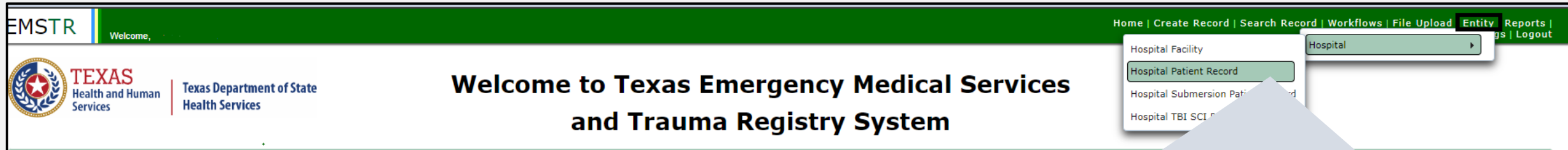
Add Record Data

To add data to the patient record, complete each of the 15 **Question Packages**.

Question Packages			
Question Package	Last Update	Updated By	Status
Outcome Information			Incomplete
Administrative			Incomplete
ITDX Record Control Information			Incomplete
Agency/Responder			Incomplete
Demographic Information			Incomplete
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

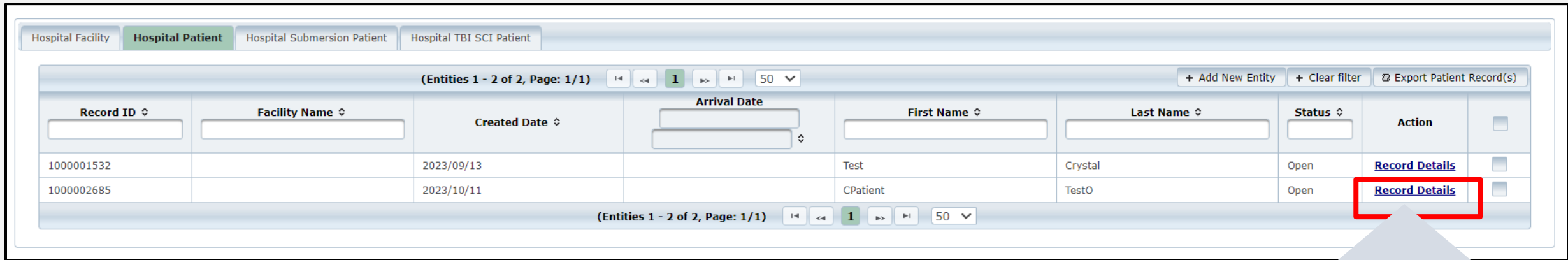
Finish Creating a Record

- After saving the information entered in the 15 question packages, view the completed record by navigating to the EMSTR toolbar.
- Select “Entity>Hospital>Hospital Patient Record”.



Hospital Patient Record

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



The screenshot displays a web application interface for managing hospital patient records. At the top, there are four tabs: 'Hospital Facility', 'Hospital Patient' (which is selected and highlighted in green), 'Hospital Submersion Patient', and 'Hospital TBI SCI Patient'. Below the tabs is a table with the following columns: 'Record ID', 'Facility Name', 'Created Date', 'Arrival Date', 'First Name', 'Last Name', 'Status', 'Action', and a checkbox. The table contains two rows of data. The first row has Record ID 1000001532, Created Date 2023/09/13, First Name Test, Last Name Crystal, and Status Open. The second row has Record ID 1000002685, Created Date 2023/10/11, First Name CPatient, Last Name TestO, and Status Open. In the 'Action' column of the second row, the text 'Record Details' is highlighted with a red rectangle. Above the table, there are pagination controls showing '(Entities 1 - 2 of 2, Page: 1/1)' and a dropdown menu set to 50. To the right of the table, there are buttons for '+ Add New Entity', '+ Clear filter', and 'Export Patient Record(s)'. A large blue arrow points from the 'Record Details' link in the table to a larger, more prominent 'Record Details' button shown in a separate box below.

Record ID	Facility Name	Created Date	Arrival Date	First Name	Last Name	Status	Action	
1000001532		2023/09/13		Test	Crystal	Open	Record Details	<input type="checkbox"/>
1000002685		2023/10/11		CPatient	TestO	Open	Record Details	<input type="checkbox"/>

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

Record Details

Record Summary Screen

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

The screenshot shows the EMSTR Record Summary Screen. At the top, there is a green header bar with the EMSTR logo and a welcome message. Below this, there are tabs for 'Hospital Facility', 'Hospital Patient', 'Hospital Submission Patient', and 'Hospital TBI SCI Patient'. The main area displays a table of patient records. The table has columns for Record ID, Facility Name, Created Date, Arrival Date, First Name, Last Name, Status, and Action. The table is currently showing 10 records. Above the table, there are search and filter options for each column, and a 'Clear filter' button. The table also includes a pagination bar at the top indicating '(Entities 1 - 50 of 100, Page: 1/3)'.

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

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

This image shows a close-up of the column headers from the table. Each header has a dropdown arrow next to it, indicating that it can be used to search or filter the records. The headers are: Record ID, Facility Name, Created Date, Arrival Date, First Name, Last Name, Status, and Action. The Action column has a button icon next to it.

Record ID	Facility Name	Created Date	Arrival Date	First Name	Last Name	Status	Action
-----------	---------------	--------------	--------------	------------	-----------	--------	--------

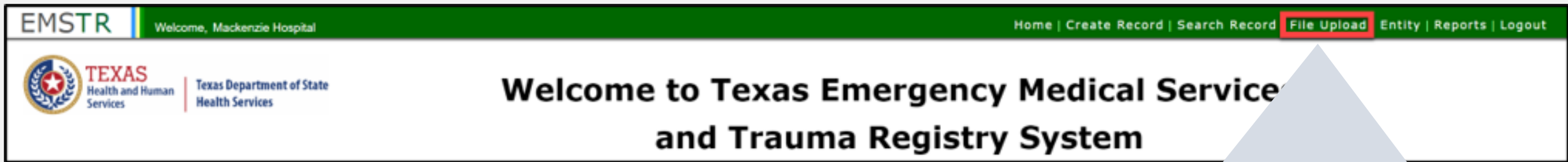
File Upload Process



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Health Services

File Upload



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

Select the Data File Format

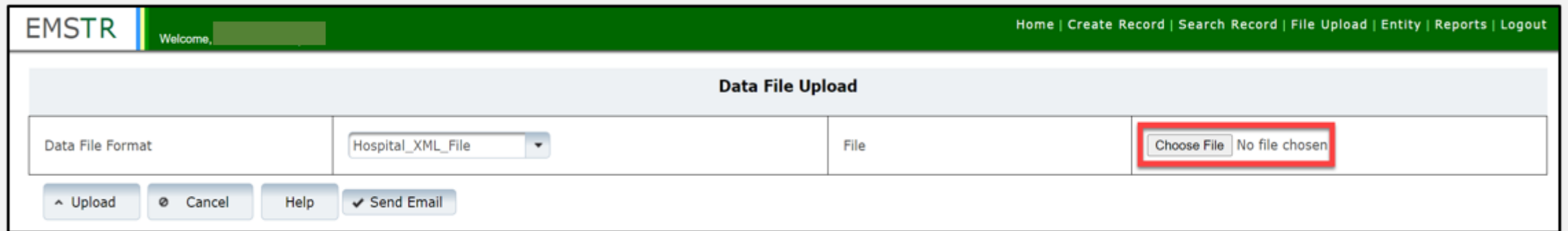
- After selecting “**File Upload**” from the EMSTR toolbar, the system will take you to the “**Data File Upload**” page.
- Select “**Hospital_XML_File**” from the drop-down menu.

The screenshot displays the EMSTR application interface. At the top, a green navigation bar contains the EMSTR logo, a welcome message, and a series of links: Home, Create Record, Search Record, Workflows, File Upload, Entity, Reports, Admin, Settings, and Logout. The main content area is titled "Data File Upload". It features a form with a "Data File Format" dropdown menu currently set to "Please Select". A dropdown menu is open, showing three options: "Please Select", "Hospital_XML_File" (highlighted in green), "Demographic_XML_File", and "EMS_XML_File". To the right of the format dropdown is a "File" input field with a "Choose File" button and the text "No file chosen". Below the form, there are "Upload" and "Cancel" buttons. Further down, a section titled "Recent Queued Roster Imports" shows a table of import records. The table has columns for Create Date, Complete Date, Roster Format, File, Status, and Result. Two records are visible, both with a status of "Successful".

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

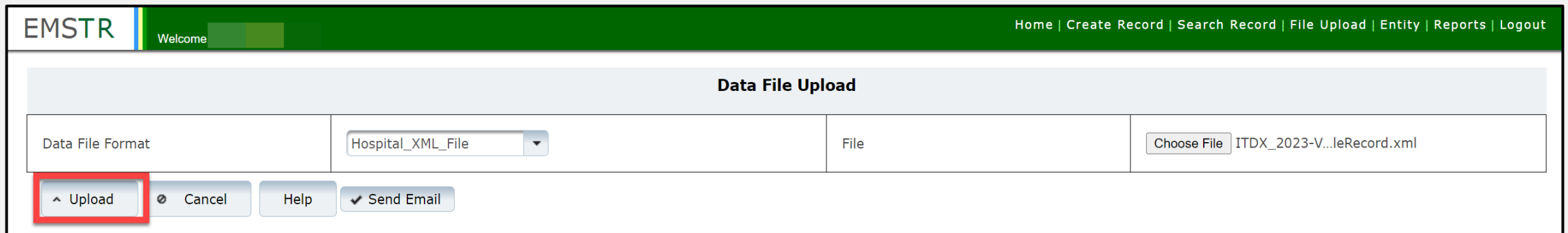
Data File Upload

- Select **“Choose File”** and select the file from your computer.



The screenshot shows the EMSTR application interface. The top navigation bar is green with the EMSTR logo on the left and links for Home, Create Record, Search Record, File Upload, Entity, Reports, and Logout on the right. Below the navigation bar is a light blue header for the 'Data File Upload' section. The main form area contains a 'Data File Format' dropdown menu set to 'Hospital_XML_File'. To the right of the dropdown is a 'File' field with a 'Choose File' button and the text 'No file chosen'. The 'Choose File' button is highlighted with a red rectangular box. Below the form are four buttons: 'Upload', 'Cancel', 'Help', and 'Send Email'.

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



This screenshot shows the same EMSTR interface as the previous one, but now a file has been selected. The 'File' field now displays the filename 'ITDX_2023-V...leRecord.xml'. The 'Choose File' button is still present. The 'Upload' button, located at the bottom left of the form, is now highlighted with a red rectangular box. The other elements of the interface, including the navigation bar and the 'Data File Upload' header, remain the same.

Validation Results (1 of 2)

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

Data File Upload			
Data File Format	<div>Hospital_XML_File</div>	File	<div>Choose File</div> No file chosen
<div>^ Upload</div> <div>⌂ Cancel</div> <div>Help</div>			
Validation Results			
Record Count	1		
Valid Record Count	1		
Error	1 of the 1 records in the file have been successfully uploaded!		

Validation Results (2 of 2)

Validation Results	
Record Count	1
Valid Record Count	0
Error	1 of the 1 records were not uploaded due to errors: Hospital FacilityId 0771021 doesn't exist.

- If an error occurs, the “**Validations Results**” table includes a description of the error.
- After addressing the error, re-upload your file.

File Submission Report

After your file is successfully uploaded and the system sends you a “**Validation Result**”, you will immediately receive a “**File Submission Report**” via email.

This report will also include additional report details.

08/02/2023 22:45

File Submission Report

Entity Number	null
Entity Name	
Report Period	02/01/2020 - 02/01/2020
Submission Date	08/02/2023 10:40 PM
Submission Number	1000000731
Processed Date	08/02/2023 10:40 PM
Submitted By	
Total Records Submitted (new/resubmitted)	1 (1/0)
= Records with Errors [Rejected](%)	0 (0%)
= Records with Warnings [Accepted](%)	1 (100%)
= Records with no Errors/Warnings [Accepted](%)	0 (0%)
Total Records Accepted(%)	1 (100%)
Total Records Rejected(%)	0 (0%)
Total Records Incomplete(%)	0 (0%)

Details

Record ID	Element Name[Tag]	Submitted Value	Dictionary Value	Flag	Description
0771002_12345678	IncidentTime	235100	235100	W	1304_IncidentTime: 1304: Injury Incident Time is later than EMS Dispatch Time
0771002_12345678	IncidentTime	235100	235100	W	1305_IncidentTime: 1305: Injury Incident Time is later than EMS Unit Arrival on Scene Time
0771002_12345678	PulseRate	1	1	W	4804_PulseRate: 4807: The value is below 30

Recent Queued Roster Imports

After your file successfully uploads, view the record in the “Recent Queued Roster Imports” screen on the data file upload page.

Recent Queued Roster Imports					
(Entities 1 - 50 of 671, Page: 1/14)					
Create Date	Complete Date	Roster Format	File	Status	Result
2023-07-28 20:51:29	2023-07-28 20:51:29	Hospital_XML_File	2020sampleSingleRecord.xml [Original File]	Successful	Download Results
2023-07-28 20:20:01	2023-07-28 20:20:00	EMS_XML_File	2022-EMS-1-Cardiac-Transport_v350.xml [Original File]	Successful	Download Results
2023-07-28 19:32:52	2023-07-28 15:32:52	Hospital_XML_File	2020sampleMultipleRecord_8_Records_2_new.xml [Original File]	Successful	Download Results
2023-07-28 15:13:39	2023-07-28 11:13:38	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	Download Results
2023-07-26 20:09:53	2023-07-26 16:09:53	Hospital_XML_File	ITDX_2023_Sample.xml [Original File]	Successful	Download Results
2023-07-26 19:58:19	2023-07-26 15:58:19	Hospital_XML_File	2020sampleSingleRecord.xml [Original File]	Successful	Download Results
2023-07-26 19:51:54	2023-07-26 15:51:53	Hospital_XML_File	2020sampleSingleRecord.xml [Original File]	Successful	Download Results
2023-07-26 19:34:49	2023-07-26 15:34:35	EMS_XML_File	2022-EMS-1-Cardiac-Transport_v350.xml [Original File]	Successful	Download Results
2023-07-26 19:29:15	2023-07-26 15:29:15	EMS_XML_File	2022-EMS-1-Cardiac-Transport_v350.xml [Original File]	Successful	Download Results
2023-07-26 19:26:01	2023-07-26 15:26:01	EMS_XML_File	2022-EMS-1-Cardiac-Transport_v350.xml [Original File]	Successful	Download Results
2023-07-26 19:06:42	2023-07-26 15:06:41	EMS_XML_File	2022-EMS-1-Cardiac-Transport_v350.xml [Original File]	Successful	Download Results
2023-07-26 18:44:17	2023-07-26 14:44:17	EMS_XML_File	2022-EMS-1-Cardiac-Transport_v350.xml [Original File]	Successful	Download Results
2023-07-26 18:41:27	2023-07-26 14:41:26	EMS_XML_File	2022-EMS-1-Cardiac-Transport_v350.xml [Original File]	Successful	Download Results
2023-07-26 18:26:25	2023-07-26 14:26:25	Demographic_XML_File	2022-DEM-2_v350_schError_dAgency01==02.xml [Original File]	Successful	Download Results
2023-07-26 18:24:24	2023-07-26 14:24:24	Demographic_XML_File	2022-DEM-2_v350_schError_dAgency01==02.xml [Original File]	Successful	Download Results
2023-07-26 18:21:35	2023-07-26 14:21:35	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	Download Results
2023-07-26 17:09:30	2023-07-26 13:09:29	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	Download Results
2023-07-26 17:06:18	2023-07-26 13:06:18	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	Download Results
2023-07-26 16:50:23	2023-07-26 12:50:22	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	Download Results

Submersion Patient Records Process



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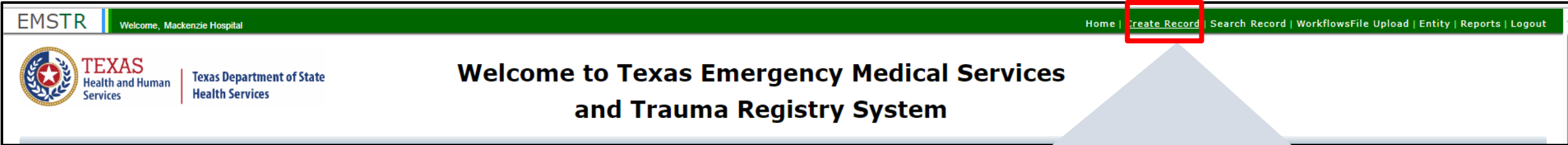
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Health Services

Submersion Patient Records

Trauma Registrars:

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

Submersion Online Submission



| Create Record |

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

Create Submersion Record (1 of 2)

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

Create Event - Person Information

Record Information

*Record Type

Please Select

Please Select

Patient Record - EMS

Patient Record - Hospital

Patient Record - Hospital Submersion

Patient Record - Hospital TBI/SCI

Patient Record - JP/ME - Submersion

Patient Record - JP/ME - TBI/SCI

Patient Record - Long Term Acute Care

Patient Record - Rehabilitation

Create Submersion Record (2 of 2)

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

Create Event - Person Information

Record Information

*Record Type

Add Person

*First Name Middle Name *Last Name

*Birth Date *Gender

Contact Information

*Street

*City

*Zip Code

*County

*State

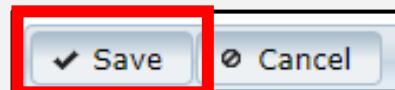
*Zip Code (Null Values)

*Country

*Indicates required field

Phone Number E-Mail

✓ Save ✕ Cancel ✕ Clear ? Help



Submersion Question Package (1 of 3)

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

Record Summary (Patient)

Basic Information

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

[Edit Patient Information](#)

Notes

255 characters remaining.

✓ Save

Notes Details

UserName	Entry Date	Notes
No records found.		

Record Data

Record History

Question Packages			
Question Package	Last Update	Updated By	Status
Consolidated			Incomplete

Question Package

[Consolidated](#)

Submersion Question Package (2 of 3)

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

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

Submersion Question Package (3 of 3)

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

Consolidated Question Package -

- Hospital Submersion

▸ Event

▸ Individual Information

▾ Hospital Arrival/Discharge

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

mm/dd/yyyy

The date the individual was discharged from the hospital

mm/dd/yyyy

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

mm/dd/yyyy

*The individual's disposition at the time of discharge

Please Select

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

Please Select

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

Please Select

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

Please Select

*Indicates required field

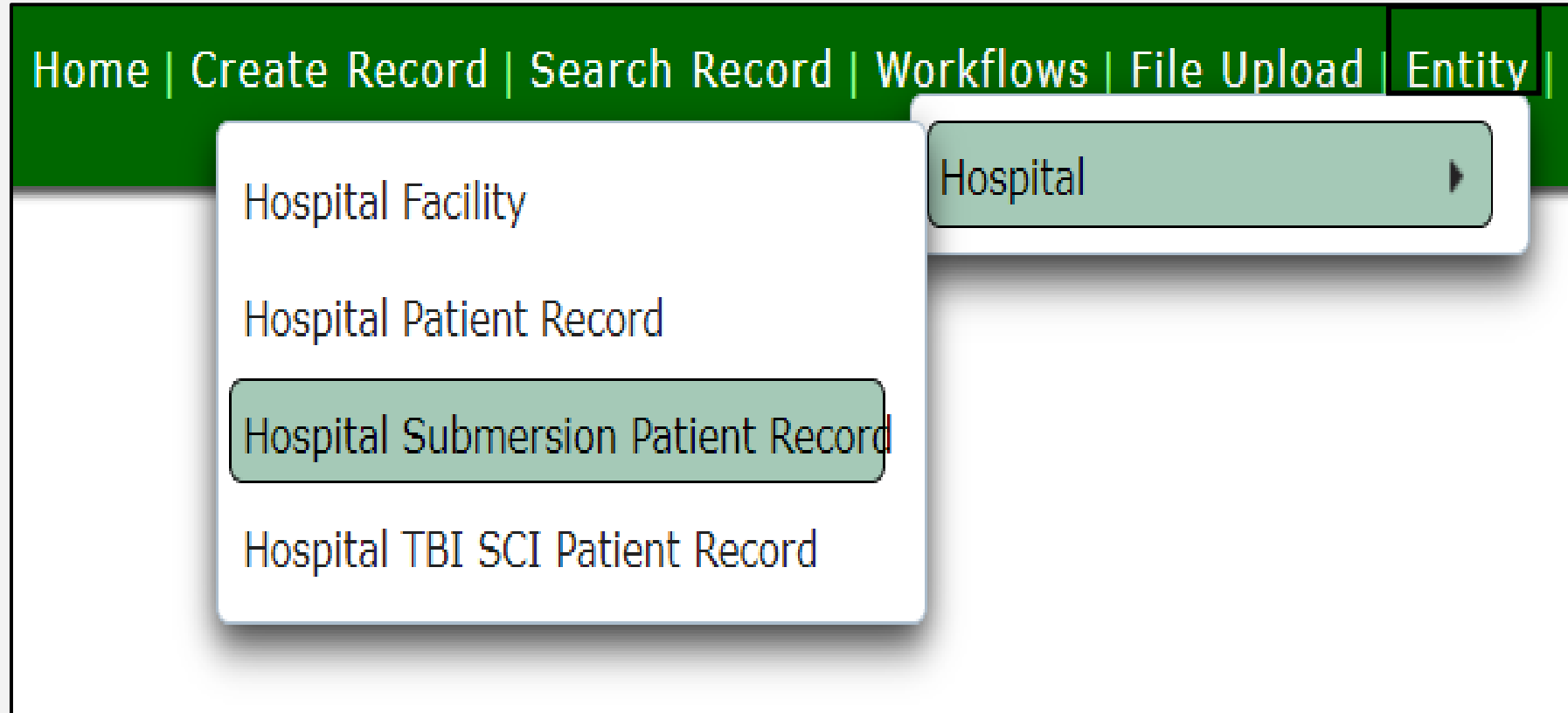
✓ Save

⊗ Cancel

? Help

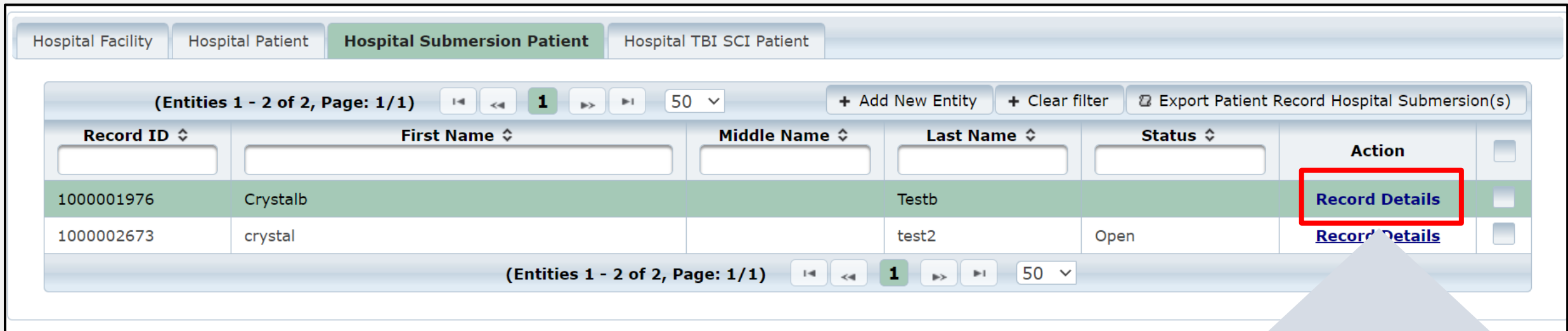
Patient Record Summary (1 of 2)

To view the Submersion Patient Record Summary, select
Entity > Hospital > Hospital Patient Submersion Patient Record.



Patient Record Summary (2 of 2)

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



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

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

Record ID	First Name	Middle Name	Last Name	Status	Action
1000001976	Crystalb		Testb		Record Details
1000002673	crystal		test2	Open	Record Details

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

To view a specific record, click **Record Details**.

NOTE – The patient record will be highlighted.

Record Details

Record Summary Example (1 of 2)

A complete record summary example.

Record Summary (Patient)

Basic Information

Record ID	1000001976
Record Type	Patient Record - Hospital Submersion
Person	Crystalb Testb
Status	
UUID	
Notifications	General Notifications

[Edit Patient Information](#)

Notes

255 characters remaining.

✓ Save

Notes Details

UserName	Entry Date	Notes
No records found.		

Record Data

Record History

Question Packages

Question Package	Last Update	Updated By	Status
Consolidated	10/11/2023	Crystal Hospital	Complete

Record Summary Example (2 of 2)

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

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

Report Format Review



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Accessing Reports

EMSTR

Welcome,

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



Texas Department of State Health Services

Welcome to Texas Emergency Medical Services and Trauma Registry System

Workflows

Workflow Queue

Events

Recently Accessed Records

Record Id	Name	Record Type
1000002685	CPatient TestO	Patient Record - Hos
1000001532	Test Crystal	Patient Record - Hos
1000001976	Crystalb Testb	Patient Record - Hospital Submersion
1000002673	crystal test2	Patient Record - Hospital Submersion
544	crystalhospital2	Hospital

More...

Resources

TX EMS/Trauma Home DSHS	TX EMS 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

Reports

Admin

Settings

Logout

Submission Status-XML Files

No Reportable Data

Data Submission

Additional Reports

Hospital Reports

Hospital administrators can access the following reports:

- Hospital Data Validity Report;
- Hospital Records Submitted by Submission Date & User;
- Hospital Records Submitted by Admission Month & Year;
- Trauma Care Report;
- Entity Reference Codes; and
- Entity NRD Data Report.

NOTE – In the near future, EMSTR will record a webinar providing details for each report shared through email.

Account Management

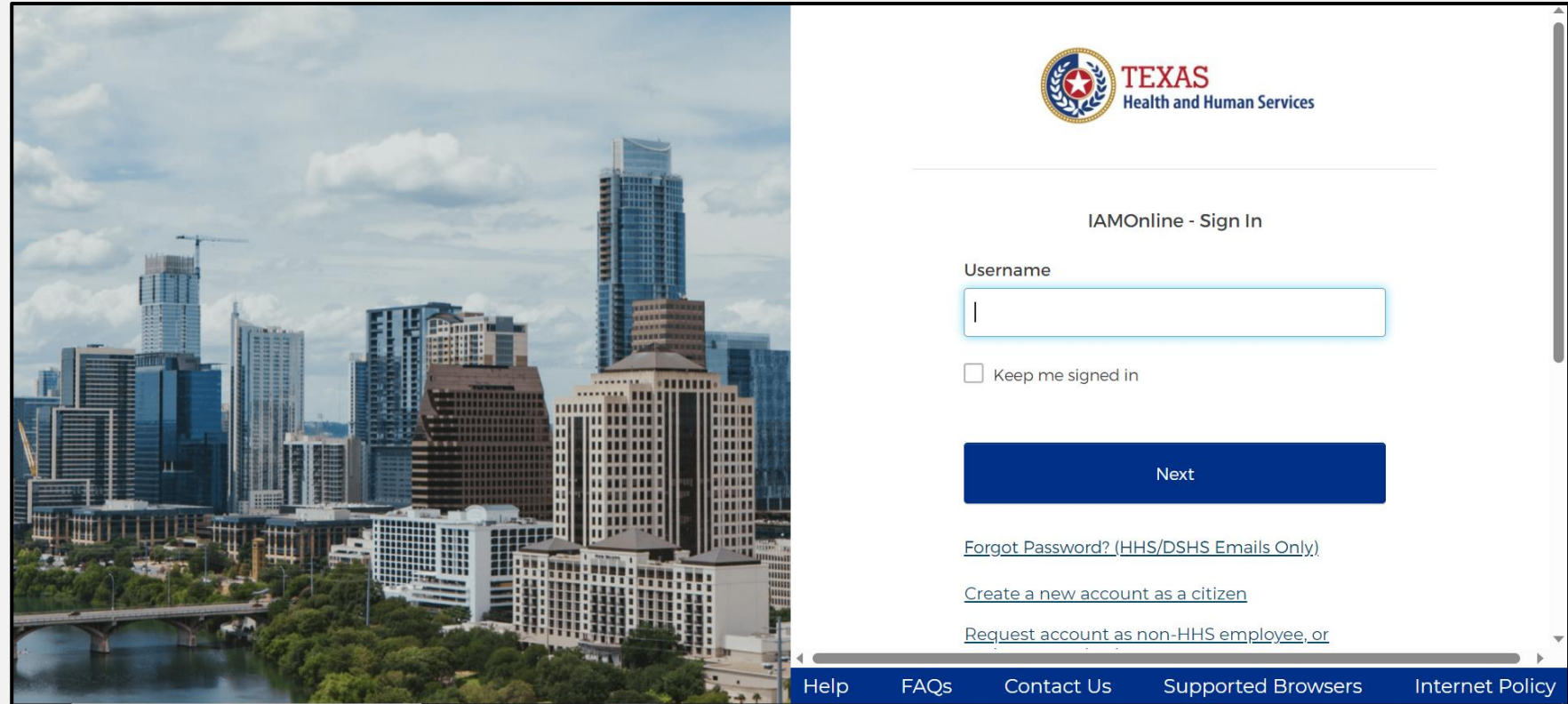


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IAMOnline Home Page

Account management is available through IAMOnline.



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

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IAMOnline - Sign In

Username

☐ Keep me signed in

Next

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

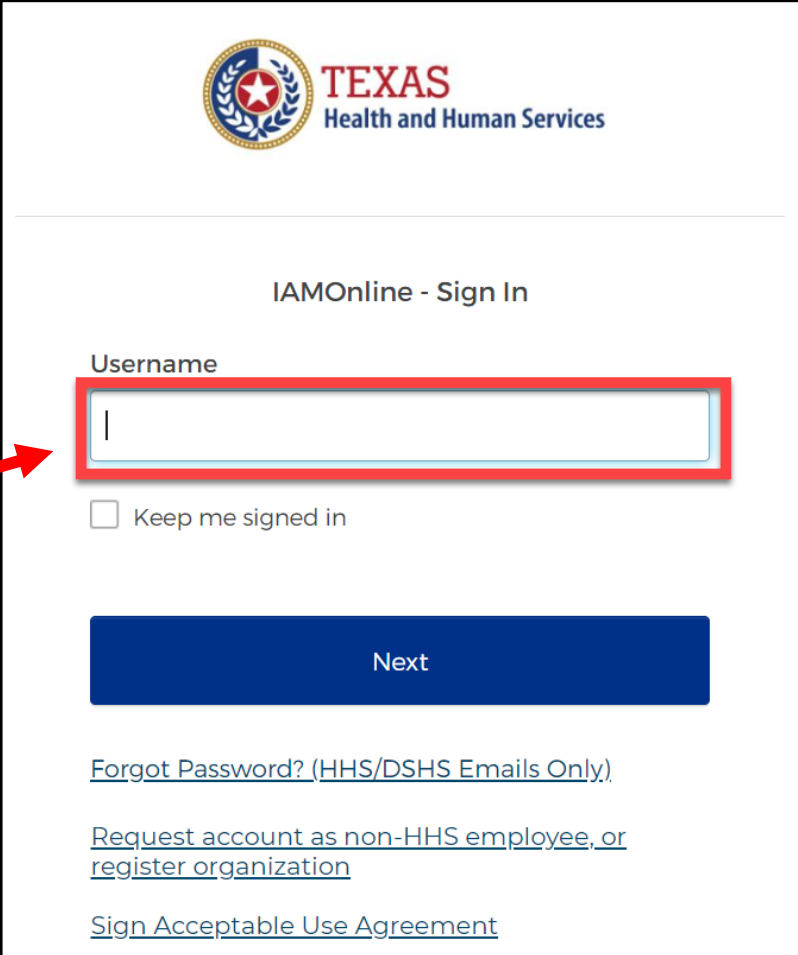
[Create a new account as a citizen](#)


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

Help FAQs Contact Us Supported Browsers Internet Policy

Forgot Password (1 of 2)

- If you forget your password, you can reset it on your own.
- From the IAMOnline sign-in page, type your user name in the “**Username**” box.



 **TEXAS**
Health and Human Services

IAMOnline - Sign In

Username

☐ Keep me signed in

[Next](#)

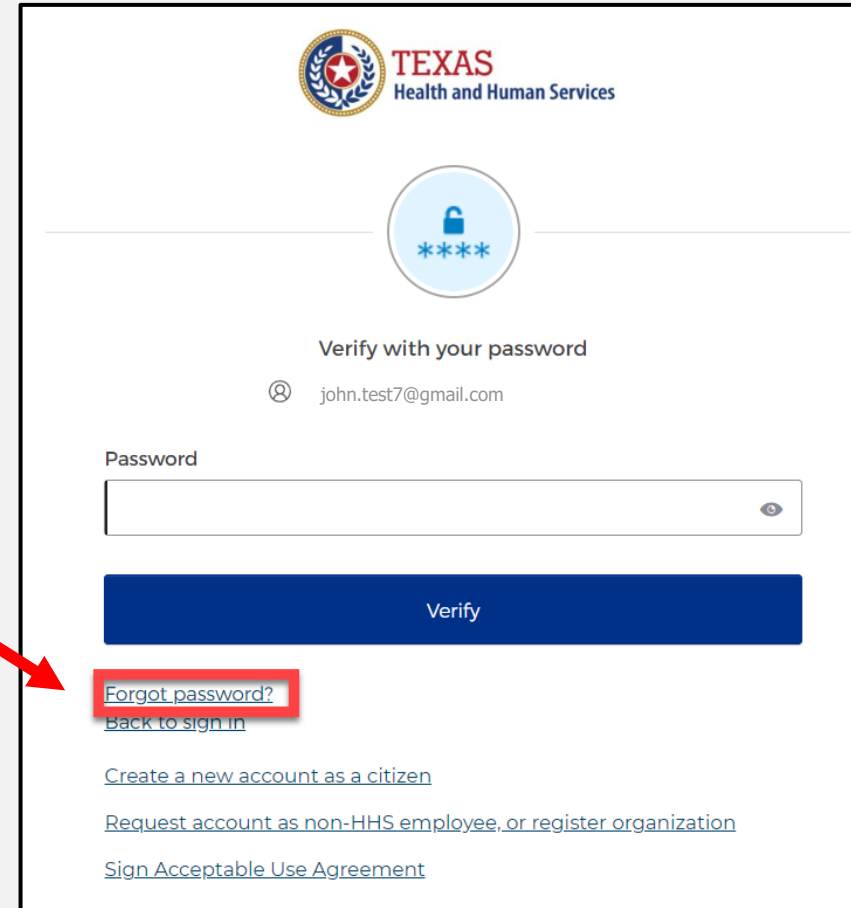
[Forgot Password? \(HHS/DSHS Emails Only\)](#)

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

[Sign Acceptable Use Agreement](#)

Forgot Password (2 of 2)

Click on the “Forgot password?” link.



The screenshot shows the Texas Health and Human Services login interface. At the top is the Texas state seal and the text "TEXAS Health and Human Services". Below this is a circular icon with a padlock and four asterisks. The text "Verify with your password" is displayed, followed by the email address "john.test7@gmail.com". There is a "Password" label and an input field with a toggle eye icon. A blue "Verify" button is below the password field. At the bottom, the link "Forgot password?" is highlighted with a red box, and a red arrow points to it from the text on the left. Below it is the link "Back to sign in". At the very bottom are three links: "Create a new account as a citizen", "Request account as non-HHS employee, or register organization", and "Sign Acceptable Use Agreement".

TEXAS
Health and Human Services

Verify with your password

john.test7@gmail.com

Password

Verify

[Forgot password?](#)

[Back to sign in](#)

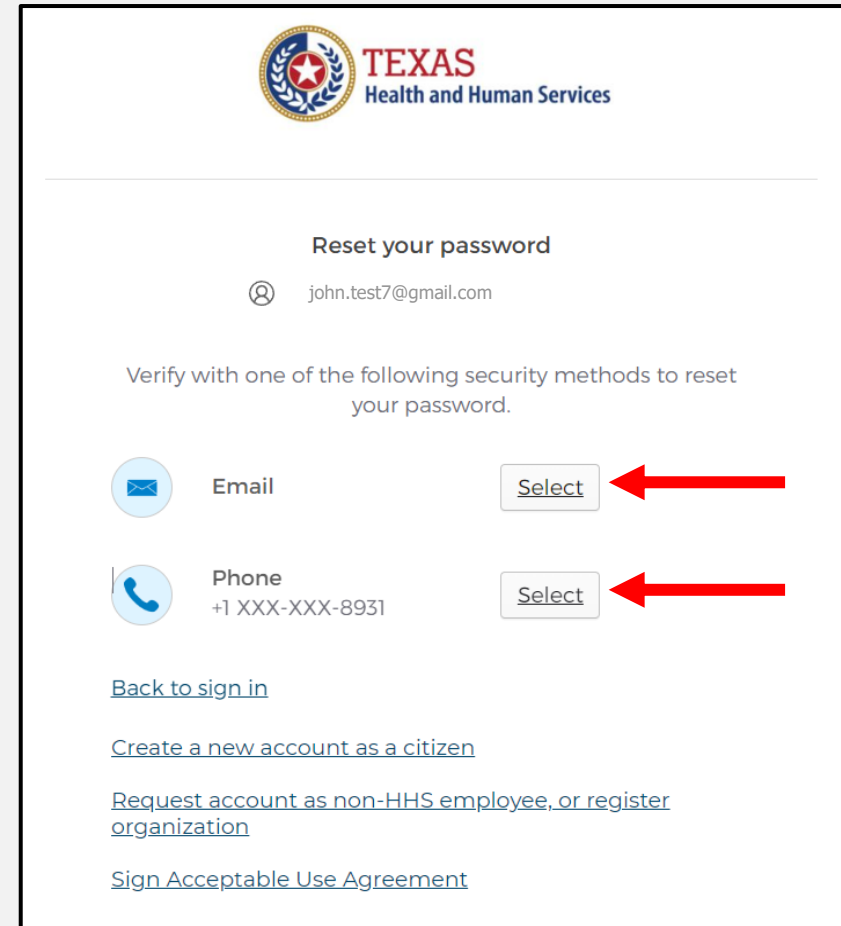
[Create a new account as a citizen](#)

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


[Sign Acceptable Use Agreement](#)

Reset Your Password (1 of 3)


Choose the “**Email**” or “**Phone**” method and click the “**Select**” button.





The screenshot shows the Texas Health and Human Services password reset interface. At the top is the Texas Health and Human Services logo. Below it, the heading "Reset your password" is followed by the user's email address "john.test7@gmail.com". A message states: "Verify with one of the following security methods to reset your password." There are two options: "Email" and "Phone". Each option has a "Select" button, which is highlighted by a red arrow. Below these options are four links: "Back to sign in", "Create a new account as a citizen", "Request account as non-HHS employee, or register organization", and "Sign Acceptable Use Agreement".



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Reset your password

 john.test7@gmail.com

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

 Email 

 Phone
+1 XXX-XXX-8931 

[Back to sign in](#)

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

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

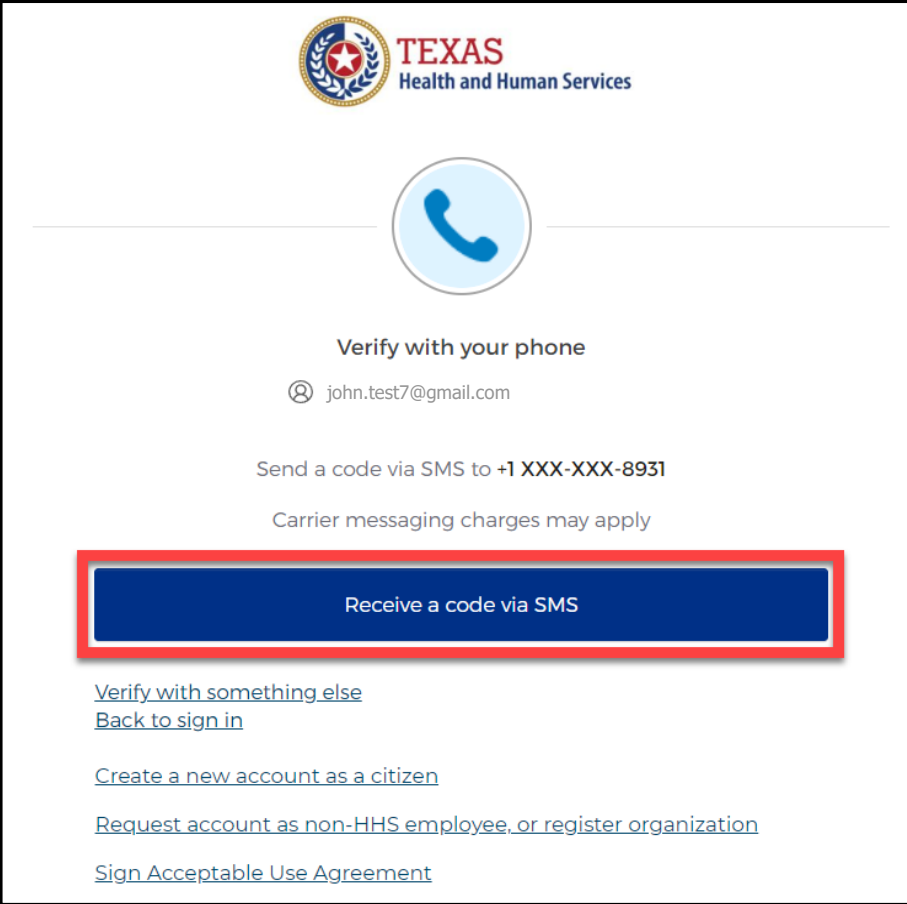
[Sign Acceptable Use Agreement](#)


Reset Your Password (2 of 3)


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

NOTE – The phone option was selected in this example.


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



 **TEXAS**
Health and Human Services



Verify with your phone

 john.test7@gmail.com

Send a code via SMS to +1 XXX-XXX-8931

Carrier messaging charges may apply

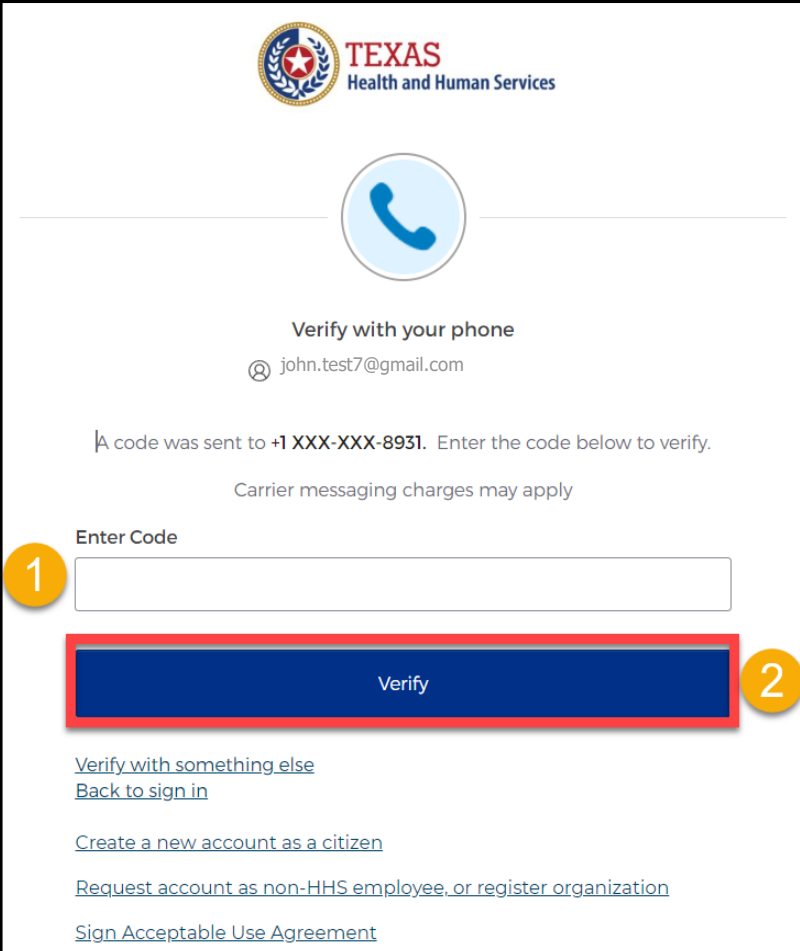
Receive a code via SMS

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

Reset Your Password (3 of 3)

Step 1 – Once you receive your verification code, enter it in the **“Enter Code”** box.

Step 2 – Select the **“Verify”** button.



The screenshot shows the Texas Health and Human Services verification interface. At the top is the Texas Health and Human Services logo. Below it is a blue telephone icon. The text "Verify with your phone" is followed by the email address "john.test7@gmail.com". A message states: "A code was sent to +1 XXX-XXX-8931. Enter the code below to verify." Below this, it says "Carrier messaging charges may apply". There is an "Enter Code" label above a text input field, which is marked with a yellow circle containing the number "1". Below the input field is a large blue "Verify" button, which is outlined in red and marked with a yellow circle containing the number "2". At the bottom, there are several links: "Verify with something else", "Back to sign in", "Create a new account as a citizen", "Request account as non-HHS employee, or register organization", and "Sign Acceptable Use Agreement".

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Health and Human Services

Verify with your phone
john.test7@gmail.com

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

Enter Code

1

2

Verify

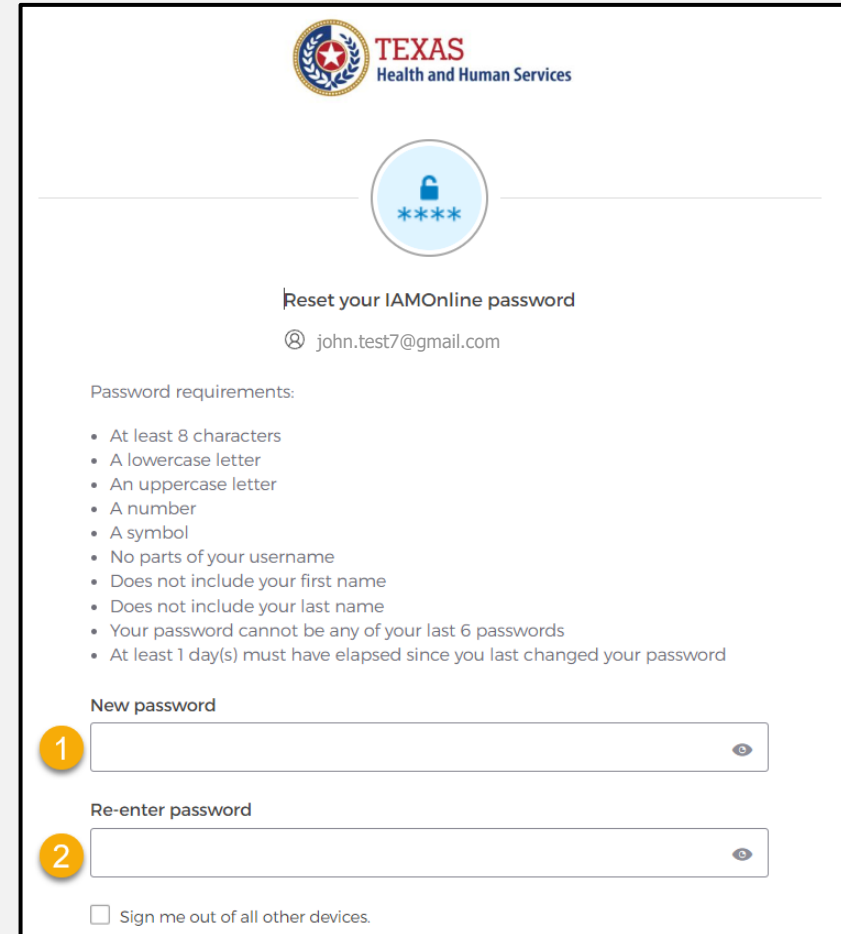
[Verify with something else](#)
[Back to sign in](#)
[Create a new account as a citizen](#)
[Request account as non-HHS employee, or register organization](#)
[Sign Acceptable Use Agreement](#)

Reset the IAMOnline Password (1 of 2)

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

Step 1 – Enter your new password in the “**New password**” box.

Step 2 – Re-enter your password in the “**Re-enter password**” box.



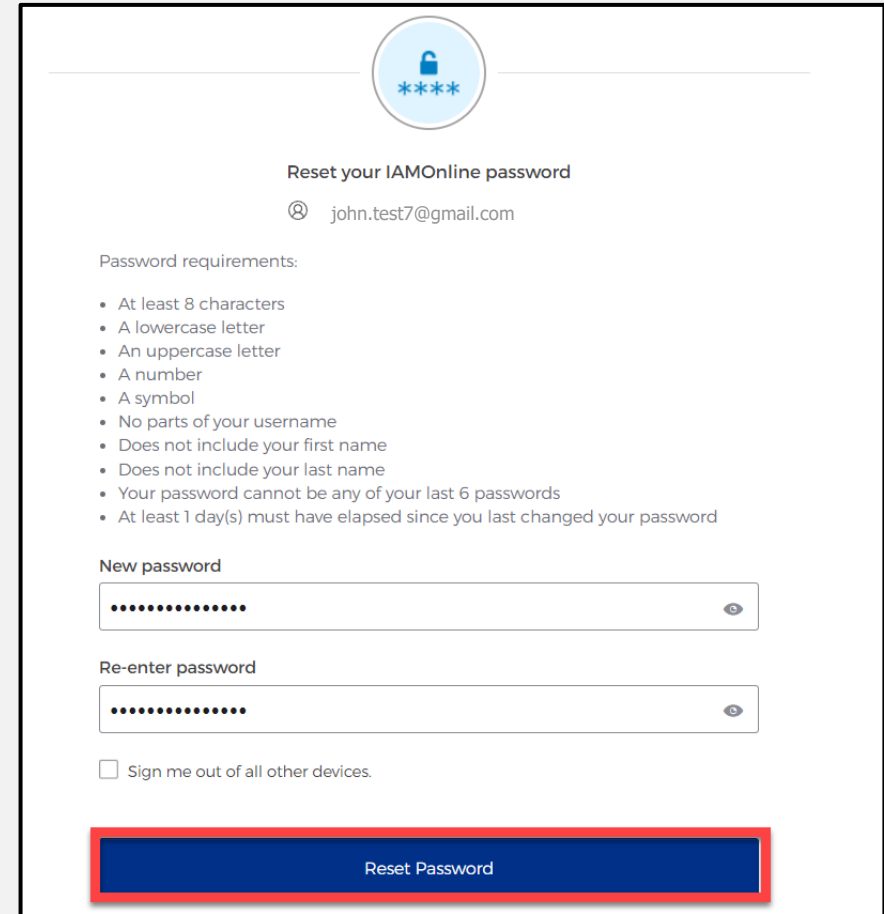
The screenshot shows the 'Reset your IAMOnline password' page for the Texas Health and Human Services. At the top is the Texas state seal and the text 'TEXAS Health and Human Services'. Below this is a circular icon with a padlock and four asterisks. The page title is 'Reset your IAMOnline password' followed by the email address 'john.test7@gmail.com'. 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 6 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Below the requirements are two input fields. The first field is labeled 'New password' and is preceded by a yellow circle with the number '1'. The second field is labeled 'Re-enter password' and is preceded by a yellow circle with the number '2'. Both fields have a toggle icon on the right. At the bottom, there is a checkbox labeled 'Sign me out of all other devices.'

Reset the IAMOnline password (2 of 2)

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



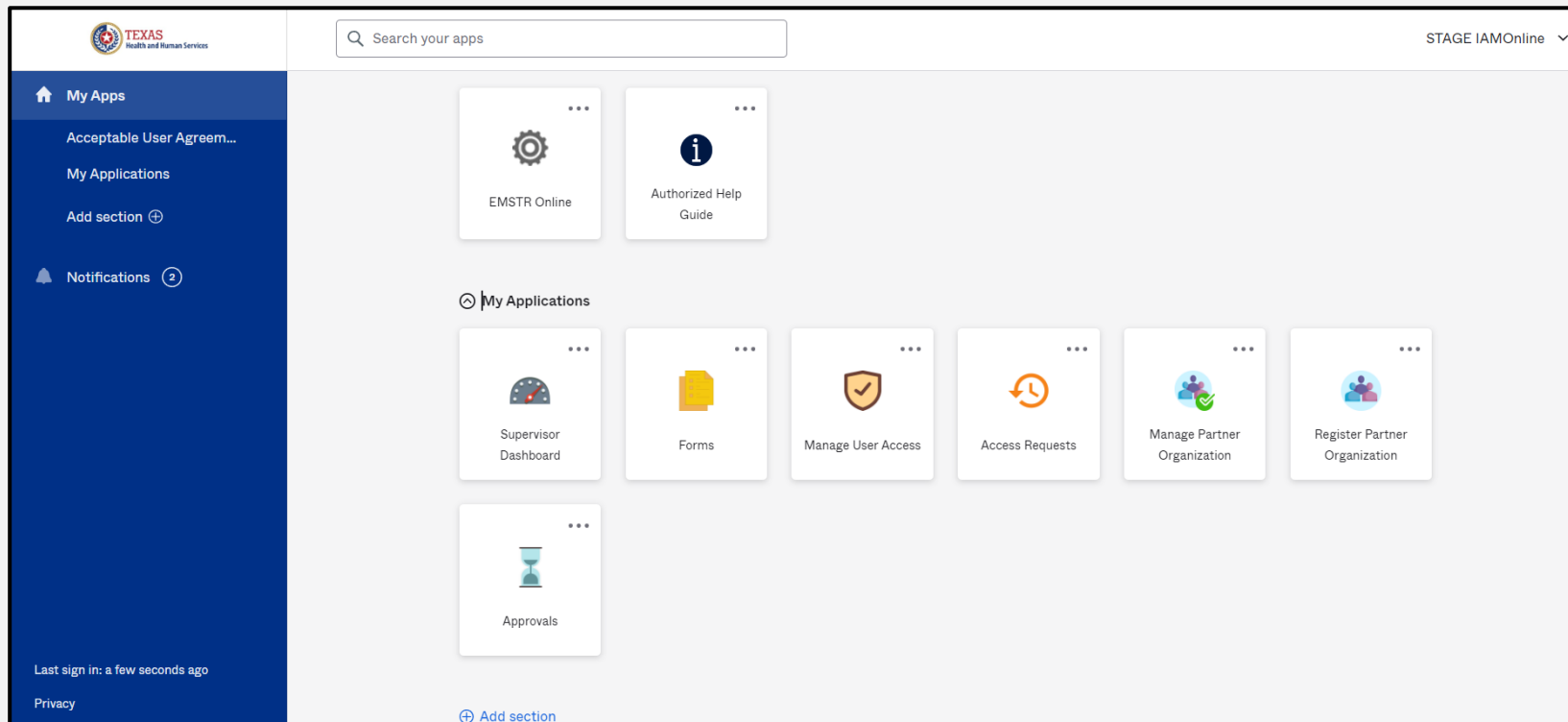
The screenshot shows the 'Reset your IAMOnline password' page. At the top, there is a circular icon with a lock and four asterisks. Below it, the title 'Reset your IAMOnline password' is displayed, followed by the email address 'john.test7@gmail.com'. A section titled 'Password requirements:' lists the 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 6 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Below the requirements are two input fields: 'New password' and 'Re-enter password'. Both fields are currently filled with dots and have a toggle icon on the right. At the bottom, there is a checkbox labeled 'Sign me out of all other devices.' and a large blue button labeled 'Reset Password' which is highlighted with a red border.

Reset Password Complete

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



Account Locked

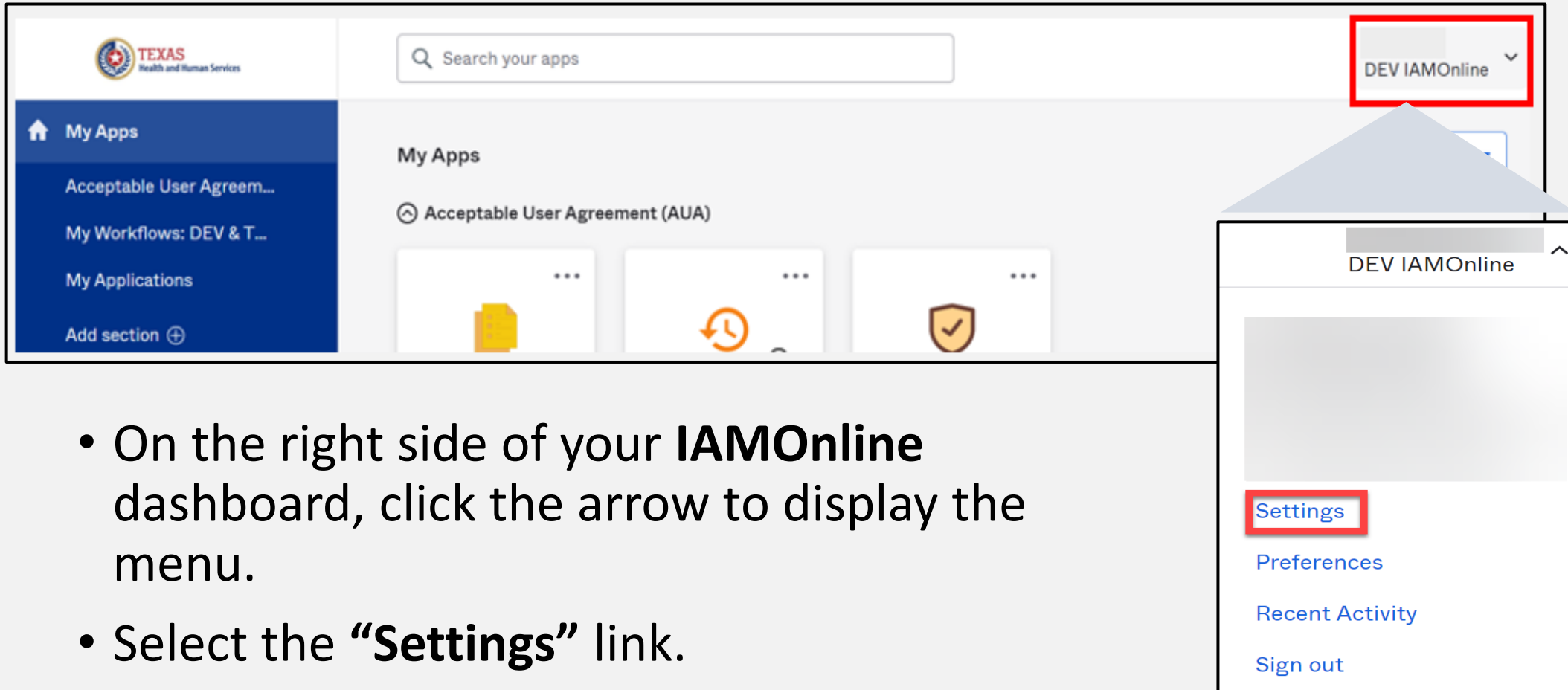


After multiple incorrect password attempts, your account will be locked. The system will send an email notifying you that your account will automatically unlock after 30 minutes.



If you do not remember your password after the account unlocks, please reset your password.

Update Account (1 of 2)

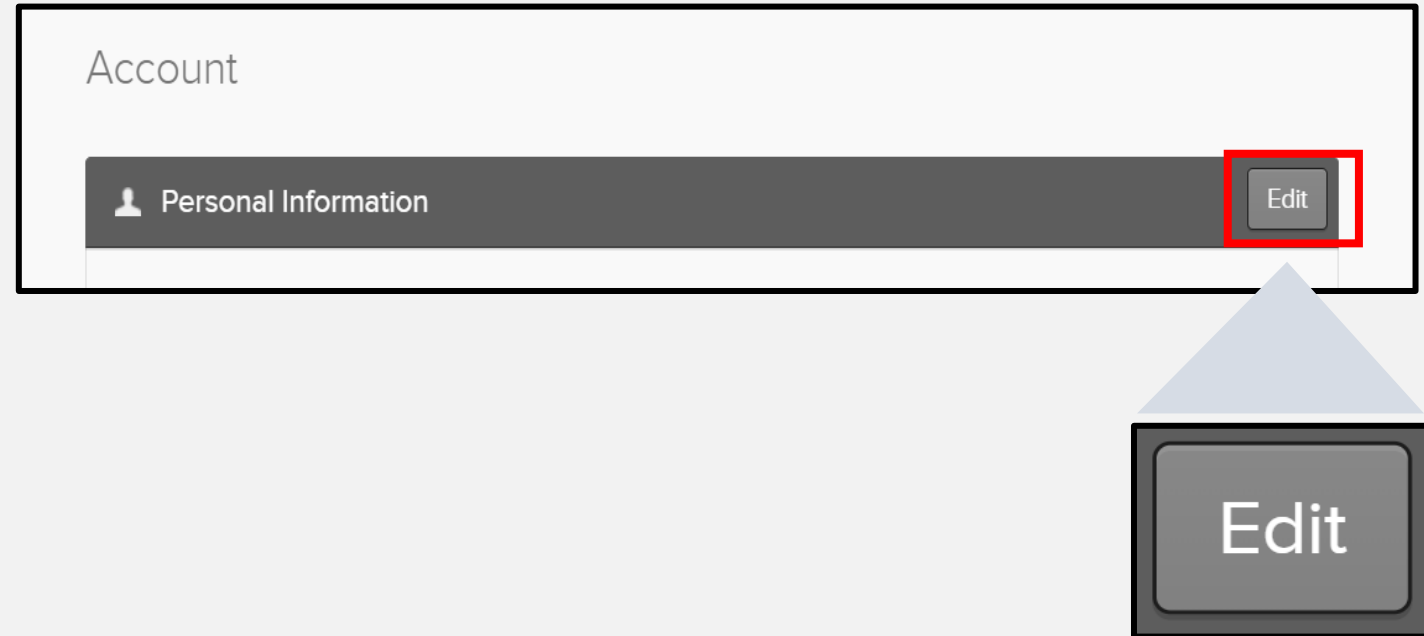


The screenshot displays the IAMOnline dashboard interface. On the left is a blue sidebar with the 'My Apps' section expanded, showing links for 'Acceptable User Agreement...', 'My Workflows: DEV & T...', 'My Applications', and 'Add section'. The main content area features a search bar and a 'My Apps' section with a card for 'Acceptable User Agreement (AUA)'. In the top right corner, a user profile dropdown menu is open, showing the user's name 'DEV IAMOnline' and a list of options: 'Settings', 'Preferences', 'Recent Activity', and 'Sign out'. The 'Settings' option is highlighted with a red box. A blue arrow points from the 'Settings' link in the dropdown menu back to the 'DEV IAMOnline' user profile in the top right corner.

- On the right side of your **IAMOnline** dashboard, click the arrow to display the menu.
- Select the “**Settings**” link.

Update Account (2 of 2)

- Click the “**Edit**” button in the **Personal Information** section.
- Update your personal information such as:
 - Add a phone number;
 - Add details; and
 - Adjust security methods including password and security questions.



Injury Prevention Unit Websites

Injury Prevention Unit: dshs.texas.gov/injury-prevention

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

Hospital Registry: dshs.texas.gov/injury-prevention/ems-trauma-registries/hospital

IAMOnline Help:

https://gatewayaw.hhs.state.tx.us/publicHelpGuide/Content/Q_External/EXT_HomePage.htm

Questions?

Email:

injury.web@dshs.texas.gov

Data requests:

injury.epi@dshs.texas.gov



Thank you!

Trauma Services Registry Hospital Data Management

injury.web@dshs.texas.gov