TEXAS
Health and Human Services

Texas Department of State Health Services

Trauma Services Registry Hospital Data Management

October 30, 2024

Judy Whitfield, Program Specialist

DSHS Emergency Medical Services and Trauma Registries (EMSTR)

Agenda

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

EMSTR
Reporting Requirements

Reporting Requirements

Texas Administrative Code (TAC), Title 25, Rule 103.7 states all hospitals shall submit data to the Texas Department of State Health Services (DSHS) EMSTR within ninety (90) calendar days of a patient's discharge from their facility.

- According to TAC Title 25, 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 (in 2020 and 2023 versions).

EMSTR Submission Requirements

- TAC, Title 25, Chapter 157 governs the EMS/Trauma Systems:
  - 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, Title 25, Chapter 103).
- Facilities are ultimately responsible for complete, accurate, and timely data submissions even if a third-party vendor is used (TAC, Title 25, Chapter 103).
- Facilities should notify DSHS via the EMSTR email (injury.web@dshs.texas.gov) when locations or facility administrators change, or the facility closes.

Data Format Update

- In November 2023, EMSTR implemented 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 data platform continues to accept the 2020 ITDX format. The EMSTR data platform does not accept NTDS 2017.
- EMSTR uses the Texas Custom Data Dictionary when appropriate.

Find EMSTR resources on our New Platform Resources webpage.

Stakeholder Role Descriptions

Stakeholder Roles

- **Entity / Hospital Administration (Level 3):**
  - Manages assigned users through the Texas Health and Human Services (HHS) new IAMOnline authentication platform.
  - Monitors data submissions.
  - Runs reports.
  - 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
Admin Level 3

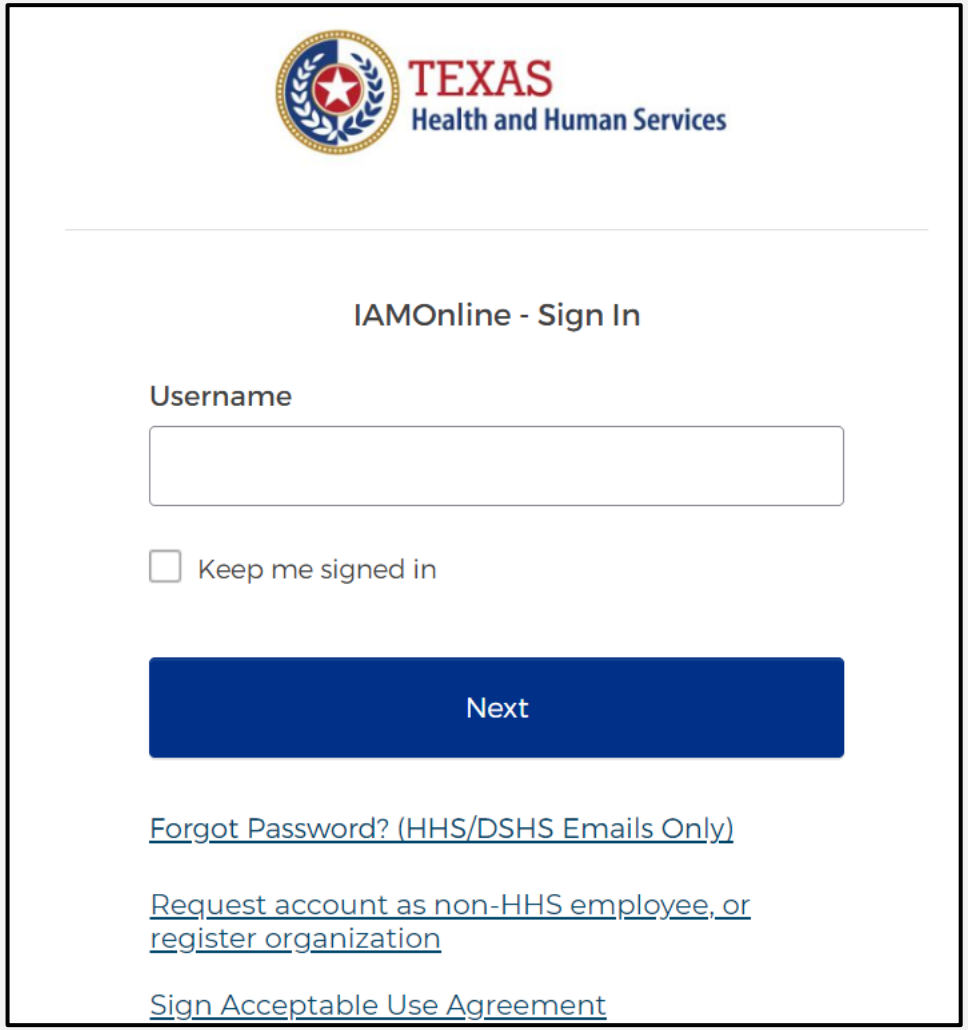
Monitor Data Submissions Through Available Reports

- **Entity Report –** Useful to review raw data:
  - Includes data submission by admission date.
  - Includes data submissions by submission date and submitter.
  - Provides number of cases submitted.
- **Trauma Care Report** – Provides a list of all cases submitted by the facility. Useful for looking at line-level data.
- **Hospital Data Validity Report** – Provides patient record details with number and percent of valid, valid null, and invalid answers. Useful for data quality.

IAMOnline Process

IAMOnline (1 of 2)

- In November 2023, EMSTR began using the new IAMOnline platform.
- All Texas HHS applications will use IAMOnline.
- IAMOnline provides a more secure log-in process with an authentication feature.



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 method, and
- ☑ Review and acknowledge the Acceptable Use Agreement (AUA) form. **AUAs need to be signed annually.**

After completing these steps and access is approved, you can access the EMSTR system directly by logging in to your IAMOnline My Apps dashboard.

Account Set Up

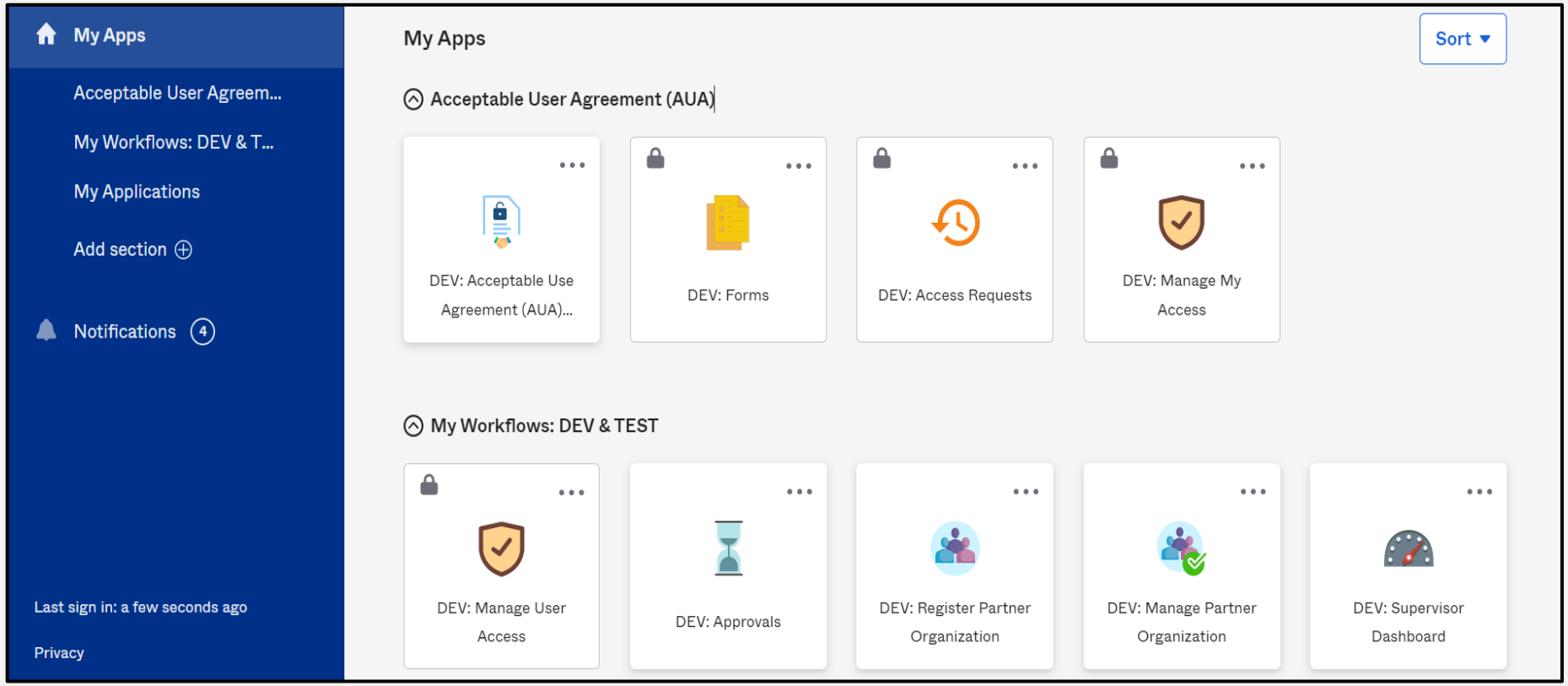
Setting Up Accounts

- All facilities must register through IAMOnline.
- Facilities previously in Maven that did not receive an activation email must contact injury.web@dshs.texas.gov to maintain the legacy DSHS ID.
- If you need access to multiple facilities, you will need to contact EMSTR (injury.web@dshs.texas.gov) to let us know you need access to other facilities.
- Resources, such as registration guides, are available on the EMSTR new platform resources.
- Contact EMSTR support team at injury.web@dshs.texas.gov if you have questions.

Access My Apps Dashboard Process

Access the My Apps Dashboard

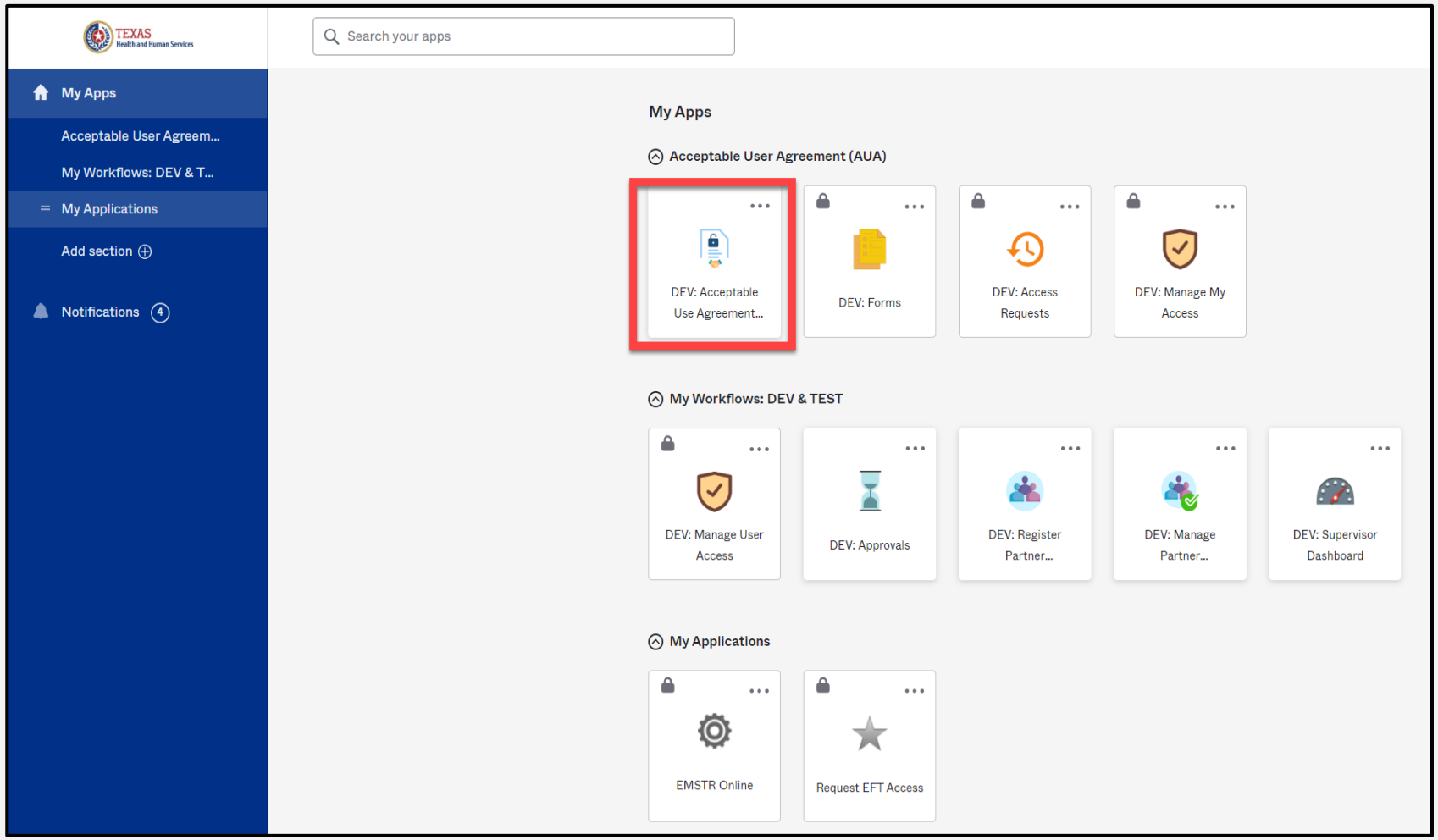
After you set up your security methods and access is approved, the system redirects you to your IAMOnline **My Apps** dashboard.



Acceptable Use Agreement (AUA)

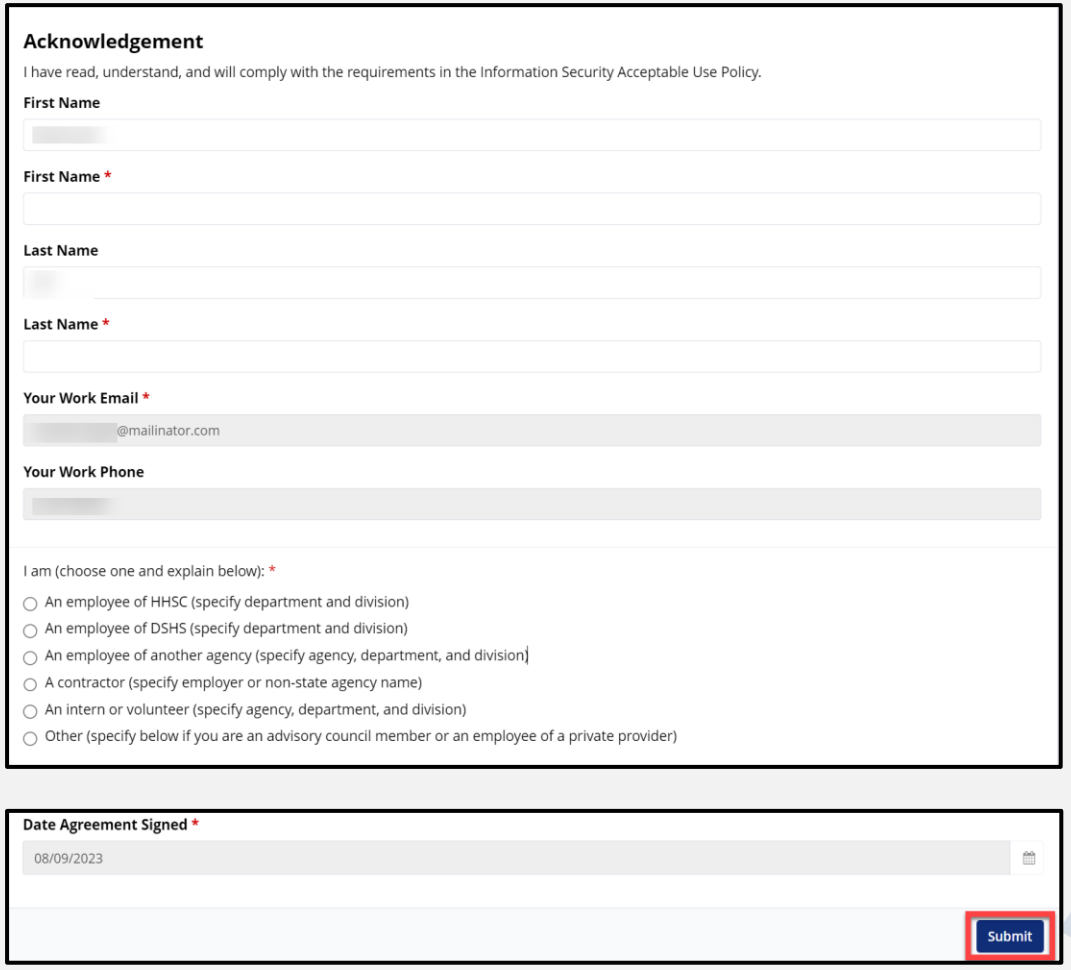
- All tiles are locked with a lock icon until you acknowledge and sign the AUA form.
- To do this, select the **“AUA”** tile on your **My Apps** dashboard.

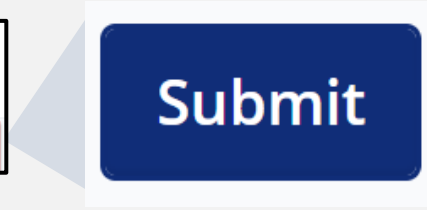
NOTE: You must sign your AUA annually.



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.

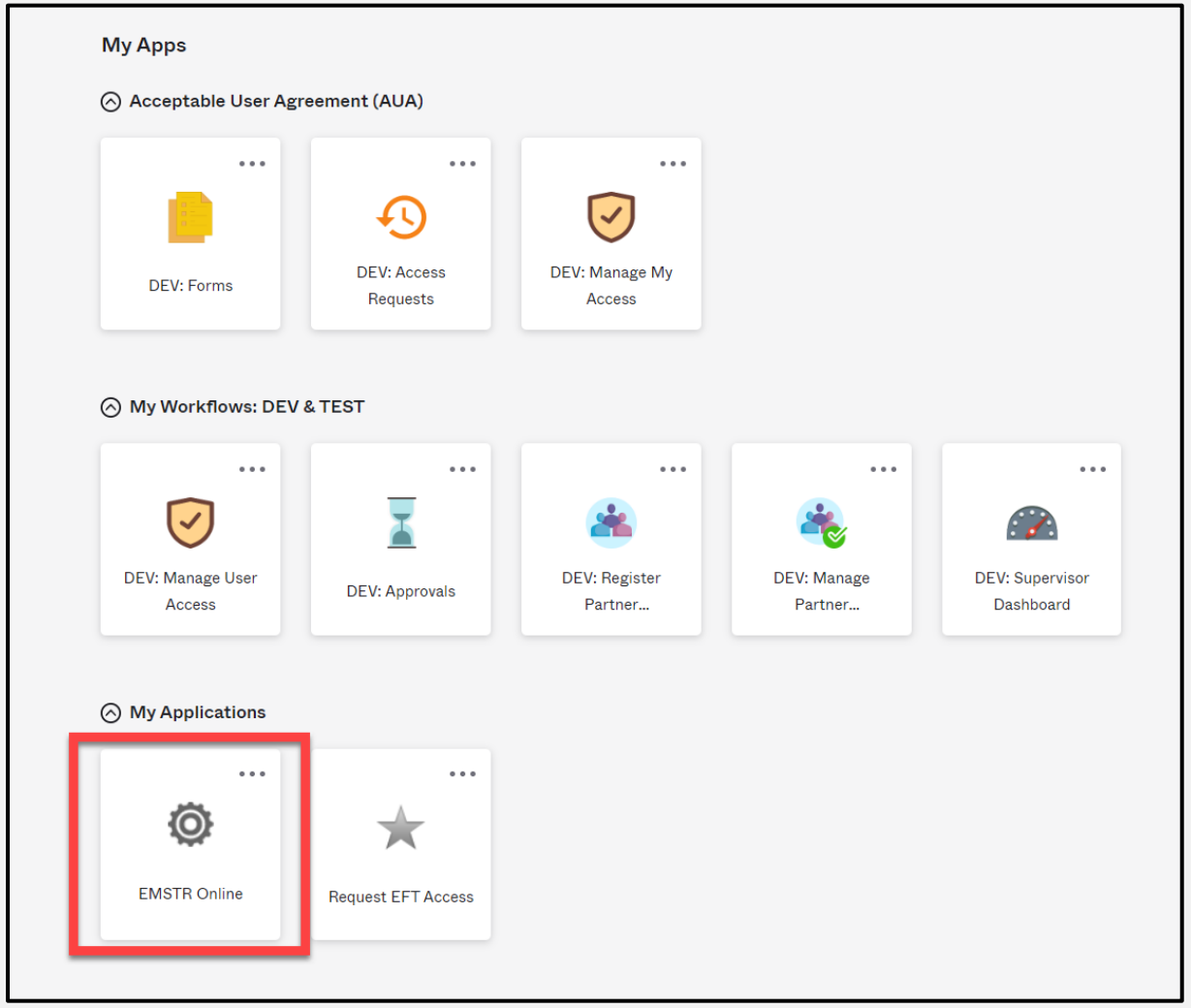




Access EMSTR Process

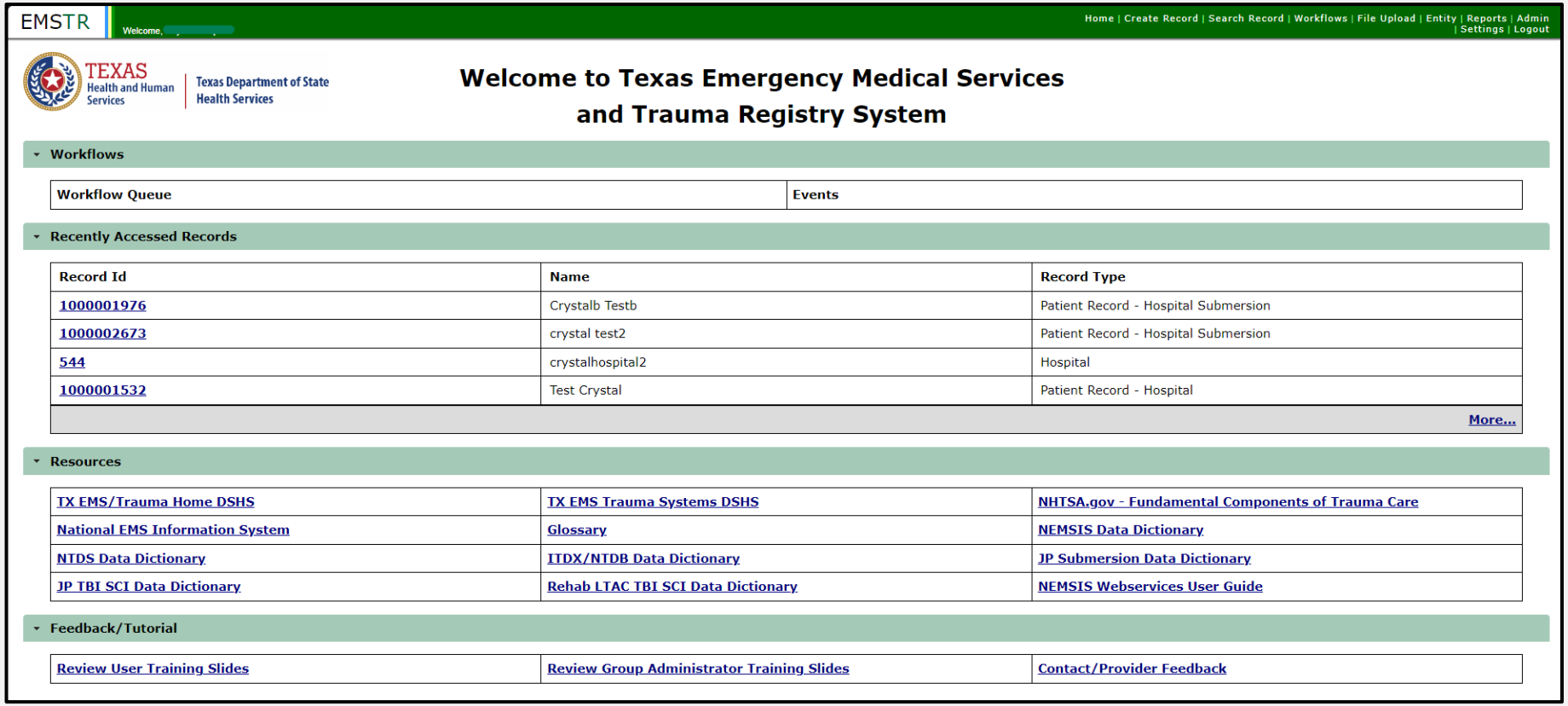
Access EMSTR (1 of 2)

- Once you complete the AUA form, your **My Apps** 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.

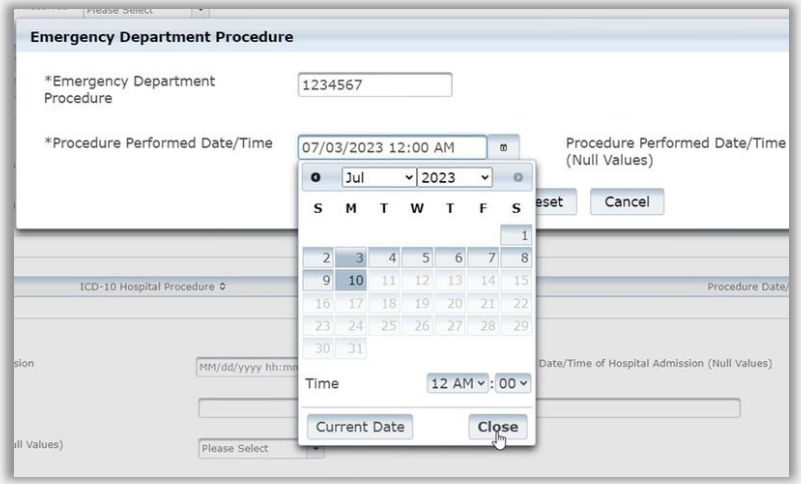


Online Submission Process

Improved User Experience

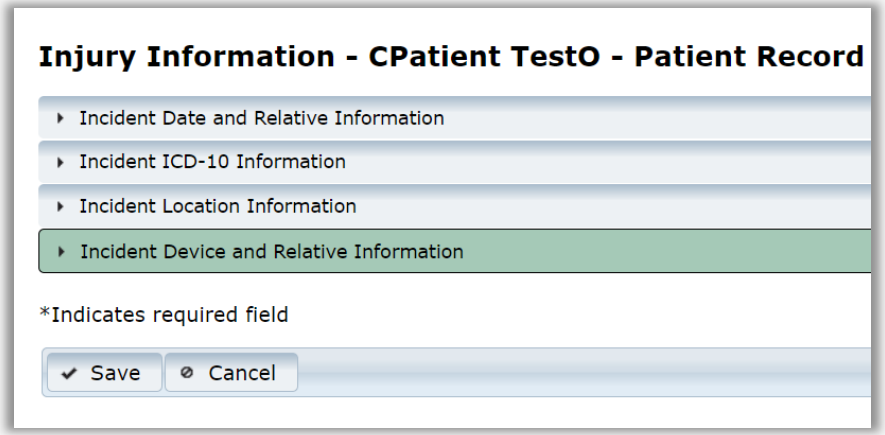
The EMSTR system incorporates updated features and new functionalities for an improved user experience.

Calendar Feature



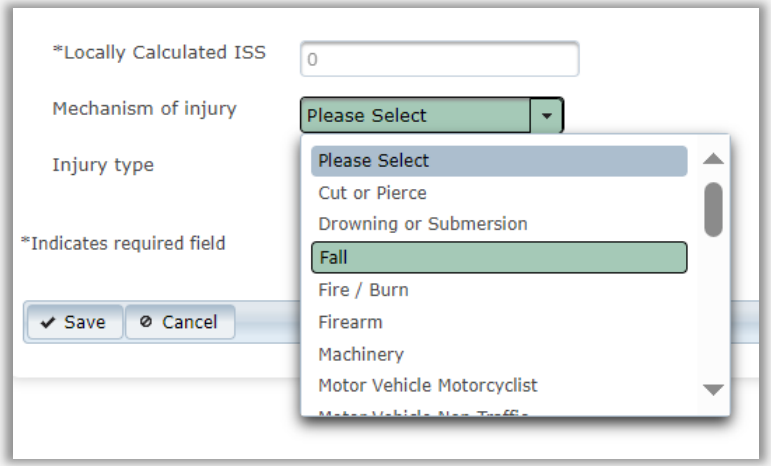
Quick date and time selection.

Collapsible Sections



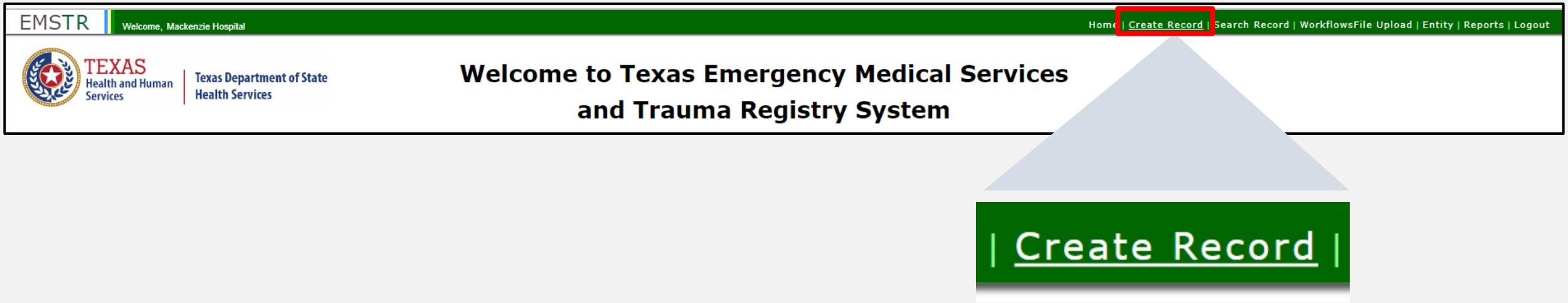
Easier page navigation to complete required fields.

Drop Down Menus



Intuitive process that avoids page clutter.

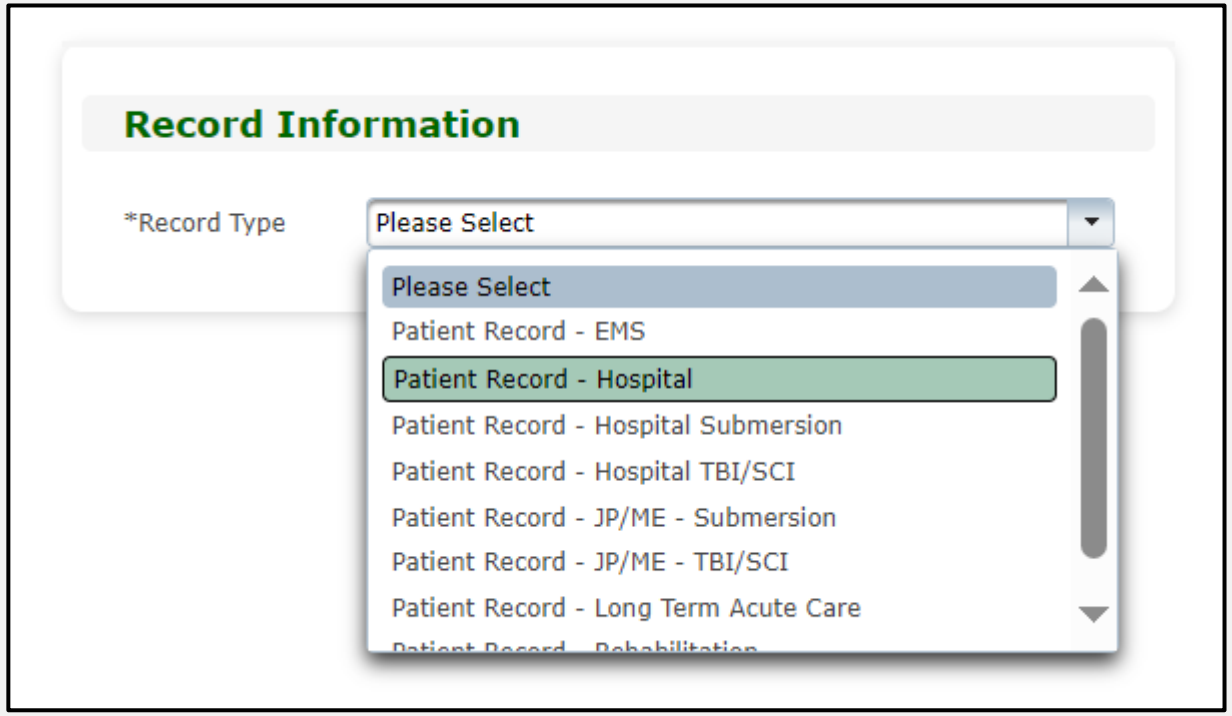
Online Submission



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

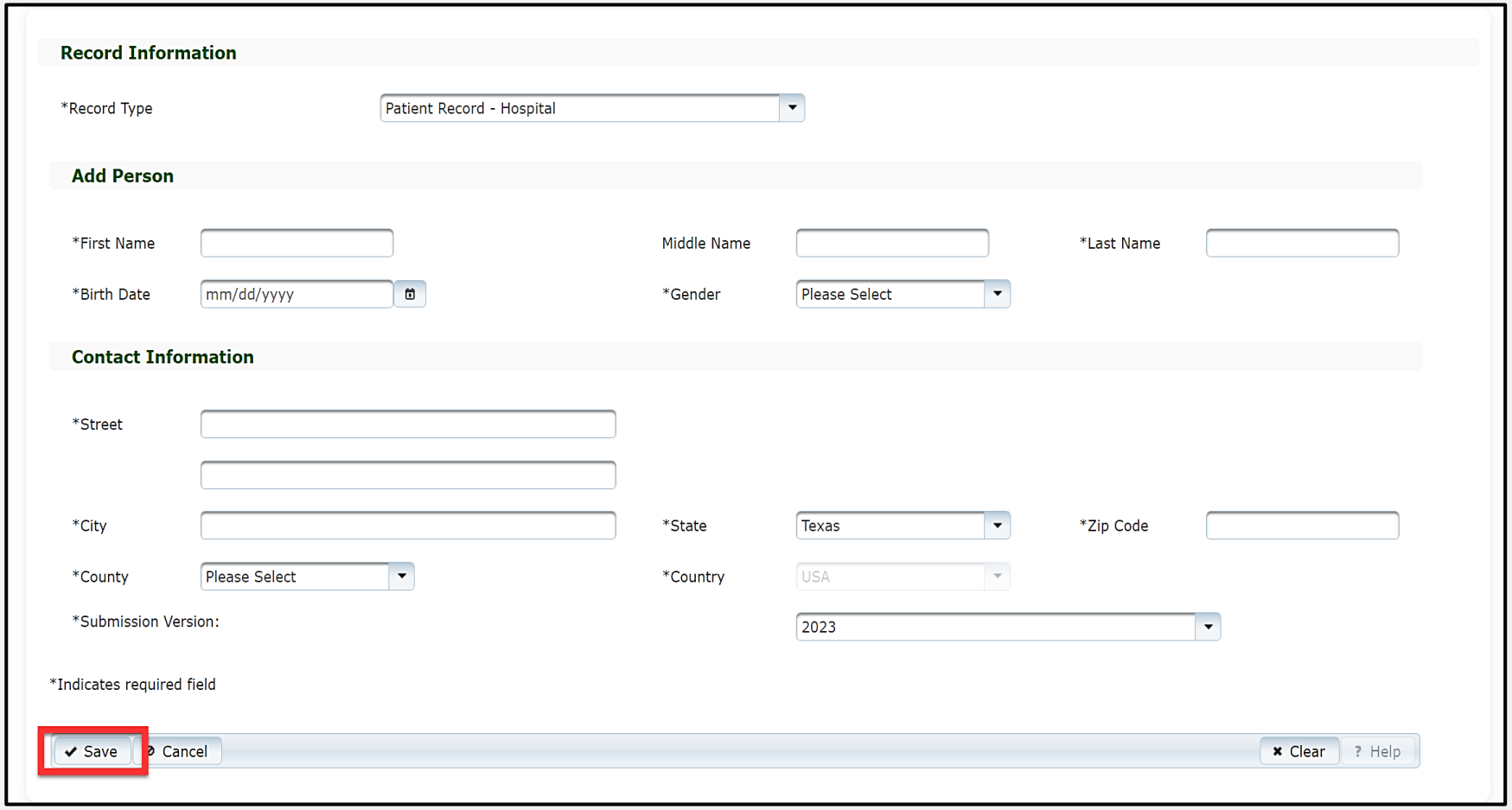
Create Record (1 of 2)

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



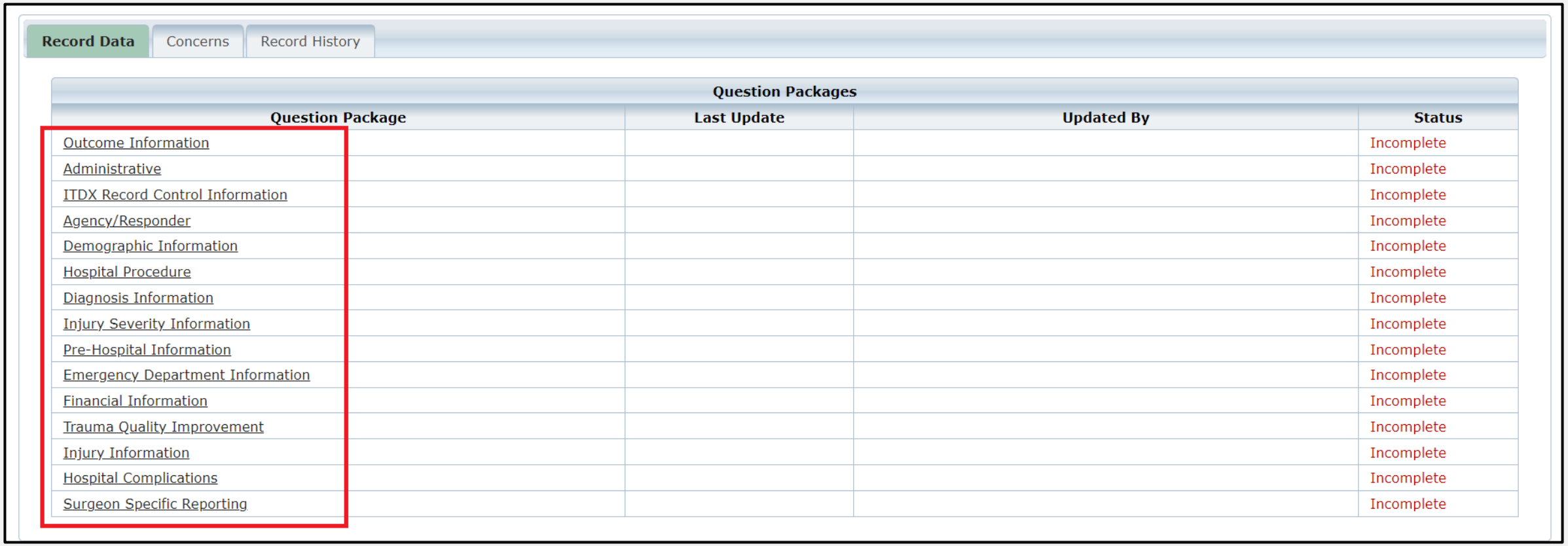
Create Record (2 of 2)

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



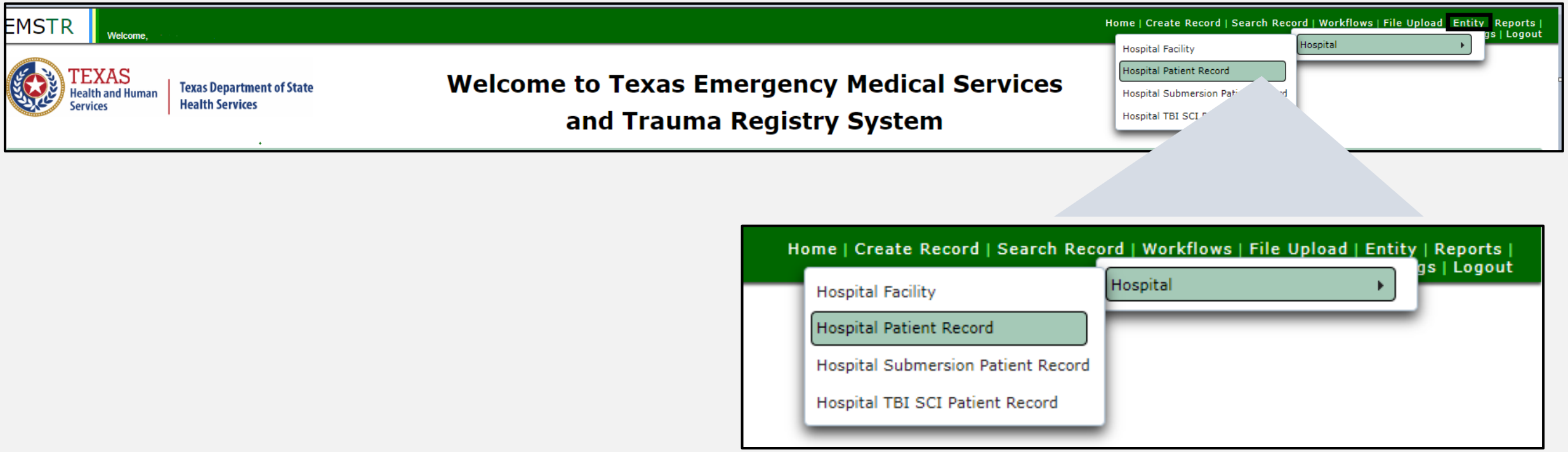
Add Record Data

To add data to the patient record, complete each of the 15 **Question Packages**. Status will remain **Incomplete** until all packages are filled in.



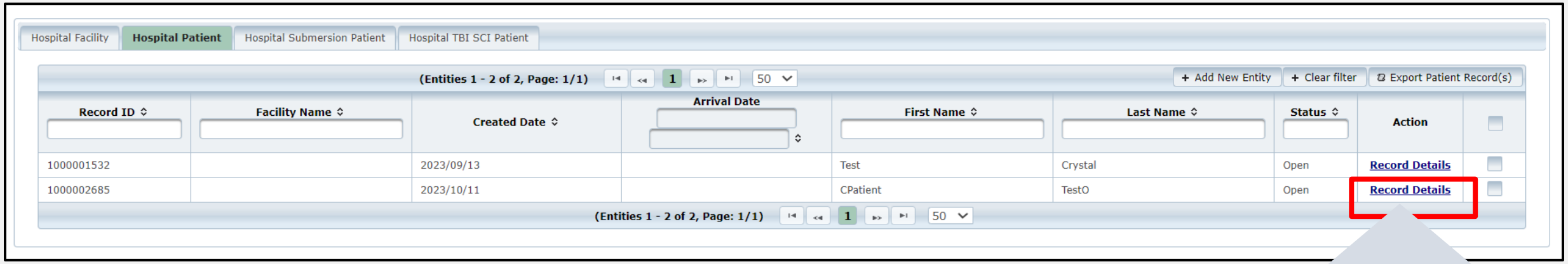
Finish Creating a Record

- 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”** button.

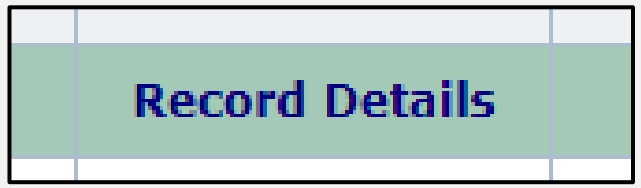


Hospital Patient Record

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

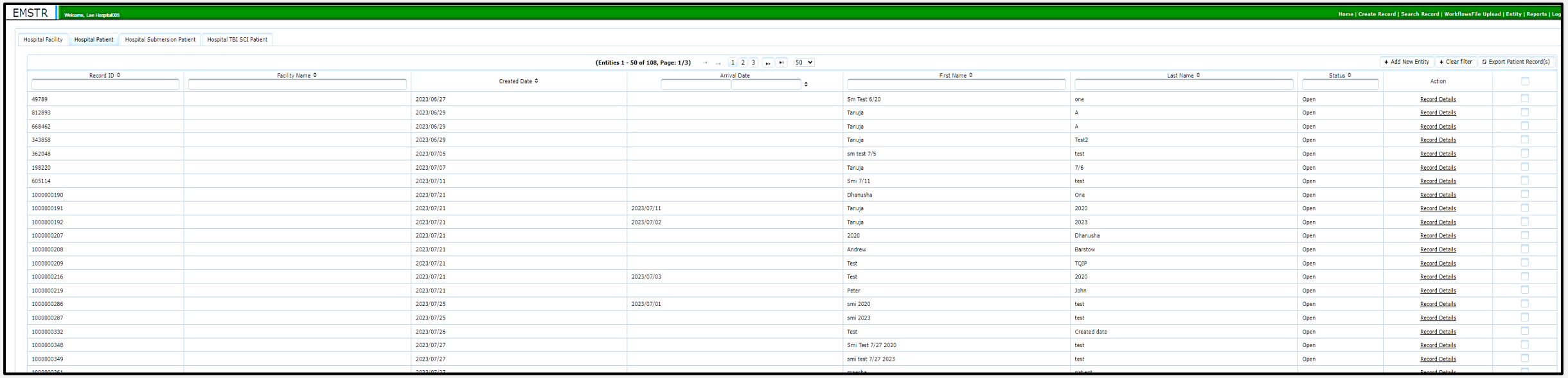


To view a specific patient record, click **“Record Details”** button.



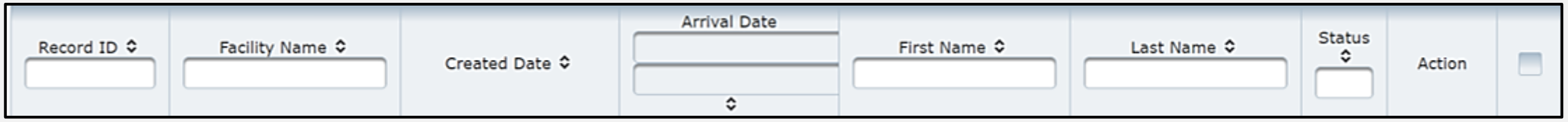
Record Summary Screen

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



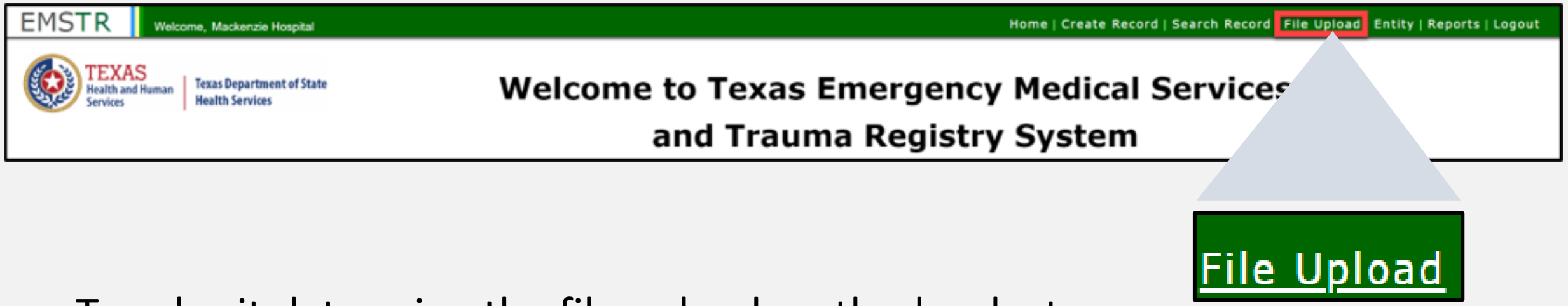
Record ID	Facility Name	Created Date	Arrival Date	First Name	Last Name	Status	Action
49789		2023/06/27		Sm Test 6/20	one	Open	Record Details
812893		2023/06/29		Tanuja	A	Open	Record Details
668462		2023/06/29		Tanuja	A	Open	Record Details
343858		2023/06/29		Tanuja	Test2	Open	Record Details
362048		2023/07/05		sm test 7/5	test	Open	Record Details
198220		2023/07/07		Tanuja	7/6	Open	Record Details
605114		2023/07/11		Smi 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	TQIP	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		Smi 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.



File Upload Process

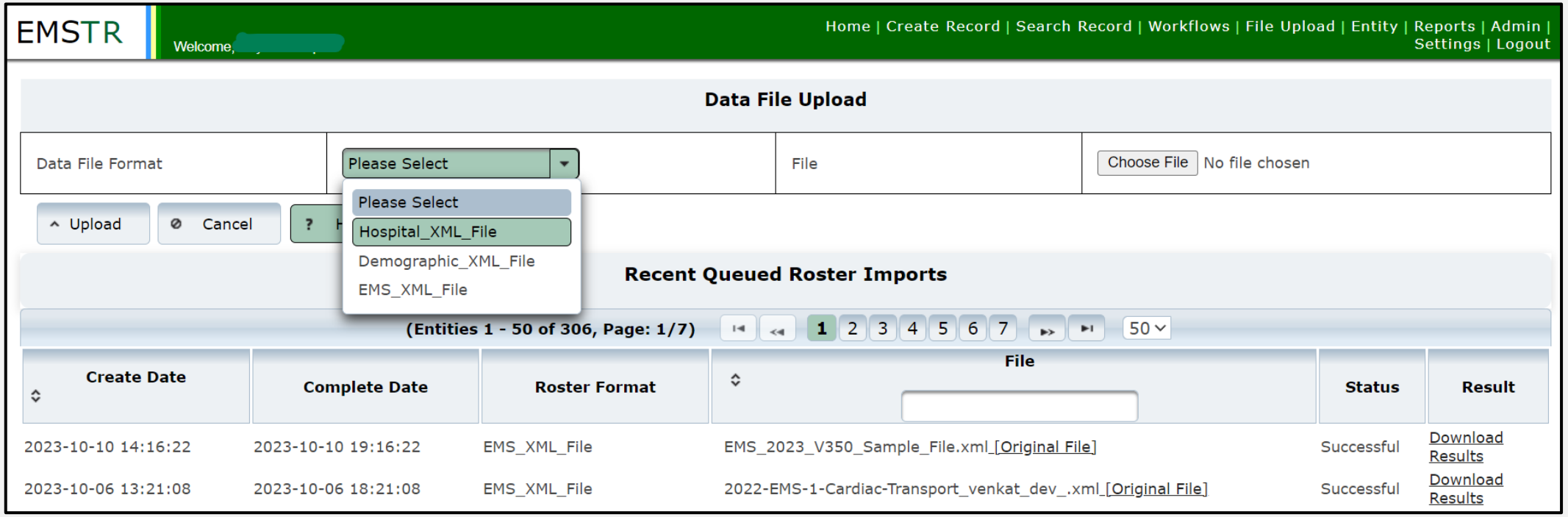
File Upload



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

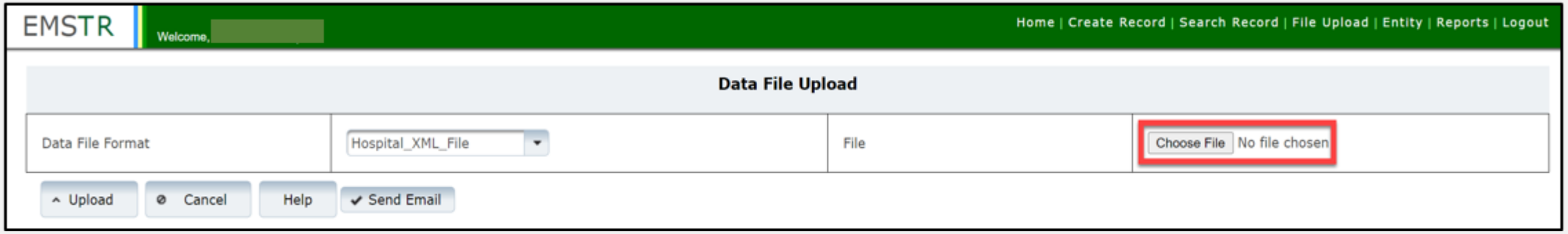
Select Data File Format

- 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.

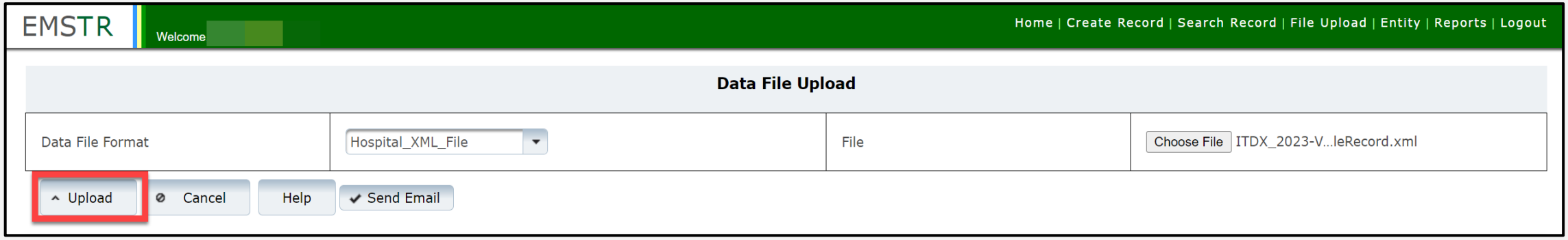


Data File Upload

Select **“Choose File”** and select the file from your computer (there are file size limits).

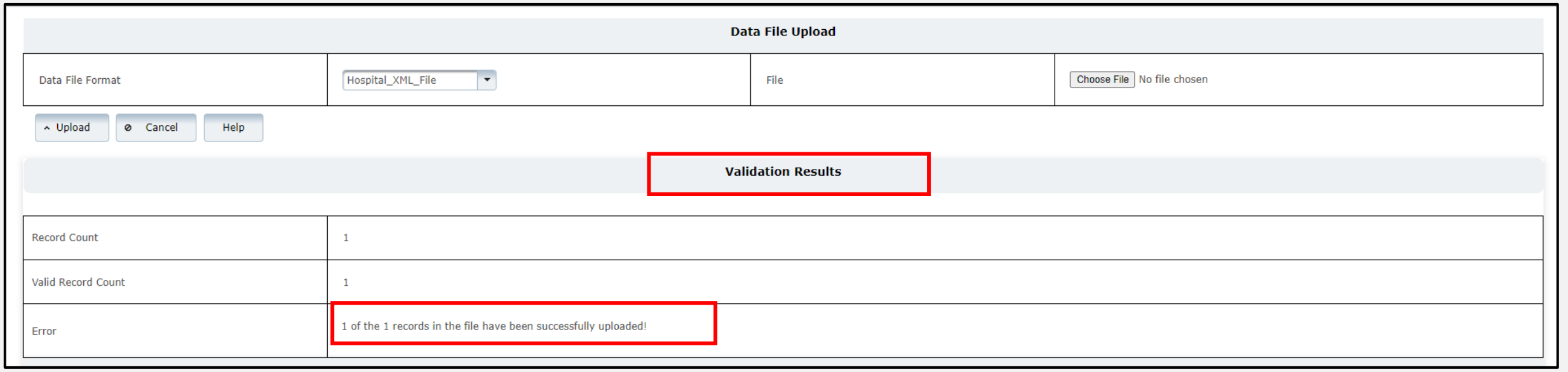


Once you’ve chosen the file, select the **“Upload”** button.



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	Hospital_XML_File	File	Choose File No file chosen

Upload | Cancel | Help

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)

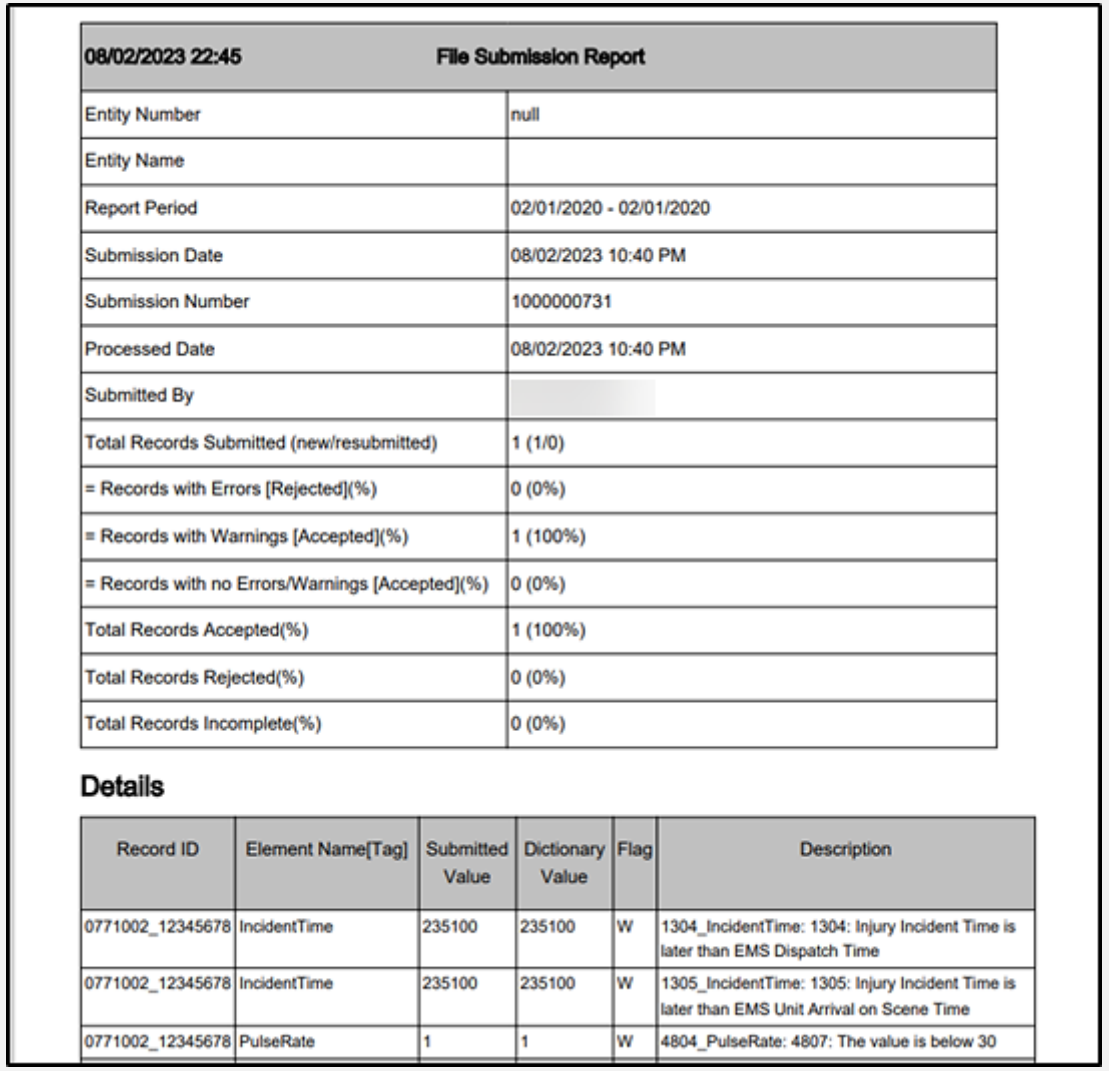
Validation Results

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.
- After your file successfully uploads, the system sends you another **Validation Results** table.

File Submission Report

You will immediately receive a **File Submission Report** via email. This report includes additional report details.



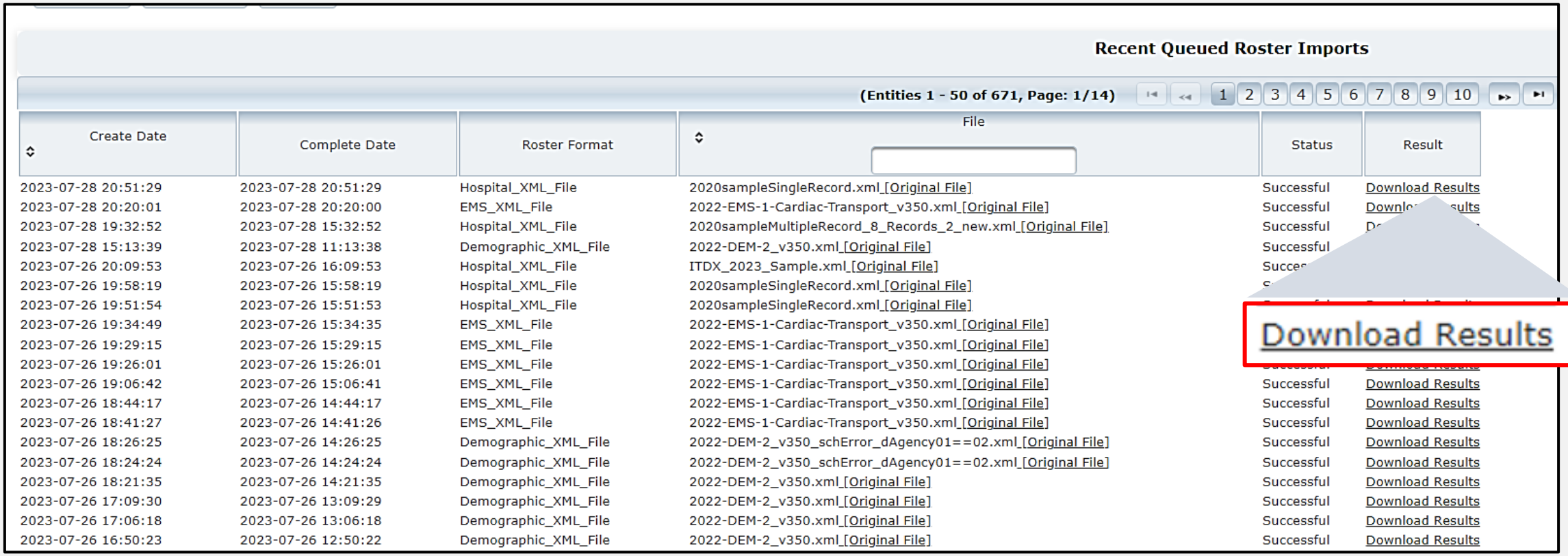
08/02/2023 22:45	File Submission Report
Entity Number	null
Entity Name	
Report Period	02/01/2020 - 02/01/2020
Submission Date	08/02/2023 10:40 PM
Submission Number	1000000731
Processed Date	08/02/2023 10:40 PM
Submitted By	
Total Records Submitted (new/resubmitted)	1 (1/0)
= Records with Errors [Rejected](%)	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

You can access Feedback Reports from the **Recent Queued Roster Imports** screen on the data file upload page by selecting **"Download Results“** button.



Recent Queued Roster Imports

(Entities 1 - 50 of 671, Page: 1/14) 1 2 3 4 5 6 7 8 9 10

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

Download Results

Feedback Report Example 1

Feedback Report with no errors, only warnings.

Total Records Submitted (new/resubmitted)	3 (3/0)
= Records with Errors [Rejected](%)	0 (0%)
= Records with Warnings [Accepted](%)	2 (66%)
= Records with no Errors/Warnings [Accepted](%)	1 (33%)
Total Records Accepted(%)	3 (100%)
Total Records Rejected(%)	0 (0%)
Total Records Incomplete(%)	0 (0%)

Rejected Records

Facility ID	Patient ID	Flag	Description

Record Details (Warning & Incomplete)

Facility ID	Patient ID	EMSTR Record ID	Element Name[Tag]	Submitted Value	Dictionary Value	Flag	Description
1015031	2307150	301352722	EmsSbp	0	0	W	3607_EmsSbp: 3607: SBP value is below 30
1015031	2307150	301352722	EmsPulseRate	0	0	W	3707_EmsPulseRate: 3707: Pulse rate submitted is below 30
1015031	2307150	301352722	EmsRespiratoryRate	0	0	W	3807_EmsRespiratoryRate: 3807: The value submitted is below 5
1015031	2307150	301352722	PulseRate	0	0	W	4804_PulseRate: 4807: The value is below 30
1015031	2307150	301352722	RespiratoryRate	0	0	W	5007_RespiratoryRate: 5007: The value is below 5
1015031	2312063	301352724	Sbp	0	0	W	4707_Sbp: 4707: SBP value is below 30

Feedback Report Example 2

Feedback Report with errors and warnings.

Rejected Records

Facility ID	Patient ID	Flag	Description
0703700	6508	E	11703_Angiography: 11703: Element cannot be Not Applicable when Packed Red Blood Cells or Whole Blood is greater than 0
0703700	6410	E	1211_IncidentDate: 1211: Field cannot be Not Applicable
0703700	6410	E	1310_IncidentTime: 1310: Field cannot be Not Applicable
0703700	6488	E	5103_RespiratoryAssistance: 5103:Element must be Not Applicable when Initial ED/Hospital Respiratory Rate is Not Known/Not Recorded

Record Details (Warning & Incomplete)

Facility ID	Patient ID	EMSTR Record ID	Element Name[Tag]	Submitted Value	Dictionary Value	Flag	Description
0703700	6446	301356596	PrimaryECodeIcd10	Y93.44	Y93.44	W	8905_PrimaryECodeIcd10: 8905: ICD-1 External Cause Code should not be Y93.X/Y93.XX (where X is A-Z or 0-9)
0703700	6443	301356606	HospitalDischargeOrdersWrittenDate	20241212	20241212	W	7710_HospitalDischargeOrdersWrittenD 7710: Hospital Discharge Date minus Ir

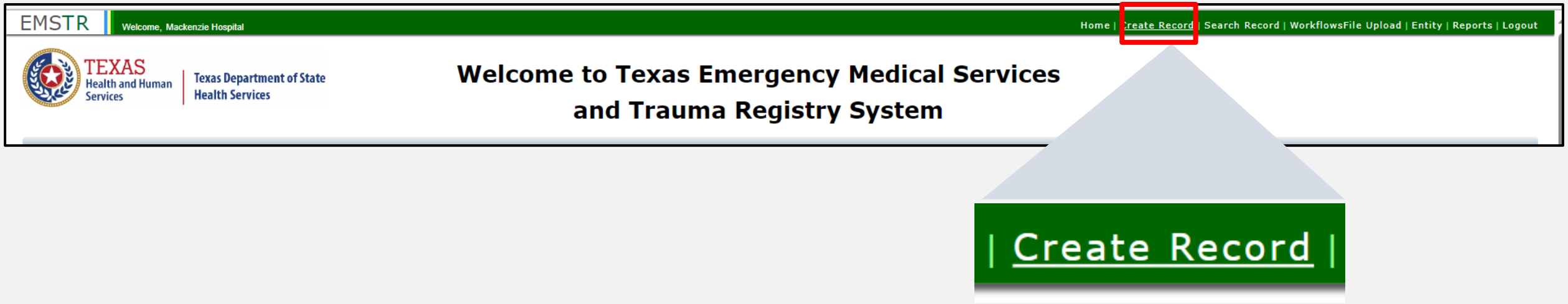
Submersion Patient Records Process

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).
- Use the **Patient Record – Hospital Submersion** option.

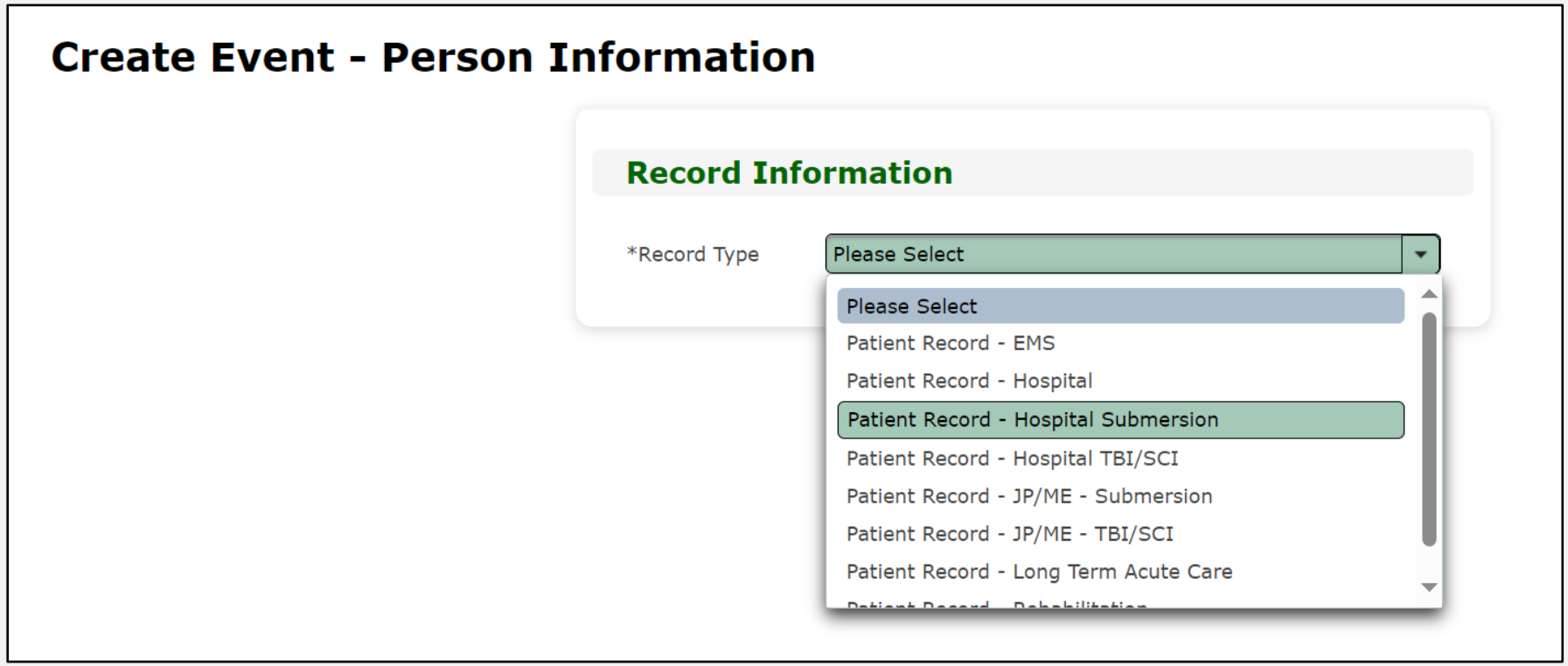
Submersion Online Submission



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

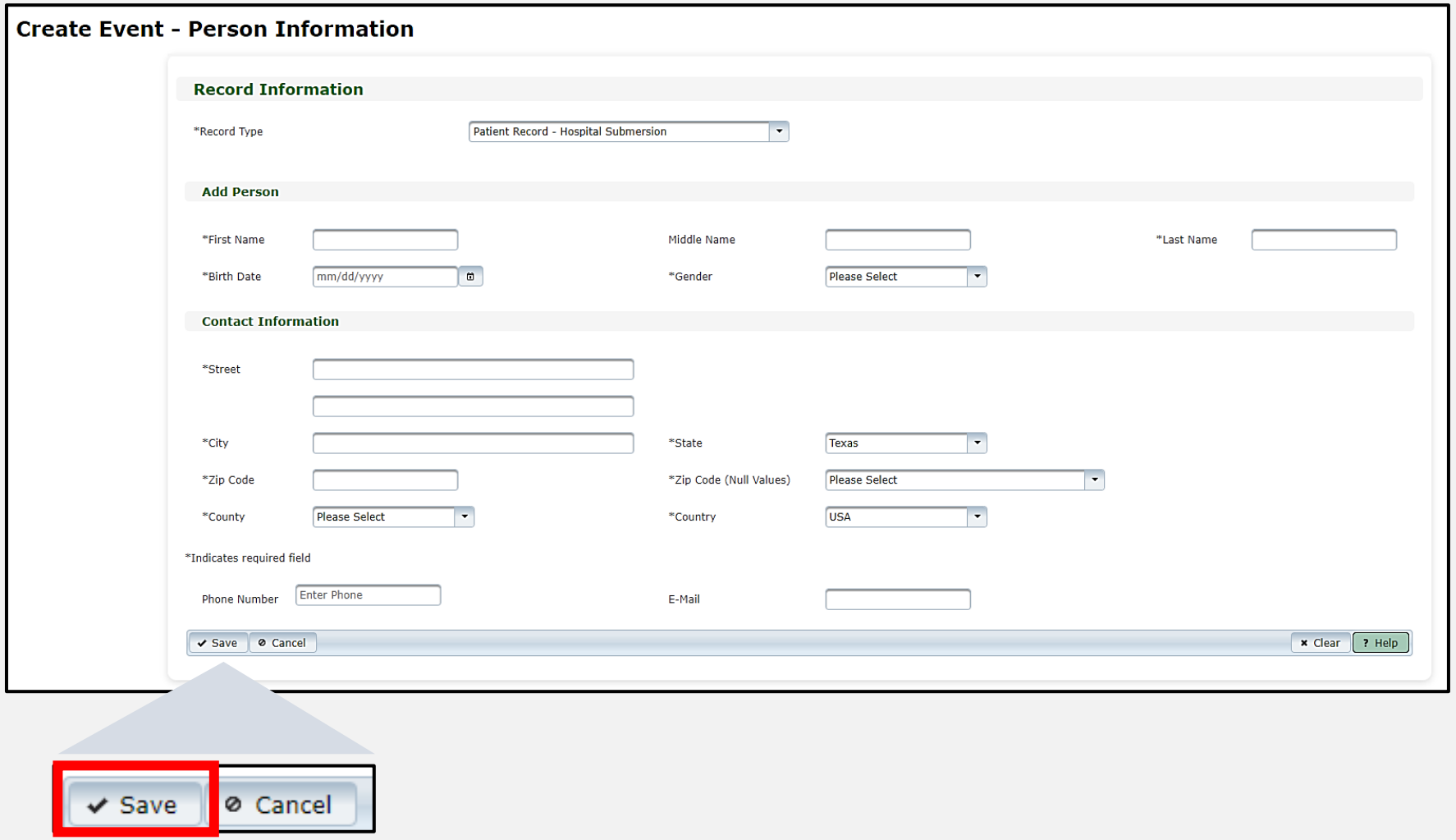
Create Submersion Record (1 of 2)

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



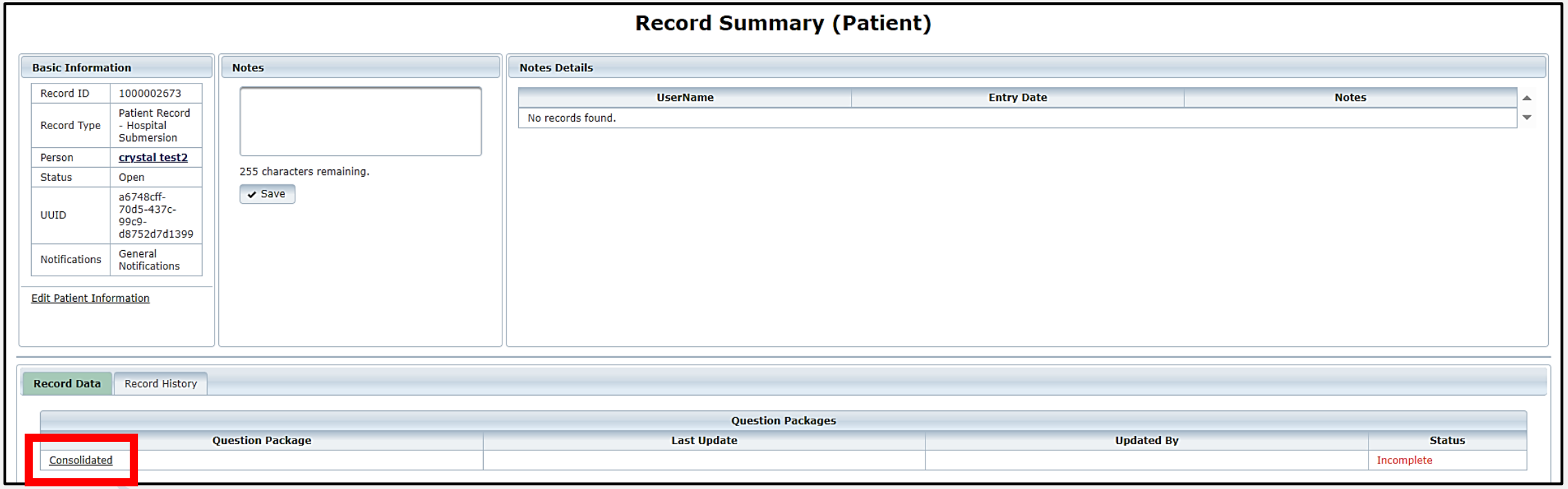
Create Submersion Record (2 of 2)

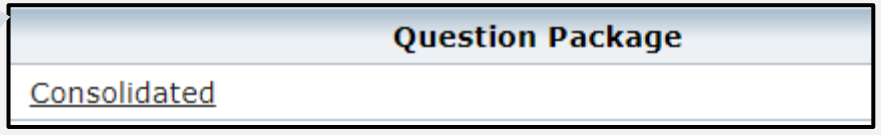
- Enter the required information indicated by the asterisks (*).
- Once complete, click **“Save”** to save the record.



Submersion Question Package (1 of 3)

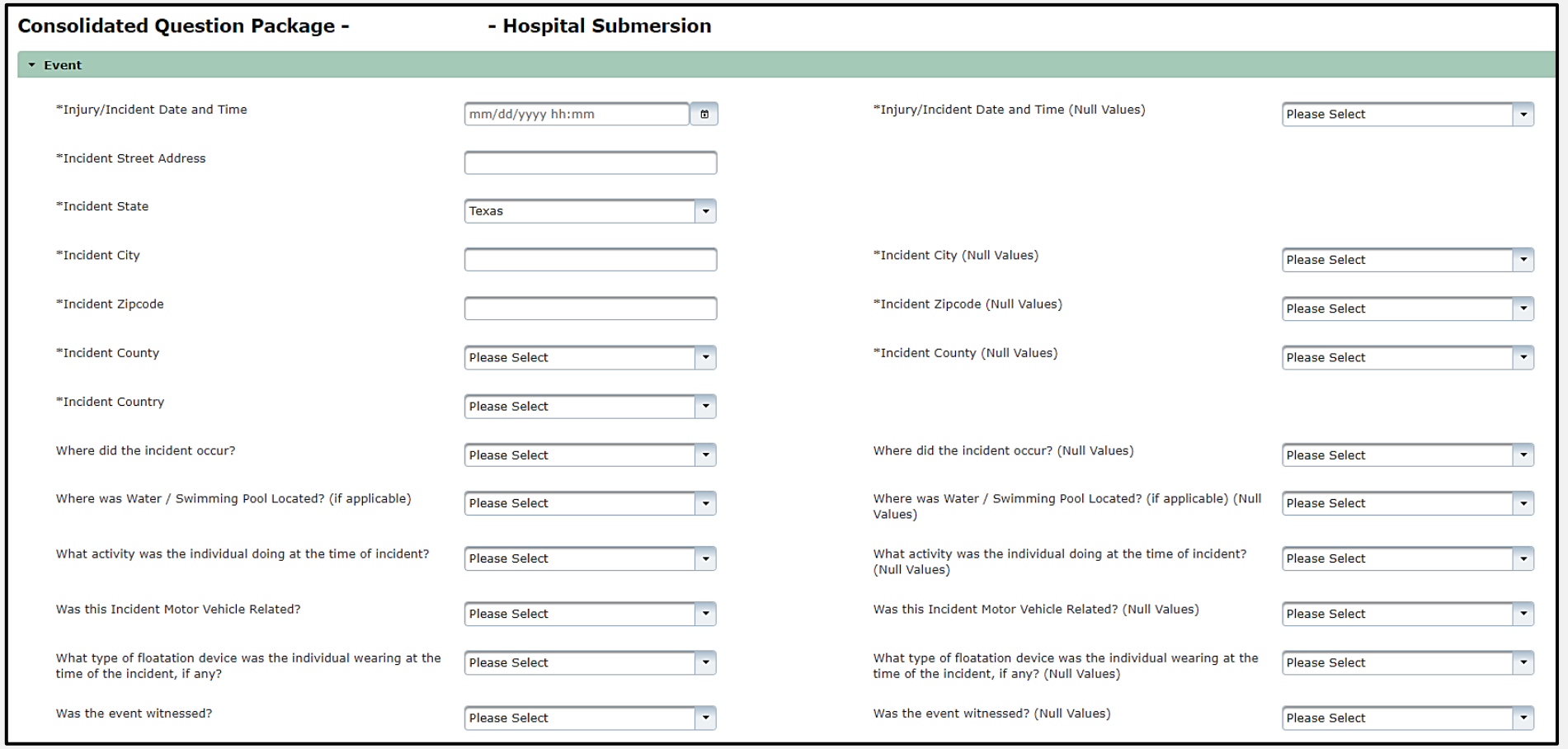
To add patient record data, complete the **Question Package**.





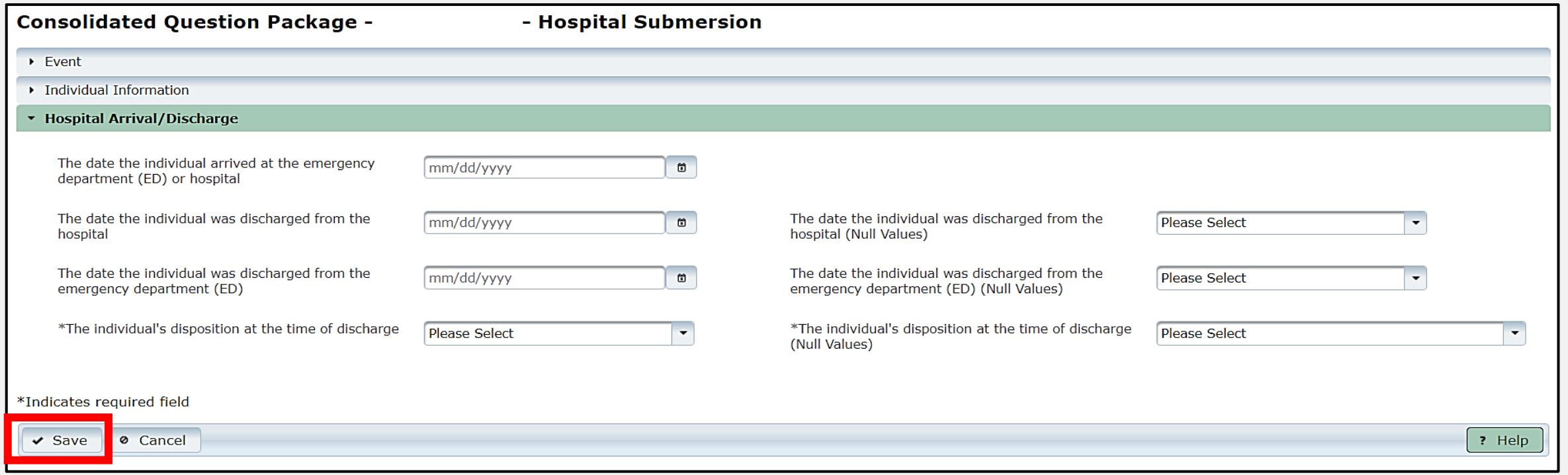
Submersion Question Package (2 of 3)

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



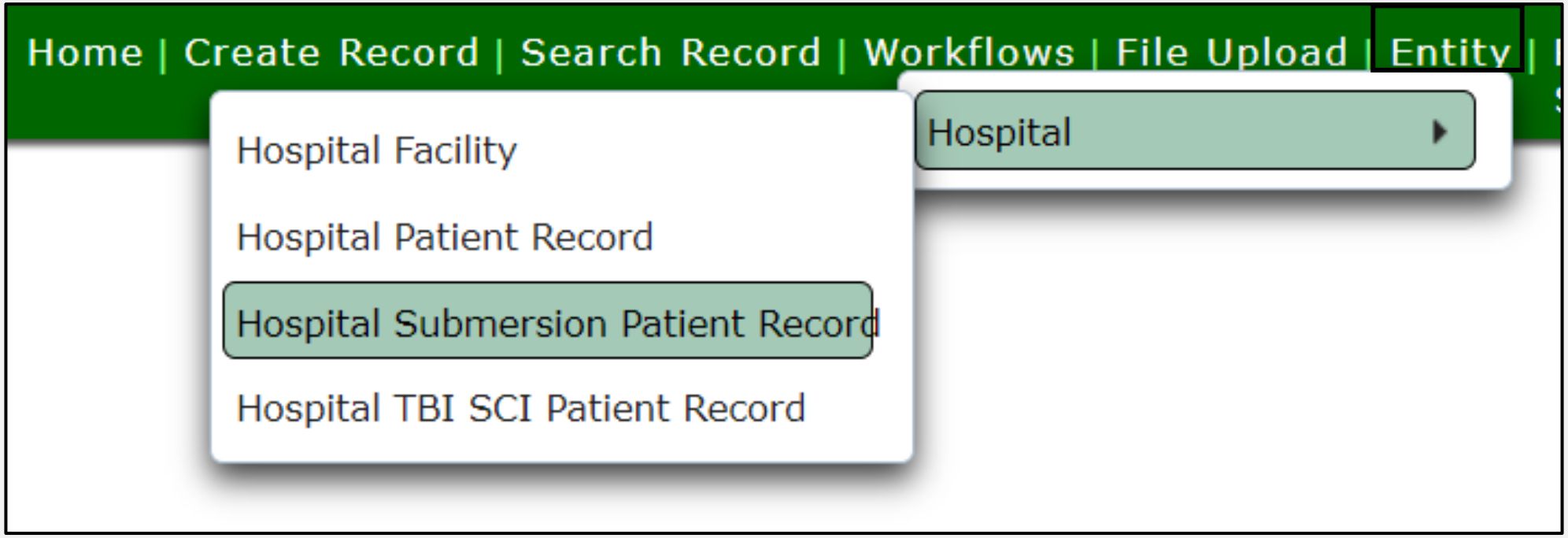
Submersion Question Package (3 of 3)

- Complete the three sections – **Event**, **Individual Information**, and **Hospital Arrival/Discharge**.
- Click **"Save"** to save the sections.



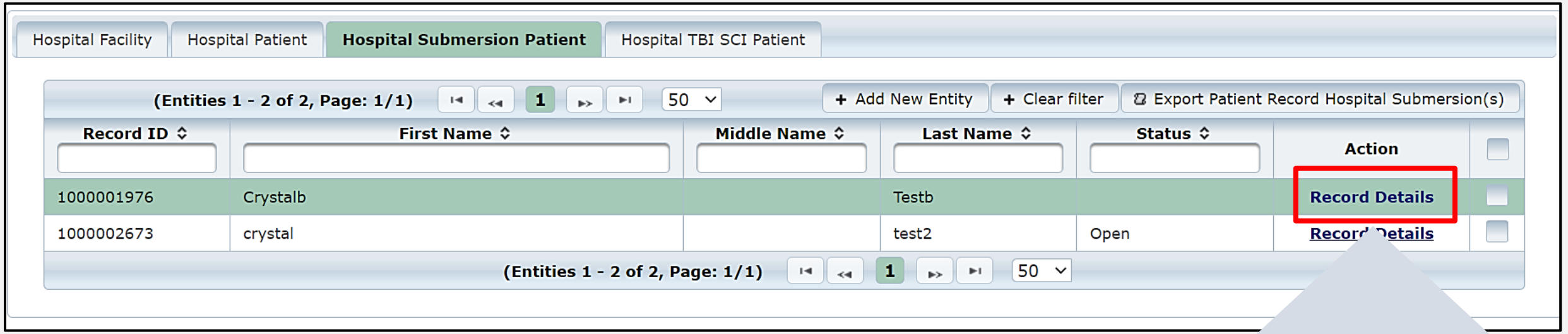
Patient Record Summary (1 of 2)

To view the Submersion Patient Record Summary, select "**Entity > Hospital > Hospital Patient Submersion Patient Record**" from the navigation bar.

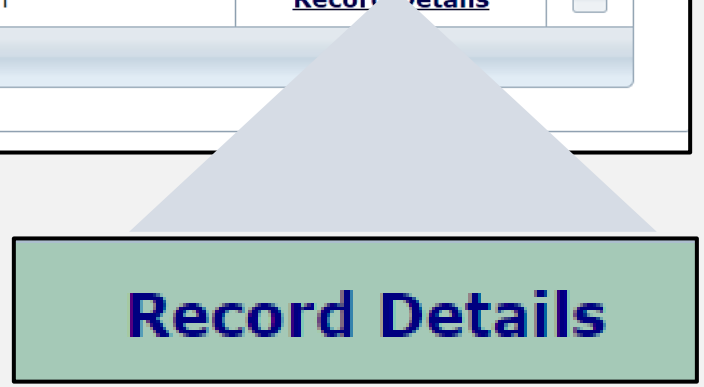


Patient Record Summary (2 of 2)

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



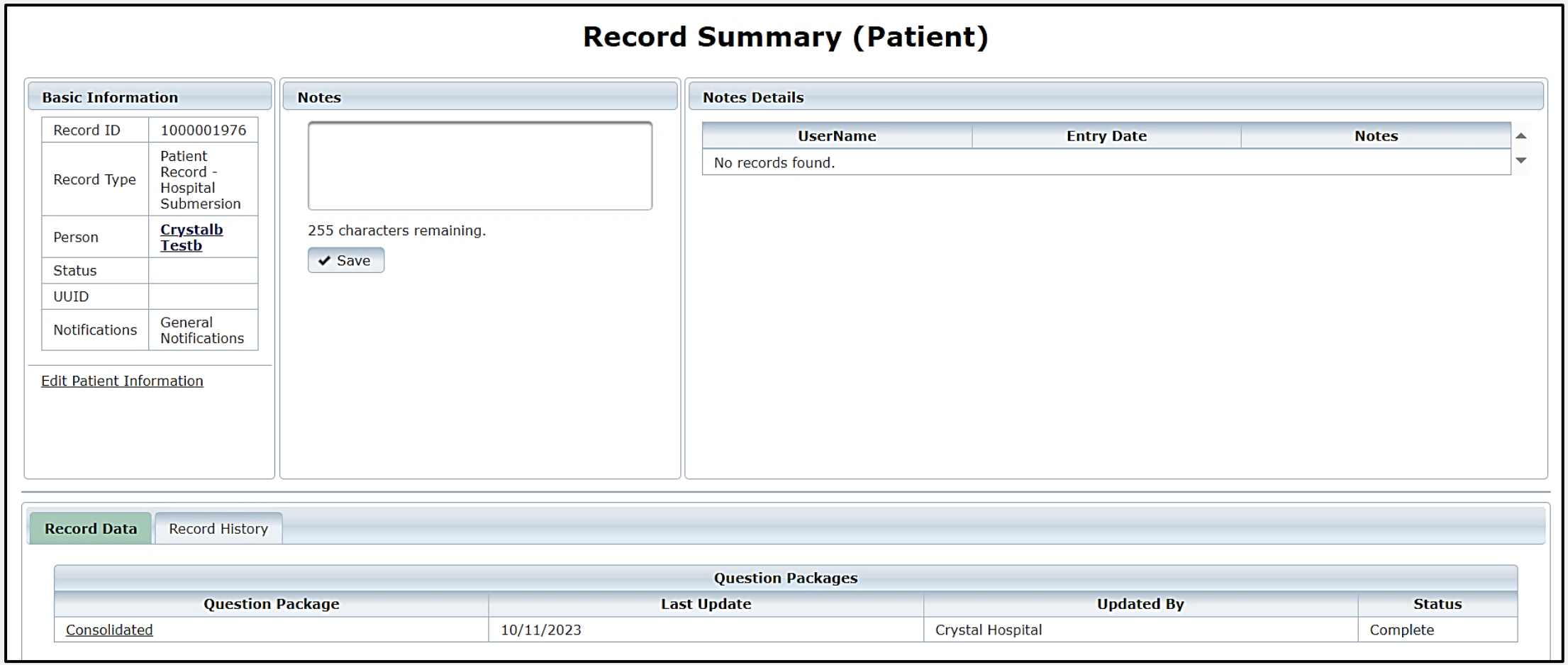
To view a specific record, click **“Record Details”** under Action bar.



NOTE: The patient record will be highlighted.

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.		

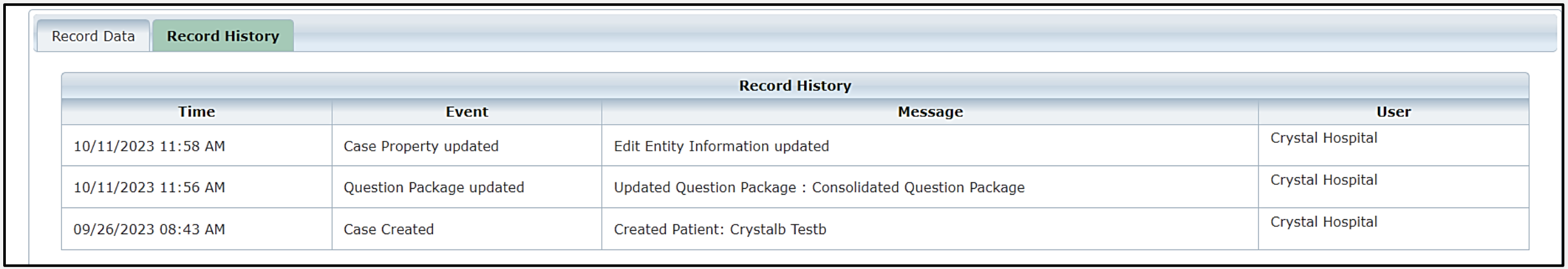
Record Data | Record History

Question Packages

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

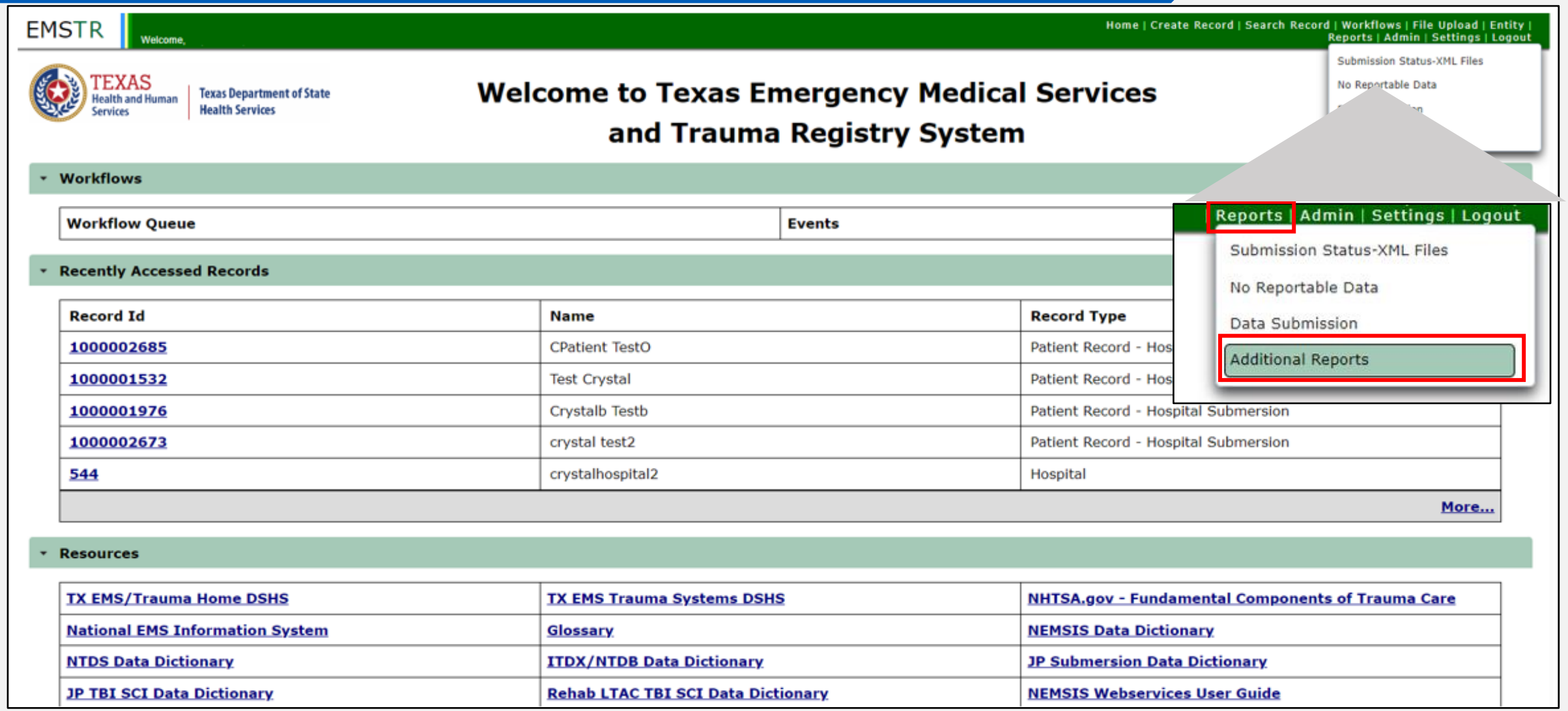
Record Summary Example (2 of 2)

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



Report Format Review

Accessing Reports



Hospital Reports

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 No Reportable Data (NRD) Report.

Report Guide: EMSTR Reports - SHARP Reporting Guide (March 2024)

Common Errors / Issues

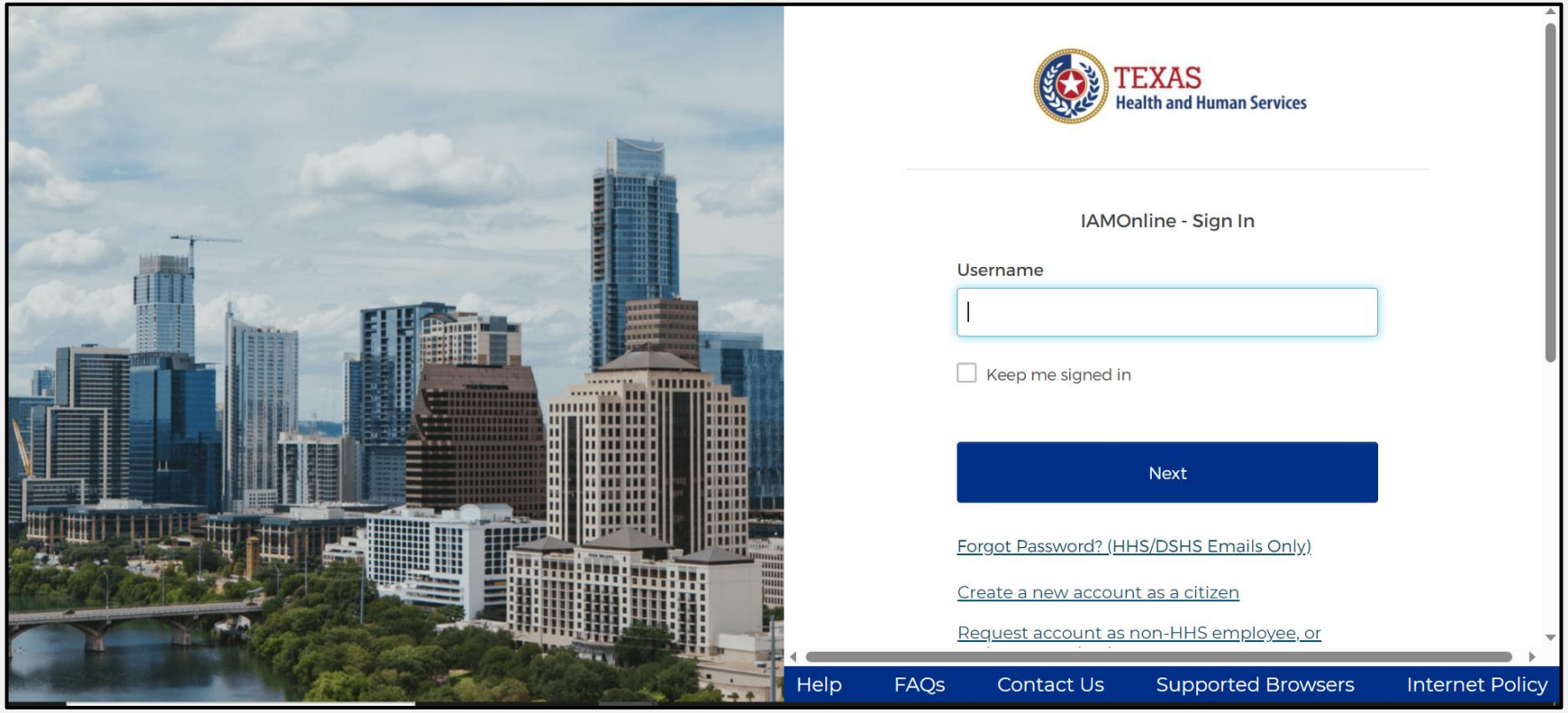
- Version number – List the software version (v2020 or 2023) in first line of xml file: <ItdxRecords ItdxVersion="Itdx_v2020">
- Glasgow Coma Score (GCS) should be GCS or GCS 40 – Both cannot be coded. Use GCS selections and code GCS 40 as **Not known / Not recorded**.
- Co-morbidity codes should comply with software version used.
- Record numbers for errors should be listed on feedback report.

If the facility DSHS ID number is not activated, notify injury.web@dshs.texas.gov.

Account Management

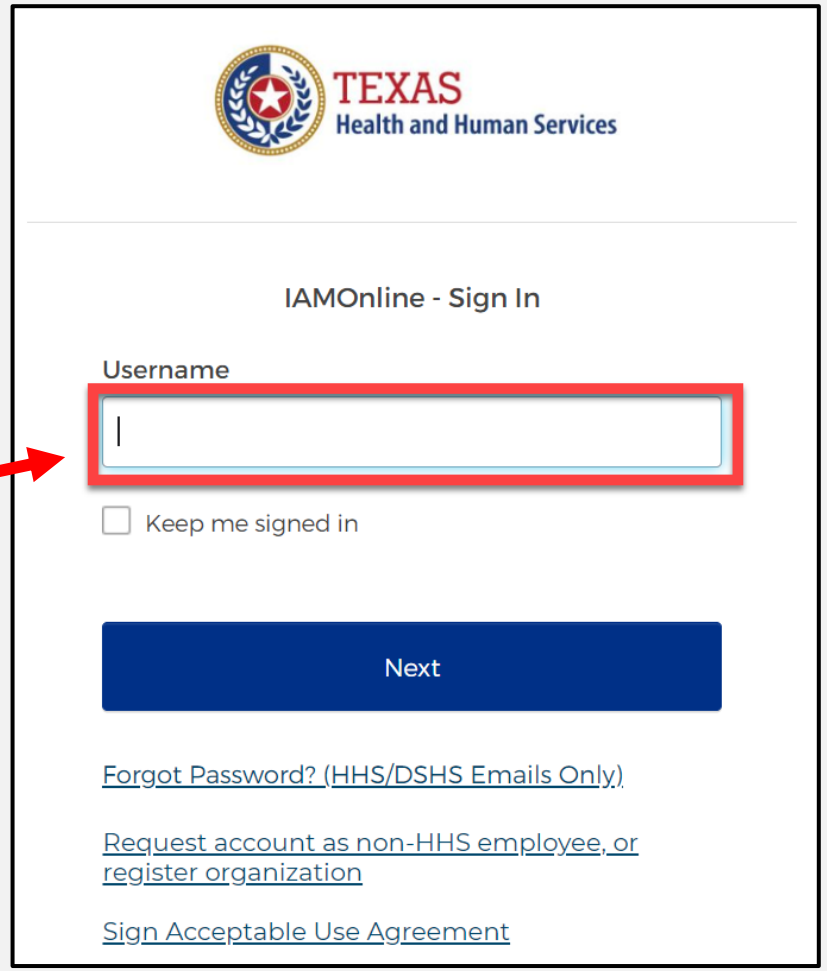
IAMOnline Home Page

Account management is available through IAMOnline.



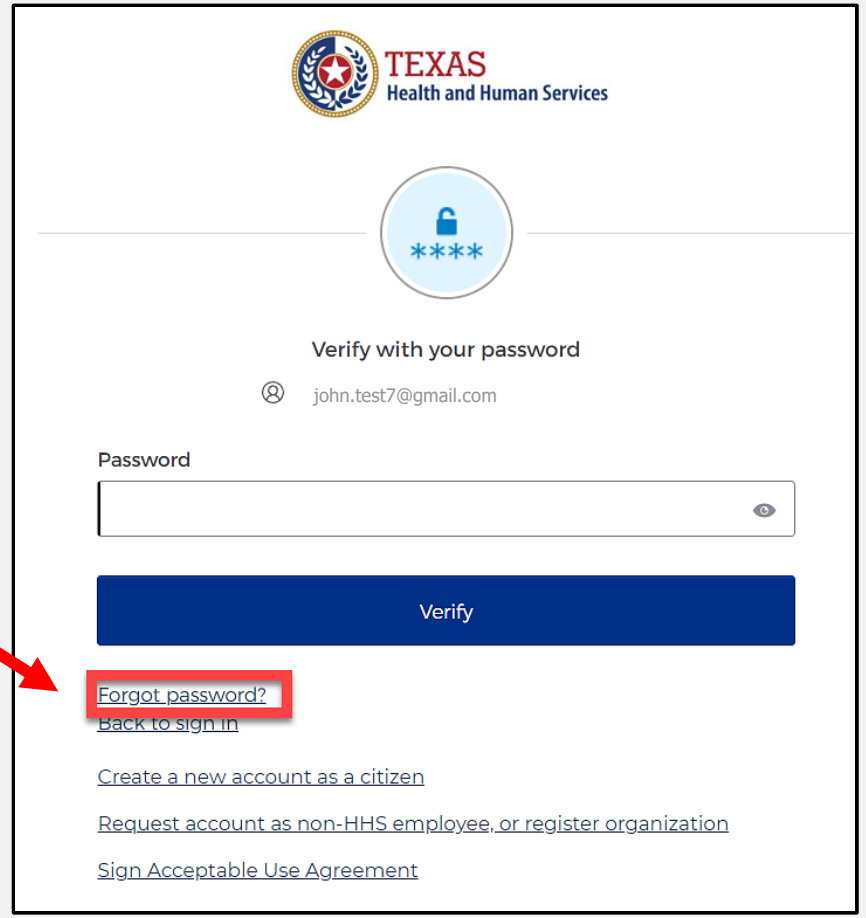
Forgot Password (1 of 2)

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



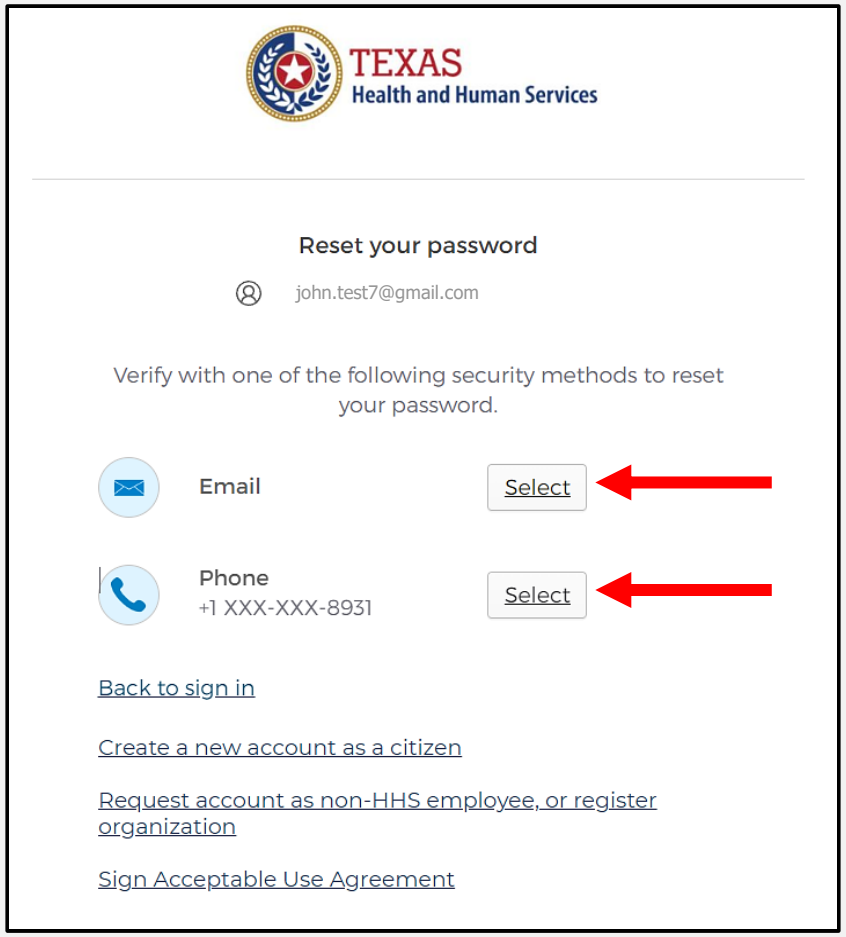
Forgot Password (2 of 2)

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



Reset Your Password (1 of 3)

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

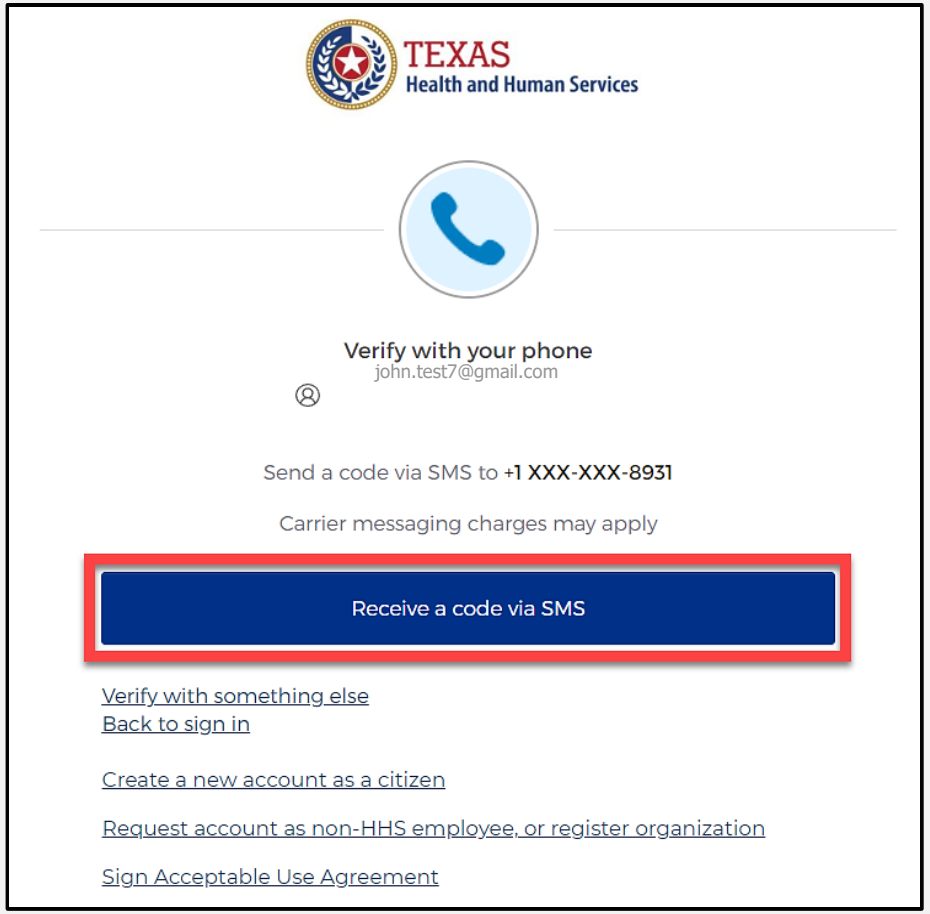


Reset Your Password (2 of 3)

- 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.

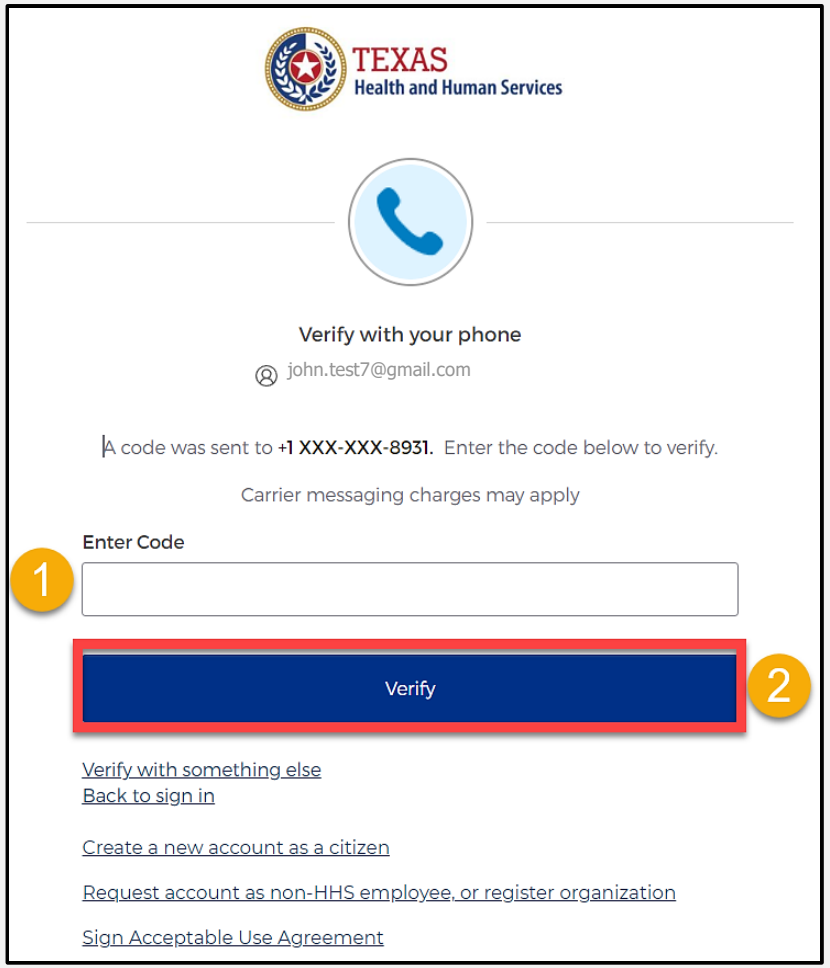
- Select the **“Receive a code via SMS”** button to receive a verification code.



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.

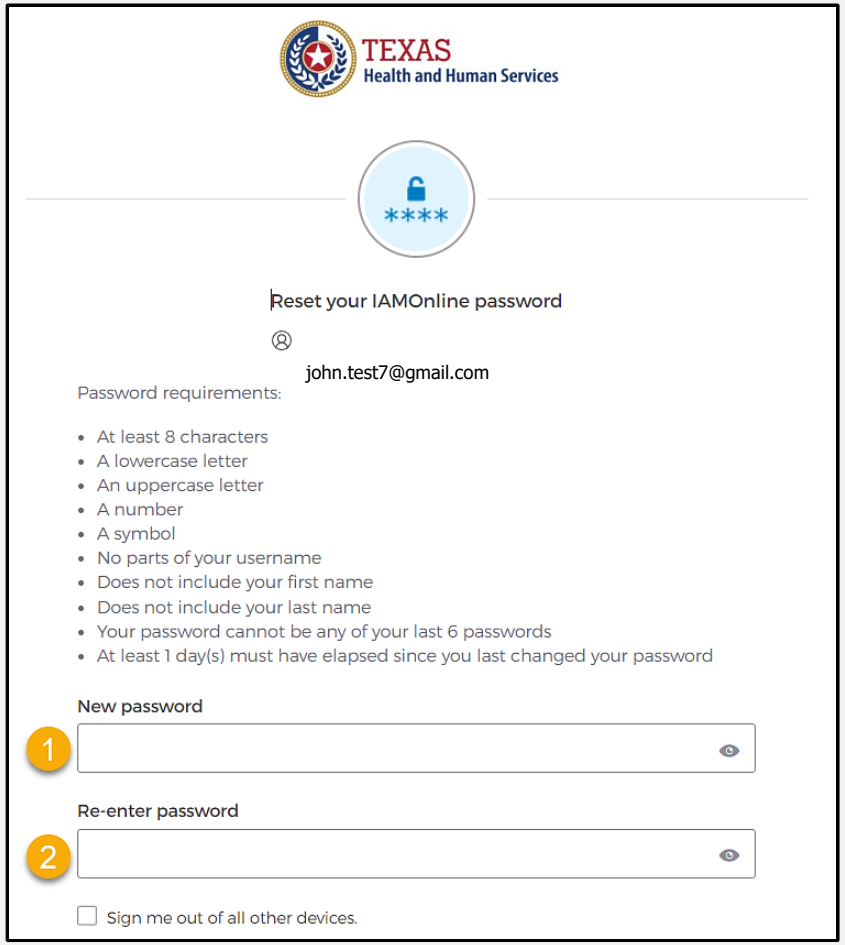


IAMOnline Password Reset (1 of 2)

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

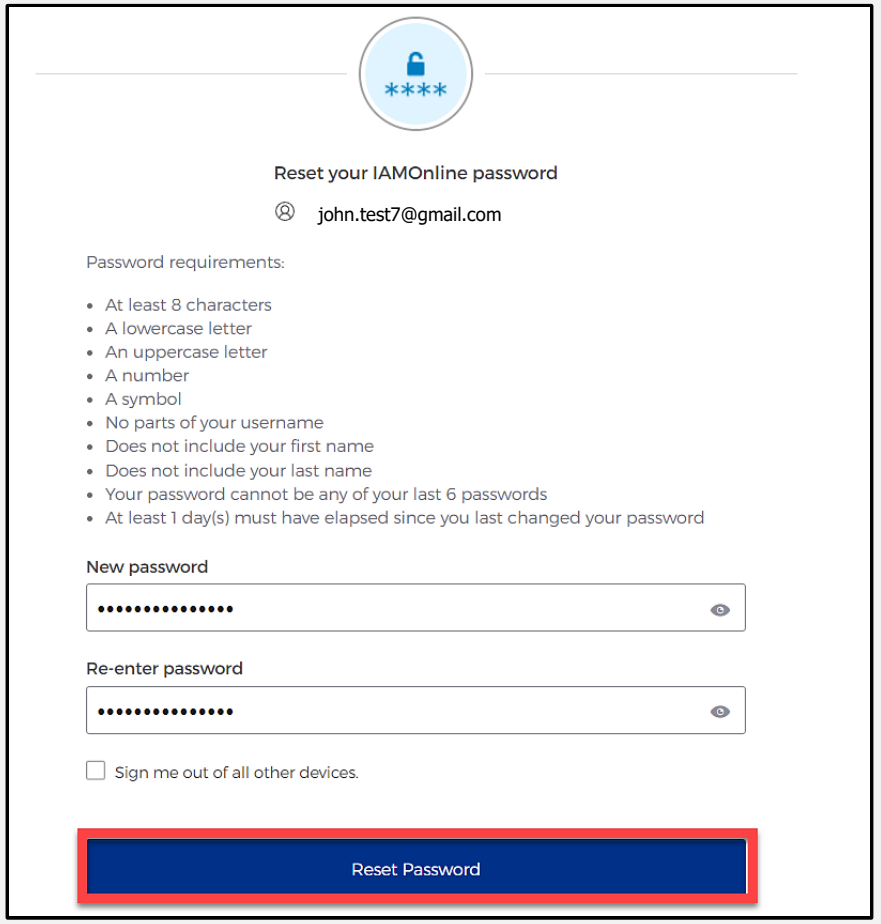
  Step 1 – Enter your new password in the **“New password”** box.

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



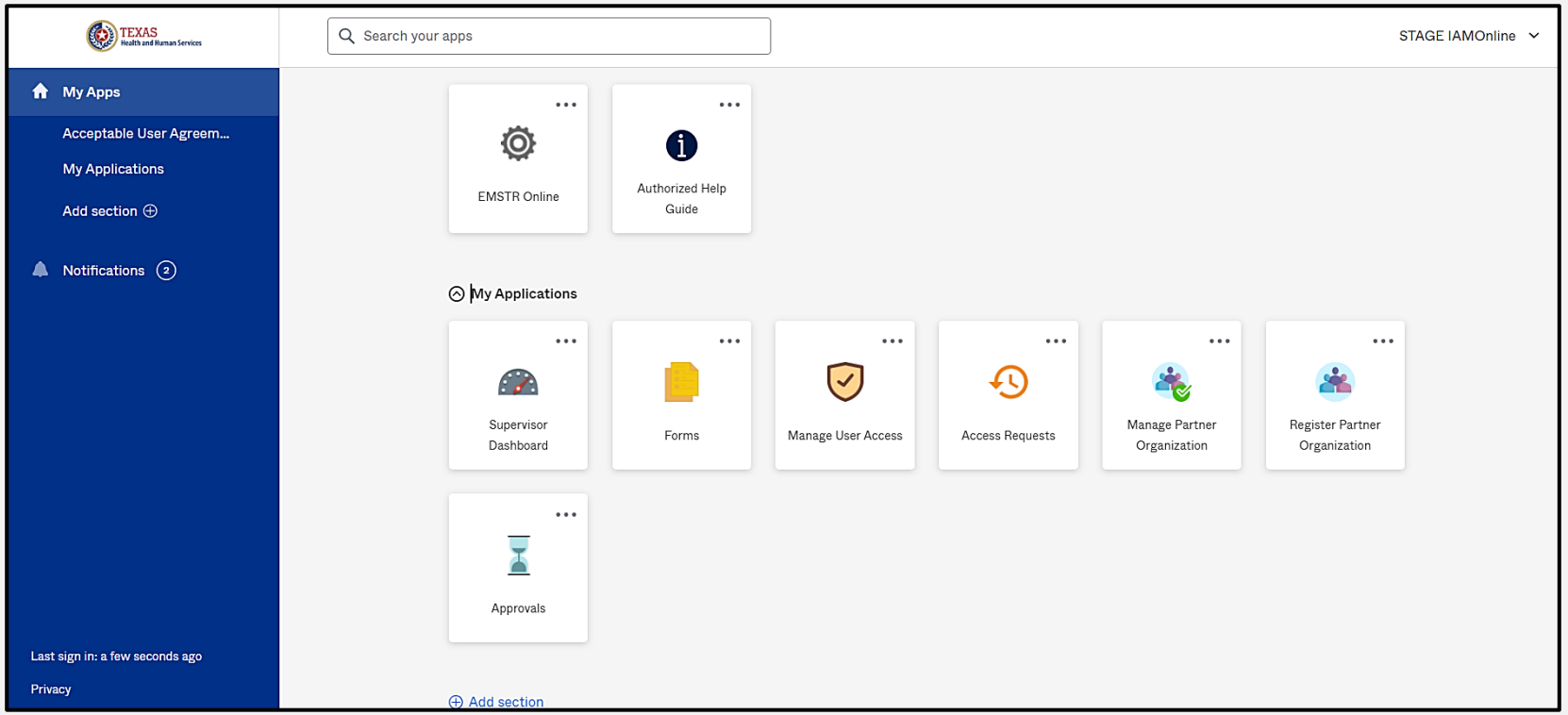
IAMOnline Password Reset (2 of 2)

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



Reset Password Complete

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



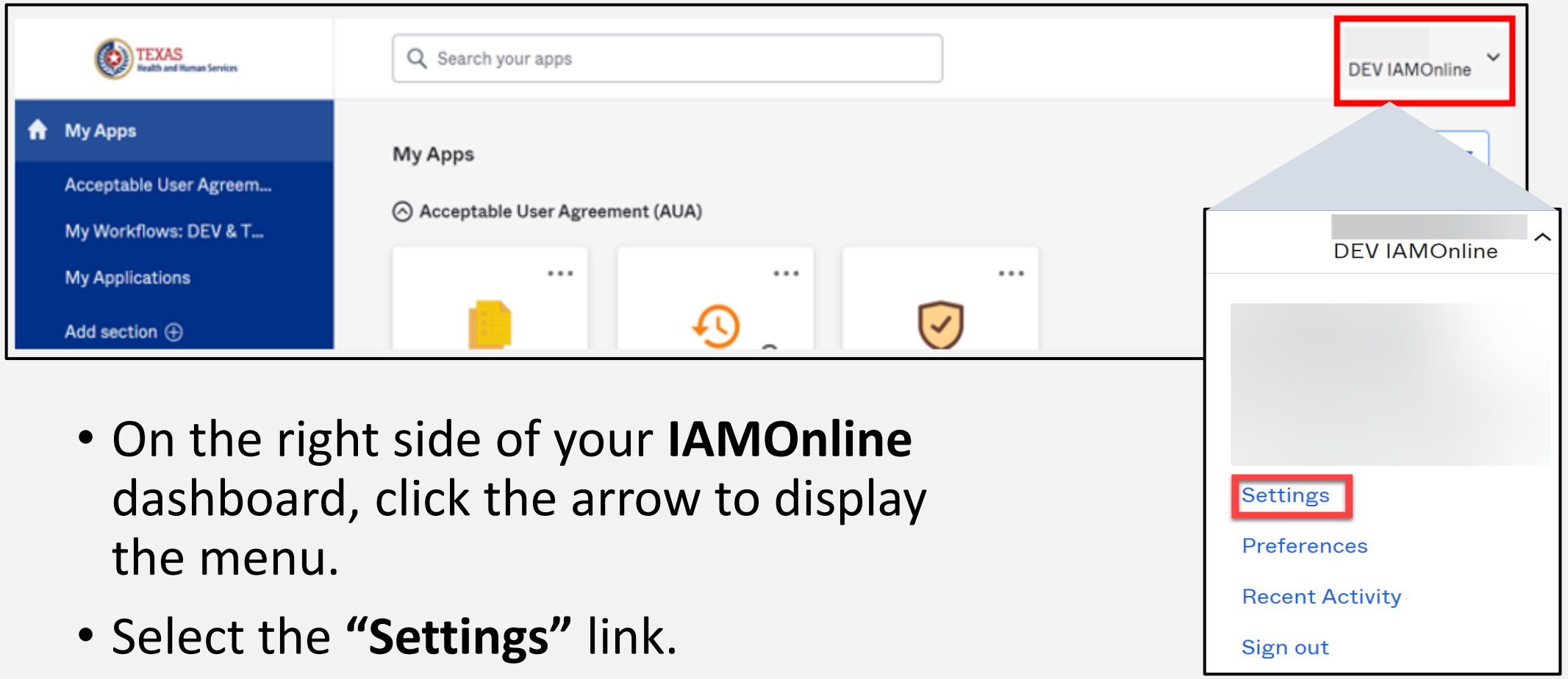
Account Locked

You MUST access your account every 90 days or it will be suspended. Reset your password to unsuspend your account.

Your account will lock after multiple incorrect password attempts. The system will send an email notifying you the account will automatically unlock after 30 minutes.

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

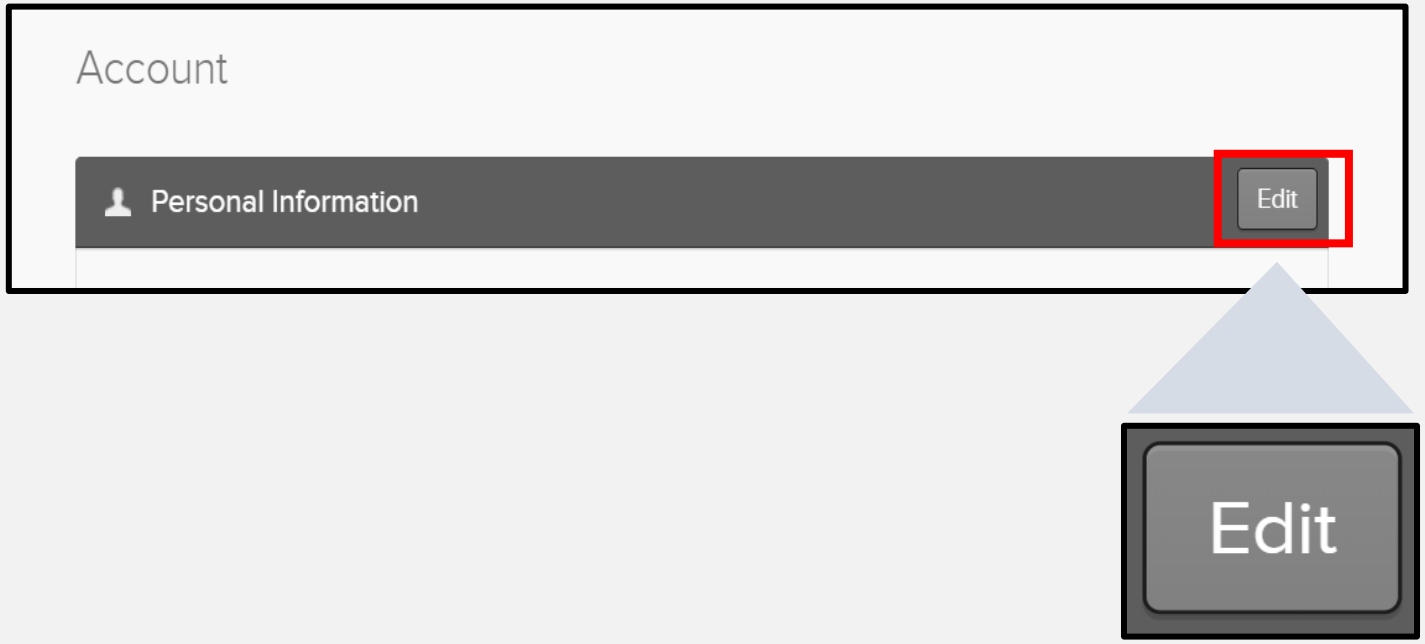
Update Account (1 of 2)



- 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:
  - 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 Requirements: dshs.texas.gov/injury-prevention/ems-trauma-registries/hospital.
- IAMOnline Help: gatewayaw.hhs.state.tx.us/publicHelpGuide/Content/Q_External/EXT_HomePage.htm.
- New Platform Resources: EMSTR New Platform Resources | Texas DSHS.

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