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# **Emergency Medical Services and Trauma Registries (EMSTR) Hospital Webinar**

September 2023

EMSTR Team

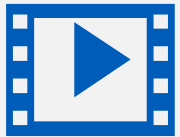
# Webinar Reminders



All participants are automatically muted by webinar administrators.



Please type questions using the “Question” feature.



This webinar is being recorded for learning purposes.



The webinar team will provide an overview of each process.

# Agenda

- EMSTR Overview
- Identity and Access Management: IAMOnline
- Access EMSTR
- Account Management
- Questions and Answers

# EMSTR Overview



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# EMSTR

- EMSTR is a statewide passive surveillance system that collects reportable event data from Emergency Medical Services (EMS) providers, hospitals, justices of the peace, medical examiners, and rehabilitation facilities.
- EMSTR includes four registries:
  - The EMS Registry;
  - The Acute Traumatic Injury Registry;
  - The Traumatic Brain Injury (TBI) Registry/ Spinal Cord Injury (SCI) Registry; and
  - The Submersion Registry.

# Data Format Update

- 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 2020 format will continue to be accepted. NTDS 2017 will not be accepted after the November implementation.

NOTE – The projected date for the move to the data modernization and 2023 NTDS/ITDX is November 10<sup>th</sup>.

# IAMOnline Process



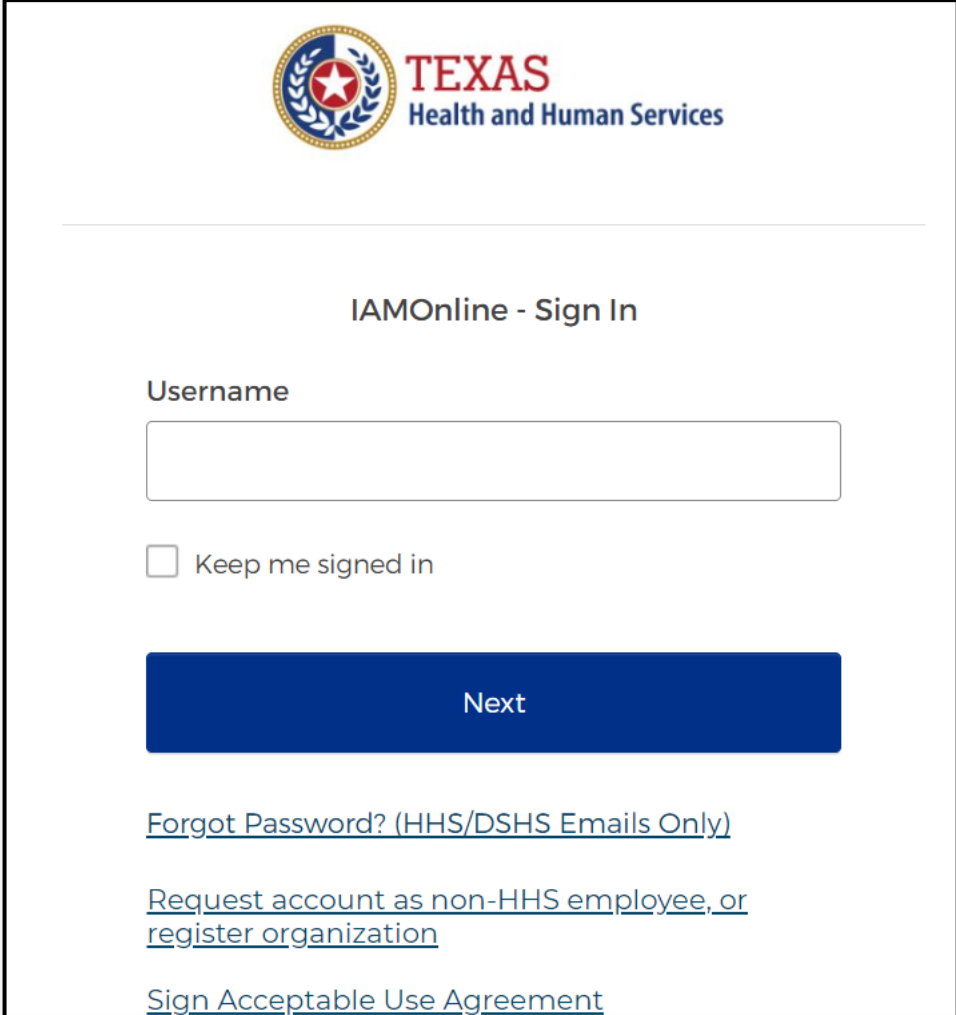
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# IAMOnline (1 of 2)

- EMSTR will begin using the new Identity and Access Management (IAM) platform called **IAMOnline** beginning November 2023.
- All Texas Health and Human Services applications will be transitioning to IAMOnline.
- IAMOnline provides a more secure log-in process with an authentication feature.



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

# IAM Online (2 of 2)

To access EMSTR, 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 EMSTR directly by logging in to your IAMOnline MyApps Dashboard.

# Activate Your Account Process



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# Activate Your Account (1 of 2)

- To begin, locate your **IAMOnline** registration email from [noreply@okta.com](mailto:noreply@okta.com).
- The activation email will be sent to your employee email address.

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.

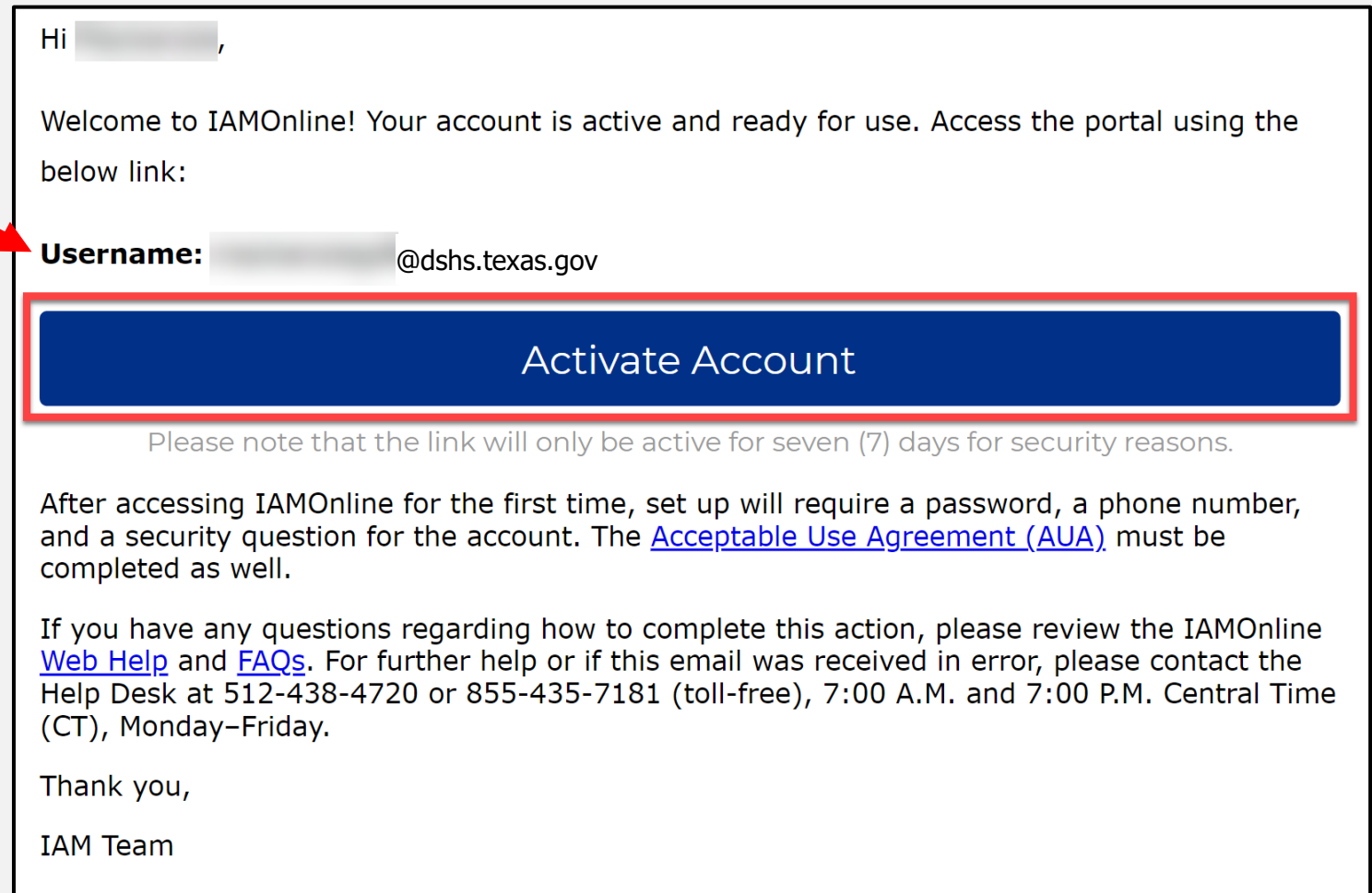
Thank you,

IAM Team

# Activate Your Account (2 of 2)

- Your **username** is provided in the email.
- Next, click the “**Activate Account**” button to set up your account promptly.


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



# Set Up Security Methods (1 of 2)


Now, let's set up security methods to protect your account with a **password**, your **phone**, and a **security question**.

Set up security methods

 @dshs.texas.gov

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


Set up required



Password

Choose a password for your account  
Used for access


Set up



Phone

Verify with a code sent to your phone  
Used for access or recovery

Set up



Security Question

Choose a security question and answer that will be used for signing in  
Used for recovery

Set up

[Back to sign in](#)

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

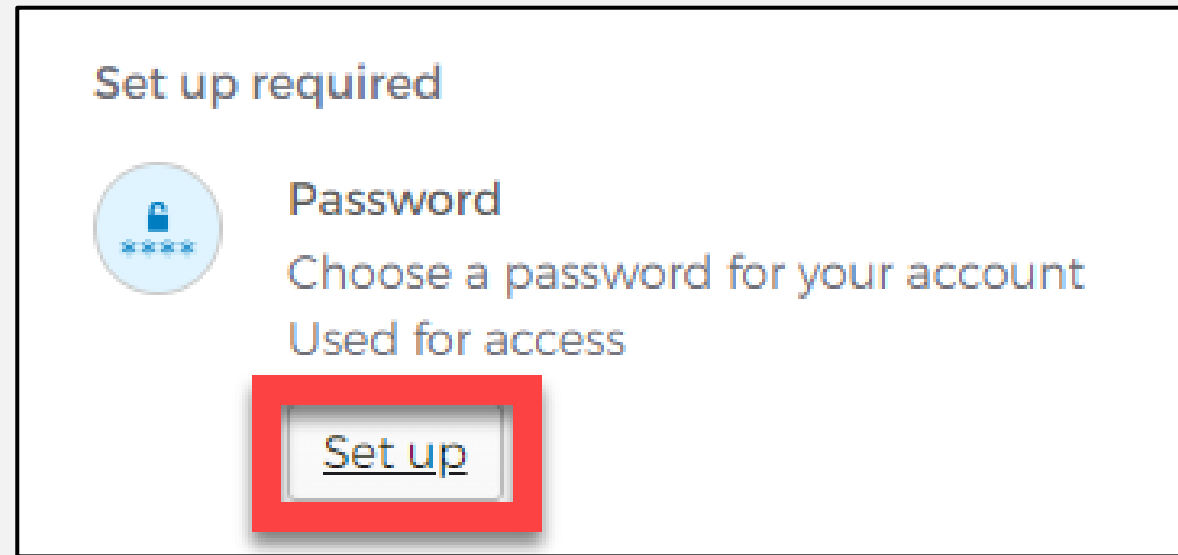
[Request account as non-HHS employee, or register organization](#)

[Sign Acceptable Use Agreement](#)

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# 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

- To set up your password, 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.***

- Then 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

Next



# Set Up Security Methods Screen

Next, click on the “**Set up**” button under **Phone**.



## Phone

Verify with a code sent to your phone

Used for access or recovery

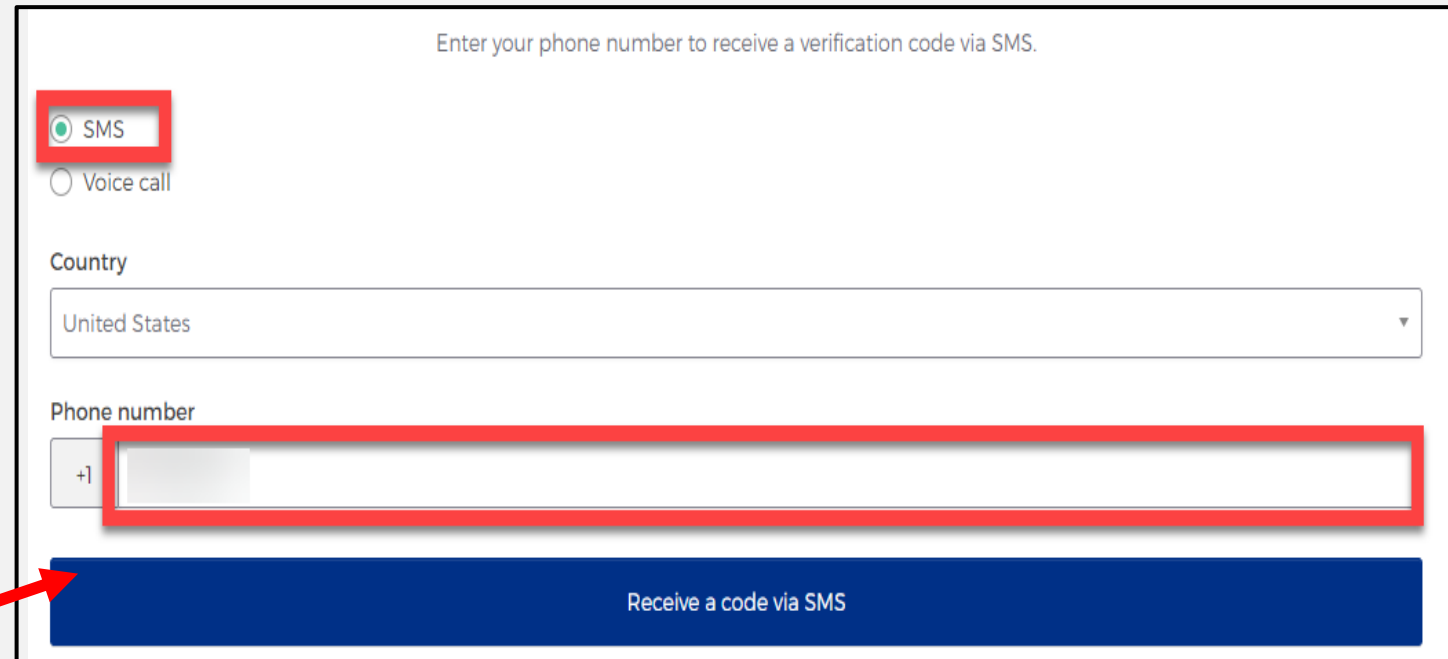
Set up

# 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.*

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

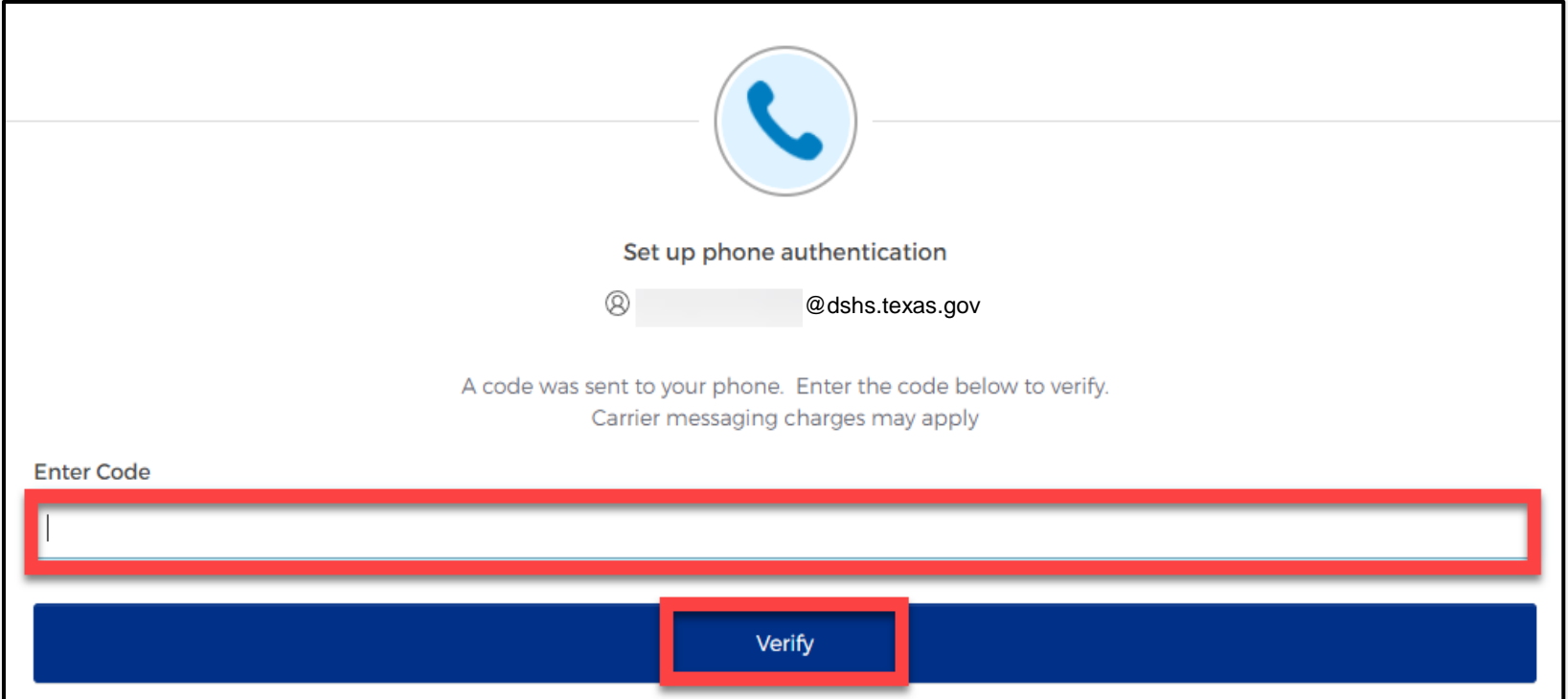



The screenshot shows a web form for phone authentication. At the top, it says "Enter your phone number to receive a verification code via SMS." Below this are two radio button options: "SMS" (which is selected and highlighted with a red box) and "Voice call". Underneath is a "Country" dropdown menu currently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

\*SMS stands for Short Message Service.


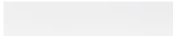
# Set Up Phone Authentication (2 of 2)

- You will receive 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.
- Then, click on the “**Verify**” button.





Set up phone authentication

  @dshs.texas.gov

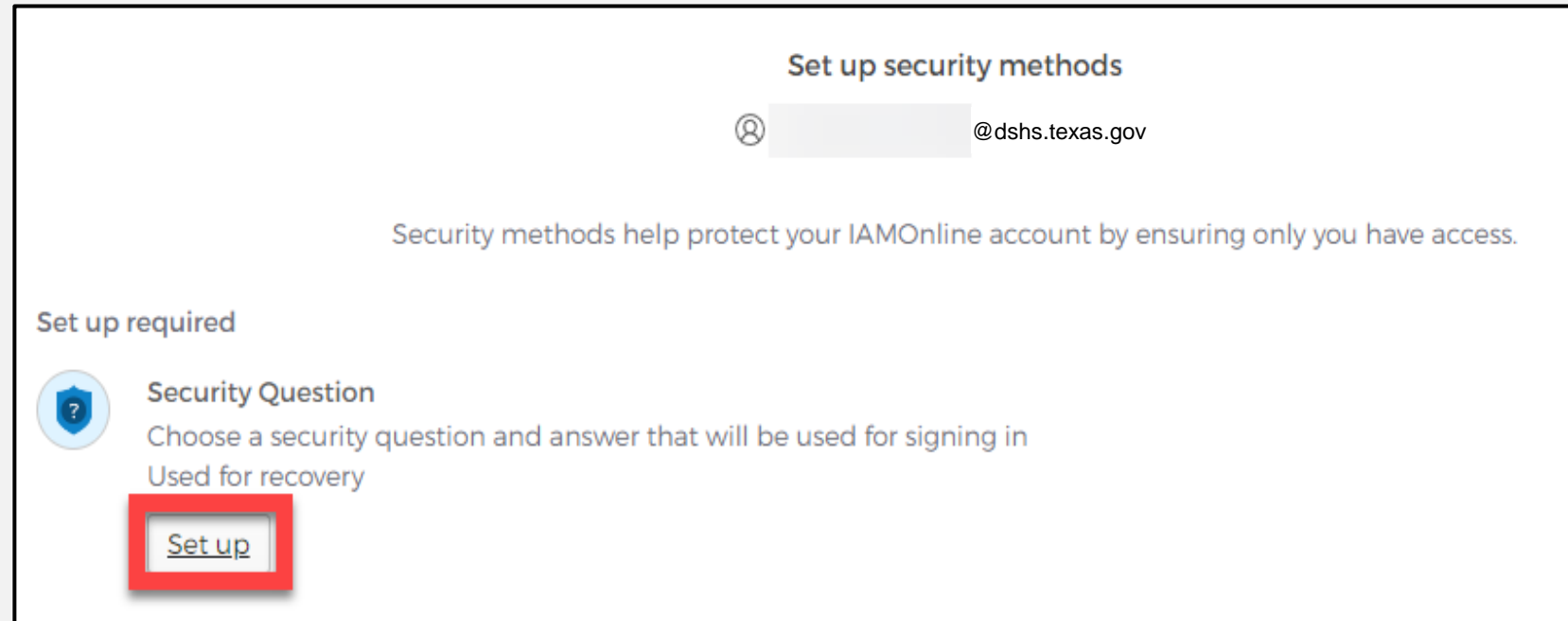
A code was sent to your phone. Enter the code below to verify.  
Carrier messaging charges may apply

Enter Code

Verify

# Set Up Security Methods

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

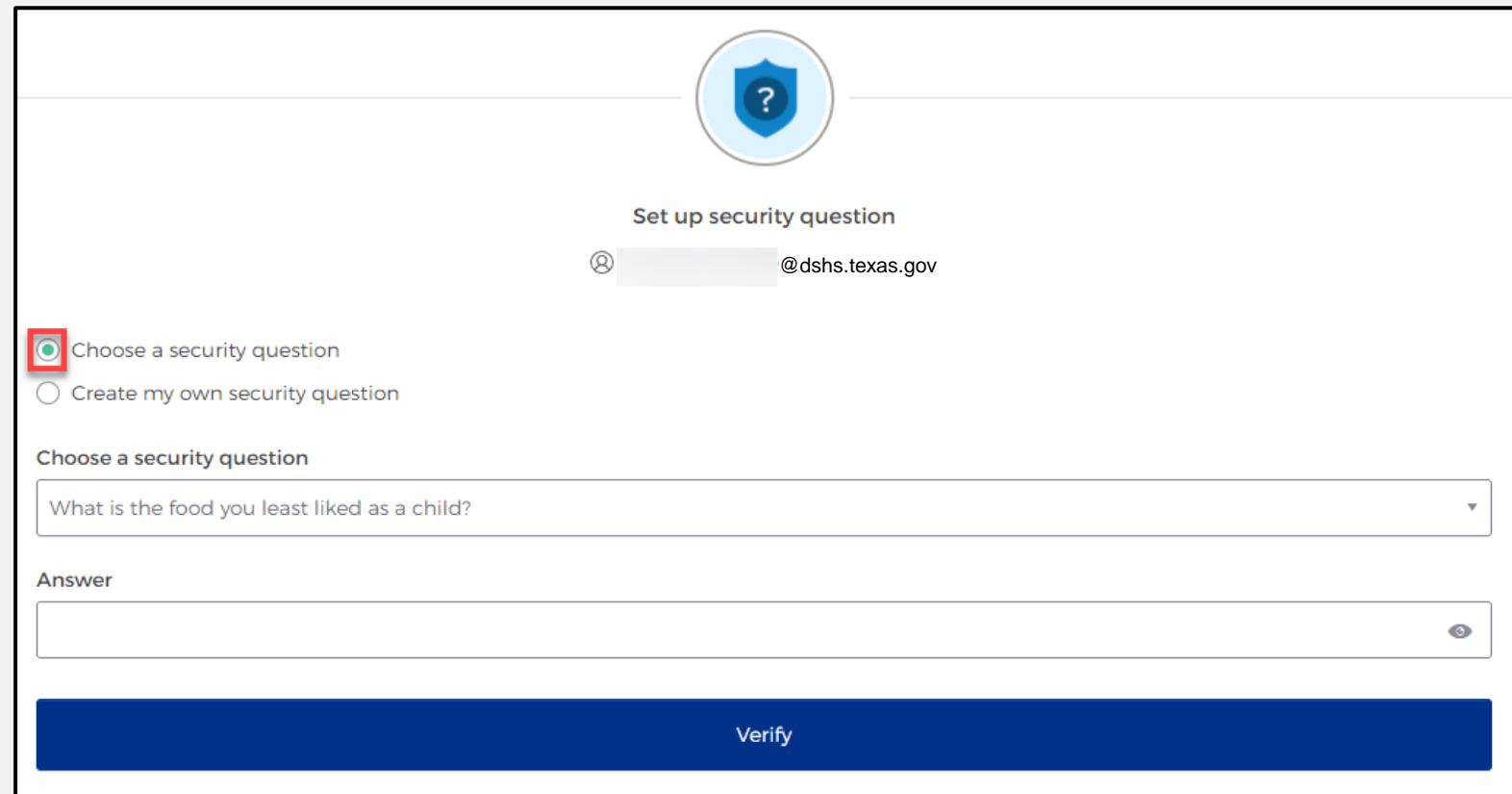


The screenshot shows a web interface for setting up security methods. At the top, it says 'Set up security methods' next to a user icon and the email address '@dshs.texas.gov'. Below this, a message states: 'Security methods help protect your IAMOnline account by ensuring only you have access.' Under the heading 'Set up required', there is a section for 'Security Question' with a shield icon containing a question mark. The text explains: 'Choose a security question and answer that will be used for signing in' and 'Used for recovery'. A red rectangular box highlights the 'Set up' button located below this section.

# Set Up Security Question (1 of 2)

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

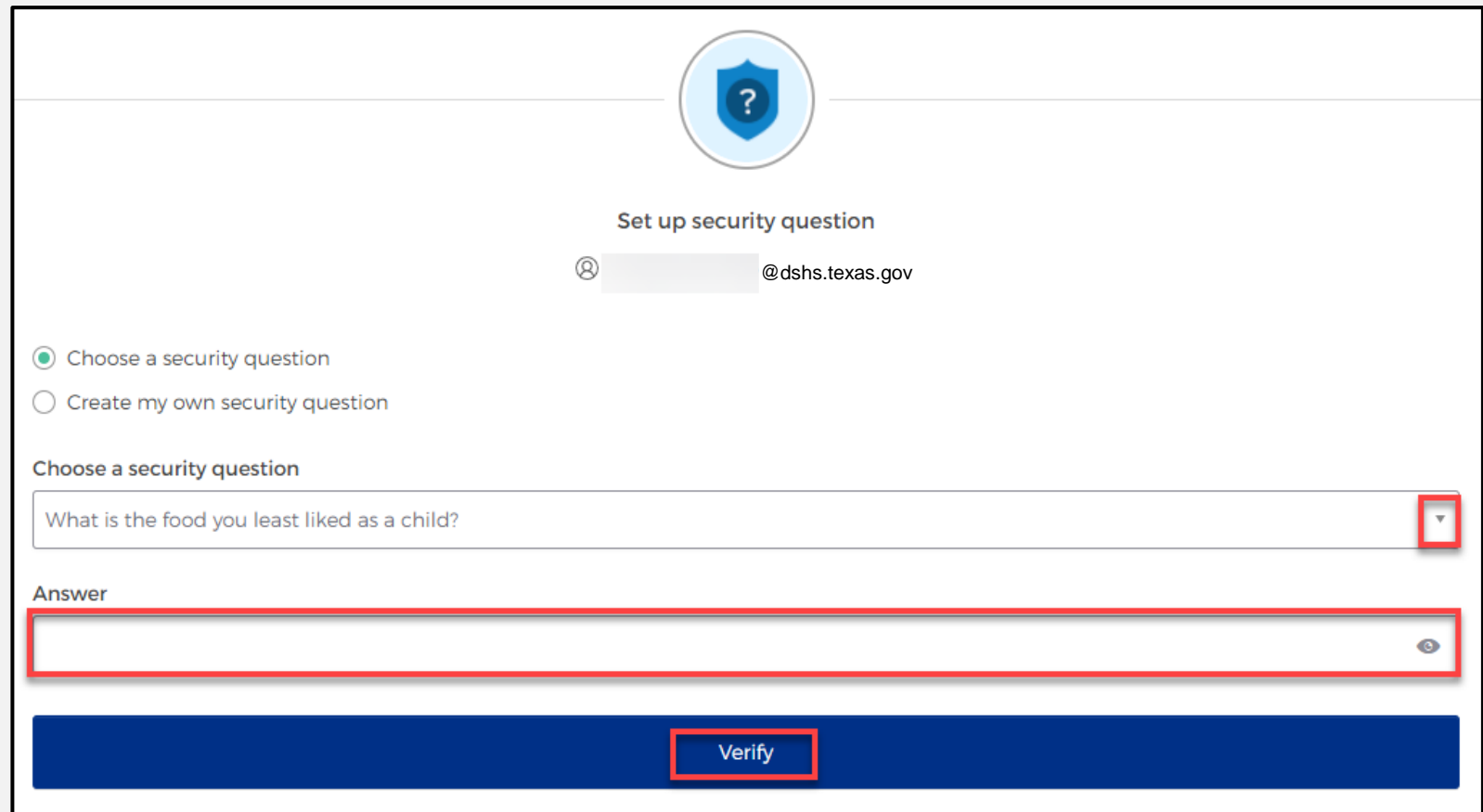
***NOTE – If creating a security question, create one that cannot be guessed or remembered for security purposes.***



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 button options: "Choose a security question" (which is selected and highlighted with a red box) and "Create my own security question". Below the selected option is a dropdown menu showing "What is the food you least liked as a child?". Below that is an "Answer" text input field with a toggle icon on the right. At the bottom is a blue "Verify" button.

# Set Up Security Question (2 of 2)

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



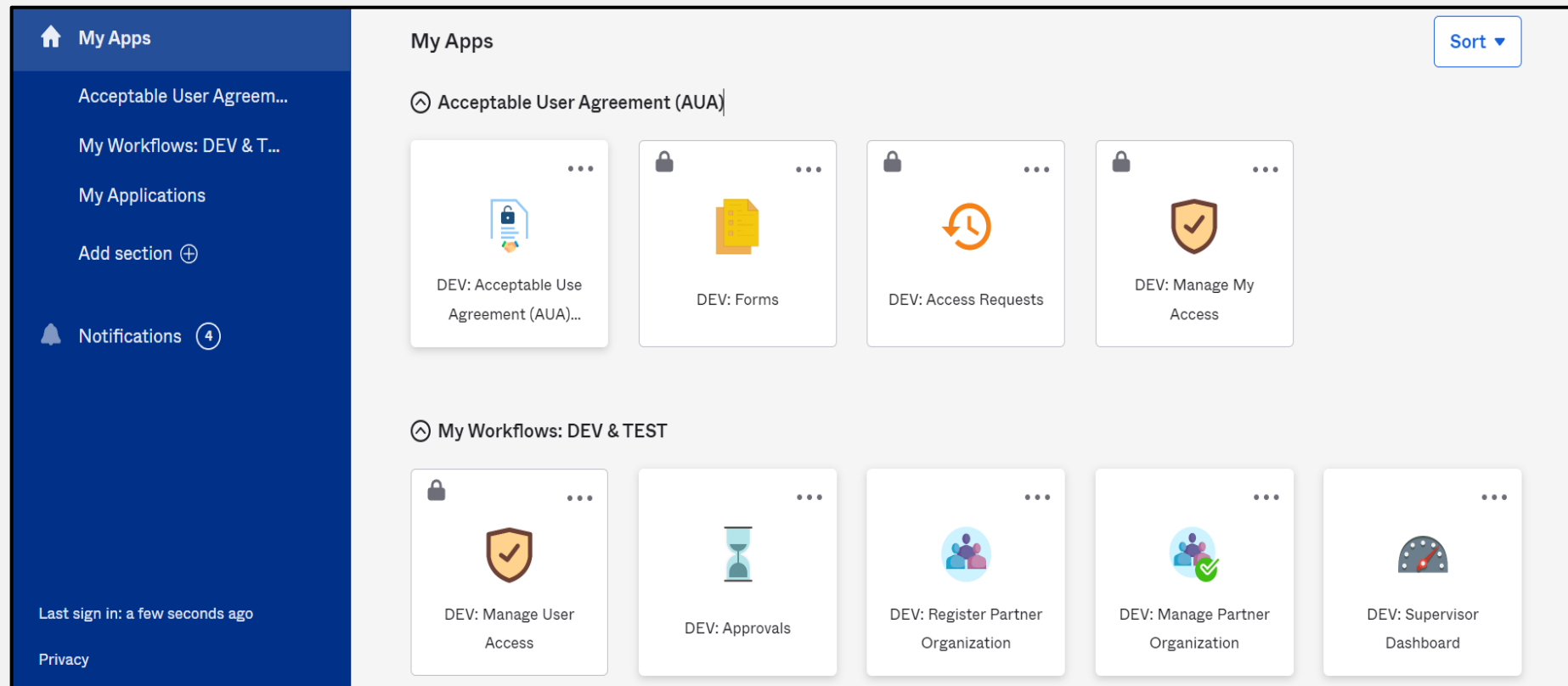
The screenshot shows a web form titled "Set up security question". At the top, there is a blue shield icon with a white question mark. Below the icon, the text "Set up security question" is displayed. Underneath, there is a user identifier consisting of a small circle with a question mark, a greyed-out email address, and "@dshs.texas.gov". There are two radio buttons: the first is selected and labeled "Choose a security question", and the second is unselected and labeled "Create my own security question". Below the radio buttons, there is a section titled "Choose a security question" with a dropdown menu. The dropdown menu is open, showing the text "What is the food you least liked as a child?". A red box highlights the dropdown arrow icon. Below the dropdown menu, there is a text input field labeled "Answer". A red box highlights the entire "Answer" field. At the bottom of the form, there is a blue button labeled "Verify". A red box highlights the "Verify" button.

# Access MyApps Dashboard Process



# Access the MyApps Dashboard

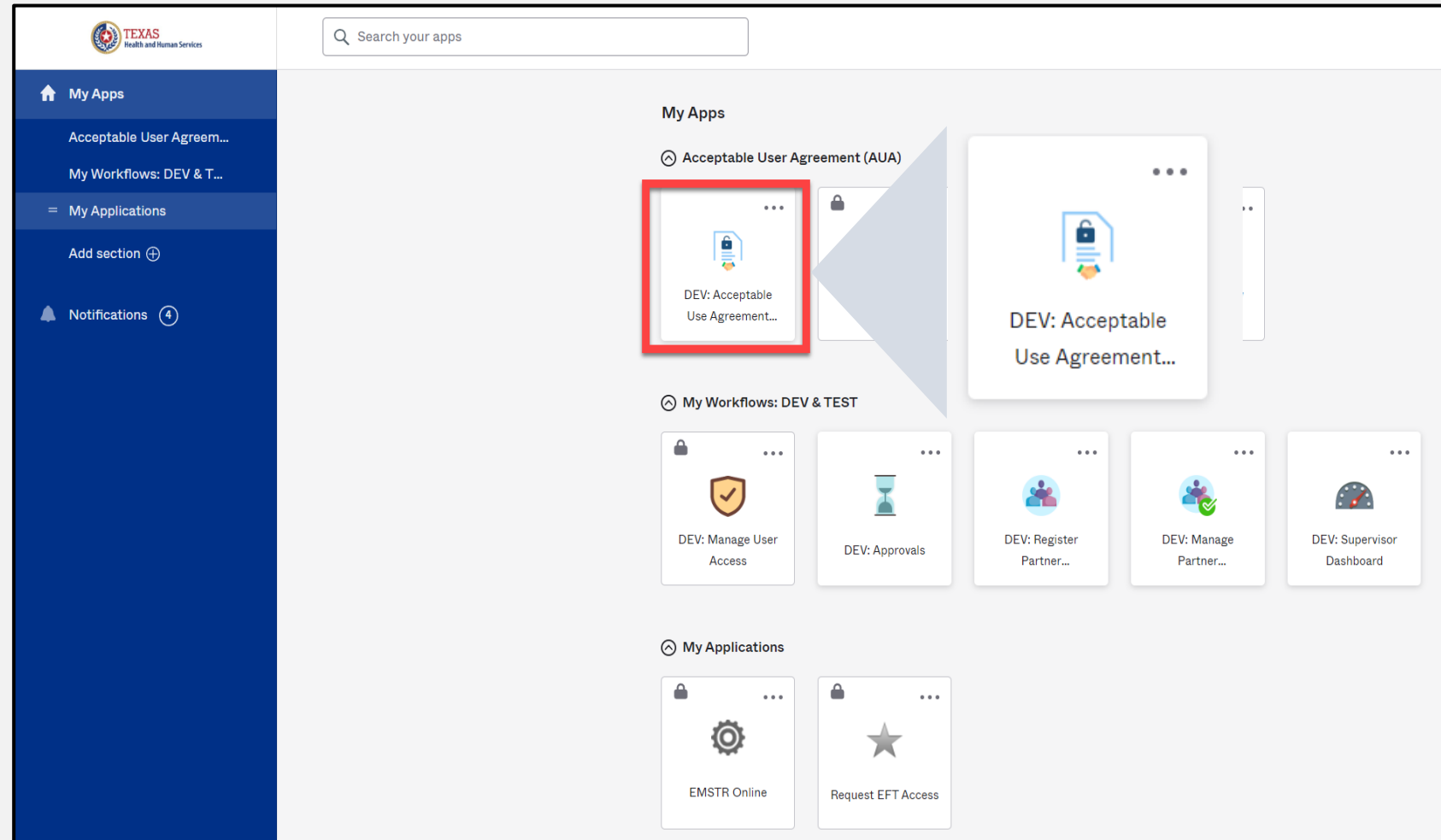
Now that you have set up your security methods, you will be redirected to your IAMOnline **“MyApps”** dashboard.





# Acceptable Use Agreement (AUA)

- All tiles will be 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 have completed the mandatory information and signed the form, click the **“Submit”** button to complete it.

**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

Submit

# Access EMSTR Process

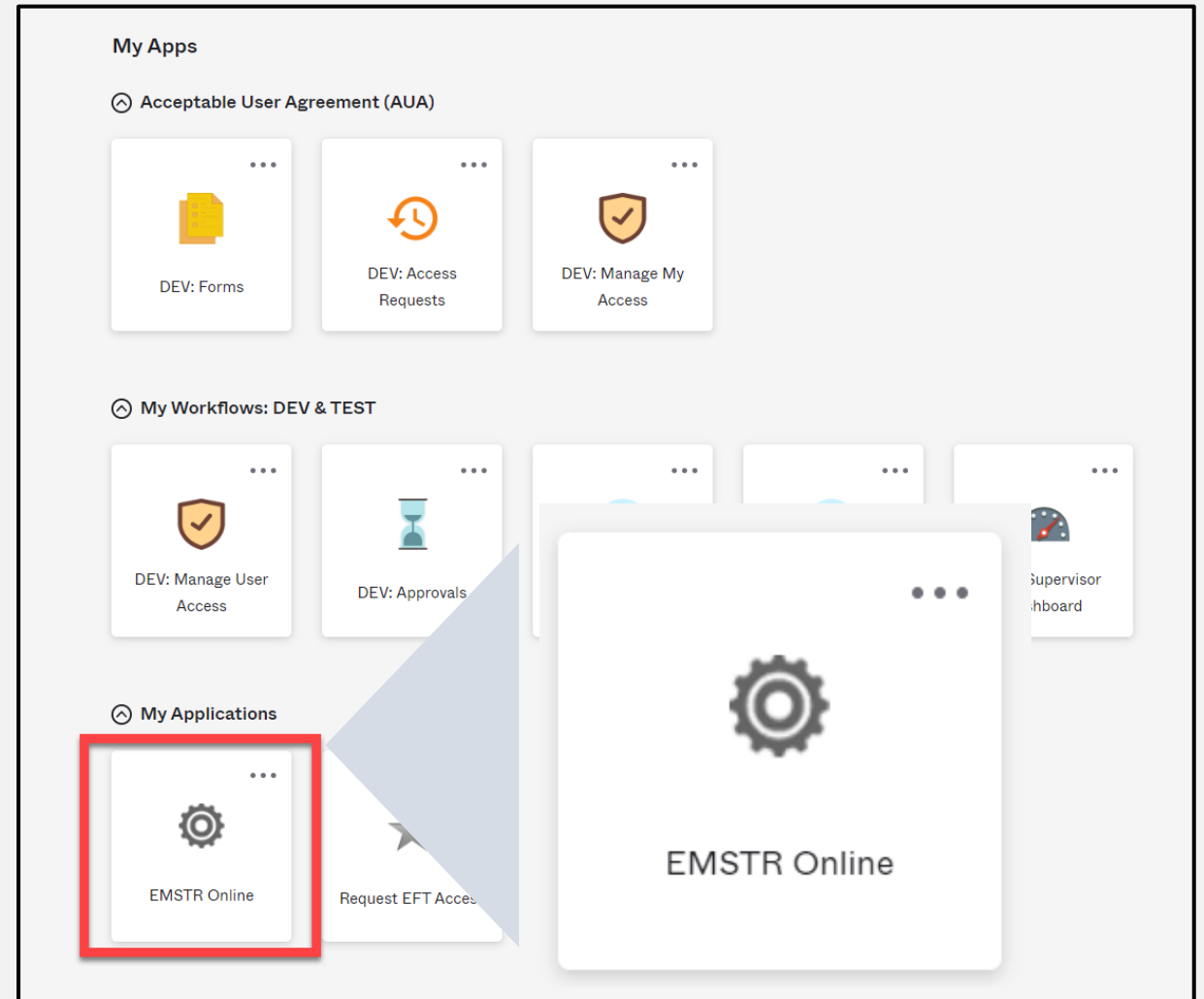


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# Access EMSTR (1 of 2)

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




# Access EMSTR (2 of 2)

Once you've selected the "EMSTR Online" tile, you will be directed to the EMSTR homepage.

EMSTR

Welcome,

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



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

Workflows-TBD

Workflow Queue	Events
<a href="#">135 Days Late</a>	28
<a href="#">Entities Missing RAC ID Information</a>	14
<a href="#">Missing Injury Diagnosis Codes</a>	10
<a href="#">All cases that failed workflow because of invalid data</a>	15
<a href="#">Pending Application Emails</a>	7
<a href="#">More...</a>	

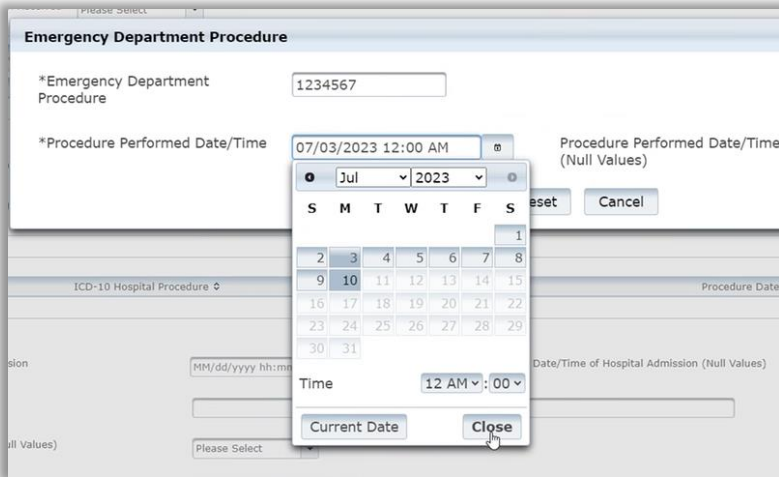
Recently Accessed Records-TBD

Record Id	Name	Record Type
123456789	Test Hospital	Hospital Facility
111111111	Test EMS	EMS Facility
124564545	Test McTester	Hospital Patient Record
897543456	John Doe	EMS Patient Record
987465367	Jane Doe	LTAC Patient Record
<a href="#">More...</a>		

# Improved User Experience

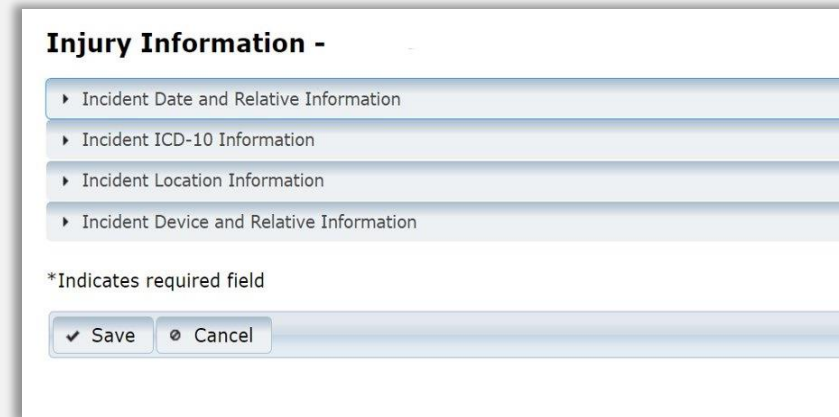
Updated features and new functionalities are incorporated throughout EMSTR for an improved user experience.

## Calendar Feature



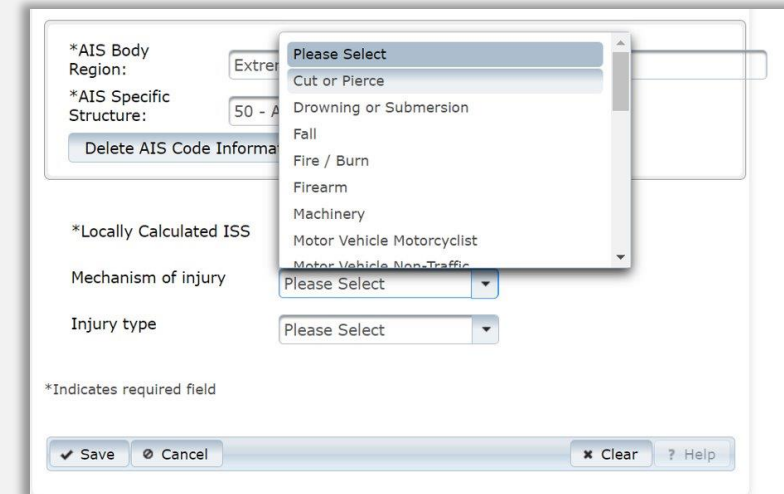
Quick date and time selection.

## Collapsible Sections



Easier page navigation to complete required fields.

## Drop Down Menus



Intuitive process that avoids page clutter.

# Online Submission Process



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# Online Submission

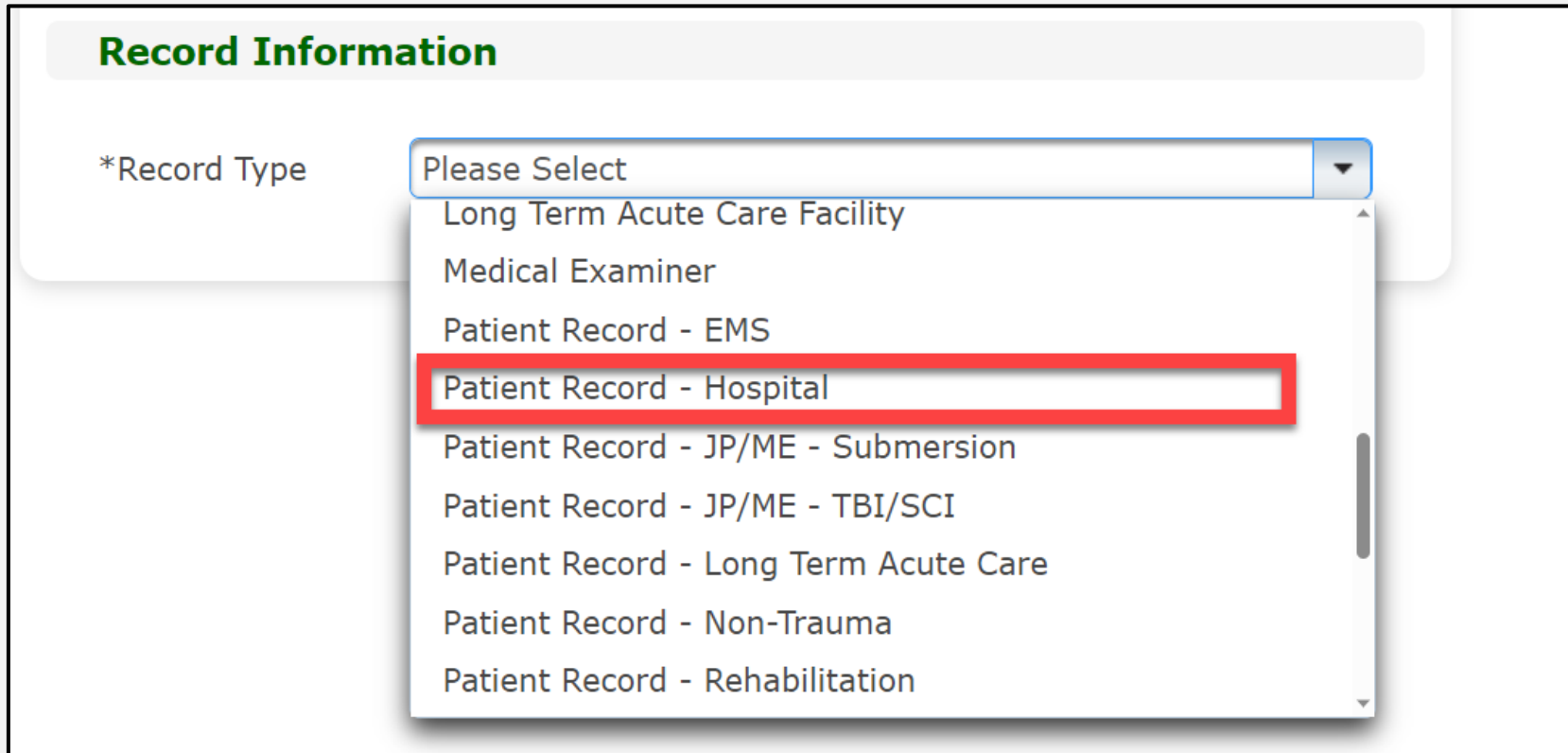


To submit data manually, select “**Create Record**” from the navigation bar.



# 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.



The screenshot displays a web form titled "Record Information". It contains a field labeled "\*Record Type" with a dropdown menu. The dropdown menu is open, showing a list of record types. The option "Patient Record - Hospital" is highlighted with a red rectangular border. The other options in the list are "Please Select", "Long Term Acute Care Facility", "Medical Examiner", "Patient Record - EMS", "Patient Record - JP/ME - Submersion", "Patient Record - JP/ME - TBI/SCI", "Patient Record - Long Term Acute Care", "Patient Record - Non-Trauma", and "Patient Record - Rehabilitation".

Record Type
Please Select
Long Term Acute Care Facility
Medical Examiner
Patient Record - EMS
<b>Patient Record - Hospital</b>
Patient Record - JP/ME - Submersion
Patient Record - JP/ME - TBI/SCI
Patient Record - Long Term Acute Care
Patient Record - Non-Trauma
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.

Record Data   Concerns   Record History			
Question Packages			
Question Package	Last Update	Updated By	Status
<a href="#">Outcome Information</a>			Incomplete
<a href="#">Administrative</a>			Incomplete
<a href="#">ITDX Record Control Information</a>			Incomplete
<a href="#">Agency/Responder</a>			Incomplete
<a href="#">Demographic Information</a>			Incomplete
<a href="#">Hospital Procedure</a>			Incomplete
<a href="#">Diagnosis Information</a>			Incomplete
<a href="#">Injury Severity Information</a>			Incomplete
<a href="#">Pre-Hospital Information</a>			Incomplete
<a href="#">Emergency Department Information</a>			Incomplete
<a href="#">Financial Information</a>			Incomplete
<a href="#">Trauma Quality Improvement</a>			Incomplete
<a href="#">Injury Information</a>			Incomplete
<a href="#">Hospital Complications</a>			Incomplete
<a href="#">Surgeon Specific Reporting</a>			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.
- Then, select “**Entity>Hospital>Hospital Patient Record**”.

The screenshot displays the EMSTR (Emergency Medical Services Trauma Registry) system interface. The top navigation bar is green and contains the following links: Home | Create Record | Search Record | File Upload | Entity | Reports | Logout. The 'Entity' link is highlighted with a red box. Below the navigation bar, the main content area features the Texas Department of State Health Services logo on the left and the text 'Welcome to Texas Emergency Medical Services and Trauma Registry System' in the center. On the right side of the main content area, there is a dropdown menu for 'Hospital' with two options: 'Hospital Facility' and 'Hospital Patient Record'. The 'Hospital Patient Record' option is highlighted with a red box. A callout box below the main content area provides a closer look at the 'Hospital' dropdown menu, showing the 'Hospital Patient Record' option selected.

# Hospital Patient Record

Here, you can view the patient records you submitted for your facility.

Hospital Facility

Hospital Patient

(Entities 1 - 3 of 3, Page: 1/1)

1

50

+ Add New Entity

+ Clear filter

Export Patient Record(s)

Record ID	Facility Name	Created Date	Arrival Date	First Name	Last Name	Status	Action	
1000001386		2023/08/08		Joe	Test		<a href="#">Record Details</a>	
1000002402		2023/08/23		test2	smith	Open	<a href="#">Record Details</a>	
1000002404		2023/08/23		Crystaltest	Olaldetest	Open	<a href="#">Record Details</a>	

(Entities 1 - 3 of 3, Page: 1/1)

1

50

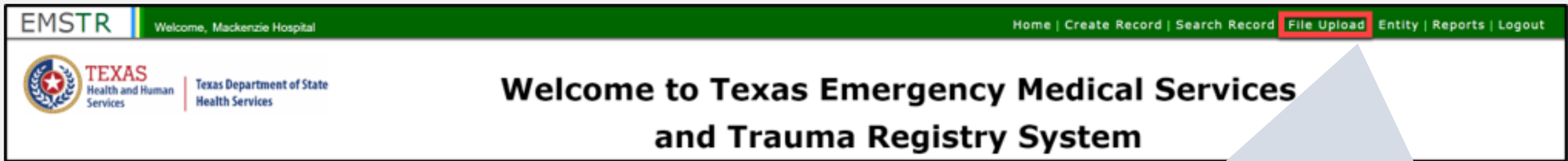
# File Upload Process



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# File Upload



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

# Select the Data File Format

- After selecting “**File Upload**” from the EMSTR toolbar, you will be taken to “**Data File Upload**” page.
- Select “**Hospital\_XML\_File**” from the drop-down menu.

EMSTR | Welcome, [User Name] | Home | Create Record | Search Record | File Upload | Entity | Reports | Logout

### Data File Upload

Data File Format	File
<div>Please Select</div> <div><div>Please Select</div><div>Hospital_XML_File</div><div>Demographic_XML_File</div><div>EMS_XML_File</div></div>	<div>Choose File</div> No file chosen

^ Upload | Cancel | Help

### Recent Queued Roster Imports

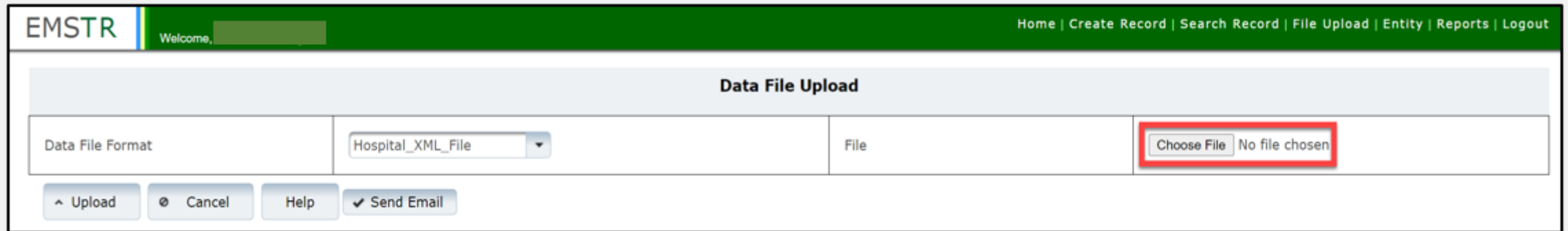
(Entities 1 - 50 of 668, Page: 1/14) | 1 2 3 4 5 6 7 8 9 10 | 50

Create Date	Complete Date	Roster Format	File	Status	Result
2023-07-28 15:13:39	2023-07-28 11:13:38	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 20:09:53	2023-07-26 16:09:53	Hospital_XML_File	ITDX_2023_Sample.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 19:58:19	2023-07-26 15:58:19	Hospital_XML_File	2020sampleSingleRecord.xml [Original File]	Successful	<a href="#">Download Results</a>



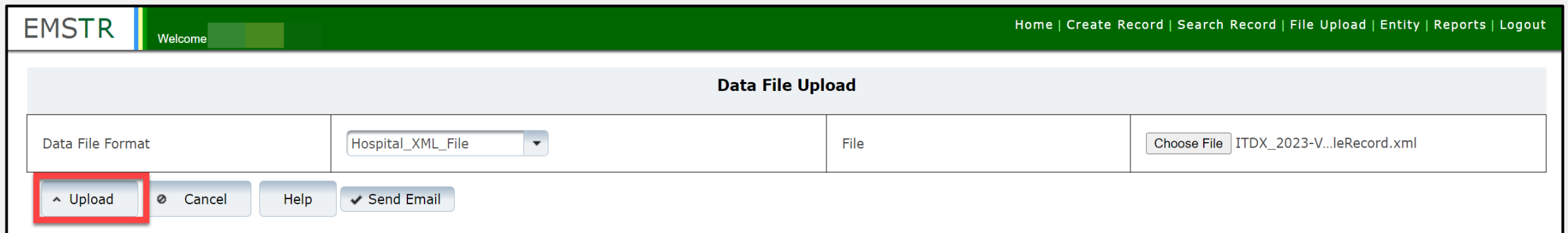
# Data File Upload

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



The screenshot shows the EMSTR Data File Upload interface. The header bar is green with the EMSTR logo on the left and navigation links (Home, Create Record, Search Record, File Upload, Entity, Reports, Logout) on the right. Below the header, the title 'Data File Upload' is centered. 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' input field. Inside this field, there is a 'Choose File' button and the text 'No file chosen'. The 'Choose File' button is highlighted with a red rectangular box. Below the form, there are four buttons: 'Upload' (with a small upward arrow icon), 'Cancel', 'Help', and 'Send Email' (with a checkmark icon).

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



This screenshot shows the same EMSTR Data File Upload interface as the previous one, but with a file selected. The 'File' input field now displays the filename 'ITDX\_2023-V...leRecord.xml' next to the 'Choose File' button. The 'Upload' button, located at the bottom left of the form area, is now highlighted with a red rectangular box. All other elements, including the header, title, dropdown menu, and other buttons, remain the same.

# Validation Results (1 of 2)

After uploading your file, you will receive an automatic “**Validation Results**” 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>			
<div>Validation Results</div>			
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 will include a description of the error.
- After addressing the error, you can re-upload your file.

# Recent Queued Roster Imports

After your file is successfully uploaded, view the record in the “Recent Queued Roster Imports” 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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
2023-07-28 19:32:52	2023-07-28 15:32:52	Hospital_XML_File	2020sampleMultipleRecord_8_Records_2_new.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-28 15:13:39	2023-07-28 11:13:38	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 20:09:53	2023-07-26 16:09:53	Hospital_XML_File	ITDX_2023_Sample.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 19:58:19	2023-07-26 15:58:19	Hospital_XML_File	2020sampleSingleRecord.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 19:51:54	2023-07-26 15:51:53	Hospital_XML_File	2020sampleSingleRecord.xml [Original File]	Successful	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
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	<a href="#">Download Results</a>
2023-07-26 18:21:35	2023-07-26 14:21:35	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 17:09:30	2023-07-26 13:09:29	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 17:06:18	2023-07-26 13:06:18	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	<a href="#">Download Results</a>
2023-07-26 16:50:23	2023-07-26 12:50:22	Demographic_XML_File	2022-DEM-2_v350.xml [Original File]	Successful	<a href="#">Download Results</a>

# File Submission Report

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

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

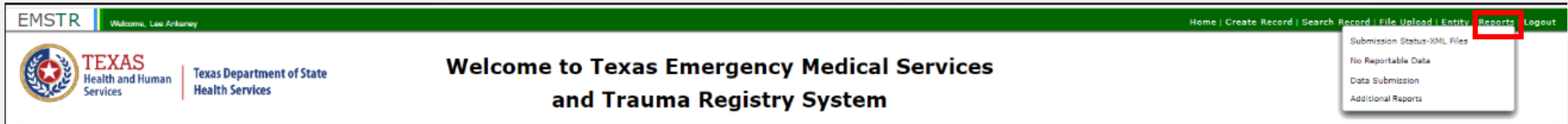
# EMSTR Reports



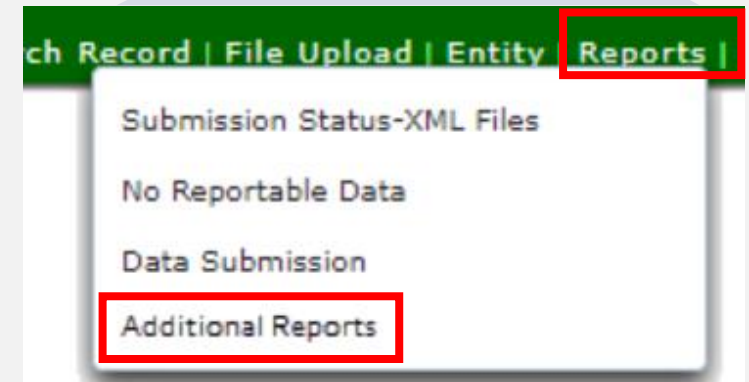
**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

# Reports



- Quickly access reports from the navigation bar.
- Additional reports will be accessible from this menu.



# Submission Status-XML Report

**Submission Status-XML Files**

Entity Type

1

Hospital Patient

\*Entity Name

**XML Submissions History (Expand to See Detailed Information)**

2

Year

File Name

Report Period

Submitted Number

No records found.

[Back](#)

[Help](#)

This report will show a summary of all the feedback reports submitted.

- Step 1 – select the “**Entity Type**” from the drop-down menu.
- Step 2 – type the year in the “**Year**” box.



# No Reportable Data (NRD)

## No Reportable Data

Entity Type  
Hospital

\*Entity Name - Record ID  
Mackenzie\_Hospital\_04-308

NRD Year  
Please Select

NRD Month  
Please Select

NRD Indicated By  
Mackenzie\_Hospital3@mail

Date NRD Indicated  
08/25/2023

Action  
Cancel Add New

✓ Save

✗ Cancel

? Help

No Reportable Data History				
NRD Year	NRD Month	NRD Indicated By	Date NRD Indicated	Actions
No records found.				

- Users submit an NRD for the months that they do not have data to report for a facility.
- Users submit an NRD for current or past dates; they cannot submit an NRD for a future date.

# Data Submission

**Data Submission**

▼ Data Submission

Entity Type

Hospital

\*Entity Name - Record ID

Mackenzie\_Hospital\_04-308

\*Is data submission up to date?

Please Select

Missing submission time frame

Please Select

Contact attempted?

Please Select

Contact notes

Letter sent date

MM/DD/YYYY

\*Reason for missing submission

Please Select

Date RAC was notified

MM/DD/YYYY

Processing agent

Mackenzie Hospital

Date regulatory notified

MM/DD/YYYY

Add New

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

✓ Save

✗ Cancel

? Help

Users should submit the NRD report for any month they do not have reportable data. The NRD should be submitted as soon as possible.

# Account Management

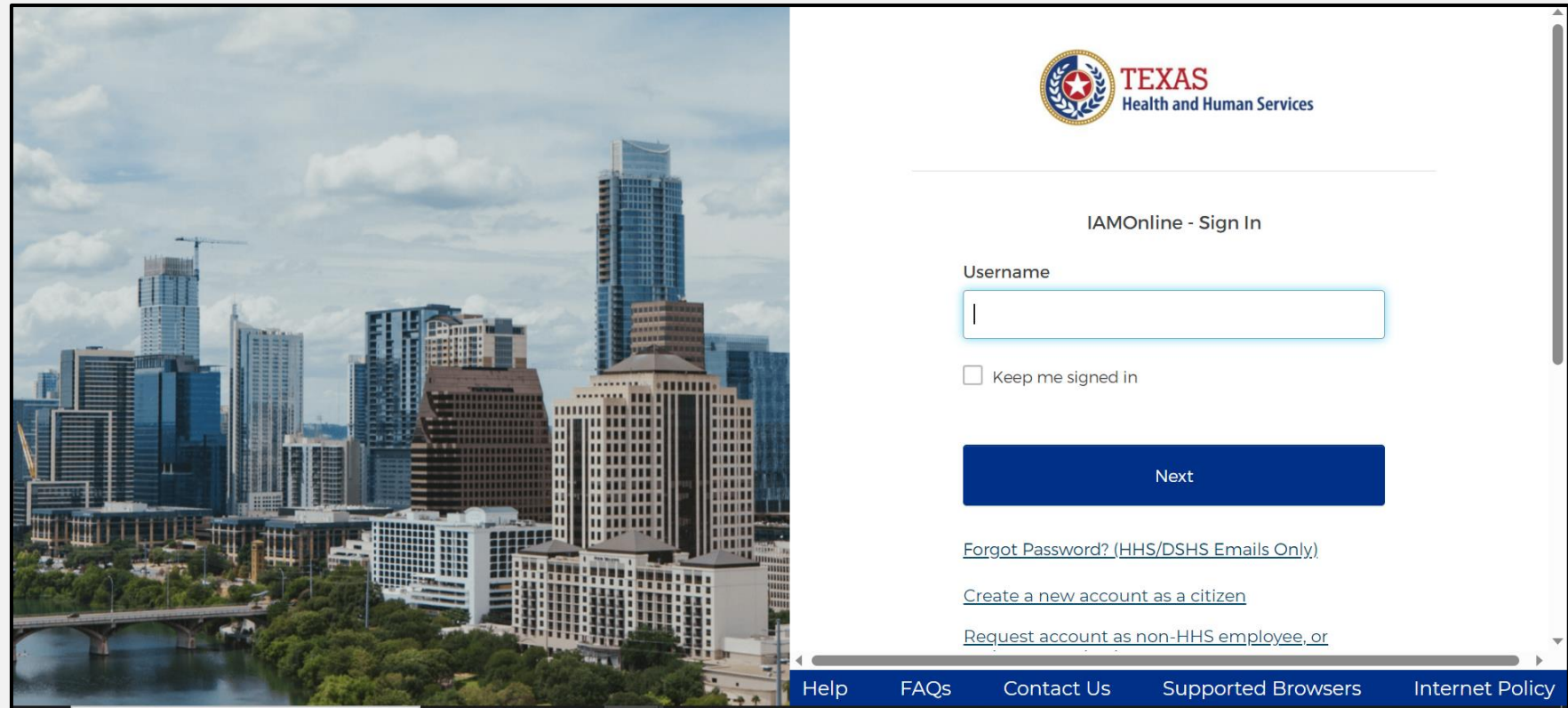


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Services

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Health Services

# 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. Underneath the button are three links: 'Forgot Password? (HHS/DSHS Emails Only)', 'Create a new account as a citizen', and 'Request account as non-HHS employee, or'. At the bottom is a dark blue navigation bar with links for 'Help', 'FAQs', 'Contact Us', 'Supported Browsers', and 'Internet Policy'.

TEXAS  
Health and Human Services

IAMOnline - Sign In

Username

☐ Keep me signed in

Next

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

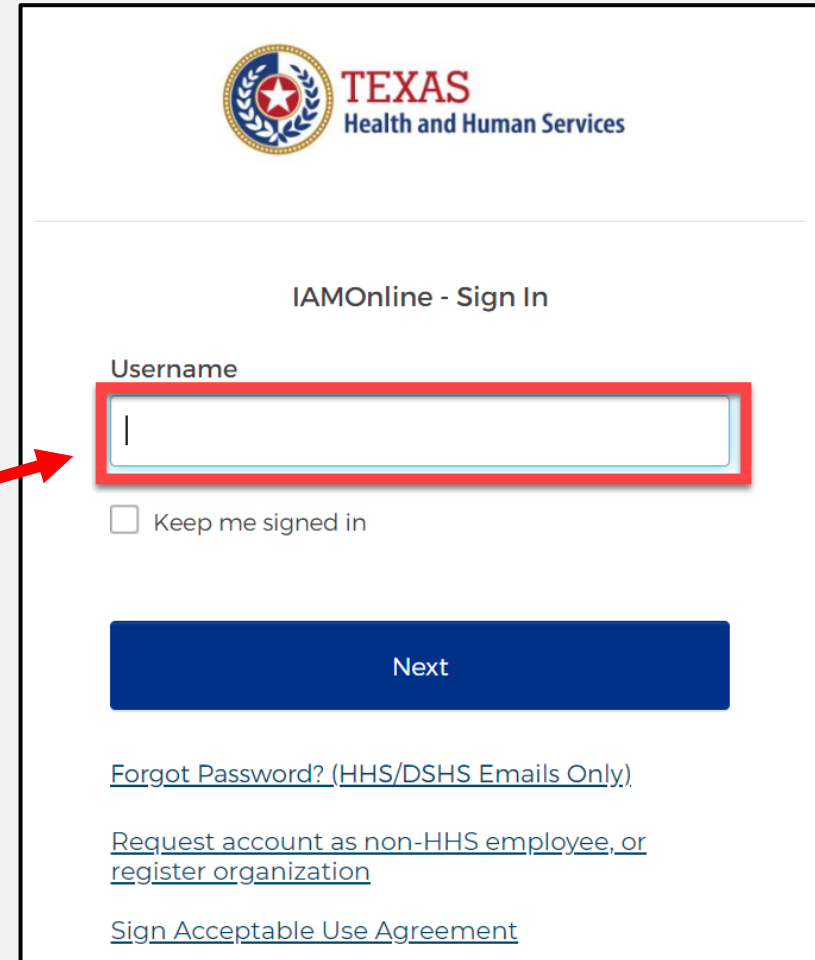
[Create a new account as a citizen](#)

[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 username in the “**Username**” box.



The screenshot shows the IAMOnline Sign In page for Texas Health and Human Services. At the top is the Texas Health and Human Services logo. Below it, the text "IAMOnline - Sign In" is centered. There is a "Username" label above a text input field. A red arrow points from the word "Username" in the list on the left to this input field. Below the input field is a checkbox labeled "Keep me signed in". A blue "Next" button is 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".

TEXAS  
Health and Human Services

IAMOnline - Sign In

Username

☐ Keep me signed in

Next

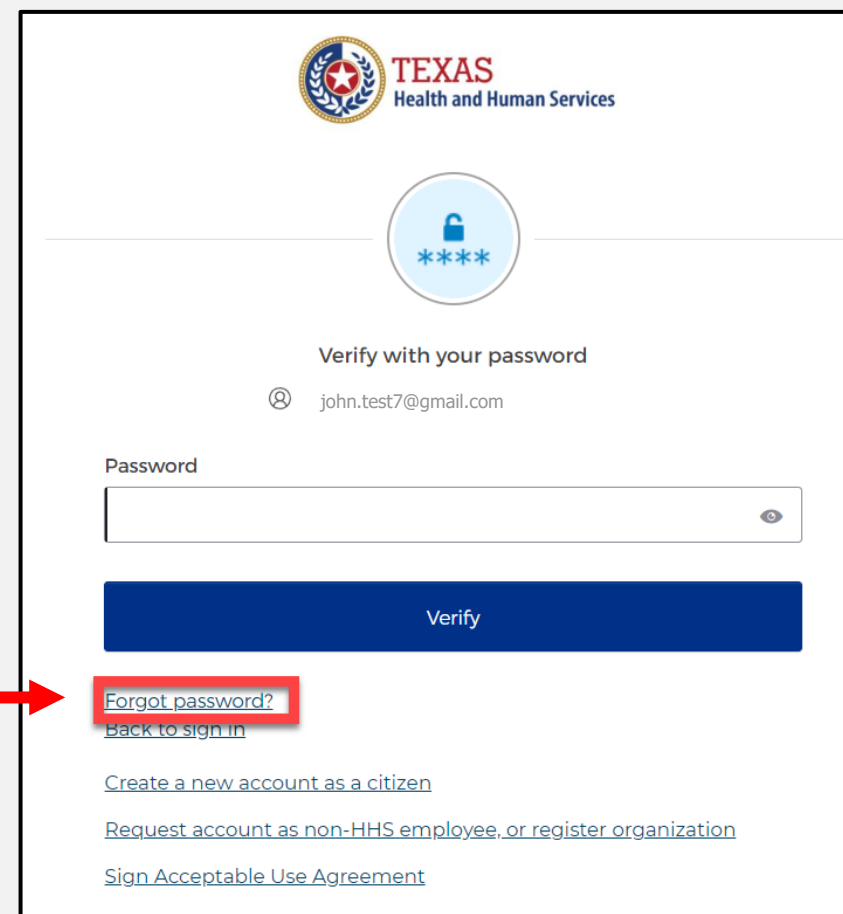
[Forgot Password? \(HHS/DSHS Emails Only\)](#)


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


[Sign Acceptable Use Agreement](#)

# Forgot Password (2 of 2)


Then click on  
the “**Forgot password?**” link.



 **TEXAS**  
Health and Human Services



Verify with your password

 john.test7@gmail.com

Password

[Forgot password?](#)

[Back to sign in](#)

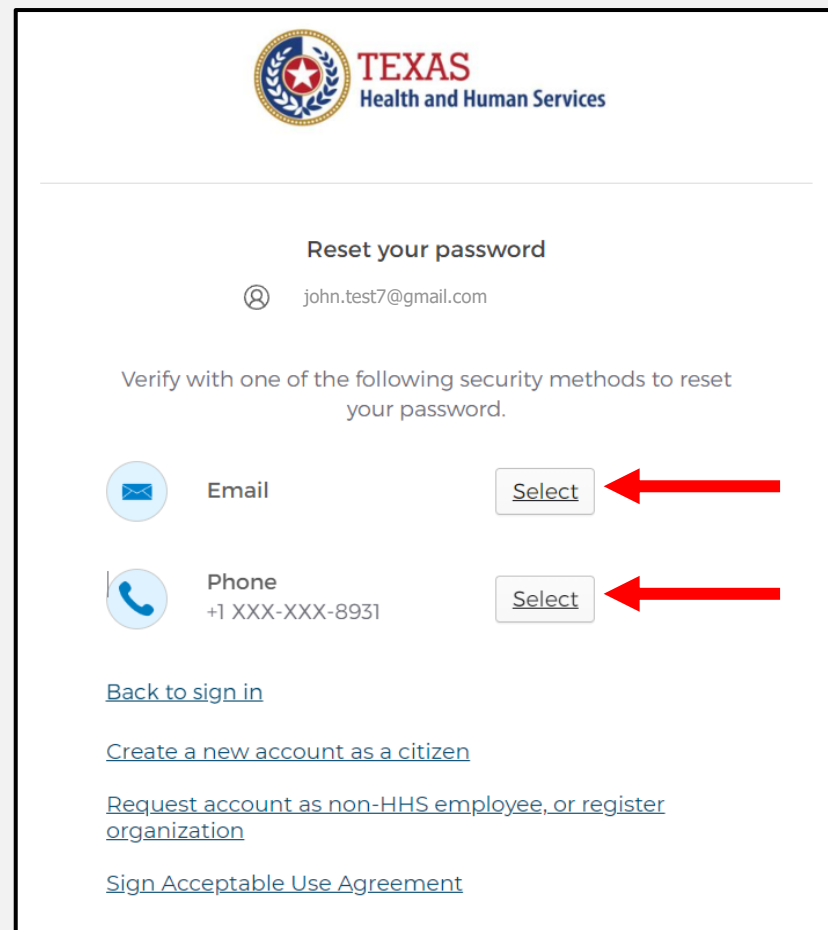
[Create a new account as a citizen](#)

[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 the options are links for "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](#)

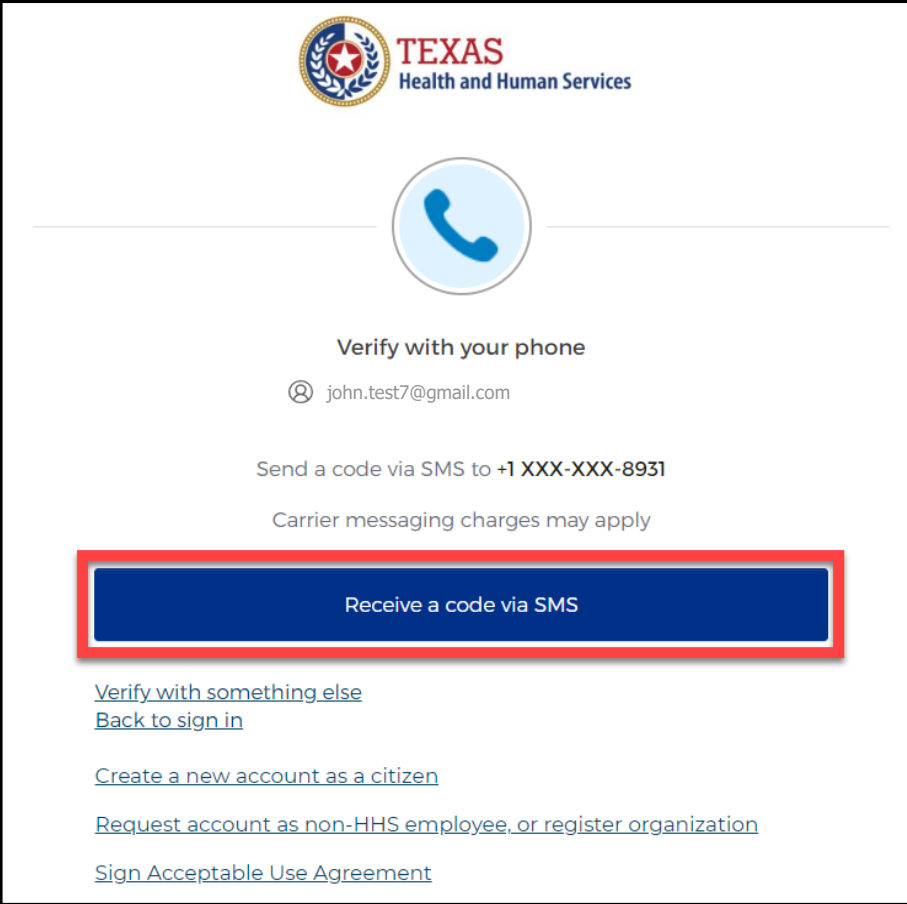
[Create a new account as a citizen](#)


[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 you will be prompted to **receive a code via SMS or Email**.  
*NOTE – The phone option was selected in this example.*
- Select, **“Receive a code via SMS”** to receive a verification code.



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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

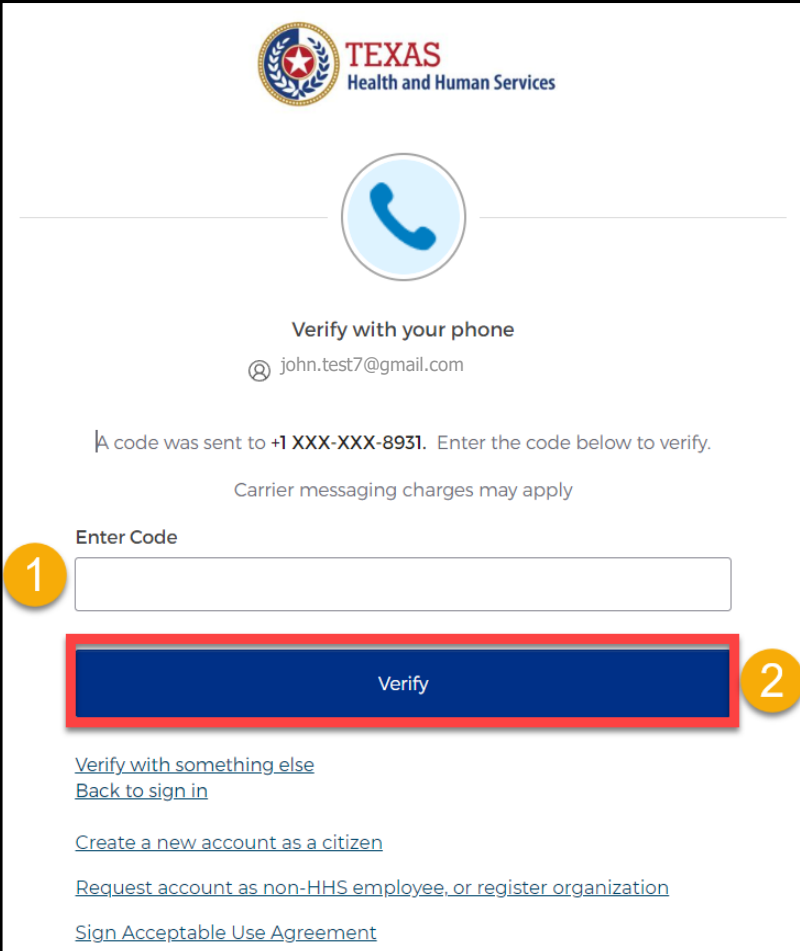
**Receive a code via SMS**

[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 – Then, 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 highlighted with a red border 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".

TEXAS  
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

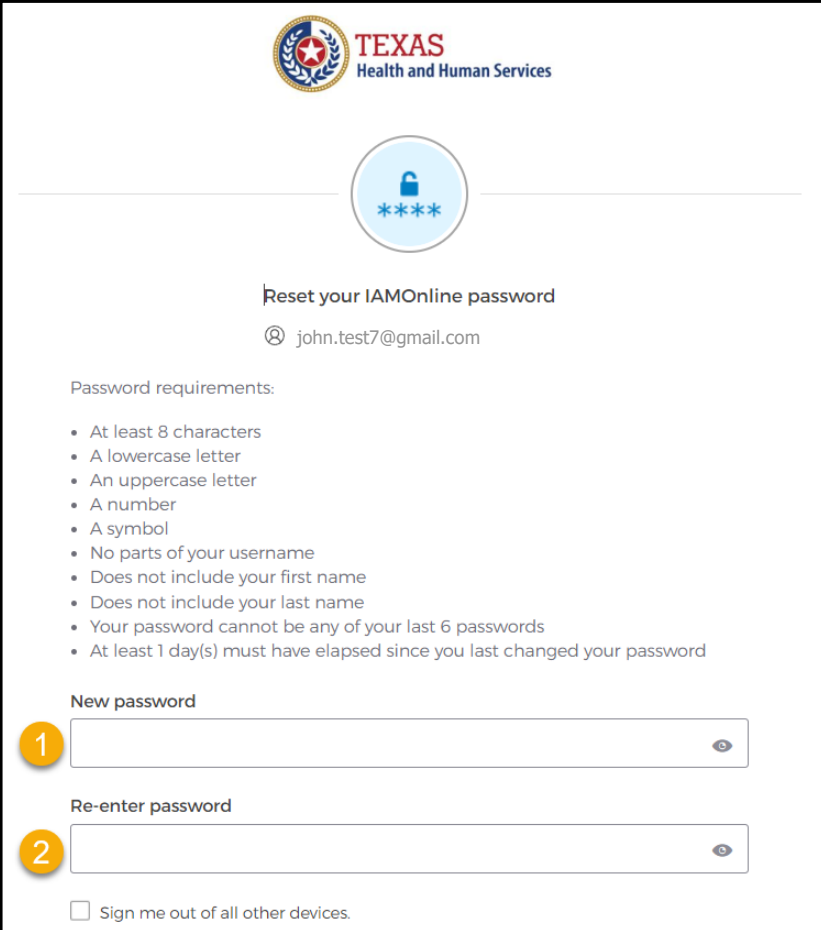
2

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 your IAMOnline password (1 of 2)

- After you enter your verification code, you will be re-directed to the Reset Password Page.
- Step 1 – Enter your new password in the “**New password**” box.
- Step 2 – Then, re-enter your password in the “**Re-enter password**” box.



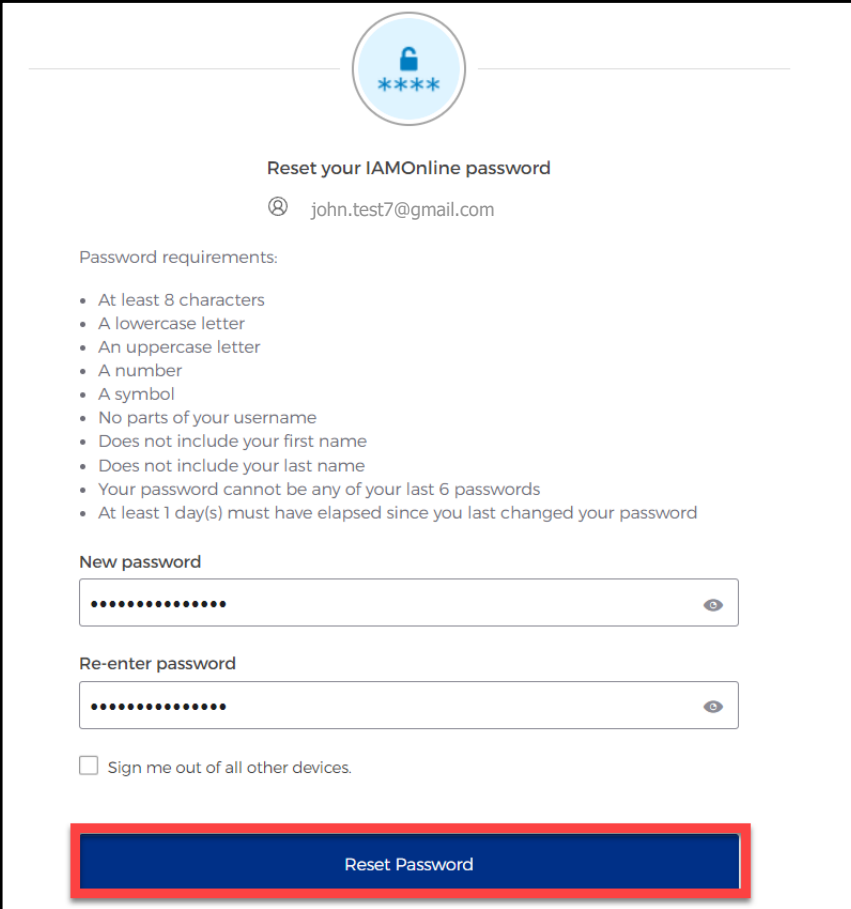
The screenshot shows the 'Reset your IAMOnline password' page for the Texas Health and Human Services. At the top is the Texas state seal and the text 'TEXAS Health and Human Services'. Below this is a blue circular icon with a lock and four asterisks. The page title is 'Reset your IAMOnline password' 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 password input fields. The first field is labeled 'New password' and has a yellow circle with the number '1' to its left. The second field is labeled 'Re-enter password' and has a yellow circle with the number '2' to its left. Both fields have a small eye icon to the right of the input box. At the bottom, there is a checkbox labeled 'Sign me out of all other devices.'

# Reset your IAMOnline password (2 of 2)

Once you have created a new password and re-entered your password, select the “**Reset Password**” button.





Reset your IAMOnline password

john.test7@gmail.com

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 6 passwords
- At least 1 day(s) must have elapsed since you last changed your password

New password

.....

Re-enter password

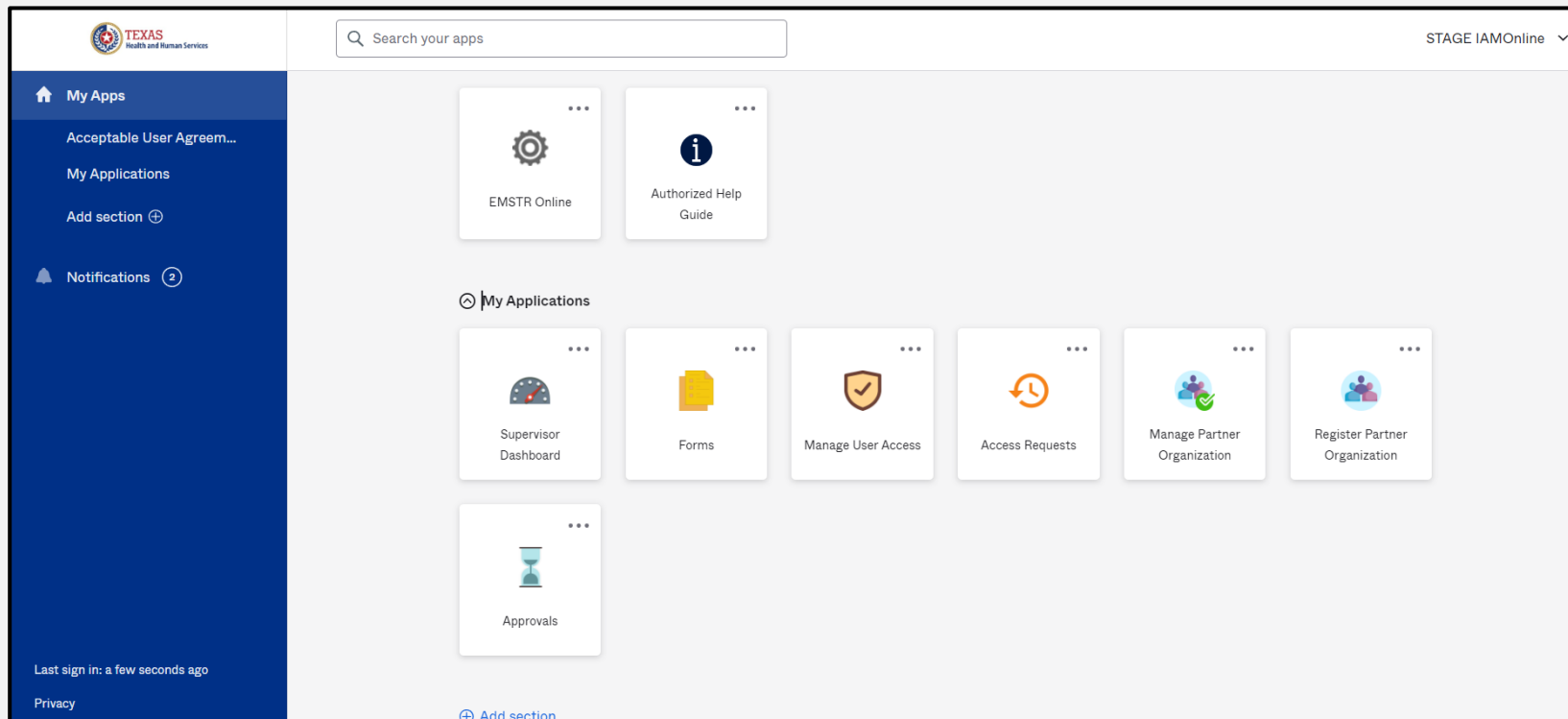
.....

☐ Sign me out of all other devices.

Reset Password

# Reset password complete

After resetting your password, you will be logged in, and redirected to the MyApps Dashboard.



# Account Locked



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

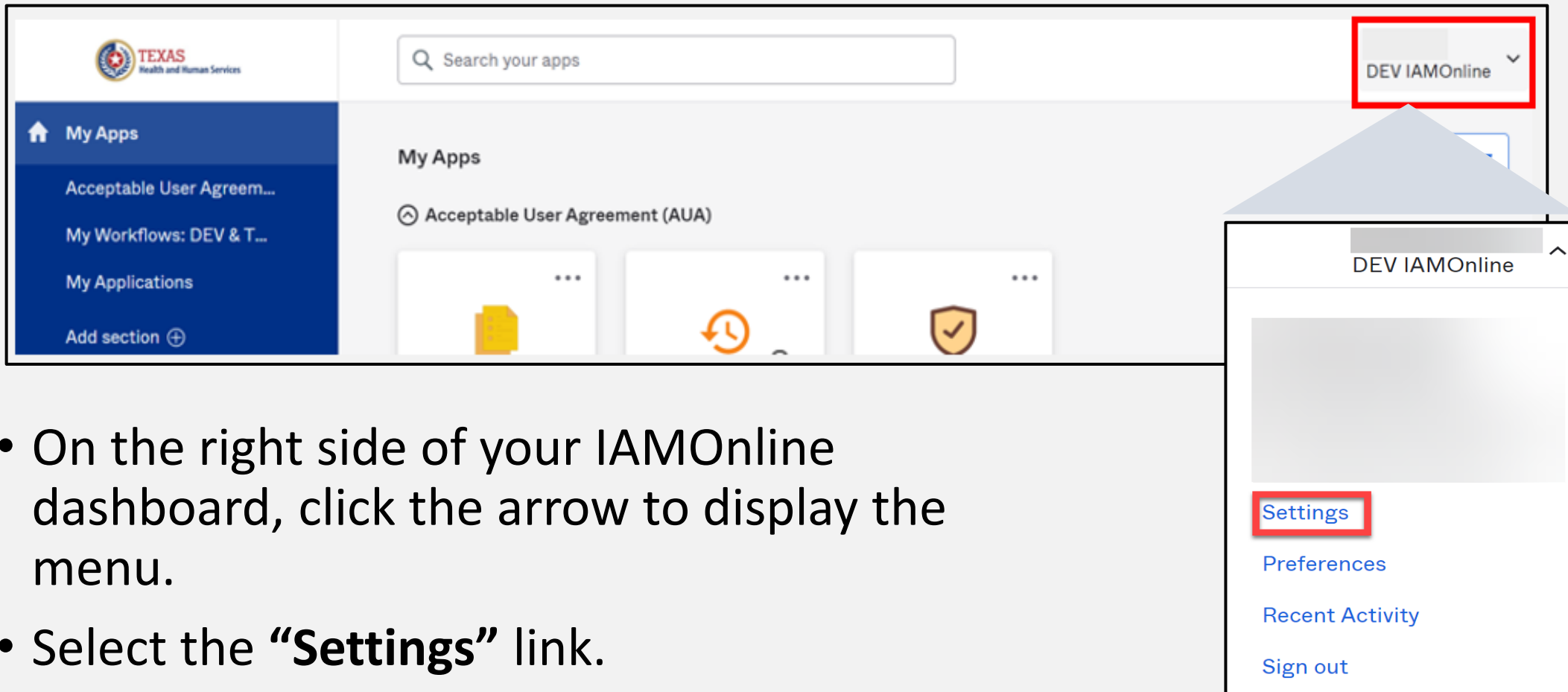


If you do not remember your password after the account unlocks, please reset your password.



If your password needs to be reset before 30 minutes for urgent requests, you may contact the help desk at 512-438-4720.

# Update Account (1 of 2)

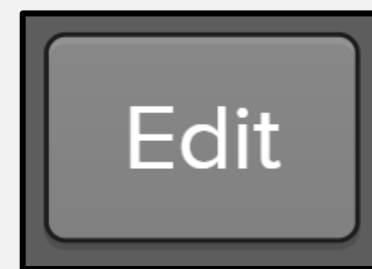


The screenshot displays the Texas Health and Human Services IAMOnline dashboard. On the left is a blue sidebar with the 'My Apps' section expanded, showing links for 'Acceptable User Agreement...', 'My Workflows: DEV & T...', 'My Applications', and 'Add section'. The main content area is titled 'My Apps' and lists 'Acceptable User Agreement (AUA)' with three app tiles below it. In the top right corner, the user profile 'DEV IAMOnline' is shown with a dropdown arrow. A callout box on the right shows the expanded user menu, which includes 'Settings' (highlighted with a red box), 'Preferences', 'Recent Activity', and 'Sign out'.

- 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.
- Here, you can update your personal information such as:
  - Add a phone number;
  - Add details; and
  - Adjust security methods, including password and security questions.



# Questions and Answers



**TEXAS**  
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Health Services



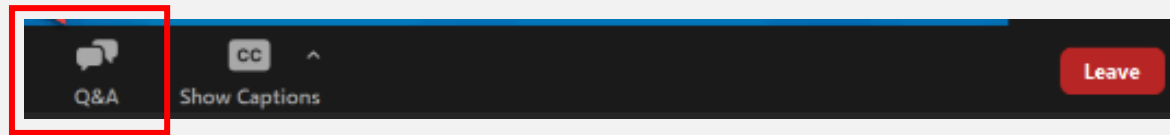
# Office Hours

The EMSTR Team will also be hosting Office Hours during the week of the webinars to answer questions. Office Hours will not be recorded and will be hosted for groups listed in the table below.

Office Hour Group	Date	Time
Hospital Stakeholders #1	09/26/2023	11:00 AM – 12:00 PM
EMS Stakeholders #1	10/04/2023	10:00 AM – 11:00 AM
Hospital Stakeholders #2	10/11/2023	3:00 PM – 4:00 PM
EMS Stakeholders #2	10/20/2023	2:00 PM – 3:00 PM

# Question and Answer

Submit questions using the Q&A button from the menu



# Contact Information and Resources

- If you have additional questions, please reach out to the EMSTR team at [injury.web@dshs.texas.gov](mailto:injury.web@dshs.texas.gov).
- The EMSTR team will share additional resources as the launch date approaches.



# Thank you!

## EMSTR Hospital Webinar

EMSTR Team

[injury.web@dshs.texas.gov](mailto:injury.web@dshs.texas.gov)