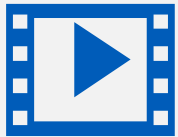# Webinar Reminders

All participants are automatically muted by webinar administrators.

Please type questions using the "Q&A" 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

- Business Associate Agreements

- Add EMSTR Access- Web Service Process

- Online Submissions

- Contact Information

- Resources

EMSTR Overview

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 upgraded to the National EMS Information System (NEMSIS) version 3.5.

- EMSTR is compliant with the National Trauma Data Standard (NTDS) 2023 and the International Trauma Data Exchange (ITDX) 2023 data formats.
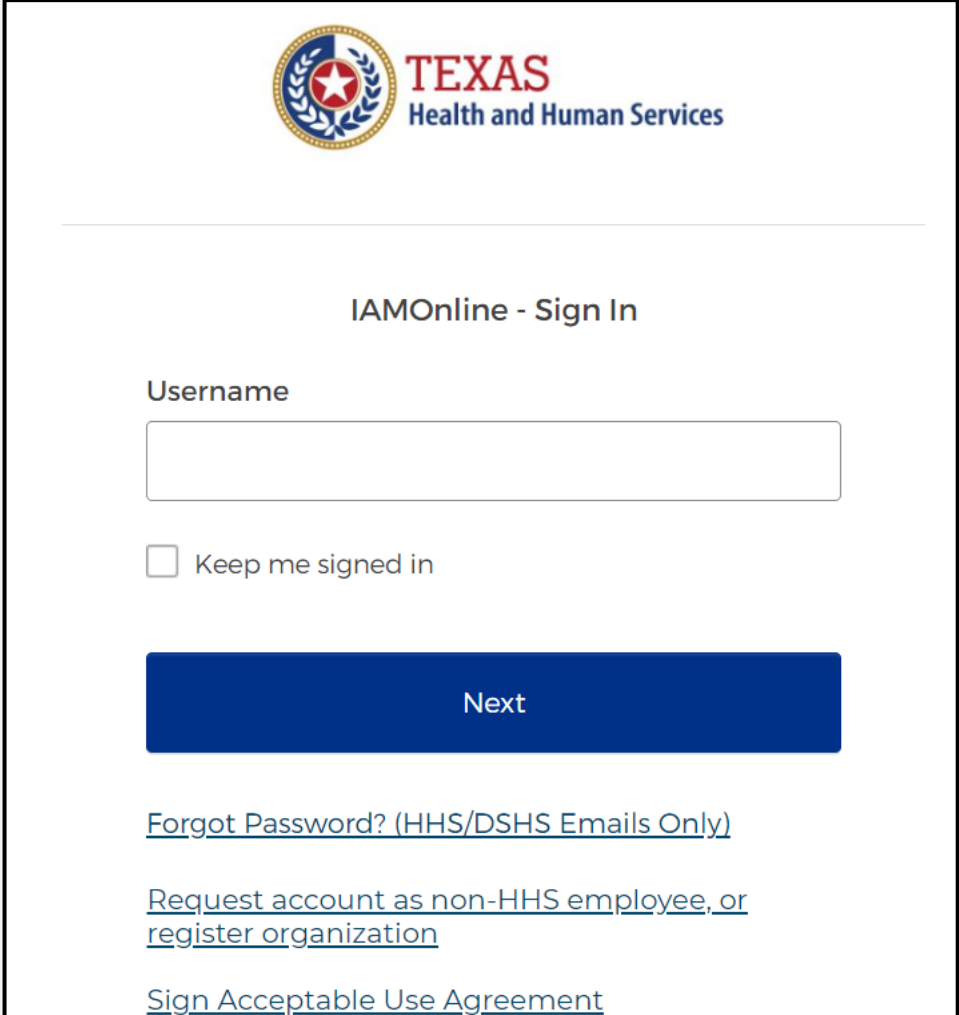
IAMOnline (1 of 2)

- EMSTR now uses the new Identity and Access Management (IAM) platform called **IAMOnline**.

- All Texas Health and Human Services applications will be transitioning to IAMOnline.

- IAMOnline provides a more secure log-in process with an authentication feature.

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

☑ Activate your Account

☑ Set up Security Methods

☑ 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

- Locate your **IAMOnline** activation email(s) from do_not_reply_IAMOnline@partner.hhs.texas.gov.

- The activation email(s) are sent to your employee email address.

Hi ,

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

Username: @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.
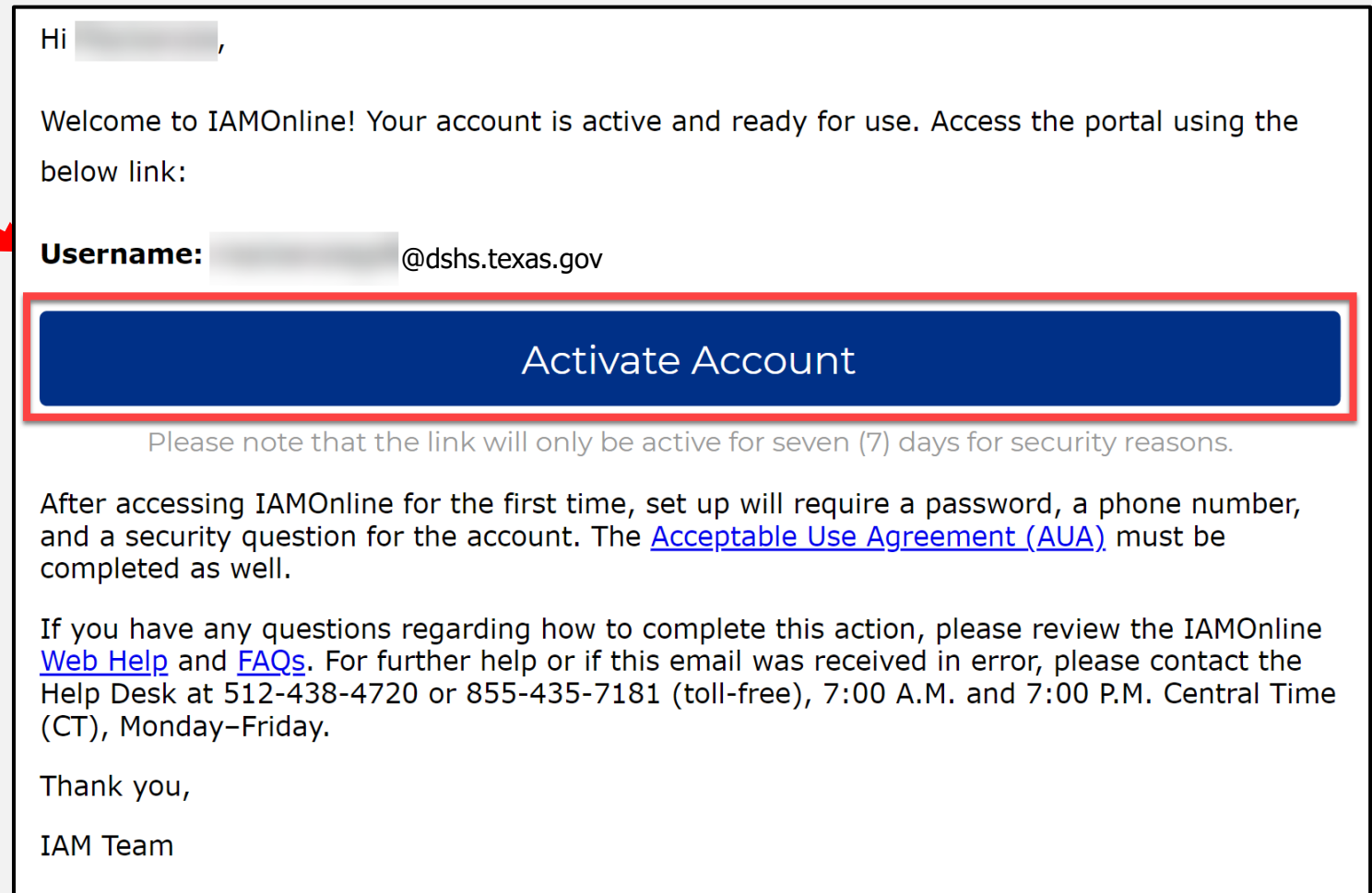
Thank you,

IAM Team

- Your **"username"** is provided in the email.

- Click the **"Activate Account"** button to set up your account promptly.

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

Hi ▓▓▓▓,

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

Username: ▓▓▓▓@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.

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Thank you,

IAM Team

Set Up Security Methods

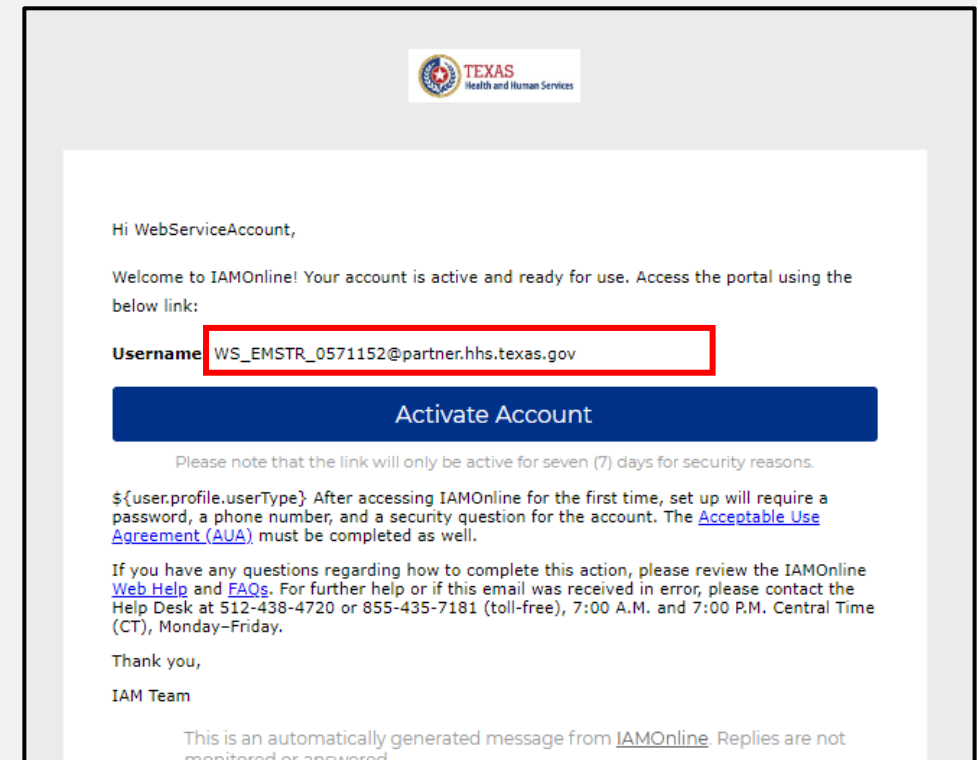Set up security methods to protect your account with a **password**, your **phone**, and a **security question.**

EMS and Vendor Activation Emails

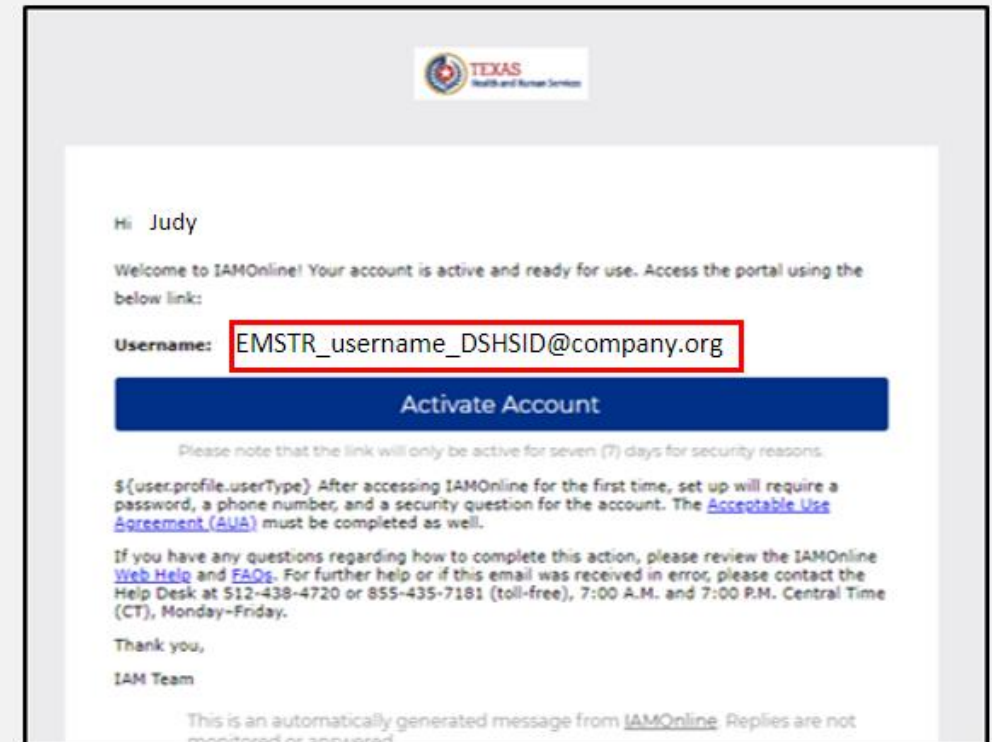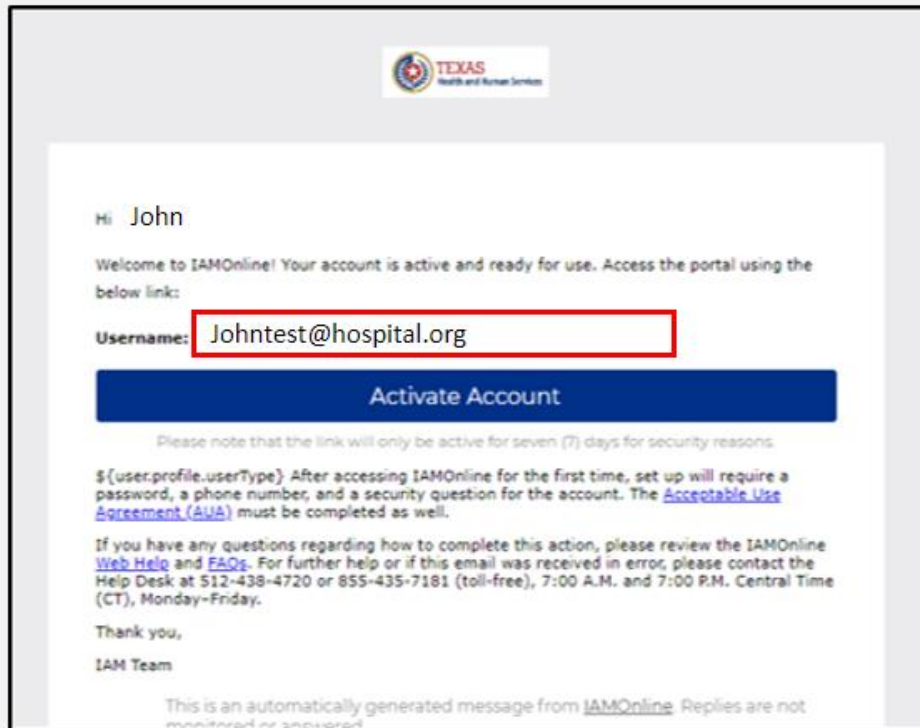**Organization Activation Email -** Your employee email address.
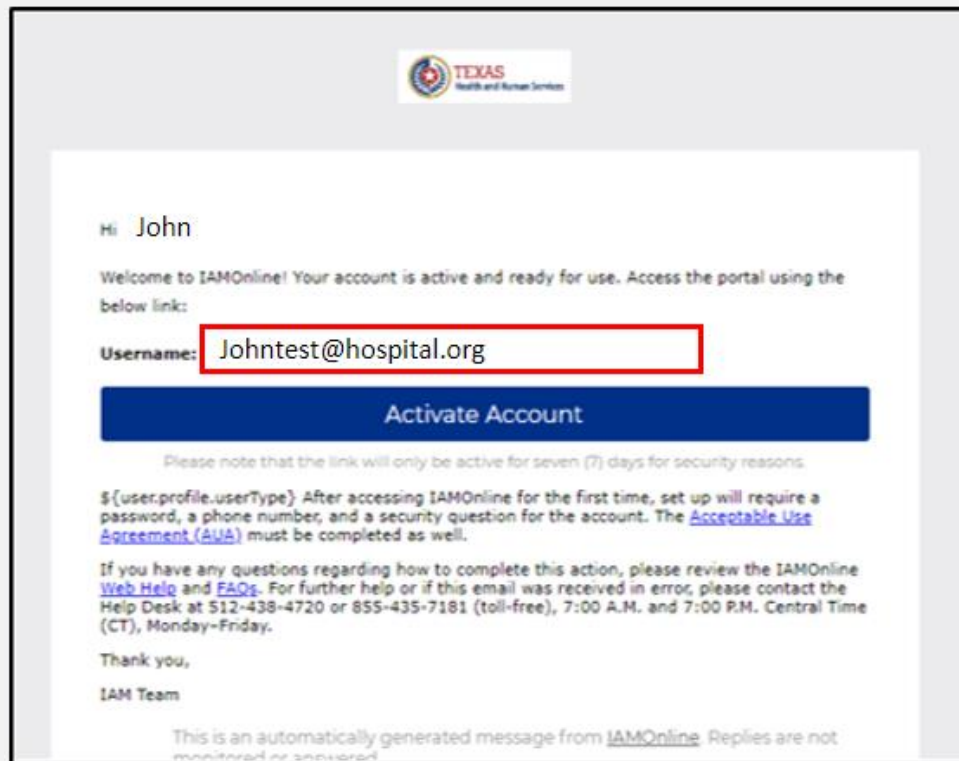
Web Services Activation Email - Assigned email with WS_EMSTR.

Multiple Facilities Activation Emails

Primary Account Activation Email -
Your employee email address.
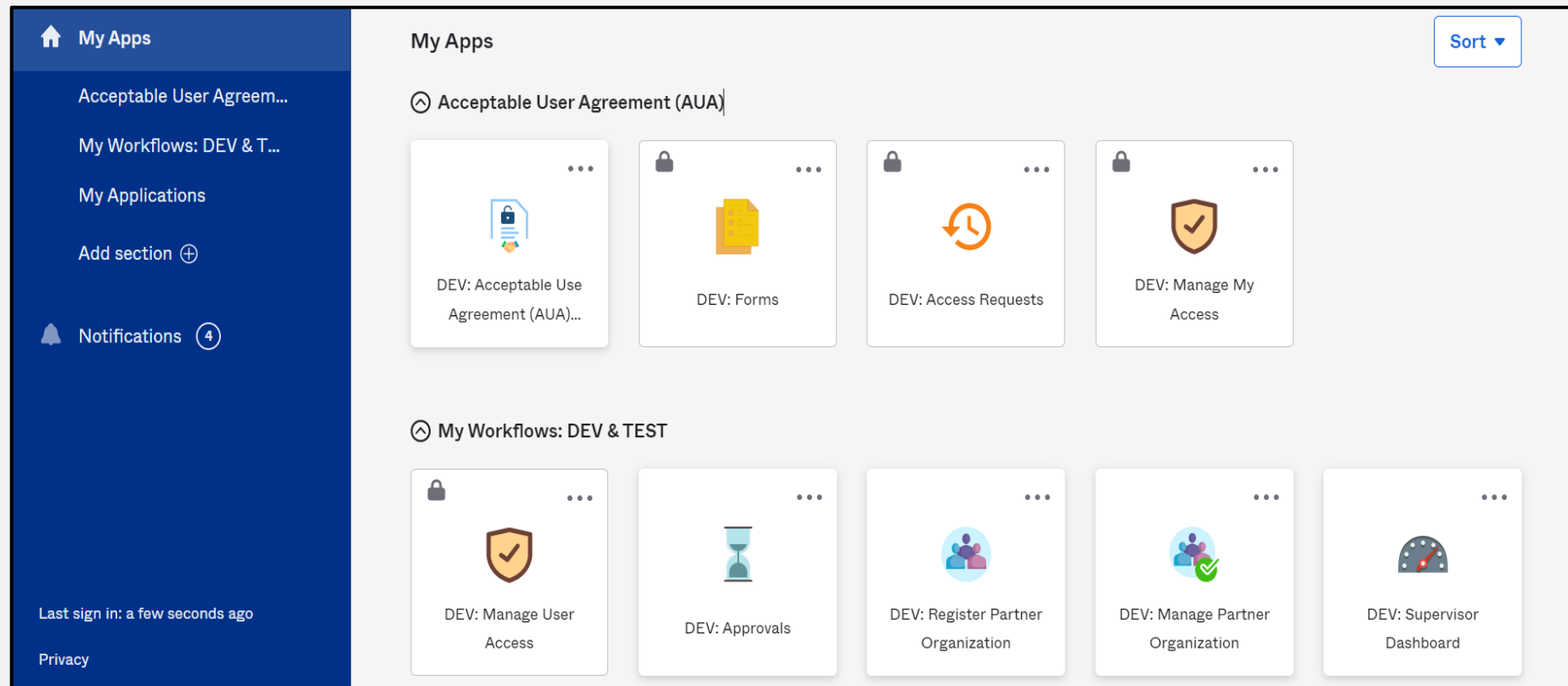
Additional Assigned Email(s) -
EMSTR_[username_DSHSID@[your company.org].

Access the MyApps Dashboard

Once you set up your security methods, the HHS 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.
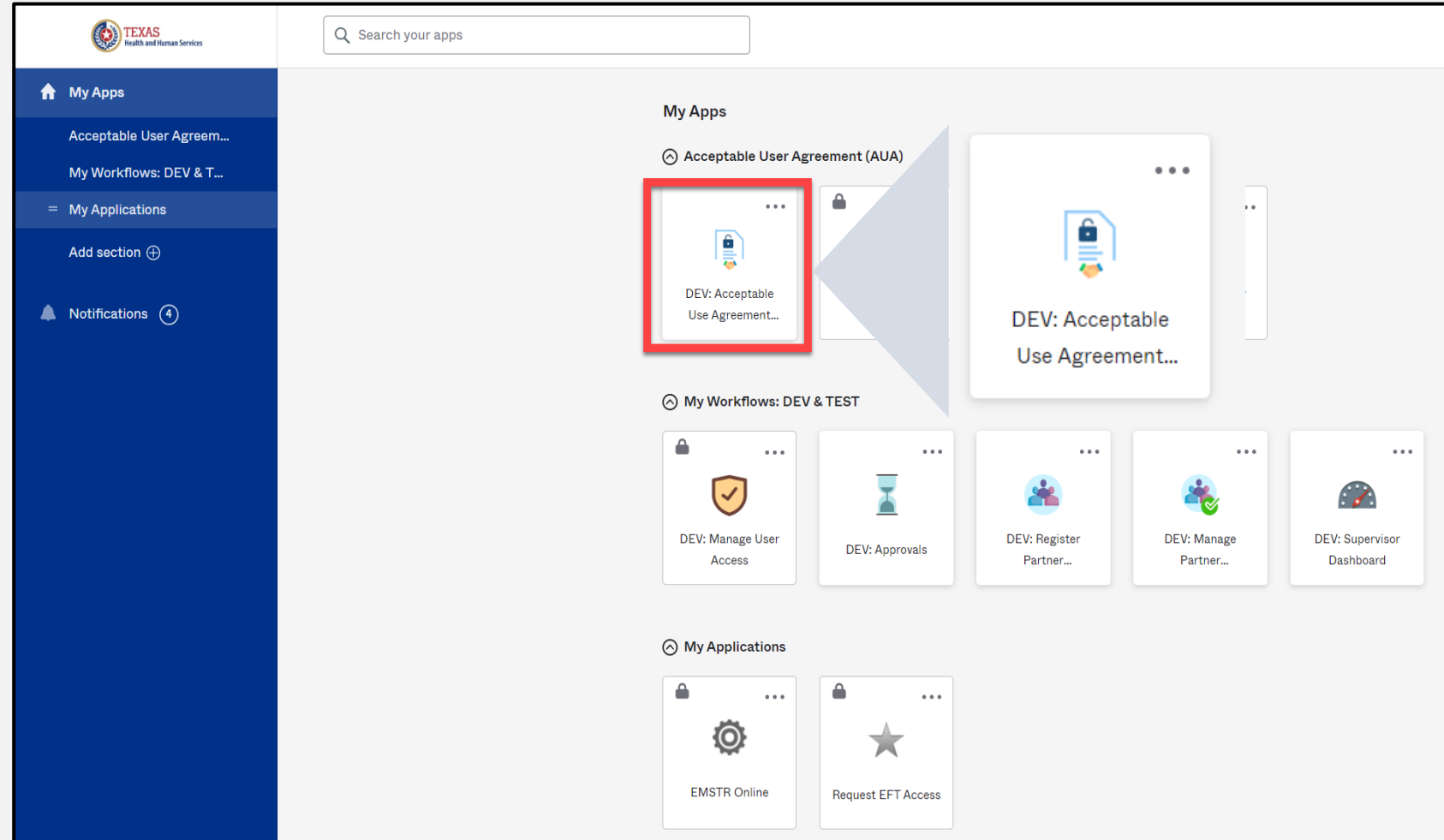
Acknowledge and Sign Your AUA

- Carefully read and complete the **AUA** Form.

- Once you complete the mandatory information and sign the form, click the **"Submit"** button to complete it.

Web Service Account AUA

- Carefully read and complete the **AUA** form.
- For the web service account use:
  - First Name: WebServiceAccount
  - Last Name: EMSTRWS

- Once you complete the mandatory information and sign 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 *

@dshs.texas.gov

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

Signing Multiple AUAs

- Start a new browser – all other browsers must be closed.

- Sign in to one account at a time and sign the AUA.

- Close the browser completely and repeat process for each AUA.

Business Associate Agreement (1 of 2)

- If an entity wishes a third-party (e.g., vendor, billing company, etc.) to have access to and/or submit data on their behalf, EMSTR must have a complete [Business Associate Agreement](#) (BAA) on file.

- EMSTR staff will review all agreements before allowing data access between parties.

Each entity chooses their BAA document format.

To receive DSHS approval, follow three steps:
1. Submit a signed agreement by someone representing the entity's administration (e.g., hospital or EMS administrator, company executive officer, medical director, etc.)
2. Make sure the BAA is signed by both parties (agency and vendor) and includes the effective date.
3. Send the BAA to injury.web@dshs.texas.gov for EMSTR account approval.

Approval Process

- You will receive notification when the request is approved by the agency administrator and DSHS.

- If you are experiencing a delay in receiving an approval, contact injury.web.@dshs.texas.gov.

Add EMSTR Access – Web Service Process

Manage User Access

Log in to your **organization account** to request access for a specific facility.

Click the "**Manage User Access**" tile.
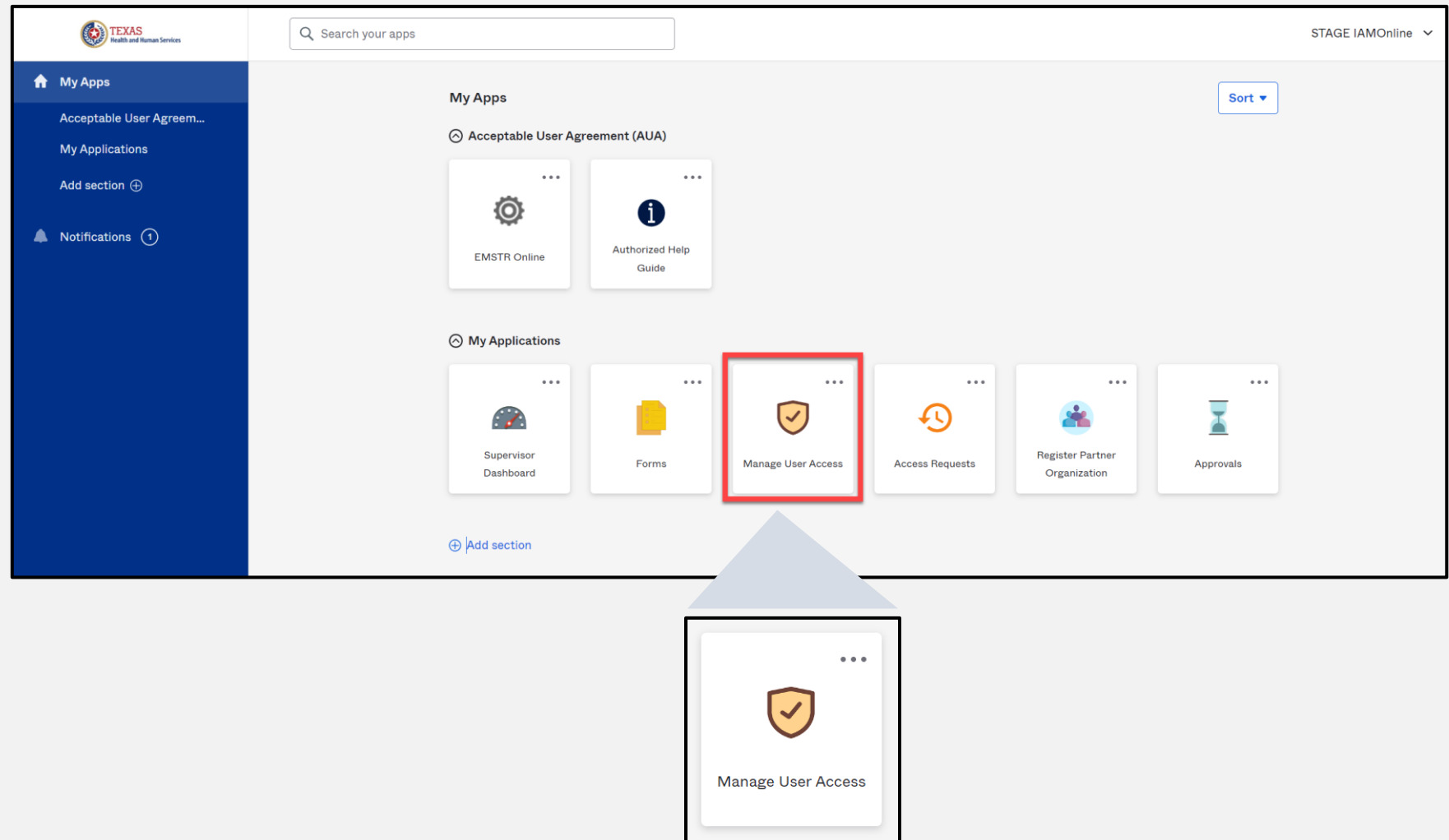
Select Web Service Account

- Select the **"webservice account"**.

- Click **"Next"**.

Manage Access

- Search for the agency by typing the DSHS ID number or name of facility that you are requesting access.

- Click the magnifying glass icon.

Manage Access (Continued)

- From the list, select the option with the matching **"Org ID"** (DSHS ID).

- NOTE – **"EMSTR BAA"** must be in the title.

- Click **"Next"**.

Review and Submit

1 Select Users
Find and select users for whom you want to manage access.

2 Manage Access
Add access for the users you've selected.

3 Review and Submit
Look over your selections and confirm.

Identities Selected: WebServiceAccount EMSTRWS

Add Access 1 items selected

✕   **EMSTR BAA Org ID: 101174 | Org. Name: EMSFacilityUAT**   Details

Type: Role   **Owner:** HHS_WG_DSHS_EMSTR_Data Stewards
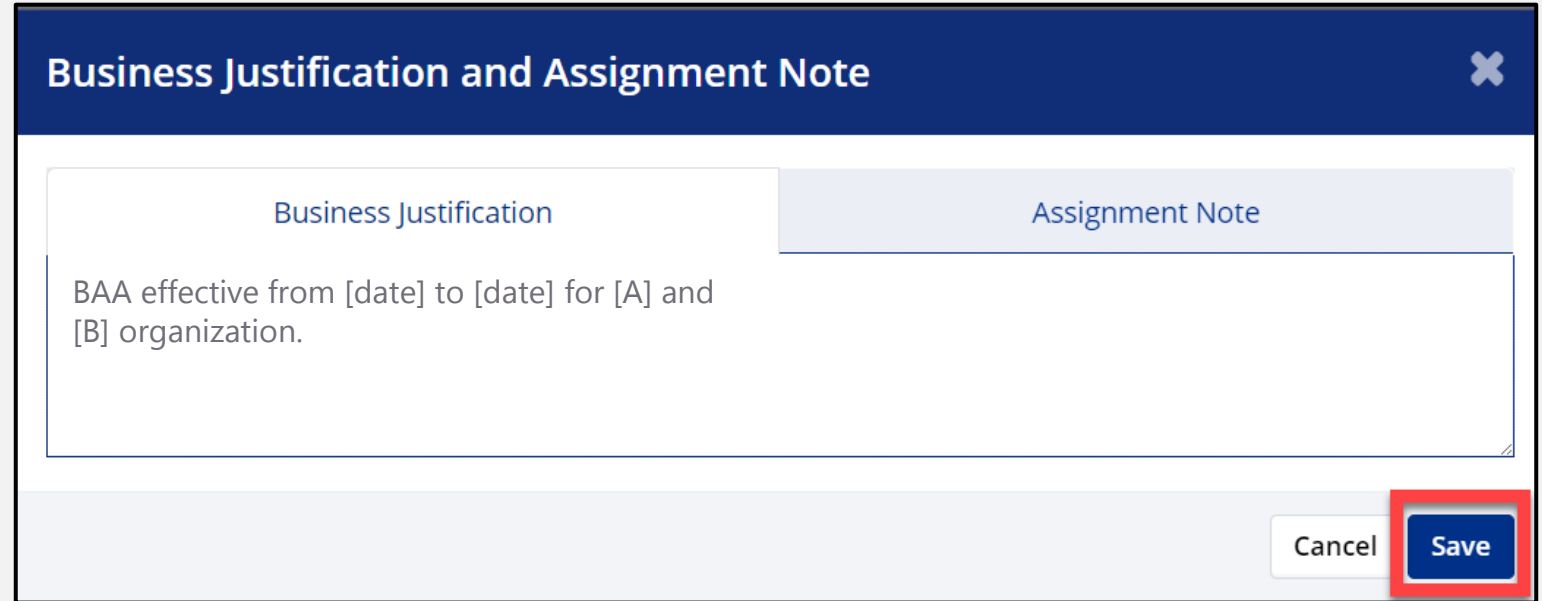
Click the mandatory message bubble.

Business Justification and Assignment Note

Type in **"BAA effective from [date] to [date] for [A] and [B] organization"** and click **"Save"**.

Business Justification and Assignment Note

Business Justification	Assignment Note

BAA effective from [date] to [date] for [A] and [B] organization.

Cancel | **Save**

Example – *BAA effective from June 12, 2022 to June 12, 2025 for 'Vendor Company' and 'EMS Facility'.*

Save

Review and Submit (Continued)

- The message bubble will now be green.

- Click **"Submit"**.
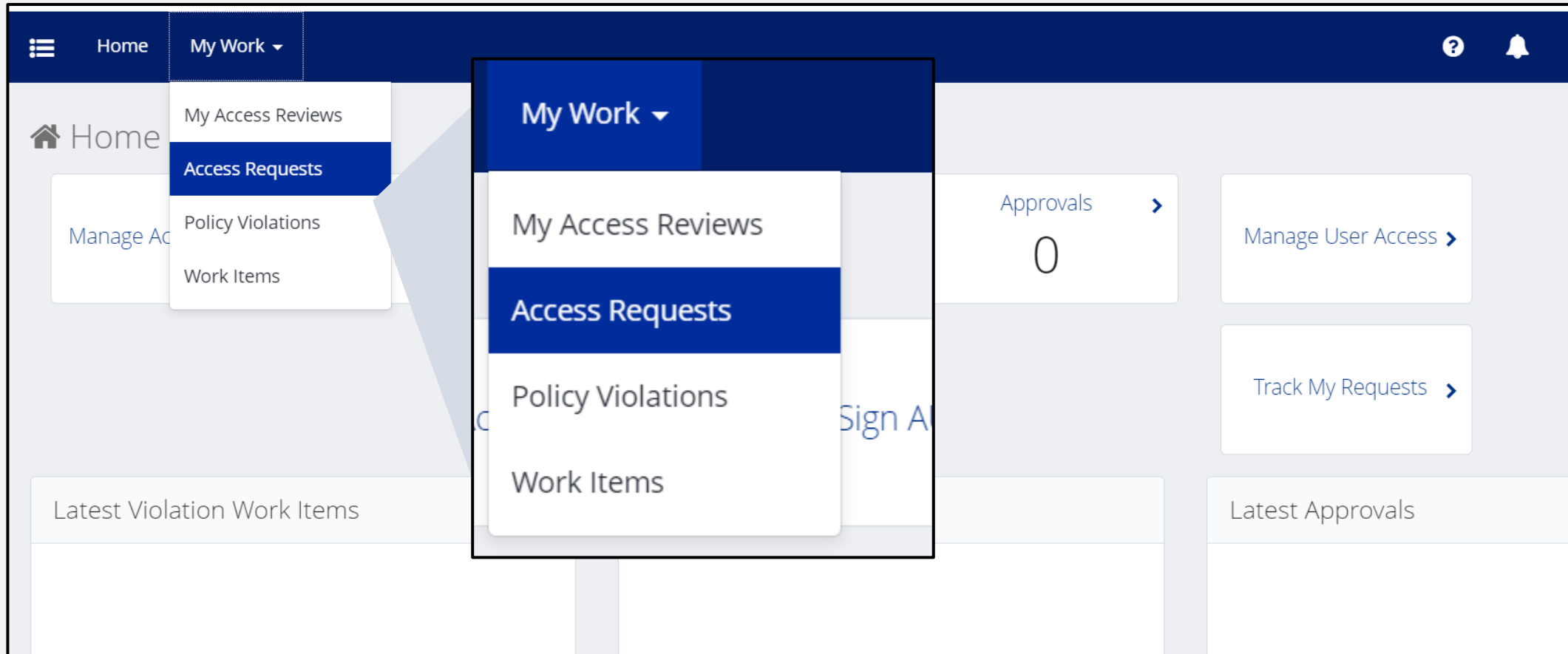
- Select **"My Work"** from the navigation bar.
- Click on **"Access Requests"**.

This action shows you successfully submitted the request and it is pending.

Web Services

SOAP Protocol Example

- You will use a URL (web address) to access and submit data through web services.

- The username and password are the same as the IAMOnline <u>web service account</u> log in.

- The organization ID is the DSHS ID for the facility you are submitting.

- NOTE – Data must be in the NEMSIS version 3.5 format.

- Refer to the [Web Services Guide](#) for additional details.

Sample SOAP Protocol XML File Configuration

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:ws="http://ws.nemsis.org/">
<soapenv:Header/>
<soapenv:Body>
<ws:SubmitDataRequest>
<ws:username> WS_EMSTR_xxxxxx@partner.hhs.texas.gov</ws:username>
<ws:password>YOUR PASSWORD<ws:password>
<ws:organization>DSHS_ID</ws:organization> (123456) 6 Digit BA Agreement between TPV and EMS
service provider.
<ws:requestType>SubmitData</ws:requestType>
<ws:submitPayload>
<ws:payloadOfXmlElement>
<EMSDataSet
        xsi:schemaLocation="http://www.nemsis.org
http://www.nemsis.org/media/nemsis_v3/3.5.0.230317CP4/XSDs/NEMSIS_XSDs/EMSDataSet_v3.xsd
"
```

Software and Third-Party Vendors

Work with a vendor if –

- Your organization has activated both their accounts.
- Web service account is linked to organization.

Contact EMSTR if –

- Your organization does not have an account in the upgraded EMSTR.
- Your organization is missing a web service account.

Online Submissions

Online Submission

EMS

- Submissions must be in NEMSIS 3.5 format.

Hospitals

- Submissions must be in the ITDX 2023 format.
- Submissions must be in the NTDB 2020 or 2023 format.
- Hospital resources are available at dshs.texas.gov/injury-prevention/ems-trauma-registries/hospital.
- The following 2 slides cover common inquiries – ITDX Record Control and Hospital Procedure Information.

ITDX Record Control-Not Applicable

- Select **"Not Applicable"** on the far right.

- Click **"Add New"**.

- Click **"Save"**.

Hospital Procedure– Not Applicable

You must complete three steps in the following order:

1) ICD-10 (International Classification of Disease, Tenth Revision) Hospital Procedure: type "**Not Applicable**";

2) Hospital Procedure Start Date: select **"Not Applicable"**; then

3) Select **"Add New"**.
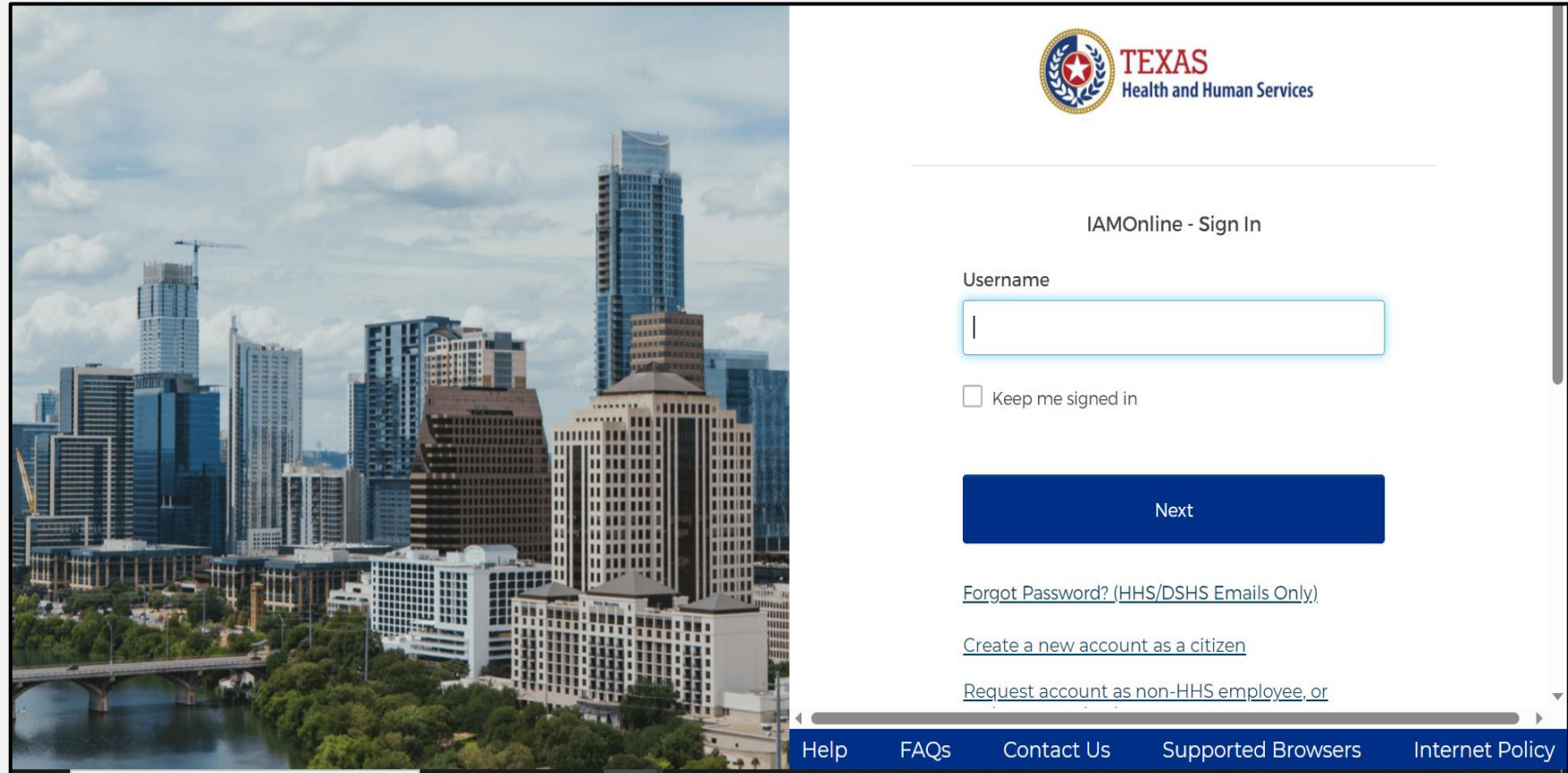
Account Management

IAMOnline Home Page

Account management is available through IAMOnline.

DSHS staff can no longer reset your password or provide password information to others.

Forgot Password

- 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.

- Click the **"Forgot password?"** link.
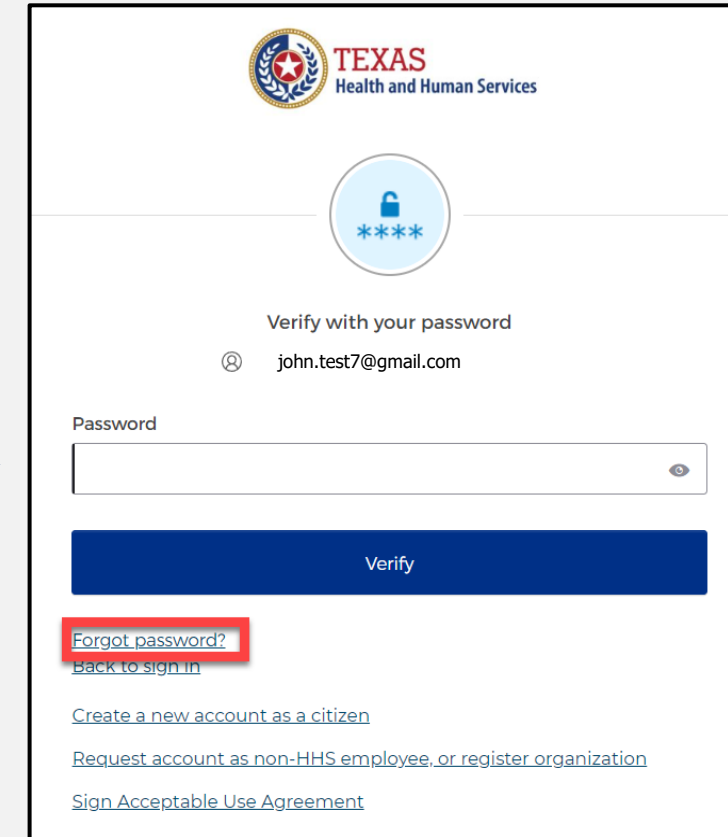
Reset Password Complete

After resetting your password, you will be logged in and redirected to the **MyApps** dashboard.
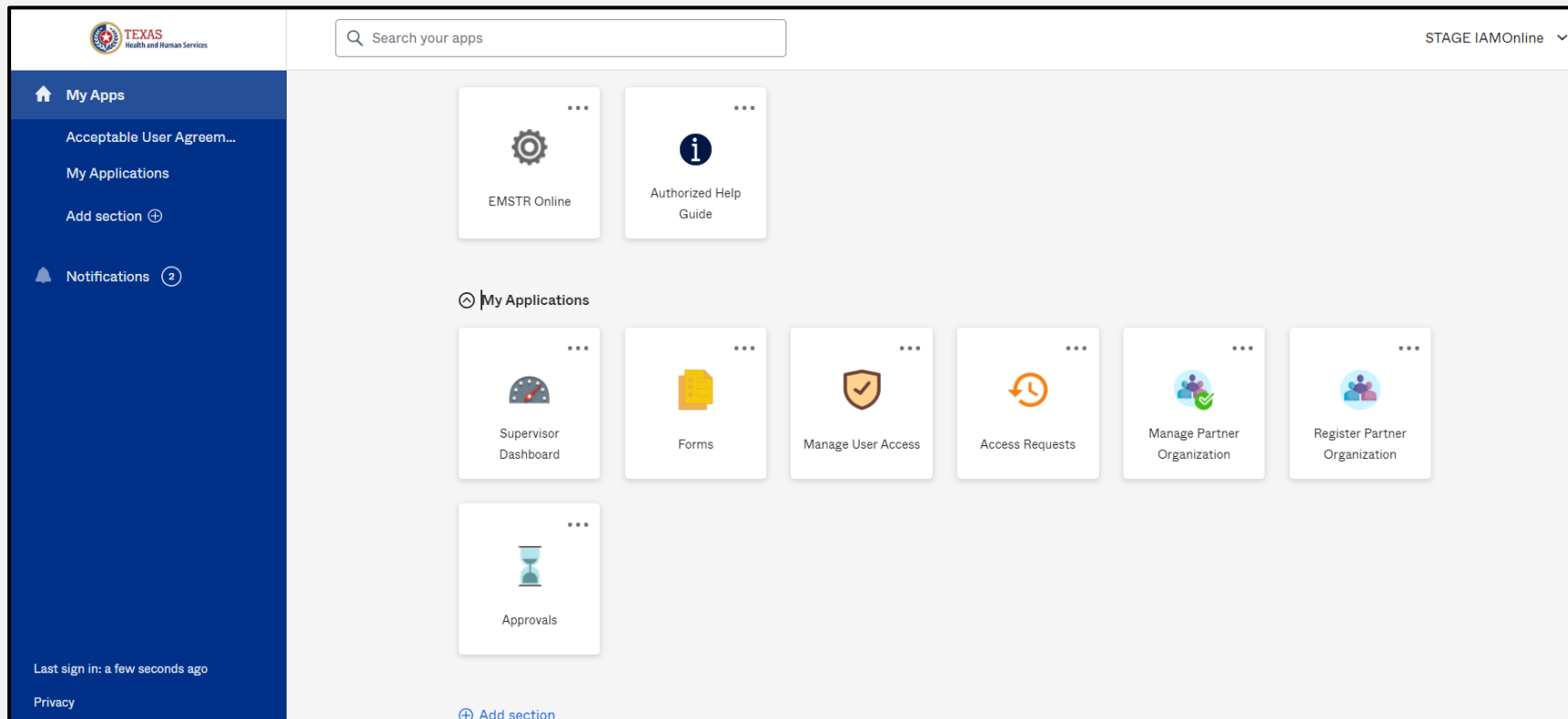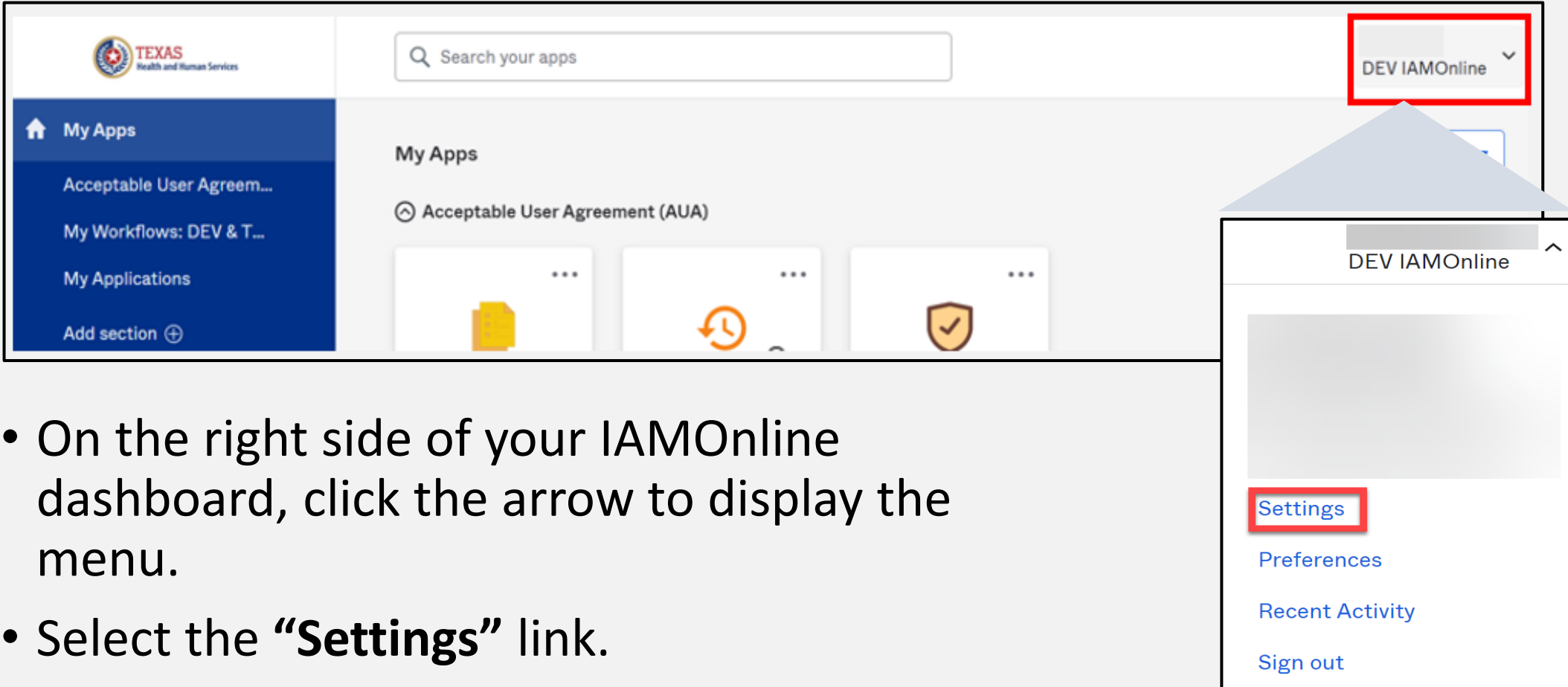
Account Locked

After multiple incorrect password attempts, the system will lock your account. 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.

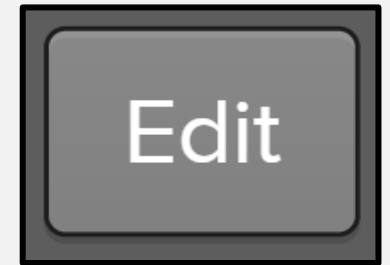- On the right side of your IAMOnline dashboard, click the arrow to display the menu.

- Select the **"Settings"** link.

Update Account (2 of 2)

- Click the **"Edit"** button in the Personal Information section.

- 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

Contact Information

- If you have additional questions, please email us at injury.web@dshs.texas.gov

- To submit inquiries, include DSHS ID, username, and screenshots if applicable.

Resources

- [File Upload Guide](#)
- [Online Submission Guide](#)
- [Web Services Guide](#)
- [Administrative Users Guide](#)
- Additional resources [dshs.texas.gov/injury-prevention/ems-trauma-registries/emstr-platform-resources](#)

Thank you!

Modernization Support
EMSTR Webinar

EMSTR Team

injury.web@dshs.texas.gov