

EMSTR ADMINISTRATORS **GETTING STARTED**



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Emergency Medical Services and Trauma Registries
(EMSTR)
Administrator Guide:
Getting Started

November 2024

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Introduction

Texas Department of State Health Services (DSHS) Emergency Medical Services and Trauma Registries (EMSTR) is a statewide surveillance system collecting reportable event data from EMS providers, hospitals, justices of the peace, medical examiners, Long-Term Acute Care (LTAC) facilities, and Rehabilitation (Rehab) facilities.

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

EMSTR uses data from 22 Texas Trauma Services Areas (TSAs) / Regional Advisory Councils (RACs) to benchmark and compare Texas with other states and conduct epidemiological investigations to identify public health issues. By identifying public health issues, stakeholders can use data to support injury prevention initiatives, enhancing the efficiency and quality of care for patients in Texas.

DSHS developed this guide for organization / facility administrators as a tool for getting started and activating an account in the EMSTR reporting platform. This guide is intended for after you set up an account. For more information about getting access to the EMSTR platform, please visit the **EMSTR Account Set Up** to gain access to Identity and Access Management Online ([IAMOnline](#)) before an organization / facility can activate an account.

Activate Your Account

The Texas Health and Human Services (HHS) system will automatically send users an activation email after [registering](#). Locate your [IAMOnline](#) registration email from noreply@okta.com. The automated system will send the activation email to your employee email address on file.

Hi [REDACTED],

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

Username: [REDACTED]@mailinator.com

[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.

NOTE: The link is only active for **seven (7)** days from receipt of email for security reasons.


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

Set up security methods


@ [redacted] @dshs.texas.gov

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


Set up required

 **Password**
Choose a password for your account
Used for access

[Set up](#)

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

[Set up](#)

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

[Set up](#)

1

2

3

[Back to sign in](#)

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

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

[Sign Acceptable Use Agreement](#)

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

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

Create your password in the **“Enter password”** text box and re-enter it in the **“Re-enter password”** text box.

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

Click the **“Next”** button.

Click on the **“Set up button”** under **Phone**. To set up your phone number, first select the **“SMS”** (Short Message Service) or **“Voice call”** option.

Enter your phone number to receive a verification code via SMS.

SMS

Voice call

Country

United States

Phone number

+1

Receive a code via SMS

The **SMS** option will send a text message to your phone and the **Voice call** option will send an automated call. Verify your account by entering your ten-digit phone number and select **“Receive a code”**. The automated system will send you a verification code to your phone via the delivery choice you made – SMS or Voice call. Type the verification code you received in the **“Enter Code”** box. Click the **“Verify”** button.

Set up phone authentication

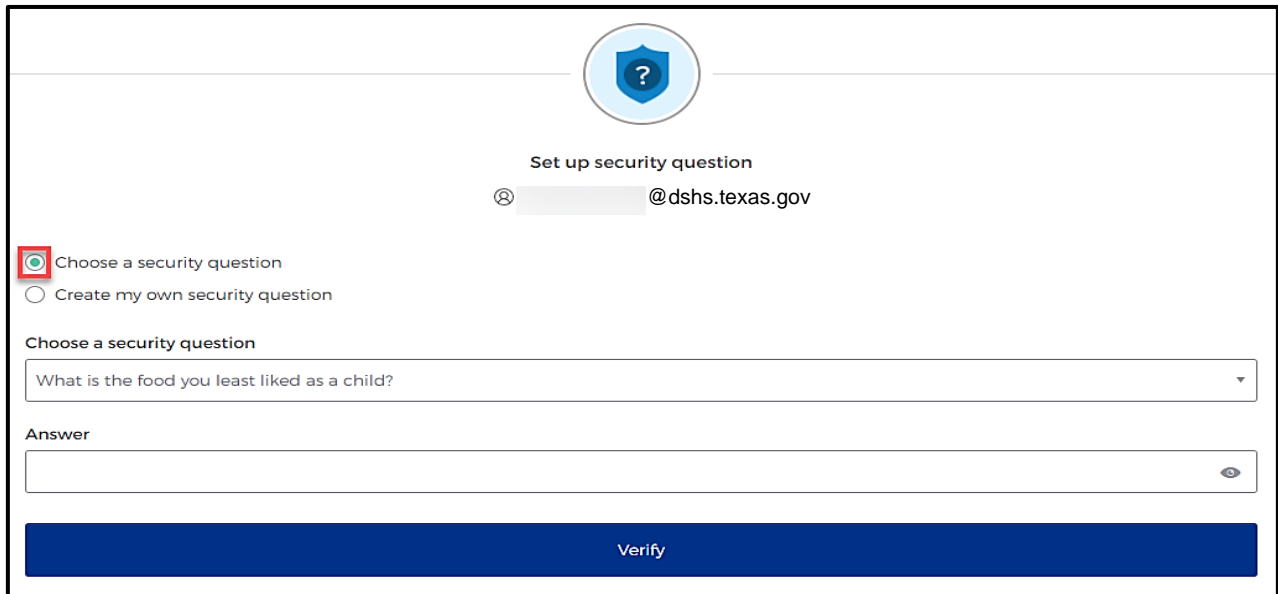
@ [redacted] @dshs.texas.gov

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

Enter Code

Verify

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



Set up security question

@dshs.texas.gov

Choose a security question

Create my own security question

Choose a security question

What is the food you least liked as a child?

Answer

Verify

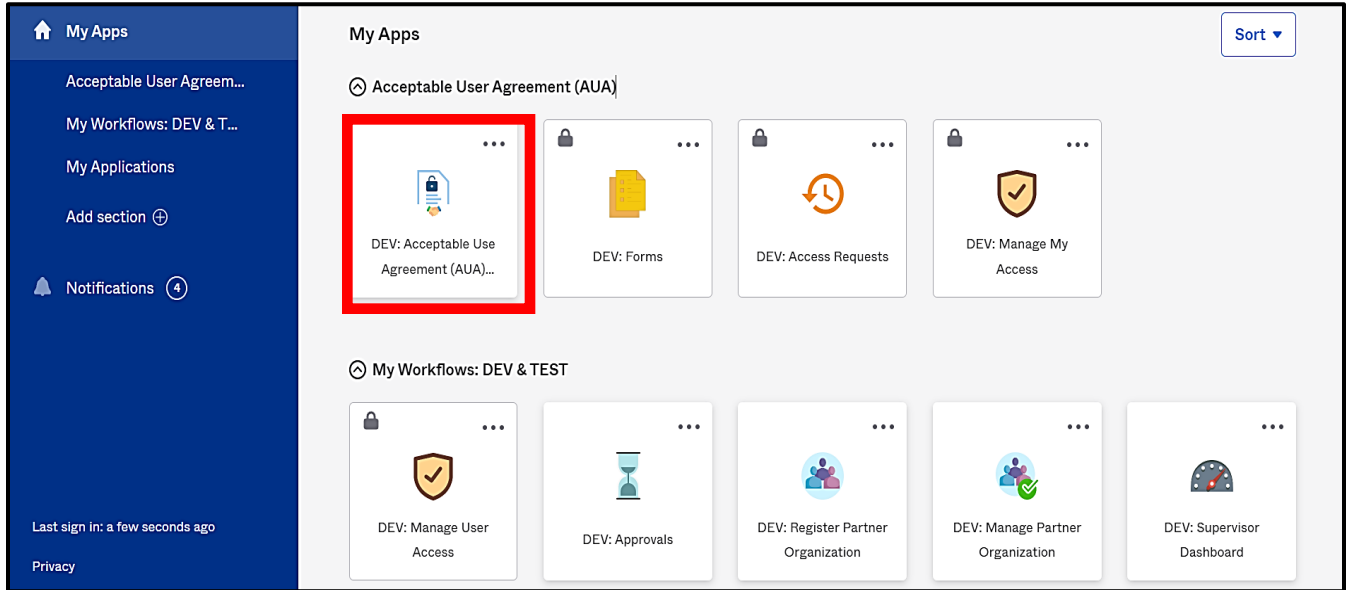
You can either select an option to **“Choose a security question”** or **“Create my own security question”**.

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

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

Access MyApps Dashboard

Once you set up your security methods, the system will redirect you to your IAMOnline **“MyApps”** dashboard.

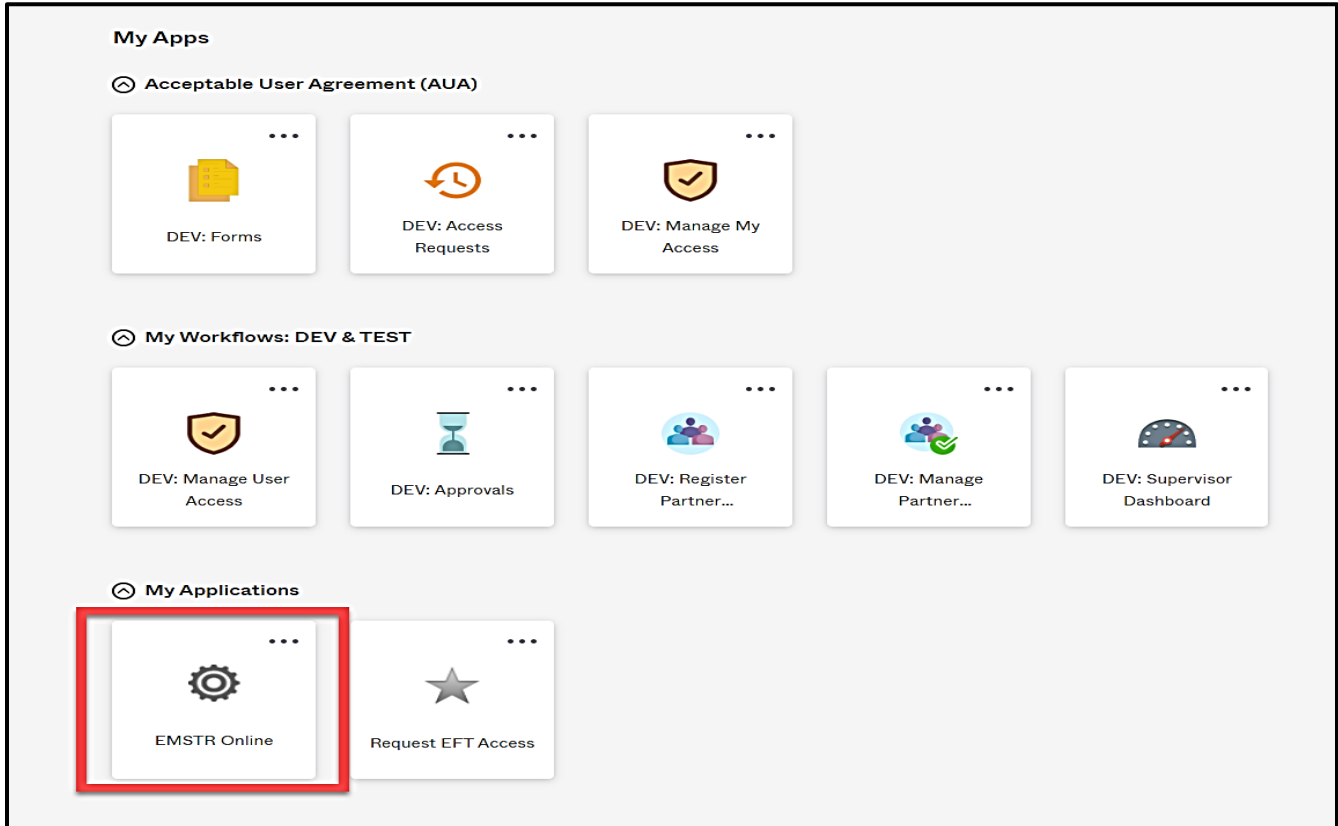


All tiles display with a “lock” icon until you acknowledge and sign the Acceptable Use Agreement (AUA) form. To begin the unlock process, select the **“AUA tile”** on your **MyApps** dashboard (highlighted in red above).

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

Access EMSTR

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



Once you select the **EMSTR Online** tile, the system will redirect you to the EMSTR homepage.

The screenshot shows the EMSTR homepage with the following sections:

- Header**: "EMSTR" logo and navigation links: Home | Create Record | Search Record | Workflows | File Upload | Entity | Reports | Admin | Settings | Logout.
- Welcome Message**: "Welcome to Texas Emergency Medical Services and Trauma Registry System".
- Workflows**: A section with a "Workflow Queue" and "Events" input field.
- Recently Accessed Records**: A table with columns for Record Id, Name, and Record Type.

Record Id	Name	Record Type
1000001926	Crystalb Testb	Patient Record - Hospital Submersion
1000002673	crystal test2	Patient Record - Hospital Submersion
544	crystalhospital2	Hospital
1000001532	Test Crystal	Patient Record - Hospital
- Resources**: A table with links to various resources.

Resource	Resource	Resource
TX EMS/Trauma Home DSHS	TX EMS Trauma Systems DSHS	NHTSA.gov - Fundamental Components of Trauma Care
National EHS Information System	Glossary	NEMSIS Data Dictionary
NTDS Data Dictionary	ITDX/NTDB Data Dictionary	JP Submersion Data Dictionary
JP TBI SCI Data Dictionary	Rehab LTAC TBI SCI Data Dictionary	NEMSIS Webservices User Guide
- Feedback/Tutorial**: A section with links for "Review User Training Slides", "Review Group Administrator Training Slides", and "Contact/Provider Feedback".

Reviewing the Entity Record Summary

To view your entity information, select “Entity” from the navigation bar. This example shows “Entity >Hospital >Hospital Facility”.

The screenshot shows the EMSTR Home page. The navigation bar at the top includes: Home | Create Record | Search Record | Workflows | File Upload | **Entity** | Reports | Admin | Settings | Logout. A dropdown menu is open under 'Entity', showing: Hospital Facility (selected), Hospital Patient Record, Hospital Submersion Patient Record, and Hospital TBI SCI Patient Record. Another dropdown menu is open under 'Hospital', showing: Hospital Facility, Hospital Patient Record, Hospital Submersion Patient Record, and Hospital TBI SCI Patient Record. The main content area has a 'Welcome to Texas Emergency and Trauma Register' header. Below it are sections for 'Workflows' (Workflow Queue, Events), 'Recently Accessed Records' (a table), and 'Resources'.

Record Id	Name
1000002685	CPatient TestO
1000001532	Test Crystal
1000001976	Crystalb Testb
1000002673	crystal test2
544	crystalhospital2

Hospital Facility Example

To view your entity information, select “Record Details”.

The screenshot shows the 'Hospital Facility' record list. The table has columns: Name, Facility Record ID, DSIS ID, Entity Types, License Number, Status, and Action. The first row is highlighted in grey and contains the following data: Name (empty), Facility Record ID (544), DSIS ID (2271173), Entity Types (Hospital), License Number (empty), Status (Active), and Action (Record Details). The table is on page 1 of 1.

Name	Facility Record ID	DSIS ID	Entity Types	License Number	Status	Action
	544	2271173	Hospital		Active	Record Details

NOTE: The row you select will be highlighted.

This screenshot is identical to the previous one, but a callout box with the text 'Record Details' is positioned over the 'Record Details' link in the first row of the table.

Entity Record Summary Example

The **Record Summary** screen provides an overview of the entity's record submissions.

Record Summary (Hospital)

Basic Information

Record ID	544
Record Type	Hospital
Primary Hospital	
Status	Active
Notifications	General Notifications Concerns
DSHS ID	2271173

[Edit Entity Information](#)

Notes

255 characters remaining.

Notes Details

Username	Entry Date	Notes
No records found.		

Record Data | Concerns | Record History

Question Package	Hospital	Last Update	Updated By	Status
Administrative				Incomplete
General Information				Incomplete
Entity Import Information				Incomplete

There are **three** main sections on this screen – **Basic Information**, **Notes**, and **Question Packages**.

1. Basic Information

2. Notes

3. Question Packages


Basic Information Example

- **Record ID** – Unique identification (ID) assigned by the system.
- **Record Type** – Type of event (varies based on facility type.)
- **Primary Hospital** – Hospital name.
- **Status** – Current status of event.

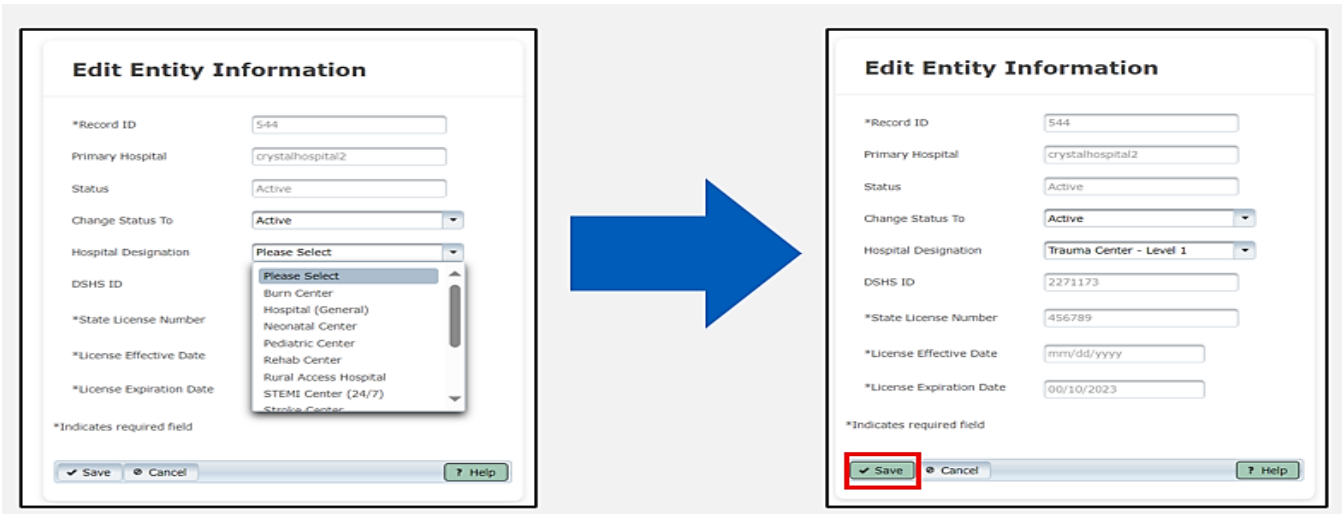
- **Notifications** – Custom information (e.g., system will provide XSD rule violations that you need to review and correct).
- **DSHS ID** – Unique facility number.

Click **“Edit Entity Information”** to update your information.

Basic Information	
Record ID	544
Record Type	Hospital
Primary Hospital	[REDACTED]
Status	Active
Notifications	General Notifications ConcernsPlease see Concerns tab for XSD messages.
DSHS ID	2271173

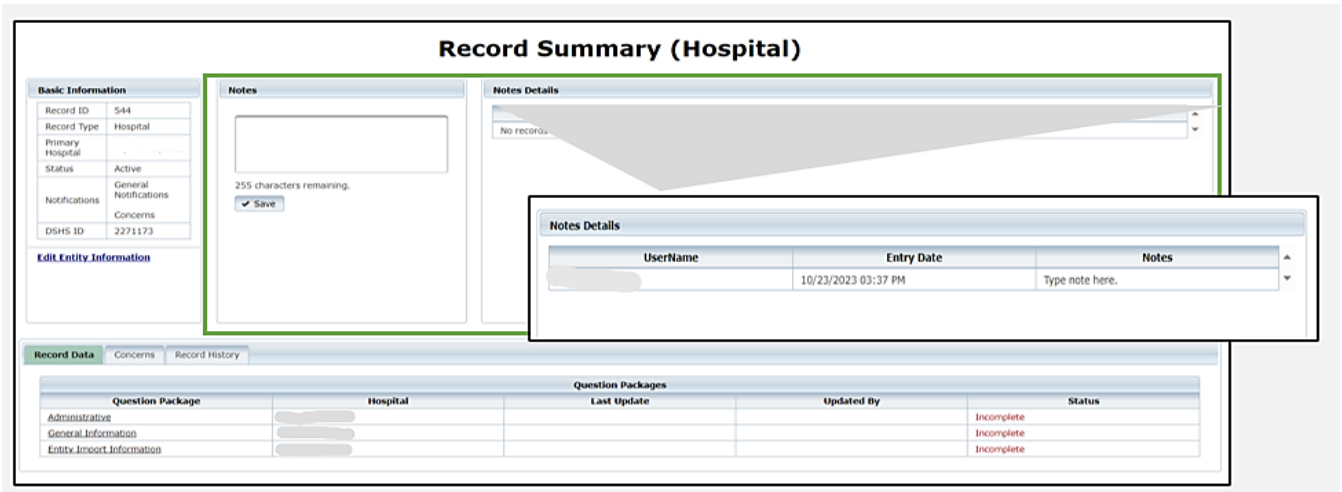
[**Edit Entity Information**](#) 

Choose the appropriate option from the **Hospital Designation** drop-down field and click **“Save”**. **Note:** Most fields are not editable.



Notes Example

In the **Notes** section, DSHS staff can enter additional comments or information regarding your entity or registration history. Facility organization administrators can see these notes.



Facility Question Packages

Question Packages are groups of questions that share a common theme. Click a **“Question Package”** link to input information.

Question Package	Hospital	Last Update	Updated By	Status
Administrative				Incomplete
General Information				Incomplete
Entity Import Information				Incomplete

Complete the question package by entering required information indicated by asterisks (*). In this example, the user selected the **Entity Import Information Question Package**.

Entity Import Information - Hospital

Local Information

*State License Number: 456789 State License ID: 456789
*Hospital Name: C State License ID(original): 456789
Doing Business As: License Effective/Issue Date: mm/dd/yyyy
*Active: Active License Expiration Date: 00/10/2023
*Street: 123 main *City: Austin *State: Texas
*Zip Code: 78701 *County: Travis
Region: O TSA/RAC: RAC O - Capital Area Trauma

Mailing Address

Street: City: *State: Texas
Zip Code:

Telephone Number

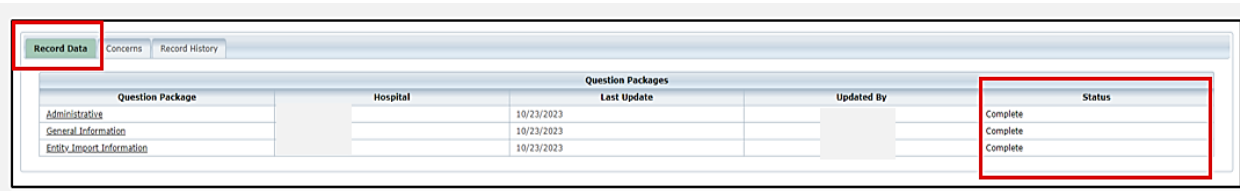
*Telephone Number: (817) 395-4714
Telephone Number Extension: Telephone Number Type: Please Select

Complete all sections of the question package and click **“Save”**.

Complete Question Packages

The **Record Data** tab shows the **Question Packages** and additional details:

- **Hospital** name;
- **Last Update** date;
- **Updated By**; and
- **Status**.

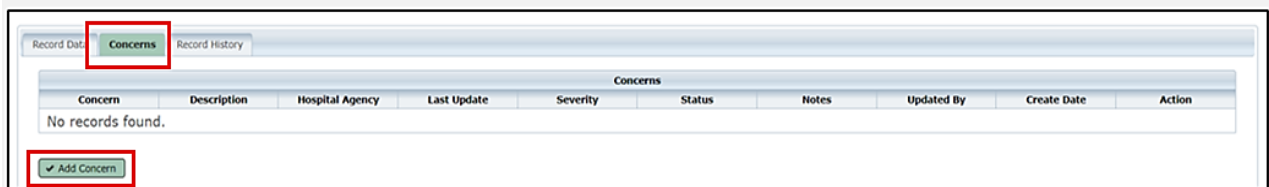


Question Package	Hospital	Last Update	Updated By	Status
Administrative		10/23/2023		Complete
General Information		10/23/2023		Complete
Entity/Insight Information		10/23/2023		Complete

The **Concerns** tab shows a history of logged concerns. Concerns can be added by:

- DSHS personnel;
- Organization administrators; and
- Automatically generated.

Click **“Add Concern”** to create a new concern.



Concern	Description	Hospital Agency	Last Update	Severity	Status	Notes	Updated By	Create Date	Action
No records found.									

Type the concern in the **“Description”** box. Select the appropriate **Severity** from the drop-down field. Specify if the **Status** of the issue is ‘active’ or ‘resolved’. Add additional notes if needed and click **“Save”**.

The system will show submitted concerns in the **Concerns** table with details.

Record History

The **Record History** tab shows the list of updates with details such as **Time**, **Event**, **Message**, and **User**.



Record History			
Time	Event	Message	User
09/12/2023 03:55 PM	Case Created	Created Hospital Facility:	489535640
10/23/2023 08:20 PM	Administrative	Completed: Administrative	
10/23/2023 08:27 PM	Edit Entity Information	Updated: Entity Information	

NOTE: For Regional Advisory Council and Other Business Associate Agreements – If you wish to submit via Direct-Entry or File Upload, this will complete your configuration. Please see the [File Upload Guide](#) and [Online Submission Guide](#) for additional instructions on uploading case records to EMSTR.

For EMS Users working with a 3rd Party Submitter – EMSTR will review all business associate agreements (BAAs) before allowing access to data between parties. The entity decides the BAA format. Please visit EMSTR webpages for a sample. EMSTR requires a BAA if your entity chooses your Regional Advisory Council (RAC) or a third-party (e.g., vendor, billing company etc.) to submit data for your entity, through web-services. Both parties (entity and third-party/RAC) must complete and sign the BAA.

Entities must follow three steps to receive DSHS EMSTR approval:

Step 1 – Submit a signed agreement by someone representing the entity's administration (e.g., hospital or EMS administrator, chief executive officer, medical director, etc.) in addition to a data steward (RAC or vendor) signature.

Step 2 – Check both parties (the vendor and the entity) signed the BAA and the form includes an effective date and an expiration date (typically five years) prior to submittal.

Step 3 – Send the BAA to injury.web@dshs.texas.gov for EMSTR account access approval.

EMSTR Resources

For additional information, please visit EMSTR [New Platform Resources Page](#).
EMSTR developed Administrator guidance on Employee Accounts Management.
Contact injury.web@dshs.texas.gov if you have questions.

Emergency Medical Services and Trauma Services

***[dshs.texas.gov/injury-
prevention/ems-trauma-registries](https://dshs.texas.gov/injury-prevention/ems-trauma-registries)***