EMERGENCY MEDICAL SERVICES AND TRAUMA REGISTRIES HOW TO RECOVER ACCOUNT APPLICATION ACCESS



TEXAS Health and Human Services

Texas Department of State Health Services

Emergency Medical Services and Trauma Registries

Job Aid for:

Registry Users who lost access and need to re-open an EMSTR User Account

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Overview:

The Texas Department of State Health Services (DSHS) Emergency Medical Services and Trauma Registries (EMSTR) application requires users and their supervisors to sign an Acceptable Use Agreement (AUA) every 12 months and re-certify their access periodically. EMSTR users who miss one of the deadlines will lose access to the EMSTR application tile.

If your account was <u>not</u> certified as part of the 2025 user access review, the Health and Human Services (HHS) system temporarily revoked your EMSTR tile and your role. This job aid is for users who lost their certification and need to request an account to access the DSHS EMSTR application again. You can find information on the different roles EMSTR has available on <u>page</u>. <u>5</u>. The system will route the request to DSHS staff for review and they will consult with your organization approver.

This job aid provides step-by-step instructions on how to request an EMSTR application role within your Identity and Access Management (IAM) Online account.

If your organization is new to accessing EMSTR, please proceed to the "How to Register a New Facility" tutorial here.

Step 1: Request Access to the EMSTR tile

To request access to EMSTR, select the "Manage My Access" tile.

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	Or My Applications Image Wy Access Image Wy Access Or Add section

- Click the "Add Access" tab to add application access.
- The tab will turn a light grey when selected.

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Manage My Access	€ Help
1 Manage My Access Select access you would like to add or remove.	2 Review and Submit Look over your selections and confirm.
Add Access	Remove Access
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Search for EMSTR

Type "EMSTR" in the Search by Keywords box.

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Select the **Magnifying Glass Icon** button to search for the application.

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Important Note on Role-Based Access

Application access is grouped by role, so you must select the correct EMSTR role access that fits your access needs.

EMSTR has three (3) role types:

- EMSTR View Only Level 1;
- EMSTR Add/Edit Level 2; and
- EMSTR Admin Level 3.

Once you type **"EMSTR"** into the **Search Access** textbox, three types of results will appear: **EMSTR** <u>View Only Level 1</u>, EMSTR <u>Add/Edit Level 2</u>, and EMSTR <u>Admin Level 3</u>.

- Example End-users who need limited application access should only request EMSTR View Only Level 1 access.
- *Example Facility users* that submit data for their facility but are not facility administrators should select the *EMSTR Add/Edit Level 2* access.
- *Example Organization Administrators* requesting application access should select the *EMSTR Admin Level 3* access.

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Type: Role Owner: HHS_WG_DSHS_EMSTR_Data St	rewards							
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EMSTR EMS Add Edit Level 2								
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		Showin	1-3 of 3					

Select the Correct User Role

Once you select the Magnifying Glass Icon button:

• Click the "Check Mark" Icon to select the EMSTR role type you are requesting.

• The Check Mark Icon will turn green once selected.



• Once you select the appropriate EMSTR role level, select the "Next" button.



EMS facility providers view example:

1 Manage My Access Select access you would like to add or remove.		2 Review and Submit Look over your selections and confirm.	O
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Enlarged picture of the role types:

EMSTR EMS View Only Level 1	Details
EMSTR EMS ADMIN LVL3 Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards	
EMSTR EMS Admin Level 3	Details
EMSTR EMS Admin Level 3 Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards	
EMSTR EMS Add Edit Level 2	Details
EMSTR EMS Add Edit Level 2 Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards	

Review and Submit the Request

Once you select the application role type you are requesting, the HHS system will direct you to the **Review and Submit** page.

Manage My Access		O Help
1 Manage My Access Select access you would like to add or remove.	2 Review and Submit Look over your selections and confirm.	0
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EMSTR EMS Add Edit Level 2 Type: Role Owner: HHS_WG_DSHS_EMSTR_Data Stewards		
 For a business justification, yc To leave a comment, select th 	ou are required to leave a comment.	•

- Leave a comment to explain why you are requesting EMSTR access.
- Click the "Save" button.

An example comment is shown below.

Business Justification and Assignment	Note 🗶
Business Justification	Assignment Note
I need EMSTR Add/Edit Level 2 access to submit d	lata on behalf of X Hospital.
	Cancel Save

Once you save your comment, the **Comment Bubble Icon** will change from white with a red outline to green.

Manage My Access	O Help
1 Manage My Access Select access you would like to add or remove.	2 Review and Submit O
Add Access 1 items selected	
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EMSTR EMS Add Edit Level 2 Type: Role Owner: HHG_WG_DSHG_EMSTR_Data Stewards	
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After reviewing your request, select the "Submit" button.

Manage My Access	O Help
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EMSTR EMS Add Edit Level 2	
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Previous	Cancel Submit

Request Overview

Once you submit your EMSTR application access request, your request will go through an approval process. If you are designated as your organization's administrator or requesting **EMSTR Admin Level 3** access, your request will be sent directly to the Injury Prevention Unit EMSTR team to approve. This may take EMSTR a few business days to approve your access.

Track Your Request

After you submit your request, you can track the status of your access request. The HHS system will send notification emails to EMSTR approvers to approve the request as it moves through the approval process.

- Navigate to the **MyApps** dashboard within IAM Online.
- Select the "Access Requests" tile.

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	© My Application	ns Forms	Manage User Access	Access Requests	Manago Partner Organization	Register Partner Organization

Access Requests

View your access requests and details.

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Access Requests 2	Sort by: Date V
Request Access: EMS1 Requested by EMS1 on 8/29/23 Request ID: 17732	Details >
✓ Request completed on 9/5/23 Add Role EMSTR EMS View Only Level 1	Complete

To view additional details, select the "Details" button.

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Access Requests 2	Sort by: Date 🗸 🛛 🐺 Filter 🗸 Search by Identity, Request ID or Externa
Request Access: EMS1 Requested by EMS1 on 8/29/23 Request ID: 17732	Details >
✓ Request completed on 9/5/23	
Add Role: EMSTR EMS View Only Level 1	Complete

Once you select the **Details** button, the HHS system will take you to the **Access Request Details** page.

< Acce	ss Reques	t for E	MS1							
Access Request ID: 17732				Current Step: End						
Type: Request Access					Request Date: 8/29/23 12:12 PM					
Requester: EMS1				Completion Date: 9/5/23 10:06 AM						
Requestee: EMS1				Verification Date: 9/5/23 10:06 AM						
Completion Status: Success				Execution Status: Completed						
Priority: Normal										
Request Items										
Operation	ltem 🔺	Value	Display Value	Account	Applicatio	n Classifications	Comments	Approval Status	Provisioning Status	Attachments
Add	assignedRoles	EMSF EMS View Only Level	EMSTR EMS View Only Level		IdentityIQ		l would like access please.	Finished	Finished	
Show 5 V Showing 1-1 of 1										

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Step 2: Accessing EMSTR

- The system will redirect you to the IAM Online **My Apps** dashboard.
- Select the "EMSTR Online" tile to access the application.
- The EMSTR tile may be locked. The lock will disappear after EMSTR and your administrator approve your role.

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Contact Information

If you have specific EMSTR questions, submit them via email to injury.web@dshs.texas.gov.

For IAM Online questions, visit the Texas Department of State Health Services (DSHS) IAM Online website at

gatewayaw.hhs.state.tx.us/publicHelpGuide/Content/Q External/EXT HomePage.htm.

General Informational Page

General Information

The Emergency Medical Services and Trauma Registries (EMSTR) is made up of four registries – the EMS Registry; the acute Traumatic Injury Registry; the Traumatic Brain Injury Registry / Spinal Cord Injury Registry; and the Submersion Registry. EMSTR is a statewide surveillance system that collects reportable event data from EMS providers, hospitals, justices of the peace, medical examiners, and rehabilitation facilities. Texas is home to one of the largest EMS registries in the U.S. with more than 4 million records submitted annually.



Texas Department of State Health Services

Our Goals

- To ensure a robust registry reporting framework for recording reportable traumas, submersions, traumatic brain injuries, spinal cord injuries, and EMS runs in Texas.
- To reduce the burden of injury to the public resulting from preventable occurrences using trend analysis.
- To provide data as close to real-time as possible for local, state, and national leadership use.

Our Mission

To improve the Texans' health, safety, and well-being through good stewardship of public resources with a focus on core public health functions.

Contact Information

Emergency Medical Services and Trauma Registries

Texas Department of State Health Services 1100 West 49th Street Mail Code 1920 Austin, Texas 78756 For program inquiries: injury.web@dshs.texas.gov

dshs.texas.gov/injuryprevention/ems- traumaregistries

Emergency Medical Services and Trauma Registries dshs.texas.gov/injuryprevention/ems-trauma-registries/