

# Basic System Training

## Texas EMS/Trauma Registry



# Agenda

1. Logging In & Main Dashboard
2. Navigation Toolbar
3. Entering New Records
4. Searching for Records
5. Roster Import
6. Recently Accessed Records

# Logging In & Main Dashboard

...



- This is the Login page.
- Enter the Login Name and Password that was provided to you in a secure email.

### Texas EMS/Trauma Reporting System Terms and Conditions of Use.

If you do not agree to be bound by the terms and conditions, promptly exit this application.

This System and related services are provided subject to your compliance with the terms and conditions set forth below. Please read the following information carefully. If you do not agree to be bound by the terms and conditions, promptly exit this application.

This AGREEMENT is entered into by and between the State of Texas, Department of State Health Services ("DSHS") and you, the "User" of the Department's Trauma Registry System

**Login**

Login Name:

Password:

Application:  ▼

Login

[Reset your password](#)

# Passwords

- The first time you log in to the Trauma Registry, you will be required to change your password.
- Password criteria:
  - 8-14 characters in length
  - One number
  - One symbol (e.g. \*, &, #, \$, etc.)
  - One uppercase letter
- After successfully changing your password, you must go through all training slides.
- If you are an administrator/account manager, you will have a second set of training slides to view.



# Main Dashboard

Texas EMS/Trauma Reporting System



Recently accessed records		
Record ID	Name	Record Type
<a href="#">HOS_1538</a>	1 Test Hospital	Hospital
		<a href="#">More ...</a>

- **Recently accessed records** displays the last 5 records that have been opened or created.
- To see additional records, select **"More."**

## Welcome To Texas EMS/Trauma Reporting System

[Create a New Record](#) [Search for an existing record](#)

## Announcements

The next generation TX Trauma reporting system goes into pilot soon!

## Feedback/Tutorial

- [Review User Training Slides](#)
- [Review Group Administrator Training Slides](#)
- [Contact/Provide Feedback](#)

## Resources

- [TX EMS/Trauma Home DSHS](#)
- [TX EMS Trauma Systems DSHS](#)
- [NHTSA.gov - National EMS Glossary](#)

The Dashboard is the main page of the new system.

# Main Dashboard



Search

Molly Rayner ▾



## Home button

- Takes you back to the Main Dashboard.



## Help button

- Takes you to the online Maven User Guide.

Search

## Search

- Allows you to search by Record ID

Molly Rayner ▾

## Username drop down

- Edit profile
- Administration – switch screens between Main and Admin for administrators
- Logout



# Main Dashboard

Texas EMS/Trauma Reporting System



## Recently accessed records

Record ID	Name	Record Type
HOS_1538	1 Test Hospital	Hospital
<a href="#">More ...</a>		

For web data entry, select [Create a New Record](#) to enter a new record.

## Welcome To Texas EMS/Trauma Reporting System

[Create a New Record](#)

[Search for an existing record](#)

### Announcements

The next generation TX Trauma reporting system goes into pilot soon!

### Feedback/Tutorial

- [Review User Training Slides](#)
- [Review Group Administrator Training Slides](#)
- [Contact/Provide Feedback](#)

### Resources

- [TX EMS/Trauma Home DSHS](#)
- [TX EMS Trauma Systems DSHS](#)
- [NHTSA.gov - National EMS](#)
- [Glossary](#)

To search for a record or entity, select [Search for an existing record](#).



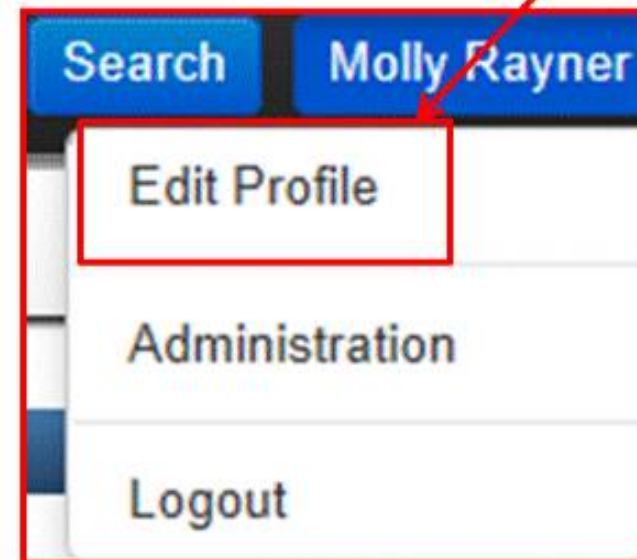
# Edit User (Profile)

...

# Edit User



- To update your user information, click on your name in the top right corner of the screen.
- Select Edit Profile from the drop down menu.





# Edit User

The Edit User Information screen consists of three sections.

**Edit User Information**

**User Information**  
First Name:  Last Name:   
Middle Name:   
Title:  Gender:   
Email:  Secondary Email:   
Supervisor:   
Time Zone:

**Login Credentials**  
Login Name:  Please fill out password field only if you want to change your password  
Password:  Confirm Password:   
Security Question:  (ed)  
Security Answer:  Confirm Security Answer:

**Contact Information**  
Street 1:   
Street 2:   
City:  State:   
Zip Code:  USA  
Home Phone:   
Mobile Phone:  Pager:   
Fax:

# Edit User

## 1. User Information

- Only two fields are editable on this screen:
  1. Email
  2. Secondary Email
- Contact your Administrator/Contract Manager or DSHS to update all other fields.

User Information			
First Name:	<input type="text" value="Molly"/>	Last Name:	<input type="text" value="Rayner"/>
Middle Name:	<input type="text"/>		
Title:	<input type="text"/>	Gender:	<input type="text" value=""/>
Email:	<input type="text"/>	Secondary Email:	<input type="text"/>
Supervisor:	<input type="text"/>		
Time Zone:	<input type="text" value=""/>		

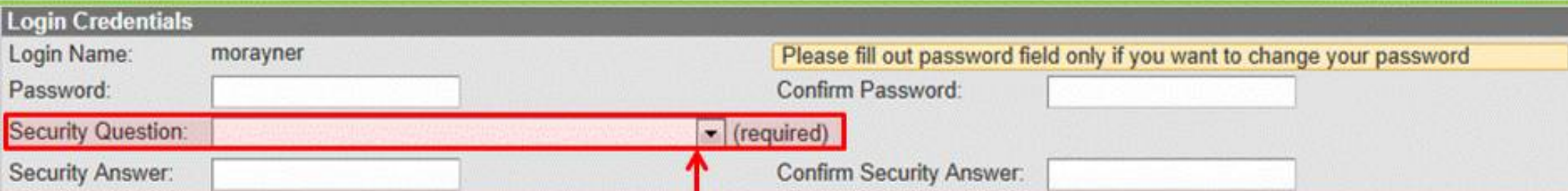
You must enter an email address in the system in order to reset your own password.



# Edit User

## 2. Login Credentials

The Login Credentials screen is where you can change your password and set up a Security Question.



**Login Credentials**

Login Name: morayner

Password:

Security Question: ▼ (required)

Security Answer:

Confirm Password:

Confirm Security Answer:

Please fill out password field only if you want to change your password

A red box highlights the 'Security Question' dropdown menu, and a red arrow points from this box to the text below.

You must set a Security Question in order to reset your password.

# Edit User

## 3. Contact Information

Contact Information	
Street 1:	<input type="text"/>
Street 2:	<input type="text"/>
City:	<input type="text"/>
Zip Code:	<input type="text"/>
Home Phone:	<input type="text"/>
Mobile Phone:	<input type="text"/>
Fax:	<input type="text"/>
State:	<input type="text" value="TX"/>
Country:	<input type="text" value="USA"/>
Work Phone:	<input type="text"/>
Pager:	<input type="text"/>

- The Contact Information fields are intended to collect contact information for the individual user, not the entity.
- It is important to include at least one phone number.



# Navigation

...

# Navigation Toolbar

## Texas EMS/Trauma Reporting System



### Recently accessed records

Record ID	Name	Record Type
<a href="#">HOS_1538</a>	1 Test Hospital	Hospital
<a href="#">More ...</a>		

- The navigation toolbar is located in the top left corner of the main Dashboard.
- The toolbar contains buttons/icons that perform the majority of the functions in Maven.

### Welcome To Texas EMS/Trauma Reporting System

[Create a New Record](#) [Search for an existing record](#)

### Announcements

The next generation TX Trauma reporting system goes into pilot soon!

### Feedback/Tutorial

- [Review User Training Slides](#)
- [Review Group Administrator Training Slides](#)
- [Contact/Provide Feedback](#)

### Resources

- [TX EMS/Trauma Home DSHS](#)
- [TX EMS Trauma Systems DSHS](#)
- [NHT](#)
- [Natick](#)
- [Glossary](#)



# Navigation Buttons



Create Event



Search Event



Import Roster



Reports



Recently Accessed Records

# Entering New Records (*Web Data Entry*)

...



Create Event



# Create a New Record

There are two ways to begin entering a record.

Select [Create a New Record](#)

Texas EMS/Trauma Reporting System

**Recently accessed records**

Record ID	Name	Record Type
HOS_1538	1 Test Hospital	Hospital

[More ...](#)

**Welcome To Texas EMS/Trauma Reporting System**

[Create a New Record](#) [Search for an existing record](#)

**Announcements**

The next generation TX Trauma reporting system goes into pilot soon!

**Feedback/Tutorial**

- [Review User Training Slides](#)
- [Review Group Administrator Training Slides](#)
- [Contact/Provide Feedback](#)

**Resources**

- [TX EMS/Trauma Home DSHS](#)
- [TX EMS Trauma Systems DSHS](#)
- [NHTSA.gov - National EMS Glossary](#)

Select the Create Event navigation button.

# Create a New Record

## Record Type

Use the drop down menu to choose which type of record you want to submit.

**Create Record - Person Information**

**Record Information**

Record Type:

**Add Person**

First Name:   
Middle Name:   
Last Name:   
Birth Date:    
Gender:    
Social Security Number:

**Contact Information**

Address Type:    
Street:   
City:   
State:  TX   
Zip Code:

## All Record Types

Record Types are based on the type of entity that you belong to. (i.e., EMS can only see Patient Record – EMS)

Patient Record - EMS  
Patient Record - Hospital  
Patient Record - Long Term Acute Care  
Patient Record - Non-Trauma  
Patient Record - Rehabilitation  
Patient Record - Submersion



# Create a New Record

In this example, the user belongs to a hospital.

Please note, hospitals are the only entity that have two choices for Record Type.

## Create Record - Person Information



### Record Information

Record Type:





Patient Record - Hospital

Patient Record - Submersion

### Add Person

First Name:	Middle Name:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Birth Date:	Gender:	Social Security Number:
<input type="text"/> 	<input type="text"/> 	<input type="text"/>

### Contact Information

Address Type:	Street:	
Home 	<input type="text"/>	
	<input type="text"/>	
City:	State:	Zip Code:
<input type="text"/>	TX 	<input type="text"/>
County:	Country:	
<input type="text"/> 	USA 	
Home Phone:	Mobile Phone:	Work Phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:		
<input type="text"/>		

Select Person...

Clear

# Create a New Record

The form is titled "Create a New Record" and is divided into two main sections: "Record Information" and "Add Person".

**Record Information**

Record Type:

**Add Person**

First Name:

Middle Name:

Last Name:

Maiden/Other Name:

Birth Date:

Gender:

Social Security Number:

Red boxes highlight the "First Name:" and "Last Name:" labels and their corresponding input fields. Red arrows point from the "First Name" and "Last Name" text in the bullet points below to these highlighted fields.

- First Name and Last Name are required to create a new record.
- If you do not have the person's name, use "Unknown" for First/Last Name.



# Create a New Record

- Enter all available Contact Information.
- Any unknown information should be left blank.

**Contact Information**

Address Type:  

Home

Street:

City:

State:  

TX

Zip Code:

County:

Country:  

USA

Home Phone:

Mobile Phone:

Work Phone:

Email:

Select Person...

Clear

Save

Cancel

Help

Select Save to continue.

# Record Summary

- The Record Summary screen is an overview of Patient Record information.
- There are four main sections to this screen.

**Record Summary**

**Basic Information**

1. Basic Information

Record ID:	1
Record Type:	P
Person:	L
Status:	Open
Linked Records:	0 linked record(s)
Attachments:	0 attachment(s) <a href="#">(Add)</a>
Notifications:	()
Event Date driven by: System Create Date	
Event Date: 08/15/2013	

Edit Record Properties

**Notes** [\(Add/Edit\)](#) [Show All](#)

2. Notes

Record Data

Concerns

Person Information

Record History

**Question Packages**

3. Question Packages

Question Package				Status
Administrative				Incomplete
Agency / Responder	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Incomplete
Run Information / Pre-hospital	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Incomplete
Patient Information	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Incomplete
Payment Information	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Incomplete
Procedures / Treatments	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Incomplete
Disposition / Outcome	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Incomplete
Performance Improvement	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Completed

View Question Package

Wizards

View Wizard

4. Wizard



# Record Summary

## 1. Basic Information

Basic Information	
Record ID:	Unique ID assigned by the system
Record Type:	Type of event
Person:	Name of Person involved in event, birthdate, age
Status:	Current status of the event
Linked Records:	Record linking will be done by DSHS
Attachments:	Files can be attached (i.e. EMS run sheet, report)
Notifications:	Contains custom information (i.e. hospital name, event date)

# Record Summary

## 2. Notes

Notes ([Add/Edit](#) | [Show My Notes](#))

The notes section is where you can enter any additional comments or information regarding the patient record.



# Record Summary

## 3. Question Packages

Question Packages are groups of questions that share a common theme.

Question Packages				
Question Package	Person Information	Last Update	Updated By	Status
Administrative	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Incomplete
Agency / Responder	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Incomplete
Run Information / Pre-hospital	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Incomplete
Patient Information	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Incomplete
Payment Information	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Incomplete
Procedures / Treatments	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Incomplete
Disposition / Outcome	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Incomplete
Performance Improvement	Lightning McQueen	08/15/2013	Molly Rayner [morayner]	Completed

- Do not enter your data using the Question Packages.
- DSHS is only asking you to answer the questions located in the Wizard (shown on the next slide).
- The Status will show Incomplete for some Question Packages after completing the Wizard – this is OK.

# Record Summary

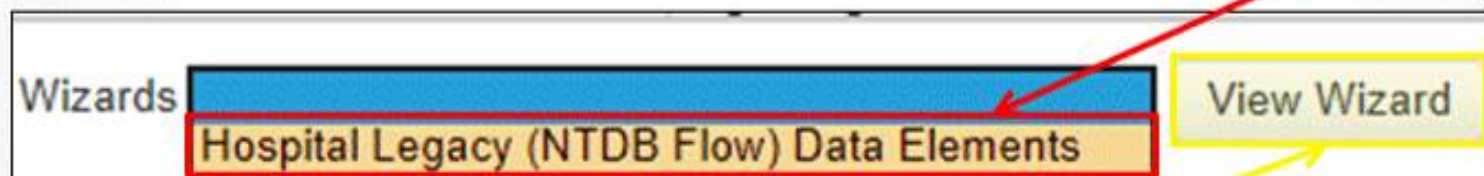
## 4. Wizard

The Wizard contains all currently Required questions.



A screenshot of a web interface showing a label 'Wizards' followed by a text input field and a dropdown arrow icon. To the right of the dropdown is a button labeled 'View Wizard'. A red rectangular box highlights the entire area containing the 'Wizards' label, the input field, the dropdown arrow, and the 'View Wizard' button. A red arrow points from the dropdown arrow to the text 'drop down menu' in the subsequent block.

Select the Wizard that displays in the drop down menu.



A screenshot of the same web interface as above, but with the dropdown menu open. The menu displays a list of options, with 'Hospital Legacy (NTDB Flow) Data Elements' highlighted in orange. A red rectangular box highlights the dropdown menu area. A red arrow points from the highlighted option to the text 'drop down menu' in the previous block. A yellow rectangular box highlights the 'View Wizard' button, with a yellow arrow pointing from it to the text 'View Wizard' in the subsequent block.

Select View Wizard to continue.



# Record Summary

## Wizard Selections



Wizards have been created for Hospital, EMS, and Submersion data entry.

1. EMS Legacy (NEMSIS Flow) Data Elements
2. Hospital Future National Data Standard Elements
3. Hospital Legacy (NTDB Flow) Data Elements
4. Submersion Required Data Elements

The “legacy” wizards contain the same fields that were collected in the previous trauma registry.


# Data Entry Screen

- The Wizard contains all currently required questions.
- The data entry screen is broken into sections that align with the Question Packages.

Texas EMS/Trauma Reporting System    [Search](#) [Molly Rayner](#)

Hospital Legacy (NTDB Flow) Data Elements - Lightning McQueen - Patient Record - H [\[Jump To...\]](#) [Save](#) [Save & Stay](#) [Cancel](#)

[Expand Details](#)

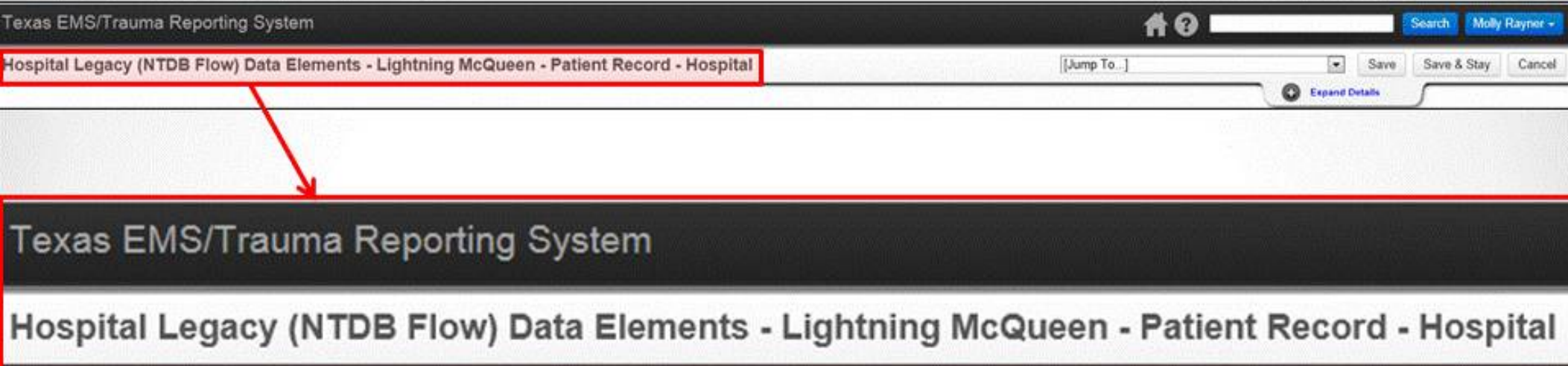
Facility Information	
* Hospital Name	Not answered 
* Hospital Number <input type="text"/>	

Demographic Information	
Medical Record Number	<input type="text"/>
<b>If you need to update any patient information that is not editable (gray blanks), use the Jump To menu located on the top, right hand corner of your screen. Select Edit Person to update patient information and then select Wizards to return to the data entry screen.</b>	
* Patient's Last Name	McQueen
* Patient's First Name	Lightning
Patient's Social Security Number	<input type="text"/>
* Patient's Home Zip Code	<input type="text"/>
* Patient's Home Zip Code (Null Values)	<input type="text"/>
Patient's Home Country	USA <input type="text"/>
* Patient's Home State	TX <input type="text"/>
* Patient's Home County	<input type="text"/>
* Patient's Home County (Null Values)	<input type="text"/>
* Patient's Home City	<input type="text"/>
* Patient's Home City (Null Values)	<input type="text"/>
Patient's Home Address	<input type="text"/>
* Patient's Date of Birth	06/06/1955
* Race	<input type="text"/>
* Patient's ethnicity	<input type="text"/>
* Patient's Sex	Male <input type="text"/>

Injury Information	
* Injury/Incident Date	<input type="text"/>
* Injury/Incident Date (Null Values)	<input type="text"/>



# Data Entry Screen - Header



The screenshot shows the header of the Texas EMS/Trauma Reporting System. A red rectangular box highlights the breadcrumb navigation text: "Hospital Legacy (NTDB Flow) Data Elements - Lightning McQueen - Patient Record - Hospital". A red arrow points from this box down to a larger red box below it, which contains the same text repeated. The rest of the header includes the system name "Texas EMS/Trauma Reporting System", a search bar with a "Search" button, a user dropdown menu showing "Molly Rayner", and action buttons for "Save", "Save & Stay", "Cancel", and "Expand Details".

Texas EMS/Trauma Reporting System

Hospital Legacy (NTDB Flow) Data Elements - Lightning McQueen - Patient Record - Hospital

Texas EMS/Trauma Reporting System

Hospital Legacy (NTDB Flow) Data Elements - Lightning McQueen - Patient Record - Hospital

The left side of the Header provides information about the current record including:

- Question Package you are currently in (in this case you are in the Wizard)
- Patient Name
- Record Type

# Data Entry Screen - Header

- The right side of the Header provides a number of functions.
- The Home, Help, and Search functions are the same as the main dashboard.

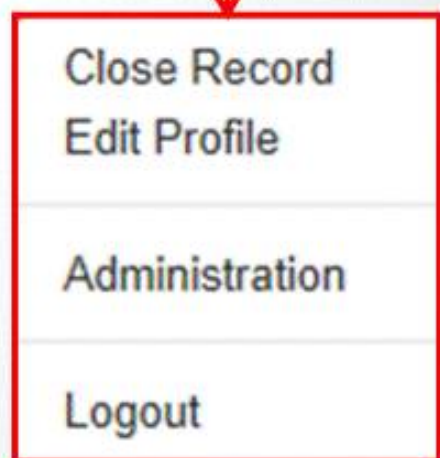


**Close Record** – same as Unload Record.

**Edit Profile** – edit details of your user account.

**Administration** – this only displays for Contract Managers/Administrators.

**Logout** – used to log out of the system





# Data Entry Screen - Header



Search

Molly Rayner ▾

[Jump To...]

Save

Save & Stay

Cancel



Expand Details

[Jump To...]

[Jump To...]

## Question Packages

Administrative  
Agency / Responder  
Run Information / Pre-hospital  
Patient Information  
Payment Information  
Procedures / Treatments  
Disposition / Outcome  
Performance Improvement

## Wizards

Hospital Legacy (NTDB Flow) Data Elements

## Other

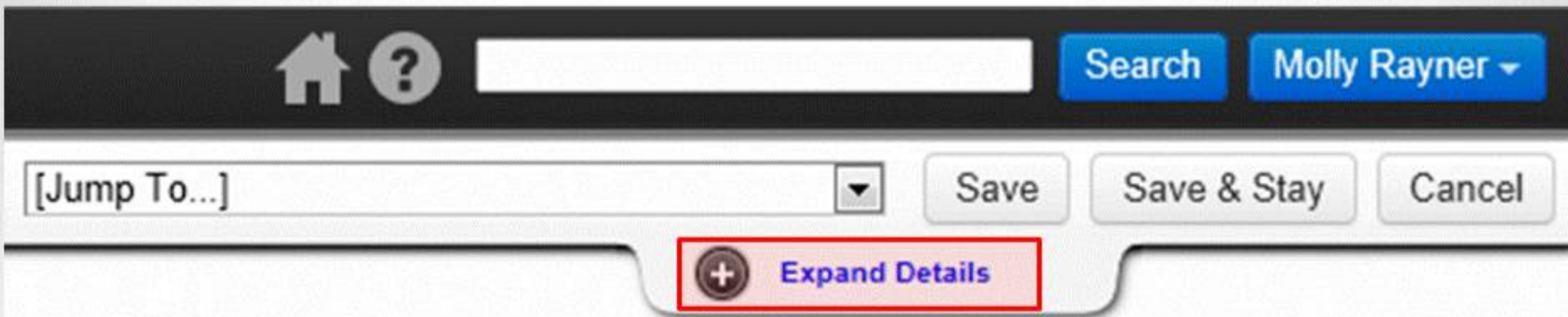
Edit Person...

- Save – save the record
- Save & Stay – save the record and stay on this page
- Cancel – go back

The Jump To menu is a way to quickly jump from one Question Package to another.



# Data Entry Screen - Header



The screenshot shows the header of a data entry screen. At the top, there is a dark navigation bar containing a home icon, a question mark icon, a search input field, a 'Search' button, and a user profile button labeled 'Molly Rayner' with a dropdown arrow. Below this is a light gray bar with a '[Jump To...]' dropdown menu, 'Save', 'Save & Stay', and 'Cancel' buttons. A red box highlights a button with a plus icon and the text 'Expand Details'.

- Select [Expand Details](#) to view the Status bar.
- The Status bar shows whether or not you have answered all of the required questions.

Status: **Incomplete** (Number of Questions: 99, Incomplete Required Questions: 70)

If your Status says Completed, then you have entered all required information for this record.

Status: **Completed** (Number of Questions: 83, Incomplete Required Questions: 0)




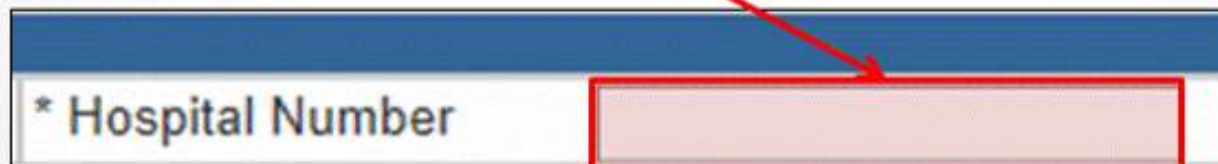
# Data Entry Screen - Entity Search

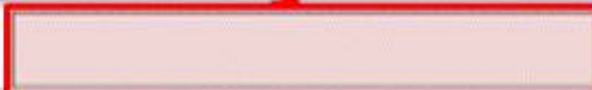
- Facility Name – this required question is often missed.
- It is important that to complete this field so the record links to your facility.



\* Hospital Name Not answered 

- To search for your facility, select the magnifying glass. 
- Searching and selecting your facility auto-populates your Hospital Number (DSHS ID).



\* Hospital Number 

# Data Entry Screen - Entity Search

## Search Event

Search Criteria

Record ID:

Name:

Street:

State:

Zip Code:

Record Type: Hospital

From Date:

To Date:

Search Options

Search History: ☐

Search Soundex: ☐

Sort By: Create Date

Sort Order: Descending

Search

Clear

Search Results

Record ID	Name	Record Type	Create Date
No search done			

Showing 0 to 0 of 0 entries

Use selected event

Cancel

The Record Type will default to your facility type.

Search

Select Search to continue.



# Data Entry Screen - Entity Search

## Search Results

### Search Results

Record ID	Name	Record Type	Create Date
HOS_1538	 1 Test Hospital	Hospital	01/01/2002

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Use selected event

Cancel

- Select your hospital by clicking it once.
- The facility will be highlighted when selected.

Use selected event



- Press 'Use selected event' to continue.

- Alternatively, you can double-click on your facility to select it.

# Data Entry Screen – Edit Person

Hospital Legacy (NTDB Flow) Data Elements - Lightning McQueen - Patient Record - H

Status: Incomplete (Number of Questions: 99, Incomplete Required Questions: 70)

Facility Information	
* Hospital Name	Not answered  
Demographic Information	
Medical Record Number	<input type="text"/>
<small>If you need to update any patient information that is not editable (gray blanks), use the Jump To menu located on the top, right hand corner of your screen. Select Edit Person to update patient information and then select Wizards to return to the data entry screen.</small>	
* Patient's Last Name	<input type="text" value="McQueen"/>
Patient's Social Security Number	<input type="text"/>
* Patient's Home Zip Code	<input type="text"/>
Patient's Home Country	<input type="text" value="USA"/>
* Patient's Home County	<input type="text"/>
* Patient's Home City	<input type="text"/>
Patient's Home Address	<input type="text"/>
* Patient's Date of Birth	<input type="text" value="06/06/1955"/>
* Race	<input type="text"/>
* Patient's ethnicity	<input type="text"/>
* Patient's Sex	<input type="text" value="Male"/>

[Jump To...]

## Question Packages

Administrative

Agency / Responder

Run Information / Pre-hospital

Patient Information

Payment Information

Procedures / Treatments

Disposition / Outcome

Performance Improvement

## Wizards

Hospital Legacy (NTDB Flow)

## Other

Edit Person...

- If you need to update patient information that is not editable (gray blanks), use the Jump To menu located on the top, right hand corner of your screen.
- Select Edit Person.



# Searching for Records

...



Search Event

# Search Event

To search for a specific record, select [Search for an existing record](#) located on the Main Dashboard.

## Welcome To Texas EMS/Trauma Reporting System

[Create a New Record](#) [Search for an existing record](#)

## Announcements

The next generation TX Trauma reporting system goes into pilot soon!

## Feedback/Tutorial

- [Review User Training Slides](#)
- [Review Group Administrator Training Slides](#)
- [Contact/Provide Feedback](#)

## Resources

- [TX EMS/Trauma Home DSHS](#)
- [TX EMS Trauma Systems DSHS](#)
- [NHTSA.gov - Fundamental Components of Trauma Care](#)
- [National EMS Information System](#)
- [Glossary](#)



# Search Event

## Search Event

### Search Criteria


Type: Normal ▾

Record ID:

Last Name:

First Name:

Maiden/Other Name:

Birth Date:    
(Inexact)


Gender:  ▾


Street:

State:  ▾

Zip Code:

Record Type:  ▾

From Date:  

To Date:  

### Search Options

Search History: ☐

Search Soundex: ☐

Sort By: Create Date ▾

Sort Order: Descending ▾

### Search Results

Search Results				
Record ID	Name	Birth Date	Record Type	Create Date
No search done				

Showing 0 to 0 of 0 entries

The following fields may be used to search for a record:

1. Record ID
2. Last/First Name
3. Birth Date
4. Gender
5. State
6. Record Type
  - a) Patient Record – Hospital
  - b) Patient Record – EMS
  - c) Patient Record – Submersion

# Search Event

- By selecting Inexact, you can search for a Birth Date range.

Birth Date:  
(Inexact)

Birth Date:  
(Exact)



Search History: ☐

- Allows the user to broaden the search to include historical information

- When selected, historical demographic and/or address information is also compared against the search criteria.
- Example: Old address

Search Soundex: ☐

- Allows the user to broaden the search beyond literal spelling of the search criteria.

- Example: "Tom" will search on "Thom" and "John" will search on "Jack."



# Search Event

Search Results

Search Results							
Record ID		Name	Birth Date	Record Type	Status	Create Date	External ID
100000037		Fred Flinstone	01/01/1955	Patient Record - Hospital	Open	08/15/2013	PELELWJJGDZ
100000039		Jane Jetson	03/03/1955	Patient Record - Hospital	Open	08/15/2013	PELELWJJVIBB
100000040		Elmo Sesame	04/04/1955	Patient Record - Hospital	Open	08/15/2013	PELELWJJWRBC
100000041		G I Joe	05/05/1955	Patient Record - Hospital	Open	08/15/2013	PELELWJJYFBD
100000042		Lightning McQueen	06/06/1955	Patient Record - Hospital	Open	08/15/2013	PELELWJJZVBE

Showing 1 to 5 of 5 entries

First

Previous

1

Next

Last

Select

Create Record for Person

Cancel

- An entity may only search for records reported by that specific entity
- Records reported by other entities will not display in the Search Results

# Roster Import

## *(Upload Data File)*

...



Import Roster



# Roster Import

- Entities will continue to use the same data extract file previously used to upload data to the “current” EMS/Trauma Registry (aka TRACIT or TXETRA).
- DSHS will work with software vendors on the new data set before any entities are asked to upload the new file format.
- New data set will include national elements from NTDB and NEMSIS.
  - NTDB – National Trauma Data Bank (hospitals)
  - NEMSIS – National EMS Information System (EMS)

# Roster Import – Hospital File

The following fields must be populated in every record:

1. Trauma registry number
2. EMS/Trauma Registry ID number
3. Last name and first name\*  
*\*If the person's name is unknown, use "Unknown" for first and/or last names*
4. Sex
5. Date of birth
6. County – of residence
7. Transfer status – from another facility
  - a) Transferring hospital number – transferring hospital's DSHS EMS/Trauma Registry ID number, if person was transferred in.
8. Hospital disposition
  - a) Patient discharged to facility number – accepting facility's DSHS EMS/Trauma Registry ID number, if hospital disposition indicates person was discharged to another facility.
9. ED/Hospital arrival date

**Any records without these fields will be rejected**



# Roster Import – EMS File

- The following fields must be populated in every record:
  1. EMS/Trauma Registry ID number
  2. PSAP call date
  3. Last name and first name\*  
*\*If the person's name is unknown, use "Unknown" for first and/or last names*
  4. Sex
  5. Date of birth
  6. Incident county
  7. Destination type
    - a) Destination code –receiving hospital's DSHS EMS/Trauma Registry ID number, if destination type indicates patient was taken to a hospital
  8. Patient care report number

**Any records without these fields will be rejected**

# Roster Import

## Texas EMS/Trauma Reporting System



### Recently accessed records

Record ID	Name	Record Type
100000042	McQueen, Lightning	Patient Record - Hospital
100000041	Joe, G I	Patient Record - Hospital
100000040	Sesame, Elmo	Patient Record - Hospital
100000039	Jetson, Jane	Patient Record - Hospital
100000038	Builder, Bob	Patient Record - Long Term Acute Care

[More ...](#)

### Welcome To Texas EMS/Trauma Reporting System

[Create a New Record](#) [Search for an existing record](#)

### Announcements

The next generation TX Trauma reporting system goes into pilot s

### Feedback/Tutorial

- [Review User Training Slides](#)
- [Review Group Administrator Training Slides](#)
- [Contact/Prov](#)

### Resources

- [TX EMS/Trauma Home DSHS](#)
- [TX EMS Trauma Systems DSHS](#)



Select the Import Roster button/icon located in the Navigation Toolbar on the Main Dashboard.



# Roster Import

**Import Roster**

Import Roster

Roster Format: AdhocRoster ▼

File:  Browse...

Header Included: Yes ▼

Upload Dashboard Help

AdhocRoster ▼

AdhocRoster

EMSRosterImport

EMS\_Data\_Spreadsheet

**HospitalRosterImport**

NEMESIS\_XML

Roster Format – indicate what type of file you are uploading:

- EMSRosterImport
- HospitalRosterImport

# Roster Import

The screenshot shows a web form titled 'Import Roster'. It has a blue header bar with the title. Below the header, there are three main input fields: 'Roster Format' with a dropdown menu set to 'HospitalRosterImport', 'File' with a text box containing a file path and a 'Browse...' button, and 'Header Included' with a dropdown menu set to 'No'. At the bottom of the form are three buttons: 'Upload', 'Dashboard', and 'Help'. Annotations include a yellow box around the 'Header Included' dropdown, a red box around the 'Browse...' button, and a green box around the 'Upload' button. A red arrow points from the 'Browse...' button to the text 'Browse' in the instructions below. A green arrow points from the 'Upload' button to the text 'Upload' in the instructions below.

**Import Roster**

Roster Format:

File:

Header Included:

- File – attach your import file here using the **Browse** button.
- Header Included
  - Indicate if your import file contains or does not contain headers (e.g. column headers in Excel).
  - If the first record in the file is “real data,” change Header Included to “No” or the first record will not be imported.
- After you have attached the import file, select the **Upload** button.



# Roster Import

After selecting Upload, the Validation box will appear with the following information:

- Line count – total number of lines in the file, including the header row.
- Record count – total number of records listed in the file.
- Valid record count – total number of valid records in file.
- Errors – if there are any errors in the import process, they will be noted in this field (e.g. unaccepted file format.)
- When you are ready to Import the file, select the **Import** button.

Validation Results	
Line Count:	15
Record Count:	15
Valid Record Count:	15
Errors:	

**Import**   Dashboard   Help

# Roster Import

Roster file has been queued for import

## Recent Queued Roster Imports

Create Date	Complete Date	Roster Format	File
08/26/2013 14:14		HospitalRosterImport	1377543458210_Hospital_Records_With_Errors.txt <a href="#">[Original File]</a>

Status	Results
Unprocessed	<a href="#">Refresh</a>

- Review the Recent Queued Roster Imports to check the status of your data upload.
- The Status will be listed as "Unprocessed" until the entire file has been processed.
- Select **Refresh** to check the status of the import.

Status	Results
Successful	<a href="#">Download Results</a>

- If the file uploaded correctly, the status will change from "Unprocessed" to "Successful."
- Select **Download Results** to review the log regarding the specific file and any errors that may have occurred\*

*\*See import error results on next slide. The file contained errors for demonstration purposes.*



# Roster Import – Results Log

- Only the person who uploads the file can see the Results Log.
- There are five sections of the Results Log.
- Each section is a line listing of all successfully processed records.
  - Section 1: Import Errors
  - Section 2: Import Message
  - Section 3: Detail Log
  - Section 4: Full Log – (for DSHS use only)
  - Section 5: Summary

# Roster Import – Results Log

## Section 1: Import Error

~\*~\*

Import Errors

\*~\*~

- Import Error – catastrophic mistake or incorrect format of data and record rejected.
  - Catastrophic mistake – invalid data choice
    - Date 09/09/9999 – should choose a Null Value instead
    - Entity reporting number – 1111111` should be 1111111
    - Spaces
  - Format
    - Must be ASCII tab delimited
    - Hospitals – 9 fields (mandatory)
    - EMS – 8 fields (mandatory)

## Section 2: Import Message

~\*~\*

Import Messages

\*~\*~

- Import Message [Warning] – a mistake to be corrected, but record not rejected.



# Roster Import – Results Log

## Section 3: Detail Log

~\*~\* Detailed Messages \*~\*~

- Detail Log – List of accepted records with patient names and corroborating entity and record numbers.
  - Row 1 modified existing event 333333333 and modified existing person SUZANNE L SUMMER.

## Section 4: Full Log – (for DSHS use only)

# Roster Import – Results Log

## Section 5: Summary

~\*~\*

Import Summary

\*~\*~

- Summary – Overall statistics about the data file submission.

### ~\*~\*~\*~\*~\*~\* Import Summary \*~\*~\*~\*~\*~\*~\*

[INFO ] [] 2012/07/26 08:57:44 Rows in feed	: 1
[INFO ] [] 2012/07/26 08:57:44 Records in feed	: 1
[INFO ] [] 2012/07/26 08:57:44 Records processed successfully	: 1
[INFO ] [] 2012/07/26 08:57:44 Records with errors	: 0
[INFO ] [] 2012/07/26 08:57:44 Records skipped	: 0
[INFO ] [] 2012/07/26 08:57:44 New Cases Created	: 1
[INFO ] [] 2012/07/26 08:57:44 New Parties Created	: 1
[INFO ] [] 2012/07/26 08:57:44 Deduplicated and Updated Parties	: 0
[INFO ] [] 2012/07/26 08:57:44 Deduplicated and Updated Cases	: 0
[INFO ] [] 2012/07/26 08:57:44 Deduplicated and Not Updated Parties	: 0
[INFO ] [] 2012/07/26 08:57:44 Deduplicated and Not Updated Cases	: 0
[INFO ] [] 2012/07/26 08:57:44 Import finished successfully after 0 seconds.	



# Roster Import – Results Log

Exception: Record 1111111\_3333333

(Import Errors & Import Messages)

- The Results Log lists the records using a specific numbering system.
- Understanding this numbering system will help you identify the record with the issue.
- This number is 6 or 7 digits followed by an underscore symbol followed by another number.
- The number listed *before* the underscore symbol is your Entity ID number.
- The number listed *after* the underscore symbol is the unique sequential ID your entity issues to each record.

# Roster Import – Results Log

Maven Created Record ID (Detailed Messages)

Row 1 modified existing event 444444444 and  
modified existing person DIANE L SUMMER

- When submitting a data file, Maven creates a unique sequential ID = Record ID
- You can search for your records to view the data by using the Record ID or by Patient Name (see slides 43-47).
- Records are viewable for 730 days or 2 years.



# Recently Accessed Records

...



Recently Accessed Records

# Recently Accessed Records

There are two options to go to the Recently Accessed Records screen.

Selecting the icon

Selecting [More...](#)

Texas EMS/Trauma Reporting System


Icons: Document, Search, Clipboard, Pie Chart, Pushpin

Recently accessed records		
Record ID	Name	Record Type
<a href="#">HOS_1538</a>	1 Test Hospital	Hospital
		<a href="#">More ...</a>



# Recently Accessed Records

Recently accessed records		
Record ID	Name	Record Type
<a href="#">100000042</a>	McQueen, Lightning	Patient Record - Hospital
<a href="#">100000041</a>	Joe, G I	Patient Record - Hospital
<a href="#">100000040</a>	Sesame, Elmo	Patient Record - Hospital
<a href="#">100000039</a>	Jetson, Jane	Patient Record - Hospital
<a href="#">100000038</a>	Builder, Bob	Patient Record - Long Term Acute Care
		<a href="#">More ...</a>

- The Recently Accessed Records on the Dashboard displays the last 5 records that were accessed.
- To see more records, either select the icon  or select [More](#).

# Recently Accessed Records

The Recent Events screen displays the last 20 accessed records.

Recent Events							
Recent Events							
Record ID	Person Information	Status	Record Type	Organization	Injury	Access Time	Bookmark
100000042	McQueen, Lightning	Open	Patient Record - Hospital			08/15/2013 09:24	★
100000041	Joe, G I	Open	Patient Record - Hospital			08/15/2013 09:23	★
100000040	Sesame, Elmo	Open	Patient Record - Hospital			08/15/2013 09:22	★
100000039	Jetson, Jane	Open	Patient Record - Hospital			08/15/2013 09:22	★
100000038	Builder, Bob	Open	Patient Record - Long Term Acute Care			08/15/2013 09:16	★
100000037	Flinstone, Fred	Open	Patient Record - Hospital			08/15/2013 09:15	★
HOS_1538	1 Test Hospital	Open	Hospital			08/14/2013 13:44	★

Dashboard Help

- By selecting the star, you can bookmark specific cases.
- To remove a bookmark, select the star again.
- Bookmarked cases do not count toward the 20 recent events displayed in the list.
- Cases will remain in the Recent Events list until they are removed by the user.

