

**Texas Department of State Health Services** 

# Trauma Services Registry Hospital Data Management

November 2023

Judy Whitfield, Program Specialist

Injury Prevention Unit Emergency Medical Services and Trauma Registries (EMSTR)

#### Agenda

- Reporting Requirements
- Stakeholder Roles
- Identity and Access Management: IAMOnline
- Submission Process
- Record Summary
- File Upload Process
- Submersion Patient Record
- Report Format Review
- Account Management
- Questions and Contact Information

# Emergency Medical Services and Trauma Registries Reporting Requirements

#### **Reporting Requirements**

Texas Administrative Code (TAC), Title 25, Part 1, Chapter 103, Rule §103.7 states all hospitals shall submit data to the Texas Department of State Health Services (DSHS) Emergency Medical Services and Trauma Registries (EMSTR) within ninety (90) calendar days of a patient's discharge from their facility.

- According to TAC Chapter 103, Rule §103.4, reportable data includes:
  - Traumatic brain injuries (TBI);
  - Spinal cord injuries (SCI);
  - Submersion injuries; and
  - Other traumatic injuries.
- Specific International Classification of Diseases-version 10-Clinical Modification (ICD-10-CM) codes are listed in the National Trauma Data Standard (NTDS) pages IV and V.

#### **EMSTR Submission Requirements**

- The EMSTR system is governed by TAC, <u>Title 25</u>, <u>Part 1</u>, <u>Chapter 157</u>.
  - DSHS checks facility compliance during the initial or re-designation survey.
  - DSHS submits a compliance report to the surveying entity or Texas EMS Trauma and Acute Care Foundation (TETAF).
- A facility receives a criteria deficiency if they fail to submit patient records to the trauma registry in the 90-day requirement (TAC, Chapter 103).
- Facilities are responsible for the complete, accurate, and timely data submission even if a third-party submitter is used (TAC, Chapter 103).
- Facilities should notify DSHS (both EMSTR staff and the DSHS Identity and Access Management team) when locations change or facilities close.

#### **Data Format Update**

- On November 13, 2023, 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 EMSTR system will continue to accept the 2020 ITDX format.
- After November 9, 2023, the EMSTR system will not accept NTDS 2017.

### Stakeholder Role Descriptions

#### **Stakeholder Roles**

- Entity / Hospital Administration (Level 3):
  - Manages assigned users through the Health and Human Services (HHS) new Identity and Access Management Online (IAMOnline) platform;
  - Monitors data submissions;
  - Runs reports; and
  - Inputs data.
- Entity / Hospital Add/Edit (Level 2) Inputs data and runs reports where applicable.
- Entity / Hospital View Only (Level 1) Has view-only / read-only access.

#### **Account Manager Role**

#### **Monitor Data Submissions**

- Entity Report:
  - Includes data submission by admission date;
  - Includes data submissions by submission date and submitter; and
  - Provides number of cases submitted.
- Trauma Care Report Provides a list of all cases submitted by the facility.
- Hospital Data Validity Report Provides patient record details with number and percent of valid, valid null, and invalid answers.

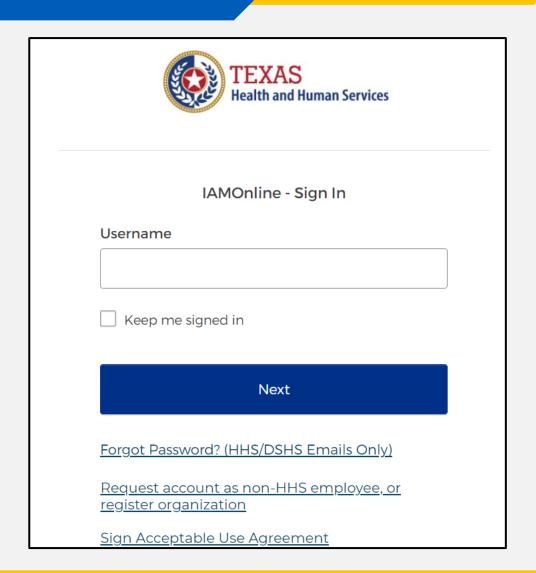
#### **IAMOnline Process**

#### IAMOnline (1 of 2)

• EMSTR will begin using the new **IAMOnline** platform beginning November 2023.

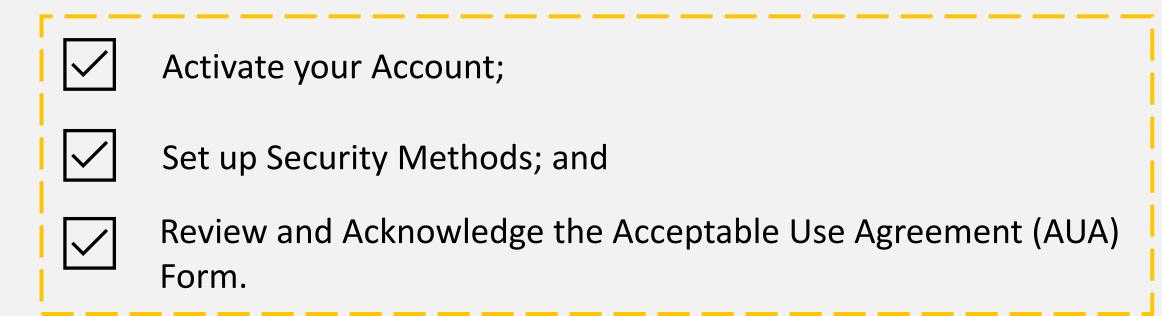
 All Texas HHS applications will transition to IAMOnline.

 IAMOnline provides a more secure login process with an authentication feature.



#### IAMOnline (2 of 2)

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



After completing these steps, you can access the EMSTR system directly by logging in to your IAMOnline **MyApps** dashboard.

#### **Activate Your Account Process**

#### **Activate Your Account (1 of 2)**

 Locate your IAMOnline registration email from noreply@okta.com.

 Okta will send the activation email 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 <u>Acceptable Use Agreement (AUA)</u> must be completed as well.
If you have any questions regarding how to complete this action, please review the IAMOnline <u>Web Help</u> and <u>FAQs</u> . 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)**

 Okta will provide your username in the email.

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

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

Hi ,	
Welcome to IAMOnline! You below link:	our account is active and ready for use. Access the portal using the
Username:	@dshs.texas.gov

Please note that the link will only be active for seven (7) days for security reasons.

Activate Account

After accessing IAMOnline for the first time, set up will require a password, a phone number, and a security question for the account. The <u>Acceptable Use Agreement (AUA)</u> must be completed as well.

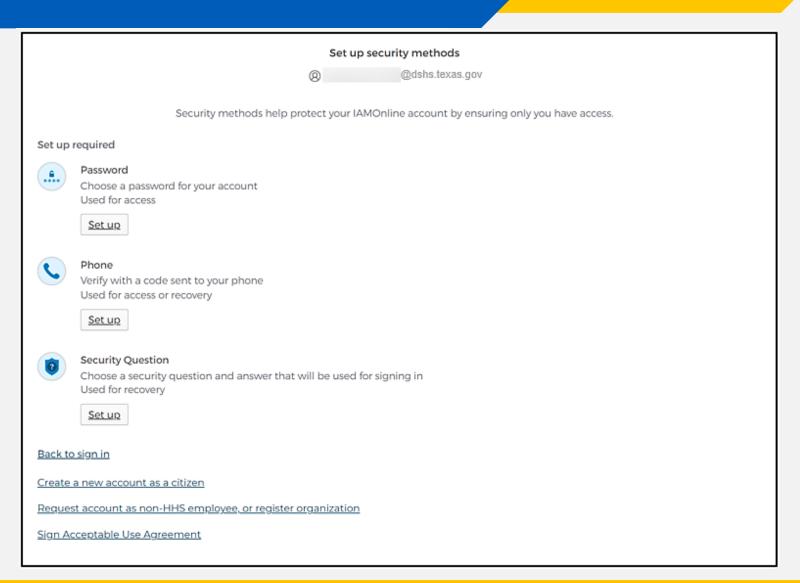
If you have any questions regarding how to complete this action, please review the IAMOnline Web Help and FAQs. For further help or if this email was received in error, please contact the Help Desk at 512-438-4720 or 855-435-7181 (toll-free), 7:00 A.M. and 7:00 P.M. Central Time (CT), Monday–Friday.

Thank you,

IAM Team

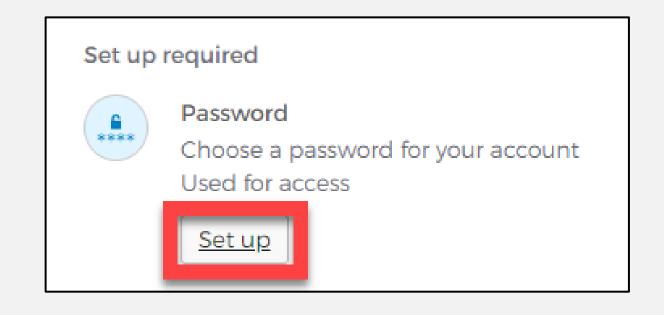
#### Set Up Security Methods (1 of 2)

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



#### 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.

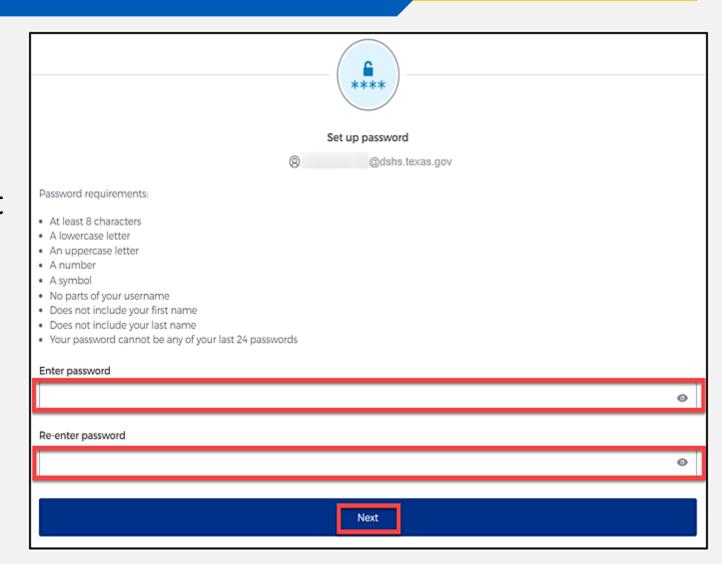


#### Set Up Password

 For your password set up, 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.



#### Set Up Security Methods Screen

Click on the "Set up" button under Phone.

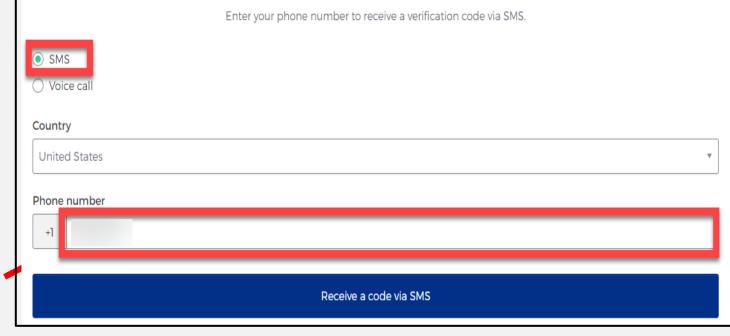


#### Set Up Phone Authentication (1 of 2)

 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.

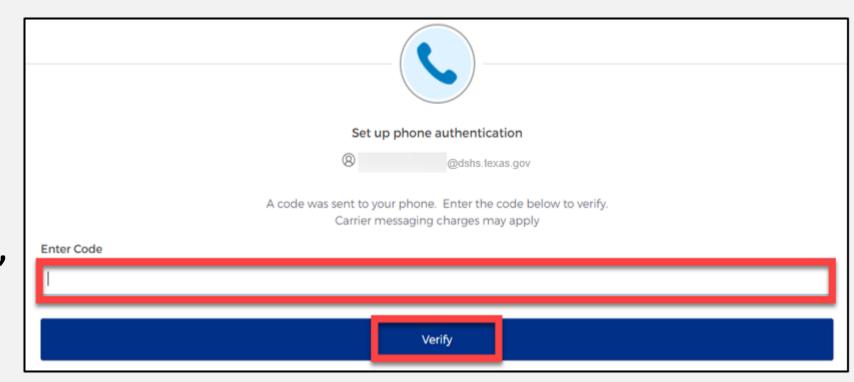
Verify your account by entering your phone number and select "Receive a code".



<sup>\*</sup>SMS stands for Short Message Service.

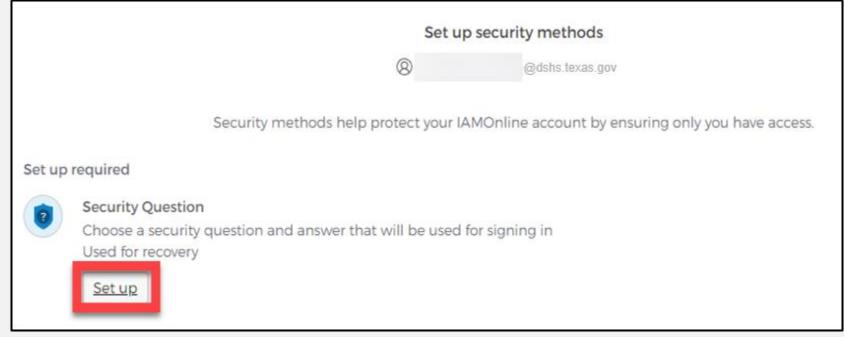
#### **Set Up Phone Authentication (2 of 2)**

- 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 in the "Enter Code" box.
- Click on the "Verify" button.



#### **Set Up Security Methods**

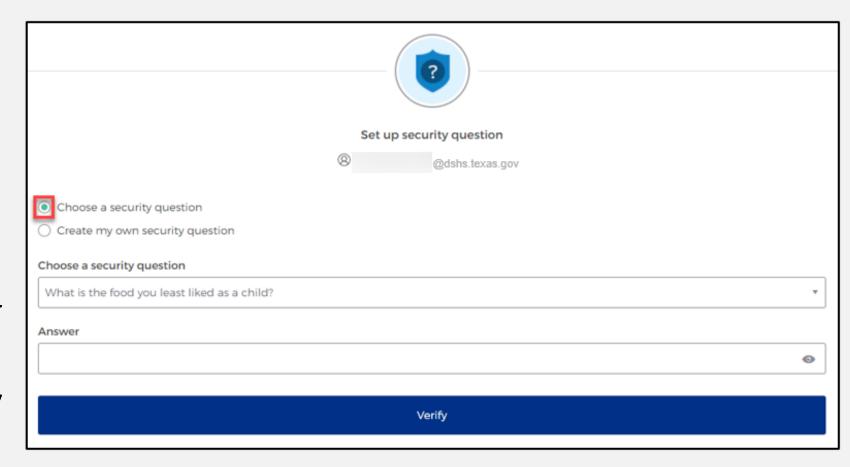
- After verifying your phone number, the system will redirect you to set up a Security Question.
- To set up your security question, select the "Set up" button under Security Question.



#### Set Up Security Question (1 of 2)

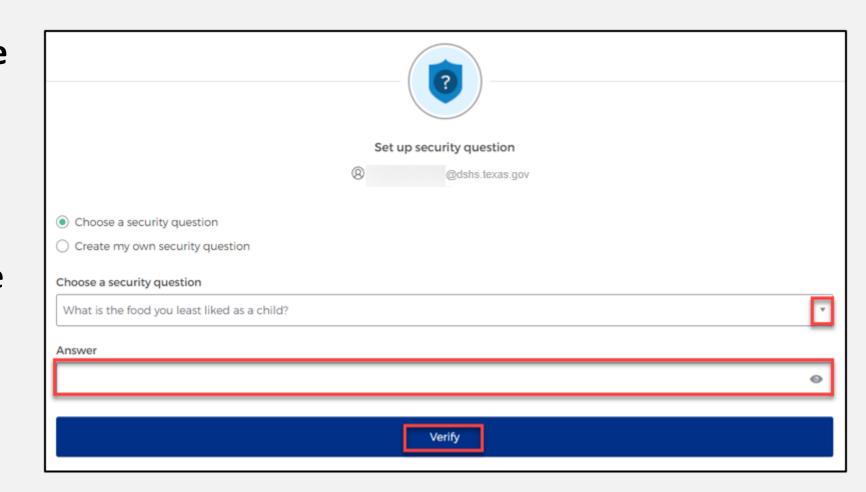
You can either select an option to "Choose a security question" or "Create my own security question".

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



#### **Set Up Security Question (2 of 2)**

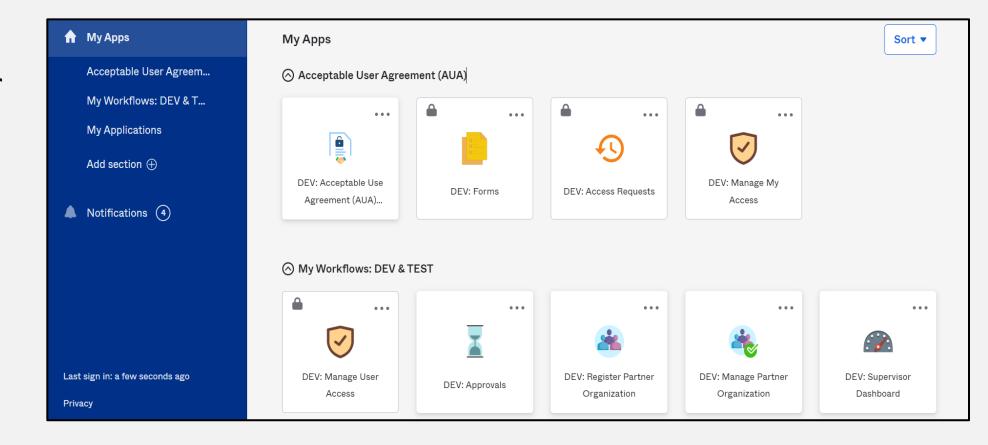
- After selecting "Choose
   a security question",
   select the drop-down
   icon and choose a
   security question.
- Enter the answer in the
   "Answer" box.
- To save your question and answer, select the "Verify" button.



## **Access MyApps Dashboard Process**

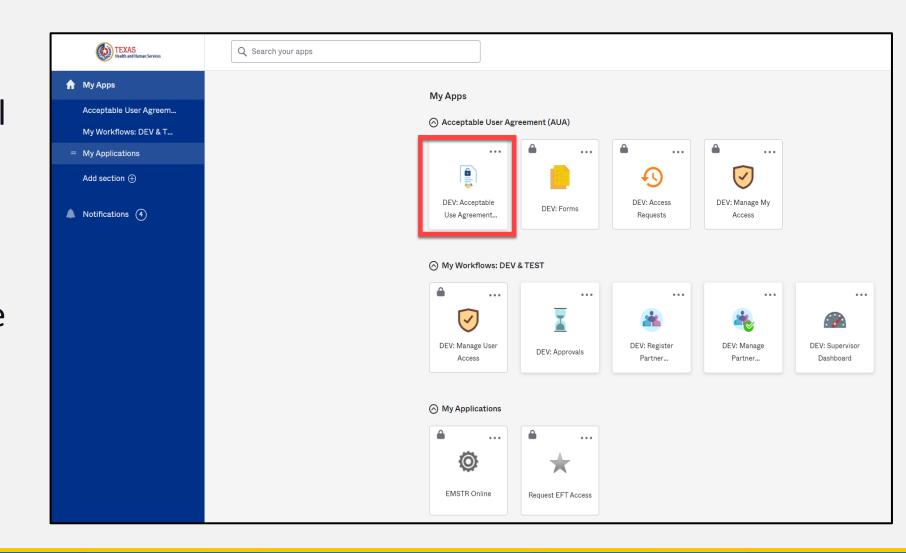
#### **Access the MyApps Dashboard**

Now that you have set up your security methods, the system will redirect you to your IAMOnline "MyApps" dashboard.



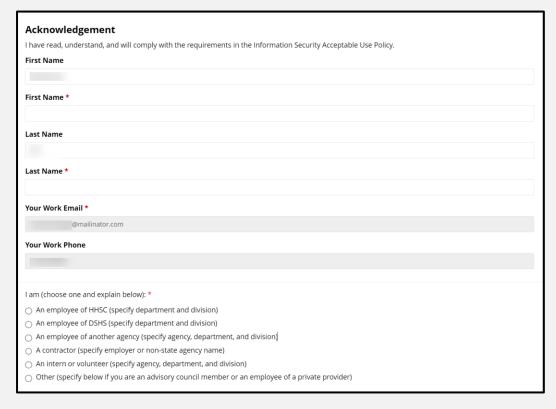
#### Acceptable Use Agreement (AUA)

- 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 this portion.



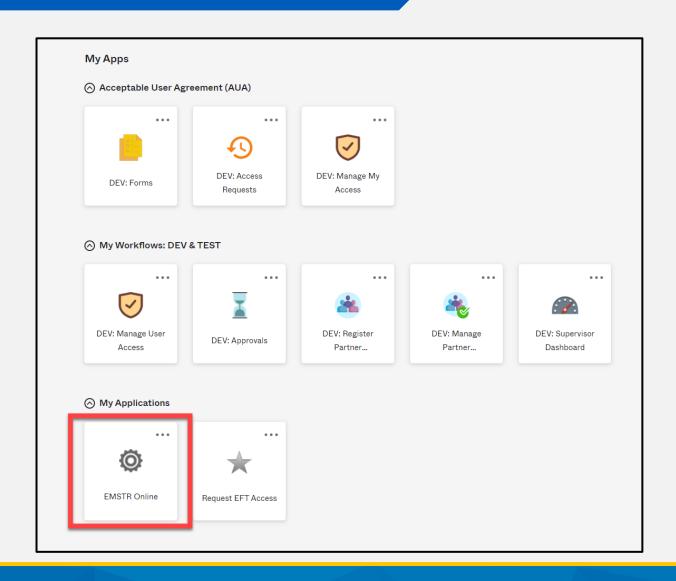
Date Agreement Signed *	
08/09/2023	<b>***</b>
	Submit

Submit

#### **Access EMSTR Process**

#### Access EMSTR (1 of 2)

- Once you complete the AUA form, your MyApps dashboard tiles will unlock.
- To access EMSTR, select the "EMSTR Online" tile.



#### Access EMSTR (2 of 2)

"EMSTR Online"
tile, the system will direct you to the EMSTR homepage.



#### Online Submission Process

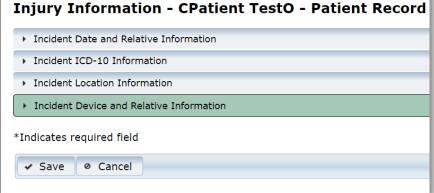
#### Improved User Experience

The new system incorporates updated features and new functionalities throughout EMSTR for an improved user experience.

# Emergency Department Procedure \*Emergency Department Procedure \*Procedure Performed Date/Time O7/03/2023 12:00 AM Procedure Performed Date/Time (Null Values) S M T W T F S Seet Cancel 10 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Sion MM/dd/yyyy hh:mm Time 12 AM Y:00 Y Date/Time of Hospital Admission (Null Values) LII Values) Please Select

Quick date and time selection.

#### **Collapsible Sections**



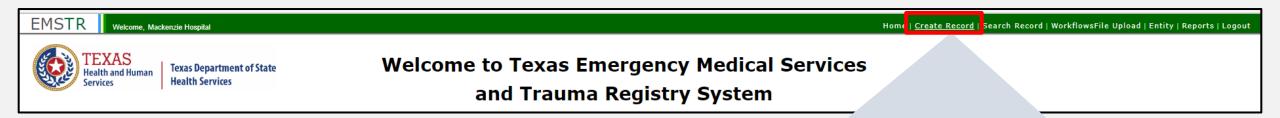
Easier page navigation to complete required fields.

#### **Drop Down Menus**

*Locally Calculated ISS	0	
Mechanism of injury	Please Select ▼	
Injury type	Please Select	
	Cut or Pierce	
*Indicates required field	Drowning or Submersion	
	Fall	
	Fire / Burn	
✓ Save Ø Cancel	Firearm	
	Machinery	
	Motor Vehicle Motorcyclist	$\overline{}$
	Makes Valida New Torico	_

Intuitive process that avoids page clutter.

#### **Online Submission**

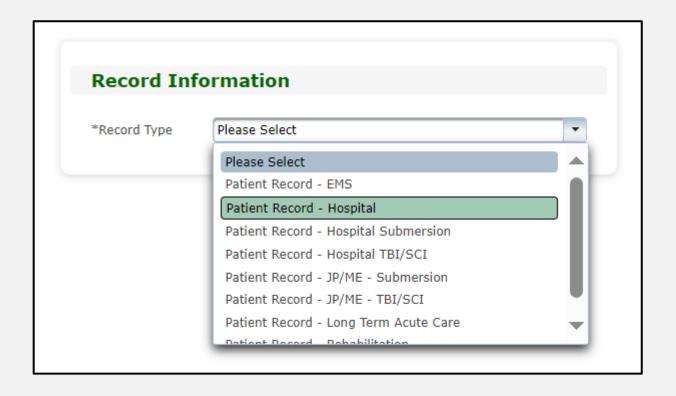


| <u>Create Record</u> |

To submit data manually, select "Create Record" from the navigation bar.

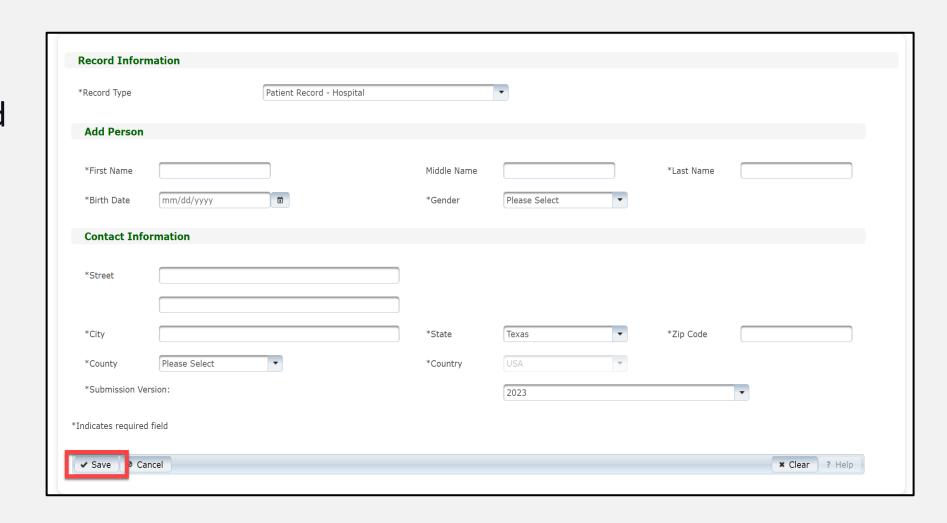
#### **Create Record (1 of 2)**

After selecting "Create Record" from the EMSTR toolbar, click the "Patient Record - Hospital" Record Type from the drop-down menu.



#### Create Record (2 of 2)

- Enter the required information indicated by the asterisks (\*).
- Click "Save".



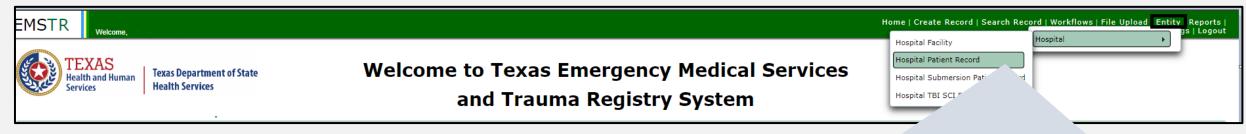
#### **Add Record Data**

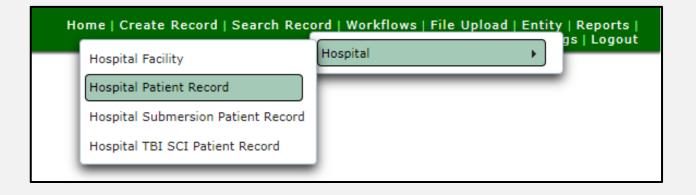
To add data to the patient record, complete each of the 15 Question Packages.

Question Packages					
Question Package	Last Update	Updated By	Status		
Outcome Information			Incomplete		
<u>Administrative</u>			Incomplete		
TDX Record Control Information			Incomplete		
Agency/Responder			Incomplete		
Demographic Information			Incomplete		
<u>Hospital Procedure</u>			Incomplete		
Diagnosis Information			Incomplete		
njury Severity Information			Incomplete		
Pre-Hospital Information			Incomplete		
mergency Department Information			Incomplete		
inancial Information			Incomplete		
rauma Quality Improvement			Incomplete		
njury Information			Incomplete		
Hospital Complications			Incomplete		

#### Finish Creating a Record

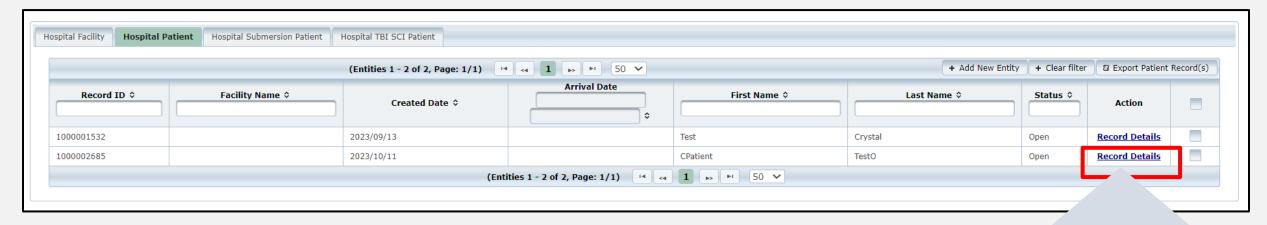
- After saving the information entered in the 15 question packages, view the completed record by navigating to the EMSTR toolbar.
- Select "Entity>Hospital>Hospital Patient Record".





#### **Hospital Patient Record**

You can view the patient records you submitted for your facility.

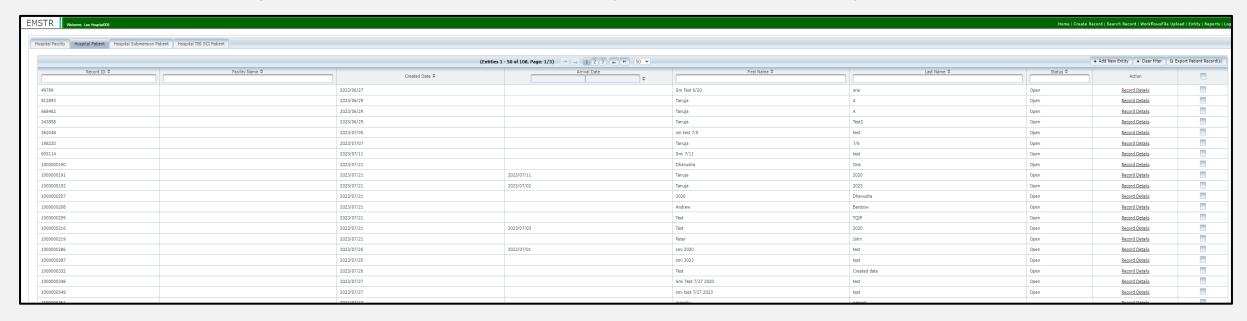


To view a specific patient record, click "Record Details".

Record Details

#### **Record Summary Screen**

On this screen you can view the list of patient records you submitted.

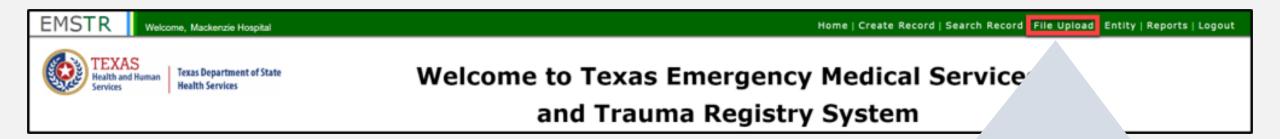


The column headers allow you to search and filter for records.



# File Upload Process

#### File Upload

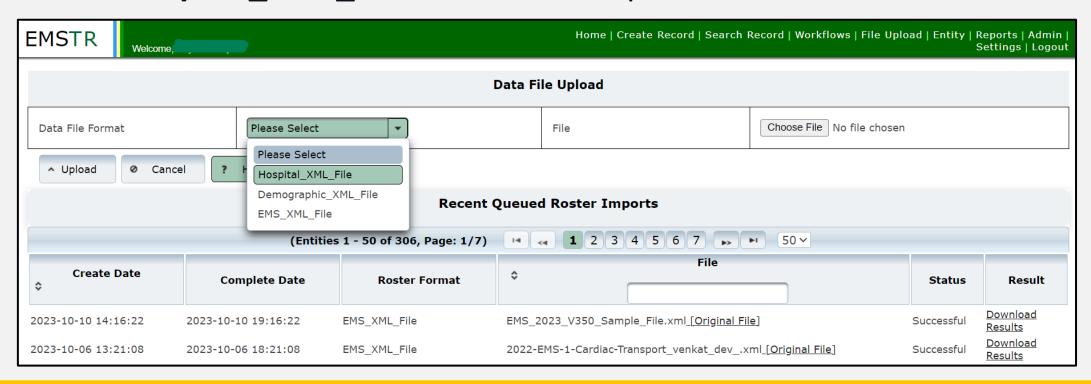


<u>File Upload</u>

To submit data using the file upload method, select "File Upload" from the EMSTR navigation bar.

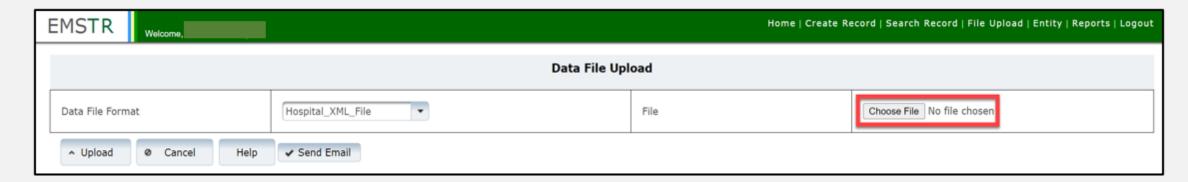
#### Select the Data File Format

- After selecting "File Upload" from the EMSTR toolbar, the system will take you to the "Data File Upload" page.
- Select "Hospital\_XML\_File" from the drop-down menu.

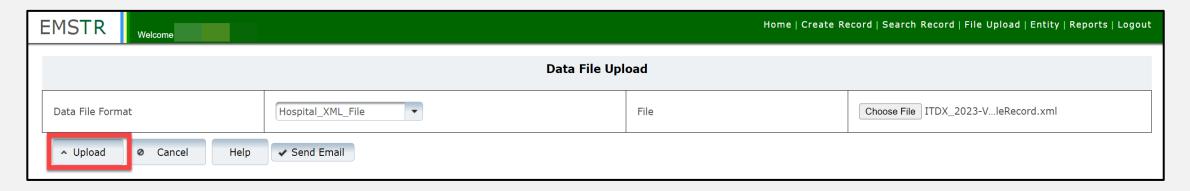


#### Data File Upload

• Select "Choose File" and select the file from your computer.

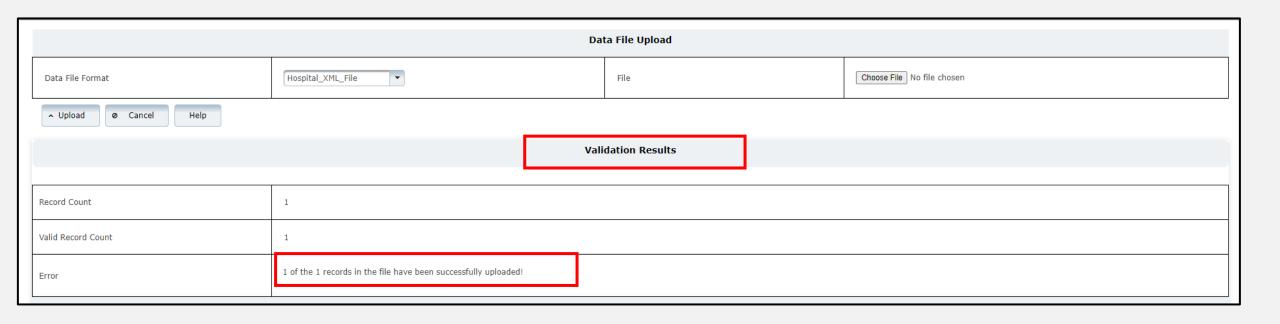


• Once you've chosen the file, select the "Upload" button.

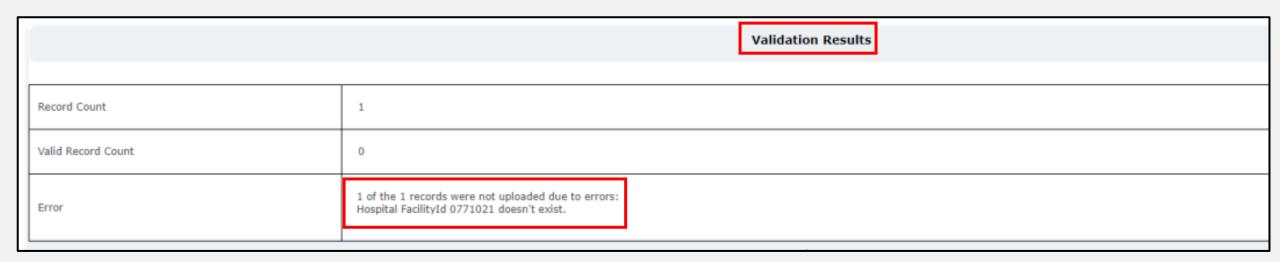


#### Validation Results (1 of 2)

After uploading the file, the system will send you an automatic "Validation Results" table notifying you of any errors.



### Validation Results (2 of 2)



- If an error occurs, the "Validations Results" table includes a description of the error.
- After addressing the error, re-upload your file.

#### **File Submission Report**

After your file is successfully uploaded and the system sends you a "Validation Result", you will immediately receive a "File Submission Report" via email.

This report will also include additional report details.

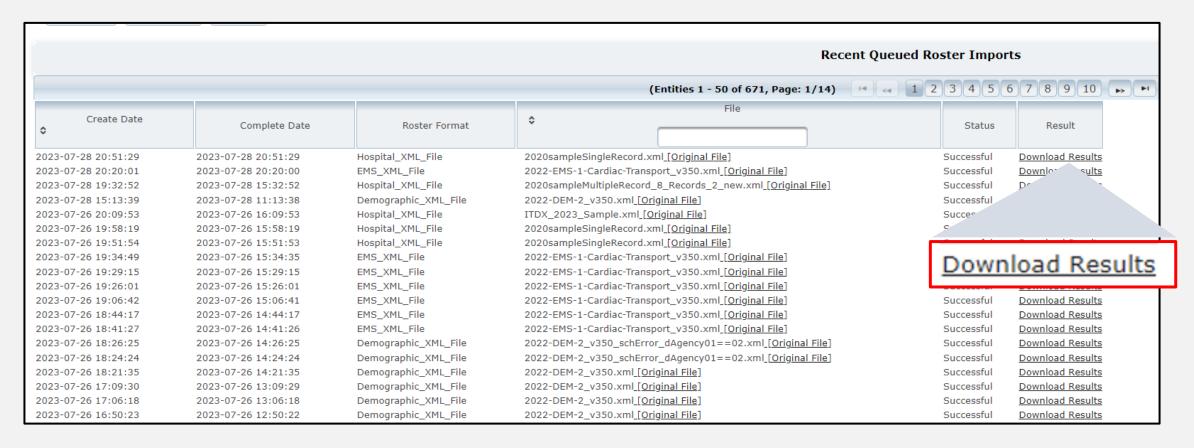
08/02/2023 22:45 File Sul	bmission Report
Entity Number	null
Entity Name	
Report Period	02/01/2020 - 02/01/2020
Submission Date	08/02/2023 10:40 PM
Submission Number	1000000731
Processed Date	08/02/2023 10:40 PM
Submitted By	
Total Records Submitted (new/resubmitted)	1 (1/0)
= Records with Errors [Rejected](%)	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         W         1305_IncidentTime: 1305: Injury Incident Time is later than EMS Unit Arrival on Scene Time           0771002_12345678         PulseRate         1         W         4804_PulseRate: 4807: The value is below 30						
later than EMS Dispatch Time  0771002_12345678 IncidentTime	Record ID	Element Name[Tag]		,	Flag	Description
later than EMS Unit Arrival on Scene Time	0771002_12345678	IncidentTime	235100	235100		
0771002_12345678 PulseRate 1 1 W 4804_PulseRate: 4807: The value is below 30	0771002_12345678	IncidentTime	235100	235100		
	0771002_12345678	PulseRate	1	1	w	4804_PulseRate: 4807: The value is below 30

#### **Recent Queued Roster Imports**

After your file successfully uploads, view the record in the "Recent Queued Roster Imports" screen on the data file upload page.



### **Submersion Patient Records Process**

#### **Submersion Patient Records**

#### **Trauma Registrars:**

- Report all near and actual submersions;
- Enter data in the Registry Manual Data Entry System (file upload is not available); and
- Use the Patient Record Hospital Submersion option.

#### **Submersion Online Submission**



| <u>Create Record</u> |

To submit data manually, select "Create Record" from the navigation bar.

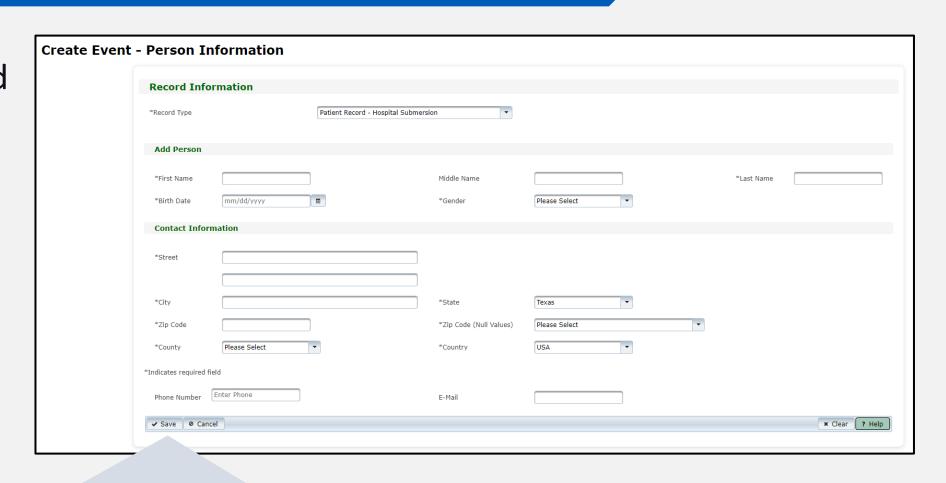
#### **Create Submersion Record (1 of 2)**

After selecting "Create Record" from the EMSTR toolbar, click the "Patient Record - Hospital Submersion" Record Type from the drop-down menu.



### **Create Submersion Record (2 of 2)**

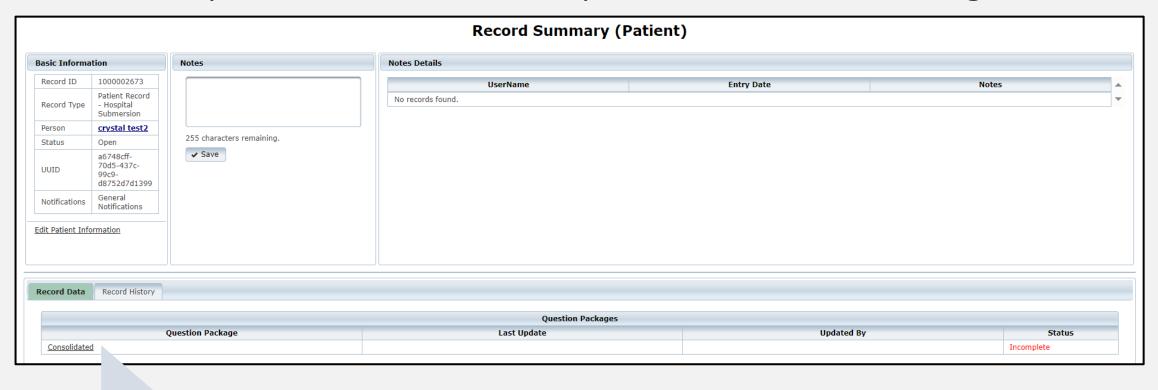
- Enter the required information indicated by the asterisks (\*).
- Once complete, click "Save" to save the record.





### **Submersion Question Package (1 of 3)**

To add patient record data, complete the Question Package.



Question Package

Consolidated

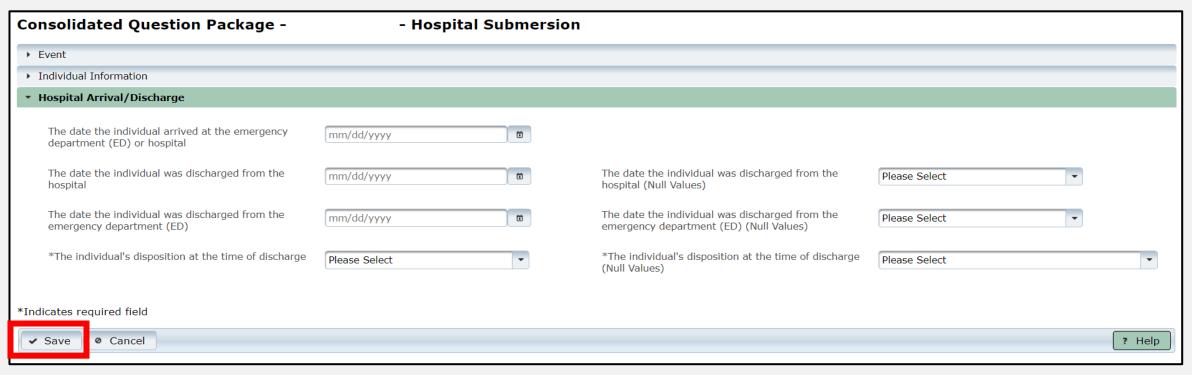
## Submersion Question Package (2 of 3)

Enter the required information indicated by the asterisks (\*).

Consolidated Question Package -	- Hospital Submersion		
▼ Event			
*Injury/Incident Date and Time	mm/dd/yyyy hh:mm	*Injury/Incident Date and Time (Null Values)	Please Select ▼
*Incident Street Address			
*Incident State	Texas ▼		
*Incident City		*Incident City (Null Values)	Please Select ▼
*Incident Zipcode		*Incident Zipcode (Null Values)	Please Select ▼
*Incident County	Please Select	*Incident County (Null Values)	Please Select ▼
*Incident Country	Please Select		
Where did the incident occur?	Please Select	Where did the incident occur? (Null Values)	Please Select ▼
Where was Water / Swimming Pool Located? (if applicable)	Please Select ▼	Where was Water / Swimming Pool Located? (if applicable) (Null Values)	Please Select ▼
What activity was the individual doing at the time of incident?	Please Select ▼	What activity was the individual doing at the time of incident? (Null Values)	Please Select 🔻
Was this Incident Motor Vehicle Related?	Please Select ▼	Was this Incident Motor Vehicle Related? (Null Values)	Please Select ▼
What type of floatation device was the individual wearing at the time of the incident, if any?	Please Select ▼	What type of floatation device was the individual wearing at the time of the incident, if any? (Null Values)	Please Select
Was the event witnessed?	Please Select ▼	Was the event witnessed? (Null Values)	Please Select ▼

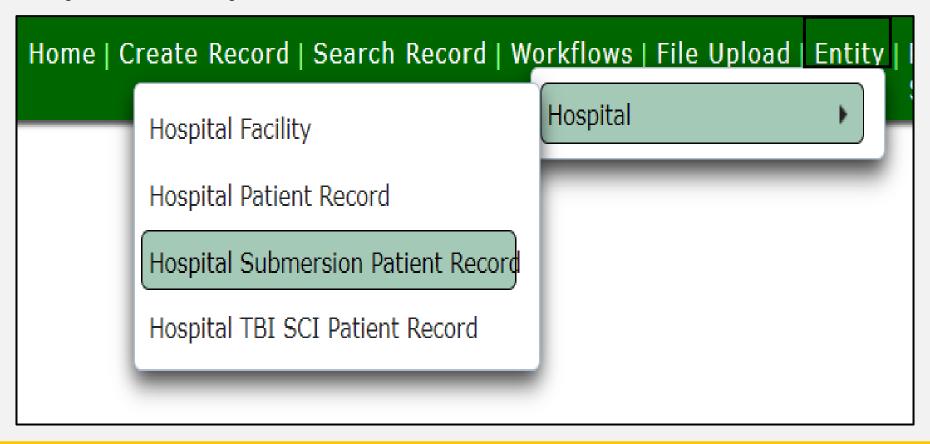
### **Submersion Question Package (3 of 3)**

- Complete the three sections Event, Individual Information, and Hospital Arrival/Discharge.
- Click "Save".



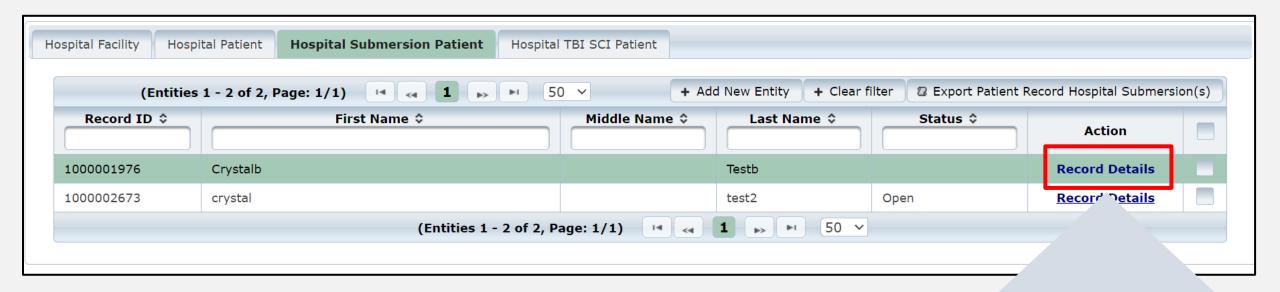
### Patient Record Summary (1 of 2)

To view the Submersion Patient Record Summary, select **Entity > Hospital > Hospital Patient Submersion Patient Record**.



### Patient Record Summary (2 of 2)

On this screen you can view the submersion patient records for your facility.



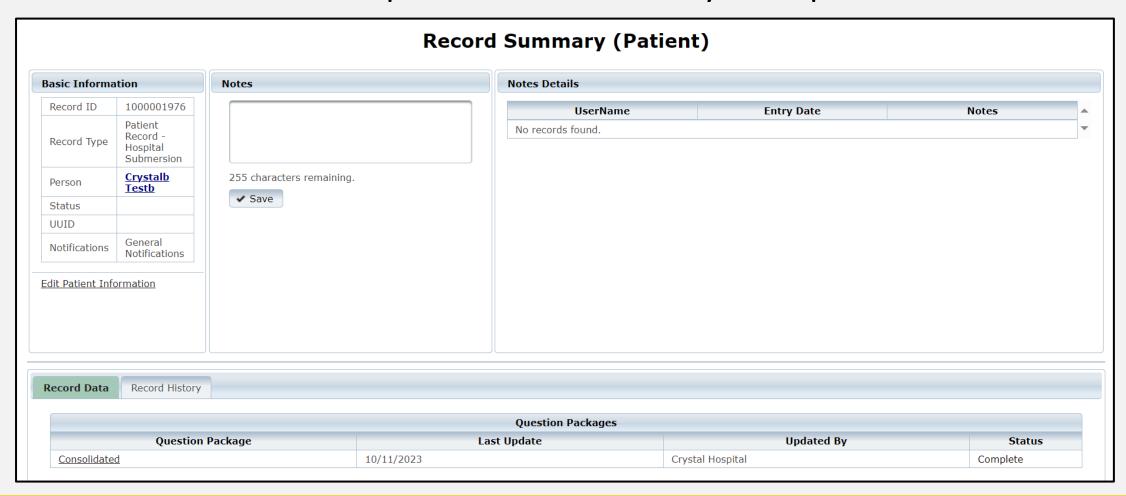
To view a specific record, click **Record Details**.

**Record Details** 

NOTE – The patient record will be highlighted.

#### **Record Summary Example (1 of 2)**

A complete record summary example.



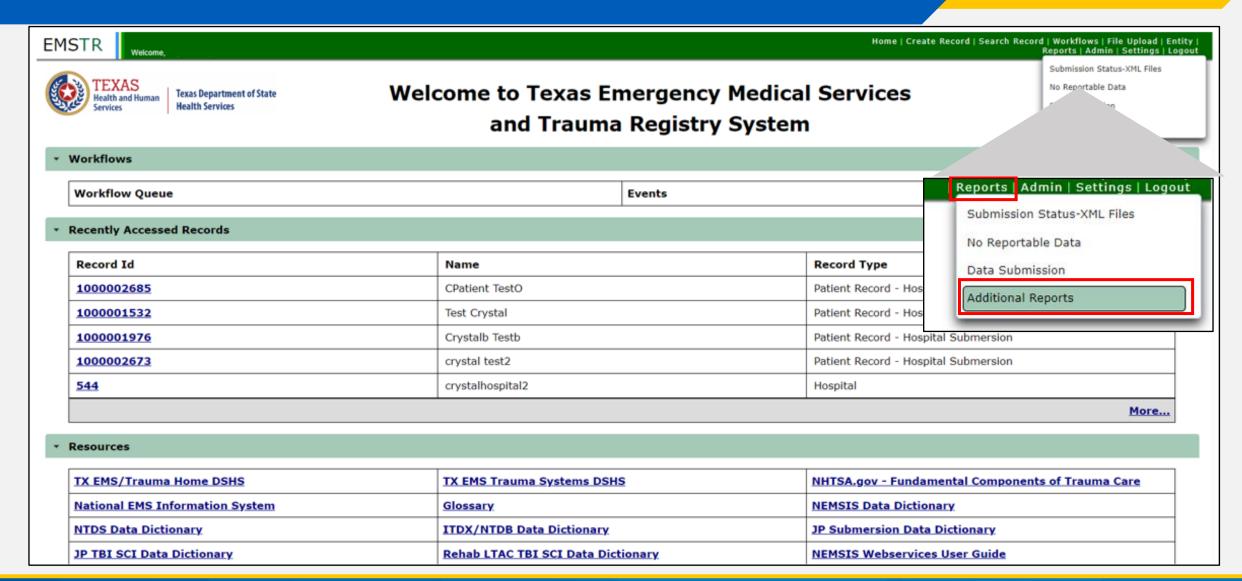
### **Record Summary Example (2 of 2)**

The **Record History** tab provides record update details.

		Record History	
Time	Event	Message	User
10/11/2023 11:58 AM	Case Property updated	Edit Entity Information updated	Crystal Hospital
10/11/2023 11:56 AM	Question Package updated	Updated Question Package : Consolidated Question Package	Crystal Hospital
09/26/2023 08:43 AM	Case Created	Created Patient: Crystalb Testb	Crystal Hospital

# **Report Format Review**

#### **Accessing Reports**



#### **Hospital Reports**

Hospital administrators can access the following reports:

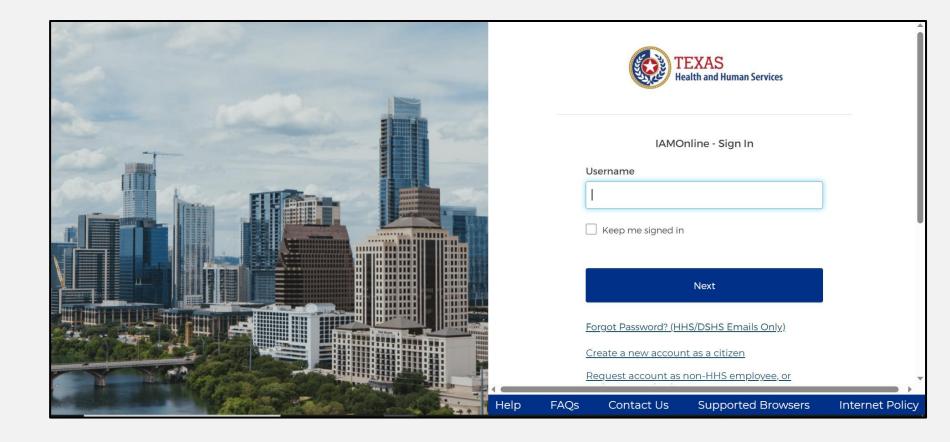
- Hospital Data Validity Report;
- Hospital Records Submitted by Submission Date & User;
- Hospital Records Submitted by Admission Month & Year;
- Trauma Care Report;
- Entity Reference Codes; and
- Entity NRD Data Report.

NOTE – In the near future, EMSTR will record a webinar providing details for each report shared through email.

# **Account Management**

#### **IAMOnline Home Page**

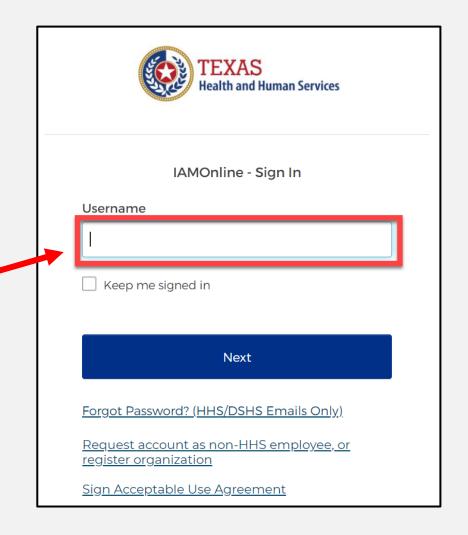
Account management is available through IAMOnline.



#### Forgot Password (1 of 2)

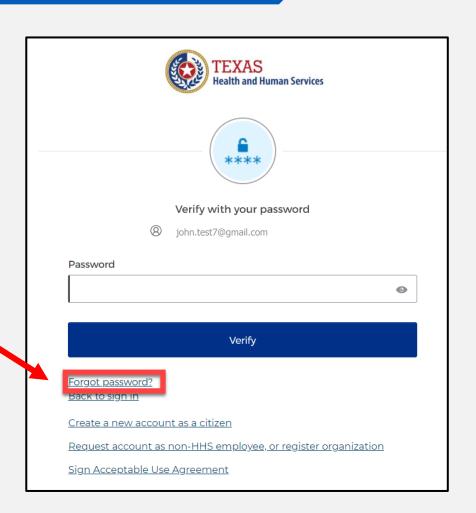
 If you forget your password, you can reset it on your own.

• From the IAMOnline sign-in page, type your user name in the "Username" box.



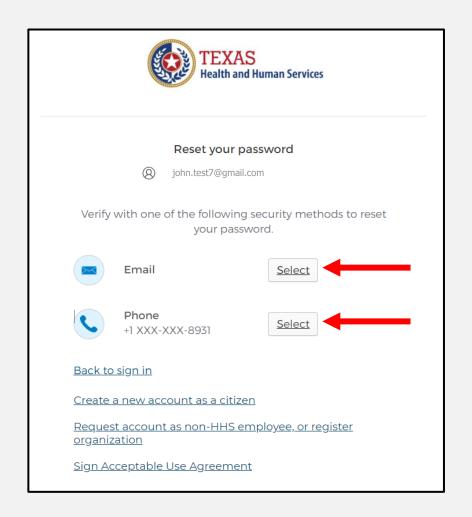
### Forgot Password (2 of 2)

Click on the "Forgot password?" link.



#### Reset Your Password (1 of 3)

Choose the "Email" or "Phone" method and click the "Select" button.

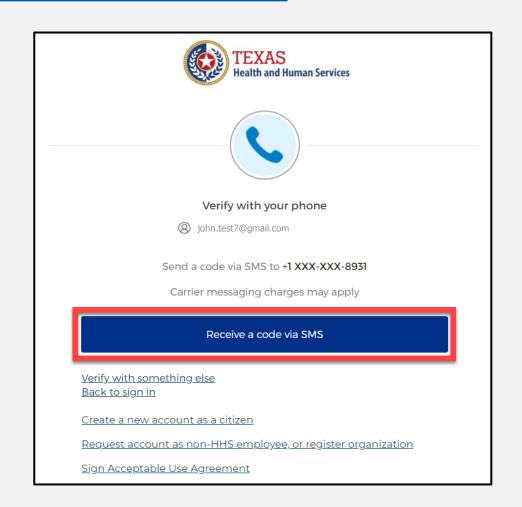


#### Reset Your Password (2 of 3)

 After selecting either Phone or Email, the system will prompt you to receive a code via SMS or Email.

NOTE – The phone option was selected in this example.

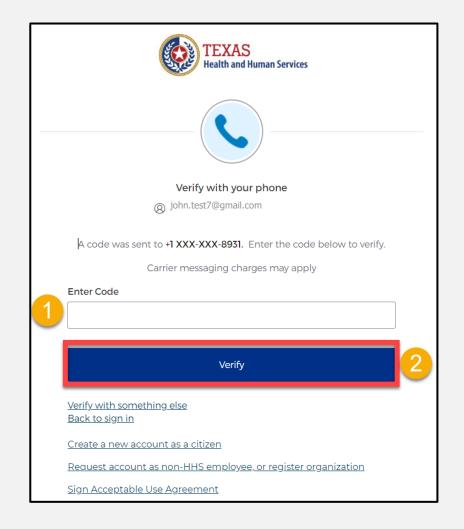
 Select the "Receive a code via SMS" button to receive a verification code.



#### Reset Your Password (3 of 3)

Step 1 – Once you receive your verification code, enter it in the **"Enter Code"** box.

Step 2 – Select the "Verify" button.

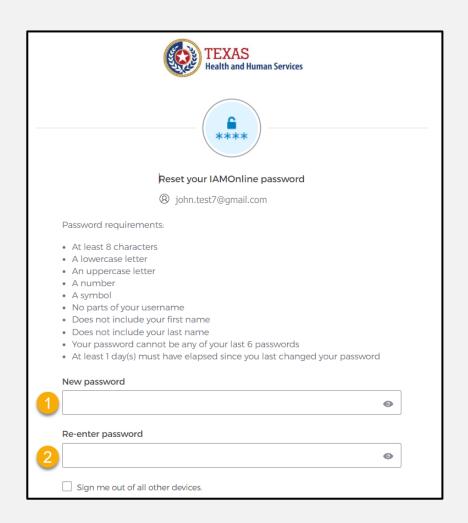


### Reset the IAMOnline Password (1 of 2)

After you enter your verification code, the system will redirect you to the **Reset your IAMOnline** password page.

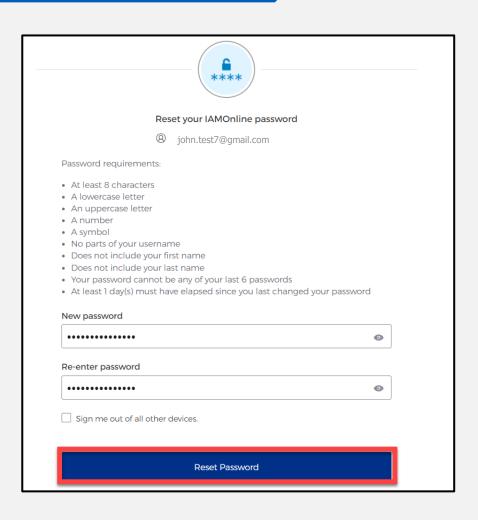
Step 1 – Enter your new password in the "New password" box.

Step 2 – Re-enter your password in the "Re-enter password" box.



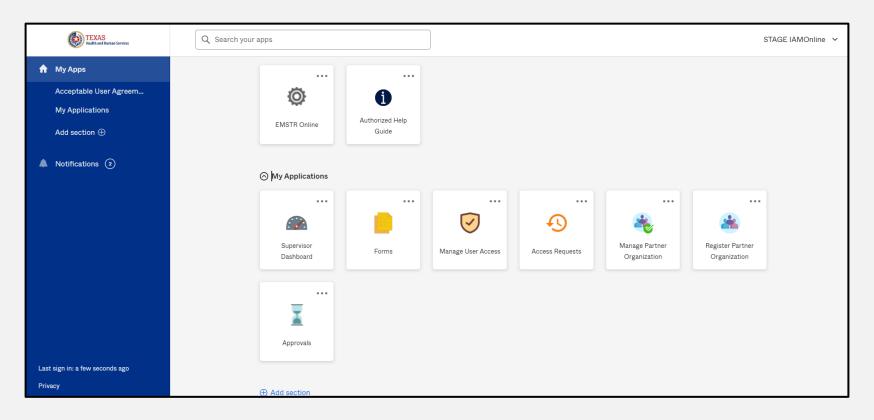
## Reset the IAMOnline password (2 of 2)

Once you create a new password and re-enter your password, select the "Reset Password" button.



#### **Reset Password Complete**

After resetting your password, you will be logged in, and the system will redirect you to the **MyApps** dashboard.



#### **Account Locked**

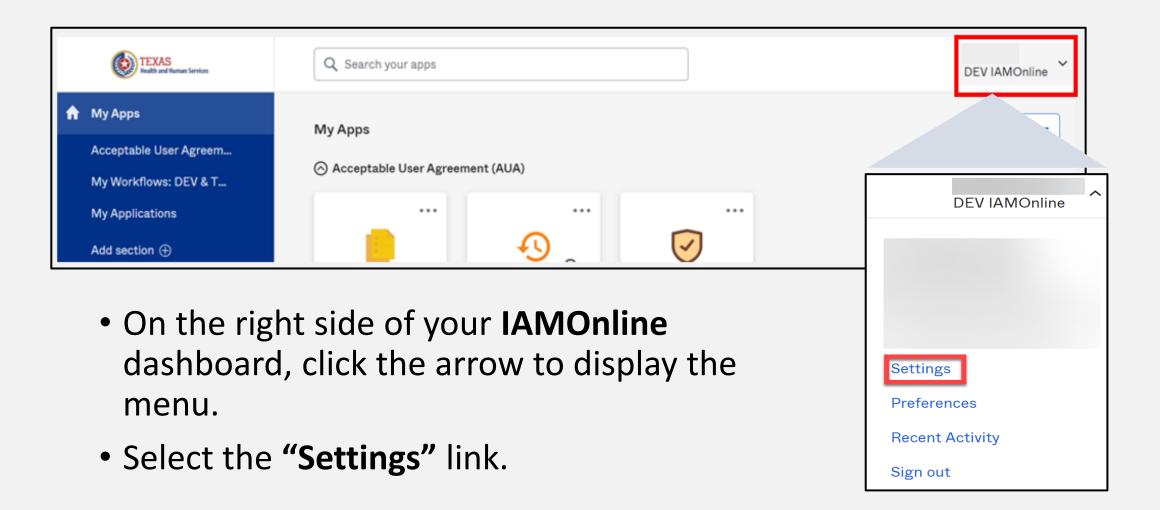


After multiple incorrect password attempts, your account will be locked. The system will send an email notifying you that your account will automatically unlock after 30 minutes.



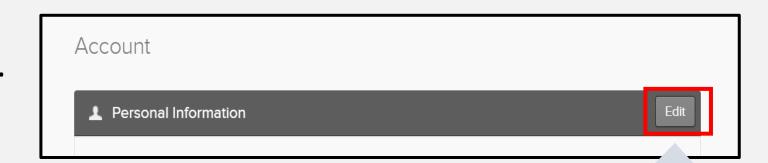
If you do not remember your password after the account unlocks, please reset your password.

#### **Update Account (1 of 2)**



### **Update Account (2 of 2)**

- Click the "Edit" button in the Personal Information section.
- Update your personal information such as:
  - Add a phone number;
  - Add details; and
  - Adjust security methods including password and security questions.





#### **Injury Prevention Unit Websites**

Injury Prevention Unit: <a href="mailto:dshs.texas.gov/injury-prevention">dshs.texas.gov/injury-prevention</a>

EMSTR: dshs.texas.gov/injury-prevention/ems-trauma-registries

Hospital Registry: <u>dshs.texas.gov/injury-prevention/ems-trauma-registries/hospital</u>

#### IAMOnline Help:

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

#### **Questions?**

#### **Email:**

injury.web@dshs.texas.gov

#### Data requests:

injury.epi@dshs.texas.gov



# Thank you!

Trauma Services Registry Hospital Data Management

injury.web@dshs.texas.gov