# EMERGENCY MEDICAL SERVICES AND TRAUMA REGISTRIES JUSTICE OF THE PEACE / MEDICAL EXAMINER USER GUIDE



Texas Department of State Health Services

# Emergency Medical Services and Trauma Registries (EMSTR)

Justice of the Peace

And

**Medical Examiner** 

User Guide

November 2024

#### Contents

Introduction	
Acronyms	1
Submission Requirements	2
Access MyApps Dashboard Process	3
Access EMSTR	4
Online Submission Process	5
Complete Question Package	6
Record Summary	9
Account Management	10
Contact Information	

# 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 facilities (LTACs), and rehabilitation facilities. EMSTR includes four registries:

- The EMS registry;
- The Acute Traumatic Injury registry;
- The Traumatic Brain Injury (TBI) Registry and Spinal Cord Injury (SCI) registry; and
- The Submersion registry.

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

EMSTR uses data from 22 Texas trauma services areas / 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. This user guide provides step-by-step instructions to justices of the peace (JPs) and medical examiners (MEs) on how to login into the EMSTR application and upload data.

EMSTR is governed by Texas Administrative Code (TAC), Title 25, Part 1, Chapter 103.

#### Acronyms

- Emergency Medical Services and Trauma Registries EMSTR.
- Justice of the Peace JP.
- Medical Examiner ME.
- Traumatic Brain Injury TBI.
- Spinal Cord Injury SCI.
- Long-Term Acute Care LTAC.
- Identity and Access Management Online IAMOnline.
- Texas Health and Human Services HHS.

# **Submission Requirements**

JPs and MEs need to access all HHS applications, including EMSTR, through the Identity and Access Management Online (IAMOnline) platform. IAMOnline provides a secure log-in process with a multifactor authentication feature.

Upon initial registration, the system will prompt users to sign an Acceptable Usage Agreement (AUA) which is renewed annually. Failure to meet the AUA renewal requirement or access the system every 90 days may result in the account becoming locked. Please contact EMSTR at **Injury.web@dshs.texas.gov** for support.

Find IAMOnline account activation instructions on the EMSTR New Platform Resources under Additional Resources:

- Job Aid IAMOnline Account Activation and Login.
- Job Aid IAMOnline Login.
- Job Aid IAMOnline Self Service Account Management.

# **Access MyApps Dashboard Process**

After setting up your security methods, the system will direct you to your IAMOnline **MyApps** dashboard. All tiles are locked with a lock icon until you acknowledge and sign the AUA form. Select the **"AUA"** tile on your **MyApps** dashboard.



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.

After submitting your AUA form, toggle back to your **MyApps** Dashboard webpage.

	Ø My Apps Dashboard   STAGE IAI∕ ×	IAMOnline - Home	×
0	Image: Contract Contract         Image:		

Refresh your **MyApps** Dashboard by clicking the refresh button.



This should refresh your browser and your IAMOnline **MyApps** Dashboard tiles will unlock.

#### **Access EMSTR**

To access EMSTR, select the "EMSTR Online" tile.

O	(4114)			
<ul> <li>Acceptable User Agre</li> </ul>	rement (AUA)			
	Ð	$\overline{\checkmark}$		
DEV: Forms	DEV: Access Requests	DEV: Manage My Access		
My Workflows: DEV 8 	LTEST			
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DEV: Manage User Access	DEV: Approvals			upervisor hboard
		10	*	
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Once you select the "EMSTR Online" tile, the system will direct you to the EMSTR homepage.

EMSTR Record, J Sarch Record J Sarch							
TEXAS Intalitiand Human         Texas Department of State         Welcome to Texas Emergency Medical Services           Services         and Trauma Registry System							
* Workflows							
Workflow Queue	Events						
Recently Accessed Records							
Record Id Name Record Type							
No records found.	No records found.						
		More					
Resources							
TX EMS/Trauma Home DSHS	TX ENS Trauma Systems DSHS	NHTSA.gov - Fundamental Components of Trauma Care					
National EMS 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							
Review User Training Slides	Review Group Administrator Training Slides	Contact/Provider Feedback					

The EMSTR system incorporates features and functionalities throughout the application for an improved user experience.

Calendar Feature		
Emergency Department Procedure	Collapsible Sections	
*Emergency Department 1234567 Procedure *Procedure Reformed Date/Time 07/03/2023 12:00 AH Procedure Reformed Date/Time (Null Yalves)	Injury Information - CPatient TestO - Patient Record	Drop Down Menus
S H T W T F S Ket Cancel	Incident Date and Relative Information	
2 3 4 5 6 7 8	Incident ICD-10 Information	"Locally Calculated ISS 0
KD-10 mophal Providere 8         9         10         11         12         11         15         Providere Date           16         17         18         19         20         21         22         21         22         22         23         24	Incident Location Information	Mechanism of injury Please Select
	Incident Device and Relative Information	Injury type Please Select
er and an and a second	*Indicates required field	*Indicates required field  Cut or Pierce Drowning or Submersion Fail Fail Fail Fail Fail Fail Fail Fail
		Save © Cancel Firearm
Quick date and time selection.	Easier page navigation to complete required fields.	Machinery Motor Vehide Motorcyclist
		Intuitive process that avoids page clutter.

# **Online Submission Process**

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



After selecting **Create Record** from the EMSTR toolbar, choose the appropriate patient record type for which you're entering data.

Record Type	Please Select	•
	Patient Record - EMS	<b>^</b>
	Patient Record - Hospital	
	Patient Record - Hospital Submersion	
	Patient Record - Hospital TBI/SCI	
	Patient Record - JP/ME - Submersion	
	Patient Record - JP/ME - TBI/SCI	
	Patient Record - Long Term Acute Care	•
	Patient Record - Rehabilitation	

**Patient Record - JP/ME - TBI/SCI** record type is for JPs and MEs to submit TBI and SCI case records. **Patient Record - JP/ME - Submersion** record type is for submersion case record submissions. Enter the required information indicated by the asterisks (\*). Click **"Save"**.

Record Inform	ation						
*Record Type	Pat	ent Record - JP/ME - TBI/SCI	•				
Add Person							
*First Name			Middle Name			*Last Name	
*Birth Date	mm/dd/yyyy 🔯		"Gender	Please Select			
Contact Informat	tion						
*Street (							
*oty (			"State	Texas			
*Zip Code			*Zip Code (Null Values)	Please Select	-		
*County	Please Select		*Country	USA			
*Indicates required field							
Phone Number Ent	er Phone		E-Mail				
a Strate D Charal							* Clear

# **Complete Question Package**

To add data to the patient record, complete the question packages listed in the **Question Package** table. The question packages will vary based on the **Record Type**. In the example below, the user needs to complete the **Consolidated** question package for the "**Patient Record** - JP/ME - TBI/SCI" record. Select the name of the **Question Package** to access it.

Record Data Record History						
Question Packages						
Question Package	Last Update	Updated By	Status			
Consolidated			Incomplete			

Upon selecting the **Consolidated Question Package**, you should complete four sections:

- Entity Information;
- Injury Information;
- Individual Information; and
- Event Information.

	Consolidated Question Package - John Test - Justice of the Peace/Medical Examiner TBI/SCI							
	Entity Information							
	<ul> <li>Injury Information</li> </ul>							
	<ul> <li>Individual Information</li> </ul>							
	Event Information							
ľ	*Indicates required field							
	✓ Save							

Select the drop-down symbol next to the section name. Once you select the drop-down symbol for the section name, you can see the information for the section.

The **Entity Information** section of the **Consolidated Question Package** will auto-populate with information entered in the patient record. Review the information for accuracy.

* Entity Information			
*Entity Name	Test JP1	*Entity Number(DSHS ID)	2271152

Proceed to the **"Injury Information"** section. Enter data in this section by selecting the dropdown buttons next to the corresponding text field. Select the appropriate answer for all fields with an asterisk (\*).

,	Entity Information					
	Injury Information					
	*Event Type *Was a traumatic brain injury (TBI) suspected or confirmed?	TBI/SCI    Please Select	-w cor	las a spinal cord injury (SCI) suspected or firmed?	Please Select	•
,	Individual Information					
•	Event Information					
•1r	ndicates required field					
Ŀ	Save Cancel					? Help

After completing the **Injury Information** section, select the **"Individual Information"** section. In the **Individual Information** section, complete all required fields indicated with an asterisk.

Individual Information			
*Individual's First Name	John	*Individual's Last Name	Test
Individual's Middle Name/Initial			
Individual's Home Address	1234 Main Street	Individual's Home City	1384879
Individual's Home State	Texas	Individual's Home Zip Code	78701
*Individual's Date of Birth	04/15/1981		
*Individual's Sex	Please Select		
*Individual's Race	Please Select	*Individual's Race(Null Values)	Please Select
*Individual's Ethnicity	Please Select 🔹	*Individual's Ethnicity(Null Values)	Please Select 🔹

After completing the **Individual Information** section, access the **"Event Information"** section. In the **Event Information** section, complete all required fields indicated with an asterisk.

- Event Information										
	*Injury/Incident Date and Time	mm/dd/yyyy hh:mm		*Injury/Incident Date and Time(Null Values)	Please Select	-				
	*Incident State	Please Select		*Incident State(Null Values)	Please Select	-				
	*Incident County	Please Select	-	*Incident County(Null Values)	Please Select	•				
	*How Injury Occurred?	Please Select		*How Injury Occurred?(Null Values)	Please Select	•				
	*Cause of Death	Please Select		*Cause Of Death(Null Values)	Please Select	•				
	*Manner of Death	Please Select								

Once you complete all four **Consolidated Question Package** sections, select the **"Save"** button in the bottom left corner. Upon selecting the **Save** button, the system will take you to the **Record Data** tab. You will see the question package status listed as **Complete**.

Record Data Record History			
	Question Packages		
Question Package	Last Update	Updated By	Status
Consolidated	10/16/2023		Complete

After saving the entered question package information, view the completed record by navigating to the EMSTR toolbar. In the example below, the user selected **"Entity>Justice of the Peace>JP ME TBI SCI Patient Record"**.

EMSTR TEXAS Realth and Human Services Texas Department of Sta	te Welcome to Texas Emerge and Trauma Regi	ency Medical Services istry System	Home	e   Create Record   Search Record   Worl Justice of JP HE Sol JP HE Tel	flews   File Uplead   Entity Peace Entity mersion Patient Record SCI Patient Record	v : Reports   Admin : Settings   Ice Peace +
	Home   Create Record   Search Rec	cord   Workflows   File Upload	Entity	Reports   Admir	Settings	Logout
		Justice of Peace Entity JP ME Submersion Patient Record JP ME TBI SCI Patient Record	Justice	Peace	•	

You can view your submitted patient records. To view a specific patient record, click **"Record Details"**.

(Entities 1 -	1 of 1, Page: 1/1)	• <b>1</b> »	+ Add New Entit	y + Clear filter	Export Patient	Record(s) JP ME TBI SCI
Record ID 🗘	First Name 🗘		Middle Name	Last Name \$	Status \$	Action
1000019287	John			Test	Open	Record Details
	(Entities 1	- 1 of 1, Pag	e: 1/1) 🧯 🤜	1 pp PI	50 ~	_

After selecting **Record Details**, the system will take you back to the **Record Summary** page. You can view or edit information by selecting the **"Question Package"** link in the **Record Data** tab.

# **Record Summary**

To view a patient record summary, select **"Entity > Justice Peace" or "Entity > Medical Examiner"** and select the record type. In this example, the user selected JP ME TBI SCI Patient Record.

Home   Create Record   Search Record   Workflows   File	Upload Entity Reports   Admin   Settings   Logout
Justice of Peace Entity JP ME Submersion Patien JP ME TBI SCI Patient R	Justice Peace   Int Record

The Record Summary Screen will show you all the patient records you submitted.

(Entities 1 -	31 of 31, Page: 1/1) 🛤 😽 1 🗭 🍽 50	<ul> <li>+ Add New Er</li> </ul>	ntity + Clear filter	Delete Selected      Delete Selected	Export JP ME Patient Reco	ord(
Record ID 0	First Name \$	Middle Name 🗘	Last Name 🗘	Status \$	Action	l
1000001212	Tanu		9/5	Invalid	Record Details	1
1000001270	John		Doe		<b>Record Details</b>	1
1000001379	captain		crunch		<b>Record Details</b>	1
1000001522	kiki		submersion	Invalid	<b>Record Details</b>	1
1000001530	d;skf;		sdm;sm		<b>Record Details</b>	1
1000001552	testing		testing		<b>Record Details</b>	1
1000001553	testing		tesing	Invalid	<b>Record Details</b>	1
1000001661	Test		dhanusha	Open	Record Details	E
1000002101	Test	м	dhanusha 3	Closed	Record Details	1
1000002102	Mickey		Mouse	Open	<b>Record Details</b>	1
1000002125	Roxana		JPMESubmersion	Open	<b>Record Details</b>	1
1000002136	Test		JP	Open	Record Details	1

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

**NOTE:** This will highlight the selected record.

#### **Account Management**

Account management is available through IAMOnline.

Through IAMOnline, you can:

- Reset your password;
- Update your account; and
- Request access to specific programs.

For additional JP resources, visit the DSHS page Justice of the Peace Requirements | Texas DSHS.

For additional ME resources, visit the DSHS page Medical Examiner Requirements | Texas DSHS.

#### **Contact Information**

**Emergency Medical Services and Trauma Registries** Texas Department of State Health Services 1100 West 49<sup>th</sup> Street Mail Code 1922 Austin, Texas 78756

Injury.web@dshs.texas.gov

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

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