



Ohio EMSIRS-2 File Upload

User Guide for EMSIRS-2 File Uploads



Digital Innovation, Inc.

Welcome to Ohio EMSIRS

EMS file uploads

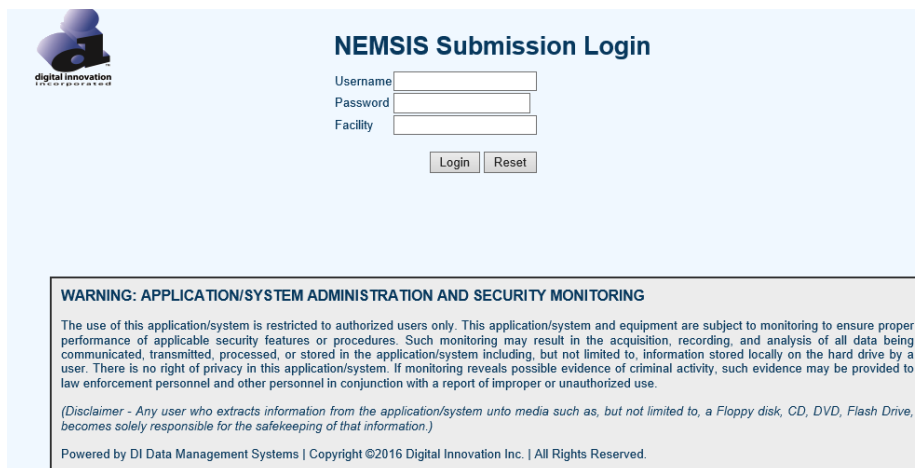
2016 EMSIRS-2 data files can now be submitted to the new Ohio EMS file upload site.

Website and Login

1. Enter the website for the file upload site into the web browser.

<https://oh-tac.centraisiteportal.com/login.htm>

2. At the login screen, enter a “User ID”, a “Password” and a “Facility ID”. Note: “Facility ID” refers to the EMS Agency ID.
3. Select the **[Login]** option.
 - a. The EMS Office of Research and Analysis and or the EMS agency administrator defines each user account for the file upload site. If a login attempt is unsuccessful, contact the EMS Office of Research and Analysis.



NEMSIS Submission Login

Username

Password

Facility

WARNING: APPLICATION/SYSTEM ADMINISTRATION AND SECURITY MONITORING

The use of this application/system is restricted to authorized users only. This application/system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in the application/system including, but not limited to, information stored locally on the hard drive by a user. There is no right of privacy in this application/system. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to law enforcement personnel and other personnel in conjunction with a report of improper or unauthorized use.

(Disclaimer - Any user who extracts information from the application/system unto media such as, but not limited to, a Floppy disk, CD, DVD, Flash Drive, becomes solely responsible for the safekeeping of that information.)

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- Upon log-in, the following screen will appear.

NEMESIS Submissions Logout

This is the website to upload NEMESIS compliant files. The files will be processed and if successful, the files will be loaded into the database. The website will provide a status for each submission file to assist with addressing submission issues.

Follow these steps to upload a NEMESIS file:

- Select the Schema Version type for the file being uploaded.
- From the NEMESIS Submissions web page click on the [Browse] button to select the file you wish to upload.
- Locate the file, click on it to highlight and click on the [Open] button to select it.
- Next, click on the [Upload] button.
- The file will be uploaded to the NEMESIS Submissions site.

Under Recent Submission the following information is available to you about each of your submissions:

- The most recent submission will be at the top of the Recent Submissions column.
- The Submit Date/Time is in Coordinated Universal Time (UTC). UTC is 4/5 hours ahead of EDT/EST time and 8/9 hours ahead of PDT/PST.
- The status of your submission is found in the Status column. The following statuses can be displayed:
 - "Local Validation Errors" or "Local Validation XSD Errors" – The file format is not valid and cannot be processed. Contact your software developer for assistance.
 - "Schematron Errors" – Some of the data in the file is not valid. It does not meet the required standard. It may be missing data or have illogical data (date/times not in proper order, or an answer of "yes" to possible injury, but no injury elements recorded, or a record of a pregnant male). See http://nemesis.org/media/nemesis_v3/release-3.4.0/Schematron/rules/EMSDataset.sch.xml for more information.
 - "Pending" – The file has not yet been processed.
 - "Processing" – The file has been validated and is being loaded into the database.
 - "Processed" – The file has been successfully loaded into the database.
- If you have any questions concerning your submissions, please contact the entity who issued your credentials.

Select A File for Submission

Schema Version: EMSRI2

Recent Submissions

Name	Version	Submit Date	Status	Validation Report	Submission Content
OH2016-10-09 - 2016-10-23 (2016-10-23 03:00:09).xm	EMSRI2	5/3/2017 4:44:07 PM	Processed		Download
2016-08-31.xml	EMSRI2	5/3/2017 4:43:23 PM	Local Validation XSD Errors		Download
2016-12-30-31.xml	EMSRI2	5/3/2017 4:43:07 PM	Processed		Download
728_779_20161219145134.xml	EMSRI2	5/1/2017 7:25:53 PM	Processed		Download

Uploading an EMSIRS-2 file

- Scroll down to the "Select A File for Submission" section.
 - Select "EMSRI2" in the Schema Version drop down box. Choosing EMSRI2 in this step is extremely important!!!
 - Click "Browse" to select the file you wish to upload.
 - Locate the file on your computer, click on it to highlight it and click the Open button to select it.
 - Click on the "Upload" button. A message will appear that says: "Successfully uploaded submission..."

Select A File for Submission

Schema Version: EMSRI2

Successfully uploaded submission as 'EMS' and version 'EMSRI2' with name: OH2016-10-16 - 2016-10-30 (2016-10-30 02:00:07).xm

- Scroll down to the "Recent Submissions" section.
 - The submitted file name will appear in the "Recent Submissions" grid.
 - A submit date and time will also appear. Please note, the time listed is in the Coordinated Universal Time (UTC) format, which is 4 or 5 hours ahead of Eastern Time.
 - Please disregard the Status, Validation Report and Submission Content columns.
 - Once the file name and submit date appear in this section, your file has been uploaded and you are done! For EMSIRS-2 submissions, you are not required to review your submission or fix any errors.
 - Logout by clicking the "Logout" button on the upper right corner when you are finished.

Recent Submissions

Name	Version	Submit Date	Status	Validation Report	Submission Content
OH2016-10-16 - 2016-10-30 (2016-10-30 02-00-07).xm	EMSRI2	6/5/2017 3:05:57 PM	Pending		Download
OH2016-10-09 - 2016-10-23 (2016-10-23 03-00-09).xm	EMSRI2	5/3/2017 4:44:07 PM	Processed		Download
2016-08-31.xml	EMSRI2	5/3/2017 4:43:23 PM	Local Validation XSD Errors		Download
2016-12-30-31.xml	EMSRI2	5/3/2017 4:43:07 PM	Processed		Download
728_779_20161219145134.xml	EMSRI2	5/1/2017 7:25:53 PM	Processed		Download

Frequently Asked Questions

1. Why submit 2016 EMSIRS-2 files now? Many of you were unable to submit 2016 EMSIRS-2 data prior to the transition to EMSIRS-3. Therefore we are missing a portion of 2016 data. The Ohio Department of Public Safety is being asked by national and state authorities to provide data regarding Naloxone administration and trends regarding the recent spike in opioid use and overdoses. Your data helps complete the picture of the situation in 2016 in Ohio and across the nation.
2. What is my username and password? Use the same credentials that you were issued for EMSIRS-3.
3. What if I don't have a username and password? Please contact the Department of Public Safety to request a username and password by e-mailing them at emsdata@dps.ohio.gov
4. What timeframe of data should I submit? The highest priority data that should be submitted is incidents that occurred in 2016.
5. When did I last submit data to you? How do I know what timeframe to submit to you now? If you are unsure of what timeframe of data to submit, please submit the last two quarters of 2016.
6. Is there a due date to submit 2016 EMSIRS-2 data? Yes. Please submit all 2016 EMSIRS-2 data by 11:59pm July 31, 2017.
7. Can I submit 2017 EMSIRS-2 data on this website as well? Yes. Follow the same procedure. Please work with your software vendor to upgrade to a Version 3 compatible product and begin submitting in Version 3 as soon as possible.
8. Is there a minimum or maximum file size I may submit? There is neither a minimum or maximum file size. However, due to the way files are processed in our system, **smaller files with less number of records are recommended** – even if it means you have more files to submit.

9. How can I tell if my submission was successful? What if there are errors? Your submission was uploaded successfully if the file name and submission date and time are listed in the “Recent Submissions” section. For EMISRS-2 submissions, you are not required to review a submission report, or fix any errors.

Technical Support

Please contact the EMS Office of Research and Analysis at 800-233-0785 or EMSdata@dps.state.oh.us for questions regarding:

- User IDs and passwords
- Data sets / data dictionaries / data definitions
- Inclusion and exclusion criteria
- Submission deadlines
- Reports
- Laws, rules, policies and regulations regarding data collection and submission

Please contact Digital Innovation, Inc. at (800) 344-3668 x4 or support@dicorp.com with any technical questions you may have regarding the use of the Web Portal or Data Submission.

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