



Ohio EMSIRS-3 File Upload

User Guide for EMS File Uploads



Welcome to Ohio EMSIRS-3

EMS file uploads

EMS data files in the NEMSIS 3.4 format can be submitted to the Ohio EMS file upload site.

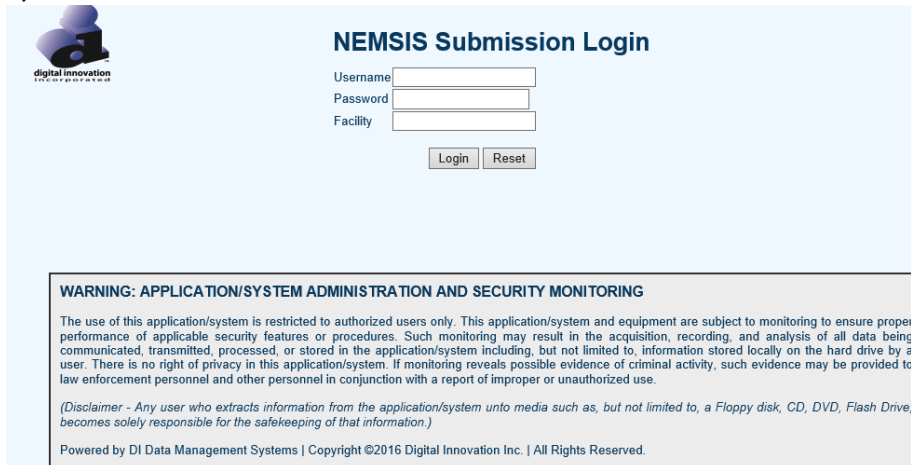
Procedure for Ohio EMS file upload

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

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

2. The “Login” screen opens.
3. At the login screen, enter a “User ID”, a “Password” and a “Facility ID”. Note: “Facility ID” refers to the EMS Agency ID.
4. Select the [Login] option.

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

NEMESIS Submissions

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:

1. Select the Schema Version type for the file being uploaded.
2. From the NEMESIS Submissions web page click on the [Browse] button to select the file you wish to upload.
3. Locate the file, click on it to highlight and click on the [Open] button to select it.
4. Next, click on the [Upload] button.
5. 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:
 - a. "Local Validation Errors" or "Local Validation XSD Errors" – The file format is not valid and cannot be processed. Contact your software developer for assistance.
 - b. "Schematron Errors" – Some of the data in the file is not valid. It does not meet the required standard. It may be missing 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://nemsis.org/media/nemsis_v3/release-3.4.0/Schematron/rules/EMSDataset.sch.xml for more information.
 - c. "Pending" – The file has not yet been processed.
 - d. "Processing" – The file has been validated and is being loaded into the database.
 - e. "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: 3.4.0

Recent Submissions

Name	Version	Submit Date	Status	Validation Report	Submission Content
EmsUploader-System 20170906030005	3.4.0	9/6/2017 3:00:05 AM	Local Validation Errors	Validation Report	Download
EmsUploader-System 20170905030004	3.4.0	9/5/2017 3:00:04 AM	Local Validation Errors	Validation Report	Download
EmsUploader-System 20170904030004	3.4.0	9/4/2017 3:00:04 AM	Processed	Validation Report	Download
EmsUploader-System 20170903030004	3.4.0	9/3/2017 3:00:04 AM	Processed	Validation Report	Download
EmsUploader-System 20170902030004	3.4.0	9/2/2017 3:00:04 AM	Processed	Validation Report	Download

Uploading an EMS file

1. Scroll down to the "Select A File for Submission" section.
 - a. Select "3.4" in the Schema Version drop down box. Choosing 3.4 in this step is extremely important!!!
 - b. Click "Browse" to select the file you wish to upload.
 - c. Locate the file on your computer, click on it to highlight it and click the Open button to select it.
 - d. Click on the "Upload" button. A message will appear that says: "Successfully uploaded submission..."

Select A File for Submission

Schema Version: 3.4

Successfully uploaded submission as 'EMS' and version 3.4 with name: OH2016-10-16 - 2016-10-30 (2016-10-30 02-00-07).xm

2. Scroll down to the “Recent Submissions” section.
 - a. The submitted file name will appear in the “Recent Submissions” grid.
 - b. 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.
 - c. Each file submitted goes through a number of processing steps so it is important to review the “Status” column for the end result. The processing should take approximately 15-30 minutes depending on the volume of submissions being received. Please monitor the status to assure the files have successfully processed.
 - i. If the “Status” indicates “Pending”, please wait and check back later.
 - ii. If the “Status” indicates “Local Validation Errors/XSD Errors”, then something is technically wrong with the format of the file. Please contact your software vendor for assistance. These files did not process, they must be fixed and resubmitted.
 - iii. If the “Status” indicates “Schematron Errors” the data in the file and these errors must be corrected and the file must be resubmitted. Specifics about the errors can be found by clicking on the “Validation Report” to the right of the Status column. These files did not process, they must be fixed and resubmitted.
 - iv. If the “Status” indicates “Processed”, then the file was successfully received with no errors and will be automatically uploaded to the EMS Database.
 1. A submission review is required. Please see instructions regarding how to do this on www.ems.ohio.gov in the Data Center section. After you complete the review, you are done.
 - d. Once the file name and submit date appear in this section, your file has been uploaded! Please correct errors and resubmit if necessary, or complete the additional submission review as mentioned above.
3. Log out of the web site by clicking on the <Logout> button in the upper right hand corner.

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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