



Ohio EMSIRS-3 File Upload

User Guide for EMS File Uploads



Welcome to Ohio EMSIRS-3

EMS file uploads

EMS data files can be submitted to the Ohio EMS file upload site. Manual file upload submissions are supported for the NEMSIS 3.4 format only.

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.

Procedure for Ohio EMS file upload

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

<https://oh-tac.centuralsiteportal.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

Login Reset

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.

Logout

NEMSIS Submissions

This is the website to upload NEMSIS 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 NEMSIS file:

1. From the NEMSIS Submissions web page click on the [Browse] button to select the file you wish to upload.
2. Locate the file, click on it to highlight and click on the [Open] button to select it.
3. Next, click on the [Upload] button.
4. The file will be uploaded to the NEMSIS 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. Your files are renamed using the following pattern: UserID, Agency, Submission Date/Time.
- The Submit Date/Time is in Coordinated Universal Time (UTC). UTC is 5 hours ahead of Eastern time and 8 hours ahead of Pacific time.
- The status of your submission is found in the Status column. The following statuses can be displayed:
 - a. "Local Validation Errors" or "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 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://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

Browse...

Upload Reset

Recent Submissions						Refresh
Name	Submit Date	Status	Validation Report	Submission Content		
Admin-System 20161115173000	11/15/2016 5:30:00 PM	Processed	Validation Report	Download		
Admin-System 20161115172954	11/15/2016 5:29:54 PM	Processed	Validation Report	Download		
Admin-System 20161115172949	11/15/2016 5:29:49 PM	Processed	Validation Report	Download		
Admin-System 20161115172857	11/15/2016 5:28:57 PM	Processed	Validation Report	Download		
Admin-System 20161115172725	11/15/2016 5:27:25 PM	Processed	Validation Report	Download		
Admin-System 20161115172720	11/15/2016 5:27:20 PM	Processed	Validation Report	Download		
Admin-System 20161115172714	11/15/2016 5:27:14 PM	Processed	Validation Report	Download		
Admin-System 20161115172629	11/15/2016 5:26:29 PM	Processed	Validation Report	Download		
Admin-System 20161115171757	11/15/2016 5:17:57 PM	Processed	Validation Report	Download		
Admin-System 20161115171641	11/15/2016 5:16:41 PM	Processed	Validation Report	Download		
Admin-System 20161115171500	11/15/2016 5:15:00 PM	Processed	Validation Report	Download		
Admin-System 20161115171346	11/15/2016 5:13:46 PM	Processed	Validation Report	Download		
Admin-System 20161115170817	11/15/2016 5:08:17 PM	Processed	Validation Report	Download		
Admin-System 20161115170529	11/15/2016 5:05:29 PM	Processed	Validation Report	Download		
Admin-System 20161115165913	11/15/2016 4:59:13 PM	Processed	Validation Report	Download		

Uploading an EMS file

1. Step by step instructions are located on the top of the page detailing how to submit a file and how to interpret the <Recent Submissions> grid.
 - a. Click "Browse" to select the file you wish to upload.
 - b. Locate the file, click on it to highlight it and click the Open button to select it.
 - c. Click on the Upload button.
2. 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 5-10 minutes depending on the volume of submissions being received. Please monitor the status to assure the files have successfully processed.
 - a. If the "Status" indicates "Pending", please wait.
 - b. 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.
 - c. If the "Status" indicates "Schematron Errors" the data in the file and these errors must be corrected and the file must be submitted. Specifics about the errors can be found by clicking on the "Validation Report" to the right of the Status column.
 - d. If the "Status" indicates "Processed", then the file was successfully received and will be automatically uploaded to the EMS Database.
3. Once files have successfully processed, log out of the web site by clicking on the <Logout> button in the upper right hand corner.
4. 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.