Digital Innovation, Inc.

# Ohio EMSIRS-3 Web Portal

*EMS Registry User Guide for Manual Record Entry*

# Welcome to Ohio EMSIRS-3

## 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
- Data entry
- Reports
- Laws, rules, policies and regulations regarding data collection and submission

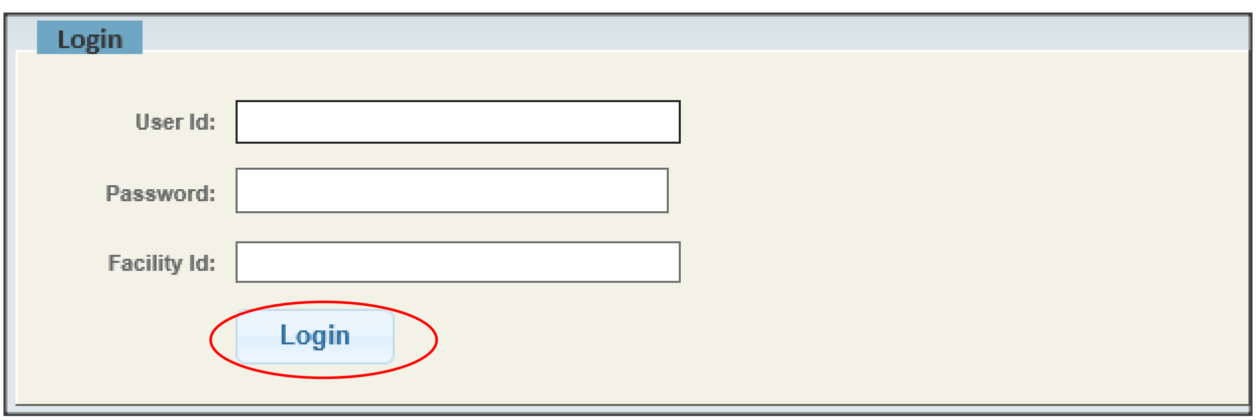
Please contact Digital Innovation, Inc. at (800) 344-3668 x4 or support@dicorp.com with any technical questions you may have regarding the use of the Web Portal or Data Submission.

## Login to Ohio EMSIRS-3

To access the Web Portal:

1. Enter the website for the Web Portal into the web browser, https://oh.centralsiteportal.com/ .
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.

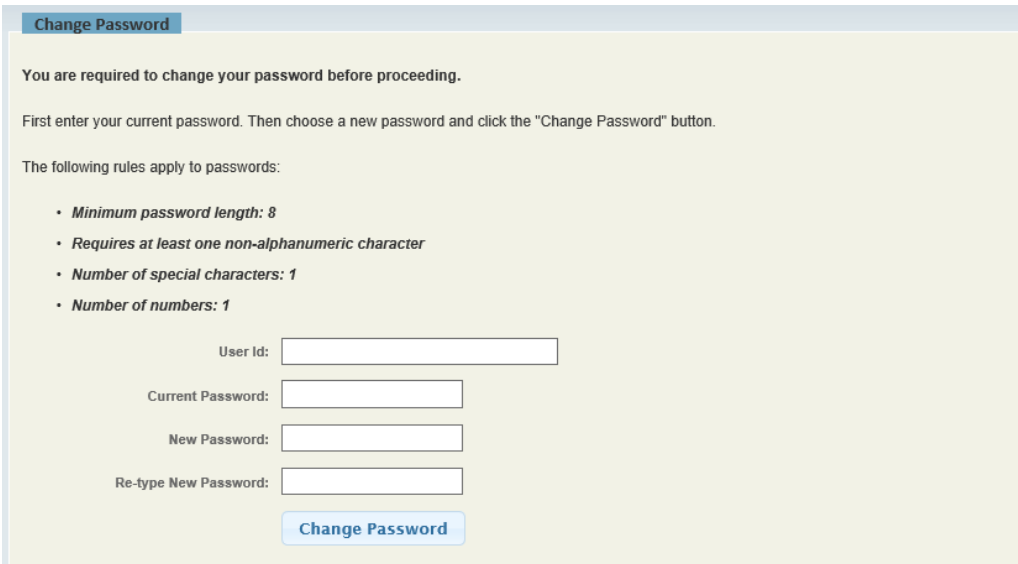
The EMS Office of Research and Analysis and/or the EMS agency administrator defines each user account for the Web Portal. If a login attempt is unsuccessful, contact the EMS Office of Research and Analysis.



Upon first log in you may be prompted to change your password. The following rules now apply to passwords:

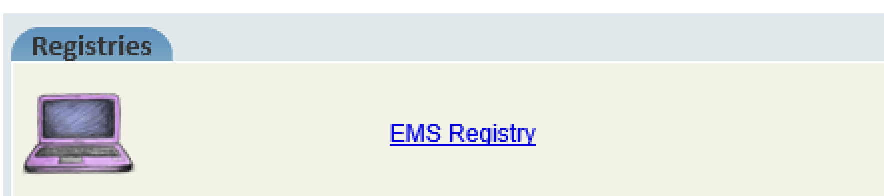
Minimum password length: 8
Requires at least one non-alphanumeric character (!@#$%^&*()
Number of special characters: 1
Number of numbers: 1

Complete all the fields and click “Change Password”.




## Entering Data into EMSIRS-3

Select **[EMS Registry]** from the “Registries” section of the Web Portal.

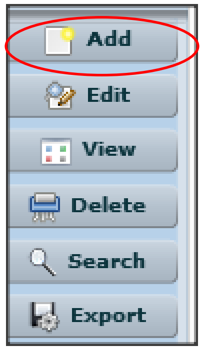



The “EMS Registry Record Manager” opens. It includes all records for your EMS agency.

### Adding an EMS Registry Record

To add an EMS record:

1. Select the **[Add]** option on the “EMS Registry Record Manager” screen.

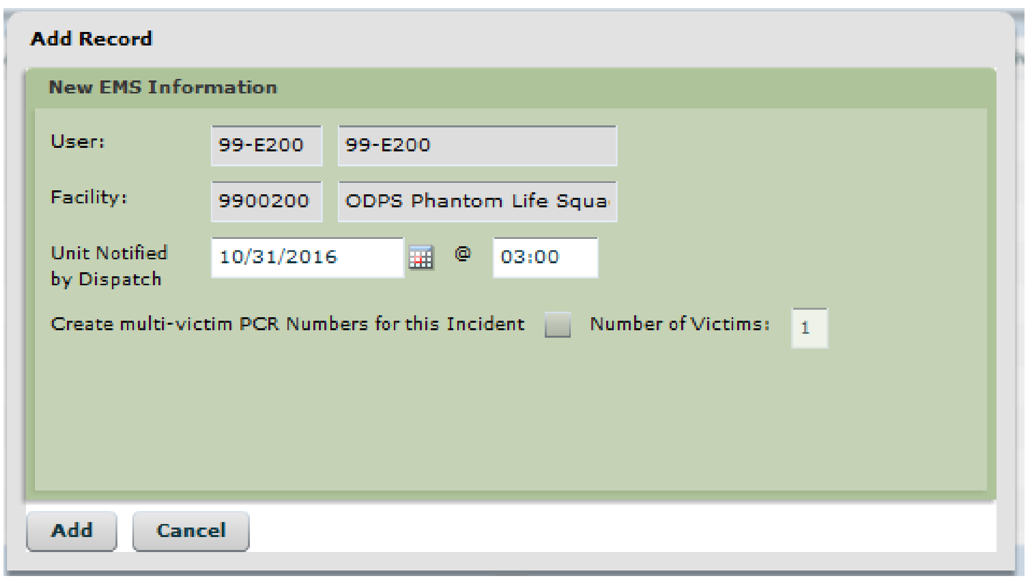




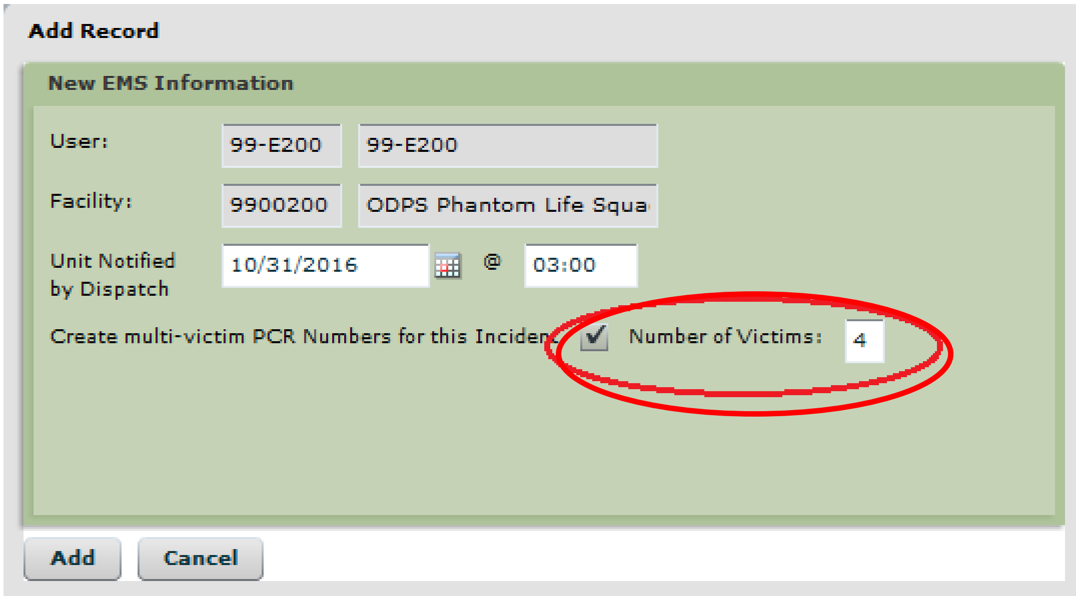
2. The “Add Record” screen opens. Complete all fields on the “Add Record” screen. To enter a multi-victim record, select the “Create multi-victim PCR Numbers for this Incident” option and then enter the “Number of Victims” (between 2 and 9).

   Select **[Add]** to continue.
   Select **[Cancel]** to close the “Add Record” screen.

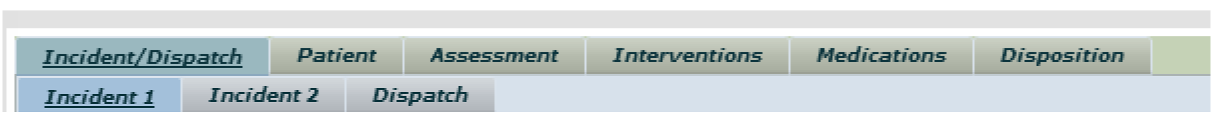
   Adding Single Victim Record will look like this:



Adding Multi-Victim Record will look like this:




Once you click <Add>, the record will open for data entry. Data entry screens are displayed in a Tab Format. The tab names at the top are considered "Main" tabs. Some main tabs will have "sub-tabs" as shown below. The Incident/Dispatch Main Tab has three sub-tabs; Incident 1, Incident 2, and Dispatch.



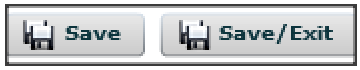

## Screen Navigation Within the EMS Registry Record

### [Prev] and [Next] Options

**[Prev]** and **[Next]** options on the EMS Registry record allow a user to advance through the data entry screens in the EMS Registry record. The options are located in the lower right hand corner of the EMS Registry record.

## Saving an EMS Registry Record

Select **[Save]** to save an EMS Registry record. Select **[Save/Exit]** to save and exit the EMS record.

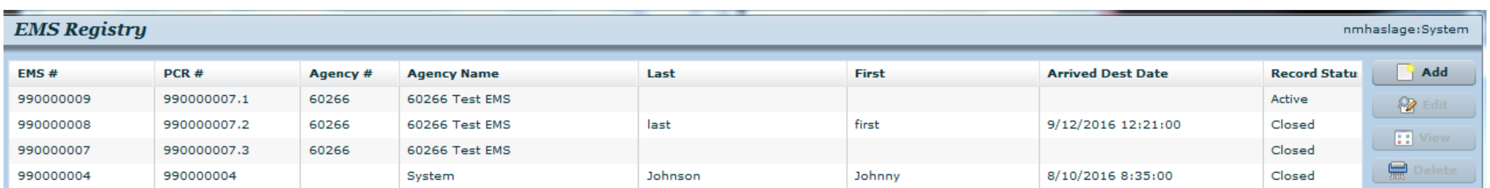



**Note: The EMS Registry record is automatically saved periodically to prevent data loss.**

Select **[Cancel]** to close an EMS Registry record without saving changes. The “Confirm Cancel” screen opens. Select **[OK]** or **[Cancel]**.


## Closing an EMS Registry Record

Once you are done entering data, you must check the record for errors.  When a record is checked and found to have zero errors, the record status is updated from “Active” to “Closed”.  **A record is not submitted until it is listed as “Closed”**




| EMS # | PCR # | Agency # | Agency Name | Last | First | Arrived Dest Date | Record Statu |
|---|---|---|---|---|---|---|---|
| 990000009 | 990000007.1 | 60266 | 60266 Test EMS | | | | Active |
| 990000008 | 990000007.2 | 60266 | 60266 Test EMS | last | first | 9/12/2016 12:21:00 | Closed |
| 990000007 | 990000007.3 | 60266 | 60266 Test EMS | | | | Closed |
| 990000004 | 990000004 | | System | Johnson | Johnny | 8/10/2016 8:35:00 | Closed |

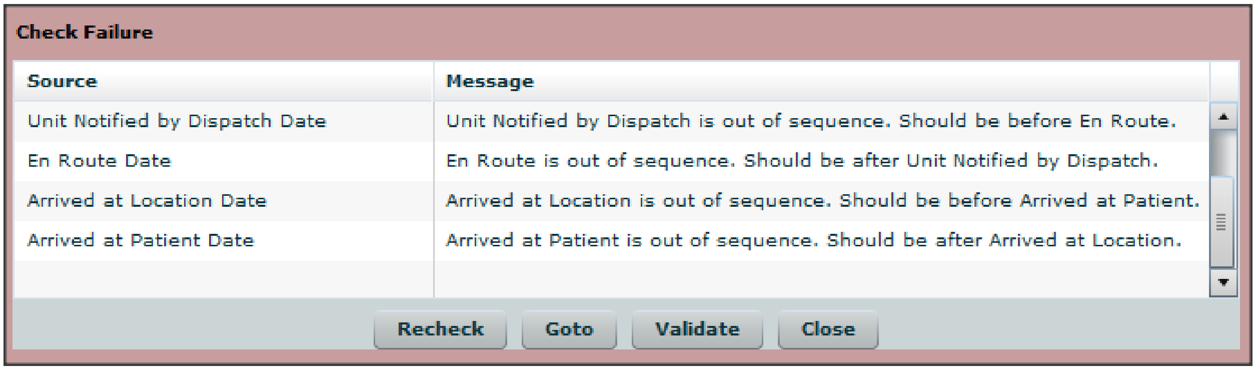
The following types of validation checks exist:

- Blank/Required checks verify if required fields contain data. Example: Incident City should not be blank.
- Sequence checks verify the sequence of dates in the EMS record. Example: Injury Date is out of sequence. Should be before Dispatch Date.
- Range checks verify that vitals are entered in an appropriate range. Example: Respiratory Rate – the value is outside the 0 – 99 range.

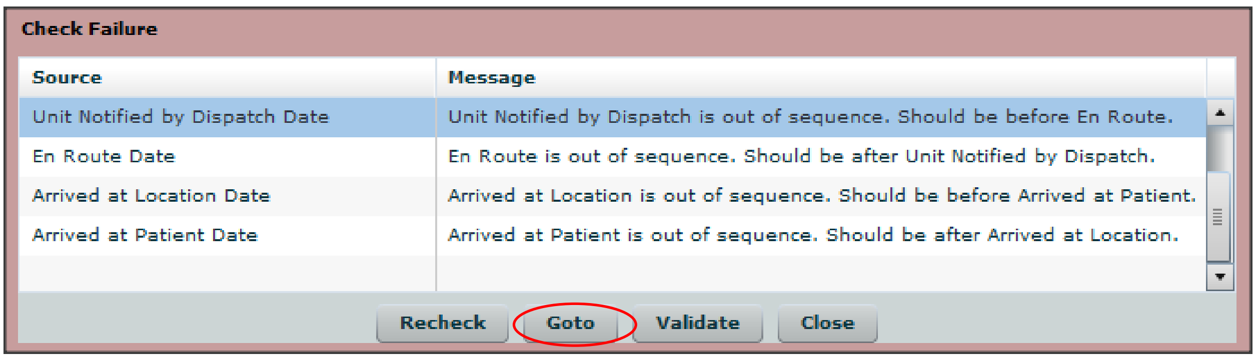
To complete the validation checks process, follow the steps below:

1. Select the **[Check]** option.

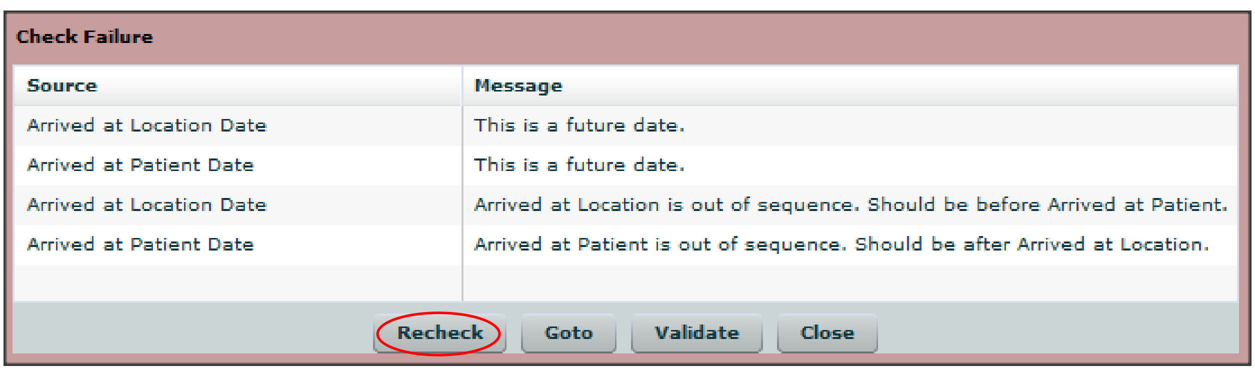

2. The “Check Failure” screen opens.




3. To correct data:
   - Select (click) a data check message. Then select the **[Goto]** option to return to the incorrect field.




   - Review the data in the incorrect field and correct the data if necessary.
   - Select the **[Recheck]** option. The data check message is removed from this screen when the error is resolved.




   - Repeat this step until all messages are gone.

When a record has zero errors, the record status is updated from “Active” to “Closed”. **<u>A record is not submitted until it is listed as “Closed”. Once it is listed as “Closed”, you are done!</u>**

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