



---

# *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](mailto: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

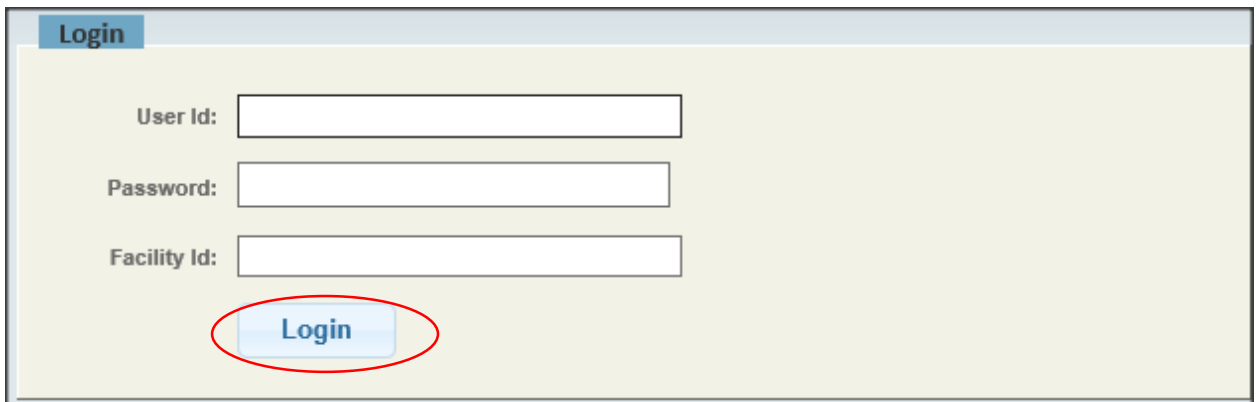
Please contact Digital Innovation, Inc. at (800) 344-3668 x4 or [support@dicorp.com](mailto:support@dicorp.com) with any technical questions you may have regarding the use of the Web Portal or Data Submission.

## Login to Ohio EMSIRS-3

To access the Web Portal:

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

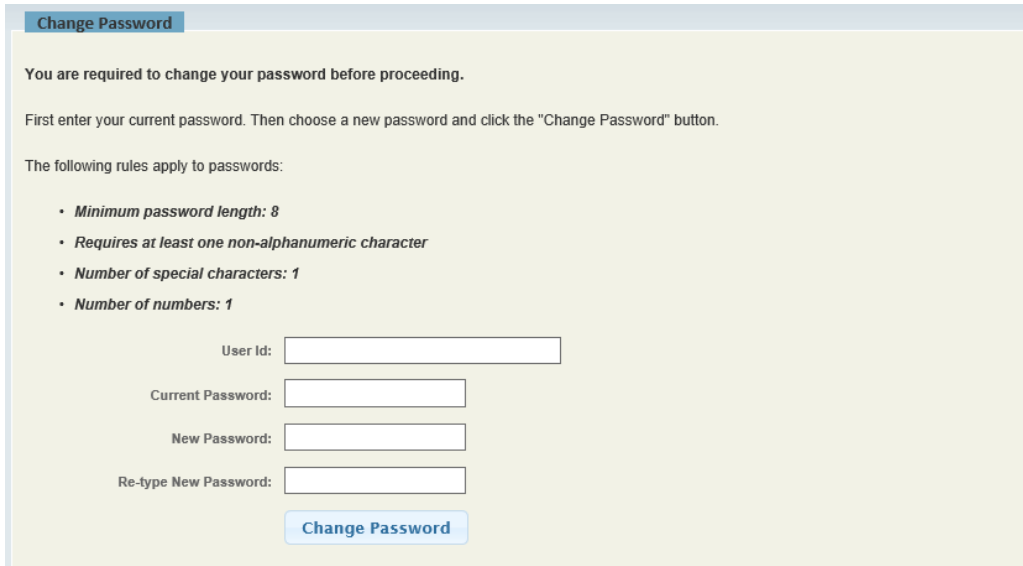


The screenshot shows a login form with a light blue header containing the word "Login". Below the header, there are three input fields: "User Id:", "Password:", and "Facility Id:". Each field is followed by a white rectangular input box. At the bottom of the form, there is a blue button with the word "Login" in white text, which is circled in red.

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

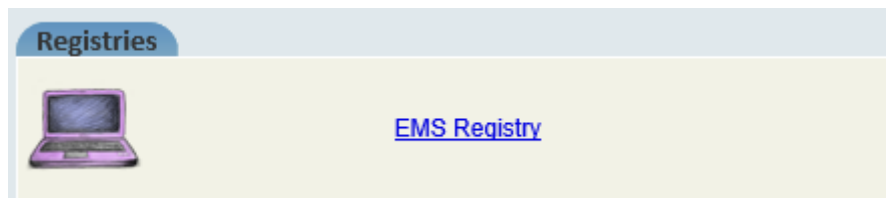
Complete all the fields and click “Change Password”.



The screenshot shows a web form titled "Change Password". At the top, it states: "You are required to change your password before proceeding." Below this, it instructs the user: "First enter your current password. Then choose a new password and click the 'Change Password' button." The form lists the password rules: "The following rules apply to passwords:" followed by a bulleted list: "• Minimum password length: 8", "• Requires at least one non-alphanumeric character", "• Number of special characters: 1", and "• Number of numbers: 1". The form contains four input fields: "User Id:", "Current Password:", "New Password:", and "Re-type New Password:". A blue "Change Password" button is located at the bottom right of the form.

## Entering Data into EMSIRS-3

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

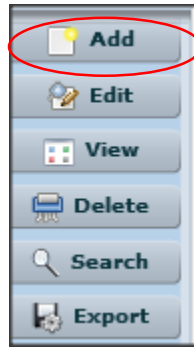


The “EMS Registry Record Manager” opens. It includes all records for your EMS agency.

## 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:

A screenshot of the "Add Record" form. The form has a title bar "Add Record" and a section titled "New EMS Information". The fields are: User: 99-E200, 99-E200; Facility: 9900200, ODPS Phantom Life Squa; Unit Notified by Dispatch: 10/31/2016, @, 03:00; Create multi-victim PCR Numbers for this Incident: ; Number of Victims: 1. At the bottom are "Add" and "Cancel" buttons.

User:	99-E200	99-E200
Facility:	9900200	ODPS Phantom Life Squa
Unit Notified by Dispatch	10/31/2016	@ 03:00
Create multi-victim PCR Numbers for this Incident	<input type="checkbox"/>	Number of Victims: 1

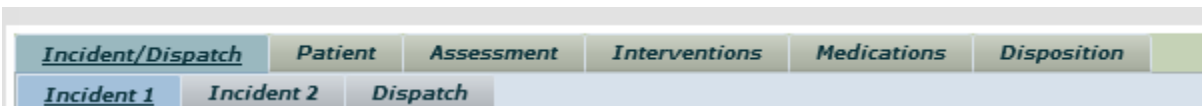
Adding Multi-Victim Record will look like this:

The screenshot shows a dialog box titled "Add Record" with a section for "New EMS Information". The fields are as follows:

User:	99-E200	99-E200
Facility:	9900200	ODPS Phantom Life Squa
Unit Notified by Dispatch	10/31/2016	@ 03:00
Create multi-victim PCR Numbers for this Incident	<input checked="" type="checkbox"/>	Number of Victims: 4

At the bottom of the dialog are "Add" and "Cancel" buttons. The "Number of Victims" field and its associated checkbox are circled in red.

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 Status	
990000009	990000007.1	60266	60266 Test EMS				Active	Add
990000008	990000007.2	60266	60266 Test EMS	last	first	9/12/2016 12:21:00	Closed	Edit
990000007	990000007.3	60266	60266 Test EMS				Closed	View
990000004	990000004		System	Johnson	Johnny	8/10/2016 8:35:00	Closed	Delete

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.

Check Failure	
Source	Message
Unit Notified by Dispatch Date	Unit Notified by Dispatch is out of sequence. Should be before En Route.
En Route Date	En Route is out of sequence. Should be after Unit Notified by Dispatch.
Arrived at Location Date	Arrived at Location is out of sequence. Should be before Arrived at Patient.
Arrived at Patient Date	Arrived at Patient is out of sequence. Should be after Arrived at Location.

3. To correct data:

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

Check Failure	
Source	Message
Unit Notified by Dispatch Date	Unit Notified by Dispatch is out of sequence. Should be before En Route.
En Route Date	En Route is out of sequence. Should be after Unit Notified by Dispatch.
Arrived at Location Date	Arrived at Location is out of sequence. Should be before Arrived at Patient.
Arrived at Patient Date	Arrived at Patient is out of sequence. Should be after Arrived at Location.

- 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.

Check Failure	
Source	Message
Arrived at Location Date	This is a future date.
Arrived at Patient Date	This is a future date.
Arrived at Location Date	Arrived at Location is out of sequence. Should be before Arrived at Patient.
Arrived at Patient Date	Arrived at Patient is out of sequence. Should be after Arrived at Location.

- Repeat this step until all messages are gone.

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

## Proprietary Rights Notice

The Web Portal and related materials, including but not limited to this document, and other written material provided by Digital Innovation, Inc. (collectively “Software Products”) constitute confidential and proprietary information of Digital Innovation, Inc. It is the responsibility of the user to comply with all applicable copyright laws. The Software Products are to be maintained in confidence and not to be disclosed, duplicated, or otherwise reproduced, directly or indirectly, whole or in part, or any materials relating thereto, except as specifically authorized by Digital Innovation, Inc. No portions of this manual may be reproduced, duplicated, or disclosed without the expressed written approval of Digital Innovation, Inc. Reasonable steps are to be taken to insure that no unauthorized persons have access to the Software Products and that all authorized persons having access to the Software Products refrain from any such disclosure, duplication, or reproduction except as authorized by Digital Innovation, Inc.

Copyright © 2016. Digital Innovation, Inc. All Rights Reserved.

**digital innovation**  
i n c o r p o r a t e d