Digital Innovation, Inc.

Ohio EMSIRS-3

Submission Review for Automatic and File Uploads

Welcome to Ohio EMSIRS-3

What: Use the Submission Review to view submission reports for files that have been uploaded by you, or automatically by your software vendor.

Who: EMS agencies who submit files via file upload, or by automatic submission from your software vendor.

Why: This feature is used to verify that files were indeed loaded into Ohio EMSIRS 3, whether submitted by file upload or automatic submission. In addition, the submission report will identify any errors, which must be fixed by the EMS agency.

Quick Start

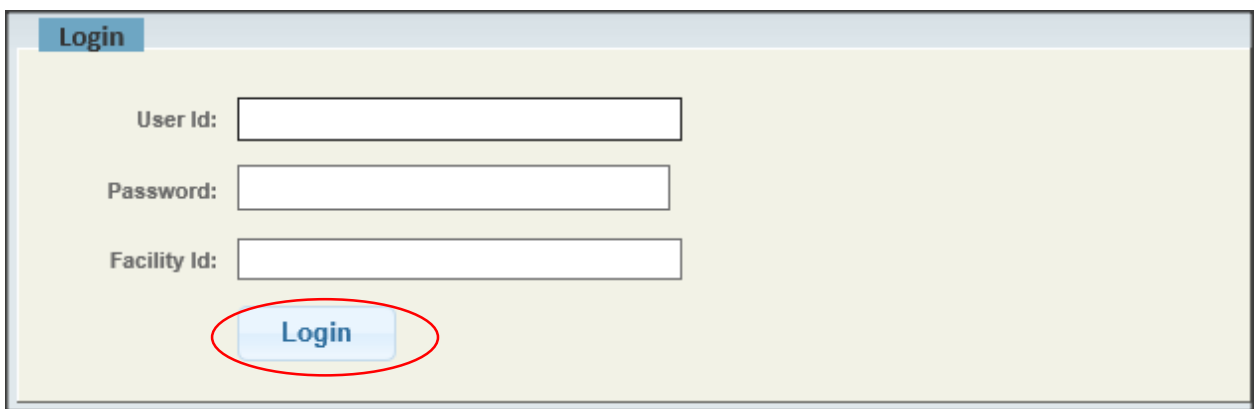**How to review data submissions to the Ohio EMS Incidence Reporting System**

1. Log on to: https://oh.centralsiteportal.com/

2. On the Data Exchange tab, click Submission review. A new window will open.

3. Enter a submission date range and click the Search button. Any submissions from the date range you entered will show up in a list on the lower portion of the window.

4. Pay close attention to the "Disposition Status" column. There will be one of three status messages:

a. Loaded = all files uploaded successfully and there are no errors. A row that contains a loaded file will appear white or light purple. Click the icon to the right in the Submission Reports column to see a more detailed report. Congratulations! Your submission was successful.

b. Rejected by validation / policy = some records cannot be processed due to errors. A row that contains a file that was rejected will be red. Click on the icon to the right in the Submission Reports Column to see a more detailed report. This report will indicate specific errors in individual records. Records must be corrected and resubmitted.

c. Failed Submission = the entire submission failed to upload. A row that contains a file that failed will be red. Please resolve the issue and resubmit. You may need to contact your software vendor for assistance.

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.
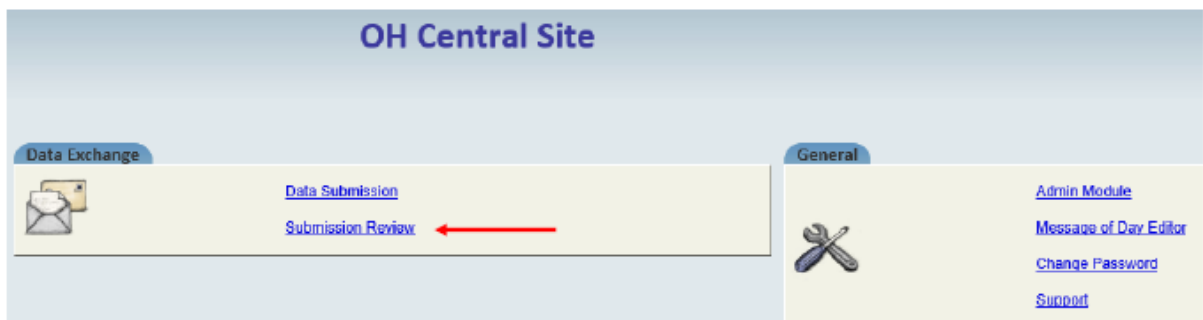4. Select the **[Login]** option.

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.

Submission Review

Once you are logged into the Ohio Central Site, under the "Data Exchange" tab, click "Submission Review".

The "View Submissions" screen will appear.

Submission Filters allow you to narrow your search on uploaded files to match certain criteria including Submission Date Range Processing Status, and Disposition Status. Select filters if needed and click search. Submissions matching your search criteria will display below.

- *Submission Date Range* allows you to view submissions for any particular data range that you enter.
- *Processing Status* allows you to view submissions by Dispatched, Pending Validation, Pending Loading, or Processed status
- *Disposition Status* allows you to view submissions by final disposition status of the file submitted including Not Processed, Failed Loading, Rejected by Validation/Policy, Failed Submission, Loaded

The "Submission Table", which is in the bottom half of the screen, displays information about each submitted file.

- *Sub ID*: Unique Submission File Identification Number
- *Name:* Submission File Name
- *Target Facility ID:* Agency ID / Facility ID of Submitting Agency (Note: this number may look different than usual. "-" and "E" will be replaced with "0".)
- *Target Facility Name:* Name of Submitting Agency
- *Submission Date:* Date the File was Submitted
- *Submitting User:* User ID of the individual that submitted the file OR Name of Software Vendor that submitted on the agency's behalf.
- *# of Record:* Total number of records contained in the file
- *Processing Status:* displays the current processing status of the submitted file.
- *Disposition Status:* displays the current disposition status of the submitted file
- *Submission Report:* provides link to the submission report for all records and contains information about the submitted file.

Each line represents a file that was uploaded. See the # of Records column for the number of records contained in that file. Purple and white lines indicate files that have been fully loaded with NO errors. Red lines indicate the file had errors and some records have failed submission. **Those records that failed must be fixed by the EMS agency and resubmitted.**

The Submission Table may also include pink lines. Files are put into a queue when received, and then processed approximately every 15 minutes. Various stages of processing are listed as "Pending Validation", "Pending Loading" and "Dispatched". If you see files in pink, please wait and give these files time to process and load. Come back to the submission review at a later time.

Interpreting the Submission Report

For files that have errors, click on the icon in the "Submission Reports" column to open the Submission Report for further information. The records that contain the errors are listed in the Record Detail section. **These records with errors must be fixed by the EMS agency and resubmitted.   The specific error is listed in the Message section.**

Typical errors are related to an incorrect agency code, incorrect facility code, etc.

Submission Report

Overview

Submission Number	33582
File Name	▓▓▓▓▓▓▓▓▓
Facility Id	▓▓▓▓▓
Facility Name	▓▓▓▓▓▓▓▓▓▓
Submission Date	12/6/2016 10:35:33 PM
Submitting User	▓▓▓▓▓
Processing Status	Processed
Disposition Status	Failed Submission

Processing Overview

Total number of records in the submission file	1
Records added	0
Records updated	0
Records failed to stage	1

Record Detail

Type	Record	Field	Message
Staging	a19963d7c8de4aefbf38a6d4015aa839	FacilityId	Could not find ems agency "620e002"

Reminder: Any records with errors must be fixed by the EMS agency and resubmitted.

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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