



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

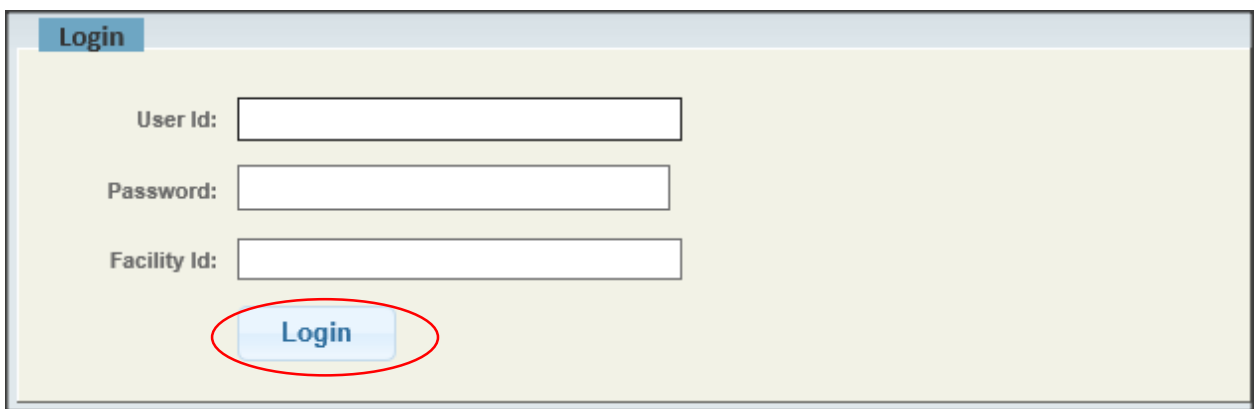
1. Log on to: <https://oh.centraisiteportal.com/>
2. On the Data Exchange tab, click Submission review. A new window will open.
3. Enter a submission date range and click the Search button. Any submissions from the date range you entered will show up in a list on the lower portion of the window.
4. Pay 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.centitalsiteportal.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.

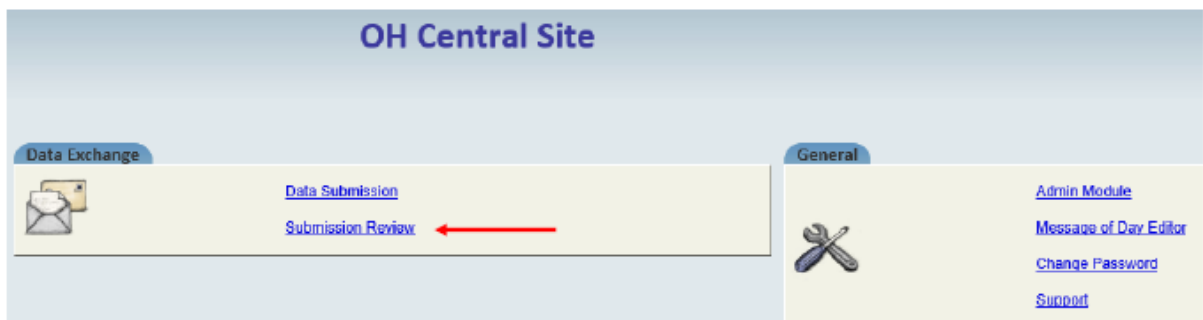
The EMS Office of Research and Analysis and/or the EMS agency administrator defines each user account for the Web Portal. If a login attempt is unsuccessful, contact the EMS Office of Research and Analysis.



The screenshot shows a web portal login interface. At the top, there is a blue header with the word "Login" in white. Below the header, there are three white input fields with black borders. The first field is labeled "User Id:", the second is labeled "Password:", and the third is labeled "Facility Id:". Below these fields is a blue button with the word "Login" in white text. The button is circled in red.

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 screenshot shows the 'View Submissions' interface. At the top, it says 'Ohio Central Site' and 'Welcome nmhaslage, System: System'. The main heading is 'View Submissions'. Below this is a 'Submissions Filter' section. It contains several dropdown menus: 'Target Facility:', 'Submission Type:', 'Processing Status:', and 'Disposition Status:'. A 'Submission Date Range:' filter is highlighted with a red oval, showing a 'From' and 'To' date selection. Below the filters are 'Search' and 'Reset' buttons. The bottom section is a table with columns: 'Sub ID', 'Name', 'Target Facility ID', 'Target Facility Name', 'Submission Date', 'Submitting User', 'Facility Arrival Start Date', 'Facility Arrival End Date', 'Discharge Start Date', 'Discharge End Date', '# of Records', 'Processing Status', 'Disposition Status', and 'Submission Reports'. The table currently shows 'Showing 0 to 0 of 0 entries' and 'No data available in table'.

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.**

Sub ID	Name	Target Facility ID	Target Facility Name	Submission Date	Submitting User	Facility Arrival Start Date	Facility Arrival End Date	Discharge Start Date	Discharge End Date	# of Records	Processing Status	Disposition Status	Submission Reports
34234	July2016	98-123	West City EMS	12/08/2016 09:49	Susie Q					6	Processed	Loaded	
34225	Aug2016	98-123	West City EMS	12/08/2016 09:34	Susie Q					4	Processed	Loaded	
34223	Spet2016	98-123	West City EMS	12/08/2016 09:19	Susie Q					2	Processed	Loaded	
34220	Oct2016-1	98-123	West City EMS	12/08/2016 09:04	Susie Q					3	Processed	Loaded	
34212	Oct2016-2	98-123	West City EMS	12/08/2016 08:49	Susie Q					1	Processed	Loaded	
34203	Nov2016	98-123	West City EMS	12/08/2016 08:19	Susie Q					4	Processed	Loaded	
34197	Dec2016	98-123	West City EMS	12/08/2016 08:04	Susie Q					3	Processed	Failed Submission	

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.

The screenshot shows the 'Ohio Central Site' submission review interface. At the top, there is a 'Submissions Filter' section with dropdown menus for 'Target Facility', 'Submission Type' (set to 'NEMSIS v3'), 'Processing Status', and 'Disposition Status'. Below the filter is a 'Submission Date Range' section with a date of '12/08/2016' and a 'Today' button. A 'Search' and 'Reset' button are also present.

The main part of the interface is a table titled 'View Submissions'. The table has 14 columns: Sub ID, Name, Target Facility ID, Target Facility Name, Submission Date, Submitting User, Facility Arrival Start Date, Facility Arrival End Date, Discharge Start Date, Discharge End Date, # of Records, Processing Status, Disposition Status, and Submission Reports. The table contains four rows of data. The first three rows (Sub IDs 34334, 34333, and 34332) are highlighted in pink, indicating they are in a pending state. The fourth row (Sub ID 34331) is white, indicating it is processed. A red oval is drawn around the 'Processing Status' column of the table.

Sub ID	Name	Target Facility ID	Target Facility Name	Submission Date	Submitting User	Facility Arrival Start Date	Facility Arrival End Date	Discharge Start Date	Discharge End Date	# of Records	Processing Status	Disposition Status	Submission Reports
34334	esosolutions-4400911-20161208194503	4400911	Lawrence County EMS (Lawrence Co)	12/08/2016 16:15	ESOSolutions						Pending Validation	Not Processed	
34333	esosolutions-90039-20161208174920	90039	Trenton Fire Dept. (Butler Co)	12/08/2016 16:15	ESOSolutions					1	Pending Loading	Not Processed	
34332	esosolutions-120029-20161208204707	120029	Springfield Fire Division (Clark Co)	12/08/2016 16:15	ESOSolutions					7	Pending Loading	Not Processed	
34331	esosolutions-8200002-20161208180235	8200002	Vinton County E.M.S. (Vinton Co)	12/08/2016 16:14	ESOSolutions					1	Processed	Loaded	

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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