



DI EMS Central Site and Web Portal

NEMSIS Submission



Digital Innovation, Inc.

NEMSIS Data Submission

DI Central Site



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OVERVIEW

The purpose of this document is to define the procedure for sending EMS submissions to the DI EMS Central Site. The submission and receiving process supports the NEMSIS 3.4 file format.

CT – DI Central Site URLs

Environment	URL
NEMSIS Manual Submissions – Staging	https://stg.dph-tac-ems.ct.gov/login.htm
NEMSIS Manual Submissions – Production	https://dph-tac-ems.ct.gov/login.htm
NEMSIS Automated Submissions – Staging	https://stg.dph-tac-ems.ct.gov/NemsisV3Ws.asmx
NEMSIS Automated Submissions – Production	https://dph-tac-ems.ct.gov/NemsisV3Ws.asmx

DATA SUBMISSION METHODS

There are two approaches to submitting NEMSIS v.3.4 to the DI Central Site.

Automated Submissions - Utilizes the NEMSIS web services for electronic submissions

Manual Submissions - Utilizes a manual upload of the file to the DI Central Site

Note, both submission approaches require a User Account in the DI Central Site which will be configured by the Central Site System Administrator at the State.

Automated Submission Procedure

To Be Completed by each individual Agency/Vendor

1. To submit a file to the DI Central Site, you will use the NEMSIS TAC Receiver web service which your EMS vendor should provide you interface to this service. The web service complies with the NEMSIS TAC guidelines and requires your EMS vendor to provide a tool for submitting files. Each submission is given a unique token that will be needed to query the submission status.
2. Once the file is submitted to the NEMSIS TAC Receiver, it will be queued for processing and if the file is determined to be valid, then it will be periodically processed and added to EMS Central Site Database.

- a. Your vendor should provide a tool to query the status of submissions using Retrieve Status function of the web service and the token obtained at the time of submission. This function complies with the NEMSIS v3.4 (<http://www.nemsis.org/v3/downloads/webServices.html>) status return codes and will generate a compliance document if errors or warnings related to the XSD schema or schematron rules are generated.

Additional Information & Resources can be accessed via the below link:

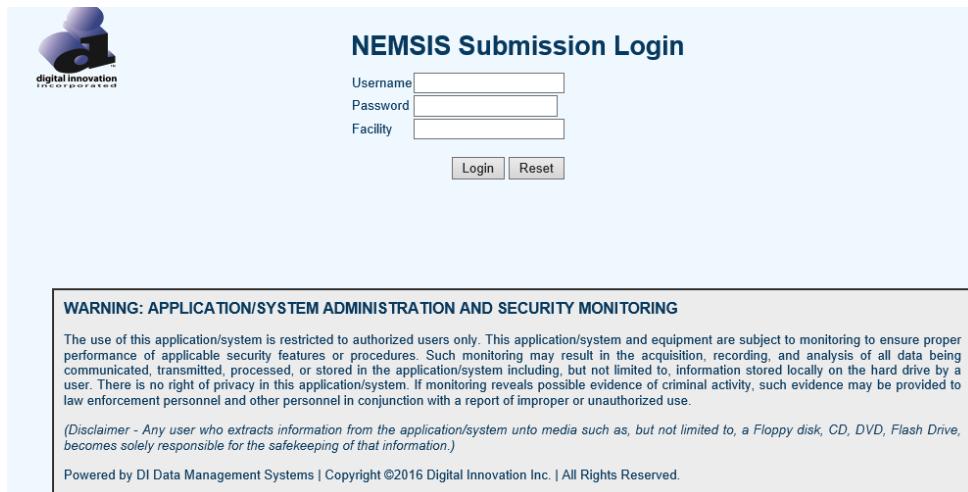
<http://www.nemsis.org/v3/index.html>

3. Once the file is submitted to the DI Central Site, the status of the submission can be reviewed. Refer to the Verifying Submission Status section of this document for information.

Manual Submission Procedure

Manual EMS data files can be submitted to the DI EMS Central Site through the below defined process. Manual submissions are supported for the 2.2.1 and 3.4 NEMSIS format.

1. Utilize the appropriate link to access the NEMSIS Manual Submission URL.
2. At the login screen, enter a “User ID”, a “Password” and a “Facility ID”. (Credentials will be provided to you by the Central Site System Administrator). Then click the **[Login]** button.
 - a. The Central Site System Administrator defines permissions for each user account in the DI Central Site. If a login attempt is unsuccessful, contact the System Administrator to verify permissions and access.



NEMSIS Submission Login

Username
 Password
 Facility

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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3. Upon log-in, the following screen will appear.



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:

- From the NEMSIS Submissions web page click on the [Browse] button to select the file you wish to upload.
- Locate the file, click on it to highlight and click on the [Open] button to select it.
- Next, click on the [Upload] button.
- 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:
 - "Local Validation Errors" or "XSD Errors" – The file format is not valid and cannot be processed. Contact your software developer for assistance.
 - "SchemaError Errors" – See if the file is 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 preexisting injury). See http://nemsis.datalinkmedia.com/nemsis_v3/release-3.4.0/Schematron/rules/EMSDataSet.sch.xml for more information.
 - "Loading" – The file has not yet been processed.
 - "Processing" – The file has been validated and is being loaded into the database.
 - "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

Recent Submissions

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

4. Step by step instructions are located on the top of the page detailing how to submit a manual file.

5. Once files have successfully processed, log out of the web site by clicking **Logout** in the upper right hand corner.

VERIFYING SUBMISSION STATUS

For either Submission method, the status and validation of the Submission can be checked by accessing the appropriate Manual Submission URL.

How to interpret the Recent Submissions grid

1. Status column

- a. It is important to note that 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.
- b. If the “Status” column result is reported as anything but “Processed”, that indicates a problem with the file and or the processing of the file and it must be resubmitted.
- c. If the “Status” indicates “Local Validation Errors/XSD Errors or Schematron Errors”, then something is either technically wrong with the format of the file or the data in the file and these errors must be corrected before the file is re-submitted.
- d. If the “Status” column result indicates “Processed”, then the file was successfully received and will be automatically uploaded to the EMS Central Site Database.
- e. The “Recent Submissions” grid must be monitored to assure files have successfully processed.

2. Validation Report column

- a. Upon successful processing a submission report icon will appear that can be accessed to view key information about the file. Click Validation Report to open and view the report which should be reviewed for any errors.



DI EMS Central Site and Web Portal

NEMSIS Submission

Submission Report

Overview

Submission Number 1024
File Name admin submission to System 20160222135524
Facility Id 1
Facility Name System
Submission Date 3/4/2016 11:01:11 PM
Submitting User Admin
Processing Status Processed
Disposition Status Loaded
User Approval Unknown
Manager Approval Unknown
Policy Status Unknown
Validation Status Unknown

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	5dm	FacilityId	Could not ems find facility "9"

3. Once files have successfully processed, log out of the web site by clicking **Logout** in the upper right hand corner.