



DI EMS Central Site and Web Portal
NEMSIS Submission



Digital Innovation, Inc.

NEMSIS Data Submission

DI Central Site



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DI EMS Central Site and Web Portal *NEMSIS Submission*

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.



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2. Once the file is submitted to the NEMESIS 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 NEMESIS v3.4.0 (<http://www.nemesis.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:

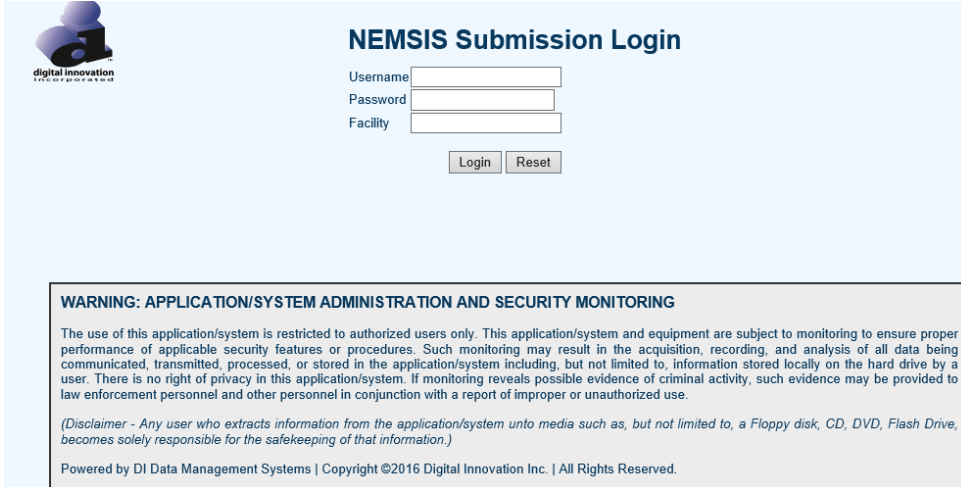
<http://www.nemesis.org/v3/index.html>

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 (<https://dph-tac-ems.ct.gov/login.htm>) through the below defined process. Manual submissions are supported for the 3.4.0 NEMESIS format.

1. Utilize the appropriate link to access the NEMESIS Manual Submission URL.
2. At the login screen, enter a “Username”, a “Password” and a “Facility”. (Credentials will be provided to you by the Central Site System Administrator). The 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.



NEMESIS Submission Login

Username

Password

Facility

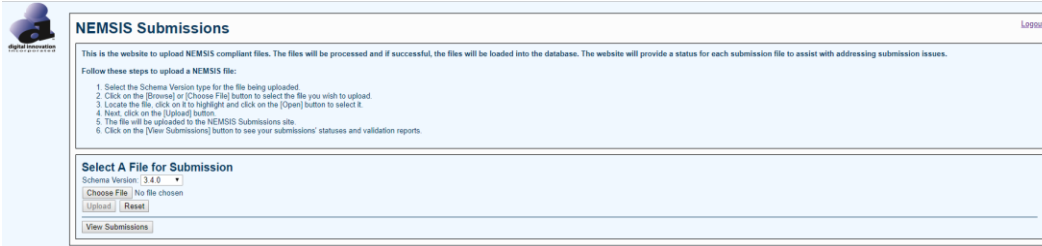
WARNING: APPLICATION/SYSTEM ADMINISTRATION AND SECURITY MONITORING

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.



NEMESIS Submissions Logout

This is the website to upload NEMESIS 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 NEMESIS file:

1. Select the Schema Version type for the file being uploaded.
2. Click on the [Browse] or [Choose File] button to select the file you wish to upload.
3. Locate the file, click on it to highlight and click on the [Open] button to select it.
4. Next, click on the [Upload] button.
5. The file will be uploaded to the NEMESIS Submissions site.
6. Click on the [View Submissions] button to see your submissions' statuses and validation reports.

Select A File for Submission

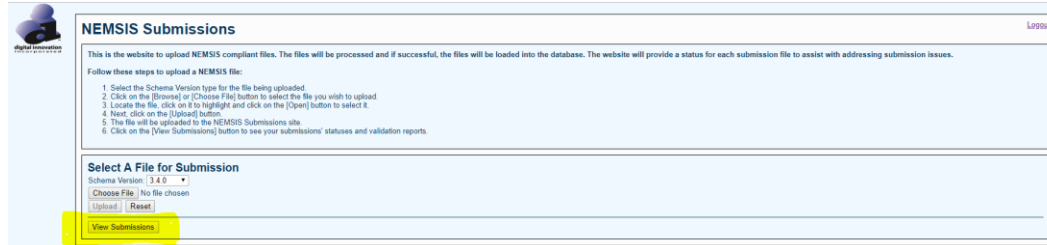
Schema Version: 3.4.0 ▾

Choose File | No file chosen

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 (<https://dph-tac-ems.ct.gov/login.htm>). Login and click [View Submissions].



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Select A File for Submission

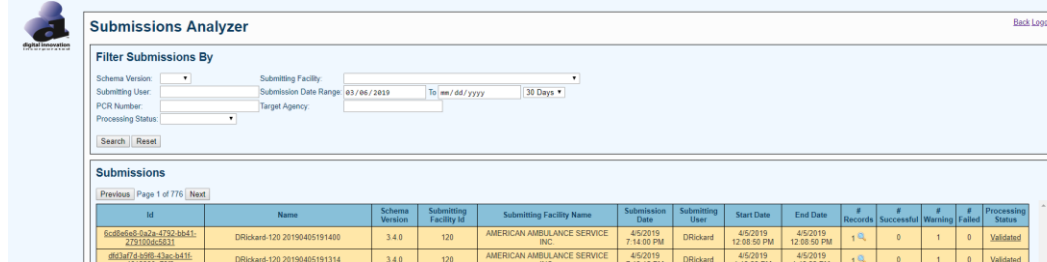
Schema Version: 3.4.0

Choose File: No file chosen

Upload | Reset

View Submissions

You will then see the “Submission Analyzer” interface.



Submissions Analyzer Back Logout

Filter Submissions By

Schema Version: Submitting Facility:

Submitting User: Submission Date Range: 03/06/2019 To: mm/dd/yyyy 30 Days

PCR Number: Target Agency:


Processing Status:

Search | Reset

Submissions

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ID	Name	Schema Version	Submitting Facility ID	Submitting Facility Name	Submission Date	Submitting User	Start Date	End Date	# Records	# Successful	# Warning	# Failed	Processing Status
8c0f8e5c-2a2e-4752-bb41-471310ba0c33	DRickard-120 20190405191400	3.4.0	120	AMERICAN AMBULANCE SERVICE INC.	4/5/2019 7:14:50 PM	DRickard	4/5/2019 12:08:50 PM	4/5/2019 12:08:50 PM	1	0	1	0	Validated
df5a17d3-3095-43ac-b411-	DRickard-120 20190405191314	3.4.0	120	AMERICAN AMBULANCE SERVICE	4/5/2019	DRickard	4/5/2019	4/5/2019	1	0	1	0	Validated

From this interface you will be able to filter the EMS submissions and view the validation reports associated with the submission. The magnifying glass  will allow you to drill down to the individual records within a submission.

How to interpret the Recent Submissions grid

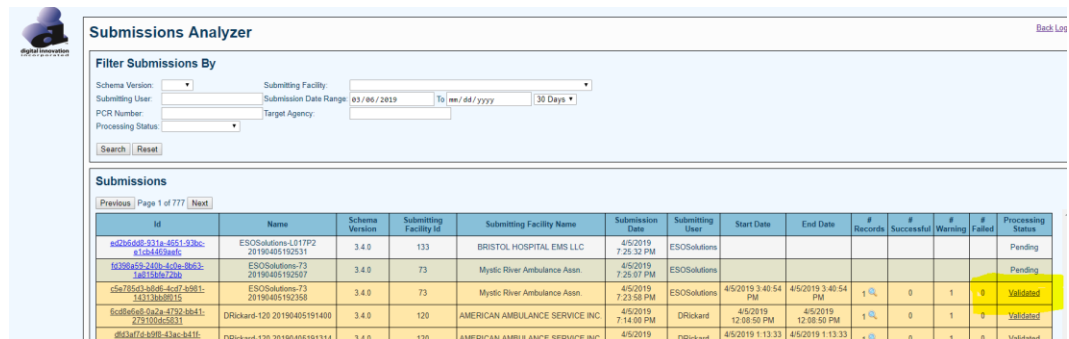
1. Processing Status column
 - a. It is important to note that each file submitted goes through a number of processing steps, so it is important to review the “Processing Status” column for the end result. The processing should take approximately 5-10 minutes depending on the volume of submissions being received.

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- b. If the “Processing Status” column result is reported as “Failed”, that indicates the submission has completed with an error and should be reviewed and resubmitted. Below is an example of a schematron error message for a failed submission obtained by clicking the [Failed] link in the “Processing Status” column.

WARNING	Patient's Home County, Race, Age, Age Units, Primary Method of Payment	EMSDataset_Header_PatientCareReport	3.4.0 XSDs/NEMSI xmlns:schemaLocat: 3.4.0 XSDs/NEMSI xmlns:schemaLocat: 3.4.0 XSDs/NEMSI
ERROR	When Medication Dosage is recorded, Medication Dosage Units should be recorded.	EMSDataset_Header_PatientCareReport_eMedications_eMedications.MedicationGroup_eMedications.DosageGroup_eMedications.05	<record xmlns="htt xmlns:schemaLocat: 3.4.0 XSDs/NEMSI <dAgency.02 xmlns:schemaLocat: 3.4.0 XSDs/NEMSI <dAgency.04 xmlns:schemaLocat: 3.4.0 XSDs/NEMSI <cRecord.01 xmlns:schemaLocat: 3.4.0 XSDs/NEMSI aceb-7ab8152fa655'
ERROR	When Medication Dosage is recorded,	EMSDataset_Header_PatientCareReport_eMedications_eMedications.MedicationGroup_eMedications.DosageGroup_eMedications.05	<record xmlns="htt xmlns:schemaLocat: 3.4.0 XSDs/NEMSI <dAgency.02 xmlns:schemaLocat: 3.4.0 XSDs/NEMSI

- c. The submission file can be downloaded for review by clicking on the value shown in the “Id” column.
- d. If the “Processing Status” column result indicates “Validated”, then the file was successfully received and will be automatically uploaded to any connected systems. (e.g. NEMESIS)
The validation report can be viewed by clicking on the [Validated] link in the “Processing Status” column.



Id	Name	Schema Version	Submitting Facility Id	Submitting Facility Name	Submission Date	Submitting User	Start Date	End Date	# Records	# Successful	# Warning	# Failed	Processing Status
es02e6d8-831a-4851-93bc-41e24409e6	ESOSolutions-L017P2 20190405190531	3.4.0	133	BRISTOL HOSPITAL EMS LLC	4/5/2019 7:25:32 PM	ESOSolutions							Pending
1c399a25-247b-4c7b-8963-1ad144a72ab	ESOSolutions-73 20190405192567	3.4.0	73	Mystic River Ambulance Assn.	4/5/2019 7:25:07 PM	ESOSolutions							Pending
cd775c71-3d8d-4c07-8281-1a31310a0019	ESOSolutions-73 20190405192558	3.4.0	73	Mystic River Ambulance Assn.	4/5/2019 7:25:58 PM	ESOSolutions	4/5/2019 3:40:54 PM	4/5/2019 3:40:54 PM	1	0	0	1	Validated
6c086e68-9a2a-4732-bb41-273100dc5631	DRickard-120 20190405191400	3.4.0	120	AMERICAN AMBULANCE SERVICE INC.	4/5/2019 7:14:00 PM	DRickard	4/5/2019 12:08:50 PM	4/5/2019 12:08:50 PM	1	0	0	1	Validated
db3af743d95-43ac-b411-	DRickard-120 20190405191314	3.4.0	120	AMERICAN AMBULANCE SERVICE INC.	4/5/2019 7:14:00 PM	DRickard	4/5/2019 1:13:33 PM	4/5/2019 1:13:33 PM	1	0	0	1	Validated

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