

# How to Upload Data to the Emergency Medical Services Incident Reporting System 2.2 (EMSIRS – 2)



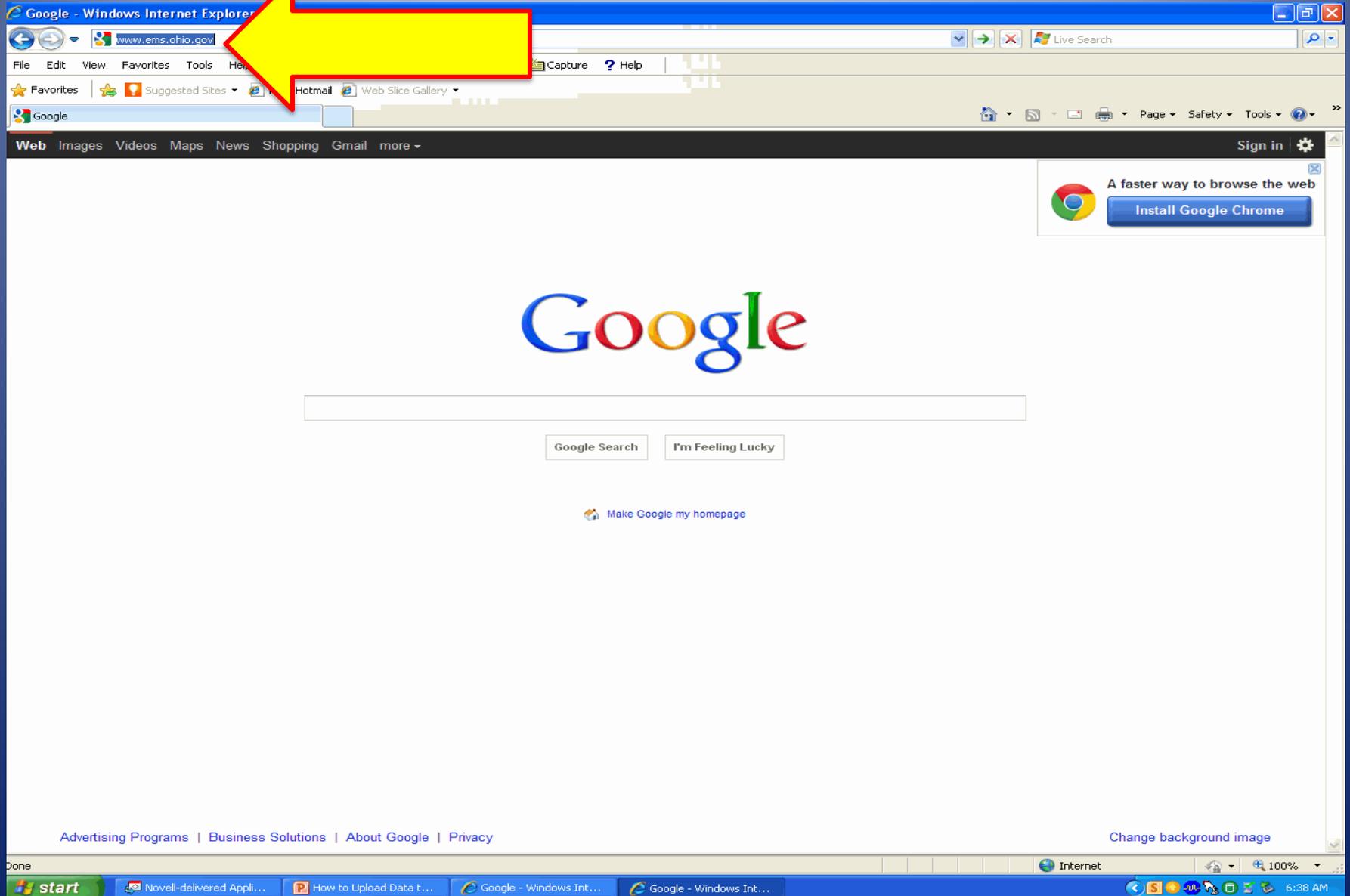
# Introduction

- The following presentation will demonstrate the proper method of submitting data to EMSIRS-2.
  - **NOTE**: If you are still reporting to EMSIRS-1, please contact your software vendor to purchase the EMSIRS-2 software.

# 1. Start your internet browser



## 2. Go to [www.ems.ohio.gov](http://www.ems.ohio.gov)



# 3. Add [www.ems.ohio.gov](http://www.ems.ohio.gov) as a permanent exemption on your pop-up blocker

The screenshot shows the Internet Explorer browser window with the 'Tools' menu open. The 'Pop-up Blocker' option is selected, and a yellow arrow points to the 'Turn Off Pop-up Blocker' sub-option. The browser address bar shows 'http://www.ems.ohio.gov/'. The main content area displays the website for the Ohio Department of Public Safety, Emergency Medical Services, featuring a search bar, navigation links, and various news and service sections.

ODPS | Emergency Medical Services - Windows Internet Explorer

http://www.ems.ohio.gov/

File Edit View Favorites Tools Help

Tools

- Delete Browsing History... Ctrl+Shift+Del
- InPrivate Browsing Ctrl+Shift+P
- Reopen Last Browsing Session
- InPrivate Filtering Ctrl+Shift+F
- InPrivate Filtering Settings
- Pop-up Blocker
  - Turn Off Pop-up Blocker
  - Pop-up Blocker Settings
- SmartScreen Filter
- Manage Add-ons
- Compatibility View
- Compatibility View Settings
- Subscribe to this Feed...
- Feed Discovery
- Windows Update
- Developer Tools F12
- Windows Messenger
- Diagnose Connection Problems...
- Sun Java Console
- Internet Options

Emergency Medical Services

Plan to Address NREMT Course

10.03.2011: Special October Message from Director Learning

09.14.2011: Law Revises the Requirements for Ambulance Staffing

more ODPS news...

more EMS news...

Jeffrey Learning  
Executive Director

Online Services

- EMS and Fire Certification Renewal
- Certification Verification
- CE Tracking System
- EMS Incident Reporting System (EMSIRS)
- EMS Online CE Training
- Grant Applications
- Surveys
- Trauma Registry/Acute Care
- Trauma Registry/Rehab
- Training and Information Sharing
- Training Program

Information and Services

- Accomplishments 2010
- Agency Listing
- Calendar of Meetings
- Certifications
- Continuing Education Audits
- Data Center
- EMS for Children (EMS-C)

About Us

The Division of Emergency Medical Services is responsible for the education, certification and investigation of all emergency medical service and fire service providers in the state of Ohio. The division serves as the administrative arm of the State Board of EMS which is made up of medical, nursing, hospital administration and EMS and Fire service professionals from around the state. As such, it is our responsibility and our duty to recognize, research, and recommend resolutions to all problems and situations that could prevent the individuals we certify from providing the best possible pre-hospital and fire prevention service to the citizens and visitors of our state.

History page

How do I...

Change pop-up blocker settings.

start Novell-deliv... Pandora Ra... 3 Microsof... Inbox - Eliz... Instructions... Work relate... ODPS | Eme... Search Desktop 2:55 PM

# 3. Add [www.ems.ohio.gov](http://www.ems.ohio.gov) as a permanent exemption on your pop-up blocker

The screenshot shows the 'Pop-up Blocker Settings' dialog box in Internet Explorer. The 'Exceptions' section is active, showing the address 'http://www.ems.ohio.gov/' entered in the 'Address of website to allow:' field. A yellow arrow points to the 'Add' button next to this field. Below the field are 'Remove' and 'Remove all...' buttons. The 'Notifications and blocking level:' section has 'Play a sound when a pop-up is blocked.' and 'Show Information Bar when a pop-up is blocked.' checked, and the 'Blocking level:' set to 'Medium: Block most automatic pop-ups'. The background shows the website 'ODPS | Emergency Medical Services' with a navigation menu and a search bar. The website content includes a header with 'Department of Safety', 'Fire', 'EMS', 'EMS Board', 'ODPS Divisions', and 'Contact EMS'. Below the header is a banner for 'Emergency Medical Services' with social media icons for Twitter and Facebook. A section titled 'Jeffrey Learning Executive Director' features a photo of a man in a suit. Other sections include 'Online Services' with links like 'EMS and Fire Certification Renewal', 'Information and Services' with links like 'Accomplishments 2010', and 'Resources' with links like 'Applications and Forms'. The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 3:51 PM.

# 4. Click on: EMS Incident Reporting System (EMSIRS)

The screenshot shows the website for ODPS Emergency Medical Services. The browser window title is "ODPS | Emergency Medical Services - Windows Internet Explorer" and the address bar shows "http://www.ems.ohio.gov/". The page content includes a header with "Welcome to the ODPS Emergency Medical Services" and a "Follow EMS on Twitter" link. Below this is an "EMS NEWS" section with several news items dated from 08.17.2011 to 09.14.2011. To the right is a profile for Jeffrey Leaming, Executive Director. The main content area is divided into three columns. The left column has a "Remember September 11" graphic and an "Information and Services" list. The middle column has an "Online Services" list where a yellow arrow points to the "EMS Incident Reporting System (EMSIRS)" link. The right column has an "About Us" section and a "How do I..." section.

**Online Services**

- EMS and Fire Certification Renewal
- Certification Verification
- CE Tracking System
- [EMS Incident Reporting System \(EMSIRS\)](#)
- EMS Online CE Training
- Grant Applications
- Surveys
- Trauma Registry/Acute Care
- Trauma Registry/Rehab
- Training and Information Sharing
- Training Program

**Resources**

- Applications and Forms
- Laws and Rules (ORC and OAC)
- Training Facilities
- Training Opportunities
- H1N1 Information
- National Accreditation
- Recruitment and Retention
- Reports and Publications

**About Us**

Division of Emergency Medical Services is... and Fire service professionals from... the state. As such, it is our responsibility and our duty to recognize, research, and recommend resolutions to all problems and situations that could prevent the individuals we certify from providing the best possible pre-hospital and fire prevention service to the citizens and visitors of our state.

[History page](#)

**How do I...**

- Renew my EMS certificate?
- Renew my Fire service certificate?
- Become a First Responder or EMT?
- Become a Firefighter?
- Become a Fire Safety Inspector?

# 5. Enter your User ID and Password, then click on: Log In

**NOTE:** You should see a **WHITE** background!

ODPS - EMS Incidence Report System (Login) - Windows Internet Explorer

https://www.dps.state.oh.us/emsri/

Welcome to  
**Ohio Department of Public Safety**  
OHIO DEPARTMENT  
OF PUBLIC SAFETY  
EDUCATION - SERVICE - PROTECTION  
Tue Sep 20 06:54:03 EDT 2011  
**EMS Incidence Report System**

This is a secured area  
Please Login :

User Name :

Password :

[Need Help?](#)

Note 1 : 'User Name' and 'Password' are NOT case-sensitive.  
Note 2 : You will be logged out if you exceed the Maximum Idle time of 20 minutes. Any unsaved data will be LOST.

**NOTICE: Pop-up blocker software will prevent you from logging on to EMSIRS. If you are having problems, add this site to the pop-up blocker software's exceptions/allowed sites list to login.**

**If you continue to have problems, please contact the Ohio EMS Data Center at 800-233-0785 for assistance.**

\*\*\*\*\*  
WARNING NOTICE TO USERS  
\*\*\*\*\*

This is a State of Ohio computer system and is the property of the State of Ohio. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, State of Ohio, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or State of Ohio personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

\*\*\*\*\*

start Novell-delivered Appli... How to Upload Data t... ODPS - EMS Incidenc... Inbox - Elizabeth.Earl... Internet 100% 6:54 AM

# 6. Click on: EMSIRS-2

ODPS - EMS Incidence Report System (99-E200 as Agency) - Windows Internet Explorer

https://www.dps.state.oh.us/emsri/AS\_WebSiteSelect.aspx

**This page no longer redirects automatically**  
Please Click on the Web Site name you want to work with ...

[EMSIRS-1](#)

[EMSIRS-2](#)

https://www.dps.state.oh.us/emsri/AS\_Main.aspx?Page=AS\_Greeting.aspx&MenuName=GENERAL

Internet 100%

start Novell-delivered Appli... How to Upload Data t... Inbox - Elizabeth.Earl... ODPS - EMS Incidenc...

6:58 AM

# 7. Click on: Upload

ODPS - EMS Incidence Report System (99-E200 as Agency) - Windows Internet Explorer

https://www.dps.state.oh.us/emsri/AS\_Main.aspx?Page=AS\_Greeting.aspx&MenuName=GENERAL

Ohio Emergency Medical Services  
SIRS-2 Web Site

19:49

Data Dictionary   Reports   **File Upload**   Error Codes   Online Users   Dash Board   Architect's Page   Logout  
Create/Edit Record   Incident & Patient   Times & Situations   Medications   Disposition   Optional   Record Error   Help

Good Morning

This page has been displayed at 07:01:04 AM on September 20, 2011.

You will be logged out if you exceed the Maximum Idle Time of 20 minutes. Any unsaved data will be LOST.

Please click on a MENU item to Proceed ...

[Homepage this page](#)   [Bookmark this page](#)

https://www.dps.state.oh.us/emsri/AS\_Main.aspx?Page=AS\_FileUpload.aspx&MenuName=ADMIN&tdName=tdFU

Internet 100%

start   Novell-delivered Appli...   How to Upload Data t...   Inbox - Elizabeth.Earl...   ODPS - EMS Incidenc...   7:01 AM

8a. Either type in the name and location of the file you wish to upload or 8b. click the 'Browse' button to open a standard Windows browse box to find the file.

The screenshot shows a web browser window titled "ODPS - EMS Incidence Report System (99-E200 as Agency) - Windows Internet Explorer". The address bar shows the URL: [https://www.dps.state.oh.us/emsl/AS\\_Main.aspx?Page=AS\\_FileUpload.aspx&MenuName=ADMIN&tdName=tdFU](https://www.dps.state.oh.us/emsl/AS_Main.aspx?Page=AS_FileUpload.aspx&MenuName=ADMIN&tdName=tdFU). The page title is "Ohio Emergency Medical Services EMSIRS-2 Web Site".

The main content area features a "Choose File to Upload" dialog box. The dialog box has a "Look in:" field set to "Desktop". The file list shows various folders and drives, including "Local Disk (C:)", "DVD-RAM Drive (D:)", "Public on 'Dps5\Sys' (F:)", "All\_cds on 'Dps5\User' (M:)", "Bookshlf on 'Dps5\User' (O:)", "Usr on 'Dps5' (T:)", "Shared Documents", "My Documents", "Summer Boyer's Documents", "Workspaces", "My Network Places", and "Screen shots for EMSIRS training". The "File name:" field is empty, and the "Files of type:" dropdown is set to "All Files (\*.\*)". The "Open" and "Cancel" buttons are visible.

Below the dialog box, there is a "File Name:" input field and a "Browse..." button. A yellow arrow labeled "8a." points to the "Browse..." button. Below the "File Name:" field is an "Upload & Process ..." button.

The background page has a navigation menu with links: "Medications", "Disposition", "Optional", "Record Error", "Help", "Error Codes", "Online Users", "Dash Board", and "Architect's Page". There is also a "Logout" link.

The Windows taskbar at the bottom shows the Start button and several open applications: "Novell-delivered Appli...", "How to Upload Data t...", "Inbox - Elizabeth.Earl...", and "ODPS - EMS Incidenc...". The system tray shows the Internet icon, a volume icon, and the time "7:10 AM".

9. When you've selected your file, click the "Upload & Process" button once. Your file will be transferred and processed immediately.

The screenshot shows a web browser window titled "ODPS - EMS Incidence Report System (99-E200 as Agency) - Windows Internet Explorer". The address bar shows the URL: [https://www.dps.state.oh.us/emsri/AS\\_Main.aspx?Page=AS\\_FileUpload.aspx&MenuName=ADMIN&tdName=tdFU](https://www.dps.state.oh.us/emsri/AS_Main.aspx?Page=AS_FileUpload.aspx&MenuName=ADMIN&tdName=tdFU). The page title is "Ohio Emergency Medical Services EMSIRS-2 Web Site".

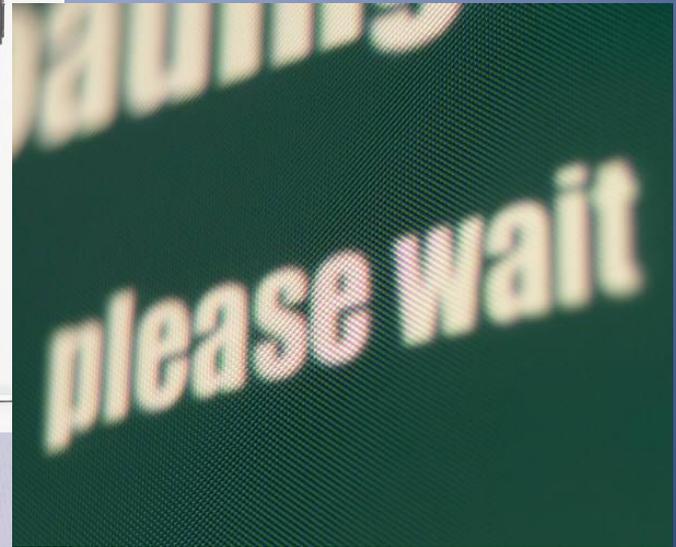
The navigation menu includes the following items: Create/Edit Record, Incident & Patient, Times & Situation, Assessment, Interventions, Medications, Disposition, Optional, Record Error, Help, Data Dictionary, Reports, File Upload, Download Records, Data Files, Error Codes, Online Users, Dash Board, Architect's Page, and Logout.

The main content area displays the following instructions: "Please Type or Browse 'File Name' (of 3 MB Max Size) and click 'Upload & Process ...'". Below this, it lists "Acceptable File Types : Text File XML File".

The "File Name" field contains the text "C:\Documents and Settings\Default\My Documents\space test" and has a "Browse..." button to its right. Below the field is the "Upload & Process ..." button. A large yellow arrow with a red outline points from the "Upload & Process ..." button towards the right side of the screen.

The taskbar at the bottom shows the Start button and several open applications: "Novell-delivered Appli...", "How to Upload Data t...", "How to upload to OT...", "Inbox - Elizabeth.Earl...", and "ODPS - EM5 Incidenc...". The system clock shows "12:06 PM".

# 10. WAIT until it processes



11. If there are errors in your file, a screen like this will appear. Follow the directions on the screen carefully to download the error file.

**NOTE:** It is **critical** that you download and read the error file.

The screenshot shows a web browser window titled "ODPS - EMS Incidence Report System (99-E200 as Agency) - Windows Internet Explorer". The address bar shows the URL: "https://www.dps.state.oh.us/emsri/AS\_Main.aspx?Page=AS\_FileUpload.aspx&MenuName=ADMIN&tdName=tdFU". The page title is "Ohio Emergency Medical Services EMSIRS-2 Web Site". The page features a navigation menu with various options like "Create/Edit Record", "Incident & Patient", "Times & Situation", "Assessment", "Interventions", "Medications", "Disposition", "Optional", "Record Error", "Help", "Data Dictionary", "Reports", "File Upload", "Download Records", "Data Files", "Error Codes", "Online Users", "Dash Board", "Architect's Page", and "Logout".

The main content area displays the following text:

**Please Type or Browse 'File Name' (of 3 MB Max Size) and click 'Upload & Process ...'**

Acceptable File Types : Text File XML File

File Name :  Browse...

(EMSIRS-2 Remoting Component Version : 2.0.4195.22686)  
The uploaded file have been processed with ERRORS.

Some ERRORS ocured during the processing of your file.

Please do the following in sequence to 'Download the Error file' :

1. Click on the 'Download Error File' below.
2. When the 'File Download' comes up, select the 'Save this file to disk' and click 'OK'.
3. When the 'Save As' comes up, select the folder where you want to save the file.
4. Write the 'File Name' (if you want to change from default) and Click 'Save'.
5. Click 'Close' (needed only if your Browser doesn't do this itself).
6. Close the newly opened Browser-Window.
7. Saved file is ready to be open in any Text Editor.

[Download File](#)

A large yellow arrow with a red outline points from the left towards the "Download File" link.

The Windows taskbar at the bottom shows the Start button, several open applications (Novell-delivered Appli..., Inbox - Elizabeth.Earl..., How to Upload Data t..., How to upload to OT...), and the active window "ODPS - EMS Incidenc...". The system tray shows the Internet icon, a clock, and the time "2:49 PM".

EMSIRS-2 uses a single level, pass/fail edit criteria.

This means that each individual patient record in a submitted file is examined for errors. If an error is found in a patient record, that individual record will not be accepted.

Any errors will be identified in the downloaded error message.

Those errors will need to be corrected and the corrected patient record must be resubmitted to EMSIRS-2, using the same method.

# Congratulations! You are finished!



Questions? Concerns? Problems?

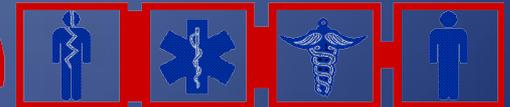
Please contact the Ohio  
Department of Public Safety,  
Division of EMS, Office of  
Research and Analysis

800-233-0785 (toll free)

or

[EMSData@dps.state.oh.us](mailto:EMSData@dps.state.oh.us)

# EMS



Office of  
Research & Analysis