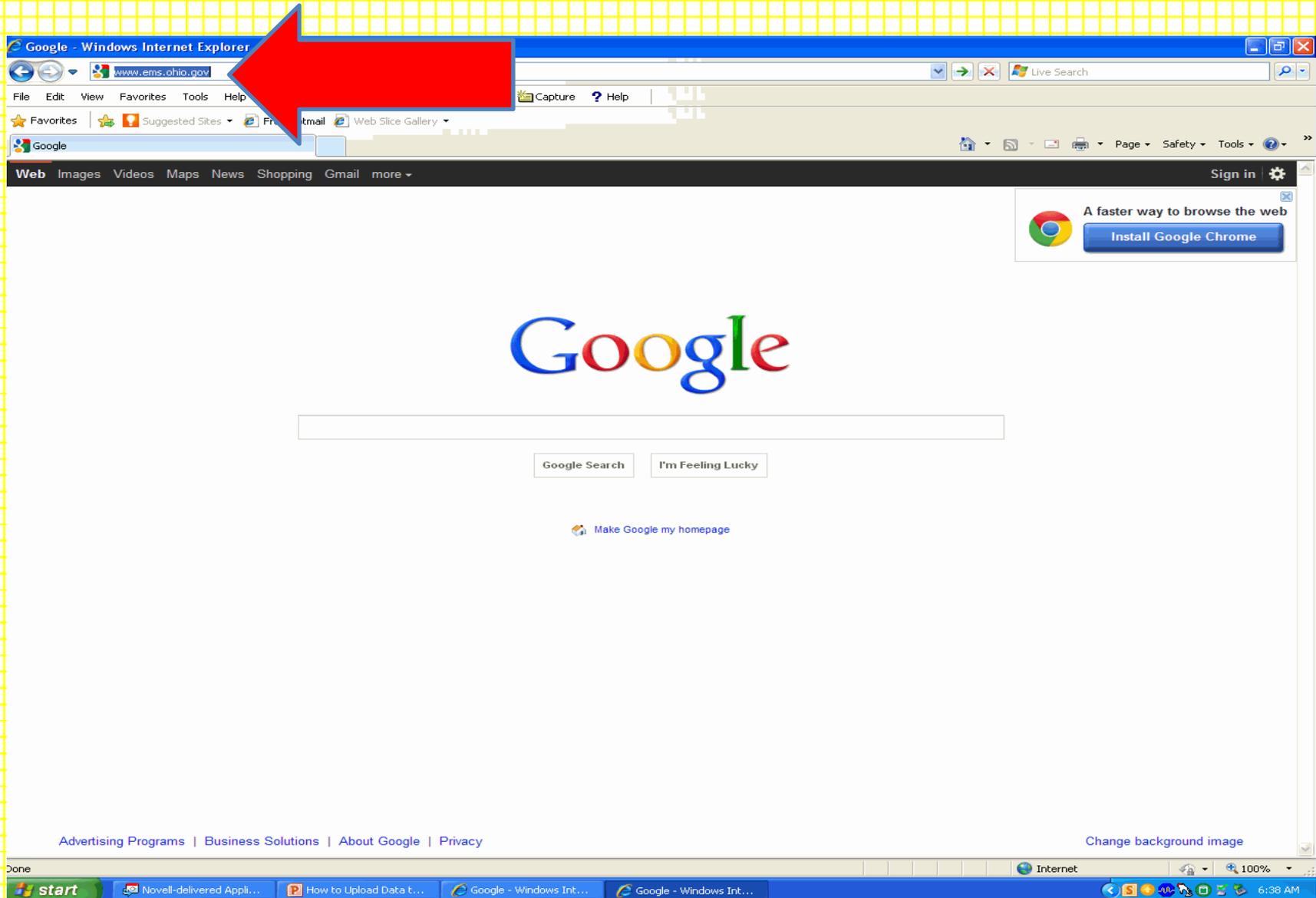


How to Upload Data to the Ohio Trauma Rehab Registry Website



Introduction

The following slides demonstrate the proper method for submitting data to Ohio Trauma Rehab Registry...



Log on to the Web and go to the EMS homepage at <http://www.ems.ohio.gov>

ODPS | Emergency Medical Services - Windows Internet Explorer

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

File Edit View Favorites Tools Help

ODPS | Emergency Medical Services

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Welcome to the ODPS **Emergency Medical Services**

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EMS NEWS

09.14.2011: New Law Revises the Requirements for Ambulance Staffing and Driver Requirements
09.14.2011: H.B. 128 Frequently Asked Questions
09.01.2011: Special Message From EMS Director Learning
08.17.2011: Office of Fire Services Releases New Practical Skill Sheets
[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 Services
- Training Program

Resources

- Applications and Forms
- Laws and Rules (ORC and OAC)
- Training Facilities

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 across the state. As such, it is our duty to recognize, recommend resolutions to all situations that could prevent the ability from providing the best medical and fire prevention service to the citizens and visitors of our state.

[History page](#)

Information and Services

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

I remember
September 11

Internet

start

Novell-delivered Appli... | Inbox - Elizabeth.Earl... | July 2011.pdf - Adob... | How to upload to OT... | Presentation1 - Micro... | ODPS | Emergency M... | 8:22 AM

Click on the "Trauma Registry/Rehab" link

EMS - Rehab Web Site (Login) - Windows Internet Explorer

https://www.dps.state.oh.us/rehab/AGR_Login.aspx

File Edit View Favorites Tools Help

EMS - Rehab Web Site (Login)

00:39

Welcome to
Ohio Emergency Medical Services



Thu Sep 22 02:36:55 EDT 2011

Rehab Web Site

**This is a secured area !
Please Login ...**

On February 6, 2006 all access to the Ohio Trauma Registry (OTR) was halted in order to upgrade the OTR's security systems. Access was restored on February 8, 2006. All users of OTR, both acute care hospitals and rehabilitation facilities, have been assigned new passwords. These new passwords are randomly generated alphanumeric strings. Additionally, the ability for users to change their passwords has been removed and will not be restored. To begin the process to receive your new password, please contact the EMS Data Center at 800-233-0785 between 8:00 AM and 4:00 PM.

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.

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.

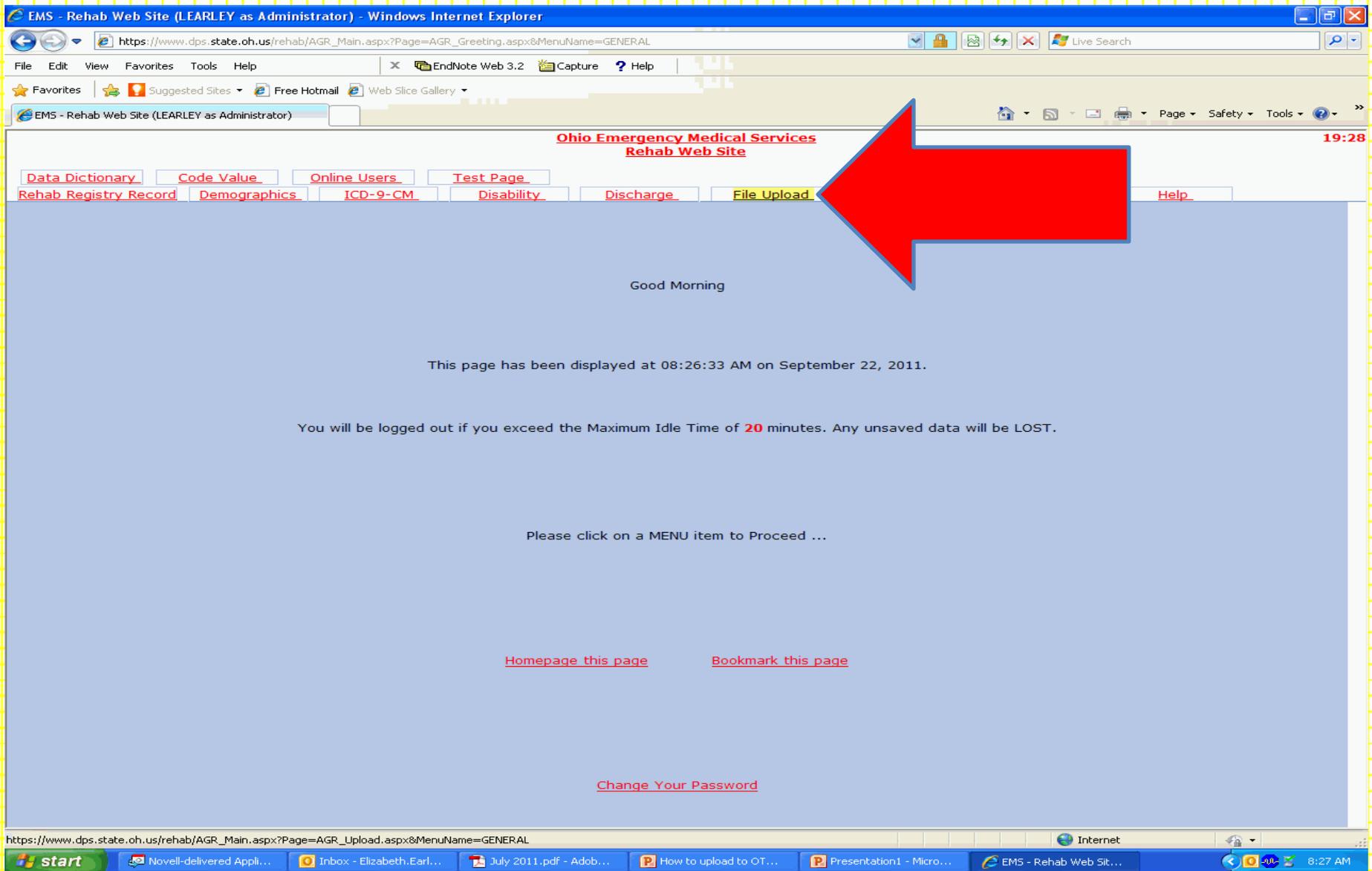
Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated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

Done

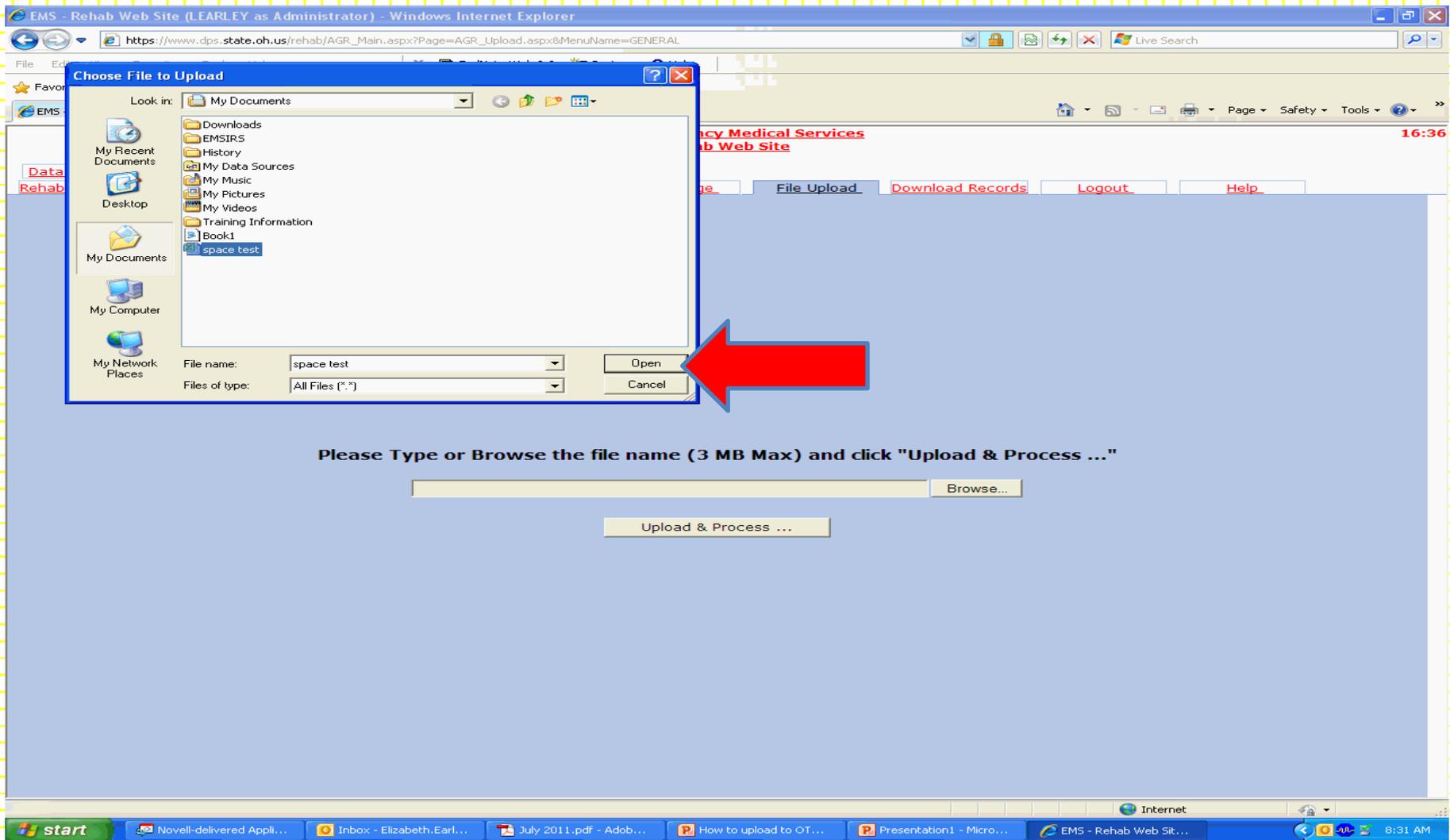
start Novell-delivered Appli... Inbox - Elizabeth.Earl... July 2011.pdf - Adob... How to upload to OT... Presentation1 - Micro... EMS - Rehab Web Sit... 8:25 AM

To login, enter your User ID and Password.

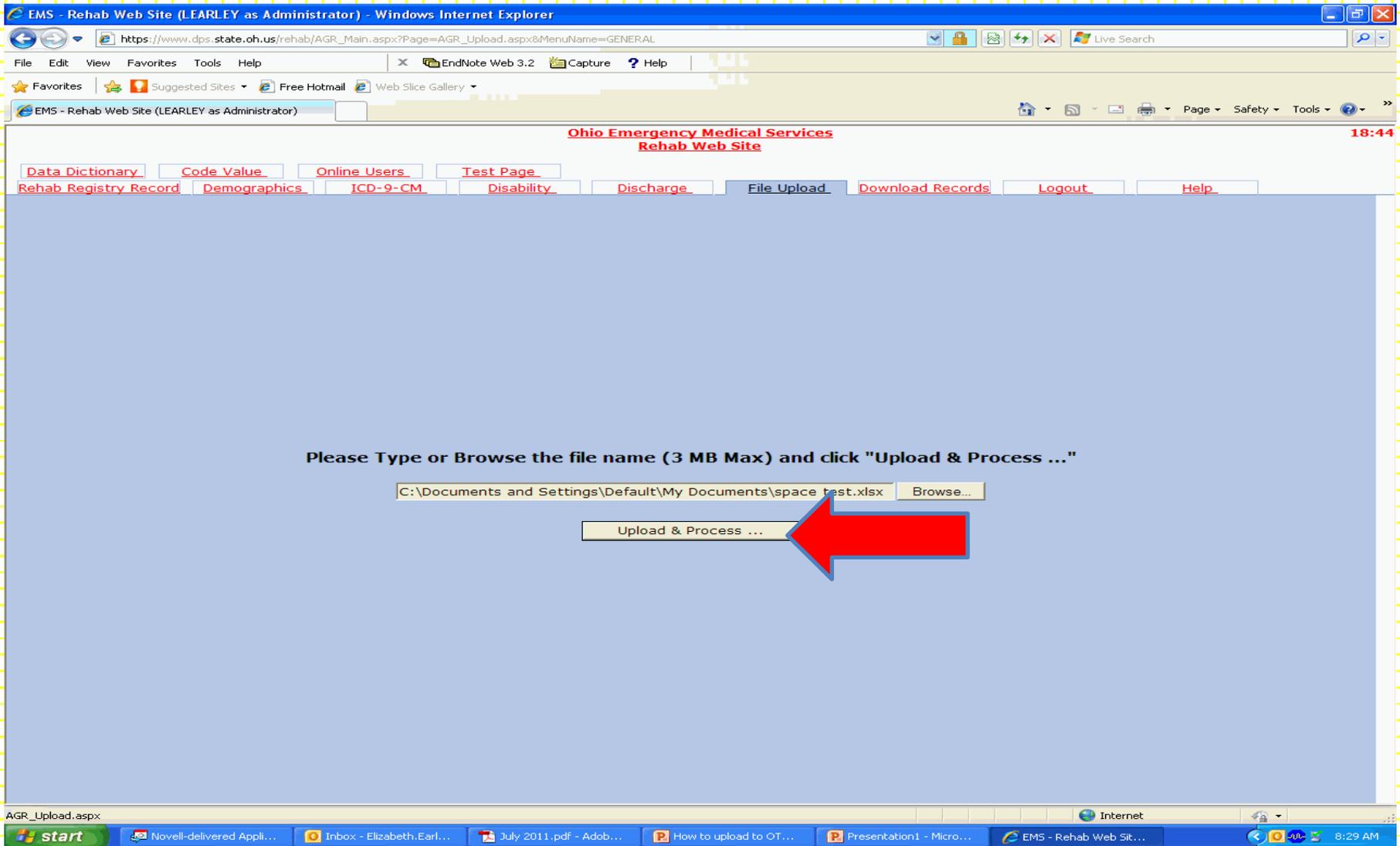
NOTE: You should see a **BLUE** background!!!



From the menu at the top of the screen, select "Upload File"



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



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 "EMS - Rehab Web Site (LEARLEY as Administrator) - Windows Internet Explorer". The address bar shows the URL: https://www.dps.state.oh.us/rehab/AGR_Main.aspx?Page=AGR_Upload.aspx&MenuName=GENERAL. The page content includes a navigation menu with links such as "Data Dictionary", "Code Value", "Online Users", "Test Page", "Rehab Registry Record", "Demographics", "ICD-9-CM", "Disability", "Discharge", "File Upload", "Download Records", "Logout", and "Help". The main content area has a blue background and contains the following text:

Please Type or Browse the file name (3 MB Max) and click "Upload & Process ..."

(REHAB Remoting Component Version : 1.5.2231.14417)
The uploaded file have been processed with ERRORS.

Some ERRORS occurred 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 Save As Window.
7. Saved file is opened in any Text Editor.

[Download File](#)

A red arrow points to the "Download File" link.

The browser's status bar at the bottom shows the URL: https://www.dps.state.oh.us/rehab/AGR_SaveAs.aspx?FileName=LEARLEY_20110922083355_ERROR.TXT. The taskbar at the bottom shows the Start button and several open applications, including "Novell-delivered Appli...", "Inbox - Elizabeth.Earl...", "July 2011.pdf - Adob...", "How to upload to OT...", "Presentation1 - Micro...", and "EMS - Rehab Web Sit...". The system clock shows 8:34 AM.

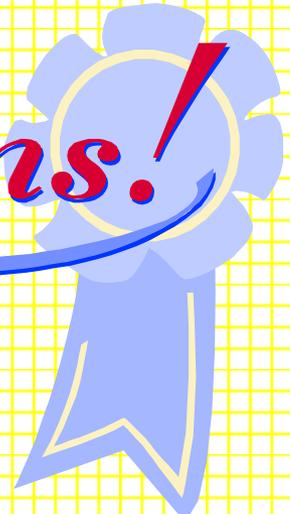
If there are errors in your file, a screen like this will appear. Follow the directions on the screen carefully to download the error file.
NOTE: It is **critical** that you download and read the error file.

The OTR 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 OTR, using the same method.

Congratulations!



You're all done!

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

