

**EMERGENCY MEDICAL SERVICES AND TRAUMA
REGISTRIES**

**JUSTICE OF THE PEACE /
MEDICAL EXAMINER USER
GUIDE**



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Emergency Medical Services and Trauma Registries
(EMSTR)

Justice of the Peace

And

Medical Examiner

User Guide

November 2024

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Introduction

Texas Department of State Health Services (DSHS) Emergency Medical Services and Trauma Registries (EMSTR) is a statewide surveillance system collecting reportable event data from EMS providers, hospitals, justices of the peace, medical examiners, long term acute care facilities (LTACs), and rehabilitation facilities. EMSTR includes four registries:

- The EMS registry;
- The Acute Traumatic Injury registry;
- The Traumatic Brain Injury (TBI) Registry and Spinal Cord Injury (SCI) registry; and
- The Submersion registry.

EMSTR monitors and analyzes Texas EMS and trauma care system data by integrating National EMS Information System (NEMSIS) Version 3.5, National Trauma Data Bank (NTDB) standards, International Trauma Data Exchange (ITDX) 2020 and 2023 hospital data standards, and Texas-specific questions.

EMSTR uses data from 22 Texas trauma services areas / regional advisory councils (RACs) to benchmark and compare Texas with other states and conduct epidemiological investigations to identify public health issues. By identifying public health issues, stakeholders can use data to support injury prevention initiatives, enhancing the efficiency and quality of care for patients in Texas. This user guide provides step-by-step instructions to justices of the peace (JPs) and medical examiners (MEs) on how to login into the EMSTR application and upload data.

EMSTR is governed by Texas Administrative Code (TAC), Title 25, Part 1, [Chapter 103](#).

Acronyms

- Emergency Medical Services and Trauma Registries – EMSTR.
- Justice of the Peace – JP.
- Medical Examiner – ME.
- Traumatic Brain Injury – TBI.
- Spinal Cord Injury – SCI.
- Long-Term Acute Care – LTAC.
- Identity and Access Management Online – IAMOnline.
- Texas Health and Human Services – HHS.

Submission Requirements

JPs and MEs need to access all HHS applications, including EMSTR, through the Identity and Access Management Online ([IAMOnline](#)) platform. IAMOnline provides a secure log-in process with a multifactor authentication feature.

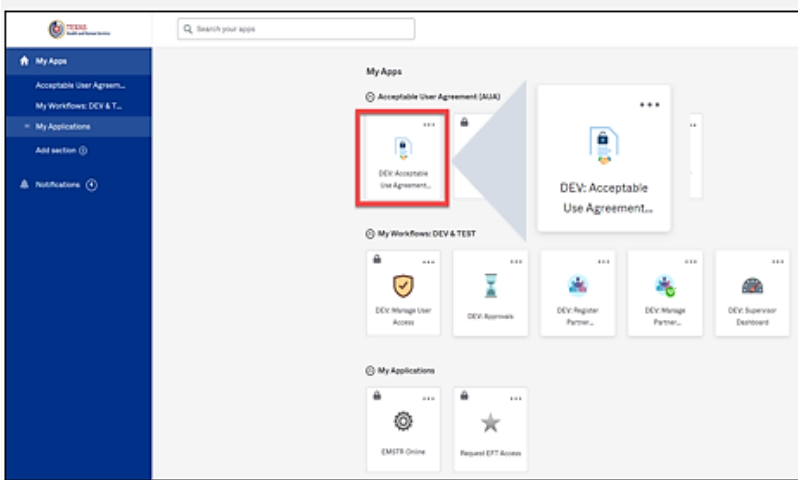
Upon initial registration, the system will prompt users to sign an Acceptable Usage Agreement (AUA) which is renewed annually. Failure to meet the AUA renewal requirement or access the system every 90 days may result in the account becoming locked. Please contact EMSTR at Injury.web@dshs.texas.gov for support.

Find IAMOnline account activation instructions on the EMSTR [New Platform Resources](#) under Additional Resources:

- [Job Aid - IAMOnline Account Activation and Login.](#)
- [Job Aid - IAMOnline Login.](#)
- [Job Aid - IAMOnline Self Service Account Management.](#)

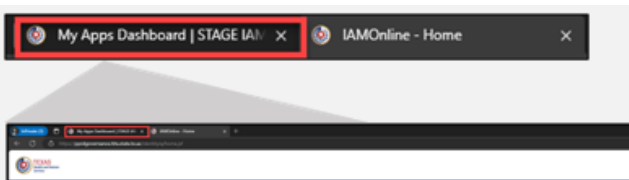
Access MyApps Dashboard Process

After setting up your security methods, the system will direct you to your IAMOnline **MyApps** dashboard. All tiles are locked with a lock icon until you acknowledge and sign the AUA form. Select the **“AUA”** tile on your **MyApps** dashboard.

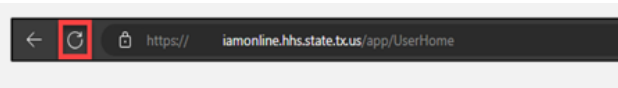


Carefully read and complete the AUA form. Select **“An employee of another agency”**. Once you complete the mandatory information and sign the form, click the **“Submit”** button to complete it.

After submitting your AUA form, toggle back to your **MyApps** Dashboard webpage.



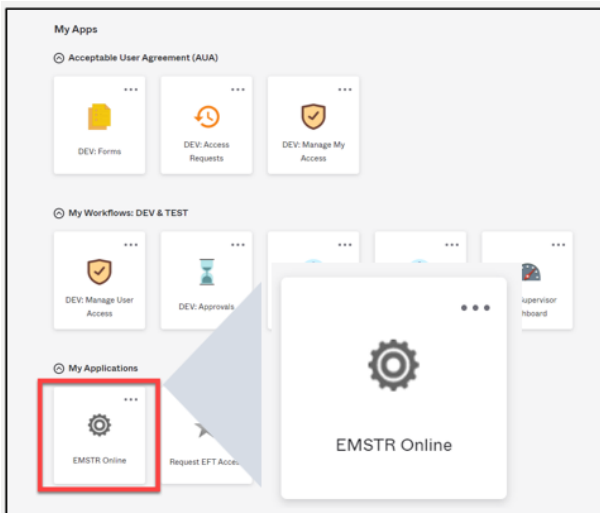
Refresh your **MyApps** Dashboard by clicking the refresh button.



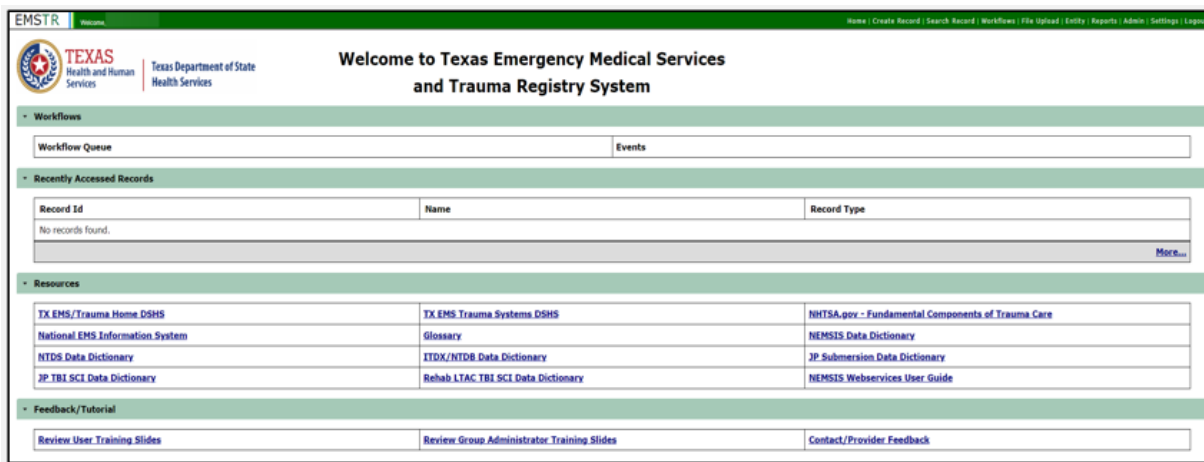
This should refresh your browser and your IAMOnline **MyApps** Dashboard tiles will unlock.

Access EMSTR

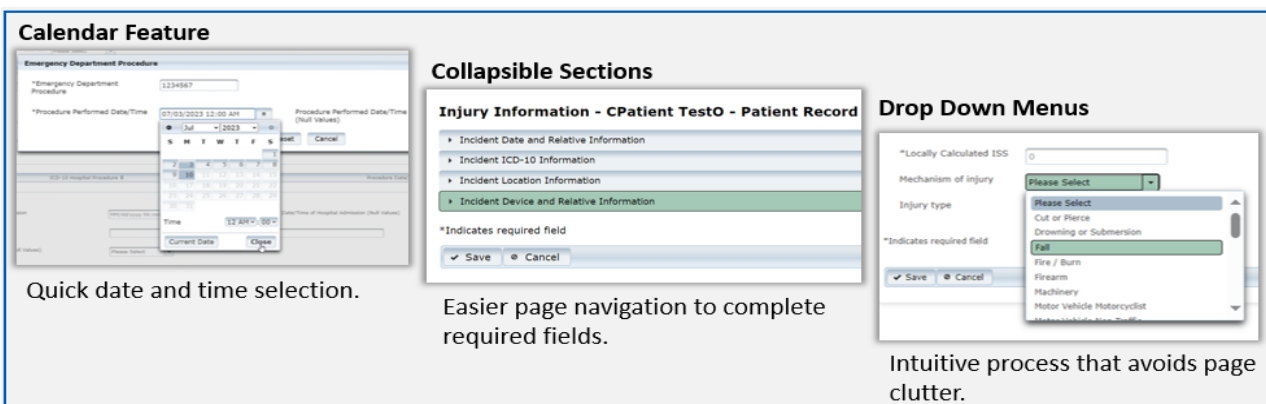
To access EMSTR, select the “EMSTR Online” tile.



Once you select the “EMSTR Online” tile, the system will direct you to the EMSTR homepage.

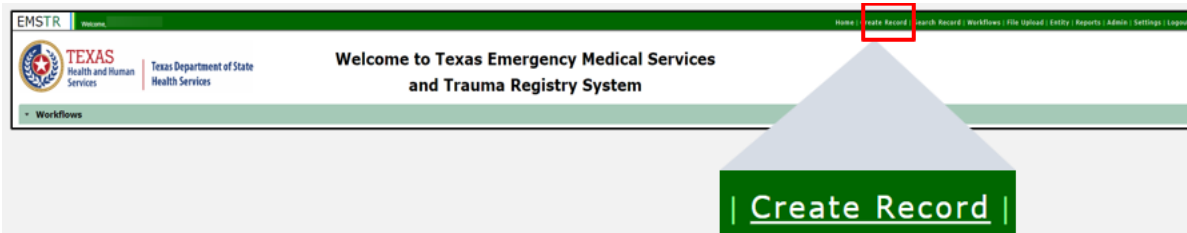


The EMSTR system incorporates features and functionalities throughout the application for an improved user experience.

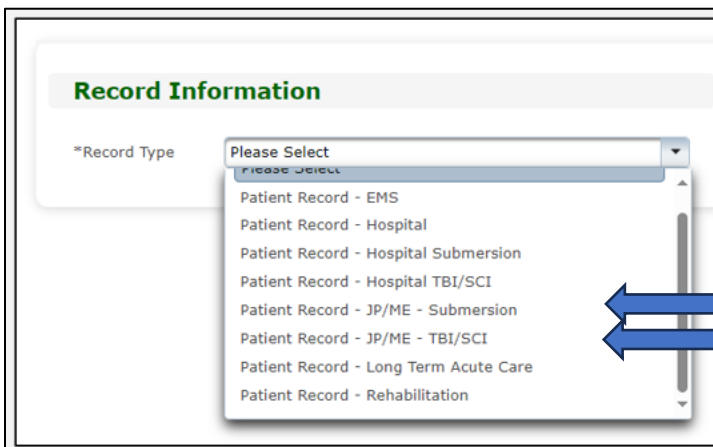


Online Submission Process

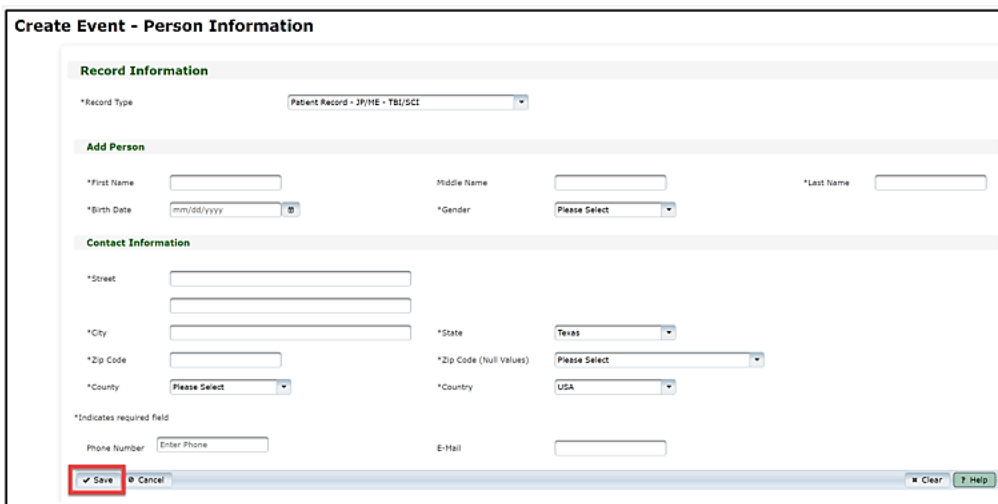
To submit data manually, select “**Create Record**” from the navigation bar.



After selecting **Create Record** from the EMSTR toolbar, choose the appropriate patient record type for which you’re entering data.

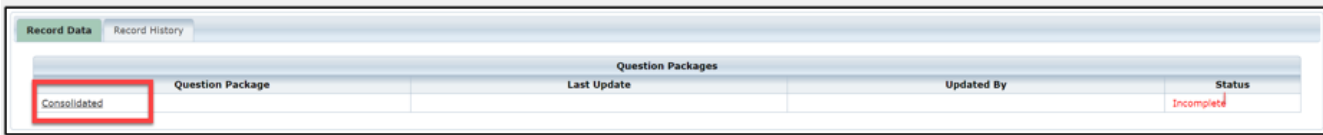


Patient Record - JP/ME - TBI/SCI record type is for JPs and MEs to submit TBI and SCI case records. **Patient Record - JP/ME - Submersion** record type is for submersion case record submissions. Enter the required information indicated by the asterisks (*). Click “**Save**”.



Complete Question Package

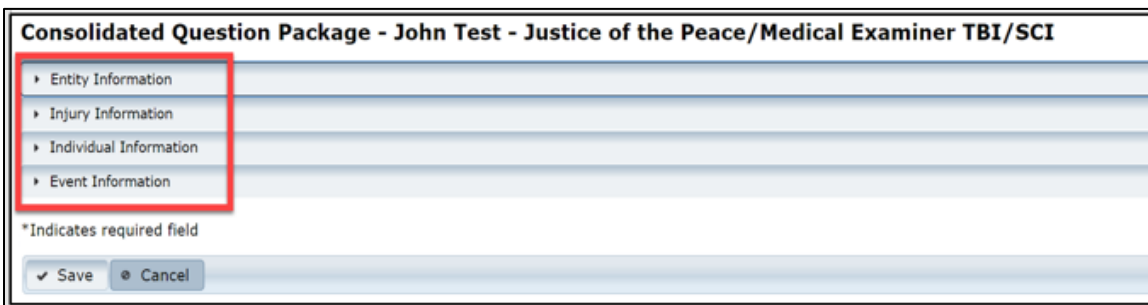
To add data to the patient record, complete the question packages listed in the **Question Package** table. The question packages will vary based on the **Record Type**. In the example below, the user needs to complete the **Consolidated** question package for the “**Patient Record - JP/ME - TBI/SCI**” record. Select the name of the **Question Package** to access it.



Record Data		Record History	
Question Packages			
Question Package	Last Update	Updated By	Status
Consolidated			Incomplete

Upon selecting the **Consolidated Question Package**, you should complete four sections:

- Entity Information;
- Injury Information;
- Individual Information; and
- Event Information.



Consolidated Question Package - John Test - Justice of the Peace/Medical Examiner TBI/SCI

- ▶ Entity Information
- ▶ Injury Information
- ▶ Individual Information
- ▶ Event Information

*Indicates required field

✓ Save ● Cancel

Select the drop-down symbol next to the section name. Once you select the drop-down symbol for the section name, you can see the information for the section.

The **Entity Information** section of the **Consolidated Question Package** will auto-populate with information entered in the patient record. Review the information for accuracy.



▼ Entity Information

*Entity Name Test JP1 *Entity Number(DSHS ID) 2271152

Proceed to the **“Injury Information”** section. Enter data in this section by selecting the drop-down buttons next to the corresponding text field. Select the appropriate answer for all fields with an asterisk (*).

The screenshot shows the 'Injury Information' section of a form. It contains two required fields with asterisks: '*Event Type' and '*Was a traumatic brain injury (TBI) suspected or confirmed?'. The 'Event Type' dropdown is set to 'TBI/SCI'. The 'Was a traumatic brain injury...' dropdown is set to 'Please Select'. There is also a second dropdown for '*Was a spinal cord injury (SCI) suspected or confirmed?' set to 'Please Select'. At the bottom, there are 'Save', 'Cancel', and 'Help' buttons.

After completing the **Injury Information** section, select the **“Individual Information”** section. In the **Individual Information** section, complete all required fields indicated with an asterisk.

The screenshot shows the 'Individual Information' section. It contains several required fields with asterisks: '*Individual's First Name' (John), '*Individual's Last Name' (Test), '*Individual's Date of Birth' (04/15/1981), '*Individual's Sex', '*Individual's Race', '*Individual's Ethnicity', '*Individual's Home Address' (1234 Main Street), '*Individual's Home City' (1384879), and '*Individual's Home Zip Code' (78701). There are also dropdowns for 'Individual's Home State' (Texas), '*Individual's Race (Null Values)', and '*Individual's Ethnicity (Null Values)'. All dropdowns are set to 'Please Select'.

After completing the **Individual Information** section, access the **“Event Information”** section. In the **Event Information** section, complete all required fields indicated with an asterisk.

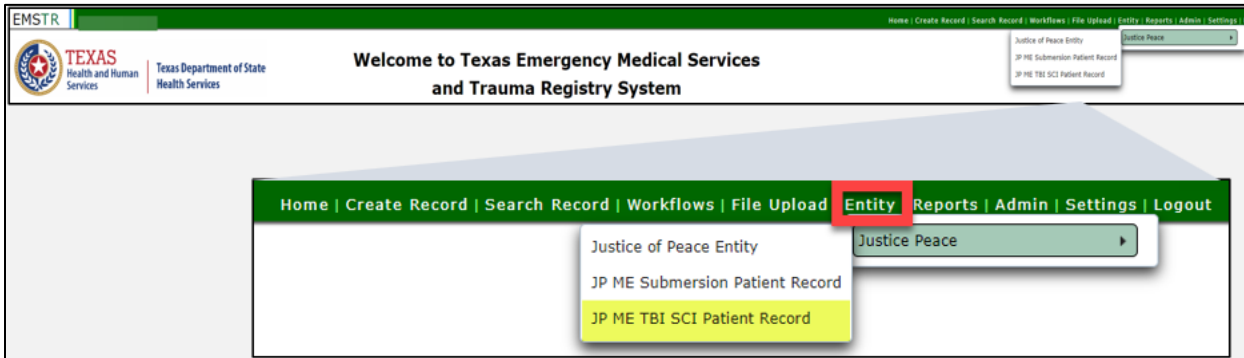
The screenshot shows the 'Event Information' section. It contains several required fields with asterisks: '*Injury/Incident Date and Time' (mm/dd/yyyy hh:mm), '*Injury/Incident Date and Time (Null Values)', '*Incident State', '*Incident State (Null Values)', '*Incident County', '*Incident County (Null Values)', '*How Injury Occurred?', '*How Injury Occurred? (Null Values)', '*Cause of Death', and '*Cause Of Death (Null Values)'. All dropdowns are set to 'Please Select'.

Once you complete all four **Consolidated Question Package** sections, select the **“Save”** button in the bottom left corner. Upon selecting the **Save** button, the system will take you to the **Record Data** tab. You will see the question package status listed as **Complete**.

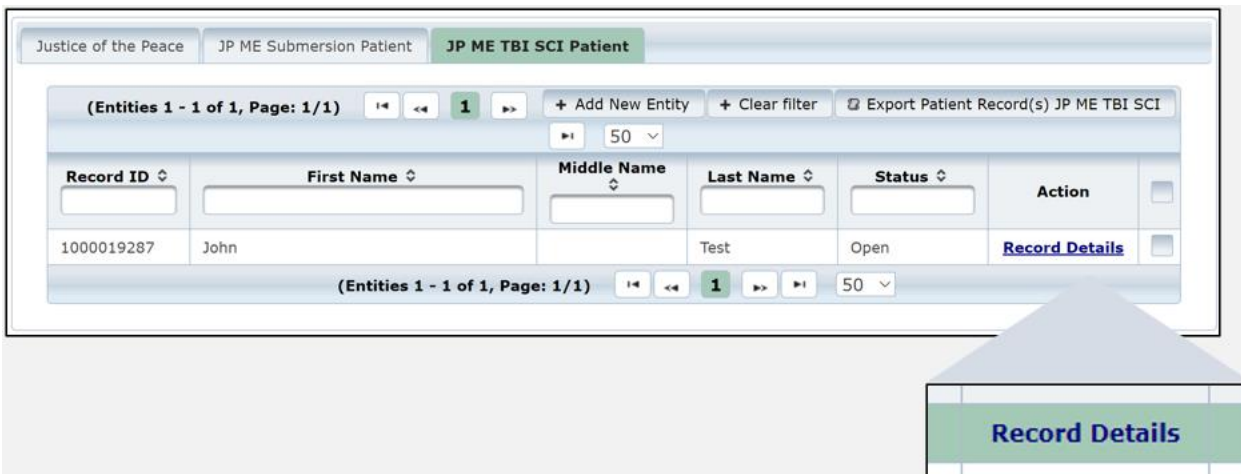
The screenshot shows the 'Record Data' tab with a table of question packages. The table has columns for 'Question Package', 'Last Update', 'Updated By', and 'Status'. The 'Status' column for the 'Consolidated' package is highlighted with a red box and contains the word 'Complete'.

Question Package	Last Update	Updated By	Status
Consolidated	10/16/2023		Complete

After saving the entered question package information, view the completed record by navigating to the EMSTR toolbar. In the example below, the user selected “**Entity>Justice of the Peace>JP ME TBI SCI Patient Record**”.



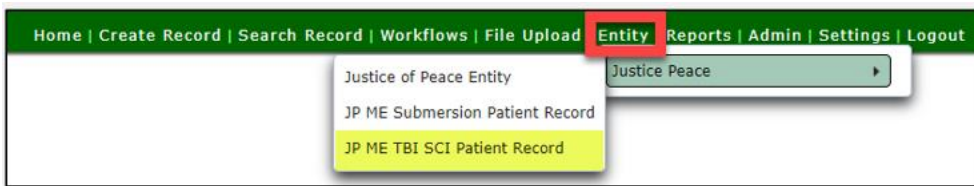
You can view your submitted patient records. To view a specific patient record, click “**Record Details**”.



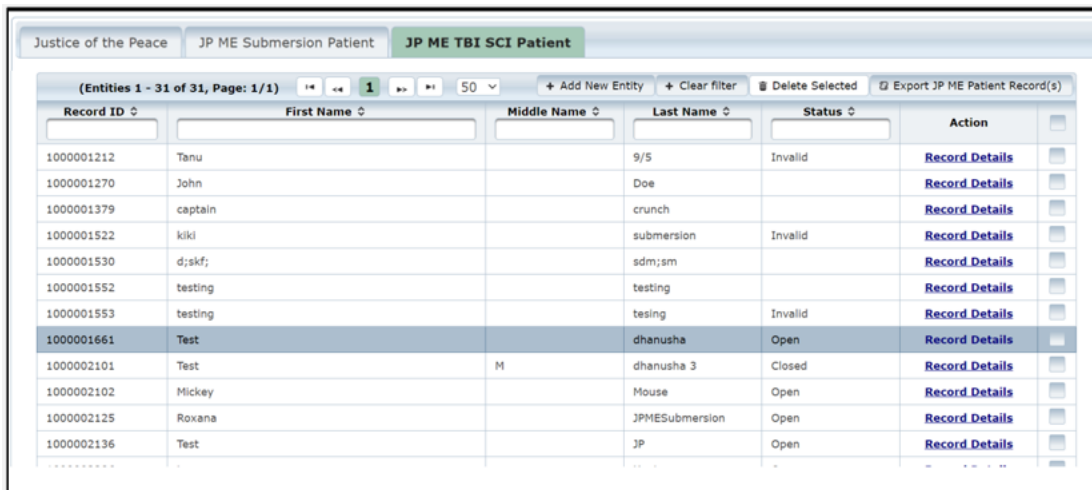
After selecting **Record Details**, the system will take you back to the **Record Summary** page. You can view or edit information by selecting the “**Question Package**” link in the **Record Data** tab.

Record Summary

To view a patient record summary, select “Entity > Justice Peace” or “Entity > Medical Examiner” and select the record type. In this example, the user selected JP ME TBI SCI Patient Record.



The Record Summary Screen will show you all the patient records you submitted.



The screenshot shows the Record Summary screen for 'JP ME TBI SCI Patient'. The table displays the following records:

Record ID	First Name	Middle Name	Last Name	Status	Action
1000001212	Tanu		9/5	Invalid	Record Details
1000001270	John		Doe		Record Details
1000001379	captain		crunch		Record Details
1000001522	kiki		submersion	Invalid	Record Details
1000001530	d;skf;		sdm;sm		Record Details
1000001552	testing		testing		Record Details
1000001553	testing		tesing	Invalid	Record Details
1000001661	Test		dhanusha	Open	Record Details
1000002101	Test	M	dhanusha 3	Closed	Record Details
1000002102	Mickey		Mouse	Open	Record Details
1000002125	Roxana		JPMESubmersion	Open	Record Details
1000002136	Test		JP	Open	Record Details

To view a specific patient record, click “Record Details”.

NOTE: This will highlight the selected record.

Account Management

Account management is available through [IAMOnline](#).

Through IAMOnline, you can:

- Reset your password;
- Update your account; and
- Request access to specific programs.

For additional JP resources, visit the DSHS page [Justice of the Peace Requirements | Texas DSHS](#).

For additional ME resources, visit the DSHS page [Medical Examiner Requirements | Texas DSHS](#).

Contact Information

Emergency Medical Services and Trauma Registries

Texas Department of State Health Services

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Mail Code 1922

Austin, Texas 78756

Injury.web@dshs.texas.gov

dshs.texas.gov/injury-prevention/ems-trauma-registries

Emergency Medical Services and Trauma Registries

***[dshs.texas.gov/injury-
prevention/ems-trauma-registries](https://dshs.texas.gov/injury-prevention/ems-trauma-registries)***