



**AGGREGATE DATA TRANSITION PROCESS**

**Version <1.0>**

EMSTARS	Version: <1.1>
	Date: <01/08/2007>

## Revision History

Date	Version	Description	Author
01/08/07	0.1	Initial Draft Outline	Priya Mariadoss
01/09/07	0.2	Edits and Additions	Priya Mariadoss
01/12/07	1.0	First Definitive Issue	Priya Mariadoss

## Authorization

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Stephanie Daugherty, Project Lead

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Date

EMSTARS	Version: <1.1>
	Date: <01/08/2007>

## Table of Contents

Business Process for Transition Agencies	1
1. Introduction	1
1.1 Document Purpose	1
1.2 Document Scope	1
1.3 Definitions, Acronyms and Abbreviations	1
1.4 Reference Materials	1
1.5 Target Audience	1
1.6 Document Ownership	1
1.7 Overview	1
2. Process Model	2
3. Process Workflow	2
4. Process Narrative	2
4.1 Contact Bureau	2
4.2 Approve agency to transition	3
4.3 Fill spreadsheet and transmit basic statistics via email	3
4.4 Validate data for data types	3
4.5 Import data into database	3
5. Roles and Responsibilities	3
Contact Bureau	3
Approve agency to transition	3
Fill the spreadsheet and send email	3
Validate data for data types	3
Import data into database	3
6. Business Rules	4
7. Special Requirements	4
8. Spreadsheet Sample	1

EMSTARS	Version: <1.1>
	Date: <01/08/2007>

## Business Process for Transition Agencies

### 1. Introduction

#### 1.1 Document Purpose

The purpose of this document is to describe the process in which the transition agencies will transmit their basic statistics data to the Bureau of EMS until the agencies migrate completely to the EMSTARS system.

#### 1.2 Document Scope

This document addresses steps that are taken by the transition agencies in the successful submission of only specific aggregate data to the Bureau of EMS. This document does not address the data collection procedures in the agencies or what is done with the data after it's transmitted, only what must be done in order to transmit this information to the Bureau of EMS.

#### 1.3 Definitions, Acronyms and Abbreviations

- Emergency Medical Services (EMS)
- Emergency Medical Services Tracking and Reporting System (EMSTARS)
- Transition Agencies: Provider agencies that plan to transition to the EMSTARS system

#### 1.4 Reference Materials

None

#### 1.5 Target Audience

All EMSTARS participants who are in transition

#### 1.6 Document Ownership

This document is prepared by the project Business Analyst, Priya Mariadoss, and owned by the EMSTARS project team.

#### 1.7 Overview

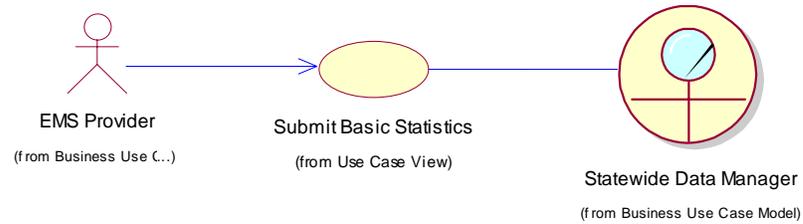
The information contained in this document describes the process/workflow for the agencies transitioning to EMSTARS. The Bureau recognizes that provider agencies who volunteer to participate in the EMSTARS data collection and reporting will require a transition period to prepare their systems, train their staff, etc. During this transition time frame, reporting the full aggregate data set will not be practical. Therefore, the Bureau proposes that the transitioning agencies transmit some basic data instead of the full aggregate data during the period where an agency has stopped aggregate reporting and has not yet begun EMSTARS reporting.

**The reporting of these few basic elements will allow the provider agency to concentrate on transitioning to their new incident level reporting while still providing the Bureau with a minimum set of essential information.**

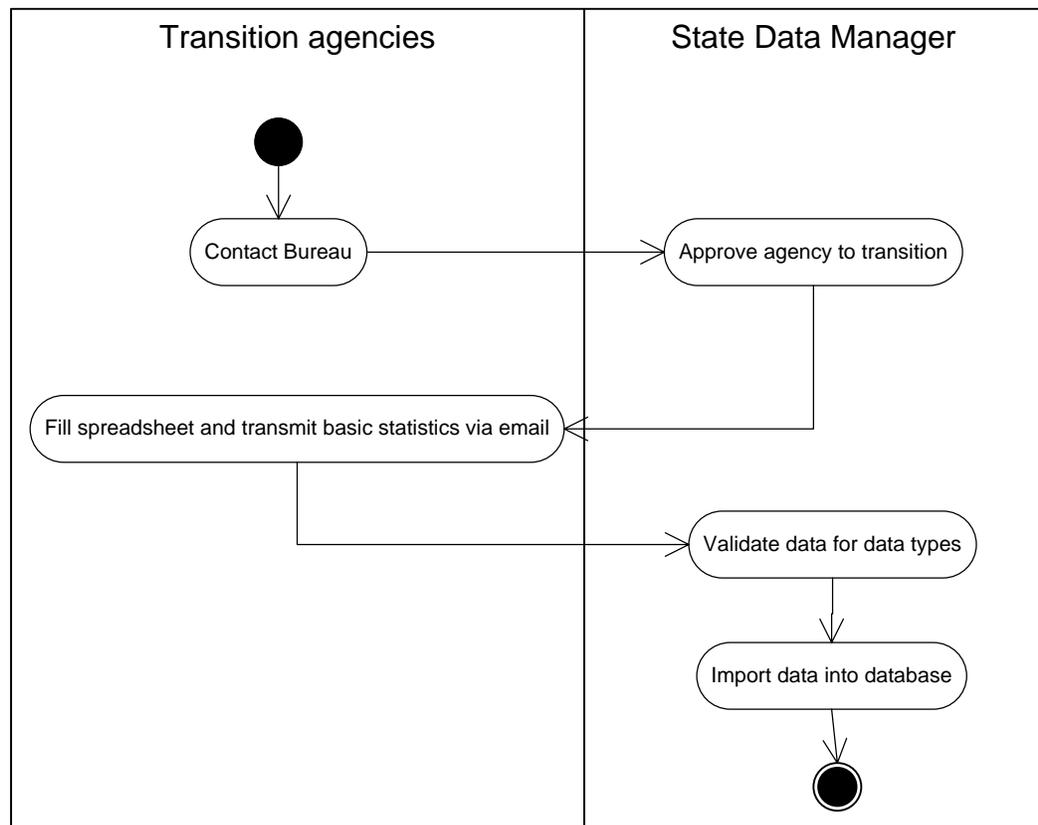
The following pages contain information describing the workflow, the various steps involved in transmitting the basic statistics data, the timelines and the minimum data that is required by the Bureau.

EMSTARS	Version: <1.1>
	Date: <01/08/2007>

## 2. Process Model



## 3. Process Workflow



## 4. Process Narrative

### 4.1 Contact Bureau

The provider agencies that are prepared to transition will need to contact the Data Unit at the Bureau of EMS and make a request to start reporting basic statistics.

EMSTARS	Version: <1.1>
	Date: <01/08/2007>

#### 4.2 Approve agency to transition

Upon receiving a request from the provider agency to transition, the Bureau needs to approve the agency's request.

#### 4.3 Fill spreadsheet and transmit basic statistics via email

On receiving approval from the Bureau, the transition agencies must start the basic aggregate data the same month unless they have already submitted data to the prehospital system. Once every month, the transition agencies will be required to submit their data to the Bureau. [The basic elements required by the Bureau are listed in the Special Requirements section of this document]. The agencies will follow the instructions in the spreadsheet to fill out the values and will email the spreadsheet to [EMSTARS@doh.state.fl.us](mailto:EMSTARS@doh.state.fl.us). The subject line of the email must contain "Provider [ProviderID] EMSTARS Basic Statistics Upload for [mm/yyyy]"

The transition agencies may stop sending data to the Pre-hospital system once they start sending the aggregate data in the spreadsheet to the new system.

#### 4.4 Validate data for data types

The State Data Manager performs only data type validation on the data received and does not perform any content validation. If there is a type mismatch in any of the data fields transmitted, the data manager quarantines the record and notifies the transition agency. Only valid data is imported into the database.

#### 4.5 Import data into database

The State Data Manager receives the file and stores files from all transition agencies under one folder. Once every month, the State Data Manager manually imports the data from the folder into a separate database.

### 5. Roles and Responsibilities

Task	(PRIMARY)	(ALTERNATE)	(OVERSIGHT)
<b>Contact Bureau</b>	Provider agency		
<b>Approve agency to transition</b>	Data Unit, Bureau of EMS		
<b>Fill the spreadsheet and send email</b>	Transition Agency		
<b>Validate data for data types</b>	State Data Manager		Data Unit, Bureau of EMS
<b>Import data into database</b>	State Data Manager		Data Unit, Bureau of EMS

EMSTARS	Version: <1.1>
	Date: <01/08/2007>

## 6. Business Rules

<i>Business Activity</i>	<i>Business Rules</i>
<b>Submit aggregate data</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Transition agencies will be required to submit their aggregate data to the Bureau of EMS <u>within 10 business days</u> of the preceding month's end</li> <li><input checked="" type="checkbox"/> Transition agencies may stop sending data to the Pre-hospital system once they start sending the aggregate data in the spreadsheet to the new system.</li> <li><input checked="" type="checkbox"/> Transition agencies will be required to submit their aggregate data to the Bureau of EMS each month until they migrate completely to the EMSTARS system. The agencies no longer need to send aggregate data in the spreadsheet when they begin uploading data in the EMSTARS system.</li> </ul>

The following table outlines the timing for the transitioning agencies to begin reporting basic statistics.

Category	Submit current Aggregate Reports up through and including:	Begin reporting Basic Statistics (for the previous month):	Begin EMSTARS Reporting
Pilot Alpha	December 31, 2006	February 1, 2007	August 1, 2007
Pilot Beta	March 31, 2007	May 1, 2007	October 1, 2007
Pilot Stage II	June 30, 2007	August 1, 2007	February 1, 2008
Startup	December 31, 2007	February 1, 2008	July 1, 2008

For example, agencies participating in the EMSTARS Pilot (beta) beginning in October 2007 will need to submit the current aggregate reports up through and including March 31, 2007. Agencies participating in the EMSTARS Startup in July 2008 will need to submit aggregate reports up through and including December 2007.

All agencies that startup with EMSTARS in July 2008 will have a six month transition timeframe free from the full aggregate reporting. If your agency's startup date is after July 2008, you may contact the Data Unit for your individual Aggregate Cutoff Date

## 7. Special Requirements

The following table provides a description of the data fields as required by the Bureau.

Field Name	Required	Logical Validation/Notes
Reporting Month	Yes	The reporting month that the data represents. (must be formatted as mm/yyyy)
Provider ID	Yes	Your Agency ID (must be 4 digits)
Treated, Transported by EMS	Yes	Total Responses with Patients Treated by EMS
Treated, Transferred Care	Yes	Total Responses with Transfer of Patient Care
Treated, Not Transported by EMS		Total Responses with Patients Transported by POV/Law Enforcement or Patients Refusing

EMSTARS	Version: <1.1>
	Date: <01/08/2007>

		transport
Deceased	Yes	Total Responses with Patients Deceased
Refusal	Yes	Total Responses with Patients Refusing Care.
No Patient/No Treatment	Yes	Total Responses with no Patient Encounter/ no treatment (i.e. cancelled calls, no patient found, no treatment required.)
Total EMS Events	Yes	Grand Total EMS Events (The sum of items [Treated, Transported by EMS] + [Treated, Transferred Care] + [Treated, Not Transported by EMS] + [Deceased] + [Refusal] + [No Patient/No Treatment])

EMSTARS	Version: <1.1>
	Date: <01/08/2007>

## 8. Spreadsheet Sample

The image below is a copy of the actual spreadsheet that will be filled out and emailed each month as indicated in the previous sections.

Reporting Month	Provider ID	Treated, Transported by EMS	Treated, Transferred Care	Treated, Not Transported by EMS	Deceased	Refusal	No Patient / No Treatment	Total EMS Events
01/2007	0000	0	0	0	0	0	0	0

**Do NOT fill in any shaded areas. Only one record is to be filled out for each month.**

### Legend

Column	Description
Reporting Month	The reporting month that the data represents. (must be formatted as mm/yyyy)
Provider ID	Your agency ID (must be 4 digits)
Treated, Transported by EMS	Total responses with patients treated by EMS
Treated, Transferred Care	Total responses with patients transferred care
Treated, Not Transported by EMS	Total responses with patients transported by POV / law enforcement or patients refusing transport
Deceased	Total responses with patients deceased
Refusal	Total responses with patients refusing care
No Patient / No Treatment	Total responses with no patient encounter / no treatment (i.e. cancelled calls, no patient found, no treatment required)
Total EMS Events	Grand total of EMS events (the sum of items [Treated] + [Deceased] + [Refusal] + [No Patient])

### Instructions

Only fill out the record in row 2. Only one record is needed due to the way the data is imported at the state level. Each month, use a new worksheet and submit it via email to the address you were given with this attachment.