



**State Bridge (Virginia)
Importing NHTSA/NISE 2.2.1
XML Files Quick Guide
Version 4.2**

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State Bridge Version 4.2

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Introduction

If your agency uses a third party or homegrown (non-ImageTrend) EMS software program to collect and document your EMS run information, you must upload the incident information to the State Bridge as a NEMSIS-compliant XML file. The ability to upload is based on your level of access to the system. If you do not have access to upload a file, please contact your agency's system administrator.

The National Highway Transportation Safety Administration's (NHTSA) EMS dataset is the national data standard for data elements and technical format provided for collecting and standardizing EMS data and related patient information. This structure provides a means to facilitate interoperable communication of this information across Local, Regional, State Territorial, and Federal systems. The NHTSA 2.2.1 dataset, as used by the National Emergency Medical Information Systems (NEMSIS), provides a solid foundation for EMS data collection in the United States. More information is located available at <http://www.nemsis.org>.

All States have signed a memorandum of understanding (MOU) with NEMSIS committing to use the NHTSA dataset and technical format for collecting EMS data. The use of a national standard for EMS data will provide the capabilities to capture and report detailed and accurate patient care information to definitive care facilities as well as State EMS. The NHTSA Implemented State Enhancement (NISE) system is used by State and Local agencies to increase the capability of NHTSA in EMS reporting without interfering with the needs and requirements of Federal EMS data systems. The NISE code system also provides a national standard data structure based on the NHTSA dataset and is driven by the State Consortium for EMS Data Collection (SCEMSDC).

Getting Started

Submitting data via the NEMSIS XML data exchange standard requires (at a minimum) that users submit a XML file that follows the NEMSIS guidelines for structure and values. This may also include NISE values over and above NEMSIS, or state-specific requirements. Please contact your state administrator for additional information.

To generate a XML file from your software, please check with your vendor on how to export out a NEMSIS XML file. You may need to do some configuration within your software, and all files must have an .xml extension to be imported. Go to <http://www.nemsis.org> for a list of certified vendors.

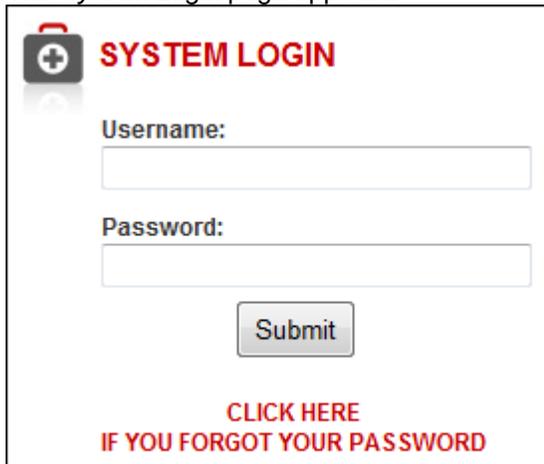
Staff Profiles

Services using a third party or homegrown software solution for EMS data collection need to maintain an updated staff roster within the Virginia State Bridge software. Service directors and administration staff will need to log into State Bridge regularly since updates and communications will be sent directly to staff profiles. For more information regarding setting up staff profiles and communications capabilities within State Bridge, please see the State Bridge Service Administrator Guide.

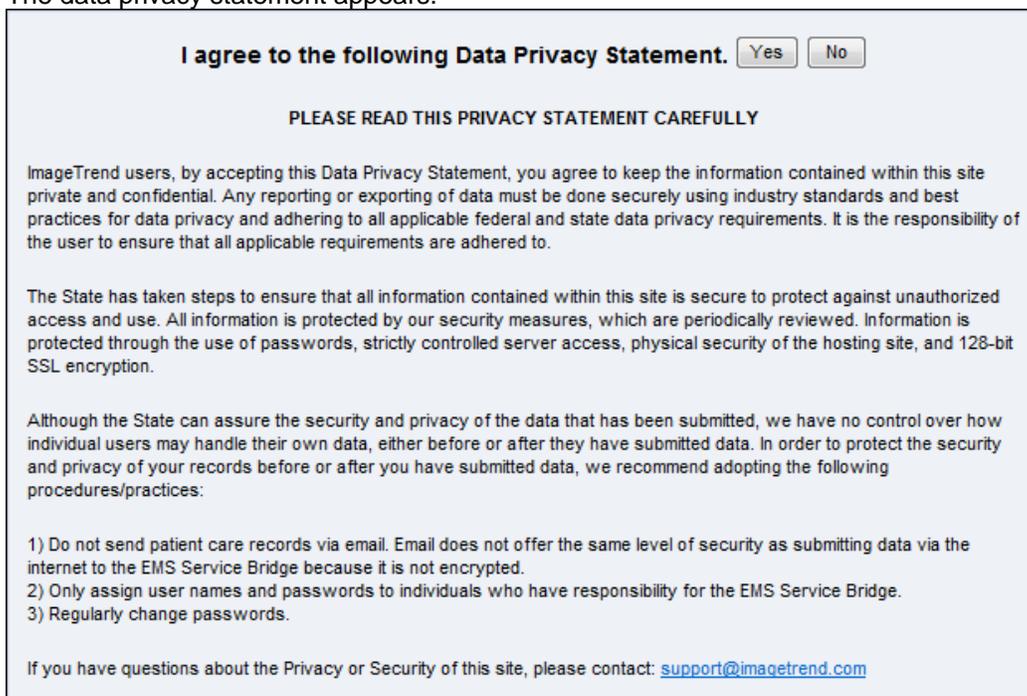
Logging in to the State Bridge

Before you can work with the State Bridge system in any way or access any information, you need to log in to the system. The state has assigned you a username and password that will allow you to access the system. If you do not have a username and password, you should contact your service or state administrator; only they will have the authority to provide you with login information.

1. Using a Web browser, navigate to the URL for the State Bridge system.
The *System Login* page appears.



2. In the *Username* field, type your username.
3. In the *Password* field, type your password.
HINT: Initially, you should be provided with a password from the state or through your service. After you have logged in once, the system will require you to change your password.
4. Click *Submit* or press *Enter*.
The data privacy statement appears.

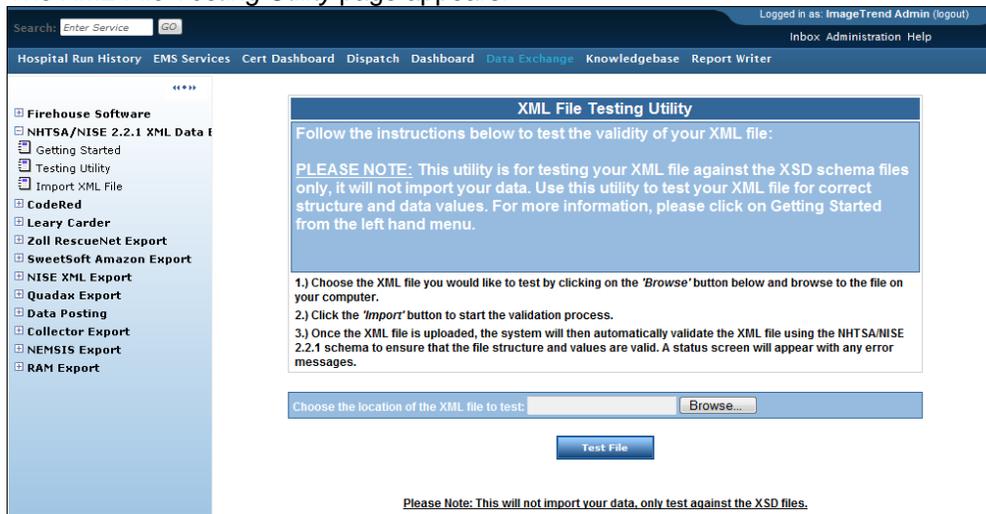


5. Read the data privacy statement.
6. If you agree, to log in to the system, click *Yes*.
You are logged and the home page of the State Bridge system is displayed.

Testing Import Files

Before importing an XML file, you can use the testing utility to test the validity of the file. This utility is for testing your XML file against the XSD schema files only; it will not import your data. Use this utility to test your XML file for correct structure and data values.

1. From the top toolbar, click *Data Exchange*.
2. From the left menu, click *NHTSA/NISE 2.2.1 XML Data Exchange*.
A sub-menu appears on the left side.
3. Click *Testing Utility*.
The *XML File Testing Utility* page appears.



4. Click *Browse...*.
The *Choose File* dialog box appears.
5. Navigate to and select the XML file to test,
6. Click *Open*.
7. Click *Test File*.
A status screen appears with a list of any errors.
WARNING: This utility will process but will not import your file.

Importing XML Files

Ambulance service administrators can use the Data Exchange to import XML files for NHTSA and NISE 2.2.1. In order to properly import a file, the service profile must be set up correctly and the times must be formatted correctly within the file being imported.

Preparing to Import an XML File

In order to properly import a file and to maintain the correct times, your service must have its time zone and compliance to daylight savings time recorded in the *Service Setup* section. You will also need to know whether your software vendor is converting your response times to UTC time (also known as Zulu time or GMT).

1. From the top toolbar, click *My Service* or *EMS Services*.
2. If you have access to multiple services, from the left menu, select the desired service.

- Click *Service Setup*.
The *View Service Info* page appears.

The screenshot shows the 'View Service Info' page for 'City Center Emergency Squad'. The page is divided into several sections with blue headers:

- Service:** Agency ID: 2910, FDID: (blank), Site Name: City Center Emergency Squad
- Organizational Information:** Organizational Type: Community, Non-Profit, Organizational Status: Mixed, Primary Type of Service: 911 Response (Scene) with Transport Capability, Other Type of Service: Paramedic Intercept, Highest Cert. Level of Service: EMT Paramedic
- Address:** 101 Ray Watson Drive, Johnson, KS 66061
- Contact Information:** Phone: 813-633-1411, Fax: (blank), Email: support@imagnetrend.com
- Emergency Contact Information:** Type: Email

An 'Edit' button is located at the bottom center of the page.

- Click *Edit*.
The *Edit Service Info* page appears.
- In the *Address* section, from the *Agency Time Zone* drop down menu, select your service's time zone.

The screenshot shows the 'Address' section of the 'Edit Service Info' page. It contains the following fields:

- Address:** 20855 Kensington Blvd.
- City:** Lakeville
- County:** Dakota
- State:** Minnesota
- Postal Code:** 55044
- Agency Time Zone:** GMT-6:00 Central Time
- Daylight Saving Time Use:** Yes

- In the *Address* section, from the *Daylight Saving Time Use* drop down menu, select whether your service is using daylight savings time at this time.
NOTE: This information should be changed in April (to *Yes*) and November (to *No*) each year in order for the times to enter the system appropriately throughout the year, if your area uses daylight savings time.
- From the bottom of the page, click *OK*.

Importing the XML File

1. In the State Bridge, from the top toolbar, select the *Data Exchange* tab.
2. From the left menu, click *NHTSA/NISE 2.2.1 XML Data Exchange* and *Import XML File*. The *Import Runs* page appears.

Import Runs with a NHTSA/NISE 2.2.1 XML File

Follow the instructions below to import your data using the NHTSA/NISE 2.2.1 XML Data Exchange:

- 1.) Choose the XML file you would like to use by clicking on the 'Browse' button and browse to the file on your local machine.
- 2.) Choose the agency that your are importing for. If you have rights to only one, that one will be displayed. If you have rights to more than one service, please select it from the list. If you are importing for more than one service, please select only one of the services, although data will be transferred to all services that are specified in the XML file.
- 3.) Select the format that was used for setting the time format in the XML. Choose Yes if the times are in UTC format, and No if the times have been already converted to your local time zone.
- 4.) Click the 'Import' button to start the file transfer and validation.

- Once the XML file is uploaded, a status screen will be displayed. The system will then automatically validate the XML file using the NHTSA/NISE 2.2.1 schema to ensure that the file structure and values are valid.
- If the schema validation is successful, the system will run through the import and validations routines to import your data. If problems are found, a detailed description of the issue(s) will be displayed.

For more information on NHTSA and NEMSIS XML Data models, click [here](#).

Choose the location of the XML file:

Which agency are you importing for?

Are the times in this XML file in Coordinated Universal Time (UTC), also referred to as Zulu time (Z)? If so, choose YES below to convert them to the service's time based on the Time Zone and Daylight Saving Time settings as defined within the Service Setup. If the times are already converted, choose NO. If you have questions, please contact your software vendor or the system administrator.

Yes No

3. In the *Choose the location of the XML file* section, click *Browse...*. The *Choose file* dialog box appears.
4. Using the *Choose file* dialog box, navigate to and open the desired XML file to upload.
5. From the *Which agency are you importing for* drop down menu, select the agency importing the file.

NOTES:

If you have rights to only one ambulance service, that service will be displayed and you will not be able to change it.

If the file will be used for multiple agencies, select only one of the agencies. If other agencies are included in the file, the data will also be transferred to them. The selected agency will allow the system to associate the data immediately with one agency ID.

6. In the time section, if your service software vendor generates the XML file with the response times in your local time, select *No*.

OR

If your service is collecting response times in local time but your software is converting them to UTC time, select *Yes*.

NOTES:

Selecting *Yes* will automatically change your collected response times from UTC (also known as Zulu time or GMT) to your service's local time to be correct when imported.

Selecting *No* will not make the conversion.

In order for the conversion to take place properly, the times must be formatted as shown in the example and your service must be set up with the correct time zone and daylight

savings time settings as indicated in the *Preparing to Import an XML File* section.

EXAMPLE: Times in the XML file should be formatted as: **2001-12-17T09:00:00Z**

HINT: The “Z” at the end is especially important, as it indicates that the time must be converted.

7. Click *Import*.

A *Please Wait...* window will appear while the file is uploading, followed by the *File Import Summary*.

NHTSA/NISE 2.2.1 XML File Import Summary

Your data file has transferred and validated successfully. The data will be imported automatically within the system usually within 24 hours. You can use the Data Transfer History report under your service's report section, to view updated information on the progress of this import.

| Process | Status | Records | Start | Finish | Total | Run Now | View Details |
|-------------------|---|---------|-------------|-------------|--------|---------|--------------|
| + Data Transfer | <input checked="" type="checkbox"/> Completed | n/a | 04:30:59 PM | 04:31:24 PM | 0:0:25 | n/a | |
| + Data Processing | <input type="checkbox"/> Pending | | | | | | |
| + Validation | <input type="checkbox"/> Pending | | | | | n/a | |

Refresh

Viewing Error Details

If the file's formatting does not match the required format or if another problem arises, you may receive an error message when you try to upload your file. You can find out more information about the error if necessary.

1. From the *File Import Summary* page, for the process displaying the error, click *View Details*.

NHTSA/NISE 2.2.1 XML File Import Summary

The file transfer and/or validation process has completed **with** errors. No incident data has been imported. You can view detailed information or any errors by clicking on the 'View Details' icon below.

Error Reason: Schema Validation Failed.

| Process | Status | Records | Start | Finish | Total | Run Now | View Details |
|-------------------|----------------------------------|---------|-------------|--------|-------|---------|--------------|
| + Data Transfer | Completed w/Errors | n/a | 04:21:36 PM | | | n/a | |
| + Data Processing | <input type="checkbox"/> Pending | | | | | n/a | |
| + Validation | <input type="checkbox"/> Pending | | | | | n/a | |

Refresh

A new window appears with a list of all error details.

| Type | Time | Record Number | Call Number Incident Number PCR Number | Message | Detail |
|---------------------------|-------------|---------------|--|--------------|--|
| Schema Validation Failed. | 04:21:38 PM | 0 | Call:0 Inc:0 PCR:0 | Severity = 0 | The 'http://www.nemsis.org:E02_16' element has an invalid value according to its data type. An error occurred at , (29, 22). |
| Schema Validation Failed. | 04:21:38 PM | 0 | Call:0 Inc:0 PCR:0 | Severity = 0 | The 'http://www.nemsis.org:E02_16' element has an invalid value according to its data type. An error occurred at , (449, 22). |
| Schema Validation Failed. | 04:21:38 PM | 0 | Call:0 Inc:0 PCR:0 | Severity = 0 | The 'http://www.nemsis.org:E02_16' element has an invalid value according to its data type. An error occurred at , (779, 22). |
| Schema Validation Failed. | 04:21:38 PM | 0 | Call:0 Inc:0 PCR:0 | Severity = 0 | The 'http://www.nemsis.org:E02_16' element has an invalid value according to its data type. An error occurred at , (1246, 22). |
| Schema Validation Failed. | 04:21:38 PM | 0 | Call:0 Inc:0 PCR:0 | Severity = 0 | The 'http://www.nemsis.org:E02_16' element has an invalid value according to its data type. An error occurred at , (2022, 22). |
| Schema Validation Failed. | 04:21:38 PM | 0 | Call:0 Inc:0 PCR:0 | Severity = 0 | The 'http://www.nemsis.org:E02_16' element has an invalid value according to its data type. An error occurred at , (2613, 22). |
| Schema Validation Failed. | 04:21:38 PM | 0 | Call:0 Inc:0 PCR:0 | Severity = 0 | The 'http://www.nemsis.org:E02_16' element has an invalid value according to its data type. An error occurred at , (2893, 22). |
| | | | Call:0 | Severity | The 'http://www.nemsis.org:E14_06' element has an |

Viewing the Data Transfer History Report

At any point, you can view a list of all XML files that were imported into the State Bridge system. This report also contains information about those files, including how many records were included in the file and whether the import was successful.

- From the top toolbar, click *My Service* or *EMS Services*.
HINT: Depending on your level of permissions, this link may be either *My Service* or *EMS Services*.
- From the left menu, click *Reports*.
The *Service Reports* page appears.
- Click *Data Transfer History*.
The *Data Transfer History* report appears.

| Data Transfer History | | | | | | | | | |
|---|-----------------------------|-----------------------------|------------------------|-----------------|----------------------------|--------|--------|------------|--------|
| ☑ = Completed ⚠ = Completed w/ Errors ☐ = Pending ❌ = Incomplete | | | | | | | | | |
| Uploaded Date | Utility | Total Records Found in File | Total Records Imported | User | Imported File | Import | Update | Validation | Status |
|  11/11/09 03:49 PM | XML 2.0 | | 0 | jackie lockerby | Test_Case_Paul_Bearer1.xml | ☑ | ☐ | ☐ | |
|  11/11/09 01:35 PM | ImageTrend EMS Field Bridge | 1 | 1 | Service Admin | | ☑ | ☑ | ☑ | |
|  11/11/09 01:16 PM | ImageTrend EMS Field Bridge | 1 | 0 | Service Admin | | ☑ | ☑ | ☑ | |
|  10/29/09 08:43 PM | ImageTrend EMS Field Bridge | 2 | 2 | Service Admin | | ☑ | ☑ | ☑ | |
|  10/29/09 08:42 PM | ImageTrend EMS Field Bridge | 0 | 0 | Service Admin | | ☑ | ❌ | ❌ | |
|  10/29/09 08:42 PM | ImageTrend EMS Field Bridge | 0 | 0 | Service Admin | | ☑ | ❌ | ❌ | |
|  10/29/09 08:42 PM | ImageTrend EMS Field Bridge | 0 | 0 | Service Admin | | ☑ | ❌ | ❌ | |
|  10/29/09 08:42 PM | ImageTrend EMS Field Bridge | 1 | 1 | Service Admin | | ☑ | ☑ | ☑ | |
|  10/29/09 08:42 PM | ImageTrend EMS Field Bridge | 1 | 0 | Service Admin | | ☑ | ❌ | ❌ | |
|  10/29/09 08:41 PM | ImageTrend EMS Field Bridge | 0 | 0 | Service Admin | | ☑ | ❌ | ❌ | |
|  10/29/09 08:39 PM | ImageTrend EMS Field Bridge | 1 | 1 | Service Admin | | ☑ | ☑ | ☑ | |
|  10/22/09 03:44 PM | ImageTrend EMS Field Bridge | 1 | 1 | Service Admin | | ☑ | ☑ | ☑ | |
|  10/21/09 02:35 PM | ImageTrend EMS Field Bridge | 0 | 0 | Dave Zaiman | | ☑ | ❌ | ❌ | |
|  10/21/09 11:24 AM | ImageTrend EMS Field Bridge | 1 | 1 | Dave Zaiman | | ☑ | ☑ | ☑ | |
|  10/21/09 08:49 AM | ImageTrend EMS Field Bridge | 1 | 1 | Chris Jones | | ☑ | ☑ | ☑ | |

Records 1-15 of 330 [Next](#)

*** NOTES**
 1) Totals may represent more than one service's records if more than one service was uploaded at the same time.
 2) Total Records Found in File account for all records that could be found/read in from the imported data file.
 3) Total Records Imported indicates the total number of records that imported and are available through Run History and Reporting.

- If desired, to view more information about a particular record, click the *View Detail* icon .

Viewing the Imported Runs and Validation Information

Once you have imported your file, you can search the runs for the service they were imported to in order to make sure all runs imported correctly and to see the validity of each imported run. When you search for the runs you imported, you will see a list of all runs that match your search criteria. Each run will also display the validity score, which indicates the percentage of required fields that are completed in the run. If your validity score is below the score required by the state, you can open the run and add additional information in the State Bridge.

- From the top toolbar, click *My Service*.

- From the left menu, click *Run History*.
The *Search Run History* page appears.

Run History Search Criteria

| | | |
|--------------------------|---|----------------------|
| Call # | begins with | <input type="text"/> |
| Incident # | begins with | <input type="text"/> |
| Incident Date | 09/14/2009 | to 11/13/2009 |
| Incident Address | begins with | <input type="text"/> |
| Validity % | Greater Than | <input type="text"/> |
| Report Status | All | |
| Runs Locked/Unlocked | Both | |
| Number of Runs Displayed | 15 | |
| PCR # | begins with | <input type="text"/> |
| Responding Unit | <div style="border: 1px solid black; padding: 2px;"> All Engine 1 - E-1 EMS 02 - EMS 02 Medic 1 - Medic1 Medic3 - Medic3 </div> | |

* To display all runs, leave all text boxes blank and click the Search button.

- Using the provided fields, enter all criteria to narrow down the reports that should be displayed.
HINT: To display all runs entered by the signed-in user, make sure that the *Incident Date* text boxes display appropriate dates and that all other fields are empty of criteria.
- When finished, to display a list of all runs that you have created that match the search criteria, click *Search*.
The search results are displayed.

| Customize Run History Page | | | | | | | | | | | Choose Default Print Report: Prehospital Care Report | | Batch Print |
|----------------------------|-------------|------|---------------|----------------------------|----------------------------|---------|--------------|-------------------|--------------------------|---------|--|--|-------------|
| Val. | Status | Type | Incident Date | Incident # | Call # | PCR # | Date Entered | User Entered | Batch Print | Actions | | | |
| 87% | In Progress | | 11/11/09 | AFDDM00001 | AFDDM00001 | | 11/11/09 | Admin, Service | <input type="checkbox"/> | | | | |
| 84% | Completed | | 11/3/09 | | Test091103-0143 | 1 | 11/3/09 | Admin, ImageTrend | <input type="checkbox"/> | | | | |
| 81% | Completed | | 11/3/09 | | Test091103-0142 | 1 | 11/3/09 | Admin, Service | <input type="checkbox"/> | | | | |
| 87% | Completed | | 10/27/09 | IOI | IOI | | 10/29/09 | Admin, Service | <input type="checkbox"/> | | | | |
| 100% | Completed | | 10/27/09 | 2 | 2 | | 10/29/09 | Admin, Service | <input type="checkbox"/> | | | | |
| 98% | Completed | | 10/26/09 | 1 | 1 | | 10/29/09 | Admin, Service | <input type="checkbox"/> | | | | |
| 89% | Completed | | 10/26/09 | 091355 | 091355 | | 10/29/09 | Admin, Service | <input type="checkbox"/> | | | | |
| 92% | Completed | | 10/22/09 | 1234223 | new call number 1234 | | 10/22/09 | Admin, Service | <input type="checkbox"/> | | | | |
| 88% | Completed | | 10/21/09 | ImageTrend-EM5091021-00076 | ImageTrend-EM5091021-00076 | 1321634 | 10/21/09 | Zaiman, Dave | <input type="checkbox"/> | | | | |
| 95% | Completed | | 10/21/09 | CJFREEM509100020 | CJFREEM509100020 | | 10/21/09 | Jones, Chris | <input type="checkbox"/> | | | | |
| 96% | Completed | | 10/17/09 | CJFREEM509100016 | CJFREEM509100016 | | 10/17/09 | Jones, Chris | <input type="checkbox"/> | | | | |
| 91% | Completed | | 10/9/09 | A1091009-009 | A1091009-009 | 2 | 10/14/09 | Sawyer, Eric | <input type="checkbox"/> | | | | |
| 96% | Completed | | 10/8/09 | 2987-a-987 | 2987-a-987 | | 10/8/09 | Kaphngst, Eric | <input type="checkbox"/> | | | | |
| 91% | Completed | | 10/8/09 | 1223454545 | 123456 | | 10/8/09 | Admin, Service | <input type="checkbox"/> | | | | |
| 92% | Completed | | 10/6/09 | CJFREEM509100011 | CJFREEM509100011 | | 10/6/09 | Jones, Chris | <input type="checkbox"/> | | | | |

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- To temporarily show only certain results within the list, use the drop down menus at the top of the window to select the criteria by which to filter.
- To sort the results by a particular heading, click the desired heading. To reverse the order that the records are sorted by (e.g., to switch from sorting A–Z to sorting Z–A), click the heading again.
- To view the desired record, click the any of the linked text in that record.

Help and Support

Before Contacting ImageTrend

Please have the following information accessible when calling ImageTrend:

- A description of your computer system.
- The name of your operating system and service pack version (if applicable).
- A description of what happened and what you were doing when the problem occurred.
- The exact wording of any error messages you see.
- Your company name and contact information.

Contacting ImageTrend

If you are unable to find the information needed to use State Bridge effectively, please consult ImageTrend in any of the following ways:

- Phone (952) 469.1589
- Toll-Free (888) 469.7789
- Fax (952) 985.5671
- Email support@imagetrend.com
- Web <http://support.imagetrend.com>

ImageTrend support services are available:

Monday – Friday
8:30 a.m. to 5:00 p.m. central time

Technical Support

For 24-hour technical support, ImageTrend provides online assistance through their website and email services:

- Email support@imagetrend.com
- Web <http://support.imagetrend.com>