Checklist for Custom Elements

✔	Step	Responsible Party	Next Steps
☐	Need for custom value(s)/element(s) determined	State Data Manager	Talk with State Vendor, ePCR Vendors, NEMSIS TAC, Other Data Managers
☐	Work with State Vendor to establish custom value(s)/element(s) requirements	State Data Manager	Determine best solution; gather necessary information for element creation
☐	State Vendor is ready to publish State DataSet; Schematron changes would be required if rules apply to custom element	State Vendor	State Vendor completes State DataSet and EMS/DEM DataSet Schematron if required
☐	Notify EMS Agencies of pending changes; Notify other ePCR vendors throughout the state of pending changes	State Data Manager	Notification sent out
☐	Submit updated resources to NEMSIS TAC with list of changes	State Data Manager	Submitted file reviewed for structural validation
☐	Validate and publish updated State DataSet (and Schematron schemas if applicable)	NEMSIS TAC	Validated file and list of changes posted to state repository and state page on NEMSIS.org website
☐	ePCR Vendors obtain updated resources	ePCR Vendors	Have most current version of State DataSet
☐	EMS Agency/ePCR Vendors implement in local software	ePCR Vendors	User Interface has additional values or element for providers to utilize; State Data Manager should allow at least 90 days for implementation
☐	EMS Agency/Clinician utilize custom value(s)/element(s)	EMS Agency/Clinician	Custom fields used
☐	QA/QI of custom fields	State Data Managers	Determined by State Data Managers (may include monitoring data by vendor and verifying correct implementation)

Creating Custom Elements Best Practices Guide   Creating Custom Element Best Practices Flowchart