

# Version 3.5.0 Onboarding Process for States and Territories

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## Overview and Purpose

This document should be used to provide the technical details needed to states/territories and their state vendor in order to successfully onboard them for submission of v3.5.0 NEMSIS documents to the National Repository at the NEMSIS TAC.

## Summary of Onboarding Steps

1. When the State or Territory is ready to submit data, the EMS Data Manager should notify NEMSIS TAC staff.
2. NEMSIS TAC staff should verify that the state's web service account is properly configured. If the state is already submitting on a prior live NEMSIS version (v3.4.0), this should suffice for v3.5.0
  - a. The EMS Data Manager will provide account credentials for the v3.5.0 Receive and Process State system to appropriate IT staff/state system vendor representative.
3. For states onboarding to v3.5.0 we may require a set of test submissions (at least one StateDataSet, one DEM and one EMS file) into the onboarding environment before providing production URLs.
4. Verification of successful test submissions to the onboarding system can be coordinated with NEMSIS TAC staff and the state system vendor representative or EMS Data Manager.
5. Once test submissions have been verified in the onboarding environment, production URLs for v3.5.0 submission will be provided.
6. The first production submission from a state moving to v3.5.0 must be a StateDataSet.

## NEMSIS TAC Staff Responsibilities

1. The NEMSIS TAC will ensure that each state/territory has a Web Service Submissions account.
2. This account will only be used for the submission of NEMSIS v3 data.
3. The password for this account will not expire.

4. The state email associated with the account will have the ability to reset the password as needed.

### Submission of the DEM Data Set XML Files to NEMSIS Production Environment

All NEMSIS Version 3 XML files must be submitted to the NHTSA NEMSIS Version 3 database via web services.

The NEMSIS TAC requires the Demographic (DEM) DataSet files to be submitted 72 hours in advance of any corresponding EMSDataSet files. It is not necessary for the state to immediately submit a DEMDataSet files for every EMS Agency within a state. However, if EMSDataSet files are submitted in advance of DEMDataSet files for an EMS Agency, the EMSDataSet files will be rejected.

For states moving from an older version of the NEMSIS standard (v3.3.4, v3.4.0) to v3.5.0, we will not require new v3.5.0 DEMDataSet files prior to the submission of v3.5.0 EMSDataSet files. E.g. if we have received a DEMDataSet file for an agency on v3.4.0, that will be sufficient to receive EMSDataSet files for that agency on v3.5.0. That said, we encourage all states to send updated v3.5.0 DEMDataSet files as soon as they are available and whenever changes are made to those files.

### Submission of the EMS Data Set XML Files to the NEMSIS Production Environment

EMSDataSet files should be scheduled for automated submission via web services as determined by the state and their state software vendor. EMSDataSet files are processed by the NEMSIS TAC and moved into the production warehouse daily on weekdays.

Newly received EMSDataSet files are processed into reports and cubes on a weekly basis (or as otherwise noted in each report's documentation).

Files should be sent regularly, without long periods of increased or decreased submission where possible. If a state needs to submit files beyond their regular volume or pause submissions the EMS Data Manager or other state or vendor representative should work to coordinate those activities with NEMSIS TAC staff to avoid processing slowdowns, rejected files, or missed deadlines for dataset inclusion.

### Submission of the State Data Set XML Files to the NEMSIS Production Environment

StateDataSet files for NEMSIS v3.5.0 and greater must be submitted to the NEMSIS TAC via web services for validation and publication to the state repository and page hosted on nemsis.org.

StateDataSet files must be submitted as described in the web services guide with the proper SOAP envelope, including any relevant change log notes for the commit message. StateDataSet files are committed to NEMSIS-hosted state repositories and posted to the NEMSIS website daily.

A valid StateDataSet file is required before the submission of any DEMDataSet or EMSDataSet files.

## Version 3 XML File Processing

All NEMSIS XML files (DEMDataset, EMSDataSet, and StateDataSet) are run against 1) NHTSA NEMSIS v3 XSDs; and 2) NHTSA NEMSIS National Schematron rule files upon submissions. Files are thereafter transformed via an ETL process into our data warehouse for use in reports, cubes, and datasets.

Only the national subset of elements is allowed. The Correlation ID attribute must not be included in files submitted to the national repository and will cause a failure when validated against the NHTSA NEMSIS v3 XSDs for National Elements.

Notification of failed submissions (for either XML schema validation or Schematron validation) is sent via web services to the State receive and process software system after a RetrieveStatus request. This information includes details on the possible origination of the failures. Please reference the NEMSIS web services guide on nemsis.org for more details.

The State EMS Data Manager will also have access to a report regarding failed XML files through the NEMSIS TAC State Version 3 Data Submission Dashboard. This dashboard is updated weekly with submission information from the prior two weeks including information on specific Schematron rule warnings.

## NEMSIS Version 3.5.0 Onboarding Environment

The purpose of the onboarding environment is to test the ability of the state and its receive and process system to send XML files to the NEMSIS TAC national repository via web services and receive the expected responses.

For states moving to v3.5.0 of the NEMSIS standard, onboarding is done at the discretion of NEMSIS TAC staff based on a number of factors that may include the state's prior success with submissions, the software vendor's prior success with submissions, the volume of data expected, and when the state has decided to begin submitting.

Onboarding is NOT a substitute for compliance testing for vendor software. Onboarding is a simple verification that software is configured correctly for submission to avoid excessive failures in the production environment.

Onboarding web services may be subject to intermittent availability. Please contact NEMSIS TAC staff to receive the web service URLs for the onboarding environment and coordinate verification of successful submission.

## NEMSIS Version 3.5.0 Production Environment

When states and territories are ready to send NEMSIS XML files to the national repository, the NEMSIS TAC has a production environment to populate the national NEMSIS v3 database. This system is identical to the system used for onboarding purposes, so any state and vendor who has completed onboarding should be able to seamlessly transition to production submissions by changing only the web service URL.

The NEMSIS production submissions web service is always available, with the exception of downtimes for maintenance that may occur during the monthly maintenance windows described on nemsis.org. All

maintenance and web service downtimes are also announced on the bimonthly v3 Implementation Calls which you can receive an invite to by joining our Google Group mailing list on nemsis.org.

Please contact NEMSIS TAC staff to receive the web service URLs for production submissions for current versions of the NEMSIS standard (v3.4.0 and v3.5.0)

### State Version 3 Data Submission Dashboard

NEMSIS TAC staff will provide education to the state and territory data managers on the use of the data submission visualizations available in this dashboard. A State Version 3 Data Submission User Manual is also available on nemsis.org with the dashboard. The manual describes the criteria used to create each visualization and how to use the dashboard to understand submission trends. We also offer a weekly email subscription to an overview of submission information included failure and warning rates, counts of submissions and other data at a glance.

Each State Data Manager will have a user account in their name created by NEMSIS TAC staff so that they can be granted access to this and other reports.