

Chapter: COUNTY OF SAN DIEGO EMERGENCY MEDICAL SERVICES
Key Words: Policy/Procedure/Protocol

SUBJECT: EMS Provider Data
Submission Process

POLICY NO: S-602
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DATE: July 1, 2018

AUTHORITY: Health and Safety Code, Division 2.5, Sections 1797.204, 1797.220, 1797.227, and 1798; and California Code of Regulations, Title 22, Sections 100170 and 100171(e).

I. PURPOSE

To establish a process for Emergency Medical Services (EMS) providers to submit data electronically to the County of San Diego, Local EMS Information System (CoSD LEMSIS)

II. BACKGROUND

A. Definitions

California EMS Information System (CEMSIS):

The California data standard for EMS as defined by the California EMS Authority (EMSA). The data standard includes the NEMSIS standards and State defined data elements.

County of San Diego Local EMS Information System (CoSD LEMSIS):

The County of San Diego EMS (CoSD EMS) data system and local data standard for EMS as managed and defined by CoSD Local EMS Authority (LEMSA). This data standard includes the NEMSIS, CEMSIS, and LEMSA specific data elements.

Data Dictionary:

A document that describes the content, format, and structure of a dataset. The CoSD LEMSIS Data Dictionary can be found at www.sandiegocountyems.com.

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National EMS Information

System (NEMSIS):

The national data standard for EMS as defined by the National Highway Traffic and Safety Administration (NHTSA) and the NEMSIS Technical Assistance Center (TAC).

Prehospital Care Record (PCR): An electronically generated record that is utilized by EMS field personnel to document and transmit patient care events at time of service. This record in the CoSD LEMSA format is approved and required by CoSD LEMSA as stated per Policy S-601 "Documentation Standards and Transferral of Prehospital Care Record (PCR) Information" and EMSA and further detailed in the LEMSIS Data Dictionary.

Real Time:

Documentation completed at the time of patient contact within the constraints of equipment and technology and to ensure continuity of care and patient safety. Every effort should be made to complete the PCR before returning to service.

III. POLICY

- A.** To obtain access to CoSD LEMSIS PCR as the data collection, EMS providers shall meet the following minimum criteria:
1. Must be a CoSD LEMSA approved and permitted provider
 2. Submit an application to the LEMSA to either:
 - a. Utilize the County funded CoSD LEMSIS as their organizational PCR system to meet agency data submission requirements. The system includes PCR

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capabilities that allow EMS providers to document and transmit patient care data in real time to the CoSD LEMSIS.

- 1) Request for access to the CoSD LEMSIS must include:
 - i. Provider name and agency LEMSA ID.
 - ii. Name and contact information of the persons responsible (primary and backup LEMSIS Administrators) for managing and maintaining the provider's data. Any changes to the LEMSIS Administrators require a notice of five business days.
- 2) The provider is responsible to submit to LEMSA any change in the data collection system used 90 days prior to implementation.
- b. EMS providers may choose to use a third party PCR system to meet data submission requirements provided that the vendor and EMS provider PCR submission meets all standards as defined in the LEMSA's CoSD LEMSIS Data Dictionary and meet the following criteria:
 - 1) The third party vendor PCRs used by the EMS provider shall be and remain certified compliant with the current approved version of NEMSIS and CEMSIS as well as the LEMSIS specific data elements per California State Regulations.
 - 2) Submit upon request the certificate of compliance with NEMSIS to LEMSA attesting that the vendor's data collection system is certified with the current version of NEMSIS.
 - 3) The EMS provider is responsible for ensuring and demonstrating that their third party vendor PCR has integrated with LEMSIS per California State Regulations.
 - 4) The provider is responsible to submit to LEMSA any change in the data collection system used 90 days prior to implementation.
 - 5) Request for access to the CoSD LEMSIS Web Service/System must include:
 - i. Provider name and agency LEMSA ID.
 - ii. Agency representative contact information of the persons responsible (primary and backup LEMSIS Administrators) for managing and

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maintaining the provider's data. Any change to the LEMSIS Administrators requires a notice of five business days.

- iii. Third party vendor PCR information, including 24 hour technical support contact information.
- 6) The request will be reviewed by LEMSA within 21 business days. If approved, access to the CoSD LEMSIS Web Service will be granted to the third party vendor.
- 7) The EMS provider shall report any technical difficulties with establishing or maintaining a connection to CoSD LEMSIS System Administrator within 24 hours. This report shall include a mitigation plan and process for entering any missing PCRs per CoSD EMS Policy S-603 "System Management and Support during Downtime".
- 8) EMS personnel must comply with documentation standards per CoSD EMS Policy S-601 "Documentation Standards and Transferral of Prehospital Care Record (PCR) Information" as defined in the LEMSA's CoSD LEMSIS Data Dictionary when completing all PCRs.
- 9) During any period of time the EMS provider using a third party data collection system is unable to transmit/post data in real time to CoSD LEMSIS, EMS field personnel will provide a full San Diego County radio report to the Base Hospital. In the event of an identified downtime, the agency will follow guidelines outlined in CoSD EMS Policy S-603 "System Management and Support during Downtime".

B. County Responsibilities

- 1. For planned updates, the LEMSA will provide EMS provider agencies using a third party vendor and will be notified as soon as possible to changes to the LEMSIS PCR system.
- 2. In the event of an unforeseen and urgent required system changes, agencies will be notified as soon as possible.

C. Contact the EMS Coordinator for any System Administrator changes.