



## IMPORTANT INFORMATION

**You can now update your agency information online!** The Division of EMS (DEMS) is no longer using the 'Agency Information Form' previously located on our website to collect changes in agency information. This change allows agency chiefs to have full control of the contact and demographic information sent to the division. All changes to an agency's information will be collected using the new 'EMS Agencies' website.

Information and updates submitted by the chief for their agency are immediately accepted into the system. If the information is updated by an approved agency 'User' assigned by the agency chief, the changes will not be accepted until they are reviewed and approved by the agency chief.

- When an agency is a combined fire and EMS service, the Fire Chief must be registered in the role of "CEO/Chief." The exception to this is when the EMS coordinator does not directly report to the fire chief and instead reports to the same or similar municipal authority as the fire chief. Assistant chiefs and delegates will not be permitted in the "CEO/Chief" role.
- When the agency only provides EMS services, then the EMS agency chief must be registered in the role of "CEO/Chief." Assistant chiefs and delegates will not be permitted in the "CEO/Chief" role.
- All other individuals accessing an agency must select the "User" role.

You may use the same ODPS Identity Manager account used for maintaining your fire and/or EMS certificates. Simply request access to 'EMS Agencies' after logging into your ODPS Identify Manager account using the link below.

<https://services.dps.ohio.gov/IdentityManager/User/Home/Index>

The attached user guide contains all of the information needed for you to get started. We **HIGHLY RECOMMEND** that you have on-hand all of the information listed in the section titled "Information to Gather BEFORE You Get Started." Many of the fields are *required* and the system will not allow you to leave them blank.

We appreciate your assistance.

**Ohio Department of Public Safety**  
**Division of Emergency Medical Services**  
EMSdata@dps.ohio.gov

**Ohio Department of Public Safety  
Division of Emergency Medical Services**



**EMS Agency Information System  
User Guide**



*December, 2019*

## Contents

<b>Section I: Agency Management .....</b>	<b>2</b>
<b>Welcome to EMS Agency Information System.....</b>	<b>2</b>
<b>System Requirements and Limitations.....</b>	<b>3</b>
<b>Quick Start .....</b>	<b>3</b>
<b>Information to Gather BEFORE You Get Started.....</b>	<b>4</b>
<b>Website and Login.....</b>	<b>7</b>
<b>Updating Agency Information.....</b>	<b>8</b>
<b>Attestation and Submitting Changes.....</b>	<b>13</b>
<b>Exiting the System.....</b>	<b>13</b>
<b>Section II: Manage Others Access.....</b>	<b>14</b>
<b>Website and Login.....</b>	<b>14</b>
<b>Managing Others Access.....</b>	<b>15</b>
<b>Exiting the System.....</b>	<b>17</b>
<b>Section III: References and Technical Support .....</b>	<b>18</b>

# **Section I: Agency Management**

## **Welcome to EMS Agency Information System**

**What:** The EMS Agency Information System (AIS) collects vital information including contact information for the agency, chief and agency EMS medical director. The AIS also maintains service level information, satellite service locations, vehicle counts and demographics related to the area(s) that the agency services.

**Who:** Any individual at an EMS or Fire Agency tasked with entering, updating or approving descriptive information for the agency for which they work. For example: Chief or CEO, Agency Administrative Staff, or other users approved by the Chief or CEO.

Within the Agency Information System, each Agency will have a role for “CEO/Chief”, who is ultimately responsible for the information provided. The system will also allow agencies to have secondary “Users” who can access and maintain the information. However, any changes made by a “User” must then be approved by the “CEO/Chief”. The “CEO/Chief” also has control over who is a “User” in the AIS.

- When an agency is a combined fire and EMS service, the Fire Chief must be registered in the role of “CEO/Chief” within the AIS. The exception to this is when the EMS coordinator does not directly report to the fire chief and instead reports to the same or similar municipal authority as the fire chief.
- When the agency only provides EMS services, then the EMS agency chief must be registered in the role of “CEO/Chief” within the AIS.
- All other individuals accessing an agency must select the “User” role.

**Why:** Much of the information collected is required to maintain the agency’s profile for the state’s Emergency Medical Services Incident Reporting System (EMSIRS) and the National EMS Information System (NEMSIS), ([www.nemsis.org](http://www.nemsis.org)).

By having immediate access to the complete service profiles of Ohio’s EMS agencies, the Division of EMS will be better equipped to provide timely

communications and provide an accurate picture of Ohio's emergency resources and readiness.

## System Requirements and Limitations

- The new system performs best when the latest version of [Google Chrome](#) or [Internet Explorer version 9 +](#) is used.

To download Google Chrome, please use this link:

<https://www.google.com/chrome/browser>

To download Internet Explorer, please use this link: <https://www.microsoft.com/en-us/download/internet-explorer.aspx>

- This web-based application requires that JavaScript be **enabled**. You will receive an error message if it is not enabled. Please contact your Agency's technical Support to have JavaScript enabled on your computer if you receive the error.
- The system will support use from a cell phone or tablet, but functions best when used on a desktop or laptop computer.

## Quick Start

### **How to update agency information in the EMS Agency Information System.**

1. Log on to: <https://services.dps.ohio.gov/EMSAgencies/>
2. Select your agency.
3. Click "Agency Management" to update agency information, Chief/CEO, Medical Director, Satellites, Vehicles, Service Area and EMSIRS Demographics.
4. Click "Agency Details".
5. Click "Continue Updating Agency Information" on bottom right.
6. Complete fields on first screen, and click the blue box on the bottom right to move to the next screen. Complete each screen.
7. On final screen, check the Attestation and click the green "Submit Changes" button.

## Information to Gather BEFORE You Get Started

The EMS Agency Information System collects information about your agency's operations. We highly recommend that you gather the information required before starting to update your agency in the system. Below is a list of information that is required to complete an entry in the system's "Details" section.

Section	Field	Definition
Details	Agency Code	Cannot be edited. This is assigned by the Division of EMS (DEMS).
Details	Agency Name	Official Name you have registered with Fire Marshal and DEMS.
Details	Federal Tax ID	Cannot be edited. This is entered by the Division of EMS (DEMS) when the agency is first created in the system.
Details	Type of Agency	<i>(Pick One)</i> Fire Dept., EMS Public Entity, EMS Privately Owned, or Hospital (EMS directly governed by a hospital).
Details	Organizational Tax Status	<i>(Pick One)</i> For Profit, Other (e.g., Government), or Not For Profit.
Details	Highest Level of EMS Service	<i>(Pick One)</i> None, EMR, EMT, AEMT or Paramedic.
Details	Other Services	<i>(Pick All that Apply)</i> Ambulette, Fire, Community Paramedicine, Mobile Intensive Care, and/or Air Medical.
Details	<u>Primary</u> Type of Service	<i>(Pick One)</i> 911 Response w or w/o Transportation, Air Medical, ALS Intercept, Hazmat, Medical Transport, Rescue, etc.
Details	National Provider Identifier	Required if you bill for your services.
Details	FDID Number	The State Fire Marshal issues Fire Department Identification (FDID) numbers for the purpose of recognition and incident reporting.
Details	Pharmacy License Number	Required if you provide EMS.
Details	Staffing	<i>(Pick All that Apply)</i> Types of staff you have (e.g. Full-Time, Part-Time and/or Volunteer.)
Details	Volunteer Percentage	Percentage of staff that are volunteers. Only required if "Volunteer" was selected in staffing.
Details	BLS Vehicle Count	Number of units that can <u>only</u> provide BLS services.
Details	BLS Deployable Vehicle Count	Maximum number of BLS units that can be deployed at a time. (e.g. If you have 4 vehicles but only 3 providers, then you have 3 units deployable at a time.)
Details	ALS Vehicle Count	Number of units that can <u>only</u> provide ALS services.
Details	ALS Deployable Vehicle Count	Maximum number of ALS units that can be deployed at a time. (e.g. If you have 4 vehicles but only 3 providers, then you have 3 units deployable at a time.)
Details	Primary Response Jurisdiction Size (sq.mi.)	Geographic area of first-due response as defined by political subdivision boundaries or a contract to provide services. Do not include areas where the service is not the primary response agency, including mutual aid coverage.
Details	Primary Response Jurisdiction Population (average)	This is the resident population of your first-due response area as defined by political subdivision boundaries or a contract to provide services. Do not include areas where the service is not the primary response agency, mutual aid coverage or seasonal population changes caused by tourism and special events.

Details	Call Center Volume	The number of 911 calls received by the call center in the last calendar year.
Details	Dispatch Volume	The number of EMS dispatches within the last calendar year.
Details	Patient Contact Volume	The number of EMS patients contacts per year based on the last calendar year.
Details	Patient Transport Volume	The number of EMS transports per year based on the last calendar year.
Details	Headquarter Address	Physical location where business is managed; may or may not house response vehicles and personnel. <u>Do not use</u> a P.O Box address for the Headquarter address.
Details	Mailing Address	Address were business mail is delivered if different from the Headquarter address. P.O Box addresses are permitted as a mailing ONLY address.
Chief Information	Agency Chief - This is the top most position. Do not use an assistant chief or EMS chief if this is a combined Fire & EMS Agency.	<i>(REQUIRED)</i> Information includes Chief Name, Title, business phone, business address, and business email. This is considered public information and may be shared. The information supplied must be verifiable by DEMS staff.
Medical Director	Agency Medical Director	<i>(REQUIRED)</i> This is required if you supply EMS services. Information includes the Medical Director's name, business phone, business address, and business email. This is considered public information and may be shared.
Medical Director	Agency Medical Director	<i>(REQUIRED)</i> You will also need to provide the medical director's Ohio medical license number and how they meet the requirements of OAC 4765-3-05. The information supplied must be verifiable by DEMS staff.
Other Contacts	Additional Agency Contacts	Additional Agency Contacts such as Authorizing Officer, Civil Authority, Primary EMS contact and Technical EMSIRS contacts are added here. Business phone, business address, and business email should be provided as this considered public information and may be shared.
Satellites	Service locations OTHER than the Headquarter location.	The physical location where response originates; not the department headquarters facility. An agency will only have one headquarters but may have multiple satellite stations.
Vehicles	Counts of Available Vehicle Types	Number of vehicles available for service delivery including but not limited to ambulance, fire apparatus, fixed wing, rotorcraft, watercraft, etc.
Service Area	Agency Primary Service Areas	Include your primary county and this counties where you have a mutual-aide agreement.
Service Area	Census Tracts and Zip Codes	For the counties selected, choose the relevant Census Tracts and Zip Code that you service within those counties.
EMS-EMSIRS Demographics	Counts of EMS Providers	Current count of EMS providers by type EMR, EMT, AEMT and Paramedic.
EMS-EMSIRS Demographics	Is Emergency Dispatch provided for your agency's service area?	<i>(Pick One)</i> No, Yes, or Yes but less than 100% coverage.
EMS-EMSIRS Demographics	EMS Protocols	EMSIRS requires that you check all EMS treatment protocols that you have in place.

EMS-EMSIRS Demographics	EMS Specialty Services	EMSIRS requires that you check all EMS specialty services that you capable of providing.
EMS-EMSIRS Demographics	EMS Patient Monitoring	EMSIRS requires that you check all EMS patient monitoring types that you are capable of providing.
EMS-EMSIRS Demographics	Crew/Unit/Call Signs	EMSIRS requires that you provide the crew name, unit name and call sign for each EMS unit.

## Website and Login

1. Enter the Ohio EMS Agency Information System website using the following web address:  
<https://services.dps.ohio.gov/EMSAgencies/>

### **IMPORTANT!**

- You will need an active ODPS Identity Manager account in order to sign in. This can be the same account you sign into when renewing your personal fire and EMS certifications. If you do not have an ODPS Identity Manager account, please register by clicking the “Register!” link on the sign in screen. Additional instructions can be found on the EMS Data Center website:  
<https://www.ems.ohio.gov/data-center.aspx>
- Within the Agency Information System, each Agency will have a role for “CEO/Chief”, who is ultimately responsible for the information provided. The system will also allow agencies to have secondary “Users” who can access and maintain the information. However, any changes made by a “User” must then be approved by the “CEO/Chief”. The “CEO/Chief” also has control over who is a “User” in the AIS.
  - When an agency is a combined fire and EMS service, the Fire Chief must be registered in the role of “CEO/Chief” within the AIS. The exception to this is when the EMS coordinator does not directly report to the fire chief and instead reports to the same or similar municipal authority as the fire chief.
  - When the agency only provides EMS services, then the EMS agency chief must be registered in the role of “CEO/Chief” within the AIS.
  - All other individuals accessing an agency must select the “User” role.

ODPS Identity Manager  
Single sign-on for the Ohio Department of Public Safety

Sign In

You are accessing the Test system. For Production, click [here](#).

Email

Password

Log in

Having trouble logging in? [Get Help!](#)  
Don't have an account yet? [Register!](#)

2. At the login screen, enter your e-mail address and password, then click “Log in.”

3. Select the agency from the drop down box for which you will be updating or adding information. Click **“Select”**.

Agency Selection

Select an Agency that you would like to access

2 agencies available

## Updating Agency Information

1. Chief / CEO will have several modules to choose from. Users will have less modules to choose, and may only have viewing permissions.

Click **“Agency Management”**.

Home /

How may we help you?

Selected Agency Information

**TESTING ONLY - Do not select as an affiliation. (99-001) (Chief/CEO)**  
1970 W. Broad Street Ohio Department of Public Safety, Columbus, Ohio - 43223

<p><b>Agency Management</b></p> <p>To see current information and to request an update to Agency information, the Agency Chief, the Medical Director, Agency Satellites, or Agency Vehicles.</p>	<p><b>Grants Management</b></p> <p>To submit grant application, check status, submit invoices related to existing grants and view past grant application and invoices.</p>
<p><b>Manage Others Access</b></p> <p>To manage access of everyone who has access to this agency.</p>	<p><b>Account Management</b></p> <p>To view current access and to request access for another agency.</p>

For questions or assistance, please contact Division of EMS at 1-800-233-8785 or email [EMSDATA@dps.ohio.gov](mailto:EMSDATA@dps.ohio.gov)

[Disclaimer](#) | [Privacy Policy](#) | [Grants Information](#) | [Contact](#)  
Ohio Department of Public Safety © - 2019



2. A new screen will appear with multiple selections on the left.

**Agency Details:** update agency information, Chief/CEO, Medical Director, Satellites, Vehicles, Service Area and EMSIRS Demographics.

**EMSIRS Data Dashboard:** View agency data reported, such as total responses, % resulting in transports, % resulting in assists; average times to scene, on scene, etc.

**Pending Requests:** The Chief / CEO must approve any changes submitted to the system by other users. The Chief / CEO also has control to grant and revoke a user's access to their agency information in the Agency Information System via this link.

**Providers Affiliated to Agency:** An Excel spreadsheet will open detailing the certified providers affiliated with your Agency.

3. Click "Agency Details".

The screenshot displays the Agency Management interface. At the top, there is a breadcrumb trail: Home / Agency Management. Below this, a header section shows the 'Selected Agency' as 'Lifecare Ambulance, INC. (47-E730) (Chief/CEO)' with the address '640 Cleveland Street 205 West Ave., Elyria, Ohio - 44035' and a 'Change Agency' button. The main content area is a sidebar titled 'Links' containing four buttons: 'Agency Details' (with a document icon), 'EMSIRS Data Dashboard' (with a bar chart icon), 'Pending Requests' (with a refresh icon), and 'Providers Affiliated to Agency' (with a person icon). A red arrow points to the 'Agency Details' button.

- A new screen will appear with details and information about your Agency. Review information. Click **“Continue Updating Agency Information”** at the bottom of the screen to proceed.

Agency Detail

Selected Agency Information -

**TESTING ONLY - Do not select as an affiliation. (99-001) (Chief/CEO)**

1970 W. Broad Street Ohio Department of Public Safety, Columbus, Ohio - 43223

Agency Information			
Federal Tax ID	99-9999999	Agency Type	Fire Department
Highest Level of EMS Service	Paramedic	Non-EMS Services	None
FDID Number	99999	Non-Transport	No
Pharmacy License Number	9999999999	Volunteer Percentage	15%
Staffing	Full-Time, Part-Time, Volunteer	Primary EMS Service	99
Primary EMS Service Area Size (sq mi)	9	Population (average)	
BLS Vehicle Count	0	BLS Deployable Vehicle Count	0
ALS Vehicle Count	1	ALS Deployable Vehicle Count	1

Headquarter Address	
Address	1970 W. Broad Street Ohio Department of Public Safety Columbus, OH 43223
County	Franklin
Mailing Address	
Same as Headquarter Address	
Headquarter Contact	
Phone	(555)555-5555
Fax	(555)555-5555
Email	DEMS_TEST@TEST.DEMS.ODPS.GOV
Website	www.ems.ohio.gov

Agency Chief / CEO	
Name	S Smith
Title	Chief
Address	Same as Headquarter Address
Phone	(555)555-5555
Email	EMS_DEMS@TEST.DEMS.ODPS.GOV

Medical Director	
Name	J Jones
Address	Same as Headquarter Address
Phone	(555)555-5555
Email	DEMS_TEST@DEMS.ODPS.TEST.GOV
License	35.999999 (MD)
Qualifications	Meets section 4765-03-05

Primary EMS Officer	
Name	S Smith
Title	Chief
Address	Same as Headquarter Address
Phone	(555)555-5555
Email	EMS_DEMS@TEST.DEMS.ODPS.GOV

EMSIRS Contact	
Name	S Smith
Title	Chief
Address	Same as Headquarter Address
Phone	(555)555-5555
Email	EMS_DEMS@TEST.DEMS.ODPS.GOV

Civil Authority	
No Data Present	

Authorizing Official	
No Data Present	

Total Vehicles			
Ambulance (0)	ATV (0)	Bicycle (0)	Fire Apparatus (0)
Fixed Wing (0)	Motorcycle (0)	Other (0)	Personal Vehicle (0)
Quick Response Vehicle (0)	Rescue (0)	Rotorcraft (0)	Snow Vehicle (0)
Watercraft (0)			

Primary Service Area	
Franklin	

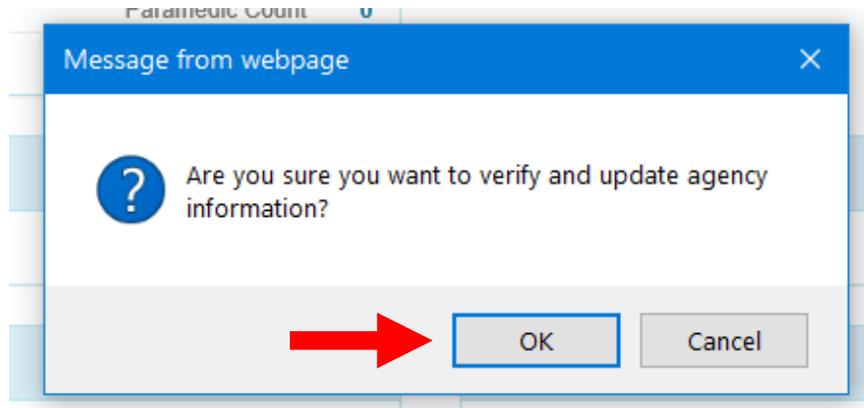
- Satellites
 

No Satellites

🗑️ Delete Pending Updates

Continue Updating Agency Information

5. You will be asked to confirm if you want to verify and update agency information. If you do, click “OK”.



6. The next page is where you begin entering or editing information.

PLEASE NOTE: There are several pages worth of information to complete. Information on each page must be completed before you can move on to the next page. All pages and steps must be completed. Information is not saved until “Submit Changes” is clicked on last confirmation page.

Pages you will need to complete:

- Agency Information
- Chief Detail
- Medical Director (Attestation Required)
- Other Contacts
- Satellites
- Vehicles
- Service Area
- Confirm Changes / Attestation (Required)

7. Enter information. When page is complete, click the Blue Button in the bottom right corner to move to the next page.

“Delete Pending Updates” – Click this to clear all updated information submitted as a user but still waiting for Chief / CEO approval. The previous information should be restored.

Edit Agency Information - Agency Information

**Note: Please complete all the steps. Information is not saved until 'Save Changes' button is clicked on last confirmation page.**

**Selected Agency Information**

**TESTING ONLY - Do not select as an affiliation. (99-001) (Chief/CEO)**  
1970 W. Broad Street Ohio Department of Public Safety, Columbus, Ohio - 43223

**Agency Name**  
TESTING ONLY - Do not select as an affiliation.

**Federal Tax ID**  
99-9999999

**Type of Agency**  
 Fire Department  EMS, Public  Hospital  EMS, Private

**Non-Transport**  
 Yes  No

**Highest Level of EMS Service**  
Paramedic

**Non-EMS Services**  
 Ambulette  Fire  Community Paramedicine

**FDID Number**  
99999

**Pharmacy License Number**  
9999999999

**Staffing**  
 Full-Time  Part-Time  Volunteer

**Volunteer Percentage**  
15

**Primary Response Jurisdiction Size (sq.mi.)**  
9

**Primary Response Jurisdiction Population (average)**  
99

**BLS Vehicle Count**  
0

**BLS Deployable Vehicle Count**  
0

**ALS Vehicle Count**  
1

**ALS Deployable Vehicle Count**  
1

**Headquarter Address** - Physical location where business is managed; may or may not house response vehicles and personnel. Do not use a P.O. Box address.

**Address 1**  
1970 W. Broad Street

**Address 2**  
Ohio Department of Public Safety

**City**  
Columbus

**State**  
Ohio

**County**  
Franklin

**Zip**  
43223

Agency provides services from headquarter address

**Mailing Address** Mailing Address is same as Headquarter Address

**Phone**  
(555)555-5555

**Ext**  
99999

**Fax**  
(555)555-5555

**Email**  
DEMS\_TEST@TEST.DEMS.ODPS.GOV

**Website**  
www.ems.ohio.gov

Delete Pending Updates

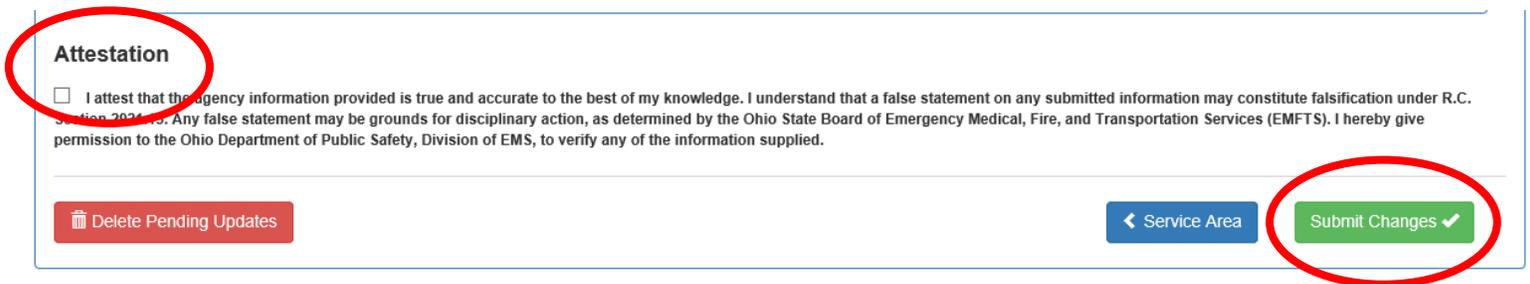
Chief Detail >

8. Continue entering information on each page. Move between pages by clicking the Blue Buttons on the bottom of the page.

## Attestation and Submitting Changes

1. The final page, “Confirm Changes”, shows a summary of information. If your information is complete, then click the “Attestation” box to confirm that all information provided is true and accurate.

Click the green “Submit Changes” button. **You are done!**



**Attestation**

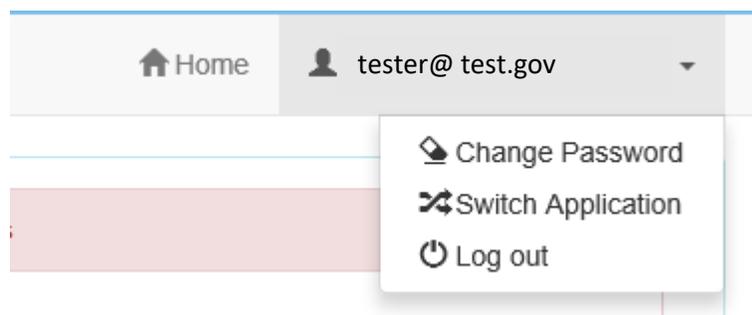
I attest that the agency information provided is true and accurate to the best of my knowledge. I understand that a false statement on any submitted information may constitute falsification under R.C. Section 2921.13. Any false statement may be grounds for disciplinary action, as determined by the Ohio State Board of Emergency Medical, Fire, and Transportation Services (EMFTS). I hereby give permission to the Ohio Department of Public Safety, Division of EMS, to verify any of the information supplied.

Delete Pending Updates      < Service Area      **Submit Changes ✓**

2. **Important Note!** If you are entering your agency’s EMS medical director information for the first-time or are making changes to the medical director, staff at the Division of EMS are required to verify the information submitted. If there are any questions regarding this review, you may be contacted for additional information.

## Exiting the System

To exit the website, click the down arrow next to your username in the upper right corner of the screen to open a menu. Click “Log Out”.



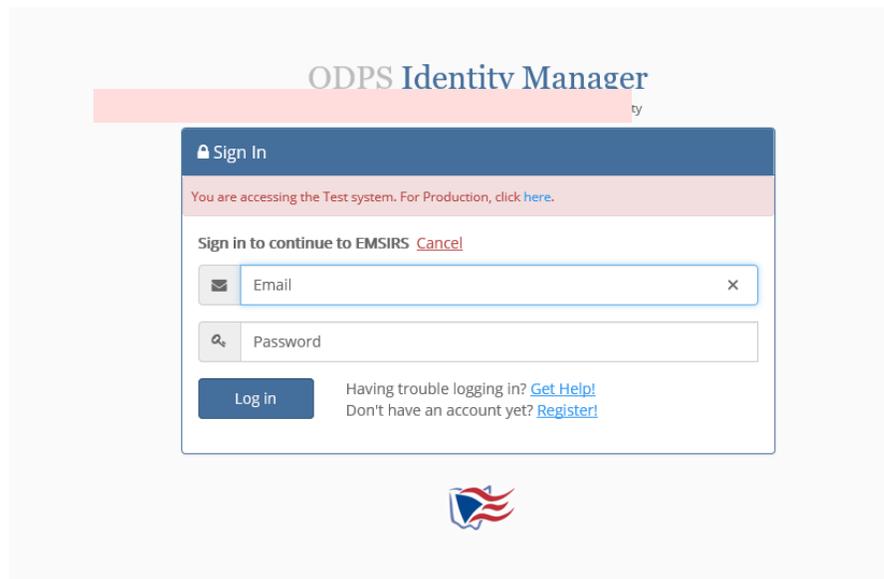
## Section II: Manage Others Access

### Website and Login

1. Enter the Ohio EMS Agency Information System website using the following web address:  
<https://services.dps.ohio.gov/EMSAgencies/>

#### **IMPORTANT!**

- You will need an active ODPS Identity Manager account in order to sign in. This can be the same account you sign into when renewing your personal fire and EMS certifications. If you do not have an ODPS Identity Manager account, please register by clicking the “Register!” link on the sign in screen. Additional instructions can be found on the EMS Data Center website:  
<https://www.ems.ohio.gov/data-center.aspx>
- Within the Agency Information System, each Agency will have a role for “CEO/Chief”, who is ultimately responsible for the information provided. The system will also allow agencies to have secondary “Users” who can access and maintain the information. However, any changes made by a “User” must then be approved by the “CEO/Chief”. The “CEO/Chief” also has control over who is a “User” in the AIS.
  - When an agency is a combined fire and EMS service, the Fire Chief must be registered in the role of “CEO/Chief” within the AIS. The exception to this is when the EMS coordinator does not directly report to the fire chief and instead reports to the same or similar municipal authority as the fire chief.
  - When the agency only provides EMS services, then the EMS agency chief must be registered in the role of “CEO/Chief” within the AIS.
  - All other individuals accessing an agency must select the “User” role.



2. At the login screen, enter your e-mail address and password, then click **“Log in.”**
3. Select the agency from the drop down box for which you will be updating or adding information. Click **“Select”**.

Agency Selection

Select an Agency that you would like to access

2 agencies available

## Managing Others Access

1. Chief / CEO will have several modules to choose from. Users will have less modules to choose, and may only have viewing permissions.

Click **“Manage Others Access”**.

Home /

How may we help you?

Selected Agency

**TESTING ONLY - Do not select as an affiliation. (99-001) (Chief/CEO)**  
1970 W. Broad Street Ohio Department of Public Safety, Columbus, Ohio - 43223

<p><b>Agency Management</b></p> <p>To see current information and to request an update to agency information, the Agency Chief/CEO, the Medical Director, Satellites, Vehicles, Service Area, and EMSIRS Demographics</p>	<p><b>Grants Management</b></p> <p>To submit grant application, check status, submit invoices related to existing grants and view past grant application and invoices</p>
<p><b>EMSIRS</b></p> <p>To submit and view EMSIRS data for your agency</p>	<p><b>Manage Others Access</b></p> <p>To manage the access of this agency's users</p>
<p><b>Account Management</b></p> <p>To view current access and to request access for another agency</p>	

- A new screen will open that lists all users affiliated with that Agency and their Status. **The Chief / CEO is responsible for approving, denying or revoking access.**

Manage Agency Access

Selected Agency

**TESTING ONLY - Do not select as an affiliation. (99-001) (Chief/CEO)**  
1970 W. Broad Street Ohio Department of Public Safety, Columbus, Ohio - 43223

Email	Name	User Status	User Role	Status	Requested on	Last status change	Action
[redacted]	[redacted]	Validated	User	Pending	12/12/2019 3:33 PM		<a href="#">Detail</a>
[redacted]	[redacted]	Validated	Chief/CEO	Approved	11/4/2019 12:36 PM	12/12/2019 3:06 PM	
[redacted]	[redacted]	Validated	User	Revoked	3/23/2017 12:38 PM	11/4/2019 12:40 PM	
[redacted]	[redacted]	Validated	Chief/CEO	Denied	12/12/2019 3:26 PM	12/12/2019 3:30 PM	

- Click on the “**Detail**” button in the Action column to approve or deny that user, to grant access to specific modules, and to designate the type of access for each module.
- A new screen will open. The Chief/CEO must assign access levels for each of three modules: Agency Management, Grants Management and EMSIRS.

Manage Agency Access

Selected Agency

**TESTING ONLY - Do not select as an affiliation. (99-001) (Chief/CEO)**  
1970 W. Broad Street Ohio Department of Public Safety, Columbus, Ohio - 43223

First Name

Last Name

Email

User Status **Validated**

Role

Status **Pending**

---

**Modules**

<b>Agency Management</b>	<b>Grants Management</b>	<b>EMSIRS *Submitter access for EMSIRS will require approval by DEMS Staff.</b>
<input type="radio"/> Submitter	<input type="radio"/> Submitter	<input type="radio"/> Submitter
<input type="radio"/> View	<input type="radio"/> None	<input type="radio"/> View
<input type="radio"/> None		<input type="radio"/> None

Comment

### Agency Management

- Submitter - Allows the individual to add new or update information to the agency profile.
  - “Users” can add and update information to the agency profile. All changes made by a “User” must then be ‘Approved’ by the agency “Chief”.
  - The “Chief” can add, update information in the agency profile. The “Chief” can also “Accept / Reject” changes made by other “Users”.
- View - Allows the individual view only access to the agency’s demographic profile.
- None - No access to the agency’s demographic profile.

### Grants Management

- Submitter - Allows the individual to submit grant requests, reports, invoices, etc.
- None - No access to manage, monitor or submit grant requests.

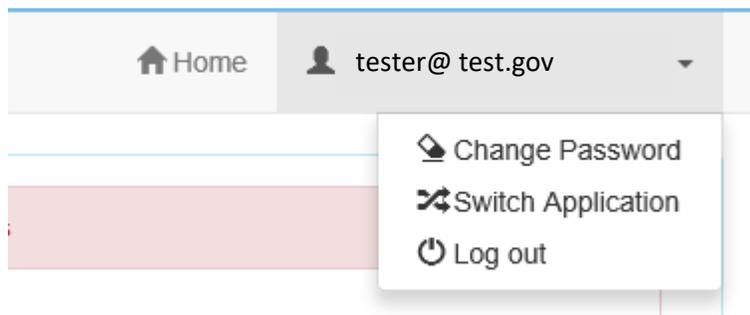
### EMSIRS

- Submitter - Allows the individual to upload their own data via “file upload” or enter data via “direct web entry”. The majority of agencies will not have a submitter since their vendor has been configured to submit to EMSIRS on their behalf via “web-service”. Submitter access for EMSIRS will require approval by DEMS Staff. Allows the individual to see EMSIRS submission and error reports. This group is also permitted to see the agency’s EMSIRS dashboard.
- View - Allows the individual to see EMSIRS submission and error reports. This group is also permitted to see the agency’s EMSIRS dashboard.
- None - No access to EMSIRS reporting and review tools or the EMSIRS agency dashboard.

5. Click the appropriate radio button to assign access levels for each module. Click the green “Approve” button when complete.

## Exiting the System

To exit the website, click the down arrow next to you username in the upper right corner of the screen to open a menu. Click “Log Out”.



## **Section III: References and Technical Support**

### **References:**

Laws and Rules overview: <https://www.ems.ohio.gov/laws.aspx>

### **Technical Support:**

For questions about Sign In and Passwords, please contact the Department of Public Safety Help desk at 614-752-6487 or [servicedesk@dps.ohio.gov](mailto:servicedesk@dps.ohio.gov)

For other questions, please contact the EMS Office of Research and Analysis at 1-800-233-0785 or [EMSdata@dps.ohio.gov](mailto:EMSdata@dps.ohio.gov)