

**Department of Health
Bureau of Emergency Medical Oversight**

Next Generation Trauma Registry
(NGTR)



Navigation

- Click the forward or back arrows on the bottom of each page to navigation between slides.
- Pictures embedded in slides will have a zoom summary option at the end of the slideshow and some slides will have a small image on the slide that if clicked on it will “zoom in” .
- In “zoom mode” to return to normal view use the back space or left directional arrow button on the keyboard.
- To end the slideshow use the “esc” button.



Learning Objectives

- Define the role of the Acute Care Center Administrator
- Describe how to set up new end users' access for a facility
- Identify how to change an end user's password
- Describe data entry into the Web Registry



Administrator Role

- Chosen by the program's manager
- Set up acute care end user's access to the NGTR (Next Generation Trauma Registry)
- Act as first point of contact for end user's questions
- Authority to reset passwords



Login

Login

User Id:

Password:

Facility Id:

Login

[Forgot your password?](#)

See next slide for instructions



Login

- URL: www.fltraumaregistry.com
- Enter end user's ID
- Enter password (case sensitive)
- Enter facility ID
(This is the Florida Hospital License number assigned by the Agency for Health Care Administration "ACHA")



Login Alternative

- As of January 2021, the NGTR must be accessed through a special web browser as Adobe Flash support was discontinued.
- When you log into the system there are instructions on how to access the **Download Link: [ESO Browser Install Package](#)**. (If a hospital's IT Security prevents this installation, please contact: support@esosolutions.com)



Home Screen

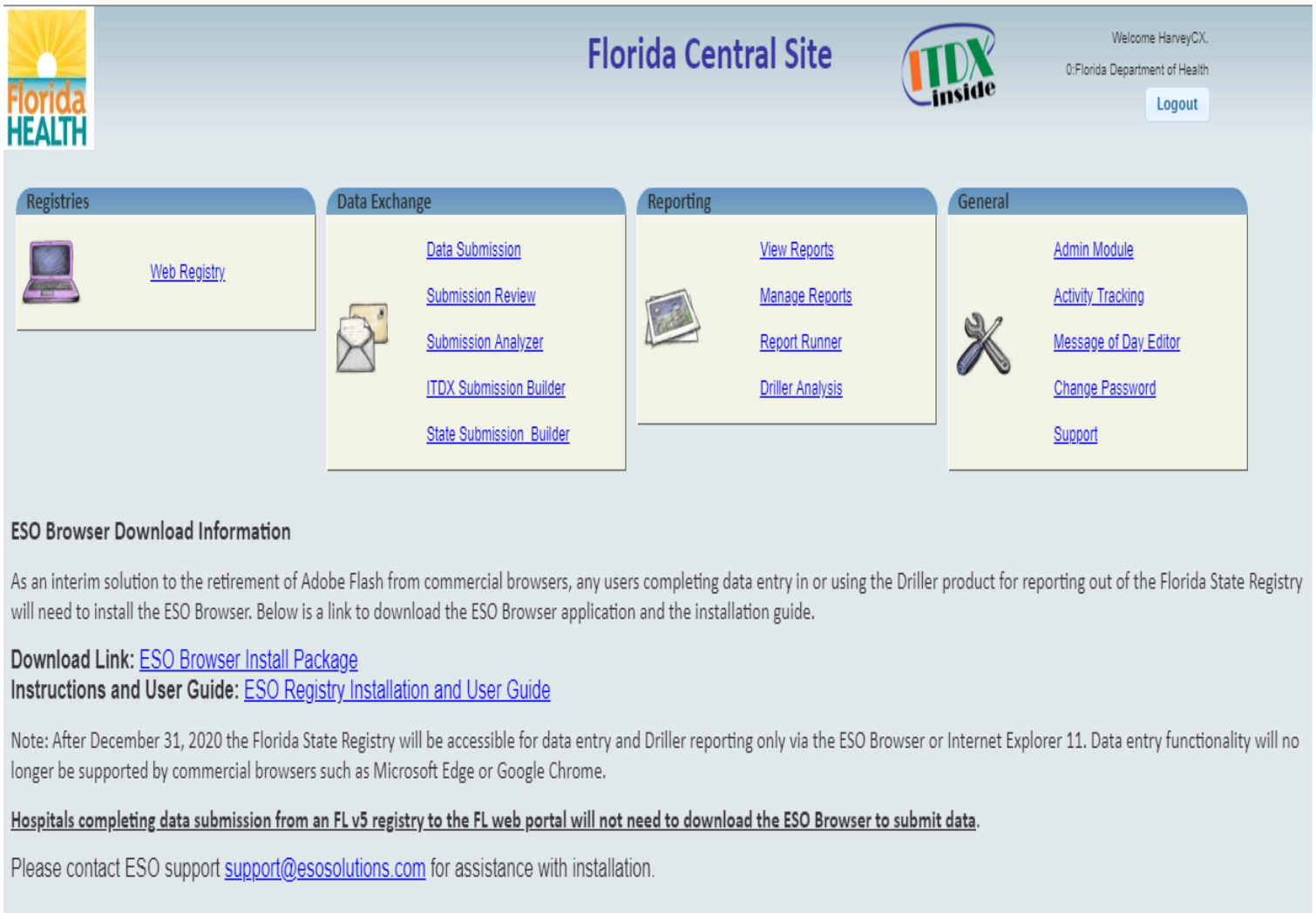
The screenshot shows the home screen of the Florida Central Site. At the top left is the Florida Health logo. The main title is "Florida Central Site". To the right is the "ITDX inside" logo and a user greeting: "Welcome HarveyCX. 0:Florida Department of Health" with a "Logout" button. Below the header are four main menu categories:

- Registries**: [Web Registry](#)
- Data Exchange**: [Data Submission](#), [Submission Review](#), [Submission Analyzer](#), [ITDX Submission Builder](#), [State Submission Builder](#)
- Reporting**: [View Reports](#), [Manage Reports](#), [Report Runner](#), [Driller Analysis](#)
- General**: [Admin Module](#), [Activity Tracking](#), [Message of Day Editor](#), [Change Password](#), [Support](#)

At the bottom left, there is a link for "ESQ Browser Download Information".

This is the hub of the NGTR and any pertinent message pertaining to system updates or data submission deadlines will be displayed here.

Home Screen



The screenshot shows the Florida Central Site Home Screen. At the top left is the Florida Health logo. The main title is "Florida Central Site". To the right is the "ITDX inside" logo and a user greeting: "Welcome HarveyCX. 0: Florida Department of Health" with a "Logout" button. Below the header are four main menu categories: "Registries" (with a laptop icon and a link to "Web Registry"), "Data Exchange" (with an envelope icon and links to "Data Submission", "Submission Review", "Submission Analyzer", "ITDX Submission Builder", and "State Submission Builder"), "Reporting" (with a tablet icon and links to "View Reports", "Manage Reports", "Report Runner", and "Driller Analysis"), and "General" (with a wrench icon and links to "Admin Module", "Activity Tracking", "Message of Day Editor", "Change Password", and "Support").

Registries

- [Web Registry](#)

Data Exchange

- [Data Submission](#)
- [Submission Review](#)
- [Submission Analyzer](#)
- [ITDX Submission Builder](#)
- [State Submission Builder](#)

Reporting

- [View Reports](#)
- [Manage Reports](#)
- [Report Runner](#)
- [Driller Analysis](#)

General

- [Admin Module](#)
- [Activity Tracking](#)
- [Message of Day Editor](#)
- [Change Password](#)
- [Support](#)

ESO Browser Download Information

As an interim solution to the retirement of Adobe Flash from commercial browsers, any users completing data entry in or using the Driller product for reporting out of the Florida State Registry will need to install the ESO Browser. Below is a link to download the ESO Browser application and the installation guide.

Download Link: [ESO Browser Install Package](#)
Instructions and User Guide: [ESO Registry Installation and User Guide](#)

Note: After December 31, 2020 the Florida State Registry will be accessible for data entry and Driller reporting only via the ESO Browser or Internet Explorer 11. Data entry functionality will no longer be supported by commercial browsers such as Microsoft Edge or Google Chrome.

Hospitals completing data submission from an FL v5 registry to the FL web portal will not need to download the ESO Browser to submit data.

Please contact ESO support support@esosolutions.com for assistance with installation.

Administrator Module



Administrator's access is the same as the registrar's access with the addition of the Admin Module, located under the General tab.



Admin Module



- Users Page- allows the administrator to set-up, review, or disable end users' accounts, or reset passwords for an end user.



Admin Module



- Staff Page- allows a hospital to create demographic information on end users. (Not Required.)





Overview of User page


User Record Manager

User ID	Description	Primary Facility	Expiration Date	Disabled	 Add
HarrisJC	James Harris_Lead registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>	 Search
LoweMX	Michele Lowe_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>	
MoonMX	Mary Moon_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>	
NomehJd	Joe Nameh_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>	
SFRMCAdmin	Sunny Florida Administrator_Jun	Sunny Florida Regional Medical C		<input type="checkbox"/>	
				<input type="checkbox"/>	

- The User Record Manger Page will list all the end users for the hospital.

User Filter:  Accounts  Staff

Primary Facility

User ID  Set Password



Description

Email Address

Expiration Date

Disabled

Must Change Password

 Save  Revert



Overview of User page

User Record Manager

User ID	Description	Primary Facility	Expiration Date	Disabled
HarrisJC	James Harris_Lead registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>
LoweMX	Michele Lowe_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>
MoonMX	Mary Moon_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>
NamethJd	Joe Nameth_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>
SFRMCAdmin	Sunny Florida Administrator_Jun	Sunny Florida Regional Medical C		<input type="checkbox"/>

User Editor: Accounts Staff

Primary Facility *

User ID *

Description *

Email Address

Expiration Date

Disabled

Must Change Password



End users can be added, disabled or search for on this screen.



Overview of User page

User Record Manager

User ID	Description	Primary Facility	Expiration Date	Disabled	Add
HarrisJC	James Harris_Lead registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>	
LoweMX	Michele Lowe_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>	
MoonMX	Mary Moon_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>	
NamethJd	Joe Nameth_Registrar	Sunny Florida Regional Medical C		<input type="checkbox"/>	
SFRMCAdmin	Sunny Florida Administrator_Jun	Sunny Florida Regional Medical C		<input type="checkbox"/>	

User Editor: HarrisJC Accounts Staff

Primary Facility * 103000 Sunny Florida Regional Medical Center

User ID * HarrisJC Set Password

Description * James Harris_Lead registrar

Email Address

Expiration Date

Disabled

Must Change Password

Save Revert

Click on the end user's name to see their account information on the bottom part of the screen.



Adding a user

The screenshot displays the 'User Record Manager' application. At the top, there is a table with columns: User ID, Description, Primary Facility, Expiration Date, and Disabled. A yellow 'Add' button is highlighted in the top right corner of the table area. An arrow points from this button to the text on the right. Below the table, there is a 'Secondary Expiration Date' column with an 'Add' button. A 'Search' button is also visible. In the foreground, an 'Add User' dialog box is open, containing the following fields and options:

- User ID *
- Description *
- Email Address
- Expiration Date
- Password *
- Verify Password *
- Primary Facility: 0 Florida Department of Health
- Disabled
- Must Change Password
- Password Does Not Expire

At the bottom of the dialog box, there are three buttons: 'Save and Exit', 'Save and Add New', and 'Cancel'.

To add a user, click the add button from the user page.



Adding a user

Add User

User ID *

Description *

Email Address

Expiration Date

Password *

Verify Password *

Primary Facility *

Disabled

Must Change Password

Password Does Not Expire

Required fields are denoted with a red asterisk.



Adding a user

User ID-

- Last name, first initial, (Optional- middle initial or X)

Description-

- End user's full name and role/title
- *Password must be a minimum of 8 characters, requires 1 upper case, 1 special character and one number*



Adding a user

- The facility should auto-populate, if not, select appropriate facility from drop down arrow.
- Check “Must Change Password” for end user to supply unique password during initial sign on or to reset their password.
- Save and Exit (For adding multiple end users “Save and Add New”)




Adding a user

Add User

User ID *


Description *

Email Address

Expiration Date 

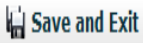


Password *

Verify Password *

Primary Facility * 

Disabled

Must Change Password

- Disable button not used during initial set-up of an end user.
- Make sure to save your changes.



Adding a user

The screenshot displays the 'User Record Manager' interface. At the top, there is a table with the following columns: User ID, Description, Primary Facility, Expiration Date, and Disabled. The table contains one entry: HarveyCX, Carma Harvey, Florida Department of Health, and a disabled checkbox.

Below the table is the 'User Editor: Charvey' window. It has tabs for 'Accounts' and 'Staff'. The 'Add Account' form is open, showing the following fields:

- Facility: 0 (highlighted in yellow) with a dropdown arrow and a checkmark icon.
- Primary Role: FacilityRegistrar (highlighted in yellow) with a dropdown arrow.
- Secondary Role: (empty dropdown menu)
- Expiration Date: (calendar icon)

At the bottom of the form are three buttons: 'Save and Exit', 'Save and Add New', and 'Cancel'. A red arrow points from the 'Accounts' tab to the 'Add Account' form.

After adding an end user, permissions must be granted for an end user to access the NGTR.



Adding a user

- Click on the Accounts tab on the User Editor screen (accounts tab is located on the bottom half of the user record manager page).
- A user must be selected from the list in order to complete the accounts tab.



Assigning an Account

User Editor: Charvey Accounts Staff

Facility ID	Facility Name	Primary Role	Secondary	Expiration Date	Add
					Add

Add Account

Facility: *

Primary Role: * FacilityRegistrar

Secondary Role:

Expiration Date:

Save and Exit Save and Add New Cancel

To assign the account click the "Add" button.



Assigning an Account

- Verify the facility or use the drop-down arrow to choose the facility.
- Assign the end user's role. (This determines what permissions the user will have for the system -Trauma Admin or Facility Registrar.)
- Secondary Role: not required
- Expiration date: only fill if the access is temporary
- Save changes



Changing a user password

User Editor: McPheetersAX Accounts Staff

Primary Facility * 103000 Sunny Florida Regional Medical Center

User ID * McPheetersAX **Set Password**

Description * Ann McPheeters_Registrar

Email Address

Expiration Date

Disabled

Must Change Password

Change Password

Minimum Password Length: 8
Require non-alphanumeric character: true
Number of special characters: 0
Number of upper case characters:
Number of lower case characters:
Number of numbers: 1

Password

Confirm Password

Ok Cancel

- An administrator can add, disable or change passwords for their facility's end users
- Change password- click "Set Password" box, enter the new password and confirm
- Changes take affect immediately



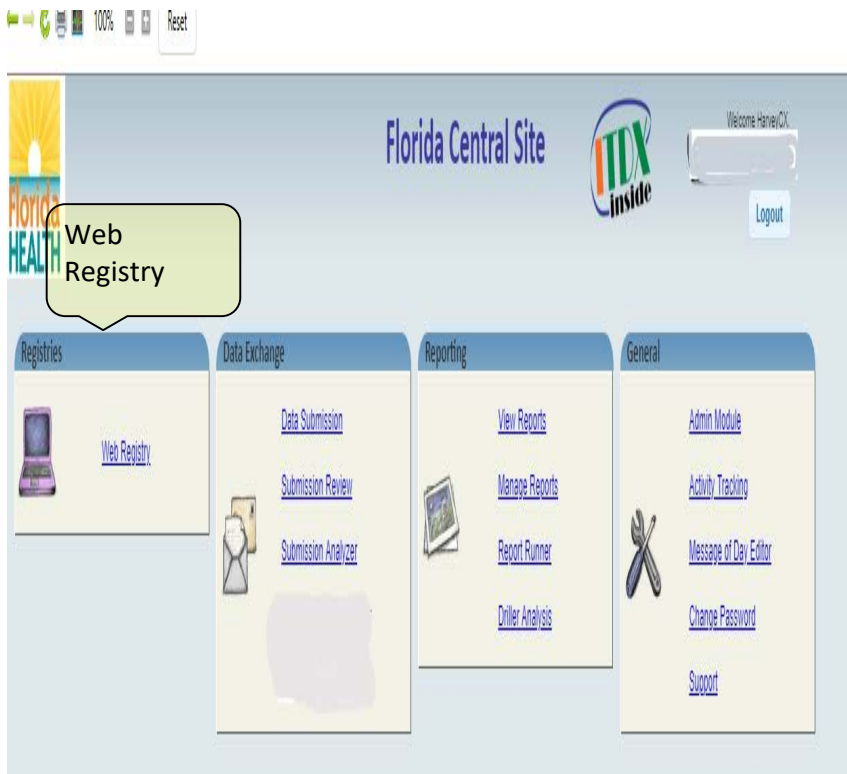
WEB REGISTRY OVERVIEW

- Brief overview of the web registry data entry process.
- Trauma Admins and Registrars' roles grants end user's the ability to enter data.
- The Florida Acute Care Trauma Registry Manual, 2016, which can be found on the DOH website outlines the required patient data

(<http://www.floridahealth.gov/licensing-and-regulation/trauma-system/trauma-registry/index.html>)



Web Registry



- From the home screen click “Web Registry” on the Registries tab to data enter.



Web Registry



Click on the add button to “Add” a new record



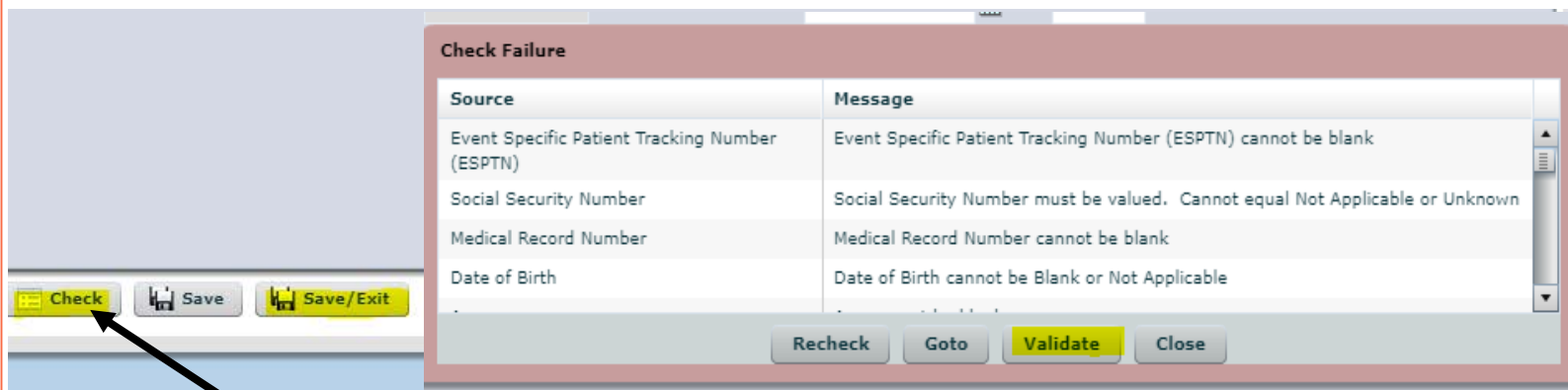
Web Registry

The screenshot displays the 'Web Registry' application window. The title bar shows 'Web Registry' and 'HarveyCX:0'. The main interface features a navigation menu with tabs: 'Demographics', 'Injury', 'Prehospital', 'Referring Facility', 'ED/Resus', 'Procedures', 'Diagnoses', 'Outcome', and 'TDP'. Below this, there are sub-tabs: 'Record Info', 'Patient', and 'Notes'. The 'Record Information' section includes fields for 'Record Created' (09/10/2018), 'Data Entry' (redacted), and 'Facility' (Florida Department of Health). The 'Identifiers' section contains fields for 'Trauma Registry Number' (99000002), 'ED/Hospital Arrival' (01/09/2018, 09:12), 'Event Specific Patient Tracking Number (ESPTN)', 'Social Security Number', 'Patient Name: Last', 'First', 'Middle', and 'Medical Record Number'. A small thumbnail of the application is visible in the bottom right corner of the window.

- Each tab (highlighted) has fields that are required (required fields are denoted by blue/bold font).
- The data manual gives specific instructions on the type of data accepted for each field.



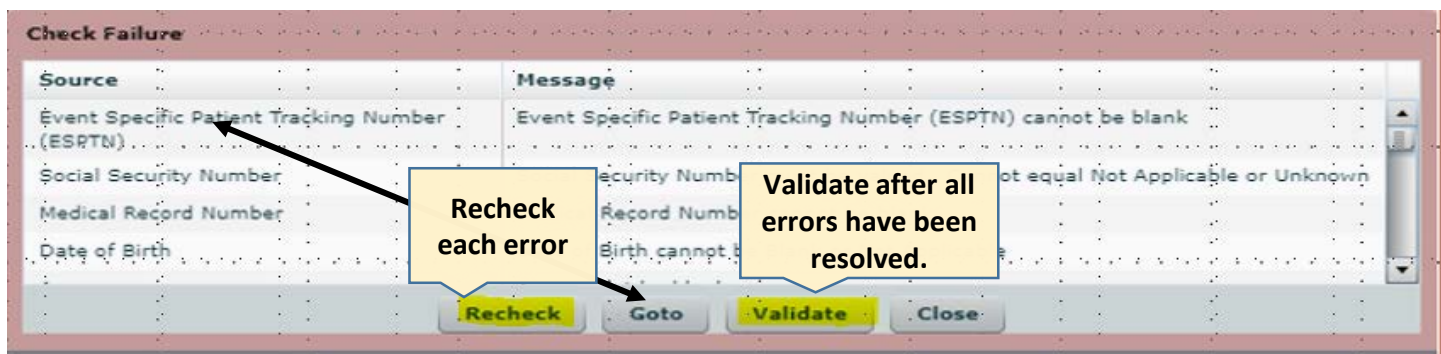
Web Registry



After all pertinent data has been entered, click the "Check" button for the system to conduct a preliminary data validation.



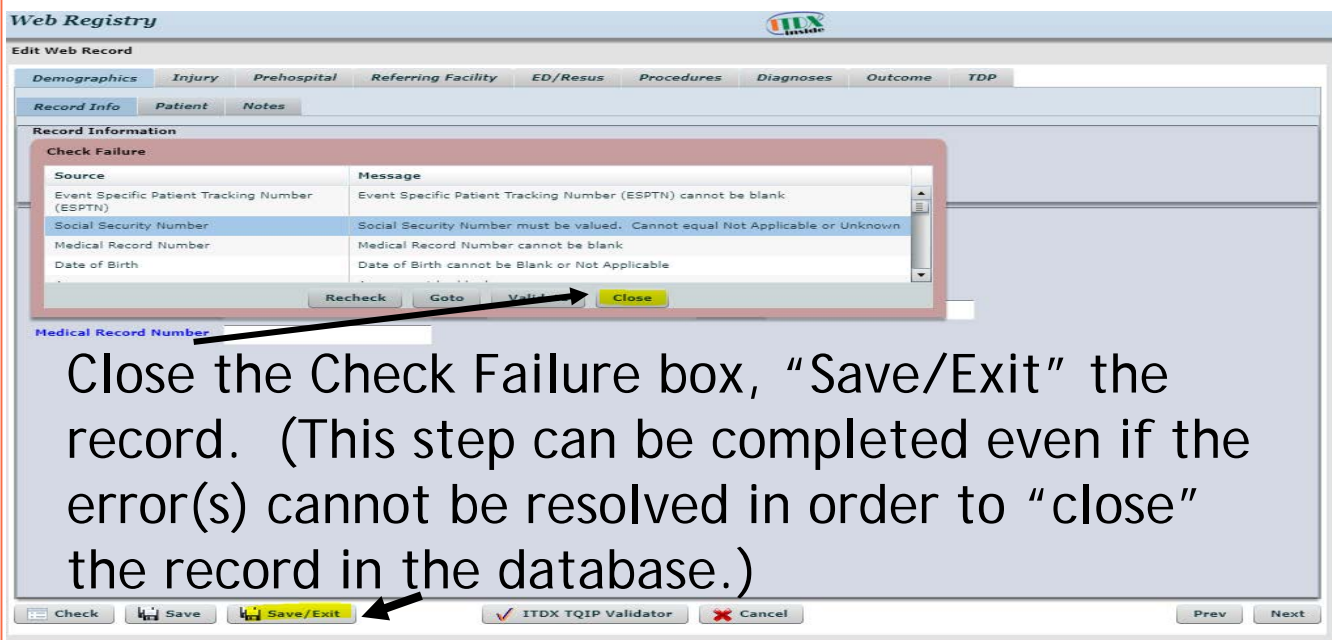
Web Registry



Correct any issues by clicking on the Source field and click "GoTo". After corrections have been made, "Recheck" and "Validate" each field to clear the listed error(s).



Web Registry



The screenshot shows the 'Web Registry' application interface. At the top, there are tabs for 'Demographics', 'Injury', 'Prehospital', 'Referring Facility', 'ED/Resus', 'Procedures', 'Diagnoses', 'Outcome', and 'TDP'. Below these is a 'Record Information' section with a 'Check Failure' dialog box. The dialog box contains a table with the following data:

Source	Message
Event Specific Patient Tracking Number (ESPTN)	Event Specific Patient Tracking Number (ESPTN) cannot be blank.
Social Security Number	Social Security Number must be valued. Cannot equal Not Applicable or Unknown
Medical Record Number	Medical Record Number cannot be blank
Date of Birth	Date of Birth cannot be Blank or Not Applicable

Below the table are buttons for 'Recheck', 'Goto', 'Validate', and 'Close'. An arrow points to the 'Close' button. At the bottom of the application window, there are buttons for 'Check', 'Save', 'Save/Exit', 'ITDX TQIP Validator', 'Cancel', 'Prev', and 'Next'. An arrow points to the 'Save/Exit' button.

Close the Check Failure box, "Save/Exit" the record. (This step can be completed even if the error(s) cannot be resolved in order to "close" the record in the database.)



Bureau of Emergency Medical Oversight

Questions/Assistance

Email: Trauma.Registry@flhealth.gov

Software Issues Email: support@esosolutions.com

