

Data Export Validation Procedures for Arkansas Electronic Data

The State of Arkansas has established a standard dataset for EMS data collection. This dataset allows Arkansas EMS and Fire Providers as well as hospitals the ability to export required data to the state, while utilizing data collection systems of their choosing. In order to allow for this while still ensuring data validity and integrity, the State EMS office has adopted the following procedures:

All services are required to provide complete data to the State at regular intervals. The schedule and manner of data submission to the State is to be determined by the State EMS office and service provider.

The state of Arkansas has made a data collection program from EMS Data Systems, Inc. available, free of charge. Services desiring to utilize internally designed data collection systems or software from other vendors must have their data validated prior to sending data exports to the State EMS office. Specifications will be provided by either EMS Data Systems or the State EMS Office upon request.

Each service must submit test data and supporting documents for analysis to ensure that their export matches the specification and any related business rules (e.g. no male OB patients, etc.). Upon successful validation, a letter will be sent to both the agency and the State EMS office authorizing this agency to submit data electronically to the State. At this time, the agency must also "lock down" their export to prevent unauthorized or unintentional modifications. Should an approved agency export data in the future that does not meet the specification, the State EMS office will contact the EMS Service submitting the data, who will in turn contact their vendor. *It is strongly suggested that EMS operations contracting with software vendors obtain from their vendor of choice – in writing – a guarantee that any unrequested modification or deviation from the signed-off specification be corrected at no additional cost.* Upgrades to software, modifications to software, updates, etc. are no excuse for an export specification deviation.

EMS Data Systems charges a flat fee for each analysis returned: \$80.00 for each 10-record data submission and \$120.00 for each 100-record data submission. Upon receipt of a site's test data with accompanying source documents, EMS Data Systems will return an analysis of test results within 10 to 15 business days. We have now moved to a "pay as you go" system - you will be billed for each analysis shortly after it is returned to you.

The State EMS office reserves the right to refuse data that has not been validated, that deviates from the export specification, or that inconsistently exports data in the acceptable format.

Electronic data may be submitted for testing using any of the following methods:

1. Via the secure test data portal set up for this purpose - Upload the electronic data file and supporting documents at <https://webdata.emsdata.com/ArkansasValidator> Please make sure the file name identifies your agency. Your first submission should also include a cover letter with the name of your agency, your software vendor, and contact information including name, phone number and an email address (the analyses of your submitted data will be returned to this email address).

2. Via E-mail - Send the electronic data file as an attachment to edata@emsdata.com. In your E-mail message, please identify your agency name, phone number, fax number, E-mail address, any outside vendors used in developing your data record, and the contact person in your organization. Do not include the electronic file within the body of

the E-mail message. It must be sent as an attachment to the email. In addition to sending the electronic data file, you must also send the source documents for these records in order for us to verify the individual data fields within the records. These can be attached to the email or faxed directly to the Technical Support Department at (866) 633-7045.

3. Via Mail - You may send the electronic data file and source documents via mail to EMS Data Systems, 6442 E. Calle Bellatrix Tucson, AZ 85710-5327. Do not forget to include your agency name and contact information as instructed above.

The actual testing of data is a two-step process:

1) Initial Run

Submit 10 electronic data records with associated source documents. EMS Data Systems, Inc. will process the electronic record and verify,

- a) electronic data format
- b) record length (where applicable)
- c) data filters
- d) data integrity

If problems are detected, we will notify you of specific errors by record and field. You must then make the appropriate corrections to the electronic data and resubmit it to us. We will retest the electronic data, and if no further errors are detected, we will instruct you to submit a larger sample of data (the volume run) for final approval.

2) Volume Run

Submit 100 electronic data records, with accompanying source documents for 20 randomly selected records. We will process the electronic file, check the data against standard EMScan reports, and identify any stray errors or inappropriate data. If problems are detected, we will notify you to correct those records and resubmit. If the electronic file processes correctly with no errors, we will issue an approval letter to you with a copy to the State EMS Office.

If you have any questions concerning this process, please contact Steve Kimball at 520-519-0239 or email steve@emsdata.com.