

# KeyData System Administrator Manual – NEMSIS V3.3.4 Edition

Version 1: 27 October 2016

KeyData is software for creating prehospital patient care reports, printing or saving them for local use, and uploading the data they contain to the State of Illinois. The KeyData installation program is currently available to all EMS agencies licensed as transport vehicle providers by the State of Illinois, and is free of charge. This manual is for KeyData System Administrators and provides step-by-step guidance for downloading the application and then installing and configuring it on EMS agency hardware for the purpose of creating, printing, storing, and uploading patient care reports. A separate manual is available for end-users of the application.

## Contents

---

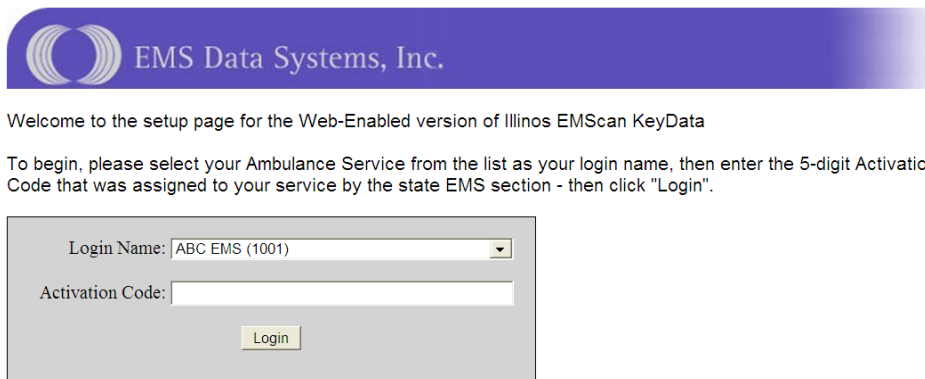
Preparation .....	1
Downloading the Application .....	2
Installing the Application .....	2
Registering the Keydata Application.....	3
Creating/Changing User Names and Passwords.....	4
Configuring the Installation .....	4
Entering Personnel Data .....	5
Transferring User and Personnel Information from One Installation to Another.....	6
Creating Patient Care Reports .....	6
Uploading Run Report Data to the State Database .....	6
Transferring PCR Data among Installations .....	7
Updating the Software.....	8
Other Administrative Features .....	9
Summary Reports and EMS System Website .....	9
Assistance.....	9

## Preparation

1. Obtain your agency's four or five digit activation code from the state program manager (see the Assistance section at the end of this manual for contact information). The activation code you will receive is unique to your agency. Do not share it with anyone outside of your agency or with anyone within your agency who is not a KeyData System Administrator or backup.
2. Have physical access to all hardware on which the application will be loaded. A Microsoft Windows operating system with .NET Framework version 2.0 or higher installed is required.
3. Gather the following information for each of your agency's crew members:
  - a. Name
  - b. State license number
  - c. Level (examples: basic, intermediate, paramedic)
  - d. Usual role (examples: driver, primary patient caregiver)

## Downloading the Application

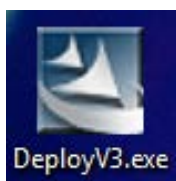
1. Click on this link <https://webdata.emsdata.com/Illinois> or copy and paste it into your Internet browser's address field. The following screen will appear:



2. Select your agency from the Login Name dropdown list, enter the activation code that you obtained from the state, and click on Login. Another screen will appear that contains a username, a password, and a button labeled “Install.”
3. Before clicking on the “Install” button write down the username and password that appear on the screen. These provide administrator-level access to the application once it has been installed. Do not share them with anyone who is not a KeyData System Administrator or backup. You may change the administrator password once you’ve installed and opened the application, and it is recommended that you do so. See the Creating/Changing User Names and Passwords section on the next page for more information.
4. Click the “Install” button and save the installation software to your desktop. The download may take a few minutes.

## Installing the Application

1. Locate this icon on your desktop and double-click it to run the installation program:



2. Click Next on the initial **Welcome to the Install Wizard** screen to access the **Setup Type** screen. There are four setup options available<sup>1</sup>:
  - a. **Network** – Use to set up the shared application files on the server that will house the shared database in a networked installation.

<sup>1</sup> If using setup option a, b, or d the network share to be used for the shared application folder should already exist, and all computers to be used as networked workstations should have a drive mapped to this share that can be used to access it.

- b. **Network & Workstation** – Use to set up a) the shared application files on the server that will house the shared database in a networked installation and b) the computer that will serve as the workstation connected to that shared database. Set up additional workstations for an existing networked installation using the Workstation option.
  - c. **Typical (Standalone)** – Use to install the application on a computer that is not networked to a shared database.
  - d. **Workstation** – Use to install the application on a computer that will serve as a client connected to a shared database a networked installation.
3. Work your way through the remaining installation screens as you would with any other software installation. Once the installation has completed an application icon labeled KeyData will appear on your desktop.
4. Repeat the installation process for each piece of hardware that needs the application loaded onto it. You may transfer the DeployV3.exe install program that you downloaded earlier to other hardware using a USB flash drive or network drive, or you may download it separately for each installation.

### Registering the Keydata Application

Each Keydata application must be registered prior to use. The program will display an Installation Activation screen the first time that it's opened. Select your agency's name from the dropdown list, enter the unique activation code that you obtained from the state program manager and used to download the installation software, and click on the OK button at the bottom of the screen. Click OK when the Activation Succeeded! message appears to complete the activation process and access the login screen.

If you would like to operate Keydata in a practice mode for a while before entering live data, for instance for evaluation or training purposes, you can initially register the installation under a fictitious agency by using ABC EMS for the agency name and 3516 for the activation code. Reports entered while your application is registered under ABC EMS will not be imported into the state database.

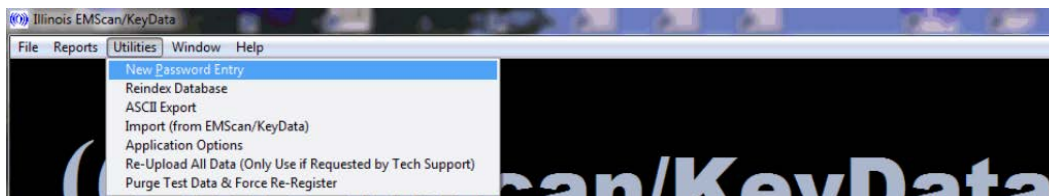
Complete the following procedure when you are ready to transfer registration of the installation from ABC EMS to your agency and begin entering actual run reports for transmission to the state:

1. Select the Purge Test Data and Force Re-Register option from the Utilities drop-down menu and click OK when the Done! message appears. The application will close.
2. Re-open the application and complete Installation Activation screen as described in the first paragraph of this section.

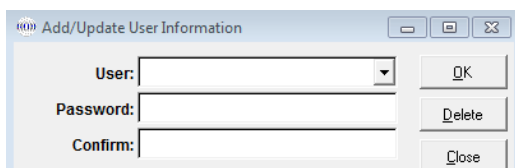
In addition to transferring registration from ABC EMS to your agency's name, re-registration automatically deletes all ABC EMS practice reports, although personnel and user information entered during the practice period will be retained. Note that you may register the software under your agency's name right away and skip the ABC EMS registration.

## Creating/Changing User Names and Passwords

1. Log in using administrator credentials.
2. Select the New Password Entry option from the Utilities dropdown menu:



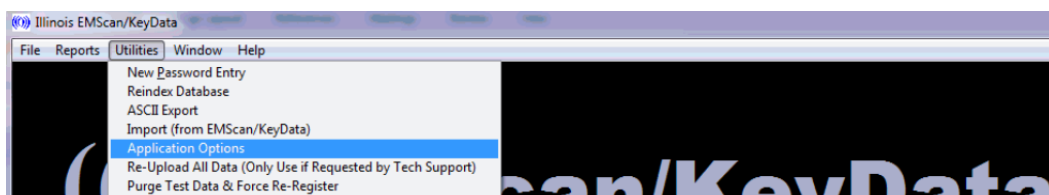
3. An Add/Update User screen will appear:



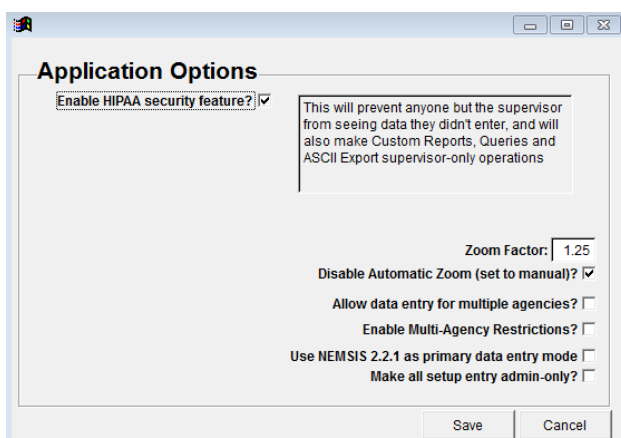
4. Enter and save a user name and password for each person who will be entering run reports on this installation. To change a password for an existing user, including KeyData System Administrator, select the applicable user name from the dropdown list, enter and confirm the new password, and click the OK button. Only those with administrator access can create users or change passwords.
5. Provide the user names and passwords you've created to the users and keep a separate record of them for future reference.

## Configuring the Installation

1. Select Application Options from the Utilities dropdown menu:



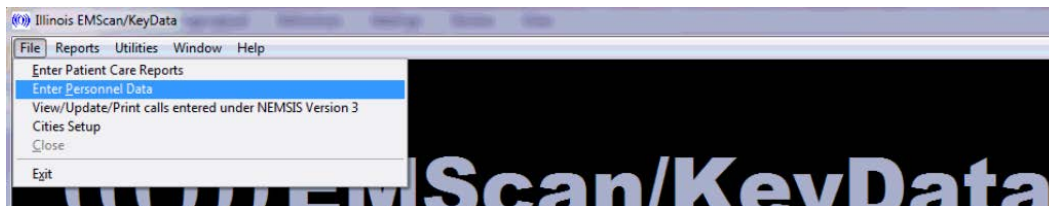
2. An Application Options screen will appear:



3. Configure the installation using the following steps:
  - a. The “**Enable HIPAA security feature**” checkbox on this screen must be checked to ensure that those who log on to the application will only be able to see reports that they have entered (exception: those who log on as an administrator will have access to all reports entered on each installation). Only an administrator can change this setting.
  - b. By default, end users have the ability to control the Patient Care Report input screen using plus and minus buttons that appear at the top of that screen. If the “**Disable Automatic Zoom (set to manual)**” checkbox is checked on the Application Options screen, then users will no longer have this ability and the Patient Care Report input screen will be fixed at the level specified in the “**Zoom Factor**” field that also appears on the Application Options screen.
  - c. In some settings a single installation of Keydata may be made available to more than one EMS agency, such as at a hospital to which multiple agencies transport patients. The “**Allow data entry for multiple agencies?**” and “**Enable Multi-Agency Restrictions?**” are used to enable this feature and, when applicable, to restrict which users can add or modify patient care reports for a particular agency or set of agencies. Contact the state program manager for more details.
  - d. Check the “**Use NEMSIS 2.2.1 as primary data entry mode**” to add or modify EMS incidents in NEMSIS Version 2 format. Note that EMS incidents with a date of 1 November 2016 or later must be entered in NEMSIS Version 3 format.
  - e. When the “**Make all setup entry admin-only?**” checkbox is checked, only KeyData System Administrators have the ability to enter or edit personnel data. If the box is unchecked, all of your agency’s Keydata users have this ability. The procedure for entering personnel data is covered in the next section of this manual.
6. Repeat the configuration steps for each installation.

## Entering Personnel Data

1. Select the Enter Personnel Data option from the File dropdown menu:



2. A Personnel Data Entry screen will appear. Enter the name, ID number (the person’s state license number), level, and usual role of each person who may appear in any run reports entered on this installation.
3. Repeat these steps for each installation.

## Transferring User and Personnel Information from One Installation to Another

If you have *KeyData* installed on multiple pieces of hardware, and if you plan to have identical user and/or personnel information set up on each installation, you may use this optional method to transfer that information among your agency's different installations rather than entering it separately for each one:

1. Create user names and passwords and enter personnel information manually on one of your installations, using the procedures described in the preceding two sections.
2. To transfer user name and password information:
  - a. On the installation with the user names and passwords already entered (the source hardware), access the **ILKeyDataWeb3** folder on your C drive;
  - b. Copy the three **Appuser** files to a flash drive or other device or location that will allow you to transfer it to other hardware;
  - c. From the flash drive or other device or location, copy the three Appuser files to the **ILKeyDataWeb3** folder on the C drive of the hardware to which you wish to transfer the user name and password information (the destination hardware)
  - d. Click "Yes" to overwrite the existing files;
  - e. User name and password information from the source hardware is now set up on the destination hardware.
3. To transfer personnel information:
  - a. On the installation with the user names and passwords already entered (the source hardware), access the **v3Data** folder within the **ILKeyDataWeb3** folder on your C drive;
  - b. Copy the two **MEDICS** files to a flash drive or other device or location that will allow you to transfer it to other hardware;
  - c. From the flash drive or other device or location, copy the two **MEDICS** files to the **v3Data** folder within the **ILKeyDataWeb3** folder on the C drive of the hardware to which you wish to transfer the personnel information (the destination hardware);
  - d. Click "Yes" to overwrite the existing files;
  - e. Personnel information from the source hardware is now set up on the destination hardware.

## Creating Patient Care Reports

Detailed instructions for completing and printing patient care reports appear in a separate document entitled *KeyData User Manual – NEMSIS V3.3.4 Edition*. Please ensure that all of your agency's KeyData users have received a copy of that manual and are familiar with it before they begin using KeyData.

## Uploading Run Report Data to the State Database

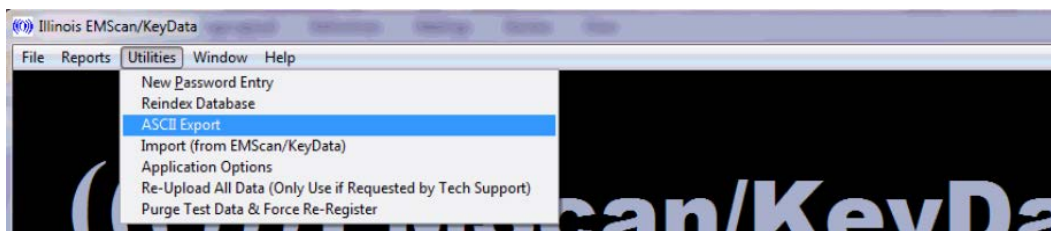
Once a Patient Care Report has been completed and saved it is automatically uploaded to a database maintained by the State of Illinois whenever an Internet connection to your

hardware has been detected. With hardware that is always connected to the Internet, this happens as soon as a completed report is saved (partial reports are not uploaded). With hardware that is only sometimes connected to the Internet, all data that has not been previously uploaded will upload automatically whenever the next Internet connection occurs. Software updates will automatically download when a user opens the KeyData application on a computer connected to the Internet, and they will become active the next time the application is opened. **Regular connection to the Internet with the KeyData application open and logged into is required and at least one connected session per day is recommended to ensure that your agency's patient care reports are transmitted to the state in a timely manner and that your software is kept up to date.**

### Transferring PCR Data among Installations

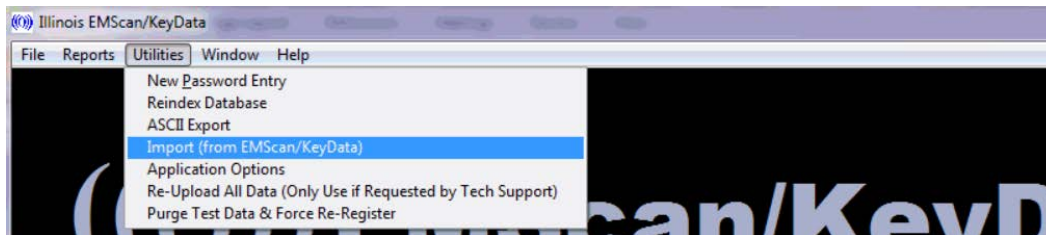
If desired, an EMS provider agency using KeyData may transfer run report data from one piece of its hardware to another. This optional feature might be used, for instance, to consolidate reports from all of the agency's laptop installations to a single base computer. As mentioned, data are automatically uploaded to the state, so there is no need to use this feature for that purpose. The manual transfer of data among installations is available for the convenience of the agency, and is used solely at its discretion. Only those who log on to the application as administrators have access to this feature.

1. From the source installation, select ASCII Export from the Utilities dropdown menu:



2. An ASCII Export screen will appear.
  - Enter the date range of the reports to be exported; this may be left blank if all reports on the installation are to be exported.
  - Enter the four-digit ID for each agency to be included in the report; this may be left blank if yours is the only agency with data on the installation (this will be true in most cases).
  - Enter the name of the folder to which the data will be exported; the default is your agency's four-digit ID.
  - Click the Go button to create the export files.
3. Browse to C:\ILKeyDataWeb\ASCII. Within the ASCII folder will be the folder that you created in step 2, and within that folder will be the export files. Transfer the folder containing the export files to the C:\ILKeyDataWeb\ASCII folder on the destination installation using a USB flash drive, a network drive, or another device or location that is accessible to both the source and destination installations.

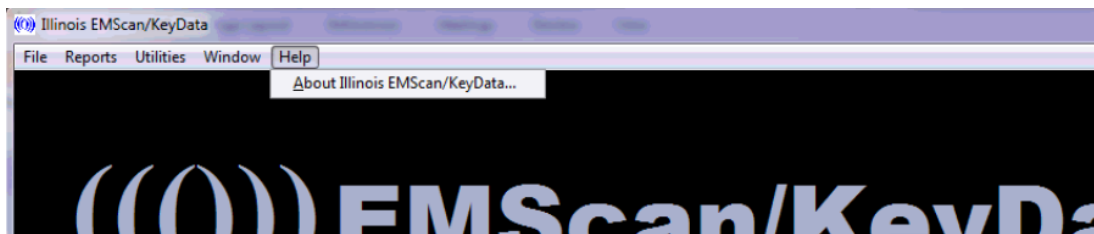
4. Open the KeyData application on the destination installation and select the Import (from EMScan/Keydata) option from the Utilities dropdown menu:



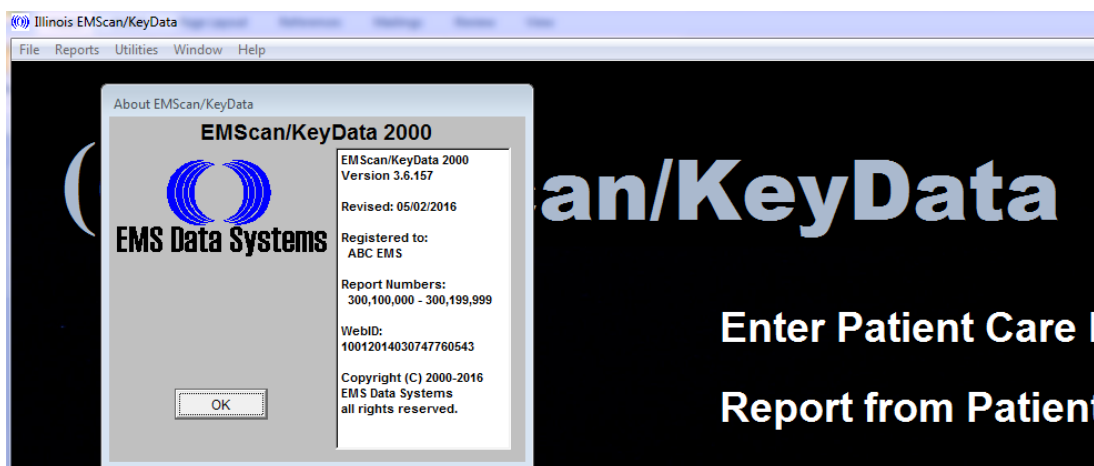
5. A Select Directory screen will appear. Ensure that the appropriate folder in the C:\ILKeyDataWeb\ASCII location is selected and then click on the Select button.
6. When the import process is complete a popup message will appear, stating the number of records imported. Click the OK button on this message. The imported reports are now accessible from the destination installation.

## Updating the Software

Pending software updates will download and install automatically when a user opens the KeyData application if an Internet connection is detected, and will appear the next time the application is opened. To determine the version that is currently installed, select About Illinois EMScan/Keydata from the Help dropdown menu:



An About Illinois EMScan/Keydata screen containing the software version number and last revision date will appear:



Click OK to close this screen.



## Other Administrative Tools

The **Reindex Database** and **Re-Upload All Data** selections on Utilities dropdown menu should only be used if instructed to do so by the state program manager or the software vendor.

## Summary Reports and EMS System Website

Two summary reports are currently available:

- The **Audit Report** displays the number of completed and incomplete reports entered, by month and year.
- The **Incident Location and Type** report displays the number and percentage of calls by incident location and type of call.

EMS System Coordinators will be notified as additional reports are developed.

A secure website is available to EMS System Coordinators Medical Directors. The site has three main sections: A dashboard (views multiple measures at the agency, EMS System, and state levels), a crosstab tool (a create tables using multiple elements), and a download page (download your EMS System's record-level data in multiple formats). The site is typically refreshed with new data on a nightly basis. Direct inquires and access requests to [daniel.lee@illinois.gov](mailto:daniel.lee@illinois.gov).

## Assistance

Contact your EMS System Coordinator or the state program manager:

Dan Lee  
Illinois Department of Public Health  
Division of EMS and Highway Safety  
312.814.0056  
[daniel.lee@illinois.gov](mailto:daniel.lee@illinois.gov)