

## **KeyData Web Startup Instructions**

**Version 1: 8 December 2010**

*KeyData Web* is an application software package used for gathering prehospital run report information and uploading it to the State of Illinois. Its primary purpose is to reduce and eventually eliminate paper-based reporting and the inefficiencies associated with that data submission method. Agencies already collecting and submitting data electronically using third-party software are *not required* to also use this new web-based application. Agencies may opt to continue to report using paper data collection forms, although conversion to some form of electronic process is strongly recommended.

The *KeyData Web* application is available free of charge to all EMS provider agencies licensed in Illinois. Before converting to *KeyData Web* each agency must complete the steps in this document in order to obtain its unique activation code. This is a one-time process for each agency. Separate manuals are available for system administrators and end-users.

To begin using *KeyData Web*:

1. Inform your EMS System Coordinator that your agency intends to begin using the *KeyData Web* application to meet your prehospital data reporting responsibilities.
2. Designate a system administrator and at least one backup who will be responsible for downloading the application and then installing, configuring, and maintaining it on all of the agency's hardware that will be used for entering patient care reports using *KeyData Web*.
3. Email the following information to the Dan Lee at the Division of EMS and Highway Safety ([daniel.lee@illinois.gov](mailto:daniel.lee@illinois.gov)):
  - a. Agency name;
  - b. Agency state license number (4-digit);
  - c. States included in the agency's service area;
  - d. Counties included in the agency's service area;
  - e. Agency National Provider Identifier;
  - f. The city, state, and ZIP code of the agency contact's (work) mailing address;
  - g. Agency type (choose one of the following):
    - Community, Non-Profit
    - Fire Department
    - Governmental, Non-Fire
    - Hospital
    - Private, Non-Hospital
    - Tribal;
  - h. Agency status
    - Volunteer
    - Non-Volunteer
    - Mixed;

## KeyData Web Startup Instructions

- i. The agency's highest level of service that could be sent to any specific call (as licensed with IDPH)
    - EMT-Basic
    - EMT-Intermediate
    - EMT-Paramedic
    - Nurse
    - Physician
    - First Responder;
  - j. The time zone for the agency's service area, if other than central time;
  - k. The name and phone number of the agency's system coordinator.
4. After the state receives the information described in step three your system administrator will be contacted and provided with your agency's authorization code.
  5. Install and configure *KeyData Web* on your agency's hardware (see ***System Administrator Manual*** for more information).
  6. Provide the ***User Manual*** to all *KeyData Web* users within your agency.
  7. Begin completing run reports using *KeyData Web* (ensure that Personnel and User information is entered in each piece of hardware before patient care data entry begins—see ***System Administrator Manual*** for more information).

To gather additional information about this new reporting tool or for technical assistance with installing or using it contact:

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)