



## Memorandum

Date: April 29, 2016  
To: All Kentucky Licensed EMS Organizations and ePCR Industry Partners  
From: Drew Chandler, Data Administrator  
Re: NEMSIS Reporting Requirement Guidance

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By now we hope you are familiar with the routine reporting requirements for Kentucky's data collection program. This memorandum is intended to provide all parties with guidance on items to accelerate development and quality.

- 1) **Monitor submission status.** Many of Kentucky's licensed EMS organizations have been meeting the reporting requirement by utilizing a third party software solution to collect the incident data and report it to our office. Those agency representatives are encouraged in this situation to monitor the timely submissions by logging into KStARS with their KEMSIS username and password at <https://kemsis.kbems.kctcs.edu/elite>. Once logged in, select the Incidents menu in the navigation bar then select View Existing. This list of incidents will display all received by KBEMS with a variety of options to filter and sort.
- 2) **Report months with no incidents.** Organizations may from time to time encounter a month with no incidents. To remain in compliance with the EMS Data Regulation, you will need to submit a "No Incidents to Report" for each calendar month this occurs. This report shall be done regardless of the NEMSIS Version 3 software solution used by your organization only for months with no incidents. Detailed instructions for this process are available on our website at <http://kbems.kctcs.edu/KSTARS.aspx>.
- 3) **Ensure accuracy for multiple agency licenses.** We are still receiving inconsistent reports for several organizations with more than one license. This has been communicated to those agencies and their industry partners for resolution. It is critically important to allocate incidents to the correct agency license and we will treat this inconsistency as a failure to report beginning with the May 2016 period.

As a reminder, we must receive either the incident reports or a report of no incidents, by the 15<sup>th</sup> of the month after the reporting period (i.e. March incidents are due by April 15<sup>th</sup>).

To better serve you we ask that questions be submitted through the new support ticket system on our website at [www.kyems.com](http://www.kyems.com).

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