



Date: December 7, 2016

DPH Numbered Memo 16-06

To: EMS Professionals

From: Wisconsin Emergency Medical Services Section



WARDS Elite Update

We are accepting requests to migrate services over to our [NEMSIS](#) v3 database that is called [WARDS Elite](#). We currently have over 70 services that are either actively using it or are in the midst of the migration process.

At the October 2016 EMS Board meeting, the System Quality and Data Committee reviewed the current status and the dates associated with the transition to WARDS Elite. They still encourage all services to make the transition by January 1, 2017, if at all possible. This would allow all of Wisconsin's data to continue being shared with the NEMSIS national database. The January 1, 2017, date also provides a clean cut-off date for all services when running reports. Any data entered prior to the cut-off date would come from WARDS, while any data entered after that date will be available in WARDS Elite.

Because NEMSIS will not extend their December 31, 2016 transition date and will only accept v2 data through December 31, 2016, the System Quality and Data Committee recommended extending the transition date an additional three months. Therefore, all services can have until March 31, 2017, to complete the migration. To allow services to enter any data occurring through March 31, 2017, Wisconsin will maintain the WARDS database until June 30, 2017. During this time we will work with our vendor, ImageTrend, to combine the WARDS data with the WARDS Elite data so everyone will only need to access one database for any reports going forward.

To migrate to WARDS Elite your Service Director needs to email the EMS office at dhsemssmail@Wisconsin.gov. Please include the following for the service:

- WARDS Elite contact: This should be the person who will oversee the migration for your service and future compliance with WARDS Elite.
- How your service will enter reports into WARDS Elite:
 - Directly from the website into WARDS Elite
 - Will use Elite Field: This is the Elite version of Field Bridge
 - Will use another ImageTrend product
 - This would include Service Bridge or Rescue Bridge
 - This could include billing vendors such as EMS Medical Billing, LifeQuest, etc.
 - Will use a third-party software: This could include vendors such as ESO, Firehouse, Zoll, etc.
- When personnel training will be completed
- Proposed transition date and identify any barriers to transition by January 1, 2017

To log in to WARDS Elite you need to go to this website:

<https://www.emswards.org/Elite/Organizationwisconsin/>.

All licensed services and licensed personnel are already uploaded to the new database. All licensed personnel can access their account in WARDS Elite. If your current WARDS login information does not work, please try your E-Licensing login information. If this is still unsuccessful, please use the *Forgot your Password* option at the bottom of the login window. Be sure to use the email address entered in your E-Licensing account to recover your password.

The key to a successful transition to WARDS Elite is getting personnel trained and familiar with completing a run report. The following resources can be used to facilitate this training.

- ImageTrend University
 - FAQs
 - PDF Instructions
 - Videos
- WARDS Elite Training Site
 - For practice
 - Entering reports
 - Changing personal account information
 - Changing service set-up information
 - Changing service account information
 - Accessing
 - Three separate accounts at different permission levels use the following usernames:
 - EMS Provider = emsprov
 - Service Director = servdir
 - Medical Director = meddir
 - Password = testing

To access ImageTrend University once logged into WARDS Elite, go to the Community tab. There you will find the Help/University link in the upper left corner. To use the training site, use the username and password noted above at the login screen.