

TEMSIS Town Names will be Updated Effective April 15th, 2015

Effective April 15th, 2015, all NH town names in TEMSIS will be updated to address the following:

- Remove all the town name variations in the system for easier to understand reports. This includes variations such as Anytown (town of), Anytown (Compact of), Anytown (Other old weird town name), etc. will be removed and there will be only one “Anytown”
- All sub-community and village names under the primary town name will all be rolled up into the primary town/city name (for example, North Swanzey, East Swanzey, West Swanzey, Swanzey Center and Swanzey will all be rolled into just “Swanzey”). If you need details about response to sub communities, you will need to create and use zones after April 15th.
- NOTE: These changes will be retroactive back to 2005. If you need historical data for responses to your sub-communities and villages, see options below to get the response history for these areas.
- For services using software other than TEMSIS, these changes will not affect the towns in your software and no action is required on your part.

Steps for Converting Sub-Communities to Zones in TEMSIS

- 1) Create the zones your service is interested in tracking in TEMSIS (see steps to do this below).
- 2) Submit a helpdesk ticket through the TEMSIS helpdesk requesting that the Zone Validation be turned on for your service. This will help insure that your providers always enter a zone when they put the incident address into TEMSIS.
- 3) As of April 15th, all sub-community names for incident city will be converted to the “map level” names (see “TEMSIS Town Name Updates Effective April 15th, 2015” also attached to check for your towns). This will be retroactive to 2005 and change all existing NH town names in the system to the updated names. If your service wants historical city response data, here is what you will need to do:
 - a. If you wish to update all of your run records for this year to capture the zones / districts / wards / villages etc. that your service wishes to track between January 1st and April 15th, you will need to do one of two things:
 - i. If your service has a relatively low call volume: Open each run that has a community you are interested in tracking and add the zone to the record. This will allow you to run reports for the year and capture the zones you want to report on for your service.
 - ii. If your service has a higher call volume, you can submit a help desk ticket to the Bureau or Image Trend and have them make the additions to the Zones through the data base interface. This allows them to process a large number of records all at once. NOTE: You must setup your zones before making this request!
 - b. If you wish to have historical response information farther back than the beginning of the year, then you can run the report called “Incident City and Zone Detailed” in Report Writer and save the file for future reference. This will give you the responses by the current community names for historical reference.
- 4) The Ambulance Run Data Report does not currently report “Zone”. We are hoping this will be added after the end of December. In the meantime, you can run the report in Report Writer called “Incident City and Zone Count” in Report Writer to see your response zones by city name (enter the report name in the search box to easily find it).

Adding Zones or Districts to your Service to display and collect on the EMS Incident Report in TEMSIS.

- This must be done by someone who has “Service Administrator” rights to your service.
- Start to click the ‘Setup’ tab for your service. The click “Service” then “Zone/Districts”. You can then add in the Zones and/or Districts that your service wishes to track.

1) Select "Setup" (points to the Setup tab in the top navigation bar)

2) Then "Service" (points to the Service option in the left sidebar menu)

3) Then Zones/Districts (points to the Zones/Districts option in the left sidebar menu)

4) Then add or edit your Zones or Districts (points to the 'Add Zone/District' button and the table below)

Zone/District Number	Description	EMS	Target Performance Times (Mins)	Active
Anytown	The primary town area of Anytown	<input checked="" type="checkbox"/>	0	Yes
Center Anytown	The Region of "Anytown" called "Center Anytown"	<input checked="" type="checkbox"/>	0	Yes
Lakeside Village	The village of "Lakeside Village" in the town of "Anytown".	<input checked="" type="checkbox"/>	0	Yes
North Anytown	The Region of "Anytown" called "North Anytown"	<input checked="" type="checkbox"/>	0	Yes
Sandy Beach	The Beach area in the town of Anytown	<input checked="" type="checkbox"/>	0	Yes
Small Village	The Area of Small Village in the town of "Town"	<input checked="" type="checkbox"/>	0	Yes

1) Enter the Name of your Zone or District (points to the Zone/District Number field)

2) Enter a description of your Zone (Not a requirement) (points to the Description field)

3) Make sure that EMS/Zone and "Active" are marked "Yes". (points to the EMS Zone/District and Active radio buttons)

4) Click "Save" then "Back" to add another (points to the Save and Back buttons)

Enter the Zone/District Numbers that you like to be displayed as choices on the run form.
The Target Performance Time is used to demonstrate how often a department is meeting their response goals.

Then submit a helpdesk ticket to TEMSIS requesting that the “Zone” validation get turned on for your service. This will then require your providers to enter a zone for every response that is documented for your service. You can then use this data for town reports and response analysis.