

## Checklist for Custom Elements

✓	Step	Responsible Party	Next Steps
<input type="checkbox"/>	Need for custom value(s)/element(s) determined	State Data Manager	Talk with State Vendor, ePCR Vendors, NEMSIS TAC, Other Data Managers
<input type="checkbox"/>	Work with State Vendor to establish custom value(s)/element(s) requirements	State Data Manager	Determine best solution; gather necessary information for element creation
<input type="checkbox"/>	State Vendor is ready to publish State DataSet; Schematron changes would be required if rules apply to custom element	State Vendor	State Vendor completes State DataSet and EMS/DEM DataSet Schematron if required
<input type="checkbox"/>	Notify EMS Agencies of pending changes; Notify other ePCR vendors throughout the state of pending changes	State Data Manager	Notification sent out
<input type="checkbox"/>	Submit updated resources to NEMSIS TAC with list of changes	State Data Manager	Submitted file reviewed for structural validation
<input type="checkbox"/>	Validate and publish updated State DataSet (and Schematron schemas if applicable)	NEMSIS TAC	Validated file and list of changes posted to state repository and state page on NEMSIS.org website
<input type="checkbox"/>	ePCR Vendors obtain updated resources	ePCR Vendors	Have most current version of State DataSet
<input type="checkbox"/>	EMS Agency/ePCR Vendors implement in local software	ePCR Vendors	User Interface has additional values or element for providers to utilize; State Data Manager should allow at least 90 days for implementation
<input type="checkbox"/>	EMS Agency/Clinician utilize custom value(s)/element(s)	EMS Agency/Clinician	Custom fields used
<input type="checkbox"/>	QA/QI of custom fields	State Data Managers	Determined by State Data Managers (may include monitoring data by vendor and verifying correct implementation)