NEW! Prehospital Opioid/Opiate Overdose Reporting Tool Instructions for Law Enforcement and Non-AZ-PIERS EMS Agencies

Access AZ-PIERS via: https://arizona.imagetrendelite.com/elite/organizationarizona/
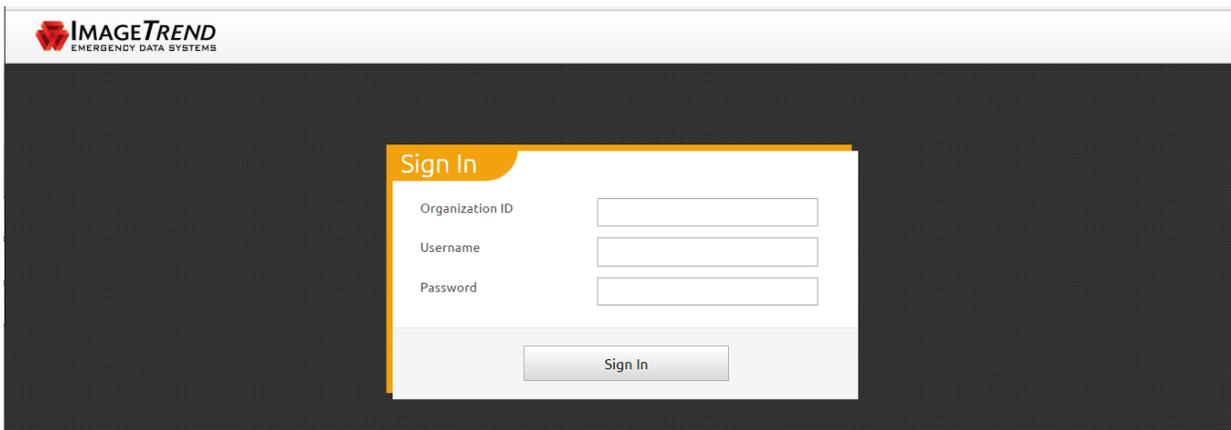
If asked for an Organization ID, type "Arizona"
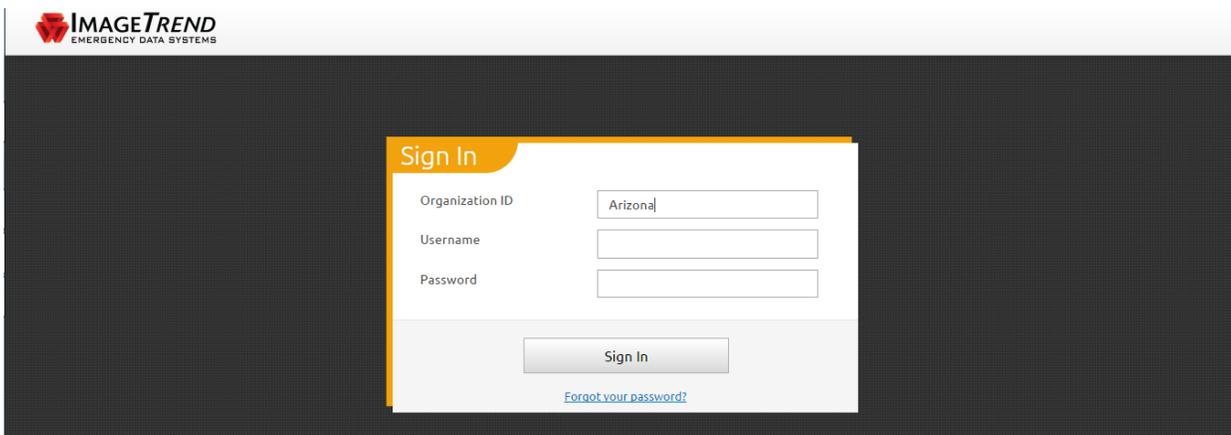
If you are new to reporting through AZ-PIERS, your agency will be issued a Username and temporary password. You will need to then create a new password of your choosing.

If you already report using AZ-PIERS, please continue to use your existing Username and password.

If you forget your password, use the "Forgot your password?" link. The reset instructions will be sent to the email address associated with your agency's account. **If you forget your password, reset your password prior to locking your account with too many inncorrect passwords.**

Read and agree to the Data Privacy Statement.

Once logged in, your agency name is visable in the upper left of the screen.

Click "Incidents" from the menu bar. Choose "Prehospital Opioid/Opiate Overdose Reporting Tool (POORT)"

Wait for Reporting form to open
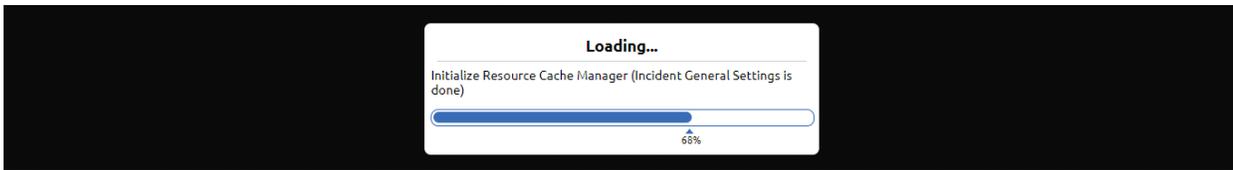
Fill in all Incident Information on the form. All data needed is collected on this single form (there is no longer a worksheet). Depending on what answers you choose, boxes may gain or lose a red outline, and some fields may appear or disappear.

Some Questions can have more than one answer at a time. In those cases, please select as many as apply. These include "Patient Race/Ethnicity" and "Reasons for suspected opioid overdose". To answer these questions, click within the box to pull up the pick list, and click as many as apply.

Or click the multi-line box to the right of the answer box (see the blue icon selected below), which will pull up a larger view of the picklist in a vertical bar on the far left side of the screen, depending on the type of device you are using.

If you know the type of destination to which the patient was transported, your selected answer will cause an additional box to appear that had been hidden before.

If you select a Hospital or Emergency Department, you will get a new box with a picklist of Hospitals to pick from.

If you select any other type of destination, you will get a text box into which you can enter the name of the particular facility or clinic, etc. to which the patient was transported.

When you have finished answering the questions, click the green "Save" button in the upper left of the screen, then click "Close".

Troubleshooting tips:

- If you see the below message, asking you to allow azdhs.gov to use additional storage on your computer, click "Yes"

- Rarely, browsers will not allow a user to log into the website and the user will get an error message.
    - You may just need to close the browser (all tabs) and re-open.
    - The system should work with Chrome, Safari, Foxfire, and Internet Explorer 11 (or higher). If you have more than one browser available to you, try the other if one does not appear to be functioning correctly.
    - This may mean your browser cache is full. As you visit web pages, more information is stored in your browser cache. Clearing your browser cache can help prevent "caching" issues and prevent your device from running out of space to cache data.
    - If the system is being updated for routine maintenance, it can be out of service for a few minutes. Waiting a few minutes and trying again should work if this is the case.

- When filling out the report, you will see a 'Validation' in red and a 'Status' of In Progress at the bottom of your screen. Please ignore these if you are only reporting suspected Opioid overdoses & deaths as these are product features which only apply to EMS agencies reporting full patient care records.