Maintaining Staff Lists in MATRIS

Login to MATRIS at https://matris.dph.state.ma.us with your ID/PW.
If you forget your password select "Click here if you forgot your password" and enter your email address.
If you do not have a MATRIS ID please fill out the Confidential Data Use Agreement on the www.mass.gov/dph/oems/matris page and mail to Department of Public Health/OEMS, 99 Chauncy Street, Boston MA 02111.

To Add Staff:
On the left side menu select **Staff**
Click on the **Add Staff Member** button at bottom middle of screen
Enter **First Name** and **Last Name**, click on the blue **OK** button at the bottom of the screen.

Enter Employment Status
This will bring you to a screen with 5 tabs across the top and you will be in the **Employment** tab.

- Click on the drop down arrow under **Employment Status** and select the appropriate option, e.g. "Full Time Paid Employee".
- Click on the blue **OK** button on the bottom of the screen.

Enter Certification Levels (screen print on next page)
This will bring you to (or click on) the **Certifications** Tab.

Enter **Primary Certification ID**:

- Click on the blue text next to State "Click her to Edit State Certification Info", then enter the staff member's **Primary Certification ID** number.
  NOTE: MATRIS does not cross check the number with the registry so confirm you entered the right ID #.
- Enter **Certification Level** by using the drop down arrow. This is the provider's certification level.
  NOTE: MATRIS does not cross check with the registry so confirm this is accurate and update this field when a staff member changes levels.

Enter **Agency Certification Level**:

- Click on the blue text next to Agency "Click here to Edit Agency Certification Info", then select the **Certification Level** of the provider at the agency by using the drop down box or checking the box "Same as above".
  This should be the level of care that the person can provide at that agency. e.g if the person is an EMT-Basic working at an ALS service, this field should be EMT-Basic. An EMT-Paramedic working at a BLS service would fill in "EMT-Basic".

- Click on the blue **OK** button on the bottom of the screen.

DO NOT use the Additional EMS Certifications on the lower ½ of the page.

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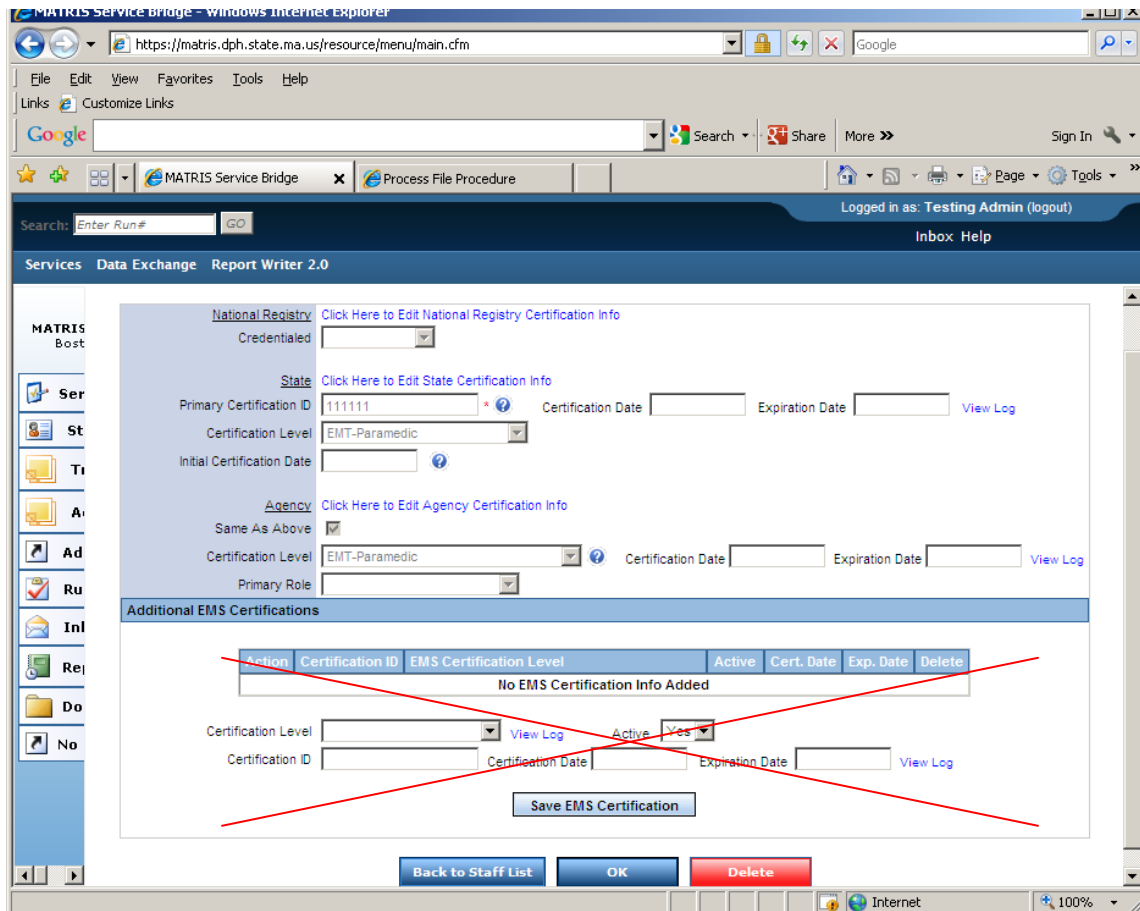
To enter Another Staff Member: click on **Back to Staff List** button next to the blue **OK** button and repeat these instructions.

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To Inactivate Staff:
DO NOT DELETE a staff member: This will cause you to lose any history associated with this person. Instead you need to Inactivate them.

On the left side menu select **Staff**
From the **Staff** menu click on the Name of the person
On the next screen click on the **Edit** button
Select the **Permissions** tab
Change the **Permission Group** drop down to "Crew Member No Privileges"
For Current Status Click on the **Inactive** radio button
Click blue **OK** button at the bottom of the screen.

When you select **Back to Staff List** the person will no longer appear in your list. The State MATRIS administrator can reactivate them if you do this in error or they are reinstated at your service at a later date. Please send email to Matrissupport@state.ma.us.