



TEXAS
Health and Human
Services

**Texas Department of State
Health Services**

TEXAS DSHS

COVID-19 Onboarding

VIDEO TRAINING OVERVIEW

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CSV 101 Onboarding Overview

- Setup an account for sFTP [secure file transfer protocol]
- sFTP connection:
 - Email external IP [IPv4]
 - Get encrypted email with sFTP username
 - 1-3 business days
 - Separate encrypted email with sFTP password
- Connect to sFTP client to DSHS server
- Enter Labreporting.dshs.texas.gov for sFTP client
- Using sFTP port 22
- Login with username and password
- When installed, run and open a new connection
 - Server = Labreporting.dshs.texas.gov
 - Protocol or port = sftp or 22
- Accept certificate from site

- ELR reporting
 - Standard:
 - Health Level 7 International (HL7)
 - Other:
 - CSV (MS-DOS)
- Submit a test file
 - At least 2 lines of generated test data to DSHS sFTP server
 - Naming: "test_[your facility legal name]_[your site CLIA number]_[current date of file (YYYYMMDD)]"
- Reminders:
 - Do not submit multiple test files
 - If test passes, will be notified of next steps to report live patient records
 - If test fails, edit and resubmit until approved
- Production file (with actual patient records)
 - Name: [your facility legal name]_[your site CLIA number]_[current date of file (YYYYMMDD)]
 - Saved as CSV (MS-DOS)
- Cannot send PHI via email, fax, mail, or phone



COVID-19 Requirements and Guidelines for CSV

- **Goals:**
 - Review 56 column template and AOE questions
 - Improve data quality and timeliness of COVID-19 lab test results in Texas
- **56 Column Template:**
 - If facility has multiple CLIA #'s: Report all CLIA #'s in one file
 - Performing_Organization_State
 - Use abbreviated values in uppercase
- **Commas are not acceptable in any field**
- Ordered_Test_Name
 - Please do NOT enter the LOINC code here
- LOINC code
 - Only accept long name, display name, or short name
- Result
 - If qualitative, values should only include Positive, Negative, Not Detected
 - If quantitative, result should be in numbers
- Result_Units
 - Enter only if Result is quantitative
- **All dates should be formatted in MM/DD/YYYY**
 - Please do not enter timestamps
- LOINC_Text
 - Only accept long name, short name, or the display name
- Pt_Middle_Initial
 - Only first letter in uppercase
 - No punctuation
 - No full name
 - If unknown, leave blank – do NOT enter U or Unknown in this field
- Date_of_Birth
 - Format in **MM/DD/YYYY**
- Patient age
 - Whole number
 - No months
 - No decimals
 - If less than 1 year, enter 0
- Sex
 - Only abbreviated values are permitted
- Pt_Race
 - Only abbreviated values are permitted



- Do not enter H or Hispanic for this field
- Pt_Ethnicity
 - Only abbreviated values are permitted
 - Enter H or NH for Hispanic or Non-Hispanic
- Pt_Phone
 - Only 10 digits are accepted
 - No country codes or extensions
 - If unknown - use 999-999-9999
- Pt_Str
 - No commas are accepted in this field
- Pt_ST
 - Use abbreviated values in uppercase
 - If unknown, enter field as UN
- Pt_Zip
 - Use 5 or 9 digit format
 - If unknown or outside of the United States - use 99999
- Pt_County
 - If unknown or outside of the United States - put "unknown"
- Accession_Number
 - Unique value that should not be shared with various patients
 - Unique for each test and patient on a given day
 - Cannot be duplicated in the same file
 - For a panel test, the accession numbers can be the same, as long as the ordered test name, LOINC code, and LOINC text are unique
 - Cannot have unknown values or N/A
- Device ID
 - Visit [ACCESS GUID](#) and search for the device **Primary DI number**
 - Please ensure value is properly formatted and preserved
 - If unable to locate the device, you may use the manufacturer and model name as the device identifier
- Ordering_Facility_Address
 - No commas are accepted in this field
- Ordering_Facility_ST
 - Use abbreviated values in uppercase
- Ordering_Facility_Zip
 - Use 5 or 9 digit format
- Ordering_Provider_Last_Name
 - Required field



- Ordering_Provider_First_Name
 - Required field
- Ordering_Provider_NPI
 - Field is preferred
 - If unknown, please leave blank
- Ordering_Provider_Street_Address
 - No commas are accepted in this field
- Ordering_Provider_ST
 - Use abbreviated values in uppercase
- Ordering_Provider_Zip
 - Use 5 or 9 digit format
- Ordering_Provider_Phone
 - Required field
- Specimen_ID
 - Unique ID should be for each specimen collected
 - May use the same value as the Accession_Number
- Specimen_Type
 - Text description of where the specimen originated
 - Do not use the numerical SNOMED
 - Do not use unknown in this field
- Medical_Record_Number
 - Applies only if the individual being tested is a patient in your facility
 - If individual tested is not a patient, please leave blank
- Ask on Order Entry Questions (AOE) fields:
 - Please fill in **Y, N, or U** (for Yes, No, or Unknown)
 - Employed_in_healthcare
 - Symptomatic_per_cdc
 - Hospitalized
 - ICU
 - Resident_in_Congregate_Care
 - Pregnant
 - If patient is symptomatic, “Date_of_Symptom_Onset” field is required
 - Format in **MM/DD/YYYY**
 - If patient was asymptomatic, please leave blank

The Data Dictionary contains detailed explanations regarding each variable of the template and links for valuable resources.



- Looking up LOINC codes: Download the [CDC Mapping tool](#) excel file
 - Utilize the search command to find your facility test name
 - Retrieve the LOINC code and LOINC text
- Links to Resources and Tools:
 - Centers for Disease Prevention and Control (CDC)
 - Comprehensive COVID-19 information
 - Coronavirus Aid Relief Economic Security (CARES) Act
 - Information on the CARES Act
 - Food and Drug Administration (FDA)
 - Lists all the FDA authorized tests for COVID-19
 - LOINC
 - Help facilities determine the correct LOINC code to use based on the tests you are using
 - SNOMED (Systemic Nomenclature of MEDicine)
 - Discusses SNOMED-related content specific to COVID-19
 - Texas DSHS Lab Submitters Resource Page
 - Resource link for facilities submitting lab report data to DSHS
 - U.S. National Library of Medicine
 - Help facilities determine the Device ID of the test



Structural Issues: Viewing Data in Notepad

- Common error in CSV file submissions:
 - Incorrect number of columns
 - CSV file must have exactly 48 [column AV] or 56 columns [column BD] to pass as validated in system
 - Anything else will cause an error
- 2 scenarios error is commonly seen in:
 - Data shift
 - More common in files with a lot of records
 - To fix:
 - Find where data shifted
 - Select cell and right click delete "Shift cells left"
 - This will shift data back
 - Select the 49th column [AW column] (for 48 column sheet) and delete
 - Save file as corrected CSV file
 - Extra blank columns
 - Often occurs if not using clean version of template each time data is entered
 - To investigate raw text further:
 - Right click on the file and click open with Notepad
 - Each row of data has a string of columns at the end
 - Each comma represents an extra blank column that needs to be deleted
 - Go back to file in Excel
 - Highlight the columns and delete
 - If three commas in raw text, highlight three columns and delete
 - Save file as corrected CSV file
 - Add "_corrected" at the end of the file name and save
- Double check structural issues are corrected:
 - Open Notepad to view raw text
 - Scroll all the way to the right and confirm there are no more additional commas at end
 - Resubmit corrected file via sFTP [secure file transfer protocol]



Correcting Device Identifier Issues

- Issues when files are submitted:
 - How to identify the correct device identifier
 - 2 ways:
 - [ACCESS GUDID](#)
 - Type device id name in search box
 - Click on device
 - Use "Primary DI Number" as the device id when recording information
 - Save excel file as CSV file on Desktop
 - Change file type to CSV (MS-DOS)
 - Change CSV name to "test_device_id"
 - [CDC LOINC in Vitro Diagnostic \(LIVD\) Test Code Mapping](#)
 - Click on "Mapping Tool" link to download Excel spreadsheet
 - Click on LOINC mapping tab and search for device
 - CTRL F and type device id name in search box
 - Use Manufacturer and Model name for device id
- Reminders for any Edits to document:
 - Reformat value properly
 - Select column and right click
 - Click format cells in dialogue box
 - Select "Number"
 - Set decimal places to 0
 - Now true value is stored



LOINC Overview

- To identify the correct LOINC code and text for test performing
 - Values reported in CSV or HL7 files sent
 - Identify the LOINC code
 - Specific to each device
 - Report LOINC code associated with device you are using
 - CDC LOINC in Vitro Diagnostic (LIVD) Test Code Mapping
 - <https://www.cdc.gov/csels/dls/sars-cov-2-livd-codes.html>
 - Click on "Mapping Tool" link to download Excel spreadsheet
 - Click on LOINC mapping tab and search for device
 - CTRL F and type device id name in search box
 - Go to Column F for the correct LOINC code "Test performed LOINC code"
 - For LOINC text use "Test performed LOINC Long Name"
 - Remove any columns in value
 - Will be flagged in file
 - Make sure no spaces after or before the value
 - Will get rejected and flagged
 - If there are character limitations:
 - There are other values accepted for the LONC text
 - <https://loinc.org/sars-cov-2-and-covid-19/>
 - CTRL F and search for LOINC code
 - Acceptable values
 - Long common name
 - In second column
 - Short name or display name
 - Click LOINC code to view
 - Under additional names



Viewing Errors Using a Text File Reader

- CSV validation and common errors
- Validation email:
 - Will receive labs that failed and reasons for fail
 - Go back to original file to find errors
 - Right click on the file and click open with Notepad to see raw text
- To correct errors:
 - Fix in Notepad or CSV (if many records)
- To format "Date_test_performed" or other dates
 - Select column and right click format cells
 - Click date and choose the first type
 - Or select column and above number on bar click drop down
 - Select short date
- Save file as corrected CSV file
 - Add "_corrected" at the end of the file name and save
- Reminders:
 - Confirm test results correspond to patients
 - Open Notepad to view raw text is corrected
 - Resubmit corrected file via sFTP [secure file transfer protocol]



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[Automated Validation Error Email Training Overview](#)

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- For questions concerning lab reporting:
 - COVID-19ELR@DSHS.TEXAS.GOV