

Batch FTP Production and Ongoing Submission

Introduction

This companion job aide supplements the [Batch FTP Production and Ongoing Submission Webinar](#). This aide provides an overview of FTP Production, its requirements, historical load, and ongoing submission.

Terminology

- **DQA:** Data Quality Assurance
- **EHR:** Electronic Health Records
- **FTP:** File Transfer Protocol
- **Production:** Data exchange connection to the Registry is live
- **Registry:** Texas Immunization Registry

Production & Ongoing Submission Overview

Overview of Production and Ongoing Submission.

Production and Ongoing Submission of Data are the final steps of establishing data exchange.

- **Production:** Error free patient records sent to the registry are added to ImmTrac2
- **Ongoing Submission of Data:** Routine activities for monitoring and maintaining data exchange with the registry

Pre-Production Requirements

Overview of Requirements for FTP Production & Ongoing Submission.

Successfully complete Data Exchange testing:

- Submit three to five error free test files
- Request review by the Registry
- Receive Production email

Production

Overview of Production for FTP.

- Data exchange connect is live with the Registry
- Send only true patient data
- Notify EHR vendor
- Notify Registry of first Production file

Historical Load

Overview of Historical Load.

- One-time submission of historical records
- Flesh-out patient records
- Ask your EHR vendor
 - Can your EHR send a historical load?
 - How far back can it go?

Ongoing Submission

Overview of Ongoing Submission.

- Deliver files on a routine schedule
 - **At least once a month**
 - **Daily submissions allowed**
- Regularly monitor DQA reports for errors
- Address all errors
- Take ownership of data quality for your patients

ImmTrac2 Contact Information

ImmTrac2 General Customer Support:

- **Email:** ImmTrac2@dshs.texas.gov
- **Phone:** (800) 348-9158, *option 1, 2, and 4*

ImmTrac2 Data Exchange Support:

- **Email:** ImmTracMU@dshs.texas.gov
- **Phone:** 800-348-9158, *option 3*

ImmTrac2 DSHS Webpage:

<https://www.dshs.texas.gov/immunize/ImmTrac/>

User Trainings:

<https://www.dshs.texas.gov/immunize/immtrac/User-Training/>

Forms:

<https://www.dshs.texas.gov/immunize/immtrac/forms.shtm>

HHS Enterprise Portal to login into ImmTrac2:

<https://hhsportal.hhs.state.tx.us/iam/portal/Home/portalHome/>