

FTP Data Exchange Methods and Requirements

Introduction

This companion job aid supplements the [FTP Data Exchange Methods Webinar](#). This aid reviews the FTP Data Exchange Methods, its requirements, and reviews steps on how to use an FTP Client and the FTP website.

Terminology

- **CNF:** Consent Notifications Files
- **DQA:** Data Quality Assessment
- **EHR:** Electronic Health Records
- **FTP:** File Transfer Protocol
- **HL7:** Health Level 7 (File Type)
- **Orgs:** Providers, healthcare entities, and/or organizations
- **POC:** Org's registered Person of Contact
- **Registry:** Texas Immunization Registry
- **TIR:** Texas Immunization Registry

FTP Data Exchange Methods

An overview of FTP Data Exchange Methods.

FTP Data Exchange Methods:

- Data exchange methods are the ways the Org can send immunization records to the Registry.

Three Methods:

- Automated Data Exchange
- A 3rd Party FTP Client
- The Registry's FTP Website

Choose the method that works best for your Organization.

FTP Data Exchange Requirements

An Overview of FTP Data Exchange Method Requirements.

Data Exchange Account:

- EHR can create messages using HL7 2.5.1
- Setup instructions in the [Secure File Transfer Protocol Specifications guide](#)
- Single shared Data Exchange account for Org includes:
 - FTP Username & Password
- *Organization responsible for managing access*
- Does not expire but may be changed

Record Batch Files Naming Syntax:

- **ImportCodeYYDDD.hl7**
 - **ImportCode:** Data Exchange account username
 - **YY:** Current two-digit year
 - **DDD:** Three-digit Julian date
 - **.hl7** is the file type
- [Page 10 of the Electronic Data Exchange Resource Guide](#)

Method 1: Automated Data Exchange

Overview of Automated Data Exchange.

Automated Data Exchange

- A direct connection from EHR to the Registry.
- Files created by EHR and sent without Org moving them
- Training **must** be provided by EHR vendor.
 - *Does your EHR retrieve error messages?*
- Troubleshooting **must** be done by EHR vendor.

Methods of FTP Data Exchange

Method 2: Using an FTP Client

Overview of Using an FTP Client.

- ☐ HL7 Immunization files created in EHR
 - Training from EHR vendor
 - ☐ Files sent to the Registry using a 3rd party FTP client
 - Transfer the file to the HL7-Dropoff folder
- The Registry does not provide 3rd party FTP clients***
- ☐ FTP client set up and supported by Org's IT team
 - Training must be provided by Org's IT
 - Org's IT must participate in troubleshooting

Method 3: The FTP Website (Contd)

- Data Quality reports are found on the FTP website

Utilizing FTP Account

- ☐ Log in to the FTP website using your data exchange account credentials
- On the FTP website, there are four folders:
 - 1. HL7-Dropoff:** Org delivers test files to folder.
 - These files are moved to the *Accepted* folder by the Registry.
 - 2. Accepted:** Stores copies of Org's uploaded files.
 - 3. DQA-Reports:** DQA reports are in this folder for each data file processed by the Registry.
 - ☐ Check DQA reports regularly
 - 4. Receive:** CNF messages are in this folder listing Org's reported patients' Registry consent status.
 - Support the FTP website is provided by the Texas Immunization Registry ImmTrac2 support team.
 - Contact the Registry directly
- Additional details can be found in the [Electronic Data Exchange Resource Guide](#)

Method 3: The FTP Website

An overview of the FTP Website.

The FTP Website:

- Available to all data exchange partners
- Allows Org to send immunization files and retrieve error and informational files from the website
 - Link sent to POC with data exchange account
- HL7 immunization record files created by EHR
- Key for Org stakeholders (NOT only from the EHR vendor) to be familiar with and regularly use the FTP website. Regardless of data exchange method.

Additional Resources

[Electronic Data Exchange Resource Guide](#)

- A detailed guide on activities related to data exchange

[Secure File Transfer Protocol Specifications](#)

- A detailed guide on activities related to data exchange

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/>