

# 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 3<sup>rd</sup> 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 3<sup>rd</sup> party FTP client
    - Transfer the file to the HL7-Dropoff folder
- The Registry does not provide 3<sup>rd</sup> 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](mailto:ImmTrac2@dshs.texas.gov)
- **Phone:** (800) 348-9158, *option 1, 2, and 4*

## ImmTrac2 Data Exchange Support:

- **Email:** [ImmTracMU@dshs.texas.gov](mailto:ImmTracMU@dshs.texas.gov)
- **Phone:** 800-348-9158, *option 3*

### ***ImmTrac2 DSHS Webpage:***

<https://www.dshs.texas.gov/immunizations/what-we-do/programs>

### ***User Trainings:***

<https://www.dshs.texas.gov/immunizations/providers/training>

### ***Forms:***

<https://www.dshs.texas.gov/immunizations/providers/materials>

### ***HHS Enterprise Portal to login into ImmTrac2:***

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