

# 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](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/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/>