

Introduction to Data Exchange with Texas Immunization Registry

Introduction

This companion job aide supplements the [Introduction to Data Exchange Webinar](#). This aide highlights key takeaways to establish a Data Exchange connection with the Texas Immunization Registry, resources required to successfully exchange data, and contact information for assistance.

Terminology

- **BiDX:** Bidirectional Data Exchange
- **CNF:** Consent Notification File
- **EHR:** Electronic Health Records systems
- **FTP:** File Transfer Protocol
- **Orgs:** Providers, healthcare entities, and/or organizations
- **POC:** Org's registered Point of Contact
- **Registry:** Texas Immunization Registry
- **ROI:** Registration of Intent

Basic Steps

Overview of the basic steps to establish a data exchange connection.

1. **Site Registration or Renewal**
2. **Submit ROI**
3. **Set Up a Data Exchange Connection**
4. **Perform Data Exchange Testing**
5. **Enter Production**
6. **Have an Ongoing Submission of Data**

Methods of Data Exchange

These are the types of Data Exchange provided by the Registry and their characteristics. It's important to understand which is best for the Org before pursuing one of these methods.

Batch FTP

- **Unidirectional**
 - Records move in ONE direction: from EHR to Registry, NOT from Registry to EHR
- Upload and processing delays
 - Org must upload records once a week in batches
 - Additional delay in information showing up in ImmTrac2
- Greater flexibility
 - Org can send records through Registry's FTP Website, own FTP software or, EHR's FTP Client

Batch FTP no longer meets Promoting Interoperability requirements

Bidirectional Data Exchange (BiDX)

- **Bidirectional**
 - Records can be shared between EHR and the Registry
- Occurs in real-time without significant delay
 - Org can look up records in the Registry as needed
 - Records quickly appear in ImmTrac2 after documenting them
- All done via EHR; no need for additional software or websites to exchange records

Best option if pursuing Promoting Interoperability

Data Exchange Pre-Requisites

1. Site Registration & Renewal

After Org chooses a method of data exchange, the first step to getting connected is Site Registration and Renewal.

☐ Register all sites with up-to-date site agreements

- Verify all the Org's information is accurate and up-to-date with Registry before establishing a data exchange connection

☐ Renew every 2 years and/or when there are changes to:

- The Point of Contact (POC)
- Business Name
- Adding more than 5 new users.

• Processing time: 10 to 14 business days

2. Complete ROI (contd)

☐ Click "Registration/Renewal" tab

☐ Select "Registration of Intent"

☐ Bidirectional ROI

- Not available in ImmTrac2
- ☐ Review [Bidirectional Readiness Checklist](#)
- ☐ Meet all the requirements for bidirectional data exchange
- ☐ Email the Registry at ImmTracMU@dshs.Texas.gov
 - ☐ State the Org has reviewed the checklist and is ready to start BiDX
- ☐ Registry will review the request and email ROI form to Org's POC if approved
- ☐ Fill out ROI form and email back to the Registry

2. Complete ROI

ROI is used at an organizational level. Only Parent or Stand-Alone Sites Submit ROI. Orgs with multiple sites will establish ONE data exchange account for the entire Org.

☐ Fill out and complete the ROI

- ROI indicates Org is interested in participating in Data Exchange with the Registry
- Captures key information about Org and EHR
 - EHR Vendor and which Org staff will participate in the data exchange connection

☐ Batch FTP ROI

- Can be submitted in ImmTrac2
- ☐ Login to ImmTrac2

3. Set Up Data Exchange

After the approval for ROI, need to set up Org's data exchange connection for testing.

☐ POC Receives Data Exchange Login Credentials from the Registry via Email

- Credentials are only for Data Exchange
- Assigned at Org level, not individual level
- Can be shared at the discretion of POC
 - EHR vendor staff, internal/external IT personnel, etc.

If setting up a BiDX connection, Registry will also send a testing plan

☐ Review [Data Exchange Resource Guide](#)

- Mostly geared towards Batch FTP, but can help with questions about BiDX

Data Exchange Connection Testing

4. Testing

The Registry requires all orgs perform and pass testing to ensure their data exchange setup is configured to state standards.

☐ Data Exchange Testing involves:

- ☐ Successfully send data
- ☐ Resolve any data quality or technical issues
- ☐ Familiarize yourself on new processes
- ☐ Identify staff training needs

Information sent during testing is NOT added to ImmTrac2

☐ Testing Data Quality

- ☐ Set up your data exchange connection
- ☐ Send real example immunization records
 - May want to submit real examples of patients to be able to evaluate how data will come across and identify data quality issues/errors
- ☐ Review and correct data quality or technical issues (Org's responsibility)
 - Data with errors or issues will not get uploaded to the Registry
 - Work with EHR vendor, Org's IT team, and/or Registry Interoperability team

☐ HL7 Error Guide

- Helpful during testing, and later in production
- Explains errors and provides guidance for resolving them

Registry Consent

Should be addressed in the Testing phase. Not addressing this has significant data quality and legal ramifications.

☐ Review Org's Registry Consent Process

- State law requires individuals to give written consent for data to be stored
- Registry has its own official consent form for patients
- Registry consent is optional (opt-in) and different than other forms of patient consent e.g. consent to share

☐ Store Patient Records in Registry AFTER Consent is signed

- ☐ Add patient to Registry as a client
- ☐ Affirm patient's consent is in the Registry

Batch FTP

- ☐ **Manual Affirmation (Online):** Via ImmTrac2 website

Bidirectional Data Exchange

- ☐ **Electronic Affirmation:** Via data exchange, Requires additional setup and best done while testing
- ☐ Org retains consent form and save to patient's medical record
- ☐ Do not send the consent to the Registry

Data Exchange Connection Established

5. Production

After testing is successfully completed, move on to Production where Org can now add patient records to the Registry via data exchange.

- ☐ **Receive production email notification**
 - Org's data exchange contact list will be notified that the Org has been promoted to Production
- ☐ **Registry reviews records for data quality issues**
 - ☐ Only error-free data is accepted
- ☐ **Check error reports regularly**
- ☐ **Send historical immunization records**
 - ☐ Goal: Improve quality and completeness of patient records
- ☐ **Contact Registry if there are:**
 - ☐ Changes in EHR vendor
 - ☐ Change in POC
 - ☐ Testing new system upgrades

6. Ongoing Submission

Final step in establishing a data exchange connection is the ongoing submission of data. On an ongoing basis, Org must:

- ☐ **Submit immunization records to the Registry regularly**
- ☐ **Be responsible for data quality**
- ☐ **Review data quality reports regularly**
- ☐ **Work with your EHR vendor to correct errors**
- ☐ **Contact the Registry for assistance and support**

Resource Guides

These are the resources and guides that may assist you in establishing a data exchange connection.

[ImmTrac2 Registration Guide](#)

- Detailed steps and useful information about how to register new sites

[ImmTrac2 Site Renewal Guide](#)

- Detailed steps and information on how to submit an ImmTrac2 site renewal

[Electronic Data Exchange Resource Guide](#)

- Detailed information on how to establish a data exchange connection

[Texas Immunization Registry HL7 2.5.1 Implementation Guide](#)

- Detailed descriptions of the HL7 customizations needed to transmit HL7 records to the Registry

[HL7 2.5.1 Error Guide](#)

- Provides guidance on all the data quality errors our system produces and detailed instructions on how to resolve errors

[Secure File Transfer Protocol Specifications](#)

- All information Org needs to set up a secure FTP connection with the Registry

[Texas Immunization Registry Consent Overview](#)

- Provides information about what registry consent is and how it works

[Affirmation of Registry via HL7](#)

- Provides information on state requirements & national HL7 standards

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/>