

Registration of Intent and Requirements

Introduction

This companion job aide supplements the [Registration of Intent Webinar](#). This aide explains the Registration of Intent, provides guidance on how to access and complete it, as well as how to follow next steps.

Terminology

- **BiDX:** Bidirectional Data Exchange
- **EHR:** Electronic Health Records
- **FTP:** File Transfer Protocol
- **Orgs:** Providers, healthcare entities, and/or Orgs
- **Registry:** Texas Immunization Registry
- **ROI:** Registration of Intent
- **TIR:** Texas Immunization Registry

Registration of Intent

An overview of Registration of Intent.

Registration of Intent

- Allows Orgs to inform the Registry of their readiness to begin data exchange
- Captures key information about Org and Electronic Health Records (EHR) vendor
 - Must be submitted **before** your org's data exchange account can be created
 - Submitting an ROI is the second step in establishing data exchange

Resource Guides

Resource guides to assist in the ROI process.

[Electronic Data Exchange Resource Guide](#)

- Detailed activities related to data exchange.

[ImmTrac Renewal Site Guide](#)

- Detailed guide on site renewal process.

ROI Pre-Requirements

Overview of Org and person submitting ROI requirements.

Prior to submitting an ROI, Org must:

- Have up-to-date Registry site renewal agreements for all sites registered
- Register any sites not currently registered

Expired site agreements result in a submission error

Requirements for the Person who completes the ROI:

- Have an ImmTrac2 user account
- Be associated to the Org
- Be an employee of the Org
- Review the ROI with their EHR vendor

Accessing the ROI

Overview of steps to access the ROI.

To access the ROI:

- 1. Login to ImmTrac2 using the parent or stand-alone Org's 'Org Code'.
- 2. Click the '**registration/renewal**' tab at the top of the page.
- 3. Click the '**Registration of Intent**' link at the bottom of the list of options.

Completing the ROI and Next Steps

Completing the ROI

Overview of steps to complete the ROI.

To Complete the ROI:

- Answer the first two questions that appear.

1. Is your Org pursuing Meaningful Use?

- If you are participating in Promoting Interoperability (formerly Meaningful Use) click **'Yes'**.

2. Can your Org submit data in HL7?

- Your EHR vendor can provide you with the answer to this question.

If you answer 'Yes' to both questions, a new set of questions appear on screen. Please see below.

3. Which method will your Org use to report data electronically to ImmTrac2?

- Speak with your EHR vendor and local IT before answering the question.

4. Who is your EHR Vendor?

- Choose your EHR vendor from the dropdown list.

5. Which EHR software do you use?

- Choose your EHR software from the dropdown list.

6. List team members to receive ImmTrac2 acknowledgement emails

- These individuals should be involved in supporting Org's data exchange. Information to include:
 - *Title, First and Last Name, Email*
- Once the information is filled in, click 'Add'. This can be done for additional contacts.

7. How often will your Org submit immunization data?

- Minimum of weekly submissions recommended.
- Orgs allowed daily submissions.

Review the ROI

At the bottom of the ROI form, the Org's information is listed.

- Review the list for completeness.
- Take note of the TXIS ID number(s) listed.
- To complete and submit the ROI, click **'Submit'**.

ROI Submitted:

- Copy of ROI sent to the Org via Email
- Orgs that already submitted receive a "previously submitted" error.

ROI Next Steps

Overview of Next Steps after ROI is completed.

- The Registry reviews and processes the ROI within **2-5 business days**.
- POC receives two emails with info on:
 - FTP Account credentials
 - Link to FTP Website
 - Links to data exchange resources
- POC should share the emails with EHR vendor.
- EHR vendor will use the info to set up your data exchange connection so Org can begin the testing phase.

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/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/>