

FTP Data Exchange Methods Script

Closed captioning for this presentation is available at the following link:

<https://tcc.1capapp.com/event/dshs/>

The link will also be provided in the chat.

Introductions

Hello everyone. I will be the main presenter today.

My name is Yiuliana Rodriguez, and I am an Interface Analyst with the Texas Immunization Registry.

Today, joining us for the question and answer portion after our main presentation is Jonathan Patterson, an interface analyst. At the bottom of the screen, you will see an option for submitting questions. Please submit your question there, and we will address and answer those questions once the presentation is complete.

Title Slide

We will be reviewing the third step in establishing a data exchange connection, FTP Data Exchange Methods, for the Texas Immunization Registry.

Overview

The topics we will cover today include:

What are FTP Data Exchange Methods?

The requirements for using FTP Data Exchange Methods

Automated Data Exchange

Using an FTP client and the FTP website.

What are Data Exchange Methods?

FTP Data Exchange Methods are how you can send immunization records to the Registry.

There are three primary methods of exchanging data with the Registry that we will cover in this presentation: Automated Data Exchange using your EHR, using a third-party FTP client to exchange data, and using the Registry's FTP website.

Using the resources provided to you by the Registry, you will work with your local IT and your EHR vendor to choose the method that works best for your organization.

Requirements (1 of 3)

To set up a method of exchanging data, you will need the following:

A data exchange account. This is given to your Point of Contact by the Registry after completing the Registration of Intent (covered in the previous presentation).

A way to create immunization record batch files using HL7 version 2-point-5-point-1 from your EHR.

Lastly, the information covered in the Secure File Transfer Protocol Specification guide, which can be found on the Registry's website.

Requirements (2 of 3)

Your data exchange account is made of an FTP username and password.

The data exchange account is a single shared account for your organization, and your organization is responsible for managing who accesses the account.

The account should only be shared with individuals who will manage your organization's data exchange activity, including your EHR vendor.

The FTP password does not have an expiration date but may be changed by your organization at any time on the FTP website.

Requirements (3 of 3)

The immunization record batch files must be named using the following guidelines.

Import code, Y-Y, D-D-D, dot, H-L-7.

The import code is the data exchange account username.

Y-Y is the current two-digit year. For example, 2020 would be '20'.

D-D-D is the current Julian date. The Julian Date is the numbered date for that day out of 365 days of the year. Julian Calendars can easily be found on the internet. Please be sure to include any leading zeros. For example, for February 10th you would use '041' for the Julian Date if the files were uploaded on that day.

Dot-H-L-7 is the file type.

These guidelines can be found on page 10 of the Electronic Data Exchange Resource Guide.

Automated Data Exchange (1 of 2)

The first method of unidirectional data exchange we will cover is Automated Data Exchange.

Automated Data Exchange is a direct connection from your EHR to the Registry.

Immunization record files are created by your EHR and then sent directly to the Registry without you needing to move the files.

Automated Data Exchange (2 of 2)

How automated data exchange works is different from one EHR to another. Some EHRs require you to perform an action, such as clicking a button, to send the files, while others may not.

Your EHR vendor must provide you with training on how to manage automated data exchange using their EHR.

Training is especially important if your EHR also retrieves error messages from the Registry. You'll need to know where to find those error messages and how to address them.

Your EHR vendor must participate in troubleshooting any problems with your connection to the Registry. In most cases, they should be your first resource when you notice problems.

Using an FTP Client

The next unidirectional data exchange method we'll cover is using a third-party File Transfer Protocol (or FTP) client, such as FileZilla or CyberDuck, to send files to the Registry.

When using a 3rd party FTP client, you will need to begin by creating and downloading an HL7 immunization record file from your EHR.

Your EHR vendor should provide you with training on how to create HL7 files for the Registry.

Once you have the file, you'll open your FTP client and connect to the Registry using your data exchange account.

You'll then open the HL7-Dropoff folder and transfer the file.

Using an FTP Client (2 of 2)

The Texas Immunization Registry does not provide third-party FTP client software.

Your local IT must provide the setup and ongoing support for third-party FTP clients.

Your local IT should provide you with training on how to use your third-party FTP client.

Your local IT must also participate in troubleshooting connection problems using your FTP client.

The FTP Website (1 of 6)

The final unidirectional data exchange method we'll cover today is the FTP website, also known as the web-transfer thin client or the WS_FTP website.

The FTP website is available for free to all data exchange organizations as a method of exchanging files with the Registry.

You can upload files directly to the Registry and retrieve various errors and informational files from the FTP website.

A link to the FTP website is sent to your POC along with your data exchange account.

As with using a third-party FTP client, you will begin by creating an HL7 immunization record batch file in your EHR.

The FTP Website (2 of 6)

It is important that someone from **within** your organization (NOT only from your EHR vendor) familiarize themselves with and regularly use the FTP website.

This applies to ALL organizations that exchange data with the Registry

Regardless of which method you used to exchange data.

The FTP website is where you will find Data Quality reports. Your organization must take ownership of your data quality, and Data Quality reports are your primary tool for doing so. We'll discuss this in more detail in a future presentation.

The FTP Website (3 of 6)

To access the FTP website, you'll log in using your data exchange account.

Once you log in, you'll see four folders: HL7-Dropoff, Accepted, DQA-Reports, and Receive.

The FTP Website (4 of 6)

The *HL7-Dropoff* folder is where your organization uploads files directly on the FTP website or remotely via another data exchange method. If you're using the FTP website to upload files, you'll begin by opening the *HL7-Dropoff* folder, click the *Upload* button, and then chose the file to upload.

Files in *the HL7-dropoff* folder are moved to the Accepted folder by the Registry for processing.

The *Accepted* folder is where copies of your uploaded data files are stored. This is not a permanent archive, and the Registry will remove older files over time, usually within six months to a year of being uploaded.

The FTP Website (5 of 6)

The *DQA-Reports* folder is where Data Quality Assessment (DQA) reports are located for each data file processed by the Registry.

Your organization must check this folder regularly.

The *Receive* folder is where you will find Consent Notification Files (CNF) listing your reported patients' registry consent status.

The FTP Website (6 of 6)

Support for the FTP website is provided by the Texas Immunization Registry's ImmTrac2 support team.

If you ever have any problems with the FTP website, contact the Registry directly.

Additional details about using and navigating the FTP website can be found in the *Electronic Data Exchange Resource Guide*.

Resources: Training

Various resources are available to you for assistance with the Registry.

We offer in-person training through our local or regional health departments in your area.

Staff from these health departments can come to your facilities to provide an overview of how to use ImmTrac2. Including how to add patients as registry clients and looking up patients to determine if they are registry clients.

To set up in-person training for ImmTrac2, contact us, and we can get those requests out to your local health department.

Do note that our local and regional staff do not provide training on data exchange, and those specialized training are limited to the Interoperability Team.

We also have a library of online training videos available on the DSHS Texas Immunization Registry website. These videos are an excellent resource for visual learners or staff needing refreshers on ImmTrac2 features or functions.

Resource Guides

Now let's review some of the resources and guides available to you:

The Electronic Data Exchange Resource Guide, stock number 11-15231, provides detailed information about navigating the FTP website and naming your data files.

The Secure File Transfer Protocol Specifications, stock number 11-15236, contains all the information you and your support team will need to set up a secure FTP connection with the Registry

Contact Information: Websites

To find more information on the Texas Immunization Registry, visit our websites.

The ImmTrac2 website is primarily used by health care organizations like yours who use the ImmTrac2 application.

This site is where organizations can get registered to gain access to ImmTrac2.

Once granted access, you can look up registry client information, run reports, add immunizations, and much more.

We also list the link to the website here.

The second website is the DSHS Texas Immunization Registry website, our public-facing website.

This site provides information on how to opt-in or sign up to be a registry client, get a copy of your immunization records, order registry publications or posters, or locate the resources we discussed earlier.

We list the website link here.

Contact Information: Email

You can also email the Texas Immunization Registry. Email is currently the best way to get in contact with the Registry. The Registry has two email addresses.

Please email us at ImmTrac2@dshs.Texas.gov for questions about ImmTrac2 access, site registrations, renewals, adding or removing users, training, or publications.

Please email us at ImmTracMU@dshs.Texas.gov for questions on data exchange, promoting interoperability, or data quality reports.

Resources: Live Support

Our customer support staff are available to assist you Monday through Friday, 8 AM to 4:30 PM central time.

Contact Information: Customer Support Line

Finally, the last resource available is live support!

The Registry has a customer support phone line. The line is currently unavailable due to remote work, but once it is available again, you can reach us by calling 800-348-9158, Monday through Friday, from 8:00, am to 4:30 pm central time.

Choosing option, one assists the general public, such as requesting immunization records.

Option 2 assists with the ImmTrac2 website, including access.

Option 3 assists with data exchange and puts you in contact with the Interoperability Team.

Option 4 assists with site registrations or renewals.

We look forward to hearing from you!

Thank You!

This concludes our presentation on FTP Data Exchange Methods.

Thank you, from the Texas Immunization Registry.

Q & A