

# Script for TIR Disaster Reporting

December 18, 2020

## **Title Slide**

Texas Immunization Registry Disaster Reporting

## **Introductions**

Hi everyone.

My name is Eric Larson. I will be the main presenter today. I am an Outreach Specialist for the COVID Team with the Texas Immunization Registry.

Joining us today for the question and answer portion after our main presentation is:

Prageet Sachdev - COVID/Flu Team Lead

Christopher Johnson- Data Analyst III with the COVID/Flu Team

Yiuliana Rodriguez-Interface Analyst with the Interoperability team

Denise Starkey- Adult and Infuenza Immunization Manager

Matthew Davis - IIS Operations Manager

If you have any questions you would like to ask during this presentation, you will see an option for submitting questions at the bottom of your screen. Please submit your questions there and we will try to answer as many as can at the end of this presentation.

## **Agenda**

In this presentation we will discuss

- The Legal Statutes Related to Disasters
- An introduction to ImmTrac and the Consent types
- How to Log into ImmTrac
- Searching for a Client
- Entering a Client
- Adding Immunizations to a client
- The Data Exchange method of reporting
- Discuss the different Resources available to providers
- And end with a Q and A session

## **Legal Statutes Related to Disaster**

In this section I will discuss the legal statute relating to Disaster Reporting.

## **Texas Administrative code**

The statute relating to the disaster reporting is: Title 25 Part 1, Chap. 100, RULE §100.7. I will discuss key points of this Statute. To read the full statute you can visit the Texas Register's site.

## **Providers Must Report AIM's**

This Statute States that A health care provider who administers an antiviral, immunization, or other medication used for the management or treatment of a publicly declared disaster will report this to ImmTrac within 30 days.

From here on out I will be referring to the Antivirals, Immunizations, or Other Medications as "AIMs".

The COVID 19 Vaccine, while considered a Disaster Related AIM, follows different mandates. It will have to be reported within 24 hours of administration.

## **Adverse Reactions**

The Statute also states the department shall track, in the immunization registry, adverse reactions to an AIM. A health care provider who administers such AIM may provide data related to adverse reactions to the department for inclusion in the immunization registry. Department tracking will be based on the reports it receives under this subsection.

## **Intro and Consents**

In this section I will Give an overview of ImmTrac2 (The Texas Immunization Registry) and the type of consents that are required for a client to participate in the Registry.

## **The Texas Immunization Registry (ImmTrac2)**

ImmTrac is secure and confidential. It safely consolidates and stores immunization records from multiple sources in one centralized system.

Organizations that are authorized for ImmTrac include health care providers, schools, and public health departments.

## **Texas – An "Opt-In" State**

Texas is an "Opt-In" state. A provider must have ImmTrac2 consent on file for individuals, signed by themselves or their legal guardian. This consent will allow for non-disaster immunizations to be entered and stored into the registry.

Keep in mind that individuals receiving the COVID vaccine will be subject to Disaster Related consent rules, which I will discuss further in the presentation.

## **Client Types**

Listed below are the different types of consent in ImmTrac.

The 2 letters to the left are the Abbreviations in ImmTrac. I will be going into more detail about these consent types in upcoming slides.

### **ImmTrac Child (IC) Consents**

The ImmTrac Child consent or IC is for clients under 18. For consent to be given a minor consent form is signed by the parent or guardian. This consent will be in effect until the child turns 18 or the consent is withdrawn

### **ImmTrac Pending Adult(IC) Consents**

When an IC turns 18 they become a Pending Adult or PA. A new adult consent form must be signed before the age of 26 to keep the childhood immunizations in the registry. If not signed by age 26 the client records are deleted. When consent is filed they become an ImmTrac Adult.

### **ImmTrac Adult (IA) Consents**

The ImmTrac adult is or IA is for patients over 18 who sign an adult consent form. Information is retained until the consent is withdrawn or they pass

### **Two Types of Disaster Clients**

During a declared disaster there are different options for consent.

Disaster Unconsented (DU) is for clients who did NOT sign a disaster consent. These patients will still be reported per the Statute, but their records will be deleted after 5 years from the declared end of the disaster.

Disaster Consented (DC) clients:

Requires a [Disaster Information Retention Consent Form](#) signed by the individual or their legal guardian. Disaster AIMs for these clients will remain in ImmTrac until consent is withdrawn or they pass.

Both disaster type clients will only report disaster related AIMs in ImmTrac.

### **Difference Between Consents?**

Standard consent is used for reporting non-disaster AIMs. Client records for standard consent can only hold non-disaster AIMs such as: Seasonal Influenza, HepA, HepB, and DTap vaccinations.

Disaster consent is used for reporting disaster related AIMs. Client records for Disaster consent can only hold Disaster Related AIMs such as Remdesivir, Bamlanivimab, and the COVID 19 vaccines.

A client can have any combination of the 2 types of consent above. For example: a client has standard consent and doesn't provide disaster related consent upon receiving the COVID 19 vaccination. This client's standard immunization history will stay with the client until they withdraw consent, but their record of the COVID 19 vaccination will be removed from ImmTrac after 5 years from the declared end of the disaster.

## **Consent Forms**

To view the consent forms visit the ImmTrac2 Public Website and go to forms and documents. This can be reached through <https://www.dshs.texas.gov/immunize/immtrac/forms.shtm>.

## **Logging Into ImmTrac2**

In this section I will cover how to log into ImmTrac2.

### **Logging In**

Once approved by the registry ImmTrac will generate a username and password for the new provider. This account is able to be associated with multiple Organizations but will only be associated with the one user.

To log in a user will need to provide the Org Code for their associated organization, their ImmTrac generated username, and their password.

## **Confidentiality Statement**

Upon successful entry of these three components you will be prompted with this statement, which you must agree to before using ImmTrac. Upon pressing agree you confirm your understanding that all information entered in ImmTrac is confidential, that any unauthorized disclosure of Personal Identifiable Information is strictly prohibited, and that Immunization records may only be released to certain entities.

## **Client Searches**

In this section I will discuss the different methods to search for clients in ImmTrac.

### **Client Search Options**

Clients that are entered into ImmTrac are available to all providers. And their records are available state wide. There are 3 search options that I will discuss. Quick Search, Basic Search, and Smart Search.

### **Quick Search**

For Quick Search we can search with 4 different, unique identifiers. These are the client's ImmTrac2 ID, Client ID, a combination of Social Security Number and Birth Date, and for the fourth option Medicaid ID.

### **Basic Search**

The Basic Search requires the least specific information. It requires First Name, Last Name, and Birth Date. All other fields are optional. The Data can be partial with a minimum of two characters BUT must be accurate. For the birthday a wild card of all question marks (??/??/????) can be used.

## **Smart Search**

Smart Search Requires the most specific information to narrow results. The required fields are First Name, Last Name, Birth Date, Gender, and Street Address. The Birthday must be exact, no wild carding. All other fields are optional.

## **Entering a Client**

Now we are going to cover how to enter a client into ImmTrac. Clients will only be entered if they have signed consent or if they received disaster related AIMs.

## **Entering a New Client**

To enter a client, you will click the "Enter New Client" link on the left navigation bar. Upon clicking this link, you will see this screen. The fields in blue with an asterisk next to them are required fields. We strongly encourage that the other fields are entered, but they are not mandatory. When you have the information entered press the "Find" button.

## **Search Results: Client Not Found**

ImmTrac Searches to see if the Client already exists in the system. If they do not exist, you will see the prompt below that states "No Clients were found..."

## **Standard Consent versus Disaster-Related Consent**

When you scroll down past the client information you will find the Consents list. This section must be filled out before proceeding. Standard Consent is on the top, Disaster Related Consent is on the bottom.

## **Do You Have a Standard Consent?**

These are the same Standard Consent options we saw last screen, just a closer look.

These are the standard ImmTrac consents, which must be filed For a Non-Disaster related patient to be stored in ImmTrac.

## **Do You Have a Disaster Consent?**

And here are the Disaster Related consents, Again just a closer look from the past slide.

This disclaimer in red states that all clients who receive disaster related AIMs will participate in the registry.

We can add clients with Signed Disaster Consent. These signed patients will have their disaster related AIMs stored past 5 years.

The clients who do not have consent will be entered into ImmTrac but will have their records cleared after 5 years from the declared end of the disaster.

## **Note That All Who Receive an "AIM" Participate in ImmTrac2**

Again, to clarify; the State Statute declares:

During a disaster or emergency event, all residents in the affected area who receive disaster-related AIMS will participate in ImmTrac2 regardless of age or consent status. In this case the disaster is COVID 19.

## **Adding a Disaster Unconsented Client**

If a client does not consent they will be filed as Without Signed Disaster Related consent otherwise known as Disaster Unconsented. We will select the bottom option before pressing the "submit" button.

This is the primary way most online users will add COVID related patients. ImmTrac2 users using online reporting will report and add covid patients this way as the disaster registry consent forms are NOT required.

## **If No "AIM", No Disaster Unconsented Client!**

Upon submission of a Disaster Related Client This warning will appear. It states that you cannot enter non-disaster AIMS to a disaster patient. If you do not enter a disaster related AIM for a Disaster Unconsented client within 24 hours they will be deleted from the system.

A client who has Disaster Consent on file and no AIM reported will remain in the system.

## **Continue Add**

After consent is added you will have to add the Mother's First Name, City, County and Zip Code fields. If you don't know the mother's first name use the client's first name in their place. All other fields are strongly recommended but not mandatory.

## **Ethnicity and Race**

You will see additional tabs that can be expanded upon clicking them. When they are expanded you will be able to see additional fields that can be entered. For this example, you can see and enter Ethnicity and Race fields. We strongly recommend you enter these fields.

When you are finished adding the additional information click "Continue Add".

## **Client Summary and Continue**

You will be brought to the client Summary section where you will review the information you entered. If the information looks accurate you will click continue. And reach the Consent Affirmation Page. If you need to make changes to the client click the "Edit Client Info" Button.

## **Affirm the Type of Consent**

On this page you will be asked to Affirm that the consent filed for the client is correct. If the consent is correct press the "affirm" button. If it's not correct check the box associated with the correct consent before pressing "Affirm".

## **Consent is Affirmed!**

The Consent Confirmation screen will show when the consent has been affirmed. You will see the client's information. Please note the system has generated the client a Unique Identifier the client ID code.

## **Adding Immunizations (Standard & Disaster)**

This section will cover how to add Immunization in ImmTrac

## **Go to Immunizations**

From the confirm affirmation confirmation screen you click the "go to client" button. This will bring you to the client information screen. From here we can click the "Immunizations" button located towards the upper right to navigate to the client's vaccine information page.

## **Add a New Immunization**

On this page we can see the patient's Immunization Records, and the Suggested Vaccine Tracking schedule. To add an AIM, click the "Add New Imms" Button

## **Adding a New Immunization**

On this screen you add the Immunizations. In the CRA event you will see an event description for the COVID disaster related event. Under this section we can select a priority group for Disaster Related Clients from the drop-down menu. You must enter the date the AIM was administered, The Trade name, lot Number and the Manufacturer. As you can see in this example we administered HepB on 05/20/2020 from lot number A1254, which was manufactured by MSD-Merck & Co. Inc.

## **You Cannot Add a Non-AIM Imm Without a Standard Adult or Parental Consent**

If we were to add a non-disaster related AIM to a disaster related patient, we would receive this message. This Immunization cannot be entered unless consent is added to the client. Click ok to add consent if it's available or click cancel to stop the addition of this AIM.

## **Adding a Disaster Immunization to a Disaster-only Client Works**

For disaster related clients pick a priority group. Then enter The fields that are mandatory for the Disaster Related AIM they received. These fields are Date, Trade Name, lot number, and Manufacturer. The lot number will be entered as indicated on the medicine or vaccine product. When the Medication has been entered scroll down and press the "save" button to add this AIM to the client.

## **Last Warning for Consent or No Consent**

When you click to add the disaster AIM you will see this pop-up box. You will click "ok" if you received consent for this client and want to enter it. If they are Unconsented and you wish to continue with the addition of this Disaster Related AIM you will click "cancel".

## **Disaster Immunization Added:**

If your addition was successful you will see It under the Immunization record.

## **Data Exchange**

Another method for reporting besides the manual entry of records into ImmTrac is through Data Exchange.

## **Registered – Exchanging Data**

If your organization is registered and is exchanging data, you will need to utilize your existing method of reporting data to the registry to report Disaster Related AIMs.

Resolve any existing data quality errors preventing your data from being accepted.

Speak to your Electronic Health Records vendor, or EHR, as AIM information must be entered into your EHR system to report to the registry

## **Registered – Not Exchanging Data**

If your organization is registered and is not exchanging data, you must submit a Registration of Intent or ROI.

The ROI informs the registry of your readiness to begin data exchange. It gives us key information about your organization and EHR vendor. This allows us to setup a data exchange account for your organization.

The data exchange account is used to report AIMs electronically.

## **Reporting COVID-19 Immunizations**

To report the COVID 19 Vaccines through Data Exchange use approved CVX or NDC codes provided by the CDC. You can find these codes at

<https://www.cdc.gov/vaccines/programs/iis/code-sets.html>

You will have to work with your EHR vendor to ensure information is entered correctly.

For Data Exchange, COVID vaccines administrations are reported via existing data exchange methods.

When reporting the COVID 19 vaccine, you must enter the lot number exactly as listed on the medication. This is important for proper vaccine inventory decrementation. Do not enter additional text or information in the lot number fields.

To comply with the CDC's 24-hour reporting mandates, COVID-19 data must be submitted daily. Your organization's non-COVID data should be submitted weekly.

The registry strongly encourages that these changes be made if possible to split the submission types and frequency. If an organization can submit only the COVID-19 data daily, we are encouraging that the file name contain the word "COVID" at the end of the naming convention. Example: ABCDOC20301.COVID.hl7.

Also, it is crucial for you to identify and resolve any data quality issues in a timely manner for proper reporting and decrementation of COVID administrations.

### **Reporting COVID-19 Other Medications (1 of 3)**

Reporting of disaster related antivirals or other medications via data exchange require EHR changes to HL7 specifications, specifically RXA-5.

RXA-5 must be confirmed as indicated to be accepted.

The RXA-5.1 Segment contains the name of the AIM. This value is determined by the registry.

The RXA-5.2 Segment contains the Description of the AIM.

### **Reporting COVID-19 Other Medications (2 of 3)**

The RXA-5.3 contains the Tradename Indicator, which is "WVTN"

- This value must be used.
- WVTN indicates the data reported is the tradename instead of CVX or NDC Codes.

The RXA-17 segment contains the Manufacturer Code

- This value is also determined by the registry.
- When formatted correctly, our system produces an informational error, *IEE-103::Informational error*.

### **Reporting COVID-19 Other Medications (3 of 3)**

Here are Examples of RXA-5/17 segments used to report other medications. In this case you can see the Remdesivir and Bamlanivimab RXA segments.

All other HL7 specifications for immunization reporting are required.

Contact the registry's Interoperability Team at [ImmTracMU@dshs.texas.gov](mailto:ImmTracMU@dshs.texas.gov) for further assistance.

If you are planning to pre-book COVID-19 Vaccines, you need to register through Syntropi as a COVID-19 provider.

## Resources

I will now mention a few resources that may be beneficial to providers

### Resources for COVID-19 Reporting

Resources for COVID19 reporting are being developed:

These resources will include how to report AIMs to ImmTrac2, including data exchange specifications and will soon be available on our DSHS website.

### Resources for Electronic DX

The Electronic Data Exchange Resource Guide can be found on the DSHS website at <https://www.dshs.texas.gov/immunize/immtrac/forms.shtm>.

This guide provides steps on submitting the ROI, addressing data quality errors and other steps required to establish and maintain a data exchange connection with the registry

### Interoperability Team Contact Info

If you have questions about data exchange, contact the Registry's Interoperability Team at [ImmTracMU@dshs.texas.gov](mailto:ImmTracMU@dshs.texas.gov)

## VSAFE

*The CDC has created an Application designed for patients after receiving a COVID 19 Vaccine. This App will help with side effect tracking and second shot reminders. To learn more, go to [cdc.gov/vsafe](https://cdc.gov/vsafe).*

### Recap on Disaster Reporting (1 of 2)

To wrap things up I will cover a few key points of this presentation.

Obtaining an individual's Disaster registry consent is not required for COVID-19 or any other disaster as the information is automatically stored when reported by providers, either online or via data exchange.

If capturing disaster consent, the registry consent form must be retained by the provider and not sent to the registry. The provider's staff must add the individual and their disaster related AIM to ImmTrac2. If a disaster AIM is not added at the time of entering or reporting a disaster related patient, the ImmTrac2 record will not be saved as both the disaster patient and disaster AIM are required.

For online reporting and adding a disaster client into ImmTrac2 you must remember to enter the patient's First name, Last name, Birthday, Gender, Mother's maiden name. Remember if the mother's maiden name is not known you will enter in the patient's first name. You must also enter the patient's Street Address, zip code, city name, county name, race, and ethnicity.

Another important reminder, **when reporting the COVID 19 vaccine you must enter the lot number exactly as listed on the medication. This is important for proper vaccine inventory decrementation. Do not enter additional text or information in the lot number fields.**

## **Recap on Disaster Reporting (2of 2)**

For data exchange reporting, here are some key things to remember:

COVID-19 data must be submitted daily. The non-COVID data should be submitted weekly as it normally is. If COVID data can be split from non-COVID data, the COVID daily file should contain the word "COVID" at the end of the file naming convention.

An example of this would be ABCDOC20301.COVID.hl7, where the normal naming convention is used and COVID is added at the end and before the .hl7.

For providers currently sending affirmation of registry consent files to report signed registry consent forms, doing is not required for disaster related patients. You can continue to report affirmations of registry of consent for the non-disaster related patients.

## **Thank You!**

This concludes our presentation.

Thank you, from the Texas Immunization Registry.

## **Questions?**

I will now open the floor for the Question and Answer session.

### ***AFTER Q&A if time runs out.***

We have reached the top of the hour and our time is up. Any questions that were not answered will be addressed via email correspondence. Thanks for attending the webinar and have a wonderful Friday. Bye!