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# **FTP Data Exchange Methods**

Texas Immunization Registry

# Overview

- What are FTP Data Exchange Methods?
- Requirements
- Automated Data Exchange
- Using an FTP Client
- The FTP Website

# What are FTP Data Exchange Methods?

- Data exchange Methods are the ways in which you can send immunization records to the registry.
- Three Methods
  - Automated Data Exchange
  - A 3<sup>rd</sup> Party FTP Client
  - The registry's FTP Website
- Choose the method that works best for your organization



# Requirements

## (1 of 3)

- Data exchange account
- EHR must be able to create message using HL7 2.5.1
- Setup instructions covered in the Secure File Transfer Protocol Specifications guide



# Requirements

## (2 of 3)

- Data exchange account is made of:
  - FTP Username
  - FTP Password
- A single shared account for your organization
  - Organization responsible for managing access
- Does not expire but may be changed



# Requirements

## (3 of 3)

- Immunization record batch files naming guidelines
- **ImportCodeYYDDD.hl7**
  - **ImportCode** is your data exchange account username
  - **YY** is the current two-digit year
  - **DDD** is the three-digit Julian date
  - **.hl7** is the file type
- Page 10 of the Electronic Data Exchange Resource Guide





# Automated Data Exchange

(1 of 2)

- Automated Data Exchange is a direct connection from your EHR to the registry
- Files are created by your EHR and sent without you moving them



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# Automated Data Exchange

## (2 of 2)

- Each EHR is different
- Training must be provided by your EHR vendor
  - Does your EHR retrieve error messages?
- Troubleshooting must be done by you EHR vendor



# Using an FTP Client

## (1 of 2)

- HL7 Immunization files created in the EHR
  - Training from EHR vendor
- Files sent to the registry using a 3<sup>rd</sup> party File Transfer Protocol (FTP) client
  - Transfer the file to the HL7-Dropoff folder



# Using an FTP Client

## (2 of 2)

- The registry does not provide 3<sup>rd</sup> party FTP clients
- FTP client set up and supported by your local IT
  - Training must be provided by your local IT
  - Local IT must participate in troubleshooting



# The FTP Website

## (1 of 6)

- The FTP website is available to all data exchange partners
- You can send immunization files and retrieve error and informational files from the website.
- Link sent to POC with data exchange account
- HL7 immunization record files created by EHR



# The FTP Website

## (2 of 6)

- It is important that someone from your organization (NOT only from your EHR vendor) familiarize themselves with and regularly use the FTP website.
  - ALL organizations
  - Regardless of data exchange method
- Data Quality reports are found on the FTP website



# The FTP Website

## (3 of 6)

- Log in to the FTP website using your data exchange account
- On the FTP website, you will see four folders:
  - *HL7-Dropoff*
  - *Accepted*
  - *DQA-Reports*
  - *Receive*



# The FTP Website

## (4 of 6)

- ***HL7-Dropoff***: Your organization delivers test files to this folder.
  - These files are moved to the *Accepted* folder by the registry.
- ***Accepted***: Copies of your uploaded data files are stored here.





# The FTP Website

(5 of 6)

- ***DQA-Reports***: Data Quality Assessment (DQA) reports are located in this folder for each data file processed by the registry.
  - Check for DQA reports regularly
- ***Receive***: Consent Notification Files (CNF) are located in this folder listing your reported patients' registry consent status.



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# The FTP Website

## (6 of 6)

- Support for the FTP website is provided by the Texas Immunization Registry's ImmTrac2 support team.
  - Contact the registry directly
- Additional details can be found in the *Electronic Data Exchange Resource Guide*



# Resources: Trainings

- In-person training
- [Online training videos](#)

# Resources: Guides

- [Electronic Data Exchange Resource Guide](#) (11-15231)
- [Secure File Transfer Protocol Specifications](#) (11-15236)

# Contact Information: Websites

## ImmTrac2 Website

- <https://immtrac.dshs.texas.gov/TXPRD/portalInfoManager.do>

## DSHS Texas Immunization Registry Website

- <https://www.dshs.texas.gov/immunize/immtrac/>

# Contact Information: Emails

- [ImmTrac2@dshs.texas.gov](mailto:ImmTrac2@dshs.texas.gov)
  - Site agreements, renewals, ImmTrac2 user changes, registry trainings or publications
- [ImmTracMU@dshs.texas.gov](mailto:ImmTracMU@dshs.texas.gov)
  - Data exchange related questions, promoting interoperability, data quality reports

# Resources: Live Support



- Monday through Friday
- 8:00 a.m.– 4:30 p.m., CT

# Contact Information: Customer Support Line

- Phone: 800-348-9158,
  - Option 1 – Help for the general public (immunization records, etc.)
  - Option 2 – ImmTrac2 user support
  - Option 3 – Data exchange or the Interoperability Team
  - Option 4 – Registrations and Renewals



**Thank you!**

Data Exchange Methods

Texas Immunization Registry

# Q & A

[ImmTrac2@dshs.texas.gov](mailto:ImmTrac2@dshs.texas.gov)

Access, site registrations or renewals, etc.

[ImmTracMU@dshs.texas.gov](mailto:ImmTracMU@dshs.texas.gov)

Data exchange and promoting interoperability