

# 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

*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

## 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](mailto: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

## 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](mailto:ImmTrac2@dshs.texas.gov)
- **Phone:** (800) 348-9158, *option 1,2, and 4*

## ImmTrac2 Data Exchange Support:

- **Email:** [ImmTracMU@dshs.texas.gov](mailto: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/>