



TEXAS
Health and Human
Services

**Texas Department of State
Health Services**

Texas Syndromic Surveillance (TxS2)

Procedure

Data Provider and TxS2 User Registration and Onboarding

Version 5

November 1, 2017

Contents

Section 1.	Purpose.....	1
Section 2.	Background.....	1
Section 3.	Registration Procedures	1
	Data Providers (located outside PHR 2/3 and PHR 6/5S)	2
	Data Providers (located inside PHR 2/3 and 6/5S).....	4
	Local Health Departments	6
	DSHS Public Health Regional Offices and Central Office	7
Section 4.	Responsibilities	8
Section 5.	Agreement Renewal.....	8
Section 6.	Points of Contact.....	9
Section 7.	Revision History	9
Appendix A.	Registration Checklist – Data Providers (outside PHR 2/3 and PHR 6/5S).....	10
Appendix B.	Registration Checklist – Data Providers (inside PHR 2/3 and PHR 6/5S).....	11
Appendix C.	Registration Checklist – Local Health Departments.....	12
Appendix D.	Registration Checklist – DSHS PHR Offices and Central Office	13

Section 1. Purpose

This procedure defines the specific steps required for Data Providers (for example hospitals) and TxS2 Users (for example hospitals and local health departments) to gain access to the TxS2 system for both sharing electronic health data and accessing data within the system. For Data Providers, the procedure includes steps from registration of intent to submit data through production as well as gaining access to view data. For TxS2 Users, the steps to obtain access to view data are included.

Section 2. Background

Texas Syndromic Surveillance (TxS2) is a statewide syndromic surveillance system built and maintained by the Texas Department of State Health Services (DSHS) for use by Local Health Departments (LHDs), DSHS Public Health Regions (PHRs), DSHS central office, and hospitals for enhanced surveillance of emerging public health conditions or threats. Syndromic surveillance utilizes trend analysis to establish a baseline and then uses algorithms to compare the current data to that baseline and issue alerts when aberrations are detected.

The TxS2 technical infrastructure consists of production and test environments. The TxS2 configuration consists of Data Providers (for example hospitals) using secure protocols to share individual level data through the Health Services Gateway. Rhapsody[®] software is used for data ingestion and Texas Data Center Services (DCS) is used for data hosting. Data is stored in a secure database and accessed by Users (LHDs, DSHS PHRs, DSHS central office, and participating hospitals) via the Internet using the analysis software called ESSENCE (Electronic Surveillance System for the Early Notification of Community-based Epidemics), developed by the Johns Hopkins University Applied Physics Laboratory.

Section 3. Registration Procedures

Sharing electronic health data and accessing data within the TxS2 system requires a fully executed Memorandum of Understanding (MOU) for the entity and a TxS2 User Access Agreement for individual Users within an entity.

Below are the specific steps for completing the registration procedure, based on the entity type and their location in Texas (see map of PHRs at <http://www.dshs.texas.gov/regions/state.shtm>). These steps are also summarized as checklists in Appendices A through D.

Data Providers (located outside PHR 2/3 and PHR 6/5S)

Data Providers located outside PHR 2/3 and PHR 6/5S, including those currently submitting data through the former Texas Association of Local Health Officials (TALHO) system, will need to sign the DSHS Data Provider MOU and will be connected directly to the TxS2 system. Please follow the steps below (see Appendix A) to complete the registration process.

Data Providers currently submitting data to the former TALHO system should continue to do so until their connections are transferred. Please note –connections will not be automatically transferred off the former TALHO system. Facilities will need to follow the steps outlined below and work with DSHS to transfer their connections to TxS2.

For Data Providers, the steps to register and proceed to production are broken into the following categories:

- Registration of Intent
- Onboarding and Testing (2 parts)
- Production

These categories align with Meaningful Use stages of active engagement:

- Completed registration of intent to submit data
- Engaged in onboarding and testing
- Submitting data regularly into the production environment

Registration of Intent

1. The Data Provider registers their intent to submit data by completing the online form at <https://www.surveymonkey.com/r/txs2registration>.

Onboarding and Testing – Part 1

2. The Data Provider completes the Contractor Vendor Information Form and emails the form to syndromic-surveillance@dshs.texas.gov. This form sets up your facility as a vendor with DSHS for the purpose of executing the Memorandum of Understanding (MOU) for data sharing. If the Data Provider already has a vendor number, please include it on the form.
3. Procurement and Contracting Services sends the Data Provider MOU via DocuSign to the signatory and contact identified on the Contractor Vendor Information Form. Please ensure the email addresses for these two people are correct.
4. The Data Provider obtains the authorized signature and returns the signed MOU to Procurement and Contracting Services.
5. DSHS signs the MOU and the fully executed contract is sent to the Data Provider by Procurement and Contracting Services.
6. The Data Provider completes the online form at <https://www.surveymonkey.com/r/txs2accesslisting> to identify specific staff members within their organization that should have access to TxS2 for viewing data and alerts.
7. TxS2 Staff emails the TxS2 User Access Agreement to each individual identified.
8. The individual TxS2 User completes the TxS2 User Access Agreement and emails the form to syndromic-surveillance@dshs.texas.gov.

9. DSHS assigns TxS2 User accounts and notifies the User of their account information and how to access the ESSENCE application.

Onboarding and Testing – Part 2

10. After receipt of a fully executed MOU, DSHS invites the facility to begin testing HL7 messages in preparation for onboarding to TxS2. DSHS Information Technology staff coordinate with Data Provider Information Technology staff to complete Data Provider onboarding and testing, including connection and content setup and verification. (See additional messaging details in the TxS2 Data Provider Onboarding and Messaging Procedure, located under Policies and Procedures on the TxS2 website.)

Production

11. Once all testing is completed, Data Provider regularly submits data to the production environment.

Data Providers (located inside PHR 2/3 and 6/5S)

Data Providers located inside PHR 2/3 and PHR 6/5S are encouraged to connect to the Tarrant County Public Health system or Houston Health Department system, respectively. Their data will then be sent to the TxS2 system.

Data Providers located in PHR 2/3 that are connected to the Tarrant County Public Health system will continue to submit data to this system and the data will be sent to TxS2. If your facility is located within PHR 2/3 and you would like to connect to this system, please contact Bill Stephens at wfstephens@tarrantcounty.com or (817) 321-5365.

Data Providers located in PHR 6/5S that are connected to the Houston Health Department system will continue to submit data to this system and the data will be sent to TxS2. If your facility is located within PHR 6/5S and you would like to connect to this system, please contact Biru Yang at biru.yang@houstontx.gov or (832) 393-4541.

Data Providers located in PHR 2/3 or PHR 6/5S that are currently submitting data to the former TALHO system should continue to do so until their connections are transferred. Please note – these connections will not be automatically transferred off the former TALHO system. Facilities in PHR 2/3 will need to work Tarrant County Public Health to transfer their connections to the Tarrant County Public Health system. Facilities in PHR 6/5S will need to work with Houston Health Department to transfer their connections to the Houston Health Department system.

In addition, Data Providers located in PHR 2/3 and PHR 6/5S that would like access to view aggregate statewide syndromic surveillance data will need to sign the DSHS System User MOU to gain access to the TxS2 system. Please follow the steps below (see Appendix B) to complete the registration process.

1. The Data Provider completes the Contractor Vendor Information Form and emails the form to syndromic.surveillance@dshs.texas.gov. Please indicate that your facility intends to submit data to either the Tarrant County Public Health system or Houston Health Department system and that you are requesting access to view statewide data. This form sets up your facility as a vendor with DSHS for the purpose of executing the Memorandum of Understanding (MOU) for accessing data. If the Data Provider already has a vendor number, please include it on the form.
2. Procurement and Contracting Services sends the System User MOU via DocuSign to the signatory and contact identified on the Contractor Vendor Information Form. Please ensure the email addresses for these two people are correct.
3. The Data Provider obtains the authorized signature and returns the signed MOU to Procurement and Contracting Services.
4. DSHS signs the MOU and the fully executed contract is sent to the Data Provider by Procurement and Contracting Services.
5. The Data Provider completes the online form at <https://www.surveymonkey.com/r/txs2accesslisting> to identify specific staff members within their organization that should have access to TxS2 for viewing data and alerts.
6. TxS2 Staff emails the TxS2 User Access Agreement to each individual identified.

7. The individual TxS2 User completes the TxS2 User Access Agreement and emails the form to syndromic-surveillance@dshs.texas.gov.
8. DSHS assigns TxS2 User accounts and notifies the User of their account information.

Local Health Departments

Local Health Departments that would like access to view data and alerts will need to sign the DSHS LHD MOU to gain access to the TxS2 system. Please follow the steps below (see Appendix C) to complete the registration process.

1. The LHD completes the Contractor Vendor Information Form and emails the form to syndromic-surveillance@dshs.texas.gov. This form sets up your LHD as a vendor with DSHS for the purpose of executing the Memorandum of Understanding (MOU) for accessing data. If the LHD already has a vendor number, please include it on the form.
2. Procurement and Contracting Services sends the LHD MOU via DocuSign to the signatory and contact identified on the Contractor Vendor Information Form. Please ensure the email addresses for these two people are correct.
3. The LHD obtains the authorized signature and returns the signed MOU to Procurement and Contracting Services.
4. DSHS signs the MOU and the fully executed contract is sent to the LHD by Procurement and Contracting Services.
5. The LHD completes the online form at <https://www.surveymonkey.com/r/txs2accesslisting> to identify specific staff members within their organization that should have access to TxS2 for viewing data and alerts.
6. TxS2 Staff emails the TxS2 User Access Agreement to each individual identified.
7. The individual TxS2 User completes the TxS2 User Access Agreement and emails the form to syndromic-surveillance@dshs.texas.gov.
8. DSHS assigns TxS2 User accounts and notifies the User of their account information.

DSHS Public Health Regional Offices and Central Office

DSHS staff in both the PHR Offices and at the Central Office that would like access to view data and alerts will need to sign the TxS2 User Access Agreement to gain access to the TxS2 system. Please follow the steps below (see Appendix D) to complete the registration process.

1. The PHR/Central Office Program management completes the online form at <https://www.surveymonkey.com/r/txs2accesslisting> to identify specific staff members within their area that should have access to TxS2 for viewing data and alerts.
2. TxS2 Staff emails the TxS2 User Access Agreement to each individual identified.
3. The individual TxS2 User completes the TxS2 User Access Agreement and emails the form to syndromic-surveillance@dshs.texas.gov.
4. DSHS assigns TxS2 User accounts and notifies the User of their account information.

Section 4. Responsibilities

DSHS has the responsibility for developing and maintaining the TxS2 system in a secure environment, developing and maintaining policies and procedures for TxS2, and for maintaining User access to TxS2. Individual TxS2 Users have the responsibility for following DSHS policies and procedures, including the TxS2 Access and Confidentiality Policy, to safeguard the data and to share, access, use, and store the data in a secure, confidential manner in compliance with all applicable federal and state laws governing the protection of health-related information.

Section 5. Agreement Renewal

The TxS2 Memorandum of Understanding (MOU) is effective on the date of DSHS signature and terminates on the fifth anniversary of the effective date, unless renewed or terminated. The MOU may be extended for one additional five-year term. The MOU will be reviewed on an annual basis to determine if there are material changes to the MOU. Specific requirements for amending and extending the MOU are provided in the terms of the MOU.

The User Access Agreement is effective on the date the TxS2 User account is created and must be renewed every 2 years. The User Access Agreement may be terminated at any time by the User's entity or DSHS.

Section 6. Points of Contact

Name	Role	Phone	Email
TxS2 Team	General Inquires	(512) 776-7770	syndromic.surveillance@dshs.texas.gov
TxS2 Support	Technical Support	(512) 776-7770	TxS2Support@dshs.texas.gov

Section 7. Revision History

Date	Version	Action	Section
05/04/16	1	New procedure	
07/12/16	2	Separated registration steps by entity type and other minor updates and revisions.	All
01/10/17	3	Updated registration steps for Data Providers located outside PHR 2/3 and PHR 6/5S to be in line with Meaningful Use status. Other minor updates and revisions were completed.	All
04/05/17	4	Minor updates and revisions were completed.	All
11/01/17	5	Minor edits.	All

Appendix A. Registration Checklist – Data Providers (outside PHR 2/3 and PHR 6/5S)

Below is a checklist of forms/steps to be completed to register Data Providers (located outside PHR 2/3 and PHR 6/5S).

- Register intent to submit data at <https://www.surveymonkey.com/r/txs2registration>.
- Contractor Vendor Information Form
- DSHS Data Provider MOU
- Identify individual TxS2 Users within your organization at <https://www.surveymonkey.com/r/txs2accesslisting>.
- TxS2 Users – Complete the TxS2 User Access Agreement.
- Work with DSHS Information Technology through onboarding and testing.
- Regularly submit data into the production environment.

Appendix B. Registration Checklist – Data Providers (inside PHR 2/3 and PHR 6/5S)

Below is a checklist of forms/steps to be completed to register Data Providers (located inside PHR 2/3 and PHR 6/5S). Please note – these steps are only for gaining access to view data within the TxS2 system. Data Providers located inside PHR 2/3 and PHR 6/5S should work with the contacts identified for the Tarrant County Public Health system or the Houston Health Department system, respectively, to establish a connection to submit data.

- Contractor Vendor Information Form
- DSHS System User MOU
- Identify individual TxS2 Users within your organization at <https://www.surveymonkey.com/r/txs2accesslisting>.
- TxS2 Users – Complete the TxS2 User Access Agreement.

Appendix C. Registration Checklist – Local Health Departments

Below is a checklist of forms/steps to be completed to register Local Health Departments.

- Contractor Vendor Information Form
- DSHS LHD MOU
- Identify individual TxS2 Users within your organization at <https://www.surveymonkey.com/r/txs2accesslisting>.
- TxS2 Users – Complete the TxS2 User Access Agreement.

Appendix D. Registration Checklist – DSHS PHR Offices and Central Office

Below is a checklist of forms/steps to be completed to register DSHS Public Health Regional Offices and Central Office.

- Identify individual TxS2 Users within your organization at <https://www.surveymonkey.com/r/txs2accesslisting>.
- TxS2 Users – Complete the TxS2 User Access Agreement.