

CT Onboarding: Starting All Over Again After a Migration

Presented by:

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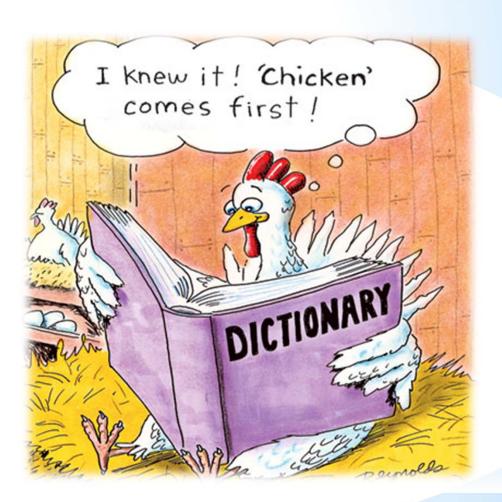




Our Presentation



- Ground Zero
- Discovery/Planning
- Standard Operating Procedures
- Communication
- Registration Phase
- Testing Phase
- Production Approval
- Managing the Queue
- Monitoring
- Challenges
- Support





Ground Zero...

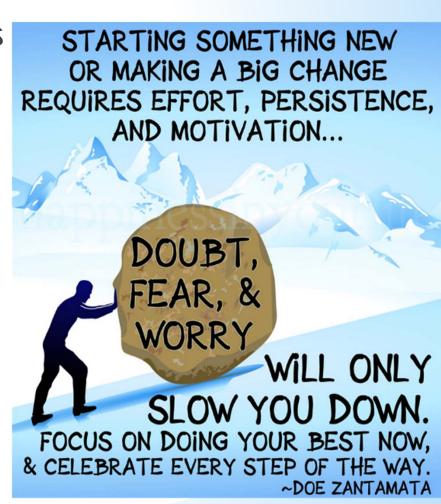


CT WiZ went live September 17, 2018!

- Migrated: 873,111 patients and 14,400,475 records
- Re-onboarding: ALL providers from scratch!
- Replaced: 'CIRTS' with 'WebIZ'
- 716: CT Vaccine Program (CVP) Clinics loaded
 Progress 11 months later...

Phase 1 Goal by June 30, 2020 (20%)

- 123: Onboarding Queue (17%)
- 30: Testing Phase
- 9: Production
- 54: Usernames ordering CVP vaccines in CT WiZ





Onboarding Prep



In November 2018, AIRA released the <u>Onboarding</u> <u>Consensus-Based Recommendations</u> guide to improve and standardize the onboarding process.

CT DPH shares the following priorities:

- Streamline onboarding activities
- Apply support tools and technologies
- Maximize limited staffing resources
- Increase number of interfaces in production





Workflow



Following the AIRA Onboarding Consensus Based Recommendations:





Discovery/Planning



Assessed Each Onboarding Phase, Created Standard Documentation, and Posted step-by-step process on our Website:

- 1) VXU Reporting
- 2) Query/Response



- Communication!
- Establishing Expectations/Roles & Responsibilities
- Managing Queue/Leveraging Onboarding Tools
- Developing Data Quality
- Training Materials and Help Desk on our website







Standard Operating Procedures (SOPs)



- Document and detail each step of the onboarding process
- Guide the training of onboarding staff and contractors
- Ensure all staff can uniformly facilitate the entire onboarding process

Connecticut Department of Health **HL7 Onboarding Process**

Standard Operating Procedure (SOP) Separate documents should be drafted for policies (rules) and procedures (the means to follow/meet the policies). One

Should this SOP template he used to describe a procedure, then the associated policy should be indicated in 'Reference (#7) below. Alternatively, if this SOP template is being used to describe a policy, the associated procedures should be referenced in section #7 below.

together within a policy or procedure document (e.g., vaccine ordering and reconciliation)

SOP Title*	PR.HL7 Onboarding Process.2019.04.11						
Topic Area	HL7						
SOP # (auto generated for future use)	<fi><fi></fi></fi>	Version # (to track revisions)	1.0				
Effective Date	09/01/2018	Last Reviewed Date Last Modified Date	09/27/2018 4/11/2019				
SOP Owner	Loretta Rivera	Author	Beth Gamble				
Document Location	W:\Public Healt	h Initiatives\Immunizations\IIS	Replacement 2017\SOPs				
Revision History	Beth Gamble	Brief Description of Change	Updated with Danielle's comments, added workf				

as listed in the Inventory Log. Policy: 'P SOP Name YYYY MM DD'

Procedure: 'PR.SOP Name.YYYY.MM.DD

1. Purpose and Background

Provide guidance on how to establish an interface between a Clinic/EHR Vendor and the CT WiZ application for bi

The intended audience for this procedure is specific DPH Immunization Program staff and DPH IT staff who work with the clinics and EHR vendors to set up uni-directional or bi-directional interfaces from the point of enrollment through the ongoing, production submission of HL7 messages to CT WiZ.

This SOP will be updated if/when the CT WiZ Onboarding Module is developed to reflect new procedures.

CT DPH <SOP #> PR.HL7 Onboarding 2019.04.11 1

Connecticut Department of Health

Standard Operating Procedure (SOP)

Separate documents should be drafted for policies (rules) and procedures (the means to follow/meet the policies). On policy or one procedure should be drafted within a document with the exception of topics that make sense to group together within a policy or procedure document (e.g., vaccine ordering and reconciliation).

Should this SOP template be used to describe a procedure, then the associated policy should be indicated in 'References (N7) below. Alternatively, if this SOP template is being used to describe a policy, the associated procedures should be referenced in section #7 below.

SOP Title*	PR.Data Quality – Ir	coming (HL7) Data		
Topic Area	CT WiZ – Data Quali	ity		
SOP # (auto generated for future use)	<#>>	Version # (to track revisions)	1.2	
Effective Date	01/14/2019	Last Reviewed Date Last Modified Date	01/14/2019 04/23/2019	
SOP Owner	Loretta Rivera Author		Loretta Rivera / HLN Consulting	
Document Location	<w:\public health="" i<="" td=""><td>nitiatives\Immunizations\IIS Repla</td><td>cement 2017\SOPs></td></w:\public>	nitiatives\Immunizations\IIS Repla	cement 2017\SOPs>	
Revision History	Alejandra Arias	Brief Description of Change	Updates in 4 and 5C steps.	

Standard SOP namenclature will enable staff to readily determine the last update date for either policies or procedures as listed in the Inventory Log.

Palicy: 'P. Vaccine Ordering.YYYY.MM.DD'

Procedure: 'PR.Vaccine Ordering.YYYY.MM.DD

The purpose of this SOP is to provide guidance for testing incoming (HL7) messages from clinics and other providers that submit immunization data electronically to CT WiZ. This SOP is a companion document to the HL7 Onboarding Process SOP. It covers the period of time from when the provider enters the testing phase through the initial two-week monitoring period after the interface goes live in production

This SOP is intended for use by CT DPH staff members who are responsible for HL7 technical and programmatic testing 1 2-4/23/19

CT DPH PR.Data Quality - Incoming (HL7) Data 1

as listed in the Inventory Log.

Policy: 'P.SOP Name.2019.04.15' Procedure: 'PR. SOP Name. 2019.04.15

1. Purpose and Background

Document Location

It is to create the HL7 facility codes and user names to establish the connection by EHR

tagether within a policy or procedure document (e.g., vaccine ordering and recond

SOP Title*

and production to establish the EHR interface with the clinics.

*Standard SOP nomenclature will enable staff to readily determine the last update date for either policies or procedure

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Standard Operating Procedure (SOP)

Separate documents should be drafted for policies (rules) and procedures (the means to follow/meet the policies). One policy or one procedure should be drafted within a document with the exception of topics that make sense to group

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CT WIZ - HL7 Facility Codes Set-Up Support Docur

Version # (to track revisions) 1.0

<W:\Public Health Initiatives\Immunizations\IIS Replacement 2017\SOPs>

04/15/2019



Communication



Kick-off Call and Go-Live Call:

- What to expect while onboarding
- How to receive a passing grade
- Support Resources
- Next Steps After Go-Live

Promotion/Recruitment:

- Roles and Responsibilities
 - (before, during, after onboarding)
- Webinars, Newsletters, Advisory Meetings, Website





Registration Phase



- Getting Started Transport and NIST
- Onboarding Readiness Checklist
- CT WiZ HL7 Application Form
- Help Desk

1. Getting Started

Before you start your application, review the following documents.

Onboarding Terms & Acronyms describes common terms that will be used throughout the onboarding process.

The HL7 Instructions Document walks you through the entire onboarding process. It describes:

- The onboarding application and NIST reports
- Waiting for testing to begin
- · Meetings throughout the process
- The configuration and connection of your EHR to CT WiZ
- · The testing and validation of HL7 messages
- Data quality review of HL7 messages
- · Going Live in Production

The Transport Layer Protocol Recommendation Formal Specification provides guidance on connectivity and transport. CT WiZ only accepts submission through SOAP Web Services using the CDC WSDL.

The CT WiZ Local Implementation Guide for HL7 2.5.1 Immunization Messaging Release 1.5 and the following documents define what fields and segments the Immunization Information System will and will not accept in an HL7 message.

- CT WiZ HL7 Segments VXU
- Quick Reference to Fix VXU Errors
- CVP Patient Eligibility Screening
- Vaccines Supplied by CVP (Jan 2019)

The NIST Cases Validation Instructions provides guidance on performing the necessary testing and validation of messages in the NIST Tool in order to demonstrate that your EHR System complies with the requirements of HL7 Version 2.5.1 for Immunization Messaging, Release 1.5.

2. Complete the Application

Ready to apply? Remember, you must successfully complete the NIST tests and save the reports.

Review the Onboarding Readiness Checklist to ensure you are ready to apply.

Complete the CT WiZ HL7 Application Form . Review the 1st tab and complete the other 4 tabs in the spreadsheet.

Email the Application Form and the NIST Reports to Helpdesk.dph@ct.gov. In the email's subject line, please type "Intent to submit data electronically to CT WiZ".



Testing Phase



Formalized Kick-off Call and Presentation

- Defined Roles and Responsibilities of all stakeholders (Before, During and After Onboarding)
- Legacy Data process

4. Testing Phase

When you are ready, "live" patient immunization data (Production) will be submitted in real-time from your EHR system to the CT WiZ QA (Test) environment to test the interface connection and message data quality. Acknowledgement (ACK) message will be returned to your EHR system in response.

The organization (or their designee) should monitor the ACKs and take actions to correct submissions as needed until errors no longer occur.

Phase 1: Confirm that CT WiZ can accept a test message from your EHR System.

Phase 2: Validate messages from your EHR to confirm that required fields are populated with proper codes.

Phase 3: Assess data quality of message content to ensure accurate patient data has been sent.

There must be 2 weeks of error and warning free messages before moving into the Production environment.





Production Approval



Formalized Go-Live Kick Off Call & Checklist

- Roles and Responsibilities Review
- Production Support Contacts



5. In Production

When the EHR interface goes into Production, and the clinic is actively exchanging data with CT WiZ, the clinic (or their designee) must continue to review the ACK messages to ensure ongoing submission and data quality. Failed submissions or error messages should be corrected and resubmitted to CT WiZ.

Review the Roles & Responsibilities for who should be handling which tasks.

Follow and complete the Onboarding Go-Live Checklist in order to successfully enter and remain in the CT WiZ Production environment for HL7 messaging.



Managing the Queue



Integrated 'Traceability Spreadsheet' and 'Track-It' application to manage statuses and phases: Registration, Testing and Implementation

Practice Name	NPI	CVP (CT	Vaccine Name	
		Progran	n) PIN	
	▼.	▼	▼	
Allergy & Asthma Care o	f Fairfiel 1.71E	+09 1367	Allergy & Asth	ma Care
			Allergy & Asth	ma Care
Yale New Haven Hospita	al	1231	Barnard Enviro	nmenta
Child and Family Agency	of SECT 1.76E	09 3518	Bennie Dover	Jackson
Yale New Haven Hospita	al	1025	Branford High	SBHC
Yale New Haven Hospita	al	1014	Brgpt Hosp Pri	m Care
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Ellington Pediatrics	1.418		Ellington Pedi	atrics
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Child and Family Agency	of SECT 1.519	E+09 3522	Friendship Sch	lool
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	Allergy & Asthma Care o Yale New Haven Hospiti Child and Family Agency Yale New Haven Hospiti Yale New Haven Hospiti Yale New Haven Hospiti Yale New Haven Hospiti Bridgeport Family Medic Yale New Haven Hospiti Bridgeport Honroe Pedi The Greater Danbury Co CANTERBURY PEDIATRICS Child and Family Agency Yale New Haven Hospiti CHILDCARE ASSOCIATES Yale New Haven Hospiti Community Health Servi Vale New Haven Hospiti Yale New Haven Hospiti	Allergy & Asthma Care of Fairfiel 1.716- Vale New Haven Hospital Child and Family Agency of SECT 1.766- Vale New Haven Hospital Vale New Haven Hospital Paridgeport-Monroe Pediatric Gro 1.271 Bridgeport-Monroe Pediatric Gro 1.271 The Greater Danbury Community 1.781 CANTERBURY PEDIATRICS, PC 1.288 Child and Family Agency of SECT 1.882 Cyale New Haven Hospital CHILDCARE ASSOCIATES 1.215 Community Health Services 1.736- Comnecticut Childrens Medical C 1.1341 Connecticut Childrens	Allergy & Asthma Care of Fairfiel 1.71E-09 1373 Yale New Haven Hospital 1025 Yale New Haven Hospital 1048 Bridgeport-Ramily Medicine 1.549E+09 1712 Yale New Haven Hospital 1661 Bridgeport-Monroe Pediatric Gro 1.427E+09 1017 Yale New Haven Hospital 1661 Bridgeport-Monroe Pediatric Gro 1.427E+09 1017 Yale New Haven Hospital 1681 CANTERBURY PEDIATRICS, PC 1.528E+09 1955 Child and Family Agency of SECT 1.882E+09 3529 Yale New Haven Hospital 5599 CHILDCARE ASSOCIATES 1.215E+09 5012 Yale New Haven Hospital 5190 Community Health Services 1.73E+09 5194 Community Health Services 1.73E+09 5194 Community Health Services 1.73E+09 4742 Community Health Services 1.73E+09 4765 Connecticut Childrens Medical C 1.134E+09 4767 Connecticut Childrens Medical C 1.134E+09 4767 Connecticut Childrens Medical C 1.134E+09 5267 Connecticut Childrens Medical C 1.134E+09 526	Allergy & Asthma Care of Fairfiel 1.71E+09 1373 Barnard Enviro Child and Family Agency of SECT 1.76E+09 3518 Bennie Dover. 1291 Bridgeport Family Medicine 1.549E+09 1712 Bridgeport Hot Bridgeport Hot Bridgeport Hot Bridgeport Hot Bridgeport Hot Bridgeport Family Medicine 1.549E+09 1017 Bridgeport Family Medicine 1.549E+09 1017 Bridgeport Family Medicine 1.549E+09 1017 Bridgeport Family Medicine 1.549E+09 1018 Bridgeport Family Medicine 1.549E+09 1018 Bridgeport Family Family Pedicine 1.549E+09 1019 Canterbury Pedicine 1.549E+09 1019 Child Care Assolicate 1.73E+09 1019

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PPI	Contaction System Contaction Sy
Date:	Thursday, July 25, 2019
To:	Testing 156 Kings Hwy North, Suite 3 Westport, CT 6880
From:	CT Department of Public Health Immunization Program 410 Capitol Avenue, MS # 11 MUN Hartford, CT 06124
SUBJECTI	Electronic Data Submission/Exchange for Immunization Reporting Registration Confirmation
practice has exchange wi are strongly information	an official notice from the Connecticut (CT) Department of Public Health to notify your been placed in a queue waiting for an invitation to begin onboarding for electronic data ith the CT immunization information System (CT WiZ). During this time in queue, providers encouraged to read through the instructions to prepare for electronic data submission; and resources are located at a submission of the course of the cours
The following	practice locations were submitted as part of this registration:
NPI 012345679	Name Testing Clinic
The following Mickey Mous	; primary Contact is below:
Please retain t	this notification for your records.
	s attesting to Meaningful Use for the public health reporting objective for s please use this letter for your evidence.
Thanks.	
410 Capitol Av	enue, M5 # 11 MUN Hartford, CT 06134 e: https://portal.ct.gov/DPH/Immunizations/CONNECTICUT-IMMUNIZATIONPROGRAM

MU: https://portal.ct.gov/DPH/Planning/Health-Information-Technology-and-Exchange/Meaningful-Use

	Status	Registration Date	Queue	Testing
			Notification date	Notifica
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g	5.Testing Invite	07/19/2018	09/17/2018	06/12/2
ration	1.Incomplete	02/20/2019		
g	5.Testing Invite	07/19/2018	09/17/2018	06/12/2
g	5.Testing Invite	09/04/2018	09/26/2018	10/09/
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ration	1.Incomplete	09/18/2018		
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mentation	10.In Production	08/17/2018	10/09/2018	10/09/2
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Monitoring



- 2-week probationary monitoring period in Production
- Expectation for provider self-monitoring using CT WiZ reports
- SOPs for Production and Data at Rest:
 - Interface performance (counts and errors)
 - Review of prioritized data quality elements



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Monitoring - Spreadsheet



	CT WIZ HL7 ONBOARDING	DQA FEEDBACK			
Generation Date:					
Start Date of Generation:					
End Date of Generation:					
Clinic Name:					
EHR Clinic Status					
General Comments					
Total Messages Received:		Please verify that the cou	ints match with the tota	of messages that your clinic	sent in the selected period.
Total Patients:		Please verify that the cou	ints match with the total	of patients that your clinic s	ent in the selected period.
Total Immunizations:		Please verify that the cou	ints match with the tota	of immunizations that your	clinic sent in the selected period.
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***************************************	Required "R" Fields: Patients with MRN Patients with First Name Patients with Last Name Patients with Last Name Patients with DOB Patients with Gender Patients with Address 1 Patients with Address 1 Patients with Postal Code Patients with Postal Code Patients with State Identifies the patients that have multiple vaccinations within the specified number of days within the same vaccine group that were sending by the EHR system. Identifies patients that have one or more invalid lot numbers (same lot number for				
Duplicate shots .ot Number with issues Revision of the VFC	Required "R" Fields: Patients with MRN Patients with First Name Patients with Last Name Patients with DOB Patients with Gender Patients with Address 1 Patients with Address 1 Patients with City Patients with Postal Code Patients with State Identifies the patients that have multiple vaccinations within the specified number of days within the same vaccine group that were sending by the EHR system.				
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ot Number with issues	Required "R" Fields: Patients with MRN Patients with MRN Patients with First Name Patients with Last Name Patients with DOB Patients with Gender Patients with Gender Patients with Address 1 Patients with Address 1 Patients with Postal Code Patients with State Identifies the patients that have multiple vaccinations within the specified number of days within the same vaccine group that were sending by the EHR system. Identifies patients that have one or more invalid lot numbers (same lot number for different brands). Identifies patients that have: One or more invalid vaccine funding source (invalid code or it is missing) - Vaccine funding program eligibility and Vaccine Funding source are populated Vaccine funding program eligibility and Vaccine Funding source are populated with the codes that CT WiZ allows to use The "V00" Vaccine funding program eligibility code is not used for the patients with less than 19 years old Vaccine funding program eligibility Code is not the same for all patients that were				
ot Number with issues	Required "R" Fields: Patients with MRN Patients with First Name Patients with Last Name Patients with Last Name Patients with DOB Patients with Gender Patients with Ode Patients with Ode Patients with State Identifies the patients that have multiple vaccinations within the specified number of days within the same vaccine group that were sending by the EHR system. Identifies patients that have one or more invalid lot numbers (same lot number for different brands). Identifies patients that have: One or more invalid vaccine funding source (invalid code or it is missing) - Vaccine funding program eligibility and Vaccine Funding source are populated Vaccine funding program eligibility and Vaccine Funding source are populated with the codes that CT WiZ allows to use The "VOO" Vaccine funding program eligibility code is not used for the patients with less than 19 years old.				

Timeliness	Measures the number of days between the date a record was created in CT WiZ and the administered given date of the vaccination indicated.
Historical Immunizations	Identifies that the EHR system is sending the historical immunizations that were created in the daily basis in the EHR System, for example if a patient arrives at your clinic, where he is given a vaccine that is entered into your system with all the information as current immunization, but also your staff identifies that other vaccines were applied to the patient in another clinic and your staff performs the creation of these vaccines in your EHR system, these vaccines should be sent to our system as historical vaccines.
Immunizations with updates and/or deletes	Identifies the immunizations that were updated or deleted in the EHR System, this information should be sent to CT WiZ to have both systems in sync, to determine the type of the update, the EHR system should use the "Action Code" element, located in the RXA segment position number 21. A=Add U=Update D=Delete
Completion Status of the immunization	Identifies how the immunization was administered to the patient, this information should be sent to CT WiZ to have both systems in sync, to determine the type of the administration, the EHR system should use the "Completion Status" element, located in the RXA segment position number 20. Acceptable values in the incoming message are: - CP for (Complete) Vaccine - PA for (Partially Administered) Vaccine - NA for (Not Administered) Vaccine - RE for Refused Vaccine
Misc.	Other clinic level issues.



Challenges



Legacy Loads

- Load into QA environment after working hours
- Run DQA report/Manual Clean-Up

Vendors charging for interfaces

IIS following national standards for onboarding, promote benefits of IIS, option for manually reporting doses administered

Vendors not prioritizing onboarding

- Contact provider (the customer) with defined tracking process
- Conducted EHR Survey (targeting rollout by Vendor)
- Increase outreach/promotion/recruitment (statewide)



Training & Technical Support



Quick Links:

Training Materials

CT WiZ Training

This page consists of training materials for CT WiZ users. Some of these trainings are only for full access users. A full access user belongs to a clinic that orders CVP vaccines and administer doses in CT WiZ. These trainings are marked with an asterisk (*).

Quick Links CT WiZ Technical Support HL7 Interface For Healthcare Providers

CT WiZ

- · What is CT WiZ and what does it do?
- What happens when I log in for the first time?
- How do I reset my password?
- How do I navigate in CT WiZ?
- How do I update the VIS?
- How do I change information about my clinic (update staff, email, clinic)?

Patient Record

- · How do I print an official immunization record?
- How do I search for, view, and modify a patient's record?
- How do I change a patient's name and/or date of birth?
- How do I add a patient to my clinic?
- How do I remove a patient from my clinic?
- How do I correct data entry errors?
- How do I report/correct duplicate patient records?

Technical Support

CT WiZ Technical Support

How can we help you?

CT WiZ System

- I can't log into CT WiZ (existing user)
- · I need to reset my password
- CT WiZ is down
- CT WiZ is running slow
- · I'm getting a system error
- · I'm getting unstable behavior

Data/ Patient Records

- I have data errors I need to correct
- How do I report/correct duplicate patient records?
- How do I run reports related to Patients/Clinic/Data Quality?

HL7 Interface

I'm having issues with my HL7 interface

Vaccine Inventory and Ordering

I'm unable to place my CVP vaccine order



Contact



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About CT WiZ Website:

https://portal.ct.gov/DPH/Immunizations/ALL-ABOUT-CT-WiZ

Quick Links

Healthcare Provider Login

Training Materials

Technical Support

EHR Data Exchange