FTP Data Exchange Methods and Requirements

Introduction

This companion job aide supplements the FTP Data Exchange Methods Webinar. This aide reviews the FTP Data Exchange Methods, its requirements, and reviews steps on how to use an FTP Client and the FTP website.

Terminology

- **CNF:** Consent Notifications Files
- **DQA:** Data Quality Assessment
- **EHR:** Electronic Health Records
- **FTP:** File Transfer Protocol
- **HL7:** Health Level 7 (File Type)
- **Orgs:** Providers, healthcare entities, and/or organizations
- **POC:** Org's registered Person of Contact
- **Registry:** Texas Immunization Registry
- **TIR:** Texas Immunization Registry

FTP Data Exchange Methods

An overview of FTP Data Exchange Methods.

FTP Data Exchange Methods:
- Data exchange methods are the ways the Org can send immunization records to the Registry.

Three Methods:
- Automated Data Exchange
- A 3rd Party FTP Client
- The Registry's FTP Website

Choose the method that works best for your Organization.

FTP Data Exchange Requirements

An Overview of FTP Data Exchange Method Requirements.

Data Exchange Account:
- EHR can create messages using HL7 2.5.1
- Setup instructions in the Secure File Transfer Protocol Specifications guide
- Single shared Data Exchange account for Org includes:
    - FTP Username & Password
    - *Organization responsible for managing access*
- Does not expire but may be changed

Record Batch Files Naming Syntax:
- **ImportCodeYYDDD.hl7**
    - **ImportCode:** Data Exchange account username
    - **YY:** Current two-digit year
    - **DDD:** Three-digit Julian date
    - **.hl7** is the file type
- Page 10 of the Electronic Data Exchange Resource Guide

Method 1: Automated Data Exchange

Overview of Automated Data Exchange.

Automated Data Exchange
- A direct connection from EHR to the Registry.
- Files created by EHR and sent without Org moving them
- Training **must** be provided by EHR vendor.
    - *Does your EHR retrieve error messages?*
- Troubleshooting **must** be done by EHR vendor.

Methods of FTP Data Exchange

Method 2: Using an FTP Client

Overview of Using an FTP Client.

❑ HL7 Immunization files created in EHR
  * Training from EHR vendor
❑ Files sent to the Registry using a 3rd party FTP client
  * Transfer the file to the HL7-Dropoff folder
  The Registry does not provide 3rd party FTP clients
❑ FTP client set up and supported by Org's IT team
  * Training must be provided by Org's IT
  * Org's IT must participate in troubleshooting

Method 3: The FTP Website

An overview of the FTP Website.

The FTP Website:

* Available to all data exchange partners
* Allows Org to 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
* Key for Org stakeholders (NOT only from the EHR vendor) to be familiar with and regularly use the FTP website. Regardless of data exchange method.

Method 3: The FTP Website *(Contd)*

* Data Quality reports are found on the FTP website

Utilizing FTP Account

❑ Log in to the FTP website using your data exchange account credentials
* On the FTP website, there are four folders:
1. *HL7-Dropoff:* Org delivers test files to folder.
   * These files are moved to the *Accepted* folder by the Registry.
2. *Accepted:* Stores *c*opies of Org's uploaded files.
3. *DQA-Reports*: DQA reports are in this folder for each data file processed by the Registry.
   ❑ Check DQA reports regularly
4. *Receive:* CNF messages are in this folder listing Org's reported patients' Registry consent status.
   * Support the FTP website is provided by the Texas Immunization Registry ImmTrac2 support team.
   * Contact the Registry directly
* Additional details can be found in the *Electronic Data Exchange Resource Guide*

Additional Resources

Electronic Data Exchange Resource Guide
* A detailed guide on activities related to data exchange

Secure File Transfer Protocol Specifications
* A detailed guide on activities related to data exchange

ImmTrac2 Contact Information

ImmTrac2 General Customer Support:

- **Email:** ImmTrac2@dshs.texas.gov
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ImmTrac2 Data Exchange Support:

- **Email:** ImmTracMU@dshs.texas.gov
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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/