Script for
"Batch FTP Production and Ongoing Submission" Webinar

Closed captioning for this presentation is available at the following link:
https://tcc.1capapp.com/event/dshs/

The link will also be provided in the chat.

TXHHS slide
This webinar content will be uploaded to the DSHS website in the future.

Title Slide
Today, we will be discussing Batch FTP Production and Ongoing Submission, for the Texas Immunization Registry.

Introductions

Hello everyone. My name is Suzanne Murphy. I am the main presenter today. I am a Technical Support Specialist with the Texas Immunization Registry.

Today, joining us for the question and answer portion after our main presentation is Jonathan Patterson, an interface analyst with the Texas Immunization Registry.

At the bottom of the screen, you see an option for submitting questions. Please submit your questions there, so we can address and answer those questions once the presentation is complete.

Overview

The topics covered in today's presentation include:

- What is Production and Ongoing Submission?
- Requirements for all organizations for FTP production and ongoing submission
- Production
- Historical Load, and
- Ongoing Submission.

Alright, let's get started.

What is Production and Ongoing Submission?

Production and Ongoing Submission of Data are the final steps of establishing data exchange with the Texas Immunization Registry.

After entering the production phase, all error free patient records sent to the registry by your organization are added to ImmTrac2.

Ongoing Submission of Data describes the routine activities your organization must perform for monitoring and maintaining your data exchange connection with the registry.

Requirements

Before your organization may enter production with the registry, you must successfully complete data exchange testing by:

- Submitting three to five error free test files.

- After that, you must request review for promotion to production by the registry.

- When promotion is completed by the registry, you will receive an email congratulating you for entering production.

Production

When your organization enters production:

- You are now live with the registry! From that point on, all error free records sent via FTP data exchange are added to ImmTrac2.

- Only true and accurate patient records should be sent from this point forward.

- Please be sure that your EHR vendor is aware that you've finished testing and entered production.

- You also need to notify the registry of what day you intend to submit your first production file via FTP data exchange

Historical Load

Now that you've entered production, you should consider submitting a historical load:

- A historical load is a one-time submission of the historical immunization records for all your patients.

- This helps to ensure the completeness and accuracy of your patients' records in the registry.

- You should speak with your EHR vendor about your options. Ask your EHR vendor about your options:

   o Can your EHR submit a one-time historical load?

   o How far back can the historical load go?

Ongoing Submission

Ongoing Submission is the final portion of Batch FTP data exchange. These are all the activities you must perform on a regular basis to maintain your FTP data exchange connection with the registry. Many of these activities are the same as during the testing phase:

- First, you must deliver data exchange files on a routine schedule. Files should be sent:

    o No more than ONCE per week and

    o No less than once per month.

    (Please note that submissions for Covid-19 immunizations may be submitted daily in accordance with reporting requirements).

- You must monitor your DQA reports for errors. It is best practice to check for new DQA reports at least once per week.

- You must address all errors you find in your DQA reports in the same manner as during testing.

- Take ownership of the quality of data you send to the registry.

Remember that your patients depend on the completeness and accuracy of the immunization records you submit to the Texas Immunization Registry.

Resources

Now let's finish by reviewing some of the resources that are available to you from the registry.

Registry Websites

- The ImmTrac2 website is where you can submit and check the status of your site registrations and renewals.

- The DSHS website is where you can find all our latest announcements, our contact information, and a wide variety of documents and training materials to assist you with using our system.

Guides, Training Videos, & Webinars

As stated previously, our DSHS website offers guides, training videos, and webinars covering the following topics:

- How to complete a site registration or renewal in ImmTrac2

- How to run or retrieve reports in ImmTrac2

- How to add and manage clients and immunizations in ImmTrac2

- Identifying or addressing data quality issues in ImmTrac2, and

- Identifying or addressing data quality errors in HL7 messages.

- Please always check our website regularly as we have more resources on the way.

Publications

Also available on our DSHS website, are publications that include:

- Registry consent forms

- Registry posters and brochures for patients and providers, and

- Vaccine related publications.

- Many items can be ordered and delivered from DSHS to your organization at no cost to you.

Registry Customer Support

The registry offers customer support by phone and email:

- Phone support is available at 800-348-9158.
  Unfortunately, our phone line is unavailable at the time of this recording due to remote work safety measures.

- Email support is available via:

  - ImmTrac2@dshs.Texas.gov for all registration/renewal or ImmTrac2 access questions

  - ImmTracMU@dshs.Texas.gov for all data exchange related questions

Thank You!

This concludes our presentation on Batch FTP Production and Ongoing Submission.

Thank you, from the Texas Immunization Registry.

Q & A

Please submit any additional questions at the bottom of the screen. We will begin by answering questions made during the presentation.