

Syndromic Surveillance Roadmap to Success!

This checklist will prepare Eligible Hospitals (EHs) and Critical Access Hospitals (CAHs) to fulfill Syndromic Surveillance (SS) interoperability with the Arizona Department of Health Services (ADHS) and begin the process of meeting the Syndromic Surveillance Reporting Requirement for Promoting Interoperability (PI). Please contact SyndromicSurveillance@azdhs.gov for additional assistance.

Step 1: Register Intent to Submit SS and Complete Data Use Agreement (Prerequisite: None - Can Go Concurrently with Step 2)

	Yes	Comments & Resources
Go to ADHS website https://app.azdhs.gov/MeaningfulUse to register your intent to submit Syndromic Surveillance (SS) data	☐	You will be asked to provide additional information including but not limited to the following: - Hospital name, locations - The name of the IT/EHR vendor creating/sending messages
ADHS will send an onboarding packet including a Data Use Agreement (DUA) Contact Request Form. When the DUA Contact Request Form is returned to ADHS an official copy of the DUA will be sent to the signatory.	☐	Please complete the DUA Contact Request Form and email it back to ADHS SyndromicSurveillance@azdhs.gov so the DUA can be sent to the hospital leadership for review and signature.
Follow up with your leadership team on the return of the DUA to ADHS – We cannot move forward with testing and data validation until this is completed!	☐	Email SyndromicSurveillance@azdhs.gov with any updates/questions on the status of your DUA.
Ensure ADHS has your signed DUA on file.	☐	Your organization will be placed in a queue based on workload and availability of ADHS staff

Step 2: Obtain Necessary Documentation for SS Implementation (Prerequisite: None - Can Go Concurrently with Step 1)

	Yes	Comments & Resources
Download the following documents through the Centers for Disease Control and Prevention (CDC) website - Public Health Information Network (PHIN) Messaging Guide for Syndromic Surveillance: Emergency Department, Urgent Care, Inpatient and Ambulatory Care Settings, Release 2.0 (April 2015) - Erratum to the CDC PHIN 2.0 Implementation Guide August 2015 - NIST Clarifications and Validation Guidelines for Syndromic Surveillance Certification Testing, Version 1.6, October 2017	☐	These documents are available for download through the Centers for Disease Control and Prevention (CDC) website: https://www.cdc.gov/phinf/resources/phinguides.html#SS
Download the Arizona Syndromic Surveillance Implementation Guide (AZSSIG), Version 2.0	☐	Will be available for download from the ADHS Meaningful Use website – under the Syndromic Surveillance tab https://azdhs.gov/meaningful-use/syndromic-surveillance
Visit the National Syndromic Surveillance Program's website to learn more about how your hospital's SS data is being collected, evaluated, shared, and stored on an integrated national public health surveillance system hosted in a cloud computing environment	☐	BioSense Platform https://www.cdc.gov/nssp/biosense/ National Syndromic Surveillance Program (NSSP) Fact Sheet https://www.cdc.gov/nssp/documents/NSSP-fact-sheet-508.pdf

Step 3: Develop Admit Discharge Transfer (ADT) Message Types and Perform Internal Message Validation (Prerequisite: Completion of Step 2)

	Yes	Comments & Resources
Develop HL7 2.5.1 ADT test messages in conformance with the AZSSIG and the PHIN guide	☐	Test message types are as follows: A01 = Inpatient Admission; A03 = Discharge; A04 = ED Registration; A08 = Update Patient Information
Test at least one sample of each SS message type on the National Institute of Standards and Technology (NIST) website – user can generate reports and save copies from the NIST website.	☐	NIST Website: https://hl7v2-ss-r2-testing.nist.gov/ss-r2/#/cf Please correct any major errors and have <i>less than 5 errors</i> per message before notifying ADHS you are ready to move forward with the onboarding process – please contact email SyndromicSurveillance@azdhs.gov with any questions.
Forward your NIST reports to ADHS if and only if less than 5 errors remain in your reports for each message type.	☐	Email the NIST reports for each message type to SyndromicSurveillance@azdhs.gov
ADHS will review your reports and may ask you to make more changes as deemed necessary.	☐	There could be a period of iterative testing and feedback with ADHS

Step 4: Onboarding Kick Off and Testing with ADHS (Prerequisite: Completion of Step 1, 2 ,3 & Availability of ADHS Resources)

	Yes	Comments & Resources
ADHS will send invitation to your hospital implementation team, any IT/EHR vendor staff you deem appropriate for the Kick Off Call to start testing and data validation with your facility. Please ensure your designated Data Manager is present for the kick off call.	☐	Meeting agenda may include but not limited to the following topics • Project Expectations; • Review questions in Hospital Implementation Clinical Questionnaire; • Re-confirm the designated Data Manager and Primary Technical Support; • Coordinate date to submit test messages to ADHS sFTP server
ADHS will work with your Primary Technical Support and coordinate any connectivity tests needed to ensure a successful connection between hospital electronic health record system and ADHS secured file server.	☐	Connecting via Secure File Transfer Protocol (sFTP) is ADHS preferred file transfer method for submitting SS data
Start uploading your test messages in small quantity and requesting feedback from ADHS when new data becomes available for review.	☐	Please correct any major HL7 errors reported by ADHS, submit new test messages and continue testing with ADHS There could be a period of iterative testing and feedback with ADHS until all major HL7 errors found in your test messages are fully addressed
Establish ongoing batch uploading from your production system to ADHS and continue addressing any major data issues found in your production messages	☐	Please correct any major data issues reported by ADHS, submit new production messages and continue validation with ADHS There could be a period of iterative validation and feedback with ADHS until all major data issues found in your production messages are fully addressed

Step 5: Data Quality Assurance on BioSense Platform and Go Live (Prerequisite: Completion of Step 4)

	Yes	Comments & Resources
Transition to BioSense Platform Staging environment and establish ongoing batch uploading from your production system to BioSense Platform Staging environment	☐	The transition will be coordinated with the BioSense IT team.

Continue to address any data quality issues found in your hospital daily batches	☐	ADHS will monitor data transmission errors, perform regular data quality reviews and conformance to the AZSSIG and notify hospitals/vendors of significant data quality issues found. Hospitals/vendors may be asked to resubmit batches or messages that failed to transmit or received errors after the data issues are resolved There will be a period of iterative QA testing and feedback with ADHS for a minimal of 30 days or until all major data quality issues reported are fully resolved (whichever period is longer)
Transition to BioSense Platform Production environment and establish ongoing batch uploading from your production system to BioSense Platform Production environment	☐	The transition will be coordinated with the BioSense IT team. An acknowledgement letter of live reporting status will be sent to the hospital implementation team lead once the messages are successfully received in BioSense Platform Production environment
Routine data quality assurance will be performed by ADHS. Hospitals/vendors will be asked to correct any issues found.	☐	ADHS will monitor data transmission errors, perform regular data quality reviews and conformance to the AZSSIG and notify hospitals/vendors of significant data quality issues found. Please be prepared to attend meetings with ADHS as needed to ensure continual data quality. ADHS may also contact your hospital if any reporting requirements change per the PHIN national standards.
CONGRATULATIONS!! You have achieved SS Interoperability!		

Notes:

ADHS SS Onboarding team may require hospital/vendor partners to repeat part or all tasks listed under any step as deemed necessary if any one of (but not limited to) the following scenarios happens:

- Major SS reporting requirement changes per updated CDC/NSSP guidelines
- Change of EHR vendor or/and SS reporting product
- Major software upgrade that could compromise quality of data in daily submissions
- Change of ownership or affiliation with parent healthcare network that requires changes in daily submissions
- Any major data quality issues reported by ADHS not addressed to satisfaction within expected timelines
- No daily data submission activity for over 60-day period