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 Stage 2 Requirements for Meaningful Use (MU). Please contact the SyndromicSurveillance@azdhs.gov **mailbox for additional assistance.**

Step 1: Register Intent to Submit SS

	Yes	Comments & Resources
Go to the ADHS website https://app.azdhs.gov/MeaningfulUse to register your intent to submit Syndromic Surveillance (SS) data	☐	Required by Centers for Medicare and Medicaid Services for Stage 2. 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
Either ADHS or a BioSense Liaison will send a Data Use Agreement (DUA) Contact Request Form. *When the DUA Contact Request Form is returned to ADHS, your organization may be placed in a queue based on the workload and availability of BioSense and ADHS staff.*	☐	Please complete the DUA Contact Request Form and return it to ADHS so the DUA can be sent to the hospital leadership for review and signature. SyndromicSurveillance@azdhs.gov.
ADHS will coordinate a kick off call with your identified leadership (IT Director, Meaningful Use Coordinator, etc.), any IT EHR vendor staff you deem appropriate, the County BioSense Liaison, and the BioSense IT Team to answer questions and set project expectations.	☐	BioSense IT will ask you to identify a person to act as the Data Manager for your facility – please ensure this person is present for the kick off call.

Step 2: Obtain Necessary Documentation for SS Implementation

	Yes	Comments & Resources
Download the Public Health Information Network (PHIN) Messaging Guide for Syndromic Surveillance: Emergency Department and Urgent Care Data, Release 1.1 (August 2012) and PHIN Messaging Guide for Syndromic Surveillance: Emergency Department and Urgent Care Data, Addendum Release 1.1 (August 2012)	☐	Available for download through the Centers for Disease Control and Prevention (CDC) website: http://www.cdc.gov/phin/resources/PHINguides.html#ss These two documents are specified in the Office of the National Coordinator for Health Information Technology (ONC) Stage 2 final rule.
Download the Arizona Syndromic Surveillance Implementation Guide (AZSSIG)	☐	Will be available for download from the ADHS Meaningful Use website – *under the Syndromic Surveillance tab* http://www.azdhs.gov/meaningful-use/
Visit the BioSense 2.0 System website to learn more about the national system receiving your hospital's SS data.	☐	https://sites.google.com/site/biosenseredesign/about

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

	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 = Admit/Visit; A03 = Discharge/End Visit; A04 = Registration; A08 = Update Patient Information
Test at least one sample of each SS message type on the National Institute of Standards and Technology (NIST)	☐	NIST Website: http://healthcare.nist.gov/use_testing/tools.html Please modify any major errors and have *less than 5 errors* per message

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website and correct errors – user can generate reports and save copies from the NIST website.		before notifying ADHS you are ready to move forward with the onboarding process – please contact ADHS with any questions. SyndromicSurveillance@azdhs.gov
When less than 5 HL7 message errors remain for each message type, please forward the reports of the test messages to ADHS. ADHS will review your test messages and may ask you to make changes. There will be a period of iterative testing and feedback with ADHS. You may be placed in a hold queue if ADHS has a large volume of partners in testing and onboarding.	☐	Email the test message reports to SyndromicSurveillance@azdhs.gov..
Check with your leadership team on the return of the DUA to ADHS – *your facility will be placed into a queue until the signed DUA is returned. We cannot move forward with the onboarding meeting with the BioSense team until this is completed.*	☐	Email the SyndromicSurveillance@azdhs.gov mailbox with any updates/questions on the status of your DUA.
Ensure ADHS has your signed DUA on file.	☐	

Step 4: Onboarding

	Yes	Comments & Resources
Onboarding Meeting Be prepared to answer the following questions: 1) Re-confirm the designated Data Manager within your organization; 2) identify your data transmission method (i.e., SFTP, HTTPS, etc.); 3) provide date to submit test messages; 4) coordinate time for submission of daily batches of production SS data to the test system. (EST)	☐	ADHS will coordinate the onboarding call with your hospital implementation team, any IT EHR vendor staff you deem appropriate, the County BioSense Liaison, and the BioSense Team to schedule the onboarding meeting.
Send test message to BioSense 2.0 test system.	☐	If the test message transmission is successful, a Stage 1 Acknowledgement Letter may be issued to the hospital, if needed.
Establish ongoing batch reporting from your production system to the BioSense 2.0 test system.	☐	
Iterative testing and feedback with BioSense Team.	☐	After successful testing is completed, your facility will transition to production. This date will also be coordinated with the BioSense IT team.

Step 5: Production and Data Quality

	Yes	Comments & Resources
After ongoing daily transmissions to the Production BioSense 2.0 system are established, you will enter a Production Validation Period of approximately 30 days. During this time, ADHS will perform data quality reviews, validating completeness and conformance to the AZSSIG. Hospitals/vendors will be asked to correct any issues found.	☐	Please be prepared to attend meetings with ADHS as needed to ensure data quality.
ADHS will monitor the BioSense 2.0 system error logs daily and notify hospitals/vendors of significant data transmission errors.	☐	Hospitals/vendors may be asked to resubmit batches or messages that failed to transmit or received errors.
At the close of the reporting period, an Acknowledgement Letter may be issued for your documentation.	☐	
Routine data quality assurance will be performed by ADHS.	☐	ADHS will contact your hospital if any reporting requirements change per the PHIN national standards. Please be prepared to attend meetings with ADHS as needed to ensure continual data quality.

CONGRATULATIONS!! You have achieved SS Interoperability!