Data Exchange with the Oregon ELR Project – Onboarding for CSV File Format

Oregon ELR

1. Provide Specification and User Access Agreement for sFTP

3. Establish data exchange credentials

5. Review messages and provide feedback → Pass

Lab/LIMS

Expresses interest in ELR

2. Kick-off call

4. Submit test messages ← Fail

6. Go-live call: transition from test to prod

Production and QA
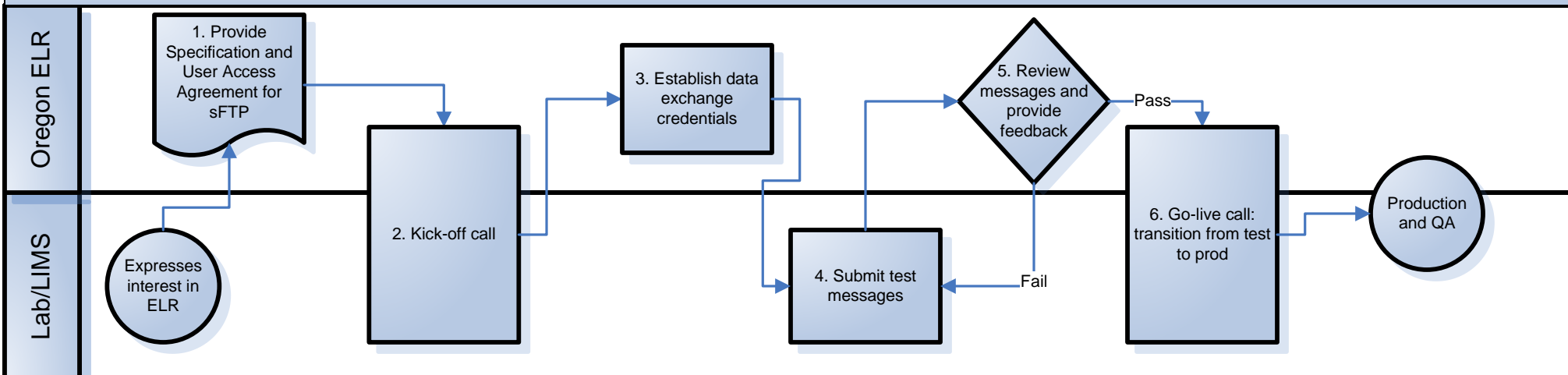
Activity Details

(1) Laboratories may submit files via secure file transfer protocol (FTP) only. Refer to the Data Exchange SOP for details.

The Data Exchange Partnership Coordinator should confirm that the facility information is updated in Eris – including both the facility details and ELR details.

(2) The kick off call should include the Electronic Reporting Coordinator, laboratory managers responsible for reporting, and technical staff responsible for message creation and submission.

During this call, timelines for project phases should be established, points of contact clarified, and impacts to workflow at the laboratory discussed.

If the facility does not have a CLIA number, the Eris Facility ID will be provided to the testing site to be used as the unique facility ID.

Regular meetings should be scheduled with key project staff to ensure that the project stays on target and critical issues are addressed in a timely fashion.

(3) The Data Exchange Partnership Coordinator will request SFTP credentials creation. The Data Exchange Partnership Coordinator will submit a 786 and establish an SFTP directory. OIS/ETS staff will generate credentials and communicate back to the site.

The Electronic Reporting Coordinator will update the SFTP retrieval scripts and Rhapsody archive directories with new facility information.

(4-5) If SFTP credentials have not been created, test messages can be sent via email for review.

Once SFTP credentials are established, test messages should be delivered to the test directory.

Messages must comply with the Oregon ELR Alternative Format Implementation Guide.

Test messages will be delivered to Test environment (Rhapsody Test and Orpheus ELR Converter) for review by the Electronic Reporting Coordinator.

This process will iterate until the messages pass both structure and content validation.

(6) All facilities must have a production/DQ preparation to confirm points of contact for addressing data quality issues, etc.

Facility begins sending production messages to production SFTP (in) directory.

Electronic Reporting Coordinator confirms receipt of production file in production environment.

Once in production, communication will be limited to identifying and resolving data quality or transmission issues.

If there are data quality concerns, your site will be contacted and required to remediate any concerns brought forth.

* The CSV File Format is used as an alternative to HL7 v.2 and is only acceptable if both parties (Oregon Health Authority Electronic Reporting Coordinator and the interested Data Exchange Partner have determined that HL7 is not a viable option for the specific exchange partner. The CSV Template is only to be used in these special circumstances that require approval by the Electronic Reporting Coordinator.

* Participation in Ongoing Data Quality Improvement as requested by the ELR team is required of any participant whom submits data to OHA ELR program.