

NMI JOB AID

ONBOARDING SERIES



HOW TO PREPARE FOR ONBOARDING

Pre-onboarding is the first of four National Notifiable Diseases Surveillance System (NNDSS) Modernization Initiative (NMI) onboarding process phases. This process helps public health agencies (PHAs) successfully onboard onto the Message Validation, Processing, and Provisioning System (MVPS) for each new HL7 message mapping guide (MMG) developed through NMI.

The “How to Prepare for Onboarding” job aid will take you through the below steps to help your PHA prepare for onboarding.

Job aids are available for each phase of the onboarding process: pre-onboarding, onboarding, cutover to production, and production.

Onboarding Process

PRE-ONBOARDING

ONBOARDING

CUTOVER TO
PRODUCTION

PRODUCTION

PHASE I: PRE-ONBOARDING STEPS

STEP 1: Prepare internal resources.

- Identify which MMGs you will be implementing. MMGs and related documentation may be found on the NNDSS HL7 Case Notification Resource Center at www.cdc.gov/nndss/case-notification/.
- Conduct readiness assessment of your technical infrastructure, test environment, transport, and expertise and resources by using the readiness checklist at www.cdc.gov/nmi/ta-trc/implementation-aoc/phase-1-pre-onboarding/readiness-checklist.html and reviewing the NMI Infrastructure Questions at www.cdc.gov/nmi/ta-trc/implementation-aoc/phase-1-pre-onboarding/nmi-infrastructure-questions.html.
- Identify your team:
 - project lead/champion,
 - lead for integrated surveillance system,
 - person responsible for gap analysis,
 - person responsible for creating electronic messages,
 - person responsible for configuring message transport, and
 - person responsible for data administration of surveillance system for conditions covered by selected MMG.
- Gather technical documents, such as case investigation forms, electronic laboratory reporting message examples, data extracts, and technical architecture diagrams and workflows. More information is at www.cdc.gov/nmi/ta-trc/implementation-aoc/phase-1-pre-onboarding/gather-technical-documentation.html.



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- STEP 2:** Obtain CDC Secure Access Management Services (SAMS) Level 2 access for all users who will need access to the MVPS Dashboard: www.cdc.gov/nmi/ta-sams.html.
- STEP 3:** Request MVPS Dashboard access by emailing edx@cdc.gov and assign a Jurisdiction Data Manager in the Dashboard.
- STEP 4:** Request technical assistance if needed: www.cdc.gov/nmi/ta-trc/technical-assistance/.
- STEP 5:** Complete gap analysis and mapping to the HL7 message while documenting this information in the
- implementation spreadsheet (www.cdc.gov/nmi/ta-trc/worksheets.html#Implementation) and
 - test case scenario worksheet (www.cdc.gov/nmi/ta-trc/worksheets.html#TestCase).
- More information is at www.cdc.gov/nmi/ta-trc/implementation-aoc/phase-1-pre-onboarding/conduct-gap-analysis.html.
- STEP 6:** Create test messages associated with the test case scenario worksheet, indicating differences from the CDC example values in the worksheet.
- STEP 7:** Validate test messages in the CDC Message Evaluation and Testing Service (METS; mets.cdc.gov/) and confirm that they have passed with no errors and limited warnings.
- STEP 8:** Set up and test transport.
- MVPS uses the PHIN Messaging System (PHINMS) to receive HL7 case notification messages at CDC. View specific PHINMS configuration and setup steps online at the PHINMS website at www.cdc.gov/phin/tools/phinms/quick-tips.html.
 - If you are unable to use PHINMS, contact edx@cdc.gov to discuss transport issues and determine a solution.

FREQUENTLY ASKED QUESTIONS

- QUESTION:** What are the implementation spreadsheet and test case scenario worksheet used for?
- ANSWER:** These documents provide CDC with key information on what a PHA will be sending in their HL7 messages, which is essential for the onboarding process.
- QUESTION:** How long does the onboarding process take?
- ANSWER:** The speed of onboarding varies from PHA to PHA, depending on readiness and issues identified during the onboarding process. The NMI Onboarding Team targets 6 to 8 weeks for onboarding an MMG.
- QUESTION:** Do I need SAMS access for arboviral v1.3 messages?
- ANSWER:** No, because arboviral v1.3 messages are processed in a system that does not provide information to the MVPS Dashboard, SAMS access is not required.

QUESTIONS ABOUT TECHNICAL ASSISTANCE OR ONBOARDING?

- Send an email to the CDC Electronic Data Exchange inbox at edx@cdc.gov.
- Include your question or a brief description of assistance needed.

FOR MORE INFORMATION

Visit the NMI Technical Assistance and Training Resource Center

www.cdc.gov/nmi/ta-trc