

BioSense Platform Quick Start Guide to Using the Master Facility Table

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Technical Assistance: support.syndromicsurveillance.org

The National Syndromic Surveillance Program (NSSP) promotes and advances development of the cloud-based BioSense Platform, a secure integrated electronic health information system that hosts standardized analytic tools and facilitates collaborative processes. The BioSense Platform is a product of the Centers for Disease Control and Prevention (CDC).

Quick Start Guide to Using the MFT

1. Overview

The BioSense Platform’s Access & Management Center (AMC) is the starting point for doing all the prep work needed to onboard facilities. Before surveillance activities using the BioSense Platform can begin, use the Master Facility Table (MFT) module to input facility information and work with the NSSP Team to make sure the data feeds from each facility transmit accurately and produce data that meet your expectations.

So what, exactly, is an MFT? An MFT—or, Master Facility Table—contains all necessary information for processing data, also called *metadata*. Each MFT is site-specific, but all sites essentially follow the same standards and provide the same details when adding a new facility. MFT fields ensure data are mapped correctly on the journey from facility to BioSense Platform and are easily identifiable when data are queried.

MFTs must always be up-to-date. Otherwise, a facility could begin using a new FacilityID to send data that gets mapped incorrectly to the wrong facility. Not only will this prevent data from processing, data will sit in the exceptions table until the MFT is updated and data are reprocessed or resubmitted.

This Quick Start Guide is designed for site administrators and provides guidance on the following activities:

- Add a new primary facility;
- Edit details (name, address, activation date, etc.) for a primary facility;
- Create associated facilities and crosswalk them with primary facilities; and
- Review facilities pending approval; check or change status (cancel a requested facility change).

This guide will also help site administrators access and navigate the MFT features. The guide will be updated as functionality is added.

First-time Access to the MFT

You must have a BioSense Platform Access & Management Center (AMC) account to access the MFT module. **Only site administrators can request accounts on behalf of their site users.**

Login to the MFT

To access the MFT, log in to the AMC with your username and password. Then click on the “MFT” tab at the top of the screen.

Onboarding is the process of working with a facility, department of health, vendor for electronic health records, or health information exchange to transmit syndromic surveillance data from medical records systems to the NSSP BioSense Platform. Also, onboarding assesses adherence to the Public Health Information Network (PHIN) syndromic surveillance messaging guidance and begins a live data feed to the BioSense Platform.

Browsers that support the MFT:

- ✓ Apple Safari
- ✓ Google Chrome
- ✓ Microsoft Internet Explorer
- ✓ Mozilla Firefox

2. Navigate the Master Facility Table (MFT)

Access & Management Center MFT Tab

By clicking the MFT tab, site administrators open a page where they can add a new primary facility, view or edit an existing primary facility (add associated facilities to a primary facility or update IDs and addresses), or search for facilities. The tab’s major sections (figure 1) include:

- View the *BioSense Platform Quick Start Guide to Using the Master Facility Table*;
- Add a primary facility;
- Search for, view, and edit an existing primary site; and
- Download a facility report of site facilities.

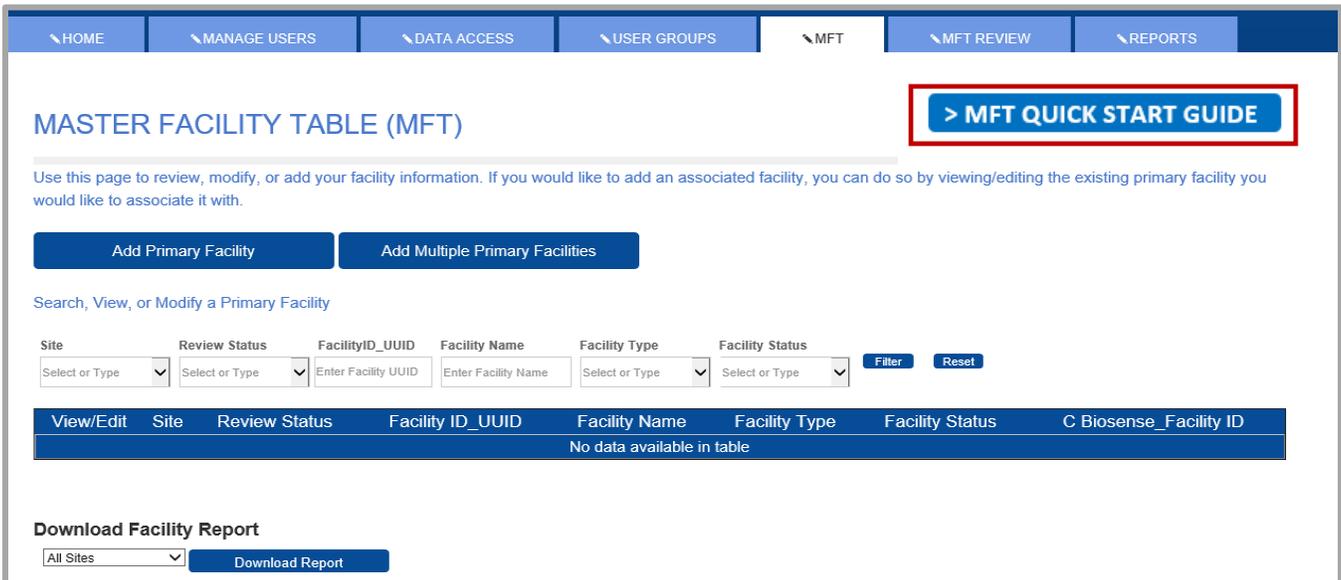


Figure 1. Master Facility Table data-entry fields and button for accessing the Quick Start Guide.

View the MFT Quick Start Guide

Clicking on the hyperlinked MFT Quick Start Guide button will download a PDF version of the guide (figure 1).

Search for a Facility

Site administrators can search for a primary facility within the MFT. Figure 2 illustrates the filters available for narrowing the search.

Once the facility has been located, the site administrator can navigate to specific facility information by pressing View/Edit next to the facility found in the search results. This opens the facility information screen where a site administrator can view the record or update the information.

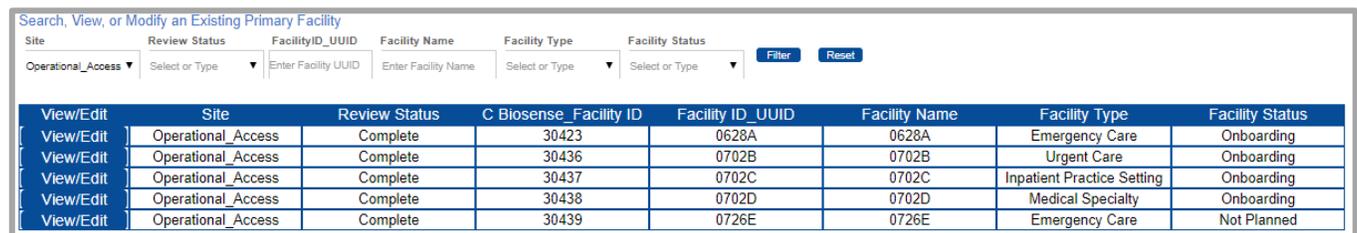


Figure 2. Search filters and the View/Edit button.

Add a Primary Facility

Site administrators can add primary facilities to the MFT. Pressing the hyperlinked Add Primary Facility button will open a blank facility information form. The site administrator can insert information about the new primary facility, including:

- Primary facility address
- Primary facility identifier
- Facility type(s)
- Vendor details
- Submission details
- Facility onboarding status

Download Facility Report

Site administrators may download a report in the form of an MS Excel file that contains all facilities registered for their site. Any other filters applied on the user interface will not apply to the downloaded report.

MFT Screens and Required Fields

The MFT collects metadata and facility information, organized by section. The next few pages contain screen shots and tables that list the fields to complete on each screen. In the sections below, there is an indication () next to each field of whether an entry is required. Since many of the fields are required, **there is no indication of required fields on the MFT application.**

Facilities with a status of “planned” or “not planned” require fewer field entries. However, NSSP encourages site administrators to complete all fields whenever possible.

Required fields for “Planned” and “Not Planned” facilities:

- Facility_Name
- FacilityID_UUID
- Facility_Status
- Site_ID
- Site

Facilities with a status of “Onboarding” or “Active” may require further review by the NSSP Team before facility metadata is accepted. Refer to section 4, Facility Review, for details.



What is a primary facility?

A primary facility is designated to represent itself and any associated facilities as a single entity.

Facility data on the BioSense Platform are processed and mapped to the database *exactly* as received. Such mapping allows for detailed analysis of visits received at the lowest level identified in the incoming message.

A single time-series graph can be viewed in ESSENCE for every primary facility and associated facilities. Additionally, when calculating `c_patient_class` in the Archive database, the primary facility determines the default patient class for messages received from that *primary* facility or its associated facilities.

Primary Facility Name & Address

<p>Site <input type="text" value="Please select site"/></p> <p>Primary Facility Name <input type="text"/></p> <p>Primary Facility Address</p> <p>Country <input type="text" value="UNITED STATES"/></p> <p>Street Address <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>County <input type="text" value="Please Select a County..."/></p> <p>ZIP Code <input type="text"/></p> <p>Facility State Region(local) <input type="text"/></p>	<p>SiteID <input type="text"/></p> <p>ESSENCE Facility Name <input type="text"/></p> <p>State_FIPS <input type="text"/></p> <p>County_FIPS <input type="text"/></p> <p>ESSENCE Region <input type="text"/></p>
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Geographic Coordinates (for viewing facility on ESSENCE maps) [Click here to find coordinates.](#)

Latitude

Longitude

Primary Facility Name & Address

Required	Description
<input checked="" type="checkbox"/>	<p>Site Short name of the facility’s “parent site.” Site administrators may only select their own site from the drop-down list (AL). The Site ID identifies the facility location and is auto-generated based on the site chosen, and <i>cannot</i> be modified (“858” for AL site).</p>
<input checked="" type="checkbox"/>	<p>Primary Facility Name The official name of the Primary Facility (“Example Hospital”).</p>
<input checked="" type="checkbox"/>	<p>ESSENCE Facility Name The facility name that displays in ESSENCE. This is an auto-generated field (“AI-Example Hospital”).</p>
<input checked="" type="checkbox"/>	<p>Facility Address The facility’s address includes several fields: the <i>country</i> where the facility is located (“UNITED STATES”), <i>street address</i> (“1000 Main Street”), <i>city</i> (“Birmingham”), 2-letter <i>state abbreviation</i> (“AL”), <i>county</i> (“Jefferson”), and 5- or 9-digit ZIP code where the facility is located (“35203” or “35203-3824”).</p>
<input checked="" type="checkbox"/>	<p>Facility State Region This is a nonstandard facility region that sites may choose to use for their own purposes (“25”).</p>
<input checked="" type="checkbox"/>	<p>FIPS Codes The state and county FIPS code where the facility is located. These are auto-generated fields based on the state chosen (“01”) and the county chosen (“073”).</p>
<input checked="" type="checkbox"/>	<p>ESSENCE Region ESSENCE auto-generated field based on the ZIP code entered (“AL_Jefferson”). In ESSENCE, each facility is associated with a region (similar to county) that is derived from the ZIP code of the facility. The ESSENCE region influences analytics and visualization of facility data within the ESSENCE application.</p>
<input checked="" type="checkbox"/>	<p>Geographic Coordinates The facility location latitude (“33.5202”) and longitude (“-86.8142”). Do not include the degree symbols or direction (e.g., N or W are <i>not</i> valid). The hyperlink “Click here to find coordinates” opens a Web page (https://geocoding.geo.census.gov/geocoder/locations/address?form) that lets site administrators identify geographic coordinates for a specified address.</p>

Primary Facility Identifiers

Primary FacilityID_UUID C BioSense Facility ID

Primary Facility Identifiers

Facility NPI

Sending Facility ID

Facility AHA ID

Primary Facility Identifiers

Required	Description
<input checked="" type="checkbox"/>	<p>Primary FacilityID_UUID FacilityID_UUID is an identifier unique to each <i>primary</i> facility (“999999”).</p>
<input checked="" type="checkbox"/>	<p>C BioSense Facility ID The C BioSense Facility ID is a calculated value based on when a facility is added to the MFT. The system auto-generates this value, and it <i>cannot</i> be modified (“27124”).</p>
	<p>Facility NPI If applicable, this entry is the facility’s “National Provider Identifier.” A facility’s NPI is a unique 10-digit identification number issued to health care providers by the Centers for Medicare and Medicaid Services (CMS).</p>
	<p>Sending Facility ID If applicable, this entry identifies the facility that sends the message through MSH-4.2. Note. The Sending Facility (facility that sends the message) is a different concept from the Treating Facility (facility where visit took place). Treating Facility IDs are represented in data sent through EVN7.2. In some situations, the treating facility may also serve as the Sending Facility, but that is not always the case. If you are unable to determine the Sending Facility, you may use the Treating Facility identifier as a temporary proxy.</p>
	<p>Facility AHA ID If applicable, this entry is the facility’s “American Health Association” identifier.</p>

Facility Type(s)			
<i>Primary Facility Type</i>			
Primary Facility Type	<input type="text"/>	Facility Type Code	<input type="text"/>
Local Facility Type	<input type="text"/>	Patient Class Code	<input type="text"/>
Parent Organization	<input type="text"/>		

Facility Type(s)

Required	Description
<input checked="" type="checkbox"/>	<p>Primary Facility Type The facility type of the Primary Facility (“Emergency Care”).</p>
	<p>Local Facility Type This is a nonstandard facility type that sites may choose to use for their own purposes.</p>
	<p>Parent Organization Umbrella term used for facility or hospital organization associated with facility noted in FacilityID_UID. This information is useful when querying or selecting records with multiple facilities associated with a particular healthcare chain.</p>
<input checked="" type="checkbox"/>	<p>Facility Type Code A code value that corresponds to the selected Facility_Type. The system auto-generates this value, and it <i>cannot</i> be modified (“261QE0002X”).</p>
<input checked="" type="checkbox"/>	<p>Patient Class Code Auto-generated code that corresponds to facility type, and it <i>cannot</i> be modified (“E”).</p>

Vendor Information	
Vendor Name	<input type="text" value="Other"/>
Specify Vendor Name	<input type="text"/>
Vendor Software	<input type="text" value="Other"/>
Specify Vendor Software	<input type="text"/>
Software Version	<input type="text"/>
Vendor Effective Date	<input type="text"/>

Vendor Information

Required	Description
<input checked="" type="checkbox"/>	<p>Vendor Name Name of software provider (vendor) that sends facility data. The vendor must be one of the specified values from the drop-down list (“Modernizing Medicine”). If a user selects “other” from the drop-down list of vendor names, the “specify other vendor” field will display. This is a free-text field where the vendor name should be entered.</p>
<input checked="" type="checkbox"/>	<p>Vendor Software Name of software used for transmitting facility information (“EMA Mobile”). If a user selects “other” from the drop-down list, the “specify other software” field will display. This is a free-text field where the vendor software should be entered.</p>
	<p>Software Version The version of the software used to send facility data (“1.7”).</p>
	<p>Vendor Effective Date The vendor’s start date for sending facility data (“01-15-2018”).</p>

Submission Details

Feed Name

Please Select a Feed Name... ▼

Facility Data Submission Alerts

Send alert if this facility stops sending data for more than hour(s).

Temporarily disable facility data submission alerts? Yes No

The system will re-enable facility data submission alerts on

Submission Details

Required	Description
<input checked="" type="checkbox"/>	Feed Name The feed name (designated by the Secure File Transfer Protocol (SFTP) or Public Health Information Network Messaging System (PHINMS) account name) to which the facility belongs. Feed names are filtered by the site selected ("ALTroy"). If a new feed needs to be added or the feed name is unknown, selecting "unknown" will notify NSSP's Onboarding Team of the need to identify the missing value.
<input checked="" type="checkbox"/>	Send alert if this facility stops sending information for more than [__] hour(s)? The user can specify how many hours <i>after</i> a facility stops sending information that the system should send an alert ("72" [hours]). Note that facility alerts will only be sent for "Active" facilities.
<input checked="" type="checkbox"/>	Temporarily disable facility data submission alerts? A YES/NO question that lets a user decide whether to temporarily disable facility submission alerts.
<input checked="" type="checkbox"/>	The system will re-enable facility data submission alerts on [_____]. If a user answers YES to "temporarily disable facility data submission alerts," the field is populated with a date one week ahead of when the question is answered YES.

Facility Status

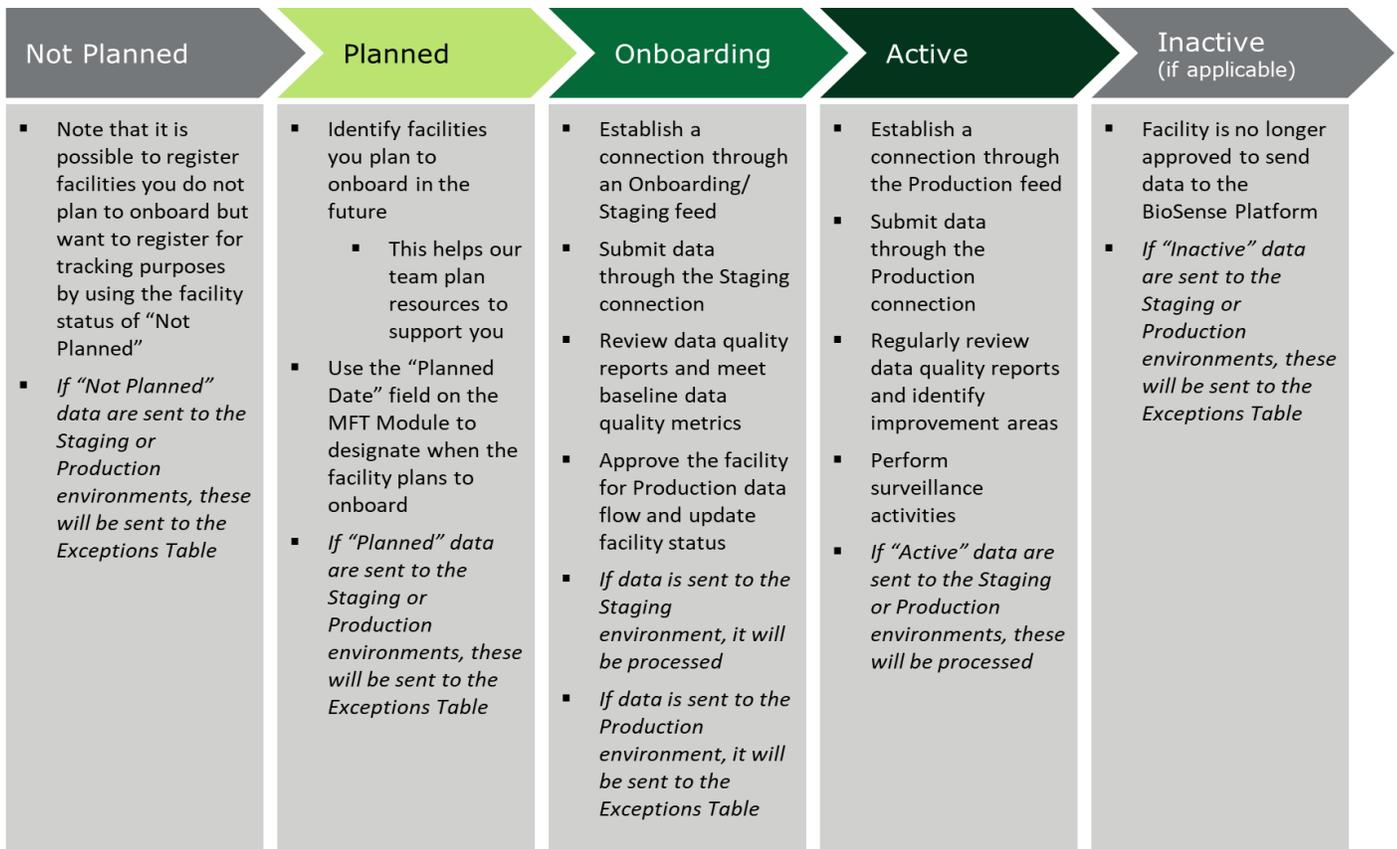
Facility Status	<input type="text"/>
Date Onboarded	<input type="text"/>
Date Activated	<input type="text"/>
Date Deactivated	<input type="text"/>
Date Planned	<input type="text"/>

Planned date can be an estimate (e.g., June 2020)

Facility Status

Required	Description
<input checked="" type="checkbox"/>	<p>Facility Status</p> <p>The status of a facility reflects the eligibility for data processing in the onboarding or production environment.</p>
<input checked="" type="checkbox"/>	<p>Facility Status Dates</p> <p>The date, if applicable, is the onboarding date for a facility or when the facility was activated or deactivated. These fields are auto-generated and are not editable.</p>
	<p>Date Planned</p> <p>The <i>anticipated</i> date a site plans to bring a facility onboard.</p>

Site administrators must indicate a “Facility Status” for each primary facility. The following diagram describes valid facility status values and expected activities for each phase. More information about the facility onboarding and activation process can be found [here](#).



Version Control

Created By	<input type="text"/>	
Create Date	<input type="text"/>	
Last Modified By	<input type="text"/>	
Last Modified Date	<input type="text"/>	

Version Control

Required	Description
<input checked="" type="checkbox"/>	<p>Created By/Date The username of the person who created the initial facility and the date that the facility was created. These fields are auto-generated and are not editable.</p>
<input checked="" type="checkbox"/>	<p>Last Modified By/Date The username of the person who last modified the facility information and the date of that modification. These fields are auto-generated and are not editable.</p>

Example #1: Single Primary Facility Sends Data Under One ID

In this example, a single emergency department always sends HL7 messages with a treating facility ID = 11 and a sending facility ID = 11. By using the MFT module, you would register one *primary* facility with a facilityID_UUID = 11. The BioSense Platform will then assign a generic C_BioSense_Facility_ID. At a high level, the MFT will display the following data:

Site	Facility_Name	FacilityID_UUID	C_BioSense_Facility_ID	Facility_Type	Default Patient Class
888	General Hospital	11	1	Emergency Care	E

During data processing, the BioSense Platform uses a table titled “Operational Crosswalk” to ensure that the treating and sending facility IDs are valid for processing and assign C_BioSense_Facility_ID and other calculated field values as specified by BioSense Platform data processing rules. Please refer to the NSSP [Data Dictionary](#) for more information about data processing.

Here, the Operational Crosswalk would include the following data:

Site	Input Facility ID (compare to incoming treating/sending facility ID)	Output Facility ID (value to output to C_facility_ID)	C_BioSense_Facility_ID	Default Patient Class
888	11	11	1	E

In the example shown above, you’ll see one time series in ESSENCE for C_BioSense_Facility_ID = 1.

Example #2: A Hospital with Multiple Wings

In this example, a single hospital includes an emergency department, inpatient care, and outpatient clinic within the same facility. The site administrator considers this a *single* facility within ESSENCE but wants to be able to separate the visits in the underlying Archive data.

To achieve this, register the emergency department as the primary facility. Then, add the information for the inpatient and outpatient care settings as associated facilities tied to that primary facility (see the section on [Associated Facilities](#) for more information). In this scenario, the MFT would include the following data:

Site	Facility_Name	FacilityID_UUID	C_BioSense_Facility_ID	Facility_Type	Default Patient Class	Primary_Facility
999	My Hospital – ED	123	2	Emergency Care	E	Y
999	My Hospital – Inpatient	222	2	Inpatient	E	N
999	My Hospital – Outpatient	333	2	Outpatient	E	N

During data processing, the BioSense Platform uses a table titled “Operational Crosswalk” to ensure that the treating and sending facility IDs are valid for processing and assign C_BioSense_Facility_ID and other calculated field values as specified by BioSense Platform data processing rules. Refer to the NSSP [Data Dictionary](#) for more information about data processing.

Here, the Operational Crosswalk would include the following data:

Site	Input Facility ID (compare to incoming treating/sending facility ID)	Output Facility ID (value to output to C_facility_ID)	C_BioSense_Facility_ID	Default Patient Class
999	123	123	2	E
999	222	222	2	E
999	333	333	2	E

In the example shown above, you’ll see one time series in ESSENCE for C_BioSense_Facility_ID = 2.

Add Multiple Primary Facilities

Site administrators can add multiple primary facilities to the MFT. Start by selecting the hyperlinked Add Multiple Primary Facilities button (figure 3) to open the Web page that allows site administrators to upload multiple primary facilities. The Web page includes instructions on how to upload multiple primary facilities, a link to the downloadable template, the Browse button to search for and upload the completed template, and the Submit button to submit the completed template.

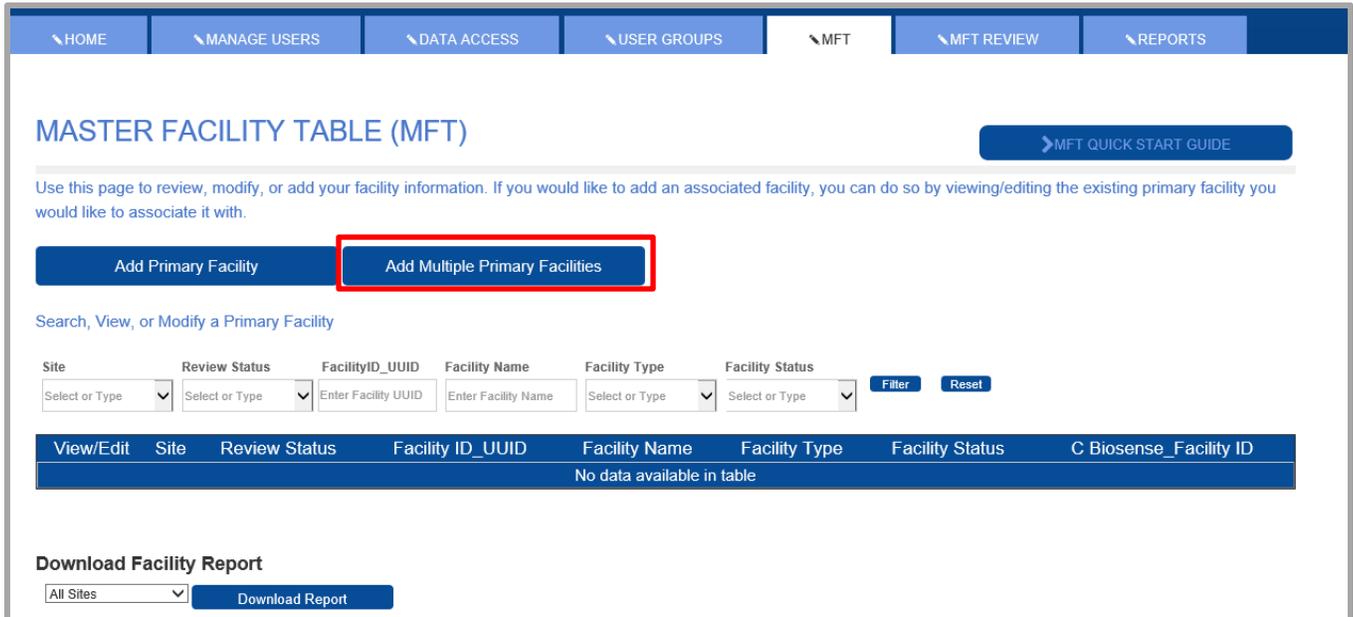


Figure 3. Add Multiple Primary Facilities button.

After selecting the Add Multiple Primary Facilities button, follow the steps indicated on the screen (figure 4) to upload multiple primary facilities. Currently, **the template does not accommodate the addition of multiple associated facilities**. To add associated facilities, you must first add the primary facility and then access that facility information. (See Section 3, View and Edit Primary and Associated Facilities, for guidance.)

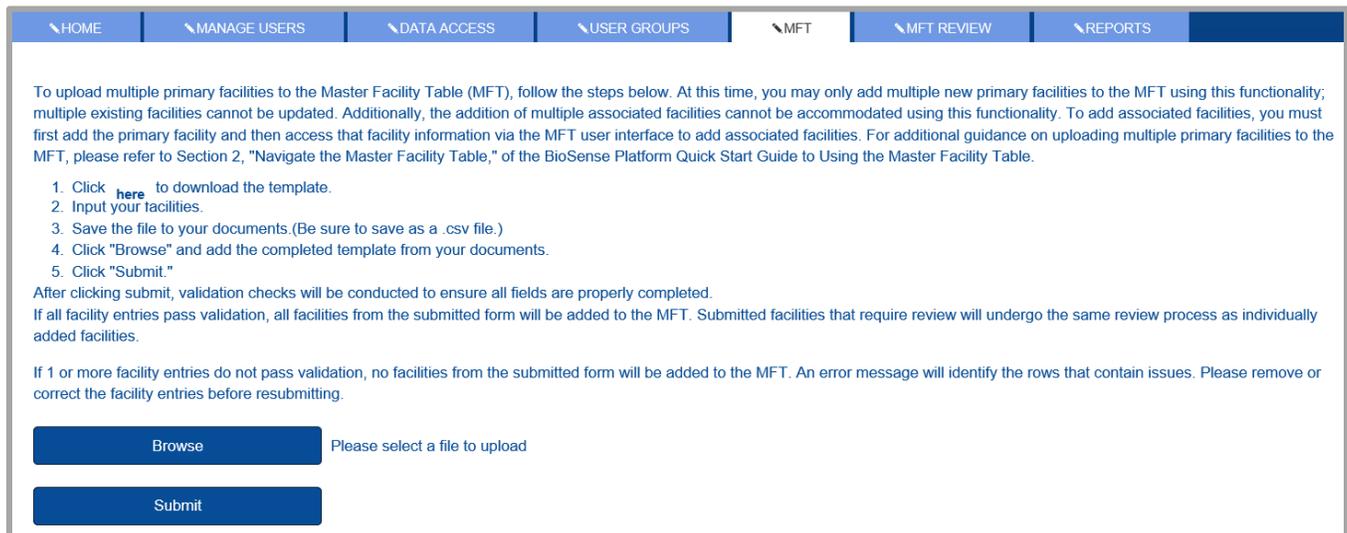


Figure 4. Web page to upload multiple primary facilities and instructions, link to downloadable template, and access Browse and Submit buttons.

Guidance to Successfully Submit Multiple Primary Facilities

The downloadable Add Multiple Primary Facilities template provides some guidance to successfully complete the template and upload multiple primary facilities.

1	To add multiple primary facilities to the Master Facility Table (MFT), input your facilities into the following template beginning at row 6 of this document. The grey italicized text provides some general guidance on completing each field. Please refer to Section 2 of the <i>BioSense Platform Quick Start Guide to Using the Master Facility Table</i> for more information on each field as well as information on required fields. Auto-generated fields are not included in this template and will be generated after successful submission of the completed template.								
2	Once all facilities have been added , save the file as a *.csv. When you are ready to submit the file, follow the instructions provided on the "Add Multiple Primary Facilities" screen. Instructions may also be found in Section 2 of the Quick Start Guide.								
3	If your file is not accepted, make any changes necessary to your original document (non-*.csv file). Once all changes are made , save the edited file as a *.csv and repeat the submission process.								
4	Primary_Facility_Address								
5	Site	Primary_Facility_Name	Country	Street Address	City	State	County	ZIP_Code	Facility_State_Region(local)
6	<i>Please select a value from the dropdown. Required for all facility status values.</i>	<i>Required for all facility status values.</i>	<i>Please select a value from the dropdown. Required for all facility status values.</i>	<i>Required for facilities with a facility status value of Onboarding.</i>	<i>Required for facilities with a facility status value of Onboarding.</i>	<i>Please select a value from the dropdown. Required for facilities with a facility status value of Onboarding.</i>	<i>Please select a value from the dropdown. (State must be selected first.) Required for facilities with a facility status value of Onboarding.</i>	<i>##### Required for facilities with a facility status value of Onboarding.</i>	

Figure 5. Template for adding multiple primary facilities.

To avoid your submittal being rejected, please review the following guidelines before completing, saving, and submitting the template:

- Refer to the [MFT Screens and Required Fields in Section 2, Navigate the Master Facility Table](#) for information about each field and for information on required fields.
Note: Auto-generated fields are not included in the template but will be generated once the completed template has been successfully submitted.
- Follow the guidance in row 5 for completing certain fields (grey italicized text).
- Input your facilities into the template starting at row 6.
- Do not add to or delete columns from the template.
- Do not edit or delete rows 1 through 5 of the template.
- Do not change cell formatting (e.g., merge cells or remove data validation).

Once facility entries pass validation (figure 6), facility information from the submitted form will be added to the MFT. Any submitted facilities that require review will undergo the same process as individually added facilities. For information about the review process and reasons for review, refer to Section 4, Facility Review.

If one or more facility entries *do not* pass validation, no facilities from the submitted form will be added to the MFT. An error message will identify the rows that contain issues (figure 7).

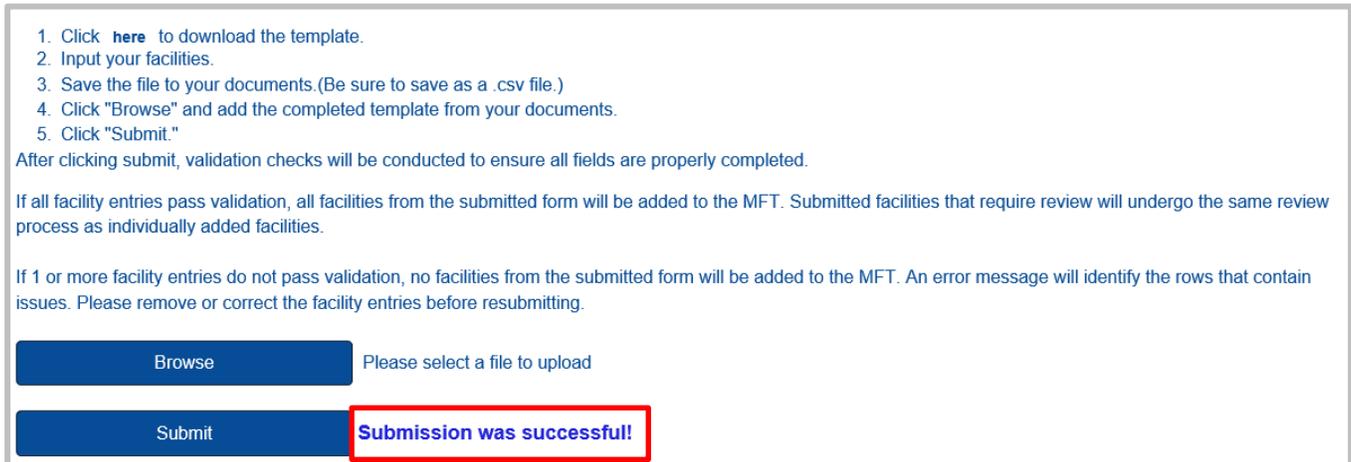


Figure 6. Message displayed if multiple primary facilities upload is successful.

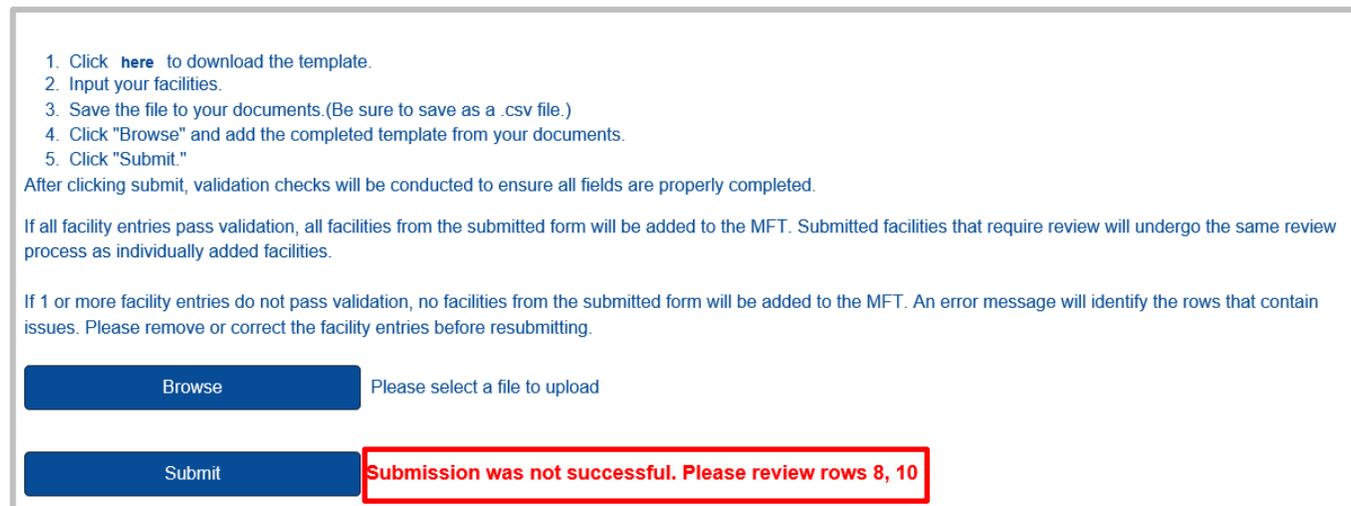


Figure 7. Message displayed if uploading of multiple primary facilities is not successful.

If the file is *not accepted*, make any changes necessary to the original document (non-*.csv file). Remove or correct the rows that contained issues. Once the changes are made, save the edited file as a *.csv and repeat the submission process. For example, if a site administrator attempts to submit 50 facilities and the submission is not successful due to an issue within one row (e.g., row 10), the site administrator must correct the facility entry within the original template. If the submission is still unsuccessful, the site administrator can remove the problematic facility entry causing the submission failures, re-submit the 49 facilities that pass validation via batch add, and then individually submit the problematic facility removed from the template via the facility form. In most instances, the facility form is able to identify the specific field that is not meeting validation criteria.

3. View and Edit Primary and Associated Facilities

Primary Facilities

As a site administrator, you may view or edit a primary facility by searching the site or by scrolling through the table until you find the desired result. Clicking the “View/Edit” button will open the facility information so that you can review the record or make and save edits. Two additional sections are available when viewing or editing a record:

- Facility Review (refer to section 4, Facility Review, for more detail)
- Associated Facilities

Associated facility functionality is explained in detail below.

Associated Facilities

Associated facilities are intentionally affiliated with primary facilities but are **not considered separate facilities within ESSENCE**. Associated facilities can only be added by selecting a primary facility and then navigating to its Associated Facility Information section. Generally, sites use associated facilities to capture information about additional facility types, incoming ID values that should be converted to the primary ID (“historic crosswalk” information), and incoming ID values that should not be converted to the primary ID but should be associated with the generic C_BioSense_Facility_ID of the primary facility (e.g., multiple facilities reporting under one primary facility identifier).

Within the MFT Module, site administrators may **add** associated facilities but cannot **edit** associated facility information. Please contact the [NSSP Service Desk](https://support.syndromicsurveillance.org) (support.syndromicsurveillance.org) if you need to modify associated facility metadata or have questions about associated facilities and how to use the MFT to support your data processing needs.

The following pages show screen shots and information collected by the MFT for associated facilities. Below is an indication () of whether the field is required.

Associated Facility Information

Associated Facility Information

Are there additional facilities you would like to associate with this primary facility?(e.g., different facility types or different facilityID_UUID) Yes No

Warning: Adding Associated Facilities disables the ability to save changes to the Primary Facility until all Associated Facilities are reviewed and approved. If you have changes to the Primary Facility that you would like to make, please save them first before adding Associated Facilities.

Copy Primary Facility info

Associated Facility Name

Associated Facility Address

Associated Facility Type

Associated Facility Status

Associated FacilityID_UUID

Convert this Associated FacilityID_UUID to the Primary FacilityID_UUID during data processing to populate C_Facility_ID? Yes No

Add

Associated Facilities Table

C_Biosense_Facility_ID	Input Facility ID	Output Facility ID	Facility Name	Facility Address	Facility Type	Date Added
No data available in table						

Information Collected for Associated Facilities

Required	Description
<input checked="" type="checkbox"/>	<p>Are there additional facilities you want associated with this primary facility? For example, there could be different facility types or different FacilityID_UUID.</p> <p>If YES, this question will display information and fields related to associated facilities and allow a site administrator to add an associated facility. If NO, no information or fields will display.</p>
	<p>Copy Primary Facility Info</p> <p>When this box is checked, the information (facility name, address, type, status, FacilityID_UUID, and output facility ID) of the primary facility will be copied.</p>
	<p>Associated Facility Name</p> <p>The name of the associated facility (“UAB Downtown Urgent Care”).</p>
	<p>Associated Facility Address</p> <p>The associated facility’s address includes several fields: <i>street address</i> (“1000 Main Street”), <i>city</i> (“Birmingham”), <i>2-letter state abbreviation</i> (“AL”), <i>county</i> (“Jefferson”), and the 5- or 9-digit ZIP code where the associated facility is located (“35203” or “35203-3824”).</p>
<input checked="" type="checkbox"/>	<p>Associated Facility Status</p> <p>The facility status of the associated facility. This field is auto-generated to match the facility status of the primary facility and cannot be modified (ex. “Onboarding”).</p>
<input checked="" type="checkbox"/>	<p>Associated FacilityID_UUID</p> <p>The FacilityID_UUID of the associated facility. This can be the same or different from the primary facility’s FacilityID_UUID (ex. “999999”).</p>
<input checked="" type="checkbox"/>	<p>Convert this Associated FacilityID_UUID to the Primary FacilityID_UUID during data processing to populate C_Facility_ID?</p> <p>If YES, the OutputID of associated facility = OutputID of Primary Facility. If NO, the OutputID of associated facility = InputID of associated facility.</p>

The following examples give insight into using associated facilities to record facility information. From these examples, you can see the implications on data processing and visualization.

Example #1: Primary Facility with Associated Facilities—Same FacilityID_UUIDs

In this example, all associated facilities related to the primary facility have the same FacilityID_UUID as that of the primary. This ID scheme might be used if multiple urgent care practices want to report as the same facility even though they are at multiple locations.

Associated Facilities Table

C_Biosense_Facility_ID	Input Facility ID	Output Facility ID	Facility Name	Facility Address	Facility Type	Date Added
27124	999999	999999	Urgent Care #1	1000 East Avenue	Urgent Care	2018-06-18 00:35:58.587
27124	999999	999999	Urgent Care #2	1000 West Drive	Urgent Care	2018-06-18 00:36:10.563
27124	999999	999999	Urgent Care #3	1000 North Street	Urgent Care	2018-06-18 00:36:36.983
27124	999999	999999	Urgent Care #4	1000 South Road	Urgent Care	2018-06-18 00:36:54.33

Example #2: Primary Facility and Associated Facilities—Different FacilityID_UUIDs, Not Converted During Data Processing

In this example, the associated facilities related to the primary facility have different FacilityID_UUIDs than one another and the primary. When asked the question “Convert this Associated FacilityID_UUID to the Primary FacilityID_UUID during data processing to populate C_Facility_ID?” the site administrator chooses NO.

An example of this is if a site administrator wants to add a pediatric emergency department and a “regular” emergency department that share a single physical location. Both report using different facility ID values—but in ESSENCE, both are tracked as a single facility. In the underlying Archive processed data, separating the two for detailed analyses will be useful.

Associated Facilities Table

C_Biosense_Facility_ID	Input Facility ID	Output Facility ID	Facility Name	Facility Address	Facility Type	Date Added
27124	888888	888888	Outpatient Clinic	123 North Street	Medical Specialty	2018-06-18 00:49:16.68
27124	777777	777777	Inpatient Setting	100 South Avenue	Inpatient Practice Setting	2018-06-18 00:49:54.183

Example #3: Primary Facility and Associated Facilities—Different FacilityID_UUIDs, Converted During Data Processing

In this example, the associated facilities related to the primary facility have different FacilityID_UUIDs than one another and the primary. When asked the question “Convert this Associated FacilityID_UUID to the Primary FacilityID_UUID during data processing to populate C_Facility_ID?,” the site administrator chooses YES.

An example of when this might be used is if a site administrator has a facility that usually sends data under a single ID value. Occasionally, however, a technical glitch lets an old facility ID value come through. The site administrator wants to convert this ID to the correct value in the system but does not need to differentiate these data in the underlying Archive Processed data.

Associated Facilities Table

C_Biosense_Facility_ID	Input Facility ID	Output Facility ID	Facility Name	Facility Address	Facility Type	Date Added
27124	222222	999999	Secondary Hospital	100 Flower Street	Emergency Care	2018-06-18 00:52:34.203
27124	333333	999999	Small Clinic	100 Cherry Road	Urgent Care	2018-06-18 00:52:58.32

4. Facility Review

Facility Review Overview

Once a facility has been added or modified, the system will determine if further review by the NSSP Onboarding Team or Analytic Data Management (ADM) Team is required. Facility Reviews are conducted to ensure that sites are successfully prepared to send data to the BioSense Platform. You can track the status of review within the MFT by checking the field named “Record Status.” If your facility requires review, the “record status” and “review reason” fields on the Facility Information screen will contain detailed information. Facilities that are approved or do not need to be reviewed are marked as “complete” in the “record status” field, and the “review reason” field will be blank. Facilities that need to be reviewed are marked as “pending OB approval” or “pending ADM approval” in the “record status” field, and the “review reason” field will contain details on the reason for review.

Why does my facility require review?

- Facility Status changed to (or from) “Active”
- Feed Name is “unknown”
- Facility NPI, Sending Facility ID, or AHA ID already exists in another site
- Primary FacilityID_UUID value has changed
- Associated facility added, with an ID that differs from the primary

The Facility Review workflow blocks immediate updates to the ESSENCE facility tables and Operational Crosswalk. The Operational Crosswalk is used for data processing in the Onboarding and Production environments. Please refer to the NSSP [Data Dictionary](#) for more information about data processing. The ESSENCE facility tables and Operational Crosswalk are **only updated when “record status” is “complete.”**

The following information describes what is displayed on the Facility Information screen in the Facility Review section. Below is an indication () of whether the field is required.

Facility Review

Review Reason	<input type="text"/>
Record Status	<input type="text"/>
Site Input	
Site Comments	<input type="text"/>
Onboarding Review	
Are all changes to facility information approved?	<input type="radio"/> Yes <input type="radio"/> No
Onboarding Comments	<input type="text"/>
ADM Review	
Are all changes to facility information approved?	<input type="radio"/> Yes <input type="radio"/> No
ADM Comments	<input type="text"/>

Information Collected for Facility Review

Required	Description
<input checked="" type="checkbox"/>	Review Reason The reason, if applicable, that a facility has entered the review workflow. This field is auto-generated and <i>cannot</i> be modified.
<input checked="" type="checkbox"/>	Record Status The status, if applicable, of a facility within the review workflow (pending Onboarding Team approval, pending Analytic Data Management approval, pending site review, or complete). This field is auto-generated and <i>cannot</i> be modified.
	Site Input This free-text field allows site administrators to enter relevant information about the facility being reviewed.
<input checked="" type="checkbox"/>	Onboarding (OB) Review Onboarding review fields include the question “ <i>Are all changes to facility information approved?</i> ” and a section for comments. When the facility’s record status is “pending OB approval,” the Onboarding Team will answer this YES/NO question about whether the facility has been approved and, if necessary, add comments.
<input checked="" type="checkbox"/>	Analytic Data Management (ADM) Review ADM review fields include the question “ <i>Are all changes to facility information approved?</i> ” and a section for comments. When the facility’s record status is “pending ADM approval,” the ADM Team will answer this YES/NO question about whether the facility has been approved and, if necessary, add comments.
	Cancel Requested Changes When a facility has a status of “pending OB approval,” “pending ADM approval,” or “pending site review,” the “Cancel Requested Changes” button will appear. A site administrator, Onboarding Team member, or ADM Team member may use the “Cancel Requested Changes” button to revert the current version of a record (containing requested changes under review) to its previously saved version. Pressing the button will set the record status to “complete” and the review reason to “null.”

If a facility’s changes are rejected, you or one of the other site administrators will receive a “notice of rejection” email. The email will contain reviewers’ comments notifying the site of what needs to be changed. Within the MFT Module, on the Facility Information screen, the “record status” field will be marked as “pending site review” and the “review reason” field will contain details on the reason for review. Additionally, the comments sections will contain reviewers’ comments notifying the site of what needs to be changed. Site administrators can then modify and resubmit facility information; if necessary, the facility review workflow will be triggered and the NSSP Team will resume facility review procedures.

Figures 8 and 9 illustrate the review workflow by facility status. If a facility is under review, site administrators cannot change the facility information. However, site administrators can, at any time, cancel outstanding changes to a facility by clicking the “Cancel Requested Changes” button. This resets the facility information to original values and removes the record from the facility review queue.

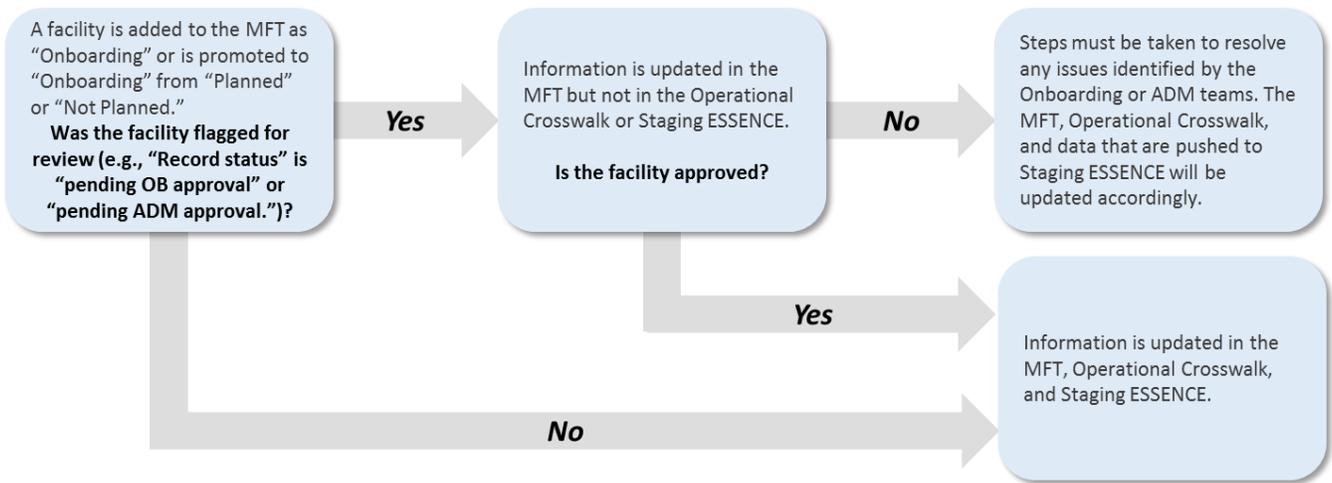


Figure 8. Facility Review for “Onboarding” facilities, including updates to the Operational Crosswalk and ESSENCE facility tables.

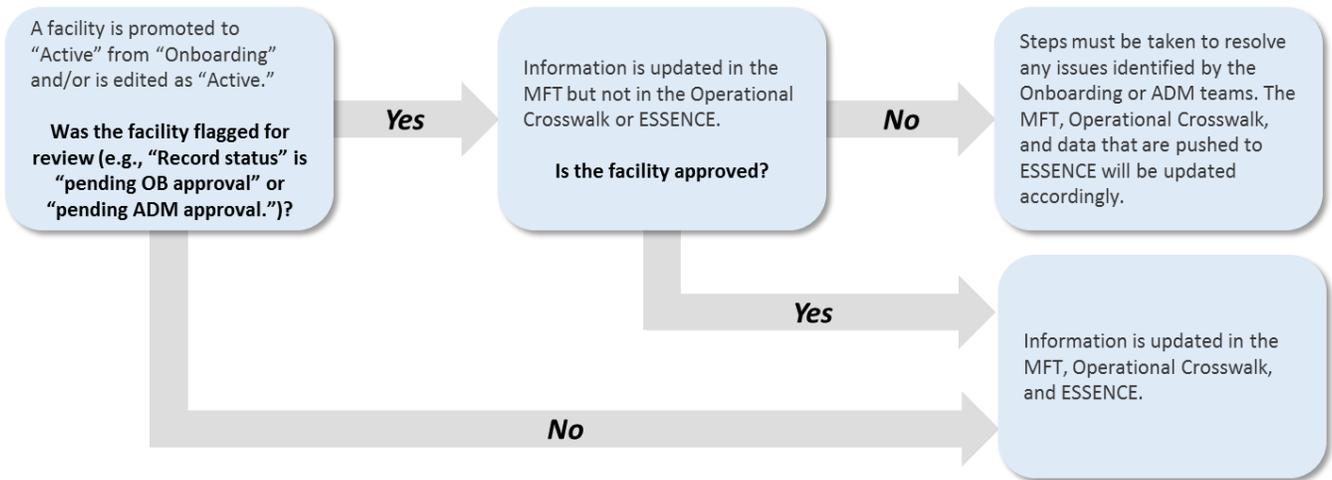


Figure 9. Facility Review for “Active” facilities, including updates to the Operational Crosswalk and ESSENCE facility tables.

Data Processing Considerations

The NSSP Team strives to minimize the time each facility spends in review. When a facility is in review status, the MFT facility metadata is effectively “out of sync” with the Operational Crosswalk and ESSENCE facility tables. During this time, you may want to compare the facility metadata stored in the MFT Module (currently under review) and the facility metadata used during data processing (i.e., in the Operational Crosswalk and ESSENCE). To compare the facility metadata stored in the MFT Module to the facility metadata used for data processing (i.e., in the Operational Crosswalk and ESSENCE), the following query may be helpful:

Query: Compare primary facility metadata in MFT to Operational Crosswalk for a specific facility ID

SELECT

```
a.C_Biosense_Facility_ID,
a.Record_Status AS Review_Status,
a.Facility_Status AS "(Requested)MFT_Facility_Status",
b.Facility_Status AS "(Current)Crosswalk_Facility_Status",
a.FacilityID_UUID AS MFT_Output_FacilityID_UUID
"(Requested)MFT_Output_FacilityID_UUID",
b.Output_FacilityID_UUID AS "(Current)Crosswalk_Output_FacilityID_UUID"
```

FROM <site>_MFT a

JOIN <site>_Operational_Crosswalk b on a.C_BioSense_Facility_ID=b.C_BioSense_Facility_ID

WHERE a.C_BioSense_Facility_ID='<XXXXX>'

and a.Primary_Facility = 'Y'

and b.Operational_Crosswalk_ID = (select max(Operational_Crosswalk_ID) from <site>_Operational_Crosswalk where C_Biosense_Facility_ID = '<XXXXX>')

To view information for **all** facilities pending review, use the following where statement:

WHERE a.Record_Status <> 'Complete'

Executing this query will produce a table that contains the following information:

C_BioSense_Facility_ID	Review_Status	(Requested) MFT_Facility_Status	(Current) Crosswalk_Facility_Status	(Requested) MFT_Output_Facility_ID	(Current) Crosswalk_Output_FacilityID_UUID
Primary unique identifier for facility	The status of a facility within the review workflow (pending OB or ADM approval, pending site review, or complete).	The status of a facility as noted in the MFT Module . If you change the facility status, this field will reflect your requested change.	The status of a facility as noted in the Operational Crosswalk and used for data processing . If you change the facility status, this field will reflect the facility's status in the Operational Crosswalk and ESSENCE.	The Primary Facility ID as noted in the MFT Module . If you change the facility's PrimaryID_UUID, this field will reflect your requested change.	The Primary ID as noted in the Operational Crosswalk and used for data processing . If you change the facility's PrimaryID_UUID, this field will reflect the facility's PrimaryID_UUID in the Operational Crosswalk and ESSENCE.

Use Case Example Output 1: Facility Status changed from Onboarding to Active; facility is currently pending review by NSSP Team

C_BioSense_Facility_ID	Review_Status	MFT_Facility_Status	Crosswalk_Facility_Status	MFT_Output_Facility_ID	Crosswalk_Output_FacilityID_UUID
1234	Pending OB Approval	Active	Onboarding	100	100

Note that the MFT preserves the requested facility status of “Active,” but the Operational Crosswalk will retain a facility status of “Onboarding” until the facility changes are approved.

Use Case Example Output 2: FacilityID_UUID is modified for an active facility; facility is currently pending review by NSSP Team

C_BioSense_Facility_ID	Review_Status	MFT_Facility_Status	Crosswalk_Facility_Status	MFT_Output_Facility_ID	Crosswalk_Output_FacilityID_UUID
1234	Pending OB Approval	Active	Active	200	100

Note that the MFT preserves the requested new FacilityID_UUID value. However, the Operational Crosswalk will retain the old FacilityID_UUID value until the facility changes are approved (i.e., any messages received from the facility will be mapped to the old FacilityID_UUID value in the XX_Processed table until changes are approved).