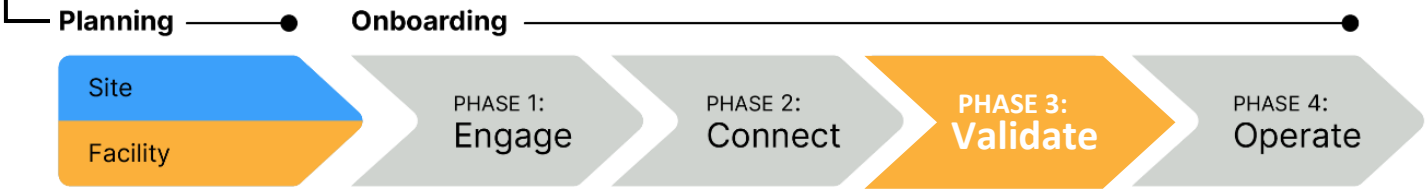
NSSP Job Aid
**New Facility Onboarding Series**

# PHASE 3: STEPS TO VALIDATE

Validate is the third of four National Syndromic Surveillance Program (NSSP) onboarding phases. Onboarding is a collaborative process in which the NSSP and site teams work with a facility, health department, electronic health records (EHR) vendor, or health information exchange (HIE) to transmit syndromic data from medical record systems to the NSSP BioSense Platform.

The "VALIDATE" job aid will guide the site administrator through the steps that must be completed by the site team and feed administrator *before* connecting to the BioSense Platform production environment. (Sometimes the site administrator will oversee feed administrator tasks.) Confirm that the facility feed has successfully connected to the NSSP onboarding environment before starting the Validate phase.

Job aids are available for planning and each phase of onboarding: Engage, Connect, Validate, and Operate. Use these job aids with each other and the *New Facility Onboarding Guide for the BioSense Platform*, hereafter called *Onboarding Guide.*




## PHASE 3—STEPS TO VALIDATE

| SITE | FACILITY |
|---|---|

STEP 1: Verify that file format and naming conventions are valid (see ***Onboarding Guide,* Section 4.4 "File Format and Naming Conventions")**. Each feed must submit a valid test message to the BioSense Platform. *Files uploaded to the BioSense Platform cannot be processed unless the file format and naming convention are valid.*

- Log in to your feed's account in Onboarding environment using WinSCP or FileZilla.
- Upload a valid message with the correct file name convention and batch and message structure.

STEP 2: For each feed, set up a schedule for batch transmissions:

- Transmit in 15- to 60-minute increments (preferred); or
- Transmit at least once every 24 hours.

STEP 3: Confirm that data being sent contain no more than the *minimum* allowable personally identifiable information (PII) and that data elements are mapped correctly.

STEP 4: Submit live data for validation.

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## STEPS TO VALIDATE, cont.

### SITE ADMINISTRATOR

STEP 5: Assess whether facility data meet **NSSP**-required minimums for validity and completeness.

- **Priority 1** data elements: 80% threshold
- **Priority 2** data elements: Within 12 months of completing onboarding to production

*Until the SAS Staging Data-Quality-on-Demand Tool is released, please contact the NSSP Onboarding Team to obtain data quality reports.*

STEP 6: Assess whether facility data meet **site**-specified minimums.

STEP 7: As needed, work with facility to resolve HL7 issues and resubmit corrected data.

STEP 8: To get help with data validation, submit a ticket to the **NSSP Service Desk**. *If no assistance is needed during the data validation process, go to STEP 9.*

STEP 9: **To activate a facility** when data meet NSSP- and site-required minimums, update Facility Status to "Active" in Master Facility Table (MFT). This prepares facility to receive data in the production environment.

*NSSP onboarding team will run a final validation on data and either (1) approve the activation request or (2) decline the activation request and return rejected information to site for review.*

STEP 10: Once facility is approved for activation in MFT, work with feed administrator and onboarding team to configure feed so it points to production environment. Proceed with live data flow.

### FEED ADMINISTRATOR

STEP 5: Request data validation through the site administrator.

STEP 6: Correct reported HL7 issues. Resubmit corrected data for validation.

STEP 7: Once NSSP approves facility for production, work with site administrator to configure feed to point to production environment. Proceed with live data flow.

## QUESTIONS?

- Email the NSSP Service Desk at http://support.syndromicsurveillance.org (account and log-in required).
- Include your question or brief description of assistance needed.

## FOR MORE INFORMATION

Visit the NSSP Technical Resource Center, Onboarding, at https://www.cdc.gov/nssp/resources.html.

## RESOURCES

- Priority Data Elements List: New Facility Onboarding Guide: Appendix E https://www.cdc.gov/nssp/biosense/onboarding-guide/pdf/New-Facility-OG-508.pdf
- ONC Health IT Certification for Syndromic Surveillance https://www.healthit.gov/policy-researchers-implementers/2015-edition-test-method
- NSSP BioSense Platform documentation: http://www.cdc.gov/nssp/biosense/onboarding.html
- CDC PHIN Vocabulary Access and Distribution System (VADS) https://phinvads.cdc.gov/vads/SearchVocab.action
- HL7 Messaging Standard Version 2.5.2 (HL7 Manual): http://www.HL7.org
- National Institute for Standards and Technology (NIST) HL7 V2.5.1 Syndromic Surveillance Validation Tools—Meaningful Use 2015 Edition: https://hl7v2-ss-r2-testing.nist.gov/ss-r2