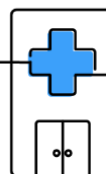


## NSSP Job Aid New Site Onboarding Series



# NEW SITE PLANNING (PRE-ONBOARDING)

Onboarding is a collaborative process in which the National Syndromic Surveillance Program (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 “NEW SITE PLANNING” job aid will guide the site administrator through the activities that must be completed before submitting a Service Desk ticket to start the onboarding process. This job aid will prove useful for a new site scheduled for or being considered for onboarding.

Job aids are available for planning and onboarding. Use these job aids with each other and the [New Site Onboarding Guide for the BioSense Platform](#), hereafter referred to as *Onboarding Guide*.

Planning

Onboarding



## STEPS FOR NEW SITE PLANNING (PRE-ONBOARDING)

### SITE ADMINISTRATOR

STEP 1: Request new site onboarding participation at [nssp@cdc.gov](mailto:nssp@cdc.gov). Wait for a reply from the NSSP onboarding team. NSSP will:

- Assess request for prioritization,
- Send out official New Site Onboarding Invitation to interested sites,
- Propose an onboarding window with scheduled milestones, and
- Schedule kick-off call to initiate the onboarding window.

STEP 2: Identify your team (*Onboarding Guide*, Section 3.4, Site Roles and Responsibilities):

- Onboarding coordinator
- Site administrator(s)
- Feed administrator to establish feed connectivity
- Technical contact to develop HL7 messages
- Epidemiologist

*Some duties may overlap. Duties may be performed by multiple organizations.*



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

## STEPS TO PLANNING, cont.

STEP 3: Review training and resources:

- *New Site Onboarding Guide*  
<https://www.cdc.gov/nssp/biosense/onboarding-guide/pdf/New-Site-OG-508.pdf>
- NSSP Technical Resource Center  
<https://www.cdc.gov/nssp/biosense/publications.html>
- Public Health Information Network (PHIN) Tools and Resources, PHIN Guides  
<http://www.cdc.gov/phin/resources/PHINguides.html>
- National Institute of Science and Technology (NIST) Data Validation Tools  
<https://hl7v2-ss-r2-testing.nist.gov/ss-r2>

STEP 4: Check with your organization to find out if HL7 data integration tools (e.g., Rhapsody and Mirth) are available. Both have SFTP capabilities and can be configured for data uploads.

STEP 5: Develop 30+ days of HL7 files (*Onboarding Guide*, 3.2 Prerequisites) and confirm HL7 messages meet *PHIN Messaging Guide for Syndromic Surveillance* and NIST standards.

STEP 6: Identify and engage with high-priority facilities to onboard.

STEP 7: Establish **optional** service-level agreements as needed and submit to **NSSP Service Desk**:

- Data Use Agreement (DUA) with NSSP (contact Service Desk for template);
- BioSense Onboarding Process Site Acknowledgement (*Onboarding Guide*, Appendix A, Site BOPA);
- Downstream DUA (*Onboarding Guide*, 3.2 Prerequisites); and
- Facility BOPA (*Onboarding Guide*, Appendix B).

STEP 8: Plan for data sharing and intra-site access (*Onboarding Guide*, 3.8 Data Sharing and Intra-Site Access).

- What adjacent or other sites are your site facilities likely to share data with (intra-site access)?
- What data will be shared? Who, specifically, will share data?
- Data sharing through Chief Complaint Query Validation tool (CCQV).

## RESOURCES

- NIST Data Validation Tools  
<https://hl7v2-ss-r2-testing.nist.gov/ss-r2>
- *BioSense Platform User Manual for the Access & Management Center (AMC)*  
<https://www.cdc.gov/nssp/biosense/docs/BioSense-AMC-User-Manual.pdf>
- *BioSense Platform Quick Start Guide to Using the Master Facility Table*  
<https://www.cdc.gov/nssp/biosense/docs/BioSense-Platform-Quick-Start-Guide-for-MFT.pdf>

## FREQUENTLY ASKED QUESTION

**Q:** How long does the new site onboarding process take?

**A:** A new site onboarding window typically lasts 10 to 12 weeks depending on how many sites participate. Length of site preparation before each new site onboarding window will vary.

## 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/biosense/onboarding.html>.