Arkansas Department of Health Meaningful Use Syndromic Surveillance On-Boarding Checklist

STAGE 1: COMPLETE STEPS 1-3
STAGE 2: COMPLETE STEPS 1-6

Step 1 Registration • EP or EH notifies ADH of interest in submitting Syndromic data for Meaningful Use.

Step 2
Pre- Testing

• EP or EH generates and evaluates Syndromic Surveillance electronic reporting test messages.

Step 3
Testing

• EP or EH sets up data transport option and submits Syndromic test message to ADH.

Step 4 In Queue • EP or EH is placed on a waiting list for ongoing submission and additional validation.

Step 5 Validation EP or EH establishes ongoing electronic Syndromic Surveillance data feed to ADH and work with Syndromic Coordinator for data validation.

Step 6
Production

• EP or EH reports via Syndromic Surveillance electronic feed and participates in periodic quality assurance activities.

Step 1) Registration/Enrollment: (Stage 1 and Stage 2)	
	Complete the on-line Registration tool for Syndromic Surveillance: Complete Business Associate Agreement (BAA) in Registration process – Require signature prior to Pre-testing Complete Data Use Agreement (DUA) in Registration process – Require signature prior to Pre-Testing
Step 2) Pre-testing: (STAGE 1 AND STAGE 2)	
	Review the Syndromic Surveillance implementation guides Create a set of test messages from EMR/EHR or HIS according to the specifications in the implementation guides Validate the test messages using the PHIN Message Quality Framework (MQF) tool Address any errors identified by the MQF tool Save the successful or unsuccessful message identified by the MQF tool
Step 3) Testing: (STAGE 1 AND STAGE 2)	
	Stage 1: Upload successful or unsuccessful test message into the <u>Registration tool</u> . Stage 2: Upload successful test message into the <u>Registration tool</u> . Include Message Quality Framework (MFQ) message validation reports that indicate test messages are free of errors.
Step 4) In Queue (STAGE 2)	
	ivities. Arriving at this step completes the activities required for Stage 1 of Meaningful acknowledgement letter will be sent to registered users.
Step 5) Validation	
	Select a data transport mechanism (SFTP, SHARE/HIE, VPN) for ongoing submission of syndromic surveillance data Set up a transport mechanism Transmit a test message via the transport mechanism Begin ongoing submission and participate in validation activities

Step 6) Production

 $\hfill\square$ Continue ongoing submission of syndromic surveillance data to public health