Iowa Department of Public Health

Electronic Laboratory Reporting Checklist

√	Action Step	Party that takes this step	How?	IDPH Contact Information
	Enroll with IHIN	Hospital / Laboratory Rep	Complete IHIN Participation Agreement (see link #1 below).	https://www.ihin.org info@ihin.org
	Register for the smartLab	Hospital / Laboratory Rep	Complete smartLab Registration (see link #2 below)	ELR@idph.iowa.gov John Satre (515)229-0417
	Verification Letter sent	IDPH ELR Team	Meaningful Use verification letter e-mailed from IDPH to Hospital	ELR@idph.iowa.gov John Satre (515)229-0417
	smartLab credentials provided	IDPH ELR Team	smartLab credentials e-mailed to registered smartLab users, respectively	ELR@idph.iowa.gov John Satre (515)229-0417
	Transport Prep	IHIN vendor (through IDPH ELR Team) shortly after credentials provided	IHIN vendor will contact hospital/lab transport contact	ELR@idph.iowa.gov John Satre (515)229-0417
	smartLab Just in Time Training (optional)	IDPH ELR Team & Hospital/Lab ELR team	IDPH ELR Team coordinates webinar	ELR@idph.iowa.gov John Satre (515)229-0417
	Mapping local codes to IDPH smartLab code set	Hospital / Laboratory Rep	Login to smartLab & map hospital/laboratory codes for Tests, Results, and vocabularies (race, ethnicity, specimen type, etc.) to the IDPH code set	ELR@idph.iowa.gov John Satre (515)229-0417
	Message Construction	Hospital/Laboratory/Vendor	Facility-specific	ELR@idph.iowa.gov John Satre (515)229-0417
	Message testing (message structure variation)	Hospital/Laboratory/Vendor	Facility-specific (See link #3 below for message specifications)	ELR@idph.iowa.gov John Satre (515)229-0417
	Engage Request	Hospital/Laboratory/Vendor	Contact IDPH	ELR@idph.iowa.gov John Satre (515)229-0417
	Mapping Review	IDPH ELR Team	Review Mapping	ELR@idph.iowa.gov John Satre (515)229-0417
	Test Message Review	IDPH ELR Team	Review latest Test Message in smartLab	ELR@idph.iowa.gov John Satre (515)229-0417
	End-to-End testing	IDPH ELR Team & Hospital/Lab ELR team	System-to-system test	ELR@idph.iowa.gov John Satre (515)229-0417
	Dual Reporting	Hospital Lab/Infection Prev.	Traditional reporting & ELR for specified # weeks (may vary by facility)	ELR@idph.iowa.gov John Satre (515)229-0417
	Transition to Production	IDPH ELR Team & Hospital/Lab ELR team	Scheduled date/time agreed by both parties	ELR@idph.iowa.gov John Satre (515)229-0417

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Hyperlinks associated with the ELR Checklist on next page

1. IHIN Participation Agreement https://www.ihin.org/become-participant/participation-agreements

2. Register for the smartLab
   a. PDF version of smartLab registration questions:
      https://idph.iowa.gov/Portals/1/userfiles/113/Documents/SurveyMonkey_38674765.pdf
   b. Actual smartLab registration:
      https://www.surveymonkey.com/s/SmartLab_Registration

3. The IDPH Implementation Guide and ELR Constrained Profile (one-stop document for ELR):
   https://idph.iowa.gov/Portals/1/userfiles/113/Documents/Iowa_ELRConstrainedProfileforProduction_Final%20v1_04_03_4.pdf

4. All Meaningful Use – ELR – related information (updates, workshop content, recorded webinars, etc.) is posted to the IDSS page on the IDPH web site:
   http://idph.iowa.gov/cade/idss

5. The Meaningful Use page on the IDPH web site is a gateway with links to all other locations related to the Meaningful Use public health objectives:
   http://idph.iowa.gov/InformationManagement/meaningful-use

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IDSS ELR On-boarding detailed Steps

IHIN Participation Agreement
1. Provider organization signs an IHIN Participation Agreement
2. IDPH eHealth team forwards the Participation Agreement to Xerox
3. IDPH eHealth team adds the provider organization and its lab facilities to the Accounting dbase
4. IDPH ELR team adds the provider organization and its lab facilities to the MU dbase

Register/Enroll the Facility
1. Facility initiates ELR process by completing the ELR registration survey:
   https://www.surveymonkey.com/s/SmartLab_Registration
   PDF of question set available at:
   https://idph.iowa.gov/Portals/1/userfiles/113/Documents/SurveyMonkey_38674765.pdf
2. IDPH ELR Team prepares smartLab portals (in both UAT and Production)
3. IDPH ELR Team gives credentials to the facility smartLab users identified in registration
4. IDPH ELR Team provides 'Just in Time' smartLab training to new facility (webinar / recorded on-line training)

Mapping

1. Facility enters their mapping in smartLab for tests (LOINC tables), results (SNOMED tables), and the set of applicable smartLab vocabulary tables.
2. https://www.youtube.com/watch?v=3LObukVd7B8&feature=youtu.be

Facility Ready for **Phase I Testing** (facility self-testing)
1. The facility tests directly against smartLab UAT by uploading their files manually or by VPN
2. Records passing smartLab UAT validation will flow into secure IDPH test systems
3. https://www.youtube.com/watch?v=kTbf_7dXzYU&feature=youtu.be

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Ready for **Phase II Testing** (Production data sent to smartLab UAT for duration of validation period)
NOTE: traditional reporting must continue throughout the validation period until official cutover to production is complete.
1. Facility requests an "Engage Meeting"
2. IDPH prepares for meeting by reviewing the IDPH Engage Meeting Checklist
    a. Review recent messages in smartLab UAT for content and formatting
    b. Review historical reporting to check if all conditions historically reported are mapped in smartLab
    c. Review historical reporting to determine validation period (3-6 weeks depending on volume)
    d. Review smartLab Vocabulary Table mapping for completeness
    e. Review smartLab Mapping Summary to ensure Test and Result consistency for Nominal and Ordinal test/result combinations
    f. Check on multi-site facility lists
    g. Review facility-side ELR support individuals to ensure automated alerting properly set up
3. Facility and IDPH ELR hold the Engage Meeting, discusses questions/issues and tentatively set begin and end dates for the validation period.
4. At the end of the validation period, IDPH pulls data from production and test routes to compare both data streams for completeness, accuracy, and effective troubleshooting and support if messages don't pass validation – this is intended to be a practice run of ELR production operations
5. Facility and IDPH ELR Team communicate to discuss validation questions/issues
6. Facility resolves issues and confirms issues are resolved by submitting additional post-fix messages, if applicable

Ready for **Production**
1. IDPH ELR Team promotes the facility smartLab UAT mapping to Production
2. IDPH ELR Team sets smartLab Production facility-specific portal to receive messages
3. IDPH ELR Team issues an official message authorizing cutover to production with VPN details
4. Facility points production ELR route to the provided VPN IP address & port
5. Daily ELR Operations begin & facility can stop non-ELR initial laboratory reporting