

Maine Immunization Information System

Immunization Onboarding

Immunization onboarding is the process of working with Maine Immunization Program (MIP) staff to set up and test ongoing immunization data from an Electronic Health Record to Maine's Immunization Information System, ImmPact. During the onboarding process, transport for the immunization messages will be put in place and the HL7 immunization messages will be reviewed by the MIP staff to ensure correct format and quality. Once the messages have been reviewed and approved, your organization will be asked to send data to ImmPact production environment.

Onboarding Expectations

MIP staff will prepare a project plan with specific deadlines and will meet with your organization's team to discuss the project plan and expectations. If you are able to agree on the schedule in the project plan, then you will proceed to testing messages in the ImmPact test environment. If your organization cannot commit to the following outline, you'll be moved back to the queue until the project plan can be completed. The organization will be reprioritized in the State of Maine's queue.

General Onboarding Plan

A. Complete and review Data Exchange Onboarding Application

Your organization will receive a Data Exchange Onboarding Application to begin onboarding when you are ready to begin the process for submitting immunization data to ImmPact. The application to begin onboarding will be sent to all contacts indicated on that application. An onboarding packet will be included containing our specifications, testing expectations, IIS CVX vaccine list, Confidentiality Policy, IIS Rules onboarding checklist and kickoff call dates.

B. Review and Refine Onboarding Plan (Kickoff Call)

MIP staff and your organization's team will establish an agreed upon kickoff call date.

1. MIP staff will prepare a project plan with specific deadlines.
2. MIP staff will meet with the organization's team to discuss the project plan and expectations. Your organization will need to agree to:
 - a. Completion of all signoff documents.
 - b. Review ImmPact Data Exchange Implementation Guide.
 - c. ImmPact demo of error correction tool.
 - d. Provide sufficient resources to meet the schedule of activities.
 - e. Be responsible for timely communication and work on onboarding.
 - f. Meet due dates established in the project plan or negotiate reasonable schedule changes as necessary. Schedule changes must be arranged before due dates have passed.
3. Once the project plan is agreed upon and written confirmation is sent to MIP, you'll move to the next step.
 - a. If the organization cannot commit to the timeline outlined, they will be moved back in queue until they are ready for onboarding. The organization will be reprioritized in the MIP queue.

C. Set up Data Transfer to ImmPact Test

MIP staff will set up the test profile, provide the HTTPS test URL and a standard list of inventory to their EMR vendor if participating in dose level exchange for your organization to send an agreed upon amount of HL7 messages to the ImmPact Test environment.

1. Log in credentials will be provided for the test transport.
2. Org ids for each location will be provided.

D. Technical Message Review

This step ensures that your Production system can create messages that meet format and coding standards. During this phase you will submit Test messages to ImmPact's Test environment.

1. Your organization sends HL7 messages to the ImmPact test environment.
 - a. ImmPact only accepts Test messages for assessment.
 - b. General expectation is messages for 5-10% of your production patient load will be sent from your EMR to our Training environment.
2. MIP staff will review the HL7 messages to ensure the format of the messages is correct. For example:
 - a. All messages have full client name, date of birth and address.
 - b. All messages have appropriate sending Facility ID and Responsible Org ID.
 - c. All messages have race and ethnicity codes when available.
 - d. All administered vaccinations have active and specific CVX codes.
 - e. All historic vaccinations have historically correct CVX codes.
 - f. All dose-level vaccinations must have VFC eligibility codes (Note: each eligibility must be tested.)
 - g. All vaccinations have Lot number and expiration date when available.
 - h. All administered vaccinations have a VIS date
 - i. All patients should include a next of KIN
 - j. No messages have administered dates that are in the future.
3. If the HL7 messages meet the established standard, then the provider will proceed to quality review.

E. Quality Review

This step verifies the quality of the messages received into ImmPact. For dose level reporting; Lot numbers, CVX codes, VFC eligibility codes, expiration dates and administration dates are being accurately represented and decrement from the ImmPact inventory. Quality assurance reports are run on the HL7 messages and reviewed by ImmPact staff.

1. We will develop a list of issues with the messages and send it to you to review.
2. A call will be set up to review any issues found and do some review for accuracy and completeness.
3. Based on the issues found more thorough investigation of issues will be discussed.
4. Your organization fixes the indicated issues, then submits a new batch of messages for next round of QA [go back to 1].
5. If no further issues are found, Error correction Demo call will be scheduled with the Practice Staff.

F. Move to production

The purpose of this step is to connect your organization's production system to ImmPact's production system.

1. You will be notified of the log in credentials and Org Ids necessary for the new production HTTPS transport.
2. The connection to ImmPact Production is verified by MIP staff.

G. Production Monitoring

This is a monitoring phase to ensure that the production system continues to meet format, coding standards and error correction in the ImmPact production environment. During this phase you submit production messages representing actual entries into your production electronic health record system. The production data will be sent to ImmPact's production environment.

1. If messages continue to meet the established standard, then you will achieve ongoing submission.
2. We will require at least one Post Production call.
3. If issues with submitting immunization messages arise, then please contact the ImmPact Help Desk at impact.support@maine.gov or **207-287-3006**.