

Immunization Onboarding Process

MIIC USER GUIDANCE TRAINING RESOURCE

This document outlines expectations and steps in the onboarding process for organizations to submit data to the Minnesota Immunization Information Connection (MIIC).

Immunization Onboarding

Immunization onboarding is the process of working with technical staff at MN.IT to set up and test sending immunization update data or query messages from a source system to MIIC. During the onboarding process, transport for the immunization messages will be put in place and the HL7 immunization messages will be reviewed by the technical staff to ensure correct format and quality. Once the messages have been reviewed and approved, your organization will be asked to send data to our MIIC production environment. This onboarding process takes a minimum of 36 business days depending on the scope of the onboarding project and level of engagement from all parties.

Onboarding Expectations

MN.IT Services staff will meet with your organization's team to discuss expectations. If you are able to agree on a schedule, then you will proceed to testing messages in the MIIC test environment. If your organization cannot commit to the following outline, you'll be moved back to the queue until the project can be completed. The organization will be reprioritized in our queue.

General Onboarding Plan

Receive an Invitation to Onboard (Day 1)

Your organization will receive an invitation to begin onboarding when we are ready to begin the process for submitting immunization data to MIIC.

Review and Refine Onboarding Plan (Duration: 5 business days)

MN.IT Services staff and your organization will establish an agreed upon timeline for the onboarding process.

1. MN.IT Services staff will meet with the organization's team to discuss the project and expectations. Your organization will need to agree to:
 - a. Provide sufficient resources to meet the schedule of activities.
 - b. Be responsible for timely communication and work on onboarding.
 - c. Meet due dates established or negotiate reasonable schedule changes as necessary. Schedule changes must be arranged before due dates have passed.
 - i. You can defer system upgrades that may conflict with the onboarding process.
2. Once the plan is agreed upon and written confirmation is sent to MN.IT, 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 queue.

Set up Data Transfer to MIIC Test

MN.IT Services staff will set up the chosen transport method for you to send HL7 messages to the MIIC test environment.

- You will be notified of the log in credentials necessary for the new test transport.

Technical Message Review (Duration: 20 business days)

This step ensures that your production systems can create messages that meet format and coding standards. During this phase you will submit production messages to MIIC's test environment.

1. Your organization sends HL7 messages to the MIIC test environment.
 - a. We will assume that the messages being sent from the organization contain real patient data. If you intend to send test data, this should be discussed with MN.IT Services staff.
2. MN.IT Services staff will review the HL7 messages to ensure the format of the messages is correct. For example:
 - a. All administered vaccinations include a CVX code and either a CPT code or NDC.
 - b. All historic vaccinations have historically correct CVX or CPT codes.
 - c. All vaccinations have dose-level eligibility codes where appropriate.
 - d. All vaccinations have manufacturer and lot number when available.
 - e. All messages have race and ethnicity codes when available.
 - f. All messages have full client address and phone number when available.
 - g. All messages have appropriate refusal codes where appropriate.
 - h. All messages have protected status codes where appropriate.
 - i. No messages have administered dates that are in the future.
 - j. No messages were found with social security numbers.
 - k. No messages contain filler or junk data, such as phone numbers that contain all 9's.
3. If the HL7 messages meet the established standard, then the provider will proceed to production.

Move to production (Duration: 1 business day)

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

- You will be notified of the login credentials necessary for the new production transport.
- The connection to MIIC production is verified by MN.IT Services staff.

Production Monitoring (Duration: 10 Business Days)

This is a monitoring phase to ensure that the production systems continue to meet format and coding standards in the MIIC production environment. During this phase you submit production messages

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representing actual entries into your production electronic health record system. The production data will be sent to MIIC's production environment.

- If messages continue to meet the established standard, then you will proceed to the final step.
- Organizations are expected to implement a plan to monitor their submissions and our response messages.

Ongoing Submission

MIIC staff will notify your organization that they have achieved ongoing submission by sending an official ongoing submission letter. Once ongoing submission is achieved the onboarding process is completed. If issues with submitting immunization messages arise, then please contact the MIIC Help Desk at health.miichelp@state.mn.us or 651-201-5207.

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To obtain this information in a different format, call: 651-201-5207.