



Electronic Case Reporting (eCR) On-Boarding Handbook

This handbook is intended to be used by potential eCR trading partners of the Tennessee Department of Health (TDH). The documents provided are for trading partner use only, and nothing in this document should be returned to TDH unless specifically requested.

TDH Mission: Protect, promote and improve the health and prosperity of people in Tennessee
TDH Vision: A recognized and trusted leader, partnering and engaging to accelerate Tennessee to one of the nation's 10 healthiest states

Tennessee Department of Health (TDH) On-boarding for eCR Process Narrative

1. PRE-TESTING

Registration:

- In Tennessee, the Electronic Case Reporting (eCR) on-boarding process begins when a potential trading partner registers with TDH expressing their intent to send case report data electronically.
 - Register using the TDH Trading Partner Registration (<https://apps.tn.gov/tpr/>) to document your intent to work with TDH on eCR.
- TDH will confirm registration, send the trading partner a letter documenting successful registration, and provide the eCR on-boarding handbook and minimum required data elements to the potential trading partner.

eCR Structure Validation:

- The trading partner sends the eCR staff at TDH a test electronic initial case report (eICR) through email at ceds.informatics@tn.gov containing fictional data. The eCR staff at TDH will validate the structure.
 - Prepare eICR content and structure according to: [HL7 CDA® R2 Implementation Guide: Public Health Case Report, Release 2 – US Realm the Electronic Initial Case Report \(eICR\)](#)
- eCR staff at TDH send the trading partner corrections that need to be made to the initial document, an official letter documenting that they did send a test eICR to TDH, and the draft Trading Partner Agreement (TPA) with Tennessee-specific requirements.
- A call may be held at this point to discuss whether the trading partner wants to continue with on-boarding, and to outline the next steps of the process. During that call the timeline and business rules will be discussed. (NOTE: this discussion may also occur via email.)

2. TESTING

- If the trading partner decides to continue with the on-boarding process, they will need to provide TDH with a list of all codes used by your EHR to trigger case reports for reportable conditions. The list of diseases, events, and conditions reportable to the TDH by healthcare providers can be found [here](#).
- The trading partner will send their vocabulary along with a sample test batch of eICRs containing fictional data through email to TDH for validation.
 - Submit 5 eICRs using fictional data to ceds.informatics@tn.gov for the following conditions: Drug Overdose, Hepatitis C, Chlamydia, Measles, Zika.

- The eCR staff at TDH will review the vocabulary and send suggested edits to the test batch to the trading partner. The trading partner will have up to 6 months to correct the priority errors. If the eICRs are not at a state that TDH can accept within 6 months, the trading partner will be moved back to the end of the on-boarding queue in order to free up TDH resources to work with other partners.
- When the vocabulary list has been provided and the eICRs are ready for validation, TDH will send the trading partner an official email documenting the completion of testing and invite the trading partner to begin validation. TDH will also discuss options for secure transport with the trading partner at this time.

VALIDATION

- Secure transport will be established for batch eICRs.
- Once the trading partner is sending regular test eICRs for validation, TDH eCR staff will review the batches and provide the trading partner with feedback and a list of errors that should be corrected.
- The eCR staff at TDH will check-in regularly with the trading partner by phone or email to discuss issues and ensure progress is being made. The trading partner will have up to 4 months to correct all eICR errors. If the test batches are not at a state that TDH can accept within 4 months, the trading partner will be moved back to the end of the queue in order to free up TDH resources to work with other partners engaged in eCR on-boarding.
- When all eICR errors have been corrected, TDH will send the trading partner an official email documenting the completion of the test file validation and discuss the parallel validation process.
- There will be on-going parallel validation of eICRs by the CEDEP Program Subject Matter Experts (SMEs) at TDH. During this time, the trading partner will be required to continue their current reporting mechanisms to the TDH Central Office. The Program SMEs at TDH will validate the reported case reports with eCR for completeness to ensure that no case reports or useful information in them is missing from eCR. Once all Programs sign-off, the eICRs will be deemed production ready.
- Near the end of parallel validation, TDH eCR staff will also send a draft TPA with any additional trading partner-specific business rules and with details regarding transport. The TPA will not be finalized and signed until after Production.

PRODUCTION

- Once production ready, the eICRs will be sent to TDH's production surveillance systems. The trading partner will continue sending all paper case reports to the TDH Central Office for post-production parallel validation.

- Once it is determined that no case reports are missing in the eCR process, TDH will send the trading partner an official letter documenting the successful completion of the production review. Manual case reporting to TDH by the trading partner may be discontinued for those tests included in eCR, and the TPA will be signed by both TDH and the trading partner.
- The TPA will be reviewed after one year to determine if any updates need to be made. Regular review and validation will be conducted with the facility to ensure reporting requirements continue to be met.

For more information, please contact the Communicable Disease Surveillance Systems and Informatics team at CEDS.Informatics@tn.gov and please include 'eCR' in the subject line.