

## Responses to Questions from EHR Office Hours 7/18/2023

### Additional Resources:

#### **File Testing and Certification (FTC) Environment Help section (must be logged in):**

<https://ftc.vaei.casetivity.com/pages/Help>

- Contains EMR File Testing and Certification Guide, EMR File Testing Scenarios, EMR File Upload Instructions, EMR Troubleshooting, Entity Dependencies.

#### **ITCVA Website's TRAC-IT Documents section: <https://www.itcva.online/tracit-documents>**

- Contains the Data Dictionary, XML Schema, XML Input File (sample), EMR Response Schema, plus the documents listed above and additional notes.

#### **ITCVA Website's TRAC-IT Webinars section: <https://www.itcva.online/trac-it-webinars>**

- Contains EMR Upload Demos, previous EMR Office Hours, and Q&A documents.

#### **Link to register and view the schedule for upcoming EHR Office Hours**

- <https://register.gotowebinar.com/register/8557411468577168222>

### Q&A:

#### **1. [Contact Notes] For TRAC-IT, Is there a character limit on the clinicalNotes (Service Log Entity)?**

Field Name	Entity	Required Day	Required To	Required	Field Type	Length	VA Label	Description
clinicalNotes	ServiceLog	No	No	12/11/23	TextBlob	unlimited	Narrative Summary	

There is essentially no character limit for clinicalNotes. Under the Length column, you will see it says "unlimited" - this indicates that it is a text field where the only limit would be space-related, and very unlikely to be reached.

#### **2. [Contact Notes] In the data dictionary, where it says ifsp goals, it describes "progress is required." Is this referring to progress towards each goal as in Met, Not Met, Progressing? Is this looking for a narrative comment?**

"Progress" is another word for "goal" that you might see in the Data Dictionary. The validation message on the ifspgoal field that says, "Progress is required" means that "goals are required". This will not apply to every contact note, but for the typical contact notes that do require goals to be included, if a goal is not imported as part of the contact note, you would receive the error message "Progress is required".

Have additional questions? Reach out to us at [VATRACIT.FileCertification@ssq-llc.com](mailto:VATRACIT.FileCertification@ssq-llc.com).

This is also included on the "Errors vs Warnings" tab of the data dictionary. The validation messages should be included on this tab as well.

**3. Also, just to confirm, is the "enrollment number" the same as the "TRAC-IT ID?"**

Yes, "enrollment number" is the same as "TRAC-IT ID".

**4. [Contact Notes] Currently, our therapists who do EI assessments fill out a note in our EMR and include information like the indicator statement, etc. This is information that is written on the official IFSP that the Service Coordinator would enter into the TRAC-IT but is also required to be on our therapist's documentation, both for the state (e.g. if that DOS was selected for audit, our therapists' information would have to match the SC's information) and in our own EMR. In TRAC-IT, will it still be required to be on the therapist's documentation?**

Yes, you will still upload a note in TRAC-IT for assessment. Assessment information, indicators, etc. could go in the Clinical Notes field (in the Service Log entity) in TRAC-IT. That is on line 208 of the Data Dictionary.

**5. [Contact Notes] General questions about how to import goals that were worked on during therapy sessions on contact notes.**

To import goals on contact notes, the value sent to TRAC-IT in the XML file must be the description of the goal itself. As an example, here is the goals section of a contact note from the sample XML file we provided (located here: [TRAC-IT Documents](#) | EMR Input File v6 | [XML](#) ).

```
<progresses>
  <Progress>
    <description>Goal for child to stand</description>
  </Progress>
</progresses>
```

So, if the goal addressed in the session is "Goal for child to stand", then that exact text will need to be sent as the description to match it to the goal on the child's IFSP. It may be helpful to look at the entire <progressNotes> section of that sample import file (above) so that it is easier to see how these fields are accepted.

**6. [Contact Notes] Where it asks us to define service intensity by group or individual, what exactly is meant by group? I have the same question about the language "team services," what exactly is meant by this?**

Group services are when one provider is working with more than one child at a time. An example would be when one service provider is working with twins, who are both eligible for early intervention, in the home, together on a shared IFSP outcome.

Team services are when more than one professional is providing services during the same session for an individual child/family.

**7. [Contact Notes] I see this in the "Required by 12/11/23" column:**

Conditional - needs to be included unless activity note is uploaded to the TRAC-IT document section	Te
Yes	No

Will you please explain what is meant by “activity note?” Would this equate to a contact note/therapy progress note? Is the upload of the activity note into the TRAC-IT document section done via xml format or some other way?

Yes, that would equate to a contact note/therapy progress note. Uploading to the document section is truly uploading a copy of a document to be stored, so it does not require xml format. You can use a regular document format, like PDF or Word. Uploading a document does not populate the fields in TRAC-IT.

**8. I was just confirming if it is required to have the xml declaration/namespace rows at the top of the XML file for Trac-IT?**

Of the top 3 lines listed in the sample XML file, only the <clients> tag *including* the xmlns attributes is required.

```
<?xml version="1.0" encoding="UTF-8"?>
<!-- Created with Liquid Technologies Online Tools 1.0 (https://www.liquid-technologies.com) -->
<clients xmlns="http://casetivity.com/datamodel.xsd" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
```

The very top line as well as the second (comment) line can be omitted.

**9. [Contact Notes] On the Data Dictionary, under the Progress Note entity, we are required to have the organization (code). Which of the tags below is for the agency code within the xml? Or is it somewhere else?**

```
</progressNotes>
- <ProgressNote>
- <program>
  <number>113</number>
</program>
<externalIdentifier>PN1</externalIdentifier>
<familyCaregiverUpdate> family caregiver update</familyCaregiverUpdate>
<telehealth>1</telehealth>
```

The organization code mentioned in the Data Dictionary corresponds to the program number section of the XML file you have highlighted.

```
<program>
  <number>113</number>
</program>
```

The <externalIdentifier> tag in the XML file is included as a separate field in the data dictionary, and it is optional for you to include. You can include this if your progress notes/service logs have their own IDs in your EHR System.