

## Responses to Questions from EHR Office Hours 8/15/2023

### 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. I do not have the EMR Resources section in my FTC profile, is that a permission that I am missing?**

To access the EMR Resources that are available in the FTC "Help" section, you will need to log in to FTC first. To do so, visit the log-in page, here: [ftc.vaei.casetivity.com/login](https://ftc.vaei.casetivity.com/login). Once logged in, navigate to the "Help" menu option in the top right. This should open the Help page where the EMR Resources are located.

If you have opened the Help page but do not see the EMR Resources, verify that you are logged into FTC (the Testing site), instead of the production site, TRAC-IT. These resources are not posted in TRAC-IT; they are only available in FTC.

#### **2. Follow-up to the above question: how do I determine if I'm in the test site or Prod?**

There are a couple of ways to verify that you are in FTC and not in Production (TRAC-IT). First, check the URL in your browser. FTC is located at "ftc.vaei.casetivity.com", while TRAC-IT is located at "vaei.casetivity.com." Then, check the background color/color scheme. FTC uses a dark teal/green-blue color, while TRAC-IT uses blue.

#### **3. Some of the specs on the sample XML file didn't match what we were looking for. I'll give an example. <ifspgoal> was not listed on the sample XML file. We only saw <ifsp> at line 59 and line 159. I can email these as well but there were 3 or 4 things that didn't match 1 to 1 and we needed to be clear on the data point so we can get our file correct. <intensity> we didn't find on the XML file.**

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

The Sample XML Input file is intended to be an example of all the entities that you can upload via EHR Import. However, since this is a sample, please refer to the XML Schema for the full breakdown of how each entity should be sent and the fields that can be included.

While you develop your file, it is important to make sure that your file aligns with the XML schema above all else. The Sample XML file and Data Dictionary will help support your understanding of the schema and required fields.

Please note that the Data Dictionary has a few field names that do not currently align with the XML Schema – this is because the Data Dictionary was traditionally used to display which fields are required in TRAC-IT in a readable format. Since organizations are beginning to use the Data Dictionary to interpret the schema, we will be providing an updated Data Dictionary soon that will list the exact schema name in Column A - “Field Name,” while still listing the TRAC-IT label name in Column H - “TRAC-IT Label.” This update should make it easier to map fields between the schema, the Data Dictionary, and TRAC-IT. The updated version of this document will be posted to <https://www.itcva.online/tracit-documents>.

**4. Can we assign a tester a discipline that they are not for testing purposes so that they can do a note?**

Technical testing personnel can enter contact notes without maintaining a certain discipline. If you are uploading contact notes through EMR Import, your contact note should specify the clinician and their discipline from your organization who completed the service. If you are testing contact note creation through direct entry into TRAC-IT, your personnel manager or EHR lead can assign you the roles you need to complete contact notes in the testing environment. Through direct entry, you can still select an existing, certified clinician inside the note to complete it.