



VA TRAC-IT

EMR File Certification, Kickoff
March 24, 2023



Agenda

- Introduction
- Timeline - 2023
- Logic Review
- Overview - EMR Process
- Local System File Certification Process
- Supporting Documents
- Support Process
- Demo
- Questions

Introduction

Demo Goal

Overview of EMR Upload process:

- How to upload an EMR file in TRAC-IT.
- How to review the information in the response file.
 - How to read the errors and warnings.
- How to review the data uploaded in TRAC-IT.
- How required tasks in real-world scenarios are processed in TRAC-IT.



Timeline - 2023

- **March 24:** EMR File Certification Kickoff - Demo
- **April 5:** Billing Extract Webinar
- **May 19:** Local Systems & Provider Agencies to confirm participation
 - Send timeline for file readiness.
 - Send personnel files of users participating in the testing process.
- **July:** Beginning of File Certification Process
 - Regular support office hours will be held to assist users with the process.
- **December:** EMR and Required fields Go-Live



EMR Logic

- Child and Enrollment Data is always required.
- If upon receiving the initial enrollment, TRAC-IT identifies another open enrollment for the child during the same time period, the new/duplicate enrollment will be rejected.
- Upon successful import of a new Child (child and enrollment entities), a TRAC-IT number is generated.
- Each entity that is sent will be evaluated sequentially and independently.
 - * If one or more entities fail because pre-requisites were not met, required fields were not provided, or invalid values were included, then TRAC-IT will not process that entity.
 - * TRAC-IT will move on to the next entity to try to process it. Any entity that meets all the pre-requisites, required field logic, and valid formats will be processed.



Entity Dependencies

Entity Name	Referral	Enrollment	Intake	Eligibility Determination	IFSP	Service Logs/Contact Note (Progress Note)	Transition	Discharge
Required to Send	Client Address Referral	Client Enrollment	Client Address Guardian Enrollment Intake Attendees	Client Enrollment Eligibility Determination (Evaluation) Attendees Consent	Client Enrollment IFSP Assessment Outcomes (Concerns) Goals (Progresses) ServicePlan Attendees Insurance Consent	Client Enrollment Contact Note (Progress Note) Service Log Goals (Progresses)	Client Enrollment Transition Attendees	Client Enrollment
Entities that must exist either in the XML file or in the enrollment record		Client Referral	Client Referral Enrollment	Client Referral Enrollment Intake	Client Referral Enrollment Intake Eligibility Determination (Evaluation)	Client Referral Enrollment	Client Referral Enrollment	Client Referral Enrollment Transition (if IFSP exists)

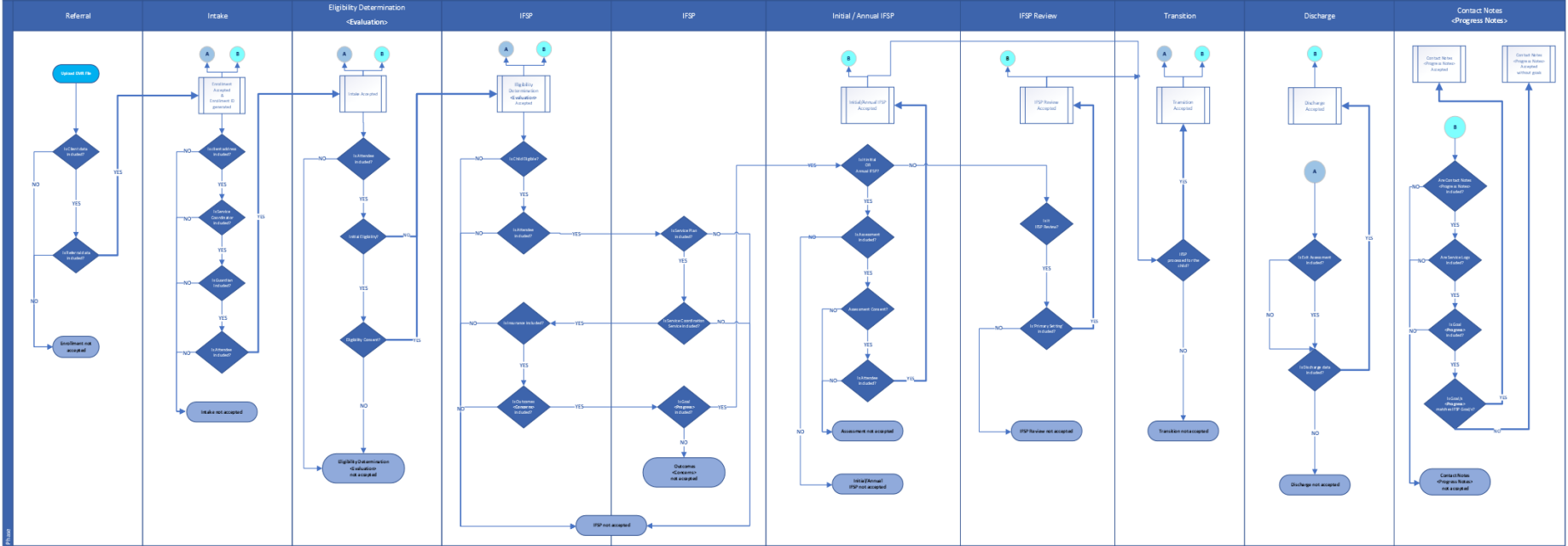
* () = name in data model

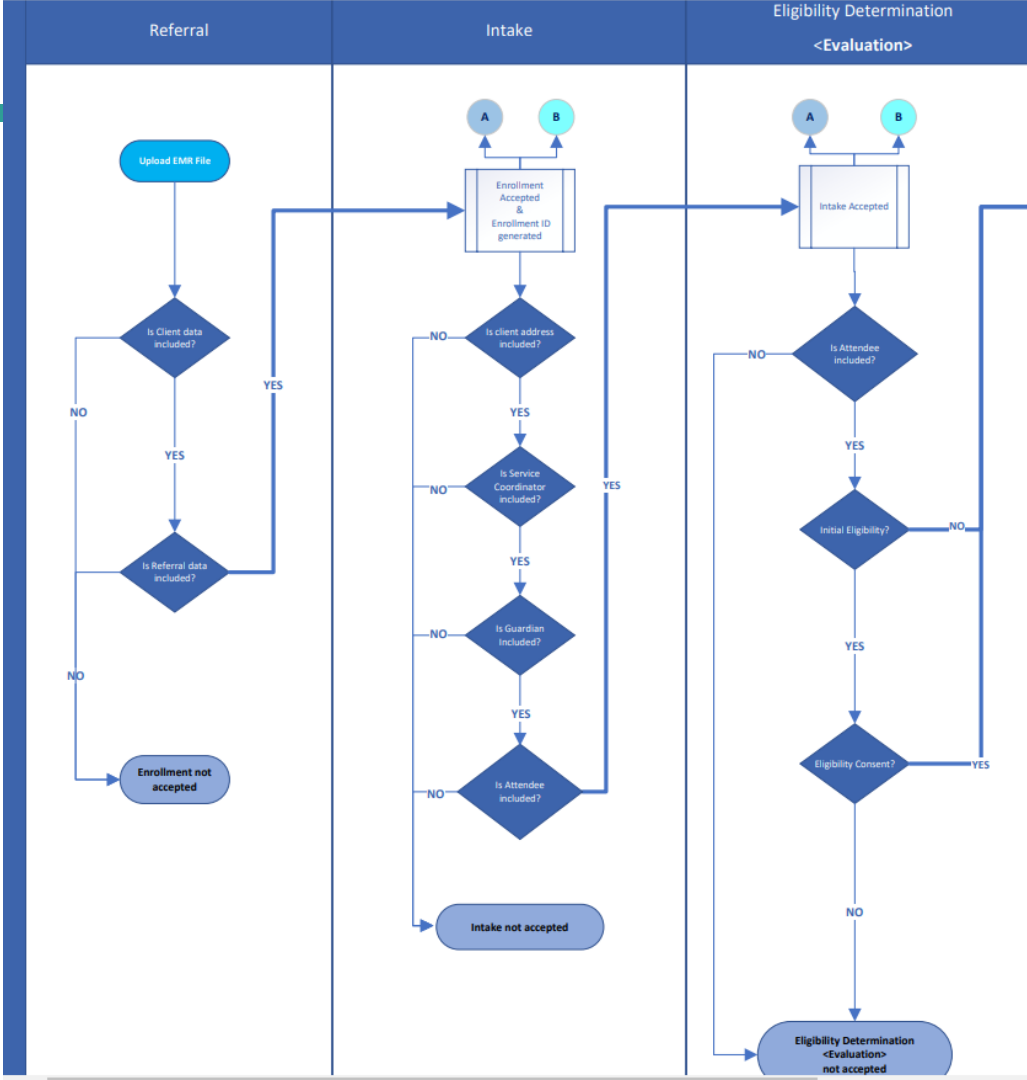


VA Early Intervention Flow Diagram

The flow diagram captures the process of creation of an Enrollment via EMR file upload for a home local system

Please refer the data dictionary for required fields for each entity and for any specific field or entity validation that is triggered





EMR Logic

- Enrollment status is generated by TRAC-IT based on the data that is received.
- The following flows are managed as independent workflows within TRAC-IT. Data related to these workflows will NOT be included in the EMR files.
 - * Review Referral
 - * Add Provider
 - * Certification / Recertification
 - * Add / Manager Users
 - * Add / Manage Organizations
- Deduplication and merge logic will be implemented across all entities so that either new enrollment data can be sent or updates to existing enrollment data. If updates to existing enrollment data are sent, then the most recent value will be used.



EMR Logic

Frequency

- Daily transmission is strongly recommended.

Format

- XML based on the application's existing data model which the data dictionary reflects

Transmission

- File upload via the User Interface.
- No supporting documents (binary files in data model) are allowed in this process.



EMR Logic

Error Handling

- If data does not meet the required format or validation rules, then the entity will be rejected.
- An error report will be provided.
- It is expected that updates will be made to the original file and the file will be re-uploaded.

Success

- Upon successfully importing a file, there will be a downloadable file generated and available within the application that contains the enrollment number for children included in the imported file.



Overview - EMR Process

Prerequisites

- User must have EMR Role assigned to them.

Navigating - VAEI TRAC-IT Application

- **How To:**

- * Upload an EMR file (Create & Update an Enrollment)
- * Review a result file
- * Review updated record
- * Review tasks that are created or canceled as a result of sending file



Testing Scenarios

	#	Test Case	Entity
Progressive updates to a Child record created via EMR	1	A new child record sent with referral (from own local system) should get processed and enrollment number generated	Client, Enrollment, Referral
	2	An update to the above created child record by sending intake, eligibility determination, insurance, IFSP, and transition should get processed successfully	Intake, Eligibility Determination, Insurance, IFSP, Transition
	3	An update to the above created child record by sending contact notes should get processed successfully	Contact Notes
Updates to existing child record (Child record not via EMR)	4	Send updates to multiple existing child records by sending multiple details at once: intake, eligibility determination, insurance, contact notes, IFSP, transition, discharge- Should get processed successfully	Intake, Eligibility Determination, Insurance, Contact Notes, IFSP, Enrollment
	5	Send re-enrollment within 6 months of a discharged child record - Should pick up where they left off and keep same enrollment number if same local system	Enrollment, Referral

Testing Scenarios

	#	Test Case	Entity
Error Message Examples	6	A child record sent with no enrollment number, but there is an existing active enrollment - Should get error message in response	Enrollment, Referral
	7	A child record sent with eligibility determination but no intake exists on child - Should get error message in response	Eligibility Determination
	8	A child record sent missing any required fields - Should get error message in response	Referral
	9	A child record sent with contact note goal that doesn't match IFSP - Show difference between warning and error	IFSP
	10	A child record which has active enrollment at Program A - Referral sent from Program B - Should get error indicating that child has active enrollment at Program A	Enrollment, Referral
Other Scenarios	11	A new child record sent with referral (from different local system) should get processed and enrollment number generated	Enrollment, Referral

Local System File Certification Process

1. Local System/Provider confirms which entities they will be using, along with the personnel file of users taking part in testing.
2. SSG provides list of required test case scenarios.
3. VA local systems complete required testing.
4. SSG works with the local systems to review and validate test case scenarios.
5. Once validated, SSG provides statement of approval and requests VA's final approval for local system.
6. Prior to Go-Live, SSG will grant access and assign user roles to the local system staff.
7. After Go-Live, Production Support will be available as well.

Supporting Documents

As part of Kickoff:

- Updated Version 2 - Data Dictionary, Value Set and ICD-10 List
- EMR Schema & Sample Files
- EMR VA File Upload & Troubleshooting Document
- EHR Logic
- Data Flow and Entity Dependency Reference Document

Over the next few months:

- **April:**
 - Updated Version 3 - Data Dictionary, Value Set and ICD-10 List
 - Updated Version 2 - EHR Logic
 - Document detailing what a successful file certification entails
- **June:**
 - Updated Version 2 - EMR Schema & Sample Files
 - Updated Version 2 - EMR VA File Upload & Troubleshooting Document

Support Process

- Users can send in their questions and raise a ticket by sending an email to VATRACIT.FileCertification@ssg-llc.com.
 - The email is available now for sending questions about the File Certification process.
- Office Hours may be held over the next several months, prior to the start of the File Certification process.
- Starting in July, Office Hours will be held at regular intervals, to:
 - Support users in successfully completing the File Certification process.
 - Review tickets before each session and answer questions collectively.
 - Assist users with any new issues raised during the support session.

Demo



Questions ?

