Onboarding Readiness Checklist

An electronic interface between your organization's electronic health record (EHR)/health IT system and I-CARE supports ongoing, real-time transfer of data between these systems. Once established, this interface connection supports the submission of immunization record information from the provider organization to the IIS. It can also support querying the IIS for patient immunization histories and forecasts, without leaving the EHR/health IT system workflow.

Interested in data exchange with I-CARE, IDPH/CDPH's immunization information system (IIS)? Work with your technical vendor to review and complete the activities below to ensure your system is capable of electronic exchange with I-CARE and ensure your organization is prepared for the onboarding process. Questions? Reach out to the IIS team at **CDPH.HL7@CITYOFCHICAGO.ORG** OR 312-520-9105

Enroll in the IIS

❑ **Complete https://icarehl7.dph.illinois.gov/icare/DOC/NewUserID to enroll in and be authorized to access the IIS.**
Ensure all facilities/sites associated with your organization are also properly enrolled in the IIS.

Work with your technical vendor to ensure technical capabilities

❑ **Ensure your EHR/health IT system can support SOAP Web Services, using the CDC WSDL.**
Secure transport of data between an EHR/health IT system and the IIS is supported through use of SOAP Web Services and, in particular, Centers for Disease Control and Prevention (CDC) Web Services Description Language (WSDL). Work with your vendor/IT staff to ensure WSDL implementation.

❑ **Ensure your EHR/health IT system can support HL7 v2.5.1 immunization messaging.**
Immunization data exchange is supported through use of Health Level Seven (HL7) version 2 messaging. The HL7 v2.5.1 Implementation Guide for Immunization Messaging (National IG), Release 1.5 and Addendum provides specifications for use of this format to support standards-based exchange of immunization data.

EHRs and health IT systems certified under the ONC Health IT Certification Program,[1] editions 2015 and 2015 Cures Update, are capable of HL7 immunization data exchange with IIS. Check with your technical vendor about this capability and certification status.

❑ **Use the National Institute of Standards and Technology (NIST) testing tools to complete self-service testing.**
Have your technical vendor test your EHR/health IT system capabilities using NIST's Immunization Test Suite. Use these tools to demonstrate SOAP Web Services and HL7 v2.5.1 capabilities and troubleshoot issues before engaging with the IIS.

Complete IIS onboarding forms

❑ **Complete the Onboarding Registration   https://redcap.link/HL7 .**

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[1] https://www.healthit.gov/topic/certification-ehrs/certification-health-it

Register your intent to onboard and exchange data with the IIS. Provide basic information about your organization, including the name, address, number of associated facilities/sites, and general information about your EHR/health IT system.

❑ **Complete the Onboarding Questionnaire** **https://redcap.link/HL7**
Provide detailed information about your organization's patient population, immunization practices, and associated facilities/sites. Work with your technical vendor to provide detailed information about your EHR/health IT system, including capabilities supporting data exchange and ongoing interface monitoring. This information supports data-quality testing in the onboarding process.

Prepare for onboarding and data exchange with the IIS

❑ **Review the local Implementation Guide for Immunization Messaging (Local IG)** **https://icarehl7.dph.illinois.gov/icare/I-CARE%20HL7%20Specs.pdf** **and locally accepted code/values** **https://icarehl7.dph.illinois.gov/icare/DOC/HL7Codes**
Review local HL7 messaging requirements and constraints on the National IG. Review locally accepted codes and values, to understand where national code and value sets are constrained or extended to support data exchange with the IIS.

❑ **Review the Onboarding Guide** **https://icarehl7.dph.illinois.gov/icare/DOC/NewUserID**.
Review the steps and activities involved in the onboarding process. Review expectations and responsibilities during onboarding as well as after onboarding, once the interface is "live." Ensure sufficient resource allocation to support the onboarding project and ongoing monitoring and maintenance of the interface.

Completion of the IIS enrollment process, Onboarding Registration, and Onboarding Questionnaire will place your organization in queue to be invited to an onboarding kickoff call, as IIS resources allow. An onboarding kickoff call initiates the process of establishing connectivity between your EHR/health IT system and the IIS.