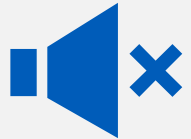




TEXAS
Health and Human
Services

**Texas Department of State
Health Services**

Webinar Reminders



All participants are automatically muted by webinar administrators.



Please type questions using the Q&A feature.



This webinar is being recorded for learning purposes.

Local Health Department (LHD) Data Sharing

Agenda

- Overview of LHD Data Sharing
- Data Elements and Use
- POC Responsibility for Secure File Transfer Protocol (FTP) Access
- Accessing Secure FTP Account Online
- Accessing Monthly Data Sharing File on Secure FTP
- Changing Secure FTP Password
- Need Assistance?

Overview of LHD Data Sharing



Background

- Commissioner Dr. Shuford signed a memo that allows DSHS to share record-level data with LHDs using the current Immunization contract Memorandum of Understanding (MOU).
- Prior to July 2024, LHDs could only obtain record-level data for clinics they operated or administrated.
- Only de-identified summary data could be shared with LHDs outside of their immediate jurisdiction.

Background

Continued

- Providing the record-level to LHDs will occur in two phases.
- First phase will provide data through a secure FTP process by mid-July 2024.
- Second phase will provide data through the State Health Analytical and Reporting Platform (SHARP) by September 2024.
 - Communication and training for accessing data in SHARP will be coming in August 2024.
 - Secure FTP process will discontinue being used once SHARP is in production.
- This training will only cover the first phase.

Data Elements and Use



Registry Data Use

Goal: Monitor the efficacy of local and state-wide vaccine initiatives and programs

Implement and evaluate initiatives to improve immunization coverage rates with an emphasis on children three years of age or younger

Conduct quality improvement assessments of Texas Immunization Registry (ImmTrac2) organizations

Provide education and outreach activities regarding the Texas Immunization Registry (ImmTrac2)

Registry Data Use

Continued

- Data use best practices include:
 - Analyze the data set individually and not link records from one file to another or to other, record-level identifiable data.
 - Use the data to perform community-level or organization-level outreach and instead of at an individual-level outreach.
 - Release data to the public in compliance with Health and Safety Code Section 161.008(g) to safeguard protected health information and not facilitating identification of any one person.

Data Frequency and Inclusion Criteria

- The data will be provided monthly by the second Monday of the month.
- The data will include all vaccines for all age groups for consented clients from years 2018-2024.
- The data will also include the standard infant respiratory syncytial virus (RSV) therapeutics and COVID therapeutics for the disaster consented clients only.

Client Data

Only consented client immunization records that have had an active consent in the Texas Immunization Registry (ImmTrac2) for the past five years will be shared. These include:

- ImmTrac2 Adult (IA): Standard immunizations
 - IA with Disaster Consent: Both standard and disaster immunizations.
- ImmTrac2 Child (IC): Standard immunizations
 - IC with Disaster Consent: Both standard and disaster immunizations.

Client Data

Continued

- Disaster Consented (DC): Children and adult disaster immunizations.
- Pending Adults (PA) with Disaster Consent: Disaster immunizations.

Only disaster consented immunizations administered during COVID-19 public health emergency (3/1/2020-6/15/2023) are included in the monthly data sharing files. No unconsented client immunizations will be included.

Data Elements for Sharing

Client Demographics	Client Address	Immunization Data	Provider Data
CLIENT ID	STATE CODE	IMMUNIZATION ID	GIVEN BY ORG ID
FIRST NAME	CLIENT COUNTY	IMMUNFACT ID	PROVIDER NAME
LAST NAME	ZIP CODE	VACCINE ID	SHORT NAME
MIDDLE NAME		VACCINATION DATE	RESPONSIBLE ENTITY
BIRTH DATE		CVX CODE	PROVIDER STREET ADDRESS
SEX CODE		VACCINE GROUP	PROVIDER CITY
RACE AND ETHNICITY		ORDINAL POSITION	PROVIDER STATE
		AGE IN MONTHS	PROVIDER ZIP CODE

File Specifications

- The data sharing file will be in CSV format.
- SAS, Python, R or Notepad++ can be used to open the file.
- A separate data dictionary file will be provided to explain the data fields included in the provided data.

POC Responsibility for Secure FTP Access



Purpose of Secure FTP

- Using ImmTrac2's secure FTP is to expedite the safe and secure transfer of monthly record-level data to LHDs.
- Any Protected Health Information (PHI) from ImmTrac2 must remain confidential.
- ImmTrac2 creates the secure FTP username and password, allowing LHDs to login to the account.
- The secure FTP username and password are emailed securely to the organization's point of contact (POC) in ImmTrac2.

Where to Find POC Information

- Find your organization and POC in ImmTrac2:
 - [Workbook: PROVIDER LOOKUP \(texas.gov\)](#)
- Search for your organization using:
 - Org Code.
 - Pin.

The screenshot shows the Texas Department of State Health Services' ImmTrac2 interface. At the top, it says 'TEXAS Health and Human Services | Texas Department of State Health Services'. The page title is 'Find Your Organization in ImmTrac2'. Below the title, there is a paragraph explaining the search process: 'Is your organization registered with the Texas Immunization Registry (ImmTrac2)? You can "Filter by County" and then search for your organization by "Org Code" or Texas Vaccines for Children (TVFC) or Pandemic Provider "PIN" or "Search by Organization Name" in the drop down below. Hover over the small blue circle for additional details. To reset all filters, click on "Revert" at the bottom of the screen.'

Search filters are visible: 'Filter by County' (All), 'Search by Org Code' (All), and '...or Search by PIN' (All). Below these is a '...or Search by Organization Name' dropdown (All).

TX IIS ID	Org Code	PIN	Organization Name	SA Status	Hover/Click for Details
25289266	42412163	Null	Conroe Physician Associates 424111CMP	Good	
1122843000	DAYN0005	Null	Day Nursery of Abilene- Orange st	Good	
1136530064	FARL0003	Null	FARLEY MIDDLE SCHOOL - HUTTO ISD	Good	
1122111000	MEDC0023	Null	MED CITY INT MED GME 443011GME	<= 90 Days Away	
1124124000	MICA0003	Null	Mi Casa Child Center - Bandera	Good	
1131601862	NORT0197	Null	NORTHLINE ELEMENTARY HOUSTON ISD	Good	
1121923000	VMDP0001	Null	VMD Primary Providers North Texas PLLC - Garland South	Expired	
1124247000	USRC0003	Null	.USRC San Antonio Home Therapies	Good	

At the bottom, there is contact information: 'With questions regarding ImmTrac2 registration ImmTrac2 Immunization Registry Toll-free: (800) 348-9158' and the email 'ImmTrac2@dshs.texas.gov'. A legend for 'SA Status' shows: Yellow for '<= 90 Days Away', Red for 'Expired', and Green for 'Good'. The top right corner shows 'Last Updated 7/9/2024 7:24:22 AM' and '36,482'.

Where to Find POC Information Continued

Hover over the green icon to see details of the POC.

TEXAS Health and Human Services | Texas Department of State Health Services

Last Updated 7/9/2024 7:24:22 AM
36,482

Find Your Organization in ImmTrac2

Is your organization registered with the Texas Immunization Registry (ImmTrac2)? You can "Filter by County" and then search for your organization by "Org Code" or Texas Vaccines for Children (TVFC) or Pandemic Provider "PIN" or "Search by Organization Name" in the drop down below. Hover over the small blue circle for additional details. To reset all filters, click on "Revert" at the bottom of the screen.

Filter by County: (All) | Search by Org Code: (All) | Search by PIN: (All) | Search by Organization Name: (All)

TX IIS ID	Org Code	PIN	Organization Name	SA Status	Hover/Click for Details
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With questions regarding ImmTrac2 registration
ImmTrac2 Immunization Registry
Toll-free: (800) 348-9158
ImmTrac2@dshs.texas.gov

SA Status
Yellow: <= 90 Days Away
Red: Expired
Green: Good

Responsibility of the POC

If the person designated to receive data is different from organization POC:

- Contact the organization POC to obtain access to the file when a change in organization POC is not required.
- A change in the organization POC requires a site renewal, which may take up to 14 days.
- **Please note:** Only the organization POC can request a password reset for the secure FTP folder. Send email requests to ImmTracMU@dshs.texas.gov.

Accessing Secure FTP Account Online



Two Methods of Secure FTP Account Access

You can access your secure FTP account in one of two ways:

- Online at ImmTrac2's secure FTP website
- By a third-party application installed on computers

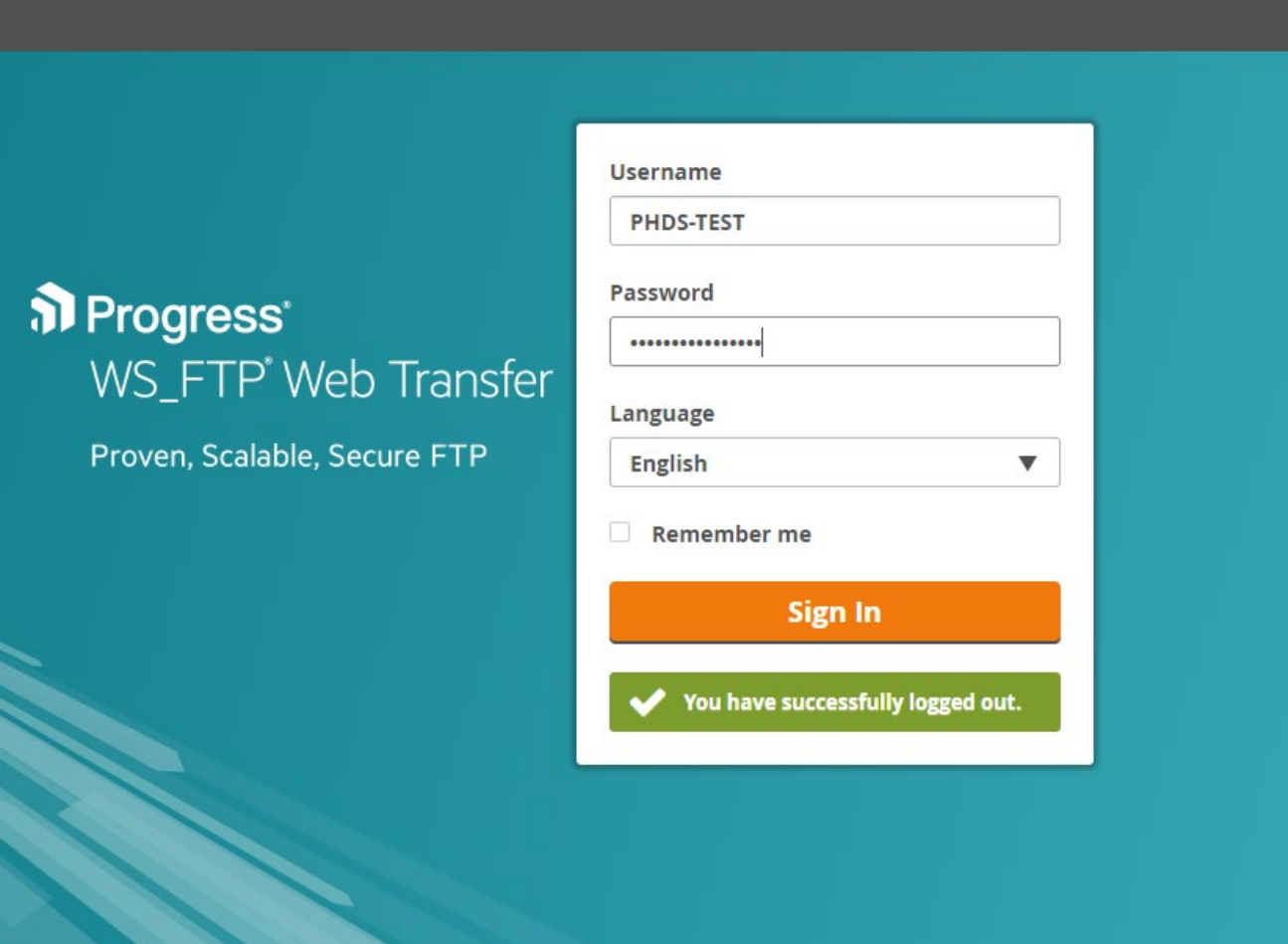
This webinar will cover the first option - "How to access your Secure FTP account online at ImmTrac2's Secure FTP website"

How to Access the Registry's Secure FTP Website – Steps One and Two

1. Go to the ImmTrac2 secure FTP Web Transfer Client link: [Web Transfer Client \(state.tx.us\)](http://WebTransferClient.state.tx.us).
2. Enter the assigned secure FTP username and password and click the 'Sign In' button. The organization's POC will receive the login information through a secure encrypted email and will be responsible for keeping the information secure.

Secure FTP Account

3. Enter the assigned secure FTP username and password and click the 'Sign In' button.



The screenshot displays the login page for Progress WS_FTP Web Transfer. On the left, the logo and text read: "Progress WS_FTP Web Transfer Proven, Scalable, Secure FTP". On the right, a white login form is overlaid on a teal background. The form contains the following fields and elements:

- Username:** A text input field containing "PHDS-TEST".
- Password:** A password input field with masked characters (dots).
- Language:** A dropdown menu currently set to "English".
- Remember me:** An unchecked checkbox.
- Sign In:** An orange button.
- Success Message:** A green banner at the bottom of the form that says "✓ You have successfully logged out."

How to Access the Registry's Secure FTP Website – Steps Three and Four

4. Once successfully logged in, the Home page of the secure FTP account and secure FTP folders are viewable.
5. To log out, select the 'Logout' link located at the top right of the website.


Accessing Monthly Data Sharing File on Secure FTP



Accessing Monthly Data Sharing File

- Once logged in, the POC will see the home screen with the root folder and the data file.

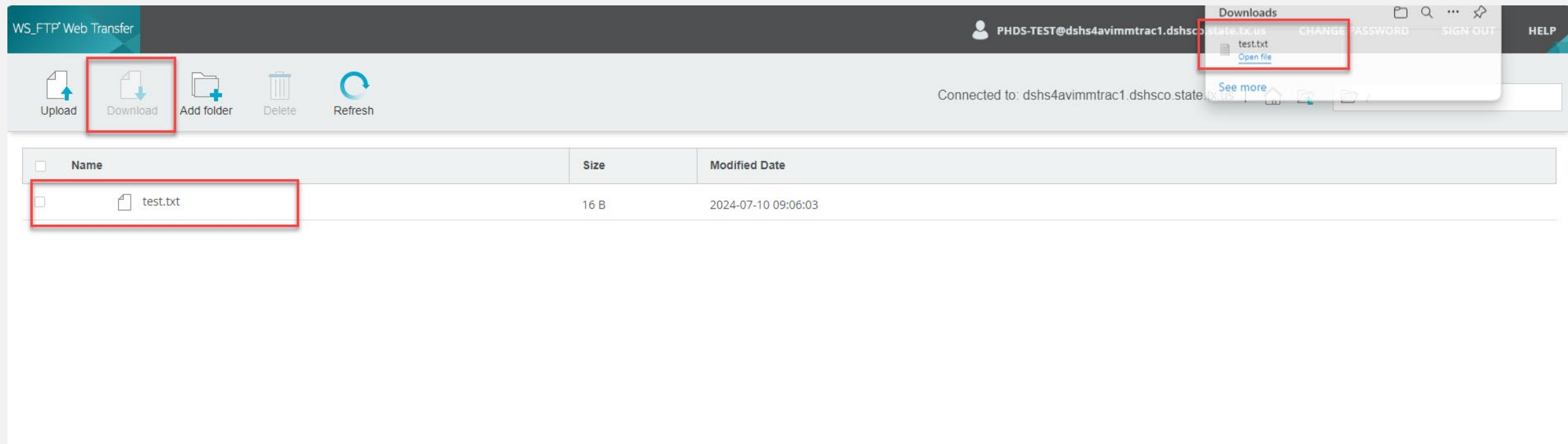
The screenshot displays the WS_FTP Web Transfer interface. At the top, the user is logged in as 'phds-test@dshs4avimmtrac1.dshsco.state.tx.us'. The interface includes a toolbar with icons for Upload, Download, Add folder, Delete, and Refresh. The connection status is 'Connected to: dshs4avimmtrac1.dshsco.state.tx.us'. The current directory is the root folder, indicated by a folder icon and a slash in the address bar. Below the toolbar, a table lists the files in the directory:

<input type="checkbox"/>	Name	Size	Modified Date
<input checked="" type="checkbox"/>	 test.txt	16 B	2024-07-10 09:06:03

Accessing Monthly Data Sharing File

Continued

- Select file name and file will appear in the Downloads menu window near the top right of the screen.
- Open and save file.



The screenshot displays the WS_FTP Web Transfer interface. At the top, the title bar shows 'WS_FTP Web Transfer' and the user 'PHDS-TEST@dshs4avimmtrac1.dshsco.state.tx.us'. A 'Downloads' menu is open in the top right corner, showing a file named 'test.txt' with an 'Open file' link. Below the title bar, a toolbar contains icons for 'Upload', 'Download', 'Add folder', 'Delete', and 'Refresh'. The 'Download' icon is highlighted with a red box. Below the toolbar, a table lists the files in the current directory. The table has three columns: 'Name', 'Size', and 'Modified Date'. The first row shows a file named 'test.txt' with a size of '16 B' and a modified date of '2024-07-10 09:06:03'. The 'test.txt' entry in the table is also highlighted with a red box.

<input type="checkbox"/>	Name	Size	Modified Date
<input type="checkbox"/>	test.txt	16 B	2024-07-10 09:06:03

Changing Secure FTP Password



How to Change Secure FTP Password

1. Once you receive the FTP credentials from Interoperability Team, please change the password. Select the 'Change Password' link on the top right of the webpage.
2. The Change Password information will display and the Secure FTP Username will pre-populate in the 'Username' field.
3. Enter the current secure FTP password in the 'Old Password' field.
4. Enter the new secure FTP password in the 'New Password' field.
5. Enter the new secure FTP password in the 'Re-enter New Password' field.
6. Click the 'OK' button to finalize the new password.
7. The password will change and the user will return to the home page.

Requirements for the FTP Password

The FTP password must meet the below requirements when creating a new password or changing a password:

- Have a minimum of eight characters long
- Include two numbers
- Include one special character

Password Resets

An FTP password reset should be requested when:

- The FTP password is not known.
- There has been a change in the POC for the organization.
- Contact the Interoperability Team to request an FTP password reset.
- Resets are only processed if the organization's POC confirms or approves the request.

Communication on the Secure PHDS FTP Folder

Subject Line: ***SECURE*** Public Health Data Sharing FTP Account Credentials, Organization Code: ABCD

Dear Provider

- The Texas Immunization Registry has created a Public Health Data Sharing Secure File Transfer Protocol (FTP) account for [Enter in Parent Org Name]. This secure FTP account will be used to expedite the safe and secure transfer of monthly client/immunization line-level data to Responsible Entity Local Health Departments.
- **Please Note:** This account is separate from any other additional secure FTP accounts which the organization may be utilizing for secure FTP data exchange submission.
 - Link to the PHDS FTP account: <https://immtrac-fts1.dshs.state.tx.us/ThinClient/>
 - FTP Username:
 - FTP Password:
- Once you have successfully logged in using the above credentials, please change the password. Select the 'Change Password' link on the top right of the webpage.
- Enter the current secure FTP password in the 'Old Password' field.
- Enter the new secure FTP password in the 'New Password' field.
- Enter the new secure FTP password in the 'Re-enter new Password' field.
- Click the 'OK' button to finalize the new password. The password will change, and the user will return to the home page.

Need Assistance?



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Contact Information

- Call ImmTrac2 Customer Support at 800-348-9158, 8:00 a.m. to 4:30 p.m., Monday through Friday.
- Email ImmTrac2@dshs.texas.gov for any questions related to registration, site renewal, or user management.
- Email ImmTracMU@dshs.texas.gov for any questions related to secure FTP access, password reset, and PHDS monthly data sharing file.
 - When emailing questions related to the data sharing file, please use 'PHDS' or 'Data Sharing File' in the subject line.

Q&A

Share your questions.



Thank You

The Texas Immunization Registry (ImmTrac2)

ImmTrac2@dshs.texas.gov



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