



Helping You...Help Others

Health Services Upload to Impact SIIS User Manual



The Baldwin Group, Inc.

7550 Lucerne Drive

Suite 306

Cleveland, OH 44130

(440) 891-9100

FAX (440) 891-9458



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Health Services Upload to Impact SIIS

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Introduction

The process to generate the file containing vaccination details and uploaded it to Impact SIIS consists of two parts:

HDIS Generation of file containing vaccination details

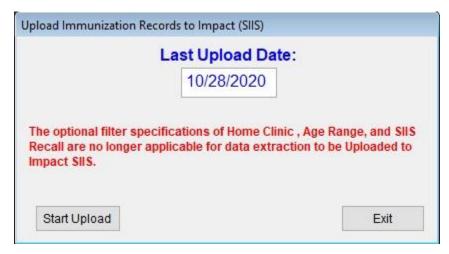
Impact SIIS Upload file to be processed / posted

Generate Upload File

The HDIS segment of the Upload to Impact process is run by selecting the **Upload to Impact / SIIS** menu option in the Health Services menu, as shown below.

Health Services - Health District Information System Services Reports Browse/List/Export Count/Graph Upload to Impact /SIIS Maintenance Return

Upon selecting the **Upload to Impact /SIIS** menu option, the screen for the upload process will be displayed, as shown here.



A message pertaining to optional filter specifications (Home Site, Age Range, and SIIS Recall) which no longer apply for the data extraction is displayed.







Upload to Impact Criteria

The only detail to be specified for the data extraction is the starting date for entry / modification of vaccination details which to extract. The date which the previous extract of data was last completed successfully will be displayed.

All data entered / modified since that Last Upload Date will be extracted and processed for the current extract.

Process for resending a previously sent vaccination detail is discussed starting on page 8

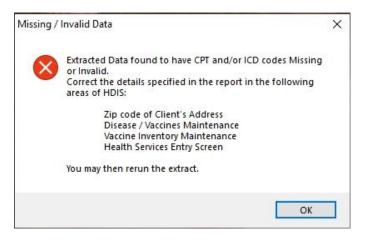
The data extract process consists of the following steps:

- 1. Extract the data
- 2. Validate the data, verifying all vaccination records properly provide all known required details. This helps to prevent the data for a client being rejected and not posted into Impact SIIS
- 3. Output the data to a file in a special format used for exchanging data between two parties.

Once the extracted data has been outputted to the file, the HDIS component of the process is complete.

Data Extracted with Errors

Upon completing the validation of the data extracted, if any errors are found with the data, a message similar to that shown below will be displayed.



Additionally, a report showing the vaccination data that is in error, along with a description of such errors is displayed. A sample of the error report is shown on the next page.





	Eno	rs Found in Immunization Da	
Client Name	Date	Disease - Type	Details of Error(s)
MCPHARLIN, PATR	іск		
			Zip code missing from client address details
	04/03/2019	DIPHTHERIA, TET - DHI	Vaccine Funding Detail (Vaccine Lot #PC5336AA);
12/10/2019 DIPHTHERIA, TET - DI		DIPHTHERIA, TET - DHI	Vaccine Funding Detail (Vaccine Lot #PC5336AA);
	10/06/2020	HE PATITIS A - HEPA	Missing ICD Code (Vaccine Lot #PM047658); Vaccine Funding Detail (Vaccine Lot #PM047658);
	10/06/2020	ROTAVIRUS - ROTA	Vaccine Funding Detail (Vaccine Lot #PM040269);

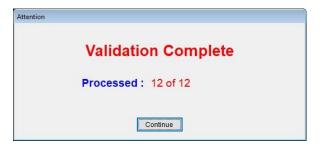
The report shows the name of the client which the errant data was entered, the vaccination date and disease of the errant record(s), and a description of the error for each individual vaccination detail.

Prior to displaying errors in vaccination details, any error(s) in the patient demographic data will be displayed.

Data Extracted Successfully

Upon correcting any errors in vaccination, return to the Upload to Impact / SIIS screen and rerun the data extraction process.

Upon completion of data extraction in which no errors are found with the data, the display on screen will show message that the validation has completed, as shown here:



Upon clicking the button to continue with the data extraction process, a report of all the vaccination details extracted to be sent to Impact SIIS is displayed on screen. A sample of this report is shown on the next page.





			ta Uploaded To Impact		10/	/26/202
Client Name	Date	Data Entered 04/30	/2020 Through 10/26/2020 Vaccine	Lot #	CPT Code	ICD
PATRICK MCPHAR	LIN					
	02/18/2019	DIPHTHERIA, TETANUS, ACELLULAR PERTUSSIS	DTaP	UNKNOWN	90700	Z23
	02/18/2019	HAEMOPHILUS	нв	UNKNOWN	90648	Z23
	02/18/2019	POLIOMYELITIS	IPV	UNKNOWN	90713	Z23
	03/18/2019	DIPHTHERIA, TETANUS, ACELLULAR PERTUSSIS	DTaP	UNKNOWN	90700	Z23
	03/18/2019	HAEMOPHILUS	HIB	UNKNOWN	90648	Z23
	03/18/2019	HE PATITIS B	НерВ	UNKNOWN	90746	Z23
	03/18/2019	POLIOMYELITIS	IPV	UNKNOWN	90713	Z23
	04/03/2019	DIPHTHERIA, TETANUS, ACELLULAR PERTUSSIS	DTaP-Hib-IPV	PC 5336AA	90698	Z23
	04/03/2019	HE PATITIS B	HepB (ped/adol)	PN003702	90744	Z23
	12/10/2019	DIPHTHERIA, TETANUS, ACELLULAR PERTUSSIS	DTaP-Hib-IPV	PC 5336AA	90698	Z23
	10/06/2020	HE PATITIS A	HepA(ped/adol)	PM047658	90633	Z23
	10/06/2020	ROTAVIRUS	Rotavirus, 3 DOSE	PM040269	90680	Z23

TOTAL 12 Vaccinations

To print the report, simply click on the printer icon in the Print Preview toolbar, shown below, that is displayed. To close the print preview without printing to the printer, click the exit icon (door with arrow)



Output File to Upload to Impact SIIS

Upon printing the **Data Uploaded to Impact** report, or closing the print preview display, the program will next process the extracted data and output it to a file to be selected for upload in the Impact SIIS system.

Upon completion of generating the output file, a message window, similar to the one shown below, will be displayed indicating that such file is available and ready to be uploaded into Impact SIIS.

📩 Upload Reports	/ Patient Records	23
Fil	e Ready for Upload To Impact!	
Filename :	500000020201026.HL7	
File Location :	M:\HDIS\EXPORT	
	Close	

The message window shows the name of the output file generated AND the drive/path where that file is located on the network.





Additionally, at this time, the vaccination detail records are updated with the date which they were successfully extracted to be uploaded to Impact SIIS.

The date which a vaccination detail was processed for uploading to Impact SIIS is shown in an area in bottom center of the Health Services screen labeled **Processing Dates**, shown below. For vaccination details which have been extracted and sent to Impact SIIS, the date of such extraction will be shown here per the Upload to Impact processing date.

Processing	Upload to Impact	10/28/2020
Dates	Insurance Billing	11
	Vaccine Accountability	11

Resend Previously Sent Vaccination Details

As stated previously, the Upload to Impact SIIS extracts all data details entered / modified since the date of the previous extract.

When the upload file is processed by Impact SIIS and an error in a vaccination detail is encountered, you may need to fix the vaccination detail in HDIS and have the vaccination detail resent to Impact SIIS with the corrected information.

To force the vaccination detail to be resent to Impact SIIS, you need to clear out the process date for the Upload to Impact procedure when you edit the vaccination detail. The process date is open for editing when it is displayed with a border around the date value, as shown below.

Processing	Upload to Impact	10/28/2020
Dates	Insurance Billing	11
	Vaccine Accountability	11

To clear the date value, simply tab to or click the mouse on the text box, clear the date value and click the Save button to save the modification(s) to the vaccination detail. The Upload to Impact will be refreshed showing the date value cleared, as shown here.

Processing	Upload to Impact	11
Dates	Insurance Billing	11
	Vaccine Accountability	11

The vaccination detail is now ready to be included in the next extraction of data to be uploaded to Impact SIIS.

<u>Compound Vaccines</u> If the vaccination detail to be resent pertains to a compound vaccine, you will need to fix the errant data and clear out the Upload to Impact date in the vaccination detail individually for each disease the vaccine pertains to.





Upload to Impact SIIS

Impact SIIS Website

Open your web browser and enter the following Impact SIIS web address in the address bar

https://dashboard.ohioimpactsiis.org/

In the upper left corner of the web page display, you will see two options under the Main section : Home and Login.

Click to select the Login option. The Impact SIIS login screen should be displayed, as shown below.

Department of Health	
() USERNAME	
S PASSWORD	
LOG IN	
Forgot Password?	
Powered by	

NOTE : As you will be logging into Impact SIIS on a regular basis, it is suggested that you save the web page address as a bookmark in the web browser.

Enter your user name and password. Then click Login.

Upon successful login, you will be taken to the ODH STC page shown on the next page.







Upload File to Impact SIIS

To upload your records to ImpactSIIS, click on the middle option **STC | PHC HUB**.

Next, you will need to indentify to Impact Siis that you are logged in per your health department.

When the screen below is displayed, click on the drop down list for selecting the **Provider** and start typing your agency name. As you type each letter, it will search for the Provider(s) which begin with such letters.

	Provider User Id	select YourAgency	× Q
PHC Hub			
Logout Answers			
STC			

You can continue typing additional letters until your health department is selected, or you can use the down arrow to scroll through the list to select your health department.

Upon selecting the health department, the screen will display as shown on the next page.





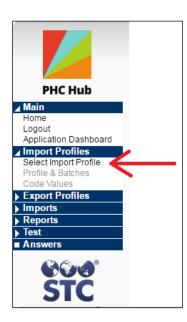
	Provider 9999: YOURAGENCY COUNTY HEALTH DEPARTMENT	
PHC Hub	User Id your.username Submit	
<mark>⊿ Main</mark> Home	-	
Logout Answers	-	
STC		

Click Submit.

Upon selecting your health department, it will show you as logged in.

	LOGGED IN: your.username PROVIDER: 9999: YOURAGENCY HEALTH DEPARTMENT	DATE: June 21, 2017
	Welcome! you are now logged in	
PHC Hub	PHC-Hub	
Home Logout		
Application Dashboard Import Profiles		
Export Profiles Imports		
Reports Test		
Answers STC		
SIC		

Under Import Profiles, in the menu on the left side of the display, choose Select Import Profile.







A list of profiles defined in Impact SIIS for your health department is displayed, as shown here.

	Turne	Ctatura	- /
0.11			<u>-</u>
358	HL7	Disabled	
	ld 317 358	317 HL7	317 HL7 Enabled

If there is more than one displayed, choose the one that shows a status of **Enabled** by clicking on it.

Once the details for the selected profile is displayed, as shown here, we are ready to pick the file to upload to Impact SIIS.

	VOU			-				
	100	RAGENCY COUNT	T.UPL	.0				
PHC Hub	Impo	rt Profile				Export Profile as XML		
Main Iome	Name		YOURA	GENCY COUNTY.UPLD				
oaout	Туре		HL7					
Application Dashboard	Profile	e ld	317					
mport Profiles	Provid	ler	YOURAGENCY COUNTY HEALTH DEPARTMENT					
Select Import Profile Profile & Batches	Status	;	Enabled					
Code Values								
Realtime Interface	Impo	rt Batches				Print Preview		
ile Upload xport Profiles	•	Date 🔺		Messages In Batch	Messages With Errors	User		
nports	1	06/19/2017 10:57:00 AM		112		1 YOUR.USERNAME		
eports	2	06/19/2017 10:56:22 AM		112		1 YOUR.USERNAME		
est	3	06/16/2017 11:21:06 AM		1		1 YOUR.USERNAME		
nswers		Date		Messages In Batch	Messages With Errors	User		
0.00	Total			225		3		
609			06	/21/2017 9:45:59 AM	End of Report			





On the left side of the screen, click on File Upload.



The screen to upload the file will be displayed. Click **Choose File**.

	LOGGED IN: YOUR.USERNAME PROVIDER: 9999: YOURAGENCY COUNTY HEALTH DEPARTMENT	DATE: June 21, 2017
PHC Hub	Upload Batch File File Choose File No file chosen Upload Now	

The file selection window, as shown here, will be displayed

Choose File to Upload				B		nputer is beir
G S S S S S S S S S S S S S S S S S S S	(\\wchd-ap	p01\Network Ap	plications HDIS	✓ ✓ Search	HDIS	Q
Organize 🔻 New f	older				8== •	
J Music	* Nam	e	^	Date modified	Туре	Siz 🔦
Pictures	<u> </u>	015		1/3/2017 3:53 PM	File folder	
Videos		016		1/3/2017 3:57 PM	File folder	
	🔋 👔 🗸	ALLGRA		12/21/2013 6:20 PM	File folder	_
Computer	e 🔒 🔒	ALLLAB		12/21/2013 6:20 PM	File folder	=
🏭 Local Disk (C:) 🖵 rrailing (\\wchd∙		ALLRPT		12/21/2013 6:20 PM	File folder	
Masters (\\wchc	- 🕛 🤇	CLIENT		8/19/2016 10:19 AM	File folder	
Clerical (\\wchd		ATA		3/15/2017 11:57 AM	File folder	
Accreditation (\		DEATH		12/21/2013 6:15 PM	File folder	
General (\\wchd		locumentation		12/21/2013 6:15 PM	File folder	
Check In-Out (\		XE		4/8/2016 12:00 PM	File folder	
HDIS (\\wchd-a		XPORT		6/16/2017 11:02 AM	File folder	
	+ €	ORMS	Date modified: 6/16/2	017 11:02 AM		
Fi	File name:			30.HL7, 8600000020160	111.HL7,	•
			_	Ор	en	Cancel





Navigate to the HDIS folder on the network and double click on the Export folder

You should see a bunch of files (generated previously) showing the filename ending with **HL7**. The files will be displayed by order of the filename, which includes the date the file was created.

You can click on the **Date Modified** column heading so that it shows a down pointing arrow.

This will update the display of files to be date descending order, showing the most recent files generated. The file just generated in HDIS should now appear at the top of the list.

Click on the file you want to upload.

The name of the selected file will be displayed in the File name textbox, shown below.

Click the **Open** button in lower right corner of display.

Choose File to Upload				_	BX	Your d	omputer	is beir
🕢 🗸 📕 « HDIS	×	EXP	ORT	 - ↓	Search	EXPORT		٩
Organize 🔻 New f	fold	er				8== •	- 1	0
J Music	*	N	ame	Date modifi	ed	Туре		Siz 🔦
Pictures			8600000020170616.HL7	6/16/2017 1	1:02 AM	HL7 File		
H Videos	-	4	8600000020170418.HL7	4/18/2017 1	1:02 AM	HL7 File		E
🖳 Computer		4	8600000020170315.HL7	3/15/2017 3	:03 PM	HL7 File		
Local Disk (C:)	Ξ	4	860000020170224.HL7	2/24/2017 2	:54 PM	HL7 File		
rrailing (\\wchd-		4	860000020170127.HL7	1/27/2017 1	0:55 AM	HL7 File		
Masters (\\wchc	_	4	860000020170105.HL7	1/5/2017 3:1	9 PM	HL7 File		
Clerical (\\wchd		4	860000020161210.HL7	12/10/2016		HL7 File		
Accreditation (\		4	860000020161118.HL7	11/18/2016		HL7 File		
General (\\wchd		4	860000020161108.HL7	11/8/2016 3		HL7 File		
🖵 Check In-Out (\'		4	8600000020161107.HL7	11/7/2016 4		HL7 File		
HDIS (\\wchd-aj		4	860000020161012.HL7	10/12/2016		HL7 File		
	_	4	860000020161005.HL7	 10/5/2016 1	:48 PM	HL7 File		Ψ •
^	4			 				-
Fi	le r	ame:	860000020170616.HL7	•	All Files	(*.*)		•
					Оре	en	Cancel	

You will now be returned to the File Upload screen on Impact SIIS, with the name of the selected file displayed next to the **Choose File** button, shown on the next page.





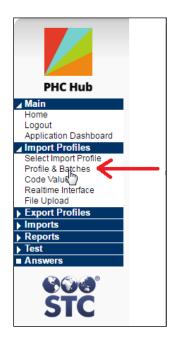
Clicking the Upload Now button will transfer the selected file up to Impact SIIS.

	LOGGED IN: YOUR USERNAME PROVIDER: 9999: YOURAGENCY COUNTY HEALTH DEPARTMENT	DATE: June 21, 2017
PHC Hub	Upload Batch File File Choose File 860000020170616.HL7 Upload Now Upload Now	
Home Logout		

When more than one file needs to be uploaded, perform the file selection and upload processing for each file separately.

Status of Uploaded Files

You can check the status of previously uploaded files by going to **Profile & Batches** (this may open in a different tab of your browser):



This will provide information about the batches and show the number of details containing errors, if any. The screen is displayed on the next page.





		D IN: YOUR.USERNAME IER: 9999: YOURAGENCY CO	DUNTY HI	EALTH DEPARTMENT		DATE: June 21, 2017	
	YOU	RAGENCY COUNT	Y.UPI	LD			
PHC Hub	Impo	rt Profile				Export Profile as XML	
Home	Name		YOURA	AGENCY COUNTY.UPLD			
Logout	Туре		HL7				
Application Dashboard	Profile	e Id	317				
▲ Import Profiles	Provid	ler	YOURAGENCY COUNTY HEALTH DEPARTMENT				
Select Import Profile	Status		Enabled				
Profile & Batches Code Values							
Realtime Interface	Impo	rt Batches				Print Preview	
File Upload Export Profiles		Date 📥		Messages In Batch	Messages With Errors	User	
Imports	1	06/19/2017 10:57:00 AM		112		1 YOUR.USERNAME	
Reports	2	06/19/2017 10:56:22 AM		112		1 YOUR.USERNAME	
▶ Test	3	06/16/2017 11:21:06 AM		1		1 YOUR.USERNAME	
Answers		Date		Messages In Batch	Messages With Errors	User	
	Total			225		3	
			00	6/21/2017 9:45:59 AM	End of Report		
STC	Downl	oad Messages					

The **Messages in Batch** figure represents the number of clients for which vaccination details were included in the uploaded file which created the batch.

If a batch does have any errors, click on it and the list of data details which generated warnings and errors will be displayed. (A new tab may open.)

		I: YOUR.USERNAME 9999: YOURAGENC		EPARTMENT	DATE: June 21, 2017
PHC Hub	Import E	Batch			
Main	Date		06/19/2017 10:57	7:00 AM	
lome	Id		107658		
.ogout Application Dashboard	Total		112 received / 1	error	
mport Profiles	Imported	By	11210001100711		
Select Import Profile	Status	-,	Unknown		
Profile & Batches	Status		onanoun		
Code Values	Import I	070			Print Preview
Realtime Interface File Upload		Logs			Pfint Preview
Export Profiles		Time 🔻	Status	Response	
mports	1	10:55:20 AM	Warnings	patient middle name is missing	
lessage Search	2	10:55:20 AM	Warnings	patient mothers maiden name is missing	
Review Errors and	3	10:55:21 AM	Warnings	patient middle name is missing	
Varnings	4	10:55:21 AM	Warnings	patient mothers maiden name is missing	
Reports	5	10:55:22 AM	Warnings	patient middle name is missing	
est	6	10:55:22 AM	Warnings	patient middle name is missing	
nswers	7	10:55:23 AM	Warnings	patient ssn is missing	
	8	10:55:23 AM	Warnings	patient middle name is missing	
	9	10:55:24 AM	Warnings	patient middle name is missing	
STC	10	10:55:24 AM	Warnings	patient middle name is missing	
	11	10:55:25 AM	Warnings	patient mothers maiden name is missing	
	12	10:55:25 AM	Warnings	patient middle name is missing	
	13	10:55:26 AM	Warnings	patient mothers maiden name is missing	
	14	10:55:27 AM	Warnings	patient mothers maiden name is missing	
	15	10:55:27 AM	Warnings	patient middle name is missing	





If a status of **Errors** is not displayed for any of the entries on current page display, click the **Next Section** button at bottom of screen.

					\uparrow
		06/21/201	7 10:00:19 AM	End of Section 0	Next Section »
100	10:56:49 AM	Warnings	patient middle r	name is missing	
99	10:56:49 AM	Warnings	patient middle r	name is missing	
98	10:56:47 AM	Warnings	patient middle r	name is missing	
97	10:56:44 AM	Warnings	patient middle r	name is missing	
96	10:56:43 AM	Warnings	patient middle r	name is missing	
55	10.50.42 AW	warnings	patient midule i	lame is missing	

Upon reaching the display of page containing the errant detail, click on the row showing the status of **Errors** (yellow highlight added for emphasis) to view the details of the error.

Impor	t Logs		Print Preview
•	Time 🔻	Status	Response
101	10:56:49 AM	Warnings	patient middle name is missing
102	10:56:51 AM	Warnings	patient middle name is missing
103	10:56:53 AM	Warnings	patient mothers maiden name is missing
104	10:56:54 AM	Errors	patient address street is missing
105	10:56:55 AM	Warnings	patient middle name is missing
106	10:56:55 AM	Warnings	patient middle name is missing
107	10:56:56 AM	Warnings	patient middle name is missing
108	10:56:57 AM	Warnings	patient middle name is missing
109	10:56:58 AM	Warnings	patient middle name is missing
110	10:56:59 AM	Warnings	patient middle name is missing
111	10:56:59 AM	Warnings	patient middle name is missing
112	10:57:00 AM	Warnings	patient middle name is missing
« Previ	ous Section	06/21/2017 10	0:01:46 AM End of Report

A screen will be displayed showing the data details uploaded. The second line, starting with the record identifier of **PID**, contains the name of the client with the error. (Blue highlight added for emphasis). The client name is the the fourth detail between the vertical pipe character (|)

Import Log		
Date	06/19/2017 10:56:54 AM	
Status	Errors	
Import Text		
PID11041 24196-Xn-XWR SCHMOE, JOSE PD1 IIII IIIII IIIII IIIII IIIII IIIIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	<pre>withnul_NITP088 F ^DTaPrc4[999 CP A withnul_NITP088 F /DTaPrc4[999 CP A withnul_NITP088 F /mithnul_NITP088 F /mossorFlu(whole)^C4[999 CP A withnul_NITP088 F /mossorFlu(whole)^C4[999 CP A withnul_NITP088 F /mossorFlu(whole)^C4[999 CP A withnul_NITP088 F /mossorFlu(whole)C4 999 CP A withnul_NITP088 F /mossorFlu(whole)C4 999 CP A withnul_NITP088 F /mossorFlu(whole)C4 999 CP A withnul_NITP088 F /mossorFlu(Whole)C4 999 CP A withnul_NITP088 F /mossorFlu(Whole)C4 999 </pre>	•



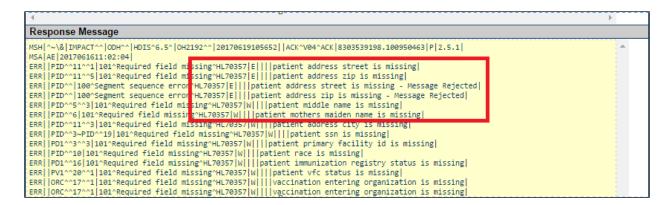


As you scroll down the page, you are looking for a detail line which starts with **ERR** and shows an "E" after the **HL7** number. A description of the issue with the data is described further right on the error detail line.

Notice the first four rows outlined in red (below) have an "E". However the last two have a "W".

Only the details with an "E" are problematic that will cause the entire record to be rejected for further processing.

In the case shown below, the errors for this patient are that a street address and zip are missing. You can make the correction in details on the Impact system.



The corrections must also be entered in HDIS so submission of details to Impact SIIS in the future are not rejected.

NOTE: If you find this method too cumbersome, there is an option under reports that will allow you to create a PDF of the errors and you can go through it to find the clients that need fixed.

