

EHR HL7 Onboarding Go-Live Checklist

Please complete the checklist in order to successfully transition to the NHIIS production environment.

- Schedule Go-Live Call Date: _____
- Confirm Go-Live Date Date: _____
- Complete final reconciliation for all inventory locations day prior to Go-Live Date: _____
- Schedule and conduct Legacy and Historical Data Load Date: _____
- Ensure that all appropriate clinic users have successfully completed the required training material at <https://www.dhhs.nh.gov/programs-services/disease-prevention/immunizations/nh-immunization-information-system/nhiis>
- Complete and return signed Authorized Site Agreement for each clinic if not done already.
- Return updated Vaccine Administrator/Prescriber list for adding to production before GoLive

PRODUCTION APPROVAL: GO-LIVE

DAY BEFORE GO-LIVE

- VFC Coordinator has completed an end of day inventory count and completed an initial inventory reconciliation in NHIIS Production.
- A clinic contact has been identified to review ACK messages, review data quality reports, and resolve errors found in the HL7 messages.

GO-LIVE DAY

- Switch all computers to the NHIIS Production endpoint.
- Verify that the clinic can successfully transmit messages to NHIIS Production without issues or errors.
- Remind clinic staff of the importance of data quality in the EHR.
- Review the Electronic Decrementing screen and process for resolving discrepancies.

FIRST FOUR WEEKS

- Actively monitor the production interface on a daily basis.
- Transmit legacy data load as soon as possible on/after the Go-Live date.

PRODUCTION: MONITORING & MAINTENANCE

FIRST 4 WEEKS: On a Daily Basis

- Review the **ACK messages** in EHR and address any errors or warnings.

- Run the ***Dosage Report*** in NHIIS located in the Coverage Statistics section of NHIIS. Verify the number of immunizations administered that day and recorded in EHR match the number that were submitted to NHIIS.
- Run the ***Patient Detail with Services Report*** located in the Patient Management section of NHIIS. Determine if any immunizations and/or patients are missing from NHIIS. The missing immunizations and/or patients must be manually entered in NHIIS or resubmitted from your EHR.
- Run the ***Invalid Doses Report*** in the Coverage Statistics section of NHIIS. If the invalid dose is the result of a data entry error, correct the information in the EHR and resubmit to NHIIS.
- Review the ***Patients with Possible Duplicate Vaccinations Report*** in the Data Quality-User section of NHIIS. Correct the information in the EHR and resubmit to NHIIS.

ONGOING MONITORING: On a Weekly Basis

- Review the **ACK messages** in EHR and address any errors or warnings.
- Run the ***Dosage Report*** to verify the number of immunizations administered that week and recorded in the EHR match the number that went into NHIIS.
- Run the ***Patient Detail with Services Report*** to determine if any immunizations and/or patients are missing from NHIIS and resubmit from the EHR if needed.
- Run the ***Invalid Doses Report*** and make corrections in the EHR prior to resubmitting to NHIIS.
- Review the ***Patients with Possible Duplicate Vaccinations Report*** and make corrections in the EHR prior to resubmitting to NHIIS.

ONGOING MONITORING: On a Monthly Basis

- Review the ***Electronic Decrementing*** screen and resolve inventory matching errors prior to reconciliation and vaccine order submission.
- Review the ***Patient Reminder/Recall Report*** in the Patient Management section of NHIIS to manage:
 - Patients that may need to be inactivated from your clinic or jurisdiction (NH) in NHIIS.
 - Patients who have missed or are coming due for immunizations.
- Review the ***Inactivate Patients Report*** in the Patient Management section of NHIIS to quickly identify and inactivate patients as needed. It is recommended that clinics use this report to clean up their patient denominator prior to running coverage statistics reports or Reminder/Recall.
- If your EHR system allows vaccination administered date before the date of birth, review the ***Shots Before Date of Birth Report*** in the Data Quality-User section of NHIIS. Correct the information in both your EHR and NHIIS.



New Hampshire Division of Public Health Services
Department of Health & Human Services
NH Immunization Program



CONTACT US

If needing assistance with NHIS or have questions, please submit a helpdesk ticket by sending an email to nhiis.support@dhhs.nh.gov with the subject line of "NHIS HL7 Issue." Include your complete name, organization/clinic name, email, and phone number with your details.