Public Health Department Onboarding Checklist

Version 1.2 - 1.10.2021

Data Hub Onboarding Checklist

To begin the process of integrating DataHub and your ELR connection, you will need to fill out the [Data Hub Intake Form](). This checklist is here to help you gather all of the information you will need prior to filling out the online form. Everything will be captured in the intake form unless explicitly mentioned otherwise. Some documentation that may be required will need to be sent directly to the DataHub team at USDS@cdc.gov.

Contact Information
- ❏ ELR Contact Information
    - ◼ Name
    - ◼ Email Address
    - ◼ Phone Number
- ❏ Secondary ELR Contact Information (Optional)
    - ◼ Name
    - ◼ Email Address
    - ◼ Phone Number
- ❏ Public Health Department Information
    - ◼ Name
    - ◼ Address
    - ◼ Jurisdiction Type

Data Schema Information
- ❏ Preferred format for receiving data (HL7, Spreadsheet, Fax, etc)
- ❏ Data Schema Mapping Guide
    - ◼ Send directly to USDS@cdc.gov

- ❏ Sample File
    - ◼ Send directly to USDS@cdc.gov

Data Transport
- ❏ Preferred cadence for receiving aggregated data
    - ◼ Realtime
    - ◼ Batched Daily
    - ◼ Other
- ❏ Share process to for Data Hub team to receive login credentials
    - ◼ Only necessary if unique login credentials are required

■ Send directly to USDS@cdc.gov

New Organization/Site Set Up
❏ Review "New Organization Registration Process"
❏ Identify any additional facility/site fields you REQUIRE for registration
■ Only necessary if you have additional requirements
❏ Confirm whether or not you have received aggregated data in the past
❏ If you have received aggregated data in the past AND have had issues, please detail those issues.

Local Jurisdictions
❏ Identify any local jurisdiction reporting requirements that are different from the state

Data Use/Custody
❏ If required, provide any registration or data use agreements necessary for DataHub to complete its integration with your ELR.
■ Send directly to USDS@cdc.gov

Testing
❏ Describe the requirements regarding your testing process

Send Required Documentation
❏ Send requested documentation to USDS@cdc.gov
■ Only send relevant and requested documentation that has not been provided via the Data Hub Intake form.

Data Hub Integration Testing and Rollout Checklist

After you have completed your Data Hub Intake Form and submitted your documentation, someone from the DataHub team will reach out to you to confirm that the information is accurate and to start the process to establish the integration and confirm that it is configured properly. Once both the DataHub team and your team is satisfied with the integration, then we'll start onboarding sites so they can begin submitting their data to your health department through the DataHub.

Confirm Intake Information

❏ Joint meeting with the Data Hub and your ELR team to confirm integration details and address any outstanding questions

Sample Test Data

❏ Confirm receipt of sample test data from DataHub team

Rollout

❏ Set up new facility/site process with DataHub team
❏ Receive data from first sender via DataHub
❏ Provide notice signing off on facility use of DataHub