Connecticut Department of Public Health
Electric Laboratory Reporting Checklist

This checklist will prepare you to fulfill electronic laboratory reporting (ELR) interoperability with the Connecticut Department of Public Health (CTDPH) and begin the process of onboarding for ELR. Please contact the dph.elr@ct.gov mailbox for additional assistance.

Step 1: Complete ELR Assessment Survey		
	Yes	**Comments & Resources**
Contact CTDPH at dph.elr@ct.gov or go to CTDPH website at http://www.ct.gov/dph/cwp/view.asp?a=3136&q=573858 to obtain the ELR Registration Form and return to CTDPH.	☐	REQUIRED FOR ELR ON-BOARDING

Step 2: Obtain Necessary Documentation for ELR Implementation		
	Yes	**Comments & Resources**
Download a free copy of HL7 Version 2.5.1 Implementation Guide: Electronic Laboratory Reporting to Public Health (US Realm) Release 1 including errata.	☐	Available for download from the CTDPH ELR website http://www.ct.gov/dph/cwp/view.asp?a=3136&q=573858
Download the CTDPH ELR Local Implementation Guide for HL7 2.5.1.	☐	Available for download from the CTDPH ELR website http://www.ct.gov/dph/cwp/view.asp?a=3136&q=573858 NOTE: if not using HL7 2.5.1 you must contact the CTDPH ELR team re: additional instructions and guidelines.
Download the CTDPH current list of laboratory reportable findings.	☐	Available for download from the CTDPH ELR website http://www.ct.gov/dph/cwp/view.asp?a=3136&q=573858
Download the CTDPH ELR message testing instructions.	☐	Available for download from the CTDPH ELR website http://www.ct.gov/dph/cwp/view.asp?a=3136&q=573858

Step 3: Incorporate Standard Vocabulary		
	Yes	**Comments & Resources**
Map Logical Observation Identifiers Names and Codes (LOINC) for Lab Orders and Test Performed to local codes.	☐	Reference materials are available from the following websites: LOINC: http://loinc.org Search LOINC terms at: search.loinc.org

Map Systematized Nomenclature of Medicine Clinical Terms (SNOMED CT) for Lab Results and Specimen Types to local codes.	☐	SNOMED-CT: https://www.nlm.nih.gov/research/umls/Snomed/snomed_main.html (has information on how to register for ULMS to access their SNOMED-CT browser).
Map Other codes according to the implementation guide to local codes. e.g. HL7 defined tables (race, ethnicity, gender, etc.) & UCUM (measurement units).	☐	Public Health Information Network Vocabulary Access Distribution System (VADS) & Reportable Condition Mapping Table: https://phinvads.cdc.gov

Step 4: Develop HL7 Version 2.5.1 ORU Message for ELR to Public Health

	Yes	Comments & Resources
Develop message in conformance with the CTDPH ELR Local Implementation Guide for HL7 2.5.1.	☐	

Step 5: Perform Internal Message Validation

	Yes	Comments & Resources
Test ELR messages on the NIST website and correct errors.	☐	National Institute of Science and Technology (NIST) website. CT has developed a CT-specific version of this tool with NIST http://hl7v2-cf-validator.nist.gov/cf-validator/#/home

Step 6: Set Up Secure Message Transport

	Yes	Comments
Contact CTDPH to request information on PHINMS through dph.elr@ct.gov.	☐	CTDPH will send information on how to set up PHINMS with the CDC RnR hub. Further information on PHINMS on the CTDPH website: http://www.ct.gov/dph/cwp/view.asp?a=3136&q=573858
Test the secure connection with CDC and CTDPH.	☐	

Step 7: Send a Production Message to CTDPH for Initial Validation

	Yes	Comments
Receive confirmation from CTDPH that the production message has passed validation.	☐	If the message passes initial validation, coordinate automated daily message transmissions from your production system. If the message does not pass initial validation, please continue message development and internal validation.

Step 8: Structure and Content Validation

	Yes	Comments
CTDPH will perform structure and content validation to ensure conformance to the agreed message format. This is part of the	☐	CTDPH will notify your facility during structure and content validation to discuss and resolve any discrepancies in messaging.

ELR "testing" phase of on-boarding for CTDPH.		If your facility is non-responsive, you may not be continued in the ELR on-boarding process.

Step 9: Parallel Data Validation by CTDPH

	Yes	Comments
CTDPH will perform data validation, comparing the electronic submissions against the existing reporting structure (e.g. mail or fax). **Note: during parallel processing, more frequent reporting using existing methods may be required.**	☐	CTDPH will notify your facility during parallel data validation to discuss and resolve any discrepancies in data transmission.

Step 10: Discontinue Paper Submissions to CTDPH

	Yes	Comments
CTDPH transitions your ELR reports to production surveillance systems.	☐	This may not be a full production implementation for all reportable diseases and conditions, but may require a phased approach.
Coordinate with CTDPH to determine a date to solely submit ELR and discontinue paper or faxed reports. Set up ongoing quality control check process.	☐	CTDPH utilizes several different surveillance systems depending on disease category, therefore timelines for discontinuing paper submission may vary by disease. CTDPH and your facility will perform continual quality control checks.

CONGRATULATIONS!! You have achieved ELR Interoperability!