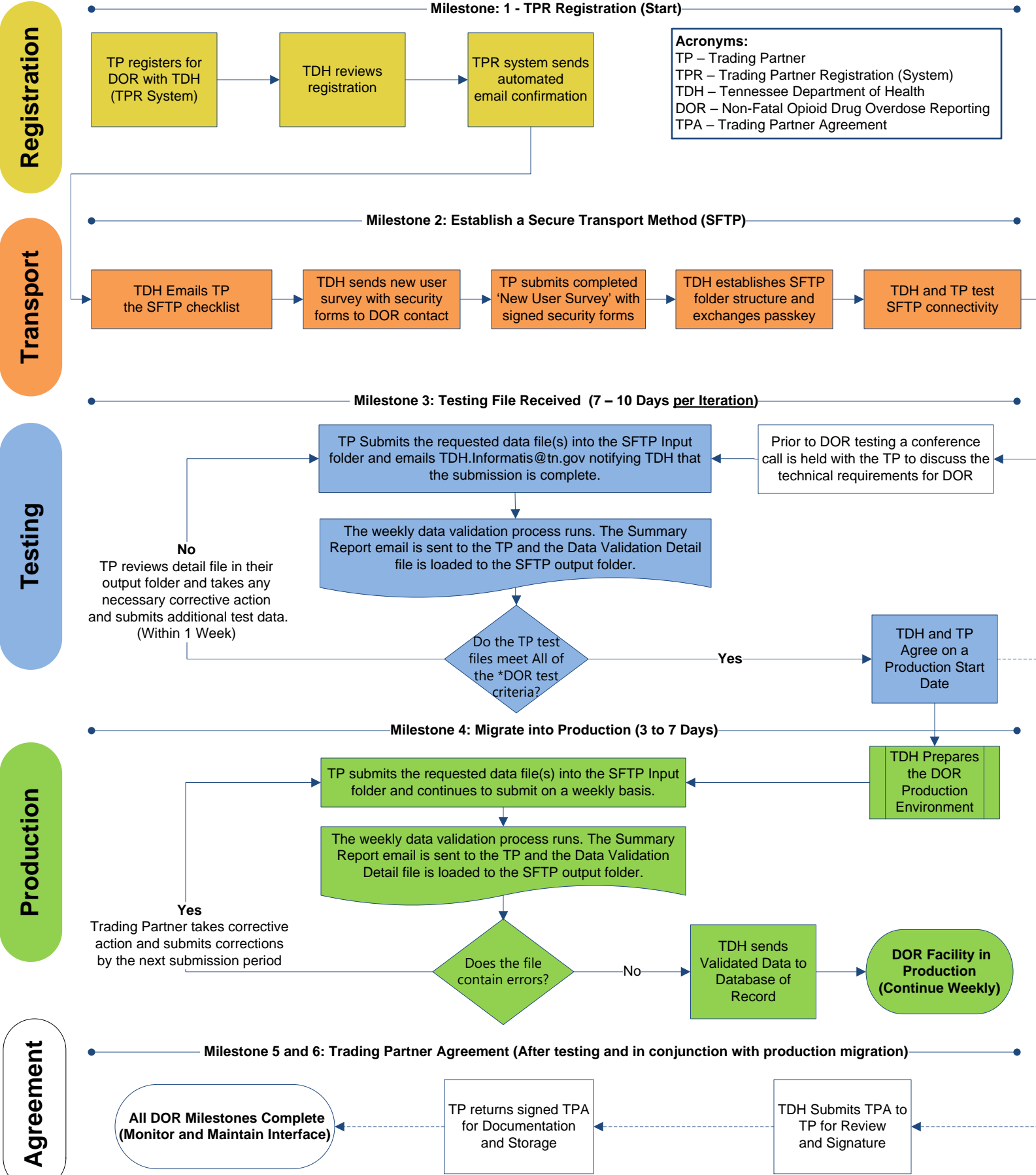


# Tennessee Department of Health (TDH) Drug Overdose Reporting (DOR) - New Facility Onboarding Workflow



Registration

**Milestone 1: Register Facility for Drug Overdose Reporting (DOR) in the Trading Partner Registration (TPR) system**

The Trading Partner Registration is an application that allows potential trading partners to register their intent to electronically exchange data with TDH. URL <https://apps.tn.gov/tpr/>

To assist with gathering the information needed to complete your TPR registration, you can use the Trading Partner Registration Worksheet URL <https://apps.tn.gov/tpr/pdf/TradingPartnerRegistrationWorksheet.pdf>

- TP Registers Entity for DOR in the TPR system
- TDH reviews registration information and approves
- TPR system sends an automated email confirmation to trading partner TPR point of contact.

Transport

**Milestone 2: Complete Drug Overdose Reporting - New User Survey**

TDH will send the Drug Overdose Reporting – SFTP checklist and New User Survey to the Point of Contact Identified in the TPR system. Facilities may request additional users by submitting the name title and work email address to TDH.Informatics@tn.gov.

Users will Complete the User Survey with user and facility information, sign and upload the security forms.

SFTP Users - TDH will establish SFTP folder structure, create AD account and provide to point of contact.

Users will establish secure transport method SFTP

TDH will create SFTP folder structure for Drug Overdose Reporting and update the facility lookup tables with facility identifiers and facility points of contact in SQL database.

TDH will work with TP to test connectivity of the SFTP folders to ensure access of both parties.

Testing

**Milestone 3: Testing** (Iterative process)

TDH will schedule a meeting with the trading partner to review the DOR documentation and technical requirements.

Facility will create and submit test files in accordance with TDH instructions.

Facility Data Submitters will review the Data Validation Summary's and Data Validation Detail File.

Facility will review the Error Resolution Manual and correct any errors for resubmission. Also make any required changes in their process to prevent errors from reoccurring.

**TDH will run the data validation process each Wednesday before COB.**

The system will send the submitter a Summary Report email to TP and transmits the Data Validation Detail File to the SFTP Output Folder.

The goal for testing is for each facility develop a process that can produce date driven datasets that may be run to create 'error free' data backlogs and weekly datasets.

*\*DOR test criteria: Trading partners have demonstrated the ability to create DOR backlog files, DOR weekly files, DOR correction files over time. This test will also demonstrate the ability of the facility to generate Patient Records and Zero Submission Records.*

Production

**Milestone 4: Continue to Production**

TDH will schedule an implementation meeting with the trading partner to coordinate the facility's migration to production.

The facility will submit DOR files in accordance with TDH instructions by the agreed upon Tuesday start date.

**TDH will run the data validation process on Wednesday before COB.** The system will send the submitter a Summary Report email to TP and Transmits the Detailed Output File to the SFTP Output Folder.

The facility will continue to submit Drug Overdose Reporting data on a weekly basis every Tuesday.

Agreement

**Milestone 5 and 6: Trading Partner Agreement (TPA)**

TDH will prepare the TPA and send it the trading partner points of contact.

The trading partner and TDH will review and modify the TPA as needed in order to create a final draft TPA.

TDH and the trading partner will work together with the appropriate staff to generate a signed final version of the TPA and distribute a signed copy to all parties.

Both parties will maintain a copy of the signed TPA for their records. The Trading Partner Agreement will be review annually and resigned as needed based on the review.