## Participating in Oregon ESSENCE

	INITIATING CONTACT	GRANTING ACCESS	DATA CONFIGURATION	SUCCESSFUL ONBOARDING
HEALTH CARE FACILITY	Facility interested in sharing syndromic surveillance data.	Do now: • Sign DUA • Identify tech team	Within 48 hours of receiving access, log onto the sFTP server.	Perform test submissions of electronic data on the ESSENCE sFTP server. Once successful, work toward ongoing reporting of
OREGON HEALTH AUTHORITY	Provide the ESSENCE overview documents, Data Use Agreement and messaging guide.	Answer any questions about requested data elements, including specifications for formatting (i.e., HL7 message transmission)*.	6 Provide instructions for testing messages.	8 Assist facility with testing (iterative process). Send verification letter to meaningful use coordinator.

<sup>\*</sup> **Note:** Sending data elements in HL7 2.5.1 format fulfills the public health meaningful use objective, but HL7 message transmission is not required to participate in ESSENCE.

## **Process Notes**

- 1. Facility contacts us via email or phone (using information below).
- 2. The Data Use Agreement (DUA) specifies release rights when a health care facility shares syndromic surveillance data with the Oregon Health Authority.
- Provide contact information for a signatory authority (usually a chief information officer or similar), a technical person who will need to access the Secure File Transfer Protocol (sFTP) and the technical person's immediate manager. Return the signed DUA to epidemiologists at Oregon ESSENCE.
- 4. The messaging guide (in Step 1) provides instructions for creating requested files.

- 5. These instructions will be sent in a secure email. Note that sFTP access expires after 48 hours if the temporary password is not changed.
- 6. Refer to the Oregon ESSENCE website for detailed instructions on testing.
- Follow instructions from Oregon ESSENCE epidemiologists to log into the sFTP.
  Coordinate test submissions with ESSENCE epidemiologists. Ongoing data
  submission is the goal of participation in Oregon ESSENCE, and the ultimate
  meaningful use requirement.
- 8. ESSENCE epidemiologists will send a verification letter detailing the quality of the test transmission.

## **More Questions**

To find out more about Oregon ESSENCE, contact us at **971-673-1111**Oregon.ESSENCE@state.or.us
www.healthoregon.org/ESSENCE



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