



# **Texas Syndromic Surveillance (TxS2)**

## **Procedure**

### **Data Provider and User Registration**

**Version 1**

**May 4, 2016**

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## Section 1. Purpose

This procedure defines the specific steps required for Data Providers (for example hospitals) and TxS2 Users (for example hospitals and local health departments) to gain access to the TxS2 system for both sharing electronic health data and accessing data within the system.

## Section 2. Background

Texas Syndromic Surveillance (TxS2) is a statewide syndromic surveillance system built and maintained by the Texas Department of State Health Services (DSHS) for use by Local Health Departments (LHDs), DSHS Health Service Regions (HSRs), DSHS central office, and hospitals for enhanced surveillance of emerging public health conditions or threats. Syndromic surveillance utilizes trend analysis to establish a baseline and then uses algorithms to compare the current data to that baseline and issue alerts when aberrations are detected.

The TxS2 technical infrastructure consists of production and test environments. The TxS2 configuration consists of Data Providers (for example hospitals) using secure protocols to share individual level data through the Health Services Gateway. Rhapsody<sup>®</sup> software is used for data ingestion and Texas Data Center Services (DCS) is used for data hosting. Data is stored in a secure database and accessed by Users (LHDs, DSHS HSRs, DSHS central office, and hospitals) through the analysis software called ESSENCE (Electronic Surveillance System for the Early Notification of Community-based Epidemics).

## Section 3. Procedure

Sharing and accessing data in the TxS2 system requires a fully executed Memorandum of Understanding (MOU) for the entity and a TxS2 User Access Agreement for individual Users within an entity. In addition, Data Providers will go through the steps outlined in the Data Provider On-Boarding Guide (<http://www.dshs.state.tx.us/txs2>) to complete connection and content setup and verification.

The specific steps for Data Providers and TxS2 Users to gain access to the TxS2 system for both sharing electronic health data (Data Providers) and accessing data (Data Providers and LHDs) within the system are (see Appendix for a checklist):

1. The Data Provider/LHD completes the Contractor Vendor Information Form and emails the form to [syndromic.surveillance@dshs.state.tx.us](mailto:syndromic.surveillance@dshs.state.tx.us). If the Data Provider or LHD already has a vendor number, please include it on the form.
2. Approximately 2 weeks later, Procurement and Contracting Services emails the LHD/Data Provider MOU to the individual identified on the Contractor Vendor Information Form.
3. The LHD/Data Provider obtains the authorized signature and returns the signed MOU to Procurement and Contracting Services.
4. DSHS signs the MOU and the fully executed contract is sent to the LHD/Data Provider by Procurement and Contracting Services.
5. Data Providers register their intent to submit data by completing the survey at <https://www.surveymonkey.com/r/txs2registration> (this can be done at any time after completing the Vendor Information Form, and must include the contact information for the person to receive status updates throughout the registration and onboarding process). Please also complete the general information survey at <https://www.surveymonkey.com/r/DSHSTXS22016> and the Information Technology survey at <https://www.surveymonkey.com/r/DSHSTXS2IT> if not already done.
6. DSHS Information Technology staff coordinate with Data Provider Information Technology staff to complete Data Provider on-boarding.
7. The LHD/Data Provider completes the survey at <https://www.surveymonkey.com/r/txs2accesslisting> to identify specific staff members within their organization that should have access to TxS2.
8. The individual TxS2 User completes the TxS2 User Access Agreement and emails the form to [syndromic.surveillance@dshs.state.tx.us](mailto:syndromic.surveillance@dshs.state.tx.us).
9. DSHS assigns TxS2 User accounts and notifies the User of their account information.

DSHS management in Health Service Regional offices and Central Office will use the same link as provided in step 7 to identify DSHS staff that should have access to TxS2. Those DSHS staff will submit the TxS2 User Access Agreement as indicated in step 8.

## Section 4. Responsibilities

DSHS has the responsibility for developing and maintaining the TxS2 system in a secure environment, developing and maintaining policies and procedures for TxS2, and for maintaining User access to TxS2. Individual TxS2 Users have the responsibility for following DSHS policies and procedures, including the TxS2 Access and Confidentiality Policy, to safeguard the data and to share, access, use, and store the data in a secure, confidential manner in compliance with all applicable federal and state laws governing the protection of health-related information.

## Section 5. Agreement Renewal

The TxS2 Memorandum of Understanding (MOU) is effective on the date of DSHS signature and terminates on the fifth anniversary of the effective date, unless renewed or terminated. The MOU may be extended for one additional five-year term. The MOU will be reviewed on an annual basis to determine if there are material change to the MOU. Specific requirements for amending and extending the MOU are provided in the terms of the MOU.

The User Access Agreement is effective on the date the TxS2 User account is created and must be renewed every 2 years. The User Access Agreement may be terminated at any time by the User's entity or DSHS.

## Section 6. Points of Contact

Name	Role	Phone	Email
TxS2 Team	General Inquires	(512) 776-7770	<a href="mailto:syndromic.surveillance@dshs.state.tx.us">syndromic.surveillance@dshs.state.tx.us</a>
Carrie Bradford, PhD	TxS2 Program Lead	(512) 776-2679	<a href="mailto:carrie.bradford@dshs.state.tx.us">carrie.bradford@dshs.state.tx.us</a>
Jyllisa Mabion	TxS2 Epidemiologist	(512) 776-2982	<a href="mailto:jyllisa.mabion@dshs.state.tx.us">jyllisa.mabion@dshs.state.tx.us</a>
Savannah Carlson	TxS2 Program Administration	(512) 776-6342	<a href="mailto:savannah.carlson@dshs.state.tx.us">savannah.carlson@dshs.state.tx.us</a>
Chris Meredith	TxS2 Technical Lead	(512) 776-9116	<a href="mailto:chris.meredith@dshs.state.tx.us">chris.meredith@dshs.state.tx.us</a>

## Section 7. Revision History

Date	Version	Action	Section
05/04/16	1	New procedure	

## Appendix. Registration Checklist

Below is a checklist of forms to be submitted to DSHS to complete the registration process.

- Contractor Vendor Information Form
- Local Health Department/Data Provider MOU
- Data Providers only – Register intent to submit data at <https://www.surveymonkey.com/r/txs2registration>. Please also complete the general information survey at <https://www.surveymonkey.com/r/DSHSTXS22016> and the Information Technology survey at <https://www.surveymonkey.com/r/DSHSTXS2IT> if not already done.
- Data Providers, Local Health Departments, and DSHS Health Service Regional and Central Offices – Identify individual TxS2 Users within their organization at <https://www.surveymonkey.com/r/txs2accesslisting>.
- TxS2 Users – Complete the TxS2 User Access Agreement.