

## Meaningful Use Stage 2 Immunization Reporting Checklist and Instructions

### West Virginia Immunization Registry - 2014 Reporting Period

#### ELIGIBILITY CRITERIA

- Are you an eligible professional (EP) or an eligible hospital (EH) that administers vaccinations? (If you do not administer vaccinations, you cannot select immunization reporting under Stage 2 Meaningful Use (MU2).)
- Have you achieved Meaningful Use under Stage 1 criteria? (All providers must achieve MU under Stage 1 before moving to Stage 2. If you have not met Stage 1 requirements, you cannot register for Meaningful Use Stage 2.)
- Do you have an Electronic Health Record (EHR) system that is certified for transmission of immunizations? (There are many certification criteria, and an EHR system may be certified for some but not for others.)
- If you are already submitting live data through PHC-HUB to WVSIS and your EHR is currently not ONC certified, we will continue to accept data from your EHR. However, you may not be fulfilling the Meaningful Use Stage 2 Public Health objective for immunization.

#### REGISTRATION

- If you meet all of the Eligibility Criteria, you must register your intent to report immunization data on the Meaningful Use website. Registration must be completed as soon as possible, but no later than 60 days after the start of your reporting period. The West Virginia Meaningful Use Registration Website is located at: <http://www.wvdhhr.org/bph/oeps/murs/>. For further information regarding registration, please see [this document](#). When registering, please note that the Primary Contact should be an administrative contact for such things as providing additional information and receiving the final acknowledgement letter needed for attestation. The Primary Technical Contact should be the person who will work to set up the data transport method, submit test messages, receive feedback regarding message structure and content, correct message errors if necessary, etc.
- After you submit your registration, the Registration Status will indicate "In Review," and you will receive an e-mail confirmation indicating that the registration was successfully saved. WVSIS staff will review the information and e-mail or call the Primary Contact if additional information is needed. Once all necessary information has been obtained, WVSIS staff will change the Registration Status to "Registered - In Queue" and you will receive an e-mail confirming that you have been placed in the Immunization Reporting Queue. If you have questions at any time during the registration process, please call Pam Reynolds, WVSIS Information Quality Services Coordinator at (304) 356-4048 or (877) 408-8930 (in WV only), or e-mail [pamela.s.reynolds@wv.gov](mailto:pamela.s.reynolds@wv.gov).
- IMPORTANT NOTE:** It is very important that providers keep a record of all communications received from public health throughout the registration, onboarding, testing, and production process, as well as any other documentation that may be needed for attestation or auditing purposes. Examples may include e-mails, screen shots proving date of registration, acknowledgement letters, etc. Due to the large volume of registrants, public health programs will not have the capacity to prepare such a log on your behalf.

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**TESTING AND VALIDATION**

- For information regarding HL7 messaging and required data fields, please visit:  
<http://www.dhhr.wv.gov/oeps/deie/Pages/IMU.aspx>.
- WVSIS will invite registrants to begin testing, validation, and onboarding based on staff/resource availability, volume of immunizations, and reporting period. WVSIS staff will e-mail an invitation to the Primary Contact and the Technical Contact, and WVSIS staff will change the Registration Status to "First Invitation." As soon as a timely response is received, WVSIS staff will change the Registration Status to "Testing and Validation Queue." If a response is not received in 30 days, another invitation e-mail will be sent, and the Registration Status will be changed to "Second Invitation." If a response is still not received in 30 days, the provider is considered to have failed to meet the immunization reporting objective, and the Registration Status will be changed to "Objective Unmet."
- WVSIS staff will reach out to the Technical Contact to establish a data transmission method to WVSIS. Once the connection has been established, the Technical Contact should transmit a test message and notify the WVSIS staff member they are working with that the message has been sent.
- Once the test message is received, WVSIS staff will perform structure and content validation on the message to verify it meets WVSIS HL7 requirements.
- WVSIS staff will contact the Technical Contact to indicate if the message passes initial validation. If it does not, WVSIS staff will provide additional information regarding message issues, such as incorrect structure, invalid or missing values, etc. The Primary Contact and/or Technical Contact, and WVSIS staff must work together to address and correct these issues (i.e., ensure that correct required fields are contained in the EHR software, conduct training to ensure that provider staff are selecting and/or completing all of the required information upon immunization data entry, etc.). Once the issues are addressed, the Technical Contact should submit another message for testing and notify the WVSIS staff member they are working with of the resubmission. This step will continue until the messages are correct in structure and content. If a response to the request to correct message issues is not received in 30 days, a second request will be sent. If a response is still not received in 30 days, the provider is considered to have failed to meet the immunization reporting objective, and WVSIS staff will change the Registration Status to "Objective Unmet."

**ACKNOWLEDGEMENT OF 2014 CRITERIA MET**

- MU2 regulations indicate that providers can meet public health objectives in 2014 by first registering with the PHA to which they will be submitting data and then either:
  - achieving ongoing submission of data, or
  - being engaged with the PHA in testing and validation of data, or
  - waiting for an invitation from the PHA to begin testing and validation.In 2014 only, providers must satisfy these criteria during a 90-day reporting period only. If the provider has met the specified criteria at the end of their 90-day reporting period, WVSIS will send an e-mail to the Primary Contact. The e-mail will contain a link from which the provider can obtain a PDF document indicating that at least one of the criteria for immunization reporting was met.
- If the provider is still waiting for an invitation to begin testing and validation, or if the provider is actively

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engaged in testing and validation, the provider and EHR vendor should continue working with WVSIS staff to achieve ongoing submission of data, as ongoing submission must be achieved during the twelve- month reporting period in 2015. If ongoing submission is achieved in 2014, the immunization reporting objective will be met if reporting continues throughout 2015.

**ONGOING SUBMISSION OF DATA**

- Once WVSIS staff have determined that the provider's HL7 messages are correct in structure and content, the provider will be moved from testing to production, and WVSIS staff will change the Registration Status to "Production." This change in status could occur either before or after the acknowledgement has been sent in the above step.

**Note:** If the primary contact or technical contact changes, updated contact information must be submitted to the WVSIS staff member the provider has been working with.