Electronic Case Report Data Submission to the Wisconsin Division of Public Health

Effective June 30, 2017, the Wisconsin Department of Health Services Division of Public Health (DPH) has declared readiness for the Stage 3 Public Health and Clinical Data Registry Reporting Objective's Measure 3, Electronic Case Reporting, and intends to have the technical capacity to receive electronic case report data from eligible professionals and eligible hospitals that treat or diagnose Category I, II, or III reportable diseases.

According to Wis. Stat. § 252.05, Communicable Diseases, any health care provider who knows or has reason to believe a person treated or visited by him or her has a communicable disease is required to report it; per Wis. Admin. Code § DHS 145.04 (1), this includes reporting of a case or suspected case. A list of reportable communicable diseases and timeframe for reporting can be found on the Wisconsin communicable disease reporting web page. Diseases listed in Category I are of urgent public health importance and should be reported immediately by phone or fax to the appropriate local health officer.

Any provider wanting to satisfy the Stage 3 Public Health and Clinical Data Registry Reporting Objective's Measure 3 must conform to standards per guidelines in the Office of the National Coordinator 2015 Edition Certification Final Rule. The technology used by the provider to generate the case report message must be a federally certified 2015 edition electronic health record (EHR) technology (CEHRT).

Administrative Checklist for Providers wishing to Onboard Electronic Case Report Submission

1. **Provider eligibility**. Any provider that treats or diagnoses Category I, II, or III reportable diseases is eligible to submit electronic case report data. A list of reportable communicable diseases and timeframe for reporting can be found on the Wisconsin communicable disease reporting web page.

2. **Registration**. A provider initiates the onboarding process by visiting and following the instructions for registering on the Public Health Registration for Electronic Data Submission System (PHREDS) Enrollment and Registration of Intent page. When submitting a registration form, the provider will need to submit the following information:
   a. Organization name.
   b. Primary business contact information (phone number and email address).
   c. Primary technical contact information (phone number and email address).
   d. Primary address.
   e. Estimated quantity of reportable case results identified or suspected each month. A list of reportable communicable diseases can be found on the Wisconsin communicable disease reporting web page.
   f. Current submission of organization's disease results data (and transport type, if applicable).
   g. EHR vendor name, product name, and version of product.
   h. Capability of EHR system to generate an electronic initial case report (eICR).
   i. Organization's intended submission method (automated, manual, or initially manual and then automated).
   j. Organization's preferred transport mechanism for electronic initial case report (eICR) submission (if applicable).
   k. Organization's definition of eICR trigger codes within their workflow.

3. **Registration receipt**. After successfully submitting a registration form within PHREDS, the system automatically sends a registration confirmation email to the first business contact (and second business contact, if provided). Providers participating in Meaningful Use are advised to save this email for audit purposes.

   DPH prioritization. When the registration form is submitted, the public health program(s) are notified, and the provider is placed in the onboarding queue for the program(s). DPH will prioritize electronic case

reporting submission testing and onboarding for all potential and existing data exchange partners based on the following criteria:

   a. Provider organizations submitting at least 25 case reports of Category I, II, or III reportable diseases per month to DPH.

   b. Provider organizations using CEHRT with the capability of sending eICR messages per the [HL7 CDA® R2 Implementation Guide: Public Health Case Report, Release 2– U.S. Realm – the Electronic Initial Case Report (eICR)](#).

All other providers will remain in the queue with DPH, awaiting an invitation to begin the onboarding process.

Reminder: Providers can satisfy the Stage 3 Public Health and Clinical Data Registry Reporting Objective's Measure 3, Electronic Case Reporting, even if they do not begin testing during their EHR reporting period, as long as they register with DPH no later than 60 days after the start of their reporting period, are responsive to DPH communications, and have a federally certified [2015 Edition EHR technology](#).

4. **Establish signed agreements**. The provider signs a business associate agreement and a data use agreement with the appropriate parties.

5. **Testing and Validation**
   a. **Establish timeline**. The DPH eCR coordinator and the organization will mutually agree on an onboarding timeline and anticipated go-live date.
   b. **Validate test messages**. The organization prepares a series of test eICR messages, to be determined by DPH, for use in onboarding testing. The provider uses an [eICR validator tool](#) to verify that the test messages produced by their electronic medical record system passes validation prior to sending to the test environment.
   c. **Send test messages**. The provider sends test messages to the test environment. The DPH eCR coordinator evaluates if the test message passes validation within the test environment and contacts the provider to solve any problems.
   d. **Reportability response**. The provider receives the reportability response from the test system, notifying the provider of reportable conditions.
   e. **Final validation**. Steps b, c, and d are repeated until both provider and DPH are satisfied with testing results.

6. **Go live**. The provider and DPH eCR coordinator determine and set a production go-live date. The provider begins transmission of electronic case reporting in production on go-live date. The DPH eCR coordinator monitors and validates the first two weeks of production data from the provider.

7. **Meaningful Use Acknowledgements.** Meaningful Use Acknowledgements affirm the status of registration, testing, and/or ongoing submission of public health data for Meaningful Use. In the event of an audit, providers will use acknowledgments to substantiate their Meaningful Use attestation. To view acknowledgement information, use a Wisconsin Logon Management System account to access [PHREDS](#). For additional details, follow guidelines and instructions on the [PHREDS enrollment and registration of intent page](#).

For questions about the registration process, email the [Wisconsin eHealth Program](#).

For questions about the technical onboarding process, email the [electronic case reporting team](#).

Wisconsin Department of Health Services
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