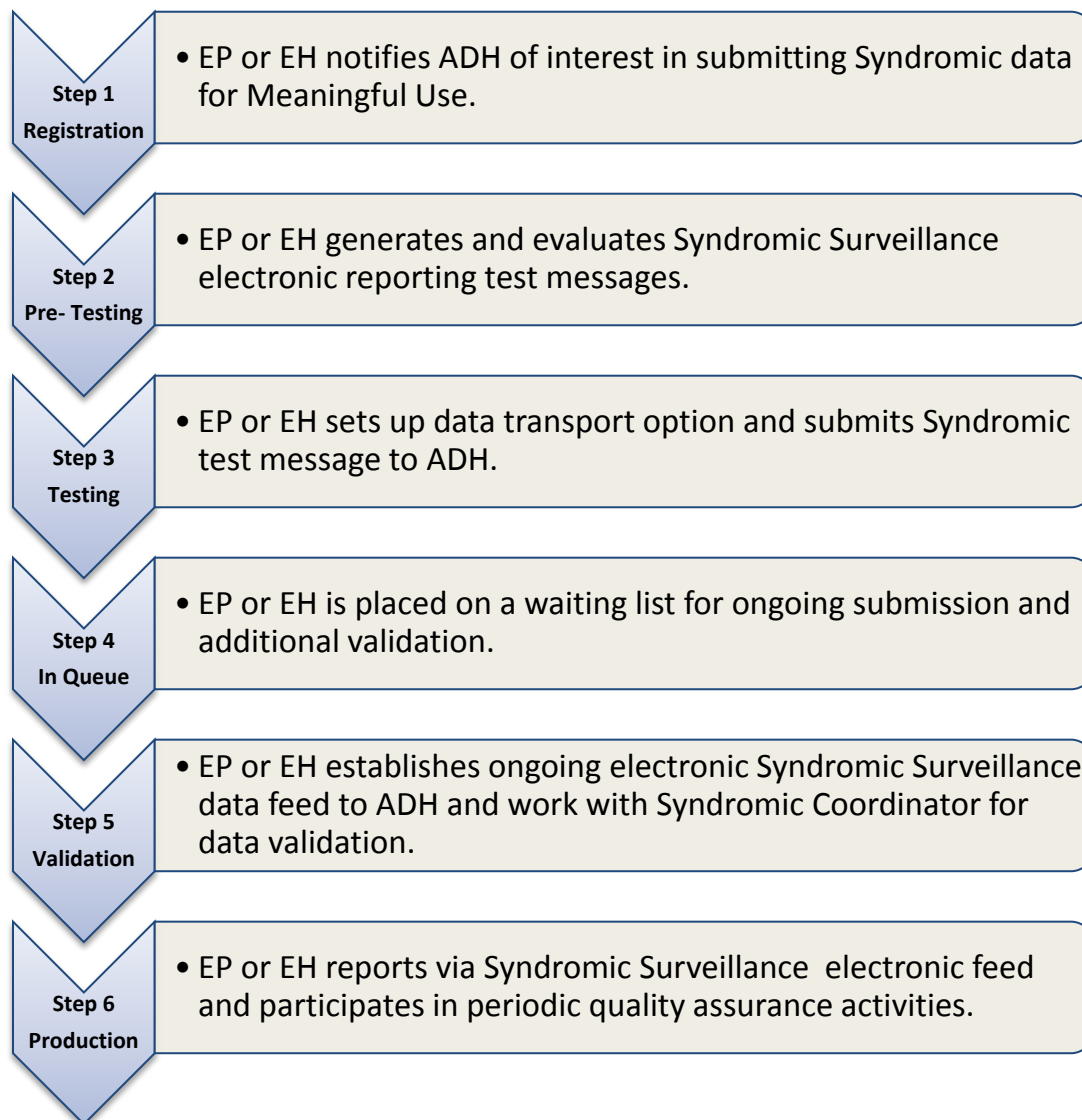


Arkansas Department of Health Meaningful Use Syndromic Surveillance On-Boarding Checklist

STAGE 1: COMPLETE STEPS 1- 3

STAGE 2: COMPLETE STEPS 1-6



Step 1) Registration/Enrollment: (STAGE 1 AND STAGE 2)

- Complete the on-line [Registration tool](#) for Syndromic Surveillance:
- Complete Business Associate Agreement (BAA) in Registration process – Require signature prior to Pre-testing
- Complete Data Use Agreement (DUA) in Registration process – Require signature prior to Pre-Testing

Step 2) Pre-testing: (STAGE 1 AND STAGE 2)

- Review the Syndromic Surveillance implementation guides...
- Create a set of test messages from EMR/EHR or HIS according to the specifications in the implementation guides
- Validate the test messages using the [PHIN Message Quality Framework \(MQF\) tool](#)
- Address any errors identified by the MQF tool
- Save the successful or unsuccessful message identified by the MQF tool

Step 3) Testing: (STAGE 1 AND STAGE 2)

- Stage 1: Upload successful or unsuccessful test message into the [Registration tool](#).
- Stage 2: Upload successful test message into the [Registration tool](#). Include Message Quality Framework (MFQ) message validation reports that indicate test messages are free of errors.

Step 4) In Queue (STAGE 2)

No activities. Arriving at this step completes the activities required for Stage 1 of Meaningful Use. An acknowledgement letter will be sent to registered users.
Stage 2

Step 5) Validation

- Select a data transport mechanism (SFTP, SHARE/HIE, VPN) for ongoing submission of syndromic surveillance data
- Set up a transport mechanism
- Transmit a test message via the transport mechanism
- Begin ongoing submission and participate in validation activities

Step 6) Production

- Continue ongoing submission of syndromic surveillance data to public health