Fwd: Email to LSMs
1 message

Hancock, Catherine <catherine.hancock@dbhds.virginia.gov>
To: Adele Rohner <Adele.Rohner@mrcsb.state.va.us>, "Alison Standring, Coordinator"
<astanding@rappahannockarecso.org>, Alonna Grigsby <agrigsby@arlingtonva.us>, April Birchfield
<april.birchfield@vdh.virginia.gov>, Ashley Cox <acox@dpco.org>, Becca Martel <becca.marcel@mrcsb.state.va.us>, Carol Burke
<cburke@racsso.org>, Chriseonna Greene <Chriseonna.Greene@alexandriava.gov>, Cindy Burgess
<cburgess@hampton.gov>, Cory Hall <chall@hcps.us>, Dee Hollwood-Brock <dholland@southsideibh.org>, Elizabeth Lyon
<elyon@mpmn.state.va.us>, "Erin Austin (austine@rbha.org)" <austine@rbha.org>, Ginny Heuple <vheuple@pwcoh.org>,
Janet McMillan <janet.p.mcmillan@vhd.virginia.gov>, Jarek Muchowska <Muchowskij@chesterfield.gov>, Jaylene Trueblood
<trueblood@chelseabeakhsb.net>, Jennifer Bridges <jen@ilhpeds.com>, "Jennifer L. McEwee" <jmcwee@vbgo.com>,
Jennifer Sievers <jsievers@rsrcs.org>, Johannna Van Doren-Jackson <Johanna.VanDorencJackson@loudoun.gov>, Julie
Caudill <jaudill@highlandscsbb.org>, Karen Taylor <karen.taylor@regionten.org>, Kendall Lee <LeeK@longwood.edu>,
"Kim Mallon <kmallon@childrensterapyconcepts.com>" <kmallon@childrensterapyconcepts.com>, KH Holbrook
<KH.Holbrook@mrscb.state.va.us>, Kristin Yates <kyates@arlingtonva.us>, Leslie Pakula <PakulaL@chesterfield.gov>, Lisa
Snider <Lisa.Snider@loudoun.gov>, Maggie Puckette <puckettm@rbha.org>, Marie Cassell
<marie.cassell@vhd.virginia.gov>, Marti Clark <mclark@childrensenterv.com>, Mary Anne White <MWhite@d19csb.com>,
Mary Ellen Pittl <mplitt@ahcsb.com>, Mary Lou Hutton <mhutton@cmcsb.com>, Muff Perry <mperry@hrscs.org>, "Pierson,
Kathy (DBHDS)" <khpierson@radford.edu>, Rhonda Bennett <rbennett@frontierhealth.org>, Rosalind Cutchins
<rutchins@childrensenterv.com>, Sandi Harrington <Saundra.Harrington@norfolk.gov>, Sharlene Stowers
<sstowers@grafton.org>, Sherry Winn <swinn@piedmontcsb.org>, "Sigler, Susan" <susan.sigler@fairfaxcounty.gov>, "Slade,
Tammy" <tammy.slade@vhd.virginia.gov>, Stephanie Rappo <srappo@childrensterapyconcepts.com>,
yheramo@arlingtonva.us
Cc: Ted Hill <thill@ssg-lc.com>, Meghan Collette <ncollette@ssg-lc.com>, Jennifer Hill <jhill@ssg-lc.com>, Brager Anne
mjk42929 <anne.brager@dbhds.virginia.gov>, Corbett Richard vsv92568 <richard.corbett@dbhds.virginia.gov>, "Durst, Karen
(DBHDS)" <karen.durst@dbhds.virginia.gov>, Kathleen Lash <kathleen.lash@dbhds.virginia.gov>, "Mills, David (DBHDS)"
<dmills@dbhds.virginia.gov>, Moore Sarah nue97927 "s.moores@dbhds.virginia.gov", "Neilligan, Terri"
<tcmelligan@dbhds.virginia.gov>, Patterson Kyla vdo78585 <K.Patterson@dbhds.virginia.gov>, Tracy Walters
<tracy.walters@dbhds.virginia.gov>, White Keisha wpf10474 <keisha.white@dbhds.virginia.gov>, Woodfin Telisha tvb65382
<telisha.woofin@dbhds.virginia.gov>, Cori Hill <cfhill@vcu.edu>, Dana C Childress <dcchildress@vcu.edu>, Lisa Terry
<lterry@vcu.edu>

Local System Manager,
I realize this is a long email but please read through and it’s not as overwhelming as it may seem at first.

You indicated that your local lead agency is considering or plans to upload data from your local EHR into TRAC-IT on
Day 1. This email contains additional information to support you in making a final decision and preparing for the EHR
onboarding process. Please share this information with others in your agency who will lead/assist you in this work.

Timeline Clarification

DBHDS is aware that some have expressed concern about timing, so we want to provide some additional insights and clarification:

1. March 21st is the deadline for an organization to commit to uploading EHR files for Day 1. Local lead
   agencies that commit by that date will then be in the testing pipeline to be ready to upload on Day 1 (May
   16th).
2. Those local lead agencies that commit to uploading for Day 1 will have from March 28th - May 16th to
   provide their first test file.
   a. File submissions cannot happen prior to March 28th as the testing environment will not be
      available.
b. Organizations can continue to submit files March 28th through the Go-Live date. However, as it gets closer to April 15th, we may ask you to develop alternative plans in case you are not ready to upload on Day 1.

c. The April 15th milestone exists with an understanding that most organizations need 30 days to see results, react and provide additional submissions. If an organization can turn around files faster, then DBHDS will work with SSG to meet those speedy turnarounds. The process does not need to take 30 days.

3. DBHDS will have SSG host EHR onboarding office hours, as needed, throughout the time from March 21st through May 16th to assist. That does not preclude hosting individual organization sessions, as needed.

4. Any organization thinking about uploading EHR files that does not believe they can do so by this timeline can still work on getting ready to submit EHR test files in 2022 but will need to enter required fields directly in TRAC-IT until they have completed the EHR onboarding process.

Sample XML Files, Updated Data Dictionary, Updated EHR Logic:
The attached schema files and sample input file will make sense to and be helpful for the technical staff in your agency. Please make sure they receive these.

- The emr_schema_v1 file contains the tables and corresponding fields in the TRAC-IT database that are used when importing data from your local EHR into TRAC-IT. This file indicates how the entities that make up the database relate to one another.
- The emr_response_schema_v1 file lists each property that could possibly be returned, what each property contains, the data format of the values, the structure, and other details after a file has been imported into TRAC-IT.
- The VAEI_Sample_Input_EMR_File is an example of a file that could be imported into TRAC-IT.
- These files are based on the data model as it exists today.

Also attached to this email are an updated Data Dictionary (updates are in blue highlight) and updated EHR Logic document (update in red font).

Office Hours for Local Technical Staff:
Again, hearing the feedback, another EHR onboarding office hour session has been scheduled for March 8, 2022 at 11AM. **This session is targeted to technical staff to address technical questions and details.** Please make sure the appropriate people in your agency receive this information so they can register and participate. **To assist SSG in planning for the office hour, please submit your questions to Ted Hill, thill@ssg-llc.com, no later than Friday, March 4th.**

To register, go to https://attendee.gotowebinar.com/register/6158933496079590413 and complete the Registration Page. A confirmation email will be sent to your email with your unique link/dial-in phone number. **Be sure to check all your email folders – the confirmation email could be in your Spam or Junk folder if it is not in your Inbox.** On March 6th and on March 7th, you will receive a reminder email with the link and dial-in information.

To add the Webinar to your calendar, please follow these steps:
- Click on Add to My Calendar in the confirmation email
- A blank web page will open – on the bottom of your screen there will be an attachment that is downloaded. If your computer is blocking popups/downloads, this attachment WILL NOT appear. Please unblock popups/downloads and try again.
- Open the attachment by clicking on the downloaded attachment. A calendar invite will open and you can save the Webinar to your calendar.

Check your calendar – the Webinar should appear on March 8th from 11AM to 12PM EST. The link and dial-in information will be in the notes of the invitation.

Thanks,
Catherine Hancock, MS, RN, LNP
Early Intervention Program Manager
VA Dept. of Behavioral Health & Developmental Services
PO Box 1797
1220 Bank St.
Richmond, VA 23218-1797
Office 804-371-6592
Fax: 833-914-2725

---

**5 attachments**

- **emr_schema_v1.xsd**
  - 42K

- **emr_response_schema_v1.xsd**
  - 13K

- **VAEI_Sample_Input_EMR_File_v1.xml**
  - 12K

- **Data Dictionary_022822 - FINAL.xlsx**
  - 41K

- **EHR Logic 020322 (1).docx**
  - 26K