Clinical Document Architecture (CDA) Import Function

Division of Healthcare Quality Promotion

Target Audience

❑ This training is intended for:

- CDA software vendors
- Facility Users submitting CDAs into the NHSN application with application 'Admin' user rights

Objectives

- Identify the steps in submitting records to NHSN via the NHSN Import Data function. Demonstrate import for the following events:
    - Bloodstream infection (CLABSI)
    - ICU denominator
    - Surgical Site infection
    - Procedure

Information about the CDA ZIP File

❑ Before using the Import Data function, you must generate CDA zip files that contain the event and/or denominator records to be imported.

❑ CDA files are exported from the facility's available electronic sources of medical information (e.g., electronic medical record software, laboratory information, admission, discharge, and transfer data).

▪ For details on generating your CDA zip files, consult your Infection Control software vendor representative.

❑ To report to NHSN, CDA files are created, zipped, and then imported into the NHSN application.

▪ Monthly reporting plans and locations must be added manually before data can be imported.

NHSN User Rights

❑ Users need "Administrator" rights in order to upload all CDA types.

❑ There is only one facility administrator for a facility in NHSN, but there can be multiple users with "Administrator" rights.

NHSN User Rights

- If a user does not have administrative rights, the facility administrator should follow the steps below to edit the user's profile:
  - Click 'Users' and then 'Find' in the navigation menu.
  - Enter a search criteria (i.e. User ID) and Click the 'Find' button.
  - Click the 'Edit' button.
  - Click the 'Edit Rights' button on the user profile and click the checkbox to provide administrative rights.
  - Click the 'Save' button.

Access the Import Function

- On the left navigation panel.
  - Select the Import/Export option.

Selecting the Import/Export Type

❑ In the Import/Export drop-down list, select either:

  ▪ (CDA) Events, Summary Data, Procedure Denominators

  ▪ (CDA) SSI events

❑ SSI records must be imported in a separate zip file
<u>after</u> importing the associated Procedure event records.

❑ NHSN also accepts CSV file format for the following:

  ▪ Patients

  ▪ Procedures

  ▪ Surgeons

(This is not addressed in these slides)
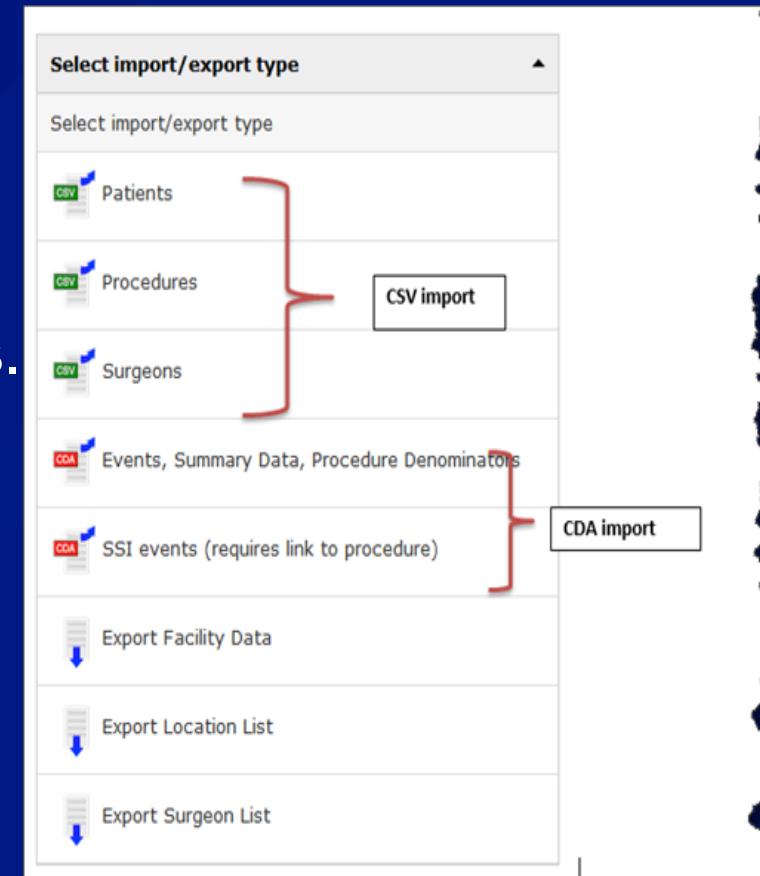
Selecting the CDA Zip file to Import

❑ Click the Browse button.

❑ Using the browsing window, select the CDA zip file to be imported into NHSN.

Logged into XYZ Medical Center (ID 10009) as MINDYD.
Facility XYZ Medical Center (ID 10009) is following the PS component.

Import/Export Data

Events, Summary Data, Procedure Denominators ▼

CDA | | Browse... | ⬅

Submit   Back

Import Events, Summary Data, Procedure Denominators

❑ When the CDA zip filename displays in the Selected Data File field, click Submit.

❑ The import validation process begins.

Import Events, Procedure and/or Summary Data event records

❑ After the initial import validation process has completed for the zip file, the system displays the validation results. At this point, the records have not been imported into the NHSN application.

❑ **User can verify import information for each tab:**
  ▪ Events
  ▪ Summary Data
  ▪ Procedures

Import Events, Procedure and/or Summary Data event records

- ❑ **User can verify:**
  - ▪ "# of Records that Passed": shown in top table
  - ▪ "Status" of each CDA:
    - • displays if Error(s) present
    - • if no errors exist, then will display "Ready for Import".

Import Events, Procedure and/or Summary Data event records

❑ If at least one CDA passes the validation process for import, the 'Submit' button is enabled at the bottom of the screen.

- When the Submit button is enabled, click it.
- The valid CDAs are imported into the NHSN database.
- The CDAs with an error will <u>not</u> import into NHSN.

Records Processed

Record Type	# of Record	# Passed	# of Updates*
Events	2	1	0
Summary Data	0	0	0
Procedures	0	0	0

*CDA SetID already exists in the database; existing data will be overwritten.

Validation Results

Events	**Summary Data**	**Procedures**

Event Type	Event Date	Patient ID	Location	Set ID	Status
UTI	04/13/2015		4BRN	2.16.840.1.114222.4.3.2.2.1.261.1.2.1-344	Error(s) present
UTI	04/13/2015	2-QA5307922	ICU-A	2.16.840.1.114222.4.3.2.2.1.261.1.2.1-344	Ready for Import (Add)

Error Report   Submit   Cancel

Import Events, Procedure and/or Summary Data event records

❑ If at least one CDA <u>fails</u> the validation process for import, the 'Error Report" button is enabled at the bottom of the screen.

   ▪ Click the "Error Report" button to view a detailed error report.

Error Report

❏ When you click the 'Error Report', a file in PDF format is generated and displayed showing the details of the error.

❏ The file can be saved or printed.

ImportDetails - CDA(s) Failed

Line listing for each record that failed validation and did not import

Facility ID:	Event Type	Event Date	CDA File Name	setId	*setId Already Exists in the Database	CDA Processing Date/Time Stamp
17705	UTI	04/13/2015	UTI_344.xml	2.16.840.1.114222. 4.3.2.2.1.261.1.2.1- 344	No	19/Nov/2015 15:16:35 EST

Reason for failure:

	1.1		User cannot upload the documents for a different organization. Please correct the error and upload again.	
	1.2		Patient ID is required.	
	1.3		You have submitted a pathogen/drug susceptibility that meets criteria for in-plan MDRO infection surveillance in this location. Change MDRO Infection Surveillance to Yes or exit and revise plan.	

Import Events, Procedure and/or Summary Data event records

❑ When valid CDAs have been successfully imported and saved in the NHSN database, a message displays indicating the a successful import.

❑ A report can be generated showing details of the import process.   If desired, click the 'Show Report' button.
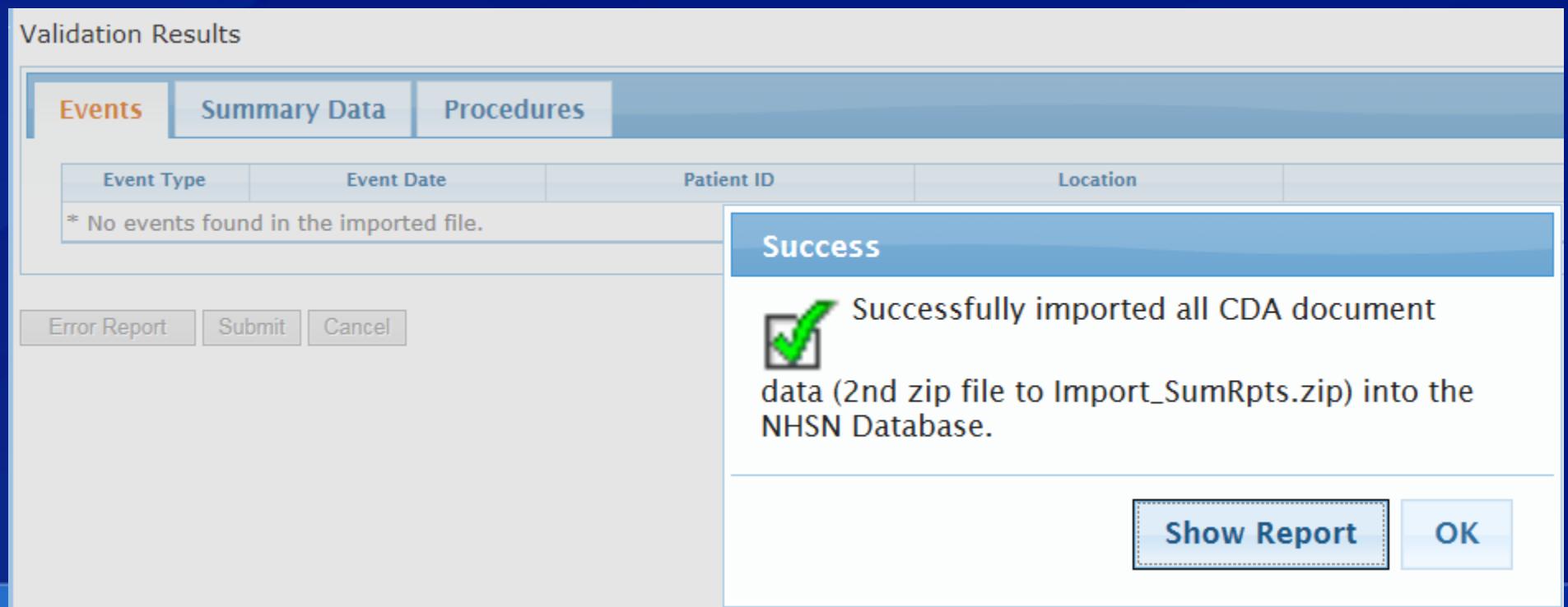
Confirmation of CDA import – Error Report or Report

❑ When you click the 'Show Report" button, a PDF format file is generated and displayed. The file can be saved or printed. The report has summary and detailed sections.

CDA Import Report: Zip File Name: Vendor.zip

FACILITY:_XYZ in PreProd   Date of Import: 19/Nov/2015 03:23:29 EST

Summary:10009

Event ID	Total # attempted	Total # Passed Validation	Total # of Updates*
Events	2	1	0

Summary:17705

Event ID	Total # attempted	Total # Passed Validation	Total # of Updates*
Events	2	1	0

ImportDetails - Valid
Line listing for each record that passed the validation.

Facility ID:	Event Type	Event Date	NHSN ID	CDA File Name	setId	*setId Already Exists in the Database	CDA Processing Date/Time Stamp
10009	UTI	04/13/2015	479736	for xyz_UTI_344.xml	2.16.840.1.1142 22.4.3.2.2.1.261. 1.2.1-344	No	19/Nov/2015 15:23:29 EST

ImportDetails - CDA(s) Failed
Line listing for each record that failed validation and did not import

Facility ID:	Event Type	Event Date	CDA File Name	setId	*setId Already Exists in the Database	CDA Processing Date/Time Stamp
17705	UTI	04/13/2015	UTI_344.xml	2.16.840.1.114222. 4.3.2.2.1.261.1.2.1- 344	No	19/Nov/2015 15:23:29 EST

Reason for failure:		
	1.1	User cannot upload the documents for a different organization. Please correct the error and upload again.
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SSI Events

- ❑ SSI must be imported <u>after</u> the matching Procedure exist in the NHSN database.

- ❑ Select the "SSI events" icon and Browse for the SSI CDA Zip file.

- ❑ Click the "Submit" button.
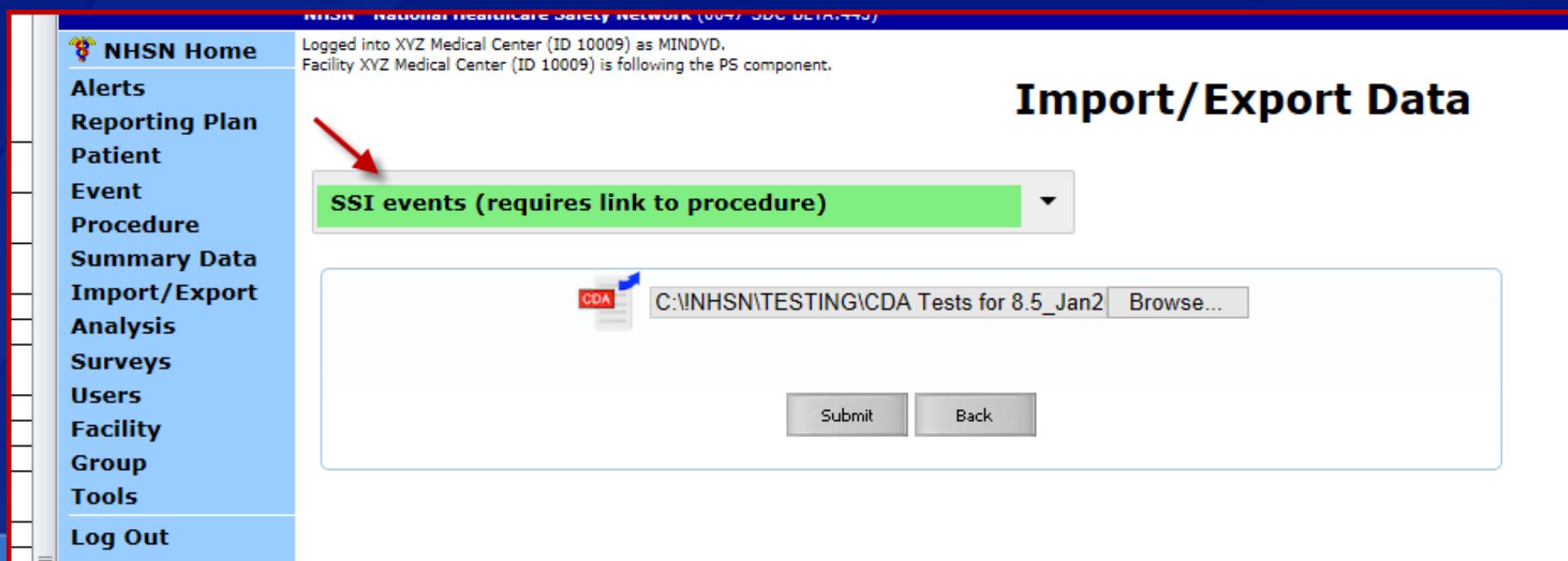
SSI Events

❑ The SSI- Procedure link is displayed. You may validate the correct linkage occurred by clicking the Procedure ID show in blue (Proc ID)

❑ Click the 'Error(s) present' link to view errors or click the 'Submit' button to import the SSI CDAs.

Viewing imported data

❑ Imported data may be viewed in the User Interface.

❑ Linked Procedure and SSI records display the record is linked

Things to remember

❑ *Contact your infection control software vendor support staff first for error messages that appear on the Error Report produced by the import function.*

❑ Users need "Administrator" rights in order to upload all CDA types

❑ *All records imported must fall within a previously entered monthly reporting plan.*
  ▪ *Therefore, no "out of plan" events can be imported using the CDA function.*

❑ *All location entries must be made in NHSN prior to the first CDA import*

❑ *Each SSI record must be linked to its procedure*

❑ *Reference the NHSN website for more CDA information.*

❑ *Contact NHSN CDA support at <u>NHSNCDA @cdc.gov</u> for any issues that relate to use of the CDA Import function.*