HANYS Sepsis Platform

HANYS technical support is available Monday to Friday, 9 a.m. to 5:30 p.m., at msacco@hanys.org or 315.399.3982.

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Platform overview

The HANYS Sepsis Platform enables a hospital to seamlessly transfer data to the secure HANYS Sepsis Platform database. Once in the system, the data are converted into the DOH-required file format, validated to meet the requirements of sections 405.2 and 405.4 of Title 10, DOH Public Health Law, and are available for the hospital to download and then upload to IPRO.

A hospital may choose one of two options:

Option 1 — Administrative claims data capture and validation: This option allows DataGen®, Inc., a subsidiary of HANYS, to capture a portion of the required data elements from a hospital's administrative claims (X12 837) and merge them with the balance of required data elements a hospital sends in a CSV or tab-delimited file; both files are sent to HANYS via a secure connection.

Option 2 — Stand-alone file validation: This option allows a hospital to pull the required data elements and add them to a CSV or tab-delimited file to send to HANYS via a secure connection.

After receiving a hospital's data, HANYS will perform validation checks using the latest version of the *New York State Sepsis Data Dictionary* and provide a fully formatted file meeting the submission requirements for upload to IPRO. Prior to uploading and submission, hospitals can review their data and make corrections.

The HANYS Sepsis Platform was developed in accordance with the latest *New York State Sepsis Data Dictionary* specifications and is designed to flag fields that do not meet formatting, character or range requirements. When DOH or IPRO changes the *Data Dictionary* (adult or pediatric), HANYS will update the Sepsis Platform to reflect those changes.

File format and security

When files are received, HANYS follows strict security protocols. Files must be submitted in the HANYS-required format via Secure File Transfer Protocol (SFTP), which encrypts data in transit and ensures passwords are kept secure. All new files HANYS receives are isolated and scanned by our security team before being accepted into our secure environment. Once scanned, accepted files are processed within 72 business hours, and their contents are loaded into the HANYS Sepsis Platform system.

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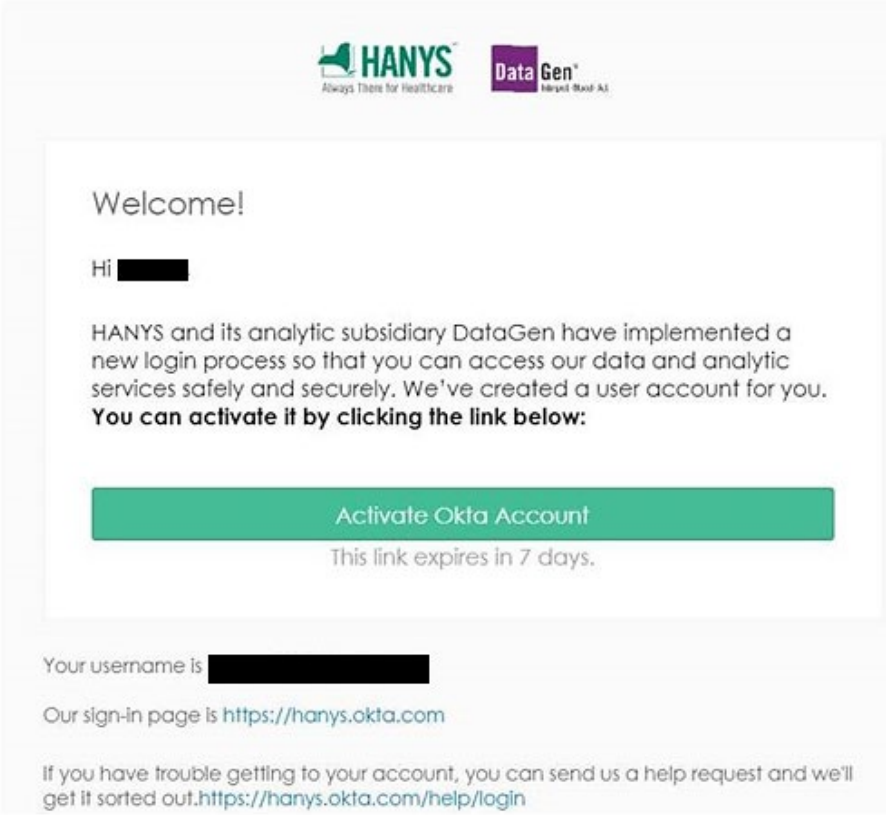
HANYS Sepsis Platform downtime

Regular upgrades and updates to the HANYS Sepsis Platform will be performed after normal business hours to prevent disruptions to hospital operations and productivity.

User accounts

The HANYS information services team will set up individual accounts for each authorized user listed on the Sepsis Platform Order Form once the hospital's SFTP connection to HANYS is established and data files are transmitted to HANYS' Sepsis Platform system. Each authorized user will receive an email from Okta, HANYS' authentication software, to activate their account and establish multi-factor authentication.

Welcome to Okta!



NOTE: The Okta email may get caught in a spam or junk folder. Please check these folders before contacting HANYS support. The link expires in seven days.

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Account owners
Each facility will designate an account owner who will be given an account login, a temporary password and login instructions.

Adding a new authorized user
To add a user who is not on the Sepsis Platform Order Form, the account owner must send an email request to the HANYS IS Support Team.

Deactivating an authorized user's account
To deactivate an authorized user's account, the account owner must submit an email request to the HANYS IS Support Team.

Training resources
In addition to this user guide, new users may view a June 3 webinar covering how to use the HANYS Sepsis Platform.

Platform setup and use
The setup and utilization steps will vary depending on which option the hospital chooses on the Sepsis Platform Order Form. For specific setup instructions, see the appropriate section below.

Option 1 — Administrative claims data capture and validation
After the necessary legal agreements are signed:

837 claims and balance of required data elements files
1. A member of HANYS' IS team will email the IS contact listed on the Order Form and schedule a 30-minute setup call to discuss how to send the files via the SFTP connection.

2. The HANYS SFTP agent will monitor the SFTP directory for new 837 claims files and the balance of required data element files submitted on the HANYS adult and/or pediatric template(s). As files are placed into the hospital's secure folder, the HANYS SFTP agent will detect and transfer them into the HANYS system via this fully encrypted point-to-point interface once every 24 hours.

3. 837 files and remaining data element files on the HANYS adult and/or pediatric template(s) must be uploaded to the HANYS SFTP by the tenth day

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of each month and no less than 72 business hours prior to DOH's deadline for file submission to IPRO/DOH sepsis site.

4. HANYS templates: HANYS will provide platform clients with a template for data elements contained in the DOH/IPRO *Sepsis Data Dictionary* for submitting data elements not included in the standard 837 format. The templates must be used to submit these data elements.

- File name must contain "adult" or "pediatric"
  - sample: hospitalname_adult_"date or date range"
  - if uploaded with corrections, modify the title: i.e., add "V2"
- Must have columns included in template with no additional columns
- File column header titles must match HANYS template(s)
- Column data format must be identical to HANYS template(s) dictionary requirements.
  - Example: PFI must be at least four characters
  - Specifications require exact data format (i.e., # of decimals)

HANYS data file receipt, validation and formatting

5. Once HANYS has received **both** the CSV file from the hospital and the balance of required data elements files on the HANYS adult or pediatric template, these two datasets will be merged and transformed to create a complete sepsis record set that is then loaded into HANYS' Sepsis Platform system by HANYS IS. The Platform tool will perform validation checks using the latest version of the *New York State Sepsis Data Dictionary* and allow a fully formatted file to be created for upload to IPRO that meets the submission standards.

Hospital review, correction and download of data file

6. Once the case files are uploaded to the portal, authorized users from the hospital will receive their username and password via email (from Okta) to access the Sepsis Platform system and view cases at the patient level. Cases and data elements that failed validation are highlighted in yellow and marked for correction. The authorized user must correct these before the case can be exported for submission to IPRO.

7. Once case records are complete, they can be exported to a file. The hospital user should save the generated export file to a secure location within the hospital's file network. File submission to IPRO/DOH is performed outside the HANYS Sepsis Platform. The hospital is responsible for transferring the

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exported sepsis file generated by the HANYS Sepsis Platform to IPRO/DOH using the defined IPRO/DOH-required process.

Hospital upload of data file to the IPRO Sepsis Data Collection Portal

The hospital is responsible for downloading the file from the HANYS Sepsis Platform and uploading it to IPRO by the required due date.

- Instructions for uploading the CSV file to IPRO
- Upload link

Option 2 — Stand-alone file validation

After the necessary legal agreements are signed:

Client submits data file(s) using HANYS adult and pediatric templates. HANYS IS team updates templates each time DOH updates the *Data Dictionary*.

1. HANYS templates: HANYS will provide platform clients with a template for data elements contained in the DOH/IPRO *Sepsis Data Dictionary* for submitting data elements not included in the 837 standard format. The templates must be used to submit these data elements.

- File name must contain “adult” or “pediatric”
    - sample: hospitalname_adult_“date or date range”
    - if uploaded with corrections, modify the title: i.e., add “V2”
- Must have columns included in template with no additional columns
- File column header titles must match HANYS template(s)
- Column data format must be identical to HANYS template(s) dictionary requirements.
    - Example: PFI must be at least four characters
    - Specifications require exact data format (i.e., # of decimals)

HANYS data file receipt, validation and formatting

1. A member of HANYS’ IS team will email the IS contact listed on the Order Form and schedule a 30-minute setup call and discuss how to send the file via the SFTP connection.

2. The HANYS’ SFTP agent will monitor the SFTP directory for new files. As files are placed into the hospital’s secure folder, the HANYS SFTP agent will detect and transfer them into the HANYS system via this fully encrypted point-to-point interface every 24 hours.

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3. After the hospital uploads a file to the HANYS SFTP server, the file will automatically load to the HANYS platform tool every 24 hours if the file is in the correct HANYS file template format. If the file fails to load automatically into the platform, HANYS IS will identify the error reasons and HANYS' quality team will communicate with the hospital what file corrections are needed, with a request to correct and resubmit the file. The Platform tool will perform validation checks using the latest version of the *New York State Sepsis Data Dictionary* and allow a fully formatted file that meets the submission standards to be created for upload to IPRO.

4. The HANYS adult and/or pediatric template(s) must be uploaded to the HANYS SFTP by the tenth day of each month and no less than 72 business hours before the DOH deadline for file submission to the IPRO/DOH sepsis site.

Hospital review, correction and download of data file

5. Once the case files are uploaded to the HANYS Sepsis Platform, authorized users from the hospital will receive their username and password via email (from Okta) to access the Sepsis Platform system and view cases at the patient level. Cases and data elements that failed validation are highlighted in yellow and marked for correction. These must be corrected by the authorized user before the case can be exported for submission to IPRO.

6. Once case records are complete they can be exported to a file that should be saved to a secure location within the hospital's network. File submission to IPRO/DOH is performed outside the HANYS Sepsis Platform. The hospital is responsible for exporting its sepsis data from the HANYS Sepsis Platform and submitting the file to IPRO/DOH.

Hospital upload of data file to the IPRO Sepsis Data Collection Portal

The hospital is responsible for downloading the file from the HANYS Sepsis Platform and uploading it to IPRO by the required due date.

- Instructions for uploading the CSV file to IPRO
- Upload link

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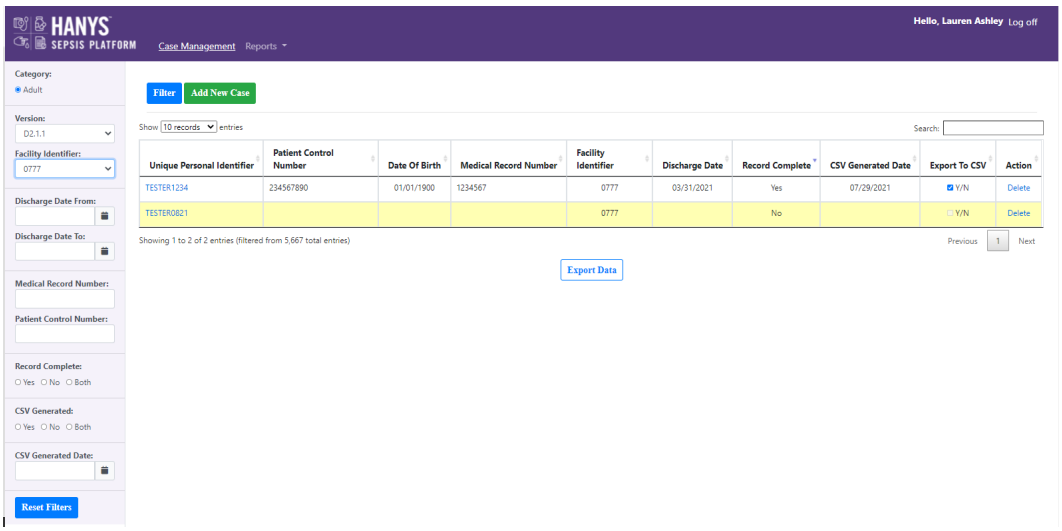
Sepsis Platform navigation

Case Management screen

When you first enter the HANYS Sepsis Platform, click on **Case Management** to access the Case Management screen.

The Case Management screen is the starting point for searching for cases and exporting cases for CSV file development.



The left side of the screen displays data filters that can be used to search for cases and the middle section of the screen is where search results are displayed.

The Case Management screen includes an “Export Data” button to create a CSV file for uploading to IPRO, d Each column on the case management tab can be used to filter the column. You can expand a case by clicking the hyperlink on each case in the first column of each case. Use“Add New Case” button to add additional sepsis

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cases not previously identified (the “Add New Case” feature will be removed when DOH no longer allows manual entry).

Searching for cases

The left side of the Case Management screen includes data filters that can be used to search for cases:

- **Category: Adult/Pediatric:** Radio buttons that allow cases to be pulled by patient population.
- **Version:** Drop-down list of all downloaded versions.
  NOTE: *Before using the tool, confirm that the latest version is displayed in the drop-down list — the newest version is the default. Older versions are listed in reverse order.*
- **Facility Identifier:** Drop-down list that allows cases to be pulled for a single facility.
- **Discharge Date From/To**: Data entry fields that allow cases to be pulled based on a discharge date range.
- **Medical Record Number/Patient Control Number:** Data entry fields that allow a single case to be pulled based on the medical record or patient control number.
- **Record Complete:** Radio buttons that allow cases to be pulled based on completion status.
- **CSV Generated:** Radio buttons that allow cases to be pulled based on CSV file export status.
- **CSV Generated Date:** Drop-down list that allows cases to be pulled based on when they were exported to a CSV file.

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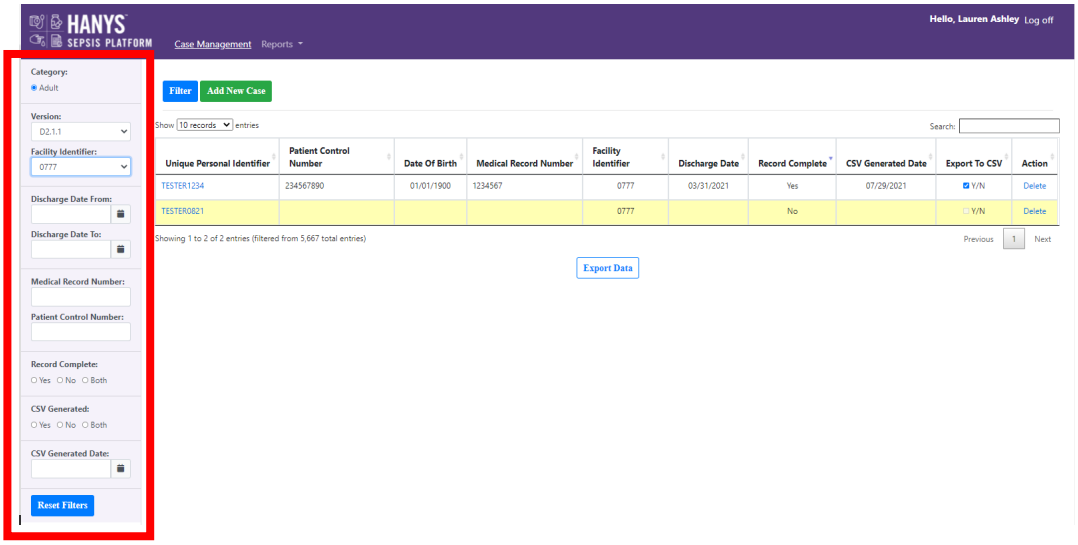
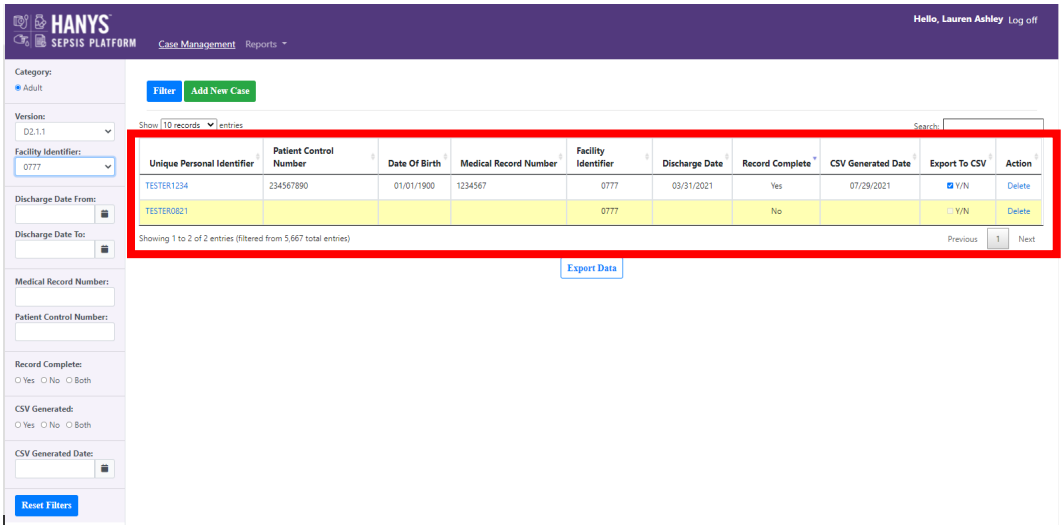
To search for a case or group of cases:

1. Enter search criteria or click applicable radio buttons using filters on the Case Management screen.



The search results will be displayed in the middle portion of the screen, as shown below. Records will update automatically based on which cases apply to that filter.



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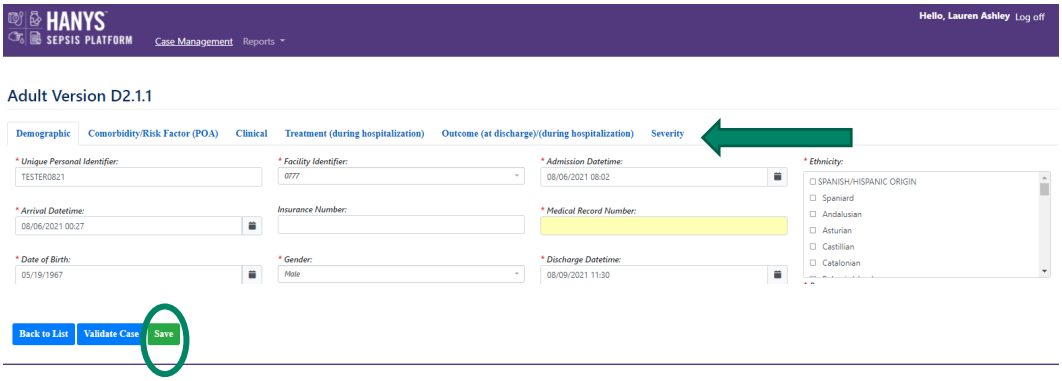
Editing cases

To edit a case:

1. Search for the case using the steps above.
2. Click the Unique Patient Identifier in the search results grid.
3. Make the needed changes on the data entry tab(s) shown below and then click the ***Save*** button on the bottom of the page.



Data entry tips

When entering data into the HANYS Sepsis Platform:

- Use the tab key to move from one field to the next.
- ***All fields preceded by an asterisk must be completed***. If mandatory fields are left blank, they will be highlighted and the case will be marked incomplete.
- If data are entered in an incorrect format an error message will appear.
- The platform follows the rules/logic of the New York State Department of Health adult and pediatric data dictionaries and activates/deactivates fields depending upon the data entered.

Validating cases

1. Click the ***Validate Case*** button. If all required data are entered, a confirmation message will appear.

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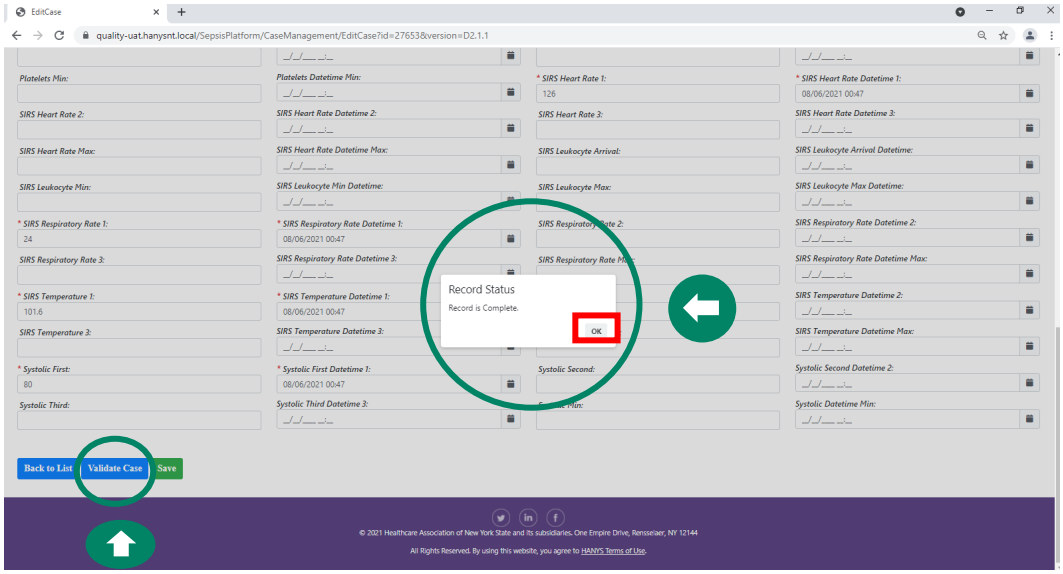
2. If you make manual changes and approve the data within the case, click the **SAVE** button.
   NOTE: To return to the Case Management screen click the ***Back to List*** button.



Exporting cases to a CSV file

1. Pull cases for export using the steps shown in Searching for cases.
2. If a case has already been submitted to the portal, it can be omitted from the CSV file. In the search results grid (*shown below*), uncheck the “Export to CSV” box for any complete case that should not be exported.

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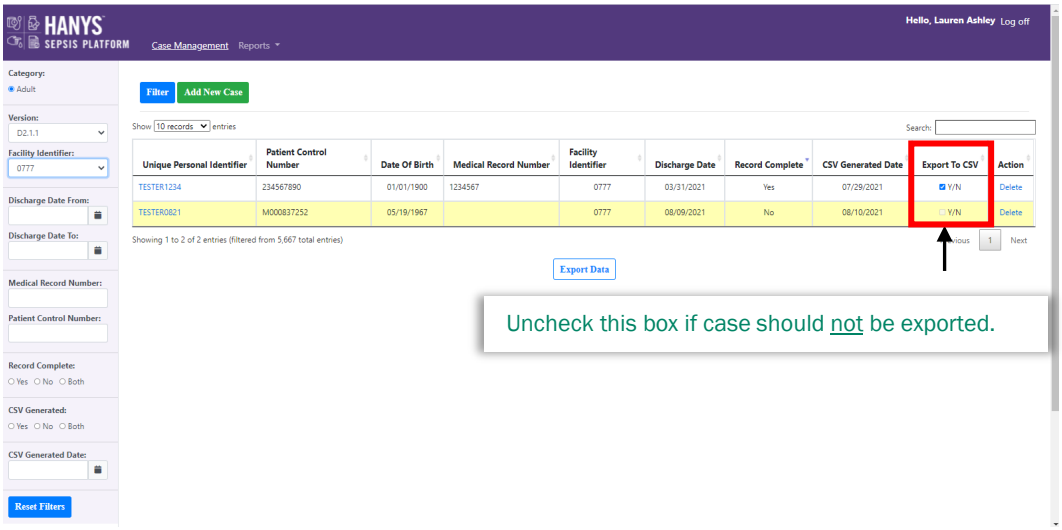
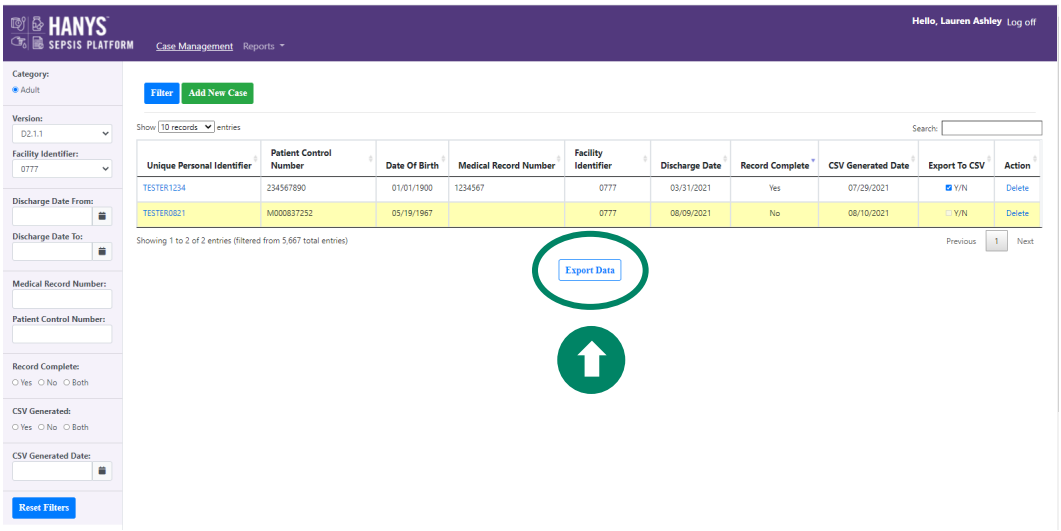


Note: Failed validations or incomplete cases (*shown in yellow*) will be excluded from the upload automatically. These can be corrected and exported to a new CSV file later.

3. Click the ***Export Data*** button.



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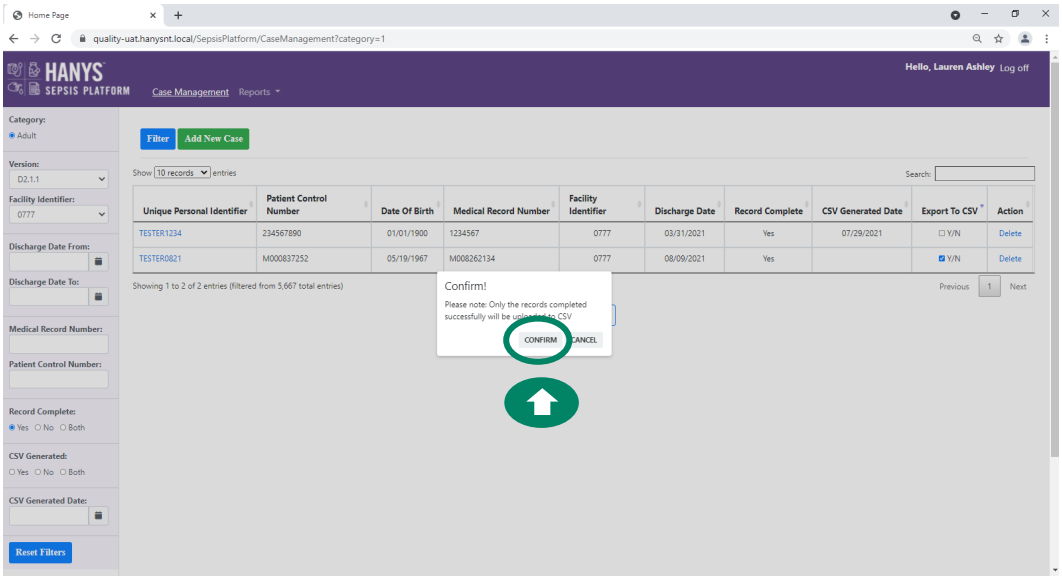
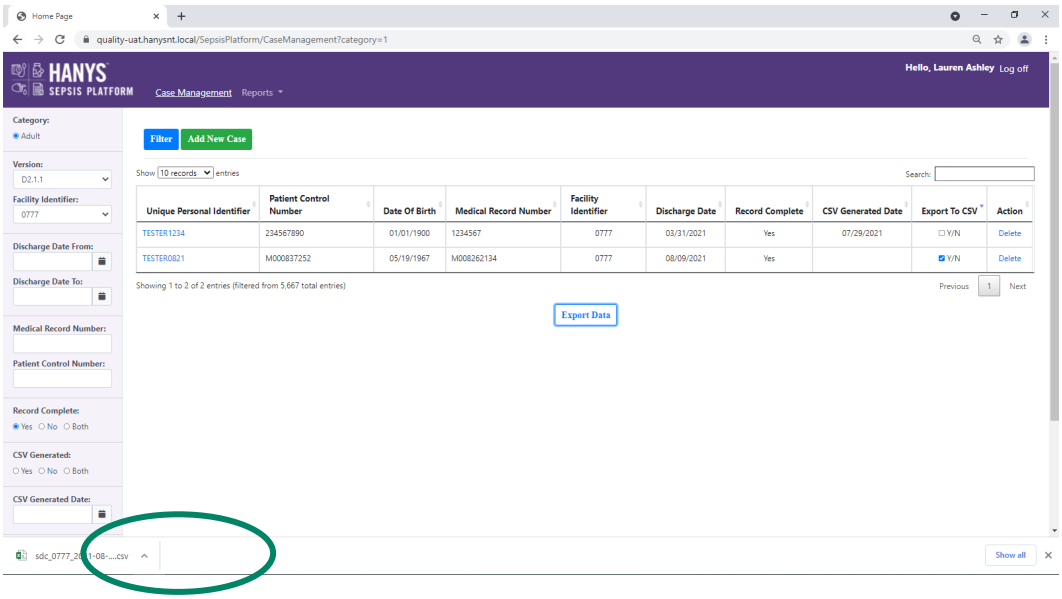
4. A pop-up notification will appear stating that only completed records will be exported for upload. Click ***Confirm***.



5. A CSV file (in Excel) will open automatically at the bottom left of your screen. Click on it to open file.



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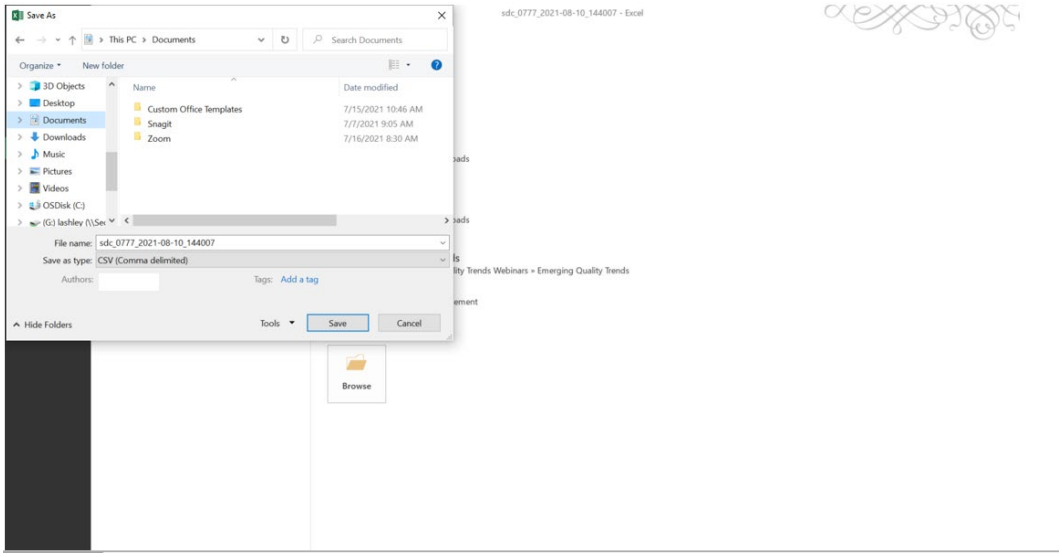
Note: Files may be saved to any directory. The user should work with their information technology staff to determine an appropriate location.



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