

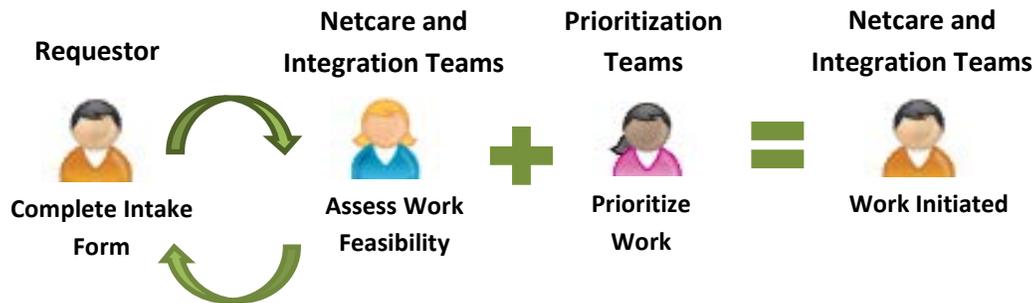
Ticket #:		
Project Name:		

Intake Form

Integration Coordination Centre and Netcare



As a requestor, completing the intake form is your **first step** for the Netcare and/or Integration teams to assess, prioritize and complete your work. The completed form should be submitted to: ICC@albertahealthservices.ca. Once submitted, a team member will review for completion and contact you within 2 business days. We look forward to working with you. If you have any questions, please contact ICC@albertahealthservices.ca.



A GENERAL INFORMATION

(This form has identified sections to be filled out by either your Business Contact or Technical Contact)

Stakeholders	Name and Title	Contact Details	
Primary Contact: <i>The person responsible for overall communications related to this request</i>		Tel:	
		Email:	
		Fax:	
Sponsor: <i>The person providing financial backing, and who is accountable for the initiative</i>		Tel:	
		Email:	
		Fax:	
Business Contact: <i>The person responsible for providing information pertaining to business considerations</i>		Tel:	
		Email:	
		Fax:	
Service Owner: <i>The person responsible for delivering the service within the agreed service levels</i>		Tel:	
		Email:	
		Fax:	
Technical Contact: <i>The person responsible for providing information pertaining to technical considerations</i>		Tel:	
		Email:	
		Fax:	
Proposed go-live date: <i>A target date that we should be aware of. Please note that commitments to meeting target dates cannot be made at this stage</i>			

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B REQUEST TYPE

Defining the type of request allows for the collection of only the most pertinent information needed to assess the initiative.

Request for:	
<input type="checkbox"/> A new project <i>(Includes any new initiative which is not considered a new data source)</i>	<p>Project name:</p> <p>*Before you submit your intake form, please verify that the following are in place:</p> <p>-Transformation/validation packages are available to submit; these are required before any design or development can begin</p> <p>➔ Please complete sections C, E, F, G and H below</p>
<input type="checkbox"/> Modification to existing project	<p>Please indicate which project this request is in reference to:</p> <p>➔ Please complete sections C, E, F, G and H below</p>
<input type="checkbox"/> New Data Source to Netcare and/or eDelivery	<p>The Alberta Netcare Portal is an access point for data maintained in the provincial Electronic Health Record, collected from AHS and community locations across the province. eDelivery is a service which provides electronic result delivery directly to physician EMR systems. It is mandated that new data sources are built to deliver information both to Netcare and via eDelivery.</p> <p>Requirements documentation will be provided, which will outline a minimum set of requirements that your sending application must meet.</p> <p>*Please bchY that the following a i ghVYdfcj]XYX'dfjcf'fc'XYg]] b'UbX'XYj Ycda Ybh</p> <p>-Sample messages and sample reports available to submit to ICC/Netcare</p> <p>-A & {] ^câA Privacy Impact Assessment</p> <p>➔ Please complete sections C, D, F and H below</p>

C BUSINESS OBJECTIVE & DETAILS (to be completed by Business contact for all request types)

Responses provided in this section communicate the business case for the integration need, and provide relevant information which will aid in the assessment of the priority of the request among other initiatives, for the purposes of resource planning. Please provide as much information as possible.

1. What is the goal of this initiative? (What are you trying to achieve, and how? Please provide as much detail as possible.)
2. Who will benefit from this initiative, and how? (e.g. clinicians, patients, defined end users, staff, others? Please describe these benefits.)
3. How does this information/integration affect clinical decision making? (e.g. improve accessibility, customer satisfaction, reduction of manual processes, others? Please describe.)
4. Do you have users ready to consume the outputs of this initiative?

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5. What geographic area do the majority of your patients come from?		<input type="checkbox"/> Alberta <input type="checkbox"/> Out of province
6. If reports are to be submitted, do your reports come from multiple locations or facilities or do they come through a single intake location? If multiple facilities/clinics, do you wish these locations to be noted? Indicate "N/A" if not applicable.		
7. Does the data originate from a system external to Alberta Health Services (AHS)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Is there a system in place to generate HL7 messages for AHS consumption?		<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Type of Report:		
<input type="checkbox"/> Diagnostic Imaging - Images	<input type="checkbox"/> Diagnostic Imaging – Text Reports (free text or pdf format)	<input type="checkbox"/> Discharge Summary, Transcribed Reports, and/or Consultation Letters
<input type="checkbox"/> Pulmonary Function Test (PFT) Results	<input type="checkbox"/> Lab Results	<input type="checkbox"/> Other (please list)
10. Approximately how many records/reports will be generated by your data source annually?		
11. When will sample messages be available? *Note that sample messages must be provided prior to commencement of any design or development		
<input type="checkbox"/> Available now <input type="checkbox"/> At a later date If a later date, when will they be available?		
12. How do you verify patient demographics—both within the facility/clinic and within the source system being used?		
13. How do you populate and verify provider information?		
14. Do you perform business validation (e.g. checks in place for errors such as missing report pages, results on the incorrect patient, checks on associations between results and provider IDs, messages out of order (e.g. cancel sent before initial report))?		
15. Has a Privacy Impact Assessment (PIA) been approved by the Office of the Information Privacy Commissioner (OIPC) for the data source department/system?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Date PIA approved:		
PIA ID or OIPC File Number:		

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16. Please provide any additional information that might help us assess this request

D DATA SOURCE QUESTIONS (to be completed by Business Contact for New Data Sources only)

Information is collected about data sources in order to provide the necessary high-level details required for assessment of feasibility, and for design purposes. Details provided in this section will help to gauge the priority of this request, and also mitigate any project risks or challenges.

Data Source Information

Name of Clinic/Facility:

Location of Clinic/Facility:

Stakeholders

Name and Title

Contact Details

Data Integrity Issues
Contact:

Tel:

Email:

Fax:

Electronic Medical
Record (EMR) vendor:

Tel:

Email:

Fax:

17. Does this data source already send data via eDelivery or to Netcare?

No Yes

If yes, please describe:

18. Please provide a brief overview of how the results are created, their process flow in the clinic and how they will be implemented to Alberta Netcare Portal and/or eDelivery. If there multiple report types, please list them here and include a sample of each, as outlined in section H.

E PROJECT QUESTIONS (to be completed by Business Contact for Projects and Modifications only)

19. Please indicate the location of the service

Alberta Out of province

20. Is a funding source identified?

Yes No

If yes, please indicate type of funding: AH/AHS grant Operational Other (specify):

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21. Please describe any dependencies (*i.e.* project-specific dependencies, or other projects that may be dependent upon the completion of this integration request)

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F GENERAL TECHNICAL QUESTIONS (to be completed by Technical Contact for all request types)

Information supplied in this section will aid in the assessment of whether the initiative meets technical requirements, evaluate technical readiness, provide information needed to facilitate design and prepare technical teams within AHS to handle incoming data once the interface is set up. This section is to be completed by the technical contact.

22. If external, do any network connections into Alberta Health Services currently exist?

Yes No N/A

If yes, please list:

23. What are the current capabilities of the sending system? (*i.e.* scheduled interval/batch, real-time?)

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24. Is there a first-in-first-out (FIFO) requirement for message sequencing?

Yes No

25. What is your maximum message size (MB)?

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26. Message actions that will apply:

Add

Update/Addendum

Create

Query

Delete/Nullify

Error

Cancel (this function is a Netcare requirement)

Other (specify)

27. Message format your application is able to communicate:

HL7 version 2 ER7

HL7 version 3.0

HL7 version 2 XML

Other (specify)

28. Message protocol your application is able to communicate:

TCP/IP MLLP

SOAP Web Services

HTTP Post /Response or RESTful

UDP

Other (specify)

29. Do you need to expose services through a Firewall?

Yes No If yes, please describe:

30. Have you identified communication ports for this interface?

Yes No

31. Do you perform technical data validation (*e.g.* checks in place for error such as missing providers, procedure codes, invalid data, incorrect values in code fields such as status, patient type)?

Yes No

If yes, please describe:

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32. What environments do you have available for testing?:			
<input type="checkbox"/> Unit testing	<input type="checkbox"/> User Acceptance Testing (UAT)	<input type="checkbox"/> Stress & Load	
<input type="checkbox"/> System Test (INT/SIT)	<input type="checkbox"/> Conformance/Sandbox	<input type="checkbox"/> Other (provide details):	
<input type="checkbox"/> None If none, do you have test fixtures/stubs that could mimic a test environment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
33. Please indicate peak times for message volumes, including:			
a) Peak hour(s) in which message volumes spike			
b) Message volumes during peak times			
c) Variances from day to day (<i>i.e.</i> specific days on which peaks are expected, and any differences from weekdays to weekends)			
d) Business-related spikes (<i>i.e.</i> any activities which may result in an occasional spike in message volumes)			
34. Do you anticipate a material change in message volumes, data volumes and/or number of transactions?			
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:			
35. What is your technical support model for production?:			
<input type="checkbox"/> Monday - Friday 8:30 AM - 4:30 PM	<input type="checkbox"/> 7 days per week 8:30 AM - 4:30 PM	<input type="checkbox"/> 7 days per week 24 hours per day	<input type="checkbox"/> Other (provide details)

G GENERAL TECHNICAL QUESTIONS (to be completed by Technical Contact for Projects and Modifications only)

This section is to be completed by the technical contact.

36. Are resource packs ready?
<input type="checkbox"/> Yes <input type="checkbox"/> No If no, when will resource packs be ready? (provide detail)

H SUPPORTING DOCUMENTATION (to be supplied by all request types, as applicable)

Please supply the applicable supporting information, and any other files that may be relevant in the assessment of this request.

34. List of Supporting Documentation Attached	
Include where applicable:	
<input type="checkbox"/> Sample messages	<input type="checkbox"/> Transformation/validation packages
<input type="checkbox"/> Sample reports, for all types of reports	<input type="checkbox"/> Business case
<input type="checkbox"/> Project charter	<input type="checkbox"/> Project plan
<input type="checkbox"/> Business requirements	<input type="checkbox"/> Technical requirements
<input type="checkbox"/> Technical specifications	<input type="checkbox"/> Change request
<input type="checkbox"/> Presentation slides	<input type="checkbox"/> Any other relevant information:

KEY TERMS

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Term	Definition
Alberta Netcare Portal	The point of access for the network of data repositories and information systems that make up the Alberta Netcare Electronic Health Record (EHR)
Conformance/Sandbox	Testing representing a mimic of the production environment without affecting real transactions, and allowing for the measurement of how well any particular system conforms to a set of standards
eDelivery	Electronic Delivery (eDelivery) is a service to deliver any information to and from Point of Service vendors
Electronic Medical Record	A local computerized medical information system that collects, stores and displays patient information for reference and updating by the care provider
EMR BIS	Electronic Medical Records Business Integration Services. A team managing business integration requirements with clinics' EMR vendors, including activating new data sources, conducting conformance and validation, ensuring timely and accurate delivery of results via eDelivery, and commissioning new clinics
FIFO	First In First Out. A method of ordering messages such that the first to arrive are processed first
HL7	A healthcare messaging interface standard for electronic data exchange in health care environments
HTTP Post/Response	A request method supported by the HTTP protocol, designed to request that a web server accepts the data enclosed in the request message's body for storage. It is often used when uploading a file or submitting a completed web form
ICC	Integration Coordination Centre. A central point of expertise, including integration design, project management and messaging specialists for any initiative or vendor integrating with Alberta Health Services
Netcare	The network of data repositories and information systems that make up the provincial Electronic Health Record (EHR)
Patient Demographics	Basic information collected in order to identify a patient
pHIE	Provincial Health Information Exchange. An Alberta Health and Wellness funded program to provide and enable use of an overarching communication capability for the Alberta Health System. It is a secure token service at the HIAL (health information access) layer that provides provincial integration with internal and external partners
Privacy Impact Assessment	Describes the information flows in the project, identifies the legal authorities that allow for the flow of information, assesses potential impacts on and risks to privacy and strategies to minimize the risks
Resource Pack	Contains a package manifest file, transformation packages (XSLT's) (used to process multiple XML documents and to produce any combination of text, HTML and XML output), and validation schemas (XSD's) (used to verify the integrity and structure of a message prior to transport or transformation)
RESTful interface	Implemented through a set of architectural principles by which web services are designed with a focus on a system's resources, including how resource states are addressed and transferred over HTTP. They leverage HTTP methods (including POST) to transfer information
Sample Messages	Published enterprise-wide standards that allow organizations to send semantically precise messages between computer systems
SOAP	Simple Object Access Protocol is a protocol specification for exchanging structured information in the implementation of web services
Stress & Load	Testing a given system beyond normal operational capacity, often to a breaking point, in order to determine breaking points or safe usage limits; to confirm intended specifications are being met, and to determine modes of failure
System Test (INT/SIT)	Testing which exercises a software system's coexistence with others. With multiple integrated systems, INT/SIT tests their required interactions
TCP/IP MLLP	Transmission Control Protocol/Internet Protocol Minimal Lower Layer Protocol provides end-to-end connectivity specifying how data should be packetized, addressed, transmitted, routed and received at its destination
Test Fixtures/Stubs	Programs that simulate the behaviors of software components (or modules) that a module undergoing tests depends on. They provide canned answers to calls made during the test, usually not responding at all to anything outside of what's programmed in for the test
UDP	User Datagram Protocol is a protocol in which applications can send messages to other hosts on an Internet Protocol network without prior communications to set up special transmission channels or data paths
Unit Testing	Testing used to verify the functionality of a specific section of code, usually at the function level
UAT	User Acceptance Testing, used for confirmation by the user, after a trial or review, that a system meets mutually agreed-upon requirements