



Healthix Workflow and AWARDS

AWARDS INFORMATION SHEET

Health Information Exchanges (HIEs), such as Regional Health Information Organizations (RHIOs) or other statewide systems, allow for the sharing of client data from one provider with any other providers that are part of the same network. AWARDS makes available to our customers an optional set of features that enable them to work directly with the HIEs or RHIOs that they belong to, automatically transmitting client data upon the completion of common data entry tasks such as intake/admission, merge, transfer, discharge, demographics information update, and consent form completion. While the bulk of data transmission work to the HIE/RHIO happens behind-the-scenes and without user intervention during the course of line staff's daily workflow, AWARDS also provides access to an Interoperability Center – a central point from which administrative users can complete the same transmissions manually.

ABOUT THIS DOCUMENT

The document is intended to guide you through the specific connection AWARDS can provide with the Healthix RHIO. Whether you have opted to join the Healthix RHIO because you simply want to be part of the network, or you were required to join for your participation in a specific DSRIP / PPS project, AWARDS can allow you to share all necessary data with ease.

Specific topics covered in this document are:

- [Initiating and Completing a RHIO Connection](#) Page 1
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INITIATING AND COMPLETING A RHIO CONNECTION

There are several steps involved in the process of initiating and completing a connection between AWARDS and the Healthix RHIO:

1. **Healthix Contract and Compliance** – Your agency will need to work with your contact at Healthix to complete both their contract and compliance processes.
2. **Foothold Interoperability Agreement** – Your agency will need to complete and sign the [Interoperability Center – Information Sheet & Agreement](#), and return it to your Foothold Client Services representative.
3. **Determine Programs to Share Data** – Your agency will need to decide which of your programs should be configured to send data to the Healthix RHIO. The list of program names should be sent to your Foothold Client Services representative as soon as possible.
4. **Implement Electronic Signatures** – Your agency will need to implement electronic signatures in AWARDS for the Consent signing process. Information about getting started with electronic signatures in AWARDS can be found [here](#), including an overview of the e-signatures functionality, configuration and hardware considerations, and next steps.

5. **Activate Healthix Consent in a Training Program** – Once you have completed the steps above, your Foothold Client Services representative will assist you with setting up a training program in your AWARDS database with the Healthix Consent form. This will allow you to help staff become familiar with the new feature prior to going live.
6. **Go-Live** – Once all three parties – Healthix, Foothold, and your agency – agree that you have completed the above steps successfully, a go-live date will be scheduled. The technical teams at Foothold and Healthix will work on this together, and your Foothold Client Services representative will alert you once it has been completed. Note that there is iterative testing required throughout this process, which can extend the timeline if challenges are encountered.
7. **User Acceptance Testing with Healthix** – To close out this project on the Healthix side, your agency will work with them to conduct user acceptance testing. All ongoing support needs you have from Foothold at this point forward can be directed to the Help Desk.

TRANSMITTING DATA TO THE RHIO

AWARDS databases that are configured to share data with the Healthix RHIO automatically send data to the RHIO throughout the course of each day as line staff complete various data entry tasks. This data is sent via two types of messages, each triggered in different ways and containing different data sets, as detailed in the sections that follow:

- [CCD \(Continuity of Care Document\) Messages – Page 2](#)
- [ADT Messages – Page 3](#)

CCD (CONTINUITY OF CARE DOCUMENT) MESSAGES

What is a CCD?

A CCD (Continuity of Care Document) is a standard XML file that is structured to allow for incorporating a variety of data sets, including client demographics, diagnoses, medications, and allergies. Once sent to the destination, the data can then be consumed by the system and incorporated into the relevant client's electronic health record.

How is Transmission of a CCD Triggered?

CCD messages are automatically sent to the Healthix RHIO whenever any of the following data entry tasks are completed in AWARDS. They can also be triggered manually using the AWARDS Interoperability Center's Transmit CCD component, as noted on page 5.

Triggering Data Entry Action	Location of Data Entry in AWARDS
Allergies - new data entry or updates	Charts > Medical > Allergies *
Diagnoses - new data entry or updates	Charts > Medical > Diagnoses *
Diagnostic Tests - new data entry or updates	Charts > Medical > Diagnostic Tests *
Discharge - discharge processed	Census > Discharge > Process Discharge
Medications - new data entry or updates	Charts > Medical > Medications *
Procedures - new data entry or updates	Charts > Medical > Procedures *
Vital Signs - new data entry or updates	Charts > Medical > Vital Signs *

* Your AWARDS database may also be configured to allow for data entry from within client face sheets (accessed via Census > Profile) or FormBuilder forms in various locations.

What Data is Sent in a CCD?

The following table details the specific data variables included in CCD messages (grouped into data sets for easy reference), along with information on where the data originates from within in AWARDS.

Data Set	Data Variables Sent	Originating Location in AWARDS
Allergies	Substance, Reaction, Onset Date, Inactive Date	Charts > Medical > Allergies *
Contacts	Next of Kin, Emergency Contacts	Charts > Medical > Contacts *
Demographics	Client ID, Address, Name, Gender, DOB, SSN, Phone	Census > Profile > Face Sheet
Diagnoses	Condition, Onset Date, Resolution Date, Code	Charts > Medical > Diagnoses *
Diagnostic Tests	Test, Test Date, Results / Unit of Measure	Charts > Medical > Diagnostic Tests *
Medications	Medication, Strength, Dosage, Frequency, Start Date, End Date	Charts > Medical > Medications *
Procedures	Procedure, Procedure Date, SNOMED	Charts > Medical > Procedures *
Vital Signs	Date/Time, Height, Weight, Blood Pressure	Charts > Medical > Vital Signs *

* Your AWARDS database may also be configured to allow for data entry from within client face sheets (accessed via Census > Profile) or FormBuilder forms in various locations.

ADT MESSAGES

What is an ADT?

An ADT is a standard HL7 message format that is structured to allow for transmitting data regarding program registrations, admissions, discharges, and client merge records. Each type of data is sent in a separate ADT message: **A01 - Admission**, **A03 - Discharge**, **A04 - Registration**, **A08 - Update**, **A40 - Merge**. As with CCDs, information sent via any ADT message can also be incorporated into the relevant client's electronic health record.

How is Transmission of an ADT Triggered?

ADT messages are automatically sent by AWARDS to the Healthix RHIO whenever any of the following data entry actions are completed in AWARDS. They can also be triggered manually using various components of the AWARDS Interoperability Center, as noted on page 5.

Triggering Data Entry Action	Location of Data Entry in AWARDS	ADT Message Type
Client admission (or re-admission) to the program	Census > Intake/Admission	A01 – Admission
Client discharge from the program	Census > Discharge > Process Discharge	A03 – Discharge
Client admission (or re-admission) to the program	Census > Intake/Admission	A04 – Registration
Update or withdrawal of client consent	Census > Profile > Face Sheet > Network Consent Census > Intake/Admission	A08 – Update
Update of client demographic data	Census > Profile > Face Sheet Census > Intake/Admission	A08 – Update
Merge of two or more client records	Client Search > Merge Duplicate Clients	A40 – Merge

What Data is Sent in an ADT?

The following table details the specific data variables included in the ADT data sets, along with information on where the data originates from within in AWARDS. As noted above, each type of data is sent in a separate ADT message. Exceptions are demographics, admission information (if available), and discharge information (if available), which are included in all transmission messages.

Data Set	Data Variables Sent	Originating Location in AWARDS	ADT Message
Admission / Registration	Program Name, Admission Date, Visit #	Census > Intake/Admission	All
Consent	Consent Value	Census > Profile > Face Sheet > Network Consent Census > Intake/Admission	A08 - Update
Demographics	Client ID, Address, Name, Gender, DOB, SSN, Phone	Census > Profile > Face Sheet Census > Intake/Admission	All
Discharge	Date/Time of Discharge	Census > Discharge > Process Discharge	All
Merge	Demographics for the client record being removed	Client Search > Merge Duplicate Clients	A40 - Merge

SUGGESTED DATA ENTRY WORKFLOWS

In order to ensure that all relevant data is in fact being transmitted to the Healthix RHIO, you'll want to make sure staff are completing the following data entry steps throughout the course of a client's program stay.

Intake/Admission

From the AWARD*S* Home screen, click **Census** from the left-hand menu, and then click **Intake/Admission**. Once there, proceed with creating a new application, and then process the admission. Note that the Healthix Consent form is incorporated into the admission data entry process. For detailed information on the intake/admission process, click [here](#) for multi-step, or [here](#) for single-step.

Face Sheet

From the AWARD*S* Home screen, click **Census** from the left-hand menu, and then click **Face Sheet**. Once on the client's face sheet, ensure that data is entered completely and correctly in the top "Demographics Info" portion of the page, as well as under "Contacts" (for emergency contacts and next of kin). Note too that you can update Consent information via the **Network Consent** button at the top of the screen. For detailed information on working with client face sheets, click [here](#).

Medical

Several areas within the AWARD*S* Medical module are included in the data sent to Healthix. These can either be accessed for data entry purposes via the Medical module's menu page, or they can be made available on client face sheets or in FormBuilder forms. (Speak to your Foothold Client Services representative to discuss desired workflow changes.) Specific features that should be used for data entry if your agency intends for specific data to move to Healthix include:

- **Medications** – For detailed information on working with medication records, click [here](#).
- **Diagnoses** – For detailed information on working with diagnoses records, click [here](#).
- **Allergies** – For detailed information on working with allergy records, click [here](#).
- **Procedures** – For detailed information on working with procedure records, click [here](#).
- **Vital Signs** – For detailed information on working with vital signs records, click [here](#).
- **Diagnostic Tests** – For detailed information on working with diagnostic test records, click [here](#).

MANUAL INTEROPERABILITY CENTER ACTIONS

While it is not necessary for the Healthix connection, there are several manual actions that can be performed in the AWARDS Interoperability Center by an administrator who has the relevant permissions. Manual actions that correspond with the automatic data transfers in place are as follows:

For more information on using the AWARDS Interoperability Center, click [here](#).

- **Discharge Client** – Sends a manual ADT message to Healthix reflecting the discharge.
 - **Generate C32 CCD** – Can be used to manually download a copy of the CCD for internal purposes. Keep in mind that the CCD contains protected electronic health information and should therefore be handled with care, using HIPAA standards.
 - **Register Client** – Sends a manual ADT message to Healthix reflecting the admission.
 - **Transmit C32 CCD** – Manually sends the CCD to Healthix.
 - **Transmitted Messages** – A report of those ADT messages and CCDs sent to Healthix from your database within a specified date range.
 - **View/File Consent Form** – Sends an ADT message to Healthix with a new/updated consent value.
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DATA QUALITY ASSURANCE TIPS

You will want to do all you can to ensure that the data you are sending to the Healthix RHIO is accurate. There are a wide variety of reports in AWARDS that you can utilize for this purpose, including the following.

All AWARDS ReportBuilders are highly customizable and can be saved so they can easily be re-run in the future.

- **Demographics ReportBuilder** – Can be used to confirm that all demographics, admission, consent, and discharge data entered by staff is correct. For more information, click [here](#).
- **Medications ReportBuilder** – Can be used to confirm that all medications data entered by staff is correct. For more information, click [here](#).
- **Allergies ReportBuilder** – Can be used to confirm that all allergies data entered by staff is correct. For more information, click [here](#).
- **Procedures ReportBuilder** – Can be used to confirm that all procedures data entered by staff is correct. For more information, click [here](#).
- **Diagnostic Tests ReportBuilder** – Can be used to confirm that all diagnostic test data entered by staff is correct. For more information, click [here](#).
- **Diagnoses ReportBuilder** – Can be used to confirm that all diagnoses data entered by staff is correct. For more information, click [here](#).
- **Vital Signs ReportBuilder** – Can be used to confirm that all vital signs data entered by staff is correct. For more information, click [here](#).

- **Interoperability Center > Transmitted Messages** – Can be used to see what data has been sent to Healthix for a selected program(s) and date range. This is especially useful for troubleshooting if Healthix has questions about missing data. For more information, click [here](#).