Process Description and File Specifications
For HMO Bulk Data Request of Florida SHOTS

Florida Department of Health, Florida SHOTS

1.0   Brief Description

The Florida SHOTS Bulk Data Request process is to assist Florida's Health Maintenance Organizations (HMO's) in gathering immunization data on their members for the purpose of conducting Health Plan Employer Data and Information Set (HEDIS) reviews.

The Florida Department of Health accepts securely transmitted request files from HMOs and processes those requests through a matching and record retrieval process developed by the Immunization Section, Florida SHOTS. The results of this process are made available by Florida SHOTS for the HMO to retrieve and analyze.

Records within the HMO's inbound file that have a corresponding record in the Florida SHOTS database are returned to the HMO, along with immunization history, in a results or outbound file. In order to provide maximum flexibility, results are provided in comma-separated-value or CSV format, easily readable in any number of desktop applications and database management systems.

If there is no match in the Florida SHOTS database for a particular requested record, the HMO request record will be returned with an "N" or no-match indicator and no immunization data will be added. Matches will be designated with a "Y" and Florida SHOTS demographics, along with immunization date and event pairs (max 30), will be added to the outbound record.

In the case of a patient who has multiple potential matches within the registry, the "Y" indicator will be followed by the number of potential matches along with the immunization data of the strongest potential match. It will be incumbent upon the HMO to research address matches to select the correct data results.

While optimum matching and therefore best results can be obtained by providing as many data fields as possible for each patient within the inbound file, please note that resulting data, including the presence of a match, is not verified independently for its accuracy but only as to the fact that it was found in SHOTS using matching criteria designed by Florida SHOTS.

2.0   Setting Up and Processing Files

Before Florida SHOTS can process an HMO's files, two forms, completed and signed by the appropriate HMO authority, must be provided to the Florida SHOTS team.   These forms are as follows:

- o Florida SHOTS Bulk Data Request Data Sharing Agreement, and
- o DOH Secure FTP User Access Request

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These forms are available for download from the Florida SHOTS website at http://flshotsusers.com/data-exchange/hedis-data or may be requested by phone from the enrollment desk at 1-877-888-SHOT (877-888-7468) or obtained via email request to flshots@flhealth.gov. Please indicate "Bulk Data Request" in the subject line of your email. Once received, do not make changes to any of these forms or they will be rejected by the Florida SHOTS program office.

Scan and email, fax, or mail the completed forms to:
Email to: flshots@flhealth.gov and include "Bulk Data Request" in the subject line,
Fax to: Florida SHOTS: Bulk Data Requests at 850-412-5818, or
Mail to: Florida SHOTS: Bulk Data Requests
        4052 Bald Cypress Way, Bin #A-11
        Tallahassee, Fl   32399-1719

Once the forms are received and approved, and the secure FTP account has been established, the HMO will receive their secure FTP login information and can then initiate processing by placing their file in their "Outbox" folder of the DOH secure FTP site. It is suggested that the HMO contact the Florida SHOTS team at flshots@flhealth.gov to verify receipt of the file. Files will be processed in the order they are received and results will be returned to the HMO's designated "Inbox" for pickup as soon as they are available.

Separate instructions on the use of the HMO's SFTP account are also available on the website.

3.0   Specifications for HMO Files Inbound to DOH

The inbound, or request file must be in a fixed-length plain text format.

Field Name	Required	Description / Rules	Position
Last_Name	Y	Length=20	1-20
First_Name	Y	Length=15	21-35
Middle_Name	N	Length=15	36-50
Date_of_Birth	Y	Length=10 (mm/dd/yyyy)	51-60
Gender	Y	Length=1 (M, F, or U)	61-61
Social_Security_Number	N	Length=9	62-70
Medicaid_ID	N	Length=12	71-82
Street Address	Y	Length=50	83-132
City	Y	Length=30	133-162
State	Y	Length=2	163-164
Zip Code	Y	Length=9	165-173

The inbound file should contain a trailer record, which should be configured as shown below:

Field Name	Required	Description / Rules	Position
File Type	Y	Length = 14 Literal "HMO Match File"	1-14
Organization Name	Y	Length = 30	15-44

File Creation Date	Y	Length = 10 (mm/dd/yyyy)	45-54
Number of Records	Y	Length=7 Number of data records (leading zeros optional) included in the file, excluding the trailer record	55-61

4.0   **Specifications for DOH File Outbound to HMOs**

The outbound CSV response file contains one record for each request record in the inbound file and repeats the request information as submitted followed by Florida SHOTS demographic information and an indication of matching success along with the number of potential matches. This is followed by Vaccine/Date pairs (immunization events) associated with the one or best-matched patient as indicated in the table below.

Field Name	Required	Description / Rules	Position
HMO Last Name	Y	Length=20	1
HMO First Name	Y	Length=15	2
HMO Middle Name	N	Length=15	3
HMO Date of Birth	Y	Length=10 (mm/dd/yyyy)	4
HMO Gender	Y	Length=1 (M, F, or U)	5
HMO Social Security Number	N	Length=9 (first 5 digits masked)	6
HMO Medicaid Number	N	Length=12	7
HMO Address	N	Length=50	8
HMO City	N	Length=30	9
HMO State	N	Length=2	10
HMO Zip Code	N	Length=9	11
REG Last Name	Y	Length=20	12
REG First Name	Y	Length=15	13
REG Middle Name	N	Length=15	14
REG Date of Birth	Y	Length=10 (mm/dd/yyyy)	15
REG Gender	Y	Length=1 (M, F, or U)	16
REG State Imm Id	Y	Length=10	17
REG Social Security Number	N	Length=9 (first 5 digits masked)	18
REG Medicaid Number	N	Length=12	19
REG Address	N	Length=50	20
REG City	N	Length=30	21
REG State	N	Length=2	22
REG Zip Code	N	Length=9	23
Has Matches?	Y	Length=1 ("Y" or "N")	24
Number of Matches	Y	Length= 2 Only present if Has Matches = Y	25
Vaccine Type	N	No maximum length. Note: Field repeats as many times as needed, along with Date Vaccine Administered,	

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		to represent full vaccination history.	
Date Vaccine Administered	N	Length=10 (mm/dd/yyyy) See note for Vaccine Type	

The outbound file will also include the same trailer record as the inbound file.

5.0 Specifications for DOH Statistics Report Outbound to HMOs

In addition to the outbound file, a statistics report will be prepared which contains summary details on the number of matches made for comparison to original record count.

Field Name	Description
Number of Matched Records	Max Length = 7 Display of counted Matched Records
Number of Potential Matches	Max Length = 7 Display of counted potential matches, based on incomplete HMO data
Number of Unmatched Records	Max Length = 7 Display of counted unmatched records

Any questions regarding this service of the Florida SHOTS program or about Florida SHOTS in general should be directed to flshots@flhealth.gov at the Florida Department of Health, Immunization Section, Florida SHOTS Program Office.