



HANYS Sepsis Platform

HANYS technical support is available Monday to Friday, from 9 a.m. to 5:30 p.m., at sepsis_collab@hanys.org or 518.431.7677.

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Platform overview

The HANYS Sepsis Platform enables a hospital to seamlessly transfer continuity of care documents and patient encounter 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 made available for the hospital to download and then upload to IPRO.

On the Sepsis Platform Order Form, a hospital may choose one of two options:

Option 1 – Administrative claims data capture and validation: This option allows DataGen, 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 to be 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 make available a fully-formatted file meeting the submission requirements for upload to IPRO. Prior to upload and submission, hospitals will be able to review their data and make corrections. Any edits/corrections made must be reported to IPRO.

The HANYS Sepsis Platform was developed in accordance with the latest *NYS Sepsis Data Dictionary* specifications and is designed to flag fields that do not meet formatting, character or range requirements. As DOH or IPRO make changes to the *Data Dictionary* (adult or pediatric) the HANYS Sepsis Platform will be updated 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 received by HANYS are isolated and scanned by our security team before being accepted into our secure environment. Once scanned, accepted files are processed and their contents loaded into the HANYS Sepsis Platform system.

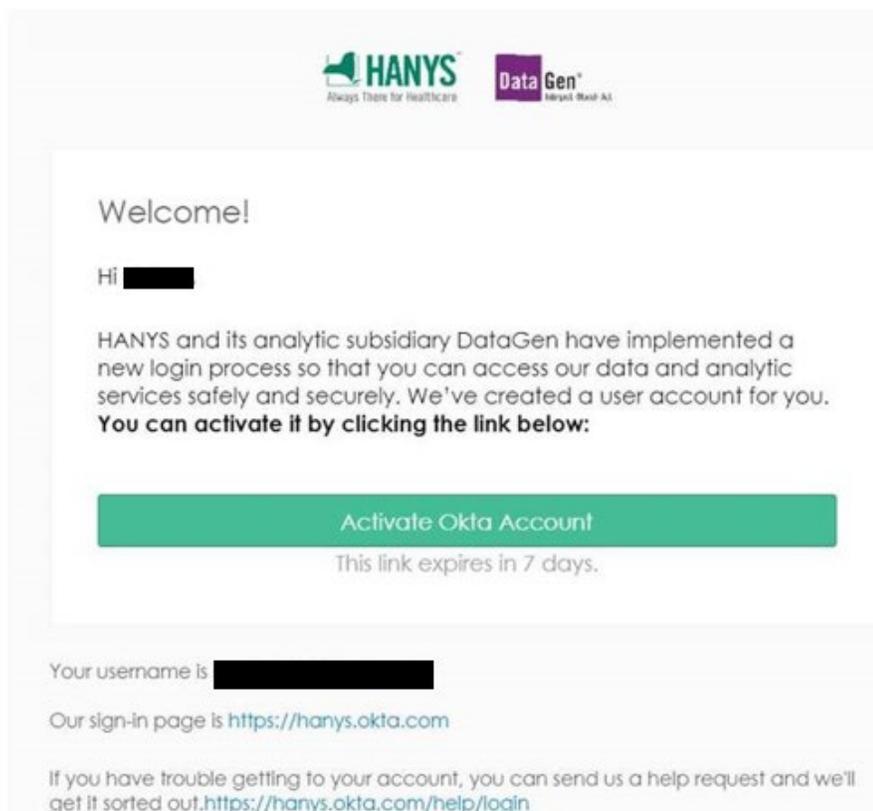
HANYS Sepsis Platform downtime

Regular upgrades and updates to the HANYS Sepsis Platform will be performed after normal business hours so as not to affect 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 has been established and data files have been 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.

Account owners

Each facility will designate an account owner who will be provided with 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 [training video](#).

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 have been 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 balance of required data element 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.

HANYS data file receipt, validation and formatting

3. Once HANYS has received **both** the CSV file from the hospital and the balance of required data elements files, 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

4. Once the case files have been uploaded to the portal, authorized users from the hospital will receive their username and password via email (email will come 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. (Any edits/corrections made must be reported to IPRO by submitting a [helpdesk](#) ticket. (Note: edits will not be available in future submissions – no information provided in the submission should be manually extracted; any edits needed will require action by the hospital to ensure that the issue is corrected before future submissions are due).
5. 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 currently performed outside of the HANYS Sepsis Platform. The hospital is responsible for transferring the 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. For instructions on how to upload the CSV file to IPRO, go to:

<https://helpdesk.ipro.us/hc/en-us/articles/202533514-Video-Tutorial-Sepsis-Data-Collection-Data-File-Upload-Process>

UPLOAD LINK: <https://ny.sepsis.ipro.org>

Option 2 – Stand-alone file validation

After the necessary legal agreements have been signed:

HANY data file receipt, validation and formatting

1. A member of HANY'S 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 HANY'S SFTP agent will monitor the SFTP directory for new files. As files are placed into the hospital's secure folder, the HANY'S SFTP agent will detect and transfer them into the HANY'S system via this fully encrypted point-to-point interface.
3. Once HANY'S has received the CSV file, HANY'S IS will process and load the file into the HANY'S portal. 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

4. Once the case files have been uploaded to the HANY'S 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. Any edits/corrections made must be reported to IPRO by submitting a [helpdesk](#) ticket. (Note: edits will not be available in future submissions – no information provided in the submission should be manually extracted; any edits needed will require action by the hospital to ensure that the issue is corrected before future submissions are due).
5. 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 currently performed outside of the HANY'S Sepsis Platform. The hospital is responsible for exporting their sepsis data out of the HANY'S 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. For instructions on how to upload the CSV file to IPRO, go to:

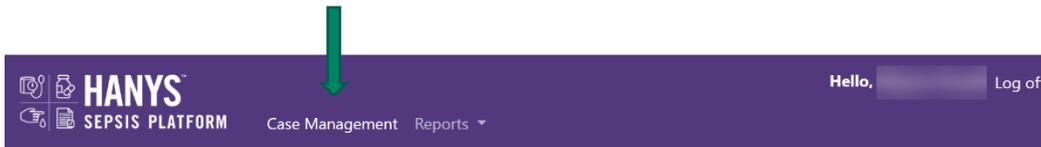
<https://helpdesk.ipro.us/hc/en-us/articles/202533514-Video-Tutorial-Sepsis-Data-Collection-Data-File-Upload-Process>

UPLOAD LINK: <https://ny.sepsis.ipro.org>

Sepsis Platform navigation

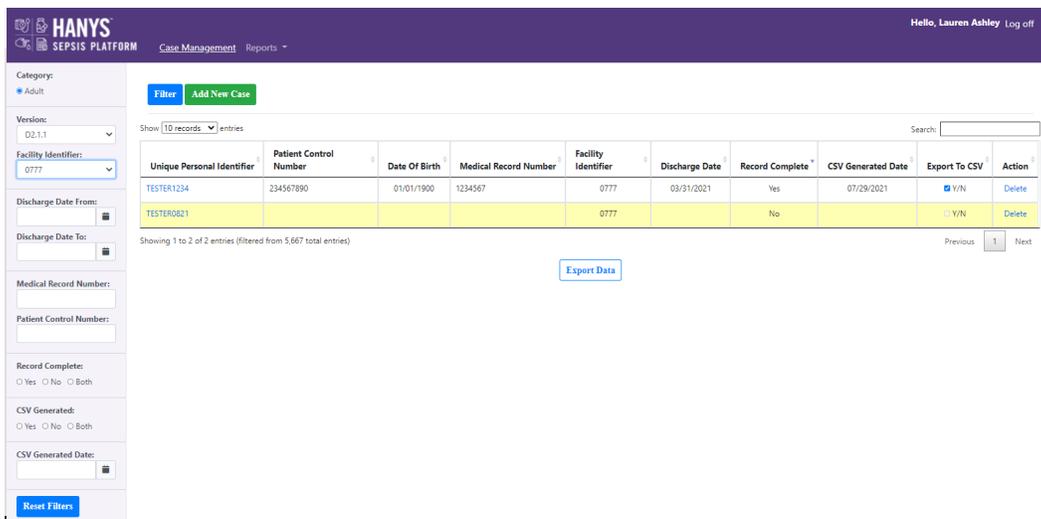
Case Management screen

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



Welcome to the secure portion of the Sepsis Platform website

The Case Management screen is the starting point for searching for cases and for 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 also includes an “Export Data” button to create a CSV file for uploading to IPRO, a “Filter” button for filtering cases by any of the headers

listed and makes the grid larger, and an “Add New Case” button to add additional sepsis cases not previously identified (the “Add New Case” feature will be removed when DOH no longer allows manual entry).

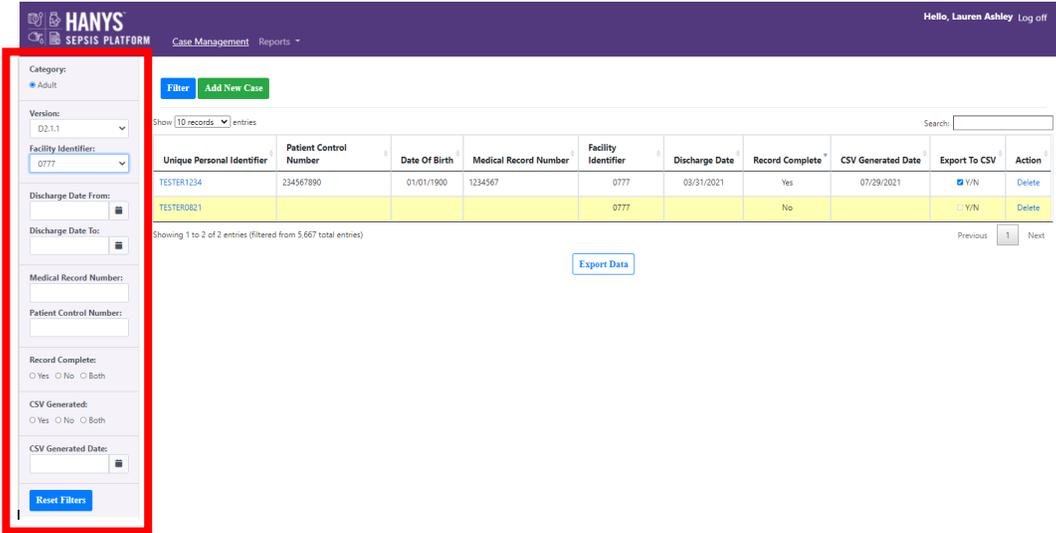
Searching for cases

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 defaulted. Older versions will be 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.

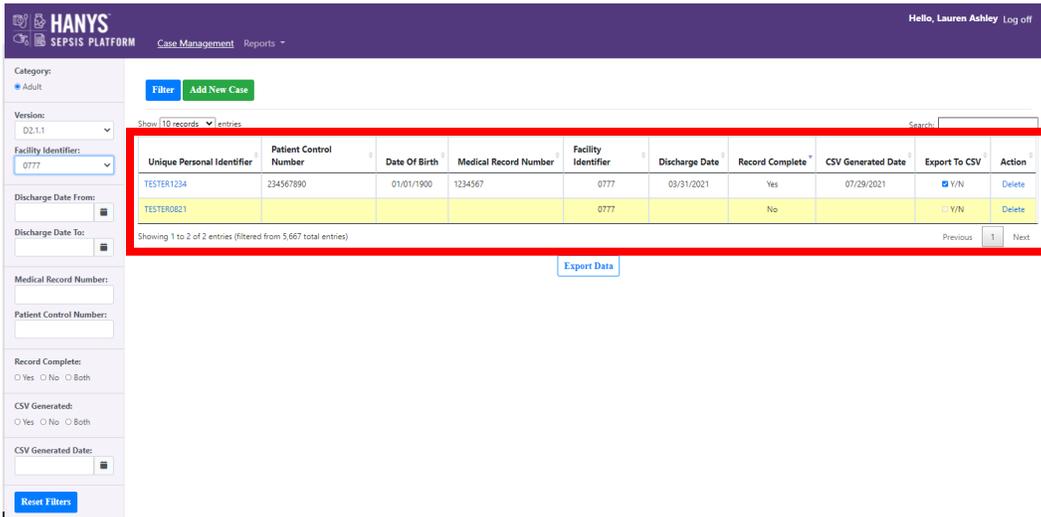
To search for a case or group of cases:

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



The screenshot shows the HANYS Sepsis Platform interface. On the left, a sidebar contains various filter options, which are highlighted with a red box. The main area displays a table of cases with columns for Unique Personal Identifier, Patient Control Number, Date Of Birth, Medical Record Number, Facility Identifier, Discharge Date, Record Complete, CSV Generated Date, Export To CSV, and Action. Two cases are listed: YESTER1234 and YESTER0821. The table is filtered to show 2 entries out of 5,667 total entries.

The results of the search 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.



This screenshot shows the same HANYS Sepsis Platform interface, but the table of cases is highlighted with a red box. The table contains the same two entries: YESTER1234 and YESTER0821. The filter sidebar is no longer highlighted.

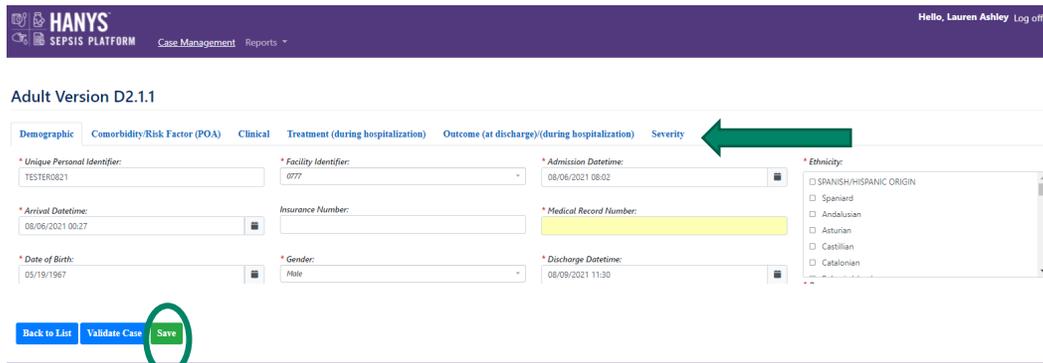
Editing cases

To edit a case:

1. Search for the case using the steps above.

NOTE: Any edits made must be declared to IPRO by entering a [helpdesk](#) ticket. Edits are only temporarily allowed as hospitals are determining what is mapped in their EHR and what still needs to be mapped. Edits will not be allowed in future submissions.

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.



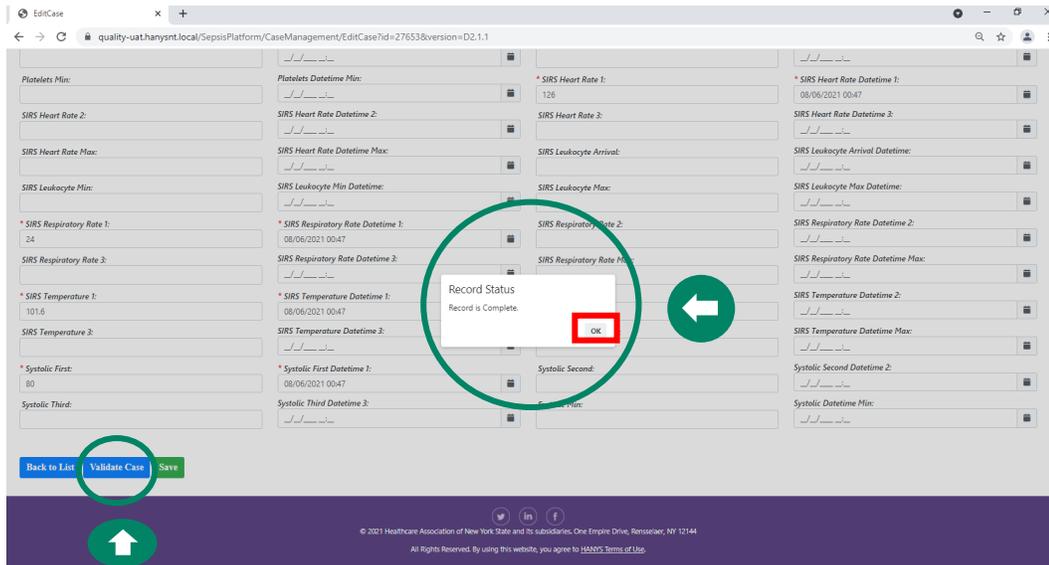
Data entry tips

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.

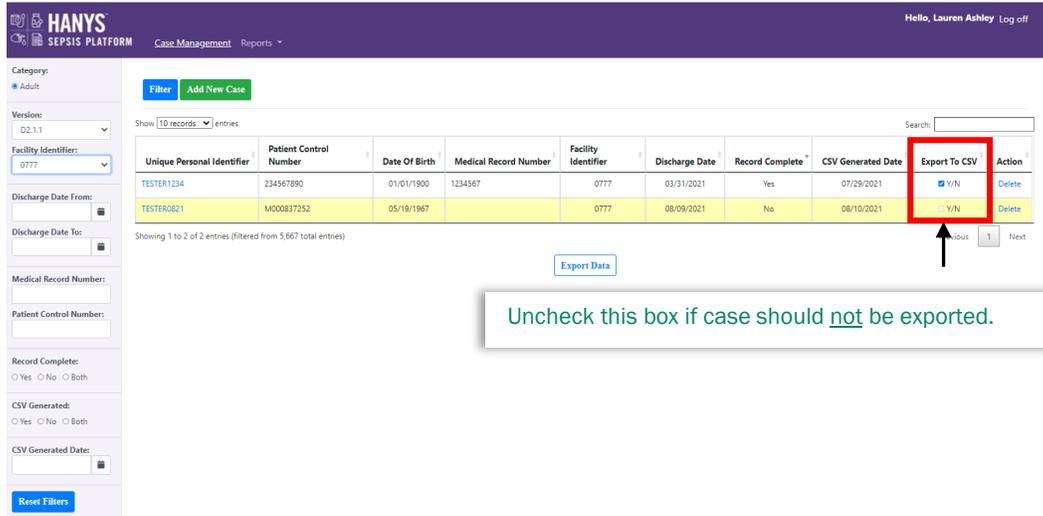
Validating cases

1. Click the **Validate Case** button. If all required data have been entered a confirmation message will appear.
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 upload CSV file. In the search results grid (shown below), uncheck the “Export to CSV” box for any complete case that should not be exported.



Category: **Adult**

Version: D2.1.1

Facility Identifier: 0777

Discharge Date From: []

Discharge Date To: []

Medical Record Number: []

Patient Control Number: []

Record Complete: Yes No Both

CSV Generated: Yes No Both

CSV Generated Date: []

[Reset Filters](#)

Unique Personal Identifier	Patient Control Number	Date Of Birth	Medical Record Number	Facility Identifier	Discharge Date	Record Complete	CSV Generated Date	Export To CSV	Action
TESTER1234	234567890	01/01/1900	1234567	0777	03/31/2021	Yes	07/29/2021	<input checked="" type="checkbox"/> Y/N	Delete
TESTER0821	M000837252	05/19/1967		0777	08/09/2021	No	08/10/2021	<input type="checkbox"/> Y/N	Delete

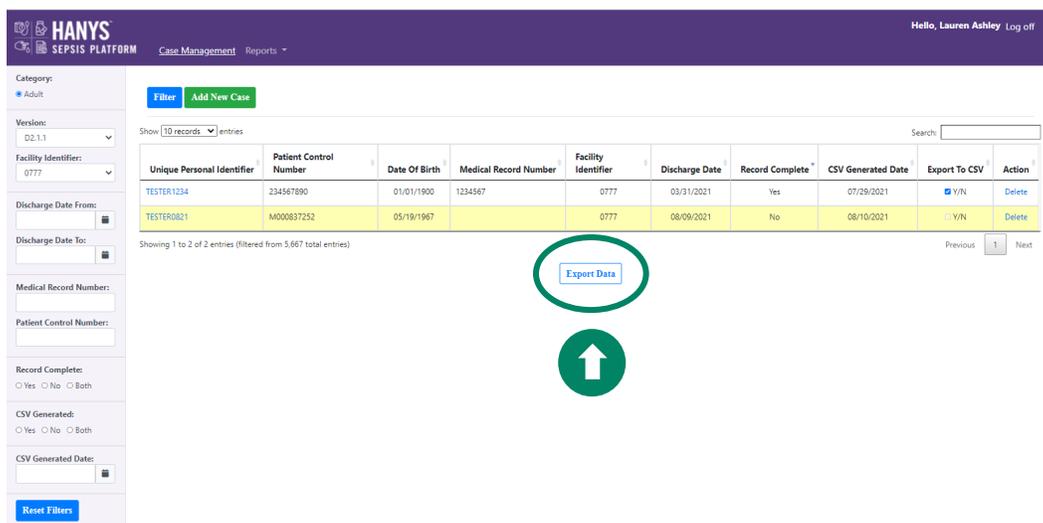
Showing 1 to 2 of 2 entries (filtered from 5,667 total entries)

[Export Data](#)

Uncheck this box if case should not be exported.

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.



Category: **Adult**

Version: D2.1.1

Facility Identifier: 0777

Discharge Date From: []

Discharge Date To: []

Medical Record Number: []

Patient Control Number: []

Record Complete: Yes No Both

CSV Generated: Yes No Both

CSV Generated Date: []

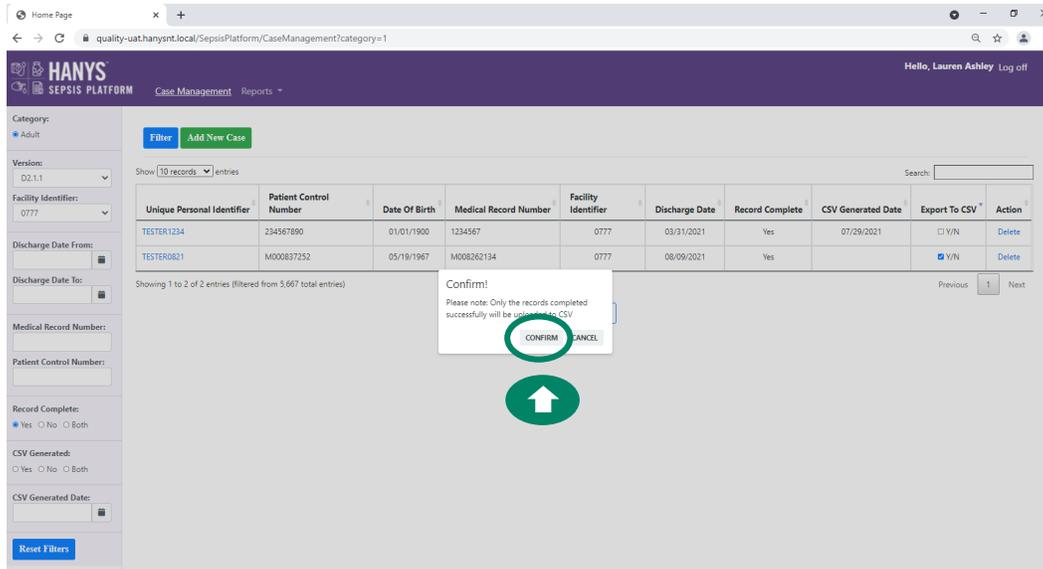
[Reset Filters](#)

Unique Personal Identifier	Patient Control Number	Date Of Birth	Medical Record Number	Facility Identifier	Discharge Date	Record Complete	CSV Generated Date	Export To CSV	Action
TESTER1234	234567890	01/01/1900	1234567	0777	03/31/2021	Yes	07/29/2021	<input checked="" type="checkbox"/> Y/N	Delete
TESTER0821	M000837252	05/19/1967		0777	08/09/2021	No	08/10/2021	<input type="checkbox"/> Y/N	Delete

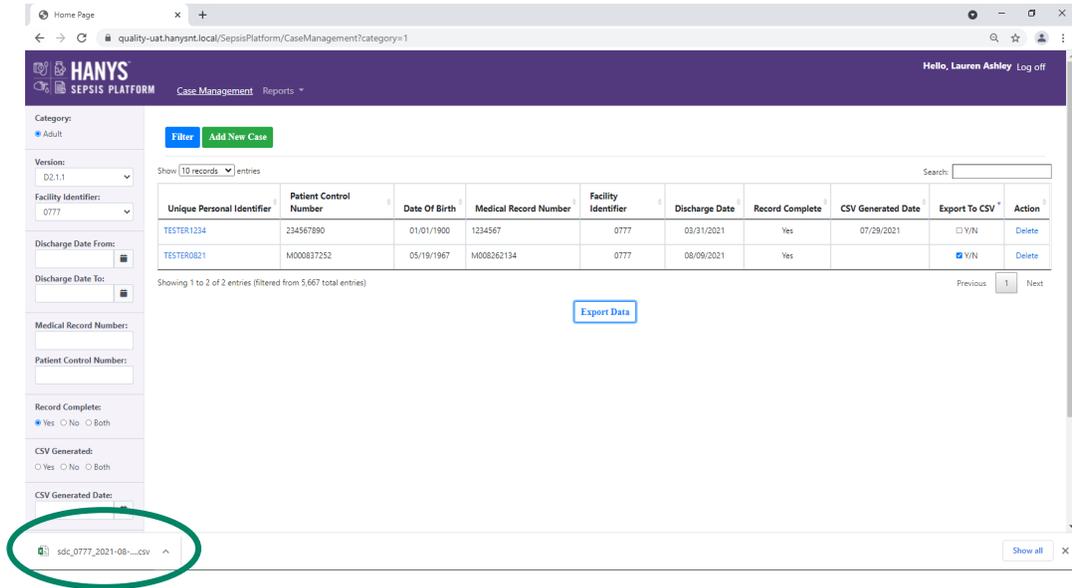
Showing 1 to 2 of 2 entries (filtered from 5,667 total entries)

[Export Data](#)

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.



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

