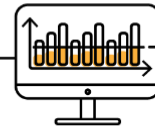
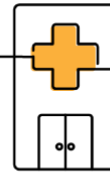


NSSP Job Aid New Facility Onboarding Series

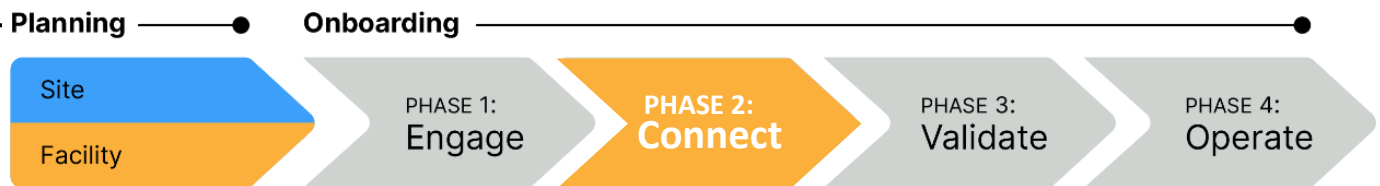


PHASE 2: STEPS TO CONNECT

Connect is the second of four onboarding phases for the National Syndromic Surveillance Program (NSSP). Onboarding is a collaborative process in which the NSSP and site teams work with a facility, health department, electronic health records (EHR) vendor, or health information exchange (HIE) to transmit syndromic data from medical record systems to the NSSP BioSense Platform.

The “CONNECT” job aid will guide the site administrator through activities once the facility has connected to the production environment and is ready for routine operation. Sometimes the site administrator will oversee feed administrator tasks.

Job aids are available for planning and each phase of onboarding: Engage, Connect, Validate, and Operate. These job aids are intended to be used with each other and the [New Facility Onboarding Guide for the BioSense Platform](#) to onboard facilities.



PHASE 2—STEPS TO CONNECT

SITE ADMINISTRATOR

STEP 1: Confirm desired upload technology if new feed connection needs to be established. These are acceptable methods to connect to NSSP:

- SFTP (preferred)
- PHINMS (only for public health agencies and facilities with PHINMS installations that currently send data to and receive data from CDC or other PHINMS partner)

When choosing between SFTP and PHINMS, consider the following:

- Is local support available?
- Is permission required to install SFTP or PHINMS?
- Will firewall rules be affected?
- SFTP: Outbound port 22
- PHINMS: Outbound port 443

If you are setting up a connection through an HIE or another non-standard method, the connection method could be different. Please work with your onboarding team for assistance.



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STEPS TO CONNECT, cont.

SITE ADMINISTRATOR

STEP 2: Work with feed administrator to set up the connection. For help, contact the **NSSP Service Desk**. Select one of the following methods:

- Set up facility connection to existing site SFTP feed using SSH key pair for feed authentication.
- Request PHINMS authentication via **NSSP Service Desk**.
- Request new-feed setup and SSH key pair for feed authentication via **NSSP Service Desk**.

STEP 3: Configure your SFTP or PHINMS feed.

- Commonly used third-party SFTP tools include:
 - WinSCP—<http://winscp.net>
 - FileZilla—<https://filezilla-project.org/>
 - Rhapsody and Mirth—Many HL7 data integration tools have SFTP capabilities and can be configured for SFTP uploads.

Work with the NSSP onboarding team to set up feed account and establish connectivity to the staging environment.

- PHINMS
 - <https://www.cdc.gov/phin/php/phinms/index.html>
 - To obtain current PHINMS software, email phintech@cdc.gov or call 1-800-532-9929.

Work with the NSSP onboarding team to configure feed connection.

STEP 4: Through your established feed, connect to the onboarding environment.

Upload Path	/<site_name>/<feed_name>/incoming/
Server Name	https://stage-collect.syndromicsurveillance.org/
IP Address	96.127.42.102
SFTP Port	22

STEP 5: If you are connecting through a new feed for the first time, once connected to onboarding environment, test connectivity by uploading a “hello world” test message to upload directory of your feed and confirm receipt.

RESOURCES

- Public Health Information Network (PHIN) Messaging System (overview, installation, FAQs) <https://www.cdc.gov/phin/php/phinms/index.html>
- CDC *PHIN Guide for Syndromic Surveillance* <https://www.cdc.gov/phin/php/guides/>
- Simplified description of WinSCP automated data uploads https://winscp.net/eng/docs/guide_automation

QUESTIONS?

- Email the NSSP Service Desk at <http://support.syndromicsurveillance.org> (account and log-in required).
- Include your question or brief description of assistance needed.

FOR MORE INFORMATION

Visit the NSSP Onboarding Technical Resources at <https://www.cdc.gov/nssp/php/onboarding-resources/index.html>.