

# Data at Rest (DAR) Participation Checklist

Updated November 2021

## □ Step One – Project Initiation

- Email [info@immregistries.org](mailto:info@immregistries.org) to express in in participating.
- Schedule Kick Off Meeting with AIRA and IIS.
- Please ensure IIS and Immunization leadership, central IT and IIS technical staff, and any others that may have questions or want to better understand the DAR process are available to attend.
- Determine your lead IIS staff person. This person will likely be a technical resource that can work with leadership and technical staff to ensure success.
- Determine if your jurisdiction will require a partner agreement. Email DAR AIRA contact if one is needed.
- Additional overview material resources:
  - DAR Brief Summary Draft – This document is ideal for leadership and those being introduced to the project.
  - [DAR FAQ](#) – This is a comprehensive document with general and specific questions and answers.

## □ Step Two – Data Extraction

- Refer to additional technical documentation which includes specific data fields that need included in the export:
  - [Flat File Format Specification](#) – This format specification defines a patient and immunization extract for all CDC Endorsed data elements
  - [DAR Extract Specification](#) – This specification defines the birth cohort and other information related to DAR
  - [DAR Extract Job Aid](#) – This job aid can be used to help an IIS determine which data elements can/can't be extracted
  - [Example Extract Queries](#) – These queries can be used as examples to help your technical staff get started with extracting data
  - [Sample Extract Files](#) – Sample patient and immunization files have been provided for reference as needed. They can be used as an aid for this step (Extract) or as practice files for the next step (Transform).
- Determine which data elements can/can't be extracted either due to technical or policy limitations.
- Determine which field(s) in the database will be used per data element.
- Determine who will write the query extract. This will most likely be performed through SQL scripts. It is possible that your IIS (or some other tool) will be able to extract the data without SQL scripts, but for planning purposes, it would be best to assume SQL scripts will be needed.

- Perform extract of data per specification and cohort definition. There should be two files; one patient file and one immunization file.
  - Pro Tip: It may be helpful to extract 10 – 100 rows to start with. Verify it works in the transform step (next) and then expand your extract. A full 2-year cohort may take several hours for the transform tool to process. Making sure the data is formatted properly first (with smaller data sets) is key to saving time.
- **Step Three – Data Transformation**
  - Ensure leadership support to use the Data Quality Detection command line tool – Review [DAR FAQ](#) for specific questions.
  - Open the NIST files found [here](#). Start with reviewing the PDF documentation about the command line tool.
  - Configure and run the command line tool.
    - Timing Note: This tool may run for several hours depending upon the size of your patient and immunization file.
  - Two artifacts will be generated by the command line tool; 1) a summary report and 2) an encrypted aggregate detections file. You can ensure the extract worked as intended by reviewing the Summary Report.
  - IIS lead staff validates data pulled in extract as summarized by the transformation tool.
- **Step Four – Data Loading**
  - IIS lead uploads the Aggregate Detection File (ADF) into AART through the jurisdictional dashboard.
- **Step Five – Data Analysis**
  - AIRA conducts a data quality review of the submitted ADF file
  - AIRA generates and releases IIS Wide and Provider Reports
- **Step Six – Data Quality Improvement**
  - AIRA staff is available to support jurisdictions in understanding their reports and helping to map out next steps.
  - IIS team completes Testing & Discovery experience survey.