AIRA
AMERICAN IMMUNIZATION REGISTRY ASSOCIATION

Data at Rest

Participation Checklist

Updated December 2023

Data at Rest (DAR) Participation Checklist

Step One – Project Initiation

- ☐ 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.
  - Submit a technical assistance request at this webform if you require the draft partner agreement.

Additional resources:

- DAR Brief Summary – This document is ideal for leadership and project introduction.
- DAR FAQs – A working list of basic and detailed questions from the IIS community about participating in DAR Assessment and DAR Testing & Discovery.
- DAR Partner Agreement – Draft document available upon request. Please submit your request via AIRA's online form.

Step Two – Data Extraction

- ☐ Determine which data elements can/cannot 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/review 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

Additional resources:

- CDC-Endorsed Data Element Flat File Specification – This resource 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 (Excel) can be used to help an IIS determine which data elements can be extracted.

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 next transform step and then expand your extract. A full two-year cohort may take several hours for the transform tool to process. Making sure the data are formatted properly first (with smaller data sets) is key to saving time.

Step Three – Data Transformation

- ☐ Ensure leadership support the use of the DAR command line (CLI) tool.
- ☐ Download and run preconfigured Transform file in the DAR CLI.zip file.
    - CLI instructions can be found in the zip file

Additional resources:

- DAR CLI zip file
- DAR FAQs

    - **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: a summary report and an encrypted aggregate detections file (ADF).
    - **Pro Tip:** Ensure the extract worked as intended by reviewing the Summary Report.
- ☐ Lead IIS staff validates data within the extract.

Step Four – Data Loading

- Lead IIS staff uploads the ADF file into AART through the jurisdictional dashboard.
    - **Pro Tip:** ensure your pop-up blocker is disabled before selecting the Upload ADF file button in AART.

Additional resources:

- DAR Loading Guide– A guide on loading the ADF file into the Aggregate Analysis Reporting Tool (AART)
    - **Note**: an IIS jurisdiction can be measured with the same ADF file for both stages of measurement. Only one file is needed to participate.

Step Five – Data Analysis

- AIRA conducts a data quality review of the submitted ADF file.
- AIRA generates and releases IIS-wide and provider reports in AART.

Additional resources:

- DAR reports guide – a guide on reviewing DAR results and conducting analysis on the NIST tool qDAR

Step Six – Data Quality Improvement

☐ AIRA staff are available to support jurisdictions in understanding their reports and helping to map out next steps. Submit a technical assistance request via AIRA's online form.