

# Data at Rest (DAR) Pilot Checklist

- **Week of February 17<sup>th</sup> - Attend Pilot Kick Off Meeting**

Please invite IIS and Immunization leadership, central IT and IIS technical staff, and any others that may have questions or want to better understand the DAR Pilot process.
- **By February 28<sup>th</sup> – Determine resource and policy needs**
  - Determine your lead IIS staff person for the pilot. This person will likely be a technical resource that can work with leadership and technical staff to ensure success of the pilot.
  - Start estimating staff time. At the end of the pilot, AIRA would like a rough estimate of time it took staff to participate in the pilot.
  - Determine if your jurisdiction will require a partner agreement. See Partner Agreement [here](#).
  - 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.
- **By March 31<sup>st</sup> – Export Data Extract**
  - Attend Data Extract 101 meeting with AIRA staff in late February.
  - Refer to additional technical documentation which includes specific data fields that need included in the export:
    - [Flat File Format Specification Draft](#) – This format specification defines a patient and immunization extract for all CDC Endorsed data elements
    - [Data Pilot Extract Specification Draft](#) – This specification defines the birth cohort and other information related to the DAR pilot
    - [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
  - 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.
  - Attend Data Extract Follow up meeting in late March or early April.

- **By April 15<sup>th</sup> – Transform Data Extract**
  - Attend project update meeting the last week of March.
  - Ensure leadership support to use the Data Quality Detection command line tool – Review [DAR Pilot 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.
  - 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.
- **By April 31<sup>st</sup> – Send Final Data to AIRA**
  - For the purpose of this pilot, AIRA will work with each IIS to determine the best means to transmit the file to AIRA for analysis. Based on this feedback, AIRA will formalize one or more methods.
  - IIS lead pilot staff validates data and works with AIRA to move the aggregate detections file to AIRA.
- **By May 15<sup>th</sup> – AIRA to Review Results**
  - Attend individual follow up meeting with ARIA to review your results.
  - Provide AIRA with any lessons learned or challenges that arose throughout the pilot.