



Mass General Brigham



Archiving Resource

Introduction



In collaboration with Enterprise HIM (Health Information Management), Mass General Brigham Information Systems has prepared the Archiving Resource to help sites and practices who are still using or maintaining legacy systems. Legacy systems contain historical data, information, and records that were never ported to Epic from pre-implementation applications. The Archiving Resource is intended to help managers and users of legacy systems:

- Determine whether transitioning to a Mass General Brigham approved archiving solution is recommended or required
- If needed, navigate the process as required to implement an approved archiving solution





Background - legacy data

Epic implementation

- Initial eCare launch in April 2015, continuing to the present as more sites and practices join
- Only limited current data copied to the Epic EHR
- Older information remains available only through legacy applications

Current state of data from legacy applications

- Legacy data must be stored for the legal retention period
- Access to the legacy data is needed for reporting, research, and health information management
- Many sites still store and access legacy data using the applications that were replaced by eCare

Reasons to move legacy data

- Cost
- Discontinuing support for the legacy application
- Other issues





Retention requirements

Data types

- Financial = General Ledger or Accounts Payable
- Revenue/Billing = Billing/Accounts Receivable
- Payroll = Payments for wages and salaries, benefits, payroll taxes, and similar employer expenses
- Clinical = Medical record and ancillary data from labs, radiology, pharmacy, etc.
- Audit = Records of every user access of protected health information (PHI), identifying the user, records accessed, and the date and time of access

Records Retention Schedules - RRS

- Retention requirements depend on the type of data
- 2 RRS spreadsheets are attached to the Records and Information Management (RIM) Policy in Archer
- Institutional RRS covers clinical data
- Administrative RRS covers non-clinical data





Archiving Steering

Responsibilities

- Identify a list of acceptable archiving solutions for PHS
- Make decisions on archiving solutions
- Set priorities and timelines
- Review and approve all requests for archiving
- Review and update archiving policies and procedures

Archiving policy

- Developed as an enterprise-wide standard for archiving
- Approved by all the Mass General Brigham sites
- Available on Policy Central: Archiving Records, Information and Data





Archiving responsibilities & goals

Responsibilities

Site legacy application managers

- Check the Archiving Resource
- Determine whether the data from the application must be retained
- If yes, gather information about the legacy application, its data, and your requirements for access
- Complete and submit the Archiving Considerations form, available online from the Archiving Resource

Archiving advisors

- Review the considerations provided by the site
- Match the needs of the site to a preferred Mass General Brigham archiving solution
- Work with the site to ensure that the recommended solution is truly a good fit
- Track the prioritization and progress of the archiving project

Goals

- Use lessons learned to ease archiving selection and implementation
- Ensure consistency across the enterprise
- Keep key stakeholders informed
- Select an archiving solution:
 - Proven successful for Mass General Brigham
 - Serving the purpose at a bearable cost to the site





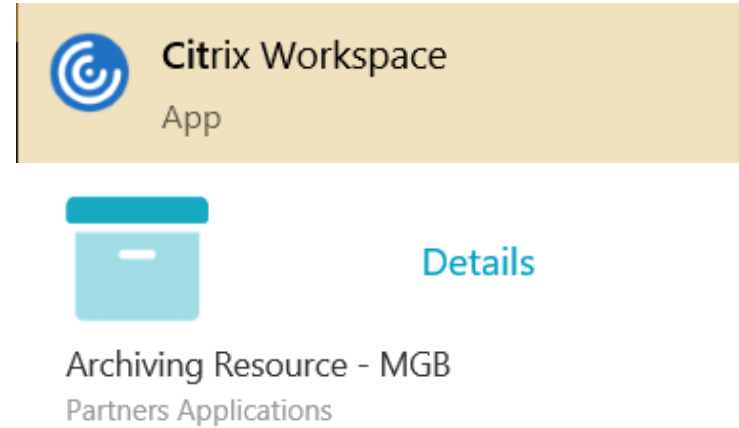
Accessing the Archiving Resource

The Archiving Resource is available at all Mass General Brigham sites

From Partners Applications...



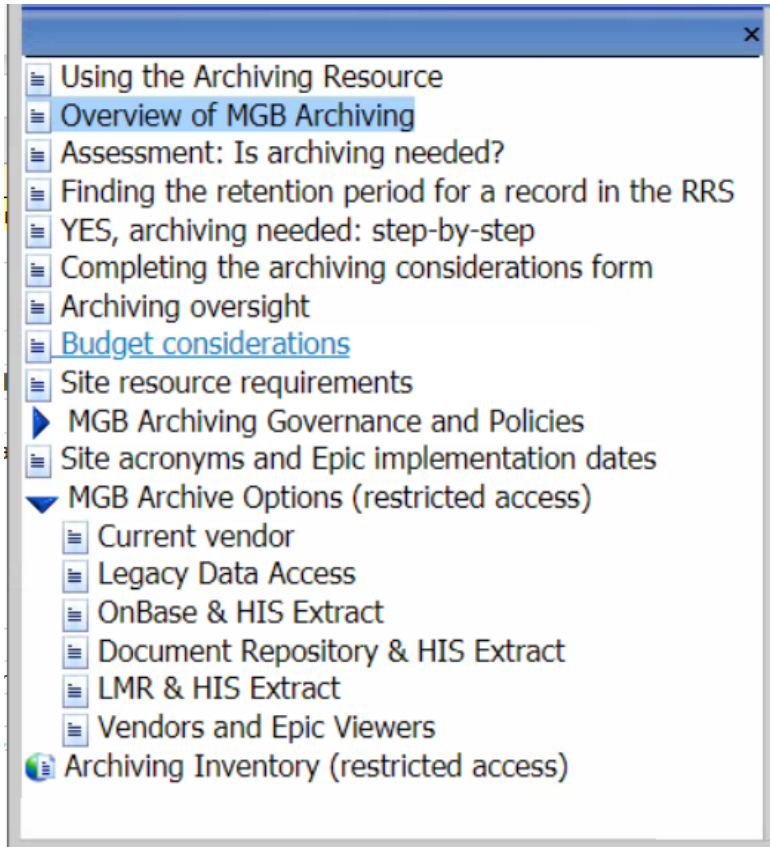
and Citrix Workspace





Information in the Archiving Resource

Contents



A screenshot of a web application's table of contents. The list includes: Using the Archiving Resource, Overview of MGB Archiving (highlighted), Assessment: Is archiving needed?, Finding the retention period for a record in the RRS, YES, archiving needed: step-by-step, Completing the archiving considerations form, Archiving oversight, Budget considerations (highlighted), Site resource requirements, MGB Archiving Governance and Policies (expanded), Site acronyms and Epic implementation dates, MGB Archive Options (restricted access) (expanded) with sub-items: Current vendor, Legacy Data Access, OnBase & HIS Extract, Document Repository & HIS Extract, LMR & HIS Extract, and Vendors and Epic Viewers, and Archiving Inventory (restricted access).

Index and search

- Index: alphabetical listing of key words for every topic
- Search: looks for your words in both the heading and the content of each topic

Topics

- Archiving overview
- Steps to take
 - Determining retention periods
 - Assessing the need for archiving
 - Downloading, completing, and submitting the Archiving Considerations form
- Information on oversight, budgeting, and resources
- Links to archiving policies and retention schedules on Archer Policy Central





Information in the Archiving Resource

Viewing topics

Contents Index Search Glossary Print Back

- Using the Archiving Resource
- Overview of Mass General Brigham Archiving
- Assessment: Is archiving needed?
- Finding the retention period for a record in the RRS
- YES, archiving needed: step-by-step
- Completing the archiving considerations form**
- Archiving oversight
- Budget considerations
- [Site resource requirements](#)
- Archiving Process Timeline
- Mass General Brigham Archiving Governance and F
- Site acronyms and Epic implementation dates
- Mass General Brigham Archive Options (restricted :)
- Archiving Inventory (restricted access)
- Archiving project intake process (restricted access)

Complete & submit the archiving form

The questionnaire is an Adobe PDF form, which can be completed and submitted entirely on line.

i Critical information includes contacts for your site, the data size (approximate gigabytes or terabytes) and monthly or annual cost of the current legacy application, the type of data to be archived, and what level of access to the archived information is needed for the retention period.

▶ To complete and submit the questionnaire:

1. Click this [Archiving Considerations](#) link to open the document.
 - i** The form works best in Internet Explorer or Edge. Chrome users see: [Instructions for Chrome](#).
2. Complete each section with as much information as possible.
3. Click to save the completed file for your records.
4. Click the Submit button at the end of the form.
5. If prompted, click to select the email application to use, and then click the Continue button.
6. The email opens, with the completed form attached. Send the message as addressed.

Glossary

Term:

- 42 CFR
- Ancillary system
- AP
- Archived data
- Archiving
- Audit data
- B/AR
- Backup data
- Clinical data
- Clinical system
- Confidential Information
- Decommissioning date
- Discrete data
- Document
- EMPI
- Expired records
- Financial custom

Definition: 42 CFR

HIM staff must check every release of information to ensure that records for 42 CFR patients are not



Archiving Process high level timeline

**SITE: Assessment,
planning, resources,
budgeting,
signing SOW**

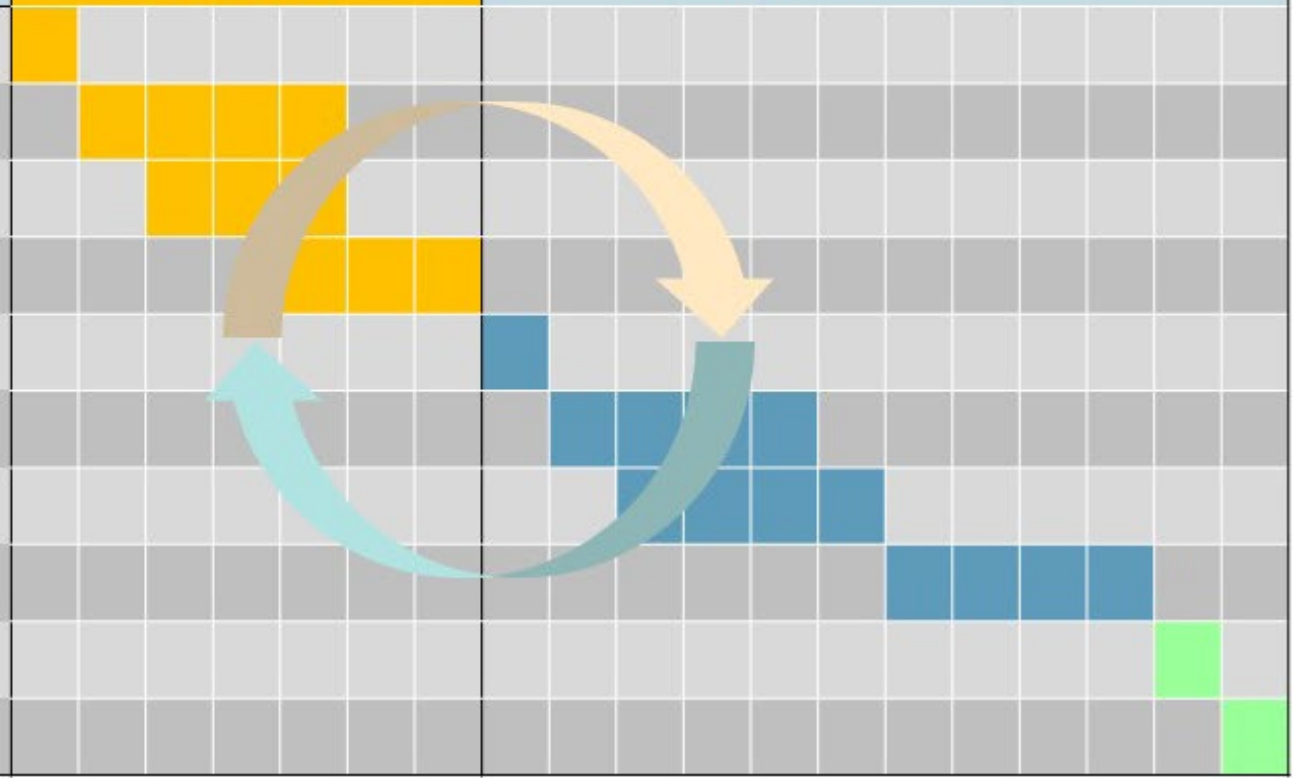
**Archiving team:
Design, extraction, build,
training, go-live,
decommission**

**You need to do this
this first**

**Large hospitals: 1-2 years
Small practices: 6 months**

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- Fill out Archiving Considerations form
- Select archiving solution
- Planning, resources & costs
- Funding and signing SOW
- Kickoff with team
- Requirements & design
- Extraction of legacy data
- Build and testing of archived application
- Training & Go Live
- Decommission legacy servers/application





Mass General Brigham