State of California—Health and Human Services Agency
California Department of Public Health

MARK B HORTON, MD, MSPH
Director

ARNOLD SCHWARZENEGGER
Governor

NEWBORN SCREENING RESULTS PILOT PROJECT
REQUIREMENTS OF PARTICIPATING HOSPITALS - May 18, 2010

HOSPITAL PREPARATION – Pilot Readiness

You are ready to participate in the pilot when steps 1-3 are complete.

1. ***Establish a designated mailbox to receive NBS Results***
   Set up a dedicated e-mail address to test your ability to receive NBS Results.
   During the pilot, NBS Result mailers will continue to be sent by USPS mail.
   Example e-mail for NBS results: **NBSResultsR000@yourhospital.org**
   (R, P or K code above)

2. ***Receive encrypted e-mail from CDPH SecureMail system***
   To read SecureMail - click attachment message_zdm.html – a new box will open
   Click Open – a new box will open – Click Read Message – a new email will come from enroll@cdph.ca.gov - Single click the link to retrieve secure mail message.

3. ***Open Password protected files from CDPH using WinZip*** - Current version is 14.5
   A link to evaluation copy of WinZip 14.5 below; notify us when you can open test files.
   http://www.winzip.com/downwz.htm , There are 3 green boxes. Select the top one that says 'Download WinZip Now'. Evaluation copy valid for 45 days.

HOSPITAL PARTICIPATION – Pilot Project

4. ***Check mailbox daily to retrieve NBS Results from CDPH SecureMail***
   Establish primary contact person and backup person to retrieve results.
   NBS Results file comes from RLCSQL@cdph.ca.gov and are transmitted Monday through Saturday. Save the dated zipped document to your computer, you may not be able to reactivate the link. Use your pass word assigned by CDPH to open the Zip file.
   Mail will contain a dated Excel file to cross reference all mailers sent and PDF mailer files.

5. ***Open NBS Results documents in PDF format***
   Each NBS Result will be a separate PDF file.
   File format is YYMMDD_AccessionNumber and last digit sequence number

6. ***Notify NBS contact of problems on the day of occurrence***
   Danyea.Watkins@cdph.ca.gov (missing mailers)
   Revelyn.Cayabyab@cdph.ca.gov (mailer transmission problems)
   Robin.Thomas@cdph.ca.gov (pilot enrollment and testing)
   510- 412-1519

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NEWBORN SCREENING RESULTS PILOT PROJECT

March 25, 2010

The Newborn Screening Program invites your participation in the upcoming pilot.

The purpose of the Pilot Project is to decrease the length of time it currently takes to get NBS Results to participating Hospitals. The NBS Results Pilot Project will test the ability for NBS to send NBS Results electronically as well as the participant's ability to receive them.

The success of this pilot may have implications for the future of how NBS Results are sent and received.

The NBS Results pilot will start in April, the start date will be announced before implementation.

Please complete the attached participation form and return it to the Director of your local NBS Area Service Center.

Once your participation in the pilot has been approved, you will receive further communication and instructions. You will need to set up a dedicated e-mail to test your ability to receive NBS Results. During the pilot NBS Results mailers will continue to be sent by USPS.

Thank you for your willingness to participate in this pilot project.

Sincerely,
Robin Thomas, Nurse Consultant III
Newborn Screening Program

Newborn & Prenatal Screening Programs/Genetic Disease Screening Program/Center for Family Health
850 Marina Bay Parkway, F175, Mail Stop 8202, Richmond, CA 94804
Phone (510) 412-1502 ● Fax (510) 412-1559
Internet Address: http://www.cdph.ca.gov/

NEWBORN SCREENING RESULTS PILOT PROJECT
PARTICIPATION FORM

Hospital Name: _____

Hospital Address: _____

Hospital City: _____

Hospital Code: _____

Email for NBS results**:** **NBSResultshospitalcode@yourhospital.org**
(R,K or P code above)

Department receiving results: _____

Department Phone: _____

Primary Contact: _____

NBS Results Pilot Participants agree to the following conditions:

- Will establish a designated mailbox to receive NBS Results
- Will check mailbox daily to retrieve NBS Results
- Will notify NBS contact if problems noted on the day of occurrence
- Will be able to receive PDF document format
- Will retrieve NBS Results from a secure, encrypted mail system

Pilot implementation will begin mid April of 2010 and continue through the end of June. Opportunities for feedback and evaluation will be ongoing.

GDSP Use Only

Date Received:	Date Test Completed:	Approved by:

May 19, 2010