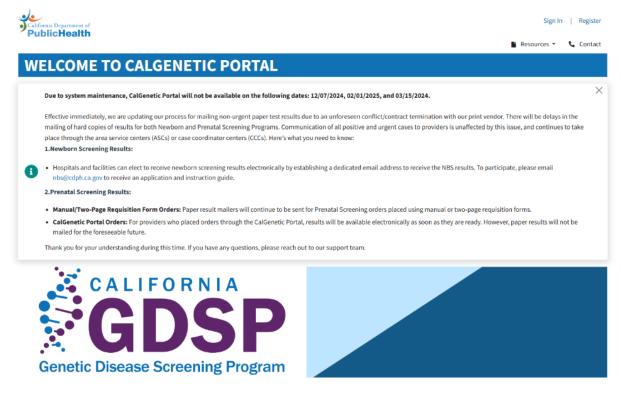
Confidential Report of an Outcome of Pregnancy Portal End to End User Guide

The <u>Genetic Disease Screening Program (GDSP) Portal</u> (https://calgenetic.cdph.ca.gov) is a secure web-based platform. It's best to navigate to the portal using **Microsoft Edge, Chrome, Firefox, or Safari browsers**. This application is **not** optimized for Internet Explorer, which means that certain features and functions may not behave as intended. Bookmarking the site in a commonly used web browser is recommended.



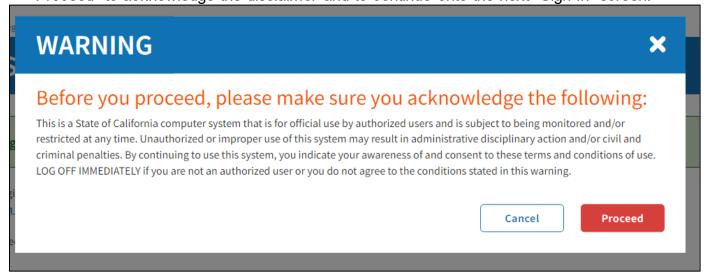
1. Portal Register and Sign In

1.1 Navigate to the CalGenetic Portal Home page. Click the "Register/Sign in" button on the lower righthand side of the CalGenetic Portal Homepage, as shown below. First-time users of the GDSP Portal needs to register and create an account. Returned portal users can sign in directly. 'Register' and 'Sign In' buttons can also be found at the top right of the CalGenetic Portal Home page as shown below.





1.2 A pop-warning message will be displayed after clicking on the 'Register/Sign In' button. The message cautions that unauthorized use may lead to legal and/or disciplinary action. Click "Proceed" to acknowledge the disclaimer and to continue onto the next "Sign In" screen.

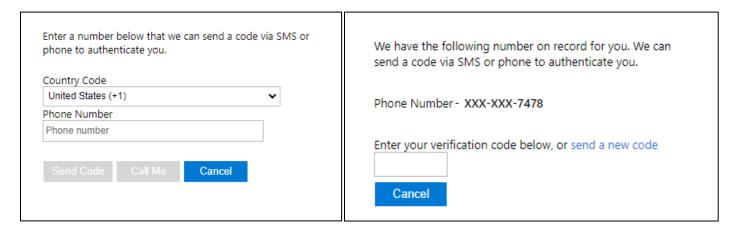


1.3 Returned portal users can enter login email address and password and click the blue "Sign In" button to continue onto next screen for multifactor authentication. First time users need to click on the "Sign up now" link below the "Sign In" button to register and create an account.

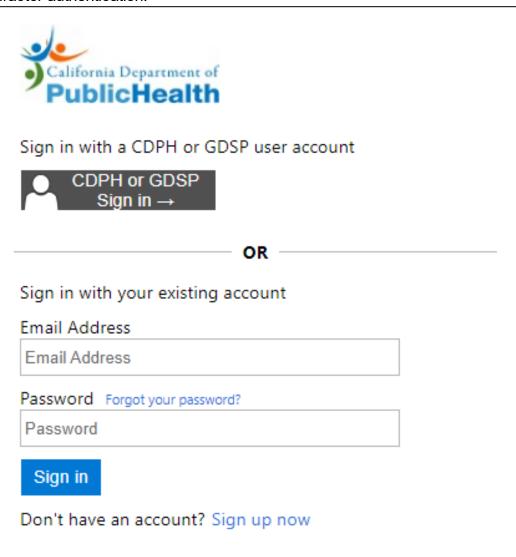
Email	PublicHealth
Send verification code	Sign in with a CDPH or GDSP user account
New Password	CDPH or GDSP Sign in →
New Password	
Confirm New Password	OR
Confirm New Password	Sign in with your existing account
	Email Address
First Name	Email Address
First Name	Password Forgot your password?
Last Name	Password
Last Name	

- 1.3.1 After clicking "Sign up now", users are redirected to the registration screen and asked to enter a preferred login email. A Verification Code will be sent to that email and will land in the user's inbox within 1-2 minutes. Users will *not* be able to proceed until they have entered the verification code.
- 1.3.2 After entering the verification code, complete the password, password confirmation, and first and last name fields. Click "Create Account".
- 1.3.3 Next, enter a preferred phone number to receive calls or texts. This will enable multifactor authentication, which will be used to authenticate you during the sign in process. Multi-factor

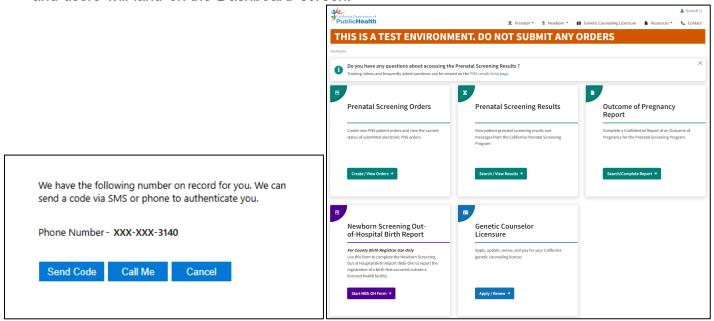
authentication is required for CalGenetic Portal log-ins. To successfully register, users must request a code or call and respond to either method. If users select the "Send Code" option, they will receive a text message and must type the code in the portal text box shown below.



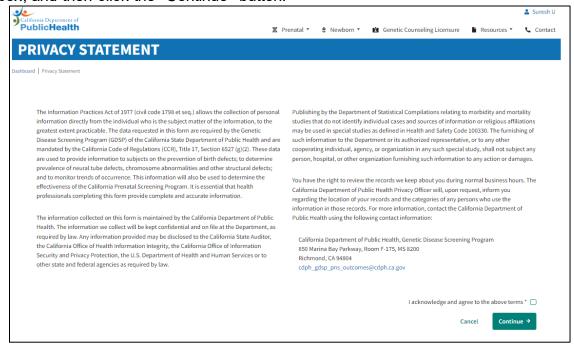
1.3.4 The registration process is now complete, and users are redirected back to the "Sign In" screen. Enter login email address and password, click the "Sign In" button to continue onto next screen for multifactor authentication.



1.4 Select "Send Code" or "Call me" to complete multifactor authentication. Answer the phone call or enter the 6 digit code that is texted to the phone number specified on the registration page. It is not necessary to press enter after typing in the correct code. Successful sign in is now complete and users will land on the Dashboard screen.

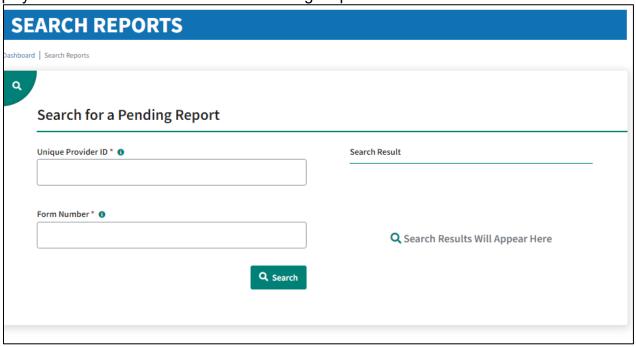


- 2. Complete the Privacy Statement after clicking the Outcome of Pregnancy Report Tile.
- 2.1 Once signed in, go to the Outcome of Pregnancy Report tile on the dashboard. Click the "Search / Complete Report" button. Portal users will be prompted to complete the Privacy Statement. The privacy statement only needs to be acknowledged once per login session. However, users will be asked to complete the privacy statement each time they log-out and log-in again.
- 2.2 To complete the Privacy Statement, read the text in the dialogue box, click the acknowledgement checkbox, and then click the "Continue" button.



3. Search New Outcome Survey Reports in order to begin filling them out.

3.1 After completing the privacy statement, users will land on the "Search Reports Screen". This screen displays a section called "Search for a Pending Report."



3.2 Enter the Unique Provider ID and Form Number, which can be found in the email CPDH sends to providers. For additional help, hover over the self-help green "i" icon next to each field.

Dear Provider,

We kindly request that you complete the Confidential Report of an Outcome of Pregnancy for a birthing parent who received services related to prenatal screening, as mandated by the California Code of Regulations (Title 17, Section 6527). Please log into the secure CalGenetic Portal using the following unique Provider ID and Form Number specific to each birthing parent. Your prompt submission of the report within 14 days of receiving this email is greatly appreciated.

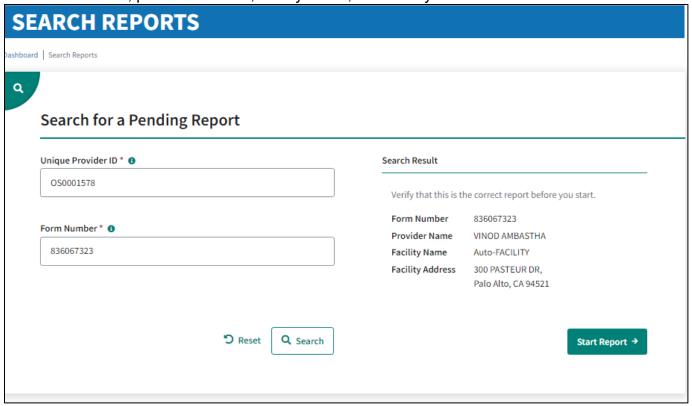
Please log into: https://calgenetic.cdph.ca.gov

Provider ID: OS0001578 Form Number: 836067323

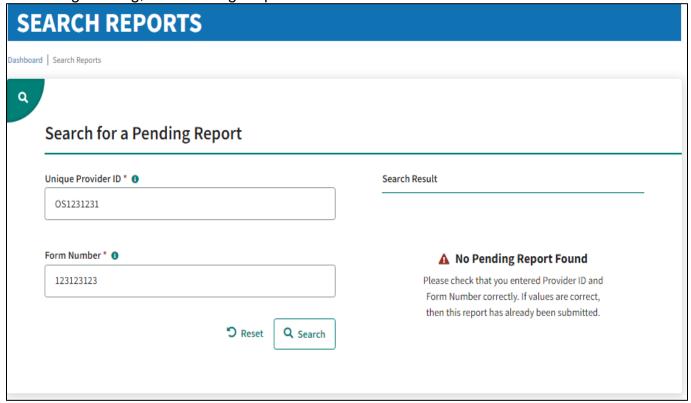
The California Code of Regulations (Title 17, Section 6527) requires that this information be provided for analysis of the effectiveness of the policies and practices adopted by the California Prenatal Screening Program. Your confidential disclosure of patient information will be used for public health surveillance and Prenatal Screening Program evaluation and is permitted under the Health Insurance Portability and Accountability Act (HIPAA) regulations. For additional details regarding data use and patient privacy, please refer to the Privacy Statement at the bottom of this letter.

When you log into the CalGenetic Portal, please use the Provider ID and the Form Number provided above to search for the requested report in the portal. First-time users of the CalGenetic Portal need to register with an email account. Detailed portal navigation guidance can be found at https://www.cdph.ca.gov/Programs/CFH/DGDS/Pages/pns/PNS Portal Res

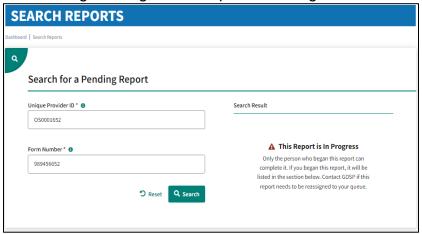
3.3 After completing these fields, press the "Search" button. The matching Outcome of Pregnancy Report's details will appear in the section to the right. Click the "Start Report" button after verifying the form number, provider's name, facility name, and facility address.



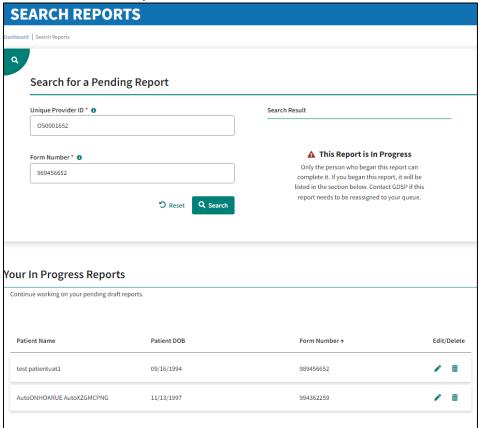
3.4 If users enter a provider ID and/or form number that do not match any existing report they will see a message stating, "No Pending Report Found".



3.5 If users searched a report that another Outcome Survey user or SIS 2.0 user is already working on, they will receive a message stating, "This Report is In Progress".



- 4. Your In Progress Reports: Access reports that you have begun but not submitted.
- 4.1 On the same Search Reports screen, there is a section called "Your In Progress Reports". This section contains "In Progress" reports that were started by the logged-in user but not submitted. To resume editing, portal user can click the pencil icon to the right of the report they wish to continue working on. To remove a report from "Your In Progress Reports" list, click the trash icon.
- 4.2 Users do not have access to "In Progress" reports that were started by other users. Please contact GDSP at CDPH_GDSP_PNS_Outcomes@cdph.ca.gov if an "In Progress" report needs to be reassigned to a new user for completion and submission.



5. Get Started Screen and Confirm Birthing Parent Information Section

- 5.1 After entering the correct provider ID and form number on the Search Reports page and clicking "search", users will then see a "Start Report" button. Click this button and land on the "Get Started" Screen. Users will see the "Confirm Birthing Parent Information" section at the top. Review the birthing parent information and answer the questions underneath the "Get Started" header.
- 5.2 If users select "No" for "Do you have information about this pregnancy or the outcome of this pregnancy?" and press "Next", they will be prompted to fill in details regarding another health care provider who might have information about this pregnancy. Please see a screen shot in "6. Connect us with Another Provider Screen" in this document.

UTCOME (OF PREGNANCY REPOR	RT		
Confirm Birt	thing Parent Information			
Name:	AutoXQABARSJ AutoIWPTTGLK	Last 4 SSN:	3147	
Birthdate:	10/18/2001	Form Number:	748498228	
Medical Record #:		Blood Collection Date:	03/20/2024	
Address:	4241 Eagles Parkview Drive Bellflower,CA 90706	Juli.	00/20/2021	
Started				
ou have information abo	out this pregnancy or the outcome of this pregnancy?*			
				← Previous Next

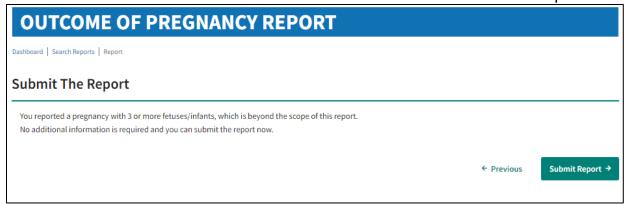
5.3 If users select "Yes" for "Do you have information about this pregnancy or the outcome of this pregnancy?" then they will be asked to answer, "How many fetuses/infants were in this pregnancy?".

5.3.1 If users select 1 or 2 for "How many fetuses/infants were in this pregnancy?" they will be prompted to a new screen (detailed in "6. Report Screen" of this document) to fill out several more questions after a click on "Next".

5.3.2 If "Number of Fetuses" is marked as "Unknown", users will be prompted to enter details for another provider on the "Connect us with Another Provider" screen after a click on "Next".

Get Started							
Do you have information about this pregnancy or the outcome of this pregnancy?*	have information about this pregnancy or the outcome of this pregnancy?* How many fetuses/infants were in this pregnancy?*						
● Yes ○ No	O 1	O 2	3	O 4+	Unknown		
						← Previous	Next →

5.3.3 If "Number of Fetuses" is marked as 3 or 4+, users will be directed to the "Submit the Report" screen after a click on "Next". This is because 3 or more fetuses are out of scope for this report.



6. Report Screen

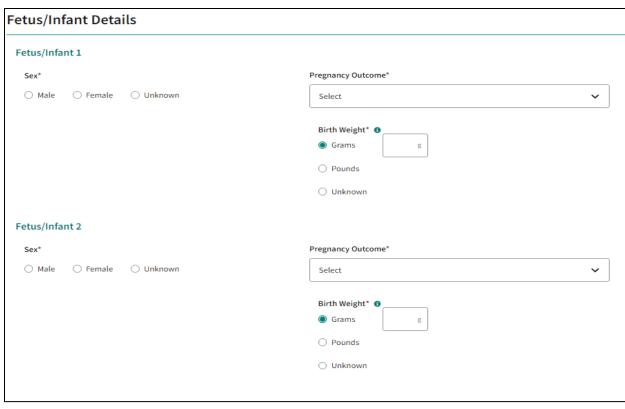
Users will land on the Report screen (shown below) to complete and submit the report when "1" or "2" is answered for "How many fetuses/infants were in this pregnancy?". The red asterisk (*) indicates a required question. Select "unknown" if the answer is unknown.

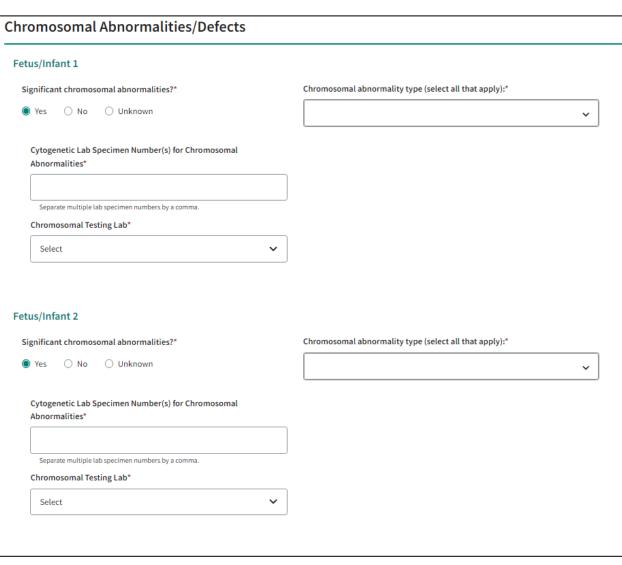
Scroll down and complete the Pregnancy Information, Fetus/Infant Information, Fetus/Infant Details, Chromosomal Abnormalities/Defects, Neural Tube Defects (NTD), and Other Structural Defects sections. If "Unknown" is selected for any required fields, users will be asked to complete the "Connect Us With Another Provider" screen as abovementioned before the report can be submitted.

Pregnancy end date or infant birthdate" is a required question, as indicated by a red asterisk (*). Select "Unknown" if the pregnancy end date or infant birthdate is not available.

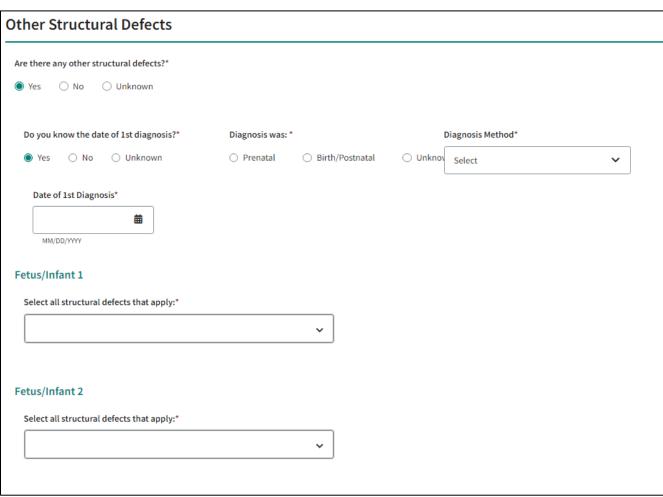
"Infant/fetus last name" is a required question, as indicated by a red asterisk (*). Select "No" if this information is unavailable.





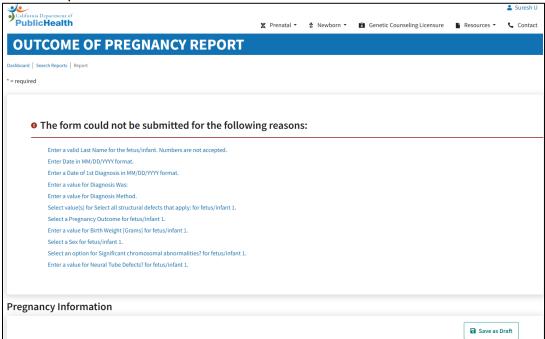






At any point, users can press the "Save as Draft" button seen in the above and below image. This is a floating button that moves down the page with users as they scroll and enter data. Clicking this will save the Report in the "Your In Progress Reports" section noted earlier.

Invalid data entry or missing data in required fields will trigger error messages upon selecting "Save as Draft" or the "Submit Report" button at the bottom of this Report screen. Error messages will be displayed at the top of the screen.

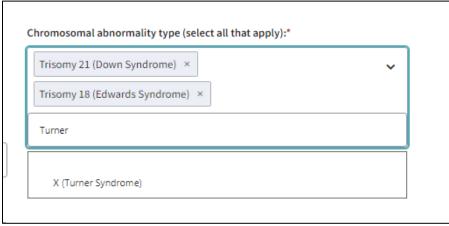


Once all data entered is valid and all required fields are complete press "Submit Report" at the bottom of the screen.

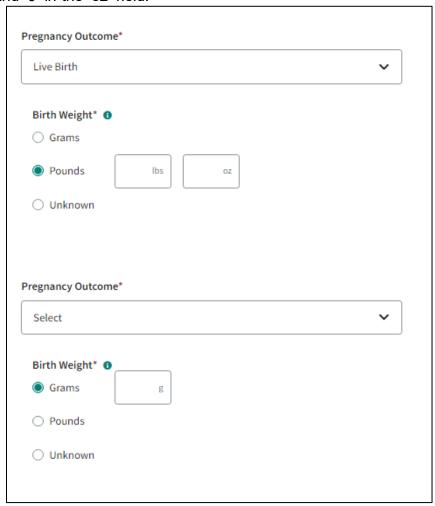
The report contains some multiselect dropdown fields. Examples include:

- Chromosomal abnormality type "Select all that apply:",
- Neural Tube Defects "Select all that apply:"
- Structural defects "Select all structural defects that apply:"

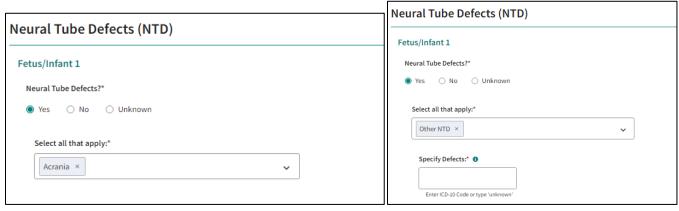
These fields accept multiple data entries based on all the applicable options available for the fetus. Text can also be used to filter down the options within these fields. This example below demonstrates when multiple selections have been made and the text "Turner" is typed in the text box. The text "Turner" filters down the options. This behavior is present in all multiselect dropdowns mentioned on the Report screen.



Certain fields are only available for data entry based on prior selections. This is known as conditional logic. For example, if "Grams" is selected in the Birth Weight field, this triggers the Grams text entry field. Selecting Pounds enables the lbs and oz fields for data entry. Neither the grams nor the pounds field would be visible if "unknown" is selected. The screenshot below illustrates this logic. When "Pounds" is selected, the 'oz' field cannot be empty. If the birth weight is 7 pounds, type in 7 in the 'lbs' field and '0' in the 'oz' field.



The "Specify Defects" field is another example of conditional logic. This field only becomes visible if the "Other NTD" option in the 'Select all that apply:" field is selected. Note that without selecting this option in the "Select all that apply:" field, the conditional logic to show Specify Defects would not trigger.



7. Connect us With Another Provider Screen

The "Connect us to another Provider" Screen will be prompted when "No" is selected for "Do you have information about this pregnancy or the outcome of this pregnancy?", or when "Unknown" is selected for "How many fetuses/infants were in this pregnancy?", or when "Unknown" is selected for any required fields. Users will answer "No" to the first question and leave other fields on this screen blank if they do not have any relevant information about an alternate medical professional who may have more information about the pregnancy. If "Yes" is selected for the first question, proceed to complete as many fields as possible in this section. Include details for an alternate provider who may have answers to the pregnancy outcomes. Please note special characters including underscore are not allowed in email address. Additionally, provide optional comments, if applicable. Press the "Submit Report" button. Users will be directed to the "Report Submitted Successfully" screen, where they can download a PDF copy of the report.

ashboard Search Reports Report									
onnect Us With A	nother Provider								
We would like to learn more ab	out the outcome of the patient's pregnancy. Please s	hare any information below about any other p	provider who has cared for this patient.						
Other Provider Informat	ion								
Last Name		First Name	First Name						
Facility Name									
Email	Office Phone Number	Ext.	Fax Number						
Street Address		Suite/Unit							
City		State	Zipcode						
,		CA	·						
Comments									
Please enter any additional pro	egnancy outcome information here.								

8. Report Submitted Successfully Screen

Once users complete the report with valid data entries and click "Submit Report", they will be redirected to the "Report Submitted Successfully" screen. Users will see a message indicating that the data was saved successfully, and the report was submitted to CDPH. They are prompted to download a PDF copy of the report in the leftmost box on the screen. Users will see a warning message noting that this is their only chance to download it. The "Start Another Report" button in the middle box allows them to navigate to the "Search Reports" screen where they can search for or begin another report. The "Return to Dashboard" button on the rightmost box sends users to the Portal Dashboard where they can access other area paths available in Portal outside of Outcome of Pregnancy Reporting.

Once the Confidential Report is submitted, users can download a PDF copy of the report, which can be saved electronically or printed as a hard copy. Depending upon the browser, they might need to allow pop-ups to complete and access the download.

