CalREDIE Provider Portal Training
HIV/AIDS Disclaimer (1 of 10)

• There are very strict rules regarding HIV/AIDS information in CalREDIE. HIV/AIDS information may only be entered for conditions of:
  – Hepatitis B
  – Hepatitis C
  – Meningococcal Infection
  – Tuberculosis
  – Gonorrhea
  – Chlamydia
  – Syphilis
HIV/AIDS Disclaimer (2 of 10)

• For all other conditions, HIV/AIDS information must not be entered. All users that have access to Hepatitis B, Hepatitis C, Meningococcal Infection, Tuberculosis, Gonorrhea, Chlamydia and/or Syphilis data in CalREDIE are required to sign and submit **CDPH 8689, HIV/AIDS Security and Confidentiality Form.**
HIV/AIDS Disclaimer (3 of 10)

- Entering HIV/AIDS information for conditions other than Hepatitis B, Hepatitis C, Meningococcal Infection, Tuberculosis, Gonorrhea, Chlamydia, and Syphilis is a violation of Health and Safety Codes 121022(h), (i) and (j), and 121025. The consequences for violating these statutes affect not only CDPH and the local health jurisdiction (LHJ), but can *personally* affect the individual entering the information.
HIV/AIDS Disclaimer (4 of 10)

- **Mandatory report to law enforcement:** CDPH is required to report any potential or actual disclosure of HIV information to law enforcement;

- **CDPH and personal liability:** Not only is the local user, physician or other person who entered the data potentially personally liable for the mandatory fines, but CDPH and the individuals who configured the CalREDIE system to allow HIV information to be entered may also be personally liable. NOTE: The CalREDIE system audits and records user activity.
HIV/AIDS Disclaimer (5 of 10)

- **Mandatory Fines**: The minimum fine imposed by Health and Safety Code Sections 121022(i) and 121025(e) for entering HIV information in CalREDIE would likely be $5,000 per patient record/per view on CalREDIE, because the fines increase if the court determines that entry was an intentional act and not a negligent act. The amount of the fine is set by the court, and is not within CDPH’s control. The maximum fine would be $25,000 per patient record /per view on CalREDIE per Health and Safety Code Section 121025(e)(2). These fines are paid directly to the patient whose HIV information is disclosed.
Criminal offense and money Damages: if the patient whose HIV information is disclosed suffers any “economic, bodily, or psychological harm” (which isn’t that hard to show in a lawsuit) then Health and Safety Code Section 121025(e)(3) imposes these additional penalties:

- **Additional Damages:** the person whose HIV information is disclosed is allowed to recover a money judgment for all damages the person suffered.
- **Crime:** the disclosure is a misdemeanor punishable by up to a year in county jail and an additional fine of up to $25,000 per patient record/per view on CalREDIE.
• **Broad definition of what information is confidential:** Health and Safety Code Section 121035(c) imposes a very broad definition of what information cannot be disclosed without violating Health and Safety Code Sections 121022 or 121025, so that it includes **any** data or information, that **directly or indirectly**, may lead to the identification of the patient and that person’s HIV or AIDS status, or HIV/AIDS test results. By including the word “indirectly” the definition covers information that by itself may not reveal anything, but if pieced together with other puzzle pieces (even from other sources) would allow someone to identify the person involved.
Language from AB1898:

Here is the language re: meningococcal disease (and other communicable diseases)

• (D) For purposes of the investigation, control, or surveillance of HIV and its coinfection with hepatitis B, hepatitis C, and meningococcal infection, local public health agency communicable disease staff may further disclose the information to state public health agency staff, who may further disclose the information, without disclosing patient identifying information, to the CDC to the extent the information is requested by the CDC and permitted by subdivision (b).
HIV/AIDS Disclaimer (9 of 10)

Language from AB1898 (continued):

• (3) Notwithstanding any other law, for the purpose of facilitating appropriate medical care and treatment of persons coinfected with HIV and tuberculosis, syphilis, gonorrhea, chlamydia, hepatitis B, hepatitis C, or meningococcal infection, local public health agency sexually transmitted disease control, communicable disease control, and tuberculosis control staff may further disclose the information to state or local public health agency sexually transmitted disease control, communicable disease control, and tuberculosis control staff, the HIV-positive person who is the subject of the record, or the health care provider who provides his or her HIV, tuberculosis, hepatitis B, hepatitis C, meningococcal infection, and sexually transmitted disease care.
Language from AB1898 (continued):
This portion is also relevant to HIV disclosure with regards to vaccination:

• (2) Notwithstanding any other law, the following disclosures shall be authorized for the purpose of facilitating appropriate HIV/AIDS medical care and treatment:
  • (A) State public health agency HIV surveillance staff, AIDS Drug Assistance Program staff, and care services staff may further disclose the information to local public health agency staff, who may further disclose the information to the HIV-positive person who is the subject of the record, or the health care provider who provides his or her HIV care, for the purpose of proactively offering and coordinating care and treatment services to him or her.
Logging In

• Navigate to the CalREDIE website

• Computer settings
  – Internet Explorer or Mozilla Firefox
  – Allow pop-ups

• Enter your username and password
  – Provided by CalREDIE Help

• Please disregard:
  – New Users, click here
  – ARNOLD
Change Password

- Change password
  - Note: The system will ask you to change passwords every 60 days.
Navigation Bar

- Click **Search > Incident Search** to return to the main incident search page.
- Click **Previous Search** to perform the most recently conducted search.
- Click **New Incident** to create a new incident.
- Click **CDPH > CalREDIE Help** to go to the CalREDIE Help webpage.
Main Incident Search Page

- To create a new incident, click **New**.
- To find an existing record, search by **Name (last, first)**, **MRN**, **Disease**, and **Date Range**.
- Filter results by **All**, **Submitted**, **Saved (Unsubmitted)**.
- Click the **blue** Case ID to access a previously saved or submitted incident.
Entering an Incident - Patient Tab

- Pink color indicates required fields
- Unknown option available for gender, race, and ethnicity
- Request New Report Source field is not used
Entering an Incident - Supplemental Tab

- Complete the fields on the Supplemental tab
- Use **REMARKS** box for additional details and if desired, more detailed provider info.
  - Use the **Add** button to enter text.
- Ask your local health department liaison if there is any specific information that should be entered here.
Entering an Incident – Clinical Tab

- Depending on the disease being reported, a Clinical Info tab may appear
- Complete the Clinical Info tab if applicable
Submitting an Incident

• The **SUBMIT** button is located at the bottom of the last tab

• Please be certain that information is complete before clicking **SUBMIT**

• For a limited time, changes can still be made to the incident after submitting
  
  • Note: Changes can be made to an incident up until the local health department imports the incident into the system
Incident Submission

• When the incident is submitted, the Incident Submission screen appears.

• Use the buttons at the bottom of the screen to:
  – Print Receipt
  – Print Incident
  – Create a new incident
  – Create a new incident for the same patient

• Note: The Add Case Report button is not used.
Electronic Filing Cabinet (EFC)

- Click the filing cabinet icon to open the EFC.
- Click **New Album**
  - Note: the New Case Report button is currently not used.
- Enter an **Album Name**
- Select **Simple (HTTP)**
- Click **Browse** and select file(s) to upload.
- Up to 5 files may be uploaded at one time.
- Click **Acquire File(s)**.
- Click the file image to access the document.
Incident Reports

- Selecting **Primary Reporting Source** generates a report with all incidents matching the user’s Primary Reporting Source.
- Selecting **Accessible Reporting Source** generates a report with all incidents matching the users Primary Report Source and all Accessible Reporting Sources.
- Specify at least one of the following search criteria: Name, Disease, or Date Range.
Next Steps

- Complete the **Reporter Account Authorization Form**.
- Email the completed form to your LHD. Find your LHD representative by viewing the **County Contact List**.
- CalREDIE Help will provide you your account information.
- Start submitting!
Questions or concerns?

CalREDIEHelp@cdph.ca.gov
866-866-1428