

CaIREDIE Provider Portal Training

HIV/AIDS Disclaimer (1 of 9)

- 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
- **For all other conditions, HIV/AIDS information must not be entered.**

HIV/AIDS Disclaimer (2 of 9)

- 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 (3 of 9)

- **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 (4 of 9)

- **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.

HIV/AIDS Disclaimer (5 of 9)

- **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.

HIV/AIDS Disclaimer (6 of 9)

- **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.

HIV/AIDS Disclaimer (7 of 9)

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 (8 of 9)

Language from AB1898 (continued):

- (3) Notwithstanding any other law, for the purpose of facilitating appropriate medical care and treatment of persons coinfectd 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.

HIV/AIDS Disclaimer (9 of 9)

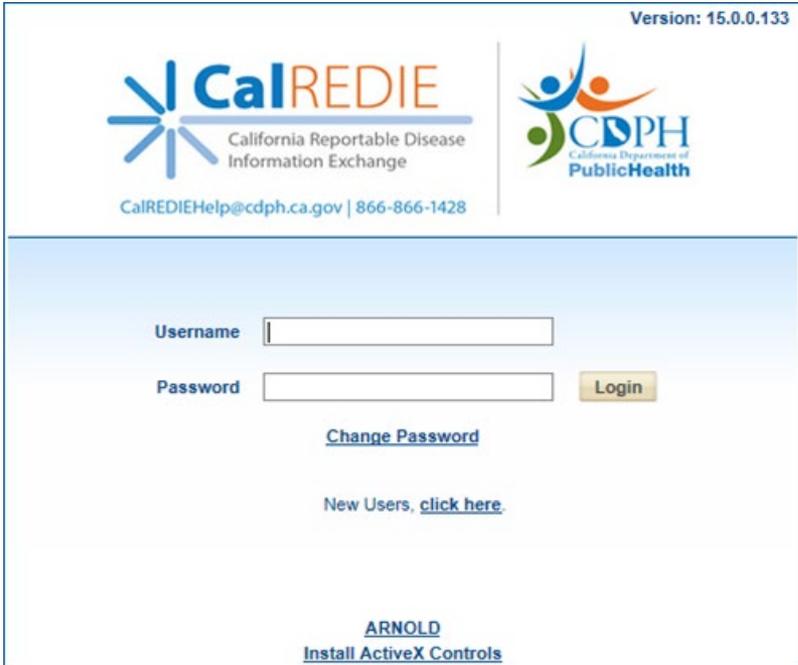
Language from AB1898 (continued):

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 [CaIREDIE website](#)
- Computer settings
 - Internet Explorer or Mozilla Firefox
 - Allow pop-ups
- Enter your username and password
 - Provided by CaIREDIE Help
- Please disregard:
 - New Users, [click here](#)
 - ARNOLD
[Install ActiveX Controls](#)



Version: 15.0.0.133

CaIREDIE
California Reportable Disease
Information Exchange
CalREDIEHelp@cdph.ca.gov | 866-866-1428

CDPH
California Department of
Public Health

Username

Password

[Change Password](#)

New Users, [click here](#)

[ARNOLD](#)
[Install ActiveX Controls](#)

Change Password

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

Version: 15.0.0.133

 California Reportable Disease Information Exchange
CalREDIEHelp@cdph.ca.gov | 866-866-1428

 California Department of Public Health

Username

Password



New Users, [click here](#).

[ARNOLD](#)
[Install ActiveX Controls](#)

CalREDIE - Change Password -- Webpage Dialog

Change Password

Username

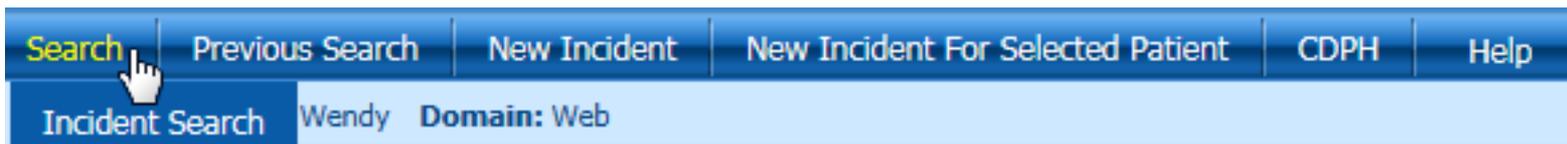
Current Password

New Password

Confirm Password

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 > CaIREDIE Help** to go to the CaIREDIE 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.

The screenshot shows the 'Incident Search' interface. At the top, there are navigation tabs: Search, Previous Search, New Incident, CDPH, and Help. Below the tabs, it indicates the user is logged in as 'Jilek, Wendy' on the 'Web' domain. The main section is titled 'Incident Search' and includes a 'New' button for creating a new record. The search criteria section includes fields for 'Name (last, first)', 'MRN', 'Disease' (a dropdown menu), and 'Date Range' (with 'From' and 'To' date pickers). There are radio buttons for filtering results by 'All' (selected), 'Submitted', and 'Saved (Unsubmitted)'. 'Search' and 'Clear' buttons are located at the bottom of the search criteria section. Below the search area, there is a table titled 'Select a CalREDIE Staging UAT record from below:'.

Date	Case ID	Disease	Jurisdiction	Patient	DOB	MRN*	Submitted By	Status
09/20/2016	2366846	Chlamydia	Los Angeles	Test, Test			Jilek, Wendy	Submitted
09/19/2016	2366840	Chlamydia	Los Angeles	Test, Test			Jilek, Wendy	Submitted

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

The screenshot shows the 'Disease Incident' form, Patient Tab. The form is divided into several sections with various input fields. Required fields are highlighted in pink. The form includes fields for Patient ID, Incident ID, Process Status, DOB, Disease, and Resolution Status. The main form area has tabs for 'Patient' and 'Supplemental'. The 'Patient' tab is active. The form includes fields for 'Disease Being Reported', 'Last Name', 'First Name', 'Middle Name', 'Name Suffix', 'Primary Language', 'SSN', 'DOB (MM/DD/YYYY)', 'Age', 'Months', 'Days', 'Ethnicity', 'Race', 'Address Number & Street', 'Apartment/Unit Number', 'City', 'State', 'Zip', 'Census Tract', 'County of Residence', 'Country of Residence', 'Country of Birth', 'Date of Arrival (MM/DD/YYYY)', 'Home Telephone', 'Cellular Phone / Pager', 'Work/School Telephone', 'E-mail Address', 'Other Electronic Contact Information', 'Work/School Location', 'Work/School Contact', 'Estimated Delivery Date', 'Gender', 'Pregnant?', 'Marital Status', 'Medical Record Number', 'Patient's Parent/Guardian Name', 'Occupation Setting', 'Describe/Specify', 'Occupation', 'Describe/Specify', 'Occupation Location', 'Request New Report Source', 'Submitter Name', 'Reporting Source', and 'Provider Name'. The 'Request New Report Source' field is not used. The 'Ethnicity' and 'Race' fields have 'Unknown' as an option. The 'Gender' field has 'Unknown' as an option. The 'Reporting Source' and 'Provider Name' fields are pre-filled with 'Alcid, Julie, RNP'. The form has 'Next', 'Cancel', and 'Save' buttons at the bottom.

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.

The screenshot shows a software interface with three tabs: "Patient", "Supplemental", and "Clinical Info.". The "Supplemental" tab is active. On the left, under "Incident Information", there are three date input fields: "Date of Onset (MM/DD/YYYY)", "Date of Diagnosis (MM/DD/YYYY)", and "Date of Death (MM/DD/YYYY)", each with a calendar icon. Below these is a checkbox labeled "Patient Died of this illness:" with "Yes" and "No" options. On the right, there is a large text area labeled "Notes/Remarks" with a vertical scrollbar. An "Add" button is located at the bottom right of the "Notes/Remarks" area. At the bottom of the interface, there are four buttons: "Back", "Next", "Save", and "Cancel".

Entering an Incident – Clinical Tab

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

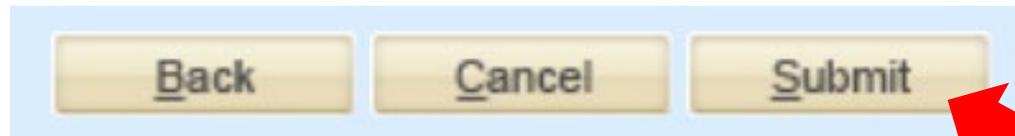
The screenshot shows a web-based form with three tabs: Patient, Supplemental, and Clinical Info. The Clinical Info tab is active. The form is titled "CLINICAL INFORMATION" and contains several sections:

- Site/specimen of positive test:** A grid of checkboxes for Urine, Cervical, Vaginal, Urethral, Rectal, Pharyngeal, Blood, Eye/Ocular, and Other. A text field "If Other site/specimen, specify" is to the right.
- Disseminated gonococcal infection (DGI):** A checkbox for "Disseminated gonococcal infection (DGI) - for gonorrhea cases only".
- Did the patient have any signs/symptoms?:** A dropdown menu.
- If Yes, specify:** A grid of checkboxes for various symptoms: Abnormal vaginal discharge (females only), Abnormal vaginal bleeding (females only), Pelvic/abdominal pain (females only), Penile discharge (males only), Testicular pain/discomfort (males only), Dysuria, Rectal symptoms, Sore throat, and Unknown. A text field "If Other signs/symptoms, specify" is to the right.
- PROVIDER TREATMENT / PRESCRIPTION (click "ADD" for more):** A section with ID-001. It includes a dropdown for "Treated by reporting or another provider?", a text field for "If Other or Referred for treatment, specify", a dropdown for "Drug and dosage", a text field for "If Other, specify", and a date field for "Date treatment began". There are "Delete" and "Add" buttons.
- PROVIDER TREATMENT FOR PARTNERS:** A section with a dropdown for "Were your patient's partner(s) treated?" and a text field for "If Other or Referred, specify". It also includes a dropdown for "Was the patient referred to the health department (or other) for partner services?".
- CASE DEFINITION/CLASSIFICATION:** A section with a link to "STD case definitions can be found at <http://www.cdph.ca.gov/programs/std/Pages/STDCaseDefinitions.aspx>".

At the bottom of the form are "Back", "Cancel", and "Submit" buttons.

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



The screenshot displays the 'Incident Submission' interface. At the top, it states 'California Reportable Disease Information Exchange Record Has Been Received'. A message reads: 'You have successfully sent a report to the health department'. To the left is an image of a purple envelope with 'CMR' written on it. To the right, the following details are listed:

Patient Name: Test, Test	Incident ID: 2366840
Submitter Name: Jilek, Wendy	Condition: Chlamydia
Reporting Provider: Alcid, Julie, RNP	Date Reported: 09/19/2016 9:37:37 AM
Reporting Facility: Planned Parenthood East Los Angeles	Jurisdiction: Los Angeles

Below the details, a note says: 'Please keep this Incident Verification as proof of California Reportable Disease Information Exchange record submission.' At the bottom, there are five buttons: 'Print Receipt', 'Print Incident', 'Create New Incident', 'Add Case Report', and 'New Incident For Same Patient'.

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

The screenshot displays the 'Acquire Files' section of the EFC interface. At the top, there is a navigation bar with links for 'Search', 'Previous Search', 'New Incident', 'New Incident For Selected Patient', 'Dictionaries', 'Reports', 'CDPH', and 'Help'. Below this, the user is logged in as '3lek, Wendy' on a 'Web' domain. The main section is titled 'Disease Incident' and shows patient information: 'Patient: Test, Test', 'Incident ID: 2450098', 'Process Status: Entered', and 'Disease: Chlamydia'. There are tabs for 'Patient', 'Supplemental', and 'Clinical Info.'. A dropdown menu shows '* Disease Being Reported' set to 'Chlamydia'. The 'Acquire Files' section includes a 'File Upload Method' selector with 'Simple (HTTP)' selected. A text field for '* Album Name' contains 'Test'. A 'Notes' text area is empty. To the right, there are five rows of 'Browse...' and 'Clear' buttons. Below these is an 'Acquire File(s)' button and a 'Max File Size: 3072K' label. At the bottom, a table titled 'Files in the Album:' shows one file: 'EFC Test.docx' with a file icon, created on '09/19/2016 9:59:48 AM', and a 'Delete' link.

File	Name	Date & Time Created	Delete
	EFC Test.docx	09/19/2016 9:59:48 AM	Delete

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



The screenshot shows a web application interface for generating incident reports. At the top, there is a navigation bar with tabs for Search, Previous Search, New Incident, Dictionaries, Reports, CDPH, and Help. Below the navigation bar, the user is logged in as Jilek, Wendy, with a Domain of Web. The main heading is "Incident Report", accompanied by a help icon and a search icon. A brief instruction reads: "Enter your search criteria below and then click: Generate Report. A report preview will open. Click Print Report in the preview window to print your report." There are two radio buttons for selecting the reporting source: "Accessible Reporting Sources" (which is selected) and "Primary Reporting Source". Below these are three search criteria fields: "Name (Last, First):" with a text input field, "Disease:" with a dropdown menu, and "Date Range:" with "From:" and "To:" text input fields, each followed by a calendar icon. At the bottom of the form are two buttons: "Clear" and "Generate Report".

Next Steps

- Complete the [Reporter Account Authorization Form](#).
- Email the completed form to your LHD. Find your LHD representative by viewing the [Local Health Department Contact List](#).
- CalREDIE Help will provide you your account information
- Start submitting!

Questions or concerns?

CalREDIEHelp@cdph.ca.gov

866-866-1428