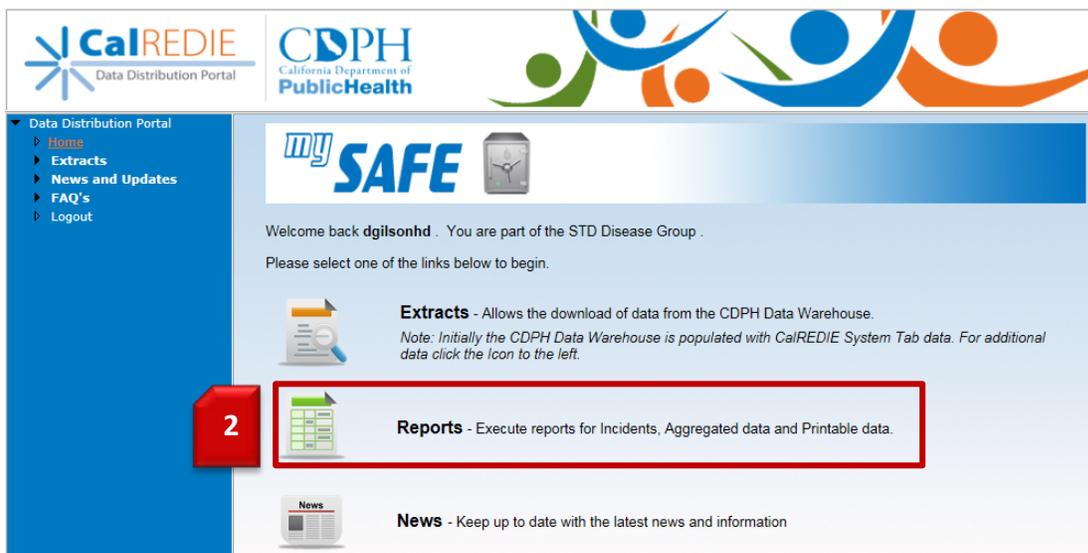


Syphilis History Searches: Step-by-Step

Check the DDP for any history in your jurisdiction:

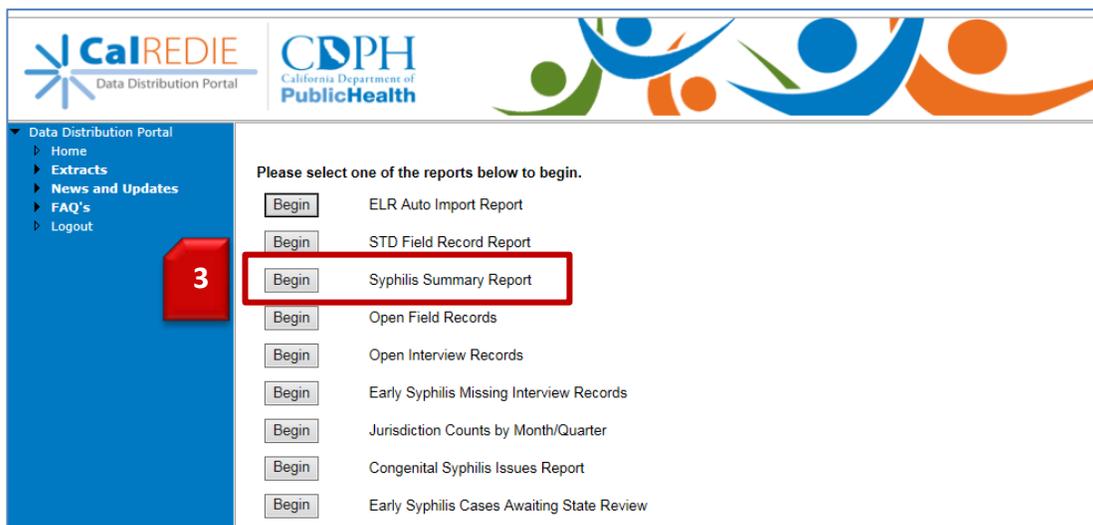
1. Log into the CalREDIE [Data Distribution Portal \(DDP\)](https://calredie.cdph.ca.gov/CalREDIE_Export/login.aspx)
https://calredie.cdph.ca.gov/CalREDIE_Export/login.aspx
2. Click on the icon to the left of **Reports** (Figure 1)

Figure 1.



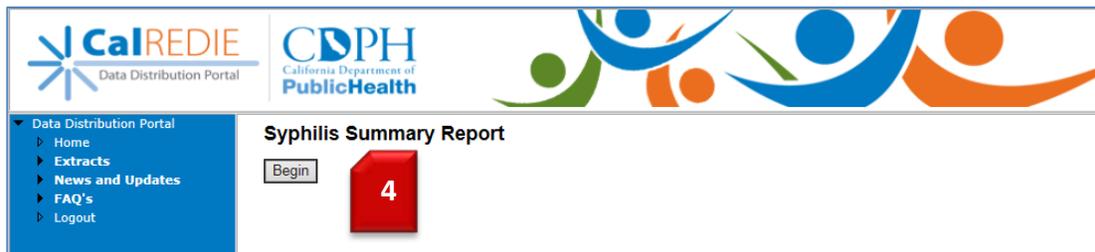
3. Click the **Begin** button to the left of **Syphilis Summary Report** (Figure 2)

Figure 2.



- Click again on the **Begin** button (Figure 3)

Figure 3.



- Enter your search criteria (using one or more fields), check each of the resulting person records you would like to see a report for, then click on the **View Report** button (Figure 4). You can view the resulting records separately or combined.

Figure 4.



IMPORTANT: If your search does not return any results and you know that you have either manually entered lab results or imported ELR results into a CalREDIE incident for your person (prior to today), then send an email to STDCalREDIE@cdph.ca.gov so that they can record the issue. The STD Control Branch CalREDIE team is keeping track of these issues to work with a CalREDIE programmer toward resolution.

Request a history search from another CalREDIE jurisdiction:

If you suspect your patient may have history in another California jurisdiction, you can email (or call) them requesting any history they may have. With the exception of Los Angeles and San Francisco, all jurisdictions will be able to run a search as you did in the DDP. In addition, several jurisdictions have their own legacy reactor systems with data that might not have been sent to the state for inclusion in the state's legacy reactor system.

The [STD CalREDIE contact list](#) for all California jurisdictions is available on the [STD CalREDIE Resources](#) page (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/STD-CalREDIE-Resources.aspx>).

Request a statewide (excluding Los Angeles & San Francisco) search from the state STD Control Branch:

1. Email STDCalREDIE@cdph.ca.gov with the following format:
SUBJECT: “[YOUR JURISDICTION] – Syphilis History Search”
BODY: “[INCIDENT ID]”
 - a. This ID should reflect the Incident where you would like us to upload the results of the search.
 - b. If requesting searches on multiple persons, you may indicate each Incident ID on a separate line in the same email.
2. State will pull person’s name and DOB from CalREDIE, using the Incident ID identified in the email
3. State will run a search in the DDP
 - a. If results are found, State will upload PDF of results into the Incident’s Electronic Filing Cabinet (EFC), and add a note in the Incident’s REMARKS section (“Syphilis history search completed on [mm/dd/yyyy] – results uploaded to EFC”). A follow-up email will be sent to the requestor, indicating a PDF is available for viewing.
 - b. If no results are found, State will add a note in the Incident’s REMARKS section (“Syphilis history search completed on [mm/dd/yyyy] – no results found”). A follow-up email will be sent to the requestor, indicating that no results were found.

Request an out of state search from the state STD Control Branch ICCR:

1. You have a choice of two methods (email or fax) for requesting out of state searches.
Note: There is no such thing as a nationwide search – we can only request from individual states.
 - a. Confidential Secure Email
Email STDSurv@cdph.ca.gov with the following format:
SUBJECT: “[YOUR JURISDICTION] – Out of State Syphilis History Search”
BODY: “[INCIDENT ID] – check for history in [CITY/STATE], possibly in [TIMEFRAME]”
 - i. Please send a separate email request for each person. You may only include the patient’s name if your email is sent in a confidential secure manner. Be sure your email contains your fax and phone numbers for the return results and/or questions.
 - ii. If multiple state searches are needed for an individual person, be sure to indicate each City/State (along with the possible timeframe) from which you want us to request a search.
 - b. Confidential Fax
Fax your completed search request form to the ICCR confidential fax at **916-636-6212**.
 - i. The [out-of-state record search request form](https://www.cdph.ca.gov/CDPH%20Document%20Library/ControlledForms/cdph9040.pdf) is available at <https://www.cdph.ca.gov/CDPH%20Document%20Library/ControlledForms/cdph9040.pdf>.
 - ii. Please send a separate fax request for each person. Be sure your fax contains your fax and phone numbers for the return results and/or questions.

- iii. If multiple state searches are needed for an individual person, be sure to indicate each City/State (along with the possible timeframe) from which you want us to request a search.
2. State ICCR will forward your request to the appropriate other state(s).
3. Upon receipt of results from the other state(s), State ICCR will forward results to the requestor via fax.
Note: Due to time differences and shortage of staff in many states, it may occasionally take up to two weeks for results.