



Module: Prenatal Diagnosis Center (PDC) Quarterly Reports

Screening Information System (SIS)

Overview

Since the PDC Quarterly Report Contact is usually a PDC staff person already familiar with the Prenatal Screening Program (PNS), this module will not review any details of the PNS Program.

If you are not familiar with the Program, you can find a complete overview in the Prenatal Care Provider Handbook. This resource can be found online at: <http://www.cdph.ca.gov/programs/pns> under **Information for Providers**. Also you can review Module 1 for PDC Appointment Schedulers.

Note: **Non-PNS** patients refers to the **Non-California Prenatal Screening** patients seen at the PDC.



Overview

All State-approved PDCs are required to submit summaries of their **Non-PNS** services and to report the abnormal chromosomes and neural tube defects.

- The Confidential Case Report of a Birth Defect (CCR) is the paper form used to report abnormal chromosomes or neural tube defects. CCRs are mailed to the Genetic Disease Screening Program at the end of each quarter. There are 4 quarters in a fiscal year. The next slide has the quarter schedule.
- The Quarterly Report- **Patients** and the Quarterly Report- **Specimens** are two reports that can be directly entered by the PDC Quarterly Report Contact into SIS.
 - The Quarterly Report- **Patients** is used to report aggregate data about the **Non-PNS** Prenatal Screening patients who come to the PDC.
 - The Quarterly Report- **Specimens** is used to report the aggregate data about genetic testing done by a genetic testing laboratory affiliated with the PDC. For example, a medical provider may send a specimen to the genetic testing laboratory to be tested for a specific genetic condition. The specimen is not associated with a patient that was counseled at the PDC; however, the PDC is reporting the aggregate data for specimens tested at the genetic testing laboratory.

Note: There are only a few PDCs which would be completing a Quarterly Report- **Specimens**.



Overview

The Confidential Case Report of a Birth Defect (CCR), the Quarterly Report- **Patients**, and the Quarterly Report- **Specimens** (if applicable) are due each quarter based on a **fiscal year** calendar (i.e. the fiscal year starts in July of the current year and ends in June on the next year):

<u>Quarter</u>	<u>Months</u>	<u>Due Date</u>
1 st	July-September	November 15 th
2 nd	October-December	February 15 th
3 rd	January-March	May 15 th
4 th	April-June	August 15 th



Overview

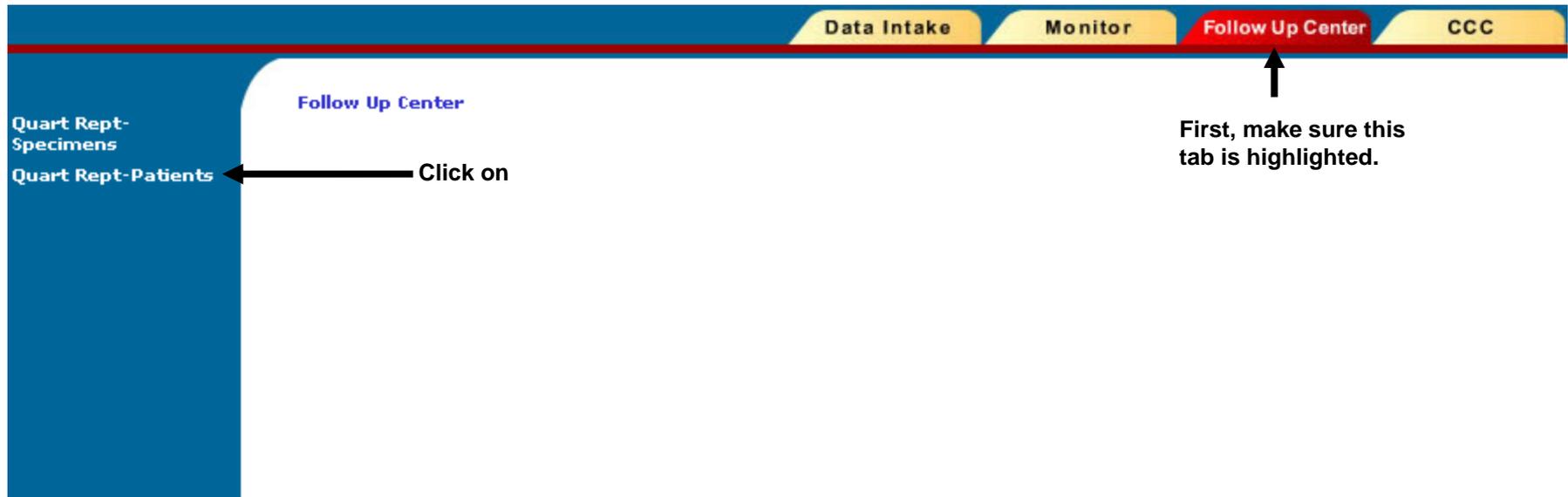
Remember: The CCR is filled out on each birth defect, then all of the CCRs for a specific quarter are mailed into GDSP so that they are received at GDSP by the due date for the particular quarter and no sooner than the 1st of the month that it is due..

For each quarter, the Comprehensive PDC may collect its Quarterly Reporting Fee for completion of these reports only if (a) Quarterly Reports are sent in on time and (b) 80% of the Patient Services Report (PSRs) are submitted and resolved within 45 days of the last date of service.



Accessing Reports in SIS

To access these reports in SIS, log in as the relevant Comprehensive PDC (not a satellite) and click on the **Follow Up Center** tab. From there, you will see the links for the Quart Rept- **Specimens** and Quart Rept- **Patients** in the blue space to the left of the screen.



- The slides that follow will show what appears when the Quart Rept- **Patients** is clicked.



Quarterly Report – Patients

Follow Up Center » **Quart Rept-Patients** ← Indicates which “tab” and “screen” you are on

Upload Qtrly Report

Center Name: Prenatal Center- Richmond Center #: 11a
Fiscal Year: To:
Quarter:

SIS will pre-populate these fields based on the PDC you selected on the “Select Type Entity” screen. Remember: to select the Comprehensive PDC on the “Select Entity” screen.

Quart Rept-Specimens
Quart Rept-Patients
↑
Red in this blue space indicates which “screen” you are on

To bring up a “Quarterly Report- **Patients**” screen for data entry, you are required to enter the beginning year of the fiscal year, enter the end year of the fiscal year and select a quarter:

Fiscal Year: the beginning year (i.e. YYYY)

To: the end year (i.e. YYYY)

Quarter: select 1, 2, 3, or 4 from the drop down box

Remember: Fiscal year begins in July and ends in June of the next year (i.e. 2014-2015).



Quarterly Report – Patients

Data Intake

Monitor

Follow Up Center

CCC

Quart Rept-
Specimens

Quart Rept-Patients

Follow Up Center » Quart Rept-Patients

Upload Qtrly Report

Complete the invasive procedures offered vs. not offered for each maternal age indication.

Now item **1. Age under Section 1** is complete, let's move to the items **2.** and **3.** by pulling down on the gray scroll bar to the right

Section I: Indication for Prenatal Diagnosis

1. Age

Age	Invasive Procedure Offered					Invasive Procedure Not Offered		
	# CVS	# EA	# Amnio	# PUBS	# Declined	SAB After Couns. Only	Other Couns. Only	Couns. & U/S Only
35			3		1			
36			1		1			2
37			1		2			
38			5		1			
39					1			
40								
41						1		
42								
43								
44								1
45								
>45								
UnKnown								
Subtotal	0	0	10	0	6	1	2	1

Fields are blank when there is no data.

SIS will automatically subtotal the numbers under each column.

If you add or remove numbers, then the Subtotal will be changed by SIS automatically

Quarterly Report – Patients

2. Maternal Concern

	Invasive Procedure Offered					Invasive Procedure Not Offered		
	# CVS	# EA	# Amnio	# PUBS	# Declined	SAB After Couns. Only	Other Couns. Only	Couns. & U/S Only
Maternal Concern			6		4			
Subtotal	0	0	6	0	4	0	0	0

3. Family History

a. Chromosome Abnormality

	Invasive Procedure Offered					Invasive Procedure Not Offered		
	# CVS	# EA	# Amnio	# PUBS	# Declined	SAB After Couns. Only	Other Couns. Only	Couns. & U/S Only
Down Syndrome								
Trisomy 13								
Trisomy 18								
Chrom. Abn. in Parent			2					
Other			2					
Subtotal	0	0	4	0	0	0	0	0

b. NTD (Non-AFP referrals)

	Invasive Procedure Offered					Invasive Procedure Not Offered		
	# CVS	# EA	# Amnio	# PUBS	# Declined	SAB After Couns. Only	Other Couns. Only	Couns. & U/S Only
NTD (Non-AFP referrals)								4
Subtotal	0	0	0	0	0	0	0	4

As you did with the **Indication for Prenatal Diagnosis Section** regarding **Age**, enter the data in the appropriate fields for each indication for prenatal diagnosis and SIS will automatically **Subtotal** the numbers.



Quarterly Report – Patients

c. X-Linked

	Invasive Procedure Offered					Invasive Procedure Not Offered		
	# CVS	# EA	# Amnio	# PUBS	# Declined	SAB After Couns. Only	Other Couns. Only	Couns. & U/S Only
Fragile X Syndrome			2					
Other	1							
Subtotal	1	0	2	0	0	0	0	0

Parental or Fetal for X-linked History

	Biochemical	DNA
Fragile X Syndrome		
Other		

If there were patients from above table that were seen because of a family history of Fragile X syndrome or another X-linked condition, then indicate in this table if this information was confirmed by biochemical or DNA testing

d. Family History or at Risk for:

1. Hemoglobinopathies

	Invasive Procedure Offered					Invasive Procedure Not Offered		
	# CVS	# EA	# Amnio	# PUBS	# Declined	SAB After Couns. Only	Other Couns. Only	Couns. & U/S Only
Hemoglobinopathies	1		2					
Subtotal	1	0	2	0	0	0	0	0

Parental or Fetal - Family History or at Risk for Hemoglobinopathies

	Biochemical	DNA
Hemoglobinopathies		

If there were patients from above table that were seen because of a family history of hemoglobinopathies, then indicate in this table if this information was confirmed by biochemical or DNA testing

Continue down the “Quarterly Report- **Patients**” screen completing data for each category, if applicable. Remember that your totals will eventually need to add up with other sections, especially the demographic data sections on the “Quarterly Report- **Patients**” screen.

Quarterly Report – Patients

2. Metabolic/Recessive or Dominant Disorders (other than Hemoglobinopathies)

	Invasive Procedure Offered					Invasive Procedure Not Offered		
	# CVS	# EA	# Amnio	# PUBS	# Declined	SAB After Couns. Only	Other Couns. Only	Couns. & U/S Only
Tay Sachs Disease								
Cystic Fibrosis	1		3					
Other	1		1		1			
Subtotal	2	0	4	0	1	0	0	0

Parental or Fetal - Family History or at Risk for Metabolic/Recessive or Dominant Disorders (other than Hemoglobinopathies)

	Biochemical	DNA
Tay Sachs Disease:		
Cystic Fibrosis:		
Other:		

If there were patients from above table that were seen because of a family history of Metabolic/Recessive or Dominant Disorder (other than Hemoglobinopathies), then indicate in this table if this information was confirmed by biochemical or DNA testing.

Use gray bar to scroll down the screen.

3. Other Heritable Disorders

	Invasive Procedure Offered					Invasive Procedure Not Offered		
	# CVS	# EA	# Amnio	# PUBS	# Declined	SAB After Couns. Only	Other Couns. Only	Couns. & U/S Only
Other Heritable Disorders					2			
Mitochondrial Disorders								
Subtotal	0	0	0	0	2	0	0	0

Continue down the “Quarterly Report- **Patients**” screen completing data for each category, if applicable. Use the gray bar to scroll down the screen.

Quarterly Report – Patients

4. Other Indication for Counseling or Prenatal Services

	Invasive Procedure Offered					Invasive Procedure Not Offered		
	# CVS	# EA	# Amnio	# PUBS	# Declined	SAB After Couns. Only	Other Couns. Only	Couns. & U/S Only
Don't forget to enter your <u>Non-PNS</u> large NT referrals								
a. Abnormal Ultrasound			6					
b. Teratogen Exposure			3					
c. Multiple Miscarriages			1					
d. Non-XAFP Multiple Marker								
e. LargeNT	3							
f. Other								
Subtotal	3	0	10	0	0	0	0	0

5. Unknown Indication

	Invasive Procedure Offered					Invasive Procedure Not Offered		
	# CVS	# EA	# Amnio	# PUBS	# Declined	SAB After Couns. Only	Other Couns. Only	Couns. & U/S Only
Unknown Indication								
Subtotal	0	0	0	0	0	0	0	0

Sum of Subtotals	7	0	38	0	13	1	2	5
GRAND TOTAL								66

Section II: Repeat Samples

# of Amnios for Non-Growth	# of Amnios for CVS Culture Failure	# of Confirming PUBS	# of Repeat Samples for Other Indications

SIS will automatically add the **Sum of Subtotals** from the various areas of **Section 1** and provide a **Grand Total**. The next tables of the “Quarterly Report- **Patients**” screen are in **Section II: Repeat Samples**.

Quarterly Report – Patients

Section III: Demographic Information on All Patients Served

1 Race/Ethnicity

Race/Ethnicity	Total
White	52
Black	7
Native American	
Middle Eastern	2
Asian Indian	1
Cambodian	
Laotian	
Vietnamese	
Other SE Asian	
Filipino	
Samoan	
Hawaiian	
Guamanian	
Chinese	2
Japanese	
Korean	
Other Asian/Pacific Islander	
Other	
Unknown	2
Total Race/Ethnicity	66

2 Hispanic Origin

Origin	Total
Hispanic	15
Non-Hispanic	49
Unknown	2
Total Hisp/Non-Hisp	66

In Section III in the Race/Ethnicity table, patients of Hispanic background should be included in the total for the category, “White”.

For the Hispanic Origin table, you take the totals from the Race/Ethnicity fields and categorize the Race/Ethnic groups in term of Hispanic, Non-Hispanic or Unknown origin.

Note: Make certain the Total “Race/Ethnicity” matches the Total “Hisp/Non-Hisp”. If the numbers are not the same, you have an error which needs to be corrected.

If these totals do not match the **Grand Total** under **Section I**, the error should be corrected before report submission.

Quarterly Report – Patients

3 Residence

County Name

Select

Select the county

of Patients

Enter the number of patients from that county

Add County To Grid

Click the Add County To Grid button

County Name

of Patients

Delete County From Grid

Total CA Residence

Residency Totals

CA Residence Total	Out of State Total	Non-US Res. Total	Res. Unknown Total

Section IV: Abnormalities (Please report all NTD and Chromosomal Abnormalities on Confidential Case Report forms)

Abnormalities	Number
Chromosomal Abnormalities	
Neural Tube Defect Abnormalities	
Abnormalities of Known Impact (Other than Chromosomal and/or NTD)	
Abnormalities of Questionable Impact (Other than Chromosomal and/or NTD)	
Total	

To enter a county under **3. Residence**, select a county from the **County Name** dropdown field, enter the number of patients from that county, then click the **Add County To Grid** button.

Let's see what appears on the next slide when these steps are completed.

Quarterly Report – Patients

3 Residence

County Name

Select

of Patients

Add County To Grid

	County Name	# of Patients
<input type="checkbox"/>	Alameda	23
<input type="checkbox"/>	Contra Costa	40

Delete County From Grid

Total CA Residence 63

Residency Totals

CA Residence Total	Out of State Total	Non-US Res. Total	Res. Unknown Total
63	1	1	1

Section IV: Abnormalities (Please report all NTD and Chromosomal Abnormalities on Confidential Case Report forms)

Abnormalities	Number
Chromosomal Abnormalities	
Neural Tube Defect Abnormalities	
Abnormalities of Known Impact (Other than Chromosomal and/or NTD)	
Abnormalities of Questionable Impact (Other than Chromosomal and/or NTD)	
Total	0

Note: For this example, there are only two counties where the 63 **Non-PNS** patients reside. There was one patient seen at the PDC from out of State. One patient seen at the PDC was a non-US residence. There was one patient seen whose residence status was unknown.

If a mistake is made in the **County** grid, delete the row where the error is by placing a checkmark in the box next to the row with the error and click the **Delete County From Grid** button.

If an error is made, click on one of the check-boxes and click the Delete County From grid button.

Quarterly Report – Patients

3 Residence

County Name

Select

of Patients

Add County To Grid

	County Name	# of Patients
<input type="checkbox"/>	Alameda	23
<input type="checkbox"/>	Contra Costa	40

Delete County From Grid

Total CA Residence 63

Numbers in the **County Name** grid should add up to the number in the **Total CA Residence** grid, and number in the **Residency Totals** grid.

Residency Totals

CA Residence Total	Out of State Total	Non-US Res. Total	Res. Unknown Total
63	1	1	1

Section IV: Abnormalities (Please report all NTD and Chromosomal Abnormalities on Confidential Case Report forms)

Abnormalities	Number
Chromosomal Abnormalities	0
Neural Tube Defect Abnormalities	0
Abnormalities of Known Impact (Other than Chromosomal and/or NTD)	0
Abnormalities of Questionable Impact (Other than Chromosomal and/or NTD)	0
Total	0

Be certain to enter zeros in the categories above when there is no data

In **Section IV: Abnormalities**, when there is no data for the 4 categories listed please enter the number “0” in each category. This way the GDSP Quarterly Report Person will know not to expect any Confidential Case Report forms (CCRs) from the PDC. However, if there are numbers in this table besides zeros, then the GDSP Quarterly Report Person will be expecting the same number of CCRs. Remember: CCRs are due at the same time as the Quarterly report.

Quarterly Report – Patients

Each Confidential Case Report (CCR) Form should be sent via U.S. mail to the PDC Quarterly Report Contact at GDSP by the due date for the particular quarter. Each chromosome abnormality and neural tube defect abnormality should be counted in the **Section IV: Abnormalities** table.

For example, if there are five CCRs, then they should be counted in Section IV (see below).

A copy of CCR form can be found at:

<http://www.cdph.ca.gov/programs/GDSP/Documents/Confidential%20Case%20Report.pdf>

Section IV: Abnormalities (Please report all NTD and Chromosomal Abnormalities on Confidential Case Report forms)

Abnormalities	Number
Chromosomal Abnormalities	3
Neural Tube Defect Abnormalities	2
Abnormalities of Known Impact (Other than Chromosomal and/or NTD)	0
Abnormalities of Questionable Impact (Other than Chromosomal and/or NTD)	0
Total	5

Be certain to enter zeros in the categories above when there is no data

Quarterly Report – Patients

Section V: Group Counseling

	Number
Number of Sessions	
Number of women at Sessions	

If no group counseling, leave blank. →

Total Recap

Section I Total	Race/Ethnicity Total	Hisp/Non-Hisp Total	Residence Total
66	66	66	66

Comments

If you have entered the numbers correctly, all these totals should be the same number. If the numbers do not match, you will need to go back and find your data entry error before clicking the **Submit** button.

Name of Person Completing Form:

Telephone Number:

 - - ×

Date:

 - - 

Before submitting this form, has it been reviewed by PDC Director?

If there were no Group Counseling Sessions, leave **Section V: Group Counseling** blank. If there were Group Counseling Session, enter the number of sessions and the total number of women (i.e. 4 sessions and the total number of women is 40).

TOTAL RECAP

Make certain the totals are the same number in the table grid. If the numbers do not match, then the error(s) need to be corrected before submitting the Quarterly Report.

Quarterly Report – Patients

Section V: Group Counseling

	Number
Number of Sessions	
Number of women at Sessions	

Total Recap

Section I Total	Race/Ethnicity Total	Hisp/Non-Hisp Total	Residence Total
66	66	66	66

Comments

Type any Comments that you would like the GDSP Quarterly Report person to know about this Quarterly Report- Patients data (100 character limit).

Name of Person Completing Form:

Telephone Number:

Date:

 - - X
 - -

Enter your name, telephone number, and date before clicking the **Submit** button.

Before submitting this form, has it been reviewed by PDC Director?

You must have the PDC Director review this **Report** and then put a check in this checkbox. This check functions as the PDC Director's signature.

Save

Submit

Back

Click on the Submit button only when you are certain you have completed all the information correctly.

If you are in the middle of the filling out the “Quarterly Report- **Patients**” screen, then you can click the **Save** button. The data entered will be saved for editing at a later time.

Once all of the “Quarterly Report- **Patients**” screen data is entered, you may click on the **Submit** button. SIS only allows the PDC Quarterly Report Contact to submit this report **once**.

Quarterly Report – Patients

Section V: Group Counseling

	Number
Number of Sessions	
Number of women at Sessions	

Total Recap

Section I Total	Race/Ethnicity Total	Hisp/Non-Hisp Total	Residence Total
66	66	66	66

Comments

Name of Person Completing Form:

Telephone Number:

Date:

Before submitting this form, has it been reviewed by PDC Director?

← The **Back** button takes you to the top of the “Quarterly Report- **Patients**” screen

↑ ↑ Once the **Submit** button is clicked, the **Save** and **Submit** buttons become inactive and appear in gray font.

After the **Submit** button is clicked by the PDC Quarterly Report Contact, the **Save** and **Submit** buttons will appear in gray font which means that these buttons are inactive. SIS will not allow you to make any changes to this report or re-submit it.

If you notice changes that need to be made to this report, you will need to contact the GDSP Quarterly Report Person who can make the change(s) for you.

Quarterly Report – Patients

Total Recap

Section I Total	Race/Ethnicity Total	Hisp/Non-Hisp Total	Residence Total
2	2	2	

Comments

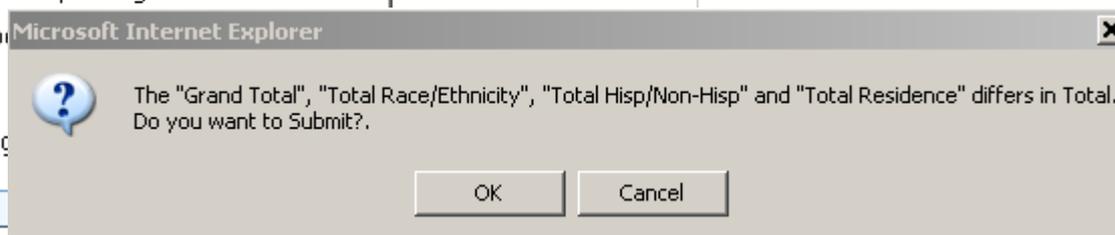
Let's say that data was not entered under **3. Residence** under **Section III. Demographic Information on All Patients Served**, then the **Residence Total** will appear blank.

Name of Person Completing Form:

Telephone Number:

Date:

Before submitting:



Let's say that we had not submitted the report as was done in the previous slide.

Let's say that some data was not entered in the report and the **Submit** button on this screen was clicked, a warning message box will appear (The "Grand Total", "Total Race/Ethnicity", "Total Hisp/Non-Hisp" and "Total Residence" differs in Total. Do you want to Submit?).

You should click the **Cancel** button in the warning message box and go back to the appropriate section and enter the data.

Note: If you click the **Submit** button in the warning message box, the message box will disappear. SIS will not submit the report.

Quarterly Report – Specimens

Follow Up Center >> Quart Rept-Patients

Once the “Quarterly Report- **Patients**” screen has been submitted you are back up at the top of this screen. If you are a PDC which also runs a genetic testing laboratory, you can click on the **Quart Rept- Specimens** link which is located in the blue space to the left of this screen to begin completing it.

Remember: this report is only for specimens received for genetic testing by the genetic testing laboratory from providers outside of the PDC.

The “Quarterly Report- **Specimens**” screen will almost look identical to the “Quarterly Report- **Patients**” screen, and it should be filled out in a similar fashion. Please carefully review the headings at the top of the screen and note the red font highlighted in the blue space.

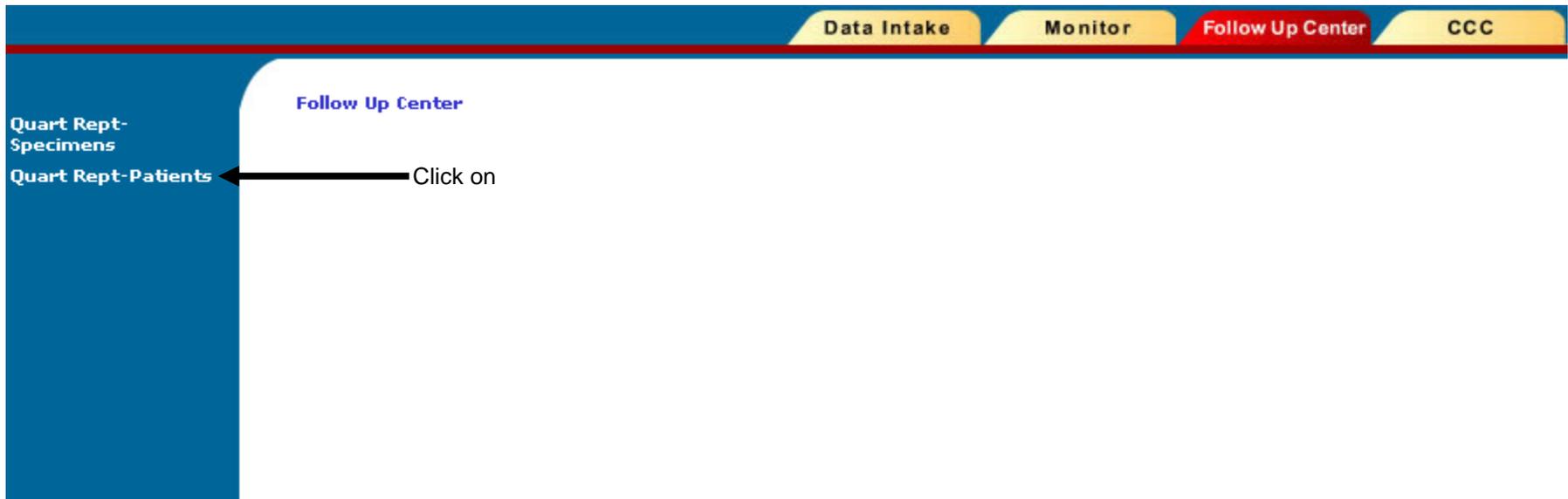
The “Quarterly Report- **Specimens**” screen should be completed with the total number of non-California Prenatal Screening specimens sent to the genetic testing laboratory for same categories as found in the Quarterly Report – Patients.

There will probably be fewer numbers in this report than in the Quarterly Report - Patients.

Viewing Previously Submitted Reports

Now you have been trained on how to enter the Quarterly Report-**Specimens** and the Quarterly Report- **Patients**.

Next you will learn about two ways to look for previously submitted Quarterly Report- **Patients** or Quarterly Report- **Specimens**.



One way is to click on one of the links in the blue space, depending on what previous Quarterly Report you want to look at.

Let's say that the Quart Rept- **Patients** was clicked on.



Viewing Previously Submitted Reports

The screenshot shows a web application interface with a top navigation bar containing four tabs: 'Data Intake', 'Monitor', 'Follow Up Center', and 'CCC'. The 'Follow Up Center' tab is highlighted in red. Below the navigation bar, the breadcrumb path 'Follow Up Center >> Quart Rept-Patients' is displayed, with an arrow pointing to 'Quart Rept-Patients' and a text label 'Indicates which "tab" and "screen" you are on'. On the left side, there is a blue sidebar with two menu items: 'Quart Rept-Specimens' and 'Quart Rept-Patients'. The 'Quart Rept-Patients' item is highlighted in red, with an arrow pointing to it and a text label 'Red in this blue space indicates which "screen" you are on'. Below the breadcrumb path, there is a section titled 'Upload Qtrly Report' with a light blue background. This section contains a form with the following fields: 'Center Name: Prenatal Center- Richmond', 'Center #: 11a', 'Fiscal Year: [input box]', 'To: [input box]', and 'Quarter: [Select dropdown menu]'. The 'Fiscal Year' and 'To' fields are empty text boxes, and the 'Quarter' field is a dropdown menu with 'Select' as the current selection.

To look at a previously submitted “Quarterly Report- **Patients**” screen, enter the beginning year of that **Fiscal Year** period, enter the end year of that **Fiscal Year** period and select a **Quarter**:

Fiscal Year: the beginning year of the Fiscal Year period (e.g. 2014)

To: the end year of the Fiscal Year period (e.g. 2015)

Quarter: select 1, 2, 3, or 4 from the dropdown box (e.g. 2)



Viewing Previously Submitted Reports

Data Intake

Monitor

Follow Up Center

CCC

Quart Rept-
Specimens

Quart Rept-Patients

Follow Up Center » Quart Rept-Patients

Upload Qtrly Report

Center Name: Prenatal Center- Richmond

Center #: 11a

Fiscal Year:

To:

Quarter: ▼

The first screen of the “Quarterly Report- **Patients**” screen for 2014-2015 2nd Quarter will be displayed and you can scroll down through it.

Section I: Indication for Prenatal Diagnosis

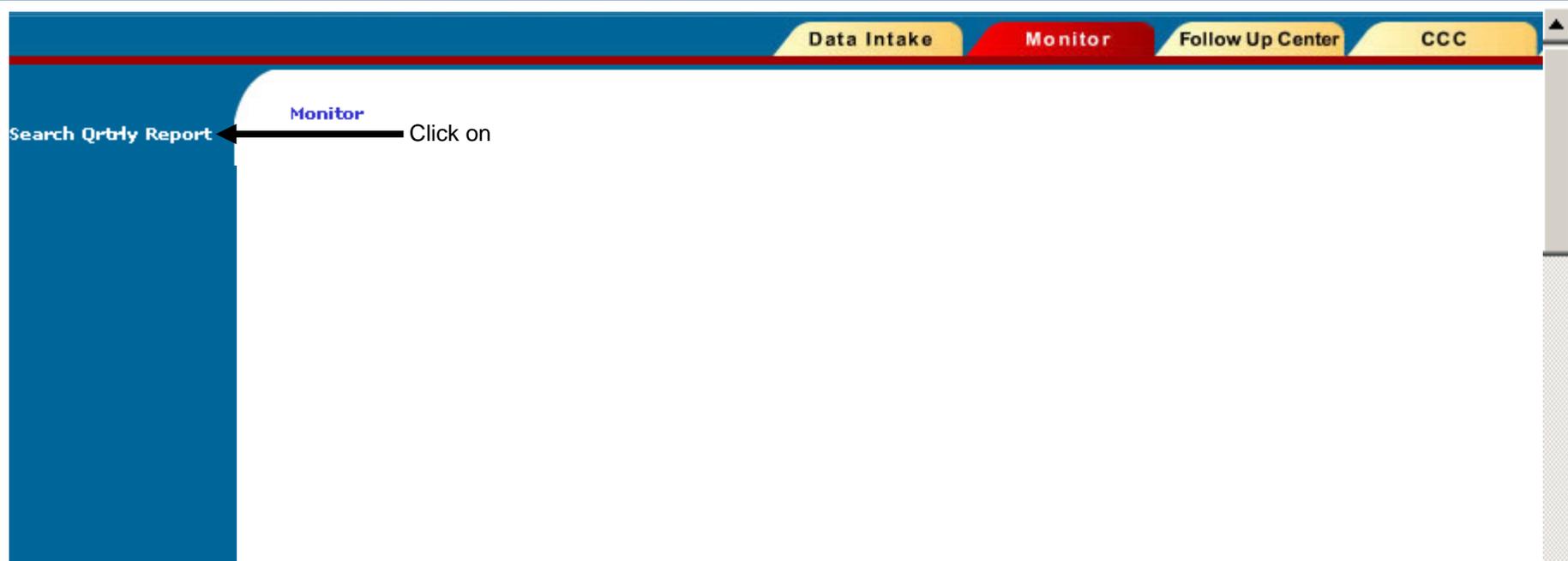
1. Age

Section I: Indication for Prenatal Diagnosis

1. Age

Age	Invasive Procedure Offered					Invasive Procedure Not Offered		
	# CVS	# EA	# Amnio	# PUBS	# Declined	SAB After Couns. Only	Other Couns. Only	Couns. & U/S Only
35			2		2			1
36			1		1			1
37			1					
38			1					
39					1			
40								
41								
42								
43								
44								
45								
>45								
UnKnown								
Subtotal	0	0	5	0	3	0	0	2

Viewing Previously Submitted Reports



The 2nd way to look for a previous submitted Quarterly Report- **Patients** and Quarterly Report- **Specimens** is to click on the **Monitor** tab and find the **Search Qtrly Report** link in the blue space.



Viewing Previously Submitted Reports

Monitor >> Search Qtrly Report ← Indicates which “tab” and “screen” you are on

*PDC Code: ← SIS will automatically pre-populate the PDC Code field. Remember: to select the **Comprehensive PDC**.

PDC Name:

*Fiscal Year: ← Enter the Fiscal Year range you want to look for

*Quarter: ← Select the Quarter that you want from the dropdown

↑
Click the **Go** button

To display a previous Quarterly Report, you must:

- Enter a year range in this format: YYYY-YYYY (i.e. 2008-2009) for the ***Fiscal Year** field.
- Select one of the quarters (1, 2, 3, or 4) for the ***Quarter** field.
- Click the **Go** button.

Note: If you do not enter a *Fiscal Year range or select a *Quarter, and click the **Go** button, these red text message will appear in SIS
“Please enter a year range” and “Please select Quarter”.



Viewing Previously Submitted Reports

Data Intake **Monitor** **Follow Up Center** **CCC**

Search Qtrly Report

Monitor >> **Search Qtrly Report**

*PDC Code:

PDC Name:

*Fiscal Year:

*Quarter:

SIS will display the Name of the PDC after the *Fiscal Year is entered, *Quarter is selected, and Go button is click

PDC Code	Fiscal Year	Quarter	PDC Patient Report Sub. Date	Outside Spec. Report Sub. Date
11a	2014-2015	4	MM-DD-YYYY	MM-DD-YYYY

After you click the **Go** button, SIS will display a grid with the **PDC Code** for Comprehensive Center, the **Fiscal Year** based on the range you entered, and the **Quarter** based on the number you selected from the dropdown.

Under the **PDC Patient Report Sub. Date** and **Outside Spec. Report Sub. Date**, the submission date of the report in SIS will appear in blue font, if it was submitted. In SIS, text in blue font indicates that SIS will take the user to another screen. By clicking on the date in blue font under the **PDC Patient Report Sub. Date**, you would be taken to the “Quarterly Report- **Patients**” screen for the year range and quarter in the grid above. If the date under the **PDC Patient Report Sub. Date** is clicked, you would be taken to the “Quarterly Report- **Specimens**” screen.



Viewing Previously Submitted Reports

Search Qtrly Report

Click on this link or the Clear button for another search of Quarterly Reports

Monitor » Search Qtrly Report

*PDC Code:

PDC Name:

*Fiscal Year:

*Quarter:

Click the **Clear** button when you want another search or click the **Search Qtrly Report** link in the blue space.

When you want to search for another year range or quarter, either click the **Clear** button or click on the **Search Qtrly Report** link in the blue space. SIS will remove the grid and be ready for another search.



Viewing Previously Submitted Reports

Data Intake **Monitor** **Follow Up Center** **CCC**

Search Qtrly Report

Monitor >> **Search Qtrly Report**

*PDC Code:
PDC Name: ← SIS will display the Name of the PDC after the *Fiscal Year is entered, *Quarter is selected, and Go button is click
*Fiscal Year:
*Quarter: ▾

PDC Code	Fiscal Year	Quarter	PDC Patient Report Sub. Date	Outside Spec. Report Sub. Date
11a	2014-2015	3	Missing	Missing

Missing will always appear under this column header if your PDC does not have a cytogenetic laboratory.

If a Quarterly Report- **Patients** or Quarterly Report- **Specimens** has not been submitted under the Comprehensive PDC, the word “**Missing**” will appear in blue font. This occurs when the PDC Quarterly Report Contact:

- Chooses a PDC satellite code (as opposed to the Comprehensive PDC code), on the “Select Entity Type” screen. All data entered and submitted under the PDC satellite code are not transmitted to GDSP.
- Had forgotten to click the **Submit** button after completing a Quarterly Report under the Comprehensive PDC code.

Note: You can get to the specific missing report by clicking on the blue font word, “**Missing**”.



Viewing Previously Submitted Reports

Data Intake **Monitor** **Follow Up Center** **CCC**

Search Qtrly Report

Monitor >> **Search Qtrly Report**

*PDC Code:
PDC Name:
*Fiscal Year: ← SIS will allow you to enter a 5 year range in the *Fiscal Year field for a particular Quarter.
*Quarter: ▾

PDC Code	Fiscal Year	Quarter	PDC Patient Report Sub. Date	Outside Spec. Report Sub. Date
11a	2016-2017	3	Missing	Missing
11a	2015-2016	3	Missing	Missing
11a	2014-2015	3	Missing	Missing
11a	2013-2014	3	05-08-2014	05-08-2014
11a	2012-2013	3	05-31-2014	05-31-2014

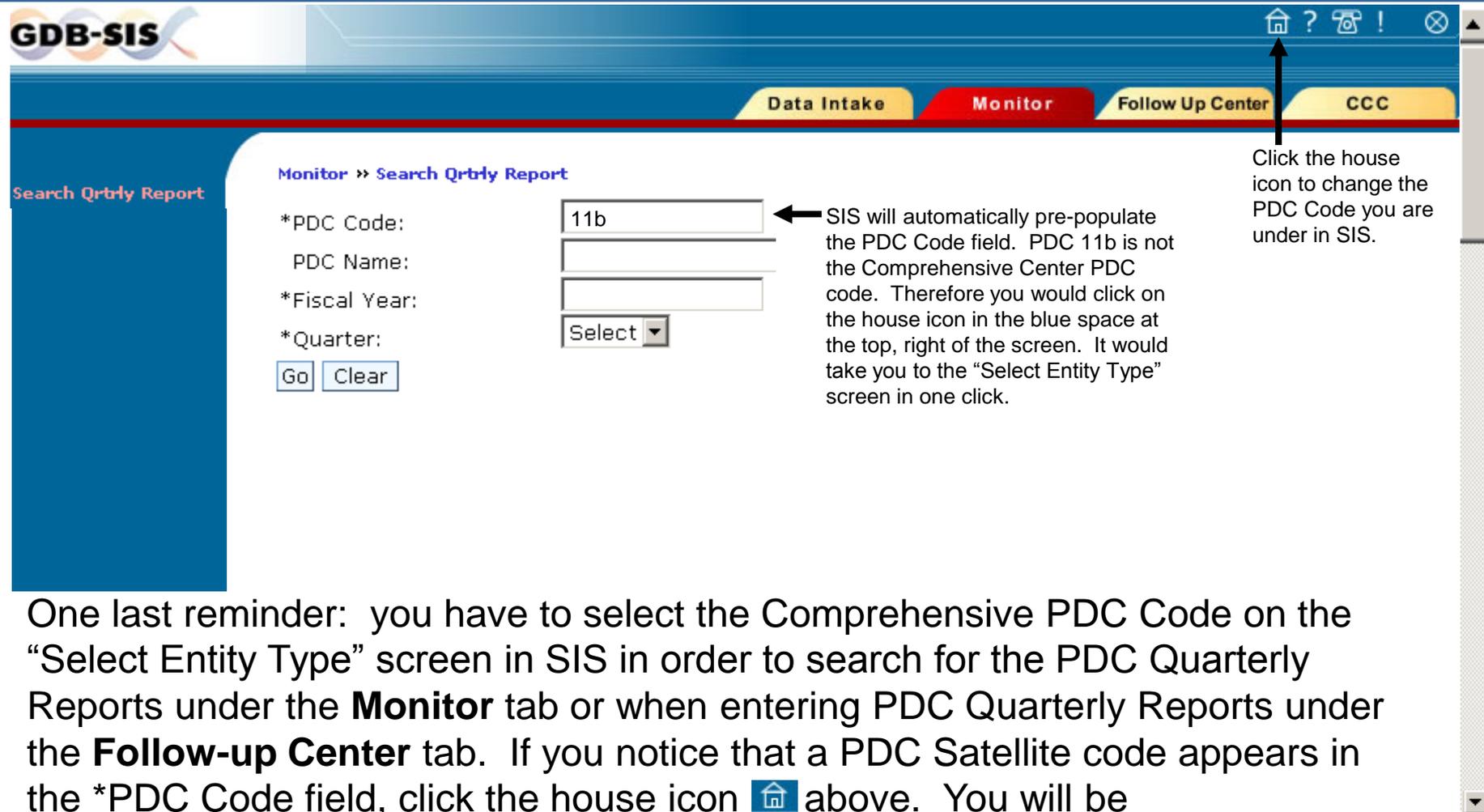
SIS will allow you to search for up to a 5 year range of Quarterly Reports within a particular quarter.

Let's say that you want to look at the **Fiscal Year** range of the last 5 fiscal years for Quarter 3.

Note: SIS will allow you to enter a year range that includes a year in the future. **Missing** will appear in the **Sub. Date** columns for both Quarterly Reports for reports that have not been submitted yet.



Viewing Previously Submitted Reports



The screenshot shows the GDB-SIS web application interface. At the top, there is a navigation bar with the GDB-SIS logo on the left and a blue space on the right containing a house icon, a question mark, a printer icon, an exclamation mark, and a close icon. Below the navigation bar are four tabs: 'Data Intake', 'Monitor' (highlighted in red), 'Follow Up Center', and 'CCC'. The main content area is titled 'Monitor >> Search Qtrly Report'. It contains a search form with the following fields: '*PDC Code:' with a text input field containing '11b'; 'PDC Name:' with an empty text input field; '*Fiscal Year:' with an empty text input field; and '*Quarter:' with a dropdown menu showing 'Select'. Below the form are 'Go' and 'Clear' buttons. An arrow points from the house icon in the top right to the search form, and another arrow points from the house icon to the text below.

Click the house icon to change the PDC Code you are under in SIS.

SIS will automatically pre-populate the PDC Code field. PDC 11b is not the Comprehensive Center PDC code. Therefore you would click on the house icon in the blue space at the top, right of the screen. It would take you to the "Select Entity Type" screen in one click.

One last reminder: you have to select the Comprehensive PDC Code on the "Select Entity Type" screen in SIS in order to search for the PDC Quarterly Reports under the **Monitor** tab or when entering PDC Quarterly Reports under the **Follow-up Center** tab. If you notice that a PDC Satellite code appears in the *PDC Code field, click the house icon  above. You will be taken to the "Select Entity Type" screen where you can select the Comprehensive Center PDC Code. Once you are in SIS under the Comprehensive Center PDC Code, you can search for the PDC Quarterly Reports or enter the PDC Quarterly Reports.



Important Dates

Before the PDC Quarterly Report Training concludes: Let's remember to mark the calendar with these important dates.

The Quarterly Report- **Patients**, Quarterly Report- **Specimens** (if applicable) as well as the CCRs are due each quarter based on a **fiscal year** calendar (i.e. the fiscal year starts in July of the current year and ends in June of the next year):

<u>Quarter</u>	<u>Months</u>	<u>Due Date</u>
1 st	July-September	November 15 th
2 nd	October-December	February 15 th
3 rd	January-March	May 15 th
4 th	April-June	August 15 th

It is important to have the Quarterly Report(s) submitted by the due date each quarter because they counted towards a Quarterly Reporting Fee that is given to the Comprehensive PDC. The Quarterly Reporting Fee is based on the Quarterly Report(s) and CCRs being submitted on time (on or before the due date for each quarter), as well as at least 80% of the Patient Services Report (PSRs) completed and submitted within 45 of the last date of service.



Confidential Case Reports

Lastly, the Confidential Case Report (CCR) of a Birth Defect is a form used to report abnormal chromosomes and neural tube defects. The CCRs should be mailed to the GDSP Quarterly Report Contact when the Quarterly Reports are due. The mailing address for GDSP is 850 Marina Bay Parkway, F175, Richmond, CA 94804.

A copy of the form can be obtained at the following website:

<http://www.cdph.ca.gov/programs/GDSP>

- Next click on Program Development and Evaluation (PDE)
- Under Registry Reporting Forms, click on Downloadable Registry Reporting Forms
- Next click on Confidential Case Report of a Birth Defect (CCR)

Note: If you have questions about how to complete the CCR, contact the GDSP Quarterly Report Person.



Additional Resources

Additional Program Resources:

In addition to the Provider Handbook which provides an overview of the Prenatal Screening Program. There is a PNS Program guide available to PDC Staff only:

- *PDC Protocol Manual:* this manual provides information on the PNS Program and provides PDC Staff with the protocols necessary to participate in the PNS Program. This resource can be found online at: <http://www.cdph.ca.gov/programs/pns/pages/pnstraining.aspx>

If you need assistance with or have questions about the “Quarterly Report- **Patients**” or the “Quarterly Report- **Specimens**” screens in SIS, contact GDSP Quarterly Report Person: Bret Hutchinson at (510) 412-3939 or bret.hutchinson@cdph.ca.gov

**You have completed the Module for the PDC Quarterly Report Contact.
Congratulations!!!**

Lastly, remember to submit these Quarterly Reports while you are in SIS under the Comprehensive Center PDC code.

