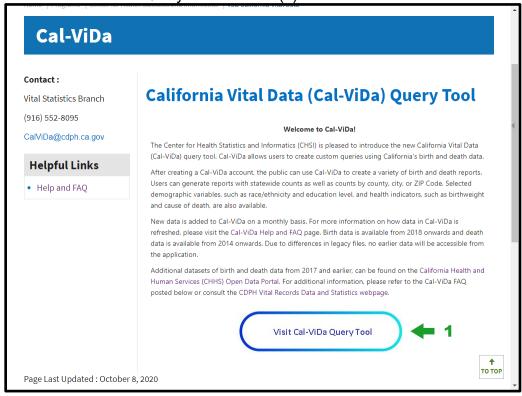
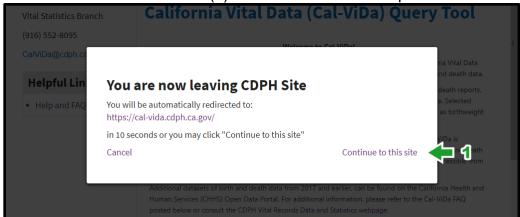
Getting Started with the California Vital Data (Cal-ViDa) Query Tool for the General Public

Account Creation and Sign In

Go to the <u>Cal-ViDa Query Tool Overview page</u>
 (https://www.cdph.ca.gov/Programs/CHSI/Pages/California-Vital-Data.aspx) and select
 the "Visit Cal-ViDa Query Tool" button (1).



2. Select "Continue to this site" (1) to launch the Cal-ViDa portal.

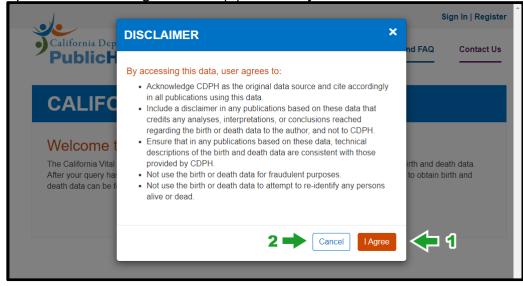


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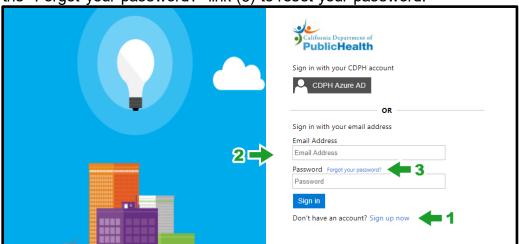
3. Select either the "Sign In/Register" button in the center of the screen (1) or the "Sign In | Register" link at the top right of the screen (2).



4. If you agree with the conditions, select "I Agree" (1) to move forward to the account sign up screen. Selecting "Cancel" (2) will take you back to the first screen.



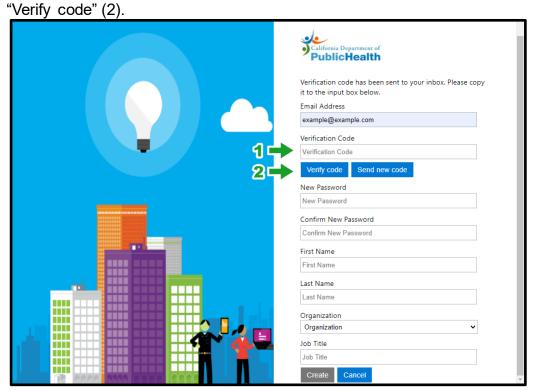
5. Select "Sign up now" (1) to create an account. Returning users can sign in with their email address and password (2) and skip steps 6 to 8. If you forgot your password, use the "Forgot your password?" link (3) to reset your password.



6. Enter your email address (1) and select "Send verification code" (2).



7. After receiving an email containing your verification code, enter the code (1) and select

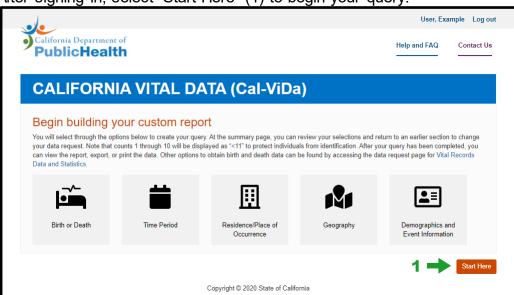


8. After code has been verified, complete the additional fields and select "Create" (1).

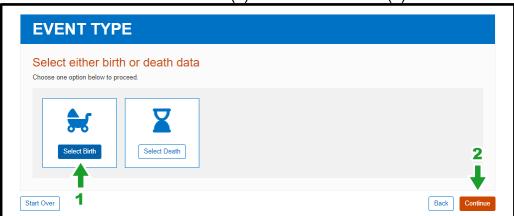


Birth Query Example

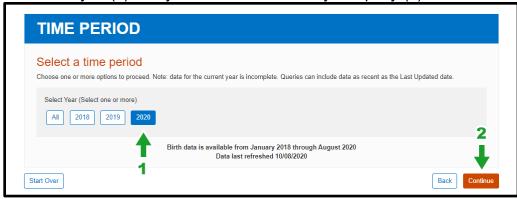
1. After signing in, select "Start Here" (1) to begin your query.



2. Click on the "Select Birth" button (1). Select "Continue" (2).



3. Select the year(s) that you want to include in your query (1). Select "Continue" (2).



4. Select whether you want counts of births to California residents ("Place of Residence"; 1) or counts of births that took place in California ("Place of Birth"; 2). Statewide reports of total births can be generated from this page by selecting "Generate Report" (3) to go directly to the Query Summary page (step 7). To include more options in your search, select "Continue" (4).



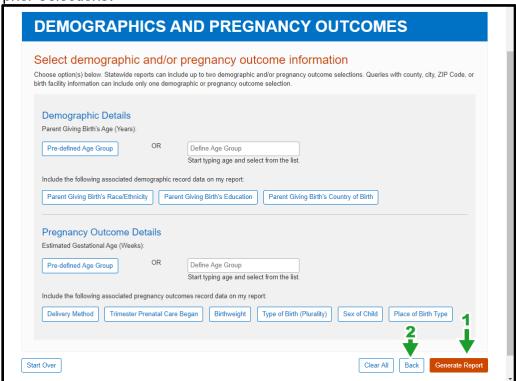
- 5. Select the geographic location that will be used to filter your results.
 - a. If "Place of Residence" was selected: On the "Place of Residence" page "Statewide", "County", "City" and "ZIP Code" can be selected. Selecting "Statewide" (1) will generate counts for all births to California residents. Select "Generate Report" (2) to generate a report of total births by the selected geographic location. To include more options in your search, select "Continue" (3).



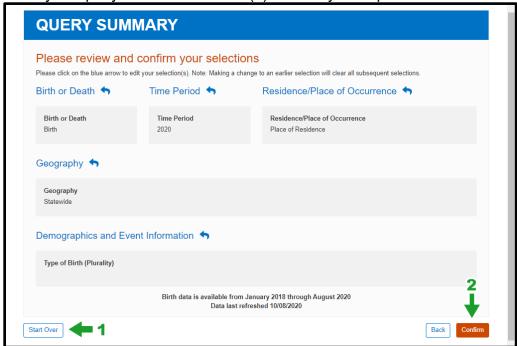
b. If "Place of Birth" was selected: On the "Place of Birth" page "Statewide", "County", and "Birth Facility" can be selected. Selecting "Statewide" (1) will generate counts for all births that occurred in California. Select "Generate Report" (2) to generate a report of total births by the selected geographic location. To include more options in your search, select "Continue" (3).



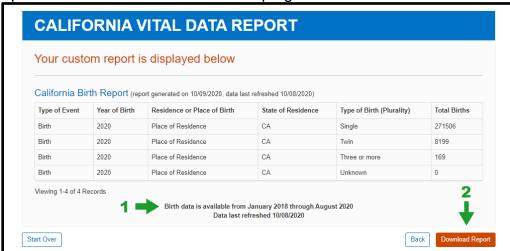
6. Select any demographic and/or pregnancy outcomes that will be included in your report. Depending on the geographic location that you selected on the prior screen, your choices may be restricted. See "Demographics and Pregnancy Outcomes" page for more information. Select "Generate Report" (1) to continue or "Back" (2) to change your prior selections.



7. Review your selections on the "Query Summary" screen. Use the arrows to the right of each selection title to return to prior screens or select "Start Over" (1) to completely reset your query. Select "Confirm" (2) to view your report.

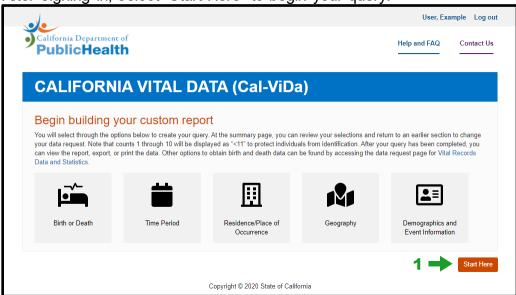


8. Query results are shown on the screen. Note the date range on the bottom of the screen to check which months are included in the report for the most current year of data (1). Select "Download Report" (2) to export your report as a CSV file that can be opened in Microsoft Excel and other programs.



Death Query Example

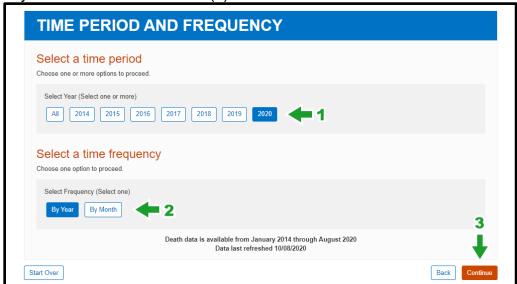
1. After signing in, select "Start Here" to begin your query.



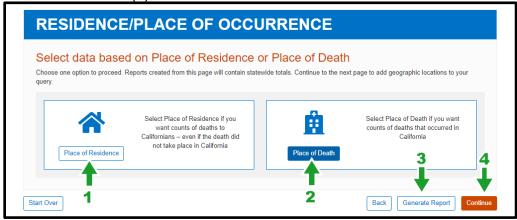
2. Click on the "Select Death" button (1). Select "Continue" (2).



3. Select the year(s) that you want to include in your query in the "Time Period" section (1). Select a time frequency of either "By Year" or "By Month" (2). The default selection is "By Year." Select "Continue" (3).

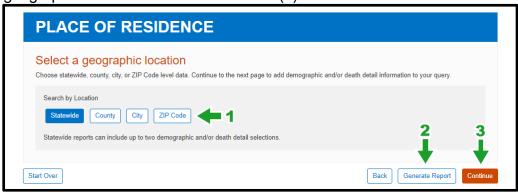


4. Select whether you want counts of California resident deaths ("Place of Residence"; 1) or counts of deaths that took place in California ("Place of Death"; 2). Statewide reports of total deaths can be generated from this page by selecting "Generate Report" (3) to go directly to the Query Summary page (step 7). To include more options in your search, select "Continue" (4).



5. Select the geographic location that will be used to filter your results.

a. If "Place of Residence" was selected: On the "Place of Residence" page "Statewide", "County", "City" and "ZIP Code" can be selected (1). Selecting "Statewide" will generate counts for all California resident deaths. Select "Generate Report" (2) to generate a report of total deaths by the selected geographic location. Select "Continue" (3) to move to the next screen.



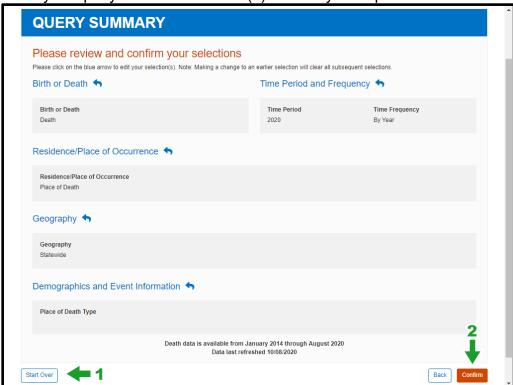
b. If "Place of Death" was selected: On the "Place of Death" page "Statewide" and "County" can be selected (1). Selecting "Statewide" will generate counts for all deaths that occurred in California. Select "Generate Report" (2) to generate a report of total deaths by the selected geographic location. Select "Continue" (3) to move to the next screen.



6. Select any demographic and/or death details that will be included in your report. Depending on the geographic location and/or time frequency that you previously selected, your choices may be restricted. See "Demographics and Death Details" page for more information. Select "Generate Report" (1) to continue or "Back" (2) to change your prior selections.



7. Review your selections on the "Query Summary" screen. Use the arrows to the right of each selection title to return to prior screens or select "Start Over" (1) to completely reset your query. Select "Confirm" (2) to view your report.



8. Query results are shown on the screen. Note the date range on the bottom of the screen to check which months are included in the report for the most current year of data (1). Select "Download Report" (2) to export your report as a CSV file that can be opened in Microsoft Excel and other programs.

