FDOH Web Reporting Portal

System Instruction Manual

Version 1.7

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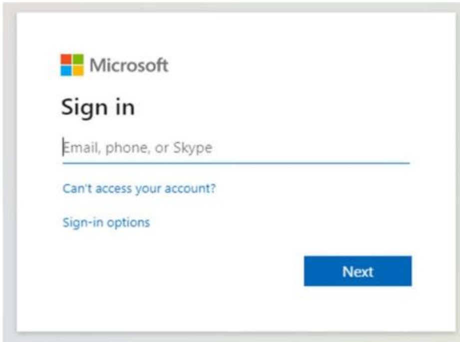
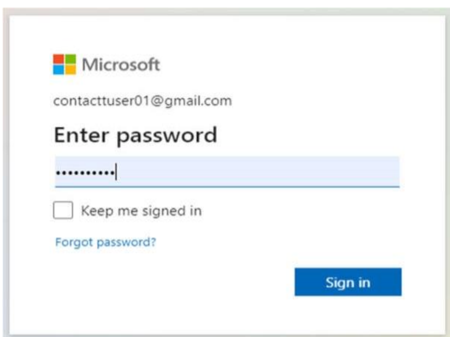
1 Login

1. To access the portal, go to: https://diseasecontrol.floridahealth.gov/WebReportingPortal/ in either Google Chrome, Microsoft Edge, or Firefox browser.
2. The system will direct you to the **Microsoft Sign in** page.



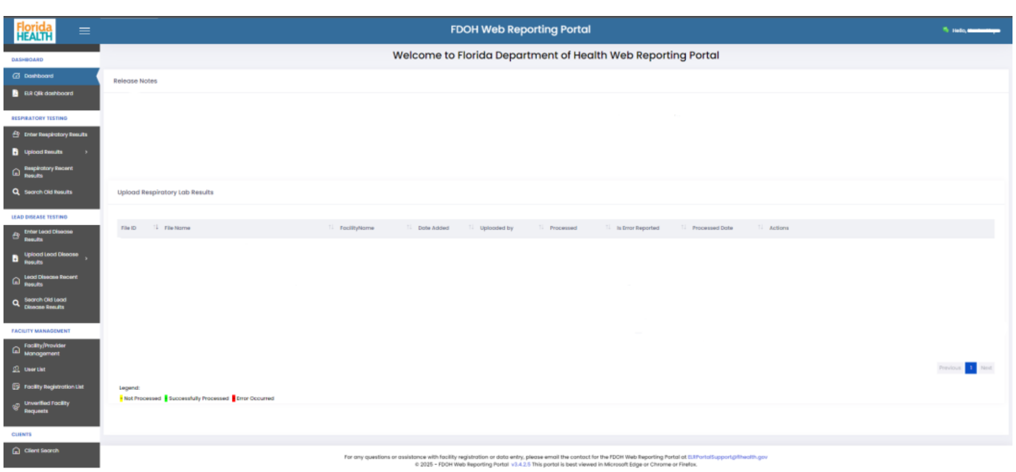
3. Enter your email address and click the **[Next]** button.
4. The system will direct to the Password screen.



5. Enter your password and click on the **[Sign in]** button.

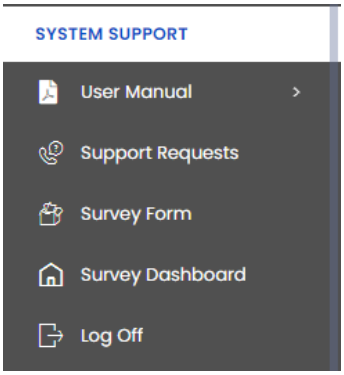
Note: The password to log in is the same password that would be used to log in to the email address that was used for registration. The Web Reporting Portal does not store passwords, therefore we cannot reset or edit a password. If a password is needed to be reset, please contact the IT department within your facility.

6. After a successful sign-in, you will be directed to the FDOH Electronic Laboratory Reporting Portal Dashboard

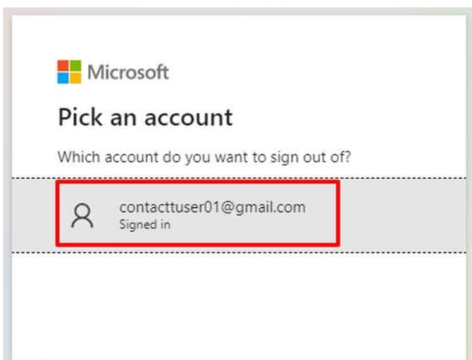


2 Log Off

1. To log off the Portal, click on the **[Log Off]** button at the bottom of the left side menu.



2. Clicking the **[Log Off]** button will direct you to the **Sign out** page. Click on your user account to successfully sign out.



3. After signing out successfully, close the browser.

3 Department of Health Security Policy

If a user has not logged in for greater than 90 days, their account will be deactivated, and they will lose access to the Web Reporting Portal. Users will receive an email notification that there was no activity for the past 85 days and will need to login to access the poral to avoid deactivation. A second follow-up email will be sent after 115 days if there was no activity. Users accounts will be deleted in there is no activity after 120 days.

To restore portal access, please email the Web Reporting Portal Support Team at elrportalsupport@flhealth.gov or call the Help Desk at 850-245-4744.

4 Roles

There are three primary roles assigned with the following levels of access:

1. **Program Admin** – The users with this role will be able to view all records and users for the application along with uploading or manually entering results for any facility.

   Note: Program Admins will only be granted by requested and approval from the Support Team.

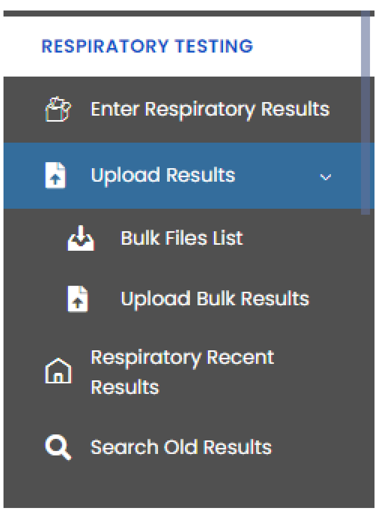
2. **EPI Facility User** – The users with this role will be able to view all records and users for the facility or facilities in which they are enrolled under. This user will have the capability to either upload results or manually enter results.

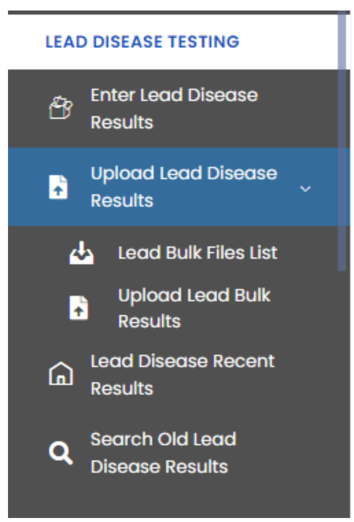
   Note: EPI Facility User will have access to report for both Respiratory Testing and Lead Testing.

3. **Respiratory Facility User** – the users with this role will be able to view all the records for their own facility but are limited to only reporting respiratory testing results.

4. **Lead Facility User** – the users with this role will be able to view all the records for their own facility but are limited to only reporting lead disease testing results.

   a. **Sub-Roles**
      1. CHD (County Health Department) – Can view all facilities and results reported under given county
      2. Read Only Role – Can view all facilities and results but cannot upload or report any results.



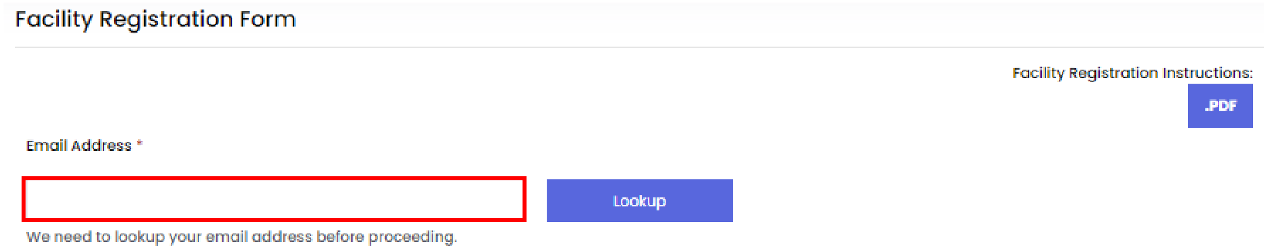


5 Facility Registration Process

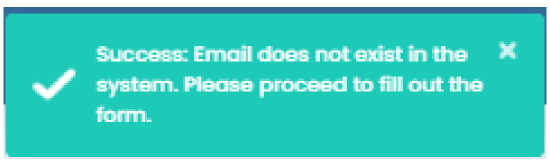
Facility Admins can request for new facility registration using the online facility registration process.

5.1 New Facility Request

1. To request for a new Facility in the Portal, go to: https://diseasecontrol.floridahealth.gov/WebReportingPortal/COVID19Antibody/FacilityRequest/RequestForm
2. The system will direct the user to the Facility Registration Form.
3. Enter the email address on this form and click on the **[Lookup]** button to validate it.

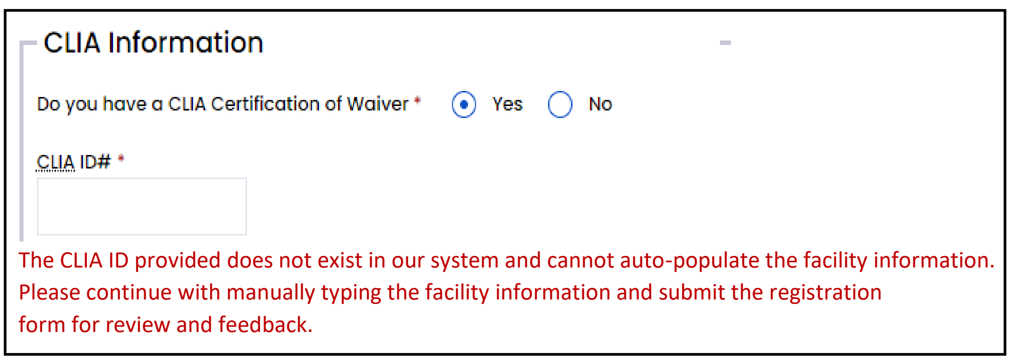


4. If the email is either ‘not validated’ or ‘already registered,’ a red message will appear in the top right to notify the user of the error reason and prompt the user to contact Web Reporting Portal Support for assistance.
5. If the email address validates, then a green box will appear in the top right to notify the user and enable the request form to be completed.



6. Complete all required fields and click on the **[Submit Request]** button.

Note: If your facilities CLIA number is not in the FDOH Web Reporting Portal database, a message will be displayed (shown below) notifying the user that the information in the Facility/Provider Management section below could not be auto generated. This is not an error message. Please continue with manually typing the facility information and submit the registration form.



Disease Section Information

Disease Sections *

No diseases selected

Respiratory diseases section(i.e. COVID-19, Flu, RSV)

Lead section(i.e. Blood Lead Level)

Facility/Provider Management

Facility Type * | Facility Name * | Facility Address *

Choose...

City* | ZIP Code* | State *

Florida

County * | Phone Number *

Choose...

User Account Information

First Name* | Last Name * | Phone Number *

Email Address *

Provider Information

+ Add Provider

Provider Id	First Name	Last Name	City	Phone Number	NPI	Actions

After submitting this form, you must verify your email address by clicking on the link that will be sent to the provided email address.

I'm not a robot

reCAPTCHA

Privacy - Terms

1. Fields marked with the red asterisks (*) are required fields.
2. Once all required information is filled out, please click **Submit Request** at the bottom of the page.
3. After a successful submission, the user will be notified with the success message.

Note: If you do not receive a successfully submitted facility registration message, then the request was not submitted successfully, and the registration form will need to be submitted again. Please check your junk or spam folder after submitting the facility request.

Facility Registration Form Submitted Successfully!

Your request has been saved. To complete the submission process you must verify your email address.

Please click the verification link sent to the email address - [illegible]. Please note, the link will expire in **24 hours**.

If you are unable to verify using the link sent to your email address, please call at the Helpdesk number for verification. If you have requested a verification call back, you will receive a call from the helpdesk anytime after 1 hour of the submission and before the expiration window.

You may close the browser now.

4. The Facility Registration request is not complete until the email address is verified. The link will expire in 24 hours.

5.2 Email Verification

1. After submitting the request, the system will send an email verification to the verified email address.
2. Go to the inbox of the email address used for registration. The email will be sent from CTLSSupport@doh.state.fl.us
3. Please check junk or spam if the email was not received immediately.

CTLSSupport@doh.state.fl.us
to me

Dear User,

We have received your request for the Facility Registration.

Your Facility Registration ID is 3501. Please keep this ID for your records.

In order to complete the registration process, click on the link provided below. If link is not clickable, please copy and paste the complete URL in a new browser window.

https://hivaidsdevnew.doh.ad.state.fl.us/CovidLabReporting/COVID19Antibody/FacilityRequest/EmailVerification/la439O-N_N4%3d?token=184ee805-1038-4acb-917d-b289c4299e21

Stay safe!

Regards,
CTLS Antibody Testing Team.

4. Click on the link provided in the email.
5. The system will provide a Success message, and this will complete the new request.

Note: This means the facility registration process is completed. Web Reporting Portal Support will still need to verify the facility information prior to approving the new facility request.

Success!!

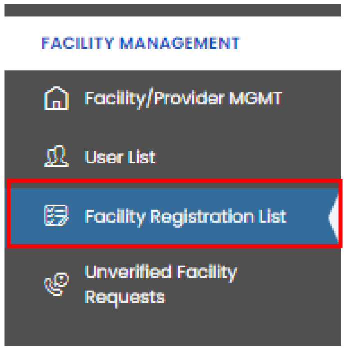
Your Facility Registration process has been completed. Your record ID is **3501**. Please save the ID for future reference.

You may close the browser now.

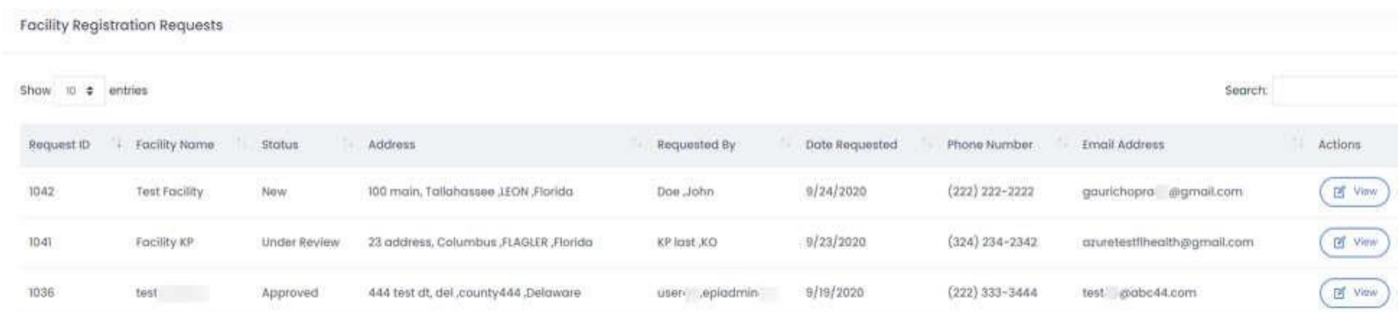
6. The registration record ID number will be different from the Facility ID number, which is provided once the facility has been successfully approved.

5.3 Facility Registration List

1. Once the new facility request is successfully submitted by the requestor, the registration will be available for review by Web Reporting Portal Support under the Facility Registration List.
2. Click on the **[Facility Registration List]** menu option in the <u>Facility Management</u> section. Web Reporting Portal Support will be directed to the **Facility List** page.



3. All requests can be viewed on this page.
4. The new requests will have a status of “New”.



5.4 Review New Requests

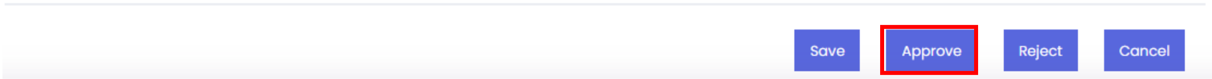
1. To review a new request, click on the **[View]** button available under <u>Actions</u> column.

Note: Only Web Reporting Portal Support will be able to view and approve a new facility request.

2. The system will direct you to the **Facility Details** page.
3. Review the data entered.
4. Web Reporting Portal Support can make changes to the request as needed.
5. After making any changes, click on the **[save]** button to save the changes.
6. The Status of the request will now be changed to “Under Review”.

5.5 Approve Facility Requests

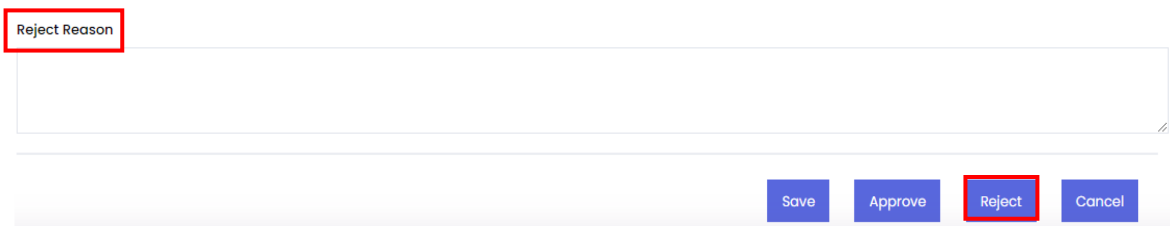
1. Web Reporting Portal Support can approve the request after reviewing the details.
2. Check to make sure the Administrator Account is set to the correct Role.
3. To approve the facility request, click on the **[Approve]** button.



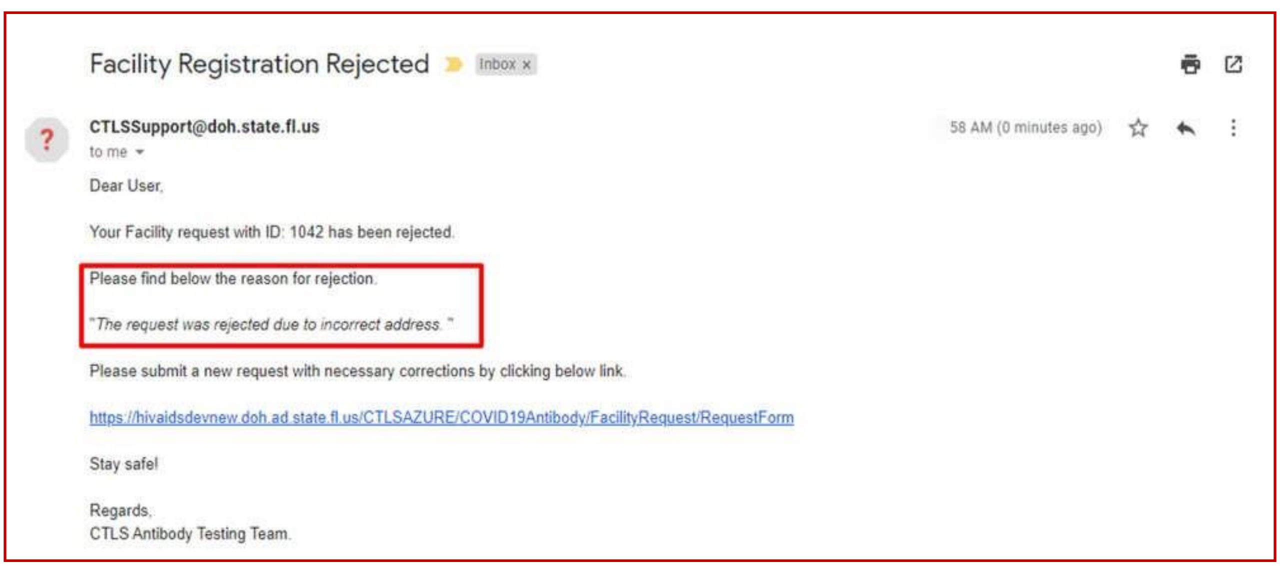
4. The system will display a confirmation message.
5. Click the **[OK]** button to proceed with the Facility registration process.
6. Once the request has been approved, the following actions will occur:
   a. A new EPI facility will be created in the system and will be available in the **Facility List** page.
   b. A new user account will be created. This user will be mapped to the facility created with the request.
7. The status for this record will change to “Approved” and the Facility Registration process will be complete.

5.6 Reject Facility Requests

1. Web Reporting Portal Support can reject the request after reviewing the details.
2. To reject any request, click on the **[Reject]** button.



3. For rejecting any request, a Reject Reason is required.
4. Once the request has been rejected, the status of the request will be changed to “Rejected”.
5. An email notification will be sent to the requestor with the rejection reason.



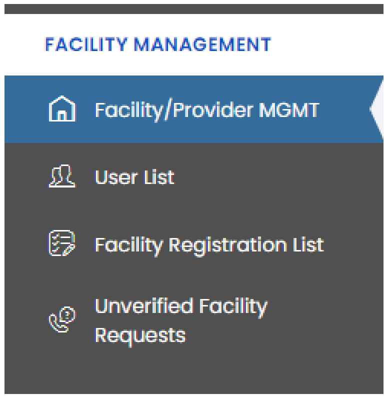
6. The requestor can start another request as needed. The same request form cannot be used again.

   Note: Some common rejection reasons include incorrect CLIA ID, or the facility already approved.

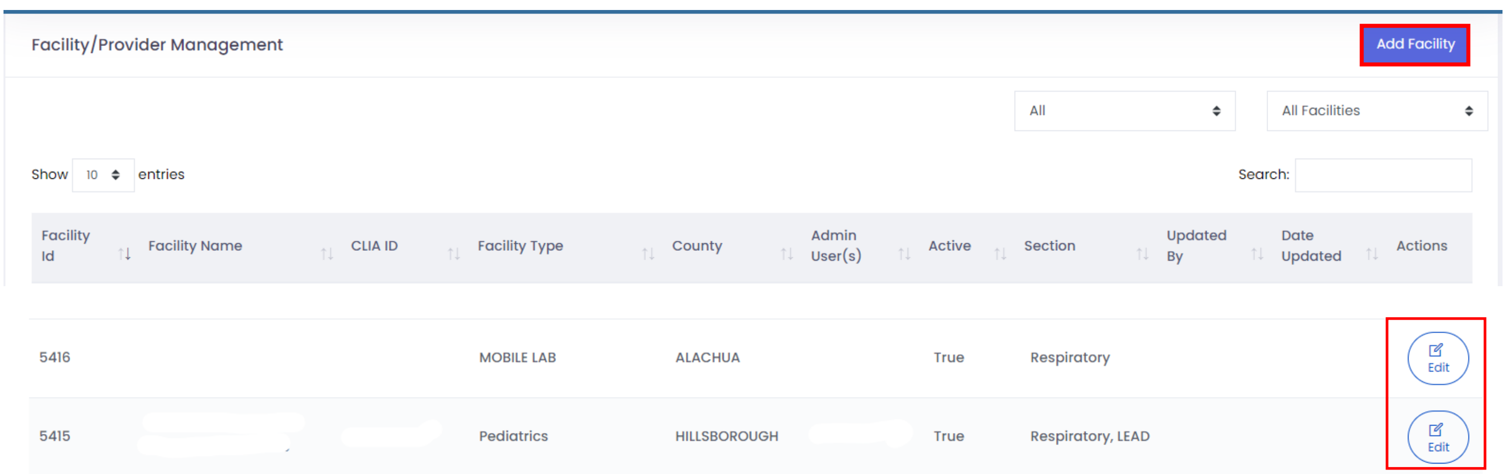
6 Facility/Provider MGMT Page

6.1 Facility List

1. Click on the **[Facility/Provider MGMT]** menu option to open **Facility List** page.

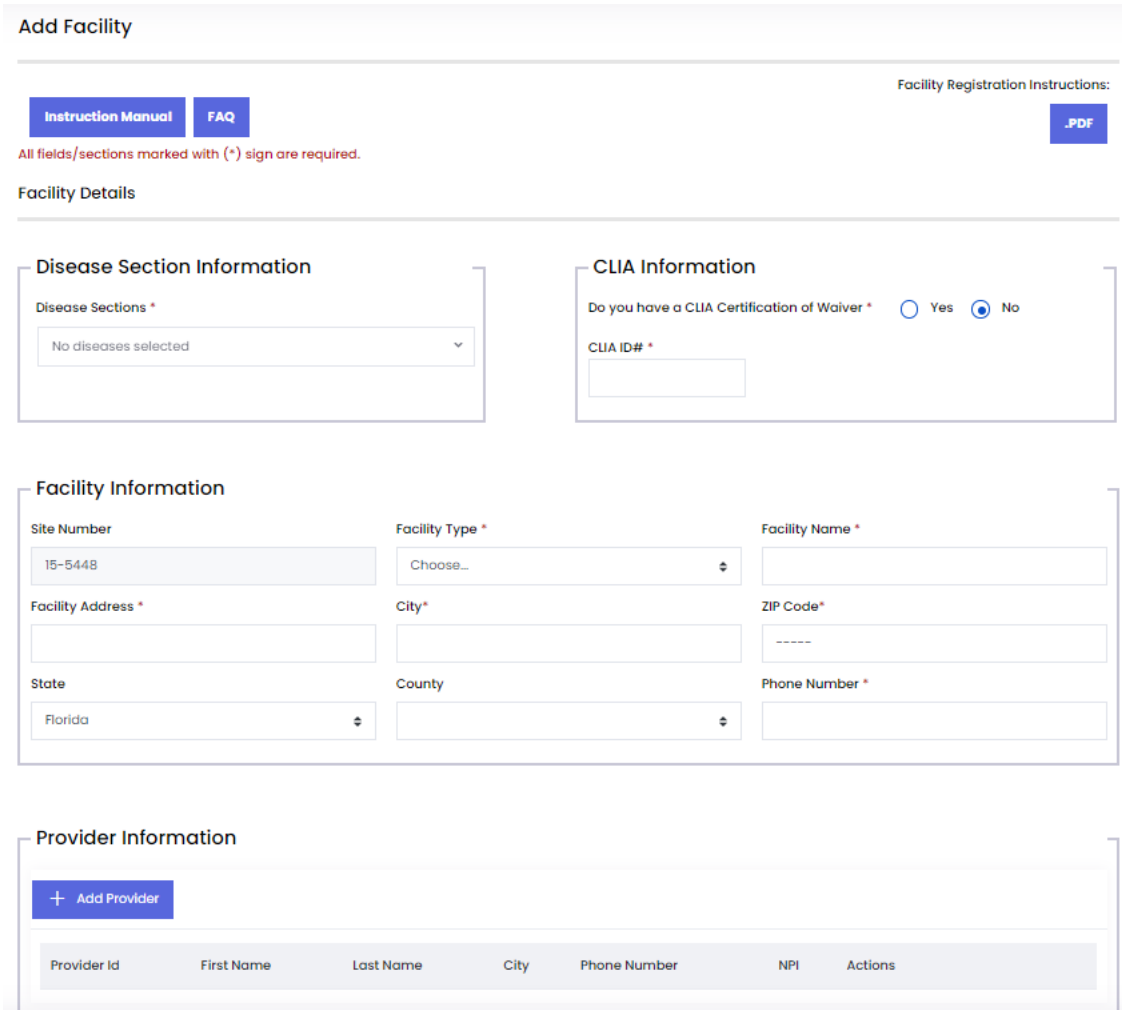


2. The system will direct you to the **Facility List** page.
3. To add a NEW facility, use the **[Add Facility]** button.
4. To edit an existing facility, click on the **[Edit]** button for the facility.



6.2 Add Facility

1. To add a new Facility, click on the **[Add Facility]** button. The system will direct you to the **Add Facility** Page.
2. Complete all required fields and click on the **[Save]** button.
3. The facility will be saved, and the system will direct you back to the **Facility List** page.
4. The added facility will not be available on the **Facility List** page.

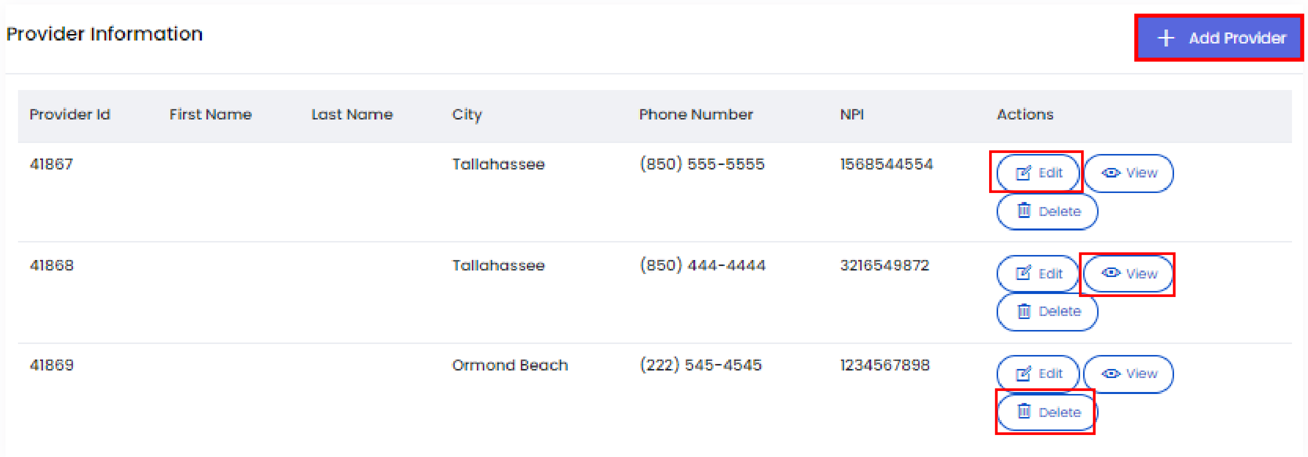


6.3 Edit Facility

1. To edit an existing facility, click on the **[Edit]** button for that facility. The system will direct you to the **Edit Facility** page.
2. Update the data as needed and click on the **[Save]** button.
3. The updated data will be saved, and system will direct you back to the **Facility List** page.

6.4 Add/Edit Provider

1. To add a new provider, click on the **[Add Provider]** button. The system will open a popup window and allow you to add a new provider.
2. Complete all required fields and click the **[Add]** button.
3. To edit an existing provider, click on the **[Edit]** button. The system will direct you to the edit provider screen.
4. Complete any updates to the existing provider and click the **[Update]** button.
5. To view the provider information, click the **[View]** button.
6. To delete a provider that is no longer at the facility location, click the **[Delete]** button.



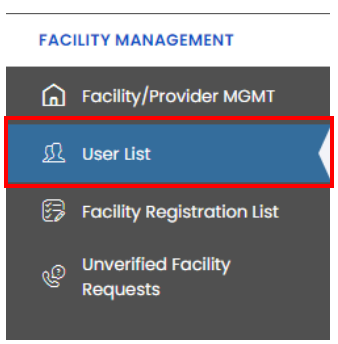
6.5 Active/Inactive Facility

1. To make any facility active or inactive, use the **[Edit]** button on the **Facility/Provider MGMT** page.
2. On the **Edit Facility** page, use the <Active> checkbox to make any facility active or inactive.
3. Please include a reason for activating/deactivating the facility.
4. Click the **[Save]** button on the bottom-right after making the appropriate selection.

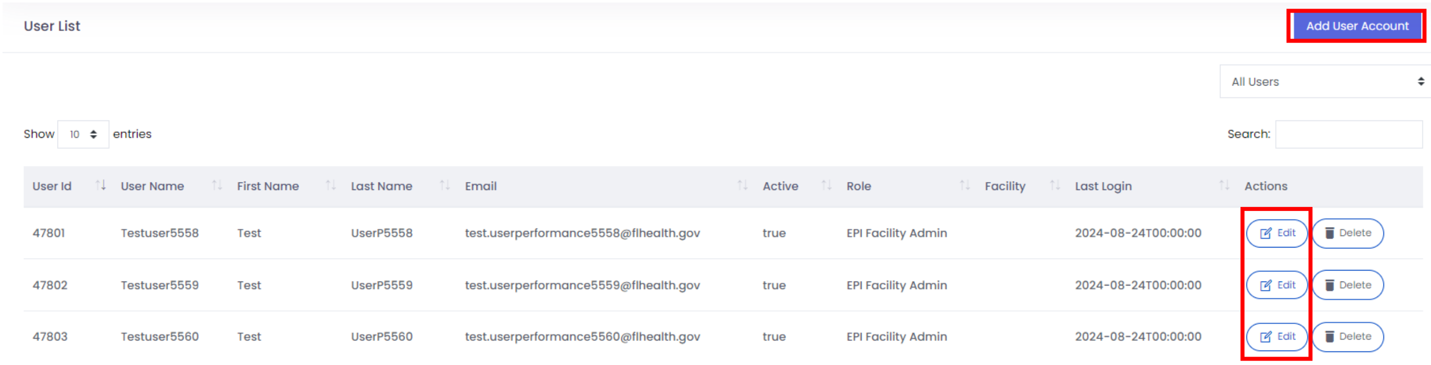
Note: Activating/Inactivating a facility can only be done by Web Reporting Portal Support.

7 User List

1. An Admin user can add and edit users within the portal, but only for their facility/organization.
2. Click on the **[User List]** menu option to access the current user list in the system.

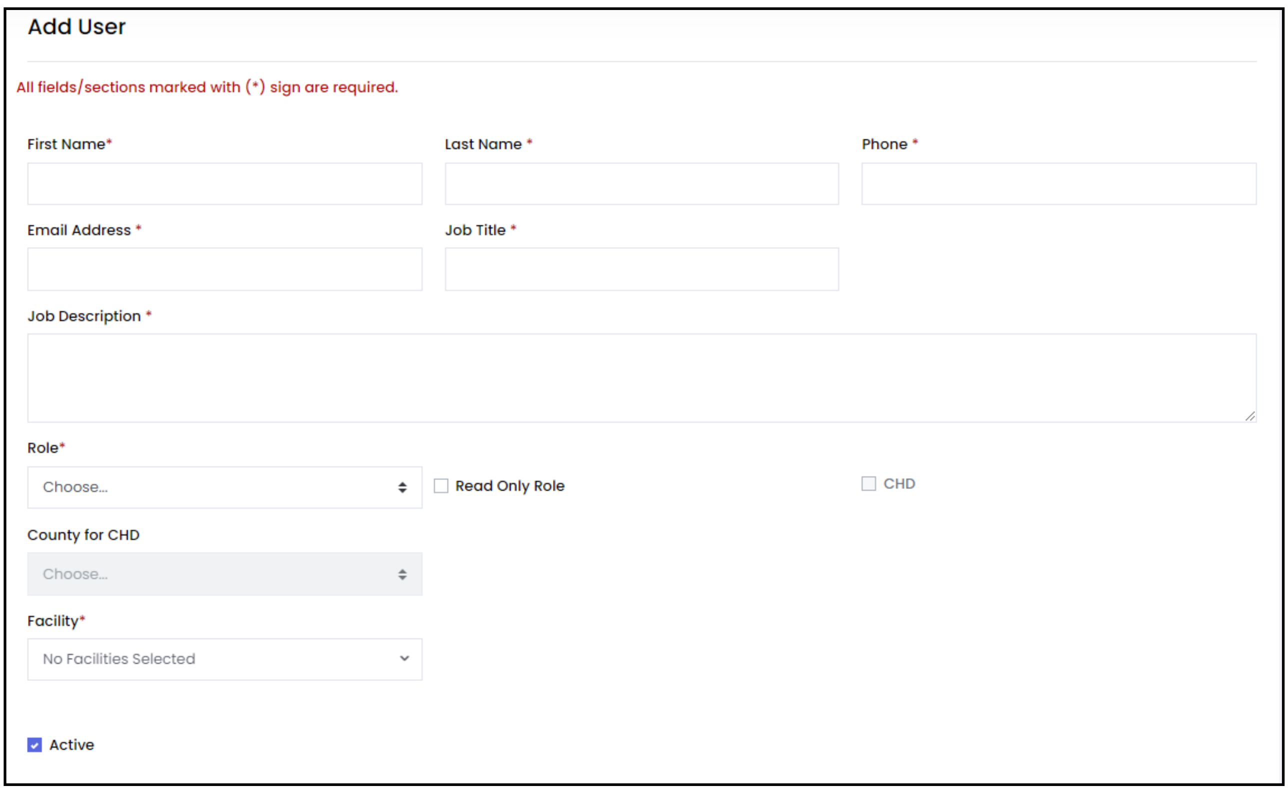


3. All the users in the system will be available on the **User List** page
4. To delete a user from the portal, click on the **[Delete]** button for that user.
5. A user once deleted will be removed from the User List. To reinstate a deleted user, please contact Web Reporting Portal Support
6. To edit a user, click on the **[Edit]** button for that user.



7.1 Add New User

1. To add a new user, click the **[Add User Account]** button on the **User List** page.
2. You'll be directed to the Add User screen.
3. Complete all required fields and click the **[Save]** button.



New User Roles

1. Read Only Role – only allows for the user to view Results.
2. CHD (County Health Department) Role – allows for CHD to view results from all facilities associated to the CHD County assigned.

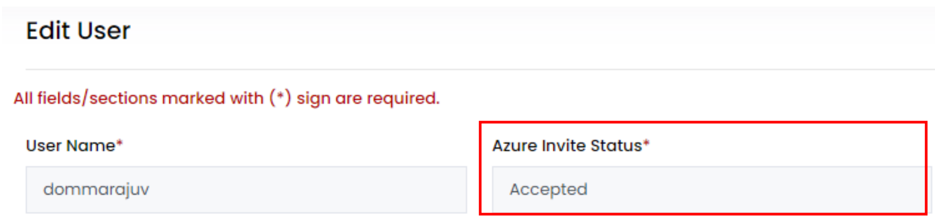
Note: Newly added users will not get access to the portal immediately. These users will be required to accept a Microsoft Invitation to have their email address setup in our system. account to be setup. Please inform Web Reporting Portal Support when new users are added so a new user Microsoft Invitation can be sent to them

7.2 Filter User List

1. There is a filter available to narrow down the results on the **User List** page.
2. The Filter includes options to view Active, Inactive, or all users. By default, all users will be displayed.

7.3 Edit User

1. Facility Admin users will be able to view the status of other users associated with the facility.
2. Review the Azure Invite Status to identify if new users will have portal access.
    a. The Azure Invite Status can read Accepted, Pending, or N/A.
        i. Accepted – User has accepted the invitation and has access to the Web Reporting Portal
        ii. Pending – User was sent a Microsoft Azure Invitation but has not yet accepted it.
        iii. N/A (Not Applicable) – User has not been sent a Microsoft Azure Invitation.



3. If an email address has changed or a user would like to use a different email to log in, please notify Web Reporting Portal Support.
    a. Even if the user was able to log in with a previous email, the new email will still need to be authenticated and a Microsoft Invitation will still need to be accepted, prior to accessing the Web Reporting Portal.

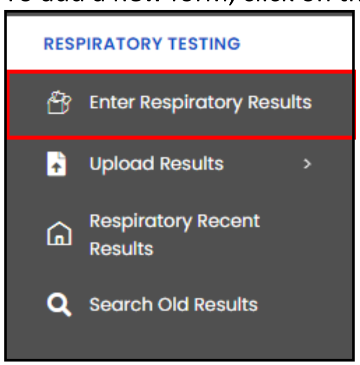
8 EPI Respiratory Testing Section

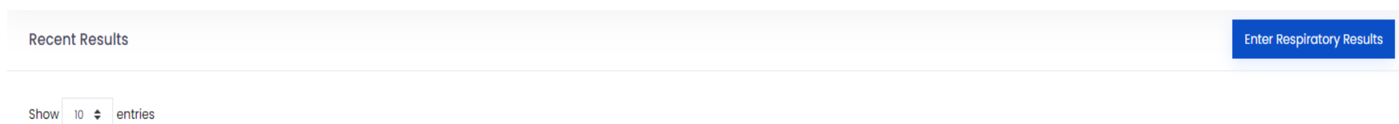
The Florida Department of Health's (Department) Electronic Laboratory Reporting Portal is a web-based application that supports both manual data entry and batch data submission of laboratory test results. Reporting requirements for selected respiratory pathogens, including COVID-19, influenza, and respiratory syncytial virus (RSV), are specified in Florida Administrative Code Rule 64D-3.029. Practitioners, laboratories, facilities, and all others using point-of-care tests for the diagnosis of COVID-19, including those operating under CLIA waivers, must report both the positive, negative, and inconclusive test results to the Department within 24 hours of test administration.

All test results must be submitted electronically. Until electronic laboratory reporting has been established, test results must be submitted by facsimile to the Florida Department of Health's Bureau of Epidemiology confidential fax line, 850-414-6894, or to the patient's local county health department. A list of county health department reporting contact information can be found at www.FLhealth.gov/chdepicontact. For enrollment into electronic laboratory reporting or the direct entry web portal, visit www.FloridaHealth.gov/ElectronicReportingRegistration.

9 Adding New Respiratory Testing Form

1. To add a new form, click on the **[Enter Respiratory Results]** button from either the **Recent Results** page or menu on the left side.





2. The user will be directed to the Result Form. See Appendix for the complete form.
3. Complete all required fields marked with the red asterisks (*) and click **[Save]**
4. To save the current form and start a new form, click on the **[Save & Add New]** button.

10 New Form Validations

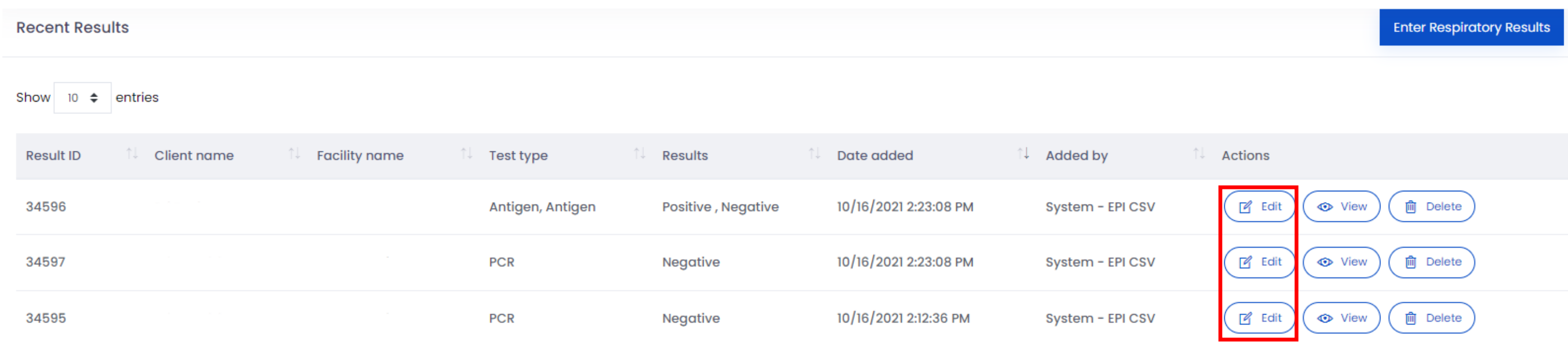
Note: Web Reporting Portal will only process results within **30 days** of the current date for COVID-19 reporting.

- **Manual Entry -** A RED notification message will appear under the Specimen Collected Date with an error message if the result is greater than 30 days.
- **Bulk Upload –** If the spreadsheet contains results greater than 30 days, the file can still be uploaded, but those results will not process.

Please email the support team with any results greater than 30 days that were either not submitted or did not process. The support team will review the results and upload the results on behalf of the facility.

11 Edit Form

1. From the **Recent Results** page, click on the **[Edit]** button for any records that needs to be updated immediately.

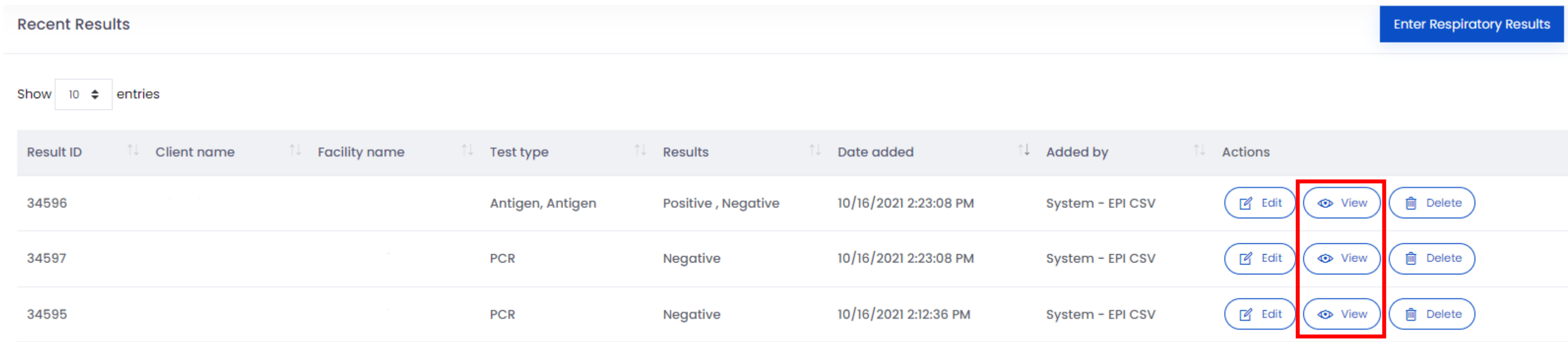


2. Click on the **[Edit]** button for opening the form with existing data.
3. Make the changes as needed.
4. Before you can save the edits, you will be prompted to include a Transfer Reason.
5. Once a Transfer Reason has been added, click on the **[Save]** button to save the changes.

Note: Results are transferred to Merlin (FDOH database) within one hour of the results being submitted. Records can be updated at any time, however please contact Web Reporting Portal Support to make sure the result previously transferred to Merlin can be corrected.

12 View Form

1. From the **Recent Result** page, click on the **[View]** button for any record to view.



Recent Results

Enter Respiratory Results

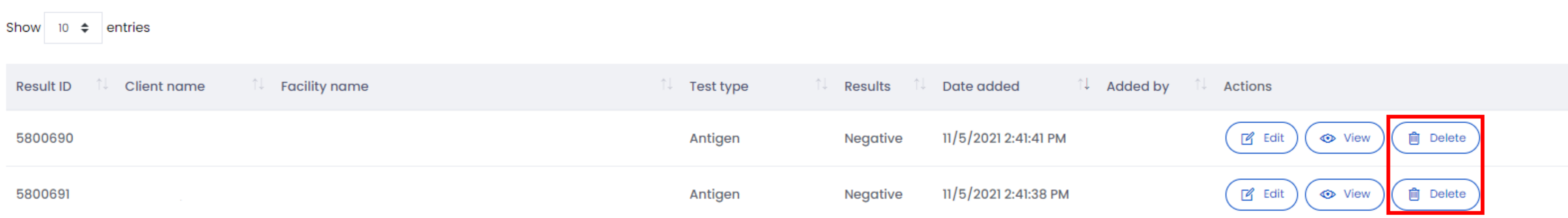
Show 10 entries

Result ID	Client name	Facility name	Test type	Results	Date added	Added by	Actions
34596			Antigen, Antigen	Positive , Negative	10/16/2021 2:23:08 PM	System - EPI CSV	Edit View Delete
34597			PCR	Negative	10/16/2021 2:23:08 PM	System - EPI CSV	Edit View Delete
34595			PCR	Negative	10/16/2021 2:12:36 PM	System - EPI CSV	Edit View Delete

2. Clicking the **[View]** button will open the form in view mode.
3. Click on the **[Cancel]** button at the top to go back to the Recent Results screen.

13 Delete Form

1. From the **Recent Results** page, click on the **[Delete]** button for any records that needs to be deleted immediately.



Show 10 entries

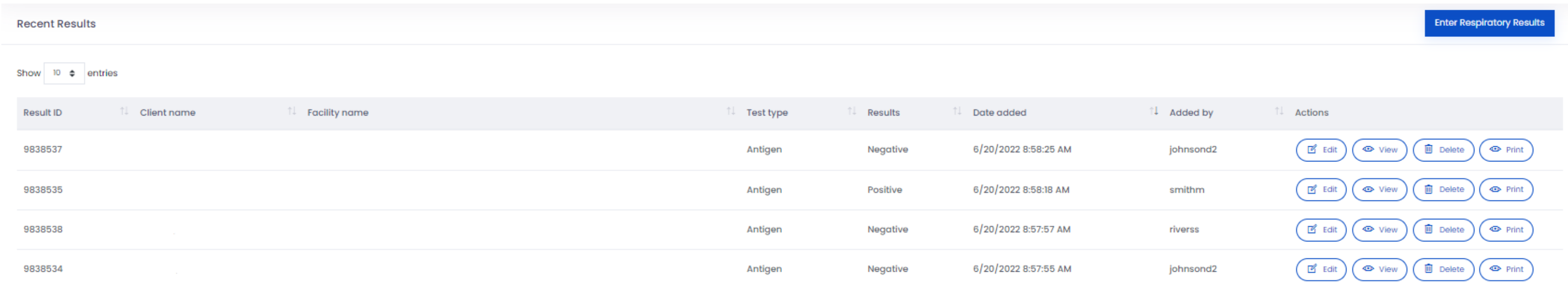
Result ID	Client name	Facility name	Test type	Results	Date added	Added by	Actions
5800690			Antigen	Negative	11/5/2021 2:41:41 PM		Edit View Delete
5800691			Antigen	Negative	11/5/2021 2:41:38 PM		Edit View Delete

2. Clicking on the **[Delete]** button will remove the record from the system and cannot be retrieved back.

Note: Records can only be deleted immediately after saving the new form. Once the result has been transferred to Merlin, results should not be deleted without notifying the Web Reporting Portal Support. Please provide as much information as to why a result form needs to be deleted, so we can disqualify the results transfer to Merlin.

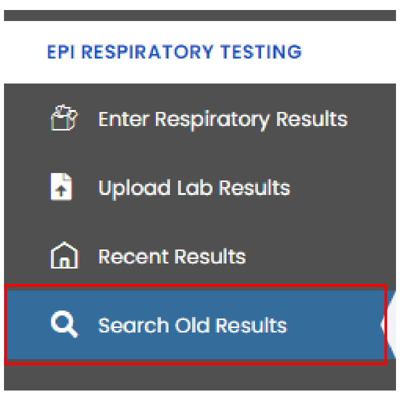
14 Recent Results

1. All Records manually entered will be available on the Recent Result screen.
2. The Recent Results screen will only show the most recent 100 manually entered results reported.
3. A logged in user will only see records for their own facility.
4. Users can edit, view, delete or print any records from the Recent Results screen.
5. Users can add a new form from the Recent Result screen by clicking on the **[Enter Respiratory Result]** button.

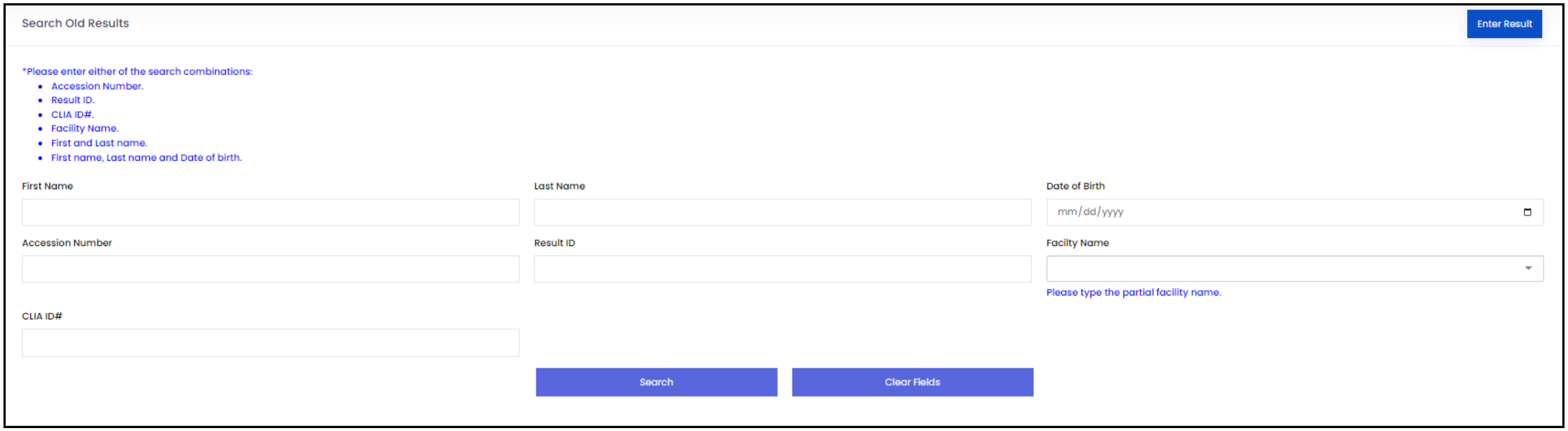


15 Search Archived Records

1. On the Recent Results screen (Dashboard), only the most recent 100 records will be available for the users to view. To view older records, users must use the “Search Old Results” option.
2. Click on the **[Search Old Results]** menu option. The user will be directed to the search screen.



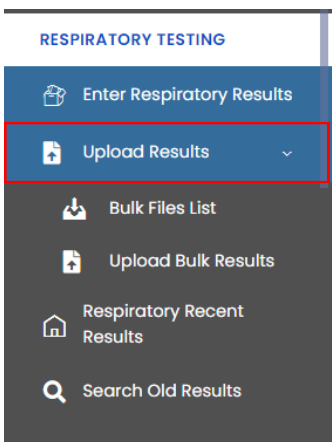
3. On the search screen, the user may search using the “First Name and Last name” or “Date of Birth” or “Accession Number” or the “Result ID”.
4. The results will be displayed in the table below, and users will have the “Edit”, “View”, and “Delete” options for each form.



16 Upload Lab Results

Facility Admin user can upload Respiratory Laboratory Testing Results for their own facility by using the "Upload Lab Results" feature.

1. Click on the **[Upload Results]** option from the menu.



Note: Web Reporting Portal will only process results within **30 days** of the current date for COVID-19 reporting.

- **Manual Entry –** A RED notification will appear under the Specimen Collection Date with an error message if the result is greater than 30 days.
- **Bulk Upload –** If the spreadsheet contains results greater than 30 days, the file can still be uploaded, but those results will not process.

Please email the support team with any results greater than 30 days that were either not submitted or did not process. The support team will review the results and upload the results on behalf of the facility.

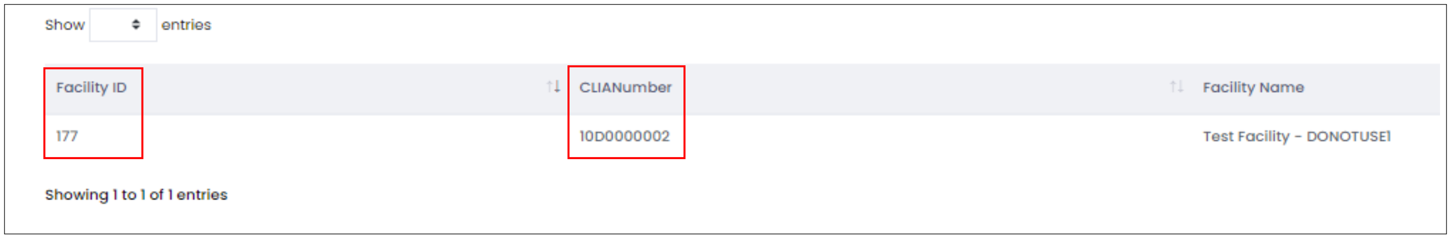
2. The system will display two options **[Bulk Files List]** and **[Upload Bulk Results]**

   Bulk Files List

   - To view all files uploaded, click "Bulk Files List"
   - Only the files the admin uploads will be viewable on page.

Upload Bulk Results

- To upload a new file, click “Upload Bulk Results”
- File Requirements
    - The system accepts data in a .CSV or .XLSX file format only
        - For CSV file format, the delimiter must be pipe, '|'.
        - XLSX file format does not require any delimiter.
    - File size should be less than 200 KB
- Facility information (Column B & C)
    - Facility ID and CLIA Number are displayed below the file requirements.


Show entries

Facility ID	CLIANumber	Facility Name
177	10D0000002	Test Facility - DONOTUSE1

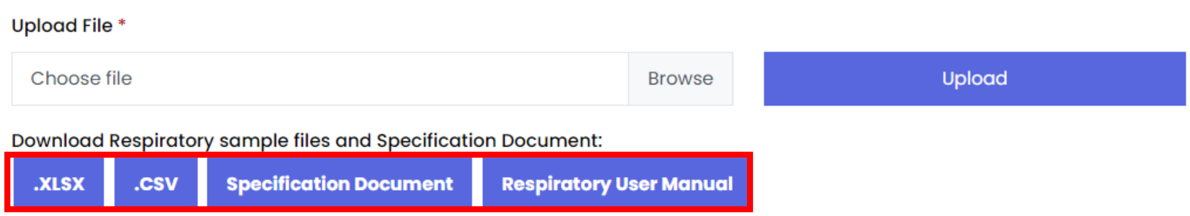
Showing 1 to 1 of 1 entries

16.1 File Requirements

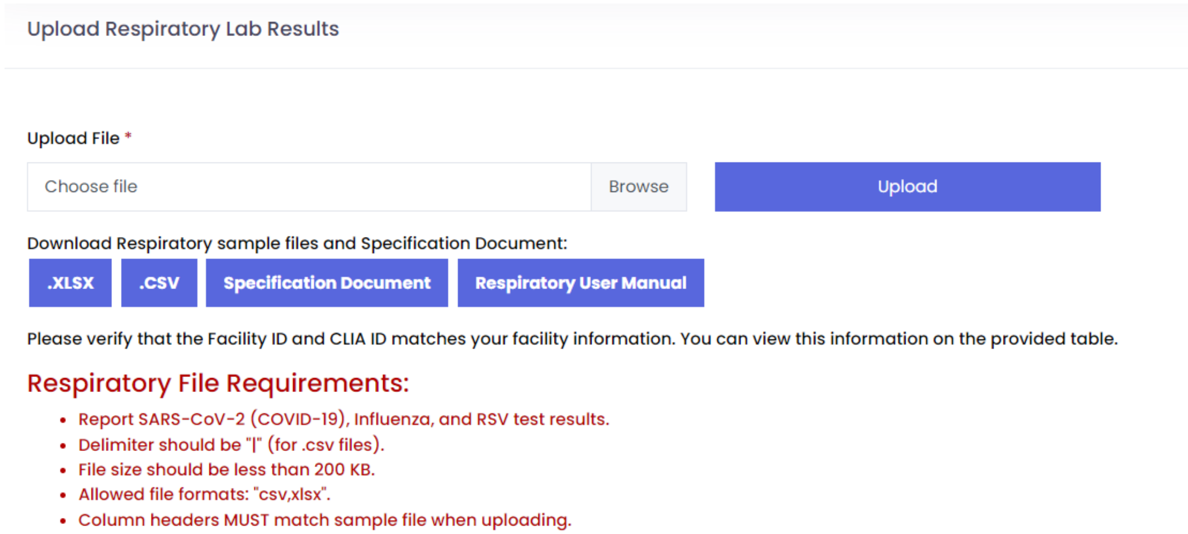
1. As of Jan. 26, 2023, the Web Reporting Portal Respiratory Section only accepts one file format.

2. Sample File (.CSV and .XLSX) and Specification Document will also change based on the check box.

It is <u>ESSENTIAL</u> to use the <u>Sample File</u> (.xlsx or .csv) as the starting template and the <u>Specification Document</u> (.pdf) as a reference.



Respiratory Format



Note: Per the FDOH guidelines, Serology (Antibody) reporting is no longer reportable. However, we will still accept Antibody test results to be reported using the Legacy File Format only.

16.2 Uploading a Valid File

1. Please verify that the Facility ID and CLIA ID in the file match the facility information.
2. Browse for the file in the Upload File field.
3. Once selected, Click on the **[Upload]** button".

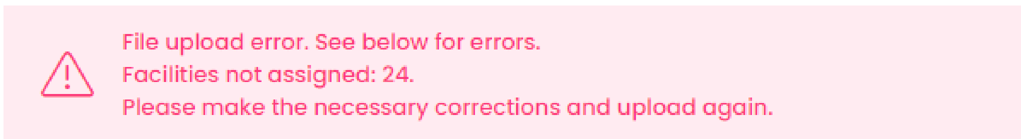
Note: If uploading one file for multiple facilities, please include all Facility ID numbers next to the appropriate patient where testing was completed.

4. The uploaded file will be viewable in the list table below.
5. Users will not be allowed to upload more than five unprocessed files at a time.

16.3 File Upload Status

1) File Successfully Uploaded
   a. A green notification will appear in the middle of the page to inform you that the file upload was successful.

2) File Uploaded Error
   a. A pink notification will appear in the middle of the page to inform you the file upload failed.
      - Details will be listed as to what errors occurred that need to be corrected.

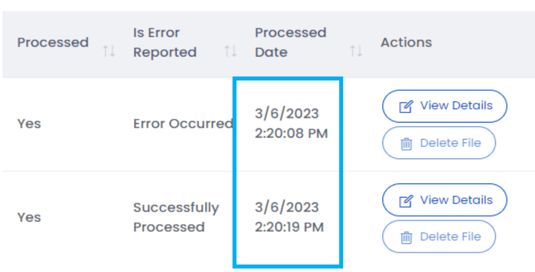


16.4 Delete a File

1. Any unprocessed file can be deleted if the file is incorrectly uploaded.
2. If the file is already processed, then the delete option will not be available for that file.
3. To delete a file, click on the **[Delete]** button for that record.
4. Confirm its deletion, and the upload record will then be removed from the system.

16.5 Processing time

1. All the uploaded files will not be processed instantly.
2. A scheduled backend process will run on hourly basis to process the files.
3. As soon as the files are processed, the Column Processed will display a "Yes" value along with the Processed Date.
   a. Respiratory Format Files will be processed at 20 minutes past the top of the hour.

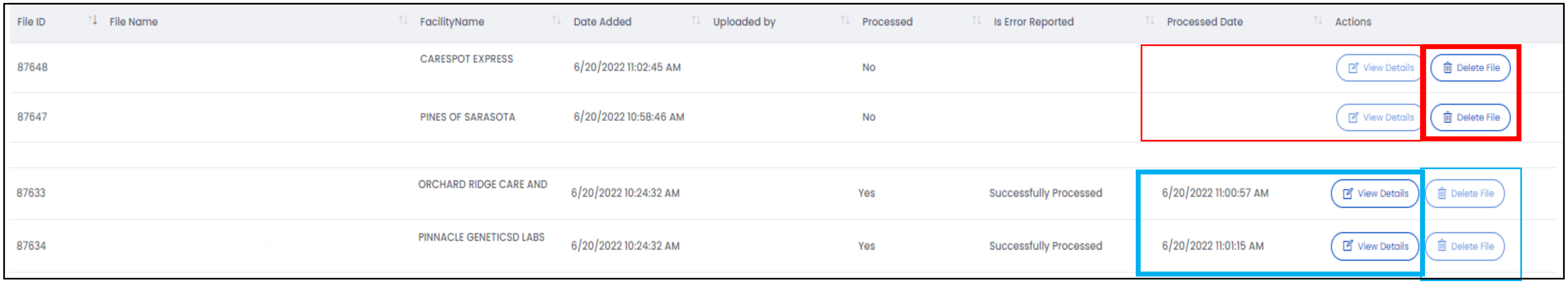


Processed	Is Error Reported	Processed Date	Actions
Yes	Error Occurred	3/6/2023 2:20:08 PM	View Details Delete File
Yes	Successfully Processed	3/6/2023 2:20:19 PM	View Details Delete File

16.6 Processed File Details

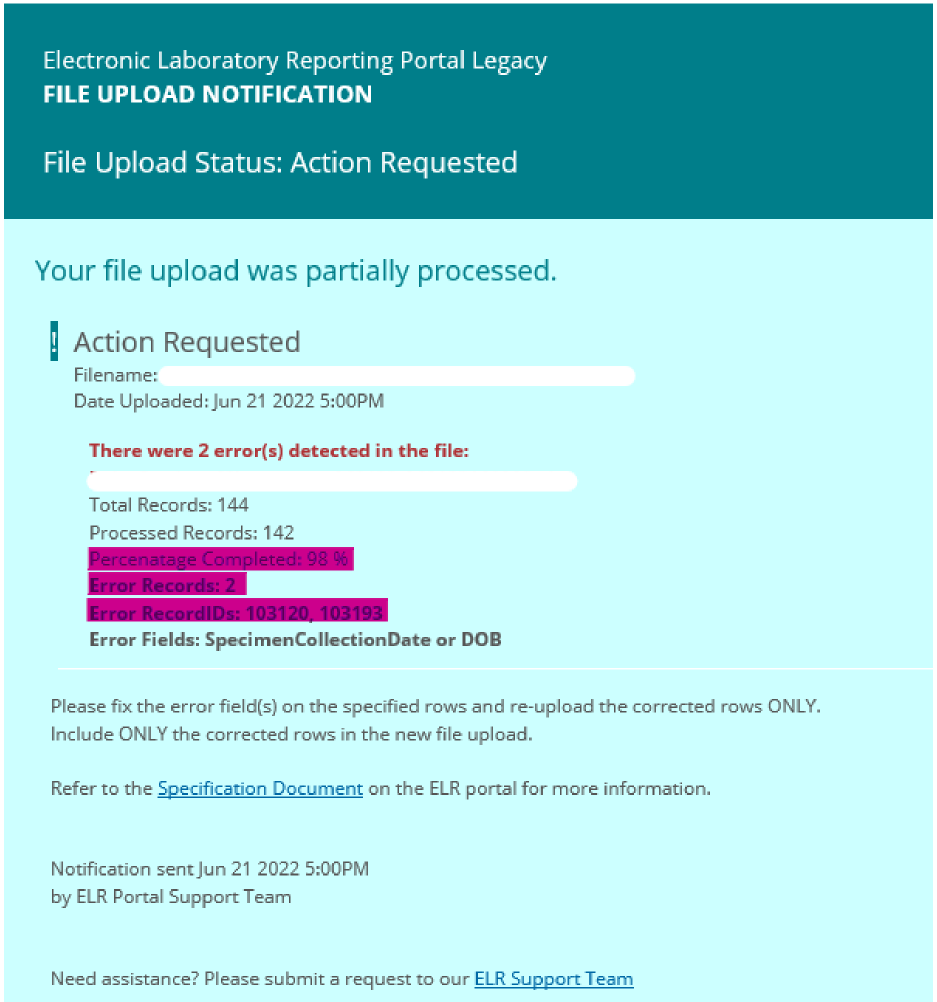
1. After the uploaded file has processed, the user can check the details for the uploaded data.
2. Click on the **[View Details]** button for the record.
3. System will direct you to the **Lab Results File Upload Details** page.
4. This page will show the totals including successfully processed and failed records.

    Note: Once a file is processed, it cannot be deleted. All results are transferred to the state's repository of reportable diseases (Merlin). To edit or disqualify any processed results, please contact Web Reporting Portal Support.



16.7 Processed File Email

1. After a file has successfully processed, an email will be sent to the uploader with specific details about their processed file.
    a. The email will include the below information:


Electronic Laboratory Reporting Portal Legacy
FILE UPLOAD NOTIFICATION

File Upload Status: Action Requested

Your file upload was partially processed.

Action Requested
Filename:
Date Uploaded: Jun 21 2022 5:00PM

There were 2 error(s) detected in the file:

Total Records: 144
Processed Records: 142
Percenatage Completed: 98 %
Error Records: 2
Error RecordIDs: 103120, 103193
Error Fields: SpecimenCollectionDate or DOB

Please fix the error field(s) on the specified rows and re-upload the corrected rows ONLY.
Include ONLY the corrected rows in the new file upload.

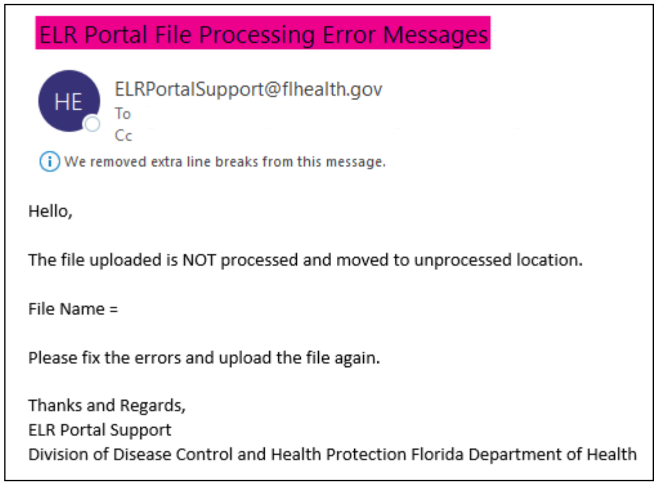
Refer to the Specification Document on the ELR portal for more information.

Notification sent Jun 21 2022 5:00PM
by ELR Portal Support Team

Need assistance? Please submit a request to our ELR Support Team

b. If a file contains errors, an email will specifically reference which RecordIDs contained errors.
c. There will also be a reason given as to why the specific record did not process.
d. Any errors that did not process will need to be uploaded again.
    i. Please only upload the error record that did not process, as all the other results have already processed and reported. Uploading the whole file again will cause results to be duplicated.

2. If the file DOES NOT successfully process, an email will be sent to the uploader notifying them that the file did not process.
    a. The email will include the below information:


ELR Portal File Processing Error Messages

ELRPortalSupport@flhealth.gov
To
Cc
We removed extra line breaks from this message.

Hello,

The file uploaded is NOT processed and moved to unprocessed location.

File Name =

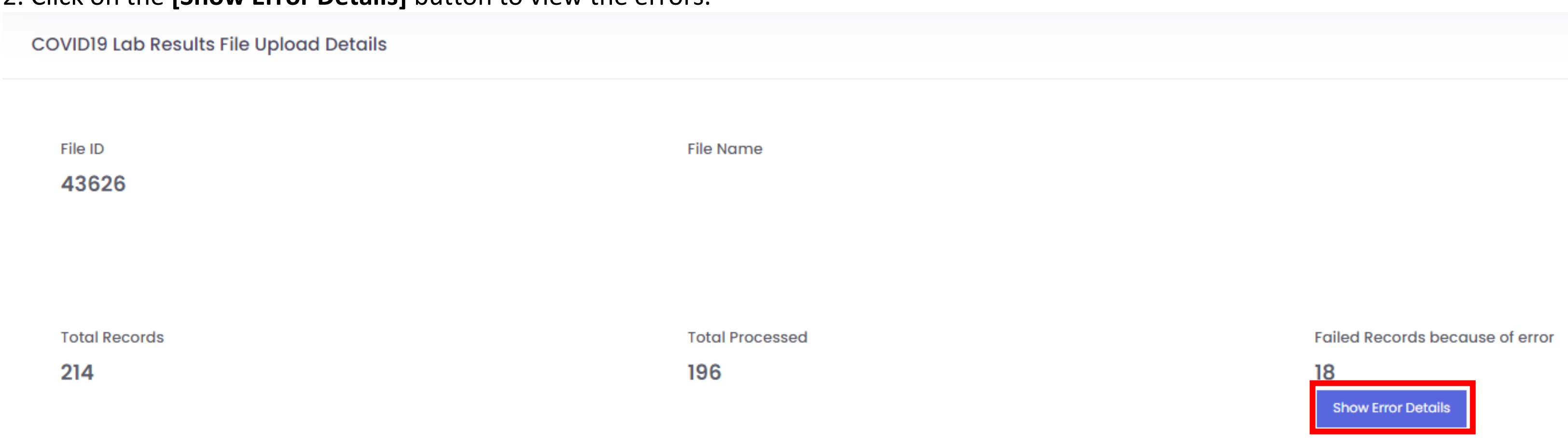
Please fix the errors and upload the file again.

Thanks and Regards,
ELR Portal Support
Division of Disease Control and Health Protection Florida Department of Health

If you receive this email and cannot identify the specific reason as to why the file did not process, please contact Web Reporting Portal Support to assist with identifying why the file did not process.

16.8 Processed File Error Reason

1. After clicking the **[View Details]** button, admins can view the error details.
2. Click on the **[Show Error Details]** button to view the errors.



16.9 Error Details

1. Click on the **[Show Error Details]** button. The system will open a list on the same page listing any records that failed and the errors that caused their failures, if any.

Error Field and Reason

Show 10 entries

Search:

Record ID	Error Field	Error Field Value	Error Reason
46729	TestName	SARS-COV-2 N NOSE NAA+PROBE	Invalid Test Name. Please refer to the specification document for the valid test names.
46711	TestName	SARS-COV-2 N NOSE NAA+PROBE	Invalid Test Name. Please refer to the specification document for the valid test names.
46697	TestName	SARS-COV-2 N NOSE NAA+PROBE	Invalid Test Name. Please refer to the specification document for the valid test names.
46694	TestName	SARS-COV-2 N NOSE NAA+PROBE	Invalid Test Name. Please refer to the specification document for the valid test names.

2. The error reasons will be listed in an auto-generated Excel document in the correct format that the files need to be uploaded.
3. Click the **[Download Excel]** button to download the spreadsheet.
4. Once the errors are corrected on this new spreadsheet, save the file, and upload it.

Error Records

Download Excel

RecordID	FacilityID	CLIAID	AccessionNumber	ClientId	LastName	FirstName

Note: Since any records with errors were not uploaded to the system, you must upload a new file consisting of only these records after applying the fix. All other successfully processed records were uploaded in the system, and thus should not be re-uploaded.

17 Lead Disease Testing

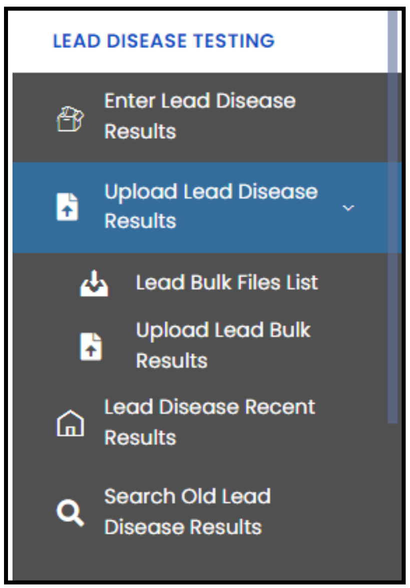
The Florida Department of Health's (Department) Electronic Laboratory Reporting Portal is a web-based application that supports both manual data entry and batch data submission of laboratory test results. Reporting requirements for lead poisoning are specified in Florida Administrative Code Rule 64D-3.029. Practitioners, laboratories, facilities, and all others testing for lead poisoning must report all blood lead level (BLL) test results to the Department. For BLLs ≥5 µg/dL, results must be reported by next business day. For BLLs <5 µg/dL produced by on-site blood lead analysis devices, results must be reported within 10 business days.

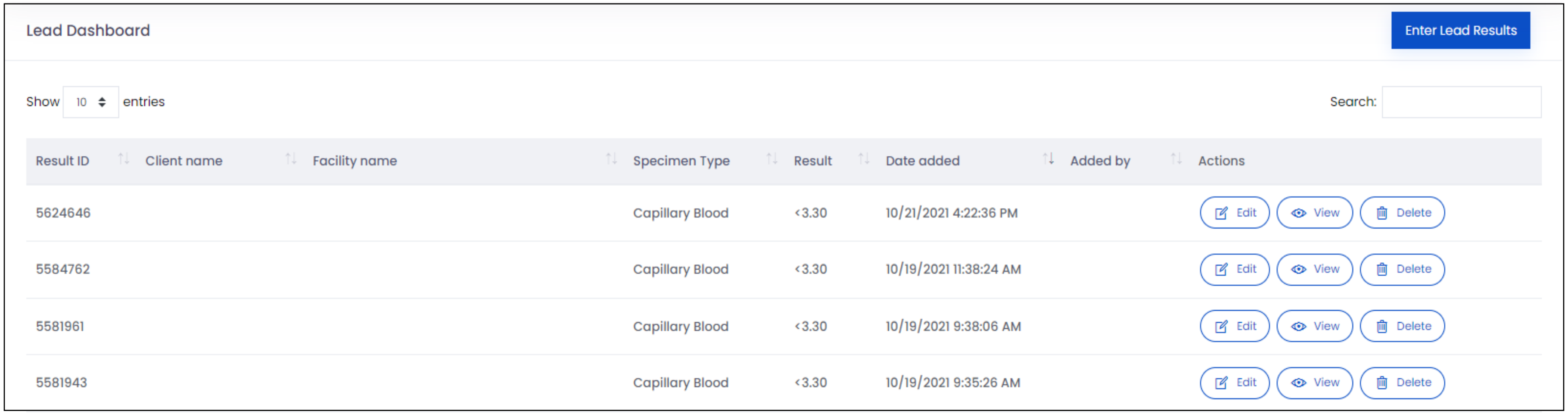
All test results must be submitted electronically. Until electronic laboratory reporting has been established, test results must be submitted by facsimile to the Florida Department of Health's Bureau of Epidemiology confidential fax line, 850-414-6894, or to the patient's local county health department. A list of county health department reporting contact information can be found at www.FLhealth.gov/chdepicontact. For enrollment into electronic laboratory reporting or the direct entry web portal, visit www.FloridaHealth.gov/ElectronicReportingRegistration.

18 Lead Dashboard

The Lead Dashboard will display the most recent 100 lead test results reported by your facility.

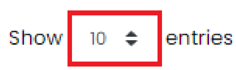
1. To access the lead dashboard, click on **[Lead Dashboard]** in the **LEAD TESTING** section of the Web Reporting Portal navigation bar on the left edge of the screen.



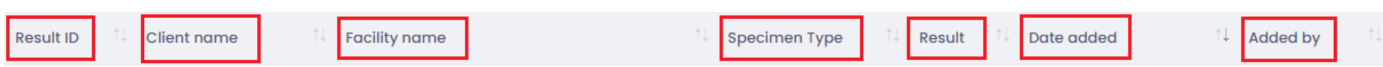


18.1 Results per Page

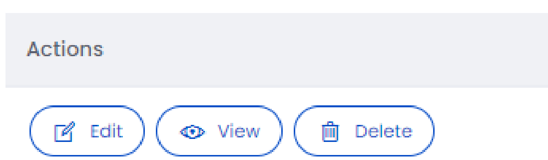
1. Change the Number of Entries to be Viewed
    a. The number of results can be changed to show up to 100 of the most recent by clicking the drop-down box.



2. Change Sorting Parameters
    b. Results can be sorted per category by clicking a Column name.
    c. Results can be sorted by ascending/descending values by clicking the same Column name an additional time.

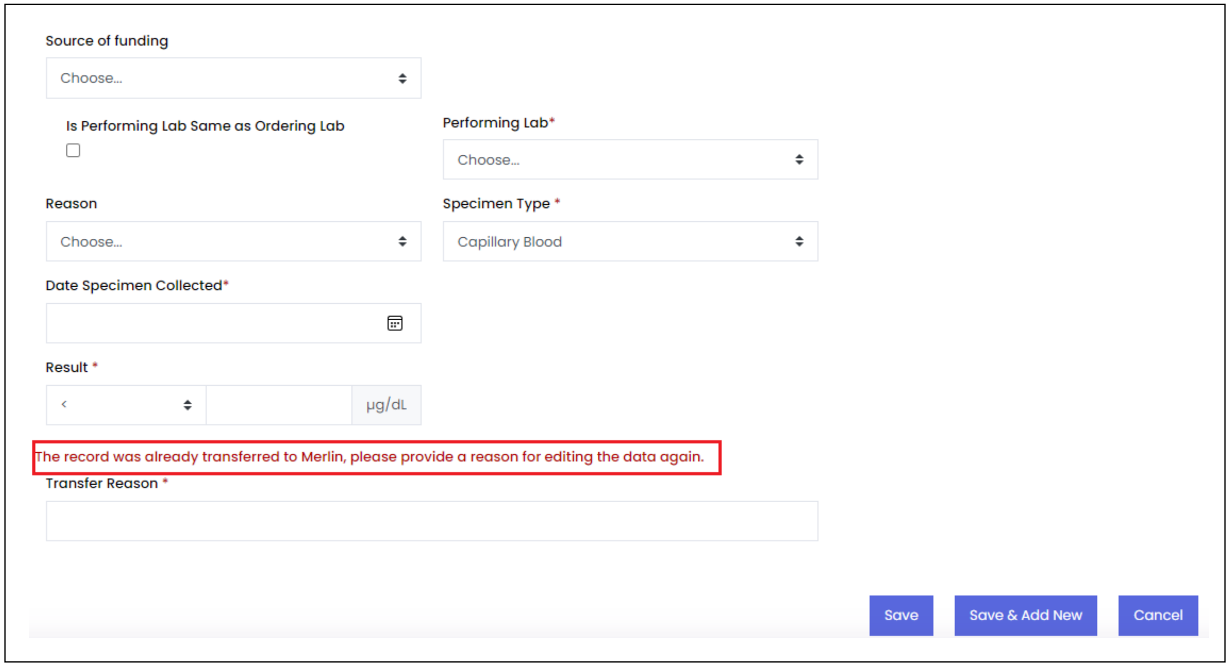


18.2 Recent Lead Results Actions



18.3 Edit a Recent Lead Result

1. Click on the **[Edit]** button to open the form with existing data.
2. Make changes as needed.
3. Before you can save the edits, you will be prompted to include a Transfer Reason.
4. Once a Transfer Reason has been added, click on the **[Save]** button to save the changes.



Note: Results are transferred to Merlin (FDOH database) within one hour of the results being submitted. Records can be updated at any time, however please contact Web Reporting Portal Support to make sure the result previously transferred to Merlin can be corrected.

18.4 View a Recent Lead Result

1. From the **Recent Results** page, click on the **[View]** button for any record to view.
2. Clicking the **[View]** button will open the form in view mode.

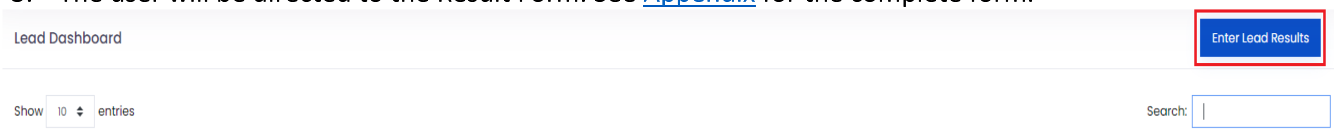
18.5 Delete a Recent Lead Result

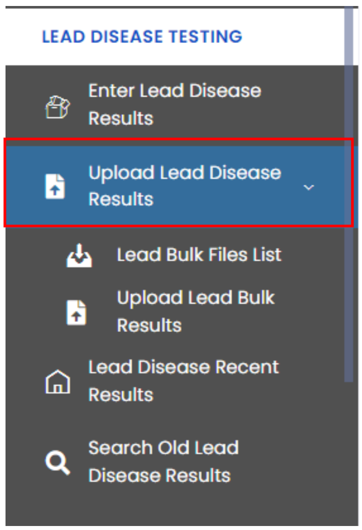
1. From the **Recent Results page**, click on the **[Delete]** button for any records that needs to be deleted immediately.
2. Clicking on the **[Delete]** button will remove the record from the system and cannot be undone.

Note: Records can only be deleted immediately after saving a new form. Once the result has been transferred to Merlin, results should not be deleted without notifying Web Reporting Portal Support. Please provide as much information as to why a result form needs to be deleted, so we can disqualify the result transferred to Merlin.

19 Enter Lead Results

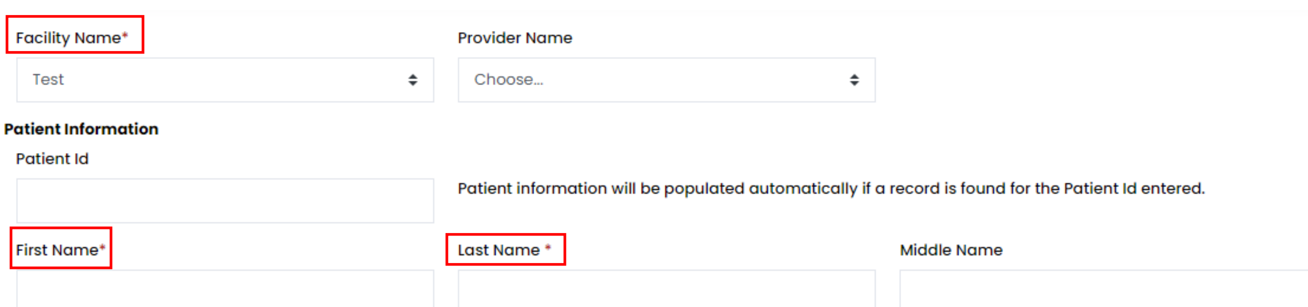
1. Click the **[Enter Lead Results]** button on the Lead Dashboard or
2. Click **[Enter Lead Results]** under the **LEAD TESTING** section of the Web Reporting Portal navigation bar.
3. The user will be directed to the Result Form. See Appendix for the complete form.

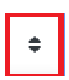


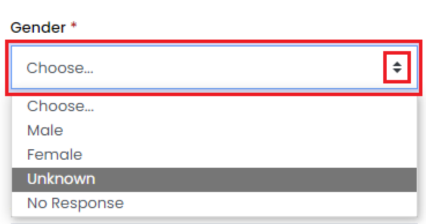


19.1 Validate Lead Results

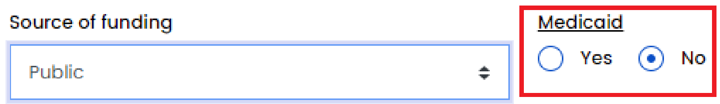
1. Fields marked with a RED ASTERISK (*) are REQUIRED.



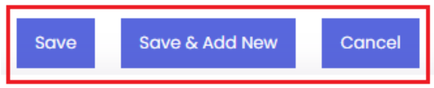
2. Any field with "Choose…" and  in the box have predefined answers to select from.



3. Some fields may cause additional questions to load when particular answers are selected.



4. Click one of the blue buttons to submit or discard the edit to a recent Lead Result.



    a. **[Save]** – Save the current information and submits the results.
    b. **[Save & Add New]** – Save the current information and submits the results. Also creates an additional blank Lead Test Result.
    c. **[Cancel]** – Discards the current information.

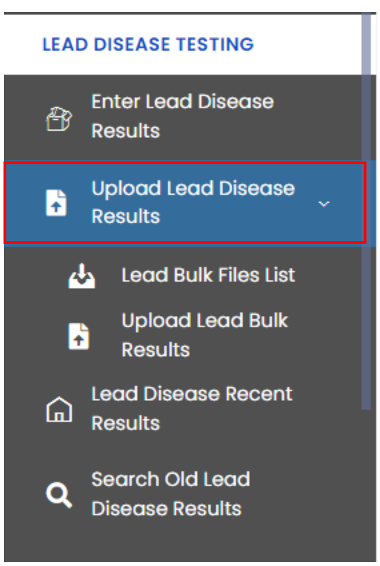
20 Upload Lead Results

The **Upload Lead Results** page will:

a) Show all facilities assigned to a facility administrator.
b) Allow a facility administrator to upload a file with bulk lead results from multiple patients.
c) Show up to 100 of the most recent lead file uploads.

Note: This option is only available to facility administrators.

1. Click on the **[Upload Lab Results]** option from the menu.

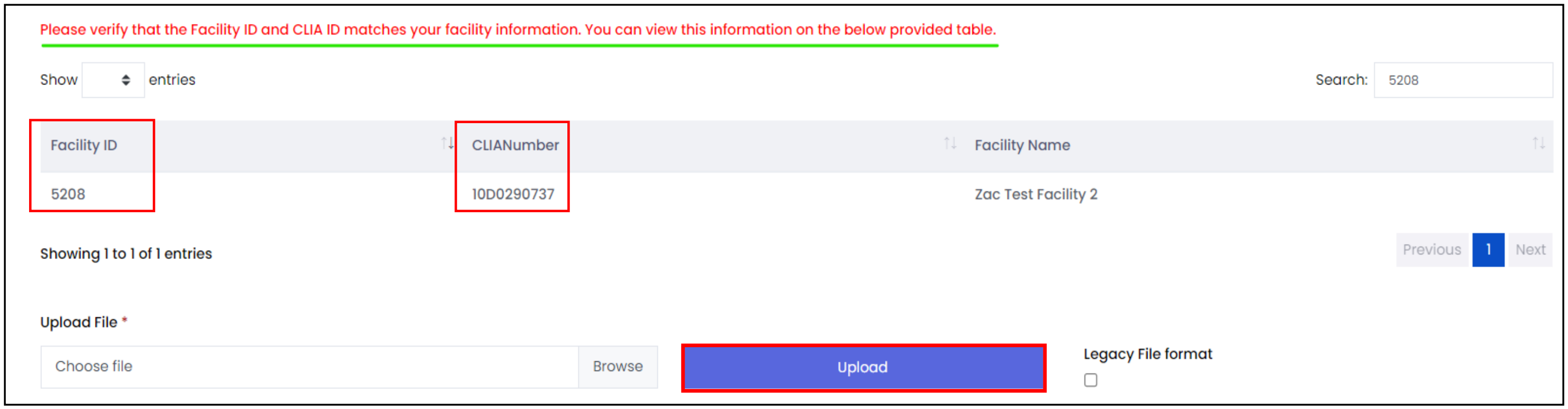


2. The system will direct you to the **Upload Lead Results** screen.
3. The system accepts data in a .CSV or .XLSX file format only.
    a. For CSV file format, the delimiter must be pipe, '|'.
    b. XLSX file format does not require any delimiter.
    c. File size should be less than 200 KB.

20.1 Uploading a Valid File

1. Please verify that the Facility ID and CLIA ID in the file match the facility information.
2. Browse for the file in the Upload File field.
3. Once selected, click on the **[Upload]** button.
4. The uploaded file will be viewable in the list table below.
5. User will not be allowed to upload more than five unprocessed files at a time.

Note: If uploading one file for multiple facilities, please include all Facility ID numbers next to the appropriate patient where testing was completed.



20.2 File Upload Requirements

1. Compliance with the File Requirements listed in RED TEXT is **<u>ESSENTIAL</u>** for successful file upload and processing to occur.
2. Custom formatting of the .xlsx or .csv **<u>WILL result in a failed upload</u>**.

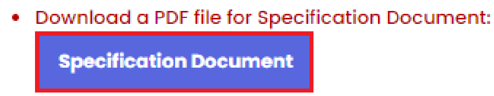
Please verify that the Facility ID and CLIA ID matches your facility information. You can view this information on the provided table.

File Requirements:

- Delimiter should be "|" (for .csv files).
- File size should be less than 200 KB.
- Allowed file formats: "csv,xlsx".
- Column headers MUST match sample file when uploading.

It is **<u>ESSENTIAL</u>** to use the <u>sample files</u> (.xlsx or .csv) as the starting template.

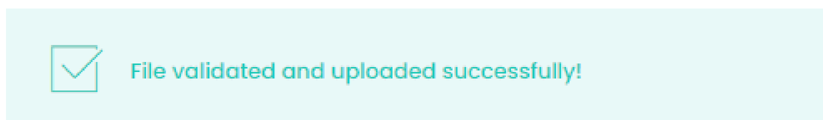
It is **<u>ESSENTIAL</u>** to use the <u>Specification Document</u> (.pdf) as a reference.



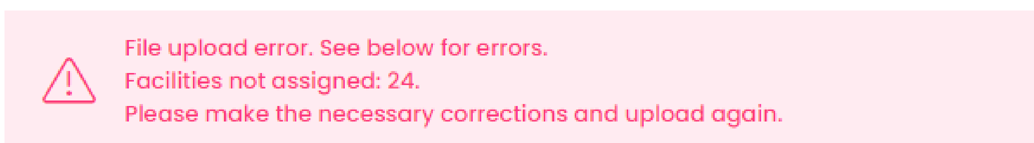
The Specification Document lists required Columns and valid data types.

20.3 File Upload Status

1. File Successfully Uploaded
    b. A green notification will appear in the middle of the page to inform you that the file upload was successful.



2. File Uploaded Error
    c. A pink notification will appear in the middle of the page to inform you the file upload failed.
    d. Details will be listed as to what errors occurred that need to be corrected.



20.4 Processing of File Upload

1. All the uploaded files will not be processed instantly.
2. A scheduled backend process will run on hourly basis to process the files.
3. As soon as the files are processed, the Column Processed will display a “Yes” value along with the Processed Date.
    a. Files will be processed within the third quarter of every hour. See below.

Date Added	Uploaded by	Processed	Processed Date
11/2/2021 5:07:36 PM		Yes	11/2/2021 5:45:29 PM
11/2/2021 5:07:17 PM		Yes	11/2/2021 5:45:32 PM
11/2/2021 5:04:20 PM		Yes	11/2/2021 5:45:35 PM

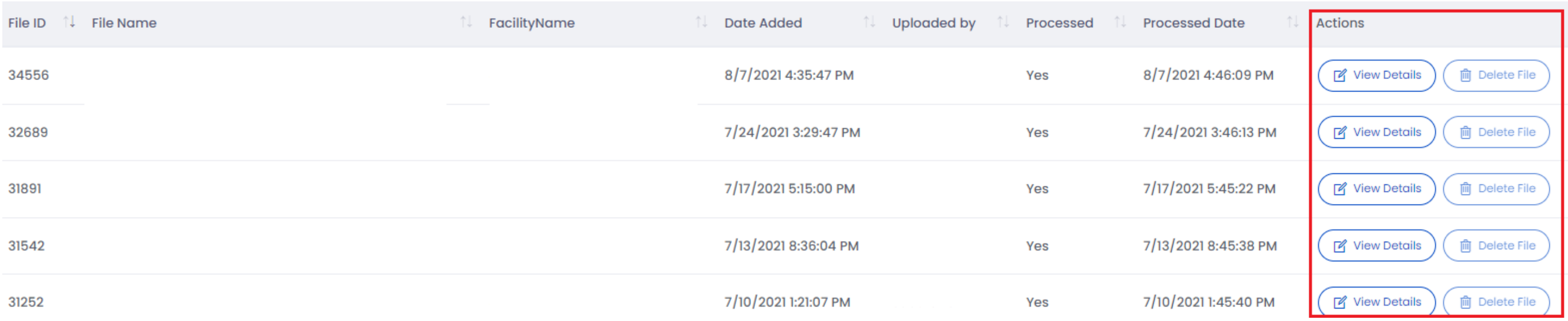
20.5 Delete a File

1. Any unprocessed file can be deleted.
2. If the file is already processed, then the delete option will not be available for that file.
3. To delete a file, click on the **[Delete]** button for that record.
4. Confirm its deletion, and the upload record will then be removed from the system.

20.6 Processed File Details

5. After the uploaded file has processed, the user can check the details.
6. The Actions Column allows for viewing of details regarding the uploaded file.
7. Click on the **[View Details]** button for the record.
8. The system will direct you to the **Lab Results File Upload Details** page.
9. This page will show the totals including successfully processed and failed records.

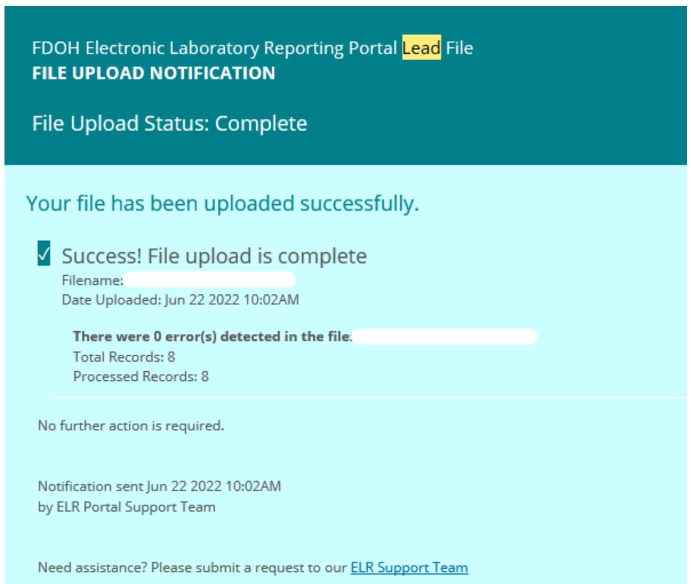
Note: Once a file is processed, it cannot be deleted. All results are transferred to the state’s repository of reportable diseases (Merlin). To edit or disqualify any processed results, please contact Web Reporting Portal Support.



File ID	File Name	FacilityName	Date Added	Uploaded by	Processed	Processed Date	Actions
34556			8/7/2021 4:35:47 PM		Yes	8/7/2021 4:46:09 PM	View Details Delete File
32689			7/24/2021 3:29:47 PM		Yes	7/24/2021 3:46:13 PM	View Details Delete File
31891			7/17/2021 5:15:00 PM		Yes	7/17/2021 5:45:22 PM	View Details Delete File
31542			7/13/2021 8:36:04 PM		Yes	7/13/2021 8:45:38 PM	View Details Delete File
31252			7/10/2021 1:21:07 PM		Yes	7/10/2021 1:45:40 PM	View Details Delete File

20.7 Processed File Email

After the file has successfully processed, an email will be sent to the uploader with specific details about their processed file.



FDOH Electronic Laboratory Reporting Portal Lead File
FILE UPLOAD NOTIFICATION

File Upload Status: Complete

Your file has been uploaded successfully.

Success! File upload is complete
Filename:
Date Uploaded: Jun 22 2022 10:02AM

There were 0 error(s) detected in the file:
Total Records: 8
Processed Records: 8

No further action is required.

Notification sent Jun 22 2022 10:02AM
by ELR Portal Support Team

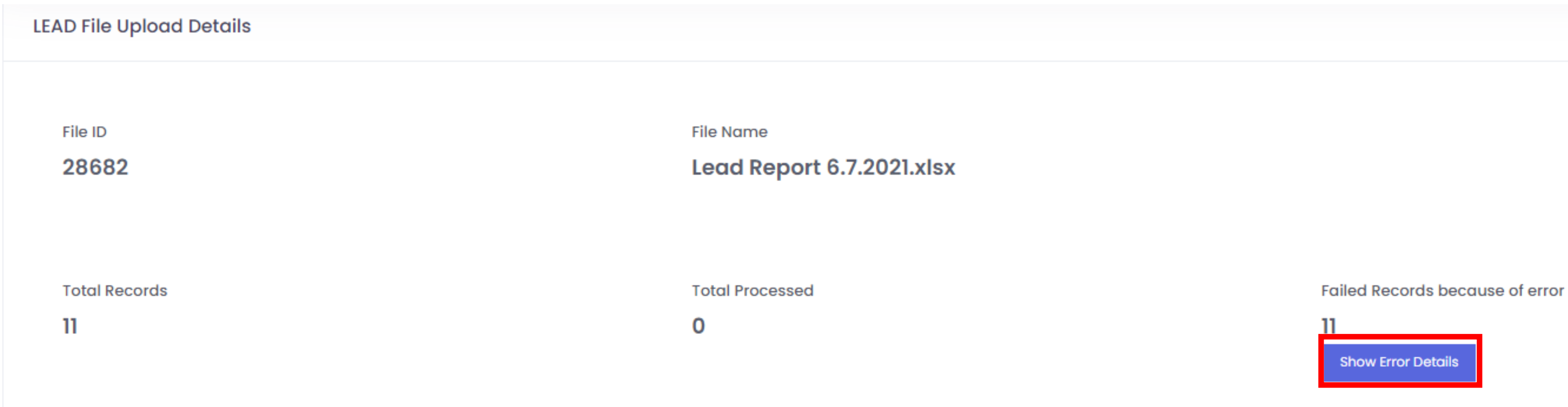
Need assistance? Please submit a request to our ELR Support Team

a. If the file contains errors, the email will specifically reference which RecordIDs contained an error.
b. There will also be a reason given as to why this specific record did not process.
c. Any errors that did not process will need to be uploaded again.

Note: Please only re-upload results that did not process, as all the other results have already been processed and reported. Uploading the whole file again will cause results to be duplicated.

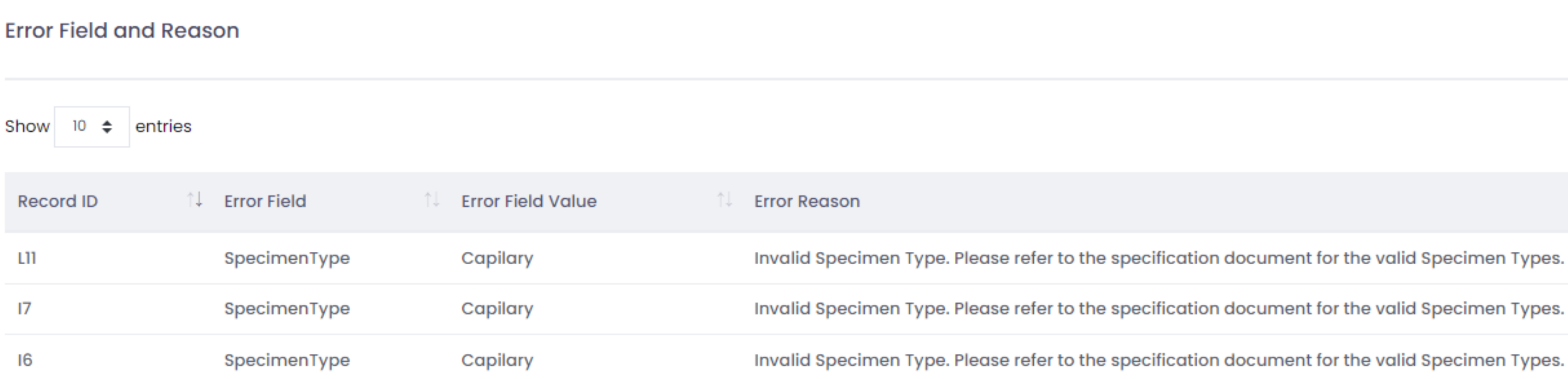
20.8 Processed File Error Reason

1. After clicking the **[View Details]** button, admins can view the error details.
2. Click on the **[Show Error Details]** button to view the errors.



20.9 Error Details

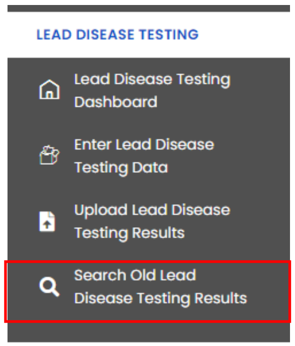
Click on the **[Show Error Details]** button. The system will open a list on the same page listing any records that failed and the errors that caused their failures, if any.



Note: Since any records with errors were not uploaded to the system, you must upload a new file consisting of only these records after applying the fix. All other "Total Processed" records were uploaded in the system, and thus should not be re-uploaded.

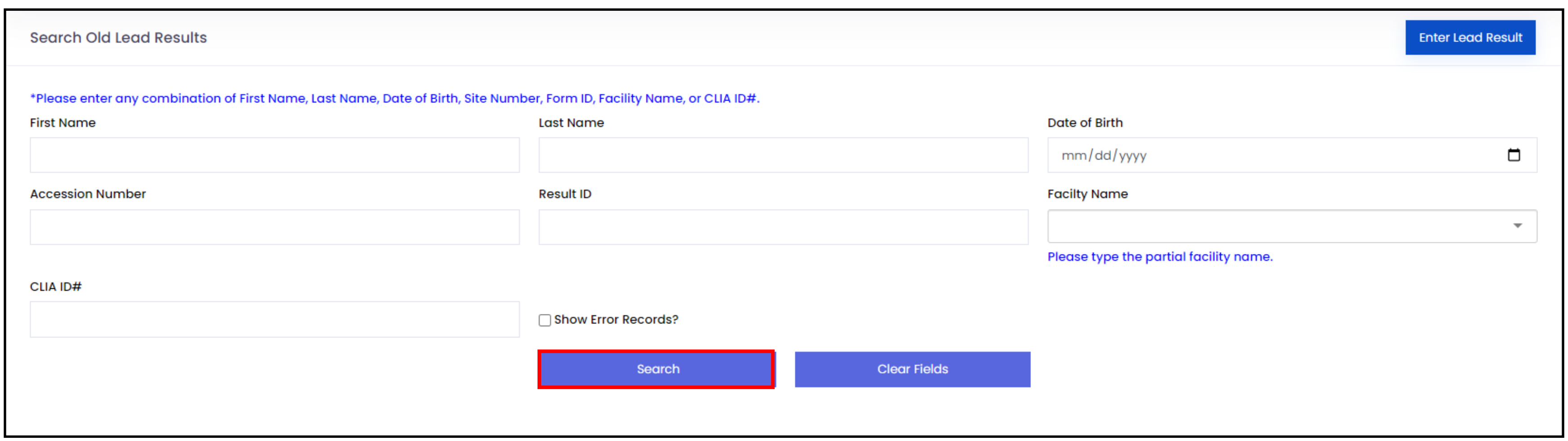
21 Search Old Lead Results

1. On the Recent Results screen **Dashboard**, only the most recent 100 records will be available for the users to view. To view older records, users must use the **[Search Old Lead Results]** option.
2. Click on the **[Search Old Lead Results]** menu option. The user will be directed to the search screen.



21.1 Search Archived Records

1. On the search screen, the user may search using the "First Name and Last name", "Date of Birth", "Accession Number", or the "Result ID".
2. The results will be displayed in the table below, and users will have the **[Edit]**, **[View]**, and **[Delete]** options for each form.

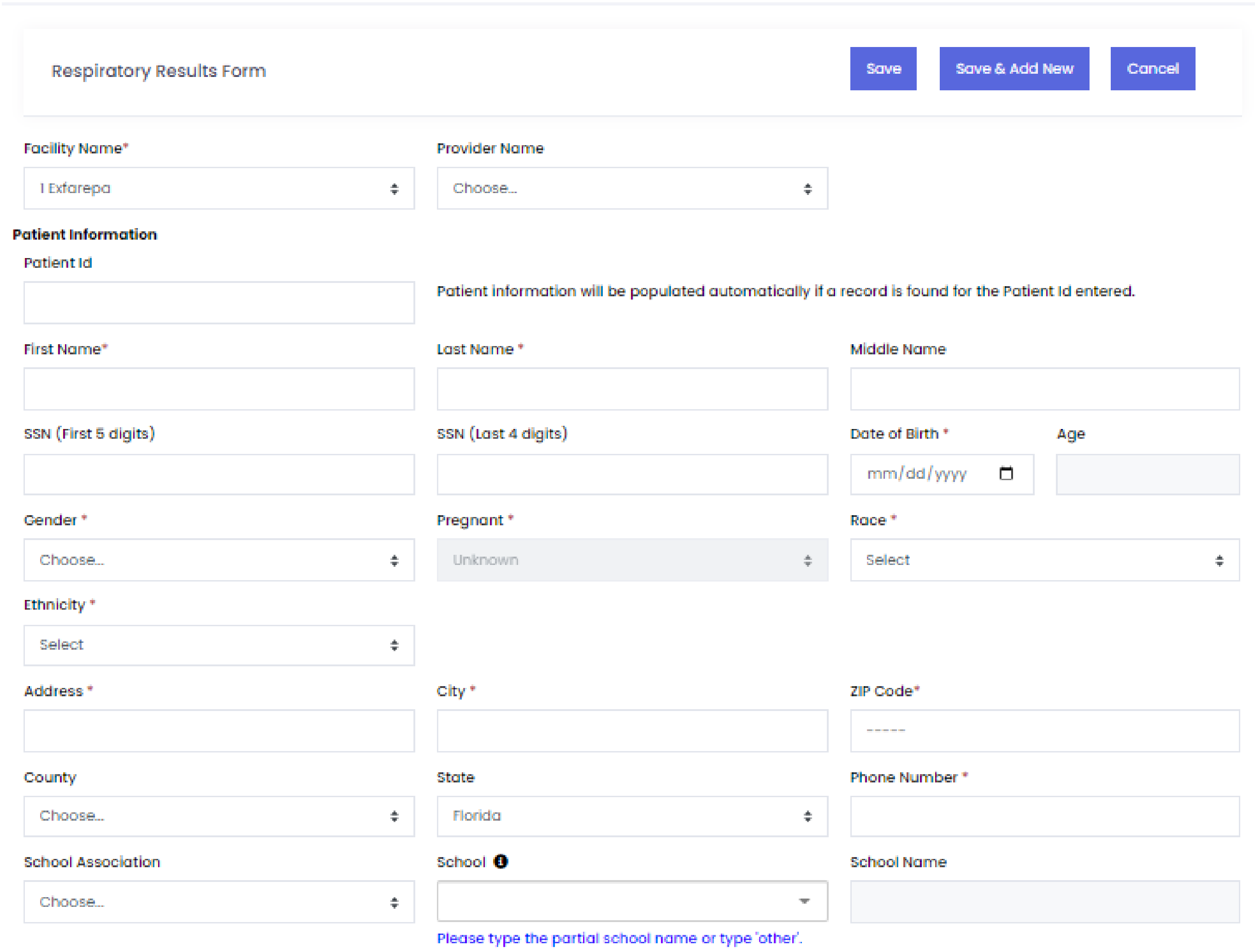


Note: Records can only be deleted immediately after saving the new form. Once the result has been transferred to Merlin, results should not be deleted without notifying the Web Reporting Portal Support. Please provide as much information as to why a result form needs to be deleted, so we can disqualify the results transfer to Merlin.

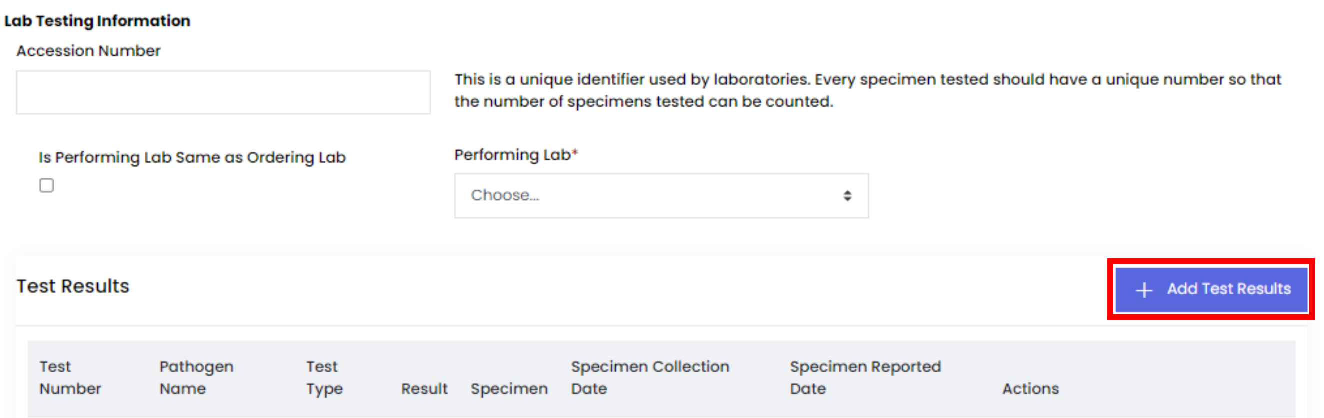
22 Appendix

22.1 Respiratory Testing Results Form Page

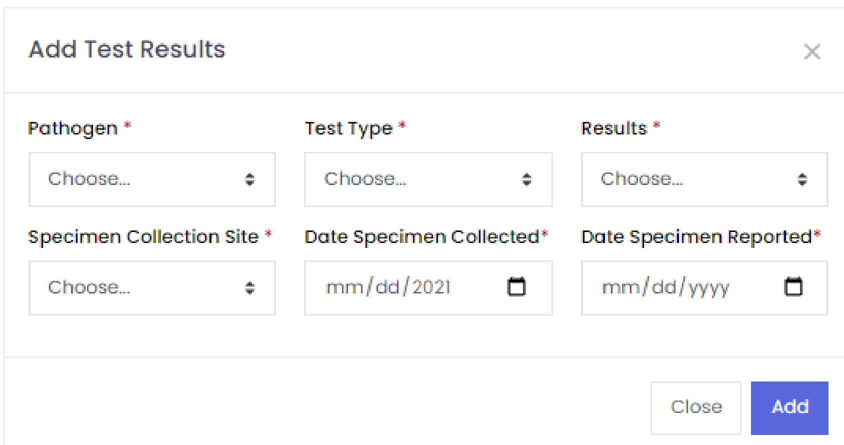
1. Patient Information



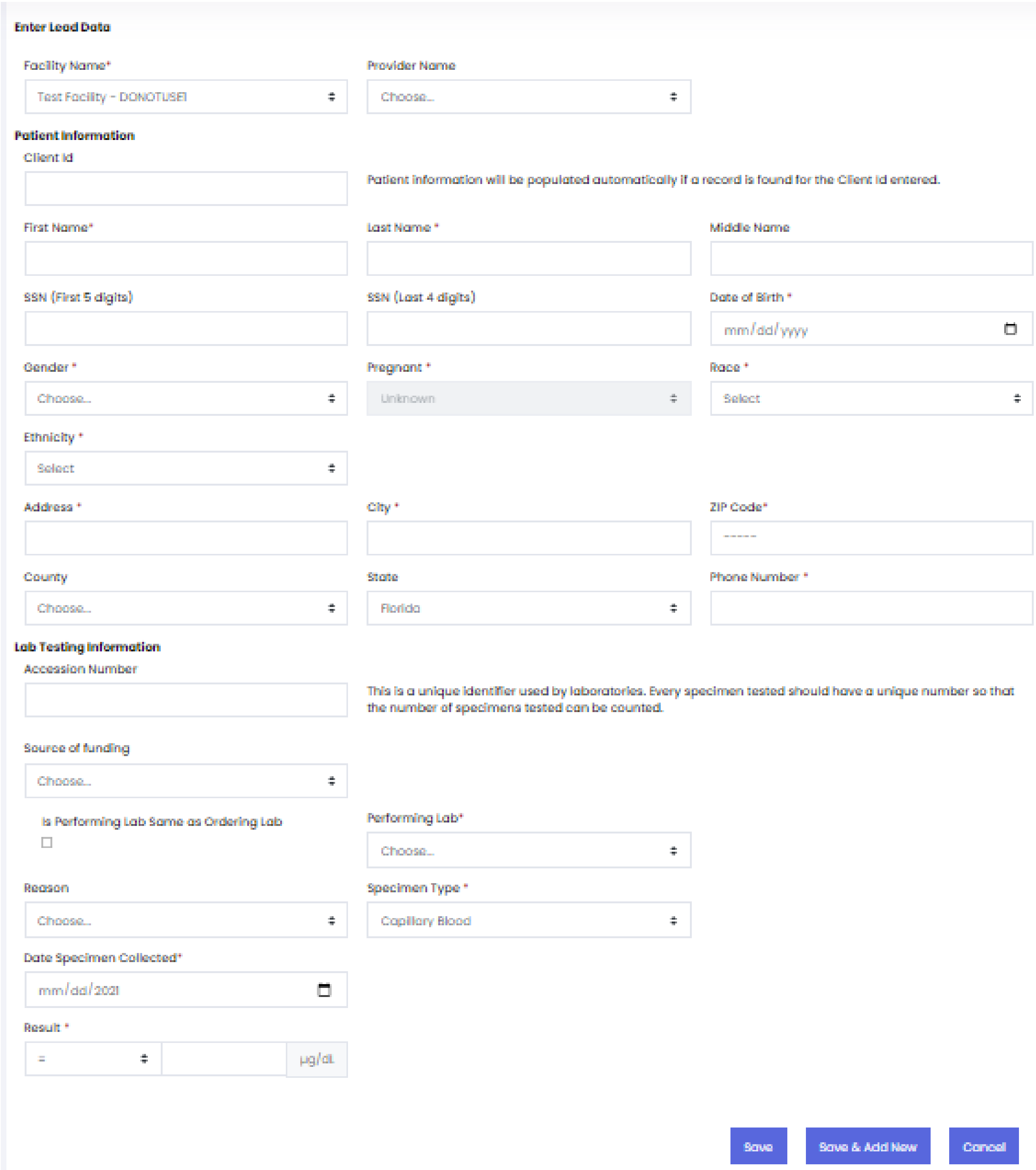
2. Lab Testing Information
   a. To add a new test result, click **[+ Add Test Results]** button. A pop-up will appear to add the new test result.
   b. Click **[Add]** after all information is entered.



c. If another test is needed to be added for this patient, click **[+ Add Test Results]** again and input the new test information.



22.2 Lead Testing Results Form Page



Enter Lead Data

Facility Name*

Test Facility - DONOTUSE!

Provider Name

Choose...

Patient Information

Client Id

Patient information will be populated automatically if a record is found for the Client id entered.

First Name*

Last Name *

Middle Name

SSN (First 5 digits)

SSN (Last 4 digits)

Date of Birth *

mm/dd/yyyy

Gender *

Choose...

Pregnant *

Unknown

Race *

Select

Ethnicity *

Select

Address *

City *

ZIP Code*

County

Choose...

State

Florida

Phone Number *

Lab Testing Information

Accession Number

This is a unique identifier used by laboratories. Every specimen tested should have a unique number so that the number of specimens tested can be counted.

Source of funding

Choose...

Is Performing Lab Same as Ordering Lab

☐

Performing Lab*

Choose...

Reason

Choose...

Specimen Type *

Capillary Blood

Date Specimen Collected*

mm/dd/2021

Result *

=

µg/dL

Save

Save & Add New

Cancel