

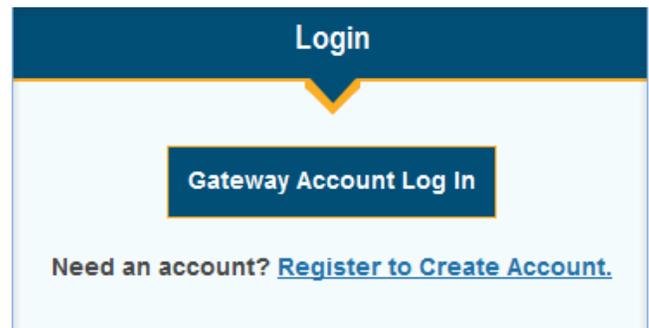
# Quick Access Guide to register for CA Parkinson's Disease Reporting into the CDPH HIE Gateway

## Step 1: Create new user account

**Note:** If you already registered and enrolled into another registry (CAIR, CalREDIE ELR, CCR, etc.) into the CDPH HIE Gateway – You DO NOT need to create additional account. A single account will serve as main account, which will be link to all the programs/registries you would like to sign with.

New User into the HIE Gateway (WITHOUT an existing account)

- [1]. Start by creating an account at the <http://hie.cdph.ca.gov/>
- [2]. Click the button “**Click Here to Register**” to begin the registration process. You will be taken to the meaningful use capability matrix where you can then locate which type(s) of public health data you plan to submit and proceed with the provided instructions.
- [3]. Choose a user name and password and provide your email address
- [4]. Click the button “**Create Account**”. A verification message will now be sent to your e-mail address



## Step 2: Confirm Email Address and Password

- [5]. Once you receive the verification email, click on the link **Click to confirm your registration**, which takes you back to the Gateway site. You have now confirmed your e-mail address.

The screenshot shows the CDPH Health Information Exchange Gateway website. At the top, there is a banner with the CDPH logo and the text "California Department of Public Health Health Information Exchange Gateway". Below the banner, there are navigation links for "Home" and "Help", and a "[ Log In ]" link. A message is displayed: "Thank you for creating a Gateway User Account. Please follow the instructions in the email sent to you to confirm your email address and continue the Gateway registration process." A red circle with the number "1" is next to this message. Below the message, there is a preview of an email from "HIEHelp@cdph.ca.gov" with the subject "Welcome to the CDPH HIE Gateway". A red circle with the number "2" is next to the email preview. The email content reads: "Thank you for registering with the CDPH Health Information Exchange Gateway. Your user name is: **dttest712**. Please click the following link to confirm your e-mail address. [Click to confirm your registration](#)".

- [6]. You will be directed to a new screen. Click the link **Step 3: Fill in contact and Organization information**
- You are now on the main login page. Sign in with the User Name and Password you chose in Step 1.
  - Once logged in, the next page will require to complete contact and organization information as shown on the screenshot below

**Step 3: Contact & Organization Information**

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**User Contact Information**

First Name \*  Last Name \*

Title \*  Email \*

Phone (###) ###-#### \*  Fax (###) ###-####

**Organization Information**

Submitter Type \*  

Submitter Type \*

I am a Provider and will submit messages directly to CDPH.

I am a Provider and will submit data through a third party (ie. an HIE)

I am an HIE and will submit data on behalf of others only.

Organization Name \*

Address \*  City \*

Zip Code \*  State \*

Is this organization currently participating in the EHR Incentive Program ('Meaningful Use')? \*

Yes  No

**Step 3: Fill in Contact & Organization Information**

- [7]. Complete the Contact information and Organization Information fields, and select a submitter type via a drop down list:
- Direct Submitter\*\*** option is for those who have EHR capable of sending data directly to CDPH
  - Indirect Submitter\*\*** option is for those who have an EHR NOT capable of sending data directly to CDPH – will need to submit data through a sending facility (i.e. An HIE)

3. **Sending Facility or HIE** option is for those who will be submitting data to CDPH on behalf of others (mainly indirect submitters).
4. After you click "Submit" button - you will get prompt to the next page, which have a list of programs/registries you can enroll into and add to your main account.

### Step 4: Enroll into Programs/Registries

After submitting required information from step 3, you will have options to enroll into a registry of your choice, including CalREDIE ELR/eCR, CCR, CAIR IZ, GDSP and California Parkinson's Disease Registry (CPDR).

The screenshot shows a web interface titled "MANAGE SUBMISSIONS" with a "Manage Submissions" tab. It contains a table with the following data:

| CDPH program name:                       | Status                          |                                       |
|--|---------------------------------|---------------------------------------|
| CalREDIE ELR                             | Not Enrolled                    | <input type="button" value="Enroll"/> |
| CalREDIE Electronic Case Reporting (eCR) | Not Enrolled                    | <input type="button" value="Enroll"/> |
| CAIR (for immunization reporting)        | <a href="#">Check IZ Portal</a> |                                       |
| California Cancer Registry (CCR)         | Not Enrolled                    | <input type="button" value="Enroll"/> |
| Genetic Disease Screening Program (GDSP) | Not Enrolled                    | <input type="button" value="Enroll"/> |
| California Parkinson's Disease Registry  | Not Enrolled                    | <input type="button" value="Enroll"/> |

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#### [8]. Enrolling into California Parkinson's Disease Registry (CPDR)

1. Click "Enroll" button related to CPDR and complete the required information (screenshot below), including:
  - 1) Enter all your Facilities' Names and NPI numbers;
  - 2) Enter all your represented Providers' Firsts and Last Names, and their Physician License numbers

**Note:** If you have more than 50 providers on staff, please only enter the lead physician information. Please, disregard the term neurologist appearing on the form and consider provider.

- 3) Identify an option for your planned mechanism of reporting:
  - i. Manual Data Entry (via CA state web portal)
  - ii. Electronic Interface
2. Click submit when you are finished. Your status will be set to "Pending" until approval.

## California Parkinson's Disease Registry Facility Registration

CPDR recommends health care organizations, facility groups and individual physicians diagnosing cases of Parkinson's disease to register with the California Department of Public Health for Parkinson's disease reporting.

Required fields are marked with an \*

### 1. Facility

Name \*   
NPI Number \*

### 2. Represented Provider

First Name \*   
Last Name \*   
CA Physician License Number \*

**Note:** *If you have more than 50 providers on staff, only enter the lead physician's information. Please, consider a provider or additional providers if you do not have a neurologist on staff.*

### 3. Identification of Planned mechanism for reporting (2 options)

- Manual Data Entry (via CA state web portal).  
 Electronic Interface

[9]. Depending to the mechanism of reporting selected - You will receive an email confirming your enrollment into CPDR with the CDPH HIE Gateway (see emails samples below for both options)

#### Manual Data Entry

Dear California Parkinson's disease Submitter "**Organization Name**", **Site ID: xxxx**

Thank You for enrolling in the California Health Information Exchange with the CDPH Paul Hermann Parkinson's Disease Program (CPDR).

You have selected to submit data to us through our **manual data entry** via CA state web portal – no further action is needed. Notification will be sent via email to announce the availability of the manual entry portal. Your account status will change from pending to production; at which point you may begin submitting your PD case reports.

If you need assistance, please email us at [CPDRHelp@cdph.ca.gov](mailto:CPDRHelp@cdph.ca.gov)

Thank You,  
**California Department of Public Health**  
HIE Gateway

[10]. the information you submitted will be reviewed and, if approved, you will receive another email with instructions on the next steps to start submitting data to CPDR through the selected reporting mechanism (manual or electronic interface).

## Electronic Interface

Dear California Parkinson's disease Submitter "**Organization Name**", **Site ID: xxxx**

Thank You for enrolling in Health Information Exchange with the CDPH Paul Hermann Parkinson's Disease Program (CPDR).

You have selected to submit data to us through our **Electronic Interface** – Currently this method of data transmission **is still under development**. In the meantime, your facility must choose which message format you will use to submit your cases to the registry.

CPDR supports the following formats:

1. HL7 v 2.5.1 ORU^R01
2. HL7 V 3 eICR

Once you have selected your message format, a message transport mechanism needs to be established. CPDR supports the following transport methods:

1. SOAP
2. SFTP

We will send notification via email, once the electronic interface is ready, to inform of the next steps in the onboarding process.

If you need assistance, please email us at [CPDRHelp@cdph.ca.gov](mailto:CPDRHelp@cdph.ca.gov)

Thank You,  
**California Department of Public Health**  
HIE Gateway

## \*\*Remarks on Group vs Individual Registration & Enrollment into CPDR

### I. Group Registration/Enrollment

Having One single account (**Direct Submitter**) serving **multiple providers** from a **same organization** and using a centralize EHR system capable of sending data directly to CDPH – It's a most recommended and suitable option for an organization which have multiple providers who need to submit data directly to CPDR. Indeed, if needed you have option to add all your providers on the enrollment form and avoid creating individual account per provider, which could be quite difficult to manage all created accounts and associated credentials.

### II. Individual Registration/Enrollment

Having **multiple individual accounts** (**Indirect Submitters**) serving **multiple providers** from a **same organization** and using a centralize EHR system NOT capable of sending data directly to CDPH – It's a most recommended and suitable option for an organization which have multiple providers who need to submit data to CPDR through a third party or a sending facility. Indeed, after enrolling into program(s) individual provider accounts will be assigned individual submitter ID which will be then used by the sending facility to submit data on behalf to CDPH.