INSTEP MONTHLY SUMMARY REPORTING (MSR)

GENOMICS AND NEWBORN SCREENING PROGRAM

2022

GNBS MISSION:

To promote, protect, and improve the health of identified Hoosier newborns with genetic conditions and birth defects.

GNBS VISION:

A state that values and acknowledges genetics in healthcare by offering Hoosier newborns, children and families equitable resources and opportunities to reach their health potential.

NEWBORN SCREENING
INDIANA

Purpose

- Enhance and refresh MSR reporter knowledge of monthly summary reporting (MSRs)

- Improve the accuracy of MSRs

- Improve the timeliness of MSRs

- Improve overall timeliness of NBS follow-up to reduce infant mortality

Indiana Department of Health

Learning objectives

- Know what the monthly summary reports are and why they are important

- Know when to report a newborn as a screening exception and which exception type to use

- Understand how to enter and submit monthly screening exceptions

- Understand how to enter and submit monthly summary data

- Know who to contact if you need help with your MSR

Indiana Department of Health

Topics within this training

1. MSR General Information

MSR summary vs. MSR exceptions

2. Gaining Access to INSTEP in Gateway

How to register for access and log in

3. MSR Exception Entry

Transfer detail and exception types | Step-by-step instructions

4. MSR Summary Entry

Step-by-step instructions

Indiana Department of Health

1. MSR general information

Indiana Department of Health

MSR general information

- **What is an MSR?**

  - Monthly summary reports (MSR) are state-mandated reports that include information about how many infants were screened and details about the infants who were not screened.

    ◦ number of live births

    ◦ number of home births who received screening

    ◦ number of walk-ins who received screening

    ◦ number of exceptions to screening: INSTEP automatically generates this number based on how many exceptions were entered

    ◦ number of screens performed

- **Why are MSRs Important?**

  - The overall purpose of MSRs is to ensure that all babies born in Indiana are receiving valid screens, rescreens, and getting the follow-up care they need.

Indiana Department of Health

MSR general information

- **What is the difference between MSR exceptions and the MSR summary?**
  - **MSR exceptions** are detailed entries done for each infant who did not complete a screening for a valid reason.
  - The **MSR summary** includes numeric totals.
- Each MSR type (heel stick and pulse ox) has two parts:

**+ Heelstick MSR Exception Entry
Heelstick MSR Summary**

**+ Pulse Oximetry MSR Exception Entry
Pulse Oximetry MSR Summary**

Indiana Department of Health

MSR general information

- **When are MSRs due?**
  - MSRs are due by 5 p.m. EST on the 15th of each month.
  - MSR exceptions should be entered as they occur.
- **Who do I contact if I have a problem with MSR reporting?**
  - NBS Coordinator
    - Phone: 317-233-7019
    - Email: ISDHNBS@isdh.in.gov

Indiana Department of Health

2. Gaining access to INSTEP in Gateway

Gaining access to INSTEP in Gateway

1. Navigate to IDOH State Health Gateway at **gateway.isdh.in.gov/Gateway**
2. Click **Step 1** to **register for an Access Indiana account**.

Secure Account Sign In

Step 1 – New User Register with Access Indiana.

>> Register to Access Indiana

Step 2 – Request for Gateway or New Application Access :

>> Request Access

Step 3 – Registered users with Gateway and Accesss Indiana :

>> Sign in with Access Indiana

Indiana Department of Health

Gaining access to INSTEP in Gateway

3. Click **Step 2** to **request access to INSTEP application** through Gateway.

4. Complete all required fields of the form that appears in the web browser.

Gaining access to INSTEP in Gateway

5. In the Request Type drop-down, select the option that pertains to you:
    a) If you do not have a Gateway account, then select "New User Request for the Gateway Access".
    b) If you have a Gateway account for another purpose (EARS, Lead reporting, Perinatal Levels of Care etc.) select "Existing User Requesting for New Application Access".

6. In the Application drop-down menu, select **"INSTEP"**.

7. In the "Additional Comments" section, **add a note that you need access to MSR reporting for heel stick and/or pulse ox** (whichever is needed).

8. Your request may take 1-3 business days to process. Contact ISDHNBS@isdh.in.gov if you still do not have access after this timeframe.

Indiana Department of Health

Gaining access to INSTEP in Gateway

9. After your request has been processed, you will receive an email. Visit the **IDOH Gateway** use **Step 3** to **sign in** with your Access Indiana account.

10. Click **Step 3** each time you need **to sign into INSTEP.**

3. MSR exception entry

Indiana Department of Health

Step 1: Gather information

Ensure all information is easily accessible and ready to be entered!

- ❑ **Infant's information:**
  - ❑ Full name
  - ❑ Date and time of Birth
  - ❑ NBS requisition number
  - ❑ MRN number
  - ❑ Sex
  - ❑ Birth order
  - ❑ PCP name and contact information
  - ❑ Exception type (reason not screened)

- ❑ **Mother's information:**
  - ❑ Full name and maiden name
  - ❑ Date of birth
  - ❑ Address
  - ❑ Phone number

- ❑ **Transfer Details:**
  - ❑ Transfer facility name
  - ❑ Date transferred

- ❑ **Other Notes or Results:**
  - ❑ Heel stick and/or pulse ox scores for all infants transferred out of state.

Indiana Department of Health

Step 2: Log into Access Indiana and enter Gateway

- Navigate to **Gateway**

- Log in using your Access Indiana login information

Step 3: Enter the INSTEP application

- Click the INSTEP tab to navigate to the INSTEP application.

Step 4: Go to the MSR exception entry page
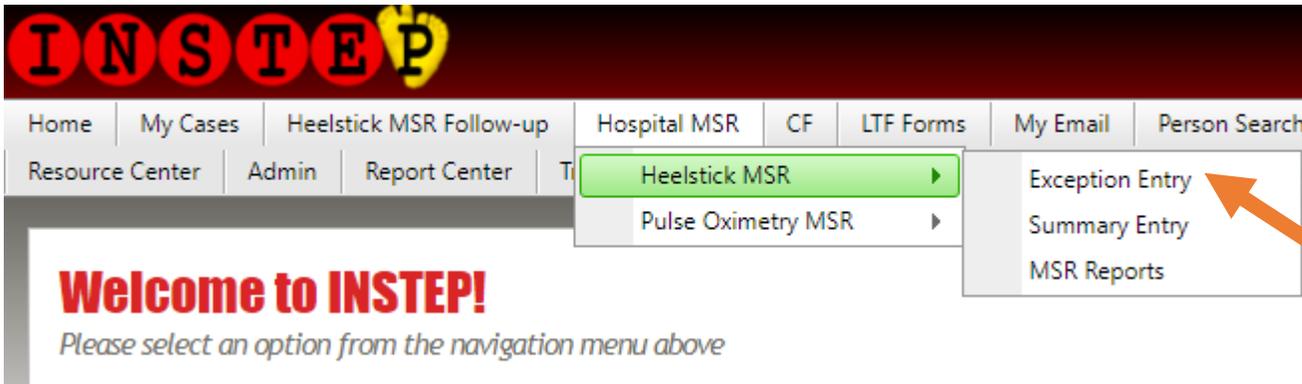
- Hover cursor over the "hospital MSR" tab on the INSTEP home screen menu
- Hover cursor over the correct MSR type:
  - Heelstick MSR
  - Pulse oximetry MSR
- **You must select "exception entry" first if you have any exceptions (newborns who were not screened).**
  - Click "summary entry" first only if you have no exceptions for the month.
  - You will be able to add new MSR month from the heel stick MSR summary page.
- Click "exception entry" to begin entering exception information for whichever MSR type you have selected.

Indiana
Department
of
Health

Step 5: Add or verify your contact information

1. Select your organization.

2. Select your name in the contact name dropdown.

   a) Check that the contact information is correct and up-to-date

3. If your name does NOT appear in the contact name dropdown list, click the "add contact" link under "contact name".

4. Once finished, click "Next" at the bottom of the page.

Heelstick MSR Exception Entry
Use this form to report exceptions to the heelstick newborn screening process.

Identify Organization and Contact Details
Select the organization and contact reporting the exception. If the organization is not listed, please contact

Organization name: Indiana State Department Of Health ▼ !

Contact name: Voss, Meegan ▼

Add Contact

Contact Information

Title:	State User
First Name:	Meegan
Last Name:	Voss
Phone Number:	(317) 233-7019
Email:	mvoss@health.in.gov

Edit Contact Information

Back   Next

Indiana Department of Health

Step 6: Create a new MSR entry

Create a new MSR:

1. Select the **year** of the report (top left dropdown).

2. Select the **month** of the report (bottom right corner).

3. Click "**Add New MSR**" button.
   a) INSTEP will refresh & display the new MSR you created.

4. Click the "**Select**" link by the new MSR to begin entering data.

Step 7: Review unresolved holdovers

Use this form to report exceptions to the pulse oximetry newborn screening process.

Search for Child Record
To enter a new exception, input the child's Medical Record Number to search for a record already in the INSTEP database. If the child cannot be found, click the Child Not Listed button to enter the data manually.

Enter MRN [ ] Search

① Unresolved Holdovers

There are unresolved holdovers from last month on this MSR. These must be resolved before the current report can be submitted. Please select a holdover below to promote the record to an exception on the current report.

PID	ID	Name	DOB	BO	Exception	MRN		
5194575	1399	RETRIEVER, MURPHY	02/01/2012	1	Transfer Only	1235968	Accept	Decline
5200506	1614	OWL, CLIFTY	01/02/2012	1	Initial Screen Next Month	568	Promote	
5200508	1615	GIRAFFE, RAFFI	01/03/2012	1	NICU	9863	Promote	

② Current Exceptions

There are some exceptions already entered on this MSR. They may be edited while the MSR is open. Please select a record below to edit the detail.

PID	Name	DOB	BO	Exception	MRN			
5197380	ARMADILLO, JUNIOR	03/01/2012	1	Religious Refusal	132389	Edit	Remove	View the Chip
5195734	SQUIRREL, SARAH	03/01/2012	1	Transfer Only	306857	Edit	Remove	View the Chip

<< Back

You may see infants already listed on your MSR:

1. "**Unresolved holdovers**": Infants entered as exceptions on last month's MSR as being transferred into your facility, in the NICU or needing the initial screen next month.

2. "**Current exceptions**: Infants that are entered this month, or holdovers that have been promoted.

Indiana Department of Health

Step 7: Review unresolved holdovers

Use this form to report exceptions to the pulse oximetry newborn screening process.

Search for Child Record
To enter a new exception, input the child's Medical Record Number to search for a record already in the INSTEP database. If the child cannot be found, click the Child Not Listed button to enter the data manually.

[Enter MRN] [Search]

Unresolved Holdovers ①

There are unresolved holdovers from last month on this MSR. These must be resolved before the current report can be submitted. Please select a holdover below to promote the record to an exception on the current report.

PID	ID	Name	DOB	BO	Exception	MRN		
5194575	1399	RETRIEVER, MURPHY	02/01/2012	1	Transfer Only	1235968	Accept	Decline
5200506	1614	OWL, CLIFTY	01/02/2012	1	Initial Screen Next Month	568	Promote	
5200508	1615	GIRAFFE, RAFFI	01/03/2012	1	NICU	9863	Promote	

Three exception types will create an <u>unresolved holdover</u>:

1. **NICU** *(heel stick exceptions only)*

2. **Initial screen next month** *(heel stick exceptions only)*

3. **Transfer only**

    a) Babies who have been reported as being transferred into your facility will appear in the "unresolved holdovers" table with a **blue background.**

> **You must "accept" or "promote" all holdovers before submitting the MSR!**

Indiana Department of Health

23

Step 7a: Accept, decline or promote the holdovers

Use this form to report exceptions to the pulse oximetry newborn screening process.

Search for Child Record
To enter a new exception, input the child's Medical Record Number to search for a record already in the INSTEP database. If the child cannot be found, click the Child Not Listed button to enter the data manually.

[Enter MRN] [Search]

Unresolved Holdovers

There are unresolved holdovers from last month on this MSR. These must be resolved before the current report can be submitted. Please select a holdover below to promote the record to an exception on the current report.

PID	ID	Name	DOB	BO	Exception	MRN		
5194575	1399	RETRIEVER, MURPHY	02/01/2012	1	Transfer Only	1235968	Accept	Decline
5200506	1614	OWL, CLIFTY	01/02/2012	1	Initial Screen Next Month	568	Promote	
5200508	1615	GIRAFFE, RAFFI	01/03/2012	1	NICU	9863	Promote	

How Do I Accept or Promote Unresolved Holdovers?

First, identify the holdover type by checking the **exception type and color** of background.

1. NICU

2. Initial Screen Next Month

3. Transfer Only - Babies who transferred into your facility without NBS will have a **blue background**.

DOB	BO	Exception	MRN		
02/01/2012	1	Transfer Only	1235968	Accept	Decline
01/02/2012	1	Initial Screen Next Month	568	Promote	
01/03/2012	1	NICU	9863	Promote	

Indiana Department of Health

Step 7a: Accept, decline or promote the holdovers

Use this form to report exceptions to the pulse oximetry newborn screening process.

Search for Child Record
To enter a new exception, input the child's Medical Record Number to search for a record already in the INSTEP database. If the child cannot be found, click the Child Not Listed button to enter the data manually.

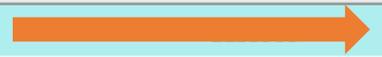Enter MRN | Search

Unresolved Holdovers

There are unresolved holdovers from last month on this MSR. These must be resolved before the current report can be submitted. Please select a holdover below to promote the record to an exception on the current report.

PID	ID	Name	DOB	BO	Exception	MRN		
5194575	1399	RETRIEVER, MURPHY	02/01/2012	1	Transfer Only	1235968	Accept	Decline
5200506	1614	OWL, CLIFTY	01/02/2012	1	Initial Screen Next Month	568	Promote	
5200508	1615	GIRAFFE, RAFFI	01/03/2012	1	NICU	9863	Promote	

NICU or "initial screen next month" holdovers:

- Click the "promote" link
- Click "edit person information" to update the child's name (if necessary).
- Scroll to the bottom.
- Update the child's exception type as needed (e.g., "finally screened") and click "save exception"

DOB	BO	Exception	MRN		
02/01/2012	1	Transfer Only	1235968	Accept	Decline
01/02/2012	1	Initial Screen Next Month	568	Promote	
01/03/2012	1	NICU	9863	Promote	

Indiana Department of Health

Step 7a: Accept, decline or promote the holdovers

Use this form to report exceptions to the pulse oximetry newborn screening process.

Search for Child Record
To enter a new exception, input the child's Medical Record Number to search for a record already in the INSTEP database. If the child cannot be found, click the Child Not Listed button to enter the data manually.

Enter MRN [   ] [Search]

Unresolved Holdovers

There are unresolved holdovers from last month on this MSR. These must be resolved before the current report can be submitted. Please select a holdover below to promote the record to an exception on the current report.

PID	ID	Name	DOB	BO	Exception	MRN		
5194575	1399	RETRIEVER, MURPHY	02/01/2012	1	Transfer Only	1235968	Accept	Decline
5200506	1614	OWL, CLIFTY	01/02/2012	1	Initial Screen Next Month	568	Promote	
5200508	1615	GIRAFFE, RAFFI	01/03/2012	1	NICU	9863	Promote	

Transfer-only holdovers:

1. Check to make sure that newborn is at your facility. If the patient is at your facility, click "accept."

2. Click "edit person information" to update the newborn's name (if necessary).

3. Update the newborn's exception type (e.g., change to "finally screened" and enter date of screen) and click "save exception".

4. If the newborn is not at your facility, click "decline."

DOB	BO	Exception	MRN		
02/01/2012	1	Transfer Only		Accept	Decline
01/02/2012	1	Initial Screen Next Month	568	Promote	
01/03/2012	1	NICU	9863	Promote	

Indiana Department of Health

Step 8: Enter new exceptions

Enter the infant's MRN and click "search"

Be sure to <u>accurately</u> enter the MRN without any typos.

You <u>will not</u> be able to edit the MRN later.

Indiana Department of Health

Step 8a: Search and select patient

Use this form to report exceptions to the heelstick newborn screening process.

Search for Child Record
To enter a new exception, input the child's Medical Record Number to search for a record already in the INSTEP database. If the child cannot be found, click the Child Not Listed button to enter the data manually.

56892	Search

PID	#	Last Name	First Name	Middle Name	Sex	DOB	TOB	Birth Order	Mother's Maiden	Data Source	
5201551		OWL	OLLIE		2	20120804	0222	3		INSTEP	**Select**
5201551		OWL	OLLIE		2	20120804	0222	3		Integrated View	**Select**

[Child Not Listed]

- **If at least one matching result is found:**
  - INSTEP will refresh and display all potential matches in a "grid" at the top of your MSR screen.
  - Each row in the grid will display a column named "data source" that tells you where that result came from.
  - Some rows may have the exact same information.
  - IDOH repository (large database) has multiple "views" of data.
- **If you have multiple rows with the same information, they will all lead to the same patient profile if the PID numbers are the same.**
  - Select any line as long as the PIDs are the same.
  - If you notice multiple entries for the same patient with <u>different</u> PID numbers, email the **NBS coordinator** with the patient's correct information and all PID numbers listed. The NBS coordinator will give further direction.

Indiana Department of Health

Step 8b: Add new patient

Use this form to report exceptions to the heelstick newborn screening process.

Search for Child Record

To enter a new exception, input the child's Medical Record Number to search for a record already in the INSTEP database. If the child cannot be found, click the Child Not Listed button to enter the data manually.

56892 | Search

PID	#	Last Name	First Name	Middle Name	Sex	DOB	TOB	Birth Order	Mother's Maiden	Data Source	
5201551		OWL	OLLIE		2	20120804	0222	3		INSTEP	**Select**
5201551		OWL	OLLIE		2	20120804	0222	3		Integrated View	**Select**

Child Not Listed

If no results match, or no results appear, click the child not listed button.

Indiana Department of Health

29

Step 8c: Complete child information section

Enter all information:

- Infant's info
- Mother's info
- PCP info
- Transfer details
- Exception type
- Notes and results

Step 8d: Select primary care provider

Searching for a primary care provider

- ◦ Click on the "search for a provider" button.
- ◦ INSTEP will display a pop-up window where you can enter the provider's last name, first name, and city of practice.
- All fields are "partial search" fields, type any part of the last name:
  - ◦ Ex. If you were searching for Dr. Greg House, you could type the following combinations into the "last name" box:
    - ▪ House, Hous, Hou, Ho, H
    - ▪ Click "search" to look up the provider.

Step 8d: Select primary care provider

<u>Entering primary care provider (PCP) information:</u> Click on the heart icon next to the provider's name to indicate they are the PCP.

PCP?

Red heart indicates a PCP

Gray heart for all other providers following the infant.

Step 8e: Add new primary care provider

To select the address and phone number you want to use for this provider:
- Locate the line for the provider's address.
- Select the correct phone number from the drop-down menu.
- Click the heart icon if this is the child's PCP.
- Click the "associate" link to add the physician to the infant's list

Indiana Department of Health

Step 9: Select transfer detail (heel stick)

Remember, any infant who was <u>transferred in or out of your facility before they had a valid newborn screen</u> must be reported as an exception.

NOTE: INSTEP's transfer detail defaults to "not transferred," since most infants are not transferred in or out.

- **To report a child as being transferred in/out before heel stick:**
  - Click on the "transfer detail" drop-down menu.
  - Click "transferred out" or "transferred in."
  - Select the "organization name" where is/was patient transferred

1

Enter Exception Details

Transfer Detail: | Not Transferred ▼ | !

Not Transferred

Exception Type: | ▼ | !

Transferred Out

Date:

Transferred In

Notes:

2

Enter Exception Details

Transfer Detail: | Transferred Out ▼ | !

Organization name: | Select an organization | ▼ | !

Select an organization   Select an organization

Acl Laboratories

Adams Memorial Hospital

All About Women & Babies

Auburn Birthing Center

Ball Memorial Hospital, Inc.

Beaumont Hospital, Royal Oak

Bedford Regional Medical Center

Believe Midwifery Services

<< Back   Reset Fi...   R Su...

Indiana
Department
of
Health

34

Step 9: Select transfer detail (heel stick)

Select the transfer detail:

- **Not transferred**
  - This choice will always appear as the default selection.

- **Transferred out**
  - This means a newborn has transferred OUT OF YOUR FACILITY before they received a valid newborn screen at your facility.
  - You must indicate where newborn is transferred.
  - Always select transfer only as the exception type regardless of whether they transferred to an outside NICU.

- **Transferred in**
  - This means a newborn has transferred INTO YOUR FACILITY before they received a valid newborn screen at their previous facility.
  - You must "accept" or "decline" this patient.

Enter Exception Details

Transfer Detail: Not Transferred ▼ !

Exception Type: ▼ !

Notes:

Transfer Only

Finally Screened

NICU

Initial Screen Next Month

Deceased

Religious Refusal

Discharged without NBS

Back   Reset Fields

Indiana Department of Health

Step 10: Select the exception type (heel stick)

Below the "transfer detail" section, you'll see another drop-down menu called "exception type"
- Click on the "exception type" drop-down menu.
- Click on the exception type you need to enter for that child.

Select the heel stick exception type:

1. Transfer only
2. Finally screened
3. NICU
4. Initial screen next month
5. Deceased
6. Religious refusal
7. Discharged without NBS

Indiana Department of Health

Step 10: Select the exception type (heel stick)

1. **Transfer only**
   - Use when the newborn has been transferred out of your facility before a valid heel stick screen was performed
   - You will also need to select "transferred out" in the transfer detail dropdown.

2. **Finally screened:**
   - Use when the newborn finally receives their screening
     - Could be due to holdovers such as NICU or born at the end of the month
     - Always enter the date and time the newborn screening finally occurred
       - **If infant was transferred out of state, the birth facility must provide the results of the heel stick in addition to the location and date of the screen in the exception notes section.**

Indiana Department of Health

Step 10: Select the exception type (heel stick)

3. **NICU:**

   - Only use for infants in NICU who are **prevented from receiving their initial heel stick** due to health concerns.

   - Click to "promote" the infant after the initial heel stick is performed. Then change the exception type to "finally screened."

4. **Initial screen due next month**

   - Used when there is a delay in screening or when the date and time of birth does not allow for a valid screen to take place within the same month

Indiana Department of Health

Step 10: Select the exception Type (heel stick)

5. **Deceased**
   - Always provide the date and time of death. Sometimes there is a lag in Vital Records, so providing this documentation within the MSR notes section prevents reaching out to the family with NBS follow-up.

6. **Religious refusal**
   - Use when a family refuses newborn screening due to religious reasons.
   - You are required to submit a legible, signed religious waiver to IDOH.
     - Upload in the exception entry.

7. **Discharged without NBS - Ideally, this should never occur.**
   - Use only if a newborn is discharged from your facility before receiving a valid heel stick.
   - **Alert NBS Coordinator by phone at 888-815-0006 ASAP and submit this exception immediately.**
   - Document the scenario within the MSR notes section.

> ****Infants in Palliative Care:***
> - Infants discharged to hospice <u>ARE NOT exempt from the heel stick</u>.
> - **All infants in palliative care/discharged to hospice should have a heel stick performed between 24-48 hours.**
> - May only refuse if parents object due to religious reasons and submit the waiver.

RELIGIOUS WAIVER FOR THE NEWBORN SCREENING PROGRAM
State Form 54102 (R3 / 2-21)
INDIANA DEPARTMENT OF HEALTH

Indiana Department of Health

Step 10: Select the exception type (pulse ox)

Select the CCHD/pulse oximetry exception type:

1. Deceased/hospice care
2. Transfer out without screen
3. Supplemental oxygen/respiratory support
4. Echo prior to PO screening
5. Finally screened
6. Religious refusal
7. Discharged home without PO screen
8. Prenatally diagnosed with CCHD

Step 10: Select the exception type (CCHD/pulse ox)

1. **Deceased/hospice care**
   - Use when infant has expired or is discharged to hospice prior to CCHD screening. Always provide the date and time of death or date when discharged to hospice.

2. **Transfer out without screen**
   - Use when the newborn has been transferred out of your facility before a CCHD screen was performed.

3. **Supplemental oxygen/respiratory support**
   - Use when the infant will not have pulse oximetry performed due to being placed on supplemental oxygen or other respiratory support.
   - It is up to the attending physician to decide whether screening will occur once the infant is removed from the support. Use the MSR Quick Guide's "Supplemental Oxygen" section as a reference.

4. **Echo prior to PO screening**
   - Use when the infant will not have pulse oximetry performed because they had an echo performed prenatally or immediately after birth, before 24-48 hours have passed.

Indiana Department of Health

Step 10: Select the exception type (CCHD/pulse ox)

5. **Finally screened**
    - Use when the infant was previously entered as a transfer out without screen or supplemental oxygen/respiratory support exception to alert GNBS that the infant was screened and **include the pulse oximetry saturations and/or echo result**.

6. **Religious refusal**
    - Use when a family refuses newborn screening due to religious reasons.
    - A completed and signed Religious Waiver must be submitted immediately. Upload the waiver with the exception in INSTEP, or fax to GNBS if unable to upload.

7. **Discharged home without PO Screen - Ideally, this should never occur.**
    - Use if a newborn is discharged from your facility before receiving a CCHD screen.
    - **Alert NBS Coordinator by phone at 888-815-0006 ASAP and submit this exception immediately.**

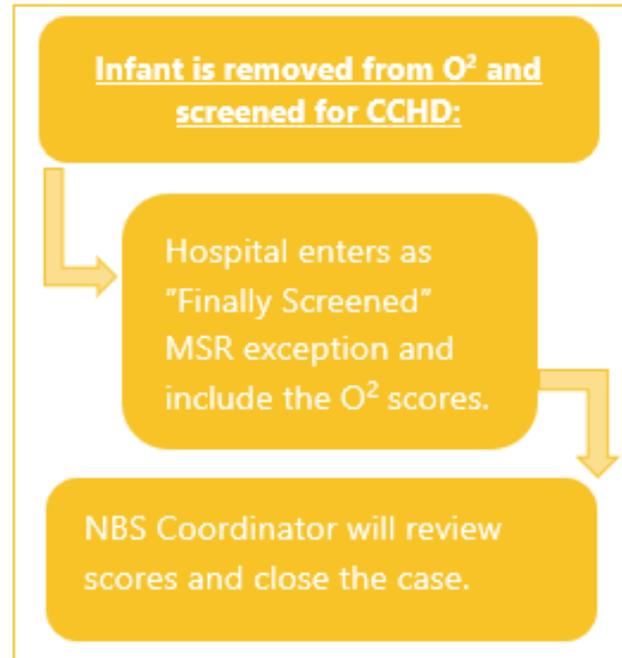8. **Prenatally diagnosed with CCHD**
    - Use when the infant will not be screened because they were diagnosed with a Critical Congenital Heart Defect (CCHD) prenatally.
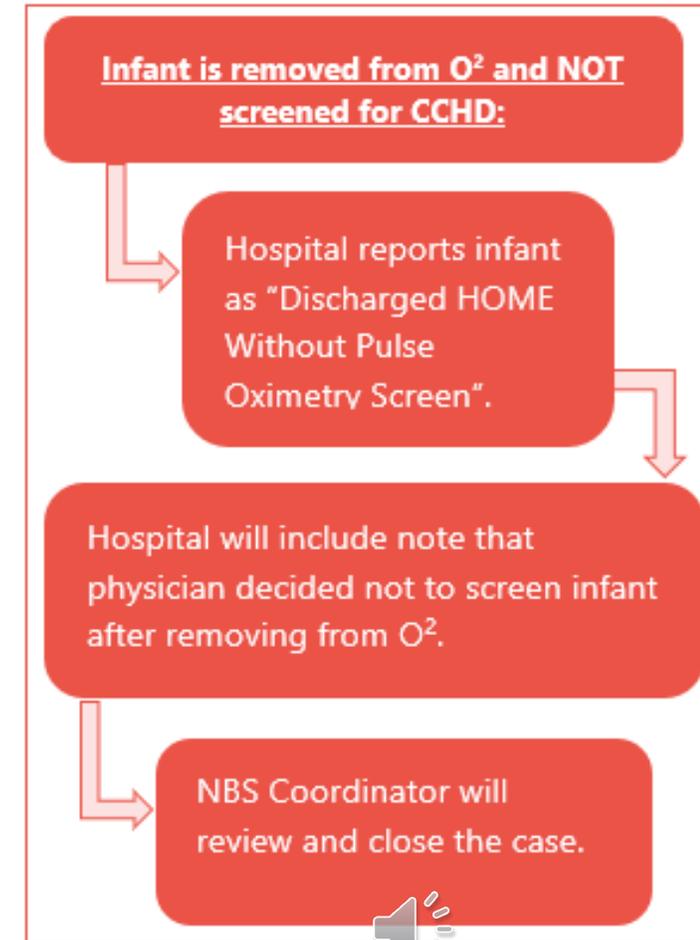
Indiana Department of Health

Step 10a: Supplemental oxygen/respiratory support MSR exception

If the infant is on supplemental oxygen and is <u>remaining in the birth facility</u>:

- ◦ **Birth facility** will report infant as "Supplemental Oxygen/Respiratory Support" MSR exception type.

- ◦ **Birth facility** will either report again as "Finally screened" OR "Discharged HOME without Pulse Oximetry Screen" depending on whether infant was screened once removed.

- ◦ **Birth facility** will either provide pulse oximetry scores for right hand and foot if infant was screened OR add a note stating physician chose not to screen the infant for infants not screened.

<u>Infant is removed from O^2 and screened for CCHD:</u>

Hospital enters as "Finally Screened" MSR exception and include the O^2 scores.

NBS Coordinator will review scores and close the case.

OR

<u>Infant is removed from O^2 and NOT screened for CCHD:</u>

Hospital reports infant as "Discharged HOME Without Pulse Oximetry Screen".

Hospital will include note that physician decided not to screen infant after removing from O^2.

NBS Coordinator will review and close the case.

Indiana Department of Health

Step 10a: Supplemental oxygen/respiratory support MSR exception

If the infant is on supplemental oxygen and is <u>transferred out of the birth facility</u>:

- **Birth facility** will report infant as "Transfer Out Without Screen" MSR exception.

- **Birth facility** will add a note within the exception that states the infant is on supplemental oxygen.

- If infant transfers **out of state, the birth facility** will reach out to out of state facility to determine whether infant was screened and will report whether infant was screened and provide results.

- If infant transfers to facility **in Indiana, the transfer facility** will report whether infant was screened.

See our <u>MSR Quick Guide</u> for detailed flow charts!
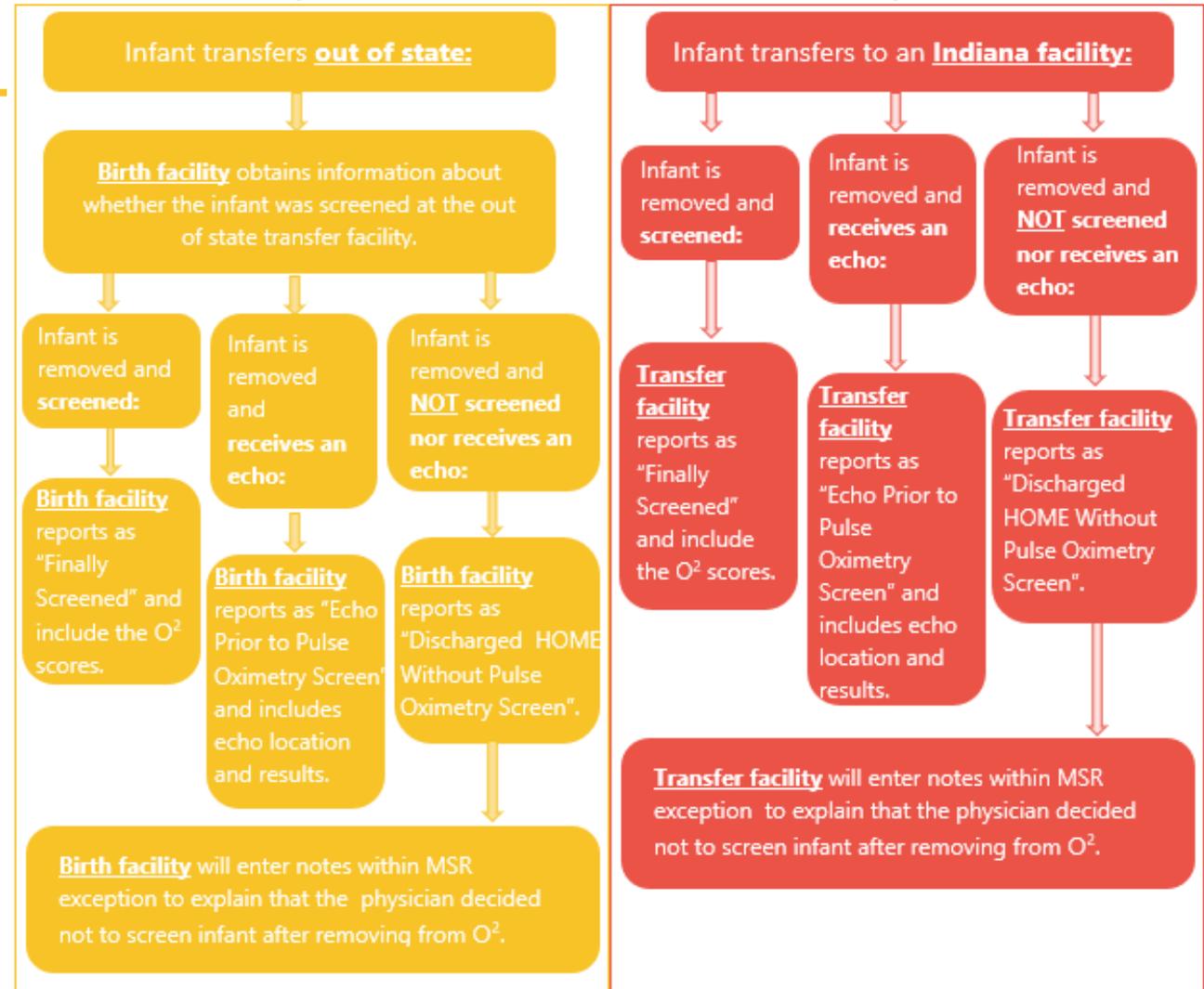
Step 11: Enter notes

Enter detailed notes

- GNBS staff can see what you write – and you can see what we write!

Enter Exception Details

Transfer Detail:	Transferred Out	!
Organization name:	Cincinnati Childrens Hospital	!
Transfer Date:	3/13/2022	!
Exception Type:	Transfer Only	!

Notes:

Initial heel stick collected on 3/15/2022 at Cincinnati Children's and result was abnormal for hypothyroidism.
Heel stick was repeated on 3/19/2022 and had normal result.

Initial pulse ox screen performed on 3/15/2022 at Cincinnati Children's, did not pass (right hand: 90, foot: 93).
2nd pulse ox screen performed same day and did not pass (right hand: 90, foot: 90).
Echo performed at Cincinnati Children's on 3/16/2022 had abnormal result which indicated CCHD (single ventricle).

Indiana Department of Health

Step 11a: Enter results for out of state transfers

Type all NBS results for any infant transferred out of state:

- Include **date**, **location**, and **result** of all heel stick and pulse oximetry screens

Enter Exception Details

Transfer Detail:	Transferred Out ▼ ❗
Organization name:	Cincinnati Childrens Hospital ▼ ❗
Transfer Date:	3/13/2022 📅 ❗
Exception Type:	Transfer Only ▼ ❗

Notes:
➡️ Initial heel stick collected on 3/15/2022 at Cincinnati Children's and result was abnormal for hypothyroidism. Heel stick was repeated on 3/19/2022 and had normal result.

➡️ Initial pulse ox screen performed on 3/15/2022 at Cincinnati Children's, did not pass (right hand: 90, foot: 93).
2nd pulse ox screen performed same day and did not pass (right hand: 90, foot: 90).
Echo performed at Cincinnati Children's on 3/16/2022 had abnormal result which indicated CCHD (single ventricle).

Indiana Department of Health

* This may require a practice change at your facility

Step 11a: Enter results for out of state transfers

Procedure for entering results of infants transferred out of state prior to heel stick:

1. Enter patient as a "transfer only – transfer out" exception immediately.
2. Follow up with transfer facility to obtain NBS results to update your NBS log
3. When heel stick results are received, enter the patient as a "finally screened" exception.
4. Be sure to add the **date**, **location** and **result** (normal/abnormal and Dx) of the heel stick(s) performed before closing the MSR.

> Initial heel stick collected on 3/15/2022 at Cincinnati Children's and result was abnormal for hypothyroidism.
> Heel stick was repeated on 3/19/2022 and had normal result.

Indiana Department of Health

* This may require a practice change at your facility

Step 11a: Enter results for out of state transfers

Procedure for entering results of infants transferred out of state prior to CCHD screen/pulse oximetry:

1. Enter patient as a "transfer out without screen" exception immediately.

2. Follow up with transfer facility to obtain NBS results to update your NBS log.

3. When all pulse ox scores and/or echo results are received, enter the patient as a "finally screened" exception.

4. Be sure to add the **date**, **location** and **result** of all pulse ox screens (O_2% from RH and foot) and/or echocardiograms (normal/abnormal and Dx).

> Initial pulse ox screen performed on 3/15/2022 at Cincinnati Children's, did not pass (right hand: 90, foot: 93).
> 2nd pulse ox screen performed same day and did not pass (right hand: 90, foot: 90).
> Echo performed at Cincinnati Children's on 3/16/2022 had abnormal result which indicated CCHD (single ventricle).

Indiana Department of Health

This may require a practice change at your facility

Step 12: Save the exception!

When you're ready to save this exception:

- **Click the "save exception" button** to go back to the MSR exception list to enter additional exceptions

OR

- **Check the box and click "save exception"** to save this exception and be taken to the MSR summary entry page if there are no additional exceptions that need to be entered.

Enter Exception Details

Transfer Detail: Not Transferred   !

Exception Type: !

Notes:

Back   Reset Fields   Save Exception   ☐ Save and go to MSR Summary entry

Indiana Department of Health

4. MSR summary entry

Indiana Department of Health

Entering MSR summary

To begin entering summary data:

- **Ensure ALL exceptions have been entered first.**

- Hold your mouse over "hospital MSR".

- Select the MSR type (e.g., heel stick) for which you need to enter summary data.

- Click "summary entry."

Entering MSR summary

Enter the following:

- **Number of live births** at your facility in that month

- **Number of home births** who received screening at your facility in that month

- **Number of walk-ins** who received screening at your facility that month

Entering MSR Summary

Select one of the two buttons at the bottom of the screen to close the MSR

Entering MSR summary

When to "save"

- **You have entered some exceptions and your summary data, but you need to come back & finish your MSR later**

- You may have to add, delete, or edit an exception..

- Clicking this button will **save** your MSR, but **not submit** it.

- You can open this MSR later and edit the info.

When to "save and close"

- **You are finished entering all exceptions and summary data.**

- Clicking this button will **close and lock your MSR & submit it to IDOH!**

- Once your MSR has been submitted, it is **LOCKED**. You cannot add, edit, or delete exceptions or change your summary data.

MSR Status: | Open
Number of live births: |
Number of home births that received screening: |
Number of walk-ins that received screening: |
Number of exceptions reported: | 0
Number of screens: |

[Save] [Save and Close]

Indiana Department of Health

54

Entering MSR summary

What if the MSR is closed by accident?

If the MSR is closed by accident, **it is okay.**

Contact the NBS coordinator:

- **Call 317-233-7019**
- **Email ISDHNBS@isdh.in.gov**

Need help with MSRs?

Questions?

For help with MSR access, entering MSRs or other follow-up needs, contact:

Newborn screening coordinator

Phone: 317-233-7019

Email: ISDHNBS@isdh.in.gov

Fax: (317) 234-2995

Indiana Department of Health

NEWBORN SCREENING
INDIANA

Check these out

Indiana **TRAIN**

- Newborn screening processes
- Heel stick collection quality
- After newborn heel stick screening
- Policy and guidelines for newborn screening in Indiana

Indiana Department of Health

We want to hear from you!

- We want to ensure we provide you with the resources and knowledge to make the newborn screening process as smooth as possible for all our NBS partners!
  - Let us know if you have any feedback or would like additional resources created!

Indiana Department of Health

Contact information

Genomics and Newborn Screening Program:
ISDHNBS@isdh.in.gov
Phone: 888-815-0006
www.nbs.in.gov

Newborn Screening Laboratory:
Phone: 317-278-3245
Fax: 317-321-2495

Early Hearing Detection and Intervention (EHDI) Program:
Hearing screen MSR (EARS) and follow up information can be obtained online at www.hearing.in.gov

Indiana Department of Health

NEWBORN SCREENING
INDIANA