



THE FLORIDA PRENATAL SCREEN

PROVIDER USER MANUAL

VERSION 3.0
SEPTEMBER 2024

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Introduction

Overview

Section 383.14, Florida Statutes, requires the Florida Department of Health (Department) to develop a multilevel screening process that includes a risk assessment instrument to identify pregnant women who are at risk for a preterm birth or other high-risk conditions. The prenatal risk screen (screen) is completed at a pregnant women's first prenatal appointment. The goal of the screen is to identify pregnant women who are at risk for adverse pregnancy or birth outcomes. These women may benefit from home visiting services, and other services based on her individual needs.

Process

Since its inception in 1991, the process for completion, collections and data entry for the screen has been paper driven. Following the completion of the screen by the health care provider, physical copies of the completed screens are compiled and picked up by County Health Department (CHD) staff once monthly. Information from the screen is then entered by CHD staff into the Department's Health Management System (HMS). Following entry in HMS, referrals are made to a statewide referral system for home visiting services. As a result of this manual process, the average number of days from the date of a screen to a referral to home visiting services is approximately 33 days.

The Maternal and Child Health (MCH) Section, Division of Community Health Promotion, is responsible for oversight of the screen, including validating the screening tool, and the screening process. The MCH Section identified the need to create an electronic process for the screen to improve efficiencies and reduce the amount of time taken to identify an at-risk pregnant woman and referral to home visiting services.

The Department collaborated with the Department's Office of Information Technology and the Division of Disease Control and Health Protection to develop an internal technology system (system) to replace the manual process which launched July 2024.

Part One: Facility Registration Process

New Facility Request

Facility Administrators can request for a new facility registration. This can be accomplished by utilizing the online facility registration process.

1. The link for new facility registration in the Florida Prenatal Screen is:
<http://www.floridahealth.gov/PrenatalScreenApp/Register>
2. The system will direct the user to the Florida Prenatal Screen Facility Registration form.
3. Enter the email address of the Facility Administrator and click on the **'Lookup'** button to validate it.

- If the email address meets the validation requirements, then a green box will appear in the top right corner to notify the user and enable the request form to be completed.
 - If the email is either **'not validated'** or **'or already in use'**, a red message will appear in the top right to notify the user of the error and prompt the user to contact the Application Support Desk for assistance at **PrenatalScreen@FLHealth.gov**.
4. Complete all required fields for the **'Facility Details'** and **'User Account Information'** sections. Entering the zip code will populate the county and state. Click on the **'Add Provider'** button to add a new provider. Provider details must be entered to continue.

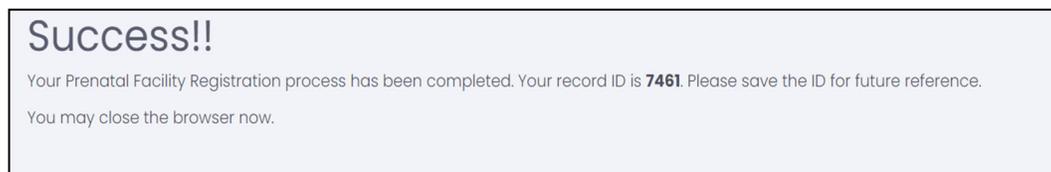
Email Verification

The Facility Registration request is not complete until the Administrator Account email address is verified.

1. After submitting the request, the system will send an email verification to the User Account email address.
2. Check the email used during registration for an email from **FLPrenatalRiskScreenSupport@FLHealth.gov**.

Note: Please check your junk or spam folder if unable to locate the email.

3. Click on the link provided in the email. The link will **expire after 24 hours**.
4. The system will provide a success message, and this will complete the new request.
Note: This means the facility registration process is completed. The Department will still need to verify the facility information prior to approving the new facility request.

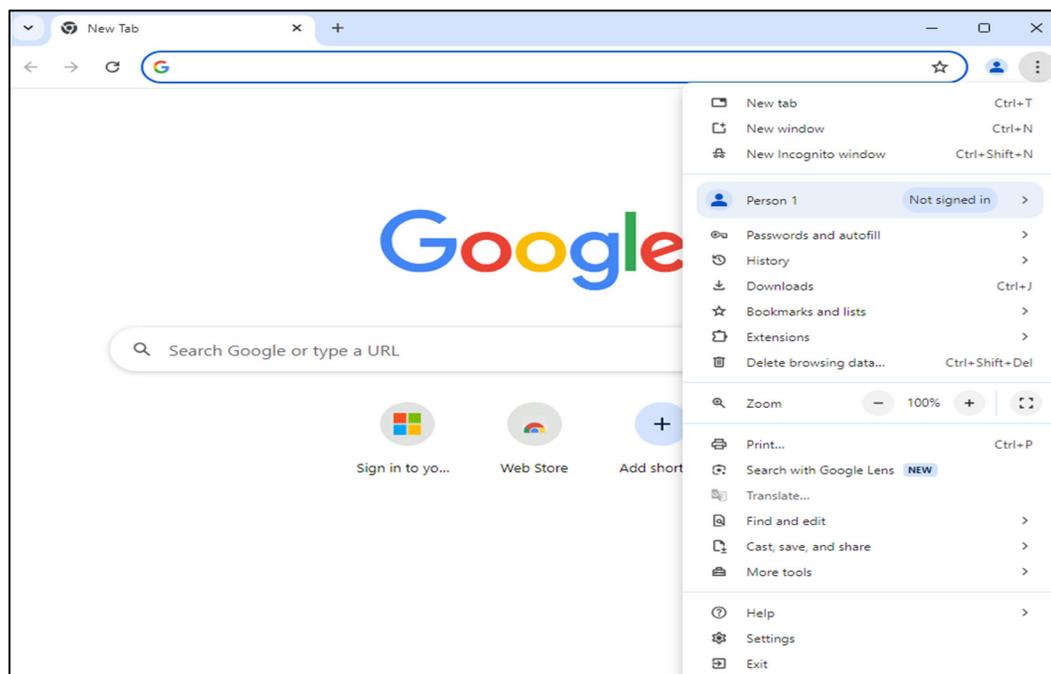


Facility Registration: Technical Support

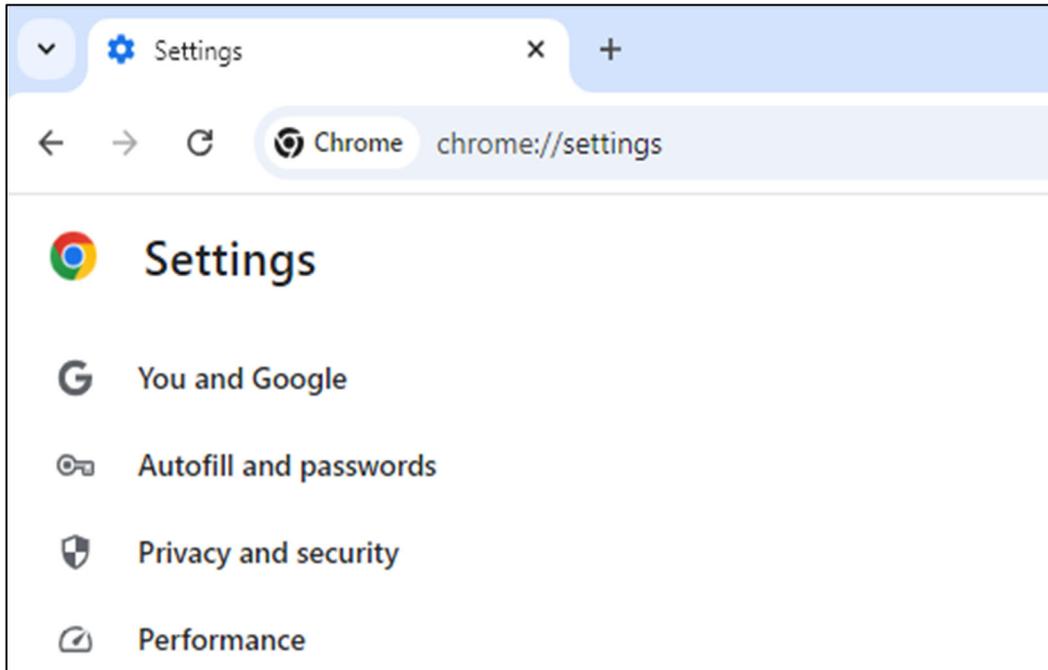
Users of the Prenatal Screen Dashboard will need to allow pop-ups for the URL, to successfully utilize the application. Instructions for allowing pop-ups using Google Chrome and Microsoft Edge are shown below:

Clearing Browsing Data: Google Chrome

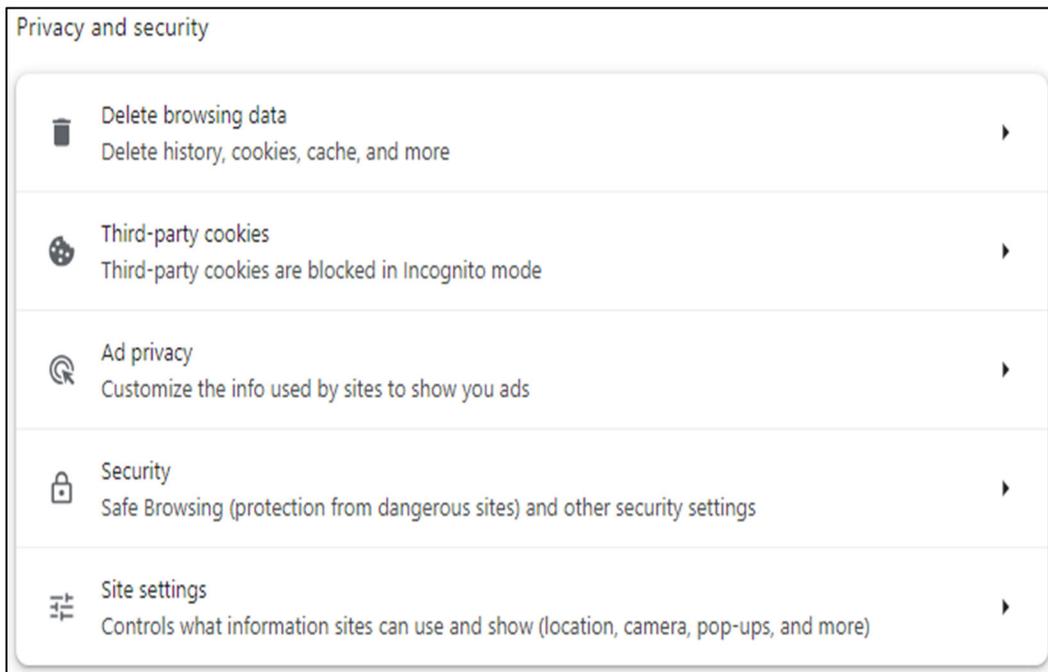
1. Open Google Chrome.
2. Click on the menu located in the top right corner of the window.



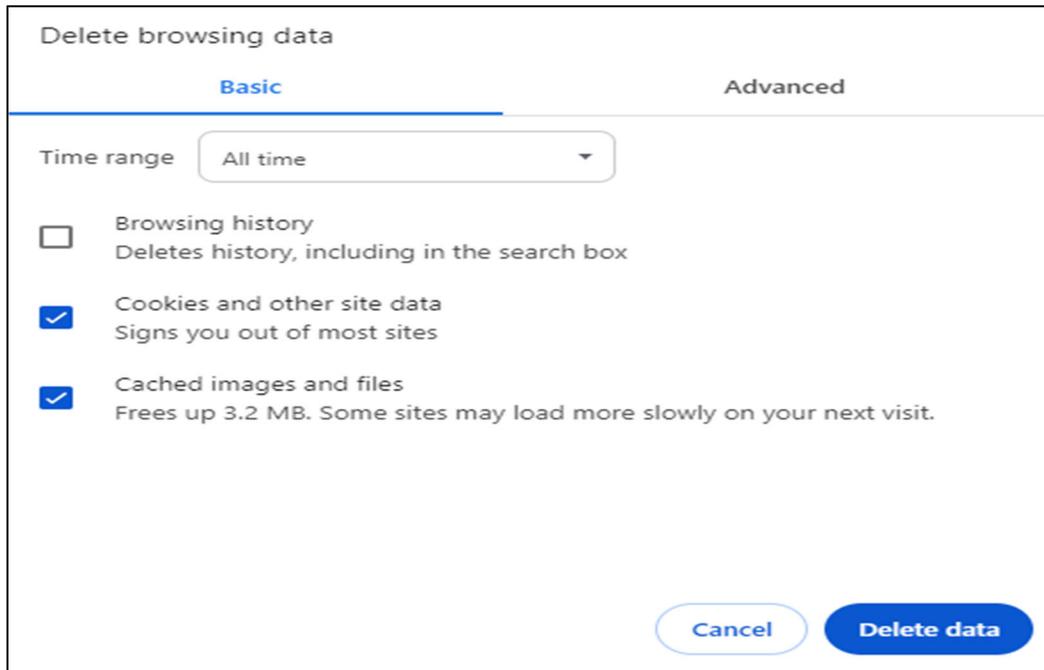
3. Click on **'Settings'** select **'Privacy and security'**.



4. Click on **'Privacy and security'** and select **'Delete browsing data'**.

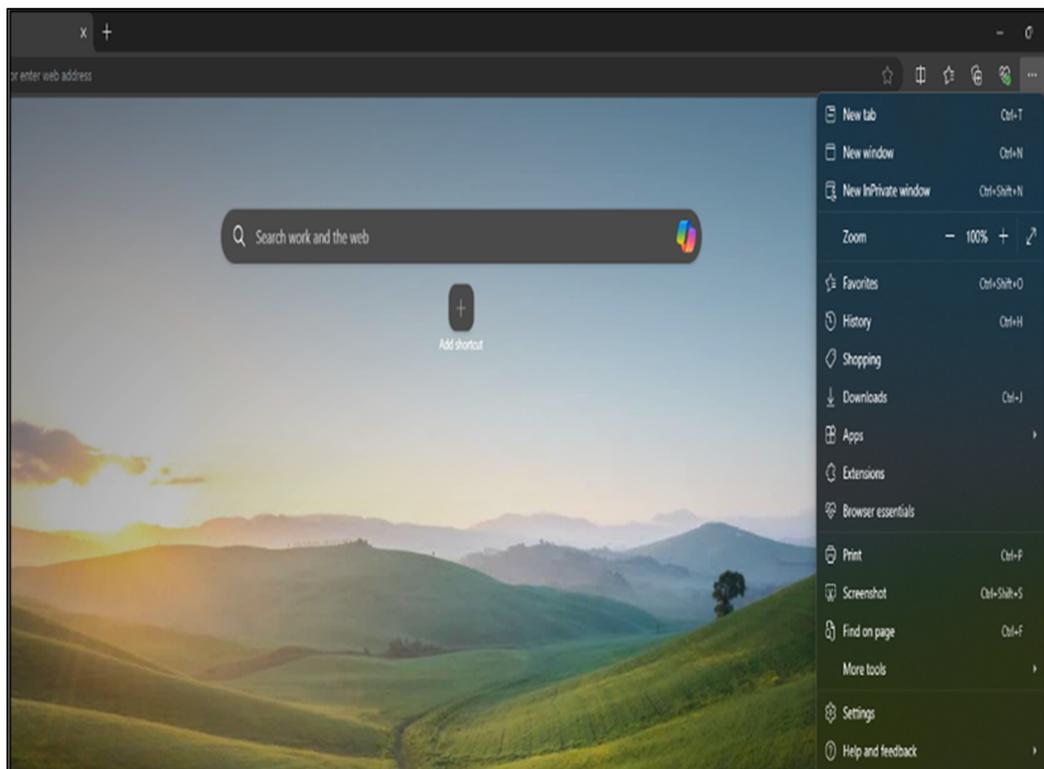


5. Select **'Cookies and other site data'** and **'Cached images and files'**. Delete the selected data.



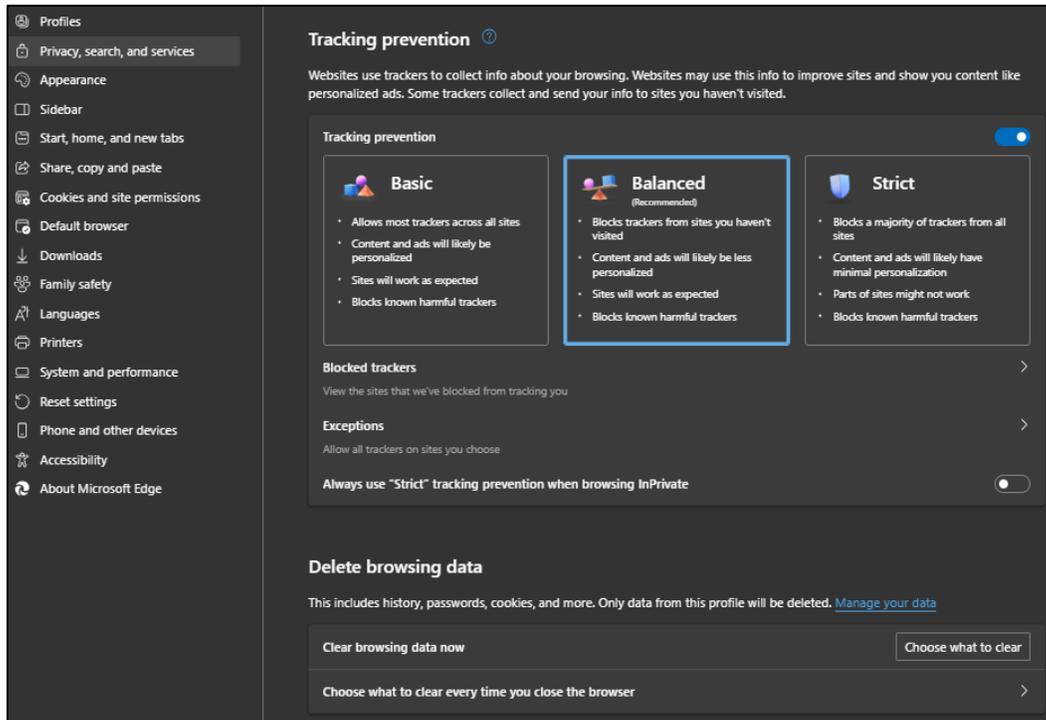
Clearing Browsing Data: Microsoft Edge

1. Open Microsoft Edge.
2. Click on the menu located in the top right corner of the window.

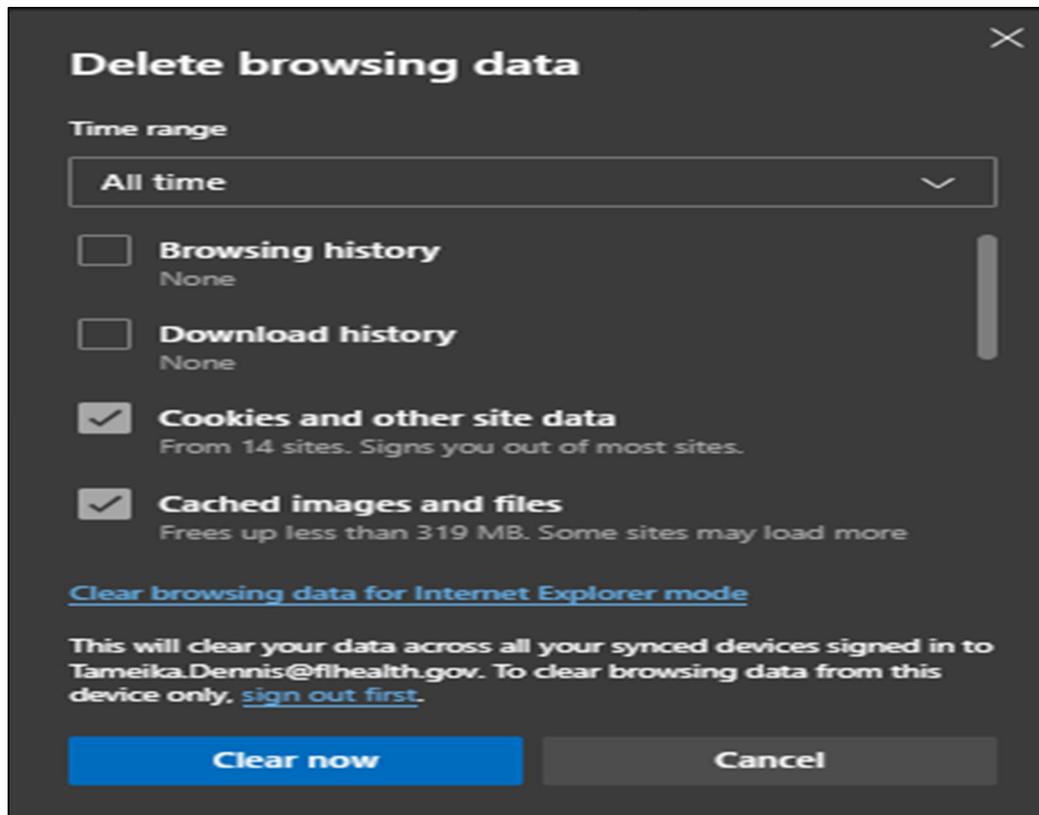


3. Click on 'Settings'. Select 'Privacy, search, and services'.

4.

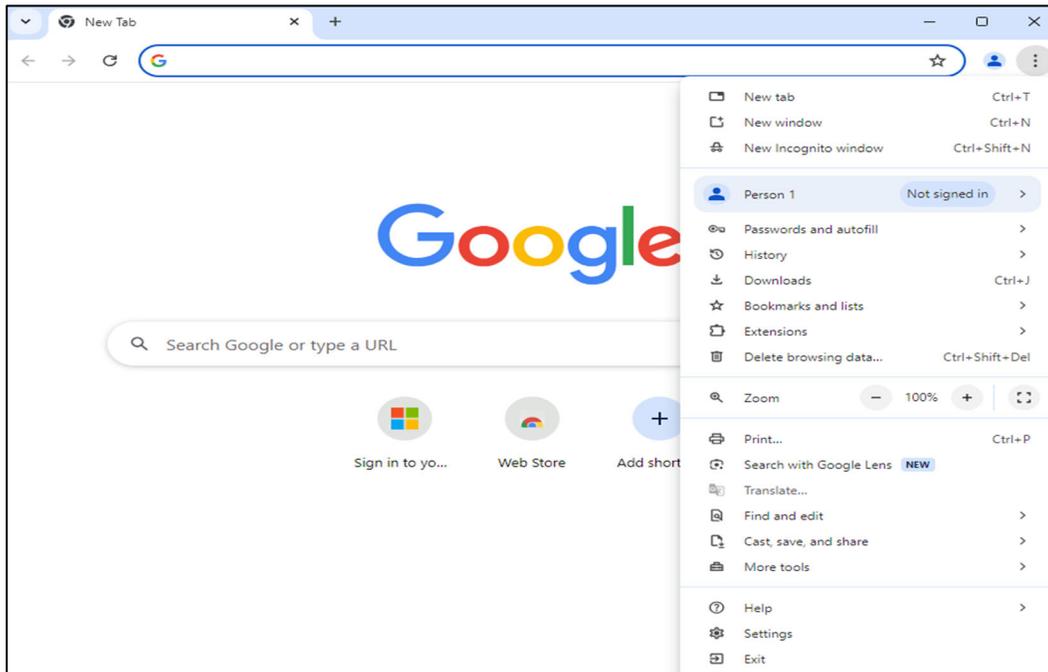


5. Select 'Cookies and other site data' and 'Cached images and files'. Clear the selected data.

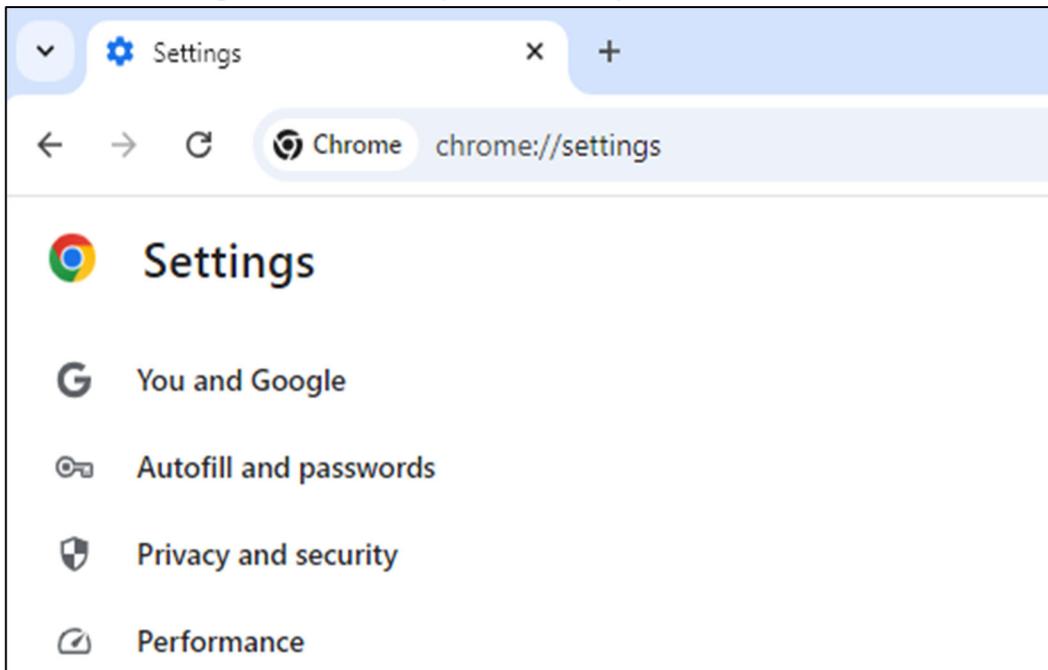


Allowing pop-ups from Prenatal Screen: Google Chrome

1. Open Google Chrome.

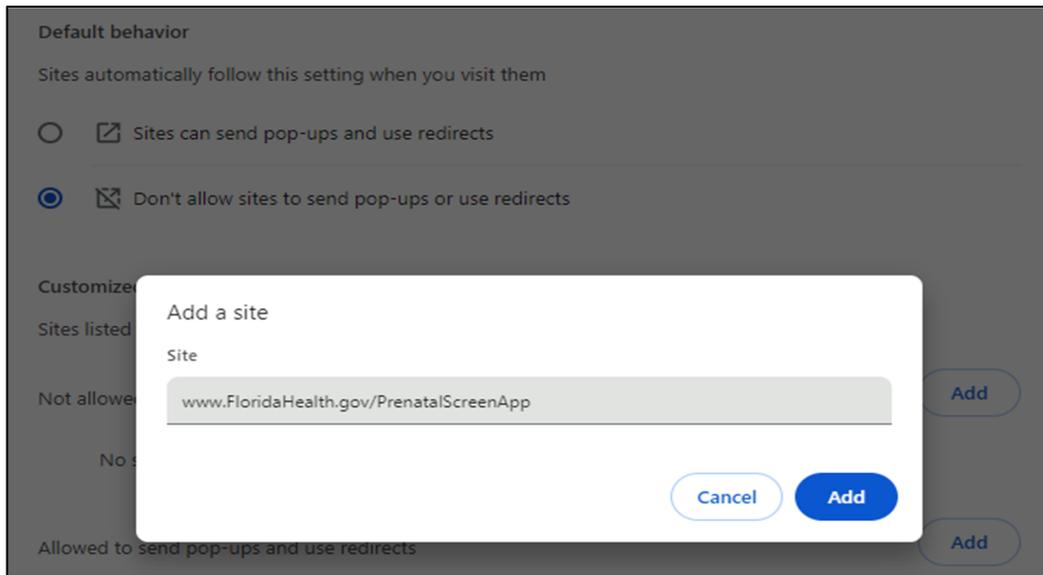


2. Click on the menu located in the top right corner of the window.
3. Click on 'Settings' select 'Privacy and security'.



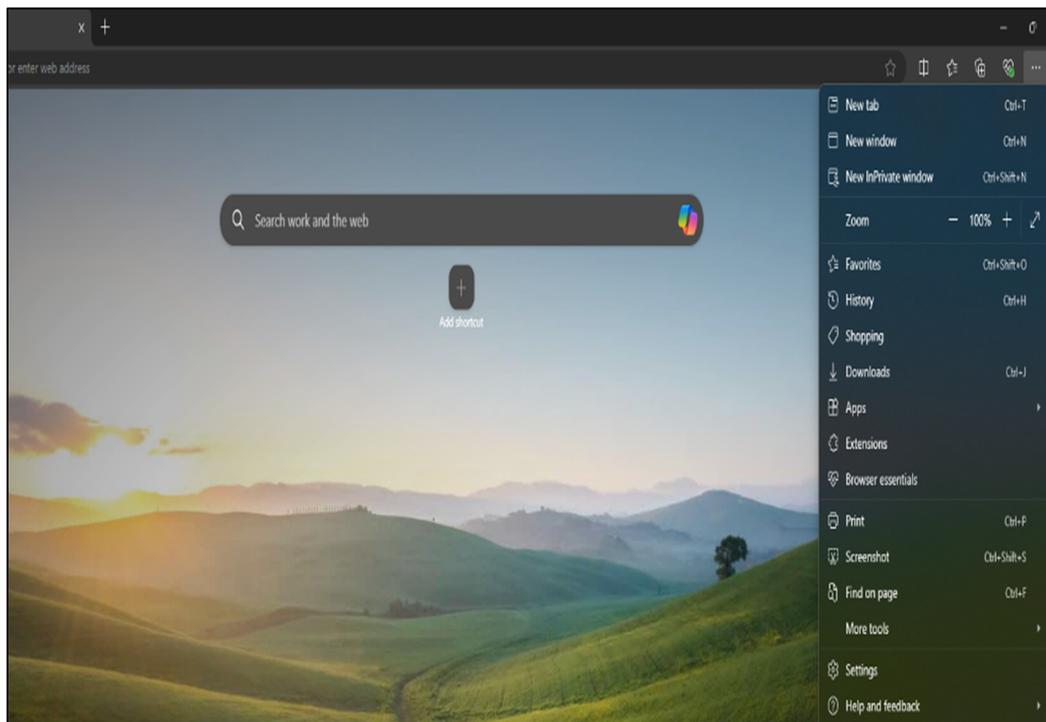
4. Scroll down in the 'Site Settings' and expand the menu. Scroll down to the 'Pop-ups and redirects' section under 'Additional Permissions' and expand the menu.

5. Add the following link to the **'Allowed to send pop-ups and use redirects'** list.



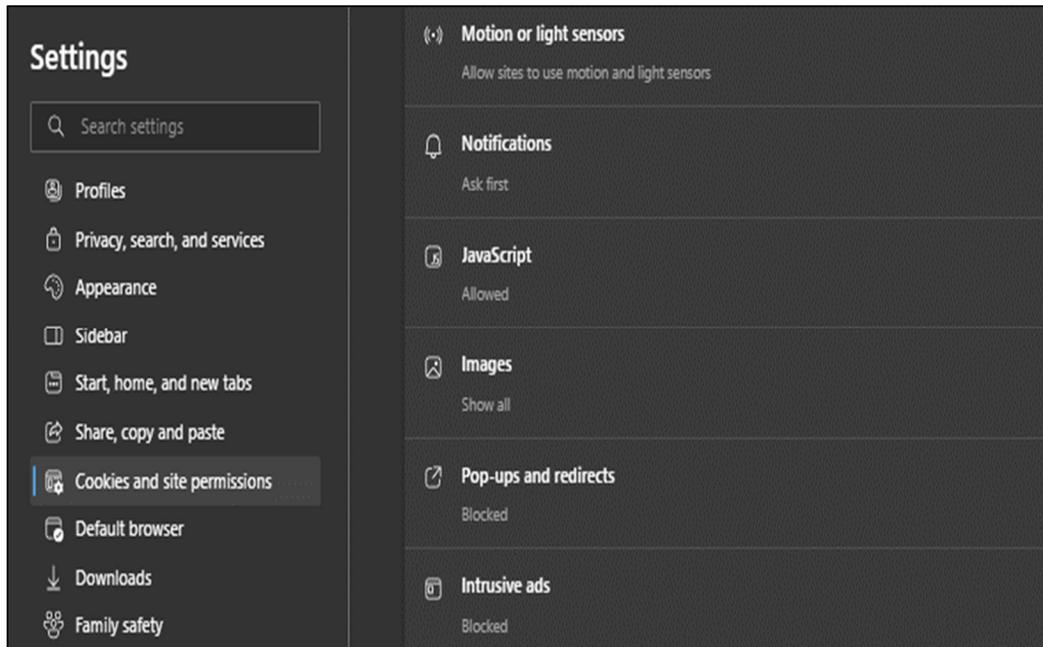
Allowing pop-ups from Prenatal Screen: Microsoft Edge

1. Open Microsoft Edge Browser.
2. Click on the menu located in the top right corner of the window. Click on **'Settings'**.

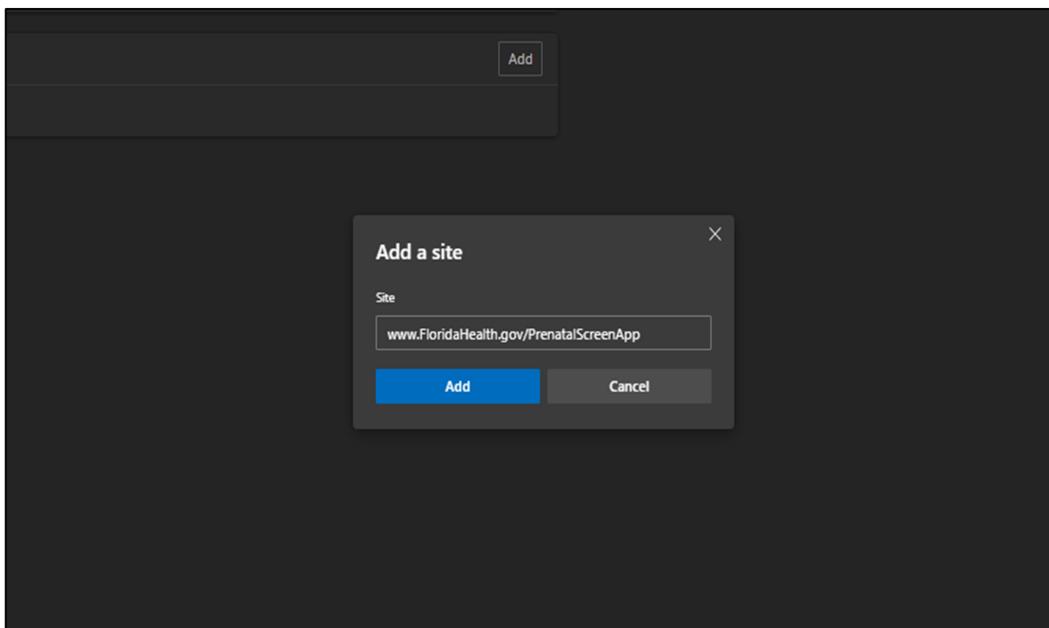


3. From the **'Settings'**: menu, select **'Cookies and site permissions'**.

4. Scroll down in the **‘Cookies and site permissions’** section of the menu to the **‘Pop-ups and redirects’** section under **‘Additional Permissions’** and expand the menu.



5. Click **‘Add’** to add the URL following URL to the **‘Allowed to send pop-ups and use redirects’** list.



6. To complete the facility registration process, providers must accept the Microsoft Live invitation that was sent to the email used during registration and permissions requested by Department of Health.

Organization: Florida Department of Health
Domain: [FloridaHealth.onmicrosoft.com](https://floridahealth.onmicrosoft.com)

This message was provided by the sender and is not from Microsoft Corporation.

Message from
Florida Department of Health:

“ Hello, This email invitation is to access the Prenatal Screen hosted by FL Department of Health. Please click Accept Invitation button and enter your email and password associated with your email to complete the registration process. Thanks, System Admin*** This is an automated email, please do not respond to this email address*** ”

If you accept this invitation, you'll be sent to <https://www.floridahealth.gov/prenatalscreenapp/>.

[Accept invitation](#)

Permissions requested by:

 **Florida Department of Health**
floridahealth.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust Florida Department of Health. [Read Florida Department of Health's privacy statement.](#) You can update these permissions at <https://myaccount.microsoft.com/organizations>.
[Learn more](#)

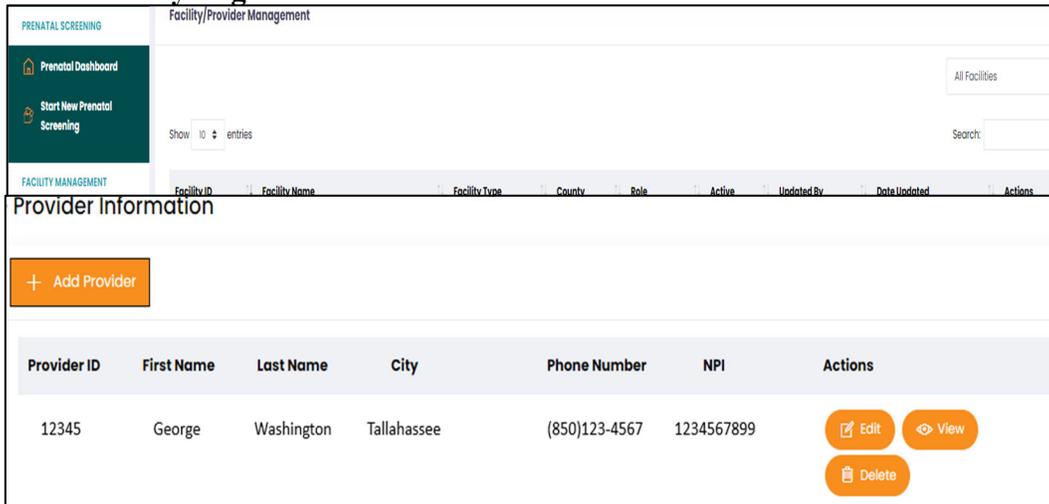
This resource is not shared by Microsoft.

Part Two: Facility List

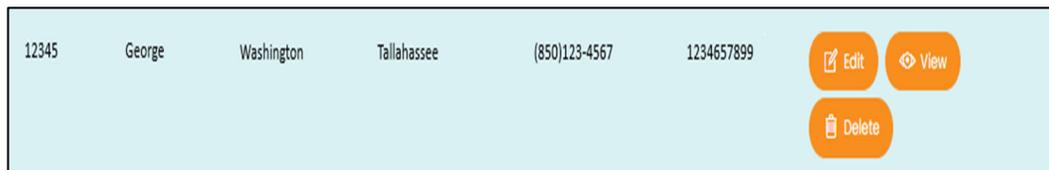
Facility List

Facility Administrators can add new facilities and providers and edit existing facilities and providers utilizing the ‘**Facility/Provider Management**’ page.

1. Click on the ‘**Facility/Provider Management**’ page on the side bar menu.
2. The system will direct the user to the Facility List page.
3. Use the ‘**Edit**’ button to edit an existing facility. The system will direct the user to the ‘**Edit Facility Page**’.



4. Facility Administrators can utilize the ‘**Edit Facility**’ page for the following activities:
 - Edit Facility Details
 - Add/Edit Provider Information
 - Add/Edit Users
 - Notes
5. Complete any updates to the existing provider and click the ‘**Update**’ button. The system will direct the user to the ‘**Edit Facility**’ page.



- To view the ‘**Provider Information**’, click the ‘**View**’ button.
 - To delete a provider that is no longer at the facility, click the ‘**Delete**’ button.
6. Update the facility information as needed. **All fields/sections marked with (*) are required.**
 7. After the updates are complete, click on the ‘**Save**’ button. The updated data will be saved, and the system will direct the user back to the ‘**Facility**’ homepage.
Note: The ‘**Save**’ button is located at the bottom of the page.

Add/Edit Provider

1. To add a new provider, click on ‘**Add Provider**’ button.

2. Enter the NPI Number for the provider and click the ‘**Lookup**’ button to validate. Update the facility information as needed. **All fields/sections marked with (*) are required.**

Edit Provider

NPI*

1234567899 **Lookup**

We need to lookup your NPI Number before proceeding.

Title First Name* Middle Name

Last Name* Suffix Name Street Address*

City* Zip* State*

County* Phone Number* Email Address

Close Update

3. After the updates are complete, click on the ‘**Add**’ button. The updated data will be saved. The system will direct the user back to the ‘**Edit Facility**’ page and display the ‘**New Provider**’ under the ‘**Provider Information**’ section.

Add Provider

NPI*

Lookup

We need to lookup your NPI Number before proceeding.

Title First Name* Middle Name

Last Name* Suffix Name Street Address*

City* Zip* State*

County* Phone Number* Email Address

Close Add

4. To edit an existing provider, click on the ‘**Edit**’ button. The system will direct the user to the ‘**Edit Provider**’ page.
5. Complete any updates to the existing provider and click the ‘**Update**’ button. The system will direct the user to the ‘**Edit Facility**’ page.

Activate/Deactivate Facility

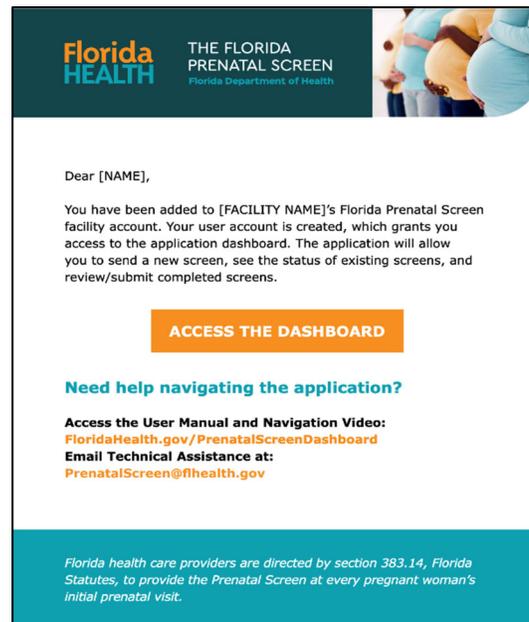
1. To make any facility active or inactive, please email PrenatalScreen@FLHealth.gov or click on the ‘**Chat Now**’ button on the top right of the screen to contact MCH Support Staff.

2. MCH Support staff will provide notification once the facility is activated/deactivated. Additionally, MCH Support staff will provide a reason for activating/deactivating the Facility.

Add/Edit Facility Users

A facility administrator can add and edit users within the system, but only for their facility. To add or edit users, use the **'Edit'** button on the **'Facility/Provider MGMT'** page.

1. On **'Edit Facility Page'**, all the users in the system will be available under the facility users' section.
2. To add a new facility user, click the **'Add User'** button.
3. Complete all required fields and click the **'Add'** button.
4. The newly registered user will receive the following email which provides the link for access to the prenatal screen dashboard.
5. To deactivate a user, uncheck the **'Active'** box. It is optional to enter notes for the reason of deactivation.
6. Newly added users will not obtain immediate access. In order complete account set up, new users must accept the Microsoft invitation. to have their account setup. Please inform MCH Support staff when new users are added so a new user Microsoft Invitation can be sent to them via PrenatalScreen@flhealth.gov. To edit an existing **'Facility User'**, click the corresponding **'User Id'** button under the facility users list. The system will direct the user to the **'Edit User'** page.



Description of User Roles and Functions

OB Scheduling Staff:

- Access to the Prenatal Screening Dashboard.
- Initiate a new electronic prenatal screening form.
- Ability to resend the screening form link to clients.

- Ability to print/view screening forms.

OB Provider Staff:

- Access to the Prenatal Screening Dashboard.
- Initiate a new electronic prenatal screening form.
- Ability to resend the screening form link to clients.
- Ability to view/update/print screening forms.
- Submit the screens for distribution to the Health Management System.

Part Three: Prenatal Screening Process

Prenatal Dashboard

Obstetric (OB) Providers and staff can schedule prenatal screening appointments, send an electronic version of the screening tool to clients, and track the status of the screening utilizing the electronic system.

1. Users with the role **OB Provider** or **OB Scheduling Staff** will have the below menu options.
2. After logging in, the user will be directed to the Prenatal Screening Dashboard.

The screenshot shows the 'Prenatal Screen Dashboard' interface. On the left is a dark green sidebar with navigation links: 'Prenatal Dashboard', 'Start New Prenatal Screening', 'Facility Management', and 'System Support'. The main content area has a title 'Prenatal Screen Dashboard' and two buttons: 'Walkin Kiosk' and 'Start New Prenatal Screening'. Below the title are search filters: 'Screening Status' (dropdown menu), 'Start Date' (calendar icon), and 'End Date' (calendar icon), followed by a 'Search' button. Below the filters is a table with columns: Patient ID, Patient Name, Client DOB, Appointment Date/Time, Date Email/Text Sent, Date Screening Completed, Client Consent, Status, Last Updated By, and Actions. The table is empty, displaying 'No data available in table'. At the bottom left, it says 'Showing 0 to 0 of 0 entries'. At the bottom right, there are 'Previous' and 'Next' buttons.

The screenshot shows the 'Prenatal Screening' form. At the top, there are 'Continue' and 'Close' buttons. The form is divided into two main sections: 'Provider Information' and 'Patient Information'. Under 'Provider Information', there are two dropdown menus: 'Facility Name*' and 'Provider's Name*'. Under 'Patient Information', there are five input fields: 'First Name*', 'Last Name*', 'M.I.', 'Date Of Birth*' (with a calendar icon), and 'Age'.

3. Using the Prenatal Screening Dashboard, users can start a new prenatal screening, access Walkin Kiosk mode, and track the screening process through completion.

Note: When utilizing the search feature on the Prenatal Screen Dashboard, the date of the mother's first prenatal appointment should be used in the Start and End Date fields.

Schedule Prenatal Screening Appointment

Providers and staff can schedule prenatal screening appointments, send an electronic version of the screening tool to clients, access the Walkin Kiosk, and track the status of the screening utilizing the electronic system.

1. In the top right corner of the Prenatal Screening Dashboard, click the ‘**Start New Prenatal Screening**’ button.
2. The user will be directed to the ‘**Schedule Prenatal Screening Appointment**’ page.
3. Complete the ‘**Provider Information**’. All fields/sections marked with (*) are required.

Note: An appointment date and time is captured in the ‘**Provider Information**’.

4. The county and facility name will be prepopulated.
5. Once the required fields are completed, the user will click either the ‘**Send**’ or ‘**Send & Add New**’ button.
 - **Send:** Schedules the prenatal screening appointment and directs the user to the Prenatal Screening Dashboard.
 - **Send & Add New:** Schedules the prenatal screening appointment and directs the user to schedule a new appointment.

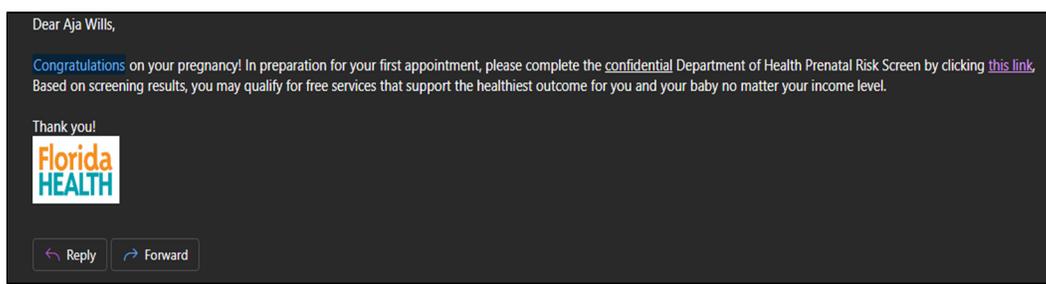
Prenatal Risk Screening Form

1. Once the provider schedules the prenatal screening appointment, the patient will receive a link through email or text message to access the screening form.

Note: When the OB Provider or OB Scheduling Staff schedule the prenatal screening appointment, the client will have the option to choose their preferred contact method.

2. If the client chooses **email or text** message as their contact preference, they will receive the below email and link.

Note: Patients may choose not to participate in the screening process, through the consent



statements provided on the prenatal screening form. While patients are given the option to explain why they don't wish to participate, they can also decline to provide an explanation.

Review Screening Details

- OB Providers and OB Scheduling Staff can utilize the Prenatal Risk Screening Dashboard to review the status of risk screening forms. The status of the prenatal risk screening forms will be displayed as follows:
 - Initiated:** The OB Provider or the OB Scheduling Staff have scheduled the prenatal screening appointment and sent the screening form link via email or SMS text.
 - Consent to Participate:** Client has consented to participate in the prenatal screen.
 - Decline to Participate:** Client has declined to participate in the prenatal screen.
 - Not Referred/Submitted:** The prenatal screen has been submitted by the provider and the client was not referred to home visiting programs.
 - Referred/Pending Transfer:** The prenatal record has been submitted by the provider and the records is pending transfer to the Well Family System.
 - Transmitted to Well Family:** The record has been transferred to the Well Family System.

Patient ID	Patient Name	Client DOB	Appointment Date/Time	Date Email/Text Sent	Date Screening Completed	Client Consent	Status	Last Updated By	Actions
2545	Bivens, Angel	1/1/1998	8/2/2024, 11:15 AM	8/2/2024	8/27/2024	Yes	Referred/Pending Transfer	George Washington	Edit View Resend Print
2544	Bivens, Angel	1/1/1998	8/8/2024, 2:22 PM	8/1/2024			Initiated	George Washington	X Resend

Initiated

Decline to Participate

Referred/Pending Transfer

Not Referred/Submitted

Transmitted to Well Family

All Status

The

Prenatal Risk Screening Dashboard will allow OB Providers/Scheduling Staff to complete the following actions.

Note: The actions available are dependent on the user's defined role. OB Providers will have the ability to update the screening form, as needed.

- View:** OB Providers and OB Scheduling Staff will have the ability to view the prenatal risk screening forms.
- Resend:** OB Providers and OB Scheduling Staff will have the ability to resend the prenatal risk screening form link to clients.
- Print:** OB Providers and OB Scheduling Staff will have the ability to print the prenatal risk screening forms.

- The Prenatal Screening Form includes the Patient Information.

Screen Instructions

Complete the screen to help you and your baby improve the health of your pregnancy and birth.

- The Screen only takes a few minutes to complete.
- This screen helps your health care provider know how to best support you through a healthy pregnancy and birth.
- Completing the screen can provide you access to helpful community support services during and after your pregnancy.

Submit Cancel

PATIENT INFORMATION

Legal First Name * Test Legal Last Name * Test M.I.

Social Security Number Date Of Birth * 01/01/1998 Age 26 Street Address (Apartment complex name/number) * 123 Main Ave

City * Tallahassee ZIP Code * 32303 County * LEON

State * Florida Screen Delivery Method * Email Email Address * email@email.com

- Once the submitted screening form has been reviewed, the OB Provider will have the ability to edit the form and complete the **‘Provider Only’** section.

Note: The **‘Provider Only’** section is to be completed during or after the prenatal appointment, and screening results should be discussed with the patient.

PROVIDER ONLY

LMP Date * EDD Date * Pre-Pregnancy *
 Weight (lbs.) Height (ft.) Inch BMI

Pregnancy Interval Less Than 18 Months? * Trimester at First Prenatal Visit? * Does patient have an illness that requires ongoing medical care? *
 Yes - Specify Illness No

Prenatal Risk Screening Score * Check One *
 Refer to coordinated intake and referral services based on score.
 Refer to coordinated intake and referral services because:
 Please specify reason: *
 Choose...
 Do not refer to coordinated intake and referral services.

Submit Cancel

- From the Prenatal Screening Dashboard, OB Providers will click the **‘Edit’** button. The system will direct the user to a fillable version of the screening form.
- The OB Provider will complete the **‘Provider Only’** section. **All fields/sections marked with (*) are required.**
- After the OB Provider completes the **‘Provider Only’** section, and discusses the screening results with the patient, the provider will have the ability to submit the screen.
- The OB Provider will click the **‘Submit’** button. The user will be directed to the **‘Prenatal Screening Dashboard’**.

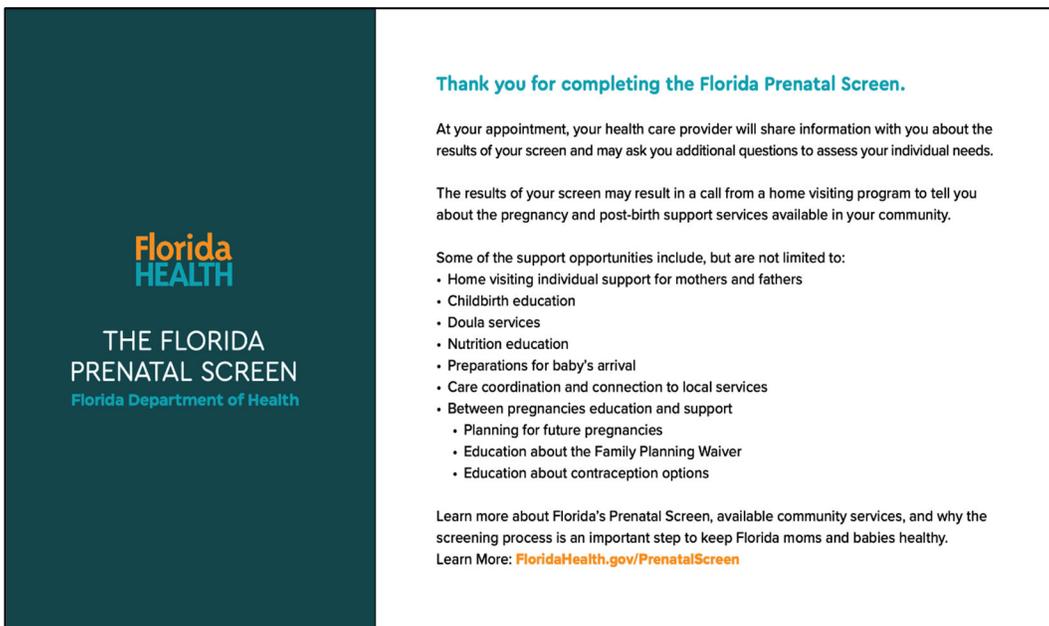
8. If the patient agrees to participate in the screening process, and authorizes the exchange of health information, the system will distribute the screening data. In the event the patient does not release consent, the system will not send the record to WFS.

I do not want to participate in Florida's Prenatal Screen process.

-----OR-----

I authorize the exchange of my health information to be shared with the Florida Department of Health, County Health Departments, and Florida Home Visiting Programs for the purpose of providing services, paying for services, and improving services related to program eligibility.

9. Once the patient successfully completes and submits the screen, they will receive the completion message.



Thank you for completing the Florida Prenatal Screen.

At your appointment, your health care provider will share information with you about the results of your screen and may ask you additional questions to assess your individual needs.

The results of your screen may result in a call from a home visiting program to tell you about the pregnancy and post-birth support services available in your community.

Some of the support opportunities include, but are not limited to:

- Home visiting individual support for mothers and fathers
- Childbirth education
- Doula services
- Nutrition education
- Preparations for baby's arrival
- Care coordination and connection to local services
- Between pregnancies education and support
 - Planning for future pregnancies
 - Education about the Family Planning Waiver
- Education about contraception options

Learn more about Florida's Prenatal Screen, available community services, and why the screening process is an important step to keep Florida moms and babies healthy.
Learn More: FloridaHealth.gov/PrenatalScreen

Complete Prenatal Screening Process

You have completed the Florida Prenatal Screen User Manual!