

**Steps to Access
HIV Care Status Reports Group
for
current NYCMED users**

Overview of Steps

1. Facility medical director

- a) Identify and designate an individual who will be their site's CSR Designee.
- b) If your facility has more than one affiliated site in separate locations, the medical director can choose to have a single CSR Designee for all affiliated sites or designate a specific individual for each site.

2. CSR Designee

- a) Register for HIV Care Status Report via NYCMED
- b) If you have NYCMED account, please follow the instruction as outlined starting with **Slide 2**.
- c) If you do not have NYCMED account, *register at <https://a816-healthpsi.nyc.gov/FIM/signup.aspx>* and you will have the ability to add on the HIV Care Status Reports application when you register. Once you click on the HIV Care Status Reports link, follow the instructions in starting at **Slide 8**

Steps to access HIV Care Status Reports Group

**Enter your NYCMED
UserName and
password and click
LOGIN**

NYCMED LOGIN

UserName *

Password *

LOGIN REGISTER
Forgot Password?

NYCMED Email: nycmcd@health.nyc.gov
Helpdesk: 1-888-NYCMED-9

SPOTLIGHT

- Public Health Emergency Response Network**
Public Health Emergency Response Network
- Healthy Living**
Healthy Living Description

HEALTH ALERT NETWORK

Alerts Advisories Updates

- DOHMH Alert #38: Ebola Update: New Cases Identified in Mali**
Nov 20, 2014
- DOHMH Alert #37: Patient Tests Presumptively Positive for Ebola Virus Disease**

REGISTER FOR SERVICES

My Services

- City Health Information (CHI) Subscription
- Citywide Immunization Registry (CIR)
- Group Child Care and Summer Camp Orientation Sessions

Steps to access HIV Care Status Reports Group

The screenshot shows the NYC Health and Mental Hygiene website interface. On the left is a navigation menu with categories like HOME, HEALTH TOPICS A-Z, HEALTHY LIVING, MENTAL & BEHAVIORAL HEALTH, HEALTHY ENVIRONMENT, EMERGENCY PREPAREDNESS, DATA & STATISTICS, HEALTH CARE PROVIDERS, and INFORMATION FOR: Licenses and Permits, Press, Public Testimony, Vendors and Contractors, Hurricane Sandy Health, 9/11 Health, and HEALTH DEPARTMENT: About Us, Take Care New York, Board of Health/Health Code, Public Meetings Archive, Official Notices, Publications, Career Opportunities, Contact Us.

The main header features the NYC Health logo, the text 'THE NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE', and the NYC MED logo with social media icons. A 'Menu On/Off' button is visible.

The user is logged in as 'hivcare1'. The profile section shows the name 'hiv care' and email 'hivcare1@yahoo.com'. There are 'Logout' and 'Update' buttons, along with links for 'Change Password?' and 'Change Security Question?'.

The 'My Applications' section lists various programs: Health Research Training Program (H RTP), Laboratory Response Network (LRN) portal, Levels of Service (LOS), Reporting Central, El Transportation Billing Portal, myNYC Reach, Teens in NYC, and OSCA. A red circle highlights the missing 'HIV Care Status Reports' link, with a red arrow pointing to it from a text box above.

The 'HEALTH ALERT NETWORK' section has tabs for Alerts, Advisories, and Updates. It lists several alerts: 'DOHMH Alert #38: Ebola Update: New Cases Identified in Mali' (Nov 20, 2014), 'DOHMH Alert #37: Patient Tests Presumptively Positive for Ebola Virus Disease in New York...' (Oct 23, 2014), and 'DOHMH Alert #36: Ebola Virus Disease Update' (Oct 20, 2014).

The 'REGISTER FOR SERVICES' section includes 'My Services' such as City Health Information (CHI) Subscription, Citywide Immunization Registry (CIR), Group Child Care and Summer Camp Orientation Sessions, Public Health Emergency Response Network, and Health Academy Training Courses.

A red text box with a blue border contains the text: 'After login, note that the link to HIV Care Status Reports is hidden.' A red arrow points from this box to the missing link in the 'My Applications' section.

Below the red circle, the text reads: 'No link' with an arrow pointing to the circle, and 'HIV Care Status Reports link will appear once added'.

Steps to access HIV Care Status Reports Group

NYC THE NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE

NYCMED

Follow us on: [Social Media Icons]

Menu On/Off

NYC CONDOMS

My Profile

You're logged in as **hivcare1**

Name: hiv care

Email: hivcare1@yahoo.com

[Logout](#) [Update](#)

[Change Password?](#) [Change Security Question?](#)

Under 'My Profile', Click "Update"

My Applications

- Health Research Training Program (H RTP)
- Laboratory Response Network (LRN) portal
- Levels of Service (LOS)
- Reporting Central
- El Transportation Billing Portal
- myNYC Reach
- Teens in NYC
- OSC R

No link

HEALTH ALERT NETWORK

Alerts | Advisories | Updates

- DOHMH Alert #38: Ebola Update: New Cases Identified in Mali
Nov 20, 2014
- DOHMH Alert #37: Patient Tests Presumptively Positive for Ebola Virus Disease in New York...
Oct 23, 2014
- DOHMH Alert #36: Ebola Virus Disease Update
Oct 20, 2014

REGISTER FOR SERVICES

My Services

- City Health Information (CHI) Subscription
- Citywide Immunization Registry (CIR)
- Group Child Care and Summer Camp Orientation Sessions
- Public Health Emergency Response Network
- Health Academy Training Courses

Steps to access HIV Care Status Reports Group

REGISTER YOURSELF ✕

*** Indicates Required Fields**

Basic Details Applications

First Name *
hiv

Last Name *
care

Email *
hivcare1@yahoo.com

Are you a Licensed Provider * Yes No

In this window, click "Next" to open the list of Applications.

Steps to access HIV Care Status Reports Group

REGISTER YOURSELF ×

* Indicates Required Fields

Basic Details Applications

- CIR
- Collaborative Site
- Environmental
- eShare
- Electronic
- Parachute
- OSCR
- Partner Portal
- HIV Care Status Reports

Select HIV Care Status Reports and click 'Update'

Select

Steps to access HIV Care Status Reports Group

The screenshot shows the NYC Health and Mental Hygiene website. The header includes the NYC logo, the text 'THE NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE', and the NYC MED logo. A navigation menu on the left lists categories like HOME, HEALTH TOPICS A-Z, HEALTHY LIVING, MENTAL & BE, HE, EM PR, DA ST, HE PR, and INFORMATION FOR: Licenses and Permits, Press, Public Testimony, Vendors and Contractors, Hurricane Sandy Health, 9/11 Health. The main content area features a 'DOG LICENSING APPLICATION' banner with a dog image and text: 'New York must be licensed attached to their collar while in public. Learn more about Dog licenses'. Below this is a 'My Applications' section with a list of links: Health Research Training Program (H RTP), Laboratory Response Network (LRN) portal, Levels of Service (LOS), Reporting Central, El Transportation Billing Portal, myNYC Reach, Teens in NYC, OSCR, and HIV Care Status Reports. A red box highlights the 'HIV Care Status Reports' link, and a red arrow points to it from a text box. The text box contains the instruction: 'The NYCMED page will automatically refresh. Click on the 'HIV Care Status Reports' link'. Other sections include 'HEALTH ALERT NETWORK' with alerts for Ebola updates, and 'REGISTER FOR SERVICES' with links for CHI Subscription, CIR, Group Child Care, and Public Health Emergency Response Network. A 'My Profile' sidebar shows the user is logged in as 'hivcare1' with name and email details, and buttons for Logout and Update.

The NYCMED page will automatically refresh. Click on the 'HIV Care Status Reports' link

NYC Health

THE NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE

NYC MED

Follow us on: [Twitter] [Facebook] [YouTube] [Tumblr] [RSS]

Menu On/Off

DOG LICENSING APPLICATION

New York must be licensed attached to their collar while in public. Learn more about Dog licenses

NYC Dog Licensing Restaurant Inspection

My Applications

- Health Research Training Program (H RTP)
- Laboratory Response Network (LRN) portal
- Levels of Service (LOS)
- Reporting Central
- El Transportation Billing Portal
- myNYC Reach
- Teens in NYC
- OSCR
- HIV Care Status Reports**

HEALTH ALERT NETWORK

Alerts Advisories Updates

- DOHMH Alert #38: Ebola Update: New Cases Identified in Mali Nov 20, 2014
- DOHMH Alert #37: Patient Tests Presumptively Positive for Ebola Virus Disease in New York... Oct 23, 2014

REGISTER FOR SERVICES

My Services

- City Health Information (CHI) Subscription
- Citywide Immunization Registry (CIR)
- Group Child Care and Summer Camp Orientation Sessions
- Public Health Emergency Response Network

My Profile

You're logged in as **hivcare1**

Name: hiv care

Email: hivcare1@yahoo.com

Logout Update

Change Password? Change Security Question?

Steps to access HIV Care Status Reports Group

The screenshot shows the NYC Health Care Status Reports website. The top navigation bar includes links for Home, Data Entry, Results, Register, Info, and Contact. The 'Register' link is circled in red, and a red arrow points from a callout box to it. The callout box contains the text: 'You will be taken directly to the Home Page. Click on Register'. Below the navigation bar, there is a 'Login' section with a 'Log in' button. The 'User name' field contains 'hivcare1' and the 'Password' field is empty. A 'Forgot Password?' link is located below the login form. On the right side of the page, there is a 'Log in' button and a link to 'health.nyc.gov'. At the bottom of the page, there is a copyright notice and a version number 'v1.0.4'.

NYC Health Care Status Reports

Log in

Home Data Entry Results **Register** Info Contact

Login

Please login using your NYC MED account

User name
hivcare1

Password

Log in

[Forgot Password?](#)

arding your user name or your
health.nyc.gov or call 1-888-

For questions regarding Care Status Reports or if you experience any technological difficulties using this application, please email: csr@health.nyc.gov. We will respond to your email within one business day.

© 2014 - NYC Department of Health & Mental Hygiene, BHIV HIV Epidemiology and Field Services Program, Care Status Reports v1.0.4

Steps to access HIV Care Status Reports Group

All Fields Required

NYCMed User Name

Clinical Site (must be located in NYC)

Name of clinic/site

Type of clinic Diagnosing only

Street Address /Street Name /Suite

Borough /City / Zip /

Medical Director / Program Manager

First/Last name

Provider type Physician Physi

NYS License number

Work Email

Work Phone

CSR Designee

Same as above Med

First/Last name
(Person requesting access)

Work Email

Work Phone

Degree

- Enter your NYCMED User Name
- Enter all information requested
- Click Submit which will initiate the registration process.
- Await email from csr@health.nyc.gov (next slide)

Steps to access HIV Care Status Reports Group

To CSR Designee,

**Once you receive this email,
follow instructions as outlined**

We have received your request to be designated as the NYCMED HIV CSR Designee for your facility. In order to complete the processing of your request to access HIV CSR as your site's CSR Designee, please

Review the *CSR Security Use Policy form* (attached) - this document describes security terms, conditions and responsibilities to which participating facilities must agree in order to use the HIV CSR system.

Complete and submit the *CSR Agreement and Affiliates form* (attached) – this is **required** to complete the CSR registration process.

Upon recipient and review of the CSR Agreement and Affiliates form, a second and final email will be sent that your request for access has been completed.

Sincerely,

HIV Care Status Unit

Bureau of HIV/AIDS Prevention and Control

New York City Department of Health and Mental Hygiene

csr@health.nyc.gov