



Acute Care Hospital IP Guide to Reporting Applications

October 2023

CDPH



Table of Contents

- [Registering for I-NEDSS](#)
- [Registering for I-NEDSS – Finding your PRA \(if necessary\)](#)
- [Registering for I-NEDSS – Registering a PRA \(if necessary\)](#)
- [Registering for XDRO](#)
- [XDRO Auto Alerts](#)
- [Other IPC Resources](#)
- [FAQ for application related issues](#)

★ Registering for I-NEDSS

- <https://portalhome.dph.illinois.gov/>
- Use this only if you do not already have an I-NEDSS account
- You will need to make sure your organization has a PRA (Portal Registration Authority)
 - If you're not sure who your PRA is, see slide 4, "[Finding your PRA](#)"
 - If you don't have a PRA, see slide 5, "[Registering a PRA](#)"
- Contact the IDPH Helpdesk at 866-220-5247 or via email at DPH.Helpdesk@illinois.gov for Portal access and web-based application support.



Welcome to the IDPH Web Portal

From here, you can:

- Find all your public health related information at one secure site.
- Join online communities to share files, discussions, calendars and more.
- Access Web-based applications.

Requirements: To access the IDPH Web Portal, users must be running Internet Explorer 9.0 or higher. Some portal applications may not function properly with other browsers such as Mozilla Firefox.

Current Users: click here to access the portal: [DPH Portal Login](#)

PASSWORDS:

IDPH has a new and easier way to **RESET** your own password!

To reset your password without calling the IDPH Helpdesk or the State of Illinois DoIT Customer Service Center, go to [DoIT Identity Management](#) and follow the prompts.

- In order to utilize this solution, you must have an email address that is individual to you only, no shareable email addresses are allowable

For step-by-step instructions on the new self-password reset process, click [here](#).

I need to...

[Register for a Portal Account](#) (The ICARE system is used by providers to enter patient vaccine administration information. Individuals interested in receiving a vaccine should not enroll in ICARE, but may contact their local health department for additional information.)

For Technical Support issues (anything except Password Resets), please contact the DoIT Customer Service Center (CSC) at the appropriate number listed below.

- Springfield: 217-524-DoIT (217-524-3648)
- Chicago: 312-814-DoIT (312-814-3648)

Technical Support Week Days (8A-5P, Monday-Friday)

Contact the IDPH Helpdesk at 866-220-5247 or via email at DPH.Helpdesk@illinois.gov for Portal access and web-based application support. Please include your name, phone number, and specific application name, detail of the issue and error messages, if any, in your description of the problem within the email message to ensure efficient resolution.

All other Times, contact the Customer Service Center at the appropriate Springfield or Chicago number listed above or send an email to DoIT.Helpdesk@illinois.gov.

- No password resets will be conducted over the telephone by DoIT CSC staff.
- Please include your name, phone number, and specific application name, detail of the issue and error messages, if any, in your description of the problem within the email message to ensure efficient resolution.

★ Registering for I-NEDSS – Finding your PRA (if necessary)

- Go back to <https://portalhome.dph.illinois.gov/>
- Click “Register for a Portal Account”
- Click “I Agree” at the bottom of the page
- Click the blue link for “Portal Registration Authority” at the bottom of the page
- Search for your hospital name
- You should see a contact person and contact phone number for your organization. If not, see [slide 5](#)

I need to...

[Register for a Portal Account](#) (The ICARE system is used by providers to enter patient vaccine administration information. Individuals interested in receiving a vaccine should not enroll in ICARE, but may contact their local health department for additional information.)

Other (please specify in the Purpose for registration field above)

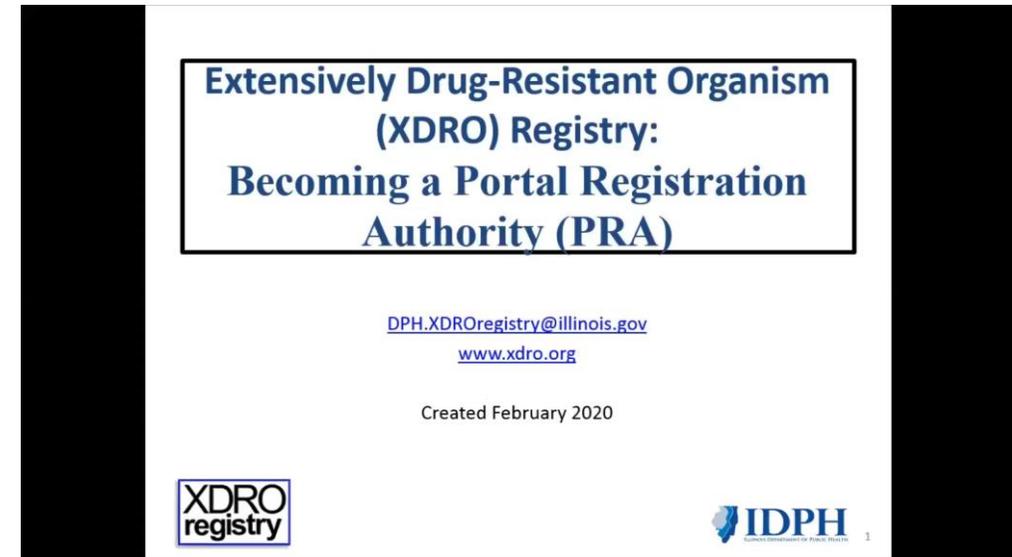
PRA E-mail: * select from the [Portal Registration Authority](#) list:

Portal Registration Authority List

Enter a keyword to search for your organization:

★ Registering for I-NEDSS – Registering a PRA (if necessary)

- Sign-up (or have someone sign up) to become a Portal Registration Authority ([PRA](#))
 - Each facility needs a Portal Registration Authority (PRA).
 - The PRA is a designated employee at the facility who is authorized to approve access to IDPH applications for other staff at the facility.
 - If your facility does not have a PRA, a quick video and instructions on how to set up a PRA are available to the right and on the [training page](#).
 - [Guidance for Becoming a Portal Registration Authority \(PRA\)](#)



The image is a screenshot of a video thumbnail. At the top, a black box contains the title "Extensively Drug-Resistant Organism (XDRO) Registry: Becoming a Portal Registration Authority (PRA)" in white text. Below the title, the email address "DPH.XDROregistry@illinois.gov" and the website "www.xdro.org" are listed. The text "Created February 2020" is centered below the website. At the bottom left is the "XDRO registry" logo, and at the bottom right is the "IDPH" logo with the tagline "ILLINOIS DEPARTMENT OF PUBLIC HEALTH" and a small number "1".

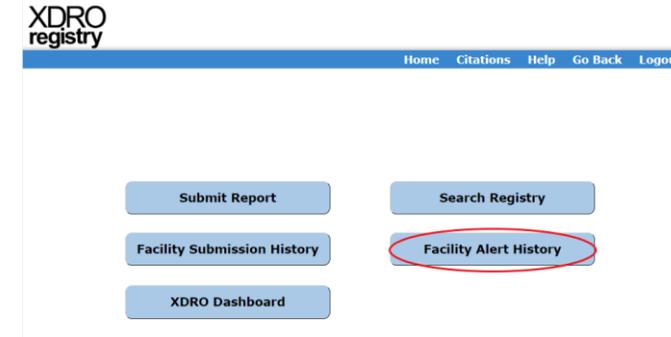
Video courtesy of <https://www.xdro.org/training-videos.html>

Registering for XDRO

- Once you have an IDPH Web Portal Account:
 - Get XDRO access by emailing your PRA (Portal Registration Authority).
 - If you're not sure who your PRA is, see slide 4, "[Finding your PRA](#)"
 - If you don't have a PRA, see slide 5, "[Registering a PRA](#)"
 - Have your PRA email IDPH at dph.inedss@illinois.gov to expedite access
 - PRA should include in the email:
 - Full Name & IDPH portal Username (of the new user)
 - Signed User Registration Confirmation (originally emailed from DPH.SECURITY@illinois.gov)
 - Request: Access to the additional application "INEDSS (Disease Surveillance) System/XDRO registry (extensively drug resistant organism)."

XDRO Auto Alerts

- Once you've successfully signed up for XDRO, you can receive Auto Alerts
- See who has been viewing the auto alerts for your facility via the "Facility Alert History" (top picture) button on the XDRO home page.
- See who the alerts have been acknowledged by and when it was acknowledged (left circle)
- **Sign up for alerts** by navigating to this page and clicking the blue link that says, "Please click here to confirm your alert contact information and facility" (top circle). You will be prompted to enter your email and can also choose to be notified by text message or pager as well.
- [Guide to Extensively Drug-Resistant Organism \(XDRO\) Registry Automated Alerts](#)



The screenshot shows the XDRO registry 'Sample Hospital Alert' page. The page title is 'Sample Hospital Alert' and it includes a link to 'change facility'. Below the title, there is a search form with fields for AID, First name, Last name, and Date of birth (mm / dd / yyyy), and a Search button. A red circle highlights the search form. Below the search form, there is a table with the following columns: Acknowledge, AID, Name, Date of Birth, Organism, Matching, and Alert Date. The table contains four rows of data. A red circle highlights the first two rows of the table. Below the table, there is a disclaimer and a note about full, partial, and transposed matches. At the bottom, there are three informational paragraphs about updates to the registry.

Acknowledge	AID	Name	Date of Birth	Organism	Matching	Alert Date
By U.S. 03/27/2020 14:44	8856	Torres, Juan	06/16/1983	Candida auris	Full	08/29/2019
By A.P. 08/08/2019 11:18	8518	Georges, Dennis	01/06/1940	Klebsiella pneumoniae	Full	08/03/2019
By A.T. 06/01/2016 09:23	323	Submission, Test	01/02/1934	Klebsiella pneumoniae	Full	05/23/2016
By S.L. 04/09/2015 15:47	3	E. Ds	11/11/1982	Enterobacter aerogenes	Partial	03/21/2014
By U.S. 01/12/2017 10:44	2	Bug, Super	01/01/1914	Klebsiella pneumoniae	Full	03/20/2014



Other IPC Resources

CDPH can provide on-site or virtual education

- Just reach out to your Infection Preventionist contact at CDPH and we can schedule a time to answer your questions via MS Teams call or in person

Setting up Electronic Lab Reports

- If hospitals don't have ELRs set up with IDPH, they can reach out to dph.elrresp@illinois.gov

Chicago Han Page registration

- <https://www.chicagohan.org/web/han/registration>
- Chicago Health Alert Network – contains public health information for medical providers, delivered to your inbox and archived on the web, as well as an online document library on public health topics.

IDPH Siren Alert Registration

- <https://dph.illinois.gov/siren/hospital-employee-registration.html>
- IDPH web-based messaging and alerting system

FAQ for application related issues

I-NEDSS

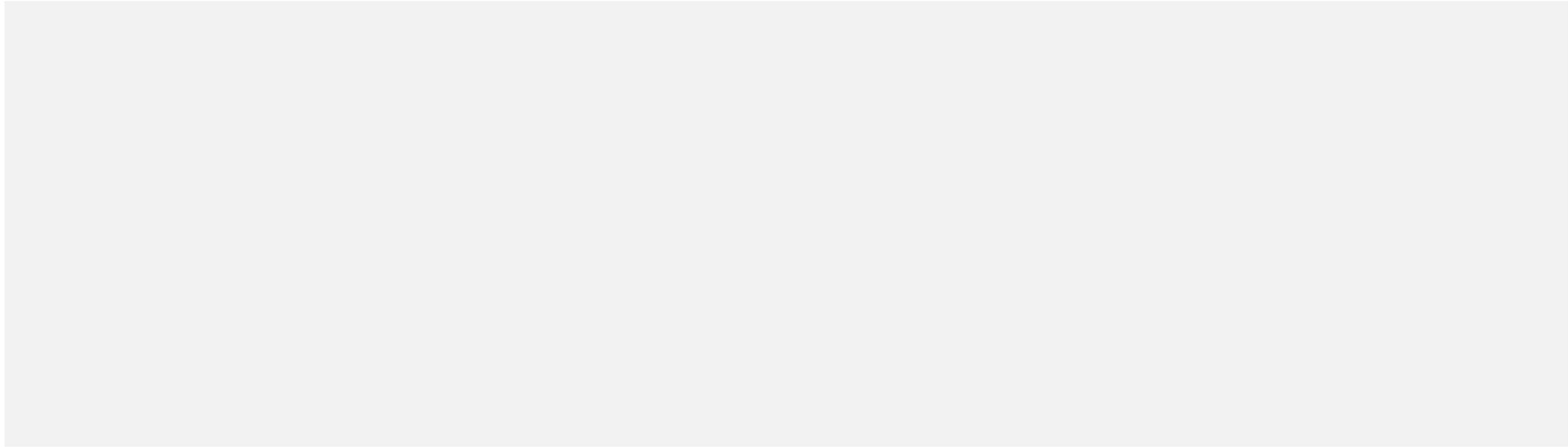
Q: I am reporting on behalf of multiple facilities into I-NEDSS. Is there another way I can do this from a single account or will I have to have separate emails and passwords for every organization I am tied to?

A: We recommend you set up accounts for each hospital and make sure you are logged into the right account when reporting. Or, you could also have just one person per facility for reporting (i.e. have more than one person responsible in the network and split up by facility).

ELRs

Q: We cannot see cases related to our facility in I-NEDSS reported by ELR. What does the hospital have to do in order to see results for specimens we sent?

A: The recommendation for this scenario would be to set up an account with your commercial labs to get those reports. Or to manually report them to I-NEDSS and CDPH can merge in labs.



Chicago.gov/Health



HealthyChicago@cityofchicago.org



[@ChicagoPublicHealth](https://www.facebook.com/ChicagoPublicHealth)



[@ChiPublicHealth](https://twitter.com/ChiPublicHealth)