## Florida Department of Health: Florida Prenatal Screen

# PROVIDER USER MANUAL

December 23, 2025 v10.0

If you need assistance at any point during the registration or screening process, contact Florida Prenatal Screen support at **PrenatalScreen@FLHealth.gov**, or use the **'Chat Now'** feature located in the top right of the application.

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## OVERVIEW

Section 383.148, Florida Statutes, requires the Florida Department of Health (Department) is required 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 Florida Prenatal Screen is completed at a pregnant woman's first prenatal appointment. The primary goal 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 individual needs.

## PROCESS

Since its inception in 1991, the process for screen completion, collection, and data entry was done manually. A screen was completed by a pregnant woman and her health care provider, and physical copies of the screens were compiled and picked up by county health department staff monthly. Information from the screen was then entered by county health department staff into the Department's Health Management System. Following entry into the management system, referrals for home visiting services were made to a statewide referral system. This manual workflow resulted in an average 33 day delay from screening to referral for home visiting services.

The Florida Department of Health's Division of Community Health Promotion is responsible for oversight of the screen, including validating the screening tool and supporting the screening process. The Department created the electronic screen to improve efficiencies and reduce the time between identifying an at-risk pregnant woman and referring her to home visiting services

## USING THIS GUIDE

This guide has been created to help Florida health care providers easily transition from the manual process to the electronic screen. For additional support during the registration or screening process, please contact the Florida Prenatal Screen support at **PrenatalScreen@FLHealth.gov**, or use the **'Chat Now'** feature located at the top right of the application.

By implementing this electronic screen, providers can help mothers receive services in a timely manner. Your participation supports healthy outcomes for all moms and babies in Florida. Thank you!

# GLOSSARY OF TERMS



- **Archived:** A record that was in “Initiated Status” for 60 days. On the 61st day, the record was automatically moved to “Archived.”
- **CONNECT:** Community Outreach Navigation Network Education Care Transformation, the state's one-stop entry point to connect families to home visiting programs and other resources to improve pregnancy and birth outcomes for moms and babies.
- **Consent to Participate:** Patient has consented to participate in the prenatal screen.
- **Decline to Participate:** Patient has declined to participate in the prenatal screen.
- **Edit:** Feature that allows obstetrics (OB) providers to make necessary corrections to the electronic prenatal screen prior to submitting the record to CONNECT.
- **Facility**: Organizations that have registered and received access to the electronic prenatal screen from the Department.
- **Initiated:** The OB provider or OB scheduling staff has scheduled the prenatal screen appointment and sent the screen link by email or SMS text.
- **MCH Support Staff:** The Department's Maternal Child Health team members.
- **No Show:** To be used only if the patient does not show for her appointment.
- **Not Referred/Submitted:** The prenatal screen has been submitted by the provider and the patient was not referred to CONNECT.
- **OB Admin:** Assigned to user performing the initial facility registration. Has the most permissions within the application and allows the user to create, update, and edit facility information and facility user records. OB Admin permission allows the user to initiate a new screen, edit patient records, and submit the screen on behalf of the providers.
- **OB Interviewer Staff:** This role includes the same permissions as the OB Admin, without the ability to create, update, and edit facility information and facility user records.
- **OB Provider:** Users who can edit, view, print, resend, and submit screens.
- **OB Scheduling Staff:** Users who can view, print, and resend screens.
- **One-Time Passcode (OTP):** A passcode valid for only one login to verify the initial facility registration.
- **Patient Information:** Refers to the section of the screen that contains the patient’s personally identifiable information.
- **Patient Objects:** Used by providers when the patient refuses to provide personal or health care information for screening purposes.
- **Prenatal Screen Dashboard:** The main screen of the electronic prenatal dashboard that displays the status of and provides access to the facility’s prenatal screens.
- **Provider Only:** Refers to the electronic prenatal screen section that is completed by the OB provider during the patient’s appointment.
- **Print:** OB providers and OB scheduling staff will have the ability to print the prenatal screen records
- **Record:** Refers to the risk assessment after the patient and provider have completed their respective sections
- **Referred/Pending Transfer:** The prenatal record has been submitted by the provider and the records are pending transfer to the CONNECT system.
- **Resend:** OB providers and OB scheduling staff will have the ability to resend the prenatal screen records link to patients.
- **Screen:** Refers to the risk assessment prior to the patient and provider completing their respective sections.
- **Submit:** The final step an OB provider takes to complete the patient’s record transfer to CONNECT.
- **Transferred to CONNECT:** The patient record has been transferred to the CONNECT system.
- **View:** OB providers and OB scheduling staff will have the ability to view the prenatal screen records.

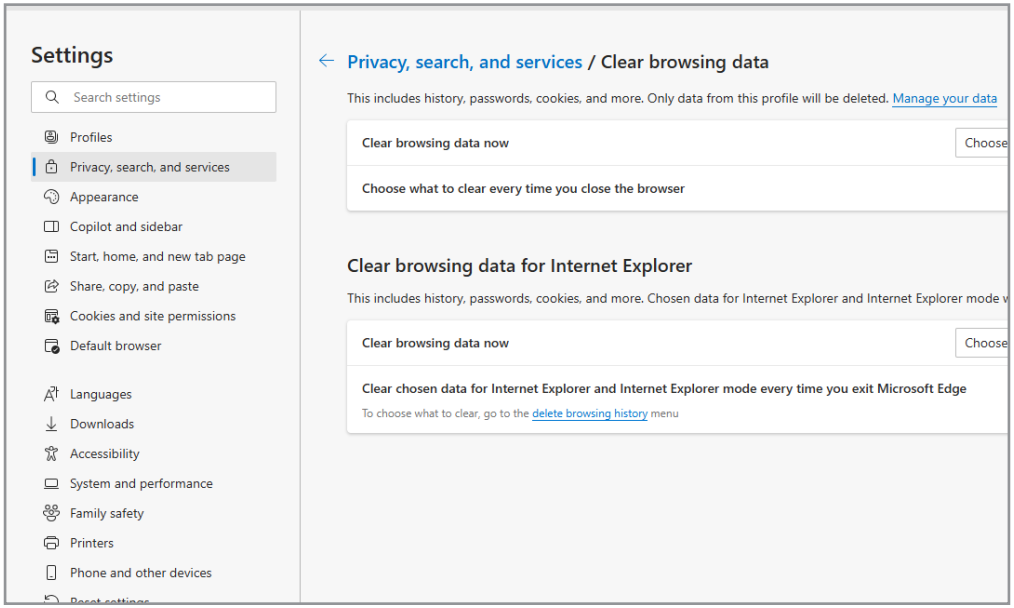
# UNIT 1: SYSTEM READINESS

It is strongly recommended the facility users clear their browsing data and allow the use of pop-ups. This is to prevent technical issues while accessing the application. Instructions for system readiness are presented using Microsoft Edge. For additional support during the registration or screening process, please contact Florida Prenatal Screen support at **PrenatalScreen@FLHealth.gov**, or use the **'Chat Now'** in the application.

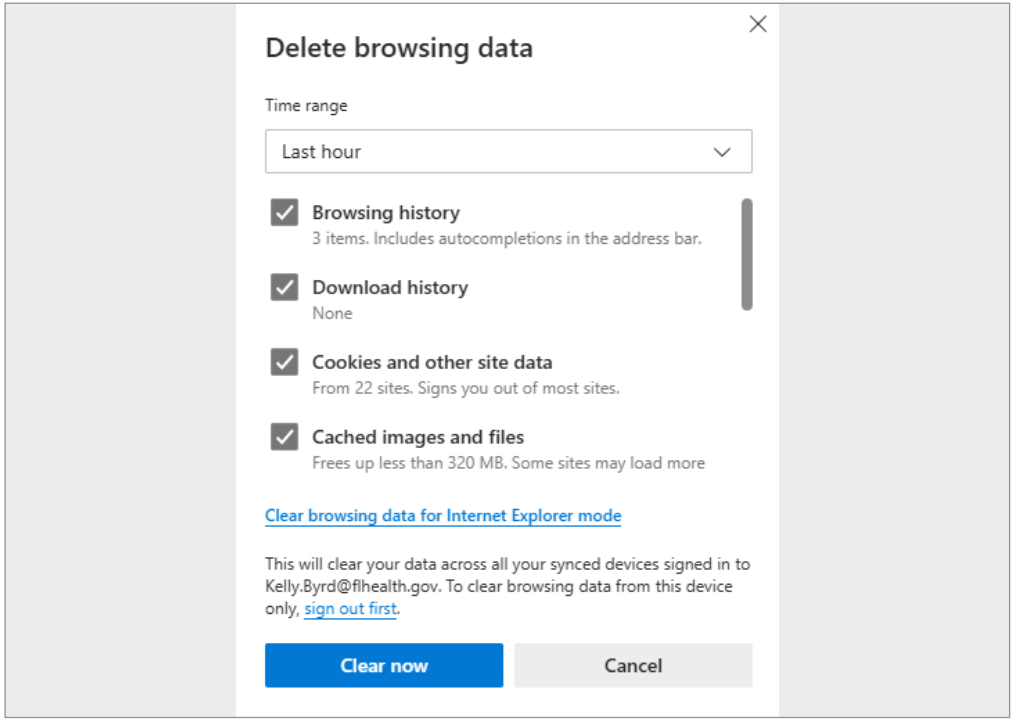
If you encounter issues while using the screen, it is recommended to verify these steps have been completed successfully.

## CLEARING BROWSING DATA AND ALLOWING POP-UPS: MICROSOFT EDGE

1. Open Microsoft Edge. Select the three dots menu located in the top right corner of the window, to the right of the user profile. Scroll down to select **'Delete browsing data.'**



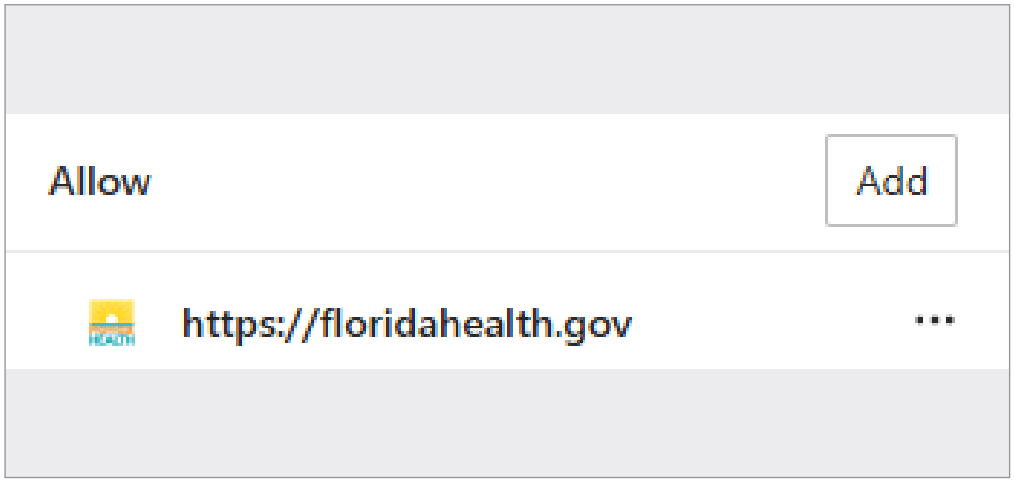
2. For the time-range field, select **'All time'** in the drop-down menu, uncheck **'Browsing history,'** then select **'Clear now.'** Select **'Settings,'** next select **'Privacy, search, and services.'**




3. From the Settings page, select **'Cookies and other site permissions'** and then select **'Pop-up permissions'** at the top.

4. In the Allow section, select **'Add,'** type **'FloridaHealth.gov'** then select **'Add.'**

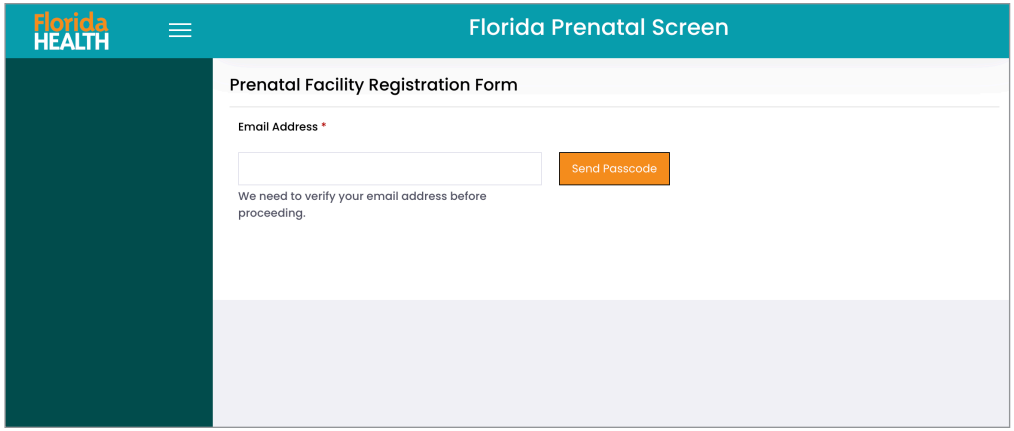
***It is important to allow pop-ups on all devices being used (e.g., laptop, tablet) for the application to work as expected.***



# UNIT 2: FACILITY, PROVIDER, AND USER REGISTRATION

Providers using the electronic prenatal screen process must register their facility by requesting a new facility registration. This is accomplished by using the online facility registration process detailed below:

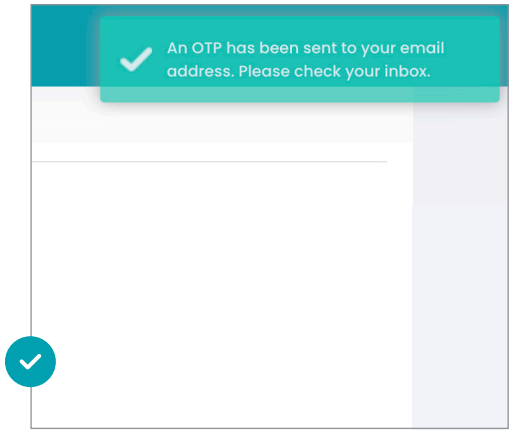
1. Registration begins by visiting the registration URL FloridaHealth.gov/PrenatalScreenApp/Register. Once here, your facility will need to complete the Florida Prenatal Screen Facility Registration Form.



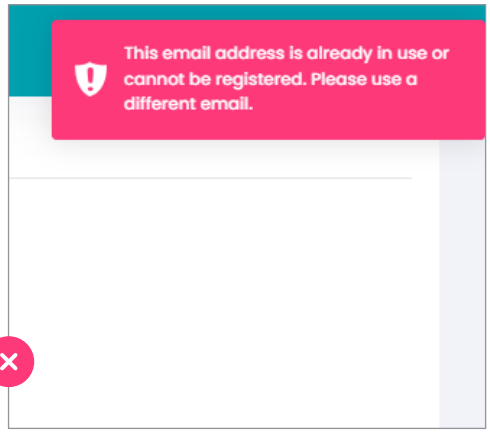

2. Enter the email address of the user performing the initial facility registration, then select **'Send Passcode'** to validate the email. A 6-digit **'One-Time Passcode (OTP)'** will be sent to the email address entered.

***The code is valid for only 10 minutes.***

- If the email address **meets the validation requirements**, then a notification appears in the top right corner to alert the user that the OTP has been sent.




- If the email is either **'not validated'** or **'already in use,'** a notification will appear in the top right corner indicating the error and prompting the user to enter a different email address.

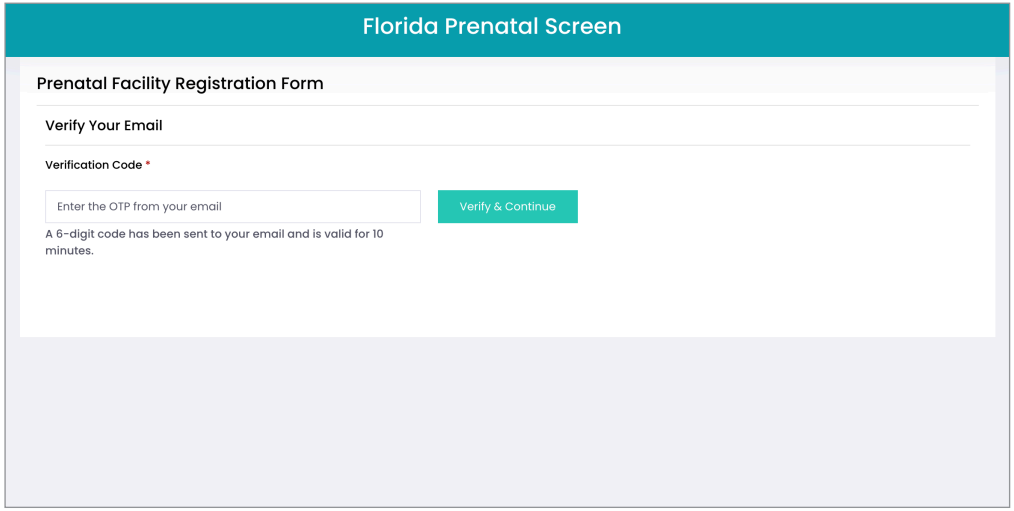


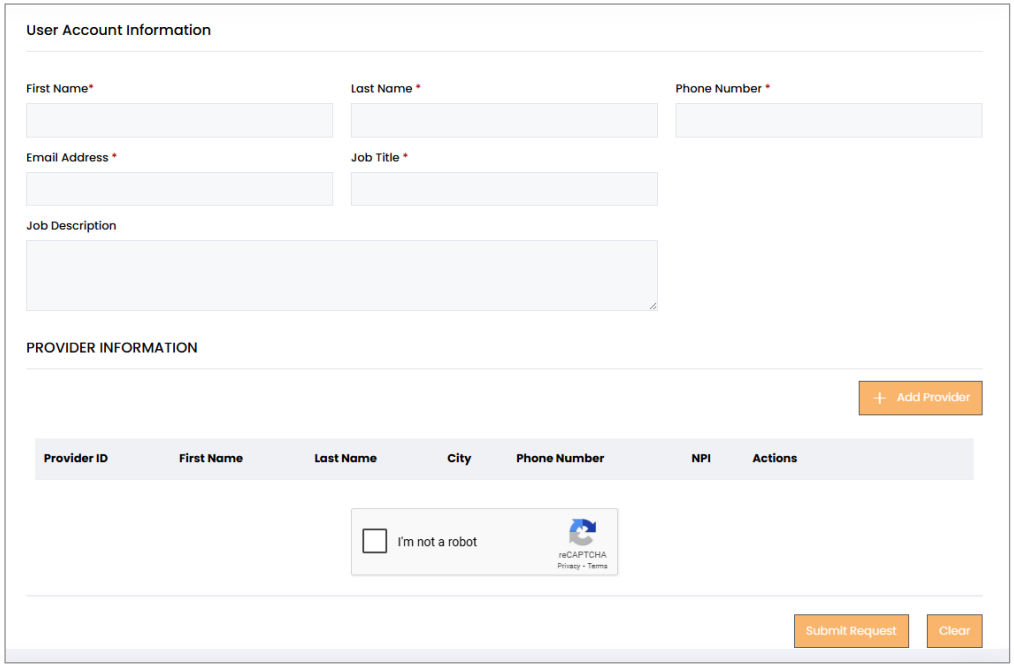
3. Enter the OTP in the **'Verification Code'** field and select **'Verify and Continue.'** Once the code is entered, a notification will appear in the top right corner confirming that the email has been successfully verified, and the user can proceed with the registration form.

4. Complete all required fields for the **'Facility Details'** and **'User Account Information'** sections. Entering the zip code populates the county and state. Select on the **'Add Provider'** button to add a new provider. Provider details must be entered to continue. Once **'Submit Request'** is selected, the submission will enter the email verification phase.

**Definition of a Provider:** An individual who has a National Provider Number (NPI). This is typically a medical doctor or obstetrician-gynecologist (OB).

***Users are unable to 'Submit Request' until provider details are added by utilizing the 'Add Provider' button. At least one provider with an NPI number needs to be entered at the time of initial facility registration. Facilities may add additional providers at any time. NPI numbers can be located on the national registry at NPIregistry.cms.hhs.gov.***



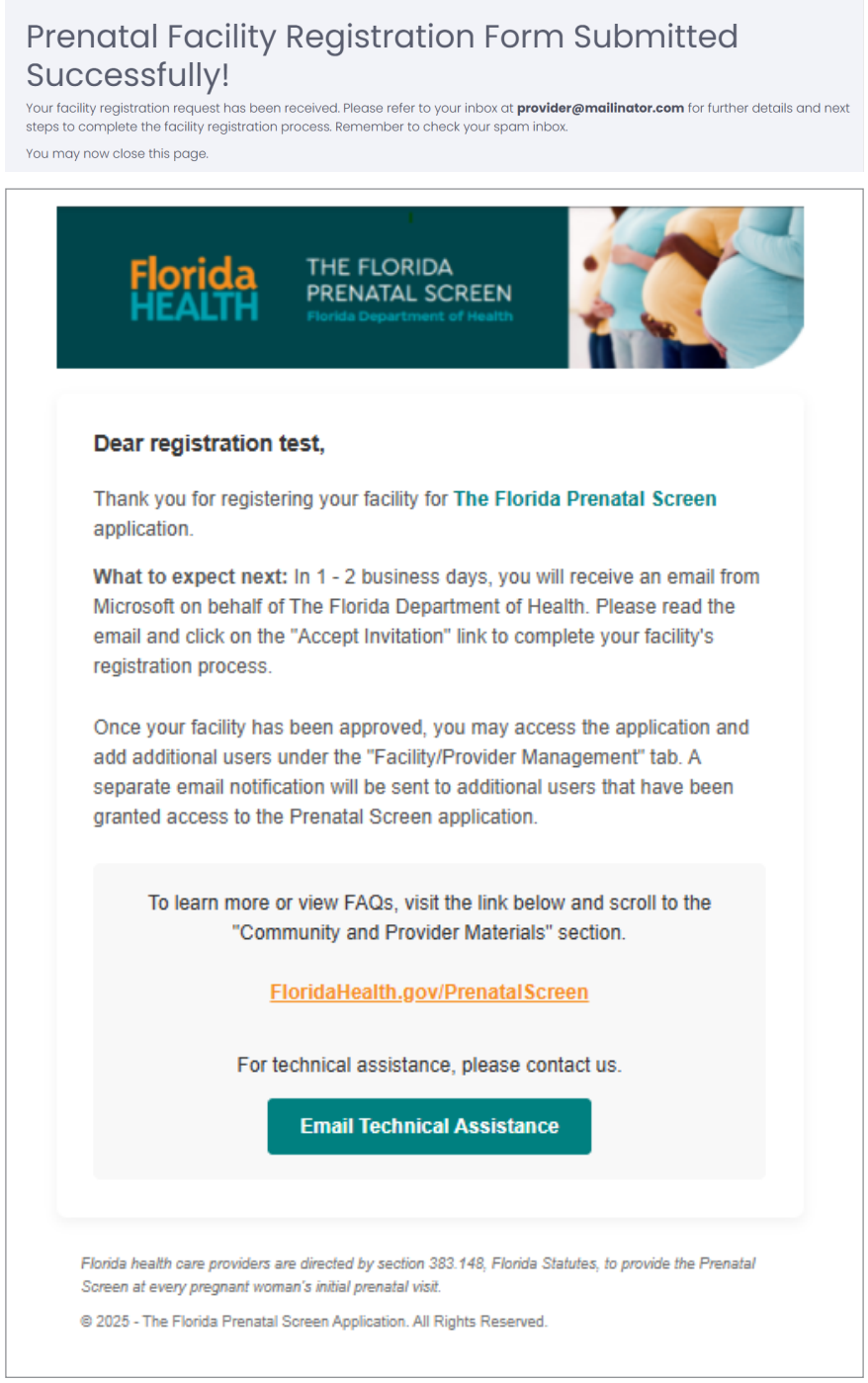



# FACILITY VERIFICATION: EMAIL CONFIRMATION

1. The system provides a success message which completes your facility registration request.

2. After submitting the request, the system will send an automated email to the email address provided by the facility on the registration form. Check your email for further instructions from FLPrenatalScreenSupport@flhealth.gov. If you are unable to locate the email, check your junk or spam folder.

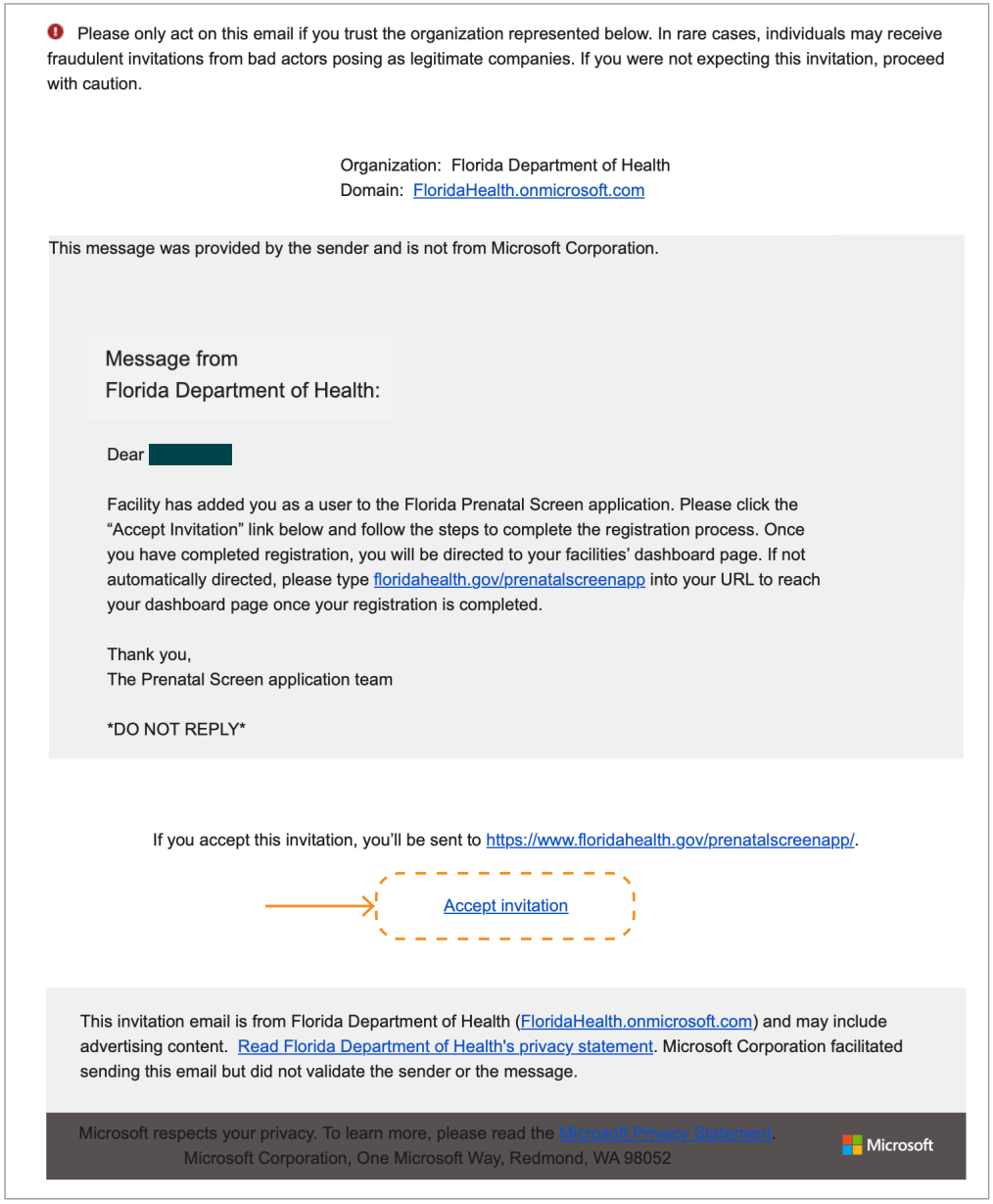
   ***The user who registers the facility will automatically be assigned the OB Admin role.***



3. Before a facility can access the **'Prenatal Screen Dashboard,'** the Department must verify the facility registration request. This verification process can take up to two business days. The OB Admin will receive an email notification on approval or denial with instructions on how to proceed. Be sure to check your spam and junk folders.

4. The verification confirmation email from the Department will include a button/hyperlink to **'Accept Invitation.'** This must be selected to officially accept the invitation and gain access to the facility's dashboard. Once accepted, the user will be redirected to the **'Prenatal Screen Dashboard.'** If the user is not automatically redirected, please visit FloridaHealth.gov/PrenatalScreenApp to access the dashboard.

***See page 13 for descriptions of roles and permissions.***



Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: Florida Department of Health
Domain: FloridaHealth.onmicrosoft.com

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

Message from
Florida Department of Health:

Dear [redacted]

Facility has added you as a user to the Florida Prenatal Screen application. Please click the "Accept Invitation" link below and follow the steps to complete the registration process. Once you have completed registration, you will be directed to your facilities' dashboard page. If not automatically directed, please type floridahealth.gov/prenatalscreenapp into your URL to reach your dashboard page once your registration is completed.

Thank you,
The Prenatal Screen application team

*DO NOT REPLY*

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

Accept invitation

This invitation email is from Florida Department of Health (FloridaHealth.onmicrosoft.com) and may include advertising content. Read Florida Department of Health's privacy statement. Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the Microsoft Privacy Statement.
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Microsoft

# FACILITY/PROVIDER MANAGEMENT

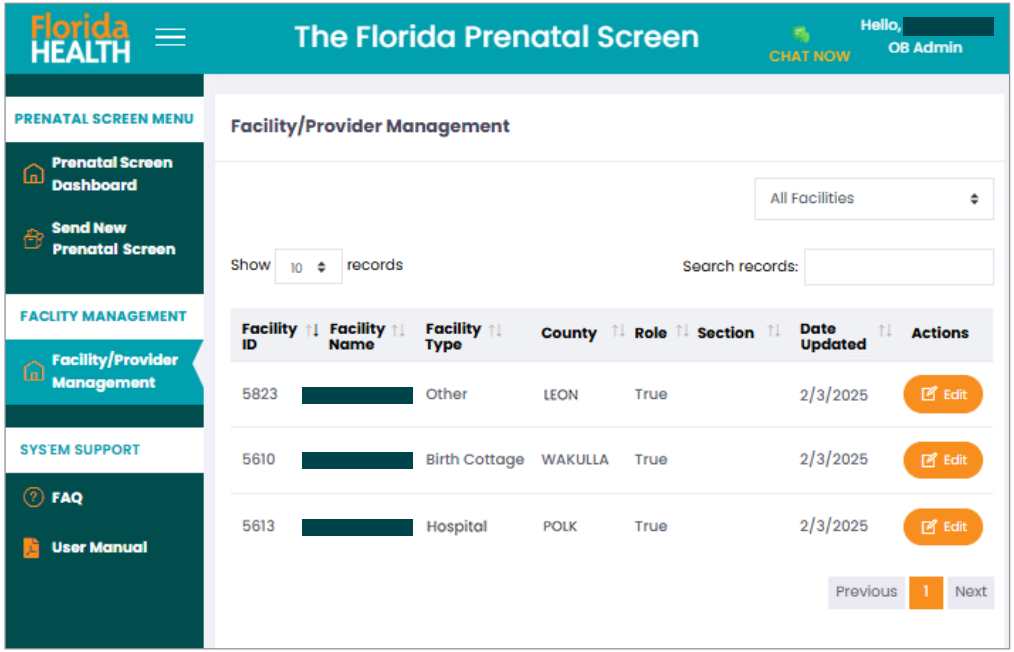
Only facility users with the OB Admin role can access the **'Facility/Provider Management'** page.

1. Select **'Facility/Provider Management'** on the dashboard menu. The system directs the user to the **'Facility List'** page. Use **'Edit'** to modify an existing facility. The system directs the user to the **'Edit Facility'** page.

2. Facility users with the OB Admin role can utilize the **'Edit Facility'** page by selecting **'Edit'** to perform the following:
   - Edit Facility Details
   - Add/Edit Provider Information
   - Add/Edit Users

3. After the updates are complete, select the **'Save'** button (located on the bottom right of the page). The updated data is saved, and the system directs the user back to the **'Facility/Provider Management'** homepage.

***To deactivate a facility, contact Florida Prenatal Screen support at PrenatalScreen@FLHealth.gov, or use the 'Chat Now' feature located in the application.***



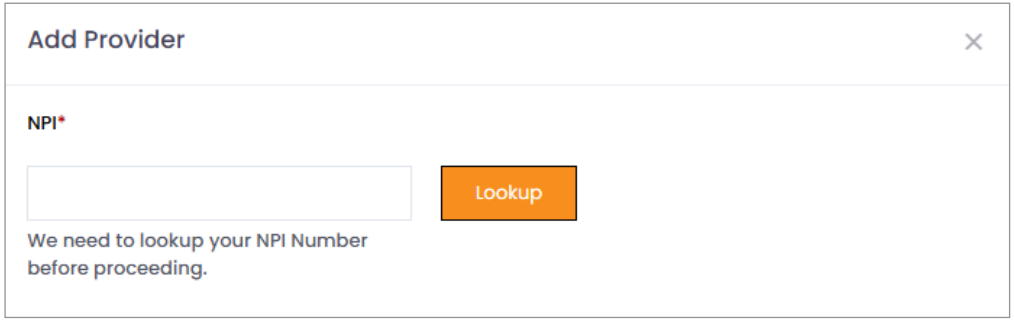
# ADD/EDIT PROVIDER

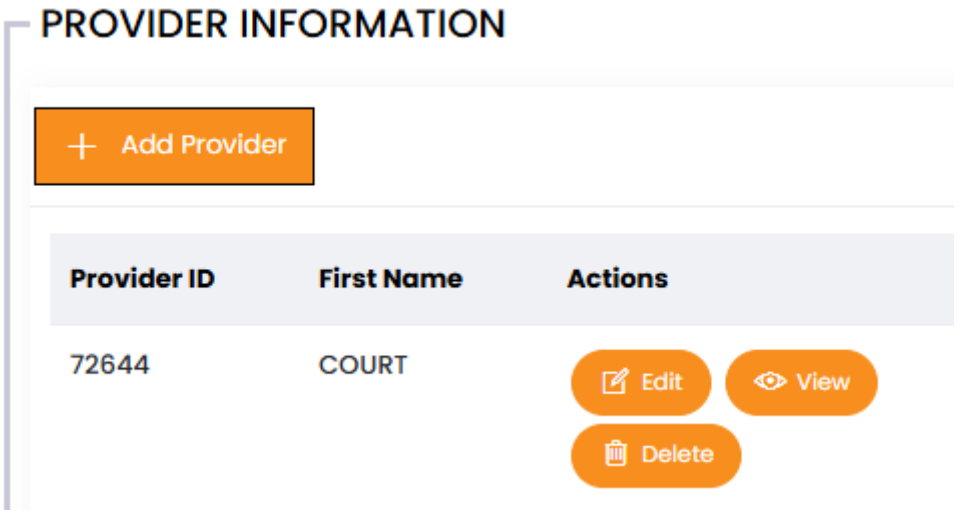
Facility users with the OB Admin role can add or edit providers. To add or edit providers, use the **'Edit'** button on the **'Facility/Provider Management'** page.

1. To add a new provider, select **'Add Provider.'** Enter the NPI number for the provider and select **'Lookup'** to validate. The fields will auto populate, select **'Add.'** The updated data will be saved, and the system will display the new provider under the **'Provider Information'** section.

2. To edit an existing provider, select **'Edit.'** The system will direct the user to the 'Edit Provider' page. Complete any updates to the existing provider and select **'Update.'** The system will direct the user to the **'Edit Facility'** page.

***At least one provider with an NPI number must be entered at the time of initial facility registration. Facilities may add additional providers at any time. NPI numbers can be located on the national registry at NPIregistry.cms.hhs.gov.***



## DESCRIPTION OF USER ROLES AND FUNCTIONS

The term **'Facility User'** is used throughout this guide and may refer to any or all of these roles within the application. For a detailed written description of these roles, refer to the Glossary of Terms.

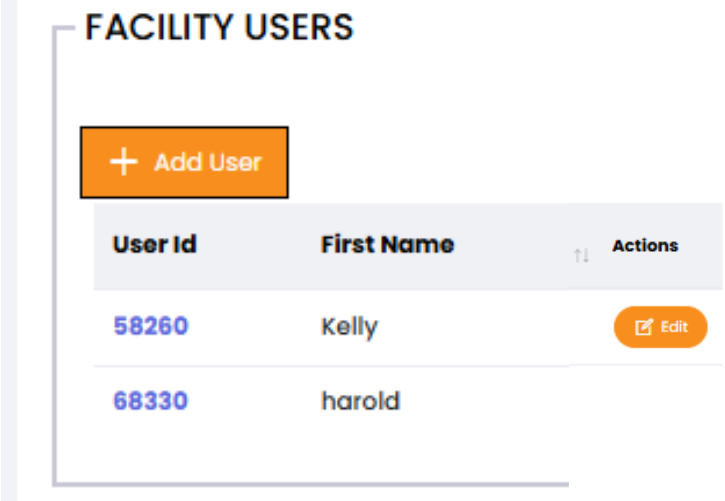
| | OB ADMIN* | OB INTERVIEWER STAFF | OB SCHEDULING STAFF |
|---|---|---|---|
| Update, and edit facility user records | ✓ | ✗ | ✗ |
| Edit patient records | ✓ | ✓ | ✗ |
| Submit the screen | ✓ | ✓ | ✗ |
| Initiate a new screen | ✓ | ✓ | ✓ |
| Resend a screen | ✓ | ✓ | ✓ |

*This role is automatically assigned to the user who is performing the initial facility registration.

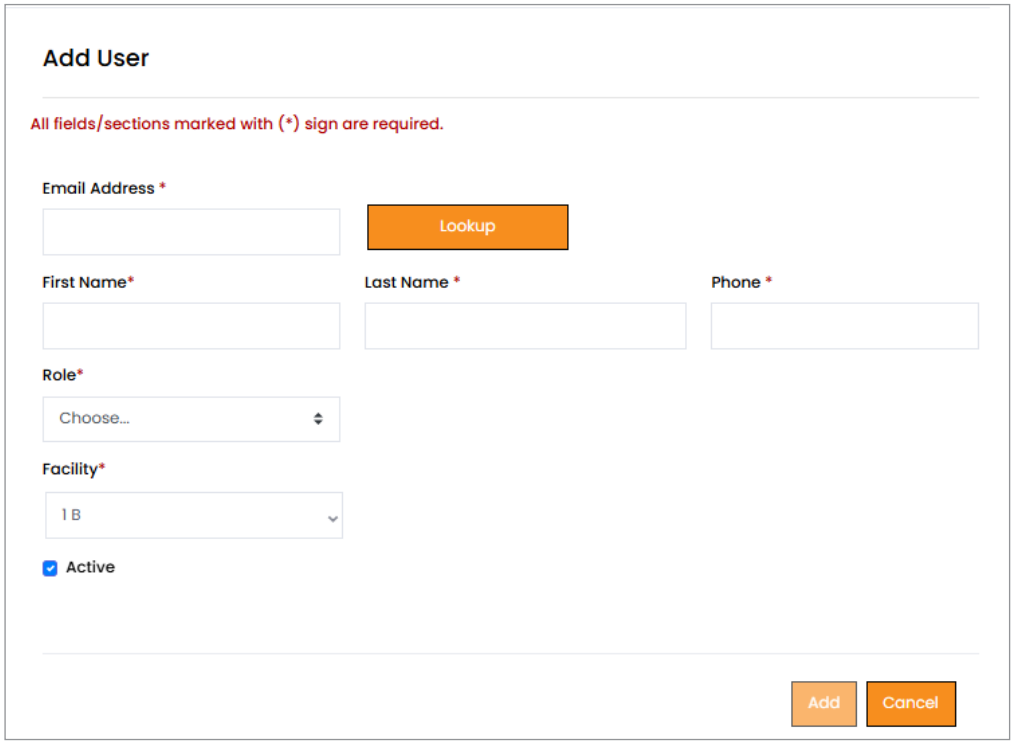
## ADD/EDIT FACILITY USERS

Facility users with the OB Admin role can add or edit facility users. To add or edit users, use the **'Edit'** button on the **'Facility/Provider Management'** page.

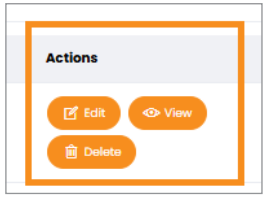
1. To add a new user, select **'Add User'** and complete the required information. Then select **'Add.'** The updated data will be saved and the system will display the new user under the **'Facility Users'** section.



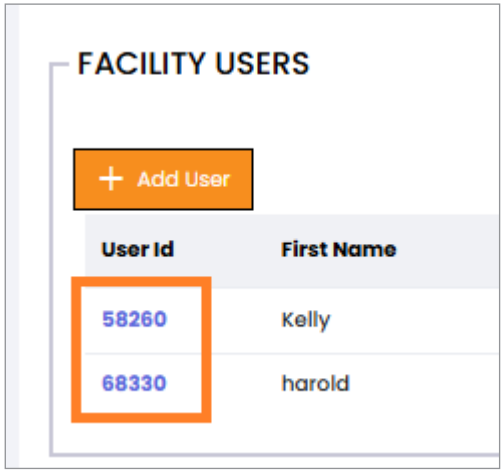

2. Newly registered users will receive an email from the Department which includes a link to **'Accept Invitation.'** This link must be selected to officially accept the invitation and gain access to the application. Once accepted, the user will be redirected to the **'Prenatal Screen Dashboard.'** If the user is not automatically redirected, please visit FloridaHealth.gov/PrenatalScreenApp to access the dashboard.



3. To edit a facility user, select the **'User Id'** number that is associated with the user you want to edit. Complete any updates to the existing user and select **'Save.'** The system will direct the user back to the **'Edit Facility'** page.




4. To edit, view, or delete a specific provider select **'Edit,' 'View,'** or **'Delete'** under the Actions menu.




5. To edit a facility user, select the number under User ID. Complete the changes and select **'Save.'** If the **'Add'** button is not visible, decrease the browser zoom to 80% to make the button visible.

# SEND A NEW PRENATAL SCREEN

OB Admin, OB Interviewer Staff, and OB Scheduling Staff can utilize the **‘Send New Prenatal Screen’** page, access the **'Walk-In Kiosk'** mode, and track the status of screens utilizing the Prenatal Screen dashboard.

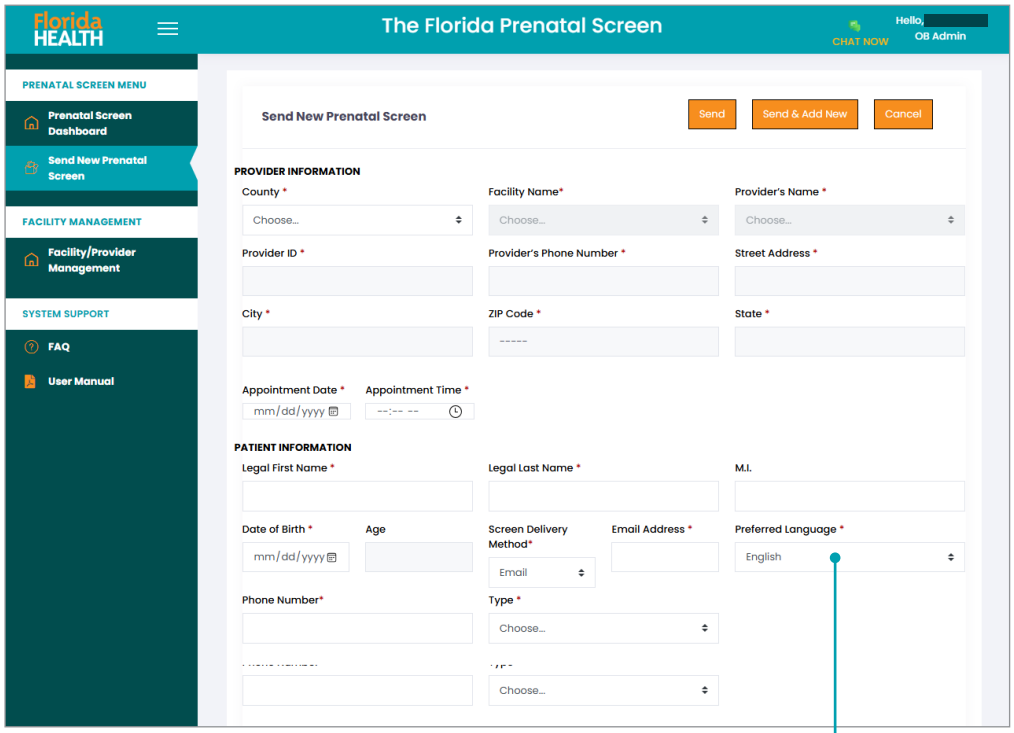
1. By utilizing the left side menu or the button in the top left corner of the screen dashboard, select **‘Send New Prenatal Screening’** button.

2. Complete the **‘Provider Information’ and 'Patient Information'** sections. The county and facility name will auto populate. Once the required fields are completed, the facility user will select either the **‘Send’** or **‘Send & Add New’** button. All fields/sections marked with (*) are required.

3. By utilizing the **'Prenatal Screen Dashboard'** side menu button, patient records will be displayed and the actions menu will be available for each patient record.

    - Once the patient has been sent the screen, the record will show in **'Initiated'** status.

***When the facility user initiates sending a new screen, the patient will receive a link by text or email to complete the screen, based on the selection in the 'Screen Delivery Method' field.***



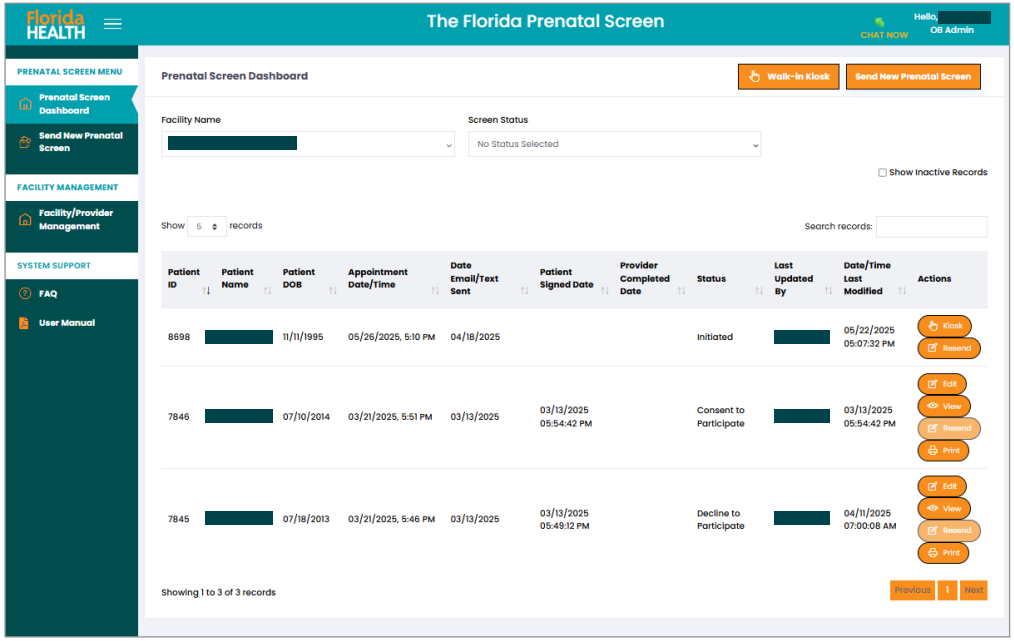

The screen is available in English, Spanish, or Haitian Creole.

# PRENATAL SCREEN STATUSES

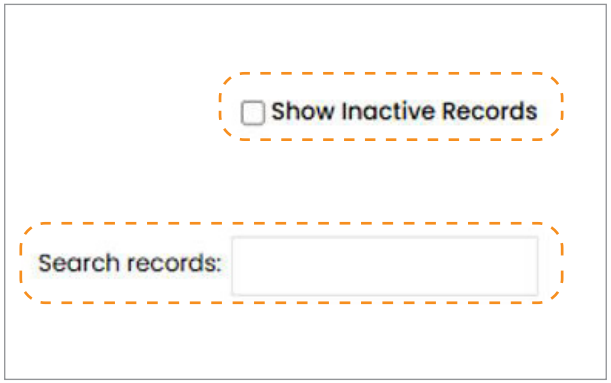
Facility users can utilize the **'Prenatal Screen Dashboard'** to review the status of patient records. The status will display one of the following based on the progress of the screening:

- **Initiated:** The screen link has been sent to the patient by email or text message by facility staff.
- **Consent to Participate:** The patient has agreed to participate; the provider must complete the Provider Only section and submit.
- **Decline to Participate:** The patient has declined to participate; the provider must complete the Provider Only section and submit.
- **Not Referred/Submitted:** The patient has either consented or declined to participate; the prenatal record has been submitted by the provider but there was no referral made. The record will not transfer to CONNECT.
- **Referred/Pending Transfer:** The patient has consented; the prenatal record has been submitted by the provider, and the record is pending transfer to CONNECT.
- **Transferred to CONNECT:** The patient record has been transferred to CONNECT.
- **Archived:** A record that was in **'Initiated'** status for 100 days past the appointment date will automatically move to **'Archived'** on the 101st day.

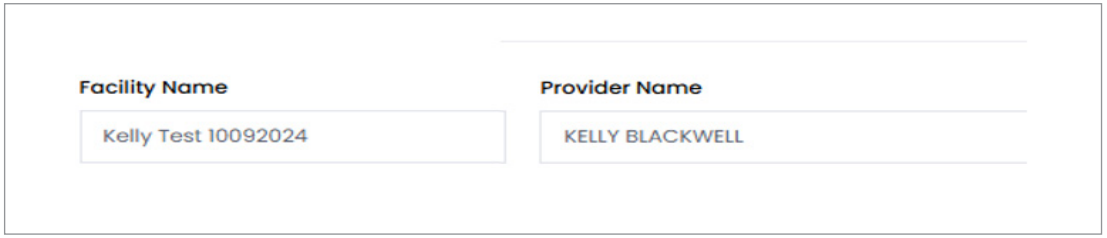
***Facility users may edit the patients' portion of the screen to correct any wrong answers or change the consent status from 'Decline to Participate' to 'Consent to Participate.'***



1. Not all screen statuses are visible when landing on the default dashboard screen. The default screen status view includes: **'Initiated,' 'Consent to Participate,'** and **'Decline to Participate.'** To access and view screen statuses, the user must check the **'Show Inactive Records'** box to toggle between the different sets of statuses. When the **'Show Inactive Records'** box is checked, the statuses will include **'Referred/ Pending Transfer,' 'Submitted to CONNECT,' 'Not Referred/Submitted,'** and **'Archived.'**




2. The records for the user's default facility will show on the dashboard. In order to use **'Provider Name'** filter, a specific **'Facility Name'** will need to be selected.



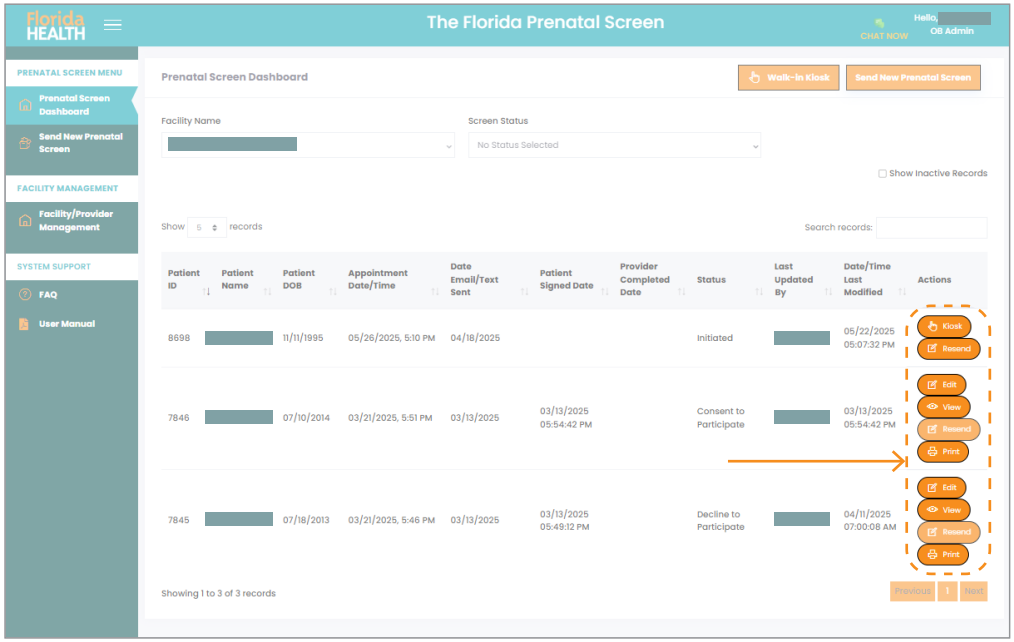

3. All facility users can use the live search feature. Any column headers such as Patient DOB, Patient Signed Date, Patient Name, etc. can be entered into the **'Search Records'** field in the upper-right side of the dashboard.

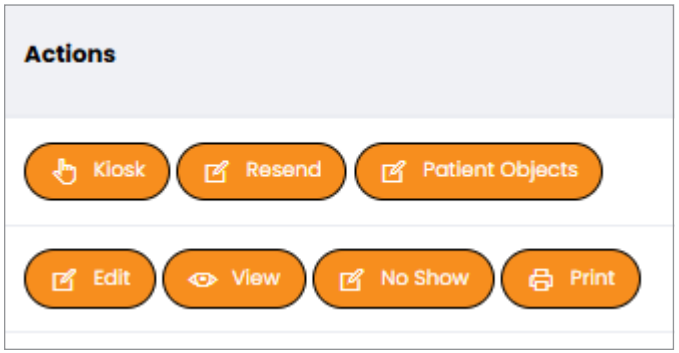
***Date fields search must be in the following format MM/DD/YYYY to display expected results.***

# PRENATAL SCREEN RECORD ACTIONS

The dashboard allows users to perform the actions outlined below. Available actions will vary depending on the user's assigned roles and the status of the record.

- **View:** Enables the user to review a patient's completed prenatal screen. Edits cannot be made in **'View'** mode.
- **Print:** Allows the user to view and print a PDF copy of the patient's completed prenatal screen. Pop-ups must be enabled in the settings menu.
- **Resend:** Allows the user to resend the prenatal screen to the patient via the original delivery method selected. If the scheduled appointment time is in the past, the user must update the appointment date to a future date before resending.
- **Patient Objects:** Used by providers when the patient refuses to provide personal and/or heath care information necessary for screening. This option may also apply in instances where the patient did not attend the scheduled appointment or in the event of a fetal loss.



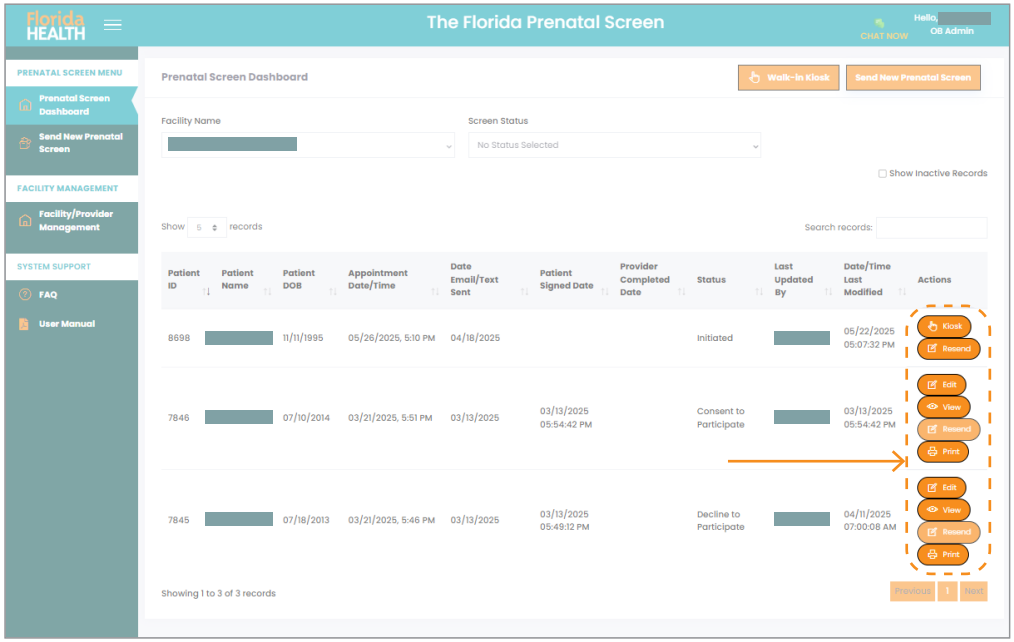
# PRENATAL SCREEN RECORD ACTIONS - CONTINUED

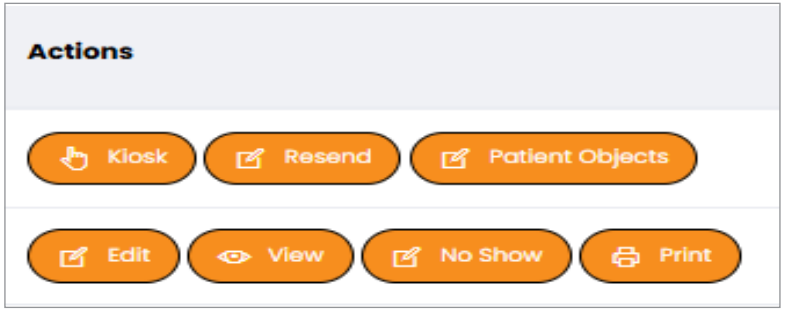
- **Edit:** Allows the facility user to edit the patient's completed prenatal screen details to correct any wrong input by the patient. Also allows select facility users to edit the **'Provider Only'** section of the screen and submit once complete.

- **Kiosk:** Uses pre-entered patient information to display the screen questions directly to the patient for completion. This is ideal for use when the interviewer is sitting with the patient to complete the screen. Using this action does not sign the facility user out of the application.

- **No Show:** To be used only if the patient does not show for her appointment

***If the 'Actions' menu is not visible on the record, click the "+" icon next to the Patient ID to expand the actions menu.***

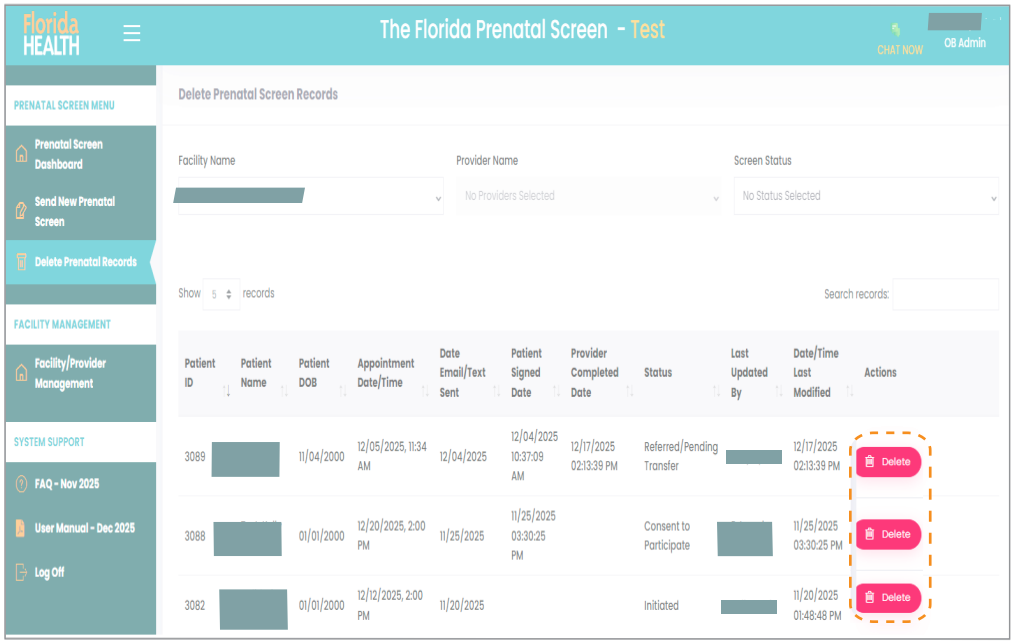


# DELETE PRENATAL RECORDS

- **Delete** allows the facility user to permanently delete a record. For example, this functionality can be used in the case to remove a duplicate or test record.

***The 'Delete' action permanently removes the record and will no longer show in the dashboard. In the case of an accidental deletion, the user must initiate a new screen to the patient.***

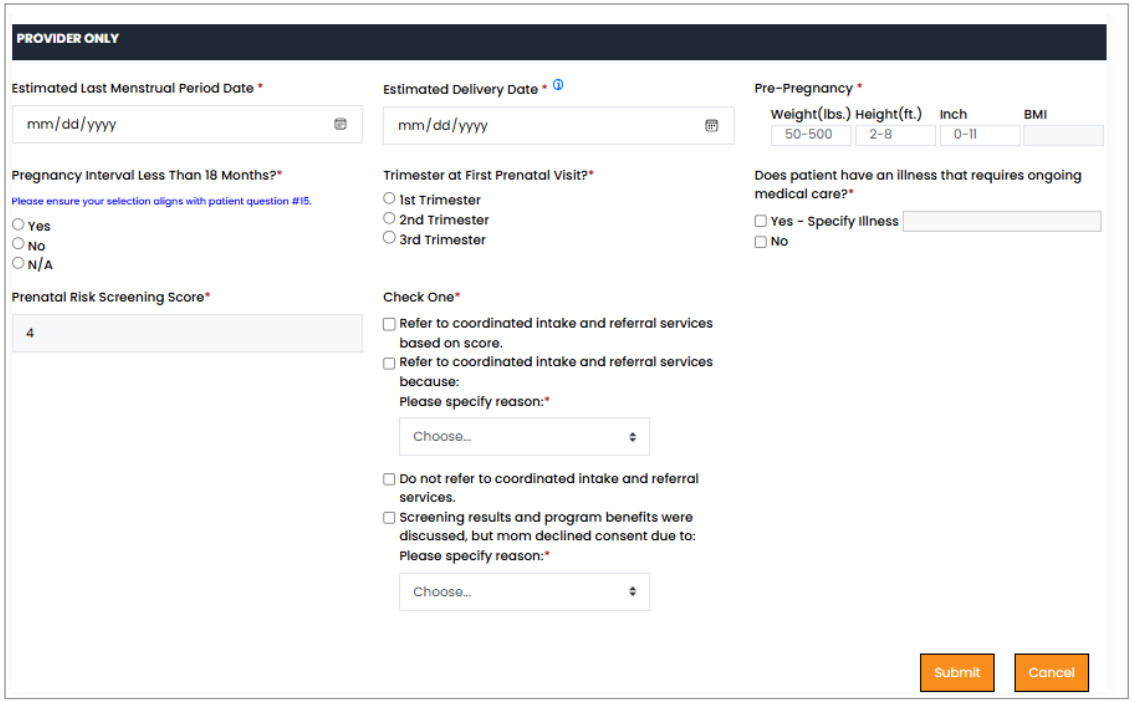


# PROVIDER ONLY SECTION

1. Once the submitted screen has been reviewed, the OB Admin or OB Interviewer will have the ability to edit and submit the screen record and complete the **'Provider Only'** section. The **'Provider Only'** section is to be completed during the prenatal appointment, and screen results should be discussed with the patient.

2. After the OB Provider completes the **'Provider Only**' section and discusses the screen with the patient, the provider selects **'Submit.'** After selecting the **'Submit'** button, the facility user will have the option to print the patient record or will be directed to the **'Prenatal Screen Dashboard.'**

***Please ensure the provider response to 'Pregnancy Interval Less than 18 months' matches the response from patient question #15. The Estimated Deliver Date is editable.***

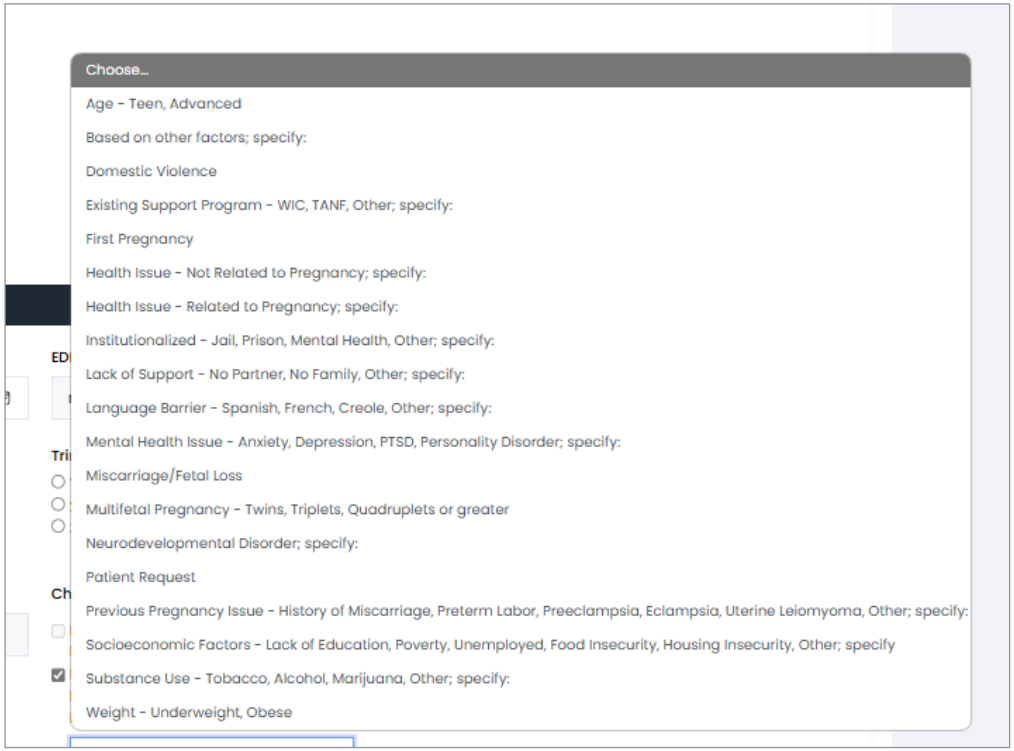


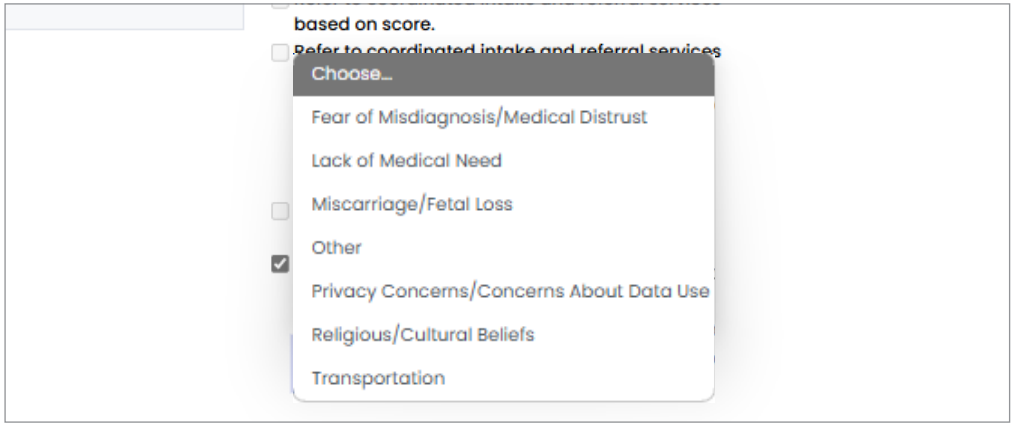
3. If the patient agrees to participate in the screen, the system will automatically distribute the screen data accordingly. In the event the patient does not release consent, the **'Provider Only'** section is still required, but the system will not send the record to CONNECT.

    - **Patient Requires Services Regardless of Score:** If the interviewer decides that the patient would benefit from home visiting services based on a reason other than the screening score, that reason must be selected before submitting.

    - **Patient Declines Services:** If the patient declines services, the interviewer must select a reason before submitting.

    ***Facility users may edit the patients' portion of the screen to correct any wrong answers or change the consent status from 'Decline to Participate' to 'Consent to Participate.***

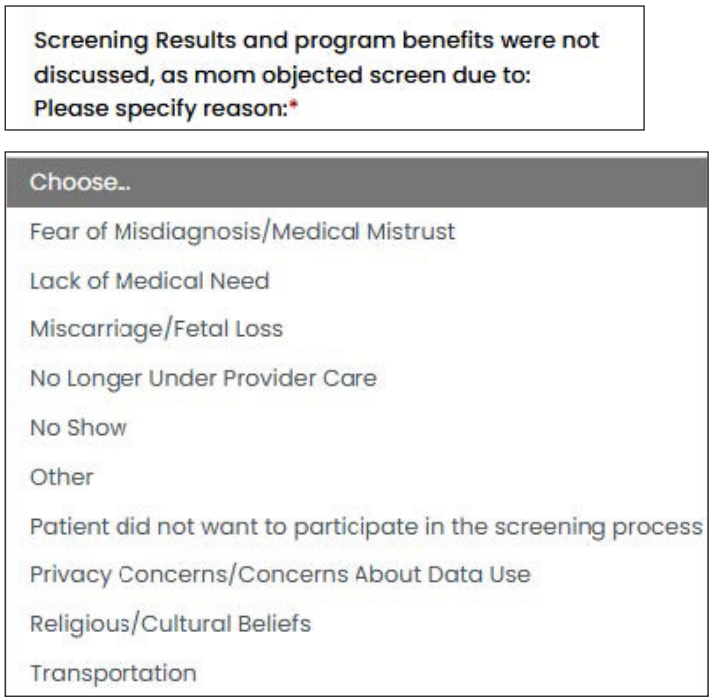


4. If the patient refused to provide any health care information for screening purposes, the patient did not attend the scheduled appointment, or in the event of a fetal loss, the provider may select **'Patient Objects'** from the actions menu.

5. When **'Patient Objects'** is selected, known patient information will be populated automatically. For the patient address, the Florida Department of Health's address will automatically prefill in the case that the patient's address is not known.

6. The **'Provider Only'** section can be completed if the information is known. The only mandatory field in the **'Provider Only'** section on **'Patient Objects'** is the reason why the patient objected to the screen. All other fields may be entered if known.



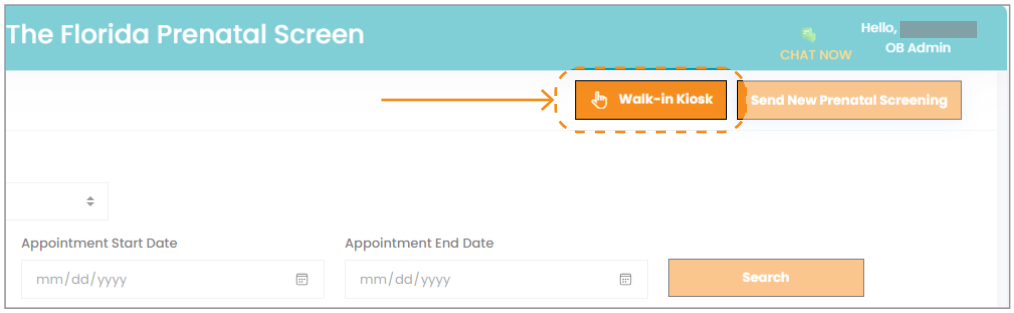

***After the provider submits the form on 'Patient Objects,' the screen status will move from 'Initiated' to 'Submitted/Not Referred.'***

# WALK-IN KIOSK MODE

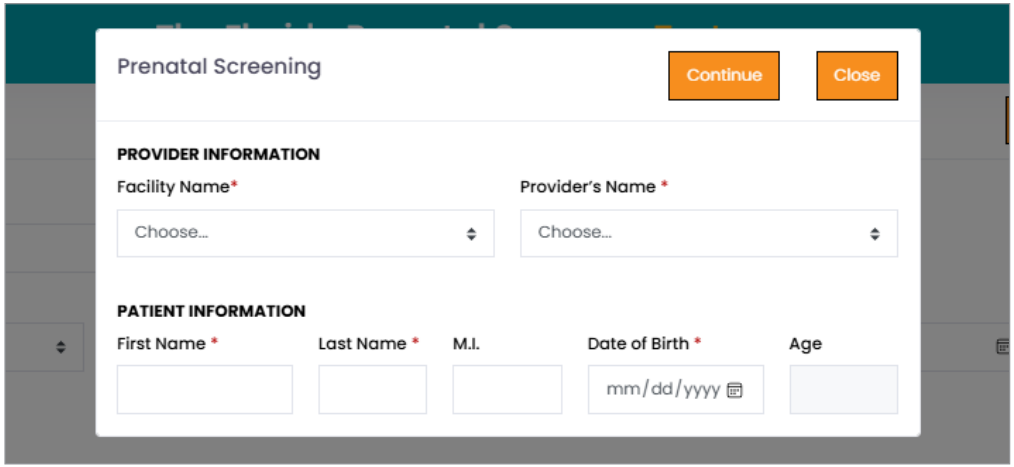
Be sure to complete the steps in Unit 1: System Readiness of this guide before initiating Walk-In Kiosk mode for a patient. Pop-up functionality must be made allowable on the device being used (e.g., laptop, tablet) or **'Walk-In Kiosk'** mode will not work as expected.

If a screen has *not* been initiated by the facility, or the patient does not have an email address or phone number to send the screen link to, select **'Walk-In Kiosk.'** A short form will pop-up to be completed by the facility user. Once **'Continue'** is selected the screen will display for the patient to complete. Once the patient submits the screen, the application will automatically sign out. The facility user will need to sign back into the application to access the dashboard.

1. In the top right corner of the **'Prenatal Screen Dashboard,'** select **'Walk-In Kiosk.'** This will open a pop-up for the provider information page required to start the Walk-In Kiosk mode of the prenatal screen.




2. Once the facility user inputs the **'Provider Information,'** and **'Patient Information'** and selects **'Continue,'** the patient screen will be displayed for the patient to complete and submit.



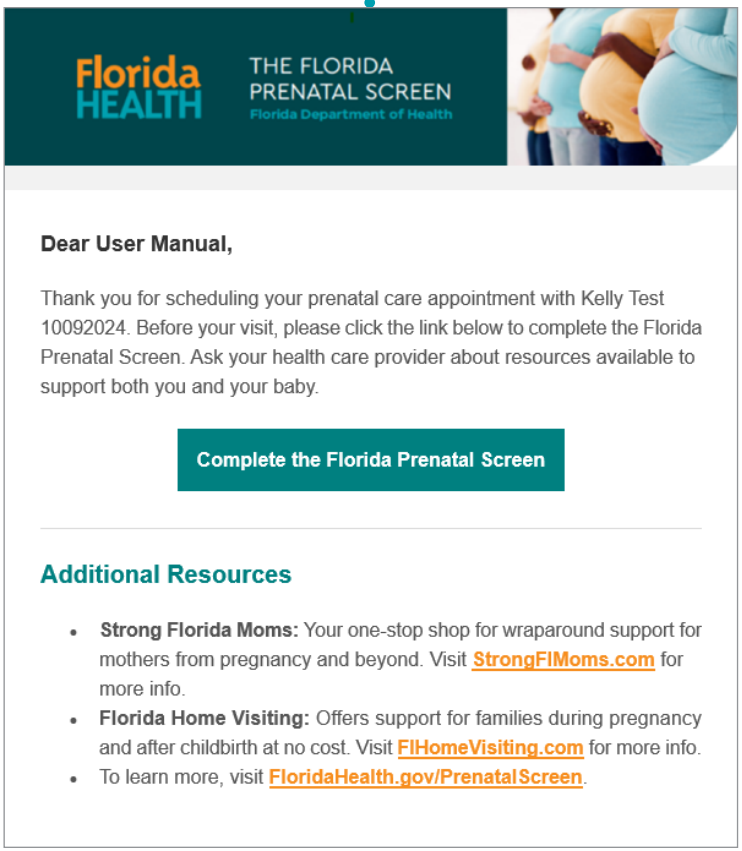

***Once a patient has completed the screen, 'Walk-in Kiosk' mode will log the user out for security purposes. The facility user who logs in next will need to use their network credentials to log back in.***

# Appendix

# APPENDIX: PATIENT VIEW: METHODS OF DELIVERY

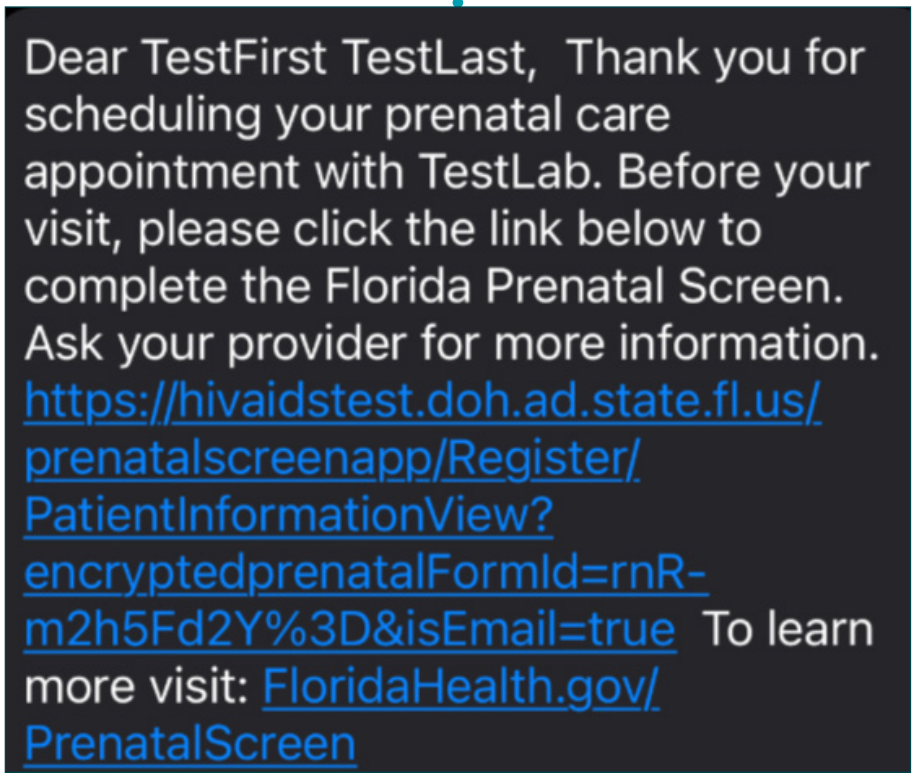
## SAMPLE PATIENT EMAIL

Email Originating Address:
FLPrenatalScreenSupport@flhealth.gov




## SAMPLE PATIENT TEXT

Text Originating Number:
833-250-3641



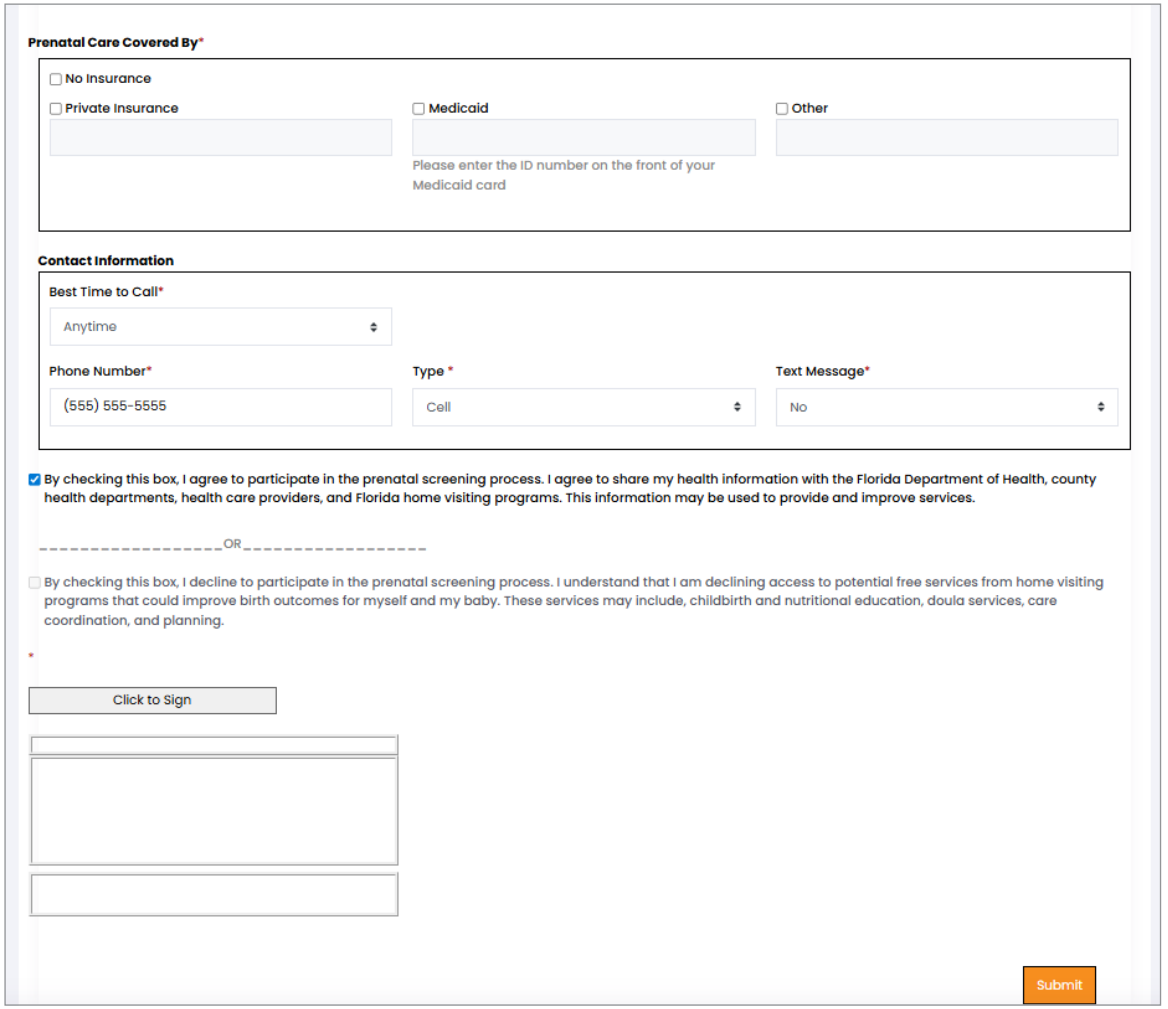

The patient will receive the screen in her selected language (English, Spanish, or Haitian Creole).

# PATIENT SCREEN

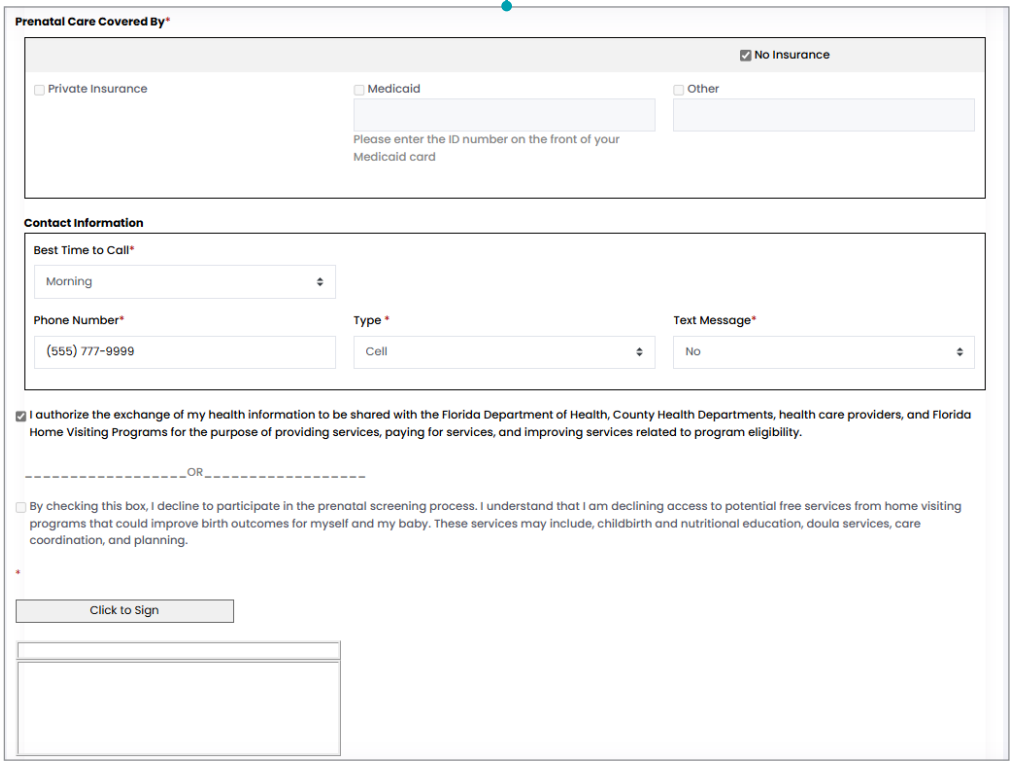
Once the patient selects the link to the screen, she will be presented with instructions at the top of the page on how to complete the screen. To complete the screen, she must fill out all required fields, indicate her consent or decline to participate, provide a digital signature, and select **'Submit.'** Upon successful completion, the patient will receive a pop-up confirmation message (within the application), and the **'Prenatal Screen Dashboard'** will update her status to **'Consent to Participate'** or **'Decline to Participate.'**

***Use this page as a reference to see the form fields and the information the patient is interacting with to help them successfully complete the screen. Patients may contact your facility or ask questions about the screen.***

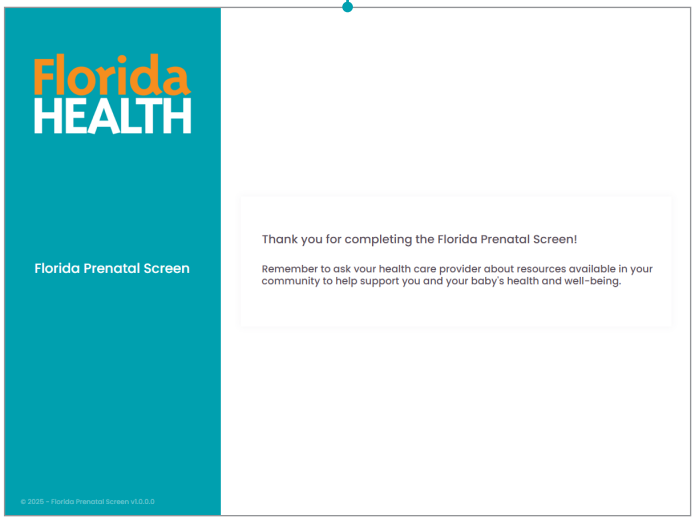
SAMPLE PATIENT SCREEN (1 OF 2)



## SAMPLE PATIENT SCREEN (2 OF 2)




## PATIENT CONFIRMATION



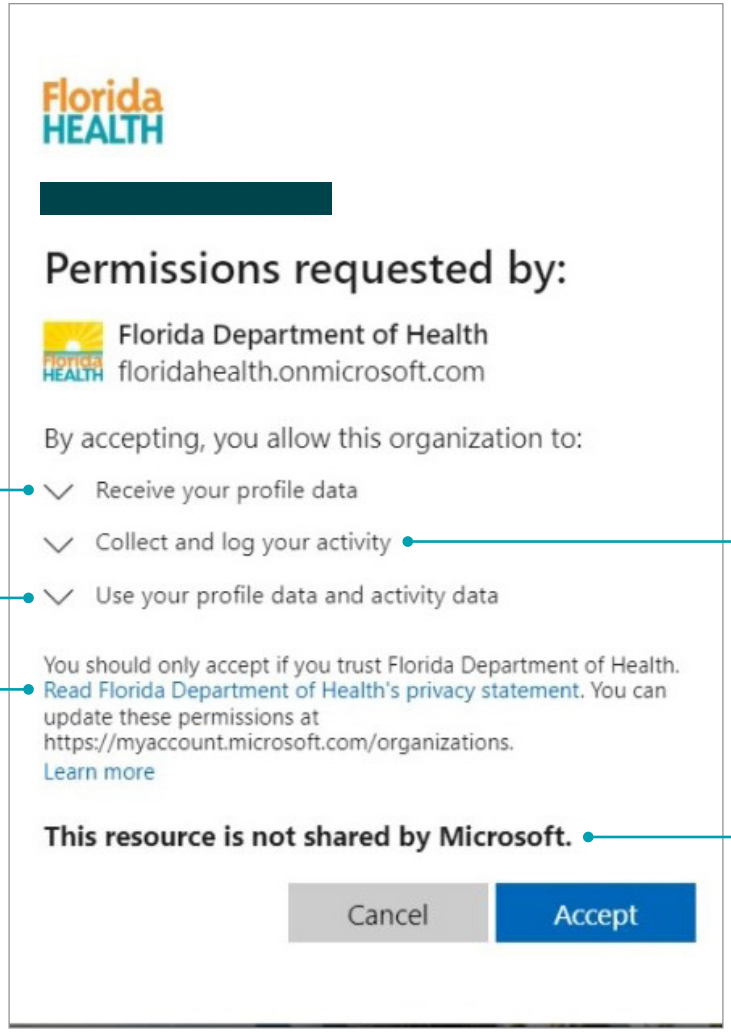
# SECURITY PERMISSIONS POP-UP

DOH uses the Azure Entra ID Directory for authentication. Once you accept the Azure invite, this pop-up is displayed to communicate 1) that your account has been established within the DOH Entra ID Directory and 2) how your guest account access is being used.

DOH uses your email address, name, and profile photo to create a **'Guest Account'** within the Department's Microsoft Office 365 account.

Utilizes your profile data to determine your role and permissions level within the application.

Selecting this link redirects to the full DOH Privacy policy.




Your guest account can be used for multiple DOH applications if you have received and accepted the invite. DOH logs user activity to know when a user signs in/out and who/when records have been created, read, updated, or deleted. **'Resources'** refers to a file, a document, or other records within the application.

DOH and Microsoft do not share guest account information.

Florida HEALTH

If you need assistance at any point during the registration or screening process, contact Florida Prenatal Screen support at **PrenatalScreen@FLHealth.gov**, or use the **'Chat Now'** feature located in the top right of the application.