



# OST Portal Navigation & Basic Workflows

March 20<sup>th</sup>, 2026

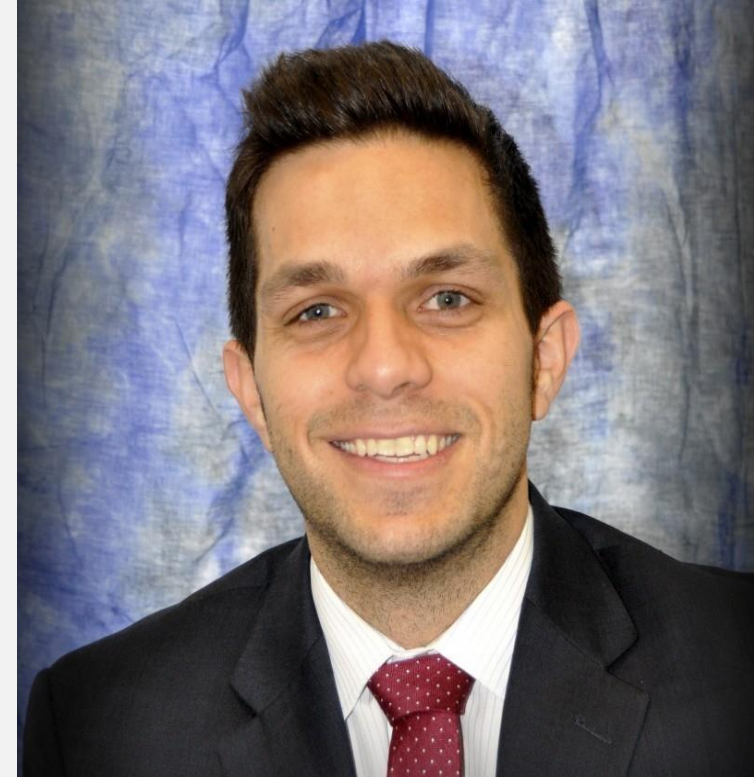
# Introductions

**Host's Name:** Hayes McLeod

**Host's Location:** Nashville, TN  
(originally North Myrtle Beach, SC)

**Fun Fact:**

- I've been to 100+ sporting venues (i.e., baseball, basketball, etc.)
- Music City Influence / Favorite Band



# Welcome to Navigation & Basic Workflows!



## **SESSION OVERVIEW**

This course is designed to help you manage newborn screening specimens in the new OST Portal and connect portal features with your responsibilities.



## **WHO SHOULD ATTEND THIS SESSION:**

Online Specimen Tracking (OST) Users



## **SESSION DURATION:**

60 minutes



## **REQUIRED PRE-REQUISITES:**

N/A

# Today's Agenda

| Module                                           | Duration |
|--------------------------------------------------|----------|
| <b>Course Introduction</b>                       | 5 min.   |
| <b>Topic 1: OST Portal Navigation</b>            | 10 min.  |
| <b>Topic 2: Confirming Specimens</b>             | 15 min.  |
| <b>Topic 3: Specimen List &amp; Search Tools</b> | 10 min.  |
| <b>Topic 4: Report as 'Not Our Patient'</b>      | 15 min   |
| <b>Wrap-Up</b>                                   | 5 min.   |

# Session Logistics

**During the session, you may be accessing the NBS 2.0 training environment to submit transactions.**

|                               |                                                                                                                                                                      |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Training Environment</b>   | Today's session will provide demonstrations within an NBS 2.0 Microsoft Dynamics training environment. Sensitive information has been masked throughout the session. |
| <b>Demo Data</b>              | All demonstrations and transactions will use test (fake) employees and data to model real scenarios securely.                                                        |
| <b>Environment Disclaimer</b> | Training materials, system settings, and environment may differ from the final production (Go-Live) system.                                                          |
| <b>Session Recording</b>      | A recording of this session will be made available for future reference.                                                                                             |

# Session Notice Page

**During the session, we will cover the global features and workflows of NBS 2.0 (Microsoft Dynamics).**

- There may be some **role-based or department-specific procedures** that are outside the scope of this training session—we will not be covering those in detail today.
- As we review the training material, **please note any questions related to your specific role or SOPs and keep a list for follow-up.**
- We will **leave time at the end of the session for questions** and may ask you to send more detailed, role-related inquiries by email so we can address them appropriately.

# Course Introduction

Introduce course, objectives, and expectations

# Course Objectives

**By the end of this course, you should be able to:**

- Navigate the OST Portal homepage
- Describe the importance of confirming each specimen within seven calendar days of birth
- Confirm and unconfirm specimen records
- Apply portal search & filter functions to quickly find specific specimens
- Appropriately report specimens as 'Not our Patient'

# OST Portal Overview (1 of 3)

## **What is the Online Specimen Tracking (OST) Portal?**

The OST Portal is a web-based platform through which users confirm and track newborn screening specimens in California.

# OST Portal Overview (2 of 3)

## **What is a specimen?**

A specimen is a sample collected from a newborn (along with an associated form) that must be tracked and confirmed by a healthcare facility.

# OST Portal Overview (3 of 3)

A California Newborn Screening Test Request Form (NBS-TRF) is required for every newborn per California law 17 CCR 6506.

Every NBS-TRF is received and logged (accessioned) by a state-designated laboratory. All TRFs must be confirmed within seven days of the birth.

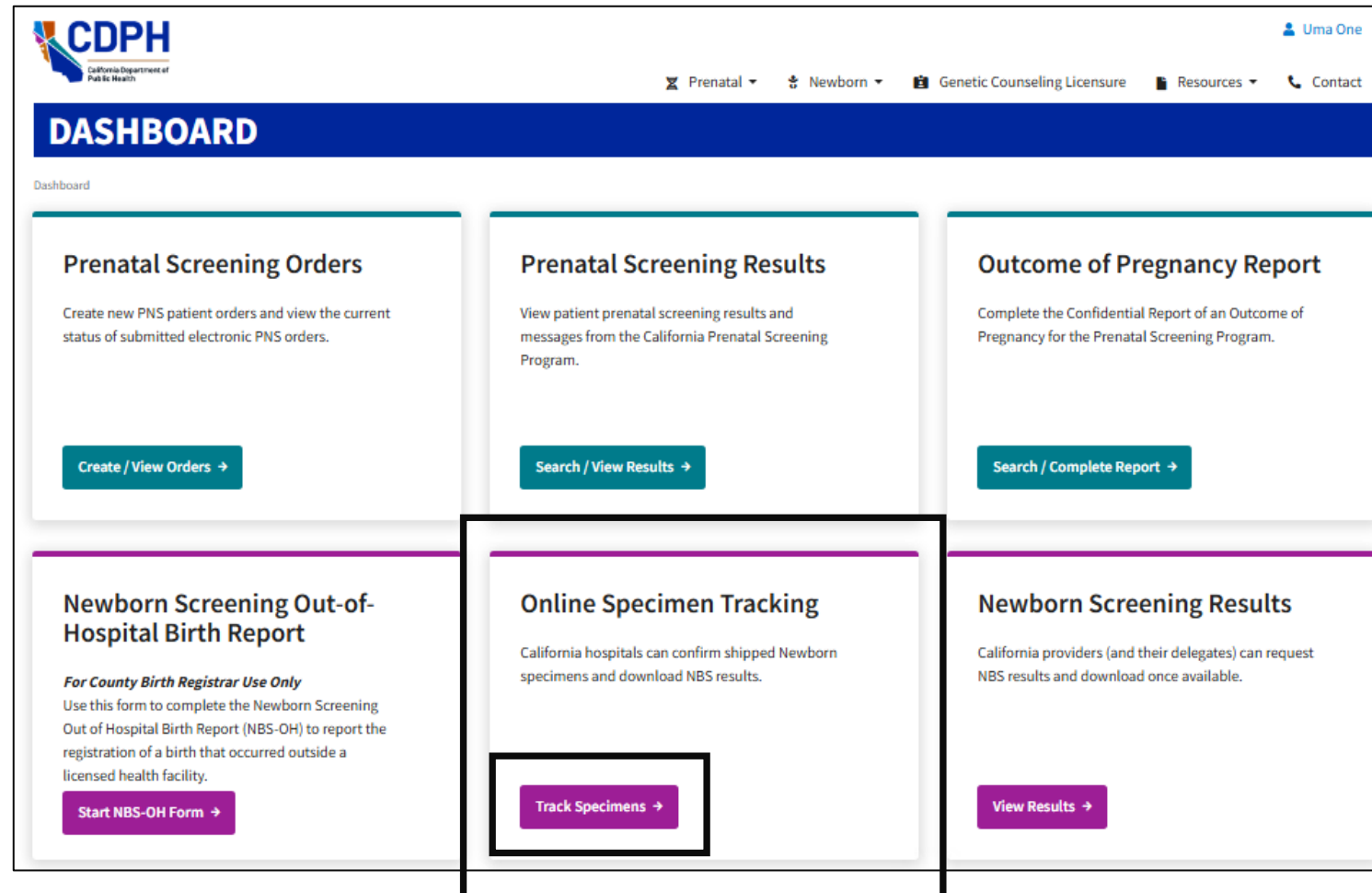
California law (17 CCR 6506) and public health guidelines mandate specific timeframes to ensure no newborn is singsted or faces delayed care.

# Topic 1: OST Portal Navigation

Navigate OST Portal homepage and review layout

# Online Specimen Tracking Tile

On the CDPH dashboard, navigate to the **Online Specimen Tracking** tile. Then click **Track Specimens**.



The screenshot displays the CDPH (California Department of Public Health) dashboard. At the top, the CDPH logo is on the left, and the user name 'Uma One' is on the right. A navigation bar includes links for Prenatal, Newborn, Genetic Counseling Licensure, Resources, and Contact. Below this is a blue header labeled 'DASHBOARD'. The main content area features six tiles arranged in a 2x3 grid. The 'Online Specimen Tracking' tile, located in the bottom row, middle column, is highlighted with a black rectangular border. This tile contains the text 'California hospitals can confirm shipped Newborn specimens and download NBS results.' and a purple button labeled 'Track Specimens →'. Other tiles include 'Prenatal Screening Orders', 'Prenatal Screening Results', 'Outcome of Pregnancy Report', 'Newborn Screening Out-of-Hospital Birth Report', and 'Newborn Screening Results', each with descriptive text and action buttons.

**CDPH**  
California Department of Public Health

Uma One

Prenatal ▾ Newborn ▾ Genetic Counseling Licensure Resources ▾ Contact

**DASHBOARD**

Dashboard

**Prenatal Screening Orders**  
Create new PNS patient orders and view the current status of submitted electronic PNS orders.  
[Create / View Orders →](#)

**Prenatal Screening Results**  
View patient prenatal screening results and messages from the California Prenatal Screening Program.  
[Search / View Results →](#)

**Outcome of Pregnancy Report**  
Complete the Confidential Report of an Outcome of Pregnancy for the Prenatal Screening Program.  
[Search / Complete Report →](#)

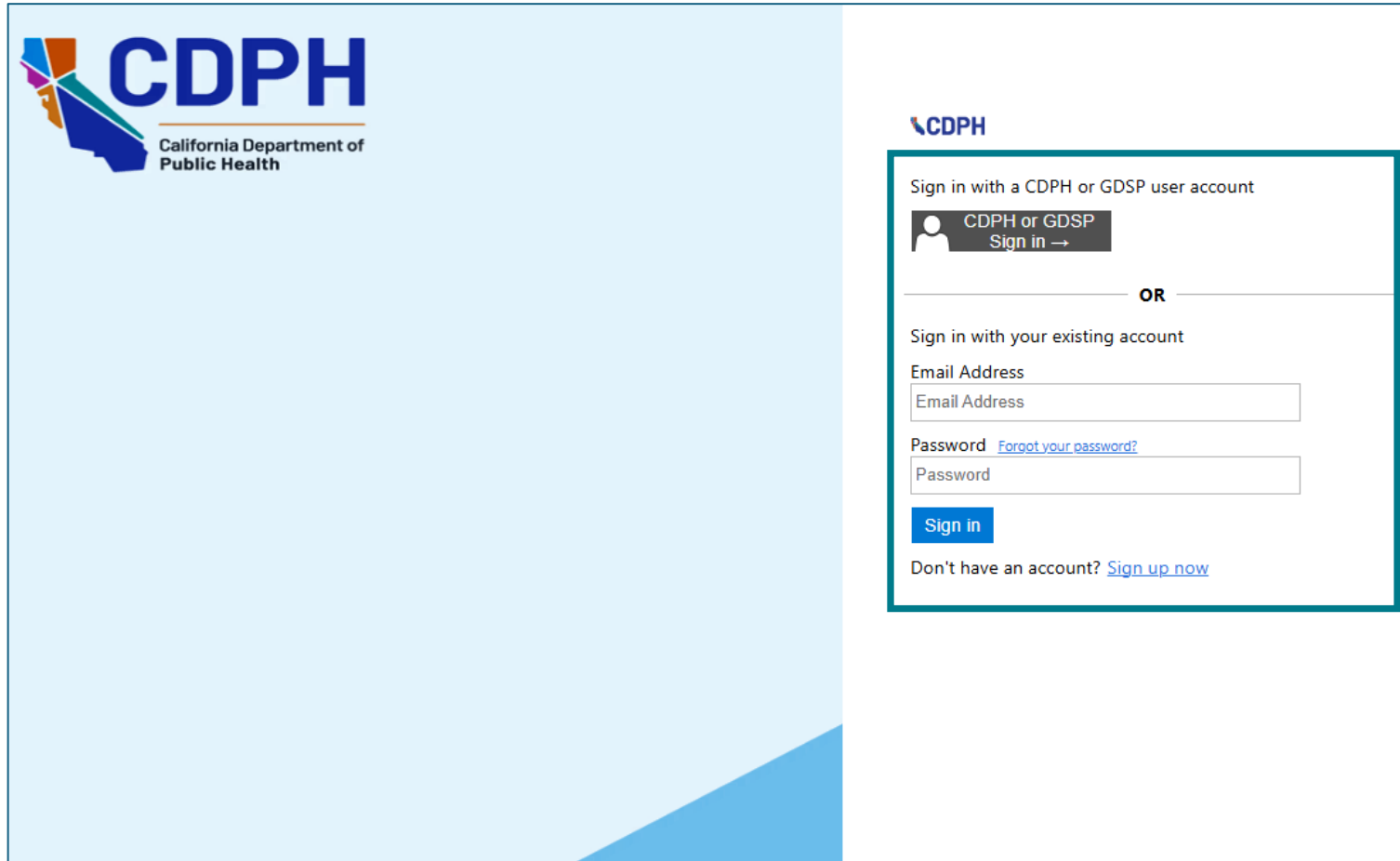
**Newborn Screening Out-of-Hospital Birth Report**  
*For County Birth Registrar Use Only*  
Use this form to complete the Newborn Screening Out of Hospital Birth Report (NBS-OH) to report the registration of a birth that occurred outside a licensed health facility.  
[Start NBS-OH Form →](#)

**Online Specimen Tracking**  
California hospitals can confirm shipped Newborn specimens and download NBS results.  
[Track Specimens →](#)

**Newborn Screening Results**  
California providers (and their delegates) can request NBS results and download once available.  
[View Results →](#)

# Sign In Screen

Sign in with your credentials.



The screenshot displays the CDPH Sign In Screen. On the left, the CDPH logo is shown with the text "California Department of Public Health". The right side contains a sign-in form with the following elements:

- CDPH logo
- Text: "Sign in with a CDPH or GDSP user account"
- Button: "CDPH or GDSP Sign in →"
- Text: "OR"
- Text: "Sign in with your existing account"
- Form field: "Email Address"
- Form field: "Password" with a link "[Forgot your password?](#)"
- Button: "Sign in"
- Text: "Don't have an account? [Sign up now](#)"

# Welcome to Portal

Click **Register/Sign In**.



Sign In | Register

Resources | Contact

## WELCOME TO CALGENETIC PORTAL

If you have received an email request from SIS-UAT-DoNotReply@cdph.ca.gov regarding the Confidential Report of an Outcome of Pregnancy, kindly complete the report using the Outcome of Pregnancy portal.

Due to system maintenance, CalGenetic Portal will not be available on the following dates: 09/07/2024, 10/12/2024, and 12/07/2024.

Effective immediately, we are updating our process for mailing non-urgent paper test results due to an unforeseen conflict/contract termination with our print vendor. There will be delays in the mailing of hard copies of results for both Newborn and Prenatal Screening Programs. Communication of all positive and urgent cases to providers is unaffected by this issue, and continues to take place through the area service centers (ASCs) or case coordinator centers (CCCs). Here's what you need to know:

**1.Newborn Screening Results:**

- Hospitals and facilities can elect to receive newborn screening results electronically by establishing a dedicated email address to receive the NBS results. To participate, please email [nbs@cdph.ca.gov](mailto:nbs@cdph.ca.gov) to receive an application and instruction guide.

**2.Prenatal Screening Results:**

- Manual/Two-Page Requisition Form Orders:** Paper result mailers will continue to be sent for Prenatal Screening orders placed using manual or two-page requisition forms.
- CalGenetic Portal Orders:** For providers who placed orders through the CalGenetic Portal, results will be available electronically as soon as they are ready. However, paper results will not be mailed for the foreseeable future.

Thank you for your understanding during this time. If you have any questions, please reach out to our support team.

### Our Mission

*is to serve the people of California by reducing the emotional and financial burden of disability and death caused by genetic and congenital disorders. GDSP is able to accomplish this goal by providing timely screening and follow-up services to pregnant individuals and newborns throughout the state.*

### Services of the CalGenetic Portal:

**Genetic Counselor License**

- Apply, renew, and maintain your genetic counselor license

**Prenatal Screening (PNS) Program**

- Create orders through the California PNS Program and view the current status of submitted electronic PNS orders
- View PNS results and messages from the PNS Program
- Submit a PNS Confidential Report of an Outcome of Pregnancy - CDPH Form 4452

**Newborn Screening (NBS) Program**

- Submit NBS requests and download NBS results
- Complete and submit an Out-of-Hospital Birth Report (NBS-OH) - CDPH Form 4460
- Perform online specimen tracking (OST) of shipped NBS specimens and download NBS results once available.



**Register/Sign in to Your Account**

If you are a new or returning user please create or sign in to your CDPH account.

Register / Sign In →

# Acknowledgement

Read the acknowledgement, then click **Proceed**.

**Before you proceed, please make sure you  
acknowledge the following:**



This is a State of California computer system that is for official use by authorized users and is subject to being monitored and/or restricted at any time. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you are not an authorized user or you do not agree to the conditions stated in this warning.

Cancel

Proceed

# Select Facility Screen

If your account is linked to multiple facilities, select a **Facility** from the dropdown menu. Click **Continue**.

Prenatal ▾ Newborn ▾ Genetic Counseling Licensure Resources ▾ Contact

## SELECT FACILITY

[Dashboard](#) | [Select Facility](#)

### Select Facility

Facility

J283 - Aspiring Birth Midwifery - OST - Lead ▾

Continue →

For access to an additional facility, contact the facility's lead.

# Staff View

The default screen displays the **Received TRFs** tab, which displays a list of unconfirmed specimens.



Test OSTuser

PrenatalNewbornGenetic Counseling LicensureResourcesContact

ONLINE SPECIMEN TRACKING

Dashboard | Received Specimen

R041 - CONTRA COSTA REGIONAL MEDICAL CENTERChange Facility →

Received TRFsComplianceMissing Specimens

Received TRFs By NAPS Lab

Confirm all items below within 7 calendar days of birth.

Search Newborns ByShow Search

|                          | MRN    | TRF #       | Newborn's Last Name | Newborn's Sex | Newborn's Date of Birth | Collection Date ↓ | Reason Specimen Not Obtained ⓘ | NAPS Received Date | Mother's Last Name | Mother's First Name | Download |
|--------------------------|--------|-------------|---------------------|---------------|-------------------------|-------------------|--------------------------------|--------------------|--------------------|---------------------|----------|
| <input type="checkbox"/> | 9992 2 | 35870804 84 | Jaqdo               | Not Provided  | 12/21/2024              | 12/22/2024        |                                | 01/03/2025         | Robin Hoodip       | Milfoilrf           |          |

# Lead View

For leads, the **Manage OST User** option is on the top right.

The screenshot displays the CDPH Online Specimen Tracking interface. At the top, the CDPH logo is on the left, and the user 'Test OSTuser' is logged in on the right, with a 'Manage OST Users' link. Navigation links for 'Prenatal', 'Newborn', 'Genetic Counseling Licensure', 'Resources', and 'Contact' are also present. The main heading is 'ONLINE SPECIMEN TRACKING'. Below this, the breadcrumb 'Dashboard | Received Specimen' is shown. The facility 'R441 - SUTTER MEDICAL CENTER SACRAMENTO' is selected, with a 'Change Facility' link. Three tabs are available: 'Received TRFs' (active), 'Compliance', and 'Missing Specimens'. The section is titled 'Received TRFs By NAPS Lab' with a note: 'Confirm all items below within 7 calendar days of birth.' A search bar labeled 'Search Newborns By' with a 'Show Search' button is present. Below the search bar is a table with the following data:

| <input type="checkbox"/> | MRN    | TRF #       | Newborn's Last Name | Newborn's Sex | Newborn's Date of Birth | Collection Date ↓ | Reason Specimen Not Obtained ⓘ | NAPS Received Date | Mother's Last Name | Mother's First Name | Download |
|--------------------------|--------|-------------|---------------------|---------------|-------------------------|-------------------|--------------------------------|--------------------|--------------------|---------------------|----------|
| <input type="checkbox"/> | 9903 6 | 35773744 46 | Luckyer             | Female        | 12/21/2024              | 12/22/2024        |                                | 01/03/2025         | Kristoffnb         | Ruee                |          |

# Topic 2: Confirming Specimens

Confirm and unconfirm specimens

# Timely Specimen Confirmation (1 of 2)

**Why is it important to confirm each specimen within seven calendar days of birth?**

- **Early Detection and Intervention:** Many of the metabolic, genetic, and endocrine disorders screened (such as phenylketonuria, sickle cell disease, and cystic fibrosis) can cause irreversible damage if not identified and managed quickly.
- **Optimal Outcomes:** Early confirmation enables prompt follow-up testing, diagnosis, and initiation of treatment, maximizing health outcomes for the newborn.
- **Compliance:** California law and public health guidelines mandate specific timeframes to ensure no newborn is missed or faces delayed care.

# Timely Specimen Confirmation (2 of 2)

OST users log into the portal, view the specimen, and mark it as confirmed within seven days of birth.

Specimen confirmation is not dependent on test results. Confirmation occurs before results are available.

Test results are typically ready about 14 days after birth.

# Mark as Confirmed (1 of 3)

The default screen displays the **Received TRFs** tab, which displays a list of unconfirmed specimens.



California Department of Public Health

Test OSTuser

Prenatal

Newborn

Genetic Counseling Licensure

Resources

Contact

ONLINE SPECIMEN TRACKING

[Dashboard](#) | [Received Specimen](#)

R041 - CONTRA COSTA REGIONAL MEDICAL CENTER [Change Facility →](#)

Received TRFs

Compliance

Missing Specimens

Received TRFs By NAPS Lab

Confirm all items below within 7 calendar days of birth.

Search Newborns By

Show Search

| <input type="checkbox"/> | MRN    | TRF #       | Newborn's Last Name | Newborn's Sex | Newborn's Date of Birth | Collection Date ↓ | Reason Specimen Not Obtained ⓘ | NAPS Received Date | Mother's Last Name | Mother's First Name | Download |
|--------------------------|--------|-------------|---------------------|---------------|-------------------------|-------------------|--------------------------------|--------------------|--------------------|---------------------|----------|
| <input type="checkbox"/> | 9992 2 | 35870804 84 | Jaqdo               | Not Provid ed | 12/21/2024              | 12/22/2024        |                                | 01/03/2025         | Robin Hoodip       | Milfoilrf           |          |

# Mark as Confirmed (2 of 3)

**Mark As Confirmed** = Confirming a received TRF & accompanying specimen came from your facility (shipped from facility to newborn screening laboratory).  
Select the **items(s)** you would like to mark as confirmed.

|                                     |              |                |         |        |            |            |                 |         |         |
|-------------------------------------|--------------|----------------|---------|--------|------------|------------|-----------------|---------|---------|
| <input checked="" type="checkbox"/> | 279140<br>72 | 356460<br>1293 | VALLE   | Female | 01/15/2026 | 01/17/2026 | 01/18/2026<br>6 | VALLE   | JAZMYN  |
| <input checked="" type="checkbox"/> | 279140<br>75 | 356460<br>1314 | GASSNER | Male   | 01/16/2026 | 01/17/2026 | 01/18/2026<br>6 | GASSNER | KENDALL |
| <input checked="" type="checkbox"/> | 279140<br>74 | 356460<br>1182 | PRADO   | Male   | 01/16/2026 | 01/17/2026 | 01/18/2026<br>6 | PRADO   | KATHRYN |
| <input type="checkbox"/>            | 279140<br>80 | 359402<br>0510 | VAUGHN  | Male   | 01/16/2026 | 01/17/2026 | 01/18/2026<br>6 | VAUGHN  | CANDICE |

☒ Mark As Confirmed

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 1/22/2026 9:55:08 PM.

# Mark as Confirmed (3 of 3)

- Scroll to the bottom of the page and click **Mark as Confirmed**.
- A confirmation message will pop up in the top right corner.

|                                     |              |                |         |        |            |            |                 |         |         |
|-------------------------------------|--------------|----------------|---------|--------|------------|------------|-----------------|---------|---------|
| <input checked="" type="checkbox"/> | 279140<br>72 | 356460<br>1293 | VALLE   | Female | 01/15/2026 | 01/17/2026 | 01/18/2026<br>6 | VALLE   | JAZMYN  |
| <input checked="" type="checkbox"/> | 279140<br>75 | 356460<br>1314 | GASSNER | Male   | 01/16/2026 | 01/17/2026 | 01/18/2026<br>6 | GASSNER | KENDALL |
| <input checked="" type="checkbox"/> | 279140<br>74 | 356460<br>1182 | PRADO   | Male   | 01         |            | 01/18/2026<br>6 | PRADO   | KATHRYN |
| <input type="checkbox"/>            | 279140<br>80 | 359402<br>0510 | VAUGHN  | Male   | 01/16/2026 | 01/17/2026 | 01/18/2026<br>6 | VAUGHN  | CANDICE |

☒ Mark As Confirmed

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 1/22/2026 9:55:08 PM.



Specimen(s) confirmed successfully.  
Didn't mean to confirm?

Undo

# Reminder

If this specimen has been confirmed/associated with your facility in the system, the result file usually will not be downloadable until about 14 days after the baby's date of birth.

|                                     |              |                |         |        |            |            |                |         |         |
|-------------------------------------|--------------|----------------|---------|--------|------------|------------|----------------|---------|---------|
| <input checked="" type="checkbox"/> | 279140<br>72 | 356460<br>1293 | VALLE   | Female | 01/15/2026 | 01/17/2026 | 01/18/202<br>6 | VALLE   | JAZMYN  |
| <input checked="" type="checkbox"/> | 279140<br>75 | 356460<br>1314 | GASSNER | Male   | 01/16/2026 | 01/17/2026 | 01/18/202<br>6 | GASSNER | KENDALL |
| <input checked="" type="checkbox"/> | 279140<br>74 | 356460<br>1182 | PRADO   | Male   | 01/16/2026 | 01/17/2026 | 01/18/202<br>6 | PRADO   | KATHRYN |
| <input type="checkbox"/>            | 279140<br>80 | 359402<br>0510 | VAUGHN  | Male   | 01/16/2026 | 01/17/2026 | 01/18/202<br>6 | VAUGHN  | CANDICE |

☒ Mark As Confirmed

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed  
1/22/2026 9:55:08 PM.

# Unconfirm a Specimen (1 of 4)

- The default screen displays the **Received TRFs** tab, which displays a list of unconfirmed specimens.
- To filter by confirmed specimens, click **Show Search**.

|                                                          |          |            |                     |               |                         |                   |                                |                    |                    |                     |               |
|----------------------------------------------------------|----------|------------|---------------------|---------------|-------------------------|-------------------|--------------------------------|--------------------|--------------------|---------------------|---------------|
| Received TRFs                                            |          |            |                     |               |                         |                   |                                |                    |                    |                     |               |
| Compliance                                               |          |            |                     |               |                         |                   |                                |                    |                    |                     |               |
| Missing Specimens                                        |          |            |                     |               |                         |                   |                                |                    |                    |                     |               |
| Received TRFs By NAPS Lab                                |          |            |                     |               |                         |                   |                                |                    |                    |                     |               |
| Confirm all items below within 7 calendar days of birth. |          |            |                     |               |                         |                   |                                |                    |                    |                     |               |
| Search Newborns By                                       |          |            |                     |               |                         |                   |                                |                    |                    |                     | ▼ Show Search |
| <input type="checkbox"/>                                 | MRN      | TRF #      | Newborn's Last Name | Newborn's Sex | Newborn's Date of Birth | Collection Date ↓ | Reason Specimen Not Obtained ⓘ | NAPS Received Date | Mother's Last Name | Mother's First Name | Download      |
| <input type="checkbox"/>                                 | 27914095 | 3594022071 | OCAMPO              | Male          | 01/18/2026              | 01/19/2026        |                                | 01/20/2026         | OCAMPO             | ARLINE              |               |
| <input type="checkbox"/>                                 | 27914092 | 3594021856 | SOLOMAN             | Male          | 01/18/2026              | 01/19/2026        |                                | 01/20/2026         | LIU                | KAREN               |               |
| <input type="checkbox"/>                                 | 27914093 | 3594021960 | GOMES               | Male          | 01/18/2026              | 01/19/2026        |                                | 01/20/2026         | GOMES              | HANNAH              |               |
| <input type="checkbox"/>                                 | 27914089 | 3594021412 | LOTTE               | Female        | 01/17/2026              | 01/19/2026        |                                | 01/20/2026         | LOTTE              | MCKENZEE            |               |
| <input type="checkbox"/>                                 | 27914090 | 3580024262 | MATTES              | Female        | 01/17/2026              | 01/19/2026        |                                | 01/20/2026         | MATTES             | LARA                |               |

# Unconfirm a Specimen (2 of 4)

- Select the **Confirmed** box in the **Filter Confirmation Status** section.
- Click **Search**.

Received TRFs Compliance Missing Specimens

### Received TRFs By NAPS Lab

Confirm all items below within 7 calendar days of birth.

Search Newborns By

Filter Confirmation Status

☐ Unconfirmed ☒ Confirmed ☐ Results Available

Mother's Last Name

Mother's First Name

Baby's Last Name

Baby's Sex

Baby's Date of Birth

Birth Date Range

MRN

NBS TRF

Specimen Collection Date

Collection Date Range

NAPS Received Date

Reset

Search

| <input type="checkbox"/> | MRN      | TRF #      | Newborn's Last Name | Newborn's Sex | Newborn's Date of Birth | Collection Date | Reason Specimen Not Obtained | NAPS Received Date | Mother's Last Name | Mother's First Name | Download |
|--------------------------|----------|------------|---------------------|---------------|-------------------------|-----------------|------------------------------|--------------------|--------------------|---------------------|----------|
| <input type="checkbox"/> | 27914095 | 3594022071 | OCAMPO              | Male          | 01/18/2026              | 01/19/2026      |                              | 01/20/2026         | OCAMPO             | ARLINE              |          |

# Unconfirm a Specimen (3 of 4)

- Select the **item(s)** you would like to unconfirm.
- Click **Unconfirm**.

|                                     |          |                |          |        |            |            |            |          |         |                                                                                     |
|-------------------------------------|----------|----------------|----------|--------|------------|------------|------------|----------|---------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | 27913722 | 3564590<br>386 | HOSKINS  | Male   | 12/13/2025 | 12/14/2025 | 12/15/2025 | HOSKINS  | ASPYN   |  |
| <input checked="" type="checkbox"/> | 27913717 | 3594019<br>615 | PACIFICO | Female | 12/13/2025 | 12/14/2025 | 12/15/2025 | PACIFICO | JORECCA |  |
| <input type="checkbox"/>            | 27913725 | 3564590<br>955 | DARDEN   | Male   | 12/13/2025 | 12/14/2025 | 12/15/2025 | DARDEN   | TABITHA |  |
| <input checked="" type="checkbox"/> | 27913719 | 3594019<br>726 | GARCIA   | Female | 12/13/2025 | 12/14/2025 | 12/15/2025 | GARCIA   | OLIVIA  |  |

 Unconfirm

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 1/22/2026 8:07:01 PM.

# Unconfirm a Specimen (4 of 4)

Read the notification and click **OK**.

☐

27913726

3594020052

CORONA

☐

27913722

3564590386

HOSKINS

☒

27913717

3594019615

PACIFICO

☐

27913725

3564590955

DARDEN

Male

12/13/2025

12/14/2025

12/15/2025

DARDEN

TABITHA

☒

27913719

3594019726

GARCIA

Female

12/13/2025

12/14/2025

12/15/2025

GARCIA

OLIVIA

Unconfirm Selected Specimen(s)?

×

Selecting “OK” for this will cause the specimen to reappear on the Received Specimens list as an Unconfirmed Specimen.

Cancel

OK

Unconfirm

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 1/22/2026 8:07:01 PM.

# Compliance Information

Compliance Rate =  
specimens  
confirmed on time /  
total specimens.

GDSP aims for 91%+  
compliance and  
follows up with  
facilities below this  
threshold.

OST users check the  
portal daily, especially  
for large facilities, to  
ensure timely  
confirmation within the  
seven-day window.

# Demonstration



DEMO

## OST Portal Navigation & Confirming Specimens

This demonstration will include:

- An overview of the OST Portal homepage
- How to select facility and role
- How to locate received specimens
- Confirming specimen records
- Unconfirming specimen records

# Takeaways - OST Portal Navigation & Confirming Specimens

In this session, we reviewed how to:

- Navigate homepage
- Identify homepage tiles
- Select facility and role
- Review portal layout
- Locate received specimens
- Confirm specimen records
- Unconfirm specimen records



# Topic 3: Specimen List & Search Tools

Search for specimens and filter by status

# Search Tools (1 of 4)

From the **Received TRFs** tab, click **Show Search**.

Received TRFs

Compliance

Missing Specimens

### Received TRFs By NAPS Lab

Confirm all items below within 7 calendar days of birth.

Search Newborns By

▼ Show Search

| <input type="checkbox"/> | MRN      | TRF #      | Newborn's Last Name | Newborn's Sex | Newborn's Date of Birth | Collection Date ↓ | Reason Specimen Not Obtained ⓘ | NAPS Received Date | Mother's Last Name | Mother's First Name | Download |
|--------------------------|----------|------------|---------------------|---------------|-------------------------|-------------------|--------------------------------|--------------------|--------------------|---------------------|----------|
| <input type="checkbox"/> | 27914095 | 3594022071 | OCAMPO              | Male          | 01/18/2026              | 01/19/2026        |                                | 01/20/2026         | OCAMPO             | ARLINE              |          |
| <input type="checkbox"/> | 27914092 | 3594021856 | SOLOMAN             | Male          | 01/18/2026              | 01/19/2026        |                                | 01/20/2026         | LIU                | KAREN               |          |
| <input type="checkbox"/> | 27914093 | 3594021960 | GOMES               | Male          | 01/18/2026              | 01/19/2026        |                                | 01/20/2026         | GOMES              | HANNAH              |          |
| <input type="checkbox"/> | 27914089 | 3594021412 | LOTTE               | Female        | 01/17/2026              | 01/19/2026        |                                | 01/20/2026         | LOTTE              | MCKENZEE            |          |

# Search Tools (2 of 4)

Select the appropriate **status box(es)** in the **Filter Confirmation Status** section.

Received TRFs

Compliance

Missing Specimens

### Received TRFs By NAPS Lab

Confirm all items below within 7 calendar days of birth.

Search Newborns By

Filter Confirmation Status

☐ Unconfirmed ☐ Confirmed ☐ Results Available

Mother's Last Name

Mother's First Name

Baby's Last Name

Baby's Sex

Baby's Date of Birth

Birth Date Range

MRN

NBS TRF

Specimen Collection Date

Collection Date Range

NAPS Received Date

Reset

Search

# Search Tools (3 of 4)

Enter the **Date of Birth**, **Medical Record Number (MRN)** or **TRF** into the appropriate search boxes. Then click **Search**.

Received TRFs Compliance Missing Specimens

### Received TRFs By NAPS Lab

Confirm all items below within 7 calendar days of birth.

#### Search Newborns By

Filter Confirmation Status

☒ Unconfirmed ☐ Confirmed ☐ Results Available

Mother's Last Name

Alexa

Mother's First Name

Baby's Last Name

Baby's Sex

Baby's Date of Birth

Birth Date Range

MRN

NBS TRF

Specimen Collection Date

Collection Date Range

NAPS Received Date

Reset Search

# Search Tools (4 of 4)

A list of search results will appear.

Search Newborns By

Filter Confirmation Status

☒ Unconfirmed ☐ Confirmed ☐ Results Available

Mother's Last Name

Mother's First Name

Baby's Last Name

Baby's Sex

Baby's Date of Birth

Birth Date Range

MRN

NBS TRF

Specimen Collection Date

Collection Date Range

NAPS Received Date

Reset

Search

|                          | MRN      | TRF #      | Newborn's Last Name | Newborn's Sex | Newborn's Date of Birth | Collection Date | Reason Specimen Not Obtained | NAPS Received Date | Mother's Last Name | Mother's First Name | Download |
|--------------------------|----------|------------|---------------------|---------------|-------------------------|-----------------|------------------------------|--------------------|--------------------|---------------------|----------|
| <input type="checkbox"/> | 27913685 | 3593952223 | DROUGHT             | Male          | 12/09/2025              | 12/11/2025      |                              | 12/12/2025         | DROUGHT            | TONI                |          |
| <input type="checkbox"/> | 27913688 | 3593963574 | PHAM                | Female        | 12/09/2025              | 12/11/2025      |                              | 12/12/2025         | PHAM               | YVONE               |          |
| <input type="checkbox"/> | 27913690 | 3593963796 | MOUSAW              | Male          | 12/09/2025              | 12/11/2025      |                              | 12/12/2025         | MOUSAW             | HANNAH              |          |
| <input type="checkbox"/> | 27913687 | 3593952445 | MCCAFFERTY          | Male          | 12/09/2025              | 12/11/2025      |                              | 12/12/2025         | MCCAFFERTY         | CHELSEA             |          |



# Topic 4: Report as 'Not Our Patient'

Communicating 'Not Our Patient' in the OST Portal

# Report as 'Not Our Patient' (1 of 5)

## Not Our Patient?

It is a TRF which appears on your facility's 'Received TRFs by NAPS Lab' list but was **not** initiated by your facility.

**Note:** When this occurs, report the TRF immediately to prevent a Health Insurance Portability and Accountability Act (HIPPA) violation.

# Report as 'Not Our Patient' (2 of 5)

On the **Received TRFs** tab, the default view shows **unconfirmed items**.

|                                                          |          |            |                     |               |                         |                   |                                |                    |                    |                     |          |
|----------------------------------------------------------|----------|------------|---------------------|---------------|-------------------------|-------------------|--------------------------------|--------------------|--------------------|---------------------|----------|
| Received TRFs                                            |          |            |                     |               |                         |                   |                                |                    |                    |                     |          |
| Compliance                                               |          |            |                     |               |                         |                   |                                |                    |                    |                     |          |
| Missing Specimens                                        |          |            |                     |               |                         |                   |                                |                    |                    |                     |          |
| Received TRFs By NAPS Lab                                |          |            |                     |               |                         |                   |                                |                    |                    |                     |          |
| Confirm all items below within 7 calendar days of birth. |          |            |                     |               |                         |                   |                                |                    |                    |                     |          |
| Search Newborns By                                       |          |            |                     |               |                         |                   |                                |                    |                    |                     |          |
| Show Search                                              |          |            |                     |               |                         |                   |                                |                    |                    |                     |          |
| <input type="checkbox"/>                                 | MRN      | TRF #      | Newborn's Last Name | Newborn's Sex | Newborn's Date of Birth | Collection Date ↓ | Reason Specimen Not Obtained ⓘ | NAPS Received Date | Mother's Last Name | Mother's First Name | Download |
| <input type="checkbox"/>                                 | 27914095 | 3594022071 | OCAMPO              | Male          | 01/18/2026              | 01/19/2026        |                                | 01/20/2026         | OCAMPO             | ARLINE              |          |
| <input type="checkbox"/>                                 | 27914092 | 3594021856 | SOLOMAN             | Male          | 01/18/2026              | 01/19/2026        |                                | 01/20/2026         | LIU                | KAREN               |          |
| <input type="checkbox"/>                                 | 27914093 | 3594021960 | GOMES               | Male          | 01/18/2026              | 01/19/2026        |                                | 01/20/2026         | GOMES              | HANNAH              |          |
| <input type="checkbox"/>                                 | 27914089 | 3594021412 | LOTTE               | Female        | 01/17/2026              | 01/19/2026        |                                | 01/20/2026         | LOTTE              | MCKENZEE            |          |
| <input type="checkbox"/>                                 | 27914090 | 3580024262 | MATTES              | Female        | 01/17/2026              | 01/19/2026        |                                | 01/20/2026         | MATTES             | LARA                |          |

# Report as 'Not Our Patient' (3 of 5)

Scroll down to select the item you would like to report as **Not Our Patient**.

**Note:** You can only select **one unconfirmed specimen** at a time to mark as Not Our Patient.

| <input type="checkbox"/>            | MRN      | TRF #      | Newborn's Last Name | Newborn's Sex | Newborn's Date of Birth | Collection Date ↓ | Reason Specimen Not Obtained ⓘ | NAPS Received Date | Mother's Last Name | Mother's First Name | Download |
|-------------------------------------|----------|------------|---------------------|---------------|-------------------------|-------------------|--------------------------------|--------------------|--------------------|---------------------|----------|
| <input type="checkbox"/>            |          | 7132476033 | Stoltenberg         | Not Provided  | 09/13/2025              | 09/14/2025        |                                | 09/07/2025         | Veum               | Rowan               |          |
| <input type="checkbox"/>            | MR738782 | 2592595344 | JOHN                | Male          | 09/07/2025              | 09/08/2025        |                                | 08/31/2025         | EMMA               | ALEE                |          |
| <input type="checkbox"/>            |          | 1356258255 | Champlin            | Not Provided  | 09/04/2025              | 09/06/2025        |                                | 09/07/2025         | Jakubowski         | Katlyn              |          |
| <input checked="" type="checkbox"/> |          | 2382541424 | ALEN                | Male          | 09/01/2025              | 09/02/2025        |                                | 08/31/2025         | ALEXA              | ava                 |          |
| <input type="checkbox"/>            |          | 7262024161 | Morar               | Not Provided  | 07/28/2025              | 07/29/2025        |                                | 08/03/2025         | Friesen            | Emmett              |          |

☒ Mark As Confirmed

☐ Report As Not Our Patient

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 1/13/2026 11:59:26 PM.

# Report as 'Not Our Patient' (4 of 5)

Click **Report As Not Our Patient**.

|                                     |          |                |         |        |            |            |            |         |         |
|-------------------------------------|----------|----------------|---------|--------|------------|------------|------------|---------|---------|
| <input type="checkbox"/>            | 27914072 | 3564601<br>293 | VALLE   | Female | 01/15/2026 | 01/17/2026 | 01/18/2026 | VALLE   | JAZMYN  |
| <input type="checkbox"/>            | 27914075 | 3564601<br>314 | GASSNER | Male   | 01/16/2026 | 01/17/2026 | 01/18/2026 | GASSNER | KENDALL |
| <input checked="" type="checkbox"/> | 27914074 | 3564601<br>182 | PRADO   | Male   | 01/16/2026 | 01/17/2026 | 01/18/2026 | PRADO   | KATHRYN |
| <input type="checkbox"/>            | 27914080 | 3594020<br>510 | VAUGHN  | Male   | 01/16/2026 | 01/17/2026 | 01/18/2026 | VAUGHN  | CANDICE |

✓ Mark As Confirmed

✗ Report As Not Our Patient

< 1 2 3 4 5 6 7 8 .. 338 >

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 1/22/2026 6:58:47 PM.

# Report as 'Not Our Patient' (5 of 5)

Click **Confirm As Not Our Patient(s)**.

|                                     |          |                |         |      |            |            |            |        |         |
|-------------------------------------|----------|----------------|---------|------|------------|------------|------------|--------|---------|
| <input type="checkbox"/>            | 27914077 | 3594020<br>385 | MORRIS  | Male | 01/16/2026 | 01/17/2026 | 01/18/2026 | MORRIS | BOY     |
| <input type="checkbox"/>            | 27914072 | 3564601<br>293 | VALLE   |      |            |            |            | LE     | JAZMYN  |
| <input type="checkbox"/>            | 27914075 | 3564601<br>314 | GASSNER |      |            |            |            | SNER   | KENDALL |
| <input checked="" type="checkbox"/> | 27914074 | 3564601<br>182 | PRADO   |      |            |            |            | DO     | KATHRYN |
| <input type="checkbox"/>            | 27914080 | 3594020<br>510 | VAUGHN  | Male | 01/16/2026 | 01/17/2026 | 01/18/2026 | VAUGHN | CANDICE |

**Report Selected Row(s) As Not This Facility's Patient**

Reporting the selected patient(s) will flag them for GDSP follow-up to assign this patient to the correct facility and remove it from your list view

[Cancel](#) [Confirm As Not Our Patient\(s\)](#)

[✓ Mark As Confirmed](#) [✕ Report As Not Our Patient](#)

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 1/22/2026 6:58:47 PM.

# Demonstration



DEMO

## Specimen List & Search Tools & Report as 'Not Our Patient'

This demonstration will include:

- How to search for specimens by TRF, MRN, and Date of Birth
- How to filter by status to search for specimens
- Reporting as 'Not Our Patient'

# Takeaways - Specimen List, Search Tools, Reporting as 'Not Our Patient'

In this session, we reviewed how to:

- Search for specimens by TRF, MRN, and Date of Birth
- Filter by status to search for specimens
- Define 'Not Our Patient'
- Report as 'Not Our Patient'



# Knowledge Check

Questions for review and discussion

# Knowledge Check Question 1

**What is the primary purpose of the OST Portal?**

- A To order laboratory supplies**
- B To submit insurance claims**
- C To track newborn screening specimens**
- D To schedule newborn appointments**



# Knowledge Check Answer 1

**What is the primary purpose of the OST Portal?**

- A** To order laboratory supplies
- B** To submit insurance claims
- C** To track newborn screening specimens
- D** To schedule newborn appointments



# Knowledge Check Question 2

All TRFs must be confirmed within \_\_\_\_ days of the birth.

- A** 10
- B** 7
- C** 5
- D** 14



# Knowledge Check Answer 2

All TRFs must be confirmed within \_\_\_\_ days of the birth.

**A** 10

**B** 7

**C** 5

**D** 14



# Knowledge Check Question 3

**Which of the following is TRUE about specimen confirmation in the OST Portal?**

- A** It only happens after test results are available
- B** It is done before test results are available
- C** It requires parental approval
- D** It is optional for small facilities



# Knowledge Check Answer 3

**Which of the following is TRUE about specimen confirmation in the OST Portal?**

- A** It only happens after test results are available
- B** It is done before test results are available
- C** It requires parental approval
- D** It is optional for small facilities



# Wrap-up

Session recap and concluding questions

# Course Summary

## **You should now be able to:**

- Navigate the OST Portal homepage
- Describe the importance of confirming each specimen within seven calendar days of birth
- Confirm and unconfirm specimen records
- Apply portal search & filter functions to quickly find specific specimens
- Appropriately report specimens as 'Not our Patient'



# Resources

When the system goes live, you'll be able to click the **Resources** dropdown menu to locate resources related to the topics covered in this training.

The screenshot displays the CDPH Online Specimen Tracking web application. At the top left is the CDPH logo (California Department of Public Health). The top navigation bar includes links for 'Training Testing' and 'Manage OST Users'. Below this is a secondary navigation bar with dropdown menus for 'Prenatal', 'Newborn', 'Genetic Counseling Licensure', 'Resources' (which is highlighted with a red box), and 'Contact'. The 'Resources' dropdown menu is open, showing a list of links: 'PNS GA Calculator', 'PNS cfDNA/MSAFP Forms', 'PNS Patient Booklet', 'PNS Orders & Results User Guide', 'NBS Results User Guide', and 'OOH, Outcomes and GCL Information'. The main content area features a large blue banner with the text 'ONLINE SPECIMEN TRACKING'. Below the banner are links for 'Dashboard' and 'Received Specimen'. The current view is 'Received Specimen', showing 'R777 - STANFORD/LUCILE PACKARD CHILDREN'S HOSPI' with a 'Change Facility' link. Below this are tabs for 'Received TRFs', 'Compliance', and 'Missing Specimens'. The 'Received TRFs' tab is active, displaying 'Received TRFs By NAPS Lab' and a note: 'Confirm all items below within 7 calendar days of birth.' At the bottom, there is a search bar labeled 'Search Newborns By' and a 'Show Search' button.

CDPH  
California Department of Public Health

Training Testing | Manage OST Users

Prenatal ▾ Newborn ▾ Genetic Counseling Licensure Resources ▾ Contact

**ONLINE SPECIMEN TRACKING**

Dashboard | Received Specimen

R777 - STANFORD/LUCILE PACKARD CHILDREN'S HOSPI [Change Facility →](#)

Received TRFs Compliance Missing Specimens

**Received TRFs By NAPS Lab**

Confirm all items below within 7 calendar days of birth.

Search Newborns By [Show Search](#)

- PNS GA Calculator
- PNS cfDNA/MSAFP Forms
- PNS Patient Booklet
- PNS Orders & Results User Guide
- NBS Results User Guide
- OOH, Outcomes and GCL Information