

Table of Contents

OST Portal Login Instructions.....2

Specimen Confirmation & Management6

Creating a Missing Specimen Report.....16

User Management for OST Leads26

OST Compliance Standards.....34

Downloading Results in the OST Portal.....38

Section 1. Overview

1.1. Purpose of the User Guide

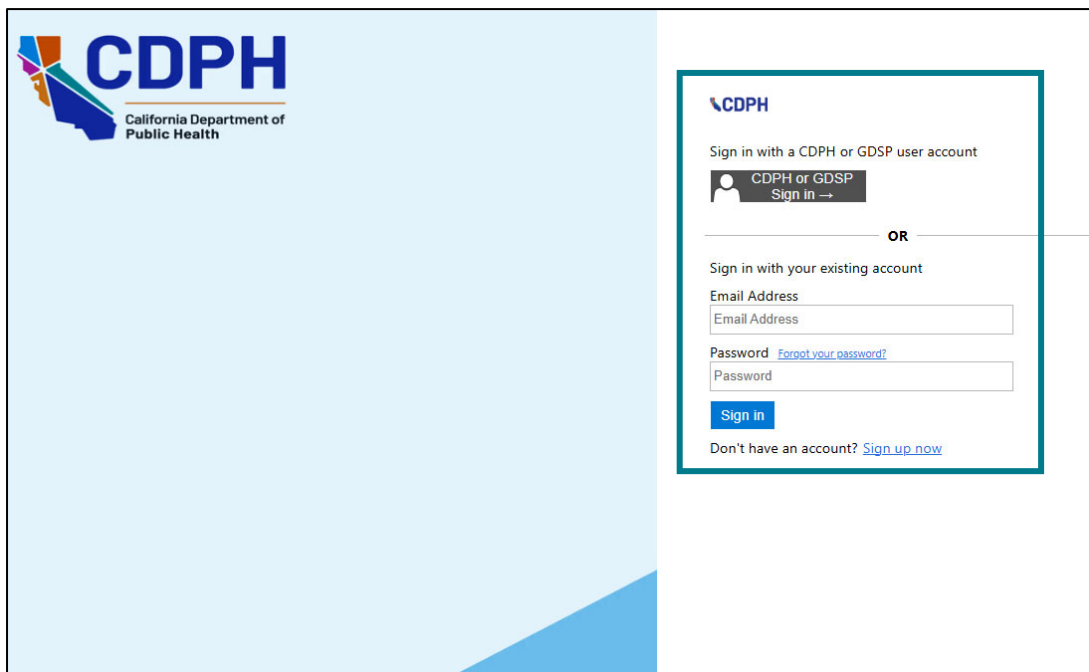
This guide provides Online Specimen Tracking (OST) users with instructions on how to log in to the OST Portal.

Target Audience: OST Portal Users

Section 2. Instructions

2.1. Logging In

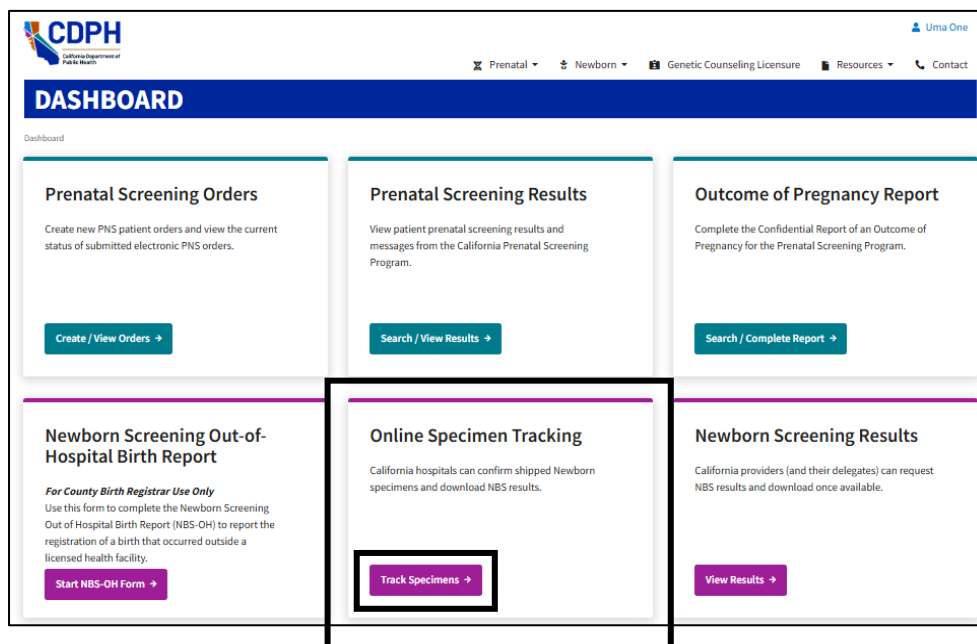
1. Navigate to <https://sis2-prod.powerappsportals.us/homepage/>.
2. On the CDPH Sign-In screen, enter your credentials.
3. Click Sign in.



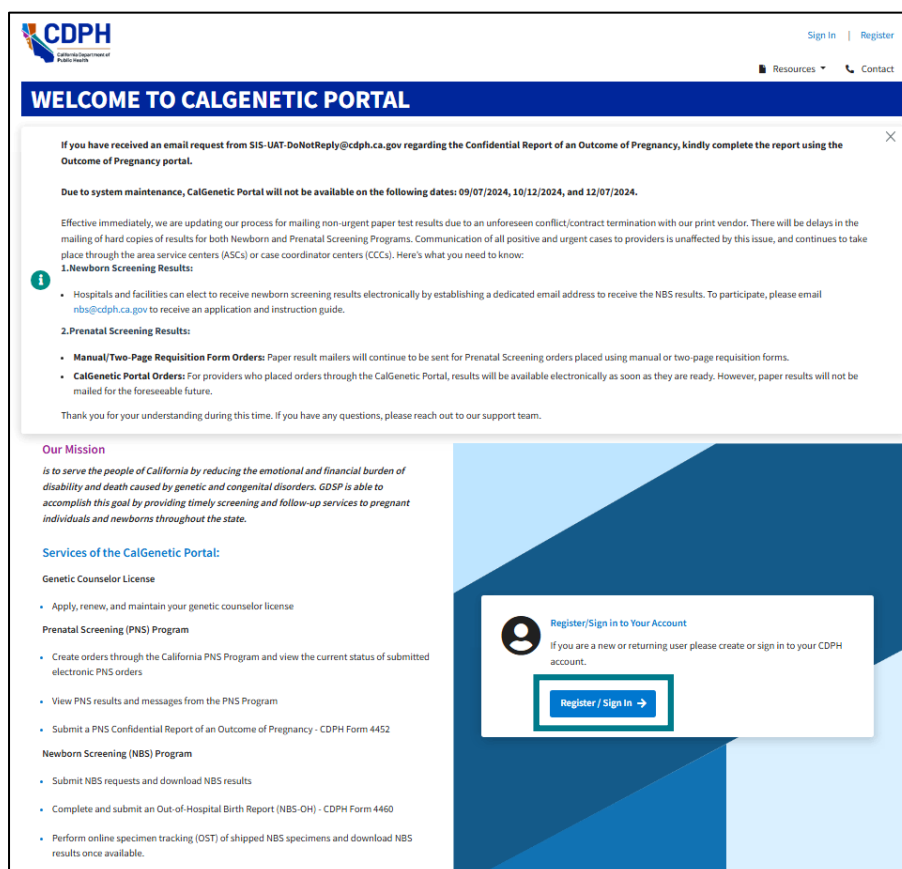
The screenshot shows the CDPH Sign-In screen. On the left is the CDPH logo with the text "California Department of Public Health". On the right is a sign-in form with the following elements:

- 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" (placeholder: "Email Address")
- Form field: "Password" (placeholder: "Password")
- Link: "Forgot your password?"
- Button: "Sign in"
- Text: "Don't have an account? [Sign up now](#)"

4. On the **CDPH Dashboard**, navigate to the **Online Specimen Tracking** tile.
5. Click **Track Specimens**.



6. Click **Register/Sign In**.



7. 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.

CancelProceed

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

SELECT FACILITY

Dashboard | Select Facility

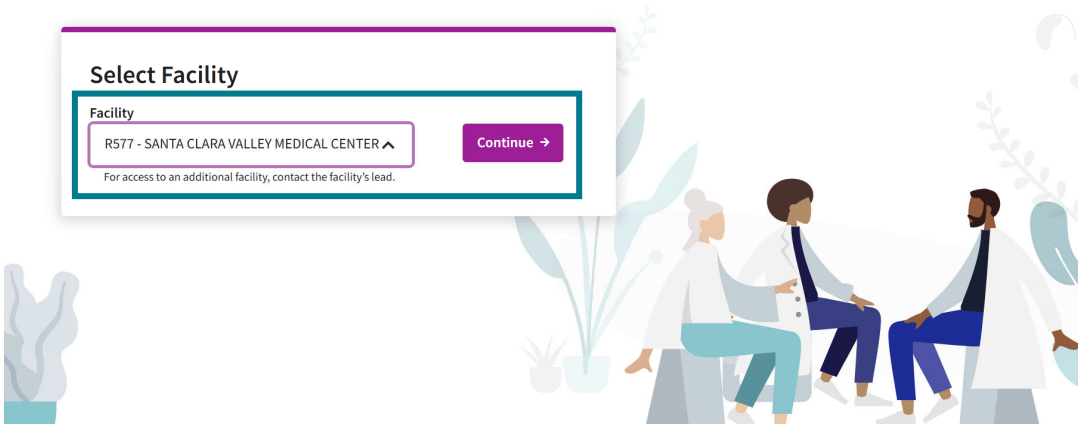
Select Facility

Facility

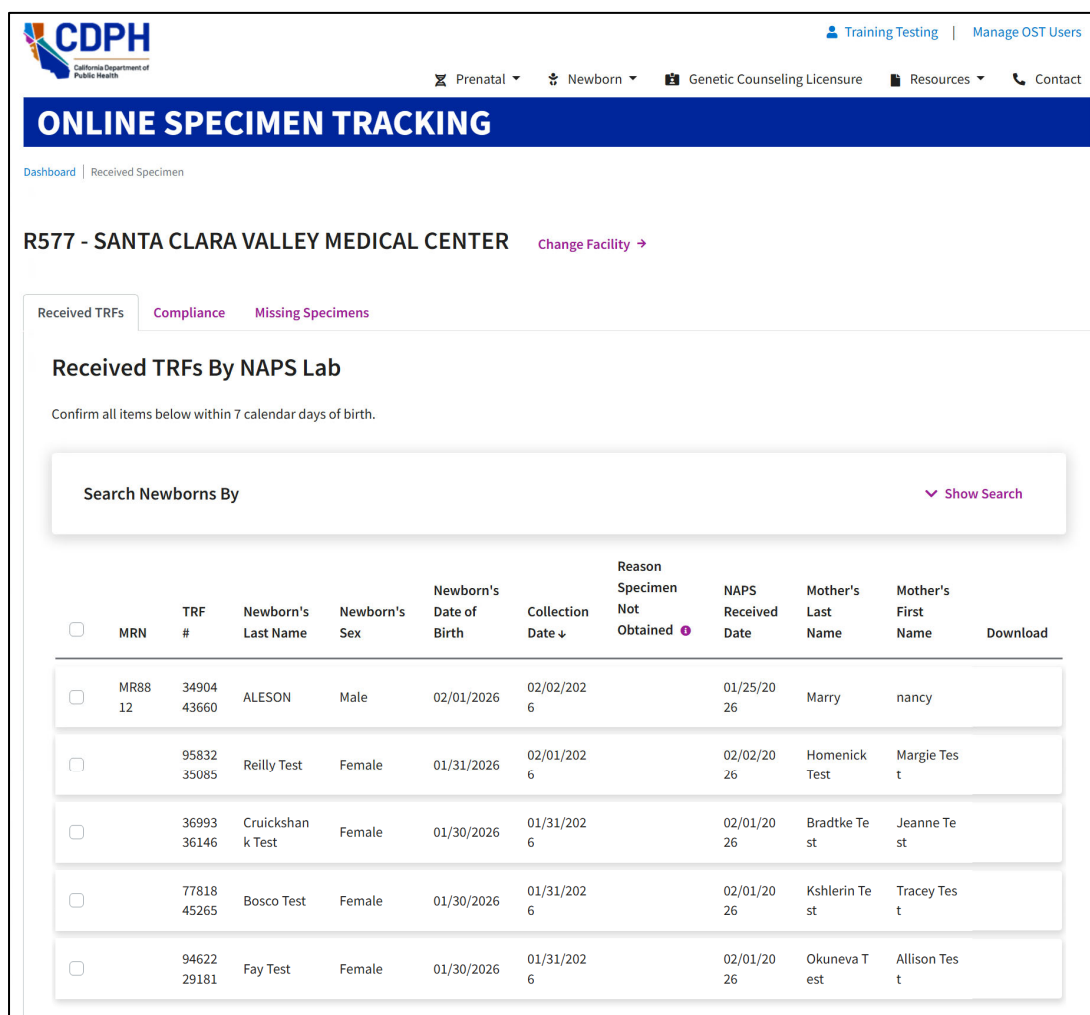
R577 - SANTA CLARA VALLEY MEDICAL CENTER ^

Continue →

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



- The landing page displays the **Received TRFs** tab, which displays a list of unconfirmed specimens.



CDPH California Department of Public Health

Training Testing | Manage OST Users

Prenatal Newborn Genetic Counseling Licensure Resources Contact

ONLINE SPECIMEN TRACKING

Dashboard | Received Specimen

R577 - SANTA CLARA VALLEY 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](#)

☐	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
☐	MR8812	3490443660	ALESON	Male	02/01/2026	02/02/2026		01/25/2026	Marry	nancy	
☐		9583235085	Reilly Test	Female	01/31/2026	02/01/2026		02/02/2026	Homenick Test	Margie Test	
☐		3699336146	Cruikshank Test	Female	01/30/2026	01/31/2026		02/01/2026	Bradtke Test	Jeanne Test	
☐		7781845265	Bosco Test	Female	01/30/2026	01/31/2026		02/01/2026	Kshlerin Test	Tracey Test	
☐		9462229181	Fay Test	Female	01/30/2026	01/31/2026		02/01/2026	Okuneva Test	Allison Test	

Section 3. Support & Resources

- In the OST portal, select the Resources tab (top of page) to find support resources, guides, and documentation.
- This guide reflects the system configuration at the time of publication. Screens or steps may change slightly as system updates and enhancements are released.

Section 1. Overview

1.1. Purpose of the User Guide

This guide provides Online Specimen Tracking (OST) users with instructions on confirming and managing specimens in the OST Portal.

Target Audience: OST Portal Users

Key Points:

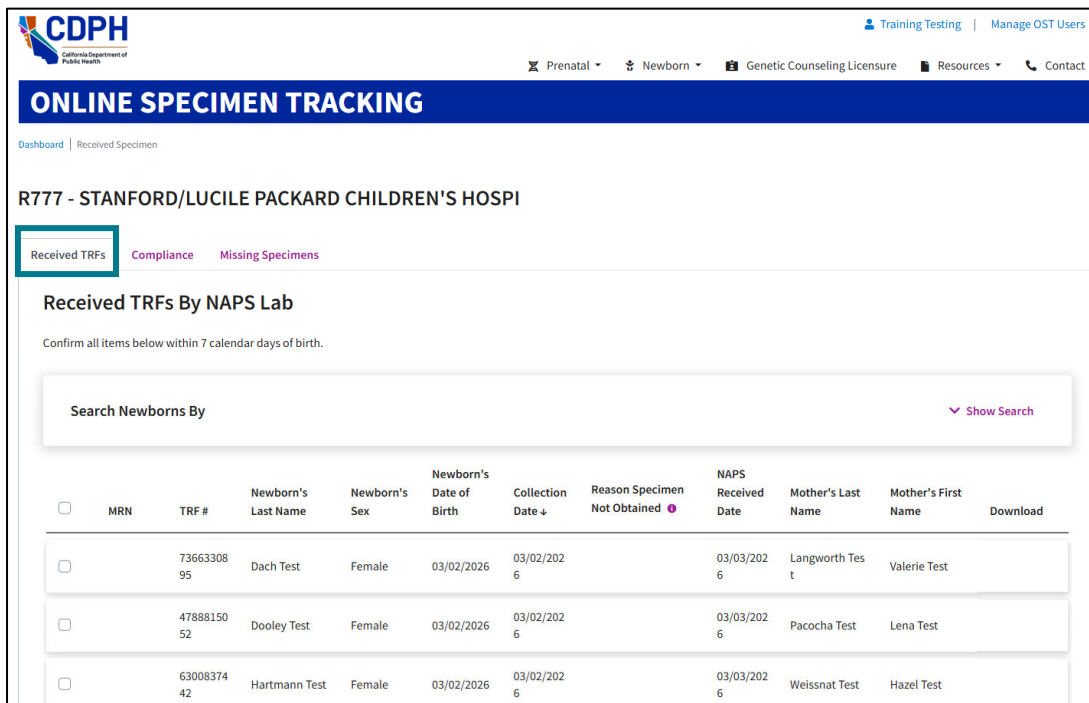
- OST is the process for tracking specimens from collection to testing to ensure the timely testing and identification of babies with genetic and congenital disorders. It helps identify babies whose newborn screens are missing or whose newborn screens have not reached a state laboratory.
- OST is required by California Code of Regulations 17 CCR § 6506.
- The Screening Information System (SIS) enables efficient tracking of submitted NBS specimen samples and ensures timely delivery of them for testing.
- Facilities/Out of Hospital (OH) Providers are required to complete and submit a California Newborn Screening Test Request Form (NBS-TRF) for all babies.
- All NBS-TRFs (screened specimens and 'specimen not obtained' including Urgent Transfer, Newborn Expired, Test Refusal and Other) must be submitted by a facility or OH provider to the assigned newborn screening laboratory and confirmed/verified within **7 days** of the baby's birth.
- A missing specimen report shall be submitted if the NBS-TRF has not reached the laboratory within **7 days** of the baby's birth.
- The facility or midwife will compare their consensus or admission report/birth record to the 'Received TRFs' list in SIS to confirm NBS-TRFs are received by the laboratory.
- A 'Report as Not Our Patient' must be submitted immediately if the NBS-TRF was not generated at your facility so the child's results and personal information are not sent to the wrong facility. This prevents HIPAA law violations. If a Report as 'Not Our Patient' was submitted in error, it will be sent back to your facility for confirmation. It must be confirmed within 7 days of the baby's birth.

In summary, NBS-TRFs must be either confirmed, filed as a 'Missing Specimen' or 'Not Our Patient' within 7 days of birth to be compliant.

Section 2. Instructions

1.2. Confirm a Specimen

1. After logging into the OST Portal, the default screen displays the **Received TRFs** tab, which displays a list of unconfirmed specimens.



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

Received TRFs Compliance Missing Specimens

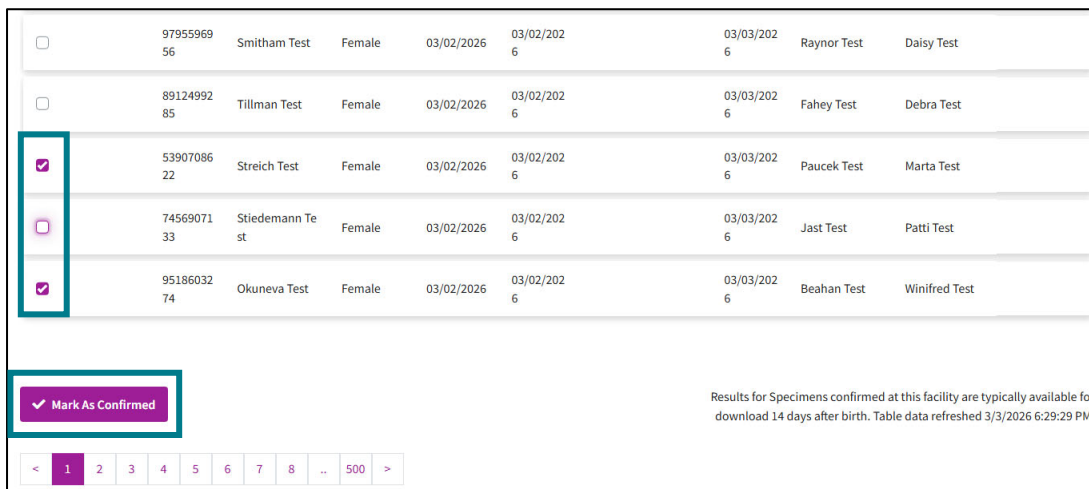
Received TRFs By NAPS Lab

Confirm all items below within 7 calendar days of birth.

Search Newborns By [Show Search](#)

☐	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
☐		7366330895	Dach Test	Female	03/02/2026	03/02/2026		03/03/2026	Langworth Test	Valerie Test	
☐		4788815052	Dooley Test	Female	03/02/2026	03/02/2026		03/03/2026	Pacocha Test	Lena Test	
☐		6300837442	Hartmann Test	Female	03/02/2026	03/02/2026		03/03/2026	Weissnat Test	Hazel Test	

2. Select the **one or more items** you would like to confirm. Then click **Mark As Confirmed**.



☐	9795596956	Smitham Test	Female	03/02/2026	03/02/2026	03/03/2026	Raynor Test	Daisy Test
☐	8912499285	Tillman Test	Female	03/02/2026	03/02/2026	03/03/2026	Fahey Test	Debra Test
☒	5390708622	Streich Test	Female	03/02/2026	03/02/2026	03/03/2026	Paucek Test	Marta Test
☐	7456907133	Stiedemann Test	Female	03/02/2026	03/02/2026	03/03/2026	Jast Test	Patti Test
☒	9518603274	Okuneva Test	Female	03/02/2026	03/02/2026	03/03/2026	Beahan Test	Winifred Test

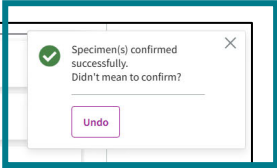
[Mark As Confirmed](#)

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 3/3/2026 6:29:29 PM.

< 1 2 3 4 5 6 7 8 ... 500 >

3. Once the items are confirmed, a confirmation box will appear.

☐	7366330895	Dach Test	Female	03/02/2026	03/02/2026	03/03/2026	Langworth Test	Valerie Test
☐	4788815052	Dooley Test	Female	03/02/2026	03/02/2026	03/03/2026	Pacocha Test	Lena Test
☐	6300837442	Hartmann Test	Female	03/02/2026	03/02/2026	03/03/2026	Weissnat Test	Hazel Test
☐	6233741193	Predovic Test	Female	03/02/2026	03/02/2026	03/03/2026	Schaden Test	Josefina Test
☐	6564920051	Schimmel Test	Female	03/02/2026	03/02/2026	03/03/2026	Heller Test	Peggy Test
☐	9795596956	Smitham Test	Female	03/02/2026	03/02/2026	03/03/2026	Raynor Test	Daisy Test
☐	8912499285	Tillman Test	Female	03/02/2026	03/02/2026	03/03/2026	Fahey Test	Debra Test
☐	7456907133	Stiedemann Test	Female	03/02/2026	03/02/2026	03/03/2026	Jast Test	Patti Test
☐	8382152574	Rohan Test	Female	03/02/2026	03/02/2026	03/03/2026	Pfeffer Test	Kelley Test
☐	3723142153	Auer Test	Female	03/02/2026	03/02/2026	03/03/2026	Schinner Test	Amelia Test



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

Undo

4. The items will now be shown on the 'Confirmed' view list.

☐	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
☐	6987133562		Kuhlman Test	Female	02/27/2026	02/28/2026		03/01/2026	Marvin Test	Rosemarie Test	
☐	8241059571		Klein Test	Female	02/25/2026	02/27/2026		02/28/2026	Kuhic Test	Eileen Test	
☐	8280904150		Kreiger Test	Female	02/07/2026	02/24/2026		02/10/2026	Abernathy Test	Ann Test	
☐	5390708622		Streich Test	Female	03/02/2026	03/02/2026		03/03/2026	Paucek Test	Marta Test	
☐	6884701182		O'Connell Test	Female	02/24/2026	02/24/2026		02/25/2026	Haley Test	Ashley Test	
☐	9518603274		Okuneva Test	Female	03/02/2026	03/02/2026		03/03/2026	Beahan Test	Winifred Test	
☐	9628951611		Turcotte Test	Female	02/20/2026	02/22/2026		02/23/2026	Dickinson Test	Rita Test	

Mark As Confirmed

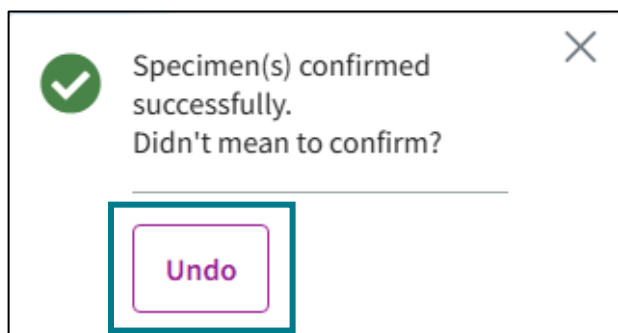
Report As Not Our Patient

Unconfirm

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 3/5/2026 3:59:24 PM.

< 1 2 3 4 5 6 >

- After confirming your items, you may realize you need to undo the action. Once the confirmation box pops up, click **Undo**.



- After you click **Undo**, you will see the items have returned to the 'Unconfirmed' list.

☐	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
☐		7366330895	Dach Test	Female	03/02/2026	03/02/2026		03/03/2026	Langworth Test	Valerie Test	
☐		4788815052	Dooley Test	Female	03/02/2026	03/02/2026		03/03/2026	Pacocha Test	Lena Test	
☐		6300837442	Hartmann Test	Female	03/02/2026	03/02/2026		03/03/2026	Weissnat Test	Hazel Test	
☐		6233741193	Predovic Test	Female	03/02/2026	03/02/2026		03/03/2026	Schaden Test	Josefina Test	
☐		6564920051	Schimmel Test	Female	03/02/2026	03/02/2026		03/03/2026	Heller Test	Peggy Test	
☐		9795596956	Smitham Test	Female	03/02/2026	03/02/2026		03/03/2026	Raynor Test	Daisy Test	
☐		8912499285	Tillman Test	Female	03/02/2026	03/02/2026		03/03/2026	Fahey Test	Debra Test	
☐		5390708622	Streich Test	Female	03/02/2026	03/02/2026		03/03/2026	Paucek Test	Marta Test	
☐		7456907133	Stiedemann Test	Female	03/02/2026	03/02/2026		03/03/2026	Jast Test	Patti Test	
☐		9518603274	Okuneva Test	Female	03/02/2026	03/02/2026		03/03/2026	Beahan Test	Winifred Test	

2.1 Unconfirm a Specimen

1. 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

☐	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
☐		4159077744	Langosh Test	Female	03/02/2026	03/04/2026		03/05/2026	Dickinson Test	Mildred Test	
☐		5707751383	Batz Test	Female	03/02/2026	03/04/2026		03/05/2026	Schumm Test	Vicki Test	
☐		5462791071	Miller Test	Female	03/02/2026	03/04/2026		03/05/2026	Torphy Test	Janet Test	
☐		5949757016	Keeling Test	Female	03/02/2026	03/04/2026		03/05/2026	Gusikowski Test	Josephine Test	

2. Select the **Confirmed** box in the 'Filter Confirmation Status' section.
3. Click **Search**.

Search Newborns By Hide Search

Filter Confirmation Status

☐ Unconfirmed ☒ Confirmed

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

Result Status ☒ Results Available

Reset Search

4. The 'Confirmed' list view will be displayed.

☐	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
☐		6987133562	Kuhlman Test	Female	02/27/2026	02/28/2026		03/01/2026	Marvin Test	Rosemarie Test	
☐		8241059571	Klein Test	Female	02/25/2026	02/27/2026		02/28/2026	Kuhic Test	Eileen Test	
☐		5384090132	Buckridge Test	Female	02/25/2026	02/27/2026		02/28/2026	Lakin Test	Alma Test	
☐		5320764551	Hermann Test	Female	02/25/2026	02/24/2026		02/25/2026	Hermiston Test	Marjorie Test	
☐		6884701182	O'Connell Test	Female	02/24/2026	02/24/2026		02/25/2026	Haley Test	Ashley Test	
☐		9226643054	Hermiston Test	Female	02/23/2026	02/24/2026		02/25/2026	Bernier Test	Danielle Test	
☐		9628951611	Turcotte Test	Female	02/20/2026	02/22/2026		02/23/2026	Dickinson Test	Rita Test	

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 3/5/2026 3:59:24 PM.

5. Select **one or more items** you would like to unconfirm. Click **Unconfirm**.

☐	6884701182	O'Connell Test	Female	02/24/2026	02/24/2026	02/25/2026	Haley Test	Ashley Test	
☒	9226643054	Hermiston Test	Female	02/23/2026	02/24/2026	02/25/2026	Bernier Test	Danielle Test	
☐	9628951611	Turcotte Test	Female	02/20/2026	02/22/2026	02/23/2026	Dickinson Test	Rita Test	
☒	3545511960	Turcotte Test	Female	02/20/2026	02/22/2026	02/23/2026	Dickinson Test	Rita Test	

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 3/5/2026 3:59:24 PM.

6. Read the confirmation and click **OK**.

☐	5320764551	Hermann Test	Female	02/25/2026	02/24/2026	02/25/2026	Hermiston Test	M
☐	6884701182	O'Connell Test						As
☒	9226643054	Hermiston Test						Da
☐	9628951611	Turcotte Test						Ri
☒	3545511960	Turcotte Test	Female	02/20/2026	02/22/2026	02/23/2026	Dickinson Test	Ri

Unconfirm Selected Specimen(s)?

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

- Once you unconfirm the specimens, you will see the items have returned to the 'Unconfirmed' list.

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
[Hide Search](#)

Filter Confirmation Status
☒ Unconfirmed ☐ Confirmed

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

☐ Results Available

[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
☐		41590777 44	Langosh Test	Female	03/02/2026	03/04/2026		03/05/2026	Dickinson Test	Mildred Test	
☐		57077513 83	Batz Test	Female	03/02/2026	03/04/2026		03/05/2026	Schumm Test	Vicki Test	
☐		54627910 71	Miller Test	Female	03/02/2026	03/04/2026		03/05/2026	Torphy Test	Janet Test	
☐		59497570 16	Keeling Test	Female	03/02/2026	03/04/2026		03/05/2026	Guskowski Test	Josephine Test	
☐		34972974 91	Marvin Test	Female	03/02/2026	03/04/2026		03/05/2026	Balistreri Test	Cheryl Test	
☐		93571061 53	Lemke Test	Female	03/02/2026	03/04/2026		03/05/2026	Cummings Test	Sheila Test	
☐		65049686 82	Yost Test	Female	03/02/2026	03/04/2026		03/05/2026	Kulas Test	Blanca Test	
☐		49110669 96	Mann Test	Female	03/02/2026	03/04/2026		03/05/2026	Wisozk Test	Carolyn Test	
☐		76594512 31	Goldner Test	Female	03/02/2026	03/04/2026		03/05/2026	Langosh Test	Teri Test	
☐		49378094 83	Kautzer Test	Female	03/02/2026	03/04/2026		03/05/2026	Block Test	Jeannette Test	

[✓ Mark As Confirmed](#)
[✗ Report As Not Our Patient](#)
[↺ Unconfirm](#)

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 3/5/2026 4:09:37 PM.

1
2
3
4
5
6
7
8
...
500

2.2 Report as 'Not Our Patient'

- 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

☐	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
☐		41590777 44	Langosh Test	Female	03/02/2026	03/04/2026		03/05/2026	Dickinson Test	Mildred Test	
☐		57077513 83	Batz Test	Female	03/02/2026	03/04/2026		03/05/2026	Schumm Test	Vicki Test	
☐		65049686 82	Yost Test	Female	03/02/2026	03/04/2026		03/05/2026	Kulas Test	Blanca Test	
☐		49110669 96	Mann Test	Female	03/02/2026	03/04/2026		03/05/2026	Wisozk Test	Carolyn Test	
☐		76594512 31	Goldner Test	Female	03/02/2026	03/04/2026		03/05/2026	Langosh Test	Teri Test	
☐		49378094 83	Kautzer Test	Female	03/02/2026	03/04/2026		03/05/2026	Block Test	Jeannette Test	

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 3/5/2026 4:21:52 PM.

- Select the **item** you would like to report as 'Not Our Patient'. Click **Report As Not Our Patient**. You can only select one unconfirmed specimen at a time to mark as 'Not Our Patient.'

☐
☒
☐
☐
☐

93571061 53	Lemke Test	Female	03/02/2026	03/04/2026	03/05/2026	Cummings Test	Sheila Test
65049686 82	Yost Test	Female	03/02/2026	03/04/2026	03/05/2026	Kulas Test	Blanca Test
49110669 96	Mann Test	Female	03/02/2026	03/04/2026	03/05/2026	Wisozk Test	Carolyn Test
76594512 31	Goldner Test	Female	03/02/2026	03/04/2026	03/05/2026	Langosh Test	Teri Test
49378094 83	Kautzer Test	Female	03/02/2026	03/04/2026	03/05/2026	Block Test	Jeannette Test

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 3/5/2026 4:21:52 PM.

3. Click **Confirm As Not Our Patient**.

The screenshot shows a table of patient data with a modal dialog box open. The dialog box has the title "Report Selected Row(s) As Not This Facility's Patient" and a close button (X). The text inside the dialog says: "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". There are two buttons at the bottom of the dialog: "Cancel" and "Confirm As Not Our Patient(s)". The "Confirm As Not Our Patient(s)" button is highlighted with a red rectangle. In the background, a table is visible with columns for checkboxes, MRN, Test Name, Sex, Date of Birth, and Facility Name. The row for "Goldner Test" is selected.

4. You will see a confirmation message appear. The Received TRFs list will show the item has been removed.

The screenshot shows the "ONLINE SPECIMEN TRACKING" dashboard for "R777 - STANFORD/LUCILE PACKARD CHILDREN'S HOSPI". The "Received TRFs" tab is active, showing a list of "Received TRFs By NAPS Lab". The list includes columns for MRN, TRF #, Newborn's Last Name, Sex, Date of Birth, Collection Date, Reason Specimen Not Obtained, NAPS Received Date, Mother's Last Name, and Mother's First Name. A search bar is at the top of the list. A confirmation message is displayed in the top right corner: "Selected row marked 'Not Our Patient' successfully." with a green checkmark icon. At the bottom of the dashboard, there are buttons for "Mark As Confirmed", "Report As Not Our Patient", and "Unconfirm".

Section 3. Support & Resources

- In the OST portal, select the Resources tab (top of page) to find support resources, guides, and documentation.
- This guide reflects the system configuration at the time of publication. Screens or steps may change slightly as system updates and enhancements are released.

Section 1. Overview

1.1. Purpose of the User Guide:

This guide provides Online Specimen Tracking (OST) users with instructions on creating a missing specimen report in the OST Portal.

Target Audience: OST Portal Users

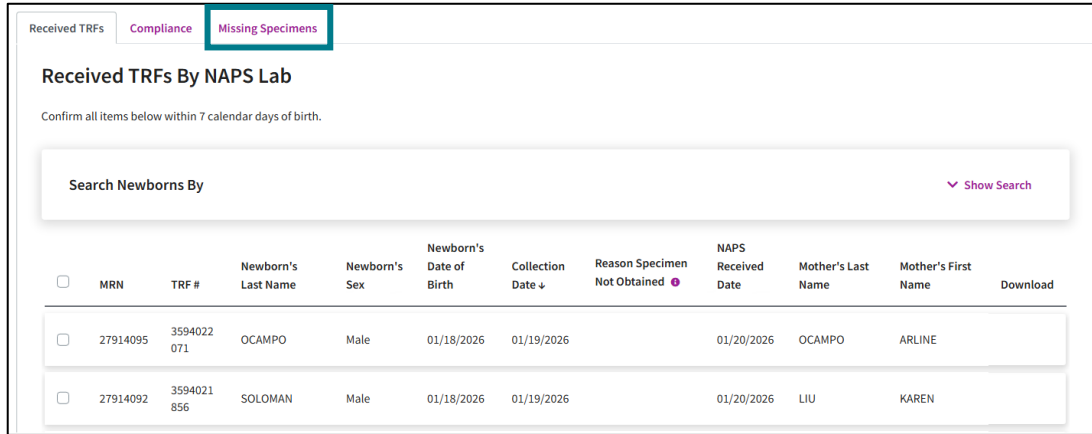
Key Points:

- Timely reporting of missing specimens helps ensure all newborns are screened and have the best possible start in life.
- Perinatal licensed health facility staff and out of hospital (OH) newborn screening providers (hospitals and midwives) check the Department Screening Information System (SIS) within 7 days after the date of birth to verify that the newborn screening specimen has been received by the newborn screening laboratory.
- Specimens are considered missing if they are listed on your facility's Census or Admission Report/Birth Record but are not received by the newborn screening laboratory and do not appear on the OST 'Received TRFs' list.
- Filing a missing specimen report is required by California Code of Regulations 17 CCR § 6506.
 - A missing specimen report must be filed if a specimen has not been received by the newborn screening laboratory and if a copy of the NBS-TRF is not present in the newborn's medical record.
 - Missing specimens must be filed in SIS no later than 7 days of life.
- Area Service Centers (ASC) assist with the investigation of missing specimens.

Section 2. Instructions

2.1 Creating a Missing Specimen Report

- From the Received TRFs by NAPS Lab screen, select the **Missing Specimens** tab.



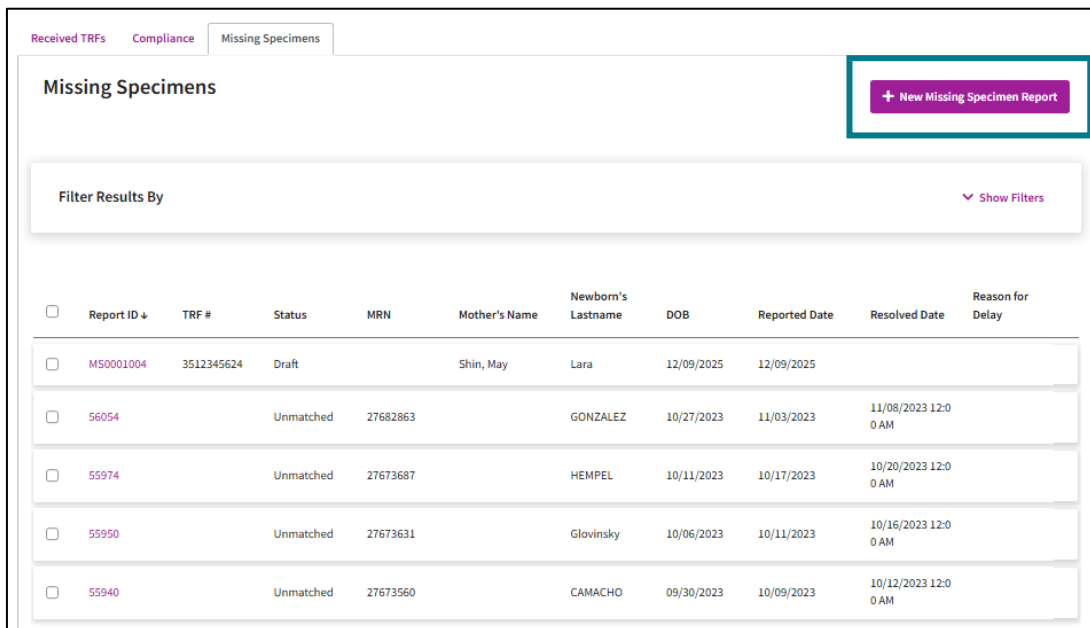
Received TRFs By NAPS Lab

Confirm all items below within 7 calendar days of birth.

Search Newborns By [Show 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
☐	27914095	3594022071	OCAMPO	Male	01/18/2026	01/19/2026		01/20/2026	OCAMPO	ARLINE	
☐	27914092	3594021856	SOLOMAN	Male	01/18/2026	01/19/2026		01/20/2026	LIU	KAREN	

- The Missing Specimens tab displays a list view of missing specimens that the facility has initiated. To create a new missing specimen report, click **+ New Missing Specimen Report**.



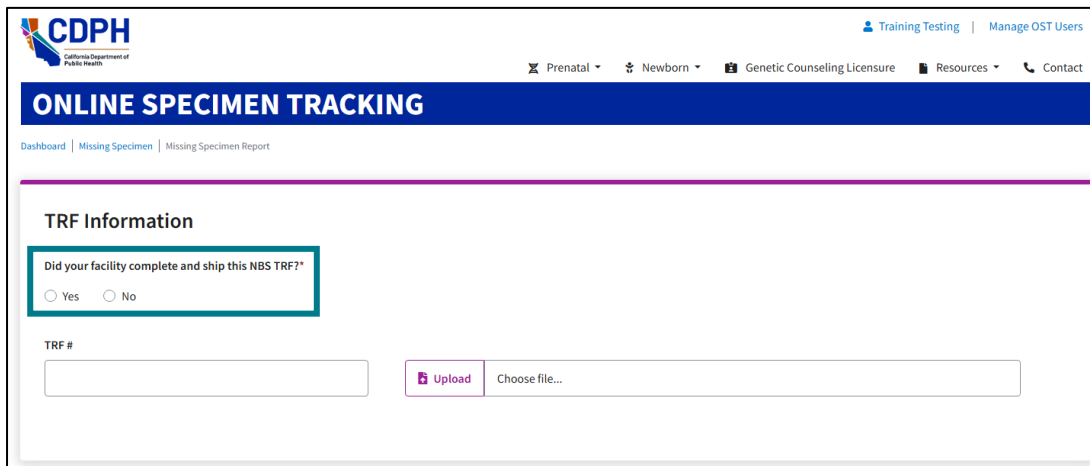
Missing Specimens

[+ New Missing Specimen Report](#)

Filter Results By [Show Filters](#)

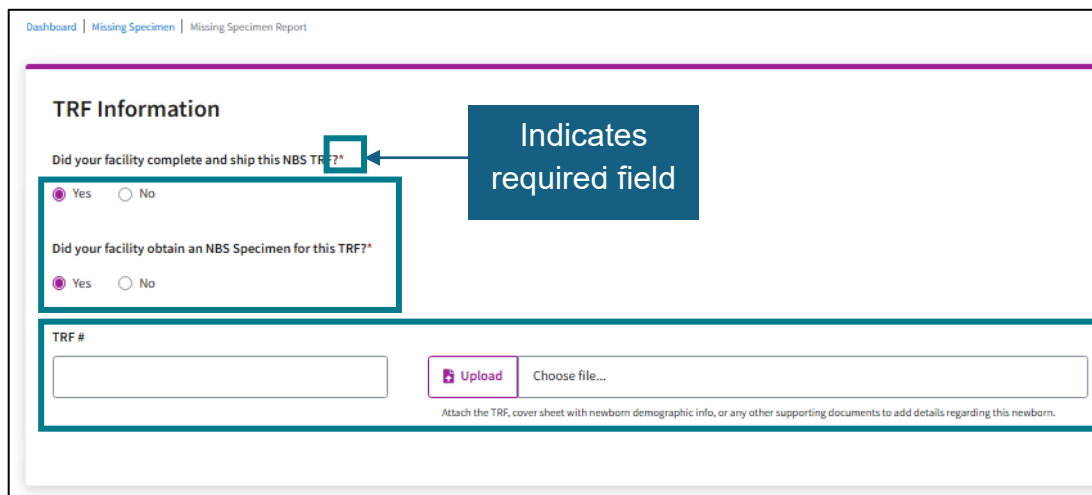
☐	Report ID ↓	TRF #	Status	MRN	Mother's Name	Newborn's Lastname	DOB	Reported Date	Resolved Date	Reason for Delay
☐	MS0001004	3512345624	Draft		Shin, May	Lara	12/09/2025	12/09/2025		
☐	56054		Unmatched	27682863		GONZALEZ	10/27/2023	11/03/2023	11/08/2023 12:00 AM	
☐	55974		Unmatched	27673687		HEMPEL	10/11/2023	10/17/2023	10/20/2023 12:00 AM	
☐	55950		Unmatched	27673631		Glovinsky	10/06/2023	10/11/2023	10/16/2023 12:00 AM	
☐	55940		Unmatched	27673560		CAMACHO	09/30/2023	10/09/2023	10/12/2023 12:00 AM	

3. In the **TRF Information** section, select whether your facility completed and shipped the NBS TRF.



The screenshot shows the CDPH ONLINE SPECIMEN TRACKING interface. The top navigation bar includes the CDPH logo, links for Training Testing and Manage OST Users, and a menu with Prenatal, Newborn, Genetic Counseling Licensure, Resources, and Contact. The main header is "ONLINE SPECIMEN TRACKING" with a sub-header "Missing Specimen Report". The "TRF Information" section contains a question: "Did your facility complete and ship this NBS TRF?" with radio buttons for Yes and No. Below this is a text field for "TRF #" and an "Upload" button with a "Choose file..." link.

4. If your facility completed and shipped the NBS TRF and obtained an NBS Specimen for the TRF, select **Yes** for both questions.
5. Add the **TRF #** and upload a **copy of the TRF** (optional).



This screenshot shows the same form as the previous one, but with annotations. A blue box labeled "Indicates required field" points to the "Did your facility complete and ship this NBS TRF?" question. Another blue box highlights the "Yes" radio button for this question. A third blue box highlights the "Did your facility obtain an NBS Specimen for this TRF?" question, which also has "Yes" and "No" radio buttons. The "TRF #" text field and the "Upload" button are also highlighted with a blue box. At the bottom, there is a note: "Attach the TRF, cover sheet with newborn demographic info, or any other supporting documents to add details regarding this newborn."

6. If your facility completed and shipped the NBS TRF, select **Yes** for the first question.
7. If your facility did not obtain an NBS Specimen for the TRF, select **No** for the second question. You will then be prompted to add a **Reason Specimen Not Obtained** and a **required comment**.
8. Enter the **TRF#** and upload a **copy of the TRF** (optional).

TRF Information

Did your facility complete and ship this NBS TRF?*

☒ Yes ☐ No

Did your facility obtain an NBS Specimen for this TRF?*

☐ Yes ☒ No

Reason Specimen Not Obtained*

Other

Comments*

Hospital did not create/initiate TRF

TRF #

Upload Choose file...

Attach the TRF, cover sheet with newborn demographic info, or any other supporting documents to add details regarding this newborn.

9. If your facility did not complete and ship this NBS TRF, select **No**.
10. Select the **Reason TRF Not Obtained** and add a **required comment**.

Dashboard | Missing Specimen | Missing Specimen Report

TRF Information

Did your facility complete and ship this NBS TRF?*

☐ Yes ☒ No

Reason TRF Not Obtained*

Select

- Select
- Test Refusal
- Expired
- Urgent Transfer
- Other

Upload Choose file...

Attach the TRF, cover sheet with newborn demographic info, or any other supporting documents to add details regarding this newborn.

11. The **Newborn Information**, **Mother's Information**, and **Hospital/Provider Information** sections are required to be completed regardless of whether the TRF was completed and shipped. Complete the required fields in each section. Then click **Submit**.

ONLINE SPECIMEN TRACKING

[Dashboard](#) | [Missing Specimen](#) | Missing Specimen Report

TRF Information

Did your facility complete and ship this NBS TRF?*

☒ Yes ☐ No

Did your facility obtain an NBS Specimen for this TRF?*

☒ Yes ☐ No

TRF #

 **Upload**

Choose file...

Newborn Information

Newborn's Last Name*

Newborn's First Name*

Date of Birth*



Sex*

Newborn MRN

Birth Order (if multiple) 

Mother's Information

Mother's Last Name*

Mother's First Name*

Mother's DOB

Discharge Date

Hospital / Provider Information

Enter the contact information of an employee who can be contacted for further information (either yourself or someone for whom you are completing this report).

Contact Name*

Collection Facility*

Date Reported*

Phone Number*

Contact Email Address

Contact Department

12. Read the information in the 'Submit Missing Specimen Report' box. Then click **Submit**.

The screenshot shows a web form for 'Mother's Information' and 'Hospital / Provider Information'. A modal dialog box titled 'Submit Missing Specimen Report?' is centered on the screen. The dialog contains the following text: 'Please review the entered details for accuracy before submitting. If you are sure these details are accurate regarding the missing specimen and corresponding patient, press the Submit button below. Otherwise, press cancel to update any information necessary.' There are two buttons in the dialog: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangle. The background form has fields for 'Mother's Last Name*' (Smith), 'Mother's First Name*' (Stephanie), 'Mother's DOB', 'Discharge Date', 'Contact Name*' (Testing Training), 'Phone Number*' ((123)-456-7890), 'Contact Email Address' (freshtestdata@mailinator.com), and 'Contact Department' (NICU). At the bottom of the form are buttons for 'Cancel', 'Save as Draft', and 'Submit'.

13. You will now see the report on the **Missing Specimen List**.

R777 - STANFORD/LUCILE PACKARD CHILDREN'S HOSPI

Received TRFs Compliance **Missing Specimens**

Missing Specimens [+ New Missing Specimen Report](#)

Filter Results By [^ Hide Filters](#)

Report ID	TRF #	MRN	Reason for Delay

Status

☐ Draft ☐ Submitted

☐ Unmatched ☐ Matched ☐ Closed

Newborn's Last Name

Date of Birth

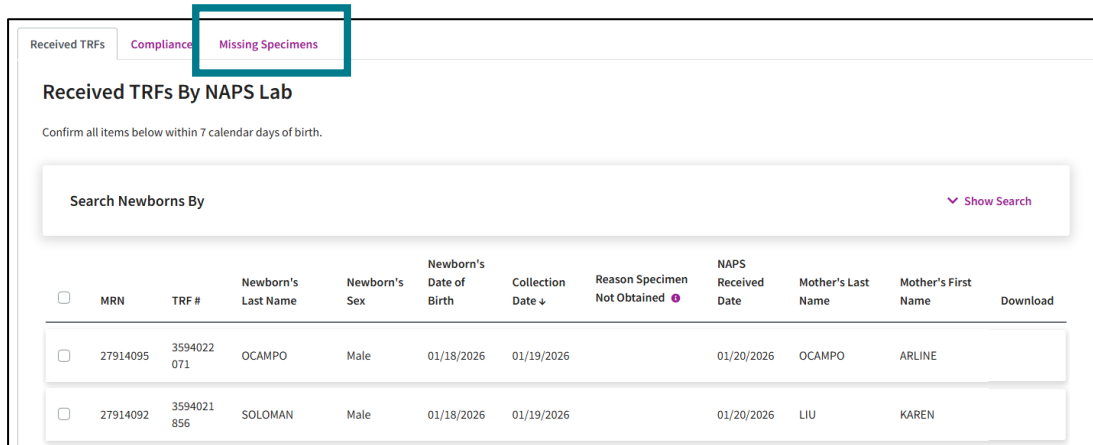
Reported Date

[Remove All Filters](#) [Apply Filters](#)

☐	Report ID	TRF #	Status	MRN	Mother's Name	Newborn's Lastname	DOB	Reported Date	Resolved Date	Reason for Delay
☐	MS0001192		Submitted		Smith, Stephanie	Smith	02/27/2026	03/03/2026		
☐	MS0001143		Submitted		NMC, Mom	NMC	02/28/2026	03/02/2026		
☐	MS0001142	8542512454	Unmatched	456486748	Herto, Diana	Herto	02/20/2026	02/24/2026		
☐	MS0001131	6784289457	Unmatched	4388936806	kwjev, Lara	kwjev	02/10/2026	02/12/2026		

2.2 Searching for Missing Specimens

- To search for a missing specimen, select the **Missing Specimens** tab.



Received TRFs **Compliance** **Missing Specimens**

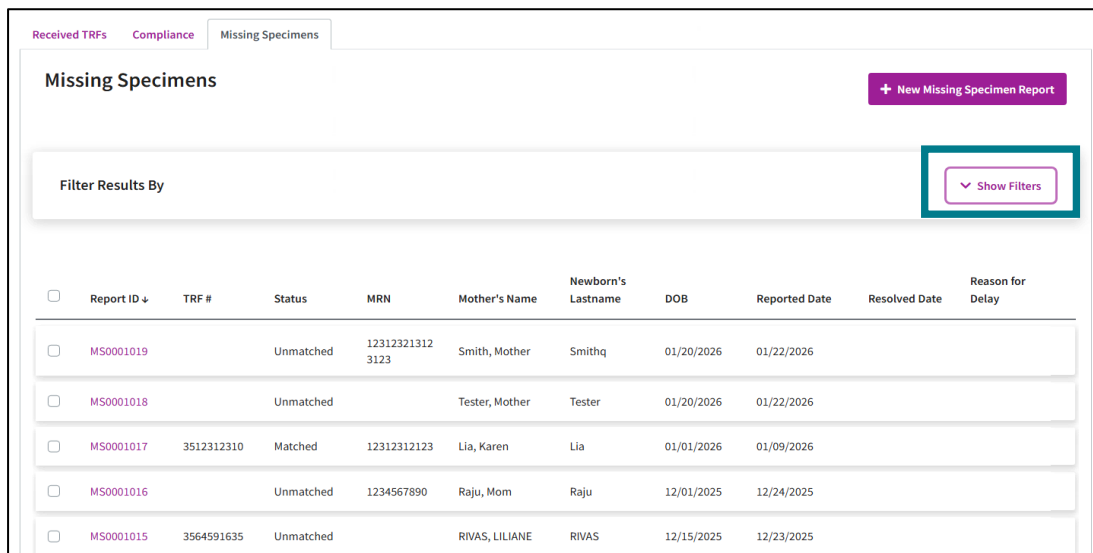
Received TRFs By NAPS Lab

Confirm all items below within 7 calendar days of birth.

Search Newborns By [Show Search](#)

☐	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
☐	27914095	3594022071	OCAMPO	Male	01/18/2026	01/19/2026		01/20/2026	OCAMPO	ARLINE	
☐	27914092	3594021856	SOLOMAN	Male	01/18/2026	01/19/2026		01/20/2026	LIU	KAREN	

- Click **Show Filters**.



Received TRFs **Compliance** **Missing Specimens**

Missing Specimens

[+ New Missing Specimen Report](#)

Filter Results By [Show Filters](#)

☐	Report ID	TRF #	Status	MRN	Mother's Name	Newborn's Lastname	DOB	Reported Date	Resolved Date	Reason for Delay
☐	MS0001019		Unmatched	123123213123123	Smith, Mother	Smithq	01/20/2026	01/22/2026		
☐	MS0001018		Unmatched		Tester, Mother	Tester	01/20/2026	01/22/2026		
☐	MS0001017	3512312310	Matched	12312312123	Lia, Karen	Lia	01/01/2026	01/09/2026		
☐	MS0001016		Unmatched	1234567890	Raju, Mom	Raju	12/01/2025	12/24/2025		
☐	MS0001015	3564591635	Unmatched		RIVAS, LILIANE	RIVAS	12/15/2025	12/23/2025		

- To narrow your search, input information in **one or more fields**. For example, you can filter by **Reason for Delay**.

The screenshot shows the 'Missing Specimens' section of the OST application. At the top, there are tabs for 'Received TRFs', 'Compliance', and 'Missing Specimens'. Below the tabs is a '+ New Missing Specimen Report' button. The main area is titled 'Filter Results By' and contains several input fields: 'Report ID', 'TRF #', 'MRN', 'Status' (with checkboxes for Draft, Submitted, Unmatched, Matched, and Closed), 'Newborn's Last Name', and 'Date of Birth' (with a date format mm/dd/yyyy). A dropdown menu for 'Reason for Delay' is open, displaying a list of reasons: Test Refusal, Repeat Specimen Collection, Urgent Transfer, Courier Delay, Courier Misplaced Package, NAPS Delay, Family Delay, Facility Delay, and Other.

- These are examples of reasons for delay.

Reason for Delay	Definition
Test Refusal	The family refused to conduct screening
Repeat Specimen Collection	Specimen required redraw
Urgent Transfer	A baby that is delivered at one facility but must be urgently transferred to a second facility
Courier Delay	Delay in shipping to lab
Courier Misplaced Package	Specimen delayed via shipping
NAPS Delay	Lab results delayed
Family Delay	Specimen delayed by family
Facility Delay	Specimen delayed by provider

5. You can search for missing specimens by filtering by **Status**.

The screenshot shows the 'Missing Specimens' section of the application. At the top, there are tabs for 'Received TRFs', 'Compliance', and 'Missing Specimens'. A purple button labeled '+ New Missing Specimen Report' is in the top right. Below the tabs is a 'Filter Results By' section. It contains several input fields: 'Report ID', 'TRF #', 'MRN', 'Reason for Delay', 'Newborn's Last Name', 'Date of Birth' (with a date picker icon), and 'Reported Date' (with a date picker icon). A 'Status' filter is expanded, showing a list of status options: 'Draft', 'Submitted', 'Unmatched', 'Matched', and 'Closed'. Each option has a radio button next to it. At the bottom right of the filter section, there are two buttons: 'Remove All Filters' and 'Apply Filters'.

6. You can choose to filter by these status options.

Draft	A missing specimen report is saved as a draft
Submitted	A missing specimen report been submitted
Matched	An ASC matches a newborn to a missing specimen
Unmatched	A manual action that removes an existing association between a newborn record and a missing specimen record
Closed	A closed missing specimen report

7. You can also search by entering the **Report ID**, **TRF #**, **MRN**, **Newborn's Last Name**, **Date of Birth** or **Reported Date**.
8. Once you have entered/chosen the appropriate filters, click **Apply Filters**.

This screenshot is similar to the one above, showing the 'Missing Specimens' filter interface. In this view, the 'Status' filter is not expanded. Instead, the 'Report ID', 'TRF #', 'MRN', 'Newborn's Last Name', 'Date of Birth', and 'Reported Date' input fields are highlighted with a red border. The 'Apply Filters' button at the bottom right is also highlighted with a red border, indicating the next step in the process.

9. Your search results will appear.

Status

☐ Draft
 ☐ Submitted

☒ Unmatched
 ☐ Matched
 ☐ Closed

Newborn's Last Name

Date of Birth

Reported Date

[Remove All Filters](#)
[Apply Filters](#)

☐	Report ID ↓	TRF #	Status	MRN	Mother's Name	Newborn's Lastname	DOB	Reported Date	Resolved Date	Reason for Delay
☐	MS0001019		Unmatched	12312321312 3123	Smith, Mother	Smithq	01/20/2026	01/22/2026		
☐	MS0001018		Unmatched		Tester, Mother	Tester	01/20/2026	01/22/2026		
☐	MS0001016		Unmatched	1234567890	Raju, Mom	Raju	12/01/2025	12/24/2025		
☐	MS0001015	3564591635	Unmatched		RIVAS, LILIANE	RIVAS	12/15/2025	12/23/2025		
☐	MS0001010	1435365884	Unmatched	1903745965	Mark, Tina	Mark	12/16/2025	12/16/2025		

[<](#)
[1](#)
[2](#)
[3](#)
[>](#)

Section 3. Support & Resources

- In the OST portal, select the Resources tab (top of page) to find support resources, guides, and documentation.
- This guide reflects the system configuration at the time of publication. Screens or steps may change slightly as system updates and enhancements are released.

Section 1. Overview

1.1. Purpose of the User Guide

This guide provides Online Specimen Tracking (OST) Leads with instructions on managing user access in the OST Portal.

Target Audience: OST Leads

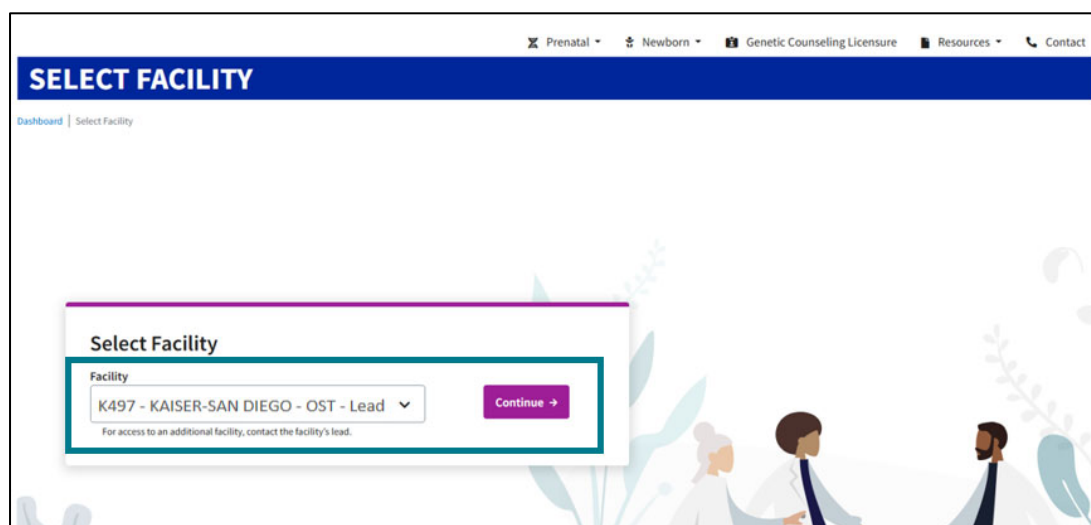
Key Points:

- OST leads are responsible for adding, deleting and extending users to the OST portal and editing user information.
- OST leads are responsible for adhering to the Health Insurance Portability and Accountability Act (HIPAA) law and ensure each OST understands they must adhere to the requirements of the law.
- OST leads will notify the Program at NBS.OST@cdph.ca.gov for any issues related to the CalGenetic OST Portal.

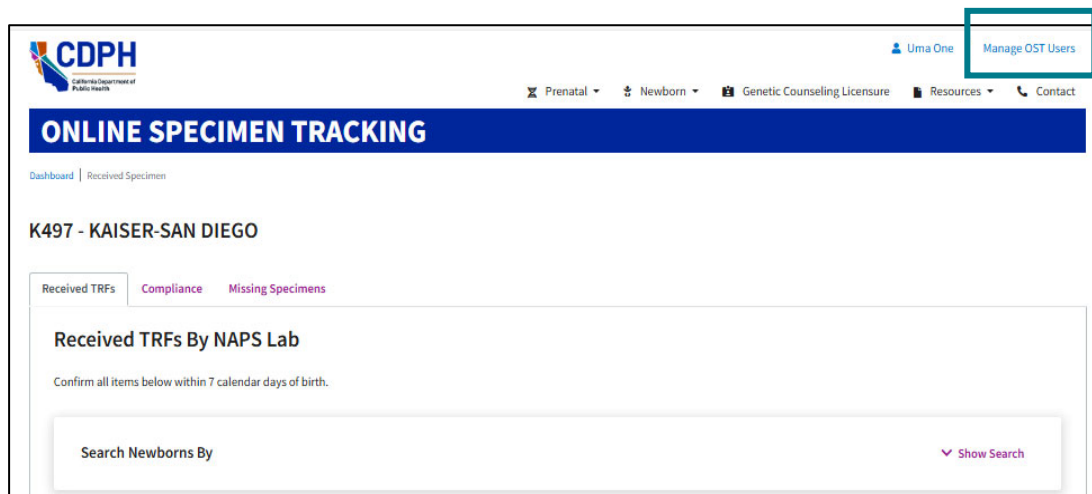
Section 2. Instructions

2.1. Navigating to the 'Manage OST Users' Screen

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

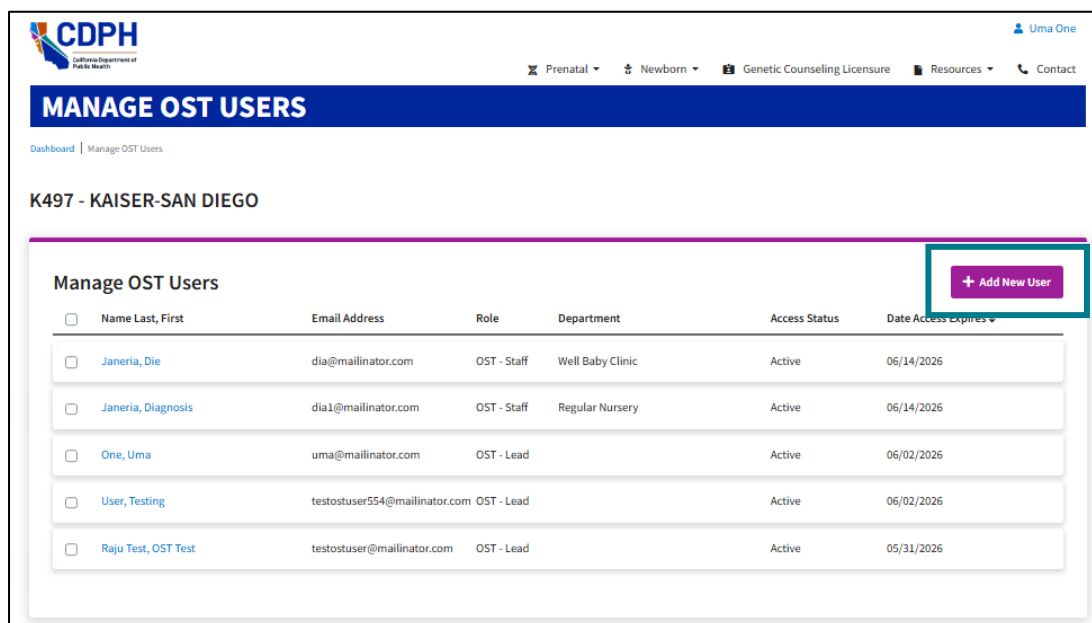


2. The landing page displays the 'Received TRFs' tab, which displays a list of unconfirmed specimens. Only OST Leads have the 'Manage OST Users' option.
3. Click **Manage OST Users**.



2.2. Adding a New User

1. Within the 'Manage OST Users' screen, click **+ Add New User**.



- Complete the **required fields (*)** in the user profile. Click **Save**.

MANAGE OST USERS

[Dashboard](#) | [Manage OST Users](#) | [User Profile](#)

First Name*

Last Name*

Email*

Role*

OST - Staff

Date Access Begins*

Date Access Expires*

Department*

HIM

Phone Number

Cancel

Save

- Return to the 'Manage OST User' screen to confirm the user has been added. There will be a confirmation message at the top right of the screen. The user's access will expire after 180 days.

CDPH

California Department of Public Health

Uma One

[Prenatal](#) | [Newborn](#) | [Genetic Counseling Licensure](#) | [Resources](#) | [Contact](#)

MANAGE OST USERS

[Dashboard](#) | [Manage OST Users](#)

K497 - KAISER-SAN DIEGO

Manage OST Users

+ Add New User

☐	Name Last, First	Email Address	Role	Department	Access Status	Date Access Expires
☐	Test, Jennifer	1234@test.com	OST - Staff	HIM	Active	06/18/2026
☐	Janeria, Die	dia@mailinator.com	OST - Staff	Well Baby Clinic	Active	06/14/2026
☐	Janeria, Diagnosis	dia1@mailinator.com	OST - Staff	Regular Nursery	Active	06/14/2026
☐	One, Uma	uma@mailinator.com	OST - Lead		Active	06/02/2026
☐	User, Testing	testostuser554@mailinator.com	OST - Lead		Active	06/02/2026
☐	Raju Test, OST Test	testostuser@mailinator.com	OST - Lead		Active	05/31/2026

✓

User has been added successfully. Email requesting registration sent.

×

2.3 Updating Existing User Information

1. From the OST Users list view, click the **user** you would like to update.

Manage OST Users + Add New User

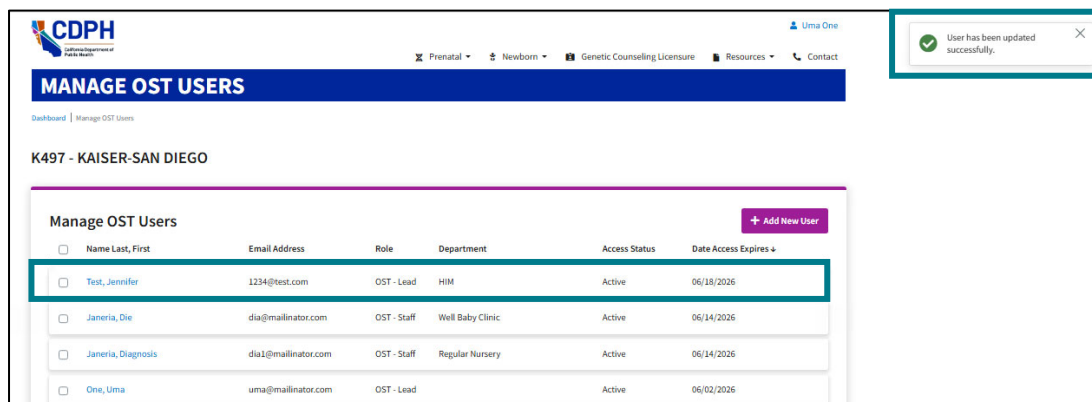
☐	Name Last, First	Email Address	Role	Department	Access Status	Date Access Expires ↓
☐	Riehl, Donna	donna.p.riehl@kp.org	Medical Records Dept Contact		Active	12/31/9999
☐	Nguyen, Lanae	lanae.x.nguyen@kp.org	Not Selected		Active	12/31/9999
☐	Sposato, Eileen	Eileen.X.Sposato@kp.org	Not Selected		Active	12/31/9999
☐	Solidum, Allan	allan.L.solidum@kp.org	Medical Records Dept Contact		Active	12/31/9999
☐	Kolehmainen, Alicia	alicia.estela@kp.org	Medical Records Dept Contact		Active	12/31/9999
☐	Izaguirre, Darlene	darlene.izaguirre@kp.org	Not Selected	Lab	Active	12/26/2029
☐	Test, Jennifer	1234@test.com	OST - Staff	HIM	Active	08/25/2026

2. Update the **applicable information** in the user profile. Click **Submit**.

OST User Information

First Name*	Last Name*
Jennifer	Test
Email*	Role*
1234@test.com	OST - Lead
Date Access Begins*	Date Access Expires*
01/29/2026	06/18/2026
Department*	Phone Number
HIM	(NNN)-NNN-NNNN

- Return to the 'Manage OST User' screen to confirm the information has been updated. There will be a confirmation message at the top right of the screen.

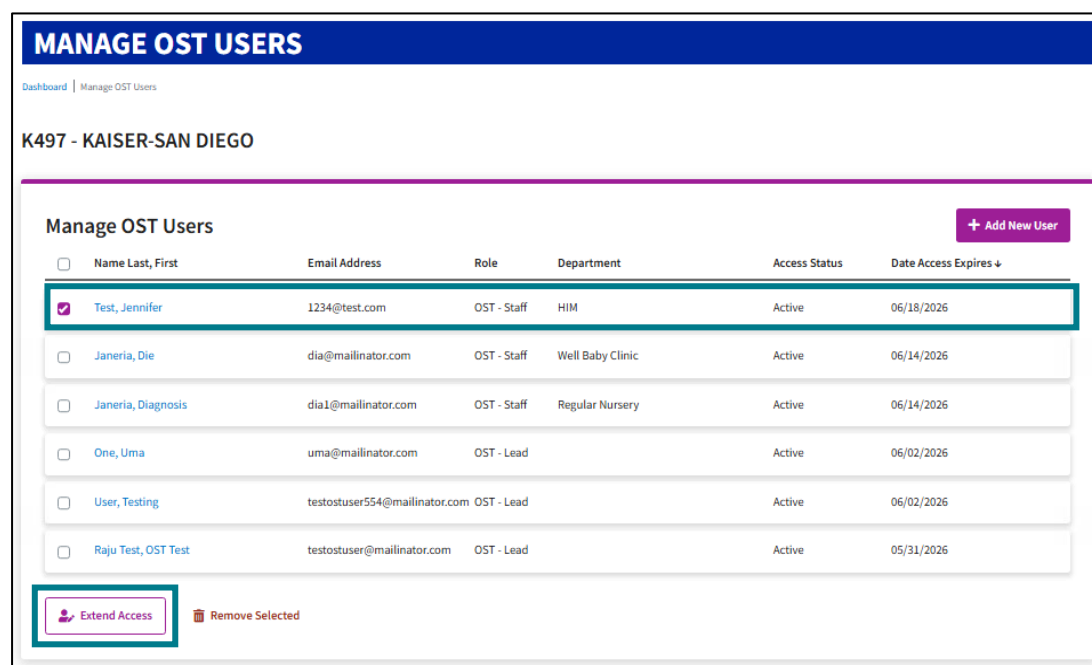


The screenshot shows the 'Manage OST Users' interface. At the top right, a green confirmation message states: 'User has been updated successfully.' Below this, the page title 'MANAGE OST USERS' is displayed. The breadcrumb trail shows 'Dashboard | Manage OST Users'. The location 'K497 - KAISER-SAN DIEGO' is indicated. The main section, 'Manage OST Users', includes a '+ Add New User' button and a table of users. The table has columns for Name Last, First, Email Address, Role, Department, Access Status, and Date Access Expires. The first row, 'Test, Jennifer', is highlighted with a green border.

☐	Name Last, First	Email Address	Role	Department	Access Status	Date Access Expires
☒	Test, Jennifer	1234@test.com	OST - Lead	HIM	Active	06/18/2026
☐	Janeria, Die	dia@mailinator.com	OST - Staff	Well Baby Clinic	Active	06/14/2026
☐	Janeria, Diagnosis	dia1@mailinator.com	OST - Staff	Regular Nursery	Active	06/14/2026
☐	One, Uma	uma@mailinator.com	OST - Lead		Active	06/02/2026

2.4 Extending User Access

- On the 'Manage OST Users' screen, select **one or more user(s)** you would like to extend access.
- Click **Extend Access**.

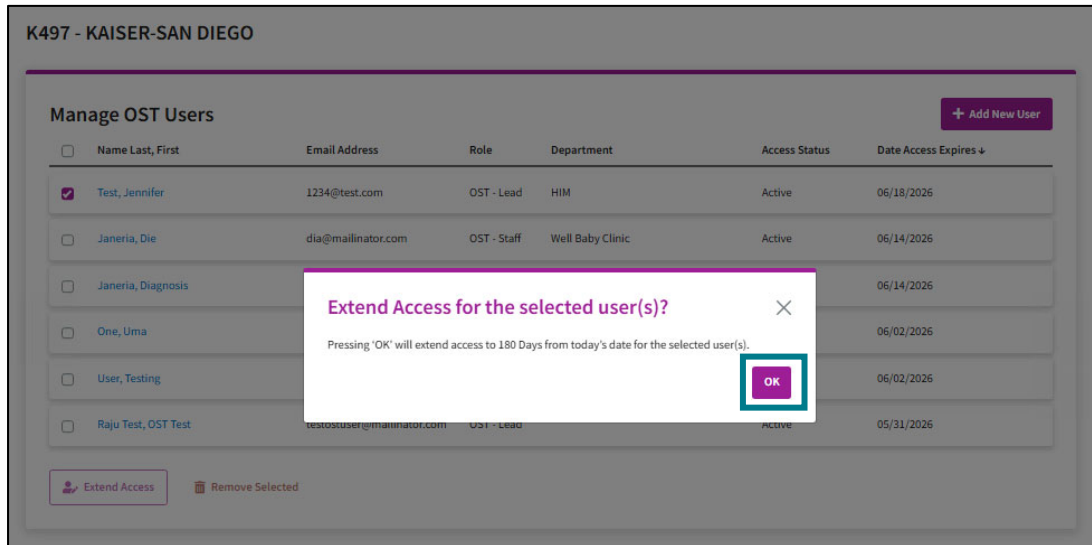


This screenshot shows the 'Manage OST Users' interface with the user 'Test, Jennifer' selected. The table lists several users, and the first row is highlighted with a green border. At the bottom left, the 'Extend Access' button is highlighted with a green border. The 'Remove Selected' button is also visible.

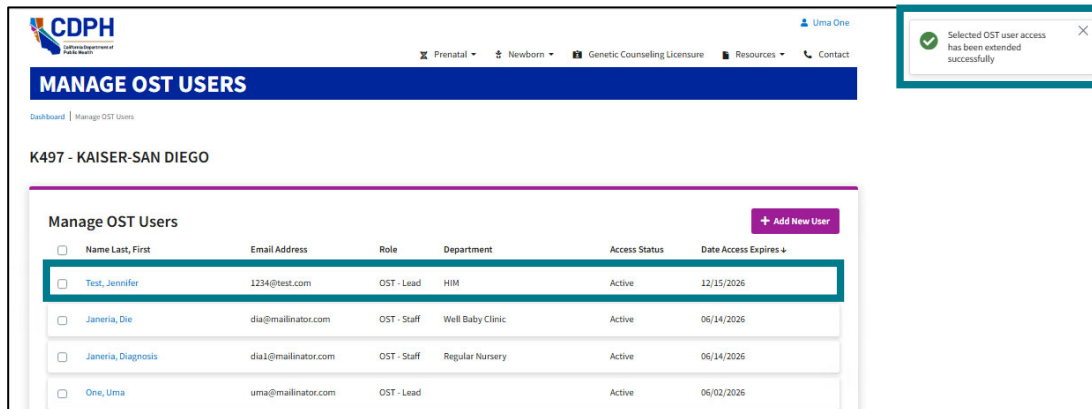
☐	Name Last, First	Email Address	Role	Department	Access Status	Date Access Expires
☒	Test, Jennifer	1234@test.com	OST - Staff	HIM	Active	06/18/2026
☐	Janeria, Die	dia@mailinator.com	OST - Staff	Well Baby Clinic	Active	06/14/2026
☐	Janeria, Diagnosis	dia1@mailinator.com	OST - Staff	Regular Nursery	Active	06/14/2026
☐	One, Uma	uma@mailinator.com	OST - Lead		Active	06/02/2026
☐	User, Testing	testostuser554@mailinator.com	OST - Lead		Active	06/02/2026
☐	Raju Test, OST Test	testostuser@mailinator.com	OST - Lead		Active	05/31/2026

Extend Access **Remove Selected**

3. Read the confirmation message. Access will be extended to 180 days from today's date.
4. Click **OK**.



5. Return to the 'Manage OST User' screen to confirm access has been extended for the user. There will be a confirmation message at the top right of the screen.



2.5 Removing User Access

1. On the 'Manage OST Users' screen, select **one or more user(s)** to which you would like to remove access.
2. Click **Remove Selected**.

MANAGE OST USERS

Dashboard | Manage OST Users

K497 - KAISER-SAN DIEGO

Manage OST Users

+ Add New User

☐	Name Last, First	Email Address	Role	Department	Access Status	Date Access Expires +
☒	Test, Jennifer	1234@test.com	OST - Staff	HIM	Active	06/18/2026
☐	Janeria, Die	dia@mailinator.com	OST - Staff	Well Baby Clinic	Active	06/14/2026
☐	Janeria, Diagnosis	dia1@mailinator.com	OST - Staff	Regular Nursery	Active	06/14/2026
☐	One, Uma	uma@mailinator.com	OST - Lead		Active	06/02/2026
☐	User, Testing	testostuser554@mailinator.com	OST - Lead		Active	06/02/2026
☐	Raju Test, OST Test	testostuser@mailinator.com	OST - Lead		Active	05/31/2026

Extend Access

Remove Selected

2. Read the confirmation message. Click **OK**.

Manage OST Users

+ Add New User

☐	Name Last, First	Email Address	Role	Department	Access Status	Date Access Expires +
☒	Test, Jennifer	1234@test.com	OST - Lead	HIM	Active	06/18/2026
☐	Janeria, Die	dia@mailinator.com	OST - Staff	Well Baby Clinic	Active	06/14/2026
☐	Janeria, Diagnosis					06/14/2026
☐	One, Uma					06/02/2026
☐	User, Testing					06/02/2026
☐	Raju Test, OST Test					05/31/2026

Extend Access

Remove Selected

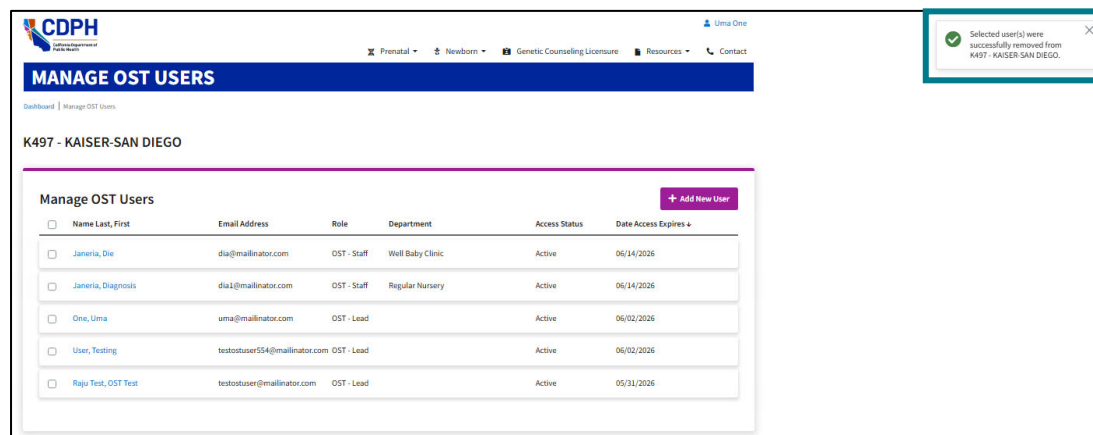
Remove selected user(s)?

Pressing 'OK' will prevent the selected user(s) from accessing the Online Specimen Tracking screens for the current facility.

Cancel

OK

- Return to the 'Manage OST User' screen to confirm the user access has been removed. There will be a confirmation message at the top right of the screen.



- Below are a few reminders about OST Portal access.
 - Default access for a new user is 180 days for OST staff.
 - Access can only be extended by the OST lead.
 - Default for an extension is for 180 days.
 - There is no limit to the number of times access is extended.
 - If a user's access expires, their name stays on the list as 'Inactive.'
 - Email notifications are sent to OST lead and OST staff for extension.

Section 3. Support & Resources

- In the OST portal, select the Resources tab (top of page) to find support resources, guides, and documentation.
- This guide reflects the system configuration at the time of publication. Screens or steps may change slightly as system updates and enhancements are released.

Section 1. Overview

1.1. Purpose of the User Guide

This guide provides Online Specimen Tracking (OST) users with instructions on how to access compliance metrics in the OST Portal.

Target Audience: OST Portal Users

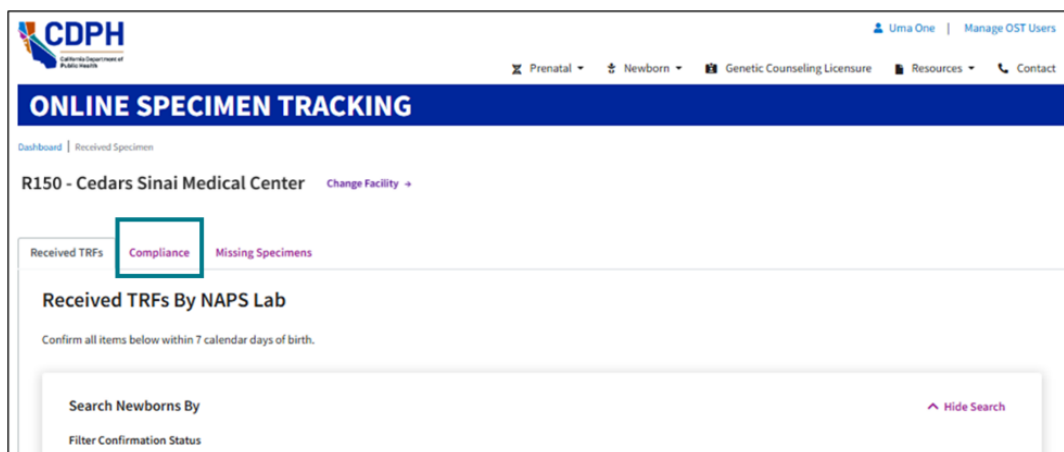
Key Points:

- The California Newborn Screening Program (NBS) is a mandatory public health initiative that screens babies born in the state for serious genetic disorders. Many of the disorders may cause serious or irreversible harm if they are not identified and treated early.
- Online Specimen Tracking (OST) is required by California law 17 CCR § 6506 to track NBS-TRFs to ensure babies are screened and tested right away. Timely confirmation supports prompt follow-up testing, diagnosis, and treatment, which can significantly improve health outcomes for newborns.
- Confirming each specimen within seven calendar days of birth is critical.
- An 'out of compliance' specimen is a newborn specimen not confirmed within seven days of birth. This compliance timeframe is mandated by California law and public health guidelines.
- OST users will receive a non-compliance email if an NBS TRF is not confirmed within seven days of birth.
- The compliance rate is the number of specimens confirmed in time divided by the total number of specimens.
- GDSP's goal is for each facility and Out of Hospital provider to have a 100% compliance rate.
- OST users will be notified if the compliance rate falls below 91%.

Section 2. Instructions

2.1 Compliance Metrics for OST Staff

1. After logging in to the OST Portal, you will land on the 'Received TRFs By NAPS Lab' screen. Click the **Compliance** tab.



2. On the **Compliance** tab, you'll see the list of out of compliance specimens from the past six months.

R150 - Cedars Sinai Medical Center [Change Facility →](#)

Received TRFs **Compliance** Missing Specimens

Out of Compliance Specimens [Download Compliance Report ▼](#)

Specimens must be confirmed or reported missing within 7 days of birth. Specimens that are confirmed outside of this time range are considered out of compliance and are viewable on the downloadable report.

Month ↓	Total Specimens	# Specimens Confirmed on Time	# Out of Compliance	Compliance Rate %	Total Missing Specimens Reported	# Missing Specimens Reported on Time	# Missing Specimens Reported Late
February	17	16	1	94.1%	2	1	1
January	18	18	0	100%	0	0	0
December	15	15	0	100%	0	0	0
November	17	15	2	88%	3	2	1
October	16	16	0	100%	0	0	0
September	14	14	0	100%	2	2	0
Total	97	94	3	97%	7	5	2

- To download the compliance report, click **Download Compliance Report**.
- Read the notification that tells you the report has been generated and that you may have to approve pop-ups to enable the download.
- Click **OK**.

R150 - Cedars Sinai Medical Center [Change Facility →](#)

Received TRFs

Compliance

Missing Specimens

Out of Compliance Specimens

Specimens must be confirmed or reported missing within 7 days of birth. Specimens that are confirmed outside of this time range are considered out of compliance and are viewable on the downloadable report.

Download Compliance Report ▼

Month ↓	Total Specimens	# Specimens Confirmed on Time	# Out of Compliance	Compliance Rate %	Total Missing Specimens Reported
February	17	16	1	94.1%	2
January	18	18	0	100%	0
December	15	15	0	100%	0
November	17	15	2	88%	3
October	16	16	0	100%	0
September	14	14	0	100%	2
Total	97	94	3	97%	7

Report Generated

Report Generated. You can now access the download. You may have to approve pop-ups to enable the download.

Cancel

Ok →

- The 'Out of Compliance Specimen Report' provides the list view of specimens that were confirmed late or not confirmed at all within seven days of birth. Use this information to plan follow-up actions.

Out of Compliance Specimens Report (last 6 months)

Contra Costa Medical Center (R150)

#	Month	Total Specimens	Total # of OOC Specimens	Compliance Rate
1	January	300	2	89.0%
2	February	305	2	90.4%
3	March	370	3	88.5%
4	April	403	0	93.3%
5	May	415	5	92.3%
6	June	350	2	88.5%
Total	...	2143	206	92.3%

Out of Compliance Specimens BY REASON FOR DELAY

Overall Compliance Rate Last 6 Months

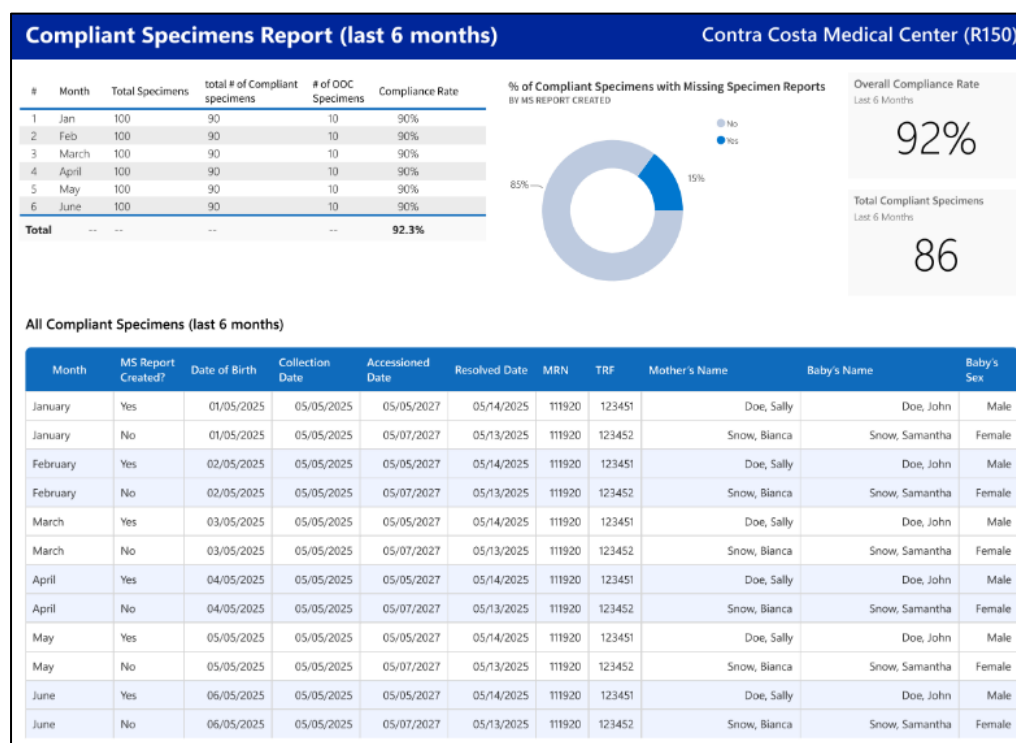
92%

Total OOC Specimens Last 6 Months

14

Month	Reason Delayed	Date of Birth	Collection Date	Accessioned Date	Resolved Date	MRN	TRF	Mother's Name	Baby's Name	Baby's Sex	MS Report Created?	MS Report created within 7 days?
January	Test Refusal	01/05/2025	05/05/2025	05/05/2027	05/14/2025	111920	123451	Doe, Sally	Doe, John	Male	Yes	Yes
January	Repeat Specimen Collection	01/05/2025	05/05/2025	05/07/2027	05/13/2025	111920	123452	Snow, Bianca	Snow, Samantha	Female	No	No
February	Test Refusal	02/05/2025	05/05/2025	05/05/2027	05/14/2025	111920	123451	Doe, Sally	Doe, John	Male	Yes	Yes
February	Repeat Specimen Collection	02/05/2025	05/05/2025	05/07/2027	05/13/2025	111920	123452	Snow, Bianca	Snow, Samantha	Female	No	No
March	Test Refusal	03/05/2025	05/05/2025	05/05/2027	05/14/2025	111920	123451	Doe, Sally	Doe, John	Male	Yes	Yes
March	Repeat Specimen Collection	03/05/2025	05/05/2025	05/07/2027	05/13/2025	111920	123452	Snow, Bianca	Snow, Samantha	Female	No	No
April	Test Refusal	04/05/2025	05/05/2025	05/05/2027	05/14/2025	111920	123451	Doe, Sally	Doe, John	Male	Yes	Yes
April	Repeat Specimen Collection	04/05/2025	05/05/2025	05/07/2027	05/13/2025	111920	123452	Snow, Bianca	Snow, Samantha	Female	No	No
May	Test Refusal	05/05/2025	05/05/2025	05/05/2027	05/14/2025	111920	123451	Doe, Sally	Doe, John	Male	Yes	Yes
May	Repeat Specimen Collection	05/05/2025	05/05/2025	05/07/2027	05/13/2025	111920	123452	Snow, Bianca	Snow, Samantha	Female	No	No
June	Test Refusal	06/05/2025	05/05/2025	05/05/2027	05/14/2025	111920	123451	Doe, Sally	Doe, John	Male	Yes	Yes
June	Repeat Specimen Collection	06/05/2025	05/05/2025	05/07/2027	05/13/2025	111920	123452	Snow, Bianca	Snow, Samantha	Female	No	No

- The 'Compliant Specimen Report' provides the list view of compliant specimens confirmed within seven days of birth. Use this information to plan follow-up actions.



Section 3. Support & Resources

- In the OST portal, select the Resources tab (top of page) to find support resources, guides, and documentation.
- This guide reflects the system configuration at the time of publication. Screens or steps may change slightly as system updates and enhancements are released.

Section 1. Overview

1.1. Purpose of the User Guide

This guide provides Online Specimen Tracking (OST) users with instructions on how to utilize the download feature to access newborn screening results.

Target Audience: OST Portal Users

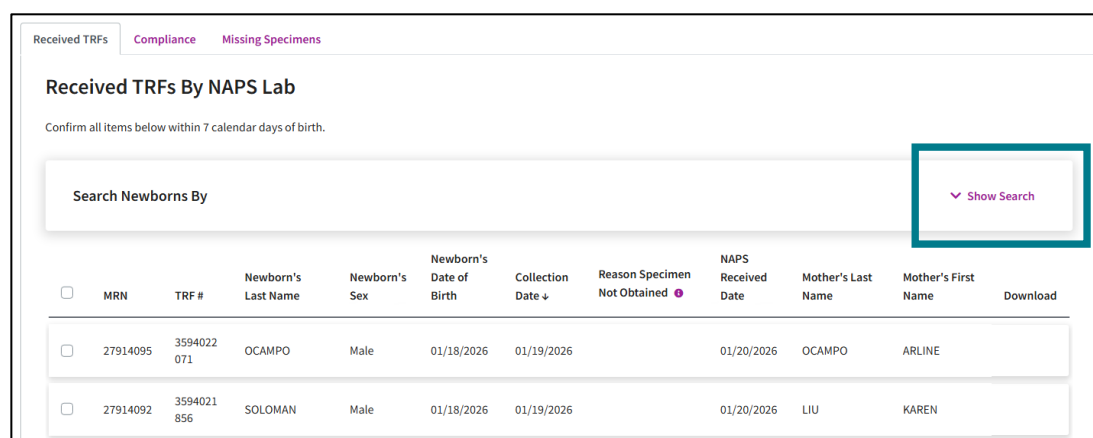
Key Points:

- The download function in the NBS OST Portal is an enhancement that gives facilities and Out of Hospital (OH) providers access to result mailers right away.
- Users can download, save a PDF and print results on the spot.
- Users can find and retrieve results that are missing from medical records without contacting the program.
- This download feature does not replace the current processes for obtaining results. The Newborn Screening Program will continue sending result mailers as usual.

Section 2. Instructions

2.1. Searching Newborn Screening Results

1. From the 'Received TRFs By NAPS Lab' screen, select **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

☐	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
☐	27914095	3594022071	OCAMPO	Male	01/18/2026	01/19/2026		01/20/2026	OCAMPO	ARLINE	
☐	27914092	3594021856	SOLOMAN	Male	01/18/2026	01/19/2026		01/20/2026	LIU	KAREN	

- To help narrow your search, you will see the **'Filter Confirmation Status'** section. This section defaults to the **'Unconfirmed'** checkbox being selected because the primary task of OST users is to confirm specimens.

Notes on selecting other 'Filter Confirmation Status' checkboxes:

- The 'Results Available' checkbox, when checked and searched using the 'Search' button by itself, will show all specimens that have 'Results Available' for the facility the user is logged into, whether confirmed or unconfirmed. Hence, the data shown will either have download icons if it was confirmed or no icon if it was not confirmed.
- Selecting the 'Results Available' checkbox and the 'Confirmed' checkbox will show only data that has a download icon available. This subset of data has been confirmed by the OST user in the portal, and each of these specimens has a 'Sent' status mailer that has been sent to the collection facility that the user is logged into. This collection facility is the recipient of the mailer.
- Selecting the 'Results Available' checkbox and the 'Unconfirmed' checkbox will only show data that has no download icon available. This subset of data has not been confirmed by the OST user but does have a 'Sent' mailer which is sent to the recipient of this collection facility.
- Selecting 'Confirmed' and 'Unconfirmed' will show both types of data.
- Selecting all three checkboxes will show a combination of all three data types.

Received TRFs Compliance Missing Specimens

Received TRFs By NAPS Lab

Confirm all items below within 7 calendar days of birth.

Search Newborns By Hide Search

Filter Confirmation Status

☒ Unconfirmed ☐ Confirmed

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

Result Status

☒ Results Available

Reset Search

- You can also enter information into any of these fields to help narrow your search.
- Then click **Search**.

- The list of results will appear. The PDF will typically be available for download 14 days after birth.
- Click the **Download** icon.

☐	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
☐	27914086	3594021176	LUNDY	Female	01/17/2026	01/19/2026		01/20/2026	LUNDY	SHAVONE	
☐		7732090890	Russel Test	Female	12/19/2025	12/19/2025		12/23/2025	Runte Test	Sheri Test	
☐	27913727	3594019941	JIMENEZ	Male	12/14/2025	12/15/2025		12/16/2025	JIMENEZ	JAKELYNE	
☐	27913726	3594020052	CORONA	Male	12/14/2025	12/15/2025		12/16/2025	CORONA	VIANCA	
☐	27913722	3564590386	HOSKINS	Male	12/13/2025	12/14/2025		12/15/2025	HOSKINS	ASPNY	
☐	27913717	3594019615	PACIFICO	Female	12/13/2025	12/14/2025		12/15/2025	PACIFICO	JORECCA	
☐	27913725	3564590955	DARDEN	Male	12/13/2025	12/14/2025		12/15/2025	DARDEN	TABITHA	
					12/14/2025			12/15/2025	GARCIA	OLIVIA	

☒ Mark As Confirmed
 ☒ Report As Not Our Patient
 ☒ Unconfirm

Results for Specimens confirmed at this facility are typically available for download 14 days after birth. Table data refreshed 3/19/2026 5:51:21 PM.

1 2 3 4 5 6 7 8 ... 500 >

There may be multiple pages of results.

These icons indicate results are available for download.

Newborn Screening Panel Results

California Department of Public Health
Newborn Screening Program
850 Marina Bay Parkway, Room F175
Richmond, CA 94804

ACTION REQUIRED

STANFORD/LUCILE PACKARD CHILDREN'S HOSPI
725 Welch Rde
Palo Alto, CA, 943041601

Newborn's Physician: PHYTHREELNAME, STEPHEN

***If you have questions about this report, please
contact the Newborn Screening Staff at:
Stanford University Medical Center (650)
723-5111***

Newborn's Information		
Muller Test, Sophia Test		
Sex:	Female	
NBS Form #:	3723734464	
Medical Record:		
Birth/Collection Information		
Newborn Birth Date & Time:	02/21/26	0244
Collection Date & Time:	02/22/26	1331
Age at Collection:	34 Hour(s)	
Birth Weight:	3000 grams	
Gestational Age:	38 weeks	
RBC Transfusion Before Collection:	No	
On TPN/Hypertal/Amino Acids:	No	
Specimen Collection Site:	R777 - STANFORD/LUCILE PACKARD CHILDREN'S HOSPI	
Mother's Information		
Connelly Test, Della Test		
850 MARINA BAY PKWY		
RICHMOND, CA 948046403		
Phone: (550)-638-7815		
Secondary Phone: (510)-787-8988		

Disorder	Actionable Results (See Information Below & Values on Page 2)
Adrenoleukodystrophy (ALD)	Positive
Biotinidase Deficiency (BD)	Positive
Congenital Adrenal Hyperplasia (CAH)	Positive
Guanidinoacetate Methyltransferase (GAMT)	Positive
Severe Combined Immunodeficiency (SCID)	Positive

Section 3. Support & Resources

- In the OST portal, select the Resources tab (top of page) to find support resources, guides, and documentation.
- This guide reflects the system configuration at the time of publication. Screens or steps may change slightly as system updates and enhancements are released.