Georgia Department of Public Health

Neonatal Abstinence Syndrome (NAS)

USER GUIDE V2.0

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Accessing the NAS Reporting form in SendSS

1. **Existing SendSS Notifiable Disease Reporting Users** – need not do anything as NAS is now part of the disease drop down box. Please follow directions from **Page 11****.**

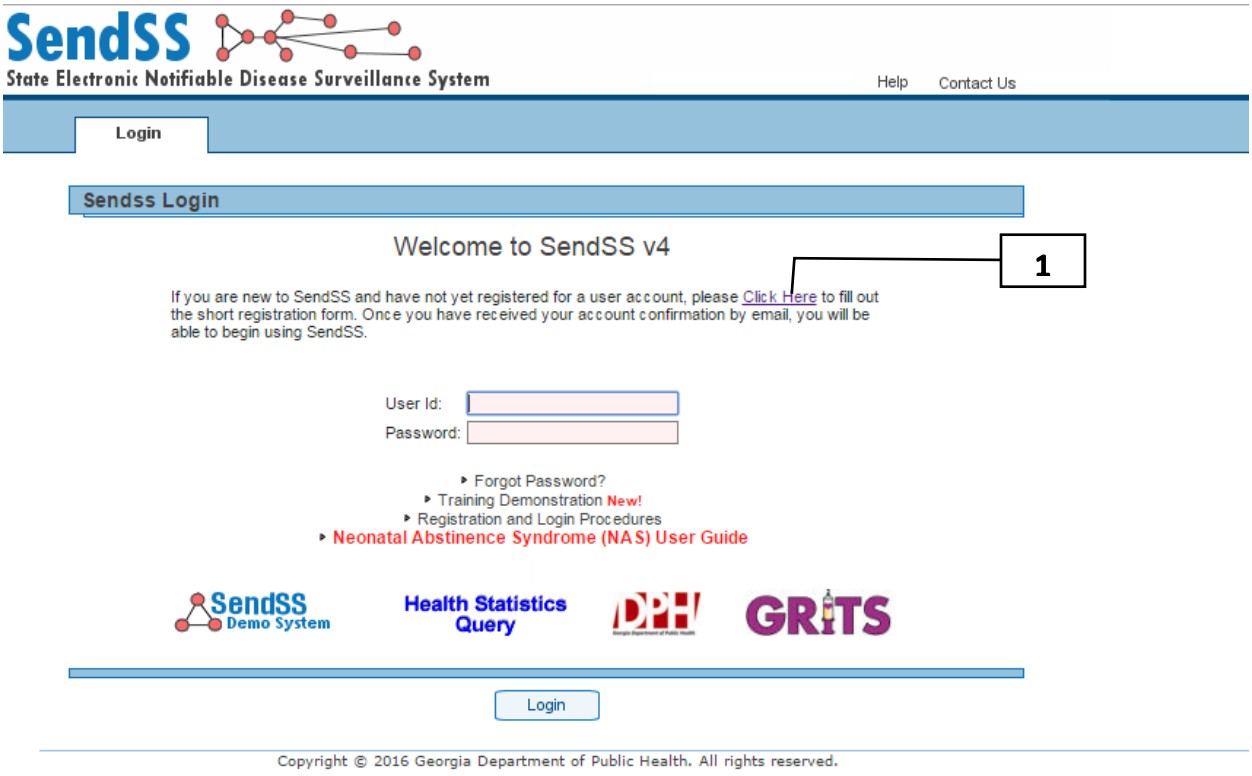
2. **Existing SendSS NB (Newborn) Users** – Send an email to SendSS.Support@dph.ga.gov including in the subject **Requesting NAS Reporting Access** and in the body **Name, UserId and contact telephone number**. Once access is approved, please follow directions from **Page 11****.**

3. **New (unregistered) Users to SendSS only reporting NAS** – please follow the directions from **Page 4****.**

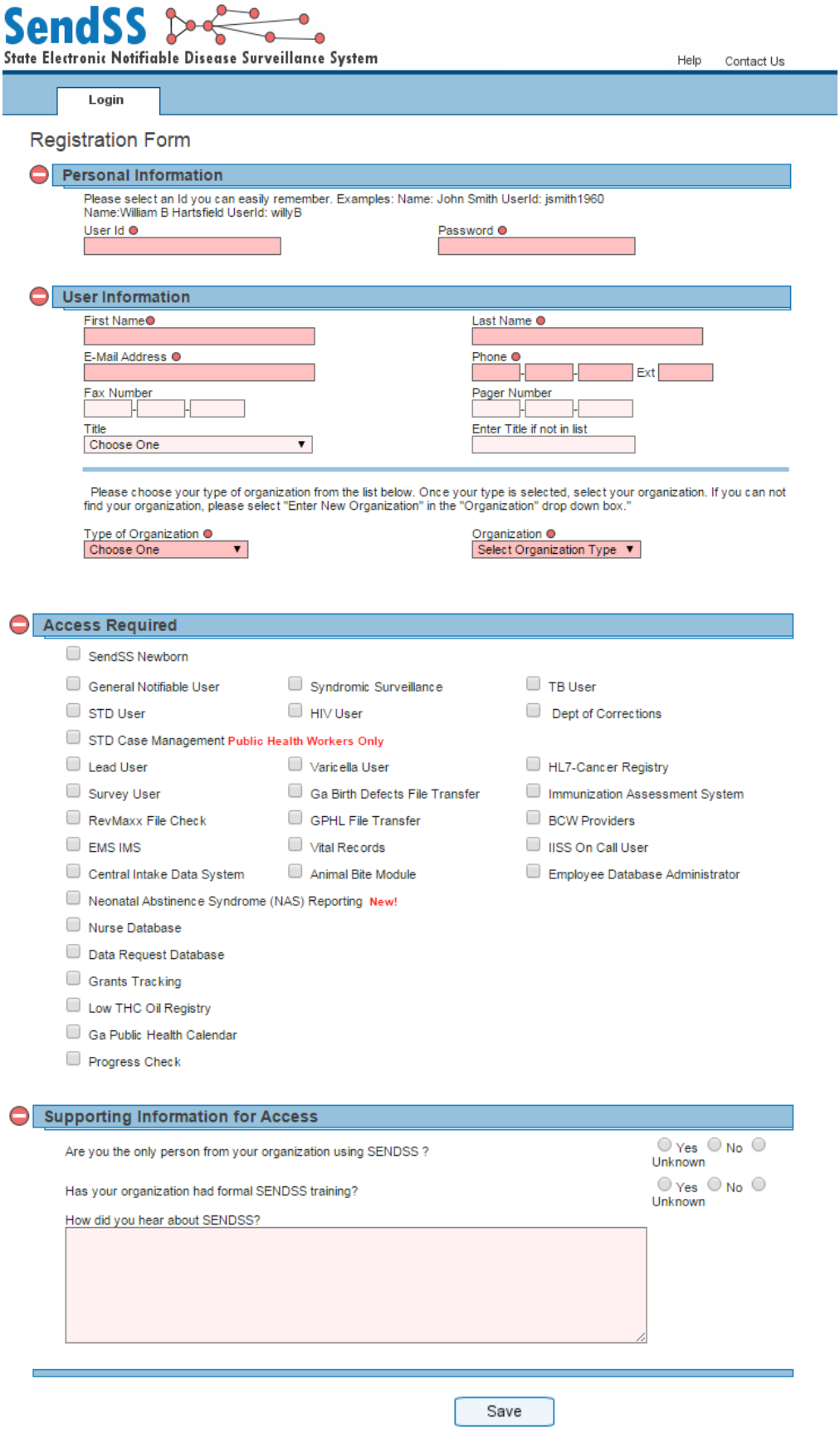
New User Registration Procedure

The home page can be accessed with the following URL - https://sendss.state.ga.us

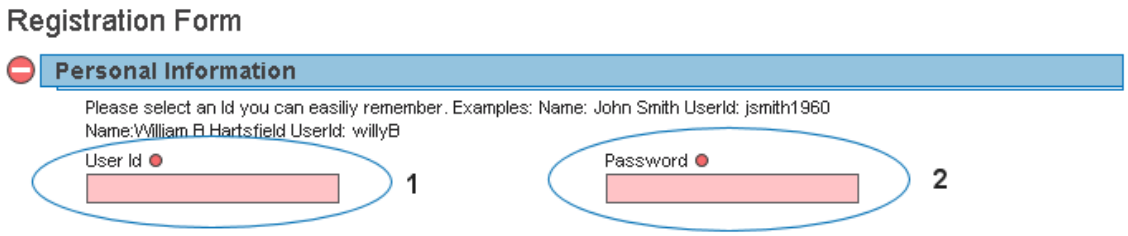
In order to register for access to SENDSS you will first need to fill in a registration form. This can be accessed by pressing “Click Here” as shown below **[1]**.



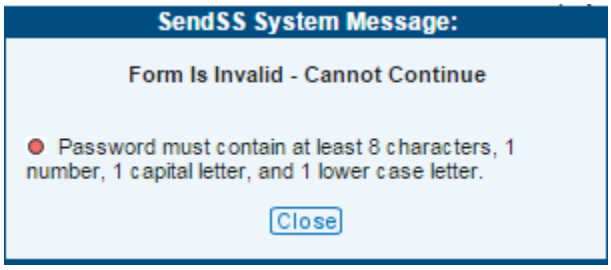
Registration Form



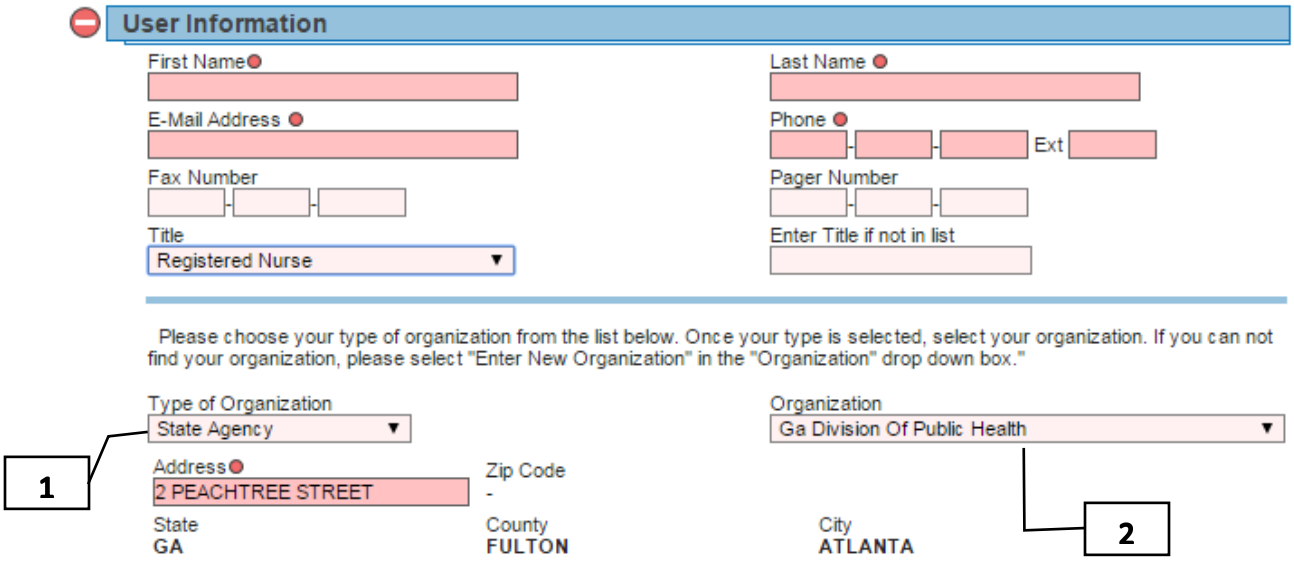
Choosing a User ID and Password



1. Remember to use a userid that can be easily remembered
2. Fill out Password Information. Correct password must contain at least 8 characters, 1 number, 1 capital letter and 1 lower case letter. Failure to adhere to this will result in the below SendSS System Message box.



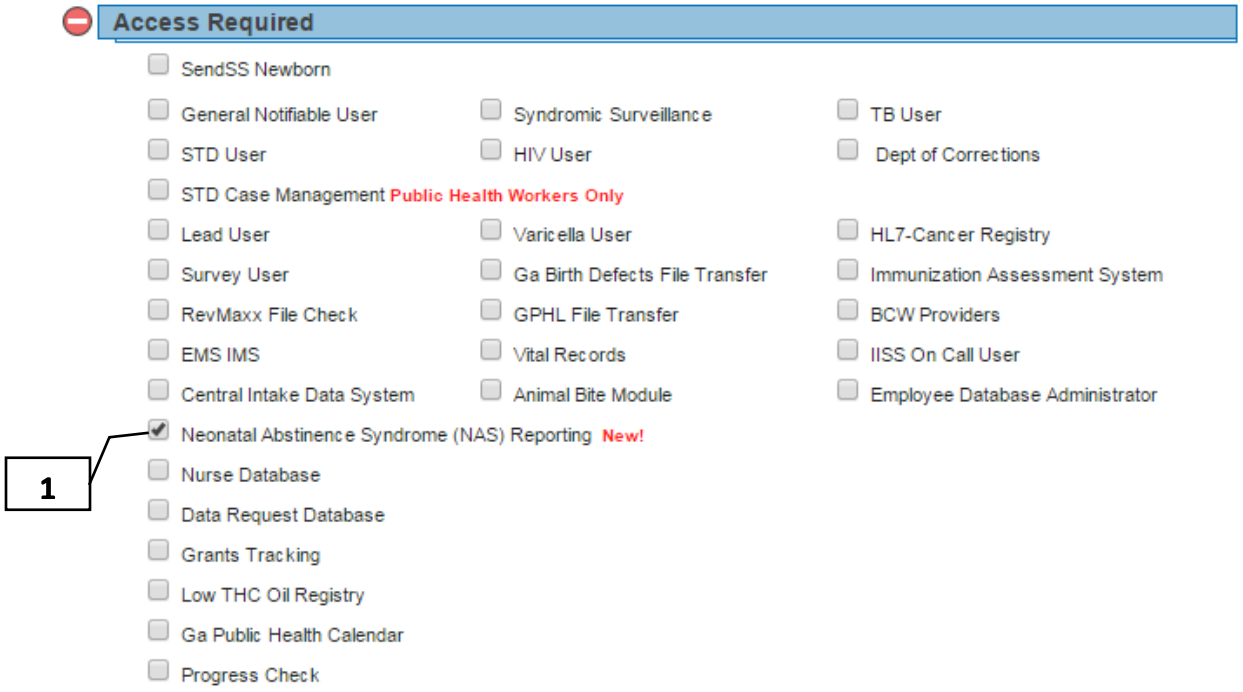
Registration Form (Continued)



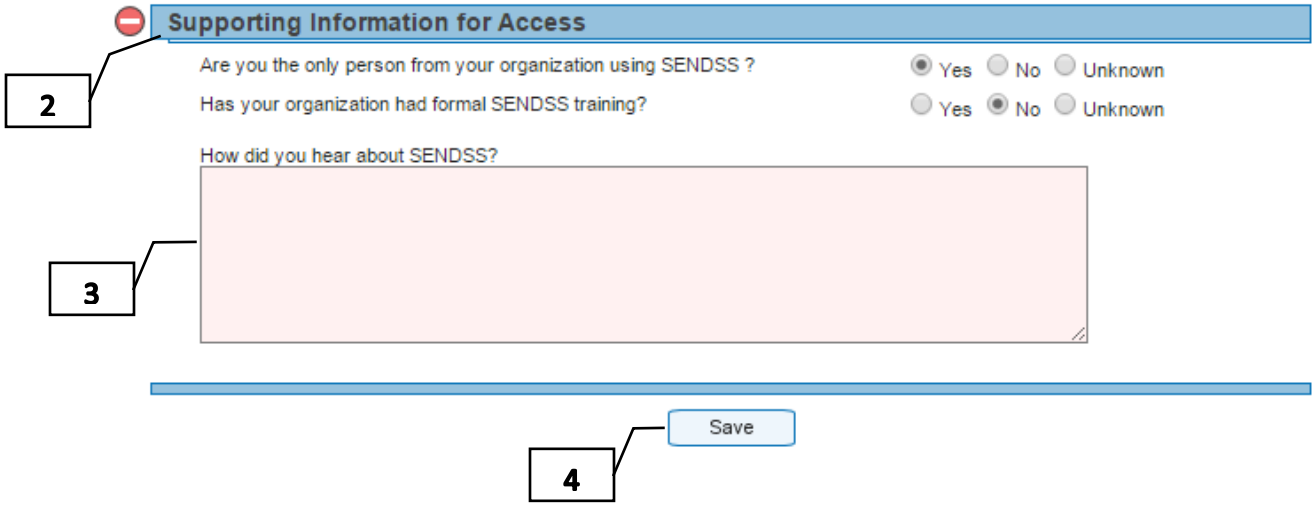
1. Select the type of organization you will be entering cases for.
2. Select the name of your organization. If you cannot find your organization select “Enter a New Organization” from the select box and the section will change and appear as below.

City, County, State, and District are not editable once an organization is entered into SendSS.

Choosing the Access



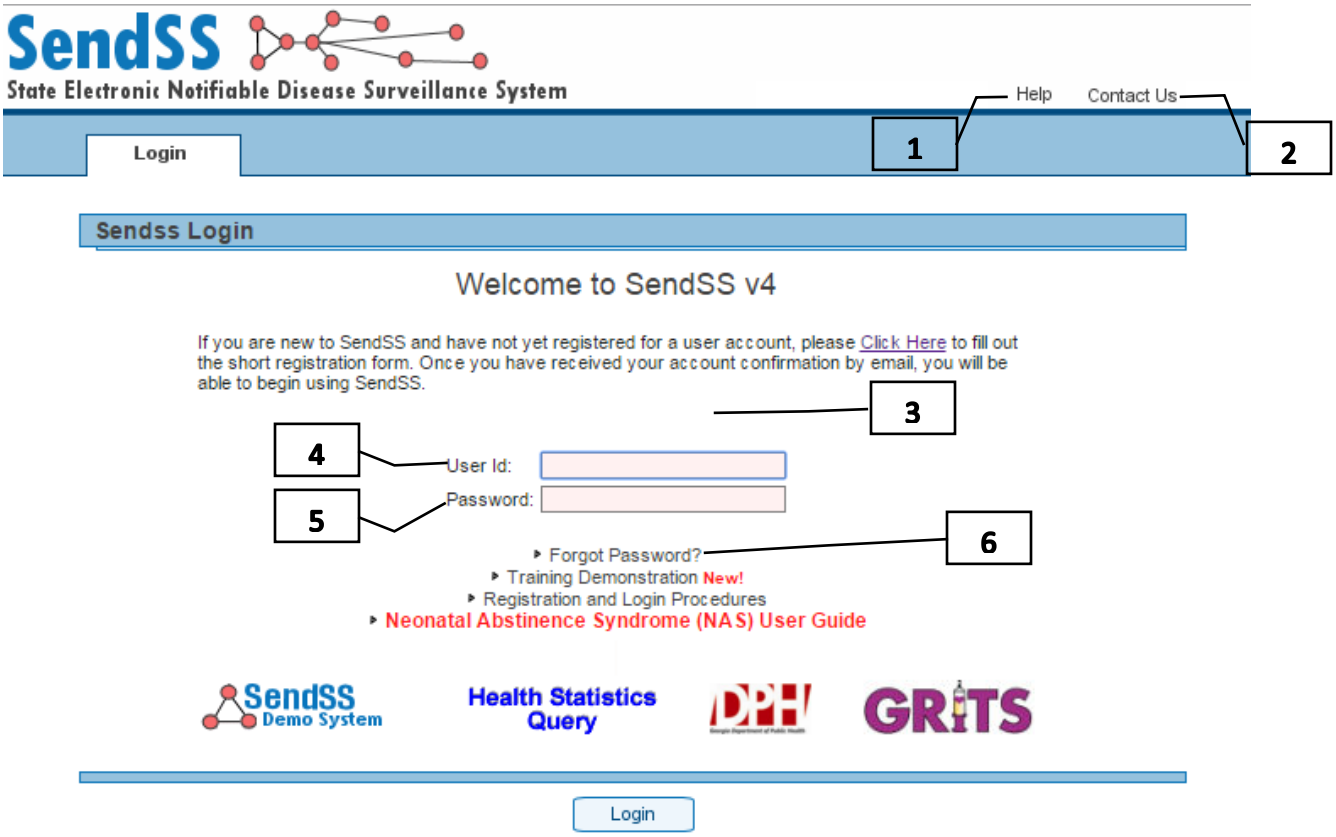
1. Select 'Neonatal Abstinence Syndrome (NAS) Reporting' from 'Access Required' section above.
2. Please answer the questions in 'Supporting Information' section below.
3. Enter any comments in this section.
4. Press "Save" to complete your registration.



Registration Confirmation Page

Once you have been approved, an email will be sent to you. If you use an email filter, please add sendsssupport@dhr.state.ga.us to your approved list.

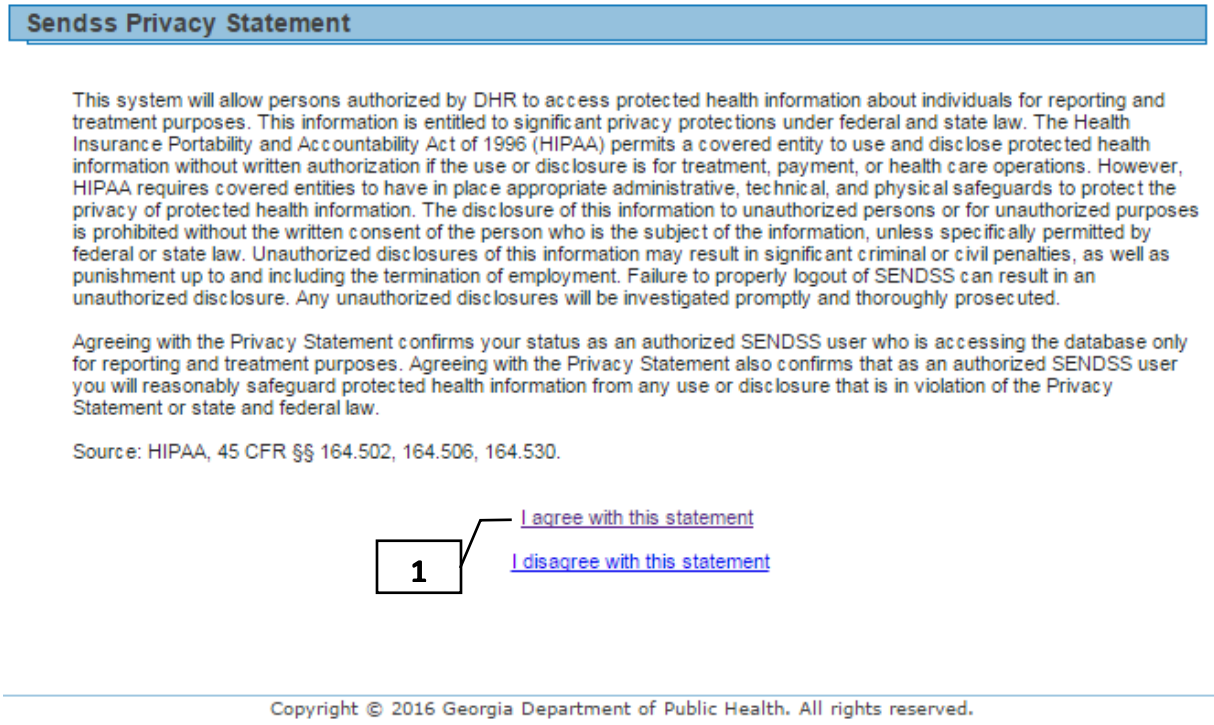
Signing In



Key to features

1. Help – A link to documentation and manual for SendSS
2. Contact Us – Send an internal message
3. Warnings and Messages – Text will appear in red to alert users of failed logins or other relevant messages such as successful registration, new features or website maintenance.
4. User Id – Enter the user id you chose when registering
5. Password – Enter the password you chose when registering. This password must be reset every 3 months. After 3 months SendSS will allow 3 grace logins before locking your account. You will be prompted to change your password at this time.
6. Forgot Password – Click here to request your password

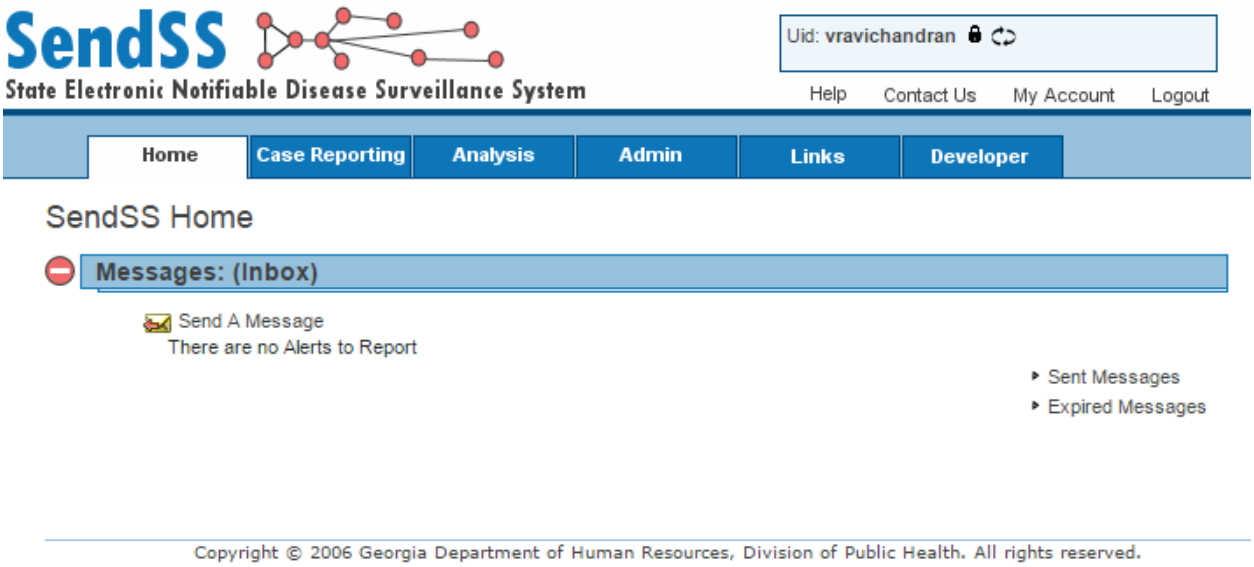
SENDSS - Disclaimer



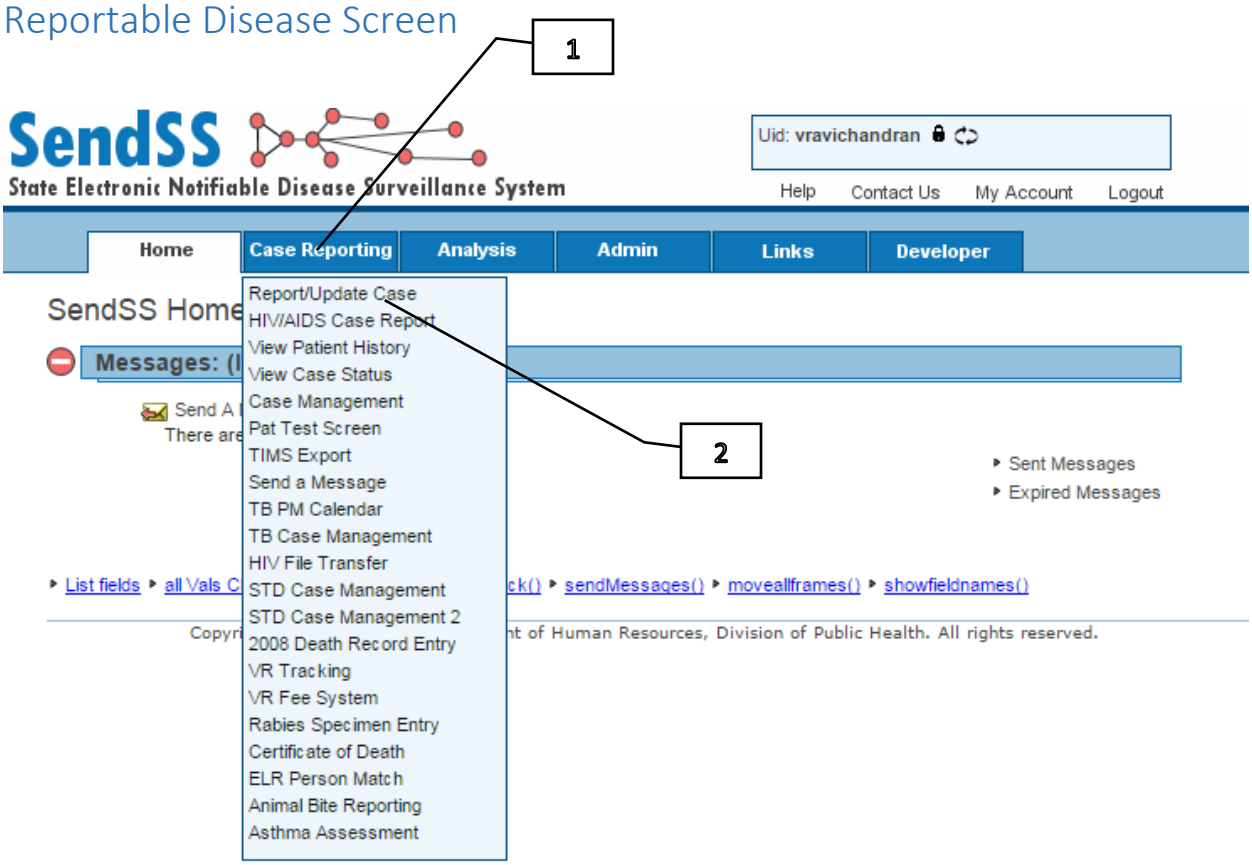
Before you can enter the system, you must accept the Privacy Statement **[1]**.

Selecting "I disagree with this statement" will terminate your login and return you to the login page.

SENDSS Home Screen

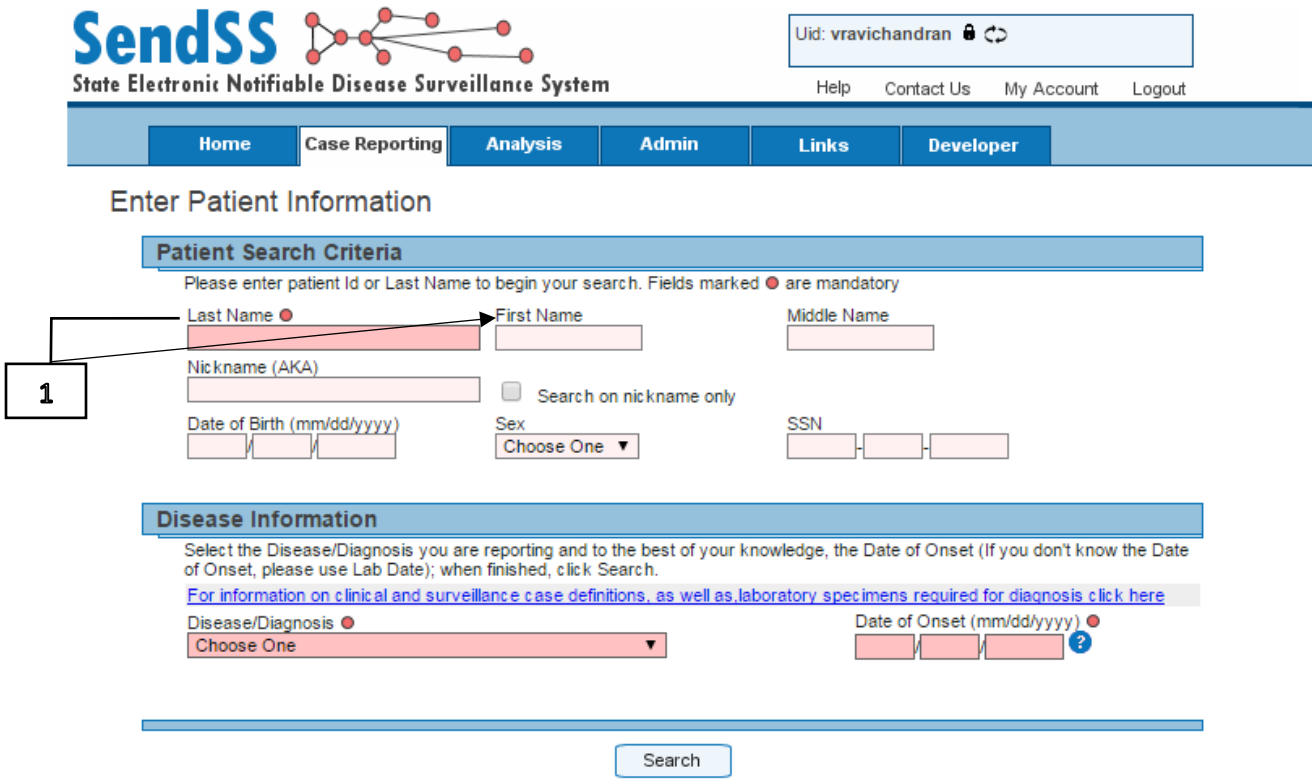


Reportable Disease Screen



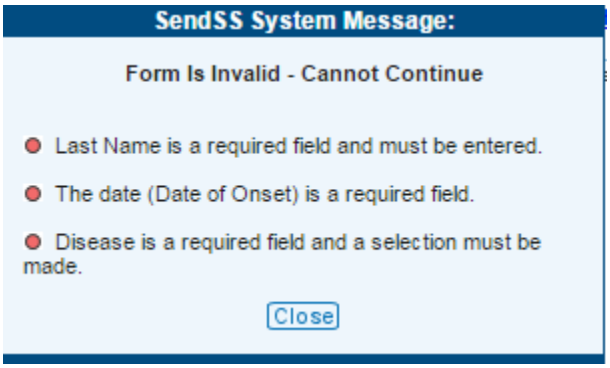
Hover on the Menu dropdown for Case Reporting [**1**] and then **clicking** on "Report/Update Case" [**2**] will take you to the Patient/Disease Search screen.

Patient (Mother)/ Disease Search Screen

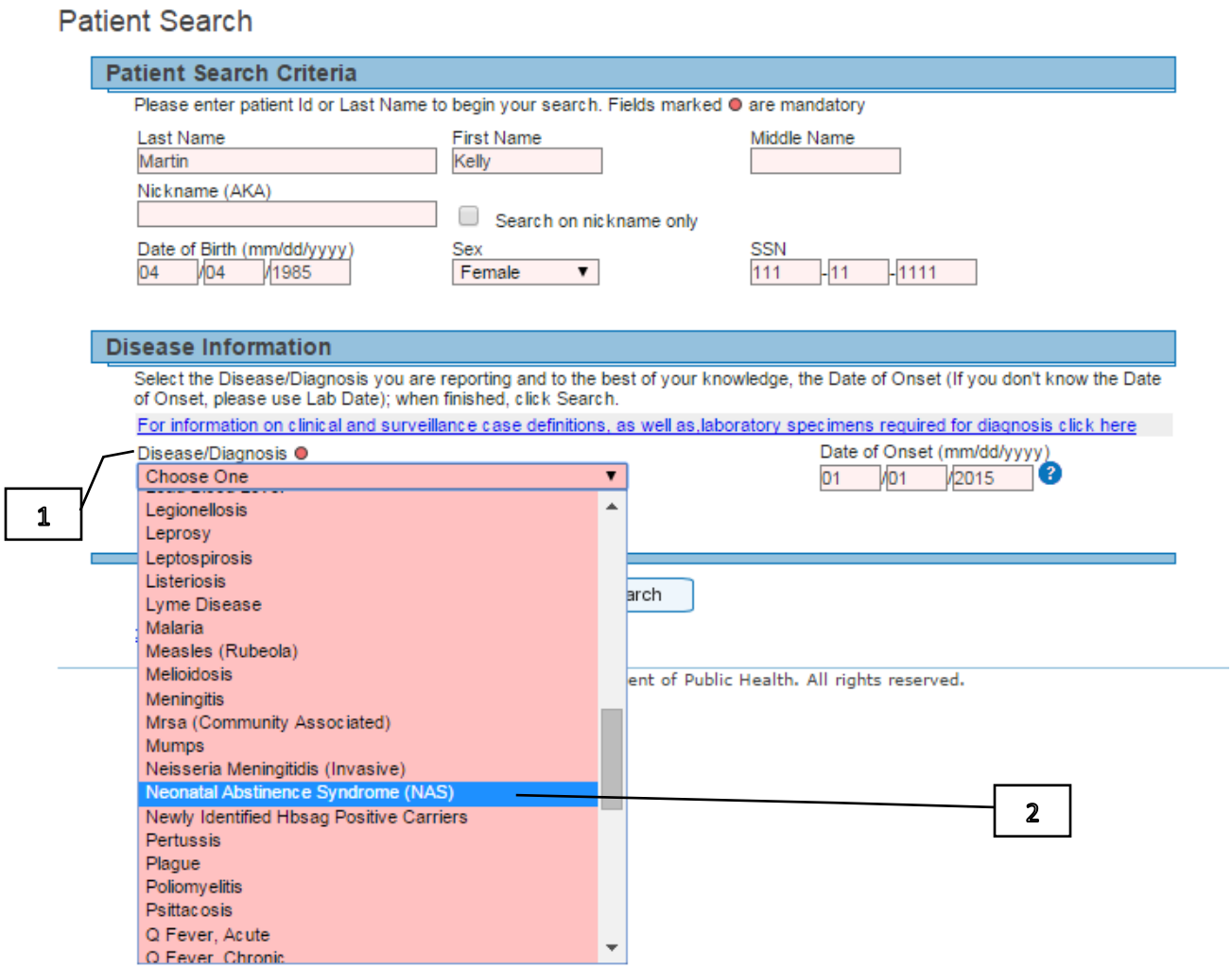


Please fill in the Mother's information in the "Patient Search Criteria" [1] eg. Last Name / Date of Birth etc.

Fill in all the text boxes with all relevant/known Mother's information, then select the Disease/Diagnosis under the Disease Information Section (see next page). All fields marked with a red circle [●] are required before the Patient (Mother) Search request can be submitted. Failure to do so will result in the SENDSS error message popup.

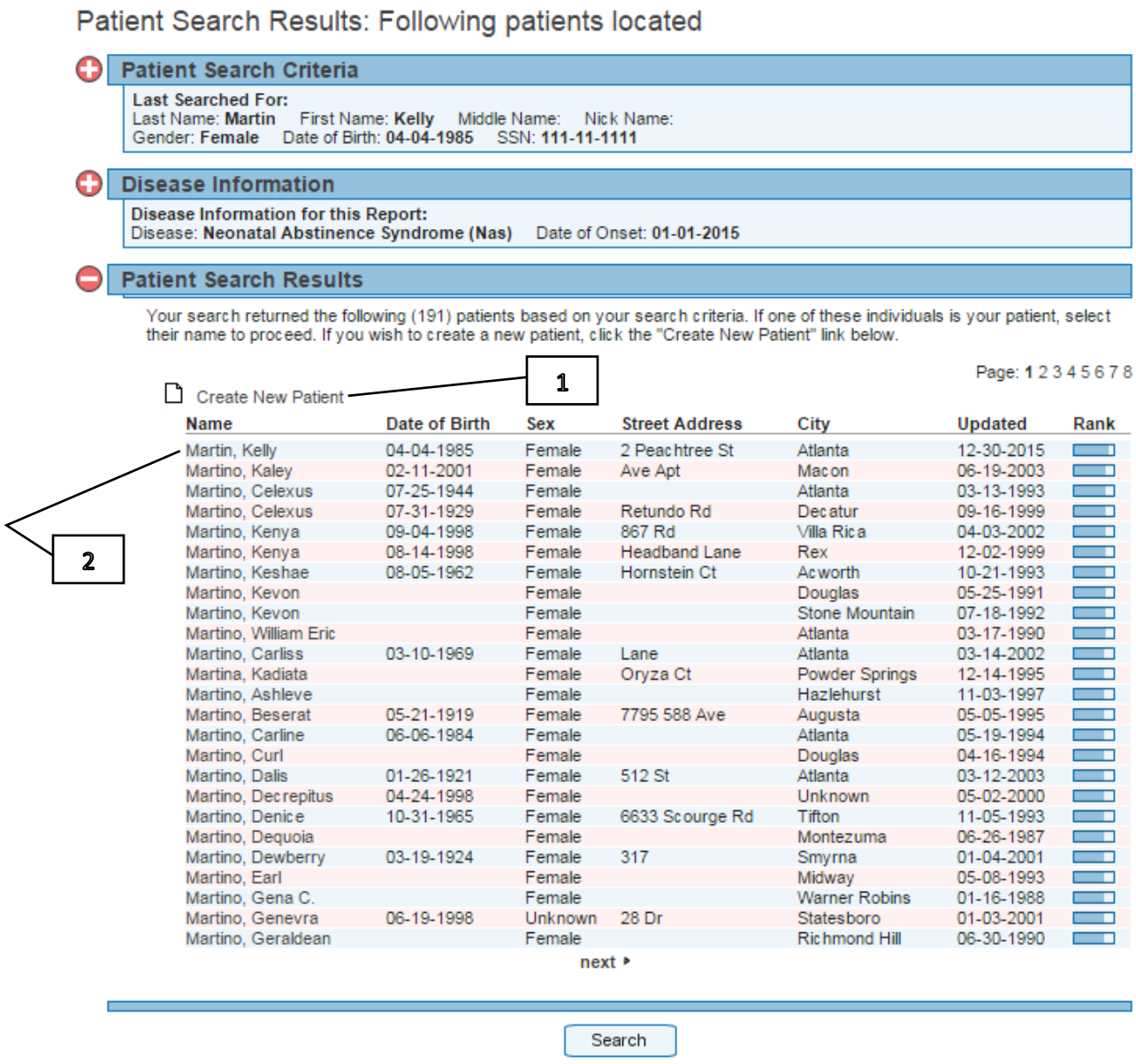


Selecting NAS as the Disease to be Reported



Under Disease/Diagnosis dropdown list [**1**], select Neonatal Abstinence Syndrome (NAS) [**2**]. Enter the Date of Onset and click on the Search button. This will take you to the Patient Search Results screen.

Patient (Mother) Search Results



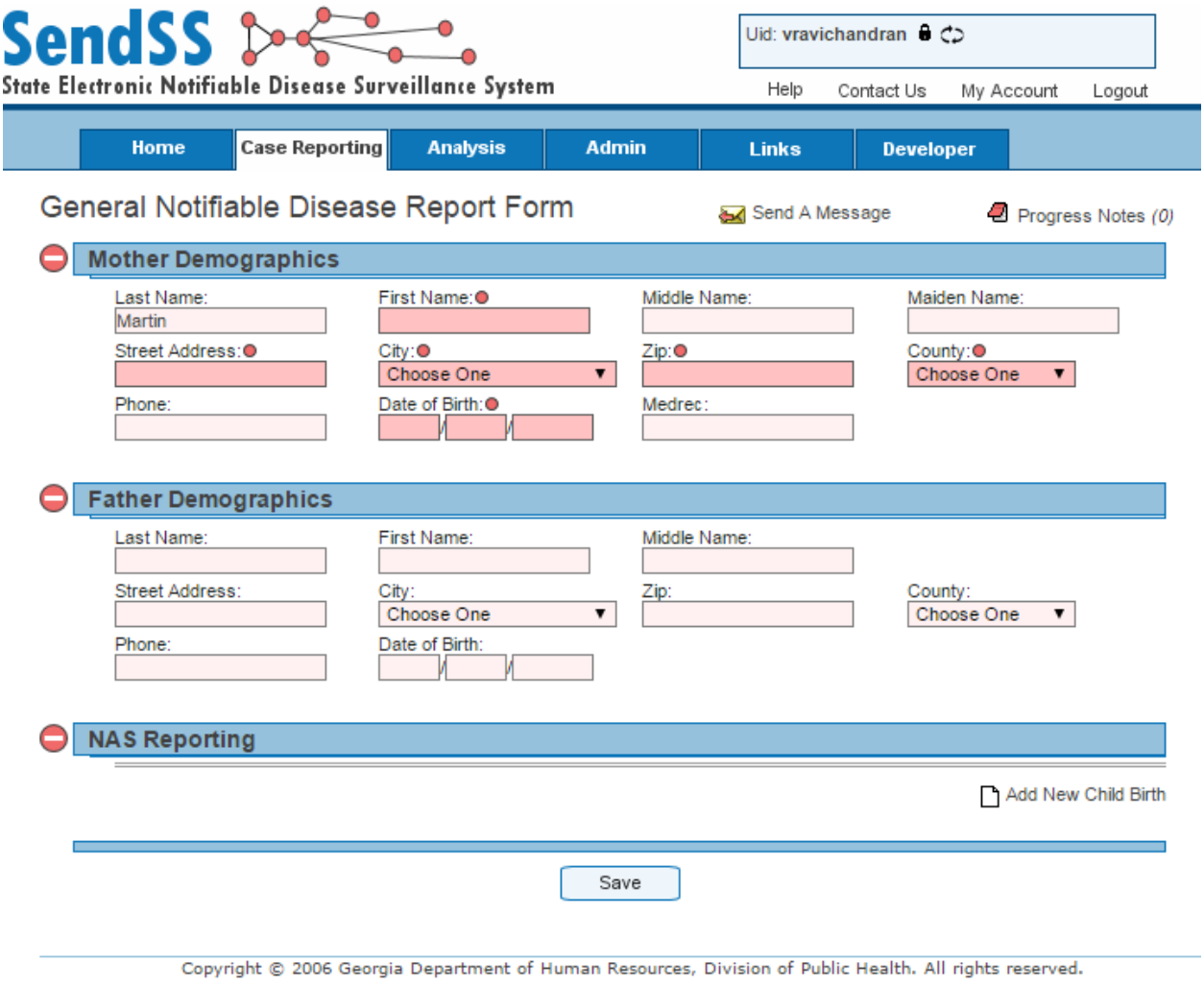
Creating New Patient (Mother)/ New Incident

If the patient you want to report is not listed in the Patient Search Results section, please click on the "Create New Patient" [**1]** link.

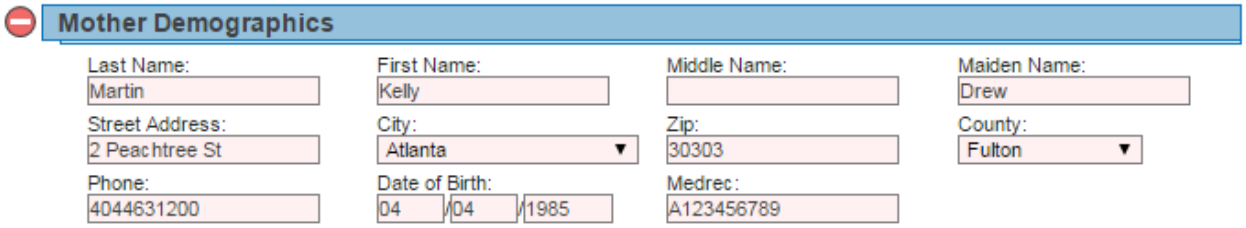
Existing Patient (Mother)

If the patient you want to report is listed in the Patient Search Results section, please click on the patient name [**2]** link.

NAS Report Form

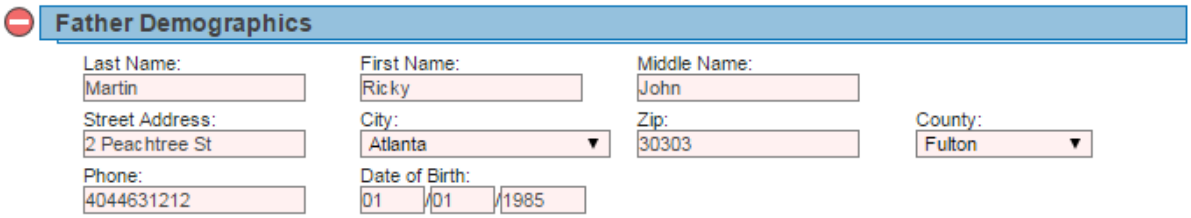


Mother Demographics Section



Enter all patient (mother) demographic information shown above. All fields marked with a red circle [●] are mandatory fields. Move on to the next section.

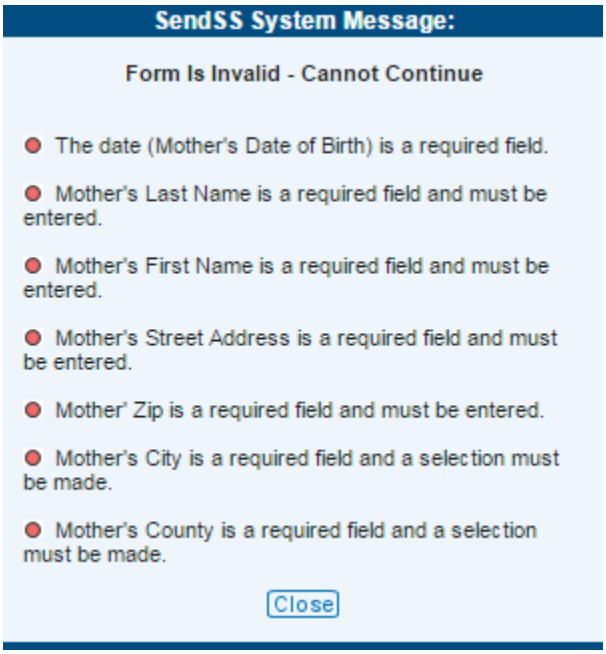
Father Demographics Section



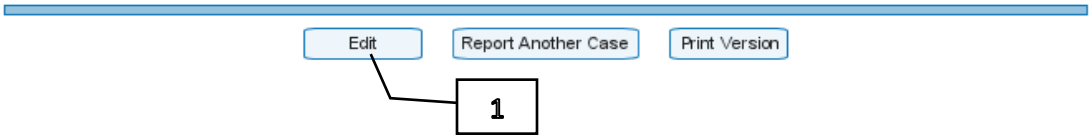
Enter all father demographic information shown above. Move on to the next section.

Saving the Report Form

Once all information has been entered, click the “Save” button. If any of the validations fail you will be notified by a pop-up box what needs to be corrected. Make the corrections and click “Save” again. Refer Missing NAS Record Information if you receive a SendSS System Message box asking to save the NAS Record Properly.

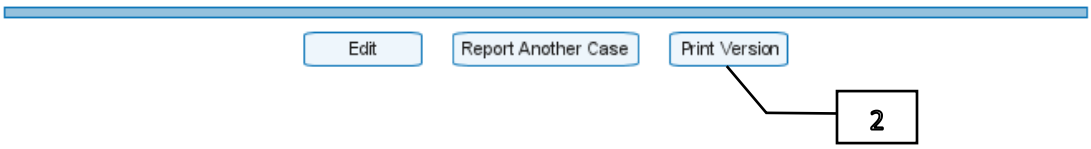


Editing the Report Form



To edit any of the information after you saved the form, please click on the Edit [**1**] button.

Printing the Report Form



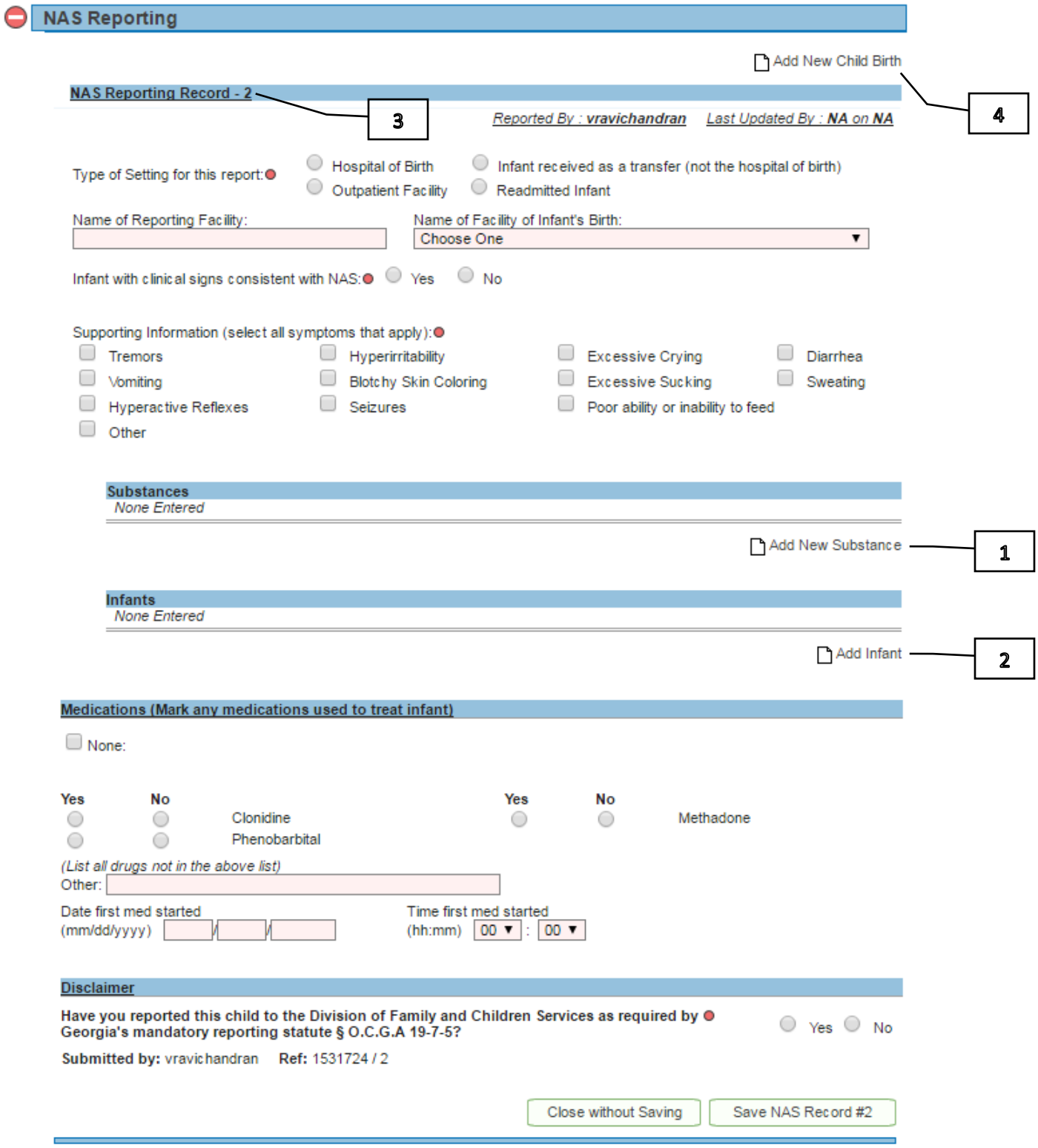
To print the form, please click on the Print Version [**2**] button.

NAS Reporting Section Screen

To add Childbirth information, please click on “Add New Child Birth” [**1**] link.
This will open up the NAS Childbirth Record Screen.

This section behaves differently from the Mother and Father Demographics sections as it has to be saved separately. Please click on “**Save NAS Record**” button (at the bottom of this section) to save the NAS Record. The system will NOT allow you to proceed unless you save the NAS Record properly or Close without Saving (Refer Saving the NAS Childbirth Record)

NAS Childbirth Record Screen



NAS Childbirth Record Screen (contd.)

The title of the record "NAS Reporting Record -2" [**3**] signifies that this is the Childbirth#2 for the mother. You can add more childbirth records by clicking on Add New Childbirth [**4**] again.

To add new Substance please click on Add New Substance [**1**] link. This will open up the NAS Substance Record Screen.

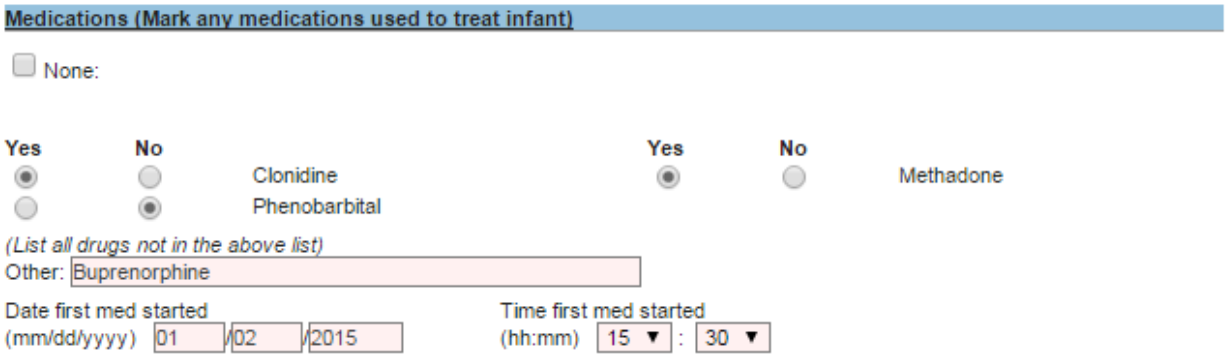
To add new Infant please click on Add New Infant [**2**] link. This will open up the NAS Infant Record Screen.

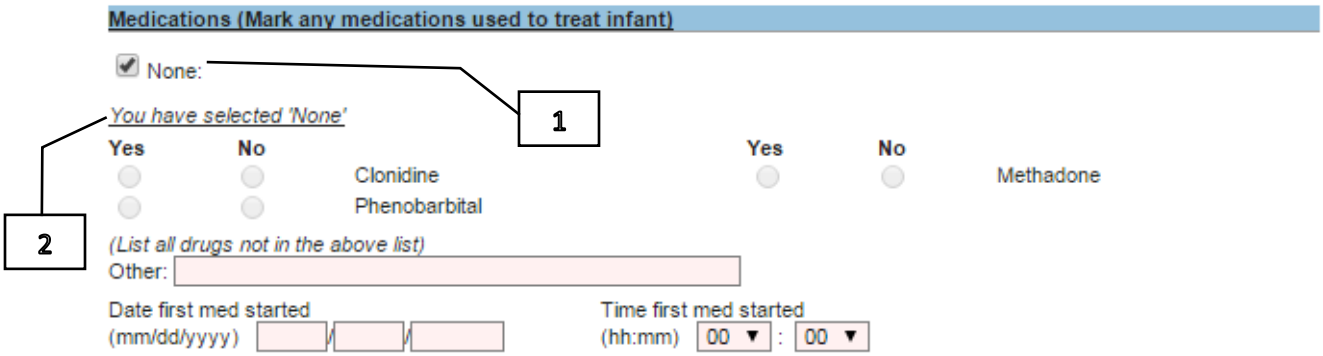
All the information entered in the NAS Childbirth Record are relevant to this specific childbirth only.

Additional Information

This section has been removed.

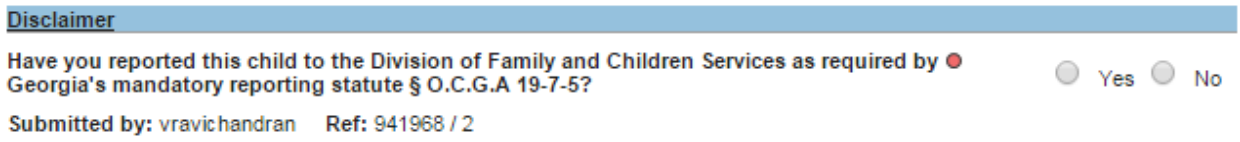
Medications





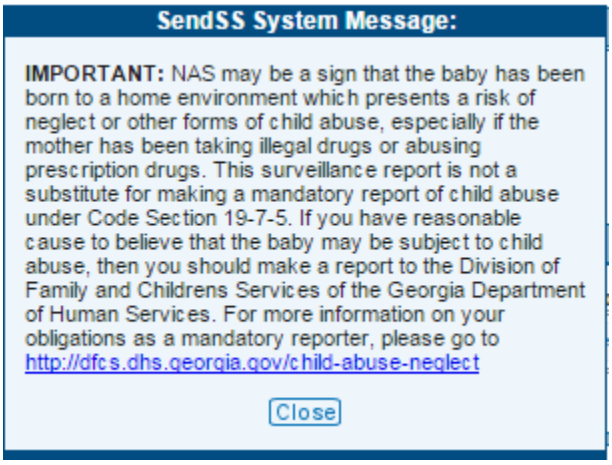
If "None" [**1**] is selected, then you will see the message "You have selected 'None' "[**2**]. All the subsequent fields under the Medications heading will be disabled. Unchecking "None" will re-enable these fields.

Report Disclaimer

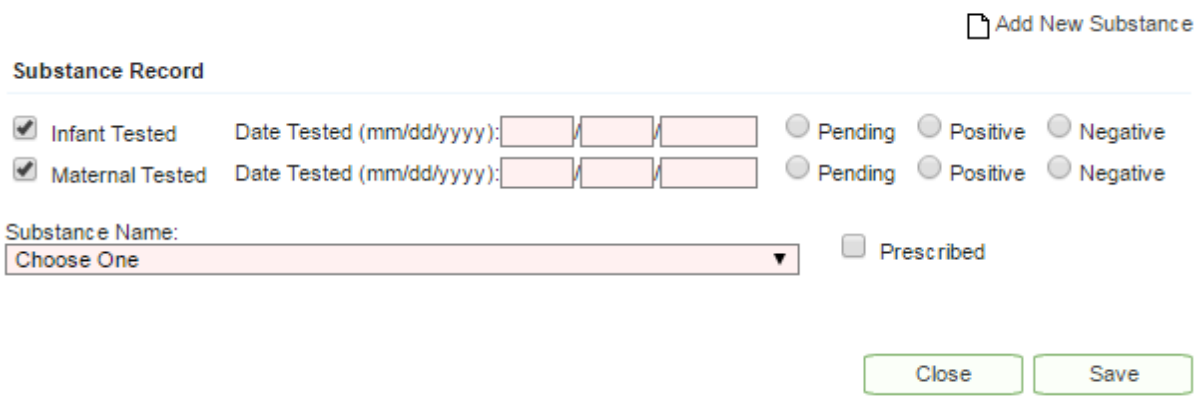


This is a mandatory question as suggested by the red circle. The NAS Record will not be saved unless this is answered. **Please answer this question only after you verify all the data entered.**

If you select 'No' to the Disclaimer and save the form (Refer to Saving the Report Form), you will see a SendSS pop-up message after the report completion. Please read the contents and take action accordingly.

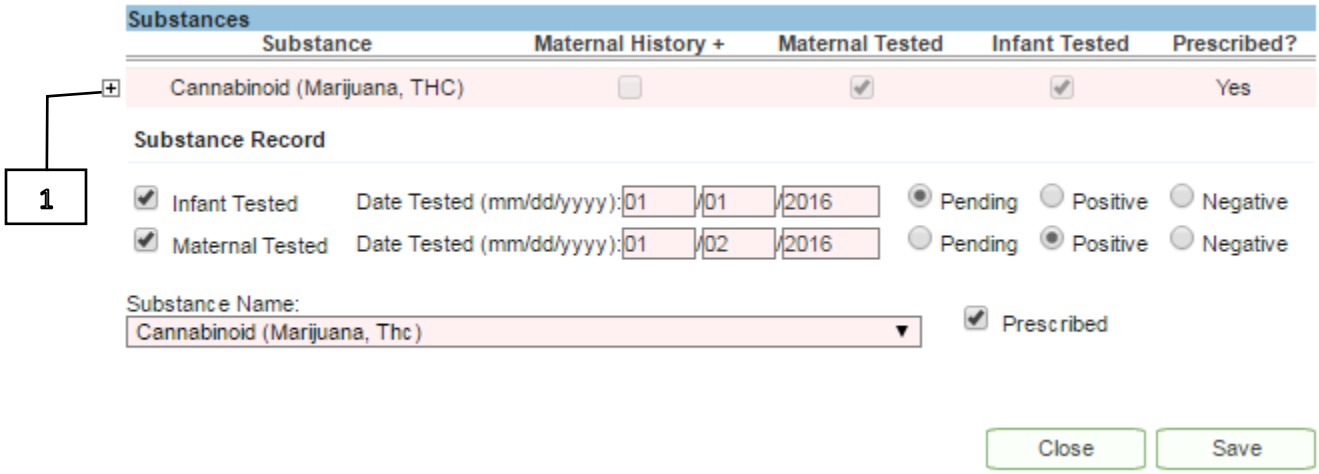


NAS Substance Record Screen



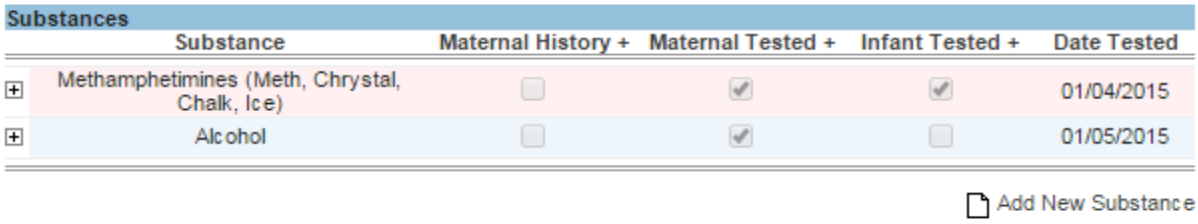
Enter all the information, to the best of your knowledge and click on Save button.

Editing the NAS Substance Record

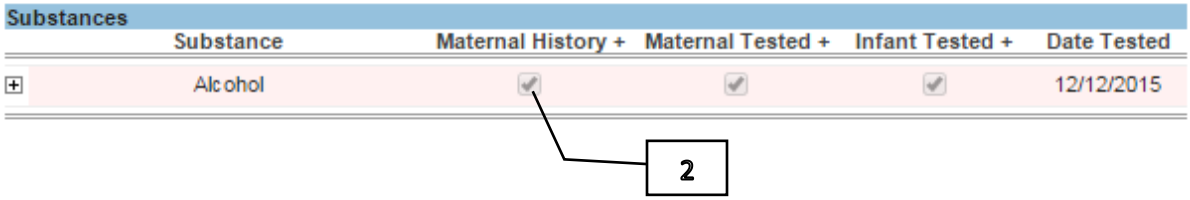


To Edit the Substance record after you save, click on the **+** sign [**1**]. Make the updates/ corrections and click on save button again.

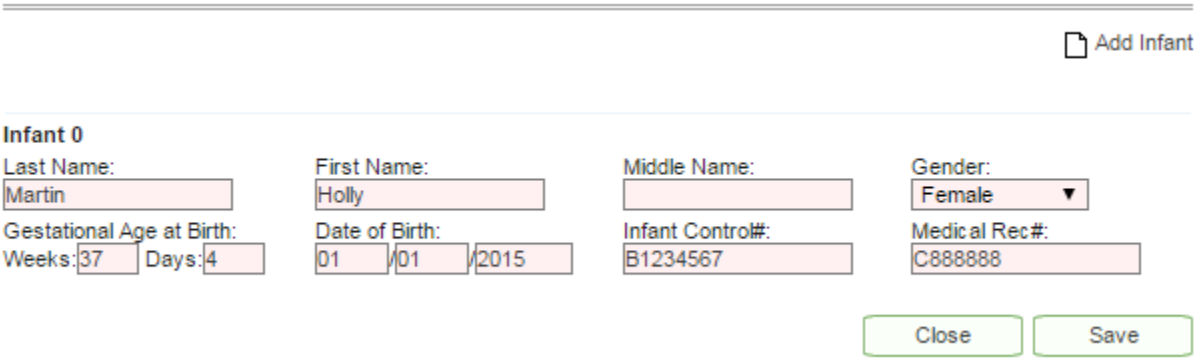
Adding New Substance Record



You can add new substances by clicking on Add New Substance. If in a previous childbirth, a substance was tested positive on the Mother, then it gets checked in the Maternal History+ [**2**].

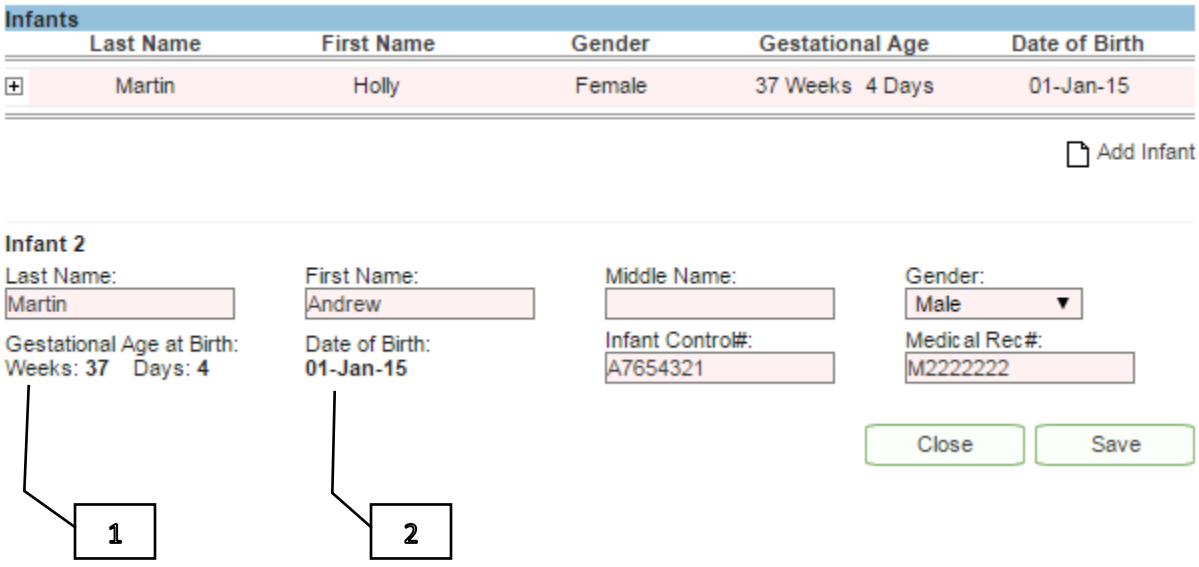


NAS Infant Record Screen

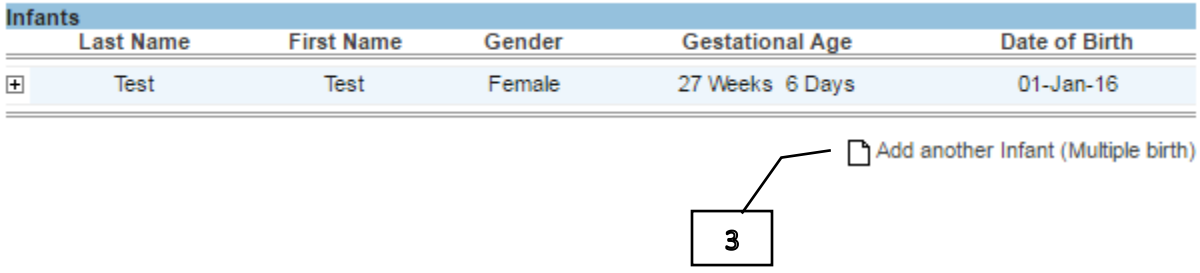


Click on Add Infant to add the infants born in this childbirth. Enter all the information, to the best of your knowledge. All the fields marked with a red circle are mandatory.

Adding New Infant Record

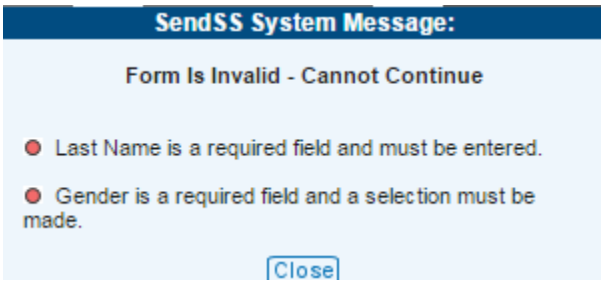


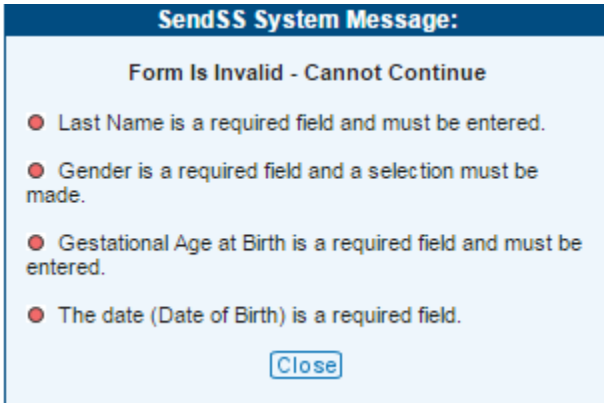
You can add more infants if this was a case of multiple births like twins or triplets **[3]**. After entering the information for the first infant, the Gestational Age at Birth [**1**] and Date of Birth [**2**] gets auto-populated for your convenience.
Fill in the rest of the information and click on the save button.



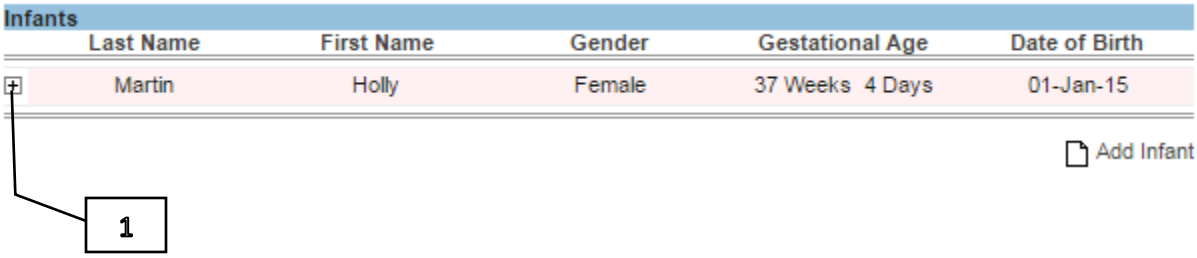
Saving the Infant Record

Once all information has been entered, click the “Save” button. If any of the validations fail you will be notified by a SENDSS pop-up box what needs to be corrected. Make the corrections and click “Save” again.





Editing the NAS Infant Record

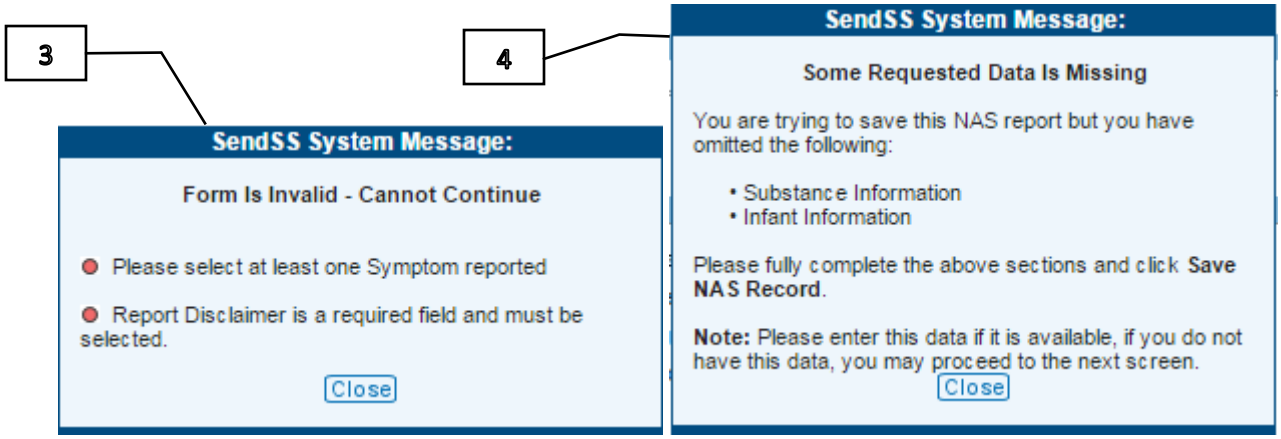


To Edit the NAS Infant Record that you have saved, please click on the **+** sign [**1**]. Make your updates/ corrections and click on save again.

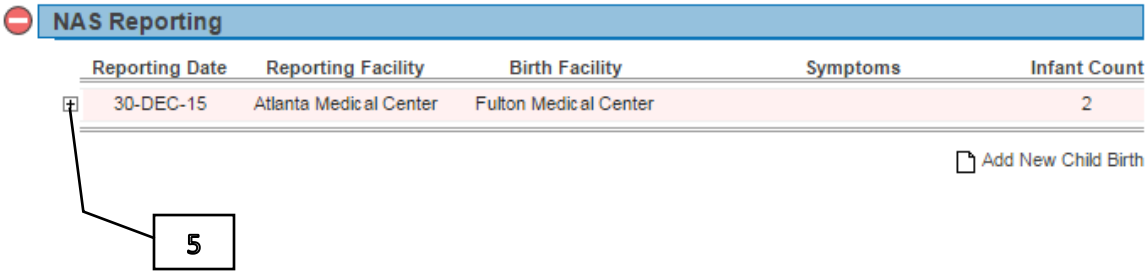
Saving the NAS Reporting Section

Once all the information has been entered, please click on **Save NAS Record #2** [**1**] button. To Exit without saving the record, click on **Close without Saving [2]** button.

Supporting Information and Report Disclaimer are required fields and you will encounter the below pop-up box [**3**] if the field has not been entered. You will encounter the box [**4**] if you have not entered any Infant or Substance information.

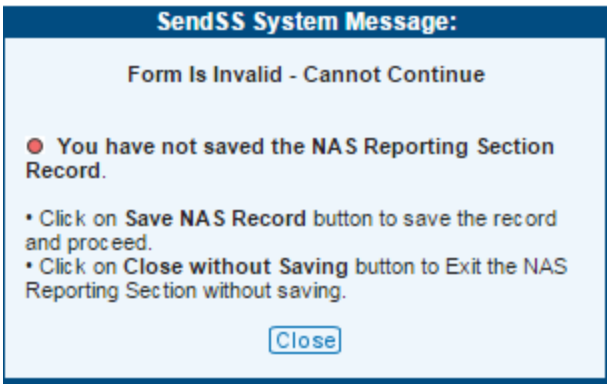


Editing the NAS Childbirth Record



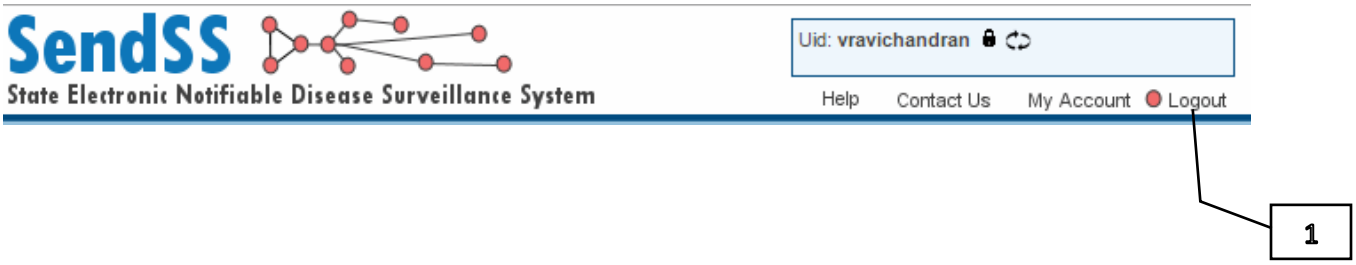
To Edit the NAS Infant Record that you have saved, please click on the **+** sign [**5**]. Make your updates/ corrections and click on Save button again.

Missing NAS Record Information



You might encounter the above SendSS system message, when Substance and/or Infant information has been saved in the NAS Reporting Section but rest of the fields (like the Reporting Facility [**1**], Birth Facility[**2**], Symptoms[**3**], Type of Hospitalization, Infant Age , Additional Information, Medications, Disclaimer etc.) have been left blank by mistake. It is strongly recommended to fill in all the data to the best of your knowledge. The system will **NOT** allow you to proceed unless you save the NAS Record Properly or Close without Saving (Refer Saving the NAS Childbirth Record).

Logging out of the System



Once you have finished using the system, it is important you logout correctly to avoid unauthorized access to the Website. Click on the Logout out link [**1**] to close out the current session. You will be logged out and redirected to the SendSS welcome page.