Induced Termination of Pregnancy (ITOP) Reporting System Guide
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1 ITOP Reporting System

The Agency for Health Care Administration (Agency) developed a new Induced Termination of Pregnancy (ITOP) Reporting System to collect data consistent with the United States Standard Report of Induced Termination of Pregnancy adopted by the Centers for Disease Control and Prevention (CDC). The new system will be the data repository and electronic transmission portal for procedures performed on or after January 1, 2017. The reports shall be confidential and exempt from public record requests.

The Agency will continue to make statistical data available and will report data to the CDC pursuant to Chapter 390, Florida Statutes (F.S.).

1.1 Guidance for ITOP Data Entry Fields

- **Medical Record Number** – Enter a unique number that allows the provider to identify the record in order to avoid duplicate or missing cases. The format is determined by the provider. The CDC recommends: Do not use Social Security number, part of the Social Security number, date of birth, or any other number that could possibly allow an individual outside of the facility to identify the patient.

- **Date of Pregnancy Termination (mm/dd/yyyy)** – Select the exact month, day, and year of the pregnancy termination from the pop-up calendar. For medical (non-surgical) terminations, record the date the initial dosage of medication was given.

- **Clinician’s Estimated Date of Fertilization (mm/dd/yyyy)** – Select the month, day and year the clinician estimates fertilization occurred from the pop-up calendar. Because the Agency is not collecting an estimate of gestational age, the method used to determine the date of fertilization (from LMP or ultrasound) is irrelevant and need not be specified. Data collected in these reports does not replace the documentation required to be included in a patient’s medical record.

- **Residence of Patient - State** – Select the state where the patient resides from the drop-down list. If the patient does not reside in the United States, select “Other” and enter the foreign country or territory in Residence outside the US (if other was selected above).

- **Residence of Patient - County** – This data entry field will be active only if the patient resides in Florida. Select the appropriate county from the drop down list. If the patient resides in another state, the data entry field Residence of Patient - County (if outside Florida) will be active in which to enter the appropriate information.

- **Patient Age at Last Birthday** – Enter the age of the patient in years at her last birthday.

- **Patient Married?** – If the patient is currently married, was married at the time of fertilization, or was married at any time between fertilization and induced termination, select “Yes.”

- **Patient Race** – Based on the patient’s response, select the most appropriate option. If the patient identifies with more than one option or none, select “Other (specify below)” and enter the patient’s response in the Race Description (if other was selected above) field. The Race Description field will be active only if “Other (specify below)” is selected.
• **Patient of Hispanic Origin?** – Select the option that best matches the patient’s response. If the patient’s response indicates “Yes, Other Spanish/Hispanic/Latina (specify below),” enter the patient’s response in the **Hispanic Origin Description (if other was selected above)** field.

• **Patient Education** – Select the option that best matches the patient’s response indicating the highest degree or level of school completed at the time of termination.

• **Number of Previous Live Births** – Enter the number of children born alive to this patient, indicating those that are **Now Living** and **Now Deceased**.

• **Number of Previous Pregnancy Terminations** – Enter the number of previous pregnancy terminations that this patient has had, both **Spontaneous** and **Induced**.

• **Method of Termination** – Select the option that describes the primary category for the method used to induce the termination of pregnancy. If “Other surgical (specify below)” or “Other medication (specify below)” is selected, complete the **Method of Termination Description (if other was selected above)** field. The **Method of Termination Description** field will be active only if an “Other” option is selected.

• **Reason for Pregnancy Termination** – Select the appropriate option from the drop down list.

• **Was/were the infant(s) born alive during or immediately after attempted abortion?** – Select the appropriate response. “Born alive” is defined in 390.011(4), F.S. as: “Born alive” means the complete expulsion or extraction from the mother of a human infant, at any stage of development, who, after such expulsion or extraction, breathes or has a beating heart, or definite and voluntary movement of muscles, regardless of whether the umbilical cord has been cut and regardless of whether the expulsion or extraction occurs as a result of natural or induced labor, caesarean section, induced abortion, or other method.

1.2 **Case Definition: Induced Termination of Pregnancy (ITOP)**

“Abortion” is defined in 390.011(1), F.S. as: “Abortion” means the termination of human pregnancy with an intention other than to produce a live birth or to remove a dead fetus.

For the purposes of state and CDC reporting, the induced termination of multi-fetal pregnancy is considered a single induced termination procedure. However, fetal reduction and selective termination procedures are not intended to terminate the pregnancy and are not considered induced termination events.
2 Step by Step Guidance

The following guidance provides instructions for obtaining access to the reporting system and entering and submitting ITOP reports to the Agency.

2.1 Single Sign On (SSO) Login:

ITOP is a secured network application that runs in an Internet browser, such as Internet Explorer, Mozilla Firefox, Chrome and Safari. This reporting system is accessed through the Agency’s Single Sign On system (also known as the AHCA Portal).

Note: The images provided in this guide were produced using a wide screen desktop computer monitor with varying levels of magnification. The actual display on your screen will depend on the size of the monitor or device (computer, tablet, cell phone, etc.) used to access the system. The information on each screen will display in the same order, top to bottom.

- **Step 1:** Access the AHCA Portal Login screen by clicking the link below or copy-and-paste it into your browser: [https://apps.ahca.myflorida.com/singlesignonportal](https://apps.ahca.myflorida.com/singlesignonportal).

- **Step 2:** If you have already registered for another program available through this portal such as the background screening clearinghouse or online licensing, enter your current User ID and Password. Click the *Log In* button and skip to Section 2.2 below. If you do not have a User ID and Password, click on the New User Registration link and continue with Step 3 on the next page.
Step 3 New User Registration: Read the authorization statement and check the box to agree. Click the Continue button.

Continue with Step 4 on the next page.
Step 4 New User Registration: Complete the form (example below) then click Register. If there are no issues, you will receive the following message: User Account created successfully. You may now log into the AHCA Portal in order to request access to the Agency’s ITOP Reporting System. (See Section 2.2 below.)

Tip: If you forget your password, use the Forgot your Password? link on the AHCA Portal Log In page. Enter your User Name and answer your security question. A temporary password will be sent to the email address entered on your registration. Click on the Reset Password Instructions link on the Log In page and follow the steps to set your new password. You may reset your password at any time.

If you believe your User ID or Password has been compromised, immediately report that information to the Agency licensing unit at (850) 412-4549 or by email at Hospitals@ahca.myflorida.com.
2.2 Request Program Access

An SSO User ID and Password allow anyone to enter the AHCA Portal. However, separate and specific User Registration Agreements are required to access any of the Agency’s online programs. The following steps are specific to creating an ITOP User Registration Agreement.

- **Step 1:** Log in to access the SSO Portal Landing ([https://apps.ahca.myflorida.com/singlesignonportal](https://apps.ahca.myflorida.com/singlesignonportal)) by entering your current User ID and Password. Click the Log In button.

- **Step 2:** Use the drop down list to select “Induced Termination of Pregnancy” and click Request Program Access.

- **Step 3:** Select the Provider Type (Abortion Clinic, Hospital or Physician) from the drop down list. Begin typing the Provider Name. Options should pop up on the screen. Select the one you will be reporting for and click Add Provider. If the provider name you are looking for does not pop up, contact the Agency by phone at (850) 412-4549 or by email at Hospitals@ahca.myflorida.com.
• **Step 4**: Verify the displayed Provider Name is correct and click *Generate AHCA Registration Agreement*. If the wrong provider is selected, click Delete to the left of the provider name.

![Image of the AHCA portal](image)

• **Step 5**: The information entered for your AHCA Portal log in will appear on the User Registration Agreement as well as general information on file with the Agency for the selected provider. Print the agreement form. (Open a printable copy by clicking the link in the upper right corner.) Leaving this screen before printing will cancel this registration. Once the printed form is signed by the user and administrator, send it to the Agency by mail, email or fax as provided on the top of the form.

You can use the Save icon 🔄 at the top of the user agreement to save a copy on your computer.

See a sample User Registration Agreement on the next page of this guide.
Note: You may contact the Agency for any issue by clicking on the contact us link at the bottom of the screen. Clicking this link will not submit your user agreement for approval.
• **Step 6:** You will receive an email when your user agreement is approved by the Agency.

<table>
<thead>
<tr>
<th>From:</th>
<th><a href="mailto:Hospitals@ahca.myflorida.com">Hospitals@ahca.myflorida.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td>Hospitals</td>
</tr>
<tr>
<td>Cc:</td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Your Request for Access to AHCA TEST ABORTION CLINIC Has Been APPROVED.</td>
</tr>
</tbody>
</table>

Your request has been approved for the following:

- **Application:** Induced Termination of Pregnancy
- **Role:** ITOP Provider
- **Facility:** AHCA TEST ABORTION CLINIC
- **License Number:** 928
- **City:** TALLAHASSEE
- **Zip:** 32308

Select [this link](#) to open your web browser and log in to the Single SignOn Portal.

Thank you,
Agency for Health Care Administration

• **Step 7:** Your portal landing screen will now show a link to Induced Termination of Pregnancy under the heading Program Access. Click the link to access the reporting system. You can also manage your Login information from this screen.
2.3 ITOP Reporting System – Access

Setting up your user account for each provider you will be reporting for is a one-time process. The following sections will review entering, editing and submitting data.

- **Step 1:** After logging into your SSO account, click the link to the ITOP system as shown in the previous step. The ITOP Program – Tasks screen will open.

- **Step 2:** The ITOP Program – Tasks screen allows you to enter data for required reporting by clicking the link ITOP Reports or request access to report for another provider. This screen will show all the providers you have requested access to and the status of each request. You also will have access to your user agreements. If needed, select the provider by clicking the box to the left of the provider name and click the Reprint Registration Agreement button.

- **Step 3:** If you will use this system for more than one abortion clinic, hospital or physician, click on the link Add Additional Providers and follow the steps in Section 2.2.

- **Step 4:** Click on the ITOP Reports link to begin entering data. Continue with Section 2.4.

Note: Your User ID is visible on the right side of the blue header ribbon. Select screens will also display your registered email.

Tip: To discontinue access for a provider, please use the contact us link at the bottom of the screen and request withdrawal of the authorization. Facility administrators may withdraw the access of previously registered users through the contact us link or by contacting the Agency licensing unit at (850) 412-4549 or email at Hospitals@ahca.myflorida.com.
2.4 ITOP Reporting System – Dashboard (Authorized Providers)

- **Step 1:** Please read the Disclaimer and click the *Accept* button to continue using the system.
Step 2: You will be directed to your dashboard. This screen shows your registered providers and the status of the most recent activity for each. The dashboard is updated immediately after any data entry.

Note: The blue header ribbon contains two links that are available on all ITOP reporting pages: Authorized Providers (your dashboard), and Register Additional Providers. You will have to log in each time you switch between adding providers and entering data.

Example dashboard:
2.5 Submission History

- **Step 1:** Click the Select button to the left of the provider’s name.

- **Step 2:** The next screen will show the report submission history of the selected provider. New submissions can be created or existing submissions can be edited. It will not contain information submitted in the previous ITOP System.

Note: Report totals and trimesters will be calculated automatically within the ITOP system after individual case details have been entered. Providers will not be required to calculate and enter totals.
2.6 Creating a New Submission

A new submission must be created for each month (reporting period). A submission can be created for the current month, but not for future months and not for any time prior to January 1, 2017. Case data, the required information to be reported to the Agency, can be entered at any time during the reporting period. All cases for the reporting period do not have to be entered at one time, but all required information for each case must be entered in order for that case to be included in the report submission.

- **Step 1**: Select a provider from your dashboard to access the Submission History screen. Click on the **Create New Submission** button.

The Submission Details screen will open. Continue with Step 2 on the next page.
• **Step 2:** The Submission Details screen will default to the current reporting period. Verify the desired reporting period displays. Use the drop down to change the year or month, as needed. Click on the *Create New Submission* button.

Note:
- Dates displayed in this guide are for demonstration purposes only.
- A new submission cannot be created for a reporting period if one already exists. However, you can replace an existing submission (see Section 2.11).
- **Step 3:** A new submission for the selected reporting period is created. Click on the *Add New Case* button.

  Tip: If the newly created report submission period is not correct, click on the *Back to Provider Details* button to return to the Submission History screen. Continue with Step 1 above. Otherwise, continue with Section 2.7.
2.7 Add a New Case for a Reporting Period

**Step 1:** After clicking on *Add New Case*, the Case Details screen will open.

**Step 2:** Enter data in all of the required fields. See section 1.1 for a description of each field. When complete, click on the Save button at the bottom of the page. Click *Cancel* to exit without saving the data entered on this screen.
**Step 3:** You will return to the Submission Details screen. All saved cases for the reporting period will display on this screen. Each saved case can be edited or deleted as needed prior to submission of the complete report to the Agency.
2.8 Edit a Case

Step 1: Navigate to the Submission History screen for the affected provider.

Note: Only cases in a reporting period with a status of Unsubmitted may be edited or deleted. To edit a case in a certified reporting period, see Section 2.11 Replace a Certified Submission.
**Step 2:** Click *Select* next to the Reporting Period of the case to be edited.

**Tip:** Click the *Delete* button in the far right column of the reporting period to delete the entire report submission and all included cases. Only Unsubmitted report submissions can be deleted.
Step 3: Click *Edit* next to the case (Medical Record #) to be edited.
Step 4: Edit as needed and click Save.
2.9 Delete a Case

A provider can delete a case from an Unsubmitted reporting period.

**Step 1:** Select the Provider and Reporting Period to navigate to the appropriate Submission Details screen. Click the *Delete* button on the right side of the screen of the case to be deleted.
Step 2: The Delete Case Record screen will open. After verifying the correct case (Medical Record Number) has displayed, click on the *Delete Case* button.
2.10 Submit a Report to the Agency

Reports must be submitted to the Agency within 30 days following the preceding month (reporting period) to be considered timely received. A report must be certified as complete by a registered user before it will be received by the Agency.

Note: A report cannot be certified and submitted prior to the end of the reporting period.

### Schedule of important dates for the first few months of 2017

<table>
<thead>
<tr>
<th>Month</th>
<th>First day a new report submission can be created</th>
<th>Last day of the reporting period</th>
<th>First day the report submission can be certified and sent to the Agency</th>
<th>Last day the report submission can be sent to the Agency timely</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>01/01/2017</td>
<td>01/31/2017</td>
<td>02/01/2017</td>
<td>03/02/2017</td>
</tr>
<tr>
<td>February</td>
<td>02/01/2017</td>
<td>02/28/2017</td>
<td>03/01/2017</td>
<td>03/30/2017</td>
</tr>
<tr>
<td>March</td>
<td>03/01/2017</td>
<td>03/31/2017</td>
<td>04/01/2017</td>
<td>04/30/2017</td>
</tr>
<tr>
<td>April</td>
<td>04/01/2017</td>
<td>04/30/2017</td>
<td>05/01/2017</td>
<td>05/30/2017</td>
</tr>
</tbody>
</table>

**Step 1:** When all of the cases for a reporting period have been entered and the reporting period has ended (first day of the following month), the report may be submitted to the Agency. Navigate to the Submission Details screen and click the *Submit Report to Agency* button.
Step 2: The Certify Submission screen will open. Click on the Certify this Submission button.

Step 3: The status of the report on the Submission History screen will be updated to Certified. Certified status confirms the report has been received by the Agency.
2.11 Replace a Certified Submission

A certified submission cannot be edited or corrected, but can be replaced. This functionality provides an option to replace data if an error is discovered at a later date. Note: Replacing a submission may cause the report to be considered late and subject to a fine in accordance with § 390.0112, F.S.

**Step 1:** Navigate to the Submission History screen and click *Select* next to the reporting period that needs to be replaced.
Step 2: The Submission Details screen will open. After verifying the correct reporting period has displayed, click *Replace this Submission*. 
Step 3: The Replace Submission screen will open. Verify the reporting period to be replaced is displayed and click *Replace this Submission.*
**Step 4:** The Submission History screen will open and display an updated status of Replaced for the original submission. A copy of the replaced submission will be automatically created, including all of the case information. The status of the new submission will be Unsubmitted.

**Step 5:** Select the appropriate Unsubmitted reporting period and make the edits following the steps in Sections 2.7, 2.8 and/or 2.9 as appropriate.
Step 6: The edited reporting period must be re-certified following the steps in Section 2.10.

Tip: A certified submission can be replaced up to 6 months after the reporting period.
2.12 Export Cases to Excel

The ITOP Reporting system allows you to export your data, including details of each case within a reporting period, in Excel format.

**Step 1:** Navigate to the Submission History screen and select the reporting period.
Step 2: The Submission Details screen will open. Click on **Export Cases to Excel**.

Step 3: A pop-up window will open. Choose the desired option.
3 Contact Us

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This document is available on the Agency’s Abortion Clinic Licensure webpage: http://ahca.myflorida.com/MCHQ/Health_Facility_Regulation/Hospital_Outpatient/abortion.shtml