



RICK SCOTT
GOVERNOR

JUSTIN M. SENIOR
INTERIM SECRETARY

December 23, 2016

Re: Revised Induced Termination of Pregnancy (ITOP) Reporting Procedure Beginning
January 2017

The Agency for Health Care Administration (Agency) developed a new online system for reporting ITOP cases (abortion procedure) to allow providers to submit data in accordance with the requirements of section 390.0112, Florida Statutes. The new system will collect data on procedures performed on or after January 1, 2017 in a format consistent with the United States Standard Report of Induced Termination of Pregnancy adopted by the Centers for Disease Control and Prevention.

Access to the new ITOP system is through the Agency's Single Sign On (SSO) portal located at: <https://apps.ahca.myflorida.com/SingleSignOnPortal/Login.aspx?ReturnUrl=%2fSingleSignOnPortal>. Each person authorized to submit data for a provider must have access to the SSO portal and complete a new ITOP user agreement in order to use the system. Staff reporting for a hospital or abortion clinic will select their facility from the list of active providers. Physicians performing procedures in a location other than a licensed abortion clinic or hospital must first contact the Hospital and Outpatient Services Unit by email at Hospitals@ahca.myflorida.com or by telephone at (850) 412-4549.

Questions and Answers - Registration

1. Can I report 2017 data in the current system until I get registered in the new system?
A: *No, the current system will be closed to new submissions after the December 2016 reporting period.*
2. What is the deadline to register for the new ITOP system?
A: *There is no set deadline for registering, although the deadline to report January 2017 data without penalty is March 2, 2017.*
3. How long does it take to register and get access?
A: *Getting access to the SSO portal is immediate. A new user can then complete an ITOP agreement. Access to submit reports will depend on how soon a signed user agreement is submitted to the Agency.*
4. Can I register the same user id and password that I use in the current ITOP system?
A: *Yes, the SSO portal and the current ITOP system are separate programs.*
5. How many registered users can a facility have?
A: *There is no set limit on the number of users. The facility may want to limit access for quality assurance and accountability.*



6. How do I create an ITOP user agreement for a physician's office?

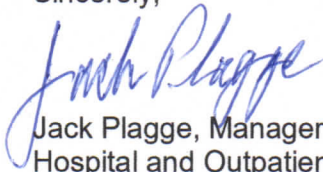
A: *Physicians need to contact the Hospital and Outpatient Services Unit before registering so the physician and practice name can be entered by the Agency. The identifying information will then be available to populate the ITOP user agreement.*

7. If I report data for more than one office, do I need separate agreements for each office?

A: *Yes. You should have only one SSO user id and password, but you will need to create a separate user agreement for each office.*

If you have additional questions, please contact the Hospital and Outpatient Services Unit by phone at 850-412-4549 or by email at Hospitals@ahca.myflorida.com.

Sincerely,

A handwritten signature in blue ink that reads "Jack Plagge". The signature is written in a cursive style with a large initial "J".

Jack Plagge, Manager
Hospital and Outpatient Services Unit