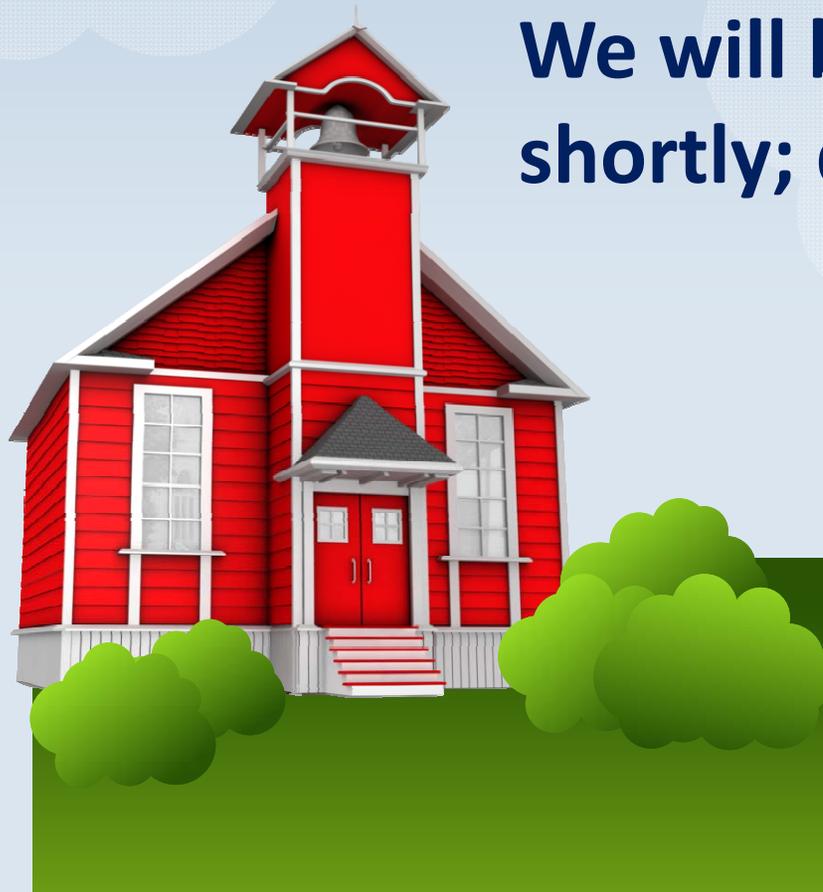


Blood Lead Testing & School Match Q & A

September 27th, 2016 3:00 - 4:00 p.m.

**We will be with you
shortly; don't leave!**



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Blood Lead Testing & School Match

Agenda

3:00 – 3:05

Welcome & housekeeping

3:05 – 3:20

Question/Answer Summary & Reminders

3:20 – 3:40

Open Questions

3:40 – 4:00

Walk through entire process

4:00

Adjourn



Housekeeping



The image shows a webinar interface. On the left, there is a control panel with a black background and white text for 'Audio Settings', 'Q&A', 'Chat', and 'Raise Hand'. A red bracket highlights the 'Q&A' and 'Chat' buttons. The main content area has a light blue background with a red school bell tower icon at the bottom left. The title 'School Data Matching for Lead Screening Webinar' is displayed in a dark blue font. A black vertical bar is on the right side of the interface.

Received Questions & Answers #1

- **Question:** Why do I continue to receive secure mail messages even after I have submitted the student and contact information for my school?
- **Answer:** this process has been created on very short notice and we did not have time to incorporate any way to check to see if a file has been received, which could then be used to limit periodic e-mails that are sent. This will change for next year.

If you have already submitted the kindergarten student list and school contact information, you can ignore all future secure mail message.

Received Questions & Answers #2

- **Question:** When I go to the link that I saved after successfully creating my iowa.gov SecureMail account , I'm unable to login. Why not?



iowa.gov
SECUREMAIL

State of Iowa SecureMail Login

Name:

Password:

Submit

- **Answer:** You will never be able to login to initiate a reply; **ALWAYS** click on the link sent to you in the periodic reminder message that contains a link to the iowa.gov SecureMail portal and **REPLY to the secure mail message you received.**

Received Questions & Answers #3

- **Question:** I submitted the kindergarten student and contact information for my school. How do I know that you received it?
- **Answer:** Unfortunately, there is no 'Sent' folder available for you to see, which might alleviate this concern. As long as you are replying to one of the secure messages sent to you, then there is no way to send it to any other mailbox. Be confident that the information has been received if you did not receive an error after uploading the file and clicking on the 'Send' button.

Received Questions & Answers #4 Part1

- **Question:** When I attempt to open the Excel spreadsheet, it opens as a text file (".txt" appears at the end of the file name) and all I see is a jumble of letters, numbers, and special characters. Why?
- **Answer:** This requires some follow-up to clearly understand the question.
 - Are you using a Mac computer?
 - Is there any spreadsheet software (Numbers, OpenOffice, Excel) installed on the Mac?

Received Questions & Answers #4 Part2

- **Answer:** If you are using a Mac and have spreadsheet software...
 - Download the file from the secure e-mail message (click on the file)
 - Open your spreadsheet software (Excel, Numbers, etc.)
 - From within your spreadsheet software, open the file that is now in your 'Downloads' folder
 - Add your kindergarten student list and school contact information
 - If you are able to save the file as an Excel (.xls) format, please do so and reply to the secure e-mail message with the file attached
 - If you are unable to save it in an Excel format, but can save it in a Numbers format, reply to the secure e-mail message with the Numbers file attached; we will convert the file on our side

Received Questions & Answers #5

- Question: I have submitted my kindergarten student and contact information for my school, but I get a reply that it wasn't sent through the secure process. Why?
- **Answer 1:** If you attached the completed spreadsheet to an e-mail without logging in to the iowa.gov SecureMail portal and sent it to Rossany Brugger, this was not sent through secure mail.
- **Answer 2:** if you initiated a new e-mail within the iowa.gov SecureMail portal and sent it to Rossany Brugger, it was sent securely, but Rossany cannot tell that it was sent securely. It was actually sent to the wrong e-mail address. **Always REPLY to the secure mail message you received.**

Received Questions & Answers #6

- **Question:** What if I need to correct or update information – make a correction to the information that has already been sent?
- **Answer:**
- Send an updated file – ideally with only the corrected information – knowing that if there are any non-matched students (students for which IDPH cannot find a blood lead test) from either incorrect information or corrected information, you may receive duplicate names on the final report back to the schools. Duplicates should be easy for schools to identify, but very difficult for IDPH to identify with any accuracy.

We will need to accommodate files that have been sent with only corrected information as well as full student lists with only small changes. To avoid the possibility of losing information, IDPH will process through all received files.

Reminders

- The next secure e-mail will be sent on Friday October 7th.
- If you have already sent your kindergarten student list and your school contact information, please ignore these future secure e-mail messages; there is no need to re-submit information when you receive one of these messages.
 - If for some reason there is a need to resubmit information, this request will not come from the School.Lead@idph.iowa.gov e-mail address. It will likely come from Rossany Brugger.

Open Questions



The Original SecureMail Message



You have received a secure email from the State of Iowa.

Read your secure message by clicking the link below or paste the following address in your browser.

https://securemail.iowa.gov/verify/loqon.php?fmu=https://securemail.iowa.gov/module/semail.fe?reqobject=Locale&reqaction=20&lang=en&id=ivorviq@outlook.com&page=semail_envelop&subject=SECUREMAIL%3a%20Please%20submit%20your%20kindergarten%20student%20and%20contact%0a%20lists%20for%20blood%20lead%20test%20matching&sender=school.lead@idph.iowa.gov&ibeId=IBE.u8FKPbJF022232-u8FKPbJH0222320001150

The Web browser will be launched and prompt you to log in.

Your secured email message will be available for 14 days.

More information regarding Secure Email (including a User Guide) is available at:
https://help.iowa.gov/kb_view.do?sysparm_article=KB0010260

If you have concerns about the validity of this message, contact the sender directly,

The Secure Email Service

Thu September 15 08:08:53 2016 [Help]



Secure Email Service

**An account id was not found for the email address *school.nurse999@gmail.com*.
You will need to establish an account before message details can be retrieved.
[Click here to start the create account process.](#)**

NOTICE: You are about to interact with a publicly accessible website owned and operated by the State of Iowa. The actual, or attempted, unauthorized access, use, or modification of this website and its contents is strictly prohibited. Violators may be subject to administrative disciplinary action, civil litigation, and/or criminal prosecution in accordance with applicable State and Federal laws.

The use of this website may be monitored and recorded for administrative and security reasons. The State of Iowa and its agents may provide the information and evidence collected to third-parties including law enforcement officials.

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State of Iowa Secure Mail Registration



The screenshot shows a registration form for the State of Iowa Secure Email. The form is set against a blue background. At the top, the text reads "State of Iowa Secure Email". Below this, a prompt says "Sign up now to get credentials you can use for Enterprise A&A enabled sites." The form includes two input fields: "First Name" and "Last Name". A green "Register" button is positioned to the right of the "First Name" field. At the bottom of the form, there are links for "What is A&A?", "Help", and "Report Issue to State Service Desk".

State of Iowa
Secure Email

Sign up now to get credentials you can use for Enterprise A&A enabled sites.

First Name:

Last Name:

Register

Possibly have an account already?
Click here for a listing of all A&A enabled applications. If you created an account for any of these applications you don't need to create a new account.

What is A&A?
Help
Report Issue to State Service Desk

Important!

- You must have a valid email address.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions and Answers.

Create an iowa.gov SecureMail Account

Create Account

State of Iowa Secure Email

Account Id:
flo.nightingale@IOWAID

First Name:
Florence

Last Name:
Nightingale

Email:
flo.nightingale@outlook.com

Confirm Email:
flo.nightingale@outlook.com x

Save Account Details Cancel Help

The Account ID is automatically created from the entries on the previous screen and always ends with “@IOWAID”

Notice of the Confirmation Email

Registration Confirmation

State of Iowa Secure Email

An email has been sent to the email address you provided.
It will contain your Account id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register.

Possible reasons you did not receive the email to confirm your account.

1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.
2. The email may have gone to your spam, junk, or blocked email folders.
3. In rare occurrences email security products are not allowing this email to be received normally.

Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.

Receiving the Confirmation e-mail

Welcome from Enterprise A&A!

DO NOT SHARE this email with anyone else as it contains account information and links that could allow your account to be compromised.

This email is a confirmation of the account you requested for State of Iowa Secure Email and provides steps (see below) on how to activate your account.

Account Details Section:

Account ID: flo.nightingale@iowaid
Your name: Florence Nightingale
EMail: flo.nightingale@outlook.com

If you did not request this account or think this email was sent in error, please contact the State Service Desk (https://iowa.service-now.com/kb_view.do?sysparm_article=KB0010301).

Before you begin: If you start the account activation process by clicking the step 1 link you must complete all 4 steps immediately. If you close your browser or have a delay that keeps you from completing all 4 steps your account will be created, but will require you to contact the State Service Desk before you will be able to use it.

Account Activation Process:

Step 1. Click the following link. <https://entaa.iowa.gov/entaa/sso?regToken=4f6af1de1f1438db0a36101ac51aaaf4> (If you get a message that says "Sorry the link you used is no longer valid..." see the help section below.)

Step 2. Choose two baseline questions and then make your own 3rd question and enter answers for each. --- (These are security questions you can answer later if you ever forget your password.)

Step 3. Enter your password and confirm it by entering it again. (Reminder - Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, *, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.)

Step 4. Sign in using your Account Id (see Account Details Section above) and the password you just entered in Step 3.

Help Section:

Did you get the message "Sorry the link you used is no longer valid."? If so, the state of your account is in question and you will need to use the following to determine the account state.

Click the following link. https://entaa.iowa.gov/entaa/sso?appId=DAS_MAIL&callingApp=https://securemail.iowa.gov/verify/logon.php?fmu=https://securemail.iowa.gov/module/semail.fe?reqobject=Locale&reqaction=20&lang=en&id=flo.nightingale@outlook.com&page=semail_envelop&subject=SecureMail&sender=john.satre@idph.iowa.gov&ibeId=BE.u8EKS9Ia009123-u8EKS9Ic0091230001890&tab=forgetid

Enter your email address and then press the "Retrieve A&A Id" button.

*If you get the message "Sorry, could not find your account..." and you are sure you entered your email correctly then your account did not get created and you will need to press the "Create An Account" tab and start the registration process over.

The Security Questions

Identity Baseline

State of Iowa Secure Email

Identity Baseline for **SCHOOL.NURSE@IOWAID**

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:

-- Select Question --

Answer 1:

Confirm:

Question 2:

-- Select Question --

Answer 2:

Confirm:

(Create your own questions)

Question 3:

Creating Your Password

Change Password

You must change your password.

State of Iowa Secure Email

Password Change for FLO.NIGHTINGALE@IOWAID

Enter new password:

Confirm new password:

Save New Password

Cancel

Help

Password Rules

Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, *, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.

Login to iowa.gov Secure Mail Step 1

You have successfully changed your password. To continue, you will need to log on with the new password.

State of Iowa
Secure Email

Enter your Account Id and Password and press sign in to continue.

Account ID:

Password:

Sign In

Account Details

What is A&A?
Help
Report Issue to State Service Desk

The Account ID always ends with “@IOWAID”

Account Id Examples

Public User Account Format:

firstname.lastname@iowaid

State Employee Account Format:

firstname.lastname@iowa.gov

Login to iowa.gov Secure Mail Step 2

Wed September 14 03:40:05 2016 [\[Help \]](#)



Secure Email Service

Welcome FLO.NIGHTINGALE@IOWAID

Click the link below to logon to the Secured Email System using your A&A account password for the account listed above. This will enable you to access the secured email that was sent to "flo.nightingale@outlook.com".

[Click here to Logon](#)

[Click here for UserID or Password Help](#)

NOTICE: You are about to interact with a publicly accessible website owned and operated by the State of Iowa. The actual, or attempted, unauthorized access, use, or modification of this website and its contents is strictly prohibited. Violators may be subject to administrative disciplinary action, civil litigation, and/or criminal prosecution in accordance with applicable State and Federal laws.

The use of this website may be monitored and recorded for administrative and security reasons. The State of Iowa and its agents may provide the information and evidence collected to third-parties including law enforcement officials.

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Login to iowa.gov Secure Mail Step 3

Wed Sep 14 15:41:31 2016 [Help][Login to Webmail]



Secure Email Service

From: john.satre@idph.iowa.gov
To: flo.nightingale@outlook.com
Subject: SecureMail

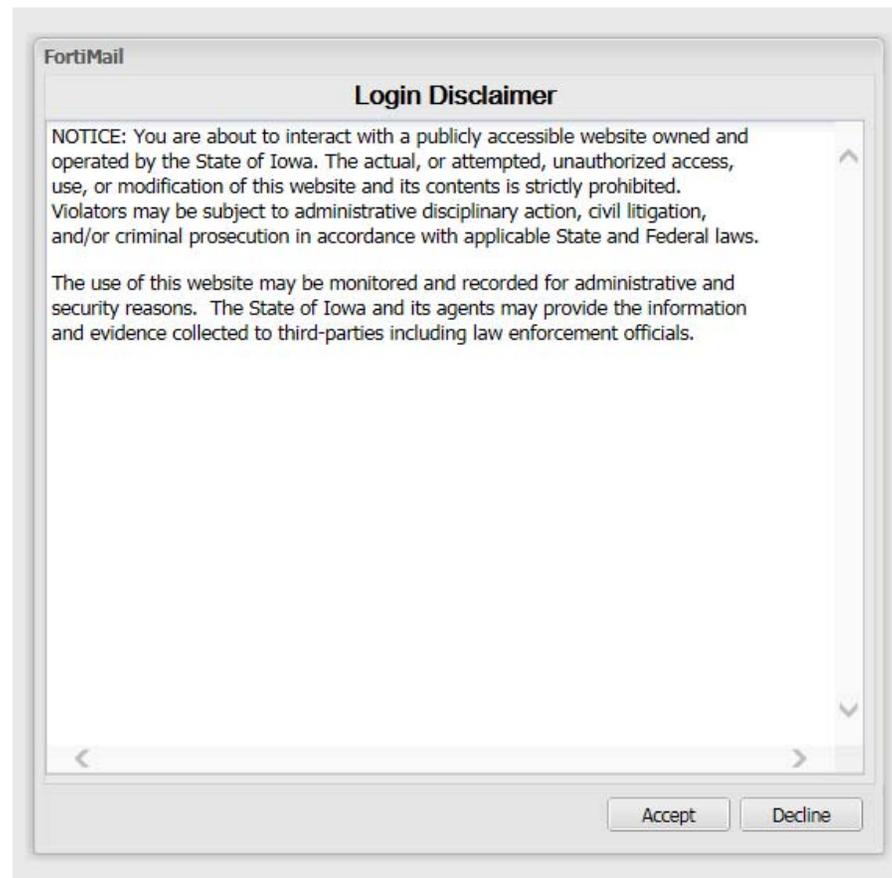
Password:

[Open](#)

[Policies](#)
[Click here for UserID or Password Help](#)

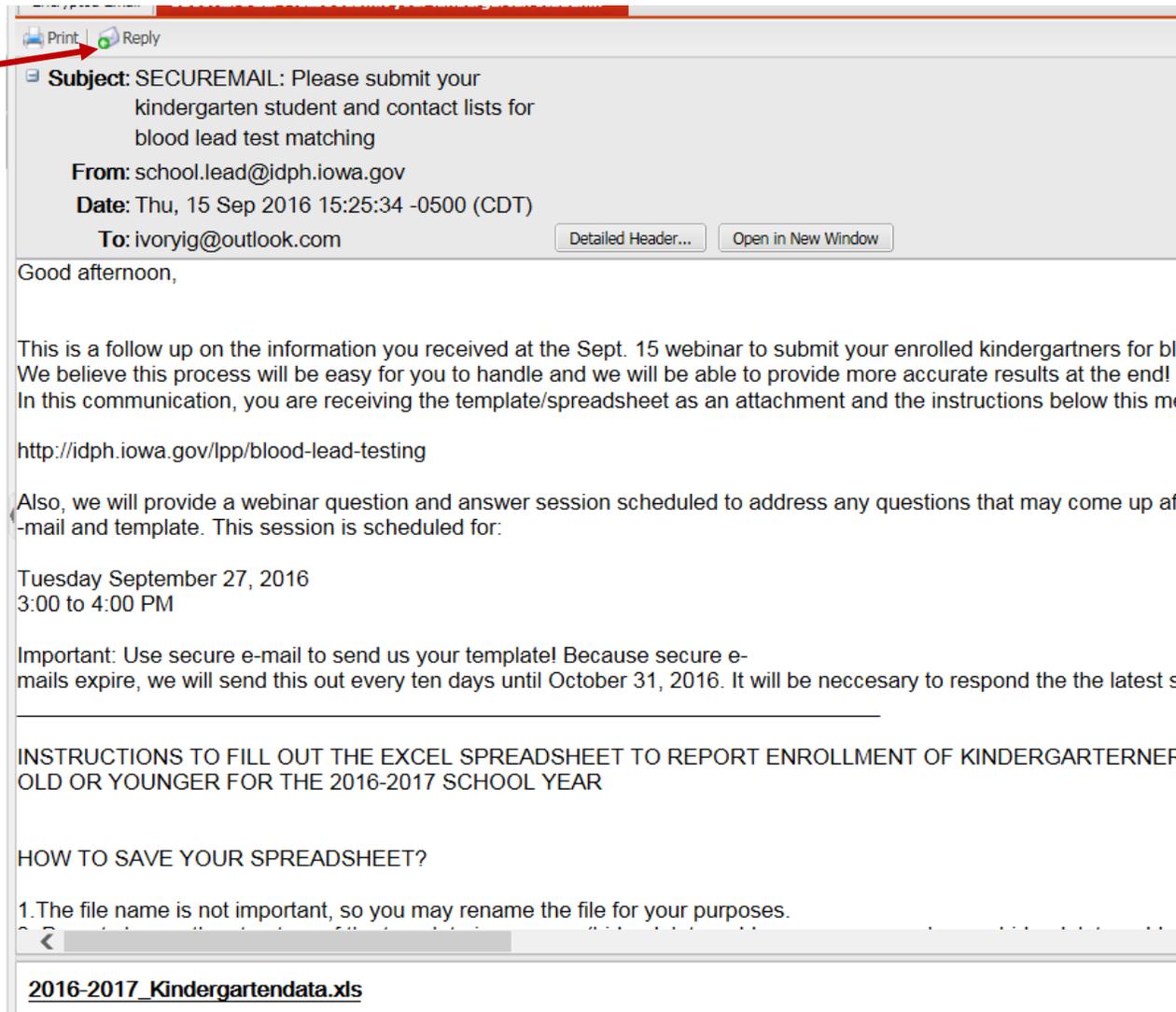
Copyright ©2010 State of Iowa. All Rights Reserved.

Login to iowa.gov Secure Mail Step 4



Use the Reply function to send the completed spreadsheet back to the Iowa Dept. of Public Health

The spreadsheet is attached and at the bottom of the message. Click on it and save it to your computer.



Print Reply

Subject: SECUREMAIL: Please submit your kindergarten student and contact lists for blood lead test matching

From: school.lead@idph.iowa.gov

Date: Thu, 15 Sep 2016 15:25:34 -0500 (CDT)

To: ivoryig@outlook.com

Detailed Header... Open in New Window

Good afternoon,

This is a follow up on the information you received at the Sept. 15 webinar to submit your enrolled kindergartners for blood lead testing. We believe this process will be easy for you to handle and we will be able to provide more accurate results at the end! In this communication, you are receiving the template/spreadsheet as an attachment and the instructions below this message:

<http://idph.iowa.gov/lpp/blood-lead-testing>

Also, we will provide a webinar question and answer session scheduled to address any questions that may come up after the webinar. This session is scheduled for:

Tuesday September 27, 2016
3:00 to 4:00 PM

Important: Use secure e-mail to send us your template! Because secure e-mails expire, we will send this out every ten days until October 31, 2016. It will be necessary to respond to the latest secure e-mail.

INSTRUCTIONS TO FILL OUT THE EXCEL SPREADSHEET TO REPORT ENROLLMENT OF KINDERGARTNERS OLD OR YOUNGER FOR THE 2016-2017 SCHOOL YEAR

HOW TO SAVE YOUR SPREADSHEET?

1. The file name is not important, so you may rename the file for your purposes.

2. 

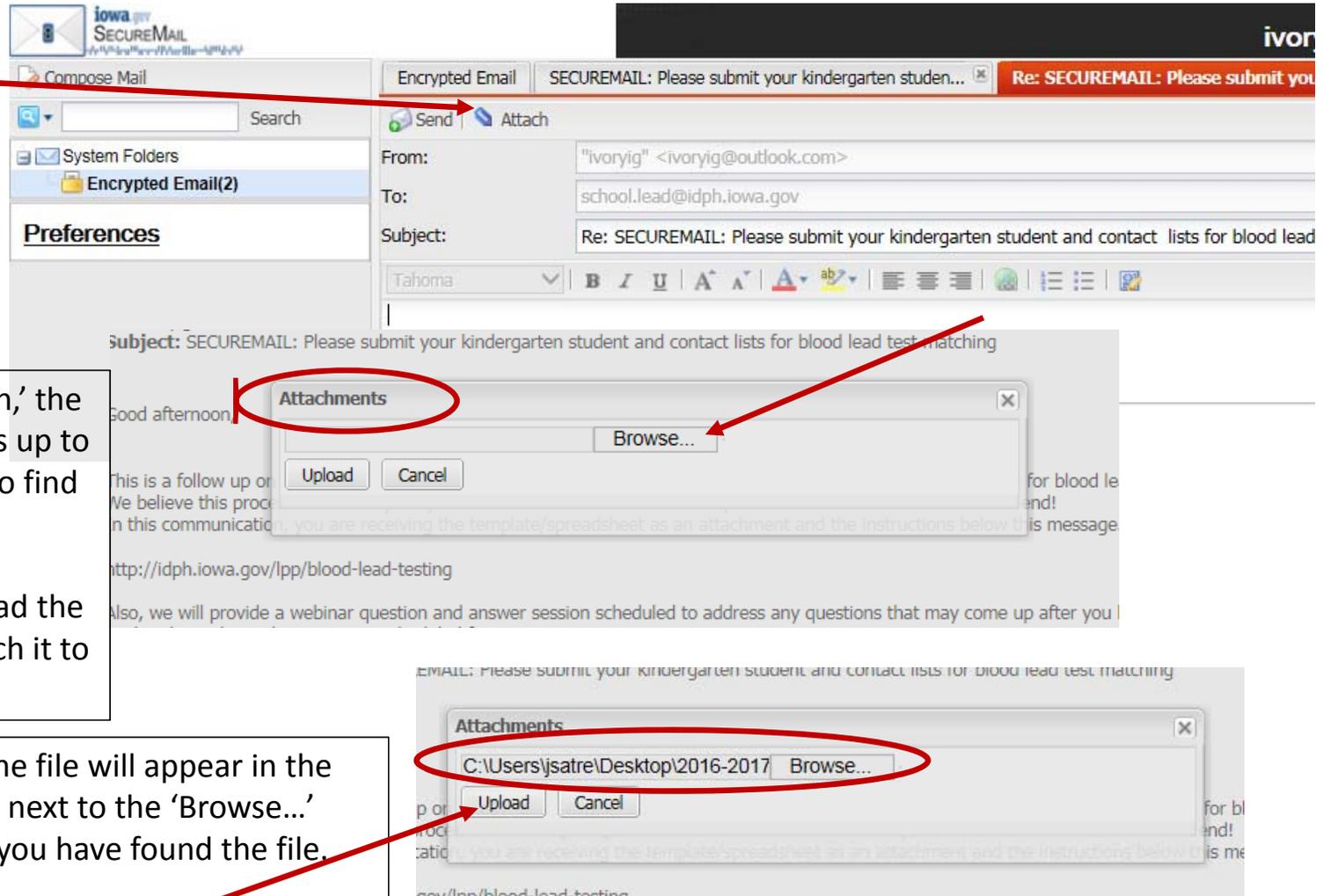
2016-2017_Kindergartendata.xls

Use the Attach function to upload the completed spreadsheet to the secure mail portal and attach it to the reply message.

When you click 'Attach,' the Attachments box pops up to allow you to browse to find the file.

Click 'Upload' to upload the spreadsheet and attach it to the reply message.

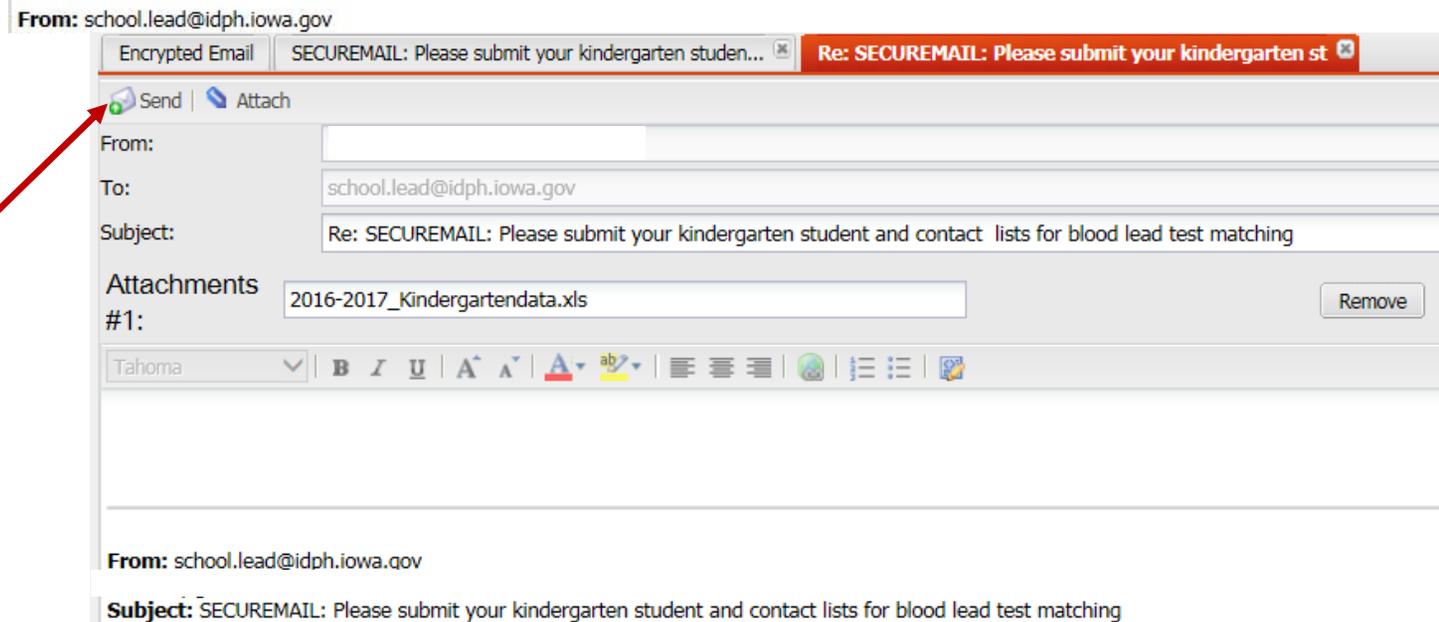
the path to the file will appear in the little window next to the 'Browse...' button once you have found the file.
Click the 'Upload' button.



Once the upload is complete, an Attachments box appears and the file name will display.



Once the file is attached, everything is ready... click on the 'Send' button.



Blood lead testing & school match Q & A

September 27th, 2016 3:00 - 4:00 p.m.

IF you have further questions...

Policy questions:

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