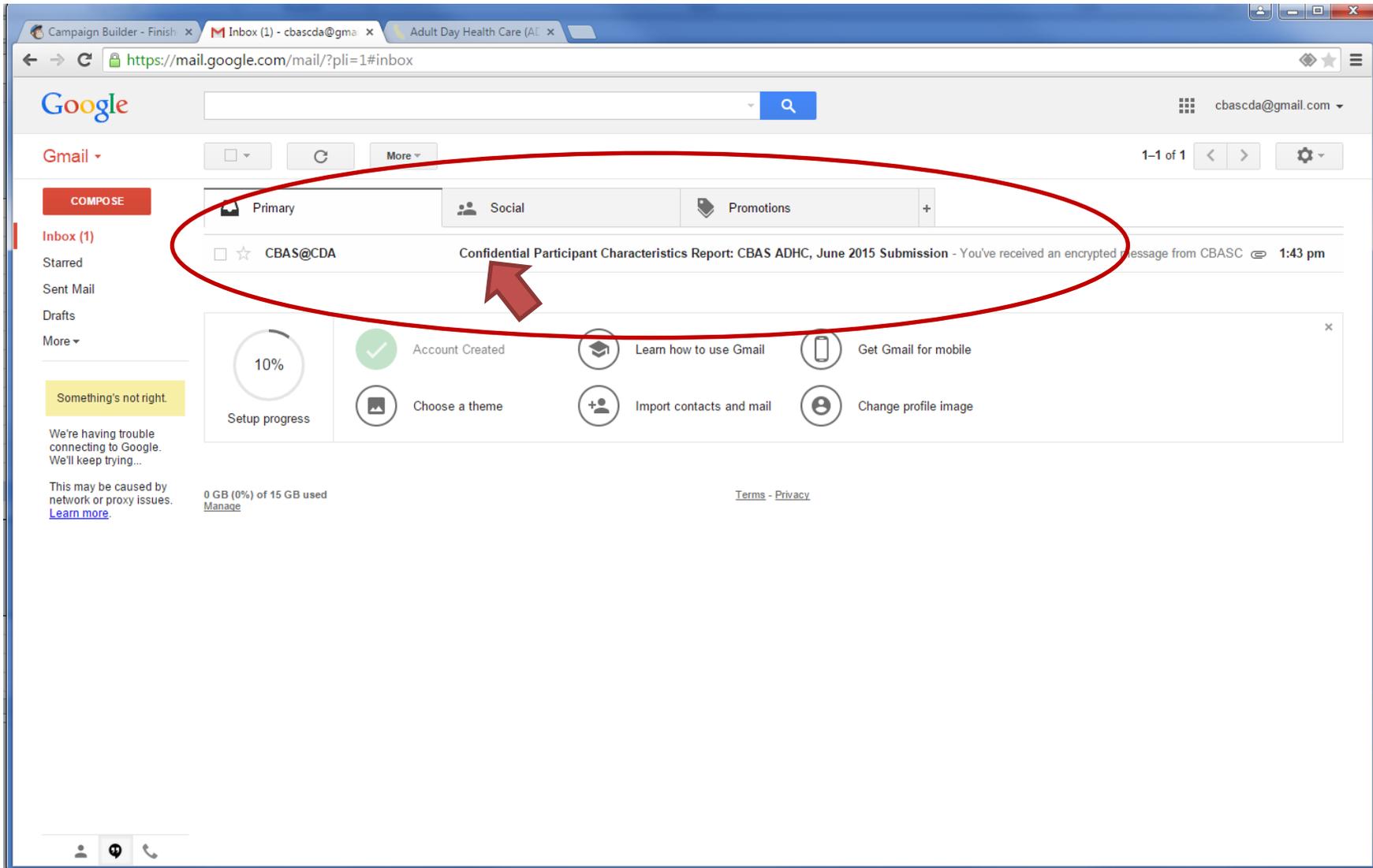
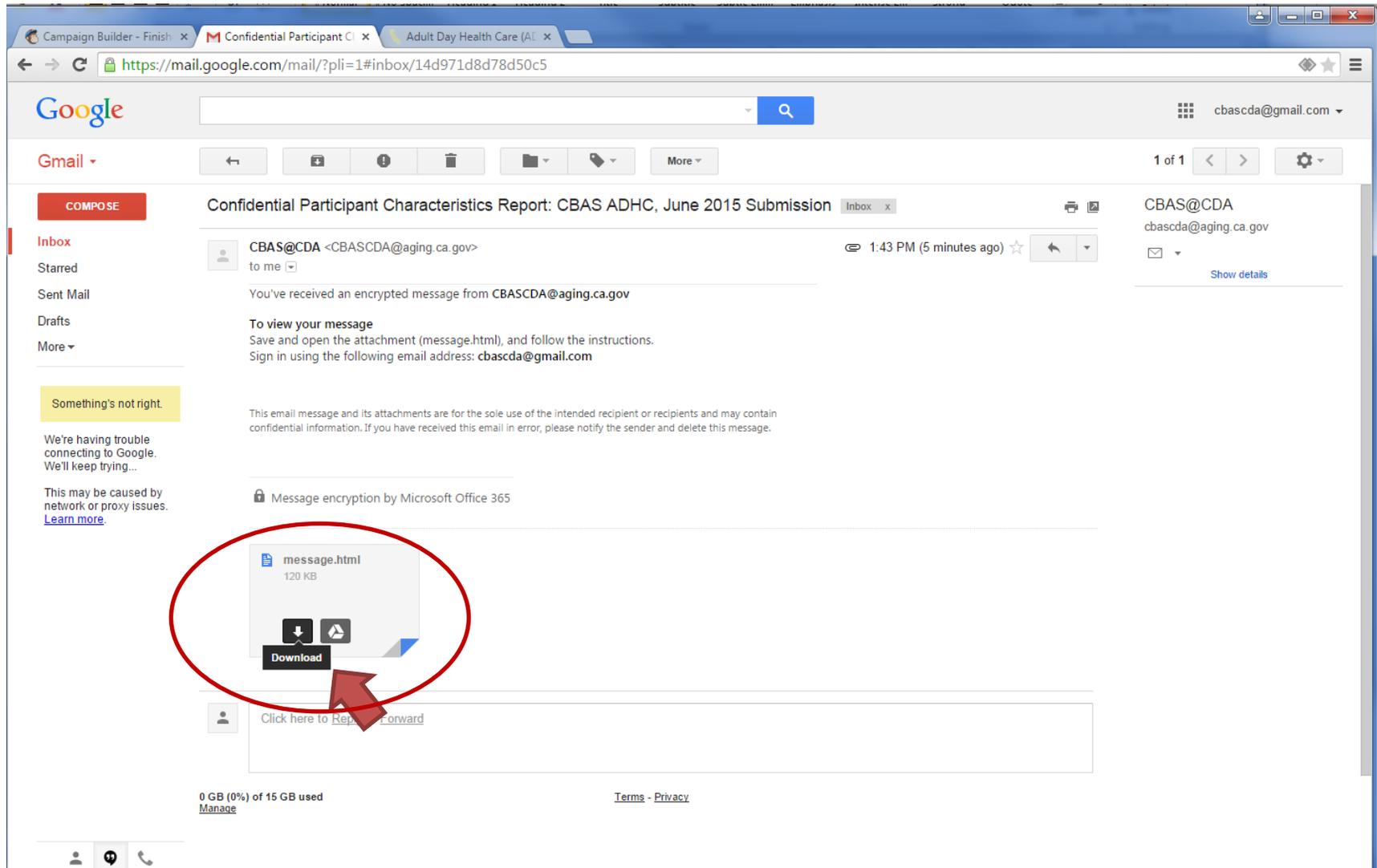


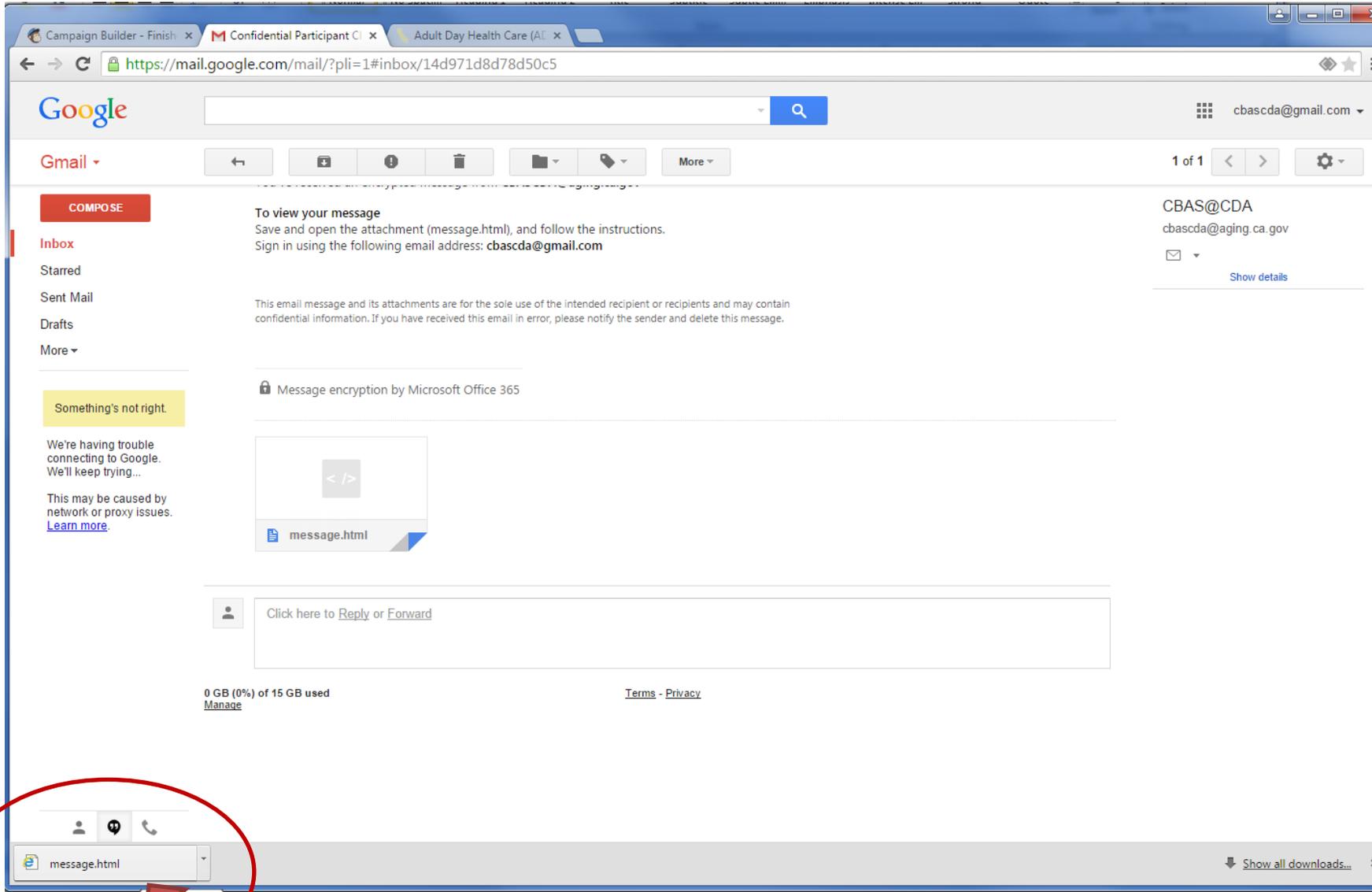
STEP 1: Open your mailbox and select the confidential email from the CBAS Branch. (Note: The example given below is for GMAIL users)



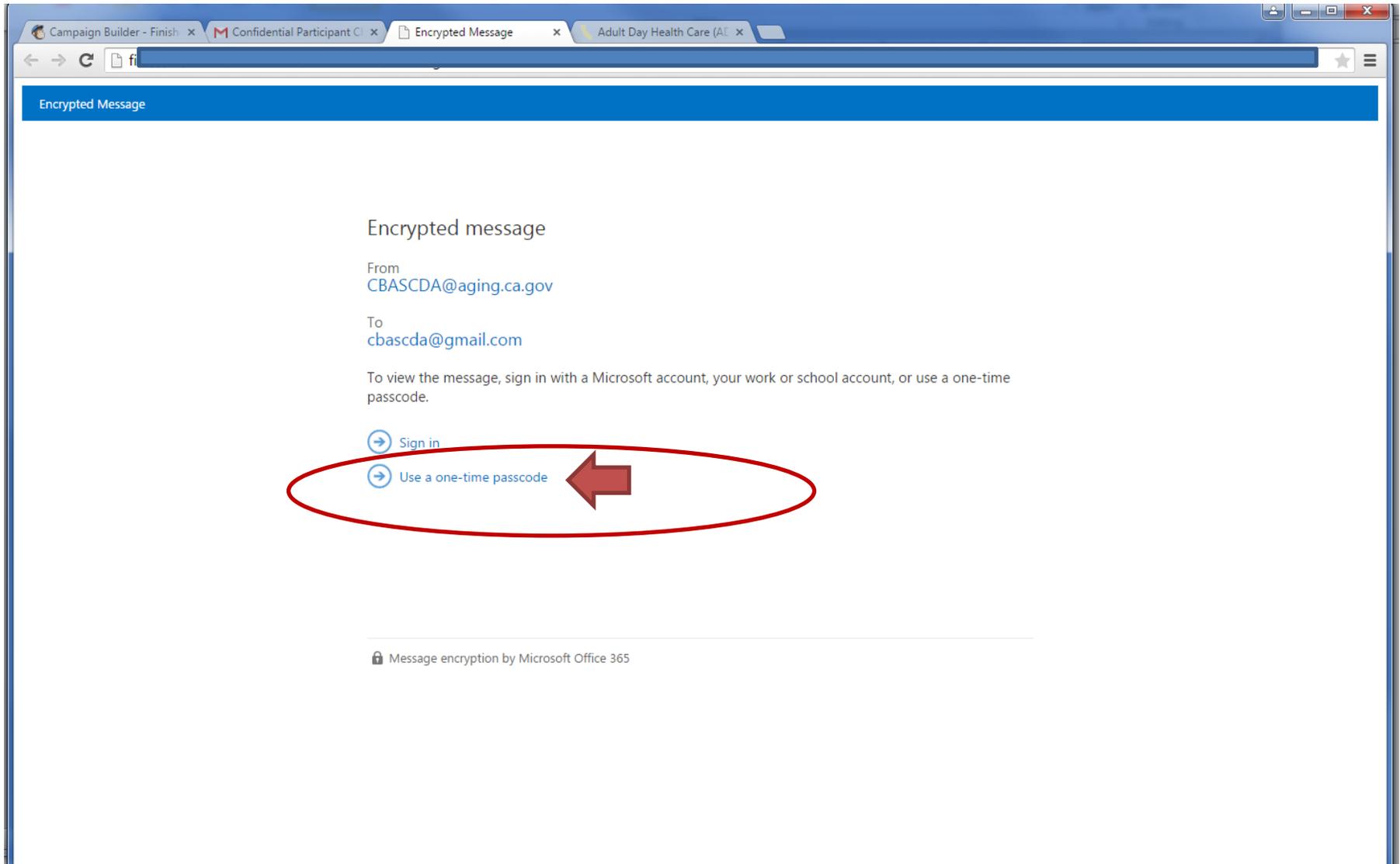
STEP 2: Click on the "Download" link below as indicated. **Do not click on the "reply" button here, as it will result in you sending your confidential report in an insecure manner, and is considered a HIPAA rule violation.**



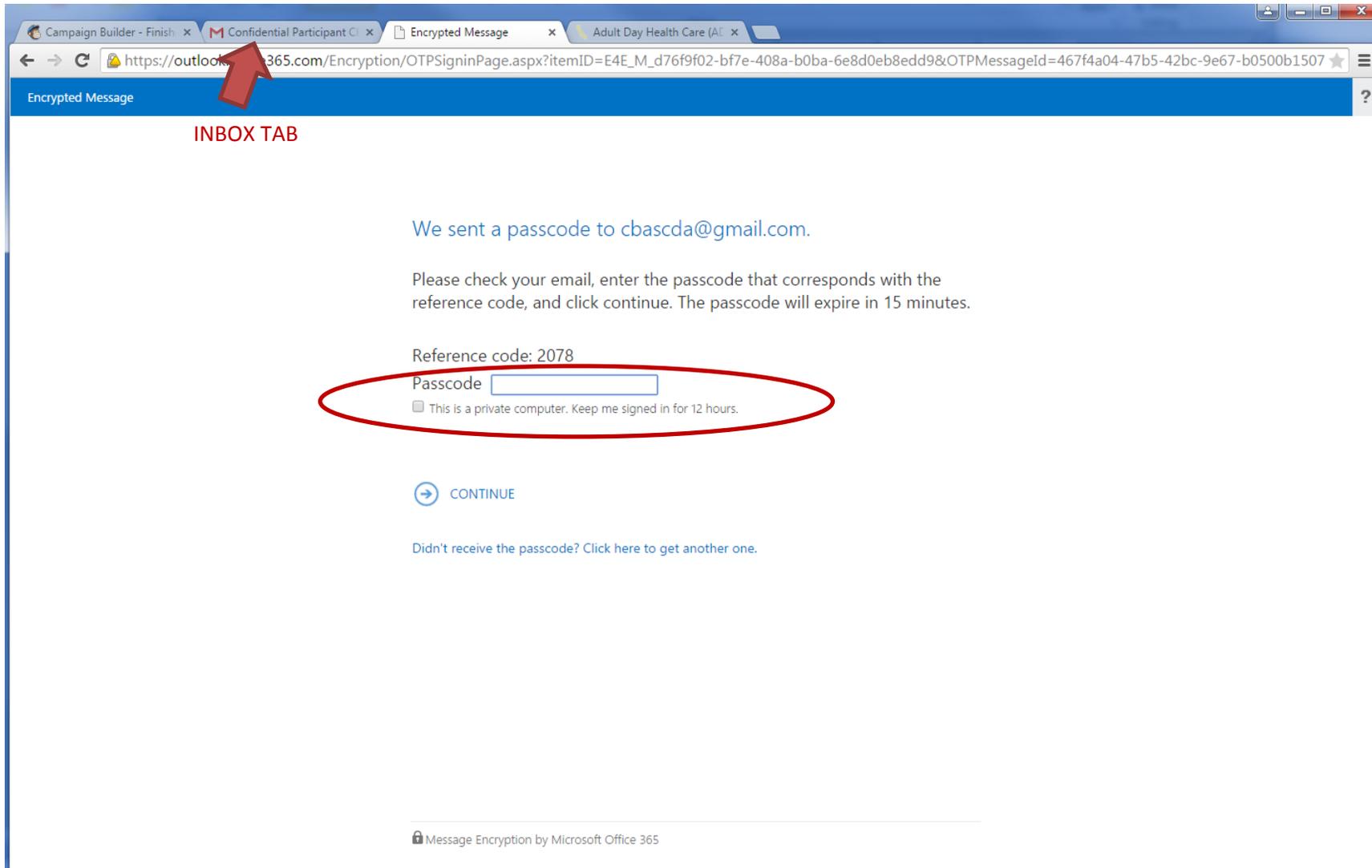
STEP 3: Open the downloaded secure message by clicking on the button below as indicated. For some users, it may be necessary to download and save this message on your computer.



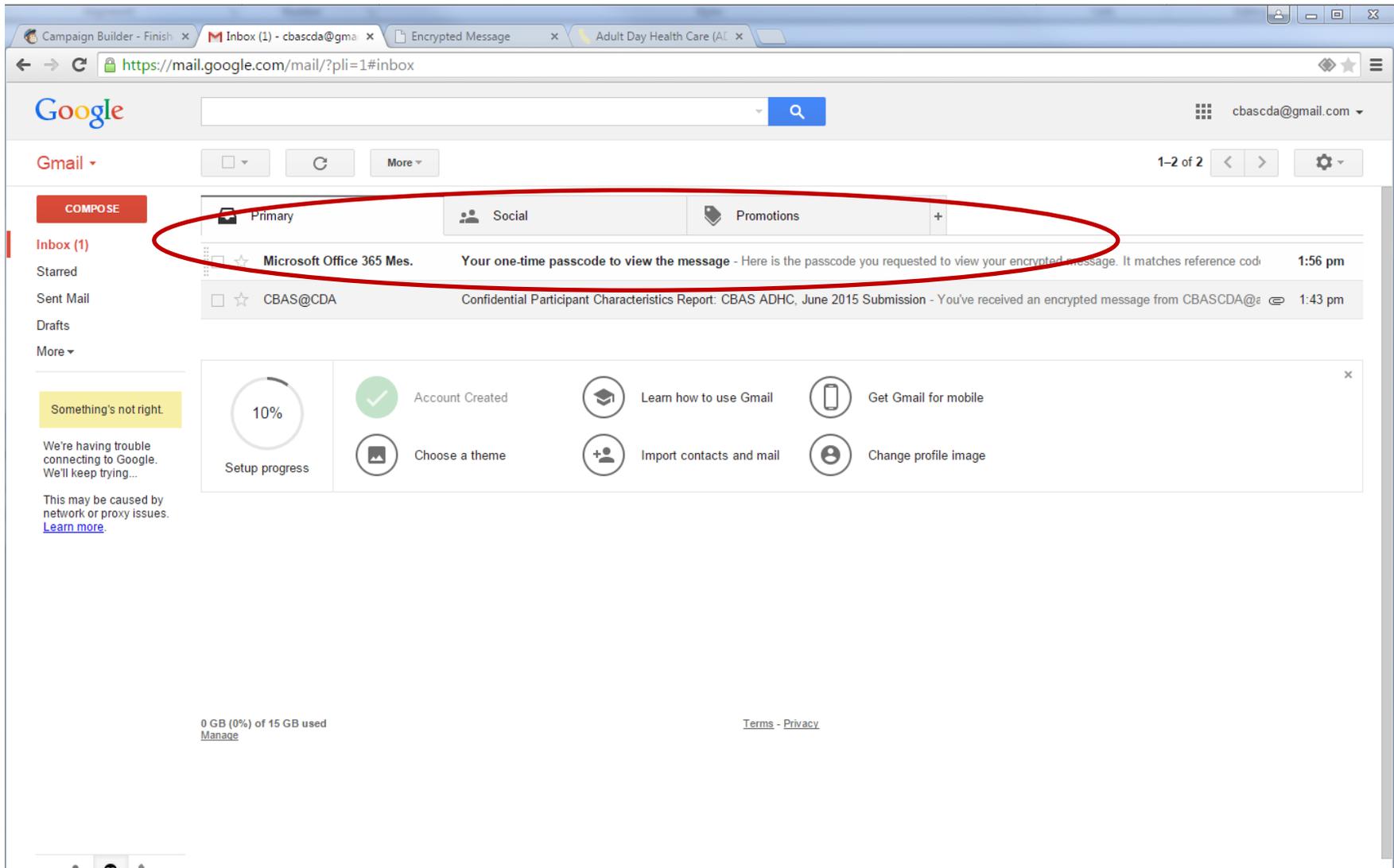
STEP 4: Select the "Use a one-time passcode" option as indicated below.



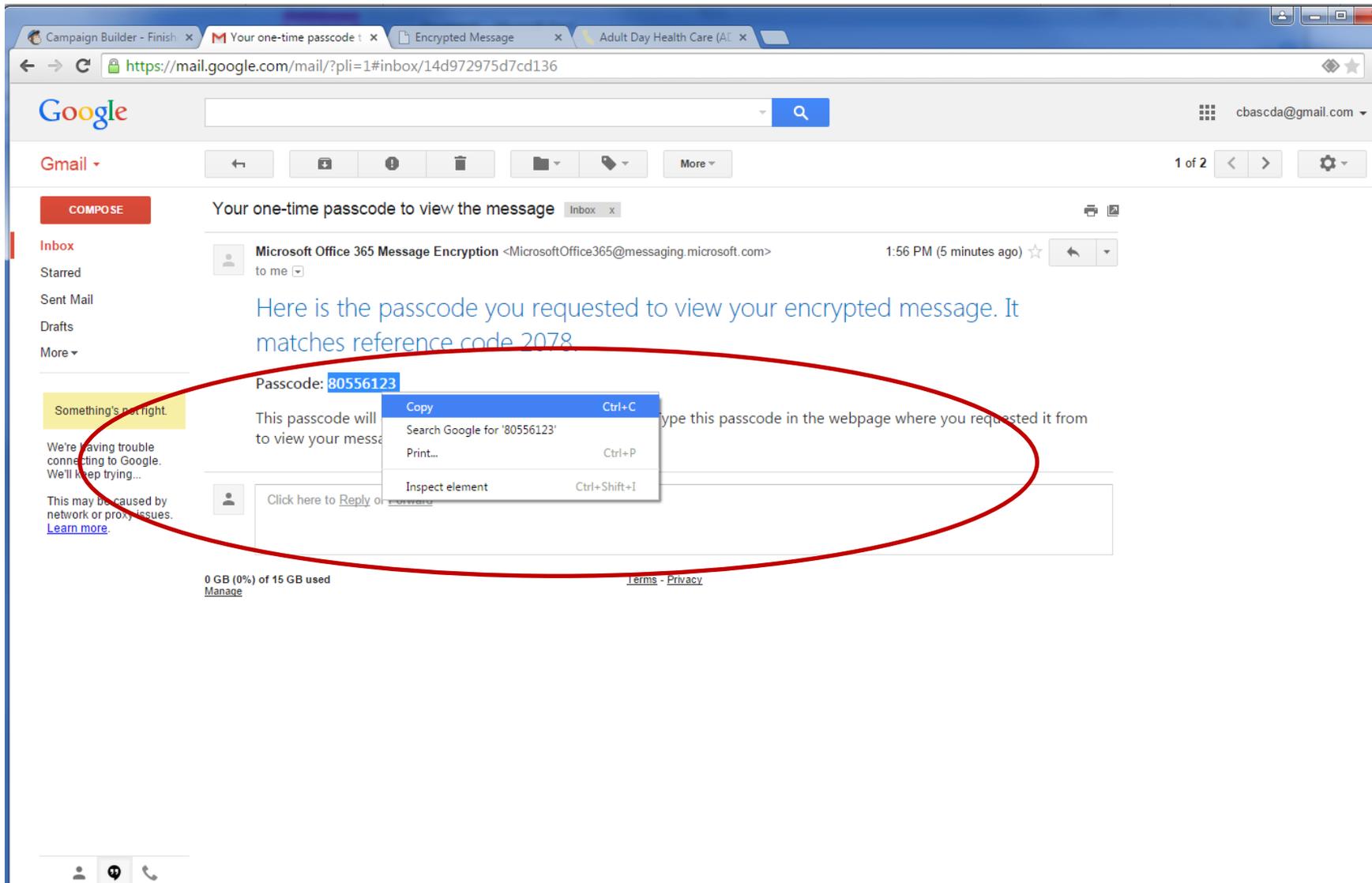
STEP 5: You should see the screen below. Go to your inbox to obtain the temporary passcode.



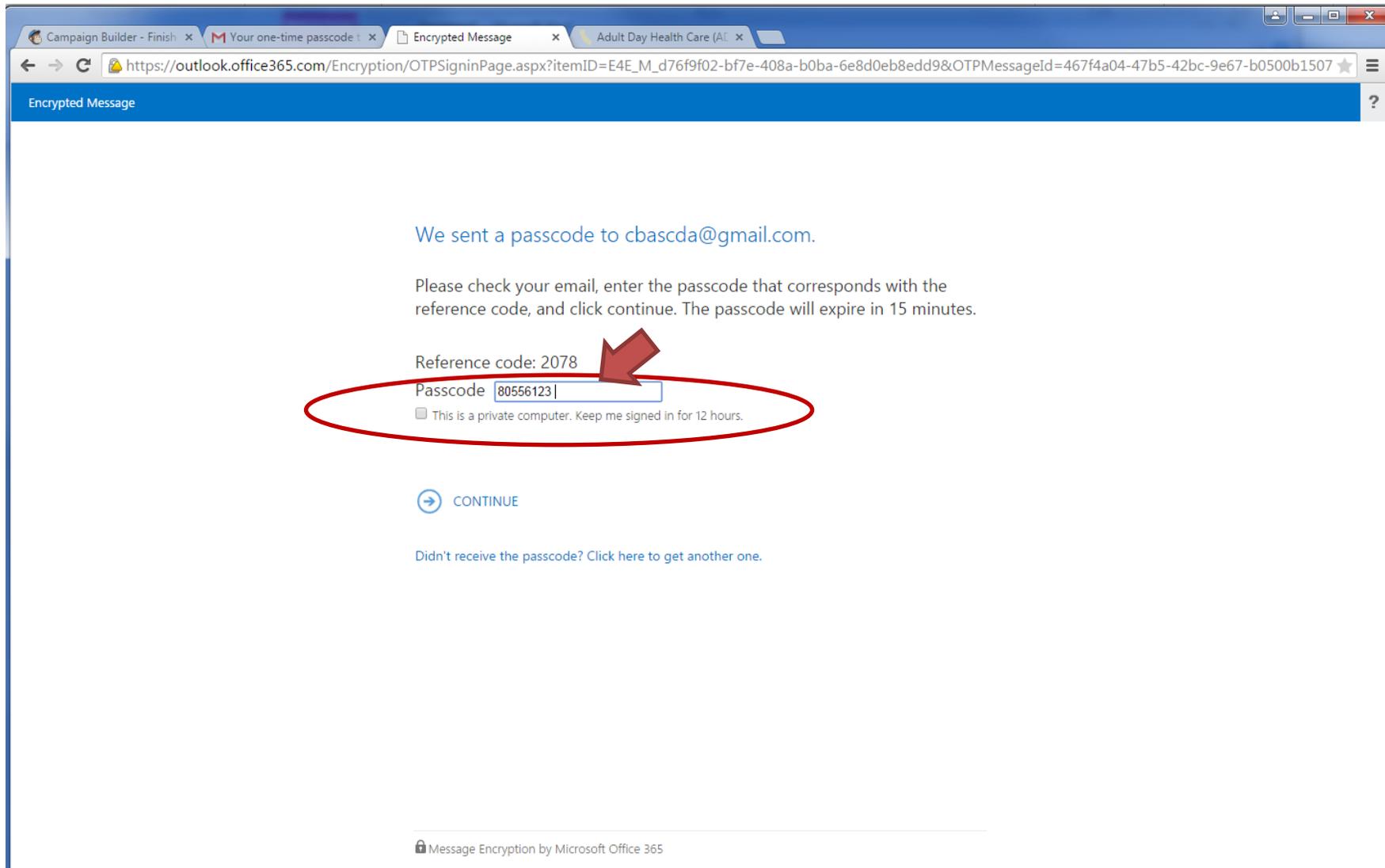
STEP 6: Open the new message that contains the one-time passcode.



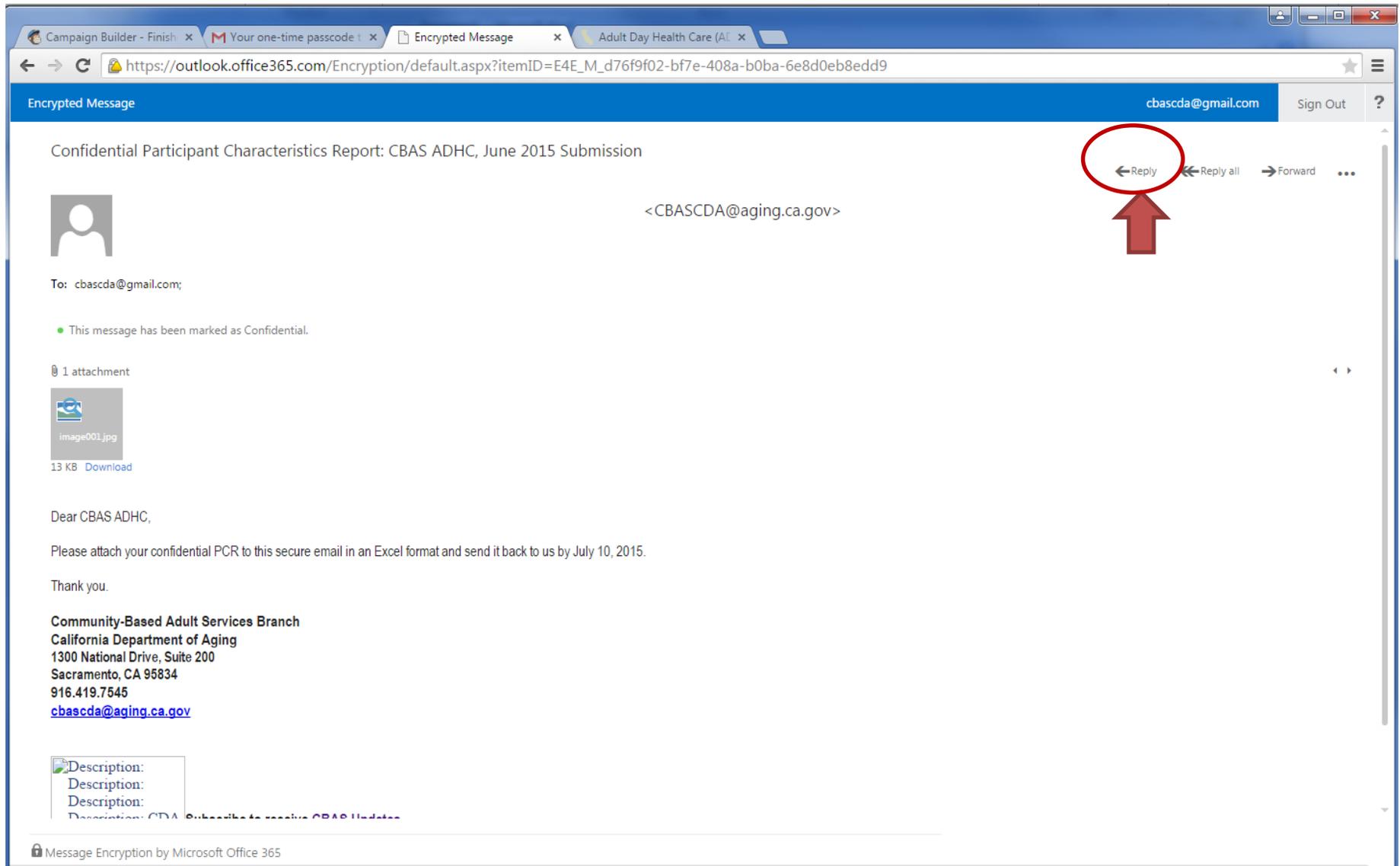
STEP 7: Copy the one-time passcode as shown below.



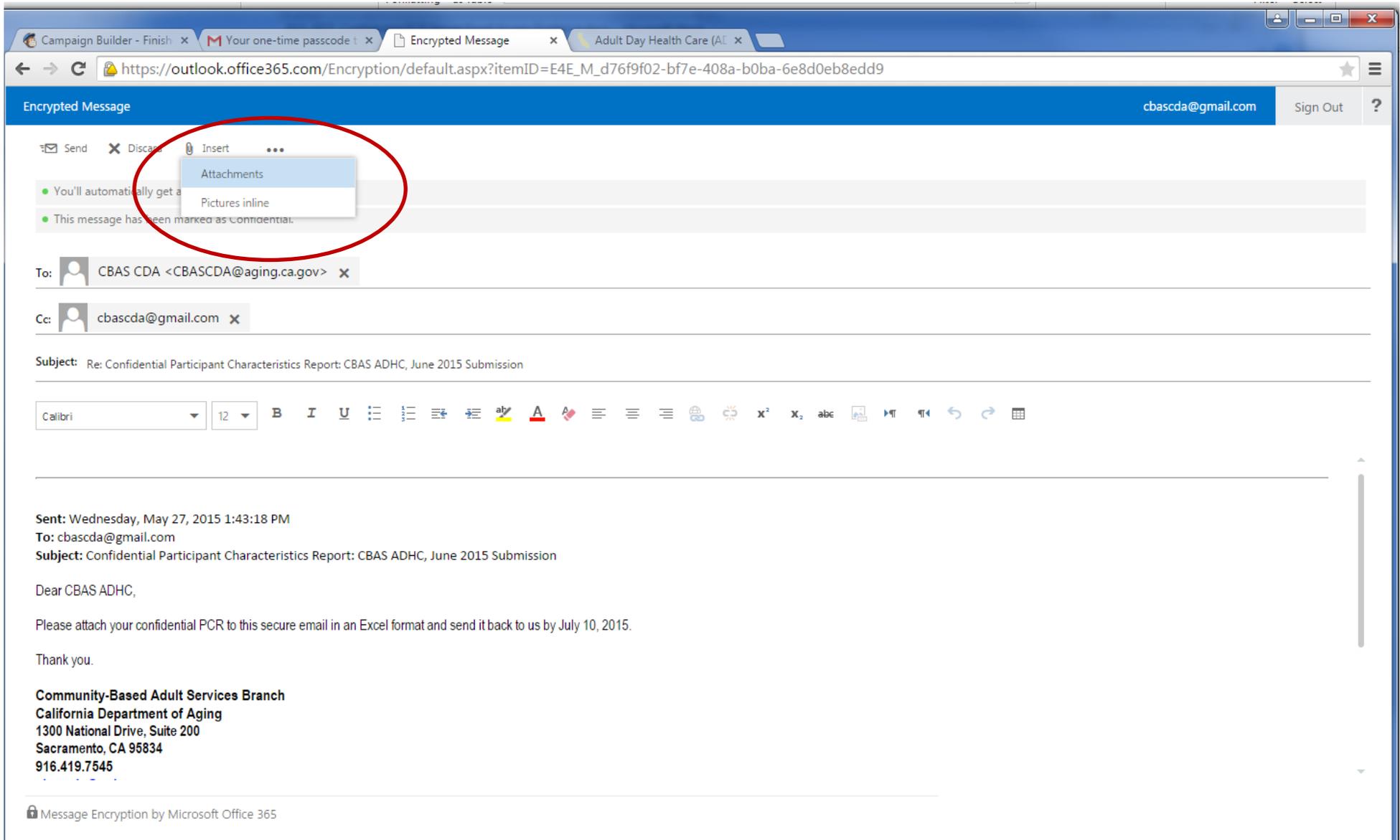
STEP 8: Enter the passcode from the previous page in the "Passcode" box of this screen.



STEP 9: You have now accessed the secure email. Click on "Reply" to attach your completed PCR in an Excel Format to this secure email.



STEP 10: Select the "Attachments" button in the "Insert" field in order to attach the PCR saved on your computer.



The screenshot shows a web browser window with several tabs: "Campaign Builder - Finish", "Your one-time passcode", "Encrypted Message", and "Adult Day Health Care (A...". The address bar shows the URL: https://outlook.office365.com/Encryption/default.aspx?itemID=E4E_M_d76f9f02-bf7e-408a-b0ba-6e8d0eb8edd9. The page title is "Encrypted Message" and the user is logged in as "cbascda@gmail.com".

The "Insert" menu is open, and the "Attachments" option is highlighted with a red circle. Other options in the menu include "Pictures inline".

The email content includes the following information:

- To: CBAS CDA <CBASCDA@aging.ca.gov>
- Cc: cbascda@gmail.com
- Subject: Re: Confidential Participant Characteristics Report: CBAS ADHC, June 2015 Submission

The email body contains the following text:

Sent: Wednesday, May 27, 2015 1:43:18 PM
To: cbascda@gmail.com
Subject: Confidential Participant Characteristics Report: CBAS ADHC, June 2015 Submission

Dear CBAS ADHC,

Please attach your confidential PCR to this secure email in an Excel format and send it back to us by July 10, 2015.

Thank you.

Community-Based Adult Services Branch
California Department of Aging
1300 National Drive, Suite 200
Sacramento, CA 95834
916.419.7545

Message Encryption by Microsoft Office 365

STEP 11: Select the appropriate PCR file from your computer and attach it to the email.

The screenshot shows an email client window with an 'Open' dialog box overlaid. The dialog box is displaying the contents of a folder named 'PCR Sample' within a path 'Computer > ADHC (\\cdfafp01) (S:) > Data > CBAS > PCR Data > 2014-15 > PCR Sample'. A table of files is shown:

Name	Date modified	Type	Size
CDA_CBAS_293_Ptp_Characteristics_Rep...	12/18/2014 1:11 PM	Microsoft Excel W...	55 KB

A red arrow points to the selected file. The email text in the background reads:

Dear CBAS ADHC,

Please attach your confidential PCR to this secure email in an Excel format and send it back to us by July 10, 2015.

Thank you.

Community-Based Adult Services Branch
California Department of Aging
 1300 National Drive, Suite 200
 Sacramento, CA 95834
 916.419.7545

Message Encryption by Microsoft Office 365

STEP 12: Submit your PCR. Make sure there is an Excel file attached to the email prior to clicking on the "Send" button.

