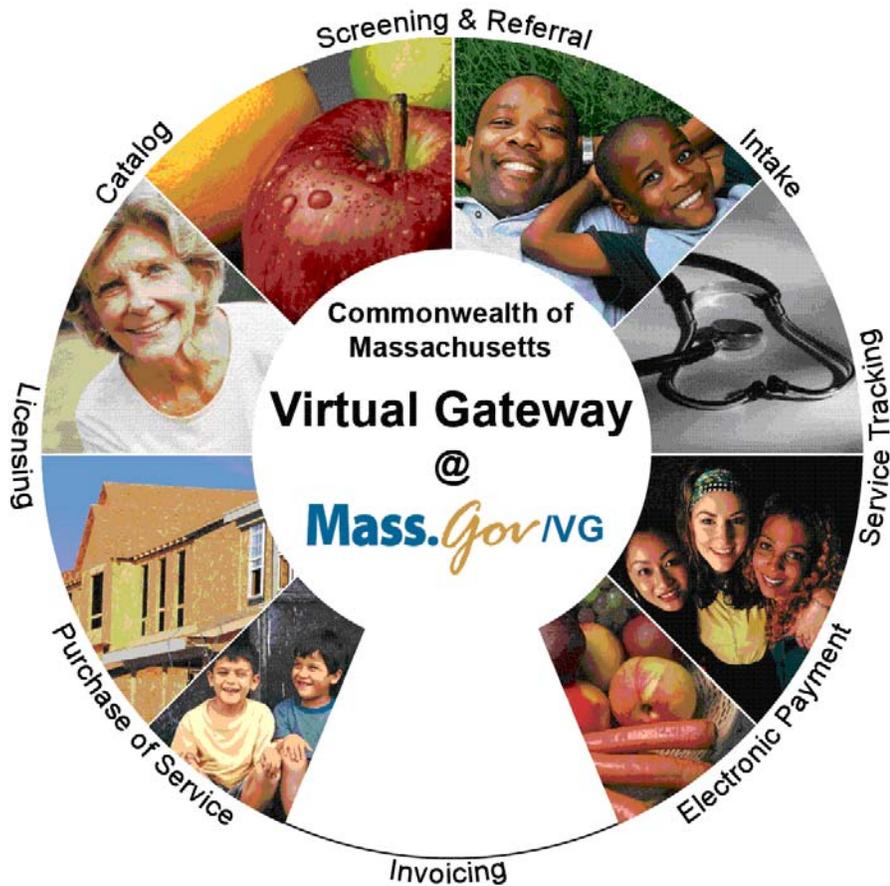


Executive Office of Health and Human Services (EOHHS)

Massachusetts Commission for the Blind (MCB)



Virtual Gateway Mandatory Legal Blindness Report Reference Guide

March 8, 2012



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Background and Benefits

The *MCB Electronic Report of Legal Blindness* is a Virtual Gateway business service that sends secure online reports of legal blindness to the MCB. The report aims to make reporting of legal blindness more efficient and accurate by combining the eye care doctor's online report with their electronic signature. The *Electronic Report of Legal Blindness* is not a replacement for the paper report of legal blindness. Paper reports of legal blindness may continue to be used, although electronic reporting provides a more efficient and easy-to-use alternative.

Once an electronic report is received, MCB staff will begin their review and certification process. However, if a *Field of Vision form* is required, the review does not begin until the form is received by the MCB registrar. To avoid duplicate registrations, the MCB registrar first checks for an existing registration. If additional information is needed or clarification is required, the MCB contacts the eye care provider directly.

Once the review and certification is complete, the MCB Office of the Central Registrar notifies the newly registered consumer by mail. A member of the MCB staff will also contact the consumer to offer an appointment to explain the services of the MCB. The eye care provider receives confirmation that the patient has been registered. The patient receives notification by mail if they have not been registered or (for previously registered patients) if they are no longer eligible for registration.

If the patient has indicated that they do not wish to be contacted, MCB will honor this decision and adhere to the "Do Not Contact Policy."

Electronic reporting of legal blindness provides many benefits, including:

- Increased and timelier reporting that results in increases in legally blind consumers' access to needed services.
- Ease of compliance with the Massachusetts law requiring reporting of all cases of legal blindness to the MCB within 30 days.
- Improvement in public health surveillance of legal blindness and other associated diseases such as diabetes.
- Increased efficiency and accuracy of online forms versus mailed or faxed forms.
- Reduced use of paper and easier access to the form.
- Registration is more efficient and results in more timely service delivery for MCB.

Logging on to the Virtual Gateway

In order to use the Virtual Gateway's *MCB Electronic Report of Legal Blindness*, you must log on to the Virtual Gateway (www.mass.gov/vg). From the Virtual Gateway's website, click *Logon to Virtual Gateway* to log on to the Virtual Gateway. A successful logon will take you to your Virtual Gateway *Business Services page*.

Note that only eye care providers, who have been confirmed by the MCB as licensed to practice Ophthalmology, Optometry, or Neurology, can access the *MCB Electronic Report of Legal Blindness*.

Note: Select the *Logon Assistance Web page* [link](#) for more information on accessing the Virtual Gateway.



Accessing the Electronic Report Dashboard

1. Log into the Virtual Gateway.

Once logged into the Virtual Gateway, the *VG Business Services* page appears.

VG Business Services page

The *Business Services* page displays all your VG business services, including *the MCB Legal Blindness Report*.

2. To access the *Electronic Report Dashboard*, click **[MCB Legal Blindness Report]**.

The *Electronic Report Dashboard* appears.



Entering and Submitting an Electronic Report of Legal Blindness

Electronic Report Dashboard

Virtual Gateway Mass.gov

Mass.Gov Home

Welcome Eye Care Provider Current Location XZY

What Would You Like to Do Today?

[Submit Mandatory Report of Legal Blindness](#)

[Search For Report](#)

Report Number:

Status: All

Last Updated/Submitted Date Range: / / to / /

[Exit Dashboard](#)

[Search For Report]
Used to access saved (not yet submitted) reports and to track the status of a report that has been received by the MCB.

TO START A NEW REPORT
Click **[Submit Mandatory Report of Legal Blindness]**.

[Exit Dashboard]
Used to return to the VG Business Services page.

The *Electronic Report Dashboard* contains the following options:

Submit Mandatory Report of Legal Blindness. This option is used to begin a new report of legal blindness.

Search Report. This option is used to access saved (not yet submitted) reports and to track the status of a report that has been received by the MCB

Exit Dashboard. This option is used to return to the VG Business Services page

To begin a new report of legal blindness,

1. Click the **[Submit Mandatory Report of Legal Blindness]** link.

Virtual Gateway Mass.gov

Mass.Gov Home Help

Welcome Eye Care Provider Current Location XZY

What Would You Like to Do Today?

[Submit Mandatory Report of Legal Blindness](#)

[Search For Report](#)

Report Number:

Status: All

Last Updated/Submitted Date Range: / / to / /

[Exit Dashboard](#)

This takes you to the *Instructions page*.



Using the Virtual Gateway to Complete an Electronic Report of Legal Blindness Reference Guide

The *Instructions* page provides an overview of the registration process; the Do Not Contact policy, and confidentiality information. It also provides instructions for completing the report.

The *Instructions* page includes options to get [Help], [Cancel] the report, return [Home] to the *Electronic Report Dashboard*, and [Save and Continue] to move to the *Patient Information* page.

Instructions page

The screenshot shows the 'Report Instructions' page. At the top right, there is a 'Help' button. On the left side, there is a user profile box with 'User: Eye Care Provider' and 'Location: XYZ', and a 'Cancel Report' button. At the bottom, there are 'Home' and 'Save and Continue' buttons. Red arrows point from callout boxes to these buttons.

Report Instructions

Legal blindness is defined as best corrected [visual acuity](#) of 20/200 or less in the better eye, or the peripheral field of his/her vision is reduced to a radius of 10 degrees or less.

Legal Requirements to report blindness is based on Massachusetts General Laws Chapter 6, Section 136 requires that all eye care providers report within 30 days all cases of legal blindness to the Massachusetts Commission for the Blind (MCB).

Overview of Registration Process: Upon receipt of the report of legal blindness from the eye care provider, MCB will review and certify the determination of legal blindness. The office of the Central Register will notify the newly registered consumer by mail. A member of the staff will contact the consumer to offer an appointment to explain the services of MCB. The eye care provider will also be provided with confirmation that the patient has been registered.

Do Not Contact Policy: A patient may request that the eye care provider indicate that the patient does not wish to be contacted. MCB will honor the patient's decision and adhere to the "Do Not Contact Policy". Although MCB abides by the "Do Not Contact Policy", the information submitted by the eye care providers is valuable and necessary for the compliance with Massachusetts General Laws.

Confidentiality: Patient's information is strictly confidential and protected by law except in the case of persons who hold unexpired drivers licenses. MCB does not release information except as stated above without the written consents of the patient.

Multiple Reports: Eye care providers should not be reluctant to submit the appropriate report because of a potential for multiple reporting, since all reports are checked by staff to avoid duplication.

Mandatory reporting of legal blindness does not violate the Health Insurance Portability and Accountability Act (HIPAA).

For visual field testing, the following measurements can be used:

- Automated static threshold perimetry (Humphrey 30-2 and 24-2) a. For Humphrey Field Analyzers, a 10dB stimulus is equivalent to a 4e stimulus. A dB level that is higher than 10 represents a dimmer stimulus, while a dB level that is lower than 10 represents a brighter stimulus. Therefore, for automated static threshold tests performed on Humphrey Field Analyzers, any point seen at 10dB or higher are a point that would be seen with a 4e stimulus
- Kinetic perimetry, such as the Humphrey "SSA Test Kinetic" a. The kinetic test must use a white III4e stimulus projected on a white 31.5 apostilb (10 cd/m²) background
- Goldmann perimetry - With a III4e target
- Confrontation testing

For [visual acuity](#) reporting, **Snellen Chart Notation** must be used and must indicate that the vision is 20/200 or less in order to establish legal blindness. However, test charts, such as the Bailey-Lovie or the Early Treatment Diabetic Retinopathy Study (ETDRS), may be used that have lines that measure visual acuity between 20/100 and 20/200. The results should be converted into Snellen notation and reported as follows.

If a person's [visual acuity](#) is measured with one of the newer charts, and they cannot read any of the letters on the 20/100 line, they will qualify as legally blind, based on a visual acuity of 20/200 or less. Regardless of the type of test chart used, the person will not be classified as legally blind if they can read at least one letter on the 20/100 line. For example, if a person's best-corrected visual acuity for distance in the better eye was determined to be 20/125+1 using an ETDRS chart, they would not be classified as legally blind because they were able to read one letter on the 20/100 line.

[Help]
If needed, click **[Help]** to view screen specific help on what information is required in each field for the current page you are viewing/working on. Note that the system will open a second window in order to view the help screens.

[Cancel Report]
If needed, click **[Cancel Report]** to cancel (delete) the current report and return to the *Electronic Report Dashboard*. The Cancel Report link cannot be used for submitted reports.

[Home]
If needed, click **[Home]** to return to the *Electronic Report Dashboard*.

TO CONTINUE REPORT
Click **[Save and Continue]** to begin entering data in the *Patient Information* page.

1. Read the information on the *Instructions* page and then click **[Save and Continue]**.



Using the Virtual Gateway to Complete an Electronic Report of Legal Blindness Reference Guide

This takes you to the *Patient Information* page.

The *Patient Information* page requires you to enter information about the patient.

This page introduces the [Cancel and Go Back] button that can be used throughout the report to go back to the previous page of the report.

Note: Do not use the internet browser Back button, as it may give unexpected results.

Patient Information page

App#:1443
User: Eye Care Provider
Location: XYZ
[Cancel Report](#)

Mass.Gov Home Help

Patient Information

First Name:* Eye Patient Middle Name: Last Name:* One

Demographic Information:

Sex:* Male Social Security Number: xxx - xx - xxxxx

Residence Address:

Street Number:* 123 Street Name:* Main
Street Type:* Street Address Line 2:
City:* Anytown State:* Massachusetts Zip Code:* 12345 -

Does the patient reside in Massachusetts? No
Does the Patient have a different mailing address?* No

Telephone Number:* 555 555 1212

Patient requests NO contact from the Massachusetts Commission for the Blind?* No

Date of Birth: 05 / 05 / 1938
Age at Onset Right Eye: 70
Age at Onset Left Eye: 70

Race (select all that apply):
 American Indian/Alaska Native Asian
 Black/African American Hispanic/Latino
 Native Hawaiian/Other Pacific Islander Unknown
 White

Marital Status: Married
Does the patient have a parent or guardian?* No

Cancel and Go Back Save and Continue

Note: In the Patient Information section, the question, 'Patient requests NO contact from the Massachusetts Commission for the Blind?' appears. If a patient does not wish to be contacted by the MCB, it must be noted here.

[Cancel and Go Back]

If needed, click [Cancel and Go Back] to cancel the current page and return to the previous page of the report.

TO CONTINUE REPORT

Click [Save and Continue] to go to the *Visual Acuity with Best Correction* page of the report.

2. Enter patient data by clicking in each field and entering data. Required fields are indicated with the red asterisk (*) symbol and the field is highlighted in blue.

Note: The [TAB] key on your keyboard can be used to move forward through fields and [SHIFT + TAB] can be used to move backward when on a page.

3. When data entry is complete, click [Save and Continue].

Note: All required fields must be completed in order to move forward in the report. Error messages will display at the top of the page, if encountered.

The *Visual Acuity with Best Correction* page appears.



Visual Acuity with Best Correction Page

The *Visual Acuity with Best Correction* page asks you to enter data about the patient's visual acuity. This page includes options to **[Save Report]** without submitting and **[Page Links]**, the link back to previously completed report pages.

Report#: 1445
 User: Eye Care Provider
 Location: XYZ

Visual Acuity with Best Correction

**For Visual Acuity, use Snellen notation in recording vision e.g., 20/200, 5/200, etc.*

Right Eye (Distant vision with best correction)* 20 / 60 or

Left Eye (Distant vision with best correction)*

Hand Motion

Is the **Field of Vision** restricted?* Yes

If Yes, print, plot and send the **Field of Vision** form or the computerized field chart upon report submission

Other pertinent information:

Diagnosis Right Eye:* Retinitis Pigmentosa
 Diagnosis Left Eye:* Retinitis Pigmentosa
 Etiology Right Eye:* Hereditary Assumed
 Etiology Left Eye:* Hereditary Assumed

Is there a secondary disability?* Yes
 If yes- please specify:* Hearing Loss

Does the patient have Diabetes?* No
 Is low vision aid evaluation recommended? Yes

Prognosis: Poor

Additional Recommendations/Remarks: None

Date of Examination:* 09 / 15 / 2011

[Save Report]
If needed, use **[Save Report]** to save the report (prior to submission). This option returns you to the *Electronic Report Dashboard*.

Note: In the Visual Acuity with Best correction section, the question, 'Is the Field of Vision restricted?' appears. If answered yes, the eye care provider will need to print, plot and send the Field of Vision form or the computerized field chart upon report submission.

[Page Links]
Page links allow you to link to completed pages of a report and make changes. Completed pages are marked with a checked checkbox . A page in progress is marked with a checked checkbox . Pages to be completed are marked with an unchecked checkbox .

[Cancel and Go Back]
If needed, click **[Cancel and Go Back]** to cancel the current page and return to the previous page of the report.

TO CONTINUE REPORT
Click **[Save and Continue]** to go to the next page of the report.

- 4. Enter information about the patient's visual acuity with best correction and click **[Save and Continue]**.

Note: If you indicated that the patient's Field of Vision is restricted, the Field of Vision form appears. If you did not indicate a restriction, the Report Summary page (see step 6) appears.



Field of Vision Form

Alternative Field of Vision forms are acceptable provided they contain the required field of vision information.

Note: The Field of Vision form will not display if you did not respond with "yes" to the "Is the Field of Vision restricted?" question on the Patient Information page.

Field of Vision Form

Patient Information:

Patient Name:	Eye Patient
Examiner Name:	Eye Care Provider
Report Number:	1445
Date of Report:	09/15/2011

For visual field testing, the following measurements can be used:

- Automated static threshold perimetry (Humphrey 30-2 and 24-2) a. For Humphrey Field Analyzers, a 10dB stimulus is equivalent to a 4e stimulus. A dB level that is higher than 10 represents a dimmer stimulus, while a dB level that is lower than 10 represents a brighter stimulus. Therefore, for automated static threshold tests performed on Humphrey Field Analyzers, any point seen at 10dB or higher are a point that would be seen with a 4e stimulus
- Kinetic perimetry, such as the Humphrey "SSA Test Kinetic" a. The kinetic test must use a white III4e stimulus projected on a white 31.5 apostilb (10 cd/m²) background
- Goldmann perimetry - With a III4e target
- Confrontation testing

Record results on chart below if necessary:

LEFT EYE

RIGHT EYE

Remarks:

.....

.....

.....

Please mail or fax the [Field of Vision](#) Form to the contact information shown below.

Fax: 617-350-7959

Address:

The Commonwealth of Massachusetts
 Commission for the Blind
 48 Boylston St
 Boston, MA 02116-4718

Note: Mandatory reports of legal blindness do not violate the Health Insurance Portability and Accountability Act (HIPAA)

Cancel and Go Back

Save and Continue

Print

③
②
①

TO CONTINUE REPORT

1. Click **[Print]** to print the *Field of Vision form*. Once printed, you will need to plot the record results on the Field of Vision form.
2. Click **[Save and Continue]** to continue to the *Summary page*.
3. If needed, click **[Cancel and Go Back]** to cancel the current page and return to the previous page of the report.

5. **[Print]** the *Field of Vision form*, plot the record results on the form and immediately send the completed form (via mail or fax) to the MCB.
6. Click **[Save and Continue]**.
This takes you to the *Report Summary* page.



Summary page

The *Report Summary page* displays the report data in summary format.

The *Summary page* requires you to review the summary of the report, **[Print]** the summary if needed, use **[Cancel and Go Back]** to return to the report to make any needed changes, and finish by clicking **[Save and Continue]** to move to the *Electronic Signature page*.

Summary	
Patient Information:	
Patient Name:	Eye Patient
Report Number:	1445
Date of Report:	10/11/2011
Demographic Information:	
Sex:	Male
Social Security Number:	xxx-xx-xxxx
Residence Address:	
Street Number:	123
Street Name:	Any
Street Type:	Street
Address Line 2:	
City:	Anytown
State:	Massachusetts
Zip Code:	02382
Telephone:	5555555555
Does the patient reside in Massachusetts?	Yes
Does the patient have a different mailing address?	No
Additional Personal Information:	
Patient requests NO contact from the Massachusetts Commission for the Blind?	Yes
Date of Birth:	05/01/1938
Race:	White
Marital Status:	Married
Age at Onset Right Eye:	70
Age at Onset Left Eye:	70
Does the patient have a parent or Guardian?	No
Visual Acuity:	
Right Eye (Distant vision with best correction):	20/30
Right Eye (Distant vision with best correction):	
Left Eye (Distant vision with best correction):	
Left Eye (Distant vision with best correction):	Hand Motion
Is the Field of Vision restricted?	Yes
Other pertinent information:	
Diagnosis Right Eye:	Retinitis Pigmentosa
Diagnosis Left Eye:	Retinitis Pigmentosa
Etiology Right Eye:	Hereditary Assumed
Etiology Left Eye:	Hereditary Assumed
Is there a secondary disability?	Yes
If yes - please specify:	Hearing Loss
Does the patient have Diabetes?	No
Is low vision aid evaluation recommended?	Yes
Prognosis:	Poor
Additional Recommendations/Remarks:	None
Date of Examination:	09/15/2011
To print this screen, click the Print button or go to the File menu and select Print	
Cancel and Go Back	Save and Continue
3	2
	1

TO CONTINUE REPORT

1. Click **[Print]** to print the *Report Summary page*.
2. Click **[Save and Continue]** to continue to the *Signature page*.
3. If needed, click **[Cancel and Go Back]** to cancel the current page and return to the previous page of the report.

7. Review the summary data and **[Print]** the summary if needed.



8. Click [Save and Continue].

This takes you to the *Electronic Signature* page

Electronic Signature page

The *Electronic Signature* page requires you to verify that you have reviewed the report summary and that you will send the *Field of Vision form* (if applicable). In addition, you are required to provide your electronic signature.

[Page Links]
If needed, use [Page Links] to return to previously completed pages of the report prior to submission.

- TO CONTINUE REPORT**
1. Check verification boxes to confirm you have reviewed the report summary and will send *Field of Vision form* immediately (if applicable)
 2. Electronically sign the report by checking the certification checkbox and entering your medical practice information
 3. Click the [Submit Report] button.
 4. Click [Print] to print the *Report Summary page*.
 5. If needed, click [Cancel and Go Back] to cancel the current page and return to the previous page of the report.

9. Check two checkboxes indicating that you have reviewed the report summary and that you will immediately send the *Field of Vision form* (if applicable)

10. Begin your electronic signature by checking the checkbox by the following statement:

By checking this box, I certify under the penalty of perjury to the following: (a) I am the Examiner (Ophthalmologist/Optomestrist/Neurologist) of the Patient.
I also certify that the information on the Mandatory Report of Legal Blindness is truthful, accurate and complete. By checking this box, I understand that I am electronically signing this report and confirm that I have read, understood, and agree with the list of reviewed screens above. I also agree to the following:
I understand that the information I provide in this report will be used in determining my patient's eligibility to be registered



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as legally blind and will be used by the Massachusetts Commission for the Blind to determine if my patient is eligible for services.

11. Complete your electronic signature by entering information regarding you and your medical practice.

12. Click [**Submit Report**].

After submittal, the *Confirmation page* appears.

Report Confirmation Page

The *Confirmation page* includes the report number and date of the report. Also included are the patient name, next steps, and examiner information,

In addition to sending the *Field of Vision form* (if applicable), the next steps are:

- The MCB will review the report to determine if patient will be registered. Note that the *Field of Vision form* must be received (if applicable) for the review process to begin.
- The MCB will review and certify the determination of legal blindness.
- The Office of the Central Register will notify the newly registered consumer by mail.
- A member of the MCB staff will contact the consumer to offer a home visit to explain the services of the MCB. *Note that the MCB will not contact those consumers who have indicated that they do not want contact.*
- The eye care provider will also be provided with confirmation that the patient has been registered.
- The MCB will send a letter to the examiner with the patient's registration status.

Report Confirmation

A report has been submitted for the patient shown below. Please follow the Next Steps instructions to complete the report process.

Report Number:	1445
Date of Report:	09/15/2011

Legal Blindness

Patient's Name

Eye Patient

Next Steps

- MCB will begin review of the report to determine if patient will be registered.
- MCB will review and certify the determination of legal blindness.
- The Office of the Central Register will notify the newly registered consumer by mail.
- A member of the staff will contact the consumer to offer a home visit to explain the services of MCB.
- The Eye Care Provider will also be provided with confirmation that the patient has been registered.
- MCB will send a letter to the Examiner with the patient's registration status.

Examiner Information

- Examiner Name: Eye Care Provider Name
- Discipline of Examiner: Ophthalmologist
- Address of Examiner:
Eye Care Provider Center
123 Oak Street
Anytown, MA 12345
Telephone: (555) 555 1212
Fax: (555) 555 1212
Email: eyecareprovideremail@xyz.com

To print this screen, click the Print button or go to the File menu and select Print

TO CONTINUE REPORT

1. Click [**Print**] to print the confirmation.
2. Click [**Home**] to return to the *Electronic Report Dashboard*.



Using the Virtual Gateway to Complete an Electronic Report of Legal Blindness Reference Guide

13. Review the confirmation information and click [**Print**] to print a copy of the *Confirmation page*.

14. Click [**Home**] to return to the *Electronic Report Dashboard*.

This takes you back to the *Electronic Report Dashboard*.

Welcome Eye Care Provider Current Location XYZ

What Would You Like to Do Today? **Search For Report**

[Submit Mandatory Report of Legal Blindness](#)

Report Number:

Status:

Last Updated/Submitted Date Range: to

TO EXIT THE ELECTRONIC REPORT DASHBOARD
Click **Exit Dashboard**.

15. From the *Electronic Report Dashboard*, click [**Exit Dashboard**] to return to the *VG Business Services page*.

Saving and Retrieving an Incomplete Report

In addition to entering and completing a report of legal blindness in one session, you can save an incomplete report prior to submission. Once saved, the report can be retrieved, edited, and submitted.

The [**Save Report**] option is available from the *Visual Acuity with Best Correction page* and the *Electronic Signature page*.

Report#:1445 Visual Acuity with Best Correction

User: Eye Care Provider

Location: XYZ

*For *Visual Acuity*, use Snellen notation in recording vision e.g., 20/200, 5/200, etc

Right Eye (Distant vision with best correction)* / or

TO SAVE REPORT
Click [**Save Report**]

Report#:1445 Electronic Signature

User: Eye Care Provider

Location: XYZ

Submit Mandatory Report of Legal Blindness

As part of the report of legal blindness, the Examiner must electronically sign the Mandatory Report of Legal Blindness. Please click on the 'Submit' button after reviewing the appropriate information.

Report Review:

1. From either of these pages, to save a report click [**Save Report**].

You are returned to the *Electronic Report Dashboard*.



To retrieve the incomplete report from the *Electronic Report Dashboard*

TO LIST INCOMPLETE REPORTS

1. Within Search for Report, enter status as “*Incomplete*” and any additional criteria.
2. Click [**Search Report**].

1. Within [**Search for Report**] use the drop down list to select status as “*Incomplete*”.
Additional search criteria are optional.

Report number searches for specific report number.

Status searches for reports that are “*incomplete*” or “*received*” by MCB. Note that “*Submitted*” and “*Error*” statuses are not yet in use.

Last Updated/Submitted Date Range allows you to enter a date range of reports to search for.

2. Click [**Search Report**]

The *Search Results* page displays showing only incomplete reports. The results show the report number, submission status, patient information, last updated date, and who last updated the report.

Search Results

Report Search Results:

Note: The below search results include only those reports that you have permission to view. Your permissions are determined by both your organization and your role.

Report Number	Submission Status	Patient Information		Date of Report	Last Updated Date	Last Modified By	View Status
		Last Name	First Name				
1270	Incomplete	One	Patient		09/09/2011	Eye Care Provider	
1117	Incomplete	Two	Patient		09/06/2011	Eye Care Provider	

[Go Back](#)

TO OPEN INCOMPLETE REPORT

Click on [**Report Number**] to view submitted report.

[Go Back]

Click [**Go Back**] to return to the *Electronic Report Dashboard*.

1. Open an incomplete report by clicking on the **Report Number**.
2. To return to the *Electronic Report Dashboard* without opening the incomplete report, click [**Go Back**].

Note: The report is opened to the page that you were last editing when you saved the report.

Checking the Status of a Submitted Report

Once a report of legal blindness is submitted, [Search for Report] from the *MCB Dashboard* is used to check the status of a report received by the MCB.

1. From the *Electronic Report Dashboard*, enter search criteria, making sure to select status as



Using the Virtual Gateway to Complete an Electronic Report of Legal Blindness Reference Guide

“Received”.

Note: The ‘Submitted’ status is not yet in use, but “Received” shows all reports that have been submitted and received by the MCB.

Welcome Eye Care Provider Current Location XYZ

What Would You Like to Do Today? Search For Report

[Submit Mandatory Report of Legal Blindness](#)

Report Number:

Status:

Last Updated/Submitted Date Range: MM/DD/YYYY to MM/DD/YYYY

[Exit Dashboard](#)

TO LIST REPORTS SUBMITTED AND RECEIVED BY THE MCB

1. Within **[Search for Report]**, enter status as *Received* and any additional criteria.
2. Click **[Search Report]**.

2. Click **[Search Report]**.

The *Search Results* page displays. This *Search Results* page now includes the Date of Report and a “Status”.

Search Results page

Report Search Results:

Note: The below search results include only those reports that you have permission to view. Your permissions are determined by both your organization and your role.

Report Number	Submission Status	Patient Information		Date of Report	Last Updated Date	Last Modified By	View Status
		Last Name	First Name				
1300	Received	One	Eyepatient	09/15/2011	09/15/2011	Eye Care Provider	Status
1280	Received	Two	Eyepatient	09/13/2011	09/13/2011	Eye Care Provider	Status
1279	Received	Three	Eyepatient	09/13/2011	09/13/2011	Eye Care Provider	Status
1261	Received	Four	Eyepatient	09/06/2011	09/06/2011	Eye Care Provider	Status

TO CHECK REPORT STATUS

Click on **[Status]** to view detail on report status state.

[Go Back]

Click **[Go Back]** to return to the Electronic Report Dashboard.

3. Click **[Status]**

The *Report Status Information* page appears.

The following statuses may be listed:

- **Further Information Requested/Required:** MCB is gathering more information needed to determine whether the patient is legally blind.
- **In Process/Review:** MCB actively reviewing the report to determine whether the patient is legally blind
- **Not Registered - Not Legally Blind:** MCB completed their review and reached a determination that the patient is not legally blind
- **Not Registered - Other Reason:** MCB conducted their review and reached a determination that the patient cannot be entered in the Agency’s register of legally blind persons because of other reasons beyond the patient’s legally blind status.
- **Received/New:** A report of legal blindness was submitted and routed to the report inbox for processing.
- **Registered as Legally Blind:** MCB staff has conducted the required review and reached a determination that the patient can be entered in the MCB register of legally blind persons based



on the determination that the patient is legally blind

Report Status Information page

Report Status Information

Date Of Report: 09/15/2011

Mandatory Report of Legal Blindness

Patient	Category Code	Status	Reason	Status Date
Eyepatient One		Further Information Requested/Required		09/19/2011

TO EXIT FROM THE REPORT INFORMATION PAGE.

1. Review status information.
2. Click **[Go Back]** to return to the Search Results page.
3. Click **[Go Back]** again to get to the *Electronic Report Dashboard*.

The *Report Status Information* page shows the status of the report and the date of the status.

- To return to the *Electronic Report Dashboard*, click **[Go Back]** which returns you to the *Search Results page* and click the **[Go Back]** button a second time to return to the *Electronic Report Dashboard*.
- To Exit the *Electronic Report Dashboard*, click the **[Exit Dashboard]** link.
- To Exit the *Virtual Gateway*, click the **[Logout]** link on the *Business Service page*.

Additional Learning Opportunities

- Click the following link to access the MCB Legal Blindness Report CBT.
- The following links provide access training materials on how to access the *Virtual Gateway*:
 - Introduction to the *Virtual Gateway* Web-based course ([course link](#))
 - *Virtual Gateway* Login Job Aid ([PDF](#)) | ([RTF](#))
 - *Virtual Gateway* Forgot Password Job Aid ([PDF](#)) | ([RTF](#))
- All MCB Legal Blindness Report training materials can be found at www.mass.gov/mcb.
 - Under **Featured Links** (lower right side of page), click on the **Information Regarding the MCB Legal Blindness Report** link.

Questions or Need Assistance?

- Email the MCB Central Registrar if you have,
 - Questions on policy and/or procedure surrounding the *Legal Blindness Report*:
 - Email the MCB Central Registrar at RegUnit@state.ma.us
- Call *Virtual Gateway* Customer Service if you have,
 - Questions on logging on to the *Virtual Gateway*
 - Technical questions when using the *Electronic Legal Blindness Report* application on the *Virtual Gateway*

1-800-421-0938 (617-847-6578 - TTY for the deaf and hard of hearing) 8:30 am to 5:00 pm Monday through Friday