

"LEAP- How to Submit a Request" - Transcript

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Narrator: This tutorial will show you how to run an investigative patient request in the Law Enforcement Access Portal, or LEAP. The process is very similar for all requests you may want to run, so this will give you a good overview. First, navigate to the LEAP portal from the main Texas State Board of Pharmacy website at www.pharmacy.texas.gov. Click the "click here" link next to the notice for the LEAP portal.

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Narrator: This brings you to the LEAP landing page. You can click anywhere on the LEAP header to enter the portal, and there are also links to enter further down the page. Before you can run a query, make sure you've already registered for and been approved to use the LEAP portal. Once you have an approved registration, you'll enter your login email and password, then click Log in.

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Here is your dashboard. From this dashboard, click menu. The menu gives you a dropdown of several options. The report requests will be found under insight. Click on New Reports to begin a request. Since we're running an investigative patient request, we'll click on that report link. On this page, fill out the request purpose and the request criteria. Here we're using a test patient's data.

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Narrator: Notice that we've checked the partial search box for both first and last name. We recommend selecting partial search for every request you run, as this will account for any errors in entry. Or for example, if the subject of your search has been entered into the system multiple times and will allow for a greater pool of search results. If you scroll further down the page, you'll see the date range.

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Narrator: The system default is set to search through the last 12 months worth of data. However, you can set these parameters up to three years back from the current date. You can see that's what we've done here. You must upload the documentation associated with the search request, which will be either your subpoena, warrant, or court order for the information.

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Narrator: PDF format is most ideal. Once you've entered all information and uploaded your documentation, click search. Your search request is then submitted to the administrator. You'll receive an email notification like this one here when your search request has been approved. You can access the report from your dashboard. Click menu, then click Reports History under insight. Here you can see the Investigative Search Requests report

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Narrator: we've run on Test Patient at the top of the list, along with other data about the report request. Click on the name of the report to view it. Here you see the search results for the patient. You'll want to select all the matching entries you know to identify your subject. When looking through results, you want to make sure that the entries are selecting are correct.

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Narrator: It's possible that a person or entity shares a name with but is not the same as, the person or entity you're attempting to search. You don't want to pull results for the wrong person or entity. In this case, I'm going to choose all results matching this particular patient. Then click Run Report. Here you have a summary of all entry match reports you've selected.

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Narrator: You can click the plus sign icon next to each match to expand the individual report. From here you can also click on download PDF or download CSV to download the compiled report from all matches that appear here. The information in these documents is exactly the same, only the format is different. Here you can see the download indicator and if you click on it, you'll see links to the actual documents for download.

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Narrator: Here's an example of the PDF version of the report. Here's an example of the CSV version of the report. You can save these to your computer, and you should also retain access to them via the Reports History menu item from your dashboard. As mentioned at the beginning of this tutorial, all report requests you run will follow almost identical procedures.

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Narrator: Should you have any questions or run into any issues with running search requests, please contact the LEAP program at leap@pharmacy.texas.gov