

Creating a Custom Search

- On the left navigation bar, click the NEW SEARCH link. The Basic search screen opens.
- You can toggle between the Basic search and the Advanced search screens at any time by clicking the BASIC or ADVANCED buttons found at the bottom of the screen.

Basic Search Screen

Name of Saved Search: Default Search

Investigation ID: Case Status: Confirmed / Not a Case Investigation Status: Active / Canceled

Patient First Name: Patient Last Name:

Investigator First Name: Investigator Last Name: Investigator Userid:

Reportable Condition: AIDS Adult, AIDS Pediatric, Amebiasis, Animal Bite Disease Group: AIDS/HIV, Foodborne, Meningitis, Other Outbreak:

Date Criteria: Onset Date (mm/dd/yyyy): to Referral Date (mm/dd/yyyy): to MMWR Week (ww-yyyy): to

Geographic Criteria: Local Health Jurisdiction: Allegan County, Barry-Eaton, Bay County, Benzie-Leelanau County: Alcona, Alger, Allegan, Alpena Region: 1 North, 2 South, 3

Buttons: Search, Save & Finish, Advanced, Cancel, Help

Advanced Search Screen

Age: to Days / Months / Zip:

City:

Sex: Female / Male Race: African American, American Indian or Alaska Native Ethnic Group: Hispanic or Latino, Not Hispanic or Latino

Investigation Closure Date (mm/dd/yyyy): to Outcome: Died / Survived Hospitalized: Yes / No

Travel History:

Referring Criteria: Hospital Name: Laboratory Name: Physician First Name: Physician Last Name:

Geographic Extent: x: y: to x: y:

Buttons: Search, Save & Finish, Basic, Cancel, Help

- When you are finished adding the information, click SAVE & FINISH button.

Changing a Custom Search

- On the left navigation bar, click the SEARCHES link.
- Click the EDIT button. The Basic search screen opens.
- You can toggle between the Basic search and the Advanced search screens at any time by clicking the BASIC or ADVANCED buttons found at the bottom of the screen.
- Type or select the new values for the fields.
- Click the SAVE & FINISH button.

Changing Your Default Search

- Follow the steps outlined above in [Creating a Custom Search](#) or [Changing a Custom Search](#).
- Place a checkmark in the Default Search checkbox located at the top right corner of the Basic or Advanced search screens.
- Click the SAVE & FINISH button.

Running Reports

- Click the Reports link found at the top of the screen. The Report Parameter screen will open.
- Type or select the value for the fields. Fields displayed in Red with an asterisk (*) are required.
- When you are finished defining the report parameters, click the VIEW HTML REPORT, VIEW PDF REPORT, or VIEW CSV REPORT button, depending on the desired format of the report.
- A new browser window will open to display your report output.

Logging Off

- When you are finished using the application, click the LOGOUT link found at the top of the screen.



- You will return to the SOM-DCH Application Portal screen.

- Click the Sign Off link.

Session Timeout

After 60 minutes of continuous inactivity, you will be automatically logged out of the MDSS. This is referred to as "session timeout". You must log back into the MDSS to continue.

Michigan Department
of Community Health



Jennifer M. Granholm, Governor
Janet Olszewski, Director

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Michigan Disease Surveillance System



HEALTH CARE PROVIDER QUICK REFERENCE

Accessing the System

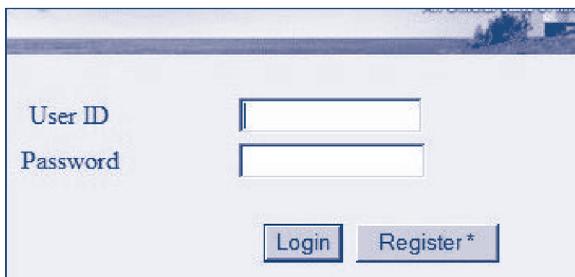
The application is accessed by an internet browser. You can use: Microsoft Internet Explorer® or Netscape Navigator®.

For registration information, please follow the health care provider link on the MDSS information website at: <http://www.michigan.gov/mdss>.

1. Double-click the browser desktop shortcut or access via the menus.

START | PROGRAMS | INTERNET EXPLORER

2. Enter the address: <https://sso.state.mi.us>
3. The Single Sign-On Login screen appears.



4. Enter your User ID and Password.
5. Click the LOGIN button.
6. The SOM-DCH Application Portal screen appears.

SOM-DCH Application Portal

WELCOME Super Support,

You are currently subscribed to the following applications:

- Michigan Disease Surveillance System

[Subscribe to Applications](#) [Add new Roles to Existing Subscription](#)

7. Click the Michigan Disease Surveillance System link.
8. The Case Listings screen will display summary information about the cases that you have permission to access.



Investigation Status	Disease	Patient Name	Referral Date	Investigator	Jurisdiction
New	Bruceosis	FRANK STEN	06/16/2004	ADMIN, LHJ	Washtenaw County
New	Blastomycosis	JOE SCHMOE	06/30/2004	USER, SUPER	Kent County

Sorting Your Cases

The Case Listings are displayed in Referral Date order, which is the default order. The default order can be changed.

9. Click the arrow on the SORT drop-down box.



Referral Date	Sort
Investigation Status	
Disease	
Patient Name	
Referral Date	1 1
Investigator	
Jurisdiction	1 1

10. Choose a sort order from the list by clicking it.
11. Click the SORT button to initiate the sort.
12. The cases will display in the order specified.

Searching for Other Cases

The cases that appear on the screen are based on the search criteria defined by your default search. You can select another search.

13. Click the arrow on the SEARCH drop-down box.



14. Choose a search from the list by clicking it.
15. Click the SEARCH button to initiate the search and the cases will display that match the selected search criteria.

Adding a New Case

The process of adding a new case requires three screens. Each screen is validated before allowing you to continue to the next screen.

16. On the left navigation bar, click the NEW CASE link.
17. Type or select the value for the fields. Fields displayed in Red with an asterisk (*) are required.
18. When you are finished adding the information, click CONTINUE or SAVE & FINISH button.

Viewing or Updating a Case

To view or update case information, you need to open the Case Detail screens.

19. From the Case Listings screen, locate the case you wish to view or edit.
20. Click the EDIT button.

21. Observe the tabbed sections at the top of the screen. When you click the tab, the corresponding screen will open.



- Case Reporting
- Address History
- Demographics
- Referrer
- Lab Reports
- Notes

22. If you are editing the case, type or select the new values for the fields and click the SUBMIT CHANGES button.

23. To exit the Case Detail screens, click the:

- Case Investigation link at the top of the screen.
- Cases link located on the left navigation bar.

Disease Specific Forms

The Disease Specific Forms are available within the NEW CASE function or within the Case Detail, Case Reporting screen.

24. Click the DETAIL button located next to the Reportable Condition drop-down box.
25. Click the ACTIVATE button to retrieve and display the data from the database.
26. If you are adding or editing the case, type or select the new values for the fields and click the SUBMIT FORM button.
27. If you are viewing the case, exit by clicking the CANCEL FORM button.



Basic Case Investigation Report
Michigan Department of Community Health
Communicable Disease and Immunization Division

Investigation Information