STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

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GOVERNOR

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September 28, 2018

To: Civil Surgeons Practicing in Michigan

Subject: CDC released new TB Technical Instructions

Dear Colleague,

As you probably know, the CDC has released new Technical Instructions (TIs) for tuberculosis (TB) screening during the immigration medical exam: https://www.cdc.gov/immigrantrefugeehealth/exams/ti/civil/tuberculosis-civil-technical-instructions.html. Among other changes, the new TIs require that Civil Surgeons report their diagnoses of latent tuberculosis infection (LTBI) to public health. In Michigan, local health departments have jurisdiction over diseases control and should receive these reports of LTBI.

Effective immediately, Civil Surgeons should report diagnoses of LTBI using the Michigan Disease Surveillance System (MDSS), the designated disease-reporting system for the State of Michigan. Instructions for how to request access to the MDSS are attached to this email and are also available here: https://www.michigan.gov/documents/mdhhs/MDSS_Registration_Quick_Reference_Guide_for_MILogin_600255_7.pdf. Instructions for how to report cases of LTBI in the MDSS are attached to this email. Once a case of LTBI is entered and submitted in the MDSS, the MDSS will automatically refer the case to the appropriate local health department, based on the client's address. This will provide timely and consistent notification to local health departments in keeping with the new TIs, without the need for paper-based reporting.

Civil Surgeons should request access to the MDSS as soon as possible to facilitate compliance with the new TIs. Please call me with any questions or for additional information, and thank you for your prompt attention and partnership.

Sincerely,

Peter Ly Davidson

Peter Davidson, Ph.D.
517-284-4922 or davidsonp@michigan.gov
Tuberculosis Control Program Manager

Cc: Joe Coyle, MPH

Michigan Disease Surveillance System

User Registration
QUICK REFERENCE

Getting Started

There are several steps required to access the Michigan Disease Surveillance System (MDSS). These steps are outlined in the checklist below:

- You must have a valid MILogin User ID and password. The section *MILogin Registration* will walk you through the steps of obtaining your MILogin User ID and password.
- You must request permission to access MDSS. The section *Requesting Access to MDSS* will walk you through the steps of requesting access to MDSS.
- You must complete the MDSS user registration. The section *Registering with MDSS* will walk you through the steps of registering within MDSS.
- You must be assigned a role within MDSS. The section *Getting a User Role* will discuss the process of obtaining a user role.

MILogin Registration

If you have a valid MILogin *User ID* and *Password* (e.g., Michigan Childhood Immunization Registry users), please proceed to the next section, *Requesting Access to MDSS*.

1. Using your Internet browser, type the following into the location/address text box:
   - MILogin for Non-Michigan.gov emails - https://milogintp.michigan.gov/
   - MILogin for Michigan.gov emails – https://miloginworker.michigan.gov/

2. Press the ENTER key. The "MILogin" page will display:

3. Click the SIGN UP button. The "Create Your Account" page will display.

4. Complete the requested information. Fields displayed with an asterisk (*) are required.

5. Click the NEXT button.

6. Create a User ID following the instructions of last name, first initial followed by 4 numeric digits and a qualifying password.

7. Select your preferred password recovery method (email, mobile, or security questions) and complete the additional required information. Click CREATE ACCOUNT.

8. Once your account is created successfully, click to login.

9. Enter the *User ID* and *Password* you just created. Click LOGIN

10. You are now on your home page.

Requesting Access to MDSS

Once you are a registered user of MILogin, you need to request access to MDSS.

1. Using your Internet browser, type the following into the location/address text box:
   - MILogin for Non-michigan.gov emails - https://milogintp.michigan.gov/
   - MILogin for Michigan.gov emails – https://miloginworker.michigan.gov/

2. Press the ENTER key. Enter your MILogin *User ID* and *Password*.
3. Click the LOGIN button. The MILogin home page will display.

> If you see the **Michigan Disease Surveillance System** link below "Access Your Applications", you already have permission to access MDSS. Please proceed to the next section, *Registering with MDSS*.

4. Click the REQUEST ACCESS button. The "Request Access" page will display.
5. Type "Michigan Disease Surveillance System" into the search box under and click 'Enter'
6. Click on the Michigan Disease Surveillance System application that appears at the bottom of the screen.

7. Agree to the terms & conditions by clicking the radio button then click REQUEST ACCESS.
8. Verify your email and phone number and click SUBMIT.
9. A confirmation of your request will be displayed. Click HOME to bring you back to your MILogin homepage.
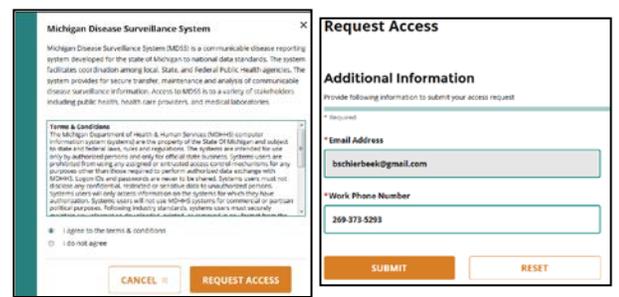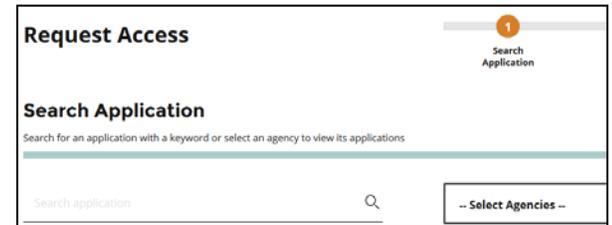
> **You will receive an approval e-mail following your request for access. The steps in the following section, "Registering with MDSS", still must be completed before you can use the system.**

Registering with MDSS

The final step to gaining MDSS access is to register with MDSS. To register with MDSS, you must perform the following steps:

1. Using your Internet browser, type the following into the location/address text box:
   - MILogin for Non-michigan.gov emails - https://milogintp.michigan.gov/
   - MILogin for Michigan.gov emails – https://miloginworker.michigan.gov/

2. Press the ENTER key. Enter your MILogin *User ID* and *Password*.
3. Click the LOGIN button. The MILogin home page will display.
4. Click the **Michigan Disease Surveillance System** link.
5. Click ACKNOWLEDGE/AGREE and the MDSS User Registration Form will display.
6. Enter the values for the fields.
7. Click the REGISTER button.

> Until your MDSS access level (role) is assigned, you will not have access to MDSS.

Getting a User Role

After you have completed the *Getting Started* checklist, the appropriate local health jurisdiction administrator will review your registration information and assign an appropriate access level (role). Your local health jurisdiction administrator should notify you once your role is assigned.

REPORT OF CASE OF LATENT TUBERCULOSIS (TB) INFECTION
IN THE MICHIGAN DISEASE SURVEILLANCE SYSTEM (MDSS)
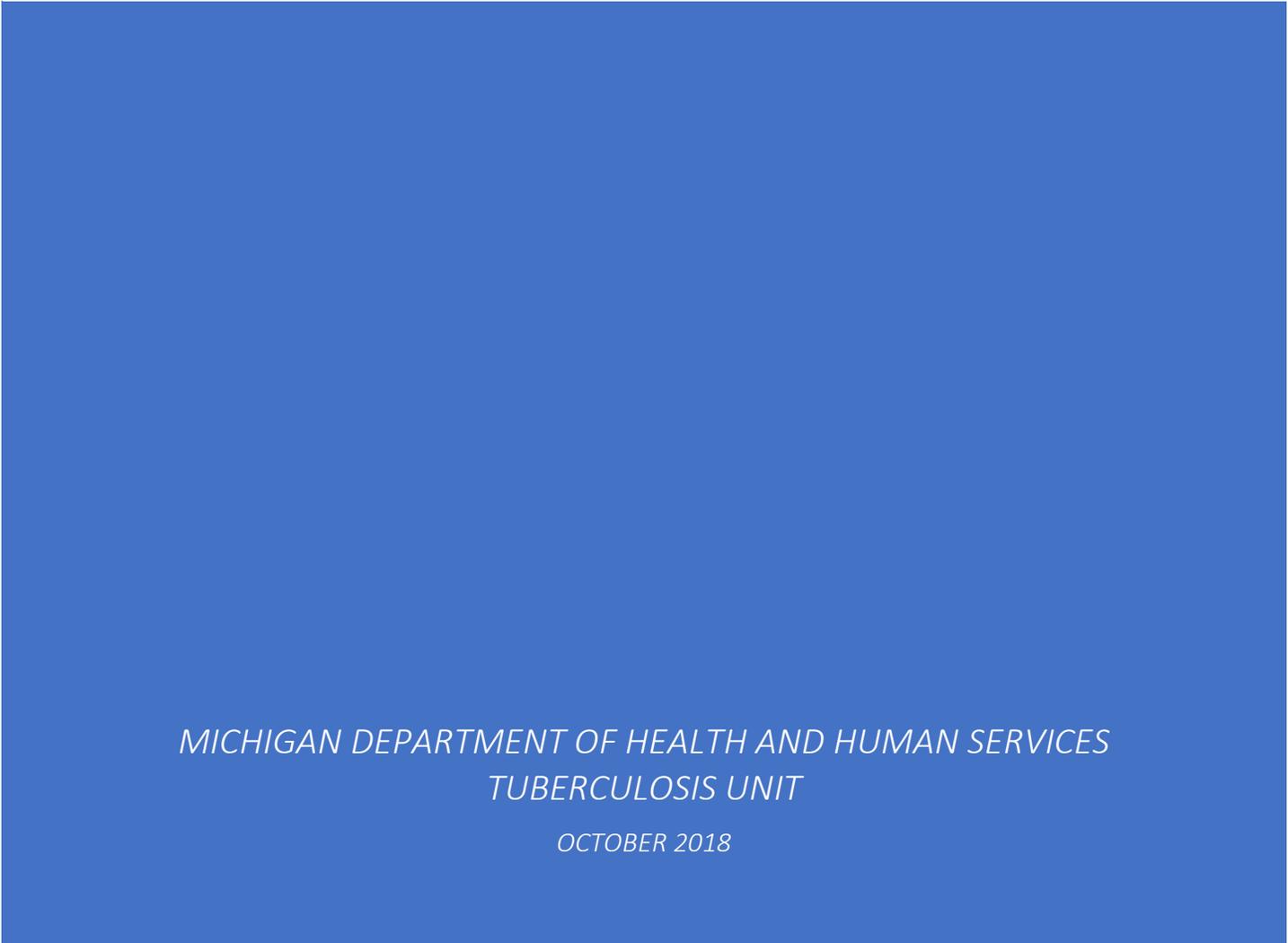
Guidance for Civil Surgeons to use the Michigan Disease Surveillance System (MDSS) to report cases of Latent TB Infection (LTBI)

Per the updated Technical Instructions effective October 1, 2018, Civil Surgeons will be required to report clients diagnosed with LTBI during the I-693 medical exam, "to the health department of jurisdiction". In Michigan, local public health departments have jurisdiction and are the appropriate agencies to receive these reports. Civil Surgeons should use these instructions to report diagnoses of LTBI to local health departments using the Michigan Disease Surveillance System (MDSS). If you do not have access to MILogin or the MDSS, you must first request and be approved for access. Instructions for requesting access to MILogin and the MDSS are available online at: https://www.michigan.gov/documents/mdhhs/MDSS_Registration_Quick_Reference_Guide_for_MILogin_600255_7.pdf.

Updated CDC Technical Instructions require that for applicants diagnosed with LTBI, the following information be reported to the appropriate health department:
- *Name*
- *Contact information*
- *IGRA result (or TST result if applicant is under 2 years of age)*
- *Chest x-ray results*

Please follow the instructions below to create a new case of LTBI, attach IGRA/TST and chest x-ray reports, and submit the case into the MDSS. If there are any questions or issues that arise please contact the MDHHS TB Unit Epidemiologist at 517-284-4956.

Create a New Case of LTBI

1. Log in to the MILogin portal and click on the Michigan Disease Surveillance System link.

2. Click Acknowledge/Agree.

3. The MDSS will open in a new window. In the panel on the left side of the screen, click New Case. Note that items in red print require a response, and you won't be able to continue or submit the case if they are left blank

4. **Investigation Information** section. Choose the following:
   - Reportable Condition: choose Latent Tuberculosis Infection
   - Case Status: choose Confirmed
   - State Prison Case: do not mark or select

5. **Patient Information** section. Enter the client's names, address, and phone number exactly as listed on their I-693 application.
   - Patient Status: choose Alive

- Patient Status Date: do not change
- Case Disposition: choose Outpatient
- First: enter client's first name
- Last: enter client's last name
- Street: enter client's street address
- City: enter client's city
- County: leave blank
- State: choose Michigan
- Zip: enter client's Zip code (5 digits is acceptable)
- Home Phone: enter the client's main or preferred phone number
- Other Phone: enter the clients secondary alternate phone number (leave blank if client only has one number)
- Onset Date: enter the date that infection from *Mycobacterium tuberculosis* is reported to have occurred (leave blank if unknown)
- Diagnosis Date: enter the date that you diagnosed the client with LTBI
- Referral Date: leave blank

6. Click Continue.

7. **Demographics** section. Choose the Race, Sex and Ethnicity with which the client identifies themselves.

8. **Date of Birth/Age** section. Enter Date of Birth as stated in the client's I-693 application. Age and Age Units are automatically generated once you enter Date of Birth.

9. **Parent/Guardian** section. The name of a parent or guardian is required if the client is under 18 years of age. Enter the name of a parent or guardian as stated in the client's I-693 application.

10. **Work / Occupation or School / Grade** section. Leave blank.

11. **Patient Identifiers** section. Leave blank.

12. Click Continue.

13. **Referral received via Electronic Laboratory Reporting**. Do not mark or select this.

14. **Person Providing Referral** section. Enter your (the Civil Surgeon's) full, official name.

15. **Primary Physician** section. If you know the client's primary physician (primary care provider), enter as much information as possible.

16. Click Save & Finish.

Attach Results of IGRA/TST and Chest x-ray to the LTBI Case You Just Created
* Before proceeding, you'll need to have all reports in Adobe PDF format. If they are in hard copy, you should scan them and save the files in Adobe PDF format.

17. **Case Listings** window. There are two ways to find and open cases.
    - Beside "Sort", select Referral Date. Beside "Search", select All Open Investigations. Click "Search". If necessary, click "Last" (under the list of names) to go to the end of the list and find the case you just created.
    - In the left panel, click "New Search". Enter client's first and last names. Under Reportable Condition, choose Latent Tuberculosis Infection. At the bottom of the screen, click "Search".

18. Verify the LTBI client you just entered is displayed, then click Edit.

19. **Case Reporting** tab. The client's name will be displayed near the top of the screen, and a series of menu tabs will be displayed above the client's name. Click the Notes tab.

20. **Notes** tab. Click Attach New Document.

21. **Case Document** window. Click Browse to locate the first document you want to attach (for example, the IGRA result). Select the file and click Open. In the File Description window, identify the file using the following nomenclature: "LAST NAME, First name: IGRA". If a TST was performed (client under 2 years of age), use TST at the end rather than IGRA.

22. Click Save.

23. Repeat steps 21 & 22 for the chest x-ray report. When identifying the file, use CXR rather than IGRA or TST.

24. Click the Case Reporting tab.

25. **Case Reporting** tab. At the bottom of the screen, click Submit Changes.

26. At the bottom of the screen, click Cancel. The process is complete; MDSS will automatically assign your newly-entered case of LTBI to the appropriate local health department.