



STATE OF MICHIGAN  
DEPARTMENT OF COMMUNITY HEALTH  
LANSING

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June 10, 2011

To: HIV Program Staff or Communicable Disease Staff  
Local Health Department

From: Karen MacMaster, Section Manager  
HIV/STD/VH/TB Epidemiology Section

Subject: HIV/AIDS case reporting using Michigan Disease Surveillance System  
(MDSS)

I am writing to inform you that the Michigan Department of Community Health will now accept HIV/AIDS case reporting via the Michigan Disease Surveillance System (MDSS). Beginning June 10, 2011, the adult and pediatric HIV/AIDS case report form will be available in MDSS for reporting purposes. This form has been patterned after the Michigan Adult and Pediatric HIV/AIDS Confidential Case Report Forms (DCH #1355-Adult, DCH #1402-Pediatric) that are currently in use for case reporting. As of June 10, 2011, HIV/AIDS case reporting via MDSS will be an optional method of reporting. For users that prefer to continue using the paper case report form to report HIV/AIDS cases they may continue to do so.

While many local health department staff are already experienced in using the MDSS, this change will introduce an unfamiliar element to some and we are working to make this transition as smooth as possible. Please keep in mind that the MDSS HIV/AIDS case report form is almost identical to the paper version of the case report form. Therefore, other than utilizing MDSS as the reporting tool, very little will change for HIV/AIDS case reporting. For staff that are unfamiliar with MDSS or would like additional training, we encourage you to seek assistance from colleagues in your health department who are already familiar with MDSS or your regional epidemiologist. MDSS contact information can be found at the following location:

[http://www.michigan.gov/documents/MDSS\\_Support\\_Resources\\_87777\\_7.pdf](http://www.michigan.gov/documents/MDSS_Support_Resources_87777_7.pdf)

Please note, CDC guidelines recommend annual confidentiality and security training for individuals handling HIV data. HIV MDSS users are strongly encouraged to participate in any trainings held by your institution. We have also posted a MDSS Security and Confidentiality Training and HIV/AIDS MDSS Policy that can be reviewed annually in the absence of an established agency training. In addition, the adult and pediatric case report form instructions have been modified for MDSS use and it would benefit users to review these documents before entering HIV/AIDS cases in MDSS. Information on accessing these documents can be found in the attached guidance document.

If you have any questions or concerns please do not hesitate to contact Erin Crandell-Alden at 517-335-9464 or email at [crandelle@michigan.gov](mailto:crandelle@michigan.gov).

Thank you for your assistance with HIV/AIDS surveillance.