MDSS Training

For Laboratories

The Michigan Disease Surveillance System

A tool for public health surveillance in Michigan

- Makes reporting of diseases/conditions easier, more efficient, and closer to real-time so public health interventions can be implemented
- Reduces delays in initiation of public health follow-up by correctly reporting to county of residence rather than county of diagnosis
- Allows reporting 24 hours/day from your PC
- Provides documentation of a facility's role in reporting for regulatory and accreditation agencies
- Reduces volume of necessary telephone communications for additional information between a local health jurisdiction (LHJ) and facility-based ICP

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MDSS User Responsibilities

- **Confidentiality**
  - The MDSS contains confidential medical information on individuals reported into the system. Data is protected by system security and role-defined access, but participants will continue to be bound by rules of confidentiality while accessing system information
  - **MDSS is compliant with HIPAA regulations**
- **Participation**
  - To realize the goals of this system, patient information must be entered in a timely manner
  - Your enthusiastic support will make the MDSS a more productive and effective method of communicable disease surveillance

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Accessing MDSS

- Software and System Requirements
  - Internet Access – preferably high-speed
  - Internet Explorer 8.0 or later (IE 8 is the officially supported browser for the system, but there are currently no known issues with any other versions)
- MILogin User ID and Password
- Authorization to use the MDSS
  - Laboratories must partner with their local health department to register and use MDSS

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MDSS User
Rights and Privileges

As a Laboratory User

- Enter individual cases
- Enter aggregate case counts
- View a list of cases entered by you or another user that shares your facility

*If labs must report to accrediting agencies, additional MDSS functionality is available, but is granted on a case-by-case basis. Labs must request additional access from their Local Health Jurisdiction and Regional Epidemiologist**

**By default, laboratories should be assigned to the 'lab user role' and the 'view access' job function*

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How to access, navigate in, and exit the MDSS

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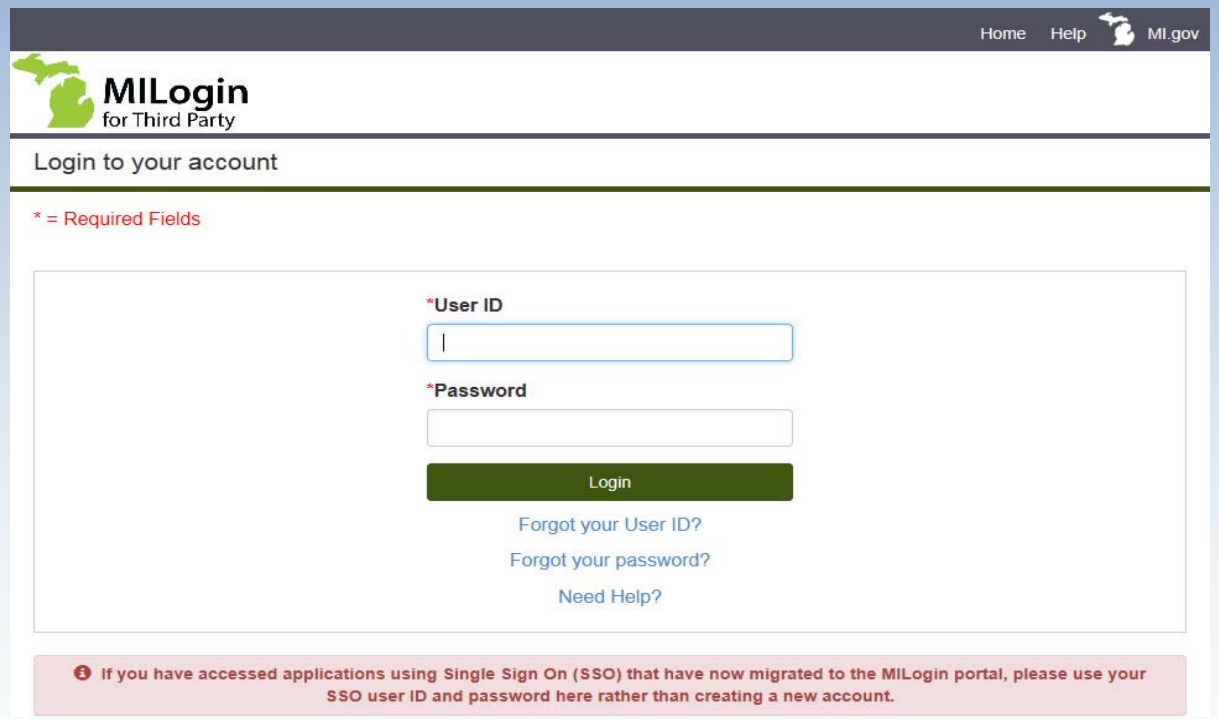
Entering the MDSS

- MILogin for Non-Michigan.gov emails - https://milogintp.michigan.gov/
- MILogin for Michigan.gov emails – https://miloginworker.michigan.gov/
- Log in with your MILogin User ID and Password



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System Use Notification

- Before accessing the MDSS, and other MILogin applications, users are required to acknowledge a set of system use requirements regarding secure access, data use, and system monitoring
- Click Acknowledge/Agree to continue

Terms & Conditions:Michigan Disease Surveillance System

The Michigan Department of Health and Human Services (MDHHS) computer information systems (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution. By accessing information provided by the Michigan Department of Health and Human Services computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.

Acknowledge/Agree Cancel

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Initial MDSS Screen

- Cases
- New Case
- New Aggregate Cases
- Searches
- New Search
- New Aggregate Search
- Disease Specific Search
- Search Field Records
- Case Definitions
- Alert Rules
- Display Supplemental Forms
- User Profile
- User Directory

Displaying results **1-10** of **3150** found

[|< First] **1** 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 [Next >>] [Last >|]

Case Listings | Referral Date | Sort | All Open Investigations | Search | Export | Help

Include Labs in Export

Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County		
Active	Confirmed	7851	08/13/2004	ENDRAPOV, PIKOV P.	02/04/1954	Hepatitis C, Chronic	CARLSON, BRAD	Oakland	Edit	View
New	Confirmed	20647	08/16/2004	STEIN, FRANK N	06/27/1979	Hemorrhagic Fever	CARLSON, BRAD	Kent	Edit	View
Active	Not a Case	21996	08/16/2004	SQUIRREL, ROCKY	05/18/1966	Meningitis - Aseptic	CARLSON, BRAD	Washtenaw	Edit	View
New	Confirmed	6789748	08/16/2004	FIELDS, SALLY	01/01/1999	Meningitis - Bacterial Other	COLLINS, JIM		Edit	View
Active	Probable	39913	08/17/2004	BENN, GEORGE W		Meningitis - Bacterial Other	CARLSON, BRAD	Wayne	Edit	View
New	Confirmed	41635	08/17/2004	SACKIE, COX	05/15/1966	Meningitis - Aseptic	CARLSON, BRAD	Washtenaw	Edit	View
Active	Confirmed	8931102	08/18/2004	BOOP, BETTY	12/10/1955	Shigellosis	HENDERSON, TIFFANY A	Washtenaw	Edit	View
New	Confirmed	52936	08/25/2004	BOLONEY, JOE		Botulism - Foodborne	COLLINS, JIM	Livingston	Edit	View
New	Confirmed	54245	08/31/2004	OUT, TIME	04/03/1968	Cryptococcosis	CARLSON, BRAD	Oakland	Edit	View
New	Probable	59063	09/02/2004	DOE, JANE M	05/03/1960	Influenza, Novel	COLLINS, JIM	Jackson	Edit	View

[|< First] **1** 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 [Next >>] [Last >|]

Michigan.gov Home | Site Map | State Web Sites | Contact Michigan | FAQ
Privacy Policy | Link Policy | Accessibility Policy | Security Policy | MDSS Support | HIV Security and Training Info
v 4.4.0 | Last update: 11/23/2016 10:51 am EST | Logged in: BETHANY G REIMINK
Copyright © 2001-2003 State of Michigan

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Disease Epidemiology Communicable Disease Division

The Top Navigation Bar

Case Investigation | Messages | Logout

The Top Navigation Bar links to different modules:

- **Case Investigation**
  Contains all of the functions to enter and manage cases. Add, change, and search the communicable disease information stored within MDSS
- **Messages**
  Contains messages sent out by System Administrators, such as MDSS updates
- **Logout**
  Terminates your session and returns you to the *Single Sign on Portal*

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The Side Navigation Bar

Case Investigation

- Cases
- Unassigned Cases
- New Case
- New Aggregate Cases
- Searches
- New Search
- New Aggregate Search
- Disease Specific Search
- Search Field Records
- Case Definitions
- Display Supplemental Forms
- User Profile
- User Directory

The Side Navigation Bar displays links to available functions within the current module

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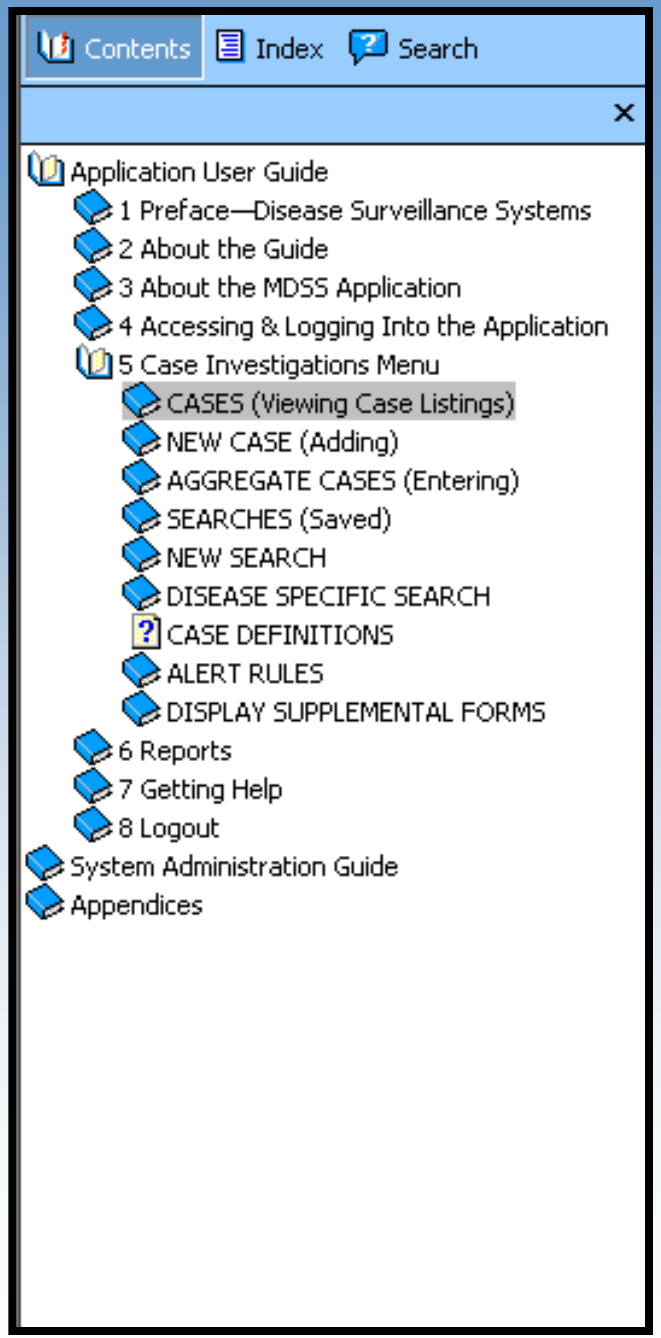
On Line Help

- The User Guide is accessible on-line and can be searched by the table of contents, by the index, or by keyword
- Click the **HELP** buttons throughout the application for assistance relative to the current screen



MDSS Security

- Browser buttons (Back, Forward, Refresh, etc.) are not available for use in MDSS
- For security, MDSS and MILogin Portal will automatically log you out if your session remains inactive for more than 30 minutes
  - Save your work frequently
  - You will lose unsaved work if you're automatically logged out
  - Always save your work and log out of MDSS and the MILogin portal if you leave your computer

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Clearing Your Browser's Temporary Internet Cache

- A full memory (cache) can interfere with uploading the case investigation report .pdfs
- We recommend that you periodically empty this cache
  - Open your internet browser
  - Select 'Tools' then 'Internet Options'
  - Select 'Temporary internet files,' 'Delete files,' and check 'Delete all offline content'
- Click OK

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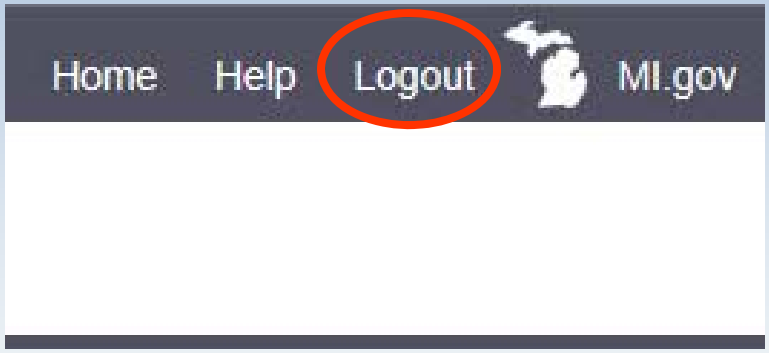
Logging Out

1) Click **Logout** in MDSS,

AND



2) Click **Logout** in the MILogin Portal

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The Message Function

- This function allows MDHHS Administrators to create messages that are displayed for all users
- The Messages module will display all of the System Messages from the past several months
- The 'New Messages Waiting' link displayed on bottom of case listings page to indicate new messages have been added since your last login
- These messages are rare and likely important
- Messages are seen by ALL MDSS users

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New Message Waiting

Case Investigation | System Administration | Messages | Reports | Logout

- Cases
- New Case
- New Aggregate Cases
- Searches
- New Search
- New Aggregate Search
- Disease Specific Search
- Case Definitions
- Alert Rules
- Display Supplemental Forms
- User Profile
- User Directory

Displaying results **1-10** of **2092** found

[|< First] **1** 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 [Next >>] [Last >|]

Case Listings | Referral Date | Sort | All Open Investigations | Search | Export | Help

Investigation Status	Disease	Subject	Referral Date	Investigator	Jurisdiction	
New	Streptococcal Dis, Inv, Grp A	FRANCIS COPPALLA	08/13/2004	CARLSON, BRAD	Ingham County	Edit
Active	Salmonellosis	JOE SCHMOE	08/13/2004	MERRITT, CARLA	Ingham County	Edit
Active	Salmonellosis	FRANK WRIGHT	08/13/2004	GRIM, MICHAEL	Statewide	Edit
New	Cryptosporidiosis	DUKE EINSTEIN	08/13/2004	COLLINS, JIM	Detroit City	Edit
Active	Pertussis	GERALDO RIVERA	08/13/2004	CARLSON, BRAD	Ingham County	Edit
New	Syphilis - Primary	WILLIAM KELLOGG	08/13/2004	COLLINS, JIM	Calhoun County	Edit
Active	Hepatitis B, Chronic	GILDA RADNER	08/13/2004	CARLSON, BRAD	Detroit City	Edit
New	Salmonellosis	LISA SIMPSON	08/13/2004	LUTZKE, MARY	Kent County	Edit
New	Blastomycosis	BRAD CARLSON	08/13/2004	CARLSON, BRAD	Wayne County	Edit
New	Diphtheria	JASON BRITTON	08/13/2004	COLLINS, JIM	Detroit City	Edit

[|< First] **1** 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 [Next >>] [Last >|]

New Message Waiting

This link indicates that there is a new message waiting to be viewed in the Messages Screen. This link disappears once the user logs out.

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Messages

Case Investigation | System Administration | Messages | Reports | Logout

- Cases
- New Case
- New Aggregate Cases
- Searches
- New Search
- New Aggregate Search
- Disease Specific Search
- Case Definitions
- Alert Rules
- Display Supplemental Forms
- User Profile
- User Directory

Messages List

Date	User Name	Subject	Active	
Mon Dec 29 10:23:04 EST 2008	MARTENC	New Message Waiting	true	View
Mon Dec 29 10:12:56 EST 2008	MARTENC	MDSS Version 2.3	true	View
Mon Feb 18 14:29:15 EST 2008	KELLERR1092	Important Announcement	true	View
Tue Dec 04 12:49:35 EST 2007	BOLENT1	New message feature	true	View

View Message Print Message

Date	Fri Oct 26 16:32:07 EDT 20
UserID	CARLSONBR
Subject	MDSS Version 2.3
Message Text	Welcome to MDSS version 2.3 This latest release of the MDSS includes several enhancements including the addition of a system messaging module, a change in aggregate reporting, and the addition of a case report form for the reporting of active cases of Tuberculosis as of January 1, 2008. For additional details on this relelase please see the News and Notes section of our website at www.michigan.gov/mdss.

Cancel Help

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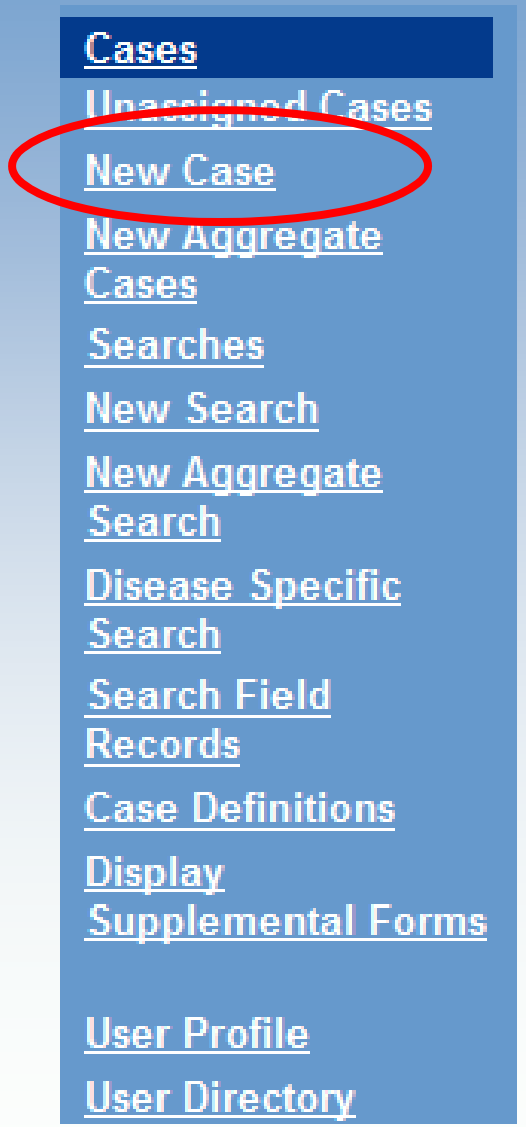
Entering a New Case

New Case Entry



- New cases are manually added to MDSS using the New Case function
- The New Case entry process is divided into three sections

New Case Entry – Screen One

Cases
New Case
New Aggregate Cases
Searches
New Search
New Aggregate Search
Disease Specific Search
Search Field Records
Case Definitions
Alert Rules
Display Supplemental Forms
User Profile
User Directory

Investigation Information

Reportable Condition*: - SELECT - Detail

Case Status*: - SELECT -

State Prison Case

Patient Information

Patient Status* : - SELECT -

Patient Status Date* (mm/dd/yyyy) : 11/23/2016

First* : Last* : Middle :

Street :

City : County : State : Zip :

Home Phone (###-###-####): Ext:

Other Phone (###-###-####): Ext:

Onset Date (mm/dd/yyyy) :

Referral Date (mm/dd/yyyy) :

Diagnosis Date (mm/dd/yyyy) :

*indicates required items

Continue Cancel Help

- Besides entering required fields, make sure **patient address** fields are also completed
- This allows labs to be sent to the proper LHJ

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Validation

- Clicking **SAVE & FINISH** or **CONTINUE** initiates a validation process
- You must correct errors prior to proceeding

Investigation Information

Error: You must correct the following error(s) before proceeding:

- A value for Reportable Condition must be selected.
- A value for Patient Case Status must be selected.
- A value for Patient Status must be selected.
- Patient First Name is required.
- Patient Last Name is required.

Example error message

Reportable Condition*: - SELECT - Detail

Case Status*: - SELECT -

State Prison Case

Patient Information

Patient Status* : - SELECT -

Patient Status Date* (mm/dd/yyyy) : 11/23/2016

First* : Last* : Middle :

Street :

City : County : State : Zip :

Home Phone (###-###-####): Ext:

Other Phone (###-###-####): Ext:

Onset Date (mm/dd/yyyy) :

Referral Date (mm/dd/yyyy) :

Diagnosis Date (mm/dd/yyyy) :

*indicates required items

Continue Cancel Help

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Screen One Key Field Definitions

- Fields in Red with * are required fields - case entry will not proceed unless they are completed (Unknown is generally an option)
- **Case Status** - refers to the case definition criteria (Confirmed, Suspect, Not a Case, Probable, Unknown)
- **Patient Status** - indicates the present condition of the patient (Inpatient, Outpatient, Deceased)
- **Patient Status Date** - automatically set to current date during case entry and updated when a change is made to the "Patient Status."
- **Referral Date** - is an editable field generally indicating to the date the case was referred to the LHJ

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New Case Entry – Screen Two

Demographics

Race* :
- African American
- American Indian or Alaska Native
- Asian
- Caucasian
- Hawaiian or Pacific Islander
- Other
- Unknown

Sex* : - SELECT -

Hispanic Ethnicity* : - SELECT -

Arab Ethnicity : Unknown

Date of Birth / Age

Date of Birth (mm/dd/yyyy):

Age at Onset (if DOB unknown) :

Age Unit :

Parent/Guardian (required if under 18)

First :

Last :

Middle :

Work / Occupation or School / Grade

Worksites / School :

Occupations / Grade :

Patient Identifiers

MDOC ID :

*indicates required items

Continue | Back | Cancel | Help

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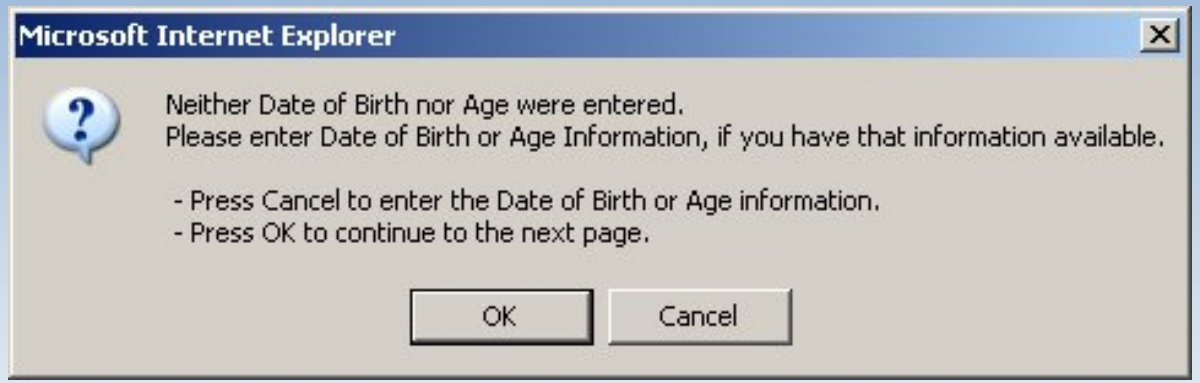
Date of Birth/Age Information Reminder Box

- If **Date of Birth**, **Age**, and **Age Units** information is not supplied, the Date of Birth/Age Information Reminder Box will display when you continue to the next entry screen



- If that information is available, click the **CANCEL** button to return to the New Case Entry screen and enter the information
- If that information is not available, click the **OK** button to continue to the next screen

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Screen Two Key Field Definitions

- **Age** - Reflects the age at illness onset by subtracting Onset Date from Date of Birth (when available). Referral Date is used if no Onset Date is available
- **Age Unit**: Pertains to the measurement of the age of the patient at illness onset (in days, months, or years)
- If **Date of Birth** is not available, Age and Age Units can be entered directly. Age units should be:
  - Days if age is less than or equal to 30 days
  - Months if age is less than 2 years
  - Years if age is greater than or equal to 2 years

Note: you must enter Parent/Guardian information if case is under age 18 years – if this information is not available, you may enter 'unknown'

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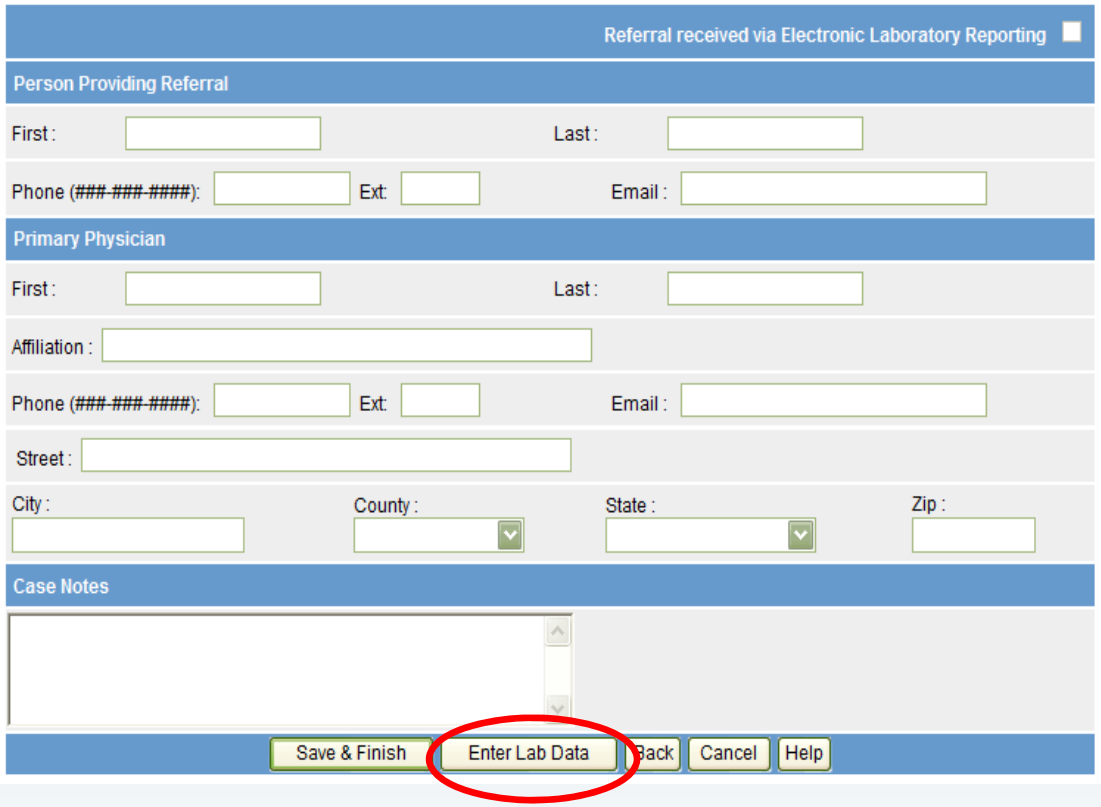
New Case Entry – Screen Three

1. Enter your information under the "Person Providing Referral" (or enter it into the "User Profile" and it will auto-populate each time you enter a new case)

2. Enter Primary Physician Information: Name and Phone Number at minimum

3. Enter lab data through the "Enter Lab Data" option on the third screen of New Case Entry



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1. Click **Create New Lab Report**
2. Add Lab Order info with pull-down menu or manually by choosing 'Other'
3. Add Ordering Provider info
4. Enter Lab info with pull-down menu or manually by choosing 'Other'
5. Add Specimen info
6. Click **New Result**

Lab Reports

Create New Lab Report | Help

Date Received | Ordered Test Name | Electronic

Save & Finish | Back | Cancel | Help

Lab Order Information

Filter Test List By: Filter Clear

Select Ordered Test* :
Chlamydia trachomatis+Neisseria gonorrhoeae rRNA [Presence] in Unspecified specimen by DNA probe

Test Name* : Chlamydia trachomatis+Neisseria gonorrhoeae rRNA [Presence] in Unspecified specimen by DNA probe

Lab Report Date (mm/dd/yyyy) :

Ordering Provider

First : Last :

Affiliation : Street :

City : County : State : Zip :

Phone number : Ext :

Laboratory Information

Select Lab* : MDCH - Lansing Bureau of Laboratories *Filter Lab List By:* Filter Clear

Lab Name* : MDCH - Lansing Bureau of Laboratories

Street : 3350 N Martin L King Jr Blvd Geocode Source :

City : Lansing County : State : Michigan Zip : 48909

Phone number : 517-335-8063

Specimen Information

Specimen Collection Date (mm/dd/yyyy) :

Specimen Source :

Specimen Site :

Specimen Site Text :

Specimen ID :

Results New Result

7. Add Lab Result info

8. Click **Add Result**

New Result

Reported Test Name :	*Filter Test List By:* Filter Clear Select Test: Chlamydia trachomatis+Neisseria gonorrhoeae rRNA [Presence] in Unspecified specimen by DNA probe Chlamydia trachomatis+Neisseria gonorrhoeae rRNA [Presence] in Unspecified specimen by DNA probe
Coded Result :	*Filter Result List By:* Filter Clear Select Result: Chlamydia species Chlamydia species
Text Result :	
Numeric Result :	
Comments :	8/14/2016 1g Zithromax
Relevant Clinical Information :	Also notified partner

Add Result Cancel Help

9. Review Lab info

10. Click **Add New Lab**

Specimen Information

Specimen Collection Date (mm/dd /yyyy) :

Specimen Source :

Specimen Site :

Specimen Site Text :

Specimen ID :

Results New Result

Reported Test Name : Chlamydia trachomatis+Neisseria gonorrhoeae rRNA [Presence] in Unspecified specimen by DNA probe Edit Delete

Coded Result :	Chlamydia species
Numeric Result :	
Reference Range :	
Comments :	8/14/2016 1g Zithromax
Relevant Clinical Information :	Also notified partner

Add New Lab Cancel Help

11. Click **Save & Finish**

Lab Reports Create New Lab Report Help

Date Received	Ordered Test Name	Electronic		
08/18/2016	Chlamydia trachomatis+Neisseria gonorrhoeae rRNA [Presence] in Unspecified specimen by DNA probe	No	Edit	Delete

Save & Finish Back Cancel

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Background Processing

Once a case is entered, the following processes occur behind the scenes:

- **Geocoding:** Validates address, assigns coordinates to map address, supports LHJ referral
- **De-Duplication:** The process of identifying and merging duplicate patients and case reports. This can result in the case not being immediately available to view
- **Case Referral:** Determines the referral LHJ based on the Investigation Address (case address if available, otherwise provider or lab address), and assigns the case to the LHJ Administrator to initiate follow-up
- **Important Note on Case Referral:** If you do not have a case address please **LEAVE IT BLANK**. If 'unknown' is entered the case is assigned to MDCH rather than the appropriate LHJ. This will delay investigation. Remember that if a case address is missing the investigation can be assigned based on the <u>referrer's or physician's address</u>

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Geocoding - Determining Investigation Address

- The Investigation Address is set by address availability in the following order:
  1. Patient Address
  2. Provider Address (on Referral or Lab Report)
  3. Laboratory Address (for electronic laboratory reports only)
- Investigation address determines LHJ referral

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Unassigned Cases

- The unassigned case listing shows Lab and HCP users a list of cases that have been entered into the MDSS, but are currently unavailable because they are in the de-duplication queue
- To access the list click on '<u>Unassigned Cases</u>'

Investigation Status	Disease	Patient Name	Referral Date	Investigator	Jurisdiction	
New	Botulism - Foodborne	MARCIA BRADY	03/02/2005	BULL, SHERRI	Kent County	Edit
New	Tetanus	GREG BRADY	03/02/2005	USER, SUPER	Kent County	Edit
New	Strep Pneumo, Drug Resistant	JAN BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County	Edit
New	H. influenzae Disease - Inv.	CINDY BRADY	03/02/2005	BULL, SHERRI	Kent County	Edit
New	Kawasaki	BOBBY BRADY	03/02/2005	USER, SUPER	Kent County	Edit
New	Legionellosis	PETER BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County	Edit
New	Rocky Mt Spotted Fever	MIKE BRADY	03/02/2005	BULL, SHERRI	Kent County	Edit
New	Brucellosis	CAROL BRADY	03/02/2005	USER, SUPER	Kent County	Edit
New	Syphilis - Congenital	TEST ING	03/25/2005	STAFF, STDPROG	Statewide	Edit
New	Cholera	TOM JONES	07/28/2005	BULL, SHERRI	Wayne County	Edit

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Unassigned Cases Listing

MDCH Department of Community Health — Michigan.gov

Case Investigation | Reports | Logout

- Cases
- Unassigned Cases
- New Case
- Searches
- New Search
- Disease Specific Search
- Case Definitions
- Display Supplemental Forms
- User Profile

Case Work Queue

Disease	Patient Name	Referral Date	Jurisdiction
Amebiasis	Tom Jones	08/04/2005	

Healthcare provider or Lab-entered cases awaiting de-duplication in the pending work queue are visible in the unassigned cases view

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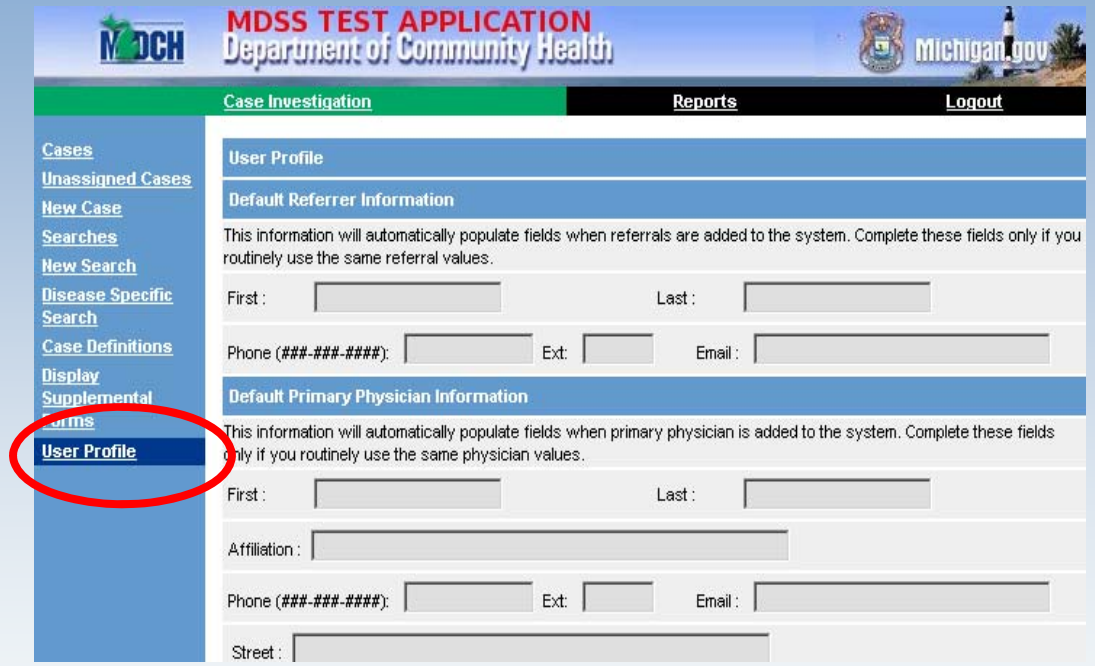
How to Utilize the “User Profile”

Time Saving Step – The User Profile

- The User Profile allows a user to store certain fields that are repeated upon each new case entry, for example Referrer, Primary Physician, or Laboratory information
- Once entered and saved, these fields are automatically filled with each new case
- This option will save time in data entry
- It is important to keep this information current – the fields are modifiable, if needed



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User Profile Page

Default Primary Physician Information

This information will automatically populate fields when primary physician is added to the system. Complete these fields only if you routinely use the same physician values.

First : Last :

Affiliation :

Phone (###-###-####): Ext: Email :

Street :

City : County : State : Zip :

Default Laboratory Information

This information will automatically populate fields when new lab-reports are added to the system. Complete these fields only if you routinely use the same lab-report values.

Lab Name :

Street :

City : County : State : Zip :

Default HAN Alerting Information

This information will automatically populate fields when new Alerts are added to the system. Complete these fields only if you routinely use the same HAN values.

HAN userid : HAN password : ••••••••••••••

Edit User Profile | Rese | Save Changes | Help

Click "**Edit User Profile**" to allow fields to be filled in

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Default Referrer & Laboratory Info

Fill in your name and contact info under “Default Referrer Information”

User Profile

Default Referrer Information

This information will automatically populate fields when referrals are added to the system. Complete these fields only if you routinely use the same referral values.

First : Diana Last : Brown

Phone (###-###-####): 616-632-7245 Ext: Email : brownd26@michigan.gov

Fill in laboratory information under “Default Laboratory Information”

Default Laboratory Information

This information will automatically populate fields when new lab-reports are added to the system. Complete these fields only if you routinely use the same lab-report values.

Lab Name : DBLab

Street : 1234 Main St.

City : Grand Rapids County : Kent State : Michigan Zip : 49503

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Default Referrer & Laboratory Info

Default Laboratory Information

This information will automatically populate fields when new lab-reports are added to the system. Complete these fields only if you routinely use the same lab-report values.

Lab Name : DBLab

Street : 1234 Main St.

City : Grand Rapids

County : Kent

State : Michigan

Zip : 49503

Default HAN Alerting Information

This information will automatically populate fields when new Alerts are added to the system. Complete these fields only if you routinely use the same HAN values.

HAN userid :

HAN password : ••••••••••••••

Edit User Profile | Reset | Save Changes | Help

Save Changes

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Auto-Completed Information Using User Profile

- New Laboratory Report Screen
- All appropriate information was already completed

Laboratory Information

Name* : PathLab

Street : 700 Fuller Ave NE

Geocode Source :

City : Grand Rapids

County : Kent

State : Michigan

Zip : 49503

Specimen Information

Specimen Collection Date (mm/dd/yyyy) :

Specimen Source :

Specimen Site :

Specimen Site Text :

Specimen ID :

Results New Result

Add New Lab | Cancel | Help

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How to View Cases in the MDSS

Case Listings – View Only

Case Listings | Referral Date | Sort | All Open Investigations | Sear | H

Investigation Status	Disease	Patient Name	Referral Date	Investigator	Jurisdiction
New	Botulism - Foodborne	MARCIA BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Tetanus	GREG BRADY	03/02/2005	USER, SUPER	Kent County
New	Strep Pneumo, Drug Resistant	JAN BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County
New	H. influenzae Disease - Inv.	CINDY BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Kawasaki	BOBBY BRADY	03/02/2005	USER, SUPER	Kent County
New	Legionellosis	PETER BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County
New	Rocky Mt Spotted Fever	MIKE BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Pertussis	CAROL BRADY	03/02/2005	USER, SUPER	Kent County

- Once the patient info is saved and finished, the case can no longer be edited
- If patient information needs to be changed, notify the appropriate LHJ or Regional Epidemiologist so they can edit the case

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Viewing Cases

Case Listings | Referral Date | Sort | All Open Investigations | Sear | H

Investigation Status	Disease	Patient Name	Referral Date	Investigator	Jurisdiction
New	Botulism - Foodborne	MARCIA BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Tetanus	GREG BRADY	03/02/2005	USER, SUPER	Kent County
New	Strep Pneumo, Drug Resistant	JAN BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County
New	H. influenzae Disease - Inv.	CINDY BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Kawasaki	BOBBY BRADY	03/02/2005	USER, SUPER	Kent County
New	Legionellosis	PETER BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County
New	Rocky Mt Spotted Fever	MIKE BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Pertussis	CAROL BRADY	03/02/2005	USER, SUPER	Kent County

- Newly entered cases can be viewed under “All Open Investigations”
- Once the LHJ has closed the case, it will no longer be displayed under “All Open Investigation”
  - You will need to conduct a search to view all cases

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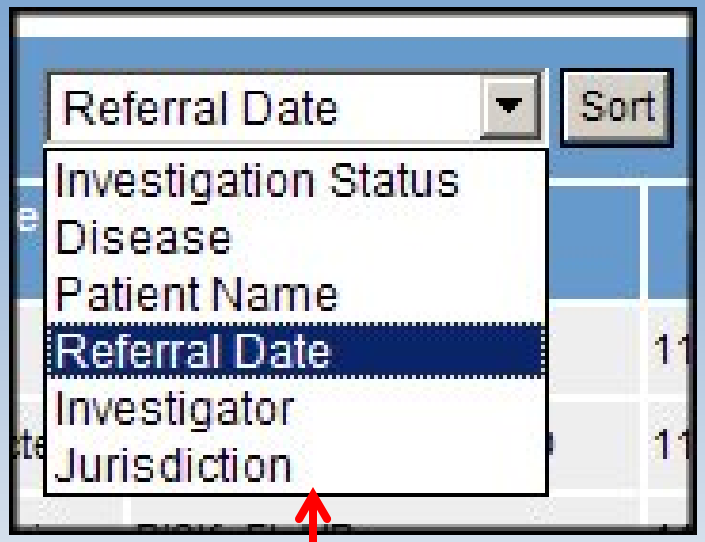
Case Listings - Sort Option



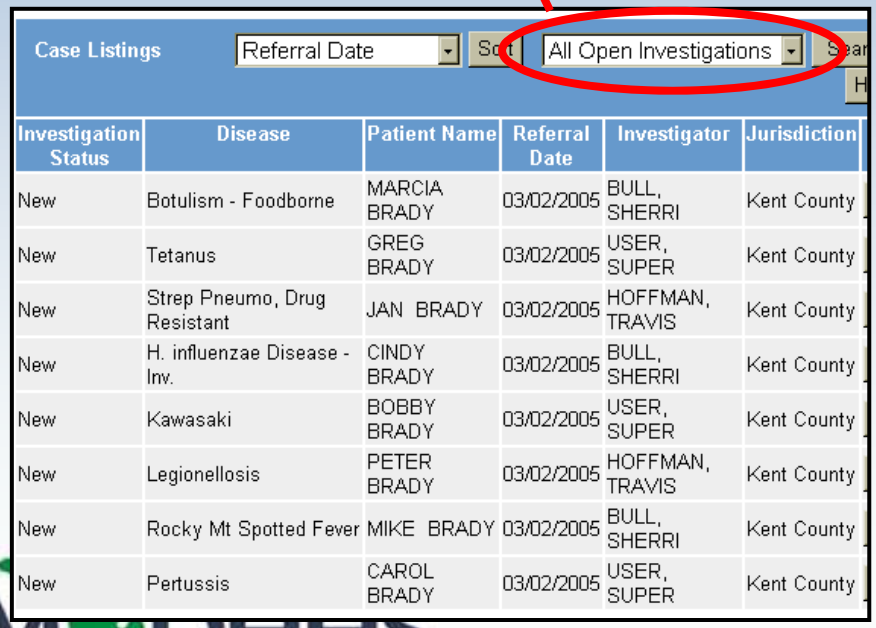
Case Listings | Referral Date | Sort | All Open Investigations

Investigation Status	Disease	Patient Name	Referral Date	Investigator	Jurisdiction
New	Botulism - Foodborne	MARCIA BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Tetanus	GREG BRADY	03/02/2005	USER, SUPER	Kent County
New	Strep Pneumo, Drug Resistant	JAN BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County
New	H. influenzae Disease - Inv.	CINDY BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Kawasaki	BOBBY BRADY	03/02/2005	USER, SUPER	Kent County
New	Legionellosis	PETER BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County
New	Rocky Mt Spotted Fever	MIKE BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Pertussis	CAROL BRADY	03/02/2005	USER, SUPER	Kent County

- The Case Listings are displayed in order of Referral Date – the default sort order
- Select a different Sort Order and click **SORT** to change sort order (sorts are ascending order)
- Investigator and Patient Name are sorted on last name
- View Online Help for more details

How to Search in the MDSS

Case Listings - Search Option



Investigation Status	Disease	Patient Name	Referral Date	Investigator	Jurisdiction
New	Botulism - Foodborne	MARCIA BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Tetanus	GREG BRADY	03/02/2005	USER, SUPER	Kent County
New	Strep Pneumo, Drug Resistant	JAN BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County
New	H. influenzae Disease - Inv.	CINDY BRADY	03/02/2005	BULL, SHERRI	Kent County
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New	Rocky Mt Spotted Fever	MIKE BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Pertussis	CAROL BRADY	03/02/2005	USER, SUPER	Kent County

- Cases in the 'Case Listings' screen are initially based on the default search criteria <u>and your role and permissions</u>
- When your User ID was created, the system automatically created default searches for you
- When you change the 'Case Listings' search option, the selected search becomes your default search for the duration of your session or until you select another search option

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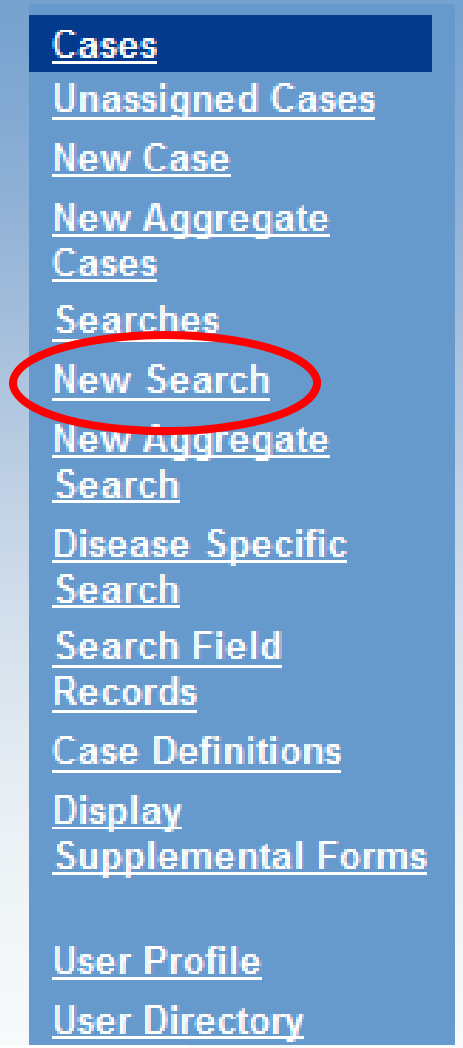
New Searches



- The New Search function allows you to create a new search
- This option will allow you to view a case listing of any and all cases you have entered
- Viewing cases in the "All Open Investigations" will only allow you to view cases you have entered *and* that have not been completed by the LHJ

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Basic Searches

- When the New Search function opens, the "Basic Search" screen will open
- You can toggle between the "Basic Search" screen and the “Advanced Search” screen using the **BASIC** and **ADVANCED** buttons found at the bottom of each screen

Name of Saved Search | Default Search

Investigation ID : | Case Status : Confirmed, Confirmed-Non Resident | Investigation Status : Active, Canceled

Patient First Name : | Patient Last Name : | Patient ID :

Investigator First Name : | Investigator Last Name : | Investigator Userid :

Reportable Condition : Amebiasis, Animal Bite, Anthrax, Blastomycosis | Disease Group : Rabies, VPD, Influenza, Meningitis | Outbreak :

Case Notes Search :

Date Criteria

Onset Date (mm/dd/yyyy): to | Referral Date (mm/dd/yyyy): to

Entry Date (mm/dd/yyyy): to | Birth 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, 2 North, 2 South, 3 | Facility : ALLEGAN GENERAL HOSP, ALPENA GENERAL HOSP, BARAGA COUNTY MEM HOSP, BATTLE CREEK HLTH SYS

Search | Save & Finish | Advanced | Cancel | Help

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Notes on Searching

- <u>You are only able to search on cases that you have entered</u>
- Text Searches use an asterisk (*) as a "wild card"
  - L* gives all entries that start with L
- Date searches:
  - Enter only "From Date" for all cases after and including a certain date
  - Enter only "To Date" for all cases before and including a certain date
- Each new variable added operates like an "and"; the search becomes more restrictive
- Each selection within a variable operates like an "or"; the search becomes less restrictive

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Selecting and De-selecting Multiple Options

Selecting Multiple Sequential Options

1. Move the mouse cursor to first desired option on the list and click left mouse button
2. Move the mouse cursor to the last desired option of the list and hold down the SHIFT key while clicking the left mouse button

Selecting Multiple Non-Consecutive Options

1. Move the mouse cursor to first desired option on the list and click left mouse button
2. Move the mouse cursor to the next desired option on the list and hold down the CTRL key while clicking the left mouse button. Repeat #2 until all desired options selected

De-Selecting Options

1. Move the mouse cursor to option you want to de-select and hold down the CTRL key while clicking the left mouse button

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Creating a Saved Search

1. Enter name of search in **Name of Saved Search** box
2. Select criteria
3. Check **Default Search** box <u>if you want to make this your default search</u>
4. Click on **Save & Finish** to <u>save</u>

   OR

   Click on **Search** to create a <u>temporary search</u> that will not be saved

Name of Saved Search

Default Search

Investigation ID :

Case Status :
Confirmed
Confirmed-Non Resident

Investigation Status :
Active
Canceled

Patient First Name :

Patient Last Name :

Patient ID :

Investigator First Name :

Investigator Last Name :

Investigator Userid :

Reportable Condition :
Amebiasis
Animal Bite
Anthrax
Blastomycosis

Disease Group :
Rabies
VPD
Influenza
Meningitis

Outbreak :

Case Notes Search :

Date Criteria

Onset Date (mm/dd/yyyy): to

Referral Date (mm/dd/yyyy): to

Entry Date (mm/dd/yyyy): to

Birth 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
2 North
2 South
3

Facility :
ALLEGAN GENERAL HOSP
ALPENA GENERAL HOSP
BARAGA COUNTY MEM HOSP
BATTLE CREEK HLTH SYS

Search | Save & Finish | Advanced | Cancel | Help

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Executing a Saved Search

There are two ways to execute a saved Search:

1. In Case Listings

Case Listings | Referral Date | Sort | All Open Investigations | Search | Help

All Open Investigations
My Open Investigations
Nov Cases
Temporary

s in Export

Investigation Status	Referral Date	Patient Name	Date of Birth	Dis		County	
New	09/20/2007	CAT, SYLVESTER		Salmonellosis	COLLINS, JIM	Ingham	Edit

2. In Searches

Cases
Unassigned Cases
New Case
New Aggregate Cases
Searches
New Search
New Aggregate Search

Saved Searches | Help

Search Name	Date Created	Default			
All Open Investigations	09/03/2008	X	Search	Edit	
My Open Investigations	09/03/2008		Search	Edit	Delete
Nov Cases	09/05/2012		Search	Edit	Delete

Editing and Deleting Saved Searches

The Searches function provides access to your saved searches to execute, edit, or delete existing searches

Saved Searches

Help

Search Name	Date Created	Default			
All Open Investigations	09/03/2008	X	Search	Edit	
My Open Investigations	09/03/2008		Search	Edit	Delete
Nov Cases	09/05/2012		Search	Edit	Delete

- You cannot delete your default search, but **Edit** allows you to select a new default search
- **EDIT** search works just like New Search but starts with the existing search criteria

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I'm having a problem . . . Who can help me?

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Communicable Disease Division

Support and Help Contacts

- www.michigan.gov/mdss
- Look at the available User Guides and the FAQs
- For browser, adobe or connectivity issues contact your local IT support
- For general questions your local administrator can help
- Regional Epidemiologists are always available for assistance

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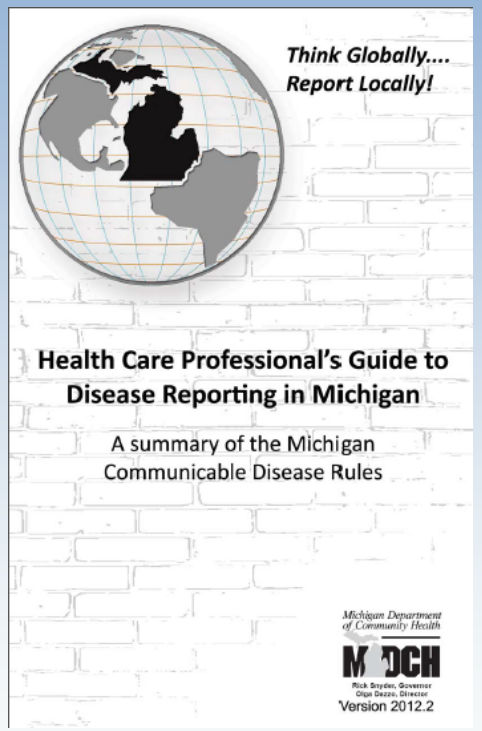
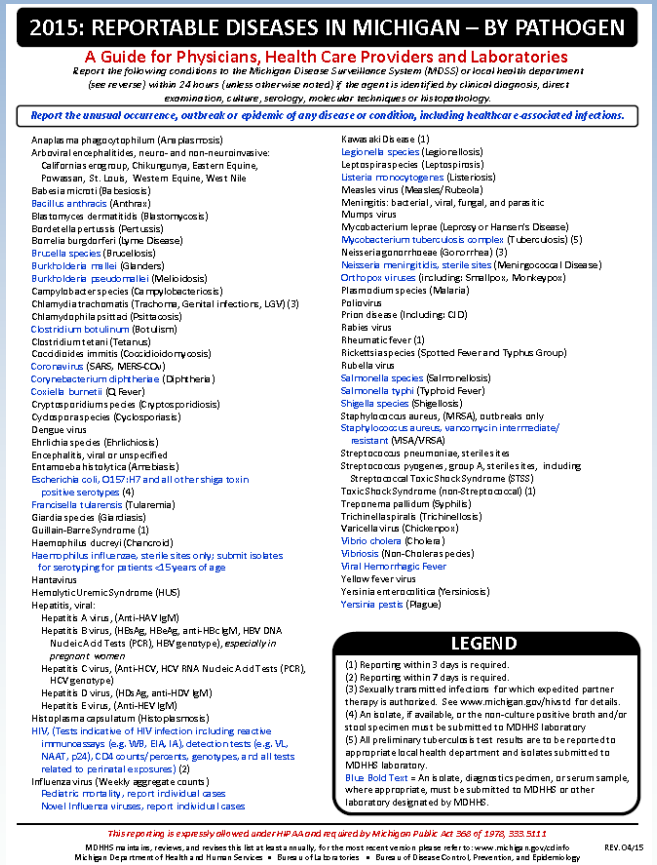
Resources

CD Rules ‘Brick Book’ and Reportable Diseases in Michigan – both available at: www.michigan.gov/cdinfo





2015: REPORTABLE DISEASES IN MICHIGAN – BY PATHOGEN

A Guide for Physicians, Health Care Providers and Laboratories

Report the following conditions to the Michigan Disease Surveillance System (MDSS) or local health department (see reverse) within 24 hours (unless otherwise noted) if the agent is identified by clinical diagnosis, direct examination, culture, serology, molecular techniques or histopathology.

Report the unusual occurrence, outbreak or epidemic of any disease or condition, including healthcare-associated infections.

Anaplasma phagocytophilum (Anaplasmosis)
Arboviral encephalitides, neuro- and non-neuroinvasive:
Californias serogroup, Chikungunya, Eastern Equine, Powassan, St. Louis, Western Equine, West Nile
Babesia microti (Babesiosis)
Bacillus anthracis (Anthrax)
Blastomyces dermatitidis (Blastomycosis)
Bordetella pertussis (Pertussis)
Borrelia burgdorferi (Lyme Disease)
Brucella species (Brucellosis)
Burkholderia mallei (Glanders)
Burkholderia pseudomallei (Melioidosis)
Campylobacter species (Campylobacteriosis)
Chlamydia trachomatis (Trachoma, Genital infections, LGV) (3)
Chlamydophila psittaci (Psittacosis)
Clostridium botulinum (Botulism)
Clostridium tetani (Tetanus)
Coccidioides immitis (Coccidioidomycosis)
Coronavirus (SARS, MERS-COV)
Corynebacterium diphtheriae (Diphtheria)
Coxiella burnetii (Q Fever)
Cryptosporidium species (Cryptosporidiosis)
Cyclospora species (Cyclosporiasis)
Dengue virus
Ehrlichia species (Ehrlichiosis)
Encephalitis, viral or unspecified
Entamoeba histolytica (Amebiasis)
Escherichia coli, O157:H7 and all other shiga toxin positive serotypes (4)
Francisella tularensis (Tularemia)
Giardia species (Giardiasis)
Guillain-Barre Syndrome (1)
Haemophilus ducreyi (Chancroid)
Haemophilus influenzae, sterile sites only; submit isolates for serotyping for patients <5 years of age
Hantavirus
Hemolytic Uremic Syndrome (HUS)
Hepatitis, viral:
Hepatitis A virus, (Anti-HAV IgM)
Hepatitis B virus, (HBsAg, HBeAg, anti-HBc IgM, HBV DNA Nucleic Acid Tests (PCR), HBV genotype), *especially in pregnant women*
Hepatitis C virus, (Anti-HCV, HCV RNA Nucleic Acid Tests (PCR), HCV genotype)
Hepatitis D virus, (HDsAg, anti-HDV IgM)
Hepatitis E virus, (Anti-HEV IgM)
Histoplasma capsulatum (Histoplasmosis)
HIV, (Tests indicative of HIV infection including reactive immunoassays (e.g. WB, EIA, IA), detection tests (e.g. VL, NAAT, p24), CD4 counts/percents, genotypes, and all tests related to perinatal exposures) (2)
Influenza virus (Weekly aggregate counts)
Pediatric mortality, report individual cases
Novel Influenza viruses, report individual cases
Kawasaki Disease (1)
Legionella species (Legionellosis)
Leptospira species (Leptospirosis)
Listeria monocytogenes (Listeriosis)
Measles virus (Measles/Rubeola)
Meningitis: bacterial, viral, fungal, and parasitic
Mumps virus
Mycobacterium leprae (Leprosy or Hansen’s Disease)
Mycobacterium tuberculosis complex (Tuberculosis) (5)
Neisseria gonorrhoeae (Gonorrhea) (3)
Neisseria meningitidis, sterile sites (Meningococcal Disease)
Orthopox viruses (including: Smallpox, Monkeypox)
Plasmodium species (Malaria)
Poliovirus
Prion disease (Including: CJD)
Rabies virus
Rheumatic fever (1)
Rickettsia species (Spotted Fever and Typhus Group)
Rubella virus
Salmonella species (Salmonellosis)
Salmonella typhi (Typhoid Fever)
Shigella species (Shigellosis)
Staphylococcus aureus, (MRSA), outbreaks only
Staphylococcus aureus, vancomycin intermediate/resistant (VISA/VRSA)
Streptococcus pneumoniae, sterile sites
Streptococcus pyogenes, group A, sterile sites, including Streptococcal Toxic Shock Syndrome (STSS)
Toxic Shock Syndrome (non-Streptococcal) (1)
Treponema pallidum (Syphilis)
Trichinella spiralis (Trichinellosis)
Varicella virus (Chickenpox)
Vibrio cholera (Cholera)
Vibriosis (Non-Cholera species)
Viral Hemorrhagic Fever
Yellow fever virus
Yersinia enterocolitica (Yersiniosis)
Yersinia pestis (Plague)

LEGEND

(1) Reporting within 3 days is required.
(2) Reporting within 7 days is required.
(3) Sexually transmitted infections for which expedited partner therapy is authorized. See www.michigan.gov/hivstd for details.
(4) An isolate, if available, or the non-culture positive broth and/or stool specimen must be submitted to MDHHS laboratory
(5) All preliminary tuberculosis test results are to be reported to appropriate local health department and isolates submitted to MDHHS laboratory.
Blue Bold Text = An isolate, diagnostic specimen, or serum sample, where appropriate, must be submitted to MDHHS or other laboratory designated by MDHHS.

This reporting is expressly allowed under HIPAA and required by Michigan Public Act 368 of 1978, 333.5111

MDHHS maintains, reviews, and revises this list at least annually, for the most recent version please refer to: www.michigan.gov/cdinfo REV. 04/15
Michigan Department of Health and Human Services • Bureau of Laboratories • Bureau of Disease Control, Prevention, and Epidemiology

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Michigan Department of Health & Human Services
Surveillance & Infectious Disease Epidemiology
Communicable Disease Division

Regional Epidemiologists

Region	Name	Phone/Cell	E-Mail	Counties
1	Carly Adams	517.887.4615 (Ingham) 517.552.6878 (Livingston)	AdamsC@michigan.gov	Clinton, Eaton, Gratiot, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Shiawassee
2N	Nicole Parker-Strobe	248.452.9936 517.930.6906 (Cell)	ParkerstrobeN@michigan.gov	Macomb, Oakland, St. Clair
2S	Joyce Lai	734.727.7204 517.930.6958 (Cell)	LaiJ@michigan.gov	Detroit City, Monroe, Washtenaw, Wayne
3	Tim Bolen	989.832.6690 517.930.6910 (Cell)	BolenT1@michigan.gov	Alcona, Arenac, Bay, Genesee, Gladwin, Huron, Iosco, Lapeer, Midland, Ogemaw, Saginaw, Sanilac, Tuscola
5	Bethany Reimink	269.373.5293 517.719.0407 (Cell)	ReiminkB@michigan.gov	Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, Van Buren
6	Fatema Mamou	616.632.7245 517.204.6086 (Cell)	MamouF@michigan.gov	Clare, Ionia, Isabella, Kent, Lake Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, Ottawa
7	Roger Racine	231.995.6106 517.930.6914 (Cell)	RacineR@michigan.gov	Alpena, Antrim, Benzie, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Montmorency, Oscoda, Otsego, Presque Isle, Roscommon, Wexford
8	Scott	906.643.1100x108	SchreiberS@michigan.gov	Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac,

Acknowledgements

- **Michigan Department of Community Health**
  - Bureau of Epidemiology
  - Bureau of Laboratories
  - Office of Public Health Preparedness
- **Michigan Department of Information Technology**
- **Altarum Institute**
- **Scientific Technologies Corporation**
- **MDSS Pilot Jurisdictions**
  - Macomb, Kent, Washtenaw, Marquette and Central Michigan
- **MDSS Steering Committee Members**
  - Matthew Boulton, Bill Colville, Frances Downes, John Dyke, Jim Lee, Pamela Masur, Whitney Mauer, Linda Myers, John Petrasky, Girish Salpekar, Bill Schneider, Melinda Wilkins

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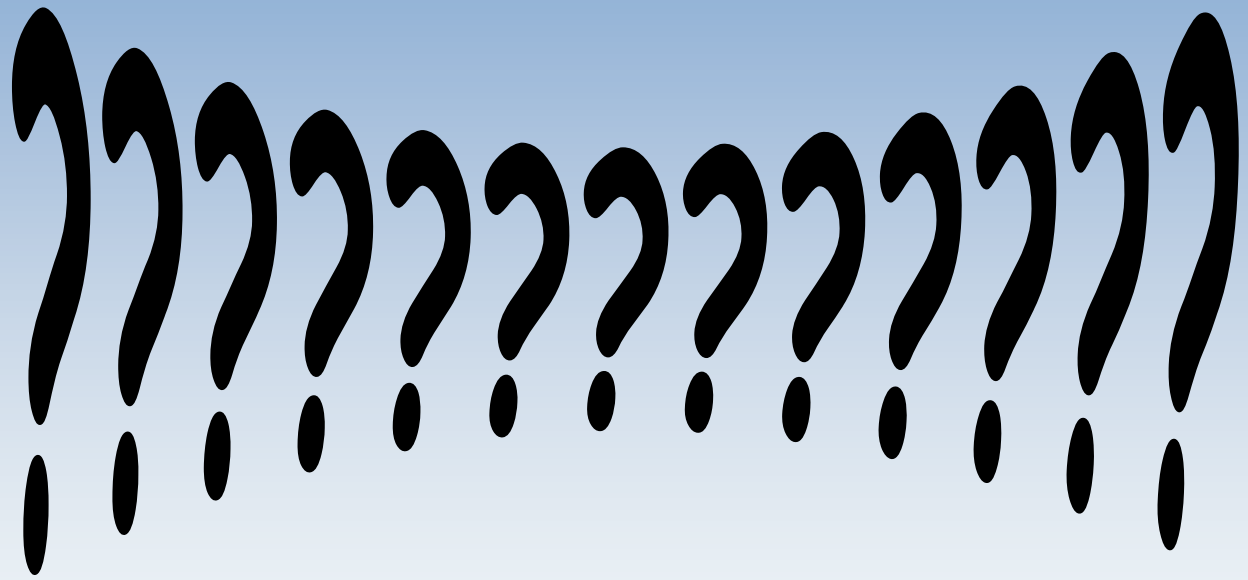
Questions



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