Assigning Contacts to Tracers
(removing from statewide queue)

Requirements:

1. Access to Traceforce
2. LHD Guided Tracing or Supervisor role

If you need assistance changing your role or adding staff to Traceforce, please contact MDHHS-Traceforceescalation@michigan.gov

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Background:

Local Health Departments may have school districts allowing students with in-school COVID-19 exposure to attend school in-person and not requiring traditional quarantine (for more information, see the MDHHS revised quarantine guidance URL: https://www.michigan.gov/documents/mdhhs/MDHHS-Quarantine_Period_Guidance_726293_7.pdf

Still, it is essential that these students are notified of their exposure and encouraged to monitor for symptoms. MDHHS centralized contact tracing staff who perform exposure notification and monitoring on behalf of LHDs upon request are not able to differentiate between contacts who must quarantine at home and those that may be allowed to attend school in-person with Local Health Department permission. Therefore, exposure notification and symptom monitoring for these student contacts who can return to school must be done at a local level. Local Health Departments using Traceforce should assign these student contacts to a local LHD tracer for phone calls or to enroll the students in automated text monitoring.
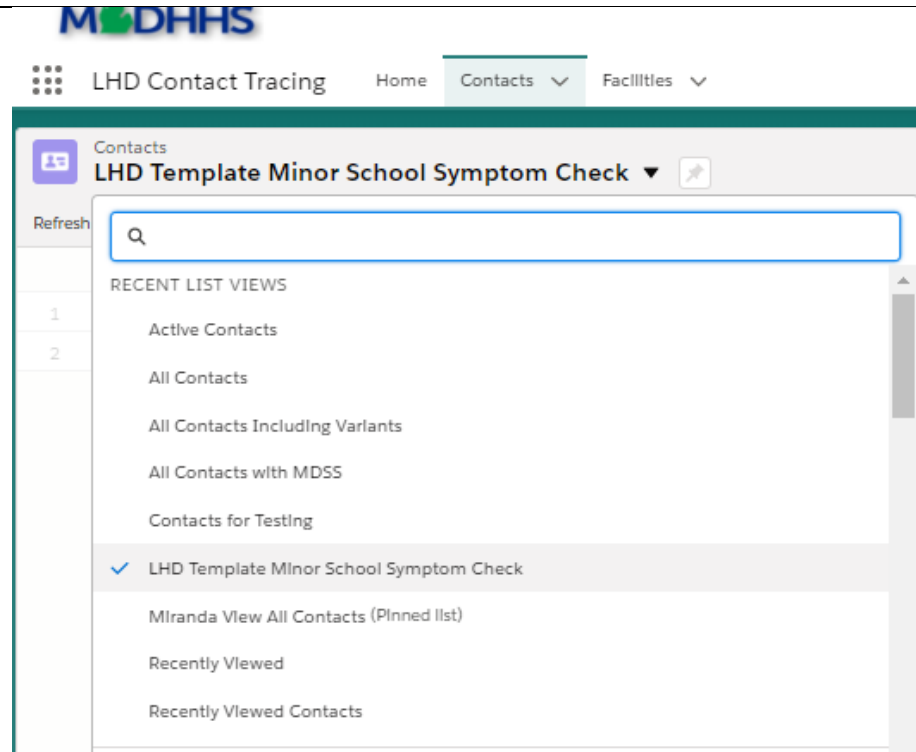
To avoid phone calls from the centralized tracing team, follow these instructions to "Assign a Tracer" and remove these contacts from the statewide queue. Otherwise, these contacts may receive calls from the centralized contact tracing staff, often contradicting the school's guidance for quarantine.

It is important to reference school lists provided to you and assign those contacts to a local staff tracer **each day before 9 AM** in Traceforce by searching for them in your active contacts lists. *This process may not be necessary to perform once school is out for the summer, but these lists and tools will still be available to you.*

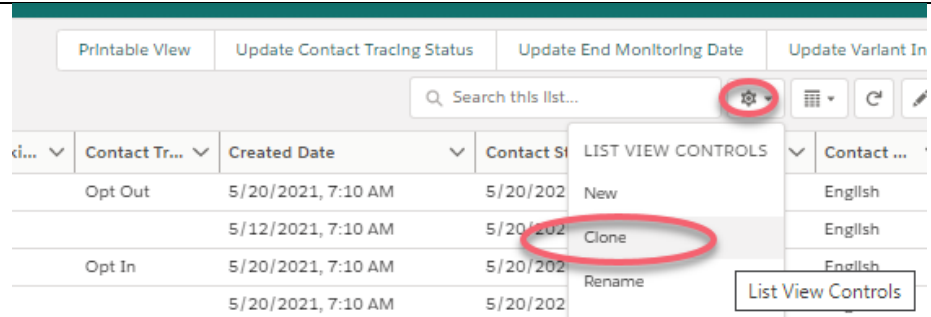|	

LHDs need to find their contacts in Traceforce that will be "exempted" from traditional quarantine to attend school.
 	
The easiest way to accomplish this is by using the <u>LHD Template Minor School Symptom Check</u> list
 	
Step 1 – Click on "Contacts" from the top menu and open the <u>LHD Template Minor School Symptom Check</u> contacts list.
	MDHHS
	
	LHD Contact Tracing Home Contacts ∨ Facilities ∨
	
	Contacts
	LHD Template Minor School Symptom Check ▼
	
	Q
	
	RECENT LIST VIEWS
	   Active Contacts
	   All Contacts
	   All Contacts Including Variants
	   All Contacts with MDSS
	   Contacts for Testing
	✓ LHD Template Minor School Symptom Check
	   Miranda View All Contacts (Pinned list)
	   Recently Viewed
	   Recently Viewed Contacts

Step 2 - Click on the List View Controls gear icon and select "Clone."
 	
Cloning the list allows you to customize and filter to best meet the needs within your local health department.
	Printable View Update Contact Tracing Status Update End Monitoring Date Update Variant In
	
	Q Search this list... ⚙ ▾ ▦ ▾ ↻ ✎
	
	...∨ Contact Tr... ∨ Created Date ∨ Contact St LIST VIEW CONTROLS ∨ Contact ...
	   Opt Out 5/20/2021, 7:10 AM 5/20/202 New English
	               5/12/2021, 7:10 AM 5/20/202 Clone English
	   Opt In 5/20/2021, 7:10 AM 5/20/202 English
	               5/20/2021, 7:10 AM 5/20/202 Rename List View Controls

Step 3: Rename your new list and Save.	Clone List View * List Name YOUR COUNTY Minor School Symptom Check Who sees this list view? ○ Only I can see this list view ● All users can see this list view ⓘ ○ Share list view with groups of users ⓘ Cancel · Save
Step 4: Open your saved list and sort or filter by "Contact Age" or "Minor?" status. Look for names you know from school lists. Note: you can also add or reference the School name directly from this list view once that information is known.	
Step 5: <u>Assign Tracer</u> IMPORTANT – this must be done before 9AM daily, including weekends, to avoid calls from the centralized tracing staff.	

You will see a column "Assigned Tracer."

Click within the Assigned Tracer field and type the name of a tracer from your jurisdiction.

Save your changes.

Once a contact is Assigned to a Tracer, it will not be sent to the statewide queue.

Note: You may also add an "Assigned Tracer" from within a contact record.

Note: If you try to assign the contact to a tracer that is not within your jurisdiction, there will be an error saying "This contact is not within the assigned tracer's jurisdiction. Please select a different user."

Step 6: LHDs must make initial contact to: • Capture in person/virtual school environment scenario. • Perform the initial symptom check. • Enroll contact in automatic monitoring (if LHD and contact want this). • Save assessment.	Phone ⓘ Is Phone Mobile ⓘ — Yes Phone Text Consent ⓘ — Yes Currently experiencing any symptoms? ⓘ — --None-- Difficulty breathing/shortness of breath ⓘ — No Chills/rigors ⓘ — No Fatigue/lethargy/weakness ⓘ — No Sore Throat ⓘ — No Nausea ⓘ — No Diarrhea ⓘ — No Email ⓘ Phone Type ⓘ — --None-- Enrolled in monitoring by phone(Consent) ⓘ — Y Cough ⓘ — No Fever ⓘ — No Headache ⓘ — No Muscle pain/myalgia ⓘ — No Loss of taste or smell ⓘ — No Vomiting ⓘ — No COVID-19 Tested ⓘ Cancel Save & New Save
	Considerations: • If the LHD determines a contact should return to centralized monitoring for the duration of the quarantine period, they may remove the "Assigned Tracer". **Please leave a detailed note for the next tracer if taking this action**. This may occur when a child is determined to have a non-classroom exposure, multiple exposures, or an exposure in a classroom with insufficient mitigation measures. • Additionally, if a LHD determines that a contact should be removed from monitoring before the default End Monitoring Date, the LHD may change the "End Monitoring Date" (in the contact's information tile) to remove that contact from the queue. A descriptive "note" is required to complete this process. See instructions below.

Changing the "End Monitoring date" Step 1. Open the contact's information tile and locate the "End Monitoring Date" field.	
Step 2: Click the pencil icon to edit the field.	**End Monitoring Date** ⓘ 5/29/2021
Step 3: • Choose **yesterday's** date from the pop-up calendar. • **Save** the update.	
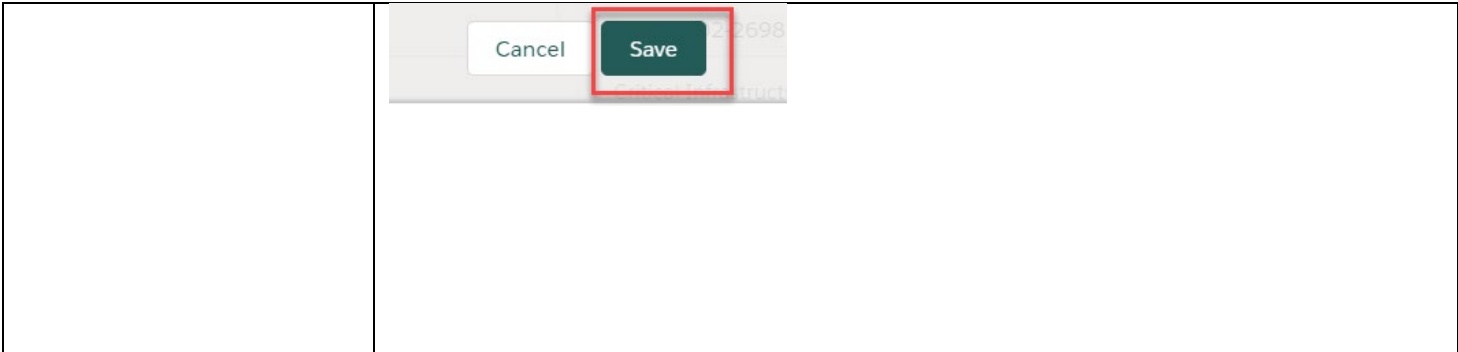
	Cancel **Save**
Step 4: **Add a Note!** Describe the change that was made and the rationale for the change. The record is now **"complete"** and the contact will be removed from the queue.	