Guidance for Statewide Access in the Michigan Disease Surveillance System (MDSS)

Background

Health officers from all 45 local health departments (LHDs) have agreed to share data in the Michigan Disease Surveillance System (MDSS) with all public health users in the system. Sharing of MDSS data across all jurisdictions will help coordinate public health investigations and other activities that cross more than one public health jurisdiction. For additional information, refer to the Michigan Department of Health and Human Services (MDHHS) Data Use and Non-Disclosure Agreement Concerning Protected Health Information or other Confidential Information, "MDSS Local Health Department Statewide Access." Statewide access will be available for Local Health Jurisdiction users with the release of MDSS 5.2.

Terms and Conditions

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. Systems users should review local policies for terms and conditions on reviewing data.

System Use

- Systems users may access data outside of their jurisdiction solely for legitimate public health activities, as authorized under the Public Health Code, MCL 333.1101 et. Seq., and all other applicable federal and state laws.
- Systems users will continue to have access only to cases that are within their assigned program area. For example, if a user only has access to foodborne cases in his or her jurisdiction, he or she will only be able to see foodborne cases from other jurisdictions.
- Systems user roles and settings will continue to be managed at the local level by the LHD MDSS administrator. User settings may be modified from time-to-time by MDHHS with notification to the LHD.
- Only local health department users will have statewide access. Laboratory and healthcare provider roles will be unchanged and will continue to only be able to see cases that are entered by their assigned facility.
- Local health departments are responsible for conducting reviews for users within their own jurisdiction once a quarter per the Epi Work Plan. Users who do not log into the system for 12 months should be inactivated.

> ***Questions about MDSS may be directed to your Regional Epidemiologist***
> ***Find helpful MDSS information at www.michigan.gov/mdss***

Tips for Statewide Access

1. **SEARCHES**:
    a. At initial MDSS logon, cases from other counties may appear in the case list depending on the default search settings. To update default search settings, refer to [Editing the default search.](#)
    b. A list of all counties is available under 'Geographic Criteria' for a new basic search. Select the specific county needed for the search or select the Primary Jurisdiction filter to search for cases within your jurisdiction.
    c. It may be beneficial to create saved searches to help review cases in MDSS. Saved searches allow the user to keep search criteria for future searches. Some examples of searches include all open cases within a region or all open foodborne illnesses in the state. Refer to [Creating Saved Searches](#) for more information.

2. **PENDING QUEUE**: The default Primary Jurisdiction filter in the 'Pending Work Queue' displays cases that are assigned to the user's Primary Jurisdiction. For more information, refer to [Working in the Pending Queue](#).
3. **ADMINISTRATIVE REPORTS**: For those with administrative rights, the 'Administrative Report' will contain information for all counties.
4. **USER LIST**: By default, the Primary Jurisdiction filter in the 'Users' list (under the Administration tab) displays users that are within the Primary Jurisdiction. All MDSS users appear when the box is unchecked. Administrative users are only be able to edit users within their jurisdiction. Additionally, the exported user list will only display users within a user's primary jurisdiction. For more information, refer to [User List](#).
5. **CASE REASSIGNMENT**: When reassigning a case, only MDSS users from the investigation jurisdiction (based on the case address) are be listed. The user list can be expanded by unselecting 'Primary Jurisdiction.' For more information, refer to [Case Reassignment](#).
6. **VIEWING A CASE**: If a case needs to be viewed (i.e., no edits are needed), select the 'view' button in the case listing, as shown in [Viewing a Case in MDSS](#). The 'view' option allows the case to be viewed without being locked.

MDSS Instructions

Editing the Default Search

1. In the 'Case Investigation' tab, select 'Searches'

2. Click the 'Edit' button on the search marked as default (designated with an 'X')

3. Under 'Geographic Criteria' at the bottom of the screen, select the Primary Jurisdiction filter to see cases from your jurisdiction. You can also select individual counties from the list. To select multiple counties, hold the 'CTRL' key while selecting each county.

4. Click 'Save & Finish' at the bottom of the screen to save your changes

Creating Saved Searches

1. In the 'Case Investigation' tab, select 'New search'
2. In order to save a search, you must give it a name (at the top of the screen)
3. Select your search criteria. **Note: to select more than one option, hold the 'CTRL' key while selecting with the mouse.**
   a. Case status – *you may want to limit searches to confirmed, probable, and suspect cases*
   b. Investigation status – *you may want to limit searches to active, new, review, completed, and completed-follow up*
   c. Select individual reportable conditions or a disease groups
   d. Select the desired geographic criteria
4. Click 'Save & Finish' at the bottom of the screen.

Working in the Pending Work Queue

In the Deduplication Queue, a Primary Jurisdiction filter was created in MDSS release 4.7. When checked, this function will filter the Pending Work Queue so that only items assigned to the user's Primary Jurisdiction will be shown. The filter allows users to be able to limit the view of the pending work queue to just their jurisdiction but also allows access to other jurisdictions, if needed. The filter will be on by default. To see all cases, uncheck the box and click Filter.

User List

The Primary Jurisdiction filter in the 'Users' list will only display users within the Primary Jurisdiction. All MDSS users in the state can be viewed with the box in unchecked. Administrative users are only be able to edit users within their jurisdiction. Additionally, the exported user list will only display users within a user's primary jurisdiction.

Case Reassignment

When a case needs to be reassigned to another MDSS user, only the users from the investigation jurisdiction (based on the case address) will be displayed. To expand the list, unselect 'Primary Jurisdiction.'

Viewing a Case in MDSS

If you just need to view a case and not make any changes to it, select the 'View' button in the case listing, as shown below. The 'View' option allows you to open and view a case without locking it.