MDSS Searching and Exporting Tip Sheet

Important Tips for Searching During COVID-19 Pandemic!

It has been found that certain search parameters may result in unusually long searches or unusually large result sets that would be returned. Before the pandemic, these searches would have slowed the system some and taken a long time to return for the user but would not have crashed the system. However, with the extra workload presented by COVID-19, both in user activity and in data flowing into the system, some of these larger searches have contributed to a tipping point. Because of these issues, some changes have been made to the Search page.

Search Changes:

1. The search button will be grayed out until a search parameter has been chosen

2. If no date criteria are specified, the search will default to searching cases with referral dates in the last month. *NOTE - the referral date limitation does NOT apply to searches that include Investigation ID, Patient ID, or First and/or Last names*.

Search Considerations:

Please try to make searches as specific as possible when looking for cases.

Best practices:
- Include date, jurisdiction and status criteria that would keep expected search results under 100,000 cases.
- Use the overnight batch exports (if possible). The export report will generate during non-peak periods and the user will receive an e-mail from mdhhs_mdss@michigan.gov when the export is ready. The export will typically be available the following day.
- If immediate data is needed, multiple smaller reports (fewer than 1,000 lines) may still be run sequentially.

If you would like any additional information or if you need step-by-step instructions for using basic or disease specific searches, please contact your regional epidemiologist.

SEARCH TIPS

- Wild card searches allow the user to perform searches when the complete term is not known by using the asterisk (*). For example, L* gives all entries that start with L
    - Using the wild card search can be especially helpful when searching name fields or the outbreak ID field. Use the asterisk at the beginning and end of your parameter to include the most variations
    - For example, in the outbreak ID field, *facility name* will give results for cases with [VARB117 facility name] or [facility name FULLVAC] or [FULLVAC facility name month_year] in that field
- Use the CTRL key to select or de-select multiple options within a field
- Aggregate cases can be included in your default individual case list. **This is beneficial if you use the aggregate case report form to report clusters or outbreaks to MDHHS**
    1. Click on 'Searches' in the Case Investigation Tab
    2. Click 'Edit' for your default search (the one designated with 'X')
    3. Click 'Advanced' at the bottom of the screen
    4. Check the box next to 'Include Aggregates'
    5. Click 'Save & Finish'

BASIC SEARCH

Advanced Variables: The 'Advanced' option (available at bottom of basic search) provides additional fields to search, including demographics, patient outcome, hospitalization status, referring criteria (hospital affiliation, laboratory name, or physician), or geographic extent (X,Y coordinates).

Once all variables are selected, click 'Search' and a case list will generate. To create a saved search, first complete the 'Name of Saved Search' field at the top of the page the select 'Save & Finish' – the search will be available for future searches under the 'Searches' in the Case Investigation tab.

Exporting Cases from a Basic Search
The case listings from the search can be exported into Excel. Click on the 'Export' button and if prompted, select where you would like the file saved. Laboratory information can be exported with the cases using the drop-down menu shown below. Please note his is one of the few ways sensitive protected public health information can be extracted from MDSS so make sure that the location of the saved file is secure.

Possible uses of exported data:

- View provider or referral information
- Assess completeness of basic fields like demographics or worksite/school
- Make a case cluster map of your cases with the Epi Info Template (available from your regional epidemiologist)
- Assess timeliness by calculating time from referral date to completion date (Note: this can also be auto-calculated in the administrative report)
- Rapidly assess case or investigation statuses on a list of cases
- Create initial line list of reported cases meeting defined criteria (for example, all cases with a certain outbreak identifier)

DISEASE SPECIFIC SEARCH

The disease specific search allows the user to search and export all data fields that are part of the Case Report Form for a particular condition. Epidemiological data for each disease can be searched and exported. For example, food histories for foodborne illnesses, contact information for vaccine preventable diseases, or travel histories for certain diseases can be searched. Only one condition can be searched at a time.

High Risk Food Exposure

Ask about the following specific food exposures for the 7 days prior to onset. If multiple exposures are identified, list additional details in other food history or comments sections.

Any ground meats (turkey, chicken, beef, pork)
☐ Yes ☐ No ☐ Unknown ☐ Typically eats

If Yes, Was the ground meat eaten raw, bloody, or pink?
☐ Yes ☐ No ☐ Unknown ☐ Typically Eats

If Yes, Product details (type, bulk/patties, package size, grind)

If Yes, Where purchased:

If Yes, Date purchased:

If Yes, Date consumed:

Any home-prepared chicken?
☐ Yes ☐ No ☐ Unknown ☐ Typically eats

If Yes, Describe (brand, type, etc):

If Yes, Where and when purchased:

Any frozen chicken items?
☐ Yes ☐ No ☐ Unknown ☐ Typically eats

If Yes, Product details (breaded, pre-browned, stuffed, etc):

If Yes, Where and when purchased:

Any raw sprouts (alfalfa, bean, etc)?
☐ Yes ☐ No ☐ Unknown ☐ Typically eats

If Yes, Describe (brand, type, etc):

If Yes, Where and when purchased:

Vaccine Information

*Did patient have a history of prior varicella vaccination?
☐ Yes ☐ No ☐ Unknown

If No, reason:
☐ Born outside of U.S. ☐ Lab evidence of previous disease ☐ MD diagnosis of previous disease ☐ Medical contraindication ☐ Never offered vaccine ☐
☐ Parent/patient forgot to vaccinate ☐ Parental/patient refusal ☐ Parent/patient report of previous disease ☐ Philosophical objection ☐ Religious exemption ☐
☐ Under age for vaccination ☐ Other ☐ Unknown

If Yes,

Number of doses received on or after first birthday:
(doses)

to

If patient is >= 13 years old AND received one dose on or after 13th birthday but never received second dose, what is the reason?

Exporting Cases from a Disease Specific Search

- Click 'Export' at the top of the list of cases.
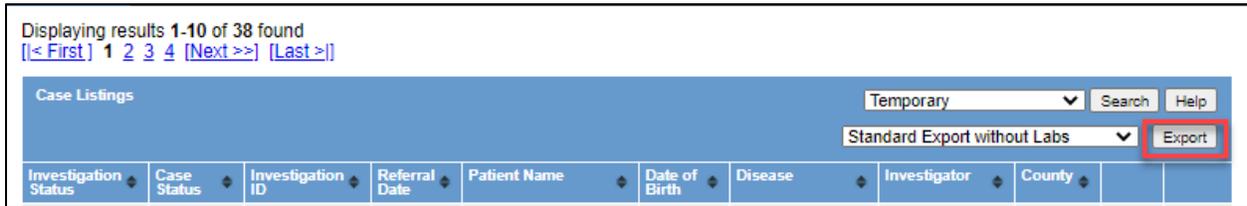
Displaying results **1-10** of **38** found
[|< First] **1** 2 3 4 [Next >>] [Last >|]

Case Listings								Temporary	Search	Help
								Standard Export without Labs		Export
Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County		

- The Case Report Form for the condition will appear – select individual fields to export or select all by clicking the 'Select All' button at the top of the page. After selections are made, click 'Export'.
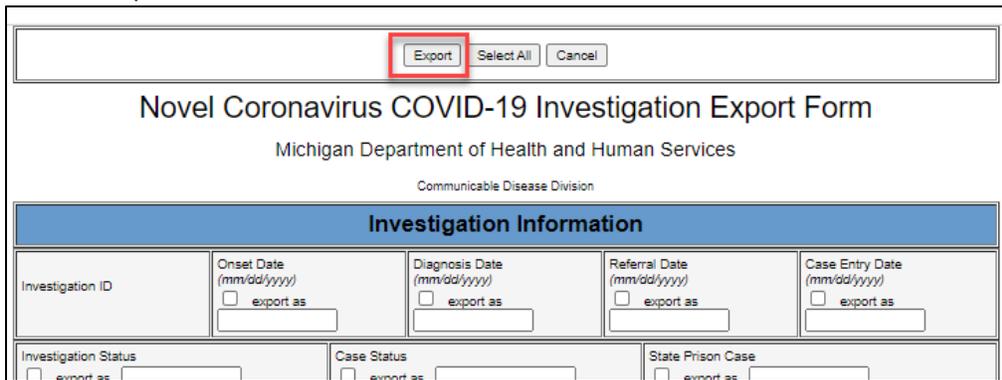
Export Select All Cancel

Novel Coronavirus COVID-19 Investigation Export Form

Michigan Department of Health and Human Services

Communicable Disease Division

Investigation Information				
Investigation ID	Onset Date (mm/dd/yyyy) ☐ export as	Diagnosis Date (mm/dd/yyyy) ☐ export as	Referral Date (mm/dd/yyyy) ☐ export as	Case Entry Date (mm/dd/yyyy) ☐ export as
Investigation Status ☐ export as		Case Status ☐ export as		State Prison Case ☐ export as

- A pop up will appear asking if you would like to postpone the export (default for large searches) or Continue to export now.
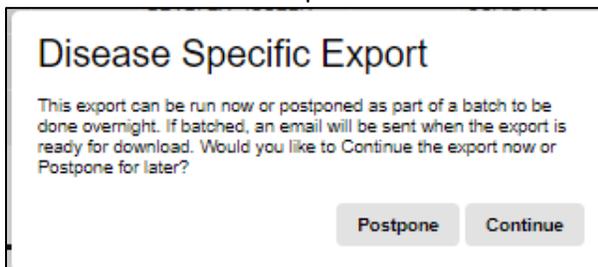
Disease Specific Export

This export can be run now or postponed as part of a batch to be done overnight. If batched, an email will be sent when the export is ready for download. Would you like to Continue the export now or Postpone for later?

Postpone   Continue

Possible uses of exported data:

- Compare food items or restaurants in foodborne illnesses
- Assess completeness of STD treatment data, epidemiological variables and other fields
- Review vaccine coverage for vaccine preventable diseases
- Analyze high risk factors for hepatitis
- Identify patterns of exposures (e.g., travel history, animal contact)

Batch Investigation ID Upload using Disease Specific Search and Export

A CSV file (comma-separated values file) can be uploaded to the Disease Specific Search so that a user can obtain variables for a selected batch of Investigation IDs for a reportable condition. *Note: only up to 1000 Investigation IDs can be searched via this 'batch upload' at a time. If you have more than 1000 cases, you'll need to split the CSV files into lists with less than 1000 cases each and search and export separately.*

Instructions:

1. Copy needed Investigation IDs into column A in Excel with no header.   Save the file
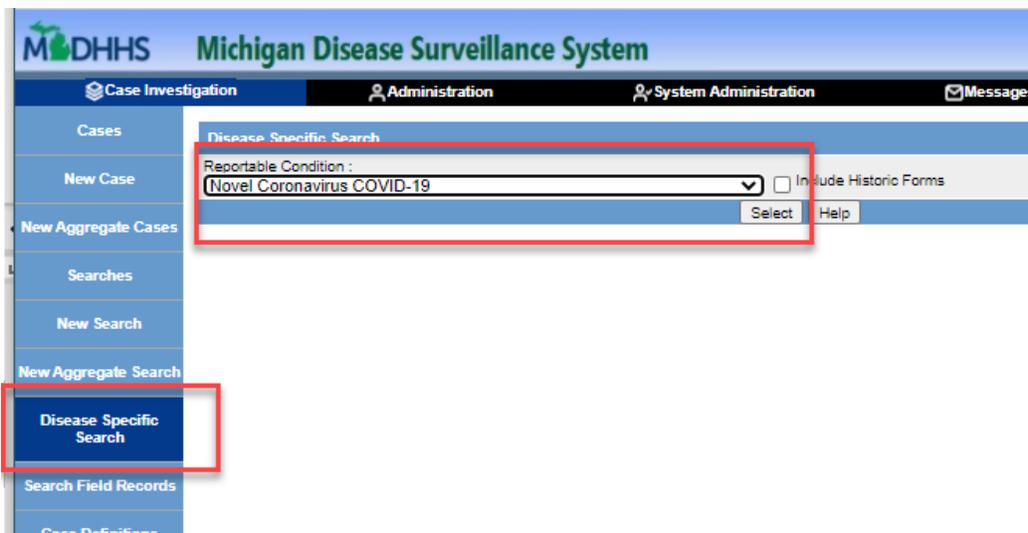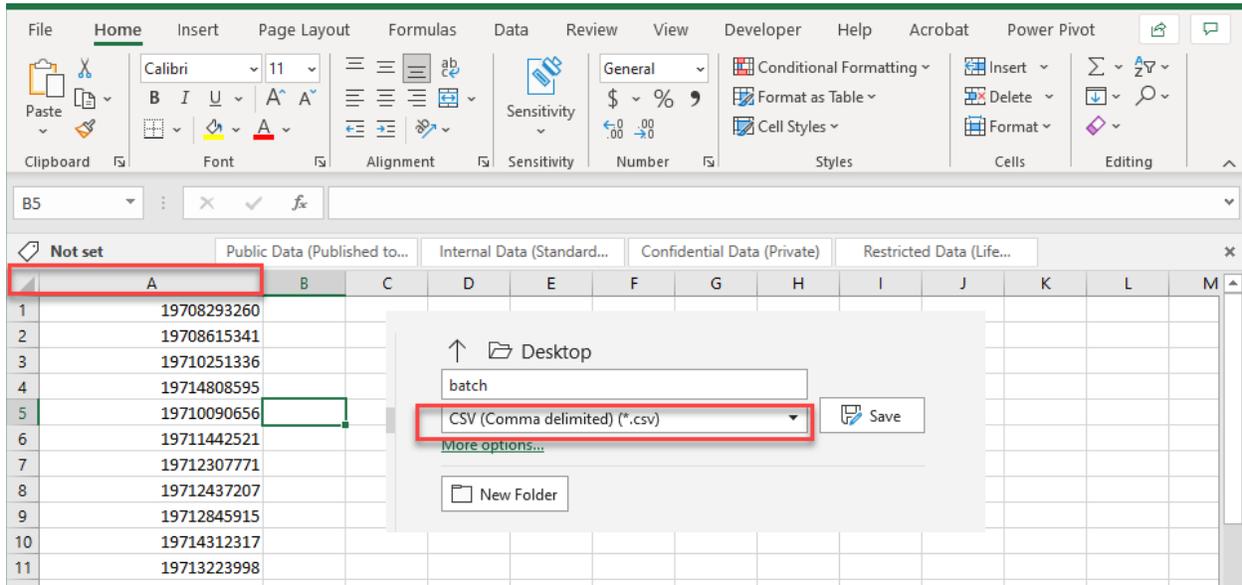
3. In the blank case report form, at the bottom of the Investigation Information section there is a Batch IDs field and an option to Choose file. Select 'Choose File' and browse to where you saved your file. When the file is opened the Batch IDs field will populate with the IDs in the file. *Alternatively, investigation IDs can be manually entered into the Batch IDs field separated by a comma.*

Novel Coronavirus COVID-19 Investigation Search Form

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5. Click Export and select the variables you'd like to export (instructions above, on page 4)