

# Viewing Classroom Exposure Lists

## 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](mailto:MDHHS-Traceforceescalation@michigan.gov)

### **Background:**

As of October 9<sup>th</sup>, 2021, contacts may be identified in MDSS and Traceforce by "Classroom Exposure" type. This field identifies those who may be recommended to quarantine at home vs. those that may be allowed to attend school in-person with symptom monitoring (and with Local Health Department permission).

### Options to identify Classroom Exposure type:

No – not a classroom exposure

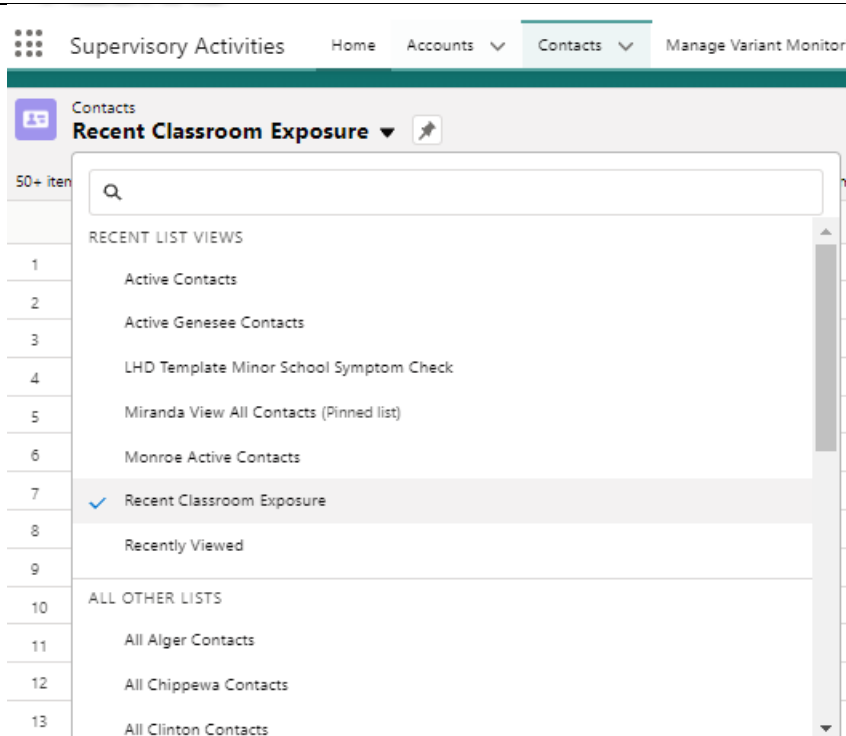
Yes – with mitigation (symptom monitoring)

Yes – without mitigation (quarantine recommended)

Local Health Departments may have needs to access this data to evaluate protocols and assess data or create daily lists of these types of students by school district and school building. The below tool should help you interact with schools and share data.

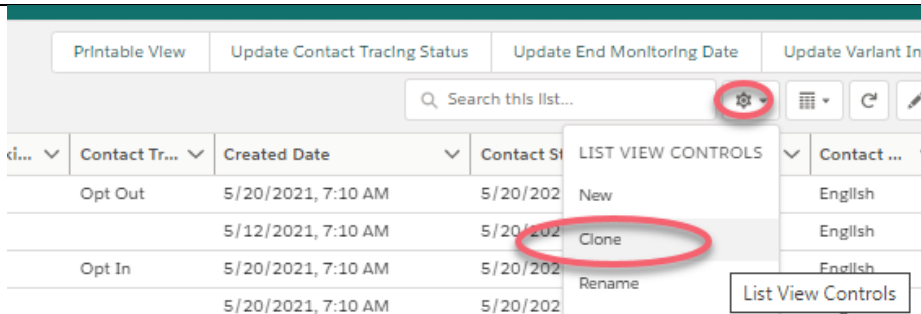
The easiest way to accomplish this and view contacts is by using the Recent Classroom Exposure list view

**Step 1** – Click on “Contacts” from the top menu and open the Recent Classroom Exposure contacts list.




**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.




**Step 3:** Rename your new list and Save.

Clone List View

\*List Name   
 YOUR COUNTY Recent Classroom Exposure

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 whatever fields are available to best meet the needs within your local health department.

Contacts  
Recent Classroom Exposure

50+ Items • Sorted by Contact County/Local Health Department • Filtered by All contacts - End Monitoring Date, Classroom Exposure • Updated 8 minutes ago


	Contact...	Contact ID	Contact Age	Last Call Outcome	School/Childcare Name?	Classroom Exposure	Is Contact Symptomatic?	Contact Tracing Status
1	<input type="checkbox"/>		999			No - not a classroom exposure	N	
2	<input type="checkbox"/>		12			No - not a classroom exposure	N	
3	<input type="checkbox"/>		0	Fully Vaccinated		Yes - with mitigation (symptom moni...	U	Opt Out
4	<input type="checkbox"/>		15	Refused		Yes - with mitigation (symptom moni...	U	Opt Out
5	<input type="checkbox"/>		5	Successful		No - not a classroom exposure	U	

Name	Contact Phone	Contact Tracking	Created Date	Contact Start...	End Monitori...
		MANU	10/...	10/...	10/...
		MANU	10/...	10/...	10/...
		MANUAL	10/14/2020, ...	10/8/2021	10/18/2021

In addition to County and Contact ID, this view displays:

- Contact Age
- Last Call Outcome
- School/Childcare Name
- Classroom Exposure type - **this list view filters out contacts with “blank” classroom exposure, and those identified as “No – not a classroom exposure”**
- Is Contact Symptomatic? – Y/N/U
- Contact Tracing Status - **is the contact opted in or out of tracing?**
- Contact Name
- Contact Phone
- Contact Tracking - **Manual (calls) or Automatic (text messages)**
- Created Date - **this is useful to identify if a contact is a re-exposure. The “Created Date” will always display the original date the contact came into the system**
- Start Monitoring Date

	<p><b>12. End Monitoring Date - this list view filters to show contacts with End Monitoring Date greater than or equal to the current date. To view ALL Classroom exposures, the End Monitoring Date filter will need to be removed from your view. If you need assistance or training on how to edit filters on your list views, please contact MDHHS-Traceforceescalation@michigan.gov</b></p>
	<p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>• If the LHD determines a contact has been identified incorrectly and you do not have sufficient edit permissions to update the Classroom Exposure field, please contact MDHHS-Traceforceescalation@michigan.gov <b>and please leave a detailed note for the next tracer if taking this action.</b> 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.</li> <li>• Additionally, if a LHD determines that a contact should be removed from monitoring before the default End Monitoring Date, <b>the LHD may change the "End Monitoring Date"</b> (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.</li> </ul>

## Changing the “End Monitoring date” Step 1.

Open the contact’s information tile and locate the “End Monitoring Date” field.

The screenshot shows the 'LHD Contact Tracing' interface. At the top, there's a search bar and navigation tabs: 'Contacts', 'Home', and 'Facilities'. Below this is a contact's information tile. The tile is divided into two columns. The left column contains fields like Name, MDSS Source ID, Preferred Name, Contact Age, Gender, Contact County/Local Health Department, Test Status, Contact Tracking, Contact Start Date, Is Contact Symptomatic?, Monitoring Status, and Phone Type. The right column contains fields like Variant Indicator, Variant Information, Contact ID, Minor?, Contact Status, Contact Language, Test Status Date of Change, End Monitoring Date, High Risk Setting, Last Call Outcome, and Last Response Date. The 'End Monitoring Date' field is highlighted with a red box, and a red arrow points to it from the left.

Field	Value
Name	[Redacted]
MDSS Source ID	[Redacted]
Preferred Name	[Redacted]
Contact Age	[Redacted]
Gender	[Redacted]
Contact County/Local Health Department	[Redacted]
Test Status	No
Contact Tracking	AUTOMATIC
Contact Start Date	5/19/2021
Is Contact Symptomatic?	N
Monitoring Status	In Progress
Phone Type	Mobile
Variant Indicator	
Variant Information	
Contact ID	[Redacted]
Minor?	[Redacted]
Contact Status	New
Contact Language	English
Test Status Date of Change	5/20/2021
End Monitoring Date	5/29/2021
High Risk Setting	N
Last Call Outcome	Successful
Last Response Date	5/24/2021 1:17 PM

## Step 2:

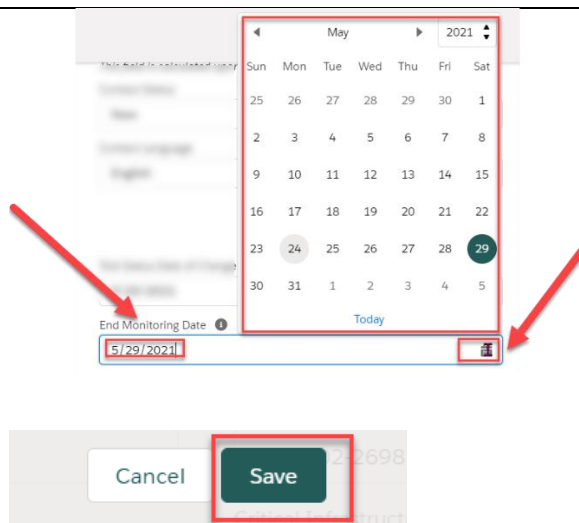
Click the pencil icon to edit the field.

End Monitoring Date ⓘ  
5/29/2021



### Step 3:

- Choose **yesterday's** date from the pop-up calendar.
- **Save** the update.



### 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.

