



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

GRETCHEN WHITMER  
GOVERNOR

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## MEMORANDUM

Date: May 29, 2020

To: Health Officers, Local Public Health

From: Joneigh S. Khaldun, MD, MPH, FACEP  
Chief Medical Executive and Chief Deputy for Health  
Michigan Department of Health and Human Services (MDHHS)

### Introduction

MDHHS is implementing a three-part strategy to help combat the COVID-19 epidemic. This overarching strategy is based on time-tested tactics in the public health toolbox and is focused on addressing the incidence and spread of disease in all communities, with particular emphasis on vulnerable populations and communities of color, where there is greater risk of poor health outcomes subsequent to COVID-19 infection. This strategy is called “Test. Trace. Protect.”

- 1.) Test – increase statewide availability of testing resources and reduce barriers to testing access, such as a relaxing of testing prioritization criteria;
- 2.) Trace – conduct timely investigations of confirmed cases; elicit complete lists of close contacts as rapidly as possible; and engage close contacts in ongoing health status monitoring; and,
- 3.) Protect – Assist confirmed cases of COVID-19 and their close contacts in successfully self-isolating or quarantining, respectively. This will include early identification of needs and enhanced resource navigation support.

MDHHS recognizes that local health departments (LHDs) face diverse conditions on the ground, including variation in the incidence of disease and access to resources. MDHHS also recognizes that these unique constraints in any one health department’s jurisdiction will impact the health department’s ability to undertake the “Test. Trace. Protect.” strategy. In an effort to identify LHD resource needs and to support local public health at a time when resources are most strained due to the COVID-19 pandemic, MDHHS has developed a series of targets on initiation and completion of COVID-19 case investigation and contact tracing that will be monitored on an ongoing basis. The measurement of these targets will help MDHHS to understand where additional support may need to be offered at the local level, with resources aimed at ensuring full implementation of the “Test. Trace. Protect.” strategy.

In order to ensure that we are effectively measuring these targets, MDHHS is including responses to these measures in the weekly LHD sitrep survey. This memo outlines statewide testing and tracing targets for Local Health Departments and identifies additional ways the Department will engage with LHDs to provide support.

### Case Investigation Targets

- 1.) Within one calendar day of referral to MDSS, 90% of cases will have an interview attempted;
- 2.) Within one calendar day of referral to MDSS, 75% of cases will have an interview completed;
- 3.) At least one contact elicited, per case, for at least 50% of cases, within one calendar day of case referral to MDSS. For cases where there is no legitimate close contact, MDHHS will use the

selection of a “yes” response to the prompt “Subject has no close contacts”, within one calendar day of case referral to MDSS as a proxy measure; and,

- 4.) Race AND ethnicity will be documented on at least 75% of cases within seven (7) calendar days of referral to MDSS.

**The attached *MDHHS COVID-19 Case Investigation Guidance from 05/06/2020* provides additional explanation on how MDHHS will be measuring these targets.**

- Please note the important “Guidance on Completing the Contact Information Section” on page three (3) of this document. This information is key to ensuring the complete and correct elicitation of close contact information for ongoing monitoring.

### **Close Contact Monitoring Targets**

While the first four (4) targets are focused on initiation and completion of case investigation, MDHHS is also implementing two (2) additional targets that are focused on initiation and completion of ongoing monitoring of close contacts.

- 1.) Within one calendar day of contact information elicitation in MDSS, initial close contact monitoring outreach will be attempted on at least 90% of close contacts of COVID-19 cases; and,
- 2.) Within one calendar day of contact information elicitation in MDSS, initial close contact monitoring outreach will be successfully initiated on at least 75% of close contacts of COVID-19 cases.

For LHDs that use the Outbreak Management System (OMS) and those that leverage the more recently implemented Salesforce-based contact tracing application, MDHHS will derive ongoing measures of all close contact monitoring targets. MDHHS will report these findings to respective LHDs, at least weekly. LHDs will be asked to respond to these findings in weekly sitrep surveys.

For LHDs that do not use a system into which MDHHS has current visibility, MDHHS will ask health departments to provide weekly reports of:

- 1.) Count of new close contacts elicited since the previous weekly reporting cycle;
- 2.) Percentage of new close contacts where an initial monitoring attempt was made within one calendar day of close contact elicitation;
- 3.) Percentage of new close contacts where monitoring was successfully initiated within one calendar day of close contact elicitation; and,
- 4.) Aggregated counts of:
  - a. Close contacts with successful completion of the entire monitoring period;
  - b. Close contacts lost to follow-up; and,
  - c. Close contacts who refused to participate in ongoing monitoring.

LHDs will be asked to respond to these findings in weekly sitrep surveys.

MDHHS is implementing these metrics and monitoring in an ongoing effort to ensure that LHDs are receiving the resource support that they need to facilitate local action as part of a broader statewide strategic response.

**Weekly dashboards and technical assistance**

MDHHS is aware that extracting data from MDSS and OMS can be challenging and will therefore begin sending all local health departments weekly dashboards that show relevant data for that LHD, as well as statewide benchmarks and averages. The state will also be contacting Local Health Departments that are experiencing difficulty in meeting these benchmarks to discuss potential data gaps or barriers that the state can help address through technical assistance or additional resources.

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As you know, aggressive case investigation and contact tracing are essential to a successful re-opening of the Michigan economy. We deeply appreciate your partnership in achieving these goals.

For the latest information on Michigan's response to COVID-19, please visit [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus). You may also email our Community Health Emergency Coordination Center at: [checcdeptcoor@michigan.gov](mailto:checcdeptcoor@michigan.gov).

Thank you for all you do to serve the residents of Michigan at this difficult time.