



TIP SHEET

AGGREGATE CASE REPORTING IN MDSS

The steps listed below can be used for submitting aggregate reports of flu like illness from schools, daycares, hospitals or other facilities. It can also be used by hospitals for entering aggregate counts of positive influenza rapid tests in patients who are NOT of public health interest (pregnant women with severe illness, unusual presentations, ICU hospitalizations, cases associated with facility outbreaks).

Step One:

In the left hand column of the Case Investigation there is a function called: New Aggregate Case. Click on that entry.

Step Two: On the first page of the New Aggregate Case entry, everything in red and asterisked is required, very similar to a New Case entry.

Case Investigation	System Administration	Messages	Reports	Logout
Cases New Case New Aggregate Case Cases Statistics New Search New Aggregate Search Disease Specific Search Case Definitions Alert Rules Display Supplemental Forms User Profile User Directory	Aggregate Investigation Information Reportable Condition*: <input type="text" value="- SELECT -"/> Case Status*: <input type="text" value="Confirmed"/> Cases*: <input type="text"/> Deaths: <input type="text" value="0"/> Reporting Period*: <input type="text" value="- SELECT -"/> Referral Date (mm/dd/yyyy): <input type="text"/>			
	New Information Hospitalized(New): <input type="text" value="0"/> Isolated(New): <input type="text" value="0"/> Quarantined(New): <input type="text" value="0"/>			
	Totals Hospitalized(Total): <input type="text" value="0"/> Isolated(Total): <input type="text" value="0"/> Quarantined(Total): <input type="text" value="0"/>			
	<small>*indicates required items</small>			
	<input type="button" value="Continue"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>			

Required Elements:

- Reportable Condition: For influenza-like illness select “Flu-Like Disease”
- Case Status: This will be defaulted as “confirmed” and should left as is.
- Cases: This is the total number of cases being reported during the specified reporting period.
- Reporting Period: The two options are “daily” and “weekly.” If you are reporting once a week, then select “Weekly”. If you are reporting more than once a week, then select “Daily”.
- Referral Date: This date is when the report is valid. It will be automatically populated with the present date if no date is entered. If you would like to report a previous week’s numbers, you can back date this with the correct date. This date can also be edited after case entry.

Optional:

- New Information and Totals: both these parts have spaces for hospitalized, isolated and quarantined cases. If there comes a situation where these different numbers are asked, there are spaces available to report these types of cases.

Step Three: Screen Two of New Aggregate Case

Person Providing Referral

First : Last :

Phone (###-###-####): Ext: Email :

Source Information

County* : Reporting Source* : Source Description :

School District : School Name : School Closed

Phone (###-###-####): Ext: Email :

Street :

City : State : Zip :

Case Notes

Save & Finish Back Cancel Help

Required Elements:

- County: The name of the county where the healthcare facility, school, or local health department is located.
- Reporting Source: Type of facility submitting data in this report: healthcare facility (hospital), long term care facility (LTC), Alternate Care Center (ACC), Neighborhood Emergency Help Center (NEHC), local public health, school, physician, or other.

Optional:

- Person Providing Referral: this can be pre-filled by completing the User Profile
- Source Information:
 - Source Description (Enter the name of the hospital or facility here)
 - School District
 - School Name
 - Whether the school is closed
 - Address, Phone number, and Email
- Case Notes: Can be used to list what type of flu-like illness is being reported (i.e. positive rapid flu tests, Flu A or B or both, respiratory-like but unconfirmed illness, etc.)

Step Four: Once all information is completed, select “Save & Finish” on the bottom of screen two.

In order to find an aggregate report, you will need to run an aggregate search by selecting “New Aggregate Search” from the left hand column of the Case Investigation functions.

If you would like to update the information submitted, you can contact your local health department or regional epidemiologist to have the report reactivated.