

Michigan Disease Surveillance System

MDSS Training For Local Health Departments

updated June 2024



Michigan Disease Surveillance System

A tool for public health surveillance in Michigan

- Makes reporting of diseases/conditions easier, more efficient, and closer to real-time so public health interventions can be implemented
- Reduces delays in initiation of public health follow-up by correctly reporting to county of residence rather than county of diagnosis
- Allows reporting 24 hours/day from any computer with an internet connection
- Clarifies whether the case reported involves multiple providers/facilities
- Provides documentation of a facility's role in reporting for regulatory and accreditation agencies
- Allows instantaneous retrieval of summary reports of diseases
- Reduces the volume of necessary telephone communications for additional information between LHD and facility-based ICP

MDSS User Responsibilities

- **Confidentiality**

- MDSS contains confidential public health information on reported individuals. Data are protected by system security and role-defined access, but participants will continue to be bound by rules of confidentiality while accessing system information
- **MDSS does comply with HIPAA regulations**

- **Participation**

- To realize the goals of this system, patient information must be entered in a timely manner
- HCP reporting responsibilities remain unchanged
(Communicable Disease Rules R325.171 *et al.*)
 - [2024 Health Care Professional's Guide to Disease Reporting in Michigan \(Brick Book\)](#)
- Your enthusiastic support helps make MDSS a more productive and effective method of communicable disease surveillance

MDSS User Rights and Privileges

User Privileges Assigned Based on Four Areas

- **Roles**

- Based on the organization type of the user

- **Geography**

- Statewide vs. county/jurisdiction

- **Program Area**

- Limits the user based on diseases that can be viewed

- **Job Function**

- Based on the level of access to the system, i.e., administrator vs. edit only

Roles

- **MDCH – BOE**

- Access to statewide data

- **LHJ**

- Primary jurisdictions + access to statewide data

- **HCP**

- Access to data from assigned facility or facilities

- **Lab**

- Access to data from the assigned laboratory or entered by the user

- **Hub**

- Used for those that need access to other modules (e.g., CSV uploader) without access to MDSS; LHDs will typically not use/need this role

Geography

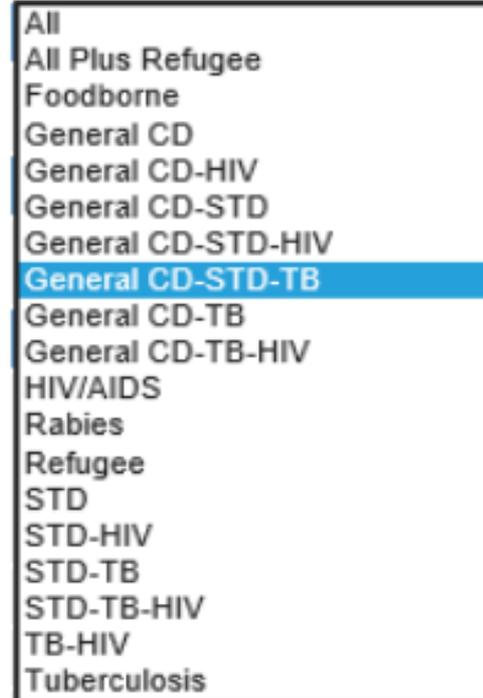
- LHJ users are assigned to their Primary Jurisdiction for case assignment, user permissions and approvals
- LHJ users can see and edit cases that their Program group allows for all other jurisdictions in the system

Program Area

Limits the disease groups a user can access, intended to increase confidentiality and privacy

Program: **All**

Select '**All**' if the **HIV/AIDS** module is approved for user



All
All Plus Refugee
Foodborne
General CD
General CD-HIV
General CD-STD
General CD-STD-HIV
General CD-STD-TB
General CD-TB
General CD-TB-HIV
HIV/AIDS
Rabies
Refugee
STD
STD-HIV
STD-TB
STD-TB-HIV
TB-HIV
Tuberculosis

Job Function

- System Administrator – MDHHS Level User
- Administrator
- Epi Staff – CD Nurse
- General – Data Entry
- Limited Access
- View Access
- Reports Only
- No Access – Default for new registrants

Job Function Privileges

	Administrator	Epi Staff/CD Nurse	General/ Data Entry Staff	Limited Access	View Access	Reports Only
View Case Listing	X	X	x	X	X	
View/Edit Case Details	X	X	X	X		
Export Cases	X	X	X			
Assign Investigator	X	X	X			
Aggregate Cases	X	X	X	X		
View Reports	X	X	X	X		X
Complete Cases	X	X				
Entry De-duplication	X	X	X			
Pending Work Que	X	X				
Create Alerts for Self	X	X	X			
Create Alert for Others	X					
Manage Users	X					
Review Replaced Patients	X					
Run Admin Reports	X					
View Unassigned Cases				X	X	

How to access, navigate in, and exit the MDSS

Entering MDSS

- MILogin for Non-Michigan.gov emails
 - <https://milogintp.michigan.gov/>
- MILogin for Michigan.gov emails
 - <https://miloginworker.michigan.gov/>
- Log in with your MILogin User ID and Password

MiLogin for Business

Help Contact Us

Welcome to **MiLogin** for Business

User ID

[Lookup your user ID](#)

Password

[Forgot your password?](#)

Log In

Create an Account

Michigan's one-stop login solution for business →

MILogin for Business connects you to many State of Michigan business services through a single user ID. Whether you want to renew a business license, access CHAMPS for Medicaid billing & claims, or report wages, hours, & contributions for your employees, you can use your MiLogin for Business user ID to connect you to many Michigan government services.

Copyright 2024 State of Michigan Policies

System Use Notification

- Before accessing the MDSS, and other MILogin applications, users must acknowledge a set of system use requirements regarding secure access, data use, and system monitoring
- Click **I agree to the Terms & Conditions** to continue

[Back to Home](#)

MDHHS

Michigan Disease Surveillance System

Michigan Disease Surveillance System (MDSS) is a communicable disease reporting system developed for the state of Michigan to national data standards. The system facilitates coordination among local, State, and Federal Public Health agencies. The system provides for secure transfer, maintenance and analysis of communicable disease surveillance information. Access to MDSS is to a variety of stakeholders including public health, health care providers, and medical laboratories.

Please accept the Terms and Conditions to continue:

Terms & Conditions

The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. 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

I agree to the Terms & Conditions

[Launch service](#)

- Complete the third-party authentication verification via the phone method of your choice (call or text).

Part of System User Agreement

- After choosing “Michigan Disease Surveillance System” the following text below heads the System Use Message Box
- Michigan Disease Surveillance System (MDSS) is a communicable disease reporting system developed for the state of Michigan to national data standards. The system facilitates coordination among local, State, and Federal Public Health agencies. The system provides for secure transfer, maintenance and analysis of communicable disease surveillance information. Access to MDSS is to a variety of stakeholders including public health, health care providers, and medical laboratories. System users are charged with supporting public health surveillance activities. **All users agree to only use the MDSS for appropriate purposes and will not disclose information contained in it for unauthorized reasons. Use of data in support of research/publication shall not be conducted without cooperation and agreement between impacted public health agencies.**

Terms & Conditions – Part of System User Agreement

- After agreeing to the Michigan Disease Surveillance System header Use
- Read Terms & Conditions Box for additional information for system user agreement

Please accept the Terms and Conditions to continue:

Terms & Conditions

The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. 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

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MDSS Portal Page

- The Portal Page is the initial landing page for users
- The user can choose which component to enter (only components that the user has access to, or has requested access to, will be displayed)
- Components include: Disease Surveillance, Outbreak Management (OMS), MiCelerity (overdose and poisonings) and Syringe Service Program (SSP) Utilization Platform (SUP)
 - *Note: OMS allows for outbreak management and contact tracing – access is available from your regional epidemiologist*
- Click on 'MDSS' to continue on to MDSS

The screenshot shows the MDSS Portal interface. At the top, there is a blue header bar with a hamburger menu icon on the left, the text "MDSS Portal" in the center, and a notification bell icon with a red "4" badge, a user profile icon labeled "MP", and a "Logout" link on the right. Below the header, the main content area is white. In the center, it says "Hello, Melanie Perry [PERRYM12]". Below this, there are three teal-colored rectangular buttons arranged horizontally. The first button is labeled "MDSS" and "Michigan Disease Surveillance System". The second button is labeled "OMS" and "Outbreak Management System". The third button is labeled "MiCelerity" and "Overdose and Poisoning Surveillance".

Initial MDSS Screen


MDSS TRAINING
 Michigan Disease Surveillance System



Case Investigation
Administration
System Administration
Messages
Reports
Logout

Cases
Displaying results 1-10 of 299 found

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New Case
New Aggregate Cases

Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County			
New	Suspect	13896204	11/08/2023	THE MEAN DOG, FRANKENST	01/01/2020	Rabies Animal	COLLINS, JIM			<input type="button" value="Edit"/>	<input type="button" value="View"/>
New	Confirmed	13381129	04/18/2022	MCGUIRK, HELEN	02/05/1985	Refugee Health Assessment	HENDERSON, TIFFANY A			<input type="button" value="Edit"/>	<input type="button" value="View"/>
New	Confirmed	13196054	11/12/2021	AA, GERALD		Amebiasis	HENDERSON, TIFFANY A			<input type="button" value="Edit"/>	<input type="button" value="View"/>
New	Confirmed	12682442	01/08/2021	CLAUS, FELICIA	01/01/1955	Novel Coronavirus COVID-19	HENDERSON, TIFFANY A			<input type="button" value="Edit"/>	<input type="button" value="View"/>
New	Confirmed	13376211	01/01/2021	MAN, SPAM	01/01/1900	Chickenpox (Varicella)	COLLINS, JIM			<input type="button" value="Edit"/>	<input type="button" value="View"/>
New	Confirmed	10659574	10/03/2018	BANANA, BOBBINA	08/10/1960	Campylobacter	COLLINS, JIM			<input type="button" value="Edit"/>	<input type="button" value="View"/>
New	Confirmed	10649601	10/03/2018	UP, SUNNY		Giardiasis	REIMINK, BETHANY G			<input type="button" value="Edit"/>	<input type="button" value="View"/>
New	Unknown	10555972	08/16/2018	DONALD, DUCK L	04/04/1958	Hepatitis A	HENDERSON, TIFFANY A			<input type="button" value="Edit"/>	<input type="button" value="View"/>
New	Unknown	10500433	06/05/2018	GUTMANN, ROLLIN L	01/04/1956	Hepatitis A	COLLINS, JIM			<input type="button" value="Edit"/>	<input type="button" value="View"/>
New	Unknown	10498819	06/05/2018	ROLLIN, GUTMANN L	01/04/1956	Hepatitis A	REIMINK, BETHANY G			<input type="button" value="Edit"/>	<input type="button" value="View"/>

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The Top Navigation Bar



The Top Navigation Bar links to different modules:

- **Case Investigation:** contains functions to add, edit, and search for cases
- **Administration** (*only visible for Administrative Level Users*): Provides the functions to manage MDSS user accounts, perform administrative tasks such as *De-duplication*, and assess administrative and completeness reports
- **Messages:** system maintenance notifications
- **Reports:** contains most of the reports available on MDSS. Allows user to assess disease trends in a variety of ways
- **Logout:** terminates your session and returns you to the MDSS Dashboard

The Side Navigation Bar

The Side Navigation Bar displays links to available functions within the current module

Case Investigation

Cases
New Case
New Aggregate Cases
Searches
New Search
New Aggregate Search
Disease Specific Search
Search Field Records
Case Definitions
Alert Rules
Blank Forms
User Profile
User Directory

Administration

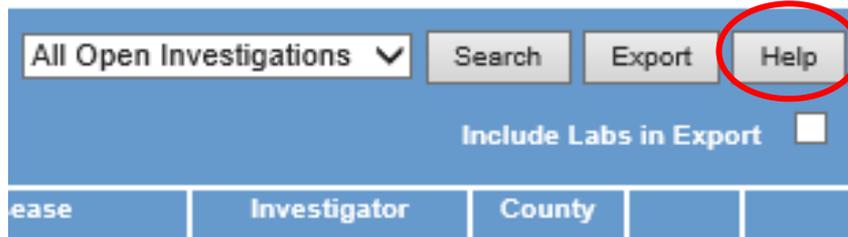
Users
User Audit Search
Admin Searches
Pending Work Queue
Lab Holding Area
Unmerge Patients
Administrative Reports
Field Record Report
Interview Record Report
Completeness Report
STD Supplemental Exports

Reports

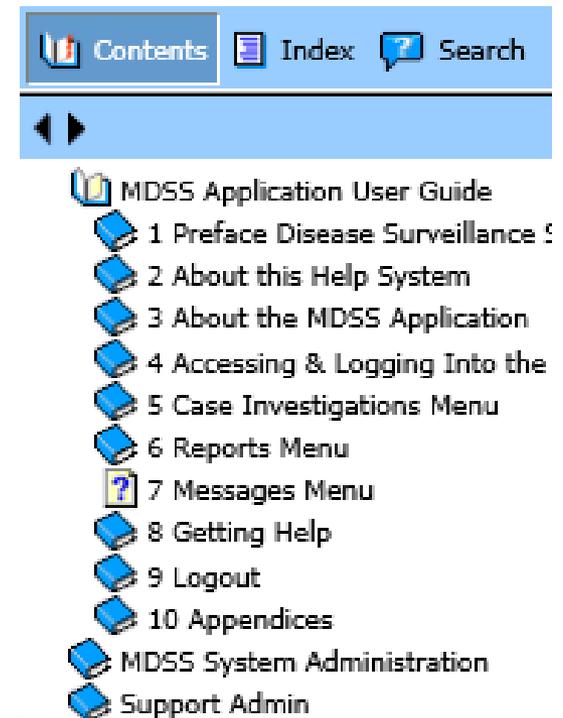
1. Line Listing
2. Diseases by Demographics
3. Diseases YTD
4. Diseases - 5 Year History
5. Diseases YTD by Geography
6. Disease History by Geography
7. Diseases by Geography
8. Epi Curve
Aggregate Case Report
Audit Report
GIS Map of Diseases by Geography
TB Reports
Disease Trends

Online Help

- The User Guide is accessible online. Search by the table of contents, by index, or by keyword
- The **HELP** button is available throughout the application for assistance relative to the current screen



- I recommend using the many tipsheets/help guides available at
 - www.Michigan.gov/mdss
 - [User guides and references](#)
 - Or [contacting your Regional Epidemiologist](#) 😊



MDSS Security

- Browser buttons (Back, Forward, Refresh, etc.) are not available for use in MDSS
- For security, MDSS and MILogin Portal will automatically log you out if your session remains inactive for more than 30 minutes
 - Save your work frequently
 - You will lose unsaved work if you're automatically logged out
 - Always save your work and log out of MDSS and the MILogin portal if you leave your computer

Clearing Your Browser's Temporary Internet Cache

- A full memory (cache) can interfere with uploading the case investigation data
- We recommend that you periodically empty this cache
 - Open your internet browser
 - Select 'Tools' then 'Internet Options'
 - Select 'Temporary internet files,' 'Delete files,' and check 'Delete all offline content'
- Click OK
- This process is sometimes slightly different depending on what browser you use – just google it!



Logging Out

- 1) **Logout** of disease surveillance application of MDSS
- 2) **Logout** of the MDSS Portal Page
- 3) **Logout** of the the MILogin Portal

*Logging out of the system properly helps keep the servers from being unnecessarily burdened.

The Message Function

- Allows MDHHS Administrators to create messages that are displayed for all users
- The Messages module will display all System Messages from the past several months
- The 'New Messages Waiting' link displayed on bottom of case listings page indicates that a new message has been added since your last login
- These messages are rare and likely important
- Messages are seen by ALL MDSS users
- Messages cannot be edited or created by LHJ users

New Message Waiting

Case Listings

Referral Date [v] [Sort] All Open Investigations [v] Search Export Help

Include Labs in Export

Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County		
Active	Confirmed	7851	08/13/2004	ENDRAPOV, PIKOV P.	02/04/1954	Hepatitis C, Chronic	CARLSON, BRAD	Oakland	Edit	View
New	Confirmed	20647	08/16/2004	STEIN, FRANK N	06/27/1979	Hemorrhagic Fever	CARLSON, BRAD	Kent	Edit	View
Active	Not a Case	21996	08/16/2004	SQUIRREL, ROCKY	05/18/1966	Meningitis - Aseptic	CARLSON, BRAD	Washtenaw	Edit	View
New	Confirmed	6789748	08/16/2004	FIELDS, SALLY	01/01/1999	Meningitis - Bacterial Other	COLLINS, JIM		Edit	View
Active	Probable	39913	08/17/2004	BENN, GEORGE W		Meningitis - Bacterial Other	CARLSON, BRAD	Wayne	Edit	View
New	Confirmed	41635	08/17/2004	SACKIE, COX	05/15/1966	Meningitis - Aseptic	CARLSON, BRAD	Washtenaw	Edit	View
Active	Confirmed	8931102	08/18/2004	BOOP, BETTY	12/10/1955	Shigellosis	HENDERSON, TIFFANY A	Washtenaw	Edit	View
New	Confirmed	52936	08/25/2004	BOLONEY, JOE		Botulism - Foodborne	COLLINS, JIM	Livingston	Edit	View
New	Confirmed	54245	08/31/2004	OUT, TIME	04/03/1968	Cryptococcosis	CARLSON, BRAD	Oakland	Edit	View
New	Probable	59063	09/02/2004	DOE, JANE M	05/03/1960	Influenza, Novel	COLLINS, JIM	Jackson	Edit	View

[< First] 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 [Next >] [Last >]

[New Message Waiting](#)

Link indicates that there is a new message waiting to be viewed in Messages tab. The link disappears when the user logs out.

Messages

Messages List					
Date	User Name	Subject	Active		
Thu Apr 12 17:07:58 EDT 2012	HARTWICKE	SAMPLE MESSAGE	false	<input type="button" value="View"/>	
Thu Apr 12 17:07:54 EDT 2012	HARTWICKE	SAMPLE	false	<input type="button" value="View"/>	
Thu Apr 12 17:07:47 EDT 2012	HARTWICKE	MDSS Version 2.3	false	<input type="button" value="View"/>	
Thu Apr 12 17:07:37 EDT 2012	HARTWICKE	New message feature	false	<input type="button" value="View"/>	
Thu Apr 12 17:07:32 EDT 2012	HARTWICKE	Important Announcement	false	<input type="button" value="View"/>	
Thu Apr 12 17:07:28 EDT 2012	HARTWICKE	MDSS Training	false	<input type="button" value="View"/>	
Thu Apr 12 17:07:23 EDT 2012	HARTWICKE	New Message Writing	false	<input type="button" value="View"/>	
Thu Apr 12 17:07:18 EDT 2012	HARTWICKE	...	false	<input type="button" value="View"/>	

View Message

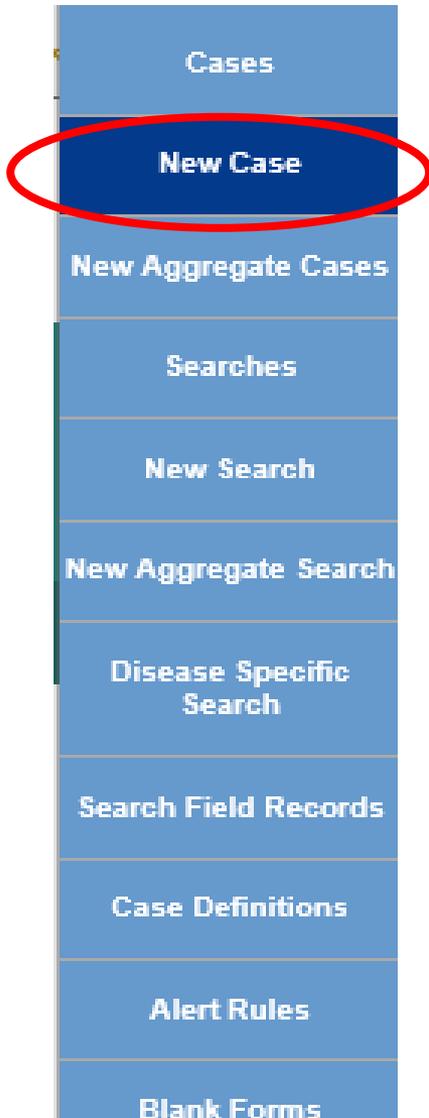
Date	Thu Apr 12 17:07:18 EDT 2012
UserID	HARTWICKE
Subject	Welcome to MDSS Train

Message Text

This message is really here to not only welcome you, but also show off the message feature inside of the MDSS.

Entering a New Case

New Case Entry



- The New Case function allows new cases to be manually added to MDSS
- The New Case entry process is divided into three sections

New Case Entry – Screen One

Investigation Information			
Reportable Condition*: - SELECT -	<input type="button" value="Detail"/>	Case Status*: - SELECT -	
<input type="checkbox"/> State Prison Case			
Patient Information			
Patient Status* : Alive	Patient Status Date* (mm/dd/yyyy) : 11/05/2019	Case Disposition* : - SELECT -	
First* : <input type="text"/>	Last* : <input type="text"/>	Middle : <input type="text"/>	
Street : <input type="text"/>			
City : <input type="text"/>	County : <input type="text"/>	State : <input type="text"/>	Zip : <input type="text"/>
Home Phone (###-###-####): <input type="text"/> Ext: <input type="text"/>	Other Phone (###-###-####): <input type="text"/> Ext: <input type="text"/>		
Onset Date (mm/dd/yyyy) : <input type="text"/>	Referral Date (mm/dd/yyyy) : <input type="text"/>		
Diagnosis Date (mm/dd/yyyy) : <input type="text"/>			
*indicates required items			
<input type="button" value="Continue"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>			

Besides required fields, make sure address fields are also complete
This allows case to be sent to the proper health department

Validation

- Clicking **CONTINUE** initiates a validation process
- You must correct errors prior to proceeding

Investigation Information

Error: You must correct the following error(s) before proceeding:

- A value for Reportable Condition must be selected.
- A value for Patient Case Status must be selected.
- A value for Case Disposition must be selected.
- Patient First Name is required.
- Patient Last Name is required.

Reportable Condition*: - SELECT - **Case Status*:** - SELECT -

State Prison Case

Patient Information

Patient Status*: Alive **Patient Status Date* (mm/dd/yyyy):** 11/05/2019 **Case Disposition*:**

First*: **Last*:** **Middle:**

Street:

City: **County:** **State:**

Home Phone (###-###-####): **Ext:** **Other Phone (###-###-####):** **Ext:**

Onset Date (mm/dd/yyyy): **Referral Date (mm/dd/yyyy):**

Diagnosis Date (mm/dd/yyyy):

***indicates required items**

Example error message

Screen One Key Field Definitions

- Fields in **Red** with * are required fields. Case entry will not proceed unless they are complete ('unknown' is generally an option)
- **Case Status** – refers to the case definition criteria (Confirmed, Confirmed-Non Resident, Not a Case, Probable, Suspect, Unknown)
- **Patient Status** – refers to whether the patient is alive or dead
- **Patient Status Date** – automatically set to current date during case entry and updated when a change is made to the “Patient Status” *Note: date can also be entered manually*
- **Case Disposition** – refers to inpatient/outpatient status
- **Referral Date** – is an editable field generally indicating the date the case was referred to the LHD

New Case Entry – Screen Two

Demographics

Race* :
Asian
Black/African American
Caucasian
Hawaiian or Pacific Islander
Other
Unknown

Sex* :

Hispanic Ethnicity* :

Arab Ethnicity :

Date of Birth / Age

Date of Birth (mm/dd/yyyy): Age at Onset (if DOB unknown): Age Unit :

Parent/Guardian (required if under 18)

First : Last : Middle :

Work / Occupation or School / Grade

Worksites / School :

Occupations / Grade :

Patient Identifiers

MDOC ID :

*indicates required items

Date of Birth/Age Information Reminder Box

If **Date of Birth**, **Age**, and **Age Units** is not complete, a Reminder Box will display when you continue to the next entry screen



- If information is available, click CANCEL to return to the New Case Entry screen and enter the information
- If information is not available, click the OK button to continue to the next screen

Screen Two Key Field Definitions

- **Age** - Reflects the age at illness onset by subtracting Onset Date from Date of Birth (when available). Referral Date is used if onset is unavailable
- **Age Unit:** Pertains to the measurement of the age of the patient at illness onset (in days, months, or years). If **Date of Birth** is not available, Age and Age Units can be entered directly. Age units should be:
 - **Days** if Age is less than or equal to 30 days
 - **Months** if Age is less than 2 years
 - **Years** if Age is greater than or equal to 2 years

New Case Entry – Screen Three

- Enter your information under the “Person Providing Referral”

Note: Use the “User Profile” and your information will be auto-populated for each new case – we will discuss this on slide 77!

- Enter Primary Physician Information: Name and Phone Number at minimum
- Enter lab data by clicking the “Enter Lab Data”

Referral received via Electronic

Person Providing Referral

First: Last:

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

Primary Physician

First: Last:

Affiliation:

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

Street:

City: County: State:

Case Notes

Lab Reports 1 Create New Lab Report Help

Date Received	Ordered Test Name	Electronic

1. Click Create New Lab Report
2. Add Lab Order info with pull-down menu or manually by choosing 'Other'
3. Add Ordering Provider info
4. Enter Lab info with pull-down menu or manually by choosing 'Other'
5. Add Specimen info
6. Click New Result

Lab Order Information 2

Filter Test List By:

Select Ordered Test*:

Test Name*:

Lab Report Date (mm/dd/yyyy): A pop-up reminder will display if lab report date is left blank

Ordering Provider 3

First: Last:

Affiliation: Street:

City: County: State: Zip:

Phone number: Ext:

Laboratory Information 4

Select Lab*:

Lab Name*:

Street: Geocode Source:

City: County: State: Zip:

Phone number:

Specimen Information 5

Specimen Collection Date (mm/dd/yyyy):

Specimen Source:

Specimen Site:

Specimen Site Text:

Specimen ID:

Results 6

7. Add Lab Result info and relevant information

8 New Result

Reported Test Name :	<i>Filter Test List By:</i> <input type="text"/> <input type="button" value="Filter"/> <input type="button" value="Clear"/> <i>Select Test:</i> Chlamydia sp DNA [Presence] in Unspecified specimen by Probe & target amplification method <input type="button" value="v"/> <input type="text" value="Chlamydia sp DNA [Presence] in Unspecified specimen by Probe & target amplification method"/>
Coded Result :	<i>Filter Result List By:</i> <input type="text"/> <input type="button" value="Filter"/> <input type="button" value="Clear"/> <i>Select Result:</i> Chlamydia <input type="button" value="v"/> <input type="text" value="Chlamydia"/>
Text Result :	<input type="text"/>
Numeric Result :	<input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/>
Comments :	<input type="text" value="8/14/2019 1g Zithromax"/>
Relevant Clinical Information :	<input type="text" value="Also notified partner"/>

9. Review lab result info that was added to bottom of lab report

10. Click Add New Lab

Specimen Information

Specimen Collection Date (mm/dd/yyyy): 

Specimen Source:

Specimen Site:

Specimen Site Text:

Specimen ID:

Results New Result

Reported Test Name : Chlamydia trachomatis+Neisseria gonorrhoeae rRNA [Presence] in Unspecified specimen by DNA probe Edit Delete

Coded Result :	Chlamydia species
Numeric Result :	
Reference Range :	
Comments :	8/14/2016 1g Zithromax
Relevant Clinical Information :	Also notified partner

Add New Lab Cancel Help

11. Click Save & Finish

Lab Reports Create New Lab Report Help

Date Received	Ordered Test Name	Electronic		
08/18/2016	Chlamydia trachomatis+Neisseria gonorrhoeae rRNA [Presence] in Unspecified specimen by DNA probe	No	Edit	Delete

Save & Finish Back Cancel

Background Processing

Once a case is entered, the following processes occur behind the scenes:

- **Geocoding:** Validates the address and assigns coordinates to map it, supports referral to correct LHJ
- **De-Duplication:** identifies duplicate patients and case reports. If a case must be de-duplicated it will not be immediately available for editing
- **Case Referral:** Determines the referral LHJ based on the Investigation Address and assigns the case to the LHJ Administrator

More information about these processes can be found in the section *Background Processing* in *Chapter 5* of the [User Guide](#) or by viewing Online Help.

Geocoding: Determining the Investigation Address

- The Investigation Address is set by address availability in the following order:
 1. Patient Address
 2. Provider Address (on Referral or Lab Report)
 3. Laboratory Address (for electronic laboratory reports only)
- **Investigation address determines LHJ referral**

Geocoding – Multiple Address Matches

If the investigation address matches multiple coordinates returned by the Geocoder, the matching addresses are presented to the user for mandatory selection:

Possible Address Matches - Choose one from each set of addresses	
Patient Addresses	
Possible Patient Address 1	<input type="radio"/> 200 E HOLMES RD LANSING, MI 48910 Ingham County
Possible Patient Address 2	<input type="radio"/> 200 W HOLMES RD LANSING, MI 48910 Ingham County
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

- Choose the correct address by selecting the appropriate radio button and click the CONTINUE button
- If uncertain: select the address in your LHJ, click the CONTINUE button and investigate further by contacting the patient or provider
- If no address is offered within your LHJ: click the BACK button, remove zip code and city, enter one of your LHJs Counties and investigate further

Geocoding - Geocode Source

The “Geocode Source” indicates how the address was mapped

The screenshot displays a patient record for "Patient BENN, GEORGE". The form is divided into several sections: "Case Reporting", "Address History", "Demographics", "Referrer", "Lab Reports", "Notes", "Map", "Audit", and "Person History". The "Address History" section is currently active. Within this section, the "Investigation Address" is shown, including the street "WINDING RD", city "JACKSON", county "Wayne", state "Michigan", and zip "48236". A red circle highlights the "Geocode Source" field, which is set to "MDSS Zip Code". Other fields include "Reportable Condition*" (Meningitis - Bacterial Other), "Case Status*" (Probable), "Investigation Status*" (Active), "Patient Status*" (OutPatient), "Patient Status Date*" (08/17/2004), "First*" (GEORGE), "Last*" (BENN), "Middle*" (W), "Onset Date", "MMWR" (33-2004), "Patient Id" (39911), "Diagnosis Date", "Outbreak Y/N" (U), "Outbreak Name", "Referral Date" (08/17/2004), "Case Entry Date" (08/17/2004), "Investigation ID" (39913), "NETSS ID" (38), and "Assigned to" (CARLSON, BRAD / Statewide). Buttons for "Cancel" and "Help" are located at the bottom.

Section	Field	Value
Case Reporting	Reportable Condition*	Meningitis - Bacterial Other
	Case Status*	Probable
	Investigation Status*	Active
Patient Information	Patient Status*	OutPatient
	Patient Status Date* (mm/dd/yyyy)	08/17/2004
	First*	GEORGE
	Last*	BENN
	Middle*	W
	Onset Date (mm/dd/yyyy)	
	MMWR	33-2004
	Patient Id	39911
	Diagnosis Date (mm/dd/yyyy)	
	Investigation Address	Street
Geocode Source		MDSS Zip Code
City		JACKSON
County		Wayne
Investigation Information	Jurisdiction	Wayne County
	State Prison Case	<input type="checkbox"/>
	Outbreak Y/N	U
	Outbreak Name	
	Referral Date (mm/dd/yyyy)	08/17/2004
Case Entry Date (mm/dd/yyyy)	08/17/2004	
Investigation ID	39913	
NETSS ID	38	
Assigned to	CARLSON, BRAD / Statewide	

Geocode Source Values

- **SAP** – The address, county and LHJ could be mapped by SAP Business Objects Data Services. The case map will show case. This is the most accurate information
- **MDSS City** – A match was not identified but the county and LHJ was assigned based on the City. The case map will not show case
- **MDSS ZIP Code** – A match was not identified but county and LHJ was assigned based on ZIP code. The case map will show the case in the ZIP code center***
- **Blank** – No match, the case is referred to State personnel
 - Out of State Addresses
 - Address so incomplete cannot determine county

*** Important for Jurisdiction Assignment

Case Referral to Other LHJs

- Patients and cases entered with an address outside of the submitting LHJ will automatically be referred to appropriate LHJ
- Can refer paper lab reports without mail or fax using Case Notes field and patient information
- Cases will be removed from referring LHJ Case Listings and placed in receiving LHJ Case Listings
- Courtesy call or e-mail with Investigation ID(s) to referring LHJ is appropriate if current business practice
 - If you do not have contact information to LHJ you are referring a case to, please reach out to your Regional Epidemiologist to make the referral – we're happy to help!

More About Referrals

- **Health Care Providers**

Physicians and ICPs can refer patients through MDSS

- Providers can add updated information to their cases
- All changes to cases are tracked in **Audit** tab

- **Laboratory Referrals**

Laboratory reports will initiate a case or match to existing cases

- Viewable within the Case Detail Form and in the **Lab** tab

De-Duplication

- MDSS finds potential duplicate patient or case records and places the case into the de-duplication queue
- De-Duplication allows the user to determine
 - if *persons* entered with similar names and/or demographics are the same person or different
 - if two separate *case reports* from the same person are the same case or different

The screenshot displays the MDSS TRAINING Michigan Disease Surveillance System interface. The top navigation bar includes 'Case Investigation', 'Administration', 'System Administration', 'Messages', 'Reports', and 'Logout'. The left sidebar contains 'Users', 'User Audit Search', 'Admin Searches', 'Pending Work Queue' (circled in red), and 'Lab Holding Area'. The main content area shows a 'Pending Work Queue' section with search filters for 'First Name', 'Last Name', and 'Primary Jurisdiction'. Below the filters is a table with the following data:

Date Added	Type	Current Owner	Jurisdiction	Added By	
2/11/2019	PATIENT DEDUP - KRIS KRINGLE		Statewide	MEGHAN WEINBERG	Resolve

De-Duplication Overview

- De-duplication - Identifying and merging duplicate patient **and** case information***
 - Associate one patient's CD medical history
 - Avoid/Remove duplicate reported conditions
- Cases are de-duplicated at the time of case entry except:
 - Health Care Provider and Laboratory reports deferred to LHJ or State Administrator if cannot be resolved automatically
- Notes from the notes tab are kept during a case merge

*** Note: this is a 2-step process →
de-duplication of patient **AND** case information

Enhanced De-Duplication

Patient Dedup Screen 1

Patient Deduplication

Please select the records to merge with the data entered.

Merge	Score	First Name	Middle Name	Last Name	Date of Birth	Gender
<input checked="" type="radio"/>	100.0%	AMELIA		BEDELIA	03/13/1963	FEMALE
<input type="radio"/>	100.0%	AMELIA		BEDELIA	03/13/1963	FEMALE
<input type="radio"/>	92.06749%	AMELIA		BEDELIA	04/12/2006	FEMALE

Case Status	Investigation Status	Disease	Referral Date	Investigator	Jurisdiction
Confirmed	Active	Salmonellosis	11/15/2010	HENDERSON, TIFFANY A	Livingston County
Confirmed	Completed	Chlamydia (Genital)	12/01/2010	HENDERSON, TIFFANY A	Livingston County
Confirmed	New	Chickenpox (Varicella)	12/15/2010	HENDERSON, TIFFANY A	Ingham County

- Use the radio button in the “Merge” column to select a potential patient to merge
- Click the CONTINUE button to see more patient information
- Click the No Merge button if the patient does not match to an existing patient

Enhanced De-Duplication *Patient Dedup* Screen 2

- Uncheck address box if current residency has not changed
- Click Continue to review before merging
- Click Back to try another patient
- Click Defer to send to Administrator
- Click No Merge to create new patient

Patient Record Merge		
Source	New Data	Existing
Patient Record ID		6033297
Created Date	12/15/2010	12/15/2010
Last Modified Date	12/15/2010	12/15/2010
First Name	<input type="radio"/> AMELIA	<input checked="" type="radio"/> AMELIA
Middle Name	<input type="radio"/>	<input checked="" type="radio"/>
Last Name	<input type="radio"/> BEDELIA	<input checked="" type="radio"/> BEDELIA
Date of Birth	<input type="radio"/> 03/13/1963	<input checked="" type="radio"/> 03/13/1963
Gender	<input type="radio"/> FEMALE	<input checked="" type="radio"/> FEMALE
Race	<input checked="" type="radio"/> [CAUCASIAN]	<input type="radio"/> [AMERICAN INDIAN OR ALASKA NATIVE] [CAUCASIAN]
Ethnicity	<input type="radio"/> UNKNOWN	<input checked="" type="radio"/> UNKNOWN
Arab Ethnicity	<input type="radio"/> UNKNOWN	<input checked="" type="radio"/> NON-ARAB
Home Phone	<input type="radio"/>	<input checked="" type="radio"/> 734-555-5555
Other Phone	<input type="radio"/>	<input checked="" type="radio"/>
Parent/Guardian First Name	<input type="radio"/>	<input checked="" type="radio"/>
Parent/Guardian Middle Name	<input type="radio"/>	<input checked="" type="radio"/>
Parent/Guardian Last Name	<input type="radio"/>	<input checked="" type="radio"/>
Patient Status	<input type="radio"/> OUTPATIENT	<input checked="" type="radio"/> INPATIENT

Patient Addresses		
Addresses	<input type="checkbox"/> MAKE CURRENT ADDRESS MI	12356 MAIN ST WHITMORE LAKE, MI LIVINGSTON COUNTY

Patient Case Information		
Case Status		Confirmed
Investigation Status		Active
Disease		Salmonellosis
Referral Date		11/15/2010
Investigator		HENDERSON, TIFFANY A
Jurisdiction		LMingston County

Patient Case Information		
Case Status		Confirmed
Investigation Status		Completed
Disease		Chlamydia (Genital)
Referral Date		12/01/2010
Investigator		HENDERSON, TIFFANY A
Jurisdiction		LMingston County

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Enhanced De-Duplication

Patient Dedup Notes

- Options default to data from existing patient unless it is blank or unknown; then it defaults to new data
- Patient Status will automatically select 'Alive' if available
- The bottom of the page shows information on previously reported cases of disease for this person
- When two home phone numbers are listed, the MDSS will leave the selected phone number as the home number and move the second phone number to 'Other Phone' during the merge

Enhanced De-Duplication

Patient Record Merge Confirmation

Patient Record Merge Confirmation

Patient Record #6033297 will be replaced with the merged Patient Record.
A new patient record will be created with the following merged patient data.

Merged Record Details

Status	INPATIENT
First Name	AMELIA
Middle Name	
Last Name	BEDELIA
Date of Birth	03/13/1963
Gender	FEMALE
Race	[CAUCASIAN]
Ethnicity	UNKNOWN
Arab Ethnicity	NON-ARAB
Home Phone	734-555-5555
Other Phone	
Parent/Guardian First Name	
Parent/Guardian Middle Name	
Parent/Guardian Last Name	
Address(es)	12356 MAIN ST WHITMORE LAKE, MI LIVINGSTON COUNTY

[Complete Merge](#)[Back](#)[Defer](#)[No Merge](#)[Help](#)

Enhanced De-Duplication

Automatic person De-Duplication

- For incoming ELR messages, patients will be automatically de-duplicated when there is a 100% match for an existing patient record, following a standardized algorithm
- A banner message will appear at top of screen

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes links for Users, User Audit Search, Admin Searches, Pending Work Queue, Review Replaced Patients, Administrative Reports, Field Record Report, Interview Record Report, and Completeness Report. The main content area features a green banner message: "Automatic patient deduplication completed successfully." Below this is a table of Lab Reports with columns for Date Received, Ordered Test Name, and Assigned Condition. A single row is visible with the date 08/11/2016, test name HCV AB SER QL, and condition Hepatitis C, Acute. A "View" button is present next to this row. Below the lab reports is a section for Patient Information with columns for ID, First Name, and Last Name. At the bottom is a table of Existing Investigations with columns for Case Status, Investigation Status, Disease, Referral Date, Investigator, and Jurisdiction. A row is shown with Case Status Probable, Investigation Status Completed, Disease Hepatitis C, Chronic, Referral Date 06/24/2013, Investigator BAUMAN, LAURA, and Jurisdiction Washtenaw County. A "Matches Existing" button is located at the end of this row. At the very bottom of the interface are buttons for "Create New", "Defer", and "Help".

Date Received	Ordered Test Name	Assigned Condition	
08/11/2016	HCV AB SER QL	Hepatitis C, Acute	View

Case Status	Investigation Status	Disease	Referral Date	Investigator	Jurisdiction	
Probable	Completed	Hepatitis C, Chronic	06/24/2013	BAUMAN, LAURA	Washtenaw County	Matches Existing

Enhanced De-Duplication

Case Dedup Screen 1

- Make sure to review “Case Status” and “Onset Date” to help determine whether to merge a case or create a new case when deduping

Case Deduplication for AMELIA BEDELIA

Select an existing AMELIA BEDELIA case as a match or choose to create a new case from the entered data.

Investigation Status	Case Status	Disease	Referral Date	Onset Date	Investigator	Jurisdiction	
New		Salmonellosis	12/15/2010		TBD	TBD	<input type="button" value="Create"/>
Active	Confirmed	Salmonellosis	11/15/2010	11/12/2010	HENDERSON, TIFFANY A	Livingston County	<input type="button" value="Matches Existing"/>
Completed	Confirmed	Chlamydia (Genital)	12/01/2010	12/01/2010	HENDERSON, TIFFANY A	Livingston County	<input type="button" value="Matches Existing"/>

Enhanced De-Duplication

Case Dedup Screen 2

Allows you to view and print associated case detail forms and pick which one you want to keep.

Case Record Merge		
Case	New Data	Existing
Investigation Status	New	Active
Case Status		Confirmed
Condition	Salmonellosis	Salmonellosis
Referral Date	12/15/2010	11/15/2010
Onset Date		
Investigator	TBD	TIFFANY A,HENDERSON
Jurisdiction	TBD	Livingston County
Case Details	View PDF	View PDF
Case to Keep	<input type="radio"/>	<input checked="" type="radio"/>

[Merge](#) [Back](#) [Defer](#) [Help](#)

Enhanced De-Duplication

Case Dedup Notes

- If you choose to merge two cases with different conditions you will be warned with a popup when you press the merge button

Case Deduplication for FREDDY FLINTSTONE

Select an existing FREDDY FLINTSTONE case as a match or choose to create a new case from the entered data.

Investigation Status	Case Status	Disease	Referral Date	Onset Date	Investigator	Jurisdiction	Match Status
New	Matches	VZ Infection, Unspecified	01/29/2024		TBD	TBD	
Confirmed	Existing but different conditions	Novel Coronavirus	01/24/2024		COLLINS, JIM	Ingham County	
Confirmed		Chlamydia (Genital)	06/23/2022		HENDERSON, TIFFANY A	Ingham County	Matches Existing
Confirmed		Salmonellosis	01/22/2024	01/15/2024	HENDERSON, TIFFANY A	Ingham County	Matches Existing
Confirmed		Chickenpox (Varicella)	01/22/2024	01/15/2024	HENDERSON, TIFFANY A	Ingham County	Matches Existing

mdss.state.mi.us says

These two cases have a different condition. Are you sure you want to merge them?

OK Cancel

- Regardless of which case you decide to keep the following fields will be kept from the existing MDSS Case:
 - Case & investigation status
 - MMWR week & year
 - Referral, completion, and diagnosis dates

Enhanced De-Duplication

Dedup Option from Case Report Tab

- The 'Dedup' button in the case reporting tab sends the case back to de-duplication
- Case will go through de-duplication in same manner as if just entered as a new case

Case Reporting | **Address History** | Demographics | Referrer | Lab Reports | Notes | Map | Audit

Patient BIRD, BIG Locked by CARLSONBR (BRAD CARLSON)

Reportable Condition*: Campylobacter Case Status*: Confirmed Investigation Status*: Active

Patient Information

Patient Status*: OutPatient Patient Status Date* (mm/dd/yyyy): 07/22/2009

First*: BIG Last*: BIRD Middle:

Onset Date (mm/dd/yyyy): MMWR: 29-2009 Patient Id: 4289992

Diagnosis Date (mm/dd/yyyy):

Investigation Address

Street: Geocode Source: MDSS City

City: ANN ARBOR County: Washtenaw State: Michigan Zip:

Jurisdiction: Washtenaw County

Investigation Information

Outbreak Y/N: Unknown Outbreak Name:

Referral Date (mm/dd/yyyy): 07/22/2009 Case Entry Date (mm/dd/yyyy): 07/22/2009

Investigation ID: 4290930 NETSS ID: 2982 Assigned to: MDSSTES, TEST / Washtenaw County

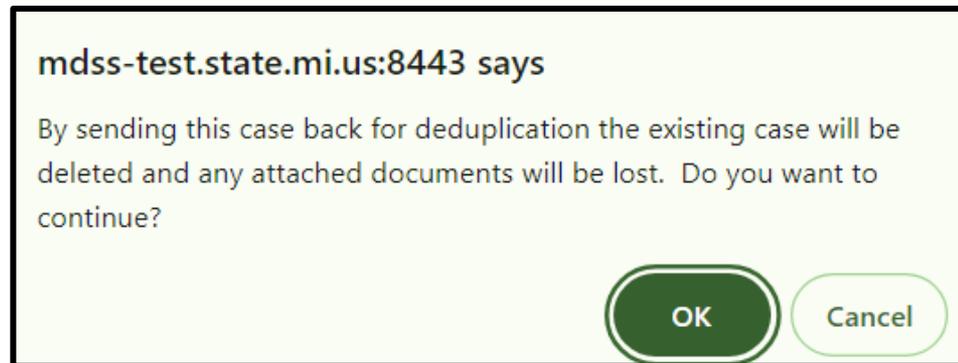
*indicates required items

Enhanced De-Duplication

Dedup Option

Important Notes about the Dedup Button

- If the Dedup button is clicked and there are **no** potential matches identified, the user is returned to the case reporting tab
- If the Dedup button is clicked and there **are** potential matches identified, a popup appears notifying the user that the existing case will be deleted and that attached documents will be lost



- Attached documents will not make it through the de-duplication process. If needed, save or print the documents or case detail form before sending the case to de-duplication

Enhanced De-Duplication

Dedup Option

Important Notes about the Dedup Button *Continued*

- The dedup button is only available to those who have access to the pending work queue (i.e. Admins and Epi/CD Nurse job functions)
- **CAUTION** - Sending existing cases back for de-duplication is intended for recently added cases on MDSS (those less than 90 days old). *Sending older cases back for de-duplication will allow you to merge duplicate patients effectively but will result in revised Case Entry Dates that correspond to the date the case was sent for de-duplication*

Enhanced De-Duplication

Dedup Option

- Dedup can be overwhelming and intimidating at first, please feel free to reach out for additional training or guidance if you need help!
- In collaboration with **SHARP**, **ERIE**, and **EZID** at MDHHS, we have developed a tip sheet for some of the more difficult diseases to deduplicate, but you can always **defer** any cases that you are uncomfortable deduping and contact your [Regional Epidemiologist](#) for assistance.

The following conditions are included in the [Disease Specific Deduplication Tip Sheet](#):

- COVID-19
- Gonorrhea & Chlamydia
- Syphilis
- Hepatitis B
- Hepatitis C
- Mycobacterium
- Carbapenemase-Producing Organisms (CPO)
- *Candida auris*
- Campylobacteriosis
- Salmonellosis
- Shiga toxin-producing *E. coli* (STEC)
- Shigellosis
- Vibriosis-non cholera
- Lyme Disease
- Blastomycosis
- Histoplasmosis

Assigning a Condition

If there is no existing link between a lab report and a reportable condition, a condition must be assigned

Lab Reports						
First Name	Last Name	Date of Birth	Jurisdiction	Date Received	Ordered Test Name	
		03/22/1948	Statewide	12/10/2004	AFB IDENTIFICATION	<input type="button" value="View"/>
		03/22/1948	Statewide	12/10/2004	HPLC1 - MYCOLIC ACIDS	<input type="button" value="View"/>

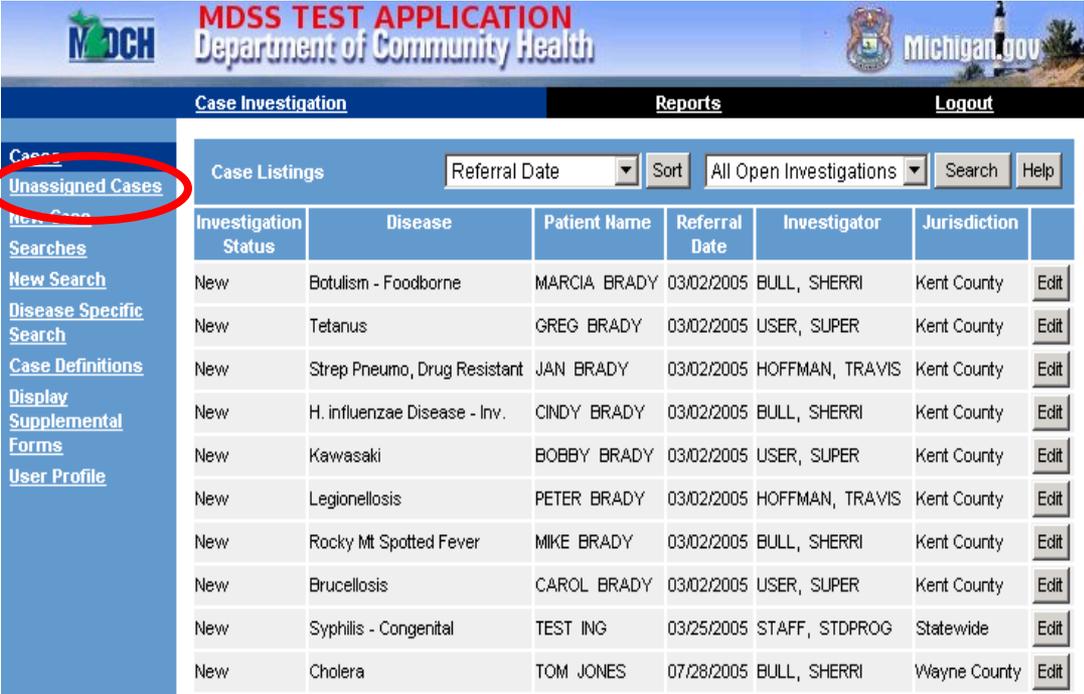
Reportable Conditions	
<ul style="list-style-type: none">AIDS, AdultAIDS, PediatricAmebiasisAnimal BiteAnthraxBlastomycosisBotulism - FoodborneBotulism - InfantBotulism - OtherBrucellosis	

Note: labs can and should be viewed before assigning a condition

- MDHHS will assign conditions for cases that may fall outside your jurisdiction
- Click on Cancel to send the case to the Pending Work Queue

Unassigned Cases for HCP & Lab Roles

- HCP and Lab users cannot view the de-duplication queue, therefore, any cases that are potential duplications will be listed in “Unassigned Cases” until de-duped
- “Unassigned Cases” is in the “Case investigation” module for HCPs and Lab roles



The screenshot displays the MDSS TEST APPLICATION interface for the Department of Community Health. The main navigation bar includes "Case Investigation", "Reports", and "Logout". A sidebar on the left contains a menu with "Unassigned Cases" highlighted in red. The main content area shows a "Case Listings" table with columns for Investigation Status, Disease, Patient Name, Referral Date, Investigator, and Jurisdiction. The table lists 12 cases, all with a status of "New".

Investigation Status	Disease	Patient Name	Referral Date	Investigator	Jurisdiction	
New	Botulism - Foodborne	MARCIA BRADY	03/02/2005	BULL, SHERRI	Kent County	Edit
New	Tetanus	GREG BRADY	03/02/2005	USER, SUPER	Kent County	Edit
New	Strep Pneumo, Drug Resistant	JAN BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County	Edit
New	H. influenzae Disease - Inv.	CINDY BRADY	03/02/2005	BULL, SHERRI	Kent County	Edit
New	Kawasaki	BOBBY BRADY	03/02/2005	USER, SUPER	Kent County	Edit
New	Legionellosis	PETER BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County	Edit
New	Rocky Mt Spotted Fever	MIKE BRADY	03/02/2005	BULL, SHERRI	Kent County	Edit
New	Brucellosis	CAROL BRADY	03/02/2005	USER, SUPER	Kent County	Edit
New	Syphilis - Congenital	TEST ING	03/25/2005	STAFF, STDPROG	Statewide	Edit
New	Cholera	TOM JONES	07/28/2005	BULL, SHERRI	Wayne County	Edit

Unassigned Cases Listing

The screenshot shows a web application interface with a top navigation bar containing 'Case Investigation', 'Messages', and 'Reports'. On the left is a vertical menu with options: Cases, Unassigned Cases, New Case, New Aggregate Cases, Searches, New Search, New Aggregate Search, Disease Specific Search, Search Field Records, Case Definitions, Blank Forms, User Profile, and User Directory. The main content area displays a 'Case Work Queue' table with the following data:

Disease	Patient Name	Referral Date	Jurisdiction
Amebiasis	Tom Jones	08/04/2005	

A red arrow points from a text box to the 'Amebiasis' entry in the table. The text box contains the following text:

HCP-entered cases awaiting de-duplication in the pending work queue are visible to the HCP in the unassigned cases view.

Electronic Lab Reports (ELR)

- Many commercial and public health laboratories around the state enter disease reports electronically into MDSS
- Reporting is generally automatic and happens once the lab enters the results into their computer system
- This is the fastest form of reporting as it is entered into the MDSS as soon as the lab result is complete

ELR and the HCP

- If a lab enters a case before an HCP, the case will need de-duplication

THUS:

- HCPs can see cases that have already been entered by ELR using the “Unassigned Cases” queue
- Once the case is deduplicated, the HCP will have access to it

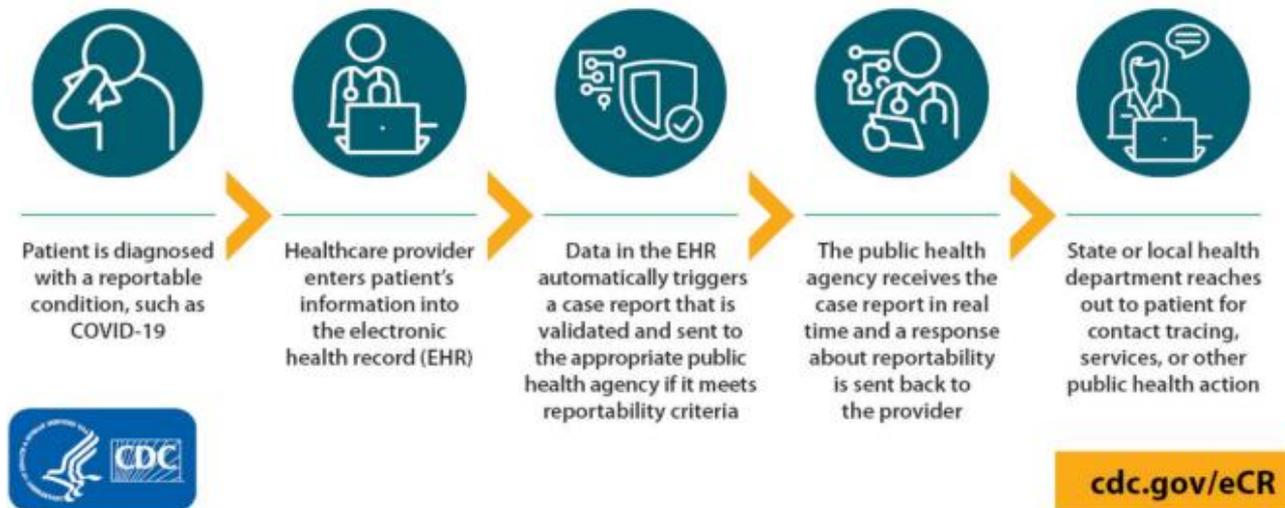
More About ELR

- Laboratories using ELR are likely to report cases into the MDSS prior to an HCP
- If a case is to be merged during the case de-duplication process, only one Case Detail Form can be selected. The other will be discarded
- **Recommendation:** HCPs who work in facilities that regularly use ELR labs should enter only minimal information upon initial case entry. If the case is immediately available in the “All Open Cases” search, then enter the remaining data. If the case is found in the “Unassigned Cases” queue, wait until de-duplication is complete

Electronic Case Reporting (eCR) into MDSS

- Electronic Case Reporting (eCR) is the automated, real-time exchange of case report information between electronic health records (EHR) within healthcare facilities and MDSS.

How does eCR Work?



Electronic Case Reporting (eCR) into MDSS

What happens when eCRs enter MDSS?

- Incoming eCRs are processed just like ELRs. At the moment, only COVID and Mpox is being reported via eCR. MDSS will search to see if the patient matches existing persons and cases within the system. If not, a new case will be created based on the disease reported in the eCR. If there are potential matches, the eCR will be sent to the dedup (Pending Work Queue) for a user to resolve. When an eCR creates a case or is merged into an existing case, the demographic and condition information is added to the case and the remainder of the eCR data is attached to the case in the Notes tab to be viewed.

How do I dedup eCRs in MDSS?

- It will be very similar to regular deduping and you will see eCR in the “type” field and “ECR USER” in the “Added By” field.
- For further guidance, please review this [eCR MDSS Tip Sheet!](#)

Example eCRs in Dedup Queue

Date Added	Condition	Type	Event Date	Current Owner	Jurisdiction	Added By	
08/25/2022	Novel Coronavirus COVID-19	eCR PATIENT DEDUP - LAB ECRFACILITY	08/12/2022		Washtenaw County	ECR USER	Resolve
08/25/2022	Novel Coronavirus COVID-19	eCR PATIENT DEDUP - LAB ECRFACILITY	08/12/2022		Washtenaw County	ECR USER	Resolve
08/25/2022	Novel Coronavirus COVID-19	eCR PATIENT DEDUP - LAB BELLIN HEALTH	08/12/2022		Delta-Menominee	BELLIN HEALTH ECR	Resolve
09/01/2022	Novel Coronavirus COVID-19	eCR PATIENT DEDUP - LAB ECRFACILITY	07/29/2022		Wayne County	ECR USER	Resolve
09/01/2022	Novel Coronavirus COVID-19	eCR CREATE INVESTIGATION - LAB BELLIN HEALTH	05/06/2022		Delta-Menominee	BELLIN HEALTH ECR	Resolve
09/01/2022	Novel Coronavirus COVID-19	eCR CREATE INVESTIGATION - LAB ECRFACILITY	08/01/2022		Oakland County	ECR USER	Resolve

Electronic Death Registry System (EDRS) into MDSS

- MDSS receives EDRS for:
 - Individuals with cases in MDSS who have died regardless of the cause of death AND
 - Individuals who have died and ICD-10 Cause of Death code(s) specifies a reportable communicable disease. These individuals may or may not have an existing case in MDSS.

If there is not an existing case, a new case will be created. If there is an existing case in MDSS, it will either be auto-merged or deduplication will be necessary.

More information about [MDSS and the EDRS \(including deduplication\) is available here.](#)



Case Definitions

Cases
New Case
New Aggregate Cases
Searches
New Search
New Aggregate Search
Disease Specific Search
Search Field Records
Case Definitions
Alert Rules
Blank Forms
User Profile

- MDSS provides a link to the available CDC Case Definitions
- LHDs should use definitions to determine how to report a case (i.e., confirmed, probable, suspect)
- Helpful for HCPs to know what laboratory and clinical criteria are required to confirm a case

Aggregate Case Entry

Aggregate Case Reports

- Aggregate case entry provides a method to enter aggregate case information for conditions such as influenza-like illness (ILI), gastrointestinal-like illness, scabies, etc.
- Aggregate count entry is like individual case entry
- Aggregate reports can be submitted from multiple sources like schools or long-term care facilities and by multiple users
- Counts can be entered on a daily or weekly basis. Counts can be added up to 90 days prior to the current date by changing the referral date to a date from the correct MMWR week
- Aggregate counts can be searched and exported in a manner like individual case reports
- The aggregate report may be relied on heavily in the event of a pandemic or other large-scale epidemic when individual case reporting becomes impossible or unnecessary

Aggregate Case Entry – Screen One

Case Investigation Administration System Administration Messages Reports Logout

Cases

New Case

New Aggregate Cases

Searches

New Search

New Aggregate Search

Disease Specific Search

Search Field Records

Case Definitions

Aggregate Investigation Information

Reportable Condition* : - SELECT - Case Status* : Confirmed

Total Number Ill (Cases)*: Deaths: 0 Reporting Period*: - SELECT -

Referral Date (mm/dd/yyyy):

New Information

Hospitalized(New): 0 Isolated(New): 0 Quarantined(New): 0

Totals

Hospitalized(Total): 0 Isolated(Total): 0 Quarantined(Total): 0

Investigation Information

Outbreak Y/N : No Outbreak Name :

*Indicates required items

Continue Cancel Help

- In left panel, click on “New Aggregate Cases”
- **Red*** are required fields:
 - Reportable Condition
 - Total Number ill (Cases)
 - Reporting Period (Weekly/Daily)
 - Case Status (leave “Confirmed”)

Aggregate Case Entry

Screen One Details

- LHJs with more than one county will need to enter an aggregate report for each county in their jurisdiction
- The Reportable Condition shows this condition being entered in aggregate. Additional conditions can be added on an as needed basis
- It is important to enter at least one aggregate report each week for 'flu-like disease' reporting.
 - **The case count can be 0 and can be edited at a later point in time**
- 'Daily' or 'Weekly' refers to the time-period in which the case counts have occurred

Aggregate Case Entry

Screen One Details – Cont.

- A single LHJ or reporting site can have multiple entries of information on either a daily or weekly basis
- During a typical flu season, aggregate reports of 'Flu Like Disease' should be assigned a 'weekly' reporting period
- Multiple aggregate reports from the same weekly reporting period will be aggregated together in the reports
- 'Daily' reporting of 'Flu Like Disease' should generally only be used during a pandemic

Aggregate Case Entry – Screen Two

Case Investigation Administration System Administration Messages Reports Logout

Cases

New Case

New Aggregate Cases

Searches

New Search

New Aggregate Search

Disease Specific Search

Search Field Records

Case Definitions

Alert Rules

Blank Forms

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

Continue Back Cancel Help

- Required Fields:
 - County
 - Reporting Source (school, LTC, hospital)
- Once all information is filled in, select Continue

Aggregate Case Entry

Screen Two Details

- **Person Providing Referral:** Contact information for person entering the report into the MDSS. *Note: Information will auto-populate if User Profile is utilized*
- **Case Notes:** Same notes field that is on all case reports - stamped with time, date, and User ID
- **Reporting Source (Required):** Drop down field listing local public health, physician, hospital, etc.
- **Reporting Source Description:** Free text field to enter name of reporting source (i.e., LHD or Hospital name)
- **Address Information (Only County is Required):** Complete address information for the reporting source. *Note: Information will auto-populate if User Profile is utilized*

Aggregate Case Entry – Screen Three

Type of Outbreak: Gastrointestinal Respiratory Rash Other

Facility/Event Information

Facility/Event Name:

Street: City:

County: State: Zip:

Contact First Name: Contact Last Name: Phone:

Affected Unit(s)/Floor(s):

Type of Facility
 Healthcare Adult Day Care Child Day Care/K-12 School Event (e.g., wedding party, funeral)
 Restaurant Senior Apartments/Retirement Center College/University Other

Epidemiology

Onset Date of First Case (mm/dd/yyyy): Date of Last Onset (mm/dd/yyyy): Date of Exposure (mm/dd/yyyy):

Duration of Symptoms: Duration Units Hours Days Incubation Period: Incubation Units Hours Days

Suspected Etiology:

Total Number Ill (Cases): Ill Adults: Ill Children:

Ill Residents /Patients/ Patrons: Total Population:

Ill Employees: Total # Employed:

Ill Food Handlers: Secondary Cases:

Hospitalized Cases: Deaths:

Symptom Presentation

Symptom(s)	Symptom present	Number of Cases with Symptom	Total # of Ca
Vomiting	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Diarrhea	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Nausea	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Abd Cramps	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Fever <input type="text"/> (highest recorded)	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Bloody Stools	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Respiratory(e.g., coughing, wheezing)	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Pneumonia	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Rash	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Itching	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Skin and soft tissue wound/damage	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>
Other: <input type="text"/> (specify)	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>

- The third screen of the aggregate case report form can be used to capture information from outbreaks
- This screen does not need to be completed for routine weekly reporting
- Click 'Save & Finish' when complete

Specimen Testing

Declined Stool - Norovirus Stool - Bacterial Stool - Ovum and Parasites
 Respiratory Swab/Secretion Wound /Skin Cultures:
 Food Other

Number of Specimens Collected: Laboratory Performing Tests: Shipping Date: Results:

Consultation Provided

Environmental cleaning guidelines Infection control precautions Employee restrictions
 Patient cohorting, isolation and restrictions Visitor restrictions Closed units to transfer and admits
 Specimen collection and submission Other

Additional Actions and Notifications

LHD MDHHS Bureau of Laboratories MDARD MDLARA Bureau of Health Systems
 Federal Agencies (e.g., CDC, FDA, USDA) MDHHS Public Information Officer Other

Person Providing Report to Public Health

First: Last: Phone:

E-mail: Alt Phone:

Aggregate Case Entry

Screen Three Details – for Outbreak Reporting

- **Facility Name:** Include the facility name and the type of congregate setting (day care, event, college, etc.)
- **Epidemiology Section:** Complete the onset date of the first case, the number of ill individuals and the total number of residents or employees
- **Symptom Presentation:** It is important to include a count of cases reporting each type of symptom
- **Specimen Testing:** indicate whether any testing was done or if specimens are being collected
- **Consultation Provided:** Check all options that were completed for this outbreak

New Aggregate Search

- Use the 'New Aggregate Search' to find an aggregate case report
- This search will only find aggregate reports – it does not search individual case reports

Case Investigation Administration Messages Reports

Cases

New Case

New Aggregate Cases

Searches

New Search

New Aggregate Search

Disease Specific Search

Search Field Records

Case Definitions

Alert Rules

Blank Forms

User Profile

User Directory

Name of Saved Search

Investigation ID : Case Status : Investigation St

Confirmed Confirmed-Non Resident Active Canceled

Reportable Condition : Outbreak : Outbreak Y/N :

Flu Like Disease* Gastrointestinal Illness Head Lice No Unknown Yes

Cases: to Deaths: to

Facility/Event Information

Facility/Event Name :

Date Criteria

Referral Date (mm/dd/yyyy): Reporting Period :

Entry Date (mm/dd/yyyy): MMWR Week (ww-yyyy):

Case Update Date (mm/dd/yyyy):

Geographic Criteria

Primary Jurisdiction

Local Health Jurisdiction : County : Region : Facility :

Allegan County Alcona 1 ALLEGAN GENERAL HOSP

Barry-Eaton Alger 2 North ALPENA GENERAL HOSP

Bay County Allegan 2 South BARAGA COUNTY MEM HOSP

Benzie-Leelanau Alpena 3 BATTLE CREEK HLTH SYS

New Information

Hospitalized(New): to Isolated(New): to

Quarantined(New): to

Totals

Hospitalized(Total): to Isolated(Total): to

Quarantined(Total): to

Investigator

Investigator First Name : Investigator Last Name : Investigator Userid :

Search Save & Finish Cancel Help

New Aggregate Search

- A New Aggregate Search will return all aggregate reports according to the selected criteria in the format shown below
- To edit the information in a specific report click edit

Case Listings										
Investigation Status ▼ Sort Temporary ▼ Search Export Help										
Include Labs in Export <input type="checkbox"/>										
Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County		
Completed	Confirmed	10893189	01/01/2019	AGGREGATE, SCHOOL		Flu Like Disease*	HERINGHAUSEN, JAYNE	Saginaw	Edit	View
Completed	Confirmed	10894952	01/16/2019	MIDLAND HOSPITAL, FACILITY		Rabies: Potential Exposure & PEP(Pre-2019)*	COLLINS, JIM	Midland	Edit	View
Completed	Confirmed	10903417	01/18/2019	AUBURN AREA CATHOLIC SCHOOL, FACILITY		Norovirus	COLLINS, JIM	Bay	Edit	View
Active	Confirmed	10883008	01/22/2019	ENTRY, AGGREGATE		Flu Like Disease*	HENDERSON, TIFFANY A	Bay	Edit	View
Active	Confirmed	10888093	01/22/2019	ENTRY, AGGREGATE		Flu Like Disease*	HERINGHAUSEN, JAYNE	Saginaw	Edit	View
Active	Confirmed	10898228	01/22/2019	2019 SAGINAW NEWS, FACILITY		Norovirus	HERINGHAUSEN, JAYNE	Saginaw	Edit	View
Active	Confirmed	10901601	01/22/2019	ASCENSION ST. MARY'S, FACILITY		Flu Like Disease*	HERINGHAUSEN, JAYNE	Saginaw	Edit	View
Active	Confirmed	10884694	01/22/2019	COVENANT HEALTHCARE, FACILITY		Head Lice	HERINGHAUSEN, JAYNE	Saginaw	Edit	View
Active	Confirmed	10888249	01/22/2019	BAY CITY CENTRAL HIGH SCHOOL, FACILITY		Head Lice	COLLINS, JIM	Bay	Edit	View
Active	Confirmed	10891530	01/22/2019	COVENANT HEALTHCARE, FACILITY		Flu Like Disease*	HERINGHAUSEN, JAYNE	Saginaw	Edit	View

Notes on Editing Aggregate Reports

- Case Status is pre-set at Confirmed and should not be edited
- Investigation Status defaults to 'Completed'
 - In order to edit an entry, status must be changed to "Active" or "Completed-Follow up"
 - Only administrators can open an aggregate report for editing

Don't forget to change the aggregate report to 'Completed' again after editing is complete!

Time Saving Step - The User Profile

- The User Profile allows users to set default setting to case entry fields that are repeated with each new case, such as referrer, physician, and lab
- When complete, the fields will automatically populate during case entry
- These fields are modifiable, in case changes are needed

Cases

- New Case
- New Aggregate Cases
- Searches
- New Search
- New Aggregate Search
- Disease Specific Search
- Search Field Records
- Case Definitions
- Alert Rules
- Blank Forms
- User Profile**
- User Directory

User Profile

Default Referrer Information
This information will automatically populate fields when referrals are added to the system. Complete these fields only if you routinely use the same referral values.

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

Default Primary Physician Information
This information will automatically populate fields when primary physician is added to the system. Complete these fields only if you routinely use the same physician.

First : Last :
Affiliation :
Phone (###-###-####): Ext:
Email :
Street :
City : County : State : Zip :

Default Laboratory Information
This information will automatically populate fields when new lab-reports are added to the system. Complete these fields only if you routinely use the same lab-report.

Select Lab Facility : Filter Lab List By: Filter Clear Filter
Lab Name :
Street :
City : County : State : Zip :
Phone :

Default HAN Alerting Information
This information will automatically populate fields when new Alerts are added to the system. Complete these fields only if you routinely use the same HAN values.

HAN userid : HAN password :

The User Profile

Auto-populated Information

- Example of Screen 3 of New Case Entry
- All saved profile information is auto-populated

Person Providing Referral			
First :	<input type="text" value="Jane"/>	Last :	<input type="text" value="Doe"/>
Phone (###-###-####):	<input type="text" value="586-555-1212"/>	Email :	<input type="text" value="jane.doe@anyhospital.com"/>
Ext:	<input type="text"/>		
Primary Physician			
First :	<input type="text" value="Doc"/>	Last :	<input type="text" value="Baker"/>
Affiliation :	<input type="text" value="Walnut Grove ER"/>		
Phone (###-###-####):	<input type="text"/>	Email :	<input type="text"/>
Ext:	<input type="text"/>		
Street :	<input type="text"/>		
City :	County :	State :	Zip :
<input type="text" value="Mt. Clemens"/>	<input type="text" value="Macomb"/>	<input type="text" value="Michigan"/>	<input type="text"/>
Case Notes			
<input type="text"/>			
Save & Finish		Enter Lab Data	Back
Cancel		Help	

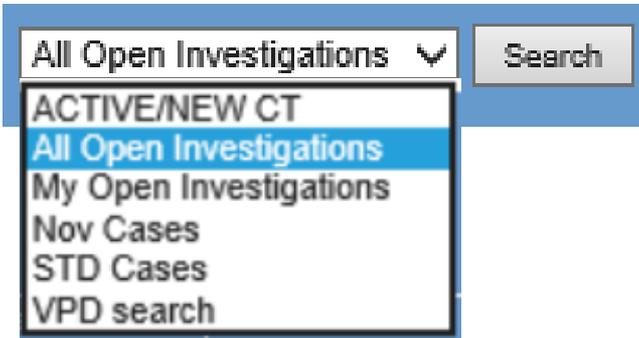
How to Work With Your Case

Case Listings - Sort Option

Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County		
----------------------	-------------	------------------	---------------	--------------	---------------	---------	--------------	--------	--	--

- The default display option for Case Listings is to show the cases in order of Referral Date, in ascending (oldest to newest) order
- To select a different Sort Order click the header for the field that you wish to sort by
 - First click will sort ascending (oldest to newest)
 - Second click will sort descending (newest to oldest)
- Note: Investigator and Patient Name are sorted on *last* name
- See the section *Cases* in *Chapter 5* of the [User Guide](#) or view Online Help for more details

Case Listings - Search Option



- The cases that initially display are based on your default search criteria and your jurisdiction, role and permissions
- 'All Open Investigations' and 'My Open Investigations' are saved searches in MDSS
- Users can create and save new searches (see Searches Section)
- Changing the Case Listings search option, changes the cases displayed for the duration of the session or until another search option is selected

Accessing the Case Details

1. Locate the specific case you want to access
2. Click the EDIT button. The "Case Detail" screen appears

Displaying results 1-10 of 3284 found

[\[< First\]](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [\[Next >>\]](#) [\[Last >\]](#)

Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County		
Completed - Follow Up	Confirmed	7215	08/13/2004	EASTER, MIKE	07/26/1954	Dengue Fever	CARLSON, BRAD	Oakland	Edit	View
Active	Not a Case	21996	08/16/2004	SQUIRREL, ROCKY	05/18/1986	Meningitis - Aseptic	CARLSON, BRAD	Washtenaw	Edit	View
New	Confirmed	6789748	08/16/2004	FIELDS, SALLY	01/01/1999	Meningitis - Bacterial Other	COLLINS, JIM	Muskegon	Edit	View
New	Confirmed	10588946	08/16/2004	STEIN, FRANK N	08/27/1979	Hemorrhagic Fever	LUTZKE, MARY	Kent	Edit	View
Active	Probable	39913	08/17/2004	BENNN, GEORGE W		Meningitis - Bacterial Other	DOGAN, DELILAH D.	Wayne	Edit	View
Active	Confirmed	8931102	08/18/2004	BOOP, BETTY	12/10/1955	Shigellosis	COLLINS, JIM	Washtenaw	Edit	View
New	Confirmed	52936	08/25/2004	BOLONEY, JOE		Botulism - Foodborne	COLLINS, JIM	Livingston	Edit	View
New	Confirmed	54245	08/31/2004	OUT, TIME	04/03/1968	Cryptococcosis	CARLSON, BRAD	Oakland	Edit	View
Completed - Follow Up	Confirmed	59083	09/02/2004	DOE, JANE M	05/03/1980	Influenza, Novel	COLLINS, JIM	Jackson	Edit	View
Completed - Follow Up	Confirmed	63920	09/02/2004	KENT, CLARK S	05/01/1943	Hepatitis A	COLLINS, JIM	Jackson	Edit	View

[\[< First\]](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [\[Next >>\]](#) [\[Last >\]](#)

Case Locking

- When a case is selected for editing, all cases linked to the associated patient are *locked* by the user accessing the record
- This lock remains in effect until the user cancels, saves, or navigates away from the record
- If the user's MDSS session terminates before the lock is released, the lock will be released automatically when the user's session times out
- When 'View' is selected, the case will be un-editable and will not be locked to other users

Case Locking

- All screens within “Case Details” will indicate that the case is locked and by which user
- Only the user locking the case can make edits

The screenshot shows a web-based case details form. At the top, there are several tabs: Case Reporting, Address History, Demographics, Referrer, Lab Reports, Notes, Map, Audit, and Person H. Below the tabs, a blue banner contains the text "Patient SQUIRREL, ROCKY Locked by MDSSTEST0004 (TEST MDSSTES)", which is circled in red. The form is divided into several sections:

- Reportable Condition*:** Meningitis - Aseptic (with a "Detail" button). Case Status* is set to "Not a Case". Investigation Status is "Active".
- Patient Information:** Patient Status* is "Alive". Patient Status Date* (mm/dd/yyyy) is 08/16/2004. Case Disposition* is "OutPa". First* is "ROCKY", Last* is "SQUIRREL", and Middle is blank. Onset Date (mm/dd/yyyy) is 04/03/2004. MMWR is 13-2004. Patient Id is 4918449. Diagnosis Date (mm/dd/yyyy) is blank. There is a "Dedup" button.
- Investigation Address:** Street is 312 N MAIN ST. Geocode Source is MDSS Zip Code. City is ANN ARBOR, County is Washtenaw, State is Michigan, and Zip is blank. Jurisdiction is Washtenaw County. There is a checkbox for "State Prison Case".
- Investigation Information:** Outbreak Y/N is "Unknown". Outbreak Name is blank. Referral Date (mm/dd/yyyy) is 08/16/2004. Case Entry Date (mm/dd/yyyy) is 08/16/2004.

Viewing a Locked Case

- While a case is locked, other users will be able to view the case information but will not be able to edit any of the field values
- All the fields appear “grayed out.” This indicates that all the fields are disabled to the user until the case is unlocked
- This lock remains in effect until the user navigates away from the record

Patient COPPALLA, FRANCIS Locked by LAIJOY (JOYCE LAI)

Reportable Condition*:	Case Status*:	Investigation Status*:
Streptococcal Dis, Inv, Grp <input type="button" value="Detail"/>	Confirmed	New

Patient Information

Patient Status*:	Patient Status Date* (mm/dd/yyyy):	
OutPatient	08/13/2004	
First*:	Last*:	Middle:
FRANCIS	COPPALLA	FORD
Onset Date (mm/dd/yyyy):	MMWR:	Patient Id:
06/11/2004	32-2004	9132

Investigation Address

Street:	Geocode Source:		
300 E MICHIGAN AVE	CGI		
City:	County:	State:	Zip:
LANSING	Ingham	Michigan	48933
Jurisdiction: Ingham County			

Investigation Information

Outbreak Y/N:	Outbreak Name:	
U		
Referral Date (mm/dd/yyyy):	Case Entry Date:	
08/13/2004	08/13/2004	
Investigation ID:	NETSS ID:	Assigned to:
9134	12	CARLSON, BRAD / Statewide

The “Case Reporting” Tab

Case Reporting | Address History | Demographics | Referrer | Lab Reports | Notes | Map | Audit | Person History

Patient SQUIRREL, ROCKY Locked by MDSSTEST0004 (TEST MDSSTES)

Reportable Condition*: Meningitis - Aseptic Case Status*: Not a Case Investigation Status*: Active

Patient Information

Patient Status*: Alive Patient Status Date* (mm/dd/yyyy): 08/16/2004 Case Disposition*: OutPatient

First*: ROCKY Last*: SQUIRREL Middle:

Onset Date (mm/dd/yyyy): 04/03/2004 MMWR: 13-2004 Patient Id: 4918449

Diagnosis Date (mm/dd/yyyy): Dedup

Investigation Address

Street: 312 N MAIN ST Geocode Source: MDSS Zip Code

City: ANN ARBOR County: Washtenaw State: Michigan Zip: 48103

Jurisdiction: Washtenaw County State Prison Case

Investigation Information

Outbreak Y/N: Unknown Outbreak Name:

Referral Date (mm/dd/yyyy): 08/16/2004 Case Entry Date (mm/dd/yyyy): 08/16/2004

Investigation ID: 21996 NETSS ID: 29 Assigned to: CARLSON, BRAD / Statewide Re-assign

*indicates required items

Reset Submit Changes Cancel Help

- The Case Reporting tab contains basic information about the case
- The Case Detail form is available on this tab

Case Reporting

Key Field Definitions

- **Investigation Status:** refers to the stage of the investigation (Active, Canceled, Completed, Completed – Follow Up, New, Review, Superseded)
 - Case Status should be set according to case definition (confirmed, probable, suspect, not a case) and then marked as “Completed” for Investigation Status
 - If duplicate cases are entered, all but one should be marked “Superseded” for Investigation Status with one case investigated to resolution. The dedup button can also be used to merge duplicate cases
 - Select “Canceled” if the case was entered by error (there is no way to delete a case in MDSS).

Investigation Status *Review*

- The “Review” status identifies a case that is ready for final review by an LHD supervisor or MDHHS staff
- After the case is reviewed the investigation status should be changed appropriately
- “Review” should also be used for all TB cases so that MDHHS TB Program can review cases before marking them “Complete”

Example:

An LHD CD supervisor would like to review cases that are investigated by a new staff member before they are marked as ‘completed.’ The new staff member marks the case investigation status as ‘review’ and the CD supervisor then reviews the investigation information and changes the investigation status appropriately.

Investigation Status

Completed-Follow Up

Allows users to identify a case as 'completed' but needing additional information

1) mark the investigation status as "Completed"

2) then change the status to "Completed-follow up" to make edits;

3) when edits are complete, change the status back to "Completed"

Example:

An LHD completes the investigation for a Salmonellosis case, the only information still needed is the salmonella serotype. The LHD marks the case as "Completed" and then as "Completed-follow up" to indicate that additional information is needed. Once serotype information is received, the information is added to the case detail form and the investigation status is changed back to "Completed"

Case Status

Confirmed-Non Resident

- Created for use by the TB program to indicate that a case is being managed in MI, but is the resident of another state
- Only TB cases can be assigned as Confirmed-Non Resident

An error message will appear if the status is used with a non TB case

Patient SQUIRREL, ROCKY Locked by MDSSTEST0004 (TEST MDSSTES)

Error: You must correct the following error(s) before proceeding:

- Patient Case Status cannot be set to Confirmed Non-Resident unless this is a TB case.

Reportable Condition* : Meningitis - Aseptic **Case Status* :** Confirmed-Non Resident

Re-Assigning Cases to a Different User

Case Reporting | Address History | Demographics | Referrer | Lab Reports | Notes | Map | Audit | Person History

Patient SQUIRREL, ROCKY Locked by MDSSTEST0004 (TEST MDSSTES)

Reportable Condition*: Meningitis - Aseptic Case Status*: Confirmed Investigation Status*: Active

Patient Information

Patient Status*: Alive Patient Status Date* (mm/dd/yyyy): 08/16/2004 Case Disposition*: OutPatient

First*: ROCKY Last*: SQUIRREL Middle:

Onset Date (mm/dd/yyyy): 04/03/2004 MMWR: 13-2004 Patient Id: 4918449

Diagnosis Date (mm/dd/yyyy):

Investigation Address

Street: 312 N MAIN ST Geocode Source: MDSS Zip Code

City: ANN ARBOR County: Washtenaw State: Michigan Zip: 48103

Jurisdiction: Washtenaw County State Prison Case

Investigation Information

Outbreak Y/N: Unknown Outbreak Name:

Referral Date (mm/dd/yyyy): 08/16/2004 Case Entry Date (mm/dd/yyyy): 08/16/2004

Investigation ID: 21996 NETSS ID: 29 Assigned to: CARLSON, BRAD / Statewide

*indicates required items

The Re-assign button allows the case to be assigned to a different investigator

Re-Assigning a Case

- By default, only users within the investigation jurisdiction will appear in user list
- The list can be expanded by unchecking the 'Primary Jurisdiction' checkbox
 1. Click the name of the person you wish to assign the case to
 2. Click the **SUBMIT CHANGES** button

The image displays two screenshots of the 'Re-assign Investigation' dialog box. The top screenshot shows the 'Primary Jurisdiction' checkbox checked, and the user list is limited to 'MDSSTES, TEST / Washtenaw County'. The bottom screenshot shows the 'Primary Jurisdiction' checkbox unchecked, and the user list is expanded to include users from 'Statewide' jurisdictions. The 'Submit Changes' button is circled in red in both screenshots.

Re-assign Investigation
Investigation Jurisdiction : Washtenaw County Primary Jurisdiction
Re-assign to :
MDSSTES, TEST / Washtenaw County

Re-assign Investigation
Investigation Jurisdiction : Washtenaw County Primary Jurisdiction
Re-assign to :
ANDREWS, SHANNON M / Statewide
ARENDS, KATIE / Statewide
ATLURI, LAKSHMI P / Statewide
BACHELDER, KIMBERLY J / Statewide
BAUMAN, LAURA / Statewide
BEGGS, JENNIFER / Statewide
BENSLEY, KARA M / Statewide
BIDOL, SALLY / Statewide
BIGGS, THERESA / Statewide
BLOSTEIN, JOEL / Statewide
BOHM, SUSAN / Statewide
BOLEN, TIM / Statewide
BRENNAN, BRENDA / Statewide
BROWN, CRYSTAL / Statewide

Reset Submit Changes Cancel Help

Case Detail Forms

- Each disease has an associated case investigation form called a Case Detail Form
- Forms are accessed through the Case Reporting tab
- Forms can be saved to MDSS and printed out at any time during the investigation
- Most diseases have unique forms, but some use a “basic” form
- All the fields required to report to MDHHS and/or CDC are contained on the Case Detail Form
- All data from the basic case entry is auto-populated into the Case Detail Form

Case Detail Forms

- Provide a common format for handwritten and computer data entry
- Use a web interface for basic intake information
- Allow for supplemental data for reportable conditions requiring detailed information
- Eliminate the need for mailing case investigation forms

Case Detail Forms

To access the form, click the “detail” button on the case reporting tab

The screenshot shows a web-based case reporting interface. At the top, there are several tabs: Case Reporting, Address History, Demographics, Referrer, Lab Reports, Notes, Map, Audit, and Person History. The 'Case Reporting' tab is active. Below the tabs, the patient information is displayed: Patient TURKEY, TOM Locked by REIMINKB (BETHANY G REIMINK). The main form area is divided into several sections: Reportable Condition*, Case Status*, and Investigation Status*. The Reportable Condition* is Salmonellosis, and the Case Status* is Confirmed. The Investigation Status* is New. The 'Detail' button is circled in red. Below this, the Patient Information section includes Patient Status* (Alive), Patient Status Date* (11/26/2019), and Case Disposition* (InPatient). The First* name is TOM and the Last* name is TURKEY. The Onset Date (mm/dd/yyyy) and Diagnosis Date (mm/dd/yyyy) fields are empty. The MMWR is 48-2019 and the Patient Id is 11404219. The Investigation Address section includes Street (333 S GRAND AVE), City, County (Ingham), State (Michigan), and Zip. The Jurisdiction is Ingham County, and there is a checkbox for State Prison Case. The Investigation Information section includes Outbreak Y/N (Unknown), Outbreak Name, Referral Date (11/26/2019), and Case Entry Date (11/26/2019). The Investigation ID is 11404221, NETSS ID is 82150, and it is assigned to HENDERSON, TIFFANY A / Statewide. At the bottom, there are buttons for Reset, Submit Changes, Cancel, and Help.

Case Detail Forms

Gastrointestinal Illness Case Investigation

Salmonellosis

Michigan Department of Health and Human Services
Communicable Disease Division

Investigation ID: 13928107657	Investigation Status: New	Case Status: Confirmed	Case Disposition: OutPatient
Patient ID: 13928107655	First: TOM	Last: TURKEY	Patient Status: Alive

Click to see all sections or click each heading to open one at a time

[Expand all](#)

- + Investigation Information
- + Patient Information
- + Demographics
- + Referral Information
- + Referral Information Continued
- + Hospital Information
- + Clinical Information
- + Laboratory Information
- + Epidemiologic Information
- + Contact Information
- + Food Purchased Information

Gastrointestinal Illness Case Investigation

Salmonellosis

Michigan Department of Health and Human Services
Communicable Disease Division

Investigation ID: 13928107657	Investigation Status: New	Case Status: Confirmed	Case Disposition: OutPatient
Patient ID: 13928107655	First: TOM	Last: TURKEY	Patient Status: Alive

[Expand all](#) [Collapse all](#)

- Investigation Information

Investigation ID 13928107657	Onset Date (mm/dd/yyyy)	Diagnosis Date (mm/dd/yyyy)	Referral Date (mm/dd/yyyy) 12/12/2019	Case Entry Date (mm/dd/yyyy) 12/12/2019	Case Completion Date (mm/dd/yyyy)
Investigation Status New	Case Status <input checked="" type="radio"/> Confirmed <input type="radio"/> Not a Case <input type="radio"/> Probable <input type="radio"/> Suspect <input type="radio"/> Unknown <input type="radio"/> Non-Michigan Case				<input type="checkbox"/> State Prison Case
Patient Status Alive	Patient Status Date (mm/dd/yyyy) 12/12/2019	Case Disposition OUTPATIENT	Part of an outbreak? UNKNOWN	Outbreak Name	Case Updated Date (mm/dd/yyyy) 12/12/2019

- Patient Information

Patient ID 13928107655	First TOM	Last TURKEY	Middle
Street Address 333 E ALCOTT ST			
City KALAMAZOO	County Kalamazoo	State Michigan	Zip 49001
Home Phone ###-###-####	Ext.	Other Phone ###-###-####	Ext.
Parent/Guardian (required if under 18)			
First	Last	Middle	

Working with Case Detail Forms

1. Clicking the 'Details' button opens the HTML disease specific form, retrieving the data from the database
2. Add or edit data to the form as needed or required
3. Click **SAVE** at top of screen to save changes
Note: Save changes frequently – this is key as your session may time out before you return to the MDSS
4. Click **EXIT** to exit without saving
Note: If you make changes to the form, a pop-up window will appear asking if you are sure you don't want to save changes
5. Click **PRINT** at the top of the screen to print the form at any point of data entry

Details are provided in the section *Disease Specific Forms* in *Chapter 5* of the [User Guide](#) or by viewing Online Help

Case Detail Form: Basic Information

Each form contains basic information applicable to all diseases . . .

<div style="display: flex; justify-content: center; gap: 10px;"> Save Exit Print </div>					
<h2 style="margin: 0;">Gastrointestinal Illness Case Investigation</h2> <h3 style="margin: 0;">Salmonellosis</h3> <p style="margin: 0;">Michigan Department of Health and Human Services</p> <p style="margin: 0;">Communicable Disease Division</p>					
Investigation ID: 13928107657	Investigation Status: New	Case Status: Confirmed	Case Disposition: OutPatient		
Patient ID: 13928107655	First: TOM	Last: TURKEY	Patient Status: Alive		
Expand all		Collapse all			
Investigation Information					
Investigation ID 13928107657	Onset Date (mm/dd/yyyy) <input type="text"/>	Diagnosis Date (mm/dd/yyyy) <input type="text"/>	Referral Date (mm/dd/yyyy) 12/12/2019	Case Entry Date (mm/dd/yyyy) 12/12/2019	Case Completion Date (mm/dd/yyyy) <input type="text"/>
Investigation Status New		Case Status <input checked="" type="radio"/> Confirmed <input type="radio"/> Not a Case <input type="radio"/> Probable <input type="radio"/> Suspect <input type="radio"/> Unknown <input type="radio"/> Non-Michigan Case			<input type="checkbox"/> State Prison Case
Patient Status Alive	Patient Status Date (mm/dd/yyyy) 12/12/2019	Case Disposition OUTPATIENT	Part of an outbreak? UNKNOWN	Outbreak Name <input type="text"/>	Case Updated Date (mm/dd/yyyy) 12/12/2019
Patient Information					
Patient ID 13928107655	First TOM	Last TURKEY	Middle <input type="text"/>		
Street Address 333 E ALCOTT ST					
City KALAMAZOO	County Kalamazoo	State Michigan	Zip 49001		
Home Phone ###-###-#### <input type="text"/>	Ext. <input type="text"/>	Other Phone ###-###-#### <input type="text"/>	Ext. <input type="text"/>		
Parent/Guardian (required if under 18)					
First <input type="text"/>		Last <input type="text"/>		Middle <input type="text"/>	

Case Detail Form: Supplemental Information

...as well as specific information only pertaining to the specific disease

For example:
Clinical data
Laboratory data
Epidemiological data

Hospital Information				
Patient Hospitalized <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		Hospital	Hospital City	Hospital Record No.
Admission Date mm/dd/yyyy	Discharge Date mm/dd/yyyy	Days Hospitalized	Patient Died <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	Date Of Death mm/dd/yyyy
Clinical Information				
Date Recovered: mm/dd/yyyy				
Symptoms (Check all that apply)				
<input type="checkbox"/> No Symptoms	<input type="checkbox"/> Abdominal Pain	<input type="checkbox"/> Body Ache	<input type="checkbox"/> Chills	<input type="checkbox"/> Diarrhea
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Headache	<input type="checkbox"/> Nausea	<input type="checkbox"/> Vomiting	<input type="checkbox"/> Diarrhea w/ blood
Fever? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		If yes, specify highest fever:		Scale <input type="radio"/> F <input type="radio"/> C
Other Symptoms? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		If yes, please specify:		
Laboratory Information				
Please insert the first positive lab report date for this illness (for metrics analyses) (mm/dd/yyyy)				
Specimen Collected	Collection Date (mm/dd/yyyy)	Test Result	Test Name	Laboratory Name
Blood				
Stool				
Urine				
Other				
Salmonella serotype:				
<input type="radio"/> Typhimurium	<input type="radio"/> Enteritidis	<input type="radio"/> Newport	<input type="radio"/> Heidelberg	
<input type="radio"/> Javiana	<input type="radio"/> Montevideo	<input type="radio"/> Muenchen	<input type="radio"/> Oranienburg	
<input type="radio"/> Saintpaul	<input type="radio"/> Infantis	<input type="radio"/> Thompson	<input type="radio"/> Paratyphi B var.L (+/tartrate+ (Formerly Java)	
<input type="radio"/> Braenderup	<input type="radio"/> Agona	<input type="radio"/> Hadar	<input type="radio"/> Mississippi	
<input type="radio"/> Berta	<input type="radio"/> I 4,[5],12:i-	<input type="radio"/> Poona	<input type="radio"/> Other, specify:	

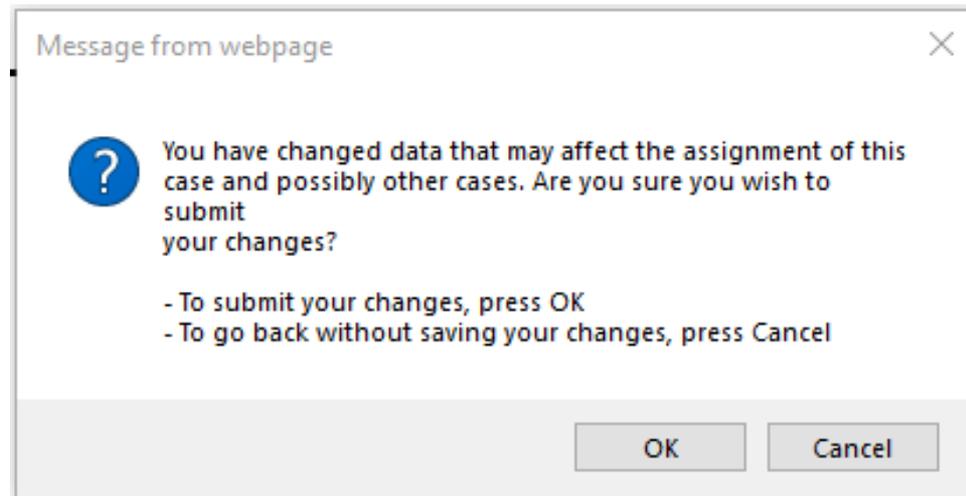
The Address History Screen

- Addresses are associated with a patient, not a case, thus a *patient* can have multiple addresses, but a *case* is only associated with one
- Date ranges, based on onset (or referral if onset is unavailable) are used to define which address a certain *case* is affiliated with
- When viewing the Address History on a *case*, the *patient's* entire address history is shown, but only the official case address has an "X"

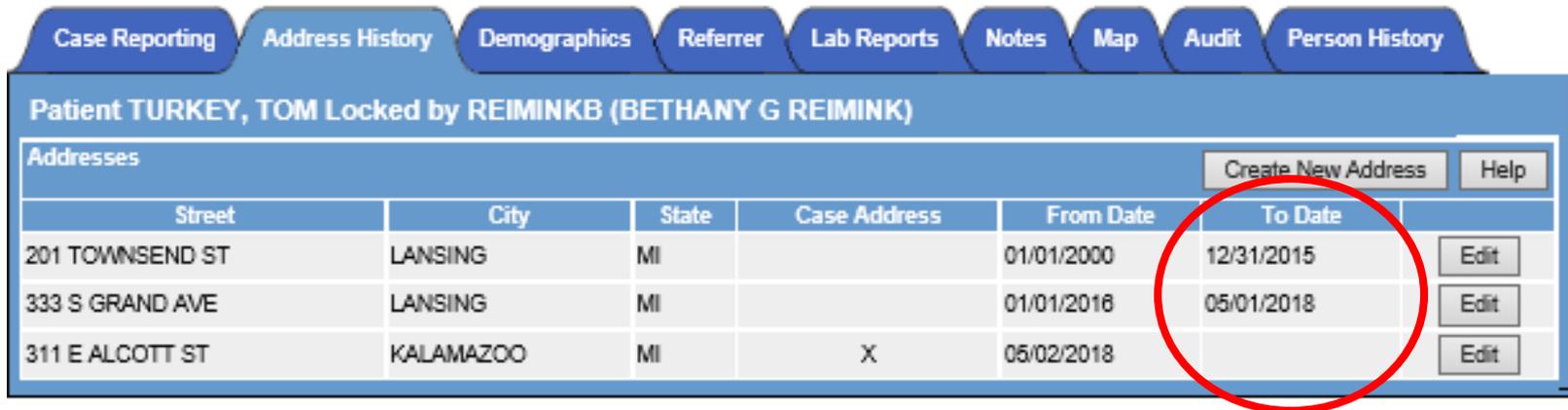
Patient COPPALLA, FRANCIS Locked by MARTENC (CARLA J MARTEN)							
Addresses						Create New Address	Help
Street	City	State	Case Address	From Date	To Date		
201 TOWNSEND	LANSING	MI		01/01/1900	01/01/1910	Edit	
1200 N TELEGRAPH	PONTIAC	MI		01/02/1910	12/31/1919	Edit	
210 QUINCY ST	HANCOCK	MI		01/01/1920	12/31/1979	Edit	
300 E MICHIGAN AVE	LANSING	MI	X	01/01/2000	12/16/2008	Edit	

Change of Jurisdiction Warning

The *Change in Jurisdiction Warning* occurs if you change date variables or address information that would impact the case address and therefore LHD jurisdiction



Adding a New Address



The screenshot shows a patient record for TOM TURKEY, locked by BETHANY G REIMINK. The 'Addresses' section contains a table with columns: Street, City, State, Case Address, From Date, To Date, and Edit. A red circle highlights the 'To Date' column for the first two addresses.

Street	City	State	Case Address	From Date	To Date	Edit
201 TOWNSEND ST	LANSING	MI		01/01/2000	12/31/2015	Edit
333 S GRAND AVE	LANSING	MI		01/01/2016	05/01/2018	Edit
311 E ALCOTT ST	KALAMAZOO	MI	X	05/02/2018		Edit

Before you add a new address, each existing address must have a “To Date”

1. Use the EDIT button to modify an existing address
2. Click the CREATE NEW ADDRESS button

Adding a New Address

3. The “Create New Address” window appears
4. Enter the new address
5. Click the CREATE ADDRESS button to save changes

Case Reporting Address History Demographics Referrer Lab Reports Notes Map Audit Person History

Patient TURKEY, TOM Locked by REIMINKB (BETHANY G REIMINK)

Address Information

Street :

City : County : State : Zip :

Address Timeframe

Valid Dates for the Address (mm/dd/yyyy):

from to

Create Address Cancel Help

If multiple addresses exist for the patient, use the “From” and “To” date fields to indicate dates when the addresses were valid

Adding a New Address

Tips

- Make sure all prior addresses have To and From dates prior to adding a new address
- If the case is not sticking in the right jurisdiction, double check that the To and From dates of your address lines up with the onset date (if no onset date, referral date)
- If the address does not want to stick (e.g. it keeps auto-changing to a different county), add spaces between each letter/# and then select the County, for example:
 - 1 2 3 C R A Y O L A L A N E , S A G I N A W

Demographics and Referrer Screens

Case Reporting | Address History | **Demographics** | Referrer | Lab Reports | Notes | Map | Audit | Person History

Patient TURKEY, TOM Locked by REIMINKB (BETHANY G REIMINK)

Race*:
 American Indian or Alaska Native
 Asian
 Black/African American
 Caucasian
 Hawaiian or Pacific Islander
 Other
 Unknown

Sex*:

Hispanic Ethnicity*:

Arab Ethnicity:

Home Phone (### ### ####): Ext:

Other Phone (### ### ####): Ext:

Date of Birth / Age

Date of Birth (mm/dd/yyyy): Age at Onset (if DOB unknown): Age Unit:

Parent/Guardian (required if under 18)

First: Last:

Work / Occupation or School / Grade

Worksites / School:

Occupations / Grade:

Patient Identifiers

MDOC ID:

*Indicates required items

Case Reporting | Address History | Demographics | **Referrer** | Lab Reports | Notes | Map | Audit | Person History

Patient TURKEY, TOM Locked by REIMINKB (BETHANY G REIMINK)

Referral received via Electronic Laboratory Reporting

Person Providing Referral

First: Last:

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

Primary Physician

First: Last:

Affiliation:

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

Street: Geocode Source:

City: County: State: Zip:

Lab Reports

- Electronic Laboratory Reports (ELR) and/or manually entered Laboratory Reports can be viewed in the Lab Report tab
- Lab results are also available at the bottom of the Case Detail Form
- Laboratory results can be entered into MDSS three ways:
 - 1) Manually upon case entry, in the 3rd screen
 - 2) Manually using the “Lab Reports” tab after it is already in the system
 - 3) Electronically via *Electronic Laboratory Reports*
- MDHHS Bureau of Laboratories and many commercial and public health laboratories are using electronic reporting

Lab Reports Screen

Patient TURKEY, TOM Locked by REIMINKB (BETHANY G REIMINK)

Lab Reports Create New Lab Report Help

Date Received	Collection Date	Test Name (* Case Associated)	Result	Electronic		
11/26/2019	11/24/2019	Salmonella sp identified [Type] in Isolate	Positive	No	Edit	Delete

- Click CREATE NEW LAB REPORT button to add a lab report
- Click EDIT to view or edit an existing lab report
- Laboratory reports are associated to the patient, not the case
 - Multiple cases can be associated with a single patient
 - Any changes or additions of laboratory reports will be associated with that patient

Lab Report - ELR Example

Case Reporting	Address History	Demographics	Referrer	Lab Reports	Notes	Map	Audit	Person History
Patient BUNNY, BUGS Locked by HENDERSONT1 (TIFFANY A HENDERSON)								
Lab Order Information								
Test Name* : SALMONELLA TYPING - HUMAN								
Lab Report Date (mm/dd/yyyy) : 09/18/2007								
Ordering Provider								
First : JOANNE Last : MORRIS								
Affiliation : WILLIAM BEAUMONT HOSPITAL-TROY Street : 44201 DEQUINDRE ROAD								
City : TROY County : Oakland State : Michigan Zip : 48098								
Phone number : Ext :								
Laboratory Information								
Name* : MDCH REGIONAL LAB LANSING								
Street : 3350 N. Martin Luther King, Jr. Blvd. Geocode Source :								
City : Lansing County : Ingham State : Michigan Zip : 48909								
Phone number : 517-335-8471								
Specimen Information								
Specimen Collection Date (mm/dd/yyyy) : 09/08/2007								
Specimen Source :								
Specimen Site :								
Specimen Site Text : FECES								
Specimen ID : M07ST001012								
Results								
Reported Test Name : GENUS (BACT),SPECIES (BACT),SEROTYPE (BACT)								
Coded Result : Salmonella								
Alternate Coded Result : Salmonella,sp.,Newport								
Numeric Result :								
Reported Test Name : RESULT PRE-COMMENT (BACT)								
Coded Result : CULTURE IDENTIFICATION :								
Numeric Result :								
Reset Cancel Help								

Notes Screen

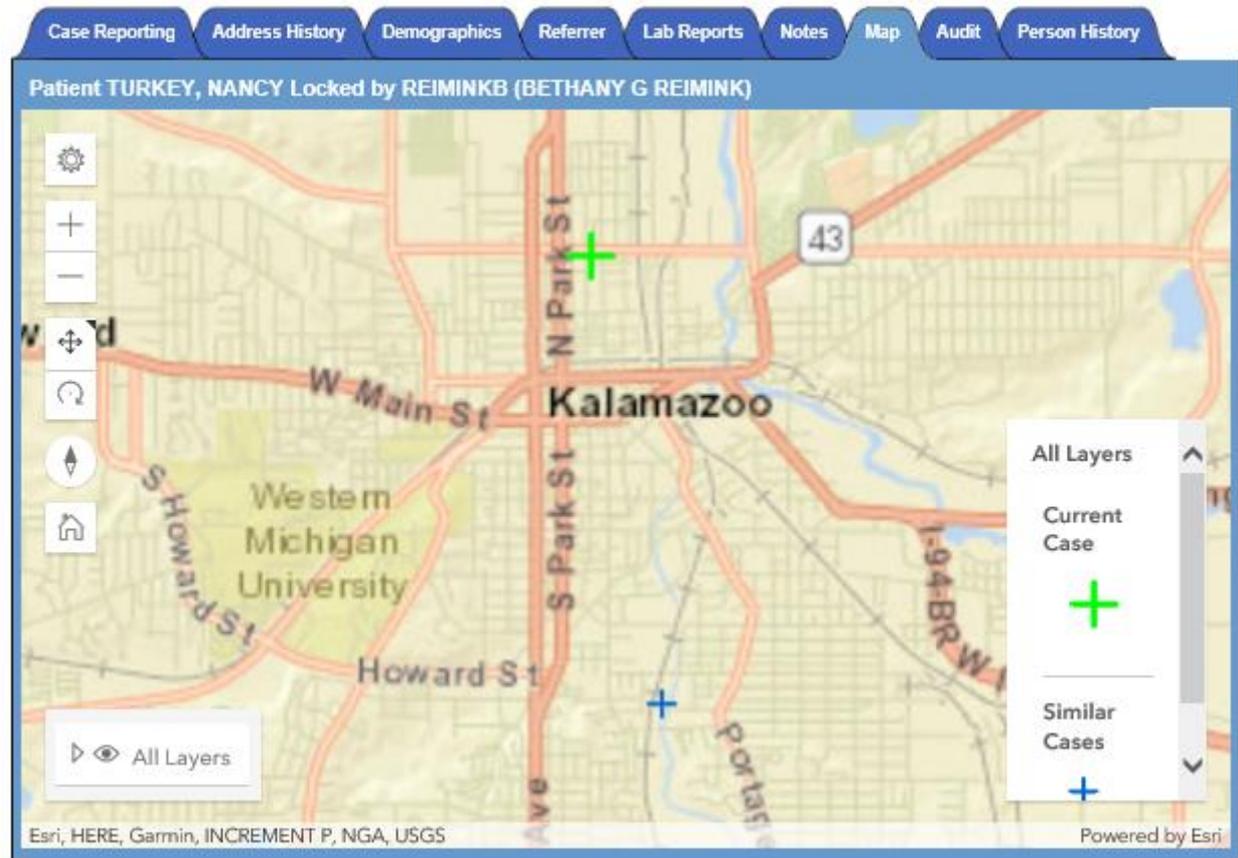
- The Notes tab works like nursing notes – saved notes cannot be edited so a new note must be added to update information
- Each note is time and date stamped with the User' ID
- Documents can be attached to a case using the “Attach New Document” function

The screenshot displays the 'Notes' tab for a patient case. At the top, there are navigation tabs: Case Reporting, Address History, Demographics, Referrer, Lab Reports, Notes (selected), Map, Audit, and Person History. Below the tabs, the patient information is shown: Patient TURKEY, TOM Locked by REIMINKB (BETHANY G REIMINK). The main area is divided into three sections: 1. 'New Note': A text input field with a vertical scrollbar on the right, and 'Save Note' and 'Help' buttons. 2. 'Previous Case Notes (Ascending)': A list of notes with a vertical scrollbar on the right. The notes are: *** Added by REIMINKB on 12/17/2019 at 10:31:44 AM ***, 12/1: first phone call attempt to case, and *** Added by REIMINKB on 12/17/2019 at 10:32:08 AM ***. A red circle highlights a small upward-pointing arrow icon at the top right of this list. 3. 'Case Documents': A table with columns for Date, Name, and Description. A red circle highlights the 'Attach New Document' button in the top right corner of this section. Below the table are 'Cancel' and 'Help' buttons.

The order of the notes can be reversed (default is ascending)

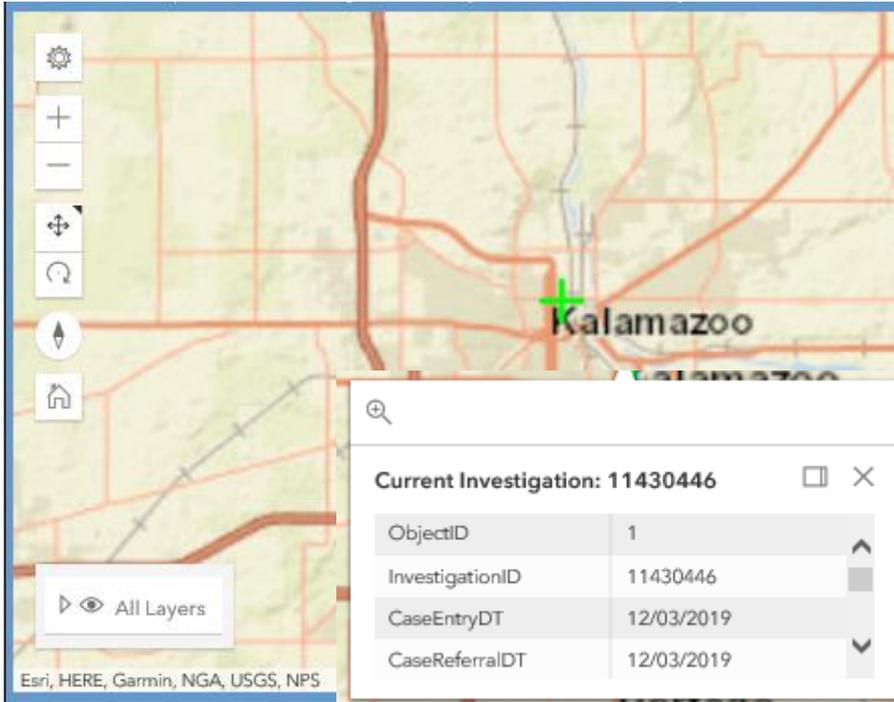
Map Screen

- MDSS displays the location of the case on an interactive map, as indicated by the green marker
- Only cases with valid ZIP Codes or Addresses are mapped



Other cases with the same disease or condition within the last 7 days are also visible on the map - these cases are indicated by the blue marker

Using the Map



- Select “+” (Zoom In) and click on the marker for more detail
- Zoom to Selected Rectangle allows you to select your zoom area
- Select “-” (Zoom Out) and click on the marker for less detail
- Select  (Navigation Toggle) and click on map to shift map center

Map - Layers

- Map layers are like overlay transparencies
- The more map layers you select, the longer it takes to re-draw the map

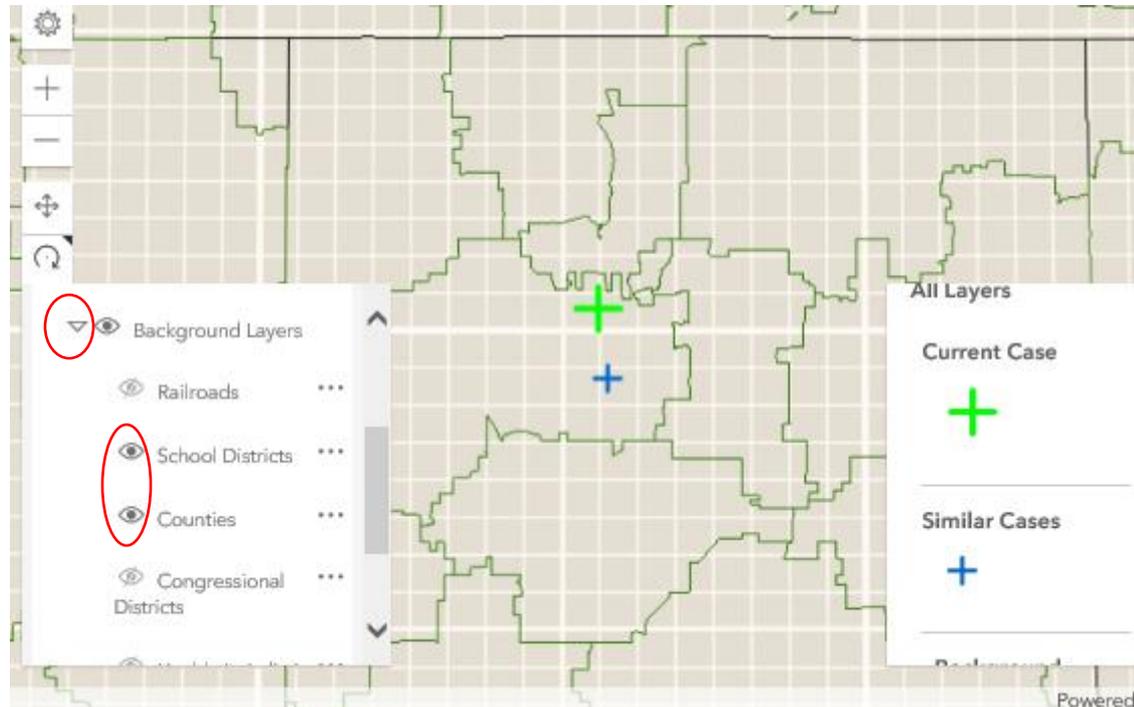
- To add or remove layers:

- 1) Click on the arrow next to 'All Layers'



- 2) Click on the arrow next to 'Background Layers'

- 3) Select radio button next to each layer



Audit Screen

Patient CHEESEY, JOHN Locked by LAIJ (JOYCE LAI)

Date Changed	User Name	Jurisdiction	Role	Inv Status	Action Performed
08/08/2016 01:14:58 PM	MDSS TEST	Wayne County	LHJ	New	Add Case
08/08/2016 01:14:59 PM	MDSS TEST	Wayne County	LHJ	New	Lab Added With New Case
08/08/2016 01:16:46 PM	JOYCE LAI	Statewide	MDCH-BOE	New	Update Address
08/08/2016 01:18:05 PM	JOYCE LAI	Statewide	MDCH-BOE	New	Add Note
08/08/2016 01:22:16 PM	JOYCE LAI	Statewide	MDCH-BOE	New	Add Note

Help

- Changes to cases are tracked in the audit trail
- The audit trail includes the user ID, jurisdiction, the investigation status of the case (at time of audit), and the action performed

Person History Screen

- Recommend checking this tab at the start of every investigation to see if the individual has more than 1 New or Active report of communicable disease in the system.
 - Assigning the same investigator to all New or Active cases in the system can help with case compliance and provide one point of contact for medical records requests to Healthcare Providers
- If a person has more than one case associated with him or her, it will be shown in the Person History tab
- Cases for the person can be viewed by clicking 'View'

Case Reporting Address History Demographics Referrer Lab Reports Notes Map Audit Person History

Patient TURKEY, TOM Locked by REIMINKB (BETHANY G REIMINK)

Person Case History Referral Date Sort

Investigation Status	Investigation ID	Disease	Subject	Referral Date	Investigator	Jurisdiction	
New	11404221	Salmonellosis	TURKEY, TOM	11/28/2019	HENDERSON, TIFFANY A	Kalamazoo County	View
New	11431499	Cyclosporiasis	TURKEY, TOM	12/03/2019	WILSON, NICOLE	Kalamazoo County	View

Help

User Directory

Case Investigation
Cases
New Case
New Aggregate Cases
Searches
New Search
New Aggregate Search
Disease Specific Search
Search Field Records
Case Definitions
Alert Rules
Blank Forms
User Profile
User Directory

User Directory						Help
Userid	Name	Jurisdiction	Email	Phone	Active	

- The MDSS User Directory provides each user's UserID, name, jurisdiction, email, and phone number
- It is available in the case investigation tab
- The directory can be used in conjunction with the audit trail to contact individuals who have edited a case

Closing a Case

- To close a case:
 - Set Case Status to the correct case definition (refer to case definition link or www.cdc.gov/nndss)
 - Cases may be completed as confirmed, probable, suspect, not a case, depending on definitions
 - Set Investigation Status to “Completed”
 - Click **Submit Changes**

*Note: A closed case cannot be edited until a user changes the Investigation Status from “Completed” back to “Active” or “Completed-Follow Up” and clicks **Submit Changes***

Reporting Closed Cases to CDC

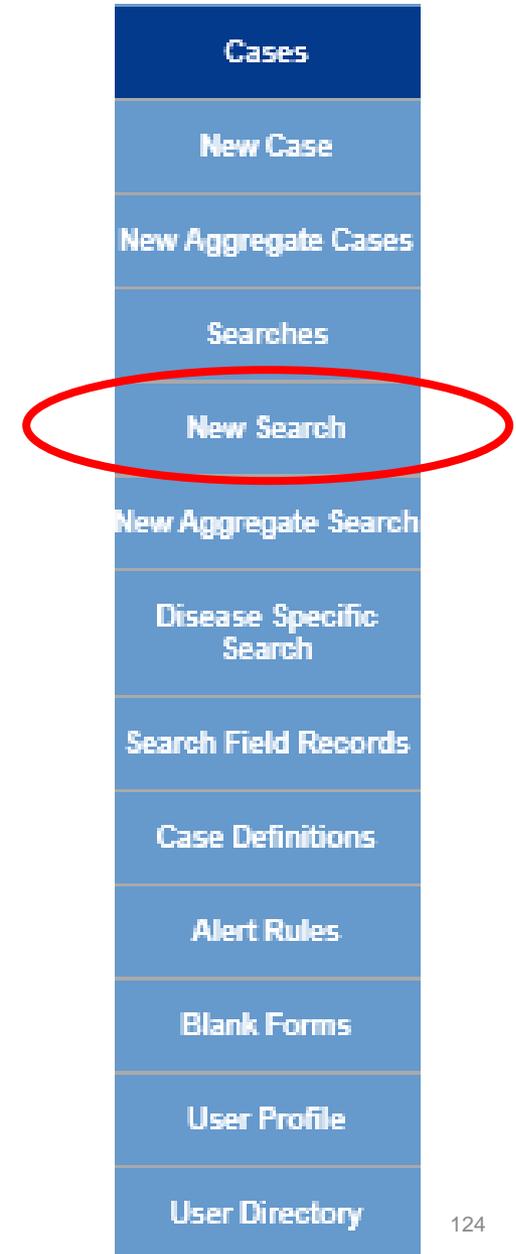
- Only cases with Case Status “Confirmed” or “Probable” and Investigation Status “Completed” or “Completed Follow-Up” are reported to the CDC
 - Please note the CDC Case Definition for acceptable options. Certain diseases will only be reported if marked Confirmed/Completed, only select cases can be closed with a Probable or Suspect
- Changes made to cases that have been reported to the CDC will be resolved during annual data cleaning
- Efforts should be made to minimize changes to core data elements on closed cases

MDSS Searches

“Where did my case go?”

New Searches

- If you need to find a case or set of cases, you will need to create a new search
- The *New Search* function is under the 'Case Investigation' module
- There are two levels of search options:
 - Basic
 - Advanced



Cases
New Case
New Aggregate Cases
Searches
New Search
New Aggregate Search
Disease Specific Search
Search Field Records
Case Definitions
Alert Rules
Blank Forms
User Profile
User Directory

Basic Search

Clicking **New Search**, opens the "Basic Search" screen

Search by:

- Patient Name
- Investigator Name
- Disease or
- Disease Group
- Dates
- Geographic or
- County
- Etc.

The screenshot shows a web-based search interface with the following sections:

- Name of Saved Search:** A text input field.
- Investigation ID:** A text input field.
- Case Status:** A dropdown menu with options: Confirmed, Confirmed-Non Resident.
- Investigation Status:** A dropdown menu with options: Active, Canceled.
- Patient First Name:** A text input field.
- Patient Last Name:** A text input field.
- Patient ID:** A text input field.
- Investigator First Name:** A text input field.
- Investigator Last Name:** A text input field.
- Investigator Userid:** A text input field.
- Reportable Condition:** A dropdown menu with options: Acute Flaccid Myelitis (AFM), Amebiasis, Anthrax, Babesiosis.
- Disease Group:** A dropdown menu with options: AIDS/HIV, Foodborne, Influenza, Meningitis.
- Outbreak:** A text input field.
- Case Notes Search:** A text input field.
- Date Criteria:**
 - Onset Date (mm/dd/yyyy):** Two date pickers with a "to" separator.
 - Referral Date (mm/dd/yyyy):** Two date pickers with a "to" separator.
 - Entry Date (mm/dd/yyyy):** Two date pickers with a "to" separator.
 - Birth Date (mm/dd/yyyy):** Two date pickers with a "to" separator.
 - MMWR Week (ww-yyyy):** Two text input fields with a "to" separator.
- Geographic Criteria:**
 - Primary Jurisdiction:** A checkbox.
 - Local Health Jurisdiction:** A dropdown menu with options: Allegan County, Barry-Eaton, Bay County, Benzie-Leelanau.
 - County:** A dropdown menu with options: Alcona, Alger, Allegan, Alpena.
 - Region:** A dropdown menu with options: 1, 2 North, 2 South, 3.
 - Facility:** A dropdown menu with options: ALLEGAN GENERAL HOSP, ALPENA GENERAL HOSP, BARAGA COUNTY MEM HOSP, BATTLE CREEK HLTH SYS.
- Buttons:** Search, Save & Finish, Advanced, Cancel, Help.

Basic Search

Searching Case Notes

- You can search case notes in the basic search screen!

Some tips:

- Can use a wildcard search here by using an “*”
 - Searching “Luckys” will only give results with “Luckys,” but searching “Luc*” will search for all words that start with “Luc*” and will yield more results

The screenshot shows the Michigan Disease Surveillance System search interface. The 'Case Notes Search' field is highlighted with a red box and contains the text '*Luc'. The interface includes various search criteria such as Case Status, Patient Name, Investigator Name, Reportable Condition, Disease Group, Date Criteria, and Geographic Criteria.

Advanced Search

Click on the 'Advanced' button at the bottom of the screen

The screenshot displays the Michigan Disease Surveillance System (MDSS) interface. The top navigation bar includes 'Case Investigation', 'Administration', 'System Administration', 'Messages', 'Reports', and 'Logout'. The left sidebar contains a menu with 'Cases', 'New Case', 'New Aggregate Cases', 'Searches', 'New Search', 'New Aggregate Search', 'Disease Specific Search', 'Search Field Records', 'Case Definitions', 'Alert Rules', 'Blank Forms', 'User Profile', and 'User Directory'. The main content area is titled 'Michigan Disease Surveillance System' and contains the following search criteria:

- Name of Saved Search: [Text Input] Default Search
- Investigation ID: [Text Input] Case Status: Confirmed / Confirmed-Non Resident Investigation Status: Active / Canceled
- Patient First Name: [Text Input] Patient Last Name: [Text Input] Patient ID: [Text Input]
- Investigator First Name: [Text Input] Investigator Last Name: [Text Input] Investigator Userid: [Text Input]
- Reportable Condition: Acute Flaccid Myelitis (AFM) / Amebiasis / Anthrax / Babesiosis Disease Group: AIDS/HIV / COVID19/MIS / Carbon Monoxide Poisoning / Foodborne Outbreak: [Text Input]
- AND / OR radio buttons
- Case Notes Search: [Text Input]
- Date Criteria: Onset Date (mm/dd/yyyy): [Text Input] to [Text Input] Referral Date (mm/dd/yyyy): 12/12/2023 to [Text Input] Entry Date (mm/dd/yyyy): [Text Input] to [Text Input] Birth Date (mm/dd/yyyy): [Text Input] to [Text Input] MMWR Week (ww-yyyy): [Text Input] to [Text Input]
- Geographic Criteria: Primary Jurisdiction Local Health Jurisdiction: Allegan County / Barry-Eaton / Bay County / Benzie-Leelanau County: Alcona / Alger / Allegan / Alpena Region: 1 / 2 North / 2 South / 3 Facility: ACA_INTERNS / ADVOCATE AURORA / ALLEGAN GENERAL HOSP / ALPENA GENERAL HOSP

At the bottom of the search area, there are buttons for 'Search', 'Save & Finish', 'Advanced' (highlighted with a red box), 'Batch Update', 'Case Assignments', 'Cancel', and 'Help'.

Additional Options With Advanced Searches

Search by:

- Demographics
- Type of lab result
- Physician or
- Reporting Lab
- MDOC ID
- Geography
- Coordinates
- Etc.

Name of Saved Search Default Search

NETSS ID : Age : to Age Unit : Days Months Zip :

Include Aggregates

City :

Sex : Female Male

Race : American Indian or Alaska Native Asian

Ethnic Group : Hispanic or Latino Not Hispanic or Latino

Arab Ethnic Group : Arab Non-Arab

Investigation Closure Date (mm/dd/yyyy) : to

Case Update Date (mm/dd/yyyy) : to

Outcome : Died Survived

Hospitalized : Yes No

Travel History :

Specimen ID :

Electronic Laboratory Results

Search Electronic Laboratory Reporting cases only

Search Non Electronic Laboratory Reporting cases only

Search both ELR and non ELR cases

Referring Criteria

Affiliation :

Laboratory Name :

Physician First Name :

Physician Last Name :

Michigan Department Of Corrections

MDOC ID :

Exclude MDOC cases Include MDOC cases Only MDOC cases

Geographic Criteria

Geographic Extent : x : y : to x : y :

Advanced Search

Key Field Definitions

- **Age and Age Unit:** “Age” provides a numeric range search, while “Age Unit” works in conjunction with the “Age” field to determine the correct measurement for the age provided.
 - *Note: the patient’s reported age is not converted to days/months/years during the comparison*
- **Zip:** Searches the “Investigation Address.” The “Zip” search allows single, multiple, and range selection
- **City:** Searches the “Investigation Address.” The “City” search allows single, multiple and wildcard (*) selection
- **Include Aggregate:** Determines whether the search will include only individual case reports or both individually reported cases and aggregate reports

Advanced Search

Key Field Definitions

- **Investigation Closure Date:** Searches the system generated value of “Investigation Closure Date.” This search automatically limits the results to “closed” cases
- **Outcome, Hospitalized:** Compares the values entered in the appropriate fields (“Patient Died” or “Patient Hospitalized”) on the Case Detail Form. Using these fields as search criteria will automatically limit the results to reportable conditions that request this information on the Case Detail Form
- **ELR:** Allows the user to select cases based on how lab results were added to the case. Default includes both ELR and non-ELR cases
- **Laboratory Name:** Compares against the values entered in the Lab Reports screen (basic case entry) *not* the information provided on the Case Detail Form

Existing Advanced Search

- Aggregate Reports can be included in case listings with individual case reports by utilizing the 'Include Aggregates' checkbox on the Advanced Search page
- *Example: User wants to display a listing of individually reported influenza cases and aggregate reports of flu like disease*

The screenshot displays the Advanced Search interface. At the top, there is a field for 'Name of Saved Search' and a 'Default Search' button. Below this, the search criteria are organized into several sections:

- NETSS ID:** A text input field.
- Age:** A range selector with 'to' and 'Age Unit' (Days/Months) dropdown.
- Zip:** A text input field.
- Include Aggregates:** A checkbox, which is circled in red in the image.
- City:** A text input field.
- Sex:** Radio buttons for Female and Male.
- Race:** Radio buttons for African American and American Indian or Alaska Native.
- Ethnic Group:** Radio buttons for Hispanic or Latino and Not Hispanic or Latino.
- Arab Ethnic Group:** Radio buttons for Arab and Non-Arab.
- Investigation Closure Date (mm/dd/yyyy):** A date range selector with calendar icons.
- Case Update Date (mm/dd/yyyy):** A date range selector with calendar icons.
- Outcome:** Radio buttons for Died and Survived.
- Hospitalized:** Radio buttons for Yes and No.
- Travel History:** A text area.
- Specimen ID:** A text input field.

Below the search criteria, there are three sections with radio button options:

- Electronic Laboratory Results:** Search Electronic Laboratory Reporting cases only, Search Non Electronic Laboratory Reporting cases only, Search both ELR and non ELR cases.
- Referring Criteria:** Affiliation, Laboratory Name, Physician First Name, Physician Last Name (all with text input fields).
- Michigan Department Of Correction:** MDOC ID (text input), Exclude MDOC cases (selected), Include MDOC cases, Only MDOC cases.
- Geographic Criteria:** Geographic Extent (with a map icon), x: [] y: [] to x: [] y: []

At the bottom, there are buttons for Search, Save & Finish, Basic, Cancel, and Help.

Geographic Map Search

- The Geographic Extent icon on the Advanced Search Screen allows the user to search for cases within a geographic boundary using the GIS Map to select the coordinates
- Click on the  icon to select an area on the map

Geographic Criteria

Geographic Extent :



x:

y:

to

x:

y:

Saving & Creating a Default Search

1. To save a search for future use, enter a name for the search
2. Select all criteria
3. Click on Save & Finish
4. Check the Default Search box prior to saving to make it your default search (what you see when you first open MDSS)

The screenshot shows the MDSS search interface with several red circles highlighting key elements:

- Name of Saved Search:** A text input field containing "Open CT and GC".
- Default Search:** A checkbox labeled "Default Search" which is checked.
- Save & Finish:** A button at the bottom of the form, highlighted with a red circle.

The form includes various search criteria sections:

- Investigation ID:** Text input field.
- Case Status:** Dropdown menu with options "Confirmed" and "Confirmed-Non Resident".
- Investigation Status:** Dropdown menu with options "Active" and "Canceled".
- Patient Information:** Fields for Patient First Name, Patient Last Name, and Patient ID.
- Investigator Information:** Fields for Investigator First Name, Investigator Last Name, and Investigator Userid.
- Reportable Condition:** Dropdown menu with options "Chlamydia (Genital)", "Cholera", "Cholera (Pre-2019)*", and "Coccidioidomycosis".
- Disease Group:** Dropdown menu with options "Other", "Rabies", "Refugee", and "STD".
- Outbreak:** Text input field.
- Case Notes Search:** Text input field.
- Date Criteria:** Fields for Onset Date, Referral Date, Entry Date, and Birth Date, each with a date picker.
- Geographic Criteria:** Fields for Local Health Jurisdiction, County (with "Allegan" selected), Region, and Facility.

Buttons at the bottom include "Search", "Save & Finish", "Advanced", "Cancel", and "Help".

Notes on Searching

- **Wild Card** searches allow the user to perform searches when the complete term is not known
 - Use asterisks “*” to signify unknown strings
 - For example: L* gives all entries that start with L
- **Date** searches:
 - If no date criteria are specified, the search will default to searching cases with referral dates in the last month
 - Enter only “From Date” to find all cases after and including that date
 - Enter only “To Date” to find all cases before and including that date
- The Search button will be greyed out until a search parameter has been chosen



Notes on Searching

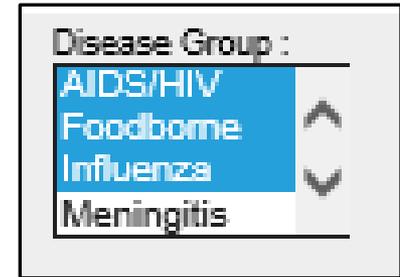
- Each **new variable** added operates like an “and”...the search becomes more restrictive (male **and** 2-6 years **and** Salmonella)
- Each selection **within a variable** operates like an “or”... that is less restrictive (Barry **or** Eaton)
- Try to limit the size of searches - extracting large datasets can be time consuming and may tax the system
- If large searches are needed, split them up into multiple small searches and merge them later or perform them only during off peak hours such as first thing in the morning or last thing at night
 - For example – larger searches, break them up by dates if you do not want to do an overnight download

Tricks of the Trade

Selecting Multiple Variables:

- The easiest way is to use your mouse + keyboard!
- First use your mouse cursor to click on the first variable on the list you want selected, then:
- Hold down the CTRL key on your keyboard and use the ↓↑ arrows on your keyboard to navigate to the other variables you want to select for your search.
- Once the variable you wish to select is highlighted, continue to hold down the CTRL key and press the space bar on your keyboard to select.
- Continue the process until all variables are selected **holding the CTRL key down the entire time**

To **de-select** variables, repeat the process above



Executing a Saved Search

There are two ways to execute a saved search:

1) From case listings

Investigation Status	Disease	Subject	Investigator	Jurisdiction	
New	Streptococcal Dis, Inv, Grp A	FRANCIS COP	BRAD	Ingham County	Edit
Active	Salmonellosis	JOE SCHMOE	CARLA	Ingham County	Edit
Active	Salmonellosis	FRANK WRIGHT	08/13/2004 GRIM, MICHAEL	Statewide	Edit

2) From saved searches

Search Name	Date Created	Default			
All Open Investigations	01/04/2006	X	Search	Edit	
Conf Novel Flu	05/16/2007		Search	Edit	Delete
My Open Investigations	01/04/2006		Search	Edit	Delete
Not a Case Comp	05/16/2007		Search	Edit	Delete
Novel Flu	05/16/2007		Search	Edit	Delete
SCCHD Lab Cases	08/08/2007		Search	Edit	Delete

Executing a Temporary Search

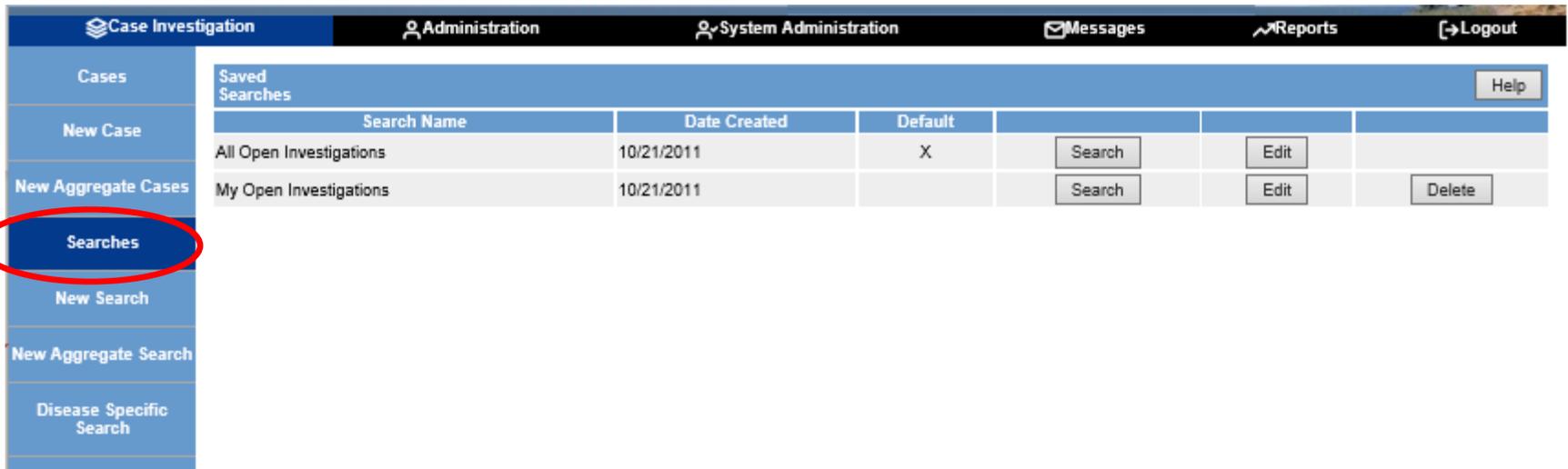
- When creating a New Search, you can click the Search button to execute the search immediately
- The search criteria will NOT be saved

The screenshot shows a web-based search interface with the following sections:

- Name of Saved Search:** A text input field.
- Investigation ID:** A text input field.
- Case Status:** A dropdown menu with options "Confirmed" and "Confirmed-Non Resident".
- Investigation Status:** A dropdown menu with options "Active" and "Canceled".
- Patient Information:** Fields for Patient First Name, Patient Last Name, and Patient ID.
- Investigator Information:** Fields for Investigator First Name, Investigator Last Name, and Investigator Userid.
- Reportable Condition:** A list box containing "Acute Flaccid Myelitis (AFM)", "Amebiasis", "Anthrax", and "Babesiosis".
- Disease Group:** A list box containing "AIDS/HIV", "Foodborne", "Influenza", and "Meningitis".
- Logic:** Radio buttons for "AND" and "OR".
- Case Notes Search:** A text input field.
- Date Criteria:**
 - Onset Date (mm/dd/yyyy):** Two date pickers with a "to" separator.
 - Entry Date (mm/dd/yyyy):** Two date pickers with a "to" separator.
 - MMWR Week (ww-yyyy):** Two text input fields with a "to" separator.
 - Referral Date (mm/dd/yyyy):** A date picker with the value "12/01/2019" and a "to" separator.
 - Birth Date (mm/dd/yyyy):** Two date pickers with a "to" separator.
- Geographic Criteria:**
 - Primary Jurisdiction:** A checkbox.
 - Local Health Jurisdiction:** A list box with options: "Allegan County", "Barry-Eaton", "Bay County", "Benzie-Leelanau".
 - County:** A list box with options: "Alcona", "Alger", "Allegan", "Alpena".
 - Region:** A list box with options: "1", "2 North", "2 South", "3".
 - Facility:** A list box with options: "ALLEGAN GENERAL HOSP", "ALPENA GENERAL HOSP", "BARAGA COUNTY MEM HOSP", "BATTLE CREEK HLTH SYS".
- Buttons:** "Search", "Save & Finish", "Advanced", "Cancel", "Help". The "Search" button is circled in red.

Editing and Deleting Searches

The **Searches** function provides access to your saved searches



Saved Searches							Help
Search Name	Date Created	Default					
All Open Investigations	10/21/2011	X	Search	Edit			
My Open Investigations	10/21/2011		Search	Edit	Delete		

- Searches can be executed, edited, or deleted
- You cannot delete your default search, but **EDIT** allows you to select a new default search
- The **EDIT** Search screen looks just like the New Search screen but pre-selects that searches existing search criteria

Exporting Your Data for Analysis

“Now that I’ve found it how can I use it?”

Basic Exports

Exporting Selected Cases

- Data can be exported and saved to a comma separated values file (.csv), which can then be viewed or imported into other data analysis programs
- Cases can be exported 4 ways (select method with the drop-down arrow):
 - Standard Export without labs (default): line list of all cases in current search with no labs
 - Standard Export with labs: line list of all cases in current search and five most recent labs
 - Lab Driven Export – Person Centric: list of all labs associated with every person in search, regardless of whether labs are associated with cases not shown in search
 - Lab Driven Export – Case Centric: list of labs only associated with cases shown in current search
- Click on the “Export” button

Displaying results 1-10 of 25 found
[\[< First\]](#) [1](#) [2](#) [3](#) [\[Next >>\]](#) [\[Last >\]](#)

Case Listings									
Investigation Status <input type="button" value="Sort"/> Temporary <input type="button" value="Search"/> <input type="button" value="Help"/>									
Standard Export without Labs <input type="button" value="Export"/>									
Standard Export with Labs									
Lab Driven Export - Person Centric									
Lab Driven Export - Case Centric									
Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease			
New	Confirmed	10850356	01/22/2019	MOGILL, BRITTANY	12/28/1989	Salmonellosis	COLLINS, JIM	Bay	<input type="button" value="Edit"/> <input type="button" value="View"/>
New	Confirmed	10850670	01/22/2019	MONCMAN, ELIZABETH	09/21/1974	Salmonellosis	HERINGHAUSEN, JAYNE	Saginaw	<input type="button" value="Edit"/> <input type="button" value="View"/>
New	Confirmed	10852222	01/22/2019	BRAMAN, MARY JO	01/01/2000	Salmonellosis	HENDERSON, TIFFANY A	Bay	<input type="button" value="Edit"/> <input type="button" value="View"/>
New	Confirmed	10853432	01/22/2019	ROBERTS, KATIE	11/29/1983	Salmonellosis	COLLINS, JIM	Bay	<input type="button" value="Edit"/> <input type="button" value="View"/>
New	Confirmed	10855251	01/22/2019	BARNHILL, BROOKE P	03/14/1981	Salmonellosis	HERINGHAUSEN, JAYNE	Saginaw	<input type="button" value="Edit"/> <input type="button" value="View"/>

Exporting the File

- After you click Export you will receive the pop-up box message (may look differently based on internet browser)
- Click OPEN or SAVE



Do you want to open or save **Temporary.csv** from **milogintpqa.michigan.gov**?

Open

Save



Cancel



Viewing the Export File

Example of an export file
as viewed with Microsoft Excel®

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Reportabl	Case_Stat	State_Pris	Investigat	Investigat	NETSS_ID	Investigat	Investigat	Investigat	Onset_Da	MMWR_V	MMWR_Y	Completi	Updated_	Diagnosis_	Re
2	Salmonell	Confirmed		New	10850356		COLLINS	JIM	Statewide		4	2019		1/22/2019		1/
3	Salmonell	Confirmed		New	10850670		HERINGHA	JAYNE	Saginaw C	#####	4	2019		1/22/2019	1/22/2019	1/
4	Salmonell	Confirmed		New	10852222		HENDERSO	TIFFANY A	Statewide	#####	3	2019		1/22/2019	1/22/2019	1/
5	Salmonell	Confirmed		New	10853432		COLLINS	JIM	Statewide		4	2019		1/22/2019		1/
6	Salmonell	Confirmed		New	10855251		HERINGHA	JAYNE	Saginaw County		4	2019		1/22/2019		1/
7	Salmonell	Confirmed		New	10857983		HERINGHA	JAYNE	Saginaw County		4	2019		1/22/2019		1/
8	Salmonell	Confirmed		New	10859858		UPPER	CORI R	District 2	#####	4	2019		1/22/2019	1/22/2019	1/
9	Salmonell	Confirmed		New	10859920		HERINGHA	JAYNE	Saginaw County		4	2019		1/22/2019		1/
10	Botulism -	Confirmed		New	10867878		HENDERSO	TIFFANY A	Statewide	#####	4	2019		1/22/2019		1/
11	Botulism -	Suspect		New	10871361		HERINGHA	JAYNE	Saginaw County		4	2019		1/22/2019		1/
12	Botulism -	Suspect		New	10871964		HERINGHA	JAYNE	Saginaw County		4	2019		1/22/2019		1/

Your Exported Data

- Once the file has been opened in excel it can be formatted and saved as an excel file
- Over 80 variables are exported including: patient name, investigator, demographics, address, Investigation and Cases status, Referring persons contact information, and more
- A [data dictionary](#) is available at www.michigan.gov/mdss click on the Guides and References link

NOTE: older versions of excel can handle fewer rows/number of cases - make sure that exports are not too large for excel. If your analysis requires many cases, consider breaking up the exports

Disease Specific Searches and Exports

Disease Specific Search

Cases
New Case
New Aggregate Cases
Searches
New Search
New Aggregate Search
Disease Specific Search
Search Field Records
Case Definitions
Alert Rules
Blank Forms
User Profile

- The **Search** and **New Search** functions limit the selectable criteria to **basic case information** - information that is common to all diseases such as the patient's last name
- The **Disease Specific Search** expands the selectable criteria to include all the data collected for a particular reportable condition from the Case Detail Form

Performing a Disease Specific Search

- Click **Disease Specific Search**
- Select the reportable condition. **Note: you may only search one condition at a time**
- Click the **SELECT** button and the Disease Specific Search form will open

The screenshot displays the 'Disease Specific Search' window within a 'Case Investigation' application. The left sidebar contains navigation options: Cases, New Case, New Aggregate Cases, Searches, New Search, New Aggregate Search, **Disease Specific Search** (highlighted), Search Field Records, Case Definitions, Alert Rules, Blank Forms, User Profile, and User Directory. The main window title is 'Disease Specific Search'. Below the title, there is a 'Reportable Condition :' label and a list of conditions. 'Acute Flaccid Myelitis (AFM)' is selected and highlighted in blue. Other conditions include Amebiasis, Anthrax, Babesiosis, Blastomycosis, Botulism - Foodborne, Botulism - Infant, Botulism - Other, Brucellosis, CP-CRE, Campylobacter, Candidiasis, Chancroid, Chickenpox (Varicella), Chikungunya, Chlamydia (Genital), Cholera, Coccidioidomycosis, Creutzfeldt-Jakob Disease, Cryptococcosis, Cryptosporidiosis, Cyclosporiasis, Dengue Fever, Diphtheria, Ehrlichiosis, Anaplasma phagocytophilum, Ehrlichiosis, Ehrlichia chaffeensis, Ehrlichiosis, Ehrlichia ewingii, Ehrlichiosis, human other/undetermined, Encephalitis, California, and Encephalitis, Eastern Equine. To the right of the list is a checkbox labeled 'Include Historic Forms' which is currently unchecked. Below the list are 'SELECT' and 'Help' buttons.

NOTE: Select the 'Include Historic Forms' checkbox to include case detail forms that are no longer used in the drop-down menu of conditions

Disease Specific Search

Name of Saved Search Default Search

Submit Query Save & Finish Batch Update Case Assignments Cancel

STEC Case Investigation Search

Michigan Department of Health and Human Services

Communicable Disease Division

Investigation Information				
Investigation ID	Onset Date (mm/dd/yyyy) <input type="text"/> to <input type="text"/>	Diagnosis Date (mm/dd/yyyy) <input type="text"/> to <input type="text"/>	Referral Date (mm/dd/yyyy) <input type="text"/> to <input type="text"/>	Case Entry Date (mm/dd/yyyy) <input type="text"/> to <input type="text"/>
Investigation Status <input type="text"/>	Case Status <input type="checkbox"/> Confirmed <input type="checkbox"/> Confirmed - Non Resident <input type="checkbox"/> Not a Case <input type="checkbox"/> Probable <input type="checkbox"/> Suspect <input type="checkbox"/> Unknown <input type="checkbox"/> Non-Michigan Case			<input type="checkbox"/> State Prison Case <input type="checkbox"/> Non Prison Cases
Patient Status <input type="text"/>	Patient Status Date (mm/dd/yyyy) <input type="text"/> to <input type="text"/>	Case Disposition <input type="text"/>	Case Updated Date (mm/dd/yyyy) <input type="text"/> to <input type="text"/>	Case Completion Date (mm/dd/yyyy) <input type="text"/> to <input type="text"/>
Date of Death (mm/dd/yyyy) <input type="text"/> to <input type="text"/>	Investigator First Name: <input type="text"/> Last Name: <input type="text"/>		Part of an outbreak? <input type="text"/>	Outbreak Name <input type="text"/>
Batch IDs <input type="text"/>		Choose a File <input type="text"/>	Choose File <input type="text"/>	No file chosen

Patient Information			
Patient ID <input type="text"/>	First <input type="text"/>	Last <input type="text"/>	Middle <input type="text"/>
Street Address <input type="text"/>			Region 1 <input type="text"/>
City <input type="text"/>	County <input type="text"/>	State <input type="text"/>	Zip <input type="text"/>

- The **Disease Specific Search** forms look like the case detail form
- The form has been modified to accommodate ranges and wildcards
- Users can create a saved Disease Specific search by providing a name for the search, selecting their search criteria, and then selecting **Save & Finish**
 - The saved search will be accessible via the drop down on the Cases page or the Searches area of MDSS

Disease Specific Search

Possible Search Criteria:

- Person
- Place
- Time
- Symptoms
- Labs
- Treatment
- Risk Factors
- Vaccine History

Name of Saved Search
Default Search

Submit Query
Save & Finish
Batch Update
Case Assignments
Cancel

STEC Case Investigation Search

Michigan Department of Health and Human Services
Communicable Disease Division

Investigation Information

Investigation ID	Onset Date <i>(mm/dd/yyyy)</i> <input type="text"/> to <input type="text"/>	Diagnosis Date <i>(mm/dd/yyyy)</i> <input type="text"/> to <input type="text"/>	Referral Date <i>(mm/dd/yyyy)</i> <input type="text"/> to <input type="text"/>	Case Entry Date <i>(mm/dd/yyyy)</i> <input type="text"/> to <input type="text"/>
Investigation Status <input type="text"/>	Case Status <input type="checkbox"/> Confirmed <input type="checkbox"/> Confirmed - Non Resident <input type="checkbox"/> Not a Case <input type="checkbox"/> Probable <input type="checkbox"/> Suspect <input type="checkbox"/> Unknown <input type="checkbox"/> Non-Michigan Case			<input type="checkbox"/> State Prison Case <input type="checkbox"/> Non Prison Cases
Patient Status <input type="text"/>	Patient Status Date <i>(mm/dd/yyyy)</i> <input type="text"/> to <input type="text"/>	Case Disposition <input type="text"/>	Case Updated Date <i>(mm/dd/yyyy)</i> <input type="text"/> to <input type="text"/>	Case Completion Date <i>(mm/dd/yyyy)</i> <input type="text"/> to <input type="text"/>
Date of Death <i>(mm/dd/yyyy)</i> <input type="text"/> to <input type="text"/>	Investigator First Name: <input type="text"/> Last Name: <input type="text"/>		Part of an outbreak? <input type="text"/>	Outbreak Name <input type="text"/>

Batch IDs
 Choose a File
 No file chosen

Patient Information

Patient ID <input type="text"/>	First <input type="text"/>	Last <input type="text"/>	Middle <input type="text"/>
Street Address <input style="width: 100%;" type="text"/>			Region <input type="text" value="1"/>
City <input type="text"/>	County <input type="text"/>	State <input type="text"/>	Zip <input type="text"/>

Disease Specific Search Criteria

To match all of the data stored for the particular field, leave the form field empty

To match all data that has the exact value of the particular word or phrase, enter the word or phrase

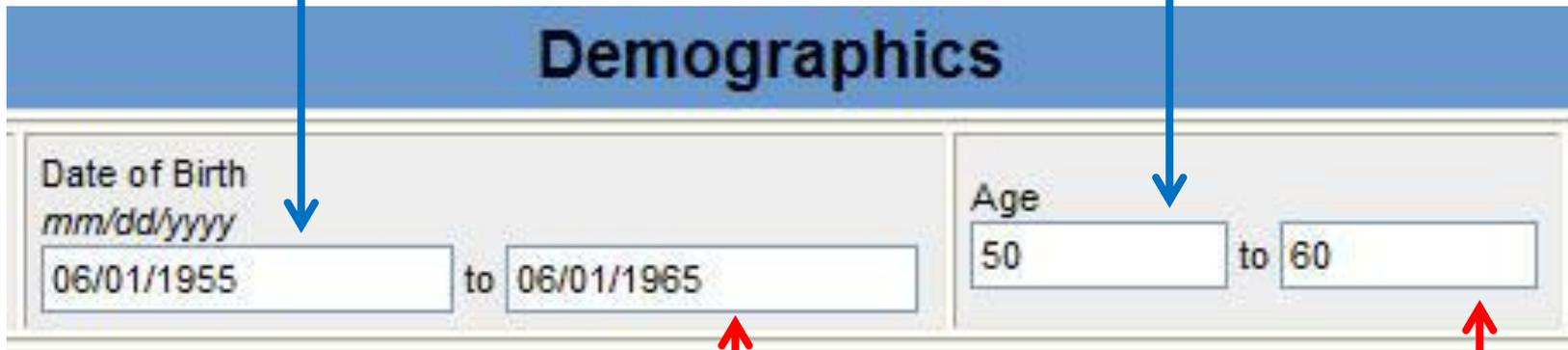
To match all data that starts with a particular word or phrase, enter the word or phrase followed immediately by the wildcard (*)

<i>Person Providing Referral</i>		
First <input type="text"/>	Last <input type="text" value="Smith-Jones"/>	Phone ###-###-#### <input type="text"/>
<i>Primary Physician</i>		
First <input type="text" value="La*"/>	Last <input type="text"/>	Phone ###-###-#### <input type="text"/>
Street Address <input type="text"/>		
City <input type="text"/>	County <input type="text"/>	St <input type="text"/>

Date and Numeric Search Criteria

Selecting a range of values

Enter the beginning range in the space preceding the 'to' label



The image shows a search form titled "Demographics". It contains two search criteria: "Date of Birth" and "Age".

Date of Birth
mm/dd/yyyy
06/01/1955 to 06/01/1965

Age
50 to 60

Blue arrows point from the top text box to the beginning of the date and age input fields. Red arrows point from the bottom text box to the end of the date and age input fields.

Enter the ending range in the space following the 'to' label

Checkbox Search Criteria

If one or two values are checked, only cases with those selected values will be returned

The screenshot shows a search criteria form with the following fields:

- Case Status:** A row of five checkboxes: Confirmed, Not a Case, Probable, Suspect, and Unknown. The 'Probable' checkbox is highlighted with a dashed border.
- Part of an outbreak?:** A dropdown menu.
- Outbreak Name:** A text input field.
- Case Updated Date:** Two text input fields for the date, followed by the word 'to'.

If none or all of the values are checked, cases with any value for that field will be returned

In this example, all Confirmed, Probable, or Suspect cases will be returned, regardless of whether a case was part of an outbreak

Drop-Down Box Search Criteria

If none or all the values are selected from the drop-down option list, cases with any value for that field will be returned

The image shows a search interface with two drop-down boxes. The first box is labeled 'County' and is currently empty, indicated by a dashed border. The second box is labeled 'State' and contains the text 'Michigan'. The 'State' box has a blue background, indicating that a value has been selected. Red arrows point from the text boxes to the respective drop-down boxes.

If one or more values are selected, only cases with those selected values will be returned

NOTE: The blue background indicates that a drop-down option is available or has been selected

Table Search Criteria

- Search criteria fields can be represented in a table format as a string, phone number, date, or as drop-down boxes
- Drop-down box options are listed in the column
- To select a drop-down option within a table, click the option you wish to select

<i>Animal Contacts</i>		
Type of Animal	Contact?	Specify
()	(Y=Yes N=No UNK=Unknown)	()
Reptiles (snake, turtle, lizard, etc.)	Yes	
Livestock (cattle, sheep, etc.)		

Table Search Limitations

Table searches are limited to searching for the data as it was entered on a given row

- If you are looking for cases where the patient was in contact with “John Doe” you must supply the name “John Doe” to the exact row within the contact table where it was entered
- Specifying “John Doe” as the search criteria on the first row of the table will only return cases where “John Doe” was listed as the first contact during case entry, it will not return cases where “John Doe” was listed as the second, third, or fourth contact. Similarly entering “John Doe” on each line will only return cases where “John Doe” was entered on each line
- **For efficiency, do not place selection criteria in these fields; you can export and view the data in a spreadsheet**

Batch ID Search

Investigation Information				
Investigation ID	Onset Date (mm/dd/yyyy) to	Diagnosis Date (mm/dd/yyyy) to	Referral Date (mm/dd/yyyy) to	Case Entry Date (mm/dd/yyyy) to
Investigation Status	Case Status <input type="checkbox"/> Confirmed <input type="checkbox"/> Confirmed - Non Resident <input type="checkbox"/> Not a Case <input type="checkbox"/> Probable <input type="checkbox"/> Suspect <input type="checkbox"/> Unknown <input type="checkbox"/> Non-Michigan Case			<input type="checkbox"/> State Prison Case <input type="checkbox"/> Non Prison Cases
Patient Status	Patient Status Date (mm/dd/yyyy) to	Case Disposition	Case Updated Date (mm/dd/yyyy) to	Case Completion Date (mm/dd/yyyy) to
Date of Death (mm/dd/yyyy) to	Investigator First Name: Last Name:		Part of an outbreak?	Outbreak Name
Batch IDs <input type="text"/> <input type="button" value="Choose a File"/> <input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>				

- A file containing a list of known MDSS IDs of the same disease can be saved as a .csv file and used to execute a disease specific search
 - Please note, 1000 Investigation IDs can be searched via this 'batch upload' at a time
- Known MDSS IDs can also be typed into the Batch IDs field separated by a comma

Disease Specific Search Results

- When finished entering search criteria, click **SUBMIT QUERY** at the top of the page
- Disease Specific Searches can be saved to your Searches and/or made your Default Search by selecting Save and Finish

- The search executes and launches the "Case Listings" to display the search results

Displaying results 1-10 of 40 found
[\[< First\]](#) [1](#) [2](#) [3](#) [4](#) [\[Next >>\]](#) [\[Last >\]](#)

Case Listings									
Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County	
Completed	Confirmed	51081	08/19/2004	GIBSON, MEL 184578	01/01/1999	Shiga toxin-producing Escherichia coli --(STEC Pre-2019)*	COLLINS, JIM	Gogebic	Edit
Completed	Suspect	5778951	06/03/2005	SMITH, BETTY	11/20/1980	Shiga toxin-producing Escherichia coli --(STEC Pre-2019)*	COLLINS, JIM	Ingham	Edit
New	Confirmed	5474104	04/29/2010	DELL, JENN		Shiga toxin-producing Escherichia coli --(STEC Pre-2019)*	HENDERSON, TIFFANY A	Ingham	Edit

Performing a Disease Specific Export

- 1. Following a **Disease Specific Search**, from the “Case Listings” screen, click the **EXPORT** button

Displaying results 1-10 of 40 found
[\[< First\]](#) [1](#) [2](#) [3](#) [4](#) [\[Next >>\]](#) [\[Last >\]](#)

Case Listings										
				Investigation Status	Sort	Temporary	Search	Export	Help	
Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County		
Completed	Confirmed	51081	08/19/2004	GIBSON, MEL 184578	01/01/1999	Shiga toxin-producing Escherichia coli --(STEC Pre-2019)*	COLLINS, JIM	Gogebic	Edit	View
Completed	Suspect	5778951	06/03/2005	SMITH, BETTY	11/20/1980	Shiga toxin-producing Escherichia coli --(STEC Pre-2019)*	COLLINS, JIM	Ingham	Edit	View
New	Confirmed	5474104	04/29/2010	DELL, JENN		Shiga toxin-producing Escherichia coli --(STEC Pre-2019)*	HENDERSON, TIFFANY A	Ingham	Edit	View

- 2. The Disease Specific Export form appears

Selecting Fields to Export

- 3. Either click the SELECT ALL button located at the top of the form OR click the individual checkboxes next to the fields desired - only the selected fields will be exported



Gastrointestinal Illness Case Investigation

Shiga toxin-producing E. coli (STEC)

Michigan Department of Health and Human Services

Communicable Disease Division

Investigation Information					
Investigation ID	Onset Date <i>mm/dd/yyyy</i> <input checked="" type="checkbox"/> export as Onset Date	Diagnosis Date <i>mm/dd/yyyy</i> <input type="checkbox"/> export as	Referral Date <i>mm/dd/yyyy</i> <input checked="" type="checkbox"/> export as Referral Date	Case Entry Date <i>mm/dd/yyyy</i> <input type="checkbox"/> export as	Case Completion Date <i>mm/dd/yyyy</i> <input type="checkbox"/> export as
Investigation Status <input checked="" type="checkbox"/> export as Investigation Status		Case Status <input checked="" type="checkbox"/> export as Case Status		State Prison Case <input type="checkbox"/> export as	
Patient Status <input type="checkbox"/> export as	Patient Status Date <i>mm/dd/yyyy</i> <input type="checkbox"/> export as	Case Disposition <input type="checkbox"/> export as	Part of an outbreak? <input type="checkbox"/> export as	Outbreak Name <input type="checkbox"/> export as	Case Updated Date <i>mm/dd/yyyy</i> <input type="checkbox"/> export as

Disease Specific Export

- 4. You may supply alternate export column titles by overwriting the column title that appears next to the “export as” label within each field
- 5. Click the EXPORT button

Note: On certain computer systems, the user must click and hold down the Ctrl button until the export is COMPLETE



Gastrointestinal Illness Case Investigation

Shiga toxin-producing E. coli (STEC)

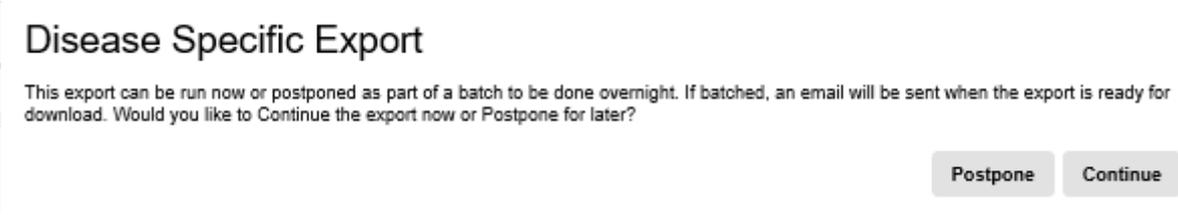
Michigan Department of Health and Human Services

Communicable Disease Division

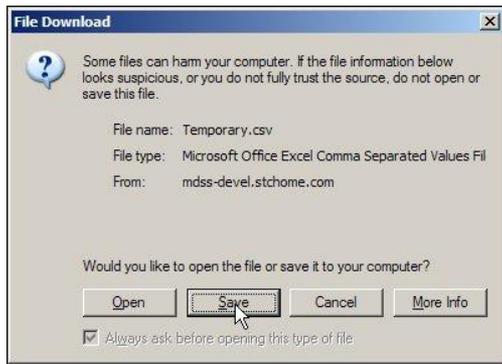
Investigation Information					
Investigation ID	Onset Date mm/dd/yyyy <input checked="" type="checkbox"/> export as Onset Date	Diagnosis Date mm/dd/yyyy <input type="checkbox"/> export as	Referral Date mm/dd/yyyy <input checked="" type="checkbox"/> export as Referral Date	Case Entry Date mm/dd/yyyy <input type="checkbox"/> export as	Case Completion Date mm/dd/yyyy <input type="checkbox"/> export as

Exporting the File

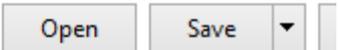
6. A pop-up will appear asking if you want to export the search immediately or let it run overnight (it is preferred to run large data exports overnight so that they do not tax the system). Click “Continue” or “Postpone”



7. When you click Continue you will receive another pop-up message. Click OPEN or SAVE to proceed
If your system requires the Ctrl Button method continue to hold it down here



Do you want to open or save **STEC Export.csv** from **milogintpqa.michigan.gov**?



Viewing the Disease Specific Export File

This is an example of an export file as viewed with Microsoft Excel®

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Investigat	NETSSID	JURISDICT	Onset_Dat	Diagnosis	Referral_Da	Case_Entry	Case_Corr	Investigat	Case_Stat	State_Pris	Patient_S	Patient_S	Case_Disp	Part_of_a	Outbreak	Case_Upd	Patient
2	51081	42	Western U	8/19/2004		8/19/2004	8/19/2004	4/2/2014	Complete	Confirmed	MDOC	A	#####	O	U		4/2/2014	76484
3	1746053	1324	Delta-Mer	2/15/2012		2/20/2012	2/20/2012	#####	Complete	Confirmed		A	#####	I	U		#####	17460
4	5474104	3449	Ingham County			4/29/2010	4/29/2010		New	Confirmed		A	#####	O	U		#####	54741
5	5474965	3450	Ingham County			4/29/2010	4/29/2010		New	Confirmed		A	#####	O	U		#####	57196
6	5475810	3451	Ingham County			4/29/2010	4/29/2010		New	Confirmed		A	#####	O	U		#####	54758
7	5541473	3477	Kent Cour	1/1/2004		6/8/2010	6/8/2010		New	Unknown		A	6/8/2010	O	U		6/8/2010	55414
8	5542137	3478	Kent Cour	6/7/2010		6/8/2010	6/8/2010		New	Unknown		A	6/8/2010	O	U		6/8/2010	55421
9	5542801	3479	Kent Cour	6/7/2010		6/8/2010	6/8/2010		New	Unknown		A	6/8/2010	O	U		6/8/2010	55427
10	5543541	3480	Kent County			6/8/2010	6/8/2010		New	Unknown		A	6/8/2010	O			6/8/2010	55435
11	5721107	3509	Ingham County			6/18/2010	6/18/2010		New	Confirmed		A	#####	O			#####	57204

- A [data dictionary](#) is available to help interpret export results: www.michigan.gov/mdss, Click on MDSS Guides and References
- A tip sheet covering [Searching and Exporting in MDSS](#) is available

Administrative Tools

Administrative Tools



Users
User Audit Search
Admin Searches
Pending Work Queue
Lab Holding Area
Unmerge Patients
Administrative Reports
Field Record Report
Interview Record Report
Completeness Report
STD Supplemental Exports

Administrative tools are available under the Administration link along the top navigation bar

- List of all local users, public or private
- User Audit Search + the ability to save searches (Admin Searches)
- De-duplication queue or “pending work queue”
- Lab holding area for negative Hepatitis C reports
- Tool to unmerge patients
- Administrative report (timeliness)
- Field and interview record reports – DIS # needed
- Completeness report
- STD Supplemental Exports

User Registration/Approval

The [MDSS 8.0 update](#) included a [new MDSS portal](#), [updated registration process](#), new administration portal to manage requests.

The screenshot shows the MDSS Portal User Administration interface. The header includes a search function, a notification bell with '2' alerts, and a 'Logout' button. The main content area is titled 'User Administration' and contains a table of users. Red arrows and text annotations highlight key features: 'Search function' points to the search bar; 'Click on User Name to edit access' points to a user's name; 'Each column can be sorted by clicking on header' points to a column header; 'Click toggle to activate' points to the 'Active' toggle switch; 'Apply a filter' points to the 'FILTERS' button; 'Select columns to display' points to the 'COLUMNS' button; and 'Select N/A to create a user' points to an 'N/A' cell in the 'Active' column.

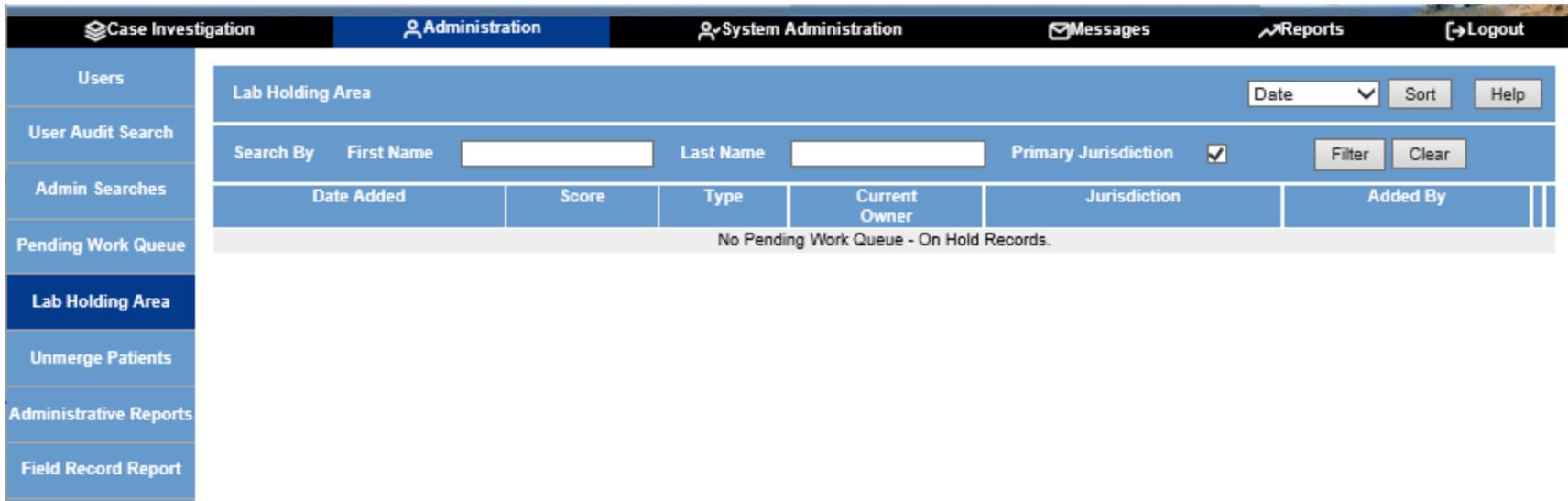
User Name	First name	Last name	Jurisdiction	Last Portal Login	Role	Active	MDSS	OMS	SUP	Chronicle	MiCelerity	CSV Loader
BDMINKO	Bethany	Reimink	Statewide	Mon Oct 23 2023	Admin	<input checked="" type="checkbox"/>	Enabled	Enabled	N/A	N/A	Enabled	N/A
KHETANBI	Bhavna	Khetan	Wayne County	Mon Oct 23 2023	User	<input type="checkbox"/>	N/A	N/A	N/A	N/A	N/A	N/A
BALDAWAS0005	sheetal	baldawa	Statewide	Fri Oct 20 2023	SuperA...	<input checked="" type="checkbox"/>	Enabled	Enabled	Enabled	Enabled	Enabled	Enabled
FULPERC4606	Carolina	Fulper	Statewide	Fri Oct 20 2023	SuperA...	<input checked="" type="checkbox"/>	Enabled	Disabled	Enabled	Enabled	Enabled	Enabled
KERSCHNERH	Harrison	Kerschner	Statewide	Thu Oct 19 2023	User	<input checked="" type="checkbox"/>	Enabled	Enabled	Enabled	Enabled	Enabled	Enabled
LONIEWSKI	Deb	Loniewski	Statewide	Thu Oct 19 2023	User	<input checked="" type="checkbox"/>	Enabled	N/A	Enabled	N/A	Enabled	Enabled
MCBRIDE	Evangelina	McBride	Statewide	Thu Oct 19 2023	User	<input checked="" type="checkbox"/>	Enabled	N/A	N/A	N/A	N/A	N/A

User Audit Search

- Allows users to search for activities performed by a specific MDSS user
- Can be used to search for all activities performed or for specific activities such as 'Merged Case' or 'Add Case'
- Searches can be narrowed according to date, reportable condition/disease group or by case/investigation status

The screenshot displays the MDSS User Audit Search interface. The navigation bar at the top includes 'Case Investigation', 'Administration', 'System Administration', 'Messages', 'Reports', and 'Logout'. The left sidebar contains 'Users', 'User Audit Search' (circled in red), 'Admin Searches', 'Pending Work Queue', 'Lab Holding Area', 'Unmerge Patients', 'Administrative Reports', 'Field Record Report', and 'Interview Record Report'. The main content area features a 'Name of Saved Search' input field. Below this is the 'Case Information' section with dropdown menus for 'Reportable Condition' (Acute Flaccid Myelitis (AFM), Amebiasis, Anthrax, Babesiosis), 'Disease Group' (AIDS/HIV, Foodborne, Influenza, Meningitis), 'Case Status' (Confirmed, Confirmed-Non Resident), and 'Investigation Status' (Active, Canceled). The 'Audit Log Criteria' section includes 'Audit Action Type' (Add Address, Add Case, Add Case Death, Add Case Electronic Lab) and 'User in Audit Log' (ADAMSC, AGYD, AHRENTT2930, AKERSA8412). The 'Date Criteria' section has 'Audit Date (mm/dd/yyyy):' input fields. At the bottom are 'Search', 'Save & Finish', 'Cancel', and 'Help' buttons.

Lab Holding Area



Case Investigation Administration System Administration Messages Reports Logout

Users

User Audit Search

Admin Searches

Pending Work Queue

Lab Holding Area

Unmerge Patients

Administrative Reports

Field Record Report

Lab Holding Area

Date [v] Sort Help

Search By First Name [] Last Name [] Primary Jurisdiction Filter Clear

Date Added	Score	Type	Current Owner	Jurisdiction	Added By
No Pending Work Queue - On Hold Records.					

- The Lab Holding Area holds negative Hepatitis C labs that have a duplicate record in MDSS* AND
- Negative COVID-19 labs that do not yet have duplicate COVID-19 cases in MDSS

*MDHHS staff typically deduplicate HCV cases in this holding area

Unmerge Patients

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes 'Users', 'User Audit Search', 'Admin Searches', 'Pending Work Queue', 'Lab Holding Area', 'Unmerge Patients' (highlighted with a red circle), and 'Administrative Reports'. The main content area is titled 'Replaced Patient Search Criteria' and contains several search fields: 'Date of Merge (mm/dd/yyyy):' with two date pickers, 'User:' with a dropdown menu showing 'AGYD', 'AKERSA8412', 'ALFLENA', and 'AMESR2277', 'Patient First Name:', 'Patient Last Name:', and 'Date of Birth (mm/dd/yyyy):' with two date pickers. At the bottom right of the main content area are 'Search Replaced Patients' and 'Help' buttons.

- Unmerge **Patients** OR **Cases** that were incorrectly merged during the deduplication process
- Search for cases by:
 - Date of merge
 - UserID
 - Patient name
 - Patient date of birth

Administrative Report

Case Investigation Administration System Administration Messages Reports Logout

Users
User Audit Search
Admin Searches
Pending Work Queue
Lab Holding Area
Unmerge Patients
Administrative Reports
Field Record Report
Interview Record Report

Case Referral and Investigation Timeliness Summary

Time Period

Month: Year(yyyy):

Week:

From Date (mm/dd/yyyy):

To Date (mm/dd/yyyy):

Geographic Breakdown

State Wide County

Region Local Health Jurisdiction

Disease or Disease Group

Reportable Condition
Amebiasis
Anthrax

Disease Group
Foodborne
Influenza

The administrative report calculates timeliness - average, median, and maximum days for:

- Onset to Referral
- Referral to Entry
- Referral to Completion
- Onset to Completion

Completeness Report

Case Investigation Administration Messages Reports

Users

User Audit Search

Admin Searches

Pending Work Queue

Lab Holding Area

Unmerge Patients

Administrative Reports

Field Record Report

Interview Record Report

Completeness Report

STD Program Completeness Report

Time Period

Month: Year(yyyy):

Week:

From Date (mm/dd/yyyy): To Date (mm/dd/yyyy):

Time Period Based On

Specimen Collection Date if available, otherwise Referral Date Specimen Collection Date

Case and Investigation Status

Case Status:
Confirmed-Non Resident
Non-Michigan Case

Investigation Status:
Canceled
Completed

Geographic Area

State Wide County
Alger
Allegan Region

Local Health Jurisdiction
Barry-Eaton
Bay County Zip

City
Albion city
Algonac city
Ada township
Adams township (Arenac County)

School District
ADDISON COMMUNITY SCHOOLS
ADRIAN CITY SCHOOL DISTRICT

Disease or Disease Group

Reportable Condition
Amebiasis
Anthrax Disease

- Calculates percent complete for: Age, Sex, Ethnicity, Race
- STI cases will also have percent complete for: information source, specimen collection date, treatment date, and sex with a M/F

STD Supplemental Exports

- Supplemental export for Chlamydia, Gonorrhea, and Syphilis
- Export Field Records, Interview Records, or Interview Partner Records information
- Search by date/time range, condition, or geographic area

The screenshot displays the 'STD Supplemental Form Exports' interface. It features a blue header bar with the title. Below the header, there are several input fields and dropdown menus for filtering data. The 'Export for' dropdown is set to 'Field Records'. The 'From Date' and 'To Date' fields are empty, with calendar icons to their right. The 'From Time' and 'To Time' fields have dropdown menus and radio buttons for 'AM' and 'PM'. The 'Condition' dropdown is set to 'Select a Condition'. The 'Local Health Jurisdiction' dropdown lists 'Allegan County', 'Barry-Eaton', and 'Bay County'. The 'County' dropdown lists 'Alcona', 'Alger', and 'Allegan'. The 'Region' dropdown lists '1', '2 North', and '2 South'. At the bottom of the form, there are three buttons: 'Export CSV', 'Reset', and 'Help'.

Field	Value
Export for	Field Records
From Date (mm/dd/yyyy)	
To Date (mm/dd/yyyy)	
From Time	AM
To Time	AM
Condition	Select a Condition
Local Health Jurisdiction	Allegan County
County	Alcona
Region	1

Batch Case Assignments and Batch Update

Batch Case Assignments

The screenshot displays the 'Case Investigation' tab in the MDSS application. The interface includes a navigation menu on the left with options like 'Cases', 'New Case', 'New Aggregate Cases', 'Searches', 'New Search', 'New Aggregate Search', 'Disease Specific Search', 'Search Field Records', 'Case Definitions', 'Alert Rules', 'Blank Forms', 'User Profile', and 'User Directory'. The main area contains search criteria sections: 'Name of Saved Search', 'Investigation ID', 'Case Status', 'Investigation Status', 'Patient Information', 'Investigator Information', 'Reportable Condition', 'Disease Group', 'Case Notes Search', 'Date Criteria', and 'Geographic Criteria'. The 'Case Assignments' button at the bottom is highlighted with a red circle and a red arrow.

- New MDSS functionally allows an MDSS user to re-assign multiple cases to a new MDSS user by using the 'Case Assignments' option in 'New Search'.
1. Under the Case Investigation Tab, 'New Search', Select search criteria for cases that need to be re-assigned.
 2. Select 'Case Assignments' at bottom of search screen.

Batch Case Assignments

3. Select all individual cases you'd like to re-assign by checking the box under the 'Re-assign' column. Note – up to 10 cases from one page can be selected at a time.
4. Select 'Select Investigator' at the bottom of the case listing.

Assignment of Multiple Cases to Investigator									
Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County	Re-assign
New	Confirmed	19738878273	08/23/2021			Novel Coronavirus COVID-19	RADKE, ERIN M	Allegan	<input checked="" type="checkbox"/>
New	Confirmed	19738890807	08/30/2021			Novel Coronavirus COVID-19	RADKE, ERIN M	Allegan	<input checked="" type="checkbox"/>
New	Confirmed	19738708227	09/02/2021			Novel Coronavirus COVID-19	RADKE, ERIN M	Allegan	<input checked="" type="checkbox"/>
New	Confirmed	19738708248	09/02/2021			Novel Coronavirus COVID-19	RADKE, ERIN M	Allegan	<input checked="" type="checkbox"/>
New	Confirmed	19738712438	09/03/2021			Novel Coronavirus COVID-19	RADKE, ERIN M	Allegan	<input checked="" type="checkbox"/>
New	Confirmed	19738712598	09/03/2021			Novel Coronavirus COVID-19	RADKE, ERIN M	Allegan	<input checked="" type="checkbox"/>
New	Confirmed	19738714259	09/04/2021			Novel Coronavirus COVID-19	RADKE, ERIN M	Allegan	<input type="checkbox"/>
New	Confirmed	19738715935	09/05/2021			Novel Coronavirus COVID-19	RADKE, ERIN M	Allegan	<input type="checkbox"/>
New	Confirmed	19738718097	09/05/2021			Novel Coronavirus COVID-19	RADKE, ERIN M	Allegan	<input type="checkbox"/>
New	Confirmed	19738721390	09/05/2021			Novel Coronavirus COVID-19	RADKE, ERIN M	Allegan	<input type="checkbox"/>

[< First] 1 2 3 [Next >>] [Last >]

Select Investigator Cancel

Batch Case Assignments

Assignment of Multiple Cases to Investigator

Primary Jurisdiction *← uncheck to see MDSS users from all jurisdictions*

Re-assign to :

- PRICE, RACHEL / Statewide
- PRITCHARD, SHAYLYN / Statewide
- PROBYN, NINETTE THERESA / Statewide
- PRUETT, SARAH / Statewide
- PUTRUS, BRIANA / Statewide
- RACINE, ROGER A / Statewide
- RADKE, ERIN M / Allegan County
- RAMIREZ, EMILEE / Allegan County
- RAY, ELISIA / Statewide
- REAVES, KARA / Statewide
- REEG, ELIZABETH / Statewide
- REIK, REBECCA / Statewide
- REIMINK, BETHANY G / Statewide
- REITZEL, JORDAN / Allegan County

← select new MDSS user to re-assign cases to

5. By default, MDSS users from the primary jurisdiction (county of case residence) will be listed. To expand to other users, uncheck the 'Primary Jurisdiction' box.
6. Select the desired MDSS user from the list and then select 'Re-assign' at bottom of screen

Batch Case Assignments

7. View new investigator assigned to selected cases and select additional cases from other pages to re-assign, as needed.

Assignment of Multiple Cases to Investigator

- The following case investigations have been reassigned to investigator "BETHANY G REIMINK":
19738678273, 19738890907, 19738706227, 19738706248, 19738712438, 19738712598

Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County	Re-assign
New	Confirmed	19738678273	08/23/2021			Novel Coronavirus COVID-19	REIMINK, BETHANY G	Allegan	<input type="checkbox"/>
New	Confirmed	19738890907	08/30/2021			Novel Coronavirus COVID-19	REIMINK, BETHANY G	Allegan	<input type="checkbox"/>
New	Confirmed	19738706227	09/02/2021			Novel Coronavirus COVID-19	REIMINK, BETHANY G	Allegan	<input type="checkbox"/>
New	Confirmed	19738706248	09/02/2021			Novel Coronavirus COVID-19	REIMINK, BETHANY G	Allegan	<input type="checkbox"/>
New	Confirmed	19738712438	09/03/2021			Novel Coronavirus COVID-19	REIMINK, BETHANY G	Allegan	<input type="checkbox"/>
New	Confirmed	19738712598	09/03/2021			Novel Coronavirus COVID-19	REIMINK, BETHANY G	Allegan	<input type="checkbox"/>
New	Confirmed	19738714259	09/04/2021			Novel Coronavirus COVID-19	RADKE, ERIN M	Allegan	<input type="checkbox"/>
New	Confirmed	19738715935	09/05/2021			Novel Coronavirus COVID-19	RADKE, ERIN M	Allegan	<input type="checkbox"/>
New	Confirmed	19738716097	09/05/2021			Novel Coronavirus COVID-19	RADKE, ERIN M	Allegan	<input type="checkbox"/>
New	Confirmed	19738721390	09/06/2021			Novel Coronavirus COVID-19	RADKE, ERIN M	Allegan	<input type="checkbox"/>

cases assigned to new user

[< First] 1 2 3 [Next >>] [Last >]

There is also a great [MDSS Batch Case Assignments Tip Sheet](#) available here!

Batch Update

The screenshot shows the 'New Search' interface in the MDSS Case Investigation tab. The interface includes various search criteria sections: 'Name of Saved Search', 'Investigation ID', 'Case Status', 'Investigation Status', 'Patient Information', 'Investigator Information', 'Reportable Condition', 'Disease Group', 'Date Criteria', and 'Geographic Criteria'. The 'Batch Update' button is located at the bottom of the search criteria section and is circled in red. A red arrow points to it from the 'Region' dropdown menu, which is currently open and showing options 1 through 6.

- New MDSS functionally allows an MDSS user to update Case Status and/or Investigation Status for multiple cases by using the 'Batch Update' in 'New Search'.
1. Under the Case Investigation Tab, 'New Search', Select search criteria for cases that need to be updated.
 2. Select 'Batch Update' at bottom of search screen.

Batch Update

3. Select the desired Case Status and or Investigation Status from the drop down menus.
4. Select individual cases by checking the box in the 'Batch Update' column.
 - a. Note – up to 100 cases on one page may be selected at one time.
5. Select 'Batch Update' at bottom of screen.

The screenshot shows a 'Status Value Batch Update' window. At the top, there are two dropdown menus: 'Select Case Status to apply for all selected cases (optional):' and 'Select Investigation Status to apply for all selected cases (optional):'. Below these is a table with columns: Case Status, Investigation ID, Referral Date, Patient Name, Case, Investigator, County, and Batch update. A dropdown menu is open over the 'Case' column, showing options: Active, Canceled, Completed, Completed - Follow Up, New, Review, and Superseded. Red arrows point to the dropdown menus and the 'Batch update' column. A red text box says 'Select Case Status and/or Investigation Status for bulk update'. At the bottom, there are 'Batch Update' and 'Cancel' buttons.

Case Status	Investigation ID	Referral Date	Patient Name	Case	Investigator	County	Batch update
Confirmed				--select--			<input type="checkbox"/>
Confirmed-Non Resident Non-Michigan Case	1873543	08/21/2021		Novel Coronavirus COVID-19	MULLENDORE, AIMMEE	St Joseph	<input checked="" type="checkbox"/>
Not a Case	1873558	08/21/2021		Novel Coronavirus COVID-19	NICHOLS, KALI	St Joseph	<input checked="" type="checkbox"/>
Probable	19738676896	08/23/2021		Novel Coronavirus COVID-19	MULLENDORE, AIMMEE	St Joseph	<input checked="" type="checkbox"/>
Suspect	19738676920	08/23/2021		Novel Coronavirus COVID-19	NICHOLS, KALI	St Joseph	<input checked="" type="checkbox"/>
Unknown	19738677195	08/23/2021		Novel Coronavirus COVID-19	BEECHING, JULIE	Van Buren	<input type="checkbox"/>
New	19738678273	08/23/2021		Novel Coronavirus COVID-19	REIMINK, BETHANY G	Allegan	<input type="checkbox"/>
New	19738678483	08/23/2021		Novel Coronavirus COVID-19	MULLENDORE, AIMMEE	St Joseph	<input type="checkbox"/>
New	19738678559	08/24/2021		Novel Coronavirus COVID-19	BUCK, VICKI S	Calhoun	<input type="checkbox"/>

Batch Update

- View cases that were updated and select additional cases to batch update, as needed.

Status Value Batch Update

- Status updated for case(s) 19738673543,19738673568,19738676896,19738676920

Select Case Status to apply for all selected cases (optional):

Select Investigation Status to apply for all selected cases (optional):

Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County	Batch-update
Active	Confirmed	19738673543	08/21/2021			Novel Coronavirus COVID-19	MULLENDORE, AIMMEE	St Joseph	<input type="checkbox"/>
Active	Confirmed	19738673568	08/21/2021			Novel Coronavirus COVID-19	NICHOLS, KALI	St Joseph	<input type="checkbox"/>
Active	Confirmed	19738676896	08/23/2021			Novel Coronavirus COVID-19	MULLENDORE, AIMMEE	St Joseph	<input type="checkbox"/>
Active	Confirmed	19738676920	08/23/2021			Novel Coronavirus COVID-19	NICHOLS, KALI	St Joseph	<input type="checkbox"/>
New	Confirmed	19738677195	08/23/2021			Novel Coronavirus COVID-19	BEECHING, JULIE	Van Buren	<input type="checkbox"/>
New	Confirmed	19738678273	08/23/2021			Novel Coronavirus COVID-19	REIMINK, BETHANY G	Allegan	<input type="checkbox"/>
New	Confirmed	19738678483	08/23/2021			Novel Coronavirus COVID-19	MULLENDORE, AIMMEE	St Joseph	<input type="checkbox"/>
New	Confirmed	19738679569	08/24/2021			Novel Coronavirus COVID-19	BUCK, VICKI S	Calhoun	<input type="checkbox"/>

view cases that were updated

There is also a great [MDSS Batch Case Update Tip Sheet](#) available here!

Running Reports

“What is happening around the State?”

MDSS Reports Quick Reference

In the examples shown below, settings have been chosen arbitrarily and numerous options are available for each report. Geographic breakdown includes state, region, local health jurisdiction, county, or city. Time interval includes year, month, and week. Reports #2-7 can be run for either count or rate per 100,000. **Note: Reports 3, 4, 5, 6, and Aggregate automatically use onset date if available, otherwise referral date.*

Report 1: Line Listing

Invest. ID	Age	Sex	Condition	Status	Referral
230144 9138	32 Y	M	Amebiasis	Confirmed, Active	05/13/2010
230119 9035	48 Y	F	Campylobacter	Confirmed, Active	05/13/2010
228630 6585	79 Y	M	Campylobacter	Probable, New	05/05/2010

Line list of individual cases from selected disease(s) or disease group. You choose which fields/columns to display.

Report 6: Disease History by Geography*

Region	2006	2007	2008	2009
1	4870	4848	4668	4394
2 North	6707	7244	7552	8463
2 South	24138	23523	27265	29531
3	7117	6862	6647	6833

Statewide 5 year history for a selected disease or disease group. Select geographic breakdown and time interval.

Report 2: Diseases by Demographics

Disease Group	Disease	<1 yr	1-4	5-9	10-14
Other	Brucellosis	0	0	0	0
	Cholera	0	0	0	0
	Coccidioidomycosis	0	0	0	0
	Creutzfeldt-Jakob Disease	0	0	0	0

Counts/rate for a selected time period stratified by sex, age, race, or ethnicity. All disease/disease groups are displayed.

Report 7: Diseases by Geography

Disease Group	Disease	1	2 North	2 South	3
Other	Creutzfeldt-Jakob Disease	0	0	0	0
	Cryptococcosis	0	0	1	0
	Cyclosporiasis	0	0	0	0

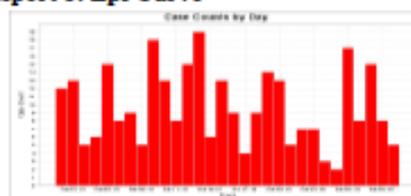
Counts/rate for a selected time period for all disease/disease groups. Select overall geographic area and geographic breakdown.

Report 3: Diseases YTD*

Disease Group	Disease	Jan	Feb	Mar	Apr	May
Other	Creutzfeldt-Jakob Disease	1	0	1	0	1
	Cryptococcosis	2	4	5	1	3
	Cyclosporiasis	0	1	0	0	0

Year-to-date aggregate counts/rate for all disease/disease groups. Select geography and time interval (week or month).

Report 8: Epi Curve



Epi curve of case count over time for a selected disease or disease group. Select time period, time interval, and geographic area.

Report 4: Diseases - 5 Year History*

Disease Group	Disease	2006	2007	2008	2009	2010
Other	Creutzfeldt-Jakob Disease	12	16	18	15	3
	Cryptococcosis	57	53	70	76	15
	Cyclosporiasis	0	1	2	3	1

5 year history of counts/rate for all disease/disease groups. Select geography and time interval.

Aggregate Case Report*

Regions	05-2009	06-2009	07-2009	08-2009	09-2009
1	1166	995	33	16	2425
2 North	2095	3176	30	5	2241
2 South	2575	1682	58	8	3420

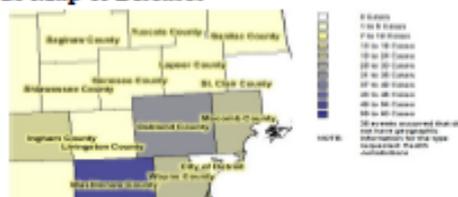
Statewide counts for aggregate conditions. Select time period, geographic breakdown, condition, and reporting source.

Report 5: Diseases YTD by Geography*

Region	Jan	Feb	March	April	May	Total
1	364	323	440	364	183	1674
2 North	717	614	793	703	487	3314
2 South	2400	2282	2676	2189	1040	10587

Statewide year-to-date counts/rates for a selected disease or disease group. Select geographic breakdown and time interval.

GIS Map of Diseases



Map of count or rate for selected disease or disease group. Select time period and geographic breakdown.

Reports

There are several reports formats available within the MDSS Reports module:

- Report 1 - Line Listing
- Report 2 - Disease by Demographics
- Report 3 - Diseases YTD
- Report 4 - Diseases – 5 Year History
- Report 5 - Diseases YTD by Geography
- Report 6 - Disease History by Geography
- Report 7 - Diseases by Geography
- Report 8 - Epi Curve
- Aggregate Case Report
- Audit Report
- GIS Map of Diseases by Geography
- TB Reports
- Disease Trends

Case Status and Report Security

Report 1 – Line Listing:

- Patient-level data is available in Report 1
- Therefore, this report has the same security as the “Case Listings” (i.e., patient level data reports can only be viewed and exported by users with authorized roles to view that data in the system)

General Characteristics of Reports

Each report provides a report parameter screen –

The selected parameters are used to identify which cases are included in the report and to determine the format of the report

1. Line Listing	Report 4 - Table of Diseases Comparing A Given Timeframe for Past 5 Years
2. Diseases by Demographics	Aggregate / Individual Cases The default is to include both aggregate and individual cases
3. Diseases YTD	<input type="checkbox"/> Aggregate cases only <input type="checkbox"/> Individual cases only
4. Diseases - 5 Year History	Table Type <input checked="" type="radio"/> Counts <input type="radio"/> Cases Per 100,000 Census Year: 2010
5. Diseases YTD by Geography	Time Period Five year period ending Year (yyyy): 2019
6. Disease History by Geography	Time Period Based On: <input checked="" type="radio"/> Onset Date if available, otherwise Referral Date <input type="radio"/> Onset Date <input type="radio"/> Referral Date
7. Diseases by Geography	Case and Investigation Status Case Status: Confirmed, Confirmed-Non Resident, Non-Michigan Case Investigation Status: Active, Canceled, Completed
8. Epi Curve	Display Interval <input type="radio"/> By Year <input checked="" type="radio"/> By Month (From month: January through month: December) <input type="radio"/> By Week (From week: 01 through week: 49)
Aggregate Case Report	Geographic Area <input checked="" type="radio"/> State Wide <input type="radio"/> County (Alcona, Alger, Allegan) <input type="radio"/> Region (1, 2 North, 2 South)
Audit Report	<input type="radio"/> Local Health Jurisdiction (Allegan County, Barry-Eaton, Bay County) <input type="radio"/> Zip
GIS Map of Diseases by Geography	<input type="radio"/> City (Adrian city, Albion city, Algonac city) <input type="radio"/> Township (Acme township, Ada township, Adams township (Arenac County))
TB Reports	<input type="radio"/> School District (ADAMS TOWNSHIP SCHOOL DISTRICT, ADDISON COMMUNITY SCHOOLS, ADRIAN CITY SCHOOL DISTRICT)
	MDOC option <input checked="" type="radio"/> Exclude MDOC cases <input type="radio"/> Include MDOC cases <input type="radio"/> Only MDOC cases
	View HTML Report View PDF Report View CSV Report Reset Help

Selecting the Report Parameters

Although each report is distinct, many of the report parameters are common

Common Parameters:

- Aggregate vs. Individual Cases
- Counts vs. Rates
- Desired Time Period
- Which dates to use to select cases

Report 2 - Table of Diseases by Demographics for a Given Time Period

Aggregate / Individual Cases
The default is to include both aggregate and individual cases

Aggregate cases only Individual cases only

Table Type

Counts Cases Per 100,000 | Census Year: 2010 ▼

Time Period

Month: December ▼ Year(yyyy): 2019

Week: 48-2019

From Date (mm/dd/yyyy):  To Date (mm/dd/yyyy): 

Time Period Based On:

Onset Date if available, otherwise Referral Date Onset Date Referral Date

Selecting the Report Parameters

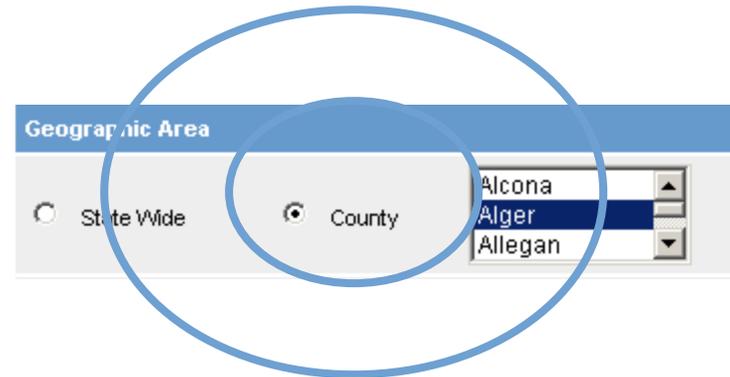
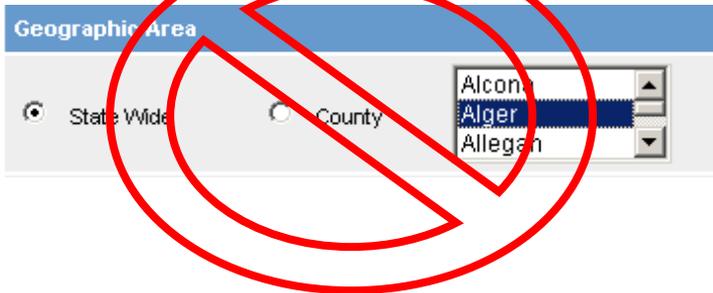
Common parameters (cont.):

- What status cases to choose from
- Where should the cases be from

Case and Investigation Status			
Case Status	<input type="text" value="Confirmed"/> <input type="text" value="Confirmed-Non Resident"/> <input type="text" value="Non-Michigan Case"/>	Investigation Status	<input type="text" value="Active"/> <input type="text" value="Canceled"/> <input type="text" value="Completed"/>
Geographic Area			
<input checked="" type="radio"/> State Wide	<input type="radio"/> County	<input type="text" value="Alcona"/> <input type="text" value="Alger"/> <input type="text" value="Allegan"/>	<input type="radio"/> Region
<input type="radio"/> Local Health Jurisdiction	<input type="text" value="Allegan County"/> <input type="text" value="Barry-Eaton"/> <input type="text" value="Bay County"/>	<input type="radio"/> Zip	<input type="text" value="1"/> <input type="text" value="2 North"/> <input type="text" value="2 South"/>
<input type="radio"/> City	<input type="text" value="Adrian city"/> <input type="text" value="Albion city"/> <input type="text" value="Algonac city"/>	Township	<input type="text" value="Acme township"/> <input type="text" value="Ada township"/> <input type="text" value="Adams township (Arenac County)"/>
<input type="radio"/> School District	<input type="text" value="ADAMS TOWNSHIP SCHOOL DISTRICT"/> <input type="text" value="ADDISON COMMUNITY SCHOOLS"/> <input type="text" value="ADRIAN CITY SCHOOL DISTRICT"/>		

Beware of Report Quirks

- Radio buttons
 - Unlike some other web applications, the MDSS does not automatically highlight the radio button when a selection is made within that box
 - ***You must make sure that the appropriate radio buttons are correctly highlighted.***



Aggregate vs. Individually Reported Cases

Aggregate / Individual Cases
The default is to include both aggregate and individual cases

Aggregate cases only Individual cases only

- Individually reported cases are name-based cases
- Aggregate cases are generally based on weekly counts from schools or other congregate settings and may include flu-like disease or other illnesses or outbreaks
- Reports allow user to select only aggregate cases or only individually reported cases
- By default, both individual and aggregate are included

Counts vs Rates

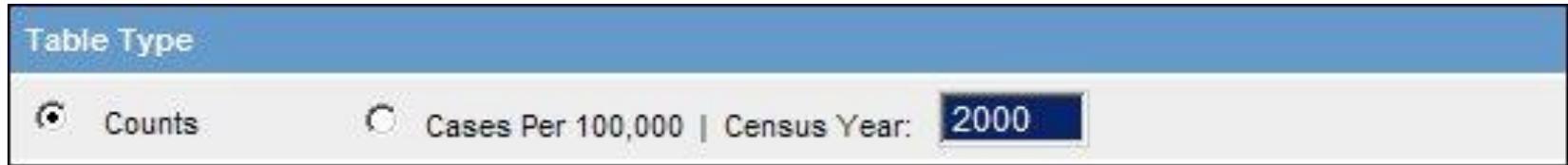


Table Type

Counts Cases Per 100,000 | Census Year: 2000

The user can select the type of information contained in the report:

- Count - the report will contain disease counts
- Rate - the report will contain rates calculated from disease counts and population data as of the Census Year* selected
 - The rates display as cases per 100,000 population

**Most recent census year available is 2010*

Time Period

Time Period

Month: Year(yyyy):

Week:

From Date (mm/dd/yyyy):  To Date (mm/dd/yyyy): 

Time Period Based On:

Onset Date if available, otherwise Referral Date Onset Date Referral Date

- **Month** – includes only cases within the month selected
- **Year** – includes only cases within the year provided
- **Five-year period ending Year** – includes cases within the specified year and preceding four years (based on the provided ending date)
- **From Date / To Date** – includes cases within the date range provided
- **Week** – includes cases within the “MMWR Week” provided
- **Onset vs. Referral** – allows the user to make a report based on disease onset or referral of the case into the LHD

Beware of Report Quirks . . . (2)

Dates

- **For date ranges using the Time Period:**
 - MDSS selects cases with Onset Dates that fall within that range. If Onset Date is missing, the Referral Date will be used (*or the user can dictate this in some of the reports*)
- **For reports by Month or MMWR week:**
 - Month is determined by Onset Date (or Referral Date if Onset Date is unavailable).
 - MMWR Week is always determined by Referral Date

There can be situations where numbers can change from report to report, based on differences in the Onset Date and Referral Date

Case and Investigation Status



The screenshot shows a window titled "Case and Investigation Status". It contains two dropdown menus. The first dropdown, labeled "Case Status", has three options: "Confirmed", "Not a Case", and "Probable". The second dropdown, labeled "Investigation Status", has three options: "Active", "Canceled", and "Completed".

- **Case Status:** defines if a case is confirmed, probable, suspect or not a case, according to the appropriate case definition
- **Investigation Status:** identifies what stage of the investigation the case is in, i.e., active, new or complete, review, etc.
- The user can search cases in any combination of case status or investigation status

Geographic Area

Geographic Area

State Wide County Region

Alcona
Alger
Allegan

1
2 North
2 South

- Only one geographic boundary at a time can be selected
- Cases will be mapped based on the “Investigation Address”
- Only cases that fall within the selected geographic boundary will be included on the report

Geographic Area

The geographic area options limit the report to the geographic area selected and may include:

- Statewide
- Public Health Preparedness Regions
- Local Health Jurisdictions
- County
- City/Township*
- Zip
- School District*

*Cases entered into MDSS that are Geocoded (*the “Geocode Source” is “CGI”*) can be reported by “City/Township” and “School District.” Historic data (originally entered into LHDSURV) has not been geocoded

Disease or Disease Group

Disease or Disease Group

Reportable Condition

AIDS, Adult
AIDS, Pediatric
Amebiasis

Disease Group

AIDS/HIV
Foodborne
Meningitis

- Only one of radio button can be selected at a time (you can run the report by a reportable condition **OR** by disease group)
- Only the cases of the selected reportable condition or conditions will be included on the report
- Multiple conditions **or** disease groups can be selected (by holding the Ctrl key), **except** for Report 8 – Epi Curve
- Making **no** selection indicates **ALL** conditions or disease groups will be included in the report

Running a Report

The screenshot shows a software interface with a top navigation bar and a side navigation bar. The top navigation bar contains links for 'Case Investigation', 'Administration', 'Messages', and 'Reports'. The 'Reports' link is circled in red. The side navigation bar contains a list of report options: '1. Line Listing', '2. Diseases by Demographics', '3. Diseases YTD', '4. Diseases - 5 Year History', '5. Diseases YTD by Geography', '6. Disease History by Geography', '7. Diseases by Geography', '8. Epi Curve', 'Aggregate Case Report', 'Audit Report', 'GIS Map of Diseases by Geography', 'TB Reports', and 'Disease Trends'. The '2. Diseases by Demographics' link is circled in red.

Top Navigation Bar
Case Investigation
Administration
Messages
Reports

Side Navigation Bar
1. Line Listing
2. Diseases by Demographics
3. Diseases YTD
4. Diseases - 5 Year History
5. Diseases YTD by Geography
6. Disease History by Geography
7. Diseases by Geography
8. Epi Curve
Aggregate Case Report
Audit Report
GIS Map of Diseases by Geography
TB Reports
Disease Trends

1. From the Top Navigation bar click the **REPORTS** link
2. Click the Report Name link in the Side Navigation bar

Running a Report

3. The Report Parameters screen appears

4. Select the parameters needed for your search

Report 2 - Table of Diseases by Demographics for a Given Time Period

Aggregate / Individual Cases
The default is to include both aggregate and individual cases

Aggregate cases only Individual cases only

Table Type
 Counts Cases Per 100,000 | Census Year: 2010

Time Period
 Month: December Year(yyyy): 2019
 Week: 49-2019
 From Date (mm/dd/yyyy): To Date (mm/dd/yyyy):

Time Period Based On:
 Onset Date if available, otherwise Referral Date Onset Date Referral Date

Case and Investigation Status
Case Status: Confirmed, Confirmed-Non Resident, Non-Michigan Case
Investigation Status: Active, Canceled, Completed

Geographic Area
 State Wide County: Alcona, Alger, Allegan Region: 1 North, 2 South
 Local Health Jurisdiction: Allegan County, Barry-Eaton, Bay County Zip
 City: Adrian city, Albion city, Algonac city Township: Acme township, Ada township, Adams township (Arenac County)
 School District: ADAMS TOWNSHIP SCHOOL DISTRICT, ADDISON COMMUNITY SCHOOLS, ADRIAN CITY SCHOOL DISTRICT

MDOC option
 Exclude MDOC cases Include MDOC cases Only MDOC cases

Demographic Variable 1
 Sex Age Group Race Ethnicity

Demographic Variable 2
 Sex Age Group Race Ethnicity None

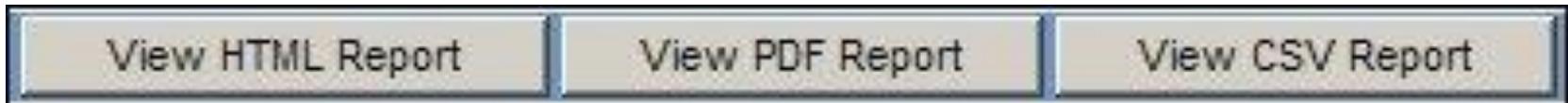
*indicates required items

View HTML Report View PDF Report View CSV Report Reset Help

Selecting a Report Format

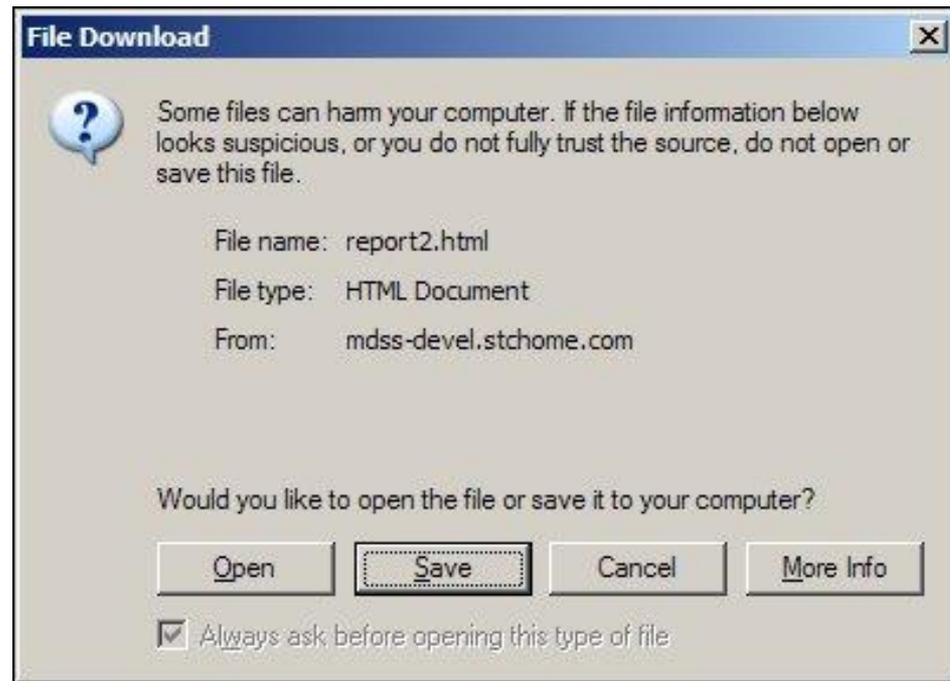
- Each report (except the GIS Map & the Epi Curve reports) can be presented in three different formats:
 - HTML REPORT – displays the report as a standard web document
 - PDF REPORT – displays the report as a PDF file in Adobe Acrobat
 - CSV REPORT – creates a Comma Separated Value file. The display of this format depends on the configuration of your PC, but usually (and often best) in Excel or other spreadsheet applications. **This format is best if you wish to further analyze the data outside of MDSS.**

5. Select the report format by clicking the appropriate button:



Running a Report

6. The following dialog box will appear asking you to confirm your choice of the report output file:



Viewing Report Output

7. Click the OPEN button

8. A new browser window will open to display the report output

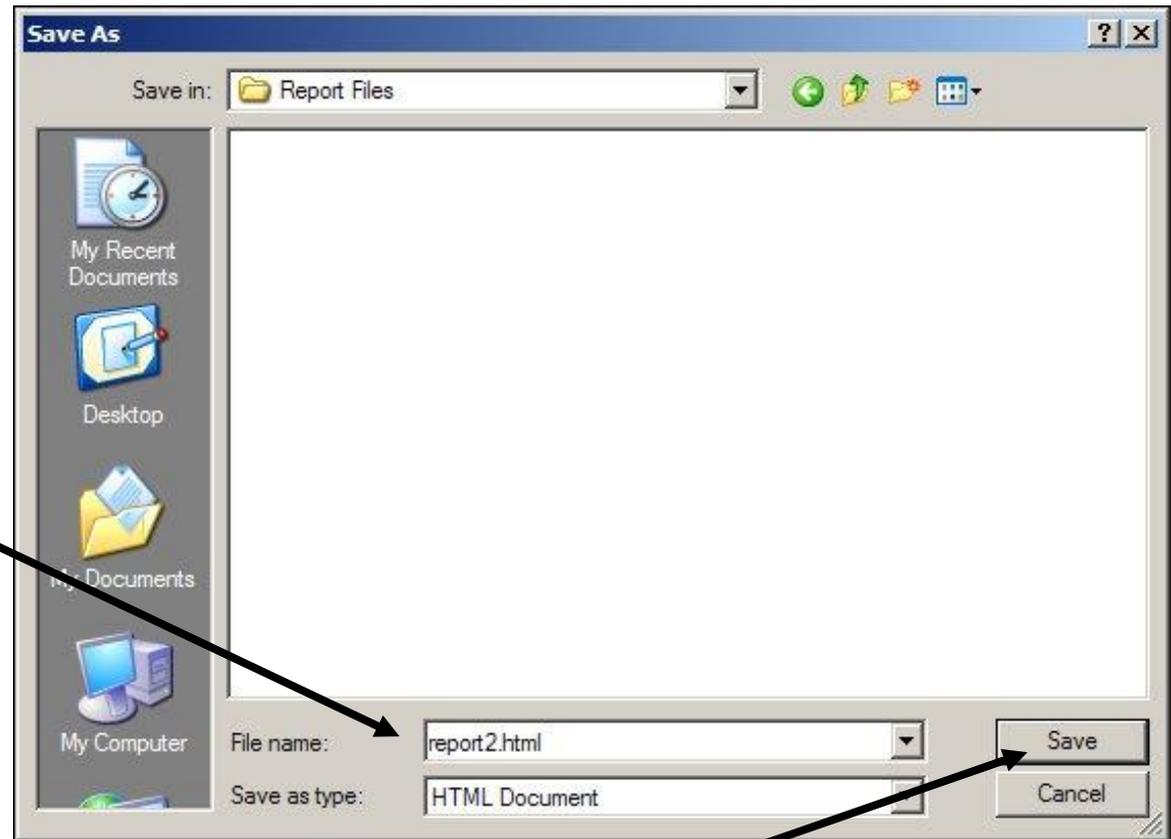
Report 1: Line list of Disease Cases for a Given Timeframe and Geographic Location
Start Date: Mon Jun 7, 2004
End Date: Tue Jun 8, 2004
Reportable Conditions: All conditions
Geographic Area: The State of Michigan
There are 11 cases listed in this report.

ID	Name	Address	Age	DOB	Race	Ethnicity	Sex	Condition	Status
341934	FLINTSTONE, FREDICK		67 Y		Caucasian	Not Hispanic or Latino	M	Amebiasis	Confirmed
343725	BOOP, BETTY		59 Y	03/15/1945	Caucasian	Hispanic or Latino	F	Botulism - Foodborne	Confirmed
340554	FILBERT, JEFFREY		?		Asian	Not Hispanic or Latino	M	Campylobacter	Suspect
342530	WEYERHAEUSER, GRAYLING		68 Y	06/24/1935	Hawaiian or Pacific Islander	Hispanic or Latino	M	Animal Bite	Suspect
343127	NEWMAN, ALFRED		?		American Indian or Alaska Native	Unknown	U	Blastomycosis	Probable
341372	FILBERT, JEFFREY		?		Asian	Not Hispanic or Latino	M	Brucellosis	Probable
344324	MAY, DAISY		?		Other	Unknown	F	Brucellosis	Probable
341984	MARTIN, RICHARD		54		Caucasian	Hispanic or Latino	M	Shigellosis	Suspect

Saving a Report

OR

- Click the SAVE button in the “File Download” box
- The “Save As” Dialog box opens
- Supply a file name and select a location on your computer to store the report



10. Click the SAVE button. Your report output file will now reside on your computer in the location that you specified

Report 1 – Line Listing

Line List of Disease Cases for A Given Timeframe and Geographic Location

- This is the only report limited based on geography because it returns identified case information. Users will be limited to cases from their primary jurisdiction
- **This report creates a patient-level list of all cases** that fall within the specified time-period, geographic area and disease selection
- **Display Columns:** select the fields to be included in the report
 - To include a field on your report, activate that field's checkbox
 - To exclude the field, remove the checkmark from the checkbox by clicking on the checkmark associated with the field you wish to exclude

Report 2 – Diseases by Demographics

Table of Diseases by Demographics for a Given Time Period

- Creates a table of counts or rates for all diseases that fall within the specified time-period and geographic area
- **Demographic Variable 1 & 2-** select up to 2 demographic variable(s) for the report:
 - **Sex** – provides a breakdown by Male, Female, and Unknown
 - **Age Group** – provides an incremental age breakdown (e.g., less than 1 year, one through four years, five through nine years, etc.)
 - **Race** – provides a breakdown by race (e.g., Caucasian, Asian, African American, etc.)
 - **Ethnicity** – provides a breakdown by ethnic groups of Hispanic or Latino, Non Hispanic or Latino, and Unknown

Report 3 - Diseases YTD

YTD Table of Diseases for a Given Year

- Creates a table of year-to-date counts or rates for all diseases that fall within the selected year and geographic area
- **Display Interval:** select **By Month** or **By Week** (only one may be selected)
 - **By Month:** includes data from January through December of the year selected
 - **By Week:** includes data from the first to the last MMWR Publication Week of the year selected

Report 4 - Diseases – 5 Year History

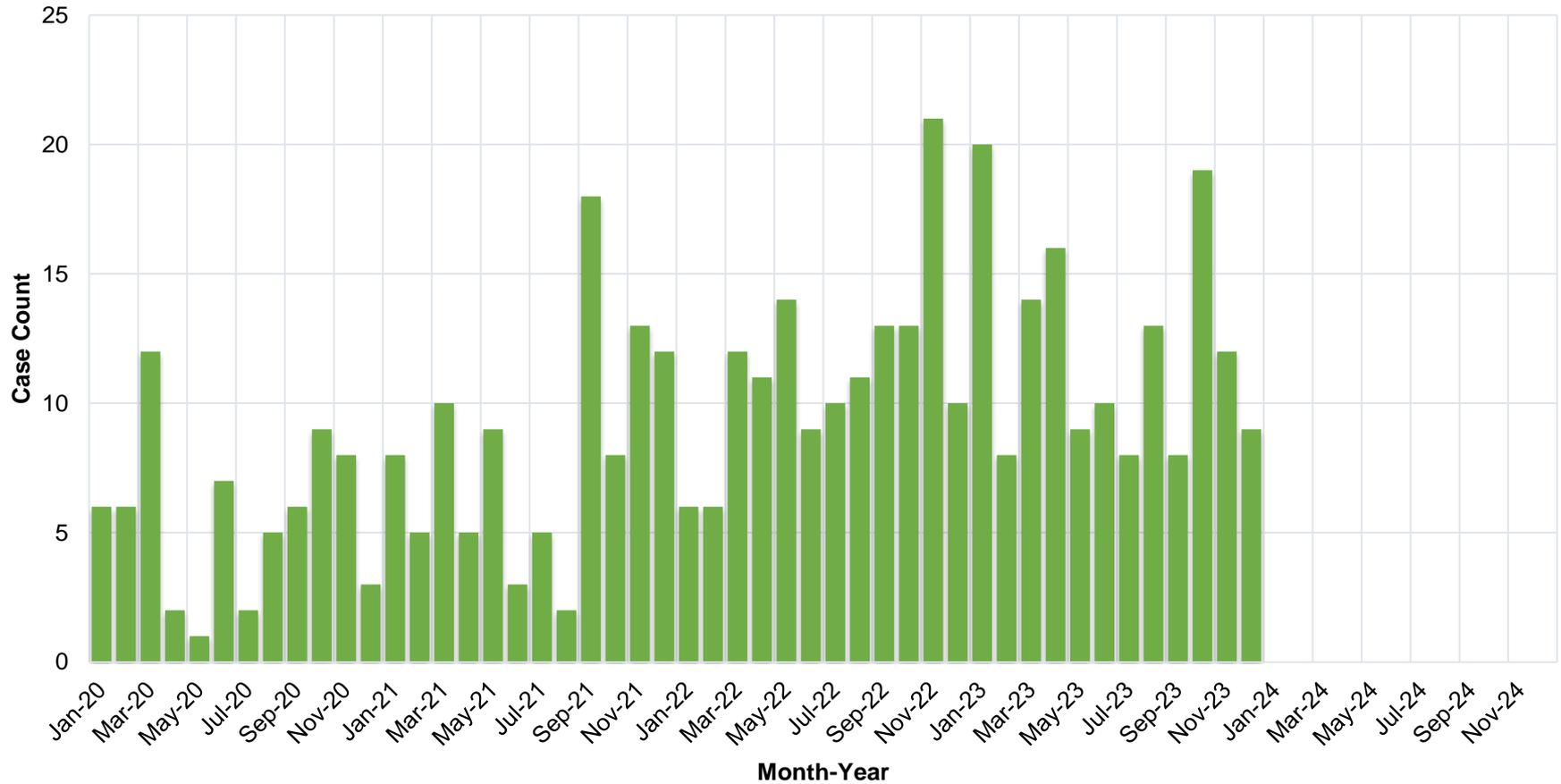
Table of Diseases Comparing a selected 5 Year Period

- Creates a comparison table of counts or rates for all diseases reported for the selected year and preceding four years within the geographic area.
- **Display Interval:** select one for a breakdown of counts or rates as follows:
 - **Year:** presented with a column for each year
 - **Month:** presented in columns by month for each year, beginning with the 'From Month' and ending with the 'Through Month'
 - **Week:** presented in columns by week for each year, beginning with the 'From Week' and ending with the 'Through Week'

Display Interval			
<input checked="" type="radio"/>	By Year		
<input type="radio"/>	By Month	From month: <input type="text" value="January"/>	through month: <input type="text" value="January"/>
<input type="radio"/>	By Week	From week: <input type="text"/>	through week: <input type="text"/>

Report 4 - Diseases – 5 Year History

Reported Vaccine-preventable Diseases by Month
Previous Five Years



Report 5 - Diseases YTD by Geography

Year to Date Disease by Geographic Area and Timeframe for a Given Year

- Creates a table of counts or rates for all cases that fall within the selected time-period and disease information
- Data are not presented in the report for a given geographic level if the count or rate is equal to zero
- **Display Interval:** select By Month or By Week
 - **By Month:** presented in columns from January of the year selected through the selected ending month (**Through Month**)
 - **By Week:** presented in columns from the first MMWR week of the year selected through the ending MMWR week (**Through Week**)

Display Interval	
<input checked="" type="radio"/> By Month	Through month: <input type="text" value="December"/>
<input type="radio"/> By Week	through week: <input type="text" value="49"/>

Report 5 – Diseases YTD by Geography

- **Geographic Breakdown:** Select one geographic location for the report
 - **Region** – data presented in columns by Public Health Preparedness Regions
 - **County** – data presented in columns by counties
 - **City** – data presented in columns by cities
 - **Zip** – data presented in columns by zip codes

Geographic Breakdown

Region

County

City

Zip

Report 6 - Disease History by Geography

Displays selected Diseases or Disease Groups by Geographic Area and Timeframe

- Creates a comparison table of counts or rates for all cases that fall within the specified year and preceding four years
- Data are not presented in the report for a given geographic level if the count or rate is equal to zero
- **Display Interval:** select one for a breakdown of counts or rates as follows:
 - **Year:** presented with a column for each year
 - **Month:** presented in columns by month for each year, beginning with the 'From Month' and ending with the 'Through Month'
 - **Week:** presented in columns by week for each year, beginning with the 'From Week' and ending with the 'Through Week'

Display Interval

By Year

By Month

From month:

through month:

By Week

From week:

through week:

Report 6 – Disease History by Geography

- **Geographic Breakdown:** Select one geographic location for the report
 - **Region** – data presented in columns by Public Health Preparedness Regions
 - **County** – data presented in columns by counties
 - **City** – data presented in columns by cities
 - **Zip** – data presented in columns by zip codes

Geographic Breakdown

Region

County

City

Zip

Report 7 - Diseases by Geography

Table of Diseases by Geographic Location

- Creates a table of counts or rates for all diseases that fall within the selected time-period and geographic area
- **Geographic Breakdown:** Select one geographic location for the report
 - **Statewide:** data presented as totals for the State
 - **Region:** data presented in columns by Public Health Preparedness Regions
 - **Local Health Jurisdiction:** data presented in columns by local health jurisdictions
 - **County:** data presented in columns by counties
 - **City:** data presented in columns by cities
 - **Zip:** data presented in columns by zip codes
 - **School District:** data presented in columns by school districts

Geographic Breakdown	
<input type="radio"/> State Wide	<input type="radio"/> County
<input checked="" type="radio"/> Region	<input type="radio"/> City
<input type="radio"/> Local Health Jurisdiction	<input type="radio"/> Zip
<input type="radio"/> School District	

Report 8 - Epi Curve

- Creates a graph showing the number of cases over time for a selected reportable condition or disease group and time-period
- The PDF format provides both a graph and data while the CSV format only provides data and the user can prepare the graph themselves
- **Time Interval:** Select one for a breakdown of cases within the selected timeframe
 - **By Month:** cases presented by each month
 - **By MMWR Week:** cases presented by each MMWR week
 - **By Day:** cases presented by each day
- **Disease or Disease Group:** Only **one** reportable condition **OR** disease group may be selected at one time

Time Interval	
<input checked="" type="radio"/>	By Month
<input type="radio"/>	By Week
<input type="radio"/>	By Day

Disease or Disease Group	
<input checked="" type="radio"/> Reportable Condition	Acute Flaccid Myelitis (AFM) Amebiasis Anthrax
<input type="radio"/> Disease Group	AIDS/HIV Foodborne Influenza

Aggregate Case Reports

- Returns aggregate report totals for selected time-period & geographic location
- Select the aggregate variables for the report (cases, deaths, isolations, hospitalizations)
- Select the condition

Aggregate Reports

Time Period

Month: Year(yyyy):

Week:

From Date (mm/dd/yyyy):  To Date (mm/dd/yyyy): 

Time Interval

By Month By Week By Day

Case and Investigation Status

Case Status:
Confirmed-Non Resident
Non-Michigan Case

Investigation Status:
Canceled
Completed

Geographic Area

Region County Local Health Jurisdiction

Aggregate Statistics

Cases Deaths New Hospitalized Total Hospitalized

New Isolated Total Isolated New Quarantined Total Quarantined

Aggregate Conditions

Condition*:
Gastrointestinal Illness
Head Lice

Reporting Source

Source:
Hospital
LTC

*indicates required items

Audit Report

- Generates information on audited activities for users including:

- Audit Date
- Case ID
- Patient Name & DOB
- Audit Action

- The report can be run by LHJ Administrators for their jurisdiction
- HCP and Lab users can run the report for their facilities
- The reports shows all actions performed in the time period specified

Audit Cases

Time Period

Month: December Year(yyyy): 2019

From Date (mm/dd/yyyy): To Date (mm/dd/yyyy):

Audit Users Associations

Local Health Jurisdiction: Allegan County
Berry-Eaton
Bay County
Benzie-Leelanau

Facility: ALLEGAN GENERAL HOSP
ALPENA GENERAL HOSP
BARAGA COUNTY MEM HOSP
BATTLE CREEK HLTH SYS

View HTML Report
View PDF Report
View CSV Report
Reset
Help

Audit Report: List of Audited Cases for Users Associated with Specified Facility/Jurisdiction
Time Period: 01/20/2012 - 01/27/2012

Jurisdiction: Statewide

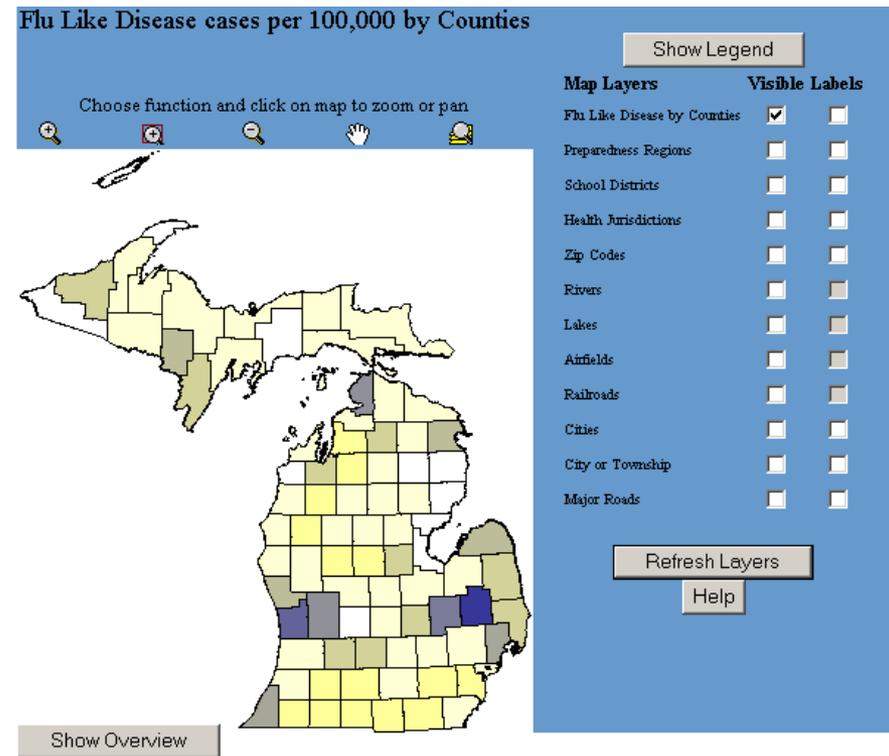
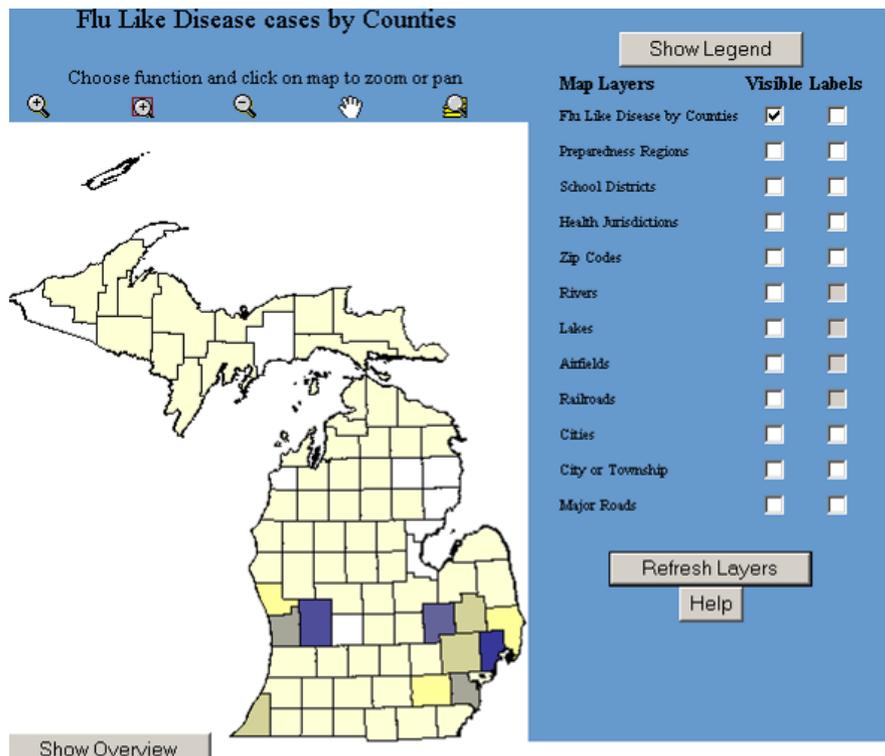
There are 112 rows in this report.

User	Audit Date	Case ID	Patient Name	Patient DOB	Audit Action
CRANDELL-ALDEN, ERIN	01/24/2012	317010074	CRANDELL, GARA	05/01/1974	Add Case
CRANDELL-ALDEN, ERIN	01/24/2012	317010074	CRANDELL, GARA	05/01/1974	Lab Added With New
CRANDELL-ALDEN, ERIN	01/24/2012	317010075	LEWIS, TRACI	04/01/1975	Add Case
CRANDELL-ALDEN, ERIN	01/24/2012	317010075	LEWIS, TRACI	04/01/1975	Patient Not Merged
CRANDELL-ALDEN, ERIN	01/24/2012	317010075	LEWIS, TRACI	04/01/1975	Lab Added With New
CRANDELL-ALDEN, ERIN	01/24/2012	317020041	CRANDELL, GARA	05/01/1974	Add Case
CRANDELL-ALDEN, ERIN	01/24/2012	317020041	CRANDELL, GARA	05/01/1974	Lab Added With New
CRANDELL-ALDEN, ERIN	01/24/2012	317010074	CRANDELL, GARA	05/01/1974	Update Case Detail
CRANDELL-ALDEN, ERIN	01/24/2012	317020072	ELIOTT, JENNIFER	01/01/1972	Add Case
CRANDELL-ALDEN, ERIN	01/24/2012	317020072	ELIOTT, JENNIFER	01/01/1972	Lab Added With New
HAMILTON, ELIZABETH	01/23/2012	316990022	SMITH, BRUCE	04/01/1972	Add New Case Data
HAMILTON, ELIZABETH	01/23/2012	316990022	SMITH, BRUCE	04/01/1972	Case Not Merged
HAMILTON, ELIZABETH	01/23/2012	316990022	SMITH, BRUCE	04/01/1972	Update Case Detail
HAMILTON, ELIZABETH	01/24/2012	317000003	CRANDELL, GARA	07/01/1974	Add New Case Data
HAMILTON, ELIZABETH	01/24/2012	317000003	CRANDELL, GARA	07/01/1974	Case Not Merged
HAMILTON, ELIZABETH	01/24/2012	317000003	CRANDELL, GARA	07/01/1974	Update Case Detail
HAMILTON, ELIZABETH	01/24/2012	317000003	CRANDELL, GARA	07/01/1974	Update Case Detail

GIS Map of Diseases by Geography

- Provides statewide maps of individual cases or diseases groups based on user selected time periods, case and investigation status and geographic breakdowns.

2008 Flu-Like Disease, Counts vs. Rates



TB Reports

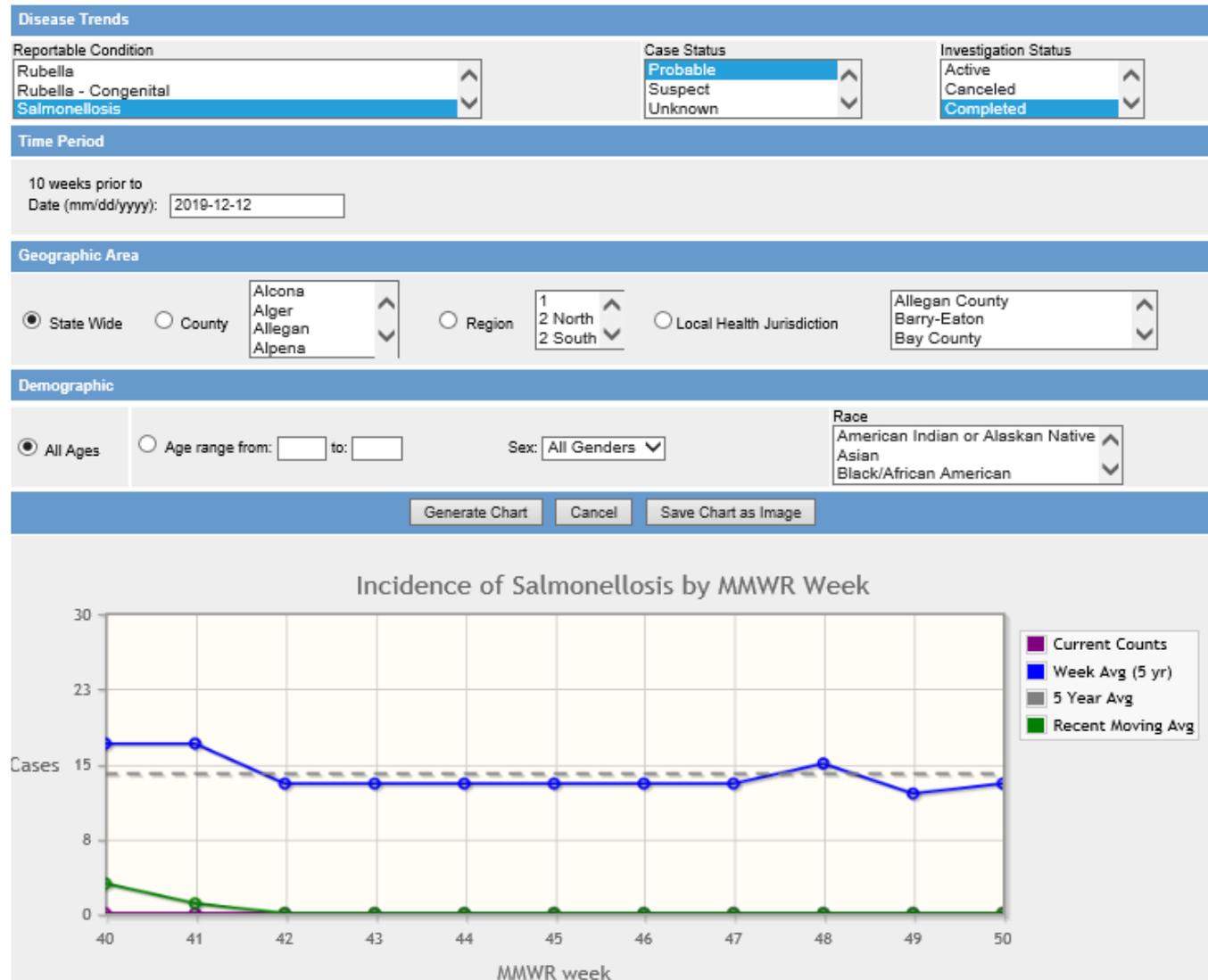
- The Tuberculosis Reports creates the 'Completion of Therapy' and 'Sputum Culture Conversion' reports for the TB cases that fall within the selected time frame and geographical area
- Statewide TB results are also displayed

The screenshot shows a web application interface for generating Tuberculosis Reports. The interface is organized into several sections:

- Tuberculosis Reports**: The main title of the application.
- Select Indicator**: A dropdown menu currently set to "Completion of Therapy Report".
- Geographic Area**: A dropdown menu for "County" currently set to "Alcona".
- Time Period**: Two date input fields labeled "From Date (mm/dd/yyyy):" and "To Date (mm/dd/yyyy):", each with a calendar icon.
- Buttons**: Three buttons at the bottom: "Run Report", "Reset", and "Help".

Disease Trends

- Create a disease trend chart (for past 10 weeks) for one condition at a time
- Select criteria
- Click Generate Chart (or choose to save chart as an image)
- Displays current counts, average for that MMWR weeks for the last 5 years, moving average for previous 10 weeks, and overall five-year weekly average



I'm having a problem . . .
Who can help me?

Support and Help Contacts

- User Guides, FAQs, and Tip Sheets are available at www.michigan.gov/mdss
- For browser, adobe, or connectivity issues, contact **your** local IT support
- Contact your local MDSS administrator for general questions
- For MILogin issues, contact the help desk @:
 - (517) 241-9700 or (800) 968-2644
- [Regional Epidemiologists](#) are always available!

Regional Epidemiologists

Region	Name	Phone/Cell	E-mail	Counties Covered
1	Meghan Weinberg	517.749.2153 (Cell)	WeinbergM1@michigan.gov	Clinton, Eaton, Gratiot, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Shiawassee
2N	Nicole Parker-Strobe	517.930.6906 (Cell)	ParkerStrobeN@michigan.gov	Macomb, Oakland, St. Clair
2S	Joyce Lai	734.727.7204 517.930.6958 (Cell)	LaiJ@michigan.gov	Detroit City, Monroe, Washtenaw, Wayne
3	Melanie Perry	517.582-0737 (Cell)	PerryM12@michigan.gov	Alcona, Arenac, Bay, Genesee, Gladwin, Huron, Iosco, Lapeer, Midland, Ogemaw, Saginaw, Sanilac, Tuscola
5	Bethany Reimink	269.373.5293 517.719.0407 (Cell)	ReiminkB@michigan.gov	Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, Van Buren
6	Fatema Mamou	517.204.6086 (Cell)	MamouF@michigan.gov	Clare, Ionia, Isabella, Kent, Lake Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, Ottawa
7	Roger Racine	517.930.6914 (Cell)	RacineR@michigan.gov	Alpena, Antrim, Benzie, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Montmorency, Oscoda, Otsego, Presque Isle, Roscommon, Wexford
8	Scott Schreiber	517.930.3089 (Cell)	SchreiberS@michigan.gov	Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft

Questions/Suggestions!

- Please reach out with topics for future trainings/needs
- Please let us know what you would like for modernization of the system!