

MDSS Training For Laboratories

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.*)
- Your enthusiastic support helps make MDSS a more productive and effective method of communicable disease surveillance

Accessing MDSS

- Software and System Requirements
 - Internet Access
 - Microsoft Edge is the officially supported browser for the system, but there are currently no known issues with any other versions
- MILogin User ID and Password
- Authorization to use the MDSS
 - Laboratories must partner with their local health department to register and use MDSS

MDSS User Rights and Privileges

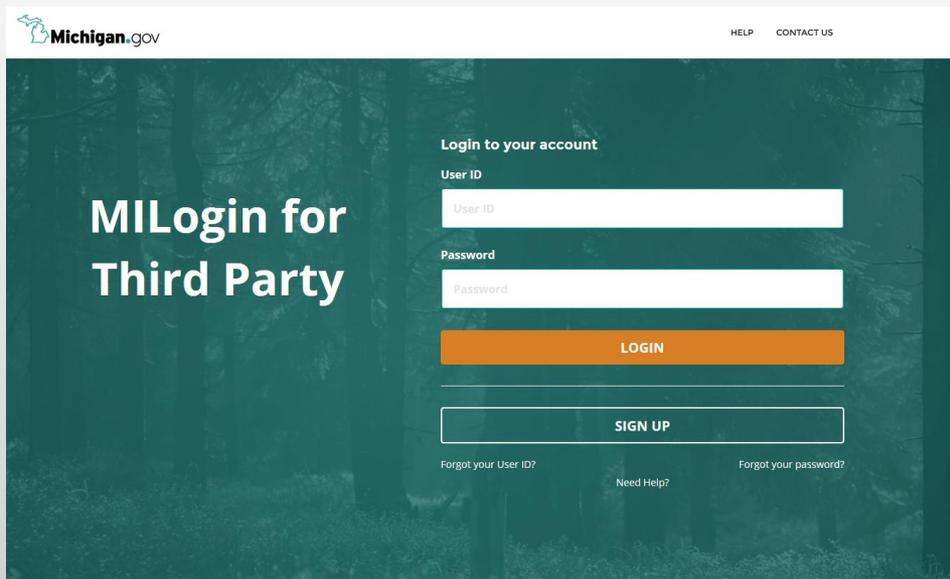
As a Laboratory User

- Enter individual cases
- Enter aggregate case counts
- View a list of cases entered by you or another user that shares your facility
- *If labs are able to submit HL-7 messages they may want to consider reaching out to [MDHHS MDSS@michigan.gov](mailto:MDHHS_MDSS@michigan.gov) to onboard for ELR reporting of results*
- *If labs must report to accrediting agencies, additional MDSS functionality is available, but is granted on a case-by-case basis. Labs must request additional access from their Local Health Jurisdiction and Regional Epidemiologist**
 - **By default, laboratories should be assigned to the 'lab user role' and the 'view access' job function*

How to access, navigate in, and exit the MDSS

Entering MDSS

- MILogin for Non-Michigan.gov emails - <https://milogintp.michigan.gov/>
- Log in with your MILogin User ID and Password
- **Please note** you must log into both MI Login TP and the Michigan Disease Surveillance System (MDSS) at minimum every 60 days to maintain your access to MDSS.
 - Accounts inactive for >60 days will be automatically deactivated and users will have to request for their accounts to be reactivated



The screenshot shows the login interface for MILogin for Third Party. The page has a dark green background with a white header containing the Michigan.gov logo and navigation links for HELP and CONTACT US. The main content area features the text "MILogin for Third Party" on the left and a login form on the right. The form includes a "Login to your account" heading, a "User ID" label above a white input field, a "Password" label above another white input field, an orange "LOGIN" button, and a white "SIGN UP" button. At the bottom of the form, there are three links: "Forgot your User ID?", "Need Help?", and "Forgot your password?".

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 **Acknowledge/Agree** to continue

Terms & Conditions

Michigan Disease Surveillance System

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 information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution. By accessing information provided by the Michigan Department of Health & Human Services computer information systems and clicking on the button

CANCEL ✕ **Acknowledge/Agree**

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

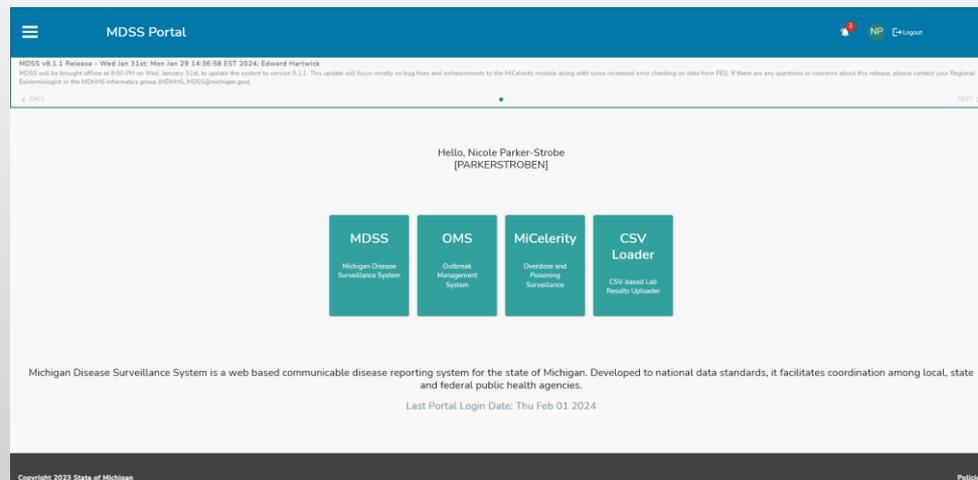
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I agree to the Terms & Conditions

Launch service

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 ‘Disease Surveillance’ to continue to MDSS



Initial MDSS Screen

 **MDSS TRAINING**
Michigan Disease Surveillance System


 Case Investigation
 Messages
 Logout

Cases

Displaying results 1-10 of 3334 found
[\[< First\]](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [\[Next >>\]](#) [\[Last >\]](#)

New Case

Case Listings All Open Investigations

Standard Export without Labs

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 (Pre-2020)*	CARLSON, BRAD	Oakland	<input type="button" value="Edit"/>	<input type="button" value="View"/>
Active	Confirmed	21996	08/16/2004	SQUIRREL, ROCKY	05/18/1966	Meningitis - Aseptic	CARLSON, BRAD	Washtenaw	<input type="button" value="Edit"/>	<input type="button" value="View"/>
New	Confirmed	10588946	08/16/2004	STEIN, FRANK NAT	06/27/1979	Tuberculosis	LUTZKE, MARY	Kent	<input type="button" value="Edit"/>	<input type="button" value="View"/>
Review	Probable	39913	08/17/2004	BENNN, GEORGE W		Meningitis - Bacterial Other	DOGAN, DELILAH D.	Wayne	<input type="button" value="Edit"/>	<input type="button" value="View"/>
Active	Confirmed	8931102	08/18/2004	BOOP, BETTY	12/10/1955	Shigellosis	COLLINS, JIM	Washtenaw	<input type="button" value="Edit"/>	<input type="button" value="View"/>
New	Confirmed	52936	08/25/2004	BOLONEY, JOE		Botulism - Foodborne	COLLINS, JIM	Livingston	<input type="button" value="Edit"/>	<input type="button" value="View"/>
New	Confirmed	54245	08/31/2004	OUT, TIME	04/03/1968	Cryptococcosis	CARLSON, BRAD	Oakland	<input type="button" value="Edit"/>	<input type="button" value="View"/>
Completed - Follow Up	Confirmed	63920	09/02/2004	KENT, CLARK S	05/01/1943	Hepatitis A	COLLINS, JIM	Jackson	<input type="button" value="Edit"/>	<input type="button" value="View"/>
New	Confirmed	55603	09/02/2004	BOHM, SUSAN	05/25/1975	Amebiasis	CARLSON, BRAD	Oakland	<input type="button" value="Edit"/>	<input type="button" value="View"/>
New	Confirmed	56441	09/02/2004	COAST, IVORY		Botulism - Foodborne	COLLINS, JIM	Jackson	<input type="button" value="Edit"/>	<input type="button" value="View"/>

Searches

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

The Top Navigation Bar



The Top Navigation Bar links to different modules:

- **Case Investigation:** contains functions to add, edit, and search for cases
- **Messages:** system maintenance notifications
- **Logout:** terminates your session and returns you to the MDSS Dashboard

The Side Navigation Bar

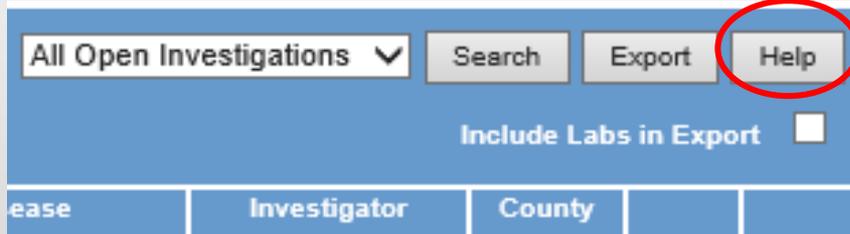
The Side Navigation Bar displays links to available functions within the current module

Case Investigation

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

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



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



Logging Out

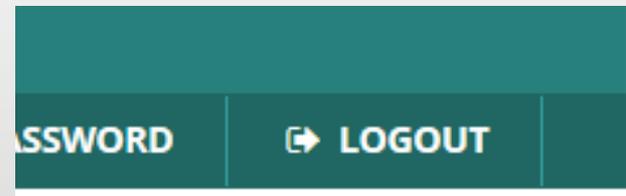
- 1) **Logout** of disease surveillance application of MDSS



- 2) **Logout** of the MDSS Portal Page



- 3) **Logout** of the the MILogin Portal



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 ▼ Sort All Open Investigations ▼ 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	View
Thu Apr 12 17:07:54 EDT 2012	HARTWICKE	SAMPLE	false	View
Thu Apr 12 17:07:47 EDT 2012	HARTWICKE	MDSS Version 2.3	false	View
Thu Apr 12 17:07:37 EDT 2012	HARTWICKE	New message feature	false	View
Thu Apr 12 17:07:32 EDT 2012	HARTWICKE	Important Announcement	false	View
Thu Apr 12 17:07:28 EDT 2012	HARTWICKE	MDSS Training	false	View
Thu Apr 12 17:07:23 EDT 2012	HARTWICKE	New Message Writing	false	View
Thu Apr 12 17:07:18 EDT 2012	HARTWICKE	Welcome to MDSS Train	false	View

[Download Case Listings](#)
Date Requested

View Message [Print Message](#)

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

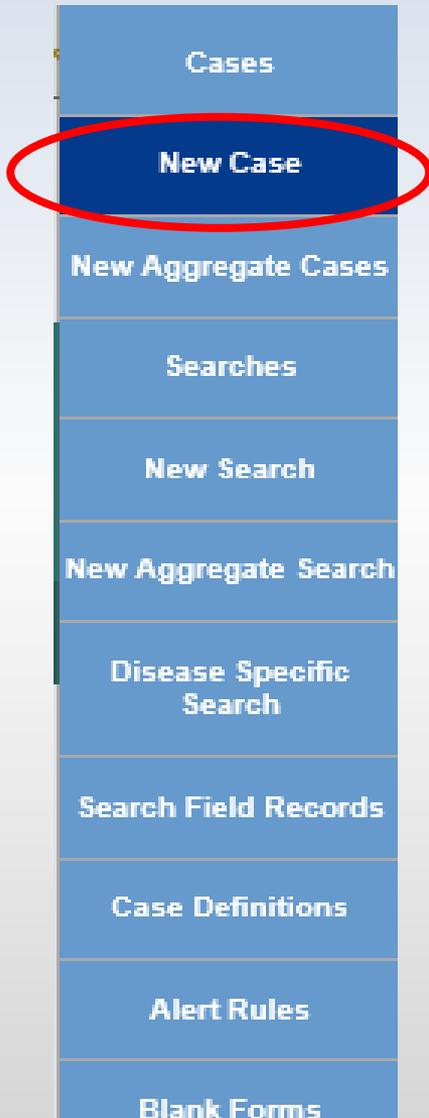
Message Text

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

[Cancel](#) [Help](#)

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"/>			
<small>*indicates required items</small>			
<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* :	<ul style="list-style-type: none">American Indian or Alaska NativeAsianBlack/African AmericanCaucasianHawaiian or Pacific IslanderOtherUnknown	Sex* :	- SELECT - ▾
		Hispanic Ethnicity* :	- SELECT - ▾
		Arab Ethnicity :	Unknown ▾
Date of Birth / Age			
Date of Birth (mm/dd/yyyy) :	<input type="text"/>	Age at Onset (if DOB unknown) :	<input type="text"/>
		Age Unit :	<input type="text"/>
Parent/Guardian (required if under 18)			
First :	<input type="text"/>	Last :	<input type="text"/>
		Middle :	<input type="text"/>
Work / Occupation or School / Grade			
Worksites / School :	<input type="text"/>		
Occupations / Grade :	<input type="text"/>		
Patient Identifiers			
MDOC ID :	<input type="text"/>		
*indicates required items			
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>			

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
- Although DOB is not required it is **STRONGLY RECOMMENDED** to be entered especially since lab reports will have that piece of data readily available (**required by Michigan Public Act 368 of 1978, 333.5111**)

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

- 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

Date Received	Ordered Test Name	Electronic

Buttons: Save & Finish, Back, Cancel

Buttons: Create New Lab Report, Help

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

Filter Test List By: Filter Clear

Select Ordered Test*: Chlamydia sp DNA [Presence] in Unspecified specimen by Probe & target amplification method

Test Name*: Chlamydia sp DNA [Presence] in Unspecified specimen by Probe & target amplification method

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

Ordering Provider

First: Physician Last: Physician

Affiliation: Bronson Street:

City: Kalamazoo County: Allegan State: Michigan Zip: 49080

Phone number: Ext:

Laboratory Information

Select Lab*: Bronson Hospital Laboratory Filter Lab List By: Filter Clear

Lab Name*: Bronson Hospital Laboratory

Street: 801 John Street Geocode Source:

City: Kalamazoo County: State: Michigan Zip: 49007

Phone number: 269-341-6440

Specimen Information

Specimen Collection Date (mm/dd/yyyy): 

Specimen Source: Urethral swab

Specimen Site:

Specimen Site Text:

Specimen ID:

Results

Buttons: Add New Lab, Cancel, Help

Buttons: New Result

7. Add Lab Result info and relevant information

8. Click **Add Result**

New Result

Filter Test List By:

Reported Test Name :
Select Test:
Chlamydia sp DNA [Presence] in Unspecified specimen by Probe & target amplification method

Chlamydia sp DNA [Presence] in Unspecified specimen by Probe & target amplification method

Coded Result :
Filter Result List By:

Select Result: Chlamydia

Chlamydia

Text Result :

Numeric Result :

Comments :
8/14/2019 1g Zithromax

Relevant Clinical Information :
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

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

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

11. Click **Save & Finish**

Lab Reports

Date Received	Ordered Test Name	Electronic		
08/18/2016	Chlamydia trachomatis+Neisseria gonorrhoeae rRNA [Presence] in Unspecified specimen by DNA probe	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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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

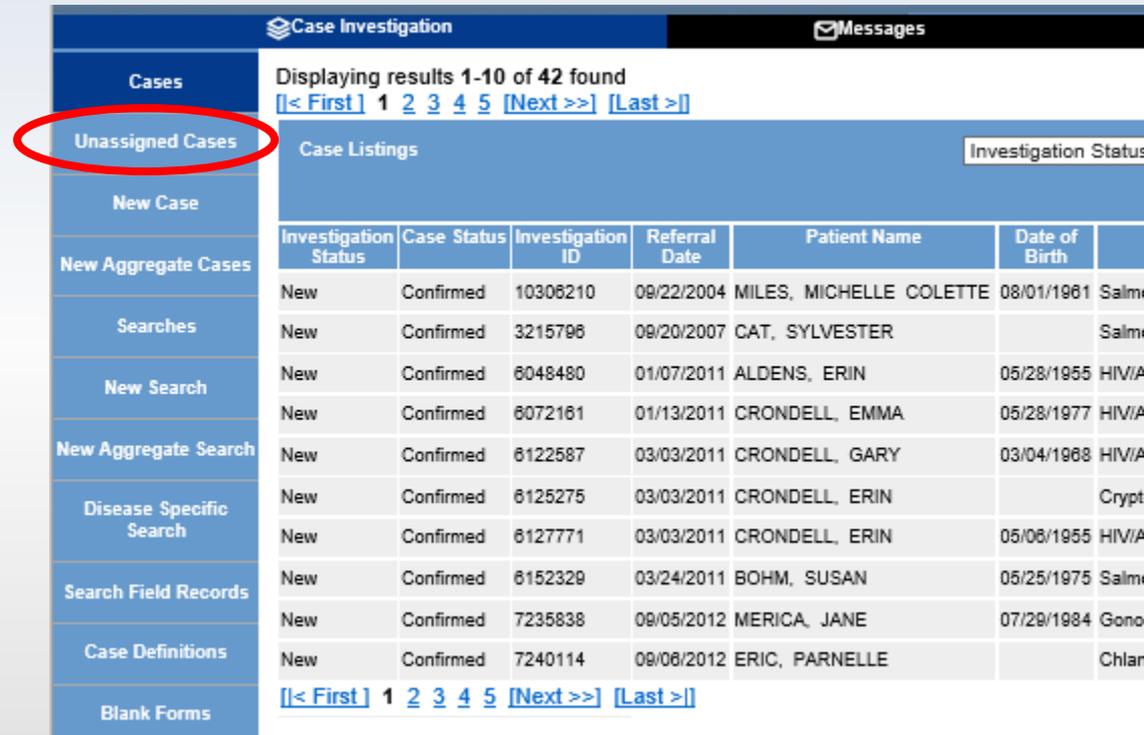
More information about these processes can be found in the section *Background Processing* in *Chapter 5* of the User Guide or by viewing Online Help.

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

Unassigned Cases

- The unassigned case listing shows HCP users a list of cases that have been entered into the MDSS that are potential duplications and are currently unavailable because they are in the de-duplication queue.
- To access the list click on the Unassigned Cases button



The screenshot displays the 'Case Investigation' interface. On the left is a navigation menu with the following items: Cases, Unassigned Cases (circled in red), New Case, New Aggregate Cases, Searches, New Search, New Aggregate Search, Disease Specific Search, Search Field Records, Case Definitions, and Blank Forms. The main content area shows 'Displaying results 1-10 of 42 found' with pagination links: '<< First', '1', '2', '3', '4', '5', 'Next >>', and 'Last >|'. Below this is a table titled 'Case Listings' with columns: Investigation Status, Case Status, Investigation ID, Referral Date, Patient Name, Date of Birth, and an unlabeled column. The table contains 10 rows of case data.

Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	
New	Confirmed	10306210	09/22/2004	MILES, MICHELLE COLETTE	08/01/1961	Salme
New	Confirmed	3215796	09/20/2007	CAT, SYLVESTER		Salme
New	Confirmed	6048480	01/07/2011	ALDENS, ERIN	05/28/1955	HIV/A
New	Confirmed	6072161	01/13/2011	CRONDELL, EMMA	05/28/1977	HIV/A
New	Confirmed	6122587	03/03/2011	CRONDELL, GARY	03/04/1968	HIV/A
New	Confirmed	6125275	03/03/2011	CRONDELL, ERIN		Crypt
New	Confirmed	6127771	03/03/2011	CRONDELL, ERIN	05/06/1955	HIV/A
New	Confirmed	6152329	03/24/2011	BOHM, SUSAN	05/25/1975	Salme
New	Confirmed	7235838	09/05/2012	MERICA, JANE	07/29/1984	Gono
New	Confirmed	7240114	09/06/2012	ERIC, PARNELLE		Chlan

At the bottom of the table, there are pagination links: '<< First', '1', '2', '3', '4', '5', 'Next >>', and 'Last >|'.

Unassigned Cases Listing

Case Investigation Messages Reports

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

User Directory

Case Work Queue

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

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
- If interested in participating in ELR reporting please contact [MDHHS MDSS@michigan.gov](mailto:MDHHS_MDSS@michigan.gov) to enroll in system

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

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

Person Providing Referral

First : Last :

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

Email :

Primary Physician

First : Last :

Affiliation :

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

Email :

Street :

City : County : State : Zip :

Case Notes

Save & Finish | Enter Lab Data | Back | Cancel | Help

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

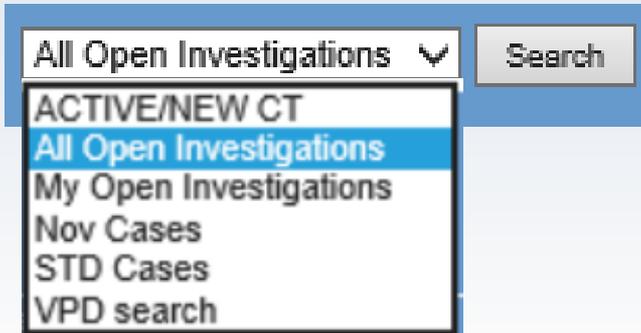
How to View Cases in MDSS

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*" with a dropdown menu set to "Meningitis - Aseptic" and a "Detail" button; "Case Status*" with a dropdown menu set to "Not a Case"; "Investigation Status" with a dropdown menu set to "Active"; "Patient Information" section containing "Patient Status*" (Alive), "Patient Status Date*" (08/16/2004), "Case Disposition*" (OutPa), "First*" (ROCKY), "Last*" (SQUIRREL), "Middle*", "Onset Date (mm/dd/yyyy)" (04/03/2004), "MMWR" (13-2004), and "Patient Id" (4918449); "Investigation Address" section containing "Street" (312 N MAIN ST), "Geocode Source" (MDSS Zip Code), "City" (ANN ARBOR), "County" (Washtenaw), "State" (Michigan), "Zip", "Jurisdiction" (Washtenaw County), and a checkbox for "State Prison Case"; and "Investigation Information" section containing "Outbreak Y/N" (Unknown), "Outbreak Name", "Referral Date (mm/dd/yyyy)" (08/16/2004), and "Case Entry Date (mm/dd/yyyy)" (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 of the fields appear “grayed out.” This indicates that all of 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

Lab Reports Screen

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

Lab Reports

Date Received	Collection Date	Test Name (* Case Associated)	Result	Electronic		
11/26/2019	11/24/2019	Salmonella sp identified [Type] in Isolate	Positive	No	<input type="button" value="Edit"/>	<input type="button" value="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 :								
<input type="button" value="Reset"/> <input type="button" value="Cancel"/> <input type="button" value="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

MDSS Searches

or

“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 54

Basic Search

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

Search by:

Patient Name

Investigator Name

Disease or Disease Group

Dates

Geographic or Political Region

The screenshot shows the 'Basic Search' interface with the following fields and 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 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', and 'Babesiosis'.
- Disease Group:** A dropdown menu with options 'AIDS/HIV', 'Foodborne', 'Influenza', and 'Meningitis'.
- Outbreak:** A text input field.
- AND/OR:** Radio buttons for logical operators.
- 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', and 'Benzie-Leelanau'.
 - County:** A dropdown menu with options 'Alcona', 'Alger', 'Allegan', and 'Alpena'.
 - Region:** A dropdown menu with options '1', '2 North', '2 South', and '3'.
 - Facility:** A dropdown menu with options 'ALLEGAN GENERAL HOSP', 'ALPENA GENERAL HOSP', 'BARAGA COUNTY MEM HOSP', and 'BATTLE CREEK HLTH SYS'.
- Buttons:** Search, Save & Finish, Advanced, Cancel, Help.

Advanced Search

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

Name of Saved Search Default Search

Investigation ID : Case Status : Investigation Status :
 Confirmed Confirmed-Non Resident Active Canceled

Patient First Name : Patient Last Name : Patient ID :

Investigator First Name : Investigator Last Name : Investigator Userid :

Reportable Condition : Disease Group : Outbreak :
Acute Flaccid Myelitis (AFM) AIDS/HIV Foodborne Influenza Meningitis
Amebiasis Anthrax Babesiosis

AND OR

Case Notes Search :

Date Criteria

Onset Date (mm/dd/yyyy): to Referral Date (mm/dd/yyyy): to
Entry Date (mm/dd/yyyy): to Birth Date (mm/dd/yyyy): to
MMWR Week (ww-yyyy): to

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 BATTLE CREEK HLTH SYS

Search Save & Finish **Advanced** Cancel Help

Additional Options With Advanced Searches

Search by:

Demographics

Type of lab result

Physician or Reporting Lab

MDOC ID

Geography Coordinates

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 Outcome : Died Survived Hospitalized : Yes No

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

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 with the following sections and fields:

- Name of Saved Search:** A text input field with a "Default Search" button.
- NETSS ID:** A text input field.
- Age:** A range selection 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):** Two date pickers with "to" between them.
- Case Update Date (mm/dd/yyyy):** Two date pickers with "to" between them.
- 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.
- Electronic Laboratory Results:** Radio buttons for "Search Electronic Laboratory Reporting cases only", "Search Non Electronic Laboratory Reporting cases only", and "Search both ELR and non ELR cases".
- Referring Criteria:** Text input fields for Affiliation, Laboratory Name, Physician First Name, and Physician Last Name.
- Michigan Department Of Correction:** Radio buttons for "Exclude MDOC cases", "Include MDOC cases", and "Only MDOC cases".
- Geographic Criteria:** A "Geographic Extent" field with a map icon and coordinate inputs (x, y, to, x, y).
- Buttons:** Search, Save & Finish, Basic, Cancel, and Help.

Notes on Searching

- LHJ users will only be able to view cases assigned to their program area
- **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

Tricks of the Trade

Selecting Multiple Sequential Options

1. Move the mouse cursor to first desired option on the list and click left mouse button
2. Move the mouse cursor to the last desired option of the list and hold down the **SHIFT key** while clicking the left mouse button



Selecting Multiple Non-Consecutive Options

1. Move the mouse cursor to first desired option on the list and click left mouse button
2. Move the mouse cursor to the next desired option on the list and hold down the **CTRL key** while clicking the left mouse button. Repeat until all desired options are selected



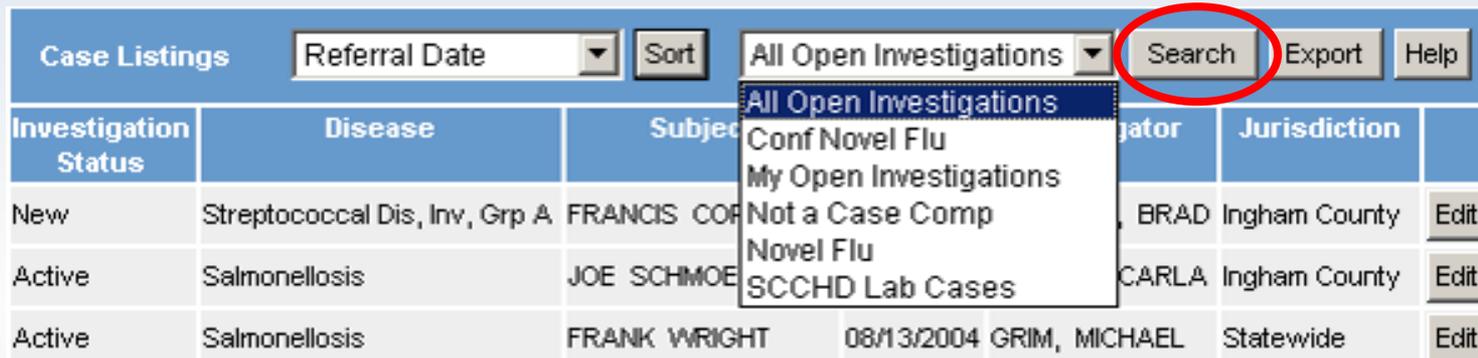
De-Selecting Options

1. Move the mouse cursor to option you want to de-select and hold down the **CTRL key** while clicking the left mouse button

Executing a Saved Search

There are two ways to execute a saved search:

1) From case listings



The screenshot shows a web interface for case listings. At the top, there is a header bar with the text "Case Listings" on the left. To its right is a dropdown menu set to "Referral Date", followed by a "Sort" button. Further right is another dropdown menu set to "All Open Investigations". A red circle highlights the "Search" button located to the right of this dropdown. To the right of the "Search" button are "Export" and "Help" buttons. Below the header is a table with columns: "Investigation Status", "Disease", "Subject", "Investigator", and "Jurisdiction". The table contains three rows of data. A dropdown menu is open over the "All Open Investigations" dropdown, showing a list of saved search names: "All Open Investigations", "Conf Novel Flu", "My Open Investigations", "Not a Case Comp", "Novel Flu", and "SCCHD Lab Cases".

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, 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 list box containing: Acute Flaccid Myelitis (AFM), Amebiasis, Anthrax, Babesiosis.
- Disease Group:** A dropdown menu with options: AIDS/HIV, Foodborne, Influenza, Meningitis.
- AND/OR:** 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.
 - 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 list box containing: 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 list box containing: 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

The screenshot displays the 'Saved Searches' section of a software interface. The top navigation bar includes 'Case Investigation', 'Administration', 'System Administration', 'Messages', 'Reports', and 'Logout'. The left sidebar contains 'Cases', 'New Case', 'New Aggregate Cases', 'Searches' (circled in red), 'New Search', 'New Aggregate Search', and 'Disease Specific Search'. The main content area shows a table of saved searches:

Search Name	Date Created	Default	Search	Edit	Delete
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

**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
- Regional Epidemiologists are always available!

Regional Epidemiologists

Region	Name	Phone/Cell	E-Mail	Counties
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	517.930.6958 (Cell)	LaiJ@michigan.gov	Detroit City, Monroe, Washtenaw, Wayne
3	Melanie Perry	517.930.6910 (Cell)	PerryM12@michigan.gov	Alcona, Arenac, Bay, Genesee, Gladwin, Huron, Iosco, Lapeer, Midland, Ogemaw, Saginaw, Sanilac, Tuscola
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Questions

