

## Summary Guidance for HIV reporting in MDSS

### General Information:

- We are offering MDSS as an **optional** way of reporting HIV cases. You may still report using paper case report forms (CRF) sent via the US mail.
- **More detailed instructions** for filling out the case report forms in MDSS are located at the following link: [MDSS Case Report Form Instructions-Adult and Pediatric](#) or go to [www.michigan.gov/hivstd](http://www.michigan.gov/hivstd), select 'HIV/AIDS', 'Surveillance: Case Reporting and Projects'.
- **HIV data is secured in MDSS by the creation of additional program groups. Please review staff program group permissions to determine the level of HIV access for each MDSS user at your facility.**
- CDC guidelines recommend annual confidentiality and security training for individuals handling HIV data. HIV MDSS users are strongly encouraged to participate in any trainings held by your institution. We have also posted a MDSS Security and Confidentiality Training and HIV/AIDS MDSS Policy that can be reviewed annually in the absence of an established agency training. If training is not available in your facility, MDSS HIV Users are encouraged to complete the 'MDSS Security and Confidentiality Training' powerpoint and read the 'HIV/AIDS MDSS Policy' on an annual basis. Both may be found at the following link: [Security and Confidentiality Documents](#) or go to [www.michigan.gov/hivstd](http://www.michigan.gov/hivstd), select 'Data Security and Confidentiality'.

### Data Entry:

- To enter a new HIV CRF in MDSS, please **activate the pdf** by selecting the 'Detail' button (rather than entering information through the HTML form).
- MDSS requires month, day and year in the format mm/dd/yyyy. Therefore, if a date is **missing the 'day', enter '1' for the day**. If a date is **missing the 'month', enter '7' for the month**. For example, for dates without complete date information, only month and year available (i.e., 03/2010), please enter date as 03/01/2010. For dates with only year available (i.e., .././2010), please enter date as 07/01/2010.
- **Complete all data elements for ALL address sections on the CRF.** At minimum, ensure that city, zip, county and state are entered.
- **Facility of Diagnosis :** First, **select the Facility County** where the patient was first diagnosed. This will populate the available facilities in the next field. **It is important to select the facility from 'Select Facility' drop-down list if possible.** If the facility is not found in the list **only then** enter the complete facility information.
- Deduplication: Users are asked to **merge the patient**, however, **do not proceed through the case deduplication portion**. Simply click 'Place in Queue' and the case will be deduplicated from the queue. This will ensure that case information is not erased by new information.

### Other:

- Note that reports containing HIV/AIDS data in MDSS will be incomplete as this is an optional method of reporting and we will continue maintaining all HIV data in the registry at the state. Continue to contact your HIV state contact for data request needs.