
TRANSFERRING ELECTRONIC DISEASE NOTIFICATION DOCUMENTS VIA THE MICHIGAN DISEASE SURVEILLANCE SYSTEM

Many local health jurisdictions (LHJs) do not have direct access to the Electronic Disease Notification (EDN) system due to a low burden of immigrant and refugee arrivals. For these jurisdictions, the Michigan Department of Health and Human Services (MDHHS) Tuberculosis (TB) Program had relied on mail or fax to share EDN documents for domestic TB evaluation with LHJ staff. Starting **November 2014**, we began using the Michigan Disease Surveillance System (MDSS) to share EDN documents. This change provides a faster and more secure transfer of information, allow the inclusion of complete overseas medical records, improve document resolution, and streamline monitoring of the domestic evaluation process. This change is intended to make the process easier for local and state health department staff and to ensure the most accurate diagnosis is made.

THE NEW PROCESS

Upon notification from the EDN system, MDHHS TB Program staff enters each newly-arrived immigrant or refugee into MDSS as a new case. These cases appear in MDSS as **Confirmed – New**, under the recently added condition: **Refugee Health Assessment**. Information relevant to conducting their domestic evaluation is contained in three PDF files located in the *Notes* tab. The files are labeled with the individual's *Alien Number* followed by the type of document, which are:

- 1) Scanned Documents - The complete information from the overseas medical evaluation that the immigrant or refugee brought with them, which were scanned and uploaded by CDC Quarantine staff at the port of entry.
- 2) Electronic Documents - The 10-page form that CDC Quarantine staff entered into EDN, which is similar to a condensed medical history and is typically the minimum amount of information required to conduct a domestic evaluation for TB.

Follow-up Worksheet - The two-page form used to capture results, diagnosis and treatment information from the domestic medical evaluation performed by the local health department or its designated physician. This is the form that will be uploaded back into MDSS upon completion and will then be entered into EDN by MDHHS TB Program staff.

INSTRUCTIONS FOR LOCAL HEALTH DEPARTMENT STAFF

- 1) Check any relevant search settings in MDSS to ensure that the **Refugee Health Assessment** condition is included and that **New/Active** cases can be seen.
- 2) Open a case and select the *Notes* tab to review the three EDN documents that are attached. Please **ONLY** enter notes in the *Notes* tab under "New Note" and then save the note. There is no need to open the long detailed form to enter additional information on the client. Once the EDN

documents have been reviewed and an investigation is underway, the *Investigation Status* should be changed from **New** to **Active**.

Patient IMMIGRANT, REFUGEE Locked by ECKELS1 (SETH ECKEL)

New Note :

Save Note

Previous Case Notes :

Case Documents

Date	Name	Description	View	Delete
09/11/2014	(Alien Number) Electronic Documents.pdf		View	Delete
09/11/2014	(Alien Number) Follow-up Worksheet.pdf		View	Delete
09/11/2014	(Alien Number) Scanned Documents.pdf		View	Delete

Attach New Document

Cancel Help

- 3) Once the domestic evaluation has occurred and all required fields of the *Follow-up Worksheet* have been completed, scan and upload it into MDSS as a PDF file. This is also done in the *Notes* tab, using the following format for the filename: '(Alien Number) Follow-up Worksheet Comp'.
- 4) After medical evaluation is complete and the completed *Follow-up Worksheet* has been uploaded, change the *Investigation Status* to **Review**: This will notify MDHHS TB Program staff that they can check for its completeness and enter the information into the EDN system.
 - If LTBI treatment was started, MDHHS staff will change the *Investigation Status* from **Review** to **Completed-Follow Up**. After LTBI treatment is completed for that individual, please update **Section E** on the two-page follow up form with treatment completion information and scan the follow up form back into MDSS and then change the *Investigation Status* to **Review**. MDHHS staff will send out quarterly reminder emails for LTBI treatment completion follow up.

If any information needs to be added or corrected prior to entry back into the EDN system, MDHHS TB Program staff will contact you for clarification.

Information specific to an alien's follow-up evaluation (e.g., difficulties establishing contact, new address) can be added to the *Notes* section and will be routinely checked by MDHHS TB Program staff. If you have any questions related to EDN or Refugee Health Assessment activities or/and if your jurisdiction received a refugee/immigrant referral from another jurisdiction and a case needs to be created in MDSS, please feel free to contact Shona Smith at (517) 284-4956 or SmithS79@michigan.gov.