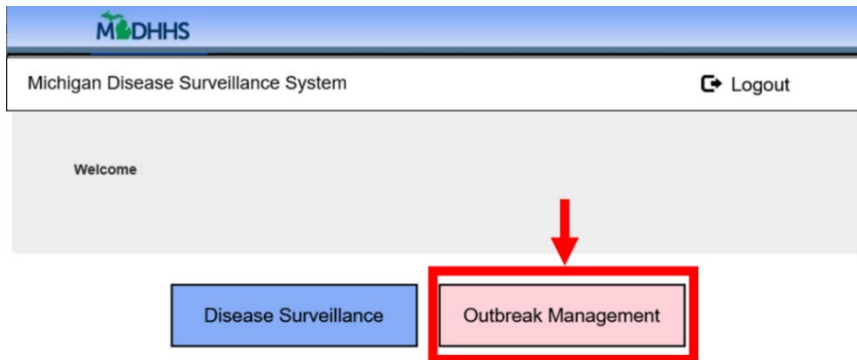


Monitoring Contacts Using the Outbreak Management System (OMS)

How to Access OMS

1. Log into MiLogin and select Michigan Disease Surveillance System.
2. Select 'Outbreak Management'. If you do not see that button, contact your Regional Epidemiologist for access.



How to Search for Contacts

1. To find all outbreak-associated contacts within a jurisdiction:
 - a. Click on Contacts Tab (top menu). Some users will be on the Contacts Tab upon accessing OMS.
 - b. Click on Contact List (left menu).
 - c. Under Filter By, choose the Investigation Jurisdiction and the Outbreak Name and click Filter.



2. To find a single outbreak-associated contact
 - a. Click on the Contacts Tab (top menu). Some users will be on the Contacts Tab upon accessing OMS.
 - b. Click on Search Contact (left menu).
 - c. Search by name and/or contact ID.

The screenshot shows the MDHHS OMS interface. At the top, there is a navigation bar with 'Administration', 'Contacts', 'Reports', and 'Logout'. The 'Contacts' tab is highlighted with a red box and labeled '2a'. On the left sidebar, there are options for 'Contact List', 'New Contact', and 'Search Contact', with 'Search Contact' highlighted by a red box and labeled '2b'. The main content area is titled 'Search Contact' and contains several sections: 'Contact' with fields for First Name, Last Name, and Contact ID; 'Referral Date' with a date range selector; 'Jurisdiction' with dropdowns for City, County, Jurisdiction, and State; and 'Outbreak' with dropdowns for Outbreak Name, Outbreak Status, Outbreak Type, and Condition. At the bottom right, there is a 'Search' button highlighted with a red box and labeled '2c', and a 'Cancel' button.

How to Enter a New Contact (if the person is not already in the system)

1. Click on the Contacts Tab (top menu). Some users will be on the Contacts Tab upon accessing OMS.
2. Click on New Contact (left menu).

The screenshot shows the MDHHS OMS interface. At the top, there is a navigation bar with 'Administration', 'Contacts', 'Reports', and 'Logout'. The 'Contacts' tab is highlighted with a red box and labeled '1'. On the left sidebar, there are options for 'Contact List', 'New Contact', and 'Search Contact', with 'New Contact' highlighted by a red box and labeled '2'. The main content area is titled 'New Contact' and contains several sections: 'Outbreak Monitoring Details' with a dropdown for 'Outbreak Name'; 'Contact Details' with fields for First Name, Last Name, Middle Name, Reporting Source, Source Description, Referral Date, Completion Date, LHI User, Health Status, and Investigation Status. At the bottom right, there are 'Continue' and 'Cancel' buttons.

3. Enter the contact data. Select the outbreak name. Required fields are highlighted red. Note: this is just the initial contact entry page; you will not be able to enter monitoring data at this point.
4. Click 'submit' to create the contact.
5. After submitting the contact, return to the list of contacts. See above, "How To Search for a Contact" to find the newly entered contact in order to enter monitoring data.

Note: for entry of multiple contacts, there is an option to bulk upload a contact list from an excel file into OMS. Contact your Regional Epidemiologist for assistance.

Tips of Out-of-Jurisdiction contacts in OMS

- In the Contact's Overview tab, leave the 'LHJ User' unassigned. In OMS, a contact may show up in TWO jurisdictions at the same time. If a contact's address is in one jurisdiction and the LHJ user assigned to the case is in another jurisdiction, the contact will appear in both jurisdictions' Contact Lists. If you'd like the contact to be in your list while you work on it, you can mark yourself as the LHJ User. To remove it from your jurisdiction's contact list, re-assign the LHJ user to a user in the jurisdiction of residence.
- In the Notes tab, enter a note with the following information:
 - a. Person is a contact to [insert exposure source] in [insert county name]
 - b. Date of last known exposure
 - c. If you have already contacted the individual, please note that and include any relevant notes (e.g., are they symptomatic? Are they a high-risk occupation like healthcare worker?)
 - d. Your name and contact info (phone and/or email).
- Notify the appropriate jurisdiction(s) (e.g., phone or email with contact IDs).
- If the contact is out-of-state, please notify your Regional Epidemiologist with the contact ID(s).

How to Import Multiple Contacts at Once

This function is only available to Admins and it will only import the basic demographics for contacts (e.g., not monitoring data points).

1. Click on the Administration tab along the top. If you don't see that tab, you do not have Admin rights.
2. Click on 'Import Contacts'.
3. Click on 'Download Template'.
4. Open the downloaded .csv file and enter data.
 - a. Only those variables listed in the template can be uploaded in bulk.
 - b. Do not enter additional columns of data; the file will not upload if you do.
5. Save the file as .csv. If you save the file as .xls or .xlsx, it will not work.

- When you are ready to import, go back to the Import contacts tab, see steps outlined in the screen shot below.

1 Administration

2 Import Contacts

Outbreak Name: 2019-NCOV-2020-STATEWIDE

Choose .csv File to Import: Browse...

Import Download Template Cancel

The road type (street, road, lane, etc.) for 'STREET' variable may be fully spelled out or abbreviated.

'DOB' must be entered in a DD/MM/YYYY format. Leading zeros may be dropped.

'MIDDLE_NAME' may be fully spelled out, abbreviated, or left blank.

'SEX' may be fully spelled out ('Male', 'Female', or 'Unknown'), abbreviated ('M', 'F', or 'U'), or left blank. If left blank, OMS will default to 'Unknown'.

'COUNTY' may be left blank, if unknown. During geocoding, OMS will correct omissions and populate this field.

'GUARDIAN_FIRST_NAME' and 'GUARDIAN_LAST_NAME' are required when 'DOB' indicates that the contact is under 18 years of age. These fields are otherwise optional.

Download a blank template here

	A	B	C	D	E	F	G	H	I	J	K	L
	FIRST_NAME	MIDDLE_NAME	LAST_NAME	SEX	STREET	CITY	ZIP	STATE	COUNTY	DOB	GUARDIAN_FIRST_NAME	GUARDIAN_LAST_NAME
1	Fake		Someone	M	123 Sunshine Lane	Ferdale	48220 MI	Oakland		1/1/1990		
2	Noti	A	Person	Female	98765 Happytime St	Muskegon	49441 MI			8/6/1982		

- Choose Outbreak Name.
- Click browse and find your .csv file to upload.
- Click Import once (there might be a delay, please do not click multiple times!).
- If someone by that name already exists in OMS, the system will ask you if you would like to merge them or create a new contact (similar to MDSS dedup). **Always create new.**

How to Add Monitoring Data to a Contact

Click "Edit" on the contact.

- Within the contact, click on the 'Data Points' tab.
- Click "Add a day" to add a monitoring line to the list.
- Click 'Edit' next to the timepoint. A pop-up box will appear.
 - Date: enter the date of contact
 - Monitoring Status: Active Monitoring
 - Risk Level: Choose the appropriate option; For those at "medium risk", please use "mid" risk level.
 - Action: Choose the appropriate option
 - OMS Investigator: select the person who contacted the client
 - Document the responses; contact your regional epidemiologist if a contact has not been reachable in greater than 24 hours
 - Click Save Changes in the pop-up box
- Click Submit to save.

1

Overview Contact Information Demographics Risk **Data Points** Secondary Contacts Notes Person History

Contact PERSON,FAKE Locked By WEINBERGM1(MEGHAN WEINBERG).

Monitoring Details

Outbreak: 2019-NCOV-2020-STATEWIDE Collection Freq: Once Frequency Unit: per Day Monitoring Period: 14 Period Unit: Days

Start Monitoring Date (mm/dd/yyyy)*: 02/02/2020 End Monitoring Date (mm/dd/yyyy): 02/16/2020 Highest Monitoring Level: Active Monitoring

Contact Reassessed?: Yes No Contact Deceased?: Yes No Highest Risk Level: Mid

2

Monitoring Symptoms

Add a day + View All

Days List

Day	Date	Investigator	Status	Risk Level	Action	Temp			
1	02/02/2020	WEINBERGM1	Active Monitoring	Mid	Contacted	98.2	View	Edit	🗑️
2	02/03/2020	WEINBERGM1	Active Monitoring	Mid	Contacted	97.9	View	Edit	🗑️

Temperature
Cough, unspecific
Chest tightness
Pneumonia
Fever
Difficulty breathing
Headache
Fatigue/lethargy/w
Chills/rigors
Diarrhea

3

Additional Assessment

Don't forget this step! Data Points will not be saved without hitting this Submit button.

4

Submit Reset

How to Close Out a Contact

1. Click on Overview tab in the contact.
 - a. For individuals that have completed their monitoring, enter Completion Date and change Monitoring Status to Complete.
 - b. For individuals that transfer to a different state/country, enter Completion Date and change Monitoring Status to Left Jurisdiction.
 - c. For individuals that cannot be reached, enter Completion Date and change Monitoring Status to Loss to Follow Up.
 - d. For individuals that were incorrectly referred to Michigan OR individuals determined to have no or low risk of exposure, enter Completion Date and change Monitoring Status to Canceled.
2. Click Submit to save changes.

How to Grant OMS Access to a New User

FOR THE USER:

- New users who do not currently have MDSS access, must register for both MDSS and OMS. Registration instructions are available [here](#).
- If the user has MDSS access, they do not need to register again for OMS. An MDSS admin can provide OMS access with their existing account.

FOR THE ADMIN:

1. With the release of MDSS 6.2.6, a user control panel has been created in OMS where access level and jurisdiction assignments can be set.
2. If the user is not found in OMS, first activate the user in MDSS. In User list (under Administration tab), navigate to the user you need to update. If you need to also assign MDSS access, select a Role (choose LHJ) and Job Function. If they do not need MDSS access, select 'No Access' in the Job Function dropdown.
3. Check the OMS Access box.
4. Check the Active box (if not already)
5. Click Submit.

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 | Completeness Report | STD Supplemental Exports | COVID Audit Report

User Info
 First: BETHANY G | Last: REIMINK
 Userid: REIMINKB

Role and Function
 Roles: LHJ | Job Function: No Access

Primary Settings
 Program: All Plus Refugee | Jurisdiction: Kalamazoo County | Facility:

Additional Settings
 Jurisdiction: Allegan County | Facility: ACA_INTERNS
 Barry-Eaton | ALLEGAN GENERAL HOSP
 Bay County | ALPENA GENERAL HOSP
 Benzie-Leelanau | ASPIRUS GRANDVIEW

Automatic Case Assignment
 MDCC Case Assignment
 Receive Registration Emails
 MDSS Access | OMS Access
 MiCelerity Access | SUP Access
 DIS User | DIS Region: 1

User Status
 Last Login: 09-01-2020 13:25:26 | Active

If the user doesn't need access to MDSS, choose "Reports Only" which will provide access to de-identified aggregate MDSS data only

6. In OMS, click on the Administration tab along the top.
7. Click on the User Management tab on the left side and find the user. Note you can sort by name and/or filter by jurisdiction to find users easily.
8. Click 'Edit' next to the user you need to assign access.

Administration | Outbreak Listing | Contacts | Reports | Logout

Import Contacts | Condition Management | Questionnaire Management | **User Management**

User List

Sort By: --Sort By--
 Filter By: --Role-- | --Jurisdiction-- | --Active User-- | Filter | Reset

Name	User Name	Role	Primary Jurisdiction	Active User	Edit
[Redacted]	[Redacted]	No Access	State-Level	Active	Edit
[Redacted]	[Redacted]	No Access	State-Level	Active	Edit
[Redacted]	[Redacted]	No Access	State-Level	Active	Edit

9. Check the 'Active' Box and assign appropriate OMS Role, Primary Jurisdiction, and Secondary Jurisdiction (if needed).
10. Click 'Update' to save selections.

The screenshot displays a web-based user management interface. It is divided into two main sections: 'User Info' and 'OMS Role and Privileges'. The 'User Info' section contains input fields for First Name, Last Name, Middle Name, Email, and Phone. Below these is a 'User Name' field with the value 'THAWANIN2845' and an 'Active' checkbox, which is highlighted with a red box. The 'OMS Role and Privileges' section features three dropdown menus: 'OMS Role' (set to 'No Access'), 'Primary Jurisdiction' (set to 'State-Level'), and 'Secondary Jurisdiction' (showing a list of counties including Sanilac, Shiawassee, and St Clair, with 'State-Level' at the bottom). This entire section is also highlighted with a red box. At the bottom of the form, there are two buttons: 'Update' and 'Cancel', with the 'Update' button highlighted by a red box.