



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES

LANSING

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GOVERNOR

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DIRECTOR

September 2018 (original)
September 21, 2023 (update)

To: Civil Surgeons Practicing in Michigan

Subject: CDC released new TB Technical Instructions

Dear Colleague,

In September 2018, the CDC released new Technical Instructions (TIs) for tuberculosis (TB) screening during the immigration medical exam: <https://www.cdc.gov/immigrantrefugeehealth/exams/ti/civil/tuberculosis-civil-technical-instructions.html>. Among other changes, the new TIs require that Civil Surgeons report their diagnoses of latent tuberculosis infection (LTBI) to public health. In Michigan, local health departments have jurisdiction over diseases control and should receive these reports of LTBI.

Effective immediately, Civil Surgeons should report diagnoses of LTBI using the Michigan Disease Surveillance System (MDSS), the designated disease-reporting system for the State of Michigan. Instructions for how to request access to the MDSS are attached to this email and are also available here: [SSO Registration Guidance \(michigan.gov\)](#). Instructions for how to report cases of LTBI in the MDSS are attached to this email. Once a case of LTBI is entered and submitted in the MDSS, the MDSS will automatically refer the case to the appropriate local health department, based on the client's address. This will provide timely and consistent notification to local health departments in keeping with the new TIs, without the need for paper-based reporting.

Civil Surgeons should request access to the MDSS as soon as possible to facilitate compliance with the new TIs. Please call me with any questions or for additional information, and thank you for your prompt attention and partnership.

Sincerely,

A handwritten signature in cursive script that reads "Peter Davidson".

Peter Davidson, Ph.D.
517-749-2539 or davidsonp@michigan.gov
Tuberculosis Control Program Manager

Cc: Seth Eckel, MPH



REPORT OF CASE OF LATENT
TUBERCULOSIS (TB) INFECTION
IN THE MICHIGAN DISEASE SURVEILLANCE SYSTEM
(MDSS)



*MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
TUBERCULOSIS UNIT*

SEPTEMBER 2023

Guidance for Civil Surgeons to use the Michigan Disease Surveillance System (MDSS) to report cases of Latent TB Infection (LTBI)

Per the updated Technical Instructions effective October 1, 2018, Civil Surgeons will be required to report clients diagnosed with LTBI during the I-693 medical exam, “to the health department of jurisdiction”. In Michigan, local public health departments have jurisdiction and are the appropriate agencies to receive these reports. Civil Surgeons should use these instructions to report diagnoses of LTBI to local health departments using the Michigan Disease Surveillance System (MDSS). If you do not have access to MILogin or the MDSS, you must first request and be approved for access. Instructions for requesting access to MILogin and the MDSS are available online at: [SSO Registration Guidance \(michigan.gov\)](#).

Updated CDC Technical Instructions require that for applicants diagnosed with LTBI, the following information be reported to the appropriate health department:

- ***Name***
- ***Contact information***
- ***IGRA result (or TST result if applicant is under 2 years of age)***
- ***Chest x-ray results***

Please follow the instructions below to create a new case of LTBI, attach IGRA/TST and chest x-ray reports, and submit the case into the MDSS. If there are any questions or issues that arise please contact the MDHHS TB Unit Epidemiologist at 517-284-4956.

Create a New Case of LTBI

1. Log in to the MILogin portal and click on the Michigan Disease Surveillance System link.
2. Click Acknowledge/Agree.
3. The MDSS will open in a new window. In the panel on the left side of the screen, click New Case. Note that items in red print require a response, and you won't be able to continue or submit the case if they are left blank
4. **Investigation Information** section. Choose the following:
 - Reportable Condition: choose Latent Tuberculosis Infection
 - Case Status: choose Confirmed
 - State Prison Case: do not mark or select
5. **Patient Information** section. Enter the client's names, address, and phone number exactly as listed on their I-693 application.
 - Patient Status: choose Alive
 - Patient Status Date: do not change

- Case Disposition: choose Outpatient
- First: enter client's first name
- Last: enter client's last name
- Street: enter client's street address
- City: enter client's city
- County: leave blank
- State: choose Michigan
- Zip: enter client's Zip code (5 digits is acceptable)
- Home Phone: enter the client's main or preferred phone number
- Other Phone: enter the clients secondary alternate phone number (leave blank if client only has one number)
- Onset Date: enter the date that infection from *Mycobacterium tuberculosis* is reported to have occurred (leave blank if unknown)
- Diagnosis Date: enter the date that you diagnosed the client with LTBI
- Referral Date: leave blank

6. Click Continue.

7. **Demographics** section. Choose the Race, Sex and Ethnicity with which the client identifies themselves.

8. **Date of Birth/Age** section. Enter Date of Birth as stated in the client's I-693 application. Age and Age Units are automatically generated once you enter Date of Birth.

9. **Parent/Guardian** section. The name of a parent or guardian is required if the client is under 18 years of age. Enter the name of a parent or guardian as stated in the client's I-693 application.

10. **Work / Occupation or School / Grade** section. Leave blank.

11. **Patient Identifiers** section. Leave blank.

12. Click Continue.

13. **Referral received via Electronic Laboratory Reporting.** Do not mark or select this.

14. **Person Providing Referral** section. Enter your (the Civil Surgeon's) full, official name.

15. **Primary Physician** section. If you know the client's primary physician (primary care provider), enter as much information as possible.

16. Click Save & Finish.

Attach Results of IGRA/TST and Chest x-ray to the LTBI Case You Just Created

* Before proceeding, you'll need to have all reports in Adobe PDF format. If they are in hard copy, you should scan them and save the files in Adobe PDF format.

17. **Case Listings** window. There are two ways to find and open cases.

- Beside "Sort", select Referral Date. Beside "Search", select All Open Investigations. Click "Search". If necessary, click "Last" (under the list of names) to go to the end of the list and find the case you just created.
- In the left panel, click "New Search". Enter client's first and last names. Under Reportable Condition, choose Latent Tuberculosis Infection. At the bottom of the screen, click "Search".

18. Verify the LTBI client you just entered is displayed, then click Edit.

19. **Case Reporting** tab. The client's name will be displayed near the top of the screen, and a series of menu tabs will be displayed above the client's name. Click the Notes tab.

20. **Notes** tab. Click Attach New Document.

21. **Case Document** window. Click Browse to locate the first document you want to attach (for example, the IGRA result). Select the file and click Open. In the File Description window, identify the file using the following nomenclature: "LAST NAME, First name: IGRA". If a TST was performed (client under 2 years of age), use TST at the end rather than IGRA.

22. Click Save.

23. Repeat steps 21 & 22 for the chest x-ray report. When identifying the file, use CXR rather than IGRA or TST.

24. Click the Case Reporting tab.

25. **Case Reporting** tab. At the bottom of the screen, click Submit Changes.

26. At the bottom of the screen, click Cancel. The process is complete; MDSS will automatically assign your newly-entered case of LTBI to the appropriate local health department.