BP1 Supplemental 2018-19 Epi Work Plan

Supplemental Guidance Documents
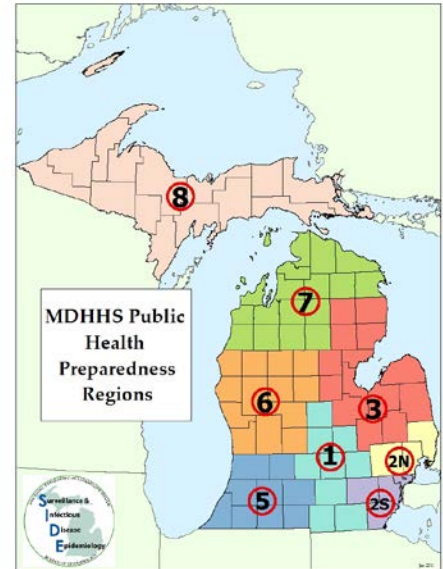

Contents

MDSS Support Resources

Please be prepared to describe the issue in detail to support personnel.

- For browser and connectivity issues contact your local information technology support staff.

- **Your Regional epidemiologist is the primary point of contact for issues specific to using the MDSS. (See contacts provided in the table below).**

MDHHS Public Health Preparedness Regions

Region	Name	Telephone/Cell Phone	E-mail	Counties
1	Meghan Weinberg	517.887.4615 517.749.2153 (Cell)	WeinbergM1@michigan.gov	Clinton, Eaton, Gratiot, Hillsdale, Ingham, Jackson, Lenawee Livingston, Shiawassee
2N	Nicole Parker-Strobe	586.469.5849 517.930.6906 (Cell)	ParkerStrobeN@michigan.gov	Macomb, Oakland, St. Clair
2S	Joyce Lai	734.727.7204 517.930.6958 (Cell)	LaiJ@michigan.gov	Detroit City, Monroe, Washtenaw, Wayne
3	Tim Bolen	989.832.6690 517.930.6910 (Cell)	BolenT1@michigan.gov	Alcona, Arenac, Bay, Genesee, Gladwin, Huron, Iosco, Lapeer, Midland, Ogemaw, Oscoda, Saginaw, Sanilac, Tuscola
5	Bethany Reimink	269.373.5293 517.719.0407 (Cell)	ReiminkB@michigan.gov	Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, Van Buren
6	Fatema Mamou	616.632.7245 517.204.6086 (Cell)	MamouF@michigan.gov	Clare, Ionia, Isabella, Kent, Lake Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, Ottawa
7	Roger Racine	231.995.6106 517.930.6914 (Cell)	RacineR@michigan.gov	Alpena, Antrim, Benzie, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Montmorency, Otsego, Presque Isle, Roscommon, Wexford
8	Scott Schreiber	906.643.1100 x208 517.930.3089 (Cell)	SchreiberS@michigan.gov	Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft

- If your Regional epidemiologist is unavailable, you may contact the Surveillance and Infectious Disease Epidemiology Section at the Michigan Department of Health and Human Services at**: (517) 335-8165** and email inquiries may be sent to: **mdhhs_mdss@michigan.gov**

Exporting MDSS Users

As part of the Local Health Department Work Plan, which was developed in accordance with the Public Health Emergency Preparedness (PHEP) cooperative agreement, local health departments are asked to review users in the Michigan Disease Surveillance System (MDSS) four times a year. The review has three purposes: 1) identify users to be removed from the system to maintain security and confidentiality, 2) monitor system use, and 3) maintain up-to-date contact information for all users.

1. Sign onto MILogin and MDSS
2. Click on 'Administration' on the top bar in MDSS *Note: only MDSS Administrators can view users*
3. Click on the 'Users'
4. Click on 'Export User'

5. A pop up window will appear – open the csv file (it will look like an excel file)
6. Review active users in your jurisdiction.
   Note: If you have Regional Access in MDSS, you may want to sort the excel table by jurisdiction to easily find your jurisdiction's MDSS users
7. During each review period, inactivate users that no longer need MDSS access. If you need assistance, contact your Regional Epidemiologist
8. Sign and date the file (electronic signature is OK)
9. Save the file and send it to your Regional Epidemiologist

Tips for Reviewing the User List

1. Review your exported user list to make sure all users are known and valid.

2. There are no specific guidelines for de-activating a user who hasn't logged in for a certain period of time. It is recognized that some users may only need access to serve as back-up to other primary users or others who may only need access during an emergency and are not day-to-day users. It is up to each health department to determine if access should be removed for a particular user.

3. If someone has not entered MDSS for a while, you might need to contact them to see why they have not been in MDSS. They may want access to MDSS but not use it often enough so you may
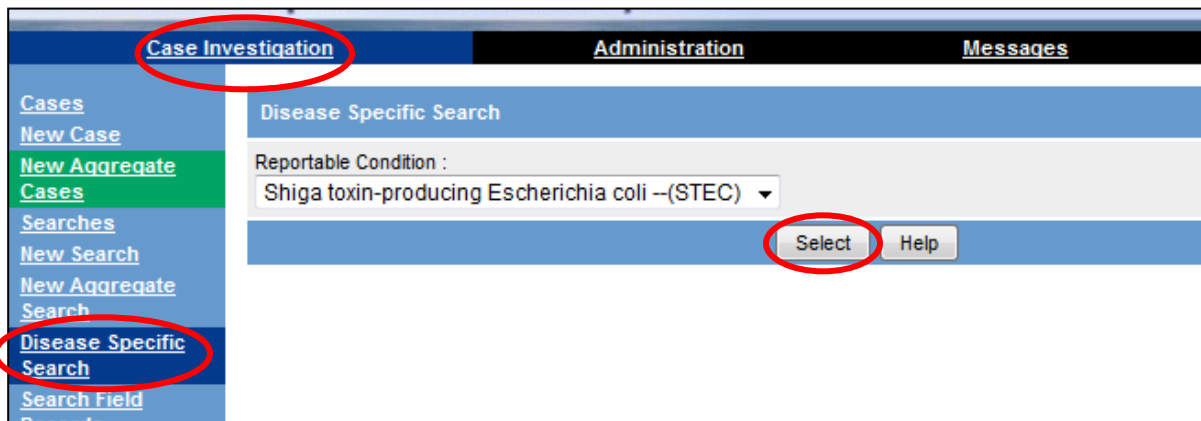
need to remind them to access MDSS at least once every 90 days. Inactivate them if they no longer need MDSS access.

4. There is no need to follow-up with each healthcare provider in the jurisdiction if they have not recently logged into the MDSS. Do keep in mind that the healthcare provider role in the MDSS limits the user to see only cases that he/she entered while local health department users will have access to all cases within their jurisdiction.

5. Only state-level users are able to de-activate an Administrator; please work with your Regional Epidemiologist to accomplish this task.

6. Health departments do not have to test each user's email address each quarter. It is sufficient to "keep an eye" on users and email addresses by simply reviewing the list each quarter.

7. MDHHS will contact health departments regarding email addresses that are returned from the MDSS listserv (created from the email addresses stored in the MDSS entry portal, Single Sign On) as undeliverable. Follow-up for these undeliverable email addresses should be a request to users to update their email address or inactivation of users who no longer need access to the MDSS.
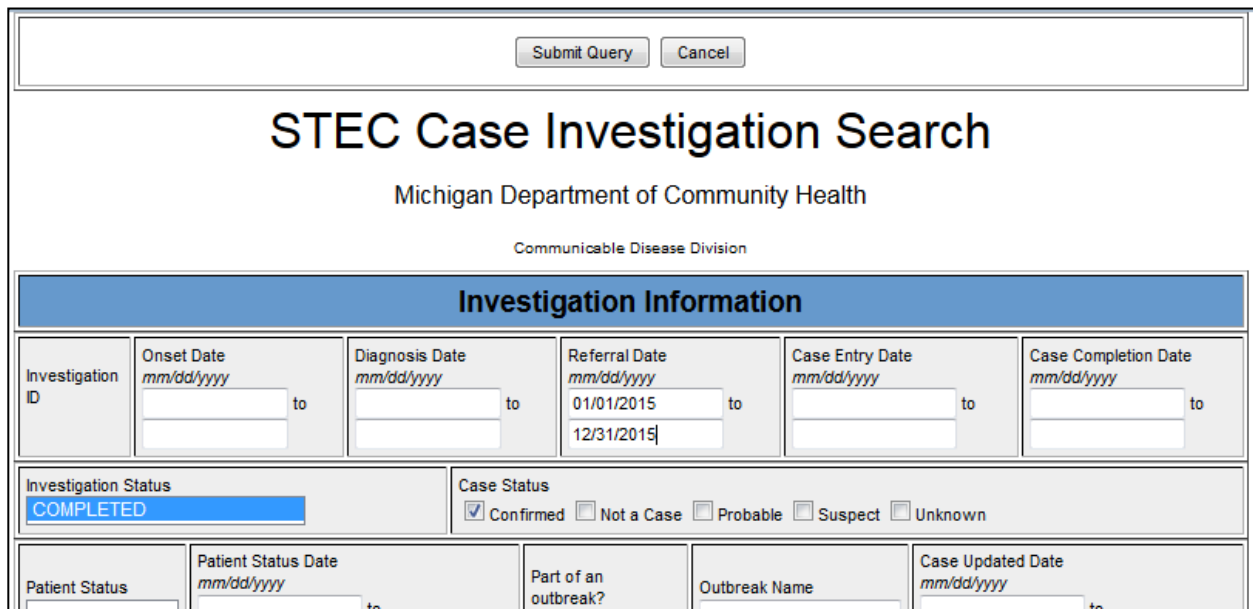
MDSS: Disease-Specific Searches

1. Log onto MILogin and MDSS.
2. Under the Case Investigation module, choose Disease Specific Search.
3. Choose the reportable condition of interest and click Select. <u>Note</u>: you can only perform a disease-specific search on one reportable condition at a time.

4. The case details screen will appear. Enter your search criteria. For example, to search for only confirmed, completed cases with referral dates from 01/01/2016 to 12/31/2016 then, type those dates under referral date, select completed under Investigation Status and check the confirmed box under case status. (To add probable cases to the search, also check the box for probable). Enter any other criteria necessary to narrow the search.
5. Once search criteria have been selected, click 'submit query' at the top of the page.

6. All the cases that fit the search criteria will appear as a case listing.

7. Click "export" at the top left of the page.

8. The case details screen will appear again. Select the fields that you would like to export. It is recommended that you select specific data elements from the case details form, instead of selecting all elements. Any fields in the form may be chosen, but some frequently included data elements are onset date, investigation status, patient city, sex, age, symptoms, serotype, hospitalization, high risk foods, first positive lab report date, and control measures.

READ STEPS 9 AND 10 BEFORE CONTINUING.

9. <u>Hold down the "CTRL" button on the keyboard and keep holding while you:</u>
   a. Click "export" at the top or bottom of the page.
   b. Save or open the file in excel when you are prompted.

10. <u>Release the "CTRL" button after you save or open the file.</u>

11. Your exported data should now be available for you to use in excel or any other software you prefer including SAS, SPSS or Epi Info.

Guidance for Public Health Control Measures

Capability 13.2 of the Public Health Emergency Preparedness (PHEP) cooperative agreement requires the State to submit the proportion of reports of selected reportable diseases for which public health control measures are initiated within the appropriate timeframe. The selected reportable diseases include **Botulism, Tularemia, Shiga toxin-producing *Escherichia coli* (STEC), Hepatitis A, Measles, and Meningococcal disease**.

Instructions for completing the Control Measures in the Case Detail Form:

1. Enter the date that public health first initiated control measures. The control measures start date should be on or after the referral date.
    a. Control measures may include contact tracing, exclusions, or education provided to the case.
    b. The start date should be the date that contact was first attempted with the case or proxy. Please indicate in the notes if the contact attempt was to interview, provide education, or both.
    c. Do not use the date that contact was made to the healthcare provider or infection control provider (exception: there were exposures at a healthcare facility that require control measures).
    d. In some situations, such as in large outbreak investigations, the initial public health control measures may start prior to the referral date. In this instance, please indicate the initial date in the notes but make the 'Control Measures Start Date' the same as that case's referral date.
2. Check all measures that were implemented.
3. If additional control measures are used throughout the duration of the case investigation, update the form by selecting the new measures, but keep the initial date.

Instructions for Assessing Timeliness and Completeness of Control Measures:

1. Perform a Disease Specific Search (found under the 'Case Investigation tab') with the following search parameters:

Reportable Condition: Select the condition of interest
   Note: you can only search one condition at a time
Referral Date: Select date range
   Note: Quarterly reviews are submitted as part of the Epi Work Plan
Investigation Status: Active, Completed, Completed-Follow Up, and Review (See Epi Work Plan for disease-specific guidance)
Case Status: Suspect, Probable, Unknown, and Confirmed (See Epi Work Plan for disease-specific guidance)

2. On the form, click **Submit Query**
3. On the case listing screen, click **Export**

Guidance for Public Health Control Measures. September 2018.

In the form that appears, export the following variables by checking the box next to the variable:

Variables to Export	Under Section
Referral Date	Investigation Information *(near the top of the form)*
Control Measures Start Date	Control Measures *(near the bottom of the form)*
Control Measures Implemented	Control Measures *(near the bottom of the form)*

4. Holding the "Ctrl" key, click **Export** and keep the "Ctrl" key pressed until after you have saved or opened the file.
5. For each row, copy and paste columns A-F from the disease specific export into the template and 'Time' will auto-calculate. ***Note***: *This template is available upon request from your regional epidemiologist.*

A	B	C	D	E	F	G
InvestigationID	NETSSID	JURISDICTION	Referral_Date	Control_Measures_Start_Date	Control_Measures_Implemented	Time

6. Review the times from referral date to start of control measures.
   a. Review dates for completeness and accuracy.
      i. For those with missing start dates, it may help to review information in the case notes. If dates are found in the notes, go back and update the control measures section.
      ii. Ensure that all control measure start dates are on or after the referral date.
   b. Appropriate timeframes for each reportable condition can be found below in **Table 1**.
7. Review the control measures that were implemented for completeness.
   a. For those missing control measures, it may help to review the case notes to assess whether any measures were actually implemented. If found in the notes, it is recommended to update this information in the control measures section.

Table 1: Appropriate Control Measure Initiation Timeframe for Selected Diseases

Disease	*E. coli* (STEC)	Hepatitis A, Acute	Measles	Meningococcal Disease	Botulism (except Infant)	Tularemia
Initiation timeframe (from initial case identification)	Within 3 days	Within 1 week	Within 24 hours	Within 24 hours	Within 24 hours	Within 48 hours

Guidance for 'First Positive Lab Report Date'

- Capability 13.1 of the Public Health Emergency Preparedness (PHEP) cooperative agreement requires the State to submit the proportion of reports of selected reportable diseases received by the public health agency within the awardee-required timeframe.
- To assist in compiling data for this indicator, select MDSS Case Detail Forms were updated to include a field for the first positive lab report date
  - For Shiga toxin-producing *Escherichia coli* (STEC), the 'first positive lab report date' field is under the laboratory information section of the case detail form:

  - For Hepatitis A, the 'first positive lab report date' field is under the diagnostic testing section of the case detail form:

Tips for completing the 'first positive lab report date' field

- Each lab report contains multiple dates:
  - The 'Lab Report Date' is the date the lab results were completed and reported **– this is the date that should be assessed for the 'first positive lab report date' field.**
  - The 'Specimen Collection Date' is the date the specimen was collected for testing.
- Enter the very first 'Lab Report Date' with a positive result for the disease under investigation. Do not use 'Specimen Collection Date' or 'Date Received.'
  - Exception: Verbally reported labs or paper lab reports may be noted elsewhere within the MDSS case. Review all MDSS notes and record the first lab report date. Please enter any verbal or hardcopy lab reports as new labs in the lab tab in the MDSS case. You may also scan and attach hardcopy reports into the notes tab.
- Multiple tests may be performed for each condition which means that there may be many lab reports in the Lab Report Tab. Each lab report should be reviewed.
- Lab report dates may be exported and reviewed in excel by performing a disease specific search. Please refer to "Disease Specific Search Instructions" in the supplemental guidance.

Laboratory Report in MDSS:

Lab Order Information

Test Name* :

Escherichia coli shiga toxin 1 Ag [Presence] in Stool by Immunoassay

Lab Report Date (mm/dd/yyyy) : 09/07/2016

'Lab Report Date' – review all lab reports for the condition under investigation and enter the earliest one in the 'first positive lab report date' field

Ordering Provider

First :   Last :

Affiliation :   Street :

City :   County :   State : Michigan   Zip :

Phone number :   Ext :

Laboratory Information

Lab Name* :

Street :   Geocode Source :

City :   County :   State : Michigan   Zip :

Phone number :

Specimen Information

Specimen Collection Date (mm/dd /yyyy) : 09/06/2016

Date specimen was collected for testing

Specimen Source : Stool = Fecal

Specimen Site :
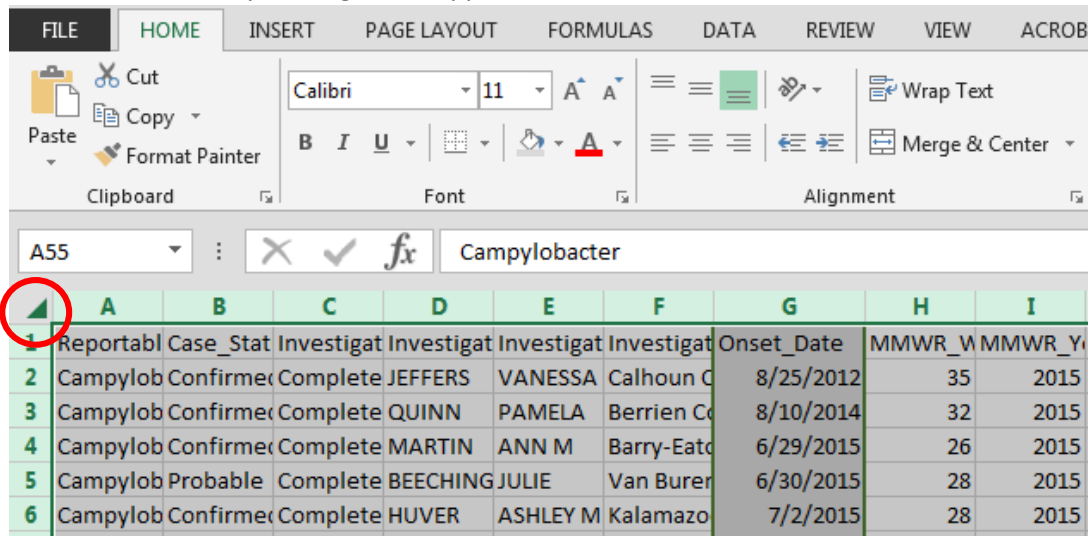
Sorting in Excel

1. Export MDSS data from a new basic search by clicking the export button in the upper right corner
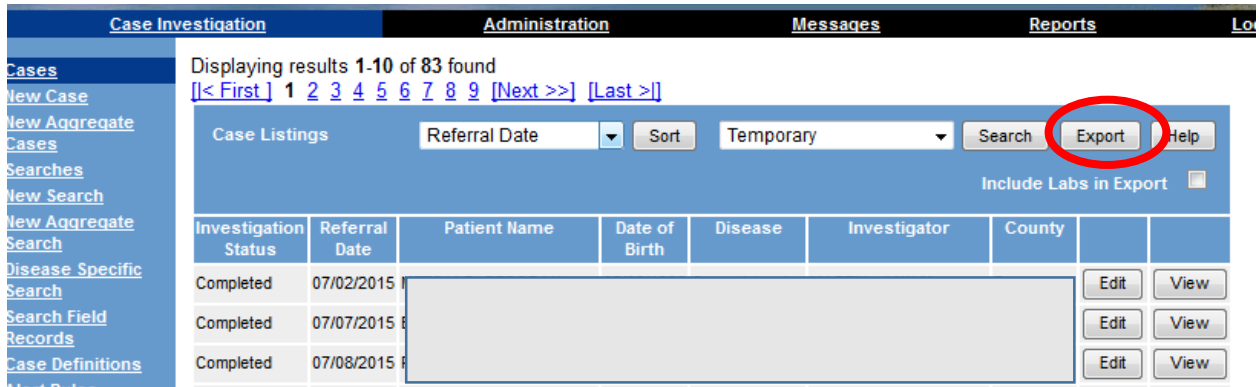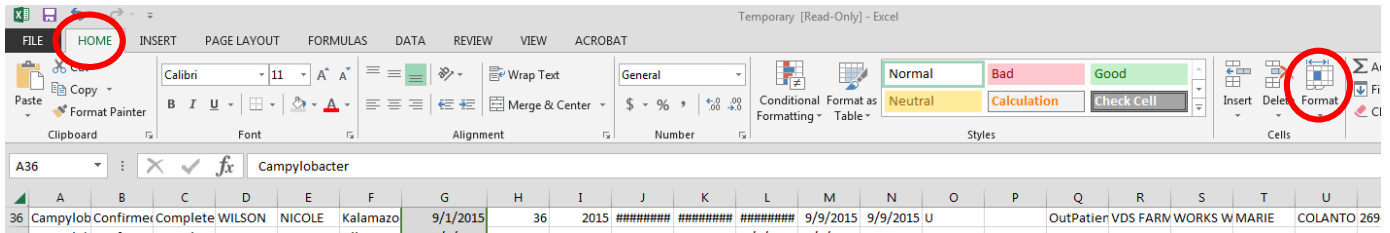

2. Choose 'Open with Excel' and click 'OK'
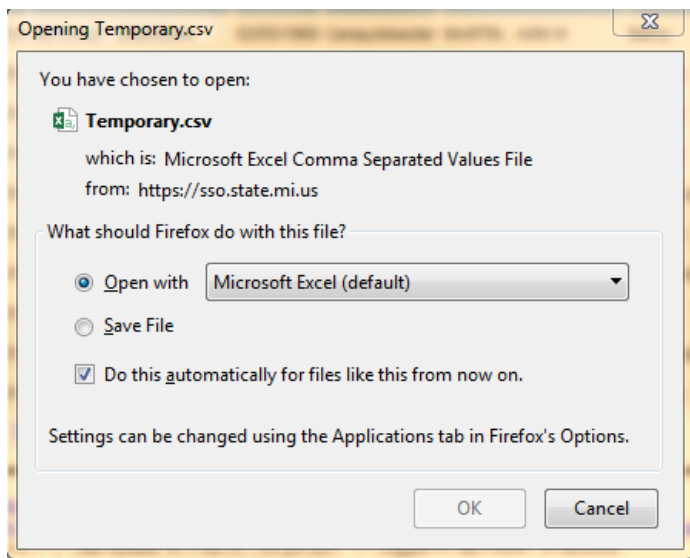
3. Some Columns may be too narrow to view content. To change the column width, highlight the whole excel sheet by clicking in the upper left corner, as shown below
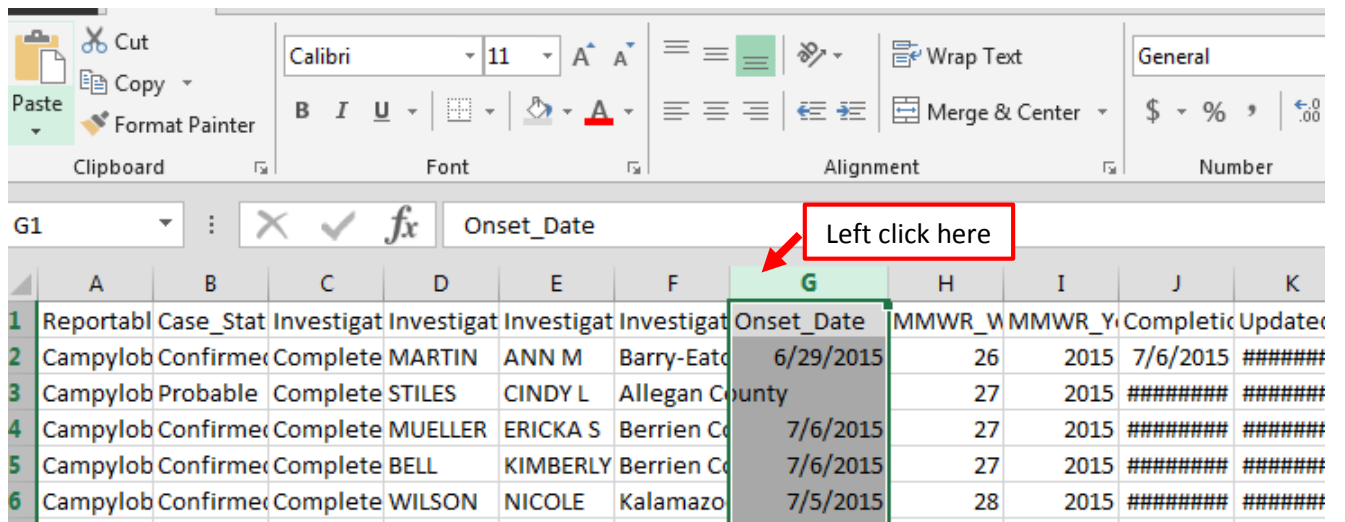
4. While the whole sheet is highlighted, click 'Format' in the 'Home' tab

5. In the drop down menu that appears, click on 'AutoFit Column Width'
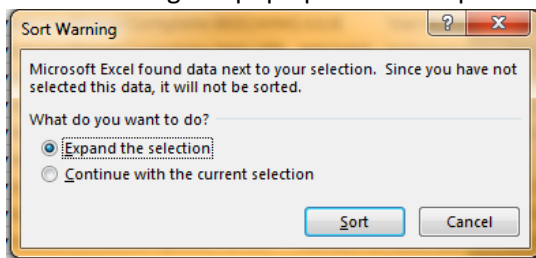
6. In the column you want to sort, left click in the grey area above the first row of data to highlight the column

7. While the column is highlighted, click on 'Sort & Filter' found in the 'Home' tab. Select 'Sort Oldest to Newest' or 'Sort A to Z' depending on the type of value in the column
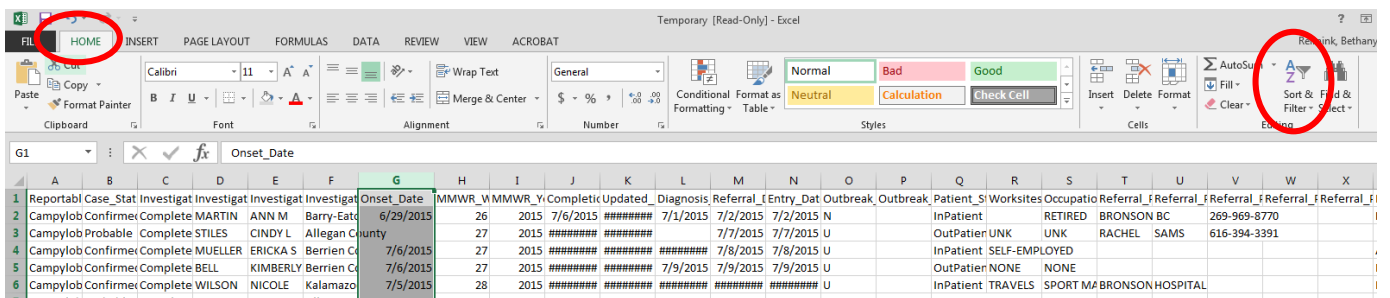

8. A sort warning will pop up – select 'Expand the selection' (default) and click 'Sort'

9. Cells with missing data will be displayed at the end of the list – you may need to scroll down to view them. Count the number of cells with missing information.

Note: During the sort process, row heights may change and become difficult to view. You can change row height by following the instructions below:

1. Highlight the whole excel sheet by clicking the upper left grey corner, as shown below
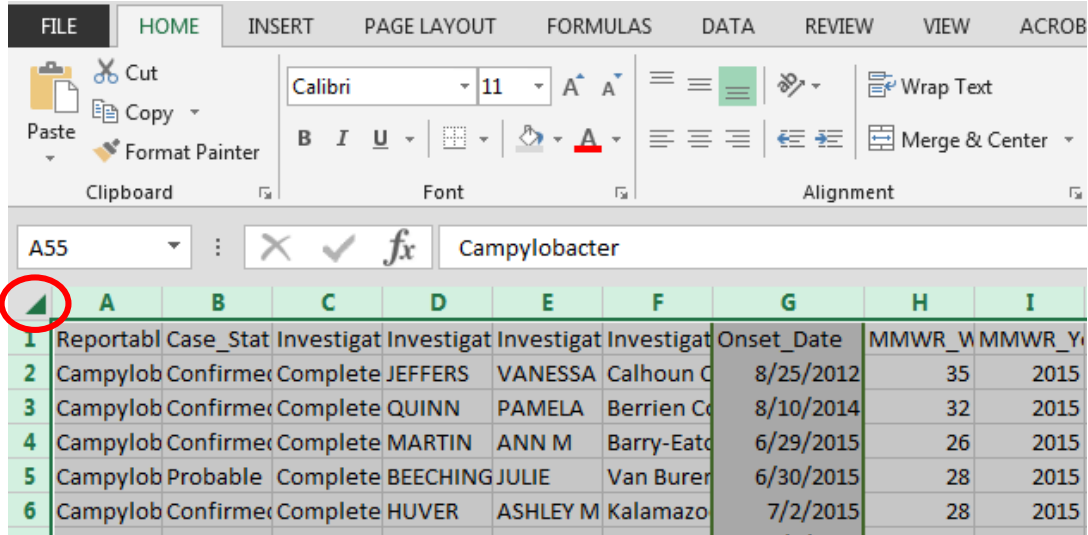
2. While the whole sheet is highlighted, click 'Format' in the home tab
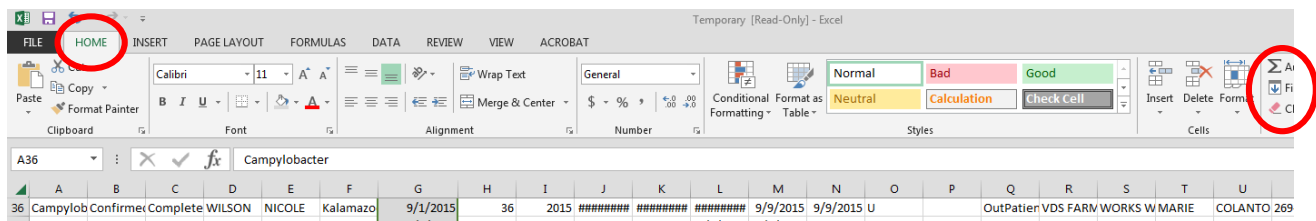
3. Click 'Row Height' from the drop down and enter '15' in the pop up window and click 'OK'

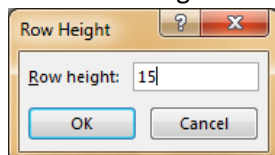# Registering for the
Michigan Syndromic Surveillance System
(MSSS)

Step 1: Complete Online Training

Before registering for the system completion of an online training course is required. This course will provide users with a basic understanding of how the data is gathered and processed and explains the functionality of the screens to which you will have access. This training can be completed in approximately one hour. You will need to pass (at least 80% correct) a very short quiz at the end of the training to receive your certificate of completion. You may take the quiz as many times as needed in order to pass.

The training is available on MI-TRAIN at http://mi.train.org. On MI-TRAIN, search for 'Emergency Department Syndromic Surveillance System for Local Health Departments' or course # 1011055. After completing the course, you will need to mark it as 'completed'. To do so, go to "My Learning" and click the "M" icon next to the course name. This takes you to the Course Details page. Click the "Complete" button to complete the course.

In addition, you can print out the course certification of completion at the end of the course and keep a copy for your records.

Step 2: Registration in MILogin

Please see instructions below.

Step 3: System Access

After you complete the registration process and your course completion is verified, you will be granted access to the system. This typically occurs within two business days. If you are not approved within this time frame please contact your Regional Epidemiologist.

If you have any questions regarding syndromic surveillance please contact your Regional Epidemiologist or Katie Arends (arendsk@michigan.gov)

MSSS Registration in MILogin

Due to the confidentiality of data entered and stored in the MSSS, there are several steps that must be completed to register for the application. The MILogin and MSSS registration processes will only need to be completed once per user.

MILogin Registration

If you already have a MILogin User ID and password (e.g. Michigan Disease Surveillance System (MDSS) users or Michigan Care Improvement Registry (MCIR) users), please proceed to Requesting Access to MSSS.

1. Using your Internet browser, type the following into the location/address text box:
    - MILogin for Non-Michigan.gov emails - https://milogintp.michigan.gov/
    - MILogin for Michigan.gov emails – https://miloginworker.michigan.gov/

2. Press the ENTER key. The "MILogin" page will display:

3. Click the SIGN UP button. The "Create Your Account" page will display.

4. Complete the requested information. Fields displayed with an asterisk (*) are required.

5. Click the NEXT button.

6. Create a User ID following the instructions of last name, first initial followed by 4 numeric digits and a qualifying password.

7. Select your preferred password recovery method (email, mobile, or security questions) and complete the additional required information. Click CREATE ACCOUNT.

8. Once your account is created successfully, click to login.

9. Enter the *User ID* and *Password* you just created. Click LOGIN

10. You are now on your home page.

Requesting Access to MSSS

Once you are a registered user of MILogin, you need to request access to MSSS.
1. Using your Internet browser, type the following into the location/address text box:
    MILogin for Non-michigan.gov emails – https://milogintp.michigan.gov/
    MILogin for Michigan.gov emails – https://miloginworker.michigan.gov/
2. Press the ENTER key. Enter your MILogin *User ID* and *Password*.
3. Click the LOGIN button. The MILogin home page will display.

> If you see the **Michigan Syndromic Surveillance System** link below "Access your applications," you already have permission to access MSSS. Please proceed to the next section, *Registering with MSSS*.

4. Click the REQUEST ACCESS button. The "Request Access" page will display.
5. Type "Michigan Syndromic Surveillance System" into the search box and click 'Enter'
6. Click on the Michigan Syndromic Surveillance System

   application that appears at the bottom of the screen.
7. Agree to the terms & conditions by clicking the radio button then click REQUEST ACCESS.
8. Verify your email address and work phone number, then click SUBMIT.
9. A confirmation of your request for access will be displayed. Click HOME to bring you back to your MILogin homepage.

> You will receive an approval e-mail following your request for access. The steps in the following section, **"Registering with MSSS," must be completed before you can use the system.**

Registering with MSSS
The final step to gaining MSSS access is to register with MSSS. To register with MSSS, you must perform the following steps:
1. Using your Internet browser, type the following into the location/address text box:
   - MILogin for Non-michigan.gov emails - https://milogintp.michigan.gov/
   - MILogin for Michigan.gov emails – https://miloginworker.michigan.gov/
2. Press the ENTER key. Enter your MILogin *User ID* and *Password*.
3. Click the LOGIN button. The MILogin home page will display.
4. Click the **Michigan Syndromic Surveillance System** link. The MSSS User Registration Form will display.
5. Enter the values for the fields.
   - If you request a "healthcare-facility based" role, enter your facility under Facility Name and leave jurisdiction blank.
   - If you request a "local health department based" or "MDHHS" role, enter your jurisdiction and leave Facility Name blank.
6. Click the REGISTER button.

> Until your MSSS access level is assigned, you will not have access to MSSS.

Outbreak Management System (OMS)

Description

The Outbreak Management System (OMS) is a robust system that is designed to support State and Local Health Departments in the centralized, electronic management of outbreak events. OMS can support routine health investigations as well as dynamic public health responses, including special and emergent pathogens. It also helps facilitate interjurisdictional outbreak and simplifies secure information sharing.

In OMS, outbreaks are classified as investigations or monitoring events:
- Investigation outbreaks: administration of detailed, outbreak-specific questionnaires.
- Monitoring events: repeated symptom assessment of potentially exposed individuals.

OMS can aggregate outbreak-specific data for a range of purposes including: contact tracing, epidemiological descriptions of the event, and statistical analyses to support public health interventions.

Additional information about OMS can be found in the OMS User Guide which is available online at:
https://www.michigan.gov/documents/mdhhs/OMS_Final_User_Guide_613196_7.pdf
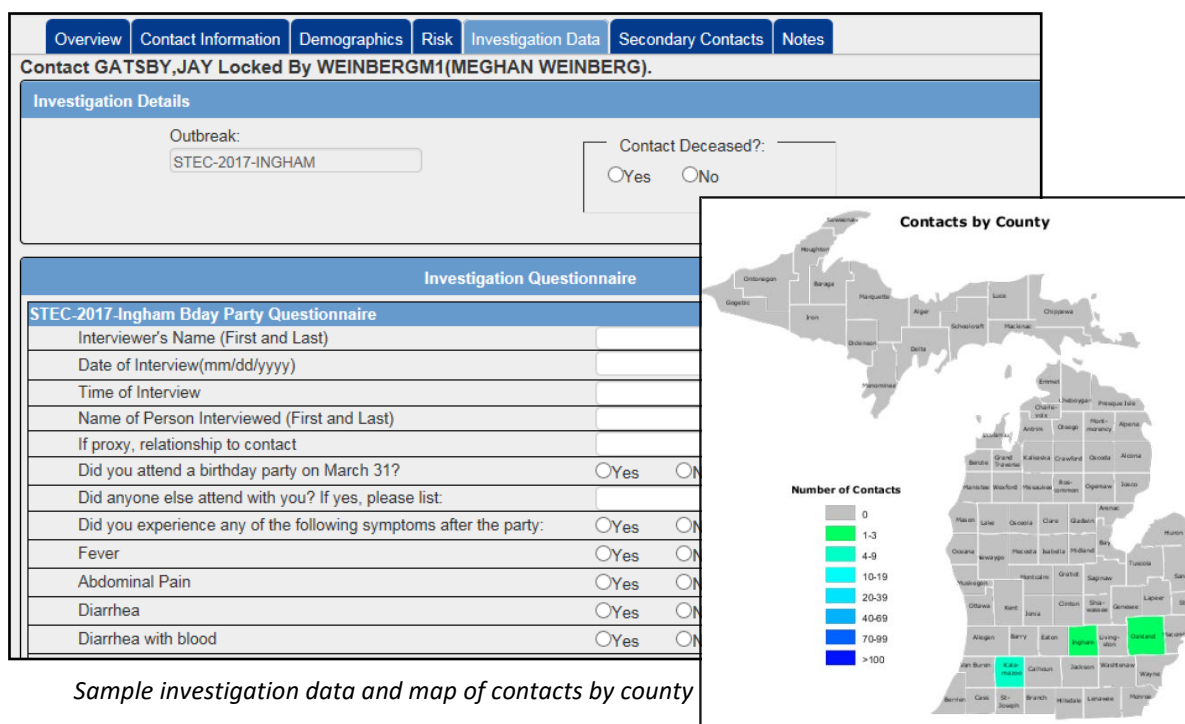
Potential Uses of OMS
- Monitor travelers for viral hemorrhagic disease or other emerging illnesses
- Monitor fair attendees for influenza-like symptoms following a potential swine flu exposure
- Interview meal attendees about food history during a foodborne outbreak
- Record student vaccination status & school exclusions during a vaccine preventable disease outbreak

Requesting Access to OMS

To request access to OMS, contact your regional epidemiologist. Your regional epidemiologist will provide a training before granting you access to the system. Once given access, OMS is accessible through the Michigan Disease Surveillance System (MDSS).

Sample investigation data and map of contacts by county