
v19.2 UPDATES TRAINING FOR LOCAL HEALTH DEPARTMENTS

For CMR version 19.2, revised September, 2020.



WEDSS

**WI ELECTRONIC DISEASE
SURVEILLANCE SYSTEM**



**WISCONSIN DEPARTMENT
of HEALTH SERVICES**

CONTENTS

Training Information	4
Course Description	4
Landing Page	4
My Profile	4
Forced Password Resets.....	5
Auto Import Utility	5
Patient Date of Death field.....	5
Patient Search Changes	6
Compound Person Search	6
Search by Date of Birth or Age.....	7
Searching using Soundex	7
Disease Incident Search Enhancements	8
Recently Viewed	8
Change Display for Disease Incident Search	8
Staging Area Search Enhancements	9
Jurisdiction Review Enhancements	10
Record Type buttons	10
Filter by Date of Death.....	11
Multi-select option.....	11
Jurisdiction Assignment Enhancements	13
Automatic assignment to out of state jurisdiction	13
Jurisdiction assignment to most recent.....	13
Secondary Jurisdiction read and edit, instead of read only	13
Audit Review Search	13
New Alert Option	15
ELR Enhancement.....	15
Viewing Electronic Case Report	16
Viewing electronic case reports in Staging.....	16
Viewing electronic case reports in a Disease Incident.....	17
Social Network Diagram.....	19
Contact Tracing	20
Adding Contacts	20

Converting a Contact into a Contact Investigation	24
Getting to the new Contact Tracing interface	26
Adding a Contact in the New Contact Tracing Interface	26
Contact Tracer Workflow	30
My Worklist	30
Unassigned	30
Editing Contacts.....	31
Interviewing a Contact	31
Closing a Contact Record	34
Logging out of the Contact Module	34

TRAINING INFORMATION

COURSE DESCRIPTION

In this session, we will provide training on the changes in functionality in the WEDSS version 19.2 upgrade to be released in October 2020. This course is strongly recommended for all WEDSS local health department (LHD) users.

LANDING PAGE

The top of the WEDSS screen now has a Landing Page Icon (🏠):



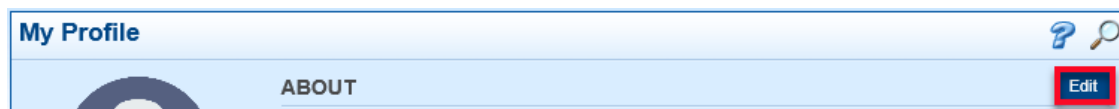
Clicking the Landing Page icon at any time in WEDSS will return the user to their landing page. Investigators will return to the My Caseload screen and non-Investigators will return to the Search screen.

MY PROFILE

There is a new “My Profile” button on the far right of the WEDSS menu bar:



Clicking this navigation option will take users to their profile page, where they can select the edit button to update their information.



Users can update their Last and First names, email address, and phone number from this screen, clicking the Save button to retain the changes. In addition, quick links are available to help users update their password and/or security questions, as well as set their out of office status. If a user sets their status to Out of Office, anyone assigning cases to that user will receive a pop-up alert indicating that the user is out of the office.

A screenshot of the 'My Profile' page for a user named Jon Staebell. The page shows fields for 'Last Name' (Staebell), 'First Name' (Jon), 'Username' (jstaebell), 'Email' (jonathan.staebell@dhs.wi.gov), 'External UPN' (N/A), 'Disease Group' (N/A), 'Primary Reporting Source' (N/A), 'PWD Create Date' (07/19/2020), 'Jurisdiction Group' (N/A), and 'Phone'. There are 'Save' and 'Cancel' buttons at the top right. A 'QUICK LINKS' section at the bottom left contains links for 'Change Password', 'Set Security Questions', and 'Out of Office'. The 'Save' button and the 'QUICK LINKS' section are highlighted with red boxes.

FORCED PASSWORD RESETS

There is a new feature that will force users to change their password before logging in, when it has been reset by WEDSS administration. In previous versions changing the password was encouraged but not forced.

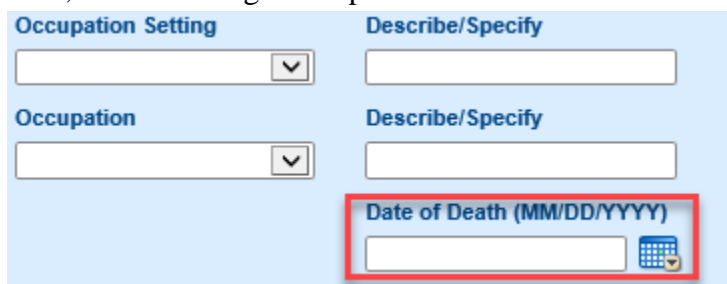
AUTO IMPORT UTILITY

One of the largest changes in v19.2 happens largely behind the scenes: there is a new capability to auto import negative COVID-19 lab results. Those negative lab results will be attached to existing cases or will create a new disease incident and be closed as “not a case”, as appropriate. So, LHD users will not see as many negative COVID-19 lab results in staging. The capability could be used later for other diseases if warranted.

PATIENT DATE OF DEATH FIELD

A date of death field has been added to the Patient tab. This field is person centric rather than by Disease Incident. When this field is updated on any of a person’s records to reflect that they are deceased, this information will be added to all of their records in WEDSS. When this happens, each Disease Incident will display the date of death on the Patient tab, regardless of whether they died from that disease or not.

Date of death is updated periodically by WEDSS and can also be manually updated by LHD staff, while working on a specific record.



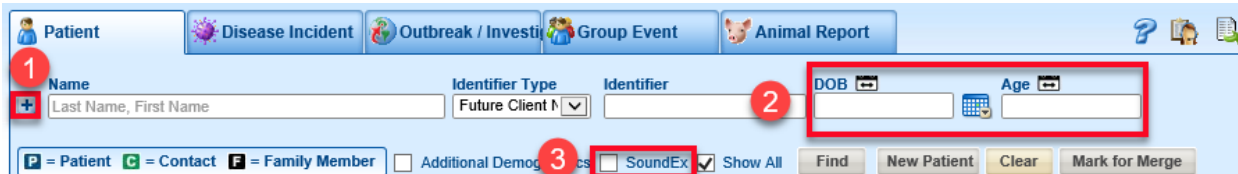
The screenshot shows a portion of the WEDSS interface with a light blue background. On the left, there are two dropdown menus: 'Occupation Setting' and 'Occupation', each with a small downward arrow icon. To the right of these are two text input fields, each with the label 'Describe/Specify' above it. At the bottom right, there is a new field labeled 'Date of Death (MM/DD/YYYY)' in blue text. This field is highlighted with a red rectangular border and includes a calendar icon to its right.

Note that the new Patient Date of Death field is separate from the Date of Death field available in the Investigation tab of disease incidents. Changing one field does not change the other. If a user attempts to add a date of death on the Investigation tab that is different from what is listed on the Patient tab, a pop-up will appear, advising of the discrepancy.

PATIENT SEARCH CHANGES

The Patient Search Screen in v19.2 has several enhancements, including:

- 1) Compound person search
- 2) Date of birth search
- 3) Soundex search

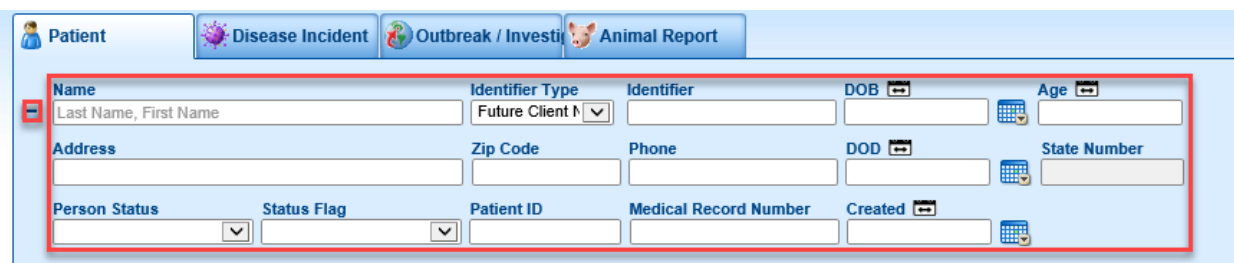


The screenshot shows the Patient Search Screen with the following fields and controls:

- 1** Name: Last Name, First Name
- Identifier Type: Future Client
- Identifier: [Empty]
- 2** DOB: [Empty]
- Age: [Empty]
- 3** SoundEx: ☐ (highlighted with a red box)
- Show All: ☒
- Find, New Patient, Clear, Mark for Merge buttons

COMPOUND PERSON SEARCH

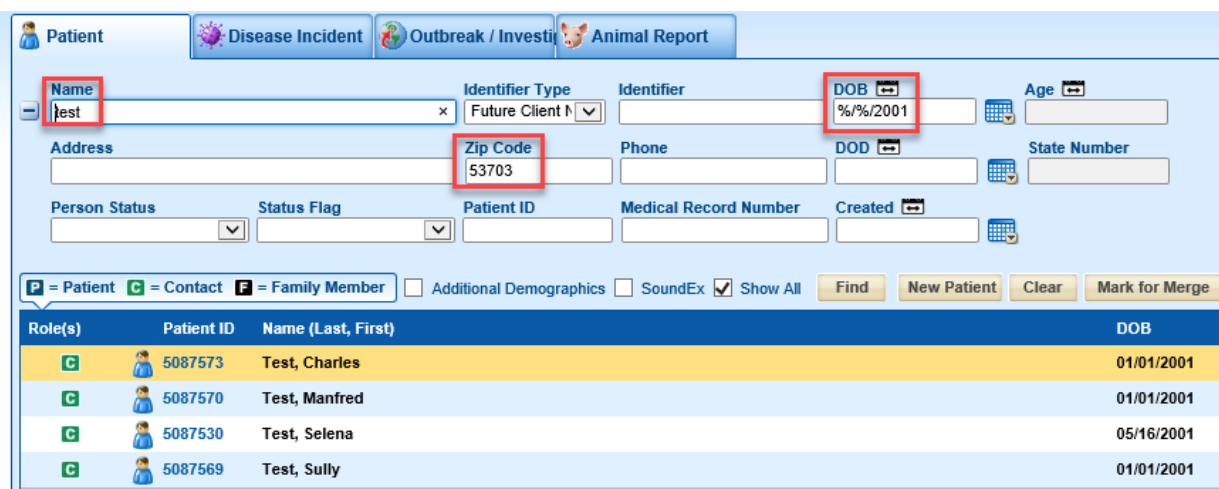
Clicking the “+” sign next to the Name field on the search screen enables search by additional fields beyond name, identifier, and date of birth. With the fields expanded, search can be performed by address, phone, date of death, patient ID, medical record number, and/or date created. In previous versions of WEDSS many of these options were radio buttons that were always displayed; now they only appear when the “+” sign is clicked.



The screenshot shows the Patient Search Screen with the following fields and controls:

- 1** Name: Last Name, First Name
- Identifier Type: Future Client
- Identifier: [Empty]
- DOB: [Empty]
- Age: [Empty]
- Address: [Empty]
- Zip Code: [Empty]
- Phone: [Empty]
- DOD: [Empty]
- State Number: [Empty]
- Person Status: [Empty]
- Status Flag: [Empty]
- Patient ID: [Empty]
- Medical Record Number: [Empty]
- Created: [Empty]

For example, entering “54911” in the Zip Code field and clicking Find locates all patients in that zip code. Multiple search fields can be used to conduct a compound search. For example, entering “test” for name, “%/%/2001” for date of birth (DOB), and “53703” for Zip Code will find all patients with the name “test” who were born in the year 2001 and have an address in the 53703 zip code:



The screenshot shows the Patient Search Screen with the following fields and controls:

- 1** Name: test
- Identifier Type: Future Client
- Identifier: [Empty]
- DOB: %/%/2001
- Age: [Empty]
- Address: [Empty]
- Zip Code: 53703
- Phone: [Empty]
- DOD: [Empty]
- State Number: [Empty]
- Person Status: [Empty]
- Status Flag: [Empty]
- Patient ID: [Empty]
- Medical Record Number: [Empty]
- Created: [Empty]

Find, New Patient, Clear, Mark for Merge buttons

Role(s)	Patient ID	Name (Last, First)	DOB
G	5087573	Test, Charles	01/01/2001
G	5087570	Test, Manfred	01/01/2001
G	5087530	Test, Selena	05/16/2001
G	5087569	Test, Sully	01/01/2001

The new Date of Death (DOD) field in the patient record can be used to filter searches. Note the DOD icon can be clicked to enable a range of dates to be used:

A screenshot of the 'DOD' (Date of Death) search interface. It features a 'DOD' label with a calendar icon, followed by 'From' and 'To' text boxes, each with a calendar icon to its right.

SEARCH BY DATE OF BIRTH OR AGE

A patient search can be conducted using an exact date of birth, a partial date of birth, or a range of birth dates. To search by the exact date of birth, enter it in the DOB field and click Find.

To search by partial date of birth, use the wildcard character (%). For example, “%/%/2001” will match every date of birth in the year 2001. “08/%/2015” will match every date of birth for August 2015.

To search by a range of dates of birth, click the calendar icon next to Date of Birth (DOB). Doing so will open a “To” date field in the search:

A screenshot of the patient search form. The 'DOB' field is highlighted with a red box, and its calendar icon is also highlighted. To the right, a 'To' date field is visible, also highlighted with a red box. Other fields include Name, Identifier Type, Identifier, Address, Zip Code, Phone, DOD, State Number, Person Status, Status Flag, Patient ID, Medical Record Number, and Created.

From there, enter a beginning date in the “From” field and an ending date in the “To” field. For example, to find patients with birthdates in August and September 2015 search with a From date of “08/01/2015” and a To date of “09/30/2015.” Note that some records in WEDSS may not contain a DOB.

To search for records that do not have a Date of Birth entered, use the Age field. Although the Age field can also be expanded to use a ranged search, use of the Age field for searching will *only* return records with **no** date of birth entered; it does not return the records of people with a date of birth that matches the age requested. Users are advised to only use the Age field after a search using a DOB range has not yielded the desired results.

SEARCHING USING SOUNDEX

Soundex is a search option that allows “sound alike” matches that works on both first and last names. For example, if the Soundex option is enabled, searching for “Smith, John” will also return patients with last names such as Smith, Smithe, and Smythe, and first names “Jon” as well as “John.”

Without Soundex enabled:

A screenshot of the patient search form. The 'SoundEx' checkbox is highlighted with a red box and is currently unchecked. The search results table below shows one result for 'Smith, John' with Patient ID 5087597 and address 1 Smith Lane, WI.

Role(s)	Patient ID	Name (Last, First)	DOB	Future Client No.	MRN	Address
	5087597	Smith, John				View... 1 Smith Lane, WI

With Soundex enabled:

The screenshot shows the WEDSS Patient Search interface. The 'SoundEx' checkbox is checked and highlighted with a red box. Below the search criteria, a table displays search results for 'Smith, John'.

Role(s)	Patient ID	Name (Last, First)	DOB	Future Client No.	MRN	Address
	5087597	Smith, John			View...	1 Smith Lane, WI
	5087598	Smithe, Jon			View...	1 Smithe Lane, WI
	5087599	Smythe, John			View...	1 Smythe Lane, WI

Note that Soundex only works if the first letter of the name matches – “Chris” does NOT match “Kris,” for example.

DISEASE INCIDENT SEARCH ENHANCEMENTS

RECENTLY VIEWED

When searching by Disease Incidents, there is a new “Recently Viewed” option. Selecting that option will open From and To date fields. Leaving the date fields blank and clicking Find will return all DIs that have been viewed by the user within the last seven (7) days.

The screenshot shows the WEDSS Disease Incident Search interface. The 'Recently Viewed' radio button is selected and highlighted with a red box. Below the search criteria, there are 'From' and 'To' date fields and a 'Find' button.

To further refine the Recently Viewed results, users can enter dates in the From and To fields and click Find. For example, entering “t-2” in the From field and “t-1” in the To field will display disease incidents viewed in the two days prior to today. Note: recently viewed searches are limited to the last seven (7) days, even when using the From and To fields.

CHANGE DISPLAY FOR DISEASE INCIDENT SEARCH

When searching for Disease Incidents, click the Disease radio button and select the diseases to search. Before clicking Find, click the grid icon on the far right of the screen to change the output fields:

The screenshot shows the WEDSS Disease Incident Search interface. The 'Disease' radio button is selected and highlighted with a red box. Below the search criteria, a dropdown menu is open, showing 'CORONAVIRUS, NOVEL 2019 (COVID-19)' selected. A red box also highlights the grid icon on the far right of the screen.

Clicking the grid Icon will bring up a pop-up window which will allow changes in the information that will be displayed:

Order	Field	Select	Width (auto or pixels)
001	ID	<input checked="" type="checkbox"/>	65
002	Type	<input checked="" type="checkbox"/>	70
003	Name (Last, First)	<input checked="" type="checkbox"/>	auto
004	Jurisdiction	<input checked="" type="checkbox"/>	auto
005	Pro/Res Status	<input checked="" type="checkbox"/>	auto
006	Address	<input checked="" type="checkbox"/>	auto
007	Create Date	<input checked="" type="checkbox"/>	70
008	Onset Date	<input checked="" type="checkbox"/>	70
009	Current	<input checked="" type="checkbox"/>	65
010	Age	<input type="checkbox"/>	65
011	Gender(s) of Sex Partners	<input type="checkbox"/>	100
012	Occupation	<input type="checkbox"/>	100
013	Is Pregnant	<input type="checkbox"/>	80

Check or uncheck items in the Select column to display or not display those columns (in the example above “Current” will display but “Age” will not). Note that some columns, such as ID and Type, are mandatory and cannot be unselected.

To change the order in which columns display, click on a row and then click Up or Down to move column left or right in the output display. The width of the display column can also be changed to either a fixed number of pixels or “auto.” Clicking the Save button will save the view for future Disease Incidents searches for the selected disease. Clicking the Default button will revert the output view to the default WEDSS settings.


STAGING AREA SEARCH ENHANCEMENTS

In v19.2, search can be filtered by disease group as well as by disease. For example, click the Grouping button and select “All diseases except HIV and TB” and click Search to exclude human immunodeficiency virus (HIV) and tuberculosis (TB) from the staging list:

Search can also be limited to test results with a desired result, and can be combined with other search criteria. For example, to find incoming staging lab results that are positive for coronavirus disease, novel 2019 (COVID-19), enter:

Note: when using the Value field, remember that different labs may return different values. For example, one lab may return a value of “Positive” for a positive result while another lab returns a value of “Detected.” Multiple searches may need to be run to catch all combinations.

At the bottom of the Staging screen, the “Create a New Person and Disease Incident Record” check box has been moved to a more prominent position. Also, when importing, users can assign an Investigator in the bottom right of the staging screen:

To use the Routing option first select an import option. Then click the Routing search icon , enter the name, click search, and select the Investigator.

Select the Import and Demographic options, and then click Import Selected Results. When the case is imported, it will be assigned to the selected Investigator.

JURISDICTION REVIEW ENHANCEMENTS

Enhancements to Jurisdiction Review in v19.2 include:

- 1) Changing the position of Record Type radio buttons
- 2) Ability to filter records by Date of Death
- 3) Enabling selection of multiple options when searching many fields

RECORD TYPE BUTTONS

To improve readability, the Record Type buttons have been moved to the top of the Jurisdiction Review search screen:

FILTER BY DATE OF DEATH

In the Date Type drop down list, a new option for selecting a date range for date of death is now available:

The screenshot shows the 'Jurisdiction Review' form. The 'Date Type' dropdown menu is open, displaying a list of date-related options. The option 'Date of Death' is highlighted with a red box. Other options in the list include Date Closed, Date Created, Date of Birth, Date of Diagnosis, Date of Onset, Date Received, Episode Date, and Lab Specimen (Collection) Date.

The Date of Death field on the Investigation tab is used when filtering in Jurisdiction Review.

MULTI-SELECT OPTION

To enable more precise filtering of records in Jurisdiction Review searches, the following fields can include multiple selections:

- Disease
- Process Status
- Resolution Status
- Investigator

The screenshot shows the 'Jurisdiction Review' form with several fields highlighted by a red box. The 'Disease' dropdown menu is open, showing a list of diseases. The 'Process Status', 'Resolution Status', and 'Investigator' fields are also highlighted. The 'Date Type' dropdown is set to 'Date of Death'. The 'Exposure Location Type' dropdown is set to 'Disease'. The 'Exposure Location' dropdown is set to 'Disease'. The 'Record Type' is set to 'All *'. The 'Date Type' is set to 'Date of Death'. The 'Process Status' is set to 'All *'. The 'Resolution Status' is set to 'All *'. The 'Investigator' is set to 'All *'. The 'Cluster ID' is set to 'All *'. The 'Disease' dropdown is open, showing a list of diseases. The 'Process Status' dropdown is open, showing a list of process statuses. The 'Resolution Status' dropdown is open, showing a list of resolution statuses. The 'Investigator' dropdown is open, showing a list of investigators. The 'Cluster ID' dropdown is open, showing a list of cluster IDs.

For each of these fields, opening the drop down list will allow for multiple selections. As an example, opening the Disease drop down list allows for individual diseases to be selected. Multiple options can be combined (e.g. both Disease and Process Status) to limit the search. For example, the disease drop down list could be set to “Hepatitis A; Hepatitis B, Acute; Hepatitis B, Chronic; and Hepatitis B, Perinatal”:

Jurisdiction Review

Record Type

☒ All *
 ☐ Only Disease Incidents

☐ Only Contacts
 ☐ Only Outbreak / Incubation

Date Type ▼

☒ Jurisdiction
 ☐ Region

☒ Disease
 ☐ Grouping

Exposure Location Type

Exposure Location

4 of 245 selected

☐ HEMORRHAGIC FEVER, LASSA
☐ HEMORRHAGIC FEVER, MARBURG
☐ HEMORRHAGIC FEVER, RIFT VALLEY
☐ HEMORRHAGIC FEVER, UNSPECIFIED
☒ HEPATITIS A
☒ HEPATITIS B, ACUTE
☒ HEPATITIS B, CHRONIC
☒ HEPATITIS B, PERINATAL
☐ HEPATITIS C
☐ HEPATITIS C, ACUTE
☐ HEPATITIS C, CHRONIC

ID	Type	Name/OB#	Date
4950397	DI	test, jon	08/31
4950396	DI	test, jon	08/31
4950395	CI	Test, Frank	08/1
4950394	CI	Test, Chanel	08/1
4950393	CI	Test, Basil	08/1
4950392	CI	Fake, Pete	08/1

Record Type

☒ All *
 ☐ Only Disease Incidents
 ☐ Only Contact Investigations
 ☐ Only Animal Reports

☐ Only Contacts
 ☐ Only Outbreak / Investigations
 ☐ Only Group Events
 ☐ Only Index Cases

Date Type

☒ Jurisdiction
 ☐ Region

☒ Disease
 ☐ Grouping

4 of 245 selected

Exposure Location Type

Exposure Location

From

To

Process Status

Resolution Status

Investigator

Cluster ID

New, Ongoing Investigation

☐ MHD Contact Tracing Team
 ☐ Monitoring
 ☐ Negative Screening
 ☒ New
 ☐ New Contact Investigation
 ☐ New LTBI medication order
 ☐ Not a Case
 ☐ Not Collected
 ☐ Not Tested
 ☒ Ongoing Investigation
 ☐ Open Local Investigation

ID	Type	Name/OB#	Date Created	Date of Onset/ Contact/Event	Date Closed	Disease/Type
4950397	DI	test, jon	08/31/2020			CORONAVIRUS, NOVEL 2019 (COVID-19)
4950396	DI	test, jon	08/31/2020			CORONAVIRUS, NOVEL 2019 (COVID-19)
4950395	CI	Test, Frank	08/13/2020			CORONAVIRUS, NOVEL 2019 (COVID-19)
4950394	CI	Test, Chanel	08/12/2020			CORONAVIRUS, NOVEL 2019 (COVID-19)
4950393	CI	Test, Basil	08/12/2020			CORONAVIRUS, NOVEL 2019 (COVID-19)

Record Type

☒ All *
 ☐ Only Disease Incidents
 ☐ Only Contact Investigations
 ☐ Only Animal Reports

☐ Only Contacts
 ☐ Only Outbreak / Investigations
 ☐ Only Group Events
 ☐ Only Index Cases

Date Type

☒ Jurisdiction
 ☐ Region

☒ Disease
 ☐ Grouping

Exposure Location Type

Exposure Location

From

To

Process Status

Resolution Status

Investigator

Cluster ID

4 of 245 selected

New, Ongoing Investigation

Advanced Find

Find

Clear

JURISDICTION ASSIGNMENT ENHANCEMENTS

Several enhancements to jurisdiction assignment are available in v19.2.

AUTOMATIC ASSIGNMENT TO OUT OF STATE JURISDICTION

In v19.2, incoming records such as lab results with an out of state address will be assigned to Non-Wisconsin jurisdiction. In previous versions of WEDSS, these records would be assigned to the jurisdiction of the provider, forcing LHD users to change the jurisdiction. With v19.2, LHD users should no longer see these results in staging, as they will automatically go to the Non-Wisconsin jurisdiction.

JURISDICTION ASSIGNMENT TO MOST RECENT

In v19.2, incoming records such as lab results with no patient address will be assigned to the patient's last known jurisdiction if there is a patient match. This means there may be more records in staging with no address, but in your jurisdiction. If the patient belongs in another jurisdiction, reassign the case in the Investigation tab.

SECONDARY JURISDICTION READ AND EDIT, INSTEAD OF READ ONLY

Just as in previous versions, when the Primary jurisdiction of a disease incident is changed, the former Primary jurisdiction will be set as the Secondary jurisdiction. In v19.2 authorized users in the Secondary jurisdiction will have read and edit capability, instead of the read-only capability they had in previous versions. For example, a user in Brown County may add Calumet County as the secondary jurisdiction because the patient lives in Brown County but works in Calumet County. In v19.2, authorized users in both jurisdictions will be able to read and edit the case.

AUDIT REVIEW SEARCH

Several search enhancements are available in Audit Review. Users can access Audit Review two ways: from the main WEDSS Menu via Administration – Audit Review.



When accessed this way, the user needs to enter the record number they're looking for and click Find:

A screenshot of the 'UAT WEDSS Reporter - Audit Review' interface. The 'Audit Review' title is at the top. Below it, there's a search section with a 'Record ID' input field (highlighted with a red box) and a 'Find' button. Other search options include 'Form' (set to 'Incident'), 'Table', 'Internal ID', and a 'Clear All' button. Below the search section is an 'Additional Filters' section with fields for 'Type', 'User', 'From', and 'To', along with an 'Apply' button. The interface displays two tables: 'Transactions' and 'Changes'. Both tables show 'No records to view' and have pagination controls (Page 1 of 0, 10 items per page).

If the user is already in a record and wants to audit changes, they can simply click on the Audit Review icon.

A popup window will open enabling results to be filtered.

Change	Type	User	IP Address	Date/Time
002	Update	Staebell, Jon	165.189.255.44	07/29/2020 10:54 AM
001	Insert	Staebell, Jon	165.189.255.43	07/20/2020 09:51 AM

SQLField	Current	Original
PER_AddressStandStatus	Successful	Not Processed
PER_Apartment	172	
PER_CensusBlock	1017	N/A
PER_CensusTract	001705	N/A
PER_City	Madison	
PER_County	Dane	N/A
PER_CountyFIPS	55025	N/A
PER_GeoLat	43.071670	
PER_GeoLong	-89.381790	
PER_IntegrityChecksum	637316168637745440:7070	637308354984669368:1014

The new filtering options include:

1. **Type:** A multi-select dropdown enabling the user to filter record transactions according to the transaction type. For example, a user might wish to see just the merge and unmerge transactions for a record:

2. **User:** A "Lastname, Firstname" search similar to that on the Person Search tab. This will allow users to filter transactions performed by specific users.
3. **Date fields:** allows users to retrieve transactions within a specific date range.

Filter fields can be combined. For example, a user might search for all merge or unmerge transactions performed by a specified person in July of 2020:

In addition, audit results can be exported to Microsoft Excel in v19.2 using the Instant Export icon (📄) in the upper right of Audit Review.

The screenshot shows the 'UAT WEDSS Reporter - Audit Review' window. It has a search bar with fields for Record ID, Form (set to Incident), Table (set to E_Person), and Internal ID. There is a 'Find' button and a 'Clear All' button. Below the search bar is an 'Additional Filters' section. It includes a 'Type' dropdown set to 'Merge; Unmerge', a 'User' field set to 'Staebell, Jon', a 'From' date field set to '07/01/2020', a 'To' date field set to '07/31/2020', and an 'Apply' button. At the bottom, there is a table titled 'Transactions' with columns: Change, Type, User, IP Address, and Date/Time.

NEW ALERT OPTION

A new option allows configuration of an alert based on changes to the resolution status. For example, LHD users can receive a WEDSS alert when the status of a case is changed to “confirmed.”

Alerts can also be generated under the following conditions:

- A new record appears in staging.
- A new record is created (from staging or manually entered).
- A record is updated in any way.
- A record has something added to the filing cabinet.
- A record has a specific field that is set a particular way, such as the “STD Treated” field being set to “No.”
- A record has its process status changed (recommended for “Returned to LHD”).

Each of the above alerts can be configured for specific disease, gender, and age groups.

To create a new alert, contact the WEDSS Team at DHSWEDSS@wisconsin.gov.

ELR ENHANCEMENT

An enhancement has been made to Electronic Lab Reports (ELRs) that will impact LHD reports.

A “Reason For Study field” has been added. This new field helps to identify the reason why a test was ordered, for example: a hepatitis B virus (HBV) test may be ordered for a pregnant patient who is infected with hepatitis B, so that their infant may receive a vaccination to prevent the transmission of HBV. This field is available in reports, custom export, and Jurisdiction Review advanced search.

VIEWING ELECTRONIC CASE REPORT

VIEWING ELECTRONIC CASE REPORTS IN STAGING

In the Staging area of v16, users can view a PDF-rendered version of the staged electronic case report (eCR) by clicking on the “View Patient’s EHR Report” button, as shown below:

Staging Area

Disease Incident

☒ Date Received ☐ Date of Message

From Date: To Date:

Record ID: Jurisdiction:

Resulted Test: HL7 File Name:

Imported Results

Record ID	Date Received	Patient Name	DOB	Gender	City	Accession Number	Resulted Test
4757649	09/16/2020	[REDACTED]	04/09/1976	Male	[REDACTED]		
4757648	09/16/2020	[REDACTED]	12/12/1977	Female	[REDACTED]		
4757647	09/16/2020	[REDACTED]	03/24/1990	Female	[REDACTED]		
4757646	09/16/2020	[REDACTED]	08/10/1994	Male	[REDACTED]		
4757644	09/15/2020	[REDACTED]	11/13/1991	Female	[REDACTED]		

Patients ☒ Show All

Match By	Patient Name	DOB	Gender	Address
<input type="checkbox"/>	[REDACTED]	08/10/1994	Male	[REDACTED]

Records

☐ Only Attach EHR Report ☐ Create New Disease Incident

☐ Create a New Person and Disease Incident Record

Buttons: Delete, View Patient's Demographics, Unlock, LIP Info..., **View Patient's EHR Report...**, Select Patient...

WEDSS Reporter - Print All Preview

Print

Patient

Patient Name: [REDACTED] - **Patient DOB:** 08/10/1994 - **Incident ID:** [REDACTED]

Reporting Source: [REDACTED]

*** Disease Being Reported** CORONAVIRUS, NOVEL 2019 (COVID-19)

*** Last Name** [REDACTED] *** First Name** [REDACTED] **Middle Name** **Name Suffix** **Primary Language** English

Future Client No. *** DOB (MM/DD/YYYY)** 08/10/1994 **Age** 26 **Months** **Days** *** Ethnicity** Not Hispanic or Latino

Address Number & Street [REDACTED] **Apartment/Unit Number** *** Race** ☐ American Indian or Alaska Native ☐ Asian ☒ Black or African American

City [REDACTED] **State** WI **Zip** [REDACTED] **Specify**

Census Tract [REDACTED] **County of Residence** [REDACTED] **Country of Residence**

In the PDF-rendered report, users can print and scroll through the report to see information contained on the various tabs of the report.

In the v19.2 Staging area, the same “View Patient’s EHR Report” button is available, and the same information in the eCR will be available, but the rendered view of the report will look a bit different, as shown below:

WorldCare - EHR Report

Print

INITIAL PUBLIC HEALTH CASE REPORT

BACK TO TOP

DEMOGRAPHICS

AUTHORING DETAILS

CLINICAL SECTIONS

ENCOUNTERS

HISTORY OF PRESENT ILLNESS

MEDICATIONS ADMINISTERED

PROBLEMS

REASON FOR VISIT

Patient Identifiers

ABOUT

Date of Birth	24/2/1985
Sex	Female
Race	White
Ethnicity	Not Hispanic or Latino

PARENT/GUARDIAN

CONTACT

Home

Instead of scrolling down through the report, the user can click on the section headers on the left menu to navigate to different sections of the eCR. Upon importing from Staging, the information will continue to be parsed into the WEDSS forms, just as it does in v16.

VIEWING ELECTRONIC CASE REPORTS IN A DISEASE INCIDENT

Currently, information from an electronic case report is parsed and populates the forms in the Disease Incident. The original eCR is rendered as a PDF and filed in the electronic filing cabinet (EFC). When a user wishes to view the report in the EFC, the report appears similar to this:

Disease Incident

Patient: **WEDSS Reporter - Filing Cabinet**

DOB: 08

Filing Cabinet

New Album

New Case Report

☐ Show Deleted Items

☒ Files for the Selected Disease Incident / Contact Investigation Only

☐ Show Historical Forms

☒ Date Received

☐ All Files for the Current Patient

☐ Date of Message

From: [] To: [] Name: []

Type: [] Description: []

Search

Clear

Date	Type	Name	Description
09/15/2020 2:55:35 PM	EHR Case	CORONAVIRUS, NOVEL 2019 (COVID-19)	EHR Report

Open

PREV NEXT

State of Wisconsin Department of Health Services – Communicable Disease Reporting System			
WEDSS Reporter			
9/16/2020 10:52:55AM			
Patient Name:		Incident ID:	4757645
Today's Date:	9/16/2020		
Disease:	CORONAVIRUS, NOVEL 2019 (COVID-19)	Jurisdiction:	County
<hr/>			
Name:		Age:	26
D.O.B.:	8/10/1994	Pregnant:	
Gender:	Male	Delivery Date:	
Future Client No.:		Record #:	9/15/2020
Home Phone:	+1-608-	Create Date:	
Cellular Phone / Pager :		Closed Date:	
	E-mail Address:		
	Other Electronic Contact Information :		

In the v19.2 EFC, the user will still be able to see a rendering of the original eCR in the EFC, but the report will look the same as when viewed in the Staging area, as shown below:

WorldCare - EHR Report
Print

TIP MA
INITIAL PUBLIC HEALTH CASE REPORT

[BACK TO TOP](#)
[DEMOGRAPHICS](#)
[AUTHORING DETAILS](#)
[CLINICAL SECTIONS](#)
[ENCOUNTERS](#)
[HISTORY OF PRESENT ILLNESS](#)
[MEDICATIONS ADMINISTERED](#)
[PROBLEMS](#)
[REASON FOR VISIT](#)
[RESULTS](#)
[SOCIAL HISTORY](#)

TIP Ma
Patient Identifiers

ABOUT
Date of Birth 24/2/1985
Sex Female
Race White
Ethnicity Not Hispanic or Latino

PARENT/GUARDIAN

AUTHOR
Time: 11/7/2015, 09:44
Arms EHD

CONTACT
Home

CONTACT
Home

CONTACT
1002 Healthcare Drive

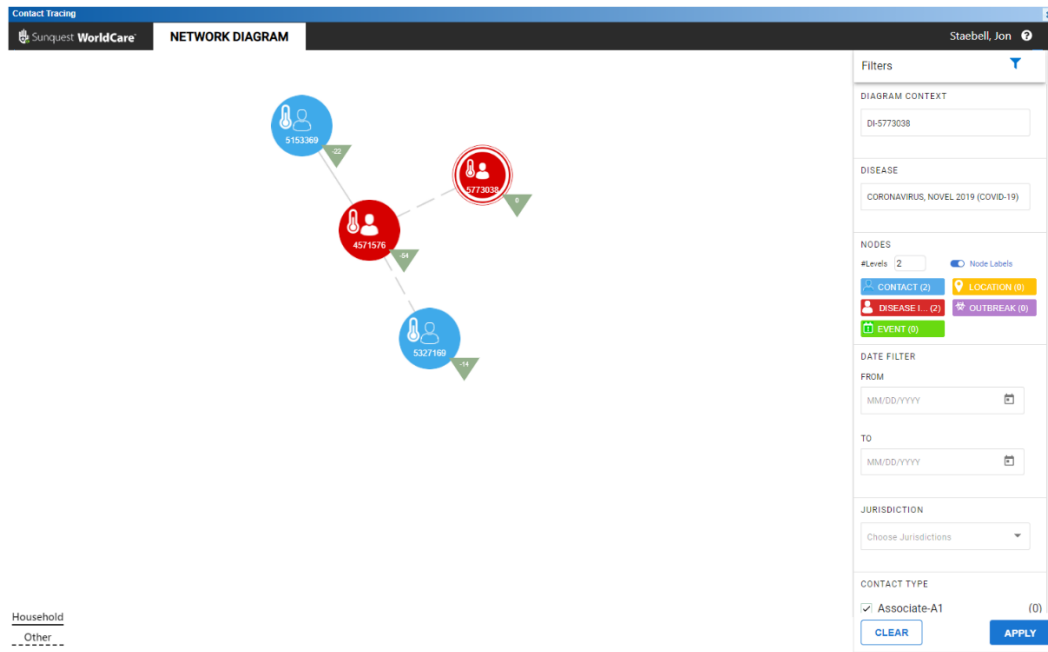
The user can click on the section headers on the left menu to navigate to different sections of the eCR.

SOCIAL NETWORK DIAGRAM

Note: the Social Network Diagram may not be available when v19.2 goes live, but will be available shortly thereafter.

Users can click on the Social Network Diagram icon (👤🔗) in a Disease Incident, Contact Investigation, Outbreak, or Group Event to see a diagram of contacts.

Note that the Network Diagram only shows linked contacts with a CI or DI. A linked contact that is neither a CI nor a DI will not appear on a network diagram. Newly linked records may not appear instantly in the Network Diagram.



The Network Diagram works with the Google Chrome, Safari, and Edge Chromium web browsers. The Network Diagram is currently unavailable in Internet Explorer 11, Edge (other than Chromium), and Firefox.

Users may need to zoom in or out with the mouse scroll button to see the entire Network Diagram. Different nodes represent the relationships between different record types, and locations or events. Nodes are differentiated by color coding and label (Record Type, ID, Icon, Symptomatic/Asymptomatic). Node types include Disease Incident, Contact Investigation, Outbreak, Group Event, and Exposure Location. When a Node is clicked, a dialog will open on the top left corner with brief record details regarding the Node:

DI - 4571576

Date Created	Episode Date
05/28/2020	05/28/2020
Gender	Age Group
Female	Adult
Ethnicity	Occupation
Not Hispanic or ...	

Symptomatic

The relationship between the Nodes are denoted by bold or dotted lines. There is a legend on the bottom left of the Network Diagram: a bold line indicates a household contact and a dotted line indicates a contact other than household.

There is a filter section on the right side of the Network Diagram page, which can be used to filter the relationships of the record chosen as the Diagram Context. Users can change the number of levels displayed, select or hide node labels, select types of nodes to display, and filter by date range, jurisdiction, and contact type. Users may need to scroll down to see all available filters.

CONTACT TRACING

ADDING CONTACTS

Users may continue to add contacts in the same way as in previous versions of WEDSS.

1. Open the case and select the “2019-nCoV Intervention” tab. Then click on the plus sign next to “Contacts (system)”.

The screenshot shows the WEDSS interface for a case. At the top, the disease is 'CORONAVIRUS, NOVEL 2019 (COVID-19)' and the resolution status is 'Not A Case'. Below this are several tabs: 'Patient', '2019-nCoV Lab Clin', '2019-nCoV Risk', '2019-nCoV Intervention' (highlighted with a red box), '2019-nCoV Monitor', and 'Investigation'. Below the tabs is a list of options with plus signs: 'Isolation and Quarantine', 'Facility intervention', 'Attempts to Contact', 'Health Teaching', 'Patient Requested Testing Result Letter', and 'Contacts (system)' (highlighted with a red box).

2. Next, click the ADD button.

The screenshot shows the 'Contacts (system)' pop-up window. It has a table with columns: 'ID', 'Last Name', 'First Name', 'Middle Name', 'Name Suffix', and 'DOB'. The first row contains 'ID-001'. Below the table is a pagination bar showing 'View 1 - 1 of 1' and 'Page 1 of 1'. At the bottom right, there is an 'Add' button highlighted with a red box. At the bottom of the window are buttons for 'Back', 'Next', 'Save', 'Cancel', and 'Print Tab'.

A pop-up window will open.

- Before entering the contact's data, click the Link Patient icon to search for the contact within WEDSS.

Section Instance

Contacts (system)

ID-002

Last Name	First Name	Middle Name	Name Suffix	DOB	Age	Gender	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Street Address	Apartment	City	State	Zip	Jurisdiction	Investigator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Race

☐ American Indian or Alaska Native
 ☐ Asian
 ☐ Black or African American
 ☐ Native Hawaiian or Other Pacific Islander
 ☐ Other
 ☐ Unknown
 ☐ White

Reported Race	Type of Contact	Date of Contact	Exposure Event	Cluster ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Priority	Status	Medication Used	E-mail Address	Other Electronic Contact Information
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Link Patient 

Another pop-up window will open.

- Enter some of the contact's information into one or more of the search fields and click search.

If WEDSS does not display any matches, proceed as:

- Manually enter their demographics in the pop-up window.
- Click Add to enter an additional contact or OK to close the pop-up window.
- End.

If WEDSS does display matches, proceed as:

- Review the matches and click on the row containing the contact's demographic information. Then click OK.

Note: If WEDSS displays more than one record for the contact, choose the one with a Y in the Current column.

WEDSS Reporter - Select a Patient

Select a Patient

1 Last, First DOB

Address Phone

2

Role(s)	Name	DOB	Future Client No.	Gender	Current	Address
P	SMITH, SALLY	01/01/1920		Female	N	2 BLUE ROAD, BLUE CITY, WI, 53704
P	SMITH, SALLY	01/01/1920		Female	Y	86 GREEN PLACE, 5, GREENSHIRE, WI, 53704

3

4

PREV NEXT

- WEDSS will populate the Contacts (system) pop-up window with the demographics of the person selected.
- Edit the contact's details if necessary and click Add to enter an additional contact or click OK to close the pop-up window.

- Scroll down and click Save at the bottom of the Intervention tab.
- If any of the contacts added via the Link Patient process were edited a popup window will open showing each contact that was edited.

WEDSS Reporter - Demographic Information Changed

Demographic information for the following records has changed. Please select an action for each record.

Client Details					Actions		
Client ID	Type	Last Name	First Name	New Version	Correction	Discard	
+ 3194603	P	TEST	PETE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	



Page 1 of 1 10 View 1 - 1 of 1

Role Type **P** = Primary Record **C** = Contact **F** = Family Member




Click the plus (+) icon to expand each patient or contact.

WEDSS Reporter - Demographic Information Changed

Demographic information for the following records has changed. Please select an action for each record.

Client Details					Actions		
Client ID	Type	Last Name	First Name	New Version	Correction	Discard	
 3194603	 TEST		PETE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Page 1 of 1 View 1 - 1 of 1

Role Type  = Primary Record  = Contact  = Family Member

Compare both the original and modified demographic information.

Demographic information for the following records has changed. Please select an action for each record.

Client Details					Actions		
Client ID	Type	Last Name	First Name	New Version	Correction	Discard	
3194603	 TEST		PETE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	Field	Original	Modified
1	Census Tract	001705	N/A
2	Street Address	1 W Wilson St	2 E Main St

Page 1 of 1 View 1 - 2 of 2

Decide which action is appropriate: New Version, Correction, or Discard and select the corresponding radio button for each affected patient or contact.

- Select the **New Version** radio button when a patient changes their name, address, or other demographic information.
- Select the **Correction** radio button to apply modified demographic information to records for the affected person version.
- Select the **Discard** radio button to keep the original demographic information.

Client Details					Actions		
Client ID	Type	Last Name	First Name	New Version	Correction	Discard	
3194603	 TEST		PETE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	Field	Original	Modified
1	Census Tract	001705	N/A
2	Street Address	1 W Wilson St	2 E Main St

Page 1 of 1 View 1 - 2 of 2

Click the Save button.

Demographic information for the following records has changed. Please select an action for each record.

Client Details				Actions		
Client ID	Type	Last Name	First Name	New Version	Correction	Discard
3194603	P	TEST	PETE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Field	Original	Modified
1	Census Tract	001705	N/A
2	Street Address	1 W Wilson St	2 E Main St

Page 1 of 1 10 View 1 - 2 of 2

Page 1 of 1 10 View 1 - 1 of 1

Role Type P = Primary Record C = Contact F = Family Member

Save Cancel

CONVERTING A CONTACT INTO A CONTACT INVESTIGATION

Most COVID-19 Contacts should be converted to Contact Investigations. To do so:

1. Open the Contact record by clicking on the ID number.

Contacts (system)

ID	Last Name	First Name	Middle Name	Name Suffix	DOB
ID-002	Duck	Donald			01/01/1950
ID-001	Decker	Chloe			

View 1 - 2 of 2 Page 1 of 1 10 Add

2. Then click the Create Investigation button

TRAINING WEDSS Reporter - Section Instance

Contacts (system)

ID-001

* Last Name: Decker * First Name: Chloe Middle Name: Name Suffix: DOB: Age: Gender: Femal Phone Number:

Street Address: 5726 Raymond Rd Apartment: City: Madison State: WI Zip: 53711 Jurisdiction: Investigator:

Race: ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ Other ☐ Unknown ☐ White

Type of Contact: Date of Contact: Exposure Event: Cluster ID:


Priority: Status: Medication Used: E-mail Address: Other Electronic Contact Information:

Create Disease Incident **Create Investigation** Delete

OK Cancel Add

- Click OK on the popup window.

Message from webpage ×

 Please confirm that you want to turn this Contact into an Investigation

OK Cancel

- Respond to the popup window about person versioning. To ensure data is not lost or overwritten, choose Yes to create a new person version in all cases.

TRAINING WEDSS Reporter - New Person Version ×

New Person Version

Do you want to create a new version of the person?

Yes No

- Click Cancel or OK to exit the contact record. **Note:** WEDSS will show the newly created Contact Investigation (CI) ID.

TRAINING WEDSS Reporter - Section Instance

Contacts (system)

ID-002


* Last Name: Duck * First Name: Donald Middle Name: ? Name Suffix: DOB: 01/01/1950 Age: 70 Gender: Male Phone Number:


Street Address: 1000 S Whitney Way Apartment: City: Madison State: WI Zip: 53711 Jurisdiction: Investigator:

Race: ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ Other ☐ Unknown ☐ White

Type of Contact: Date of Contact: Exposure Event: Cluster ID:

Priority: Status: Medication Used: E-mail Address: Other Electronic Contact Information:

 **CI 4950584**

Link Patient 

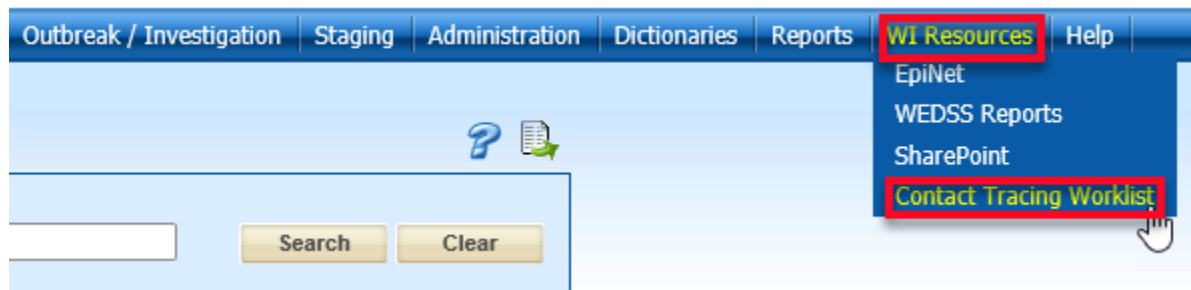
Create Disease Incident Create Investigation Delete

OK Cancel Add

Converting the Contact to a Contact Investigation automatically makes the contact accessible in the Contact Tracing Interface.

GETTING TO THE NEW CONTACT TRACING INTERFACE

The new v19.2 Contact Tracing module can be accessed within a disease incident record. It can also be accessed from the main WEDSS Menu via WI Resources > Contact Tracing Worklist:



ADDING A CONTACT IN THE NEW CONTACT TRACING INTERFACE

Although it is possible to add a contact directly into the Contact Tracing Interface, it is not possible to link an *existing* contact from within the interface at this time. Therefore, only use the new contact tracing module to add contacts that are **not** already in WEDSS. If a contact is added that is already in WEDSS, a duplicate will be created and will need to be merged with the original record.

To create a contact for an individual being added to WEDSS for the first time:

1. Navigate to the Intervention tab, expand the Contact Tracer User Interface section and click the Open Contact Tracing UI button.



The new Contact Tracing Interface will open in a pop-up window:

Loading...

Sunquest WorldCare™ CONTACT NETWORK DIAGRAM Staebell, Jon

CREATE NEW CONTACT | INCIDENT ID 6008371

1 Contact(s) Show Essential Fields Only

CONTACT NAME

ID Street Address

Disease Date Created DOB

CORONAVIRU...

MAIN

Reported Disease Type of Contact

CORONAVIRUS, NOVE...

Last Name First Name

Last Name First Name

Middle Name Suffix

Middle Name Suffix

DOB Age Gender

MM/DD/YYYY Age

ADDRESS

Street Address

Street Address

Apartment / Unit Number

Apartment / Unit Number

City State Zip Code

City State Zip Code

ADD HOUSEHOLD CONTACT ADD NEW CONTACT SUBMIT ALL CONTACTS

2. Enter the Contact's details, including: last and first names address, the type of contact, and contact method. Also enter the jurisdiction in the "Investigation Details" section of the Contact. If jurisdiction is unknown, use your jurisdiction.

3. After each contact is entered, click the Submit All Contacts button, to save the entry.

Continue clicking either Add Household Contact or Add New Contact until all the patient's contacts have been entered. Note: if "Household" is selected for the type of contact, the patient's address will be copied to the Contact's address.

Finally, close the Contact Module by clicking the Cancel button in the lower left.

The Contact Module pop-up screen will close and WEDSS will return to the Intervention tab of the case.

CANCEL LINK EXISTING CLIENT ADD HOUSEHOLD CONTACT ADD NEW CONTACT SUBMIT ALL CONTACTS

Notes:

- 1) Be sure to click the Submit All Contacts button after adding each contact. If the connection to the Contacts Module drops unexpectedly, all Contacts entered since last clicking the Submit All Contacts button will be lost. So, be sure to click Submit All Contacts frequently.
- 2) If a Contact is entered in error, but the Submit All Contacts button has not yet been clicked, the entry can be deleted by clicking the "X" in the top right corner of the Contact card.

- 3) The “LINK Existing Contact” buttons are not functional in the first release of WEDSS v19.2. Clicking those buttons will result in an error message. This capability is planned for an update in the near future.

AUTOMATIC CREATION OF CONTACT INVESTIGATIONS

IMPORTANT: All Contacts added in the new interface will *automatically* become Contact Investigations. So, there is no need to convert a Contact into a Contact Investigation.

VIEWING CONTACTS

When the user opens the Contacts Tracing module from a case, all of the Contacts previously entered (if any) will be displayed. The left column in the Contacts Tracing module will be a series of contact “cards,” one for each contact. The information in the right columns will be the information for the selected contact “card.” For example, the case below has two contacts, “Test, Javier” and “Test, Jane.” The contact card for Test, Javier is highlighted, meaning it is selected, so the information in the two right columns are for Test, Javier.

To see the contact information for Test, Jane, the user would have to click on the second contact card in the left column.

EDITING AN EXISTING CONTACT

Note: In the new contact tracing module, do not edit any contact fields that already have information in them. If fields have information to be edited, use the legacy contact module (described above) to edit the field. In the new contact tracing module, only edit fields that are blank. For example, if a phone number field is blank it can be edited in the new contact tracing module. If there is an existing phone number that needs to be corrected, edit it in the legacy contacts interface, not the new contacts tracing module.

To edit a contact, first select the correct contact card from the list of contact cards on the left side of the screen. Then, enter the revised information in the fields in the two right columns. Remember to make sure “Show Essential Fields Only” is not selected if information in a non-essential field needs to be edited.

For more information on the fields in the Contact record, and how to record information from Contact interviews, see the “Contact Tracers” section below.

When done editing a contact, click the Submit All Contacts button and then close the Contact Module by clicking Cancel.

Note: if an attempt is made to edit a contact that is being accessed by another user, the user receives a message that the record is locked. Wait until the other user has exited the contact record to edit it.

DELETING AN EXISTING CONTACT

Users do not have the ability to delete a contact. If a Contact has been entered in error and the Submit All Contacts button has been clicked, users should email DHSWEDSS@wisconsin.gov with the Contact ID and request it be deleted by the WEDSS team. Please update the contact name to “REMOVE ME” for easy identification for deletion by the WEDSS team.

CLOSING THE CONTACTS MODULE

When done accessing the case’s contacts, click the Cancel button in the lower left corner of the Contacts Module pop-up screen. The Contact Module pop-up screen will close and WEDSS will return to the Intervention tab of the case.

CONTACT TRACER WORKFLOW

Users who are only doing contact notification will be routed directly to the new interface upon logging into WEDSS.

MY WORKLIST

Upon logging in, the user's My Worklist tab will be displayed. This shows the contacts currently assigned to the user.

MY WORKLIST 3		UNASSIGNED						
Name ↑	ID	Street Address	Disease	Follow Up	Age	Language	Date Created	Actions
⌵ Smith, Maze	4950343		CORONAVIRUS, NOV...	🔴			09/16/2020	🔗 UNCLAIM
⌴ Test, Herman	4950342	1 W Wilson St	CORONAVIRUS, NOV...	🔴			09/15/2020	🔗 UNCLAIM
⌵ Test, Sully	4950356	1 W Wilson St	CORONAVIRUS, NOV...	🔴	19		09/16/2020	🔗 UNCLAIM

Items per page: 10 1 - 3 of 3 < >

The contacts in My Worklist are sorted by name when first accessed, but can be sorted by clicking on the arrow next to any of the column headings. For example, sorting by address is useful to consolidate calls to get information from all contacts living together. The column to the left of Name, indicates a priority (e.g. high, low, etc.), if one has been assigned to the contact.

- Users can click on a hyperlinked name to access the contact record or click on the clipboard to access a questionnaire.
- Users can see how many contacts are currently assigned to them and can change the number of items displayed per page (10, 20, or 30) at the bottom of the page.
- Users can unclaim a contact by clicking on the Unclaim button. This will return the contact to the unassigned list so another Contact Tracer can claim it.

The column labelled "Follow up" is currently not used and should be ignored.

UNASSIGNED

The Unassigned tab displays all the unassigned contacts within the user's jurisdiction.

MY WORKLIST 19		UNASSIGNED 4						
Name	ID	Street Address	Disease	Follow Up	Age	Language	Date Created ↑	Actions
⌵ Duck, Donald	4950584	1000 S Whitney Way	CORONAVIRUS, NO...	🔴	70		09/21/2020	🔗 CLAIM
⌵ Test, Hilary	4950585		CORONAVIRUS, NO...	🔴	52		09/22/2020	🔗 CLAIM
⌵ Test, Mallory	4950586	4340 Tokay Blvd	CORONAVIRUS, NO...	🔴			09/23/2020	🔗 CLAIM
⌵ Test, James	4950587	1 W Wilson St	CORONAVIRUS, NO...	🔴			09/23/2020	🔗 CLAIM

Items per page: 10 1 - 4 of 4 < >

The Unassigned listing is sorted by oldest created when accessed. It can be sorted by any of the columns by clicking the arrow next to the header. The total number of unassigned contacts is

displayed in the lower right corner, and the number of items per page can be changed with the drop-down immediately to the left.

Users must claim a contact before they are allowed to edit it. The Claim button allows the user to claim a contact. Upon claiming a contact, the contact entry moves to the user's worklist.

EDITING CONTACTS

In the My Worklist tab, click on the contact name to access the contact's record. This will display in a popup window.

Scroll down the contact record to access all the sections of the record:

- Main
- Address
- Race & Ethnicity
- Contact Method
- Investigation Details
- Medication
- Notes & Unable to Reach

From this view, users can edit the contact, access the questionnaire and utilize the new Script feature, providing talking points to guide the conversation. Once the required items are finished, they can be marked complete by checking the checkbox. This will turn the script box green.

Note: do not edit any contact fields that already have information in them. If fields have existing information to be edited, put the newer information in the Notes field. Blank fields can, however, be edited. For example, if a phone number field is blank it can be edited when the contact's phone number is discovered. However, if there is an existing phone number that needs to be corrected, enter the new phone number in the Notes field along with a brief explanation.

Be sure to click the Submit Contact button after any changes to save the updates.

INTERVIEWING A CONTACT

The new Contact Module has two new features to help facilitate interviewing COVID-19 contacts: 1) Checklists, and 2) Questionnaires. These features can be accessed when a contact is open for viewing.

CHECKLISTS

When viewing a contact, the right side of the screen will have different checklists to facilitate contact interviews. In this example, the large rectangular area on the right has multiple checklists for the interviewer to follow:

1 Contact(s)

[Show Essential Fields Only](#)

CHECKLIST

ESPINOZA, DANIEL

ID	Street Address	
4950344	5726 Raymond Rd	
Disease	Date Created	DOB
CORONAVIRU...	09/16/2020	01/24/1993

MAIN

Reported Disease

Type of Contact

CORONAVIRUS, NOVEL...

Co-worker

Last Name

First Name

Espinoza

Daniel

Middle Name

Suffix

Middle Name

Suffix

DOB

Age

Gender

01/24/1993

27

Male

Primary Language

Spanish


☒ Confirm identity, introduce yourself, and explain confidentiality
[View Script](#)
☐ Notification of exposure
[View Script](#)
☐ Conduct interview
[View Script](#)
☐ Educate on keeping themselves and

CANCEL

SUBMIT CONTACT

The first checklist item, “Confirm Identity...” is green because the interviewer has marked it complete by checking the box next to it. The other checklist items are yellow because they have not been marked complete. The interviewer can click the “View Script” link to view talking points to use when interviewing the contact. Note: Scripts may not be available for all checklist items.

QUESTIONNAIRE

Interviewers can also access the WEDSS COVID-19 Questionnaire from the contact by clicking the clipboard icon () in the upper right of the contact. Doing so will open a pop-up window with the WEDSS COVID-19 Questionnaire:

WEDSS Reporter - COVIDCT - Internet Explorer

COVIDCT

Description:
Patient: Test, Fall
Record ID: 4950318

Attempts to Contact

Interviewer Information

Date first assigned for interview

Interviewer name

Interview date

Interview time (HH:MM AM|PM)

Phone

Email

2019-nCoV Signs and Symptoms

Symptom, clinical and medical history information collected from

☐ Patient interview

☐ Medical records review

Date of onset of symptoms (linked field)

Asymptomatic (linked field)

Onset date (Date entered here must match the linked field above)

☐ Fever

☐ Chills

☐ Cough

☐ Headache

☐ Sore throat

☐ Muscle aches

☐ Shortness of breath

☐ Runny nose

☐ Nausea

☐ Vomiting

☐ Abdominal pain

☐ Diarrhea (>3 loose/looser than normal stools in 24 hour period)

☐ Loss of smell

☐ Loss of taste

Users can fill out the questionnaire while interviewing the contact. Scrolling down to the bottom of the questionnaire, there are two buttons: Save and Print. The interviewer should click the Save button frequently during data entry to prevent accidental data loss.

Save Print

A pop-up screen labelled “Edit Description” may appear when save is clicked; if so, click Save in the pop-up to continue:

WEDSS Reporter - Edit Description

Edit Description

Name COVIDCT

Description UDF

Save Close

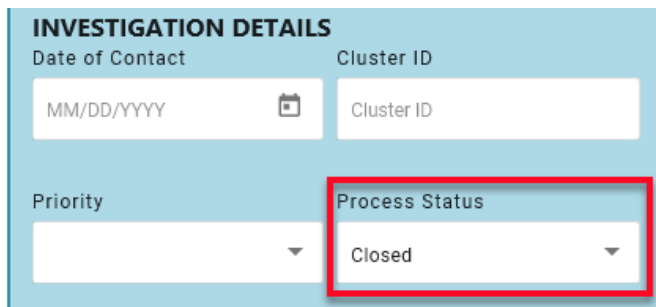
When the interview information is completely entered, the interviewer should click the “X” in the upper right corner of the questionnaire to close the pop-up window and return to the contact.

Note that the questionnaire has different sections that can be opened and closed as needed. In the example above, the “2019-nCoV Signs and Symptoms” section is open, as indicated by the minus sign next to the section title. If the interviewer doesn’t need to complete that section, the minus sign can be clicked to collapse that section so the questions don’t appear on the screen. Collapsed sections have a plus sign next to the section title, and can be expanded by clicking the plus sign. For example, the interviewer could click the plus sign next to “Attempts to Contact” section above to view previous attempts to contact, or to add a new attempt.

When the checklists and questionnaires are complete, the interviewer should click the Submit button on the bottom right of the contact screen to save the information.

CLOSING A CONTACT RECORD

To close a contact, scroll within the record to the Investigation Details section. Then update the Process Status to “Closed” and click the Submit Contact button. The contact will no longer appear in the “My Worklist” tab.



If the contact is unable to be interviewed, make notes in the “Notes and Unable to Reach” section of the contact but do not change the Process Status. It will remain in the worklist for follow up later.

LOGGING OUT OF THE CONTACT MODULE

To log out of the Contact Module, click on the username in the top right corner of the screen and select Log Out.

