Supplemental Guidance Documents

BP1 2019-2020 Epi Work Plan

(July 1, 2019 to June 30, 2020)

Contents

Document	Page(s)
Regional Epidemiologist Contact Information	2
Quarterly MDSS User Reviews	3-4
MDSS: Disease Specific Searches	5-6
Guidance for Public Health Control Measures	7-8
Guidance for 'First Positive Lab Report Date'	9-10
Sorting in Excel	11-13
Registering for the Michigan Syndromic Surveillance System (MSSS)	14-16
Outbreak Management System (OMS)	17

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).



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, *Huron, *Lapeer, *Sanilac, *Tuscola
2S	Joyce Lai	734.727.7204 517.930.6958 (Cell)	LaiJ@michigan.gov	Detroit City, Monroe, Washtenaw, Wayne
3	Vacant	See Assi	gned Coverage	Reassigned (*)
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)	<u>MamouF@michigan.gov</u>	Clare, Ionia, Isabella, Kent, Lake Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, Ottawa, *Bay, *Genesee, *Midland, *Saginaw
7	Roger Racine	231.995.6106 517.930.6914 (Cell)	<u>RacineR@michigan.gov</u>	Alpena, Antrim, Benzie, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Montmorency, Otsego, Presque Isle, Roscommon, Wexford, *Alcona, *Arenac, *Gladwin, *Iosco, *Ogemaw, *Oscoda
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: <u>mdhhs_mdss@michigan.gov</u>



Quarterly MDSS User Reviews

As part of the Epi Work Plan, 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.

Instructions for Deactivating MDSS Users

1. Due to changes in security requirements at the State of Michigan, all users who have not logged in to the MDSS for 90 days as of the quarterly review date should be deactivated. This requirement should be implemented no later than January 1, 2020.

Note: The MDSS does not automatically notify users of their last login date, so if there is concern about users that are scheduled for deactivation, an email reminder to that user is recommended. Users that have not logged into the MDSS may still have active MILogin IDs. There are no restrictions on reactivating a previously deactivated user.

- 2. Only state-level users are able to de-activate Administrators; please work with your Regional Epidemiologist to accomplish this task.
- 3. 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.
- 4. MDHHS will contact health departments regarding email addresses that are returned from the MDSS listserv 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.

Instructions for Creating the MDSS User List

- 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. Keep the 'Primary' box checked to only see users in your jurisdiction
- 5. Click on 'Export User'

MOHHS	Michigan D	IDSS TRAINI	NG llance System					🐻 Michigan	gov
Case Inv	estigation	۸dr	ninistration		⊠Messa	iges 🔊	Reports (©oms [→Lo	ogout
Users	User List					Primary Show Inac	stive? User ID 🗸	Sort Export User	Help
User Audit Search	Userid	Name	Jurisdiction	Roles	Active	Automatic Case Assignment	MDOC Case Assignment	Receive Registration Emails	
Admin Searches	FISHERT2	THERESA FISHER	Branch-Hillsdale-St. Joseph	LHJ	true	false	false	false	Edit
Pending Work Queue	MDSSTEST0004	TEST MDSSTES	Branch-Hillsdale-St. Joseph	LHJ	true	false	false	false	Edit
Lab Holding Area	STAUFFERR2848	ROBERT A STAUFFER	Branch-Hillsdale-St. Joseph	LHJ	true	false	false	false	Edit
	WEINBERGM2540	MEGHAN WEINBERG	Branch-Hillsdale-St. Joseph	LHJ	true	false	false	false	Edit

- 6. A pop up window will appear open the csv file (it will look like an excel file)
- 7. Review active users in your jurisdiction.



- 8. During each review period, inactivate users that no longer need MDSS access, according to the recommendations above. If you need assistance, contact your Regional Epidemiologist
- 9. Sign and date the file (electronic signature is OK)
- 10. Save the file and send it to your Regional Epidemiologist



MDSS: Disease-Specific Searches

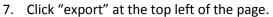
- 1. Log onto MILogin and MDSS.
- 2. Under the Case Investigation module, choose Disease Specific Search.
- 3. Choose the reportable condition of interest and click Select. <u>Note</u>: you can only perform a diseasespecific search on one reportable condition at a time.

and the second se			
Case Inv	vestigation	Administration	Messages
<u>Cases</u> New Case	Disease Specific Searc	h	
New Aggregate Cases	Reportable Condition : Shiga toxin-producing	Escherichia coli(STEC) 🔻	
<u>Searches</u> New Search			Select Help
<u>New Aggregate</u> Search			
Disease Specific			
Search Search Field			

- 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.

Submit Query Cancel								
STEC Case Investigation Search								
	Michigan Department of Community Health							
			Comm	nunicable Disease	Division			
		Inve	sti	gation Info	ormatio	n		
Investigation ID	tigation Onset Date Diagnosis Date mm/dd/yyyy to to		•	Referral Date mm/dd/yyyy 01/01/2015 12/31/2015	to		to	
Investigation Status Case Status COMPLETED Image: Complete Comp								
Patient Status	Patient Status Date mm/dd/yyyy		t of an break?	Outbreak N	ame	Case Updated mm/dd/yyyy	i Date	

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



										Chen
<u>Case In</u>	vestigation		Administration Message			ges <u>Reports</u>				
<u>Cases</u> <u>New Case</u>	Displaying results 1-10 of 93 found [<u> < First]</u> 1 <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> <u>9</u> <u>10</u> [Next >>] [Last :									
<u>New Aqqreqate</u> Cases	Case Listin	gs	Referral Date	•	Sort	Temporary	•	Search	Export	Help
Searches New Search	Investigation Status	Referral Date	Patient Name	Date of Birth		Disease	Investigator	County		
<u>New Aggregate</u> <u>Search</u>	Completed				-	toxin-producing richia coli(STEC)	,		Edit	View
<u>Disease Specific</u> <u>Search</u> Search Field	Completed				-	toxin-producing richia coli(STEC)			Edit	View
Records Case Definitions	Completed				-	toxin-producing richia coli(STEC)	(v Edit	View
Alert Rules	Completed					toxin-producing richia coli(STEC)			v Edit	View

Surveillance & Infectious Disease Fpidemiolog

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.

Laboratory Information									
	Please insert the first positive lab report date for this illness (for metrics analyses) First positive lab report date								
Specimen Collected	Collection Date	Test Result	Test Name	Laboratory Name					
0	(mm/dd/yyyy)	0	0	0					
Blood	export as	export as	export as	export as					

Control Measures								
Check the appropriate box(es) for those control measures implemented during the public health follow-up. Multiple selections permitted. Complete the start date field using the earliest date a control measure was initiated.								
Control Measures Start Date								
Contro Measures Implemented (Check all that apply) export as Control Measures Implemente								

READ STEPS 9 AND 10 BEFORE CONTINUING.

- 9. Hold down the "CTRL" button on the keyboard and keep holding while you:
 - a. Click "export" at the top or bottom of the page.
 - b. Save or open the file in excel when you are prompted.
- 10. Release the "CTRL" button after you save or open the file.
- 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.
 - 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.

Control Measures						
Check the appropriate box(es) for those control measures implemented during the public health follow-up. Multiple selections permitted. Complete the start date field using the earliest date a control measure was initiated.						
Control Measures Start Date mm/dd/yyyy						
Control Measures Implemented (Check all that apply) Contact tracing Education Exclusions applied (child care, food handler, etc.) Recommendation for Control Measures Decision made not to initiate Control Measures Inability to initiate Control Measures despite efforts to do so Other Other						

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	В	С	D	E	F	G
InvestigationID	NETSSID	JURISDICTION	Referral_Date	Control_Measures_Start_Date	Control_Measures_Implemented	Time
)						
L						
2						
3						

- 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	<i>E. coli</i> (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:

			Laboratory Inform	ation	
(Please insert the first First positive lab repor	t date <i>(mm/dd/yyyy)</i>	s (for metrics analyses)		
	Specimen Collected	Sellection Date	Tool Rusuit	Test Name	Laboratory Name
	0	(mm/dd/yyyy)	0	0	0
	Blood				
	Stool	I I			

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

Diagnostic	Tests	
Test Nexe	Result	Date
	(P=Positive N=Negative UNK=Unknown)	mm/dd/yyyy
Please insert the first positive lab report date for this illness (for metrics analyses) First positive lab report date		
Hepatitis A	-	
Total antibody, hepatitis A virus [total anti-HAV]		
IgM antibody to hepatitis A virus [IgM anti-HAV]	•	

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 Immu	поаззау
Lab Report Date (mm/dd/yyyy) : 09/07/2018	'Lab Report Date' – review all lab reports for the
Ordering Provider	condition under investigation and enter the earliest one in the 'first positive lab report date' field
First : Last :	
Affiliation :	Street :
City : County :	State : Zip : Michigan
Phone number : Ext :	
Laboratory Information	
Lab Name* :	Geocode Source : State : Zip : Michigan
Specimen Information Specimen Collection Date (mm/dd	
Specimen Collection Date (mm/dd 09/08/2016 /yyyy) : Specimen Source : Stool = Fecal Specimen Site :	Date specimen was collected for testing

Sorting in Excel

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

<u>Case In</u>	vestigation		Administratio	on	M	essages	Repo	<u>rts</u>	Lo
<u>Cases</u> New Case	Displaying re [<u> < First]</u> 1		f 83 found i <u>7 8 9 [Next >>]</u> [Last >[]					
<u>New Aggregate</u> <u>Cases</u>	Case Listin	igs	Referral Date	▼ Sort	Temporar	y 👻	Search	Export	Help
<u>Searches</u> New Search							Include Lat	os in Expo	ort 🗖
New Aggregate Search	Investigation Status	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County		
<u>Disease Specific</u> Search	Completed	07/02/2015						Edit	View
<u>Search Field</u> Records	Completed	07/07/2015 8						Edit	View
Case Definitions	Completed	07/08/2015						Edit	View

2. Choose 'Open with Excel' and click 'OK'

Opening Temporary.csv
You have chosen to open:
Emporary.csv
which is: Microsoft Excel Comma Separated Values File
from: https://sso.state.mi.us
What should Firefox do with this file?
Open with Microsoft Excel (default)
Save File
Do this <u>a</u> utomatically for files like this from now on.
Settings can be changed using the Applications tab in Firefox's Options.
OK Cancel

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

	Ð	ILE HO	DME IN	SERT PA	AGE LAYOUT	FORM	ULAS D	ATA REVIEV	V VIEW	ACROB
	Pas	🛀 🔏 Cut 🗋 🗎 Cop	y Ŧ	Calibri		1 - A			📴 Wrap Te	
			nat Painter	BIL	<u>, , , , , , , , , , , , , , , , , , , </u>	🎽 * 📕	* = =	≣∉≣	🖶 Merge 8	l Center 🔹
		Clipboar	d 🕞		Font		G.	Alignm	ent	Es.
	A5	5	• E 🕽	× 🗸	$f_{\mathcal{X}}$ Car	npylobacto	er			
(Α	В	С	D	E	F	G	Н	I
	1	Reportabl	Case_Stat	Investigat	Investigat	Investigat	Investigat	Onset_Date	MMWR_W	MMWR_Y
	2	Campylob	Confirme	Complete	JEFFERS	VANESSA	Calhoun C	8/25/2012	35	2015
	3	Campylob	Confirme	Complete	QUINN	PAMELA	Berrien Co	8/10/2014	32	2015
	4	Campylob	Confirme	Complete	MARTIN	ANN M	Barry-Eato	6/29/2015	26	2015
	5	Campylob	Probable	Complete	BEECHING	JULIE	Van Burer	6/30/2015	28	2015
	6	Campylob	Confirme	Complete	HUVER	ASHLEY M	Kalamazo	7/2/2015	28	2015

4. While the whole sheet is highlighted, click 'Format' in the 'Home' tab

FILE HOME INSERT PAGE LAYOUT FOR	MULAS DATA REVIEW VIEW ACROBAT	Temporary [Read-Only] - Excel	
Paste → Format Painter Clipboard r ₂ Calibri → 11 → A [*]		Image: Conditional Formating * Table * Normal Bad Good Image: Conditional Formating * Formatting * Table * Styles	Insert Delet Format Cells
A36 • : $\times \checkmark f_x$ Campyloba			
A B C D E 36 Campylob Confirme Complete WILSON NICOLE		L M N O P Q R S ######### 9/9/2015 9/9/2015 U OutPatier VDS FARM WOR	

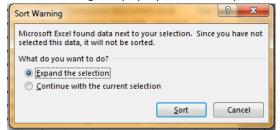
- 5. In the drop down menu that appears, click on 'AutoFit Column Width'
- 6. In the column you want to sort, left click in the grey area above the first row of data to highlight the column

Pa	Ste Clipboar	nat Painter					: = ↔ + : = ← +=			General \$ - %	• €.0 .00
	Cilpboar	u 1	1	FUIL		1911	Aighin	ent	131	i ivun	ibei
G	1	- E 🔰	< 🗸	f _x On	set_Date		Left c	lick here			
	А	В	С	D	E	F	G	Н	I	J	К
1	Reportabl	Case_Stat	Investigat	Investigat	Investigat	Investigat	Onset_Date	MMWR_W	MMWR_Y	Completic	Updated
2	Campylob	Confirme	Complete	MARTIN	ANN M	Barry-Eato	6/29/2015	26	2015	7/6/2015	#######
3	Campylob	Probable	Complete	STILES	CINDY L	Allegan C	ounty	27	2015	##########	*****
4	Campylob	Confirme	Complete	MUELLER	ERICKA S	Berrien Co	7/6/2015	27	2015	****	*****
5	Campylob	Confirme	Complete	BELL	KIMBERLY	Berrien Co	7/6/2015	27	2015	****	*****
6	Campylob	Confirme	Complete	WILSON	NICOLE	Kalamazo	7/5/2015	28	2015	****	****

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

хI												Temporary	[Read-Only]	- Excel										? 🗹
FIL	ном	E IN:	SERT P	AGE LAYOU	T FORM	IULAS [DATA REVIEV	V VIEW	ACROE	BAT													Rei	nink, Bethar
Paste	Copy		Calibri B I I	• [] • [] • []	11 - A			🖶 Wrap Te 🔄 Merge &		General \$~%	• 0.0 • 00.		onal Forma ing + Table		_	Bad Calculatio	Go on Ch	od eck Cell		nsert Delet	e Format	∑ AutoSu ↓ Fill ~ Clear ~</td <td>× AZ▼ Sort & Filter ×</td> <td>Tind & Fid & Stlect ≠</td>	× AZ▼ Sort & Filter ×	Tind & Fid & Stlect ≠
	Clipboard	Es.		Font		Es l	Alignm	ent	G.	Nu	nber	Ga .			Sty	es				Cells	s l		Eoling	
G1		12	X 🗸	∫ _X On	iset_Date		-											-						
	A	В	с	D	E	F	G	н	I	J	к	L	м	N	0	P	Q	R	S	т	U	V	w	x
	A	В	с	D	E	F t Investigat			I MMWR_Y	J Completi	K Updated_	L Diagnosis		N Entry_Dat C	O Outbreak	P Outbreak_	Q Patient_Si	R Worksites	S Occupati	T o Referral_	U FReferral	V FReferral_I		
1 R	A	B se_Stat	C Investigat	D Investigat	– E t Investigat	F Investigat Barry-Eato	Onset_Date	MMWR_W					Referral_[Q Patient_S InPatient		S Occupati RETIRED	T Referral_ BRONSO		V F Referral_1 269-969-8	Referral	
1 R 2 C	A eportabl Ca	B se_Stat	C Investigat Complete	D Investigat MARTIN	E E ANN M	-	Onset_Date 6/29/2015	MMWR_W	2015	7/6/2015			Referral_[7/2/2015	Entry_Dat C	(⁻		_			-	N BC		Referral_ 770	
1 R 2 C 3 C	A eportabl Ca ampylob Co	B se_Stat onfirmed obable	C Investigat Complete Complete	D Investigat MARTIN STILES	E t Investigat ANN M CINDY L	Barry-Eato Allegan C	Onset_Date 6/29/2015 ounty	MMWR_W 26	2015 2015	7/6/2015 #########	******	7/1/2015	Referral_[7/2/2015 7/7/2015	Entry_Dat C 7/2/2015 N	l J		InPatient	UNK	RETIRED UNK	BRONSO	N BC	269-969-8	Referral_ 770	
1 R 2 C 3 C 4 C	A eportabl Ca ampylob Co ampylob Pr	B se_Stat onfirmed obable onfirmed	C Investigat Complete Complete Complete	D Investigat MARTIN STILES MUELLER	E t Investigat ANN M CINDY L ERICKA S	Barry-Eato Allegan C	Onset_Date 6/29/2015 ounty 7/6/2015	MMWR_W 26 27	2015 2015 2015	7/6/2015 ######### ##########	******	7/1/2015	Referral_[7/2/2015 7/7/2015 7/8/2015	Entry_Dat C 7/2/2015 N 7/7/2015 L	1]]		InPatient OutPatien	UNK SELF-EMP	RETIRED UNK	BRONSO	N BC	269-969-8	Referral_ 770	
1 R 2 C 3 C 4 C 5 C	A eportabl Ca ampylob Co ampylob Pri ampylob Co	B onfirmed obable onfirmed	C Investigat Complete Complete Complete	D Investigat MARTIN STILES MUELLER BELL	E Investigat ANN M CINDY L ERICKA S KIMBERLY	Barry-Eato Allegan C Berrien Co	Onset_Date 6/29/2015 ounty 7/6/2015 7/6/2015	MMWR_W 26 27 27	2015 2015 2015 2015 2015	7/6/2015 ######### ##########	******	7/1/2015 ######## 7/9/2015	Referral_[7/2/2015 7/7/2015 7/8/2015 7/9/2015	Entry_Dat 0 7/2/2015 N 7/7/2015 U 7/8/2015 U	4 		InPatient OutPatien InPatient	UNK SELF-EMP NONE	RETIRED UNK LOYED NONE	BRONSO RACHEL	N BC SAMS	269-969-8 616-394-3	Referral_ 770	

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:

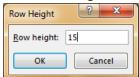
FI		DME	INSERT P	AGE LAYOUT	FORM	IULAS D	ATA REVIEV	V VIEW	ACROB
Pas	Lengen Sternen Sterne		Calibri B I				=	🖶 Wrap Te	
	Clipboar	d	Es .	Font		ra l	Alignm	ient	Fa
A5	5	• :	$\times \checkmark$	f_X Car	npylobact	er			
	Α	В	С	D	E	F	G	н	I
Ι	Reportabl	Case_St	at Investiga	t Investigat	Investigat	Investigat	Onset_Date	MMWR_W	MMWR_Y
2	Campylob	Confirm	e Complete	JEFFERS	VANESSA	Calhoun C	8/25/2012	35	2015
3	Campylob	Confirm	ecComplete		PAMELA	Berrien Co	8/10/2014	32	2015
4	Campylob	Confirm	e Complete	MARTIN	ANN M	Barry-Eato	6/29/2015	26	2015
				DEFOUND	111115	Van Burer	6/30/2015	28	2015
5	Campylob	Probabl	e Complete	BEFCHING	JULIE	valibulei	0/30/2013	20	2015
			e Complete lecComplete			Kalamazo			2015

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

FILE HOME INSERT	PAGE LAYOUT FORMU	JLAS DATA REVIEW	VIEW ACROBAT		Temporary [Read-Only] - Excel				
Paste Format Painter	- 11 - A A A <u>U</u> - ⊞ - <u>⊘</u> - <u>A</u> -	· = = _ ≫ · ₽	Wrap Text	Seneral - \$ - % > 50 .00 .00	Conditional Format		Bad Calculation	Good Check Cell	Insert Delete	Format Format
Clipboard 5	Font f _X Campylobacter	r Alignmen	t G	Number r			Styles		Cells	
A B C 36 Campylob Confirmer Complete	D E te WILSON NICOLE	F G Kalamazo 9/1/2015	H I 36 2015 ##	J K	L M	N O 9/9/2015 U	P OutF	Q R Patier VDS FARM WC	S T	U COLANTO 269

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 <u>http://mi.train.org</u>. 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)

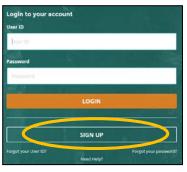
MSSS Registration in MILogin

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 <u>Requesting Access to MSSS</u>.

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



		oferation	
Profile Information			
iner your paulile internation			
heaved			
First Name	Middle Initial	*Lint Name	Suffix
Email Address		*Confirm Email Address	
		12	
Work Phone Number		Mobile Number	
RUT PROV CONTRACTOR			
	A P. Arbert		
Varification Question: What is the 2nd dig			
Terrification Question: What is the 2nd dig	gin to 21794027		
Verification Question: What is the 2nd dig	gin is 2179637		
Verification Question: What is the 2nd dig	gin to 2179401		
	gin lie 21 794027		
	RESET		
) Lagree to the turns & conditions.]		
I agree to the terms & conditions.]	1	
I repres to the terms & conditions.	RESUT]	
I repres to the terms & conditions.	RESUT	The buttons below. Multiple opnore ca	in be selected.
I repres to the terms & conditions.	RESUT	the Suttons below. Multiple options ca	in be selected.
Lagree to the toren & condition.	RESUT		in be selected.
) Lagree to the turns & conditions.	RESUT		n be second.

MILogin for Third Party								
# HOME {	C REQUEST ACCESS	D UPDATE PROFILE	4 SECURITY OPTIONS	CHANGE PASSWORD	I. LOGOUT			
TestEpi UserEpi's Home Page								
Your password	d will expire in 365	days						
Access your applicat	tions by clicking on the	application links below						

Requesting Access to MSSS

Once you are a registered user of MILogin, you need to request access to MSSS.

- Using your Internet browser, type the following into the location/address text box: MILogin for Non-michigan.gov emails – <u>https://milogintp.michigan.gov/</u> MILogin for Michigan.gov emails – <u>https://miloginworker.michigan.gov/</u>
- 2. Press the ENTER key. Enter your MILogin User ID and Password.
- 3. Click the LOGIN button. The MILogin home page will display.

# HOME	& REQUEST ACCESS	E UPDATE PROFILE	4 SECURITY OFTIONS	CHANGE PASSWORD	IN LOGOUT
TostEn	i UserEpi's H	Jome Page			
Your pass	word will expire in 205	days			

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, <u>Registering with MSSS</u>.

- 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.
- A confirmation of your request for access will be displayed. Click HOME to bring you back to your MILogin homepage.

Request Access		Search Application
Search Application		
Search for an application with a keyword or select an agen	cy to view its applications	
Search application	۹ -	Select Agencies
Inclugan Syndromic Surveillance System X has implemented to their syndromic Surveitures System 40/531 is designed and implemented to Bate pack to beth read detecting and response to surveilla outpresses of explain bate the read detecting and response to surveilla outpresses of explain bate there are not energy methods and infection of a notable response in patient presents of better tomas characteristic of a longer and any other there are not energy methods and infection of a notable response in patient presents of the surveillance and presents the site information and memory methods to data to an early in previden to site influencial exact and the conclusion and presents most informations and memory and paper impact. The mergendes most influencial exact and the conclusion and and and and non.	Request Access Additional Information Provide following information to submit your acc ¹ Sequent ⁴ Email Address	ess request
In the Conditions of Plantable Tunners Tunners MMPUID consults A Molecular Department is in the property of the State Of Mercepa And Ladget table and default and, using and englishers. The system are verifieded for using type afforces approach and only for official defaults about the Systems survey are and address to an using and any state of the Marce State of Mercepa And Ladget table and default and any state of the Marce State of Merce State of the state and default and any state of the Marce State of the Marce State of the state and the Marce State of the Marce State of the state of the Marce State of the Marce State of the state of the Marce State of the Marce State of the Marce State of the state of the State of the state of the	Wark Phone Number	
Note any conflict the restricted or sensitive data to unactionable persons, stems users will only access information on the system's for which they have thereasians, systems users win routure MOHENE systems for commencial or partial interal purposes. Holiowing industry standards, systems users must securely		

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 <u>https://milogintp.michigan.gov/</u>
 - 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.

		ormation F		
Contact(Work)				
First :	Last :			
Job Title :				
Phone (###-### ####):		Email :		
Street :			County :	Alcona
City :		State : Michigan 👻	Zip(5 digits)	
Supervisor				
First :	Last :			
Phone (###-###-####):		Email :		
Ext:				
Access Requested				
User Type : Healthcare-Faci	lity Based	~		
Facility Name :				
Jurisdiction :				

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 ٠

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).

Overview Contact Information Demographics Risk Investigation I Contact GATSBY, JAY Locked By WEINBERGM1(MEGHAN WEI		ndary	Contacts Notes
Investigation Details	HBEROJ.		
Outbreak: STEC-2017-INGHAM	Conta OYes	act De Ol	ceased?:
	1		Contacts by County
Investigation Quest	tionnaire		Denger
STEC-2017-Ingham Bday Party Questionnaire			Gogelite Jun Alger Chippene
Interviewer's Name (First and Last)			Didensor Delta
Date of Interview(mm/dd/yyyy)			
Time of Interview			Theoreman Environment
Name of Person Interviewed (First and Last)			Outrie Property
If proxy, relationship to contact			accentral Annual A
Did you attend a birthday party on March 31?	OYes		Bente Drawine Crawford Cocota Aroma
Did anyone else attend with you? If yes, please list:			Number of Contacts Markets Warket Missades Rase Operaw Doroz
Did you experience any of the following symptoms after the party:	OYes		O Maron Lake Occasia Gare Bastern
Fever	OYes	ON	1-3 4-9 Coara awayo Micora katala Mdand
Abdominal Pain	OYes	ON	10-19 Nuclearin Sector Sagnae Santac
Diarrhea	OYes	ON	20-39 Ottawa Kent Janua Onton Sha- 40-69 Ottawa Kent Janua Onton Sha-
Diarrhea with blood	OYes		TO-50 Allegin Birry Eaton Jugher Contend Tacone
Sample investigation data and map of contact	s by cou	ntv	>100 gen Rume Mar Channe Martine Martine Martine