

Supplemental Guidance

BP1 2024-2025 Epi Work Plan July 1, 2024 to June 30, 2025

Due: August 4, 2025

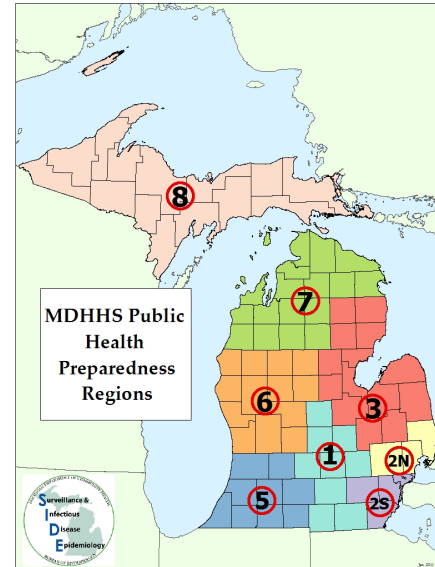
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MDSS Support Resources

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	517.749.2153 (Cell)	WeinbergM1@michigan.gov	Clinton, Eaton, Gratiot, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Shiawassee
2N	Nicole Parker-Strobe	517.930.6906 (Cell)	ParkerStrobeN@michigan.gov	Macomb, Oakland, St. Clair
2S	Joyce Lai	734.727.7204 517.930.6958 (Cell)	LaiJ@michigan.gov	Detroit City, Monroe, Washtenaw, Wayne
3	Melanie Perry	989.832.6690 517.582.0737 (Cell)	PerryM12@michigan.gov	Alcona, Arenac, Bay, Genesee, Gladwin, Huron, Iosco, Lapeer, Midland, Ogemaw, Oscoda, Saginaw, Sanilac, Tuscola
5	Bethany Reimink	269.373.5293 517.719.0407 (Cell)	ReiminkB@michigan.gov	Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, Van Buren
6	Fatema Mamou	517.204.6086 (Cell)	MamouF@michigan.gov	Clare, Ionia, Isabella, Kent, Lake Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, Ottawa
7	Roger Racine	517.930.6914 (Cell)	RacineR@michigan.gov	Alpena, Antrim, Benzie, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Montmorency, Otsego, Presque Isle, Roscommon, Wexford
8	Scott Schreiber	517.930.3089 (Cell)	SchreiberS@michigan.gov	Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft

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



Quarterly MDSS User Reviews

As part of the Epi Work Plan, local health departments are tasked with reviewing 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. Users are automatically deactivated from the MDSS after 60 days of inactivity. **Manual review of users is still necessary.** An MDSS Administrator should deactivate a user within 24 hours of being notified that the user no longer needs MDSS access for their job duties.

MDSS users will receive a warning email after 45 days of inactivity. Users that have been automatically deactivated from MDSS may still have active MILogin IDs. There are no restrictions on reactivating a previously deactivated user. If the user's account is re-activated, the user must login to MDSS by the end of the day to stay active, otherwise the user's account will be inactivated again.

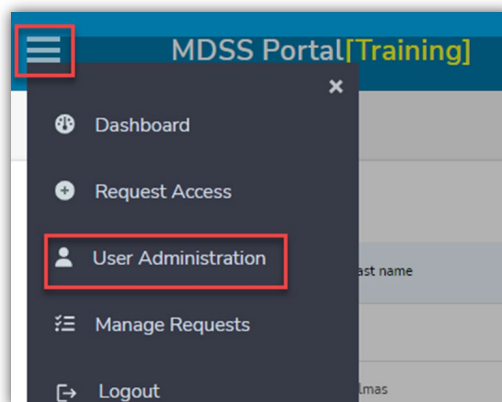
2. Only state-level users are able to deactivate LHD Administrators; work with your [Regional Epidemiologist](#) to accomplish this task.
3. Health departments do not have to test each user's email address each quarter. It is sufficient to "keep an eye" on users and email addresses by simply reviewing 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 deactivation of users who no longer need access to the MDSS.

Instructions for Creating the MDSS User List

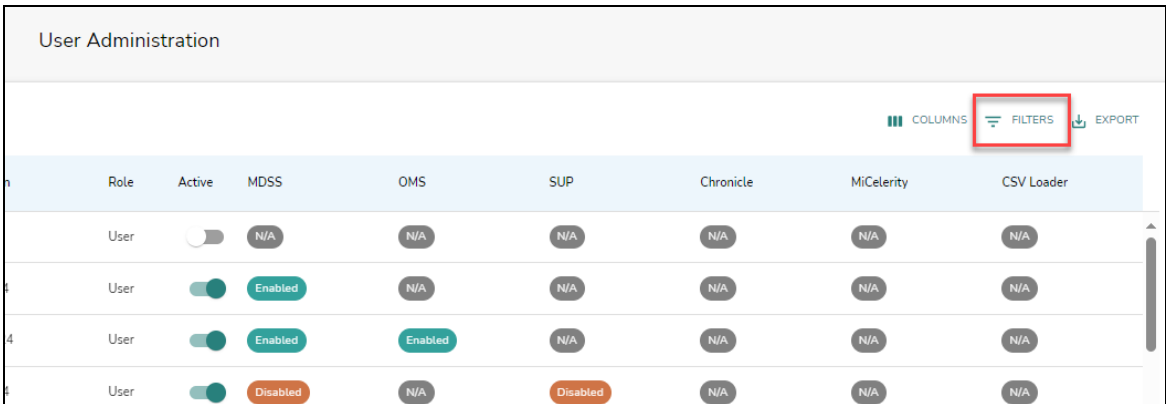
Since the creation of the MDSS Portal Page, exporting users from the portal is the current best option. MDSS users can still be exported from within the MDSS module, however because users can stay 'enabled' in the module, they may look active, but may be inactive in the portal.

1. Sign into MILogin and the MDSS Portal
2. Click on the hamburger icon in the upper left-hand corner and select **User Administration**.

NOTE: *This is only available to Portal Administrators.*

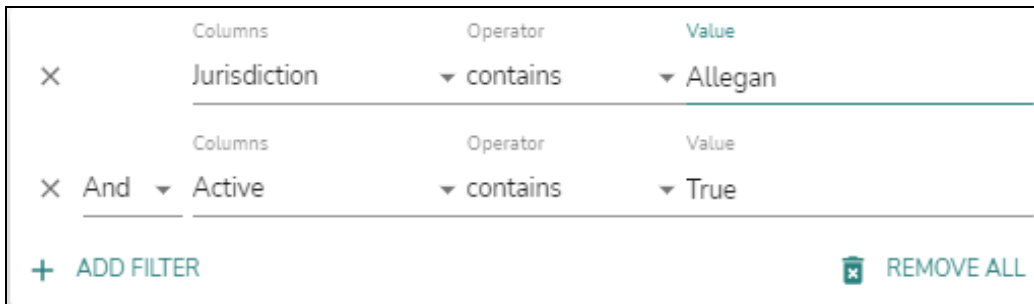


3. Select **Filters** to find a subset of users.

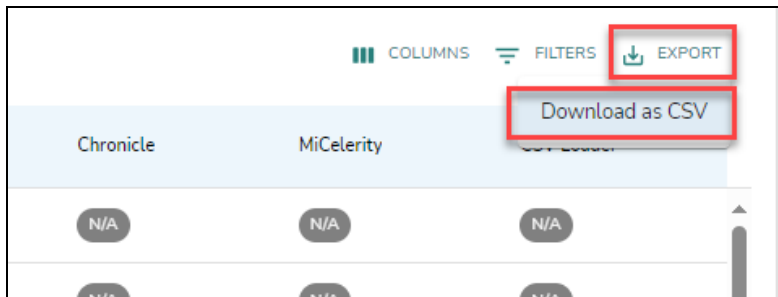


4. In the Filters pop-up:

- Select "Jurisdiction" from the columns drop down menu. Keep "contains" as the operator and type the jurisdiction name in the value space.
- Click Add FILTER to add another filter.
- Select "Active" from the columns drop down menu. Keep "contains" as the operator and type True to filter for active users.



5. Click on **Export** to give the option to Download as CSV. Select **Download as CSV**.



6. Go to your downloads and open the MDSS Portal File. Save file in a secure space.

- The CSV file will include the following variables: User Name, First Name, Last Name, Jurisdiction, Last Portal Login, Portal Role, Active, and Module Access (MDSS, OMS, SUP, Chronicle, MiCelerity, CSV Loader).

Note: True = Active or Enabled; False = Inactive or Disabled; Blank = module not requested

User Name	First name	Last name	Jurisdiction	Last Portal Login	Role	Active	MDSS	OMS	SUP	Chronicle	MiCelerity	CSV Loader
			Statewide	2024-03-11	User	TRUE	TRUE	TRUE				
			Statewide	2024-02-01	User	TRUE	FALSE		FALSE			
			Statewide	2024-03-11	User	TRUE	TRUE	FALSE				
			Statewide	2024-03-11	Admin	TRUE	TRUE		TRUE			TRUE
			Statewide	2024-01-21	User	TRUE	TRUE					
			Statewide	2024-03-11	Admin	TRUE	TRUE	FALSE		TRUE		
			Statewide	2024-03-11	SuperAdmin	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE

- Review active users in your jurisdiction.
- During each review period, deactivate users that no longer need MDSS access. If you need assistance, contact your [Regional Epidemiologist](#).
- Sign and date the file (electronic signature is OK).
- Save the file and send it to your [Regional Epidemiologist](#).

Registering for the Michigan Syndromic Surveillance System (MSSS)

Step 1: Complete Training

Before registering for the system, please review the [MSSS Training Slides](#) available at www.mi.gov/mdss. The training provides users with a basic understanding of how syndromic data is gathered and processed and explains the functionality of the screens to which users will have access.

After reviewing the training slides, please contact your [Regional Epidemiologist](#) to let them know you completed the review. Your regional epidemiologist can provide additional training, if needed.

Step 2: Registration in MILogin

Please see instructions on the following pages.

Step 3: System Access

After you complete the registration process and your review of training slides is verified, you will be granted access to the system. This typically occurs within two business days. If you are not approved within this timeframe, 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.

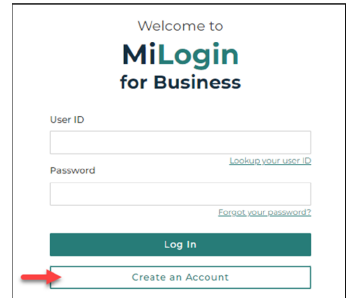
MILogin Registration

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), proceed to Requesting Access to MSSS.

1. Using your Internet browser (Chrome is preferred for MSSS), navigate to the following into the website:

- MILogin for Non-Michigan.gov emails - <https://milogintp.michigan.gov/>
- MILogin for Michigan.gov emails – <https://miloginworker.michigan.gov/>

2. The “MILogin” page will display. Click the **Create an Account** button.



Welcome to
MILogin
for Business

User ID

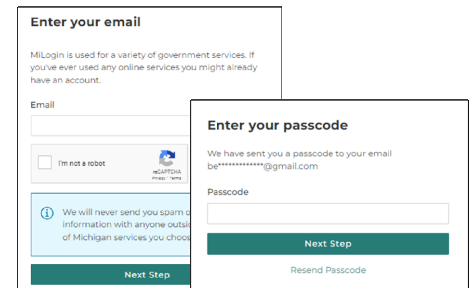
Password [Forgot your user ID](#)

[Forgot your password?](#)

Log In

Create an Account

3. Enter your email address, check the **I'm not a robot** box and then click **Next Step**. A verification email will be sent to the address provided – go to your email to find your passcode. Enter the passcode into the MILogin verification screen. Click **Next Step**.



Enter your email

MILogin is used for a variety of government services. If you've ever used any online services you might already have an account.

Email

I'm not a robot

Next Step

Enter your passcode

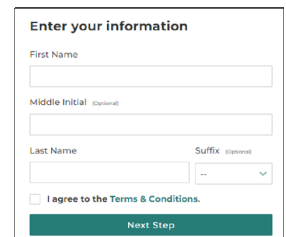
We have sent you a passcode to your email be*****@gmail.com

Passcode

Next Step

[Resend Passcode](#)

4. In the next window, enter your first and last name. Check to box to agree to Terms & Conditions. Then click **Next Step**.



Enter your information

First Name

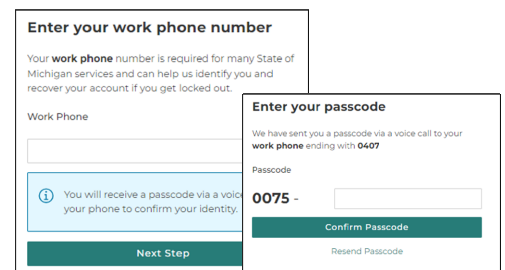
Middle Initial

Last Name Suffix

I agree to the Terms & Conditions.

Next Step

5. Enter your work phone number then click **Next Step**. You will receive a voice call to the number provided with a passcode. The number provided should be a **direct line to you** so that you receive the passcode. Enter the passcode into the MILogin verification screen. Click **Confirm Passcode**.



Enter your work phone number

Your **work phone** number is required for many State of Michigan services and can help us identify you and recover your account if you get locked out.

Work Phone

Next Step

Enter your passcode

We have sent you a passcode via a voice call to your **work phone** ending with **0407**

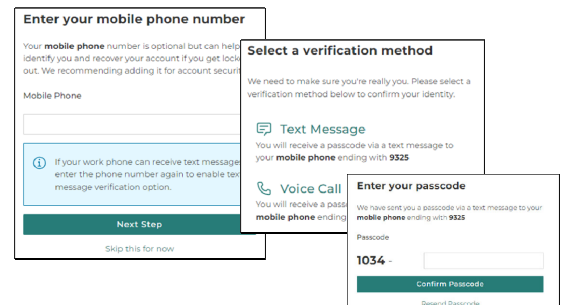
Passcode

0075 -

Confirm Passcode

[Resend Passcode](#)

6. Enter your mobile phone number (Entering your mobile phone number is optional but can help to recover a locked account) then click **Next Step**. Select a verification method (text message or voice call). Enter your passcode and click **Confirm Passcode**.



Enter your mobile phone number

Your **mobile phone** number is optional but can help identify you and recover your account if you get locked out. We recommend adding it for account security.

Mobile Phone

Next Step

[Skip this for now](#)

Select a verification method

We need to make sure you're really you. Please select a verification method below to confirm your identity.

Text Message

You will receive a passcode via a text message to your **mobile phone** ending with **9325**

Voice Call

You will receive a passcode via a voice call to your **mobile phone** ending with **9325**

Enter your passcode

We have sent you a passcode via a text message to your **mobile phone** ending with **9325**

Passcode

1034 -

Confirm Passcode

[Resend Passcode](#)

7. Create a User ID. *The User ID must be last name, first initial, and any 4 numbers with no space between them.* Click **Next Step**.

8. Create a qualifying password. Click **Create Account**.

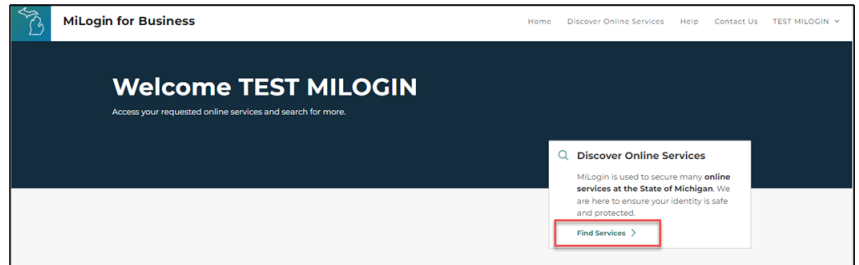
9. Once your account is created successfully, the MiLogin Home Page will appear. *If the Home Page does not appear, you can navigate to the MiLogin website and enter your new User ID and password.*

Requesting Access to MSSS

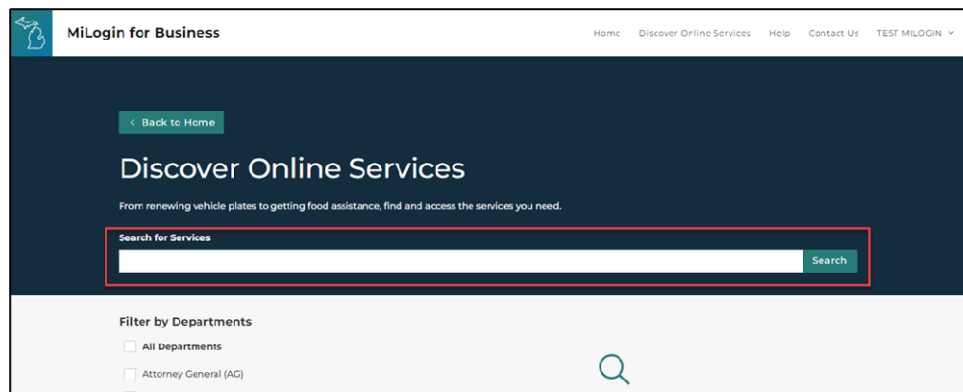
Once you are a registered user of MiLogin, you need to request access to MSSS.

1. Using your Internet browser, navigate to MiLogin:
 - MiLogin for Non-michigan.gov emails – <https://milogintp.michigan.gov/>
 - MiLogin for Michigan.gov emails – <https://miloginworker.michigan.gov/>
2. Enter your MiLogin User ID and Password.
3. Click the **Log In** button. The MiLogin home page will display.
 - If you see the Michigan Syndromic Surveillance System link on the Home Page, you already have permission to access MSSS. Proceed to the next section, Registering with MSSS.

4. Click **Find Services** in the Discover Online Services Box to open a search page.



5. Type “Michigan Syndromic Surveillance System” into the search box and click **Search**.



6. Find the Michigan Syndromic Surveillance System and click on the box/link.

Michigan Syndromic Surveillance System

Michigan Syndromic Surveillance System (MSSS) is designed and implemented to facilitate public health rapid detecting and response to unusual outbreaks of illness that may be the result of bioterrorism, outbreaks of infectious disease or other public health threats and emergencies. Real time detection of a notable increase in patients presenting for care with similar symptoms could allow early and appropriate public health intervention and minimize negative impact. The system provides tools that include automatic data collection, automatic aberration detection algorithms and tools that support temporal and spatial data analysis and visualization.

7. Check the box to agree to Terms & Conditions and click **Request Service**.

Michigan Syndromic Surveillance System

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Please accept the Terms and Conditions to continue:

Terms & Conditions

The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any...

I agree to the Terms & Conditions

Request Service

8. A message will appear that the request is being processed. Click Continue to return to the MILogin Home Page.

Your request is being processed

We have received your request and it is under review. You will be notified via email when access is granted. You will be able to launch the service, once the access is granted.

Continue

Registering with MSSS

The final step is to register with MSSS.

- Using your internet browser (Chrome is preferred for MSSS), navigate to MILogin:
 - MILogin for Non-michigan.gov emails - <https://milogintp.michigan.gov/>
 - MILogin for Michigan.gov emails – <https://miloginworker.michigan.gov/>
- Enter your MILogin User ID and Password then click the **Log In** button.
- Click the **Michigan Syndromic Surveillance System** link and check the box to agree to Terms & Conditions. Then click **Launch Service**.

Welcome TEST MILOGIN

Access your requested online services and search for more.

Michigan Department of Health & Human Services (MDHHS)

Michigan Syndromic Surveillance System

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I agree to the Terms & Conditions

Launch service

4. The MSSS User Registration Form will display.
5. Enter the values for the fields.
 - For Healthcare-Facility Based, enter your *facility name*.
 - For Local Health Department Based, enter your jurisdiction.
6. Click **Register**.

MSSS v7 Registration

Contact (Work)

First:	Last:	
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	
Job Title:		
<input type="text" value="Job Title"/>		
Phone:	Ext:	Email:
<input type="text" value="Phone"/>	<input type="text" value="Ext"/>	<input type="text" value="Email"/>
Street:		County:
<input type="text" value="1234 Street St."/>		<input type="text" value="Alcona"/>
City:	State:	Zip:
<input type="text" value="City"/>	<input type="text" value="Alaska"/>	<input type="text" value="Zip (5 digits)"/>

Supervisor

First:	Last:	
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	
Phone:	Ext:	Email:
<input type="text" value="Phone"/>	<input type="text" value="Ext"/>	<input type="text" value="Email"/>

Access Requested

User Type:
<input type="text" value="Healthcare-Facility Based"/>
Facility Name:
<input type="text" value="Facility Name"/>

[Register](#)

Maintain an Active Account

After gaining access to the MSSS, make sure you maintain an active account. Users will be automatically deactivated if they do not log into the MSSS at least every 60 days. A warning email will be sent to users after 45 days of inactivity.

***Epi-X* Registration**

CDC's Epidemic Information Exchange (*Epi-X*) is a secure, web-based network for information exchange. It connects public health professionals involved in identifying, investigating, and responding to public health threats. Local health department *Epi-X* users receive email notifications about new outbreaks, public health threats, alerts, reports, and more. Additional information about *Epi-X* can be found at www.cdc.gov/epix.

New *Epi-X* users must be pre-approved by the MDHHS State Epidemiologist. Submit the following information for new users to your Regional Epidemiologist so that they can be approved when they register:

- Name and Credentials
- Job Title
- Health Department Name
- Work Address
- Work Phone Number
- Work Fax Number
- Email Address

After submitting information to the Regional Epidemiologist, the new user should reach out to the CDC *Epi-X* Team by sending an email to EpiXHelp@cdc.gov, requesting assistance in registration.



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. Note: you can only perform a disease-specific search on one reportable condition at a time.

4. The case details screen will appear. Enter your search criteria. For example, to search for only confirmed, completed cases with referral dates from 07/01/2022 to 9/30/2022, 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.

STEC Case Investigation Search

Michigan Department of Health and Human Services

Communicable Disease Division

Investigation Information				
Investigation ID	Onset Date (mm/dd/yyyy) to	Diagnosis Date (mm/dd/yyyy) to	Referral Date (mm/dd/yyyy) to 07/01/2022 to 09/30/2022	Case Entry Date (mm/dd/yyyy) to
Investigation Status ACTIVE CANCELED COMPLETED	Case Status <input checked="" type="checkbox"/> Confirmed <input type="checkbox"/> Confirmed - Non Resident <input type="checkbox"/> Not a Case <input type="checkbox"/> Probable <input type="checkbox"/> Suspect <input type="checkbox"/> Unknown <input type="checkbox"/> Non-Michigan Case			<input type="checkbox"/> State Prison Case <input type="checkbox"/> Non Prison Cases
Patient Status	Patient Status Date (mm/dd/yyyy) to	Case Disposition	Case Updated Date (mm/dd/yyyy) to	Case Completion Date (mm/dd/yyyy) to
Date of Death (mm/dd/yyyy) to	Investigator First Name:	Last Name:	Part of an outbreak?	Outbreak Name

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

7. Click “export” at the top right of the page.

New Case	Case Listings								Temporary	Search	Help
New Aggregate Cases									Standard Export with Labs	Export	
Searches	Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County		
New Search	Completed	Confirmed	1				Shiga toxin-producing Escherichia coli --(STEC)			Edit	View
New Aggregate Search	Completed	Confirmed	1				Shiga toxin-producing Escherichia coli --(STEC)			Edit	View

8. The case details screen will appear again. Select the fields that you want to export. Any (or all) fields in the form may be selected, 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) (mm/dd/yyyy) <input checked="" type="checkbox"/> export as <input type="text" value="First positive lab report date"/>				
Specimen Collected	Collection Date (mm/dd/yyyy)	Test Result	Test Name	Laboratory Name
Blood	<input type="checkbox"/> export as <input type="text"/>	<input type="checkbox"/> export as <input type="text"/>	<input type="checkbox"/> export as <input type="text"/>	<input type="checkbox"/> export as <input type="text"/>
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 <input checked="" type="checkbox"/> export as <input type="text" value="Control Measures Start Date"/>		Control Measures Implemented (Check all that apply)		
		<input checked="" type="checkbox"/> export as <input type="text" value="Control Measures Implemen"/>	Other, specify <input checked="" type="checkbox"/> export as <input type="text" value="Other, specify"/>	

- Click “Export” at the top or bottom of the page
- Click ‘Continue’ on the pop-up screen that appears

Disease Specific Export

This export can be run now or postponed as part of a batch to be done overnight. If batched, an email will be sent when the export is ready for download. Would you like to Continue the export now or Postpone for later?

- Save or open the file in excel when you are prompted.
- 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.


NOTE: if you are not able to export and download the file, you may need to hold down the “CTRL” button on the keyboard and keep holding while you a) click “export” and then b) save or open the file in excel when prompted. Release the ‘CTRL” button AFTER you save or open the file.

Guidance for Public Health Control Measures

The Public Health Emergency Preparedness (PHEP) cooperative agreement stresses the importance of the timely initiation and reporting of public health control measures of diseases such as Botulism, Tularemia, Shiga toxin-producing *Escherichia coli* (STEC), Hepatitis A, Measles, and Meningococcal disease. The Michigan Disease Surveillance System (MDSS) case report forms for these conditions have a Control Measures Section. This guidance document provides instructions for completing and assessing control measures.

Completing the Control Measures Section in the MDSS Case Report Form:

1. Enter the date that public health first initiated control measures. The control measures start date should be on or after the referral date.
 - a. Control measures may include contact tracing, exclusions, or education provided to the case.
 - b. The start date should be the date that contact was first attempted with the case or proxy. Please indicate in the notes if the contact attempt was to interview, provide education, or both.
 - c. Do not use the date that contact was made to the healthcare provider or infection control provider (exception: there were exposures at a healthcare facility that require control measures).
 - d. In some situations, such as in large outbreak investigations, the initial public health control measures may start prior to the referral date. In this instance, 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	
<i>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.</i>	
Control Measures Start Date mm/dd/yyyy	
<input type="text"/> 	
Control Measures Implemented (Check all that apply)	
<input type="checkbox"/> Contact tracing	<input type="checkbox"/> Education
<input type="checkbox"/> Exclusions applied (child care, food handler, etc.)	<input type="checkbox"/> Recommendation for Control Measures
<input type="checkbox"/> Decision made not to initiate Control Measures	<input type="checkbox"/> Inability to initiate Control Measures despite efforts to do so
<input type="checkbox"/> Other <input type="text"/>	

Assessing Timeliness and Completeness of Control Measures:

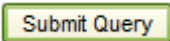
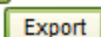
1. Perform a Disease Specific Search (found under the 'Case Investigation tab') with the following search parameters:

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 
3. On the case listing screen, click 

Guidance for ‘First Positive Lab Report Date’

The Public Health Emergency Preparedness (PHEP) cooperative agreement stresses the importance of the documenting the proportion of reports of selected reportable diseases received by the public health agency within the required timeframe. To assist in compiling data, select MDSS Case Report Forms include a field to document the first positive lab report date.

The ‘first positive lab report date’ field can be found under the laboratory information for Shiga toxin-producing *Escherichia coli* (STEC), and under the diagnostic testing section for Hepatitis A.

STEC case report form:

Laboratory Information				
Please insert the first positive lab report date for this illness (for metrics analyses) (mm/dd/yyyy) <input type="text"/>				
Specimen Collected	Collection Date (mm/dd/yyyy)	Test Result	Test Name	Laboratory Name
Blood	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stool	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Hepatitis A case report form:

Diagnostic Tests		
Test Name	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 <input type="text"/>		
Hepatitis A		
Total antibody, hepatitis A virus [total anti-HAV]	<input type="text"/>	<input type="text"/>
IgM antibody to hepatitis A virus [IgM anti-HAV]	<input type="text"/>	<input type="text"/>

Tips for completing ‘first positive lab report date’

- 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. Refer to “Disease Specific Search Instructions” in the supplemental guidance for more information.

Laboratory Report in MDSS:

Lab Order Information			
Test Name* : Escherichia coli shiga toxin 1 Ag [Presence] in Stool by Immunoassay			
Lab Report Date (mm/dd/yyyy) :		09/07/2016	
Ordering Provider			
First :		Last :	
Affiliation :		Street :	
City :		County :	State : Michigan
Phone number :		Ext :	Zip :
Laboratory Information			
Lab Name* :			
Street :		Geocode Source :	
City :		County :	State : Michigan
Phone number :		Zip :	
Specimen Information			
Specimen Collection Date (mm/dd/yyyy) :		09/06/2016	
Specimen Source :		Stool = Fecal	
Specimen Site :			

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

Date specimen was collected for testing

Outbreak Management System (OMS): Aggregate Monitoring Summary

The Aggregate Monitoring Summary report in the Outbreak Management System (OMS) provides a summary of contacts within a selected outbreak. Follow these steps to create a report.

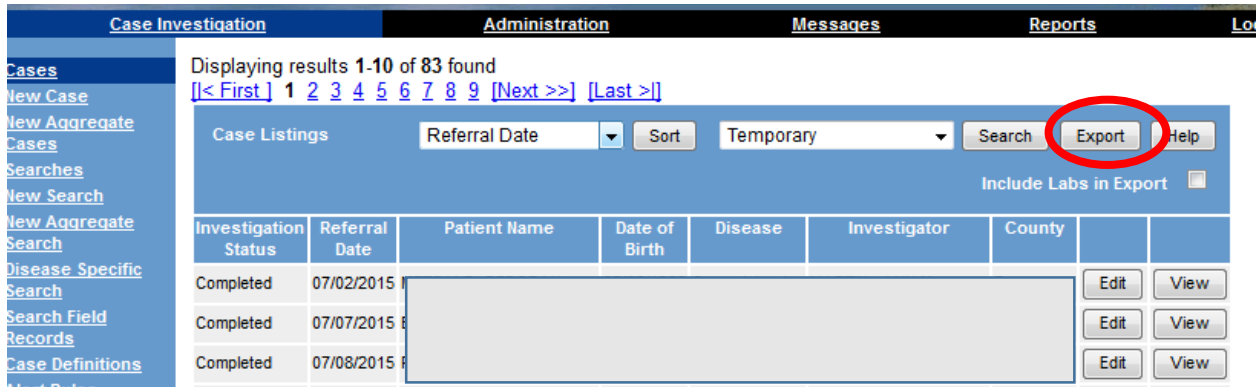
1. Log into MI Login, MDSS, and OMS
2. On the top navigation bar, click 'Reports'
3. On the left-hand side, click 'Aggregate Monitoring Summary'

The screenshot shows the OMS interface for generating an Aggregate Monitoring Summary report. The top navigation bar includes 'Administration', 'Outbreak Listing', 'Contacts', 'Reports' (highlighted with a red box), and 'Logout'. The left sidebar contains 'Aggregate Monitoring Summary' (highlighted with a red box), 'Questionnaire Data', 'Monitoring Data', and 'Line Listing'. The main content area is titled 'Aggregate Monitoring Summary' and contains three sections: 'Outbreak Info', 'Time Period Based on Contact Referral Date', and 'Geographical Info'. The 'Outbreak Info' section has a required 'Outbreak Name*' dropdown menu, a 'Monitoring type' dropdown menu with options 'Active Monitoring', 'Direct Active Monitoring', and 'No Monitoring', and a 'Risk Level' dropdown menu with options 'High', 'Low', and 'Mid'. The 'Time Period Based on Contact Referral Date' section has three radio button options: 'Month' (selected), 'Week (ww-yyyy)', and 'From Date (mm/dd/yyyy)'. The 'Month' option has a dropdown menu showing 'January' and a 'Year(yyyy)' text input field with '2023'. The 'Week' option has a text input field with '37-2023'. The 'From Date' option has a date picker. The 'To Date (mm/dd/yyyy)' option has a date picker. The 'Geographical Info' section has four radio button options: 'County', 'Local Health Jurisdiction', 'State', and 'Zip'. The 'County' option has a dropdown menu with 'Alcona', 'Alger', and 'Allegan'. The 'Local Health Jurisdiction' option has a dropdown menu with 'Allegan County', 'Barry-Eaton', and 'Bay County'. The 'State' option has a dropdown menu with 'Alabama', 'Alaska', and 'Arizona'. The 'Zip' option has a text input field. At the bottom of the form are three buttons: 'View PDF Report', 'View CSV Report', and 'Reset'.

4. Select the Outbreak Name (required)
5. Select additional fields, as needed, or leave as default to view all information
6. Choose 'View PDF Report' and then open the report after it downloads

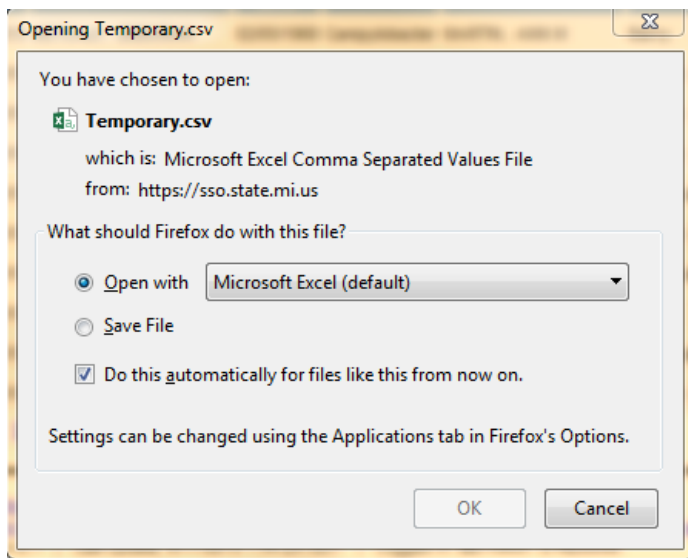
Sorting in Excel

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



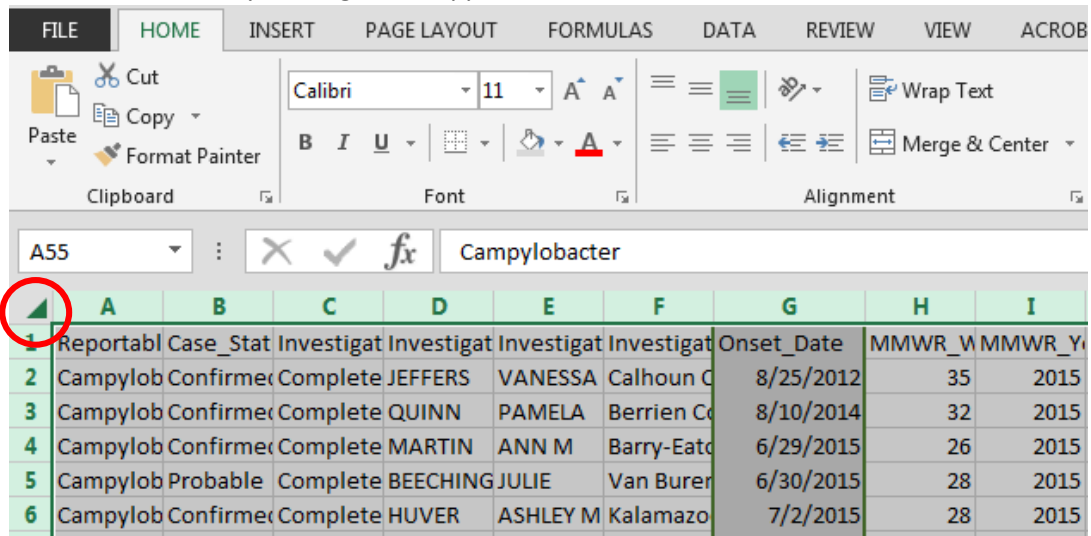
The screenshot shows the MDSS search results interface. At the top, there are tabs for 'Case Investigation', 'Administration', 'Messages', and 'Reports'. Below the tabs, it says 'Displaying results 1-10 of 83 found' with navigation links like '<< First', '1', '2', '3', '4', '5', '6', '7', '8', '9', 'Next >>', and 'Last >'. The main area is titled 'Case Listings' and has a dropdown menu set to 'Referral Date', a 'Sort' button, and another dropdown set to 'Temporary'. There are 'Search', 'Export', and 'Help' buttons. The 'Export' button is circled in red. Below the buttons, there is a table with columns: Investigation Status, Referral Date, Patient Name, Date of Birth, Disease, Investigator, County, and two empty columns. The first three rows of data are visible, each with 'Edit' and 'View' buttons to its right. A checkbox for 'Include Labs in Export' is also present.

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



The screenshot shows a Firefox dialog box titled 'Opening Temporary.csv'. It contains the following text: 'You have chosen to open: Temporary.csv which is: Microsoft Excel Comma Separated Values File from: https://sso.state.mi.us'. Below this, it asks 'What should Firefox do with this file?' with three options: 'Open with Microsoft Excel (default)' (selected), 'Save File', and 'Do this automatically for files like this from now on.' (checked). At the bottom, there are 'OK' and 'Cancel' buttons.

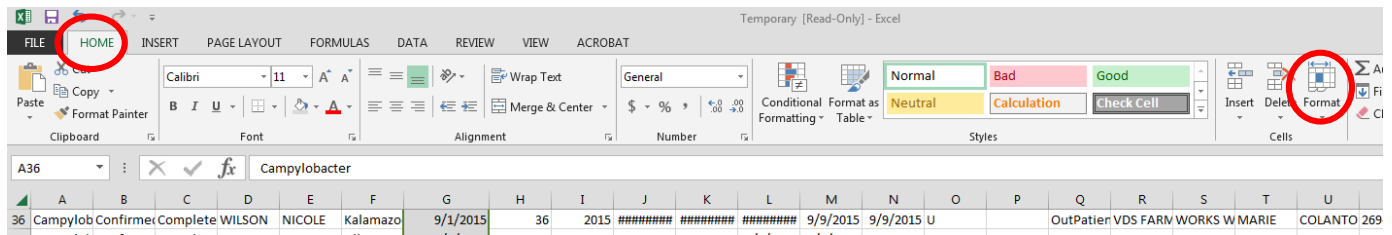
3. Some Columns may be too narrow to view content. To change the column width, highlight the whole excel sheet by clicking in the upper left corner, as shown below



The screenshot shows the Microsoft Excel interface. The ribbon is set to 'HOME' and shows the 'Clipboard', 'Font', and 'Alignment' groups. The active cell is A55, containing the text 'Campylobacter'. The spreadsheet grid is visible, with columns A through I and rows 1 through 6. The top-left corner cell (A1) is circled in red. The data in the spreadsheet is as follows:

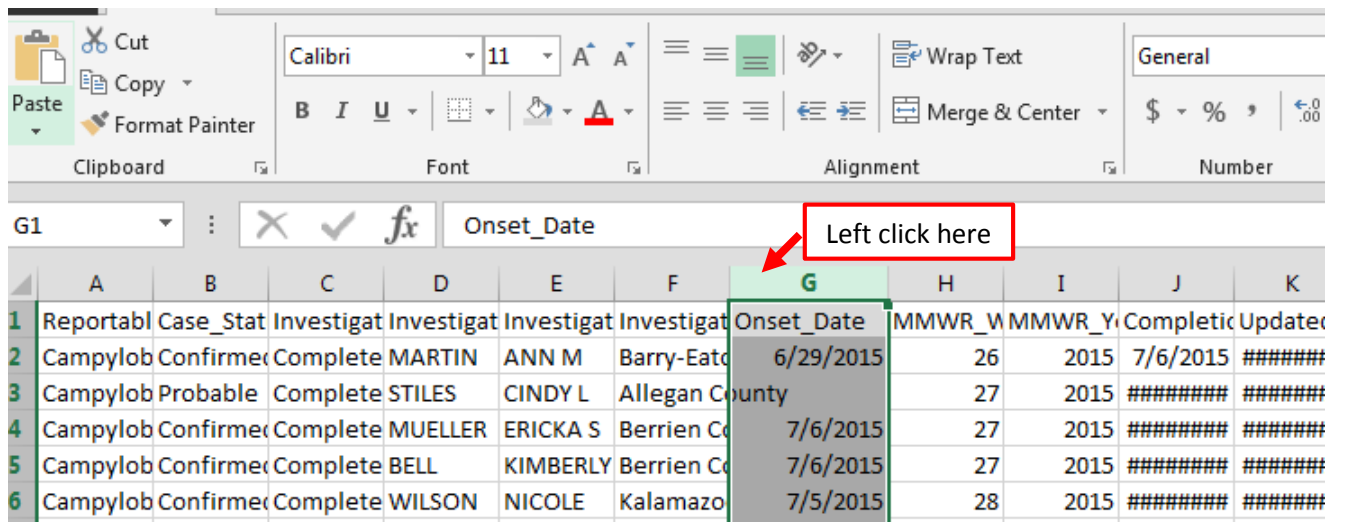
	A	B	C	D	E	F	G	H	I
1	Reportabl	Case_Stat	Investigat	Investigat	Investigat	Investigat	Onset_Date	MMWR_W	MMWR_Y
2	Campylob	Confirmer	Complete	JEFFERS	VANESSA	Calhoun C	8/25/2012	35	2015
3	Campylob	Confirmer	Complete	QUINN	PAMELA	Berrien Co	8/10/2014	32	2015
4	Campylob	Confirmer	Complete	MARTIN	ANN M	Barry-Eato	6/29/2015	26	2015
5	Campylob	Probable	Complete	BEECHING	JULIE	Van Buren	6/30/2015	28	2015
6	Campylob	Confirmer	Complete	HUVER	ASHLEY M	Kalamazo	7/2/2015	28	2015

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

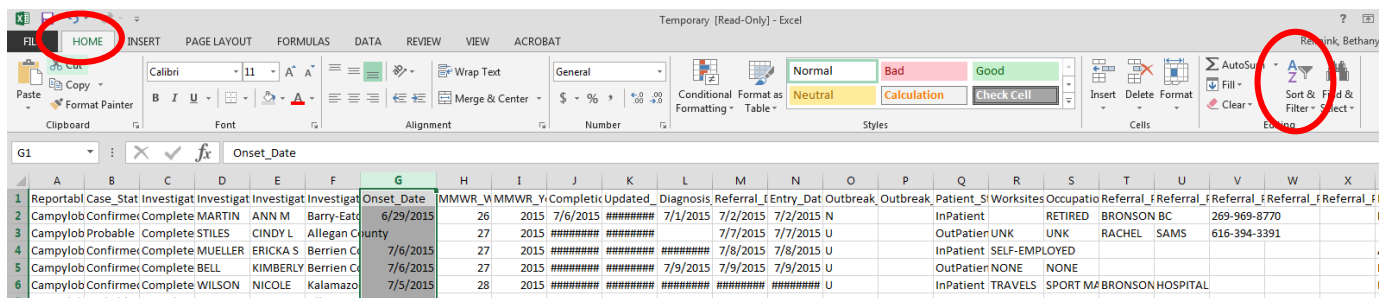


5. In the drop down menu that appears, click on 'AutoFit Column Width'

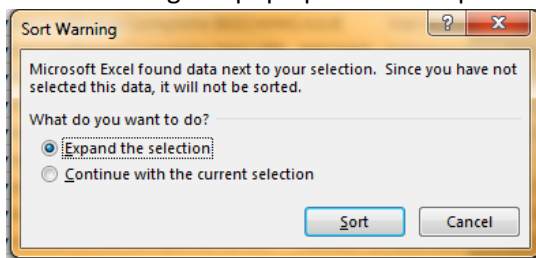
6. In the column you want to sort, left click in the grey area above the first row of data to highlight the column



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



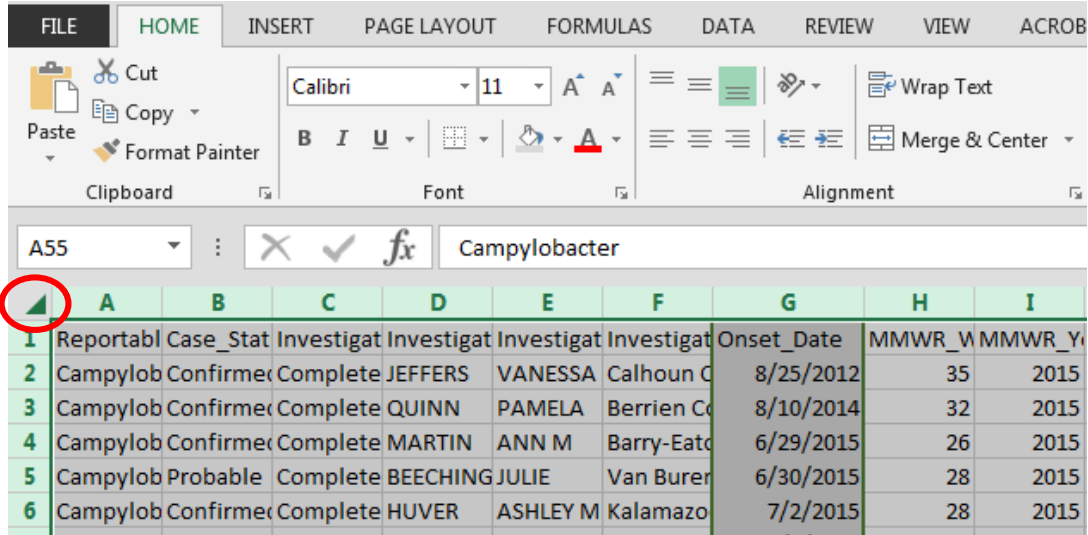
8. A sort warning will pop up – select 'Expand the selection' (default) and click 'Sort'



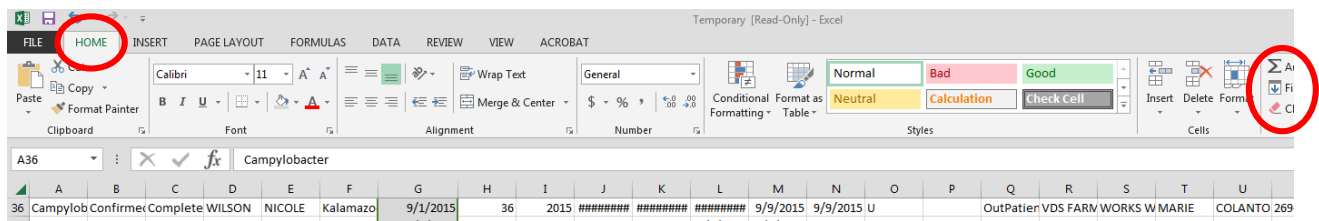
- Cells with missing data will be displayed at the end of the list – you may need to scroll down to view them. Count the number of cells with missing information.

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

- Highlight the whole excel sheet by clicking the upper left grey corner, as shown below



- While the whole sheet is highlighted, click 'Format' in the home tab



- Click 'Row Height' from the drop down and enter '15' in the pop up window and click 'OK'

