Supplemental Guidance Documents

BP5 2023-2024 Epi Work Plan

(July 1, 2023 to June 30, 2024)

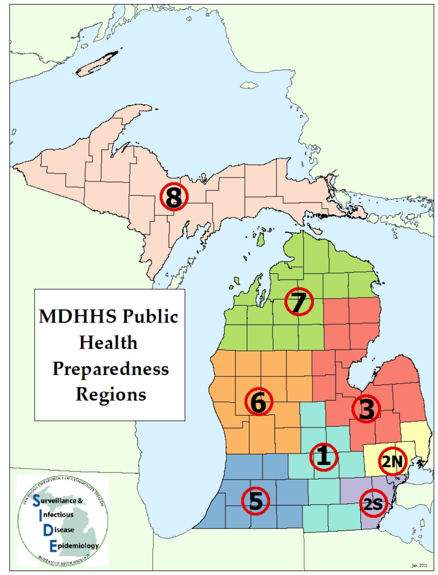
Contents

MDSS Support Resources

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

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

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



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 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. Users are automatically deactivated from the MDSS after 60 days of inactivity. Manual review of users is still necessary – users should be deactivated as soon as they no longer need access so that they do not log in inappropriately after no longer needing 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.

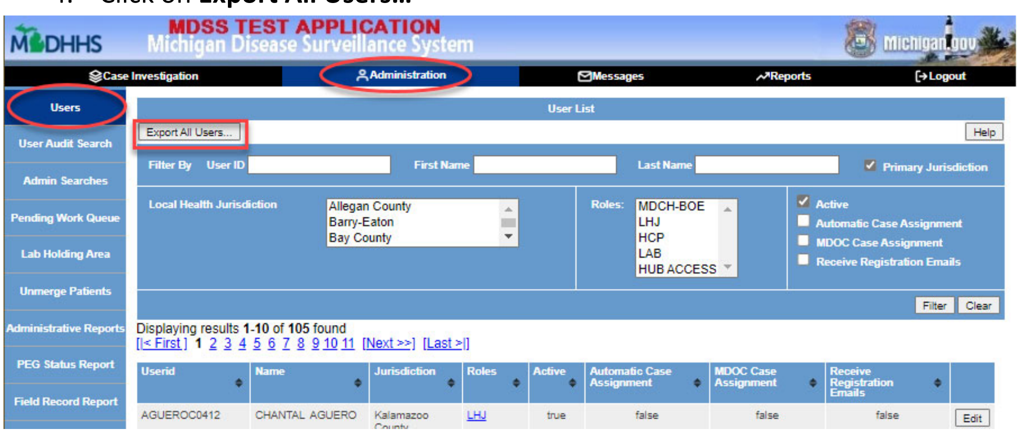
2. Only state-level users are able to deactivate Administrators; work with your Regional Epidemiologist to accomplish this task.

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

1. Sign into MILogin and MDSS
2. Click on **Administration** on the top bar *Note: This is only available to MDSS Administrators.*
3. Click on **Users** on the left-hand bar
4. Click on **Export All Users…**



5. On the next screen, make sure **Primary Jurisdiction** is checked to download users from your jurisdiction. Then click **Export**

6. Open the downloaded MDSS User List
7. Review active users in your jurisdiction
8. During each review period, deactivate users that no longer need MDSS access. 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

Registering for the
Michigan Syndromic Surveillance System
(MSSS)

<u>Step 1: Complete Online Training</u>

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

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

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

<u>Step 2: Registration in MILogin</u>

Please see instructions below.

<u>Step 3: System Access</u>

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

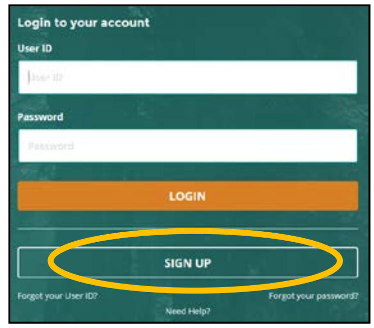
If you have any questions regarding syndromic surveillance please contact your Regional Epidemiologist or Katie Arends (arendsk@michigan.gov)

MSSS Registration in MILogin

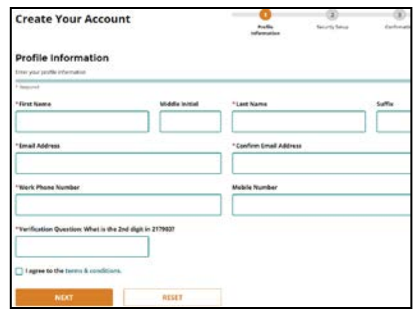
Due to the confidentiality of data entered and stored in the MSSS, there are several steps that must be completed to register for the application. The MILogin and MSSS registration processes will only need to be completed once per user.

MILogin Registration

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

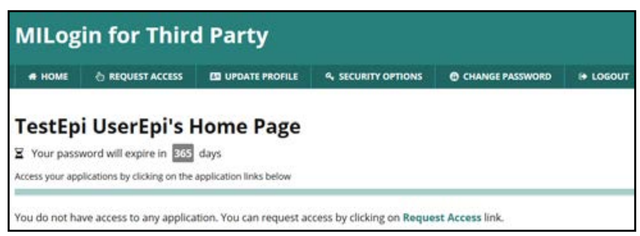


1. Using your Internet browser, type the following into the location/address text box:
    - MILogin for Non-Michigan.gov emails - https://milogintp.michigan.gov/
    - MILogin for Michigan.gov emails – https://miloginworker.michigan.gov/
2. Press the ENTER key. The "MILogin" page will display:
3. Click the SIGN UP button. The "Create Your Account" page will display.



4. Complete the requested information. Fields displayed with an asterisk (*) are required.
5. Click the NEXT button.
6. Create a User ID following the instructions of last name, first initial followed by 4 numeric digits and a qualifying password.
7. Select your preferred password recovery method (email, mobile, or security questions) and complete the additional required information. Click CREATE ACCOUNT.

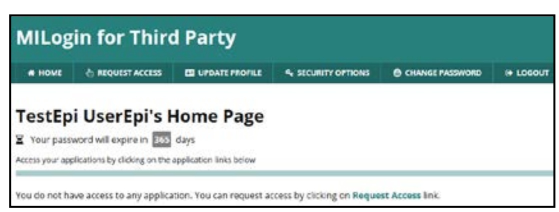
8. Once your account is created successfully, click to login.
9. Enter the *User ID* and *Password* you just created. Click LOGIN
10. You are now on your home page.



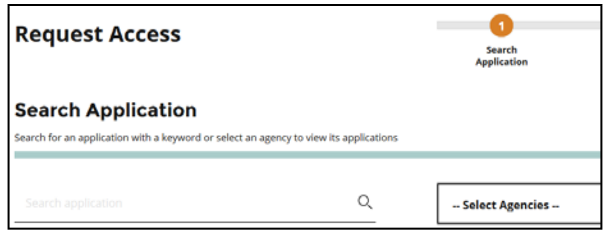
Requesting Access to MSSS

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

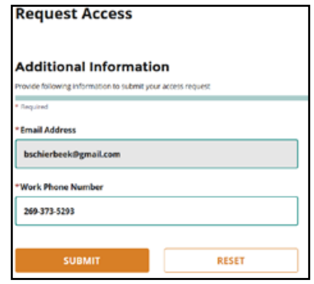
1. Using your Internet browser, type the following into the location/address text box:
    MILogin for Non-michigan.gov emails – https://milogintp.michigan.gov/
    MILogin for Michigan.gov emails – https://miloginworker.michigan.gov/
2. Press the ENTER key. Enter your MILogin *User ID* and *Password*.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



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



4. Click the REQUEST ACCESS button. The "Request Access" page will display.
5. Type "Michigan Syndromic Surveillance System" into the search box and click 'Enter'
6. Click on the Michigan Syndromic Surveillance System application that appears at the bottom of the screen.
7. Agree to the terms & conditions by clicking the radio button then click REQUEST ACCESS.
8. Verify your email address and work phone number, then click SUBMIT.
9. A confirmation of your request for access will be displayed. Click HOME to bring you back to your MILogin homepage.

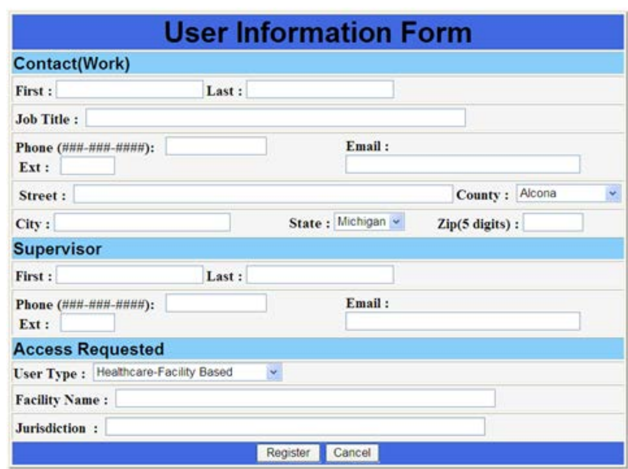


You will receive an approval e-mail following your request for access. The steps in the following section, "Registering with MSSS," must be completed before you can use the system.

Registering with MSSS

The final step to gaining MSSS access is to register with MSSS. To register with MSSS, you must perform the following steps:

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



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

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.

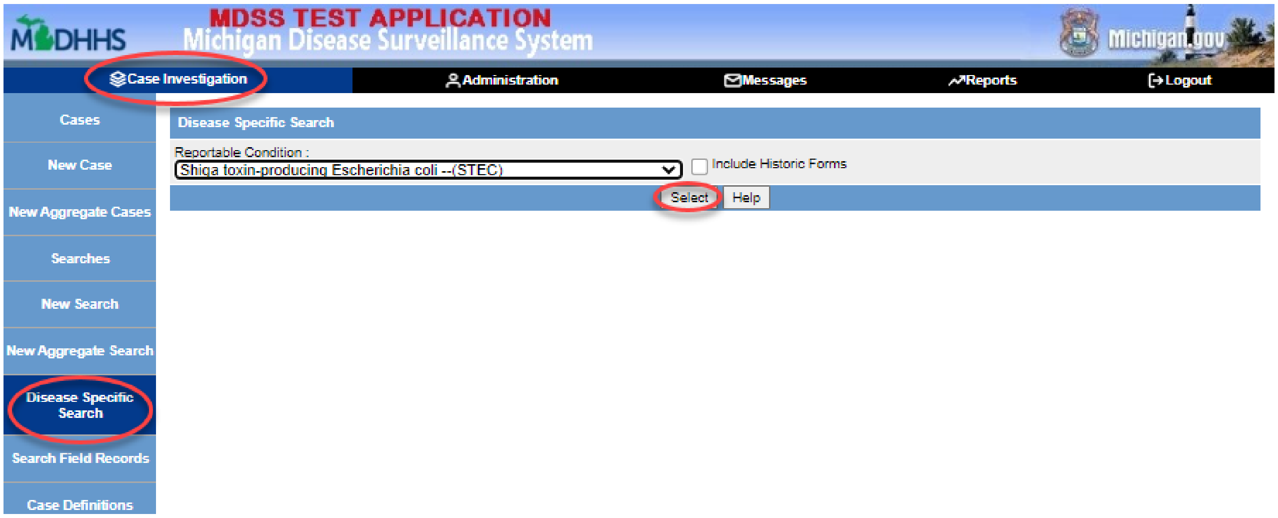
New *Epi-X* users must be pre-approved by the MDHHS State Epidemiologist. Submit the following information for new users to your Regional Epidemiologist so that they can be approved when they register:

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

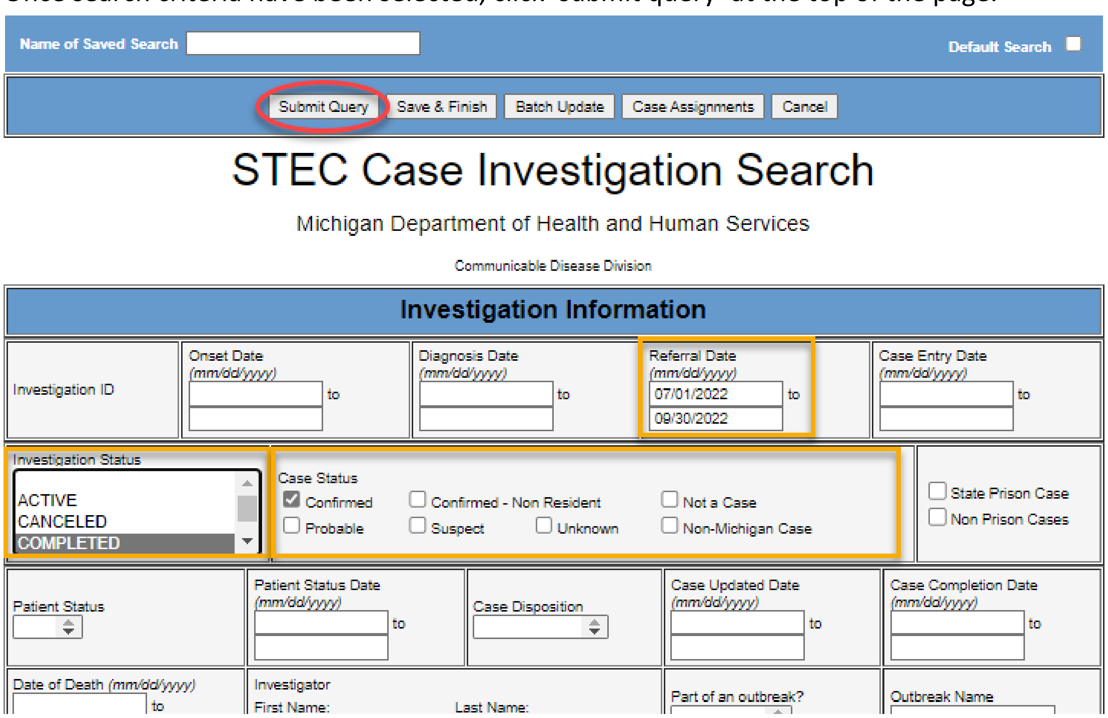
After submitting information to the Regional Epidemiologist, the new user should reach out to the CDC Epi-X Team by sending an email to EpiXHealth@cdc.gov, requesting assistance in registration.

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

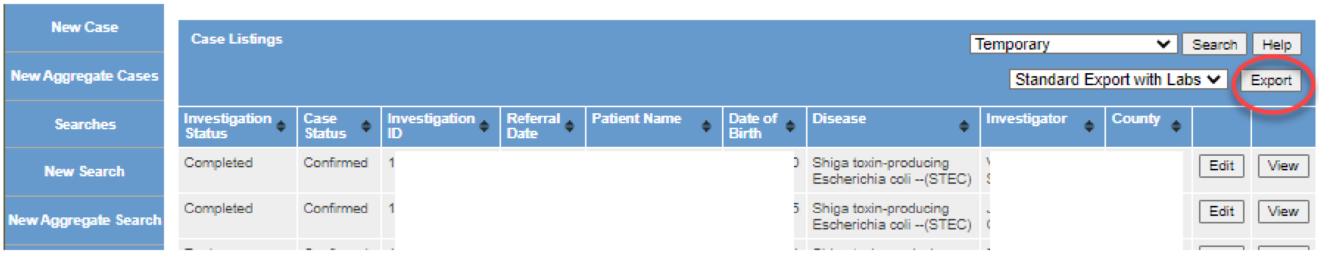


4. The case details screen will appear. Enter your search criteria. For example, to search for only confirmed, completed cases with referral dates from 07/01/2022 to 9/30/2022, type those dates under referral date, select 'completed' under Investigation Status and check the 'confirmed' box under case 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.

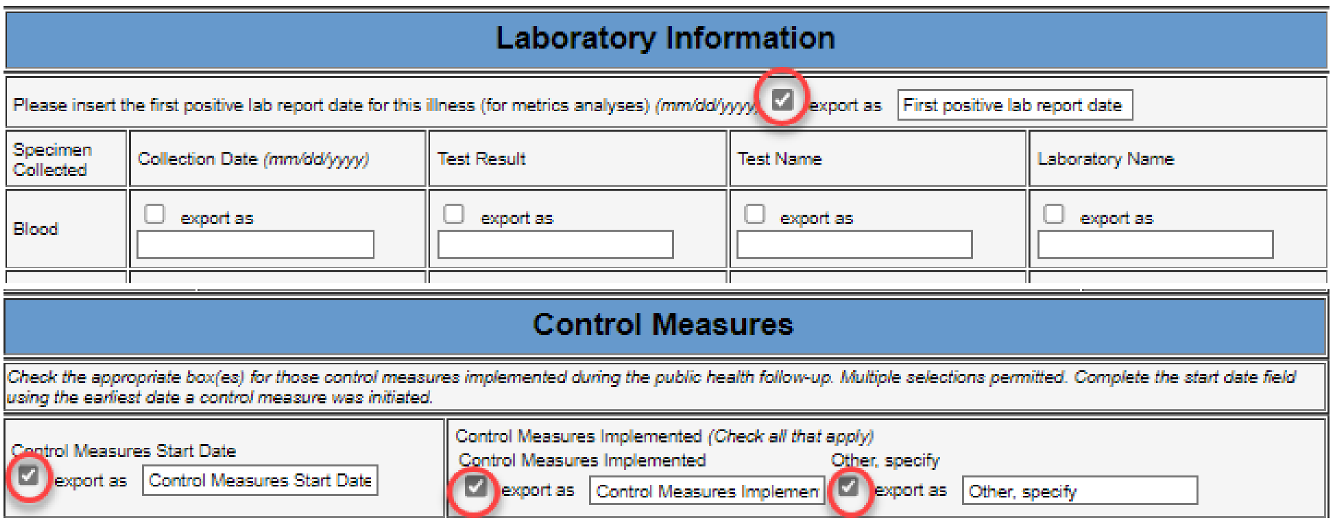


6. All the cases that fit the search criteria will appear as a case listing.

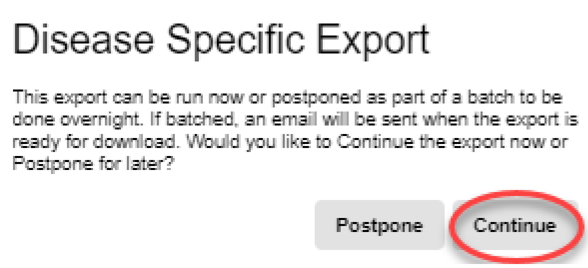
7. Click “export” at the top right of the page.



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.



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



11. Save or open the file in excel when you are prompted.
12. 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.

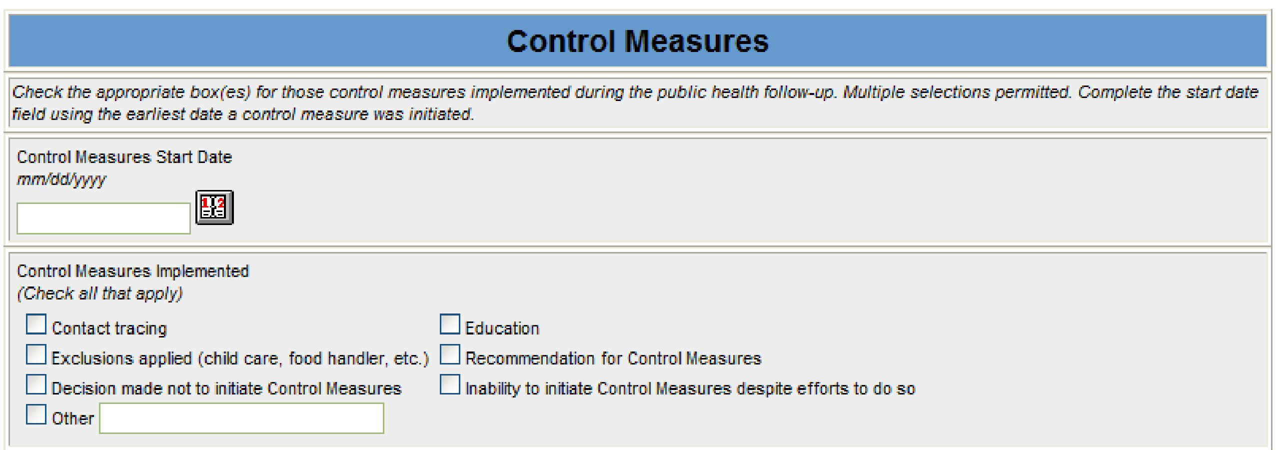
NOTE: if you are not able to export and download the file, you may need to hold down the “CTRL” button on the keyboard and keep holding while you a) click “export” and then b) save or open the file in excel when prompted. Release the ‘CTRL” button AFTER you save or open the file.

Guidance for Public Health Control Measures

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

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

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



Instructions for Assessing Timeliness and Completeness of Control Measures:

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

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

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

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

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

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

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

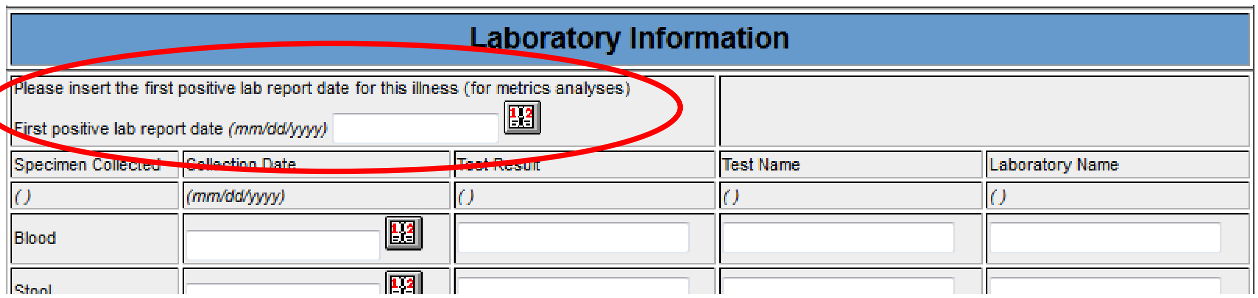
6. Review the times from referral date to start of control measures.
   a. Review dates for completeness and accuracy.
      i. For those with missing start dates, it may help to review information in the case notes. If dates are found in the notes, go back and update the control measures section.
 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

Table 1: Appropriate Control Measure Initiation Timeframe for Selected Diseases

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

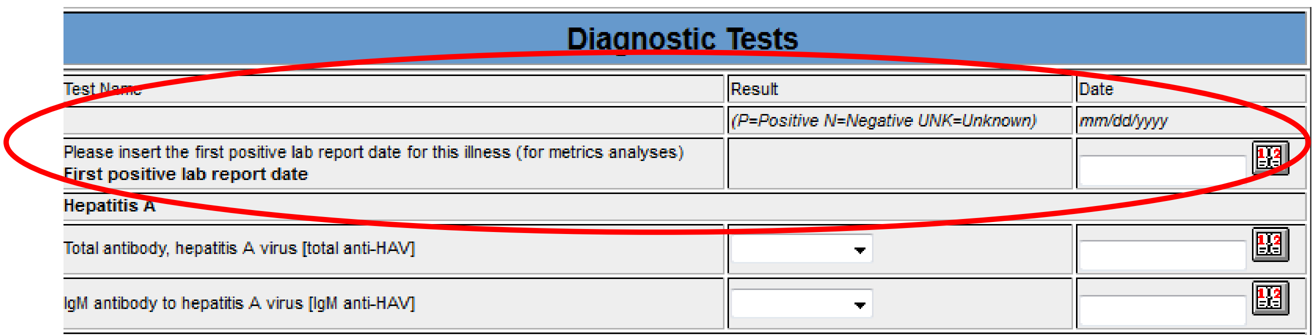
Guidance for ‘First Positive Lab Report Date’

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



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

    - For Hepatitis A, the ‘first positive lab report date’ field is under the diagnostic testing section of the case detail 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**		
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 Immunoassay

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

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

Ordering Provider

First : Last :

Affiliation : Street :

City : County : State : Michigan Zip :

Phone number : Ext :

Laboratory Information

Lab Name* :

Street : Geocode Source :

City : County : State : Michigan Zip :

Phone number :

Specimen Information

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

Specimen Source : Stool = Fecal

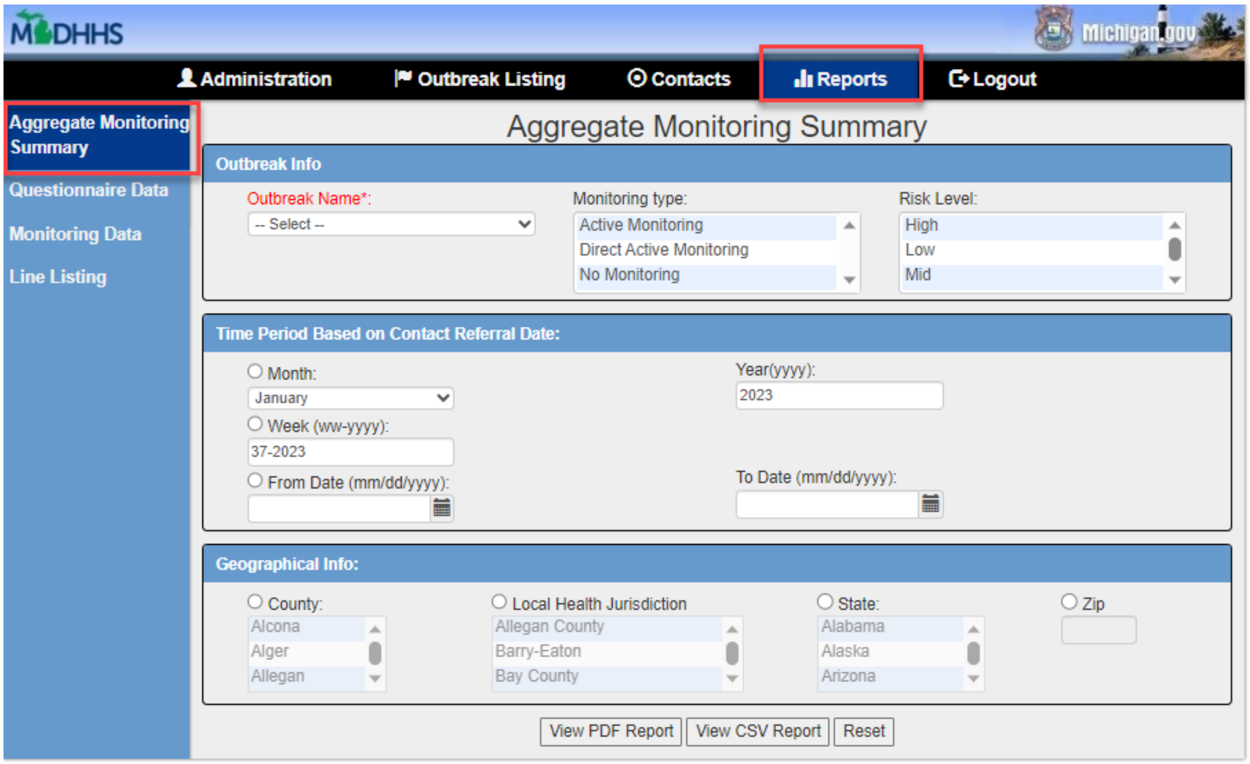
Specimen Site :

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.

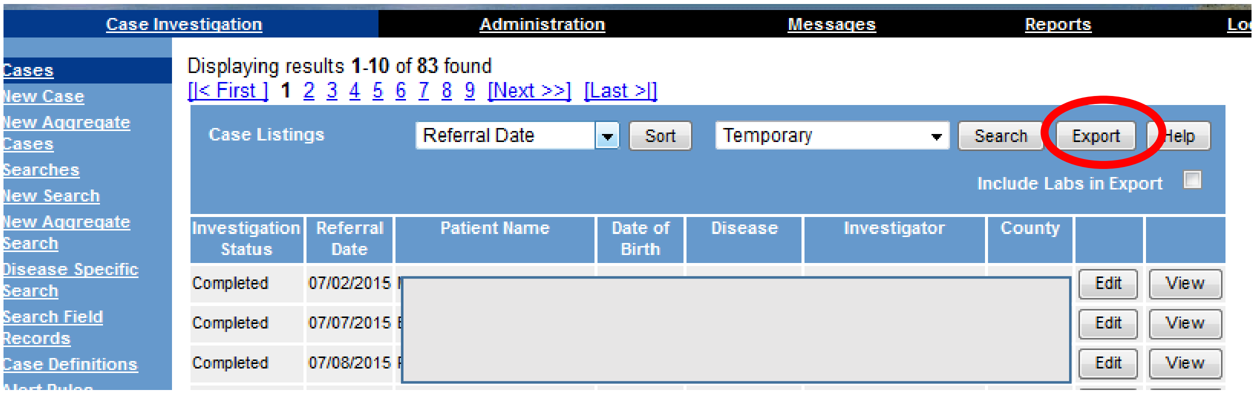
1. Log into MI Login, MDSS, and OMS
2. On the top navigation bar, click 'Reports'
3. On the left-hand side, click 'Aggregate Monitoring Summary'



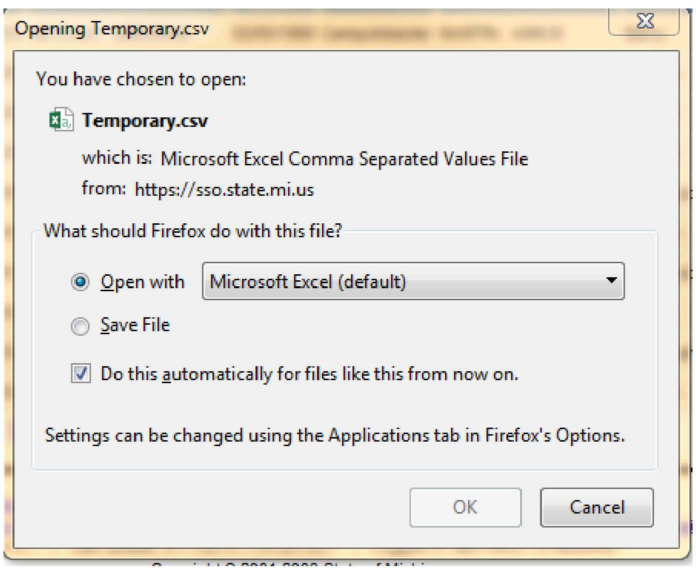
4. Select the Outbreak Name (required)
5. Select additional fields, as needed, or leave as default to view all information
6. Choose 'View PDF Report' and then open the report after it downloads

Sorting in Excel

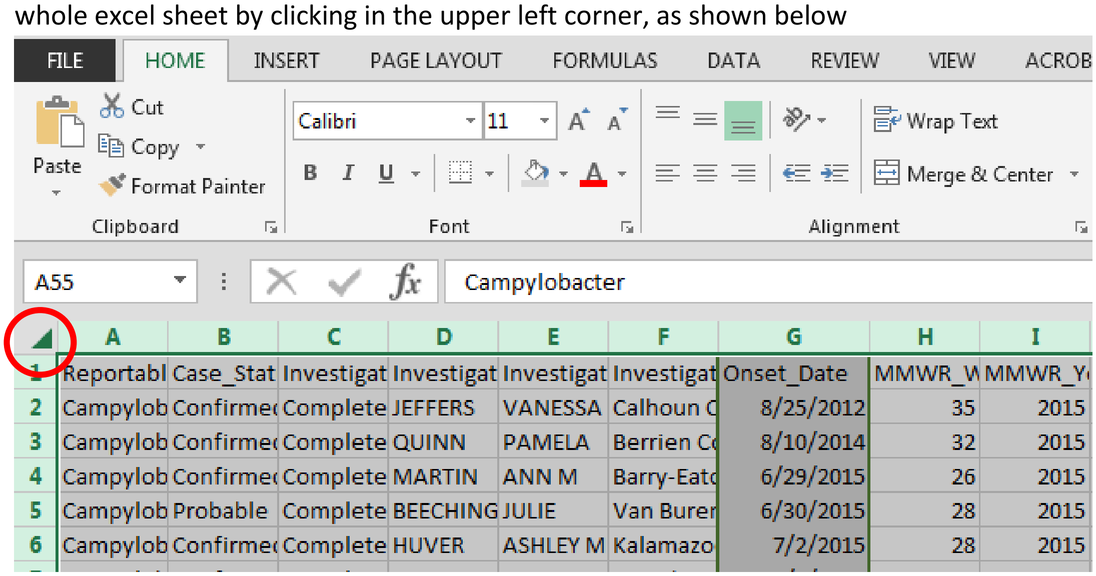
1. Export MDSS data from a new basic search by clicking the export button in the upper right corner



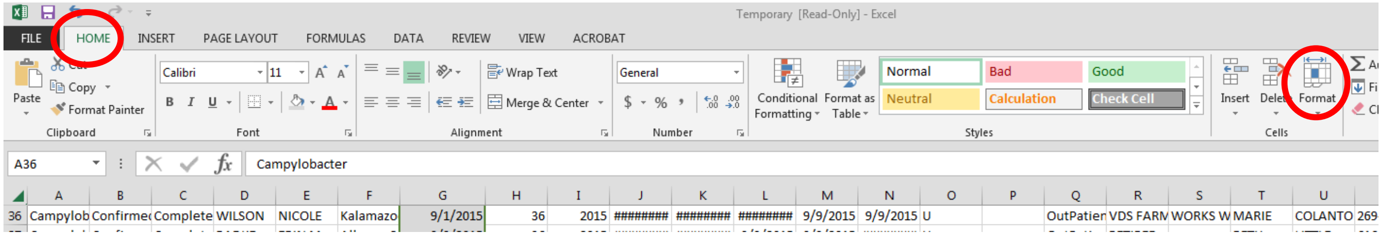
2. Choose 'Open with Excel' and click 'OK'



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

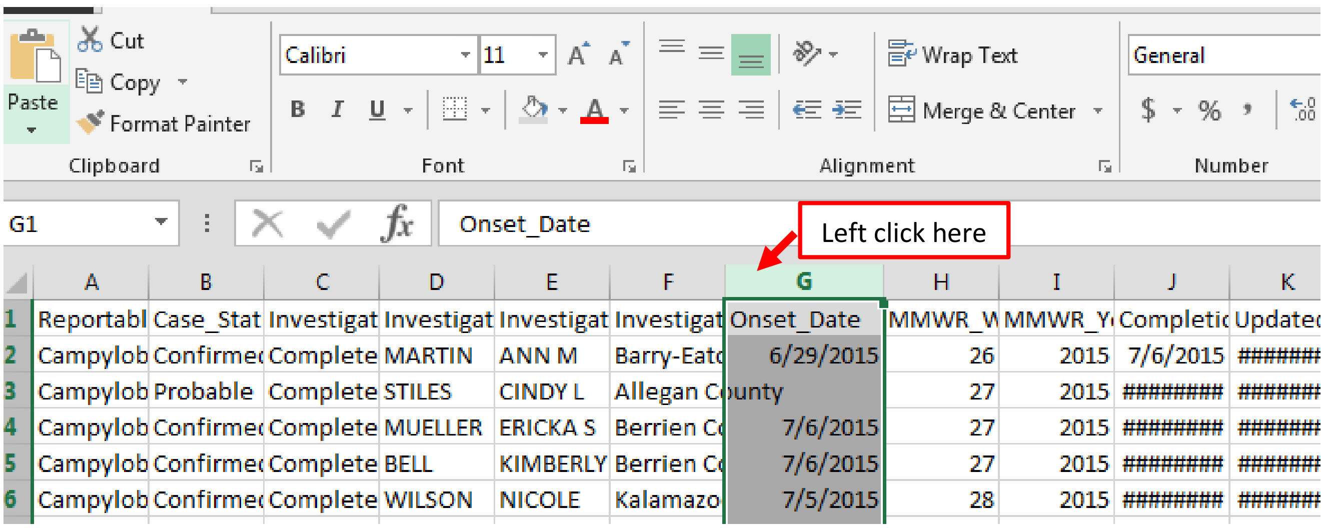


4. While the whole sheet is highlighted, click ‘Format’ in the ‘Home’ tab

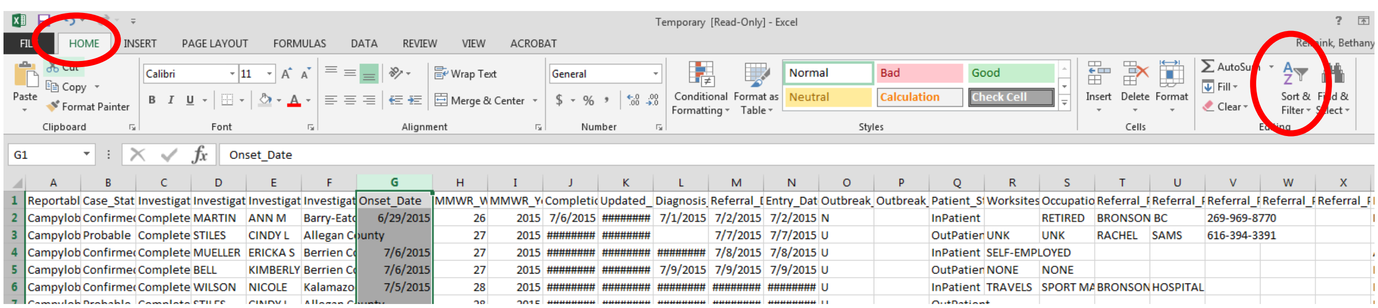


5. In the drop down menu that appears, click on ‘AutoFit Column Width’

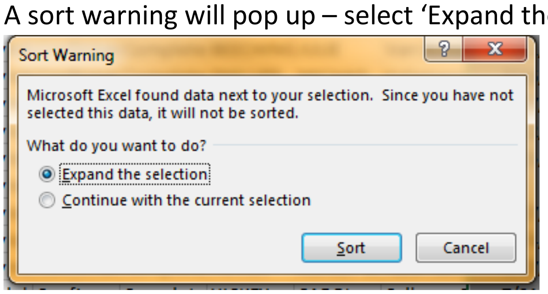
6. In the column you want to sort, left click in the grey area above the first row of data to highlight the column



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



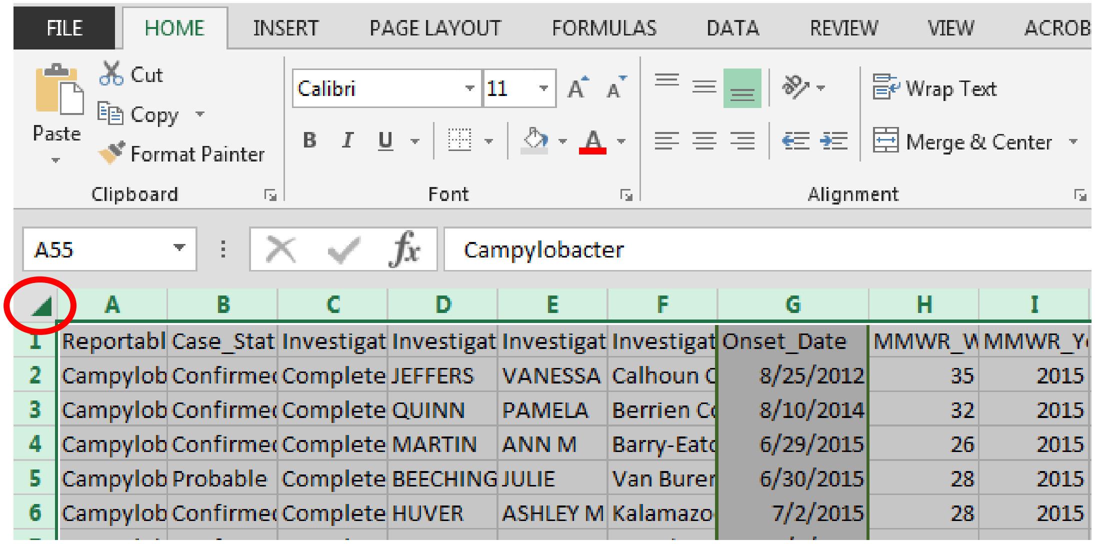
8. A sort warning will pop up – select ‘Expand the selection’ (default) and click ‘Sort’



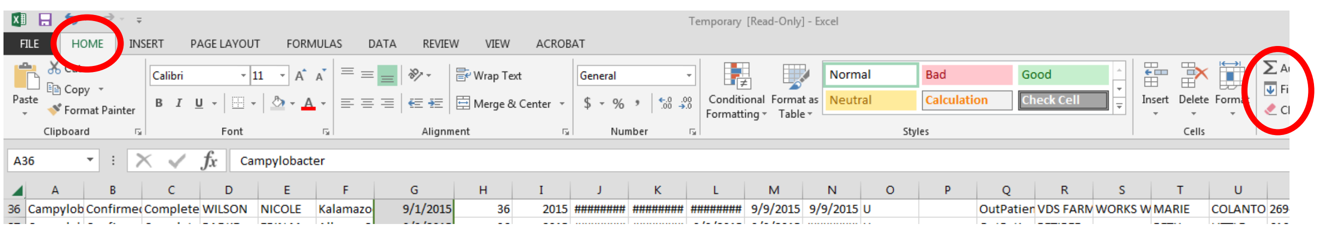
9. Cells with missing data will be displayed at the end of the list – you may need to scroll down to view them. Count the number of cells with missing information.

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

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



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



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