Supplemental Guidance Documents

BP5 2023-2024 Epi Work Plan

(July 1, 2023 to June 30, 2024)

Contents

Document	Page(s)
Regional Epidemiologist Contact Information	2
Quarterly MDSS User Reviews	3-4
Registering for the Michigan Syndromic Surveillance System (MSSS)	5-7
<i>Epi-X</i> Registration	8
MDSS: Disease Specific Searches	9-10
Guidance for Public Health Control Measures	11-12
Guidance for 'First Positive Lab Report Date'	13-14
OMS: Aggregate Monitoring Summary	15
Sorting in Excel	16-18

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)	<u>MamouF@michigan.gov</u>	Clare, Ionia, Isabella, Kent, Lake Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, Ottawa
7	Roger Racine	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
8	Scott Schreiber	517.930.3089 (Cell)	<u>SchreiberS@michigan.gov</u>	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. 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...

MODHHS	MDSS TE Michigan Dis	ST APPLIC ease Surveilla	ATION Ince System	1					🙆 Mic	higanoov
⊜ Case	Investigation	24	Administration		6	Messages		~Reports		[→Logout
Users					User Li	st				1000
User Audit Search	Export All Users									Help
Admin Searches	Filter By User ID		First Name			Last Nan	ne	1222	Prima	ary Jurisdiction
Pending Work Queue	Local Health Jurisdic	ion Allegan Barry-Ea Bay Con	County iton	A		Roles: MDCH-E	BOE 🔺		ictive iutomatic Case A	ssignment
Lab Holding Area		Bay Cot	щу			LAB HUB AC	CESS -		IDOC Case Assig leceive Registrati	ion Emails
Unmerge Patients	8 									Filter Clear
Administrative Reports	Displaying results 1-1 [I< First] 1 2 3 4 5	0 of 105 found 6 7 8 9 10 11 [N	ext >>] [Last >]							
PEG Status Report	Userid N	lame	Jurisdiction	Roles	Active	Automatic Case	MDOC C	ase ent é	Receive Registration	
Field Record Report	AGUEROC0412	HANTAL AGUERO	Kalamazoo	LHJ	true	false	f	alse	Emails faise	Edit

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

User List Export	Primary Jurisdiction	Include Inactive Users	Export	Close Help
			-	



- 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)

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.



		referencies	
rofile Information			
ner ynar profile internation			
laguest.			_
first Name	Middle Initial	*Last Name St	m
			and the second second
amail Address		* Confirm Small Address	
		-	
Verk Phone Number		Mobile Number	
			-
rerification Question: What is the 2nd digit	is 2179007		
****** ****			
I agree to the terms & conditions.			
REAT	RESET		
			_
ecurity Options			
acarity of the			
hoose your preferred password recovery r	methodas prease data or	the succes show, watche coloris can be served.	
hoose your preferred password recovery r	methodos prezise dick pr	the surrow below, whitpe options can be selected.	_
hoose your preferred password encovery?	vehodos plase dia or		
hoose your preferred password recovery r	vencaja piuse dia or	9	

🖷 HOME 👌 R	REQUEST ACCESS	D UPDATE PROFILE	4 SECURITY OPTIONS	CHANGE PASSWORD	IN LOGOUT
TestEpi Us	erEpi's H	lome Page			
Your password w	fill expire in 365	days			
Access your application	s 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.

Image: Stream of the stream

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.

	Search Application
Search Application	
Search for an application with a keyword or select an agen	cy to view its applications
Search application	C Select Agencies -
ragan syndromic surveillance System igin Syndromic Surveillance System (MSSS) is designed and implemented to faite sould: health rapid detecting and response to unusual outbreaks of state any be the result of bicterrorism, outbreaks of interctions disease or	Request Access
r public heading threads used emergencies. Boal time detection of a notable base in pottents preserving for care with similar inputtoring could allow early copy and a cubic headin intervention and minimize negative means. The m provide those limit include submittle data collection, submittle aberration can algorithms and tools that support temporal and spatial leadon.	Additional Information Provide biowing information to submit your access request * Treguest * Treg
r public nearly more than and emergences. These time detection of a notable son substatic granteening for care with simular transitions during allow early laces and static strategies and the strategies of contents, showing the strategies that is that the during strategies during the strategies that the strategies of contents, showing the strategies that the strategies of contents, showing all showing the strategies and tools that suggest temporaria and social cares analysis and showing the strategies and the strategies of temporaria and social cares analysis and showing the strategies and the strategies and the strategies and the strategies and the strategies and the strategies and the strategies and strategies and str	Additional Information move biomagnetismatore to scheme your across request * Sequest * Small Address bschierbeek-Bigmal.com *Wark Phone Number 269-373-5233

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 <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.
- 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.

Contact(Work) Last : First : Job Title : Email : Phone (###-###.####): Ext : Street : County : Alc City : State : Michigan 🛩 Zip(5 digits) : Supervisor Last : First : Phone (###-###-####): Email : Ext: Access Requested User Type : Healthcare-Facility Based Facility Name : Jurisdiction : Register Cancel

User Information Form

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 <u>EpiXHealth@cdc.gov</u>, 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 diseasespecific search on one reportable condition at a time.

MOHHS	MDSS TES Michigan Dise	ST APPLICATION ase Surveillance System			🙆 Michigandov 🎉
@Case	Investigation	음 Administration	Messages	~ ³ Reports	[→ Logout
Cases	Disease Specific Search				
New Case	Reportable Condition : Shiga toxin-producing E	scherichia coli(STEC)	Include Historic Forms		
New Aggregate Cases			Select Help		
Searches					
New Search					
New Aggregate Search					
Disease Specific Search Search Field Records Case Definitions					

- 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.

	a nave been se	elected, click sublim		n the page.
Name of Saved Search				Default Search 📮
	Submit Query	Save & Finish Batch Update (Case Assignments Cancel	
	STEC Ca	ase Investiga	ation Search	า
	Michigan [Department of Health and	Human Services	
		Communicable Disease Divisi	on	
		Investigation Inform	nation	
Investigation ID	Date id/yyyy/ to	Diagnosis Date (mm/dd/yyyy) to	Referral Date (mm/dd/yyyy) 07/01/2022 to 09/30/2022	Case Entry Date (mm/dd/yyyy) to
Investigation Status ACTIVE CANCELED COMPLETED	Case Status	Confirmed - Non Resident Suspect Unknown	□ Not a Case □ Non-Michigan Case	State Prison Case
Patient Status	Patient Status Date (mm/dd/yyyy) t	o	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							[Tempor	ary			Searc	h (Help
New Aggregate Cases									S	tandar	d Ex	port with	Labs 🗸	e	xport
Searches	Investigation Status	Case Status 🔶	Investigation 🔶	Referral Date	Patient Name	φ	Date of Birth	Disease 🔶	Invest	igator	φ.	County	φ		
New Search	Completed	Confirmed	1)	Shiga toxin-producing Escherichia coli(STEC)	n s				Ed	it	View
New Aggregate Search	Completed	Confirmed	1				5	Shiga toxin-producing Escherichia coli(STEC)	5				Ed	it	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 t	Please insert the first positive lab report date for this illness (for metrics analyses) (mm/dd/yyy) export as First positive lab report date					
Specimen Collected	Collection Date (mm/dd/yyyy)	Test Result	Test Name	Laboratory Name		
Blood	export as	export as	export as	export as		
				<u> </u>		
		Control Meas	ures			
Check the appr using the earlie	opriate box(es) for those control meas st date a control measure was initiated	ures implemented during the public he d.	alth follow-up. Multiple selections per	nitted. Complete the start date field		
Control Measures Start Date Control Measures Implemented (Check all that apply) Control Measures Implemented Control Measures Implem						
9. Click "Export" at the top or bottom of the page						

10. 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?



- 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.
 - 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.*

1	А	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>			
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 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		H	
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						
First : Last :							
Affiliation :	Street :						
City : County :	State : Zip : Michigan						
Phone number : Ext :							
Laboratory Information							
Lab Name* :	Geocode Source : State : Zip : Michigan						
Specimen Information							
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'

M DHHS					_	Michiganioov
1	Administration	P Outbreak Listing	O Contacts	I Reports	G+ Logo	ut
Aggregate Monitoring		Aggr	egate Monitori	ng Summ	ary	
Summary	Outbreak Info					
Questionnaire Data	Outbreak Name*:		Monitoring type:		Risk Level:	
Monitoring Data	Select	~	Active Monitoring Direct Active Monitoring	^	High Low	
Line Listing			No Monitoring	Ŧ	Mid	*
	Time Period Based on O Month: January O Week (ww-yyyy) 37-2023 O From Date (mm/ Geographical Info:	Contact Referral Date:	Yea 20: To I	ar(yyyy): 23 Date (mm/dd/yyyy	ı): IIII	
	O County: Alcona Alger Allegan	O Local He Allegan Co Barry-Eato Bay Count	ealth Jurisdiction punty on y y w PDF Report View CS	O State: Alabama Alaska Arizona V Report Reset	Ç	O Zip

- 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

Case Investigation			Administratio	<u>on</u>	M	essages	<u>Reports</u>		
<u>Cases</u> New Case	Displaying re [<u> < First]</u> 1	sults 1-10 o 2 3 4 5 9	of 83 found 6 <u>7 8 9 [Next >>]</u> [Last >]					
New Aggregate Cases	Case Listin	igs	Referral Date	▼ Sort	Temporar	у 🔫	Search	Export	Help
<u>Searches</u> New Search							Include Lat	os in Exp	ort 🔲
<u>New Aggregate</u> <u>Search</u>	Investigation Status	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County		
<u>Disease Specific</u> <u>Search</u>	Completed	07/02/2015						Edit	View
<u>Search Field</u> Records	Completed	07/07/2015	ł					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:								
E Temporary.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

	F	ILE HO	DME IN:	SERT PA	AGE LAYOUT	FORM	IULAS D	ATA REVIEV	V VIEW	ACROB
	Pa	🔄 🔏 Cut 🗋 🗈 Cop	y Ŧ	Calibri	- 1	1 · A		■ ≫ •	📴 Wrap Te	xt
		🔨 💎 Forn	nat Painter	<u>в 1 ц</u>	<u>, , , , , , , , , , , , , , , , , , , </u>	🗠 * 🗛	* = =	-= •= •=	🔛 Merge 8	l Center 🔹
		Clipboar	d 🖬		Font		Gil.	Alignm	ient	- Gi
	A5	5	• = >	K 🖌	ƒ _𝔅 Car	npylobacto	er			
1										
(Α	В	С	D	E	F	G	Н	I
		A Reportabl	B Case_Stat	C Investigat	D Investigat	E Investigat	F Investigat	G Onset_Date	H MMWR_W	I MMWR_Y
	1	A Reportabl Campylob	B Case_Stat Confirmed	C Investigat Complete	D Investigat JEFFERS	E Investigat VANESSA	F Investigat Calhoun C	G Onset_Date 8/25/2012	H MMWR_W 35	I MMWR_Y 2015
	1 2 3	A Reportabl Campylob Campylob	B Case_Stat Confirmed Confirmed	C Investigat Complete Complete	D Investigat JEFFERS QUINN	E Investigat VANESSA PAMELA	F Investigat Calhoun C Berrien Co	G Onset_Date 8/25/2012 8/10/2014	H MMWR_W 35 32	I MMWR_Y 2015 2015
	2 3 4	A Reportabl Campylob Campylob Campylob	B Case_Stat Confirmed Confirmed	C Investigat Complete Complete Complete	D Investigat JEFFERS QUINN MARTIN	E Investigat VANESSA PAMELA ANN M	F Investigat Calhoun C Berrien Co Barry-Eato	G Onset_Date 8/25/2012 8/10/2014 6/29/2015	H MMWR_W 35 32 26	I MMWR_Y 2015 2015 2015
	1 2 3 4 5	A Reportabl Campylob Campylob Campylob Campylob	B Case_Stat Confirmed Confirmed Probable	C Investigat Complete Complete Complete	D Investigat JEFFERS QUINN MARTIN BEECHING	E Investigat VANESSA PAMELA ANN M JULIE	F Investigat Calhoun C Berrien Co Barry-Eato Van Burer	G Onset_Date 8/25/2012 8/10/2014 6/29/2015 6/30/2015	H MMWR_W 35 32 26 28	I MMWR_Y 2015 2015 2015 2015
	1 2 3 4 5 6	A Reportabl Campylob Campylob Campylob Campylob Campylob	B Case_Stat Confirmed Confirmed Probable Confirmed	C Investigat Complete Complete Complete Complete	D Investigat JEFFERS QUINN MARTIN BEECHING HUVER	E Investigat VANESSA PAMELA ANN M JULIE ASHLEY M	F Investigat Calhoun C Berrien Co Barry-Eato Van Burer Kalamazo	G Onset_Date 8/25/2012 8/10/2014 6/29/2015 6/30/2015 7/2/2015	H MMWR_W 35 32 26 28 28 28	I MMWR_Y 2015 2015 2015 2015 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

Pa	aste	K Cut E Cop ✓ Form	y 🍷 nat Painte	Calibri B I L	- 1 -	1 · A		= ≫ . = e= e	🖶 Wrap Te 🗄 Merge 8	xt k Center ⇒	General \$ - %	• €.0
		Clipboar	d	G I	Font		G.	Alignm	ent	E.	Nur	nber
G	G1 • : $\times \checkmark f_x$ Onset_Date Left click here											
1	1	Α	В	С	D	E	F	G	Н	I	J	К
1	Re	portabl	Case_Sta	at Investigat	Investigat	Investigat	Investigat	Onset_Date	MMWR_W	MMWR_Y	Completio	Updated
2	Car	mpylob	Confirm	e Complete	MARTIN	ANN M	Barry-Eato	6/29/2015	26	2015	7/6/2015	****
3	Car	mpylob	Probable	e Complete	STILES	CINDY L	Allegan C	ounty	27	2015	*****	****
4	Car	mpylob	Confirm	e Complete	MUELLER	ERICKA S	Berrien Co	7/6/2015	27	2015	****	****
5	Car	mpylob	Confirm	e Complete	BELL	KIMBERLY	Berrien Co	7/6/2015	27	2015	****	****
6	Car	mpylob	Confirm	ecComplete	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

_							
X				Temp	nporary [Read-Only] - Excel		? 📧
	FIL HOME INSERT PAGE LA	YOUT FORMULAS DATA REV	EW VIEW ACROBA	л			Remink, Bethany
P	Calibri Calibri Calibri Calibri B I <u>U</u> →		Wrap Text	General ▼ \$ ▼ % ≯ \$ 00 00 FC	Conditional Format as Formatting * Table *	Good	kete Format → v ↓ v ↓ v ↓ v ↓ AutoSuri → A ↓ Z ↓ fill → ↓ Sort & Fild & ↓ Clear → Filter → Sect →
_	Clipboard 5 F	nt 🗔 Aligi	iment 🕞	Number 🕞	Styles	Ci	alls Edving
G	$11 \bullet : \times \checkmark f_x$	Onset_Date					-
1	A B C I	E F G	H I	J K I	L M N O P	Q R S T	U V W X
1	Reportabl Case_Stat Investigat Investigat	tigat Investigat Investigat Onset_Date	MMWR_WMMWR_Y(C	completic Updated_ Diag	gnosis Referral [Entry_Dat Outbreak Outbre	eak_Patient_StWorksites Occupatio Referra	al_FReferral_FReferral_FReferral_F
2	Campylob Confirmer Complete MAR	IN ANN M Barry-Eate 6/29/201	5 26 2015 7	7/6/2015 ######## 7/1/	1/2015 7/2/2015 7/2/2015 N	InPatient RETIRED BRONS	ON BC 269-969-8770
3	Campylob Probable Complete STILE	CINDY L Allegan County	27 2015 #		7/7/2015 7/7/2015 U	OutPatier UNK UNK RACHE	L SAMS 616-394-3391
4	Campylob Confirme Complete MUE	LER ERICKA S Berrien Co 7/6/201	5 27 2015 #		###### 7/8/2015 7/8/2015 U	InPatient SELF-EMPLOYED	
5	Campylob Confirmer Complete BELL	KIMBERLY Berrien Co 7/6/201	5 27 2015 #	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	9/2015 7/9/2015 7/9/2015 U	OutPatien NONE NONE	
6	Campylob Confirmer Complete WILS	N NICOLE Kalamazo 7/5/201	5 28 2015 #		****** *******************************	InPatient TRAVELS SPORT MABRONS	ONHOSPITAL
	camp rob commercempiete mes	.,.,.					

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

🕼 🖯 🗡 🗧	Temporary [Rea	ad-Only] - Excel	
FILE HOME INSERT PAGELAYOUT FORMULAS DATA REVIEW VIEW ACROBAT			
$ \begin{array}{c c} & & & \\ \hline & & \\ \hline & \\ Paste \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ $	= > > Wrap Text General IF = = Image: A conditional pointing of the second point pointing of the second point po	Normal Bad Good	Insert Delete Form. ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
Clipboard 🖙 Font 🕫	Alignment 🕫 Number 🕫	Styles	Cells
A36 • : X f_x Campylobacter			
🖌 A B C D E F	FGHIJKL	M N O P Q R S	T U
36 Campylob Confirmer Complete WILSON NICOLE Kalar	mazo 9/1/2015 36 2015 ######### ######### 9/9	9/2015 9/9/2015 U OutPatier VDS FARM WORK	S W MARIE COLANTO 269
so campyios commercomplete witsolv ivicole kalai	11a20 3/1/2013 30 2013 ####################################	JI 2013 JI JI 2013 0 OULPALIEN VD3 PARIV WORK	S WIMANE CODANTO 205

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

