

IDRIS

(Infectious Disease Reporting Information System)

DSMS User's 'Quick Start' Manual

INFECTIONIOUS DISEASE REPORTING INFORMATION SYSTEM

Case Investigation Reports Logout

Displaying results 151-155 of 155 found
[< First] [<< Prev] 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 [Last >]

Case Listings Investigation Status Sort All Open Investigations Search Export Help Print

Investigation Status	Region	Originating Site	Disease	Patient Name	Event Date	Central Case Classification	
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/13/2009	Unknown	Edit
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/11/2009	Unknown	Edit
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/11/2009	Unknown	Edit
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/12/2009	Unknown	Edit
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/11/2009	Unknown	Edit

[< First] [<< Prev] 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 [Last >]

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Introduction

What is IDRIS?

IDRIS (the Infectious Disease Reporting Information System) is Louisiana's new web-based tool for local and state-wide infectious disease surveillance. The ability of the Infectious Disease Epidemiology Program to respond quickly and proactively to changes in disease patterns in the state is dependent upon timely collection and analysis of diseases that are reportable in Louisiana. With *IDRIS* we now have an improved web-based reporting tool that greatly enhances our ability to quickly generate reports and analysis useful in detecting changes in the patterns of disease occurrence in Louisiana.

IDRIS consists of two 'modules':

- the Health Care Facility (HCF) module used by hospitals, and
- the Disease Surveillance Management System (DSMS) module used by OPH DSS and Epi staff.

What info does this DSMS 'Quick Start' manual cover?

This 'Quick Start' manual gives you the basic information you need to get started with IDRIS's DSMS module. A comprehensive IDRIS DSMS manual is available via the [Help](#) links located on IDRIS' screens. (The HCF module, which has fewer features than DSMS, is described in the IDRIS HCF 'Quick Start' Manual.)

System Requirements

IDRIS works best with Internet Explorer version 7.0 or newer, and with Adobe Reader version 5.1 or newer.

Internet Explorer can be downloaded at <http://www.microsoft.com/windows/ie/downloads/>

Adobe Reader can be downloaded at <http://www.adobe.com/products/acrobat/>

Confidentiality

While disease reporting is required by state law as outlined by chapter 2 of the Louisiana State Sanitary Code, patient confidentiality must be maintained. IDRIS uses a secure data network that assures the privacy of transmitted data. It is important for those entering data to maintain the privacy of their password as well as closing/logging out of the database when the computer is unattended. It is the responsibility of the user to assure confidentiality of disease data and prohibit unauthorized use of the database information. This means that all data transactions occurring under the use of an individuals' user id will be legally their responsibility.

Contact Information

Please use our toll-free number for Class A disease reporting: 1-800-256-2748

If you forget your IDRIS password, please contact the Office of Public Health computer Help Desk at 225-342-5111.

For all other IDRIS-related problems, please one of our Infectious Disease Epidemiology Program IDRIS support staff members.

Support Personnel

Christine Romalewski
Theresa Sokol

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Email

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Getting Help with IDRIS

This IDRIS 'Quick-Start' manual provides you with an introduction to the basics of IDRIS' Disease Surveillance Management System (DSMS). In addition to this introduction, a comprehensive IDRIS DSMS User Manual is accessible via the **Help** button that appears in the upper right corner of the Case Listing screen, which is the screen you see immediately after you log into IDRIS.

In addition to the User Manuals, the support personnel identified above can be contacted at any time to help you with any questions or problems that might arise.

Getting Into IDRIS

Getting Your Username and Password

If you need access to IDRIS, please contact one of the Office of Public Health support staff listed above. An account will be created for you, and you'll be assigned a Username and Password that give you access to IDRIS. You'll also be told how to create a shortcut to IDRIS on your computer's desktop screen.

Logging into IDRIS

Double click the IDRIS shortcut on your desktop using the left mouse button. You'll be taken to the Office of Public Health **Single Sign-On** screen where you'll type in your **Username** and **Password**. Hit enter on your keyboard or click once on the **Login** button with your mouse.

Please note that the **Password is case sensitive**.

Office of Public Health
Louisiana Department of Health and Hospitals

Welcome to the Office of Public Health Portal

Single Sign-On
Enter your Single Sign-On user name and password to login.

Username: Password:

Login

Type in your **Username** and **Password**.
Then click the **Login** button.

[Forgot Password](#)

Navigating through IDRIS' Disease Surveillance Management System (DSMS)

You navigate through IDRIS' DSMS by using the links at the top of the screen (Case Investigation, Reports, and Logout) as well as the menu of links on the left side of the screen. When you go to a new link at the top of the screen, the left-menu of links changes.

The [Case Investigation](#) link provides you with left-menu links that you use for reviewing cases, editing and adding information to cases, entering new cases, and assigning case statuses.

INFECTIONIOUS DISEASE REPORTING INFORMATION SYSTEM

Case Investigation Reports Logout

Displaying results 151-155 of 155 found
[<First] [<<Prev] 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 [Last>]

Case Listings Investigation Status Sort All Open Investigations Search Export Help Print

Investigation Status	Region	Originating Site	Disease	Patient Name	Event Date	Central Case Classification
Regional Pending	Region 1		Hepatitis C Past or Present Infection	FREDDY FIGUEROA-CRISPO	05/13/2009	Unknown

The [Reports](#) link provides you with left-menu links that you use to create canned reports.

INFECTIONIOUS DISEASE REPORTING INFORMATION SYSTEM

Case Investigation Reports Logout

Report 1 - Line List of Disease Cases for A Given Timeframe and Geographic Location

Time Period

From Date (mm/dd/yyyy)*: To Date (mm/dd/yyyy)*:

Geographic Area

☒ State Wide ☐ Parish ☐ Region ☐ Out of State

Acadia Allen Ascension Region 1

Disease or Disease Group

The [Logout](#) link gets you started on the logout process.

INFECTIONIOUS DISEASE REPORTING INFORMATION SYSTEM

Case Investigation Reports Logout

Understanding DSMS' "Investigation Status"

In IDRIS the **Investigation Status** is used to identify records that need to be reviewed by the DSS or the Central Office Epidemiologist in order to have a Case Status assigned.

The screenshot shows the IDRIS interface with the 'Case Investigation' tab active. The 'Case Listings' table displays the following data:

Investigation Status	Region	Originating Site	Disease	Patient Name	Event Date	Central Case Classification	
Regional Pending	1		Hepatitis C Past or Present infection		05/11/2009	Unknown	Edit
Regional Pending	1		Hepatitis C Past or Present infection		05/12/2009	Unknown	Edit
Regional Pending	1		Hepatitis C Past or Present infection		05/11/2009	Unknown	Edit

These are the **Investigation Statuses** used in IDRIS:

- **Regional Pending** – records that haven't yet been reviewed by the DSS. These records can be entered by a hospital user or by OPH staff.
- **Regional Completed** – cases that have been reviewed and completed by the DSS
- **Edited Since Prior Regional Approval**- records that the DSS has completed but are later edited by a hospital user
- **Central Office Completed**- cases that have been reviewed and completed by the Central Office Epi
- **Edited Since Prior Central Approval**- cases that have been completed by the Central Office Epi but are later edited by a hospital user
- **Superceded**- duplicate record entry that has been deleted
- **Canceled** - deleted record

Starting Investigation Status	Ending Investigation Status	Who processes the record
- Regional Pending	Regional Completed	DSS
- Edited Since Prior Regional Approval		
- Regional Completed	Central Office Completed	Central Epi
- Edited Since Prior Central Approval		
- Superceded	Doesn't change	Superuser
- Canceled		

Case Investigation Link – Brief Description of Left-Menu Links

The [Case Investigation](#) link at the top of the screen gives you access to the left-menu links that let you access cases entered and edited by hospital and DSMS users, enter cases yourself, edit cases, and search for cases.

INFECTION DISEASE REPORTING INFORMATION SYSTEM

[Case Investigation](#) [Reports](#) [Logout](#)

Displaying results 151-155 of 155 found
[\[< First\]](#) [\[<< Prev\]](#) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 [\[Last >\]](#)

Case Listings

Investigation Status	Region	Originating Site	Disease	Patient Name	Event Date	Central Case Classification	
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/13/2009	Unknown	<input type="button" value="Edit"/>
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/11/2009	Unknown	<input type="button" value="Edit"/>

Below is a brief description of the [Case Investigation](#) left-menu links that are most important in processing cases.

- [Cases](#) link takes you to the [Case Listings](#) screen, where you see a listing of cases that were entered or edited by hospitals and DSMS users. This is where you'll find the cases that you need to process.

INFECTION DISEASE REPORTING INFORMATION SYSTEM

[Case Investigation](#) [Reports](#) [Logout](#)

Displaying results 151-155 of 155 found
[\[< First\]](#) [\[<< Prev\]](#) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 [\[Last >\]](#)

Case Listings

Investigation Status	Region	Originating Site	Disease	Patient Name	Event Date	Central Case Classification	
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/13/2009	Unknown	<input type="button" value="Edit"/>
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/11/2009	Unknown	<input type="button" value="Edit"/>
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/11/2009	Unknown	<input type="button" value="Edit"/>
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/12/2009	Unknown	<input type="button" value="Edit"/>
Regional Pending	Region 1		Hepatitis C Past or Present infection	JOHN REEDYER	05/11/2009	Unknown	<input type="button" value="Edit"/>

[\[< First\]](#) [\[<< Prev\]](#) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 [\[Last >\]](#)

- [New Case](#) link takes you to the data entry screen where you can enter new cases.

INFECTIONIOUS DISEASE REPORTING INFORMATION SYSTEM

Case Investigation Reports Logout

Cases **New Case** Services New Search New Supplemental Form Search Alert Rules Hospital Case Management

Record Entry Date :06/01/2009

Investigation Information

Reportable Condition*: - SELECT -

Reportable Condition #2 : - SELECT -

Investigation Status*: Regional Pending

Region Case Classification*: Unknown

Central Office Case Classification*: Unknown

Patient Information

- [Searches](#) link displays saved searches that you've created and named. You can use these searches repeatedly, without having to recreate them.

INFECTIONIOUS DISEASE REPORTING INFORMATION SYSTEM

Case Investigation Reports Logout

Cases **New Case** **Searches** Services New Search New Supplemental Form Search Alert Rules Hospital Case Management

Saved Searches Help

Search Name	Date Created	Default			
All Open Investigations	04/20/2009	X	Search	Edit	
DSS1-All Salmonella Jan1-Apr21 2009	04/21/2009		Search	Edit	Delete
My Open Investigations	04/20/2009		Search	Edit	Delete
Reg 1 - Reg Pending or Edited Since Approval	05/14/2009		Search	Edit	Delete

- [New Search](#) link displays criteria that you yourself can configure to create
 - your own temporary searches, for one-time use, or
 - searches that you can name and save so you can use them repeatedly.

INFECTIONIOUS DISEASE REPORTING INFORMATION SYSTEM

Case Investigation Reports Logout

Cases **New Case** **Searches** **New Search** Services New Supplemental Form Search Alert Rules Hospital Case Management

Name of Saved Search Default Search

Central Office Case Status : Confirmed Not a Case Probable

Investigation Status : Canceled Central Office Completed Edited Since Prior Central Approval

Patient First Name : Patient Last Name :

Case Investigation Link – Searches

Creating a Saved Search

To display a list of the cases you need to process, IDRIS allows you to create, name, save, and run a search query. After you create, name, and save your search query, you can set the query to be your default search query, which means that the query will run automatically when you log into IDRIS. This means that when you log in, the cases you need to process will automatically appear on the **Case Listings** screen.

This is how you create a saved query that will display a listing of the cases you need to process.

1. Select **Case Investigation** on the top menu
2. Select **New Search** from left menu.

The screenshot shows the 'INFECTION DISEASE REPORTING INFORMATION SYSTEM' interface. The top navigation bar includes 'Case Investigation', 'Reports', and 'Logout'. The left sidebar menu has 'Cases', 'New Case', 'Searches', 'New Search', 'New Supplemental Form Search', 'Alert Rules', 'Hospital Case Management', and 'Management'. The 'New Search' option is circled in red. The main content area displays 'Displaying results 151-160 of 160 found' with pagination links. Below this is the 'Case Listings' table with columns: Investigation Status, Region, Originating Site, Disease, Patient Name, Event Date, and Central Case Classification. The table shows three rows of data for Hepatitis C Past or Present infection.

Investigation Status	Region	Originating Site	Disease	Patient Name	Event Date	Central Case Classification
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/11/2009	Unknown
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/12/2009	Unknown
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/11/2009	Unknown

3. Enter a name for your search in the **Name of Saved Search** Field. When you give your search a name, you can save it and use it in the future.
4. Check the **Default Search** check box because you want this to be your default search. If you don't check the default search box, you will have to manually run this search each time you login to IDRIS.

The screenshot shows the 'INFECTION DISEASE REPORTING INFORMATION SYSTEM' interface. The top navigation bar includes 'Case Investigation', 'Reports', and 'Logout'. The left sidebar menu has 'Cases', 'New Case', 'Searches', 'New Search', 'New Supplemental Form Search', 'Alert Rules', 'Hospital Case Management', and 'Management'. The 'New Search' option is circled in red. The main content area displays the 'Name of Saved Search' field with the text 'Rg 1 To Do List' and the 'Default Search' checkbox, which is checked and circled in red. Below these fields are 'Central Office Case Status' and 'Investigation Status' dropdown menus.

5. **DSSs** will process cases with an Investigation Status of 'Regional Pending' or 'Edited Since Prior Regional Approval'. To select only these two Investigation Statuses for a DSS default search, select 'Edited Since Prior Regional Approval' from the **Investigation Status** list box, then press the 'Ctrl' key on your keyboard and select 'Regional Pending'.

INFECTIONIOUS DISEASE REPORTING INFORMATION SYSTEM

Case Investigation | **Reports** | **Logout**

Cases
New Case
Searches
New Search
New Supplemental Form Search
Alert Rules
Hospital Case Management

Name of Saved Search Rg 1 - DSS ToDo List **Default Search** ☒

Central Office Case Status :
Confirmed
Not a Case
Probable

Investigation Status :
Edited Since Prior Regional Approval
Regional Completed
Regional Pending

Patient First Name : **Patient Last Name :**

Investigator First Name : **Investigator Last Name :**

DSS default search -
1) Edited Since Prior Regional Approval
2) Regional Pending

Central Office Epi will process cases with an Investigation Status of 'Regional Completed' or 'Edited Since Prior Central Approval'. To select only these two Investigation Statuses for a Central Epi default search, select 'Edited Since Prior Central Approval' from the **Investigation Status** list box, then press the 'Ctrl' key on your keyboard and select 'Regional Completed'.

INFECTIONIOUS DISEASE REPORTING INFORMATION SYSTEM

Case Investigation | **Reports** | **Logout**

Cases
New Case
Searches
New Search
New Supplemental Form Search
Alert Rules
Hospital Case Management

Name of Saved Search Rg 1 - Cent Epi ToDo List **Default Search** ☒

Central Office Case Status :
Confirmed
Not a Case
Probable

Investigation Status :
Edited Since Prior Central Approval
Edited Since Prior Regional Approval
Regional Completed

Patient First Name : **Patient Last Name :**

Investigator First Name : **Investigator Last Name :**

Central Office Epi default search -
1) Edited Since Prior Central Approval
2) Regional Completed

6. Select your Region from the **Region** menu

Geographic Criteria

Parish :
Acadia
Allen
Ascension

Region :
Region 1
Region 2
Region 3

Search Save & Finish Advanced Cancel Help

Be sure to select your region

7. Click the **Save & Finish** button to make the search permanent. You will be taken to the **Saved Searches** screen.

INFECTION DISEASE REPORTING INFORMATION SYSTEM

Case Investigation Reports Logout

Cases
New Case
Searches
New Search
New Supplemental
Form Search
Alert Rules
Hospital Case
Management

Saved Searches Help

Search Name	Date Created	Default			
All Open Investigations	06/15/2009	X	Search	Edit	
My Open Investigations	06/15/2009		Search	Edit	Delete
Rg 1 - Cent Epi ToDo List	06/15/2009		Search	Edit	Delete
Rg1 - DSS ToDo List	06/15/2009		Search	Edit	Delete

You now have created your default search, which means that every time you log into IDRIS DSMS your **Case Listings** screen will display a listing of the cases available for you to process. You can use this same process to create other saved searches.

Viewing, Running, Editing, and Deleting a Saved Search

To see all of your saved searches, select **Searches** from the sidebar menu. This takes you to the **Saved Searches** screen. From here you can run a saved search by clicking the **Search** button, edit a search by clicking the **Edit** button, or delete a search by clicking the **Delete** button. The search that you've designated as your default search can't be deleted, but you can designate a different search as your default search by editing the search that you want to set as the new default search and putting a check in that search's Default Search box.

INFECTION DISEASE REPORTING INFORMATION SYSTEM

Case Investigation Reports Logout

Cases
New Case
Searches
New Search
New Supplemental
Form Search
Alert Rules

Saved Searches Help

Search Name	Date Created	Default			
All Open Investigations	06/15/2009	X	Search	Edit	
My Open Investigations	06/15/2009		Search	Edit	Delete

Temporary Searches

To do a one-time search for a case in DSMS, click [New Search](#) from the left side menu, then enter the criteria you wish to search for and click the **Search** button to view search results. These results will be temporary unless you save your search.

The screenshot displays the 'INFECTION DISEASE REPORTING INFORMATION SYSTEM' interface. On the left, a vertical menu lists options: Cases, New Case, **New Search** (circled in red), Form Search, Alert Rules, Hospital Case, and Management. The main content area is titled 'Case Investigation' and contains various search filters. These include 'Name of Saved Search' (with a 'Default Search' button), 'Central Office Case Status' (dropdown with 'Confirmed', 'Not a Case', 'Probable'), 'Investigation Status' (dropdown with 'Canceled', 'Central Office Completed', 'Edited Since Prior Central Approval'), 'Patient First Name' (text box with 'john'), 'Patient Last Name' (text box with 'doe'), 'Investigator First Name' and 'Investigator Last Name' (text boxes), 'Investigator Userid' (text box), 'Originating Site' (dropdown with 'ABBEVILLE GENERAL' and 'ABROM KAPLAN/AMERICAN LEGION'), 'Reportable Condition' (dropdown with 'ARD + Fever', 'Acute Respiratory Disease (Anthrax)', 'Acute Respiratory Disease (Plague)', 'Acute Respiratory Disease (Ricin)'), 'Date Criteria' (Event Date (mm/dd/yyyy) range selector), and 'Geographic Criteria' (Parish: dropdown with 'Acadia', 'Allen', 'Ascension'; Region: dropdown with 'Out of State', 'Region 1'). At the bottom of the form are five buttons: 'Search' (highlighted with a red arrow), 'Save & Finish', 'Advanced', 'Cancel', and 'Help'.

Search Buttons – What Each Button Does

Search - displays the records that meet your search criteria. The display appears in the **Case Listings** screen.

Save & Finish - makes your search permanent and takes you to the **Saved Searches** screen

Advanced - searches additional fields

Cancel - cancels all entries and returns to the **Saved Searches** screen

Help - takes you to the comprehensive DSMS manual

Using a Wildcard in Your Search

In IDRIS' Search the asterisk (*) is used as a wildcard symbol in a text field. You can use this wildcard to search when you are unsure of the spelling of a name or if you want to expand your search parameters.

For example, if you want to search for cases where the first name begins with "A" and the last name is "Williams", enter **A*** in the First Name field and **Williams** in the Last Name field.

The screenshot shows the 'INFECTION DISEASE REPORTING INFORMATION SYSTEM' interface. On the left is a navigation menu with 'New Search' highlighted. The main form has sections for 'Name of Saved Search', 'Central Office Case Status' (with dropdowns for Confirmed, Not a Case, Probable), 'Investigation Status' (with dropdowns for Canceled, Central Office Completed, Edited Since Prior Central Approval), 'Patient First Name' (containing 'a*'), 'Patient Last Name' (containing 'williams'), 'Investigator First Name', 'Investigator Last Name', and 'Investigator Userid'.

The results of your search will include all names that begin with "A" and have "Williams" as the last name.

The screenshot shows the search results page. It displays 'Displaying results 1-10 of 165 found'. Below this is a table of case listings. The table has columns: Investigation Status, Region, Originating Site, Disease, Patient Name, Event Date, Central Case Classification, and an Edit button. The results show various cases for patients with names starting with 'A' and last names 'WILLIAMS' or 'WILLIAMSON'.

Investigation Status	Region	Originating Site	Disease	Patient Name	Event Date	Central Case Classification	
Central Office Completed	Region 1	LEGACY_SITE	Hepatitis B Acute illness and Carriage in pregnancy	A WILLIAMS	04/11/1999	Confirmed	Edit
Central Office Completed	Region 9	LEGACY_SITE	Streptococcus pneumoniae Invasive disease in Children <5 years of age	A WILLIAMSON	01/21/1999	Confirmed	Edit
Central Office Completed	Region 8	LEGACY_SITE	Shigellosis	A WILLIAMS	12/29/2000	Confirmed	Edit
Central Office Completed	Region 2	LEGACY_SITE	Salmonellosis	A WILLIAMS	12/30/1999	Confirmed	Edit
Central Office Completed	Region 2	LEGACY_SITE	Staphylococcus aureus, Methicillin Resistant (MRSA), Invasive disease	A WILLIAMS	03/23/2000	Confirmed	Edit
Central Office Completed	Region 1	LEGACY_SITE	Staphylococcus aureus, Methicillin Resistant (MRSA), Invasive disease	A WILLIAMS	05/28/2000	Confirmed	Edit

Case Investigation Link – Case Listings Screen

When you log into IDRIS, the first thing you see is your **Case Listings** screen displaying the results of your default search. The **Case Listings** screen is IDRIS' response to running a Search. You also can get to the **Case Listings** screen by clicking on Case Investigation in the top menu, then clicking on Cases in the left menu.

INFECTION DISEASE REPORTING INFORMATION SYSTEM

Case Investigation Reports Logout

Displaying results 151-160 of 160 found
[< First] [<< Prev] 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 [Last >]

Case Listings Investigation Status Sort All Open Investigations Search Export Help Print

Investigation Status	Region	Originating Site	Disease	Patient Name	Event Date	Central Case Classification
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/11/2009	Unknown
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/12/2009	Unknown
Regional Pending	Region 1		Hepatitis C Past or Present infection		05/11/2009	Unknown

You can manipulate the information on the **Case Listings** screen by using the buttons located on the screen.

INFECTION DISEASE REPORTING INFORMATION SYSTEM

Case Investigation Reports Logout

Displaying results 1-10 of 103 found
[< First] 1 2 3 4 5 6 7 8 9 10 11 [Next] [Last >]

Case Listings Investigation Status Sort Reg 1 - Reg Pending or Edited Since Approval Search Export Help Print

Sort dropdown menu options: Investigation Status, Disease, Patient Name, Event Date, Investigator, Jurisdiction

These buttons perform the following functions:

- Search** - run a saved search that you've selected from the dropdown above the **Search** button
- Export** - export data for the cases displayed in the listing. A CSV file is produced.
- Help** - link to the comprehensive IDRIS DSMS manual
- Print** - print the **Case Listings** screen

Case Investigation Link – Processing a Case

Opening a Record from the Case Listings screen

After you run your default search, the **Case Listings** screen lists all of the cases that you have to process. To review a record, click the **Edit** button at the end of the row.

DSS
Regional Pending and Edited Since Prior
Regional Approval cases need to be processed.

Central Office Epi
Regional Completed and Edited Since Prior
Central Approval cases need to be processed.

Click the **Edit** button to open the case.

Investigation Status	Region	Originating Site	Disease	Patient Name	Event Date	Central Case Classification	
Regional Pending	Region 1	TERREBONNE GENERAL MEDICAL CENTER	Hepatitis B Chronic, other than in pregnancy	JANE DOE	05/01/2009	Unknown	Edit

Viewing and Editing Info Stored in the Case Record Tabs

When you open the record, you can review the information entered by HCF and DSMS users who have entered and edited the record. Demographic information can be viewed and edited by clicking on the tabs located at the top of each record.

In addition to demographic information, the **Case Reporting** tab contains two buttons that allow you to review, add, and edit, risk factor and lab info:

- the **Case Detail (HTML)** button contains risk factor information entered by the DSS
- the **Hospital Lab (HTML)** button contains lab info entered by the hospital user and augmented by the DSS.

Click the **Tabs** to view and edit demographic info.

Click the **Case Detail** button to view and edit Risk Factor info.

Click the **Hospital Lab** button to view and edit Lab Info.

Case Reporting | HCF Cases | Address History | Demographics | Facility/Physician | Lab Reports | Notes | Map | Audit

Locked by DSSONE (DSSONE)
Record Entered by AMARS
Record Entry Date: 06/01/2009
Patient: DOE, DAVID
Last Updated Date: 06/01/2009

Reportable Condition*: Hepatitis C Past or Present infection

Case Detail (HTML) | Print Case Detail (PDF) | Hospital Lab (HTML) | Print Hospital Lab (PDF)

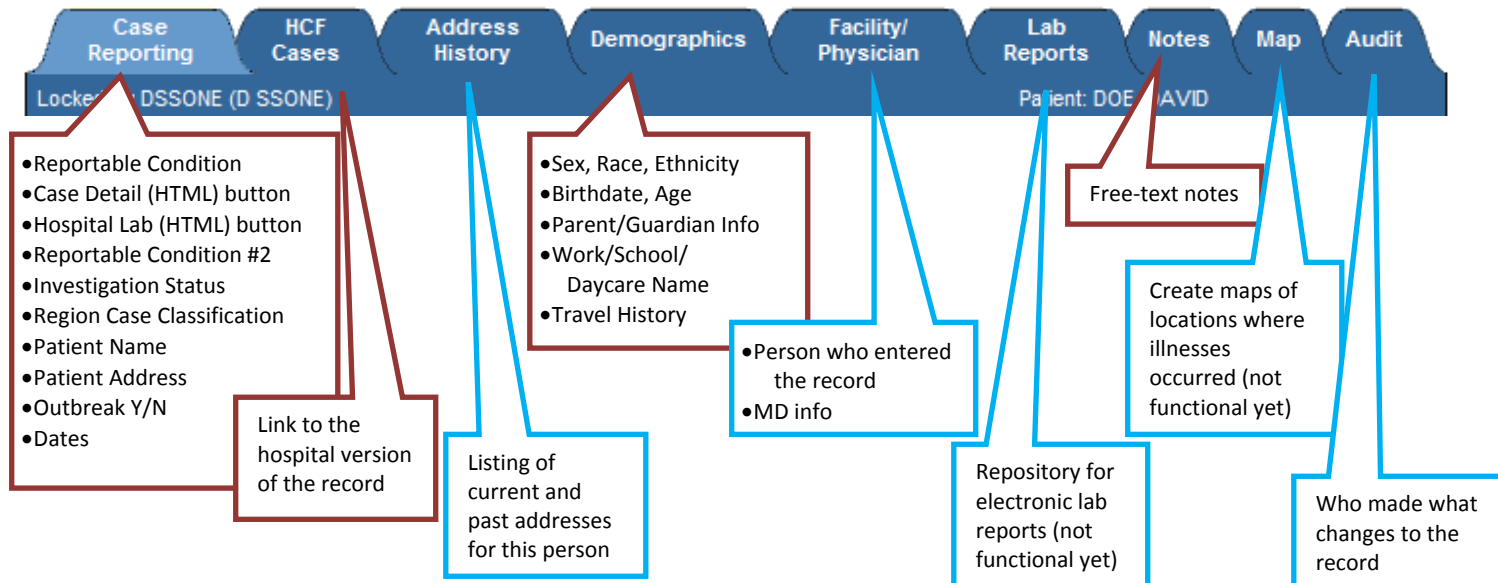
Condition #2: T -

Investigation Status*: Regional Pending | Region Case Classification*: Unknown

Fields labeled in **red** followed by a red asterisk (*) are Required Fields. All Required Fields must have information entered before the record can be saved.

Summary of Info in the Case Record Tabs

This is a brief overview of the information stored in each tab in the Case Record. The boxes outlined in maroon identify the tabs that contain data most useful in determining the case status for the record. *Don't forget to enter Risk Factor and Lab Info into the **Case Detail (HTML)** and **Hospital Lab (HTML)** forms on the **Case Reporting tab**.*



The Importance of Assigning Investigation Status

In addition to assigning your Case Status, you also must edit the **Investigation Status***.

If you are a DSS

- Change the **Investigation Status*** from 'Regional Pending' or 'Edited Since Prior Regional Approval' to 'Regional Completed'.
- Change the **Region Case Classification*** from 'Unknown' to the appropriate CDC Case Status.

If you don't change the **Investigation Status*** to **Regional Completed**, the Central Office Epidemiologist won't be able to determine which cases you've processed, and a Central Office Case Classification will never be assigned to the case.

The screenshot shows the 'Case Reporting' tab in the IDRIS system. The 'Investigation Status*' dropdown is set to 'Regional Completed' and the 'Region Case Classification*' dropdown is set to 'Probable'. Callout boxes highlight these changes.

Change **Investigation Status*** to **Regional Completed**

Change **Region Case Classification*** to the appropriate CDC Case Status

If you are a Central Office Epi

- Change the **Investigation Status*** from 'Regional Completed' or 'Edited Since Prior Central Approval' to 'Central Office Completed'.
- Change the **Central Office Case Classification*** from 'Unknown' to the appropriate CDC Case Status Classification.

The screenshot shows the 'Case Reporting' tab in the IDRIS system. The 'Investigation Status*' dropdown is set to 'Central Office Completed' and the 'Central Office Case Classification*' dropdown is set to 'Confirmed'. Callout boxes highlight these changes.

Change **Investigation Status*** to **Central Office Completed**

Change **Central Office Case Classification*** to the appropriate CDC Case Status

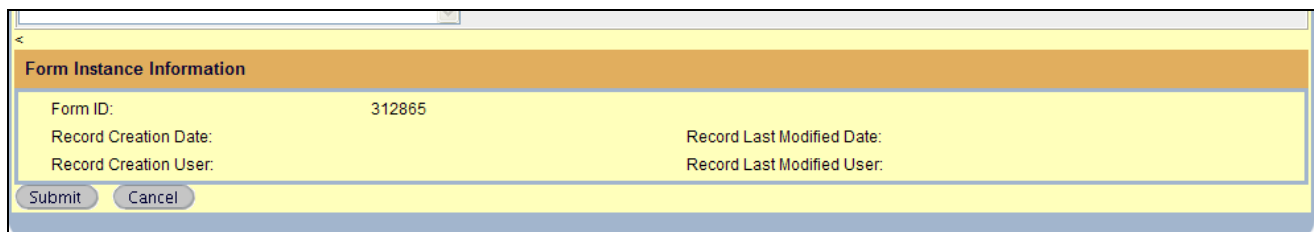
If you don't change the **Investigation Status*** to **Central Office Completed**, the case won't be included in reports or in the weekly file sent to CDC.

Editing and Saving Changes to the Case Detail and Hospital Lab Forms

The **Hospital Lab (HTML)** button takes you to the lab form that the hospital user completes when the record is entered. You'll often need to add additional lab info to this form as part of your data collection for determining your Case Classification.

The **Case Detail (HTML)** button takes you to the form that stores risk factor information for the case. **Hospital users do not see this form, so it must be entirely completed by you.**

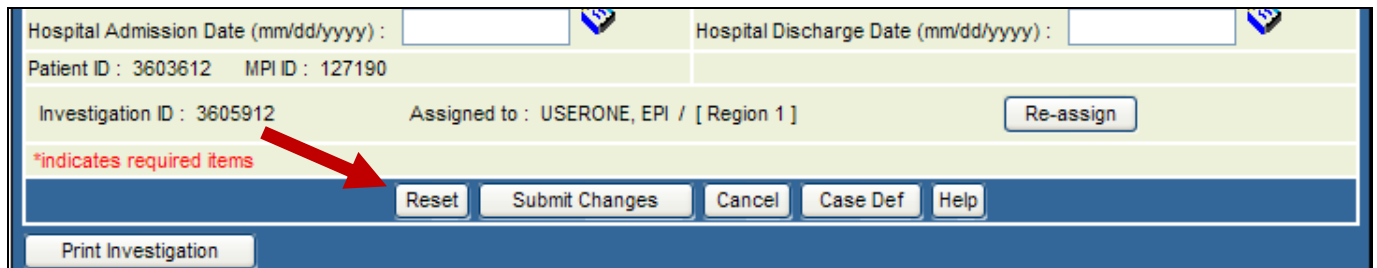
When you make changes to these forms, you save the changes by clicking the **Submit** button at the bottom of the form. If you view the form but make no changes, you exit the form by clicking the **Cancel** button at the bottom of the form.



A screenshot of a web form titled "Form Instance Information". The form has a yellow background and a blue border. It contains the following fields: "Form ID: 312865", "Record Creation Date:", "Record Last Modified Date:", "Record Creation User:", and "Record Last Modified User:". At the bottom of the form, there are two buttons: "Submit" and "Cancel".

Saving Changes You Make to the Main Record

At the bottom of the **Case Reporting**, **Demographics**, and **Facility/Physician** tabs you'll see the buttons listed below. The **Submit Changes** button is used to save your edits and additions to the record.



A screenshot of a web form showing the bottom section. It includes fields for "Hospital Admission Date (mm/dd/yyyy)", "Hospital Discharge Date (mm/dd/yyyy)", "Patient ID : 3603612", "MPI ID : 127190", "Investigation ID : 3605912", and "Assigned to : USERONE, EPI / [Region 1]". There is a "Re-assign" button. A red arrow points to the "Submit Changes" button. Below the "Submit Changes" button are other buttons: "Reset", "Cancel", "Case Def", and "Help". At the bottom left, there is a "Print Investigation" button.

Reset - remove all the changes you've made

Submit Changes - save all the changes you've made

Cancel - ignore all the changes you've made and return immediately to the Case Listing screen

Case Def - routes you to the CDC Case Definition web page

Help - routes you to the comprehensive DSMS User Manual

Case Investigation Link – How HCF Edits Affect DSMS Records

DSMS users can view records just as they were entered by hospital users in HCF (Health Care Facility module) by clicking the **HCF Cases** tab under Case Investigation, then clicking the **View** button.

INFECTIONIOUS DISEASE REPORTING INFORMATION SYSTEM

Case Investigation | Reports | Logout

Cases
New Case
Searches
New Search
New Supplemental Form Search
Alert Rules
Hospital Case Management

Case Reporting | **HCF Cases** | Address History | Demographics | Facility/Physician | Lab Reports | Notes | Map | Audit

Locked by DSSONE (DSSONE)
Record Entered by HONEREGONE (H ONEREGONE) (christine.romalewski@la.gov)
Record Entry Date: 05/12/2009
Patient: EDIT CASE, HCF
Last Updated Date: 05/12/2009

Hospital Case Id	Reportable Condition	
3596959	Hepatitis C Past or Present infection	View

The **View** button takes you to the HCF record for your case. You cannot edit or change any information in the HCF record, but you can view all HCF screens by using HCF's drop-down menu or the **Next** and **Previous** buttons in the top right corner of the screen.

INFECTIONIOUS DISEASE REPORTING INFORMATION SYSTEM

Health Care Facility

Data Exporter
Search By Example
Query By Example
View All Queries
Standalone Forms

HCF Case
Search for a Case

HCF Reports
Basic Demographics
Counts by Demographics
Bi-Variable Counts by Demographics
Five Year History

HCF Audit
Audit Search Utility
HCF Case Audit Log

Return To DSMS

Previous | SELECT PAGE | Next

Update Report

HCF Case Id	Active Facility	Created By	Created Date/Time	Last Updated By	Last Updated Date/Time
3596959	<input checked="" type="checkbox"/> OCHSNER MEDICAL CENTER - MAIN CAMPUS	H ONEREGONE, christine.romalewski@la.gov	2009-05-12, 12:56	H ONEREGONE	2009-06-05, 17:01

Reportable Condition

Reportable Condition: Hepatitis C Past or Present infection

Patient Information

First Name: HCF
Middle Name:

Select **Return to DSMS** to go back to Case Investigations in DSMS

To return to the record in DSMS, select the Return To DSMS link.

'Edited Since Prior Regional/Central Approval' Investigation Statuses

While the Investigation Status is 'Regional Pending', any edits made to the HCF Case Record or HCF Lab Form by the hospital user will be automatically updated in the DSMS record, and the Investigation Status will remain 'Regional Pending'.

After a DSMS user changes the Investigation Status to 'Regional Completed' or 'Central Office Completed', any edits made to the HCF Case Record by the hospital user will result in the Investigation Status being changed to '**Edited Since Prior Regional Approval**' or '**Edited Since Prior Central Approval**'.

Investigation Status	Region	Originating Site	Disease	Patient Name	Event Date	Central Case Classification
Edited Since Prior Regional Approval	Region	OCHSNER MEDICAL CENTER - MAIN CAMPUS	Hepatitis C Past or Present infection	HCF EDIT CASE	05/01/2009	Unknown

Viewing the HCF Case Audit Log

If the Investigation Status is 'Edited Since Prior Regional Approval' or 'Edited Since Prior Central Approval', edits made by the hospital user will not automatically appear in the DSMS record. You must go to the record in HCF and check the record's **HCF Case Audit Log** to identify any changes that the hospital user made. Then you must manually update your DSMS record.

This is how you view the **HCF Case Audit Log** for the record:

1. Select the **HCF Cases** tab, then select the **View** button to see the case in HCF.

Hospital Case Id	Reportable Condition
3596959	Hepatitis C Past or Present infection

2. Select [HCF Case Audit Log](#) from the side menu to view changes that have been made to the record by the hospital user.

INFECTION DISEASE REPORTING INFORMATION SYSTEM

Health Care Facility

- Data Exporter
 - Search By Example
 - Query By Example
 - View All Queries
 - Standalone Forms
- HCF Case
 - Search for a Case
- HCF Reports
 - Basic Demographics
 - Counts by Demographics
 - Bi-Variable Counts by Demographics
 - Five Year History
- HCF Audit
 - Audit Search Utility
 - [HCF Case Audit Log](#)
- Return To DSMS

Update Report

HCF Case Id	Active Facility	Created By	Created Date/Time	Last Updated By	Last Updated Date/Time
3596959	<input checked="" type="checkbox"/> OCHSNER MEDICAL CENTER - MAIN CAMPUS	H ONEREGONE, christine.romalewski@la.gov	2009-05-12, 12:56	H ONEREGONE	2009-05-12, 16:28

Reportable Condition

Reportable Condition: Hepatitis C Past or Present Infection

Patient Information

First Name: HCF

Middle Name:

The **Audit Log** shows you what information has been modified. For this record, a change was made to the 'Notes' field on May 12, 2009.

INFECTION DISEASE REPORTING INFORMATION SYSTEM

Health Care Facility

- Data Exporter
 - Search By Example
 - Query By Example
 - View All Queries
 - Standalone Forms
- HCF Case
 - Search for a Case
- HCF Reports
 - Basic Demographics
 - Counts by Demographics
 - Bi-Variable Counts by Demographics
 - Five Year History
- HCF Audit
 - Audit Search Utility
 - [HCF Case Audit Log](#)
- Return To DSMS

Audit Log

Audit Log for HCF Case : 3596959

Audit Date	Action	User Id	Owner ID	Result Details	Field Name	Field Value
Tue May 12 13:00:46 CDT 2009	MODIFY	HONEREGONE	3596959	HCF Case	Notes:	Value Changed

When you've identified the changes made to the HCF record, select [Return to DSMS](#) to go back to the record in DSMS, then manually make necessary updates to the DSMS record.

‘Heads-Up’ Situations in DSMS’ Edit Capabilities

There are a few situations in IDRIS where the user is not notified about edits that were made or need to be made.

Situation 1: If a hospital edits an HCF Lab Form for a record with an Investigation Status of ‘Regional Pending’, the change is visible in the DSMS record. However, if the Investigation Status is anything other than ‘Regional Pending’, IDRIS has no functionality that informs DSMS that the Lab Form has been changed.
(Note: This problem only affects edits made by hospital users to the Lab Form. If the hospital edits the HCF Case Report record, the DSMS Investigation Status changes to ‘Edited Since Prior Regional Approval’ or ‘Edited Since Prior Central Approval’, as appropriate.)

Solution: None

Situation 2: When a DSMS record is given the Investigation Status of ‘Central Office Completed’, it can be edited only by a Central Office Epi. The DSS cannot edit the record. This creates a problem if the DSS has a change that needs to be made to a ‘Central Office Completed’ record.

Solution: If a DSS has an edit that needs to be made to a ‘Central Office Completed’ record, the DSS must contact the Central Office Epi, and the Central Office Epi must make the change.

Case Investigation Link – Entering a New Case

To enter a new case, click on the [Case Investigation](#) link in the top menu, then click on [New Case](#) in the left menu. The [New Case](#) link takes you directly to the data entry screens. There are three data entry screens for recording demographics, school/work/travel info, and physician info. There are two additional data entry forms for recording risk factor info and lab info.

The first data entry screen is where you enter Investigation Information and Patient Information, including the Reportable Condition, Investigation Status, Region Case Classification, patient name and address info.

INFECTION DISEASE REPORTING INFORMATION SYSTEM

Case Investigation | Reports | Logout

Cases
New Case
Searches
New Search
New Supplement
Form Search
Alert Rules
Hospital Case Management

Investigation Status* should be changed to **Regional Completed** or **Central Office Completed**, depending on the user type

Change **Case Classification*** to the appropriate CDC case classification

Investigation Status: Regional Pending
Region Case Classification*: Unknown
Central Office Case Classification*: Unknown

Patient Information

When you get to the bottom of this first screen, click **Continue** to move to the next screen.

Home Phone (###-###-####):
[] Ext: []

Other Phone (###-###-####):
[] Ext: []

*indicates required items

Continue Cancel Case Def Help

Required Fields

Fields that are printed in red followed by a red asterisk* are required fields. They all must have information entered before the record can be saved.

- Reportable Condition* (for some conditions you should also select **Reportable Condition#2** to specify organism serotype or serogroup)
- Investigation Status*
- Region Case Classification* or Central Office Case Classification*, depending on user type
- Event Date* - you must enter at least one date (Onset Date, Diagnosis Date, or State Report Date)
- First Name*
- Last Name*
- Parish* - this is automatically filled-in if you enter the City
- State* - this is automatically filled-in if you enter the City or the Parish

The second data entry screen contains demographic, work/school, and travel history information. Either **Date of Birth** or **Age/Age unit*** must be entered on this screen because Age is a required field.

The screenshot shows the 'Infectious Disease Reporting Information System' interface. The top navigation bar includes 'Case Investigation', 'Reports', and 'Logout'. The left sidebar lists 'Cases' (New Case, Searches, New Search, New Supplemental Form Search, Alert Rules, Hospital Case Management) and 'Record Entry Date :06/05/2009'. The main form area is titled 'Demographics' and contains the following fields:

- Race:** A dropdown menu with options: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, Other Race, Unknown (selected), and White.
- Sex:** A dropdown menu with 'Female' selected.
- Ethnicity:** A dropdown menu with 'Unknown' selected.
- Is the Patient Pregnant?:** A dropdown menu.
- Date of Birth / Age:** A section with 'Date of Birth (mm/dd/yyyy): 01/01/1980', 'Age*: 29', and 'Age Unit*: Years'.
- Parent/Guardian:** A section for entering parent/guardian information.

On the third data entry screen, you'll enter physician information and notes. You do not need to enter report provider information because this is automatically completed for hospital-entered cases.

The screenshot shows the 'Report Provider' and 'Physician' sections of the IDRIS interface. The top navigation bar includes 'Case Investigation', 'Reports', and 'Logout'. The left sidebar lists 'Cases' (New Case, Searches, New Search, New Supplemental Form Search, Alert Rules, Hospital Case Management) and 'Record Entry Date :06/05/2009'. The main form area contains the following fields:

- Report Provider:** Fields for First, Last, Phone (###-###-####), Ext, and Email.
- Physician:** Fields for First, Last, Phone (###-###-####), Ext, Email, Street, Street Line 2, City, and Originating Site.
- Case Notes:** A text area for adding notes, with a reminder: 'Remember the facility name should be typed in as a note.'

Annotations on the screenshot include:

- A red callout box pointing to the 'Case Notes' area: 'There is no field for recording the name of the facility where the patient was seen, so you should type the facility name into the **Case Notes** area.'
- A red callout box pointing to the 'Save & Finish' button: 'Select **Save & Finish** to save the record.'

The bottom of the form has buttons for 'Save & Finish', 'Back', 'Cancel', and 'Help'.

At the bottom of the third data entry screen, select **Save& Finish** to save the record.

You're now brought to the record's **Case Reporting** tab, where the **Case Detail** and **Hospital Lab** buttons will be visible. At this point you'll be able to access and complete both of these forms.

The screenshot displays the 'INFECTION DISEASE REPORTING INFORMATION SYSTEM' interface. The top navigation bar includes 'Case Investigation', 'Reports', and 'Logout'. The left sidebar lists various options: 'Cases', 'New Case', 'Searches', 'New Search', 'New Supplemental', 'Form Search', 'Alert Rules', 'Hospital Case', and 'Management'. The main content area shows the 'Case Reporting' tab selected. It includes a 'Reportable Condition*' dropdown menu with 'Salmonellosis' selected. Below this are buttons for 'Case Detail (HTML)', 'Print Case Detail (PDF)', 'Hospital Lab (HTML)', and 'Print Hospital Lab (PDF)'. A callout box with a purple border and text 'Remember to enter the Case Detail and Hospital Lab information' points to the 'Case Detail (HTML)' and 'Hospital Lab (HTML)' buttons. The interface also shows fields for 'Reportable Condition #2', 'Investigation Status', 'Regional Classification', 'Patient Name', 'Prefix', and 'Suffix'.

Reports Link

Creating Your Report

The [Reports](#) link at the top of the screen gives you access to eight canned reports. The left menu contains links to the configuration screens for each report. You can select the contents of the reports by entering information into each report's configuration screen.

At the bottom of each report's configuration screen, there are buttons that let you select the display format for your report:

- **View HTML Report** - Standard web page format (not available for Report 8)
- **View PDF Report** - Portable document format (best for printing, opens in Adobe Reader)
- **View CSV Report** - Comma separated value (text file best viewed in Microsoft Excel)

Closing Your Report

When you select a 'View' button, the report appears in a new window. To close the report window, click the red **X** in the upper right corner of the window where the report is displayed.

➤ **Report 1 - Line List of Disease Cases for a Given Timeframe and Geographic Location**

This report creates a line listing of cases that fall within your selected report parameters.

Case Investigation | **Reports** | Logout

Report 1 - Line List of Disease Cases for A Given Timeframe and Geographic Location

Time Period

From Date (mm/dd/yyyy)*: 01/01/2008 To Date (mm/dd/yyyy)*: 02/01/2008

Geographic Area

☒ State Wide ☐ Parish ☐ Region

Acadia
Allen
Ascension
Out of State
Region 1

Disease or Disease Group

☒ Reportable Condition
ARD + Fever
Acute Respiratory Disease (Anthrax)
Acute Respiratory Disease (Plague)

☐ Disease Group
Arboviral Disease
Arboviral Encephalitis
Drug Resistant Infection

☐ Reportable Condition #2
Malaria : Falciparum
Malaria : Malariae
Malaria : Ovale

Case Classification and Investigation Status

☐ Case Classification
Confirmed
Not a Case
Probable

☐ Investigation Status
Canceled
Central Office Completed
Edited Since Prior Central Approval

Report 1 is the only report that lets you select which Investigation Statuses and Case Statuses are included in the report.

Report 1: Line list of Disease Cases for a Given Timeframe and Geographic Location

Start Date: Tue Jan 1, 2008
End Date: Fri Feb 1, 2008
Reportable Conditions: Salmonellosis
Case Classifications: Not Selected
Investigation Status: Not Selected
Geographic Area: The State of Louisiana
There are 7 cases listed in this report.

Address	Reg	DOB	Race	Ethnicity	Sex	Condition	Condition#2	Case Classification	Event	Investigation Status
, Jefferson parish	Region 1	08/08/1984	Unknown	Not Hispanic or Latino	F	Salmonellosis	Heidelberg	Confirmed	01/23/2008	Central Office Completed
, Jefferson parish	Region 1	12/23/2007	Unknown	Not Hispanic or Latino	M	Salmonellosis	Heidelberg	Confirmed	01/23/2008	Central Office Completed
, Jefferson parish	Region 1	01/28/1978	White	Not Hispanic	M	Salmonellosis		Confirmed	01/05/2008	Central Office Completed

➤ **Report 2 - Table of Diseases by Demographics for a Given Time Period**

This report displays a count of diseases by selected demographic variables that fall within a specified timeframe and geographic location.

In Report 2 there is no display of counts by geographic area; the counts for all selected geographic areas are combined. In this example, counts were requested for Regions 1 and 3, and in the report the counts for the two regions are not displayed separately for each region.

Report 2: Table of Diseases by Demographics for a Given Timeframe and Geographic Location

Start Date: Tue Jan 1, 2008 Regions: Region 1, Region 3
End Date: Thu Jan 31, 2008
Major Demographic: Sex
Minor Demographic: none
Report Type: Counts
Disease Names: [Salmonellosis]

Disease Group	Disease	Female	Male	Unknown	Total
Enteric Disease	Salmonellosis	3	8	0	11
Enteric Disease	Subtotal	3	8	0	11
	Total	3	8	0	11

➤ **Report 3 - YTD Table of Diseases for a Given Year**

This report displays a year to date count of diseases that fall within your selected report parameters.

In Report 3 there is no display of counts by geographic area; the counts for all selected geographic areas are combined. In this example, counts were requested for Regions 1 and 3, and in the report the counts for the two regions are not displayed separately for each region.

Report 3: YTD Table of Diseases for a Given Year
Year: 2008
Display Interval: By month
Regions:
Region 1, Region 3
Disease Names: [Salmonellosis]

Disease Group	Disease	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Enteric Disease	Salmonellosis	11	5	5	14	18	21	30	38	29	17	7	1	196
Enteric Disease	Subtotal	11	5	5	14	18	21	30	38	29	17	7	1	196
	Total	11	5	5	14	18	21	30	38	29	17	7	1	196

➤ **Report 4 – Table of Diseases Comparing A Given Timeframe for Past 5 Years**

This report displays a count of diseases reported in the specified year and the preceding four years. The specified year can be modified.

In Report 4 there is no display of counts by geographic area; the counts for all selected geographic areas are combined. In this example, counts were requested for Regions 1 and 3, and in the report the counts for the two regions are not displayed separately for each region.

Report 4: Table of Diseases Comparing A Given Timeframe for Past 5 Years

Year: 2004-2008

Display Interval: January-February

Regions:
Region 1, Region 3

Disease Names: [Salmonellosis]

Disease Group	Disease	Jan-2004	Feb-2004	Jan-2005	Feb-2005	Jan-2006	Feb-2006	Jan-2007	Feb-2007	Jan-2008	Feb-2008	Total
Enteric Disease	Salmonellosis	5	2	16	9	3	8	3	3	11	5	65
Enteric Disease	Subtotal	5	2	16	9	3	8	3	3	11	5	65
	Total	5	2	16	9	3	8	3	3	11	5	65

➤ **Report 5 – Year To Date Disease by Geographic Area and Timeframe for A Given Year**

This report displays a year to date count of cases for a specified geographic area and time frame.

Case Investigation **System Administration** **Reports** **Logout**

1. Line Listing
2. Diseases by Demographics
3. Diseases YTD
4. Diseases - 5 Year history
5. Diseases YTD by Geography
6. Disease history by Geography
7. Diseases by Geography
8. Epi Curve

Report 5 - Year To Date Disease by Geographic Area and Timeframe For A Given Year

Table Type

☒ Counts

Time Period

Year (yyyy): 2008

Display Interval

☒ By Month Through month: March

☐ By Week Through week: 25

Disease or Disease Group

☒ Reportable Condition
Rubella (German measles)
Rubella Congenital Syndrome
Salmonellosis

☐ Disease Group
Arboviral Disease
Arboviral Encephalitis
Drug Resistant Infection

☐ Reportable Condition #2
Malaria : Falciparum
Malaria : Malariae
Malaria : Ovale

Geographic Breakdown

☒ Region ☐ Parish ☐ City

Geographic Area

☐ State Wide ☐ Parish ☒ Region

Acadia
Allen
Ascension

Region 1
Region 2
Region 3

Report 5 is able to display counts by Region, Parish or City. In this example, we configured the **Geographic Breakdown** to be 'Region', and requested counts for Regions 1 and 3.

Report 5: YTD Disease by Geographic Area and Timeframe For A Given Year

Year: 2008 Reportable Conditions: Salmonellosis

Through Month: March

Geographic Breakdown: by Regions Regions: Region 1, Region 3

Report Type: Counts

Region	Jan	Feb	March	Total
Region 1	7	4	3	14
Region 3	4	1	2	7
Total	11	5	5	21

➤ Report 6 – Disease by Geographic Area and Timeframe

This report displays a count of diseases reported within a five year period in a specified geographic area.

Case Investigation **System Administration** **Reports** **Logout**

1. Line Listing
2. Diseases by Demographics
3. Diseases YTD
4. Diseases - 5 Year History
5. Diseases YTD by Geography
6. Disease History by Geography
7. Diseases by Geography
8. Epi Curve

Report 6 - Disease by Geographic Area and Timeframe

Table Type
☒ Counts

Time Period
 Five year period ending Year (yyyy): 2008

Display Interval
☐ By Year
☒ By Month From month: January through month: March
☐ By Week From week: 24 through week: 24

Disease or Disease Group
☒ Reportable Condition: Rubella (German measles), Rubella Congenital Syndrome, Salmonellosis
☐ Disease Group: Arboviral Disease, Arboviral Encephalitis, Drug Resistant Infection
☐ Reportable Condition #2: Malaria : Falciparum, Malaria : Malariae, Malaria : Ovale

Geographic Breakdown
☒ Region ☐ Parish ☐ City

Geographic Area
☐ State Wide ☐ Parish: Acadia, Allen, Ascension
☒ Region: Region 1, Region 2, Region 3

Facility Type
☐ No Facility
☐ Clinics
☐ EMS

Facility ID
☐ ABBEVILLE GENERAL
☐ ABBEVILLE VERMILION PHU

Report 6 is able to display counts by Region, Parish or City. In this example, we configured the **Geographic Breakdown** to be 'Region', and requested counts for Regions 1 and 3.

Report 6: Disease by Geographic Area and Timeframe

Years: 2004-2008 Reportable Conditions: Salmonellosis

Months: January - March

Geographic Breakdown: by Regions Regions: Region 1, Region 3

Report Type: Counts

Region	Jan-2004	Feb-2004	March-2004	Jan-2005	Feb-2005	March-2005	Jan-2006	Feb-2006	March-2006	Jan-2007	Feb-2007	March-2007	Jan-2008	Feb-2008	March-2008	Total
Region 1	5	1	6	9	6	5	1	2	5	1	2	5	7	4	3	62
Region 3	0	1	2	7	3	9	2	8	5	2	1	4	4	1	2	49
Total	5	2	8	16	9	14	3	8	10	3	3	9	11	5	5	111

➤ **Report 7 – Table of Diseases by Geographic Location**

This report displays a count of diseases by specific geographic location.

Report 7 is able to display counts by Region, Parish or City. In this example, we configured the **Geographic Breakdown** to be 'Parish', and requested counts for Regions 1 and 2.

Report 7: Table of Diseases by Geographic Location
Time Period: February 2008
Report Type: Counts

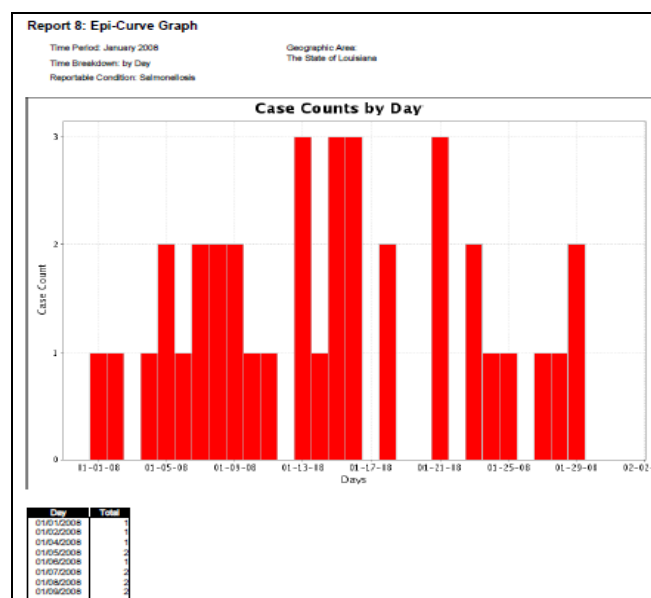
Geographic Breakdown: by Parish
Regions:
Region 1, Region 2

Disease Group	Disease	West Feliciana	Saint Bernard	Pointe Coupee	East Baton Rouge	East Feliciana	Plaquemines	Ascension	Iberville	Orleans	Jefferson	West Baton Rouge	Total
Enteric Disease	Salmonellosis	0	0	2	0	0	0	1	0	2	2	0	7
Enteric Disease	Subtotal	0	0	2	0	0	0	1	0	2	2	0	7
	Total	0	0	2	0	0	0	1	0	2	2	0	7

➤ Report 8 – Epi Curve Graph

This report displays an epi curve where the number of cases for a specified disease is plotted against a specified time interval.

Report 8 can be viewed in PDF format, but not in HTML. The CSV file contains the data used to create the epi-curve. You can import the data into your software of choice and use it for analysis.



Logging Out of IDRIS

To Logout of IDRIS select the [Logout](#) link from the top bar menu. You will be routed to the OPH Single Sign-On Logout screen.



To log out of the **OPH Single Sign-On**, click the **Logout** button.



Then click **Yes** when you're asked if you want to close this window. Your Internet browser will close and you'll be completely logged-out of IDRIS.



Important Things to Always Remember in IDRIS

- NEVER use your browser's Forward and Back arrows. You'll get kicked out of IDRIS if you do!



- Always open IDRIS in a separate browser window and do not open other tabs in that window. If you open other tabs in the same browser as IDRIS, you'll have to close all of the other tabs in order to completely log out of IDRIS.
- Never use the close button in your browser to exit IDRIS because this won't end the IDRIS session. Instead, always Logout by clicking the [Logout](#) link in IDRIS' top bar menu.
- Always remember to change the case's Investigation Status when you change the CDC Case Status. If you don't, the flow of case processing from hospital to DSS to Central Office Epi won't work properly. The interruption of the processing flow means that the record probably won't be included in reports or in the weekly file that is sent to CDC.

Where Can I Find RDD Features in IDRIS?

For those of us who have used RDD for a long time, the location in IDRIS of features we're accustomed to using in RDD might be a little confusing at first. This table summarizes where features that we've used in RDD are located in IDRIS.

RDD->IDRIS 'Analogous' Table	
This is what is was in RDD	This is what it is in IDRIS
To Do List	Case Listing Screen
Case Report tab	Case Reporting tab Address History tab Demographics tab
Hospital Info (Optional) tab	Facility/Physician tab
Notes tab	Notes tab
Change Log tab	Audit tab
Detail button	Case Detail (HTML) button
Detail button	Hospital Lab (HTML) button
Serotype in Detail screen	Reportable Condition #2

DSS' IDRIS Checklists

Checklist for Processing a Case

- ☐ Process cases that have an **Investigation Status** of 'Regional Pending' or 'Edited Since Prior Regional Approval'
- ☐ Review and edit case information by viewing information on the Case Investigation tabs
- ☐ Review and add necessary information to the **Hospital Lab** Form
- ☐ Enter necessary information into **Case Detail** Form
- ☐ Always Change **Investigation Status** to 'Regional Completed'
- ☐ Select the appropriate **Region Case Classification**
- ☐ Select **Submit Changes** to save edits

Checklist for Entering a Case

- ☐ Select **New Case** to start data entry
- ☐ Enter necessary patient information
- ☐ Select **Reportable Condition #2** if applicable
- ☐ Change **Investigation Status** to 'Regional Completed'
- ☐ Update **Regional Case Classification**
- ☐ Enter facility info in **Case Notes** field
- ☐ Select **Save & Finish** to save record
- ☐ Don't forget to complete **Hospital Lab** Form and **Case Detail** Form

Who is Responsible for Processing the Different Investigation Statuses?

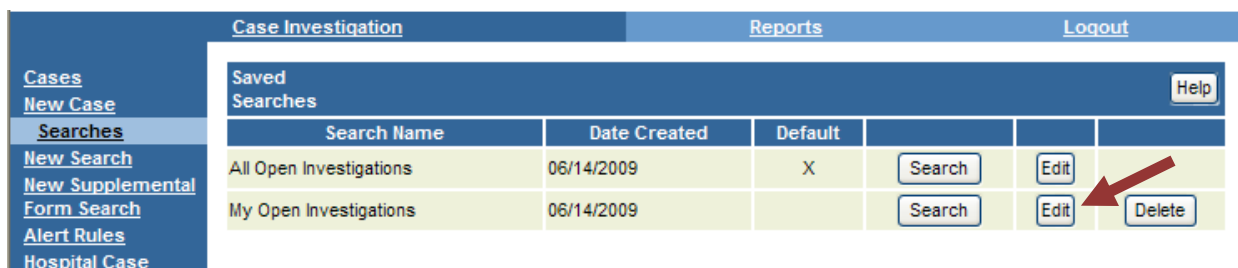
Starting Investigation Status	Ending Investigation Status	Who processes the record
- Regional Pending - Edited Since Prior Regional Approval	Regional Completed	DSS
- Regional Completed - Edited Since Prior Central Approval	Central Office Completed	Central Epi
- Superseded - Canceled	Doesn't change	Superuser

DSS: Creating Your Personalized 'My Open Investigations' Search

IDRIS comes with two pre-set permanent searches: 'All Open Investigations' and 'My Open Investigations'. Neither of these searches is configured in a way that is useful to us.


At this point in time, we'll ignore 'All Open Investigations', and we'll edit 'My Open Investigations' to create your individual ToDo List.

1. Select the Case Investigation link at the top of the screen, then select the Searches link from the left menu. Click the **Edit** button for 'My Open Investigations'.



Search Name	Date Created	Default			
All Open Investigations	06/14/2009	X	<input type="button" value="Search"/>	<input type="button" value="Edit"/>	
My Open Investigations	06/14/2009		<input type="button" value="Search"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

2. Select the Investigation Statuses 'Edited Since Prior Regional Approval' and 'Regional Pending'. Click the **Default Search** box to enter a checkmark.



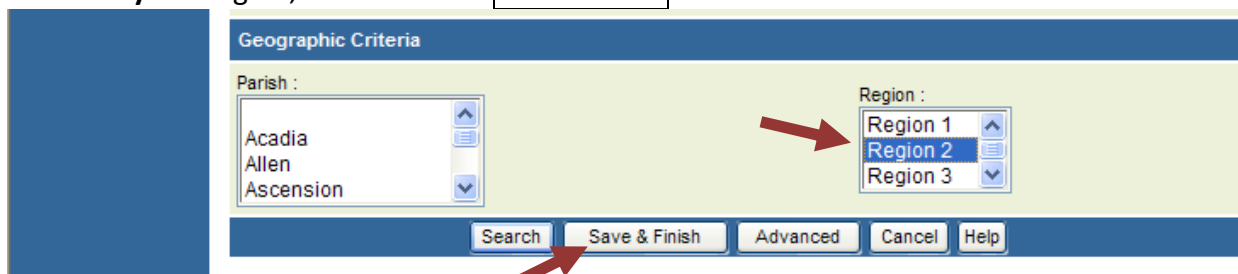
Name of Saved Search: My Open Investigations

Central Office Case Status :
Confirmed
Not a Case
Probable

Investigation Status :
Edited Since Prior Regional Approval
Regional Completed
Regional Pending

Default Search ☒

3. Select **your** Region, then click the **Save & Finish** button



Geographic Criteria

Parish :
Acadia
Allen
Ascension

Region :
Region 1
Region 2
Region 3

Central Office Epi's IDRIS Checklists

Checklist for Processing a Case

- ☐ Process cases that have an **Investigation Status** of 'Regional Completed' or 'Edited Since Prior Central Approval'
- ☐ Review and edit case information by viewing information on the Case Investigation tabs
- ☐ Review and add necessary information to the **Hospital Lab** Form
- ☐ Enter necessary information into **Case Detail** Form
- ☐ Always Change **Investigation Status** to 'Central Office Completed'
- ☐ Select the appropriate **Central Office Case Classification**
- ☐ Select **Submit Changes** to save edits

Checklist for Entering a Case

- ☐ Select **New Case** to start data entry
- ☐ Enter necessary patient information
- ☐ Select **Reportable Condition #2** if applicable
- ☐ Change **Investigation Status** to 'Central Office Completed'
- ☐ Update **Central Office Case Classification**
- ☐ Enter facility info in **Case Notes** field
- ☐ Select **Save & Finish** to save record
- ☐ Don't forget to complete **Hospital Lab** Form and **Case Detail** Form

Who is Responsible for Processing the Different Investigation Statuses?

Starting Investigation Status	Ending Investigation Status	Who processes the record
- Regional Pending - Edited Since Prior Regional Approval	Regional Completed	DSS
- Regional Completed - Edited Since Prior Central Approval	Central Office Completed	Central Epi
- Superseded - Canceled	Doesn't change	Superuser

Central Office Epi: Creating Your Personalized 'My Open Investigations' Search

IDRIS comes with two pre-set permanent searches: 'All Open Investigations' and 'My Open Investigations'. Neither of these searches is configured in a way that is useful to us.

At this point in time, we'll ignore 'All Open Investigations', and we'll edit 'My Open Investigations' to create your individual ToDo List.

1. Select the Case Investigation link at the top of the screen, then select the Searches link from the left menu. Click the Edit button for 'My Open Investigations'.

Case Investigation		Reports		Logout																			
Cases New Case Searches New Search New Supplemental Form Search Alert Rules Hospital Case	<div>Saved Searches Help</div> <table border="1"> <thead> <tr> <th>Search Name</th> <th>Date Created</th> <th>Default</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>All Open Investigations</td> <td>06/14/2009</td> <td>X</td> <td><input type="button" value="Search"/></td> <td><input type="button" value="Edit"/></td> <td></td> </tr> <tr> <td>My Open Investigations</td> <td>06/14/2009</td> <td></td> <td><input type="button" value="Search"/></td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table>					Search Name	Date Created	Default				All Open Investigations	06/14/2009	X	<input type="button" value="Search"/>	<input type="button" value="Edit"/>		My Open Investigations	06/14/2009		<input type="button" value="Search"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
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2. Select the Investigation Statuses 'Central Office Completed' and 'Edited Since Prior Central Approval'. Click the **Default Search** box to enter a checkmark.

Case Investigation		Reports		Logout	
Cases New Case Searches New Search New Supplemental Form Search Alert Rules Hospital Case	<div>Name of Saved Search: My Open Investigations Default Search <input checked="" type="checkbox"/></div> <div> <div>Central Office Case Status :</div> <div> <input type="button" value="Confirmed"/> <input type="button" value="Not a Case"/> <input type="button" value="Probable"/> </div> </div> <div> <div>Investigation Status :</div> <div> <input type="button" value="Canceled"/> <input type="button" value="Central Office Completed"/> <input type="button" value="Edited Since Prior Central Approval"/> </div> </div>				

3. Select **your** Region, then click the Save & Finish button

Geographic Criteria	
<div>Parish :</div> <div> <input type="button" value="Acadia"/> <input type="button" value="Allen"/> <input type="button" value="Ascension"/> </div>	<div>Region :</div> <div> <input type="button" value="Region 1"/> <input type="button" value="Region 2"/> <input type="button" value="Region 3"/> </div>
<div> <input type="button" value="Search"/> <input type="button" value="Save & Finish"/> <input type="button" value="Advanced"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div>	