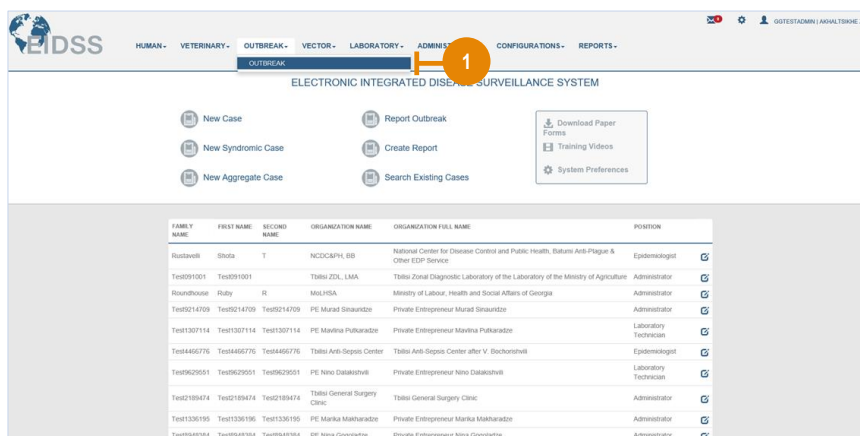


# Enter a Human Case

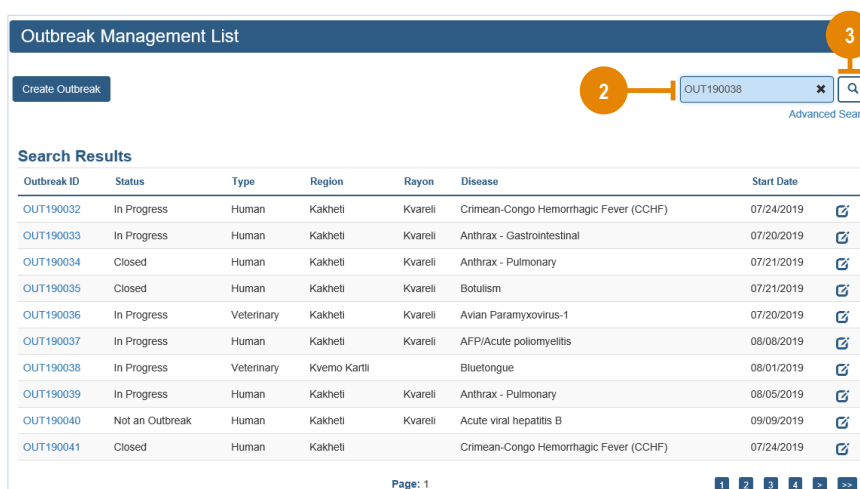
Pg. 1 of 12

An EIDSS user with the appropriate permissions can add cases to outbreak sessions in the database. This quick guide presents the steps to enter a human case.

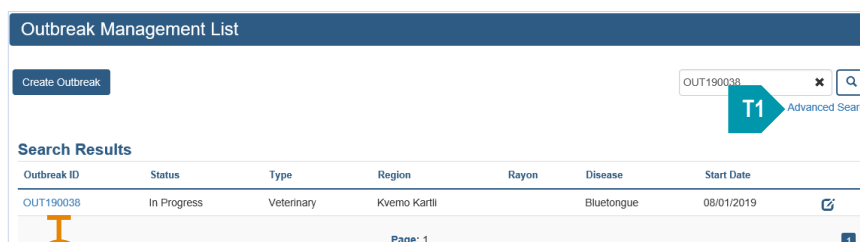
- From the **EIDSS Dashboard**, choose **OUTBREAK** from the **OUTBREAK** drop-down menu. The **Outbreak Management List** screen appears.



- Enter the **Outbreak ID** of the session to which you wish to add a case. **Note:** Information matching any of the column headings in the list of outbreak sessions can be used to search. **Note:** Searching may not be necessary if the desired session appears on the **Outbreak Management List** screen.



**Tip 1:** If the desired session does not appear, click **Advanced Search**, enter as much information as possible in the **Search Outbreak** screen that appears, and click **Search**.



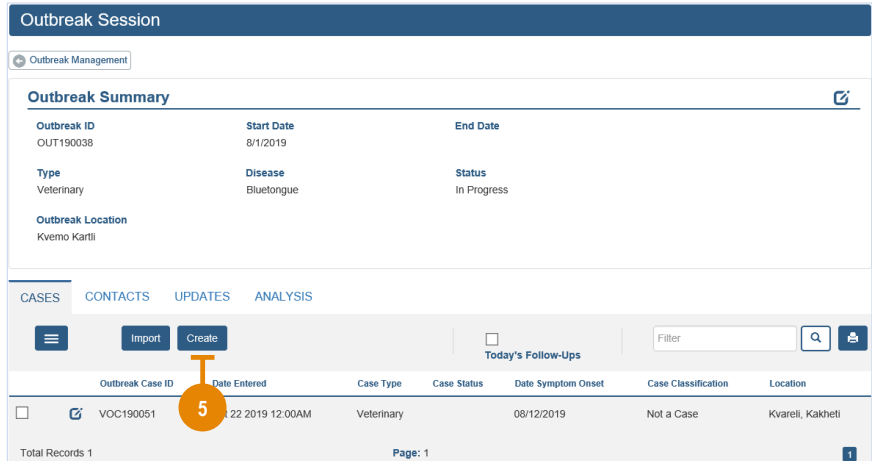
- Click the **Outbreak ID** corresponding to the desired session. The **Outbreak Session** screen appears with the **CASES** tab open.

4

## Enter a Human Case

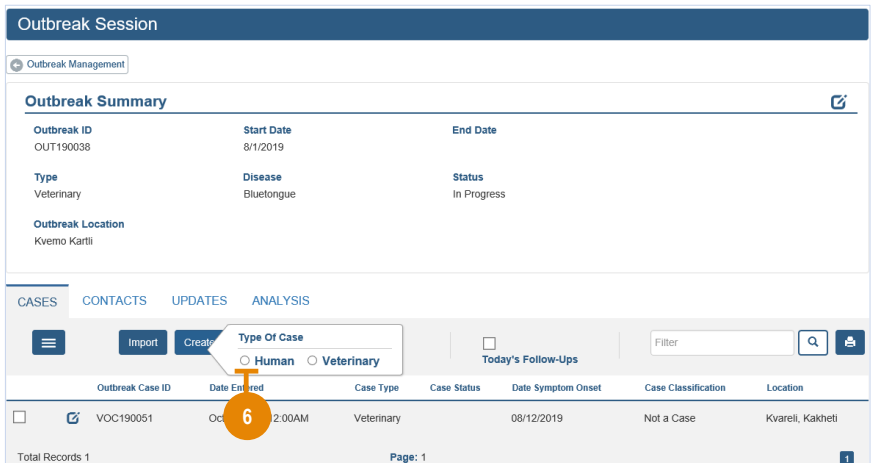
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- Click **Create**. A pop-up appears offering an additional field.



The screenshot shows the 'Outbreak Session' interface. At the top, there's a header 'Outbreak Session' and a sub-header 'Outbreak Management'. Below this is an 'Outbreak Summary' section with fields for Outbreak ID (OUT190038), Start Date (8/1/2019), End Date, Type (Veterinary), Disease (Bluetongue), Status (In Progress), and Outbreak Location (Kvemo Kartli). Below the summary are tabs for CASES, CONTACTS, UPDATES, and ANALYSIS. Under the CASES tab, there are buttons for 'Import' and 'Create'. The 'Create' button is highlighted with a red circle and the number 5. To the right of the 'Create' button is a checkbox for 'Today's Follow-Ups' and a search bar. Below these is a table with columns: Outbreak Case ID, Date Entered, Case Type, Case Status, Date Symptom Onset, Case Classification, and Location. The table contains one row with data: VOC190051, 08/12/2019 12:00AM, Veterinary, In Progress, 08/12/2019, Not a Case, and Kvareli, Kakheti. At the bottom, it says 'Total Records 1' and 'Page: 1'.

- Select **Human**. The **Search Person** window appears.



The screenshot shows the 'Outbreak Session' interface, similar to the previous one. The 'Create' button is highlighted with a red circle and the number 6. A dropdown menu is open next to the 'Create' button, showing 'Type Of Case' with two options: 'Human' (selected) and 'Veterinary'. The rest of the interface, including the 'Outbreak Summary', tabs, and table, is identical to the previous screenshot.

## Enter a Human Case

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- Enter as much information as possible about the person for whom you wish to add a case. **Note:** Partial entry is acceptable for the **Person ID, First Name, Middle Name, and Last Name**.

**Tip 2:** To navigate to the desired date, click a **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

**Tip 3:** To delete entered information, click **Clear**.

- Click **Search**. The **Search Results** appear.

**Tip 4:** To revise the **Search Criteria**, click the **Show/Hide** icon, make the necessary changes, and click **Search**.

**Tip 5:** To view additional information, click the **Show/Hide** icon next to the desired record.

**Tip 6:** To close the window without saving entered information, click **Cancel**.

- Click the **Person ID** corresponding to the desired person. The **Outbreak Management List** screen appears displaying a blank case for the selected person.

**Search Person**

**Search Criteria**

Person ID: [Text Field] -OR- Personal ID Type: [Dropdown] Personal ID: [Text Field]

Last Name: [Text Field] First Name: [Text Field] Middle Name: [Text Field]

Date of Birth Range: From: [Text Field] To: [Text Field]

Gender: [Dropdown]

Region: [Dropdown] Rayon: [Dropdown]

Buttons: [Clear] [Search]

**Search Person**

**Search Criteria**

**Search Results**

Person ID	Last Name	First Name	Personal ID	Personal ID Type	Date of Birth	Gender	Rayon
PER19000000193	Grummb	NorthB			12/15/1965	Female	Didube-Chughureti

Number of records: 1 Page: 1

Buttons: [Cancel] [Add]

## Enter a Human Case

Pg. 4 of 12

10. Complete the **Notification** section.

**Tip 7:** The **Outbreak Case Summary** appears on all sections of the human case; to collapse and expand the **Outbreak Case Summary**, click the **Show/Hide** icon.

11. Click **Next**. The **Case Location** section appears.

**Outbreak Management List**

**Outbreak Case Summary** T7

Case Details		
Person ID	Name	Date Entered
PER1900000193	NorthB GrummB	1/27/2020 1:16:19 PM
Last Updated	Case Classification	

Outbreak Details		
Outbreak ID	Start Date	End Date
OUT190038	8/1/2019	
Disease	Status	Type
Bluetongue	In Progress	Veterinary

**Notification**

Date Of Notification: 01/27/2020

Notification Sent By Facility: NCDC

Notification Sent By Name: Don Johnson

Notification Received By Facility: MoLHSA

Notification Received By Name: Ellen Skylar

Previous Next Cancel

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**Navigation Menu:**

- Notification
- Case Location
- Clinical Information
- Outbreak Investigation
- Case Monitoring
- Contacts
- Samples
- Tests
- Outbreak Case Report Review

12. Complete the **Case Location** section.
- Note:** Fields marked with a red asterisk are mandatory. **Note:** Any commas used when entering **Latitude** and **Longitude** will appear as periods once the record is saved.

**Tip 8:** To quickly enter **Latitude** and **Longitude**, click the **Map** icon and click the appropriate location on the map that appears (choosing a location on the map will overwrite any **Latitude** and **Longitude** already entered).

**Tip 9:** The navigation menu allows you to access any section and displays a green checkmark next to each completed section.

**Tip 10:** To collapse the navigation menu, click the three lines at the top.

**Outbreak Management List**

**Outbreak Case Summary** T10 T9

**Case Location**

Country: Georgia

Region: Tbilisi

Rayon: Didube-Chugureti

Settlement Type: ALL

Settlement:

Street:

House: Building: Apt:

Postal Code:

Latitude (8.#####): 41.716667

Longitude (8.#####): 44.783333

Previous Next Cancel

**Navigation Menu:**

- Notification
- Case Location
- Clinical Information
- Outbreak Investigation
- Case Monitoring
- Contacts
- Samples
- Tests
- Outbreak Case Report Review

13. Click **Next**. The **Clinical Information** section appears.

## Enter a Human Case

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14. Complete the **Clinical Information** section. ⚠ If **Hospital** is selected in response to **Hospitalization**, the section refreshes to reveal additional fields. ⚠ If **Yes** is selected in response to **Antibiotic Antiviral Therapy Administered**, the section refreshes to reveal additional fields. ⚠ If **Yes** is selected in response to **Was Specific Vaccination Administered?**, the section refreshes to reveal additional fields.

15. Click **Next**. The **Outbreak Investigation** section appears.

16. Complete the **Outbreak Investigation** section.

17. Click **Next**. The **Case Monitoring** section appears. **Note:** If no **Case Monitoring Duration** was entered when the session was created, this section will not appear.

18. Click the **Add** icon.

Outbreak Management List

Outbreak Case Summary

**Clinical Information**

Case Status: Infected

Date Of Symptoms Onset: 01/17/2020

Date Of Disease: 01/24/2020

List Of Symptoms:

Hospitalization: ☐ Hospital ☒ Other ☐ Unknown

Antibiotic Antiviral Therapy Administered: ☐ Yes ☒ No ☐ Unknown

Was Specific Vaccination Administered?: ☐ Yes ☒ No ☐ Unknown

Previous Next Cancel

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Notification

Case Location

Clinical Information

Outbreak Investigation

Case Monitoring

Contacts

Samples

Tests

Outbreak Case Report Review

Outbreak Management List

Outbreak Case Summary

**Outbreak Investigation**

Investigator Organization: MoLHSA

Investigator Name: Ellen Skylar

Starting Date Of Investigation:

Case Classification: Lost to Follow-up

Primary Case: ☒

This Flex Form needs to be configured.

Additional Comments:

Previous Next Cancel

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Notification

Case Location

Clinical Information

Outbreak Investigation

Case Monitoring

Contacts

Samples

Tests

Outbreak Case Report Review

Outbreak Management List

Outbreak Case Summary

**Case Monitoring**

Monitoring Date:

No Records Available

Previous Next Cancel

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Notification

Case Location

Clinical Information

Outbreak Investigation

Case Monitoring

Contacts

Samples

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Outbreak Case Report Review

## Enter a Human Case

Pg. 6 of 12

19. Complete the **Case Monitoring** section.

**Note:** Once a monitoring record has been saved, it cannot be edited.

20. Click **Add**. **Note:** Repeat steps 18–20 to add additional monitoring dates.

21. Click **Next**. The **Contacts** section appears.

22. Click the **Add** icon. The **Contacts** window appears.

Outbreak Management List

Outbreak Case Summary

**Case Monitoring**

Monitoring Date

No Records Available

Monitoring Date

01/27/2020

Case Monitoring

\* Investigator Organization

MoLHSA

\* Investigator Name

Additional Comments

Monday 1/27

Add

Previous Next Cancel

Outbreak Management List

Outbreak Case Summary

**Case Monitoring**

Monitoring Date

1/27/2020 12:00:00 AM

Case Monitoring

\* Investigator Organization

MoLHSA

\* Investigator Name

Additional Comments

Monday 1/27

Next Cancel Submit

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Outbreak Management List

Outbreak Case Summary

**Contacts**

No Records Available

Monitoring Date

1/27/2020 12:00:00 AM

Case Monitoring

\* Investigator Organization

MoLHSA

\* Investigator Name

Additional Comments

Monday 1/27

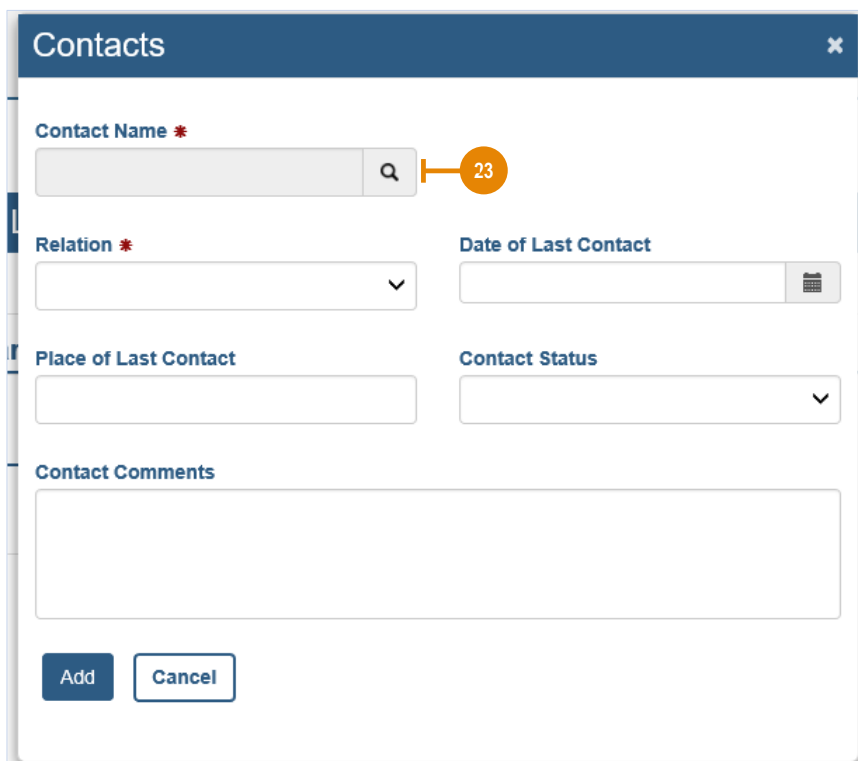
Next Cancel Submit

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## Enter a Human Case

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23. Click the **Search** icon. The **Search Person** window appears.

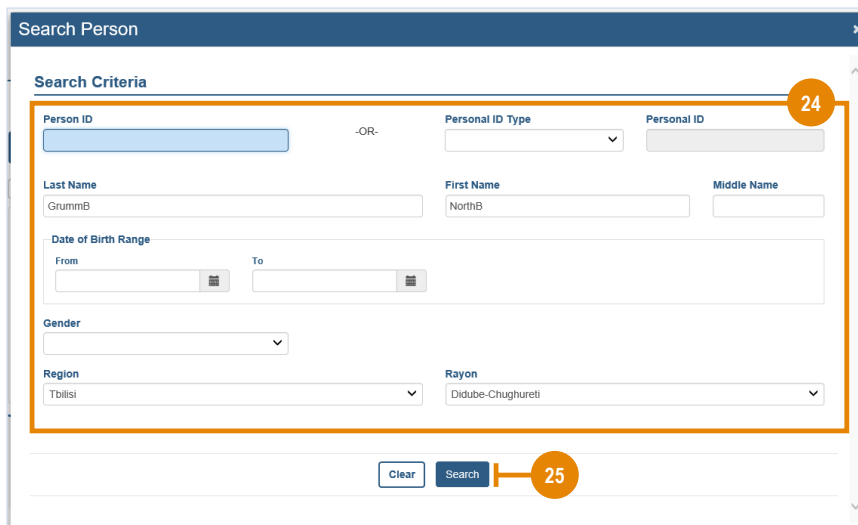


The 'Contacts' form contains the following fields:

- Contact Name \***: A text input field with a search icon (magnifying glass) to its right, highlighted by a callout 23.
- Relation \***: A dropdown menu.
- Date of Last Contact**: A date picker field.
- Place of Last Contact**: A text input field.
- Contact Status**: A dropdown menu.
- Contact Comments**: A large text area.
- Add** and **Cancel** buttons at the bottom.

24. Enter as much information as possible about the person you wish to add as a contact.

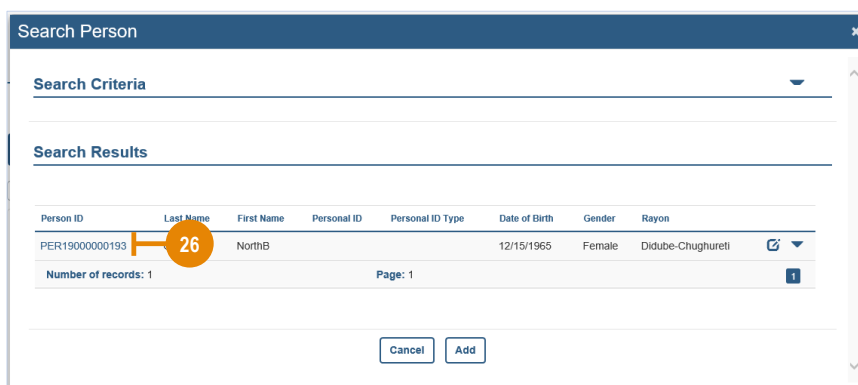
25. Click **Search**. The **Search Results** appear.



The 'Search Person' form contains the following fields:

- Search Criteria**: A section containing:
  - Person ID**: A text input field.
  - OR-**: A separator.
  - Personal ID Type**: A dropdown menu.
  - Personal ID**: A text input field, highlighted by a callout 24.
  - Last Name**: A text input field with 'GrummB' entered.
  - First Name**: A text input field with 'NorthB' entered.
  - Middle Name**: A text input field.
  - Date of Birth Range**: Two date picker fields labeled 'From' and 'To'.
  - Gender**: A dropdown menu.
  - Region**: A dropdown menu with 'Tbilisi' selected.
  - Rayon**: A dropdown menu with 'Didube-Chughureti' selected.
- Clear** and **Search** buttons at the bottom, with the 'Search' button highlighted by a callout 25.

26. Click the **Person ID** corresponding to the desired person.



The 'Search Person' form shows the following search results:

Person ID	Last Name	First Name	Personal ID	Personal ID Type	Date of Birth	Gender	Rayon
PER19000000193	GrummB	NorthB			12/15/1965	Female	Didube-Chughureti

The 'Person ID' 'PER19000000193' is highlighted by a callout 26. Below the table, it says 'Number of records: 1' and 'Page: 1'. At the bottom are 'Cancel' and 'Add' buttons.

## Enter a Human Case

Pg. 8 of 12

27. Complete the **Contacts** window.
28. Click **Add**. **Note:** Repeat steps 22–28 to add additional contacts.

**Contacts**

**Contact Name \***

GrummD, NorthD

**Relation \***

Friend

**Date of Last Contact**

01/22/2020

**Place of Last Contact**

market

**Contact Status**

Healthy

**Contact Comments**

Add Cancel

29. Click **Next**. The **Samples** section appears.

**Outbreak Management List**

Outbreak Case Summary

**Contacts**

Contact Type	Name	Contact Status	Relation	Date of Last Contact	Place of Last Contact
Human	GrummD, NorthD	Healthy	Friend	01/22/2020	market

Next Cancel Submit

**Notification**

**Case Location**

**Clinical Information**

**Outbreak Investigation**

**Case Monitoring**

**Contacts**

**Samples**

**Tests**

**Outbreak Case Report Review**

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## Enter a Human Case

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30. Select **Yes** in response to **Samples Collected**.

31. Click the **Add** icon. The **Samples** window appears.

32. Complete the **Samples** window.

33. Click **Add**. **Note:** Repeat steps 31–33 to add additional samples.

## Enter a Human Case

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34. Click **Next**. The **Tests** section appears.

**Outbreak Management List**

**Outbreak Case Summary**

**Samples**

Samples Collected: ☒ Yes ☐ No ☐ Unknown

Sample Type	Local Sample Id	Collection Date	Collected By Institution	Collected By Officer	Sent Date	Sent To Organization
Blood	XXXXXXXX-1		NCDC	Lisa Simpson	1/24/2020	MoLHSA

Previous **Next** Cancel

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- Notification
- Case Location
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- Case Monitoring
- Contacts
- Samples**
- Tests
- Outbreak Case Report Review

35. Click the **Add** icon. The **Tests** window appears.

**Outbreak Management List**

**Outbreak Case Summary**

**Tests**

35

Next Cancel **Submit**

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- Notification
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## Enter a Human Case

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36. Complete the **Tests** window.
37. Click **Add**. **Note:** Repeat steps 35–37 to add additional tests.

Tests

Test Details

☒ Filter Test Name by Disease

Local Sample ID:

XXXXXXXX-1

Sample Type

Blood

Lab Sample ID

Test Category

Presumptive

Test Result

Rules In/Out

Date Interpreted

☐ Validated (Y/N)

Date Validated

\* Test Name

Blood Agar Base

\* Test Status

In progress

Result Date

Comments (Rules In/Out)

Interpreted By

Comments (Validated)

Validated By

36

37

Add

Cancel

38. Click **Next**. The **Outbreak Management List** screen appears displaying all sections of the case.

Outbreak Management List

Outbreak Case Summary

Tests

Local Sample ID	Lab Sample ID	Sample Type	Tests Name	Test Result	Date Received	Interpreted Status	Test Validated
XXXXXXXX-1		Blood	Blood Agar Base				0

Next

Cancel

Submit

38

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Notification

Case Location

Clinical Information

Outbreak Investigation

Case Monitoring

Contacts

Samples

Tests

Outbreak Case Report Review

## Enter a Human Case

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39. Review the information for accuracy.

**Tip 11:** To revise information, click the **Edit** icon in the appropriate section, make the necessary changes, and return to the **Outbreak Case Report Review**.

40. Click **Submit**. A window appears confirming successful entry of the case.

Outbreak Management List

Outbreak Case Summary

Notification

Date Of Notification

01/27/2020

Notification Sent By Facility

NCDC

Notification Sent By Name

Don Johnson

Notification Received By Facility

MoLHSA

Notification Received By Name

Ellen Skylar

Case Location

Country

Georgia

Region

Tbilisi

Rayon

Didube-Chugureti

Settlement Type

ALL

Settlement

Street

House

Building

Apt

Notification

Case Location

Clinical Information

Outbreak Investigation

Case Monitoring

Contacts

Samples

Tests

Outbreak Case Report Review

Contact Type

Name

Contact Status

Relation

Date of Last Contact

Place of Last Contact

Veterinary

NorthB GrummB

Other

Veterinary

NorthB GrummB

Other

Samples

Samples Collected

☐ Yes ☐ No ☐ Unknown

Sample Type

Local Sample Id

Collection Date

Collected By Institution

Collected By Officer

Sent Date

Sent To Organization

Blood

XXXXXXXX-1

Lisa Simpson

01/24/2020 00:00:00

Tests

Local Sample ID

Lab Sample ID

Sample Type

Tests Name

Test Result

Date Received

Interpreted Status

Test Validated

XXXXXXXX-1

Blood

Blood Agar Base

0

Previous

Cancel

Submit