

Purpose: Entering a case/event into the CTEDSS

Background: CTEDSS utilizes the 'Electronic Laboratory Reporting' system (ELR), most of the lab reports coming into the CTEDSS come in electronically. When entering a case/event you must first be sure it has not already been imported into the CTEDSS. Duplicates of cases/events can be created if the following steps are not followed.

Remember, the most recent address entered for that person in CTEDSS is what shows up in the Event dashboard if you have chosen the person from CTEDSS when you enter the case.

Quick Instructions:

1. Go to the Menu on the Splash screen and select 'Create Event'.
2. In the 'Create Event-Person Information' page select the disease. Once done select the blue button labeled 'Select Person'.
3. The Pop-Up window labeled 'Search Person Party' will open. Here you will enter all information on person you are searching for. There are 3 possible scenarios that occur, all requiring a different response from the user.
4. Scenario 1- No match is found: If no match is found, select 'Create Event' and fill all information available on the case.
Scenario 2: Multiple people found: CTEDSS will list all results from the search for the user to select from. User must select from listing provided or can create a new event.
Scenario 3: Potential matches: CTEDSS will list cases/events that match the person sought AND the possible instance of disease. User can select 'Use this event' if correct event is identified, 'Print event' to inspect or print the case/event to make sure it's the case. Can choose to create a new event with the party identified as well.

***Important-** Never just enter information into the 'Create Event' page and select 'Save' as the first step. Please follow these instructions exactly as presented.

Step 1: Start by clicking the “Create Event” Icon on the Splash screen (below).

The screenshot shows the main interface of the Connecticut Electronic Disease Surveillance System. On the left is a dark sidebar menu with options: Home, Open Help, History, Case Management (expanded), Create Event (highlighted with a red box), Search Event, Workflow, Tasks, Import Roster, Manage People and Facilities, Create Outbreak/Exposure Event, and Recent Events. The main content area is titled 'Connecticut Electronic Disease Surveillance System' and contains three sections: 'Recent Records' with a table of event data, 'Workflows' with a table of workflow queues, and 'Tasks'.

Event ID	Name	Disease OR Condition
103451181	UAT, [redacted]	Viral Hemorrhagic Fevers
103451240	Illness, Unreal	Viral Hemorrhagic Fevers
103450883	Tester, Test	Coronavirus Infections

Workflow Queue	Events	Assigned
Yale EPI COVID CRF Notification Custom	5000	0
Case Deduplication with Positive COVID-19	1090	0

Step 2: Select a disease from dropdown in ‘Disease OR Condition*’. Once selected you will next search for the person by clicking the blue “Select Person” button.

The screenshot shows the 'Create Event - Person Information' form. The 'Event Information' section includes a 'Disease OR Condition*' dropdown menu with 'Chlamydia' selected (highlighted with a red box), an 'Event Date' field with '11/10/2022', and 'Select Person' and 'Clear' buttons. Below this is the 'Add Person' section with input fields for First Name, Middle Name, Suffix, Maiden/Other Name, Mother's Maiden Name, Birth Date, and Gender. A green arrow points to the 'Select Person' button.

Step 3: At the “**Search Person Party**” Pop-Up Screen (below) fill in all information on party you are trying to locate in CTEDSS and select ‘search’

Search Person Party

Search Criteria

Party ID

Last Name

First Name

Maiden/Other Name

Alias

Birth Date (Range)

Gender

Social Security Number

City

State

County

Zip Code

Search Results

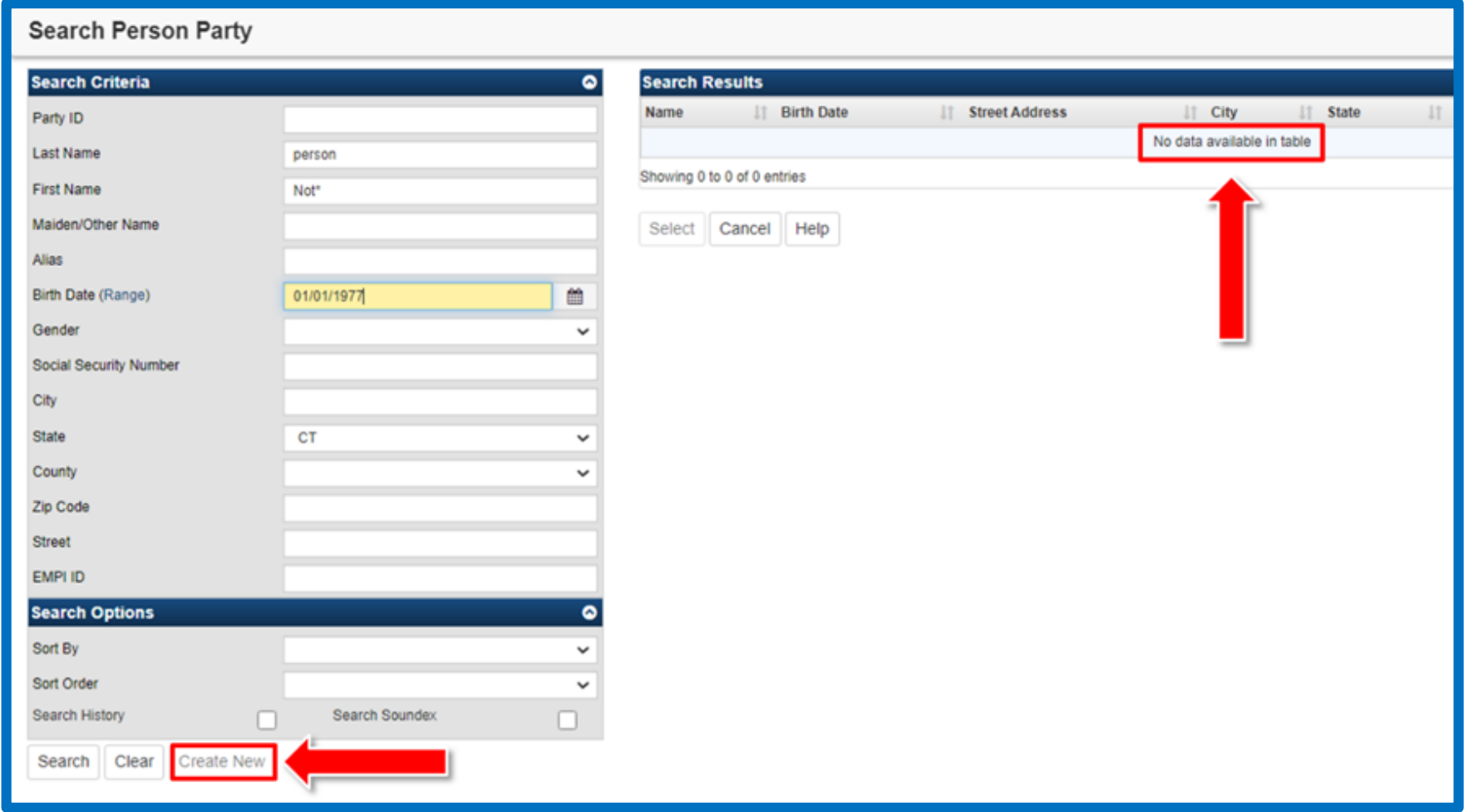
Name	Birth Date	Street Address

Select Cancel Help

When searching we recommend **First Name, Last Name** and **DOB** (remove **CT** from state).
Once you enter your search information and hit search, there are 3 possible scenarios that can occur:

Scenario 1:

You searched and **No match found**. You can create a new person from the Search party screen by selecting the **“Create New”** button.



The information you entered in the **“Select Person”** search box will be transferred to Create Event screen. Enter any additional information and click the **“Save”** button.

Create Event - Person Information

Add Person

First Name *	Middle Name	Last Name *
<input type="text" value="Nota"/>	<input type="text"/>	<input type="text" value="Person"/>
Suffix	Maiden/Other Name	Alias
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother's Maiden Name		
<input type="text"/>		
Birth Date	Gender	
<input type="text" value="01/01/1977"/>	<input type="text" value="Male"/>	
EMPI ID		
<input type="text"/>		

Contact Information

Type *		
<input type="text" value="Home"/>		
Street 1		
<input type="text" value="1234 Main St"/>		
Street 2		
<input type="text" value="Apt 7"/>		
City	State	Zip Code
<input type="text" value="Hartford"/>	<input type="text" value="CT"/>	<input type="text" value="06106"/>
County	Country	
<input type="text"/>	<input type="text" value="USA"/>	
Home Phone	Mobile Phone	Work Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail		
<input type="text"/>		

Scenario 2:

You may get **Multiple results** when you search. The max output of search results in CTEDSS is 100, If you get the message below, you should narrow your search.

The screenshot shows the 'Search Case' interface. On the left, the 'Search Criteria' section includes fields for Type (set to 'Normal'), Event ID, External ID, Last Name (set to 'smith*'), First Name, Maiden/Other Name, Birth Date (Range), Gender, State (set to 'CT'), County, Disease OR Condition, From Date, To Date, and EMPI ID. Below this is the 'Search Options' section with 'Sort By' set to 'Create Date', 'Sort Order' set to 'Descending', and checkboxes for 'Search History', 'Search Soundex', and 'Leave Window Open' (checked). At the bottom are 'Search', 'Clear', and 'Create New' buttons.

A red error message box at the top right states: 'Please correct the indicated errors before proceeding: Your search has returned more than 100 results, so sorting has been disabled. To sort, please filter your search further.' A blue arrow points from the 'Normal' dropdown in the search criteria to this message.

The 'Search Results' section displays a table with the following data:

Event ID	Name	Birth Date	Status	Disease OR Condition	Create Date	Event Date	Ex
103451206		03/04/1999	Closed	Chlamydia	10/03/2022	04/19/2022	10
103451194		05/08/2012	Open	Plague	09/30/2022	09/30/2022	10
103451130		05/10/1978	Open	Melioidosis	09/22/2022	09/22/2022	10
103451044		04/10/1951	Open	Coronavirus Infections	09/22/2022	09/20/2022	10
103451042		09/30/1947	Open	Coronavirus Infections	09/22/2022	09/20/2022	10
103450986		09/20/1990	Open	TB-Active	09/20/2022	09/20/2022	00
109059545		04/25/1982	Open	Syphilis	08/31/2022	08/22/2022	10
103450892		08/31/2001	Open	Coronavirus Infections	05/09/2022	04/23/2022	10
103450781		05/01/1954	Open	Coronavirus Infections	05/09/2022	05/08/2022	10
103450491		12/12/1992	Open	TB-LTBI	12/03/2021	12/03/2021	10

Below the table, it says 'Showing 1 to 10 of 100 entries' and a pagination control with 'Previous', '1', '2', '3', '4', '5', '...', and '10' buttons.

At the bottom of the interface are buttons for 'Select', 'Create Record for Person', 'Cancel', and 'Help'.

Once you have narrowed your search, select the corresponding row and click the “**Select**” button.

Search Person Party Search Clear Cancel Help

Search Criteria

Party ID

Last Name

First Name

Maiden/Other Name

Alias

Birth Date (Range)

Gender

Social Security Number

City

State

County

Zip Code

Street

EMPI ID

Search Options

Sort By

Sort Order

Search History Search Soundex

Search Clear Create New

Search Results

Name	Birth Date	Street Address	City	State	Zip Code	External ID
Q UAT-	11/11/1970	123 Fake st	Hartford	CT	06106	PBSFKCEUHIRSU
Q UAT-			Hartford	CT		PBSFKKWHWIM
Q UAT-		123	New Britain	CT		PBSFKCEZEERSW
Q UAT-	01/01/1970	1234	New Haven	CT		PBSFKCILRZRTG
Q UAT-	01/01/1988		New Britain	CT		PBSFKCIMLXRTH
Q UAT-		1234	Norwich	CT	06360	PBSFKCJLVWRTO
Q UAT-	01/01/1990	123	Danbury	CT		PBSFKCJNOFRTQ
Q UAT-		123	New London	CT	06320	PBSFKCJOEKRTS
Q UAT-	01/01/1974		Danielson	CT	06239	PBSFKCOIABJKN
Q UAT-	01/01/1980	123	Oxford	CT	06478	PBSFKCOKLQBJKO

Showing 1 to 10 of 11 entries Previous 1 2 Next

Select Cancel Help

Scenario 3:

The search has found **possible matches** of the party And of the event. Your options are:

1. To use the existing case, select “**Use this event**” button.
2. To create a new case, select “**Create new case and person**” button.
3. To cancel, select the “**Cancel**” button.

The screenshot displays a software interface with two 'Matched Record' sections and an 'Events' table. The first 'Matched Record 1' section shows details for a person with First Name: Test, Middle Name: , Last Name: Test, Birth Date: 09/12/1990, Gender: Female, and Contact Information including Home Type: Home, Street 1: 1234 Main st, City: Hartford, State: CT, Zip Code: , County: Hartford County, and Country: USA. The second 'Matched Record 2' section shows similar details but with EMPI ID: Fake person. The 'Events' table below has columns: Event ID, External ID, Status, Disease OR Condition, Create Date, Event Date, and Action. The first row has Event ID: 100000111, External ID: 100000111, Status: Open, Disease OR Condition: Coronavirus Infections, Create Date: 08/31/2022, Event Date: 08/31/2022, and Action: Use this event Print Event. The second row has Event ID: 100000110, External ID: 100000110, Status: Open, Disease OR Condition: Coronavirus Infections, Create Date: 08/31/2022, Event Date: 08/18/2022, and Action: Use this event Print Event. Buttons for 'Choose Person (creates new event)', 'Use entered information', 'Create new case and person', 'Cancel', and 'Help' are visible at the bottom.

Event ID	External ID	Status	Disease OR Condition	Create Date	Event Date	Action
100000111	100000111	Open	Coronavirus Infections	08/31/2022	08/31/2022	Use this event Print Event
100000110	100000110	Open	Coronavirus Infections	08/31/2022	08/18/2022	Use this event Print Event