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. <u>Scenario 1</u>- 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.

<u>Scenario 3</u>: 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).

👤 Menu	Conr	necticut Electro	onic Disease Surveilla	ance System		
🖶 Home						
Open Help	Reco	ent Records				10-
3 History		Event ID	Name	Disease OR Condit	ion	
	☆	103451181	UAT,	Viral Hemorrhagic F	evers	
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Create Outbreak/Exposure Event						More
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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.

Create Event - Person Information	
Event Information	
Disease OR Condition:*	Event Date:
Chlamydia 🗸	11/10/2022
Select Person 🛞 Clear	
Add ion	
First I	Middle Name
Suffix	Maiden/Other Name
Mother's Maiden Name	
Birth Date	Gender

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		\odot	Search Results
Party ID			Name 11 Birth Date 11 Street A
Last Name	person		
First Name	Not*		
Maiden/Other Name			Select Cancel Help
Alias			
Birth Date (Range)	01/01/1977	*	
Gender		~	
Social Security Number			
City			
State	СТ	~	
County		~	
Zip Code			

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:

button.

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

Search Criteria		0	Search Results	
Party ID			Name 11 Birth Date 11 Street Addre	ss↓† City _↓† State
Last Name	person			No data available in table
First Name	Not*		Showing 0 to 0 of 0 entries	
Maiden/Other Name			Select Cancel Help	1 I'
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Zip Code				
Street				
EMPI ID				
Search Options		۵		
Sort By		~		
Sort Order		~		
Search History	Search Soundex			

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 *
Nota		Person
Suffix	Maiden/Other Name	Alias
Mother's Maiden Name		
Birth Date	Gender	
01/01/1977	Male	
EMPI ID		
Contact Information		
Type *		
Home ~		
Street 1		
1234 Main St		
Street 2		
Apt 7		
City	State	Zip Code
Hartford	ст 🗸	06106
County	Country	
· ·	USA 🗸	
H Phone	Mobile Phone	Work Phone
E		
Save Cancel Help		

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.

Search Case								[Se
Search Criteria Type	Norm	Please correct • Your se	the indicated errors before arch has returned more than	e proceeding: 100 results, so	sorting h	as been disabled. To sort, pl	ease filter your	search further.]
Event ID		Search Resu	llts						
External ID		Event ID	Name	Birth Date	Status	Disease OR Condition	Create Date	Event Date	Ex
Last Name	smith*	Q 103451206		03/04/1999	Closed	Chlamydia	10/03/2022	04/19/2022	10
First Name		Q 103451194		05/08/2012	Open	Plague	09/30/2022	09/30/2022	10
Maiden/Other Name		Q 103451130	1	05/10/1978	Open	Melioidosis	09/22/2022	09/22/2022	10
Birth Date (Range)	mm/dd/www	Q 103451044		04/10/1951	Open	Coronavirus Infections	09/22/2022	09/20/2022	10
Conder		Q 103451042		09/30/1947	Open	Coronavirus Infections	09/22/2022	09/20/2022	10
Gender	÷	Q 103450986		09/20/1990	Open	TB-Active	09/20/2022	09/20/2022	00
State	CT 🗸	Q 109059545		04/25/1982	Open	Syphilis	08/31/2022	08/22/2022	10
County	~	Q 103450892		08/31/2001	Open	Coronavirus Infections	05/09/2022	04/23/2022	10
Disease OR Condition	~	Q 103450781		05/01/1954	Open	Coronavirus Infections	05/09/2022	05/08/2022	10
From Date	mm/dd/yyyy	Q 103450491		12/12/1992	Open	TB-LTBI	12/03/2021	12/03/2021	10
To Date	mm/dd/yyyy	Showing 1 to 10	of 100 entries			Previous 1 2	3 4	5 10	C
EMPI ID									_
Search Options	0	Select Cre	eate Record for Person	Cancel H	Help				
Sort By	Create Date 🗸								
Sort Order	Descending ~								
Search History	Search Soundex								
Leave Window Open									
Search Clear Create Ne	w								

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

Search Criteria		\odot	Search R	Results						
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Maiden/Other Name			Q UAT-		01/01/1970	1234	New Have.	СТ		PBSFKCILRZRTG
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Birth Date (Range)	mm/dd/yyyy	#	Q UAT-			1234	Norwich	СТ	06360	PBSFKCJLVWRTO
Gender		~	Q UAT-		01/01/1990	123	Danbury	СТ		PBSFKCJNOFRTQ
Social Security Number			Q UAT-			123	New London	СТ	06320	PBSFKCJOEKRTS
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City			Q UAT-		01/01/1980	123	Oxford	СТ	06478	PBSFKCOKLQBJKO
State	CT	~	Showing 1	to 10 of 11	entries			s 1 2	Next	
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Zip Code	_		Contract.	0						
Street			Select	Cancel	Help					
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Search Options		0								
Sort By		~								
Sort Order		~								
Search History	Search Soundex									

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.

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