Purpose:
- How to conduct **searches for parties/facilities**.
- How to properly conduct a **search for a case/event** in the CTEDSS.

Background: Some instances require searching prior to the data entry to avoid duplicates in system. First example 'Quick instructions' is searching for **people and facilities** using the 'Manage People and Facilities' button. Second example is if searching for a **case/event**, where you can use the 'search event' button on the Menu bar or if generated Event ID' number exist, the 'CTEDSS search window".
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: People and Facilities (Pages 2+3 below)

1. Select 'Manage People and Facilities' on the splash screen menu. A pop-up window called Search Person Party appears; this window may be changed to search for an organization using dropdown.

2. Fill in all the information on person or organization you are searching for and select search. CTEDSS will give all results with letter sequence entered. Be aware, CTEDSS has a limit of 100 retunred. May have to narrow search.

3. Once CTEDSS produces the results you are looking for, make sure by double checking all the information. Highlight event chosen and hit select.

4. The 'Person Summary' or 'Organization Summary' page (depends if seeking person or facility) will consist of demographic and contact information. Will also consist of affiliated events listed.

Quick Instructions: Case/Event search (Pages 4+5 below)

1. You may begin to search for an event in two ways. Either by selecting 'Search event' on the menu bar or if CTEDSS ID number exists, you may use the search box on the top right hand of page.

2. If 'Search Event' is selected a 'Pop-up' page called 'Search Case' will open. Select the disease of the event sought along with name and DOB to allow for an accurate search in the CTEDSS.

3. Select 'Search', CTEDSS will list for you all events that correspond with the letter sequence entered. The Wildcard*- it's an asterisk you can place along with 2 characters or more to search broadly.

4. Select the event from CTEDSS generated list and hit select button. CTEDSS will take you to the event to begin data entering.

Searching for both **"People and Facilities"** require the same steps in the CTEDSS:

1. Select the 'Manage People and Facilities' button on Menu bar of Splash screen.

A 'Pop-Up window called 'Search Person Party' will appear. Choose what/who you are searching for, a Person or an Organization. Example (below) shows if you select 'Organization' from drop down; whole page changes from 'Search Person Party' to 'Search Organization Party'
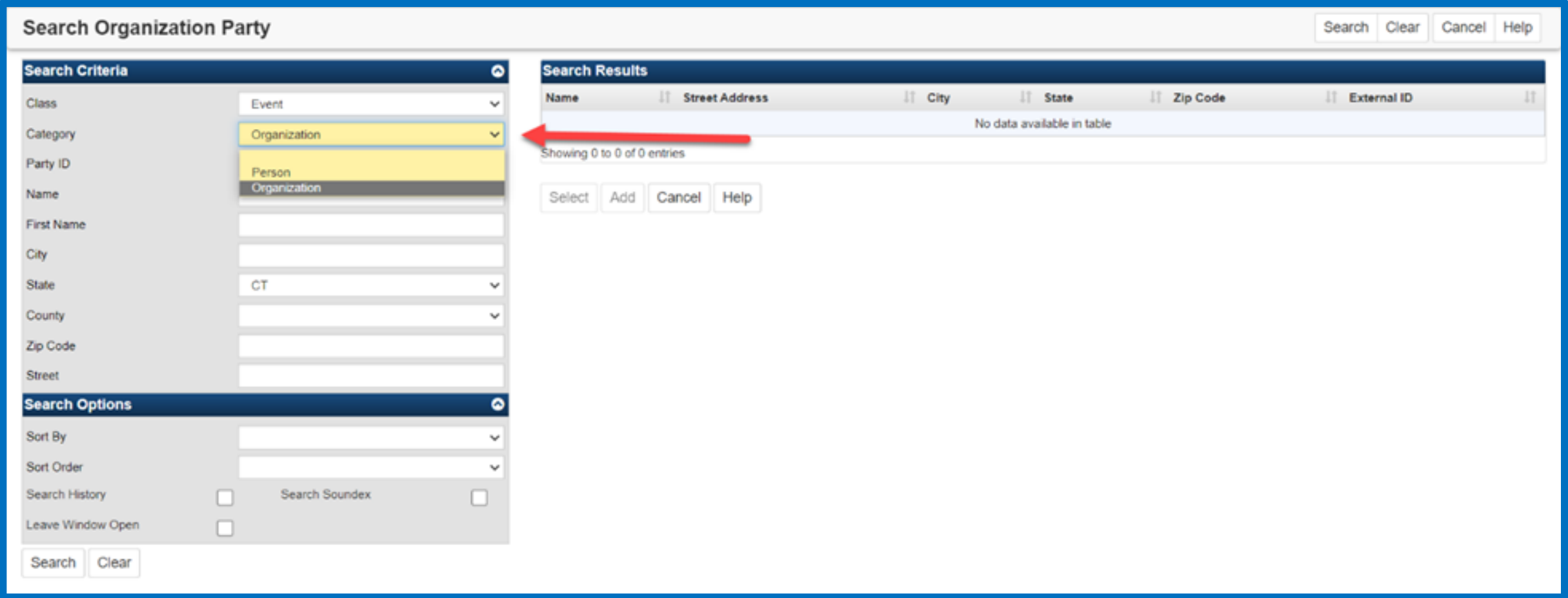
2. Fill in all information on the Party (Person or Organization) you are searching for and select search. CTEDSS will produce all the results from the letter sequence entered and list them for you to choose. You may need to narrow your search if too many results are listed (below). 100 is the limit.

Search Person Party   Search Clear Cancel Help

Search Criteria

Class	Event
Category	Person
Party ID	
Last Name	Smith
First Name	
Maiden/Other Name	
Alias	
Birth Date (Range)	mm/dd/yyyy
Gender	
Social Security Number	
City	
State	CT
County	
Zip Code	
Street	
EMPI ID	

Search Options

Sort By	
Sort Order	
Search History	☐	Search Soundex	☐
Leave Window Open	☐

Search   Clear

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.

Search Results

Name	Birth Date	Street Address	City	State	Zip Code	External ID
Q Smith,	11/16/2004		Stamford	CT	06902	
Q Smith,	04/12/1955		Milford	CT	06460	
Q Smith,	05/06/1997		Groton	CT	06340	
Q Smith,	02/16/1996		Groton	CT	06340	
Q Smith,	07/09/1982		Norwalk	CT	06854	
Q Smith,	11/07/1962		New Britain	CT	06053	
Q Smith,	01/30/1983		Barkhamsted	CT	06063	
Q Smith,	09/16/2016		Enfield	CT	06082	
Q Smith,	03/08/1991		Windham	CT	06226	
Q Smith,	11/13/2012		Bridgeport	CT	06604	

Showing 1 to 10 of 100 entries   Previous 1 2 3 4 5 ... 10 Next

Select   Add   Cancel   Help

3. Once CTEDSS produces the results you are looking for, make sure by double checking all the information. Must highlight the chosen party and hit the 'Select' button to select them from list.

Search Person Party

Search | Clear | Cancel | Help

Search Criteria

Field	Value
Class	Event
Category	Person
Party ID	
Last Name	Person
First Name	Fak*
Maiden/Other Name	
Alias	
Birth Date (Range)	mm/dd/yyyy
Gender	
Social Security Number	
City	
State	CT
County	
Zip Code	
Street	
EMPI ID	

Search Results
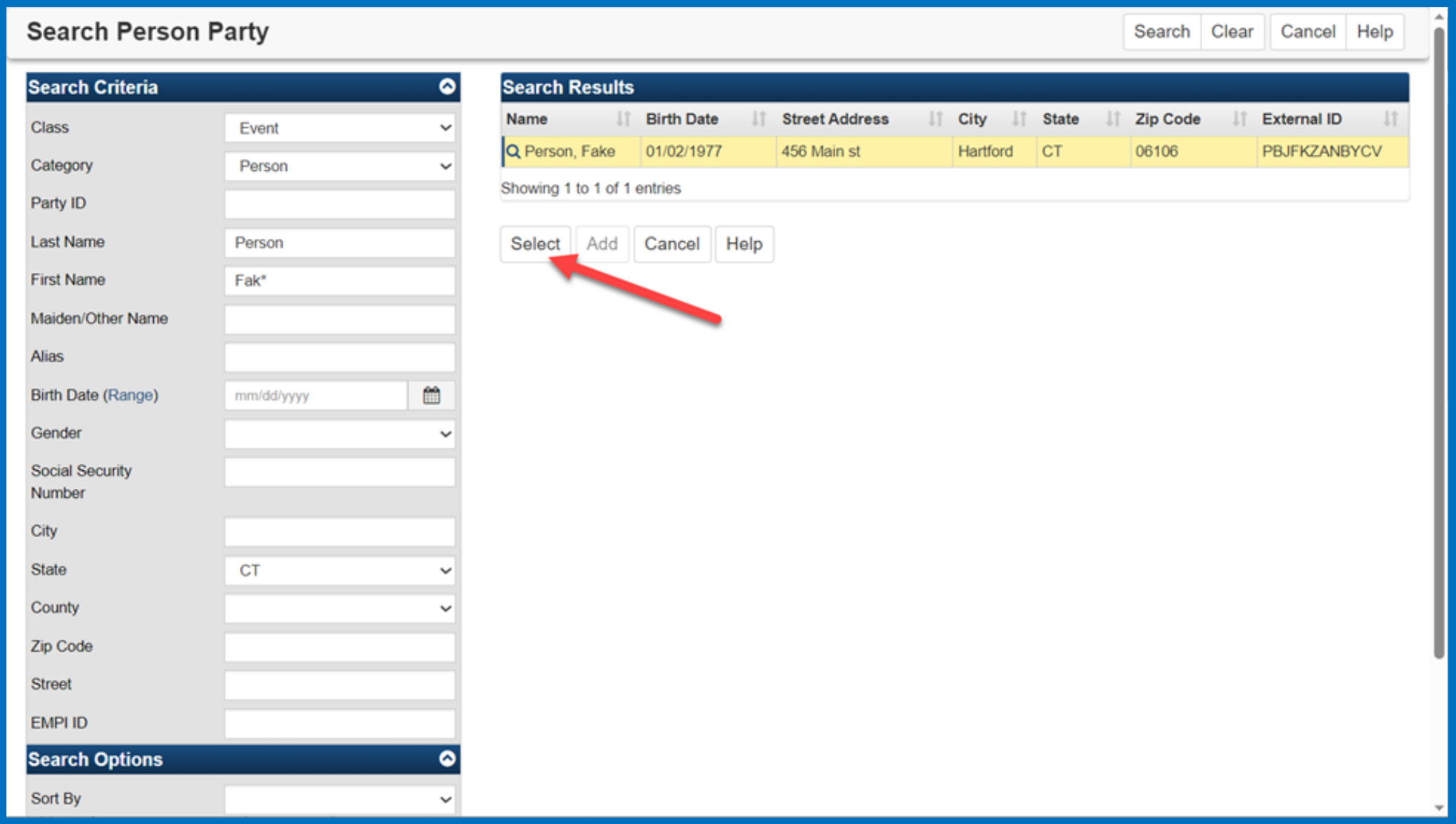
Name	Birth Date	Street Address	City	State	Zip Code	External ID
Q Person, Fake	01/02/1977	456 Main st	Hartford	CT	06106	PBJFKZANBYCV

Showing 1 to 1 of 1 entries

Select | Add | Cancel | Help

Search Options

Sort By

4. CTEDSS will bring you to the 'Person Summary' or 'Organization Summary' page (depends if seeking person or facility). The Summary page will consist of demographic and contact information. It will also have a breakdown of all affiliated events for the party. Events will be listed individually by disease and event date as shown below.

Screenshot of CTEDSS Person Summary page showing:

Connecticut Electronic Disease Surveillance System

Left navigation menu: Fake Person, Home, Open Help, History, Case Management, Create Event, Search Event, Workflow, Tasks, Import Roster, Update Roster, Manage People and Facilities, Create Outbreak/Exposure Event, Recent Events, Import Event(s), Export Event(s), Delete Party

Person Summary

Demographic Information

First Name:	Fake
Last Name:	Person
Party ID:	PBJFKZANBYCV
Birth Date:	01/02/1977
Gender:	Male
Deduplication Status:	Done
Gender current:	Male

Notes
No data available for this section

Edit Person

Contact Information

Type	Address	County	Phone
Home * Primary	456 Main st, Hartford, CT 06106		

Add Address Type   Edit Address   Make Primary

Event Information

Events

Event ID	External ID	Person	Status	Create Date	Disease OR Condition	Event Date
109151212	109151212	Person, Fake	Open	02/28/2023	Gonorrhea	02/28/2023
109150151	109150151	Person, Fake	Open	01/27/2023	Brucellosis	01/15/2023

Searching for 'Cases or Events' require using slightly different search areas.

1. You begin on splash screen by either selecting the 'Search Event' in the menu bar or if you have a generated CTEDSS Event ID, you can place it in the search box. Following example shows locations below.

2. If 'Search Event' is selected a 'Pop-up' page called 'Search Case' will open. Select the disease of the event sought along with name and DOB to allow for an accurate search in the CTEDSS.

3. Select 'Search', CTEDSS will list for you all events that correspond with the letter sequence entered. The Wildcard*- it's an asterisk you can place along with 2 characters or more to search broadly. Highlight the event and hit 'select' to select event.

4. You will be taken to the selected events dashboard where you may begin entering data.

Questions or comments concerning this tutorial can be made at: dph.ctedss@ct.gov