

CTEDSS Updated Instructions for Respiratory Viral Diseases Data Entry Wizards

Introduction: The DPH Infectious Disease Section Respiratory Viral Disease (RVD) Unit has requested changes to the CTEDSS-based RVD data entry 'wizards' used to capture information on hospitalized cases of COVID-19, influenza, and respiratory syncytial virus (RSV). Per the communications sent during the week of September 25, persons hospitalized with or who have died from RSV are newly required to be reported by providers. Note that all three RVDs are also laboratory reportable for positive specimens.

Data for all three of these RVDs can be entered into CTEDSS, a system familiar to many hospitals infection preventionists and their staff. This document is to serve as a brief guide to familiarize hospital staff with these data entry changes. If you have staff who need access to CTEDSS, they will need to complete training first. Please email dph.ctedss@ct.gov to get staff enrolled in training.

1. Find the person and create or select an event. Guides on how to create an event and find an existing person or event and how to edit an address will be provided separately.
2. Once your event is created, you will see the Event Summary window.

| Basic Information | | Notes |
|-----------------------|---|-------------------------|
| Event ID: | 103451991 | No data available for t |
| External ID: | 103451991 | |
| Disease OR Condition: | Influenza | |
| Full Name: | Test Test Test | |
| Birth Date: | 01/01/1960 | |
| Gender: | Female | |
| Home Phone: | (860) 555-1212 | |
| Address: | 34 That Street Apt 2, Manchester, CT 06040 (Edit) | |
| Create Date: | 10/06/2023 | |
| Event Date: | 10/06/2023 | |
| Type: | Interactive | |
| Investigation Status: | Open | |
| Attachments: | 0 (Add) | |

3. Scroll down to the Question Packages block and in the Wizards: select the ICP data entry wizard. We will use the ICP FLU Entry wizard as our example, but they are all similar.

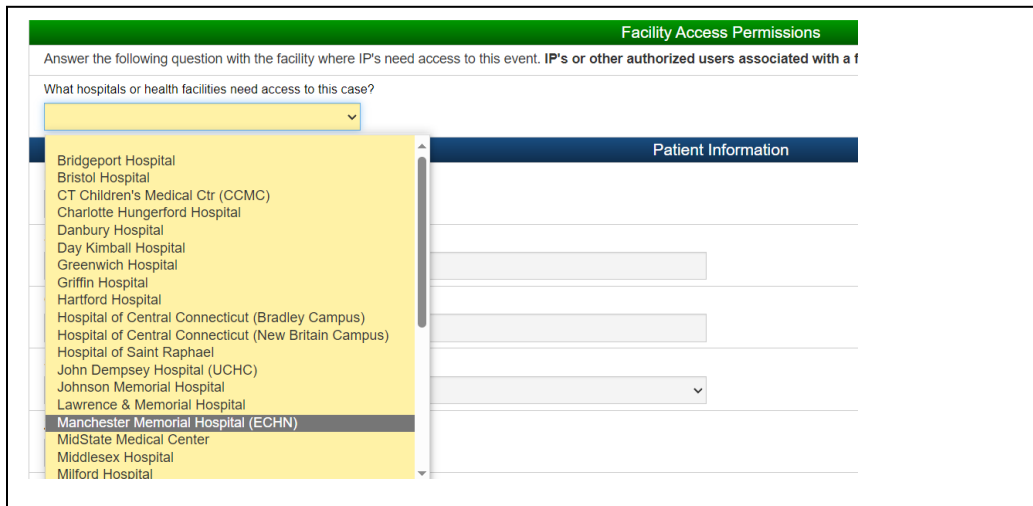
| Question Package | Person | Last Update |
|---|----------------|-------------|
| 1. Administrative | Event | 10/06/2023 |
| 2. Demographic | Test Test Test | 10/06/2023 |
| 3. Clinical | Test Test Test | 10/06/2023 |
| 4. Vaccine and IG Information | Test Test Test | 10/06/2023 |
| 5. Risk/Exposure/Control & Prevention/Follow-up | Test Test Test | 10/06/2023 |
| 6. Epi-linked and Outbreak Information | Test Test Test | 10/06/2023 |
| 9A: NMI Questions | Test Test Test | 10/06/2023 |
| 9B: Electronic Case Reporting (ECR STAFF ONLY) | Test Test Test | 10/06/2023 |
| 10. Vital Records Death Registry Information - DPH STAFF ONLY | Test Test Test | 10/06/2023 |

Wizards: ICP FLU ENTRY: Hospitalized and Fatal Cases

- a. ICP FLU Entry: Hospitalized and Fatal Cases
- b. ICP RSV Entry: Hospitalized and Fatal Cases
- c. ICP COVID-19 Entry: Hospitalized and Fatal Cases

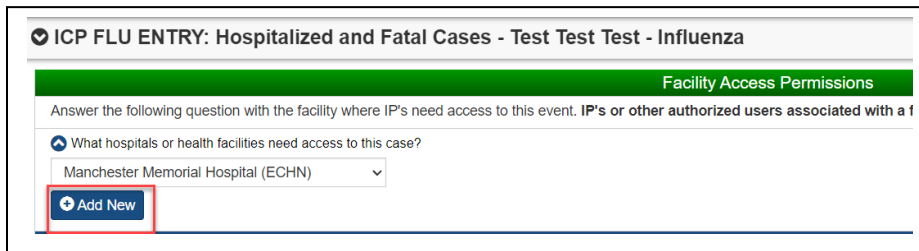
CTEDSS Updated Instructions for Respiratory Viral Diseases Data Entry Wizards

4. Click on the View Wizard button and start your data entry.
 - a. Select your hospital from the drop down list. This is necessary so others at your facility can also find the event.



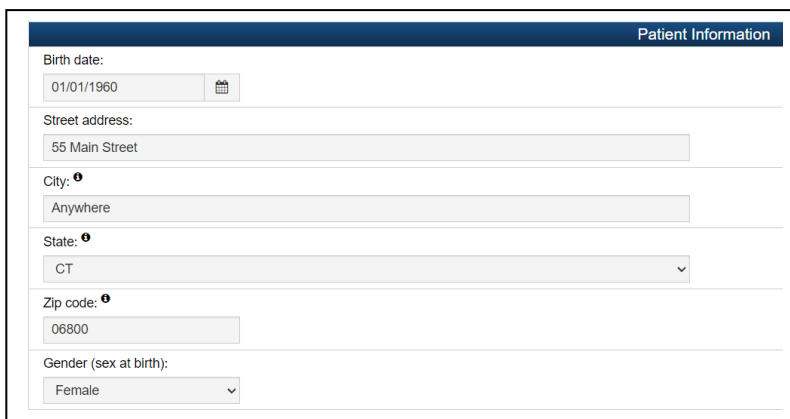
The screenshot shows the 'Facility Access Permissions' section of the data entry wizard. It contains a question: 'Answer the following question with the facility where IP's need access to this event. IP's or other authorized users associated with a f'. Below the question is a dropdown menu with the text 'What hospitals or health facilities need access to this case?'. The dropdown is open, showing a list of hospitals including Bridgeport Hospital, Bristol Hospital, CT Children's Medical Ctr (CCMC), Charlotte Hungerford Hospital, Danbury Hospital, Day Kimball Hospital, Greenwich Hospital, Griffin Hospital, Hartford Hospital, Hospital of Central Connecticut (Bradley Campus), Hospital of Central Connecticut (New Britain Campus), Hospital of Saint Raphael, John Dempsey Hospital (UCHC), Johnson Memorial Hospital, Lawrence & Memorial Hospital, Manchester Memorial Hospital (ECHN), MidState Medical Center, Middlesex Hospital, and Millford Hospital. The 'Manchester Memorial Hospital (ECHN)' option is highlighted. To the right of the dropdown is a 'Patient Information' section with several empty input fields.

- b. This is a repeatable question, so another facility can be added if needed. Note that this is filled in automatically if a lab result has been received electronically.



The screenshot shows the 'Facility Access Permissions' section of the data entry wizard. It contains a question: 'Answer the following question with the facility where IP's need access to this event. IP's or other authorized users associated with a f'. Below the question is a dropdown menu with the text 'What hospitals or health facilities need access to this case?'. The dropdown is open, showing a list of hospitals including Manchester Memorial Hospital (ECHN). Below the dropdown is a red-bordered button labeled 'Add New'.

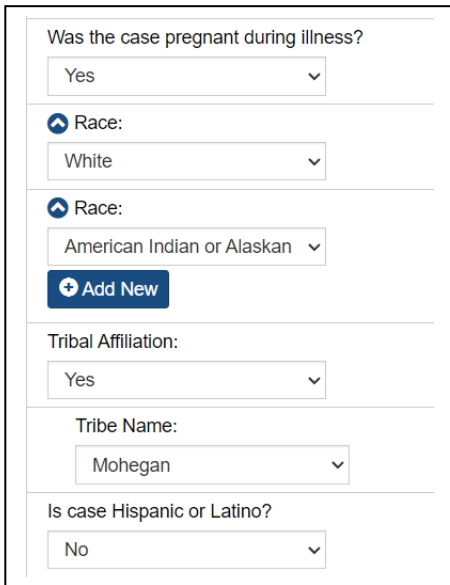
- c. Continue to fill in information. Note that the data in this section can only be edited using Edit Person or Edit Address (how to guide will be shared).



The screenshot shows the 'Patient Information' section of the data entry wizard. It contains several input fields: Birth date (01/01/1960), Street address (55 Main Street), City (Anywhere), State (CT), Zip code (06800), and Gender (sex at birth) (Female).

CTEDSS Updated Instructions for Respiratory Viral Diseases Data Entry Wizards

- d. If the patient is female, the “Was the case pregnant during illness?” question will be shown. Please complete the Race and Ethnicity questions. If the person is American Indian or Alaska Native, select their tribal affiliation if known.



Was the case pregnant during illness?
 Yes

Race:
 White

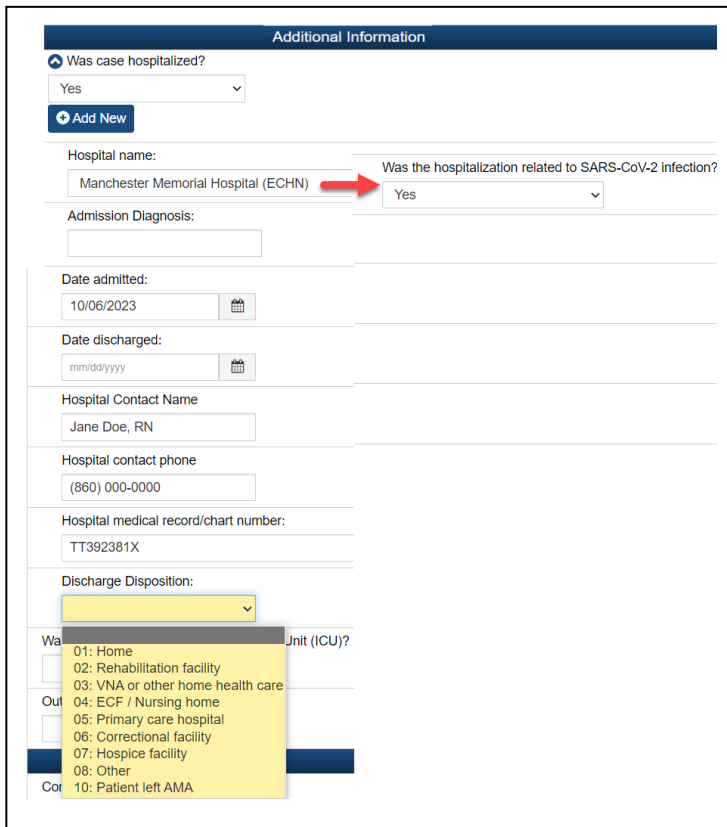
Race:
 American Indian or Alaskan
 Add New

Tribal Affiliation:
 Yes

Tribe Name:
 Mohegan

Is case Hispanic or Latino?
 No

5. The next section asks about hospitalization information.



Additional Information

Was case hospitalized?
 Yes
 Add New

Hospital name:
 Manchester Memorial Hospital (ECHN)

Was the hospitalization related to SARS-CoV-2 infection?
 Yes

Admission Diagnosis:

Date admitted:
 10/06/2023

Date discharged:
 mm/dd/yyyy

Hospital Contact Name
 Jane Doe, RN

Hospital contact phone
 (860) 000-0000

Hospital medical record/chart number:
 TT392381X

Discharge Disposition:

01: Home
 02: Rehabilitation facility
 03: VNA or other home health care
 04: ECF / Nursing home
 05: Primary care hospital
 06: Correctional facility
 07: Hospice facility
 08: Other
 09: Other
 10: Patient left AMA

- The questions open on answering “Was case hospitalized = Yes”. This is a repeatable question if additional hospitalizations related to this disease event occurred.
- Select the hospital name.
- If a COVID-19 case, please indicate if hospitalization was related to COVID-19 infection.
- Type in the admission diagnosis (briefly).
- Complete Date admitted and Date discharged (discharge date may not be known at the time of data entry).
- For Influenza cases, enter a hospital contact name and phone number.
- Enter the case patient’s medical record/chart number.
- If patient discharged at time of data entry, please select discharge disposition from the list.

CTEDSS Updated Instructions for Respiratory Viral Diseases Data Entry Wizards

6. The next section asks about ICU admission and Outcome.
 - a. The only information about ICU is if the person was admitted to the ICU.
 - b. Outcome is Died – Survived – Unknown.
 - i. If Died is selected, please record the date of death, and cause(s) of death. Cause of death is a repeatable question so once you enter a cause and click out of that box, a new box will open for as many as you need.

Was case admitted to the Intensive Care Unit (ICU)?

Outcome:

Date of death:

Cause of death:

Cause of death:

7. Last, please enter any additional comments, if relevant, and click on “Changes have been made to this event”. Then click on Save and you are finished!

Comments

Comments:

Case Update Question

IMPORTANT - Please answer the following question:

Changes made to this event?
 Changes have been made to this event.
 No current changes have been made to this event.

Additional note: The changes to the data entry wizards are in effect for cases created as of **9/1/2023**. Cases with create dates before this date may show some data elements labeled “Retired”.