

## MEMO

**Date:** December 15, 2020

**To:** All PHIMS Directors, Managers, and PHIMS Users

**From:** Lynda Tjaden, Executive Director, Population and Public Health, Manitoba Health, Seniors and Active Living  
Gillian Brennan, Executive Director, Clinical Digital Solutions, Digital Health, Shared Health

**cc:** Kathy Koschik, Manager, Public Health Systems, Digital Health, Shared Health  
Dr. Carol Kurbis, Medical Officer of Health, Manitoba Health, Seniors and Active Living

**Re:** **PHIMS – Auto-Closing Investigations**

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On Thursday , December 17<sup>th</sup>, as part of the implementation of an Auto-Dialer and Auto-Close process, a batch close of investigations will occur to assist with closing older case and contact investigations. These closures will also be reflected in the regular operational reports.

The following investigations will be closed:

- Case Investigations created prior to November 10, and have the following dispositions:
  - Follow up complete
  - Lost to follow-up
  - Pending – referred back to region for follow-up
  - Previously infected/treated/immunized – no further follow up
  - Risk assessment indicates no need for follow up, and
  - Unable to locate
- Contact Investigations related to the above case investigations (concurrent contact investigations)
- Contact Investigations created prior to November 10, and have the following dispositions:
  - Concurrent contact investigation
  - Contact turned case
  - Follow up complete

- Lost to follow up
- No evidence of disease or infection – no further follow up
- Previously infected/treated/immunized – no further follow up
- Referred to external jurisdiction
- Risk assessment indicates no need for follow up
- Unable to complete
- Unable to locate

The investigation (for both cases and contacts) will be automatically closed in PHIMS, with a clinical note and a follow up documenting this was done by the auto-dialer. Status assessment-recovered will be added for cases. Reports will reflect a closed investigation.

Cases that have a fatal status assessment or outcome will be excluded.

**Regions should ensure** they have an ongoing process to close cases and update the status assessment to recovered when the isolation period has ended on a go-forward basis.

Remaining outstanding case investigations prior to November 10<sup>th</sup> must be reviewed regionally and updated after the auto-close is completed on Thursday to ensure the active case counts are accurate.