



Investigations: Add Cohort Contact List to a TE

Add Cohort Contact Client List to a Transmission Event

- I. Via the **Create a Transmission** event button
- II. Via the **Exposure Quick Entry** button (page 5)

I. Via the **Create a Transmission** Event button

- 1) Navigate to the **Case Investigation** *Maintain Transmission Event Details* page
- 2) Scroll to the *'Known Contact Search'* panel
- 3) Ensure the [**Cohort Result Set**] radio button is selected
- 4) Click [**Search**]

Known Contact Search ^ Hide Known Contact Search

Cohort Result Set: -

Client: -

Non-Human Subject: -

Investigation: -

- 5) Enter the cohort id (50) and click [**Search**]

Search Cohort Cancel ...

Basic Search Criteria ✓ ^

Cohort ID: **Cohort Name:** **Status:** **Created By User ID:**

Available Encounter Groups:

- Communicable Diseases
- Family Health
- Immunization
- Outbreak Response
- Rh Clinic
- Screenings
- Sexually Transmitted and Bloodborne Infections
- Tuberculosis
- Youth Services

Selected Encounter Groups:

Jurisdictional Organization: Exact Match **Cohort Source:**



Investigations: Add Cohort Contact List to a TE

Search Results

View **Update** Delete

Create Cohort

<input type="checkbox"/>	Cohort ID	Cohort Name	Created On	Created By	Cohort Type	Status	Effective From	Effective To	Client Lists
<input checked="" type="radio"/>	50	Fifty plus	2020 Jul 25	Desrosiers, Robert	Static	Active	2020 Jul 25		1

Total: 1

6) Select the radio button to the left of the *Cohort ID* in the *Search Results* panel and click **[Update]**

Client Lists

Update Client List View Client List **Select and Return** Upload Client Data File Upload Client ID List

Client List ID	Client List Name	Number of Clients	Created On	Created By
<input checked="" type="radio"/> 5	Bluebird Colony 2020-07-23 Covid-19 Contacts	3	2020 Jul 23	Desrosiers, Robert

Total: 1

7) Select the radio button beside the *Client List ID* and click **[Select and Return]**

8) You're back on the *Maintain Transmission Event Details* page in the *Known Contacts Search* panel. Note that the *Cohort Result Set* is displayed.

Known Contact Search Hide Known Contact Search

Cohort Result Set: 35 - Testing for cohorts

Client: -

Non-Human Subject: -

Investigation: -

Search **Add**

9) Click **[Add]**. You will now create contact investigations for each of the clients in the cohort.



Investigations: Add Cohort Contact List to a TE

10) Enter the required information to create the investigation and click [**Submit**].

Create Investigation

? 🖨

Additional details (e.g., disease, diagnosis, attached documents) may be entered after the investigation has been created.

* Required field

Disease Summary ↑ Hide

Disease Event - COVID-19

Disease	Etiologic Agent	Epi Markers	Authority / Classification Classif. Date (✓ Primary Classification)
COVID-19	-	-	<input checked="" type="checkbox"/> Provincial Contact - Person Under Investigation

Investigation Information ↑ Hide

Priority:

* **Disposition:**

Responsible Organization / Investigator ↑ Hide

* **Responsible Organization :**

To specify an Organization first click on the 'Find' button. Then search, or type the name of the Organization you wish to specify, select it and click on 'Select' button. Then click 'Close' to close.

Organization: Top Level > Level 2 (specific one) > Level 3 (specific one) > [Selected Level 4 Organization]
Find 🔍

* **Responsible Organization Workgroup :**

* **Responsible Organization Date :** / / 📅
yyyy mm dd

* **Investigator Organization :**

* **Investigator Workgroup :**

Investigator Name :

* **Assigned Date :** / / 📅
yyyy mm dd

Upon clicking [**Submit**], the application creates contact investigations for each client in the cohort and links them to the case. They are listed in the Acquisition Events section on the TE of the case



Investigations: Add Cohort Contact List to a TE

- 12) Each will be listed in the *Acquisition Events* panel below the *Known Contacts Search* panel
- 13) Click **[Save]**

Known Contact Search ↑ Hide Known Contact Search

Cohort Result Set: 35 - Bluebird Colony 2020-07-23 Covid-19 Contacts

Client: -

Non-Human Subject: -

Investigation: -

Acquisition Events ↑ Hide Acquisition Events

Row Actions:

	Acquisition Event ID	Investigation ID	Subject Name	Acquisition Start	Acquisition End	Classification	Disposition	Invalid
<input type="radio"/>	87	523	Contact1, Kiwi	2020 Jul 6	-	COVID-19 Contact - Person Under Investigation	Pending	-
<input type="radio"/>	88	524	Contact2, Orange	2020 Jul 6	-	COVID-19 Contact - Person Under Investigation	Pending	-
<input type="radio"/>	89	525	Contact3, Cherry	2020 Jul 6	-	COVID-19 Contact - Person Under Investigation	Pending	-

Total All Contacts: 3



Investigations: Add Cohort Contact List to a TE

II. Via the **Exposure Quick Entry**

Navigate to the **Case** Investigation *Maintain Transmission Event Details* page
Transmission Event panel

- 1) Click **Exposure Quick Entry**

The Exposure Quick Entry page displays

- 2) Enter **Exposure Name**
- 3) Exposure *Transmission Start Date* and *Transmission End Date*

Exposure Location panel

- 1) Enter **Location Name**
- 2) *Setting Type*
- 3) *Setting*
- 4) *Address*

New Known Contacts panel

- 1) Click **Add Contact List**

The screenshot shows the 'New Known Contacts' panel. At the top right, the 'Add Contact List' button is highlighted with a yellow hexagon. Below it, there is a search area with a 'Client:' label, a text input field containing 'Client Last Name or ID', a 'Search Type:' dropdown menu, and buttons for 'Add', 'Search', and 'Info'.

The Link Cohort – Client List modal opens

The screenshot shows the 'Exposure Quick Entry' modal with the 'Link Cohort - Client List' section open. At the top right of the modal are buttons for 'Save', 'Reset', 'Print', 'Help', and 'Close'. The 'Link Cohort - Client List' section has radio buttons for 'Select existing cohort' (selected) and 'Create cohort via upload'. Below this, there is a section for '* Jurisdictional Organization:' with a checked 'Starts With' option, a text input field containing 'Prairie Mountain Health, Manitoba', and an 'Exact Match' checkbox. There are also two dropdown menus for '* Cohort Name:' and '* Client List Name:', both containing 'GC Cohort House Party...'. At the bottom right, the 'Select' button is highlighted with a yellow hexagon, along with a 'Reset' button.

- 1) Select **Cohort Name** from the drop list
- 2) Select **Client List Name** from the drop list
- 3) Click **Select**

The **Contact List** is displayed under the **New Known Contacts** panel



Investigations: Add Cohort Contact List to a TE

New Known Contacts Add Contact List

Client: Search Type:

Client	Investigation	Acquisition Event
<input type="checkbox"/> Agosti, Alyssa	New	New
<input type="checkbox"/> Norma, Nash	New	New
<input type="checkbox"/> Novak, Nola	1329 / Gonorrhea / Contact - Person ...	New
<input type="checkbox"/> Reeve, Pino	New	New
<input type="checkbox"/> Underwood, Donald	1334 / Gonorrhea / Contact - Person ...	New
<input type="checkbox"/> Varley, Ryder	New	New

Investigations

If **New** is greyed out = no existing Investigation or AE for this contact, a new investigation and a new acquisition event will be created when saved.

If at any time **New** is displayed in the drop box, the **Contact Investigation Details** is a required field

If you select an **Existing Investigation** and **New** for the *Acquisition Event* drop list:

- 1) the Client's existing Contact Investigation will be used. No new Contact Investigation will be created
- 2) a new AE will be created for the existing Contact Investigation and linked to the source case TE

If you select an **Existing Investigation** and an **Existing Acquisition Event** in the drop list:

- 1) the Client's existing Contact Investigation will be used. No new Contact Investigation will be created
- 2) the existing AE will be linked to the source case TE. No new AE will be created

Scroll to the **Contact Investigation Details** panel

- 1) First Reporting Source, select '**Other**' and enter "**Named as Contact**"
- 2) Select *Responsible Organization Workgroup* from the drop list
- 3) Select the *Investigator Workgroup* from the drop list
- 4) Select *Disposition* from the drop list



Investigations: Add Cohort Contact List to a TE

Contact Investigation Details ^

Disease	Microorganism	Authority	* Classification	Classification Date
Gonorrhea		Provincial	Contact - Person Under In... v	2022 Apr 14

* First Reporting Source: Provider Location Other

Other:

* Responsible Organization: v

* Responsible Organization Workgroup: v

* Investigator Organization: v

* Investigator Workgroup: v

* Disposition: v

* Report Date (Received):

Click **Save**

LHN > Investigation > **Exposure Summary**

1. Click the **TE ID** [numbered](#) hyperlink

Transmission Event Summary ^ Hide Transmission Event Summary

1 Transmission Events Found. 6 Contacts Found.

Row Actions:

	TE ID	Transmission Start	Transmission End	Location Name	Setting Type	Outbreak ID	Invalid
<input type="radio"/>	183	2022 Apr 5 00:00 CDT	2022 Apr 6 00:00 CDT	House Party	-	-	-

The **Maintain Transmission Event Details** page displays

Scroll to the **Transmission Event Details** panel

1. Select **Transmitter Role** from the drop list if applicable

Scroll to the **Source Details** panel (expand panel)

2. Select **Mode of Transmission** from the drop list if applicable
3. Select **Nature of Transmission** and move to the Selected box
4. Click **Save**

If any contacts from the Contact List live in another RHA, you will need to go into the client's contact investigation and update Responsible Organization.