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Manitoba Public Health Information Management System

Report User Guide

MB23400

Contact Summary Report

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Definitions for Report User Guides:

a. “Authorized Organization” means an organization (an RHA, a First Nation, or other organization) with whom Manitoba has entered into an agreement in order to facilitate access to PHIMS,
b. "Authorized User" means an employee, agent or contractor of an Authorized Organization (the employer) permitted access to PHIMS,
c. “Service Delivery Location (SDL)” means a public health office or a Community Health Centre,
d. “User Role” means the specific role or roles to which an Authorized User is assigned and which prescribes what Information the Authorized User is permitted to access, use and disclose.

Data Type		Explanation
Aggregate, no identifiable data	=	Summary data with no client identifiers
Aggregate, no identifiable data, but possible small population sensitivity or Provider / Org Sensitivity	=	Summary data with no client identifiers However, there are sensitivities in the data where small numbers could identify clients, communities or providers
Line Level, Single client identifiable data	=	Includes client identifiers of an individual client
Line level, Multi client identifiable data	=	Includes client identifiers of a list of multiple clients

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1. Background

1.1. Data Access Scope for Investigations in PHIMS

Access to individual client case investigations within the investigation module in PHIMS is based on permissions for specific encounter groups (Sexually Transmitted and Blood-borne Infections, Communicable Diseases, and Tuberculosis).

In Manitoba, Authorized Users ("users") of the investigations module have access to all investigations in encounter groups assigned to the logged in user for all PHIMS clients. This was decided as a result of a number of considerations, including:

- Clients can receive services at service delivery locations other than their default public health office, either within or outside their home health region,
- Cases and outbreaks of vaccine preventable diseases also cross regional boundaries and may involve multiple public health provider organizations,
- It is important to be aware of all concurrent or previous investigations for a client within an encounter group, regardless of which organization is responsible for the investigation.

However, for some reports with access to line-level client data, users may only run reports for investigations associated with their organization.

1.2. Privacy/Data Sensitivity

This report is set at the Manitoba level. This means users who have access to this report can "view" data for all regions. This report security is also based on the encounter group access of the logged in user. This means this report will only display investigation information for diseases included in the encounter groups.

The report includes data at the level of the individual and contains personal health information.

1.3. Permitted Disclosures

- No disclosure permitted

Note re Permitted Disclosures - In general, Standard Reports in PHIMS have been designed for internal use for day-to-day public health and health service delivery, limited to Authorized Users of Authorized Organizations. Authorized Users may only disclose information from the report that relates to their Designated Health Region. For First Nation Authorized Organizations, sites that have entered into a Bridging Service ISA, an Authorized User (of the Bridging Organization) generating the reports may provide Standard Reports to a FN Authorized User.

1.4. Data Stewardship

Users who have access to this report should have some background in report generation and basic epidemiology, and are responsible for the following:

- Users may only run this report for their designated Health Region,
- The data is intended to be used by public health providers for case and contact management only. No disclosure of information to non-PHIMS users or non-Public Health providers is permitted,
- Users ensure data is managed securely and appropriately according to organizational guidelines.

Users who have access to this report will be subject to PHIMS audits documenting which user generated the report and on what date.

2. Purpose

The purpose of the Contact Summary Report is to give regional users the ability to print the details of a contacts' investigation in order to send the details to another region or practitioner in the event of a referral. The receiving region or practitioner would not have access to PHIMS. The Contact Summary Report would provide key details about the investigation to date without disclosing information regarding the source case.

2.1. Populations Included in the Report

The **Contact Summary Report** provides an individual investigation summary for the specified investigation as well as transmission event details based on the source case interview. The report will return results of investigations for all contacts, regardless of their region of residence.

2.2. Recommended Uses for this Report

This report will be used by:

- Manitoba Health, Seniors and Active Living:
  - To refer contacts to out of province health authorities.
- Regional Health Authorities:
  - To refer identified contacts to region of residence for follow-up.

3. Selecting the Report Parameters

You can generate this report from the "Standard Reports" section in PHIMS.

This is a statistical report under Case: Manitoba Reports

- Ensure the contact investigation is in context,
- Click **Reporting & Analysis > Reports** (LHN) or the **Reporting** tile on the dashboard
- Open the "Case Report Folder" by expanding the collapsible panel
- Select **MB23400-Contact Summary** *hyperlink*
- **Investigation ID** will default to the investigation in context
- **Include Contact History** will default to 'No.' Select 'Yes' to include any investigation history for diseases within the same encounter group
- Enter **Report Date Received From and To** only include contact history for specified dates. If no dates entered, and 'Include contact history' is set to 'Yes', all contact history contained in the system will display
- **Include Notes** will default to 'No.' Select 'Yes' to display all notes for the investigation in context
- Click **Generate Report Now**.

Parameter Definitions:

Parameter Name	Data Type	Description	Validation
Investigation ID	Number	Investigation ID of investigation currently in context	Required
Include Contact History	Checkbox (Y/N)	Mandatory	Default to un-checked/No.
Earliest Reported Date (Received) From & To	Date	Optional	When no dates are entered, include all recorded disease investigations included within the same encounter group as the contact investigation for which the report is being run. If dates are provided, include all disease investigations recorded within the same encounter group as the contact investigation for which the report is being run where the earliest report date (received) is on or within the provided dates.
Include Notes	Checkbox (Y/N)	Mandatory	Default to un-checked/No.

4. Report Output

The report will include demographic information for the client specified for the selected investigation. This will include: PHIN, name, official registry address, MHSU address, phone number (preferred), date of birth, gender and any other additional identifiers.

The investigation information on the form will reference whatever investigation ID is in the investigation ID field on the search parameters. The investigation may be of either classification group (case or contact). There is **no** system validation to return only 'contact' investigations. Please ensure the correct client and the correct investigation are displayed on the report.

The investigation information will include the disease(s), associated classification and date for the investigation, as well as the status of the investigation, disposition, report date, active primary investigation organization and investigator (if specified) and address at time of initial investigation. This address will default to the active preferred address.

The contact history summary will include any previously recorded investigations that are contained within the encounter group of the current investigation. This will include the investigation ID, disease(s), classification and date, report date (received) and disposition.

Information from the source case transmission event (TE) will include the TE ID, exposure start and end, all recorded mode(s) and nature(s) of transmission, exposure setting information (type, subtype, name, address), source case disease, classification, causative agent, further differentiation, current stage and any noted disease sites

Information recorded for the selected investigation in risk factors, signs and symptoms, interventions and prescriptions will be displayed if entered. If no information exists, the section title will appear with no details displayed.

Optionally, controlled by parameter, the report can include all recorded notes including date, type and recorded text.

5. Report is assigned to the following User Roles

- MB CDI MBHEALTH_SURVEILLANCE
- MB CDI EPI ANALYST
- MB CDI MEDICAL OFFICER
- MB CDI PUBLIC HEALTH NURSE MANAGER
- MB CDI PUBLIC HEALTH COORDINATOR
- MB CDI PUBLIC HEALTH NURSE

6. Report Description

Report Output: The report will be generated as a PDF

Data Source: Operational data from the PHIMS Database

7. Sample Report

Date Printed: 2019-Jun-21

Manitoba

Contact Summary Report

This document contains personal health information and is confidential. Personal health information may only be collected, used or disclosed where allowed by the Personal Health Information Act. If you have received this document in error, please immediately destroy it in a secure manner and notify the sender. Any unauthorized use, disclosure, distribution, or copying is strictly prohibited.

Personal Information

Name: road, Icy js
Personal Health Information Number (PHIN): 978765765
Gender: Male
Date of Birth: 2000-Feb-12

Preferred Phone Number:
Official Registry Address:
MHSU Address: 2 2 Annway Abbey Manitoba

Contact Investigation Information

Investigation ID: 32
Report Date (Received): 2019-February-12
Disposition: Pending
Status: Open
Primary Organization: Prairie Mountain Health
Investigator: Ruth Deane
Address at Time of Initial Investigation: 1 2 somewhere Chase Brandon, Manitoba R0C0H0

Contact Investigation Disease Summary

Disease	Classification	Classification Date
Syphilis	Contact / Person Under Investigation	2019-Feb-12

Contact Investigation History in PHIMS

The contact investigation history included below is limited to the *Sexually Transmitted and Bloodborne Infections* encounter group investigations recorded in PHIMS.

Investigation ID	Disease	Report Date (Received)	Classification	Disposition
248	Chlamydia trachomatis infection	2017-Sep-07	Case / Lab Confirmed	Follow up in progress

Information from the Source Case Record

Source Case Transmission Event ID: 13

Exposure Start Date: 2018-Dec-01
Exposure End Date:
Location Name: Happy Hour Hotel
Setting Type: Sexual exposure setting/location
Exposure Address: 564 Nowhere
Winnipeg, Manitoba
Setting: Bar/tavern
Mode of Transmission: Sexual contact
Nature of Transmission:
> Condoms not used
> Frequency of sexual contact - 10+ times

Disease: Syphilis
Stage:
Classification: Case / Person Under Investigation
Classification Date: 2019-Feb-11
Causative Agent: Treponema pallidum
Further Differentiation:
Disease Sites:

Information from the Contact Record

Contact Risk Factors

Contact Signs and Symptoms

Contact Interventions

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Date Printed: 2019-Jun-21

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Name: road, Icy js **Personal Health Information Number (PHIN):** 978765765

Contact Prescriptions

Drug	Dosage	Frequency	Rx Effective From Date	Duration	Course Completed
Benzathine Penicillin G	2,400,000 Unit	One dose only	2019-Feb-22	1 Days	

Contact Notes

Note Date: 2019-Jun-21 **Note Type:**

Subject Line: Refer contact

Contact referred to Prairie Mountain Health. Spoke with CD Coordinator, aware to look for referral RDEANE RN BN

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