

Manitoba Public Health Information Management System

Report User Guide

MB22000

Contact Tracing Report

Modified: 2022-06-21

Document Version:	0.07
Document Status:	Final
Document Author:	Manitoba PHIMS – Support Team

Document Version Control

Document Creation Date: 2015-05-01			
Date	Author	Version	Change Description
2017-08-18	R. Deane	0.01	Document Created
2017-10-25	R. Deane	0.02	Added definition of 1500-01-01
2019-01-03	A. Henteleff	0.03	Updated cover page, header and footer Definitions added Permitted disclosures section added Panorama replaced with PHIMS throughout
2019-03-11	A. Henteleff	0.04	Final
2019-05-31	R. Deane	0.05	Updated with newly configured role access
2020-01-13	R. Desrosiers	0.06	Update to 3.2.3 version
2022-06-21	R. Desrosiers	0.07	Updated MB Health logo, Updated to 4.4.5 version

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 to 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 , <u>Single client</u> identifiable data	=	Includes client identifiers of an individual client
Line level , <u>Multi client</u> identifiable data	=	Includes client identifiers of a list of multiple clients

Table of Contents

1. Background	1
1.1. Data Access Scope for Investigations in PHIMS	1
1.2. Privacy/Data Sensitivity	1
1.3. Permitted Disclosures.....	1
1.4. Data Stewardship	2
2. Purpose.....	2
2.1. Populations Included in the Report.....	2
2.2. Recommended Uses for this Report.....	2
3. Selecting the Report Parameters.....	3
4. Report Output.....	3
5. Report is assigned to the following User Roles	5
6. Report Description	5
7. Sample Report	6

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 will display line level client data to the user based on their Data Access Scope. The report should only be generated if source case investigation is in context.

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 Tracing report is to describe all named contacts associated with a source's disease investigation (case) in order to assess exposures to and the risk of disease spread. It can also be used to assess the status of the contact investigation and identify any outstanding investigation interventions.

2.1. Populations Included in the Report

The **Contact Tracing Report** provides a line list of all transmission events and associated contacts (known, unknown and anonymous) entered in PHIMS based on the source case interview. Users should only select the source case investigation contact tracing results based on their data access scope. The report will return results of investigations for all contacts of the selected sources case, regardless of their region of residence. The report could also be used to extract data for social network analysis.

2.2. Recommended Uses for this Report

This report will be used by:

- Manitoba Health, Seniors and Active Living and Regional Health Authorities:
 - To extract data for social network analysis.
- Clinicians:
 - To assess the priority of contact follow-up and be able to confirm all contacts are in the process of being followed-up with.
 - To assess the necessity of public health measures (e.g. self-isolation) or interventions (e.g. immunization) based on information derived from this report, such as number of contacts and their classification as well as the state of the source (e.g. deceased, recovered, etc.)
 - To assess what interventions and public health measures should be initiated in order to stem the spread of disease and risk of exposure.

3. Selecting the Report Parameters

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

This is a statistical report under Case: Manitoba Reports

- Ensure that the source case investigation 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 **MB22000-Contact Tracing** *hyperlink*
- **Investigation ID** will default to the investigation in context.
- Click **Generate Report Now**.

Parameter Definitions:

Parameter Name	Data Type	Description	Validation
Enter Investigation ID	Number	Investigation ID of source case currently in context	Required

4. Report Output

Field Name	Description
	Source Investigation Summary
Source case investigation ID	Investigation ID of source case in context.
Source case Disease	Source case classification and disease. Will list all diseases and current classification of the source case.
Client ID	Client ID of the source case.
Name	Source case client name.
Gender	Source case gender.
Date of birth	Source case date of birth (YYYY-Mmm-DD).
Age	Source case age displayed as years, months and/or days between the client's birthdate and the earliest reporting source date.
	Contact Tracing
TE ID	Transmission Event ID associated with the transmission event. Can be used to search for an Exposure. Should be entered as 'Exposure ID' in 'Exposure Search'.
TE Event Name	Free text entry of TE Event Name. May also be used as a search parameter in Exposure search. Enter in 'Exposure Name' search field.
Event Start Date	Start date of event (YYYY-Mmm-DD). May also be used as a search parameter in Exposure search. Enter in 'Exposure Start From and To' search fields. If date not specified, will be entered as 1500-01-01

Event End Date	End date of event (YYYY-Mmm-DD). May also be used as a search parameter in Exposure search. Enter in 'Exposure End From and To' search fields.
Mode of Transmission	The mode of transmission as recorded on the transmission event.
Responsible Organization	The Organization that is responsible for follow up of the contact(s) associated with the transmission event.
TE Investigator Work group(s)	Selected workgroup for the TE. Only workgroups associated with the users logged in organization can be assigned. This value may not always be completed.
TE investigator	Investigator responsible for follow up of the TE. Selection of investigators is limited to the selected workgroup. This value may not always be completed.
TE Investigator Assigned Date(s)	Date the investigator was assigned to the TE. This value will only appear if an investigator has been assigned to the transmission event.
Anonymous Contact Count	Will only display if TE is associated with anonymous contact counts. Number of reported anonymous contacts will display here.
Anonymous Contact Details	Any reported details found in 'anonymous contact details'.
Unknown Contact Description	Name or description of a contact.
Unknown contact Disposition	Disposition of the unknown contact. 'Converted to client' means that this unknown contact is now an identifiable PHIMS client and an investigation has been created. Choosing 'converted to client' as an unknown contact disposition will remove the unknown contact from the total contact count.
Known Contact Client ID	Client ID of the Contact.
Known Contact Name	Name of the contact: First Name Last Name
Birth Date	Contacts date of birth (YYYY-Mmm-DD).
Age	Contact's age on the date acquisition event was created.
Gender	Gender of the contact.
Investigation ID	Investigation ID of the contact's investigation.
Case Classification	Classification and disease as recorded on the contacts investigation. Classification group will be 'Contact' by default.
Disposition	Disposition of the contact investigation.
Investigator Organization(s)	Organization responsible for investigation of the contact.
Investigator Workgroup(s)	Workgroup assigned for investigation of the contact.
Investigator Name(s)	Investigator assigned for investigation of the contact
Contact Intervention(s)	The intervention string includes the subtype and disposition as recorded on the contact's investigation.
Contact Prescriptions(s)	The prescription string includes the L2 catalogue item name and prescription date. If date not specified, will be entered as 1900-01-01

Contact Investigations Summary	The contact investigation summary will include the Disease, Disease Classification and Reported Date in a concatenated string for any previous investigations with the same disease as the source case investigation (as of September 1, 2017)
History Exists	<p>If any other disease in the same encounter group exists in the contact's subject summary, the 'History exists' yes will display. If no investigations for other diseases in the same encounter group exist, 'no' will display. Encounter groups are:</p> <p>Communicable Diseases Encounter Group</p> <p>Sexually Transmitted and Blood borne Infections Encounter Group</p> <p>Tuberculosis Encounter Group</p> <p>Syphilis, Gonorrhea and Chlamydia within the STBBI encounter group are entered in PHIMS beginning September 1, 2017. History of any disease other than these three (even if in the same encounter group) and history prior to September 1, 2017 will NOT display here. Newly diagnosed HIV, Hep B and C are entered in PHIMS beginning September 1, 2018. If repeat testing has occurred, historical investigations will be entered for syphilis, HIV, Hep B and Hep C. All other reportable communicable diseases except for Tuberculosis are entered in PHIMS beginning October 1, 2018.</p>

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
- MB CDI PUBLIC HEALTH NURE CLOSED

6. Report Description

Report Output: The report will be generated in Microsoft Excel

Data Source: Operational data from the PHIMS Database

7. Sample Report

Only includes the first few columns.

MB22000 - Contact Tracing

The purpose of the Contact Tracing report is to describe all named contacts associated with a source disease investigation (case) in order

Date Generated: 2022/06/01 3:16:35 pm

Source Investigation Summary:

Investigation ID:	1130
Disease:	Case - Person Under Investigation - COVID-19
Client ID:	3369
Name:	Flower Vase
Gender:	Male
Date of Birth:	1963-Jul-23
Age:	58 yrs 3 mths

TE ID	TE Event Name	Event Start Date	Event End Date	Mode of Transmission
-------	---------------	------------------	----------------	----------------------