Manitoba Public Health Information Management System

Report User Guide

MB2704
COVID Intervention QA

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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 role of 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 Region level. This means that users who have access to this report can only "view" data from their own region. The report includes data at the level of the individual investigation and contains an investigation ID. No other identifying information is included on the report.

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:

- The data is intended to be used by public health providers for case management and surveillance 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 especially when the report(s) identifies small populations or providers.

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

This report is required to search and produce a line list of COVID-19 Case and Contact investigations during a specified timeframe. All COVID-19 investigations should have an intervention type of 'Isolation'. This report will include specific data that will allow users to see at a glance if the isolation intervention is present or not for the investigation, if the Isolation period is defined correctly, and when the last follow-up was performed. This will allow users to identify investigations that require review.

2.1. Populations Included in the Report

The **Investigation Search Report** provides a line list of all Investigations entered in PHIMS Based on the reported date and the organizational workgroup the investigation was assigned to. Users will only be able to select investigations that have been assigned to their organization or lower in the organizational tree. All investigation types assigned to the user's organization will be included in the report.

2.2. Recommended Uses for this Report

The Investigations Search report will be used by:
- Regions and Manitoba Health
  - To monitor COVID-19 Case and Contact Isolation period data.
- Coordinators
  - To monitor COVID-19 Case and Contact Isolation period data.
- COVID-19 Call Center Supervisors/Coordinators
  - To monitor COVID-19 Case and Contact Isolation period data.

Note to user
- Consider defining a role-based routine business cycle to run these reports to identify any investigations that have not been assigned to an investigator E.g. Regions and Manitoba Health, Seniors and Active Living may wish to run this report daily.

3. Selecting the Report Parameters

When running a report, you must select specific parameters. Some parameters are required and some are optional.

Selecting the Correct Parameters to get the Needed Output

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

This is an operational report under Case: Manitoba Reports

- Click **Reporting & Analysis > Reports** (LHN) or the **Reporting** tile on the dashboard.
- Open the **Case Report Folder** by expanding the collapsible panel
- Select **MB2704-COVID Intervention QA** *hyperlink*
- Enter the **Date Reported Date From** and **Date Reported To** (required)
- Enter the **Investigation Status** (required)
- Select the **Classification Group** (required)
- Select the **Investigator Organization** (optional) if desired. Users will only be able to select the organization(s) they have access to base on their logged-in organization.
- This report is filtered to display COVID-19 Investigations only.
- This report is filtered to display 'Isolation' Intervention detail only.
- Click **Generate Report Now**.

Parameter Definitions:

Parameter Name	Data Type	Description	Validation
Date Reported From	Date	Date range based on date the case or contact was reported to Manitoba Health.	Required
Date Reported To	Date	Date range based on date the case or contact was reported to Manitoba Health.	Required
Investigation Status	Multi-select List	Open, Closed or Transferred	Required
Classification Group	Multi-select List	Case or Contact	Required
Investigator Organization	Multi-select List	Organization assigned to the Investigation. Limited to Investigator organization accessible by Logged-on role	Optional

4. Report Output

Field Name	Description
Reported Date	Date the investigation was reported to Manitoba Health [Report Date (Received) on Create Investigation]
Investigation ID	Unique Investigation identifier
Classification Group	Specifies whether a case investigation or a contact investigation
Classification Code	Specifies the type of case or contact e.g. lab confirmed, person under investigation
Classification Date	Date the investigation was classified.
Investigation Disposition	Disposition of the investigation
Disposition Date	Date the disposition was assigned
Investigation Org	Investigator Organization(s) that have been assigned to the investigation. More than one investigator organization may be assigned to an investigation. Each investigator organization will display on a separate row. Only investigations assigned to the logged in organization (or lower in the tree) of the user will be displayed
Investigation Status	Status of Open or Closed. Transferred is a secured PHIMS code (cannot be deleted), however, it cannot be selected from within the application so should never display in the report output
Status Date	This field currently displays the date the investigation was created. This is defect and is fixed in future versions of PHIMS.
Client ID	Unique client identifier.
Date of Birth	Client's birthdate.
AE Start Date	The Start Date of the most recent AE associated with the Investigation based on AE End Date
AE End Date	The End Date of the most recent AE associated with the Investigation

	based on AE End Date. If one or more AE's associated to the Investigation do not have an End Date, the report cannot determine the most recent and therefore, no AE dates will appear on the report. If there are multiple AE's with the same End Date, the system will display the AE dates based on earliest created date.
Total # of AE's	The total count of AE's associated to the Investigation
Symptom Onset Date	The earliest Symptom Onset date that is not 'Asymptomatic' for all Symptoms associated to the Investigation that have an Onset Date.
Specimen Collection Date	The earliest Specimen Collection date for COVID-19 labs associated to the Investigation.
Isolation Int Start Date	The Start Date of the most recent Isolation Intervention associated to the Investigation based on Intervention End Date.
Isolation Int End Date	The End Date of the most recent Isolation Intervention associated to the Investigation based on Intervention End Date. If one or more Isolation Interventions associated to the Investigation do not have an end date, the report cannot determine the most recent and therefore no Intervention or associated Follow Up information will display on the report. If there are multiple Interventions with the same End Date, the system will display the Intervention information based on earliest created date.
Total # of Isolation Int	The total number of Isolation Interventions associated to the Investigation.
Isolation Int Type	The Intervention Type. (This should always be 'Isolation')
Isolation Int Sub-Type	The Intervention Sub-Type
Isolation Int Disposition	The Disposition of the Intervention.
Isolation Int Outcome	The Outcome of the Intervention.
Follow Up Date	The Follow Up Date of the most recent follow up associated to the Isolation Intervention based on Follow Up Date.
Follow Up Type	The Follow Up Type.
Follow Up Disposition	The Disposition of the Follow Up.
Follow Up Has Symptoms	The value selected in the Has Symptoms field on Follow Up.
Follow Up Comment	The most recent comment entered on the Follow Up.
Isolation Period - Days	For Contacts: Isolation Intervention End Date – AE End Date
	For Cases: Isolation Intervention End Date – Symptom Onset Date (if available), else Specimen Collection Date.
	This column will be blank when no Isolation period can be calculated. E.g. Missing AE End Date.

5. Report is assigned to the following User Roles

- MB CDI EPI ANALYST

- MB CDI MEDICAL OFFICER

- MB CDI PUBLIC HEALTH COORDINATOR

6. Report Description

Report Output: The report will be generated in Microsoft Excel

Data Source: Operational data from the PHIMS Database

7. Sample Report

MB2704 - COVID-19 Intervention QA

This report is used to support COVID-19 Case and Contact Investigation data quality reviews. The report displays the most recent Isolation Intervention and Follow up information if available as well as the Earliest Specimen Collection Date and Earliest Symptom Onset Date when recorded for Cases.

Where multiple AE's or Interventions exist and not all end dates are present, the most recent cannot be determined. A column will indicate the number of AE's and Isolation Interventions that exist for the Investigation when there are multiple.

The Isolation Period Column is calculated as follows:
For Contacts: Isolation Intervention End Date - AE End Date, and
For Cases: Isolation End Date - Symptom Onset Date if exists, else the Specimen Collection Date.

Date Generated: 2020/10/21 10:59:07 am

Report Parameters:

Date Reported:	1980-Oct-01 through 1980-Oct-01
Encounter Group:	Outbreak Response
Disease:	COVID-19
Investigation Status:	CLOSED, OPEN, Transferred
Classification Group:	Case, Contact
Investigation Organization:	No Filter
User Organization:	MB Health

Reported Date	Investigation ID	Classification Group	Classification Code	Classification Date	Investigation Disposition	Disposition Date	Investigation Org	Investigation Status	Status D
1980-Oct-01	715	Case	Lab Confirmed	1980-Oct-01	Follow up in progress	2020-Oct-16	MB Health	OPEN	2020-Oct-
1980-Oct-01	724	Contact	Person Under Investigation	2020-Oct-16	Pending	2020-Oct-16	MB Health	OPEN	2020-Oct-
1980-Oct-01	725	Contact	Person Under Investigation	2020-Oct-16	Pending	2020-Oct-16	MB Health	OPEN	2020-Oct-
1980-Oct-01	726	Contact	Person Under Investigation	2020-Oct-16	Pending	2020-Oct-16	MB Health	OPEN	2020-Oct-
1980-Oct-01	727	Contact	Person Under Investigation	2020-Oct-16	Pending	2020-Oct-16	MB Health	OPEN	2020-Oct-
1980-Oct-01	728	Contact	Person Under Investigation	2020-Oct-16	Pending	2020-Oct-16	MB Health	OPEN	2020-Oct-
1980-Oct-01	729	Contact	Person Under Investigation	2020-Oct-16	Pending	2020-Oct-16	MB Health	OPEN	2020-Oct-
1980-Oct-01	730	Contact	Person Under Investigation	2020-Oct-16	Pending	2020-Oct-16	MB Health	OPEN	2020-Oct-
1980-Oct-01	731	Contact	Person Under Investigation	2020-Oct-16	Pending	2020-Oct-16	MB Health	OPEN	2020-Oct-