

Manitoba Public Health Information Management System

Report User Guide

MB2102C

COVID19 Record Quality

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Definitions for Report User Guides:

- “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;
- "Authorized User" means an employee, agent or contractor of an Authorized Organization (the employer) permitted access to PHIMS.
- “Service Delivery Location” (SDL) means a Public Health office or a Community Health Centre
- “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 |

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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, Outbreak Response, 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

The purpose of the COVID19 Record Quality Report is to identify missing core data or data errors to ensure the quality of surveillance data is as good as possible. The report would flag investigations with missing data elements, or would flag data entries that fail algorithms based on fields such as dates. The report contains two options: the "surveillance" option assesses data that is entered at the time when the investigation is created; the "case closure" option assesses the complete investigation data that would be present at case closure.

2.1. Populations Included in the Report

The **COVID19 Record Quality Report** provides a summary assessment of key information that would be collected for a COVID-19 investigation. The report will return results of investigations based on the filter parameters selected. Users will only be able to select investigations that have been assigned to their organization or lower in the organizational tree.

2.2. Recommended Uses for this Report

The COVID19 Record Quality report will be used by:

- Manitoba Health, Seniors and Active Living, Regional Public Health, VCC QA Team:
 - To evaluate completed investigations to ensure core data elements have been entered.
 - To evaluate data quality

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 **MB2102C-COVID19 Record Quality** *hyperlink*
- Enter the **Date Reported Date From** and **Date Reported To** OR **Closed Status Date From and Closed Status Date To** (One of the Reported Date range or Closed Status Date range is required)
- Select one or more **Classification Group(s)** (required)
- Select one or more **Classification(s)** (optional)
- Select one or more **Investigation Status(es)** (required)
- Select the **Investigator Organization(s)** (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.
- 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 One of the Date Reported or Closed Status Date ranges is required. |
| Date Reported To | Date | Date range based on date the case or contact was reported to Manitoba Health. | Required |
| Closed Status Date From | Date | Date range based on when the investigation was closed. | Required |
| Closed Status Date To | Date | Date range based on when the investigation was closed. | Required |
| Investigation Status | Multi-select List | Open, Closed or Transferred | Required |
| Classification Group | Multi-select List | Case or Contact | Required |
| Classification | Multi-select List | Available Case and/or Contact classifications | Optional |
| Investigator Organization | Multi-select List | Organization assigned to the Investigation. Limited to Investigator organization accessible by Logged-on role | Required |

4. Report Output

| Field Name | Description |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Client ID | Unique Client identifier associated with the investigation |
| Investigation ID | Unique Investigation identifier |
| Earliest Rpt Dt (Rcvd) | The earliest Report Date (received) on the investigation |
| Status | The current status of the investigation |
| Status Dt | The date the status was set |
| Disease | COVID-19 |
| Classification | Specifies whether a case investigation or a contact investigation |
| Classification Dt | Date the investigation was classified |
| Lab Alignment | Disease classification is Case-Lab Confirmed and there is no associated lab result OR disease classification is Contact and there is at least one lab result. If either of these conditions is true X will be displayed. |
| Duplicate Inv | Two or more open case or contact COVID-19 investigations. If true X will be displayed. |
| Addr/Org Alignment | The organization associated with the postal code for the address at time of initial investigation. X is displayed if no postal code is found. The field will be blank if the postal code is not a valid Manitoba code. |
| Workgroup | The workgroup associated with the investigator organization. |

| | |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Partner CI Involved | The disposition of Follow up performed by Partner Case Investigator has been added to the investigation at any point will be indicated with X |
| Partner CI Completed | The disposition of Follow up performed by Partner Case Investigator is immediately followed by one of the other call center dispositions starting with 'Follow up performed by..' will be indicated with X. |
| No Stage | No disease stage has been recorded for the investigation will be indicated with X. |
| No Risk Factors | No risk factors have been recorded for the investigation will be indicated with X. |
| Travel Risk Factor | Contents of the additional information field for the following risk factors when the response = yes. Exposure setting/location: Other province in Canada (specify) and Exposure setting/location: Outside Canada (specify). |
| Outbreak Risk Factor | Contents of the additional information field for the risk factor of Outbreak associated (specify name an/or outbreak code) when the response = yes. |
| Outbreak Code | The outbreak code recorded for the investigation |
| Earliest Onset Sx | The earliest onset date among the symptoms recorded for the investigation |
| No TEs | No transmission events have been recorded for the case investigation will be indicated with X. |
| Unknown Contacts | X is displayed when unknown contacts exist in any of the transmission events recorded for the investigation |
| TE Summary | A concatenated list of "location name" for all transmission events recorded for the investigation |
| No AEs | No acquisition events have been recorded for the contact investigation will be indicated with X. |
| AE End Date | Most recent AE end date for contact investigations. |
| Isolation End Date | Most recent isolation end date if one exists or X if isolation end date is missing. |
| Documentation Period | Number of days from earliest report date (received) to the closed status date. |
| Inv Disposition | Current Disposition of the investigation |
| Primary Investigator | Primary investigator name |
| No Status Assessment/Outcome | X is displayed when the investigation has neither a status assessment / recovered intervention nor an outcome of fatal. |
| No Phone Number | X is displayed when the client does not have a phone number |
| Sensitive Environment/Occupation | The sensitive environment/occupation recorded for the investigation |
| Sensitive Environment Occupation Details | The sensitive environment/occupation details recorded for the investigation |
| Notes | The most recent Note recorded for the investigation. If the entire note is too long to be displayed, a visual indicator will appear notifying the user they will need to view the note in the application. |

5. Report is assigned to the following User Roles

- MB CDI EPI ANALYST
- MB CDI MEDICAL OFFICER
- MB CDI PUBLIC HEALTH COORDINATOR
- MB CDI OUTBREAK RESPONSE QA

6. Report Description

Report Output: The report will be generated in Microsoft Excel

Data Source: Operational data from the PHIMS Database

7. Sample Report

MB2102B - COVID19 Record Quality

The report identifies missing core data elements or data entry errors in investigations to ensure the quality of surveillance data is as good as possible. The report flags investigations with missing data elements, or flags data entries that fail algorithms based on fields such as dates.

Column Definitions (for a subset of columns)

| | |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lab Alignment: | <i>Disease classification is Case-Lab Confirmed and there is no associated lab result OR disease classification is Contact and there is at least one lab result.</i> |
| Duplicate Inv: | <i>Two or more open case or contact investigations.</i> |
| Addr/Org Alignment: | <i>The address at time of initial investigation is not aligned with the initial primary investigator organization.</i> |
| Partner CI Involved: | <i>The disposition of Follow up performed by Partner Case Investigator has been added to the investigation at any point.</i> |
| Partner CI Completed: | <i>The disposition of Follow up performed by Partner Case Investigator is immediately followed by one of the other call center dispositions starting with 'C'.</i> |
| Travel Risk Factor: | <i>Contents of the additional information field for the following risk factors when the response = yes. Exposure setting/location: Other province in Canada.</i> |
| Outbreak Risk Factor: | <i>Contents of the additional information field for the risk factor of Outbreak associated (specify name and/or outbreak code) when the response = yes.</i> |
| AE End Date: | <i>Most recent AE end date for contact investigations.</i> |
| Isolation End Date: | <i>Most recent isolation end date if one exists or 'X'.</i> |

Confidentiality Notice: This report may contain **confidential** personal health information and is intended to be used for internal Public Health program use only. Disclosure of any information in any report may only occur where the disclosure is authorized in the PHIMS Report User Guides. Any unauthorized use, disclosure, retention, storage, destruction or distribution is **strictly prohibited**.

Date Generated: 2021/02/10 4:34:25 pm

Report Parameters:

| | |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Report Date (Rcvd): | 1974-Mar-01 through 1974-Mar-31 |
| Classification Group: | Case, Contact |
| Classification: | Case - Clinical, Case - Clinically Confirmed, Case - Lab Confirmed, Case - Not a Case, Case - Person Under Investigation, Case - Probable, Case - Suspected |
| Investigation Status: | CLOSED, OPEN, Transferred |
| Investigation Status Date: | No Filter |
| Investigator Organization: | Correctional Service Canada, FNIH, Interlake-Eastern Health, MB Health, Northern Health, Out of Province, Prairie Mountain Health, Southern Health |

| Client ID | Investigation ID | Earliest Rpt Dt (Rcvd) | Status | Status Dt | Disease | Classification |
|-----------|------------------|------------------------|--------|-------------|----------|----------------------|
| 3314 | 635 | 1974-Mar-08 | OPEN | 2021-Feb-10 | COVID-19 | Case - Lab Confirmed |