Manitoba Public Health Information Management System

Report User Guide

MB2709D
Disease Count by Age and Gender

Modified: 2025-04-17

Document Version:	1.0
Document Status:	Final
Document Author:	Manitoba PHIMS – Support Team

Document Version Control

Document Creation Date: 2019-08-02			
Date	Author	Version	Change Description
2025-03-24	J. Omaga	0.1	Document Created
2025-04-17	J. Omaga	1.0	Final draft

Definitions for Report User Guides:

a. "Authorized Organization" means an organization (an RHA, an organization supporting First Nations communities, or other organizations) with whom Manitoba has entered into an Information Sharing 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 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.

e. The "Agreement" refers to the Information Sharing Agreement (ISA) signed between the respective organization(s) or community of the reader and Manitoba Health.

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

Table of Contents

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 (e.g. 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, Regional or the Public Health Office (community) level. This means that users who have access to this report can view data from all regions when filtering at the Provider Organization level (regional or FNIHB). A User may also filter this report at the Investigator Organization level (Region, community area, or First Nation Community) that is tied to their logged in organization. The report only includes summary data counts and does not display personal health information.

Although only summary data is displayed, there may be results displayed with cell counts <5, which may potentially identify individuals, particularly when workgroup detail (may be analogous to public health office catchment area) is displayed. As a result, the number of users who have access to this report is limited to public health users which require access to this information to fulfill their functions under the *Public Health Act.*

1.3. Permitted Disclosures

- Disclosure of the aggregate number of investigations based on the investigator organization assigned to the case is permitted within your respective authorized organization.
- The Government of Canada's Authorized Users may, in accordance with the terms of the Agreement, disclose the above information to First Nations communities they are supporting.
- Disclosures to the public or outside of your respective authorized organization are not permitted unless specifically dictated by the Agreement.

1.4. Data Stewardship

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

- Users may only run this report for their designated Health Region or Authorized organization.
- 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 Disease Count by Age and Gender report is to summarize the number of cases of a disease grouped by the client's age and gender, based on the primary investigator org assigned to the investigation at 30 days post-investigation creation date.

2.1. Populations Included in the Report

All investigations that have been assigned to the active primary investigator organization will be included in the counts for this report, regardless of where the client lives.

All regional health authorities (RHAs) within Manitoba are defined by geographic boundaries. However, the First Nations Intuit Health Branch (FNIHB) region is not geographically contained (i.e. the case numbers on this report reflect cases that are provincially distributed, not just those within the geographic boundaries of a single RHA).

2.2. Recommended Uses for this Report

The Disease Count by Age and Gender report will be used by:

- Regions and Manitoba Health
  - To provide a summary of disease cases, categorized by client age and gender. It reflects data based on investigations conducted by assigned organizations, specifically focusing on cases at the 30-day mark post investigation creation.
- First Nations Health Providers
  - Same functions as above with the additional option of community level reporting as needed.

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 a statistical report under Case: Manitoba Reports

1. Click **Reporting & Analysis > Reports** (LHN) or the **Reporting** tile on the dashboard.
2. Open the **Case Report Folder** by expanding the collapsible panel.

3. Select **MB2709D-Disease Count by Age and Gender** *hyperlink* under "Surveillance Reports".

4. Select the **Report Period (years)** (required). Selection of 5 year or 10 year; defaults to 5.

5. Select the **Age Bucket Type** (required). Users will only be able to select 1 of 3 buckets – Large, Select Age Range and Small; defaults to Large.

6. Select the **Encounter Group** (required). Encounter groups accessible by the logged in role. Used to filter disease; can only select one encounter group at a time.

7. Select the **Disease** (required). Filtered by the Encounter Groups accessible by the logged in role; can only select one disease at a time.

8. Select the **Investigator Provider Organization** (required). Limited to those Provider Org Level Jurisdictional Organizations that have active workgroups. All provider organizations are available for selection by all users with access to the report.

9. Select the **Classification** (required). Only case classifications are available.

10. Select **Group By** (required). Users will only be able to select 1 of 3 options: Disease, Classification and Stage; defaults to Disease.

11. Select **Show Org Detail** (required). Defaults to **'Yes'**. Select 'No' and all Provider Orgs (above) to display provincial counts.

12. Enter **Age From** (required only if 'Select Age Range' bucket type is selected).

13. Enter **Age To** (required only if 'Select Age Range' bucket type is selected).

14. Select **Age Unit** (required). Defaults to years; only applicable with 'Select Age Range' bucket type and when age range is entered.

15. Select **Investigator Provider Org** (optional). Filtered by user's logged in Org and used to filter Investigator Organization.

16. Select **Investigator Organization** (optional). Filtered by selecting the Investigator Provider Org and user's logged in Org. If this parameter is selected, the report will only display data at the PHU/community level.

17. Click **Generate Report Now**.

Parameter Definitions:

Parameter Name	Data Type	Description	Validation
Report Period (years)	Drop list	Selection of a 5 year or 10 year report based on current date and earliest report date received. Will include 5 or 10 years plus the current partial year.	Required
Age Bucket Type	Drop list	Select 1 of 3 Buckets: **Large:** Corresponding to: 0-4; 5-17; 18-65; 65+ (years) **Select Age Range:** Activates the age selector fields below. Report output will only display one age bucket. **Small:** Corresponding to: <1; 1-4; 5-9; 10-14; 15-19; 20-29; and every 10 years thereafter up to 69, then 70+ (years)	Required
Encounter Group	Drop list	Encounter groups accessible by the logged in role. Used to filter disease; can only select one encounter group at a time.	Required
Disease	Drop list	Filtered by Encounter Groups accessible by logged in role; can only select one disease at a time. In the event of an investigation with multiple diseases, the report will only include the selected disease. Diseases counts will not be separated by encounter group. For example, a Hep C count could include investigations from both CD and STBBI regardless of the encounter group selected by the user.	Required
Investigator Provider Org	Multi-select List	Limited to those Provider Org Level Jurisdictional Organizations that have active workgroups. Disease counts will be allocated to the Provider Org assigned at 30 days but will include all investigations with a primary investigator org that falls within the provider org hierarchy. All provider organizations are available for selection by all users with access to the report. If no Investigator org is selected (see below parameter), data will only display at the Provider Org (regional) level.	Required

Classification	Multi-select List	Only case classifications should be available eg. Lab confirmed, Person Under Investigation, etc.	Required
Group By	Drop list	Users will only be able to select 1 of 3 options to determine how the data will be grouped by: Disease, Classification and Stage; defaults to Disease.	Required
Show Org Detail	Drop list	Yes/No. Defaults to 'Yes'. Determines whether the results will be displayed by Provider organization/ Investigator org (if an Investigator Org is selected) or only as the total for the selected organization(s). If all Provider orgs selected in the above parameter and 'No' is selected, report will display provincial counts.	Required
Age From	Free Text (numeric)	Age range selector only activated when 'Select Age Range' bucket type is selected.	Required only with 'Select Age Range'
Age To	Free Text (numeric)	Age range selector only activated when 'Select Age Range' bucket type is selected.	Required only with 'Select Age Range'
Age Unit	Drop list	Defaults to years. Activated with 'Select Age Range' bucket type selection and when age range is entered.	Required
Investigator Provider Organization	Multi-select List	Filtered by user's logged in Org and used to filter Investigator Organization. This parameter will allow an additional level of detail at the community level. For regions, the Investigator Provider Organization and Investigator Organization will be the same.	Optional
Investigator Organization	Drop list	List is filtered by selecting the Investigator Provider Org and user's logged in org. Limited to those Jurisdictional Organizations included in the tree of Organizations for the logged-on organization that have active workgroups. If this parameter is selected, the report will only display data at the PHU level. Disease counts will be allocated to the primary inv organization at 30 days.	Optional

**Investigator organization parameter will support PHU level (Community level) filtering/reporting if investigator organizations are assigned at the community level.

4. Report Output

Field Name	Description
Year	Corresponds to the selected Report period (years), based on current date and Investigations will be grouped into years by the earliest report date (received). Report will include 5 or 10 years plus the current partial year.
Disease	Each disease event on an investigation will be counted independently.
Geographical Region	Geographical Region Org derived from the association between the investigator organization and the RHA in the reporting hierarchy. This column will be displayed when Show Org Detail = Yes and an Investigator Org(s) is selected.
30 Day Investigator Provider Org	Displays when Show Org Detail is set to Yes. The Investigator Provider Org at 30 days post investigation creation.
30 Day Investigator Org	Displays when an Investigator Org is selected and Show Org Detail is set to Yes. The Investigator Org at 30 days post investigation creation.
Gender	Will include male, female, and undifferentiated.
Age Range (s)	Display Age Range(s) that correspond to the selected Age Bucket Type. When a birthdate is available, age is calculated based on the earliest reported date.
Stage	Displays if Stage is selected. All stages will be included even if the investigation count is 0.
Classification	Displays if Classification is selected. All classifications will be displayed even if the investigation count is 0.
Breakdown of Case count by age range and gender	See appendix for example of how age range and gender counts display.
Total	Total Case counts for All Groups, Missing Age or Gender and Grand Total.

5. Report is assigned to the following User Roles

- MB_CDI_MEDICAL_OFFICER

- MB_CDI_EPI_ANALYST

- MB_CDI_PUBLIC_HEALTH_COORDINATOR_AND_EPI_DOCUMENTATION

6. Report Description

- Report Output: The report will be generated in Microsoft Excel.

7. Appendix

Subset of the 5 year Large Bucket report at the Provider Org level.

Year	Disease	30 Day Investi	Age 0 - 4 Years M	F	U	Age 5 - 17 Years M	F	U	Age 18 - 64 Years M	F	U	Age 65+ Years M	F	U	Total - All Groups M	F	U	All	Missing Age or Gender	Grand Total
2020	Syphilis	FNIH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2021	Syphilis	FNIH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Syphilis	FNIH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2023	Syphilis	FNIH	5	0	5	13	0	13	47	0	47	36	0	36	101	0	101	202	0	202
2024	Syphilis	FNIH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2025	Syphilis	FNIH	0	5	5	0	13	13	0	47	47	0	36	36	0	101	101	202	0	202
2020	Syphilis	Interlake-Eastern	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2021	Syphilis	Interlake-Eastern	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Syphilis	Interlake-Eastern	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2023	Syphilis	Interlake-Eastern	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2024	Syphilis	Interlake-Eastern	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2025	Syphilis	Interlake-Eastern	5	0	0	13	0	0	47	0	0	36	0	0	101	0	0	101	0	101
2020	Syphilis	MB Health	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2021	Syphilis	MB Health	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Syphilis	MB Health	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2023	Syphilis	MB Health	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2024	Syphilis	MB Health	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Subset of the 5 year Large Bucket report at the Investigator Org level.

Year	Disease	Geographical R	30 Day Investi	30 Day Investigato	Age 0 - 4 Years M	F	U	Age 5 - 17 Years M	F	U	Age 18 - 64 Years M	F	U	Age 65+ Years M	F	U	Total - All Groups M	F	U	All	Missing Age or	Grand Total
2020	Syphilis	Interlake-Eastern	FNIH	Fairford (Pinaymootan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2021	Syphilis	Interlake-Eastern	FNIH	Fairford (Pinaymootan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Syphilis	Interlake-Eastern	FNIH	Fairford (Pinaymootan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2023	Syphilis	Interlake-Eastern	FNIH	Fairford (Pinaymootan	5	0	0	13	0	0	47	0	0	36	0	0	101	0	0	101	0	101
2024	Syphilis	Interlake-Eastern	FNIH	Fairford (Pinaymootan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2025	Syphilis	Interlake-Eastern	FNIH	Fairford (Pinaymootan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2020	Syphilis	Southern RHA	FNIH	Long Plain First Nation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2021	Syphilis	Southern RHA	FNIH	Long Plain First Nation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Syphilis	Southern RHA	FNIH	Long Plain First Nation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2023	Syphilis	Southern RHA	FNIH	Long Plain First Nation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2024	Syphilis	Southern RHA	FNIH	Long Plain First Nation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2025	Syphilis	Southern RHA	FNIH	Long Plain First Nation	0	0	5	0	0	13	0	0	47	0	0	36	0	0	101	101	0	101
2020	Syphilis	Interlake-Eastern	Interlake-Eastern	Interlake-Eastern Hea	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2021	Syphilis	Interlake-Eastern	Interlake-Eastern	Interlake-Eastern Hea	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Syphilis	Interlake-Eastern	Interlake-Eastern	Interlake-Eastern Hea	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2023	Syphilis	Interlake-Eastern	Interlake-Eastern	Interlake-Eastern Hea	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2024	Syphilis	Interlake-Eastern	Interlake-Eastern	Interlake-Eastern Hea	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2025	Syphilis	Interlake-Eastern	Interlake-Eastern	Interlake-Eastern Hea	5	0	0	13	0	0	47	0	0	36	0	0	101	0	0	101	0	101