



# Investigations: Manually Add Multiple Contacts to a TE (EQE)

## PRE-WORK

- 1) Identify Case in PHIMS: Client ID, Case Investigation ID, TE ID
- 2) Identify list of contacts, write down PHIMS PHIN # or Client ID's or last name & birth date

For this Scenario we will use the following:

Case or Contact	First Name	Last Name	PHIMS Client ID
Case	Amy	Addario	3921
Contact	Alyssa	Agosti	3922
Contact	Norma	Nash	3923
Contact	Nola	Novak	3927
Contact	Ryder	Varley	3926
Contact	Pino	Reeve	3924
Contact	Donald	Underwood	3925

- 1) With the Case and the Case Investigation in context
- 2) LHN > Investigation > Exposure Summary
- 3) Scroll to the Transmission Event Summary panel
- 4) Click [**Exposure Quick Entry**]
- 5) Exposure Quick Entry page displayed

**Exposure Quick Entry**
Save Reset   

**Active**

Client ID: 3921	Name(Last, First Middle) / Gender: Addario, Amy / Female	Health Card No: 333222111	Date of Birth / Age: 2012 Feb 01 / 8 years 8 months
Phone Number: -	Health Region Organization: Manitoba, Southern Health - Santé Sud	Additional ID Type / Additional ID: Manitoba Health Family Registration Number / -	

**Investigation** ↑

Investigation ID: <u>700</u>	Status: OPEN	Disposition: Follow up in progress	Investigator: <input type="text"/>
Disease: COVID-19	PHAC Date/Type: 2020 Oct 16 / Date Reported	Etiologic Agent: Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)	Authority/Classification: Provincial / Case - Lab Confirmed / 2020 Oct 16

- 6) Scroll to the **Transmission Event Details** panel

**Transmission Event Details** ↑

* Exposure Name: <input type="text"/>	* Transmission Start: yyyy/mm/dd <input type="text"/> hh:mn CDT	Transmission End: yyyy/mm/dd <input type="text"/> hh:mn CDT
Responsible Organization: <input type="text"/> <span style="float: right;"> </span>		



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- 7) Enter Exposure Name
- 8) Select *Transmission Start date*
- 9) Select *Transmission End date* (if applicable)
- 10) Enter *Responsible Organization*

Scroll to the **Exposure Location** panel

- 1) Enter Location Name
- 2) Select Setting Type
- 3) Select Setting (if applicable)
- 4) Enter Exposure Location address

Scroll to the **New Known Contacts** panel

- 1) Enter Contact's Client ID number or Contact's name or Contact's PHIN number (if you select the contact's PHIN number, you will need to Select 'Health Card Number' in the Search Type field before entering the PHIN number, for each contact).

- 2) Start entering the contact's Client Id number into the Client box. The contact's name, client id, PHIN, Gender and DOB will display, click on the greyed-out contact's information



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- 3) The Contact's information will display in the client field.
- 4) Click [**Add**]
- 5) **Repeat** process for all Contacts

The Contact's name will display in the client factory table

Client	Investigation	Acquisition Event
Varley, Ryder	709 / COVID-19 / Contact - Person U...	New

## Investigations

If **New** is greyed out = no existing Investigation or AE for this contact, a new investigation and a new acquisition event will be created when saved.

If at any time **New** is displayed in the drop box, the **Contact Investigation Details** is a required field

If you select an **Existing Investigation** and **New** for the *Acquisition Event* drop list:

- 1) the Client's existing Contact Investigation will be used. No new Contact Investigation will be created
- 2) a new AE will be created for the existing Contact Investigation and linked to the source case TE

If you select an **Existing Investigation** and an **Existing Acquisition Event** in the drop list:

- 1) the Client's existing Contact Investigation will be used. No new Contact Investigation will be created
- 2) the existing AE will be linked to the source case TE. No new AE will be created



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Scroll to the **Contact Investigation Details** panel

- 1) First Reporting Source, select '**Other**' and enter "**Named as Contact**"
- 2) Select *Responsible Organization Workgroup* from the drop list
- 3) Select the *Investigator Workgroup* from the drop list
- 4) Select *Disposition* from the drop list
- 5) Click [**Save**]

**Contact Investigation Details** ⬆

Disease	Microorganism	Authority	Classification	Classification Date
COVID-19	Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)	Provincial	Contact - Person Under Investigation	2020 Oct 16

\* First Reporting Source:  Provider  Location  Other

Other:

\* Responsible Organization:

\* Investigator Organization:

\* Disposition:

\* Responsible Organization Workgroup:

\* Investigator Workgroup:

\* Report Date (Received):

Click **Save**

LHN > Investigation > **Exposure Summary**

1. Click the **TE ID** [numbered](#) hyperlink

**Transmission Event Summary** ⬆ Hide Transmission Event Summary

1 Transmission Events Found. 6 Contacts Found.

Row Actions:	Copy	Contact Quick Entry	Exposure Quick Entry	Multiple TE Entry	Create Transmission Event	TE ID	Transmission Start	Transmission End	Location Name	Setting Type	Outbreak ID	Invalid
<input type="radio"/>	<a href="#">183</a>	2022 Apr 5 00:00 CDT	2022 Apr 6 00:00 CDT	House Party	-	-	-					

The **Maintain Transmission Event Details** page displays

Scroll to the **Transmission Event Details** panel



## Investigations: Manually Add Multiple Contacts to a TE (EQE)

1. Select **Transmitter Role** from the drop list if applicable  
Scroll to the **Source Details** panel (expand panel)
2. Select **Mode of Transmission** from the drop list if applicable
3. Select **Nature of Transmission** and move to the Selected box
4. Click **Save**

**If any contacts from the Contact List live in another RHA, you will need to go into the client's contact investigation and update Responsible Organization.**