

# Manitoba Public Health Information Management System

## Report User Guide

### MB22001 Exposure Search

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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 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
<b>Aggregate</b> , no identifiable data	=	Summary data with no client identifiers
<b>Aggregate</b> , 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
<b>Line Level</b> , <u>Single client</u> identifiable data	=	Includes client identifiers of an individual client
<b>Line level</b> , <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 investigations and exposures within the investigations module in PHIMS is based on permissions for specific encounter groups (Sexually Transmitted and Bloodborne Infections, and Communicable Diseases).

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. This was decided as a result of a number of considerations, including:

- Investigations of disease cross regional boundaries and may involve multiple public health provider organizations.
- It is important to be aware of all concurrent or previous investigations within an encounter group, regardless of which organization is responsible for the investigation.

## 1.2. Privacy/Data Sensitivity

This report is set at the Regional level. This means that users who have access to this report can “view” data from their own regions. The report contains line level, multi-client information.

## 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.

## 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 investigation 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 this report is to allow users to search and produce a line list of cases or contacts and their exposures during a specified timeframe. It will be used to help public health identify possible related cases and contacts and identify cases and contacts that may be part of an ongoing outbreak. This report can also be used to provide a list of cases or contacts that have been associated to a specific outbreak in PHIMS.

### 2.1. Populations Included in the Report

The **Exposure Search report** provides a line list of cases or contacts in PHIMS based on a specified date range and the users logged in organization. Users will be able to see exposures for the cases and contacts.

### 2.2. Recommended Uses for this Report

The Search Exposures report will be used by:

- Manitoba Health Epi and Surveillance
  - To review a list of cases or contacts and their associated exposures to identify possible clusters or outbreaks in the same or different regions/across the province.
  - To review a list of cases or contacts and their acquisition and transmission events to look for cases and contacts that may have been part of the same exposure event.
  - Facilitate knowledge of possible epi links in different regions/across the province.
  - Review a line list of cases or contacts associated with a specific outbreak.
  - Daily use report/As needed.
  
- Medical Officer of Health
  - To review a list of cases or contacts and their associated exposures to identify possible clusters or outbreaks in the same or different regions/across the province.
  - To review a list of cases or contacts and their acquisition and transmission events to look for cases and contacts that may have been part of the same exposure event.
  - Review a line list of cases or contacts associated with a specific outbreak.
  - Daily use report/As needed.
  
- Regional Coordinators
  - To review a list of cases or contacts and their associated exposures to identify possible clusters or outbreaks in their region.
  - To review a list of cases or contacts and their acquisition and transmission events to look for cases and contacts that may have been part of the same exposure event.
  - Facilitate knowledge of possible epi links in their region.
  - Review a line list of cases or contacts associated with a specific outbreak.

- Daily use report/As needed.
- Regional PHNs
  - To review a list of cases or contacts and their associated exposures to identify possible clusters or outbreaks in their region.
  - To review a list of cases or contacts and their acquisition and transmission events to look for cases and contacts that may have been part of the same exposure event.
  - Facilitate knowledge of possible epi links in their region.
  - Review a line list of cases or contacts associated with a specific outbreak.
  - Daily use report/As needed.

**Note to user**

- Consider defining a role-based routine business cycle to run these reports to identify any ongoing outbreaks and clusters.

### 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 "Standard 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 **MB22001-Exposure Search** *hyperlink*
- Enter ONE OF the (mandatory):
  - **Outbreak ID**
  - **Report Date (Received) Date From** and **Report Date (Received) Date To**
  - **Exposure Start Date From** and **Exposure Start Date To**
- Select the **Investigation Status(es)** (mandatory)
- Select the **Classification Group** (mandatory)
- Select the **Encounter Group(s)** (optional). Users will only be able to select the encounter group(s) they have access to base on their logged-in role.
- Select the **Disease(s)** (mandatory when encounter group selected)
- Select the **Investigator Organization(s)** (optional)
- Select the **Sensitive Environment/Occupation(s)** (optional)
- Select the **Exposure Setting Type(s) -> Exposure Setting(s)** (optional)
- Select a value for **Display Client Identifiable Data** (mandatory)
- Click **Generate Report Now.**

## Parameter Definitions:

Parameter Name	Data Type	Required	Description
Outbreak ID	Text	Mandatory	The unique PHIMS identifier for an Outbreak. One of Outbreak ID, Report Date (received) range, or Exposure Start Date range is required.
Report Date (Received)	Date Range	Mandatory	Date outbreak was reported. One of Outbreak ID, Report Date (received) range, or Exposure Start Date range is required.
Exposure Start Date	Date Range	Mandatory	Date the Exposure started. One of Outbreak ID, Report Date (received) range, or Exposure Start Date range is required.
Investigation Status	Multi-select	Mandatory	Open, and/or closed.
Classification Group	Drop list	Mandatory	Case or Contact.
Encounter Group	Multi-select	Optional	Limited to encounter groups accessible by logged-on role.
Disease	Multi-select	Mandatory when encounter group selected	Filtered by encounter group.
Investigator Organization	Multi-Select	Optional	Limited to organizations based on the users logged-in organization.
Sensitive Environment/Occupation	Multi-Select	Optional	
Exposure Setting Type	Multi-Select	Optional	Filters the Exposure Setting list.
Exposure Setting	Multi-Select	Optional	

## 4. Report Output

Field Name	Description
Client ID	Unique client identifier
First Name	Client's first name. Only displays if Display Client Identifiable Date=yes.
Last Name	Client's last name. Only displays if Display Client Identifiable Date=yes.



Health Card Number	Personal Health Identification Number. Only displays if Display Client Identifiable Date=yes.
Date of Birth	Client's birthdate. Only displays if Display Client Identifiable Date=yes.
Gender	Client's gender.
Age at Time of Investigation	Clients age at the time of investigation based on the reported date.
Client Street Address 1	Street address 1 from the address at time of case associated with investigation.
Client Street Address 2	Street address 2 from the address at time of case associated with investigation.
Client City	City from the address at time of case associated with investigation.
Client Province	Province from the address at time of case associated with investigation.
Client Postal Code	Postal code from the address at time of case associated with investigation.
Investigation ID	Unique identifier for an investigation.
Investigation Status	Current status of the investigation.
Investigation Disposition	Current value of investigation disposition.
Disease	Investigation disease. If the investigation has more than one disease, each disease will display on a separate row if multiple diseases are selected in the report parameter selection. The investigation ID will be the same for all diseases in an investigation.
Microorganism	Etiologic agent for the disease displayed
Outbreak Code	The value in the Outbreak Code epi marker for the selected microorganism.
Classification	The disease classification for the investigation.
Classification Date	The date the classification was applied.
Investigator Organization	The primary investigator organization will be denoted with an asterisk. If there is more than one investigator organization, they will be concatenated into a single cell.
Earliest Rpt Date (received)	The earliest report date (received) on the investigation.
Sensitive Occupation	The sensitive environment/occupation on the investigation.
Sensitive Occ Details	The first 100 characters of the sensitive environment/occupation details.
Earliest Symptom Onset	The earliest of all symptom onset dates recorded for the investigation.
Symptom	The symptom associated with the earliest onset date. If there are multiple of the same onset date, the associated symptoms will be concatenated in the cell in alphabetical order.
TE/AE ID	The unique id of the transmission or acquisition event.

Type	Whether the record is a transmission event or an acquisition event.
AE Source Client ID	The source client id of the acquisition event if one exists.
Most Likely Source	A 'Y' will be displayed if the 'most likely source' checkbox is selected on the acquisition event, otherwise an 'N' will be displayed.
Exposure Responsible Org	The organization responsible for the exposure.
Exposure Name	The exposure name.
Location Name	The exposure location name.
Setting Type	The exposure setting type.
Setting	The exposure setting.
Exposure Address 1	The address on the exposure.
Exposure Address 2	The address on the exposure.
City	The city on the exposure.
Postal Code	The postal code on the exposure.
Exposure Start Date	The start date on the exposure.
Exposure End Date	The end date on the exposure.

## 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 COORDINATOR
- MB CDI PUBLIC HEALTH NURSE
- MB CDI PUBLIC HEALTH NURSE CLOSE

## 6. Report Description

**Report Output:** The report will be generated in Microsoft Excel

**Data Source:** Operational data from the PHIMS Database

## 7. Sample Report

### MB22001 - Exposure Search Report

Used to extract exposure information for analysis outside of Panorama.

Note that this report includes 2 dcp (Dyanmic Cascading Prompt) parameters. Encounter Group is simply used to control the disease parameter list. The report is filtered based on the disease(s) selected not the Encounter Group. And Exposure Setting Type is used to control the Exposure Setting parameter list - users must select Exposure Setting to filter the report.

**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-Nov-18 15:07

#### Report Parameters

Outbreak Id:	No Filter
Report Date (Received) From:	2021-Nov-01
Report Date (Received) To:	2021-Nov-18
Exposure Start Date From:	No Filter
Exposure Start Date To:	No Filter
Investigation Status:	CLOSED, OPEN, Transferred
Classification Group:	Case
Disease:	No Filter
Investigator Org:	No Filter
Sensitive Environment/Occ:	No Filter
Exposure Setting:	No Filter
Display Client Identifiable Data:	Yes

Client ID	First Name	Last Name	Health Card Number	Date of Birth	Gender	Age at Time of Investigation	Client Street Address 1
5312	COVID	Student3		2018-Jun-04	Female	3 yrs 4 mths	
5312	COVID	Student3		2018-Jun-04	Female	3 yrs 4 mths	
5311	COVID	Student2		2017-Dec-20	Male	3 yrs 10 mths	
5311	COVID	Student2		2017-Dec-20	Male	3 yrs 10 mths	
5309	COVID	TeacherChild		2018-Apr-04	Male	3 yrs 6 mths	