

# Manitoba Public Health Information Management System

## Report User Guide

**MB23000**

**Unknown Contacts**

**Modified: 2025-01-15**

<b>Document Version:</b>	1.0
<b>Document Status:</b>	<b>Final</b>
<b>Document Author:</b>	Manitoba PHIMS – Support Team

## Document Version Control

Document Creation Date: 2017-10-18			
Date	Author	Version	Change Description
2017-10-18	R. Deane	0.01	Document Created
2017-10-23	C. Kurbis	0.02	Edits
2019-01-03	A. Henteleff	0.03	Updated cover page, header and footer Definitions added Permitted disclosures section added PHIMS replaced with PHIMS throughout
2019-03-11	A. Henteleff	0.04	Final
2019-03-18	C. Kurbis and R. Deane	0.05	Review and update to wording of Privacy and Data Sensitivity section
2019-03-19	A. Henteleff	0.06	Final
2019-06-19	A. Henteleff	0.07	Updated section 5 re: User Role
2019-11-18	R. Desrosiers	0.08	Added Appendix
2020-01-15	R. Desrosiers	0.09	Updated to 3.2.3 version
2020-03-12	R. Desrosiers	0.10	Updated to 3.2.3 version
2022-06-21	R. Desrosiers	0.11	Updated MB Health logo, Update to 4.4.5 version
2025-01-15	V. Gerry	1.0	Report was modified as part of project work to support both regional and PHU level reporting.

## 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.

<b>Data Type</b>	<b>Explanation</b>
<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

## Table of Contents

1	Background: .....	v
1.1	Data Access Scope for Investigations in PHIMS .....	v
1.2	Privacy/Data Sensitivity .....	v
1.3	Permitted Disclosures.....	v
1.4	Data Stewardship .....	vi
2	Purpose.....	1
2.1	Populations Included in the Report.....	1
2.2	Recommended Uses for this Report.....	1
3	Selecting the Report Parameters.....	3
4	Report Output.....	5
5	Report is assigned to the following User Roles: .....	6
6	Report Description .....	6
	Appendix A: Generate Unknown Contacts Report to Identify New Referrals .....	7-8
	Appendix B: Generate Unknown Contacts Report to Review Regional Workload .....	9-11
	Appendix C: Generate Unknown Contacts Report for Public Health Nurse Workload .....	12-14

# 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, investigations module users 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 Manitoba level. This means that users who have access to this report can “view” data for all reported unknown contacts. The report includes data at the level of the individual and contains a line list of Transmission events (TE) from investigations based on encounter group access. Client information includes the Source case investigation ID, free text of the unknown contact Name/Description, Contact Info and contact details. No other identifying information is included on the report.

Although only limited personal health information is displayed, results displayed may identify individuals. 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 some background in report generation and basic 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 **Unknown Contacts Report** is to support contact investigation. Unknown contacts are individuals identified in case investigations who can be described enough to be potentially located, but their actual identity is unknown. Unknown contacts do not have enough known information to find or create them as clients in PHIMS. Their description is contained within a transmission event in the case investigation. When an unknown client's identity is confirmed, they should be "converted to client" within PHIMS, which means that the transmission event is linked to a client in PHIMS and a contact investigation is automatically created.

This report is required to:

- Ensure that unknown contacts entered into the system are able to be found, identified and 'converted to client' when possible.
- To identify transmission events with unknown contacts that have been referred to another Investigator Organization (when the unknown contact is thought to reside in a different organization than the source case), and allow users to search for transmission events with unknown contacts that have been assigned to them.

### 2.1 Populations Included in the Report

The **Unknown Contacts Report** provides a line list of all transmission events (TE) with unknown contact information entered in PHIMS based on the source case reported date and the TE organization and workgroup. Users will be able to select results that have been assigned to any or all organizations.

All regional health authorities (RHAs) within Manitoba are defined by geographic boundaries. However, the First Nations Inuit Health Branch (FNIHB) region is not geographically contained (ie. 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

This report will be used by:

- Regions, Manitoba Health and First Nations Health Providers
  - To ensure that contacts entered as unknown are 'converted to client' where possible.
  - To allow referral of unknown contacts to regions for follow up if necessary.
  - To allow users to search for transmission events with unknown contacts assigned to them.
  - To facilitate social network analysis

**Note to user**

- Consider defining a role-based routine business cycle to run these reports to identify any contacts that may be 'converted to client' or to identify any similarities between unknown contacts.



### 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 ***MB23000-Unknown Contacts*** [hyperlink](#)
- Enter the **Source Case Reported Date Start date** and **End date** (required).
- Enter the **Investigation Status** (required).
- Select the **Encounter Group(s)** (required). 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)** (required). Users will only be able to select diseases from the encounter groups they have access to base on their logged-in role.
- Select the **TE Provider Organization(s)** (optional) if desired.
  - Provider Organization assigned to the TE. If no Provider Organization was selected for the TE, it will be 'unassigned'. If an organization is selected as a filter, unassigned TEs will not display.
  - Unassigned TEs will only display if no filter is applied or if 'unassigned' is selected as a filter.
- Select the **TE Responsible Organization(s)** (optional) if desired.
  - Populates when **TE Provider Orgnization** is selected.
- Select the **TE Workgroup(s)** (optional).
- Select the **TE User** (optional).
- Enter the **TE Assigned Date From and TE Assigned Date To** (optional).
- Select the **Unknown Contact Disposition** (optional).
- Click **Generate Report Now**.

## Parameter Definitions:

Parameter Name	Data Type	Description	Validation
Source case Reported date Start	Date	Date range based on date the source case was reported to Manitoba Health.	Required
Source case Reported date End	Date	Date range based on date the source case was reported to Manitoba Health.	Required
Investigation Status	Multi-select List	Investigation status of source case: Open, Closed or Transferred	Required
Encounter Group	Multi-select List	Users will only be able to select the encounter group(s) they have access to base on their logged-in role.	Required
Disease	Multi-select List	Limited to the Diseases contained in the Encounter Groups accessible by Logged-on role	Required
TE Provider Organization(s)	Multi-select List	Provider Organization assigned to the TE. If no Provider Organization was selected for the TE, it will be 'unassigned'. If an organization is selected as a filter, unassigned TEs will not display. Unassigned TEs will only display if no filter is applied or if 'unassigned' is selected as a filter.	Optional
TE Responsible Organization	Multi-select List	Responsible Organization assigned to the TE. If no Responsible Organization was selected for the TE, it will be 'unassigned'. If an organization is selected as a filter, unassigned TEs will not display. Unassigned TEs will only display if no filter is applied or if 'unassigned' is selected as a filter	Optional
TE Workgroup User	Multi-select List	TE Workgroup assigned to the TE.	Optional
TE User	Multi-select List	Users displayed will be filtered by the Selected TE Workgroup.	Optional
TE Assigned Date From	Date	Date range based on the Workgroup Assignment <b>Note:</b> Unassigned transmission (null assigned dates) events will display in report results with or without date filter	Optional
TE Assigned Date To	Date	Date range based on the Workgroup Assignment <b>Note:</b> Unassigned transmission (null assigned dates) events will display in report results with or without date filter	Optional
Unknown Contact Disposition	Multi-select List	Disposition assigned to the Unknown Contact	Optional

## 4 Report Output

Field Name	Description
Source Case Investigation ID	Unique Investigation identifier
Source Investigator Org	Investigator organization of source case
Investigation Status	Investigation status of the source case: Open or Closed. Transferred is a secure PHIMS code (cannot be deleted), however, it cannot be selected from within the application so should never display in the report output
Encounter Group	Encounter group associated with the source case investigation
Disease	Disease listed on the investigation. Each disease on the investigation will list as a separate row on this report
Reported Date	Date the source case investigation was reported to Manitoba Health [Report Date (Received) on Create Investigation]
Transmission Event ID	Unique Transmission Event identifier
Exposure Name	Mandatory free text of Exposure description
Assigned date	Date the Transmission Event was assigned. If not assigned, will be blank
TE Provider Organization	Current Provider Organization of TE
TE Responsible Organization	Responsible Organizational Unit within TE
TE Investigator Workgroup	Workgroup that was assigned to the Transmission Event. Workgroups are filtered by the Organization of the logged in user at the time the TE was created. They are not linked to the TE Responsible Organizational Unit.
TE Investigator	TE Investigator assigned to the TE. TE Investigators are filtered by the TE Investigator Workgroup filter.
Contact Name/Description	Free text entries as recorded in PHIMS
Contact Info	Free text entries as recorded in PHIMS
Contact Details	Free text entries as recorded in PHIMS
Contact Disposition	Unknown Contact Disposition selected within PHIMS
Contact Disposition Details	Free text entries as recorded in PHIMS

## 5 Report is assigned to the following User Roles:

- MB\_CDI\_MBHEALTH\_SURVEILLANCE
- MB\_CDI\_PUBLIC\_HEALTH\_NURSE\_MANAGER
- MB\_CDI\_EPI\_ANALYST
- MB\_CDI\_PUBLIC\_HEALTH\_COORDINATOR\_AND\_EPI\_DOCUMENTATION
- MB\_CDI\_PUBLIC\_HEALTH\_NURSE\_AND\_DATA\_ENTRY\_CLERK
- MB\_CDI\_DATA\_ENTRY\_SPECIALIST\_CLOSE
- MB\_CDI\_PUBLIC\_HEALTH\_REGIONAL\_NURSE
- MB\_CDI\_PUBLIC\_HEALTH\_CLERK
- MB\_CDI\_PUBLIC\_HEALTH\_NURSE\_CLOSE

## 6 Report Description

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

Appendix A: Generate Unknown Contacts Report to Identify to Identify **New Referrals**

**Set Report Filters** [Return] **Generate Report Now** [Schedule Report]

**Report Filters**

Report: MB23000-Unknown Contacts

Report Output:  
 Excel  Excel (Data Only)

Source Case Reported Date Start: 1900/01/01 Source Case Reported Date End: 2020/01/01

Investigation Status:  
 Available: Transferred  
 Selected: CLOSED, OPEN

Encounter Group:  
 Available: Tuberculosis  
 Selected: Communicable Diseases, Sexually Transmitted and Bloodborne Infections

**Disease:**  
 Available: AIDS, Anaplasmosis, Anthrax, Babesiosis, Blastomycosis  
 Selected: Syphilis, Syphilis, congenital

**TE Workgroup:**  
 Available: AEFI-FNIH, AEFI-Interlake-Eastern RHA, AEFI-Manitoba Health, AEFI-Northern Health Region, AEFI-Prairie Mountain Health, AEFI-Southern Health - Sante Sud, AEFI-Winnipeg RHA  
 Selected: Out of Province

Select 'Out of Province' then click the arrow to move into the Selected box

Select 'your' TE Responsible Organization  
 If MHSU - Select 'Out of Province' or 'Correctional Service Canada'

To move 'All' into the Selected box - click arrow

**Appendix A: Generate Unknown Contacts Report to Identify to Identify New Referrals (continue)**

**TE User:**  
**Available :** [Empty list box]

**Selected :** [Empty list box]

→  
→|  
←  
←|

**TE Assigned Date From:**  
yyyy/mm/dd [Calendar icon]

**TE Assigned Date To:**  
yyyy/mm/dd [Calendar icon]

**Unknown Contact Disposition:**  
**Available :**

- Case to notify contacts
- Client contacted/would not identify
- Converted to Client
- Declined follow up - no further follow up
- Follow up in progress
- Not enough information to

**Selected :**



- Pending - referral out of region

→  
→|  
←  
←|

**TE Assigned dates**  
This can be the days you want to generate the report for, however the '**TE Assigned Date From**' should not predate your RHA's '**go live**' date

**Disposition:**  
Select '*Pending – referral out of region*'

## Appendix B: Generate Unknown Contacts Report to Review Regional Workload

<p><b>Report:</b> MB23000-Unknown Contacts</p> <p><b>* Report Output:</b> <input checked="" type="radio"/> Excel</p> <p><b>* Source case Reported Date Start:</b> <input type="text" value="yyyy/mm/dd"/>  <b>Source case Reported Date End:</b> <input type="text" value="yyyy/mm/dd"/> </p> <p><b>* Investigation Status:</b></p> <p><b>Available :</b></p> <div data-bbox="115 621 514 968"><p>CLOSED OPEN Transferred</p></div> <p><b>* Selected :</b></p> <div data-bbox="602 621 1002 968"></div> <p><b>* Encounter Group:</b></p> <p><b>Available :</b></p> <div data-bbox="115 1045 514 1392"><p>Communicable Diseases Outbreak Response Sexually Transmitted and Bloodborne Infections Tuberculosis</p></div> <p><b>* Selected :</b></p> <div data-bbox="602 1045 1002 1392"></div>	<ul style="list-style-type: none"><li>• Source case Reported Date Start ( 1900 – 01- 01)</li><li>• Source case Reported Date End (current date)</li><li>• Investigation Status Available (Closed and Open)</li><li>• Encounter Group Available (One or both CD and STBBI)</li></ul>
--	---

**\* Disease:**

Available :

\* Selected :


**TE Provider Organization:**

Available :

  
Correctional Service Canada  
FNIH  
Interlake-Eastern Health  
MB Health  
MDA  
Northern Health  
Out of Province  
Prairie Mountain Health

Selected :


**TE Responsible Organization:**

Available :

Selected :


**TE Workgroup:**

Available :

  
CD - Cross Lake  
CD - Long Plain First Nation  
CD - Norway House  
CD-Alberta  
CD-Barren Lands (Brochet)  
CD-Berens River First Nation  
CD-Birdtail Sioux First Nation

Selected :


- Disease Available (Select Specific or Select All)
- TE Responsible Organization Available (User Responsible Organization)
- TE Workgroup Available (leave Blank)



<p><b>TE User:</b> Available :</p> <div style="border: 1px solid gray; height: 150px; width: 250px; margin-bottom: 5px;"></div> <p style="text-align: right;"><b>Selected :</b></p> <div style="border: 1px solid gray; height: 150px; width: 250px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: center; gap: 5px;"> <div style="border: 1px solid gray; padding: 2px 5px;">→</div> <div style="border: 1px solid gray; padding: 2px 5px;">→ </div> <div style="border: 1px solid gray; padding: 2px 5px;">←</div> <div style="border: 1px solid gray; padding: 2px 5px;"> ←</div> </div> <p><b>TE Assigned Date From:</b>  <input type="text" value="yyyy/mm/dd"/> </p> <p><b>TE Assigned Date To:</b>  <input type="text" value="yyyy/mm/dd"/> </p> <p><b>Unknown Contact Disposition:</b> Available :</p> <div style="border: 1px solid gray; padding: 5px; height: 150px; width: 250px; margin-bottom: 5px;"> <p>Case to notify contacts</p> <p>Client contacted/would not identify</p> <p>Converted to Client</p> <p>Declined follow up - no further follow up</p> <p>Follow up in progress</p> <p>Not enough information to locate</p> <p>Other - see Notes</p> </div> <p style="text-align: right;"><b>Selected :</b></p> <div style="border: 1px solid gray; height: 150px; width: 250px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: center; gap: 5px;"> <div style="border: 1px solid gray; padding: 2px 5px;">→</div> <div style="border: 1px solid gray; padding: 2px 5px;">→ </div> <div style="border: 1px solid gray; padding: 2px 5px;">←</div> <div style="border: 1px solid gray; padding: 2px 5px;"> ←</div> </div>	<ul style="list-style-type: none"> <li>• TE Assigned Dates (The days you want to generate the report for, however the <b>"TE Assigned Date From"</b> should <b>not</b> predate your RHA's <b>go live date</b>.)</li> <li>• Disposition (Search for any outstanding dispositions to review e.g. follow up in progress, other – see notes, pending, pending referral out of region)</li> </ul>
<div style="border: 1px solid gray; padding: 5px; display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 2px 10px;">Return</div> <div style="border: 1px solid gray; padding: 2px 10px;">Generate Report Now</div> <div style="border: 1px solid gray; padding: 2px 10px;">Schedule Rep</div> </div>	<ul style="list-style-type: none"> <li>• Generate Report</li> </ul>

## Appendix C: Generate Unknown Contacts Report for Public Health Nurse Workload

<p><b>Report:</b> MB23000-Unknown Contacts</p> <p><b>* Report Output:</b>  <input checked="" type="radio"/> Excel</p> <p><b>* Source case Reported Date Start:</b> <input type="text" value="yyyy/mm/dd"/> <b>Source case Reported Date End:</b> <input type="text" value="yyyy/mm/dd"/> </p> <p><b>* Investigation Status:</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Available :</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>CLOSED</p> <p>OPEN</p> <p>Transferred</p> </div> </td> <td style="width: 10%; text-align: center; vertical-align: middle;"> <input type="button" value="→"/>  <input type="button" value="→ "/>  <input type="button" value="←"/>  <input type="button" value=" ←"/> </td> <td style="width: 40%; vertical-align: top;"> <p><b>* Selected :</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> </div> </td> </tr> </table> <p><b>* Encounter Group:</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Available :</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>Communicable Diseases</p> <p>Outbreak Response</p> <p>Sexually Transmitted and Bloodborne Infections</p> <p>Tuberculosis</p> </div> </td> <td style="width: 10%; text-align: center; vertical-align: middle;"> <input type="button" value="→"/>  <input type="button" value="→ "/>  <input type="button" value="←"/>  <input type="button" value=" ←"/> </td> <td style="width: 40%; vertical-align: top;"> <p><b>* Selected :</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> </div> </td> </tr> </table>	<p><b>Available :</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>CLOSED</p> <p>OPEN</p> <p>Transferred</p> </div>	<input type="button" value="→"/> <input type="button" value="→ "/> <input type="button" value="←"/> <input type="button" value=" ←"/>	<p><b>* Selected :</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> </div>	<p><b>Available :</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>Communicable Diseases</p> <p>Outbreak Response</p> <p>Sexually Transmitted and Bloodborne Infections</p> <p>Tuberculosis</p> </div>	<input type="button" value="→"/> <input type="button" value="→ "/> <input type="button" value="←"/> <input type="button" value=" ←"/>	<p><b>* Selected :</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> </div>	<ul style="list-style-type: none"> <li>Source case Reported Date Start ( 1900 – 01- 01)</li> <li>Source case Reported Date End (current date)</li> <li>Investigation Status Available (Closed and Open)</li> <li>Encounter Group Available (One or both CD and STBBI)</li> </ul>
<p><b>Available :</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>CLOSED</p> <p>OPEN</p> <p>Transferred</p> </div>	<input type="button" value="→"/> <input type="button" value="→ "/> <input type="button" value="←"/> <input type="button" value=" ←"/>	<p><b>* Selected :</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> </div>					
<p><b>Available :</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>Communicable Diseases</p> <p>Outbreak Response</p> <p>Sexually Transmitted and Bloodborne Infections</p> <p>Tuberculosis</p> </div>	<input type="button" value="→"/> <input type="button" value="→ "/> <input type="button" value="←"/> <input type="button" value=" ←"/>	<p><b>* Selected :</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> </div>					

**\* Disease:**

Available :


\* Selected :

**TE Provider Organization:**

Available :

  
Correctional Service Canada  
FNIH  
Interlake-Eastern Health  
MB Health  
MDA  
Northern Health  
Out of Province  
Prairie Mountain Health

Selected :

**TE Responsible Organization:**

Available :


Selected :

**TE Workgroup:**

Available :

  
CD - Cross Lake  
CD - Long Plain First Nation  
CD - Norway House  
CD-Alberta  
CD-Barren Lands (Brochet)

Selected :

- Disease Available (Select All)
- TE Responsible Organization (Users Responsible Organization)
- TE Workgroup Available ("Your" TE Workgroup)

<p><b>TE User:</b> Available :</p> <div style="border: 1px solid gray; height: 150px; width: 250px; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; height: 150px; width: 250px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: center; gap: 5px;"> <div style="border: 1px solid gray; padding: 2px 5px;">→</div> <div style="border: 1px solid gray; padding: 2px 5px;">→ </div> <div style="border: 1px solid gray; padding: 2px 5px;">←</div> <div style="border: 1px solid gray; padding: 2px 5px;"> ←</div> </div> <p><b>Selected :</b></p> <div style="border: 1px solid gray; height: 150px; width: 250px;"></div> <p><b>TE Assigned Date From:</b>  <input type="text" value="yyyy/mm/dd"/> </p> <p><b>TE Assigned Date To:</b>  <input type="text" value="yyyy/mm/dd"/> </p> <p><b>Unknown Contact Disposition:</b> Available :</p> <div style="border: 1px solid gray; padding: 5px; height: 150px; width: 250px; margin-bottom: 5px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 2px;"> <input style="width: 95%; border: none;" type="text"/> </div> <div style="padding: 2px 0;">Case to notify contacts</div> <div style="padding: 2px 0;">Client contacted/would not identify</div> <div style="padding: 2px 0;">Converted to Client</div> <div style="padding: 2px 0;">Declined follow up - no further follow up</div> <div style="padding: 2px 0;">Follow up in progress</div> <div style="padding: 2px 0;">Not enough information to locate</div> <div style="padding: 2px 0;">Other - see Notes</div> </div> <div style="display: flex; justify-content: center; gap: 5px;"> <div style="border: 1px solid gray; padding: 2px 5px;">→</div> <div style="border: 1px solid gray; padding: 2px 5px;">→ </div> <div style="border: 1px solid gray; padding: 2px 5px;">←</div> <div style="border: 1px solid gray; padding: 2px 5px;"> ←</div> </div> <p><b>Selected :</b></p> <div style="border: 1px solid gray; height: 150px; width: 250px;"></div>	<ul style="list-style-type: none"> <li>• TE User Available ("You" as the TE User)</li> <li>• Disposition (Search for any outstanding dispositions to review e.g. follow up in progress, other – see notes, pending, pending referral out of region)</li> </ul>
<div style="border: 1px solid gray; padding: 5px; display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 2px 10px;">Return</div> <div style="border: 1px solid gray; padding: 2px 10px;">Generate Report Now</div> <div style="border: 1px solid gray; padding: 2px 10px;">Schedule Rep</div> </div>	<ul style="list-style-type: none"> <li>• Generate Report</li> </ul>