

Manitoba Public Health Information Management System

Report User Guide

MB23400B

Unknown Contact Summary Report

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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 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
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, 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 level. This means users who have access to this report can “view” data for all regions. This report security is also based on the encounter group access of the logged in user. This means this report will only display investigation information for diseases included in the encounter groups.

The report includes data at the level of the individual and contains personal health 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 and 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 an 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:

- Users may only run this report for their designated Health Region;

- The data is intended to be used by public health providers for case and contact management 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.

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 Contact Summary Report is to give regional users the ability to print the details of an unidentified contact, in order to refer and send the details to another region or practitioner. The receiving region or practitioner would not have access to PHIMS. The Unknown Contact Summary Report would provide key details about the investigation to date without disclosing information regarding the source case.

2.1. Populations Included in the Report

The **Unknown Contact Summary Report** provides a summary of known information for the contact as well as transmission event details based on the source case interview. The report will return results of investigations for all contacts, regardless of their region of residence.

2.2. Recommended Uses for this Report

This report will be used by:

- Manitoba Health, Seniors and Active Living:
 - To refer unknown contacts to out of province health authorities.
- Regional Health Authorities:
 - To refer unknown contacts to region of residence for follow-up.

3. Selecting the Report Parameters

You can generate this report from the “Standard Reports” section in PHIMS.

This is a statistical report under Case: Manitoba Reports

- Click **Reports & Analysis Reports** (LHN) or the **Reports** tile on the dashboard
- Open the “Case Report Folder” by clicking on **Show Report Folders**
- Select **MB23400B-Unknown Contact Summary** [hyperlink](#)
- Enter the **Transmission Event ID**
- Click **Generate Report Now**

Parameter Definitions:

Parameter Name	Data Type	Description	Validation
Enter Transmission Event ID	Number	Transmission Event ID of the Transmission Event that contains the Unknown/Anonymous Contacts details	Required

4. Report Output

The report will include identifiers entered in the Unknown/Anonymous Contact section within the selected Transmission Event (TE). These fields include:

- Name/Description (required, free text field)
- Contact Info (free text field)
- Contact Details (free text field)
- Disposition (required, droplets value)
- Disposition Details (free text field)

Information from the source case transmission event will include the TE ID, exposure start and end, all recorded mode(s) and nature(s) of transmission, exposure setting information (type, subtype, name, address), source case disease, classification, causative agent, further differentiation, current stage and any noted disease sites

If more than one unknown contact is recorded, the report will generate a record for each contact. The report is structured such that a new page will begin with each recorded unknown contact. Each recorded unknown contact will generate a two page report to ensure that back-to-back printing is accounted for. The user can determine if they wish to print one or two pages.

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
- MB CDI PUBLIC HEALTH NURSE MANAGER

6. Report Description

Report Output: The report will be generated as a PDF

Data Source: Operational data from the PHIMS Database

7. Sample Report

Date Printed: 2019-Jul-05



Unknown Contact Summary Report

This document contains personal health information and is confidential. Personal health information may only be collected, used or disclosed where allowed by the Personal Health Information Act. If you have received this document in error, please immediately destroy it in a secure manner and notify the sender. Any unauthorized use, disclosure, distribution, or copying is strictly prohibited.

Unknown Contact Information

Name/Description: Larry the lobster

Contact Info: somewhere around gilbert plains

Contact Details:

204-555-9999

Disposition: Pending

Disposition Details:

Larry is in his forties, green eyes black hair.

Information from the Source Case Record

Transmission Event ID: 21

Exposure Start Date: 2019-Feb-04

Exposure End Date: 2019-Feb-05

Location Name: Gilbert Plains Hotel

Setting Type: Sexual exposure setting/location

Exposure Address: 109 Main Street
Gilbert Plains, Manitoba

Setting: Bar/tavern

Mode of Transmission: Sexual contact

Nature of Transmission:
> Condom use unknown
> Frequency of sexual contact - once

Disease: Syphilis

Stage:

Classification: Case / Lab Confirmed

Classification Date: 2019-Feb-04

Causative Agent: Treponema pallidum

Further Differentiation:

Disease Sites:

CONFIDENTIAL

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