

# MEMO

**Date:** September 25, 2020

**To:** All Public Health Managers and Directors, All PHIMS CDI Users

**From:** Lynda Tjaden, Executive Director, Public Health Branch, MHSAL  
Dr. Carla Loeppky, Director, Epidemiology and Surveillance, MHSAL  
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**cc:** PHIMS Operations Support Team

**Re:** **URGENT – New / Updates for Immediate Use**

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## ***Clarification about Linking Contacts***

Clients who are identified as contacts to a COVID-19 case only need **one** open contact investigation at any given time. Close additional contact investigations and set the disposition to “Concurrent contact investigation”.

To avoid creating a duplicate contact investigation, always review a contact’s Subject Summary before linking the contact to a known source case. If you try to create an investigation for a contact that has an existing investigation recorded, this message will display when the user clicks “Submit” on the Create Transmission Event page:

*“An Active Disease in the same Disease Family [COVID-19] already exists for another Open Investigation for this Subject. Select a different Disease or submit again to bypass this validation.”*

Cancel the workflow and review the contact’s Subject Summary to select an existing investigation to link to. If you inadvertently create a duplicate contact investigation, set the disposition to “Concurrent contact investigation” and close the investigation.

## ***COVID-19 Cases Admitted to Hospital***

When a client has been admitted to hospital due to COVID-19, update the client’s case investigation disposition to "Hold for treatment completion" and enter the *Status Assessment – Hospitalized* intervention. This will inform the Epidemiology team that the case is in hospital and daily follow-ups will not be entered on the *Isolation* intervention.

## Reminders

### Regional Public Health

All COVID-19 contacts require an *Isolation* intervention. Document daily monitoring calls as a follow-up to the *Isolation* intervention, using the “Add Follow Up” function.

- Create an *Isolation* intervention for COVID-19 case and contact investigations
- Close any duplicate contact investigations and set the investigation disposition to “Concurrent contact investigation”
- If applicable, update the “Language and Interpreter required” field so that this important information is included in the daily extract report
- Ensure the client’s phone number and address information are always up to date
- Reminder to ask and record Racial Ethnic Identity. The collection of Racial, Ethnic and Indigenous Identity information is an important part of the public health response to COVID-19 in Manitoba.

The high-level workflow documents posted at <https://phimsmb.ca/covid-19> provide additional information for Regional Public Health users about referring COVID contacts to the Call Centre.

### Call Centre

When COVID contacts are referred, Call Centre staff document daily calls as a follow-up to the *Isolation* intervention using the “Add Follow Up” function.

- Call Centre Nurses will enter the Intervention Outcome for the *Isolation* intervention when closing the contact investigation

### General

- Case investigations require Intervention and Investigation Outcomes to report the client’s death or recovery from COVID-19.
  - *Intervention* Outcome reflects the outcome of the *particular* intervention. For the *Status Assessment* intervention, select either “Recovered” or “Fatal” as the intervention sub-type. (see Examples 1 and 2 in How To)
  - *Investigation* Outcome reflects the *overall* outcome of the client’s Case investigation.
- Contact investigations require an Intervention Outcome for the *Isolation* intervention. (see Example 3 in How To)

## How To

### Enter an Investigation Outcome

See **QRC-7.19n-COVID-19-Investigation-Outcome**

PHIMS Left Hand Navigation (LHN) > Investigation > Outcomes

The client will be marked as “deceased inactive” when the outcome is saved.

To ensure that every case is followed through to the end, the last entered Status Assessment Intervention Outcome and the Investigation Outcome should match at the end of an investigation. Regional users are encouraged to enter a fatality in the Investigation Outcomes section as soon as possible. Manitoba Health will view the fatal outcome as part of the case review and enter it if not already recorded.

### Enter Intervention Outcomes

See **QRC 7.19i** COVID-19 Adding & Updating Intervention

PHIMS Left Hand Navigation (LHN) > Treatment & Interventions > Intervention Summary

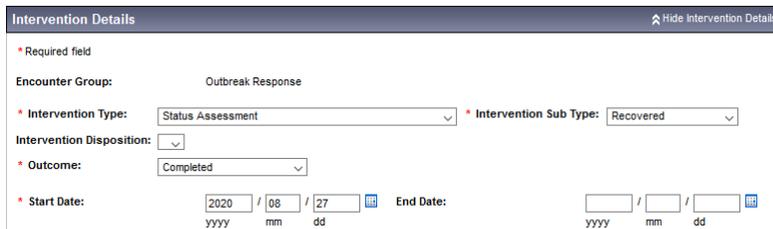
#### Example 1: Client (case) has recovered

**Intervention Type:** Status Assessment

**Intervention Sub Type:** Recovered

**Outcome:** Completed

**Start Date:** [date client is deemed to have recovered]



Intervention Details Hide Intervention Details

\* Required field

Encounter Group: Outbreak Response

\* Intervention Type: Status Assessment \* Intervention Sub Type: Recovered

Intervention Disposition: [v]

\* Outcome: Completed

\* Start Date: 2020 / 08 / 27 End Date: [ ] / [ ] / [ ]

yyyy mm dd yyyy mm dd

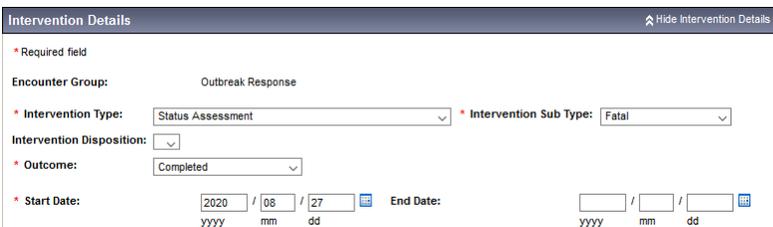
#### Example 2: Entering a fatality (case)

**Intervention Type:** Status Assessment

**Intervention Sub Type:** Fatal

**Outcome:** Completed

**Start Date:** [date of client’s death]



Intervention Details Hide Intervention Details

\* Required field

Encounter Group: Outbreak Response

\* Intervention Type: Status Assessment \* Intervention Sub Type: Fatal

Intervention Disposition: [v]

\* Outcome: Completed

\* Start Date: 2020 / 08 / 27 End Date: [ ] / [ ] / [ ]

yyyy mm dd yyyy mm dd

#### Example 3: Entering the Intervention Outcome for the *Isolation* intervention

**Intervention Type:** Isolation

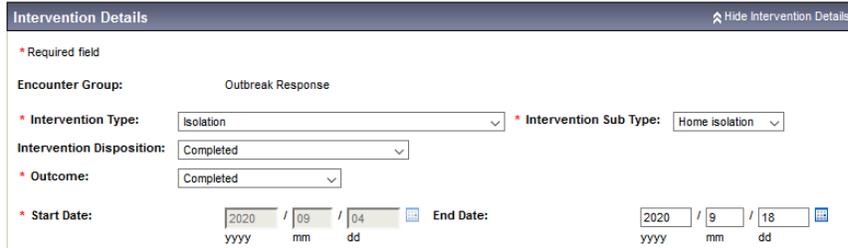
**Intervention Sub Type:** [as recorded: Home isolation / Self isolation / Facility isolation]

**Intervention Disposition:** Completed

**Outcome:** Completed

**Start Date:** [date Isolation started]

**End Date:** [date Isolation is complete]



Intervention Details Hide Intervention Details

\* Required field

Encounter Group: Outbreak Response

\* Intervention Type: Isolation \* Intervention Sub Type: Home isolation

Intervention Disposition: Completed

\* Outcome: Completed

\* Start Date: 2020 / 09 / 04 End Date: 2020 / 09 / 18

## School Reporting

To facilitate complete and timely reporting of COVID-19 cases and contacts by school/school division, all regions are requested to update case and contact investigations with school-specific information on three (3) PHIMS pages. The PHIMS pages are Occupation/Education, Risk Factors, and Transmission Event (TE) and Acquisition Event (AE) (as applicable to the investigation).

Regions are asked to retrospectively update school-based investigations going back to the start of the 2020-21 school year and to continue entering school information for any new cases or contacts going forward.

Specifically, regions are requested to:

1. Update Client Demographics > Occupation/Education so that case/contact numbers can be reported by school/school division.
  - We ask for your special attention around the correct entry of **school year – 2020/2021**. Incorrect school year entry will impact the successful running of this year's school-based immunization reports.

**Investigations** **Education and Occupation** Save Reset Log Print Help Refresh

**Active**

Client ID: 28304   Name (Last, First Middle) / Gender: Walsh, Ferris / Male Health Card No: 326637495 Date of Birth / Age: 1956 Apr 21 / 64 years

Phone Number: 204-222-2222 Mobile Contact: Health Region Organization: Manitoba, Winnipeg Health Additional ID Type / Additional ID: Manitoba Health Family Registration Number / 661093

**Education Information** Update Delete Add

	School Board	School Name	Grade	Year	Class	Effective From	Effective To
	Winnipeg School Division	Laura Secord School	Grade 7	2020 / 2021		2020 Sep 08	

Total: 1 1 10

**Occupations** Add

To create a new record click Add. Add

- Update Risk Factors: Enter the "Sensitive Environment/Occupation" Risk Factor with school details.
  - In the "additional information" field, please distinguish between "Student; School Name"; "Teacher; School Name; or "Staff; School Name".

**Risk Factors** Hide Risk Factors [Risk Factors](#)

Risk Factor Name	Response	Risk Factor Start Date	Risk Factor End Date
Sensitive Environment/Occupation (specify): Student; Laura Secord School	Yes	-	-

- Update TE and AE to the extent possible
  - Please enter start and end dates for each of TEs and AEs.

**Transmission Event Summary** Hide Transmission Event Summary

1 Transmission Events Found. 0 Contacts Found.

Row Actions:

	TE ID	Transmission Start	Transmission End	Location Name	Setting Type	Outbreak ID	Invalid
<input type="radio"/>	<a href="#">2634</a>	2020 Sep 8	2020 Sep 9	Laura Secord School	Type of community contact	-	-

**Acquisition Event Summary** Hide Acquisition Event Summary

1 Acquisition Events Found.

Row Actions:

	AE ID	TE ID	Source Name	Acquisition Start	Acquisition End	Location Name	Setting Type	Exposed	Likely Source	Invalid
<input type="radio"/>	<a href="#">3278</a>	-	-	2020 Sep 7	2020 Sep 8	Laura Secord School	Type of community contact	-	-	-

Sensitive Environment/Occupation will be available in Investigation Quick Entry later this fall.

For questions or clarification on school reporting, contact:

Debbie Nowicki, Epidemiologist / Manager, Population and Public Health,  
[dnowicki@wrha.mb.ca](mailto:dnowicki@wrha.mb.ca)

If you need PHIMS support, submit a service request to the Shared Health Service Desk by phone (204-940-8500 or 1-866-999-9698) or email ([servicesdesk@sharedhealthmb.ca](mailto:servicesdesk@sharedhealthmb.ca)). Please state "PHIMS" in the subject line of your email. Please consult with a peer supporter or trainer before logging any service requests.