Regional Guidelines for General CD QA – Cases and Contacts

Community Area

Purpose: To identify new investigations, assign to a PHN within 2 hours of receipt, and ensure timely and appropriate case and contact follow up.

Plan:

- 1. Run reports daily to capture new cases and contacts requiring follow up.
- 2. Assign PHN in primary role within 2 hours of receipt.
- 3. Case investigation as per Provincial protocol.
- 4. Assign Investigator to all TE with unknown contacts.
- 5. PHN consults to CDC: once all other avenues have been explored, a complicated case presents or case/contact requires a Medical Officer of Health consult.
- 6. Ensure cases and contacts closed within 28 days (exception is for Hep B).

Definitions:

Open Cases and Contacts: Case and contact investigations with a status of Open; investigations that are currently under investigation, review, or follow-up by PHN.

Closed Cases and Contacts: Case and contact investigations with a status of Closed; investigations that have met criteria for closure and have been updated and closed per QRC Close an Investigation.

Criteria for closure: Case and contact investigations should be closed when public health follow-up is complete or all attempts to contact have been exhausted. Cases should be completed and closed within 28 days of receipt, with exception for Hepatitis B cases/contacts.

CA Admin Responsibilities:

Investigation Search Report

- Run Investigation Search report daily @ 0900h, 1200h, 1500h with filter settings per Appendix A
 using own investigator name- User Guide investigation-search-mb2701c-ug.pdf (phimsmb.ca) /
 QRC Investigation Search Investigator Assigned MB2701C.
 - i. Will require both Communicable Disease and STBBI encounter groups (to capture Hep B)
 - ii. Under Disease Available, select "add all" for Diseases
- Assign PHN as primary to all cases/contacts. (*for STBBI co-infections, refer to WRHA's Hepatitis
 B Operational Guidelines:
 https://professionals.wrha.mb.ca/old/extranet/publichealth/files/hep-b-operational-guidelines.pdf
 to determine General Program PHN as Primary or Secondary Role.
- 3. End date clerk role.
- 4. Update disposition to follow up in progress.
- 5. Follow internal process for notifying PHN of new investigation requiring follow up (*verbal notification, i.e. phone call versus solely an email)

PHN Responsibilities:

- Run Investigation Search Report daily @ 0930h, 1230h, and 1530h (or variation thereof) with filter settings per Appendix A below *using own Investigator name*- User Guide <u>investigation-search-mb2701c-ug.pdf</u> (phimsmb.ca) / QRC <u>Investigation Search – Investigator Assigned</u> MB2701C.
 - i. Will require both Communicable Disease and STBBI encounter groups (to capture Hep B)
 - ii. Under Disease Available, select "add all" for Diseases
- Run Unknown Contact Search Report daily @ 0930h with filter settings per Appendix B below-User Guide <u>unknown-contact-report-mb23000-ug.pdf</u> (<u>phimsmb.ca</u>) / QRC <u>Unknown Contact MB23000</u>.
- 4. Review for new and outstanding cases/contacts requiring follow up.
- Update site/presentation, staging, classification, classification date as required per QRC Disease Summary (this may occur at the time of receipt of the investigation and/or during the course of the investigation).

PHN Responsibilities continued:

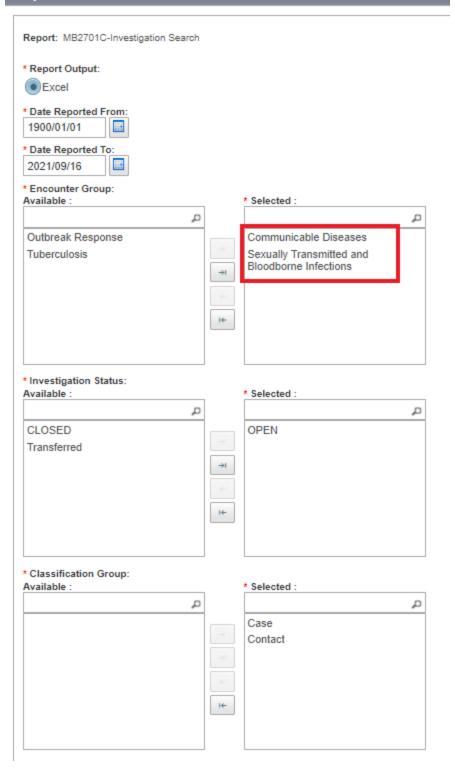
- 6. Assign TE investigator to all TEs with unknown contacts.
- 7. PHN consults to CDC: once all other avenues have been explored, a complicated case presents or case/contact requires a Medical Officer of Health consult.
- 8. Ensure completion of investigation per Provincial protocol **within 28 days** (exception is for Hep B).
- 9. Update the Disposition as per QRCs <u>Investigation Information QRC (phimsmb.ca)</u> / <u>Close-an-Investigation-QRC (phimsmb.ca)</u> .
- 10. Optional: Use of Interventions for Workload Management

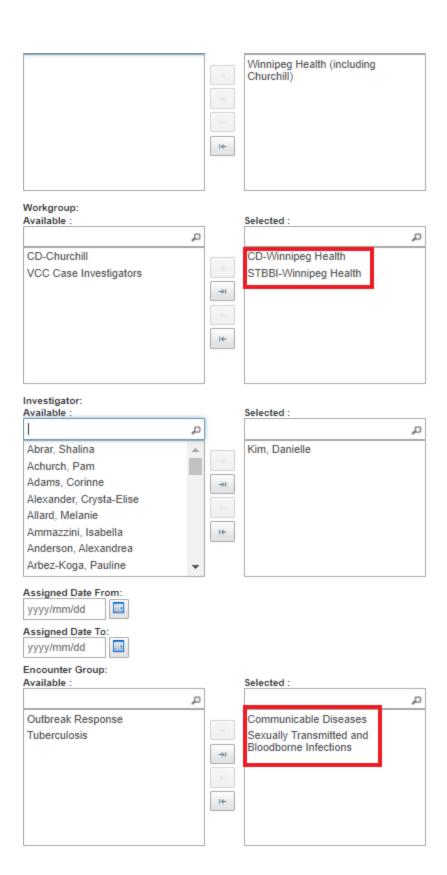


Appendix A

MB2701C - Investigation Search	
This report is used to search for and list any in	vestigation the user is authorized to see.
Date Generated: 2021/09/13 11:20:10 am	
Report Parameters:	
Date Reported:	1900-Jan-01 through 2021-Sep-13
Encounter Group:	Communicable Diseases, Sexually Transmitted and Bloodborne Infections
Investigation Status:	OPEN
Classification Group:	Case, Contact
Investigation Organization:	Winnipeg Health (including Churchill)
Assigned Date:	No Filter
Investigator:	Kim, Danielle
Disease:	AIDS, Anaplasmosis, Anthrax, Babesiosis, Blastomycosis, Botulism, Brucellosis, Campylobacteriosis, Chancr
Investigator Assignment:	All
Display Client Identifiable Data:	Yes
Exclude Investigations With Lab Results:	No
User Organization:	Winnipeg Health (including Churchill)

Report Filters





Appendix B

MB23000-Unknown Contacts		
This report list unknown contacts	of transmission events and their associated dispositions and descriptions.	
Date Generated: 2021/09/14 11:	00:13 am	
Report Parameters:		
Source Case Reported Date:	01-Jan-1900 to 14-Sep-2021	
Source Case Investigation Status:	OPEN	
Source Case Disease:	AIDS, Anaplasmosis, Anthrax, Babesiosis, Blastomycosis, Botulism, Brucellosis, Campylobacteriosis, Chancro	
TE Responsible Organization:	Winnipeg Health (including Churchill)	
TE Workgroup User:	Kim, Danielle	
TE Assigned Date:	No Filter	
Contact Disposition:	Other - see Notes, Pending, Follow up in progress	
User Organization:	Winnipeg Health (including Churchill)	