NC COVID Training:
Administrative Package

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Administrative package sections

- Disease Report Information
- Reporter Information
- NC County of Residence for the Event
- Investigation Trail
  - Original/Initial Assignment
  - LHD to LHD Transfer
  - Assign to State
  - Reassign to LHD from State
- COVID-19 PIN Notification
- Other Sections (State or System Use only)

Disease Report Information Section

Initial Source of Report to Public Health
- The source of this information

Date of Initial Report to Public Health (Required)
- The date the lab was called, faxed or mailed to you (not the specimen collection date)

Initial method of report
- How this information got to you

Disease Report Information	
## Initial Source of Report to Public Health	Laboratory ⌄
Laboratory name	Davita Labs - 3951 Sw 30 Ave Fort Lauderdale F ⌄
## Date of Initial Report to Public Health (Required)	02/09/2021 📅
## Initial method of report	Paper lab report ⌄

Reporter Information Section

The Reporter Information Section is used by the LHD

- If your LHD is the source of reporting, then you enter the LHD provider information here

- If you learned about the event from another provider/location fill in their information here

Reporter Information	
Reporting Physician/Practice	
Contact Person/Title ℹ️	
Phone number	
Fax (area code):	
Health Care Provider for this disease (if not reporting physician)	
Provider Type	▾
Name of provider's practice or facility	
Telephone number for health care provider (area code):	
Fax number(area code):	
Name of person to contact if health care provider is unavailable	
Telephone number for alternate contact for health care provider	
Date report entered into system	05/25/2021
Date identified as contact	MM/DD/YYYY 📅

NC County of Residence for the Event Section

The ## **NC County of Residence for the Event** field is very important as it helps to establish which jurisdiction the event belongs to, and also determines which LHD that can see the event and what workflows the event will feed into.

NC County of Residence for the Event
If a different county is investigating this event, the county of residence must share this event. If patient is not a NC resident, enter the NC investigating county here.

## *NC County of Residence for the Event*	Mecklenburg County ∨

Investigation Trail: Add a new entry for each group to which the event transfers during the investigation

## *Date Assigned-Reassigned* ⊟	05/26/2020	🔲 Add New

If the address is entered or imported correctly, the county will be automatically assigned. Always check against the patient's address to confirm.

Investigation Trail Section

- The Investigation Trail is the record of the work on an event

- The current (most recent) block in the Investigation Trail determines what workflows the event will be located

- Every block should have a Group assigned to ensure the event is visible to the correct staff

- The reason for assignment/reassignment also determines what workflow where the event will be located

Original/Initial Assignment

First block of the Investigation Trail, if you are creating a new event on behalf of an LHD:

##Date Assigned-Reassigned

- The initial date will match the date the event was created. You should not change this

##Group

- Enter the LHD group that matches the NC County of Residence for the event

##Reason for the assignment/reassignment

- Leave the reason defaulted to Original/Initial assignment
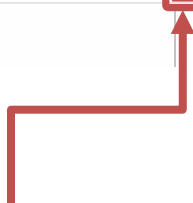
^Authorized Reporter

- Enter the staff name and phone number to **contact** if questions need to be answered

##Classification status

- Enter the appropriate classification status for the event

Original/Initial Assignment

## Date Assigned-Reassigned ⊟	06/09/2021 ⊞ Add New		
## **Group:** (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	Mecklenburg COVID 🔍 🗑	**Local patient identifier**	
## Select the reason for the assignment/reassignment	Original/Initial Assignment ⌄		
^ **Authorized Reporter**	Contact Person's Name	**Phone number**	(555) 555-5555
## Classification status	Confirmed ⌄		
Notes			

Event Classification Status is determined with one of the following statuses:
- **Confirmed:** if the person has a positive **PCR/NAA/RNA lab test**
- **Probable:** if the person ONLY has a positive **Antigen lab test**
- **Suspect:** if the person has a positive **AT HOME lab test**
- **Does not meet Criteria:** if the patient's test is negative **OR** if the patient has a positive IgG or AB test **OR lives out-of-state**
- **Unspecified:** <u>NEVER</u> leave the classification status 'Unspecified'

Investigation Trail Section

- Any time you need a new block in the Investigation Trail, you will click the "Add New" hyperlink, which will then provide a new date block to complete

- Use the calendar by clicking on the date you are assigning the event to the State (Make sure to verify that you are choosing the correct date <year/month> in the calendar)

    or…

- Type the date and click the tab key on keyboard once to open boxes

Investigation Trail Section

Investigation Trail: Add a new entry for each group to which the event transfers during the investigation			
## *Date Assigned-Reassigned* ⊟	05/25/2021 🔲		
## *Group:* (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	Mecklenburg COVID 🔍🗑	*Local patient identifier*	
## Select the reason for the assignment/reassignment	Original/Initial Assignment ⌄		
^ *Authorized Reporter*	Contact Person's Name	*Phone number*	(555) 555-5555
## Classification status	Confirmed ⌄		
Notes			
## *Date Assigned-Reassigned* ⊟	06/11/2021 🔲 Add New		
## *Group:* (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	🔍🗑	*Local patient identifier*	
## Select the reason for the assignment/reassignment	Original/Initial Assignment ⌄		
^ *Authorized Reporter*		*Phone number*	
## Classification status	Unspecified ⌄		
Notes			

LHD to LHD Transfer

An "LHD to LHD transfer" is completed when you determine that the person was NOT diagnosed with COVID in your county.

Events may be assigned incorrectly when:

- A patient's address is not included with the initial lab. The event will be assigned to the provider's county.
- The person is determined to be a student or in jail.
- LHD/CI calls and the patient says they have a different address.

If the patient address is updated and a different county is identified, then the user will need to update the patient address and complete an LHD to LHD Transfer in the Investigation Trail.

LHD to LHD Transfer

LHD to LHD Transfer:
- Ensure the patient address is updated in the Person Tab
- Update the NC County of Residence for the Event to the correct county. It must match the Group
- Add a new block and assign the Group to that county LHD

Assign to State

To assign the event to the State, click the "Add New" hyperlink, which will then provide a new date block to complete. Complete each field as follows:

- ##Group: State Disease Registrar
- ## Select the reason for the assignment/reassignment: Assign to State
- ## Classification Status: Confirmed, Probable or Does Not Meet Criteria (do not leave unspecified)

*You do not complete the Authorized Reporter or Phone number for this block. This is for the State user that reviews the event

Assign to State

Investigation Trail: Add a new entry for each group to which the event transfers during the investigation			
## *Date Assigned-Reassigned* ⊟	05/25/2021 🔢		
## *Group:* (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	Mecklenburg COVID 🔍🗑	*Local patient identifier*	
## Select the reason for the assignment/reassignment	Original/Initial Assignment ⌄		
^ *Authorized Reporter*	Contact Person's Name	*Phone number*	(555) 555-5555
## Classification status	Confirmed ⌄		
Notes			
## *Date Assigned-Reassigned* ⊟	06/11/2021 🔢 Add New		
## *Group:* (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	State Disease Registrar 🔍🗑	*Local patient identifier*	
## Select the reason for the assignment/reassignment	Assign to State ⌄		
^ *Authorized Reporter*		*Phone number*	
## Classification status	Confirmed ⌄		
Notes			

Reassign to LHD from State

If additional information is needed, the State will add another block to the Investigation Trail with notes that the LHD must address before reassigning the event back to the State for review.

ADMINISTRATIVE PACKAGE - Investigation Trail: Add a new entry for each group to which the event transfers during the investigation	
## *Date Assigned-Reassigned* ⊟	06/09/2021 📅 Add New
## *Group:* (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	Mecklenburg COVID
## Select the reason for the assignment/reassignment	Reassign to LHD from state ⌄
^ *Authorized Reporter*	
## Classification status	Confirmed ⌄
Notes	Please Change Classification to Confirmed Missing Information 1.) Date of Death Missing 2.) Best Date of Illness Identification

COVID-19 PIN Notification

In order for an "Active" PIN to generate, a positive lab must be entered.

The PIN notification will generate in the COVID-19 PIN Notification section at the bottom of the Administrative package.

COVID-19 PIN Notification	
Notification PIN Status	ACTIVE ⌄
Notification PIN	06715303
Request to generate a new PIN	No ⌄

COVID-19 PIN Notification

To request a new Notification PIN

- Select "Yes" from the Request to generate a new PIN field
- Click the Save Button

COVID-19 PIN Notification	
Notification PIN Status	ACTIVE ∨
Notification PIN	06715303
Request to generate a new PIN	Yes ∨

[Save] [Cancel] [Help]

- When you go back into the Administrative Package there will be a new Notification PIN

COVID-19 PIN Notification	
Notification PIN Status	ACTIVE ∨
Notification PIN	33795099
Request to generate a new PIN	No ∨

"The Other" Sections

- CDC Reporting Information
  - This section is completed when the event is reported to the Centers for Disease Control and Prevention (CDC)
- CCTO Reporting Information
  - If the event has been sent to the CCTO team, there will be a date in this field
- Interstate Notification
  - This section is completed by the Movement, Monitoring and Notification Team when an interstate notification is sent to an OOS residents home state. YOU do not enter information in these fields
- Laboratory Report Tracking – system fields
- Electronic Case Report Tracking (eCR) – system fields
- Deduplication– system fields

Required vs Recommended Fields (recap)

##Required Fields

- Initial Source of Report to Public Health
- Date of Initial Report to Public Health
- Initial Method of Report
- NC County of Residence
- Investigation Trail
  - Group
  - Classification status

^Recommended Fields

- Investigation Trail – Authorized Reporter & Phone number

Questions?

What questions do you have about the Administrative Package?

For additional helpful documents and trainings, go to:
https://epi.ncpublichealth.info/cd/lhds/manuals/cd/nccovid.html

Email us at ncedsstrainings@dhhs.nc.gov