



North Carolina Department of Health and Human Services
Division of Public Health

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Laura Gerald, M.D., M.P.H.
State Health Director

**Agreement for Local Health Department Participation in the North Carolina Electronic
Disease Surveillance System (NC EDSS)
Revised March 2013**

This is an agreement to facilitate the use of the North Carolina Electronic Disease Surveillance System (NC EDSS) in local health departments. The Department of Health and Human Services (DHHS), Division of Public Health (DPH) agrees to provide usage of the Internet-based North Carolina Electronic Disease Surveillance System (NC EDSS) to the _____ County Health Department. Data gathered will be used for surveillance and reporting purposes, as required by NCGS 130A.134 and 10A NCAC 41A.0101. This agreement does not cover blood lead reporting monitored with the NC LEAD surveillance system..

The Division of Public Health agrees to:

1. Provide participants with training and a training manual to use the NC EDSS software;
2. Convert all existing DPH CD, TB and VPD data from 1992 for use in NC EDSS. Gonorrhea data is available from January 1, 2007; Chlamydia data is available from January 1, 2008; HIV data is available since 1983; and, syphilis morbidity is included since 1999;
3. Provide maintenance and help desk support for this system. Help desk support is available from 8:00 AM until 5:00 PM weekdays.

Local health department director (LHD) agrees to:

1. Designate and assure that appropriate staff attend two (2) full days of classroom training arranged by DPH at locations throughout the state. Staff must complete training prior to system use;
2. Designate and assure that appropriate TB staff complete on-line training specific to TB after completion of the classroom training. This is self-paced class offered approximately five times per year;
3. Designate and assure that appropriate staff receive supplemental training for permission to access HIV, syphilis, and Hepatitis B diseases, and for implementation of eventual major changes to software as used for surveillance of other diseases;
4. Designate one staff member as the local lead or point of contact person for NC EDSS. The health director agrees to notify the NC EDSS Help Desk if for any reason the NC EDSS lead/point of contact is not available to fulfill this function: The lead NC EDSS User/point of contact monitors compliance with NC EDSS best practice guidelines and Division of Public Health requirements related to security and confidentiality of private health information. The responsibility also includes:
 - notifying the DPH NC EDSS Help Desk when users are separated from the health department, on extended leave or vacation, or reassigned within the LHD to a job function which does not involve the use of NC EDSS;
 - notifying DPH NC EDSS Help Desk within 24 hours after discovering that a breach in security is suspected and cooperating with Division staff to investigate the suspected breach;
 - working with CD Branch staff to develop a remediation plan for any user having difficulty with using NC EDSS;
 - requesting on behalf of the health director, training, roles, and permissions for new NC EDSS users; and
 - assuring that NC EDSS account credentials are not shared and the system is not used outside a LHD facility;
5. Assure accurate documentation according to published guidance for NC EDSS documentation in the N.C. Communicable Disease Manual including demographic, clinical, treatment, risk and vaccine history data in NC EDSS, as well as laboratory test results;
6. Assure workflow queues are checked daily;
7. Assure disease investigations are promptly completed and reported to the state electronically within published guidelines according to the Consolidated Agreement Contract and Agreement Addendum.

www.ncdhhs.gov • www.publichealth.nc.gov

Tel 919-707-5000 • Fax 919-870-4829

Location: 5605 Six Forks Road • Raleigh, NC 27609

Mailing Address: 1931 Mail Service Center • Raleigh, NC 27699-1931

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By assigning LHD staff roles in NC EDSS, the health director is authorizing **each** of these users to submit communicable disease, STD and/or TB case reports to DPH on behalf of the local health director, as described in 10A NCAC 41 A.0103. (Users will only be able to submit case report data for those diseases to which they have been granted permission (access) in NC EDSS).

This agreement supersedes previously signed and executed agreements for Local Health Department Participation in the North Carolina Electronic Disease Surveillance System (NC EDSS). This document may be amended, if mutually agreed upon, to change the scope and terms of the agreement. Such changes shall be incorporated as a written amendment to this agreement. This agreement shall begin on _____.

For the DPH, Epidemiology Section Chief

BY: _____
Section Chief or Designee's Signature Print name Date

For _____

BY: _____
Director's or Designee Signature Director's Name Date
(DO NOT USE A STAMP) (PRINT OR STAMP)