

MIDIS LOGIN INSTRUCTIONS



Welcome to MIDIS! Please follow the steps below **VERY CAREFULLY** to log in to the system for the first time.



Your MIDIS Key Fob has a 6 digit number that changes every 60 seconds. This number is the Key Fob tokencode. The tick marks to the left of the number represent how much time is left before the number will change. There is one tick mark for every 10 seconds left. When all the tick marks are gone, then the number will change. For best results, enter the Key Fob tokencode and click on the Logon button before all the tick marks are gone.

Important Links:

Use **Internet Explorer** to go to the following sites:

MIDIS Production: <https://midis.hhs.mt.gov/>

MIDIS Test (for practice/training): <https://miditest.hhs.mt.gov/>

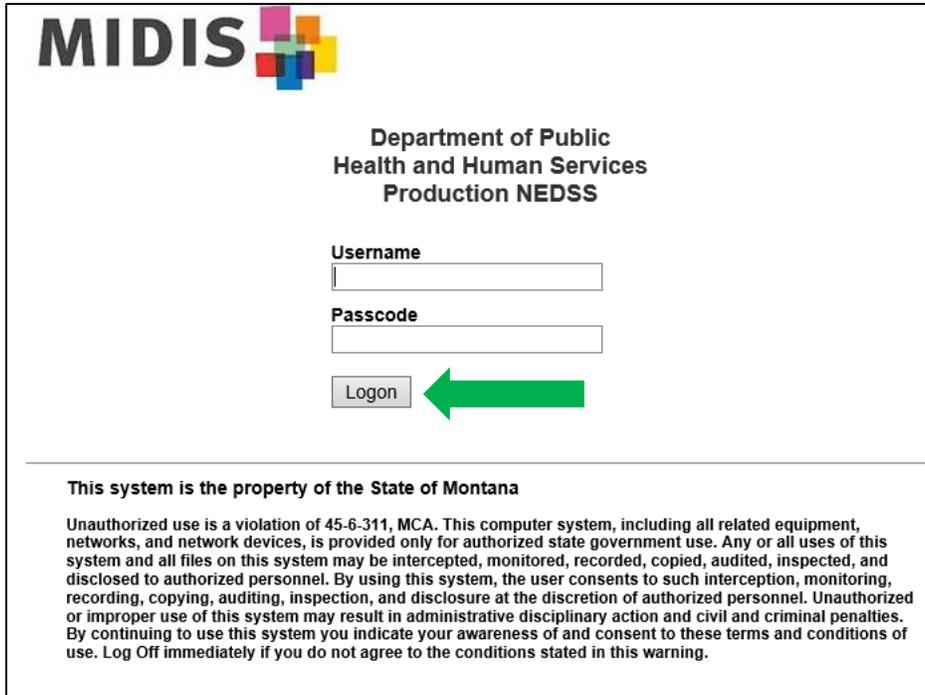
First Time Login

Enter your **User ID** and **Passcode**. **NOTE:** The first time that you login, your Passcode is just the 6 digit number from your Key Fob.

User ID: The first initial of your first name followed by your full last name and -nedssmt

Passcode: Enter the 6 digit number displayed in your keyfob.

Click **Logon**



MIDIS

Department of Public Health and Human Services
Production NEDSS

Username

Passcode

Logon 

This system is the property of the State of Montana

Unauthorized use is a violation of 45-6-311, MCA. This computer system, including all related equipment, networks, and network devices, is provided only for authorized state government use. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. Log Off immediately if you do not agree to the conditions stated in this warning.



You will then be asked if you are ready to enter a new PIN. Enter “Y” and click **Logon**.



To continue you must enter a new PIN.
Are you ready to enter a new PIN?

Logon

You will then be asked to assign a PIN to your token code. Enter a **4-number PIN** and click **Logon**.

The MIDIS logo is located in the top left corner of the screen, identical to the one in the previous screenshot.

You must enter a new pin!

Your PIN must contain between 4 and 8 alphanumeric characters.

Please enter your pin below and click Logon.

Logon 

Follow the directions on the next screen. This time, enter in your PIN immediately followed by the passcode displaying in your keyfob. Then click **Logon**.



MIDIS

PIN accepted.

Wait for the tokencode to change if you have a token.

Please enter a new
PASSCODE:

Logon 

You have successfully logged in with your new PIN! When you log in in the future, you will enter your **User ID** and the **Passcode**.

User ID: The first initial of your first name followed by your full last name and **-nedssmt**

Passcode: Your PIN plus the 6 digit number displayed in your keyfob.

Example -- for user Daffy Duck whose PIN is 3825 and the keyfob is currently showing '125489':

User ID	dduck-nedssmt
Passcode	3825125489

Important Note: If you receive an **error message** after a log on attempt, check the following:

- Make sure your User ID is entered correctly.
- Check the number of dashes (bars) to the left of the numbers on your keyfob. If there is one bar or less, wait until the number refreshes and try again.
- Check Caps Lock on your keyboard. Your User ID is case sensitive.
- As a last resort, close your browser and start again.

Thank you for your work in MIDIS!

If you have any questions or need assistance with data entry, please call our **MIDIS Help Desk: 444-0273**.

MIDIS

Montana Infectious Disease Information System

User Guide



Montana Department of Public Health and Human Services
Communicable Disease Epidemiology Section

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What is MIDIS and how do I use it?

A brief overview of daily MIDIS use in communicable disease investigation and reporting.

The Montana Infectious Disease Information System (MIDIS) is a secure, web-based data system that is used to track all reportable diseases for the state of Montana (except HIV). MIDIS is also used to send notifications of these reportable conditions to CDC. CDC reports state-level case counts on an annual basis.

The following describes how to determine if a case should be entered into MIDIS and a very basic overview of the process of entering data into the system. Specifics are outlined in the subsequent sections of the User Guide.

Is it a Case?

1. Determine if the disease/condition is reportable in the state of Montana. See Appendix A of this manual or the [Communicable Disease Epidemiology website](#) for a list of reportable diseases/conditions.
2. Determine if the case information meets the case definition for the disease/condition that is being reported. For help, view the CDC list of [Nationally Notifiable Diseases and Case Definitions](#). You can enter the condition name in the “Search Conditions” box.

Reporting a Case

1. Search MIDIS for the Patient’s record.
 - a. If the patient record exists in MIDIS, go to the existing patient record and update if necessary.
 - b. If the patient record does not exist in MIDIS, add a new patient record.
2. Add a laboratory report (if available) to the patient’s record.
3. Open an Investigation (case report) for the disease that is being reported.
4. Create a notification of the case. DPHHS will review and forward to CDC.
5. Complete Investigation
 - a. Add case supporting information to investigation in MIDIS
 - b. Fax any required disease specific forms to DPHHS
 - c. Close investigation

Log On

Want to practice? **MIDIS TEST** is where you can enter ‘dummy cases’ and get familiar with how the system works.

<https://miditest.hhs.mt.gov/>



Ready to enter data? **Log on to MIDIS PRODUCTION:** <https://midis.hhs.mt.gov/>

The log in screen for MIDIS is pictured below.



**Department of Public Health and Human Services
Production NEDSS**

Username

Passcode

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User ID: The first initial of your first name followed by your full last name followed by ‘-nedssmt’

Passcode: Your PIN (between four and eight digits, numbers only, cannot be 1234) plus the 6-digit number displayed on your keyfob.

Example – for user Daffy Duck whose PIN is 3825 and the keyfob is currently showing ‘125489’:

User ID	dduck-nedssmt
Passcode	3825125489

Important Note: If you receive an error after a log on attempt, check the following:

- Make sure your User ID is entered correctly.
- Check the number of dashes (bars) to the left of the numbers on your keyfob. If there is one bar or less, wait until the number refreshes and try again.
- Check Caps Lock on your keyboard. Your User ID is case sensitive.

Important MIDIS Features

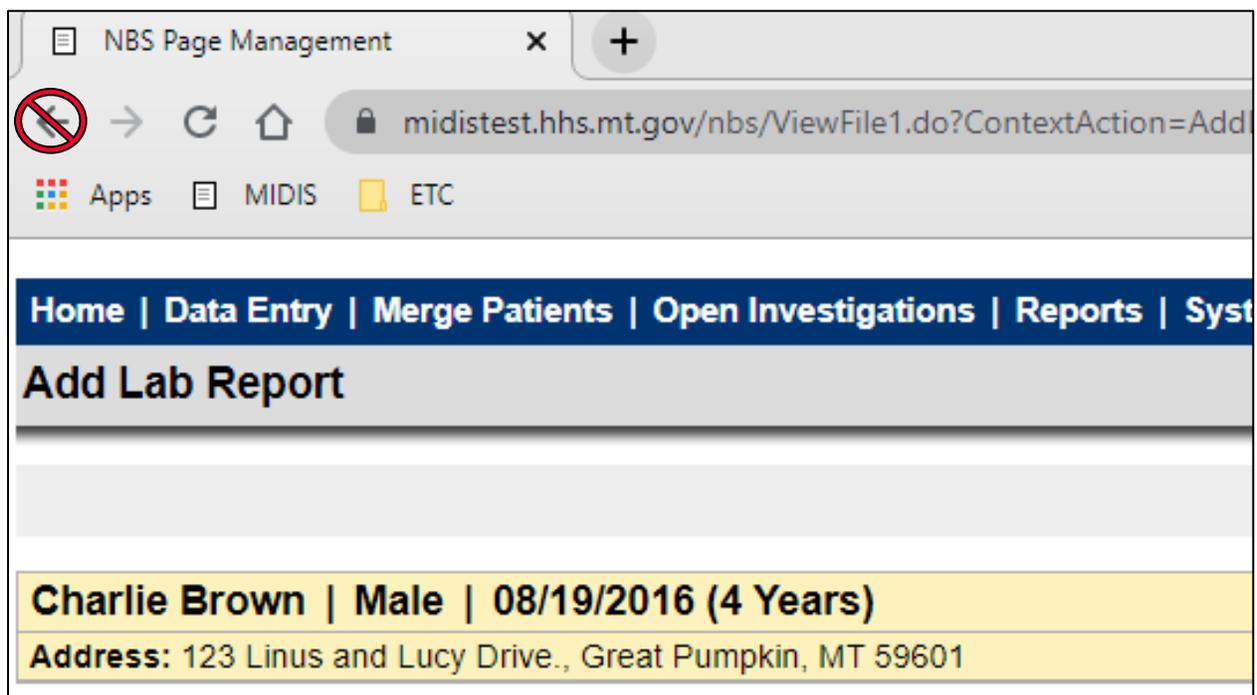
There are several important features to remember as you are using MIDIS.

Browser compatibility

MIDIS is compatible with most browsers. Depending on your security preferences, MIDIS might not work in your browser. We recommend trying other browser options to see if it works better in others.

Back and Forward Arrows

Please do not use the Back or Forward arrows when navigating MIDIS. Use of the Back and Forward Arrows in the Internet Explorer browser window is not supported by MIDIS. You will receive an error message and lose any data entered that has not been submitted or saved.



Add or Update Button

When information is entered into a section that can display multiple entries (e.g., Patient Address or Test Results) you will need to click the **Add/Update** button to submit the data.

The screenshot shows a form titled "Resulted Test" with a table header containing columns: Resulted Test, Coded Result / Organism Name, Numeric Result, Units, Text Result, Ref Range From, Ref Range To, Status, and Result Comments. Below the header, it states "No Data has been entered." The form contains the following fields:

- Resulted Test:** Varicella zoster virus IgG Ab [Units/volume] in Serum (8047-3) [Search] [Clear]
- Coded Result:** dropdown menu with "detected" selected
- Numeric Result:** empty text input field
- Units:** dropdown menu
- Text Result:** empty text area
- Reference Range From:** Not Detected
- Reference Range To:** Detected
- Status:** dropdown menu with "Final" selected
- Result Comments:** empty text area

A green arrow points to the "Add" button at the bottom right of the form.

If you try to “submit” without selecting “add”, you will receive the following error message:

“You have entered or edited information and have not clicked on ‘add’ or ‘edit’ in the multiple entry table. Please take the appropriate action and try again.”

Session Time Out

The MIDIS session is set to time out if there has been no activity in the system for **45 minutes**. You can extend the session by navigating to a new page in MIDIS, or by refreshing the home page. If the session times out, you will be required to log in again.

Program Areas

Conditions (Reportable Diseases) are categorized into Program Areas in MIDIS. Program areas include:

- General Communicable Diseases
- Vaccine Preventable Diseases
- Hepatitis*
- Lead
- Tuberculosis
- Sexually Transmitted Diseases
- HIV/AIDS

*Users have the option to view records for all jurisdictions in Montana for this program area. For all other program areas, local health jurisdictions (LHJ) will only be able to view records for their specific county or tribal area.

MIDIS Homepage

Once you log in to MIDIS, you are automatically directed to the homepage. The homepage consists of six “widgets”:

- Patient Search
- My Queues
- My Reports
- News Feeds
- Metrics Viewer
- Notices

Patient Search allows you to find a patient in the system using either a demographic search or a patient ID number.

My Queues allows access to the work queues in MIDIS. (Note: the view will vary depending on the type of user access that you have.)

My Reports allows quick access to the private reports that have been customized and saved by the current user. This view will be empty until you customize and save reports.

My Reports		
	Report Title	Date Created
Run	Pertussis case data	06/27/2012
Run	ELR check	08/23/2011
Run	HCV lab test line list	05/02/2006
Run	STEC Line List	04/27/2006
Run	recon reporting times	04/27/2006
Run	Notification Check	04/27/2006
Run	Reconciliation Report	04/27/2006
Run	Weekly Update SA	04/27/2006
Run	Pertussis	04/27/2006

Notices allow a user to view any alerts, announcements, etc. that have been created by DPHHS.

Notices

MIDIS version 6.0.7 PRODUCTION

Link to CDEpi Secret Site Resources Page:
<https://dphhs.mt.gov/publichealth/cdepi/CDCPBResources/CDEpi>

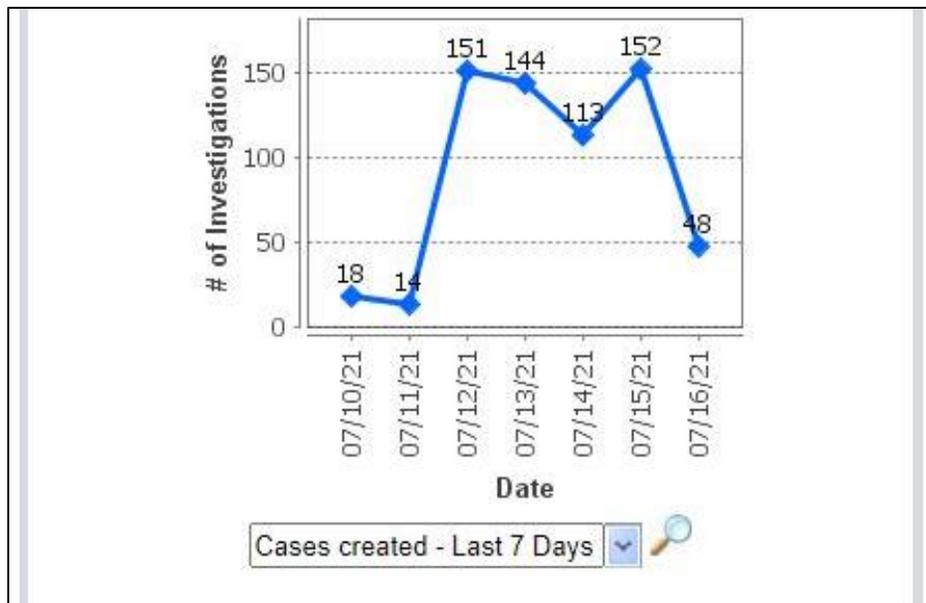
Influenza Reporting

Influenza surveillance ended on June 1. Please continue to monitor over the summer and notify CDEpi of any positives.

News Feeds allows the user to access the RSS (Really Simple Syndication) feed(s) that will be set up by DPHHS.



Metrics AVR Viewer allows the user to view charts and graphs of activity over the last 7 days. The user can select one of several views from a drop-down menu.



Navigation Bar

Additional features of the MIDIS homepage are found in the Navigation Bar. Options available will vary depending on the level of User Access in MIDIS.



Table 1 (below) demonstrates the features of the navigation bar:

Table 1: MIDIS Navigation Bar*

Feature	Description
Home	Displays the 6 widget MIDIS homepage that includes work queues and search box.
Data Entry	<ul style="list-style-type: none"> • Search/Add Patient • Search/Add Providers • Search/Add Organizations (e.g., hospitals)
Merge Patient	Local users must request access to this feature.
Open Investigations	View a list of the investigations in MIDIS that are currently 'Open' for your jurisdiction.
Reports	Links to reports available to run in MIDIS
System Management	DPHHS use only
Help	Link to the MIDIS User Guide
Logout	Log out of MIDIS

*Note: The view of the Navigation Bar will vary depending on your user permissions in MIDIS.

Daily Use of MIDIS

View Laboratory Reports delivered via ELR

Electronic Laboratory Reports (ELR) are delivered into MIDIS daily and are stored in the **MY QUEUES** widget. For a list of hospitals that send ELR to MIDIS, please visit the [CD Epi Secret Site](#), [MIDIS Resources section](#) or call CDEpi at 444-0273.

The screenshot displays the MIDIS dashboard interface. At the top, there is a navigation bar with links for Home, Data Entry, Merge Patients, Open Investigations, Reports, and System Management. The user is identified as Sam Saycich. The dashboard is divided into several sections:

- Patient Search:** Includes fields for Last Name, First Name, DOB, Current Sex, Event ID Type, and Patient ID(s). It has Search, Clear, and Advanced Search buttons.
- My Queues:** A list of investigation queues:
 - Open Investigations (2919)
 - Approval Queue for Initial Notifications (306)
 - Updated Notifications Queue (95)
 - Rejected Notifications Queue (15)
 - Documents Requiring Security Assignment (1)
 - Documents Requiring Review (1026)
 - Messages Queue (0)
 - Supervisor Review Queue (29)
- My Reports:** A table listing reports:

Run	Report Title	Date Created
Run	Rabies- Animal Test Result Lab Report	07/30/2021
Run	Laboratory Test Report	07/09/2021
Run	Rabies PEP Datamart 06.21.2021	06/21/2021
Run	Missoula COVID-19 Resident vs. Non-Resident	06/18/2021
Run	CMHD Case Report	06/09/2021
Run	CMHD Lab Report	06/09/2021
Run	Syphilis Report for Cara	05/25/2021
Run	Missoula Variant Investigation Report	05/13/2021
Run	Missoula Variant Laboratory Report	05/13/2021
Run	COVID-19 ADLERA Report	04/20/2021
- News Feeds:** A list of CDC news items, including "CDC Issues Eviction Moratorium Order in Areas of Substantial and High Transmission" and "CDC MEDIA TELEBRIEFING: Update on COVID-19".
- Cases created - Last 7 Days:** A line graph showing the number of investigations over time:

Date	# of Investigations
07/30/21	242
07/31/21	114
08/01/21	15
08/02/21	483
08/03/21	338
08/04/21	344
08/05/21	103
- Notices:** A notice about "MIDIS version 6.0.7 PRODUCTION" and "Influenza Reporting" which ended on June 1.

To view labs for your jurisdiction, click on **DOCUMENTS REQUIRING REVIEW**.



To view an individual lab, click on the hyperlinked Lab Report.

Results 1 to 20 of 153 Previous 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 Next

Document	Date Received	Reporting Facility/Provider	Patient	Description
Lab Report	03/17/2017 2:00 PM			HCV Ab Ser Qt: Reactive Reference Range: (Nonreactive) - (Final)
Lab Report	03/27/2017 10:00 AM			HCV Ab Ser Qt: Reactive Reference Range: (Nonreactive) - (Final) HCV Ab SerPI QI IA: Anti HCV Reactive: The CDC recommends confirmatory testing - (Final) HCV Ab Ser Qt: Reactive Reference Range: (Nonreactive) - (Final)
Lab Report	03/22/2017 12:00 AM			Hepatitis C virus Ab Signal/Cutoff: >11.0 s/co ratio Reference Range: (0.0-0.9) - (Final)
Lab Report	05/02/2017 12:00 AM			Hepatitis C virus Ab Signal/Cutoff: >11.0 s/co ratio Reference Range: (0.0-0.9) - (Final)
Lab Report	05/04/2017 12:00 AM			Hepatitis C virus (HCV), Antibody: reactive
Lab Report	05/04/2017 8:00 AM			Hepatitis C virus (HCV), Antibody: reactive
Lab Report	05/11/2017 7:00 AM			Hepatitis C virus (HCV), Antibody: reactive Hepatitis C virus Ab Signal/Cutoff: >11.0 s/co ratio Reference Range: (0.0-0.9) - (Final)
Lab Report				Hepatitis C virus RNA: Positive Reference Range: (Negative) - (Final)

Note: The white area will contain Patient Information including provider, DOB, and Patient ID in the live view of MIDIS.

To print a lab, the best method is Control P. This will give you a 2-page document of all laboratory data elements.

Transfer Jurisdiction of Laboratory Reports

When viewing lab reports in MIDIS, your initial investigation may find that the patient resides in another jurisdiction. Just like with a faxed lab report, you will need to notify DPHHS that this is the case. To do this, take the following steps:

1. Open the laboratory report and scroll towards the bottom to the Lab Report Comment Section. In the comment box, please indicate the jurisdiction where the patient resides by entering as much demographic information as possible. (Hint: think about what you would like to receive if the lab was sent to you.) Click **ADD** button.

The screenshot shows the 'Lab Report Comments' section. At the top, there are links for 'Collapse Subsections' and 'Add Comment'. Below is a table with columns 'User Report Comments', 'Date', and 'Added/Updated By'. The table currently contains the text 'No Data has been entered.' Below the table is a large text input area labeled 'User Report Comments:' containing the text 'OOJ- 123 Main Street Bozeman, MT. Please transfer.' To the right of the input area is an 'Add' button, which is highlighted with a green arrow.

2. Your comment will now be visible in the lab report.

The screenshot shows the 'Lab Report Comments' section after the comment has been added. The table now has one row with the following data: 'OOJ- 123 Main Street Bozeman, MT. Please transfer.' in the 'User Report Comments' column, '07/16/2021 15:19' in the 'Date' column, and 'Sam Saycich' in the 'Added/Updated By' column. The 'Add' button is no longer visible.

3. In the same laboratory report, click on **TRANSFER OWNERSHIP** at the top of the page. **Note: it is important that you have entered the proper jurisdiction in the Lab Comment field BEFORE you do this step.** If you haven't, click **CANCEL** to go back.

The screenshot shows the top navigation bar with links: Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout. Below the navigation bar is a 'View Lab Report' button. To the right, it says 'User : Sam Saycich' and a 'TEST' button. Below these are several action buttons: 'Mark as Reviewed', 'Transfer Ownership' (highlighted with a green arrow), 'Delete', 'Create Investigation', 'Associate Investigations', and 'Print'. There are also links for 'View File', 'Return to Documents Requiring Review', and 'View Events'.

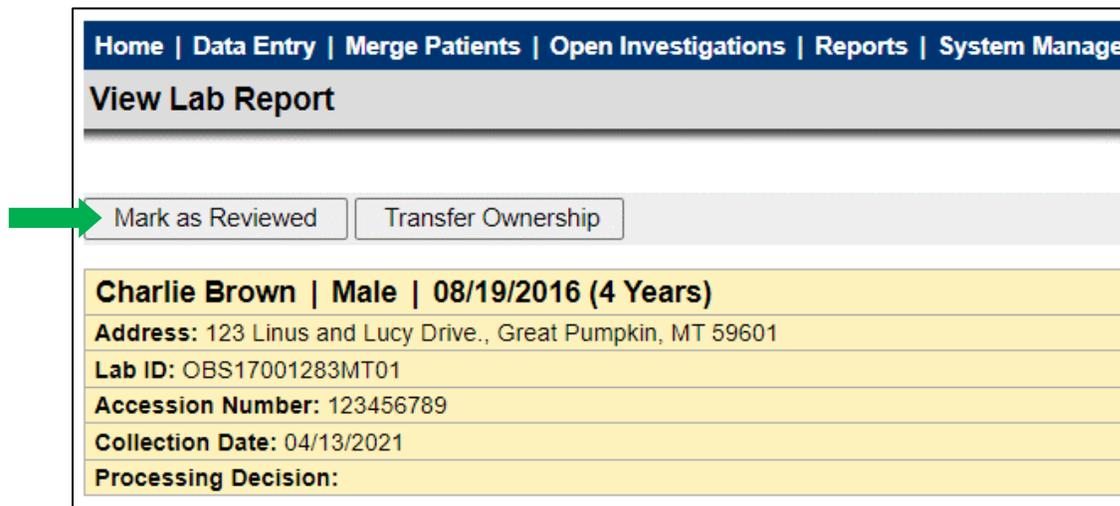
4. In the **Jurisdiction** drop-down menu, select (or type) **MTDPHHS** and click **SUBMIT**.
5. You will see a confirmation that the lab report has been transferred to DPHHS for review. DPHHS will notify the correct jurisdiction of the pending lab report.

Note: Once you Transfer Ownership, you will no longer be able to view the lab as it is no longer assigned to your jurisdiction.

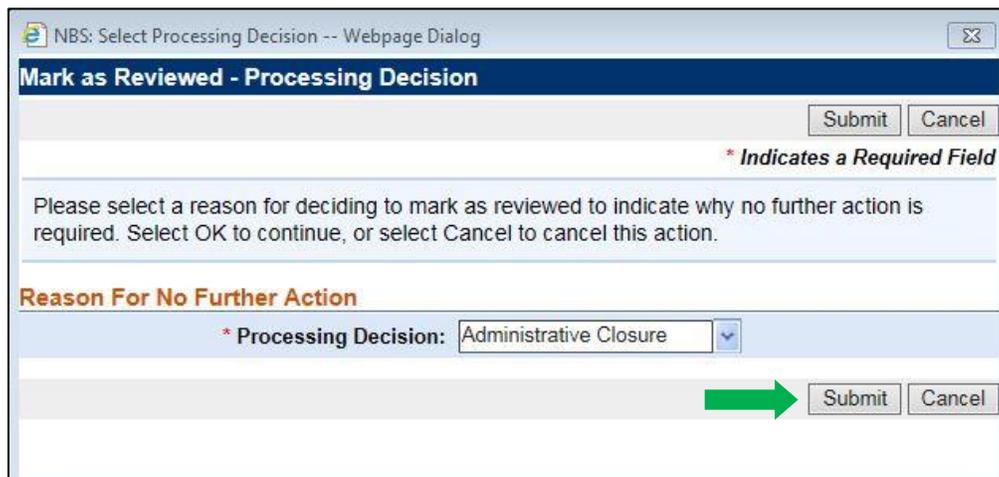
Mark as reviewed

When viewing laboratory reports, you may find that some results are not for reportable diseases or do not need to be turned into an investigation in MIDIS (immunity checks for varicella, blood lead results <5 µg/dL, etc.). You will want to remove these results from your queue.

To remove a lab report from your queue, in the upper left-hand corner of the laboratory report, click the radial dial that says **MARK AS REVIEWED**. The laboratory report will now be removed from your list of reports needing review.



If the lab report is for an STD, **you will need to indicate the reason for marking the lab as reviewed**. Select **ADMINISTRATIVE CLOSURE** and click **SUBMIT**. The lab will then be removed from your queue.



Note: lab reports that are marked as reviewed are not deleted. You will still be able to find the report in MIDIS by searching for the patient’s name or ID and retrieving the Patient File.

Associate Investigations

When viewing laboratory reports, you may find that a patient received a test result that is related to a previously known condition. Instead of creating a new investigation or marking these lab reports as reviewed, you can electronically “staple” these lab reports to the patient’s previous open or closed investigation.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management Help | Logout

View Lab Report User : Sam Saycich **TEST**

[Return to File: Events](#)

Charlie Brown Male 08/19/2016 (4 Years)			Patient ID: 2921217
Address: 123 Linus and Lucy Drive., Great Pumpkin, MT 59601		SSN:	
Lab ID: OBS17001283MT01	Created: 07/16/2021	By: Sam Saycich	
Accession Number: 123456789	Last Updated: 07/16/2021	By: Sam Saycich	
Collection Date: 04/13/2021	Lab Report Date: 04/16/2021	Date Received by Public Health: 04/18/2021	
Processing Decision:	Processing Decision Notes:		

* Indicates a Required Field

After selecting “Associate Investigations”, all past investigations that are in the patient file in MIDIS will come up, allowing you to associate the lab with the proper investigation. Check the box next to the appropriate investigation and then select “Submit”.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management Help | Logout

Associate Lab Report to Investigation(s) User : Sam Saycich **TEST**

* Indicates a Required Field

To associate the Lab Report to investigation(s), please select one or more investigations and choose Submit. If associating a STD or HIV report to Closed STD or HIV investigation(s), a report processing decision is required.

Charlie Brown Male 08/19/2016 (4 Years)			Patient ID: 2921217			
Remove All Filters/Sorts						
Associate	Start Date	Status	Condition	Case Status	Jurisdiction	Investigator
<input checked="" type="checkbox"/>	04/18/2021	Open	Varicella (Chickenpox)		LEWIS AND CLARK	Saycich, Samantha

The laboratory report will then be removed from your “Documents Requiring Review” queue and will be associated with the patient’s past investigation.

Data Entry

MIDIS is a patient-centered system, and a patient record should only be entered once. Multiple investigations and other records can be added to the same patient record over time. This allows Public Health to view all co-morbidities for a single patient.

The following section describes how to enter all patient information into MIDIS.

Search for a Patient or ADD a New Patient

Before you begin, complete a search for the patient to ensure that a patient record does not already exist in MIDIS.

On the MIDIS homepage, find the **PATIENT SEARCH** box in the top left-hand corner.

Patient Search

Search Demographics

Last Name:

First Name:

→ DOB:

Current Sex:

Search Identifiers

Event ID Type:

Patient ID(s):

(Separate IDs by commas, semicolons, or spaces)

To avoid entering duplicate records, search using the first three letters of the patient's last name and first initial of the patient's first name **OR** the patient's DOB.

You will be brought to the search results page. If you find the patient, click on the patient ID number to make sure that it is the correct patient.

The screenshot shows the MIDIS search results interface. At the top, there is a navigation bar with links: Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management. On the right, it says 'Help | Logout' and 'User : Sam Saycich' with a 'TEST' button. Below the navigation bar is a 'Search Results' section with a search criteria summary: 'Your Search Criteria: Last Name Contains 'Duck', First Name Starts With 'da', resulted in 4 possible matches. Would you like to [refine your search](#) or [add a new patient](#) ?'. There are links for 'New Search' and 'Refine Search', and an 'Add New' button. The main content area displays 'Results 1 to 4 of 4' and a table of search results. A green arrow points to the second row of the table, which has the patient ID '734968'.

Patient ID	Name	Age/DOB/Sex	Address	Phone/Email	ID
2912003	Legal DUCK, DAFFY	31 Years 01/31/1990 Male	Home Montana		
734968	Legal Duck, Daffy	71 Years 01/01/1950 Male	Home 123 Main St Helena, Montana 59062 Home 123 Main St Helena, Montana 59062	Home 406-444-1234	
734971	Legal Duck, Daisy	66 Years 01/01/1955 Female	Home 123 Main St Helena, Montana 59602 Home 123 Main St Helena, Montana 59602	Home 406-444-1233	

The minimum data elements to match a patient are: **Last Name, First Name, DOB and Sex**. Keep in mind that some patients may be entered under nicknames as well (e.g., William vs. Bill).

If it is NOT the correct patient, return to the home page and search again by the patient’s date of birth (DOB). This is to ensure that the patient doesn’t already exist in MIDIS and prevent duplicate records.

If there is no result (meaning the patient does not have a record in MIDIS) you can add a new patient record by clicking on the **ADD NEW** button.

This screenshot is identical to the one above, showing the same search results table. However, a green arrow points to the 'Add New' button located in the top right corner of the search results section, above the search criteria summary.

You will then be directed to the Add Patient - Basic screen. Enter basic demographic data: **Last Name, First Name, DOB, and Current Sex**. If known, please enter address, contact information, and race/ethnicity information.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management Help | Logout

Add Patient - Basic User : Sam Saycich TEST

Basic Demographic Data
[Collapse Subsections](#)

General Information

* Information As of Date: 07/16/2021

Comments:

Name Information

Last Name:

First Name:

Middle Name:

Suffix:

Other Personal Details

DOB:

Current Age:

Current Sex:

Birth Sex:

Is the patient deceased?

Date of Death:

Marital Status:

State HIV Case ID:

When you are finished, click on the **SUBMIT** button.

Add a Laboratory Report (if provided)

Not all lab reports are available via ELR. The following explains how to enter paper copies of laboratory reports that you receive by fax or mail from your local providers.

1. Search for the patient you want to add laboratory results for. If the patient does not exist **ADD** the patient and basic demographic information first. (See ‘Search for Patient’ in the previous section.)
2. When you find the patient record or when you **ADD** a patient and **SUBMIT**, the **PATIENT FILE** screen will appear. There are three tabs shown on this page: Summary, Events and Demographics. Click on the **EVENTS** tab.

The screenshot shows the 'Patient File' interface for Charlie Brown. The 'Events' tab is selected. Under the 'Lab Reports (1)' section, there is one report for Varicella zoster virus IgG Ab. The 'Add New' button in this section is highlighted with a green arrow.

Date Received	Reporting Facility/Provider	Date Collected	Test Results	Associated With	Program Area	Event ID
04/18/2021 12:00 AM	Reporting Facility: BENEFIS EAST HEALTH SERVICES	04/13/2021	Varicella zoster virus IgG Ab [Units/volume] in Serum: detected Reference Range: (Not Detected- Detected) - (Final)	CAS10768000MT01 Varicella (Chickenpox)	General Communicable Diseases	OBS17001283MT01

3. Under Lab Reports, click on **ADD NEW**.
4. You will be brought to the Add Lab Report screen. Enter data into the appropriate fields. Table 2 below displays requirements (in red) for lab report data entry.

Table 2: MIDIS Data Entry Rules for Laboratory Reports

Field	Rules for Data Entry	Comments
Order Information		
Reporting Facility	Required	Click Search to find/select the facility that is reporting the lab result.
Ordering Facility	Enter if available	Facility that ordered the test
Ordering Provider	Enter if available	Provider that ordered the test
Program Area	Required	Choices are: <ul style="list-style-type: none"> • General Communicable Diseases • Hepatitis • HIV/AIDS • Lead • Vaccine Preventable Diseases • Sexually Transmitted Diseases • Tuberculosis
Jurisdiction	Required	The jurisdiction is the same as the county or tribal area where the patient resides. This field is usually defaulted based on the jurisdiction that is in the patient address portion of the lab report.
Lab Report Date	Required	Date of the lab result
Date received by Public Health	Required	This is auto-populated by the current date. If needed, change to the date that the report was received by your jurisdiction.
Ordered Test	Enter if available	Use the search box to find the name of the test
Accession Number	Not required	This is also called the "Specimen ID". This can sometimes be found on a laboratory report.
Specimen Source	Required (when available)	Source of specimen is often important in meeting the case definition for a notifiable disease (e.g., Pertussis serology (blood) vs. PCR (NP swab))
Specimen site	Not required	
Date Specimen collected	Required	Enter the specimen collection date from the lab report.
Test Result(s)		
Resulted Test	Required	Use the search box to find the name of the test
Coded Result	At least one of these is required. However, when available, please enter the numeric value.	e.g., 'positive', 'detected'
Numeric Result		e.g., 1234
Text Result		e.g., ' <i>Giardia lamblia</i> cysts present.'
Administrative		
Comments	Enter pathogen if applicable	Enter the <u>exact name</u> of the pathogen identified (e.g., <i>Campylobacter jejuni</i> or <i>STEC O157:H7</i>) Any additional info that does not fit in the other fields can also be entered here as needed.

5. After you have entered information into the Test Result section, note the grey button called **ADD TEST RESULT**. You will need to click on that to log the result into the laboratory report before you submit the entire report.

6. If you are going to create an investigation for the patient, click on the **SUBMIT AND CREATE INVESTIGATION** button. If the laboratory results being entered are for a patient who already has a corresponding investigation in MIDIS, then select **SUBMIT**.

Creating an Investigation (aka: entering a new Case Report)

There are two ways to create an investigation in MIDIS. The first creates an investigation from a lab report as discussed in the previous section. The other allows you to create an investigation from the **SEARCH** and **EVENTS** tabs.

Method 1 – Create Investigation After Creating Laboratory Report:

After filling out the Lab Report information, click the **SUBMIT AND CREATE INVESTIGATION** button.

Other Information [Back to top](#)
[Collapse Subsections](#)
 Participant(s)
[Previous](#) [Next](#)

Patient | Lab Report

Submit | **Submit and Create Investigation** | Cancel

Method 2 – Create Investigation without a laboratory report:

When you search for or add a new patient, you can then continue to create an investigation from the **EVENTS** tab on the **PATIENT FILE** page. Click **ADD NEW** under Investigations.

Patient File | User: Sam Saycich | TEST

Charlie Brown | Male | 08/19/2016 (4 Years) | Patient ID: 2921217

Summary | **Events** | Demographics

Go to: [Investigations](#) | [Lab Reports](#) | [Morbidity Reports](#) | [Vaccinations](#) | [Treatments](#) | [Documents](#) | [Contact Records](#) | [Expand All](#) | [Collapse All](#)

Patient Events History

Investigations (1) | [Compare](#) | [Add New](#) | [Back To Top](#)

Start Date	Status	Condition	Case Status	Notification	Jurisdiction	Investigator	Investigation ID	Co-Infection ID
04/18/2021	Closed	Varicella (Chickenpox)	Confirmed		LEWIS AND CLARK	Samantha Saycich	CAS10768000MT01	

Lab Reports (1) | [Add New](#) | [Back To Top](#)

Date Received	Reporting Facility/Provider	Date Collected	Test Results	Associated With	Program Area	Event ID
04/18/2021 12:00 AM	BENEFIS EAST HEALTH SERVICES	04/13/2021	Varicella zoster virus IgG Ab [Units/volume] in Serum: detected Reference Range: (Not Detected)	CAS10768000MT01 Varicella (Chickenpox)	General Communicable Diseases	OBS17001283MT01

Either Method 1 or 2 will take you to the **SELECT CONDITION** page.

There is a drop-down menu to choose the condition OR you can type in the first 3-4 letters of the condition being reported to auto-populate the field (e.g., typing 'camp' will auto-populate 'Campylobacteriosis').

Once you have selected a condition, click **SUBMIT**. You will then be taken to the **CREATE INVESTIGATION** page.

There are three tabs in the **CREATE INVESTIGATION** page: **PATIENT**, **DISEASE**, and **CONTACT TRACING**.

Patient is where all of the demographic information for the patient is entered.

Disease is where all of the case information is entered. Note that the disease tab will vary depending on the condition that is being reported.

Contact Tracing is used to log information on any contact investigations related to the case.

Data entry requirements for the Patient tab are in Table 3 (in red) below.

Table 3. MIDIS Data Entry Rules for the Patient Tab of Investigations*

Field	Rules for Data Entry	Comments
Basic Demographic Data		
Last Name	Required	Patient's Last Name
First Name	Required	Patient's First Name
Middle Name	Enter if available	
DOB	Required	Patient's Date of Birth. PHEP contract deliverable data element.
Reported Age	Enter if available	This may pre-populate if investigation is created from the laboratory report
Current Sex	Required	Patient's gender
Is the patient deceased?	Enter if available	
Marital Status	Not Required	
SSN	Not used by DPHHS	Do not enter SSN in MIDIS
Type, Authority, Value	Do not use	
Street Address	Enter if available	Address of patient residence
City	Enter if available	
State	Required	
Zip	Required	Zip code of residence. PHEP contract deliverable data element.
County	Required	County of residence
Home Phone	Enter if available	
Work Phone	Enter if available	
Ethnicity	Required	Ethnic group of patient. PHEP deliverable data element.
Race	Required	Race of patient. PHEP contract deliverable data element. You can choose multiple categories. Do not check unknown.

***Note: If you create an investigation from a lab report, some of the data may be pre-populated in the investigation.**

Data entry requirements for the Disease tab are in table 4 (in red) below. Note that this list is present in all investigations. Additional disease-specific questions will vary depending on the condition being reported.

Table 4. MIDIS Data Entry Rules for the Disease Tab of Investigations

Field	Rules for Data Entry	Comments
Investigation Summary		
Jurisdiction	Populated or Enter	Select jurisdiction. If the investigation is created from a lab report, the jurisdiction is auto populated.
Program Area	Populated or Enter	If investigation is created from a lab report, the Program Area is auto populated. Otherwise, select from the following: <ul style="list-style-type: none"> • General Communicable Diseases • Hepatitis • HIV/AIDS • Lead • Sexually Transmitted Diseases • Vaccine Preventable Diseases • Tuberculosis
State Case ID	Not used by DPHHS	
Investigation Start Date	Required	Date that your jurisdiction began the investigation.
Investigation Status	Required	Default is 'Open.' Select 'Closed' once: <ol style="list-style-type: none"> 1. the investigation is complete 2. all relevant case information is added 3. disease-specific forms have been faxed to DPHHS
Investigator	Required	Enter your Quick Code OR use the search box to find your name/organization.
Reporting Source		
Date of report	Required	Date that public health received notification of the case.
Reporting Source	Enter if available	Search and select source of the case notification.
Earliest Date Reported to County	Required	Date that case notification was received by your jurisdiction.
Earliest Date Reported to State	Required	Date that your jurisdiction notified DPHHS of the case.
Reporter	Not used by DPHHS	
Clinical		
Physician	Enter if available	Search and select provider name. (see Appendix C for information on how to enter provider information into MIDIS)
Was the patient Hospitalized?	Required	Check yes or no. Note: if 'yes' is selected, a drop-down menu will appear to enter data specific to the hospitalization. PHEP contract deliverable data element.

Diagnosis Date	Required	Date of the laboratory result, or the date of physician diagnosis. PHEP contract deliverable data element.
Illness Onset Date	Required	Date of the onset of symptoms. PHEP contract deliverable data element.
Illness End Date	Enter if known	
Illness Duration	Enter if known	
Age at Onset	Enter if available	
Is the patient pregnant?	Enter if applicable	
Does the patient have pelvic inflammatory disease?	Enter if applicable	
Did the patient die from this illness?	Required	Select yes or no.
Epidemiologic		
Is this patient associated with a daycare facility?	Required	Select yes or no.
Is this patient a food handler?	Required	Select yes or no.
Is this case part of an outbreak?	Required	Select yes or no. Note: if yes, a drop-down menu will appear that will allow you to assign an outbreak code and enter outbreak specific questions.
Where was the disease acquired?	Enter if available	
Transmission mode	Enter if available	
Detection method	Enter if available	
Confirmation method	Required	Method used to confirm case.
Confirmation date	Enter if known	Date the lab/physician confirmed the case.
Case Status	Required for notification to CDC. Please refer to CDC Case Definition guidance to select the appropriate status for the condition being reported.	Choose: <ul style="list-style-type: none"> • Confirmed • Probable • Suspect (some diseases only) • Not a case (only use this if you are editing a previous investigation that has been determined not to meet case definition.)
MMWR Week	Required for notification to CDC	The default MMWR week is generated by the current date. If you are entering a case from a different week, remember to change the number to reflect the appropriate week.
MMWR Year	Required for notification to CDC	The default MMWR Year is generated by the current date.
Administrative		
General comments	Enter if needed	You may enter any additional information that you feel is applicable to the case here (free text.)

When you are finished entering all of the information, click **SUBMIT**.

Other Clinical Data		Back to Top
Was the isolate identified as Campylobacter?	<input type="text" value="Yes"/>	
What was the EIA result at clinical laboratory?	<input type="text" value="Positive"/>	
What was the PCR result at clinical laboratory?	<input type="text" value="Positive"/>	
What was the species result at clinical laboratory?	<input type="text" value="Campylobacter coli (organism)"/>	
What was the EIA result at SPHL?	<input type="text" value="Positive"/>	
What was the PCR result at SPHL?	<input type="text" value="Positive"/>	
What was the species result at SPHL?	<input type="text" value="Campylobacter coli (organism)"/>	
What was the PCR result at CDC?	<input type="text" value="Positive"/>	
Did the patient have bloody diarrhea during this illness?	<input type="text" value="Yes"/>	
Did the patient have diarrhea (self-reported)?	<input type="text" value="Yes"/>	
Did the patient have fever (self-reported) during this illness?	<input type="text" value="Yes"/>	

Patient	Campylobacteriosis	Contact Tracing
---------	--------------------	-----------------



Associating (aka attaching) a Lab Report with an Investigation

To support the case investigation, all available confirmatory laboratory reports need to be associated with the investigation. This is the electronic version of stapling a laboratory report to a case report. You can do this two different ways:

Option 1: From Lab Report in Documents Requiring Review Queue

1. From your **Documents Requiring Review** queue, select **Lab Report**.
2. Select **Associate Investigations** in the top-right corner of the lab.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management Help | Logout

View Lab Report User : Sam Saycich **TEST**

[View File](#) | [Return to Documents Requiring Review](#) | [View Events](#)

Mark as Reviewed | Transfer Ownership | Edit | Delete | Create Investigation  Associate Investigations | Print

Charlie Brown Male 08/19/2016 (4 Years)			Patient ID: 2921217
Address: 123 Linus and Lucy Drive., Great Pumpkin, MT 59601		SSN:	
Lab ID: OBS17006003MT01	Created: 08/05/2021	By: Sam Saycich	
Accession Number: 123456789	Last Updated: 08/05/2021	By: Sam Saycich	
Collection Date: 08/02/2021	Lab Report Date: 08/05/2021	Date Received by Public Health: 08/05/2021	
Processing Decision:	Processing Decision Notes:		

* Indicates a Required Field

3. Select the checkbox next to the investigation that you want to associate the lab report to and select **Submit**.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management Help | Logout

Associate Lab Report to Investigation(s) User : Sam Saycich **TEST**



* Indicates a Required Field

To associate the Lab Report to investigation(s), please select one or more investigations and choose Submit. If associating a STD or HIV report to Closed STD or HIV investigation(s), a report processing decision is required.

Charlie Brown Male 08/19/2016 (4 Years)			Patient ID: 2921217				
Remove All Filters/Sorts							
Associate	Start Date	Status	Condition	Case Status	Jurisdiction	Investigator	
<input checked="" type="checkbox"/>	08/05/2021	Open	Campylobacteriosis	Confirmed	LEWIS AND CLARK		
<input type="checkbox"/>	04/18/2021	Closed	Varicella (Chickenpox)	Confirmed	LEWIS AND CLARK	Saycich, Samantha	

Print Export

Option 2: Going Through the Patient File

1. Click the **EVENTS** tab on the **VIEW FILE** page.
2. Click the hyperlinked start date of the investigation. The investigation will open.
3. Click the **MANAGE ASSOCIATIONS** radial button.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

View Investigation User: Sam Saycich TEST

Patient ID: 2921217 | Investigation ID: CAS10770001MT01 [Return to File: Summary](#)

Manage Associations Create Notifications Share Document Transfer Ownership Edit Delete Print

Created: 08/05/2021 by: Sam Saycich Updated: 08/05/2021 by: Sam Saycich

Name: Charlie Brown DOB: 08/19/2016 Current Sex: Male

Patient Campylobacteriosis Contact Tracing

[Investigation Summary](#) | [Reporting Source](#) | [Clinical](#) | [Epidemiologic](#) | [Administrative](#) | [Associated Observations](#) | [Treatments](#) | [Associated Vaccinations](#) | [Associated Documents](#) | [Notifications](#) | [Custom Fields](#) | [Condition Specific Custom Fields](#) | [Day Care](#) | [Food Handler](#) | [Travel History](#) | [Drinking Water Exposure](#) | [Recreational Water Exposure](#) | [Animal Contact](#) | [Underlying Conditions](#) | [Related Cases](#) | [FoodNet](#) | [Other Clinical Data](#)

Investigation Summary [Back to Top](#)

* **Jurisdiction:** LEWIS AND CLARK
Program Area: General Communicable Diseases
State Case ID:
Investigation Start 08/05/2021
Date:
Investigation Status: Open
 Share record with Guests for this Program Area and Jurisdiction

4. Find the laboratory report that you want to associate and click the checkbox next to it.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management Help | Logout

Manage Associations User: Sam Saycich TEST

Print Submit Cancel

Charlie Brown | Male | 08/19/2016 (4 Years)

Investigation ID: CAS10770001MT01 Condition: Campylobacteriosis Case Status: Confirmed

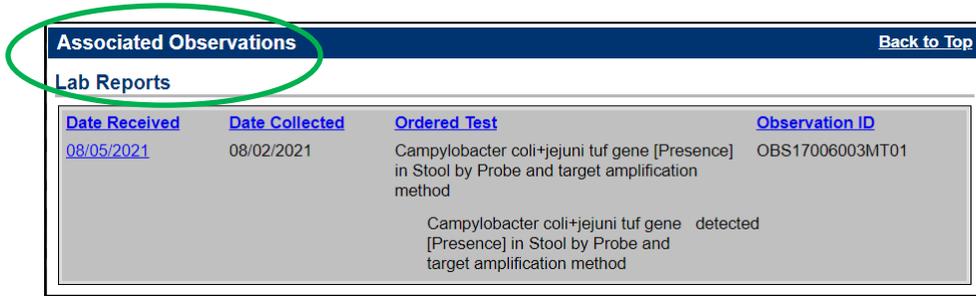
Associations
[Collapse Subsections](#)
 Lab Reports

	Date Received	Reporting Facility/Provider	Date Collected	Test Results	Program Area	Event ID
<input type="checkbox"/>	04/18/2021 12:00 AM	Reporting Facility: BENEFIS EAST HEALTH SERVICES	04/13/2021	Varicella zoster virus IgG Ab [Units/volume] in Serum: detected Reference Range: (Not Detected-Detected) - (Final)	General Communicable Diseases	OBS17001283MT01
<input checked="" type="checkbox"/>	08/05/2021 12:00 AM	Reporting Facility: Montana Department of Health and Human Services	08/02/2021	Campylobacter coli-tjejuni tuf gene [Presence] in Stool by Probe and target amplification method: Campylobacter coli - (Final) detected		

Add Lab Report

5. Click **SUBMIT**.

The **VIEW INVESTIGATION** page will reopen and now displays the lab report in the Associated Observations area towards the bottom of the page.



Associated Observations Back to Top			
Lab Reports			
Date Received	Date Collected	Ordered Test	Observation ID
08/05/2021	08/02/2021	Campylobacter coli+jejuni tuf gene [Presence] in Stool by Probe and target amplification method	OBS17006003MT01
Campylobacter coli+jejuni tuf gene detected [Presence] in Stool by Probe and target amplification method			

Creating a Notification

Once you have completed an investigation and associated laboratory reports, **you must create a notification of the new investigation that will be forwarded to DPHSS for review.**

1. In the View Investigation screen, click on the **CREATE NOTIFICATION** button at the top of the investigation page.



Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

View Investigation User: Sam Saycich **TEST**

Patient ID: 2921217 | Investigation ID: CAS10770001MT01 [Return to File: Summary](#)

Manage Associations | **Create Notifications** | Share Document | Transfer Ownership | Edit | Delete | Print

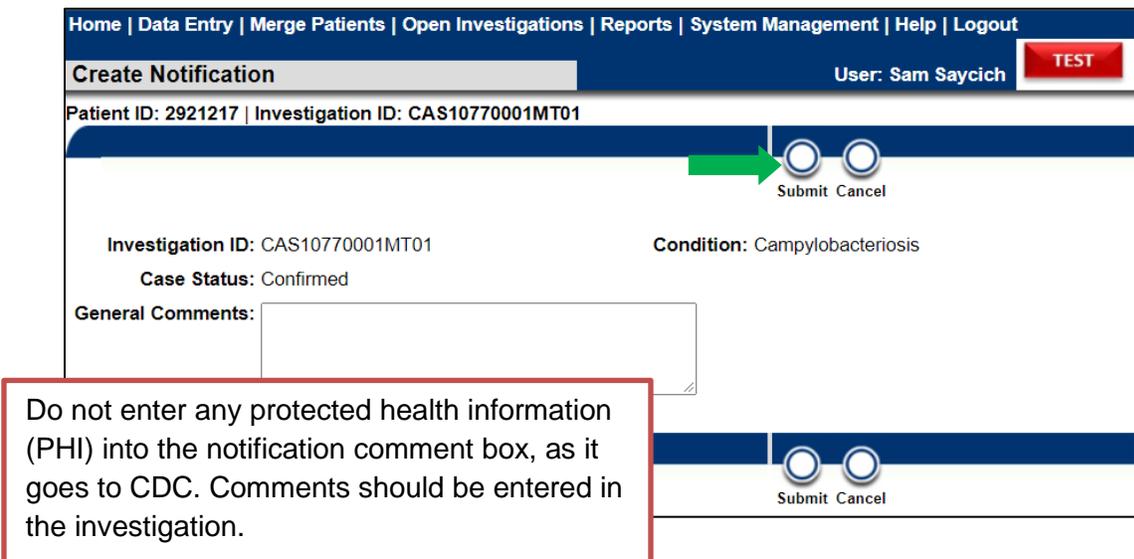
Created: 08/05/2021 by: Sam Saycich Updated: 08/05/2021 by: Sam Saycich

Name: Charlie Brown DOB: 08/19/2016 Current Sex: Male

Patient | **Campylobacteriosis** | Contact Tracing

[Investigation Summary](#) | [Reporting Source](#) | [Clinical](#) | [Epidemiologic](#) | [Administrative](#) | [Associated Observations](#) | [Treatments](#) | [Associated Vaccinations](#) | [Associated Documents](#) | [Notifications](#) | [Custom Fields](#) | [Condition Specific Custom Fields](#) | [Day Care](#) | [Food Handler](#) | [Travel History](#) | [Drinking Water Exposure](#) | [Recreational Water Exposure](#) | [Animal Contact](#) | [Underlying Conditions](#) | [Related Cases](#) | [FoodNet](#) | [Other Clinical Data](#)

2. Check the notification for accuracy and then click the **SUBMIT** button.



Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

Create Notification User: Sam Saycich **TEST**

Patient ID: 2921217 | Investigation ID: CAS10770001MT01

Submit Cancel

Investigation ID: CAS10770001MT01 Condition: Campylobacteriosis

Case Status: Confirmed

General Comments:

Submit Cancel

Do not enter any protected health information (PHI) into the notification comment box, as it goes to CDC. Comments should be entered in the investigation.

3. The notification has been submitted. It will be reviewed by DPHHS CDEpi for completeness and a notification will be sent to CDC as a Montana case.

Note: Notification history and status can be viewed at the bottom of the View Investigation page.

History [Back to top](#)

[Collapse Subsections](#)

Investigation History

Change Date	User	Jurisdiction	Case Status	Version
08/05/2021	[REDACTED]	FLATHEAD	Confirmed	1

Notification History

Status Change Date	Date Sent	Jurisdiction	Case Status	Status	Type	Recipient
08/05/2021		FLATHEAD	Confirmed	PEND_APPR	NND Individual Case Notification	CDC

Comments:

[Previous](#) [Next](#)

Patient
Case Info
COVID
Contact Records
Supplemental Info

Once you have submitted a notification to DPHHS, the investigation will reside in an Approval Queue for Initial Notifications at DPHHS.

If the investigation is approved by DPHHS, a notification of the case will be sent to CDC.

If the investigation is rejected by DPHHS, it means that there is additional information that is required before a notification can be sent to CDC. This may occur for one of the following reasons:

- A CDC required data element is missing (e.g., Jurisdiction, Case Status)
- Case defining information is not present (i.e., it does not meet the requirements established by CDC case definitions)
- The lab confirmation came back negative, and the investigation is no longer a case.

Rejected investigations can be viewed in the Rejected Notifications Queue found in the My Queues widget.



When viewing the list of rejected Investigations, note the comments. This is where DPHHS will indicate changes that are needed in order for notification to be sent to CDC.

Remove All Filters/Sorts									
Submit Date	Submitted By	Recipient	Type	Patient	Condition	Status	Rejected By	Comments	
11/09/2020	[REDACTED]	Local	NND Individual Case Notification	2021-6706, Domestic Cat	Rabies, post-exposure prophylaxis (PEP)	Unknown	Jennifer Miller	Hey [REDACTED] this case was created on a laboratory report on the cat, so the cat shows up as the patient. If you had rPEP administered to a person, you'd have to enter it under the person's name. Ca... 	

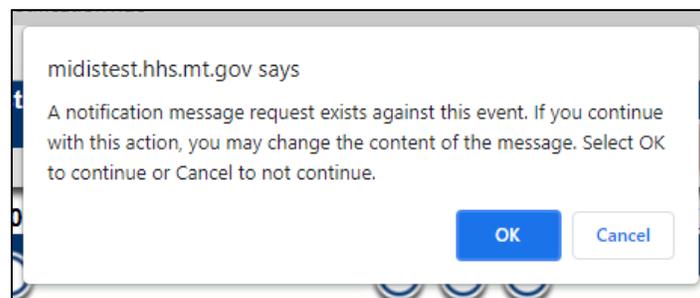
Once corrections/updates are made and submitted (see Editing an Investigation below) **you must create another notification (see above) to notify DPHHS that changes have been made.** It is helpful if you add a comment describing the updates you made.

Editing an Investigation

To add information or make changes to an investigation, click on the hyperlinked date in the **EVENTS** tab to open the investigation.

In the upper right-hand corner, click **EDIT**.

If you have already sent a notification for this case, you will see the following message appear:



Click **OK** to continue.

Make any changes to the investigation, then click **SUBMIT** to save your changes. You do not need to resend a notification; MIDIS does this automatically for you.

Entering Vaccination Information

Basic vaccination information can be added to supplement an investigation of a Vaccine Preventable Disease (e.g., Pertussis, Chickenpox). A patient’s complete vaccination record can be queried or manually entered into MIDIS within the patient record.

To Query ImMTrax for a Vaccination:

1. Open the **Investigation** that you would like to associate a vaccination record to.
2. Select **Manage Associations**.
3. Scroll down to vaccinations and select **Query Registry**.

Charlie Brown | Male | 08/19/2016 (4 Years)

Investigation ID: CAS10770001MT01 Condition: Campylobacteriosis Case Status: Confirmed

Associations

[Collapse Subsections](#)

Lab Reports

	Date Received	Reporting Facility/Provider	Date Collected	Test Results	Program Area	Event ID
<input type="checkbox"/>	04/18/2021 12:00 AM	Reporting Facility: BENEFIS EAST HEALTH SERVICES	04/13/2021	Varicella zoster virus IgG Ab [Units/volume] in Serum: detected Reference Range: (Not Detected-Detected) - (Final)	General Communicable Diseases	OBS17001283MT01
<input checked="" type="checkbox"/>	08/05/2021 12:00 AM	Reporting Facility: Montana Department of Health and Human Services	08/02/2021	Campylobacter coli+jejuni tuf gene [Presence] in Stool by Probe and target amplification method: Campylobacter coli - (Final) detected	General Communicable Diseases	OBS17006003MT01

Morbidity Reports

Date Received	Condition	Report Date	Type	Observation ID
Nothing found to display.				

Vaccinations

Date Administered	Vaccine Administered	Vaccination ID
Nothing found to display.		



4. The search criteria will automatically populate based on information currently present in the patient file. CDEpi recommends removing quite a bit of this so you just search for the name and DOB. **Select Submit Query**.

Search Criteria

Last Name:

First Name:

Middle Name:

Date of Birth:

Current Sex:

Street Address:

City:

State:

Zip:

Phone:

➔

Search Criteria

Last Name:

First Name:

Middle Name:

Date of Birth:

Current Sex:

Street Address:

City:

State:

Zip:

Phone:

- 5. Select the **Registry Patient ID**.

Immunization Registry Patient Search Results

Cancel

Search Results [New Search](#) | [Refine Search](#)

Your Search Criteria: Last Name Equal [REDACTED] First Name Equal [REDACTED] Date of Birth Equal [REDACTED], State Equal 'Montana' resulted in 1 possible matches in the immunization registry. Please select a patient to see vaccination data for possible import. If the patient you are searching does not appear below, you can [refine your search](#) to re-query the immunization registry.

Results 1 to 1 of 1

Registry Patient ID	Patient Name	Age/DOB/Sex	Address	Phone	Mother's Name
767885	Legal [REDACTED]	[REDACTED]			

Results 1 to 1 of 1

- 6. Select the checkbox next to the vaccination that you would like to associate with the investigation and select **Import Selected Records**.

Immunization Registry Vaccination

Import Selected Records Cancel

Search Results [Return to Search Results](#)

[REDACTED] Registry Patient ID: 767885

Results 1 to 10 of 36 Previous 1 | 2 | 3 | 4 Next

<input type="checkbox"/>	Provider	Date Administered	Vaccine Administered	Lot Information	Information Source
<input checked="" type="checkbox"/>		02/17/2017	Vaccine Type: typhoid, oral	Lot #: 3003153	New immunization record

- 7. You will have a popup that notifies you that you are about to associate a vaccine record to an investigation. Select **OK**.
- 8. Once the **Manage Associations** window reloads, check that the vaccine was associated and then select **Submit** in the right-hand corner of the screen.

To Manually Enter a Vaccination:

- 1. Open the **PATIENT FILE** page and click on the **EVENTS** tab.
- 2. Scroll down to **VACCINATIONS** and select **ADD NEW**.

Charlie Brown | Male | 08/19/2016 (4 Years) Patient ID: 2921217

Summary Events Demographics [Expand All](#) | [Collapse All](#)

Go to: [Investigations](#) | [Lab Reports](#) | [Morbidity Reports](#) | [Vaccinations](#) | [Treatments](#) | [Documents](#) | [Contact Records](#)

Patient Events History

Investigations (2)	Compare	Add New	Back To Top
Lab Reports (2)		Add New	Back To Top
Morbidity Reports (0)		Add New	Back To Top
Vaccinations (0)		Add New	Back To Top

3. The Add Vaccination page is displayed. Click on the vaccination tab.
4. Enter Vaccination Information. Desired elements are highlighted in **red**.
 - a. **Vaccine Event Information Source**
 - b. Vaccine Administered Date
 - c. Age at Vaccination (auto-calculated based on DOB and administration date)
 - d. Age at Vaccination Unit (auto-calculated based on DOB and administration date)
 - e. Vaccination Anatomical Site
 - f. Vaccination Given By Provider
 - g. Vaccination Given By Organization
 - h. Vaccine Type**
 - i. Vaccine Manufacturer
 - j. Vaccine Expiration Date
 - k. Vaccine Lot Number
 - l. Dose Number



Charlie Brown | Male | 08/19/2016 (4 Years) **Patient ID: 2921217**
 * Indicates a Required Field

Patient | **Vaccination** 

Vaccination [Back to top](#)
[Collapse Subsections](#)

Vaccination Administered

Please note: Record ALL doses of EVERY vaccine given. Record all information that is known, even data on vaccine doses administered beyond the recommended guidelines.

Vaccine Event Information Source: Immunization Information System

Vaccine Administered Date: 08/02/2017

Age At Vaccination: 11

Age At Vaccination Unit: Months

Vaccination Anatomical Site: Left Arm

Administered By

Vaccination Given By Provider: - OR -

Vaccination Given By Provider Selected:

Vaccination Given By Organization: - OR -

Vaccination Given By Organization Selected:

*** Vaccine Type:** Hep B, adolescent or pediatric

Vaccine Manufacturer: Johnson and Johnson

Note: CDC adult and child immunization schedules are linked at the bottom of the Vaccination page for easy reference.

5. Click **SUBMIT**. The vaccination added is displayed in the Patient File under Vaccinations.

Contact Investigations

MIDIS has the capability to manage contact investigations for a patient. This is helpful for diseases like pertussis, where the number of contacts can be very large. In addition, contact records are linked to show both contacts named by a patient as well as investigations that a patient has been named a contact for. Contact information is managed within an Investigation, but records are listed on the View File page.

To add a new Contact Tracing Record, you must first submit your investigation for the initial case. Next, click on the **CONTACT TRACING** tab.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management Help | Logout

View Investigation: Varicella User : Sam Saycich **TEST**

[Return To File: Events](#)

Charlie Brown | Male | 08/19/2016 **Patient ID:** 2921217

Investigation ID: CAS10768000MT01	Created: 07/16/2021	By: Sam Saycich
Investigation Status: Closed	Last Updated: 07/16/2021	By: Sam Saycich
Investigator: Samantha Saycich	Case Status: Confirmed	Notification Status:

* Indicates a Required Field

Go to: [Investigation Information](#) | [Reporting Information](#) | [Clinical Information](#) | [Laboratory Information](#) | [Vaccine Information](#) | [Vaccination Record](#) | [Epidemiologic Information](#) | [Investigation Comments](#)

Click **ADD NEW CONTACT RECORD**.

Contact Records [Back to top](#)

[Collapse Subsections](#)

Contacts Named By Patient

The following contacts were named within Charlie Brown's investigation:

Date Named	Contact Record ID	Name	Priority	Disposition	Investigation ID
<input type="button" value="Add New Contact Record"/>					

Patient Named By Contacts

The following contacts named Charlie Brown within their investigation and have been associated to Charlie Brown's investigation:

Date Named	Contact Record ID	Named By	Priority	Disposition	Investigation ID
<input type="button" value="Manage Contact Associations"/>					

Before entering a new contact, you will need to search to determine if the patient already has a record in MIDIS. Enter their personal information into the Contact Search box, and press Submit.

Contact Search

Search by: Demographics Event

Last Name:

First Name:

Date of Birth :

Current Sex:

Patient ID:

If the patient does have a file in MIDIS, a result will be presented to you. If this is the patient that you are looking for, click on the green check mark. If this is NOT the correct patient, then click **ADD NEW** to add a new patient record.

Contact Search Results

Search Results

[New Search](#) | [Refine Search](#)

Your Search Criteria: *Last Name contains 'van Pelt', First Name contains 'Lucy'* resulted in **1** possible matches.
 Select an existing person below to add as a contact, or [Add New](#)

	Name	Age/DOB/Sex	Address	Telephone	Conditions
	<i>Legal</i> van Pelt, Lucy	09/17/2016 Female	<i>Home</i> Montana		

There are four tabs in a Contact Record.

** Indicates a Required Field*

Lucy van Pelt | Female | 09/17/2016 (4 Years) **Patient ID: 2924024**

Contact

Contact Record

Contact Follow Up

Supplemental Info

Go to: [Contact Record](#)

[Collapse Sections](#)

Contact Record

CONTACT: Enter the demographic information of the contact.

CONTACT RECORD: Enter information regarding the status and priority of the contact, as well as exposure information.

CONTACT FOLLOW UP: Enter signs and symptoms, risk factors, testing, evaluation, and treatment of the contact.

SUPPLEMENTAL INFO: This is currently not in use.

Once you have submitted the information, you can view the contact record by clicking on the hyperlinked **CONTACT RECORD ID**.

Contact Records [Back to top](#)

[Collapse Subsections](#)

Contacts Named By Patient

The following contacts were named within Charlie Brown's investigation:

Date Named	Contact Record ID	Name	Priority	Disposition	Investigation ID
08/05/2021	CON10223000MT01	van Pelt, Lucy			

If the patient was named by another patient as a contact you will need to manage the contact records in the Patient Named by Contacts section. Click **MANAGE CONTACT ASSOCIATIONS** to open and select the records that should be associated with the investigation.

Contact Records [Back to top](#)

[Collapse Subsections](#)

Contacts Named By Patient

The following contacts were named within Charlie Brown's investigation:

Date Named	Contact Record ID	Name	Priority	Disposition	Investigation ID
08/05/2021	CON10223000MT01	van Pelt, Lucy			

Patient Named By Contacts

The following contacts named Charlie Brown within their investigation and have been associated to Charlie Brown's investigation:

Date Named	Contact Record ID	Named By	Priority	Disposition	Investigation ID
<input type="button" value="Manage Contact Associations"/>					

Check the box next to the contact that you want to associate and click **SUBMIT**.

Manage Contact Associations

The following is a list of patients who have named Brown, Charlie as a contact for Varicella (Chickenpox) Please select all contact records that should be associated with this investigation.

Results 1 to 1 of 1

	Name	Date Named	Age/DOB/Sex	Relationship	Disposition
<input checked="" type="checkbox"/>	Patty, Peppermint	08/01/2021	5 Years 07/17/2016 Female	Classmate	

Results 1 to 1 of 1

You will now be able to view contacts who named your patient as a contact within their investigation.

Contact Records [Back to top](#)

[Collapse Subsections](#)

Contacts Named By Patient

The following contacts were named within Charlie Brown's investigation:

Date Named	Contact Record ID	Name	Priority	Disposition	Investigation ID
08/05/2021	CON10223000MT01	van Pelt, Lucy			

Patient Named By Contacts

The following contacts named Charlie Brown within their investigation and have been associated to Charlie Brown's investigation:

Date Named	Contact Record ID	Named By	Priority	Disposition	Investigation ID
08/01/2021	CON10223001MT01	Patty, Peppermint			CAS10770002MT01

Influenza Aggregate Case Counts, Hospitalizations, and Deaths

Step 1: Enter summary data for Influenza case counts in your jurisdiction (each week).

1. From the MIDIS homepage, click on **DATA ENTRY** in the Navigation Bar at the top of the page.



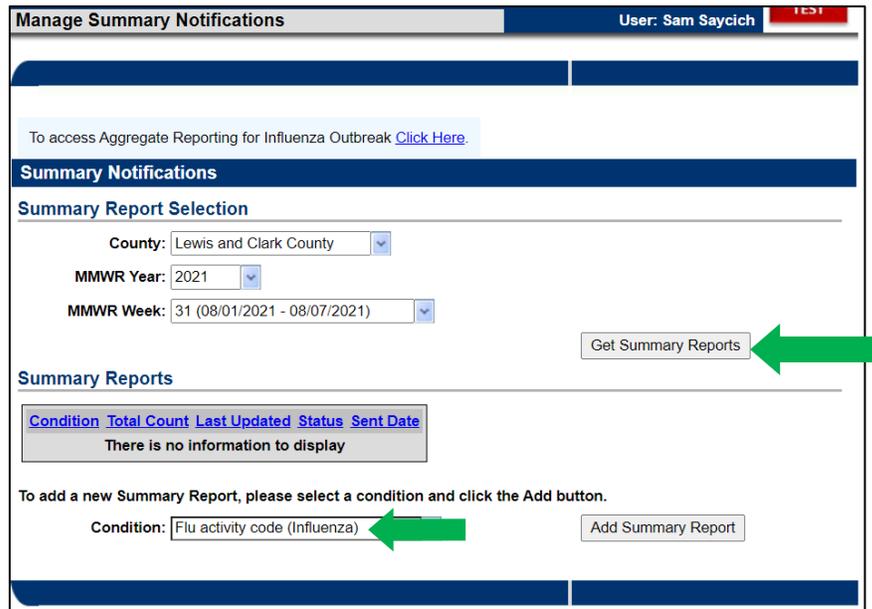
2. Click on **SUMMARY DATA**



3. Select your jurisdiction from the **County** drop-down box. *Check that the date range of the MMWR week reflects the week you are reporting for.

4. Click **GET SUMMARY REPORTS**

5. Select **Flu activity code (Influenza)** from the Condition drop-down box



6. Click on the hyperlinked **Flu activity code (Influenza)** in the grey Summary Reports box.



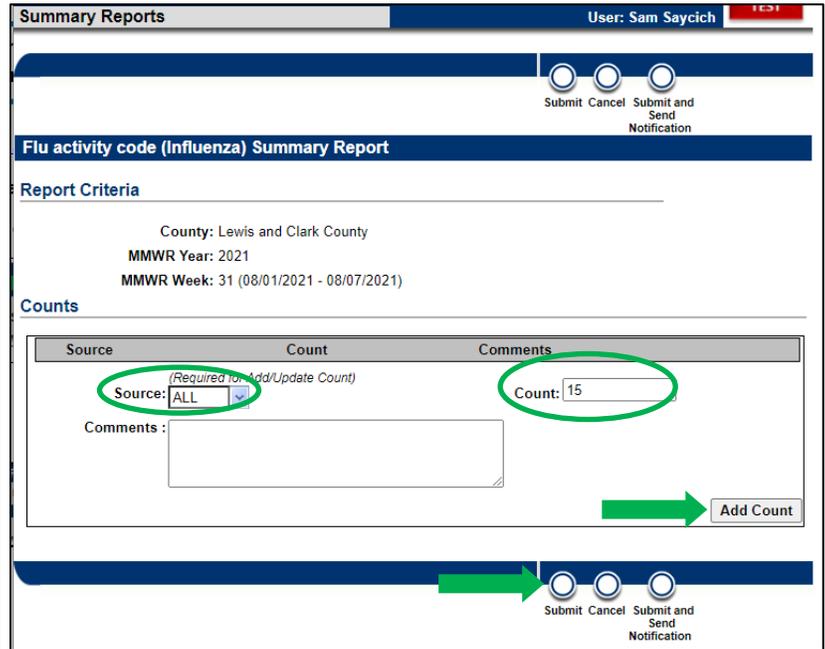
7. For **SOURCE**, select **ALL**

8. Enter your case count

9. Click on **ADD COUNT** (the information will save in grey)

10. Click **SUBMIT**

Note: If you need to update a previous case count, select the MMWR week you need to update and follow steps 4-6. On the next page: click “Edit” under the “Counts” section, adjust the count, and click “Update Count” and “Submit” to save.



Step 2: Enter hospitalizations and deaths due to Influenza

Please create an investigation for each patient who was *hospitalized or died from Influenza*.

1. From the MIDIS homepage, search for the patient by Name or DOB. You will be brought to the search results page. If the patient is not listed in the search results, click on **ADD NEW** to create a new patient.

2. Go to the **Events** tab of the patient file. To the right of Investigations, click **ADD NEW** to create a new case.



3. On the condition selection drop-down box, choose **Influenza, hospitalization or death** and click **SUBMIT**.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

Select Condition User: Sam Saycich **TEST**

Submit Cancel

Please select a condition:

 Submit Cancel

4. The investigation page will open. You should be familiar with this form. Please remember to start with the **PATIENT** tab to enter in all demographic data. Then continue to the **Case Info** tab to fill in the information received for your patient:

Remember to include:

- Hospitalization (Yes)
- Name of Hospital
- Admission Date
- Diagnosis Date
- Illness Onset Date
- Death (Y/N)

Flu Type

Whether a flu vaccine was administered this season (and date, if known)

Underlying conditions

Confirmation Method

Confirmation Date

Case Status

MMWR Week and Year

Hospital
**Hospitalization Status is a required data element.

Was the patient hospitalized for this illness?: Yes

Hospital: Clear/Reassign
Hospital Selected: ST PETER'S HOSPITAL LABORATORY
LABORATORY
2475 BROADWAY
Helena, Montana 59601-0000
406-444-2387
406-444-2319

Admission Date: 09/25/2021
Discharge Date: 09/27/2021

Total Duration of Stay in the Hospital (in days): 2

Condition
**Diagnosis Date and Onset Date are required data elements.

Diagnosis Date: 09/21/2021
Illness Onset Date: 09/18/2021

Onset date could not be determined:
Illness End Date:
Illness Duration:
Illness Duration Units:
Age at Onset: 5
Age at Onset Units: Years

Influenza virus type: Flu A/H1N1
Did subject receive a flu vaccine this season?: No
Flu Vaccine Administered Date:

Select all applicable underlying conditions or comorbidities:
(Use Ctrl to select more than one)
Asthma
Cancer Treatment
Cardiovascular disease
Cirrhosis/liver failure
Selected Values: Asthma, Cancer Treatment, Neurological disorder

Other underlying conditions:
Is the patient pregnant?: No
Did the patient die from this illness?: No
Date of Death:

Case Status
[Link to CD Epi Case Definitions and Resources Website](#)

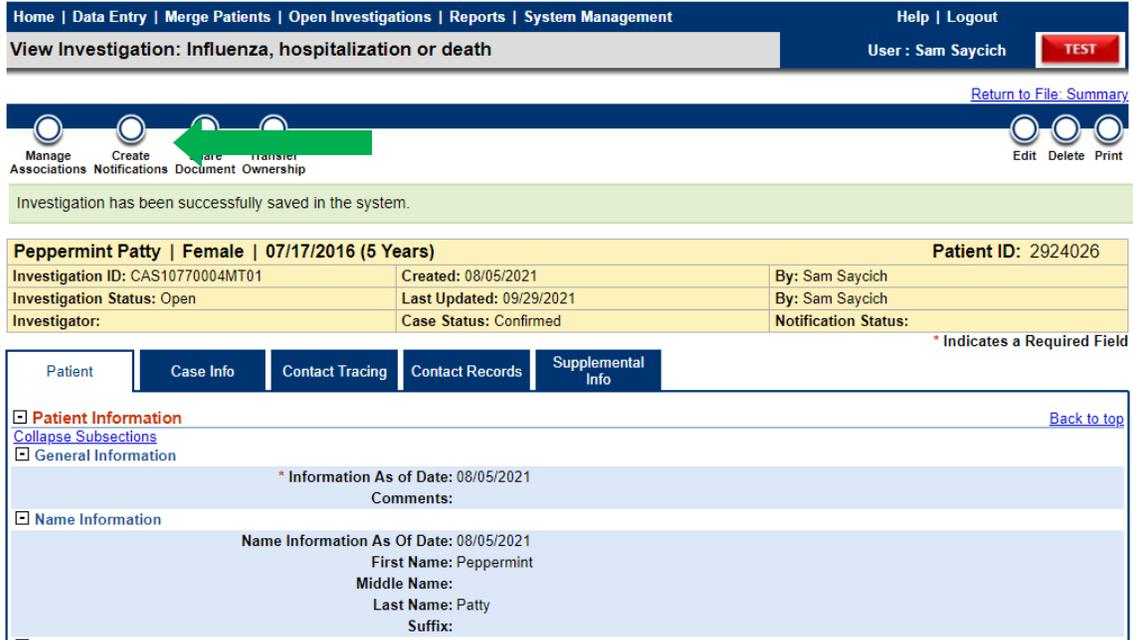
Transmission Mode:
Detection Method:
(Use Ctrl to select more than one)
Confirmation Method:
Active Surveillance
Case/Outbreak Investigation
Clinical diagnosis (non-laboratory confirmed)
Epidemiologically linked
Selected Values:
Confirmation Date: 09/21/2021
Case Status: Confirmed
MMWR Week: 38
MMWR Year: 2021

**Control Measures and Lost to Follow-up are required data elements.

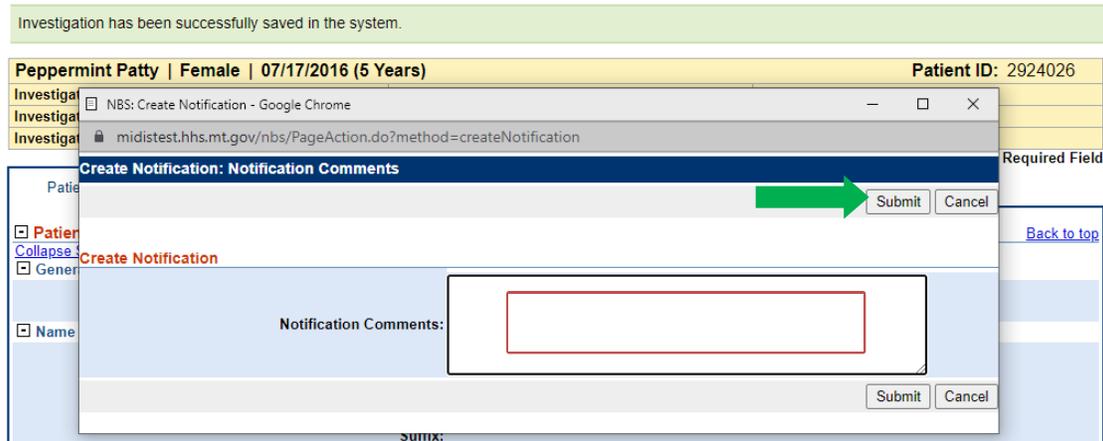
Control Measures Implemented Date:
Patient Lost to Follow-up?:

5. Once you have entered your case information, please **SUBMIT** to save your work.

6. **CREATE NOTIFICATION** to send the case to CDEpi for review. The create notification button is at the top of the investigation page.



7. Click **SUBMIT** to send the notification. Please leave the comment box on this page empty.



Step 3: “Associate” Vaccination Records to Investigation.

Basic vaccination information can be added to supplement an investigation of a Vaccine Preventable Disease (e.g., Influenza hospitalization or death, Pertussis, Chickenpox). A patient’s complete vaccination record can be queried or manually entered into MIDIS within the patient record.

To Query ImMTrax for a Vaccination:

1. Open the **Investigation** that you would like to associate a vaccination record to.
2. Select **Manage Associations**.
3. Scroll down to vaccinations and select **Query Registry**.

Peppermint Patty Female 07/17/2016 (5 Years)					
Investigation ID: CAS10770004MT01		Condition: Influenza, hospitalization or death		Case Status: Confirmed	

Associations
[Collapse Subsections](#)
 Lab Reports

Date Received	Reporting Facility/Provider	Date Collected	Test Results	Program Area	Event ID
Nothing found to display.					

Morbidity Reports

Date Received	Condition	Report Date	Type	Observation ID
Nothing found to display.				

Vaccinations

Date Administered	Vaccine Administered	Vaccination ID
Nothing found to display.		



4. The search criteria will automatically populate based on information currently present in the patient file. CDEpi recommends removing quite a bit of this so you just search for the name and DOB. **Select Submit Query**.

Search Criteria

Last Name:

First Name:

Middle Name:

Date of Birth:

Current Sex:

Street Address:

City:

State:

Zip:

Phone:

➔

Search Criteria

Last Name:

First Name:

Middle Name:

Date of Birth:

Current Sex:

Street Address:

City:

State:

Zip:

Phone:

- Select the **Registry Patient ID**.

Immunization Registry Patient Search Results

Cancel

Search Results [New Search](#) | [Refine Search](#)

Your Search Criteria: Last Name Equal [REDACTED], First Name Equal [REDACTED], Date of Birth Equal [REDACTED], State Equal 'Montana' resulted in 1 possible matches in the immunization registry. Please select a patient to see vaccination data for possible import. If the patient you are searching does not appear below, you can [refine your search](#) to re-query the immunization registry.

Results 1 to 1 of 1

Registry Patient ID	Patient Name	Age/DOB/Sex	Address	Phone	Mother's Name
767885	Legal [REDACTED]	[REDACTED]			

Results 1 to 1 of 1

- Select the checkbox next to the vaccination that you would like to associate with the investigation and select **Import Selected Records**.

Import Selected Records Cancel

Search Results [Return to Search Results](#)

Registry Patient ID: 767885

Results 1 to 10 of 39 Previous 1 | 2 | 3 | 4 Next

<input type="checkbox"/>	Provider	Date Administered	Vaccine Administered	Lot Information	Information Source
<input type="checkbox"/>		04/22/2021	Vaccine Type: COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose Dose Number: 2	Manufacturer: Pfizer, Inc Lot #: EW0169 Lot Expiration: 08/31/2021	New immunization record
<input type="checkbox"/>		03/30/2021	Vaccine Type: COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose Dose Number: 1	Manufacturer: Pfizer, Inc Lot #: EP7533 Lot Expiration: 07/31/2021	New immunization record
<input checked="" type="checkbox"/>		10/16/2020	Vaccine Type: Influenza, injectable, MDCK, preservative free	Manufacturer: Seqirus Lot #: 276530	New immunization record

- You will have a popup that notifies you that you are about to associate a vaccine record to an investigation. Select **OK**.
- Once the **Manage Associations** window reloads, check that the vaccine was associated and then select **Submit** in the right-hand corner of the screen.

To Manually Enter a Vaccination:

- Open the **PATIENT FILE** page and click on the **EVENTS** tab.
- Scroll down to **VACCINATIONS** and select **ADD NEW**.

Peppermint Patty | Female | 07/17/2016 (5 Years) Patient ID: 2924026

Summary | **Events** | Demographics [Expand All](#) | [Collapse All](#)

Go to: [Investigations](#) | [Lab Reports](#) | [Morbidity Reports](#) | [Vaccinations](#) | [Treatments](#) | [Documents](#) | [Contact Records](#)

Patient Events History

Investigations (1) [Compare](#) [Add New](#) [Back To Top](#)

Start Date	Status	Condition	Case Status	Notification	Jurisdiction	Investigator	Investigation ID	Co-Infection ID
08/05/2021	Open	Influenza, hospitalization or death	Confirmed	APPROVED	LEWIS AND CLARK		CAS10770004MT01	

Lab Reports (0) [Add New](#) [Back To Top](#)

Morbidity Reports (0) [Add New](#) [Back To Top](#)

Vaccinations (0) [Add New](#) [Back To Top](#)

- The Add Vaccination page is displayed. Click on the vaccination tab.
- Enter Vaccination Information. Required elements are highlighted in **red**. Click "Submit" when done.

Vaccine Event Information Source

Vaccine Administered Date

Age at Vaccination (auto-calculated based on DOB and administration date)

Age at Vaccination Unit (auto-calculated based on DOB and administration date)

Vaccination Anatomical Site

Vaccination Given By Provider

Vaccination Given By Organization

Vaccine Type

Vaccine Manufacturer

Vaccine Expiration Date

Vaccine Lot Number

Dose Number

[Submit](#) [Cancel](#)

Peppermint Patty | Female | 07/17/2016 (5 Years) Patient ID: 2924026
* Indicates a Required Field

Patient | **Vaccination** [Back to top](#)

Vaccination [Collapse Subsections](#)

Vaccination Administered

Please note: Record ALL doses of EVERY vaccine given. Record all information that is known, even data on vaccine doses administered beyond the recommended guidelines.

Vaccine Event Information Source:

Vaccine Administered Date:

Age At Vaccination:

Age At Vaccination Unit:

Vaccination Anatomical Site:

Administered By

Vaccination Given By Provider:

Vaccination Given By Provider Selected: Samantha Saycich, MPH
CDEPI
Montana DPHHS, Montana
406-444-0018

Vaccination Given By Organization:

Vaccination Given By Organization Selected: Care Here
405 Saddle Dr
Helena, Montana 59601
406-502-1355

* Vaccine Type:

Vaccine Manufacturer:

Vaccine Expiration Date:

Vaccine Lot Number:

Vaccine Schedule Links

[Adult Schedule \(Over 18 years\)](#)

[Child Schedule \(0-18 years\)](#)

Note: CDC adult and child immunization schedules are linked at the bottom of the Vaccination page for easy reference.

Patient | Vaccination

Influenza Comorbidities

Use the list below to determine if the reported case has any of the risk factors or medical conditions/comorbidities and add the pre-existing medical conditions/comorbidities in MIDIS in the “Case Investigation” section of the investigation.

- *Asthma* (medical diagnosis of asthma or reactive airway disease)
- *Cardiovascular Disease* (such as congenital heart disease, congestive heart failure, coronary artery disease, heart attack, stroke)
- *Chronic lung disease* (such as COPD, emphysema, or cystic fibrosis)
- *Immune suppression due to disease or medication* (such as people with HIV or AIDS, those on immunosuppressive therapies, those receiving cancer treatments, or those on chronic steroids)
- *Metabolic disorders* (such as inherited metabolic disorders, mitochondrial disorders, diabetes mellitus, obesity, thyroid dysfunction, adrenal insufficiency, liver disease)
- *Neurologic disorders* (such as seizure disorder, cerebral palsy and cognitive dysfunction)
- *Neuromuscular disorders* (such as multiple sclerosis and muscular dystrophy)
- *Renal disease* (such as acute or chronic renal failure, nephrotic syndrome, glomerulonephritis, impaired creatinine clearance)
- *Smoking Status* (smoker-current, smoker-former)

Reports

You can pull reports in MIDIS to help you find collections of data related to information in MIDIS! There are many reports that came 'pre-packaged' with MIDIS, as well as others that have been created by DPHHS. Reports can also be customized for private use.

Running and Exporting Reports

To select and run a report, click on **REPORTS** in the Navigation Bar at the top of the MIDIS homepage.

Home | Data Entry | Merge Patients | Open Investigations | **Reports** | System Management

Release 6.0.7-GA Dashboard

User : Sam Saycich

MIDIS

My Reports

Run	Report Title	Date Created
Run	COVID LTC/ALF Report	09/13/2021
Run	COVID School Report Created 9.11.2021	09/11/2021
Run	NNDSS Reconciliation Report	09/09/2021
Run	Rabies- Animal Test Result Lab Report	07/30/2021
Run	Laboratory Test Report	07/09/2021
Run	Rabies PEP Datamart 06.21.2021	06/21/2021
Run	Missoula COVID-19 Resident vs. Non-Resident	06/18/2021
Run	GMID Case Report	06/09/2021

Reports that you build and save in MIDIS can be found conveniently on your home screen!

This will bring you to a page of all available reports by category (Private, Public, Template, and Reporting Facility).

Expand any of these categories to view all available reports. **Note: reports that are most commonly used are in the Public Reports section under Montana CDEpi Reports and Montana LHJ Reports.**

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management

Reports

Go to: [Private Reports](#) | [Public Reports](#) | [Template Reports](#) | [Reporting Facility Reports](#)

[Collapse Sections](#)

- Private Reports**
 - [Expand Subsections](#)
 - Archived
 - Default Report Section
 - Montana CDEpi Reports
 - Montana LHJ Reports
- Public Reports**
 - [Expand Subsections](#)
 - Archived
 - Default Report Section
 - Montana CDEpi Reports 
 - Montana LHJ Reports
 - STD Report Section
- Template Reports**
 - [Expand Subsections](#)
 - Default Report Section
 - Montana CDEpi Reports
- Reporting Facility Reports**
 - [Expand Subsections](#)
 - Default Report Section
 - Montana LHJ Reports

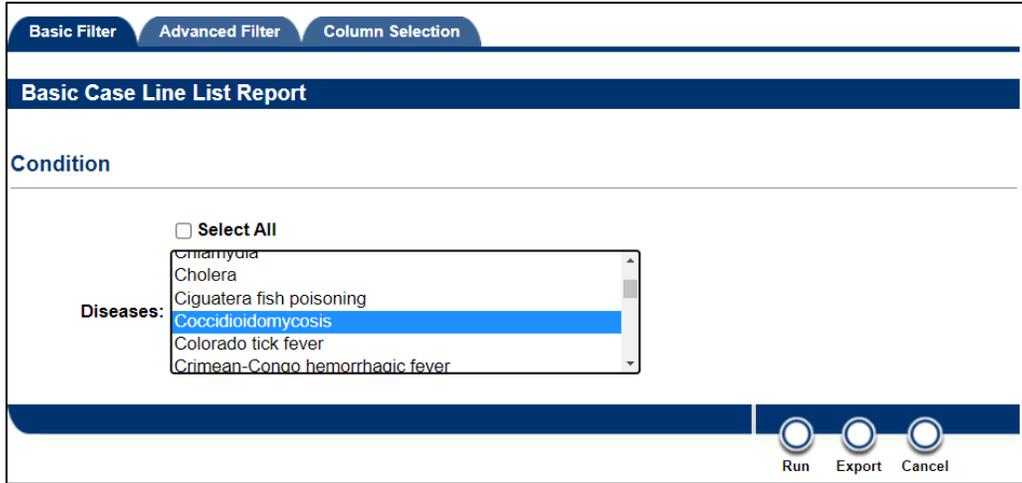
Click on **RUN** next to the report that you would like to use.

- Public Reports**
 - [Expand Subsections](#)
 - Archived
 - Default Report Section
 - Montana CDEpi Reports

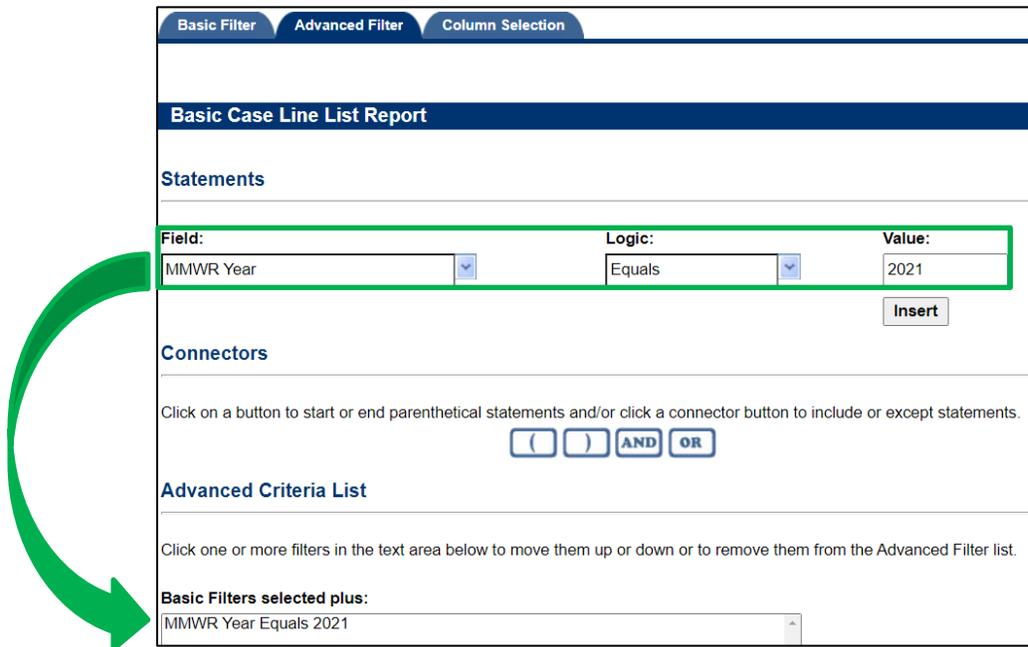
	Report Title
	Run Basic Case Line List Report
	Run Breakthrough Case Numbers
	Run CDC HCV reconciliations
	Run CDC Reconciliation
	Run COVID Breakthrough Cases for REDCAP
	Run COVID ELC 2021-2022 Monthly Report
	Run COVID EPI PROFILE
	Run COVID Epi Variant Report
	Run COVID Investigations
	Run COVID LTC/ALF Report
	Run COVID Lab Reports
	Run COVID Laboratory Variant Analysis Report
	Run COVID Map Extract
	Run COVID School Report Created 9.11.2021
	Run Cascade County Monthly Report
	Run Daily DCIPHER Extract
	Run Daily MIS DCIPHER Extract
	Run ELR check

Reports have a three-tabbed format similar to what you find in MIDIS investigations. The tabs are named: **BASIC FILTER**, **ADVANCED FILTER**, and **COLUMN SELECTION**.

The following example will run a report that will give you a **basic line list of cases** in your jurisdiction. On the **BASIC FILTER** tab, select the disease(s)/condition(s) you wish to include. You can select one or use Ctrl + click to select multiple diseases/conditions. There is also a checkbox option to simply “select all” conditions.



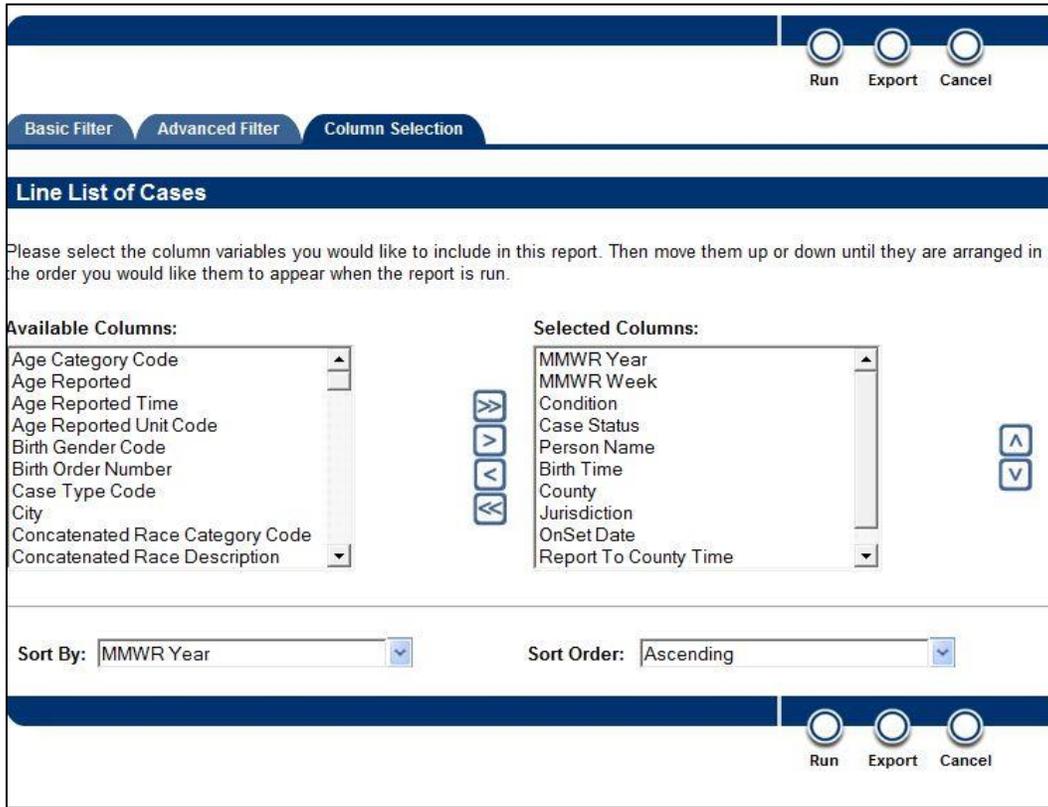
The **ADVANCED FILTER** tab allows you to narrow the scope of your report by many different variables. You can select and insert your parameters in each of the drop-down menus, using logic language (e.g., equals, less than, between). For example, you could choose to look at all cases for the MMWR Year 2012:



You can select as many variables in the Advanced Filter as you would like (using the **INSERT** button and using the **AND** or **OR** buttons to connect each). You can also choose to leave this filter section blank.

Note: If you cannot select items in the drop-down menu of the Advanced Filter tab please see ‘Important Settings for Reports’ in Appendix B.

On the **COLUMN SELECTION** tab, you may choose the variables that you would like to display in your report. Some reports already come with columns selected.



You can add, delete, or rearrange columns if needed! You can choose to have all of the columns in your export by clicking on the **>> button** or you can move them one at a time by selecting a variable and moving them to the “Selected Columns” box with the **> button**. You can rearrange the order that the variables are displayed by using the up/down toggle buttons:

Item	Description
^	Move Up. Moves the selected item up.
v	Move Down. Moves the selected item down.
<	Remove. Removes the selected item.
<<	Remove All. Removes all items.

At the bottom of this screen, select the variable that you would like the output to **SORT** by. In the example above, MMWR Year is selected. Then choose either **RUN** or **EXPORT** to run your report.

If you choose **RUN** the result will be an HTML output in a new tab of your web browser:

MMWR Year	MMWR Week	Condition	Case Status	Person Local Id
2021	16	Coccidioidomycosis	C	PSN12621309MT01
2021	19	Coccidioidomycosis	C	PSN13154773MT01
2021	23	Coccidioidomycosis	N	PSN13250433MT01

More often, you will want to export your data for analysis with other software (e.g., Excel). To do this, click on **EXPORT**. You will be prompted to save the file.

The screenshot shows the MIDIS interface with the 'Line List of Cases' section. A 'File Download' dialog box is open, displaying the file name 'ReportOutput.csv' and the type 'Microsoft Excel 97-2003 Worksheet'. The dialog asks 'Do you want to open or save this file?' and has 'Open', 'Save', and 'Cancel' buttons. A green arrow points to the 'Save' button. The background interface shows 'Available Columns' and 'Selected' columns, and 'Sort By' and 'Sort Order' options.

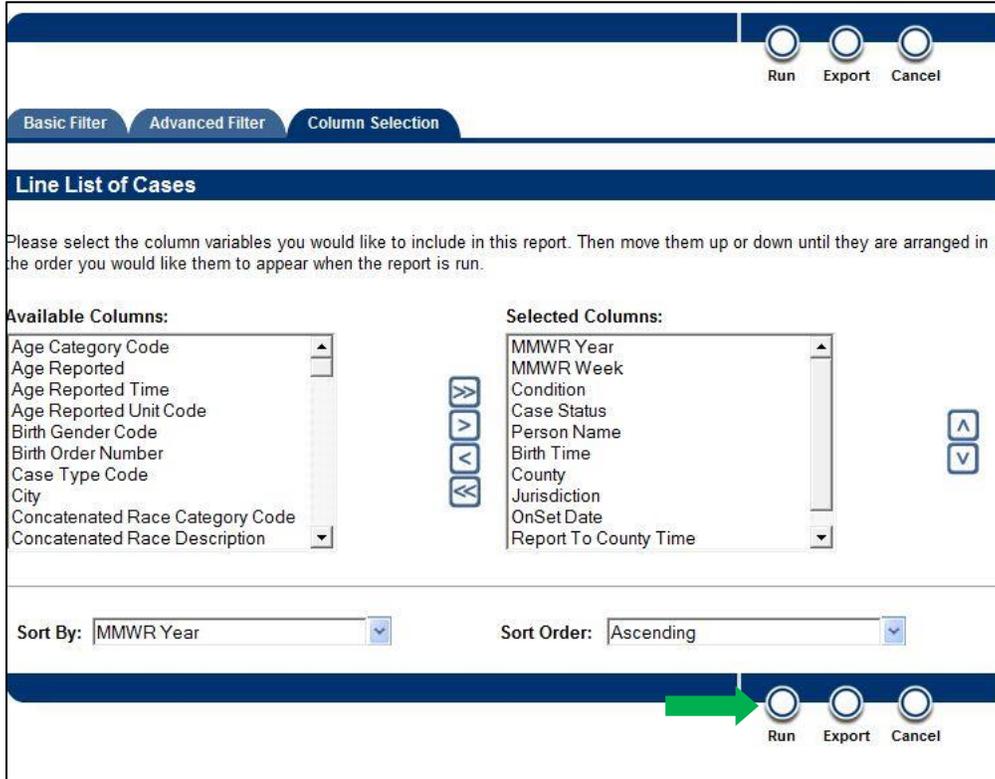
Click **SAVE** (or **SAVE AS**) and provide a destination to save the file (i.e., desktop, computer drive, etc). The file will download to that location. The downloaded file will be in .csv format, which will open in Microsoft Excel. You can now work in Excel to analyze the data from your MIDIS report!

Note: This file will contain protected health information. Please remember to save to a secure location.

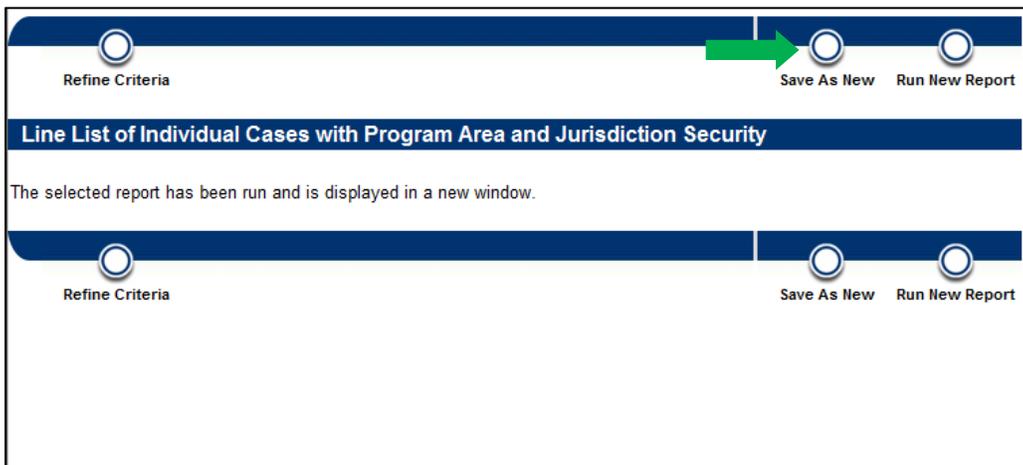
Saving Reports

Reports can be saved as Private or Public Reports if you want to access a report you customized later. Private reports are not visible to other users and display in the My Reports widget on the MIDIS home page. Public reports are visible to other users and display in the My Reports section as well as the Public reports section of the Reports page.

To save a report, click through each of your tabs to set your parameters as explained in Running and Exporting Reports. Then click **RUN**.



The following screen will be displayed. Click on **SAVE AS NEW**.



You will be prompted to give your report a name and location to save the report in MIDIS. When you save a report for your own use, please select **PRIVATE**, give it a title, and select **MONTANA LHJ REPORTS** under Report Section. Click **SAVE** to save the report.

The screenshot shows a web interface for saving a report design. At the top, there is a navigation bar with a 'Refine Criteria' button on the left and 'Save' and 'Cancel' buttons on the right. Below this is a section titled 'Line List of Cases'. A red asterisk indicates a required field. The form includes: 'Save this report design as:' with radio buttons for 'Private' (selected), 'Public', and 'Reporting Facility'; a text input field for '* Report Name:'; a text area for 'Description:'; and a dropdown menu for '* Report Section:' with 'Montana LHJ Reports' selected. A green arrow points to the 'Private' radio button, and another green arrow points to the 'Save' button at the bottom right.

If you need to update a saved report, you will notice that the page has an additional radial dial, **SAVE**. In this case, instead of clicking on Save as New you will click on **SAVE**. You will be warned that the saved report will overwrite any previous versions. Click **YES** to do so.

This screenshot shows the same report design interface as above, but with an additional 'Run New Report' button next to 'Save As New' in the bottom right navigation bar. The 'Refine Criteria' button is on the left, and 'Save', 'Save As New', and 'Run New Report' are on the right.

The selected report has been run and is displayed in a new window.

This screenshot shows the report design interface with the 'Save', 'Save As New', and 'Run New Report' buttons. The 'Refine Criteria' button is on the left, and the three save/run buttons are on the right.

Need Help?

MIDIS CDEpi Help Desk: 444-0273

- ✓ CDEpi Contact: Samantha Saycich, MPH
Phone: 444-0018
Email: samantha.saycich@mt.gov

MIDIS STD Help Desk: 444-9028

- ✓ STD Contact: Peggy Baker
Phone: 444-9028
Email: pebaker@mt.gov

Do not hesitate to call about any questions or concerns!

APPENDIX A: Reportable Diseases for the State of Montana as of 9/29/2021

The following is a list of conditions that are reportable to DPHHS.

AIDS and HIV infection	Lyme disease
Anaplasmosis	Lymphogranuloma venereum
Anthrax	Malaria
Arboviral diseases, neuroinvasive and nonneuroinvasive (California serogroup, Chikungunya, Eastern equine encephalitis, Powassan, Saint Louis encephalitis, West Nile virus, Western equine encephalitis, Zika virus infection)	Measles (rubeola)
Arsenic poisoning (≥ 70 micrograms per liter ($\mu\text{g/L}$) total arsenic in urine; or ≥ 35 $\mu\text{g/L}$ methylated plus inorganic arsenic in urine)	Meningococcal disease (<i>Neisseria meningitidis</i>)
Babesiosis	Mercury poisoning (≥ 200 $\mu\text{g/L}$ total mercury in urine or ≥ 20 μg elemental mercury/g creatinine in urine or ≥ 10 $\mu\text{g/L}$ elemental, organic, and inorganic blood mercury levels)
Botulism	Mumps
Brucellosis	Pertussis
Cadmium poisoning (\geq five $\mu\text{g/L}$ total blood cadmium levels; or \geq three $\mu\text{g/L}$ total cadmium in urine)	Plague
Candida auris (<i>C. auris</i>)	Poliomyelitis, paralytic or nonparalytic
Campylobacteriosis	Psittacosis
Chancroid	Q-fever (acute and chronic)
Chlamydia trachomatis infection	Rabies in a human or animal exposure to a human by a species susceptible to rabies infection
Cholera	Rubella (including congenital)
Coccidioidomycosis	Salmonellosis (including <i>Salmonella Typhi</i> and <i>Paratyphi</i>)
Colorado tick fever	Severe acute respiratory syndrome-associated coronavirus (SARS-CoV) disease
Cryptosporidiosis	Shigellosis
Cyclosporiasis	Smallpox
Dengue virus infections	Spotted fever rickettsiosis
Diphtheria	Streptococcus pneumoniae, invasive disease
Ehrlichiosis	Streptococcal toxic shock syndrome (STSS)
Escherichia coli, Shiga toxin-producing (STEC)	Syphilis
Gastroenteritis outbreak	Tetanus
Giardiasis	Tickborne relapsing fever
Gonorrheal infection	Toxic shock syndrome (TSS) (nonstreptococcal)
Granuloma inguinale	Transmissible spongiform encephalopathies (including Creutzfeldt Jakob Disease)
Haemophilus influenzae invasive disease	Trichinellosis (trichinosis)
Hansen's disease (leprosy)	Tuberculosis (TB) including latent tuberculosis infection
Hantavirus pulmonary syndrome or infection	Tularemia
Hemolytic uremic syndrome, post diarrheal	Varicella (chickenpox)
Hepatitis A, acute	Vibriosis
Hepatitis B, acute, chronic, perinatal	Viral hemorrhagic fevers
Hepatitis C, acute, chronic	Yellow fever
Influenza	
Lead poisoning (\geq five micrograms per deciliter $\mu\text{g/dL}$ total blood lead levels)	Also reportable is an outbreak of any communicable disease listed in the "Control of Communicable Diseases Manual, an Official Report of the American Public Health Association" (20th edition, 2015) in an institutional or congregate setting and any unusual incident of unexplained illness or death in a human or animal with potential human health implications.
Legionellosis	
Leptospirosis	
Listeriosis	

Note: An up-to-date list of Reportable Diseases in Montana is maintained on the CDEpi website. To view the current list, please visit: <https://dphhs.mt.gov/publichealth/cdepi/reporting/index>

APPENDIX B: Adding Providers to MIDIS

When completing an investigation, there is a place to search and enter provider information. You may find that a provider for your jurisdiction is missing in MIDIS. To add a provider to MIDIS, please do the following:

In the MIDIS Navigation Ribbon, click on **DATA ENTRY**. In the submenu, click **PROVIDER**.



Search for the provider by name.

The image shows a web form titled 'Find Provider'. At the top, there is a navigation bar with 'Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management'. Below the navigation bar is a search input field labeled 'Find Provider' and a 'User: ' label. A 'Submit' button is located to the right of the search field. Below the search field is a section titled 'Search Criteria' with a table of search options:

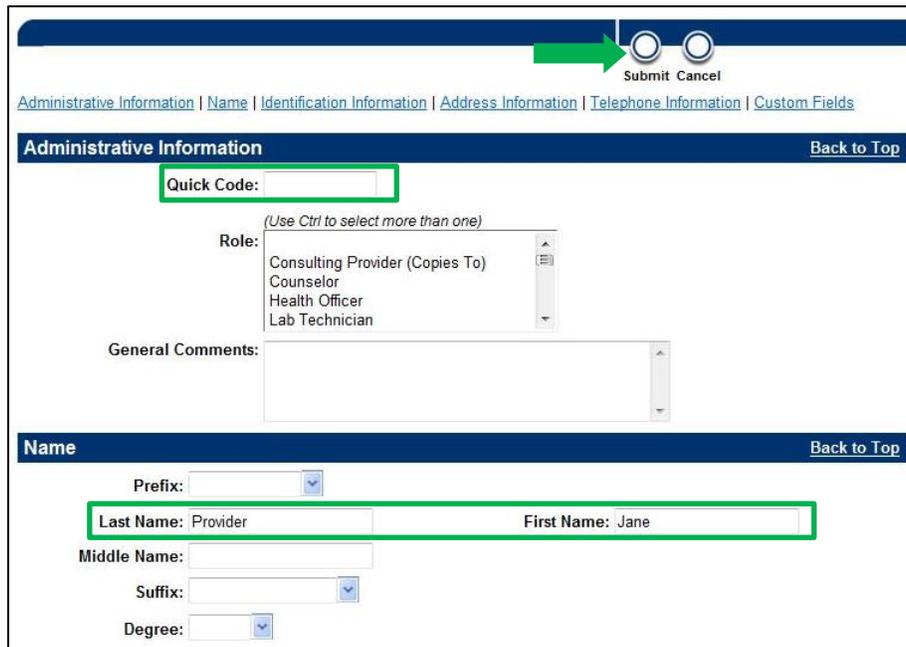
	Operators	Search Criteria
Last Name:	Starts With [v]	Provider
First Name:	Starts With [v]	Jane
Street Address:	Contains [v]	
City:	Contains [v]	
State:		
Zip:		
Telephone:		
ID Type:		
Value:		

A green arrow points to the 'Submit' button at the bottom right of the form.

If the search result does not bring up the provider you are looking for, then click **ADD** to add new provider information.



Fill out the fields for the provider’s name and office address. You can also assign a Quick Code for the provider. The Quick Code will allow you to look up the provider within an investigation. An example of a Quick Code could be the provider’s initials.



When you are finished, click **SUBMIT**.

You will now be able to search and select the provider within an Investigation or Laboratory Report.

GLOSSARY

ARM: Administrative Rules of Montana

CDC: Centers for Disease Control and Prevention

DOB: Date of Birth

Documents Requiring Review: This queue is where new electronic laboratory reports are put for review.

ELR: Electronic Laboratory Reporting. This is the electronic version of a paper lab report.

Hyperlink: A link from one document to another. Hyperlinks in MIDIS are highlighted in blue underlined text.

Investigation: Information that supports the case definition for notifying DPHHS of a reportable disease. This is the same as a case report.

Keyfob: A token that contains a randomly generated number that is used in combination with a user ID and PIN to securely log into MIDIS.

LHJ: Local Health Jurisdiction

Metrics AVR Viewer: Widget on the MIDIS homepage that allows the user to view charts and graphs of activity over the last 7 days. The user can select one of several views from a drop-down menu.

MIDIS: Montana Infectious Disease Information System

MMWR: Morbidity and Mortality Weekly Reports. This is a publication prepared by the CDC that contains data on specific diseases reported by state and territorial health departments.

MMWR Week: The week of the year when a notifiable disease/condition is reported.

MT DPHHS: Montana Department of Health and Human Services

My Reports: Widget on the MIDIS homepage that allows quick access to the private reports that have been customized and saved by the current user.

My Queues: Widget on the MIDIS homepage that allows access to the work queues in MIDIS.

NBS: NEDSS Base System. MIDIS is an example of an NBS.

NEDSS: National Electronic Disease Surveillance System

News Feeds: Widget on the MIDIS homepage that allows the user to access the RSS (Really Simple Syndication) feed(s) that will be set up by DPHHS.

NNDSS: National Notifiable Disease Surveillance Systems

Notices: Widget on the MIDIS homepage that allows a user to view any alerts, announcements, etc. that have been created by DPHHS.

Ordering Facility: The facility/practice where the Ordering Provider (Physician) works.

Ordering Provider: In a laboratory report, this is the physician or healthcare provider that ordered the laboratory test to be performed.

Passcode: A MIDIS user's PIN plus the six digit number displayed on the user key fob.

Patient File: Information that contains all data on a patient in MIDIS. This includes demographics and events (laboratory results, case reports, vaccination record, and contact information.)

Patient Search: Widget on the MIDIS homepage that allows a user to find a patient in the system using either a demographic search or a patient ID.

PIN: Personal Identification Number created when you first log in with your MIDIS key fob.

Protected Health Information (PHI): any information about health status, provision of health care, or payment for health care that can be linked to a specific individual.

Rejected Notification Queue: A list of investigations that require additional information before they can be sent to CDC for notification.

Reportable Condition: A disease or condition that is required to be reported to the state of Montana. The list of reportable conditions is found in Appendix A of this user guide.

Reporting Facility: The laboratory name or provider that is reporting the laboratory result in a lab report.

Session Time Out: The length of time that a MIDIS window can remain open with no activity. It is currently set to 45 minutes.

Specimen Collection Date: The date that the specimen was collected.

UserID: The user identification to log into MIDIS. This is typically the first initial of the first name followed by the full last name and '-nedssmt.'

Widget: A component of MIDIS that enables a user to perform a function or access another location within the system. For example, the Reports widget provides access to a specific report.

REVISION HISTORY

DATE	CHANGE(S)	AUTHOR
12/12/12	Initial Document	Stacey Anderson
1/3/17	<ul style="list-style-type: none"> • Update MIDIS URL • Added STD reporting section • Added influenza reporting section • Updated MIDIS Program areas 	Stacey Anderson
3/14/17	<ul style="list-style-type: none"> • Edited MIDIS Help Desk Contact information • Added the STD User Guide 	Rachel Hinnenkamp
5/30/19	<ul style="list-style-type: none"> • Added new screen shots with Page Builder pages for flu 	Magdalena Scott
7/16/2021	<ul style="list-style-type: none"> • Updated URLs • Updated contact information • Updated screenshots • Added new screen shots • Created vaccination query instructions • Removed the STD User Guide 	Samantha Saycich

- **Yellow** required data
- **Blue** syphilis only

1) Patient Tab

The **Patient** tab contains the patient’s name, demographic information, ID numbers, address information, and telephone contact information. The STD/HIV investigation Patient tab includes the following subsections: patient information, address information, telephone/email contact information and race/ethnicity information.

The screenshot shows a web application interface for a patient's information. At the top, there are navigation tabs: Patient, Case Info, Case Management, Core Info, Contact Tracing, Contact Records, and Supplemental Info. Below the tabs, there are links for 'Go to: Patient Information | Address Information | Telephone and Email Contact Information | Race and Ethnicity Information | Other Identifying Information'. The main content area is divided into several subsections, each with a 'Collapse Sections' link and a 'Back to top' link.

- General Information:** Information As of Date: 10/17/2016. Comments: (text area).
- Name Information:** Last Name: OLIN-BERGER, First Name: ELIZABETH, Middle Name: R, Suffix: (dropdown), Alias/Nickname: (text field).
- Other Personal Details:** Date of Birth: 03/23/2000, Reported Age: 16, Reported Age Units: Years, Current Sex: Female, Transgender Information: (dropdown), Additional Gender: (text field), Country of Birth: (dropdown), Is the patient deceased?: (dropdown), Deceased Date: (text field), Marital Status: (dropdown).
- Telephone And Email Contact Information:** Street Address 1: (text field), Street Address 2: 406-262-4590, City: (text field), State: (text field), Cell Phone: (text field), Email: (text field), Country: (text field).
- Race And Ethnicity Information:** Ethnicity: (dropdown), Home Phone: (text field), checkboxes for American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White (checked), Other, Refused to answer, Not Asked, Unknown. Race: (text field).

Yellow highlights are present on the 'Information As of Date', 'Date of Birth', 'Reported Age', 'Current Sex', 'Street Address 1', 'Street Address 2', 'Home Phone', 'Race', and 'Ethnicity' fields. Blue highlights are present on the 'Telephone And Email Contact Information' and 'Race And Ethnicity Information' subsection headers.

Click on Next hyperlink to proceed to next tab

2) Case Info Tab

The **Case Info** tab for an STD/HIV investigation contains detailed information. The STD/HIV investigation Case Info tab includes the following subsections: investigation information, OOJ Initiating Agency information (used by STD Program), reporting information, clinical information and epidemiologic data.

Patient	Case Info	Case Management	Core Info	Contact Tracing	Contact Records	Supplemental Info
<p>Go to: Investigation Information OOJ Initiating Agency Information Reporting Information Clinical Epidemiologic Comments</p> <p>Collapse Sections</p>						
<p>Investigation Information Back to top</p> <p>Collapse Subsections</p> <p>Investigation Details</p> <p>Jurisdiction: HILL</p> <p>Program Area: Sexually Transmitted Diseases</p> <p>Referral Basis: T1 - Positive Test</p> <p>Investigation Status: Open</p> <p>Current Process Stage: Field Follow-up</p> <p>Investigation Start Date: 10/17/2016</p> <p>Investigation Close Date:</p> <p>Shared Indicator: <input checked="" type="checkbox"/></p>						
<p>Investigator</p> <p>Current Investigator Selected: Cara Murolo STD Program DPHHS Helena, Montana</p>						
<p>OOJ Initiating Agency Information Back to top</p> <p>Collapse Subsections</p> <p>OOJ Agency Initiating Report</p> <p>Initiating Agency:</p> <p>Date Received from Init. Agency:</p> <p>Date OOJ Due to Init. Agency:</p> <p>Date OOJ Info Sent:</p>						
<p>Reporting Information Back to top</p> <p>Collapse Subsections</p> <p>Key Report Dates</p> <p>Date of Report: 09/13/2016</p> <p>Earliest Date Reported to County:</p> <p>Earliest Date Reported to State:</p>						
<p>Reporting Organization</p> <p>Reporting Source Type:</p> <p>Reporting Organization: Clear/Reassign</p> <p>Reporting Organization Selected: PAML</p>						
<p>Reporting Provider</p> <p>Reporting Provider: Search - OR - Quick Code Lookup</p> <p>Reporting Provider Selected:</p>						
<p>Clinical Back to top</p> <p>Collapse Subsections</p> <p>Physician</p> <p>Physician: Clear/Reassign</p> <p>Physician Selected: CABINET PEAKS MED CTR LAB HL7 209 Health Park Drive Libby, Montana 59923-2130 406-283-7090</p>						
<p>Hospital</p> <p>Was the patient hospitalized for this illness?: Unknown</p> <p>Hospital: Search - OR - Quick Code Lookup</p> <p>Hospital Selected:</p> <p>Admission Date:</p> <p>Discharge Date:</p> <p>Total duration of stay in the hospital (in days):</p>						
<p>Condition</p> <p>Diagnosis Date: 10/12/2016</p> <p>Illness Onset Date:</p> <p>Illness End Date:</p> <p>Illness Duration:</p> <p>Illness Duration Units:</p> <p>Age at Onset:</p> <p>Age at Onset Units:</p> <p>Did the patient die from this illness?:</p> <p>Date of Death:</p> <p>Treatment Start Date:</p> <p>Date of Initial Health Exam:</p>						

[Epidemiologic](#) [Collapse Subsections](#) [Back to top](#)

[Epi-Link](#)

Is this person associated with a day care facility?:

Is this person a food handler?:

Is this case part of an outbreak?:

Outbreak Name:

[Reporting County](#)

Reporting County:

[Exposure Location](#)

Country of Exposure	State or Province of Exposure	City of Exposure	County of Exposure
No Data has been entered.			

Country of Exposure:

State or Province of Exposure:

City of Exposure:

County of Exposure:

[Case Status](#)

Confirmation Method: (Use Ctrl to select more than one)

Active Surveillance
Case/Outbreak Investigation
Clinical diagnosis (non-laboratory confirmed)

Selected Values:

Confirmation Date:

Case Status:

Diagnosis Reported to CDC:

MMWR Week: 42

MMWR Year: 2016

Patient Lost to Follow-up?

Immediate National Notifiable Condition: NO

[Comments](#) [Collapse Subsections](#) [Back to top](#)

[General Comments](#)

General Comments:

[Syphilis Manifestations](#)

Neurological Manifestations:

Neurologic Signs/Symptoms:

Other Neurologic Signs/Symptoms:

Ocular Manifestations:

Otic Manifestations:

Late Clinical Manifestations:

[Other Manifestations](#)

PID:

Disseminated:

Conjunctivitis:

Resistant to:

For syphilis: If neurological manifestations; document neurologic, ocular, otic and late clinical info for above data elements is required

If female: PID data element is required

Click on Next hyperlink to proceed to next tab

3) Case Management Tab

The **Case Management** tab for an STD/HIV investigation assists the user in managing assignment and completion of the phases of the investigations. The STD/HIV investigation Case Management tab includes the following subsections: initial follow-up (per populated), Surveillance (not used), notification of exposure information, field follow-up information, interview case assignment and case closure.

The screenshot displays the Case Management tab interface with the following sections and fields:

- Initial Follow-Up:** Investigator: [Clear/Reassign] (Selected: Cara Murolo, STD Program, DPHHS, Helena, Montana); Initial Follow-Up: [Field Follow-up]; Date Closed: []
- Notification Of Exposure Information:** *Patient Eligible for Notification of Exposure: []; Notification Plan: []; Actual Referral Type: []
- Field Follow-Up Information:** *Investigator and Date Assigned are required data elements. *Update Field Follow-up Investigator for automatically created investigations. Investigator: [Clear/Reassign] (Selected: Sarah Pacheco, RN, Flathead C-C Health Department, 1035 1st Ave W, Kalispell, Montana 59901); Date Assigned: [08/24/2021]; Initially Assigned Selected: Sarah Pacheco, RN, Flathead C-C Health Department, 1035 1st Ave W, Kalispell, Montana 59901; Initial Assignment Date: 08/24/2021
- Field Follow-up Exam Information:** *Exam Reason and Exam Date are required data elements. Exam Reason: []; Exam Date: [08/21/2021]; Provider Selected: Jenilyn Bodey Montana; Facility Selected: Logan Primary Care, 1287 Burns Way, Kalispell, Montana 59901
- Case Disposition:** *Case Disposition information is a required data element. Disposition: [C - Infected, Brought to Treatment]; Disposition Date: [08/27/2021]; Dispositioned by: Sarah Pacheco, RN, Flathead C-C Health Department, 1035 1st Ave W, Kalispell, Montana 59901; Supervisor: [Clear/Reassign] (Selected: Sarah Pacheco, RN, Flathead C-C Health Department, 1035 1st Ave W, Kalispell, Montana 59901); Treatment Start Date: [08/21/2021]; Is appropriate treatment for this disease documented?: [Yes]
- Interview Case Assignment:** Interviewer: []; Interviewer Selected: []; Date Assigned: []; Initially Assigned Selected: []; Initial Assignment Date: []; Supervisor: []; Supervisor Selected: []; Patient Interview Status: []
- Case Closure:** Date Closed: []; Closed By: []; Closed By Selected: []

Click on Next hyperlink to proceed to next tab

September 2021

4) Core Info Tab

The **Core Info** tab contains questions that are common across STDs, but not disease-specific. For the most part, they are found on the CDC Interview Record form. This tab will be the same across Co-Infections. Linked investigations share a common Co-infection ID and maintain synchronization of the answers to these co-infection questions across the investigations. The STD/HIV investigation Case Management tab includes the following subsections: pregnancy information, 900 case status, risk factors-last 12 months, hangouts, partner information, target population, STD testing (for syphilis only), signs and symptoms (syphilis only), STD history, and 900 partner services information.

[Patient](#) | [Case Info](#) | [Case Management](#) | [Core Info](#) | [Contact Tracing](#) | [Contact Records](#) | [Supplemental Info](#)

[Go to: Pregnant Information](#) | [900 Case Status](#) | [Risk Factors-Last 12 Months](#) | [Hangouts](#) | [Partner Information](#) | [Target Populations](#) | [STD Testing](#) | [Signs and Symptoms](#) | [STD History](#) | [900 Partner Services Information](#)

[Collapse Sections](#)

Pregnant Information [Back to top](#)
[Collapse Subsections](#)
 Pregnant Information

Is the patient pregnant?:
 Weeks:
 Pregnant at Exam:
 Weeks:
 Pregnant at Interview:
 Weeks:
 Currently in Prenatal Care:
 Pregnant in Last 12 Months:
 Pregnancy Outcome:

900 Case Status [Back to top](#)
[Collapse Subsections](#)
 Patient HIV Status

HIV Status (aka 900 status):

Risk Factors-Last 12 Months [Back to top](#)
[Collapse Subsections](#)
 Risk Factors (Last 12 Months)

Was Behavior Risk Assessed: **Complete the questions for GC and syphilis, CT optional**

Sex Partners

Had Sex with Male:
 Had Sex with Female:
 Had Sex with Transgender:
 Had Sex with Anonymous Partner:

Sex Behavior

Had Sex Without a Condom:
 Had Sex While Intoxicated/High:
 Exchanged Drugs/Money for Sex:
 Females - Had Sex with Known MSM:
 Had Sex with Known IDU:

Risk Behavior

Been Incarcerated:
 Injection Drug Use:
 Shared Injection Equipment:

Drug Use Past 12 Months
 During the past 12 months, indicate whether or not the patient used any of the following injection or non-injection drugs

No drug use reported:
 Cocaine:
 Crack:
 Heroin:
 Methamphetamine:
 Nitrates/Poppers:
 Erectile Dysfunction Medications:
 Other drug used:
 Specify Other Drug Used:

Hangouts [Back to top](#)
[Collapse Subsections](#)
 Places to Meet Partners

*Places to Meet Partners:
 *Places to Have Sex:

Partner Information [Back to top](#)
[Collapse Subsections](#)
 Partners Past Year

*Female Partners (Past Year):
 Number Female (Past Year):
 *Male Partners (Past Year):
 Number Male (Past Year):
 *Transgender Partners (Past Year):
 Number Transgender (Past Year):
 Number Transgender (Past Year):

Partners in Interview Period

*Female Partners (Interview Period):
 Number Female (Interview Period):
 *Male Partners (Past Year):
 Number Male (Past Year):
 *Transgender Partners (Past Year):
 Number Transgender (Past Year):

Partner Internet Information

*Male Sex Partners through Internet:

5) Core Info Tab-cont.

Target Populations [Collapse Subsections](#) [Back to top](#)

Target Populations

(Use Ctrl to select more than one)

Target Population (s): High risk heterosexual
IDU
MSM

Selected Values:

STD Testing [Collapse Subsections](#) [Back to top](#)

Syphilis Test Results

Tests Performed?: SYPHILIS ONLY:

Type of Nontreponemal Serologic Test for Syphilis: [Dropdown]

Nontreponemal Serologic Syphilis Test Result (Quantitative): [Dropdown]

Nontreponemal Serologic Syphilis Test Result (Qualitative): [Dropdown]

Type of Treponemal Serologic Test for Syphilis: [Dropdown]

Treponemal Serologic Syphilis Test Result (Qualitative): [Dropdown]

Signs And Symptoms [Collapse Subsections](#) [Back to top](#)

Signs and Symptoms

Source	Observation/Onset Date	Sign/Symptom	SYPHILIS Primary and Secondary ONLY:
No Data has been entered.			

* Source: [Dropdown]

Observation/Onset Date: [Date Picker]

* Sign/Symptom: [Dropdown]

* Anatomic Site: [Dropdown]

Other Anatomic Site, Specify: [Text]

Duration (Days): [Text]

STD History [Collapse Subsections](#)

Previous STD History

**Previous STD History is a grant-required data element.

* Previous STD History (Self-Reported?): [Dropdown]

900 Partner Services Information [Collapse Subsections](#)

Referred to Testing

**HIV test referral is a required data element.

* Refer for Test: [Dropdown]

Referral Date: [Date Picker]

900 Test: [Dropdown]

900 Result: [Dropdown]

Result provided: [Dropdown]

Post-test Counselling: [Dropdown]

Consented to Enrollment in Partner Services

**These remaining sections only for cases possibly exposed to HIV+ partner.

Enrolled in Partner Services: [Dropdown] SYPHILIS Primary and Secondary ONLY:

Self-Reported Results

Previous 900 Test: [Dropdown]

Self-reported or Documented Result: [Dropdown]

Date Last 900 Test: [Date Picker]

Referred to Medical Testing (900 +)

Refer for Care: [Dropdown]

Keep Appointment: [Dropdown]

Pre Exposure Prophylaxis (PrEP)

Is the Client Currently on PrEP?: [Dropdown] SYPHILIS early ONLY:

Has Client Been Referred to PrEP Provider?: [Dropdown]

Anti-Retroviral Therapy for HIV Infection

Anti-viral Therapy - Last 12 Months: [Dropdown]

Anti-viral Therapy - Ever: [Dropdown]

[Previous](#) [Next](#)

Click on Submit button and then select Manage Associations button

6) Treatment Info

September 2021

Adding Treatment Information: Select Manage Associations button and then Add Treatment button.

Associations

[Collapse Subsections](#)

Lab Reports

	Date Received	Reporting Facility/Provider	Date Collected	Test Results	Program Area	Event ID
<input checked="" type="checkbox"/>	08/16/2021 12:19 PM 	Reporting Facility: BENEFIS Ordering Provider: MICHAEL JASUMBACK	08/16/2021	Chlamydia trachomatis and Neisseria gonorrhoeae DNA panel - Urethra by Probe and target amplification method: Chlamydia trachomatis (organism)	Sexually Transmitted Diseases	OBS19946496MT01

Add Lab Report

Morbidity Reports

Date Received	Condition	Report Date	Type	Observation ID
Nothing found to display.				

Add Morbidity Report

Vaccinations

Date Administered	Vaccine Administered	Vaccination ID
Nothing found to display.		

Query Registry Add Vaccination

Treatments

	Treatment Date	Treatment	Treatment ID
<input checked="" type="checkbox"/>	08/16/2021	Doxycycline, 100 mg, PO, BID x 7 days	TRT10220005MT01

Add Treatment

Treatment

** Indicates a required field*

Facility and Provider Information

(One of the following is required: Provider or Reporting Facility)

Provider: Michael Jasumback, MD
1101 26th St S
Great Falls, Montana 59405
406-455-5000

Reporting Facility: Benefis Emergency Room
1101 26th Street South
Great Falls, Montana 59405
406-455-5000

***Treatment Date:** 08/16/2021
mm/dd/yyyy

***Treatment:** Doxycycline, 100 mg, PO, BID x 7 days

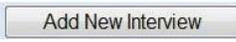
Treatment Comments:

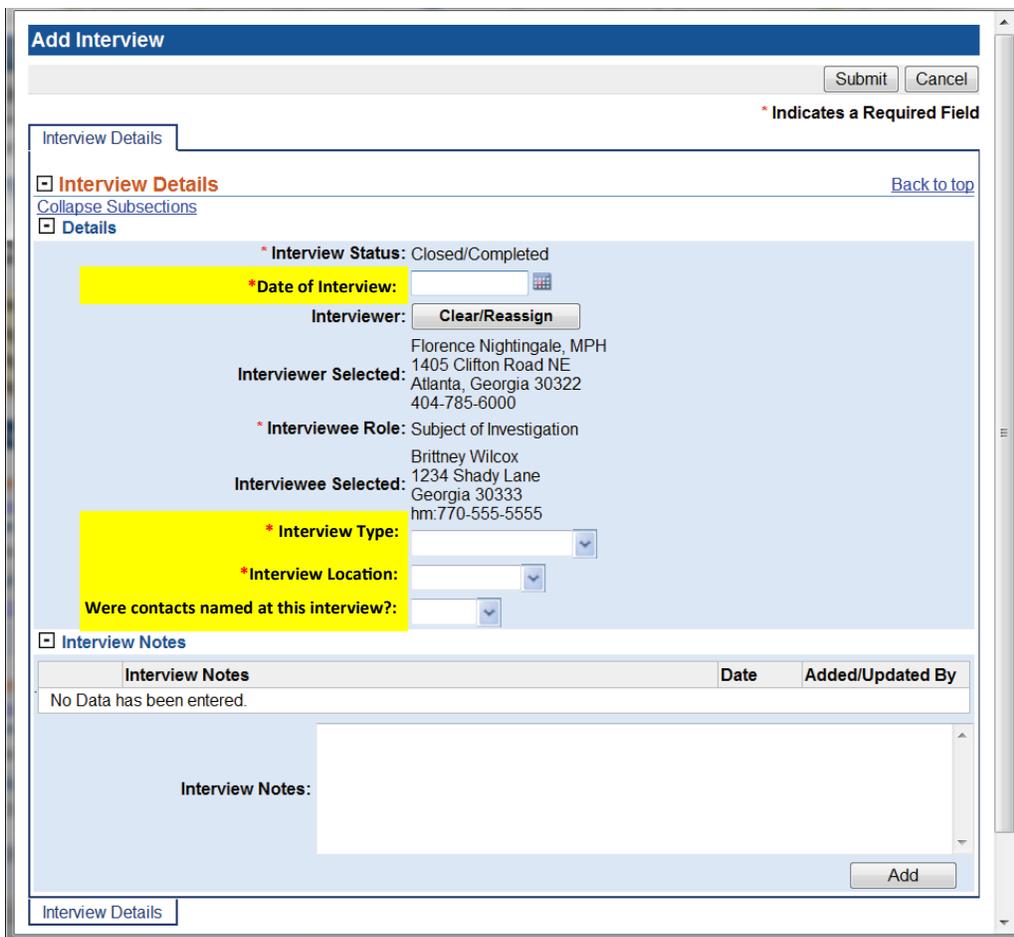
Click on Submit button twice to return to Investigation screen

7) Contact Records Tab

The **Contact Records** tab includes the functionality to add Interviews and Contact Records and to manage Contact Associations.

7a) Contact Records Tab-Add New Interview

From the **Contact Records** tab, choose **Add New Interview** . The system displays the Add Interview page.



Add Interview Submit Cancel

*** Indicates a Required Field**

Interview Details Back to top

Interview Details [Collapse Subsections](#)

Details

*** Interview Status:** Closed/Completed

*** Date of Interview:**

Interviewer: Clear/Reassign

Interviewer Selected: Florence Nightingale, MPH
1405 Clifton Road NE
Atlanta, Georgia 30322
404-785-6000

*** Interviewee Role:** Subject of Investigation

Interviewee Selected: Brittney Wilcox
1234 Shady Lane
Georgia 30333
hm:770-555-5555

*** Interview Type:**

*** Interview Location:**

Were contacts named at this interview?:

Interview Notes

Interview Notes	Date	Added/Updated By
No Data has been entered.		

Interview Notes:

Add

Interview Details

7b) Contact Records Tab-Add New Contact Record (Entry of Partners)

Patient	Case Info	Case Management	Core Info	Contact Tracing	Contact Records	Supplemental Info														
<p>Interviews Back to top</p> <p>Collapse Subsections</p> <p>Interview</p> <p>The following interviews are associated with [REDACTED] investigation:</p> <table border="1"> <thead> <tr> <th>Date of Interview</th> <th>Interviewer</th> <th>Interviewee</th> <th>Role</th> <th>Type</th> <th>Location</th> <th>Interview Status</th> </tr> </thead> <tbody> <tr> <td colspan="7">Nothing found to display.</td> </tr> </tbody> </table> <p style="text-align: right;">Add New Interview</p>						Date of Interview	Interviewer	Interviewee	Role	Type	Location	Interview Status	Nothing found to display.							
Date of Interview	Interviewer	Interviewee	Role	Type	Location	Interview Status														
Nothing found to display.																				
<p>Contact Records Back to top</p> <p>Collapse Subsections</p> <p>Contacts Named By Patient</p> <p>The following contacts were named within [REDACTED] investigation:</p> <table border="1"> <thead> <tr> <th>Date Named</th> <th>Contact Record ID</th> <th>Name</th> <th>Priority</th> <th>Disposition</th> <th>Investigation ID</th> </tr> </thead> <tbody> <tr> <td></td> <td>CON10055024GA01</td> <td>Smith, Mary</td> <td></td> <td></td> <td>CAS10299060GA01</td> </tr> </tbody> </table> <p style="text-align: right;">Add New Contact Record</p>						Date Named	Contact Record ID	Name	Priority	Disposition	Investigation ID		CON10055024GA01	Smith, Mary			CAS10299060GA01			
Date Named	Contact Record ID	Name	Priority	Disposition	Investigation ID															
	CON10055024GA01	Smith, Mary			CAS10299060GA01															
<p>Patient Named By Contacts</p> <p>The following contacts named Kevin Marcus Parker within their investigation and have been associated to Kevin Marcus Parker's investigation:</p> <table border="1"> <thead> <tr> <th>Date Named</th> <th>Contact Record ID</th> <th>Named By</th> <th>Priority</th> <th>Disposition</th> <th>Investigation ID</th> </tr> </thead> <tbody> <tr> <td colspan="6">Nothing found to display.</td> </tr> </tbody> </table> <p style="text-align: right;">Manage Contact Associations</p>						Date Named	Contact Record ID	Named By	Priority	Disposition	Investigation ID	Nothing found to display.								
Date Named	Contact Record ID	Named By	Priority	Disposition	Investigation ID															
Nothing found to display.																				

c

Contact Search

Search by: Demographics Event Epi-Linked List

Last Name:

First Name:

Date of Birth :

Current Sex:

Patient ID:

Contact Search Results

[Add New](#) [Cancel](#)

Search Results

[New Search](#) | [Refine Search](#)

Your Search Criteria: *Last Name contains 'Smith'* resulted in **2** possible matches.
 Select an existing person below to add as a contact, or [Add New](#)

	Name	Age/DOB/Sex	Address	Telephone	Conditions
✓					
✓	Legal Smith, Mary	03/05/1987 Female	Home 123 Honey Dr Atlanta, Georgia 30032	Mobile Contact 998-887-8455	Gonorrhea
✓	Legal Smith, Mary	03/05/1987 Female	Home 123 Honey Dr Atlanta, Georgia 30032	Mobile Contact 998-887-8455	

[Add New](#) [Cancel](#)

Contact Records – Contacts Named by Patient

When a patient names a contact, the investigator will enter a contact record associated with the investigation. Creation of a contact record requires the investigator to include exposure and relationship information and permits the inclusion of any additional information related to this investigation. A contact record is composed of four tabs:

- **Patient:** This tab is used to collect demographic information about the named contact. Name, address, phone, and demographic information, such as race, ethnicity, sex, and age.

Add Contact Record

Male | 01/28/1998 (18 Years) **Patient ID: 316037**
* Indicates a Required Field

Contact | **Contact Record** | Follow-up Investigation | Supplemental Info

Patient Information [Back to top](#)
[Collapse Subsections](#)

General

* Information As of Date: 10/17/2016 AUTO POPULATED

Comments:

Name

First Name:

Middle Name:

Last Name:

Suffix:

Alias/Nickname:

Other Personal Details

Date of Birth: 01/28/1998

Reported Age: 18

Reported Age Units: Years

Current Sex: Male

Unknown Reason:

Transgender Information:

- Contact Record:** This tab is used to collect contact and exposure information that was gathered from the index patient (i.e., the patient who named this contact). It also includes security (program area/jurisdiction) and administrative information, such as priority and disposition.

Contact	Contact Record	Follow-up Investigation	Supplemental Info
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Go to: [Contact Record](#) | [Disposition](#) | [Contact Record Comments](#)

[Collapse Sections](#)

Contact Record [Back to top](#)

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Contact Record Security

* **Jurisdiction:** HILL AUTO POPULATED

Program Area: Sexually Transmitted Diseases

Shared Indicator:

Contact Information

* **Relationship with Patient/Other Infected Patient?:** This patient

Other Infected Patient: Search

Other Infected Patient Selected:

* **Named:** Kallenberger, Bridget - 09/13/2016

Health Status:

Height:

Size/Build:

Hair:

Complexion:

Other Identifying Information:

Continued;

Exposure Information

***Referral Basis:** P1 - Partner, Sex

Last Sexual Exposure:

First Needle-Sharing Exposure:

Needle-Sharing Frequency:

Last Needle-Sharing Exposure:

Relationship:

Disposition

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Disposition

***Processing Decision:** Field Follow-up

Initiate Follow-up Date:

Investigator: Search - OR -

Investigator Selected:

Date Assigned:

Disposition:

Disposition Date:

Dispositioned By: Search - OR -

Dispositioned By Selected:

Source/Spread:

- Contact Follow Up:** This tab is used to collect specific disease-related information about the contact, such as signs and symptoms, risk factors, testing and evaluation, and treatment information.

Contact	Contact Record	Follow-up Investigation	Supplemental Info
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Create Investigation For Follow-Up [Back to top](#)
[Collapse Subsections](#)
 Investigation Details
 Enter the following information to start an investigation for Field Follow-up from this Contact Record. This is a one time action on the Add Contact Record.

*Investigation Start Date: 
 Lot Number: 3010503116
 Investigator: Search - OR -
 Investigator Selected:
 *Date Assigned to Investigation: 
 Internet Follow-Up: 
 *Notifiable: 

[Previous](#) [Next](#)

Contact	Contact Record	Follow-up Investigation	Supplemental Info
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- Supplemental Info (optional):** This tab provides an area for including supporting documentation. A user can also view the revision history of the contact record, including investigator notes, as well as a summary of investigations related to the contact person.

7c) Contact Records Tab-Click on Case Investigation ID number

Patient	Case Info	Case Management	Core Info	Contact Tracing	Contact Records	Supplemental Info														
<p>Interviews Back to top</p> <p>Collapse Subsections</p> <p>Interview</p> <p>The following interviews are associated with Kevin Marcus Parker's investigation:</p> <table border="1"> <thead> <tr> <th>Date of Interview</th> <th>Interviewer</th> <th>Interviewee</th> <th>Role</th> <th>Type</th> <th>Location</th> <th>Interview Status</th> </tr> </thead> <tbody> <tr> <td colspan="7">Nothing found to display.</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Add New Interview"/></p>						Date of Interview	Interviewer	Interviewee	Role	Type	Location	Interview Status	Nothing found to display.							
Date of Interview	Interviewer	Interviewee	Role	Type	Location	Interview Status														
Nothing found to display.																				
<p>Contact Records Back to top</p> <p>Collapse Subsections</p> <p>Contacts Named By Patient</p> <p>The following contacts were named within Kevin Marcus Parker's investigation:</p> <table border="1"> <thead> <tr> <th>Date Named</th> <th>Contact Record ID</th> <th>Name</th> <th>Priority</th> <th>Disposition</th> <th>Investigation ID</th> </tr> </thead> <tbody> <tr> <td></td> <td>CON10055024GA01</td> <td>Smith, Mary</td> <td></td> <td></td> <td>CAS10299060GA01</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Add New Contact Record"/></p>						Date Named	Contact Record ID	Name	Priority	Disposition	Investigation ID		CON10055024GA01	Smith, Mary			CAS10299060GA01			
Date Named	Contact Record ID	Name	Priority	Disposition	Investigation ID															
	CON10055024GA01	Smith, Mary			CAS10299060GA01															
<p>Patient Named By Contacts</p> <p>The following contacts named Kevin Marcus Parker within their investigation and have been associated to Kevin Marcus Parker's investigation:</p> <table border="1"> <thead> <tr> <th>Date Named</th> <th>Contact Record ID</th> <th>Named By</th> <th>Priority</th> <th>Disposition</th> <th>Investigation ID</th> </tr> </thead> <tbody> <tr> <td colspan="6">Nothing found to display.</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Manage Contact Associations"/></p>						Date Named	Contact Record ID	Named By	Priority	Disposition	Investigation ID	Nothing found to display.								
Date Named	Contact Record ID	Named By	Priority	Disposition	Investigation ID															
Nothing found to display.																				

Click on Investigation ID, then Edit button and select Case Management tab

Click on Case Management Tab to Disposition in Contact and Interview Status

Patient Case Info **Case Management** Core Info Contact Tracing Contact Records Supplemental Info

Go to: [Case Numbers](#) | [Initial Follow-up](#) | [Surveillance](#) | [Notification of Exposure Information](#) | [Field Follow-up Information](#) | [Interview Case Assignment](#) | [Case Closure](#)

[Collapse Sections](#)

Initial Follow-Up [Back to top](#)

Initial Follow-up Case Assignment

Investigator:
 Cara Murolo
 Investigator Selected: STD Program
 DPHHS
 Helena, Montana
 Initial Follow-Up:
 Date Closed:

Notification Of Exposure Information [Back to top](#)

Patient Notification

*Patient Eligible for Notification of Exposure:
 Notification Plan:
 Actual Referral Type:

Field Follow-Up Information [Back to top](#)

Field Follow-up Case Assignment

*Investigator:
 Pam Whitney, RN
 Investigator Selected: Missoula City-County Health Department
 Missoula, Montana 59801
 406-258-3896
 *Date Assigned:
 Initially Assigned Selected:
 Initial Assignment Date:

Field Follow-up Exam Information

Exam Reason:
 Reporting Provider Diagnosis (Field Follow-up):
 *Exam Date:
 Provider: - OR -
 Provider Selected:
 Facility: - OR -
 Facility Selected:

Case Disposition

*Disposition:
 *Disposition Date:
 *Dispositioned By:
 Pam Whitney, RN
 Dispositioned By Selected: Missoula City-County Health Department
 Missoula, Montana 59801
 406-258-3896
 *Supervisor:
 Pam Whitney, RN
 Supervisor Selected: Missoula City-County Health Department
 Missoula, Montana 59801
 406-258-3896

OOJ Field Record Sent To Information

OOJ Agency FR Sent To:
 OOJ FR Number In Receiving Area:
 OOJ Due Date from Receiving Area:
 OOJ Outcome from Receiving Area:

Interview Case Assignment [Back to top](#)

Interview Case Assignment

Interviewer: - OR -
 Interviewer Selected:
 Date Assigned:
 Initially Assigned Selected:
 Initial Assignment Date:
 Supervisor: - OR -
 Supervisor Selected:
 Patient Interview Status:

Interview/Investigation Notes

Note	Date	Added/Updated By
No Data has been entered.		
<input type="text"/>		

Case Closure [Back to top](#)

Case Closure

Investigation may not be closed while interview status is awaiting
 Date Closed:
 Closed By:
 Closed By Selected: - OR -
 Closed By Selected:

⇒ Return to index case by selecting from Contact Record tab

⇒ Create a notification