

<h2>Contact Investigation – Updating – IOM WS V4.4.6</h2>	Name of Activity: Contact Investigation - Updating		
	Role performing Activity:		
	Location:	Department:	
	Document Owner:		
	Date Prepared: April 26, 2018	Last Revision: July 2022	Date Approved:

ASSUMPTIONS Investigation created, Lab is entered, and Client is in context

Essential Tasks:											
1.	<p>LHN > INVESTIGATION > SUBJECT SUMMARY</p> <ul style="list-style-type: none"> ➤ Click on the investigation ID hyperlink in the applicable encounter group <ul style="list-style-type: none"> ○ This will open up the Investigation Summary page ➤ Click on the “Investigation Details” hyperlink <ul style="list-style-type: none"> ○ This will open up the Disease Summary page ➤ ➤ Click the “Add” Button located right of “Row Actions” <ul style="list-style-type: none"> ○ This will open up the Disease Event Details page ➤ If you are updating the disease Event details – Investigation Classification, for example you are updating a contact to a case, scroll down to the bottom of the page and select the radio button beside the row you want to update. Then click update. You can now update contact to case <p>Here is the example from Contact Investigation – Closing WS:</p> <ul style="list-style-type: none"> ➤ If Investigation Classification needs to be updated: <ul style="list-style-type: none"> ○ Scroll to bottom of the page ○ Click on radio Button beside classification ○ Click on “Update” Button in greyed row actions ○ Update Classification – Select from drop down list ○ Click on “Apply Update” Button ○ Click on “SAVE” Button <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Row Actions: Update Delete Set as Primary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Primary</th> <th style="width: 25%;">Authority</th> <th style="width: 25%;">Classification</th> <th style="width: 20%;">Classification Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Provincial</td> <td>Contact - Contact</td> <td>2022 Jun 16</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ Select Disease Origin (if known) from drop down list – Select blank if not defaulted (only relevant if disease origin is outside of Canada) ➤ Living on Reserve (DO NOT USE) ➤ Select Disease from drop down list if not prepopulated 		Primary	Authority	Classification	Classification Date	<input type="radio"/>	<input checked="" type="checkbox"/>	Provincial	Contact - Contact	2022 Jun 16
	Primary	Authority	Classification	Classification Date							
<input type="radio"/>	<input checked="" type="checkbox"/>	Provincial	Contact - Contact	2022 Jun 16							

	<ul style="list-style-type: none"> ➤ Select Microorganism from drop down list if not prepopulated ➤ Select Virus/Genotype (disease specific) from drop down list – if applicable ➤ Information Source – Epi link – select if known. If yes, create Risk Factor – contact to a known case with index Inv ID #. ➤ Select Site(s); Click “Add” Button – if applicable ➤ Enter Staging from drop down list - If applicable ➤ Select Authority from drop down list – Always select “Provincial” ➤ Select Classification from drop down list ➤ Click on Add Classification button <div style="border: 1px dashed black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around;"> Add Classification Clear </div> </div> <ul style="list-style-type: none"> ➤ Select Classification Date <ul style="list-style-type: none"> ○ Defintion: Date classification is assigned/updated by the investigator ➤ Click on “Save” Button
<p>2.</p>	<p>LHN > INVESTIGATION > INVESTIGATION DETAILS > INVESTIGATION INFORMATION</p> <ul style="list-style-type: none"> ➤ Priority – DO NOT USE ➤ Select Disposition from drop down list and update as needed ➤ Disposition Date <ul style="list-style-type: none"> ○ Defintion: Date Disiposition selected ➤ Choose client address at time of the infection ➤ Click “Save” Button
<p>3.</p>	<p>LHN>INVESTIGATION>SIGNS AND SYMPTOMS</p> <ul style="list-style-type: none"> ➤ See Signs and Symptoms – IOM WS
<p>4.</p>	<p>LHN > INVESTIGATION > INCUBATION AND COMMUNICABILITY (if applicable)</p> <ul style="list-style-type: none"> ➤ See Incubation and Communicability – IOM WS
<p>5.</p>	<p>LHN > SUBJECT > RISK FACTORS (if applicable)</p> <ul style="list-style-type: none"> ➤ See – Risk Factor – IOM WS ➤ Contacts to syphilis, HIV, Hep B that are pregnant should have the risk factor “Special Population – Pregnant” added with “EDC: yyyy/mm/dd” entered in the add’l info field and that date of exposure in the start
<p>6.</p>	<p>UDF</p> <ul style="list-style-type: none"> ➤ Only specific diseases require a UDF. The DCW will have a trigger for the investigator. refer to User Guide.

7.	LHN > SUBJECT > IMMS HISTORY INTERPRETATION (if applicable) <ul style="list-style-type: none"> ➤ See Imms History Interpretation – IOM WS
8.	LHN > INVESTIGATION > MEDICATIONS > MEDICATION SUMMARY (if applicable) <ul style="list-style-type: none"> ➤ See Medications – IOM WS
9.	LHN > TREATMENT AND INTERVENTIONS > INTERVENTION SUMMARY <ul style="list-style-type: none"> ➤ See Interventions – IOM WS ➤ Document interventions that support monitoring contact investigation status (i.e. testing recommended as a proxy that contact has been notified)
10.	LHN > INVESTIGATION > OUTCOMES (if applicable) <ul style="list-style-type: none"> ➤ See Outcomes –IOM WS
11.	EXPOSURES (if applicable) <ul style="list-style-type: none"> ➤ See Exposure – Acquisition Events – IOM WS ➤ See Travel – Exposure – Acquisition – IOM WS
12.	LHN > NOTES <ul style="list-style-type: none"> ➤ To be used only of for client level information that should be pertinent to all service providers in Public Health. Notes will be visible to all users including Immunization module. Notes are not contained within the investigaton. (i.e. Alert that an adult client has a caregiver who must be involved in consent to service.)