

# **KS-EDSS Frequently Asked Questions**

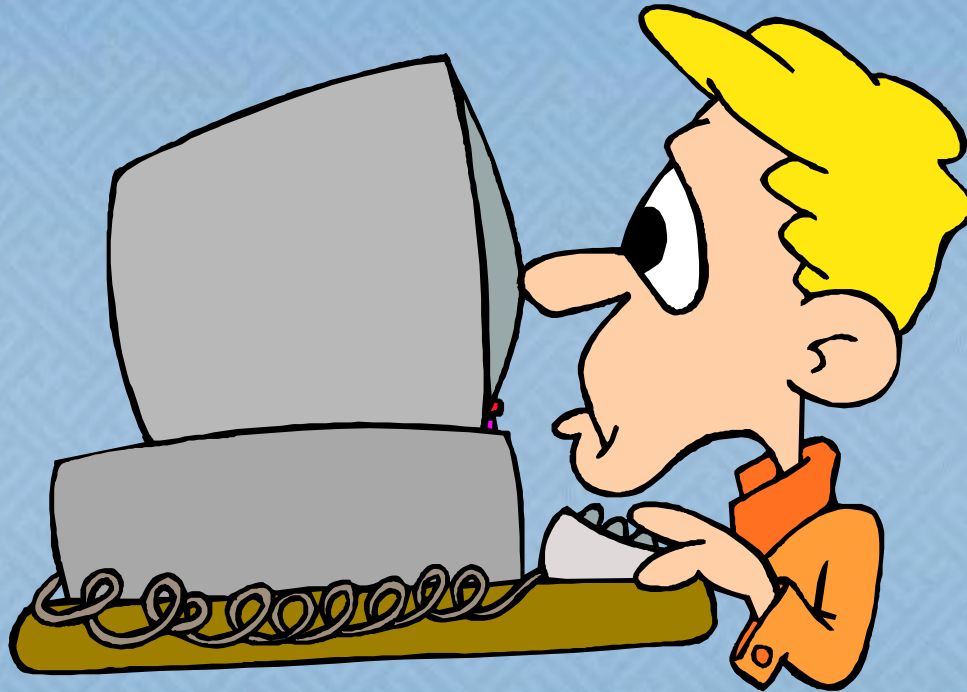
**KALHD Mid-Year Meeting  
June 22, 2011**

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KS-EDSS Coordinator**



To Protect the Health and Environment of all  
Kansans by Promoting Responsible Choices.

# Ever have one of these days on KS-EDSS?



Yes, I know  
how you feel!

# Here I come to Save the Day!

Anytime, just call or email  
me:

785-296-7732 or  
[ksedssadmin@kdheks.gov](mailto:ksedssadmin@kdheks.gov)



# I don't know the address of KS-EDSS—what is it?

- <https://kanphix.kdhe.state.ks.us/>

(You can find the KS-EDSS User Guide here)

- <https://ksedss.kdhe.state.ks.us>

(Save this login site to you browser Favorites)

# How Do I see only Cases from my County instead of the whole region?



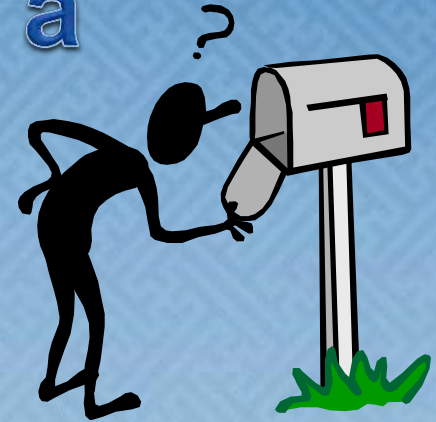
- Click on New Search on the left Menu
- Name Your Search
- Check default button at top right (if you want this as the default search)
- Scroll down to Patient Address and highlight your county in the County field
- Hit “Save and Finish” button at the bottom of the page
- This will take you to the Searches page. From here you can Search, Edit or Delete the search
- Click “Search.” You should get a case listing of all cases in your county.



# How do I search by Investigation ID?

- Click on the New Search on left menu
- On the second row down to the far right is the “Investigation ID” field.
- Type in the Investigation ID number and hit Enter or click “Search” at the bottom of the screen. This should take you to a case listing containing only the searched case.
- If you are looking to see what changes have been made by another user, check the Notes tab and the Audit tab.

# Can I re-assign a case to a Different County?



- Yes, any user may reassign a case.
- You can only reassign to a user who has access in the region that the Investigation Address is in.
- Update the Address History so that the Case Address is in that county and the system will automatically reassign the case to an investigator in that county.
- Update case information *before* changing the address.

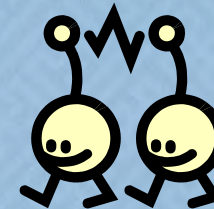
# What dates go in the From/To dates on the Address History Tab?

- The “From” date does not need to be exact, but does need to in the timeframe of the case.
- Before entering a new address, put a “To” date in the original address before attempting to put in the new address. Do this by:
  - Clicking the “Edit” button to the right of the current address
  - Put in a prior date in the “To” date field
- Now create a new address—Add a “From” date that does not overlap the previous address. Check the “Case Address” box for the new address to be the Investigation Address.

# What do I do if I find a Duplicate Case?

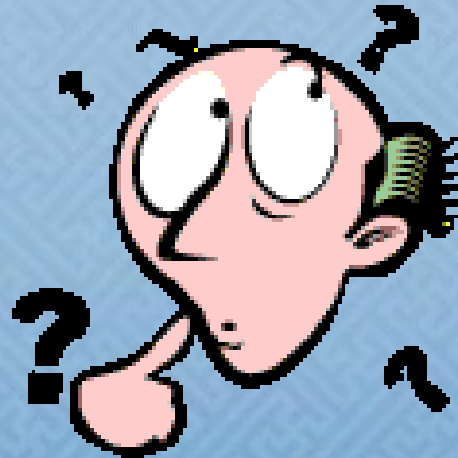


- Ensure that the case is a duplicate
- Combine all necessary information into the case that should remain active
  - Lab Results
  - Notes
  - Supplemental Forms
  - Contacts, etc.
- Add a note in both cases explaining the situation, then email me at [ksedssadmin@kdheks.gov](mailto:ksedssadmin@kdheks.gov)



# I have cases automatically assigned to me—but I don't do investigations!

- Please let me know who currently should be assigned cases.
- The automatic case assignment can be removed from your access and added to the correct users.





# Why am I assigned cases prior to when I started at the Health Department?

- An investigator was not assigned in HAWK but was randomly assigned to current Investigators when the migration from HAWK to KS-EDSS occurred. We are currently working to close those old cases, but it will take a bit of time.

# So, Now I want to hear from You!

- What questions do you have about KS-EDSS that Virginia and I can help you with? You may help me start a new FAQ list.



Thank you for all you do in Public Health and in keeping Kansans Healthy!



# Questions after you leave?

Susan Dickman

KS-EDSS Coordinator

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