



**Sheri Tubach**

**COVID-19 Contact Investigation Training**

**April 2020**



- **Viral respiratory illness caused by SARS-CoV-2**
- **Causes mild to severe symptoms**
- **Older adults and persons with underlying medical conditions may be at higher risk for severe disease**
- **No treatment**
- **No vaccine**

**Fever**



**Cough**



**Shortness  
of breath**



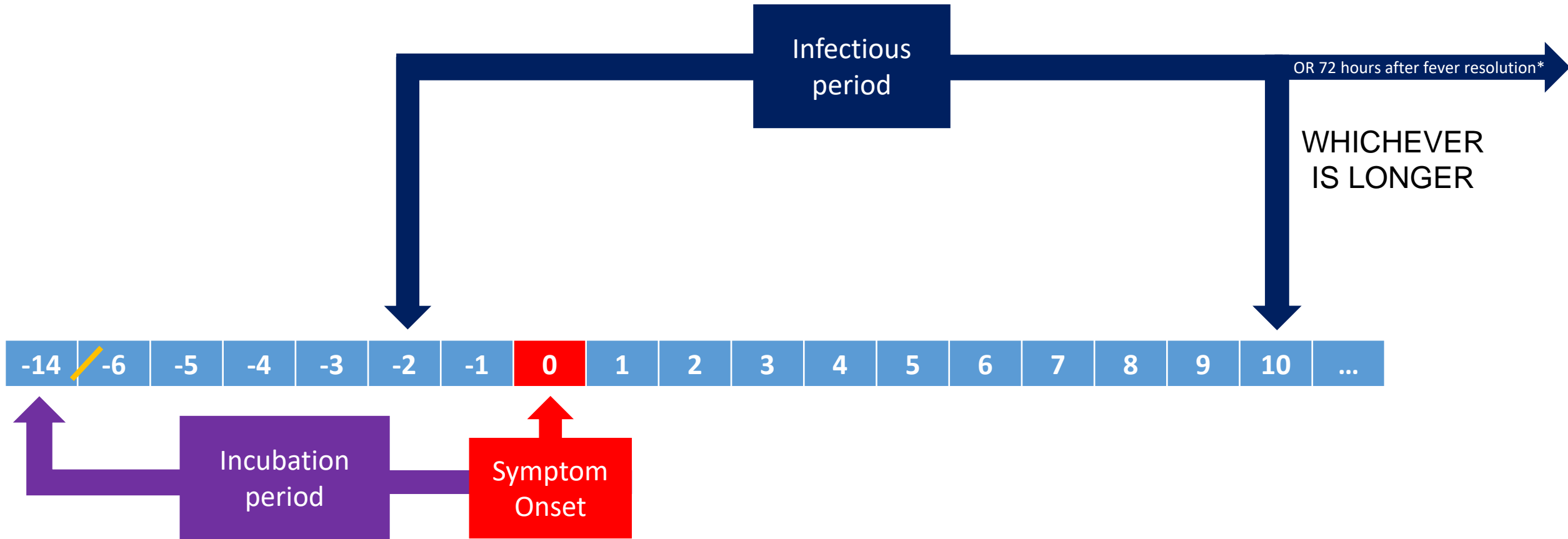
## • Other symptoms

- Muscle aches
- Headache
- Sore throat
- Loss of smell or taste

## • Complications

- Pneumonia
- Multi-organ failure
- Death

- Spread person to person through respiratory droplets produced through cough, sneeze, talk

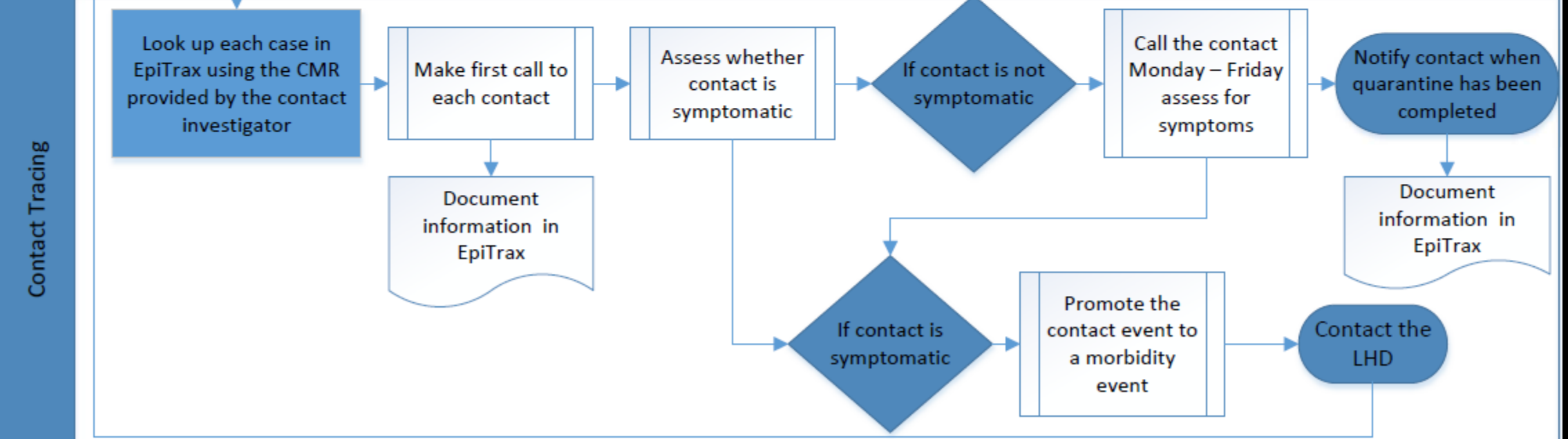
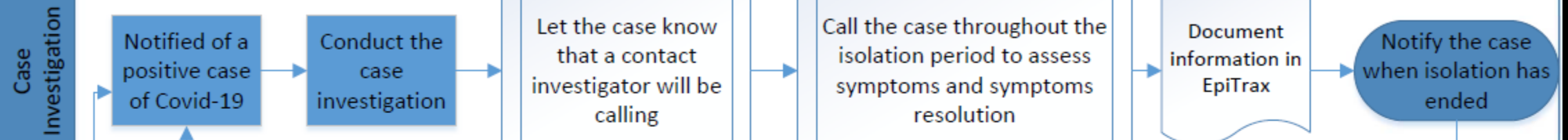


\*with significant improvement in other symptoms

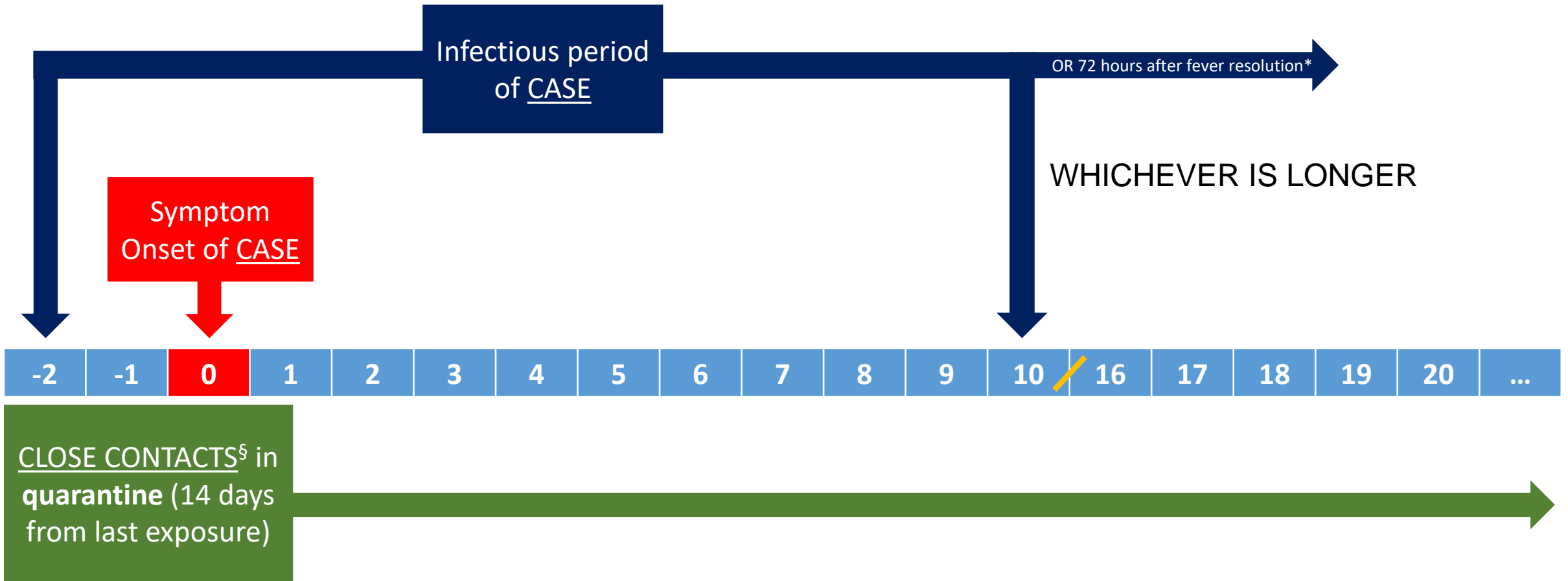


- 1 Initial notification of confirmed or suspected case of COVID-19**
- 2 Interview patients, walking through entire infectious period and recalling everyone they were in contact with. Provide isolation instructions.**
- 3 Locate and notify contacts that they have been exposed, to monitor for symptoms daily and provide linkage to care and resources. Provide quarantine instructions.**
- 4 Monitor contacts. Daily report of symptoms and temperature for 14 days after last contact while patient was infectious.**

# Case and Contact Investigation Work Flow



# COVID-19 Contact Investigation Timeline (Days)



\*with significant improvement in other symptoms

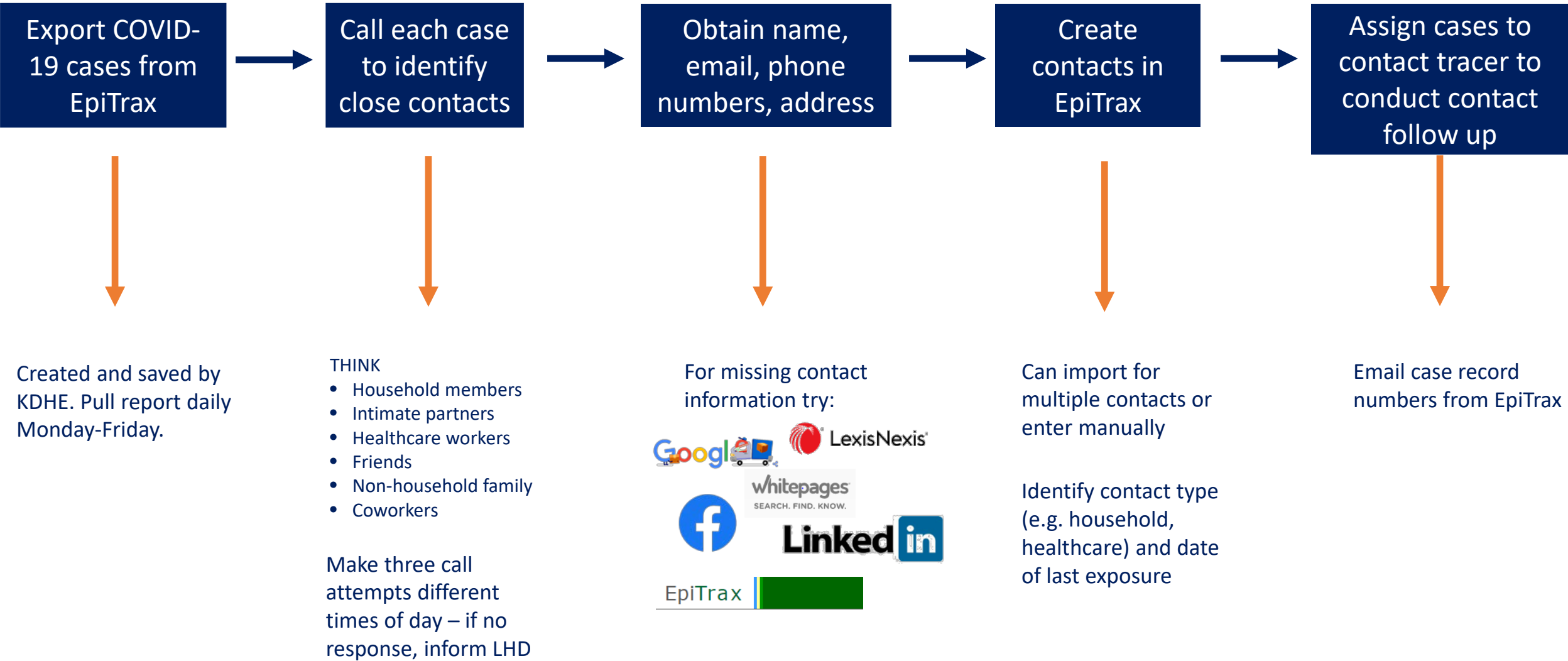
§ defined as being within 6 feet for 10 minutes or longer or having direct contact with infectious secretions of a COVID-19 case (e.g. coughed on). For constant exposure (e.g. household contacts), quarantine doesn't start until case is considered no longer infectious. If close contact develops symptoms and tests positive for COVID-19 (or is never tested), treat as case and conduct case and contact investigation – make sure household contacts quarantine starts over and identify any new close contacts.

-Symptomatic close contacts that test negative for COVID-19 **do** have to continue 14 day quarantine.





# COVID-19 Contact Investigator Responsibilities – Call Case



- **Close contact:**
  - Within 6 feet of infectious case for  $\geq 10$  minutes
  - Direct contact with respiratory secretions of infectious case (e.g., cough, sneeze)

**Novel Coronavirus 2019 (COVID-19) Exposure Timeline**

**Part II: Identifying Exposed Contacts and Sites of Transmission**

**Suggested questions for each day.**

- Where did you wake up this morning? Was anyone else staying in the same place as you?
- Where did you have breakfast? Did anyone dine with you?
- Did you go to work or school this day? What is that environment like? Do you sit with other people? What did your work day look like? Any meetings outside your office or normal workplace?
- Where did you eat lunch? Did anyone dine with you? Did you run any errands or go shopping?
- Where did you eat dinner? Did anyone dine with you?
- Did you go to the doctor?
- Any other outings or social gatherings (**Family reunion, Party, Concert, Work Meeting, or Conference**) For any outings (school/work/doctor/shopping/etc): How did you get there? Did you share a ride with anyone? Did you interact with anyone there for >10 minutes?

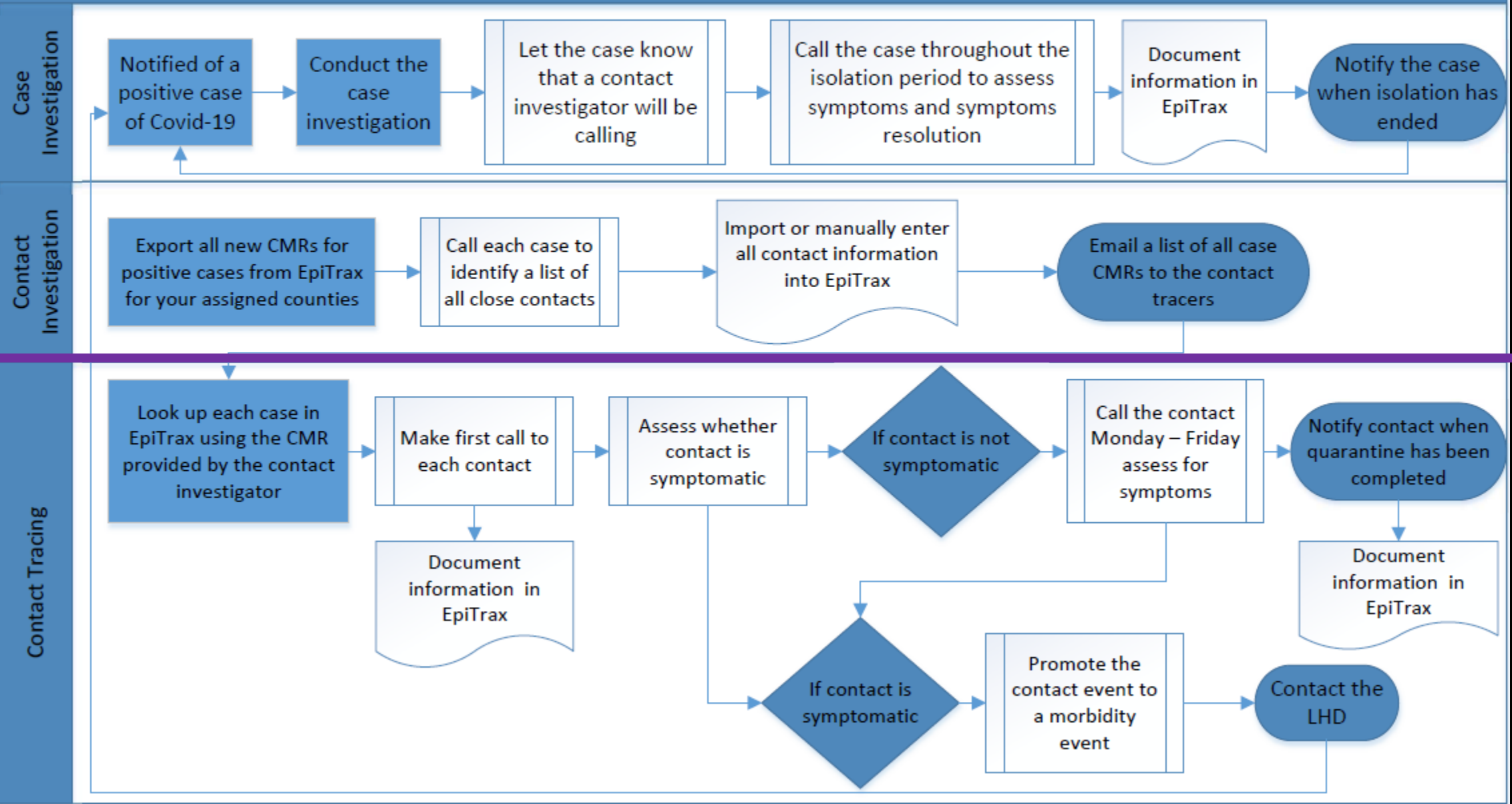
	Date	Day	Location (with times)	Contacts
Symptom Onset		-2		
		-1		
		0		
		1		

[https://www.kdheks.gov/epi/download/Novel\\_Coronavirus\\_2019\\_COVID-19\\_Exposure\\_Timeline.pdf](https://www.kdheks.gov/epi/download/Novel_Coronavirus_2019_COVID-19_Exposure_Timeline.pdf)

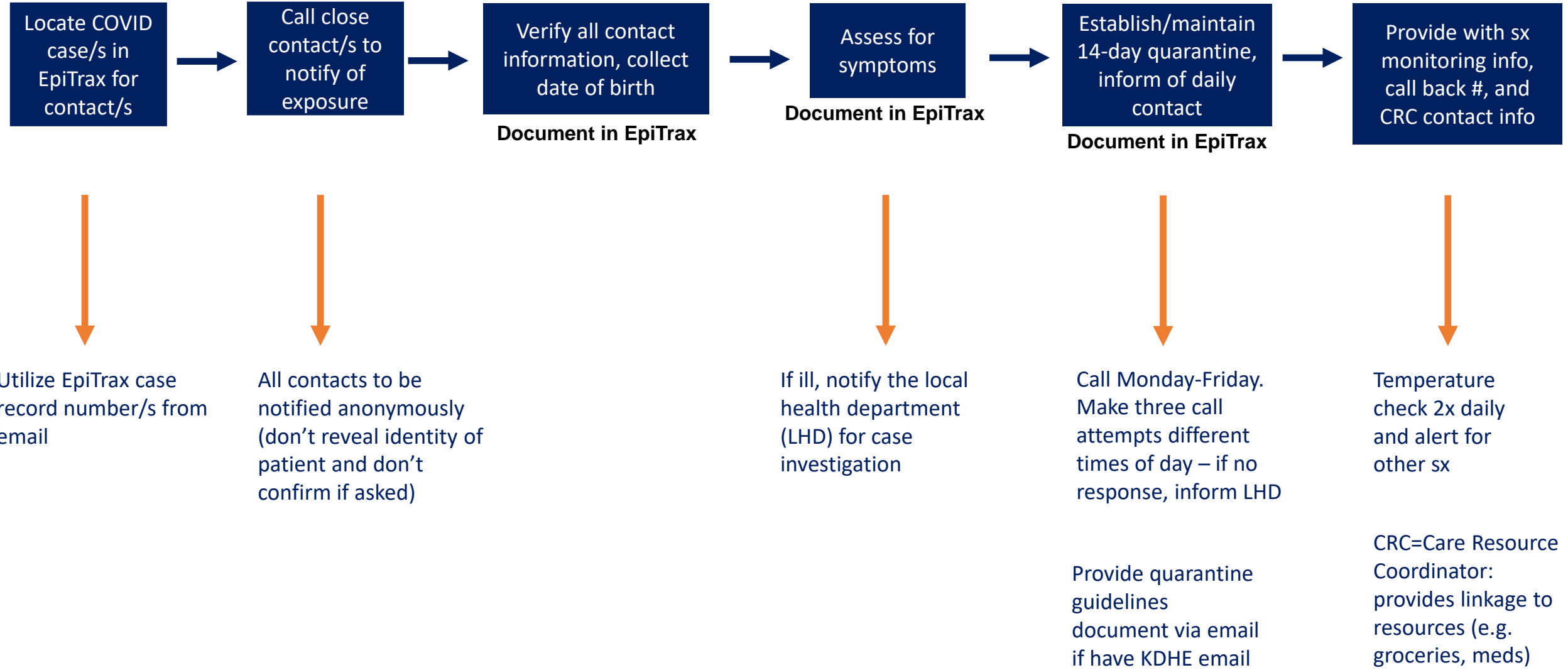
- **If close contact works in healthcare, law enforcement, or public health then notify the local health department\***
- **Local health department will consult with contact's employer to determine if contact needs to continue to work through quarantine**

\*Other sectors considered critical infrastructure (<https://www.cisa.gov/critical-infrastructure-sectors>) may be included in this determination by public health

# Case and Contact Investigation Work Flow



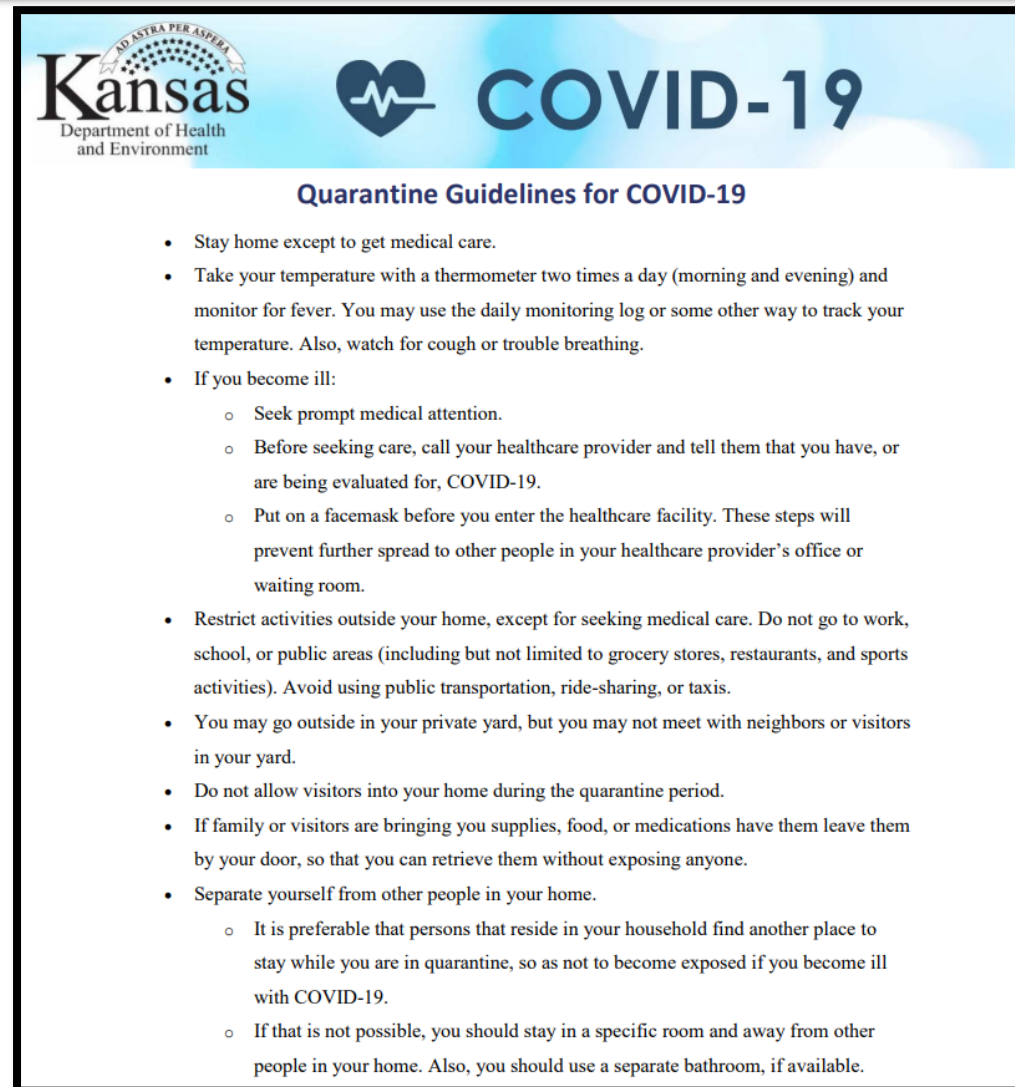
# COVID-19 Contact Tracer Responsibilities – Call Close Contact





- **Symptom criteria to suspect COVID-19 in close contact**
  - Fever only OR
  - At least two of the following symptoms:
    - Fever
    - Chills
    - Rigors (exaggerated shivering)
    - Muscle aches
    - Malaise (weakness, discomfort)
    - Headache
    - Sore throat
    - Cough
    - Shortness of breath
    - Loss of smell or taste
    - Diarrhea (without a more likely diagnosis)

- **K.A.R. 28-1-6  
(authorized by K.S.A.  
65-128)**
  - Close contacts of persons with COVID-19 (suspected or confirmed) are required to be quarantined for 14 days following last exposure
  - If persons refuse quarantine, notify LHD to authorize legal order



The graphic features the Kansas Department of Health and Environment logo on the left, a heart with a pulse line in the center, and the text 'COVID-19' on the right. Below this header is the title 'Quarantine Guidelines for COVID-19' and a list of guidelines.

**Quarantine Guidelines for COVID-19**

- Stay home except to get medical care.
- Take your temperature with a thermometer two times a day (morning and evening) and monitor for fever. You may use the daily monitoring log or some other way to track your temperature. Also, watch for cough or trouble breathing.
- If you become ill:
  - Seek prompt medical attention.
  - Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19.
  - Put on a facemask before you enter the healthcare facility. These steps will prevent further spread to other people in your healthcare provider's office or waiting room.
- Restrict activities outside your home, except for seeking medical care. Do not go to work, school, or public areas (including but not limited to grocery stores, restaurants, and sports activities). Avoid using public transportation, ride-sharing, or taxis.
- You may go outside in your private yard, but you may not meet with neighbors or visitors in your yard.
- Do not allow visitors into your home during the quarantine period.
- If family or visitors are bringing you supplies, food, or medications have them leave them by your door, so that you can retrieve them without exposing anyone.
- Separate yourself from other people in your home.
  - It is preferable that persons that reside in your household find another place to stay while you are in quarantine, so as not to become exposed if you become ill with COVID-19.
  - If that is not possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

[https://www.kdheks.gov/epi/download/Quarantine\\_Guidelines.pdf](https://www.kdheks.gov/epi/download/Quarantine_Guidelines.pdf)

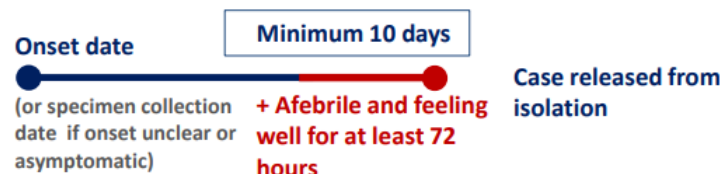


*\*Adapted from TN Dept of Health*

## RELEASING CASES AND CONTACTS FROM ISOLATION AND QUARANTINE

### CASES

Must be isolated for a minimum of 10 days after onset and can be released after afebrile and feeling well (without fever-reducing medication) for at least 72 hours, whichever is longer.



*Note: Lingerin cough should not prevent a case from being released from isolation.*

#### Examples:

- A case that is well on day 2, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 6, and afebrile and feeling well for 72 hours, can be released from isolation on day 10.
- A case that is well on day 14, and afebrile and feeling well for 72 hours, can be released from isolation on day 17.

### HOUSEHOLD CONTACTS

Must be quarantined for 14 days after the case has been afebrile and feeling well (because exposure is considered ongoing within the house).

If a household contact develops symptoms, they should be tested.



*This means that household contacts may need to remain at home longer than the initial case.*

#### Examples:

- A case is well 3 days after onset. The household contact must remain quarantined until day 20.
- A case is well 7 days after onset. The household contact can be released on day 24.
- A case is well 14 days after onset. The household contact can be released on day 31.

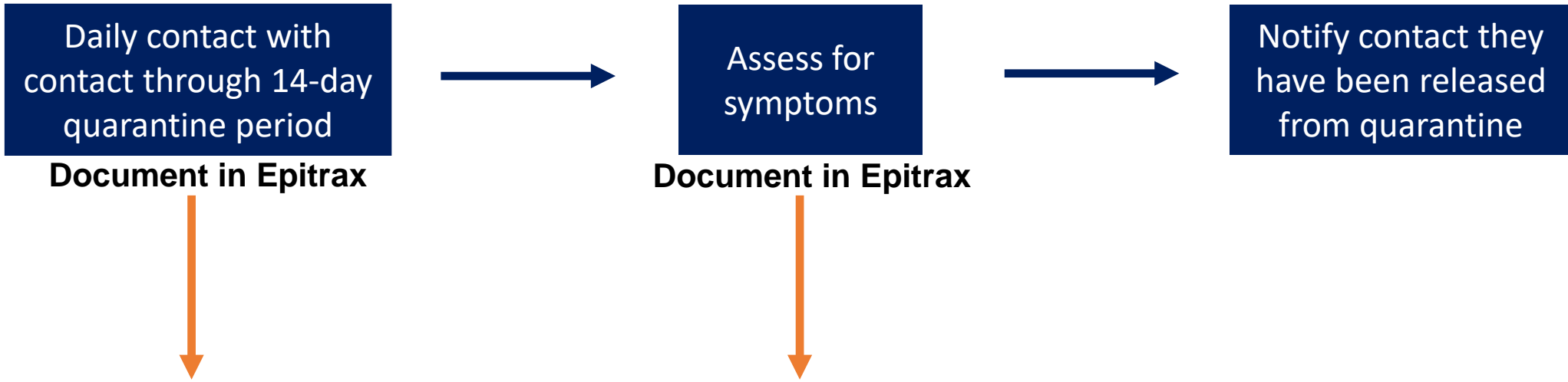
### NON-HOUSEHOLD CONTACTS

Must be quarantined for 14 days from the date of last contact with the case.



5/1/20

# COVID-19 Contact Tracer Responsibilities – Call Close Contact



Assign daily tasks in EpiTrax for follow-up reminder and documentation

Call Monday-Friday, do not need to call on weekends. Inform contact if sx develop in between follow-up, need to call you

If ill, notify the local health department for case investigation



# COVID-19 Contact Tracer Responsibilities – Monitoring Symptoms in Quarantine

## DAILY FEVER SELF-MONITORING LOG

Monitor yourself for fever (>100.4°F,38°C) twice daily for 14 days. Mark the date, time you took your temperature (mark whether it was AM or PM), and temperature. Monitor yourself for the symptoms listed below daily, as well. If you develop any of the symptoms immediately call your local health department. If you need immediate care in an emergency department notify EMS that you may have been exposed to COVID-19.

Day	Date	Time Taken	Temperature	Day	Date	Time Taken	Temperature
1		_____ □AM□PM	_____°F	8		_____ □AM□PM	_____°F
		_____ □AM□PM	_____°F			_____ □AM□PM	_____°F
2		_____ □AM□PM	_____°F	9		_____ □AM□PM	_____°F
		_____ □AM□PM	_____°F			_____ □AM□PM	_____°F
3		_____ □AM□PM	_____°F	10		_____ □AM□PM	_____°F
		_____ □AM□PM	_____°F			_____ □AM□PM	_____°F
4		_____ □AM□PM	_____°F	11		_____ □AM□PM	_____°F
		_____ □AM□PM	_____°F			_____ □AM□PM	_____°F
5		_____ □AM□PM	_____°F	12		_____ □AM□PM	_____°F
		_____ □AM□PM	_____°F			_____ □AM□PM	_____°F
6		_____ □AM□PM	_____°F	13		_____ □AM□PM	_____°F
		_____ □AM□PM	_____°F			_____ □AM□PM	_____°F
7		_____ □AM□PM	_____°F	14		_____ □AM□PM	_____°F
		_____ □AM□PM	_____°F			_____ □AM□PM	_____°F

You should also monitor yourself daily for the following symptoms. The symptoms can also be recorded daily on the chart on the next page.

- |                                                              |                                                              |                                              |                                               |                                   |
|--------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------|-----------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Fever (>100.4°F,38°C)               | <input type="checkbox"/> Chills or severe shivering (rigors) | <input type="checkbox"/> Muscle Aches        | <input type="checkbox"/> Weakness or malaise  | <input type="checkbox"/> Headache |
| <input type="checkbox"/> Sore throat                         | <input type="checkbox"/> Cough                               | <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Difficulty breathing |                                   |
| <input type="checkbox"/> New loss of smell or taste disorder |                                                              | <input type="checkbox"/> Diarrhea            |                                               |                                   |

<https://www.coronavirus.kdheks.gov/DocumentCenter/View/136/Daily-Medical-Monitoring-Log-PDF---4-24-20>

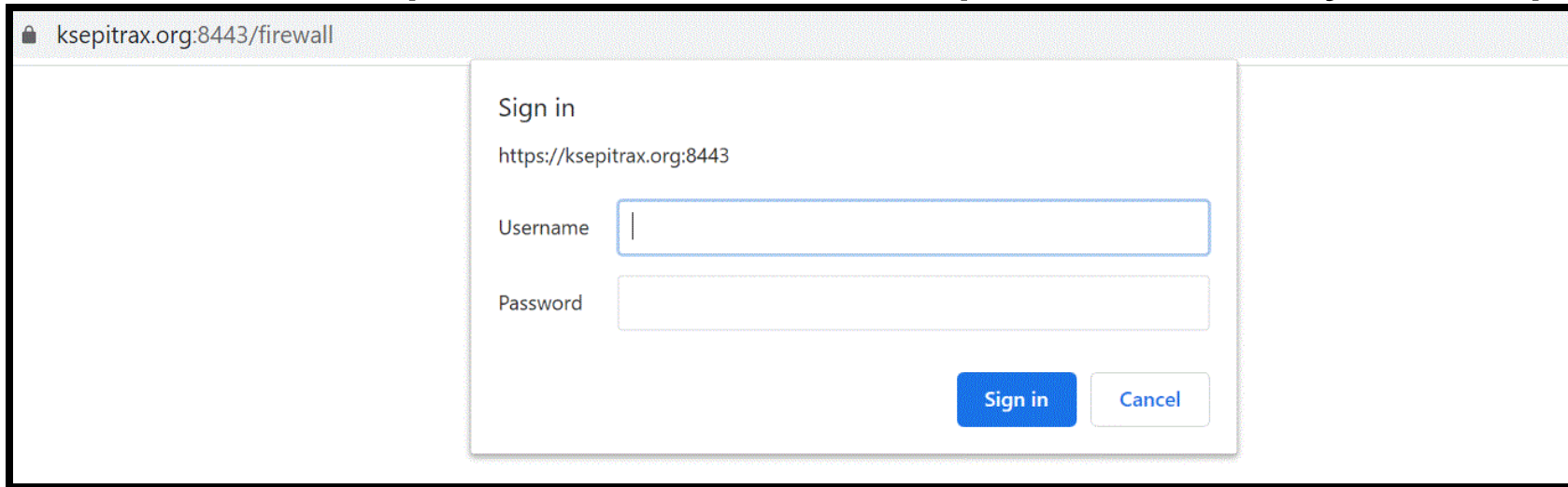
*To protect and improve the health and environment of all Kansans*



- **Open source, comprehensive disease surveillance and outbreak management database used by KDHE**
- **Information in EpiTrax is CONFIDENTIAL**
  - Only used for COVID-19 investigation documentation and search for patient contact information
  - Cannot be shared

- **IP-based firewall**

- Authentication required daily/weekly
- Username and password: will be provided to you separately



Sign in  
https://ksepitrax.org:8443

Username

Password

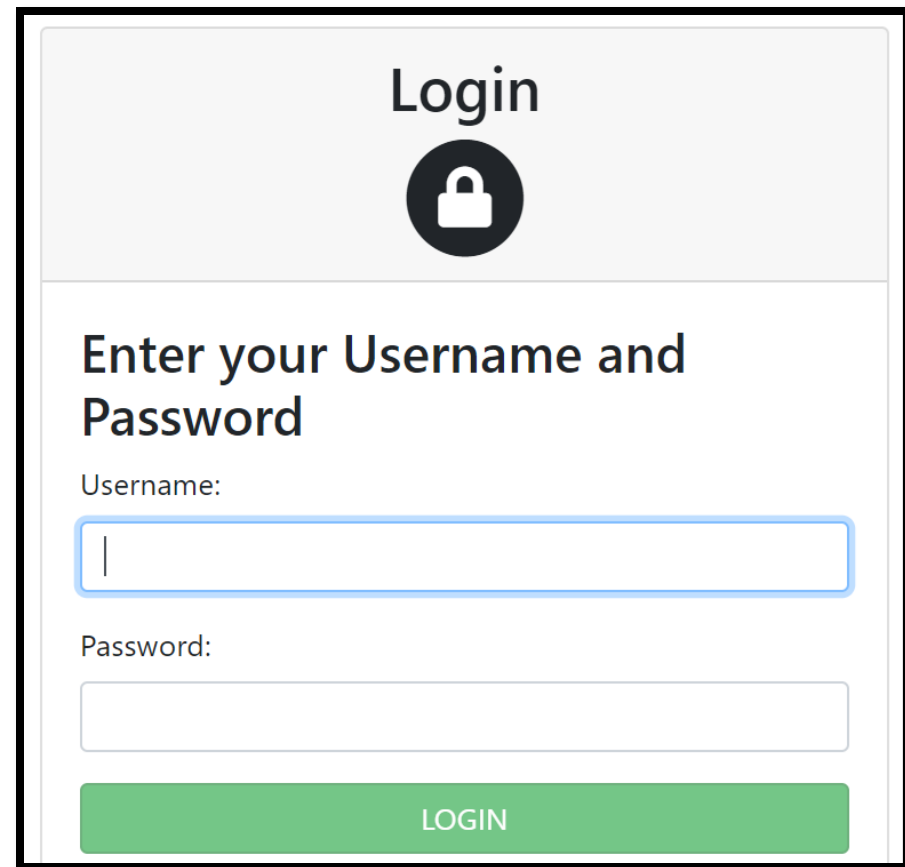
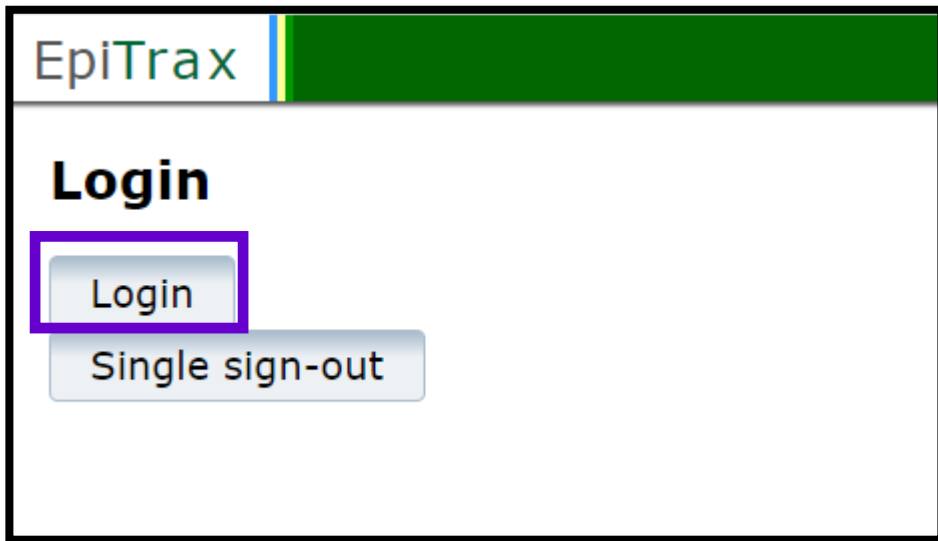
## Server Firewall

Your IP address, 174.234.0.34, was already whitelisted in the firewall. Go ahead and access [production site at https://ksepitrax.org/nedss/](https://ksepitrax.org/nedss/)

Please contact your administrator if you run into any problems.

- **Log in**

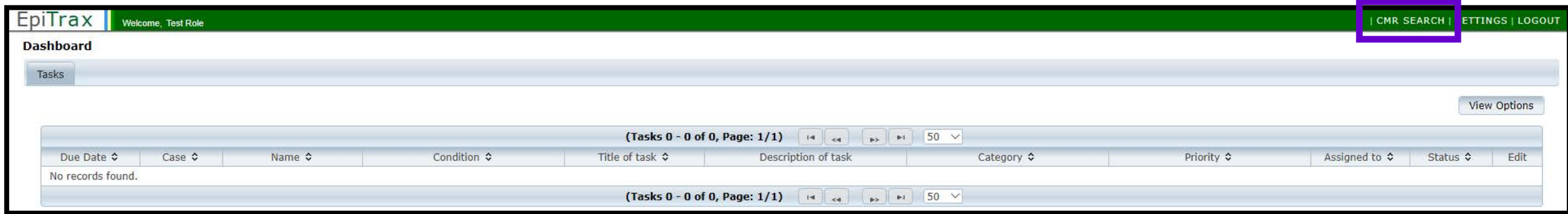
- Username and password: will be provided to you separately



A screenshot of the EpiTrax login form. The form has a light grey header with the word 'Login' and a black padlock icon. Below the header, the text 'Enter your Username and Password' is displayed in a large, bold, black font. Underneath, there are two input fields: 'Username:' followed by a white text box with a blue border, and 'Password:' followed by a white text box with a grey border. At the bottom of the form, there is a large green button with the text 'LOGIN' in white, uppercase letters.

# Contact Investigator Responsibilities

- **Dashboard on homepage**
  - Click “CMR search”



The screenshot shows the EpiTrax dashboard. At the top left, the EpiTrax logo and "Welcome, Test Role" are visible. On the top right, there are navigation links: "CMR SEARCH" (highlighted with a purple box), "SETTINGS", and "LOGOUT". Below the navigation bar, the "Dashboard" section contains a "Tasks" tab. A table header is visible with columns: "Due Date", "Case", "Name", "Condition", "Title of task", "Description of task", "Category", "Priority", "Assigned to", "Status", and "Edit". The table content area displays "No records found." and includes pagination controls: "(Tasks 0 - 0 of 0, Page: 1/1)" and a dropdown menu set to "50".



## • CMR search

- Obtain EpiTrax record number from local health department
- Input EpiTrax record number in “Record Number”
- Click “Search”



The screenshot shows the EpiTrax CMR Search interface. The top navigation bar includes the EpiTrax logo, a user greeting 'Welcome, Test Role', and links for 'CMR SEARCH', 'SETTINGS', and 'LOGOUT'. The main search area contains several input fields: 'Person name' (placeholder: Last, First, Middle), 'Last name', 'First name', 'Middle name', 'DOB' (format: mm/dd/yyyy), and 'Record number' (value: 20201153159). Below the fields are 'Search' and 'Clear' buttons. A table below the search area shows '(Events 0 - 0 of 0, Page: 1/1)' and a table with columns: Record Number, Event Type, Name, DOB(Current Age), Gender, Condition, City, County, Agency, and Event Date. The table content is empty, displaying 'No records found.'.

- **CMR search**
  - Click on the case record number

**CMR Search**

Person name: Last, First, Middle | Last name: | First name: | Middle name: | DOB: mm/dd/yyyy | Record number: 20201172845

Search Clear

(Events 1 - 1 of 1, Page: 1/1) 50

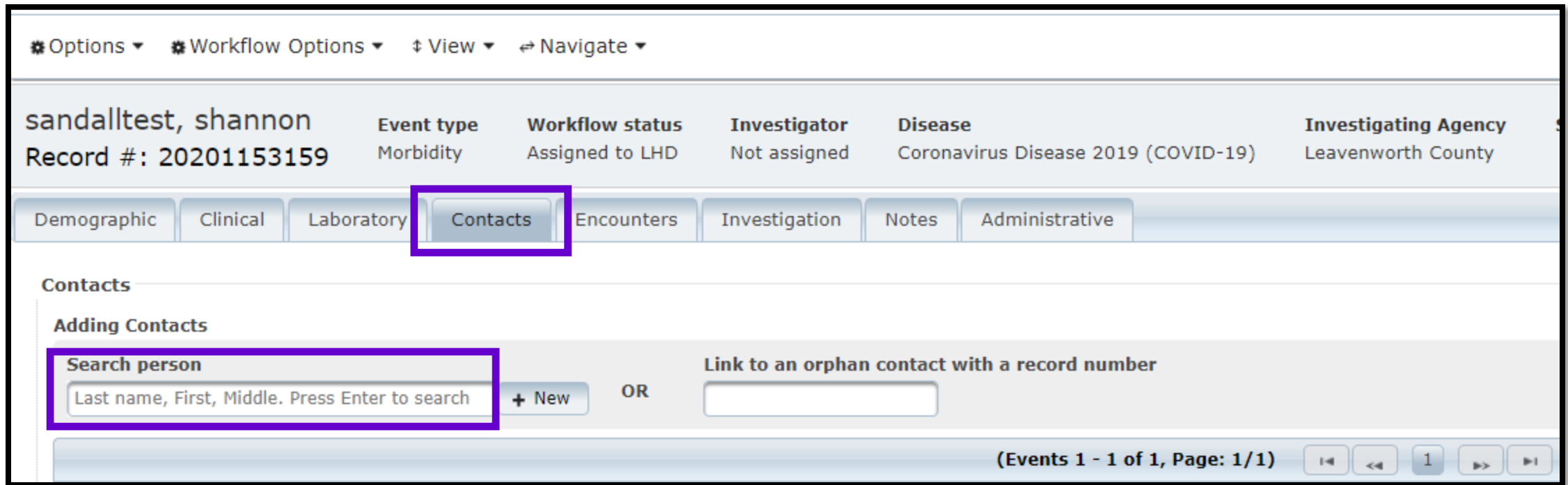
Record Number	Event Type	Name	DOB(Current Age)	Gender	Condition	City	County	Agency	Event Date
<a href="#">20201172845</a>	Morbidity	sandalltest, shannon, Nicole	01/01/1988(32)	Female	Coronavirus Disease 2019 (COVID-19)			Wyandotte County	04/15/2020

(Events 1 - 1 of 1, Page: 1/1) 50

- **“Demographic” tab within COVID-19 case record**
  - Locate phone number under “Telephones”

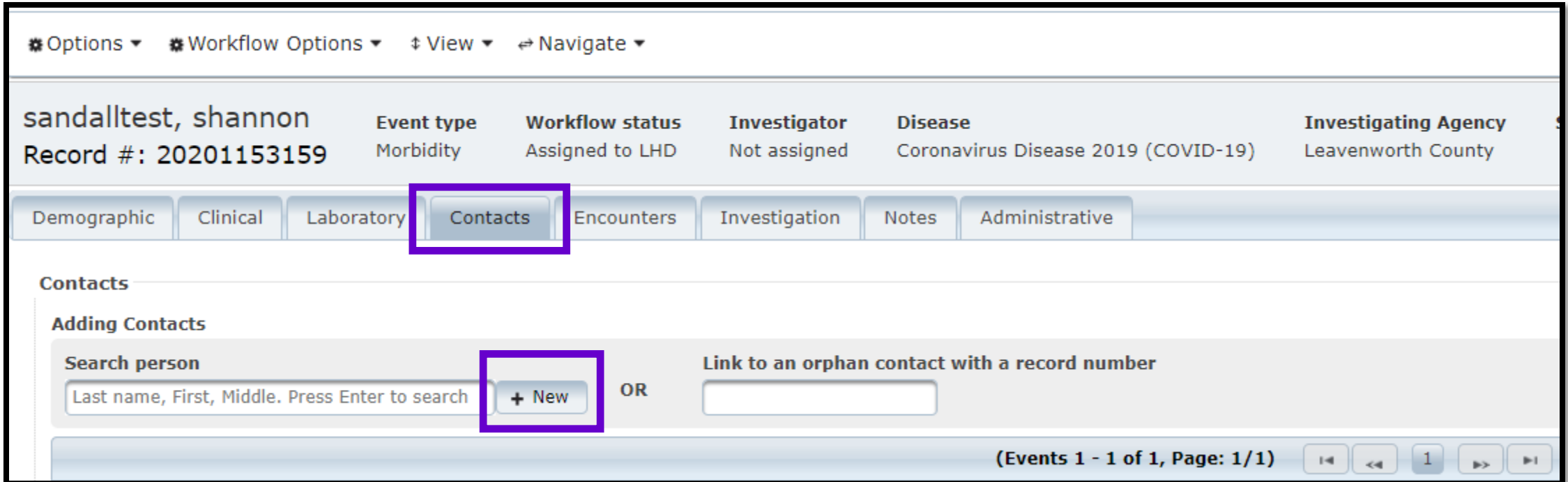
The screenshot displays the EpiTrax interface for a COVID-19 case record. At the top, there are navigation options: # Options, # Workflow Options, ↓ View, and ⇌ Navigate. Below this, the case details are shown: sandalltest, shannon; Record #: 20201153159; Event type: Morbidity; Workflow status: Assigned to LHD; Investigator: Not assigned; Disease: Coronavirus Disease 2019 (COVID-19). A horizontal menu contains several tabs: Demographic, Clinical, Laboratory, Contacts, Encounters, Investigation, Notes, and Administrative. The Demographic tab is highlighted with a purple box. Below the tabs, the Name section includes fields for Last name (sandalltest), First name (shannon), Middle name, and Parent/Guardian. The Age section includes Date of birth (01/01/1901), Current age (119 Years 3 Months 13 Days), Age at onset (Unknown), and Age at event date (119 Years 2 Months 26 Days). The Addresses section is partially visible. On the right side, the Telephones section is highlighted with a black box. It features a dropdown menu for Telephone type (Please select...), a text input field for (Area) Phone, Ext (Enter phone, click Save to add), and a Country dropdown. A telephone number (785) 123-1234 is entered in the input field and is highlighted with a purple box. A trash icon is located to the right of the input field.

- **“Contacts” tab within COVID-19 case record**
  - Search using name – Type “last, first name” and press enter
  - Select person if name and date of birth matches
  - Select “Save and Continue”



The screenshot displays the EpiTrax interface for a COVID-19 case record. At the top, there are navigation options: \* Options, \* Workflow Options, ↓ View, and ↔ Navigate. Below this is a summary row for the case: sandalltest, shannon; Record #: 20201153159; Event type: Morbidity; Workflow status: Assigned to LHD; Investigator: Not assigned; Disease: Coronavirus Disease 2019 (COVID-19); Investigating Agency: Leavenworth County. A horizontal menu contains several tabs: Demographic, Clinical, Laboratory, **Contacts** (highlighted with a purple box), Encounters, Investigation, Notes, and Administrative. Below the menu, the 'Contacts' section is active, showing 'Adding Contacts' with a search input field (highlighted with a purple box) containing the placeholder text 'Last name, First, Middle. Press Enter to search', a '+ New' button, and an 'OR' option followed by a text input field for linking to an orphan contact. At the bottom right, there is a pagination control showing '(Events 1 - 1 of 1, Page: 1/1)' and navigation arrows.

- **“Contacts” tab within COVID-19 case record**
  - If not already in EpiTrax, create new contact by clicking “+ New”
    - If spelling of name doesn’t match, create new contact
    - If spelling matches, but date of birth is not entered, create new contact



Options Workflow Options View Navigate

sandalltest, shannon	Event type	Workflow status	Investigator	Disease	Investigating Agency
Record #: 20201153159	Morbidity	Assigned to LHD	Not assigned	Coronavirus Disease 2019 (COVID-19)	Leavenworth County

Demographic Clinical Laboratory **Contacts** Encounters Investigation Notes Administrative

### Contacts

**Adding Contacts**

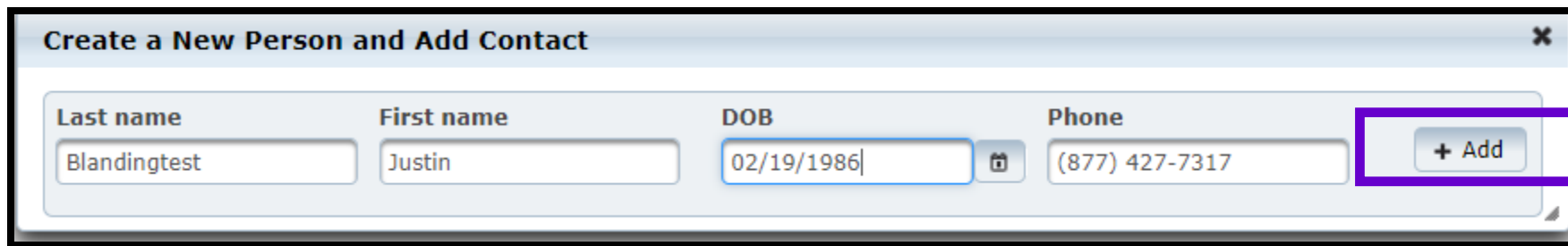
Search person  **+ New** OR Link to an orphan contact with a record number

(Events 1 - 1 of 1, Page: 1/1)



- **Add new contact**

- Enter name, date of birth, and phone number then click “+ Add”

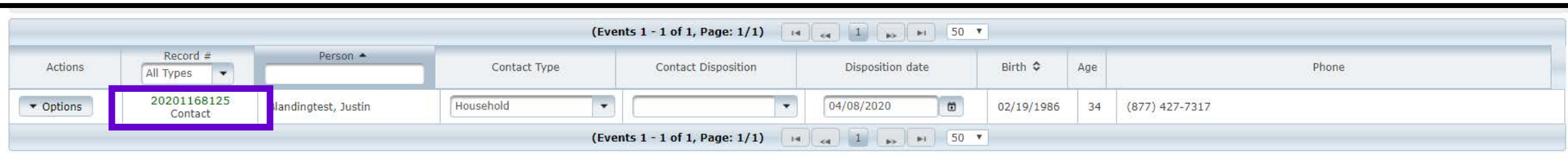


Create a New Person and Add Contact

Last name	First name	DOB	Phone
<input type="text" value="Blandingtest"/>	<input type="text" value="Justin"/>	<input type="text" value="02/19/1986"/>	<input type="text" value="(877) 427-7317"/>

- **Add new contact**

- Add address of contact by clicking on the contact record number



The screenshot shows a table of contact records in the EpiTrax system. The table has columns for Actions, Record #, Person, Contact Type, Contact Disposition, Disposition date, Birth, Age, and Phone. A single record is displayed for Justin Mandingtest, with a household contact type and a disposition date of 04/08/2020. The record number 20201168125 is highlighted with a purple box.

Actions	Record #	Person	Contact Type	Contact Disposition	Disposition date	Birth	Age	Phone
Options	20201168125 Contact	Mandingtest, Justin	Household		04/08/2020	02/19/1986	34	(877) 427-7317

- **“Demographic” tab within COVID-19 contact record**
  - Enter address
  - Address will verify after you enter “Street”, “City”, and “State” (automatically fill in “Zip code” and “County

Blandingtest, Justin	Event type Contact	Workflow status Not participating in workflow.	Investigator Not assigned	Disease Coronavirus Disease 2019 (COVID-19)	Investigating Agency Deleted	Event date 03/26/2020	Parent patient shannon sandalltest	Brief note <input type="text"/>	Save									
<div style="border: 1px solid #ccc; padding: 5px;"> <span style="border: 2px solid purple; padding: 2px;">Demographic</span> <span style="padding: 2px;">Clinical</span> <span style="padding: 2px;">Laboratory</span> <span style="padding: 2px;">Contacts</span> <span style="padding: 2px;">Encounters</span> <span style="padding: 2px;">Investigation</span> <span style="padding: 2px;">Notes</span> <span style="padding: 2px;">Administrative</span> </div>																		
<b>Name</b> <table border="1" style="width: 100%;"> <tr> <td>Last name Blandingtest</td> <td>First name Justin</td> <td>Middle name <input type="text"/></td> <td>Parent/Guardian <input type="text"/></td> </tr> </table>										Last name Blandingtest	First name Justin	Middle name <input type="text"/>	Parent/Guardian <input type="text"/>					
Last name Blandingtest	First name Justin	Middle name <input type="text"/>	Parent/Guardian <input type="text"/>															
<b>Age</b> <table border="1" style="width: 100%;"> <tr> <td>Date of birth 02/19/1986</td> <td>Current age 34 Years 1 Month 26 Days</td> <td>Age at onset Unknown</td> <td>Age at event date 34 Years 1 Month 8 Days</td> </tr> </table>										Date of birth 02/19/1986	Current age 34 Years 1 Month 26 Days	Age at onset Unknown	Age at event date 34 Years 1 Month 8 Days					
Date of birth 02/19/1986	Current age 34 Years 1 Month 26 Days	Age at onset Unknown	Age at event date 34 Years 1 Month 8 Days															
<b>Addresses</b> <div style="border: 2px solid purple; padding: 5px;"> <div style="text-align: right; margin-bottom: 5px;"><a href="#">+ Enter Address</a></div> <table border="1" style="width: 100%;"> <tr> <td>Street <input type="text"/></td> <td>Unit number <input type="text"/></td> <td>City <input type="text"/></td> <td>State Please select... <span style="font-size: small;">▼</span></td> <td>Zip code <input type="text"/></td> <td>County Please select... <span style="font-size: small;">▼</span></td> <td>Earliest known mm/dd/yyyy <span style="font-size: small;">🗑</span></td> <td>Moved mm/dd/yyyy <span style="font-size: small;">🗑</span></td> <td>Note <input type="text"/></td> </tr> </table> <div style="margin-top: 5px;"> <span style="font-size: small;">Address not verified</span> <span style="float: right; font-size: small;"> <a href="#">Save as Address at Diagnosis</a> <a href="#">Cancel</a> </span> </div> </div>										Street <input type="text"/>	Unit number <input type="text"/>	City <input type="text"/>	State Please select... <span style="font-size: small;">▼</span>	Zip code <input type="text"/>	County Please select... <span style="font-size: small;">▼</span>	Earliest known mm/dd/yyyy <span style="font-size: small;">🗑</span>	Moved mm/dd/yyyy <span style="font-size: small;">🗑</span>	Note <input type="text"/>
Street <input type="text"/>	Unit number <input type="text"/>	City <input type="text"/>	State Please select... <span style="font-size: small;">▼</span>	Zip code <input type="text"/>	County Please select... <span style="font-size: small;">▼</span>	Earliest known mm/dd/yyyy <span style="font-size: small;">🗑</span>	Moved mm/dd/yyyy <span style="font-size: small;">🗑</span>	Note <input type="text"/>										

- **“Contacts” tab within COVID-19 case record**
  - Import function – saves time from manually entering each contact

**Contacts**

**Adding Contacts**

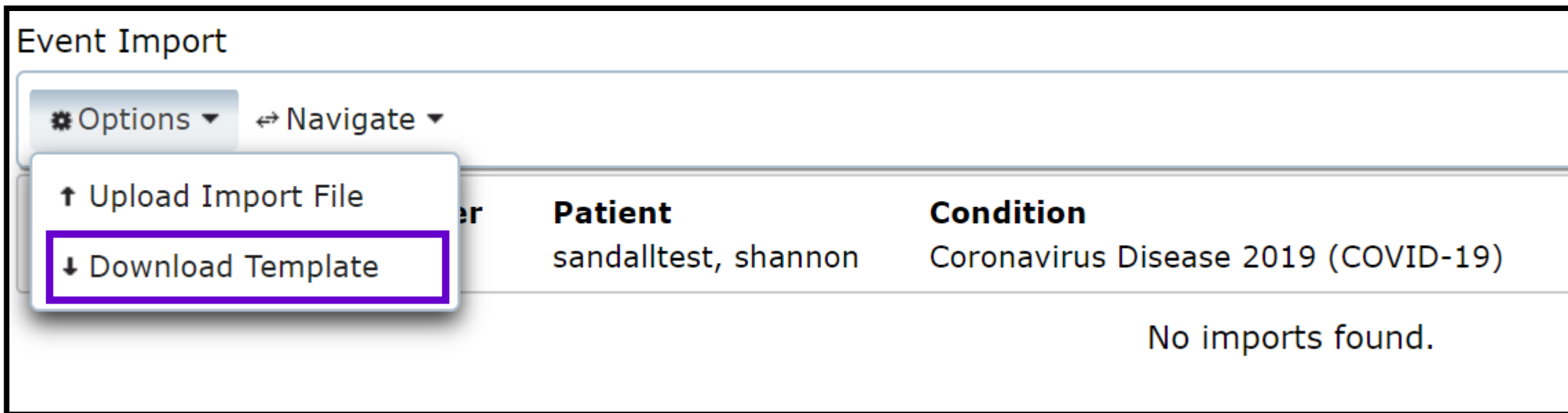
Search person   OR

(Events 1 - 1 of 1, Page: 1/1)   1   50 ▾

Actions	Record #	Person ▲	Contact Type	Contact Disposition	Disposition date	Birth
<input type="button" value="Options"/>	20201168125 Contact	Blandingtest, Justin	Household		04/08/2020 <input type="button" value="📅"/>	02/19

(Events 1 - 1 of 1, Page: 1/1)   1   50 ▾

- “**Contacts**” tab within **COVID-19** case record
  - Select “Download Template”
  - Excel spreadsheet will download to your computer



Event Import

Options ▾ ↔ Navigate ▾

- ↑ Upload Import File
- ↓ Download Template**

	Patient	Condition
	sandalltest, shannon	Coronavirus Disease 2019 (COVID-19)

No imports found.

- **“Contacts” tab within COVID-19 case record**
  - Fill out excel spreadsheet and save to computer
  - Select “Upload Import File”

Event Import

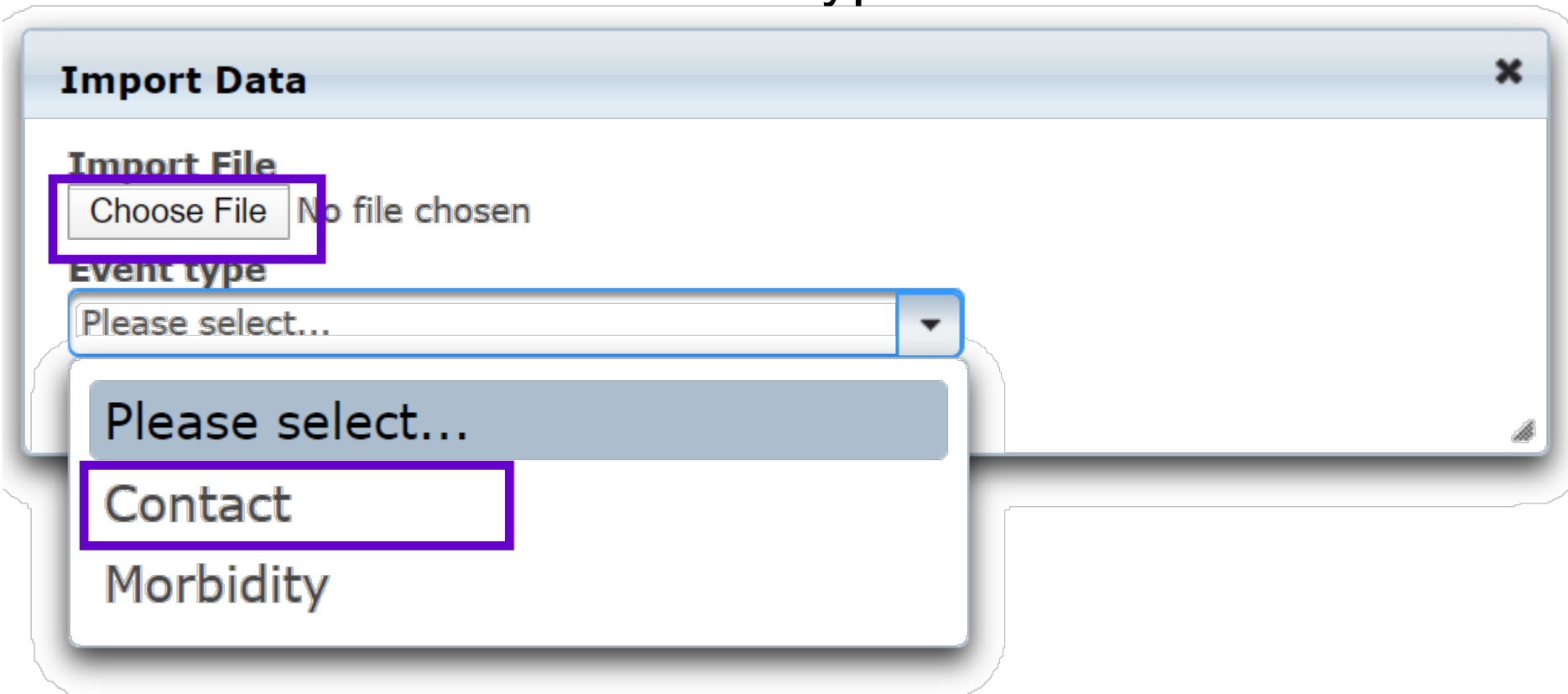
⚙️ Options ▾ ↔ Navigate ▾

- ↑ Upload Import File
- ↓ Download Template

	<b>Patient</b>	<b>Condition</b>
	sandalltest, shannon	Coronavirus Disease 2019 (COVID-19)

No imports found.

- **“Contacts” tab within COVID-19 case record**
  - Select “Choose File” to find saved excel document
  - Select “Contact” for “Event Type” and then “Submit”



**Import Data** [Close]

**Import File**

Choose File No file chosen

**Event type**

Please select...

Please select...

Contact

Morbidty



- “Contacts” tab within COVID-19 case record
  - Select “+ Import”
  - Select record number to return to COVID-19 case

33 03/31/2020 09:46 PM Copy of IMPORT\_TEMPLATE-1.xlsx Uploaded 2 0 0 **+ Import** 

## Event Import

⚙ Options ▾ ↔ Navigate ▾

### Imports for record number

20201153159

### Patient

sandalltest, shannon

### Condition

Coronavirus Disease 2019 (COVID-19)

No imports found.

# EpiTrax – Adding Contact Type and Quarantine Date

- **“Contacts” tab within the COVID-19 case record**
  - Select “Contact Type” from drop down list
    - If works in healthcare, law enforcement, or public health – notify local health department to conduct
  - Enter “Disposition date” = start date of quarantine

Options Workflow Options View Navigate

Accept Event Save & Continue Save & Exit

sandalltest, shannon  
Record #: 20201153159

Event type: Morbidity | Workflow status: Assigned to LHD | Investigator: Not assigned | Disease: Coronavirus Disease 2019 (COVID-19) | Investigating Agency: Deleted | State case status: | LHD case status: | Event date: 03/26/2020 | Brief note: Save

Demographic Clinical Laboratory **Contacts** Encounters Investigation Notes Administrative

**Contacts**

Adding Contacts

Search person: Last name, First, Middle. Press Enter to search + New OR Link to an orphan contact with a record number Import

(Events 1 - 1 of 1, Page: 1/1)

Actions	Record #	Person	Contact Type	Contact Disposition	Disposition date	Birth	Age	Phone
Options	20201168125 Contact	Blandingtest, Justin	Household		04/08/2020	02/19/1986	34	(877) 427-7317

(Events 1 - 1 of 1, Page: 1/1)

# EpiTrax – Adding Date of Last Exposure

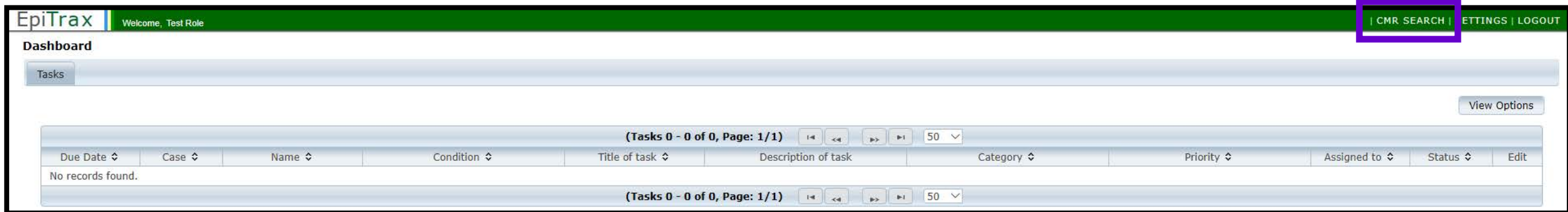
- **“Investigation” tab within the COVID-19 contact record**
  - Click on contact record number to get to contact “Investigation” tab
  - Enter if contact is still ongoing
  - Enter “Date of last exposure”

The screenshot shows the EpiTrax interface. On the left, a table lists contact records. The record with ID '20201168125' is highlighted with a purple box. A large purple arrow points from this record to the right-hand side of the image, which shows the detailed 'Investigation' tab for that record. In this tab, the 'Investigation' tab is highlighted with a purple box, and the 'Date of last exposure' field is also highlighted with a purple box. Below the 'Date of last exposure' field is the 'Last day of quarantine' field.

*To protect and improve t*

# Contact Tracer Responsibilities

- **Dashboard on homepage**
  - Click “CMR search”



The screenshot shows the EpiTrax dashboard. At the top, there is a green navigation bar with the EpiTrax logo on the left, the text "Welcome, Test Role" in the center, and a purple box highlighting the "CMR SEARCH" link on the right, along with "SETTINGS" and "LOGOUT" links. Below the navigation bar, the main content area is titled "Dashboard" and contains a "Tasks" tab. A "View Options" button is located on the right side of the task list area. The task list itself is currently empty, displaying "No records found." The table headers include: Due Date, Case, Name, Condition, Title of task, Description of task, Category, Priority, Assigned to, Status, and Edit. Navigation controls for the task list include "(Tasks 0 - 0 of 0, Page: 1/1)", left and right arrow buttons, and a dropdown menu set to "50".

## • CMR search

- Obtain EpiTrax record number from local health department
- Input EpiTrax record number in “Record Number”
- Click “Search”



The screenshot shows the EpiTrax CMR Search interface. The top navigation bar is green and contains the EpiTrax logo, a user greeting 'Welcome, Test Role', and links for 'CMR SEARCH', 'SETTINGS', and 'LOGOUT'. Below this is a search form with the following fields: 'Person name' (placeholder: Last, First, Middle), 'Last name', 'First name', 'Middle name', 'DOB' (format: mm/dd/yyyy), and 'Record number' (containing '20201153159'). The 'Record number' field is highlighted with a purple box. Below the form are 'Search' and 'Clear' buttons. The results section shows '(Events 0 - 0 of 0, Page: 1/1)' and a table with columns: Record Number, Event Type, Name, DOB(Current Age), Gender, Condition, City, County, Agency, and Event Date. The table currently displays 'No records found.' and includes pagination controls.

- **CMR search**
  - Click on the case record number

**CMR Search**

(Events 1 - 1 of 1, Page: 1/1) 50

Record Number	Event Type	Name	DOB(Current Age)	Gender	Condition	City	County	Agency	Event Date
<a href="#">20201172845</a>	Morbidity	sandalltest, shannon, Nicole	01/01/1988(32)	Female	Coronavirus Disease 2019 (COVID-19)			Wyandotte County	04/15/2020

(Events 1 - 1 of 1, Page: 1/1) 50



- **“Contacts” tab within COVID-19 case record**
  - Select the contact’s record number to obtain phone number within “Demographic” tab of contact record

Demographic Clinical Laboratory **Contacts** Encounters Investigation Notes Administrative

Contacts

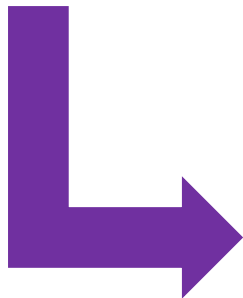
Adding Contacts

Search person  OR

(Events 1 - 1 of 1, Page: 1/1)

Actions	Record #	Person	Contact Type	Contact Disposition	Disposition date	Birth
<input type="button" value="Options"/>	<b>20201168125</b> Contact	Blandingtest, Justin	Household		04/08/2020	02/19

(Events 1 - 1 of 1, Page: 1/1)



Blandingtest, Justin  
Record #: 20201168125

Event type: Contact | Workflow status: Not participating in workflow. | Investigator: Not assigned | Disease: Coronavirus Disease 2019 (COVID-19) | Investigating Agency: Deleted | Event date: 03/26/2020 | Parent patient: shannon sandalltest

Brief note:

Demographic Clinical Laboratory **Contacts** Encounters Investigation Notes Administrative

Name

Last name:  | First name:  | Middle name:  | Parent/Guardian:

Age

Date of birth:  | Current age: 34 Years 1 Month 26 Days | Age at onset: Unknown | Age at event date: 34 Years 1 Month 8 Days

Addresses

Street:  | Unit number:  | City:  | State:  | Zip code:  | County:  | Earliest known:  | Moved:  | Note:

Address not verified

- “Investigation” tab within COVID-19 contact record
  - Complete everything in the “Assessment” tab

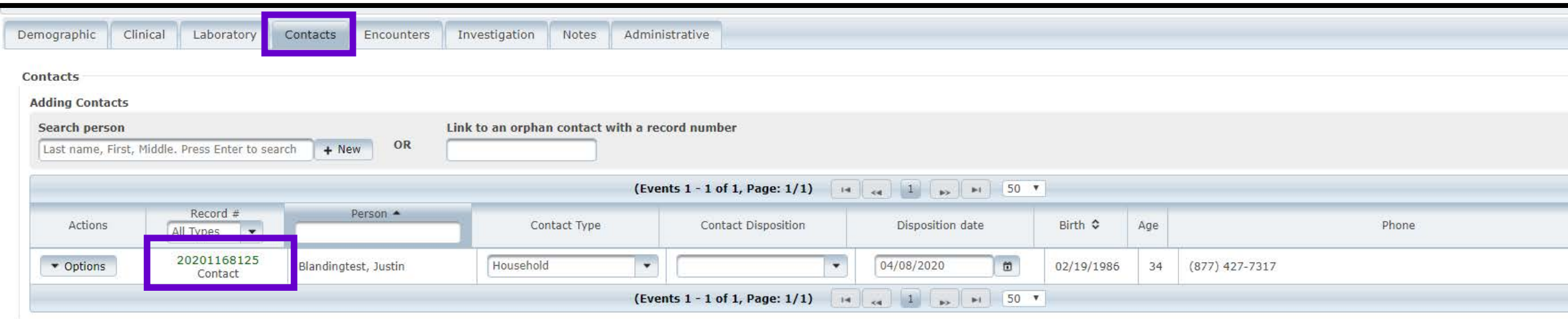
The screenshot shows a record for 'sandalltest, pixie, dog' with record number 20201177239. The event type is 'Morbidity', workflow status is 'Assigned to LHD', and the disease is 'Coronavirus Disease 2019 (COVID-19)'. The parent patient is 'shannon sandalltest'. A navigation bar includes tabs for Demographic, Clinical, Laboratory, Contacts, Encounters, Investigation (highlighted with a purple box), Notes, and Administrative. Below the navigation bar, there is a section for 'Investigative Information' with an 'Associated Forms' table containing 'COVID-19 Contact Form, Version: 2'. This form has two sub-tabs: 'Assessment' (highlighted with a purple box) and 'Monitoring'.



The screenshot shows the 'Assessment' sub-tab of the 'COVID-19 Contact Form, Version: 2'. The form contains the following fields and questions:

- Interviewer Name:** [Text input field]
- Interview Date:** [Date picker (mm/dd/yyyy)]
- Is the contact with the case ongoing (household)?**
  - Yes
  - No
- Date of last exposure:** [Date picker (mm/dd/yyyy)]
- Last day of quarantine:** [Date picker (mm/dd/yyyy)]
- Name of Employer:** [Text input field]
- Employer Address:** [Text input field]
- Employer City:** [Text input field]
- Do you have a thermometer?**
  - Yes
  - No

- “Contacts” tab within COVID-19 case record
  - Select the contact’s record number



The screenshot shows the EpiTrax interface with the 'Contacts' tab selected. The 'Adding Contacts' section includes a search field and a 'Link to an orphan contact with a record number' field. Below this is a table of contact records. The first record is highlighted with a purple box, showing the record number 20201168125.

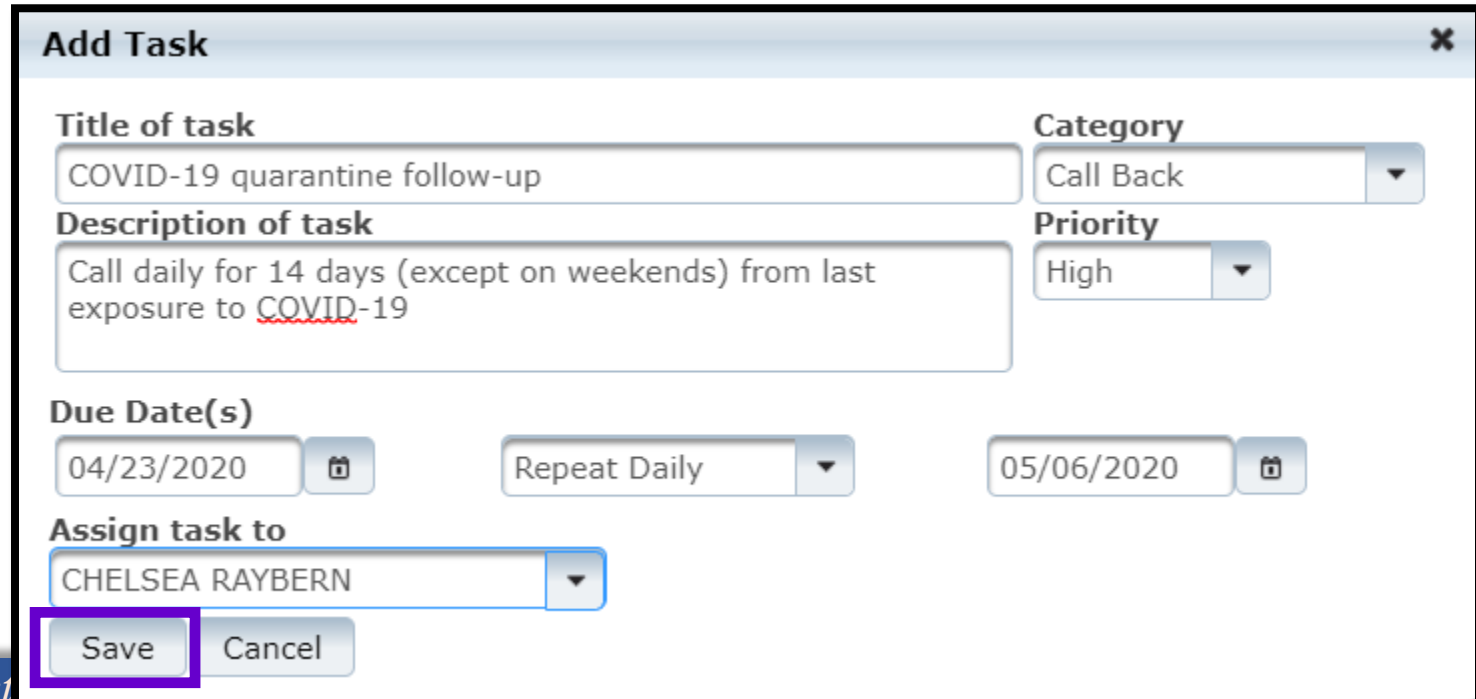
Actions	Record #	Person	Contact Type	Contact Disposition	Disposition date	Birth	Age	Phone
Options	20201168125 Contact	Blandingtest, Justin	Household		04/08/2020	02/19/1986	34	(877) 427-7317

- “Notes” tab within COVID-19 contact record
  - Select “+ Add Task”

The screenshot displays the EpiTrax interface for a COVID-19 contact record. The 'Notes' tab is selected and highlighted with a purple box. The interface includes several sections:

- Attachments:** A section with a '+ Attachment' button and the text 'No attachments found.'
- Notes:** A section with a '+ Note' button. It contains a 'Note type' dropdown menu set to 'Clinical', a rich text editor with the text 'Enter note here.', and a 'Cancel' button.
- Notes List:** A list of notes with a 'Strikethrough' checkbox. The first note is 'Event Created' by 'Shannon Sandall' on '04/20/2020 02:22 PM'.
- Tasks:** A section with a 'Show all tasks' dropdown and a '+ Add Task' button, which is highlighted with a purple box.

- **“Notes” tab within COVID-19 contact record**
  - Enter all requested information in the task box
  - Due date = first date of 14 day quarantine
  - Repeat date = last date of 14 day quarantine
  - Assign task to contact tracer follow up with contact
  - Select “Save”



**Add Task**

**Title of task**  
COVID-19 quarantine follow-up

**Description of task**  
Call daily for 14 days (except on weekends) from last exposure to COVID-19

**Due Date(s)**  
04/23/2020 Repeat Daily 05/06/2020

**Assign task to**  
CHELSEA RAYBERN


**Category**  
Call Back


**Priority**  
High

**Save** **Cancel**

- **“Dashboard” on EpiTrax homepage**

- Select the pencil under “Edit”
- Select the arrow to the right of “Pending”
- Select “Complete”
- Select the check mark under “Edit”

Condition ↕	Title of task ↕	Description of task	Category ↕	Priority ↕	Assigned to ↕	Status ↕	Edit
Hepatitis C, Chronic	New lab result added: Total Antibody			medium	Shannon Sandall	pending	

Condition	Title of task	Description of task	Category	Priority	Assigned to	Status	Edit
Hepatitis C, Chronic	New lab result added: To: <input type="text"/>	Please select... <input type="text"/>		Medium	Shannon San	Pending	
Hepatitis C, Chronic	New lab result added: PCR/amplification			medium	Shannon Sandall		
Hepatitis C, Chronic	New lab result added: Total Antibody			medium	Shannon Sandall		
Hepatitis C, Chronic	New lab result added:				Shannon		

- **“Contacts” tab within COVID-19 case record**
  - Select the contact’s record number to interview/document contact’s quarantine follow-up

The screenshot shows the EpiTrax interface with the 'Contacts' tab selected. The 'Adding Contacts' section includes a search field for 'Search person' and a '+ New' button. Below this is a table of contacts. The first row in the table is highlighted, showing the following details:

Actions	Record #	Person	Contact Type	Contact Disposition	Disposition date	Birth
Options	20201168125 Contact	Blandingtest, Justin	Household		04/08/2020	02/19



- “Investigation” tab within COVID-19 contact record
  - Complete daily monitoring information

The screenshot displays the 'Investigation' tab of a COVID-19 contact record in the EpiTrax system. The interface includes a navigation bar with tabs for Demographic, Clinical, Laboratory, Contacts, Encounters, Investigation (highlighted with a purple box), Notes, and Administrative. Below the navigation bar, the 'Investigative Information' section is visible, containing an 'Associated Forms' list with three entries: 'COVID-19 Contact Form' (Version: 2, Short name: Contact), 'Admin Interview Information' (Version: 5, Short name: AdminInterview), and '2019-nCoV' (Version: 2, Short name: 2019\_nCoV). To the right, the 'COVID-19 Contact Form Monitoring 2' section is active, with 'Monitoring' selected over 'Assessment' (both highlighted with purple boxes). This section includes a 'Day 1' header, a 'Date' field (mm/dd/yyyy), an 'Investigator Name' text input, a 'Status' section with radio buttons for 'Active', 'Complete', and 'No Contact', a 'Highest temperature in the last 24 hours' text input, an 'Other symptoms?' section with checkboxes for 'Cough', 'Muscle Aches', 'Malaise', 'Headache', 'Shortness of Breath', 'New olfactory and taste disorders', and 'Other', and a 'Have you had any visitors?' section with radio buttons for 'Yes' and 'No'.

- **“Investigation” tab within COVID-19 contact record**
  - Monitoring “Status”
    - Active = made contact with person
    - Complete = person has completed their quarantine
    - No Contact = you were unable to reach the person



**Day 1**

**Date**

**Investigator Name**

**Status**

Active

Complete

No Contact

- **“Investigation” tab within COVID-19 contact record**
  - Monitoring symptoms

**Highest temperature in the last 24 hours:**

**Other symptoms?**

- Cough
- Muscle Aches
- Malaise
- Headache
- Shortness of Breath
- New olfactory and taste disorders
- Other

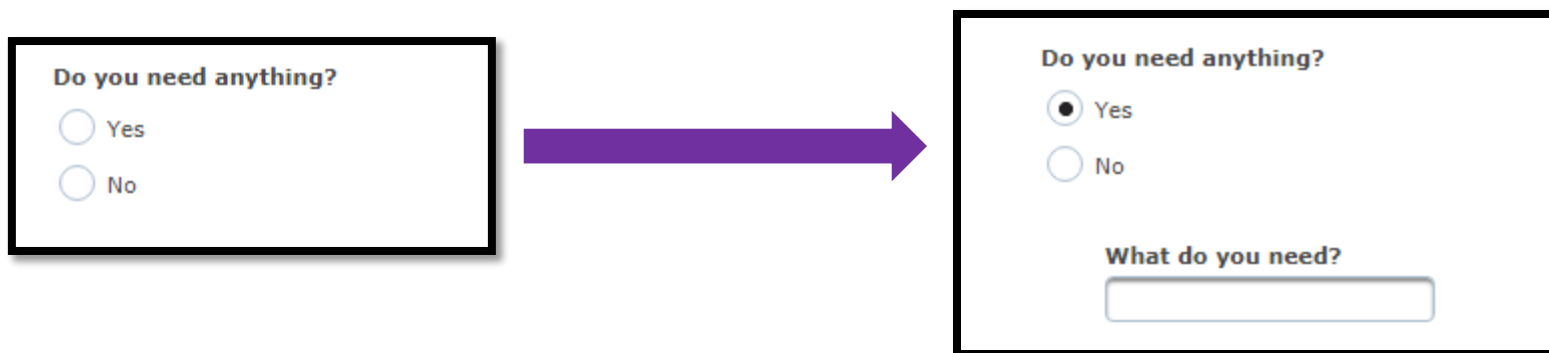
Other

**Specify:**

- **“Investigation” tab within COVID-19 contact record**
  - Monitoring how well they are staying quarantined



- **“Investigation” tab within COVID-19 contact record**
  - Monitoring needs



- **“Contacts” tab within COVID-19 case record**
  - Select disposition once quarantine is completed or contact becomes symptomatic
  - If contact becomes symptomatic, select “testing/treatment recommended”

Demographic Clinical Laboratory **Contacts** Encounters Investigation Notes Administrative

Contacts

Adding Contacts

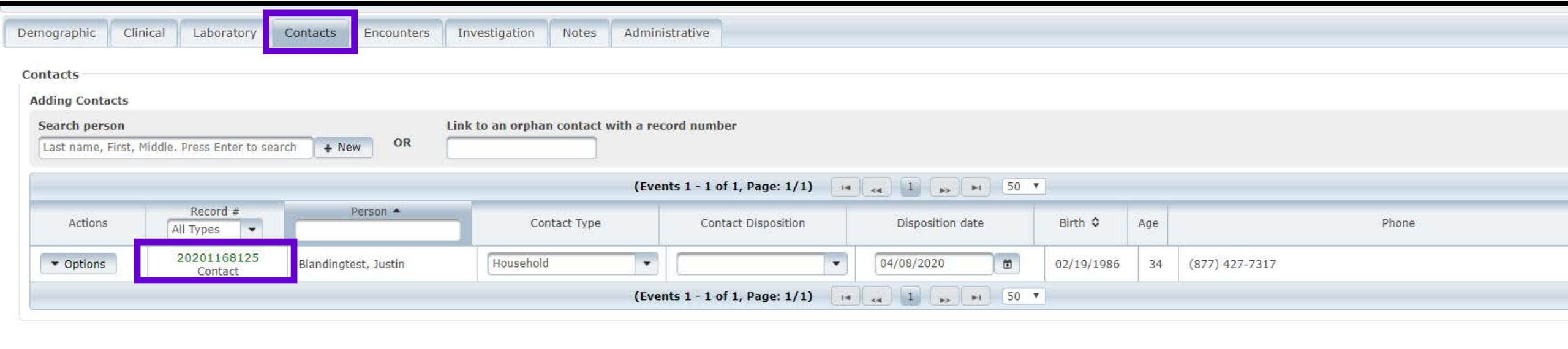
Search person  + New OR Link to an orphan contact with a record number

(Events 1 - 1 of 1, Page: 1/1) [Navigation icons] 50

Actions	Record #	Person	Contact Type	Contact Disposition	Disposition date	Birth	Age	Phone
Options	20201168125 Contact	Blandingtest, Justin	Household	<input type="text"/>	04/08/2020	02/19/1986	34	(877) 427-7317

(Events 1 - 1 of 1, Page: 1/1) [Navigation icons] 50

- “Contacts” tab within COVID-19 case record
  - Click on the contact record number



Demographic Clinical Laboratory **Contacts** Encounters Investigation Notes Administrative

Contacts

Adding Contacts

Search person  + New OR Link to an orphan contact with a record number

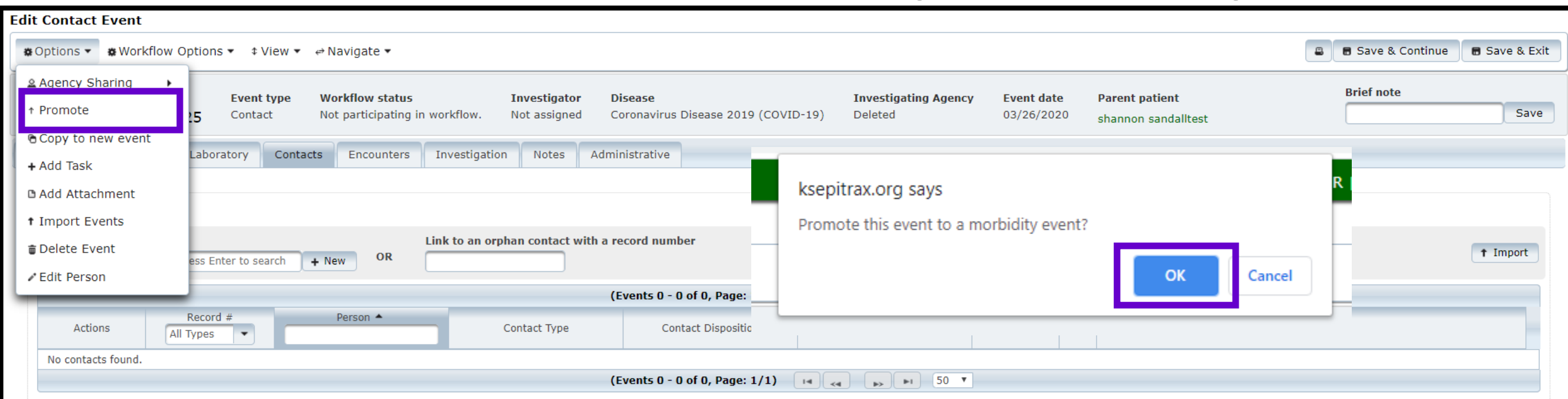
(Events 1 - 1 of 1, Page: 1/1) 1 50

Actions	Record #	Person	Contact Type	Contact Disposition	Disposition date	Birth	Age	Phone
Options	<b>20201168125</b> Contact	Blandingtest, Justin	Household		04/08/2020	02/19/1986	34	(877) 427-7317

(Events 1 - 1 of 1, Page: 1/1) 1 50



- **“Options” drop down list within contact record number**
  - Select “Promote” to create a morbidity (case) event
  - Select “OK” in pop up box
  - Notify local health department to begin case investigation



**Edit Contact Event**

Options Workflow Options View Navigate Save & Continue Save & Exit

Agency Sharing

- ↑ Promote
- Copy to new event
- + Add Task
- Add Attachment
- ↑ Import Events
- Delete Event
- Edit Person

Event type	Workflow status	Investigator	Disease	Investigating Agency	Event date	Parent patient	Brief note
Contact	Not participating in workflow.	Not assigned	Coronavirus Disease 2019 (COVID-19)	Deleted	03/26/2020	shannon sandalltest	<input type="text"/> Save

Link to an orphan contact with a record number

Search:  + New OR

(Events 0 - 0 of 0, Page: 1/1)

Actions Record # Person Contact Type Contact Dispositio

All Types

No contacts found.

(Events 0 - 0 of 0, Page: 1/1) 50

ksepitrax.org says

Promote this event to a morbidity event?

OK Cancel

- **Select “Save & Continue” often while in EpiTrax**
  - Between tabs
  - When selecting items that are found in searches
- **Select “Save & Exit” when done entering everything into the EpiTrax case**
  - The record is locked while a person is entering information. “Save & Exit” unlocks the record for others.

- **Interview scripts will be provided for both contact investigators and tracers**
- **<https://www.coronavirus.kdheks.gov/170/Healthcare-Providers>**
  - Click “Local Health Departments” Tab and many resources can be found under the “Local Health Department Toolkit” and “Isolation and Quarantine” sections
- **[https://www.kdheks.gov/epi/disease\\_investigation\\_guidelines.htm](https://www.kdheks.gov/epi/disease_investigation_guidelines.htm)**
  - Click on “C” and scroll down to click on “Coronavirus Disease 2019 (COVID-19)” for links to multiple resources



## **Kansas Department of Health and Environment**

**Infectious Disease Epidemiology and Response Section**

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