

## Guidance Document – Validation of Fatalities entered in PHIMS Updated Dec 16, 2020

### Rationale

The accurate and timely entry of fatalities into PHIMS is important to measure and report on the extent of this severe outcome associated with COVID-19 infection in Manitoba. Administratively, it is important that we correctly identify and remove case investigations from those flagged for the auto-dialer. For these reasons, we have established a two-step data validation process.

### Background

Data on fatalities is entered into PHIMS in three ways: 1) by the regions after they become aware of a community death, 2) by the Surveillance Unit upon receipt of a Clinical Notification Form (typically reporting a death in a Long Term Care Facility, and 3) by the Epidemiology Team upon notification of a hospital death through the Admission, Transfer and Discharge (ADT) database.

### Step 1: Data Entry

For deaths occurring in the community, we ask PHIMS Regional Investigators to confirm a fatality *before* entry into PHIMS based on acceptable sources (e.g., Chart, ADT, Medical Examiner, IP&C notification form, verbal discussion with an acute care or long-term care facility that is charted in notes). Fatalities are to be entered into *Outcomes* going forward (refer to PHIMS QRC 7.19n COVID-19 Investigation Outcome Information) to limit the potential for clerical errors associated with entry of fatalities as a subtype within Intervention Status Assessment. Please include a note including reporting source, date of fatality, date entered and by whom (refer to PHIMS QRC 7.19w Adding notes to investigations).

For fatality information sent in via Clinical Notification Forms or ADT, Manitoba Health will add a note to the COVID-19 Case investigation to assist with the validation of COVID-19 fatalities at the regional level. Notes will include the reporting source, date of fatality, date processed and by whom.

### Step 2: Data Validation

Manitoba Health Epidemiology and Surveillance Team will flag all investigations marked as a fatality in PHIMS<sup>1</sup> and an automated email will be sent to Regions that will include a subject line of “Validation of Fatalities in PHIMS” and message “This is an automated email of the number of fatalities reported in PHIMS for the previous day. Please verify that these fatalities are correct for your Region.” An Excel file will be attached that includes three data elements: Investigation ID, Primary\_Org and OutcomeDate.

**Upon receipt of the automated file, the Region is asked to review each investigation. For investigations *not* entered by the Manitoba Health, the Region is asked to confirm the client’s status (alive/deceased), update/correct the investigation (where required) and document a note as soon as possible but no longer than 24 hours from receipt date of the automated file. These deaths will be publicly reported the following day.**

Public reporting of deaths will be restricted to fatalities confirmed by Manitoba Health and those validated by the Region.

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<sup>1</sup>We are working to further streamline the process whereby PHIMS fatalities not confirmed by ADT centrally are flagged in the automated email. This will reduce the total number of fatalities to review. This work is in progress.