
Regional Guidelines for General CD QA – Cases and Contacts

Community Area

Purpose: To identify new investigations, assign to a PHN within 2 hours of receipt, and ensure timely and appropriate case and contact follow up.

Plan:

1. Run reports daily to capture new cases and contacts requiring follow up.
2. Assign PHN in primary role within 2 hours of receipt.
3. Case investigation as per Provincial protocol.
4. Assign Investigator to all TE with unknown contacts.
5. PHN consults to CDC: once all other avenues have been explored, a complicated case presents or case/contact requires a Medical Officer of Health consult.
6. Ensure cases and contacts closed within 28 days (exception is for Hep B).

Definitions:

Open Cases and Contacts: Case and contact investigations with a status of Open; investigations that are currently under investigation, review, or follow-up by PHN.

Closed Cases and Contacts: Case and contact investigations with a status of Closed; investigations that have met criteria for closure and have been updated and closed per QRC [Close an Investigation](#) .

Criteria for closure: Case and contact investigations should be closed when public health follow-up is complete or all attempts to contact have been exhausted. Cases should be completed and closed within 28 days of receipt, with exception for Hepatitis B cases/contacts.

CA Admin Responsibilities:

Investigation Search Report

1. Run Investigation Search report daily @ 0900h, 1200h, 1500h with filter settings per Appendix A **using own investigator name**- User Guide [investigation-search-mb2701c-ug.pdf \(phimsmb.ca\)](#) / QRC **Investigation Search – Investigator Assigned MB2701C** .
 - i. Will require both Communicable Disease and STBBI encounter groups (to capture Hep B)
 - ii. Under Disease Available, select “add all” for Diseases
2. Assign PHN as primary to all cases/contacts. (*for STBBI co-infections, refer to WRHA’s Hepatitis B Operational Guidelines: <https://professionals.wrha.mb.ca/old/extranet/publichealth/files/hep-b-operational-guidelines.pdf> to determine General Program PHN as Primary or Secondary Role.
3. End date clerk role.
4. Update disposition to *follow up in progress*.
5. Follow internal process for notifying PHN of new investigation requiring follow up (*verbal notification, i.e. phone call versus solely an email)

PHN Responsibilities:

2. Run Investigation Search Report daily @ 0930h, 1230h, and 1530h (or variation thereof) with filter settings per Appendix A below **using own Investigator name**- User Guide [investigation-search-mb2701c-ug.pdf \(phimsmb.ca\)](#) / QRC **Investigation Search – Investigator Assigned MB2701C** .
 - i. Will require both Communicable Disease and STBBI encounter groups (to capture Hep B)
 - ii. Under Disease Available, select “add all” for Diseases
3. Run Unknown Contact Search Report daily @ 0930h with filter settings per Appendix B below- User Guide [unknown-contact-report-mb23000-ug.pdf \(phimsmb.ca\)](#) / QRC **Unknown Contact MB23000** .
4. Review for new and outstanding cases/contacts requiring follow up.
5. Update site/presentation, staging, classification, classification date as required per QRC **Disease Summary** (this may occur at the time of receipt of the investigation and/or during the course of the investigation).

PHN Responsibilities continued:

6. Assign TE investigator to all TEs with unknown contacts.
7. PHN consults to CDC: once all other avenues have been explored, a complicated case presents or case/contact requires a Medical Officer of Health consult.
8. Ensure completion of investigation per Provincial protocol **within 28 days** (exception is for Hep B).
9. Update the Disposition as per QRCs [Investigation Information QRC \(phimsmb.ca\)](#) / [Close-an-Investigation-QRC \(phimsmb.ca\)](#) .
10. *Optional: Use of Interventions for Workload Management*



Interventions for
Workload Manager

Appendix A

MB2701C - Investigation Search

This report is used to search for and list any investigation the user is authorized to see.

Date Generated: 2021/09/13 11:20:10 am

Report Parameters:

Date Reported:	1900-Jan-01 through 2021-Sep-13
Encounter Group:	Communicable Diseases, Sexually Transmitted and Bloodborne Infections
Investigation Status:	OPEN
Classification Group:	Case, Contact
Investigation Organization:	Winnipeg Health (including Churchill)
Assigned Date:	No Filter
Investigator:	Kim, Danielle
Disease:	AIDS, Anaplasmosis, Anthrax, Babesiosis, Blastomycosis, Botulism, Brucellosis, Campylobacteriosis, Chancr
Investigator Assignment:	All
Display Client Identifiable Data:	Yes
Exclude Investigations With Lab Results:	No
User Organization:	Winnipeg Health (including Churchill)

Report Filters

Report: MB2701C-Investigation Search

*** Report Output:**

Excel

*** Date Reported From:**

1900/01/01

*** Date Reported To:**

2021/09/16

*** Encounter Group:**

Available :

Outbreak Response
Tuberculosis



* Selected :

Communicable Diseases
Sexually Transmitted and
Bloodborne Infections

*** Investigation Status:**

Available :

CLOSED
Transferred



* Selected :

OPEN

*** Classification Group:**

Available :



* Selected :

Case
Contact

	→	Winnipeg Health (including Churchill)
	→	
	→	
	←	

Workgroup:

Available :

CD-Churchill VCC Case Investigators
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→
→
→
←

Selected :

CD-Winnipeg Health STBBI-Winnipeg Health

Investigator:

Available :

<input type="text"/> Abrar, Shalina Achurch, Pam Adams, Corinne Alexander, Crysta-Elise Allard, Melanie Ammazzini, Isabella Anderson, Alexandra Arbez-Koga, Pauline

→
→
→
←

Selected :

Kim, Danielle

Assigned Date From:

yyyy/mm/dd	📅
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Assigned Date To:

yyyy/mm/dd	📅
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Encounter Group:

Available :

Outbreak Response Tuberculosis

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→
→
←

Selected :

Communicable Diseases Sexually Transmitted and Bloodborne Infections

Appendix B

MB23000-Unknown Contacts

This report list unknown contacts of transmission events and their associated dispositions and descriptions.

Date Generated: 2021/09/14 11:00:13 am

Report Parameters:

Source Case Reported Date:	01-Jan-1900 to 14-Sep-2021
Source Case Investigation Status:	OPEN
Source Case Disease:	AIDS, Anaplasmosis, Anthrax, Babesiosis, Blastomycosis, Botulism, Brucellosis, Campylobacteriosis, Chancro
TE Responsible Organization:	Winnipeg Health (including Churchill)
TE Workgroup User:	Kim, Danielle
TE Assigned Date:	No Filter
Contact Disposition:	Other - see Notes, Pending, Follow up in progress
User Organization:	Winnipeg Health (including Churchill)