Case Surveillance: Coordinators Meeting Update
May 7, 2015

Presenter: Iris Chittams
Coordinator: Karen Robinson
Reporting of Confirmed Positive cases

• All reports of positive cases should be sent on a weekly basis

• Send reports by traceable mail (UPS, Fed EX, etc)

• Send completed report to the following addressee:

  Ms. Iris Chittams
  Department of Health
  50 East State Street, 4th Floor
  Trenton, NJ 08625
  (609) 984-5940
Reporting a positive case

- Print the EvaluationWeb Form

- Place client identifying information on the EvaluationWeb Form “Notes” section
  - Name
  - Date of Birth
  - Address
  - Telephone Number
Reporting Notes Reminders

• If, a screening test only is performed by the CTS and a referral for confirmation is made
  • The CTS must obtain final results from the referral site and record the results of the second test in EvaluationWeb.

• If, a confirmation test was not offered, by the CTS
  • The CTS must indicate that information in the notes section of the EvaluationWeb form and indicate why follow-up was not performed.
Surveillance processes:

- EvaluationWeb Form types received
  - Actual EvaluationWeb form
  - Photocopy of printed EvaluationWeb Forms
  - EvaluationWeb printout
  - Previous edition from 2012-2014*

*Facilities should submit forms using the 2015 current version
Surveillance processing:

- Received EvaluationWeb reports are reviewed for completeness and for errors
  - Facilities are called to complete missing information
  - Facilities are called to correct errors entered on the report

- Checked for both rapid test results
  - Completed reports should contain both rapid test results

- Client is checked in the Surveillance database
  - Newly diagnosed clients are entered
  - Existing clients are entered/updated
  - New facility reports are entered
Surveillance processing:

• Procedure for completed surveillance processing of EvaluationWeb forms is as follows:

  • Completed data is Entered into Surveillance database with corresponding NJDOH number

  • De-identified forms are copied and submitted to Prevention Unit Liaison