



**Oklahoma State Department of Health COVID-
19 Investigations (OSDHCI)
Oklahoma Healthcare Worker: User Guide**

Table of Contents

Overview	3
Login	3
Searching Individuals	3
Sorting Search Results	4
View Individual Details	4
Editing an Individual	7
Adding a New Case / Individual	9
Creating / Generating a Report	16
Report submitted by Organization	16
Report submitted by Month by Organization	18
Escalations	20

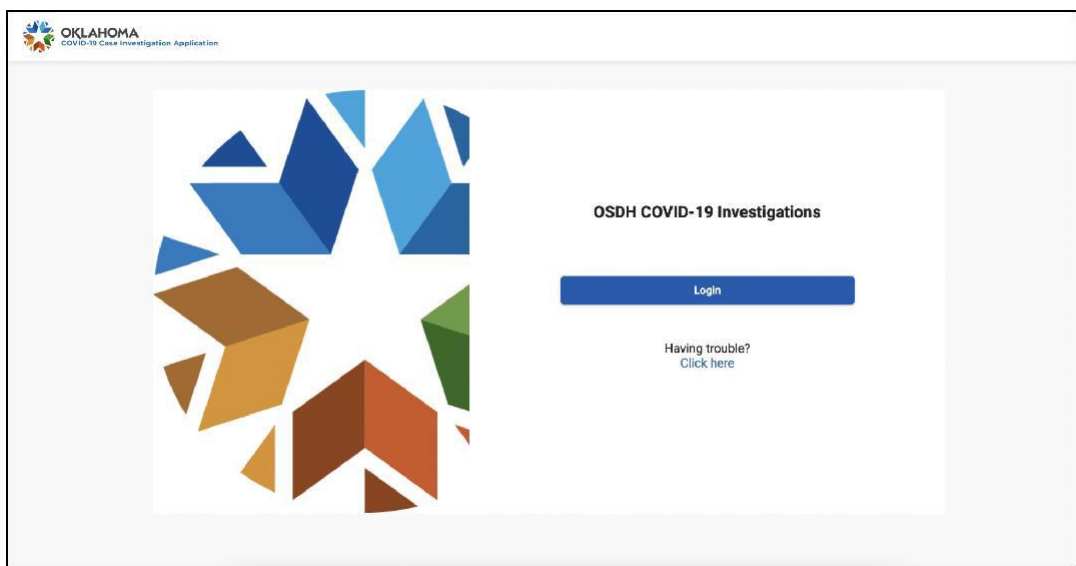
Please reach out to OSDHCIHelp@health.ok.gov for any assistance or questions.

Overview

The Oklahoma State Department of Health (OSDH) COVID-19 Investigations (OSDHCI) Application can be used by Healthcare Workers (HCW) to access need-to-know information on individuals regarding COVID-19 such as testing and vaccination status. It will also be used by HCW for reporting purposes. They can search an individual, add a new individual, and edit an individual's COVID-19 infection information. Some examples of edits include correcting patient contact and demographic information; updating hospitalization, ICU admission, and death status; and adding complications and comorbidities.

Login

The OSDHCI Application will reside on the Google Cloud environment. The login page can be accessed by this secure web address: <https://osdhci.health.ok.gov/>. The application is on a Google platform and works best in a Google Chrome browser.



Click "Login" on the OSDH COVID-19 Investigations landing page. The Oklahoma O365 login will pop up for a single sign on (SSO). Sign in, and you will be directed to the search function.

Searching Individuals

To locate an individual, a search must first be performed on that individual's identifying information.




- "Search by" section will be used to search for the individual.
- You can search by any of the following criteria:
 - o First Name
 - o Last Name
 - o Phone Number
 - o City
 - o Date of Birth (DOB)
- It is recommended that you start a search by using First Name, Last Name, and DOB. If the list is too long, consider adding additional search criteria.


Please note when searching that the naming format used by OSDHCI is
First Name, Last Name

- Once you have entered the search criteria click “Search” or press enter to view results.

Search

Sorting Search Results

- Search Results are displayed, and the results can be sorted by clicking  beside Case Investigation ID or any of the other column headers (the arrow indicates whether the data is sorted  descending or  ascending).

 Individual

i Please use the search box to see if the individual you are looking for already exists in the system. If not found, click on the 'Add New Case' button and enter all known information. For Help: Please visit : [User Guide](#)


Search by

First Name
James

Last Name


Phone Number

City

Date of Birth 

Search

Add New Case

Case Investigation ID 	First Name	Last Name	DOB	Sex	County
OSDHCI-278254	James	New	07/15/1994		Coal
OSDHCI-278244	James2	R			Atoka
OSDHCI-278242	James	R	07/13/1994	Female	Beckham
OSDHCI-278187	James	Roy	07/08/1993		Oklahoma
OSDHCI-278181	james	Roy	07/08/1994		Atoka
OSDHCI-278180	James	Thomas	07/15/1994	Male	Cleveland
OSDHCI-276681	James2	March2	08/15/1988	Male	Oklahoma
OSDHCI-276679	James1	March1	08/15/1988	Male	Oklahoma

View Individual Details


- Once you locate the individual, click the Case Investigation ID link (e.g., OSDHCI-15) to access the

Case Investigation ID 

[OSDHCI-15](#)

individual's record.

- This will direct you to the Individual details page where you will be able to view the following:
 - Details tab**
 - Displays the individual's demographic information.
 - Test Results**
 - Displays all positive and negative test results for that individual.
 - Click “View” on the Action column to view details related to the test result.

Test Results					
Test ID 	Lab Name	Date of specimen collection	Date of Result	Test Name	Result 
TR-37	Covid Lab	10/26/2020	10/10/2020		Positive

○ Case Records

- Displays all the positive case records for that Individual.
- If the individual that you are searching has a previous case record with an investigation end date in the last 90 days, the existing case record should be edited to include your information, including any new positive lab results within those 90 days.

Case Investigation ID: 220406 Merge Manually Edit

Name: Multiple Cases Jurisdiction: Cleveland County: Cleveland

Details Test Results Vaccine Records Conversation **Case Records** Exposure Records Notes Edit History Merge

Add Cases

Case Record ID	Investigation Start Date	Investigation End Date	Assigned to	Disposition	County	Jurisdiction
CR-136088		09/11/2020		Beyond Investigation Pe...	Cleveland	Cleveland
CR-136089		05/11/2021		Beyond Investigation Pe...	Cleveland	Cleveland

Items per page: 5 1 - 2 of 2 < >

- **Example:** You have a new lab result from 10/31/2021. If the Investigation End Date on the existing case record is 08/30/2021, then you would update the existing record. If the existing case has an Investigation End Date of 3/15/2021, then create a new case.
- Click “Add Case” to add any new case. This should only be done when the new lab result is ≥90 days since the earliest positive lab result on the most recent case record.

Case Investigation ID: 275857 Edit

Name: Kaushal Bundel Jurisdiction: Tulsa County: Tulsa

Details Test Results Conversation **Case Records** Exposure Records Notes Edit History Merged Individual

Add Cases

Case Record ID	Investigation Start Date	Investigation End Date	Assigned to	Disposition	County	Jurisdiction
CR-75499	04/19/2021	04/28/2021		Voice mail - 2nd Attempt	Tulsa	Tulsa

Items per page: 5 1 - 1 of 1 < >

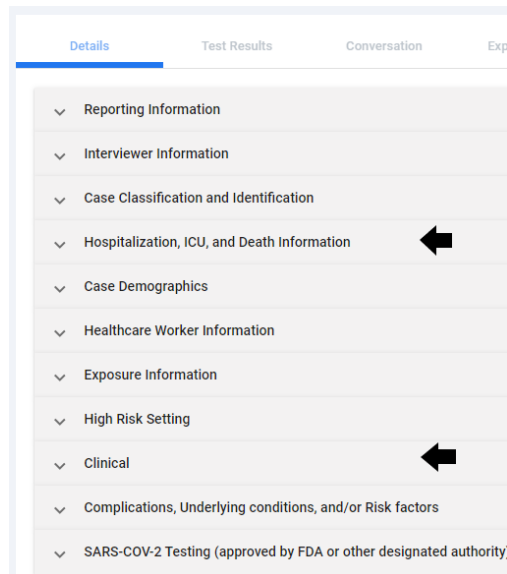
- Click the Case Record ID link (e.g., CR-60571) to view and edit the details for an existing

Case Record ID	Start Date	End Date	Assigned to	Disposition	County	Jurisdiction
CR-60571	10/26/2020	11/05/2020		New		All

case record.

- When you click on the case record ID, it will take you into the case record where you will see several categories in the “Details” tab that you can provide updates to, such as hospitalization, ICU and death details and symptoms. Additional details about a death, can be added to the “Note” tab, which is several tabs to the right of the “Details” tab. More information on each of these categories is provided in

- “Adding a New Case/Individual” section below:

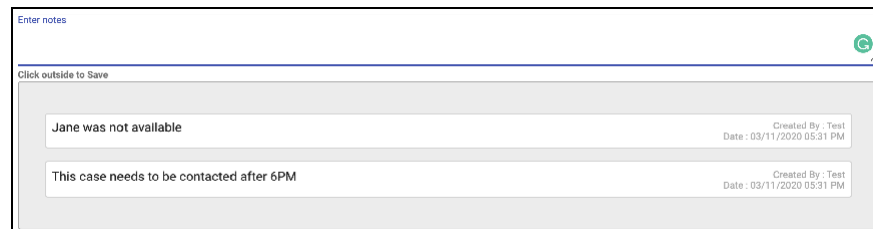


The screenshot shows the 'Details' tab of a case record. The list of sections includes: Reporting Information, Interviewer Information, Case Classification and Identification, Hospitalization, ICU, and Death Information, Case Demographics, Healthcare Worker Information, Exposure Information, High Risk Setting, Clinical, Complications, Underlying conditions, and/or Risk factors, and SARS-COV-2 Testing (approved by FDA or other designated authority). Two black arrows point to the 'Hospitalization, ICU, and Death Information' and 'Clinical' sections.

- For help regarding “Add case”, please refer to the “Adding an Individual” section below.

- **Notes**

- Used for adding notes related specifically to the individual. Notes specific to a COVID-19 infection should be added to the Notes tab of the appropriate case record.
- Click the “input section” to enter notes, then click “Save” to ensure your notes are added.



The screenshot shows the 'Enter notes' section. It includes a text input area and a list of notes. The first note is 'Jane was not available' and the second is 'This case needs to be contacted after 6PM'. Both notes show a 'Created By: Test' and 'Date: 03/11/2020 05:31 PM'. A green circular icon with a checkmark is visible in the top right corner. The instruction 'Click outside to Save' is displayed above the notes list.

NOTE: There are additional tabs within the individual’s details record but they are not pertinent for the HCW role.

Editing an Individual

- Select a Case Investigation ID from the search results to access the individual record by clicking on the blue hyperlink.

Case Investigation ID ↓	First Name	Last Name	DOB	Sex	County
OSDHCI-275786	John	Date	03/07/1974	Female	Adair

- Detailed Individual page opens with Edit option on the top right side.

Case Investigation ID: 275786
Edit

Name	Jurisdiction	County
John Date	Adair	Adair

- Clicking on the “Edit” button makes the Detailed Individual page editable. If updating the individual’s address, complete the **Primary Address, City, Zip Code** fields, then hit the “Verify Address” button.

County
 Oklahoma

Patient Address *
 1300 S May Ave

Patient Street Address

Patient City *
 Oklahoma City

Patient Zip *
 73108-2235

Verify Address

- Select the desired verified address by clicking on the address to highlight it (if there is more than 1 verified address returned, there will be an > arrow to view additional addresses), then click on “Update”. If the address cannot be verified there will be a message stating “Error No address match found.” Either not enough address information has been completed or address cannot be verified. Click anywhere outside of the Error message box to return to the page.

Select an Address

Click on desired address to highlight and then click Update.

Address: 1300 S May Ave
 City: Oklahoma City
 Zip: 73108-2235

Update

- Click “Save” to save the edited information or “Cancel” to go back to unedited record. If you have edited the record and do not click “Save”, all edits will be lost.

Case Investigation ID: 275786
Save
Cancel

Name	Jurisdiction	County
John Date	Adair	Adair

Navigating from the Individual detailed record view to the Search Results

- Click on “Back to Individual list” button to go back to search results.

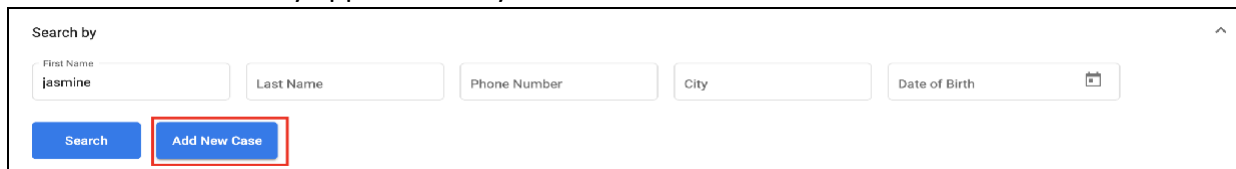
[← Back to Individual list](#)

Case Investigation ID: 275786 [Save](#) [Cancel](#)

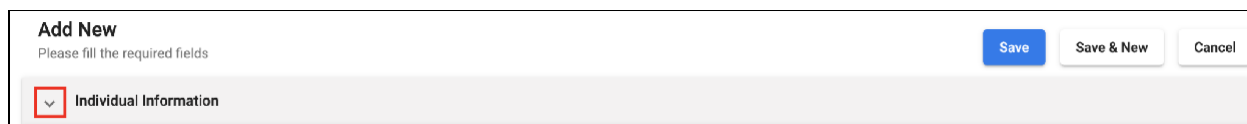
Name	Jurisdiction	County
John Date	Adair	Adair

Adding a New Case / Individual

- You can add a new individual and case record when searching is unsuccessful — the option to add an individual only appears after you have hit the “Search” button.



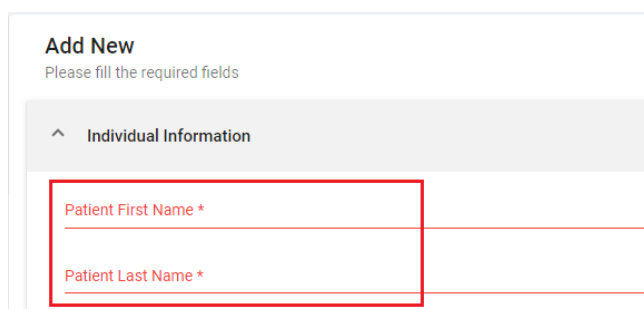
- Clicking on the “Add New Case” button will bring the user to “Add Individual” section.
- “Add Individual” section has 13 subsections which can be accessed by clicking the accordions.(V)



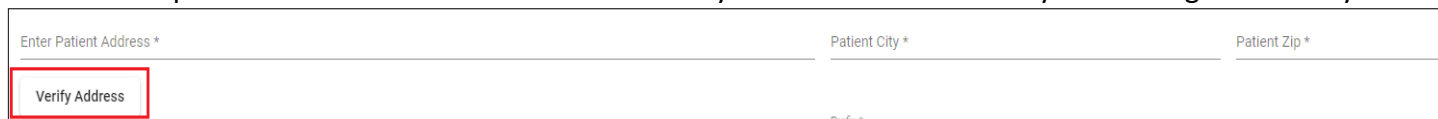
HINT: After clicking “Add New Case,” click “Save.” This will turn all mandatory fields (marked with *) red and open the accordion. Depending on information provided, additional fields may also be required. All mandatory fields must be completed for the record to save.

- Subsections in “Add Individual”**
 - Individual Information:** Required - Add individual’s personal information, such as First Name, Last Name, Date of Birth, Address, City, Zip Code, etc. (Note: If sex is anything other than Male, pregnancy question must be answered in "Complications, Underlying Conditions, and/or Risk factors".)

Please note when adding a new case that the naming format used by OSDHCI is *First Name, Last Name*



Complete the address fields and click the Verify Address button to verify formatting and County.



Select the desired verified address by clicking on the address to highlight it (if there is more than 1 verified address returned, there will be an > arrow to view additional addresses), then click on “Update”. If the address cannot be verified there will be a message stating “Error No address match found.” Either not enough address information has been completed or address cannot be verified. Click anywhere outside of the Error message box to return to the page.

Select an Address

Click on desired address to highlight and then click Update.

Address: 1300 S May Ave

City: Oklahoma City

Zip: 73108-2235

Update

- **Reporting Information: Skip — For Health Department Use Only.**

^ Reporting information

Reporting Jurisdiction

Reporting Health Department

Contact ID

PHIDDO ID

- **Interviewer Information: Skip — For Health Department Use Only.**

^ Interviewer Information

Interviewer First Name

Interviewer Last Name

Affiliation/Organization

OSDH

- **Case Classification and Identification: — Date of first positive specimen collection is required. Enter the earliest date of collection known for this current infection.**

^ Case Classification and Identification

How was case reported to the health department system?

State EPI assigned

If Probable, select reason for case classification

Under what process was the case first identified? (Check all that apply)

Date of first positive specimen collection (MM/DD/YYYY)

- **Hospitalization, ICU and Death Information:** Required - Add information regarding Individual's hospitalization, ICU admission, and/or death information.

^
Hospitalization, ICU, and Death Information

Healthcare Provider Name	Was the patient hospitalized? *
	Yes
Was the patient hospitalized for COVID? *	
Yes	Hospital Name *
If hospitalized, what was the admission date?	If hospitalized, what was the discharge date?
If hospitalized, was an interpreter required?	Was the Patient admitted to an intensive care unit (ICU)?
Was the patient transferred from another hospital? *	Did the patient die? *
	Yes
If the patient died, what was the date of death?	

- **Case Demographics:** Add need for interpreter (if known). Optional — Location of the patient at the time of illness onset.

^ Case Demographics

Where was the patient staying at the time of illness onset?

Is a interpreter required?

Yes

If yes, then which language

- **Health Care worker Information:** Optional — Health care worker information.

^ Healthcare Worker Information

Is the patient a health care worker in the United States?

Yes

If yes, what is their occupation (type of job)?

If yes, what is their job setting?

- **Exposure Information:** Optional — Exposure and contact tracking information.

^ Exposure Information

In the 14 days prior to illness or onset, did the patient have any of the following exposures (check all that apply)?

☐ Travel within Oklahoma?

☐ Domestic travel (outside state of normal residence). Specify state(s) in the order visited.

☐ International Travel

☐ Cruise ship or vessel travel as passenger or crew member.

☐ Airport/Airplane

☐ Workplace

☐ Community event/mass gathering

☐ Animal with confirmed or suspected COVID-19.

☐ Other exposures

☐ Unknown exposures in the 14 days prior to illness or onset.

☐ Contact with a known COVID-19 case (probable or confirmed)

- **High Risk Setting:** Optional — Details about an individual in high-risk environments.

[^] **High Risk Setting**

Select High Risk Settings
 Food Service

Food Service
 High Risk Activity Type

High Risk Setting Information

High Risk Facility Name
 Prefix
 +1

High Risk Phone
 High Risk Ext.

High Risk Facility Address

High Risk Facility City
 High Risk Facility State

Zip Code

- **Clinical:** Required — First question in section, “Symptoms present during course of illness?” must be answered. You may select “Unknown” in order to skip the Symptoms section. If “Symptomatic” is selected, you must complete Symptoms section.

[^] **Clinical**

Symptoms present during course of illness? *
 ☐ Engaged

If case was symptomatic: What was the onset date?
 Collected from (check all that apply)

If case was symptomatic: Did the patient's symptoms resolve?
 Did the patient develop pneumonia?

Did the patient develop acute respiratory distress syndrome?
 Did the patient have an abnormal chest X-ray?

Did the patient have another diagnosis/etiology for their illness?
 Did the patient have an abnormal EKG?

Did the patient receive mechanical ventilation (MV)/intubation?
 Did the patient receive ECMO (Extracorporeal membrane oxygenation)?

- **Symptoms:** If “Symptoms present during course of illness” was marked as “Asymptomatic” or “Unknown”, then skip to next section. If “Symptomatic” was marked, you are required to enter symptoms experienced by the individual.

^ Symptoms

Anorexia (poor-feeding/poor-appetite)	▼	Conjunctivitis (very red eyes/Pink Eye)	▼
Rash	▼	Seizures	▼
Dehydration	▼	Malaise (general discomfort)	▼
Fever >100.4F (38C)	▼	Subjective fever (felt feverish)	▼
Chills	▼	Rigors	▼
Muscle pain (myalgia)	▼	Runny nose (rhinorrhea)	▼
Sore Throat	▼	New olfactory and taste disorder(s)	▼
Headache	▼	Fatigue	▼
Cough (Productive)	▼	Cough (Non Productive)	▼
Wheezing	▼	Shortness of Breath (dyspnea)	▼

- **Complications, Underlying conditions and/or Risk Factors:** Optional — Conditions or risk factors which might have an impact on the individual’s severe risk from COVID-19.

^ Complications, Underlying conditions, and/or Risk factors

Complications

D.I.C (Disseminated Intravascular Coagulation)	▼	Acute Respiratory Distress Syndrome (ARDS)	▼
Placed on ventilator	▼	Pneumonia	▼

Underlying/Chronic Conditions

Diabetes	▼	Hypertension	▼
Severe obesity (BMI>=40)	▼	Chronic heart or circulatory disease	▼
Chronic renal (kidney) disease	▼	Chronic Liver Disease	▼
Chronic Lung disease (asthma/emphysema/COPD)	▼	Other Underlying Condition and/or Risk Factor	▼
Immunocompromising condition such as cancer, rheumatoid arthritis, lupus, or HIV	▼	Autoimmune condition	▼
Disability (neurologic, neurodevelopmental, intellectual, physical, vision or hearing impairment)	▼	Smoking Status	▼

- **SARS-COV-2 Testing (approved by FDA or other designated authority):** Required when adding new case record for classification— Add SARS-CoV-2 (virus that causes COVID-19) test information using the appropriate drop-down fields.

^ SARS-COV-2 Testing (approved by FDA or other designated authority)

Molecular amplification test (RT PCR)	Antigen Test
Serologic Test	Other

Sequencing Results ELR

What was the name of the testing facility?	Specimen Type
Specimen Collection Date	

Sequencing Results Manual

What was the name of the testing facility?	Specimen Type
Specimen Collection Date	SARS-COV-2 Lineage

● Saving the Individual record

- Click on “Save” or “Save & New” to save the individual record and return to the search page.

Add New
Please fill the required fields

Save Save & New Cancel

- Click on “Cancel” to go back to the individual list view and lose any changes made to the individual record.

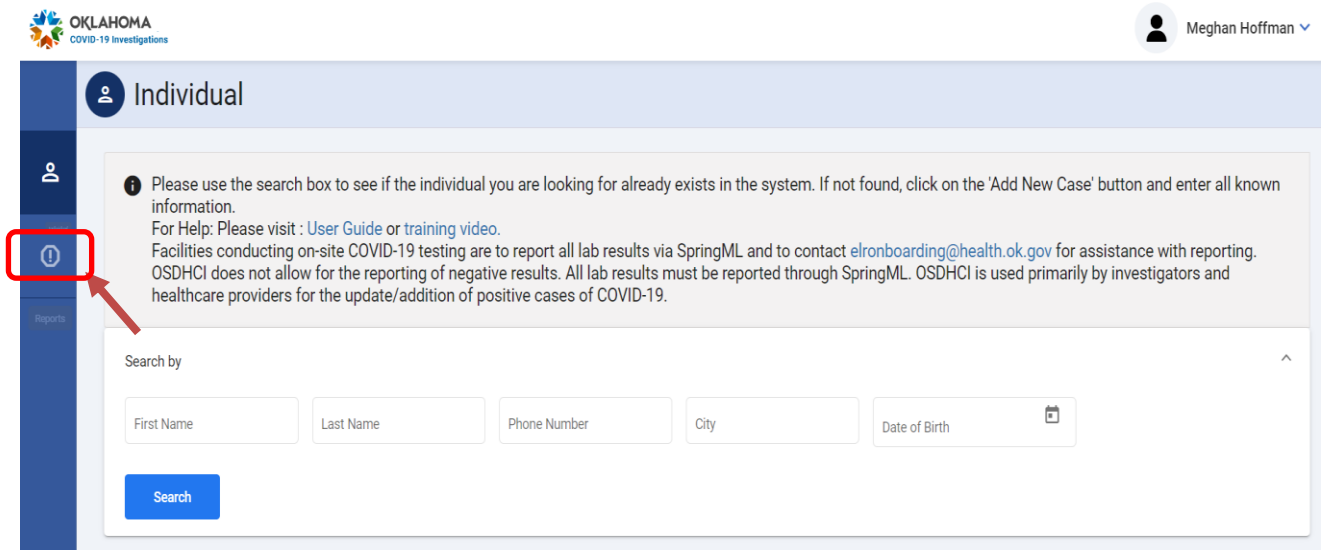
Add New
Please fill the required fields

Save Save & New Cancel

Creating / Generating a Report

Please note: A report generated will only reflect case records that have been manually added or edited by the user associated with the organization

- Click the **Report** Section on the left pane of the screen.



OKLAHOMA COVID-19 Investigations

Meghan Hoffman

Individual

Please use the search box to see if the individual you are looking for already exists in the system. If not found, click on the 'Add New Case' button and enter all known information.
 For Help: Please visit : [User Guide](#) or [training video](#).
 Facilities conducting on-site COVID-19 testing are to report all lab results via SpringML and to contact elronboarding@health.ok.gov for assistance with reporting. OSDHCl does not allow for the reporting of negative results. All lab results must be reported through SpringML. OSDHCl is used primarily by investigators and healthcare providers for the update/addition of positive cases of COVID-19.

Search by

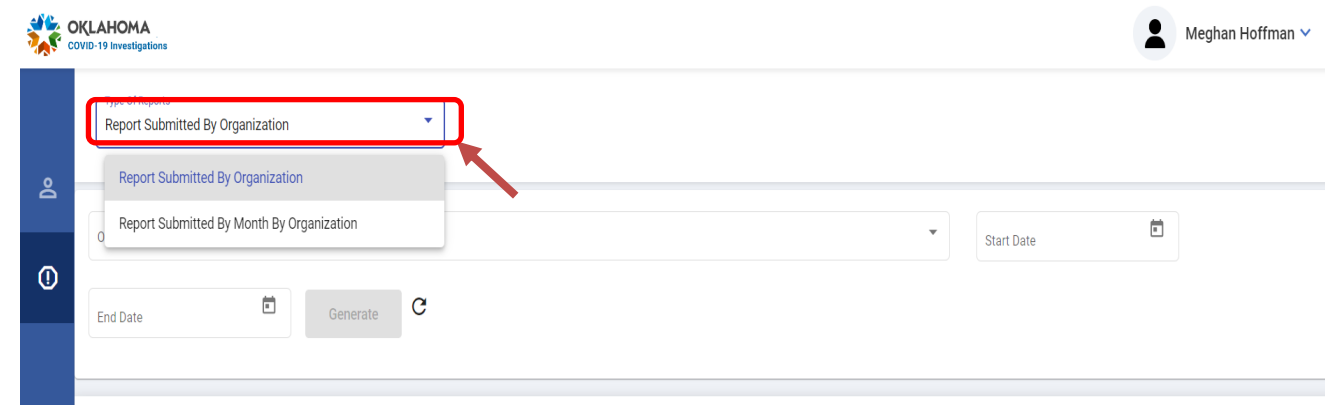
First Name Last Name Phone Number City Date of Birth

Search

Types of Reports:

- Report Submitted by Organization.
- Report Submitted by Month by Organization.

REPORT SUBMITTED BY ORGANIZATION



OKLAHOMA COVID-19 Investigations

Meghan Hoffman

Type of Report

Report Submitted By Organization

Report Submitted By Organization

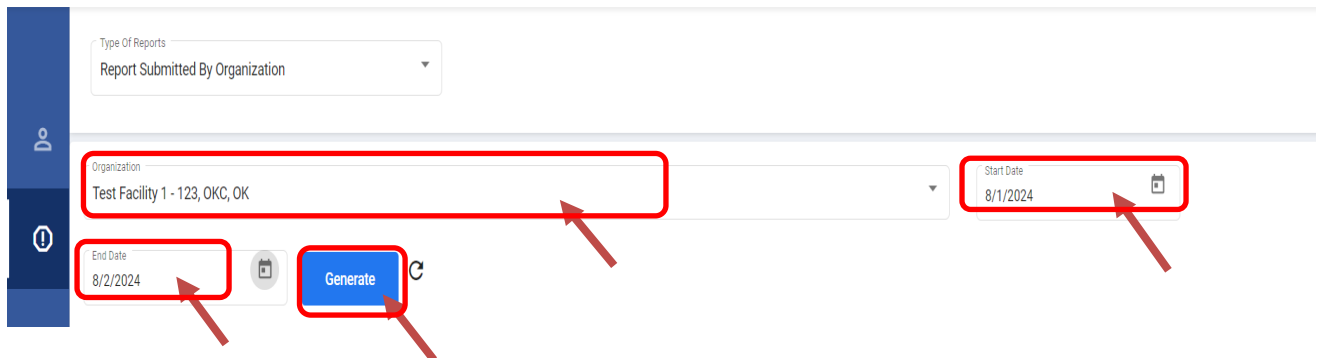
Report Submitted By Month By Organization

Start Date

End Date

Generate

- Select the Organization from the drop-down. Choose the Start Date and End Date from the calendar and then and then click Generate to create the Report.



Type Of Reports
Report Submitted By Organization ▾

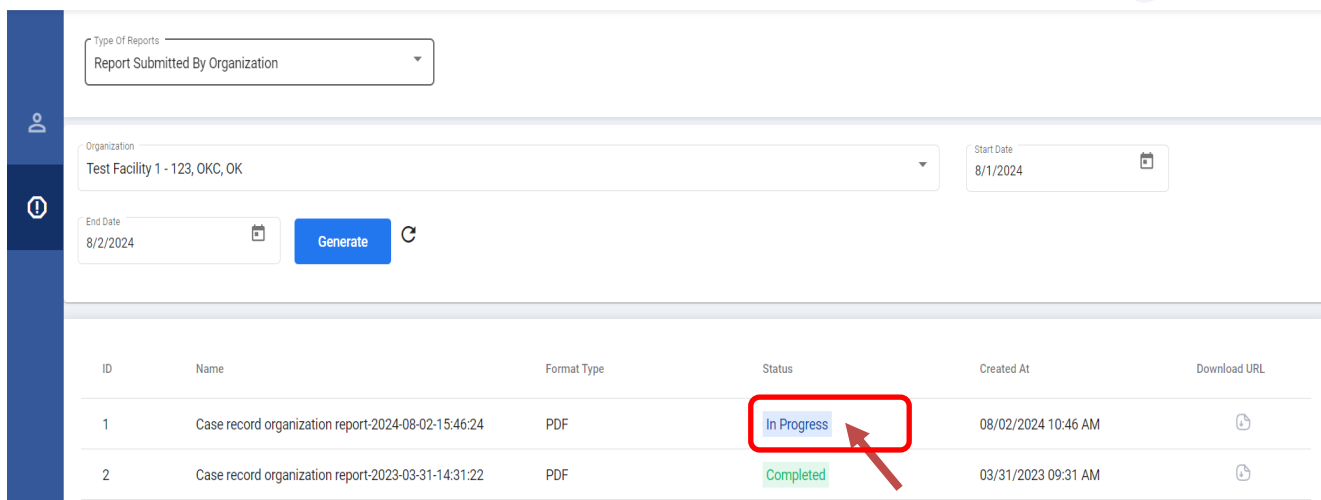
Organization
Test Facility 1 - 123, OKC, OK ▾

Start Date
8/1/2024 📅

End Date
8/2/2024 📅

Generate ↻

- The Report will be created in the Report Section.
 - The status of the newly created report will initially be **In Progress**.
 - **Note:** The reports could take about 10 minutes to generate depending on the data being extracted



Type Of Reports
Report Submitted By Organization ▾

Organization
Test Facility 1 - 123, OKC, OK ▾

Start Date
8/1/2024 📅

End Date
8/2/2024 📅


Generate ↻


ID	Name	Format Type	Status	Created At	Download URL
1	Case record organization report-2024-08-02-15:46:24	PDF	In Progress	08/02/2024 10:46 AM	📄
2	Case record organization report-2023-03-31-14:31:22	PDF	Completed	03/31/2023 09:31 AM	📄


- When the status switches from In Progress to Completed, the Download URL icon will turn on and become active so that HCW can download the report.



Type Of Reports
Report Submitted By Organization ▾

Organization ▾

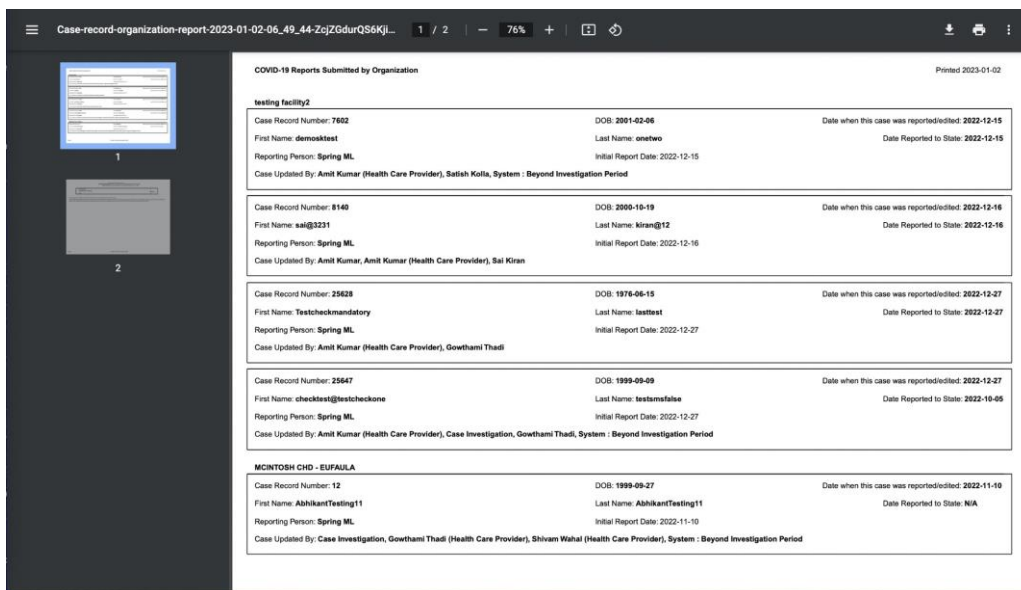
Start Date 

End Date 

Generate 

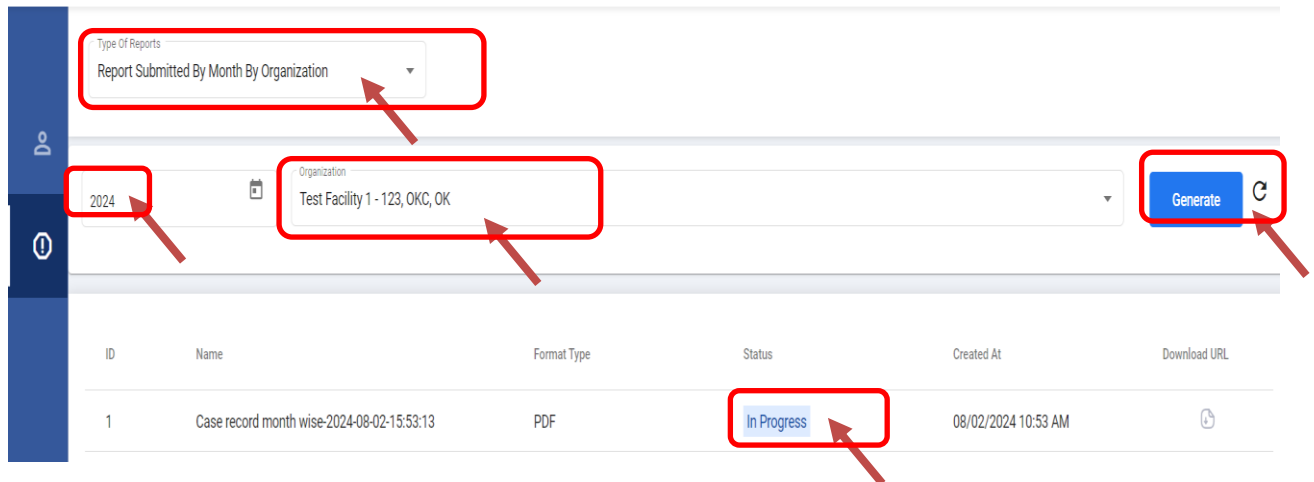
ID	Name	Format Type	Status	Created At	Download URL
1	Case record organization report-2024-08-02-15:46:24	PDF	Completed	08/02/2024 10:46 AM	
2	Case record organization report-2023-03-31-14:31:22	PDF	Completed	03/31/2023 09:31 AM	


- Click the Download URL icon to download a pdf copy of the created report.
- Key points:** After 24 hours, the Download URL icon will no longer be active to download the report
 - The screenshot below depicts a downloaded pdf copy of the generated report.



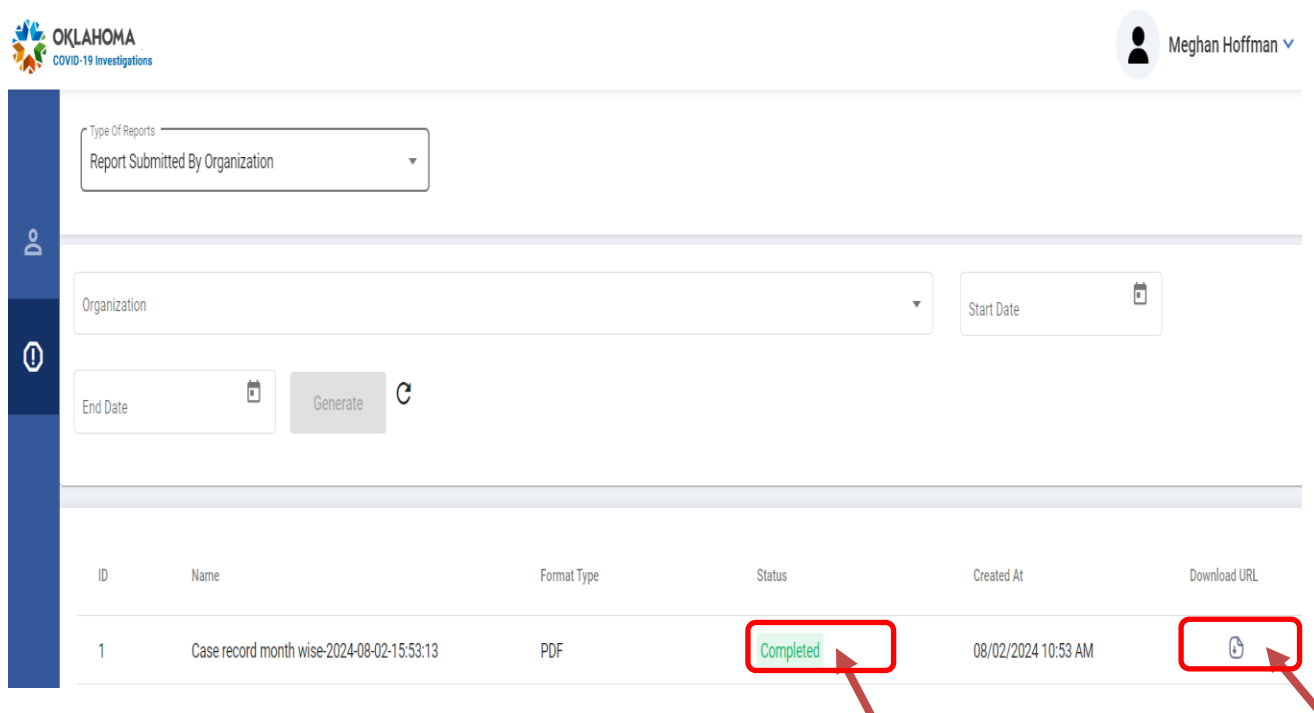
REPORT SUBMITTED BY MONTH BY ORGANIZATION


- Select the **Type of Reports** as **Report Submitted by Month by Organization** from the drop-down. Choose the **Year** from the calendar. Select the **Organization** from the drop-down and then click **Generate** to create the Report.
- Key Points:** Multi-selection of organizations can be selected from the available list.



ID	Name	Format Type	Status	Created At	Download URL
1	Case record month wise-2024-08-02-15:53:13	PDF	In Progress	08/02/2024 10:53 AM	

- The Report will be created in the Report Section. The status of the newly created report will initially be **In Progress**. When the status switches from **In Progress** to **Completed**, the **Download URL** icon will turn on and become active so that Admin/HCW can download the report.



ID	Name	Format Type	Status	Created At	Download URL
1	Case record month wise-2024-08-02-15:53:13	PDF	Completed	08/02/2024 10:53 AM	

- Click the Download URL icon to download a pdf copy of the created report.
 - Note:** The reports could take about 10 minutes to generate depending on the data being extracted.
 - Key points:** After 24 hours, the Download URL icon will no longer be active to download the report.
- The screenshot below depicts a downloaded pdf copy of the generated report.

Case-record-month-wise-2023-01-02-06_52_53-SmuglJF6Tni-r33HxCW...

1 / 1

76%

1

COVID-19 Reports Submitted by Month by Organization

Year: 2022

testing facility2

Month(Jan-Dec)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Final Total(number of cases)
Total(number of cases)	0	0	0	0	0	0	0	0	0	0	0	4	4

LATIMER CHD - WILBURTON

Month(Jan-Dec)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Final Total(number of cases)
Total(number of cases)	0	0	0	0	0	0	0	0	0	0	13	0	13

MCINTOSH CHD - EUFAULA

Month(Jan-Dec)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Final Total(number of cases)
Total(number of cases)	0	0	0	0	0	0	0	0	0	0	1	0	1

All disease reports submitted are reviewed by the OSDH, but not all reports are counted as cases of disease.
 Due to individual level confidential information, small cell sizes, and/or identification of organization, release of this report outside of the health department or your organization is prohibited under HIPAA, OK confidentiality statutes, and/or OSDH policy. Please contact the Epidemiologist-On-Call at the Communicable Disease Division at (405) 426-8710 if you need a report to release to an external partner.

Escalations

Please reach out to OSDHCIHelp@health.ok.gov if there are any questions or need for escalation.