Oklahoma State Department of Health COVID-19 Investigations (OSDHCI)

Oklahoma Healthcare Worker: User Guide

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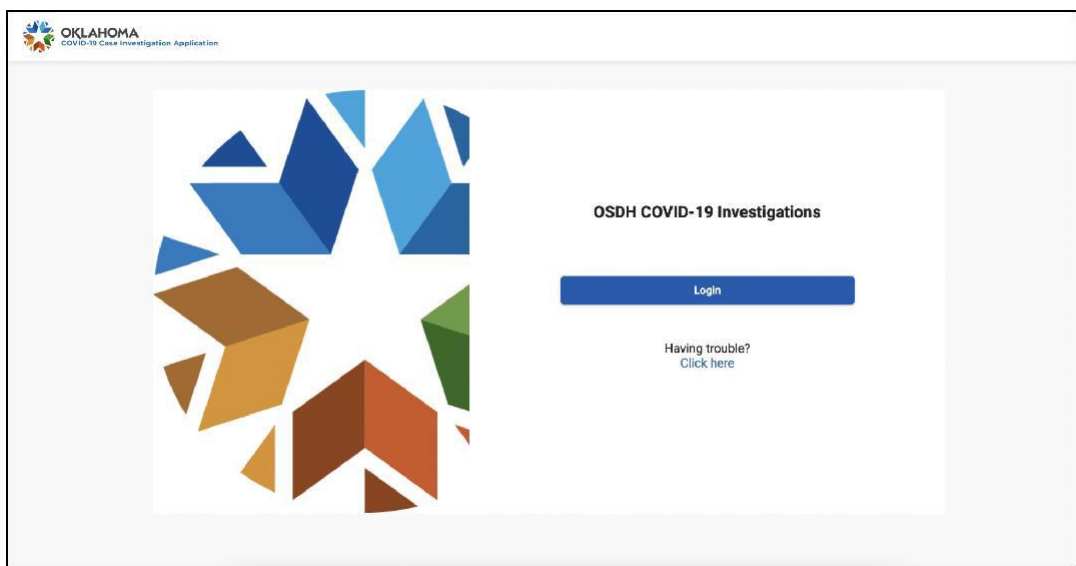
Click "Login'' on the OSDH COVID-19 Investigations landing page. The Oklahoma O365 login will pop up for a single sign on (SSO). Sign in, and you will be directed to the search function.

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:
    - First Name
    - Last Name
    - Phone Number
    - City
    - 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.

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).

View Individual Details

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

individual's record.
● This will direct you to the Individual details page where you will be able to view the following:
  o **Details tab**

    ▪ Displays the individual's demographic information.
  o **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.

- o **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.

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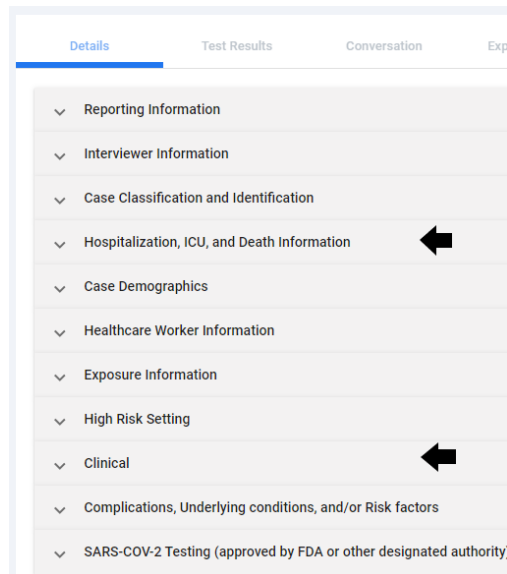
  - Click the Case Record ID link (e.g., CR-60571) to view and edit the details for an existing

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
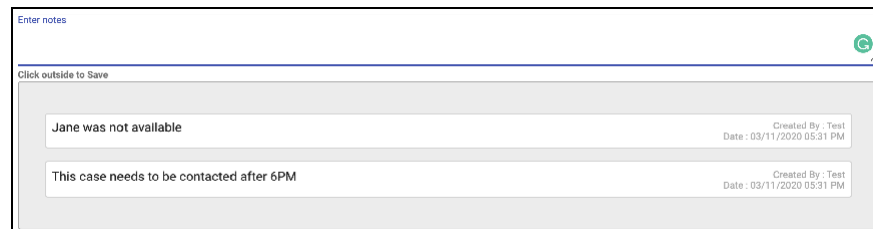
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- "Adding a New Case/Individual" section below:

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

  o **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.

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: John Date   Jurisdiction: Adair   County: 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: John Date   Jurisdiction: Adair   County: Adair

Navigating from the Individual detailed record view to the Search Results
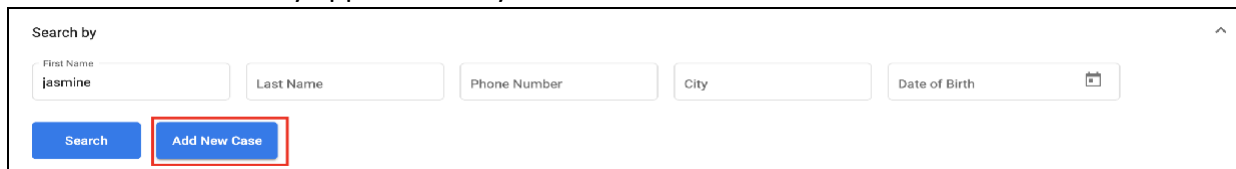- Click on "Back to Individual list" button to go back to search results.
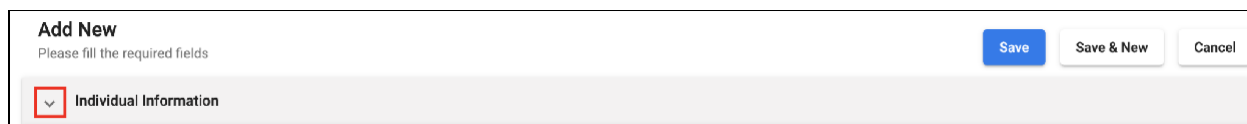
Adding a New Case / Individual

- 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.
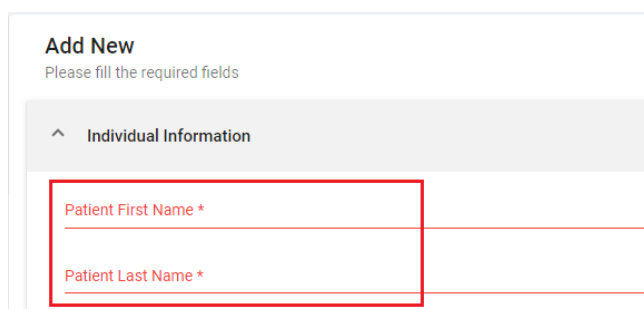

- Clicking on the "Add New Case" button will bring the user to "Add Individual" section.

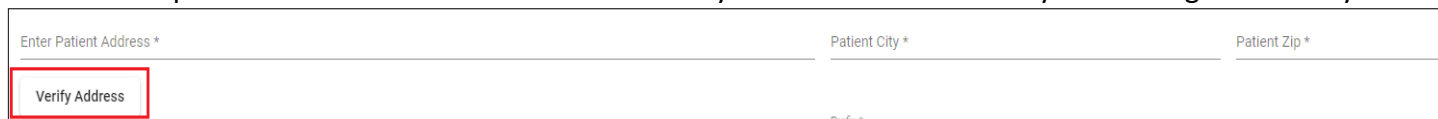- "Add Individual" section has 13 subsections which can be accessed by clicking the accordions.**(V)**

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.

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

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

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

○ **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.

○ **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.

○ **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.

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

- ● **Saving the Individual record**
  - ○ Click on "Save" or "Save & New" to save the individual record and return to the search page.

- ○ Click on "Cancel" to go back to the individual list view and lose any changes made to the individual record.
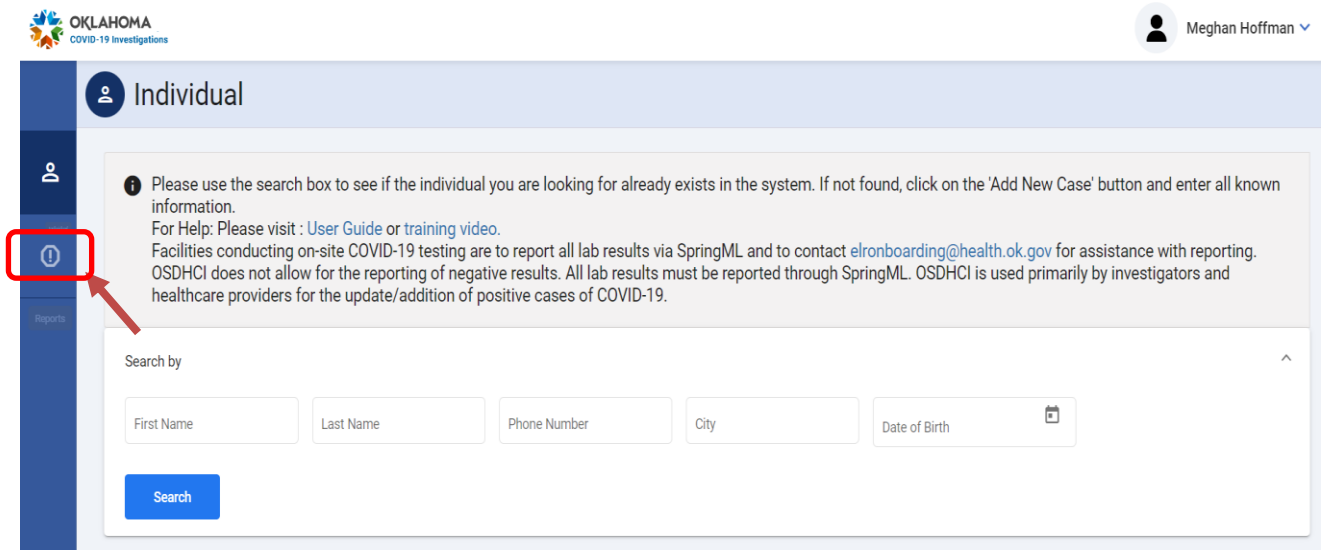
Creating / Generating a Report

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.

-

- **Types of Reports:**

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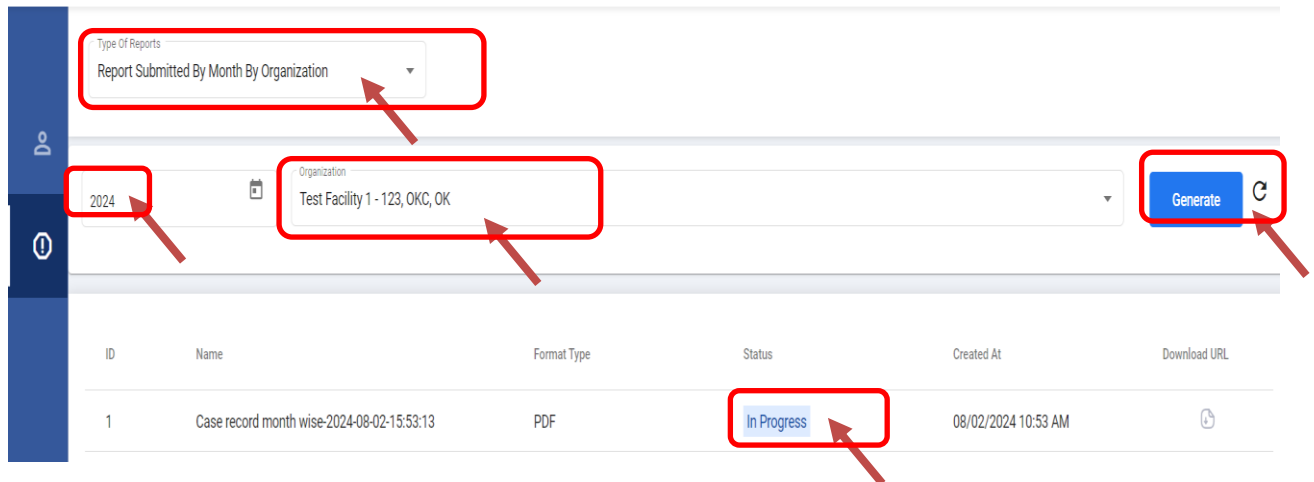
  - Report Submitted by Month by Organization.

REPORT SUBMITTED BY ORGANIZATION

-

- 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.

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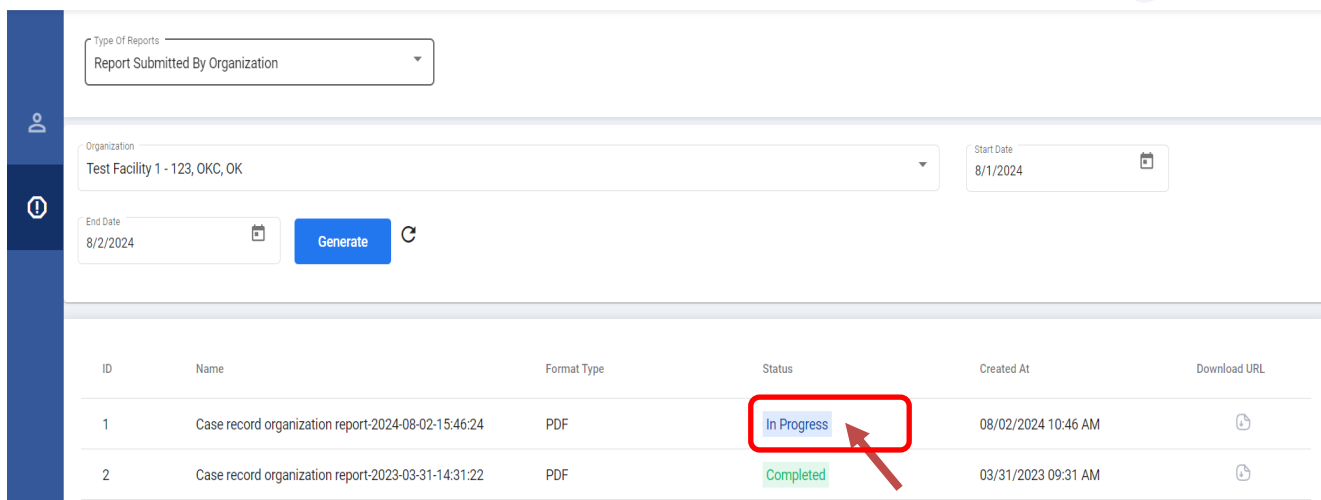
  - ○ The status of the newly created report will initially be **In Progress**.
  - ○ **Note:** The reports could take about 10 minutes to generate depending on the data being extracted

- 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.

- 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.
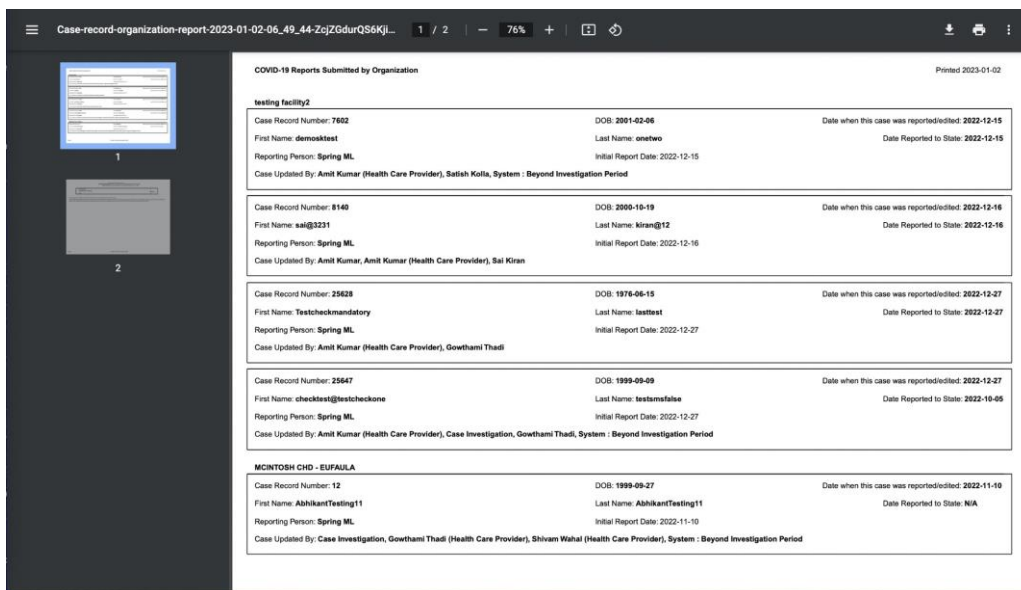
REPORT SUBMITTED BY MONTH BY ORGANIZATION

- 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.

- The Report will be created in the Report Section. The status of the newly created report will initially be **In Progres**s. 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.

- 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.

COVID-19 Reports Submitted by Month by Organization   Year: 2022
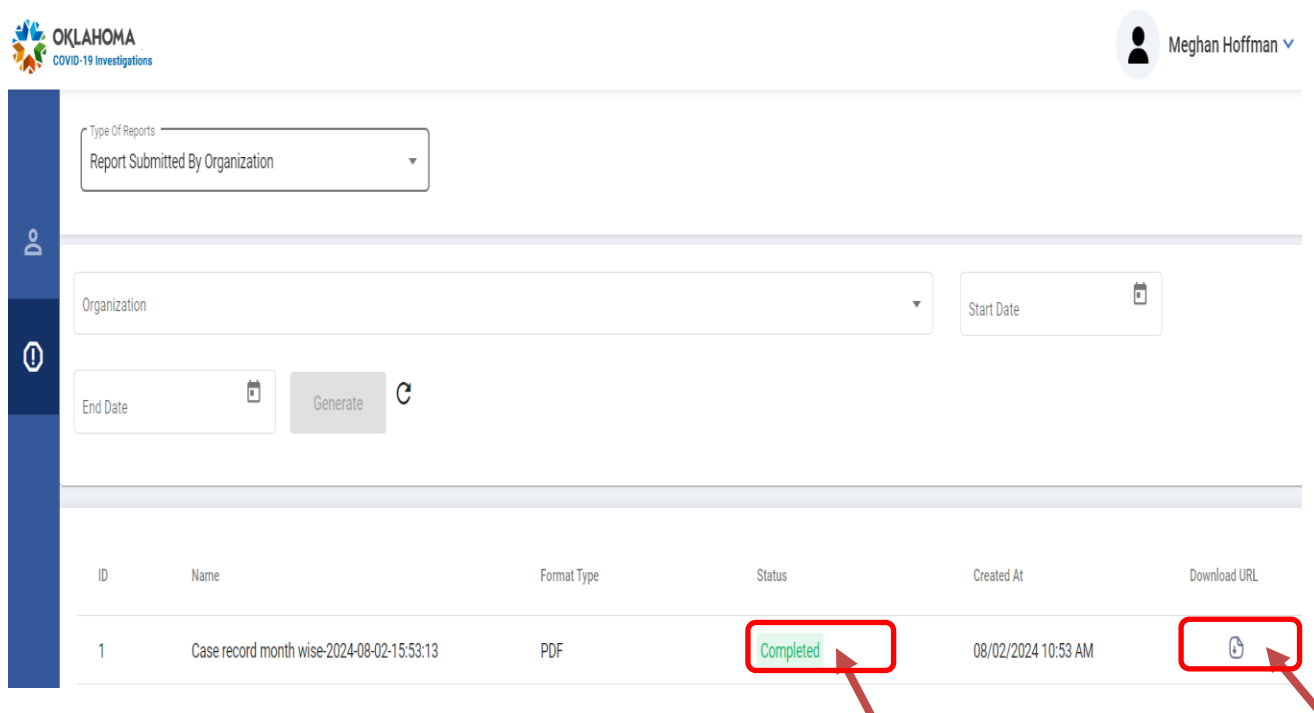
testing facility2

Months(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

Months(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

Months(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.