
MIDIS

Montana Infectious Disease Information System

User Guide



Montana Department of Public Health and Human Services
Communicable Disease Epidemiology Section

12/2019

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What is MIDIS and how do I use it?

A brief overview of daily MIDIS use in communicable disease investigation and reporting.

The Montana Infectious Disease Information System (MIDIS) is a secure, web-based data system that is used to track all reportable diseases for the state of Montana (except HIV). MIDIS is also used to send notifications of these reportable conditions to CDC. CDC reports state-level case counts on an annual basis.

The following describes how to determine if a case should be entered into MIDIS and a very basic overview of the process of entering data into the system. Specifics are outlined in the subsequent sections of the User Guide.

Is it a Case?

1. Determine if the disease/condition is reportable in the state of Montana. See Appendix A of this manual or the [Communicable Disease Epidemiology website](#) for a list of reportable diseases/conditions.
2. Determine if the case information meets the case definition for the disease/condition that is being reported. For help, view the CDC list of Nationally Notifiable Diseases and Case Definitions: <https://wwwn.cdc.gov/nndss/conditions/notifiable/2018/> (enter condition name in the Search Conditions box)

Reporting a Case

1. Search MIDIS for the Patient's record.
 - a. If the patient record does exist in MIDIS, go to the existing patient record to update if necessary.
 - b. If the patient record does not exist in MIDIS, add a new patient record.
2. Add a laboratory report (if available) to the patient's record.
3. Open an Investigation (case report) for the disease that is being reported.
4. Create a notification of the case. DPHHS will review and forward to CDC.
5. Complete Investigation
 - a. add case supporting information to investigation in MIDIS
 - b. fax any required disease specific forms to DPHHS
 - c. close investigation

Log On

Want to practice? **MIDIS TEST** is where you can enter ‘dummy cases’ and get familiar with how the system works.

<https://miditest.hhs.mt.gov/>



Ready to enter data? **Log on to MIDIS PRODUCTION:** <https://midis.hhs.mt.gov/>

The log in screen for MIDIS is pictured below.



**Department of Public Health and Human Services
Production NEDSS**

Username

Passcode

This system is the property of the State of Montana

Unauthorized use is a violation of 45-6-311, MCA. This computer system, including all related equipment, networks, and network devices, is provided only for authorized state government use. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. Log Off immediately if you do not agree to the conditions stated in this warning.

User ID: The first initial of your first name followed by your full last name followed by ‘-nedssmt’

Passcode: Your PIN (between four and eight digits, numbers only, cannot be 1234) plus the 6 digit number displayed on your keyfob.

Example – for user Daffy Duck whose PIN is 3825 and the keyfob is currently showing ‘125489’:

User ID	dduck-nedssmt
Passcode	3825125489

Important Note: If you receive an error after a log on attempt, check the following:

- Make sure your User ID is entered correctly.
- Check the number of dashes (bars) to the left of the numbers on your keyfob. If there is one bar or less, wait until the number refreshes and try again.
- Check Caps Lock on your keyboard. Your User ID is case sensitive.

Important MIDIS Features

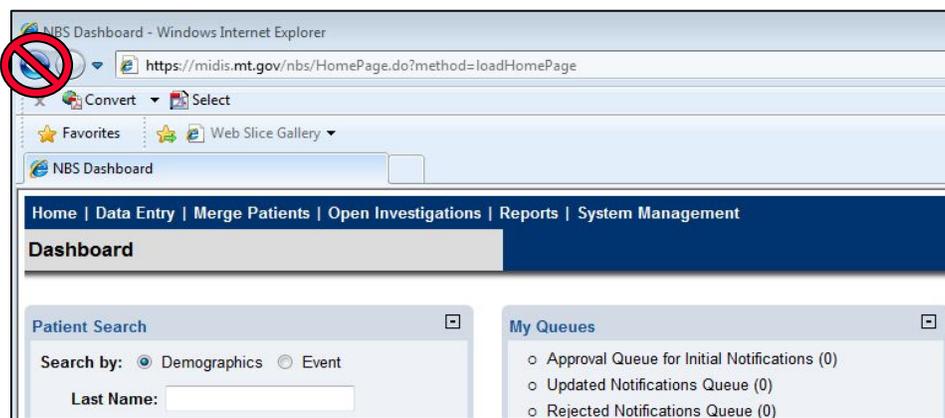
There are several important features to remember as you are using MIDIS.

Browser compatibility

MIDIS is compatible with Internet Explorer only. The system does not function well in Chrome or Firefox.

Back and Forward Arrows

Please do not use the Back or Forward arrows when navigating MIDIS. Use of the Back and Forward Arrows in the Internet Explorer browser window is not supported by MIDIS. You will receive an error message and lose any data entered that have not been submitted.



Add or Update Button

When information is entered into a section that can display multiple entries (e.g., Patient Address or Test Results) you will need to click the Add/Update button to submit the data.

If you try to submit without doing so, you will receive the following error message:

"You have entered or edited information and have not clicked on 'add' or 'edit' in the multiple entry table. Please take the appropriate action and try again."

Session Time Out

The MIDIS session is set to time out if there has been no activity in the system for **45 minutes**. You can extend the session by navigating to a new page in MIDIS, or by refreshing the home page. If the session times out, you will be required to log in again.

Program Areas

Conditions (Reportable Diseases) are categorized into Program Areas in MIDIS. Program areas include:

- General Communicable Diseases
- Vaccine Preventable Diseases
- Hepatitis*
- Lead
- Tuberculosis
- Sexually Transmitted Diseases
- HIV/AIDS

*Users have the option to view records for all jurisdictions in Montana for this program area. For all other program areas, local health jurisdictions (LHJ) will only be able to view records for their specific county or tribal area.

MIDIS Homepage

Once you log in to MIDIS, you are automatically directed to the homepage. The homepage consists of six “widgets”:

- Patient Search
- My Queues
- My Reports
- News Feeds
- Metrics Viewer
- Notices

Patient Search allows you to find a patient in the system using either a demographic search or a patient ID number.

My Queues allows access to the work queues in MIDIS. (Note: the view will vary depending on the type of User access that you have.)

My Reports allows quick access to the private reports that have been customized and saved by the current user. This view will be empty until you customize and save reports.

	Report Title	Date Created
Run	Pertussis case data	06/27/2012
Run	ELR check	08/23/2011
Run	HCV lab test line list	05/02/2006
Run	STEC Line List	04/27/2006
Run	recon reporting times	04/27/2006
Run	Notification Check	04/27/2006
Run	Reconciliation Report	04/27/2006
Run	Weekly Update SA	04/27/2006
Run	Pertussis	04/27/2006

Notices allow a user to view any alerts, announcements, etc. that have been created by DPHHS.

Notices

Influenza Reporting 2016-2017 Season

Influenza case counts for MMWR Week 4 (January 22-28) are due.

Beginning with week 52, please include rapid tests in your influenza case counts.

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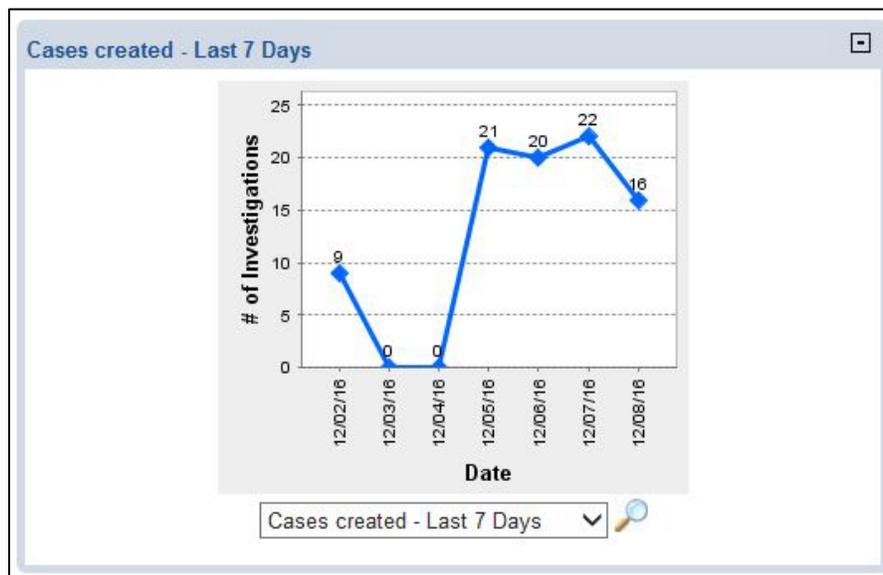
.

MIDIS version 4.6.0.2 PRODUCTION

News Feeds allows the user to access the RSS (Really Simple Syndication) feed(s) that will be set up by DPHHS.



Metrics AVR Viewer allows the user to view charts and graphs of activity over the last 7 days. The user can select one of several views from a drop-down menu.



Navigation Bar

Additional features of the MIDIS homepage are found in the Navigation Bar. Options available will vary depending on the level of User Access in MIDIS.



Table 1 (below) demonstrates the features of the navigation bar:

Table 1: MIDIS Navigation Bar*

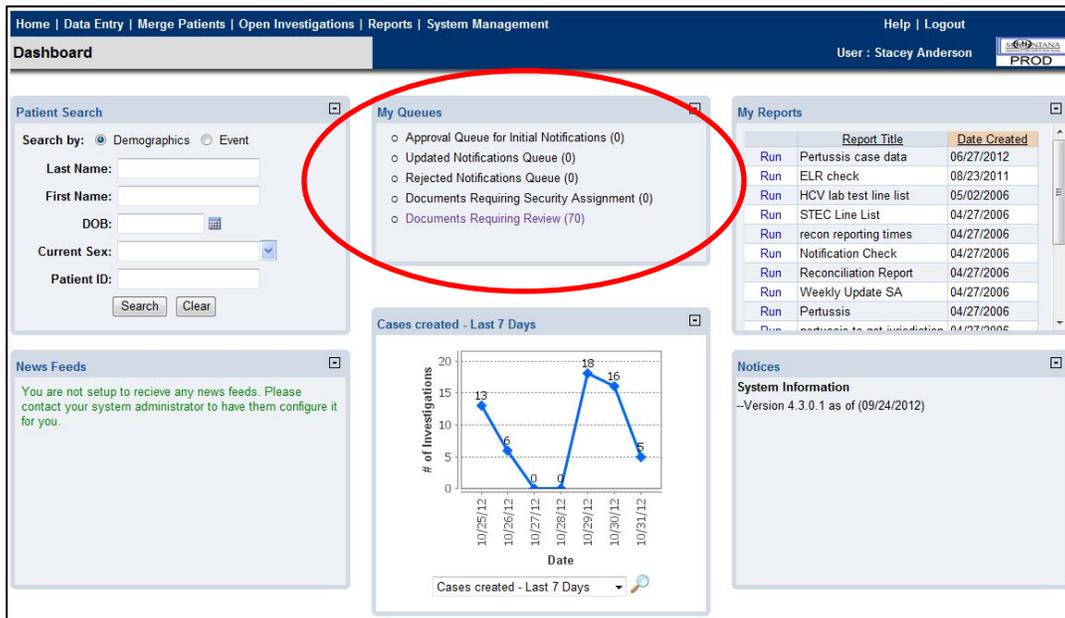
Feature	Description
Home	Displays the 6 widget MIDIS homepage that includes work queues and search box.
Data Entry	<ul style="list-style-type: none"> • Search/Add Patient • Search/Add Providers • Search/Add Organizations (e.g., hospitals)
Merge Patient	DPHHS use only
Open Investigations	View a list of the investigations in MIDIS that are currently 'Open' for your jurisdiction.
Reports	Links to reports available to run in MIDIS
System Management	DPHHS use only
Help	Link to the MIDIS User Guide
Logout	Log out of MIDIS

*Note: The view of the Navigation Bar will vary depending on your user permissions in MIDIS.

Daily Use of MIDIS

View Laboratory Reports delivered via ELR

Electronic Laboratory Reports (ELR) are delivered into MIDIS daily and are logged in the **MY QUEUES** widget. For a list of hospitals that send ELR to MIDIS, please visit the CD Epi Secret Site, [MIDIS Resources section](#) or call CDEpi at 444-0273.



To view labs for your jurisdiction, click on **DOCUMENTS REQUIRING REVIEW**.



To view an individual lab, click on the hyperlinked Lab Report.

Results 1 to 20 of 153 Previous 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 Next

Document ID	Date Received	Reporting Facility/Provider	Patient	Description
<input type="checkbox"/> Lab_Report	03/17/2017 2:00 PM			HCV Ab Ser Ql: Reactive Reference Range: (Nonreactive) - (Final)
<input type="checkbox"/> Lab_Report	03/27/2017 10:00 AM			HCV Ab Ser Ql: Reactive Reference Range: (Nonreactive) - (Final) HCV Ab SerPI Ql IA: Anti HCV Reactive: The CDC recommends confirmatory testing - (Final) HCV Ab Ser Ql: Reactive Reference Range: (Nonreactive) - (Final)
<input type="checkbox"/> Lab_Report	05/02/2017 12:00 AM			Hepatitis C virus Ab Signal/Cutoff: >11.0 s/co ratio Reference Range: (0.0-0.9) - (Final)
<input type="checkbox"/> Lab_Report	05/02/2017 12:00 AM			Hepatitis C virus Ab Signal/Cutoff: >11.0 s/co ratio Reference Range: (0.0-0.9) - (Final)
<input type="checkbox"/> Lab_Report	05/04/2017 12:00 AM			Hepatitis C virus (HCV), Antibody: reactive
<input type="checkbox"/> Lab_Report	05/04/2017 12:00 AM			Hepatitis C virus (HCV), Antibody: reactive
<input type="checkbox"/> Lab_Report	05/04/2017 8:00 AM			Hepatitis C virus Ab Signal/Cutoff: >11.0 s/co ratio Reference Range: (0.0-0.9) - (Final)
<input type="checkbox"/> Lab_Report	05/11/2017 7:00 AM			Hepatitis C virus RNA: Positive Reference Range: (Negative) - (Final)

Note: The white area will contain Patient Information including provider, DOB, and Patient ID in the live view of MIDIS.

To print a lab, the best method is Control P. This will give you a 2 page document of all laboratory data elements.

How do you remove a laboratory report from the queue?

- Click **MARKED AS REVIEWED**
- Click **CREATE INVESTIGATION** (opens a case report)
- Click **ASSOCIATE INVESTIGATIONS** to associate the laboratory report with an open investigation

All of the above will be covered in the **MARK AS REVIEWED** section beginning on page 15.

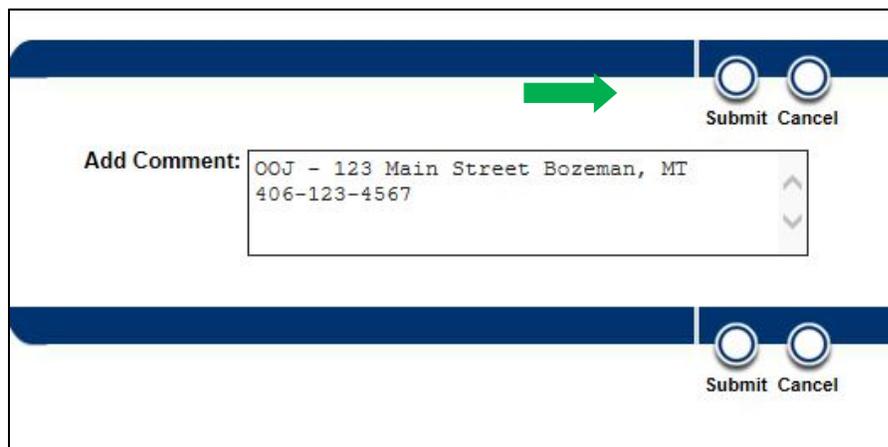
Transfer Jurisdiction of Laboratory Reports

When viewing lab reports in MIDIS, your initial investigation may find that the patient resides in another jurisdiction. Just like with a faxed lab report, you will need to notify DPHHS that this is the case. To do this, take the following steps:

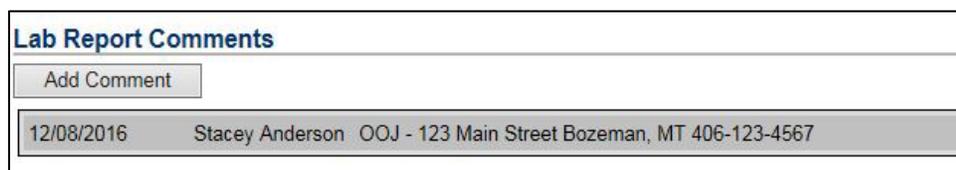
1. Open the laboratory report and scroll towards the bottom to the Lab Report Comment Section. Click on **ADD COMMENT** button.



2. In the comment box, please indicate the jurisdiction where the patient resides by entering as much demographic information as possible. (Hint: think about what you would like to receive if the lab was sent to you.)



3. Click **SUBMIT**. Your comment will now be visible in the lab report.



4. In the same laboratory report, click on **TRANSFER OWNERSHIP** at the top of the page. **Note: it is important that you have entered the proper jurisdiction in the Lab Comment field BEFORE you do this step.** If you haven't, click **CANCEL** to go back.
5. In the **Jurisdiction** drop-down menu, select (or type) **MTDPHHS** and click **SUBMIT**.
6. You will see a confirmation that the lab report has been transferred to DPHHS for review. DPHHS will notify the correct jurisdiction of the pending lab report.

Note: Once you Transfer Ownership, you will no longer be able to view the lab as it is no longer assigned to your jurisdiction.

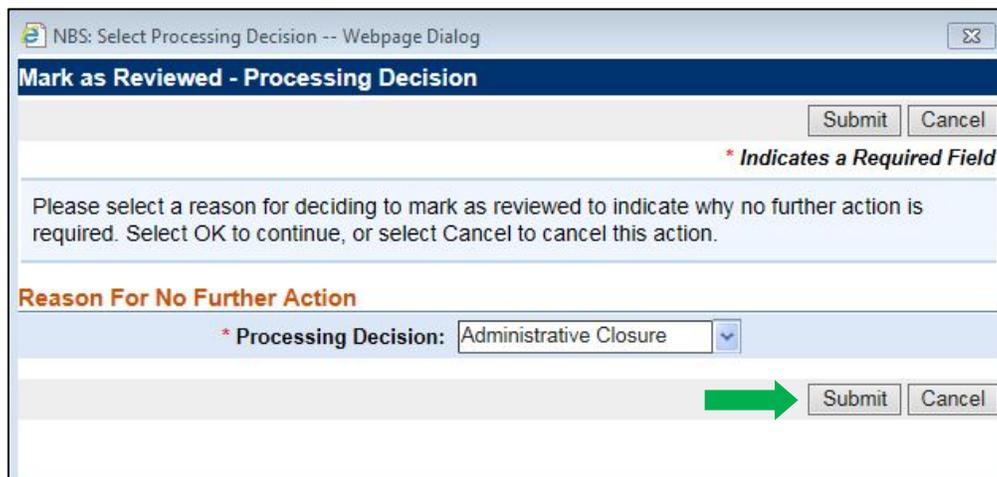
Mark as reviewed

When viewing laboratory reports, you may find that some results are not for reportable diseases or do not need to be turned into an investigation in MIDIS (e.g., blood lead results <5 µg/dL). You will want to remove those results from your queue.

To remove a lab report from your queue, in the upper left hand corner of the laboratory report, click the radial dial that says **MARK AS REVIEWED**. The laboratory report will now be removed from your list of reports needing review.



If the lab report is for an STD, **you will need to indicate the reason for marking the lab as reviewed**. Select **ADMINISTRATIVE CLOSURE** and click **SUBMIT**. The lab will then be removed from your queue.



Note: lab reports that are marked as reviewed are not deleted. You will still be able to find the report in MIDIS by searching for the patient name or ID and retrieving the Patient File.

Data Entry

MIDIS is a patient-centered system, and a patient record should only be entered once. Multiple investigations and other records can be added to the same patient record over time. This allows Public Health to view all co-morbidities for a single patient.

The following section describes how to enter all patient information into MIDIS.

Search for a Patient or ADD a New Patient

Before you begin, complete a search for the patient to ensure that a patient record does not already exist in MIDIS.

On the MIDIS homepage, find the **PATIENT SEARCH** box in the top left-hand corner.

The screenshot displays the MIDIS dashboard interface. At the top, there is a navigation bar with links for Home, Data Entry, Merge Patients, Open Investigations, Reports, and System. The version is identified as Release 4.6.0.2 MT Dashboard. The user is Rachel Hinnenkamp, and the NBS logo is visible.

The **Patient Search** section is highlighted with a green arrow. It includes a **Search Demographics** section with fields for Last Name, First Name, and DOB. Below this is a **Search Identifiers** section with fields for Event ID Type and Patient ID(s). A callout box with a red border points to the search fields, containing the text: "To avoid entering duplicate records, search using the first three letters of the patient's last name and first initial of the patient's first name OR the patient's DOB."

Other dashboard components include:

- My Reports**: A table showing a report titled "ELR Daily" created on 08/23/2011.
- News Feeds**: A list of WHO Disease Outbreak News, including items like "Seoul virus - United States of America and Canada" and "Human infection with avian influenza A(H7N9) virus - China".
- Cases created - Last 7 Days**: A line graph showing the number of investigations over time. The data points are: 02/16/17 (90), 02/16/17 (77), 02/17/17 (95), 02/18/17 (0), 02/18/17 (0), 02/20/17 (13), and 02/21/17 (15).
- Notices**: A notice regarding "Influenza Reporting 2016-2017 Season" with a red warning: "Influenza case counts for MMWR Week 7 (February 12-18) are due. Beginning with week 52, please include rapid tests in your influenza case counts." It also mentions "MIDIS version 4.6.0.2 PRODUCTION".

You will be brought to the search results page. If the patient is found then click on the patient ID number to make sure that it is the correct patient.



Patient ID	Name	Age/DOB/Sex	Address	Phone/Email	ID
272130	Legal --- --- Legal duck, carol	61 Years 11/07/1950 Female	Home p.o. box 111111 11111 N. Orchard Big Timber, Montana 59011 Home P.O. Box 1111111 111111 n lane big timber, Montana 59011	Home 406-999-1111	
271059	Legal Duck, Daisy T	47 Years 01/20/1965 Female			
271056	Legal Duck, Don Juan	56 Years 01/04/1956 Male	Home Billings, Montana		
264130	Legal Duck, Donald T	78 Years 06/09/1934 Male	Home 1313 Webfoot Walk Helena, Montana 59601	Home 406-443-3825	
275567	Legal Duck, Heppie B	32 Years 01/01/1980 Female	Home Montana		

The minimum data elements to match a patient are: **Last Name, First Name, DOB and Sex**. Keep in mind that some patients may be entered under nicknames as well (e.g., William vs. Bill).

If it is NOT the correct patient, return to the home page and search again by the patient’s date of birth (DOB). This is to ensure that the patient doesn’t already exist in MIDIS and prevent duplicate records.

If there is no result (meaning the patient does not have a record in MIDIS) you can add a new patient record by clicking on the **ADD NEW** button.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management Help | Logout

Search Results User : Stacey Anderson

[New Search](#) | [Refine Search](#) Add New

Your Search Criteria: Last Name Contains 'duck', resulted in 14 possible matches. Would you like to [refine your search](#) or [add a new patient](#)?

Results 1 to 14 of 14 Remove All Filters/Sorts

Patient ID	Name	Age/DOB/Sex	Address	Phone/Email	ID
272130	Legal --- Legal duck, carol	61 Years 11/07/1950 Female	Home p.o. box 111111 11111 N. Orchard Big Timber, Montana 59011 Home P.O. Box 1111111 111111 n lane big timber, Montana 59011	Home 406-999-1111	
271059	Legal Duck, Daisy T	47 Years 01/20/1965 Female			
271056	Legal Duck, Don Juan	56 Years 01/04/1956 Male	Home Billings, Montana		
264130	Legal Duck, Donald T	78 Years 06/09/1934 Male	Home 1313 Webfoot Walk Helena, Montana 59601	Home 406-443-3825	
275567	Legal Duck, Heppie B	32 Years 01/01/1980 Female	Home Montana		

You will then be directed to the Add Patient - Basic screen. Enter **Basic Demographic Data ONLY: Last Name, First Name, DOB, and Current Sex.** (Complete demographics are entered later in the case investigation for the patient. See *Create Investigation.*)

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management Help | Logout

Add Patient - Basic User : Stacey Anderson

[Submit](#) [Cancel](#) [Add Extended Data](#)

Basic Demographic Data

[Collapse Subsections](#)

General Information

* Information As of Date: 10/31/2012

Comments:

Name Information

Last Name:

First Name:

Middle Name:

Suffix:

Other Personal Details

DOB:

Current Age:

Current Sex:

Is the patient deceased?

Date of Death:

Marital Status:

When you are finished, click on the **SUBMIT** button.

Add a Laboratory Report (if provided)

At this time, not all lab reports are available via ELR. The following explains how to enter paper copies of laboratory reports that you receive by fax or mail from your local providers.

1. Search for the patient you want to add laboratory results for. If the patient does not exist **ADD** the patient and basic demographic information first. (See ‘Search for Patient’ in the previous section.)
2. When you find the patient record or when you **ADD** a patient and **SUBMIT**, the **PATIENT FILE** screen will appear. There are three tabs shown on this page: Summary, Events and Demographics. Click on the **EVENTS** tab.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management Help | Logout

Patient File User : Stacey Anderson

Donald T Duck | Male | 06/09/1934 (78 Years) Patient ID: 264130

Summary | **Events** | Demographics [Expand All](#) | [Collapse All](#)

Patient Events History

Go to: [Investigations](#) | [Lab Reports](#) | [Morbidity Reports](#) | [Vaccinations](#) | [Treatments](#) | [Case Reports](#) | [Contact Records](#)

Investigations (1) [Add New](#) | [Back To Top](#)

Start Date	Status	Condition	Case Status	Notification	Jurisdiction	Investigator	Investigation ID
07/22/2011	Closed	Salmonellosis	Confirmed		MTDPHHS		CAS10233000MT01

Lab Reports (1) [Add New](#) | [Back To Top](#)

Date Received	Provider/Reporting Facility	Date Collected	Test Results	Associated With	Event ID
07/22/2011 1:26 PM	Reporting Facility: PUBLIC HEALTH LABORATORY	07/20/2011	<ul style="list-style-type: none"> Salmonella - Result: Salmonella group B (organism) 	CAS10233000MT01 Salmonellosis	OBS10263100MT01

Morbidity Reports (0) [Add New](#) | [Back To Top](#)

Vaccinations (0) [Add New](#) | [Back To Top](#)

Treatments (0) [Back To Top](#)

Case Reports (0) [Back To Top](#)

Contact Records (1) [Back To Top](#)

3. Under Lab Reports, click on **ADD NEW**.

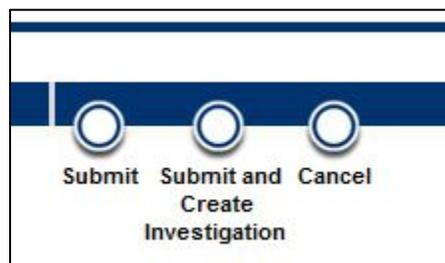
4. You will be brought to the Add Lab Report screen. Enter data into the appropriate fields. Table 2 below displays requirements (in red) for lab report data entry.

Table 2: MIDIS Data Entry Rules for Laboratory Reports

Field	Rules for Data Entry	Comments
Order Information		
Reporting Facility	Required	Click Search to find/select the facility that is reporting the lab result.
Ordering Facility	Enter if available	Facility that ordered the test
Ordering Provider	Enter if available	Provider that ordered the test
Program Area	Required	Choices are: <ul style="list-style-type: none"> • General Communicable Diseases • Hepatitis • HIV/AIDS • Lead • Vaccine Preventable Diseases • Sexually Transmitted Diseases • Tuberculosis
Jurisdiction	Required	The jurisdiction is the same as the county or tribal area where the patient resides.
Lab Report Date	Required	Date of the lab result
Date received by Public Health	Required	This is auto-populated by the current date. If needed, change to the date that the report was received by your jurisdiction.
Ordered Test	Enter if available	Use the search box to find the name of the test
Accession Number	Not required	
Specimen Source	Required (when available)	Source of specimen is often important in meeting the case definition for a notifiable disease (e.g., Pertussis serology (blood) vs. PCR (NP swab))
Specimen site	Not required	
Date Specimen collected	Required	Enter the specimen collection date from the lab report.
Test Result(s)		
Resulted Test	Required	Use the search box to find the name of the test
Coded Result	At least one of these is required. However, when available, please enter the numeric value.	e.g., 'positive', 'detected'
Numeric Result		e.g., 1234
Text Result		e.g., 'Giardia lamblia cysts present.'
Administrative		
Comments	Enter pathogen if applicable	Enter the <u>exact name</u> of the pathogen identified (e.g., <i>Campylobacter jejuni</i> or STEC O157:H7) Any additional info that does not fit in the other fields can also be entered here as needed.

5. After you have entered information into the Test Result section, note the grey button called **ADD TEST RESULT**. You will need to click on that to log the result into the laboratory report before you submit the entire report.

6. If you are going to create an investigation for the patient, click on the **SUBMIT AND CREATE INVESTIGATION** button. If the laboratory results being entered are for a patient who already has a corresponding investigation in MIDIS, then click **SUBMIT**.



Creating an Investigation (aka: entering a new Case Report)

There are two ways to create an investigation in MIDIS. The first creates an investigation from a lab report as discussed in the previous section. The other allows you to create an investigation from the **SEARCH** and **EVENTS** tabs.

Method 1 – Create Investigation from Laboratory Report:

After filling out the Lab Report information, click the **SUBMIT AND CREATE INVESTIGATION** button.

Method 2 – Create Investigation without a laboratory report:

When you search for or add a new patient, you can then continue to create an investigation from the **EVENTS** tab on the **PATIENT FILE** page. Click **ADD NEW** under Investigations.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management Help | Logout

Patient File User : Stacey Anderson

Donald T Duck | Male | 06/09/1934 (78 Years) Patient ID: 264130

Summary | **Events** | Demographics

Patient Events History

Go to: [Investigations](#) | [Lab Reports](#) | [Morbidity Reports](#) | [Vaccinations](#) | [Treatments](#) | [Case Reports](#) | [Contact Records](#)

Investigations (1) Add New | Back To Top

Start Date	Status	Condition	Case Status	Notification	Jurisdiction	Investigator	Investigation ID
07/22/2011	Closed	Salmonellosis	Confirmed		MTDPHHS		CAS10233000MT01

Lab Reports (1) Add New | Back To Top

Date Received	Provider/Reporting Facility	Date Collected	Test Results	Associated With	Event ID
07/22/2011 1:26 PM	Reporting Facility: PUBLIC HEALTH LABORATORY	07/20/2011	• Salmonella - Result: Salmonella group B (organism)	CAS10233000MT01 Salmonellosis	OBS10263100MT01

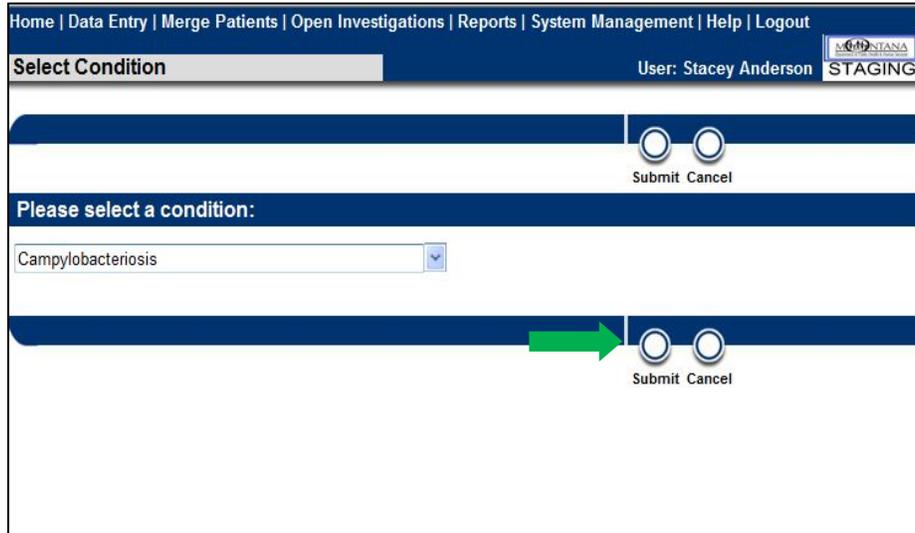
Morbidity Reports (0) Add New | Back To Top

Vaccinations (0) Add New | Back To Top

Either Method 1 or 2 will take you to the **SELECT CONDITION** page.

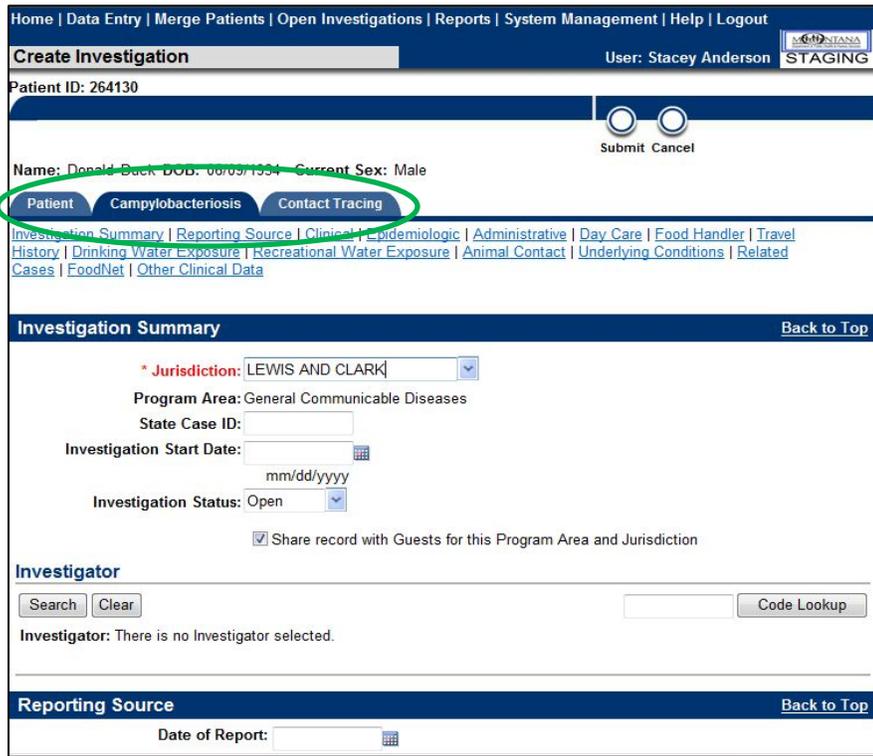
There is a drop-down menu to choose the condition OR you can type in the first 3-4 letters of the condition being reported to auto-populate the field (e.g., typing 'camp' will auto-populate 'Campylobacteriosis').

Note: For Hepatitis A, B or C, select 'Hepatitis.' You will be able to choose the specific diagnosis within the Investigation.



Once you have selected a condition, click **SUBMIT**. You will then be taken to the **CREATE INVESTIGATION** page.

There are three tabs in the **CREATE INVESTIGATION** page: **PATIENT**, **DISEASE**, and **CONTACT TRACING**.



Patient is where all of the demographic information for the patient is entered.

Disease is where all of the case information is entered. Note that the disease tab will vary depending on the condition that is being reported.

Contact Tracing is used to log information on any contact investigations related to the case.

Data entry requirements for the Patient tab are in Table 3 (in red) below.

Table 3. MIDIS Data Entry Rules for the Patient Tab of Investigations*

Field	Rules for Data Entry	Comments
Basic Demographic Data		
Last Name	Required	Patient's Last Name
First Name	Required	Patient's First Name
Middle Name	Enter if available	
DOB	Required	Patient's Date of Birth. PHEP contract deliverable data element.
Reported Age	Enter if available	This may pre-populate if investigation is created from the laboratory report
Current Sex	Required	Patient's gender
Is the patient deceased?	Enter if available	
Marital Status	Not Required	
SSN	Not used by DPHHS	Do not enter SSN in MIDIS
Type, Authority, Value	Do not use	
Street Address	Enter if available	Address of patient residence
City	Enter if available	
State	Required	
Zip	Required	Zip code of residence. PHEP contract deliverable data element.
County	Required	County of residence
Home Phone	Enter if available	
Work Phone	Enter if available	
Ethnicity	Required	Ethnic group of patient. PHEP deliverable data element.
Race	Required	Race of patient. PHEP contract deliverable data element. You can choose multiple categories. Do not check unknown.

***Note: If you create an investigation from a lab report, some of the data may be pre-populated in the investigation.**

Data entry requirements for the Disease tab are in table 4 (in red) below. Note that this list is present in all investigations. Additional disease-specific questions will vary depending on the condition being reported.

Table 4. MIDIS Data Entry Rules for the Disease Tab of Investigations

Field	Rules for Data Entry	Comments
Investigation Summary		
Jurisdiction	Populated or Enter	Select jurisdiction. If the investigation is created from a lab report, the jurisdiction is auto-populated.
Program Area	Populated or Enter	If investigation is created from a lab report, the Program Area is auto-populated. Otherwise, select from the following: <ul style="list-style-type: none"> • General Communicable Diseases • Hepatitis • HIV/AIDS • Lead • Sexually Transmitted Diseases • Vaccine Preventable Diseases • Tuberculosis
State Case ID	Not used by DPHHS	
Investigation Start Date	Required	Date that your jurisdiction began the investigation.
Investigation Status	Required	Default is 'Open.' Select 'Closed' once: <ol style="list-style-type: none"> 1. the investigation is complete 2. all relevant case information is added 3. disease specific-forms have been faxed to DPHHS
Investigator	Required	Enter your Quick Code OR use the search box to find your name/organization.
Reporting Source		
Date of report	Required	Date that public health received notification of the case.
Reporting Source	Enter if available	Search and select source of the case notification.
Earliest Date Reported to County	Required	Date that case notification was received by your jurisdiction.
Earliest Date Reported to State	Required	Date that your jurisdiction notified DPHHS of the case.
Reporter	Not used by DPHHS	
Clinical		
Physician	Enter if available	Search and select provider name. (see Appendix C for information on how to enter provider information into MIDIS)
Was the patient Hospitalized?	Required	Check yes or no. Note: if 'yes' is selected, a drop-down menu will appear to enter data specific to the hospitalization. PHEP contract deliverable data element.

Diagnosis Date	Required	Date of the laboratory result, or the date of physician diagnosis. PHEP contract deliverable data element.
Illness Onset Date	Required	Date of the onset of symptoms. PHEP contract deliverable data element.
Illness End Date	Enter if known	
Illness Duration	Enter if known	
Age at Onset	Enter if available	
Is the patient pregnant?	Enter if applicable	
Does the patient have pelvic inflammatory disease?	Enter if applicable	
Did the patient die from this illness?	Required	Select yes or no.
Epidemiologic		
Is this patient associated with a daycare facility?	Required	Select yes or no.
Is this patient a food handler?	Required	Select yes or no.
Is this case part of an outbreak?	Required	Select yes or no. Note: if yes, a drop-down menu will appear that will allow you to assign an outbreak code and enter outbreak specific questions.
Where was the disease acquired?	Enter if available	
Transmission mode	Enter if available	
Detection method	Enter if available	
Confirmation method	Required	Method used to confirm case.
Confirmation date	Enter if known	Date the lab/physician confirmed the case.
Case Status	Required for notification to CDC. Please refer to CDC Case Definition guidance to select the appropriate status for the condition being reported.	Choose: <ul style="list-style-type: none"> • Confirmed • Probable • Suspect (some diseases only) • Not a case (only use this if you are editing a previous investigation that has been determined not to meet case definition.)
MMWR Week	Required for notification to CDC	The default MMWR week is generated by the current date. If you are entering a case from a different week, remember to change the number to reflect the appropriate week.
MMWR Year	Required for notification to CDC	The default MMWR Year is generated by the current date.
Administrative		
General comments	Enter if needed	You may enter any additional information that you feel is applicable to the case here (free text.)

When you are finished entering all of the information, click **SUBMIT**.

Transmission Mode:

Detection Method:

Confirmation Method: *(Use Ctrl to select more than one)*
Clinical diagnosis (non-laboratory confirmed)
Epidemiologically linked
Laboratory confirmed
Laboratory report
Local/State specified

Confirmation Date: 10/24/2012
mm/dd/yyyy
(Required for Notification)

Case Status: Confirmed
(Required for Notification)

MMWR Week: 39
(Required for Notification)

MMWR Year: 2012

Administrative [Back to Top](#)

General Comments:

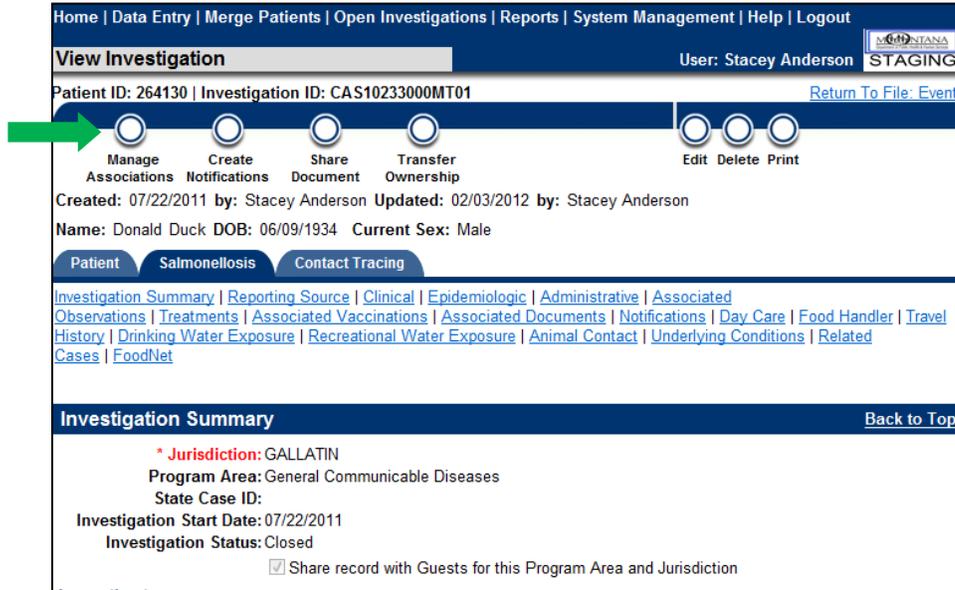
Patient Meningitis, Viral Contact Tracing



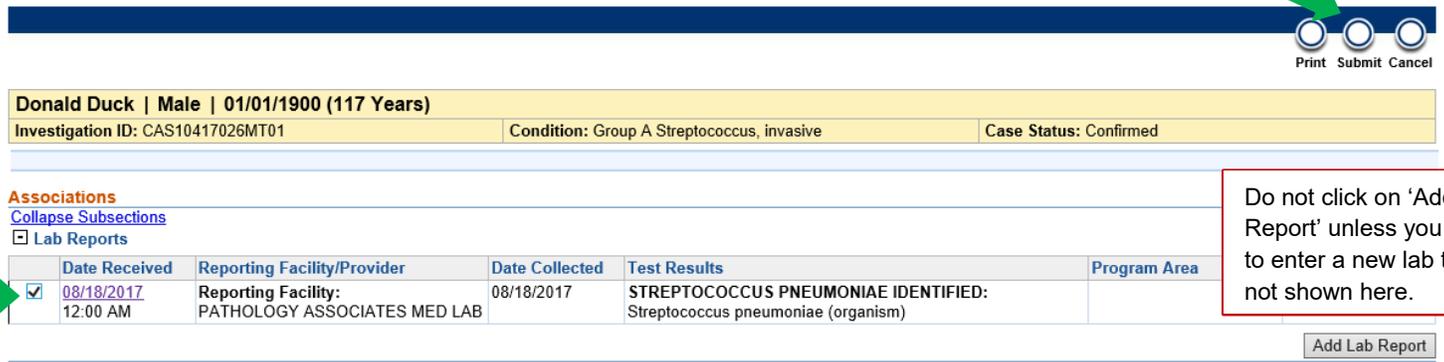
Associating (aka attaching) a Lab Report with an Investigation

To support the case investigation, all available confirmatory laboratory reports need to be associated with the Investigation. This is the electronic version of stapling a laboratory report to a case report.

1. Click the **EVENTS** tab on the **VIEW FILE** page.
2. Click the hyperlinked start date of the investigation. The Investigation will open.
3. Click the **MANAGE ASSOCIATIONS** radial button.



4. Find the laboratory report that you want to associate and click the checkbox next to it.



5. Click **SUBMIT**.

The **VIEW INVESTIGATION** page will reopen and now displays the lab report in the Associated Observations area towards the bottom of the page.

Epidemiologic Back to Top			
Is this patient associated with a day care facility?	No		
Is this patient a food handler?	No		
Is this case part of an outbreak?	No		
Where was the disease acquired?			
Transmission Mode: Detection Method: Confirmation Method: Laboratory confirmed Confirmation Date: 07/22/2011 Case Status: Confirmed MMWR Week: 29 MMWR Year: 2011			
Administrative Back to Top			
General Comments:			
Associated Observations Back to Top			
Lab Reports			
Date Received	Date Collected	Ordered Test	Observation ID
07/22/2011	07/20/2011	No Information Given	OBS10263100MT01
		Salmonella - Result	Salmonella group B (organism)

Creating a Notification

Once you have completed an investigation and associated laboratory reports, **you must create a notification of the new investigation that will be forwarded to DPHSS for review.**

1. In the View Investigation screen, click on the **CREATE NOTIFICATION** button at the top of the investigation page.

Home | [Data Entry](#) | [Merge Patients](#) | [Open Investigations](#) | [Reports](#) | [System Management](#) | [Help](#) | [Logout](#)

View Investigation User: Stacey Anderson

Patient ID: 264130 | Investigation ID: CAS10233000MT01 [Return To File: Events](#)

Manage Associations

Create Notifications

Share Document

Transfer Ownership

Edit

Delete

Print

Created: 07/22/2011 by: Stacey Anderson Updated: 03/24/2012 by: Stacey Anderson

Name: Donald Duck DOB: 06/09/1934 Current Sex: Male

Patient
Salmonellosis
Contact Tracing

[Investigation Summary](#) | [Reporting Source](#) | [Clinical](#) | [Epidemiologic](#) | [Administrative](#) | [Associated Observations](#) | [Treatments](#) | [Associated Vaccinations](#) | [Associated Documents](#) | [Notifications](#) | [Day Care](#) | [Food Handler](#) | [Travel History](#) | [Drinking Water Exposure](#) | [Recreational Water Exposure](#) | [Animal Contact](#) | [Underlying Conditions](#) | [Related Cases](#) | [FoodNet](#)

Investigation Summary [Back to Top](#)

* **Jurisdiction:** MTPHHS
Program Area: General Communicable Diseases
State Case ID:
Investigation Start Date: 07/22/2011
Investigation Status: Closed

Share record with Guests for this Program Area and Jurisdiction

2. Check the notification for accuracy and then click the **SUBMIT** button.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

Create Notification User: Stacey Anderson

Patient ID: 264130 | Investigation ID: CAS10233000MT01

Submit Cancel

Investigation ID: CAS10233000MT01 Condition: Salmonellosis

Case Status: Confirmed

General Comments:

Do not enter any protected health information (PHI) into the notification comment box, as it goes to CDC. Comments should be entered in the investigation.

Submit Cancel

3. The notification has been submitted. It will be reviewed by DPHHS CDEpi for completeness and a notification will be sent to CDC as a Montana case.

Note: Notification history and status can be viewed at the bottom of the View Investigation page.

Notifications							Back to Top
Status Change Date	Date Sent	Jurisdiction	Case Status	Status	Type	Recipient	
02/03/2012		GALLATIN	Confirmed	PEND_APPR	NND Individual Case Notification	CDC	
Comments: wk 48							

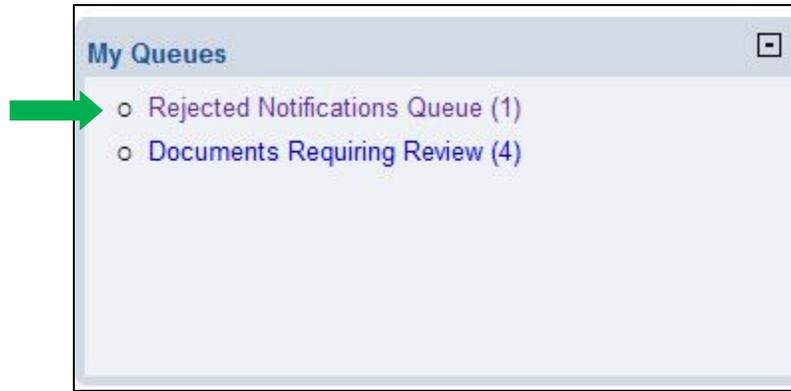
Once you have submitted a notification to DPHHS, the investigation will reside in an Approval Queue for Initial Notifications at DPHHS.

If the investigation is approved by DPHHS, a notification of the case will be sent to CDC.

If the investigation is rejected by DPHHS, it means that there is additional information that is required before a notification can be sent to CDC. This may occur for one of the following reasons:

- A CDC required data element is missing (e.g., Jurisdiction, Case Status)
- Case defining information is not present (i.e. it cannot be called a case per CDC case definitions.)
- The lab confirmation came back negative and the investigation is no longer a case.

Rejected investigations can be viewed in the Rejected Notifications Queue found in the My Queues widget.



When viewing the list of rejected Investigations, note the comments. This is where DPHHS will indicate changes that are needed in order for notification to be sent to CDC.

Submit Date	Submitted By	Recipient	Type	Patient	Condition	Status	Rejected By	Comments
02/24/2012	Stacey Anderson Test	CDC	NND Individual Case Notification	Duck, Stacey	Lyme disease	Confirmed	Stacey Anderson	missing case status. please update.

Once corrections/updates are made and submitted (see Editing an Investigation below) **you must create another notification (see above) to notify DPHHS that changes have been made.** It is helpful if you add a comment describing the updates you made.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

Create Notification User: Stacey Anderson STAGING

Patient ID: 272857 | Investigation ID: CAS10237000MT01

Submit Cancel

Investigation ID: CAS10237000MT01 Condition: Lyme disease

Case Status: Confirmed

General Comments: case status now updated.

Submit Cancel

Editing an Investigation

To add information or make changes to an investigation, click on the hyperlinked date in the **EVENTS** tab to open the investigation.

In the upper right hand corner, click **EDIT**.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

View Investigation User: Stacey Anderson STAGING

Patient ID: 264130 | Investigation ID: CAS10233000MT01 [Return To File: Events](#)

Manage Associations | Create Notifications | Share Document | Transfer Ownership | **Edit** | Delete | Print

Created: 07/22/2011 by: Stacey Anderson Updated: 03/24/2012 by: Stacey Anderson

Name: Donald Duck DOB: 06/09/1934 Current Sex: Male

Patient | **Salmonellosis** | Contact Tracing

[Investigation Summary](#) | [Reporting Source](#) | [Clinical](#) | [Epidemiologic](#) | [Administrative](#) | [Associated Observations](#) | [Treatments](#) | [Associated Vaccinations](#) | [Associated Documents](#) | [Notifications](#) | [Day Care](#) | [Food Handler](#) | [Travel History](#) | [Drinking Water Exposure](#) | [Recreational Water Exposure](#) | [Animal Contact](#) | [Underlying Conditions](#) | [Related Cases](#) | [FoodNet](#)

Investigation Summary [Back to Top](#)

* **Jurisdiction:** MTPHHS
Program Area: General Communicable Diseases
State Case ID:
Investigation Start Date: 07/22/2011
Investigation Status: Closed

Share record with Guests for this Program Area and Jurisdiction

If you have already sent a notification for this case, you will see the following message appear:



Click **OK** to continue.

Make any changes to the investigation, then click **SUBMIT** to save your changes. You do not need to resend a notification; MIDIS does this automatically for you.

Entering Vaccination Information (optional)

Basic vaccination information can be added to supplement an investigation of a Vaccine Preventable Disease (e.g., Pertussis, Chickenpox). A patient’s complete vaccination record can be entered into MIDIS within the patient record.

1. Open the **PATIENT FILE** page and click on the **EVENTS** tab.
2. Scroll down to **VACCINATIONS**.

The screenshot shows the 'Patient File' page for Donald T Duck. The 'Events' tab is selected. Under 'Patient Events History', there are sections for Investigations, Lab Reports, Morbidity Reports, Vaccinations, Treatments, and Case Reports. A green arrow points to the 'Vaccinations (0)' section. Below this, there is a section for 'Contact Records (1)' and a table showing contacts named by the patient.

Investigations (1)

Start Date	Status	Condition	Case Status	Notification	Jurisdiction	Investigator	Investigation ID
07/22/2011	Closed	Salmonellosis	Confirmed		MTDPHHS		CAS10233000MT01

Lab Reports (1)

Date Received	Provider/Reporting Facility	Date Collected	Test Results	Associated With	Event ID
07/22/2011 1:26 PM	Reporting Facility: PUBLIC HEALTH LABORATORY	07/20/2011	• Salmonella - Result: Salmonella group B (organism)	CAS10233000MT01 Salmonellosis	OBS10263100MT01

Vaccinations (0) ←

Contact Records (1)

Contacts Named by Patient:

Donald Duck was named as a contact in the following Pertussis Investigations(s):

Date Created	Named By	Date Named	Description	Associated With	Event ID
12/12/2011 2:09 PM	duck_huey	12/11/2011	Pertussis Priority: Medium Disposition: Quarantine Treatment	CAS10235004MT01 Pertussis	CON10002000MT01

3. Click the **ADD NEW** button.
4. The Add Vaccination page is displayed. Click on the vaccination tab.

Add Vaccination



Donald Duck | Male | 01/01/1900 (118 Years) **Patient ID: 498977**
* Indicates a Required Field

Patient | **Vaccination** 

Vaccination [Back to top](#)
[Collapse Subsections](#)

Vaccination Administered

Please note: Record ALL doses of EVERY vaccine given. Record all information that is known, even data on vaccine doses administered beyond the recommended guidelines.

Vaccine Event Information Source: Historical information - from patient or parent's recall 

Vaccine Administered Date: 

Age At Vaccination:

Age At Vaccination Unit: 

Vaccination Anatomical Site: 

Administered By

Vaccination Given By Provider: - OR -

Vaccination Given By Provider Selected:

Vaccination Given By Organization: - OR -

Vaccination Given By Organization Selected:

* Vaccine Type: Hep A, adult 

Vaccine Manufacturer: 

Vaccine Expiration Date: 

Vaccine Lot Number:

Dose Number:

Vaccine Schedule Links

[Adult Schedule \(Over 18 years\)](#)
[Child Schedule \(0-18 years\)](#)

[Previous](#) [Next](#)

Patient | **Vaccination**

5. Enter Vaccination Information. Desired elements are highlighted in **red**.
 - a. **Vaccine Event Information Source**
 - b. Vaccine Administered Date
 - c. Age at Vaccination (auto-calculated based on DOB and administration date)
 - d. Age at Vaccination Unit (auto-calculated based on DOB and administration date)
 - e. Vaccination Anatomical Site
 - f. Vaccination Given By Provider
 - g. Vaccination Given By Organization
 - h. Vaccine Type**
 - i. Vaccine Manufacturer
 - j. Vaccine Expiration Date
 - k. Vaccine Lot Number
 - l. Dose Number

Note: CDC adult and child immunization schedules are linked at the bottom of the Vaccination page for easy reference.

6. Click **SUBMIT**. The vaccination added is displayed in the Patient File under Vaccinations.

Contact Investigations

MIDIS has the capability to manage contact investigations for a patient. This is helpful for diseases like pertussis, where the number of contacts can be very large. In addition, contact records are linked to show both contacts named by a patient as well as investigations that a patient has been named a contact for. Contact information is managed within an Investigation, but records are listed on the View File page.

To add a new Contact Tracing Record, you must first submit your investigation for the initial case. Next, click on the **CONTACT TRACING** tab.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

View Investigation User: Stacey Anderson **STAGING**

Patient ID: 264130 | Investigation ID: CAS10233000MT01 [Return To File: Events](#)

[Manage Associations](#)
[Create Notifications](#)
[Share Document](#)
[Transfer Ownership](#)
[Edit](#)
[Delete](#)
[Print](#)

Created: 07/22/2011 by: Stacey Anderson Updated: 02/03/2012 by: Stacey Anderson

Name: Donald Duck DOB: 06/09/1934 Current Sex: Male

[Patient](#)
[Salmonellosis](#)
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Investigation Summary [Back to Top](#)

* **Jurisdiction:** GALLATIN
Program Area: General Communicable Diseases
State Case ID:
Investigation Start Date: 07/22/2011
Investigation Status: Closed
 Share record with Guests for this Program Area and Jurisdiction

Click **ADD NEW CONTACT RECORD**.

Contact Records [Back to Top](#)

Contacts Named By Patient:
 The following contacts were named within huey duck's investigation:

Date Named	Contact Record Id	Name	Priority	Disposition	Investigation ID
12/11/2011	CON10002000MT01	Duck, Donald	Medium	Preventative Treatment	

[Add New Contact Record](#)

Patient Named By Contacts:
 The following contacts named huey duck within their investigation and have been associated to huey duck's investigation:

Date Named	Contact Record Id	NamedBy	Priority	Disposition	Investigation ID
There is no information to display					

[Manage Contact Associations](#)

Before entering a new contact, you will need to search to determine if the patient already has a record in MIDIS. Enter their personal information into the Contact Search box, and press Submit.

If the patient does have a file in MIDIS, a result will be presented to you. If this is the patient that you are looking for, click on the green check mark. If this is NOT the correct patient, then click **ADD NEW** to add a new patient record.

	Full Name	Age/DOB/Sex	Address	Telephone	Conditions
✓	Legal duck, daffy	01/01/1950 Male	Home 505 main str Montana Home 505 main street Montana		

There are four tabs in a Contact Record.



CONTACT: Enter the demographic information of the contact.

CONTACT RECORD: Enter information regarding the status and priority of the contact, as well as exposure information.

CONTACT FOLLOW UP: Enter signs and symptoms, risk factors, testing, evaluation, and treatment of the contact.

SUPPLEMENTAL INFO: This is currently not in use.

Once you have submitted the information, you can view the contact record by clicking on the hyperlinked **CONTACT RECORD ID**.

Contact Records Back to Top					
Contacts Named By Patient:					
The following contacts were named within huey duck's investigation:					
Date Named	Contact Record Id	Name	Priority	Disposition	Investigation ID
12/11	CON10002000MT01	Duck, Donald	Medium	Preventative Treatment	
<input type="button" value="Add New Contact Record"/>					

If the patient was named by another patient as a contact you will need to manage the contact records in the Patient Named by Contacts section. Click **MANAGE CONTACT ASSOCIATIONS** to open and select the records that should be associated with the investigation.

Contact Records [Back to Top](#)

Contacts Named By Patient:
 The following contacts were named within huey duck's investigation:

Date Named	Contact Record Id	Name	Priority	Disposition	Investigation ID
12/11/2011	CON10002000MT01	Duck, Donald	Medium	Preventative Treatment	

Patient Named By Contacts:
 The following contacts named huey duck within their investigation and have been associated to huey duck's investigation:

Date Named	Contact Record Id	NamedBy	Priority	Disposition	Investigation ID
There is no information to display					

Check the box next to the contact that you want to associate and click **SUBMIT**.

Manage Contact Associations

The following is a list of patients who have named duck, huey as a contact for Pertussis Please select all contact records that should be associated with this investigation.

Results 1 to 1 of 1					
	Name	Date Named	Age/DOB/Sex	Relationship	Disposition
<input checked="" type="checkbox"/>	duck, jamie	11/14/2012	15 Years 04/02/1997 Female	Classmate	

Results 1 to 1 of 1

You will now be able to view contacts who named your patient as a contact within their investigation.

Patient Named By Contacts:
 The following contacts named huey duck within their investigation and have been associated to huey duck's investigation:

Date Named	Contact Record Id	Named By	Priority	Disposition	Investigation ID
11/14/2012	CON10005000MT01	duck, jamie			CAS10241000MT01

Influenza case counts and hospitalization entry

Step 1: Enter summary data for Influenza case counts in your jurisdiction (each week).

1. From the MIDIS homepage, click on **DATA ENTRY** in the Navigation Bar at the top of the page.



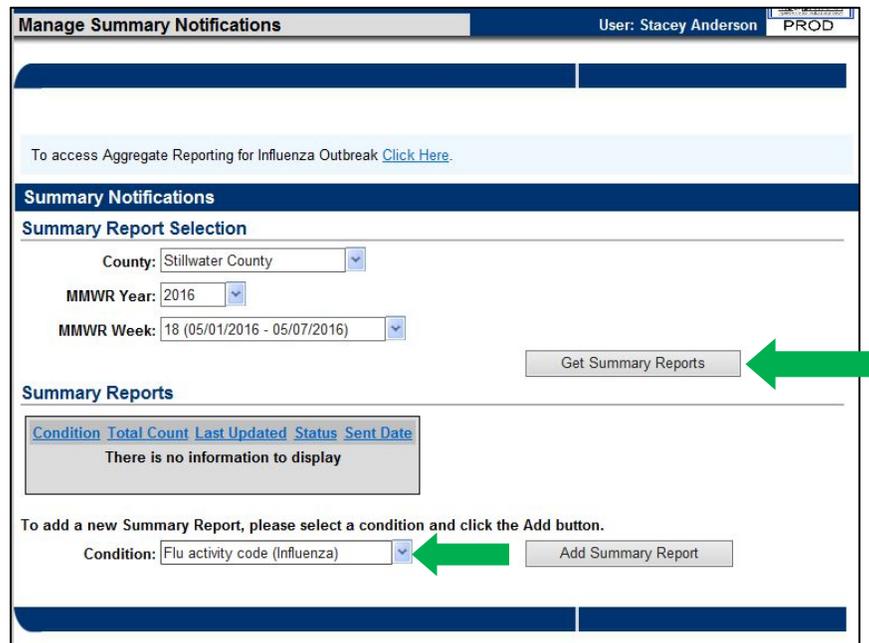
2. Click on **SUMMARY DATA**



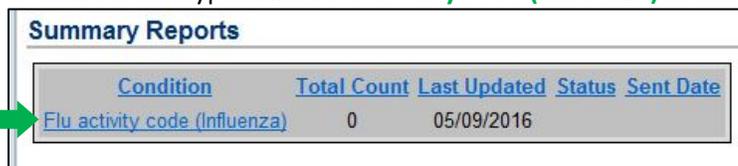
3. Select your jurisdiction from the **County** drop-down box. *Check that the date range of the MMWR week reflects the week you are reporting for.

4. Click **GET SUMMARY REPORTS**

5. Select **Flu activity code (Influenza)** from the Condition drop-down box



6. Click on the hyperlinked **Flu activity code (Influenza)** in the grey Summary Reports box.



7. For **SOURCE**, select **ALL**
8. Enter your case count
9. Click on **ADD COUNT** (the information will save in grey)
10. Click **SUBMIT**

Note: If you need to update a previous case count, click on 'Flu activity' then on the next page: click 'Edit', adjust the count, and click 'update count' and 'submit' to save.

The screenshot shows a web form titled "Flu activity code (Influenza) Summary Report". Under "Report Criteria", it lists "County: Stillwater County", "MMWR Year: 2016", and "MMWR Week: 18 (05/01/2016 - 05/07/2016)". The "Counts" section features a table with headers "Source", "Count", and "Comments". Below the table, there is a "Source:" dropdown menu with "ALL" selected, a "Count:" text input field with "21" entered, and a "Comments:" text area. A green circle highlights the "Source:" dropdown and the "Count:" field. A green arrow points from the "Add Count" button to the "Submit" button at the bottom of the form.

Step 2: Enter hospitalizations and deaths due to Influenza.

Please create an investigation for each patient who was *hospitalized or died from Influenza*.

1. From the MIDIS homepage, search for the patient by Name or DOB. You will be brought to the search results page. If the patient is not listed in the search results, click on **ADD NEW** to create a new patient.
2. Go to the **Events** tab of the patient file. To the right of Investigations, click **ADD NEW** to create a new case.

Home | Data Entry | Open Investigations | Reports | Help | Logout
 Patient File User : Stacey Anderson Test STAGING
 Delete Print
Minnie Mouse | Female | 01/15/1945 (69 Years) Patient ID: 271062
 Summary Events Demographics Expand All Collapse All
Patient Events History
 Go to: [Investigations](#) | [Lab Reports](#) | [Morbidity Reports](#) | [Vaccinations](#) | [Treatments](#) | [Case Reports](#) | [Contact Records](#)
 + Investigations (0) Add New Back To Top
 + Lab Reports (0) Add New Back To Top
 + Morbidity Reports (0) Add New Back To Top
 + Vaccinations (0) Add New Back To Top
 + Treatments (0) Back To Top
 + Case Reports (0) Back To Top
 + Contact Records (0) Back To Top
 Previous Next
 Summary Events Demographics
 Delete Print

3. On the condition selection drop-down box, choose **Influenza, hospitalization or death** and click **SUBMIT**.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout
 Select Condition User: Magdalena Scott TEST
 Submit Cancel
Please select a condition:
 Influenza, hospitalization or death
 Submit Cancel

4. The investigation page will open. You should be familiar with this form. Please remember to start with the **PATIENT** tab to enter in all demographic data. Then continue to the **Case Info** tab to fill in the information received for your patient:

Hospital
**Hospitalization Status is a required data element.

* Was the patient hospitalized for this illness?: Yes

Hospital: ST PETER'S HOSPITAL LABORATORY
LABORATORY
Hospital Selected: 2475 BROADWAY
Helena, Montana 59601-0000
406-444-2387

Admission Date: 03/18/2018

Discharge Date: 03/20/2018

Total Duration of Stay in the Hospital (in days): 2

Condition
**Diagnosis Date and Onset Date are required data elements.

Diagnosis Date: 03/18/2018

Illness Onset Date: 03/16/2018

Onset date could not be determined: No

Illness End Date:

Illness Duration:

Illness Duration Units:

Age at Onset: 63

Age at Onset Units: Years

Influenza virus type: Flu A/H1N1

Did subject receive a flu vaccine this season?: Yes

Flu Vaccine Administered Date: 11/01/2017

Select all applicable underlying conditions or comorbidities:

- Asthma
- Cancer Treatment
- Cirrhosis/liver failure
- Congestive heart failure
- COPD/emphysema

Selected Values: Asthma

Other underlying conditions:

Is the patient pregnant?: No

Did the patient die from this illness?: No

Date of Death:



Flu Type
Whether a flu vaccine was administered this season (and date, if known)
Underlying conditions

Case Status
[Link to CD Epi Case Definitions and Resources Website](#)

Transmission Mode:

Detection Method:

Confirmation Method:

Confirmation Date: 03/18/2018

Case Status: Confirmed

MMWR Week: 12

MMWR Year: 2018

**Control Measures and Lost to Follow-up are required data elements.

Control Measures Implemented Date: 03/18/2018

Patient Lost to Follow-up?: No

Confirmation Method
Confirmation Date
Case Status
MMWR Week and Year

5. Once you have entered in your case information, please **SUBMIT** to save your work.

6. **CREATE NOTIFICATION** to send the case to CDEpi for review. The create notification button is at the top of the investigation page.

7. Click **SUBMIT** to send the notification. Please leave the comment box on this page empty.

Influenza Comorbidities

To better understand the impact of influenza in Montana, CDEpi is requesting additional information on underlying risk factors and preexisting medical conditions/comorbidities among reported cases of influenza hospitalization and death. Use the list below to determine if the reported case has any of the risk factors or medical conditions/comorbidities, and add the pre-existing medical conditions/comorbidities in MIDIS in the “General Comments” section of the investigation.

- **Asthma** (medical diagnosis of asthma or reactive airway disease)
- **Cardiovascular Disease** (such as congenital heart disease, congestive heart failure, coronary artery disease, stroke)
- **Chronic lung disease** (such as COPD and cystic fibrosis)
- **Immune suppression** due to disease or medication (such as people with HIV or AIDS, cancer or those on chronic steroids)
- **Metabolic disorders** (such as inherited metabolic disorders, mitochondrial disorders, diabetes mellitus, thyroid dysfunction, adrenal insufficiency, liver disease)
- **Neurologic disorders** (such as seizure disorder, cerebral palsy and cognitive dysfunction)
- **Neuromuscular disorders** (such as multiple sclerosis and muscular dystrophy)
- **Renal disease** (such as acute or chronic renal failure, nephrotic syndrome, glomerulonephritis, impaired creatinine clearance)

Reports

MIDIS has several ways to look at the data entered into the system, all of which are found in the Reports section of the site. There are many reports that came ‘pre-packaged’ with the MIDIS system, as well as others that have been customized by DPHHS. Reports can also be customized for private use.

Available reports include:

- Line list of cases
- Line list of laboratory tests
- Line list of Hepatitis cases
- Line list of Tuberculosis cases
- Line list of Varicella cases
- Counts of diseases by jurisdiction

Running and Exporting Reports

To select and run a report, click on **REPORTS** in the Navigation Bar at the top of the MIDIS homepage.

The screenshot shows the MIDIS Reports dashboard with the following components:

- Navigation Bar:** Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout
- Dashboard:** User : Stacey Anderson | MONTANA PROD
- Patient Search:** Search by: Demographics (selected) / Event. Fields for Last Name, First Name, DOB, Current Sex, and Patient ID. Search and Clear buttons.
- My Queues:**
 - Approval Queue for Initial Notifications (0)
 - Updated Notifications Queue (0)
 - Rejected Notifications Queue (0)
 - Documents Requiring Security Assignment (0)
 - Documents Requiring Review (35)
- My Reports:**

	Report Title	Date Created
Run	Pertussis case data	06/27/2012
Run	ELR check	08/23/2011
Run	HCV lab test line list	05/02/2006
Run	STEC Line List	04/27/2006
Run	recon reporting times	04/27/2006
Run	Notification Check	04/27/2006
Run	Reconciliation Report	04/27/2006
Run	Weekly Update SA	04/27/2006
Run	Pertussis	04/27/2006
Run	pertussis to get	04/27/2006
- News Feeds:** You are not setup to receive any news feeds. Please contact your system administrator to have them configure it for you.
- Cases created - Last 7 Days:**

Date	# of Investigations
08/17/12	14
08/18/12	0
08/19/12	0
08/20/12	26
08/21/12	14
08/22/12	6
08/23/12	4
- Notices:** There are no Notices available.

This will bring you to a page of all available reports by category (Private, Public, Template, and Reporting Facility).

Expand any of these categories to view all available reports. **Note: reports that are commonly used are located under Montana CDEpi Reports and Montana LHJ Reports.**

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management

Reports

Go to: [Private Reports](#) | [Public Reports](#) | [Template Reports](#) | [Reporting Facility Reports](#)

[Collapse Sections](#)

- Private Reports**
 - [Expand Subsections](#)
 - Montana CDEpi Reports
 - Montana LHJ Reports
- Public Reports**
 - [Expand Subsections](#)
 - Default Report Section
 - Montana CDEpi Reports 
 - Montana LHJ Reports
- Template Reports**
 - [Expand Subsections](#)
 - Default Report Section
- Reporting Facility Reports**
 - [Expand Subsections](#)
 - Default Report Section

Click on **RUN** next to the report that you would like to use.

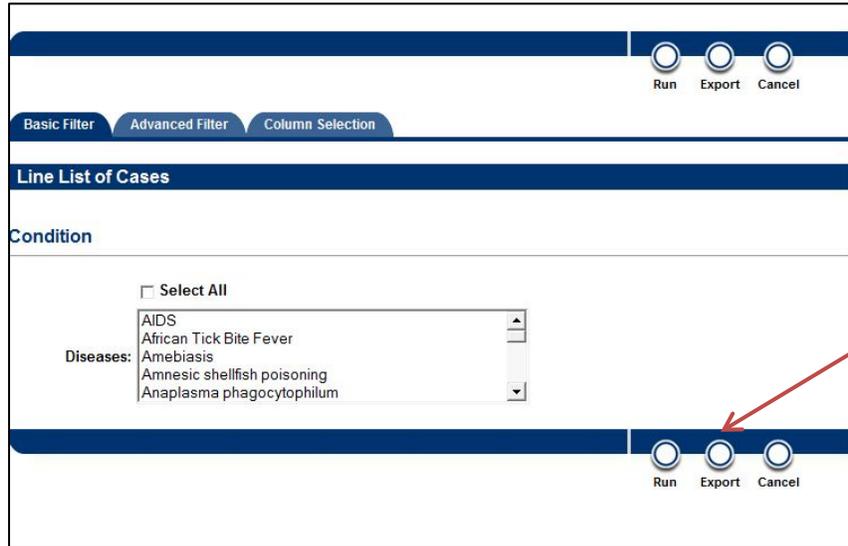
- Private Reports**
 - [Expand Subsections](#)
 - Montana CDEpi Reports
- Public Reports**
 - [Expand Subsections](#)
 - Default Report Section
 - Montana CDEpi Reports

	Report Title
	Run Basic Case Line List Report
	Run CDC Reconciliation
	Run Cascade County Monthly Report
	Run Gonorrhea Lab Report
	Run Hep B labs
	Run Hepatitis A ELR
	Run Hidden Patients
	Run Influenza hospitalizations
	Run Influenza summary
	Run Investigation Summary Line Listing Report
	Run Lab Test Report
	Run Lead
	Run Notifications
	Run Open Hepatitis B Cases
	Run Pertussis
	Run SRJ2 Counts of Reportable Diseases by Jurisdiction for Selected Time Frame
	Run STEC Line List
	Run Weekly Update SA
	Run Weekly Updates

- Montana LHJ Reports
- STD Report Section

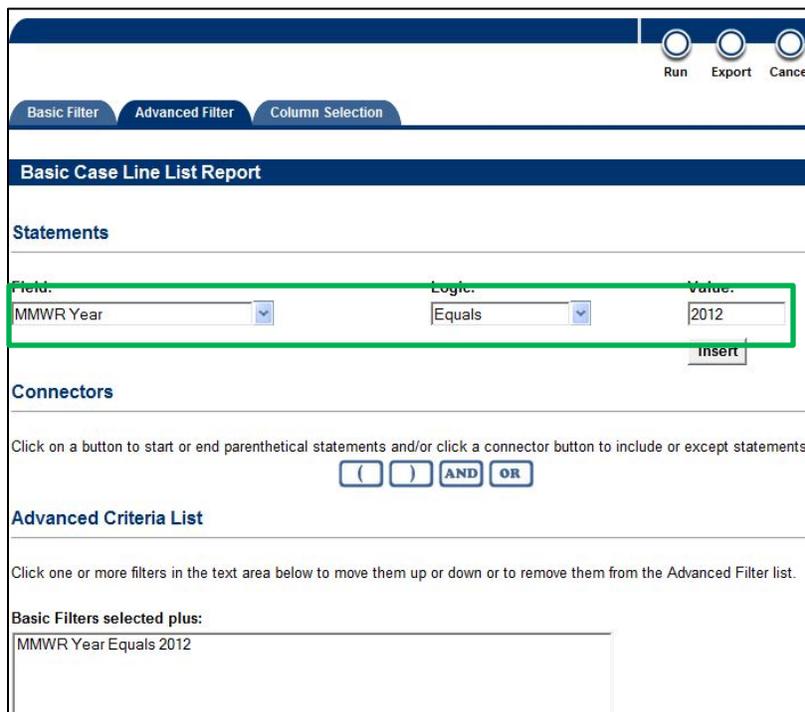
Reports have a three-tabbed format similar to what you find in Investigations. The tabs are named: **BASIC FILTER**, **ADVANCED FILTER**, and **COLUMN SELECTION**.

The following example will run a report that will give you a **basic line list of cases** in your jurisdiction. On the **BASIC FILTER** tab, select the disease(s)/condition(s) you wish to include. You can select one or use Ctrl + click to select multiple diseases/conditions. There is also a checkbox option to simply select all. Once you have selected your disease/s, click on **RUN** or **EXPORT**.



Note: if you are running a large report, it may be best to export to Excel, since the **RUN** feature will crash with larger reports.

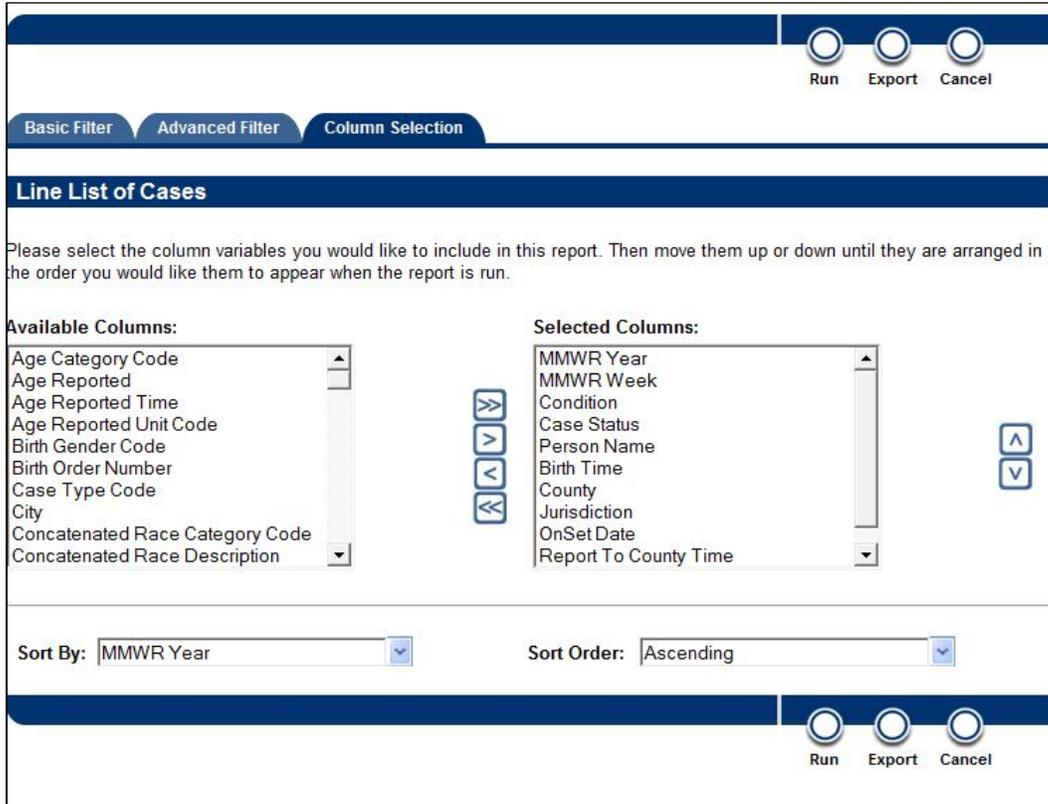
The **ADVANCED FILTER** tab allows you to narrow the scope of your report by many different variables. You can select and insert your parameters in each of the drop down menus, using logic language (e.g., equals, less than, between). For example, you could choose to look at all cases for the MMWR Year 2012:



You can select as many variables in the Advanced Filter as you would like (using the **INSERT** button and using the **AND** or **OR** buttons to connect each) OR you can choose to leave it blank.

Note: If you cannot select items in the drop-down menu of the Advanced Filter tab please see ‘Important settings for Reports’ in Appendix B.

On the **COLUMN SELECTION** tab, you may choose the variables that you would like to display in your report.



You may choose all of the columns by clicking on the **>> button** or you can move them one at a time by selecting a variable and moving them to the output box with the **> button**. You can rearrange the order that the variables are displayed by using the up/down toggle buttons:

Item	Description
^	Move Up. Moves the selected item up.
v	Move Down. Moves the selected item down.
<	Remove. Removes the selected item.
<<	Remove All. Removes all items.

At the bottom of this screen, select the variable that you would like the output to **SORT** by. In the example above, MMWR Year is selected. Then choose either **RUN** or **EXPORT** to run your report.

If you choose **RUN** the result will be an HTML output:

Custom Report For Table: PHCDemographic

MMWR Year	MMWR Week	Condition	Case Status
2012	2	Legionellosis	N
2012	3	Hepatitis C Virus Infection, chronic or resolved	C
2012	5	Haemophilus influenzae, invasive	N
2012	10	Varicella (Chickenpox)	P
2012	16	Salmonellosis	C
2012	21	Campylobacteriosis	C
2012	21	Hepatitis C Virus Infection, chronic or resolved	C
2012	23	Rabies, animal	C
2012	24	Varicella (Chickenpox)	C
2012	24	Varicella (Chickenpox)	P
2012	25	Campylobacteriosis	C
2012	27	Varicella (Chickenpox)	C
2012	27	Varicella (Chickenpox)	C
2012	31	West Nile Fever	C
2012	31	Meningitis, Viral	P
2012	32	Hepatitis C Virus Infection, chronic or resolved	C
2012	32	Campylobacteriosis	C
2012	33	Salmonellosis	C
2012	33	Giardiasis	C

More often, you will want to export your data for analysis with other software (e.g., Excel). To do this, click on **EXPORT**. You will be prompted to save the file.

The screenshot shows the MIDIS Reports interface. At the top, there is a navigation bar with 'Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout' and a user profile for 'User: Stacey Anderson'. Below this is a 'Reports' section with 'Run', 'Export', and 'Cancel' buttons. The main area is titled 'Line List of Cases' and includes a 'Basic Filter', 'Advanced Filter', and 'Column Selection' tab. A 'File Download' dialog box is open, displaying the file name 'ReportOutput.csv', type 'Microsoft Excel 97-2003 Worksheet', and source 'midis.mt.gov'. The dialog has 'Open', 'Save', and 'Cancel' buttons. A green arrow points to the 'Save' button. Below the dialog, there are 'Sort By' and 'Sort Order' dropdown menus. At the bottom, there are 'Run', 'Export', and 'Cancel' buttons.

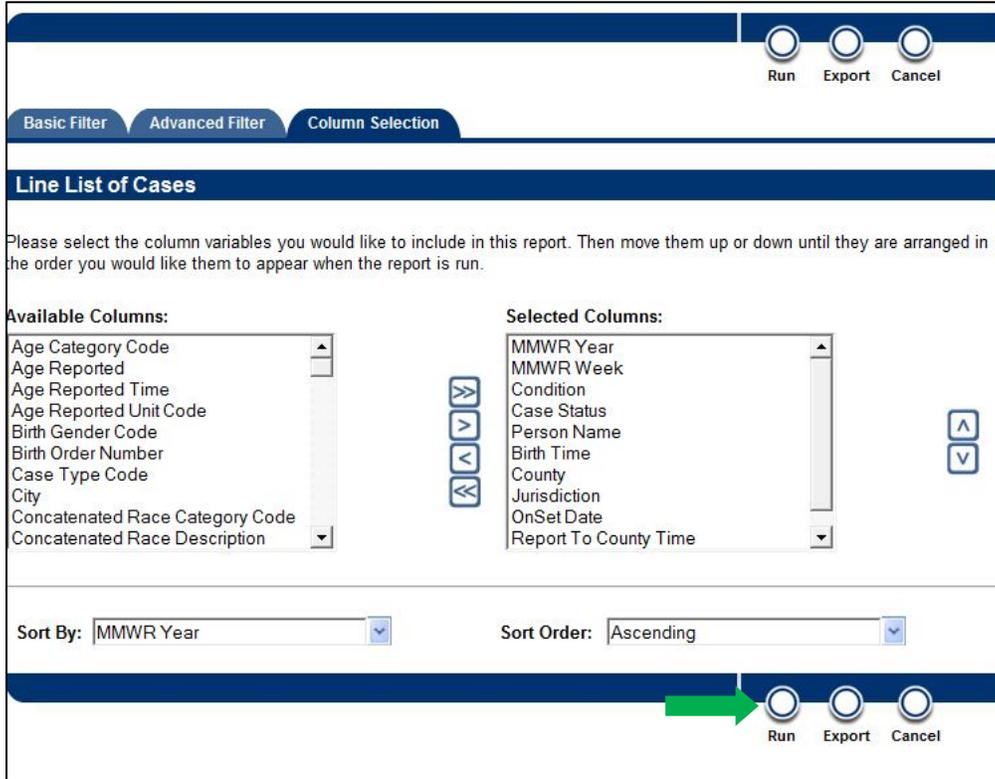
Click **SAVE** (or **SAVE AS**) and provide a destination to save the file (i.e., desktop, computer drive, etc).The resulting file will download to that location. The downloaded file will be in .csv format, which will open in Excel. You can now work in Excel to analyze the data from your MIDIS report.

Note: This file will contain protected health information. Please remember to save to a secure location.

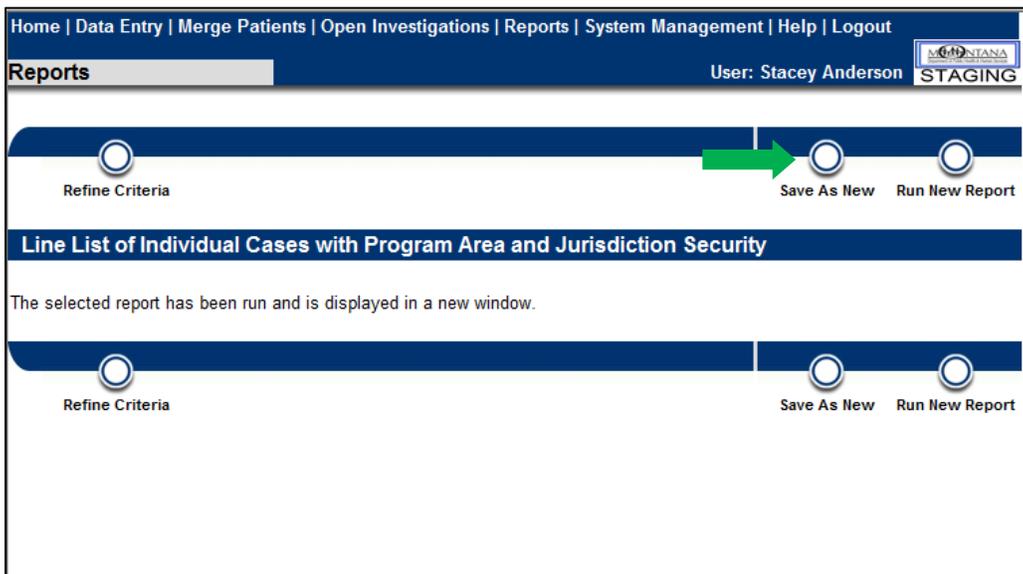
Saving Reports

Reports can be saved as Private or Public Reports. Private reports are not visible to other users and display in the My Reports widget on the MIDIS home page. Public reports are visible to other users and display in the My Reports section as well as the Public reports section of the Reports page.

To save a report, click through each of your tabs to set your parameters as explained in Running and Exporting Reports. Then click **RUN**.



The following screen will be displayed. Click on **SAVE AS NEW**.



You will be prompted to give your report a name and location to save the report in MIDIS. When you save a report for your own use, please select **PRIVATE**, give it a title and select **MONTANA LHJ REPORTS** under Report Section. Click **SAVE** to save the report.

Refine Criteria Save Cancel

Line List of Cases

* Indicates a Required Field

Save this report design as: Private Public Reporting Facility

* Report Name:

Description:

* Report Section: Montana LHJ Reports

Refine Criteria Save Cancel

If you need to update a saved report, you will notice that the page has an additional radial dial, **SAVE**. In this case, instead of clicking on Save as New you will click on **SAVE**. You will be warned that the saved report will overwrite any previous versions. Click **YES** to do so.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

Reports User: Rachel Hinnenkamp NBS

Refine Criteria Save Save As New Run New Report

MMWR 12 Test

The selected report has been run and is displayed in a new window.

Refine Criteria Save Save As New Run New Report

STD User Guide

See the Creating an Investigation section above for information on how to create a new case in MIDIS, or update an existing one. Once you select the appropriate sexually transmitted disease, you will be able to enter in the investigation information.

1) Patient Tab

The **Patient** tab contains the patient’s name, demographic information, ID numbers, address information, and telephone contact information. The STD/HIV investigation Patient tab includes the following subsections: patient information, address information, telephone/email contact information and race/ethnicity information.

The screenshot displays the 'Patient' tab interface with the following subsections and highlighted fields:

- Patient Information**: Information As of Date: 10/17/2016; Comments: [text area]
- Name Information**: Last Name: COLIN-BERGER; First Name: ELIZABETH; Middle Name: R; Suffix: [dropdown]; Alias/Nickname: [text field]
- Other Personal Details**: Date of Birth: 3/23/2000; Reported Age: 16; Reported Age Units: years; Current Sex: female; Transgender Information: [dropdown]; Additional Gender: [text field]; Country of Birth: [dropdown]; Is the patient deceased?: [dropdown]; Deceased Date: [text field]; Marital Status: [dropdown]
- Address Information**: Reporting Address for Case Counting; Street Address 1: 1549 THIRD STREET; Street Address 2: [text field]; City: HAVRE; State: Montana; Zip: 59501; Country: United States
- Telephone and Email Contact Information**: Home Phone: 406-262-4590; Work Phone: [text field]; Ext.: [text field]; Cell Phone: [text field]; Email: [text field]
- Race and Ethnicity Information**: Ethnicity: [dropdown]; Reason Unknown: [dropdown]; Race: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Other, Refused to answer, Not Asked, Unknown

Navigation buttons: Previous, Next

Click on the **NEXT** hyperlink to proceed to the next tab.

2) Case Info Tab

The **Case Info** tab for an STD/HIV investigation contains detailed information. The STD/HIV investigation Case Info tab includes the following subsections: investigation information, OOJ Initiating Agency information (used by STD Program, not for local use), reporting information, clinical information and epidemiologic data.

Patient	Case Info	Case Management	Core Info	Contact Records	Supplemental Info
---------	-----------	-----------------	-----------	-----------------	-------------------

*** Jurisdiction:** TETON
*** Program Area:** Sexually Transmitted Diseases
Referral Basis: P1 - Partner, Sex
*** Investigation Status:** Open
Current Process Stage: Awaiting Interview
*** Investigation Start Date:** 09/02/2017
Investigation Close Date:
*** Shared Indicator:**

Investigator
Dawn Baker
Current Investigator Selected: Teton County Health Department
Choteau, Montana

OOJ Initiating Agency Information [Back to top](#)
[Collapse Subsections](#)
 OOJ Agency Initiating Report
Initiating Agency:
Date Received from Init. Agency:
Date OOJ Due to Init. Agency:
Date OOJ Info Sent:
 Reported as OOJ Contact

Reporting Information [Back to top](#)
[Collapse Subsections](#)
 Key Report Dates
Date of Report: 09/13/2016
Earliest Date Reported to County:
Earliest Date Reported to State:
 Reporting Organization
Reporting Source Type:
Reporting Organization: Clear/Reassign
Reporting Organization Selected: SAML
 Reporting Provider
Reporting Provider: Search - OR - Quick Code Lookup
Reporting Provider Selected:

Clinical [Back to top](#)
[Collapse Subsections](#)
 Physician
Physician: Clear/Reassign
CABINET PEAKS MED CTR LAB HL7
Physician Selected: 209 Health Park Drive
Libby, Montana 59923-2130
406-283-7090
 Hospital
Was the patient hospitalized for this illness?: Unknown
Hospital: Search - OR - Quick Code Lookup
Hospital Selected:
Admission Date:
Discharge Date:
Total duration of stay in the hospital (in days):
 Condition
Diagnosis Date: 10/12/2016
Illness Onset Date:
Illness End Date:
Illness Duration:
Illness Duration Units:
Age at Onset:
Age at Onset Units:
Did the patient die from this illness?:
Date of Death:
Treatment Start Date:
Date of Initial Health Exam:

The screenshot shows the 'Epidemiologic' tab in the MIDIS system. It contains several sections with input fields:

- Is this person associated with a day care facility?** (dropdown)
- Is this person a food handler?** (dropdown)
- Is this case part of an outbreak?** (dropdown)
- Outbreak Name:** (text input)
- Reporting County:** (dropdown)
- Exposure Location:** A table with columns for Country of Exposure, State or Province of Exposure, City of Exposure, and County of Exposure. Below the table are dropdowns for Country of Exposure, State of Province of Exposure, and City of Exposure.
- Case Status:** A section with a dropdown for Confirmation Method (Active Surveillance, Case/Outbreak Investigation, Clinical diagnosis (non-laboratory confirmed)), a date field for Confirmation Date, a dropdown for Case Status, a dropdown for Diagnosis Reported to CDC, text fields for MMWR Week (42) and MMWR Year (2016), and a dropdown for Immediate National Notifiable Condition (No).
- Comments:** A section with a 'General Comments' text area.

Click on **NEXT** hyperlink to proceed to the next tab.

3) Case Management Tab

The **Case Management** tab for an STD/HIV investigation assists the user in managing assignment and completion of the phases of the investigations. The STD/HIV investigation Case Management tab includes the following subsections: initial follow-up (per populated), Surveillance (not used), notification of exposure information, field follow-up information, interview case assignment and case closure.



The screenshot shows the 'Initial Follow-Up' and 'Notification Of Exposure Information' subsections:

- Initial Follow-Up Case Assignment:** Includes an 'Investigator' dropdown (with 'Clear/Reassign' button), a list of investigators (Cara Murolo, STD Program, DPHHS, Helena, Montana), an 'Investigator Selected' dropdown, an 'Initial Follow-Up' dropdown (Field Follow-up), and a 'Date Closed' date field.
- Notification Of Exposure Information:** Includes a 'Patient Eligible for Notification of Exposure' dropdown, a 'Notification Plan' dropdown, and an 'Actual Referral Type' dropdown.

[Field Follow-Up Information](#) [Collapse Subsections](#) [Back to top](#)

[Field Follow-up Case Assignment](#)

*** Investigator:**
Pam Whitney, RN
Missoula City-County Health Department
Missoula, Montana 59801
406-258-3896

Investigator Selected:

*** Date Assigned:**

Initially Assigned Selected:

Initial Assignment Date:

[Field Follow-up Exam Information](#)

Exam Reason:

Reporting Provider Diagnosis (Field Follow-up):

Expected In:

Exam Date:

Provider: - OR -

Provider Selected:

Facility: - OR -

Facility Selected:

[Case Disposition](#)

Disposition:

*** Disposition Date:**

*** Dispositioned By:**
Pam Whitney, RN
Missoula City-County Health Department
Missoula, Montana 59801
406-258-3896

Dispositioned By Selected:

*** Supervisor:**
Pam Whitney, RN
Missoula City-County Health Department
Missoula, Montana 59801
406-258-3896

Supervisor Selected:

[OOJ Field Record Sent To Information](#)

OOJ Agency FR Sent To:

OOJ FR Number In Receiving Area:

OOJ Due Date from Receiving Area:

OOJ Outcome from Receiving Area:

[Interview Case Assignment](#) [Collapse Subsections](#) [Back to top](#)

[Interview Case Assignment](#)

Interviewer: - OR -

Interviewer Selected:

Date Assigned:

Initially Assigned Selected:

Initial Assignment Date:

Supervisor: - OR -

Supervisor Selected:

Patient Interview Status:

[Interview/Investigation Notes](#)

Note	Date	Added/Updated By
No Data has been entered.		
Note: <input type="text"/>		

[Case Closure](#) [Collapse Subsections](#) [Back to top](#)

[Case Closure](#)

Investigation may not be closed while interview status is awaiting or investigation is pending supervisor approval of field record closure. Also all contact records identified in this investigation must have a disposition.

Date Closed:

Closed By: - OR -

Closed By Selected:

Click on **NEXT** hyperlink to proceed to the next tab.

4) Core Info Tab

The **Core Info** tab contains questions that are common across STDs, but not disease-specific. For the most part, they are found on the CDC Interview Record form. This tab will be the same across Co-Infections. Linked investigations share a common Co-infection ID and maintain synchronization of the answers to these co-infection questions across the investigations. The STD/HIV investigation Case Management tab includes the following subsections: pregnancy information, 900 case status, risk factors-last 12 months, hangouts, partner information, target population, STD testing (for syphilis only), signs and symptoms (optional section), STD history, and 900 partner services information for HIV cases only.

- Patient
- Case Info
- Case Management**
- Core Info
- Contact Records
- Supplemental Info

Pregnant Information [Collapse Subsections](#) [Back to top](#)

Pregnant Information

Is the patient pregnant?

Weeks:

Pregnant at Exam:

Weeks:

Pregnant at Interview:

Weeks:

Currently in Prenatal Care:

Pregnant in Last 12 Months:

Pregnancy Outcome:

900 Case Status [Collapse Subsections](#) [Back to top](#)

Patient HIV Status

HIV Status (aka 900 status):

HIV Status Documented Through eHARS Record Search:

State HIV (eHARS) Case ID:

Transmission Category (eHARS):

Case Sampled for Enhanced Investigation:

Risk Factors-Last 12 Months [Collapse Subsections](#) [Back to top](#)

Risk Factors (Last 12 Months)

Was Behavioral Risk Assessed:

If yes, complete the cases below.

Sex Partners

Had Sex with Male:

Had Sex with Female:

Had Sex with Transgender:

Had Sex with Anonymous Partner:

Sex Behavior

Had Sex Without a Condom:

Had Sex While Intoxicated/High:

Exchanged Drugs/Money for Sex:

Females - Had Sex with Known MSM:

Had Sex with Known IDU:

Risk Behavior

Been Incarcerated:

Injection Drug Use:

Shared Injection Equipment:

Drug Use Past 12 Months

During the past 12 months, indicate whether or not the patient used any of the following injection or non-injection drugs.

No drug use reported:

Cocaine:

Crack:

Heroin:

Methamphetamine:

Nitrates/Poppers:

Erectile Dysfunction Medications:

Other drug used:

Specify Other Drug Used:

Hangouts [Collapse Subsections](#) [Back to top](#)

Places to Meet Partners

Places to Meet Partners:

Places to have Sex

Places to Have Sex:

Partner Information [Collapse Subsections](#) [Back to top](#)

Partners Past Year

Female Partners (Past Year):

Number Female (Past Year):

Male Partners (Past Year):

Number Male (Past Year):

Transgender Partners (Past Year):

Number Transgender (Past Year):

Partners in Interview Period

Female Partners (Interview Period):

Number Female (Interview Period):

Male Partners (Interview Period):

Number Male (Interview Period):

Transgender Partners (Interview Period):

Number Transgender (Interview Period):

Partner Internet Information

Met Sex Partners through the Internet:

5) Core Info Tab-cont.

Target Populations [Collapse Subsections](#) [Back to top](#)

Target Populations

Target Population(s):

(Use Ctrl to select more than one)

CT <25 years
High risk heterosexual
IDU

Selected Values:

STD Testing [Collapse Subsections](#) [Back to top](#)

Syphilis Test Results

Tests Performed?:

Type of Nontreponemal Serologic Test for Syphilis:

Nontreponemal Serologic Syphilis Test Result (Quantitative):

Nontreponemal Serologic Syphilis Test Result (Qualitative):

Type of Treponemal Serologic Test for Syphilis:

Treponemal Serologic Syphilis Test Result (Qualitative):

SYPHILIS ONLY

Signs And Symptoms [Collapse Subsections](#) [Back to top](#)

Signs and Symptoms

Source	Observation/Onset Date	Sign/Symptom
No Data has been entered.		
* Source: <input type="text"/>	Observation/Onset Date: <input type="text"/>	* Sign/Symptom: <input type="text"/>
		* Anatomic Site: <input type="text"/>
		Other Anatomic Site, Specify: <input type="text"/>
	Duration (Days): <input type="text"/>	

Add

STD History [Collapse Subsections](#) [Back to top](#)

Previous STD History

Previous STD history (self-reported?):

900 Partner Services Information [Collapse Subsections](#) [Back to top](#)

Consented to Enrollment in Partner Services

Enrolled in Partner Services:

Self-Reported Results

Previous 900 Test:

Self-reported or Documented Result:

Date Last 900 Test:

Referred to Testing

Refer for Test:

Referral Date:

900 Test:

900 Result:

Result provided:

Post-test Counselling:

Referred to Medical Testing (900 +)

Refer for Care:

Keep Appointment:

Anti-Retroviral Therapy for HIV Infection

Anti-viral Therapy - Last 12 Months:

Anti-viral Therapy - Ever:

Click on **SUBMIT** button and then select **MANAGE ASSOCIATIONS** button.

6) Treatment Info

Adding Treatment Information: Select the **MANAGE ASSOCIATIONS** button and then **ADD TREATMENT** button.

Associations
Collapse Subsections
 Lab Reports

Date Received	Provider/Reporting Facility	Date Collected	Test Results	Program Area	Event ID
<input type="checkbox"/> 08/08/2016 12:00 AM	Reporting Facility: PAML	No Date	<ul style="list-style-type: none"> Chlamydia species, PCR: abnormally high 		OBS10840428MT01

Morbidity Reports

Date Received	Condition	Report Date	Type	Observation ID
Nothing found to display.				

Vaccinations

Date Administered	Vaccine Administered	Vaccination ID
Nothing found to display.		

Treatments

Treatment Date	Treatment	Treatment ID
Nothing found to display.		

Documents

Date Received	Type	Purpose	Description	Document ID
Nothing found to display.				

Treatment

* Indicates a required field

Facility and Provider Information

(One of the following is required: Provider or Reporting Facility)

Provider: There is no Provider Selected

Reporting Facility: BRIDGER CLINIC
 406-587-9011
 406-587-0681
 300 N WILLSON
 SUITE 2001
 Bozeman, Montana 59715-0000

-Treatment Date: 08/22/2016
 mm/dd/yyyy

-Treatment: Azithromycin, 1 gm., PO, x 1 d

Treatment Comments:

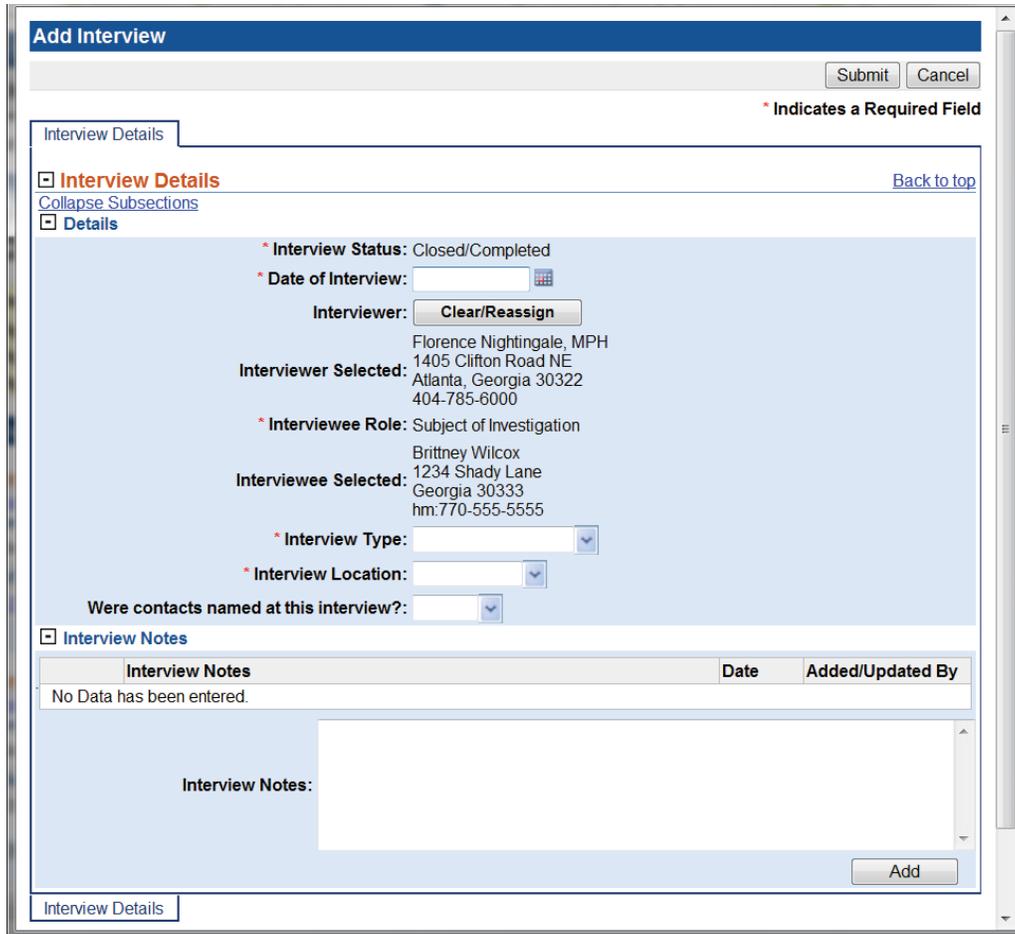
Click the **SUBMIT** button twice to return to Investigation screen.

7) Contact Records Tab

The **Contact Records** tab includes the functionality to add Interviews and Contact Records and to manage Contact Associations.

7a) Contact Records Tab-Add New Interview

From the **Contact Records** tab, choose **Add New Interview** . The system displays the Add Interview page.



Add Interview Submit Cancel

Interview Details * Indicates a Required Field

Interview Details [Back to top](#)

[Collapse Subsections](#)

Details

* **Interview Status:** Closed/Completed

* **Date of Interview:**

Interviewer: Clear/Reassign

Florence Nightingale, MPH
1405 Clifton Road NE
Atlanta, Georgia 30322
404-785-6000

Interviewer Selected:

* **Interviewee Role:** Subject of Investigation

Brittney Wilcox
1234 Shady Lane
Georgia 30333
hm:770-555-5555

Interviewee Selected:

* **Interview Type:**

* **Interview Location:**

Were contacts named at this interview?:

Interview Notes

Interview Notes	Date	Added/Updated By
No Data has been entered.		

Interview Notes:

Add

7b) Contact Records Tab-Add New Contact Record

When a patient names a contact, the investigator will enter a contact record associated with the investigation. From the **Contact Records** tab, choose **Add New Contact Record**.

The screenshot displays the 'Contact Records' tab within a web application. At the top, there are navigation tabs: Patient, Case Info, Case Management, Core Info, Contact Tracing, Contact Records (selected), and Supplemental Info. Below the tabs, there are three main sections:

- Interviews:** Includes a 'Back to top' link, a 'Collapse Subsections' link, and an 'Interview' subsection. It states 'The following interviews are associated with Kevin Marcus Parker's investigation:' and shows an empty table with columns: Date of Interview, Interviewer, Interviewee, Role, Type, Location, and Interview Status. Below the table is the text 'Nothing found to display.' and an 'Add New Interview' button.
- Contact Records:** Includes a 'Back to top' link, a 'Collapse Subsections' link, and a 'Contacts Named By Patient' subsection. It states 'The following contacts were named within Kevin Marcus Parker's investigation:' and shows a table with columns: Date Named, Contact Record ID, Name, Priority, Disposition, and Investigation ID. The table contains one row: Date Named (empty), Contact Record ID (CON10055024GA01), Name (Smith, Mary), Priority (empty), Disposition (empty), and Investigation ID (CAS10299060GA01). Below the table is the text 'Nothing found to display.' and an 'Add New Contact Record' button, which is highlighted with a green border.
- Patient Named By Contacts:** Includes a 'Back to top' link, a 'Collapse Subsections' link, and a 'Patient Named By Contacts' subsection. It states 'The following contacts named Kevin Marcus Parker within their investigation and have been associated to Kevin Marcus Parker's investigation:' and shows an empty table with columns: Date Named, Contact Record ID, Named By, Priority, Disposition, and Investigation ID. Below the table is the text 'Nothing found to display.' and a 'Manage Contact Associations' button.

The 'Contact Search' form is located below the main interface. It has a blue header with the text 'Contact Search'. Below the header is a search bar with 'Search' and 'Cancel' buttons. Underneath the search bar, there are three radio buttons: 'Demographics' (which is selected), 'Event', and 'Epi-Linked List'. Below the radio buttons are several input fields:

- Last Name:** A text input field.
- First Name:** A text input field.
- Date of Birth:** A date input field with a calendar icon to its right.
- Current Sex:** A dropdown menu with a downward arrow.
- Patient ID:** A text input field.

At the bottom right of the form, there are two more buttons: 'Search' and 'Cancel'.

The system will have you search the contact by name to determine if a patient file already exists in the system. If it does, select the check mark next to the correct name to add as the contact. If a patient file does not already exist, choose the **Add New** button.

Contact Search Results

Search Results

[New Search](#) | [Refine Search](#)

Your Search Criteria: *Last Name contains 'Smith'* resulted in **2** possible matches.
 Select an existing person below to add as a contact, or [Add New](#)

	Name	Age/DOB/Sex	Address	Telephone	Conditions
✓					
✓	<i>Legal</i> Smith, Mary	03/05/1987 Female	<i>Home</i> 123 Honey Dr Atlanta, Georgia 30032	<i>Mobile Contact</i> 998-887-8455	Gonorrhea
✓	<i>Legal</i> Smith, Mary	03/05/1987 Female	<i>Home</i> 123 Honey Dr Atlanta, Georgia 30032	<i>Mobile Contact</i> 998-887-8455	

Contact Records – Contacts Named by Patient

Creation of a contact record requires the investigator to include exposure and relationship information and permits the inclusion of any additional information related to this investigation. A contact record is composed of four tabs.

- **Contact:** This tab is used to collect demographic information about the named contact. Name, address, phone, and demographic information such as race, ethnicity, sex, and age.

Add Contact Record

[Redacted] | Male | 01/28/1998 (18 Years) Patient ID: 316037

* Indicates a Required Field

ContactContact RecordFollow-up InvestigationSupplemental Info

Patient Information[Back to top](#)

[Collapse Subsections](#)

General

* Information As of Date: AUTO POPULATED

Comments:

Name

First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Suffix:	<input type="text"/> ▼
Alias/Nickname:	<input type="text"/>

Other Personal Details

Date of Birth:	<input type="text" value="01/28/1998"/> 📅
Reported Age:	<input type="text" value="18"/>
Reported Age Units:	<input type="text" value="Years"/> ▼
Current Sex:	<input type="text" value="Male"/> ▼
Unknown Reason:	<input type="text"/> ▼

Transponder Information:

- **Contact Record:** This tab is used to collect contact and exposure information that was gathered from the index patient (i.e., the patient who named this contact). It also includes security (program area/jurisdiction) and administrative information, such as priority and disposition.

Contact | **Contact Record** | **Follow-up Investigation** | **Supplemental Info**

Go to: [Contact Record](#) | [Disposition](#) | [Contact Record Comments](#)

[Collapse Sections](#)

Contact Record [Back to top](#)

[Collapse Subsections](#)

Contact Record Security

* **Jurisdiction:** HILL AUTO POPULATED

Program Area: Sexually Transmitted Diseases

Shared Indicator:

Contact Information

* **Relationship with Patient/Other infected Patient?:** This patient

Other Infected Patient:

Other Infected Patient Selected:

* **Named:** Kallenberger, Bridget - 09/13/2016

Health Status:

Height:

Size/Build:

Hair:

Complexion:

Other Identifying Information:

Continued;

Exposure Information

* **Referral Basis:** P1 - Partner, Sex

Last Sexual Exposure:

First Needle-Sharing Exposure:

Needle-Sharing Frequency:

Last Needle-Sharing Exposure:

Relationship:

Disposition

[Back to top](#)

[Collapse Subsections](#)

Disposition

* **Processing Decision:** Field Follow-up

Initiate Follow-up Date:

Investigator: Search - OR - Quick Code Lookup

Investigator Selected:

Date Assigned:

Disposition:

Disposition Date:

Dispositioned By: Search - OR - Quick Code Lookup

Dispositioned By Selected:

Source/Spread:

- Follow-Up Investigation:** This tab is used to collect specific disease-related information about the contact, such as signs and symptoms, risk factors, testing and evaluation, and treatment information.

Contact	Contact Record	Follow-up Investigation	Supplemental Info
---------	----------------	-------------------------	-------------------

Create Investigation For Follow-Up [Back to top](#)

[Collapse Subsections](#)

Investigation Details

Enter the following information to start an investigation for Field Follow-up from this Contact Record. This is a one time action on the Add Contact Record.

* **Investigation Start Date:** 

Lot Number: 3010503116

Investigator: - OR -

Investigator Selected:

* **Date Assigned to Investigation:** 

Internet Follow-Up: 

* **Notifiable:** 

[Previous](#) [Next](#)

Contact	Contact Record	Follow-up Investigation	Supplemental Info
---------	----------------	-------------------------	-------------------

- Supplemental Info (optional):** This tab provides an area for including supporting documentation. A user can also view the revision history of the contact record, including investigator notes, as well as a summary of investigations related to the contact person.

7c) Contact Records Tab-Click on Case Investigation ID number

Interviews [Back to top](#)
[Collapse Subsections](#)
Interview
 The following interviews are associated with Kevin Marcus Parker's investigation:

Date of Interview	Interviewer	Interviewee	Role	Type	Location	Interview Status
Nothing found to display.						

[Add New Interview](#)

Contact Records [Back to top](#)
[Collapse Subsections](#)
Contacts Named By Patient
 The following contacts were named within Kevin Marcus Parker's investigation:

Date Named	Contact Record ID	Name	Priority	Disposition	Investigation ID
	CON10055024GA01	Smith, Mary			CAS10299060GA01

[Add New Contact Record](#)

Patient Named By Contacts
 The following contacts named Kevin Marcus Parker within their investigation and have been associated to Kevin Marcus Parker's investigation:

Date Named	Contact Record ID	Named By	Priority	Disposition	Investigation ID
Nothing found to display.					

[Manage Contact Associations](#)

Click on Edit button and select Case Management tab

Click on Case Management Tab to Disposition in Contact and Interview Status

Patient | Case Info | Case Management | Core Info | Contact Tracing | Contact Records | Supplemental Info

Go to: Case Numbers | Initial Follow-up | Surveillance | Notification of Exposure Information | Field Follow-up Information | Interview Case Assignment | Case Closure

Initial Follow-Up

Investigator: Clear/Reassign
Investigator Selected: Cara Murolo
STD Program
DPHHS
Helena, Montana

Initial Follow-Up:

Date Closed:

Notification Of Exposure Information

Patient Eligible for Notification of Exposure:

Notification Plan:

Actual Referral Type:

Field Follow-Up Information

Investigator: Clear/Reassign
Investigator Selected: Pam Whitney, RN
Missoula City-County Health Department
Missoula, Montana 59801
406-258-3896

Date Assigned:

Initially Assigned:

Initial Assignment Date:

Field Follow-up Exam Information

Exam Reason:

Reporting Provider Diagnosis (Field Follow-up):

Expected In:

Exam Date:

Provider: Search - OR - Quick Code Lookup

Provider Selected:

Facility: Search - OR - Quick Code Lookup

Facility Selected:

Case Disposition

Disposition:

Disposition Date:

Dispositioned By: Clear/Reassign
Dispositioned By Selected: Pam Whitney, RN
Missoula City-County Health Department
Missoula, Montana 59801
06-258-3896

Supervisor: Clear/Reassign
Supervisor Selected: Pam Whitney, RN
Missoula City-County Health Department
Missoula, Montana 59801
406-258-3896

OOJ Field Record Sent To Information

OOJ Agency FR Sent To:

OOJ FR Number in Receiving Area:

OOJ Due Date from Receiving Area:

OOJ Outcome from Receiving Area:

Interview Case Assignment

Interviewer: Search - OR - Quick Code Lookup

Interviewer Selected:

Date Assigned:

Initially Assigned Selected:

Initial Assignment Date:

Supervisor: Search - OR - Quick Code Lookup

Supervisor Selected:

Patient Interview Status:

Interview/Investigation Notes

Note	Date	Added/Updated By
No Data has been entered.		

Note:

Add

Case Closure

Investigation may not be closed while interview status is awaiting or investigation is pending supervisor approval of field record closure. Also all contact records identified in this investigation must have a disposition.

Date Closed:

Closed By: Search - OR - Quick Code Lookup

Closed By Selected:

⇒ Cannot close out contact until disposition and interview status entered. Click Submit.

⇒ Return to index case by selecting from Contact Record tab

Supplemental Tab (not required)

⇒ Create a notification

Need Help?

MIDIS CDEpi Help Desk: 444-0273

- ✓ CDEpi Contact: Magdalena Scott
Phone: 444-3049
Email: [magdalena.scott@mt.gov](mailto:magdalenascott@mt.gov)

MIDIS STD Help Desk: 444-9028

- ✓ STD Contact: Peggy Baker
Phone: 444-9028
Email: pebaker@mt.gov

Do not hesitate to call about any questions or concerns!

APPENDIX A: Reportable Diseases for the State of Montana

The following is a list of conditions that are reportable to DPHHS. **All should be entered into MIDIS except HIV/AIDS.**

Acquired Immune Deficiency Syndrome (AIDS)	Lyme disease
Anaplasmosis	Lymphogranuloma venereum
Anthrax	Malaria
Arboviral disease (including California serogroup, Eastern equine encephalitis, Powassan, St. Louis encephalitis, West Nile Virus, Western equine encephalitis)	Measles (rubeola)
Babesiosis	Meningococcal disease (<i>Neisseria meningitidis</i>)
Botulism (including infant botulism)	Mumps
Brucellosis	Pertussis (whooping cough)
Campylobacteriosis	Plague (<i>Yersinia pestis</i>)
Chancroid	Poliomyelitis
<i>Chlamydia trachomatis</i> infection	Psittacosis
Coccidioidomycosis	Q fever (<i>Coxiella burnetii</i>)
Colorado Tick Fever	Rabies human and animal (including exposure to a human by a species susceptible to rabies infection)
Cryptosporidiosis	Rubella (including congenital)
Cyclosporiasis	Salmonellosis
Dengue virus	Severe Acute Respiratory Syndrome-associated coronavirus (SARS)
Diphtheria	Shigellosis
Ehrlichiosis	Smallpox
<i>Escherichia coli</i> , shiga-toxin producing (STEC)	Spotted Fever Rickettsiosis
Gastroenteritis outbreak	<i>Streptococcus pneumoniae</i> , invasive disease
Giardiasis	Streptococcal toxic shock syndrome
Gonorrheal infection	Syphilis
<i>Granuloma inguinale</i>	Tetanus
<i>Haemophilus influenzae</i> , invasive disease	Tick-borne relapsing fever
Hansen's disease (leprosy)	Toxic shock syndrome, non-streptococcal
Hantavirus Pulmonary Syndrome/infection	Transmissible Spongiform Encephalopathies
Hemolytic Uremic Syndrome, post-diarrheal	Trichinellosis (Trichinosis)
Hepatitis A	Tuberculosis
Hepatitis B, acute, chronic, perinatal	Tularemia
Hepatitis C, acute, chronic	Typhoid Fever
Human Immunodeficiency Virus (HIV)	Varicella
Influenza (including hospitalizations/deaths)	<i>Vibrio cholerae</i> infection (Cholera)
Lead poisoning (blood levels \geq than 5 micrograms deciliter for children 13 years of age or younger)	Vibriosis
Legionellosis	Viral Hemorrhagic fevers
Leptospirosis	Yellow Fever
Listeriosis	Any unusual incident of unexplained illness or death in a human or animal with potential human health implications

Note: An up to date list of Reportable Diseases in Montana is maintained on the CDEpi website. To view the current list, please visit:

<http://www.dphhs.mt.gov/publichealth/cdepi/reporting/index.shtml>

APPENDIX B: MIDIS Compatibility View Settings and Internet Options

Internet Explorer is the recommended browser to use MIDIS.

You may notice that certain features of MIDIS stop working from time to time, or the screen does odd things:

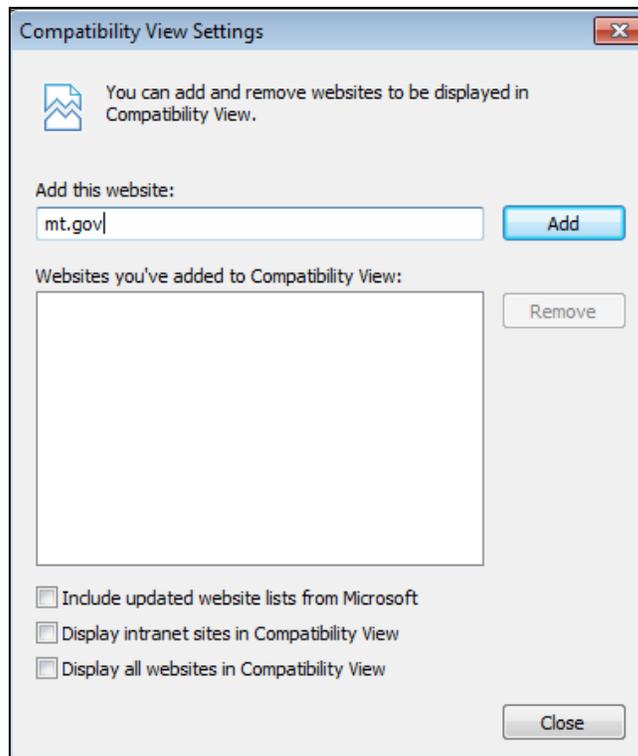
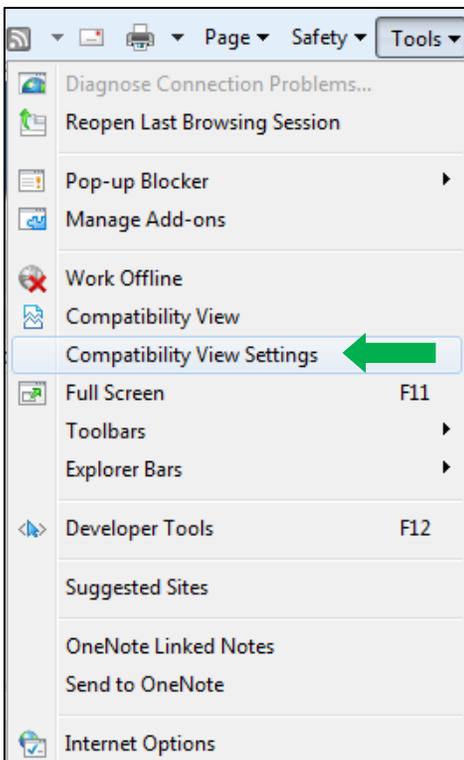
- Drop down menus don't work
- A spinning wheel displays for a long period of time
- The screen goes grey, or white

This is likely a compatibility view settings issue. Please check your settings in your browser to reset your settings. In Internet Explorer, go to Tools:

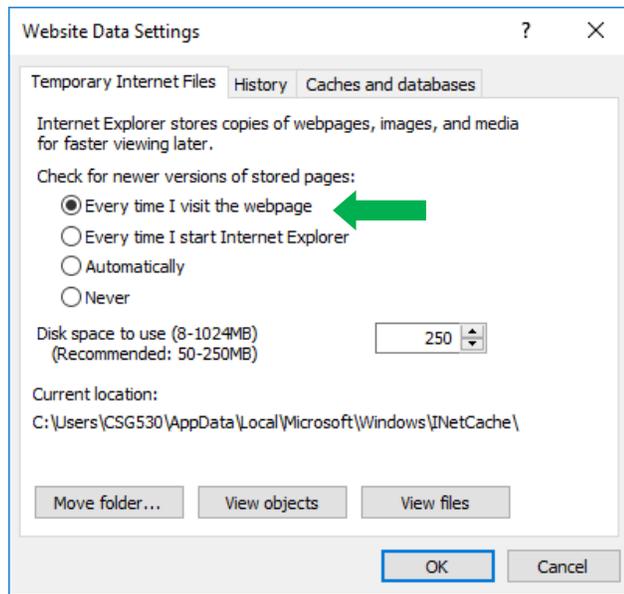
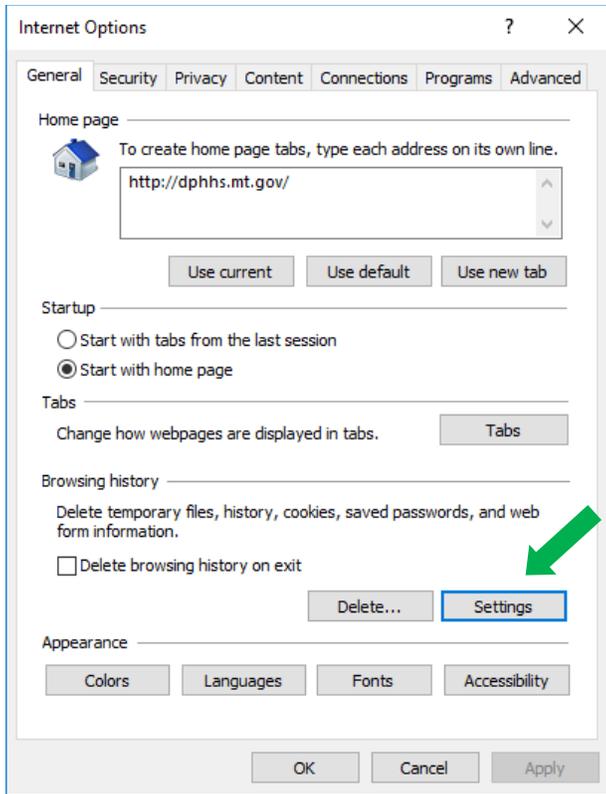


Select **Compatibility View Settings**

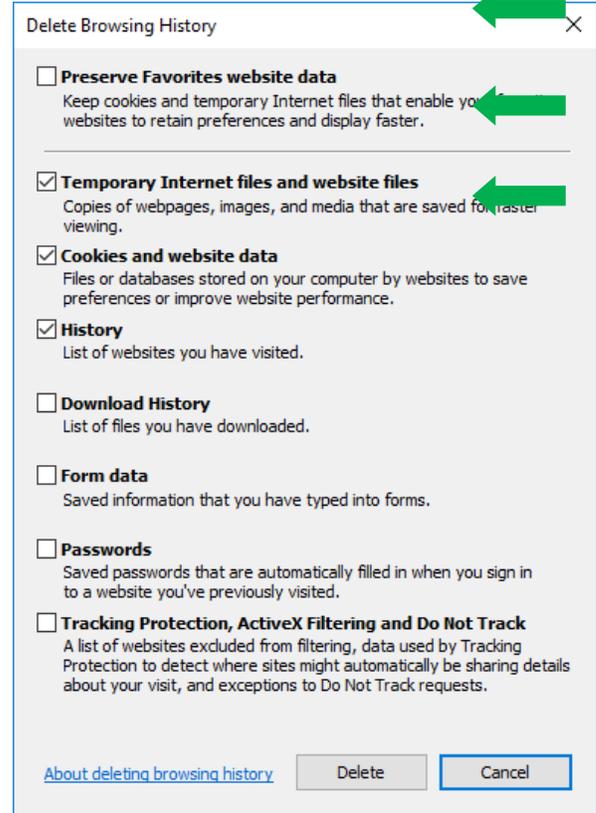
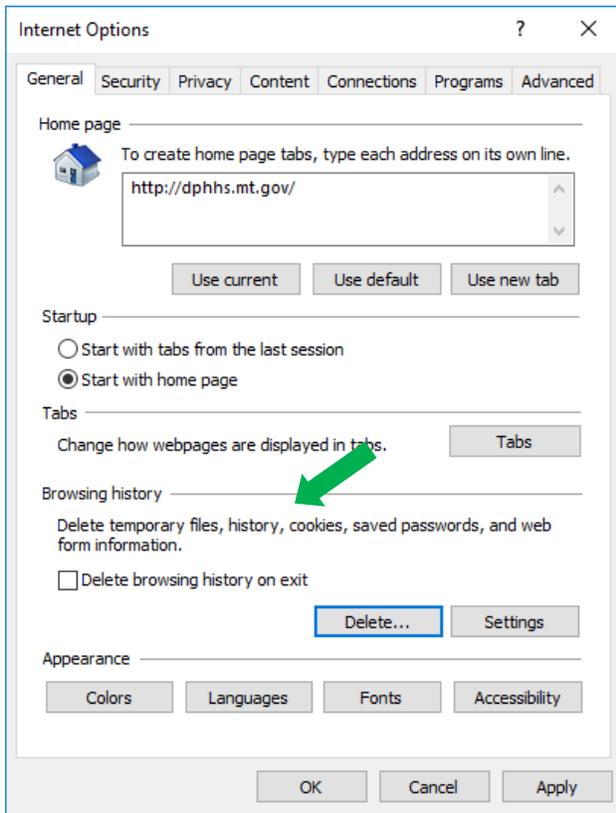
'mt.gov' should NOT be added to Websites you've added to Compatibility View



1. Within Internet Explorer, navigate to Tools → Compatibility View settings
 - a. "Display intranet sites in Compatibility View" should not be enabled
 - b. Also if you have added mt.gov to the Compatibility View box, please remove it



2. Within Internet Explorer, navigate to Tools → Internet Options → General → Browsing History → Settings → Select “Check for newer version of stored pages: Every Time I visit the webpage”



3. Within Internet Explorer, navigate to Tools → Internet Options → General → Browsing History → Delete: Select the following options”

- a. Delete Temporary Internet files and website files
- b. Delete Cookies and website data
- c. Do NOT "Preserve Favorites website data"

APPENDIX C: Adding Providers to MIDIS

When completing an investigation, there is a place to search and enter provider information. You may find that a provider for your jurisdiction is missing in MIDIS. To add a provider to MIDIS, please do the following:

In the MIDIS Navigation Ribbon, click on **DATA ENTRY**. In the submenu, click **PROVIDER**.



Search for the provider by name.

	Operators	Search Criteria
Last Name:	Starts With	Provider
First Name:	Starts With	Jane
Street Address:	Contains	
City:	Contains	
State:		
Zip:		
Telephone:		
ID Type:		
Value:		

If the search result does not bring up the provider you are looking for, then click **ADD** to add new provider information.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

Search Results User: Stacey Anderson

[New Search](#) | [Refine Search](#)

←

Your Search Criteria: Last Name Starts With 'Provider', First Name Starts With 'Jane' resulted in 0 possible matches.
Would you like to [refine your search?](#)

Full Name	Address	Telephone	ID
There is no information to display			

Fill out the fields for the provider’s name and office address. You can also assign a Quick Code for the provider. The Quick Code will allow you to look up the provider within an investigation. An example of a Quick Code could be the provider’s initials.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

Add Provider User: Stacey Anderson

[Administrative Information](#) | [Name](#) | [Identification Information](#) | [Address Information](#) | [Telephone Information](#) | [Custom Fields](#)

Administrative Information [Back to Top](#)

Quick Code:

(Use Ctrl to select more than one)

Role:
 Consulting Provider (Copies To)
 Counselor
 Health Officer
 Lab Technician

General Comments:

Name [Back to Top](#)

Prefix:

Last Name: First Name:

Middle Name:

Suffix:

Degree:

When you are finished, click **SUBMIT**.

You will now be able to search and select the provider within an Investigation or Laboratory Report.

GLOSSARY

CDC: Centers for Disease Control and Prevention

DOB: Date of Birth

Documents Requiring Review: This queue is where new electronic laboratory reports are put for review.

ELR: Electronic Laboratory Reporting. This is the electronic version of a paper lab report.

Hyperlink: A link from one document to another. Hyperlinks in MIDIS are highlighted in blue underlined text.

Investigation: Information that supports the case definition for notifying DPHHS of a reportable disease. This is the same as a case report.

Keyfob: A token that contains a randomly generated number that is used in combination with a user ID and PIN to securely log into MIDIS.

LHJ: Local Health Jurisdiction

Metrics AVR Viewer: Widget on the MIDIS homepage that allows the user to view charts and graphs of activity over the last 7 days. The user can select one of several views from a drop-down menu.

MIDIS: Montana Infectious Disease Information System

MMWR: Morbidity and Mortality Weekly Reports. This is a publication prepared by the CDC that contains data on specific diseases reported by state and territorial health departments.

MMWR Week: The week of the year when a notifiable disease/condition is reported.

MT DPHHS: Montana Department of Health and Human Services

My Reports: Widget on the MIDIS homepage that allows quick access to the private reports that have been customized and saved by the current user.

My Queues: Widget on the MIDIS homepage that allows access to the work queues in MIDIS.

NBS: NEDSS Base System. MIDIS is an example of an NBS.

NEDSS: National Electronic Disease Surveillance System

News Feeds: Widget on the MIDIS homepage that allows the user to access the RSS (Really Simple Syndication) feed(s) that will be set up by DPHHS.

Notices: Widget on the MIDIS homepage that allows a user to view any alerts, announcements, etc. that have been created by DPHHS.

Ordering Facility: The facility/practice where the Ordering Provider (Physician) works.

Ordering Provider: In a laboratory report, this is the physician or healthcare provider that ordered the laboratory test to be performed.

Passcode: A MIDIS user's PIN plus the six digit number displayed on the user key fob.

Patient File: Information that contains all data on a patient in MIDIS. This includes demographics and events (laboratory results, case reports, vaccination record, and contact information.)

Patient Search: Widget on the MIDIS homepage that allows a user to find a patient in the system using either a demographic search or a patient ID.

PIN: Personal Identification Number created when you first log in with your MIDIS key fob.

Protected Health Information (PHI): any information about health status, provision of health care, or payment for health care that can be linked to a specific individual.

Rejected Notification Queue: A list of investigations that require additional information before they can be sent to CDC for notification.

Reportable Condition: A disease or condition that is required to be reported to the state of Montana. The list of reportable conditions is found in Appendix A of this user guide.

Reporting Facility: The laboratory name or provider that is reporting the laboratory result in a lab report.

Session Time Out: The length of time that a MIDIS window can remain open with no activity. It is currently set to 45 minutes.

Specimen Collection Date: The date that the specimen was collected.

UserID: The user identification to log into MIDIS. This is typically the first initial of the first name followed by the full last name and '-nedssmt.'

Widget: A component of MIDIS that enables a user to perform a function or access another location within the system. For example, the Reports widget provides access to a specific report.

REVISION HISTORY

DATE	CHANGE(S)	AUTHOR
12/12/12	Initial Document	Stacey Anderson
1/3/17	<ul style="list-style-type: none">• Update MIDIS URL• Added STD reporting section• Added influenza reporting section• Updated MIDIS Program areas	Stacey Anderson
3/14/17	<ul style="list-style-type: none">• Edited MIDIS Help Desk Contact information• Added the STD User Guide	Rachel Hinnenkamp
5/30/19	<ul style="list-style-type: none">• Added new screen shots with Page Builder pages for flu	Magdalena Scott