

COVID-19 OUTBREAK REPORTING IN MONTANA'S INFECTIOUS DISEASE INFORMATION SYSTEM (MIDIS)



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Naming an Outbreak of COVID-19 in MIDIS

1. In a patient's COVID-19 investigation, go to the "Case Info" tab.



2. Scroll down to the "Epidemiologic" section in red.
3. Indicate that this case is affiliated with an outbreak by selecting "Yes" for the drop down next to the question, "Is the patient associated with an outbreak of COVID-19?" After selecting, "yes", a field will appear that allows you to name the COVID-19 outbreak. Please use the following nomenclature: **COV_CTY_#_MM.DD.YY** This allows your team and CDEpi to easily track cases associated with outbreaks.

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Outbreak Reporting

Is the patient associated with an outbreak of COVID-19 individuals?:

[County Abbreviations for Outbreaks in MIDIS](#)

*****Please use correct outbreak nomenclature: COV_CTY_#_MM.DD.YYYY. CTY is your 3-letter county abbreviation, # is the number of the outbreak your county has responded to this year, MM.DD.YY is the day the outbreak opened.

If yes, what is the name of the COVID-19 outbreak?:

Nomenclature Key	
COV =COVID-19	# = Number of COVID-19 outbreaks reported in your county so far this calendar year
CTY = County 3-letter abbreviation (see above)	MM.DD.YY =date of first case/date outbreak is opened

BEAVERHEAD	BEA	GARFIELD	GAR	PONDERA	PON
BIG HORN	BIG	GLACIER	GLR	POWDER RIVER	PDR
BLACKFEET	BKT	GOLDEN VALLEY	GOL	POWELL	PWL
BLAINE	BNE	GRANITE	GRA	PRAIRIE	PRA
BROADWATER	BRO	HILL	HIL	RAVALLI	RAV
CARBON	CAB	JEFFERSON	JEF	RICHLAND	RIC
CARTER	CAT	JUDITH BASIN	JUD	ROCKY BOY	RBY
CASCADE	CAS	LAKE	LAK	ROOSEVELT	ROO
CHOUTEAU	CHO	LEWIS & CLARK	LEW	ROSEBUD	ROS
CROW	CRO	LIBERTY	LIB	SANDERS	SAN
CSKT	CSK	LINCOLN	LIN	SHERIDAN	SHE
CUSTER	CUS	MADISON	MAD	SILVER BOW	BSB
DANIELS	DAN	MCCONE	MCC	STILLWATER	STL
DAWSON	DAW	MEAGHER	MEA	SWEET GRASS	SWE
DEER LODGE	DEE	MINERAL	MIN	TETON	TET
FALLON	FAL	MISSOULA	MIS	TOOLE	TOO
FERGUS	FER	MUSSELSHELL	MUS	TREASURE	TRE
FLATHEAD	FTD	NORTHERN CHEYENNE	NCN	VALLEY	VAL
FT. BELKNAP	FBT	PARK	PAR	WHEATLAND	WHE
FT. PECK	FPT	PETROLEUM	PET	WIBAUX	WIB
GALLATIN	GAL	PHILLIPS	PHI	YELLOWSTONE	YEL

4. We recommend keep a running list of outbreaks in your county to help you easily track where outbreaks are occurring and what nomenclature is associated with that outbreak. See page 5 for an example spreadsheet used for tracking outbreaks.

Summary Points

- Outbreak naming is vital to assist with tracking outbreak data. **Please follow the naming instructions carefully.**
- Consider keeping a line list (example below) in a location accessible to others who work in MIDIS to assist with organizing outbreaks.
- Outbreak numbers should restart at the beginning of each calendar year for your county.

Please Follow Further Setting-Specific Guidance on the Next Pages

Example Outbreak Reporting Spreadsheet

For the example below, “CTY” is an example county abbreviation for outbreak nomenclature.

Year Outbreak Occurred	Outbreak Number of the Year	Outbreak Name (COV_CTY_#_MM.DD.YY)	Facility Name	Facility Type (ALF, CAH, Acute Care, LTC/Skilled Nursing, Independent Living, School, Daycare, Group Home, Corrections, etc.)	Outbreak Status (Open/ Closed/ Pending Status)	Date Outbreak Opened (mm.dd.yy)	Date Outbreak Closed (mm.dd.yy)	Number of Residents/ Students Positive (for healthcare, schools, and daycares on-site)	Number of Staff Positive	Number of Other Positives (ex. family members, visitors, roommates, etc.)	Total Number of Cases Associated with Outbreak	Total Number of COVID-19 Deaths Confirmed by Death Certificate Review
2022	1	COV_CTY_1_09.10.22	Happy Homes	LTC/Skilled Nursing	Open	09.10.22		12	5	3	20	1
2022	2	COV_CTY_2_09.13.22	Summer Camp	School	Open	09.13.22		6	2	3	11	0
2022	3	COV_CTY_3_09.17.22	Big Hospital	CAH	Open	09.17.22		21	3	1	25	0
2022	4	COV_CTY_4_10.02.22	LTCF	LTC/Skilled Nursing	Closed	10.02.22	10.08.22	15	4	6	25	2
2022	5	COV_CTY_5_10.28.22	Wedding Reception	Other	Closed	10.28.22	11.03.22	0	0	5	5	0
2022	6	COV_CTY_6_11.14.22	Big School 1	School	Open	11.14.22		32	6	19	57	0
2022	7	COV_CTY_7_11.30.22	Small School	School	Closed	11.30.22	12.04.22	5	1	1	7	0
2022	8	COV_CTY_8_12.15.22	Big School 2	School	Closed	12.15.22	12.19.22	16	3	4	23	0
2022	9	COV_CTY_9_12.23.22	Company Party	Other	Open	12.23.22		0	0	48	48	0
2023	1	COV_CTY_1_01.03.23	Small School	School	Open	01.03.23		8	1	2	11	0

Please note that the outbreak numbers restart at the beginning of the new year

Healthcare Facilities (Assisted Living, Long-Term Care/Skilled Nursing, Nursing Home, Acute Care Hospitals, etc.)

This guidance is intended for use by CLC's for reporting COVID-19 cases, including those in residents, staff, and anyone else associated with the outbreak (such as visitors, family members, etc.), associated with COVID-19 outbreaks in healthcare facilities.

For additional assistance with reporting in healthcare facilities, please contact the HAI/ICP section: [406-444-0273](tel:406-444-0273)

1. If the case is associated with a healthcare facility, please select "Yes" for the question: "Is this case associated with a healthcare facility?", **red** arrow in screenshot below.
2. Additional fields will "unhide" once "yes" is selected for those questions. Please complete all fields under the "Epi-Link" section.

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Outbreak Reporting

Is the patient associated with an outbreak of COVID-19 individuals?:

[County Abbreviations for Outbreaks in MIDIS](#)

****Please use correct outbreak nomenclature: COV_CTY_#_MM.DD.YYYY. CTY is your 3-letter county abbreviation, # is the number of the outbreak your county has responded to this year, MM.DD.YY is the day the outbreak opened.

If yes, what is the name of the COVID-19 outbreak?:

Is the patient linked to an outbreak at a school, university, daycare, or childcare center?:

Epi-Link

These questions are required to be completed.

Healthcare facilities include assisted living facilities, long-term care/skilled nursing facilities, nursing homes, critical access hospital, acute care hospital, or independent living facilities.

Is this case associated with a healthcare facility?: 

What is the name of the healthcare facility?: 

What is the facility type?:

What is the case's role at the facility?:

Specify the role of the staff member:

3. Outbreak nomenclature is important, so we ask that you use the same facility name each time when you answer, "If yes, what is the name of the healthcare facility" (**green** arrow above).
 - a. For example, if the facility's name is Best Nursing Home, please type "Best Nursing Home" for each case associated with that facility. Do not also use BNH, Best NH, etc...
 - b. You can shorten the name if you are consistent with the nomenclature. For example, you could put "Best NH" if you use that naming convention for every case associated with that facility. Some facilities belong to a corporation; please include city name or house name in your nomenclature. If you have questions about this, please contact ICP/HAI section at 406-444-0273.

Common Outbreak Situations in Healthcare Facilities

[New Outbreak at Facility](#)

If you close the outbreak at Best Nursing Home that began on 10/12/22 and have no other outbreaks in your county until another one begins at Best Nursing Home on 11/1/22, then the new outbreak would be named COV_CTY_2_11.01.22 (see screenshot below).

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Outbreak Reporting

Is the patient associated with an outbreak of COVID-19 individuals?:

[County Abbreviations for Outbreaks in MIDIS](#)

****Please use correct outbreak nomenclature: COV_CTY_#_MM.DD.YYYY. CTY is your 3-letter county abbreviation, # is the number of the outbreak your county has responded to this year, MM.DD.YY is the day the outbreak opened.

If yes, what is the name of the COVID-19 outbreak?:

Is the patient linked to an outbreak at a school, university, daycare, or childcare center?:

Epi-Link

These questions are required to be completed.

Healthcare facilities include assisted living facilities, long-term care/skilled nursing facilities, nursing homes, critical access hospital, acute care hospital, or independent living facilities.

Is this case associated with a healthcare facility?:

What is the name of the healthcare facility?:

What is the facility type?:

What is the case's role at the facility?:

[Additional Cases Identified in an Open Outbreak](#)

If you identify additional cases linked to an outbreak, continue to use the naming convention "COV_CTY_2_11.01.22" in the MIDIS investigations for cases associated with the outbreak until the outbreak is officially closed. The example below is for an individual that was identified as part of the second outbreak at Best Nursing Home.

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Is the patient associated with an outbreak of COVID-19 individuals?:

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If yes, what is the name of the COVID-19 outbreak?:

Is the patient linked to an outbreak at a school, university, daycare, or childcare center?:

Epi-Link

These questions are required to be completed.

Healthcare facilities include assisted living facilities, long-term care/skilled nursing facilities, nursing homes, critical access hospital, acute care hospital, or independent living facilities.

Is this case associated with a healthcare facility?:

What is the name of the healthcare facility?:

What is the facility type?:

What is the case's role at the facility?:

Specify the role of the staff member:

[New Outbreak Identified at a Different Facility](#)

If you have a COVID outbreak at My Happy Home that starts on 11/02/22, then the new outbreak would be named COV_CTY_3_11.02.22

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Is the patient associated with an outbreak of COVID-19 individuals?:

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****Please use correct outbreak nomenclature: COV_CTY_#_MM.DD.YYYY. CTY is your 3-letter county abbreviation, # is the number of the outbreak your county has responded to this year, MM.DD.YY is the day the outbreak opened.

If yes, what is the name of the COVID-19 outbreak?:

Is the patient linked to an outbreak at a school, university, daycare, or childcare center?:

Epi-Link

These questions are required to be completed.

Healthcare facilities include assisted living facilities, long-term care/skilled nursing facilities, nursing homes, critical access hospital, acute care hospital, or independent living facilities.

Is this case associated with a healthcare facility?:

What is the name of the healthcare facility?:

What is the facility type?:

What is the case's role at the facility?:

[Counting Visitors, Roommates, and Family Members:](#)

If you have an individual who is associated with an outbreak but **does not work** at a healthcare facility, you can include them in the outbreak using the assigned nomenclature for that outbreak.

Example: An individual works at Best Nursing Home as a staff member. They test positive for COVID-19 and isolate in their home. Three days later, their roommate also becomes a case and states they were exposed to the positive staff member. We would want to count their roommate as a case affiliated with the outbreak. See the screenshot below.

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Is the patient associated with an outbreak of COVID-19 individuals?:

[County Abbreviations for Outbreaks in MIDIS](#)

****Please use correct outbreak nomenclature: COV_CTY_#_MM.DD.YYYY. CTY is your 3-letter county abbreviation, # is the number of the outbreak your county has responded to this year, MM.DD.YY is the day the outbreak opened.

If yes, what is the name of the COVID-19 outbreak?:

Is the patient linked to an outbreak at a school, university, daycare, or childcare center?:

Epi-Link

These questions are required to be completed.

Healthcare facilities include assisted living facilities, long-term care/skilled nursing facilities, nursing homes, critical access hospital, acute care hospital, or independent living facilities.

Is this case associated with a healthcare facility?:

What is the name of the healthcare facility?:

What is the facility type?:

What is the case's role at the facility?:

Out of Jurisdiction Transfers

If you have a positive case associated with an outbreak in your jurisdiction but the individual lives in a different jurisdiction, please contact the MT HAI Section. The MT HAI Section will update the MIDIS investigation. This will ensure that outbreak numbers are accurate. Please include the following information in your notification to the MT HAI Section:

- 1) MIDIS ID for positive case
- 2) If the case is a staff or resident (will mostly be staff)
- 3) Specimen collection date of positive test
- 4) Name of healthcare facility where the individual works
- 5) Outbreak nomenclature

Example: Gallatin County has an outbreak at Best Nursing Home. They identify that one of the staff members lives in Park County. Gallatin will email the MT HAI Section the information above (letters a-e) and a staff member on the HAI team will update the investigation for Park County. This will ensure that case counts for the outbreak at Best Nursing Home located in Gallatin County are accurate.

Schools and Other Congregate Settings

This guidance is intended for use by case investigators for reporting COVID-19 cases, including those in students/residents, staff, and anyone else associated with the outbreak (such as visitors, family members, etc.), associated with COVID-19 outbreaks in **schools, correctional facilities, group homes, and daycares**.

For additional guidance with reporting COVID-19 outbreaks in other settings, contact CDEpi at
406-444-0273

1. To make the reporting of outbreaks easier, CDEpi has reduced the number of fields required for data entry for tracking outbreaks of COVID-19 located in non-healthcare settings.
2. Continue to track each outbreak separately with the nomenclature previously discussed in this guidance document (page 3-4).
3. For schools, universities, daycares, and other childcare settings:
 - a. Select “Yes” for the question “Is the patient associated with an outbreak of COVID-19?”
 - b. Enter the outbreak nomenclature/name associated with this outbreak.
 - c. Select “Yes” for the question “Is the patient linked to an outbreak at a school, university, daycare, or childcare center?”

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Is the patient associated with an outbreak of COVID-19 individuals?:

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****Please use correct outbreak nomenclature: COV_CTY_#_MM.DD.YYYY. CTY is your 3-letter county abbreviation, # is the number of the outbreak your county has responded to this year, MM.DD.YY is the day the outbreak opened.

If yes, what is the name of the COVID-19 outbreak?:

Is the patient linked to an outbreak at a school, university, daycare, or childcare center?: 

4. For other congregate settings/events (correctional facilities, group homes, religious organizations, shelters, weddings, etc.):
 - a. Select “Yes” for the question “Is the patient associated with an outbreak of COVID-19?”
 - b. Enter the outbreak nomenclature/name associated with this outbreak.
 - c. Select “Yes” for the question “Is this case associated with a non-healthcare congregate setting or event?”
 - d. Select the facility type.
 - e. Enter the facility/event name. **MAKE SURE YOU USE THE SAME NAME CONVENTION FOR EACH OUTBREAK ASSOCIATED WITH THE FACILITY/EVENT.**

Examples of Outbreak Reporting for Other Congregate Settings:

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Outbreak Reporting

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*****Please use correct outbreak nomenclature: COV_CTY_#_MM.DD.YYYY. CTY is your 3-letter county abbreviation, # is the number of the outbreak your county has responded to this year, MM.DD.YY is the day the outbreak opened.

If yes, what is the name of the COVID-19 outbreak?:

Is the patient linked to an outbreak at a school, university, daycare, or childcare center?:

Epi-Link

These questions are required to be completed.

Healthcare facilities include assisted living facilities, long-term care/skilled nursing facilities, nursing homes, critical access hospital, acute care hospital, or independent living facilities.

Is this case associated with a healthcare facility?:

Non-healthcare congregate settings include correctional facilities, group homes, religious organizations, shelters, etc.

Is this case associated with a non-healthcare congregate setting or event?:

What is the facility type?:

If other, what is the facility/event name?:

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*****Please use correct outbreak nomenclature: COV_CTY_#_MM.DD.YYYY. CTY is your 3-letter county abbreviation, # is the number of the outbreak your county has responded to this year, MM.DD.YY is the day the outbreak opened.

If yes, what is the name of the COVID-19 outbreak?:

Is the patient linked to an outbreak at a school, university, daycare, or childcare center?:

Epi-Link

These questions are required to be completed.

Healthcare facilities include assisted living facilities, long-term care/skilled nursing facilities, nursing homes, critical access hospital, acute care hospital, or independent living facilities.

Is this case associated with a healthcare facility?:

Non-healthcare congregate settings include correctional facilities, group homes, religious organizations, shelters, etc.

Is this case associated with a non-healthcare congregate setting or event?:

What is the facility type?:

What is the name of the correctional facility?:

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If yes, what is the name of the COVID-19 outbreak?:

Is the patient linked to an outbreak at a school, university, daycare, or childcare center?:

 Epi-Link

These questions are required to be completed.

Healthcare facilities include assisted living facilities, long-term care/skilled nursing facilities, nursing homes, critical access hospital, acute care hospital, or independent living facilities.

Is this case associated with a healthcare facility?:

Non-healthcare congregate settings include correctional facilities, group homes, religious organizations, shelters, etc.

Is this case associated with a non-healthcare congregate setting or event?:

What is the facility type?:

If other, what is the facility/event name?:

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If yes, what is the name of the COVID-19 outbreak?:

Is the patient linked to an outbreak at a school, university, daycare, or childcare center?:

 Epi-Link

These questions are required to be completed.

Healthcare facilities include assisted living facilities, long-term care/skilled nursing facilities, nursing homes, critical access hospital, acute care hospital, or independent living facilities.

Is this case associated with a healthcare facility?:

Non-healthcare congregate settings include correctional facilities, group homes, religious organizations, shelters, etc.

Is this case associated with a non-healthcare congregate setting or event?:

What is the facility type?:

What is the name of the group home?: