

# COVID-19 GUIDANCE FOR MIDIS

*Included in this Guidance Document:*

1. How to **manually enter a lab report** (**pages 2-7**)
  - a. *Note:* This is the manual process to do so. You may also upload your laboratory results through this Formstack link: [https://montanagovernment-aijle.formstack.com/forms/covid19\\_lab\\_test\\_result\\_survey](https://montanagovernment-aijle.formstack.com/forms/covid19_lab_test_result_survey)
2. How to **mark labs as reviewed in batches** (super quick and easy!) (**pages 8-9**)
3. How to run a report for **COVID-19 lab test results** (**pages 10-12**)
4. How to run a report for **COVID-19 investigations** (**pages 13-18**)
5. How to **transfer a lab** out of state or out of jurisdiction lab report (**pages 19-20**)
6. How to query a vaccination in Immtrax through MIDIS and attach a vaccination to a COVID-19 investigation (**pages 20-25**)

If you have any questions or concerns, please call or email Sam Saycich with CDEpi at (406)444-0018 and [Samantha.Saycich@mt.gov](mailto:Samantha.Saycich@mt.gov). For immediate assistance, please call CDEpi at 406-444-0273.

## How to Manually Enter a Lab Report

1. Search for the patient to see if they're in MIDIS yet by typing in the first and last name into the search demographics box towards the left of MIDIS. Select "Search".



**Patient Search**

Search Demographics

Last Name:

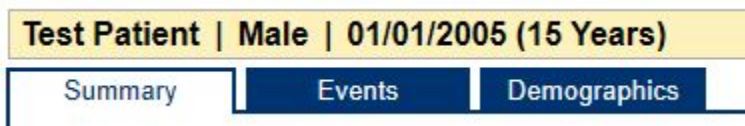
First Name:

- a. If the patient is not in MIDIS:
  - i. Select "Add New".

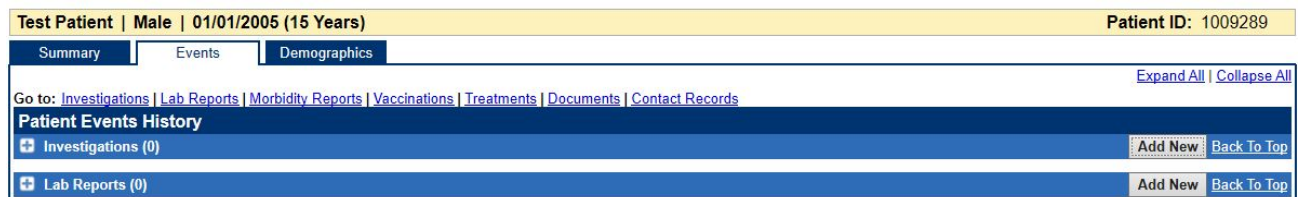


- ii. Enter all basic demographic data and select "Submit".
- b. If the patient is in MIDIS:
  - i. Select their patient ID.

2. From the patient file, select the tab that says "Events".



3. Scroll down to "Lab Reports" and select "Add New".



4. For “Reporting Facility”, please populate it with where the test is coming from by selecting “Search”. Examples include LabCorp, St. Vincent’s, etc.

**Patient** **Report Information**

[Order Information](#) | [Test Result\(s\)](#) | [Administrative](#)

**Order Information** [Back to Top](#)

*\* Indicates a required field*

**Facility and Provider Information**

Search Clear  Code Lookup

**\* Reporting Facility:** LabCorp Denver  
8490 Upland Drive  
Engelwood, Colorado 80110  
303-792-2600

5. If you have information for ordering facility and ordering provider, please populate it by selecting “Search”.

Search Clear  Code Lookup

**Ordering Facility:** There is no Ordering Facility selected.

☐ Same as Reporting Facility

Search Clear  Code Lookup

**Ordering Provider:** There is no Ordering Provider selected.

6. Populate the following areas:

**\* Program Area:** General Communicable Diseases

**\* Jurisdiction:** MISSOULA

☒ Share record with Guests for this Program Area and Jurisdiction

**Lab Report Date:** 08/01/2020  
mm/dd/yyyy

**\* Date Received by Public Health:** 08/04/2020  
mm/dd/yyyy

- Program Area:** General Communicable Disease
- Jurisdiction:** Where patient resides (ex. Missoula, Lake, Fergus, Carbon)
- Lab Report Date:** The actual date that the report was generated.
- Date Received by Public Health:** The date that the report was entered into MIDIS.

7. Select “Search” next to ordered test.

Ordered Test:

Search

Clear

8. To Search for a PCR test (e.g., Abbott ID Now or Cepheid): Type in “SARS” and **select** **“LONG LIST”**. Select “submit”.

Submit Cancel

Test Name: SARS

Search: ☐ Short list, includes generic names of tests  
☒ Long list, provides detailed names of tests


Submit Cancel

9. Hit “Next” two times. Halfway down the page you should see a test result with the code **“94500-6”**: this is the LOINC for a PCR test. Press “Select”.

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

	Code	Test Name	Method	System	Property
<a href="#">Select</a>	33965-5	SARS coronavirus Urbani RNA [Presence] in Stool by Probe and target amplification method	Probe.amp.tar	Stool	ACnc
<a href="#">Select</a>	33964-8	SARS coronavirus Urbani RNA [Presence] in Unspecified specimen by Probe and target amplification method	Probe.amp.tar	XXX	ACnc
<a href="#">Select</a>	94502-2	SARS+SARS-Lk+SARS-CoV-2 RNA Resp QI NAA	PROBE.AMP.TAR	RESPIRATORY	PRTHR
<a href="#">Select</a>	94532-9	SARS+SARS-Lk+SARS-CoV-2+MERS QI NAA-prb	PROBE.AMP.TAR	RESPIRATORY	PRTHR
<a href="#">Select</a>	94500-6	SARS-CoV-2 (COVID19) RNA NAA+probe QI (Resp)	PROBE.AMP.TAR	Respiratory	PRTHR
<a href="#">Select</a>	94661-6	SARS-CoV-2 Ab SerPI-Imp		SER/PLAS	IMP
<a href="#">Select</a>	94509-7	SARS-CoV-2 E gene Ct XXX Qn NAA+probe	PROBE.AMP.TAR	XXX	THRESHNUM
<a href="#">Select</a>	94315-9	SARS-CoV-2 E gene XXX QI NAA+probe	PROBE.AMP.TAR	XXX	PRTHR
<a href="#">Select</a>	94720-0	SARS-CoV-2 IgA SerPI IA-aCnc	IA	SER/PLAS	NULL
<a href="#">Select</a>	94505-5	SARS-CoV-2 IgG SerPI IA-aCnc	IA	SER/PLAS	ACNC

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

  
 Cancel


10. To Search for an antigen test (e.g., Abbott Binax Now, BD Veritor, Sofia): Type in “SARS-COV-2 Ag” and **select “LONG LIST”**. Select “submit”.
11. The second one listed should be **“94558-4”**: this is the LOINC for an antigen test. Press the code number.


Test Search Results				
				<a href="#">Cancel</a>
Search Results				
<a href="#">New Search</a>   <a href="#">Refine Search</a>				
Your Search Criteria: Resulted Test contains ' sars-cov-2 ag ' resulted in <b>2</b> possible matches.				
Code	Test Name	Method	System	Priority
<a href="#">95209-3</a>	SARS-CoV+SARS-CoV-2 Ag Resp QI IA.rapid	IA.RAPID	RESPIRATORY	PRTHR
<a href="#">94558-4</a>	SARS-CoV-2 Ag Resp QI IA.rapid	IA.RAPID	RESPIRATORY	PRTHR


## 12. Populate the following areas:


Ordered Test: SARS-CoV-2 (COVID19) RNA NAA+probe QI (Resp) Search Clear


Accession Number:

Specimen Source:  


Specimen Site:  

Date Specimen Collected:    
mm/dd/yyyy

Patient Status at Specimen Collection:  

Pregnant:  

- Accession Number:** also called the specimen number, it is included with every lab report. This will need to be entered from your lab report.
  - Specimen Source:** Nose (Nasal passage)
  - Specimen Site:** Bilateral nares
  - Date Specimen Collected:** Found on lab report
  - Patient Status at Specimen Collection:** If you're not sure, please select "Unknown".
  - Pregnant:** If you're not sure, please select "Unknown".
13. Select "Search" next to "Resulted Test".

Test Result(s) <span>Back to Top</span>	
Resulted Test	Result(s)
* Resulted Test: <input type="text"/> 	<span>Search</span> <span>Clear</span>

## 14. Follow steps 8-9 again.

**TEST type, names and LOINC codes**

Test Name	Test Type	LOINC	MIDIS search
Abbott BINAX Now	Antigen	94558-4	Sars-cov-2 Ag
BD Veritor	Antigen	94558-4	Sars-cov-2 Ag
Sofia Antigen (Quidel)	Antigen	94558-4	Sars-cov-2 Ag
Abbott ID Now	PCR	94500-6	SARS
Cepheid GeneXpert	PCR	94500-6	SARS

15. Populate the following areas:

**Coded Result:** detected

**Numeric Result:**

**Text Result:** Positive for COVID-19

**Reference Range:** Detected to: Not Detected

**Result Status:** Final

**Result Comments:** Manually entered 8/5 by Sam.

- a. **Coded Result:** Detected
  - b. **Numeric Result:** \*\*leave blank\*\*
  - c. **Text Result:** I recommend entering "Positive for COVID-19".
  - d. **Reference Range:** Detected to Not Detected
  - e. **Result Status:** Final
  - f. **Result Comments:** You can add a comment if you'd like. I usually add something like, "Manually entered 8/5 by Sam".
16. Select "Add Test Result".
- a. Select "Submit" if patient already has a previously opened COVID-19 investigation.
  - b. Select "Submit and Create Investigation" if this patient is new and doesn't have an investigation yet.



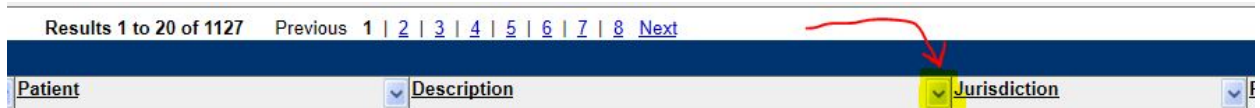
## How to Mark Labs as Reviewed in Batches

(If you have a bunch of negative COVID-19 lab results clogging up your queue).

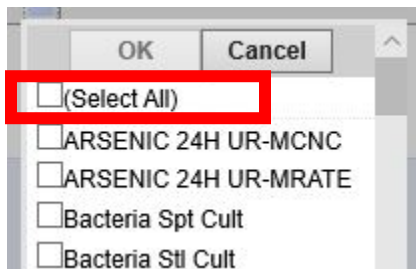
1. From MIDIS home page, go to your “Documents Requiring Review Queue”.



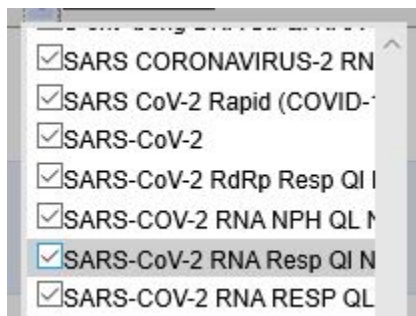
2. Select the little down arrow in the “Description” column.



3. Click the check box next to “Select All” to unselect all the diseases included.

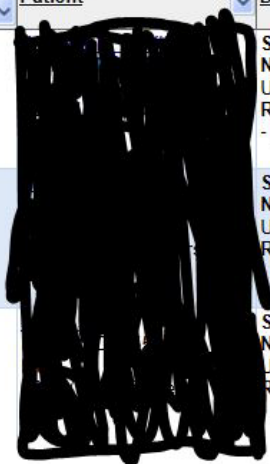


4. Scroll down to all the “SARS” testing. Select all SARS tests. Scroll to the top of the drop down and select “OK”.





5. Select the little checkbox located all the way to the left of the lab result row.

Transfer Program Area   Transfer Jurisdiction   Transfer Ownership					
<input type="checkbox"/>	Document Type	Date Received	Reporting Facility/Provider	Patient	Description
<input checked="" type="checkbox"/>	Lab Report	05/07/2020 6:00 AM	Reporting Facility: MAYO CLINIC DLMP Ordering Provider: NICOLE D LORENZ		SARS-COV-2 RNA RESP QL NAA+PROBE: UNDETECTED Reference Range: (UNDETECTED) - (Final)
<input checked="" type="checkbox"/>	Lab Report	05/08/2020 6:00 AM	Reporting Facility: MAYO CLINIC DLMP Ordering Provider: SARAH J COUNTS		SARS-COV-2 RNA RESP QL NAA+PROBE: UNDETECTED Reference Range: (UNDETECTED) (Final)
<input checked="" type="checkbox"/>	Lab Report	05/08/2020 3:00 PM	Reporting Facility: MAYO CLINIC DLMP Ordering Provider: CHARLES SWANNACK		SARS-COV-2 RNA RESP QL NAA+PROBE: UNDETECTED Reference Range: (UNDETECTED) (Final)

6. Select “Mark as Reviewed”.

Home | Data Entry | Merge Patients | Open Investigations

**Documents Requiring Review**

**Mark As Reviewed**

7. Select “Negative Lab Result” and select “Submit”. You will still be able to find these lab results if you search for patient name, but now they are out of your queue!

Please select a reason for taking no further action and enter any additional comments that help to explain why no further action is required. This reason will be applied to all the records that have been selected below. Documents that are marked as reviewed will remain on the patient's file, and if previously associated to an investigation will remain associated to an investigation. Select Submit to continue or select Cancel to cancel this action.

\* Reason For No Further Action:

Comments:

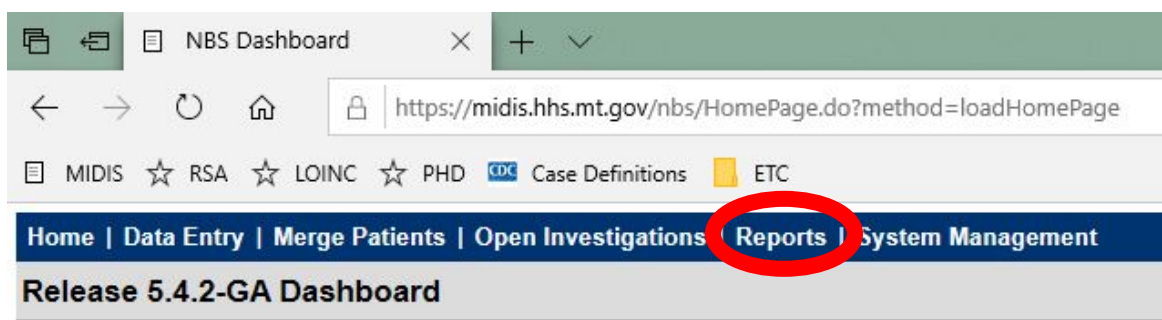
Submit Cancel

Results 1 to 20 of 2061 Previous 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 Next

Mark As Reviewed | Remove All Filters/Sorts

## How to Run a Report for COVID-19 Lab Test Results

1. Log into MIDIS
2. Select “Reports” from the menu bar



3. Go to “Public Reports”. It is the second section with red text.



4. Expand “Montana CDEpi Reports” by clicking on the “+” sign.

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](#)

☒ Default Report Section

☒ Montana CDEpi Reports

☐ **Public Reports**

[Expand Subsections](#)

☐ Default Report Section

☒ Montana CDEpi Reports

	Report Title
<a href="#">Run</a>	Adult Lead Poisoning Investigation Line List
<a href="#">Run</a>	Basic Case Line List Report
<a href="#">Run</a>	CDC Reconciliation
<a href="#">Run</a>	COVID-19 Investigation Report
<a href="#">Run</a>	COVID-19 Investigation Report Symptoms + Conditions
<a href="#">Run</a>	COVID-19 Lab Results
<a href="#">Run</a>	COVID-19 Sentinel Surveillance Report
<a href="#">Run</a>	Cascade County Monthly Report

5. Find “COVID-19 Lab Results” and select “Run”.

☐ **Public Reports**

[Expand Subsections](#)

☒ Default Report Section

☐ Montana CDEpi Reports

	Report Title
<a href="#">Run</a>	Adult Lead Poisoning Investigation Line List
<a href="#">Run</a>	Basic Case Line List Report
<a href="#">Run</a>	CDC Reconciliation
<a href="#">Run</a>	COVID-19 Investigation Report
<a href="#">Run</a>	COVID-19 Investigation Report Symptoms + Conditions
<a href="#">Run</a>	COVID-19 Lab Results

6. A screen will show up with three tabs: basic filter, advanced filter, and column selection. ***You will not need to select anything in these tabs unless you want a customized report.*** For a customized report, see guidance in “[RUNNING AND SAVING A CUSTOMIZED REPORT](#)” section below.

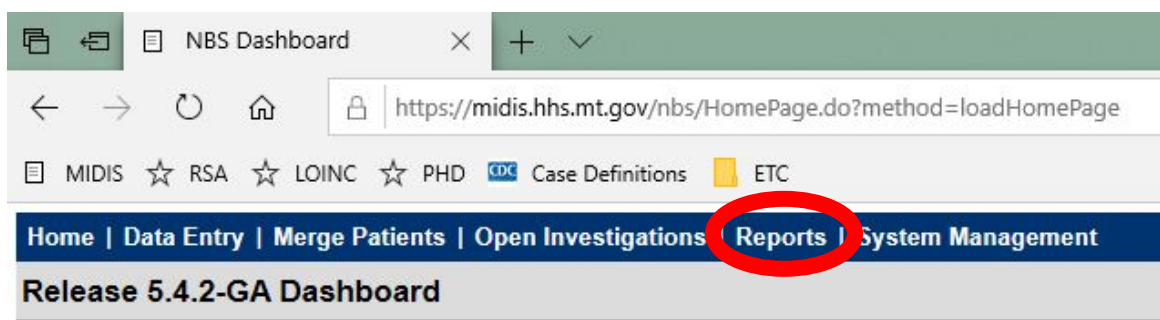
7. Select “Export”. A window will appear asking you if you would like to open the file or to save it. Select “Save” and save to your computer.

8. When you open the report, you can select a filter by highlighting row 1 and selecting “Filter” from “Sort and Filter” from Excel’s Home page. You can now filter the document.

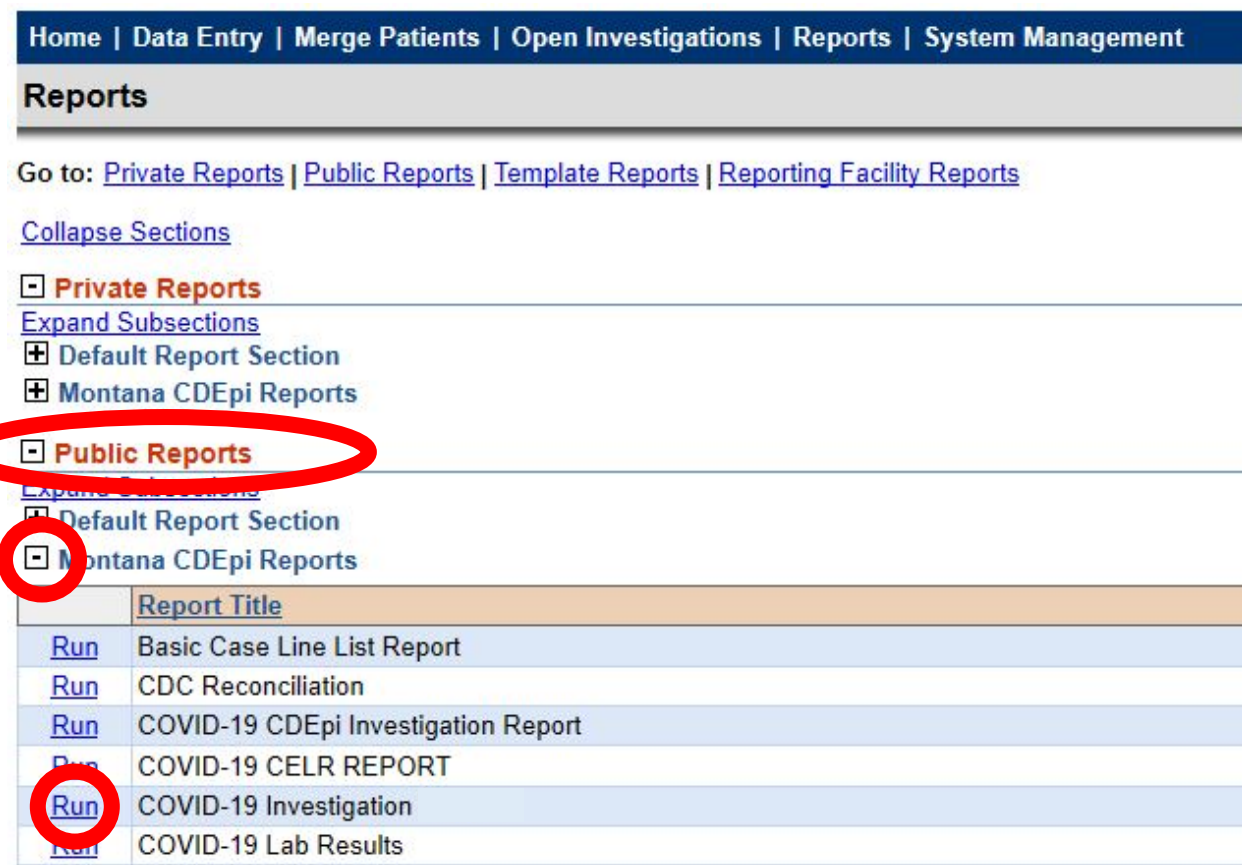
	A	B	C	D	E	F	G
1	Jurisdic	Coded	Patient	Patient	Patient	Result	Accessi

## How to Run a Report for COVID-19 Investigations

1. Log into MIDIS
2. Select "Reports" from the menu bar



3. Go to "Public Reports". It is the second section with red text.
4. Expand "Montana CDEpi Reports" by clicking on the "+" sign.



5. Select "Run" next to "COVID-19 Investigations".
6. The Investigation Start Date filter is optional. You can leave this tab blank if you would like.
7. You do not have to select anything for advanced filter. I already populated the tab with a value.



8. All available columns have been selected for the report. If you would like to customize the columns, you can and save it as a new report so you don't have to go through the customization process again!
9. To move an available column to the selected column tab, select the name of the column and select the single carrot pointing to the right.


Basic Filter
Advanced Filter
Column Selection

**COVID-19 Lab Results**

Please select the column variables you would like to include in this report. Then move them up or down until in the order you would like them to appear when the report is run.

**Available Columns:**

Alternate Lab Test Code
Alternate Lab Test Code System
Alternate Lab Test Code System Name
Alternate Lab Test Name
Condition Code
Date Created
Date Last Updated
ELR Indicator
Event Date
Investigation Keys



**Selected Columns:**

Jurisdiction Name
Coded Result
Patient First Name
Patient Last Name
Patient DOB
Result Comments
Accession Number
Reporting Facility
Ordering Facility
Ordering Provider

**Sort By:** Date Received by Public Health

**Sort Order:** Ascending

Run
Exp

10. You can then move the column up or down in order using the up and down carrot next to the selected columns box.



clude in this report. Then move them up or down until they are arranged in the order you would like them to appear when the report is run.

**Selected Columns:**

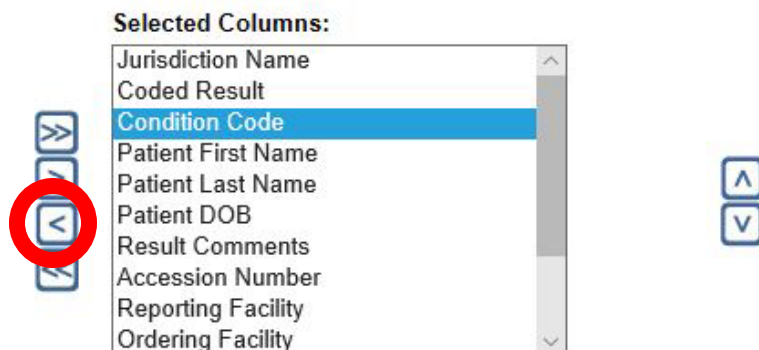
Jurisdiction Name
Coded Result
Condition Code
Patient First Name
Patient Last Name
Patient DOB
Result Comments
Accession Number
Reporting Facility
Ordering Facility



11. To remove a selected column from the report, select the name of the column and select the single carrot pointing to the left.



to include in this report. Then move them up or down until they are arranged the way you want the report to appear. Then click the single carrot pointing to the left to remove the column from the report.



12. To move all available columns over to selected columns for the report, select the double carrot pointing to the right.

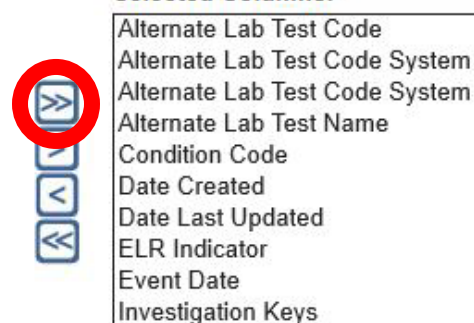


Please select the column variables you would like to include in this report. Then move them up or down in the order you would like them to appear when the report is run.

**Available Columns:**



**Selected Columns:**





13. To remove all selected columns, select the double carrot pointing to the left.

**Basic Filter** **Advanced Filter** **Column Selection**

**COVID-19 Lab Results**

Please select the column variables you would like to include in this report. Then move in the order you would like them to appear when the report is run.

**Available Columns:**

Alternate Lab Test Code	^
Alternate Lab Test Code System	
Alternate Lab Test Code System Name	
Alternate Lab Test Name	
Condition Code	
Date Created	
Date Last Updated	
ELR Indicator	
Event Date	
Investigation Keys	v

**Selected Columns:**

>>

>

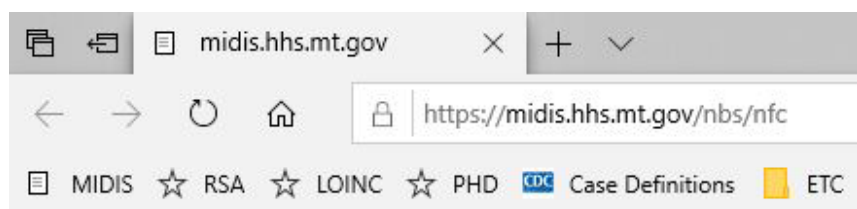
<

<<

14. If you selected additional filters and want to save this report for your jurisdiction, select “Run” at the top or bottom of the report page.

The screenshot shows the 'COVID-19 Lab Results' report page. At the top, there is a dark blue header bar with three buttons: 'Run', 'Export', and 'Cancel'. The 'Run' button is circled in red. Below the header, there are three tabs: 'Basic Filter', 'Advanced Filter', and 'Column Selection'. The 'Basic Filter' tab is selected. Below the tabs, there is a section titled 'Time' with a date filter. The date filter is labeled 'Date Filtered By: Lab Test Date' and includes a checkbox for 'Include NULLs'. Below this, there are two date input fields: 'From:' and 'To:'. Both fields have a calendar icon to their right. The date format 'mm/dd/yyyy' is displayed below each field. At the bottom of the page, there is another dark blue header bar with the same three buttons: 'Run', 'Export', and 'Cancel'. The 'Run' button is also circled in red.

- a. **Note:** If you get this error, try refreshing MIDIS and running the report again. There is an enormous amount of data coming through MIDIS related to COVID-19 and the system gets overwhelmed. If you try this again and it doesn't work, give Sam a call.



15. Select “Save as New”.



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



16. Save the report as **private** and name the report something that will be easy to identify if you would like to run the report again. Then select “Save”.




**\* Indicates a Required Field**

Save this report design as: ☒ Private ☐ Public ☐ Reporting Facility

**\* Report Name:**

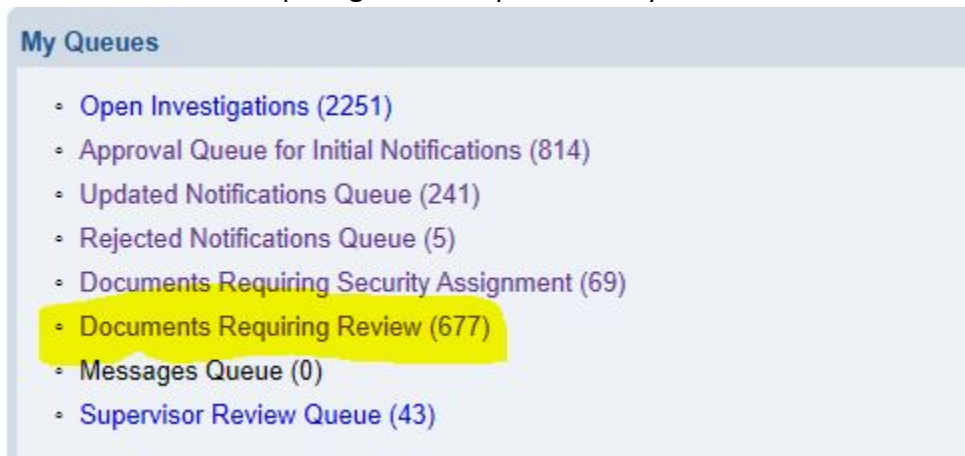
**Description:**

**\* Report Section:**  




## What to Do If You Get an Out of State or Out of Jurisdiction Lab Report

1. Select “Documents Requiring Review” queue from your home screen.



2. Click on “Lab Report” for the lab that you wish to transfer out of state or to another jurisdiction.

Mark As Reviewed				
<input type="checkbox"/> Document Type	Date Received	Reporting Facility/Provider	Patient	Description
<input type="checkbox"/> Lab Report	08/05/2020 6:04 AM	Reporting Facility: LABCORP Ordering Provider: DEBBIE PAULSEN		SARS coronavirus 2 RNA: Detected Reference Range: (Not Detect) - (Final)

3. Scroll towards the bottom of the lab report until you see “Lab Report Comments”. Select “Add Comment”.

**Lab Report Comments**

Add Comment

There is no information to display

4. Please enter a comment that indicates which jurisdiction or which state that this lab needs to go to. Select “Submit” afterwards.

The screenshot shows a web interface with a dark blue header. Below the header is a form section titled 'Add Comment:'. It contains a text input field with the text 'This patient has an address in Tempe, Arizona. Please transfer.' and two buttons labeled 'Submit' and 'Cancel'.

5. Scroll to the top of the lab document and select “Transfer Ownership”. Change the **jurisdiction** to where the lab needs to go:

The screenshot shows a web interface with a dark blue header. Below the header is a section titled 'View Lab Report'. It contains two fields: 'Patient ID: [REDACTED]' and 'Observation ID: [REDACTED]'. Below these fields are two buttons: 'Mark as Reviewed' and 'Transfer Ownership'. The 'Transfer Ownership' button is circled in red.

- a. IF THE LAB NEEDS TO GO **OUT OF STATE**: Please transfer to **Out of State**.
- b. IF THE LAB NEEDS TO GO TO **ANOTHER JURISDICTION**: Please transfer to **MTDPHHS**.

## VACCINATION QUERY FOR COVID-19 CASE INVESTIGATIONS

*The Montana Immunization Information System (imMTrax) can be queried while using MIDIS to enter cases of reportable disease. This capability is helpful to determine vaccine status of a patient without having to separately look up vaccination status in imMTrax and manually enter the result.*

*The recommended browser to perform this function is Internet Explorer. Using Google Chrome will cause query buttons to disappear on occasion.*

## Getting Started

Enter your investigation for 2019 Novel Coronavirus (COVID-19) into the patient's file.

- Enter the required fields. It's ok if you don't have all of the information at first. Please see the MIDIS COVID-19 data key to see what fields are required.
- Submit the investigation to save your changes.
- Remain in the investigation for the next step (do not exit to the patient file).

## Manage Associations

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

**View Investigation: 2019 Novel Coronavirus (COVID-19)**

↓

Manage Associations   Create Notifications   Share Document

Female (32 Years)

Investigation ID: [REDACTED]

Investigation Status: Open

Investigator: [REDACTED]

Click the **MANAGE ASSOCIATIONS** button at the top left corner. This is the same button you use to attach laboratory reports.

Tip: MANAGE ASSOCIATIONS is NOT visible when you are editing a record. The investigation must be open but not in edit mode.

## Click the Query Registry Button (Midway on the Screen)

☐ Vaccinations

Date Administered	Vaccine Administered	Vaccination ID
Nothing found to display.		

Query Registry   Add Vaccination

## Query Information

☒ **Demographics**

**Search Criteria**  
 Last Name:   
 First Name:   
 Middle Name:   
 Date of Birth:   
 Current Sex:   
 Street Address:   
 City:   
 State:   
 Zip:   
 Phone:

☒ **Maternal & Birth Information**

Mother's Last Name:   
 Mother's First Name:   
 Mother's Maiden Name:   
 Multiple Birth Indicator:   
 Birth Order:

- The demographic information entered into the case investigation will auto populate in the query page.
- The name and date of birth need to be correct. The address can be different than what is in imMTrax, and still be successful.

## Attach the Vaccine to the Case Investigation

**Search Results**

[Return to Search Results](#)

Female | (32 Years) Registry Patient ID:

Results 1 to 1 of 1

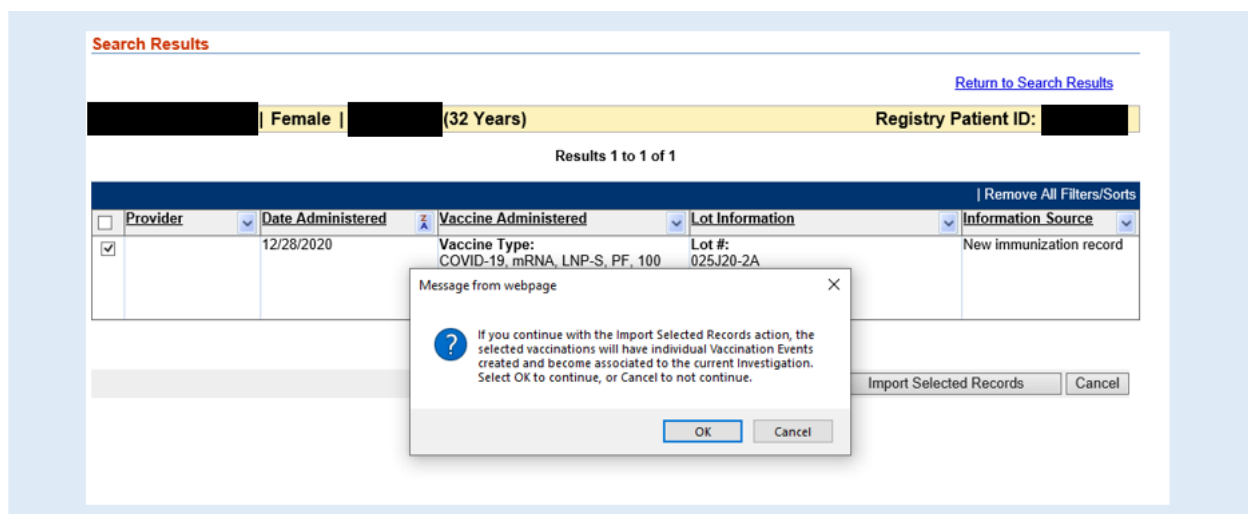
Remove All Filters/Sorts					
<input type="checkbox"/>	Provider	Date Administered	Vaccine Administered	Lot Information	Information Source
<input checked="" type="checkbox"/>		12/28/2020	Vaccine Type: COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose Dose Number: 1	Lot #: 025J20-2A	New Immunization record

Results 1 to 1 of 1



- **Individuals who are active and have consented in imMTrax will be searchable through this method. Those who have not consented or who are not active will not appear on this screen.**
- You can sort vaccine records by clicking the small arrows in the column headers.
- You can attach multiple vaccine records at one time, such as in an individual who has received both doses of vaccine for COVID-19.
- Click the import selected records button to attach the record. Click Cancel if no records are available.
- *If you do not see a record on someone you are certain has been vaccinated, check the spelling of the query. It will autopopulate the name and DOB from the investigation, but if there is a spelling error, you may not be able to find the vaccine record without correcting the information. This may also be true of individuals who have changed their name since the last time they were vaccinated.*

## Verification Screen



- Click OK if you wish to attach the record. The record will now be visible on the supplemental info tab in the Case Investigation for this patient.
- Click Cancel if you do not wish to attach it.

## To delete a vaccination from the investigation

[Add Mortality Report](#)

☐ **Vaccinations**

	Date Administered	Vaccine Administered	Vaccination ID
<input type="checkbox"/>	<a href="#">10/19/2020</a> E	influenza, injectable, quadrivalent, preservative free	INT10373066MT01

[Query Registry](#) [Add Vaccination](#)

☐ **Treatments**

Treatment Date	Treatment	Treatment ID
Nothing found to display.		

[Add Treatment](#)

☐ **Documents**

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

[Print](#) [Submit](#) [Cancel](#)

- Uncheck the box next to the vaccine date administered and click Submit. This disassociates the vaccine from the investigation.
- Open the vaccination record link in Date Administered. Click the delete button in the upper right. It will remove the vaccine information from the investigation, but will not delete anything from imMTrax. Press Submit to save the change.

View Vaccination: Influenza, Injectable, Quadrivalent, Preservative Free			
			Print <b>Delete</b> Close
<b>Female</b>		<b>Patient ID:</b>	
Created: 01/08/2021		By: Magdalena Scott	
Last Updated: 01/08/2021		By: Magdalena Scott	

\* Indicates a Required Field

Patient	Vaccination
<input checked="" type="checkbox"/> <b>Vaccination</b> <a href="#">Back to top</a> <a href="#">Collapse Subsections</a>	
<input checked="" type="checkbox"/> <b>Vaccination Administered</b> 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. <div>             Vaccine Event Information Source: New immunization record              Vaccine Administered Date: 10/19/2020              Age At Vaccination: 33              Age At Vaccination Unit: Years              Vaccination Anatomical Site: Left Deltoid           </div>	
<input checked="" type="checkbox"/> <b>Administered By</b> <div>             Vaccination Given By Provider:              Vaccination Given By Organization: BIGHORN VALLEY HEALTH CENTER CAMPUS              1223 CENTER AVE              HARDIN, Montana 59034              * Vaccine Type: influenza, injectable, quadrivalent, preservative free              Vaccine Manufacturer: SmithKline Beecham              Vaccine Expiration Date:              Vaccine Lot Number: N549A              Dose Number: 5           </div>	

If you have any questions regarding using this function, please contact CDEpi at 406-444-0273.

# COVID-19 DATA PRIORITY KEY

## Priority 1: Map Data

*These variables are required to count a case on your county map. You can find these variables on the "Patient Info" tab and "Case Info" tab.*

### Patient Info Tab

1. First Name
2. Last Name
3. Date of Birth
4. Current Sex
5. State
6. County

### Case Info Tab

7. Jurisdiction
8. Investigation Start Date
9. Date Patient Was Released from Isolation (used to switch a case from active to inactive on COVID map)
10. Investigation Status (required to "close" a case)
11. Was the patient hospitalized for this illness?
12. Admission Date (can leave blank if 13 is no)
13. Discharge Date (can leave blank if 13 is no)
14. Did the patient die from this illness?

15. Date of Death
16. Is this case associated with an Adult Congregate Living Facility (nursing, ALF, LTC, etc.)?
17. If yes, what is the name of the Adult Congregate Living Facility?
18. What is the facility type?
19. If yes, is this case a staff member or resident?
20. School/University/Childcare Center Exposure:
21. School/University County:
22. COUNTY: What is the name of the school/university?
23. Case Status
24. Does this case meet case definition for breakthrough case?
25. Was breakthrough determined by: positive test > 14 days after vaccine series and/or CDEpi Consult
26. Symptoms Present During Course of Illness
27. Date of Symptom Onset

## Priority 2: Grant Data

*We use this data to report grant metrics to the CDC every month. If you can get it in the investigation, it helps us immensely, but if you're in a surge, don't worry about it! You can find these variables at the top of the "Case Info" tab.*

### Case Info Tab

1. Was the case interview completed?
2. If yes, what date was the case interview completed? (can leave blank if 1 is no)
3. Was the patient interviewed within 24 hours of identification?
4. Total number of contacts
5. How many contacts were notified within 24 hours?
6. How many contacts were tested for COVID-19 within 14 days?
7. How many identified contacts tested positive for COVID-19?
8. Investigator
9. Date Assigned to Investigation
10. Date of Report
11. Earliest Date Reported to County
12. Earliest Date Reported to State

## Priority 3: Epi-Curve Data

### Patient Info Tab

1. Middle Name
2. Suffix
3. Country of Birth
4. Is the Patient Deceased
5. Deceased Date
6. Marital Status
7. Street Address 1 and 2
8. City
9. Zip
10. Country
11. Home Phone
12. Work Phone
13. Cell Phone
14. Ethnicity
15. Tribal Affiliation
16. Race

### Case Info Tab

17. What is the current status of this person?
18. Report date of case to CDC
19. Date of First Positive Specimen Collection
20. Did the Patient Develop Pneumonia?
21. Did the patient have another diagnosis/etiology for their illness?
22. Did the patient have an abnormal chest X-ray?
23. Did the patient have an abnormal EKG?
24. Hospital Name
25. Correctional Facility
26. What is the name of the correctional facility?
27. Is the patient part of a cluster of COVID-19 individuals?
28. What is the name of the COVID-19 cluster?
29. Is the patient a HCW?
30. Workplace Exposure Information
31. Did the patient travel domestically?

32. Did the patient travel internationally?
33. Did the patient have contact with another COVID-19 case?
34. Household contact
35. Community contact
36. Healthcare contact
37. Community even/mass gathering
38. Exposure to a cluster of patients with severe acute lower respiratory distress of unknown etiology.
39. Unknown exposure in the 14 days prior to illness onset.
40. Which would best describe where the patient was staying at the time of illness onset?
41. Where was the disease acquired?
42. Transmission mode
43. Detection mode
44. Confirmation method
45. Confirmation date
46. Is this a case of reinfection of COVID-19?
47. Was reinfection status determined by: positive PCR test > 3 months after initial and/or CDEpi Consult
48. MMWR Week
49. MMWR Year
50. Control Measures Implemented Date
51. Patient Lost to Follow-Up?
52. Was variant sequencing performed?
53. Variant sequencing performing laboratory name
54. Please enter the resulted variant in the following format: X.#.# or similar nomenclature
55. What category does this variant currently fall in?

### COVID Tab

56. Symptoms
57. Pre-Existing Conditions

# Entering a COVID-19 “At-Home” or Patient Self-Administered Test Result

What to do if a patient calls you informing you that they tested positive on an at-home test.

1. Recommend confirmatory testing! 😊

*There's no way for us to verify that this is actually a positive test result. Think of it like an at-home pregnancy test. If someone calls saying they took a pregnancy test and it indicated that they are pregnant, would an OBGYN just take their word or get confirmatory testing done?*

2. Enter the Lab in MIDIS.
  - a. Search for the Patient in MIDIS.
    - i. If no patient exists, manually create a new file for them.
  - b. Go to the “Events” tab of the patient file.

**Patient File** User : Sam Saycich **TEST**

Delete Print

**Test Patient | Female | 08/19/1996 (25 Years) Patient ID: 2918148**

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

- c. Select “Add New” next to “Lab Reports”.

**Test Patient | Female | 08/19/1996 (25 Years) Patient ID: 2918148**

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

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

**Patient Events History**

**Investigations (0)** Add New Back To Top

**Lab Reports (1)** **Add New** Back To Top

Date Received	Reporting Facility/Provider	Date Collected	Test Results	Associated With	Program Area	Event ID
06/29/2021	Reporting Facility:	06/29/2021	Hepatitis A virus RNA:		Hepatitis	OBS16998181MT01

- d. Update any patient information in the “Patient” tab of the lab report.
- e. Go to the “Lab Report” tab.

f. Select “Clear/Reassign” next to reporting facility.

<b>Test Patient   Female   08/19/1996 (25 Years)</b>		<b>Patient ID:</b> 2918148
<b>Address:</b> 1400 East Broadway, Helena, MT 59601		<b>SSN:</b>

\* Indicates a Required Field

Patient

Lab Report

Go to: [Order Information](#) | [Test Results](#) | [Lab Report Comments](#) | [Other Information](#)

[Collapse Sections](#)

☒ **Order Information**
[Back to top](#)

[Collapse Subsections](#)

☒ **Facility and Provider Information**

\* Reporting Facility: **Clear/Reassign**

Reporting Facility Selected: Montana Department of Health and Human Services  
Helena, Montana 59620-2951  
406-444-0273

g. Enter “ATHOME” and select “Quick Code Lookup”.

<b>Test Patient   Female   08/19/1996 (25 Years)</b>		<b>Patient ID:</b> 2918148
<b>Address:</b> 1400 East Broadway, Helena, MT 59601		<b>SSN:</b>

\* Indicates a Required Field

Patient

Lab Report

Go to: [Order Information](#) | [Test Results](#) | [Lab Report Comments](#) | [Other Information](#)

[Collapse Sections](#)

☒ **Order Information**
[Back to top](#)

[Collapse Subsections](#)

☒ **Facility and Provider Information**

\* Reporting Facility: Search - **ATHOME** Quick Code Lookup

Reporting Facility Selected:

h. Repeat this step for “Ordering Facility”.

<b>Test Patient   Female   08/19/1996 (25 Years)</b>		<b>Patient ID:</b> 2918148
<b>Address:</b> 1400 East Broadway, Helena, MT 59601		<b>SSN:</b>

\* Indicates a Required Field

Patient

Lab Report

Go to: [Order Information](#) | [Test Results](#) | [Lab Report Comments](#) | [Other Information](#)

[Collapse Sections](#)

☒ **Order Information**
[Back to top](#)

[Collapse Subsections](#)

☒ **Facility and Provider Information**

\* Reporting Facility: **Clear/Reassign**

Reporting Facility Selected: COVID At-Home  
Patient Self-Administered Test  
Montana

Ordering Facility: Search - **ATHOME** Quick Code Lookup

Ordering Facility Selected:



- i. Update Order Details
  - i. Leave ordering provider blank.
  - ii. Assign “General Communicable Disease” for “Program Area”.
  - iii. Jurisdiction will default to your jurisdiction. If you are entering this into MIDIS for a patient that is not your resident, please correct this to the jurisdiction it should be going to.
  - iv. Leave “Lab Report Date” blank.
  - v. Correct the “Date Received by Public Health” to the date that the patient informed you they were positive.
  - vi. For female patients, you can enter a pregnancy status if you’d like. This is NOT required.

**Order Details**

\* Program Area: General Communicable Diseases

\* Jurisdiction: LEWIS AND CLARK

Shared Indicator: ☒

Lab Report Date:

\* Date Received by Public Health: 09/15/2021

Pregnancy Status:

Weeks:

- j. Update Ordered Test
  - i. Select “Search” next to “Ordered Test”.
  - ii. Enter “94558-4” and select “Long List”. Hit “Submit”.

**Search For Ordered Test**

Submit Cancel

Test Name:

Search: ☐ Short list, includes local tests  
☒ Long list, includes standard (LOINC) tests

- iii. Select the blue hyperlinked “94558-4”.

**Ordered Test Search Results**

Cancel

**Search Results**

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

Your Search Criteria: Resulted Test contains ' 94558-4 ' resulted in 1 possible matches.

	Test Name	Method	System	Priority
<a href="#">94558-4</a>	SARS-CoV-2 Ag Resp QI IA.rapid	IA.RAPID	RESPIRATORY	PRTHR

- iv. Leave “Accession Number” blank.
- v. You can enter a specimen source if you know it. For nose, enter “Nose (nasal passage)”.
- vi. Leave “Specimen Site” blank.
- vii. If the patient reports when they did the test, please use that date as the specimen collection date/time.
- viii. Leave “Patient Status at Specimen Collection” blank.

**Test Results**

[Collapse Subsections](#)

**Ordered Test**

Ordered Test: SARS-CoV-2 Ag Resp QI IA.rapid (94558-4) Search Clear

Accession Number:

Specimen Source:  ▼

Specimen Site:  ▼

Specimen Collection Date/Time:

Patient Status at Specimen Collection:  ▼

- k. Update Resulted Test
  - i. Repeat steps Ji-Jiii above for “Resulted Test”.
  - ii. Update “Coded Result” to “detected”.
  - iii. Update “Status” to “Final”.
  - iv. Select “Add”.

**Resulted Test**

Resulted Test	Coded Result / Organism Name	Numeric Result	Units	Text Result	Ref Range From	Ref Range To	Status	Result Comments
No Data has been entered.								

\* Resulted Test: SARS-CoV-2 Ag Resp QI IA.rapid (94558-4)

Coded Result:

Numeric Result:

Units:

Text Result:

Reference Range From:

Reference Range To:

Status:

Result Comments:

- v. You'll see it update in the table right beneath “Resulted Test”. It should look like this:

**Resulted Test**

Resulted Test	Coded Result / Organism Name	Numeric Result	Units	Text Result	Ref Range From	Ref Range To	Status	Result Comments
SARS-CoV-2 Ag Resp QI IA.rapid	detected						Final	

- i. You can add a “Lab Report Comment” if you’d like at the bottom of the investigation. For instance, you could enter “Patient called and reported that they were positive on an at-home test from Walgreens on 9/14.” **PLEASE DO NOT ENTER ANY PERSONALLY IDENTIFIABLE INFORMATION IN THE COMMENTS!**

**Lab Report Comments**

[Collapse Subsections](#)

**Add Comments**

Comments:

- m. Select “Submit” in the bottom-right corner.

## Scenarios that Might Come Up

- Patient has at-home positive, is asymptomatic, and is not a close contact: Suspect
- Patient has at-home positive, has symptoms, doesn't want confirmatory testing, doesn't know anyone around them that's a case: Suspect
- Patient has at-home positive, has symptoms, doesn't want confirmatory testing, knows they were exposed to a positive: Probable
- Patient has at-home positive, has symptoms, doesn't want confirmatory testing, is a member of an exposed risk cohort as defined by public health authorities during an outbreak or during high community transmission: Probable
- Patient has at-home positive, has symptoms, and gets confirmatory testing done (antigen): Probable
- Patient has at-home positive, gets confirmatory testing done (PCR): Confirmed

## **COVID-19 vaccine breakthrough case investigations**

### **Information for local health departments**

#### **Objective**

Investigate SARS-CoV-2 infections among people who received COVID-19 vaccine to identify trends or clustering in patient characteristics, the administered vaccine, or the infecting virus.

#### **Case definition**

U.S. resident who has SARS-CoV-2 RNA or antigen detected on respiratory specimen collected  $\geq 14$  days after completing the primary series of an FDA-authorized COVID-19 vaccine.

#### **Exclusion criteria**

SARS-CoV-2 RNA or antigen detected on a respiratory specimen collected  $< 45$  days before the most recent positive test.

#### **Screening questions to assess if case meets vaccine breakthrough investigation criteria**

1. Received full primary series of an FDA-authorized COVID-19 vaccine (e.g., two doses of the Pfizer or Moderna mRNA vaccine)?
  - a. **If YES, proceed to question #2**
  - b. Stop if:
    - i. No documented or reported COVID-19 vaccination
    - ii. Received incomplete primary series of COVID-19 vaccine (e.g., 1 dose of Pfizer or Moderna mRNA vaccine)
    - iii. Received a COVID vaccine that is not FDA-authorized
2. Respiratory specimen collected  $\geq 14$  days after receiving the last dose of an FDA-authorized COVID-19 vaccine tested positive for SARS-CoV-2 RNA or antigen?
  - a. **If YES, proceed to question #3.**
  - b. Stop if:
    - i. No COVID-19 laboratory test result
    - ii. Only a negative or equivocal test result
    - iii. Only a positive result on another test type (e.g., antibody)
    - iv. Only a positive result on another specimen type (e.g., serum)
    - v. Positive specimen was collected  $< 14$  days after receiving the last dose of the COVID-19 vaccine
3. Known positive test for SARS-CoV-2 RNA or antigen on a respiratory specimen collected  $< 45$  days prior to the most recent test?
  - a. **If NO or UNKNOWN, proceed with case investigation on the next page.**
  - b. Stop if:
    - i. Documented SARS-CoV-2 RNA or antigen detected on a respiratory specimen collected  $< 45$  days before the most recent positive test.

**Steps for initiating a COVID-19 vaccine breakthrough case investigation**

1. Request the clinical or public health laboratory hold any residual specimens from the positive COVID-19 test (respiratory specimen, RNA extract, or viral isolate).
2. Report the available case data to MIDIS, per normal procedures.
  - a. Attach vaccination records through either the imMTrax query or through manual entry of the vaccine.
3. Contact CDEpi at 406-444-0273 to report the possible case. A decision to send the specimen to CDC will be determined by DPHHS.
  - a. When requested, forward the specimen to the Montana Public Health Laboratory for further analysis.
4. CDC may request further information regarding the case. CDEpi may reach out for missing information or other information necessary to investigate the case.

# VACCINATION QUERY FOR COVID-19 CASE INVESTIGATIONS

## A QUICK HOW-TO GUIDE FOR PUBLIC HEALTH STAFF

*The Montana Immunization Information System (imMTrax) can be queried while using MIDIS to enter cases of reportable disease. This capability is helpful to determine vaccine status of a patient without having to separately look up vaccination status in imMTrax and manually enter the result.*

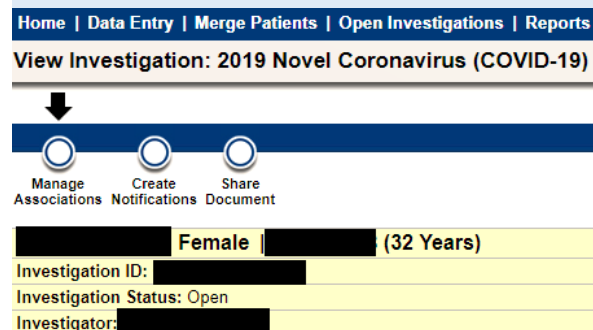
*The recommended browser to perform this function is Internet Explorer. Using Google Chrome will cause query buttons to disappear on occasion.*

### Getting Started

Enter your investigation for 2019 Novel Coronavirus (COVID-19) into the patient's file.

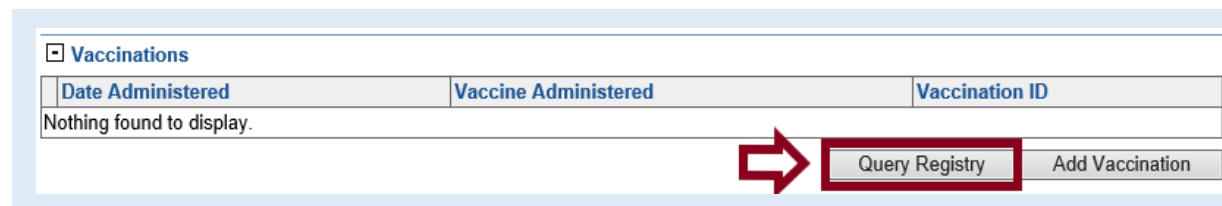
- Enter the required fields. It's ok if you don't have all of the information at first. Please see the MIDIS COVID-19 data key to see what fields are required.
- Submit the investigation to save your changes.
- Remain in the investigation for the next step (do not exit to the patient file).

### Manage Associations



Click the **MANAGE ASSOCIATIONS** button at the top left corner. This is the same button you use to attach laboratory reports.

### Click the Query Registry Button (Midway on the Screen)





## Query Information

### ☒ Demographics

Search Criteria	
Last Name:	
First Name:	
Middle Name:	
Date of Birth:	
Current Sex:	Female
Street Address:	
City:	
State:	
Zip:	
Phone:	

### ☒ Maternal & Birth Information

Mother's Last Name:	
Mother's First Name:	
Mother's Maiden Name:	
Multiple Birth Indicator:	
Birth Order:	

Submit Query

Cancel

- The demographic information entered into the case investigation will auto populate in the query page.
- The name and date of birth need to be correct. The address can be different than what is in imMTrax, and still be successful.

## Attach the Vaccine to the Case Investigation

**Search Results**

[Return to Search Results](#)

**Female** | **(32 Years)** **Registry Patient ID:**

Results 1 to 1 of 1

<input type="checkbox"/>	Provider	Date Administered	Vaccine Administered	Lot Information	Information Source
<input checked="" type="checkbox"/>		12/28/2020	Vaccine Type: COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose Dose Number: 1	Lot #: 025J20-2A	New immunization record

Results 1 to 1 of 1

**Import Selected Records** **Cancel**

- **Individuals who are active and have consented in imMTrax will be searchable through this method. Those who have not consented or who are not active will not appear on this screen.**
- You can sort vaccine records by clicking the small arrows in the column headers.
- You can attach multiple vaccine records at one time, such as in an individual who has received both doses of vaccine for COVID-19.
- Click the import selected records button to attach the record. Click Cancel if no records are available.

## Verification Screen

The screenshot displays a web application interface for verifying search results. At the top, there is a 'Search Results' header and a 'Return to Search Results' link. Below this, a table shows 'Results 1 to 1 of 1'. The table has columns for 'Provider', 'Date Administered', 'Vaccine Administered', 'Lot Information', and 'Information Source'. A single record is shown with a checked checkbox in the 'Provider' column. A modal dialog box titled 'Message from webpage' is overlaid on the table. The dialog contains a question mark icon and the following text: 'If you continue with the Import Selected Records action, the selected vaccinations will have individual Vaccination Events created and become associated to the current investigation. Select OK to continue, or Cancel to not continue.' At the bottom of the dialog are 'OK' and 'Cancel' buttons. To the right of the dialog, there are 'Import Selected Records' and 'Cancel' buttons.

<input type="checkbox"/>	Provider	Date Administered	Vaccine Administered	Lot Information	Information Source
<input checked="" type="checkbox"/>		12/28/2020	Vaccine Type: COVID-19, mRNA, LNP-S, PF, 100	Lot #: 025J20-2A	New immunization record

- Click OK if you wish to attach the record. The record will now be visible on the supplemental info tab in the Case Investigation for this patient.
- Click Cancel if you do not wish to attach it.

If you have any questions regarding using this function, please contact CDEpi at 406-444-0273.