



Please fax to DPHHS CDEpi (800)616-7460 or email directly

* required fields for assessing timeliness

OUTBREAK REPORTING FORM					
First onset:*	Date first person became ill	LHJ notified:*	Date local health department was notified of cluster	DPHHS notified:	Date CDEpi notified
Outbreak identified:	Date reporter realized there was a problem	Investigation started:*	Date health department first started investigating the cluster	Control measures:*	Date first control measures implemented
Last onset:	Date the last person became ill	Outbreak closed:	At least two incubation periods past last illness onset	<input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final	<— Check version of this form to DPHHS

BACKGROUND	
Population	How many people ill? Separate by residents/attendees and staff. How many people are potentially exposed?
Settings	Select the primary setting where the outbreak is occurring.
Geography	Proprietary name, city, county where the outbreak is occurring. Any other jurisdictions involved?
Category	Select major outbreak category
Etiology	Describe major pathogen suspected. Select if confirmed via lab or suspected.
Route of transmission	Select major route of transmission suspected even if unknown.

METHODS	
Outbreak case definition	What are your criteria for including the cases counted in the outbreak? Cases must meet certain criteria, such as sign & symptoms, connections to establishment or setting (work, resident) during their incubation period. Define time period here and any confirmed pathogen.
Investigation methods	Select any methods you have used during this outbreak investigation. Check all that apply.
Data Analysis	Select any epidemiology performed on data. Mostly descriptive epidemiology: Who, when where what? Attach all relevant investigation tools (e.g. epidemic curves, line lists, questionnaires)

RESULTS	
Clinical findings	Results from line list. How many people had what symptoms? Separate by residents vs. staff. Add in symptoms.
Epidemiology	Describe the population in the outbreak: Age groups, gender; Severity of outbreak: hospitalizations, deaths.
Laboratory	Were samples collected? How many? (Ideally >2) What are the test results? Attach associated laboratory reports.

CONCLUSION	
Brief summary of the outbreak: What do you conclude from this outbreak? Developed as expected? Unusual findings? Summarize results: What did the data show you? Any particular age group or setting affected most? Draw a conclusion from your results in conjunction with the epidemiologic investigation.	

DISCUSSION/ LIMITATIONS	
Please discuss any trouble you have had. Resource constraints, time, difficulty obtaining samples (why?), delayed reporting, uncooperative staff, poor communication, lack of support etc.. This is also the place where you discuss our findings and identify what could have been done better, where improvements need to be made and lessons learned.	

RECOMMENDATIONS/ CONTROL MEASURES	
Please select any control measure that you have recommended or the facility implemented. Attach any announcements, notices etc. that were used during this outbreak investigation.	

ACTIONS
Select and date any public health actions taken.

KEY INVESTIGATORS
Include the names, titles and contact information for the key partners involved in this outbreak investigation including yourself.