

# Instructions for Requesting Access to the West Virginia Electronic Disease Surveillance System (WVEDSS)

1. Complete the Cyber and Privacy Awareness Training 2022.  
To start this training click on the following link:  
<https://training.knowbe4.com/auth/saml/8ab213ceaf4b0>  
To Log In enter your Network User ID (ex. [E01234@wv.gov](mailto:E01234@wv.gov)) and regular password.
2. Complete and submit any additional confidentiality or security documents required by the Office of Epidemiology and Prevention Services program area for which you will be requesting access (i.e. STD, HIV)
3. Complete the WVEDSS Confidentiality and Use Agreement

*See information on user roles and diseases contained in each program area to determine what access you will need*

4. Submit all completed documentation to the WVEDSS Surveillance Team as outlined on the Confidentiality and Use Agreement
5. **You will then be contacted by Inductive Health to receive your login information within 2-3 days. Be sure to check SPAM email folders for an on-boarding email.**

## User Roles and Permissions

**LHD Data Entry** – Ability to view and enter patient information, laboratory information and case investigation information, but not able to go back and edit the information. Role most appropriate for a clerk or office assistant doing data entry.

**LHD Epi** – Ability to view, enter and edit patient information, laboratory information and case investigation information. Role most appropriate for staff responsible for disease investigation and follow up.

**Regional Epi** – All abilities of LHD Epi with the addition of being able to create case notifications for State level review of completed case investigations, and the ability of transferring jurisdiction for cases/labs within the counties of their region.

**Program Epi** – All privileges of Regional Epi with the addition of approving notification messages for submission to CDC. Designed for State level disease investigation staff.

**Program Epi with Page Build** – All privileges of Program Epi with the addition of the ability to create and edit the design of case investigation forms.

**View Only** – ability to view patient, laboratory, and case information. Cannot enter or edit any information.

**Superuser** – contains all privileges available in the system.

## Program Area and Disease Condition Information

<p><b><u>Viral Hepatitis (HEP)</u></b></p> <p>Hepatitis A Hepatitis B Hepatitis C Hepatitis D Hepatitis E</p>	<p><b><u>Respiratory Viruses (RV)</u></b></p> <p>Adenovirus Enterovirus Human Coronavirus Human metapneumovirus Parainfluenza Rhinovirus Respiratory syncytial virus (RSV)</p>	<p><b><u>Multi-Drug Resistant Organisms (MDRO)</u></b></p> <p>Carbapenem Resistant Enterobacteriaceae -<i>Klebsiella</i> species -<i>Enterobacter</i> species -<i>E.coli</i></p>
<p><b><u>Enteric Conditions (ENT)</u></b></p> <p>Amebiasis Botulism Campylobacteriosis Cholera Cryptosporidiosis Cyclosporiasis Giardiasis Hemolytic uremic syndrome Legionellosis</p>		<p><b><u>Sexually Transmitted Diseases (STD)</u></b></p> <p>Chancroid Chlamydia Gonorrhea Syphilis</p>
<p><b><u>Vaccine Preventable Diseases (VPD)</u></b></p> <p>Acute flaccid myelitis Diphtheria <i>Haemophilus influenzae</i> Flu Related Pediatric Death Measles Mumps Novel Influenza A Virus Infections</p>		<p><b><u>Invasive Bacterial Diseases (IBD)</u></b></p> <p>Group B Streptococcus Meningococcal Disease Toxic-shock syndrome Vancomycin-resistant <i>Staphylococcus aureus</i> (VRSA)/(VISA)</p>
<p><b><u>Zoonotic Diseases (ZD)</u></b></p> <p>Anaplasmosis Animal Bites and Other Potential Rabies Exposures Anthrax Babesiosis Brucellosis Chikungunya Viral Hemorrhagic Fevers Arboviral Encephalitis</p>		
<p><b><u>Human Immunodeficiency Virus (HIV)</u></b></p> <p>Human Immunodeficiency Virus (<i>not currently in WVEDSS</i>)</p>		<p><b><u>Tuberculosis (TB)</u></b></p> <p>Active Tuberculosis Latent Tuberculosis</p>

# West Virginia Electronic Disease Surveillance System (WVEDSS)

## Confidentiality and Use Agreement

The West Virginia Department of Health and Human Resources, Office of Epidemiology and Prevention Services has developed a statewide electronic disease surveillance system to be used for the reporting of certain diseases and conditions, unusual health events, and clusters or outbreaks of disease in accordance with the West Virginia Reportable Diseases, Events, and Conditions Legislative Rule, 64CSR7. Patient specific information is only available to users at authorized participating facilities and to West Virginia Office of Epidemiology and Prevention Services staff.

As a condition of being granted access to the West Virginia Electronic Disease Surveillance System (WVEDSS), the undersigned agrees to do the following:

- 1) Conduct disease reporting activities according to the guidelines in Legislative Rule 64CSR7.
- 2) Enter accurate and timely data in accordance with 64CSR7 categories for required reporting.
- 3) Only use WVEDSS data in the course of fulfilling job duties and not share data with unauthorized users.
- 4) Safeguard the assigned user ID and/or password against unauthorized use.

User's Printed Name \_\_\_\_\_

Facility \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

County: \_\_\_\_\_

Direct Phone Line, or Cell Phone Number \_\_\_\_\_

**\*Please do NOT list the main Local Health Department phone number\***

Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

System Role: (circle one)	LHD Data Entry	LHD Epi	Regional Epi	State Epi
	Prog Epi w/Page Build	View Only	Helpdesk	Superuser

Disease Groups: (circle all that are needed)	Enteric	Zoonotic	VPD	IBD	TB	Viral Hep	STD	HIV/AIDS
	Respiratory	MDRO						

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature (LHD Admin/Regional Epi/Supervisor) \_\_\_\_\_ Date \_\_\_\_\_

WVEDSS/Surveillance Team \_\_\_\_\_ Date \_\_\_\_\_

**Email completed form to [OEPSdatasystems@wv.gov](mailto:OEPSdatasystems@wv.gov)**

**OR**

**Fax to 304-558-6335**

Questions regarding this form should be directed to the WVEDSS Surveillance Team at [OEPSdatasystems@wv.gov](mailto:OEPSdatasystems@wv.gov)