

# West Virginia Influenza-like Illness Surveillance Network (ILINet) Sentinel Provider Program

## Instructions for Reporting Weekly Counts of Influenza-Like Illness (ILI) to ILINet

UPDATE 9-26-2022



### What is an ILINet sentinel provider?

A West Virginia ILINet sentinel provider conducts surveillance for influenza-like illness (ILI) in collaboration with the West Virginia Department of Health and Human Resources, Bureau for Public Health (BPH) and the U.S. Centers for Disease Control and Prevention (CDC). ILINet sentinel providers report weekly to the CDC surveillance system ILINet. In combination with other influenza surveillance data, sentinel provider reports provide both a national and statewide picture of ILI and influenza activity. ILINet consists of more than 50 healthcare providers across West Virginia and approximately 2,600 providers in all 50 states, Puerto Rico, the District of Columbia, and the U.S. Virgin Islands.

### What data is collected by ILINet sentinel providers?

Each week, ILINet sentinel providers collect the total number of patients seen for any reason and the number of patient visits for influenza-like illness (ILI) by age group (0-4 years, 5-24 years, 25-49 years, 50-64 years, ≥65 years).

### Who should be counted as a patient with influenza-like illness (ILI) in the weekly ILINet report?

- **ILI Definition:**
  1. **Fever (≥100°F, oral or equivalent); AND**
  2. **Cough AND/OR sore throat**
- Reports of feeling feverish do not meet the ILI definition. Ideally, a patient's temperature should be measured during the patient visit. A recent temperature reading taken before the patient visit (e.g., at home) can also be reported to staff during the visit.
- Testing considerations:
  - There is no requirement for a positive influenza test when counting ILI – patient must simply meet the above symptom-based criteria.
  - If ILI patient specimens are sent out to another facility for diagnostic testing, it is not expected that weekly ILINet reports be revised to reflect the test results.

### Who should be counted as a “patient seen for any reason” in the weekly ILINet report?

ILINet sentinel providers should count all patients seen in their weekly report, including those seen for wellness visits, visits for immunizations, visits for allergies, etc. With the significant shift in healthcare-seeking behaviors, the CDC also encourages the inclusion of patients seen through telehealth visits.

### When does a West Virginia ILINet sentinel provider report?

Providers should access the ILINet by **12:00 P.M. each Tuesday** to report the previous week's data. Program packets are available electronically at [https://oeps.wv.gov/flu/pages/flu\\_sentinel\\_providers.aspx](https://oeps.wv.gov/flu/pages/flu_sentinel_providers.aspx).

### Who receives the reports that a West Virginia ILINet sentinel provider submits?

The data reported to ILINet goes directly to the CDC Influenza Division, and it is reported in aggregate nationally and regionally in the weekly CDC FluView report (<https://www.cdc.gov/flu/weekly/index.htm>).

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### How does a provider report to the ILINet?

**PLEASE NOTE:** Submission of reports to ILINet by fax is no longer available.

1. Access the ILINet reporting system at: <https://wwwn.cdc.gov/ILINet/>
2. Enter your ID and password and click Log In. If you have forgotten your log-in information, please contact the Influenza Surveillance Coordinator at [Jillian.L.Jeffrey@wv.gov](mailto:Jillian.L.Jeffrey@wv.gov) or [Maria.C.DelRosario@wv.gov](mailto:Maria.C.DelRosario@wv.gov).
3. Proceed to the tab called **Weekly Data Entry**. In the text box called **Provider ID Code**, type in the ID that you had just entered to log in.

A screenshot of the ILINet reporting system interface. At the top, it shows the CDC logo and the text "U.S. Outpatient Influenza-like Illness Surveillance Network (ILINet)". Below this is a navigation bar with three tabs: "Weekly Data Entry" (which is circled in red), "Download ILINet Data", and "Other Links". A "Logout" link is visible in the top right corner. The main content area is titled "Weekly Data Entry For ILINet Internet Reporting System" and contains a question: "Would you like to report total patient visits by age group?". Below this is a note: "Entering ProviderID and Week Ending Date will auto retrieve existing record if it exists, otherwise the report will be empty." The form includes a "Provider ID Code" field with the value "54206" and a "Week Ending Date" dropdown menu. Below these are five input fields for age groups: "Age 0-4:", "Age 5-24:", "Age 25-49:", "Age 50-64:", and "Age Over 64:". There is also a "Total Patients Seen for ANY REASON:" field. At the bottom, there is a checkbox labeled "Is This a Revision of Data Reported at An Earlier Date?" with the instruction "(checked=yes, uncheck=no)". "Submit" and "Reset" buttons are located at the bottom of the form.

4. Select the correct week in the drop-down box called **Week Ending Date**. Look at the date MM/DD/YYYY to confirm you are selecting the correct week. Ideally, you will be entering data for the previous week. You can always report late data for previous weeks, provided you enter the correct week in the drop-down box.

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UPDATE 9-26-2022



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Weekly Data Entry | Download ILINet Data | Other Links

**Weekly Data Entry For ILINet Internet Reporting System**

[Would you like to report total patient visits by age group?](#)

Entering ProviderID and Week Ending Date will auto retrieve existing record if it exists, otherwise the report will be empty.

Provider ID Code:  Week Ending Date:

Age 0-4:

Age 5-24:

Age 25-49:

Age 50-64:

Age Over 64:

Total Patients Seen for ANY REASON:

Is This a Revision of Data Reported at An Earlier Date?  (checked=yes, uncheck=no)

- Enter the number of patient visits for influenza-like illness (ILI) your office had for the week by the specified age groups (0-4 years, 5-24 years, 25-49 years, 50-64 years, ≥65 years).

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**Weekly Data Entry For ILINet Internet Reporting System**

[Would you like to report total patient visits by age group?](#)

Entering ProviderID and Week Ending Date will auto retrieve existing record if it exists, otherwise the report will be empty.

Provider ID Code:  Week Ending Date:

Age 0-4:

Age 5-24:

Age 25-49:

Age 50-64:

Age Over 64:

Total Patients Seen for ANY REASON:

Is This a Revision of Data Reported at An Earlier Date?  (checked=yes, uncheck=no)

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UPDATE 9-26-2022



- Enter the number of total patients your office had seen for the week in the box called **Total Patients Seen for ANY REASON**.

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Weekly Data Entry For ILINet Internet Reporting System

[Would you like to report total patient visits by age group?](#)

Entering ProviderID and Week Ending Date will auto retrieve existing record if it exists, otherwise the report will be empty.

Provider ID Code:  Week Ending Date:

Age 0-4:

Age 5-24:

Age 25-49:

Age 50-64:

Age Over 64:

**Total Patients Seen for ANY REASON:**

Is This a Revision of Data Reported at An Earlier Date?  (checked=yes, uncheck=no)

- The numbers reported for a week can be changed if necessary (e.g., clerical error, wrong week selected). Choose the week for which reported numbers needed edited, enter patient counts as before, and then click the checkbox above the Submit and Reset buttons.

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Weekly Data Entry | Download ILINet Data | Other Links

Weekly Data Entry For ILINet Internet Reporting System

[Would you like to report total patient visits by age group?](#)

Entering ProviderID and Week Ending Date will auto retrieve existing record if it exists, otherwise the report will be empty.

Provider ID Code:  Week Ending Date:

Age 0-4:

Age 5-24:

Age 25-49:

Age 50-64:

Age Over 64:

**Total Patients Seen for ANY REASON:**

**Is This a Revision of Data Reported at An Earlier Date?**  (checked=yes, uncheck=no)

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- 8. **OPTIONAL BUT ENCOURAGED:** A sentinel provider can also report their total patient visits by age group by clicking on the link **“Would you like to report total patient visits by age group?”** before starting on your weekly report. The link will take you to a new page (see below).

The screenshot shows the 'Weekly Data Entry For ILINet Internet Reporting System' form. At the top, there is a navigation bar with 'Weekly Data Entry', 'Download ILINet Data', and 'Other Links'. A red arrow points to a link: 'Would you like to report total patient visits by age group?'. Below this, a note states: 'Entering ProviderID and Week Ending Date will auto retrieve existing record if it exists, otherwise the report will be empty.' The form contains several input fields: 'Provider ID Code' (54206), 'Week Ending Date' (201933 (08/17/2019)), and five age group categories with corresponding input boxes: 'Age 0-4' (1), 'Age 5-24' (1), 'Age 25-49' (2), 'Age 50-64' (2), and 'Age Over 64' (3). There is also a 'Total Patients Seen for ANY REASON' field with the value 300. A checkbox at the bottom asks 'Is This a Revision of Data Reported at An Earlier Date?' with 'checked=yes, uncheck=no'. 'Submit' and 'Reset' buttons are at the bottom.

Fill out number of visits for ILI by age group in the left column and the number of visits for any reason by age group in the right column. Click the **Submit** button when everything has been selected or typed in. The data will not be submitted to the CDC and the State if this button is not clicked.

The screenshot shows the 'Weekly Data Entry With The Total Number Of Patients Seen By Age Group' form. It features a navigation bar with 'Weekly Data Entry', 'Download ILINet Data', 'Certificates', 'Provider Enrollment', 'Geographic Spread', 'Laboratory Surveillance Data', and 'Approval for State Level ILI and Laboratory Data Display'. Below this, another navigation bar includes 'Hospital Situational Awareness', 'Report Card', 'CBSA ILI Analysis', and 'Other Links'. A note states: 'Entering ProviderID and Week Ending Date will auto retrieve existing record if it exists, otherwise the report will be empty.' The form includes 'Provider ID' (54023) and 'Week Ending Date' dropdowns. It has two columns of input fields: 'Number of Patients With ILI' and 'Number of Patients Seen for Any Reason'. The 'Number of Patients Seen for Any Reason' column is highlighted with a red box. There are also 'Unknown' and 'Total Patients Seen for ANY REASON' fields. A checkbox at the bottom asks 'Is This a Revision of Data Reported at An Earlier Date?' with 'checked=yes, uncheck=no'. 'Submit' and 'Reset' buttons are at the bottom, with the 'Submit' button highlighted by a red box.

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### **What should I do if I have a question about or encounter an issue with ILINet?**

Please call 304-558-5358, option 2 and ask for the Influenza Surveillance Coordinator (or Influenza Epidemiologist). BPH staff will direct you appropriately. If you receive no answer once you are directed, please email the Influenza Surveillance Coordinator at [Jillian.L.Jeffrey@wv.gov](mailto:Jillian.L.Jeffrey@wv.gov) or [Maria.C.DelRosario@wv.gov](mailto:Maria.C.DelRosario@wv.gov), and they will get back to you as soon as possible.