

TUBERCULOSIS REPORTING GUIDELINES FOR LOCAL HEALTH DEPARTMENTS

TB Reporting Forms

The following are required forms for reporting active TB disease or latent TB infection (LTBI) in WV. These forms should be sent to the WV Tuberculosis Elimination Program (WV TBEP). **THIS IS NOT AN EXHAUSTIVE LIST.** All forms can be found at the WV TBEP website at https://oepe.wv.gov/tuberculosis/pages/tb_forms.aspx.

Active Disease Reporting Form – Active TB cases should be called to the WV TBEP at 304-558-3669 immediately upon learning about the **confirmed** or **suspected** case. A written report should be sent within 48 hours using the **TB 34** Individual Tuberculosis Reporting Form. Answer all questions on the form, avoid leaving blanks. Health Care Providers shall report to the local health department (LHD) in the patient’s jurisdiction and the LHD will then report to the state.

Latent TB Infection (LTBI) Reporting Form – LTBI cases should be reported to the state through the West Virginia Electronic Disease Surveillance System (WVEDSS). Use Form **TB-101** Latent Tuberculosis Reporting form to collect the information needed for the electronic disease report form in WVEDSS. The LHD should report any positive Tuberculin Skin Test (TST) or Interferon Gamma Release Assay (IGRA) through WVEDSS. Answer all questions in WVEDSS, avoid leaving blanks. Use the comment section to document any important information, try to be very in depth with notes. Once the LHD has finished with the WVEDSS case the case should be assigned to the WV TBEP Surveillance Nurse. Tuberculosis cases, active TB or LTBI, **DO NOT** get assigned to the Regional Epi’s in WVEDSS. Health Care Providers shall report to the local health department (LHD) in the patient’s jurisdiction and the LHD will then report to the state.

Monthly TST Report – The monthly TST Report form **TB-15-P** and **TB-15-S** are used to collect data for evaluation of the TB screening program. All TST and IGRA’s are to be reported with a list of positive reactors on the back of the form. TB-15-P is used for Private Pay monthly tuberculin test reporting. TB-15-S is used for State Supported monthly tuberculin testing reporting.

TB Contact Tracking Sheet – The TB Contact Tracking Sheet form **TB-1001** is used to report all contacts to an active TB case. The initial report is to be submitted to WV TBEP within 2 weeks of notification of a new or suspect case of TB and submitted again after the contacts 8-10 week follow up testing has been complete. Any Health Care Provider doing a contact investigation will provide their information to the LHD who will report to the state.

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TB Diagnostic Clinic Form – The TB Diagnostic Clinic Form, **TB-80**, is used to schedule a person for TB clinic with the WV TBEP medical staff. The form should be filled out by the county TB nurse in its entirety. THE PATIENT SHOULD NOT BE THE PERSON FILLING OUT THE FORM. Once the form has been completed it should be sent to the WV TBEP so that they can schedule the patient for a TB clinic.

Medication Dispensing Record Form – The Medication Dispensing Record Form, TB-50, should be used to document the name, strength, manufacturer, lot number and expiration date of medication dispensed by the Local Health Department, for active and LTBI patients. Once the patient has completed treatment, the forms should be sent to the WV TBEP.

Direct Observed Therapy (DOT) Treatment Record – The DOT Treatment Record, TB-107, is used to document the total number of doses given to a patient by DOT. This is used for all TB medication regimes that DOT/DOPT is required. Once the patient has completed treatment, the forms should be sent to the WV TBEP.

Drug Supply Inventory and Order Form – The Drug Supply Inventory and Order Form, TB-18, is used to show the inventory of TB medications at the Local Health Department that has been provided by WV TBEP. It is also an order form to order new medication. This form should be filled out and sent to WV TBEP each month.

Yearly Aggregate Reports – The Yearly Aggregate Reports are a required CDC report that show treatment for all LTBI patients who were contacts to active TB cases. Each LHD must submit these reports. You may contact WV TBEP for assistance in completing these reports at 304-558-3669.