A Guide for Local Health Departments (LHD):
Tips for Managing a Disease Report

A laboratory, medical provider, or another health department notifies you of a case-patient through electronic methods, paper report, or phone call. What do you do next?

1. **Determine reportability.** Use the WV Reportable Disease Rule (64 CSR-1) or the color-coded chart as a guide.
   a. Is this a reportable disease?
   b. If reportable, how soon does it need to be reported?

2. For diseases that are **reportable IMMEDIATELY and WITHIN 24 HOURS**, the Division of Infectious Disease Epidemiology (DIDE) is requesting a courtesy **telephone notification** to the Epi on-call in addition to reporting the case to the West Virginia Electronic Disease Surveillance System (WVEDSS).

3. **Have the *Quick Reference Guide* or *WVEDSS Disease Investigation Form*** on hand to identify the information needed to 'open an investigation' in WVEDSS.

4. **Determine the county and state of residence of the case-patient**. If the county of residence is not indicated on the report, contact any of the following entities and request for information:
   a. Test Submitter – if this is a hospital or healthcare facility, possible sources of information are medical records, laboratory, or infection control. The LHD should have established good rapport with the facility to facilitate information exchange.
   b. Doctor who ordered the test – contact his office
   c. Laboratory performing the test

5. **Jurisdiction**.
   a. If the case resides in your jurisdiction, continue with the investigation.
   b. If the case does **NOT reside** in your jurisdiction, but is a **WV resident**, you can notify the receiving LHD and forward the information or you may contact DIDE for assistance.
   c. If the case is **NOT** a **WV resident**, you can forward the information to the appropriate health department or contact DIDE for assistance.

6. **Open WVEDSS and perform a *search*** to determine if the case has already been entered into the system. If the case is in the system, update the information as necessary. If the case has not been entered in the system, 'open an investigation' and enter all the information you have available.
   *A *search* is necessary to avoid duplication of information. Searching by *Date of Birth* can help avoid misspelled names.

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7. **Data Validation.** If LHD receives a paper laboratory report on a case from a healthcare provider, in addition to entering information in WVEDSS, please send a copy of the laboratory report to DIDE via fax, email, or attachment to an investigation.

8. **Completing a disease report.** Disease investigations and reports are to be completed by local health staff (including regional epidemiologists) within 3 weeks of receiving notification. If you are encountering difficulties in completing the investigation, please contact the DIDE for assistance.

9. **Record keeping.** The WVEDSS is the repository of information for many reportable diseases. In addition, your local health department may opt to keep paper copies of records submitted in WVEDSS. In this situation, your agency should follow your jurisdiction's (county) established policies on securing patient health information and record retention.