

## **Draft Guide A: Appendix 4**

### **Forms Overview for Smallpox Response Plan Guide A**

Although the specific mechanisms and logistics may differ among jurisdictional areas, recommended smallpox post-event activities will include: smallpox surveillance and case reporting; contact identification, tracing, vaccination, and surveillance; and epidemiologic investigation. Forms have been designed to assist in these investigations, specific to each of the recommended activities.

#### **I. Smallpox Case Investigation**

##### Form 1 (Appendix 5): Smallpox Post-Event Surveillance Form and Instructions

The purpose of Form 1 is to provide a way to record and report information related to a suspected, probable or confirmed case of smallpox. Circled numbers indicate the minimum required fields. Every attempt should be made to at least complete the circled items.

#### **II. Contact Identification, Tracing, Vaccination, and Surveillance**

The purpose of Forms 2A, 2B, and 2C is to record information about the case and their contacts during the infectious period. This information facilitates contact identification and tracing. These forms are filled out by the case investigator/interviewer.

Forms 2A, 2B, 2C and 2D (some sections) are filled out by the case investigator or interviewer. The case investigator/interviewer will return the forms to the State Coordination Center Supervisor. The Supervisor will assign the partially filled out Form 2Ds to contact tracers for contact tracing and surveillance. The contact tracers will fill out the rest of Form 2D and initiate Form 2E for both Household Contacts and other primary contacts. Form 2F will be initiated for household members of the primary contacts of the case.

##### Form 2A (Appendix 6): Smallpox Case Travel/Activity Worksheet and Instructions

Form 2A is an activity worksheet for the case interviewer to record the case's activities that occurred during the infectious period. This will help to identify the primary contacts associated with each activity. List the case household and primary contacts on Form 2B. Form 2A is not entered into a database and is used only as a worksheet to record daily activities to identify the primary contacts of the case.

Form 2B (Appendix 7): Smallpox Primary Contact/Site Form and Instructions

The purpose of Form 2B is to record the names of contacts or sites mentioned in the daily activities (Form 2A) of the case. List case household contacts first then list other primary case contacts. ***This form will be used to initiate a Form 2D for each case household and primary contact.***

Form 2C (Appendix 8): Smallpox Case Transportation Form and Instructions

The purpose of Smallpox Form 2C is to record the travel and transportation history of the case since his/her date of onset of fever for contact and site identification.

Form 2D (Appendix 9): Smallpox Contact Tracing Form and Instructions

The purpose of Form 2D is: 1) to initiate surveillance of case household contacts, other primary case contacts, and secondary contacts; 2) to aid in locating primary case contacts and their household members; and 3) to record the outcome ('disposition') of each contact investigation.

Form 2E (Appendix 10): Smallpox Case Household and Primary Contact Surveillance Form and Instructions.

The purpose of this form is to provide a worksheet/diary for the case household contact or other primary contact to record information about themselves, such as date of vaccination, date of take, daily temperature, and onset of rash or severe adverse reaction, if applicable.

***Note:*** *The goal is to have the information on Form 2E in a database that can be electronically updated with the date of vaccination for each individual via the vaccination clinic databases. The case household or other primary contact(s) should be contacted seven (7) days after the date of vaccination or contacted earlier, if a date of vaccination does not show up in the database within 3 days of when the contact was given Form 2E. The case household or other primary contact(s) are also instructed to call specific telephone numbers seven days after their date of vaccination to report their take. The case household or other primary contact(s) should call immediately, if they experience a fever of 101° F for two consecutive days, a rash, or a severe adverse reaction.*

Form 2F (Appendix 11): Smallpox Case Primary Contact's Household Member Surveillance Form and Instructions

The purpose of Form 2F is to provide a worksheet for the case primary contact's household members (secondary contact) to record information about their vaccinations.

*Note: The goal is to have the information on Form 2F in a database that can be electronically updated with the date of vaccination for each individual via the vaccination clinic databases. The primary contact's household members (secondary contacts) should be contacted seven (7) days after the date of vaccination or earlier, if a date of vaccination does not show up in the database within 3 days of when the household has been given Form 2F. The secondary contacts are also provided with a telephone number to call if they experience a severe adverse reaction.*

### **III. Source of Exposure Investigation**

Form 3A (Appendix 12): Smallpox Case Exposure Investigation Form and Instructions

This form should be used for the initial investigation to determine a common source of exposure. This form is not intended to be used for every case. The purpose of this form is to record information about the case's possible smallpox exposures, and to determine where the case may have been exposed to smallpox and/or the potential sources of infection.

Form 3B (Appendix 13): Smallpox Case Travel/Activity Worksheet and Instructions (Exposure Period)

Form 3B is an activity worksheet for the case interviewer to record the case's activities that occurred during the exposure period. This will help to identify the possible source of infection.

Form 3C (Appendix 14): Smallpox Case Transportation Worksheet and Instructions (Exposure Period)

Form 3C is used to record the travel history of the case for the 19 days before his/her date of onset of fever.