
Chapter 4 Surveillance Module



Overview

The Surveillance module is used to record the Report of Verified Case of Tuberculosis (RVCT), Initial Drug Susceptibility Report (Follow Up Report-1), Case Completion Report (Follow Up Report-2), and Case Verification. The windows in the Surveillance module are designed in a format similar to the data collection forms to make data entry easier.

The Assurance of Confidentiality for Report of Verified Cases of Tuberculosis describes the purpose and use of surveillance data requested by CDC: "The surveillance information requested by CDC consists of detailed reports of persons with TB, including information on the individual's HIV serostatus, demographics (e.g., homelessness, correctional institution, or long-term care facility), alcohol and drug use, drug therapy, and drug susceptibility results. The data is used by U.S. Public Health Service scientists and cooperating state and local health officials to help understand and control the spread of TB ... Information reported to CDC will be used without identifiers for statistical and analytic summaries in which no individual on whom a record is maintained can be identified and for special studies of the transmission, natural history, and epidemiology of TB associated with HIV infection." Refer to the Introducing TIMS chapter for the complete Assurance of Confidentiality statement.

If an active TB case is verified and will be used in the annual morbidity count, the case should then be reported to the CDC. However, the CDC encourages the use of RVCT forms and TIMS to collect information on suspected cases of TB. RVCT records are classified as either "not a verified case"(0), "positive culture"(1), "positive smear/tissue"(2), "clinical case definition"(3), "verified by provider diagnosis"(4), or a "suspect case"(5). TIMS provides an automatic Case Verification value based on entries in the RVCT and the Case Completion Report question 37, Reason Therapy Stopped.

An Initial Drug Susceptibility Report should be completed for all culture-positive cases. The Case Completion Report should be completed for all clients who were alive at diagnosis.

TIMS provides the option to delete and purge surveillance data, with an option to delete patient management information. You can also generate data from the Client and Patient Management modules into the Surveillance module to alleviate the duplication of data entry.

TIMS has two data transfer features, the Surveillance transfer and the National Electronic Telecommunication System for Surveillance (NETSS) transfer. The Surveillance feature is used to prepare new, modified, and deleted RVCT, Initial Drug Susceptibility Report, and Case Completion Report records for transmission to Level 1 sites, the Reporting Area, and the CDC. The NETSS feature is used by the Reporting Area to prepare and transmit counted verified cases to the state epidemiologist's office for inclusion in the *Morbidity and Mortality Weekly Report* (MMWR).

Quick Start

Note: The client's name, case number, and date of birth must be entered into the Client Information window prior to entering Surveillance data. See Chapter 2 for detailed instructions on entering and editing client information.

Open the Surveillance Module

There are two ways to open the Surveillance module...

- Open the **C**lient menu and select **S**urveillance.
If the current module does not have a Client menu, choose the first menu from the left.

Or

- Click the **Surveillance** button on the toolbar.



Add a New Client

To enter client information from the Surveillance module...

1. Open the **Surveillance** module and click the **New Client** button on the toolbar.



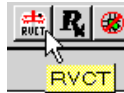
2. Enter the client's last name, first name, date of birth and case number on the New Client - Set Search Criteria dialog box.
3. Click the **OK** button.
4. Click the **S**ave button followed by the **C**lose button.

Add or Edit RVCT Data for Existing Clients

Note: Certain client information, such as the client's name, case number, and date of birth must be entered into TIMS before you can enter and save Surveillance data. See Chapter 2 for detailed instructions on entering and editing client information.

To add or edit RVCT information...

1. Open the **S**urveillance menu and select **R**eport of **V**erified **C**ase of **T**uberculosis or click the **RVCT** button on the toolbar.



If no client is currently in focus, the Change Focus window will open, enabling you to select one.

2. Enter the information from the paper RVCT form.
3. Click the **S**ave button.
The Case Verification window will appear with the appropriate classification.
4. Click the **S**ave button followed by the **C**lose button on the Case Verification window. You will be returned to the RVCT.
5. Click the **C**lose button.

Data Entry Helpful Hints

The Surveillance Module consists of many windows (sometimes referred to as screens):

- Four Report of Verified Case of Tuberculosis screens
- One Initial Drug Susceptibility screen
- Two Case Completion screens
- One Case Verification screen
- One SURVS-TB User-Defined Variable screen
- One Browse screen
- One Surveillance Record Deletion screen with an additional purge screen
- One NETSS Weekly screen
- One NETSS Year-to-Date screen
- One NETSS Archived screen
- One Surveillance Transfer screen

Each screen contains one or more data entry fields. A field is a section on a screen that includes a title or question and a place for data.

Moving among Screens

When there is more than one screen in an area, such as the RVCT screens, there will be a button on the bottom of the screen that you can use to move between the screens. Use the mouse to point and click to move between the screens.



Moving among Fields

The best way to move from field to field is by using the mouse. Use the mouse to point and click to move to another field.

Enabled and Disabled

Data entry fields are either Enabled or Disabled. A field that has a white background and allows data entry is Enabled. A field that has a gray background and does not allow data entry is Disabled.

5. Month-Year Reported: <input type="text" value="10/1997"/>	6. Month-Year Counted: <input type="text" value="00/0000"/>
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Data entry fields will be disabled for one of the following reasons:

- The data in the field are generated from another module. For example, the data in the Date of Birth field on the RVCT are imported from the Client Information window.

Or

- The field is missing prerequisite data from another part of the TIMS application. For example, if there are not any drugs entered in the Initial Drug Regimen group on RVCT screen 4, the Date Therapy Started field will be disabled because therapy has not started.

Entering Dates

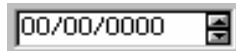
When a field requires a date, there are several ways to enter it. It can be entered as a complete date, an unknown date, or a partial date.

Complete Dates

Enter the date by using the number keys on the keyboard,

Or

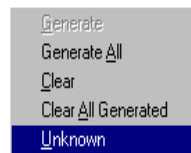
Use the spinner box by pointing the mouse to the arrow keys on the right of the date box.



Unknown Dates

An unknown date is a valid date that can be entered instead of leaving the field blank.

To enter an unknown date, use the right mouse button to click on the date field (left mouse button if your mouse is configured for left-hand operation), then select **Unknown** on the pop-up menu.



The unknown date will appear as a question mark that covers the entire date field. In some date fields the question mark will not appear until you have left the current field.



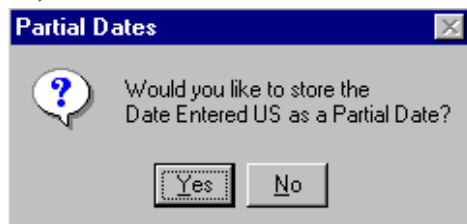
If Unknown is not on the pop-up menu, the field does not support unknown dates.

Partial Dates

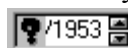
A partial date is a valid date and should be used when a month or day value is unknown.

To enter a partial date, enter the known part of the date then use the right mouse button to click on the Unknown part of the date field (left mouse button if your mouse is configured for left-hand operation), then select **Unknown** on the pop-up menu.

If **Unknown** is not on the pop-up menu, the field does not support partial or unknown dates. If the field will accept partial dates, click **Yes** on the Partial Dates dialog box that appears.

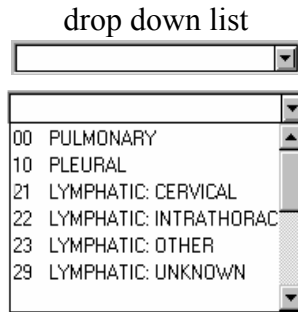


The partial date will appear as a question mark after you have left the current field.



Choosing from a List

Some choices are displayed in a *list* (visible without clicking) or *drop down list* (click down arrow to display list).



List

To choose a selection from a list, use the scroll bar to view the entire list and then point and click with the mouse. The selected item will turn red and move to the top of the list. You can select multiple items from a list by repeating this step.

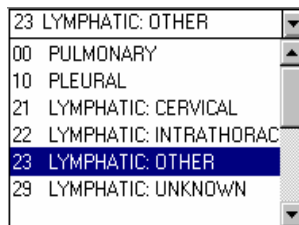


Drop Down List

To choose a selection from a drop down list, click on the arrow box to the right of the list.

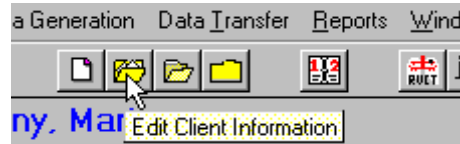


A list of possible choices will be displayed. Use the mouse to point and click on the correct answer. The item selected will be displayed at the top of the list.



Entering Client Information

Some fields on the RVCT screens display information that is entered from the Client Information window and will appear *disabled*. To enter this information, click on the **Edit Client Information** button on the toolbar.



The Client Information window is displayed.

 A screenshot of the 'Client Information' window. The window has a title bar with a close button. The main area contains several sections:

- Personal Info:** Last: DOE, First: JANE, Middle: (empty).
- Client Identifiers:** State Case Number: 000000123, Social Security #: 834-34-3434, City/County Case Number: (empty), Date of Birth: 02/02/1999, Age: 3.
- Sex:** Radio buttons for Male, Female, and Unknown. Female is selected.
- Ethnicity (Select one):** Radio buttons for Hispanic or Latino, Not Hispanic or Latino, and Unknown. None are selected.
- Race: (Select one or more):** Checkboxes for American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, White, and Unknown. None are checked.
- Country of Origin:** Radio buttons for U.S., Not U.S., and Unknown. U.S. is selected. Date Entered U.S.: 00/0000.
- Language:** Primary Language: ENGLISH.

 On the right side of the window, there are buttons for Address, Alert, Alias, Name, Phone, Save, and Close.

From this screen you can enter the client information requested on the RVCT such as the date of birth, sex, country of origin, etc. Clicking on the **Address** button allows you to enter the address information. Remember to save the information on each screen.

Validations

See *Appendix SUR XVI* for a complete list of validations for the Surveillance module.

Data Generation

See the *Data Generation* section later in this chapter for instructions on importing data from the Patient Management module into the Surveillance module.

Report of Verified Case of Tuberculosis

The Report of Verified Case of Tuberculosis (RVCT) must be completed for all verified cases of TB that are to be included in the reporting area's annual morbidity count. CDC also encourages collecting RVCT data for suspect TB cases. The RVCT collects patient demographics, clinical and laboratory data pertinent to the diagnosis of TB, and TB risk factors (e.g., homelessness, drug use, HIV status), which are transmitted to the CDC.

RVCT information for a client can only be modified at the originating site and can only be deleted by users with the appropriate security level at the originating site. Only Reporting Areas have the ability to assign a state case number, count a TB case, and assign an MMWR Reporting Date. This information is transferred back to the originating site. New, modified, and deleted RVCT records are reported to the CDC to ensure surveillance information is up to date.

Note: Certain client information, such as the client's name, case number, and date of birth must be entered into TIMS before you can enter and save surveillance data. See Chapter 2 for instructions on entering and editing client information.

Note: Users with Low security access cannot change the RVCT. Users with High and Medium security access can only make changes if they have HIV clearance. Refer to *Appendix SYS I* for Security information.

Add a Report of Verified Case of Tuberculosis (RVCT)

The RVCT information is entered on four screens.

To add an RVCT...

1. Open the **Surveillance** module.
2. Open the **Surveillance** menu and select **Report of Verified Case of Tuberculosis** or click the **RVCT** button on the toolbar.



If no client is currently in focus, the Change Focus window will open, enabling you to select one. The first RVCT screen is displayed.

The screenshot shows a software window titled "Client Surveillance Data Generation Data Transfer Reports Window Help". The "Current Client" is "SE UZHMSEE, ANZHMUUN". The form contains the following fields and options:

- SOUNDEX:** S252
- 1. State Reporting:** Alpha State Code LA
- 2. State Case Number:** 000096271
- City/County Case Number:** 631109700
- 3. Date Submitted:** 12/09/1996
- 4. Address for Case Counting:** City NEW ORLEANS, Within City Limits: Yes, County ORLEANS, Zip Code 70117
- 5. Month-Year Reported:** 12/1996
- 6. Month-Year Counted:** 12/1996
- 7. Date of Birth:** 01/01/1961
- 8. Sex:** Male
- 9. Ethnicity:** Not Hispanic or Latino
- 10. Race:** Black or African American
- 11. Country of Origin:** U.S.
- 12. Month-Year Arrived in U.S.:** 00/0000
- 13. Status at Diagnosis of TB:** Alive

Buttons at the bottom include Save, Screen 2 >, Close, and Print Facsimile.

3. Complete Screen 1, questions 3, 5, and 13, with information from the RVCT paper form.

For additional information, refer to the Data Entry for Surveillance Fields section later in this chapter.

*Information on this window that appears dimmed can be edited by clicking on the **Edit Client Information** button on the toolbar.*

- Click the **Screen 2** button to continue entering RVCT information.

The second RVCT screen is displayed.

The screenshot shows the RVCT software interface for Screen 2. The current client is SE UZHMSEE, ANZHMUUN. The form contains the following sections:

- 14. Previous Diagnosis of Tuberculosis:** Radio buttons for Yes, No, Unknown. Year of previous diagnosis: 0000.
- 15. Major Site of Disease:** Dropdown menu showing 10 PLEURAL.
- 16. Additional Site(s) of Disease:** List box with 00 PULMONARY (checked), 10 PLEURAL, and 21 LYMPHATIC: CERVICAL.
- 17. Sputum Smear:** Radio buttons for Positive, Not Done, Negative, Unknown.
- 18. Sputum Culture:** Radio buttons for Positive, Not Done, Negative, Unknown.
- 19. Microscopic Exam of Tissue and Other Body Fluids:** Radio buttons for Positive, Not Done, Negative, Unknown.
- 20. Culture of Tissue and Other Body Fluids:** Radio buttons for Positive, Not Done, Negative, Unknown. Anatomic code: 29 PLEURAL FLUID.
- 21. Chest X-Ray:** Radio buttons for Normal, Abnormal, Not Done, Unknown. If Abnormal, options for Cavitary, Noncavitary Consistent with TB, and Noncavitary Not Consistent with TB.
- 22. Tuberculin (Mantoux) Skin Test at Diagnosis:** Radio buttons for Positive, Not Done, Negative, Unknown. Induration (mm): []

Buttons at the bottom: Save, < Screen 1, Screen 3 >, Close, Print Facsimile.

- Complete Screen 2 with information from the RVCT paper form.

TIMS automatically calculates question 16c according to the answers in Question 16a.

For additional information, refer to the Data Entry for Surveillance Fields section later in this chapter. See the Data Generation section later in this chapter for information on generating or clearing data. If a field has been generated, it will appear dimmed and you must use the Data Generation Clear function before you can enter new data.

- Click the **Screen 3** button to continue entering RVCT information.

The third RVCT screen is displayed.

The screenshot shows the RVCT software interface for Screen 3. The current client is SE UZHMSEE, ANZHMUUN. The form contains the following sections:

- 23. HIV Status:** Radio buttons for Negative, Positive, Indeterminate, Refused, Not Offered, Test Done, Results Unknown, Unknown.
- 24. Homeless Within Past Year:** Radio buttons for No, Yes, Unknown.
- 25. Resident of Correctional Facility at Time of Diagnosis:** Radio buttons for No, Yes, Unknown. If Yes, options for Federal Prison, State Prison, Local Jail, Juvenile Correctional Facility, Other Correctional Facility, Unknown.
- 26. Resident of Long-Term Care Facility at Time of Diagnosis:** Radio buttons for No, Yes, Unknown. If Yes, options for Nursing Home, Hospital-Based Facility, Residential Facility, Mental Health Care Facility, Alcohol or Drug Treatment Facility, Other Long-Term Care Facility, Unknown.

Buttons at the bottom: Save, < Screen 2, Screen 4 >, Close, Print Facsimile.

- Complete the window with information from the RVCT paper form.

For additional information, refer to the Data Entry for Surveillance Fields section later in this chapter. See the Data Generation section later in this chapter for information on generating or clearing data. If a field has been generated, it will appear dimmed and you must use the Data Generation Clear function before you can enter new data.

8. Click the **Screen 4** button to continue entering RVCT information.

The fourth RVCT screen is displayed.

9. Complete Screen 4 with information from the RVCT paper form. Add any comments necessary for the RVCT.

For additional information, refer to the Data Entry for Surveillance Fields section later in this chapter. See the Data Generation section later in this chapter for information on generating or clearing data. If a field has been generated, it will appear dimmed and you must use the Data Generation Clear function before you can enter new data.

10. Click the **Save** button to save the RVCT information.

*Clicking the **Save** button on any RVCT screen will save information on all screens. Validations occur when the Save button is clicked.*

The Case Verification window will display.

Based on the information entered on the RVCT, the appropriate Case Verification classification is calculated and displayed. This window will appear different at different levels. For more information, see the Case Verification section later in this chapter.

11. Enter the Case Verification data if allowed at your level.

See the Case Verification section later in this chapter for details.

12. Click the **Save** button followed by the **Close** button to return to the RVCT screen.

13. Click the **Close** button on the RVCT screen.

Edit a Report of Verified Case of Tuberculosis (RVCT)

If RVCT information changes, the case verification assignment is automatically re-evaluated when the RVCT is saved. If the changes affect the assignment, the case verification window will display with a new assignment when the RVCT is saved. All changes made to an RVCT will cause the RVCT to be re-transmitted as an updated record once acknowledgement of the previous RVCT transfer is received and assimilated. For information on this, see the Data Transfer section later in this chapter.

To edit an RVCT...

1. Open the **Surveillance** module.
2. Open the **Surveillance** menu and select **Report of Verified Case of Tuberculosis** or click the **RVCT** button on the toolbar.



If no client is currently in focus, the Change Focus window will open, enabling you to select one.

3. Select the appropriate RVCT Screen and Field to be modified and make the correction.

For additional information, refer to the Data Entry for Surveillance Fields section later in this chapter. See the Data Generation section later in this chapter for information on generating or clearing data. If a field has been generated, it will appear dimmed and you must use the Data Generation Clear function before you can enter new data.

4. Click the **S**ave button to save the RVCT information.

Based on the information entered on the RVCT, the appropriate Case Verification classification is calculated and displayed. See the Case Verification section later in this chapter for more information.

5. Click the **C**lose button.

Initial Drug Susceptibility Report

The Initial Drug Susceptibility Report (Follow Up Report-1) should be completed for all culture-positive cases. This report records the results of susceptibility testing on the first isolate for which drug susceptibility was performed and should be completed and submitted within two months of the initial RVCT. If drug susceptibility test results are delayed, submit the report as soon as results become available. The RVCT information must be entered prior to entering the Initial Drug Susceptibility Report information.

Note: Users with Low security access cannot change the Initial Drug Susceptibility Report.

Add an Initial Drug Susceptibility Report

The Initial Drug Susceptibility information is entered into a single window.

To add an Initial Drug Susceptibility Report...

1. Open the **Surveillance** module.
2. Open the **Surveillance** menu and select **Initial Drug Susceptibility Report** or click the **Initial Drug Susceptibility Report** button on the toolbar.



If no client is currently in focus, the Change Focus window will open, enabling you to select one.

The Initial Drug Susceptibility Report window is displayed.

Submit this report for all culture-positive cases

33. Initial Drug Susceptibility Results:
 Was Drug Susceptibility Testing Done: No Yes Unknown
If answer is No or Unknown, do not complete rest of report.

If Yes,
 Enter the Date First Isolate Collected
 for Which Drug Susceptibility Was Done? 00/00/0000

34. Susceptibility Results:

	Resistant	Susceptible	Not Done	Unknown		Resistant	Susceptible	Not Done	Unknown
Isoniazid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Capreomycin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rifampin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Para-Amino Salicylic Acid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pyrazinamide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Amikacin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ethambutol	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rifabutin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Streptomycin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ciprofloxacin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ethionamide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ofloxacin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kanamycin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cycloserine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

Comments:

Save Close

3. Complete the window with information from the Initial Drug Susceptibility Report paper form. Add any comments necessary for the Follow Up Report - 1.

For additional information, refer to the Data Entry for Surveillance Fields section later in this chapter. See the Data Generation section later in this chapter for information on generating or clearing data. If a field has been generated, it will appear dimmed and you must use the Data Generation Clear function before you can enter new data.

4. Click the **S**ave button to save the Initial Drug Susceptibility information.
5. Click the **C**lose button.

Edit an Initial Drug Susceptibility Report

If you change information on the Initial Drug Susceptibility Report after it has been transmitted to the next higher level, the data will be marked and re-transmitted as an updated record once acknowledgement of the previous Initial Drug Susceptibility Report transfer is received and assimilated.

To edit Initial Drug Susceptibility Report information...

1. Open the **Surveillance** module.
2. Open the **S**urveillance menu and select **I**nitial Drug Susceptibility Report or click the **I**nitial Drug Susceptibility Report button on the toolbar.



If no client is currently in focus, the Change Focus window will open, enabling you to select one.

3. Select the appropriate Field to be modified and make the correction.

For additional information, refer to the Data Entry for Surveillance Fields section later in this chapter. See the Data Generation section later in this chapter for information on generating or clearing data. If a field has been generated, it will appear dimmed and you must use the Data Generation Clear function before you can enter new data.

4. Click the **S**ave button to save the information.
5. Click the **C**lose button.

Case Completion Report

The Case Completion Report (Follow Up Report-2) should be completed for all cases in which the client was alive at diagnosis. This report records information about the client's treatment and treatment outcomes. If therapy was stopped because it was determined the client did not have TB, this information can be entered into this report and the case verification value will be updated to "Not TB." Final drug susceptibility results cannot be entered if results were not entered in the Initial Drug Susceptibility Report.

This report should be updated as information becomes available during patient follow-up. The report should be completed when the case is closed to supervision.

Note: Users with Low security access cannot change the Case Completion Report.

Add a Case Completion Report

The Case Completion information is entered on two screens.

To add a Case Completion Report...

1. Open the **Surveillance** module.
2. Open the **Surveillance** menu and select **Case Completion Report** or click the **Case Completion Report** button on the toolbar.



If no client is currently in focus, the Change Focus window will open, enabling you to select one. The first Case Completion Report screen is displayed.

3. Complete Screen 1 with information from the Case Completion Report paper form.

For additional information, refer to the Data Entry for Surveillance Fields section later in this chapter. See the Data Generation section later in this chapter for information on generating or clearing data. If a field has been generated, it will appear dimmed and you must use the Data Generation Clear function before you can enter new data.

- Click the **Screen 2** button to continue entering Case Completion Report information.

The second Case Completion Report screen is displayed.

The screenshot shows a software window titled 'Client Surveillance Data Generation Data Transfer Reports Window Help'. The 'Current Client' is 'SE UZHMSEE, ANZHMUUN'. A blue banner at the top reads 'Submit this report for all cases in which the patient was alive at diagnosis'. Section 40 asks 'Final Drug Susceptibility Results: Was Follow-up Drug Susceptibility Testing Done?' with radio buttons for 'No', 'Yes', and 'Unknown'. A date field for 'If Yes, Enter Date Final Isolate Collected for Which Drug Susceptibility Was Done' is set to '00/00/0000'. Section 41, 'Final Susceptibility Results', contains a table with columns for 'Resistant', 'Susceptible', 'Not Done', and 'Unknown' for various drugs. A 'Comments:' text area is at the bottom, along with 'Save', '< Screen 1', and 'Close' buttons.

	Resistant	Susceptible	Not Done	Unknown		Resistant	Susceptible	Not Done	Unknown
Isoniazid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Capreomycin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rifampin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Para-Amino Salicylic Acid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pyrazinamide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Amikacin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ethambutol	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rifabutin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Streptomycin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ciprofloxacin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ethionamide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ofloxacin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kanamycin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cycloserine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

- Complete Screen 2 with information from the Case Completion Report paper form. Add any comments necessary for the Follow Up Report -2.

For additional information, refer to the Data Entry for Surveillance Fields section later in this chapter. See the Data Generation section later in this chapter for information on generating or clearing data. If a field has been generated, it will appear dimmed and you must use the Data Generation Clear function before you can enter new data.

- Click the **Save** button to save the Case Completion Report information.
If Question 37 was entered as "Not TB" the Case Verification window will appear. See the "Confirm 'Not a Verified Case' Case Verification with Question 37" section later in this chapter for details.
- Click the **Close** button.

Edit a Case Completion Report

If you change information on a Case Completion Report after it has been transmitted to the next higher level, the data will be marked and re-transmitted as an updated record once acknowledgement of the previous Case Completion Report transfer is received and assimilated.

To edit the Case Completion Report information...

1. Open the **Surveillance** module.
2. Open the **Surveillance** menu and select **Case Completion Report** or click the **Case Completion Report** button on the toolbar.



If no client is currently in focus, the Change Focus window will open, enabling you to select one.

3. Select the appropriate Case Completion Screen and Field to be modified and make the correction.

For additional information, refer to the Data Entry for Surveillance Fields section later in this chapter. See the Data Generation section later in this chapter for information on generating or clearing data. If a field has been generated, it will appear dimmed and you must use the Data Generation Clear function before you can enter new data.

4. Click the **Save** button to save the information.

If Question 37 was changed from "Not TB" or to "Not TB," the Case Verification window will appear. See the "Confirm 'Not a Verified Case' Case Verification with Question 37" section later in this chapter for details.

5. Click the **Close** button.

Case Verification

Case Verification is assigned to a surveillance record based on data entered on the RVCT and the Case Completion Report. The assigned value is based on calculations performed on information that is entered in a record. Verified, counted cases of TB are eligible for inclusion in the MMWR. The Reporting Area enters Count information and the MMWR Reporting Date.

There are six case verification values:

- Positive Culture
- Positive Smear/Tissue
- Clinical Case Definition
- Verified by Provider Diagnosis
- Suspect Case
- Not a Verified Case

The calculation of Suspect Case can be overwritten at the originating site with Verified by Provider Diagnosis or Not a Verified Case of TB. A case verification can be determined either when an RVCT is saved or by selecting the Case Verification option from the Surveillance menu. If you have count authority, a case will be counted at the CDC if you select **Yes** in response to **Do you want to count this patient at CDC as a verified case of TB?** and enter the month and year the case should be counted. If you enter a MMWR Reporting Date, the record will be included in the NETSS transfer.

Refer to *Appendix SUR IV* for the calculation of the Case Verification Values.

Note: Users with Medium and Low security access cannot change the Case Verification criteria.

Count a Case

The site that enters the record will also confirm the Case Verification value. However, only the Reporting Area can enter count data for a case. A case can be counted if the Case Verification value is Positive Culture, Positive Smear/Tissue, Clinical Case Definition, or Verified by Provider Diagnosis. Level 1 and Level 2 sites can determine the assigned value, but the count data are disabled.

Any updates to this window by the originating or Reporting Area site will cause the data to be re-transmitted to both upper and lower-level sites as an updated record once acknowledgement of the previous data is received and assimilated.

To count a case...

1. Open the **Surveillance** module.
2. Open the **Surveillance** menu and select **Case Verification** or click the **Case Verification** button on the toolbar.



If no client is currently in focus, the Change Focus window will open, enabling you to select one.

3. The appearance of the Case Verification dialog box will be different depending on the Case Verification value:
 - Positive Culture
 - Positive Smear/Tissue
 - Clinical Case Definition

For one of the values above, the following dialog box with the appropriate criteria is displayed.

Case Verification

This is a Verified Case of Tuberculosis
according to the following criteria.

Positive Culture

Do you want to count this patient at CDC as a verified case of TB ? Yes No

Please enter the Month-Year Counted:

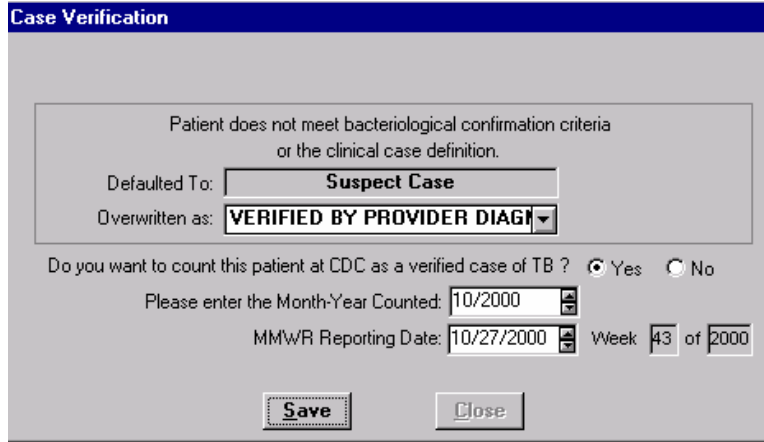
MMWR Reporting Date: Week of

Save

Close

- **Verified By Provider Diagnosis**

If you overwrite a Suspect Case value with Verified by Provider Diagnosis, the following dialog box is displayed:



The image shows a dialog box titled "Case Verification" with a blue header. The main content area is light gray and contains the following text and controls:

- Text: "Patient does not meet bacteriological confirmation criteria or the clinical case definition."
- Text: "Defaulted To:" followed by a text box containing "Suspect Case".
- Text: "Overwritten as:" followed by a dropdown menu showing "VERIFIED BY PROVIDER DIAGNOSIS".
- Text: "Do you want to count this patient at CDC as a verified case of TB ?" followed by radio buttons for "Yes" (selected) and "No".
- Text: "Please enter the Month-Year Counted:" followed by a date picker showing "10/2000".
- Text: "MMWR Reporting Date:" followed by a date picker showing "10/27/2000", "Week" followed by a spinner box showing "43", and "of" followed by a spinner box showing "2000".
- Buttons: "Save" and "Close".

See the following section "Overwrite a Case Verification of Suspect" for directions on changing the value to Verified by Provider Diagnosis.

4. If you have count authority, answer the remaining questions on the window.

Depending on your level, you may or may not have access to all the fields. Only the Reporting Area has count authority and will be able to enter data on the lower portion of the dialog box. You must use the **TAB** key to enable the MMWR Reporting Date field when initially entering data on this window.

The MMWR Week and Year are automatically calculated from the MMWR Reporting Date entered.

5. Click the **S**ave button to save the information.

6. Click the **C**lose button.

Overwrite a Case Verification of Suspect

If the calculated verification value is Suspect, you can manually change the value to Verified by Provider Diagnosis or Not a Verified Case of TB, or you can leave the value as Suspect and update the record at another time.

To overwrite the case verification value of Suspect...

1. Open the **Surveillance** module.
2. Open the **Surveillance** menu and select **Case Verification** or click the **Case Verification** button on the toolbar.



If no client is currently in focus, the Change Focus window will open, enabling you to select one. The Case Verification dialog box is displayed.

3. To overwrite the assignment of Suspect Case, select either the *Verified By Provider Diagnosis* or *Not a Verified Case of TB* assessment from the Overwritten As list.
 - Verified By Provider Diagnosis

If you select Verified by Provider Diagnosis, the following dialog box is displayed.

Depending on your level, you may or may not have access to all the fields. Only the Reporting Area has count authority and will be able to enter data on the lower portion of the dialog box. You must use the **TAB** key to enable the MMWR Reporting Date field when initially entering data on this window.

The MMWR Week and Year are automatically calculated from the MMWR Reporting Date entered.

- Not a Verified Case of TB

If you select *Not a Verified Case of TB* the following dialog box is displayed.

The screenshot shows a dialog box titled "Case Verification" with a blue header. The main area contains the text "Patient does not meet bacteriological confirmation criteria or the clinical case definition." Below this, there are two dropdown menus. The first is labeled "Defaulted To:" and has "Suspect Case" selected. The second is labeled "Overwritten as:" and has "NOT A VERIFIED CASE OF TB" selected. At the bottom of the dialog box are two buttons: "Save" and "Close".

TIMS can automatically calculate the value *Not a Verified Case of TB*. See the following section "Confirm 'Not a Verified Case' Case Verification with Question 37" for an explanation.

- Suspect Case

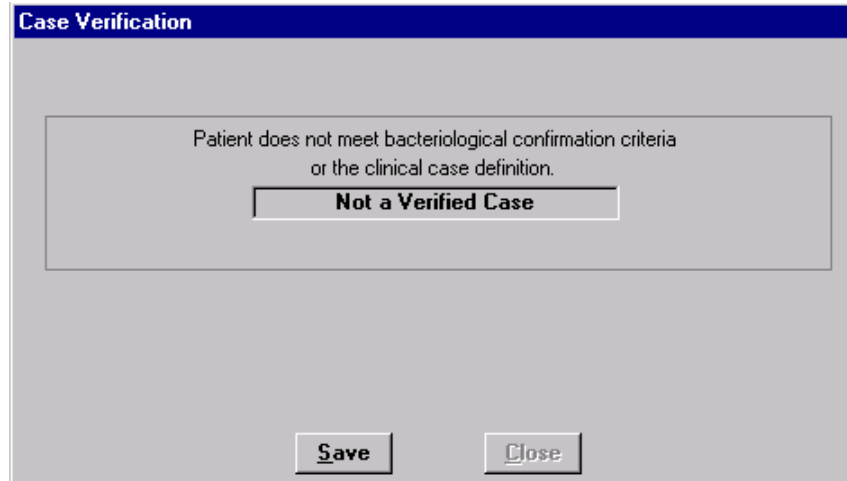
If you choose to update the record at another time, select *Suspect Case* from the *Overwritten as* list. The following dialog box is displayed.

The screenshot shows a dialog box titled "Case Verification" with a blue header. The main area contains the text "Patient does not meet bacteriological confirmation criteria or the clinical case definition." Below this, there are two dropdown menus. The first is labeled "Defaulted To:" and has "Suspect Case" selected. The second is labeled "Overwritten as:" and has "SUSPECT CASE" selected. At the bottom of the dialog box are two buttons: "Save" and "Close".

4. Click the **S**ave button to save the information.
5. Click the **C**lose button.

Confirm 'Not a Verified Case' Case Verification with Question 37

If a client has been started on therapy and therapy is stopped because the client does not have *M. tuberculosis*, Question 37 (Reason Therapy Stopped) of the Case Completion Report should be marked "Not TB." When the Case Completion Report is saved, the Case Verification window will appear with a value of "Not a Verified Case." The only way to change this Case Verification value is to change the value for Question 37, Reason Therapy Stopped on the Case Completion Report.



1. Click the **S**ave button.
2. Click the **C**lose button.

SURVS-TB User Defined Variables

User Defined Variables (UDVs) initially collected in SURVS-TB have been incorporated into TIMS as SURVS-TB UDVs. Some information collected in SURVS-TB as a UDV may now be collected in a TIMS module. For example, other illnesses or medication allergies are now collected on the History window of the Patient Management module.

There are 42 SURVS-TB User Defined Variable fields and each one accepts 45 alphanumeric characters. This information is not validated nor transferred to CDC. However, the information is transmitted to the Reporting Area. The UDV data can also be exported.

A client must have an RVCT to access the SURVS-TB User Defined Variable window. All changes made to a UDV will cause the UDV to be re-transmitted as an updated record once acknowledgement of the previous UDV transfer is received and assimilated.

Each Reporting Area is responsible for defining the UDVs for the sites within the Reporting Area.

Add SURVS-TB User Defined Data

To add SURVS-TB UDV information...

1. Open the **Surveillance** module.
2. Open the **Surveillance** menu and select the **SURVS-TB UDV** option or click the **SURVS-TB UDV** button on the toolbar.



If no client is currently in focus, the Change Focus window will open, enabling you to select one.

The SURVS-TB User Defined Variable window is displayed.

You can use the vertical scroll bar to display additional User fields.

3. Enter the user defined variable information in the appropriate User field.
4. Click the **S**ave button.
5. Click the **C**lose button.

Edit SURVS-TB User Defined Data

To edit SURVS-TB UDV information...

1. Open the **Surveillance** module.
2. Open the **Surveillance** menu and select the **SURVS-TB UDV** option or click the **SURVS-TB UDV** button on the toolbar.



3. Modify the UDV.
4. Click the **Save** button to save the data.
5. Click the **Close** button.

Browse Surveillance Reports

Browse allows you to view a list of clients who have RVCT, Initial Drug Susceptibility, or Case Completion data entered in TIMS. You can filter the list to display clients with one, two, or all three reports.

Note: All users have access to the Browse Reports.

Review Browse Reports

To view a list of clients with reports...

1. Open the **Surveillance** module.
2. Open the **Surveillance** menu and select the **Browse** option or click the **Browse** button on the toolbar.



The Browse window is displayed.

Surveillance Reports							
Date Reported	Last Name	First Name	St Case #	City/Cnty #	RVCT	Followup1	Followup2
05/01/2003	BRADY	BOBBY	000185521		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/01/2001	BRADY	PETER	000185522		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11/01/2000	MAN	PAPER	454545454		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/01/2000	TEST	STATECASENO	123456789		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/01/2000	ADDRESS	TEST	000009870		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/01/2000	ME	DELETE	666666666		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/01/2000	BABBETTE	BODACIOUS	010364064		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/01/2000	VAUGHAN	JIM	101010101		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/01/2000	WASHINGTON TWO	CASE	019238470		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07/01/2000	MED	PLAN	000000878		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
06/01/2000	SUPER	MAN	005465441		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/01/2000	FORBES	FORBES	032434343		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Filter RVCT Follow Up 1 Follow Up 2 Close

By default, all surveillance reports are displayed. You can click on the column headings to re-sort data in the list. For example, clicking on the Last Name heading will re-sort the data in alphabetical order according to last names. You can use the vertical scroll bar to display additional surveillance reports.

3. Select the filter option(s) to display only the specific reports checked.

Filter RVCT Follow Up 1 Follow Up 2

4. Click the **C**lose button to exit the window.

Surveillance Record Deletion

TIMS allows the initiating site of a record to delete, undelete, and purge surveillance data from TIMS (this includes RVCT, Initial Drug Susceptibility Report, Case Completion Report, Case Verification, and surveillance-related UDV). TIMS also allows the deletion of both the surveillance and client information if the client does not have any patient management information. When only surveillance data are deleted, information that is generated from the Client and Patient Management modules are not deleted.

A new, never transmitted record can be deleted and then purged, or a new record can be deleted and then undeleted. Previously transmitted data can be marked for deletion and transferred as a deletion. In addition, previously transmitted data can be marked for deletion and then undeleted prior to creating a data transfer file. Once the transferred data have been assimilated at the upper level and the acknowledgement assimilated at the initiating level, the deleted record must be purged prior to creating another Surveillance data transfer.

Note: Only the TIMS System Administrator can delete, undelete, and purge a surveillance record.

Note: Data for clients with surveillance records marked for deletion will not appear on most of the surveillance module reports.

Status Codes

The following table explains the status codes that display on the Deletion of RVCT window and the Deleted Records Report.

Status	Status Code	Description	Available Actions
New	NYQ	<ul style="list-style-type: none"> • Entered • Never Transferred • Not Deleted 	N/A
New Deleted	XYQ	<ul style="list-style-type: none"> • Entered • Never Transferred • Deleted 	<ul style="list-style-type: none"> • Can be Undeleted • Can be Purged
Transferred	XYK	<ul style="list-style-type: none"> • Record Transferred • Acknowledgment not Assimilated • Not Deleted 	N/A
Transferred-Deleted	DYK	<ul style="list-style-type: none"> • Record Transferred • Acknowledgment not Assimilated • Deleted post-transfer 	<ul style="list-style-type: none"> • Can be Undeleted by initiating site • Cannot be Undeleted by non-initiating site • Cannot be Purged by either site
Updated	UYQ	<ul style="list-style-type: none"> • Record Transferred • Acknowledgment Assimilated • Not Deleted 	N/A
Updated-Deleted	DYQ	<ul style="list-style-type: none"> • Record Transferred • Acknowledgment Assimilated • Deleted (pre or post Acknowledgment Assimilated) 	<ul style="list-style-type: none"> • Can be Undeleted by initiating site • Cannot be Undeleted by non-initiating site • Cannot be Purged by either site
Deleted	DNK	<ul style="list-style-type: none"> • Deletion Record transferred • Acknowledgment not Assimilated 	<ul style="list-style-type: none"> • Cannot be Undeleted • Cannot be Purged
Purge	DNQ	<ul style="list-style-type: none"> • Deletion Record Transferred • Acknowledgment Assimilated 	<ul style="list-style-type: none"> • Cannot be Undeleted • Must be Purged
Incomplete	DYL	<ul style="list-style-type: none"> • Transfer process terminated prior to creating the data transfer file 	N/A

Note: Records converted from SURVS-TB at the Reporting Area will initially display "New." Records "spun-off" to level-one sites will initially display "Updated."

Surveillance Record Deletion (RVCT Data)

TIMS allows you to delete surveillance data. RVCT, Initial Drug Susceptibility, Case Completion Report, and SURVS-TB UDV data make up the deleted surveillance record. If the record you are deleting has already been transmitted as an active record to the next highest-level but the acknowledgement has not been assimilated, a "delete record" instruction is sent when this record is eligible for its next transfer. When the acknowledgement of the deletion is received and assimilated, the record can be purged. For a complete list of deleted records and records that are eligible to be purged, run the Deleted Records report. See Appendix RPT SUR for details.

Updates to client and address information for clients with deleted RVCTs are saved in the client's record but are not transmitted to the next higher level.

On the Surveillance Record Deletion window, converted SURVS-TB records have a New status. Converted records at Level 1 display an Updated status.

To delete an RVCT (Surveillance data)...

1. Open the **Surveillance** module.
2. Open the **Surveillance** menu and select the **Surveillance Record Deletion** option or click the **Surveillance Record Deletion** button on the toolbar.



The Surveillance Record Deletion client list window is displayed.

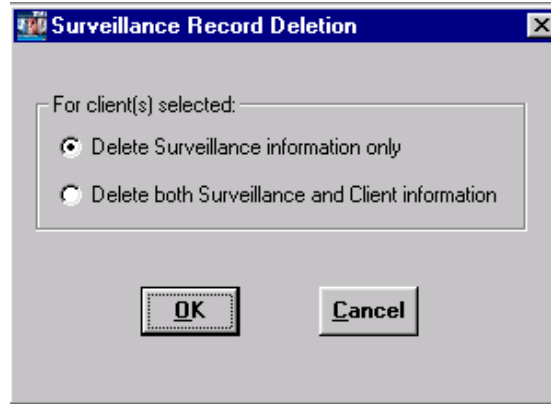
Surveillance Record							
Last Name	First Name	MI	Date of Birth	Date Reported	State #	City/Cnty#	Status
AFFLICTED	BEN		01/10/1974	04/01/1998	00CA12345	CA2100210	Updated
ANNOYING	DEFECT		08/31/1950	08/01/2000		341234234	Updated
ARDVARK	ANDY		01/23/1947	02/01/1998	260092095	071750017	New
BOY	BIG		08/07/1961	10/01/1999	KwL000001	000097869	New
BRONX	MDRTB		03/05/1961	03/01/1998	00RAMDRTB	043434934	New
CLINICAL	CASE		07/21/1911	06/01/1999	07-21-199	00000TXL1	Updated
FADS	FSD	D	11/21/1990	07/01/1999		0000DSFDS	New
FORBES	FORBES	F	03/05/1970	05/01/1999		989856765	New
FOXX	REDD	R	05/03/1961	08/01/1999		0L1SITE67	Updated
FOXX	REDD	R	05/03/1961	09/01/1999	REPORTARE	0L1SITE67	New
GLOBAL	GLOBAL	E	12/12/1971	07/01/1999	111111111	222222222	New

You can click on the column headings to re-sort data in the list. For example, clicking on the Last Name heading will re-sort the data in alphabetical order according to last names. Only records that can be deleted or purged at your site will be displayed. Lower level records that do not need to be purged will not appear.

3. Click on the record to be deleted and click the **Delete** button.

To select more than one record at a time, hold down the control key and select appropriate records by clicking with the mouse. Only the options appropriate for that record will be enabled. Once deleted, the status of the record will be updated to New-Deleted, Transferred-Deleted, or Updated-Deleted.

The Surveillance Record Deletion option window is displayed.

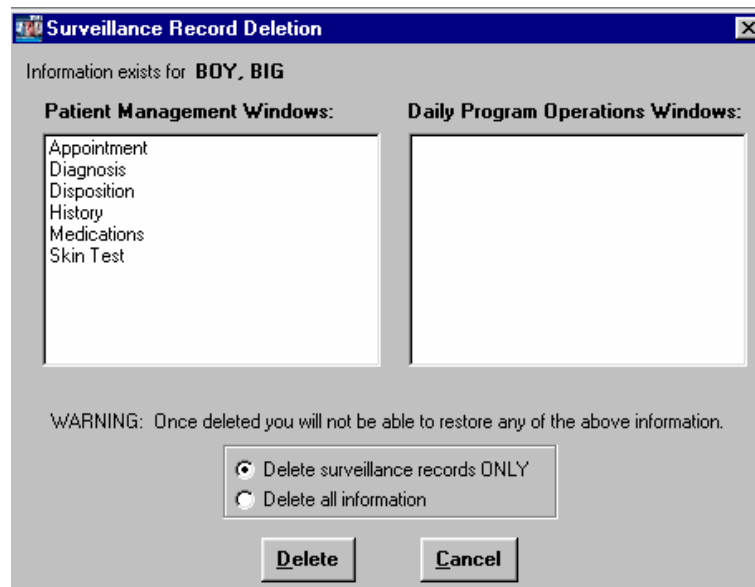


4. Choose to **Delete Surveillance information only** or **Delete both Surveillance and Client information**.

If you select to delete both Surveillance and Client information, TIMS will provide you with a list of any program management and/or daily program operations information that exists for the client. You will be able to delete this information along with Surveillance and Client information. However, you will not be able to undelete program management and/or daily program operations information once you delete it. Also, if the client has any contacts that have been converted or merged, then you may only choose to delete surveillance records.

5. Click **OK** to proceed or **Cancel** to return to the Surveillance Record Deletion client list window.
6. If you choose to Delete Surveillance Information only, proceed to step 7.

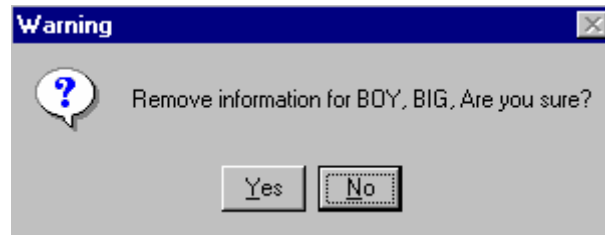
If you choose to Delete both Surveillance and Client information (and if Patient Management and/or Daily Program Operations information exists for the client), the following window is displayed:



After viewing the Patient Management and/or Daily Program Operations information that exists for the client, choose to **Delete surveillance records ONLY** or **Delete all information**.

Click **D**delete to continue, or **C**ancel to return to the Surveillance Record Deletion client list window.

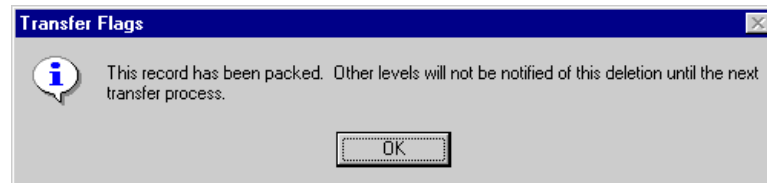
The Warning message box appears.



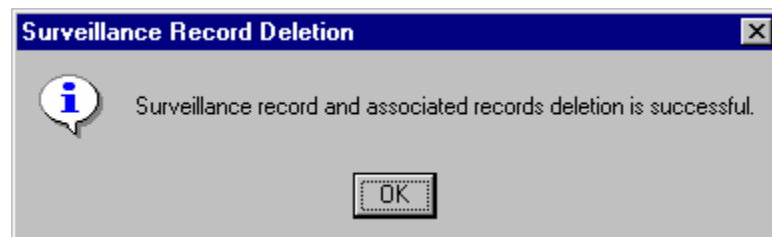
Click **Y**es to confirm that you want to remove the information or click **N**o to return to the previous window.

7. If the record has a status of Transferred, the Transfer Flags Information message box is displayed. Since the record had previously been transferred, other levels need to be notified of the deletion. This will occur during the next transfer process. Click the **O**K button to close the Transfer Flags message box.

The message box will appear once for each record type deleted i.e., RVCT, Initial Drug Susceptibility, and Case Completion Report.



8. Click the **O**K button to close the Surveillance Record Deletion message box.



9. If there are no more records to delete, click the **C**lose button.

Undelete an RVCT (Surveillance Data)

TIMS allows you to undelete (return to active status) previously deleted surveillance records. If client information was deleted that information will be restored with the surveillance information. Only the site that entered and deleted a record can undelete the record. A surveillance record cannot be undeleted if it has already been prepared for transfer as a deleted record.

To undelete an RVCT (surveillance data)...

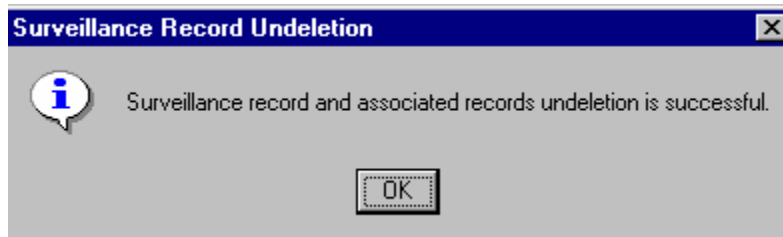
1. Open the **Surveillance** module.
2. Open the **Surveillance** menu and select the **Surveillance Record Deletion** option or click the **Surveillance Record Deletion** button on the toolbar.



3. Click on the record to be undeleted and click the **Undelete** button.

To select more than one record at a time, hold down the control key and select appropriate records by clicking with the mouse. If the Undelete button is not enabled, the selected record cannot be Undeleted. See the Status Codes chart earlier in this chapter for additional information. The status of the record will be updated to New, Transferred, or Updated.

The Surveillance Record Undeletion message box is displayed.



4. Click the **OK** button to close the Surveillance Record Undeletion message box.
5. Click the **Close** button.

Purge an RVCT (Surveillance Data)

The Purge button is used only when a deleted surveillance record that is eligible for permanent removal must be removed from the TIMS Database. Client, Patient Management, and Daily Program Operations information will either be purged or not purged depending on the option chosen during the delete process. Choosing the Purge button will allow you to see the records eligible to be purged.

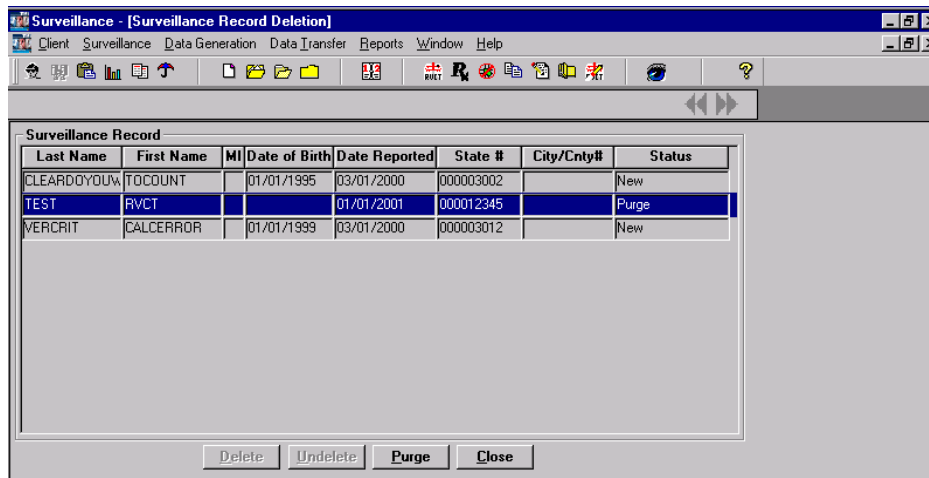
Warning: Once a surveillance record is purged from the database, it cannot be retrieved.

To purge an RVCT (surveillance data)...

1. Open the **Surveillance** module.
2. Open the **Surveillance** menu and select the **Surveillance Record Deletion** option or click the **Surveillance Record Deletion** button on the toolbar.



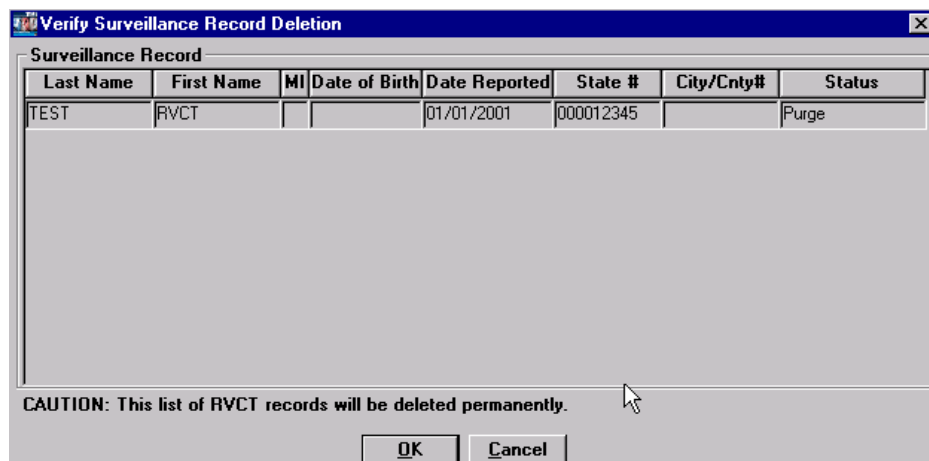
The Surveillance Record Deletion window is displayed.



If the Purge button is not enabled (does not appear in black), there are no records to be purged.

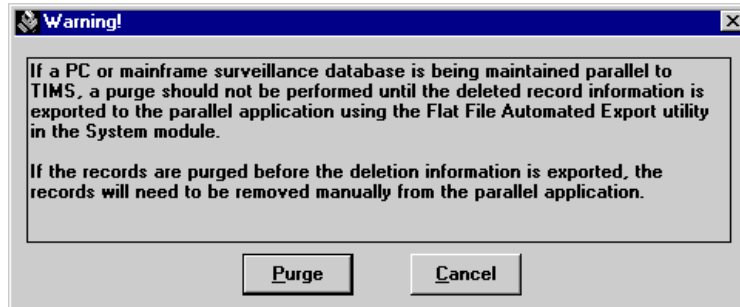
3. Click the **Purge** button.

All records that are eligible to be purged will be displayed in the Verify Surveillance Record Deletion window.



4. Click the **OK** button to verify the removal of the surveillance record(s). Click the **Cancel** button to stop the purge operation and return to the Surveillance Record Deletion window.

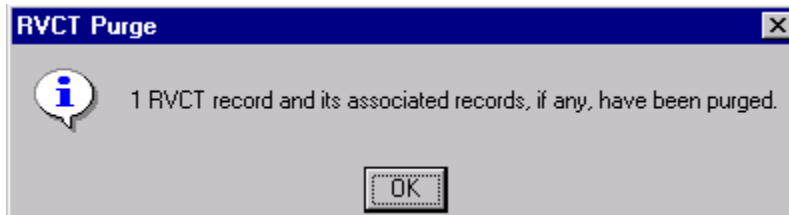
The Warning message box appears.



5. Read the warning, and then click the **Purge** button to complete the purge operation. Click the **Cancel** button to stop the purge operation and return to the Surveillance Record Deletion window.

All the eligible surveillance records are permanently removed from the list and the database.

6. Click the **OK** button to close the RVCT Purge message box.



7. Click the **Close** button on the Surveillance Record Deletion window.

Data Generation

Some information in the Surveillance module can be entered in the Client and Patient Management modules. The Data Generation feature allows you to copy entries from the Client and Patient Management modules into the Surveillance module, prohibiting duplicate entries. Some questions are automatically generated and others are designed to allow you to manually generate and clear the generated fields to enter different data. If data are generated using the Data Generation feature, it will be updated each time the Report is opened. For any generated question, any information manually entered will be replaced with the corresponding information from the Patient Management module. If there is no corresponding information from Patient Management, the field will be blank. Once the information is generated for a field, it is disabled for entry until it is cleared.

In order for generated data to be 'refreshed,' the surveillance window must be re-opened and re-saved.

TIMS provides the following options under the Data Generation option:

- **Generate** - generate a single question or multiple questions
- **Generate All** - generate all eligible questions
- **Clear** - clear a single question or multiple questions
- **Clear All** - clear all generated questions
- **Unknown** – displays a question mark in field

A list of all items that are generated is available on the Data Generation Table later in this chapter. Items that are automatically generated are: State Reporting, State Case Number, City/County Case Number, Address for Case Counting, Month-Year Counted, Date of Birth, Sex, Race, Ethnic Origin, Country of Origin, and Month-Year Arrived in U.S. All these items except Month-Year Counted are entered in the Client module. Month-Year Counted is entered on the Case Verification window.

Note: Users with Medium and Low security access cannot use the manual Data Generation option.

Generate a Single Question

Data Generation is performed in the Surveillance module for questions in the currently displayed report (i.e., RVCT, Initial Drug Susceptibility, or Case Completion).

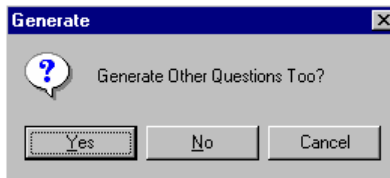
To generate a single question...

1. Open the **Surveillance** module.
2. Select the report that includes the question to be generated: **RVCT, Initial Drug Susceptibility, or Case Completion.**

If no client is currently in focus, the Change Focus window will open, enabling you to select one.

3. Select the question you want to generate by clicking within that question.
4. Do one of the following:
 - Open the **Data Generation** menu and select **Generate**.
 - Right-click the mouse on the question number and select **Generate** from the pop-up menu.
5. Click the **No** button on the Generate dialog box to generate only the selected question. Click **Cancel** to abandon the generate operation.

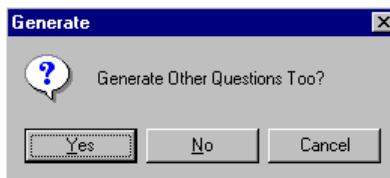
Any manually entered data will be overwritten.



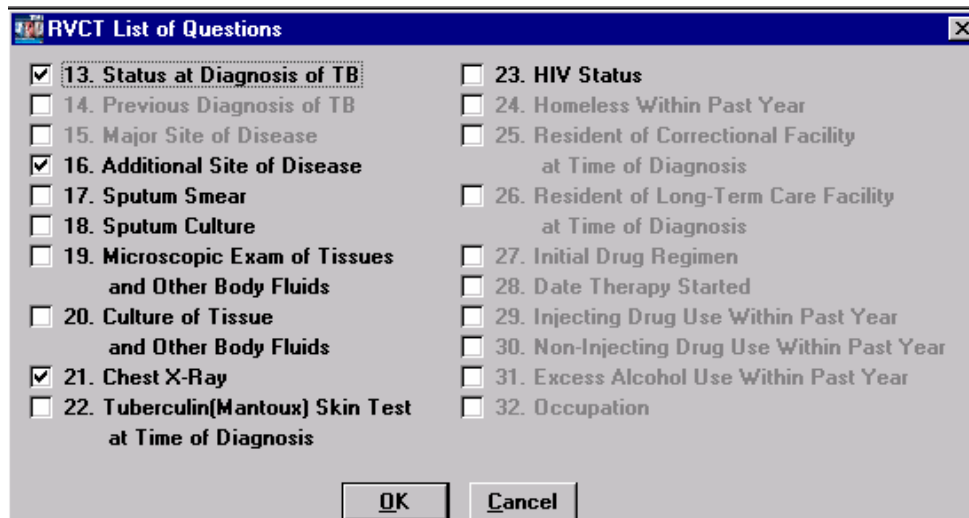
Generate Multiple Questions

To generate multiple questions...

1. Open the **Surveillance** module.
2. Select the report that includes the questions to be generated: **RVCT**, **Initial Drug Susceptibility**, or **Case Completion**.
If no client is currently in focus, the Change Focus window will open, enabling you to select one.
3. Select a question you want to generate by clicking within that question.
4. Do one of the following:
 - Open the **Data Generation** menu and select **Generate**.
 - Right-click the mouse on a question number and select **Generate** from the pop-up menu.
5. Click the **Yes** button on the Generate dialog box to generate multiple questions. Click **Cancel** to abandon the generate operation.



The List of Questions window is displayed.



If the question is checked it will be generated. To remove the selection of a question, click on the question again. If a question is listed with gray type rather than black type, it is not eligible for generation.

6. Select the questions to be generated.
7. Click the **OK** button to generate the information. Click **Cancel** to abandon the generate operation.

Generate All Questions

Note: This feature will overwrite previously entered information with the corresponding information entered in the Patient Management module or will clear the information if no Patient Management information is available.

To generate all questions...

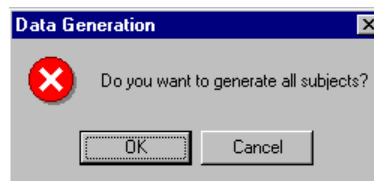
1. Open the **Surveillance** module.
2. Select the report which includes the questions to be generated: **RVCT**, **Initial Drug Susceptibility**, or **Case Completion**.

If no client is currently in focus, the Change Focus window will open, enabling you to select one.

3. Do one of the following:

- Open the **Data Generation** menu and select **Generate All**.
- Right-click the mouse and select **Generate All** from the pop-up menu.

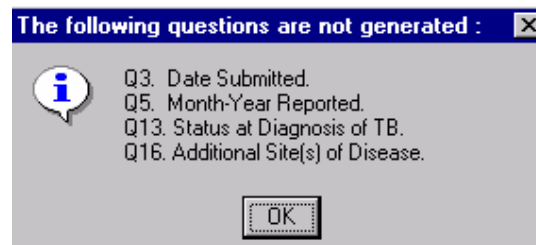
The Data Generation dialog box is displayed.



4. Click the **OK** button on the Data Generation dialog box to generate all questions. Click the **Cancel** button to abandon the generate operation.

Questions which contain generated data appear with gray type rather than black type and cannot be edited.

5. TIMS displays an information window that provides the user with a list of questions that were not generated. Click the **OK** button.

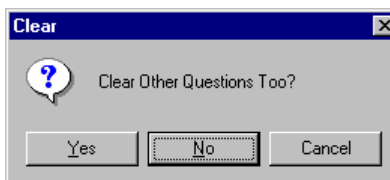


Clear a Single Question

A single question can be cleared whether it was manually input or generated.

1. Open the **Surveillance** module.
2. Select the report that includes the question to be cleared: **RVCT**, **Initial Drug Susceptibility**, or **Case Completion**.
If no client is currently in focus, the Change Focus window will open, enabling you to select one.
3. Do one of the following:
 - Open the **D****ata Generation** menu and select **C****lear**.
 - Right-click the mouse on the question number and select **C****lear** from the pop-up menu.

The Clear dialog box is displayed.



4. Click the **N****o** button in the Clear dialog box to clear only the field selected. Click the **C****ancel** button to abandon the clear operation.

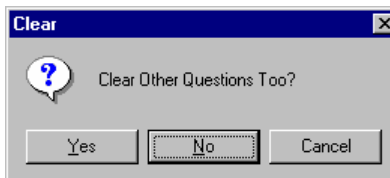
Clear Multiple Questions

Only generated questions can be cleared using the Clear Multiple Questions feature.

To clear multiple questions...

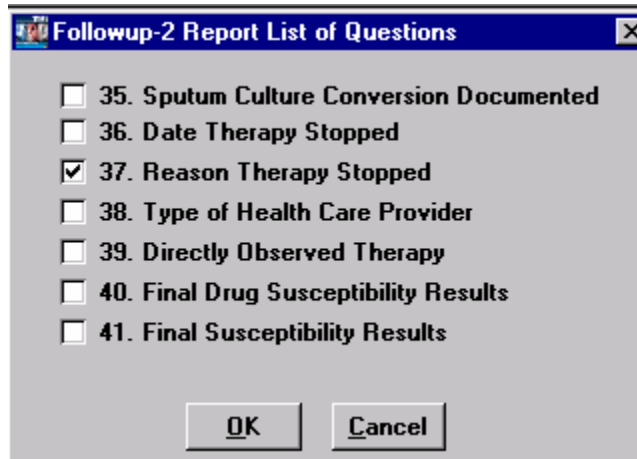
1. Open the **Surveillance** module.
2. Select the report that includes the questions to be cleared: **RVCT**, **Initial Drug Susceptibility**, or **Case Completion**.
If no client is currently in focus, the Change Focus window will open, enabling you to select one.
3. Do one of the following:
 - Open the **D****ata Generation** menu and select **C****lear**
 - Right-click the mouse over the question and select **C****lear** from the pop-up menu.

The Clear dialog box is displayed.



4. Click the **Y****es** button in the Clear dialog box to select the questions to be cleared. Click the **C****ancel** button to abandon the clear operation.

The List of Questions window is displayed.



If the question has a *T* or an ζ it will be cleared. To remove the selection of a question, click on the question again.

If a question is listed with gray type rather than black type, it is not eligible to be cleared.

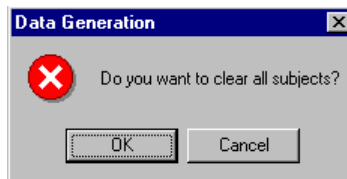
5. Select the questions to be cleared.
Only questions that have been generated will be available to be cleared.
6. Click the **OK** button. Click the **Cancel** button to abandon the clear operation.

Clear All Generated Questions

To clear all generated questions leaving them blank and enabled for data entry...

1. Open the **Surveillance** module.
2. Select the report that includes the questions to be cleared: **RVCT**, **Initial Drug Susceptibility**, or **Case Completion**.
If no client is currently in focus, the Change Focus window will open, enabling you to select one.
3. Do one of the following:
 - Open the **Data Generation** menu and select **Clear All Generated**.
 - Right-click the mouse and select **Clear All Generated** from the pop-up menu.

The Data Generation dialog box is displayed.



4. Click the **OK** button in the Data Generation dialog box to clear all generated questions. Click the **Cancel** button to abandon the clear operation.

Data Transfer

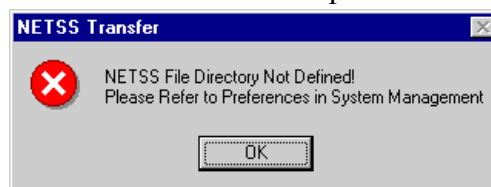
TIMS has two surveillance data transfer features, the Surveillance transfer and the National Electronic Telecommunication System for Surveillance (NETSS) transfer. The Surveillance transfer feature is used to prepare new, modified, and deleted Report of Verified Case of Tuberculosis (RVCT), Initial Drug Susceptibility Report, and Case Completion Report records for transmission to the next higher level and the Division of Tuberculosis Elimination (DTBE) at CDC; DTBE receives and analyzes surveillance data collected in TIMS. The NETSS feature creates a file of counted case information for the state epidemiologist's office to transmit to CDC to be included in the *Morbidity and Mortality Weekly Report* (MMWR).

After surveillance information is entered, edited, or deleted, the Surveillance transfer will prepare the record for transmission to the next higher level until it reaches the DTBE. Patient identifiers (i.e., name and client address), user-defined fields, and comments are not transmitted to the CDC. Reporting Area sites add State Case Number, count status, Month-Year Counted, and MMWR Reporting Date information to surveillance records that originate at lower-level sites. This information is transferred to the originating site and added to the originating site's surveillance RVCT record.

Surveillance records are encrypted during the transfer process to ensure patient confidentiality. The records are also compressed to reduce transmission time.

NETSS files should be transmitted to the state epidemiologist's office on a weekly basis as requested by CDC. All TB cases assigned an MMWR Reporting Date on the Case Verification window will be included in the NETSS transfer. The Reporting Area should coordinate with the state epidemiologist's office to determine a weekly schedule for submitting data from TIMS. The NETSS files do not contain any confidential patient identifiers and are not encrypted. See Appendix SUR XI for the NETSS record format.

The TIMS System Administrator must specify the destination to which the Surveillance and NETSS files will be copied in the Preferences option of the System module. If the destination directory is not specified, an error will occur and the operation will fail.



Note: Only the Reporting Area level can access the NETSS Transfer. Users with Medium and Low security access cannot use the Surveillance Data Transfer option.

Surveillance Transfer Definitions

Transfer - the electronic preparation of data that will be sent from one site to another. The information is prepared in the Surveillance module, using the Data Transfer feature. The actual transmission of the data to the other site is done using the OutBox feature in the System module. See *Chapter 7 - System Module* for information about OutBox.

Acknowledgement - an electronic confirmation that previously-transmitted data have been received and assimilated by the intended site. The acknowledgement is automatically created when the surveillance data received are assimilated into the receiving site's database. The acknowledgement is delivered during the next transmission session when a lower site calls the higher site. See *Chapter 7 - System Module* for information about the Dial feature.

Transmission - a feature in the System module that provides electronic movement of prepared data from one site to another site. See *Chapter 7 - System Module* for more information about Transmission.

Surveillance Reporting Hierarchy

Surveillance data are collected and transferred to the next higher level until reaching the CDC. During a Surveillance transmission, information can be transmitted between a:

- Level 2 site and a Level 1 site
- Level 1 site and the Reporting Area
- Reporting Area and the CDC

Data cannot be transmitted between:

- Local sites at the same level (Level 1 to Level 1, Level 2 to Level 2)
- Reporting Areas
- Reporting Area and Level 2 sites
- CDC and Level 1 or Level 2 sites

The Reporting Area is the only location that can enter a State Case Number, count status, Month-Year Counted, and MMWR Reporting Date. This information is returned to the originating site as a surveillance data transfer during a future modem transmission. If the originating site is a Level 2 site, the information will be transmitted first through the intermediary Level 1 site and then to the Level 2 site.

After the information is transmitted and assimilated by the receiving site, an acknowledgement is automatically created at the receiving site to confirm that the information was successfully received and assimilated. The acknowledgement will be transmitted to the originating site during the next data transmission session initiated by the lower level site.

Note: While data flows in both directions, the lower-level sites must always initiate (dial) data transmission sessions. See *Chapter 7 - System Module* for additional information.

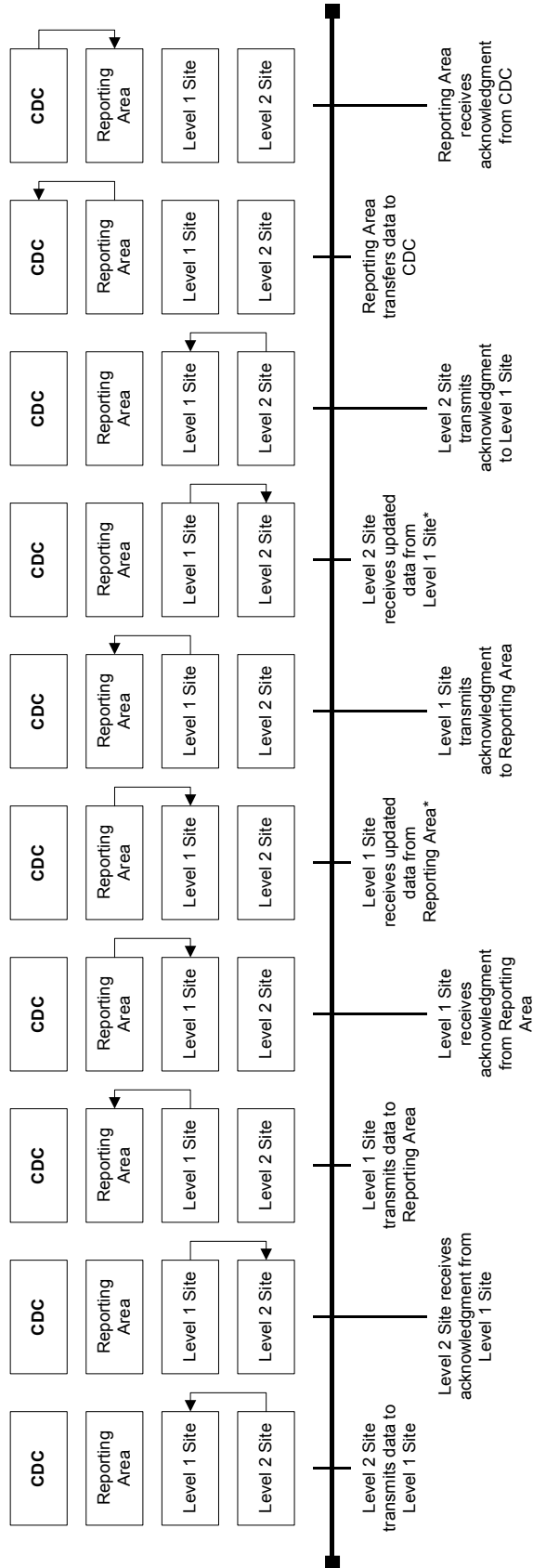
The Case Number fields (State and City/County) are disabled and are no longer accessible once the data have been prepared for transfer.

If a record has been updated but the acknowledgement of the previous transfer for the record has not been received and assimilated, the current changes to this record will not be included in the next transfer.

Note: A higher site cannot call a lower site. Information is only exchanged during a data transmission session initiated by the lower site to the higher site.

The chart on the following page displays the flow of Surveillance data between the different levels.

Surveillance Reporting Hierarchy



*Updated data pertains to State Case Number, count status, Month-Year Counted, and MMWR Reporting Date.

Transfer Surveillance Information

Surveillance data travels in two directions. New and updated Client and Address data along with new, updated, and deleted RVCT, Follow Up-1, Follow Up-2, and SURVS-TB user-defined variables (SUDV) transfer up to the next higher-level site. Client and RVCT records that are updated at the reporting area travel down to the Level 1 or Level 2 site where the record originated. If the originating site was a Level 2 site, the data are prepared for transfer to the intermediary Level 1 site. The Level 1 site will later prepare the data for transfer to the originating Level 2 site.

	Record Status: Transferring UP	Record Status: Transferring DOWN
Client	New and Updated	Updated
Address	New and Updated	
RVCT	New, Updated, Deleted	Updated
Follow Up-1	New and Updated	
Follow Up-2	New and Updated	
SUDV	New and Updated	

To transfer Surveillance data...

1. Open the **Surveillance** module.
2. Open the **Data Transfer** menu and select **Surveillance**.

The TIMS System Administrator should designate the location of the OutBox in the Preferences window of the System module prior to transferring surveillance data (See Chapter 7 - System Module).

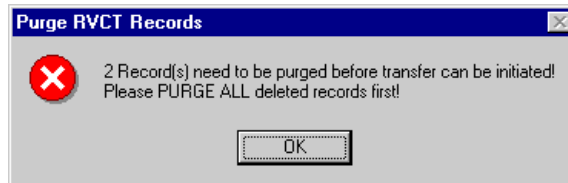
The Transfer window is displayed.



3. Click the **T**ransfer button to create a transfer.

Click the **OK** button to cancel the transfer operation. The use of the **R**eset button is described in the Reset Surveillance Transfer Flags section later in this chapter.

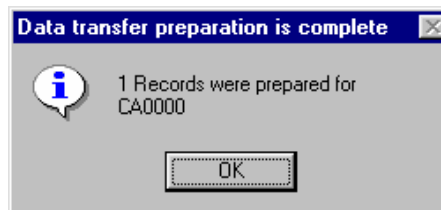
TIMS performs two searches when performing the transfer operation. First, TIMS checks to ensure that there are no records that must be purged in the database. If these records exist, the following error message appears and you must use the Purge command on the Deletion of RVCT window before you can transfer the surveillance data. See *Purge an RVCT (Surveillance Data)* later in this chapter for details.



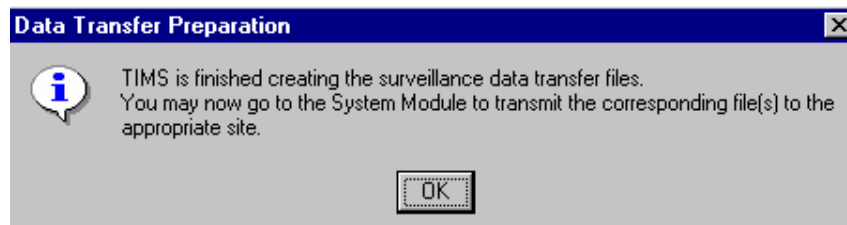
Second, if no records need to be purged, TIMS searches the database for the records that need to be transferred to the next higher-level site (and at the Reporting Area, for any records that were updated at the Reporting Area and need to be transferred back to the originating site).

Information about the tasks the Transfer process is performing appears in a series of windows. If there are only a few records to transfer, this information will appear and disappear very quickly.

When the transfer process is complete, the Data transfer preparation is complete message box appears. Click **OK** to close this message.



The Data Transfer Preparation window is then displayed. Click **OK** to close this window and view the Transfer window.



The Transfer window displays the number of each type of record included in the transfer up and transfer down.

	Total number	
	Transferring Up	Transferring Down
Client:	11	1
Address:	11	0
RVCT:	15	1
Follow Up-1:	10	0
Follow Up-2:	10	0
SUDV:	0	0
Total:	57	2

Buttons: Transfer, OK, Reset

The example above was created at a Level 1 site. As the window indicates, 11 Client records, 11 Address records, 15 RVCT records (four records are deleted), 10 Follow Up-1 records, and 10 Follow Up-2 records will be transferred to the Reporting Area site. One Client record and 1 RVCT record have been updated and will be transferred back to the Level 2 site. The Client record count will always match the RVCT record count on records transferring down.

Only Client and RVCT records are transferred down and there is always a one-to-one correlation.

The following information is transferred:

- Client - new and updated records
- Address - new or updated address
- RVCT - new, updated, and deleted records
- Follow Up-1 - new and updated records
- Follow Up-2 - new and updated records
- SUDV - new and updated records. Changes to TIMS Global User Defined Variables will increase the count status for their corresponding record type and will be transferred to the Reporting Area. See *Chapter 7 - System Module* for information on TIMS Global User Defined Variables.

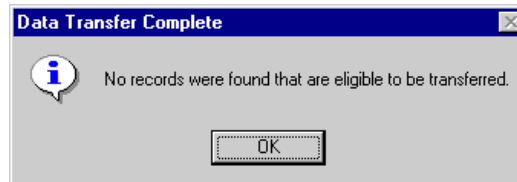
Only the form that is added or updated is transferred, not the entire record. For example, when a Follow Up-2 is added or updated, only the Follow Up-2 is transferred. The associated RVCT and Follow Up-1 are not transferred unless they have also been added or updated.

When at a Reporting Area site, the Client, Address, and SUDV figures will always be 0 in the Transferring Up column. Patient identifiers (i.e., name and client address), user-defined fields, and comments are not transmitted to the CDC.

When an RVCT is deleted, only the RVCT record (with the delete information) is transferred to the higher site. The associated records (Follow Up-1, Follow Up-2, and SUDV) are removed when the surveillance record is purged. Client and Address information is not deleted. Case Number (State and City/County)

information is sent with the Client information and is not affected by RVCT deletions.

If there are no records eligible for transfer, the Data Transfer Complete message box will appear. Click **OK** to close it and return to the Surveillance Transfer window.



4. Click the **OK** button to return to the Surveillance main menu.

Reset Surveillance Transfer Flags

If record counts or updates between sites do not correspond and all attempts to correct the situation have failed, it may be necessary to transfer all surveillance records to the next level. This is a password-protected functionality.

When you prepare surveillance records for transmission using the Data Transfer function, an unseen value associated with each record that will be transferred changes from Unsent to Sent. If your site must re-send all the surveillance records, use the Reset command to change the value for each surveillance record to Unsent.

The Unsent flag affects records that travel both up and down. You will then use the usual data transfer steps to prepare these records for transfer. Deleted surveillance records must be purged prior to performing the reset operation.

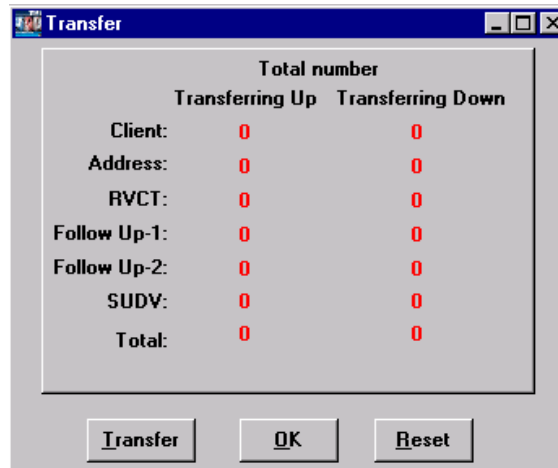
Note: Only a TIMS System Administrator can perform the Reset operation.

To reset surveillance transfer flags...

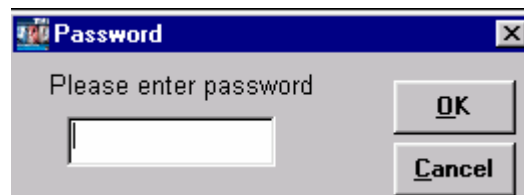
1. Call the TIMS Help Desk to receive a Reset password.
2. Open the **Surveillance** module.
3. Open the **Data Transfer** menu and select **Surveillance**.

The TIMS System Administrator should designate the location of the OutBox in the Preferences window of the System module prior to transferring surveillance data (See Chapter 7 - System Module).

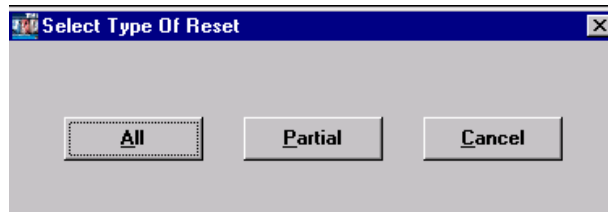
The Surveillance Transfer window is displayed.



4. Click the **Reset** button.
5. Enter the password provided by the TIMS Help Desk and click the **OK** button. Click the **Cancel** button to close the Password dialog box and return to the Transfer window.

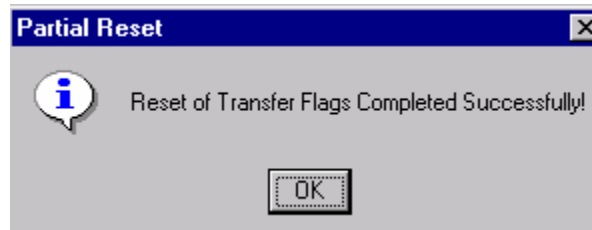


6. Select the **Type of Reset**. Click **Cancel** to terminate the Reset process.



- Select **A**ll to reset the surveillance transfer flags for all records (proceed to steps 8-10).
 - Select **P**artial to reset only unacknowledged transferred records (proceed to step 7).
7. If Partial Reset is selected:

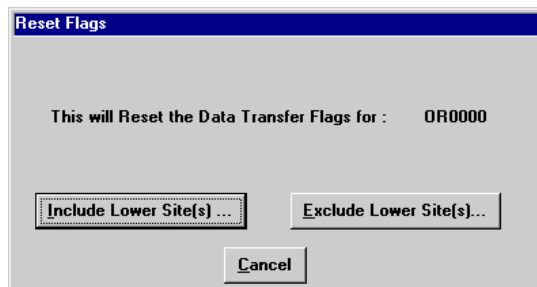
Once the transfer flags have been reset on the unacknowledged records, the following message box appears.



Click the **OK** button to close the Partial Reset message box. Proceed to step 11.

8. If All records are selected to be reset:

The Reset Flags dialog box is displayed.



Do one of the following:

- Click the **I**nclude Lower Site(s) button to reset the transfer flags for all the surveillance records stored in the database at your site, including the records created at lower level sites. Using the Include Lower Site(s) feature synchronizes the entire reporting hierarchy on the data at your site. The records are then sent both up and down to all appropriate sites during the normal transfer and transmission process. Once assimilated at the other sites on the reporting hierarchy, the data are synchronized at all points on the hierarchy.

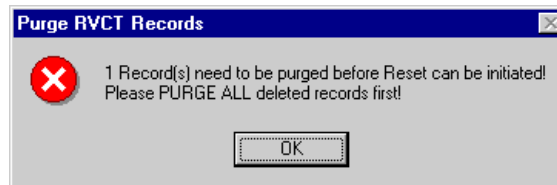
If the site has a large database, this process may take a few minutes.

Or

- Click the **E**xclude Lower Site(s) button to reset the transfer flags for only those records created at your site. The transfer flags for the records that have been transferred from lower-level sites (if any) will remain unchanged.

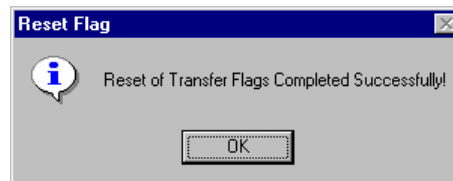
Or

- Click the **C**ancel button to abandon the reset transfer flags operation and return to the Transfer window.
9. If deleted records exist, the Purge RVCT Records message box will appear telling you that you need to purge the records before proceeding.



Click the **O**K button to return to the Transfer window. Once the deleted records have been purged, you can re-start the Reset option on the Transfer window.

10. When all transfer flags have been reset, the Reset Flag message box appears. Click the **O**K button to close the Reset Flag message box.



11. Click the **O**K button to close the Transfer window.

Transferring NETSS Files

Reporting Areas can transfer data collected in TIMS using the National Electronic Telecommunication System for Surveillance (NETSS). Although not required, CDC strongly encourages Reporting Areas to use TIMS to send NETSS files to the state epidemiologist's office on a weekly basis. This data will be subsequently included in the *Morbidity and Mortality Weekly Report* (MMWR). Using TIMS to prepare the file will ensure consistency in the number of TB cases reported to the MMWR and to the Division of Tuberculosis Elimination (the division at CDC that receives and analyzes surveillance data collected in TIMS). The weekly deadline for submitting NETSS data from the state epidemiologist's office to CDC varies by Reporting Area and is at Noon (12 p.m.) on either Monday or Tuesday. TB program personnel should coordinate with the state epidemiologist to determine a weekly schedule for submitting NETSS data from TIMS.

Clients with RVCT records that are given an MMWR Reporting Date on the Case Verification window are included in the NETSS transmission. The MMWR Week and Year is calculated on the Case Verification window from the MMWR Reporting Date. An MMWR week is Sunday through Saturday. An MMWR year consists of a series of MMWR weeks, thus the start and end date of an MMWR year may differ slightly than a standard calendar year. For example, the MMWR year 1998 is from 1/4/1998 to 1/2/1999.

The TIMS System Administrator should specify the destination to which the NETSS files will be copied in the Preferences option of the System module.

When more than one diskette is used, the same sequence in which the file is copied must be maintained by the receiving site when processing the diskettes into their database. Label all diskettes in the correct sequence.

The NETSS files does not contain any confidential patient identifiers and are not encrypted.

There are three types of NETSS records: Detail, Deletion, and Verification. See *Appendix SUR XI* for detailed information on the record layout.

Create a Weekly NETSS File

The Weekly NETSS transfer file must be generated even if zero (0) records are to be transferred. The Weekly NETSS transfer file contains at least one verification record that indicates the total count from the beginning of the MMWR Reporting year through the current MMWR Week. Multiple verification records will be included in the NETSS transmission file if the file contains NETSS records that span more than one MMWR year. If records are updated from a previous year, the records will be included in the next NETSS transmission and there will be two verification records: one for the previous year and one for the current year.

To create a weekly NETSS file...

1. Open the **Surveillance** module.
2. Open the **Data Transfer** menu and select **NETSS**. Select **Weekly** from the NETSS sub-menu.

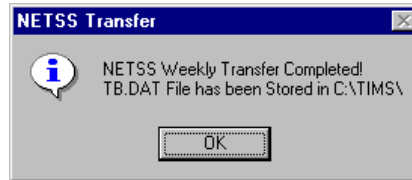
The NETSS Weekly Data Transfer window is displayed.

3. Enter or select a date in the **Transfer All MMWR Data Through:** field. Click the **Cancel** button to abandon the Weekly NETSS Transfer operation.

The default date in the prompt window will be the current date. TIMS will automatically display the correct MMWR week and year for the date entered. If the MMWR week displayed is incorrect (for example, if the transmission is being prepared later than usual), enter the date for the desired week and year of transmission. Only those records that have been added, deleted, or modified on or before the ending date of the MMWR week specified will be included in the transmission. In some instances this could include records that have been updated after the exact transmission date selected. A record is eligible for transmission if it has been added, updated, or deleted after the previous MMWR week transmission and the MMWR Reporting Date falls on or before the specified MMWR week of the transfer.

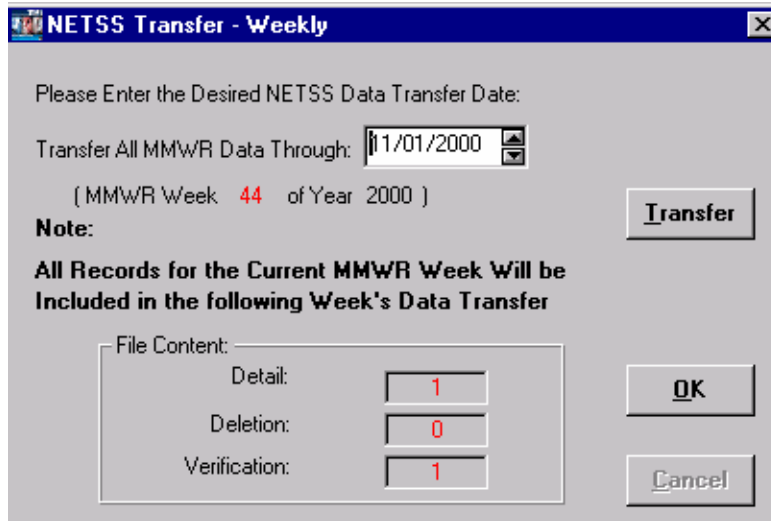
4. Click the **Transfer** button to initiate the transfer process. A series of status windows provide information about the tasks the NETSS process is performing. If there are only a few records to transfer, the windows will appear and disappear very quickly.

A message providing the file name and location is displayed when the transfer is complete. The NETSS Weekly transfer file is always named TB.DAT. TIMS creates an archive copy of each weekly NETSS transfer file. See the Transfer Archived NETSS Files section for additional information.



5. Click the **OK** button to close the NETSS Transfer message box.

The NETSS Transfer - Weekly window will display the number of Detail, Deletion, and Verification records included in the transfer.



6. Click the **OK** button to close the NETSS Transfer - Weekly dialog box.

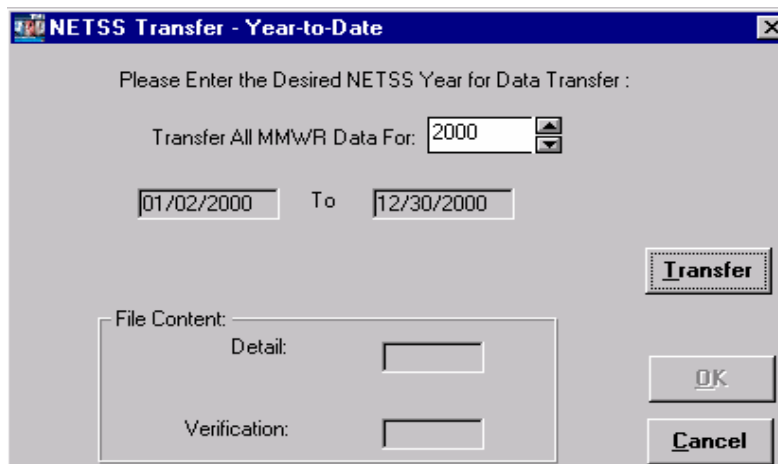
Create a Year-to-Date NETSS File

The Year-to-Date transfer should occur only when there is a problem with the data previously transferred. It contains one verification record that indicates the total year-to-date count and all detail records to date for the selected year. Deletion records are never included in Year-to-Date NETSS Transfer. The state epidemiologist's office must coordinate with the CDC NETSS Coordinator, prior to the transfer of the Year-to-Date file.

To create a Year-to-Date NETSS file...

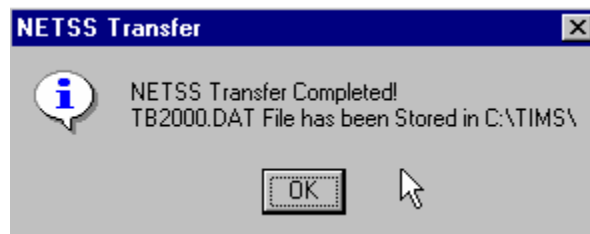
1. Open the **Surveillance** module.
2. Open the **Data Transfer** menu and select **NETSS**. Select **Year-to-Date** from the NETSS sub-menu.

The NETSS Year-to-Date Data Transfer window is displayed.



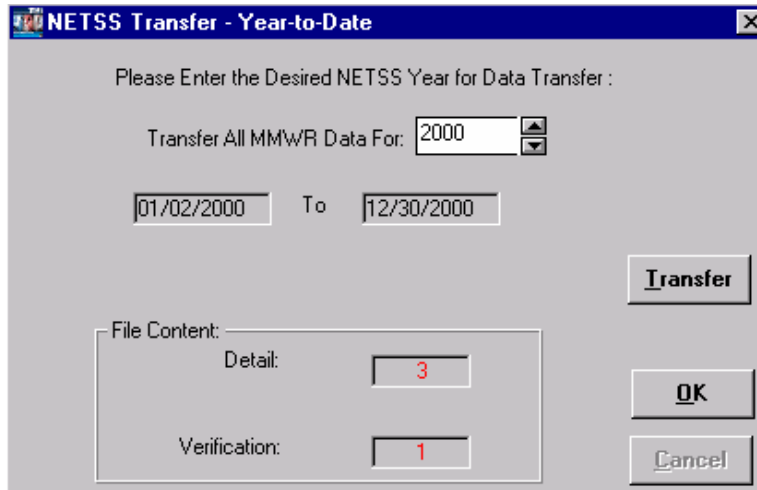
3. The default year is the current year. You may change the year by entering or selecting a new a year in the **Transfer All MMWR Data For:** box in the prompt window.
4. Click the **Transfer** button to initiate the transfer process. Click the **Cancel** button to abandon the NETSS Transfer Year-to-Date operation. A series of status windows provide information about the tasks the NETSS process is performing. If there are only a few records to transfer, the windows will appear and disappear very quickly.

The NETSS Transfer information dialog box displays the path and file name of the Year-to-Date file. Year-to Date files are named TBxxxx.DAT, where xxxx is the year specified.



5. Click the **OK** button to close the NETSS Transfer message box.

The window will display the number of Detail and Verification records included in the transfer. The Year-to-Date file always contains one verification record. In this example, there are three (3) detail records and one (1) verification record.



6. Click **OK** to close the NETSS Transfer - Year-to-Date window.

Transfer Archived NETSS Files

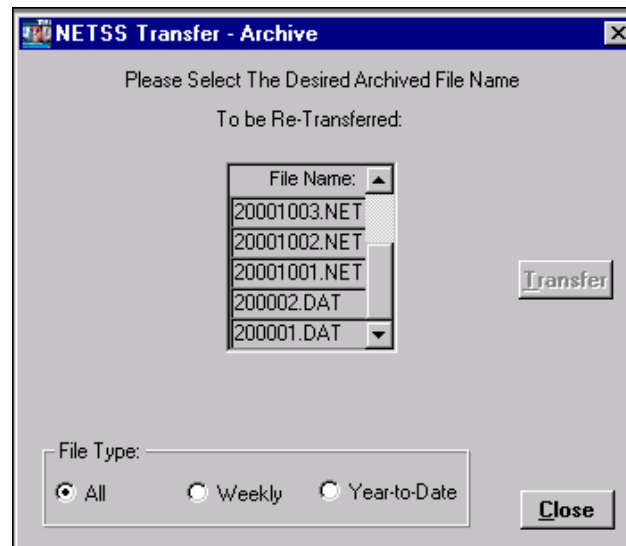
The NETSS Transfer - Archive function allows you to transfer duplicates of the NETSS Weekly and Year-to-Date transfer files. These files can be re-sent in the event that the original data transfer is damaged or lost. The naming convention for the two types of NETSS archive files is as follows:

- The Weekly NETSS file name includes the MMWR transmission year plus the MMWR transmission week number plus a sequence number followed by the *NET* file extension (e.g., 20004401.NET). When sending weekly NETSS files, you must include all the files in the sequence for the MMWR week you are sending because the data the files contain are not inclusive. For example, if a record that was included in 20004401.NET is then updated, you must create a new NETSS transfer file (20004402.NET) to transfer the updated information. 20004402.NET would contain only the updated record. The records in 20004401.NET that were not updated will not be included in 20004402.NET.
- Year-to-Date NETSS files are named with the year they were created (YYYY) plus the sequence they were created (01, 02, etc.) followed by the *DAT* file extension (e.g., 200002.DAT).

To transfer Archived NETSS files...

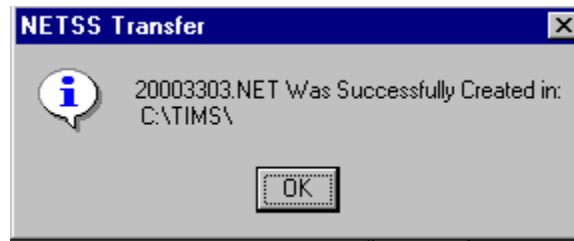
1. Open the **Surveillance** module.
2. Open the **Data Transfer** menu and select **NETSS**. Select **Archived** from the NETSS sub-menu.

The NETSS Archived Data Transfer window is displayed.



3. Use the options in the File Type group to filter the type of files displayed.
4. Select the Weekly or Year-to-Date file to be transferred.
The Transfer button is enabled when a file is selected. You can use the vertical scroll bar to view additional files.
5. Click the **Transfer** button to initiate the transfer process. Click the **Close** button to abandon the Transfer Archived NETSS Files operation.

A message box describing the progress of the transfer will appear. When more than one diskette is used, the sequence in which the file is copied must be used by the receiving site to process the diskettes into their database. Label all diskettes in the correct sequence.



6. Click the **OK** button to close the NETSS Transfer information window.
7. Click the **C**lose button to close the NETSS Transfer - Archive.

Reports

The Surveillance Reports are defined in *Appendix RPT I SUR - Surveillance Reports*. A sample of each report is also given. The reports include Case Verification, Counted Cases, Not Counted Cases, Demographics, Clinical Data, Case Follow-up, Completed RVCTs, Incomplete RVCTs, Facsimile, Updated-in-Session, and Deleted Records.

Data Entry for Surveillance Fields

A sample of each surveillance data entry screen is provided in this section with data entry instructions on how to enter data from the paper form into each field. If a word is in italics see the Data Entry Helpful Hints section earlier in this chapter for a definition for detailed instructions.

Note: See *Appendix SUR I* for instructions on completing the data collection forms.

First RVCT Screen

The First RVCT Screen

Current Client: **DOE, JANE**

SOUNDEX D000	1. State Reporting: Alpha State Code GA	2. State Case Number: 000000123 City/County Case Number:
3. Date Submitted: 00/00/0000 By:	9. Ethnicity: (Select one) <input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Unknown	
4. Address for Case Counting: City Within City Limits: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown County Zip Code -	10. Race: (Select one or more) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Unknown	
5. Month-Year Reported: 00/0000 6. Month-Year Counted: 00/0000 7. Date of Birth: 02/02/1999	11. Country of Origin: <input type="radio"/> U.S. <input type="radio"/> Not U.S. <input type="radio"/> Unknown Country:	
8. Sex: <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Unknown	12. Month-Year Arrived in U.S.: 00/0000 13. Status at Diagnosis of TB: <input type="radio"/> Alive <input type="radio"/> Dead <input type="radio"/> Unknown	
<input type="checkbox"/>	Save	Screen 2 > Close Print Fax Report

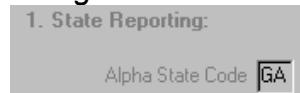
This first screen is used to enter the answers to questions 3, 5, and 13. TIMS displays the client's demographic information *disabled* in the Surveillance module because it can only be entered and edited from the Client Information window.

Soundex

SOUNDEX
A535

The Soundex is a method of phonetically reducing a name to a code. This field is automatically calculated and entered by TIMS during data entry of the client's last name.

Q1 State Reporting

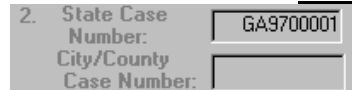


1. State Reporting:
Alpha State Code

This field indicates the two-letter abbreviation of the Reporting Area submitting the RVCT to CDC. This field displays information entered in the Site Information table when the site is established.

Q2 Case Numbers

This is a required field.

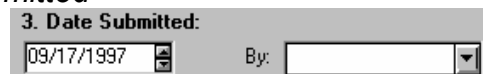


2. State Case Number:
City/County Case Number:

This field indicates the official state and city/county identification numbers. This field displays information entered on the Client Information window. To enter this information, *go to the Client Information window* and enter the appropriate case number. Both case numbers accept a maximum of nine (9) alphanumeric characters. The value will automatically right justify and insert zeros to the left if there are less than nine characters.

The **State Case Number** field is a required entry at the Reporting Area and is only accessible at the reporting area level. The **City/County Case Number** field is required and is accessible only at the local level one or level two site (city/county/district) that entered the record.

Q3 Date Submitted

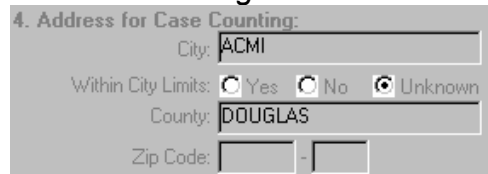


3. Date Submitted:
 By:

Enter the date the RVCT form was submitted to or completed by the Reporting Area (e.g., state health department). Eight numeric characters are used to enter the date in MM/DD/YYYY format. Use the *spinner box* to indicate the date or type the date in the box. An *unknown date* can be entered in this field by clicking the right mouse button. See the *Data Entry Helpful Hints* section earlier in this chapter for details.

Select the name of a worker from the *drop down list* box to indicate who should be contacted if there is a question about the data on the RVCT form (Questions 1-32). The worker name does not transfer.

See *Appendix SUR XVI* for validations for this field.

Q4 Address for Case Counting


4. Address for Case Counting:

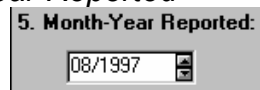
City: ACMI

Within City Limits: Yes No Unknown

County: DOUGLAS

Zip Code: -

This field indicates the address of the client's residence used for submitting the RVCT to CDC. This field displays information entered in the **City**, **County**, **Zip Code**, and **Within City Limits** fields of the client's **Reporting Address**. To enter this information, *go to the Client Information window* and click on the **Address** button. This will display the Address window and you can enter the client's address. See Chapter 2 for more information.

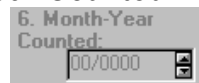
Q5 Month-Year Reported**This is a required field.**


5. Month-Year Reported:

08/1997

Indicate the date when the health department first became aware that the client might have TB. If the client has had a previous diagnosis of tuberculosis, the Month-Year Reported applies to the current episode. Six numeric characters are used for this entry in MM/YYYY format. Use the *spinner box* to indicate the month and year or type the month and year in the box.

See *Appendix SUR XVI* for validations and warning messages for this field.

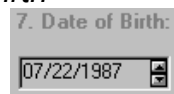
Q6 Month-Year Counted


6. Month-Year Counted:

00/0000

This field indicates the month and year the health department verified the case as TB and included it in the official case count. The Reporting Area enters the Month-Year Counted on the Case Verification window.

See *Appendix SUR XVI* for validations and warning messages for this field.

Q7 Date of Birth**This is a required field.**


7. Date of Birth:

07/22/1987

This field displays information entered from the Date of Birth field on the Client Information window. This date can be an *unknown date*. To enter this information, *go to the Client Information window*.

See *Appendix SUR XVI* for validations for this field.

Q8 Sex

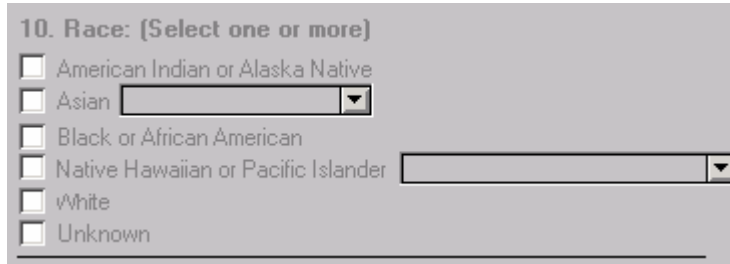


8. Sex: Male Female Unknown

This field indicates the client's biological sex. This field displays information entered in the Sex field on the Client Information window. To enter this information, *go to the Client Information window*.

See *Appendix SUR XVI* for validations for this field.

Q9 Race



10. Race: (Select one or more)

American Indian or Alaska Native

Asian

Black or African American

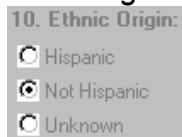
Native Hawaiian or Pacific Islander

White

Unknown

This field displays information entered in the Race field on the Client Information window. To enter this information, *go to the Client Information window*. A value of Asian or Pacific Islander will display the Race: Specify question. Use the *drop down list* to find the appropriate classification.

Q10 Ethnic Origin



10. Ethnic Origin:

Hispanic

Not Hispanic

Unknown

This field displays information entered in the Ethnic Origin field on the Client Information window. To enter this information, *go to the Client Information window*.

Q11 Country of Origin



9. Ethnicity: (Select one)

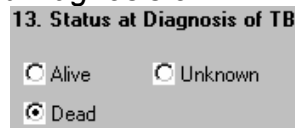
Hispanic or Latino Not Hispanic or Latino Unknown

This field displays information entered in the Country of Origin field of the Client Information window. To enter this information, *go to the Client Information window*. Indicate the Country of Origin as U.S., Not U.S., or Unknown. If Country of Origin is Not U.S., use the *drop down list* to indicate the country of origin.

Q12 Month -Year Arrived in U.S.

The month and year arrived in U.S. is retrieved from the Date Entered U.S. field *of the Client Information window*. If the Country of Origin is entered as Not U.S., then the Date Entered U.S. field is *enabled* for entry. The Date Entered U.S. can be a *partial* or *unknown date*.

See *Appendix SUR XVI* for validations for this field.

Q13 Status at Diagnosis of TB

Indicate if the client was Alive, Dead, or status Unknown at the time TB was diagnosed.

See *Appendix SUR XVI* for validations for this field.

Second RVCT Screen

The Second RVCT Screen

14. Previous Diagnosis of Tuberculosis <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown If yes, list year of previous diagnosis: 0000 More than one previous episode: <input type="radio"/> Yes <input type="radio"/> Unknown		15. Major Site of Disease: If "other", enter anatomic code: 00 PULMONARY	
		16. Additional Site(s) of Disease: (select all that apply) If "other", enter anatomic code: 00 PULMONARY 10 PLEURAL 21 LYMPHATIC: CERVICAL More than one additional site: <input type="checkbox"/>	
17. Sputum Smear: <input checked="" type="radio"/> Positive <input type="radio"/> Not Done <input type="radio"/> Negative <input type="radio"/> Unknown		18. Sputum Culture: <input checked="" type="radio"/> Positive <input type="radio"/> Not Done <input type="radio"/> Negative <input type="radio"/> Unknown	
		19. Microscopic Exam of Tissue and Other Body Fluids: Enter anatomic code(s): <input type="radio"/> Positive <input checked="" type="radio"/> Not Done <input type="radio"/> Negative <input type="radio"/> Unknown	
20. Culture of Tissue and Other Body Fluids: Enter anatomic code(s): <input type="radio"/> Positive <input checked="" type="radio"/> Not Done <input type="radio"/> Negative <input type="radio"/> Unknown		21. Chest X-Ray: <input type="radio"/> Normal <input type="radio"/> Abnormal <input checked="" type="radio"/> Not Done <input type="radio"/> Unknown If Abnormal (check one): <input type="radio"/> Cavitory <input type="radio"/> Noncavitory Consistent with TB <input type="radio"/> Unknown <input type="radio"/> Noncavitory Not Consistent with TB If Abnormal (check one): <input type="radio"/> Stable <input type="radio"/> Improving <input type="radio"/> Worsening <input type="radio"/> Unknown	
22. Tuberculin (Mantoux) Skin Test at Diagnosis: <input type="radio"/> Positive <input checked="" type="radio"/> Not Done <input type="radio"/> Negative <input type="radio"/> Unknown Millimeters (mm) of Induration: If Negative, was patient anergic? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown			
<input type="button" value="Save"/> <input type="button" value="Screen 1"/> <input type="button" value="Screen 3 >"/> <input type="button" value="Close"/>			

This screen is used to enter the answers to questions 14 through 22 from the client's RVCT form.

Q14 Previous Diagnosis of TB

14. Previous Diagnosis of Tuberculosis <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown If yes, list year of previous diagnosis: 1995 More than one previous episode: <input type="radio"/> Yes <input type="radio"/> Unknown	
--	--

Indicate if the client had a previous diagnosis of TB. If "Yes" is selected, enter the year of the most recent previous diagnosis and indicate if there was more than one previous diagnosis. Four numeric characters are used to enter the year of previous diagnosis in the YYYY format. The year can be entered as an *unknown date*. The Year of Previous Diagnosis does not contain a month designation therefore the validation against Month-Year Counted may result in a warning message.

See *Appendix SUR XVI* for validations for this field or warning messages.

Q15 Major Site of Disease

15. Major Site of Disease:	If "other", enter anatomic code:
10 PLEURAL	

Indicate the appropriate site from the *drop down list* box to indicate one major site of disease. Intrathoracic lymphatic includes hilar, bronchial, mediastinal, peritracheal, and other lymph nodes within the thorax. If "Other" is selected, the appropriate anatomic code should be selected from the adjacent *drop down list* box. Only valid anatomic codes for the client will be available. The list of valid codes is restricted based on values entered in Sex, Microscopic Exam of Tissue and Other Body Fluids, Enter anatomic codes, and Culture of Tissue and Other Body Fluids, Enter anatomic codes.

Note: If the Major Site of Disease is miliary, TIMS will not allow an entry for question 16, Additional Site(s) of Disease.

See *Appendix SUR XVI* for validations for this field.

Q16 Additional Site of Disease

16. Additional Site(s) of Disease: (select all that apply)	If "other", enter anatomic code:
00 PULMONARY	
10 PLEURAL	
21 LYMPHATIC: CERVICAL	
	More than one additional site <input type="checkbox"/>

This field is used when the client's TB is known to affect additional anatomic sites. The appropriate site(s) can be selected from the *drop down list* box. More than one additional site can be selected. When the site(s) are selected, the site will turn red and move to the top of the list. If "Other" is selected, the appropriate anatomic code should be selected from the adjacent *drop down list* box. Only valid anatomic codes for the client will be available. The list of valid codes is restricted based on values entered in Sex, Microscopic Exam of Tissue and Other Body Fluids, Enter anatomic codes, and Culture of Tissue and Other Body Fluids, Enter anatomic codes. The last part of this question, More than one additional site is automatically calculated based on the number of additional sites selected.

See *Appendix SUR XVI* for validations for this field.

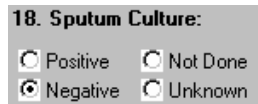
Q17 Sputum Smear

17. Sputum Smear:	
<input type="radio"/> Positive	<input type="radio"/> Not Done
<input checked="" type="radio"/> Negative	<input type="radio"/> Unknown

Indicate the results of the sputum smear for acid-fast organisms. If the results are pending, leave this field blank. Do not include the results of microscopic examination of pulmonary secretions obtained by tracheal suction, bronchoscopy, or gastric aspiration.

See *Appendix SUR XVI* for validations for this field.

Q18 Sputum Culture



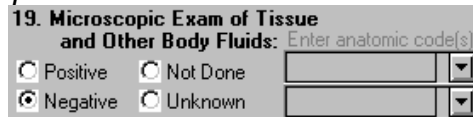
18. Sputum Culture:

Positive Not Done
 Negative Unknown

Indicate the results of the sputum culture for *M. tuberculosis* complex. If the results are pending leave the field blank. If Sputum Culture is Negative, Not Done, Unknown, or blank, then Question 35 (Sputum Culture Conversion Documented) is disabled.

See *Appendix SUR XVI* for validations for this field.

Q19 Microscopic Exam of Tissue and Other Body Fluids



19. Microscopic Exam of Tissue and Other Body Fluids: Enter anatomic code(s):

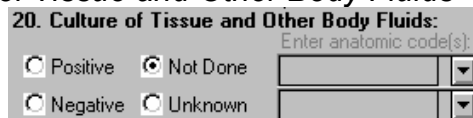
Positive Not Done
 Negative Unknown

Indicate the results of the smear for acid-fast organisms for specimens other than sputum. If exam results are "Positive," the appropriate anatomic code should be selected from the *drop down list* box. One or two tissue or fluid codes can be entered. All anatomic codes are available for selection. If an incorrect code is entered, you will be notified upon saving.

If the results are pending leave the field blank.

See *Appendix SUR XVI* for validations for this field.

Q20 Culture of Tissue and Other Body Fluids



20. Culture of Tissue and Other Body Fluids: Enter anatomic code(s):

Positive Not Done
 Negative Unknown

Indicate the results of culture for *M. tuberculosis* complex for non-sputum specimens. If Culture of Tissue and Other Body Fluids is "Positive" then Reason Therapy Stopped cannot be equal to "Not TB."

If Culture of Tissue and Other Body Fluids is "Positive," the appropriate anatomic code should be selected from the *drop down list* box. One or two tissue or fluid codes can be entered. All anatomic codes are available for selection. If an incorrect code is entered, you will be notified upon saving.

If the results are pending leave the field blank.

See *Appendix SUR XVI* for validations for this field.

Q21 Chest X-Ray

21. Chest X-Ray:

Normal
 Abnormal
 Not Done
 Unknown

If Abnormal (check one)

Cavitory
 Noncavitory Consistent with TB
 Unknown
 Noncavitory Not Consistent with TB

If Abnormal (check one)

Stable
 Improving
 Worsening
 Unknown

Indicate the result of the chest radiograph taken during the diagnostic evaluation. Do not update chest radiograph information throughout the course of a client's follow-up. The If Abnormal fields are enabled or disabled depending on the selection in the first part of this question (Q21a). If the Chest X-Ray value is Abnormal, the If Abnormal, (check one) fields are enabled. Select a value to describe the abnormality and the chest x-ray condition. If Chest X-Ray is not marked Abnormal, both the Chest X-Ray: If Abnormal fields will have no value (null).

Q22 Tuberculin (Mantoux) Skin Test at Diagnosis

22. Tuberculin (Mantoux) Skin Test at Diagnosis:

Positive
 Not Done
 Negative
 Unknown

Millimeters (mm) of Induration:

If Negative, was patient anergic? Yes
 No
 Unknown

Indicate the result of the Mantoux (tuberculin, PPD, 5TU) skin test performed during the diagnostic evaluation. If the skin test is "Positive" or "Negative," enter the **Millimeters of Induration** using the spinner box or type the number.

If a value of "Negative" is selected, indicate if the patient is anergic in the **If Negative, was patient anergic?** field. The **If Negative, was patient anergic?** field is enabled or disabled depending on the selection in the first part of this question (Q22a).

See *Appendix SUR XVI* for validations for this field.

Third RVCT Screen

The Third RVCT Screen

23. HIV Status: Negative Refused Unknown
 Positive Not Offered
 Indeterminate Test Done, Results Unknown

If positive, based on: Medical Documentation Patient History Unknown

If positive, list: CDC AIDS Patient Number
 State HIV/AIDS Patient Number
 City/County HIV/AIDS Patient Number

24. Homeless Within Past Year:
 No
 Yes
 Unknown

25. Resident of Correctional Facility at Time of Diagnosis: No Yes Unknown

If Yes, Federal Prison Local Jail Other Correctional Facility
 State Prison Juvenile Correctional Facility Unknown

26. Resident of Long-Term Care Facility at Time of Diagnosis: No Yes Unknown

If Yes, Nursing Home Mental Health Care Facility Unknown
 Hospital-Based Facility Alcohol or Drug Treatment Facility
 Residential Facility Other Long-Term Care Facility

This screen is used to enter the answers to questions 23 through 26 from the client's RVCT form.

Q23 HIV Status

23. HIV Status: Negative Refused Unknown
 Positive Not Offered
 Indeterminate Test Done, Results Unknown

If positive, based on: Medical Documentation Patient History Unknown

If positive, list: CDC AIDS Patient Number
 State HIV/AIDS Patient Number
 City/County HIV/AIDS Patient Number

Indicate the client's HIV status. Depending on the value selected, the other areas in this field will be enabled or disabled. If "Positive," the appropriate option button should be selected from the If positive, based on field to indicate whether the status is based on medical documentation, patient history, unknown, or you can leave it blank.

If "Positive," the client's AIDS Patient Numbers should be indicated in the **If positive, list AIDS Patient Numbers** fields.

Q24 Homeless Within Past Year

24. Homeless Within Past Year:
 No
 Yes
 Unknown

Indicate if the client was homeless at any time during the 12 months prior to the time when the initial diagnostic studies were performed.

Q25 Resident of Correctional Facility at Time of Diagnosis

25. Resident of Correctional Facility at Time of Diagnosis: No Yes Unknown

If Yes, Federal Prison Local Jail Other Correctional Facility

State Prison Juvenile Correctional Facility Unknown

Indicate if the client was an inmate of a correctional facility when the initial TB diagnostic evaluation was performed. Depending on the value selected, the **If Yes** field will be enabled or disabled. If "Yes," select the appropriate option button to indicate the type of institution. If "Yes," the answer to question 26 must be "No."

See *Appendix SUR XVI* for validations for this field.

Q26 Resident of Long-Term Care Facility at Time of Diagnosis

26. Resident of Long-Term Care Facility at Time of Diagnosis: No Yes Unknown

If Yes, Nursing Home Mental Health Care Facility Unknown

Hospital-Based Facility Alcohol or Drug Treatment Facility

Residential Facility Other Long-Term Care Facility

Indicate if the client was a resident of a long-term care facility when the initial TB diagnostic evaluation was performed. Depending on the value selected, the **If Yes** field will be enabled or disabled. If "Yes," select the appropriate option button to indicate the type of facility. If "Yes," the answer to question 25 must be "No."

See *Appendix SUR XVI* for validations for this field.

Fourth RVCT Screen

The Fourth RVCT Screen

27. Initial Drug Regimen: <table border="0"> <tr> <td>No</td><td>Yes</td><td>Unk</td> <td>No</td><td>Yes</td><td>Unk</td> <td>No</td><td>Yes</td><td>Unk</td> </tr> <tr> <td><input type="radio"/></td><td><input checked="" type="radio"/></td><td><input type="radio"/></td> <td><input type="radio"/></td><td><input checked="" type="radio"/></td><td><input type="radio"/></td> <td><input type="radio"/></td><td><input checked="" type="radio"/></td><td><input type="radio"/></td> </tr> <tr> <td>Isoniazid</td><td></td><td></td> <td>Ethionamide</td><td></td><td></td> <td>Amikacin</td><td></td><td></td> </tr> <tr> <td>Rifampin</td><td></td><td></td> <td>Kanamycin</td><td></td><td></td> <td>Rifabutin</td><td></td><td></td> </tr> <tr> <td>Pyrazinamide</td><td></td><td></td> <td>Cycloserine</td><td></td><td></td> <td>Ciprofloxacin</td><td></td><td></td> </tr> <tr> <td>Ethambutol</td><td></td><td></td> <td>Capreomycin</td><td></td><td></td> <td>Ofloxacin</td><td></td><td></td> </tr> <tr> <td>Streptomycin</td><td></td><td></td> <td>Para-Amino Salicylic Acid</td><td></td><td></td> <td>Other</td><td></td><td></td> </tr> </table>			No	Yes	Unk	No	Yes	Unk	No	Yes	Unk	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Isoniazid			Ethionamide			Amikacin			Rifampin			Kanamycin			Rifabutin			Pyrazinamide			Cycloserine			Ciprofloxacin			Ethambutol			Capreomycin			Ofloxacin			Streptomycin			Para-Amino Salicylic Acid			Other		
No	Yes	Unk	No	Yes	Unk	No	Yes	Unk																																																									
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>																																																									
Isoniazid			Ethionamide			Amikacin																																																											
Rifampin			Kanamycin			Rifabutin																																																											
Pyrazinamide			Cycloserine			Ciprofloxacin																																																											
Ethambutol			Capreomycin			Ofloxacin																																																											
Streptomycin			Para-Amino Salicylic Acid			Other																																																											
28. Date Therapy Started: <input type="text" value="00/00/0000"/>			29. Injecting Drug Use Within Past Year: <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Unknown																																																														
30. Non-injecting Drug Use Within Past Year: <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> Unknown			31. Excess Alcohol Use Within Past Year: <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Unknown																																																														
32. Occupation (Check all that apply within the past 24 months): <input type="checkbox"/> Health Care Worker <input type="checkbox"/> Migratory Agricultural Worker <input type="checkbox"/> Not Employed within Past 24 Months <input type="checkbox"/> Correctional Employee <input type="checkbox"/> Other Occupation <input type="checkbox"/> Unknown																																																																	
Comments: <input type="text"/>																																																																	
<input type="button" value="Save"/> <input type="button" value=" < Screen 3"/> <input type="button" value="Close"/>																																																																	

This screen is used to enter the answers to questions 27 through 32 from the client's RVCT form.

Q27 Initial Drug Regimen

27. Initial Drug Regimen: <table border="0"> <tr> <td>No</td><td>Yes</td><td>Unk</td> <td>No</td><td>Yes</td><td>Unk</td> <td>No</td><td>Yes</td><td>Unk</td> </tr> <tr> <td><input checked="" type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> <td><input checked="" type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> <td><input checked="" type="radio"/></td><td><input type="radio"/></td><td><input type="radio"/></td> </tr> <tr> <td>Isoniazid</td><td></td><td></td> <td>Ethionamide</td><td></td><td></td> <td>Amikacin</td><td></td><td></td> </tr> <tr> <td>Rifampin</td><td></td><td></td> <td>Kanamycin</td><td></td><td></td> <td>Rifabutin</td><td></td><td></td> </tr> <tr> <td>Pyrazinamide</td><td></td><td></td> <td>Cycloserine</td><td></td><td></td> <td>Ciprofloxacin</td><td></td><td></td> </tr> <tr> <td>Ethambutol</td><td></td><td></td> <td>Capreomycin</td><td></td><td></td> <td>Ofloxacin</td><td></td><td></td> </tr> <tr> <td>Streptomycin</td><td></td><td></td> <td>Para-Amino Salicylic Acid</td><td></td><td></td> <td>Other</td><td></td><td></td> </tr> </table>			No	Yes	Unk	No	Yes	Unk	No	Yes	Unk	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Isoniazid			Ethionamide			Amikacin			Rifampin			Kanamycin			Rifabutin			Pyrazinamide			Cycloserine			Ciprofloxacin			Ethambutol			Capreomycin			Ofloxacin			Streptomycin			Para-Amino Salicylic Acid			Other		
No	Yes	Unk	No	Yes	Unk	No	Yes	Unk																																																									
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>																																																									
Isoniazid			Ethionamide			Amikacin																																																											
Rifampin			Kanamycin			Rifabutin																																																											
Pyrazinamide			Cycloserine			Ciprofloxacin																																																											
Ethambutol			Capreomycin			Ofloxacin																																																											
Streptomycin			Para-Amino Salicylic Acid			Other																																																											

Indicate the client's drug regimen initially prescribed for treatment of the disease and taken for at least two weeks. If no drugs are marked "Yes," then Date Therapy Started and Date Therapy Stopped are disabled.

See *Appendix SUR XVI* for validations and warning messages for this field.

See *Appendix SUR XVIII* for abbreviations of antituberculosis drugs.

Q28 Date Therapy Started

28. Date Therapy Started: <input type="text" value="05/23/1996"/>

Indicate the date the client's therapy started. At least one drug in the Initial Drug Regimen field must be marked "Yes" to *enable* this field. Eight numeric characters are used to enter the date in the MM/DD/YYYY format. Use the *spinner box* to indicate the date or type the date in the box. An *unknown* or *partial* date can be entered.

See *Appendix SUR XVI* for validations for this field.

Q29 Injecting Drug Use Within Past Year

29. Injecting Drug Use Within Past Year:
 No Yes Unknown

Indicate if the client was an injecting drug user within the past 12 months.

Q30 Non-Injecting Drug Use Within Past Year

30. Non-injecting Drug Use Within Past Year:
 No Yes Unknown

Indicate if the client used non-injecting drugs within the past 12 months. Alcohol is not included as a drug in this section.

Q31 Excess Alcohol Use Within Past Year

31. Excess Alcohol Use Within Past Year:
 No Yes Unknown

Indicate if the client has used alcohol to excess within the past 12 months.

Q32 Occupation

32. Occupation (Check all that apply within the past 24 months):

<input type="checkbox"/> Health Care Worker	<input type="checkbox"/> Migratory Agricultural Worker	<input checked="" type="checkbox"/> Not Employed within Past 24 Months
<input type="checkbox"/> Correctional Employee	<input type="checkbox"/> Other Occupation	<input type="checkbox"/> Unknown

Indicate the occupation of the client within the past 24 months. More than one option can be selected. However, if either "Not Employed within Past 24 Months" or "Unknown" is selected, no other options can be selected.

See *Appendix SUR XVI* for validations for this field.

Comments

Comments:

Include any additional information that is pertinent to the RVCT. Double-click on the Comments field to open this field allowing you to enter the comments in a word processor-like environment.

Initial Drug Susceptibility Report Screen

Initial Drug Susceptibility Report Screen

33. Initial Drug Susceptibility Results:
 Was Drug Susceptibility Testing Done: No Yes Unknown
If answer is No or Unknown, do not complete rest of report.

If Yes,
 Enter the Date First Isolate Collected
 for Which Drug Susceptibility Was Done?

34. Susceptibility Results:

	Resistant	Susceptible	Not Done	Unknown		Resistant	Susceptible	Not Done	Unknown
Isoniazid	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Capreomycin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Rifampin	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Para-Amino Salicylic Acid	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Pyrazinamide	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Amikacin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Ethambutol	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rifabutin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Streptomycin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Ciprofloxacin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Ethionamide	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Ofloxacin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Kanamycin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Other	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Cycloserine	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>					

Comments:

This screen is used to enter the answers to questions 33 and 34 from the client's Initial Drug Susceptibility Report form.

Q33 Initial Drug Susceptibility Results

33. Initial Drug Susceptibility Results:
 Was Drug Susceptibility Testing Done: No Yes Unknown
If answer is No or Unknown, do not complete rest of report.

If Yes,
 Enter the Date First Isolate Collected
 for Which Drug Susceptibility Was Done?

Indicate if the client has an isolate for which drug susceptibility testing was performed. If "Yes," enter the date the first isolate was collected. Use the *spinner box* to indicate the date or type the date in the box. Eight numeric characters are used to enter the date in the MM/DD/YYYY format. An *unknown date* can be entered. If "No" or "Unknown," the remaining fields on this screen are *disabled*. If Initial Drug Susceptibility is blank, No, or Unknown then Questions 40 and 41, Final Drug Susceptibility Results, is disabled.

See *Appendix SUR XVI* for validations for this field.

Q34 Susceptibility Results

34. Susceptibility Results:									
	Resistant	Susceptible	Not Done	Unknown		Resistant	Susceptible	Not Done	Unknown
Isoniazid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Capreomycin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rifampin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Para-Amino Salicylic Acid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pyrazinamide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Amikacin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ethambutol	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rifabutin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Streptomycin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ciprofloxacin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ethionamide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ofloxacin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kanamycin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cycloserine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

This field is *enabled* for entry if "Yes" is entered in the Initial Drug Susceptibility Results field. Enter the results of susceptibility testing on the first isolate for which drug susceptibility testing was performed by selecting the appropriate button for each drug listed.

See *Appendix SUR XVIII* for abbreviations of antituberculosis drugs.

Comments

Comments:

Include any additional information that is pertinent to the Initial Drug Susceptibility Report. Double-click on the Comments field to open this field allowing you to enter the comments in a word processor-like environment.

First Case Completion Report Screen

The First Case Completion Report Screen is displayed.

35. Sputum Culture Conversion Documented: <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> Unknown		If Yes, Date Specimen Collected on Initial Positive Sputum Culture: <input type="text" value="05/09/1995"/>	If Yes, Date Specimen Collected on First Consistently Negative Culture: <input type="text" value="06/11/1995"/>
36. Date Therapy Stopped: <input type="text" value="11/17/1995"/>	37. Reason Therapy Stopped: <input checked="" type="radio"/> Completed Therapy <input type="radio"/> Refused/Uncooperative <input type="radio"/> Other <input type="radio"/> Moved <input type="radio"/> Not TB <input type="radio"/> Unknown <input type="radio"/> Lost <input type="radio"/> Died		
38. Type of Health Care Provider: <input checked="" type="radio"/> Health Department <input type="radio"/> Private/Other <input type="radio"/> Both Health Department and Private/Other	39. Directly Observed Therapy: If Yes, Give Site(s) of Directly Observed Therapy: <input checked="" type="radio"/> No, Totally Self-Administered <input type="radio"/> In Clinic or Other Facility <input type="radio"/> Yes, Totally Directly Observed <input type="radio"/> In the Field <input type="radio"/> Yes, Both Directly Observed and Self-Administered <input type="radio"/> Both in Facility and in the Field <input type="radio"/> Unknown <input type="radio"/> Unknown Weeks Number of Weeks of Directly Observed Therapy: <input type="text"/>		
<input type="button" value="Save"/>		<input type="button" value="Screen 2 >"/>	

This screen is used to enter the answers to questions 35 through 39 from the client's Case Completion Report form.

Q35 Sputum Culture Conversion Documented

35. Sputum Culture Conversion Documented: <input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> Unknown	If Yes, Date Specimen Collected on Initial Positive Sputum Culture: <input type="text" value="00/00/0000"/>	If Yes, Date Specimen Collected on First Consistently Negative Culture: <input type="text" value="00/00/0000"/>
---	--	--

This field is *enabled* if the client has a positive result on Question 18, Sputum Culture. This field is used to provide information on sputum culture conversion for clients with pulmonary TB (with or without extrapulmonary disease) who had initially positive sputum cultures.

If "Yes" is selected, the following two fields are *enabled*. Enter the collection date of the initial positive sputum and the date of the first consecutively negative culture. Eight numeric characters are used to enter the date in the MM/DD/YYYY format. Use the *spinner box* to indicate the date or type the date in the box. An *unknown date* can be entered in these fields.

See *Appendix SUR XVI* for validations for this field.

Q36 Date Therapy Stopped

36. Date Therapy Stopped: <input type="text" value="00/00/0000"/>

Indicates the date therapy stopped. This field is *enabled* if a date was entered in Question 28 Date Therapy Started field. Use the *spinner box* to indicate the date or type the date in the box. Eight numeric characters are used to enter the date in the MM/DD/YYYY format. An *unknown* or *partial* date may be entered in this field.

See *Appendix SUR XVI* for validations for this field.

Q37 Reason Therapy Stopped

37. Reason Therapy Stopped:

Completed Therapy Refused/Uncooperative Other
 Moved Not TB Unknown
 Lost Died

Indicate the reason therapy was ended and not resumed. This entry is made when the case is closed. This field is *enabled* when at least one drug is entered for Question 27, Initial Drug Regimen. If either Question 18, Sputum Culture or Question 20, Culture of Tissue and Other Body Fluids is positive, then "Not TB" will result in an error message.

See *Appendix SUR XVI* for validations for this field.

Q38 Type of Health Care Provider

38. Type of Health Care Provider:

Health Department
 Private/Other
 Both Health Department and Private/Other

Indicate the type of health care provider that provided services to the client.

Q39 Directly Observed Therapy

39. Directly Observed Therapy: If Yes, Give Site(s) of Directly Observed Therapy:

No, Totally Self-Administered In Clinic or Other Facility
 Yes, Totally Directly Observed In the Field
 Yes, Both Directly Observed and Self-Administered Both in Facility and in the Field
 Unknown Unknown Weeks

Number of Weeks of Directly Observed Therapy:

Indicate if the client received directly observed therapy (DOT), if not indicate the type of therapy received. Depending on the value selected, the other areas in this field will be *enabled* or *disabled*.

If a medication was administered under DOT, the If Yes, Give Site(s) of Directly Observed Therapy field and the Number of Weeks of Directly Observed Therapy field will be *enabled* for entry. The number of weeks must be equal to or less than the number of weeks between Question 28, Date Therapy Started and Question 36, Date Therapy Stopped.

See *Appendix SUR XVI* for validations for this field.

Second Case Completion Report Screen

The Second Case Completion Report Screen is displayed.

40. Final Drug Susceptibility Results:
 Was Follow-up Drug Susceptibility Testing Done?
 No Yes Unknown
 If answer is No or Unknown, do not complete rest of report.

If Yes, Enter Date Final Isolate Collected for Which Drug Susceptibility Was Done: 06/11/1995

41. Final Susceptibility Results:

	Resistant	Susceptible	Not Done	Unknown		Resistant	Susceptible	Not Done	Unknown
Isoniazid	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Capreomycin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Rifampin	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Para-Amino Salicylic Acid	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Pyrazinamide	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Amikacin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Ethambutol	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rifabutin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Streptomycin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Ciprofloxacin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Ethionamide	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Ofloxacin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Kanamycin	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Other	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Cycloserine	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>				<input checked="" type="radio"/>	<input type="radio"/>

Comments:

This screen is used to enter the answers to questions 40 and 41 from the client's Case Completion Report form.

Q40 Final Drug Susceptibility Results

40. Final Drug Susceptibility Results:
 Was Follow-up Drug Susceptibility Testing Done?
 No Yes Unknown
 If answer is No or Unknown, do not complete rest of report.

If Yes, Enter Date Final Isolate Collected for Which Drug Susceptibility Was Done: 00/00/0000

Indicate if follow-up drug susceptibility testing was done. This field is *enabled* if "Yes" is indicated for Question 33, Initial Drug Susceptibility Testing.

If final drug susceptibility was performed, enter the date in the Final Isolate Collected for Which Drug Susceptibility Was Done field. Use the *spinner box* to indicate the date or type the date in the box. Eight numeric characters are used to enter the date in the MM/DD/YYYY format. An *unknown date* can be entered in this field. If "No" or "Unknown" is selected, the remaining fields on this screen are *disabled*.

See *Appendix SUR XVI* for validations for this field.

Q41 Final Susceptibility Results

41. Final Susceptibility Results:									
	Resistant	Susceptible	Not Done	Unknown		Resistant	Susceptible	Not Done	Unknown
Isoniazid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Capreomycin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rifampin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Para-Amino Salicylic Acid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pyrazinamide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Amikacin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ethambutol	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rifabutin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Streptomycin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ciprofloxacin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ethionamide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ofloxacin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kanamycin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cycloserine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

This field is *enabled* for entry if "Yes" is selected in the Final Drug Susceptibility Results field. Enter the results of susceptibility testing on the final isolate for which drug susceptibility testing was performed by selecting the appropriate button for each drug listed.

See *Appendix SUR XVIII* for abbreviations of antituberculosis drugs.

Comments

Comments:

Include any information that is pertinent to the Case Completion Report. Double-click on the Comments field to open this field allowing you to enter the comments in a word processor-like environment.

Case Verification Screen

A Case Verification screen similar to one of the examples below will display.

This Case Verification screen is displayed if the verification value is Positive Culture, Positive Smear/Tissue, or Clinical Case Definition.

Case Verification

This is a Verified Case of Tuberculosis according to the following criteria.

Positive Culture

Do you want to count this patient at CDC as a verified case of TB ? Yes No

Please enter the Month-Year Counted: 10/2000

MMWR Reporting Date: 10/27/2000 Week 43 of 2000

Save **Close**

This Case Verification screen is displayed if the client is considered a Suspect. The verification value can be changed to Verified by Provider Diagnosis or Not a Verified Case of TB, or it can remain a Suspect Case.

Case Verification

Patient does not meet bacteriological confirmation criteria or the clinical case definition.

Defaulted To: **Suspect Case**

Overwritten as: **VERIFIED BY PROVIDER DIAGNOSIS**

Do you want to count this patient at CDC as a verified case of TB ? Yes No

Please enter the Month-Year Counted: 10/2000

MMWR Reporting Date: 10/27/2000 Week 43 of 2000

Save **Close**

This Case Verification screen is displayed when Question 37, Reason Therapy Stopped, is Not TB. To change this value, change the answer to Question 37.

Case Verification

Patient does not meet bacteriological confirmation criteria or the clinical case definition.

Not a Verified Case

Save **Close**

This is a Verified Case of Tuberculosis...

This is a Verified Case of Tuberculosis according to the following criteria.

Positive Culture

This field will display if the current client is calculated as a case of Tuberculosis.

Patient does not meet bacteriological...

Patient does not meet bacteriological confirmation criteria or the clinical case definition.

Not a Verified Case

This field will display if Question 37, Reason Therapy Stopped, is Not TB.

Defaulted To

Defaulted To: **Suspect Case**

This field displays only if the assignment is a non-verified record based on the answers to questions in the Surveillance module. If the value is Suspect, you have the option to change it in the Overwritten As field.

Overwritten As

Overwritten as:

Indicate if the value of Suspect should be overwritten with Not a Verified Case of TB, or Verified by Provider Diagnosis.

Note: The Reporting Area decides if each case should be counted at CDC as a Verified Case of Tuberculosis. Therefore, only the Reporting Area can enter values for Do you want to count this patient at CDC as a verified case of TB?, Please enter the Month-Year Counted, and MMWR Reporting Date.

Do you want to count this patient at CDC as a verified case of TB?

Do you want to count this patient at CDC as a verified case of TB ? Yes No

Indicate if the record should be counted at CDC.

See *Appendix SUR XVI* for validations for this field.

Please enter the Month-Year Counted

Please enter the Month-Year Counted: 05/1996

Indicate the month and year the patient should be counted at CDC. This date will be automatically displayed in Question 6 on the first RVCT screen.

Note: You must use the **TAB** key to move to the next field.

See *Appendix SUR XVI* for validations for this field.

MMWR Reporting Date

MMWR Reporting Date: Week of

Only verified, counted cases are eligible for inclusion in the MMWR. TIMS will calculate and display the correct MMWR Week and Year based on the MMWR Reporting Date entered.

Note: You must use the **TAB** key to access the field.

See *Appendix SUR XVI* for validations for this field.

Data Generation Table

The following table indicates the screens from which the RVCT, Follow Up-1, and Follow Up-2 information is generated.

<i><u>Q.</u></i>	<i><u>Field Name</u></i>	<i><u>Screen</u></i>
1.	State Reporting	Site Information
2.	Case Numbers	Client Information
4.	Address for Case Counting	Address
6.	Month-Year Counted	Case Verification
7.	Date of Birth	Client Information
8.	Sex	Client Information
9.	Race	Client Information
10.	Ethnic Origin	Client Information
11.	Country of Origin	Client Information
12.	Month-Year Arrived in U.S.	Client Information
14.	Previous Diagnosis of TB	History
15.	Major Site of Disease	Diagnosis
17.	Sputum Smear	Bacteriology
18.	Sputum Culture	Bacteriology
19.	Microscopic Exam of Tissue and Other Body Fluids	Bacteriology
20.	Culture of Tissue and Other Body Fluids	Bacteriology
21.	Chest X-Ray	Chest X-Ray Test
22.	Tuberculin Skin Test at Diagnosis	Skin Test
23.	HIV Status	HIV Test or History
24.	Homeless Within Past Year	History
25.	Resident of Correctional Facility at Time of Diagnosis	History
26.	Resident of Long-Term Care Facility at Time of Diagnosis	History
27.	Initial Drug Regimen	Medications
28.	Date Therapy Started	Medications
29.	Injecting Drug Use Within Past Year	History
30.	Non-Injecting Drug Use Within Past Year	History
31.	Excess Alcohol Use Within Past Year	History
32.	Occupation	History
33.	Initial Drug Susceptibility Results	Bacteriology
34.	Susceptibility Results	Bacteriology
<i><u>Q.</u></i>	<i><u>Field Name</u></i>	<i><u>Screen</u></i>

35.	Sputum Culture Conversion Documented	Bacteriology
36.	Date Therapy Stopped	Medications
37.	Reason Therapy Stopped	Medications
40.	Final Drug Susceptibility Results	Bacteriology
41.	Final Susceptibility Results	Bacteriology