

Case Investigation Form (CIF), Lab Results — Instructions

Complete for every laboratory test performed on clinical samples for this case. You may return to update or enter a new test record via the buttons on the **Core Data for CDC Part II** or **Epidemiologic and Case Classification** pages of the **Case Investigation Form**. To exclude a lab test from the information sent to your point of contact (POC), select **Delete** from the menu bar. This does not delete the record from your database but will prevent sending it to someone else. When the record is ready to include among those transmitted to your POC, select **Undelete**.

Completing the CIF: General Information

This form originated from the Smallpox Post-Event Surveillance (SPES) Form, OMB 0920-0008, Exp. Date 6/2003

- **Bolded** questions, circled on the SPES, are required fields.
- Numbered questions are original to the SPES.
- * Questions beginning with an asterisk have been added and may not have OMB clearance.
- *Italicized* questions and sections contain information entered on another, referenced, page of the form and must be changed there, if needed.
- Sections for which the title is in CAPITAL LETTERS are original to the SPES.

Coding Checks: To maximize data integrity, some fields may be unavailable because of a response(s) to another question(s). Other checks may highlight potential errors, show a pop-up message, and autofill **Invalid Fields** with the name of the field containing possibly erroneous information. Highlighted fields will be cleared when the record is closed. Highlighting and **Invalid Fields** will be cleared when fields are corrected.

The following guidance is organized by section and question.

Case Identification

Return to the **Case Identification** page to change information in these 'Read-Only' fields:
CCDC Case ID; Case ID; First Name; Last Name

REPORTING SOURCE: Jurisdiction

Return to the **CIF Case Identification** page to change information in the following 'Read-Only' fields.
Reporting State; Reporting County; Date first reported to public health

LABORATORY TEST RESULTS

* Date Specimen was Collected

Enter in MM/DD/YYYY format or click in the box to select a date from the drop-down calendar.

Helpful Hint: Navigating in the Drop-Down Calendar

Select today's date at the bottom of the calendar

- If the date occurred this month, click on the day
- If the date was a month or more earlier
 - Click on the month/year in the top center of the calendar
 - Use the navigation arrows in the top corners

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Tested for:

Select a response from the drop-down list.

Helpful Hint: Selecting Information from a Drop-Down List

Typing the first letter or two will minimize the need for scrolling.

Date of test

Enter in MM/DD/YYYY format or click in the box to select a date from the drop-down calendar.

Type of Test

Select a response from the drop-down list.

If other test, please specify

If the response to the previous question is Other, please enter information in the space provided.

Specimen

Select a response from the drop-down list.

Specify other specimen type

If the response to the previous question is Other, please enter information in the space provided.

Result

Select a response from the drop-down list.

* Date of Test Result

Enter in MM/DD/YYYY format or click in the box to select a date from the drop-down calendar.

Where Tested

Select a response from the drop-down list.

If other lab, please specify name and location

If the response to the previous question is Other, please enter information in the space provided.

Please Validate This Information

* Invalid Fields? To change, return to fields. [Read-Only]

Review information in this field; return to the designated field(s) to correct invalid data.

* Code on this page has been validated.

Check the box to the left if information in the fields listed in **Invalid Fields** is correct.

Coding Information

* Coded by (initials)

Enter the initials of the person completing this page.

* Date

This field is automatically populated with today's date. To manually over-ride, type a date in MM/DD/YYYY format or click in the box to select a date from the drop-down calendar.

NAVIGATION BUTTON

Click to Enter More Laboratory Information [Command Button]

Click to enter another record; otherwise, select **Save** from the task bar to save the record.

Select **File - > Open Form** to select another data entry form within the Project or close the form by selecting the **X** in the red box in the upper right corner or select **File - > Close Form**.