**Case Detection Tool – 8a**

<Insert date>

Dear TB Control Partners:

As part of the ongoing process of closing out the <insert year> case count, we are sending to all jurisdictions a preliminary TB CASE CLOSE LIST. This is in preparation for sending out a <insert year> TB CASE CLOSEOUT FORM to be signed by your TB Controller.

Because of the changes to the RVCT form in <insert year> we will be modifying the TB CLOSE OUT FORM to reflect the different case status now collected:

* Not a verified TB Case
* Count as a TB Case
* Verified Case: Counted by another US area
* Verified Case: TB treatment initiated in another country
* Verified Case: Recurrent TB w/in 12 months'' after completion of therapy

Attached, please find your preliminary TB CASE CLOSE LIST in Excel format, which includes the following:

1. Not a verified TB Case
2. Total number of counted cases
3. Total number of verified cases counted by another US area
4. Total number of verified cases where TB treatment initiated in another country
5. Total number of verified cases that were recurrent TB w/in 12 months'' after completion of therapy
6. Total number of MDR and XDR cases
7. Line listing of all your TB cases sorted by state case number. The listing includes the following:
	1. Count Status of each case
	2. State Case Number
	3. A field indicating MISSING RVCT if there is a skip in the State Case Number sequence
	4. Case Verification value
	5. MDR field that will denote a mdr case by the value “MDR CASE” in the cell
	6. XDR field that will denote a xdr case by the value “XDR CASE” in the cell
	7. IncidentID which is the unique identifier which should be included in all communications about a specific case
	8. NewStateCaseNo, which is used by the CDC for identifying cases
	9. Local Health Jurisidction to identify which jurisdictions worksheet is on the screen.

Jurisdictions are listed on separate worksheets within the workbook.

Please review your worksheet for the following purpose

* 1. Reconcile the totals for each Count Status with your record by reviewing the totals for each of the different Count Status categories in the first few rows of columns A and B in the worksheet
	2. Review the line listing to confirm the number of MDR and XDR cases as indicated in columns F and G of the worksheet
	3. Review the line listing to confirm the missing RVCT numbers as indicated in column. Please note the reason for the missing number such as: deleted.

You may find it helpful to expand all the columns for better visibility of the values in each cell. To do this, follow these steps.

1. Highlight the entire worksheet
2. Move your cursor over any of the lines dividing the columns in the row of letters so that the cursor changes to a vertical line with arrows pointing both left and right. Double-click with your mouse and all the rows should resize to show all the values in each cell.

We ask that you respond by <insert date> with your reconciliation report. You are not required to use your worksheet in the excel workbook to record your reconciliation notes, but you are welcome to do so. We do ask that you send a report, attention <insert staff name>, either by fax <insert fax number> or email to <insert staff name> at <insert e-mail address>..

Registry staff are available to answer any questions you have. Please do not transmit confidential patient information via email (incident numbers or RVCT numbers are okay). If you have any question you can contact <insert staff name> at <insert e-mail address> or <insert phone number>.

Thank you,

<insert staff name

agency name

contact information>