Top NC COVID Data Entry Mistakes

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Data Entry Mistake Categories

- The broad categories for data entry mistakes on COVID-19 events include:

  - Date Errors

  - Death Errors

  - Lab Errors

  - Disease Report Information Errors

  - Investigation Trail Errors

  - Address Errors

  - Searching Errors

  - Submission Errors

  - Contact Events

Date Errors

- Using the calendar feature and not ensuring that the correct month/year are selected
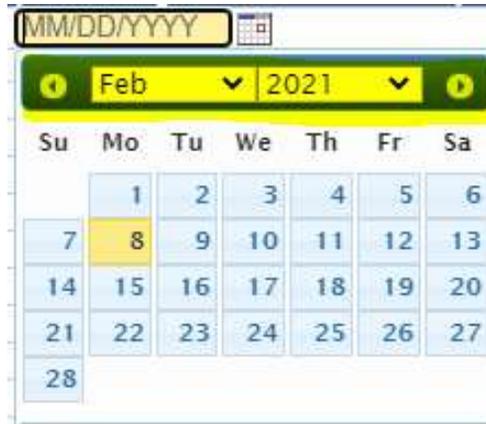
- Entering the person's date of birth (DOB) as the symptom onset date or the lab specimen collection date

Death Errors

- Forgetting to update the Person Summary with the person's date of death (DOD)

From the event dashboard, click on the Person tab, then click the Edit Person button

Enter the date of death and click the Save button

Death Errors

- Forgetting to update the event to a Coronavirus death (COVID-19D)

From the event dashboard, click the Edit Event Properties button

Change the disease to Coronavirus death, then click the Save button

Lab Errors

- Creating an event without a lab. Always check to make sure you clicked 'Save' when you entered the lab

	Event Data	Lab Results	Concerns	Persons	Tasks	Calendar	Event Properties	Event History

Labs

Lab No.	Specimen Date	Specimen Number	Specimen Type	Result	Result Status	Result Value	Test	Last Update

- When entering a lab be sure to enter the collection date, test type (Ag or PCR) and the result (positive or detected)

Specimen Info

Specimen Date*
01/14/2021

Tests

Test*	Result
SARS-CoV+SARS-CoV-2 Antigen (Ag) Resp QI I ⌄	Positive ⌄

Tests

Test*	Result
SARS-CoV RNA XXX QI NAA+probe || SARS co ⌄	Detected ⌄

Disease Report Information Errors

- Selecting ELR or eCR as the Initial method of report when manually creating an event
- The Disease Report Information section of the Administrative question package must be completed before the event is assigned to the State
  - If the event was created via ELR this will be done already
  - If you manually created the event you will need to complete this section

Disease Report Information	
## Initial Source of Report to Public Health	Laboratory ⌄
Laboratory name	zz_Other ⌄
If other, specify	Fictional Lab
## Date of Initial Report to Public Health (Required)	04/25/2022 📅
## Initial method of report	Paper lab report ⌄

DO NOT select 'Electronic lab report (ELR)' or 'Electronic Case Report (eCR)' as these are for documents that are electronically reported into the database

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Investigation Trail Errors

- Unless the event was created by a State user, the first block in the Investigation Trail should contain the <u>LHD group</u>, the <u>reason for assignment</u> 'Original/Initial assignment' and the <u>classification status</u> that matches the lab results

- If you are the person completing the event and submitting to the State, you should put your name and phone number in the Authorized Reporter fields

Investigation Trail Errors

Classification Status – submitting to the State as "Unspecified" or with the wrong classification based on the type of positive labs

- Lab Tests can be considered hierarchical:
  - Positive tests override Negative tests
  - Confirmed (Positive PCR/RNA/NAA) overrides Probable (Positive Antigen) and Suspect (Positive At Home Test)
  - Probable (Positive Antigen) overrides Suspect (Positive At Home Test)
- Does Not Meet Criteria if:
  - Person lives out of state (regardless of positive test and type)
  - There are only negative labs
  - The only positive tests are IgG or Ab Tests

Investigation Trail Errors

- An LHD to LHD transfer is done when you determine that the person was NOT diagnosed with COVID in your county. Events may be assigned incorrectly when the patient address is not included with the initial lab result or the person turns out to be a student or in jail
  - Update the County of Residence to the correct county
  - Add a new block and assign to that county LHD
  - Ensure the patient address is updated

Address Errors

- **Abbreviate address extensions to follow the USPS standard**
  - Ex: St, Rd, Blvd

- **Address Validation Results**
  - If the system matches/Validated the address to match the address entered, select apply. If it does not, select, close

Searching Errors

- Not being creative enough when searching and creating duplicate persons
  - Always use the Manage People and Facilities icon also known as the party/person search
  - Search at least 3-4 ways before giving up. Use the wildcards (*)
  - Try the person's phone number, email address, address, social security number
  - Use partial names and wildcards(*) in case the spelling is different in the event in the system

	Smith-Jones*
Robert*	Smith-Jones*
Robert*	*Smith*
Bob*	Smith*
Rob*	Smi*
Robert*	*Jones*
Rob*	*Jones*
Ro*	*Jon*
Bob*	*Jones*
* This is not every possible combo	
Use your best judgement to search	

Submission Errors

- Submitting events to the State missing required fields. There are two documents that determine which fields are required depending on whether the person was interviewed or not. You should always use these documents to confirm you are submitting an event correctly.

  o Please note, putting notes in the Dashboard is not enough, you need to ensure the fields are completed.

  o Note the Red Concerns on the Dashboard before submitting an event

Basic Information		Notes (Add/Edit | Show My Notes)
Event ID:	170002074	02/08/2021 04:28 PM (Generic) - Christy Crowley
Disease:	Coronavirus (COVID-19)	Pt refused interview.
Person:	Daffy Duck Birth Date: 06/27/1955 (65 Male)	
Type:	Batch	
Investigation Status:	Open	
Linked Events/Contacts:	1 linked event(s)/contact(s) (View)	
Linked Exposure Sites:	0 linked exposure site(s) (View)	
Attachments:	0 attachment(s) (Add)	
Notifications:	Best date for illness identification is missing	
	Initial date of report to public health is missing and is required	
	Race has not been selected for this person	
	Classification: Unspecified	

Contact Events

- Please be mindful of the system you are in before entering data (NC EDSS vs NC COVID)

- Contact events should NOT be created in NC COVID, but ARE used in NC EDSS

- Contacts in NC COVID should be added into the Contact Tracing question package

Questions

For additional questions or assistance, please contact

Help Desk: NCEDSSHelpDesk@dhhs.nc.gov
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