INVESTIGATION TRAIL IN NC EDSS

The investigation trail is intended to be a permanent record of the jurisdictional assignment of an event. The event may be assigned and reassigned passing through several jurisdictions during the investigation and reporting phase. The trail should reflect each change and the date of the change. The following points should be observed when documenting in the investigation trail:

■   The investigation trail is a repeatable block containing fields for the date assigned/reassigned, group, authorized reporter, classification and notes. An "add new" link next to the date assigned/reassigned provides a means to repeat the block for additional assignments.

■   Do not overwrite or alter previous entries in the investigational trail. In events converted from other databases (NETSS, STDMIS, TIMS) the first group assignment field will be blank. The classification will reflect how the event was previously reported. Preserve this section.

■   LHDs acknowledge newly created events in NC EDSS by assigning the event to their county group for the disease.

■   Events may be assigned to other LHDs or the state by placing the county group or state disease registrar in the in the group field.   When assigning to other counties, the NC County of Residence for the Event must reflect that county or the event must be shared with that county to allow permission for that county to see the event.

■   If it is necessary to assign an investigation trail to yourself or someone else when it is currently assigned to another jurisdiction, enter a note in the investigation trail to explain the circumstance.

■   You should enter classification and notes only in the repeatable block that has your group name entered.

■   Typically the authorized reporter field would not be completed until a user was ready to reassign the event to another jurisdiction since multiple users from a jurisdiction may access and enter into the event during an investigation, The person entering their name into authorized reporter is indicating the information is complete and ready for reassignment.

■   When deduplicating an event, the merging of the investigation trail may result in a final block that does not reflect the intended group assignment or classification. Whenever merging occurs, the user should check the investigation trail and make any corrections required and place a note in the investigation trail documenting the corrections were done as a result of a merge.