



# Top NC COVID Data Entry Mistakes

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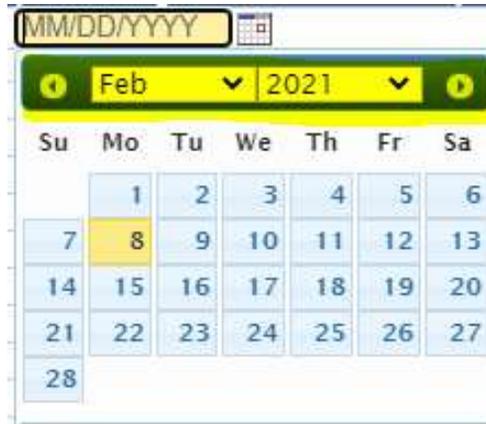
Helpdesk: [NCEDSSHelpDesk@dhhs.nc.gov](mailto:NCEDSSHelpDesk@dhhs.nc.gov)

# 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

General Diagnostic Information	
## Is / was patient symptomatic for this disease?	Yes ▾
## Date that best reflects the earliest date of illness identification	02/03/1979 
## Illness identification date represents:	Date symptoms began ▾

# Death Errors

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

Name	Gender	Birth Date	Address
COVID Test	Male	01/02/1982	111 Respiratory Pl, Raleigh, NC 27609

Edit Person

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

**Edit Person**

First Name: COVID

Middle Name:

Last Name: Test

Suffix:

Maiden/Other Name:

Alias:

Birth Date: 01/02/1982

Death Date: 01/21/2021

Living Status: Alive

Gender: Male

Social Security Number:

Mother's Maiden Name:

Deduplication Status: Done

Save Cancel

Enter the date of death and click the Save button

# Death Errors

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

Basic Information	
Event ID:	170002070
Disease:	Coronavirus (COVID-19)
Person:	COVID Test Birth Date: 01/02/1982 ( 39 Male ) Phone: (919) 555-6666
Type:	Interactive
Investigation Status:	Open
Linked Events/Contacts:	0 linked event(s)/contact(s) <a href="#">View</a>
Attachments:	0 attachment(s) <a href="#">Add</a>
Notifications:	<b>Best date for illness identification is missing</b> <b>Race has not been selected for this person</b>
	Classification: Confirmed
	Event is in workflows <a href="#">View List</a>
	County of residence: Wake County
	Earliest COVID-19 Diagnosis Date: 06/01/2020
	<b>Active outbreak: Mecklenburg County East Mecklenburg High School - May 2020</b> <a href="#">Link to Outbreak</a> <a href="#">Open</a>
	<b>Active outbreak: Warren County Detention Center May 2020 Outbreak</b> <a href="#">Link to Outbreak</a> <a href="#">Open</a>
	<b>Active outbreak: Mecklenburg Co Majestic Oaks June 2020 Outbreak</b> <a href="#">Link to Outbreak</a> <a href="#">Open</a>
	<b>Active outbreak: Union Co Tyson Processing Plant May 2020 Outbreak</b> <a href="#">Link to Outbreak</a> <a href="#">Open</a>

From the event dashboard, click the Edit Event Properties button

Edit Event Properties

**Edit Event Properties - COVID Test - Coronavirus (COVID-19)**

Event Information	
Event ID:	170002070
Change Disease To:	<input type="text" value="Coronavirus (COVID-19)"/> <b>Coronavirus death (COVID-19D)</b>
Person:	
Status:	Coronavirus (COVID-19)
Change Status To:	
Note:	<input type="text"/>
	2500 characters left
Category:	Generic
Note Type:	Public
Deduplication Status:	Done
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>	

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	
<b>## Initial Source of Report to Public Health</b>	Laboratory <input type="text"/>
Laboratory name	zz_Other <input type="text"/>
If other, specify	Fictional Lab <input type="text"/>
<b>## Date of Initial Report to Public Health (Required)</b>	04/25/2022 <input type="text"/>
<b>## Initial method of report</b>	Paper lab report <input type="text"/>

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

# Investigation Trail Errors

- Unless the event was created by a State user, the first block in the Investigation Trail should contain the LHD group, the reason for assignment ‘Original/Initial assignment’ and the classification status 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: Add a new entry for each group to which the event transfers during the investigation			
## Date Assigned-Reassigned <input type="checkbox"/>	01/15/2021 <input type="button" value="Add New"/>		
## Group: (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	Wake COVID <input type="button" value="Add New"/>		Local patient identifier <input type="text"/>
## Select the reason for the assignment/reassignment	Original/Initial Assignment <input type="button" value="Add New"/>		
^ Authorized Reporter	Christy Crowley		Phone number (919) 546-1607
## Classification status	Confirmed <input type="button" value="Add New"/>		
Notes			

# 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

## Date Assigned-Reassigned <input type="checkbox"/>	02/08/2021 <input type="button" value="Add New"/>	
## Group: (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	State Disease Registrar	Local patient identifier <input type="text"/>
## Select the reason for the assignment/reassignment	Assign to State <input type="button" value="v"/>	
^ Authorized Reporter	<input type="text"/>	Phone number <input type="text"/>
## Classification status	Confirmed <input type="button" value="v"/>	
Notes		

# 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

NC County of Residence for the Event			
If a different county is investigating this event, the county of residence must share this event. If patient is not a NC resident, enter the NC investigating county here.			
## NC County of Residence for the Event <span style="background-color: yellow;">Randolph County</span> ▼			
Investigation Trail: Add a new entry for each group to which the event transfers during the investigation			
## Date Assigned-Reassigned	01/15/2021		
## Group: (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	Wake COVID	Local patient identifier	
## Select the reason for the assignment/reassignment	Original/Initial Assignment ▼	Phone number	(919) 546-1607
^ Authorized Reporter	Christy Crowley		
## Classification status	Confirmed ▼		
Notes			
## Date Assigned-Reassigned	01/16/2021 <span style="color: blue;">Add New</span>		
## Group: (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	<span style="background-color: yellow;">Randolph COVID</span>	Local patient identifier	
## Select the reason for the assignment/reassignment	LHD to LHD transfer ▼	Phone number	
^ Authorized Reporter			
## Classification status	Confirmed ▼		
Notes			

# Address Errors

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

**Contact Information**

Address Type: Home

City: Charlotte State: NC Zip Code: 28101 ✓ Address validated [View] [Apply]

County: Mecklenburg County Country: USA

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

**Address Validation Results**

Address Differences		
Field	Entered	Validated
Street	100 Second Street	100 W 2nd St
City	Charlotte	Charlotte
State	NC	NC
Zip Code	28101	28202
County		Mecklenburg County
Latitude	35.22492	
Longitude	-80.84638	

[View Map](#)

Apply 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.
  - Please note, putting notes in the Dashboard is not enough, you need to ensure the fields are completed.
  - Note the Red Concerns on the Dashboard before submitting an event

Basic Information		Notes <a href="#">(Add/Edit)</a> <a href="#">Show My Notes</a>	
Event ID:	170002074	02/08/2021 04:28 PM (Generic) - Christy Crowley	
Disease:	Coronavirus (COVID-19)	Pt refused interview.	
Person:	<a href="#">Daffy Duck</a> Birth Date: 06/27/1955 ( 65 Male )		
Type:	Batch		
Investigation Status:	Open		
Linked Events/Contacts:	1 linked event(s)/contact(s) <a href="#">(View)</a>		
Linked Exposure Sites:	0 linked exposure site(s) <a href="#">(View)</a>		
Attachments:	0 attachment(s) <a href="#">(Add)</a>		
Notifications:	<b>Best date for illness identification is missing</b> <b>Initial date of report to public health is missing and is required</b> <b>Race has not been selected for this person</b>		
	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](mailto:NCEDSSHelpDesk@dhhs.nc.gov)  
(919)715-5548 or toll-free (877)625-9259

Training: [NCEDSSTrainings@dhhs.nc.gov](mailto:NCEDSSTrainings@dhhs.nc.gov)