

## CD/GENERAL STD WORKFLOW CHEAT SHEET FOR LHDS

Workflow Name	Description of workflow and how to clear it.	Refresh Rate: <i>AVERAGE</i> Time in Minutes (unless noted)	Disease Groups with Permissions for Workflow
<b>General</b>			
Active Outbreaks	Listing of all active outbreaks. Once outbreak is closed it will disappear from this workflow.	30.0	All Groups
Events with updated outbreak question packages	Events linked to an outbreak in which a <u>new</u> outbreak question package has been added. Once the new question package is modified in any way (in other words, some questions are answered), the event will disappear from this workflow.	60.0	All Groups
Events with user-generated concerns	Events where a user- not the system- has added a concern. Resolve the concern and mark it as resolved under the <b>Concerns tab</b> . *Only concerns marked as "very high" severity will appear on the dashboard in red.*	60.0	All Groups
High Risk Birth Notification - Hep B - Reported in Subsequent Report Package	This workflow lists women in the NC Perinatal Hep B Tracking Program due to pregnancy who are within 60 days their estimated delivery date or past it. Only women previously reported with Hepatitis B and now being followed through a Hepatitis B Subsequent Event Package appear in this workflow. Events are cleared from this workflow by entering a Date of Birth or Pregnancy Termination in the Subsequent Event Package.	4 hrs	VPD
LHD Acknowledgement Needed	Events that have not been acknowledged by any group <b>in the Administrative Package</b> appear in this workflow. Acknowledge the event by assigning it to your group (even if the event should ultimately belong to another group.) If appropriate, you can then reassign the event to another group.	Immediate	All Groups

Workflow Name	Description of workflow and how to clear it.	Refresh Rate: <i>AVERAGE</i> Time in Minutes (unless noted)	Disease Groups with Permissions for Workflow
Open Events - Assigned to Me	This is a list of open events assigned to you specifically. (Most LHDs do not assign to specific users.) To clear this workflow, open the event, click on the task tab, then click on the line where your name appears. Next, update the "Status" field from "pending" to "completed." Doing so will remove your name from task and the event will no longer be assigned. Assignment will also clear after event has been closed by DPH.	30.0	All Groups
Shared Events - Events shared by me	Events I've shared with another person or group.	30.0	All Groups
Shared Events - Events shared with me or my group(s)	Events shared with me or my group(s). To clear this workflow, "un-share" event(s) shared with you if you no longer need to access event.	30.0	All Groups
Verification of County of Residence Needed (Reporting County assigned w/o full patient address)	County was assigned by geocoding because the full patient address wasn't included in the event. Steps to clear: 1) Verify that the correct county has been chosen in the <b>Demographic Package</b> . 2) If it has not been assigned correctly go into the <b>Administrative Package</b> and change the NC County of Residence to the correct county. 3) In the <b>Demographic Package</b> , change answer to the question "Verification of Reporting County Needed" from "Yes" to "No."	30.0	All Groups
<b>CD Lab Review Workflows</b>			
Lab Results - Bacterial - Lab result review required (local) <b>Diseases: Haemophilus influenzae, Leprosy, Meningitis-pneumo, Meningococcal disease- invasive, S.Aureus-reduced susp. to vancomycin, Strep-Grp A, Toxic Shock-non strep, Toxic Shock-strep</b>	Review needed for lab results: After review, check the box next to the event and click on "mark as reviewed locally" tab located at the bottom left of the workflow.	4 hrs	CD
Lab Results -Foodborne and Diarrheal Diseases - Lab result review required (local) <b>Diseases: Botulism-foodborne, Botulism-infant, Botulism-wound, Campy, Cholera, Cyclosporiasis, E. coli, Foodborne: C. perfringens, Foodborne: other, Foodborne: staph, Foodborne: poisoning, HUS, Listeriosis, Salmonella, Trichinosis, Typhoid: Carriage, Typhoid: acute, Vibrio vulnificus infection.</b>	Review needed for lab results: After review, check the box next to the event and click on "mark as reviewed locally" tab.	4 hrs	CD
Lab Results- Hep C-Lab result review required (local) <b>Disease(s): Hep C</b>	Review needed for lab results: After review, check the box next to the event and click on "mark as reviewed locally" tab.	4 hrs	CD

Workflow Name	Description of workflow and how to clear it.	Refresh Rate: <i>AVERAGE</i> Time in Minutes (unless noted)	Disease Groups with Permissions for Workflow
Lab Results - High Profile Communicable Diseases - Lab result review required (local) <b>Diseases: Anthrax, Botulism-foodborne, Botulism-infant, Botulism-wound, Hemorrhagic fever virus infection, Hep A, Influenza-Novel, Meningococcal invasive disease, Plague, SARS, Smallpox, Tularemia</b>	Review needed for lab results: After review, check the box next to the event and click on "mark as reviewed locally" tab.	4 hrs	CD
Lab Results - Vector borne Diseases - Lab result review required (local) <b>Diseases: Dengue, Ehrlichiosis- HGA, HME, EEE, LAC, WNV, Arboviral, Lyme, Malaria, RMSF, Yellow Fever</b>	Review needed for lab results: After review, check the box next to the event and click on "mark as reviewed locally" tab.	4 hrs	CD
Lab Results - Viral Diseases- Lab result review required (local) <b>Diseases: Influenza-Pediatric Death, Rabies-human, Smallpox, Hemorrhagic Fever Virus Infection, Novel Influenza, Vaccinia</b>	Review needed for lab results: After review, check the box next to the event and click on "mark as reviewed locally" tab.	4 hrs	CD
Lab Results -Waterborne Diseases - Lab result review required (local) <b>Diseases: Cryptosporidiosis, Legionellosis, Vibrio Infection</b>	Review needed for lab results: After review, check the box next to the event and click on "mark as reviewed locally" tab.	4 hrs	CD
Lab Results - Zoonotic Diseases - Lab result review required (local) <b>Diseases: Anthrax, Brucellosis, CJD, Hantavirus, Leptospirosis, Monkeypox, Plague, Psittacosis, Q Fever, Tularemia</b>	Review needed for lab results: After review, check the box next to the event and click on "mark as reviewed locally" tab.	4 hrs	CD
<p><b>CD Review and Approval Workflows</b></p> <p>The following <b>3</b> workflows exist for each of the CD subgroups (Bacterial; Foodborne &amp; Diarrheal; Hep C; High Profile Communicable Diseases; Vectorborne; Viral; Waterborne and Zoonotic). Diseases are categorized the same as the "Lab Review" workflows.</p>			
CD Events Submitted for Review and Approval <b><u>Original Assignment</u></b>	This workflow contains new events assigned to your group by someone in your group. It may also contain new events manually-created by someone at DPH and assigned to your group. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.	Immediate	CD

Workflow Name	Description of workflow and how to clear it.	Refresh Rate: <i>AVERAGE</i> Time in Minutes (unless noted)	Disease Groups with Permissions for Workflow
CD Events Submitted for Review and Approval: <b><i>LHD to LHD transfer</i></b>	This workflow contains events assigned to your group by another LHD group. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.	Immediate	CD
CD Events Submitted for Review and Approval: <b><i>Reassign to LHD from State</i></b>	This workflow contains events assigned back to your LHD group by the State for additional investigation/information. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.	Immediate	CD
<b>CD Other Workflows</b>			
CD Inactive Events (15 days) - <b><i>Attention Required: LHD</i></b>	Contains CD events that have not been worked on for 15 days or more and are currently assigned to your LHD's group in the last block of the Investigation Trail. Any modification to the event will clear it from this workflow. Nevertheless, event needs to be completed as appropriate and reassigned to state or other LHD.	24 Hrs	CD
CD Inactive Events (15 days) - <b><i>Attention Required: Not State Or LHD</i></b>	Contains events that have not been worked on for 15 days or more, and are currently not assigned to any group. Your LHD needs to acknowledge event by assigning it to your LHD group. This action will clear it from this workflow. Nevertheless, event needs to be completed as appropriate and reassigned to state or other LHD group.	24 Hrs	CD
<b>Hep B Lab Review Workflows</b>			
Lab Results- Hep B-Lab result review required (local) <b>Disease(s): Hep B-chronic, Hep B-acute, Hep B -perinatal, Hepatitis B - Lab/Condition Report</b>	Review needed for lab results: After review, check the box next to the event and click on "mark as reviewed locally" tab.	4 hrs	CD
<b>Hep B-Specific Workflows</b>			
Hep B Events Submitted for Review and Approval: <b><i>Original Assignment</i></b>	This workflow contains new events assigned to your group by someone in your group. It may also contain new events manually-created at DPH and assigned to your group. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.	Immediate	VPD

Workflow Name	Description of workflow and how to clear it.	Refresh Rate: <i>AVERAGE</i> Time in Minutes (unless noted)	Disease Groups with Permissions for Workflow
Hep B Events Submitted for Review and Approval: <u><i>LHD to LHD transfer</i></u>	This workflow contains events assigned to your group by another LHD group. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.	Immediate	VPD
Hep B Events Submitted for Review and Approval: <u><i>Reassigned to LHD from State</i></u>	This workflow contains events assigned back to your LHD group by the state for additional investigation/information. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.	Immediate	VPD
Infant HEP B Contact Not Closed By 16 Months of Age	Includes infants with any type of hep B (perinatal, acute, chronic) whose event is still open on the day the infant turns 16 months of age. Complete documentation of event and reassign to state. LHDs do not close events.	24 Hours	VPD
<b>STD Lab Review Workflow</b>			
Lab Results - Bacterial STDs - Lab result review required (local)	Review needed for lab results: After review, check the box next to the event and click on "mark as reviewed locally" tab.	4 hrs	STD
<b>STD-Specific Workflows</b>			
Bacterial STDS Where Treatment is Incomplete. * <b>This workflow only displays for counties that request it*</b>	The question, "Is treatment information for this bacterial STD complete?" has an answer of "no", "unknown" or blank. Update answer as appropriate to "Yes" or "Cannot be completed or determined."	60.0	STD
STD Events Submitted for Review and Approval: <u><i>Original Assignment</i></u>	This workflow contains new events assigned to your group by someone in your group. It may also contain new events manually-created at DPH and assigned to your group. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.	Immediate	STD
STD Events Submitted for Review and Approval: <u><i>LHD to LHD transfer</i></u>	This workflow contains events assigned to your group by another LHD group. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.	Immediate	STD
STD Events Submitted for Review and Approval: <u><i>Reassigned to LHD from State</i></u>	This workflow contains events assigned back to your LHD group by the State for additional investigation/information. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.	Immediate	STD

Workflow Name	Description of workflow and how to clear it.	Refresh Rate: <i>AVERAGE</i> Time in Minutes (unless noted)	Disease Groups with Permissions for Workflow
STD Inactive Events (30 days) - <b>Attention Required: LHD</b>	Contains STD events that have not been worked on for 30 days or more and are currently assigned to your LHD's group in the last block of the Investigation Trail. Any modification to the event will clear it from this workflow. Nevertheless, event needs to be completed as appropriate and reassigned to state or other LHD.	24 hrs	STD
STD Inactive Events (30 days) - <b>Attention Required: Not LHD or State</b>	Contains STD events that have not been worked on for 30 days or more, and are currently not assigned to any group. Your LHD needs to acknowledge event by assigning it to your LHD group. This action will clear it from this workflow. Nevertheless, event needs to be completed as appropriate and reassigned to state or other LHD group.	24 hrs	STD
<b>VPD Lab Review Workflows</b>			
Lab Results - VPDs - Lab result review required (local) <b>Diseases: Rubella, Rubella-congenital, Mumps, Measles, Diphtheria, Tetanus, Pertussis, Polio</b>	Review needed for lab results: After review, check the box next to the event and click on "mark as reviewed locally" tab.	4 hrs	VPD
<b>VPD-Specific Workflows</b>			
VPD Events Submitted for Review and Approval- <b>Original Assignment</b>	This workflow contains new events assigned to your group by someone in your group. It may also contain new events manually-created by someone at DPH and assigned to your group. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.	Immediate	VPD
VPD Events Submitted for Review and Approval- <b>LHD to LHD transfer</b>	This workflow contains events assigned to your group by another LHD group. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.	Immediate	VPD
VPD Events Submitted for Review and Approval- <b>Reassign to LHD from State</b>	This workflow contains events assigned back to your LHD group by the State for additional investigation/information. To clear, reassign once investigation is completed and ready to submit to state or other LHD group.	Immediate	VPD
VPD Inactive Events - <b>Attention Required (15 days): LHD</b>	Contains VPD events that have not been worked on for 15 days or more and are currently assigned to your LHD's group in the last block of the Investigation Trail. Any modification to the event will clear it from this workflow. Nevertheless, event needs to be completed as appropriate and reassigned to state or other LHD.	24 hrs	VPD

Workflow Name	Description of workflow and how to clear it.	Refresh Rate: <i>AVERAGE</i> Time in Minutes (unless noted)	Disease Groups with Permissions for Workflow
VPD Inactive Events - <i>Attention Required (15 days): Not LHD or State</i>	Contains VPD events that have not been worked on for 15 days or more, and are currently not assigned to any group. Your LHD needs to acknowledge event by assigning it to your LHD group. This action will clear it from the workflow. Nevertheless, event needs to be completed as appropriate and reassigned to state or other LHD group.	24 hrs	VPD
<b>Deduplication/Import Monitors (Workflows)</b>			
Event Deduplication	Determine whether suspected duplicate events are in fact the same. Keep separate or deduplicate as appropriate.	30.0	All Groups
<b>Task-Specific Monitors (Workflows)</b>			
Completed Tasks Created by Me (less than 30 days old)	Tasks that you (specifically) created which are now complete. Events will automatically drop out of this workflow 30 days after completion date. This workflow is FYI only.	24 hrs	All Groups
Open Tasks Created by Me	Tasks created by you specifically which are not yet completed. After task is completed, tasks will move to the "Completed Tasks Created by Me" workflow. Or, if task is not completed by due date, it will drop out of this workflow and move to "Overdue Tasks Created by Me." Do not clear this workflow. It is FYI only.	30.0	All Groups
My Groups' Open Tasks	Tasks assigned to your group(s) which are not yet completed. Anyone in the group can complete the task. To clear, open task and mark the "Status" field as "Completed." If task is not completed by due date, it will drop out of this workflow and appear in "My Overdue Tasks" workflow.	30.0	All Groups
My Open Tasks	Tasks assigned specifically to you. Anyone in your group can complete task. To clear, open task and mark the "Status" field as "Completed."	30.0	All Groups
My Overdue Tasks	Tasks assigned <b>to you or your group</b> that have not been completed by the assigned due date. To clear, open task and mark the "Status" field as "Completed." Anyone in your group can do this.	30.0	All Groups
Overdue Tasks Created by Me	Tasks created by you which have not been completed by due date. For you, this workflow is FYI only. After assigned individual or group completes task, it will move to the "Completed Tasks Created by Me" workflow. Note that if you change the task due date to a date in the future, the event will drop out of this workflow.	30.0	All Groups