

# Linking to an Event/Outbreak

September 2024

# Agenda

- Linking Events
- Create a Linked Event for a New Person
- Create a Linked Event for an Existing Person
- Link to an Existing Event
- Link to Multiple Events
- Link to an Outbreak

# Linking Events

- Why do we link events?
- How to View Linked Events
- Searching



# Why do we link events?

- Linking creates a connection between a person's disease event and...
  - An outbreak of that disease
- OR
- To another person's event
- Linking Events to one another or to an Outbreak
  - Allows users to track related events
  - Helps track and prevent disease spread

# How to View Linked Events

Basic Information	
Event ID:	170001140
Disease:	Gonorrhea (300)
Name:	<a href="#">Sammy Saturn</a>
Birth Date:	09/27/1977
Age:	46
Gender:	Male
Home Phone:	(919) 188-2909
Mobile Phone:	(919) 182-8911
Type:	Interactive
Investigation Status:	Open
Linked Events/Contacts:	0 ( <a href="#">View</a> )
Attachments:	0 ( <a href="#">Add</a> )

- On the Event Summary dashboard under Basic Information, you will find the Linked Events/Contacts row
  - This indicates if the event is currently linked with any other events and the number of linked events
    - In the example above, the event is linked to 0 (zero) events
  - To view currently linked events or to link an event, click the ([View](#)) hyperlink

# How to View Linked Events

**Filter Linked Events**

Disease:  Status:

**Linked Events**

Event ID	Name	Status	Create Date	Disease	Effective Date
No data available in table					

**Link Events**

Operation:  Link Type:  Relationship:

Disease:

- Once you have clicked in the View hyperlink, this is the screen you will see.

# How to view linked Events cont.

- Linked Events screen
  - Filter Linked Events section
    - Filters the linked events in the Linked Events table
  - Linked Events table
    - List of all events linked to the event
  - Link Events section
    - Where all the linking gets done
      - Create Linked Event
      - Link to Existing Event

# Searching



- Always search for the person you are linking to your case prior to doing any linking using the Manage People and Facilities icon
  - Displays all persons, regardless of the county/group the user is assigned to (all users see all persons)
- If you do not find the person
  - Create a linked event for a new person
- If you find the person but there is no existing event that corresponds to your case
  - Create a linked event for an existing person
- If you find the person and an existing event that corresponds to your case
  - Link to the existing event

# Create a Linked Event for a New Person

# Create a Linked Event for a New Person



The screenshot shows a web form titled "Link Events" with a dark blue header. Below the header, there are three dropdown menus: "Operation:" with "Create Linked Event" selected, "Link Type:" with "Other" selected, and "Relationship:" with "Other" selected. Below these is a "Disease:" dropdown menu with "Gonorrhea (300)" selected. At the bottom left, there are two buttons: "Select Person" and "Clear" (with a circular arrow icon).

- Linked Events screen
- Link Events section
  - Operation – Create Linked Event
  - Disease – Select appropriate disease
  - Link Type – Select appropriate link type
  - Relationship – Select appropriate relationship

# Create a Linked Event for a New Person

**Demographics**

\* First Name \*  Middle Name  Last Name  Suffix

Maiden/Other Name  Alias  Mother's Maiden Name

Gender

Birth Date

Social Security Number

**Contact Information**

\* Type \*

Street 1  Street 2

City  State  Zip Code   
X Unknown address

County  Country

Home Phone  Mobile Phone  Work Phone

Email

Contact Method  Residence Type  Address Status

**Save** Dashboard Help

- Demographics and Contact Information sections – Complete fields with available information
- Click the Save button

# Create a Linked Event for a New Person

## Linked Events

Event ID	Name	Status	Create Date	Disease	Effective Date	Text1	Type	Relationship	Action
170002670	Coca Cola, Cherry	Open	07/23/2024	Gonorrhea (300)	07/23/2024		Contact		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>

Save

Dashboard

Help

- The linked event is now in the Linked Events table above the Link Events section
- Click the Dashboard button at the bottom left of the Linked Events screen to return to the event summary

# Create a Linked Event for a New Person

## Event Summary

### Basic Information

Event ID:	170001140
Disease:	Gonorrhea (300)
Name:	<a href="#">Sammy Saturn</a>
Birth Date:	09/27/1977
Age:	46
Gender:	Male
Home Phone:	(919) 188-2909
Mobile Phone:	(919) 182-8911
Type:	Interactive
Investigation Status:	Open
Linked Events/Contacts:	1 ( <a href="#">View</a> )
Attachments:	0 ( <a href="#">Add</a> )

- The number of linked events is now updated in the Linked Events/Contacts row



# Create a Linked Event for a New Person Demonstration



# Create a Linked Event for an Existing Person

# Create a Linked Event for an Existing Person

## Link Events

Operation:

Create Linked Event

Link Type:

Other

Relationship:

Other

Disease:

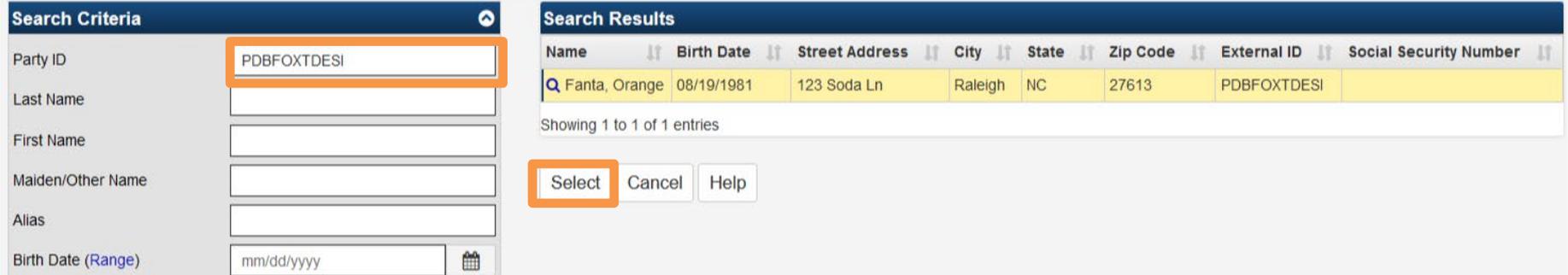
Gonorrhea (300)

Select Person

Clear

- Linked Events screen
- Link Events section
  - Operation – Create Linked Event
  - Disease – Select appropriate disease
  - Link Type – Select appropriate link type
  - Relationship – Select appropriate relationship
- Click the Select Person... button

# Create a Linked Event for an Existing Person



The screenshot displays a search interface with two main sections: 'Search Criteria' and 'Search Results'.

**Search Criteria:** This section contains several input fields. The 'Party ID' field is highlighted with an orange border and contains the text 'PDBFOXTDESI'. Other fields include 'Last Name', 'First Name', 'Maiden/Other Name', 'Alias', and 'Birth Date (Range)' with a date picker icon.

**Search Results:** This section shows a table with one entry. The table has columns for Name, Birth Date, Street Address, City, State, Zip Code, External ID, and Social Security Number. The entry is for 'Fanta, Orange' with a birth date of '08/19/1981', address '123 Soda Ln', city 'Raleigh', state 'NC', zip code '27613', and external ID 'PDBFOXTDESI'. Below the table, it says 'Showing 1 to 1 of 1 entries'. There are three buttons: 'Select' (highlighted with an orange border), 'Cancel', and 'Help'.

- The Search Party window will open
- Search Criteria
  - Party ID – Enter the Party ID of the person you wish to link to your case
  - Hit the enter key or click the Search button
  - Select the person from the Search Results

# Create a Linked Event for an Existing Person

**Link Events**

Operation:  Link Type:  Relationship:

Disease:

**Demographics**

\* First Name \*  Middle Name  Last Name  Suffix

Maiden/Other Name  Alias  Mother's Maiden Name

Gender

Birth Date

Social Security Number

**Contact Information**

\* Type \*

Street 1  Street 2

City  State  Zip Code

County  Country

Home Phone  Mobile Phone  Work Phone

Email

Contact Method  Residence Type  Address Status

- The Demographics and Contact Information sections are completed
  - You cannot edit this information at this time
- Click the Save button

# Create a Linked Event for an Existing Person

## Linked Events

Event ID	Name	Status	Create Date	Disease	Effective Date	Text1	Type	Relationship	Action
170002670	Coca Cola, Cherry	Open	07/23/2024	Gonorrhea (300)	07/23/2024		Contact		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>
170002670	Fanta, Orange	Open	09/16/2024	Gonorrhea (300)	09/16/2024		Other	Other	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>

Save

Dashboard

Help

- The linked event is now in the Linked Events table above the Link Event section
- Click the Dashboard button at the bottom left of the Linked Events screen to return to the event summary

# Create a Linked Event for an Existing Person

## Event Summary

### Basic Information

Event ID:	170001140
Disease:	Gonorrhea (300)
Name:	<a href="#">Sammy Saturn</a>
Birth Date:	09/27/1977
Age:	46
Gender:	Male
Home Phone:	(919) 188-2909
Mobile Phone:	(919) 182-8911
Type:	Interactive
Investigation Status:	Open
Linked Events/Contacts:	2 ( <a href="#">View</a> )
Attachments:	0 ( <a href="#">Add</a> )

- The number of linked events is now updated in the Linked Events/Contacts row

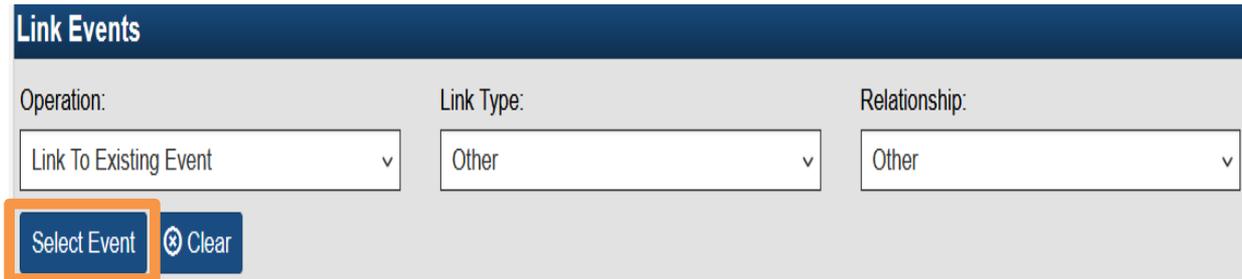


# Create a Linked Event for an Existing Person Demonstration



# Link to an Existing Event

# Link to an Existing Event



The screenshot shows a form titled "Link Events" with a dark blue header. Below the header, there are three dropdown menus: "Operation:" with "Link To Existing Event" selected, "Link Type:" with "Other" selected, and "Relationship:" with "Other" selected. At the bottom of the form, there are two buttons: "Select Event" (highlighted with an orange border) and "Clear" (with a circular icon containing a plus sign).

- Linked Events screen
- Link Events section
  - Operation – Link to Existing Event
  - Link Type – Select appropriate link type
  - Relationship – Select appropriate relationship
- Click the Select Events button

# Link to an Existing Event



The screenshot displays a search interface with two main sections: 'Search Criteria' and 'Search Results'.

**Search Criteria:**

- Type: Normal (selected)
- Event ID: 170002673 (highlighted with an orange box)
- Last Name: (empty)
- First Name: (empty)
- Maiden/Other Name: (empty)
- Birth Date (Range): mm/dd/yyyy (with a calendar icon)

**Search Results:**

Event ID	Name	Birth Date	Gender	Status	Disease	Create Date	Effective From	External ID
170002673	Cherry Sprite	09/24/1998	Female	Open	Gonorrhea (300)	07/24/2024	07/24/2024	PDBFOXWVFN

Showing 1 to 1 of 1 entries

Buttons: Select (highlighted with an orange box), Cancel, Help

- The Search Case window will open
- Search Criteria
  - Type – Ensure Normal is selected
  - Event ID – Enter the Event ID of the person’s event you wish to link to your case
  - Hit the enter key or click the Search button
  - Select the event from the Search Results

# Link to an Existing Event

**Link Events**

Operation:  Link Type:  Relationship:

Disease:

**Demographics**

\* First Name \*  Middle Name  Last Name  Suffix

Maiden/Other Name  Alias  Mother's Maiden Name

Gender

Birth Date

Social Security Number

**Contact Information**

\* Type \*

Street 1  Street 2

City  State  Zip Code

County  Country

Home Phone  Mobile Phone  Work Phone

Email

Contact Method  Residence Type  Address Status

- The Disease, Demographics section and Contact Information sections are completed
  - You cannot edit this information at this time
- Click the Save button

# Link to an Existing Event

## Linked Events

Event ID	Name	Status	Create Date	Disease	Effective Date	Text1	Type	Relationship	Action
170002670	Coca Cola, Cherry	Open	07/23/2024	Gonorrhea (300)	07/23/2024		Contact		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>
170002670	Fanta, Orange	Open	09/16/2024	Gonorrhea (300)	09/16/2024		Other	Other	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>
170002671	Sprite, Cherry	Open	09/16/2024	Gonorrhea (300)	09/16/2024		Other	Other	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>

Save

Dashboard

Help

- The linked event is now in the Linked Events table above the Link Event section
- Click the Dashboard button at the bottom left of the Linked Events screen to return to the event summary

# Link to an Existing Event

Event Summary	
Basic Information	
Event ID:	170001140
Disease:	Gonorrhea (300)
Name:	<a href="#">Sammy Saturn</a>
Birth Date:	09/27/1977
Age:	46
Gender:	Male
Home Phone:	(919) 188-2909
Mobile Phone:	(919) 182-8911
Type:	Interactive
Investigation Status:	Open
Linked Events/Contacts:	3 ( <a href="#">View</a> )
Attachments:	0 ( <a href="#">Add</a> )

- The number of linked events is now updated in the Linked Events/Contacts row



# Link to an Existing Event Demonstration



# Link to Multiple Events

# Link to Multiple Events

## Link Events

Operation:

Link Type:

Relationship:

Select Events

Clear

- Linked Events screen
- Link Events section
  - Operation – Link to Multiple Events
  - Link Type – Select appropriate link type
- Click the Select Events button

# Link to Multiple Events

The screenshot displays a search interface with two main sections: 'Search Criteria' and 'Search Results'.

**Search Criteria:**

- Type: Normal (selected in a dropdown)
- Event ID: 170002710 (highlighted with an orange border)
- Last Name: (empty)
- First Name: (empty)
- Maiden/Other Name: (empty)
- Birth Date (Range): mm/dd/yyyy (with a calendar icon)

**Search Results:**

Showing 1 to 1 of 1 entries

Event ID	Name	Birth Date	Gender	Status	Disease	Create Date	Effective From	External ID
170002710	Grape Fanta	04/21/1982	Female	Open	Gonorrhea (300)	04/21/2022	04/21/2022	PDBFIXYQAEB

Buttons: Select (highlighted with an orange border), Cancel, Help

- The Search Case window will open
- Search Criteria
  - Type – Ensure Normal is selected
  - Event ID – Enter the Event ID of the person’s event you wish to link to your case
  - Hit the enter key or click the Search button
  - Select the event from the Search Results
- Repeat this for each event you are linking to your case

# Link to Multiple Events

## Link To Following Events

Event ID	Person	Status	Create Date	Disease	Action
170002679	Sunkist, Strawberry	Open	07/24/2024	Gonorrhea (300)	<a href="#">Delete</a>
170002710	Fanta, Grape	Open	04/21/2022	Gonorrhea (300)	<a href="#">Delete</a>

[Save](#) [Dashboard](#) [Help](#)

- The Events will be listed in the Link To Following Events section
- Once you have selected all the events to link to your case, click the Save button

# Link to Multiple Events

## Linked Events

Event ID	Name	Status	Create Date	Disease	Effective Date	Text1	Type	Relationship	Action
170002670	Coca Cola, Cherry	Open	07/23/2024	Gonorrhea (300)	07/23/2024		Contact		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>
170002672	Fanta, Orange	Open	07/23/2024	Gonorrhea (300)	07/23/2024		Other	Other	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>
170002673	Sprite, Cherry	Open	07/24/2024	Gonorrhea (300)	07/24/2024		Other	Other	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>
170002679	Sunkist, Strawberry	Open	07/24/2024	Gonorrhea (300)	07/24/2024		Other	Other	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>
170002710	Fanta, Grape	Open	04/21/2022	Gonorrhea (300)	04/21/2022		Other	Other	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>

Save

Dashboard

Help

- The linked events are now in the Linked Events table above the Link Event section
- Click the Dashboard button at the bottom left of the Linked Events screen to return to the event summary

# Link to Multiple Events

## Event Summary

### Basic Information

Event ID:	170001140
Disease:	Gonorrhea (300)
Name:	<a href="#">Sammy Saturn</a>
Birth Date:	09/27/1977
Age:	46
Gender:	Male
Home Phone:	(919) 188-2909
Mobile Phone:	(919) 182-8911
Type:	Interactive
Investigation Status:	Open
Linked Events/Contacts:	5 ( <a href="#">View</a> )
Attachments:	0 ( <a href="#">Add</a> )

- The number of linked events is now updated in the Linked Events/Contacts row



# Link to Multiple Events Demonstration



# Linking to an Outbreak

# Link to an Outbreak

## Link Events

Operation:

Link To Existing Event

Link Type:

Relationship:

Select Event

Clear

- Linked Events screen
- Link Events section
  - Operation – Link to Existing Event
  - Link Type – Select appropriate link type
  - Relationship – Select appropriate relationship
- Click the Select Event... button

# Link to an Outbreak

**Search Criteria**

Type: Outbreak

Name:

Event ID: 170002571

Disease:

Local Patient ID:

State Case Number:

Alias:

Social Security Number:

Employer Name:

**Search Options**

Sort By: Create Date

Sort Order: Descending

Search Clear

**Search Results**

Event ID	Create Date	Name	Status	Disease
170002571	01/11/2023	Wake County Love Club Inc 2023	Open	Gonorrhea (300)

Showing 1 to 1 of 1 entries

Select Cancel Help

- The Search Case window will open
- Search Criteria
  - Type – Ensure Outbreak is selected
  - Event ID – Enter the Event ID of the Outbreak event you wish to link to your case
  - Hit the enter key or click the Search button
  - Select the event from the Search Results

# Link to an Outbreak

## Link Events

Operation:

Link To Existing Event

Link Type:

Primary

Disease:

Gonorrhea (300)

Select Event

Clear

## Demographics

\* Name \*

Wake County Love Club Inc 2023

Status

Active

## Contact Information

Secondary Email

Save

Dashboard

Help

- The Demographics section and Contact Information sections are completed
  - You cannot edit this information at this time
- Click the Save button

# Link to an Outbreak

## Linked Events

Event ID	Name	Status	Create Date	Disease	Effective Date	Text1	Type	Relationship	Action
170002571	Wake County Love Club Inc 2023	Open	01/11/2023	Gonorrhea (300)	01/11/2023		Primary		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>
170002670	Coca Cola, Cherry	Open	07/23/2024	Gonorrhea (300)	07/23/2024		Contact		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>
170002670	Fanta, Orange	Open	09/16/2024	Gonorrhea (300)	09/16/2024		Other	Other	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>
170002671	Sprite, Cherry	Open	09/16/2024	Gonorrhea (300)	09/16/2024		Other	Other	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>
170002679	Sunkist, Strawberry	Open	07/24/2024	Gonorrhea (300)	07/24/2024		Other	Other	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>
170002710	Fanta, Grape	Open	04/21/2022	Gonorrhea (300)	04/21/2022		Other	Other	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Link</a>

Save

Dashboard

Help

- The linked Outbreak is now in the Linked Events table above the Link Event section
- Click the Dashboard button at the bottom left of the Linked Events screen to return to the event summary

# Link to an Outbreak

Event Summary	
Basic Information	
Event ID:	170001140
Disease:	Gonorrhea (300)
Name:	<a href="#">Sammy Saturn</a>
Birth Date:	09/27/1977
Age:	46
Gender:	Male
Home Phone:	(919) 188-2909
Mobile Phone:	(919) 182-8911
Type:	Interactive
Investigation Status:	Open
Linked Events/Contacts:	6 ( <a href="#">View</a> )
Attachments:	0 ( <a href="#">Add</a> )

- The number of linked events is now updated in the Linked Events/Contacts row



# Link to an Outbreak Demonstration





**Thank you for joining today!**

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