

Jurisdiction Transfer Protocol

Transferring an Incident between LHJs

When a LHJ receives a report for another CalREDIE jurisdiction, it is not required that the Incident be entered in CalREDIE. Information may be faxed or sent manually if resources do not allow CalREDIE entry. If the Incident is entered in CalREDIE, any accompanying information (original reports, lab reports, etc.) should be scanned and added to the Electronic Filing Cabinet (EFC).













This section describes the protocol for transferring Incidents to another jurisdiction within CalREDIE. **In order to transfer an Incident within CalREDIE, the jurisdiction that the Incident is being transferred to must be using CalREDIE to report the disease condition associated with the Disease Incident.** It is also necessary to contact the jurisdiction that the Incident was transferred to and let them know of the transfer. A list of CalREDIE jurisdictions and their contact information can be found on the CalREDIE Help website: [List of jurisdictions](#)

Steps to Transfer an Incident Within CalREDIE (Figure 1):

1. Verify that the jurisdiction the Incident is being transferred to is using CalREDIE to report the disease condition associated with the Incident (see above).
2. Navigate to the Case Investigation Tab of the Incident to be transferred.
3. Using the **Jurisdiction** dropdown, select the jurisdiction the Incident is being transferred to.
 - a. Note: The Primary Jurisdiction has read/write access to the Incident.
4. Notice that your jurisdiction automatically becomes the Secondary Jurisdiction.
 - a. Note: The Secondary Jurisdiction has read-only access to the Incident.
5. Change the **Process Status** field to “Jurisdiction Transfer”.
6. Click **Submit**. The Incident is now transferred.
7. Contact the jurisdiction that the Incident was transferred to via fax, phone, or email. Use the Incident ID to reference the Incident.

Figure 1

Disease Incident

Patient: test, test DOB:	Incident ID: 6085874 Disease: Salmonellosis (Other than Typhoid Fever)	Process Status: Jurisdiction Transfer Resolution Status: Suspect
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Patient	Clinical Info.	Laboratory Info.	Epidemiologic Info.	Case Investigation	
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<p>Case Information</p> <p>* Jurisdiction</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f9f9f9;">Sacramento</div> <p>Secondary Jurisdiction</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f9f9f9;">Yolo</div> <p>Investigator</p>	<p>Dates</p> <p>Date of Onset</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f9f9f9;"></div> <p>Lab Specimen Collection Date</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f9f9f9;"></div> <p>Lab Specimen</p>	<p>Statuses</p> <p>* Process Status</p> <div style="border: 1px solid #ccc; padding: 2px; background-color: #f9f9f9;">Jurisdiction Transfer</div> <p style="text-align: center;">Set to the Next Status</p> <p style="text-align: center;">Set to: Not a Case</p> <p>Reported by:</p>
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