

STD CalREDIE Guidance for Syphilis Case Process

Syphilis Case Process is a guidance document to support syphilis case management activities, by providing a framework for where to find, enter, and/or view essential case-related information necessary for accurate and timely intervention. This document does not replace standard case management or field investigation standards and guidelines.

1. Begin Investigation of Open Incident

- Select an assigned syphilis incident from either the **Case Load** page or **Jurisdiction Review**.
Need to create an incident? See information below.¹

- Review case-related information found in each tab and in the Electronic Filing Cabinet (EFC)

Tabs	Description
Patient	Contains fields for capturing information typically found on confidential morbidity reports, laboratory reports and electronic laboratory submissions (e.g., disease condition, demographics, pregnancy status, race, ethnicity, gender of sex partners, etc.)
Clinical Info	Contains fields for capturing treatment, symptoms and clinical syphilis diagnosis
Laboratory Info	Contains fields for capturing manually entered laboratory reports and electronic laboratory reports (ELR)
Health Dept. Follow-up	Contains fields for capturing investigation assignment information, contact investigation outcomes, and HIV status, testing, and linkage to care
STD Contacts	Contains fields to create contact incidents for investigation, and functionality to link cases and partners
Case Investigation	Contains a notes/remarks section where case-related information can be documented by local health department staff, providers and state staff. Also contains workflow process status and case resolution status.
Electronic Filing Cabinet	Contains uploaded documents, electronic lab reports, provider reports, Field Record ² and Syphilis Interview Record forms ³

- Request a state syphilis history record search, if applicable. Instructions to request a state search available at <http://www.cdph.ca.gov/programs/std/Documents/STD-CalREDIE-Syphilis-History-Searches.pdf>

¹ To create an incident, see CalREDIE Users Guide, available at CalREDIE Help: <http://www.cdph.ca.gov/data/informatics/tech/Pages/CalREDIEHelp.aspx>

² While the Health Dept. Follow-up (HDFU) form has replaced the use of Field Records (FRs), FRs previously completed in CalREDIE are available for printing through the Data Distribution Portal (https://calredie.cdph.ca.gov/CalREDIE_Export/login.aspx). At this time there is not yet a DDP printable version of the HDFU. For those investigators who still like to use the hard copy FR forms, they can be found on the STD CalREDIE Resources page: <http://www.cdph.ca.gov/programs/std/Documents/CA-STD-Field-Record.pdf>

³ Blank hard copy Syphilis Interview Record forms are available on the STD CalREDIE Resources page: <http://www.cdph.ca.gov/programs/std/Documents/Syphilis-Interview-Record.pdf>

2. Investigation in Progress

- Document all information collected from providers and the patient in the appropriate tabs
- Select preliminary diagnosis (**Patient tab**)
- Complete the Syphilis Interview Record form, if applicable (**EFC**).
- Create contact incidents, if applicable (**STD Contacts tab**)
Initiating Contacts Instructions are available on the STD CalREDIE Resources page:
<http://www.cdph.ca.gov/programs/std/Pages/CalREDIEResources.aspx>.
- Document case-related information in the note/remarks section (**Case Investigation tab**)
- Upload case-related documents to the Electronic Filing Cabinet
- Set appropriate Process Status (e.g., Under Investigation, Need additional Info/Re-Interview, etc.). LHJs may use the Process Status to track an ongoing investigation, as they see appropriate (**Case Investigation tab**)

3. Investigation Complete

In conjunction with standard case management practices and verification of case definitions and criteria, the following CalREDIE checklist should be used to ensure complete information is available to reviewers:

Patient Tab

- Ensure the appropriate final diagnosis is selected from the Disease Condition drop-down menu
- Ensure *Address* corresponds to the patient's residence at the time of *diagnosis*

Clinical Info Tab

- Clinical diagnosis should reflect the provider's original diagnosis – this does not need to match the diagnosis determined through the investigation

Health Dept. Follow-up Tab

- Ensure activities for contact investigations are documented in the following sections: *Investigation Initiated*, *Referral to Health Department*, *Investigation Outcomes*, and *Investigation Closed*
- Ensure HIV status, testing, and linkage to care information is documented

Case Investigation Tab

- Ensure *Lab Specimen Collection Date* is accurate
- Ensure *Primary Jurisdiction* corresponds to the patient's residence at the time of *diagnosis*
- Set the appropriate *Process* and *Resolution Status* for closure or review.
Note: Guidance for selecting the appropriate resolution status is available on the STD CalREDIE Resources page:
<http://www.cdph.ca.gov/programs/std/Pages/CalREDIEResources.aspx>
- Record important notes in *Notes/Remarks* section

Interview Record Form

- Record investigation comments for reference and manager review. This section corresponds to the *Investigator Notes* section of the Interview Record, however the state strongly encourages these notes be entered electronically to ensure legibility and reduce the need for paper storage. These comments can be entered on either the Interview Record or the Notes/Remarks section on the Case Investigation tab.

4. Partner Follow-Up

In conjunction with standard partner services practice, the following CalREDIE checklist should be used to ensure partner investigations are correctly assigned and followed in CalREDIE:

Case Load page

- Select a "Contact to Syphilis" incident
Note: A contact can also be accessed via the original patient's incident: STD Contacts tab

Health Dept. Follow-Up Tab

- Initiate documentation of activities for contact investigations in the following sections: *Investigation Initiated* and *Referral to Health Department*.
Note: Ensure partners initiated through Internet Partner Notification are coded correctly (Type Referral = "3-Internet only")

Case Investigation Tab

- Ensure the appropriate investigator is selected
- Set appropriate Process Status (e.g., Under Investigation, Need additional Info/Re-Interview, etc.). LHJs may use the Process Status to track an ongoing investigation, as they see appropriate.
- Return to section 1 – Begin Investigation of Open Incident

5. Incident/Case Closure

This section can be used by local STD supervisors and managers for case closure in CalREDIE

- Select incident of interest
- Review the notes/remarks section on the Case Investigation Tab and check the Electronic Filing Cabinet for case-related information
- Verify priority surveillance demographic elements are completed and appropriate disease condition has been selected (**Patient Tab**)
 - Gender of Sex Partners
 - Race and Ethnicity
- Review laboratory tests and results for case definition criteria (**Laboratory Info Tab**)
 - Reason for test
 - Test type
 - Requesting Facility
 - Test result
- Ensure HIV status, testing, and linkage to care is documented (**Health Dept. Follow-up Tab**)
- Ensure activities for contact investigations are documented in the following sections: *Investigation Initiated*, *Referral to Health Department*, *Investigation Outcomes*, and *Investigation Closed* (**Health Dept. Follow-up Tab**)

- Review partner information (**STD Contacts tab**)
 - o Does the number of contacts created match the number of partners indicated in the *Health Dept./Dual Notification* sections under the partner area on the Interview Record form (**EFC**)

- Verify appropriate clinical basis for final diagnosis; ensure adequate and timely treatment in the following locations:

Clinical Info Tab

- o Clinician-observed symptoms
- o Treatment

Interview Record (EFC)

Basis for Stage (CDC Case definition):

- o Primary: Lesion
- o Secondary: Secondary symptoms
- o Early Latent:
 - 1) History of negative STS within past 12 months
 - 2) History of P& S symptoms
 - 3) 4-fold titer increase
 - 4) Exposure independently confirmed early case

- Verify data quality and proper closure of the Interview Record (**EFC**)

Note: All early syphilis cases and pregnant female syphilis cases (of all stages) should have an Interview Record completed. Required data elements differ depending on whether the case was interviewed.

Ensure the following information is appropriately documented on the IR:

- o *Date of Specimen Collection* (**Reporting of Case section**)
- o *Date Case was first assigned* – to assess timeliness (**Case Management section**)
- o *Date Closed, DIS and Supervisor* (**Case Closure section**)

- Request additional follow-up or corrections from Investigator, if applicable

- o Indicate reason for return in the notes/remarks section (**Case Investigation tab**)
- o Select appropriate process status (e.g., need additional info/re-interview, return to LHD, under investigation)
- o Notify the investigator by email that 1) the incident has been returned for additional follow-up, and 2) the specific requests are in the notes/remarks section

- Close incident (**Case Investigation Tab**)

Ensure the following information is appropriately/accurately documented

- o Lab Specimen collection Date (**Dates section**)
- o *Process and Resolution Status* for closure (**Statuses section**).

Note: Guidance for selecting the appropriate resolution status for closure is available on the STD CaREDIE Resources page <http://www.cdph.ca.gov/programs/std/Pages/CalREDIEResources.aspx>