A clinical alert is created whenever a new case is opened or when a new blood lead test result is received for an existing case. You will only see these alerts if you have opted in to receive them. If you do not receive these alerts but want to, please contact the HHLPSS Coordinator. If you are designated to receive alerts, you will receive alert emails and will also see alerts on your **Home** screen when you log into HHLPSS.

Reviewing Alerts

Step 1: If you are a designated case manager, you will receive an email notice whenever HHLPSS creates an alert for a child in your jurisdiction. It is important to review your alerts regularly and perform any needed follow-up.

There are two types of alerts associated with clinical case management:

- 1. New blood lead test for an existing case patient
- 2. New case has been detected

🖂 🕞 ೨೮ 4	× ◆ -	HHLPSS Alert -	Message (HTML)
File Messa	age Adobe PDF		
ignore X & Junk → Delete Delete	Reply Reply All Respond	ting Beducation Commit A To Manager Asbestos and Lea V Done Reply & Delete V Create New Quick Steps	
From: hh To: Wa Cc: Subject: HHLF	lpssnoreply@dhs.wisconsin.gov alsh, Reghan O - DHS PSS Alert		
HHLPSS Ale Alert Text : - Alert Link : - Created By : Created Date	ert - New blood test for existin - /EntityMaint/Patient.aspx - coonsmj e : - 11/28/2018 5:12:00 PM	ng case patient, OLantern, Jill(20189 ?patientid=2018924 4	24)
HHLPSS Ale Alert Text : Alert Link :	ert - New Case Alert - Patient - /EntityMaint/Patient.asp	, Weather, Stormy(2018808) x?patientid=2018808	

Step 2: Log into HHLPSS (see <u>Job Aid 1.3: Logging into HHLPSS, P-02299-1.3</u>) to see these alerts displayed on your **Home** screen. Select an alert on your HHLPSS **Home** screen to see the alert details.

Step 3: To view the details for an alert, click on the hyperlink of the alert information you want to see (circled in red below).

HHLPSS Healthy Homes and Lead Poisoning Surveillance System	Home Clinical Environmental Reports
 Home View Alerts 	
Change Password	
Archived Alerts	Welcome to Your HHLPSS Training
	Alerts
	Mark as Read New blood test for existing case patient, OLantern, Jil(2018924) 11-28-2018 Mark as Read New Case Alert - Patient, Snowman, Frosty(2018931) 11-28-2018 Mark as Read New Investigation Alert - Address, 711831 11-28-2018 View Archived Alerts View Archived Alerts 11-28-2018

Step 4: Clicking on either a New Case or New Blood Test alert (above) will take you to the Patient Info screen in the Clinical tab. Note that the patient will show at the top of the screen (highlighted in yellow). Verify that the address is the same as the one listed in the alert.

HHLPSS	(OLANTERN,	JILL) DOB: 1	I/1/2016 ID#: 201	8924 JURI.	DEPARTMENT OF	PUBLIC HEALTH FOR MADISON AND DANE C
Healthy Homes and Lead Poisoning Surveillance System	Home Cli	nical En	vironmental	Reports		
Find Patient	Last Name AK	A F	irst Name		Middle Name	Case Type (Case Status)
Clinical Letters	OLantern	×	Jill		Middle	State Case (Open)
Patient Info	DOB	Cu	rrent Age	Sex	Twin	
Family Members	01/01/2016	21	Yrs. 10 Mos.	Female		Local ID No.
Patient Address	0.00.02010	~	110. 10 1100.	- enale		Medical Rec
Blood Lead Tests	Ethnicity	Select	Race	Select		Max Blood Pb 23
Case Details	Unknown		Unknow	1	_	# Decede
Case Exposure						# Reports 6
Associated Persons						SSN
Other Blood Tests						Medicaid ID
Other Medical						1/21/2019
Chelation						Next Pb Date 1/2//2019
Notes	Country of Birth		State/Province		Language	Interview in English?
Patient Attachments		~			~	~
	Number	Direction	Street		Туре	Direction Apt. No.
	1403	~	Prairie Rose Driv	ve Apt Suite	E	✓ 2
	City		County		State	Zip
	Sun Prairie			~	WI 🖌	53590-4315
	Census Tract	Parcel No.		District		Follow-up received
	Guardian Phone		Guardian First N	ame	Guardia	an Last Name
	(555) 555-5555		Jane		OLante	ern
	Patient Phone					
Help						
Save						
Revert						
Print Screen						
Loa Out						

New Case Alert

Step 1: To review a new case, click on Case Details on the left side menu to activate the Case Type screen. Note that the Case Status window is greyed out, but it indicates that the case is "Open." View the test result in the Case-Making Blood Result window.

HHLPSS	(WEATHER, STO	RMY) DOB: 7/2/2	017 ID#: 2018808 Jui	RI.: DEPARTMENT OF	PUBLIC HEALTH FOR M	ADISON AND DANE C
Poisoning Surveillance System	Home Clin	ical Enviro	nmental Reports	5		
Find Patient	Case Type	Ð				
Clinical Letters	Case Status			Reason for Case	Initiation	
Patient Info	0			(Surveillance cas	e Only)	
Patient Address	Open			Met State Case C	riteria	~
Blood Lead Tests	Case-Making B	lood Result(s)				
Case Details	Date	Pb Value	Туре		Patient Address at	Draw Date
Case Initiation	11/28/2018	4.5	Venous		1419 Prairie RD	
Case Information						
Case Disposition						
Disposition History						
Case Exposure						
Associated Persons	Case Initiat	ion				
Other Blood Tests	Origin of case no	tification				
Other Medical						
Chelation				~		
Notes	if Trans	fer, from where:				\sim
Patient Attachments	if Other	specify:				
	Date of case mak BLL 11/28/2018	ing	Date LHD first n notice	eceived	Date case first a to Case Manager	ssigned r
	Case Manager ho	me visit done?	Date of first hor	ne visit -		
Help Save	Date environment notified case	al health	Primary residen Investigation do	ce environmental ne?	Date of initial environmental investigation	vironmental
Revert	1			·	1	
Print Screen						
Log Out						

Step 2: Click on **Case Information** in the left side menu to view the default case manager assignment. To change the case manager for the patient's case, click the **Edit Case Manager Assignment** hyperlink.

HHLPSS	(WEATHER, STORINY) DOB: 7/2/2017 ID#: 2018808 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C
Healthy Homes and Lead Poisoning Surveillance System	Home Clinical Environmental Reports
Find Patient	
Clinical Letters	Case Details
Patient Info	
Patient Address	Case Manager Appingment
Blood Lead Tests	Euri Gase Manager Assignment

Step 3: Select the case manager from the list of available case managers and then click the Assign Case Manager hyperlink (see Job Aid 3.6: Case Details-Initiation, P-02299-3.6).

HHLPSS Healthy Homes and Lead Poisoning Surveillance System	(WEATHER, STOR	*Berends, Deb *BERTH, CHRISTINE *BIADASZ, JO ELLEN *Biddick, Cara	ealth for Madison and E
Find Patient		*Biviano, Sandy *BJORGAARD, MARY	
Clinical Letters	Case Detail	bmews15	
Patient Info		*Bogumill, Kay	
Patient Address	Case Manager:	BOSOVICH DIANE	Case Status: Open
Blood Lead Tests	Assign Case Ma	*BOTH, KAREN	
Case Details		*BOTICKI, JEAN	
Case Initiation	Case Events	*BOUCHER, JUDITH	
Case Information		*BOYER BRITTANY	
Case Disposition	Event Listing	*BRANDSTROM, JIM	ampleted Deput Deput
Disposition History	354293 Follow	*BRASWELL, JANICE	ompleted Result Respo
Case Exposure	<u>334233</u> 100000	*Brault, Yvonne Breastfeeding?	Donzin
Associated Persons	Event Type F	*Brehm, Gina	

- Step 4: Though new case alerts are automatically created and sent when a child's blood lead level (BLL) is equal to or greater than 3.5 mcg/dL, health departments are not *required* to conduct nursing case management unless it meets the elevated BLL definition set in statute. However, health departments are encouraged to have policies for and conduct case follow-up activities at BLLs below those set in statute.
 - A. If an alert does not meet the level for a response set in statute or health department policy, close the opened case on the **Case Disposition** screen (see Job Aid 3.7: Case Closure, P-02299-3.7).
 - B. If your health department responds to BLLs between 5 and 15 mcg/dL by, for example, sending a letter or contacting by telephone, but no further follow-up will be done, enter the actions conducted as case events or patient notes (see <u>Job Aid 3.6: Case Details-Initiation, P-02299-3.6</u> and <u>Job Aid 3.13: Patient Notes, P-02299-3.13</u>).

New Blood Lead Test Alert

Step 1: Open a patient's record (see <u>Job Aid 3.4: Find a Patient, P-02299-3.4</u>). Click on **Blood Lead Tests** in the left side menu to review a new blood lead test. The patient's blood lead test history will be listed with the most recent blood lead test displayed at the top.

HHLPSS Healthy Homes and Lead	(OLANTERN,	JILL) DOB: 1	/1/2016 ID#:	2018924 J	JURI.: DEPA	ARTMENT OF	PUBLIC HEALTH F	OR MADIS	ON AND DANE C	
Poisoning Surveillance System	Home Cli	nical Env	vironmenta	l Repo	rts					_
Find Patient	Select Tiered	Date Res	ult Sam	ple Type	Patient A	ddress on	Draw Date	HL7 F	ile Delete	_
Clinical Letters	2874491 11/26/20	18 23	Veno	JS 1	1403 Prairie	e Rose Drive	e Apt Suite 2		Delete	
Patient Info	2874478 1/7/2017	\$12	Veno	JS	1403 Prairie	e Rose Drive	e Apt Suite 2		Delete	
Patient Address	2874479 1/7/2017	12.4	Veno	JS 1	1403 Prairie	e Rose Drive	e Apt Suite 2		Delete	
Blood Lead Tests										
Case Details										
Case Exposure									Confirmatory	Test
Associated Persons	No Result	Result Typ	pe:		\sim				Lab data inco	omplete
Other Blood Tests	Test Type	Det	tection	Resu	JIT .	Lab S	Smpl #	1	Electronical	Reporte
Other Medical	Blood Lead Test	V Eq	ual To	✓ 23	· · · ·	ig/dL		1	Reported By	Lab
Chelation	Sampla Type	Samo					Screening Site		Euroding Source	
Notes	Venoue	Samp	ie Description				Screening Site		unding Source	×
Patient Attachments	Venous	•			-					-
	Date Drawn	Date rove	d at Lab	Date Analy:	zed LH	ate received ID	at Tiered Date (Calculated	Age (Ca	e at draw liculated)	
	11/26/2018	11/27/20	18	11/27/2018	5 1º	1/28/2018	11/26/2018	2 1	(rs. 10 Mos.	
	Patient Address (at time of dra	w)				Age reported by	lab	Adult?	
	1403 Prairie Rose	e Drive Apt S	uite 2. Sun Pi	airie. WI 53	590-4315	\checkmark	Yrs.	Mos		
		, on the second	010 2, 00111	unio, 11100	000-4010		1		. <u> </u>	
		nstitution	(ID=2926) UV	V HEALTH 1	I S PARK			Choose	Delete	
	F	hysician						Choose	Delete	
	Analyzing Lab	oratory	(ID=3347) AC	L				Choose	Delete	
	Referring Lab	oratory [(Ohaaaa	Delete	
	Comment							Choose	Delete	
New	Date Created	Created	Ву		Date M	odified	Modified By			
Help	11/28/2018	coonsn	nj		11/28/	2018	coonsmj			
Save										
Revert										
Print Screen										
Log Out										

Step 2: When you have completed any follow-up action and data entry for an alert, click on the **Home** tab, and then on **Mark as Read** for the alert you completed. This will move the alert to the **Archived Alerts** folder.

HHLPSS Healthy Homes and Lead Poisoning Surveillance System	Home Clinical Environmental Reports
Home View Alerts Change Password Archived Alerts	Welcome to Your HHLPSS Training
	Mark as Read Mark as Read Mark as Read Mark as Read New blood test for existing case patient, OLantern, Jil(2018924) New Case Alert - Patient, Snowman, Frosty(2018931) 11-28-2018 Mark as Read Mark as Read New Investigation Alert - Address, 711831 11-28-2018 View Archived Alerts View Archived Alerts

Step 3: Once moved to the Archived Alerts, you can still view your old alerts by clicking on View Archived Alerts link on the Home screen or on Archived Alerts on the left side menu.

HHLPSS Healthy Homes and Lead Poisoning Surveillance System	Home Clinical Environmental Reports
Home	
View Alerts	
Change Password	
Archived Alerts	Welcome to Your HHI BSS Training
	Alerts
	Mark as Read New blood test for existing case patient, OLantern, Jii/2018924) 11-28-2018 Mark as Read New Case Alert - Patient, Snowman, Frosty(2018931) 11-28-2018 Mark as Read New Investigation Alert - Address, 711831 11-28-2018 View Archived Alerts

Step 4: The **Archived Alerts** screen displays all previous alerts by date received.

HHLPSS Healthy Homes and Lead Polsoning Surveillance System	Home Clinical Environmental Reports		
Home	Archived Alerte		
View Alerts	Archived Alerts		
Change Password		Data Dessigned	Data Daad
Archived Alerts	New Case Alert - Patient Weather Stormy (2018808)	11-29-2018	12-03-2018
	New blood test for existing case patient, OLantern, Jack(2018878)	11-29-2018	12-03-2018
	New blood test for existing case patient. OLantern, JII(2018924)	11-28-2018	11-29-2018
	New Case Alert - Patient, Snow man, Frosty (2018931)	11-28-2018	11-29-2018
	New Investigation Alert - Address, 711831	11-28-2018	12-03-2018
	New Investigation Alert - Address, 972663	11-02-2018	11-28-2018

Questions

Please contact the HHLPSS coordinator at 608-266-5817, or email <u>DHS Lead Poisoning Prevention</u>.

