

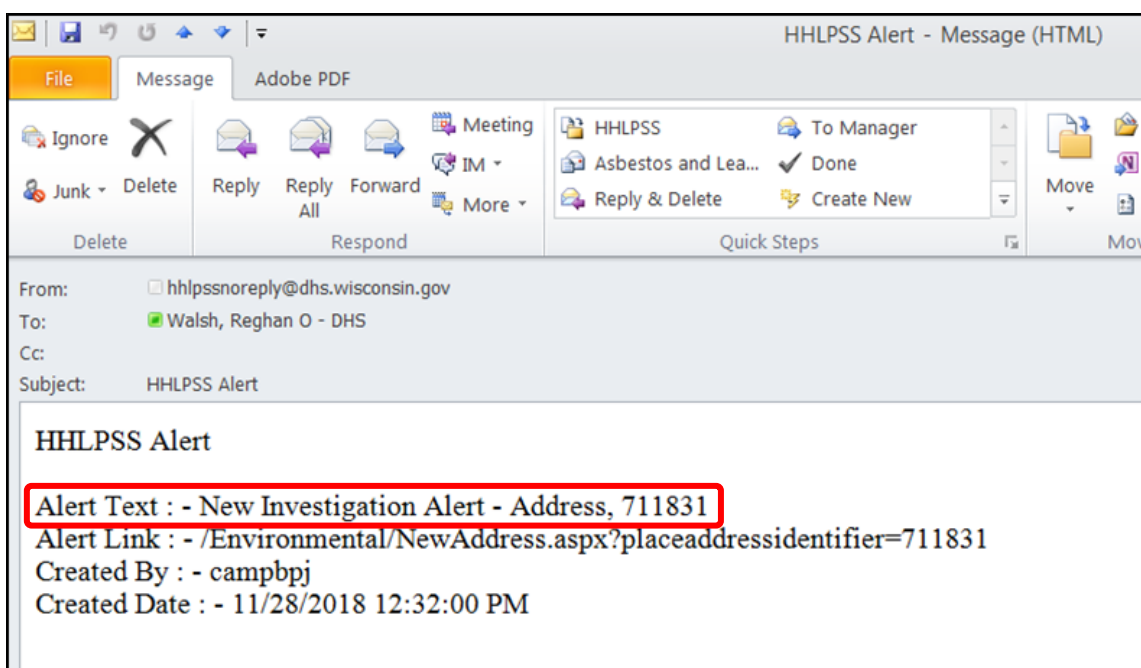
Healthy Homes and Lead Poisoning Surveillance System (HHPSS)

Job Aid 2.2: Investigation Alerts

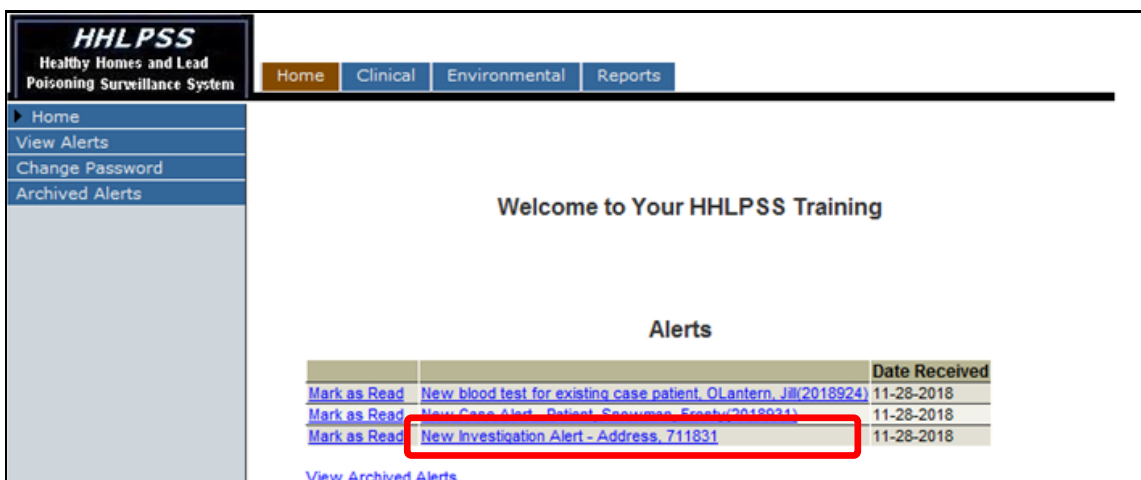
An investigation alert is created whenever a new property investigation is initiated. You will see alerts if you are the designated primary environmental investigator or a secondary designated investigator. If you do not receive these alerts, then you have not been designated by your health department manager. 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 HHPSS.

Reviewing Alerts

Step 1: If you are a designated investigator, you will receive an **email notice** whenever HHPSS creates a **New Investigation** alert for a property investigation in your jurisdiction. These alerts are created whenever a child's blood lead level (BLL) is equal to or greater than 5 micrograms per deciliter (mcg/dL). It is important to review your alerts regularly in order to perform any needed follow-ups. A **New Investigation** alert email is shown below.



Step 2: Log into HHPSS (see [Job Aid 1.3: Logging into HHPSS, P-02299-1.3](#)) to see alerts displayed on your **Home** screen. Select an alert on your HHPSS **Home** screen to see the alert details.



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

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

Home Clinical Environmental Reports

Home
View Alerts
Change Password
Archived Alerts

Welcome to Your HHL PSS Training

Alerts

		Date Received
Mark as Read	New blood test for existing case patient, O Lantern, Jill (2018924)	11-28-2018
Mark as Read	New Case Alert - Patient, Suzanne, Frank (2018931)	11-28-2018
Mark as Read	New Investigation Alert - Address, 711831	11-28-2018

[View Archived Alerts](#)

Help
Print Screen
Log Out

Step 4: Clicking on a **New Investigation Alert** (above) will take you to the **Address Info** screen in the **Environmental** tab. Note that the address will show at the top of the screen (highlighted in yellow). Verify that the address is the same one listed in the alert.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

1413 PRAIRIE ROAD (ID# 711831) JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home Clinical Environmental Reports

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment
Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner
Information
Healthy Housing
Address Attachments

Edit Address

Address Id: 711831

Line 1 **1413 PRAIRIE RD** x Apt/Ste # Line 2 Census Tract
City Madison State WI Zip 53711 County Dane Census Block

Parcel Number District Dwelling Type
No of Units High Risk Structure? Ownership Type
Phone Year Built Investigation Status **New**

Comments
STELLAR id: 711831

Date Created Created By Date Modified Modified By
3/13/2018 Migration 3/13/2018 Migration

Validate Address

Help
Print Screen
Log Out

Step 5: To view a new investigation, click on **Investigation Summary** on the left side menu, as shown below.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

1413 PRAIRIE ROAD (ID# 711831) JURIL: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home Clinical Environmental Reports

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment
Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner
Information
Healthy Housing
Address Attachments

Investigation Summary

Investigation Listing

Investigation Id	Status	Investigator	Date Opened	Date Closed	Delete	Edit
35528	Closed	bortzm, bortzm	11/28/2018	11/29/2018	X	Edit

Associated Patient Listing

Test Id/Case Id	Specimen Source	Test Result	Date Collected	Patient Name	Date of Birth	Address Type	Guardian	Phone Number	Lived From	Lived Thru
2874361	Capillary	4	10/02/2018	Grouch, Oscar	10/01/2017	Primary			10/02/2018	
1559700	Capillary	1	3/09/2018	ORDONEZ, ELIE	3/04/2017	Primary Home	A. RODRIGUEZ		3/09/2018	

Investigation Detail

Investigation Detail

Investigator: Date Opened: Date Initial Inspection Completed:

Status: Investigation Reason:

Funding Source: Comments:

Investigation Outcome

Date Closed: Remediation Completed: ☐ Interior ☐ Exterior ☐ Soil ☐ Water

Closure Reason: Remediation Due Date:

Remediation Completion Date:

Clearance Test Due Completion Date: Clearance Completion Date:

Sources of Exposure Identified

No Hazard Identified: ☐ Alternate Location Identified: ☐

Lead Paint Found: ☒ Yes ☐ No ☐ Unknown Lead Paint Hazard Location:

Lead Source Other Than Paint Found: Occupational Exposure: ☒ Yes ☐ No ☐ Unknown

Add Investigation

Step 6: Select the **Investigation Id** and then click on the **Edit** hyperlink to populate the **Investigation Detail** fields.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

1413 PRAIRIE ROAD (ID# 711831) JURIL: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home Clinical Environmental Reports

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment
Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner
Information
Healthy Housing
Address Attachments

Investigation Summary

Investigation Listing

Investigation Id	Status	Investigator	Date Opened	Date Closed	Delete	Edit
35528	Closed	bortzm, bortzm	11/28/2018	11/29/2018	X	Edit

Associated Patient Listing

Test Id/Case Id	Specimen Source	Test Result	Date Collected	Patient Name	Date of Birth	Address Type	Guardian	Phone Number	Lived From	Lived Thru
2874361	Capillary	4	10/02/2018	Grouch, Oscar	10/01/2017	Primary			10/02/2018	
1559700	Capillary	1	3/09/2018	ORDONEZ, ELIE	3/04/2017	Primary Home	A. RODRIGUEZ		3/09/2018	

Investigation Detail

Investigation Detail

Investigator: Date Opened: Date Initial Inspection Completed:

Status: Investigation Reason:

Funding Source: Comments:

Investigation Outcome

Date Closed: Remediation Completed: ☐ Interior ☐ Exterior ☐ Soil ☐ Water

Closure Reason: Remediation Due Date:

Remediation Completion Date:

Clearance Test Due Completion Date: Clearance Completion Date:

Sources of Exposure Identified

No Hazard Identified: ☐ Alternate Location Identified: ☐

Lead Paint Found: ☐ Yes ☐ No ☐ Unknown Lead Paint Hazard Location:

Lead Source Other Than Paint Found: Occupational Exposure: ☐ Yes ☐ No ☐ Unknown

Save Cancel

Event Listing

Event Id	Event Type	Letter Type	Date Referred	Date Due	Date Completed	Result	Responsible Party	Delete	Edit
----------	------------	-------------	---------------	----------	----------------	--------	-------------------	--------	------

Event Detail

Event Type: Letter Type:

Step 7: Though alerts are automatically created and sent when a child's BLL is equal to or greater than 5 mcg/dL, health departments are not *required* to conduct a full environmental investigation (risk assessment) unless it meets the elevated BLL set by statute. However, health departments are encouraged to have policies for, and to conduct environmental investigations (risk assessments) and interventions, at levels below those set by statute.

A. If an alert does not meet the level for a response set by statute or health department policy, close the opened investigation on the **Investigation Detail** screen by completing the following fields:

- **Investigator** – Select your name.
- **Status** – Select **Administratively Closed**.
- **Investigation Reason** – Select **Prior to Meeting EBL Definition**.
- **Comments** – Enter the child's blood lead level.
- **Date Closed** – Enter the current date.
- **Closure Reason** – Select **Not an EBL Case** from the drop-down menu.

HHL PSS
Healthy Homes and Lead Poisoning Surveillance System

1413 PRAIRIE ROAD (ID# 711831) JURIS: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DADE C

Home Clinical Environmental Reports

Investigation Summary

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment
Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner Information
Healthy Housing
Address Attachments

Investigation Listing

Investigation Id	Status	Investigator	Date Opened	Date Closed	Delete	Edit
35528	Closed	bortzm, bortzm	11/28/2018	11/29/2018	X	Edit

Associated Patient Listing

Test Id/Case Id	Specimen Source	Test Result	Date Collected	Patient Name	Date of Birth	Address Type	Guardian	Phone Number	Lived From	Lived Thru
2874361	Capillary	4	10/02/2018	Grouch, Oscar	10/01/2017	Primary			10/02/2018	
1559700	Capillary	1	3/09/2018	ORDONEZ, ELE	3/04/2017	Primary Home	A. RODRIGUEZ		3/09/2018	

Investigation Id: 35528

Investigation Detail

Investigation Detail

Investigator: bortzm, bortzm Date Opened: 11/28/2018 Date Initial Inspection Completed:

Status: Administratively Closed Investigation Reason: Prior to Meeting EBL Definition

Funding Source: Comments: BLL was 6.3

Investigation Outcome

Date Closed: 11/29/2018

Closure Reason: Not an EBL Case

Remediation Completed: ☐ Interior ☐ Exterior ☐ Soil ☐ Water

Remediation Due Date:

Remediation Completion Date:

Clearance Test Due Completion Date:

Clearance Completion Date:

Sources of Exposure Identified

No Hazard Identified ☐ Alternate Location Identified ☐

Lead Paint Found: ☐ Yes ☐ No ☐ Unknown Lead Paint Hazard Location:

Lead Source Other Than Paint Found: Occupational Exposure: ☐ Yes ☐ No ☐ Unknown

Save Cancel

Event Listing

Click the **Save** button at the bottom of the screen. All other fields should remain blank.

- B. If your health department responds to BLLs between 5 and 15 mcg/dL by, for example, sending a letter or conducting an education visit with the family, go to **Address Notes** on the left side menu (see [Job Aid 4.2: Entering Property Notes, P-02299-4.2](#)). Click **New** on the bottom left side menu on the screen.

The screenshot shows the HHLPS (Healthy Homes and Lead Poisoning Surveillance System) interface. The left sidebar contains a menu with 'Address Notes' highlighted in red. The main content area shows the 'Address Note List' for '1413 PRAIRIE Road'. At the bottom left, a 'New' button is highlighted in red.

Enter the current Date. Select “Administratively Closed” under **Subject**. Enter the activity you completed in the text box then click the **Save** button. Note that your name will automatically be entered in the **Author** field.

The screenshot shows the 'Edit HHLPS Note' form for '1413 PRAIRIE Road'. The 'Date' field is set to '12/17/2018' and the 'Subject' is 'Administratively closed'. The 'Author' field is filled with 'walshro'. The text box contains the following text: 'Sent letter to family', 'OR', and 'Education visit by nurse scheduled with family for (date)'. The 'Save' button is highlighted in red.

C. If your health department conducts a full environmental investigation (risk assessment), use the following documents to complete data entry for the investigation:

- [Job Aid 4.2: Entering Property Notes, P-02299-4.2](#)
- [Job Aid 4.3: Adding Attachments, P-02299-4.3](#)

Step 8: After you have reviewed the alert and either added data to the opened environmental investigation or closure information, click on your **Home** tab, then on **Mark as Read** for the alert you completed. This will move the alert to the **Archived Alerts** folder.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

Home Clinical Environmental Reports

Home
View Alerts
Change Password
Archived Alerts

Welcome to Your HHL PSS Training

Alerts

		Date Received
Mark as Read	New blood test for existing case patient, Olantern, Jill(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 9: You can view old alerts by clicking on the **View Archived Alerts** button or on **Archived Alerts** in the left side menu, as shown above.

Step 10: The **Archived Alerts** screen displays all previous alerts by date received.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

Home Clinical Environmental Reports

Home
View Alerts
Change Password
Archived Alerts

Archived Alerts

	Date Received	Date Read
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, Jill(2018924)	11-28-2018	11-29-2018
New Case Alert - Patient, Snowman, Frosty(2018931)	11-28-2018	11-29-2018
New Investigation Alert - Address, 711831	11-28-2018	12-03-2018
New Investigation Alert - Address, 972653	11-28-2018	11-28-2018

Questions

Please contact the HHL PSS coordinator at 608-266-5817, or email [DHS Lead Poisoning Prevention](#).

