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 HHLPPSS.

**Reviewing Alerts**

**Step 1:** If you are a designated investigator, you will receive an email notice whenever HHLPPSS 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.

![New Investigation Alert Email](image)

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

![Alerts Screen](image)
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).

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

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

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.

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.
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.

**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.

**Questions**

Please contact the HHLPSS coordinator at 608-266-5817, or email **DHS Lead Poisoning Prevention**.