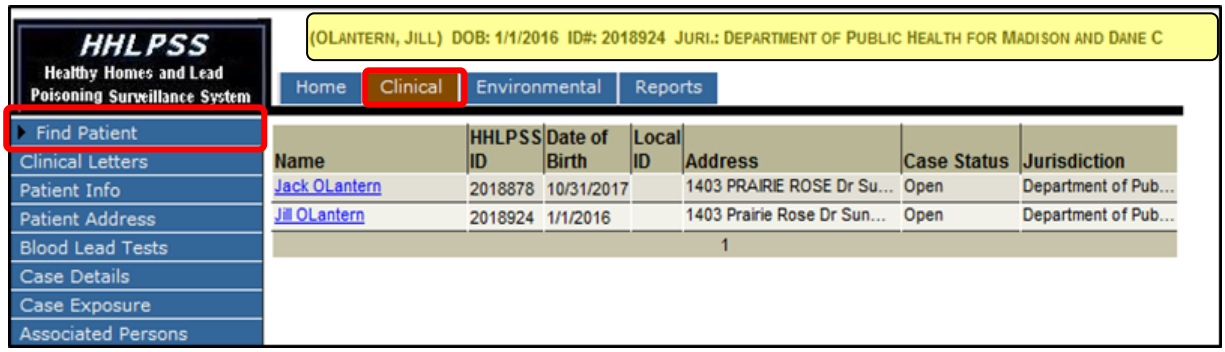
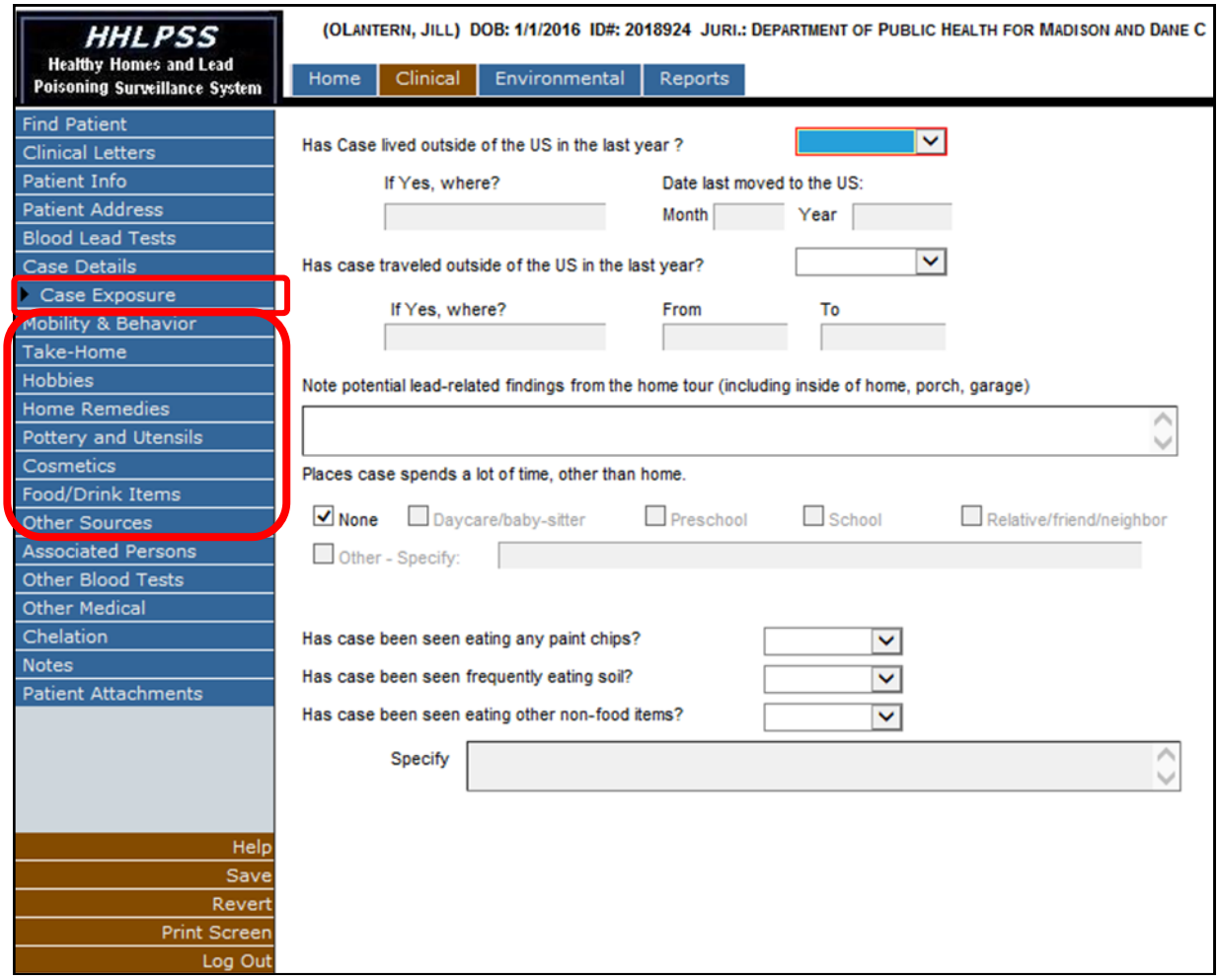
Use the **Case Exposure** menu to enter details about the possible lead exposure sources.

Step 1: Using the **Clinical** tab under the **Find Patient** menu item, find the patient record (see Job Aid 3.1: Find a Patient and Patient Information, P-02299-3.1). Verify you have the correct patient by reviewing the patient information at the top of the screen (highlighted in yellow).



Step 2: Click on **Case Exposure** in the left side menu. This expands to show a submenu of pages for collecting information about the child's possible exposure sources (circled in red).



Note: These pages can only be edited if the case status is "Open" (see HHLPSS Job Aid 3.6: Case Initiation, P-02299-3.6).

Case Exposure Sources: Mobility & Behavior

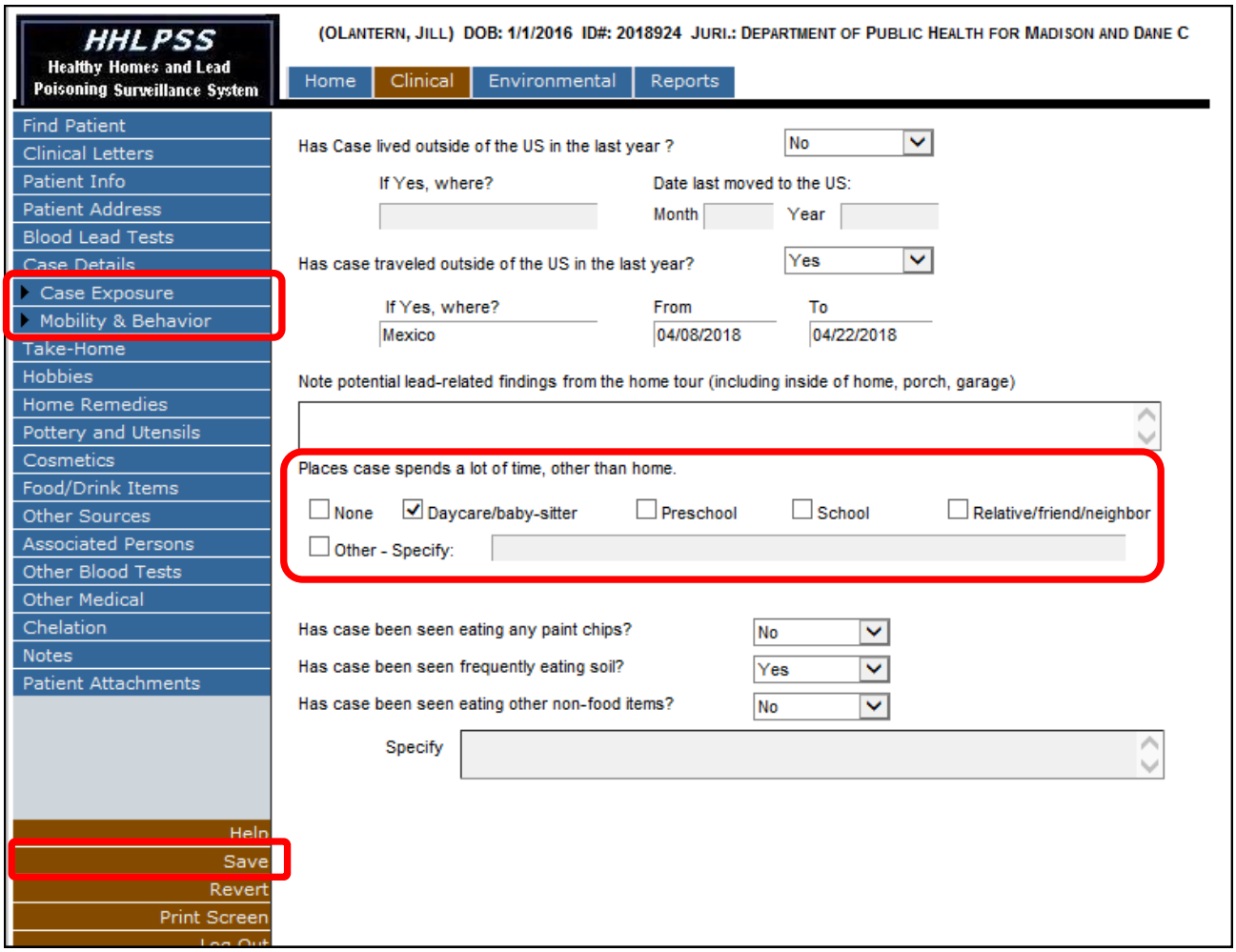
This page relates to where the child spends a lot of time and behaviors the child has exhibited that may have exposed the child to lead hazards, including if:

- The child has lived or traveled outside the United States recently.
- The child spends a lot of time at locations other than his or her primary home.
- The child eats paint or soil or other non-food items that could cause exposure to lead.

Step 1: Click on **Mobility & Behavior** on the left side menu to display the **Mobility & Behavior** page. Answering "Yes" to **Has Case lived outside of the US in the last year?**, or to **Has Case traveled outside of the US in the last year?**, will allow you to enter details in the fields under these questions.

Step 2: Enter data in the other fields on the page. To respond to **Places case spends a lot of time, other than home**, with any options other than **None**, which is checked by default, you must first *deselect* the **None** box before selecting any of the other options.

Step 3: Once you have added all relevant information, click the **Save** button on the bottom left side to save the information on this page before moving on.



Case Exposure Sources: Take-Home Lead

Use the **Take-Home** page to enter details related to possible occupational-related exposures caused by family members bringing lead dust home on their clothes or other items.

Step 1: Click **Take-Home** on the left side menu to open the **Take-Home** page**.** Answer "Yes" to the **Do any adults in the household work with lead?** question if take-home lead is suspected.

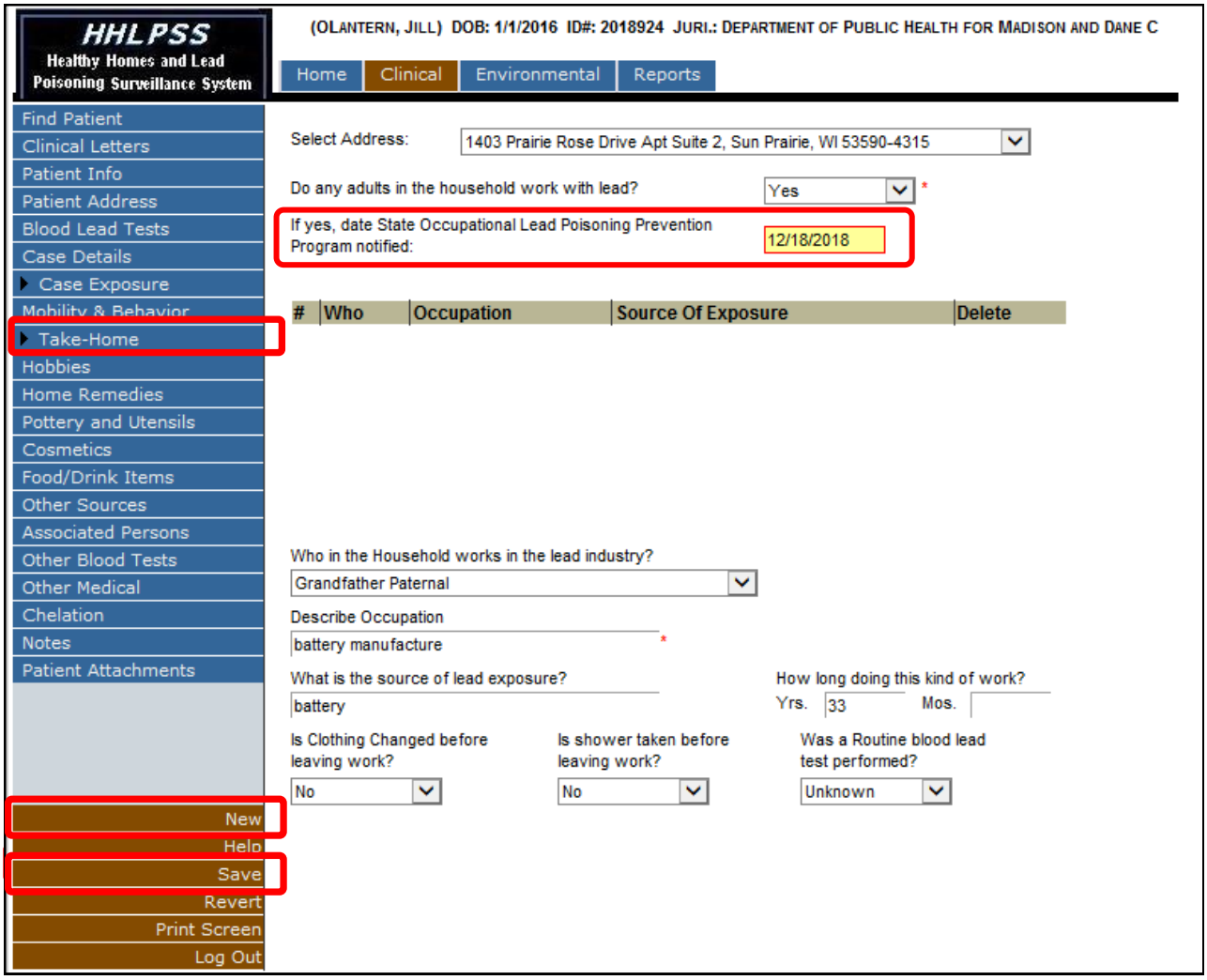
Step 2: Select a household member relationship from the drop-down menu. Enter other details relating to the household member's occupation in the following fields.

Step 3: Contact the state Adult Lead Program at dhsocchealth@wi.gov or 608-266-1120 if take-home exposure from a lead-related occupation is suspected. Provide the name and occupation of the adult in your communication.

Step 4: Enter the date you notified the Adult Lead Program in the **If yes, date State Occupational Lead Poisoning Prevention Program notified** box. This is a required field before you can save this page.

Step 5: Click the **Save** button in the bottom left side menu to save the record.

Step 6: To create an additional take-home exposure source, click on the **New** button in the bottom left corner.



Case Exposure Sources: Hobbies

Use the **Hobbies** exposure page to enter details related to possible exposure from hobby activities.

Step 1: Click on **Hobbies** on the left side menu to open the **Hobbies** page**.** Answer **Yes** to the **Does anyone at the address have a hobby that involves lead?** question if a hobby is a suspected source of lead exposure.

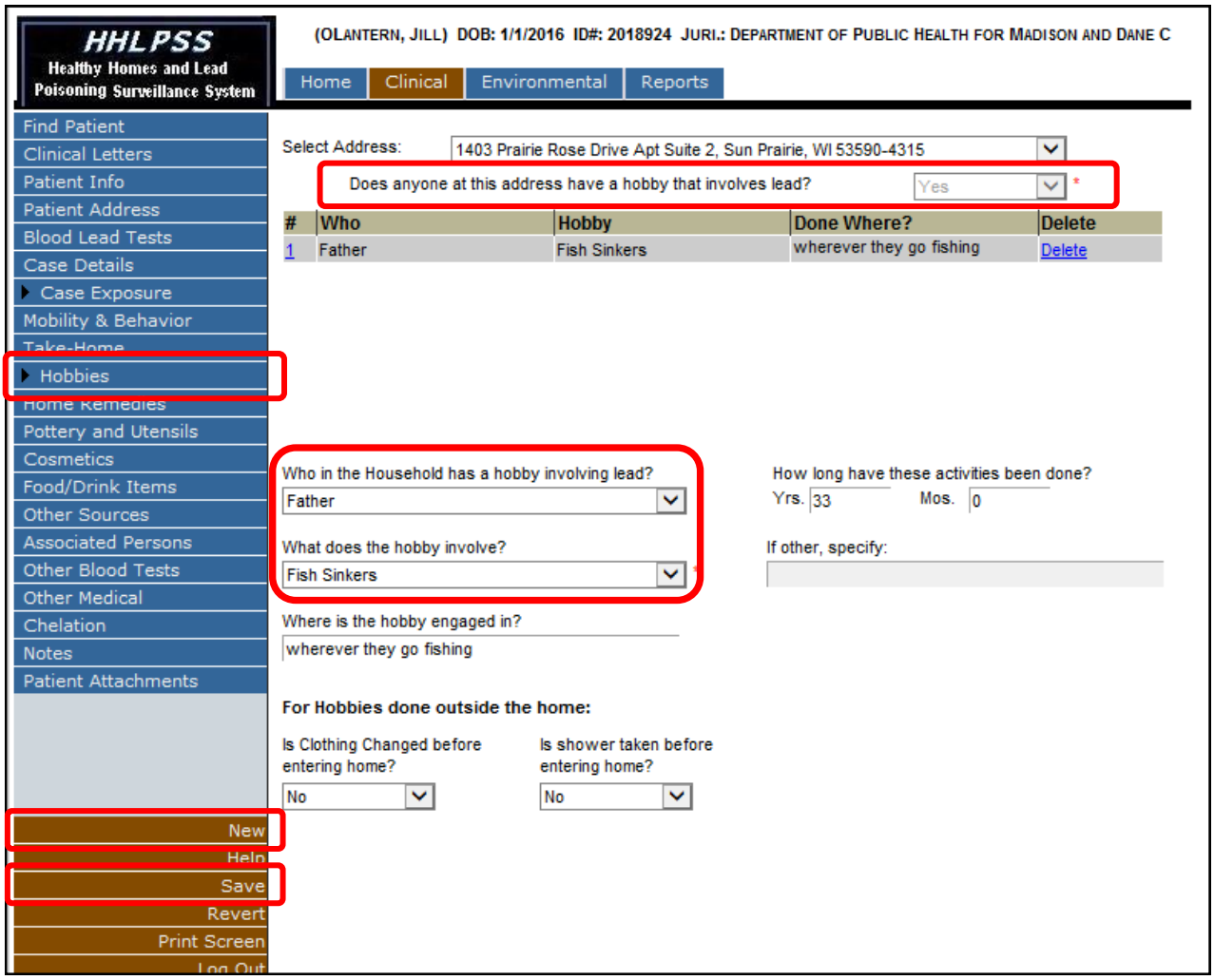
Step 2: At a minimum you must answer both the **Who in the household has a hobby involving lead?** and **What does the hobby involve?** questions. These are required.

Step 3: Enter data in the other fields, if known.

Step 4: Click the **Save** button in the bottom left side menu to save the record.

Step 5: Contact the Adult Lead Program at dhsocchealth@wi.gov or 608-266-1120. In your communication provide the name of the adult and the type of hobby that may be causing the lead exposure.

Step 6: To add another hobby exposure source, click on the **New** button in the bottom left corner**.**



Case Exposure Sources: Home Remedies

Use the **Home Remedies** exposure page to enter details about possible exposure from home remedies used by the patient's family.

Step 1: Click on **Home Remedies** on the left side menu to open the **Home Remedies** page**.** Answer "Yes" to the **Does your family use Home Remedies?** question if a home remedy is suspected.

Step 2: Select the home remedy from the **Home Remedy** drop-down menu, or if not listed, select "Other Home Remedy" and enter the name of the home remedy in the **Other** text box. Indicate in the **Sample Collected** field whether you collected a sample.

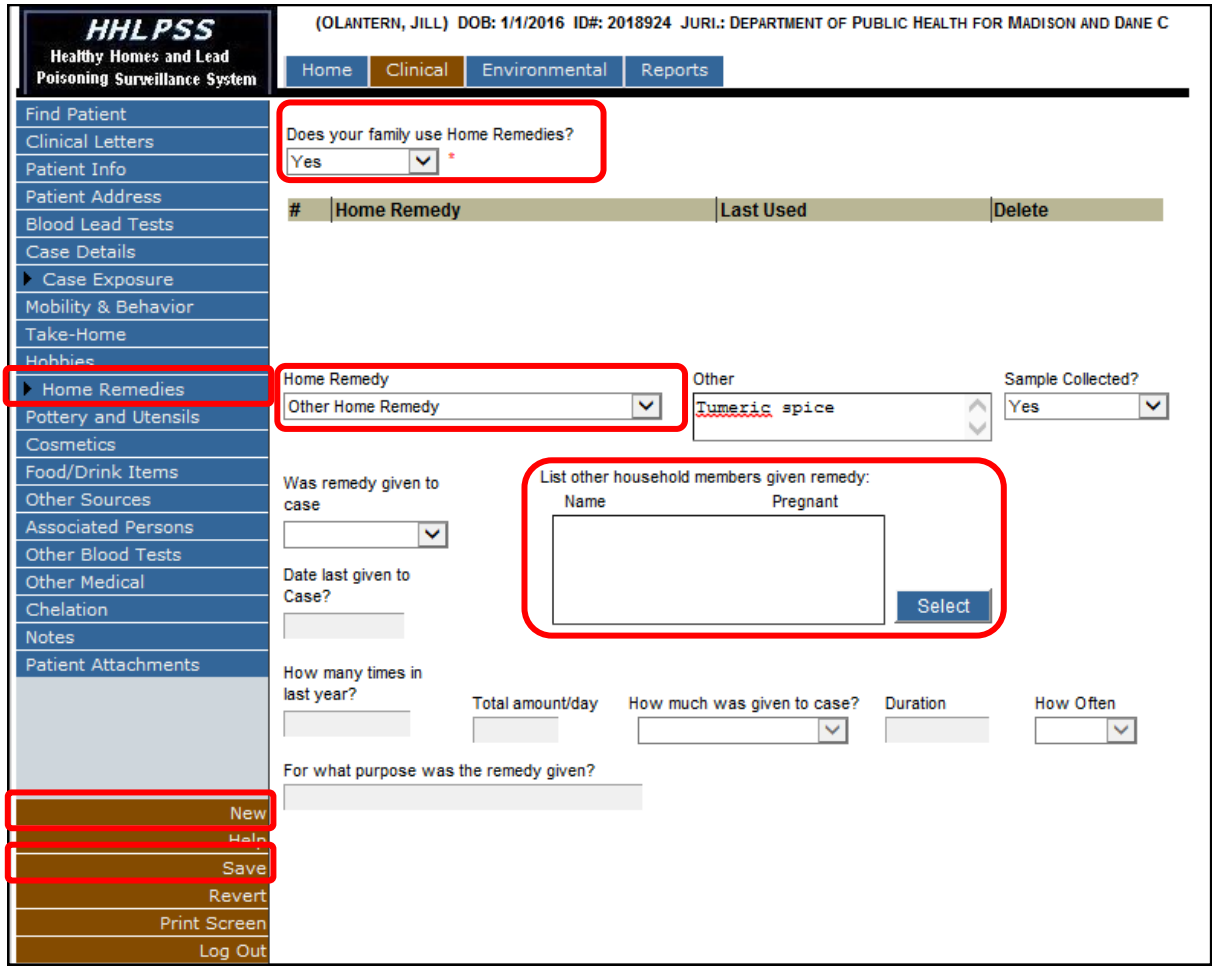
Step 3: Enter all known information in the other fields as appropriate.

Step 4: In the **List other household members given remedy** box, click the **Select** button and choose the person from the list of household members. If the person you want is not listed, add a new household member (See HHLPSS Job Aid 3.9: Associated Persons and Household Members, P-02299-3.9).

Step 5: Click the **Save** button in the bottom left side menu to save the record.

Step 6: If adults in the household also took the home remedy, contact the Adult Lead Program at dhsocchealth@wi.gov or 608-266-1120. In your communication, provide the type of home remedy taken, the name of adult who took the home remedy and whether the adult is pregnant.

Step 7: To add another home remedy, click on the **New** button in the bottom left corner**.**



Case Exposure Sources: Pottery and Utensils

Use the **Pottery and Utensils** page to enter details related to possible exposure from pottery and utensils used by the family.

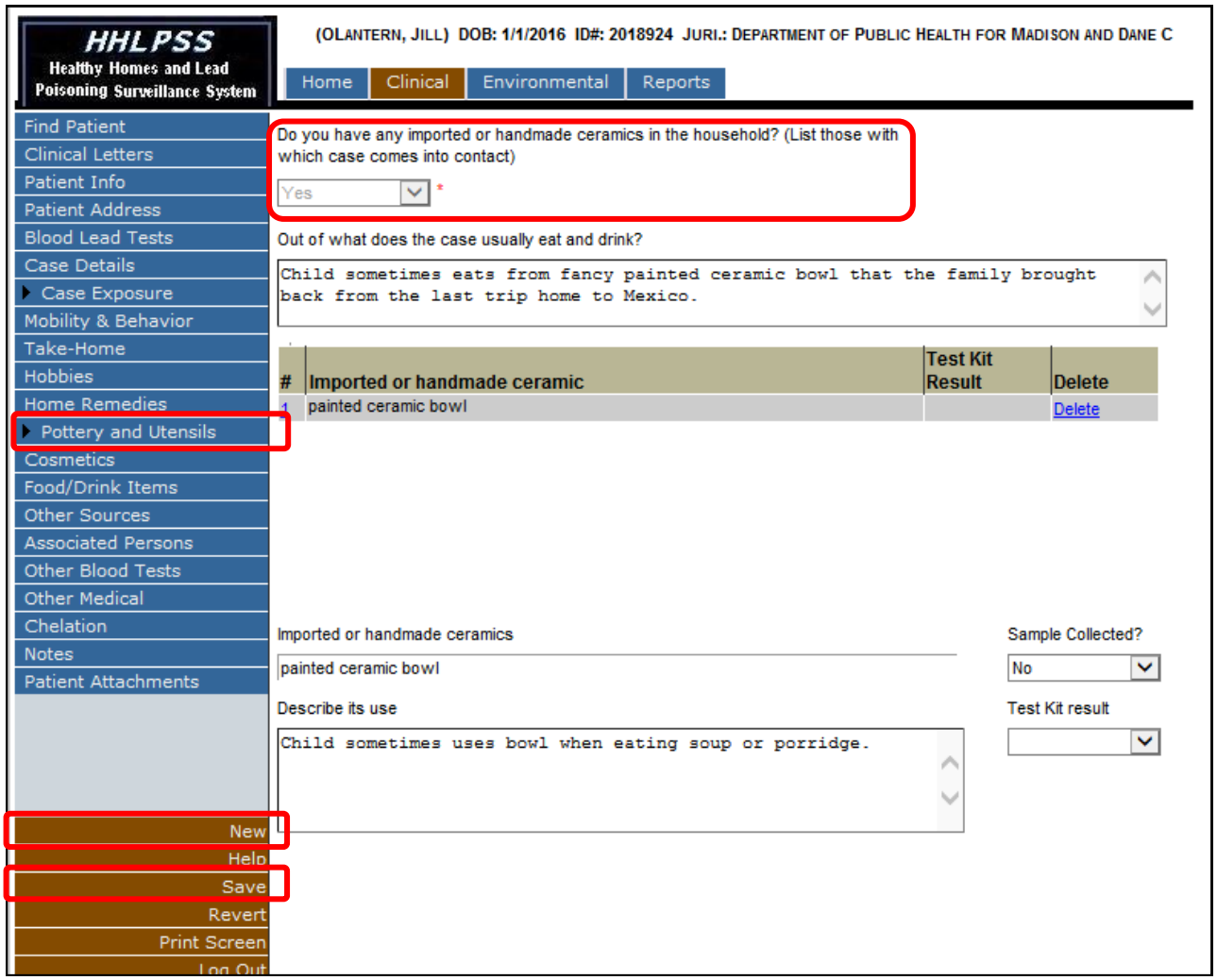
Step 1: Click on **Pottery and Utensils** on the left side menu to open the **Pottery and Utensils** page**.** To activate all other fields related to exposure to pottery and utensil exposures, answer "Yes" to the **Do you have any imported or handmade ceramics in the household?** question.

Step 2: Enter information in the other fields as appropriate.

Step 3: Click the **Save** button in the bottom left side menu to save the record.

Step 4: If there is a possibility of adult exposure from pottery or a utensil, contact the Adult Lead Program at dhsocchealth@wi.gov or 608-266-1120. In your communication, provide the name of the adult(s) and the type of pottery or utensil that may be causing a lead exposure.

Step 5: To add another pottery or utensil, click on the **New** button in the bottom left corner**.**



Case Exposure Sources: Cosmetics

Use the **Cosmetics** exposure page to enter information related to possible exposure from cosmetic products used by the patient or family members.

Step 1: Click on **Cosmetics** on the left side menu to open the **Cosmetics** page**.** Answer "Yes" to the **Are any of these cosmetics ever used in the household?** question if cosmetics are a suspected source of lead exposure. This field is required.

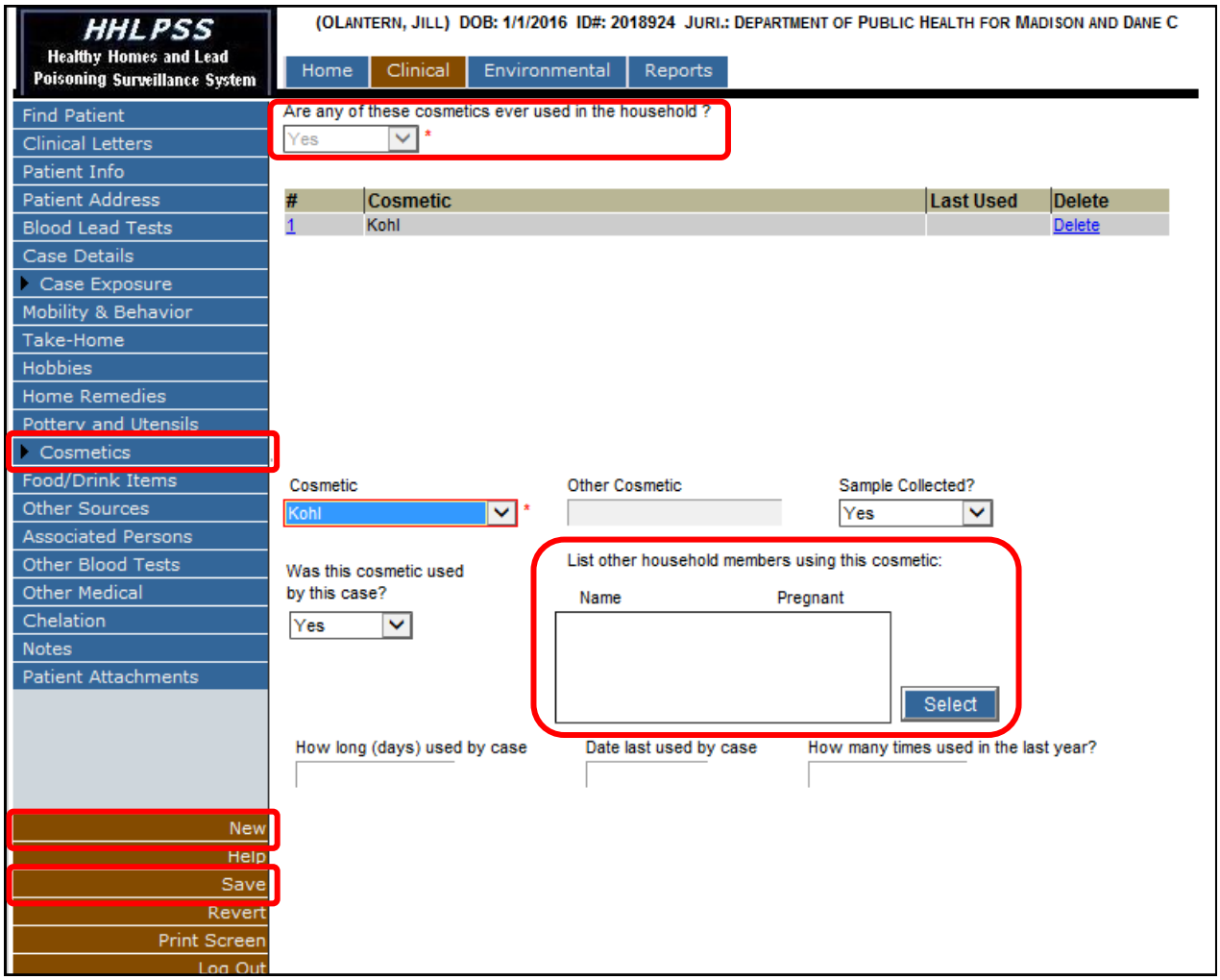
Step 2: Enter information in the other fields as appropriate.

Step 3: In the **List other household members using this cosmetic** box, click the **Select** button and choose the person from the list of household members. If the person you want is not listed, add a new household member (See HHLPSS Job Aid 3.9: Associated Persons and Household Members, P-02299-3.9).

Step 4: Click the **Save** button in the bottom left side menu to save the record.

Step 5: If it is possible an adult was exposed to lead from using this cosmetic, contact the Adult Lead Program at dhsocchealth@wi.gov or 608-266-1120. In your communication, provide the name of the adult and the type of cosmetic that may be causing a lead exposure.

Step 6: To add another cosmetic, click on the **New** button in the bottom left corner**.**



Case Exposure Sources: Food/Drink Items

The **Food/Drink Items** page allows you to enter details related to possible exposure from food or drink.

Step 1: Click on **Food/Drink Items** on the left side menu to open the **Food/Drink Items** page**.** Type the food or drink item into the **Food/Drink Item** box (highlighted in yellow below).

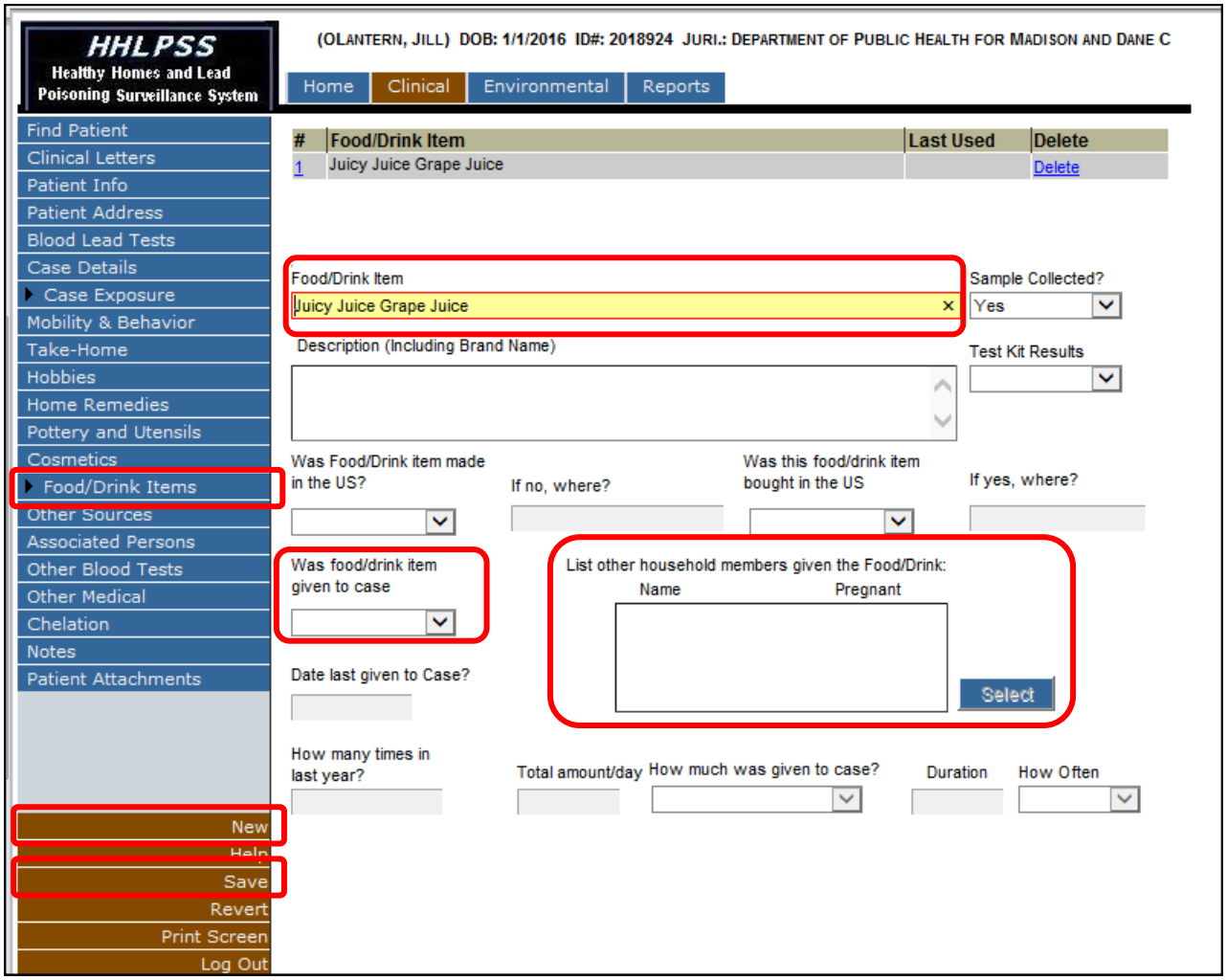
Step 2: Enter or select information in the other fields, as appropriate.

Step 3: To list other household members who consumed the food or drink, first select "Yes" for **Was food/ drink item given to case**, then click on the **Select** button under **List other household members given the Food/Drink**. Choose the person from the list of household members, or if the person is not listed, add a new household member (See HHLPSS Job Aid 3.9: Associated Persons and Household Members, P-02299-3.9).

Step 4: Click the **Save** button in the bottom left side menu to save the record.

Step 5: If an adult was possibly exposed to lead from consuming the food or drink, contact the Adult Lead Program at dhsocchealth@wi.gov or 608-266-1120. In your communication, provide the name of the adult and the food or drink that may be causing an exposure.

Step 6: To add a different food or drink source, click on the **New** button in the bottom left corner**.**



Other Case Exposure Sources

The **Other Sources** page allows you to enter details related to possible exposures from sources other than those listed on the previous pages.

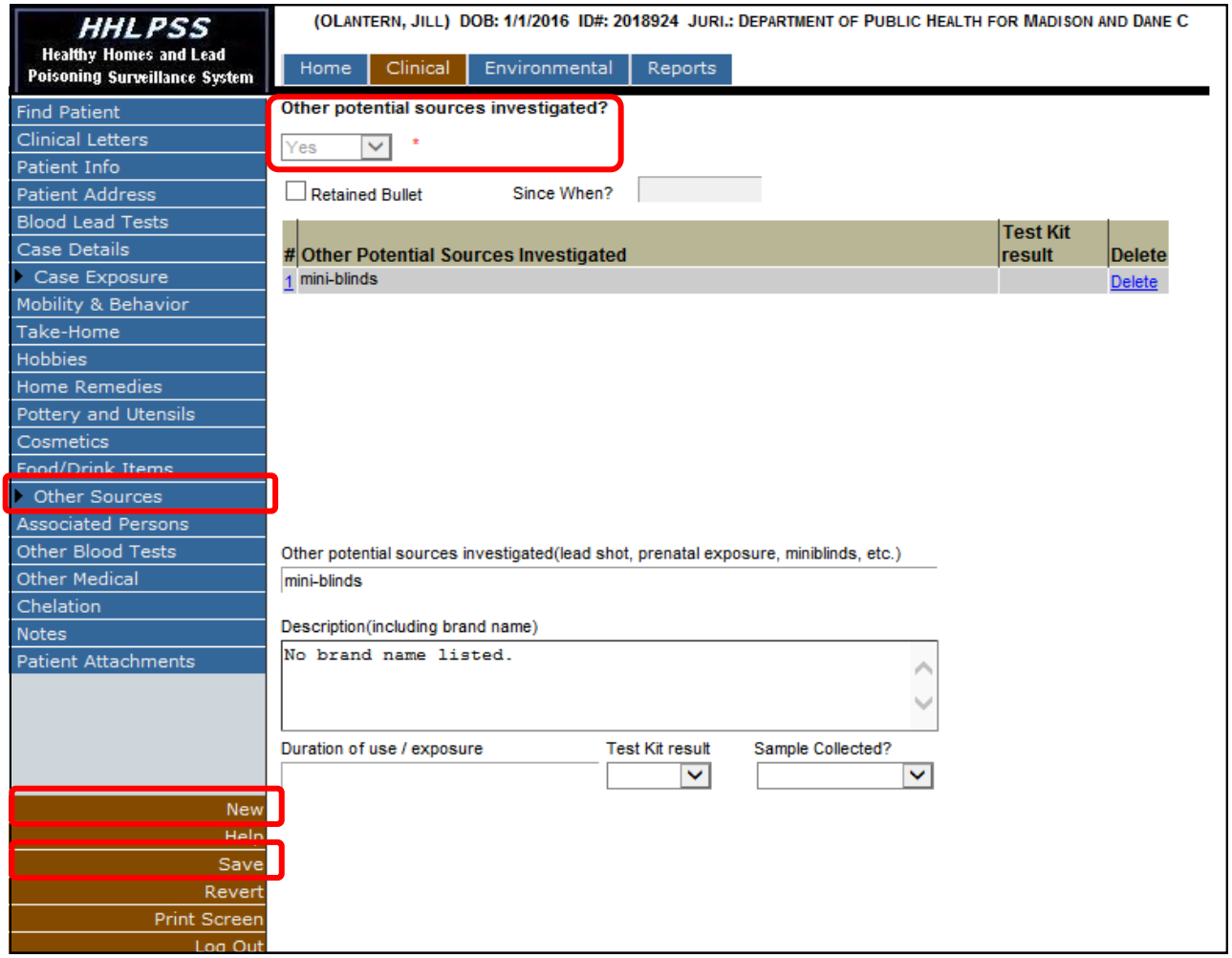
Step 1: Click on **Other Sources** on the left side menu to open the **Other Sources** page**.** Answer "Yes" to the **Other potential sources investigated?** question to activate the other fields on the page. This box is required to list other sources.

Step 2: Enter information in the other fields as appropriate.

Step 3: Click the **Save** button in the bottom left side menu to save the record.

Step 4: If an adult in the household was possibly exposed by the same lead source, contact the Adult Lead Program at dhsocchealth@wi.gov or 608-266-1120. In your communication, provide the name of the adult and the source that may be causing lead exposure.

Step 5: To add another potential exposure source, click on the **New** button in the bottom left corner**.**



Questions

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