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 are the designated primary case manager or a designated secondary case manager. 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 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

![HHLPSS Alert Email Example]

![HHLPSS Alert Home Screen]

**Step 2:** Log into HHLPSS (see Job Aid 1.3: Logging into HHLPSS, P-02299-1.3) 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).

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.
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.

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.

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).
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 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 Job Aid 3.6: Case Details-Initiation, P-02299-3.6 and Job Aid 3.13: Patient Notes, P-02299-3.13).

New Blood Lead Test Alert

Step 1: Open a patient’s record (see Job Aid 3.4: Find a Patient, P-02299-3.4). 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.
**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.

![Image of HHLPS Training with Home tab selected](image)

**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.

![Image of HHLPS Training with View Archived Alerts highlighted](image)
**Step 4:** The **Archived Alerts** screen displays all previous alerts by date received.

![Screenshot of Archived Alerts](image)

**Questions**

Please contact the HHLPSS coordinator at 608-266-5817, or email [DHS Lead Poisoning Prevention](mailto:DHSLeadPoisoningPrevention).