Goals: Making sure no new labs/cases have been missed. Cleaning up workflows, wrapping up confirmed and probable events that are well past their infectious period, and removing old cases from EMS/First Responders Report. (Oh, and entering any data into the question packages, too.)

1. Complete Admin Question Package Steps 1-5 To Move out of Current Workflows.
2. Contact Monitoring Status: Mark Complete if case has exited isolation (this will remove CONFIRMED cases from EMS reports).
3. New labs should append to older events. Occasionally a new positive lab will append to a previously negative event. These new Confirmed events are more challenging to spot due to the old event date (from the first negative lab) which isn't always updated (we try, occasionally some are missed). Check for these by identifying gaps in data (Steps 1-5 are not completed) or big time gaps between create date and event date.
4. Review notes and make sure key variables were entered into the question packages.

   a. If any events do not have the correct case classification status, (PCR+ should be confirmed, serology + should be probable) call Epi Program or email isishelp@state.ma.us for an update to the Case Classification Status.
   b. Subsequent labs should just attach to the first event. If you see someone with two MAVEN events, email isishelp@state.ma.us with the MAVEN IDs to merge the events together.

STEP 1: To See your Confirmed and Probable Cases, run the COVID-19 Confirmed and Probable Case Line List Report
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TIPS:

- Start small on the dates. Run 1 month or ½ month at a time to make sure you catch all the events. (Start with Jan & Feb to be sure)
- Remember to put City in ALL CAPS.
- Do not select an option for Step 4. Leave it blank (so you get all Contact Events in your line list). If you select Yes or No, you won’t get any cases where Step 4 hasn’t been completed yet (which is really what you are getting at for this data cleaning).
- Disease Classification Status: even though all are available in the dropdown, only Probable and Confirmed will work. You could run Probable or Confirmed Separately or at the same time. Whatever is most helpful for your review.
- Output Type is the format you want the report. Select HTML for a quick look at the data, then you can run it again and do an excel (or CSV) file that will be a document you can sort, etc.
  - The benefit of the html is you can hyperlink to the various events from the MAVEN ID.

STEP 2: Determine which Confirmed and Probable Events need some review and data completion.

Look at your report extract. There are lots of key variables in this report (but not all key/required variables are here. This is just a snapshot of SOME key variables).

General Review:

Have any of these cases been missed for follow-up? One common possibility: Cases may have been missed due to multiple labs coming in at different points and updating an old negative event to a new positive. ISIS tries to update to the new positive test for event date. Not all are caught so some may still have the old event date. (ex. first lab was negative on 3/23, first positive lab was 5/26. The event date should be updated to 5/26.)

1. Check for big differences between Event Date and Create Date.

2. Look for cases that are blank for:
   - Step 1 - LBOH acknowledged
   - Step 2 - Investigation started
   - Step 3 - LBOH/Agency Investigator

   This may mean an event was missed or hasn’t been acknowledged yet. Follow-up may still be needed.

3. Reviewing Data Completion (from looking at the report):
   - Do you have demographic data completed? (Race/Hispanic status?)
   - Was case hospitalized?
   - Outcome? (death?)
The Line List Report is only a snapshot, but it should be a good indicator of if you have done ANY data completion or if you still need to complete your interview/data entry for a listed event. Remember, if information is in the notes but not a question, it will not show up in data extracts or reports and will not be counted.

**Was the Confirmed Case Sent to the Community Tracing Collaborative (CTC) for follow-up?**

For cases sent to the MA COVID-19 Community Tracing Collaborative (you can see in Step 3), remaining data fields in this report will not be completed because CTC data comes back into Question Package 8. ECR Information.

For completed CTC cases, if the case is done with isolation, LBOH will still need to remove the case from the EMS report by updating Question Package #6 - Contact Monitoring.

- Select Contact Monitoring Status= Completed.

You also need to complete steps 1-5 in the Admin Question Package for CTC cases. This will help to move them out of the current workflows.

To review cases sent to the CTC in bulk, you can run COVID-19 LBOH CTC Data Report and review the returned data from that report.

**STEP 3: Update needed data fields in MAVEN for each incomplete CONFIRMED and PROBABLE EVENT.**

**Data Entry in MAVEN – most of this can be completed in the Wizard View**

<table>
<thead>
<tr>
<th>MAVEN Variables to Complete</th>
<th>QP3 – Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>QP1 – Administrative</strong></td>
<td>• Symptom variables (onset date &amp; symptoms)</td>
</tr>
<tr>
<td>• Steps 1-5</td>
<td>• Underlying illness</td>
</tr>
<tr>
<td><strong>QP2 - Demographic</strong></td>
<td>• Clinical complications</td>
</tr>
<tr>
<td>• Race</td>
<td>• Was case hospitalized?</td>
</tr>
<tr>
<td>• Is case Hispanic?</td>
<td>• Hospital Name</td>
</tr>
<tr>
<td>• Employer Name &amp; Occupation (for HCP or “retired” for residents, etc.)</td>
<td>• Outcome:</td>
</tr>
<tr>
<td></td>
<td>• Died/Recovered. This is where deaths are captured.</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>MAVEN Variables to Complete</th>
<th>Contact Monitoring Status in QP6 needs to be completed.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question Package 5: Risk/Exposure/Control &amp; Prevention</strong></td>
<td><strong>Participants Tab (edit Person button)</strong></td>
</tr>
<tr>
<td>• “Employed at, admitted to, or visited a healthcare Setting?”</td>
<td>• Gender</td>
</tr>
<tr>
<td>• Yes/No/Unk</td>
<td>• Address (confirm address is correct for facility residents. Confirm address is correct for HCWs that live elsewhere (not at facility)).</td>
</tr>
<tr>
<td>• Where is the facility located? (facility name &amp; town OR facility name &amp; full address?)</td>
<td></td>
</tr>
<tr>
<td>• “Is case a healthcare worker?”</td>
<td></td>
</tr>
<tr>
<td>• “Does the case have direct patient care responsibilities?”</td>
<td></td>
</tr>
<tr>
<td>• “Worker type?”</td>
<td></td>
</tr>
</tbody>
</table>

For cases where data variables are complete, case has been released from isolation, and investigation is over, make sure to complete the final variables to remove the case from your active workflows and the EMS First Responder Report.

- Does “Contact Monitoring Status” equal Completed or still blank?
- Are Step 3 - LBOH/Agency Investigator & Step 4 - Case Report Form blank or are they completed?

These are the main data fields you need to complete to wrap up a Confirmed or Probable event after investigation and data entry is finished. If you see you have events with blank data for these fields, you need to go into the MAVEN events and complete the data.

**EVENT REVIEW CHECK-LIST (for older events)**

1. Look up in MAVEN.
2. Check Lab Tab – Does first positive labs data match event date? Is case classification correct? If not, report to ISIS for case classification or event date update.
3. Quickly review event notes.

You can use the COVID-19 Wizard to View all the major Questions in one screen.

4. **Question Package #6 - Contact Monitoring.**
   a. Make sure Contact Monitoring Status= Completed. (or appropriate status, it but should not be Blank or In Progress.)
5. **Admin Question Package Steps 1-5.**
   a. Update Steps 1-5 as needed.
   b. Note: **Step 5 - LBOH final review** was created to allow for local supervisor review at the LBOH. Confirm with your supervisor if there is a local process for completing this variable.
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Additional Data Cleaning Tasks:

1. Run the report and then sort by name. Any duplicates?
   - Email isishelp@state.ma.us with MAVEN ids when multiple events for the same person should be merged together. (If there is a noted difference across the events, please note the correct data (such as spelling or correct address)).