COVID-19 Cleaning Up Old Contact Events
June 5, 2020 Ver 1.0

Goals: Cleaning up workflows, wrapping up contact events, and making sure we didn’t miss any contacts that became cases. (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 past 2 week quarantine period.
3. Make sure no positive labs have been added but missed.
   a. Most new positives will be caught and trigger a change in Case Classification Status from CONTACT to PROBABLE (serology+) or CONFIRMED (PCR+).
   b. If you see a positive lab for a CONTACT, call Epi Program or email isishelp@state.ma.us for an update to the Case Classification Status.

STEP 1: To See your Contact Events, Run the COVID-19 LBOH Contact Line List Report.

**TIPS:**
- Run from 01/01/2020 to Tomorrow’s Date (to capture today)
- 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).
- 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.
- If that date range is too long, just start with Jan 1 – Feb 1, then do Feb 1 – Mar 1, etc. Until you have tackled these contacts one month at a time.
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STEP 2: Determine which Contact Events need some review and data completion.

Look at your report extract. If you have pulled the data into Excel, sort by “Last potential exposure date” column. Contacts over 2 weeks from this date should be done with their 14 day quarantine period.

For each Contact Event:

- 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 contact event. If you see you have contact events with blank data for these fields, you need to go into the MAVEN events and complete the data.

STEP 3: Update needed data fields in MAVEN for each incomplete CONTACT EVENT.

CONTACT EVENT REVIEW CHECK-LIST (for older events)

1. Copy MAVEN ID & Look up in MAVEN.
2. Check Lab Tab – Any positive labs? If so, report to ISIS for case classification 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.