As part of the 6.4.1.6.5.1 (aka “LBJ Release) we have updated the Administrative Question Package and how you answer your LBOH Questions for Case Report Forms. We hope these changes will make your job easier as well as allow us to more accurately track the important work you do.

Past Version: You answered 6 steps to complete and submit your Case Report Form electronically using MAVEN – Local Health and Investigation Steps (1-6).
For the new release of MAVEN we retired and renamed several variables as requested by you our users. “CRF Submit Date” (previously Step 4) and “Lost to Follow-up” are retired. “LBOH notified” (Step 1) is now renamed “LBOH acknowledged.”

New Version: Now answer **Five Steps** to complete and submit your Case Report Form.

![Event ID:](image)

*We have added a “Helpful tools for case investigation follow-up” tipsheet hyperlink under step 2.*
In this release you also have more flexibility in answering whether the Case Report Form was completed.

**Several Scenarios for Answering “Step 4: Case Report Form Completed”**

**Example 1:** When you complete the case investigation and followup choose **Yes** for “Case Report Form Completed” (Step 4) and then choose **Local Board of Health (LBOH) – Ready for MDPH review**.

*If an epidemiologist completes the case investigation and followup he/she will answer Steps 2, 3, and 4 so you are aware that the case investigation is complete. We expect you to answer Steps 1 and 5. There will also be notes in the notes section regarding case details.
Example 2: When you choose No for “Case Report Form Completed” (Step 4), you would then choose one of the primary reasons why you have not completed your case investigation. We have also provided an Other (specify) option which allows for a free text answer.

These are the options listed for reasons you are unable to complete your case investigation:

- Patient lost to follow-up
- Physician not reachable
- Language barrier
- Inadequate resources at LBOH
- Other

Either a “Yes” or “No” answer to Step 4 will move the event from your “Online LBOH notified but Case Report Forms (CRF) are pending” workflow to the “Online LBOH needs final review” workflow.

If you have questions about the new Administrative Question Package changes or MAVEN in general, please email isishelp@state.ma.us or contact the MAVEN help desk at 617-983-6801.