

# Training Module for Mandatory Communicable Disease Reporting in Cuyahoga County, Ohio

Approximate time to complete training is 15 min



- Welcome to the Training Module for Mandatory Communicable Disease Reporting in Cuyahoga County, Ohio.
- Approximate time to complete this training is: 15 minutes

# Purpose

- This training module is intended for healthcare providers (physicians, hospitals, infection preventionists), laboratorians, and public health system partners to provide key information on the requirements associated with mandatory communicable disease reporting.



- This training module is intended for healthcare providers (physicians, hospitals, infection preventionists), laboratorians, and public health system partners to provide key information on the requirements associated with mandatory communicable disease reporting.
- It is very important that health care providers do not rely on diseases being reported by laboratories as things can get missed.
- Making sure all communicable diseases are properly reported must be a team effort.

# Training Objectives

1. To describe the process associated with mandatory communicable disease reporting in Cuyahoga County, Ohio.
2. To provide links to useful resources for mandatory communicable disease reporting.

Content for this training module was developed from the Ohio Department of Health's *Infectious Disease Control Manual* (IDCM)



- The objectives of this training are two-fold.
- To describe the process associated with mandatory communicable disease reporting in Cuyahoga County, Ohio.
- To provide links to useful resources for mandatory communicable disease reporting.
- We will reference certain documents throughout the training. Links to those documents will be provided at the end of the module for your reference.
- Content for this training module was developed from the Ohio Department of Health's *Infectious Disease Control Manual* (IDCM). A link to this manual can be found at the end of the training module.

# Why Should Communicable Diseases be Reported?

- For disease control and prevention
- For surveillance
- For identification of outbreaks
- **For these reasons, it is part of state law to report communicable diseases.**

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- Let's start with discussing why communicable diseases should be reported.
- There are three reasons why communicable diseases should be reported.
- For disease control and prevention
- For surveillance and
- For identification of outbreaks
- When diseases are reported, epidemiologists can track patterns and outbreaks of diseases in order to prevent and/or contain them.
- For these reasons, it is part of state law to report communicable diseases.

# Who is Mandatory Communicable Disease Reporting For?

- **Healthcare providers** (physicians, hospitals, infection preventionists) with knowledge of a case or suspect case of a disease which is required to be reported
- **Laboratorians** that examine specimens of human origin with evidence of diseases which are required to be reported
- **Any individual** having knowledge of a person suffering from a disease suspected of being communicable

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- So, who is mandatory communicable disease reporting for?
- Healthcare providers (which includes physicians, hospitals, infection preventionists) with knowledge of a case or suspect case of a disease which is required to be reported
- Laboratorians that examine specimens of human origin with evidence of diseases which are required to be reported
- Any individual having knowledge of a person suffering from a disease suspected of being communicable

# Public Health and Clinical Medicine

- Protecting the health and well-being of the public must be a shared responsibility between clinical providers, laboratorians, public health officials, infection preventionists and the public.
- Any outbreak investigation requires the sharing of information from all knowledgeable parties to arrive at a clear understanding and resolution which will ensure the safety of all, both today and in the future.



- It takes a team to protect the health and well-being of the public.
- Sharing of information is critical for the success of an outbreak investigation.

# What about HIPAA?

- The HIPAA Privacy Rule recognizes the legitimate need for public health authorities to have access to protected health information.
- Covered entities are protected from disclosing protected health information, without authorization, to public health authorities for the purpose of preventing or controlling disease, injury, or disability.
- This would include, for example, the reporting of a disease or injury; reporting vital events, such as births or deaths; and conducting public health surveillance, investigations, or interventions.
- For further information, please refer to 45 CFR 164.512(b)

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- As we begin this discussion, we wanted to answer a question that may be on some of your minds.
- Can sharing health information about patients with public health officials be considered a violation of HIPAA?
- The following information is taken from the Health and Human Services website which details a thorough explanation for the rules regarding disclosures for public health activities.
- It states that ““The HIPAA Privacy Rule recognizes the legitimate need for public health authorities and others responsible for ensuring public health and safety to have access to protected health information to carry out their public health mission”.
- “The Privacy Rule permits covered entities to disclose protected health information, without authorization, to public health authorities who are legally authorized to receive such reports for the purpose of preventing or controlling disease, injury, or disability. This would include, for example, the reporting of a disease or injury; reporting vital events, such as births or deaths; and conducting public health surveillance, investigations, or interventions”
- For further information, please refer to 45 CFR 164.512(b)”

# What Needs to Be Reported?

- Please refer to the “Know Your ABCs” based on Ohio Administrative Code Chapter 3701-3. (See link and example below.)
- <http://www.odh.ohio.gov/pdf/IDCM/intro1.pdf>.

## Know Your ABCs: A Quick Guide to Reportable Infectious Diseases in Ohio From the Ohio Administrative Code Chapter 3701-3; Effective September 16, 2016

### Class A:

Diseases of major public health concern because of the severity of disease or potential for epidemic spread – report immediately via telephone upon recognition that a case, a suspected case, or a positive laboratory result exists.

- |                                       |   |   |   |
|---------------------------------------|---|---|---|
| • Anthrax                             | • Meningococcal disease                   | • Severe acute respiratory syndrome (SARS)                            | • fever, Marburg hemorrhagic fever, and Crimean-Congo hemorrhagic fever |
| • Botulism, foodborne                 | • Middle East Respiratory Syndrome (MERS) | • Smallpox  | • Yellow fever  |
| • Cholera                             | • Plague                                  | • Tularemia   |   |
| • Diphtheria                          | • Rabies, human                           | • Viral hemorrhagic fever (VHF), including Ebola virus disease, Lassa |   |
| • Influenza A – novel virus infection | • Rubella (not congenital)                |   |   |
| • Measles                             |   |   |   |

Any unexpected pattern of cases, suspected cases, deaths or increased incidence of any other disease of major public health concern, because of the severity of disease or potential for epidemic spread, which may indicate a newly recognized infectious agent, outbreak, epidemic, related public health hazard or act of bioterrorism.

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- We will now begin to discuss how someone can determine whether a disease needs to be reported.
- Diseases and outbreaks are divided up into groups (called “classes”) based on their severity or epidemic potential (such as the ability to easily be spread to others).
- Class A diseases are of major public health concern because of the “severity of disease or potential for epidemic spread”. Some examples of class A diseases are Meningococcal disease, Foodborne Botulism, Measles
- Class B diseases require timely reporting because of “potential for epidemic spread”. Some examples of class B diseases are E. coli O157:H7, Pertussis, and Lyme Disease
- Class C includes “outbreak[s], unusual incident[s] or epidemic[s] of other diseases (eg. histoplasmosis, scabies, staphylococcal infections, pediculosis). Includes outbreaks that may be community, food borne or waterborne.

# How Do I Know Where to Report the Information?

- Generally based on residence of case

## If case resides outside of Cuyahoga County

- Please refer to the local health department for that county for details.

## If case resides in Cuyahoga County

- Reporting is centralized based on type of disease.



- Generally, a case's residence determines where the report needs to be sent.
- If the case resides outside of Cuyahoga County, please refer to the local health department for that county for details on how to report communicable diseases.
- It is important to know that in Cuyahoga County, reporting is centralized based on type of disease.
- If the case resides in Cuyahoga County, then the following guidelines will apply. Certain diseases have their own guidelines for reporting. We will cover those in the upcoming slides, beginning with AIDS.

# For AIDS

- All Cuyahoga County resident AIDS cases should be reported to:
- The Office of Communicable Disease Surveillance and Epidemiology, Cleveland Department of Public Health.
- Attention: Vino Sundaram
- By Mail: 75 Erieview Plaza, 3rd Floor Cleveland, OH 44114-1839
- By Fax: (216) 664-6159

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- By Fax: (216) 664-6159

# For HIV, Syphilis, and All Other Reportable STDs

- All Cuyahoga County resident HIV, Syphilis, and all other reportable STD cases should be reported to:
- J. Glen Smith Health Center, Cleveland Department of Public Health
  - By Mail: Attention: DIS STD Unit. 11100 St Clair Ave. Cleveland, OH 44108
  - Fax number (216) 420-7712
  - Phone: (216) 664-7099

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- Fax number (216) 420-7712
- Phone: (216) 664-7099

# For Tuberculosis

- All Cuyahoga County resident *Suspect* and *Identified Cases* to MetroHealth TB Clinic
  - Phone number: (216) 778-8083
  - Fax number: (216) 778-3710



- All Cuyahoga County resident Suspect and Identified Cases should be reported to MetroHealth TB Clinic
  - Phone number: (216) 778-8083
  - Fax number: (216) 778-3710

# For All Other Reportable Communicable Diseases

- Report all *suspect* and *identified* Cuyahoga County Resident cases to the Central Reporting at the Cuyahoga County Board of Health.
  - Phone number: (216) 201-2080, during normal business hours
  - Phone number: (216) 857-1433, after normal business hours
  - Fax number: (216) 676-1316



- For all other reportable communicable diseases, report all suspect and identified Cuyahoga County Resident cases to the Central Reporting at the Cuyahoga County Board of Health.
- Phone number: (216) 201-2080, during normal business hours
- Phone number: (216) 857-1433, after normal business hours
- Fax number: (216) 676-1316

## What To Do If a Case's Residence is Unknown or Outside of Ohio

- If residence is unknown, report to the local health jurisdiction in which the healthcare provider or laboratory is located.
- If residence is outside of Ohio and reporting via electronic laboratory reporting (ELR), report to the state of patient's residence.
- If residence is outside of Ohio and not reporting via ELR, report to the local health jurisdiction in which the health care provider or laboratory is located.

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- We've discussed where to report diseases when the residence of the case is known, however, before we move on, we'd like to present some brief guidelines on what should be done if the residence of the case is not known or if residence is outside of Ohio.
- If residence is unknown, report to the local health jurisdiction in which the healthcare provider or laboratory is located.
- If residence is outside of Ohio and reporting via electronic laboratory reporting (ELR), report to the state of case's residence.
- If residence is outside of Ohio and not reporting via ELR, report to the local health jurisdiction in which the health care provider or laboratory is located.

## What Information Needs to be Reported by Healthcare Providers?

- name of case or suspect case
- date of birth of case or suspect case
- sex of case or suspect case
- contact info including telephone number and street address
- provider's own name, number, and street address
- Any supplemental surveillance information for the specific disease being reported
- Diagnosis or suspected diagnosis (helpful to include positive lab results if lab testing has been done, clinical symptoms including onset date, if vaccine preventable illness, then include vaccine history)

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- We'll now go over what information needs to be included in a report.
- Note that what needs to be reported varies depending on whether you are a healthcare provider or laboratorian.
- The following information needs to be included in a case/suspect case report when it is made by a healthcare provider:
  - name of case or suspect case
  - date of birth of case or suspect case
  - sex of case or suspect case
  - contact info including telephone number and street address including city, state and zip code
  - Healthcare provider's own name, number, and street address
  - Any supplemental surveillance information for the specific disease being reported
  - diagnosis or suspected diagnosis
  - It is helpful to include positive lab results if lab testing has been done, clinical symptoms including date of onset, and vaccine history, if reporting a vaccine preventable disease)

# What Information Needs to be Reported by Laboratorians?

- name of case or suspect case
- date of birth of case or suspect case
- sex of case or suspect case
- street address, including city, state, and zip code
- Healthcare provider's name, number, and street address (including city, state and zip code)
- Laboratory test information:
  - Specimen identification number
  - Specimen collection date
  - Specimen type
  - Test name
  - Test result
  - Organism and serotype, as applicable

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- The following information needs to be included in a case/suspect case report when made by a laboratorian:
  - name of case or suspect case
  - date of birth
  - sex of case or suspect case
  - street address, including city, state, and zip code
  - Healthcare provider's name, number, and street address (including city, state and zip code)
  - Laboratory test information:
    - Specimen identification number
    - Specimen collection date
    - Specimen type
    - Test name
    - Test result
    - Organism and serotype, as applicable

# Information on Supplemental Surveillance Materials

- Depending on the disease, additional (supplemental) information may be required
- This information can be found in Section 3 of the Infectious Disease Manual (<http://www.odh.ohio.gov/pdf/IDCM/sect3TOC.pdf>)
- Link to entire manual: <http://www.odh.ohio.gov/healthresources/infectiousdiseasemanual.aspx>

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- Depending on the disease, additional (supplemental) information may be required
- This information can be found in Section 3 of the Infectious Disease Manual (<http://www.odh.ohio.gov/pdf/IDCM/sect3TOC.pdf>)
  - Section 3 includes links to detailed information regarding specific diseases including epidemiology, diagnosis and public health management.
- We have included the link to the entire Infectious Disease Control Manual from the Ohio Department of Health. <http://www.odh.ohio.gov/healthresources/infectiousdiseasemanual.aspx>

## How and When Should Communicable Diseases Be Reported?

- *How a disease is reported depends on who is making the report.*
- *When a disease is reported depends on the group the disease is in, referred to as **disease Class***

- Now, we will discuss how and when a report is made.
- How a disease is reported depends on who is making the report.
- When a disease is reported is the same for all reporters, and depends on the group, referred to as disease Class.

# How and When Should Communicable Diseases Be Reported for Healthcare Providers

- Class A diseases must be reported **immediately by phone** to the Cuyahoga County Board of Health at 216-201-2080.
- This should be followed up by submitting form HEA 3334 or supplemental forms as advised by the Cuyahoga County Board of Health.
- Class B and C diseases must be reported **by the end of the next business day** by submitting HEA 3334 in addition to any pertinent supplemental forms as appropriate.

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- For Healthcare providers, the following procedures apply.
- Class A diseases must be reported immediately by phone to the Cuyahoga County Board of Health at 216-201-2080.
  - This should be followed up by submitting form HEA 3334 or supplemental forms as advised by the Cuyahoga County Board of Health.
  - Follow up reports may also be made electronically via the Ohio Disease Reporting System (ODRS). We will discuss how in a couple slides.
- Class B and C diseases must be reported by the end of the next business day by submitting HEA 3334 in addition to any pertinent supplemental forms as appropriate.
  - Class B and C disease reports may also be submitted electronically via ODRS.

# How and When to Report- for Laboratorians

- Class A- **immediately by *phone*** to the Cuyahoga County Board of Health at 216-201-2080.
  - This should be followed up by submitting form HEA 3333 as advised by the Cuyahoga County Board of Health.
- Class B and C diseases must be reported by the end of the next business day by submitting HEA 3333

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- For Laboratorians, the following procedures apply.
- Class A diseases must be reported by phone immediately upon knowledge of a positive laboratory result to the Cuyahoga County Board of Health at 216-201-2080.
  - This should be followed up by submitting form HEA 3333 as advised by the Cuyahoga County Board of Health
  - Follow up reports may also be made electronically via the Ohio Disease Reporting System (ODRS) or through Electronic Laboratory Reporting (ELR).
- Class B and C diseases must be reported by the end of the next business day by submitting HEA 3333, or electronically via ODRS or ELR.

# Is Web-based or Electronic Reporting an Option?

- The Ohio Department of Health administers a web-based system that can be used by infection preventionists (IPs), health care providers, and laboratories.
- This system is called the Ohio Disease Reporting System (ODRS).
- ODRS can be used for follow up reports for Class A diseases and Class B and C reports.

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- Perhaps you're wondering how diseases can be reported electronically.
- The Ohio Department of Health administers a web-based system that can be used by infection preventionists (IPs), health care providers, and laboratories.
- This system is called the Ohio Disease Reporting System (ODRS).
- Per the IDCM manual, if a provider is reporting more than 200 Class A, B or C diseases a year, reporting via ODRS should be considered.
- ODRS can be used for follow up reports for Class A diseases and Class B and C initial reports.

# Ohio Disease Reporting System (ODRS)

- To become an ODRS user, healthcare providers, labs or IPs should contact their local health department as they will arrange setting up an account and training for you.
- *Troubleshooting ODRS*
  - For help with using ODRS, users should contact the ODRS HelpDesk at (614) 752-5190 and select option 2. The ODRS HelpDesk has staff available 8 AM to 5 PM Monday through Friday.



- To become an ODRS user, healthcare providers, labs or IPs should contact their local health department as they will arrange setting up an account and training for you.
- Some information is provided here for troubleshooting ODRS.

# Electronic Laboratory Reporting

- Hospitals and laboratories can use Electronic Laboratory Reporting (ELR) for the reporting of mandatory communicable diseases.
  - **Positive results of Class A diseases must still be reported by phone.**
- The IDCM recommends ELR reporting for laboratories that report 200 or more Class A, B, C diseases yearly.
- You may contact the Ohio Department of Health at [ELR@odh.ohio.gov](mailto:ELR@odh.ohio.gov) to discuss whether ELR would be suitable for your facility.

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- Note, positive results of Class A diseases must still be reported by phone.
- The IDCM recommends ELR reporting for laboratories that report 200 or more Class A, B, C diseases yearly.
- You may contact the Ohio Department of Health at [ELR@odh.ohio.gov](mailto:ELR@odh.ohio.gov) to discuss whether ELR would be suitable for your facility.

# Links to Resources

- **Infectious Disease Control Manual (IDCM):** <http://www.odh.ohio.gov/pdf/IDCM/intro1.pdf>
- **Reporting Guidance for Cuyahoga County:** <http://www.ccbh.net/wp-content/uploads/2017/03/Reporting-Guidance-for-Cuyahoga-County-revised-8-26-16.pdf>
- **Section 3 of IDCM (disease specific information):**  
<http://www.odh.ohio.gov/pdf/IDCM/sect3TOC.pdf>
- **ABC's of Reportable Diseases:** <http://www.ccbh.net/wp-content/uploads/2017/03/ABCs-9-16-16.pdf>
- **HEA 3334 Form:** [http://www.ccbh.net/s/HEA3334\\_100308\\_wContactInfo.pdf](http://www.ccbh.net/s/HEA3334_100308_wContactInfo.pdf)
- **HEA 3333 Form:** <http://www.odh.ohio.gov/pdf/IDCM/frm3333.pdf>
- **ODRS:** <http://www.odh.ohio.gov/healthstats/elr/odrs1.aspx>
- **ELR:** <https://www.odh.ohio.gov/healthstats/elr/elr1.aspx>
- **HIPPA Privacy Information:**  
<https://www.hhs.gov/sites/default/files/ocr/privacy/hipaa/understanding/special/publichealth/publichealth.pdf>



- Here we have links to all the resources mentioned throughout the training.

# Thank You!

- Thank you for taking the time to listen to this training module on the mandatory reporting guidelines for communicable diseases.
- Questions or Suggestions?
  - Please call: 216-201-2080



- Thank you for taking the time to listen to this training module on the mandatory reporting guidelines for communicable diseases.
- If you have any questions regarding reporting guidelines or this training module, or have suggestions on how this module may be improved, please call: 216-201-2080