

Last Updated: 12/7/2020

Important!
This information can also be found in our
consolidate User Guide [here](#).

Assigning an Outbreak in EpiTrax

EpiTrax Quick Reference Guide



Assigning an Outbreak in EpiTrax

When an outbreak occurs, any associated cases must be assigned to an outbreak ID in EpiTrax.

A COVID-19 case is entered in EpiTrax and follows the event workflow where it is assigned to an LHD and the case investigation begins.

As the LHD investigates, information about potential exposures the case had during the incubation period should be entered in the **Exposures** section as outlined below:

1. Click on the **Investigation** tab and scroll down to the **Exposures** section.

Edit Morbidity Event

Options Workflow Options View Navigate Complete Investigation Save & Continue Save & Exit

Testfamily, Abraham	Event type	Workflow status	Investigator	Disease	Brief note
Record #: 202008929	Morbidity	Under investigation	JOAQUIN ALARCON	COVID-19	<input type="text"/> Save
Investigating Agency	State case status	LHD case status	Event date		
ADAIR COUNTY HEALTH DEPARTMENT		Confirmed	08/1/2020		

Demographic Clinical Laboratory Contacts Encounters **Investigation** Notes Administrative

2. Click **+ Exposure**.

Exposures

No exposures found.

3. Enter the information for:
 - a) **Exposure place**
 - b) **Beginning** exposure date
 - c) **Ending** exposure date

Exposures

3a Exposure place

3b Beginning

3c Ending


Description

No exposures found.

Assigning an Outbreak in EpiTrax


If there are other exposures at the same place and the case is considered part of an outbreak, the LHD requests an outbreak ID from DHSS.

If the exposure place/event is determined to be an outbreak, the LHD should request an outbreak ID by emailing covid.outbreak.notifications@health.mo.gov.

 **Note:** All outbreaks should be named and entered into EpiTrax by DHSS only, as the outbreak group keeps track of all outbreaks when the IDs are requested, and names them using a specific naming convention.

DHSS will create an outbreak ID in EpiTrax and inform the affected LHD(s). The outbreak ID must be added to each event that is associated with the outbreak. The LHD will add the outbreak ID to any cases associated to that outbreak by following the steps below:

1. Click on the **Administrative** tab.



Edit Morbidity Event

Options ▾ # Workflow Options ▾ ↕ View ▾ ⇌ Navigate ▾ Complete Investigation  Save & Continue  Save & Exit

Testfamily, Abraham
Record #: 202008929
Investigating Agency: ADAIR COUNTY HEALTH DEPARTMENT

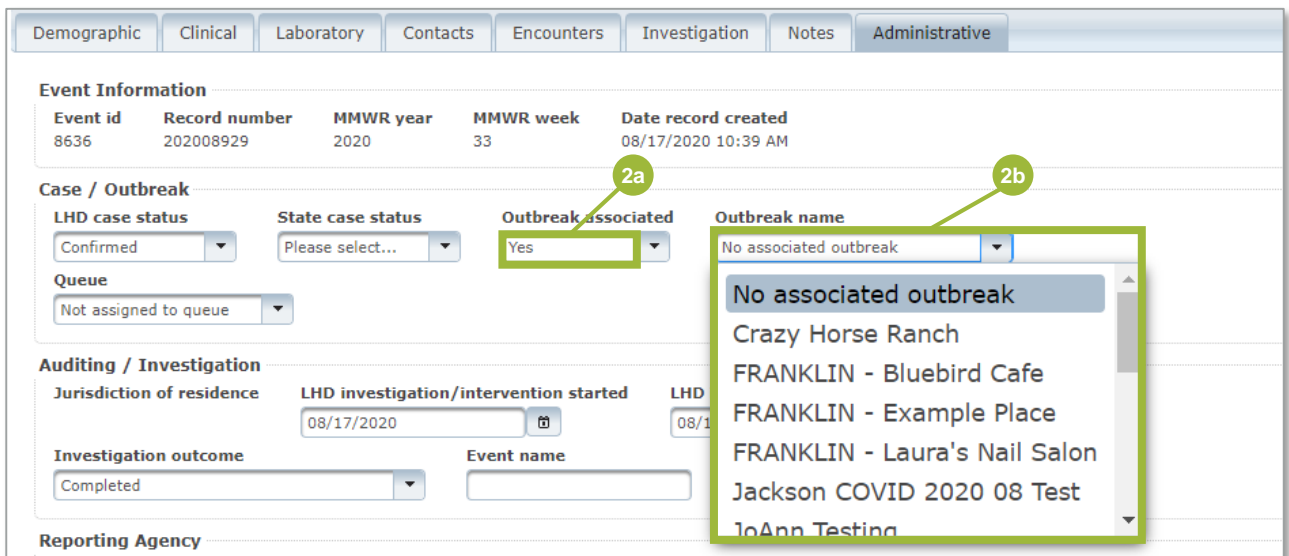
Event type	Workflow status	Investigator	Disease	Brief note
Morbidity	Under investigation	JOAQUIN ALARCON	COVID-19	<input type="text"/>

State case status: Confirmed LHD case status: Confirmed Event date: 08/12/2020

Demographic Clinical Laboratory Contacts Encounters Investigation Notes **Administrative**

2. In the **Case / Outbreak** section:

- a) Click **Yes** in the **Outbreak associated** field.
- b) Then click the correct Outbreak ID in the **Outbreak name** field.



Demographic Clinical Laboratory Contacts Encounters Investigation Notes **Administrative**

Event Information

Event id	Record number	MMWR year	MMWR week	Date record created
8636	202008929	2020	33	08/17/2020 10:39 AM

Case / Outbreak

LHD case status: Confirmed State case status: Please select... **Outbreak associated: Yes** (2a) **Outbreak name:** No associated outbreak (2b)

Queue: Not assigned to queue

Auditing / Investigation

Jurisdiction of residence: LHD investigation/intervention started: 08/17/2020 LHD: 08/17/2020

Investigation outcome: Completed Event name:

Reporting Agency

- No associated outbreak
- Crazy Horse Ranch
- FRANKLIN - Bluebird Cafe
- FRANKLIN - Example Place
- FRANKLIN - Laura's Nail Salon
- Jackson COVID 2020 08 Test
- JoAnn Testing

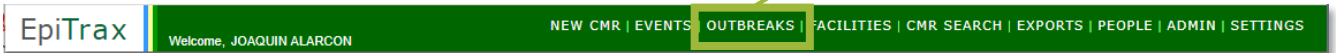
Assigning an Outbreak in EpiTrax

Outbreak Report

Once case investigation is complete, the LHD may link additional cases to an outbreak ID, if necessary. If an outbreak report is required, the LHD may execute the report.

To view or edit a specific outbreak:

1. Click on **Outbreaks** in the top green bar. This will bring up a list of all the outbreaks entered into EpiTrax by DHSS.



2. Search for the outbreak that you want to view and/or edit, and then click on the **Options** button on the left of the desired outbreak.
3. Choose the action you want to take.

The **Edit Outbreak** function will allow the LHD to view the cases associated with the outbreak. You can also add or remove events from the outbreak; however it is recommended that you use the steps previously described and enter an outbreak directly into the event.

Outbreaks

(Outbreaks 1 - 17 of 17, Page: 1/1) [Navigation icons] [50]

Actions	Outbreak Number	Outbreak Name	Disease	Disease Type	Agency
Options	2020-00002	Wild Heart Home	COVID-19		COLE COUNTY HEALTH DEPARTMENT
Options	2020-00003	Crazy Horse Ranch	COVID-19		
Options	2020-00004	St. Louis Cardinals	COVID-19		CITY OF ST LOUIS DEPARTMENT OF HEALTH
Options	2020-00005	Wild Heart Home	COVID-19		
Options	2020-00008	Jackson COVID 2020 08 Test	COVID-19		JACKSON COUNTY HEALTH DEPARTMENT
Options	2020-00009	LocalOutbreakTest1	COVID-19		DHSS-STATEWIDE
Options		ateOutbreakTest1	COVID-19		DHSS-STATEWIDE
Options		ateOutbreakTest2	COVID-19		DHSS-STATEWIDE
Options		ocalOutbreakTest2	COVID-19	Respiratory	FRANKLIN COUNTY DEPARTMENT OF HEALTH
Options	2020-00013	LocalOutbreakTest1	COVID-19		DHSS-STATEWIDE

Options menu for 2020-00009:

- Edit Outbreak
- View Outbreak
- Export LocalOutbreakTest1

Assigning an Outbreak in EpiTrax

The **Edit Outbreak** function will allow the LHD to view the cases linked to the outbreak. You can also add or remove events from the outbreak; however it is recommended that you use the steps previously described and enter an outbreak directly into the event.

Edit Outbreak > Wild Heart Home CREATED: Aug 5, 2020 - 02:34 PM

Options ▾ Save & Continue Save & Exit

Summary Admin Notes Associated Events Investigation Report Associated Outbreaks Sharing

Events for Wild Heart Home Remove Events Add Events

(Events 1 - 2 of 2, Page: 1/1) 1 50 ▾

Record ▾	Demographics	Local Status	State Case Status	Agency	Onset Date
Morbidity 2020120968	FalseName Woodchuck Birth Date: 11/07/1932 Age at onset: Unknown	Confirmed	Confirmed	ADAIR COUNTY HEALTH DEPARTMENT	08/21/2020
Morbidity 202008940	STEVEN HUBER Birth Date: 08/23/1955 Age at onset: 64 Years 6 Months 25 Days			COLE COUNTY HEALTH DEPARTMENT	03/19/2020

(Events 1 - 2 of 2, Page: 1/1) 1 50 ▾

4. Once all cases are associated to the outbreak ID, the LHD will then link contacts to the outbreak if applicable.
 - a) [Open a Contact event](#). (same process as opening a Morbidity event)
 - b) Click on the **Administrative** tab.
 - c) Click **Yes** in the **Outbreak associated** field.
 - d) Click the correct outbreak in the **Outbreak name** field.

Edit Contact Event

Options ▾ # Workflow Options ▾ View ▾ Navigate ▾ Save & Continue Save & Exit

Testfamily, Abraham
Record #: 202009804

Event type: Contact
Workflow status: Not participating in workflow.
Investigator: Not assigned
Disease: COVID-19

Investigating Agency: CITY OF ST LOUIS DEPARTMENT OF HEALTH
Event date: 08/25/2020
Parent patient: Fred TestCouple

Brief note: Save

Demographic Clinical Laboratory Contacts Encounters Investigation Notes **Administrative** 4b

Event Information

Event id	Record number	MMWR year	MMWR week	Date record created
9513	202009804	2020	35	08/25/2020 06:37 PM

Case / Outbreak

Outbreak associated: **Yes** 4c
Outbreak name: **Wild Heart Home** 4d
Queue: Not assigned to queue

Assigning an Outbreak in EpiTrax

5. Indicating that an Outbreak Report is required will prompt several fields to complete by the LHD.
 - Outbreak Reports are not currently required for COVID-19 outbreaks but will be for other conditions in the future.

Edit Outbreak > Wild Heart Home CREATED: Aug 5, 2020 - 02:34 PM

Options ▾ Save & Continue Save & Exit

Summary Admin Notes Associated Events Investigation **Report** Associated Outbreaks Sharing

Outbreak Report
Does this outbreak require a report?
 Yes No
Why doesn't this outbreak require a report?
Select a reason ▾

6. Once the outbreak is complete and no other cases, facilities, or contacts are associated with the outbreak, the LHD marks the outbreak **Completed**. To do this, follow the steps below:
 - a) Repeat steps 1-3.
 - b) Click on the **Admin** tab.
 - c) Click on the **Status** field and select **Completed**.

Edit Outbreak > Wild Heart Home CREATED: Aug 5, 2020 - 02:34 PM

Options ▾ Save & Continue Save & Exit

Summary **Admin** Notes Associated Events Investigation Report Associated Outbreaks Sharing

Number 2020-00002
Name Wild Heart Home
Type Local Outbreak
Date Outbreak Identified 08/05/2020
Status **COMPLETED**
Investigating Agency Please select...
Lead Investigator ACTIVE
Disease **COMPLETED**
Disease Type Please select or type in value...
Major setting of exposure Please select or type in value...
Associate New Facilities Press Enter to search

Looking for help?

Contact the EpiTrax Helpdesk with questions:
Telephone: (573) 526-9533
Email: EpiTrax@health.mo.gov
Hours: 8:00 am – 8:00 pm, Monday – Friday

