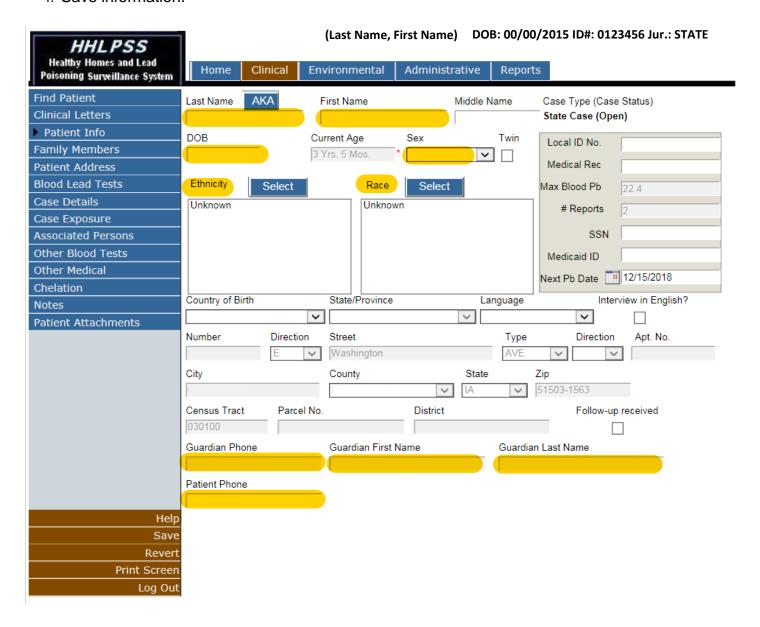
HHLPSS Case Management - Clinical and Environmental Data Fields

Clinical Case Management

Highlighted fields must be must be completed and checked for accuracy by the clinical case manager or data entry person. Some fields, especially grayed out fields, are automatically populated by HHLPSS. Verify the information in these fields are correct. Contact IDPH regarding fields that are incorrect and cannot be corrected by the case manager or data entry person.

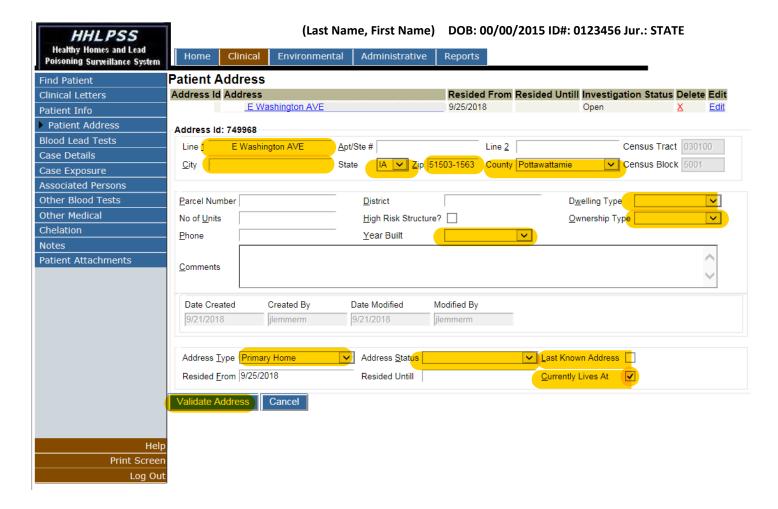
Patient Information

- 1. Confirm and update patient information.
- 2. Complete all required (highlighted) fields.
- 3. Add "Ethnicity" and "Race" information.
- 4. Save information.



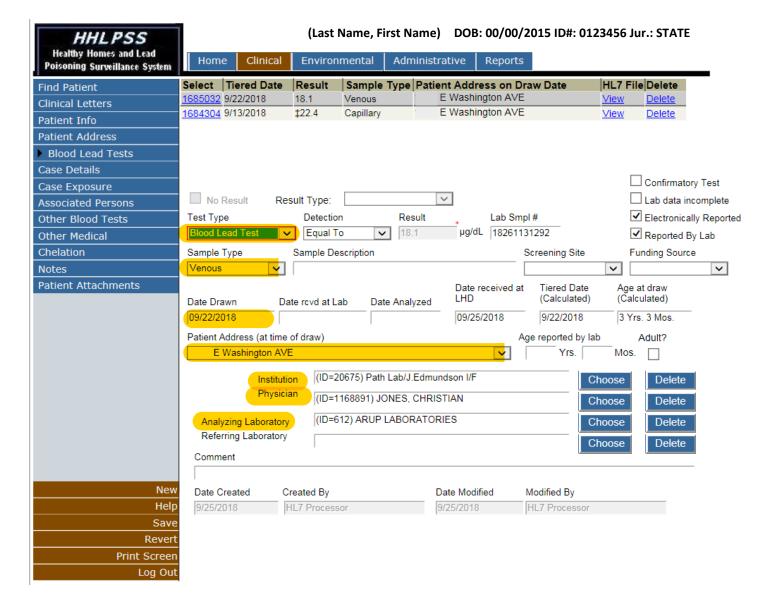
Patient Address

- 1. Verify Patient Address.
- 2. Validate Address
- 3. Dedup address, if necessary.
- 4. Complete all required (highlighted) fields.
- 5. Save Address



Blood Lead Tests

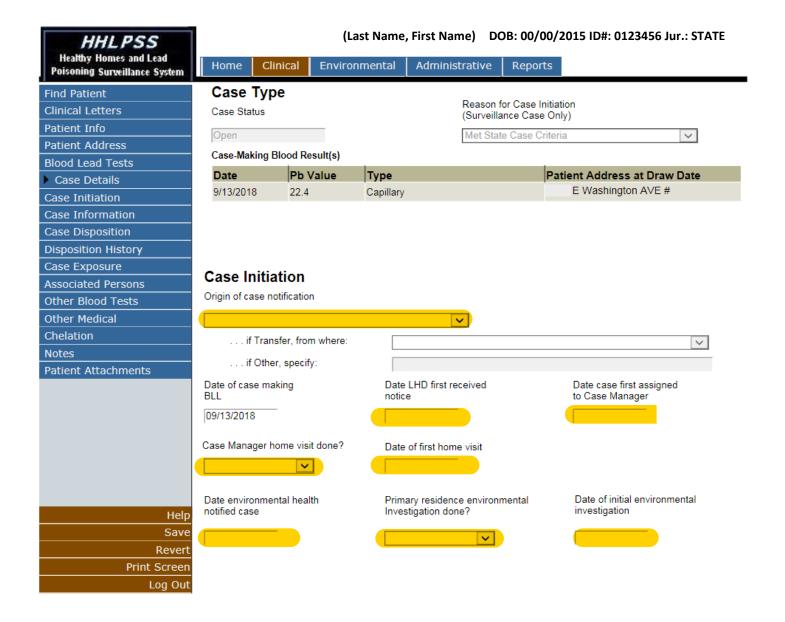
- 1. Confirm blood lead "Result" and "Sample Type" are correct.
- 2. If necessary, verify confirmatory test has been completed.
- 3. Verify "Physician" and "Analyzing Laboratory" are present for most recent blood lead test.
- 4. Save all changes made on Blood Lead Tests page.



Case Details

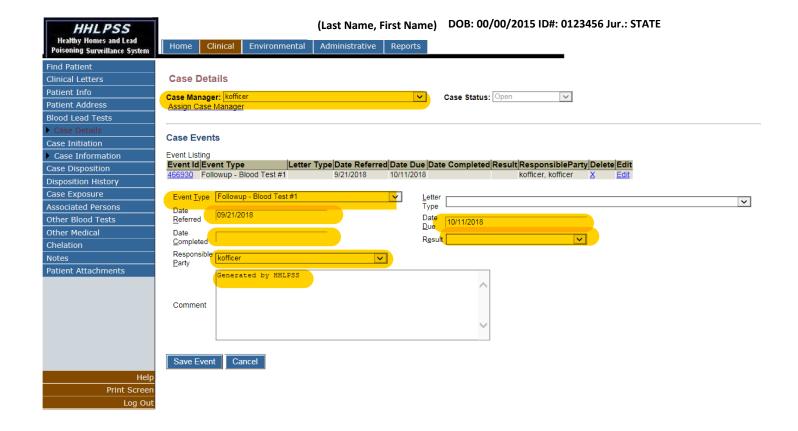
Case Initiation

- 1. Complete Case Initiation information.
- 2. Save information.



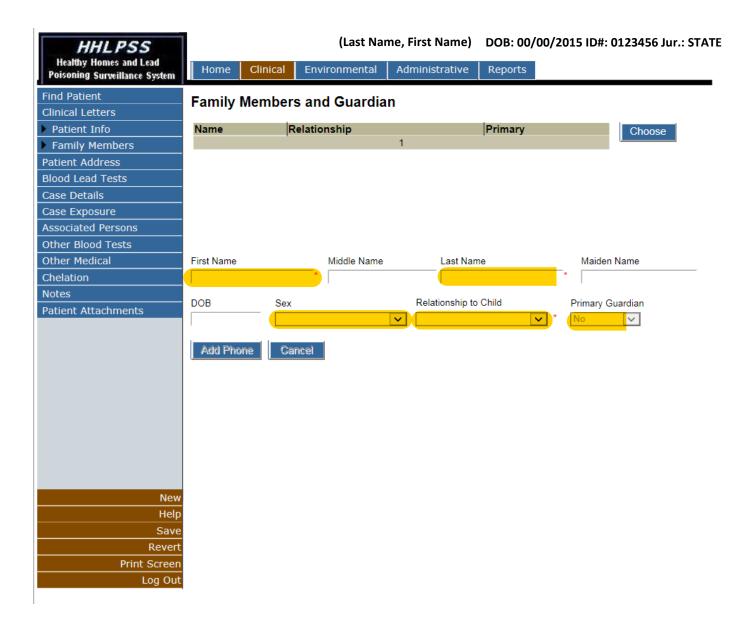
Case Information

- 1. Complete "Case Details" information.
- 2. Assign a clinical "Case Manager".
- 3. Add Case Events for patient contacts and follow-up activities completed.
- 4. Save events.



Family Members

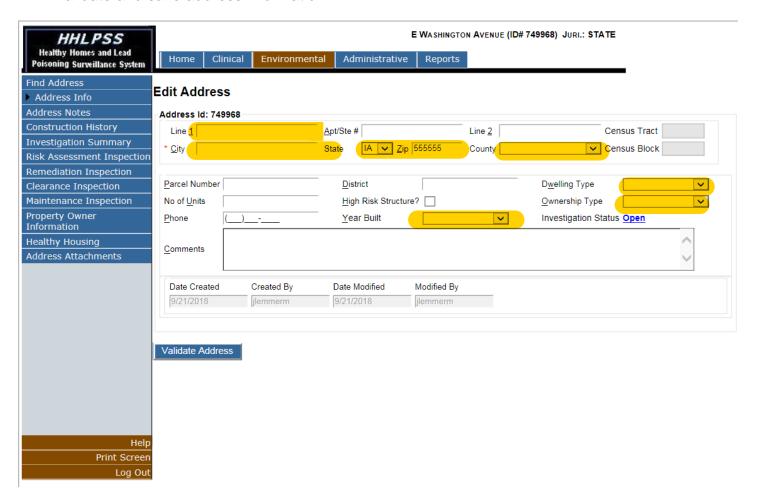
- 1. Add "New" primary parent or guardian information.
- 2. Save information.
- 3. Add as "Primary" guardian.
- 4. Add phone number.
- 5. Save information.



Environmental Case Management

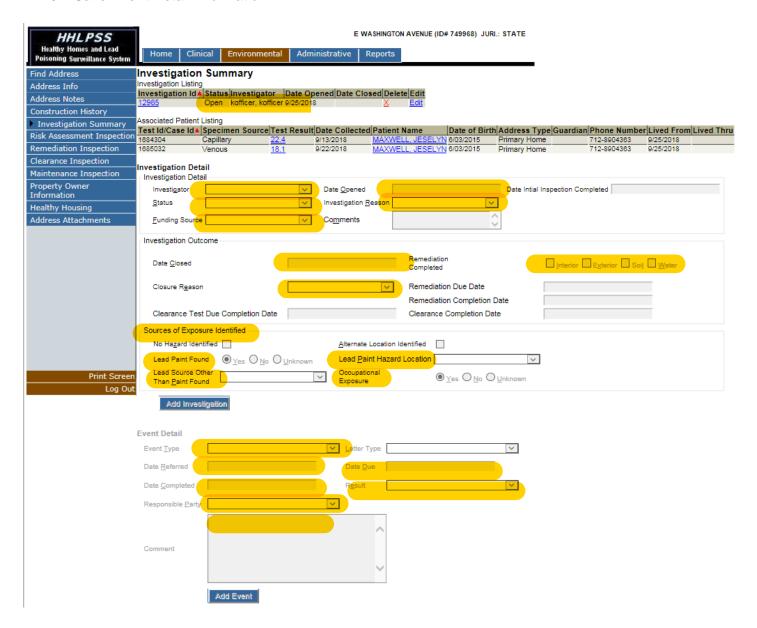
Address Information

- 1. Confirm and update address information.
- 2. Validate and save address information.



Investigation Summary

- 1. Add EBL Inspector name.
- 2. Add investigation details and save information.
- 3. Click on "Add Event" to add event details.
- 4. Enter "Event Type", "Date Referred", "Date Due", "Date Completed", "Result", "Responsible Party", and "Comment".
- 5. Save Event Detail information.



Risk Assessment

- 1. Click on "Investigation Id" to access the Risk Assessment Inspection Detail.
- 2. Click on "Add Risk Assessment Inspection".
- 3. Add the "Start Date" and "Completion Date" of the EBL inspection.
- 4. Save Risk Assessment Inspection.

