



HEALTHY HOMES AND LEAD POISONING SURVEILLANCE SYSTEM (HHL PSS)

Guidance Manual for
Childhood Lead Poisoning
Prevention Program
Case Managers
November 2016

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Welcome

Welcome to HHLPSS, the Healthy Housing and Lead Poisoning Surveillance System. HHLPSS is a web-based, case management and surveillance application that was developed to help local Childhood Lead Poisoning Prevention Programs (CLPPPs) track, investigate, and follow up on lead poisoning cases. HHLPSS stores comprehensive data relevant to lead poisoning cases, including patient names, addresses, blood lead results, and follow-up data. Using this data, HHLPSS generates case management letters, alerts, reports and analyses.



Two-Factor Authenticator App

The Department now uses a third party authenticator app on your smart phone or your computer to access HHLPSS. When you are granted access to HHLPSS, you will receive a letter containing a scan code and secret key which will be unique to you. **NOTE: Please be advised you will need this document if you get a new phone or new computer, so you must keep it.** You must complete the two-factor authentication app setup of your choice to access the Application and Network Access Portal.

Editorial Note: Use of the Authenticator app is much easier on your smart phone than on your desktop computer. If you choose the desktop option, you will need to enter a password every time you want the six-digit code – you effectively have to enter a password to get a password. If you choose the smart phone option, you can use the Authenticator app for many other applications such as Facebook, Amazon, Google, etc. – any account you want to prevent from being hacked.

To select the smart phone option:

- Search for “Google Authenticator” in your app store; once found, click on the “Get” button, then click on the “Install” button;
- Once the app is installed, tap on it to open the app. At the top of your phone, you should see a blue bar with “Authenticator” at the top. Over to the right, you should see a “+” and a pencil. Click on the “+” to add an account, and the pencil to edit an account.
- When you have clicked on “+” to add an account, 2 options will appear at the bottom of your phone: “Scan barcode” and “Manual entry”. If you choose the “Scan barcode” option, a green square will appear – you should pass this green square over the scan code in the letter you received. If you choose the “Manual entry” option, you will be given the opportunity to name your account (sugg: HHLPSS) and enter the secret key in the letter you received.
- When setup is complete, you should see a six-digit number above the name you gave to your account. (If you used the scan option, you probably were not given the opportunity to name your account. Click on the pencil in the right corner of the blue bar to edit your accounts.) You will enter this six-digit number in the “TOKEN Password” field of the Application and Network Access Portal – enter the six digits together, no spaces, and no 4-digit SoftPIN as you did with the tokens.

To select the desktop computer option:

- Go to: <https://winauth.com/download>
- Click on WinAuth 3.5.1. This should download a zip file shown at the bottom of your screen
- Open the downloaded zip file
- Click on and drag the WinAuth.exe to your desktop, then close the zip file. There should



now be an icon on your desktop that looks like this:

- Double-click on the desktop icon.
- On the next screen, uncheck the box next to 'Always ask before opening this file'
- Click Run
- On the next screen, click 'Add' and choose Authenticator from the dropdown menu.
- On the next screen, enter the secret code provided in your letter
- Click 'Verify Authenticator'
- Click 'OK'
- On the next screen titled Protection, enter a password of your choice, to be used each time you need to use the Authenticator, in the Password box
- Enter the same chosen password in the Verify box
- Click 'OK'

You are now ready to use the Authenticator from the icon you placed on your desktop.

You are also now ready to log in to HHL PSS.

HHLPSS Secure Portal and Login Pages

To access HHLPSS, you must visit <https://hhlpps.idph.state.ia.us/rii.web/security/login.aspx>. You should see the following screen:



You will be taken to the HHLPSS Log In screen:

Log In to HHLPSS Ver. 4.0.0.8

User Name

Password

Remember Me

[Forgot Password?](#)

The Healthy Housing and Lead Poisoning Surveillance System (HHLPSS) was developed by CDC/NCEH/HHLPPB based on the source code from California's RASSCLE II. This copy of HHLPSS is registered to the Iowa Iowa Department of Public Health Blood Lead Surveillance Group. The assigned program ID is 19003. This program can only be used by personnel authorized by the Iowa Iowa Department of Public Health. Use by any other personnel is strictly prohibited. If you are an authorized user you may log into HHLPSS.

The Account Activation screen will appear:

Enter your User name (The User name comes from the letter you receive before you log in for the first time.)

Tap the two-factor authenticator app on your smart phone, and enter the six-digit code that appears for your HHLPSS account. (No spaces, no 4-digit SoftPIN)

If you use your desktop, click on the WinAuth icon. Enter your password, then click on the circle arrow. Your six-digit code should appear.

Enter your User Name again.

In the Password box, enter the **default password** from the e-mail you received before logging in for the first time.

Click the "Log In" box.

Account Activation

Welcome cheman ! Please activate your account.

Default Password

New Password

Confirm Password

Security Question

Security Answer

Activate

Enter your default password.

Enter a NEW password that you create. Your password must be at least 6 characters long, and must include at least one uppercase letter, one lowercase letter, one number and one special character.

Re-enter your new password to confirm it.

Create a security question that only you will know the answer to. Type it into the "Security Question" box.

Type the answer to your security question in the "Security Answer" box.

Click the "Activate" button.

Once you have completed the above steps, you will be redirected to the HHL PSS Log In screen. Type in your User Name and the new password that you just created, then click "Log In."

CONGRATULATIONS! You are now in HHL PSS.

If you have any issues or questions about this process, contact the HHL PSS Helpdesk Administrator:

Janet Lemmermann
Direct Dial: (515) 242-5200
Toll Free: 1-800-972-2026
E-mail: janet.lemmermann@idph.iowa.gov

HHLPSS Module Pages

After logging into HHLPSS, you will be taken to the Home module page. Module tabs (Home, Clinical, Environmental, Reports) appear at the top of each page. Each tab contains search fields specific to the function of that module. Note also, each tab has a menu of links in the left column specific to each module.

HHLPSS Home Page – Home Module

The Home Module is what you will see immediately upon logging into HHLPSS. This is where system alerts will appear. Alerts are generated as events occur and are recognized by the system. (e.g., cases created or closed, new blood tests received, etc.) Users are notified automatically to the occurrence of these events through Alerts. You will only see Alerts if you have been designated as the primary case manager or primary environmental investigator. Only one person in each of these roles can be designated to receive the Alerts.

HHLPSS
Healthy Housing and Lead
Poisoning Surveillance System

Home Clinical Environmental Administrative Reports

Home
View Alerts
Change Password
Test Address
Patient
Debug Extract
Archived Alerts

Message From the State

Alerts

| | Date Received |
|---|---------------|
| Mark as Read New Investigation Alert - Address, 1458618 | 7-15-2010 |
| Mark as Read New Case Alert - Patient, 2152613 | 7-15-2010 |
| Mark as Read New Case Alert - Patient, 2152589 | 7-15-2010 |
| Mark as Read New Investigation Alert - Address, 1458613 | 7-15-2010 |
| Mark as Read New Case Alert - Patient, 2152595 | 7-15-2010 |
| Mark as Read New Investigation Alert - Address, 1458611 | 7-15-2010 |
| Mark as Read New Investigation Alert - Address, 1458608 | 7-15-2010 |
| Mark as Read New Investigation Alert - Address, 1458604 | 7-15-2010 |
| Mark as Read New Case Alert - Patient, 2152587 | 7-15-2010 |
| Mark as Read New Case Alert - Patient, 2152561 | 7-15-2010 |
| Mark as Read New Investigation Alert - Address, 1458591 | 6-02-2010 |
| Mark as Read New Investigation Alert - Address, 1458590 | 6-01-2010 |
| Mark as Read New Investigation Alert - Address, 1458587 | 6-01-2010 |
| Mark as Read New Investigation Alert - Address, 1458586 | 6-01-2010 |
| Mark as Read New Investigation Alert - Address, 1458585 | 6-01-2010 |

1 2 3 4 5 6 7 8 9 10 ...

[View Archived Alerts](#)

Help
Print Screen
Log Out

It is important to go through these Alerts on a daily basis and perform any needed follow-up.

| Alert | Meaning |
|---|--|
| New Case Alert – Patient (name or ID) | A blood lead level has come into the system which has opened a new case for this patient |
| New blood test for existing case – Patient (name or ID) | A new blood lead level has come into the system on a patient with a previously opened case |
| New Investigation Alert – Address (ID) | A blood lead level has come into the system which has opened a new case for this address |

To check the alert, click on the link entitled “New blood test for existing case patient, JOHN SMITH” (example) or “New case alert – patient JANE DOE”. That will take you to the Patient Info screen for that record.

HHL PSS
Healthy Homes and Lead Poisoning Surveillance System

(SIMPSON, BARTHOLOMEW) DOB: 4/1/2012 ID#: 963040

Home Clinical Environmental Reports

Last Name AKA Simpson First Name Bartholomew Middle Name JoJo Case Type (Case Status) State Case (Open)

DOB 04/01/2012 Current 1 Yrs. 11 Mos. Sex Male Twin

Ethnicity Select Not Hispanic Race Select White

Local ID No. Medical Rec Max Blood Pb 32 # Reports SSN Medicaid ID Next Pb Date 4/29/2013

Country of Birth State/Province Language Interview in English?

Number 321 Direction E Street 12th Type ST Direction Apt. 01

City Des Moines County Polk State IA Zip 50319

Census Tract Parcel No. District Follow-up received

Guardian Phone Guardian First Name Guardian Last Name

Patient Phone

Help Save Revert Print Screen Log Out

On the left, click on “Blood Lead Tests” to check the event that triggered the alert.

Once the “Blood Lead Tests” screen appears, you will be able to see the patient’s blood lead testing history, and the event that triggered the alert.

HHL PSS
Healthy Housing and Lead Poisoning Surveillance System

Home Clinical Environmental Administrative

Patient name, birthdate and HHL PSS

| Select | Tiered Date | Result | Sample Type | Patient Address on Draw Date | HL7 File | Delete |
|-------------------------|-------------|--------|-------------|------------------------------|----------|------------------------|
| 1361687 | 10/31/2008 | 34 | Venous | 631 NE Spooner ST | | Delete |
| 1361688 | 11/7/2008 | 6 | Venous | 631 NE Spooner ST | | Delete |
| 1361689 | 11/8/2008 | 5 | Venous | 631 NE Spooner ST | | Delete |

Test Type Blood Lead Test Result 34 µg/dL Lab Smpl # Detection Equal To

Sample Type Venous Sample Description

Confirmatory Test
 Lab data incomplete
 Electronically Reported
 Reported By Lab

Date Drawn 10/31/2008 Date received at lab 11/4/2008 Date Analyzed 11/4/2008 Date received at LHD Tiered Date (Calculated) 10/31/2008 Age at draw (Calculated) 2 Yrs. 0 Mos.

Patient Address (at time of draw) 631 NE Spooner ST, Quahog, GA 30326 Age reported by lab Yrs. Mos. Adult?

Institution Physician Choose Delete
Analyzing Laboratory (ID=686646) First Org Choose Delete
Referring Laboratory Choose Delete

Comment

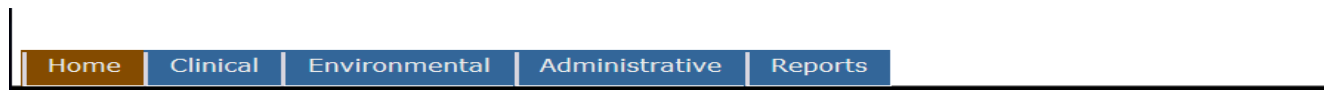
Date Created 11/10/2008 Created By mlow Date Modified 11/10/2008 Modified By mlow

New Help Save Revert Print Screen Log Out

Note the high lead result at the top of the list. Any required follow-up, such as a venous confirmatory test, home visit, or a phone call to arrange a home inspection should be undertaken.

Once you have performed the necessary follow-up, you may click “Mark as Read” and the alert will be transferred to your Archived Alerts. *If the alert refers to an adult blood lead level, or an address only associated with an adult blood lead level, the person at a local public health program getting the alert is only responsible to mark the alert with “Mark as Read.” If the BLL or address is under case management for a child as well as an adult, please notify Kathy Leinenkugel at IDPH: Kathy.leinenkugel@idph.iowa.gov; 515-281-4930; or 800-972-2026.*

When the Home screen looks like this, you have completed your follow-up for Alerts.



Message From the State

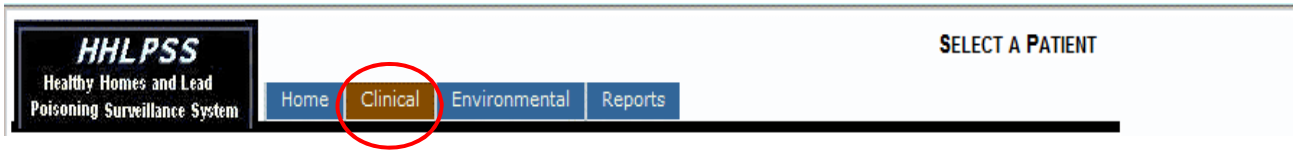
Alerts

[View Archived Alerts](#)

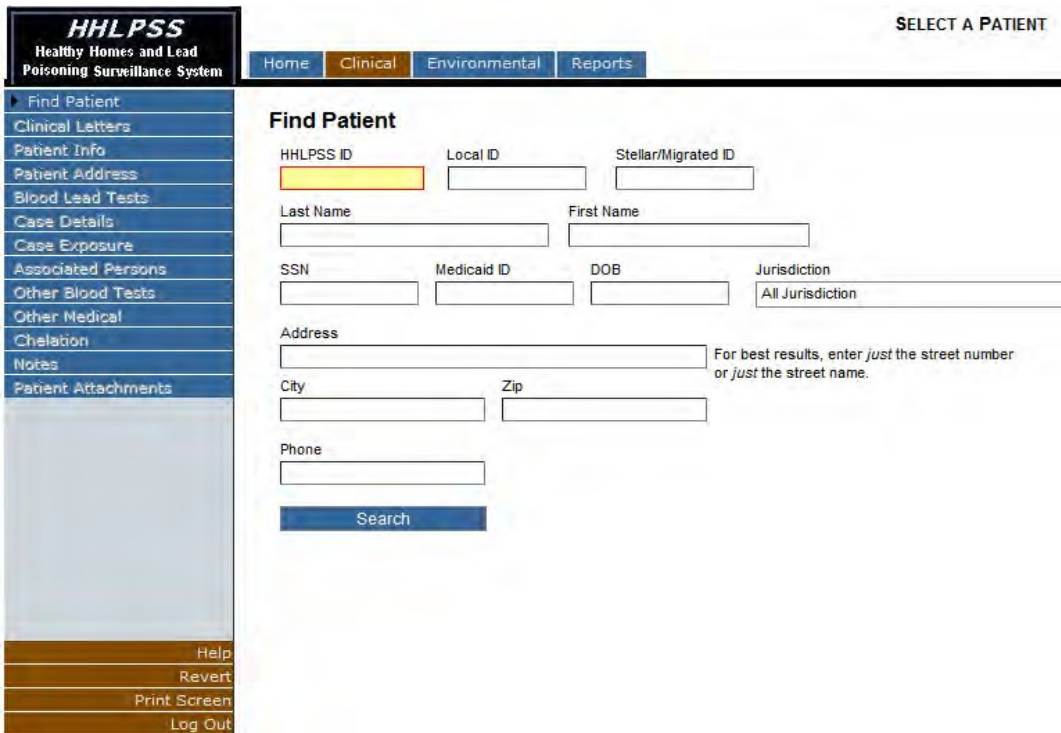
Case Management – Clinical Module

The clinical module has been designed for viewing, editing or creating new patient records as well as details related to patient cases.

Select the Clinical tab.



This will direct the browser to the “Find Patient” screen.

A screenshot of the 'Find Patient' screen in the HHL PSS system. The navigation bar at the top shows the 'Clinical' tab selected. On the left is a vertical menu with options: Find Patient, Clinical Letters, Patient Info, Patient Address, Blood Lead Tests, Case Details, Case Exposure, Associated Persons, Other Blood Tests, Other Medical, Chelation, Notes, and Patient Attachments. The main content area is titled 'Find Patient' and contains several search fields: HHLSS ID (with a yellow highlight), Local ID, Stellar/Migrated ID, Last Name, First Name, SSN, Medicaid ID, DOB, and Jurisdiction (a dropdown menu set to 'All Jurisdiction'). Below these are fields for Address, City, Zip, and Phone. A 'Search' button is at the bottom. A note next to the address field says: 'For best results, enter just the street number or just the street name.' At the bottom of the page are links for Help, Revert, Print Screen, and Log Out.

This will display a page that will allow you to enter search criteria for the patient record that you want to view. To search for a patient, simply type in the Last Name, First Name, and any other criteria you have available. If your search yields no results, you may want to limit the number of criteria you input, such as entering only a Last Name or the first few letters of the last and first name. Enter your search criteria for the patient and then press the “Search” button.

A list of matching records will be displayed.

NOTE: You will not be able to add a new patient to HHL PSS. However, you must search for a patient prior to receiving the option to edit the record.

HHL PSS
 Healthy Homes and Lead
 Poisoning Surveillance System

SELECT A PATIENT

Home
Clinical
Environmental
Administrative
Reports

| | Name | HHL PSS ID | Date of Birth | Local ID | Address | Case Status | Jurisdiction |
|---------------------|-----------------------------------|------------|---------------|----------|-----------------------------|-------------|----------------|
| Find Patient | John Smith | 309962 | 10/13/1990 | | 1603 W 6th St Davenport... | Closed | Scott Co |
| Clinical Letters | John Smith | 472125 | 12/10/2008 | | 1722 Crescent Dr Cedar... | Not A Case | Black Hawk Co |
| Patient Info | John Smith | 524845 | 12/12/1991 | | 1673 Hickson Ave Dubuq... | Not A Case | Dubuque Co |
| Patient Address | John Smith | 591661 | 10/8/2007 | | 946 8th St SE Mason city... | Not A Case | Cerro Gordo Co |
| Blood Lead Tests | John Smith | 809634 | 7/31/2009 | | 6753 Gables Way Johnst... | Not A Case | Polk Co |
| Case Details | John Smith | 911316 | 5/20/2003 | | 2776 220th St Humboldt... | Not A Case | Webster Co |
| Case Exposure | John Smith | 995599 | 10/2/1940 | | 713 S 12th St Burlington... | Not A Case | Des Moines Co |
| Associated Persons | John Smith | 1001923 | 9/27/1975 | | 1104 B Ave E Oskaloosa... | Not A Case | STATE |
| Other Blood Tests | John Smith | 1013460 | 3/8/1953 | | 523 New York Ave Crest... | Not A Case | STATE |
| Other Medical | John Smith | 1108906 | 5/16/2014 | | 4108 Aurora Ave #, Des... | Not A Case | Polk Co |
| Chelation | Johnathan Smith | 893893 | 7/11/1997 | | 1804 E Summit St #1, Re... | Closed | Taylor Co |
| Notes | Johnathon Smith | 89738 | 7/20/2002 | | 400 S Fremont #8, Clar... | Closed | STATE |
| Patient Attachments | Johnathon Smith | 478507 | 4/19/2008 | | 1101 W Mullan Ave Wate... | Not A Case | Black Hawk Co |
| | Johnell Smith | 344704 | 8/14/2007 | | 1203 1/2 Brown St Dave... | Closed | Scott Co |
| | Johnell Smith | 344704 | 8/14/2007 | | 1203 Brown St Davenpor... | Closed | Scott Co |
| | Johnny Smith | 187989 | 5/17/2011 | | 7297 32ND AVE #, ATKI... | Not A Case | Marshall Co |
| | Johnny Smith | 984426 | 11/7/1944 | | Po Box 98 Middletown 52... | Closed | Des Moines Co |
| | Johnny Smith | 1005293 | 8/26/1969 | | Jensen Construction Des... | Not A Case | Polk Co |
| | JOHNNY SMITH | 1266538 | 8/29/2015 | | 2225 6th Ave #, Council... | Not A Case | STATE |
| | John Smith-Clarey | 244532 | 1/15/1996 | | 5400 Kirkwood Boulevar... | Not A Case | Linn Co |
| | John Smith-Maddox | 1189364 | 10/26/2013 | | 212 Washington St #, Ke... | Not A Case | Lee Co |

1

Help
 Print Screen

Revise Search

Add New Patient

If you return more search results than you would like to browse through, click the "Revise Search" button near the bottom of the page and add additional search criteria.

Patient Info Screen

If the patient which you wish to view is listed within the search results, click the patient name in the "Name" column to open the "Patient Information" screen.

HHL PSS
 Healthy Homes and Lead
 Poisoning Surveillance System

(SIMPSON, BARTHOLOMEW) DOB: 4/1/2012 ID#: 963040

Home
Clinical
Environmental
Reports

| | Last Name | First Name | Middle Name | Case Type (Case Status) |
|---------------------|------------------|---------------------|--------------------|--------------------------|
| Find Patient | AKA | | | |
| Clinical Letters | Simpson | Bartholomew | JoJo | State Case (Open) |
| Patient Info | DOB | Current | Sex | Twin |
| Patient | 04/01/2012 | 1 Yrs. 11 Mos. * | Male | <input type="checkbox"/> |
| Family Members | Ethnicity | Race | | |
| Patient Address | Select | Select | | |
| Blood Lead Tests | Not Hispanic | White | | |
| Case Details | Country of Birth | State/Province | Language | Interview in English? |
| Case Exposure | | | | <input type="checkbox"/> |
| Associated Persons | Number | Direction | Street | Type |
| Other Blood Tests | 321 | E | 12th | ST |
| Other Medical | City | County | State | Zip |
| Chelation | Des Moines | Polk | IA | 50319 |
| Notes | Census Tract | Parcel No. | District | Follow-up received |
| Patient Attachments | | | | <input type="checkbox"/> |
| | Guardian Phone | Guardian First Name | Guardian Last Name | |
| | | | | |
| | Patient Phone | | | |
| | | | | |

Help
 Save
 Revert
 Print Screen
 Log Out

Note how the patient's name, Date of Birth, and HHPSS ID number are displayed at the top of the page.

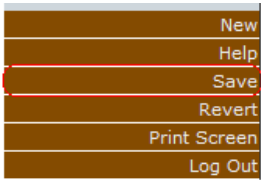
From the Patient Info screen, the user can view or edit the patient's demographic information.

NOTE: Fields that are greyed out on this screen are fields that cannot be edited. Fields that can be edited are in black. The screen also provides a view of the patient's current address, Guardian name and phone number.

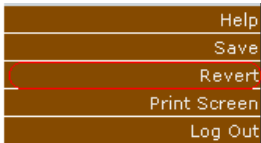
Patient Details User Form Field Listing

| Field Name | Meaning |
|--|--|
| Last Name | Last name of patient |
| First Name | First name of patient |
| Middle Name | Middle name of patient |
| DOB | Date of birth of patient |
| Current Age | Current age of patient (system generated) |
| Sex | Gender of patient |
| Twin Indicator | Indicates whether the patient was born as part of a multiple birth |
| Ethnicity | Patient's ethnicity |
| Race | Patient's Race |
| Local ID No. | Patient identifier utilized by local health department or entity |
| Medical Rec. | Medical record number of patient |
| Max Blood Pb | Patient's maximum blood test result value |
| # of Reports | Number of blood lead tests on file for patient. |
| SSN | Social Security Number of Patient |
| Medicaid ID | State Medicaid identifier for patient |
| Next Pb Date | Date the next blood test is due for patient |
| Country of Birth | Country of birth for patient |
| State/Province of Birth | State or province of birth for patient |
| Language | Patient's primary spoken language. |
| Interview in English? Indicator | Indicates whether case management interview was conducted in English |
| Patient Address details (view only) | View of current address of patient |
| Patient Phone and Guardian Information (view only) | View of the primary guardian contact info for patient. |

If you edit any patient details, click the “Save” button in the (burgundy) bottom left corner menu to save the changes. (If you navigate away from the page without saving, your changes will be lost).



If you wish to cancel your changes prior to saving, click the “Revert” button in the (burgundy) bottom left corner menu to revert to the prior values.



A Note About Clinical Letters:

Since HHL PSS is a web-based (vs. a pc-based) data system, there is currently no method for running batches of letters directly from the data system. IDPH has developed a work-around for this issue by downloading the data to an Excel spreadsheet from which a mail merge can be performed with specific letter templates created by the Lead Program. Your local program may have their own method of editing the letter templates to comply with their needs. Check with your administrator and/or colleagues to find out how your agency has typically handled communications with patients and their families.

Family Members and Guardian Screen

The Family Members and Guardian Screen will be utilized to input details of the family members related to the selected patient and phone numbers corresponding to each guardian.

The screenshot shows the HHL PSS interface. At the top left is the logo 'HHL PSS Healthy Homes and Lead Poisoning Surveillance System'. At the top right, patient information is displayed: '(SIMPSON, BARTHOLOMEW) DOB: 4/1/2012 ID#: 963040'. Below this are navigation tabs: Home, Clinical (selected), Environmental, and Reports. A left sidebar contains a list of menu items, with 'Family Members' highlighted. The main content area is titled 'Family Members and Guardian' and features a table with the following structure:

| Name | Relationship | Primary | |
|------|--------------|---------|---------------------------------------|
| | | | <input type="button" value="Choose"/> |

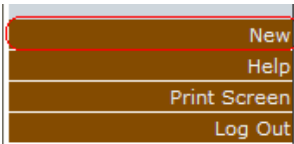
Below the table is a form for adding a new member with the following fields:

- First Name:
- Middle Name:
- Last Name:
- Maiden Name:
- DOB:
- Sex:
- Relationship:
- Primary:

At the bottom of the form are two buttons: 'Add Phone' and 'Cancel'. At the very bottom of the page, a small burgundy menu is visible with the items: New, Help, Save, Revert, Print Screen, and Log Out.

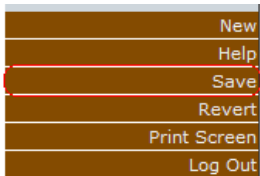
To add a new family member or guardian for the selected patient, click the “New” button in the

(burgundy) bottom left corner menu to enable the fields to add a new family member.



The minimum fields required to create a family member are indicated with a red asterisk [*] and are First Name, Last Name and the Relationship to Child.

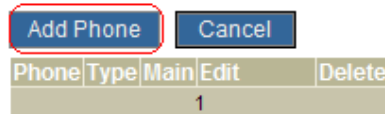
Input the data in these and other fields corresponding to the new family member and click the “Save” button in the (burgundy) bottom left corner.



After the record is saved, the family member will be added to the family member list and will be active in the user form for the addition of details and a contact number.

To edit any other family member’s information, click the name of the family member link in the list.

To add a contact number for the family member, with the family member selected in the “Family Members and Guardian” listing; click the “Add Phone” button.



This will open the add phone number control within the page.

Family Members and Guardian

| Name | Relationship | Primary | Choose |
|---------------------------------|--------------|---------|--------|
| Mister Drummond | Guardian | Yes | |

First Name * Middle Name Last Name * Maiden Name

DOB Sex Relationship to Child * Primary Guardian

| Phone | Type | Main | Edit | Delete |
|----------------------|-------------------------------|----------------------|----------------------|-----------------------------------|
| <input type="text"/> | <input type="text" value=""/> | <input type="text"/> | <input type="text"/> | <input type="text" value="Save"/> |
| 1 | | | | |

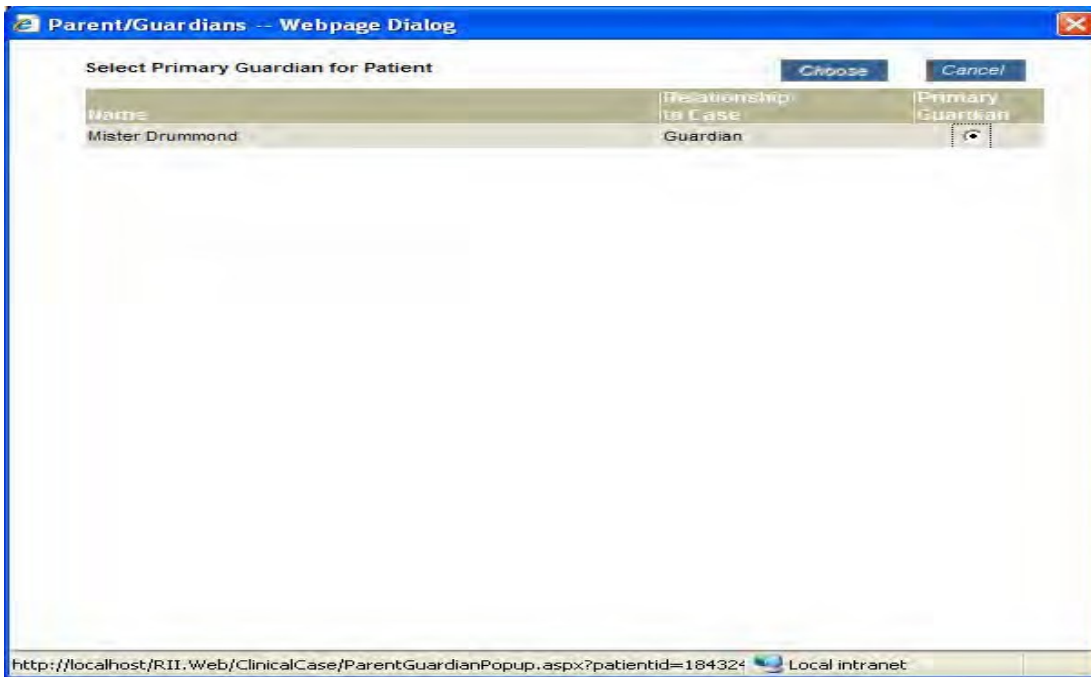
Input a ten-digit phone number in the format of (XXX) XXX-XXXX, and select a phone type. Click the radio button labeled “Main” if the phone number is the main contact number for the patient. Click “Save” to add the phone number to the family member record. You can add additional phone numbers by clicking the “Add Phone” button.

To select the primary guardian for the patient, click the “Choose” button:

Family Members and Guardian

| Name | Relationship | Primary | Choose |
|-----------------|--------------|---------|--------|
| Mister Drummond | Guardian | Yes | |

Clicking the “Choose” button brings up the following screen:



This allows the user to designate a “primary guardian” from the family members listing for the patient.

Patient Address History Screen

The Patient Address History Screen will be utilized to view and input details related to the selected patient's current and former addresses.

HHL PSS

(SIMPSON, BARTHOLOMEW) DOB: 4/1/2012 ID#: 963040

Home
Clinical
Environmental
Reports

- Find Patient
- Clinical Letters
- Patient Info
- Patient Address
- Blood Lead Tests
- Case Details
- Case Exposure
- Associated Persons
- Other Blood Tests
- Other Medical
- Chelation
- Notes
- Patient Attachments

Patient Address

| Address Id | Address | Resided From | Resided Until | Investigation Status | Delete | Edit |
|------------|--|--------------|---------------|----------------------|--------|------|
| 558081 | 321 E 12th Street #5 Des Moines IA 50319 | | | Open | X | Edit |

Address Id: 558081

Line 1

321 E 12th Street #5

Apt/Ste #

5

Line 2

Census Tract

City

Des Moines

State

IA

Zip

50319

County

Polk

Census Block

Parcel Number

District

Dwelling Type

Single Family

No of Units

High Risk Structure?

Ownership Type

Phone

Year Built

1942

Comments

Address Type

Primary Home

Address Status

Primary

Last Known Address

Resided From

Resided Until

Currently Lives At

Validate Address
Cancel

Help
Print Screen
Log Out

Patient Address User Form Field Listing

| Field Name | Meaning |
|-----------------|---|
| Line 1 | Street Address |
| Line 2 | Street Address Line 2 |
| Apt/Ste # | Apartment or Suite Number |
| City | City |
| State | State |
| Zip | Zip Code |
| County | County |
| Census Tract | Address census tract |
| Parcel Number | Local parcel number of address |
| District | Address district |
| Dwelling Type | Selected dwelling type (Single, multi family, etc.) |
| Number of Units | If multi-unit dwelling, number of units within dwelling |

| | |
|--------------------------------|---|
| | dwelling |
| High Risk Structure | Was the dwelling built prior to 1978 |
| Address Description | Free text description of address record |
| Address Type | Type of address (i.e. primary home, vacation home, etc.) |
| Address Status | Status of patient address (primary, former, etc.) |
| Reside or spent time dates | Dates patient resided at address (“Until” is blank if patient currently resides at address) |
| Last known address indicator | Indicates whether this is the last known address on file for the patient. |
| Currently resides at indicator | Indicates whether the patient currently resides at address |
| Ownership Type | Ownership type of residence (Owner occupied, rental, etc.). |
| Phone | Phone number associated with address |

The current address will be selected in the address list and active within the user form below the address list.

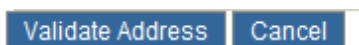


Clicking the “Address ID” link in the Address Listing will select the address within the Clinical Module form below the listing. Clicking the “Address” link will direct the browser to the Environmental Module to view more address details.

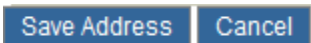
The user can edit the address details within the Clinical Module. Click the “Edit” link to change address details.

NOTE: The “currently lives at” radio button must be checked for the patient’s primary address to show up on the patient info tab. This also determines jurisdiction assignment for the patient.

To begin saving changes to the address record, click the “Validate Address” button beneath the address details form. Address validation attempts the correction of any missing or incorrect address details and the addition of geocoding data (census block, census tract, latitude and longitude).



Once the address validation has been attempted, the “Save Address” button will be presented to finalize the address save operation.



To add a new address to the patient’s address history, click the “Add Patient Address” button beneath address details form to enable the fields to add a new address for the patient. HHL PSS lets you designate various types of addresses, including daycare, relative, work, mailing, etc. to identify the relationship of the address to the patient. However, the only address that should be marked as “currently lives at” should be the primary address where the patient currently resides, which determines jurisdiction.



Input the address details in the appropriate address fields.

De-duplicate Address Popup

The de-duplicate address popup allows for selection or rejection of possibly matched address records when you are adding a new address. This is to prevent new address IDs (duplicates) from being assigned for an address that is already in HHL PSS. To select an existing record as a match to the new address you are attempting to add for the patient, select the address id corresponding to the matched address. If you wish to reject all possible matches and create a new address record, enter a rejection reason in the ‘Reject reason’ field and click the ‘Reject’ button.

The screenshot shows the HHL PSS interface for patient (SIMPSON, BARTHOLOMEW) with DOB: 4/1/2012 and ID#: 963040. The 'Patient Address' form is visible, showing a current address: 321 E 12th Street #5 #5 Des Moines IA 50319. A 'Dedup Address' popup is open, displaying a table of existing addresses for the context '1100 E 6th St Des Moines IA 50316 Polk'.

| Address Id | Address | Score | Investigation Status | Can Merge |
|------------------------|---|-------|----------------------|-------------------------------------|
| 444666 | 1100 East 6th Street Apt/Suite 9 Des moines IA 50316 | 90 | Not A Case | <input checked="" type="checkbox"/> |
| 444666 | 1100 East 6th Street Apt/Suite 9 Des moines IA 50316 | 90 | Not A Case | <input checked="" type="checkbox"/> |
| 451640 | 1100 East 6th Street Apt/Suite 4 Des moines IA 50316 | 90 | Not A Case | <input checked="" type="checkbox"/> |
| 451640 | 1100 East 6th Street Apt/Suite 4 Des moines IA 50316 | 90 | Not A Case | <input checked="" type="checkbox"/> |
| 459999 | 1100 East 6th Street Apt/Suite 11 Des moines IA 50316 | 90 | Not A Case | <input checked="" type="checkbox"/> |
| 459999 | 1100 East 6th Street Apt/Suite 11 Des moines IA 50316 | 90 | Not A Case | <input checked="" type="checkbox"/> |
| 463070 | 1100 East 6th Street Apt/Suite 12 Des moines IA 50316 | 90 | Not A Case | <input checked="" type="checkbox"/> |
| 463070 | 1100 East 6th Street Apt/Suite 12 Des moines IA 50316 | 90 | Not A Case | <input checked="" type="checkbox"/> |

Below the table is a 'Reject reason' input field and a 'Reject' button.

Once the new address has been saved, it will appear in the address listing for that patient.

Blood Lead Testing History

The Patient Blood Test History Screen will be utilized to view details related to the selected patient's blood lead testing history.

The earliest test available will be selected in the blood test list and active within the user form below the blood test list.

The user can select any blood lead test within the listing of tests for the patient by clicking the test identifier number link in the "Select" column of the blood test list.

The user will not be able to edit or add any blood lead information. If the patient's blood lead test data needs to be updated contact IDPH (1-800-972-2026) with the correct and complete blood lead test information including date of draw, sample type, draw location, ordering physician, and reporting lab.

Blood Lead Test User Form Field Listing

| Field Name | Meaning |
|---|--|
| Test Type | Type of laboratory test (i.e. blood lead |
| Result | Result value of test |
| Lab Sample Number | Sample number assigned by laboratory |
| Detection | Results value comparator (=, >, <) |
| Confirmatory Test | Indicates whether the blood test is a confirmatory test |
| Lab data incomplete | Indicates whether the blood lead test record is missing data |
| Electronically Reported by Lab | Indicates whether record was electronically reported |
| Sample Type | Sample type reported by lab (i.e. venous, capillary, or unknown) |
| Sample Description | Free text: a description of blood tests, notes for more info about specimen. |
| Date Drawn | Date sample was drawn from patient |
| Date received at lab | Date testing laboratory received sample from provider or referring lab |
| Date received at the local health departments | Date blood lead test record was received by State or Local health |
| Tiered Date (System Calculated) | Date utilized to calculate date ranges based upon dates associated with address (this should be the Date Drawn if known) |
| Age at draw (System Calculated) | Age of patient at date drawn |
| Patient address | Choose the address of the patient associated with blood test. |
| Adult indicator | Indicates whether the patient should be considered an adult |
| Institution | Institution where sample was provided (hospital or clinic) |
| Physician | Provider who drew or recommended blood lead test |
| Analyzing laboratory | The laboratory which analyzed the sample.. |
| Referring laboratory | The laboratory which referred the sample to analyzing lab.(if necessary) |

| | |
|---------------|---|
| Comment | Free text comments |
| Date created | The date blood test record was created (system generated) |
| Created by | User who created blood test record (system generated) |
| Date modified | Date blood test record was modified (system generated) |
| Modified by | User who modified blood test record (system generated). |

Case Details/ Case Initiation

Details related to the current patient’s case history can be viewed by selecting the “Case Details” menu item.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

(SIMPSON, BARTHOLOMEW) DOB: 4/1/2012 ID#: 963040

Home Clinical Environmental Reports

Find Patient
Clinical Letters
Patient Info
Patient Address
Blood Lead Tests
Case Details
Case Initiation
Case Information
Case Disposition
Disposition History
Case Exposure
Associated Persons
Other Blood Tests
Other Medical
Chelation
Notes
Patient Attachments

Case Type

Case Status: Reason for Case Initiation (Surveillance Case Only):

| Date | Pb Value | Type | Patient Address at Draw Date |
|----------|----------|--------|------------------------------|
| 4/1/2013 | 32 | Venous | 321 E 12th ST #5 |

Case Initiation

Origin of case notification:

... if Transfer, from where:

... if Other, specify:

Date of case making BLL: Date LHD first received notice: Date case first assigned to Case Manager:

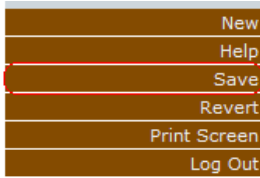
Case Manager home visit done?: Date of first home visit:

Date environmental health notified case: Primary residence environmental Investigation done?: Date of initial environmental investigation:

Help
Save
Revert
Print Screen
Log Out

This will activate the “Case Initiation” screen. This screen captures details related to the creation of the patient case.

Input the details related to the initiation of the case into the specified fields. To save, click the “Save” button in the (burgundy) bottom left corner menu to update the case initiation data.



Case Initiation Form Field Listing

| Field Name | Meaning |
|-----------------------------------|--|
| Case Status | Whether the case is open or closed |
| Reason for Case Initiation | Result value of test |
| Case Making Blood Results Listing | Indicates blood test that triggered case opening |
| Origin of case notification | <p>Select the first source of case notification to the local Health Department from the choices given:</p> <p>Lab - The laboratory that determined the patient’s blood lead level.</p> <p>State - The state health department’s Childhood Lead Poisoning Prevention Branch.</p> <p>Provider - The child’s medical provider.</p> <p>Transfer From Other Health Department - Choose this option if the case has been transferred from another health department. If this option has been selected, the if Transfer, from where drop-down immediately below will be activated and you will need to specify the health department.</p> <p>Other - If none of the above options are correct, use this option. When Other is selected, the if Other, specify field below is activated. This is a free-form text field that allows you to type a short description of the origin of the case.</p> |
| If transfer, from where | <p>This drop-down menu is active only if the Origin of case notification drop-down is set to Transfer From Other Health Department. Use it to specify the jurisdiction that the case has transferred from.</p> |
| If other, specify | <p>This text-entry field is only enabled when the Origin of case notification drop-down is set to Other. Use this field to specify the other source of the case notification</p> |

| | |
|---|--|
| Date of Case making BLL | Specify the date the case-making Blood Lead Level (BLL) draw occurred. |
| Date LHD first received notice | Specify the date that the local health department (LHD) was first notified of the case. This date specified here should be the date that the LHD first learned of the case, regardless of the source of that notice. |
| Date case first assigned to Case Manager | Specify the first date that the case was assigned to a case manager. |
| Case Manager home visit done | Select Yes, No, or Unknown to indicate whether a site investigation has been done for this case. |
| Date of first home visit | This field is active only if the PHN home visit was done. Drop-down is set to Yes. If a home visit has been made, use this field to specify the date of the first visit. This should be the date the home was first visited and not necessarily the date of the first family interview. |
| Date environmental health | Specify the date of the first notification. |
| Primary residence environmental investigation done. | Select Yes, No, or Unknown to indicate whether an environmental investigation has been done for this case. Select Yes if the environmental investigation of the primary residence has been completed. Other investigations (daycare, grandparents, etc.) need not have been completed yet. |
| Date of initial investigation | This field is active only if the Primary residence environmental Investigation was done. Drop-down is set to Yes. If an environmental investigation has occurred, use this field to specify the date that the investigation took place. |

Case Details/Information

The “Case Details” page allows the user to view and edit selected case information and events associated with a selected patient.

HHLPS
Healthy Homes and Lead
Poisoning Surveillance System

(SIMPSON, BARTHOLOMEW) DOB: 4/1/2012 ID#: 963040

Home Clinical Environmental Reports

Find Patient
Clinical Letters
Patient Info
Patient Address
Blood Lead Tests
Case Details
Case Initiation
Case Information
Case Disposition
Disposition History
Case Exposure
Associated Persons
Other Blood Tests
Other Medical
Chelation
Notes
Patient Attachments

Help
Print Screen
Log Out

Case Details

Case Manager: [dropdown] Case Status: Open [dropdown]
[Edit Case Manager Assignment](#)

Case Events

Event Listing
No Events on File

Event Type [dropdown] Letter Type [dropdown]
Date Referred [text] Date Due [text]
Date Completed [text] Result [dropdown]
Responsible Party [dropdown]

Comment [text area]

Add Event

Case manager assignments can be viewed or changed in the upper portion of the screen. The current case status is also displayed; however, it is not editable.

To change the case manager assignment for the patient’s case, click the “Edit Case Manager Assignment” hyperlink. Select the appropriate case manager from the list of available case managers and then click the “Assign Case Manager” hyperlink.

Case Details

Case Manager: qharris [dropdown] Case Status: Open [dropdown]
[Assign Case Manager](#)

Case events are utilized to record regularly recurring case actions in a tabular listing. Past Case events can be viewed, edited, or deleted from the ‘Event Listing’ table in the lower portion of the screen.

Case Events

Event Listing

| Event Id | Event Type | Letter Type | Date | | | Result | Responsible Party | Delete | Edit |
|-----------------------|--------------------------------|---|------------|------------|------------|---------------------------|-------------------|--------|----------------------|
| | | | Referred | Date Due | Completed | | | | |
| 29013 | Chelation Referral | Child Due for Re-Test - EBLL >= 20 µg/dL - Letter to Guardian | 8/16/2010 | 8/16/2010 | 8/16/2010 | Busy Signal | Blumenthal, Wendy | X | Edit |
| 29015 | Contact Attempt - Face to Face | Ad Hoc Letter | 8/17/2010 | 8/17/2010 | 8/17/2010 | Certified Letter Returned | Brown, Mary | X | Edit |
| 29016 | Employer Education Needed | Summary Letter to Physician | 8/18/2010 | 8/18/2010 | 8/18/2010 | Uncooperative or refused | Jefferies, Taran | X | Edit |
| 29019 | Contact Landlord - Mail | Contractor Warning | 11/01/2009 | 11/12/2009 | 11/04/2009 | Yes | Jones, Davey | X | Edit |
| 29020 | Letter Sent | Summary Letter to Physician | 11/08/2010 | 11/08/2010 | 11/08/2010 | Yes | Manager, Case | X | Edit |
| 29022 | Contact Tenant - Face to Face | | 12/03/2010 | 12/03/2010 | 12/03/2010 | Yes | Jacobs, Penn | X | Edit |

Event Type

Date Referred

Date Completed

Responsible Party

Letter Type

Date Due

Result

[Add Event](#)

- To review the details of a past event, click the hyperlink corresponding to the 'Event Id' of the event of interest. The details of the event record will populate the user form below the 'Event Listing' table. The details will be made visible but not editable.
- To edit past event details, click the 'Edit' hyperlink in the row corresponding to the event of interest. The details of the event record will populate the user form below the 'Event Listing' table and the form will be activated for editing.
- To delete a past event, click the red 'X' in the 'Delete' column of the row corresponding to the event of interest.
- To add a new event, click the 'Add Event' button below the event form. The form will be activated for data entry. Input the required Event data items (Event Type, Date Referred, Due Date, and Responsible Party). Click the 'Save Event' button to commit the event record to the system data store.

NOTE: CLPPP case managers should refer to the HHL PSS EBL Case Management Checklist (Appendix A) and the HHL PSS Billing Report Requirements (Appendix B) to determine additional information required to be entered for program tracking and billing purposes.

- If validation errors are found, they will be displayed below the form and above the 'Save Event' and 'Cancel' buttons.

Event Type

* Date Referred

Date Completed

* Responsible Party

Letter Type

* Date Due

Result

Validation errors have occurred in Event Detail

- Date Due is required.
- Date Referred is required.
- ResponsibleParty is required.

[Save Event](#) [Cancel](#)

Case Disposition – Case Closing

To close a case or view details related to a cases closure, select “Case Disposition” from the “Case Details” sub menu under the Clinical Tab of HHL PSS.

The “Case Disposition” screen captures details related to the closure of the patient case.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

(SIMPSON, BARTHOLOMEW) DOB: 4/1/2012 ID#: 963040

Home Clinical Environmental Reports

Case Disposition

View Deleted duplicate associated Patients

PHN Case Closed

Date Closed: Reason for Closure:

If Reason For Closure Is Transferred:

Date Transferred: Reason for Transfer:

...Specify:

Current Address for Patient: LHD Referred to:

Help
Save
Revert
Print Screen
Log Out

Input the details related to the closing of case into the specified fields. To save, click the “Save” button in the (burgundy) bottom left corner menu to update the case disposition data.

Case Disposition Form Field Listing

| Field Name | Meaning |
|---------------------------------------|--|
| Deleted duplicate associated patients | View patients merged with current record through record de- duplication processing. |
| PHN Case Closed | PHN (Public Health Nurse) Select to indicate case closure |
| Date Closed | Indicate the date that the case was considered closed by the state or local health department. |
| Reason for closure | <p>Use the Reason for Closure drop-down to indicate the reason that the case was closed:</p> <p>Admin or Admin Other – Select this option if the case was closed for other administrative reasons (e.g. patient has reached the age of 21)</p> <p>Batch Closure – (system generated) This option is automatically selected if the case is closed as a result of batch processing.</p> <p>Case Opened in Error – Select this option if the case was opened for any result under 5.</p> <p>False Positive – Select this option if the patient’s venous confirmatory test was under 5.</p> <p>Family Referred – Select this option if the family has been referred to another jurisdiction or state.</p> <p>Met Closure Criteria - Select this option if the case was closed because it met clinical case closure criteria.</p> <p>Moved – Select this option if the family has moved to low-risk housing</p> <p>Moved Out Of Jurisdiction – Select this option if the family has moved to another jurisdiction or out of state.</p> <p>No Provider Response – (This option is currently not being used for case closures)</p> <p>Out of Compliance – (This option is currently not being used; select Persistent Refusal for non-compliance)</p> <p>Persistent Refusal - Select this option if the case was closed because the patient has persistently refused to be re- tested after an initial case-making result. If you are closing the case for this reason, use the Notes section of the Clinical tab (at the very bottom of the menu bar on the left side of the page) to document the basis in the case file.</p> <p>Standard Clinical Case Closure – (This option is currently not being used)</p> <p>State Case Opened – (This option is not used in Iowa; the State only opens cases that are located in counties within the State jurisdiction.)</p> <p>Unable To Locate Family - Select this option if the case was closed because the patient's family cannot be located. If you are closing the case for this reason, use the Notes section of the Clinical tab (at the very bottom of the menu bar on the left side of the page) to document the basis in the case file.</p> <p>If the reason for closure was Transferred To Other Health Dept, the following fields become enabled and should be filled out.</p> |

| Field Name | Meaning |
|---------------------|---|
| Date Transferred | If case is being transferred to another jurisdiction, enter the date of transfer. |
| Reason for transfer | Reason for Transfer - Use this drop-down to provide information about the nature of the transfer: |
| Specify | Specify reason for jurisdiction transfer not within list. |
| Current Address | Use this field to enter the current address for the patient (i.e., the address the patient has transferred to, if known). |
| LHD referred to | (Currently the only option in this drop down list is "Childhood Lead Poisoning Prevention Branch". This is not applicable to Iowa.) |

Disposition History – Case History

To view the history of the patient's past case status, select "Disposition History" from the "Case Details" sub menu under the Clinical Tab of HHL PSS.

The screenshot shows the HHL PSS (Healthy Homes and Lead Poisoning Surveillance System) interface. At the top right, patient information is displayed: (SIMPSON, BARTHOLOMEW) DOB: 4/1/2012 ID#: 963040. Below this are navigation tabs: Home, Clinical (selected), Environmental, and Reports. On the left is a vertical menu with options: Find Patient, Clinical Letters, Patient Info, Patient Address, Blood Lead Tests, Case Details (expanded), Case Initiation, Case Information, Case Disposition, Disposition History (selected), Case Exposure, Associated Persons, Other Blood Tests, Other Medical, Chelation, Notes, and Patient Attachments. At the bottom of the menu are Help, Print Screen, and Log Out buttons. The main content area is titled 'History of Case Disposition' and contains a table with the following data:

| Opened | Jurisdiction | Status | Reason | |
|-----------|--------------|--------|-------------------------|-------------------------|
| 3/31/2014 | Polk County | Open | Met State Case Criteria | Details |

Below the table is a 'Create New Surveillance Case' button.

The "Disposition History" screen displays details related to the history of the current patient's case status. The details of patient's current and past cases can be viewed within this screen. To edit or view closure details of a past case, click the "Details" link in the patient's case listing. This will activate the "Case Disposition" screen for the selected case.

Manually Open Patient Case

To manually open a case for a patient, click the “Create New Surveillance Case” button near the bottom of the “Disposition History” page. The patient must currently have no case or a previously closed case.



This will activate the “Create New Surveillance Case” popup. This popup allows for the manual creation of a patient case.

The screenshot shows a web browser dialog titled "Create New Surveillance Case -- Webpage Dialog". The main heading is "Create New Surveillance Case". Below it is a sub-heading "Assign Elevated Blood Lead Level" with a red annotation "Select result value and address". A table with three columns is shown: "Date", "Value", and "Patient Address". The first row contains the values "8/10/2009", "15", and "94 Evergreen TER". To the right of the table is a "Select" column with a radio button, which is circled in red. Below the table is a red annotation "Select reason for creating case" and a dropdown menu labeled "Reason for Creating Case". At the bottom left are "Create" and "Cancel" buttons, with a red annotation "Create button" pointing to the "Create" button. The browser address bar at the bottom shows "http://localhost/RII.Web/ClinicalCase/CreateNewSurveillanceCasePopup.." and "Local intranet".

| Date | Value | Patient Address | Select |
|-----------|-------|------------------|-----------------------|
| 8/10/2009 | 15 | 94 Evergreen TER | <input type="radio"/> |

Select a blood lead result value and address to associate with case by clicking the radio button in the “Select” column.

Select a reason for manual case creation from the list of available choices.

Click the “Create” button.

Close out “Create New Surveillance Case” popup

Case Exposure Sources

To input details relating to a patient's possible exposure to lead sources, utilize the "Case Exposure" menu item of the "Clinical" tab.

The screenshot shows the HHL PSS (Healthy Homes and Lead Poisoning Surveillance System) interface. At the top right, the patient's name is (SIMPSON, BARTHOLOMEW), DOB is 4/1/2012, and ID# is 963040. The navigation tabs are Home, Clinical (selected), Environmental, and Reports. The left sidebar contains a menu with the following items: Find Patient, Clinical Letters, Patient Info, Patient Address, Blood Lead Tests, Case Details, Case Exposure (selected), Mobility & Behavior, Take-Home, Hobbies, Home Remedies, Pottery and Utensils, Cosmetics, Food/Drink Items, Other Sources, Associated Persons, Other Blood Tests, Other Medical, Chelation, Notes, Patient Attachments, Help, Save, Revert, Print Screen, and Log Out. The main content area is titled "Case Exposure" and contains the following fields and questions:

- Has Case lived outside of the US in the last year? (Dropdown menu, currently set to "Yes")
- If Yes, where? (Text input field)
- Date last moved to the US: (Month and Year dropdown menus)
- Has case traveled outside of the US in the last year? (Dropdown menu)
- If Yes, where? (Text input field)
- From (Text input field)
- To (Text input field)
- Note potential lead-related findings from the home tour (including inside of home, porch, garage) (Text area)
- Places case spends a lot of time, other than home. (List of checkboxes: None, Daycare/baby-sitter, Preschool, School, Relative/friend/neighbor)
- Other - Specify: (Text input field)
- Has case been seen eating any paint chips? (Dropdown menu)
- Has case been seen frequently eating soil? (Dropdown menu)
- Has case been seen eating other non-food items? (Dropdown menu)
- Specify (Text input field)

The "Case Exposure" menu item expands a sub menu of pages designed to collect data related to possible exposure sources for the patient case. *These pages cannot be edited if the patient does not have a case that is currently open.*

Mobility & Behavior

The "Mobility & Behavior" page allows the user to input details related to the patient's movement outside of the United States and specific behaviors considered to increase the likelihood of lead exposure. To activate the fields related to mobility, select "Yes" from the list of choices in the "Has Case lived outside of the US in the past year?" list box.

Has Case lived outside of the US in the last year ?

A dropdown menu with a blue border and a downward arrow on the right. The word "Yes" is displayed in the center of the menu.

To input details related to at risk behavior, fill in the details related to at risk behavior near the bottom of the page.

Has case been seen eating any paint chips?

Has case been seen frequently eating soil?

Has case been seen eating other non-food items?

Specify

To save, click the “Save” button in the (burgundy) bottom left corner menu to update the patient exposure data.

- New
- Help
- Save
- Revert
- Print Screen
- Log Out

Take Home [Exposure Sources]

To input details relating to a patient’s possible take home exposures to lead sources, utilize the “Take-Home” menu item of the “Clinical” tab

HHL PSS
 Healthy Homes and Lead
 Poisoning Surveillance System

(SIMPSON, BARTHOLOMEW) DOB: 4/1/2012 ID#: 963040

Home

Clinical

Environmental

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Pottery and Utensils

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Select Address:

Do any adults in the household work with lead?

If yes, date State Occupational Lead Poisoning Prevention Program notified:

| # | Who | Occupation | Source Of Exposure | Delete |
|---|-----|------------|--------------------|--------|
| | | | | |

Who in the Household works in the lead industry?

Describe Occupation

What is the source of lead exposure?

How long doing this kind of work?
 Yrs. Mos.

Is Clothing Changed before leaving work?

Is shower taken before leaving work?

Was a Routine blood lead test performed?

The “Take Home” exposure page allows the user to input details related to the patient’s families’ possible occupational exposures to lead. To activate the fields related to take home exposures,

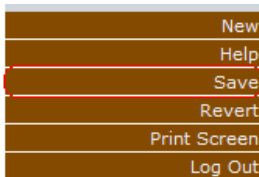
select “Yes” from the list of choices in the “Do any adults in the household work with lead?” list box.

Do any adults in the household work with lead? *

Input data related to the family member’s occupation in the user form near the bottom of the page.

The minimum fields required to create a take home exposure record are displayed with a red asterisk [*] and are *Date state occupational lead program notified*, *Who in the Household works in the lead industry*, and *Describe Occupation*. **NOTE: if there is a possibility of take-home exposure from an adult contact’s hobby or work exposure, please contact the adult lead program manager at IDPH: Kathy Leinenkugel, Kathy.leinenkugel@idph.iowa.gov; 515-281-4930, 800-972-2026, or fax: 515-281-4529.**

Input the corresponding data in the required and other fields corresponding to the new take home exposure source and click the “Save” button in the (burgundy) bottom left corner menu to save the record.



Hobbies

To input details’ relating to a patient’s possible exposures to lead sources during their hobby activities, utilize the “Hobbies” menu item of the “Clinical” tab.

HHL PSS
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Select Address: 1100 E 6th ST, Des moines , IA 50316

Does anyone at this address have a hobby that involves lead? *

| # | Who | Hobby | Done Where? | Delete |
|---|-----|-------|-------------|--------|
|---|-----|-------|-------------|--------|

Who in the Household has a hobby involving lead?

How long have these activities been done?
Yrs. Mos.

What does the hobby involve?

If other, specify:

Where is the hobby engaged in?

For Hobbies done outside the home:

Is Clothing Changed before entering home?

Is shower taken before entering home?

New
Help
Save
Revert
Print Screen
Log Out

The “Hobbies” exposure page allows the user to input details related to the patient’s and the

patient's families' possible occupation exposures to lead during hobby activities. To activate the fields related to take home exposures, select "Yes" from the list of choices in the "Does anyone at the address have a hobby that involves lead?" list box.

Does anyone at this address have a hobby that involves lead? Yes*

Input data related to the patient's and family member's hobbies in the user form near the bottom of the page. **NOTE: if there is a possibility of take-home exposure from an adult contact's hobby or work exposure, please contact the adult lead program manager at IDPH: Kathy Leinenkugel, Kathy.leinenkugel@idph.iowa.gov; 515-281-4930, 800-972-2026, or fax: 515-281-4529.**

The minimum fields required to create a take home exposure record are displayed with a red asterisk [*] and are "Who in the household has a hobby involving lead?", "What does the hobby involve?".

Input the corresponding data in the required and other fields corresponding to the new hobby and click the "Save" button in the (burgundy) bottom left corner menu to save the record.

- New
- Help
- Save
- Revert
- Print Screen
- Log Out

Home Remedies

To input details relating to a patient's possible exposures to lead sources during the use of home remedies utilize the "Home Remedies" menu item of the "Clinical" tab

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Does your family use Home Remedies?
*

| # | Home Remedy | Last Used | Delete |
|---|--|-----------|--------|
| | <div style="display: flex; justify-content: space-between;"> Home Other Sample Collected? </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;"> <input type="text" value=""/>* </div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;"> <input type="text" value=""/> </div> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="text" value=""/> </div> </div> | | |

Was remedy given to case?

Date last given to Case?

How many times in last year?

Total amount/day

How much was given to case?

Duration

How Often

For what purpose was the remedy given?

The "Home Remedies" exposure page allows the user to input details related to the home remedies

utilized by the patient's family and their possible relation to lead exposure. To activate the fields related to take home exposures, select "Yes" from the list of choices in the "Does your family use Home Remedies?" list box.

Does your family use Home Remedies?

Input data related to the family's use of home remedies in the user form near the bottom of the page.

The only field required to create a take home exposure record is displayed with a red asterisk [*] and is *Home Remedy*.

Input the corresponding data in the required and other fields corresponding for the new home remedy and click the "Save" button in the (burgundy) bottom left corner menu to save the record.

- New
- Help
- Save
- Revert
- Print Screen
- Log Out

Pottery & Utensils

To input details relating to the patient's exposures to lead sources during the use of household pottery or utensils, utilize the "Pottery and Utensils" menu item of the "Clinical" tab.

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Do you have any imported or handmade ceramics in the household? (List those with which case comes into contact)

Yes *

Out of what does the case usually eat and drink?

| # | Imported or handmade ceramic | Test Kit Result | Delete |
|---|------------------------------|-----------------|--------|
|---|------------------------------|-----------------|--------|

Imported or handmade ceramics

Describe its use

Sample Collected?

Test Kit result

- New
- Help
- Save
- Revert
- Print Screen
- Log Out

The "Pottery and Utensils" exposure page allows the user to input details related to the pottery

and utensils utilized by the patient's family and their possible relation to lead exposure. To activate the fields related to pottery and utensil exposures, select "Yes" from the list of choices in the "Do you have any imported or handmade ceramics in the household?" list box. List only those items the patient comes into contact with.

Do you have any imported or handmade ceramics in the household? (List those with which case comes into contact)

Yes *

Input data related to the family's use of possible lead containing pottery and utensils in the user form near the bottom of the page.

The only field required to create a pottery/utensil exposure record is displayed with a red asterisk [*] and is *Imported or handmade ceramics*.

Input the corresponding data in the required and other fields corresponding for pottery and utensils and click the "Save" button in the (burgundy) bottom left corner menu to save the record.

- New
- Help
- Save
- Revert
- Print Screen
- Log Out

Cosmetics

To input details relating to the patient's exposures to lead sources during the use of cosmetic products, utilize the "Cosmetics" menu item of the "Clinical" tab.

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Are any of these cosmetics ever used in the household ?

*

| # | Cosmetic | Last Used | Delete |
|---|----------|-----------|--------|
| | | | |

Cosmetic

Other Cosmetic

Sample

Was this cosmetic used by this case?

List other household members using this cosmetic:

| Name | Pregnant |
|------|----------|
| | |

How long (days) used by case

Date last used by case

How many times used in the last year?

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New
 Help
 Save
 Revert
 Print Screen
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The “Cosmetics” exposure page allows the user to input details related to the cosmetic products utilized by the patient’s family and their possible relation to lead exposure. To activate the fields related to pottery and utensil exposures, select “Yes” from the list of choices in the “Are any of these cosmetics ever used in the household?” list box.

Are any of these cosmetics ever used in the household ?

Yes *

Input data related to the family’s use of possible lead containing cosmetic products in the user form near the bottom of the page.

The only field required to create a cosmetics exposure record is displayed with a red asterisk [*] and is *Cosmetic*. If “Other Cosmetic Type” is chosen, a description must be supplied in the “Other Cosmetic” text box.

Input the corresponding data in the required and other fields corresponding for the new cosmetic product and click the “Save” button in the (burgundy) bottom left corner menu to save the record.

-
-
-
-
-
-

Food/Drink items

To input details relating to the patient’s exposures to lead sources during the use of certain food or drink items, utilize the “Food/Drink items” menu item of the “Clinical” tab.

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| # | Food/Drink Item | Last Used | Delete | | | | |
|----------------------|---|---|--|----------|----------------------|--|--|
| | <p>Food/Drink Item <input type="text"/></p> <p>Description (Including Brand Name) <input type="text"/></p> | <p>Sample Collected? <input type="text"/></p> <p>Test Kit Results <input type="text"/></p> | | | | | |
| | <p>Was Food/Drink item made in the US? <input type="text"/></p> <p>If no, where? <input type="text"/></p> | <p>Was this food/drink item bought in the US? <input type="text"/></p> <p>If yes, where? <input type="text"/></p> | | | | | |
| | <p>Was food/drink item given to case? <input type="text"/></p> <p>Date last given to Case? <input type="text"/></p> | <p>List other household members given the Food/Drink:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Pregnant</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="height: 40px;"><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Select"/></p> | Name | Pregnant | <input type="text"/> | | |
| Name | Pregnant | | | | | | |
| <input type="text"/> | | | | | | | |
| | <p>How many times in last year? <input type="text"/></p> | <p>Total amount/day <input type="text"/></p> <p>How much was given to case? <input type="text"/></p> | <p>Duration <input type="text"/></p> <p>How Often <input type="text"/></p> | | | | |

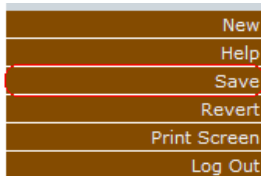
The “Food/Drink items” exposure page allows the user to input details related to the food or drink

products utilized by the patient's family and their possible relation to lead exposure.

Input data related to the family's use of possible lead containing food or drink products in the user form near the bottom of the page.

The only field required to create a pottery/utensil exposure record is displayed with a red asterisk [*] and is *Food/Drink Item*.

Input the corresponding data in the required and other fields corresponding for the new food or drink product and click the "Save" button in the (burgundy) bottom left corner menu to save the record.



Other Sources

To input details relating to the patient's exposures to lead sources not currently classified within the system, utilize the "Other Sources" menu item of the "Clinical" tab



The "Other Sources" exposure page allows the user to input details related to lead sources not currently classified within the system and their possible relation to lead exposure. To activate the fields related to "other source" exposures, select "Yes" from the list of choices in the "Other

potential sources investigated?" list box.

Other potential sources investigated?

Yes *

Input data related to the family's use of possible lead containing substances in the user form near the bottom of the page.

The only field required to create an other sources exposure record is displayed with a red asterisk [*] and is *Other potential sources investigated*.

Input the corresponding data in the required and other fields corresponding for the new possible lead source and click the "Save" button in the (burgundy) bottom left corner menu to save the record.

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Other potential sources investigated?

Yes *

Retained Bullet Since When?

| # | Other Potential Sources Investigated | Test Kit result | Delete |
|---|--------------------------------------|-----------------|------------------------|
| 1 | Lead fishing sinker | | Delete |

Other potential sources investigated(lead shot, prenatal exposure, miniblinds, etc.)

Lead fishing sinker

Description
Child swallowed lead fishing sinker from fathers tackle box in garage.

Duration of use / exposure Test Kit result Sample Collected?

New
Help
Save
Revert
Print Screen
Log Out

Clinical Letters

A Note About Clinical Letters: Since HHL PSS is a web-based (vs. a pc-based) data system, there is currently no method for running batches of letters directly from the data system. IDPH has developed a work-around for this issue by downloading the data to an Excel spreadsheet from which a mail merge can be performed with specific letter templates created by the Lead Program. Your local program may have their own method of editing the letter templates to comply with their needs. Check with your administrator and/or colleagues to find out how your agency has typically handled communications with patients and their families.

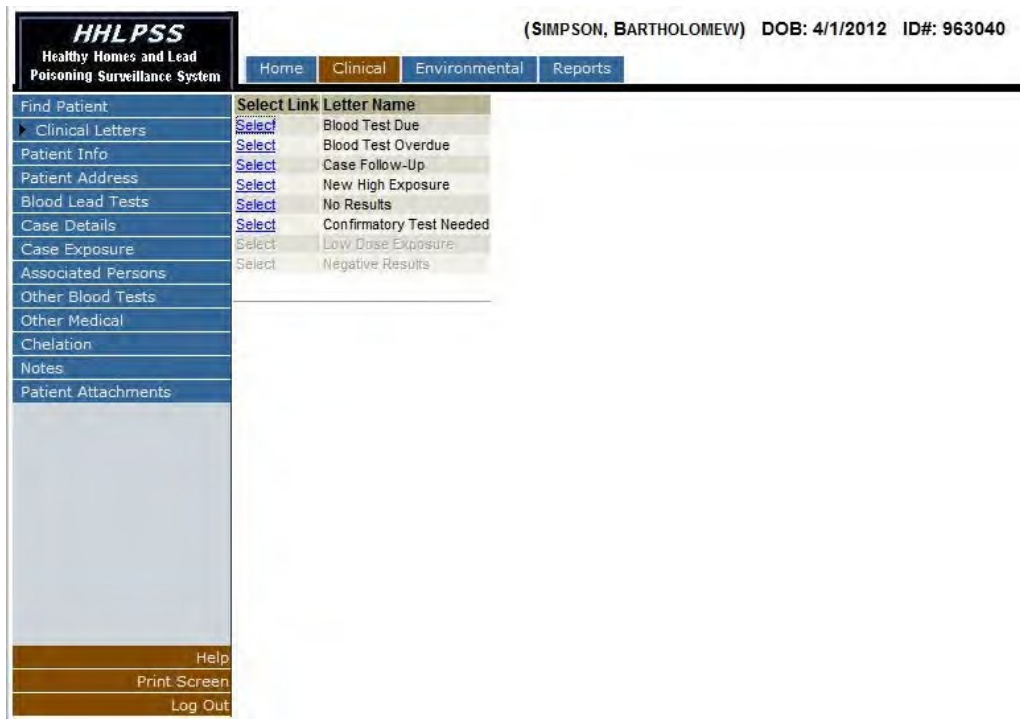
The “Clinical Letters” page allows the user to view and edit selected letter templates for patient communications. The page contains a tabular listing of the letter templates available within the system for automatic generation.

Clinical letters can be downloaded and edited by clicking the ‘Select’ hyperlink corresponding to the row of the desired letter in the letter listing table.

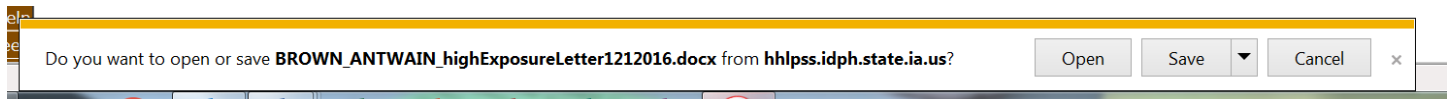
| Letter Name | Case Availability | Description |
|---------------------------|-------------------|--|
| <i>Blood Test Due</i> | Yes | Sent as a reminder of approaching recommended blood lead re-testing date. |
| <i>Blood Test Overdue</i> | Yes | Sent as a reminder of overdue blood lead re-test. |
| <i>Case Follow-Up</i> | Yes | Sent to inform patient/guardian(s) of initial case, follow-up testing levels and next recommended blood lead testing date. |

| | | |
|---------------------------------|-----|--|
| <i>New High Exposure</i> | Yes | Sent to inform patient/guardian(s) of newly processed case-level blood lead result and next recommended blood lead testing date. |
| <i>No Results</i> | Yes | Sent to inform patient/guardian(s) of newly processed blood lead test without result level and next recommended blood lead testing date |
| <i>Confirmatory Test Needed</i> | Yes | Sent to inform patient/guardian(s) of the need to confirm previously received blood lead result with a new test and the recommended blood lead testing date. |
| <i>Low Dose Exposure</i> | No | Sent to inform patient/guardian(s) of a newly processed 'low' blood lead testing result and the recommended next blood lead testing date. |
| <i>Negative Results</i> | No | Sent to inform patient/guardian(s) of a newly processed 'negative' blood lead testing result and the recommended next blood lead testing date. |

The letter template will be populated with data related to the selected patient and made available for download for the user.



Click the 'Open' button to open the document for immediate editing.



Click the 'Save' button, to save the document to local file storage for later use.

New High Exposure Letter

4/4/2014/4/2014/4/2014

To the parent or guardian of

Bartholomew Simpsons

321 E 12th ST

Des Moines IA 50319

Your Child was tested for lead poisoning on 4/1/2013. The result of this test was a level of 32.00. This means that your child may have LEAD POISONING, a serious illness which can cause behavior and learning problems. Another blood lead test should be performed on or before 4/29/2013 to make sure the blood lead level has not gotten any higher. Make an appointment with your child's doctor as soon as possible so that your child may be evaluated for lead poisoning. Show this letter to your child's doctor as a record of the test level.

Sincerely yours,

State CLPPP

Associated Persons

To view details relating to a patient's relationship to other persons and groups listed within the system utilize the "Associated Persons" menu item of the "Clinical" tab. Previously entered family members and guardians should be present within the listing.

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| Related Person | Relationship | Primary Person |
|------------------------------|----------------------------|---------------------|
| x Dustin Simpson (1/19/1995) | is Grandfather Maternal of | Bartholomew Simpson |

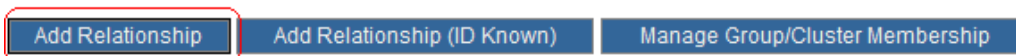
1

Add Relationship Add Relationship (ID Known) Manage Group/Cluster Membership

Choose Person as [] of Bartholomew Simpson

Help Save Print Screen Log Out

To associate a patient with another patient record within the system, click the "Add Relationship" button near the bottom of the "Associated Person" screen.



This will activate the "Choose Related Person" controls within the page.

Select the relationship of the person to the patient from the selection list and click the "Choose Person as" button.



This will activate the “Find Patient” screen

Find Patient

| | | | |
|--|----------------------|--------------------------------------|--|
| State ID | Stellar ID | Last Name | First Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| SSN | Medicaid ID | DOB | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Address | | | |
| <input type="text"/> | | | For best results, enter <i>just</i> the street number or <i>just</i> the street name. |
| City | Zip | | |
| <input type="text"/> | <input type="text"/> | | |
| Phone | | | |
| <input type="text"/> | | | |
| <input type="button" value="Advanced Search"/> | | <input type="button" value="Clear"/> | |

Input search criteria to match the patient you wish to associate with the current patient.

Select the related patient in the search results list (if the desired relation is not within the list, they are not currently in the system as a patient).

The patient will then be associated with the current patient.

Group Membership

To manage and associate groups of patient records, utilize the “Group Membership” menu item in the “Associated Persons” sub menu in the “Clinical” tab.

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Person Groups

Group List Filter Criteria

Group Type Group Name

Status Jurisdiction

No Records Found

| Identifier | Name | Type | Status | Existence From | Existence Thru | Description |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Patients can be added or removed from person groups in the “Group Membership” screen.

First, search for or create a new group utilizing the “Group List Filter Criteria” controls near the top of the form (group search) and the user form near the bottom of the form (group creation).

Group List Filter Criteria

Group Type: [dropdown] Group Name: [text box]

Status: [All dropdown] Jurisdiction: [Childhood Lead Poisoning Prevention Branch dropdown]

Buttons: Find All Groups, Find Groups for Current Patient, View/Edit Members

To search for a group, select a Jurisdiction for the group and click the “Find All Groups” button. This will list all of the groups created within the selected jurisdiction in the group selection list

| Select | Group Name | Group Type | Status | |
|------------------------|-------------------|------------|--------|---|
| 455826 | Neighborhood Test | Other | Active | X |

Select a group by clicking the identifier number link in the “Select” column of the group listing. To view or edit the members of the group click the “View/Edit Members’ button under the “Group List Filter Criteria” area near the top of the form.

Buttons: Find All Groups, Find Groups for Current Patient, View/Edit Members

This will activate the Group Membership Popup.

Group Membership -- Webpage Dialog

Members of 'Neighborhood Test' Group

| Delete | Group Member | Set as Primary | Set As Related |
|--------|--|----------------|----------------|
| X | Gordon, Benjamin (ID: 1843337) DOB: 10/12/2006 | Set | Set |

Buttons: << Add Person with this ID, Add Current Patient, Find Another Person To Add

Create Relationship: [text box] is [dropdown] of [text box] Save Close

URL: http://localhost/RII.Web/EntityMaint/PersonGroupMembersPopup.aspx?groupid=455826&gro Local intranet

To add the current patient to the group, click the “Add Current Patient” button.

To add a different patient to the group, click the “Find Another Patient” button, this will activate the find patient popup and allow you to search for another patient to add to the group.

If you happen to know the identifier number of the patient you wish to add to the group, input it into the text box next to the “Add Patient with the ID” button and click the button.

Household Members

To add additional detail to patient family member records, utilize the “Household Members” menu item in the “Associated Persons” sub menu in the “Clinical” tab.

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Add Household Members to: 321 E 12th ST, Des Moines, IA 50319

| Last Name | First Name | Birth Date | Relationship | Delete | Choose |
|----------------------|----------------------|----------------------|----------------------|--------------------------|---------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="button" value="Choose"/> |

Last Name: First Name: Middle Name: HHL PSS ID:

Maiden Name: DOB: Age: Sex: Twin: Local ID:

Relationship to Case: Primary Guardian:

Occupation:

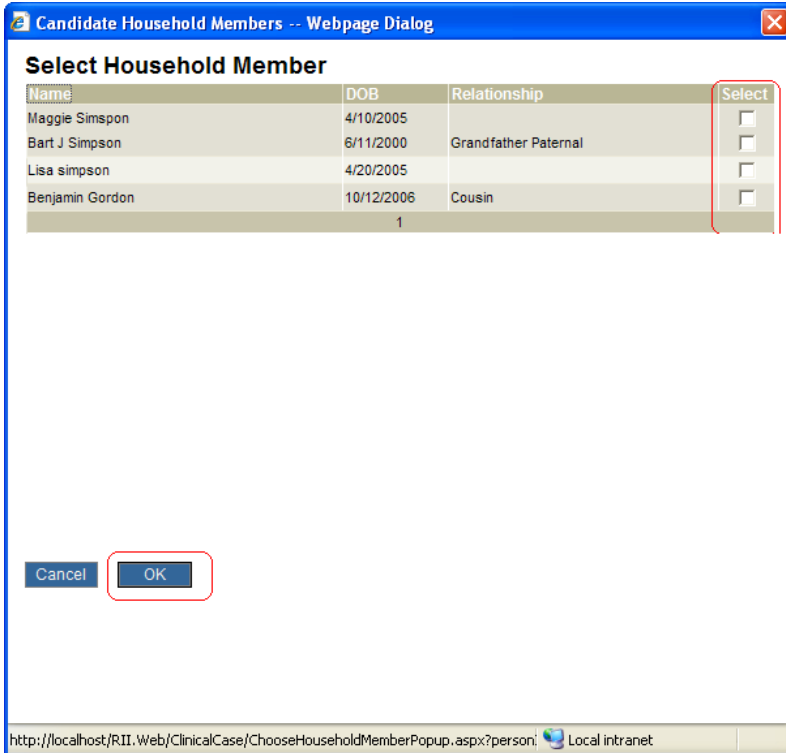
Most Recent Test Results
Date Tested: Result: µg/dL

Pregnant Breast Feeding

Help
Save
Revert
Print Screen
Log Out

To add additional details to patient family member records, click the “Choose” button near the top of the page to select a family member.

This will activate the “Select Household Member” popup. You can select family members to edit by clicking the corresponding checkboxes next to their name in the popup list. Click “OK” to close the window.



After the selection has been completed, you can add additional details for any family member by clicking the “Select” link next to their name in the household member listing and editing their details in the user form near the bottom of the page.

| | | | |
|-----------------------------------|---|--------------------------|----------|
| Last Name | First Name | Middle Name | State ID |
| Simpson | Bart | J | 1843236 |
| Maiden Name | DOB | Age | Sex |
| | 6/11/2000 | 9 yrs 7 mo | |
| Relationship to Case | Primary Guardian | Most Recent Test Results | |
| Grandfather Paternal | <input type="checkbox"/> | Date Tested | Result |
| Occupation | | 8/3/2009 | 14 µg/dL |
| <input type="checkbox"/> Pregnant | <input type="checkbox"/> Breast Feeding | | |

Other Tests

The Patient Other Blood Test History Screen will be utilized to view and input details related to the selected patient's lab testing history (non-blood lead tests).

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| Find Patient | Select | Tiered Date | Result | Test Type | Patient Address at the time of draw | Delete |
|---------------------|--------|-------------|--------|-----------|-------------------------------------|--------|
| Clinical Letters | | | | | | |
| Patient Info | | | | | | |
| Patient Address | | | | | | |
| Blood Lead Tests | | | | | | |
| Case Details | | | | | | |
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| Associated Persons | | | | | | |
| ▶ Other Blood Tests | | | | | | |
| Other Medical | | | | | | |
| Chelation | | | | | | |
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Test Type
Ep Ext

Result
 μg/dL

Lab Smpl #

Detection

Lab data incomplete
 Electronically Reported
 Reported By Lab

Sample Type Sample Description

Date Drawn

Date received at lab

Date Analyzed

Date received at LHD

Tiered Date (Calculated)

Age at draw (Calculated)

Patient Address (at time of draw)
 Age reported by lab Yrs. Mos. Adult?

Institution Choose Delete
 Physician Choose Delete
 Analyzing Laboratory Choose Delete
 Referring Laboratory Choose Delete

| Date Entered | Entered | Comment |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

New
Help
Save
Revert
Print Screen
Log Out

The earliest test available will be selected in the test list and active within the user form below the test list.

The user can select any blood test within the listing of tests for the patient by clicking the test identifier number link in the “Select” column of the blood test list.

If you wish to delete any test within the listing, click the “Delete” link in the “Delete” column of the blood test list. (Case making blood lead tests cannot be deleted)

Directions to add or edit new records are identical to blood lead test history screens.

Other Blood Test User Form Field Listing

| Field Name | Meaning |
|----------------------------------|---------------------------------------|
| Test Type – non blood lead tests | Type of laboratory test (i.e. EP Ext) |
| Result | Result value of test |
| Lab Sample Number | Sample number assigned by laboratory |

| | |
|---|---|
| Detection | Results value comparator (=, >, <) |
| Lab data incomplete | Indicates whether the blood lead test is missing data |
| Electronically Reported by Lab | Indicates whether the record was electronically reported |
| Sample Type | Sample the type reported by lab (i.e. venous, capillary, or unknown) |
| Sample Description | Free text a description of blood tests in the record. |
| Date Drawn | Date sample was drawn from patient |
| Date received at lab | Date laboratory received sample from provider |
| Date received at the local health departments (LHD) | Date blood lead test record was received by State or Local health department |
| Tiered Date (System Calculated) | Date utilized to calculate date ranges base upon dates associated with address (set to Date Drawn if available) |
| Age at draw (System Calculated) | Age of patient at date drawn |
| Patient address | Choose the address of the patient associated with blood test. |
| Adult indicator | Indicates whether the patient should be considered an adult |
| Institution | Name of institution where sample was drawn (hospital or clinic) |
| Physician | Provider who drew or recommended blood lead test |
| Analyzing laboratory | The laboratory which analyzed the sample. |
| Referring laboratory | The laboratory which referred the sample to analyzing lab.(if necessary) |
| Comment | Free text comments |
| Date created | The date blood test record was created (system generated) |
| Created by | User who created blood test record (system generated) |
| Date modified | Date blood test record was modified (system generated) |
| Modified by | User who modified blood test record (system generated). |

Other Medical

The “Other Medical” page is utilized to capture patient health insurance and blood test funding information. For patients with clinical cases, the system will allow for the collection of initial test funding information. Programs can track Medicaid enrollment and eligibility dates for the patient, as well tracking the Medicaid managed care plan or private insurance provider for the applicable patient.

In addition, users can also track current WIC status and service referral date in the “Other Medical” page.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

(SIMPSON, BARTHOLOMEW) DOB: 4/1/2012 ID#: 963040

Home Clinical Environmental Reports

Find Patient
Clinical Letters
Patient Info
Patient Address
Blood Lead Tests
Case Details
Case Exposure
Associated Persons
Other Blood Tests
▶ Other Medical
Insurance/Provider
Health Status
Provider Information
Chelation
Notes
Patient Attachments

How was the initial blood test paid for? Other
Why was the initial blood test done? Other

Health Insurance Information

Is case enrolled in Medicaid? Eligibility Date

Medicaid Managed Care? Which Plan?

Is case covered by a private health plan or HMO (not Medicaid)? If Yes, Specify (e.g. Kaiser, Humana)

Is case on WIC? If no/Unknown, was referral made?

Help
Save
Revert
Print Screen
Log Out

To add or update any of the information related to the “Other Medical” page. Make the appropriate selection in the relevant dropdown control () and if necessary, add the associated text to the corresponding textbox. After all selections are complete, click the “Save” button in the lower left hand Action menu of the HHL PSS page.

Help
Save
Revert
Print Screen
Log Out

Chelation

The “Chelation” page allows the user to input details related to the chelation treatments of lead poisoned patients with cases.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

(SIMPSON, BARTHOLOMEW) DOB: 4/1/2012 ID#: 963040

Home Clinical Environmental Reports

| Chelating Agent(s) | Hospitalized | Start Date | End Date | Delete |
|--------------------|--------------|------------|----------|--------|
|--------------------|--------------|------------|----------|--------|

Chelating Agent(s) * Check at least one or enter text in Other field

CaNa2EDTA BAL Don't Know
 Penicillamine Succimer (Chemet) None - Chelation Challenge Test Only

Other:

Chelation Start Date Chelation End Date Did case ever receive a chelation challenge test?

Was case hospitalized for Chelation?

Institution

Physician

New
Help
Save
Revert
Print Screen
Log Out

Select a chelating agent by checking one of the boxes next to the agent utilized for treatment or indicate the agent name in the Other text box if it does not exist in the list.

Chelating Agent(s) * Check at least one or enter text in Other field

CaNa2EDTA BAL Don't Know
 Penicillamine Succimer (Chemet) None - Chelation Challenge Test Only

Other:

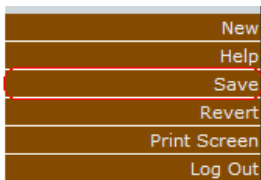
Chelation Start Date Chelation End Date Did case ever receive a chelation challenge test?

Was case hospitalized for Chelation?

Institution

Physician

Input the remainder of the details of the treatment in the provider user form. To save, click the “Save” button in the (burgundy) bottom left corner menu to save the record.



To add additional treatments, click the “New” button in the (burgundy) bottom left corner menu to prepare the form for record creation.

Patient Notes

The “Patient Notes” page allows the user to create custom free text notes which are associated with the patient record.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

(SIMPSON, BARTHOLOMEW) DOB: 4/1/2012 ID#: 963040

Home Clinical Environmental Reports

Find Patient
Clinical Letters
Patient Info
Patient Address
Blood Lead Tests
Case Details
Case Exposure
Associated Persons
Other Blood Tests
Other Medical
Chelation
Notes
Patient Attachments

New
Help
Revert
Print Screen
Log Out

| Date | Subject | Author | Title | Details |
|------|---------|--------|-------|---------|
|------|---------|--------|-------|---------|

Existing patient notes will be listed within the Notes listing. To view or edit the details, click the “Detail” link in the “Details” column of the Notes Listing.

To add a new note to the note listing, click the “New” button in the (burgundy) bottom left corner menu to prepare the form for note creation.

New
Help
Revert
Print Screen
Log Out

- Find Patient
- Clinical Letters
- Patient Info
- Patient Address
- Blood Lead Tests
- Case Details
- Case Exposure
- Associated Persons
- Other Blood Tests
- Other Medical
- Chelation
- Notes
- Patient Attachments

Date Subject

Author Role

Delete

- New
- Help
- Save
- Revert
- Print Screen
- Log Out

The minimum fields required to create a patient record are displayed with a red asterisk [*] and are *Date*, *Subject*, *Author*, and the actual contents of the note.

Input the corresponding data in the required and other fields corresponding to the new patient note and click the “Save” button in the (burgundy) bottom left corner menu to save the new patient note. After note creation, the note is added to the listing. **WARNING: The note section has a limit of 255 characters – this amounts to a few sentences. You will have to keep your notes brief. Notes requiring a longer narrative can be attached as a separate document using the process described below in the *Patient Attachments* section.**

- New
- Help
- Save
- Revert
- Print Screen
- Log Out

Patient Attachments

The “Patient Attachment” page allows the user to upload, download or view electronic files associated with the patient record.

HHL PSS
Healthy Housing and Lead
Poisoning Surveillance System

(SIMPSONS, BARTHOLOMEW) DOB: 4/1/2012 ID#: 963040

Home Clinical Environmental Administrative Reports

Find Patient
Clinical Letters
Patient Info
Patient Address
Blood Lead Tests
Case Details
Case Exposure
Associated Persons
Other Blood Tests
Other Medical
Chelation
Notes
Patient Attachments
Upload Attachment

Patient Attachments

| File Name | Description | File Type | Date Uploaded | Owner | View |
|---|----------------------|--|---------------|---------|----------------------|
| 20100303jewelry.jpg | Item found in home | image/jpeg | 4-07-2011 | qharris | View |
| Trimball Kimball testDueLetter472011.docx | First Patient Letter | application/vnd.openxmlformats-officedocument.word | 4-07-2011 | qharris | View |
| appendix b label.pdf | Test file | application/pdf | 4-07-2011 | qharris | View |

[Add New File](#)

Help
Print Screen
Log Out

Existing patient file attachments will be listed within the Patient Attachments listing.

To download a file for viewing, click the “File Name” hyperlink in the “File Name” column of the Patient Attachments listing.

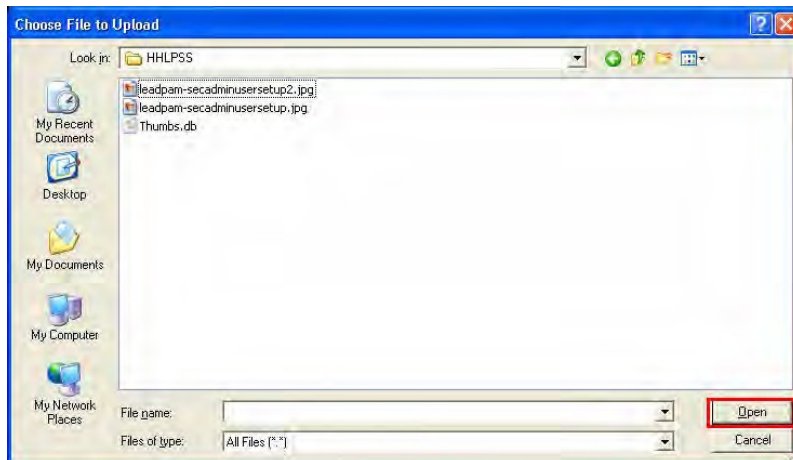
In cases where the file type is compatible, the file may be viewable within a browser window and the “View” hyperlink will be active within the “View” column of the Patient Attachments listing. Click the “View” hyperlink to launch a new browser window in which to view the electronic file.

To upload a new file attachment, click the “Add New File” button below the Patient Attachments listing.



A 'File Description' and selected file for upload is required to attach a file to the patient record. Input the file description information and select a file for upload by clicking the "Browse" button.

Select a file and click the "Open" button in the choose file dialog box to prepare the file for upload.



Files must be less than two (2) megabytes (MB – 2048 kilobytes [kb]) in size for proper attachment to patient record. Click the "Upload File" button once the file has been selected to add it to the Patient Attachment listing.

Environmental Investigations - *Environmental Module*

The Environmental module has been designed for viewing, editing or creating new patient address records as well as details related to environmental investigations.

Edit or Add New Address

To view the details of a current address or to create a new address record within the system login to HHL PSS and select the Environmental Tab.



This will direct the browser to the “Find Address” screen.

To prevent address duplication, prior to adding new data to HHL PSS you should perform a search for the address prior to receiving the option to create a new record.

Find Address

Perform a search on the first letter of the street and city names of the address you wish to create or find and click the “Find” button.

The image shows the 'Find Address' screen within the HHL PSS system. The top navigation bar is identical to the previous screenshot, with the 'Environmental' tab selected. On the left side, there is a vertical menu with various options: 'Find Address', 'Address Info', 'Address Notes', 'Construction History', 'Investigation Summary', 'Risk Assessment Inspection', 'Remediation Inspection', 'Clearance Inspection', 'Maintenance Inspection', 'Property Owner Information', and 'Healthy Housing'. The 'Find Address' option is currently selected. The main content area is titled 'Find Address' and contains several search fields: 'Address ID' (text input), 'Polk County' (dropdown menu), 'Street #' (text input), 'Dir Prefix' (dropdown menu), 'Street Name' (text input with '10th' entered), 'Street Type' (dropdown menu with 'Street' selected), 'Dir Suffix' (dropdown menu), 'Apt/Unit' (text input), 'City' (text input with 'Des Moines' entered), 'State' (dropdown menu), 'Zip' (text input), and 'County' (dropdown menu). At the bottom of the search area are two buttons: 'Find' and 'Clear'. At the very bottom of the page, there are three links: 'Help', 'Revert', and 'Log Out'.

HHPSS
Healthy Housing and Lead
Poisoning Surveillance System

Home Clinical Environmental Administrative

- Find Address
- Address Info
- Construction History
- Investigation Summary
- Risk Assessment Inspection
- Remediation Inspection
- Clearance Inspection
- Maintenance Inspection
- Property Owner Information
- Help
- Print Screen
- Log Out

SELECT AN ADDRESS

Address Search Results

| Address | Investigation Status | Address ID |
|---|----------------------|------------|
| Atlanta, GA 00000 | Open | 1282103 |
| atlanta, CA 98009 | Closed | 1282118 |
| atlanta, DE 45832 | New | 1282667 |
| 1901 E 17TH ST NE, #309, Atlanta, GA 30326 | Open | 1282084 |
| 23 E 22 AVE E, #22, atlanta, GA 98066 | Closed | 1282119 |
| 2323 2323 asdr, NE 23233 | New | 1282279 |
| 342 Adam ST Atlanta, GA 30912 | New | 1282264 |
| 32 E Arcot DR N, #203, Atlanta, GA 30921 | New | 1282585 |
| 4321 E ARCOT WAY E, #34, Atlanta, GA 98721 | Open | 1282153 |
| 23 E Arcot Rd ALY E, #34, Atlanta, CA 98732 | New | 1282117 |
| 4 E Arcot Rd ALY E, Atlanta, GA 30921 | Open | 1282173 |
| 999 N Arcot Rd AVE E, #290, Atlanta, CA 98502 | Open | 1282105 |
| asd E asd ALY E, #243, atlanta, CA 98065 | New | 1282120 |
| 213 S Atlanta Rd ALY E, #213, Atlanta, CA 98021 | New | 1282126 |
| 10 E Atlanta St ST E, ATLANTA, GA 45122 | New | 1282583 |

1 2 3 4 5 6 7 8 9 10 ...

Revise Search Add New Address

If the address which you wish to create or edit is listed within search results, click the Address in the "Address" column to open the "Patient Address Details" screen

Address Search Results

| Address | Investigation Status | Address ID |
|--|----------------------|------------|
| 23 Park ST Atlanta, GA 30341 | New | 1282253 |
| 1 Peachtree ST Atlanta, GA 30303 | New | 1282104 |
| 1200 Peachtree ST Atlanta, GA 30333 | New | 1282179 |
| 1250 Peachtree Industrial ST atlanta, GA 30333 | New | 1282180 |

Revise Search Add New Address

Click to open Address Details Page

Click to open or view investigation details

Edit Address

The Edit Address Screen will be utilized to view and input details related to the selected address.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

1430 10TH STREET (ID# 397881)

Home Clinical Environmental Reports

Find Address

Address Info

Address Notes

Construction History

Investigation Summary

Risk Assessment Inspection

Remediation Inspection

Clearance Inspection

Maintenance Inspection

Property Owner Information

Healthy Housing

Help

Print Screen

Log Out

Edit Address [Back to Search results](#)

Address Id: 397881

Line 1: 1430 10th ST Apt/Ste #: _____ Line 2: _____ Census Tract: _____

City: Des moines State: IA Zip: 50314 County: Polk Census Block: _____

Parcel Number: _____ District: _____ Dwelling Type: _____

No of Units: _____ High Risk Structure? Ownership Type: _____

Phone: () - - Year Built: _____ Investigation Status: **Open**

Comments: STELLAR id: 244

Validate Address

Address Details Form Field Listing

| Field Name | Meaning |
|-------------------------------|--|
| Line 1 | Street Address |
| Line 2 | Street Address Line 2 |
| Apt/Ste # | Apartment or Suite Number |
| City | City |
| State | State |
| Zip | Zip Code |
| County | County |
| Investigation Status | Status of environmental investigation (open, closed, or new button to create investigation record) |
| Census Tract Number | Address census tract |
| Parcel Number | Local parcel number of address |
| District | Address district |
| High Risk structure indicator | Was the dwelling built prior to 1978 |
| Dwelling Type | Selected dwelling type (Single, multi-family, etc.) |
| Number of Units | If multi-unit dwelling, number of units within dwelling |
| Phone | Contact phone number for owner of address |
| Ownership Type | Ownership type of residence (Owner occupied, rental) |

| Field Name | Meaning |
|-------------------------|--|
| Year Built | Approximate construction date of structure |
| Notes about the Address | Free text description of address record |

The user can edit the address details within the fields indicated in the user form. If the selected State is changed the page may reload to populate the county list control.

To begin saving changes to the address record, click the “Validate Address” button beneath address details form. Address validation attempts the correction of any missing or incorrect address details and the addition of geocoding data (census block, census tract, latitude and longitude).



Once the address validation has been attempted, the “Save Address” button will be presented to finalize the address save operation. Click “Save Address”.



De-duplicate Address Popup

The de-duplicate address popup allows for selection or rejection of possibly matched address records when you are adding a new address. This is to prevent new address IDs (duplicates) from being assigned for an address that is already in HHL PSS. To select an existing record as a match to the new address you are attempting to add for the patient, select the address id corresponding to the matched address. If you wish to reject all possible matches and create a new address record, enter a rejection reason in the ‘Reject reason’ field and click the ‘Reject’ button.

The screenshot shows the HHL PSS interface. The main window is titled "1430 10TH STREET (ID# 397881)". A "Dedup Address" popup window is open, displaying a table of existing address records. The table has the following columns: Address ID, Address, Score, Investigation Status, and Can Merge. The records listed are:

| Address ID | Address | Score | Investigation Status | Can Merge |
|------------|---|-------|----------------------|-------------------------------------|
| 402402 | 1430 10th Street Des Moines IA 50314 | 70 | Not A Case | <input checked="" type="checkbox"/> |
| 402402 | 1430 9th Street Des Moines IA 50314 | 70 | Not A Case | <input checked="" type="checkbox"/> |
| 404307 | 1430 10th Street Des Moines IA 50314 | 70 | Open | <input type="checkbox"/> |
| 404307 | 1430 10th Street Des Moines IA 50314 | 70 | Open | <input type="checkbox"/> |
| 409029 | 1430 10th Street Des Moines IA 50314 | 70 | Not A Case | <input checked="" type="checkbox"/> |
| 409029 | 1430 10th Street Des Moines IA 50314 | 70 | Not A Case | <input checked="" type="checkbox"/> |
| 411107 | 1430 11th Street Des Moines IA 50314 | 70 | Not A Case | <input checked="" type="checkbox"/> |
| 411107 | 1430 11th Street Des Moines IA 50314 | 70 | Not A Case | <input checked="" type="checkbox"/> |
| 413163 | 1430 7th Street Des Moines IA 50314 | 70 | Not A Case | <input checked="" type="checkbox"/> |
| 413163 | 1430 7th Street Des Moines IA 50314 | 70 | Not A Case | <input checked="" type="checkbox"/> |
| 413829 | 1430 9th Street Apartment 1 Des Moines IA 50314 | 70 | Not A Case | <input checked="" type="checkbox"/> |
| 413829 | 1430 9th Street Apartment 1 Des Moines IA 50314 | 70 | Not A Case | <input checked="" type="checkbox"/> |
| 416061 | 1430 9th Street Apartment 2 Des Moines IA 50314 | 70 | Not A Case | <input checked="" type="checkbox"/> |
| 416061 | 1430 9th Street Apartment 2 Des Moines IA 50314 | 70 | Not A Case | <input checked="" type="checkbox"/> |
| 418366 | 1430 9th Street Apartment 3 Des Moines IA 50314 | 70 | Not A Case | <input checked="" type="checkbox"/> |
| 418366 | 1430 9th Street Apartment 3 Des Moines IA 50314 | 70 | Not A Case | <input checked="" type="checkbox"/> |

At the bottom of the popup, there is a "Reject reason" text field and a "Reject" button.

Construction History

To view or update data related to the addresses construction history, login to HHLPSS, select the Environmental Tab, and click the “Construction History” menu item of the Environmental Tab menu.

HHLPSS
Healthy Homes and Lead
Poisoning Surveillance System

1430 10TH ST STREET (ID# 397881)

Home Clinical **Environmental** Reports

Find Address
Address Info
Address Notes
▶ Construction History
Investigation Summary
Risk Assessment Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner Information
Healthy Housing

Help
Save
Revert
Print Screen
Log Out

Clinical Case Construction History

Estimated Year Built: [dropdown] Pre 1978?

Remodeling, painting or renovation within the past year: [dropdown]

Where was most of the remodeling done: [dropdown]

Who did the Remodeling? Licensed Contractor Other Property Owner
 Self Or Family Unknown Specify: [text box]

Description of the Remodeling: [text area]

Environmental Investigation Construction History

Estimated Year Built: [dropdown] Pre 1978?

Remodeling, painting or renovation within the past year: [dropdown]

Where was most of the remodeling done: [dropdown]

Who did the Remodeling? Licensed Contractor Other Property Owner
 Self Or Family Unknown Specify: [text box]

Description of the Remodeling: [text area]

The “Construction History” page allows for the management of construction history data for an address as collected during clinical case management and environmental investigations.

If you are entering construction details as a result of data gathered for case management, input the details in the “Clinical Case Construction History” area (top half of form).

If you are entering construction details as a result of data gathered during an environmental investigation, input the details in the “Environmental Investigation Construction History” area (bottom half of form).

Address Notes

The “Address Notes” page allows the user to create custom free text notes which are associated with the address record.

HHLPSS
Healthy Homes and Lead
Poisoning Surveillance System

1430 10TH STREET (ID# 397881)

Home Clinical Environmental Reports

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner Information
Healthy Housing

New
Revert
Print Screen
Log Out

Address Note List

1430 10th Street

| Date | Subject | Author | Role | Details |
|----------|---|-----------|------|------------------------|
| 9/5/2002 | certified followup letter sent to owner | Migration | | Detail |

Existing address notes will be listed within the Notes listing. To view or edit the details, click the “Detail” link in the “Details” column of the Notes Listing.

To add a new note to the note listing, click the “New” button in the (burgundy) bottom left corner menu to prepare the form for note creation.

HHLPSS
Healthy Homes and Lead
Poisoning Surveillance System

1430 10TH STREET (ID# 397881)

Home Clinical Environmental Reports

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner Information
Healthy Housing

Help
Print Screen
Log Out

Edit HHLPSS Note

1430 10th Street

Date: 04/08/2014 Subject: *

Author: *kofficer* Role: *

Save [Back to Note Listing](#)

The minimum fields required to create an address note are displayed with a red asterisk [*] and are *Date*, *Subject*, *Author*, and the actual contents of the note.

Input the corresponding data in the required and other fields corresponding to the new patient note and click the “Save” button below the note text box to save the new address note. After note creation, the note is added to the listing. **WARNING: The notes field has a limit of 255 characters, about 1-3 sentences. Keep your notes brief.**

To cancel note entry and return to the address note listing, click the ‘Back to Note Listing’ link at the bottom of the page.

View Environmental Investigation Details

To view the details of an environmental investigation for an address, login to HHLPSS, select the Environmental Tab, and click the “Investigation Summary” menu item of the Environmental Tab menu.

Investigation Summary

The “Investigation Summary” page allows for the viewing and editing of investigation details for the currently selected address.

HHLPSS
Healthy Homes and Lead
Poisoning Surveillance System

1430 10TH STREET (ID# 397881)

Home Clinical **Environmental** Reports

Investigation Summary

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment
Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner Information
Healthy Housing

Investigation Listing

| Investigation ID | Status | Investigator | Date Opened | Date Closed | Delete | Edit |
|------------------|--------|--------------|-------------|-------------|--------|------|
| 7412 | Open | Gergeby, | 7/15/1992 | | X | Edit |

Associated Patient Listing

| Test ID | Case Source | Specimen Source | Test Result | Date Collected | Patient Name | Date of Birth | Address Type | Phone Guardian Number | Lived From | Lived Thru |
|---------|-------------|-----------------|-------------|----------------|--------------|---------------|--------------|-----------------------|------------|------------|
| 830836 | Venous | 13 | 7/21/1993 | | | 9/14/1992 | Primary Home | | 7/21/1993 | |

Investigation Detail

Investigator: Date Opened:

Status: Investigation Reason:

Funding Source: Comments:

Investigation Outcome

Date Closed: Remediation Completed: Interior Exterior Soil Water

Closure Reason:

Sources of Exposure Identified

No Hazard Identified: Alternate Location Identified:

Lead Paint Found: Yes No Unknown Lead Paint Hazard Location:

Lead Source Other Than Paint Found: Occupational Exposure: Yes No Unknown

Add Investigation

Event Detail

Event Type: Letter Type:

Date Referred: Date:

Completed: Due:

Responsible Party: Result:

Comment:

Add Event

Select an “Investigator” to assign an environmental investigator to manage the investigation. Select a “Date Opened” to indicate the date the investigation was opened and an investigation “Status” and

“Investigation Reason.” Click the “Add Investigation” button to finalize the creation of the investigation.

As the investigation progresses, additional details can be entered until closure.

Investigation Summary

Investigation Listing

| Investigation Id | Status | Investigator | Date Opened | Date Closed | Delete | Edit |
|------------------|--------|--------------|-------------|-------------|--------|------|
| 7412 | Open | Gergely, | 7/15/1992 | | X | Edit |

Associated Patient Listing

| Test Id/Case Id | Specimen Source | Test Result | Date Collected | Patient Name | Date of Birth | Address Type | Phone Guardian Number | Lived From | Lived Thru |
|-----------------|-----------------|-------------|----------------|--------------|---------------|--------------|-----------------------|------------|------------|
| 830836 | Venous | 13 | 7/21/1993 | | 9/14/1992 | Primary Home | | 7/21/1993 | |

Investigation Id: 7412

Investigation Detail

Investigation Detail

Investigator: *Gergely, Date Opened: 07/15/1992

Status: Open Investigation Reason: Meets Standard Investigator

Funding Source: Comments: Migration (Non-Lead Hazard Cmt) :

Investigation Outcome

Date Closed: Remediation Completed: Interior Exterior Soil Water

Closure Reason:

Sources of Exposure Identified

No Hazard Identified: Alternate Location Identified:

Lead Paint Found: Yes No Unknown Lead Paint Hazard Location: Both

Lead Source Other Than Paint Found: Occupational Exposure: Yes No Unknown

Save Cancel

NOTE: CLPPP case managers should refer to the HHL PSS EBL Case Management Checklist (Appendix A) and the HHL PSS Billing Report Requirements (Appendix B) to determine additional information required to be entered for program tracking and billing purposes.

To close an investigation, enter a “Date Closed” in the corresponding text box and select a “Closure Reason” from the list of possible choices.

Click “Save Investigation” to finalize investigation closure.

Many pages related to Environmental Investigations within the system collect data related to environmental samples and investigation events. These areas will behave similarly across all pages.

Risk Assessment

The “Risk Assessment” Inspection page is utilized to capture the details of the risk assessment phase of the environmental investigation.

To view the details of a Risk Assessment click the “Investigation ID” in the Investigation Listing near the top of the page.

The screenshot displays the HHL PSS (Healthy Homes and Lead Poisoning Surveillance System) interface. At the top right, the address "1430 10TH STREET (ID# 397881)" is shown. Below this are navigation tabs for "Home", "Clinical", "Environmental", and "Reports". A left-hand sidebar contains a menu with options such as "Find Address", "Address Info", "Address Notes", "Construction History", "Investigation Summary", "Risk Assessment Inspection", "Remediation Inspection", "Clearance Inspection", "Maintenance Inspection", "Property Owner Information", and "Healthy Housing". The main content area is titled "Risk Assessment Inspection" and contains an "Investigation Listing" table. The table has columns for "Investigation Id.", "Status", "Investigator", "Date Opened", and "Date Closed". A single entry is visible with "Investigation Id." 7412, "Status" Open, "Investigator" Oelberg/crail, and "Date Opened" 4/08/2014. The "Investigation Id." cell is highlighted with a red border. At the bottom of the sidebar, there are "Print Screen" and "Log Out" buttons.

| Investigation Id. | Status | Investigator | Date Opened | Date Closed |
|-------------------|--------|---------------|-------------|-------------|
| 7412 | Open | Oelberg/crail | 4/08/2014 | |

This will enable the page and grant access to the Risk Assessment Inspection Listing. To view the details or samples related to a risk assessment, click its “Inspection ID” in the Risk Assessment Inspection Listing.

View the dates associated with the inspection and the samples collected in the form below the inspection listing.

To add a new Risk Assessment input the “Start Date” and click the “Add Risk Assessment Inspection”

HHLPS
Healthy Homes and Lead
Poisoning Surveillance System

1430 10TH STREET (ID# 397881)

Home Clinical Environmental Reports

Risk Assessment Inspection

Investigation Listing

| Investigation Id | Status | Investigator | Date Opened | Date Closed |
|----------------------|--------|---------------|-------------|-------------|
| 7412 | Open | Oelberg/crail | 4/08/2014 | |

Investigation Id: 7412

Risk Assessment Inspection Listing

| Inspection Id | Start Date | Completion Date | Hazard Identified | Delete | Edit |
|----------------------|------------|-----------------|-------------------------------------|--------|----------------------|
| 7604 | 4/01/2014 | 4/01/2014 | <input checked="" type="checkbox"/> | X | Edit |

Risk Assessment Inspection Detail

Start Date: Completion Date:

[Add Risk Assessment Inspection](#)

Sample Listing

| Sample ID | Sample Type | Date Collected | Room Component | Result | Unit | Hazard Identified | Delete | Edit |
|-----------|-------------|----------------|----------------|--------|------|-------------------|--------|------|
|-----------|-------------|----------------|----------------|--------|------|-------------------|--------|------|

Sample Detail

Sample Type: Hazard Identified:

Room/Site: Room/Site Identifier:

Component: Component Condition:

Testing Method: Substrate:

Result: Unit:

Laboratory: Date Collected:

Date Sent: Date Received:

Side Identifier:

[Add Sample](#)

Print Screen
Log Out

button.

Samples identified as hazardous during a risk assessment will create remediation activities corresponding to the Room and Component where the sample was collected to ensure hazard remediation.

Remediation Activities

The “Remediation Activities” page is utilized to track activities intended to remediate hazards identified during the Risk Assessment and the contractor or individual which performs these activities.

To view Remediation Activity details, click the “Investigation ID” in the Investigation Listing near the top of the page.

1430 10TH STREET (ID# 397881)

Home Clinical Environmental Reports

Remediation Inspection

Investigation Listing

| Investigation Id | Status | Investigator | Date Opened | Date Closed |
|----------------------|--------|---------------|-------------|-------------|
| 7412 | Open | Oelberg/crail | 4/08/2014 | |

This will enable the page and grant access to the Remediation Activities Listing. To view the details or samples related to a remediation activity, click its “Inspection ID” in the Remediation Activities Listing.

Remediation Activities are created and linked to every Risk Assessment where hazards are identified. Input data related to Remediation Inspection, contractor and remediation activity details and click the “Add Remediation Inspection” button to save activity inspection details.

Remediation Inspection

Investigation Listing

| Investigation Id | Status | Investigator | Date Opened | Date Closed |
|-----------------------|--------|--|-------------|-------------|
| 11319 | Open | Default Migration Inspector, Default Migration Inspector | 11/15/2016 | |

Investigation Id: 11319

Remediation Inspection Listing

| Inspection Id | Start Date | Completion Date | All Hazards Remediated | Delete | Edit |
|---------------|------------|-----------------|------------------------|--------|------|
|---------------|------------|-----------------|------------------------|--------|------|

Remediation Inspection Detail

| | | | |
|-------------------------------|----------------------|-----------------|--|
| Risk Assessment Inspection Id | <input type="text"/> | Due Date | <input type="text"/> |
| Start Date | <input type="text"/> | Completion Date | <input type="text"/> |
| Funding Source | <input type="text"/> | Verified By | <input type="text"/> |
| Contractor | | | |
| Name | <input type="text"/> | Phone | <input type="text"/> |
| State | <input type="text"/> | Based on | <input checked="" type="radio"/> County <input type="radio"/> City |
| County | <input type="text"/> | City | <input type="text"/> |
| Apt/Suite # | <input type="text"/> | AddressLine1 | <input type="text"/> |
| Address Line2 | <input type="text"/> | Zip Code | <input type="text"/> |

Activity Listing

| Activity Id | Sample Id | Sample Type | Date Completed | Room | Component | Remediation Method | Delete | Edit |
|-------------|-----------|-------------|----------------|------|-----------|--------------------|--------|------|
|-------------|-----------|-------------|----------------|------|-----------|--------------------|--------|------|

The remediation activities user form is utilized to record activities intended to remediate hazards identified during the risk assessment.

Activity Listing

| Activity Id | Sample Id | Sample Type | Date Completed | Room | Component | Remediation Method | Delete | Edit |
|-------------|-----------|-------------|----------------|------|-----------|--------------------|--------|------|
|-------------|-----------|-------------|----------------|------|-----------|--------------------|--------|------|

Activity Detail

| | | | |
|-------------|----------------------|----------------------|----------------------|
| Sample Type | <input type="text"/> | Date Completed | <input type="text"/> |
| Room/Site | <input type="text"/> | Room/Site Identifier | <input type="text"/> |
| Component | <input type="text"/> | Remediation Method | <input type="text"/> |

Input the details related to the remediation activity and click the “Add Activity” button to add it to the listing.

Clearance Inspection

The “Clearance” Inspection page is utilized to capture the details of the clearance inspection phase of the environmental investigation.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

713 E 14TH STREET UPPR (ID# 698559)

Home Clinical Environmental Administrative Reports

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment Inspection
Remediation Inspection
► Clearance Inspection
Maintenance Inspection
Property Owner Information
Healthy Housing
Address Attachments

Clearance Inspection

Investigation Listing

| Investigation Id ▲ | Status | Investigator | Date Opened | Date Closed |
|-----------------------|--------|--|-------------|-------------|
| 11319 | Open | Default Migration Inspector, Default Migration Inspector | 11/15/2016 | |

To view the details of a Clearance Inspection click the “Investigation ID” in the Investigation Listing near the top of the page. This will enable the page and grant access to the Clearance Inspection Listing.

1430 10TH STREET (ID# 397881)

Home Clinical Environmental Reports

Clearance Inspection

Investigation Listing

| Investigation Id ▲ | Status | Investigator | Date Opened | Date Closed |
|----------------------|--------|---------------|-------------|-------------|
| 7412 | Open | Oelberg/crail | 4/08/2014 | |

To view the details or samples related to a clearance inspection, click its “Inspection ID” in the Clearance Inspection Listing.

- Find Address
- Address Info
- Address Notes
- Construction History
- Investigation Summary
- Risk Assessment Inspection
- Remediation Inspection
- Clearance Inspection
- Maintenance Inspection
- Property Owner Information
- Healthy Housing
- Address Attachments

Clearance Inspection

Investigation Listing

| Investigation Id▲ | Status | Investigator | Date Opened | Date Closed |
|-----------------------|--------|--|-------------|-------------|
| 11319 | Open | Default Migration Inspector, Default Migration Inspector | 11/15/2016 | |

Investigation Id: 11319

Clearance Inspection Listing

| Inspection Id | Start Date | Completion Date | Passed Clearance | Delete | Edit |
|---------------|------------|-----------------|------------------|--------|------|
|---------------|------------|-----------------|------------------|--------|------|

Clearance Inspection Detail

Due Date Start Date
 Testing complete Completion Date

Add Clearance Inspection

Sample Listing

| Sample Id | Sample Type | Date Collected | Room | Component | Result | Unit | Passed Clearance | Delete | Edit |
|-----------|-------------|----------------|------|-----------|--------|------|------------------|--------|------|
|-----------|-------------|----------------|------|-----------|--------|------|------------------|--------|------|

Sample Detail

| | | | |
|-----------------|----------------------|----------------------|--------------------------|
| Sample Type | <input type="text"/> | Passed Clearance | <input type="checkbox"/> |
| Room/Site | <input type="text"/> | Room/Site Identifier | <input type="text"/> |
| Component | <input type="text"/> | Component Condition | <input type="text"/> |
| Testing Method | <input type="text"/> | Substrate | <input type="text"/> |
| Result | <input type="text"/> | Unit | <input type="text"/> |
| Laboratory | <input type="text"/> | Date Collected | <input type="text"/> |
| Date Sent | <input type="text"/> | Date Received | <input type="text"/> |
| Side Identifier | <input type="text"/> | | |

Add Sample

Print Screen

Log Out

All environmental samples collected during a clearance inspection should meet the standard to “pass clearance” before the address is considered as “passing clearance.”

Passing clearance should constitute the closure of the investigation.

Property Owner Information

The “Property Owner Information” page is utilized to capture the details related to the owner of a property undergoing an environmental investigation.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

713 E 14TH STREET UPPR (ID# 698559)

Home Clinical **Environmental** Administrative Reports

Property Owner Information

Investigation Listing

| Investigation Id ▲ | Status | Investigator | Date Opened | Date Closed |
|-----------------------|--------|--|-------------|-------------|
| 11319 | Open | Default Migration Inspector, Default Migration Inspector | 11/15/2016 | |

- Find Address
- Address Info
- Address Notes
- Construction History
- Investigation Summary
- Risk Assessment Inspection
- Remediation Inspection
- Clearance Inspection
- Maintenance Inspection
- Property Owner Information**
- Healthy Housing
- Address Attachments

To view the property owner details of an investigation, click the “Investigation ID” in the Investigation Listing near the top of the page.

Investigation Listing

| Investigation Id ▲ | Status | Investigator | Date Opened | Date Closed |
|------------------------|--------|--|-------------|-------------|
| 455700 | Open | Default Migration Inspector, Default Migration Inspector | 8/15/2009 | |

This will enable the page and grant access to the Property Owner Information user form.

713 E 14TH STREET UPPR (ID# 698559)

Home Clinical **Environmental** Administrative Reports

Property Owner Information

Investigation Listing

| Investigation Id ▲ | Status | Investigator | Date Opened | Date Closed |
|-----------------------|--------|--|-------------|-------------|
| 11319 | Open | Default Migration Inspector, Default Migration Inspector | 11/15/2016 | |

Investigation Id: 11319

Property Owner Detail

Name Phone

Year built

State Based on County City

County City

Apt/Suite # AddressLine1

Address Line2 Zip Code

Add Property Owner

Input the details related to the property owner at the time of the investigation and click the “Add Property Owner” button to save the property owner information.

HHLPSS Reports - Reports Module

The Reports Module has been designed for generating and viewing clinical, environmental, and administrative reports. From the Reports Module, the user will be able to produce reports that provide program information on blood lead tests, inspection activity, and other activities related to the lead program.

Click on the Reports Tab.



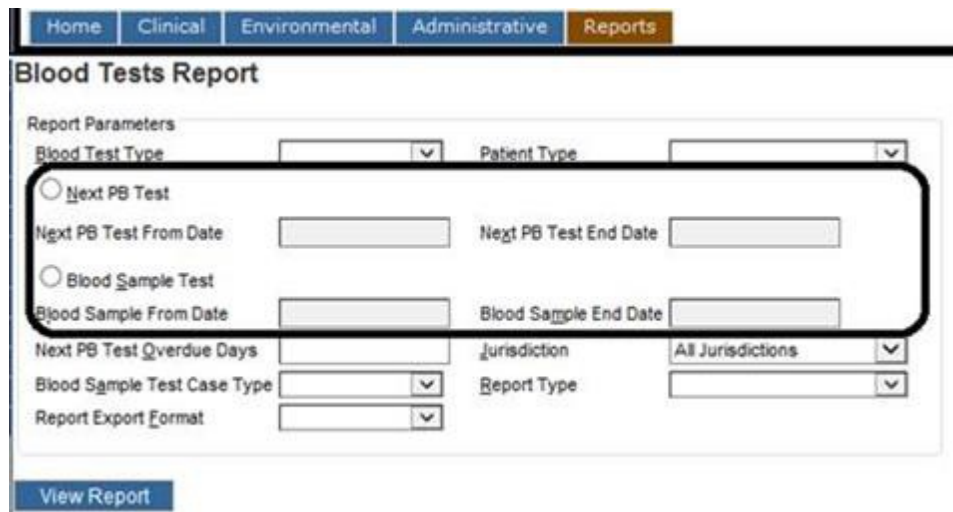
The default screen of Clinical report is “Blood Test Reports”.

Clinical reports

The Clinical reports consist of Blood Test Reports, Lead Program Activity reports, Cases Eligible for Closure reports, Positive Test with No Case reports, List Cases by Provider reports, List Cases by Case Manager reports, Complete Child report, Blood Test Counts report, and Duplicate Child report.

Blood Tests Report

This report will show a list of patients, their date of birth, and the associated blood tests given the selected patient type (child, between child and adult, and adult). The date filter criteria must be specified by the Next PB Test or the Blood Sample Test.

The image shows a screenshot of the 'Blood Tests Report' form. At the top is a navigation bar with tabs for 'Home', 'Clinical', 'Environmental', 'Administrative', and 'Reports'. Below the navigation bar is the title 'Blood Tests Report'. Underneath is a 'Report Parameters' section with several input fields and dropdown menus. A black rounded rectangle highlights the 'Next PB Test' and 'Blood Sample Test' sections. The 'Next PB Test' section includes a radio button, 'Next PB Test From Date', and 'Next PB Test End Date' fields. The 'Blood Sample Test' section includes a radio button, 'Blood Sample From Date', and 'Blood Sample End Date' fields. Other fields include 'Blood Test Type', 'Patient Type', 'Next PB Test Overdue Days', 'Jurisdiction', 'Blood Sample Test Case Type', 'Report Type', and 'Report Export Format'. A 'View Report' button is located at the bottom left of the form.

Report parameters: enter values for each report parameter and then click ‘View Report’ button.

Report Parameters for Blood Tests Report

| Report Parameters | Available values |
|---|---|
| Blood Test Type | All, Confirmatory, Follow up |
| Next PB Test | Next PB Test From Date, Next PB Test End Date |
| Blood Sample Test | Blood Sample From Date, Blood Sample End Date |
| Next PB Test Overdue Days Jurisdiction | Next PB Test Overdue in how many days All Jurisdictions, STATE, or specific jurisdiction |
| Blood Sample Test Case Type | All, Open |
| Report Type | Blood Test List, Blood Test Counts, Blood Test List with Counts |
| Report Export Format | PDF, Excel, CVS, Word, HTML4.0, XML |

NOTE: if you want to be able to format the report information (i.e., sort, filter, highlight, etc.) we recommend choosing the CSV format. This will produce a report that opens in Excel and can be saved as an Excel document

Enter parameters for Blood Test List Report. You must choose either the Next PB Test or Blood Sample Test to specify the test date criteria.

HHL PSS
Healthy Homes and Lead Poisoning Surveillance System

Home
Clinical
Environmental
Administrative
Reports

Clinical
Blood Tests Report

Report Parameters

Blood Test Type

Next PB Test

Next PB Test From Date

Blood Sample Test

Blood Sample From Date

Next PB Test Overdue Days

Blood Sample Test Case Type

Report Export Format

Patient Type

Next PB Test End Date

Blood Sample End Date

Jurisdiction

Report Type

View Report

You should get something that looks like this (protected information is redacted in this example):

Lab Tests Lists
 Criteria: Next PB Test Between 01/01/2014 and 01/01/2015
 Date Report Generated: 04/20/2015 09:54:54 AM

Patient Type: Children For All Jurisdictions Blood Test Type: All

| Blood Test List | | | | | |
|-----------------|---------------|------------|---------------|--------|---------------|
| Patient Name | Date of Birth | Last PB | | | |
| | | Date | Sample Source | Result | Confirmatory? |
| ██████████ | ██████████ | 06/11/2013 | Capillary | 9.00 | No |
| ██████████ | ██████████ | 08/12/2006 | Venous | 32.67 | No |
| ██████████ | ██████████ | 02/16/2009 | Venous | 50.09 | No |
| ██████████ | ██████████ | 05/28/2009 | Venous | 6.21 | No |
| ██████████ | ██████████ | 01/11/2009 | Venous | 9.83 | No |
| ██████████ | ██████████ | 06/27/2009 | Venous | 9.41 | No |

This is what will appear if you select “Blood Test List” in the drop-down menu. If you select “Blood Test Counts,” you will get a summary of the Blood Test List report, like so:

Lab Tests Lists
 Criteria: Next PB Test Between 01/01/2014 and 01/01/2015
 Date Report Generated: 04/20/2015 10:12:24 AM

Patient Type: All For All Jurisdictions Blood Test Type: All

Click on Tools to convert PDF documents to Word or Excel.

| Blood Test Counts | | | | | |
|-------------------|-------------|-------------|------------|-------------|--------------|
| Pb B Level | Venus | Capillary | Unknown | Total | Confirmatory |
| No Result | 1 | 3 | 2 | 6 | 0 |
| 0-4 | 1132 | 1637 | 474 | 3243 | 0 |
| 5-9 | 55 | 65 | 84 | 204 | 0 |
| 10-14 | 0 | 1 | 1 | 2 | 0 |
| 15-19 | 6 | 4 | 1 | 11 | 0 |
| 20-29 | 2 | 0 | 0 | 2 | 0 |
| 30-44 | 1 | 0 | 0 | 1 | 0 |
| 45-69 | 2 | 0 | 0 | 2 | 0 |
| 5-69 | 0 | 0 | 0 | 0 | 0 |
| >=70 | 0 | 0 | 0 | 0 | 0 |
| Total | 1199 | 1710 | 562 | 3471 | 0 |

If you select “Blood Test List with Counts,” you will get both the list and the summary report. The summary will be located at the end of the list portion of the report.

Lead Program Activity Report

This report will show the Lead Program Activities occurring between the Start Date and End Date entered in the report parameters, including manual/ELR lab test results, ELR held records, summary of lab test results in PB Level, individual cases, and environmental investigations.

The screenshot shows a navigation bar with 'Home', 'Clinical', 'Environmental', 'Administrative', and 'Reports' (highlighted). Below the navigation bar is the title 'Lead Program Activity Report'. Underneath is a 'Report Parameters' section with four input fields: 'Start Date' (empty), 'End Date' (empty), 'Jurisdiction' (set to 'All Jurisdictions'), and 'Report Export Format' (empty). A 'View Report' button is located below the form.

Report parameters: enter values for each report parameter and then click 'View Report' button.

Report Parameters for Lead Program Activity

| Report Parameters | Available values |
|----------------------|--|
| Start Date | Date when the Lead Program Activity occurs |
| End Date | Date when the Lead Program Activity ends |
| Jurisdiction | All Jurisdictions, STATE, or specific jurisdiction |
| Report Export Format | PDF, Excel, CVS, Word, HTML4.0, XML |

Enter parameters for Lead Program Activity Report

This screenshot shows the same 'Lead Program Activity Report' form as above, but with the following values entered: 'Start Date' is '01/01/2014', 'End Date' is '01/01/2015', 'Jurisdiction' is 'All Jurisdictions', and 'Report Export Format' is 'Excel'. The 'View Report' button remains at the bottom.

You should get something that looks like this:

| PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. | | | |
|---|--|------|---|
| A1 | Lead Program Activity Report | | |
| A | B | C | D |
| 1 | Lead Program Activity Report | | |
| 2 | Activity between 01/01/2014 and 01/01/2015 | | |
| 3 | Jurisdiction: All Jurisdictions | | |
| 4 | Date Report Generated: 04/20/2015 10:23:37 AM | | |
| 5 | | | |
| 6 | | | |
| 7 | Lab Test Results | | |
| 8 | ELRs Completed | 1409 | |
| 9 | ELRs Held for Review | 24 | |
| 10 | Manual Lab Test Results Entered Manually | 5 | |
| 11 | Total Number of Lab Test Results Process | 1438 | |
| 12 | | | |
| 13 | Summary of Lab Test Results | | |
| 14 | PB Level | | |
| 15 | No Result | 288 | |
| 16 | 0-4 | 992 | |
| 17 | 5-9 | 116 | |
| 18 | 10-14 | 8 | |
| 19 | 15-19 | 2 | |
| 20 | 20-29 | 3 | |
| 21 | 30-44 | 3 | |
| 22 | 45-69 | 2 | |
| 23 | >=70 | 0 | |
| 24 | Total | 1414 | |
| 25 | | | |
| 26 | Individual Cases | | |
| 27 | Individual Cases Automatically Opened | 1 | |
| 28 | Individual Cases Manually Opened | 0 | |
| 29 | Total Number of Individual Cases Open | 1 | |
| 30 | | | |
| 31 | Environmental Investigations | | |
| 32 | Environmental Investigations Automatically Opened | 0 | |
| 33 | Environmental Investigations Manually Opened | 10 | |
| 34 | Total Number of Individual Cases Opened | 10 | |

A note about the ELR specifications: “ELR” stands for electronic lab reporting, and refers to the process of electronically importing the data directly from lab locations such as hospitals, provider offices, and laboratories. This is primarily an administrative function, but it does indicate the number of labs performed within your specified jurisdiction. The “ELRs Held for Review” simply refers to records that were held for matching during the ELR process, and probably will not have significance to your local program.

Cases Eligible for Closure

This report shows what cases are eligible for closure. The user can choose to utilize the default case closure criteria defined in the Admin Setup, or enter each criteria manually.

Report Parameters for Cases Eligible for Closure

| Report Parameters | Available values |
|--|---|
| Utilize System Default Case Closure Criteria | Checkbox – checked or unchecked |
| Select Closure Criteria From System Defaults | i.e. Criteria 1: 0-35 Months Criteria 1:36-72 Months Criteria 1: Between Child & Adult Criteria 1: Adult |
| Jurisdiction | All Jurisdictions, STATE, or specific jurisdiction |
| Select Case Manager | All Case Managers, or specific case manager |
| Report Export Format | PDF, Excel, CVS, Word, HTML4.0, XML |

If the Default Case Closure Criteria is defined in the Admin Setup, the values will be populated in the dropdown as follows:

Home Clinical Environmental Administrative Reports

Cases Eligible for Closure

Report Parameters

Utilize System Default Case Closure Criteria Select Jurisdiction: All Jurisdictions

Select Closure Criteria From System Defaults (Defined in Admin Setup)

Select Case Manager: ▼

Export Format:

- Criteria 1: 0 to 35 Months
- Criteria 2: 0 to 35 Months
- Criteria 1: 36 to 72 Months
- Criteria 2: 36 to 72 Months
- Criteria 1: Between Child & Adult
- Criteria 2: Between Child & Adult
- Criteria 1: Adult
- Criteria 2: Adult

View Report

Enter parameters: Cases Eligible for Closure with criteria 1: 0-35 months for specific case manager

Cases Eligible for Closure

Report Parameters

Utilize System Default Case Closure Criteria

Select Jurisdiction: All Jurisdictions ▼

Select Closure Criteria From System Defaults (Defined in Admin Setup)

Criteria 1: 0 to 35 Months ▼

Select Case Manager: kofficer ▼

Export Format: PDF ▼

[View Report](#)

If you select the PDF format, you should get something like this (protected information is redacted in this example)

| 05/19/2014 | | Cases Eligible for Closing Report | | |
|---------------------------|-----------------------------|-----------------------------------|---------------|--------------------|
| Query: None | | 10 PbB Level or Less | | |
| Case Manager: | Officer, Kevin | | | |
| Name: | ██████ Laith | Date of Birth: | ██████ 2008 | HHL PSS ID: ██████ |
| Address: | 217 S Olive St, ██████ Iowa | | | |
| Guardian: | ██████ Jessica | | | |
| Phone: | Alternate Phone: | | | |
| Recent Blood Test Results | | | | |
| Sample Date | Type | PbB Result | Confirmatory? | |
| 9/30/2013 | Capillary | 6.00 | False | |
| 5/5/2011 | Capillary | 10.00 | False | |
| Case Manager: | Officer, Kevin | | | |
| Name: | ██████ Zachary | Date of Birth: | ██████ 2009 | HHL PSS ID: ██████ |
| Address: | 810 Broad St, ██████ | | | |
| Guardian: | ██████, Brittany | | | |
| Phone: | Alternate Phone: | | | |
| Recent Blood Test Results | | | | |
| Sample Date | Type | PbB Result | Confirmatory? | |
| 9/24/2012 | Venous | 6.00 | False | |
| 2/27/2012 | Venous | 7.00 | False | |

The format will vary depending on which type of file you select. If you prefer a listing, select the Excel or CSV option.

Positive Test with No Associated Case

This report will show a list of patients (child, between child and adult, or adult) whose Blood Lead Level are 5 or greater (based on the EBLL level definition), based on selected jurisdiction, and the range of test days.

Report Parameters for Cases Eligible for Closure

| Report Parameters | Available values |
|----------------------------------|--|
| Utilize System EBBLL Definitions | Checkbox – checked or unchecked |
| Jurisdiction | All Jurisdictions, STATE, or specific jurisdiction |
| State Date | Date |
| End Date | Date |
| Report Export Format | PDF, Excel, CVS, Word, HTML4.0, XML |

If the default EBLL Level Definition is defined in Admin Setup, the dropdown would show and populate the values when utilizing the System EBBLL Definitions.

Positive Test with No Associated Case

Report Parameters

Utilize System EBBLL Definitions Select Jurisdiction: All Jurisdictions ▼

Start Date: End Date:

Select EBLL Level Definition

Export Format:

- Child
- Betw een Child and Adult
- Adult

Enter desired parameter values:

Positive Test with No Associated Case

Report Parameters

Utilize System EBLL Definitions Select Jurisdiction: All Jurisdictions

Start Date: 01/01/2009 End Date: 01/01/2015

Select EBLL Level Definition
Child

Export Format: PDF

[View Report](#)

View of Positive Test with No Associated Case in PDF Format (protected information is redacted for this example).

05/19/2014 **Non-case Children with PbB of 10 or greater**
Tested between 4/1/2013 and 6/30/2013

Query Applied: None

| Child | Date of Birth | Level | Type | Elevated PbB | | Next PbB after Elevated PbB | | | |
|-------------------------|---------------|-------|------|--------------|--------|-----------------------------|------|----------|--------|
| | | | | Date | Conf.? | Level | Type | Date | Conf.? |
| Angel, Brandon | 3/4/2009 | 12.00 | BLDC | 4/4/2013 | N | None | | | |
| Arambula, Bryanna | 11/29/2011 | 11.00 | BLDC | 4/11/2013 | N | None | | | |
| Araujo, Kimberly | 3/12/2012 | 12.00 | BLDC | 4/4/2013 | N | None | | | |
| Armenta, Kelen | 5/12/2011 | 12.00 | BLDC | 6/7/2013 | N | None | | | |
| Asmus, Carlos | 1/8/2008 | 10.00 | BLDC | 6/5/2013 | N | None | | | |
| Castro Ramirez, Adriana | 6/26/2009 | 10.00 | BLDC | 5/20/2013 | N | None | | | |
| Dofash, Addyson | 4/16/2012 | 10.00 | BLDC | 5/2/2013 | N | None | | | |
| Espinoza, Alyssa | 2/13/2009 | 10.00 | BLDC | 4/16/2013 | N | None | | | |
| FLORESLERA, YAKELIN | 6/16/2008 | 15.00 | BLDC | 4/4/2013 | N | None | | | |
| Fonseca, Chelsey | 4/26/2010 | 11.00 | BLDC | 4/4/2013 | N | None | | | |
| Fonseca, Idaly | 12/14/2009 | 12.00 | BLDC | 4/4/2013 | N | None | | | |
| Garcia, Jovani | 3/25/2011 | 10.00 | BLDC | 4/8/2013 | N | None | | | |
| Gentry, Kristopher | 8/4/2009 | 15.00 | BLDC | 4/2/2013 | N | 11.00 | BLDV | 6/7/2013 | N |
| Gutierrez, Joselyn | 7/29/2008 | 22.00 | BLDC | 4/25/2013 | N | None | | | |
| Jaarez, David | 3/22/2009 | 13.00 | BLDC | 4/16/2013 | N | None | | | |
| Leonard, Jaxon | 5/20/2012 | 39.00 | BLDC | 5/16/2013 | N | None | | | |
| Moore, Nevin | 12/29/2011 | 10.30 | BLDC | 6/25/2013 | N | None | | | |
| Morrison, Sebastian | 5/24/2012 | 11.00 | BLDC | 6/19/2013 | N | None | | | |
| Ramirez, Arisbeth | 3/8/2012 | 15.00 | BLDC | 4/18/2013 | N | None | | | |
| Ramirez, Brian | 4/13/2010 | 10.00 | BLDC | 6/27/2013 | N | None | | | |
| SANCHEZ, ITZEL | 9/13/2011 | 11.00 | BLDC | 4/9/2013 | N | None | | | |
| Sang, Van | 5/23/2009 | 10.00 | BLDC | 5/28/2013 | N | None | | | |

A Note about the List Cases by Provider Report: In the first two or three builds of HHLPSS, the ELR process imported a duplicate provider for each blood lead test, regardless of whether the provider was already in the system. Consequently, there is an exponential number of duplicate providers in the system so when you try to run this report, the application will give you a time out error. We did not have a means of deleting these duplicate providers until a more recent build of HHLPSS, and data cleanup for this issue will be ongoing. Until such time as the cleanup is nearing completion, any reports using provider data will be unavailable.

List Cases by Case Manager

This report shows a list of cases by the selected case manager, along with the selected jurisdiction, and case status.

Report Parameters for List Cases by Case Manager

| Report Parameters | Available values |
|----------------------|--|
| Jurisdiction | All Jurisdictions, STATE, or specific jurisdiction |
| Providers | All providers or specific provider |
| Case Status | All selections or specific status |
| Report Export Format | PDF, Excel, CVS, Word, HTML4.0, XML |

Report parameters: enter values for each report parameter and then click 'View Report' button (protected information is redacted for this example).

5/19/2014 8:35:48 PM

Case Children, Sorted By Case Manager

Includes Open case status

Query Applied: None

Case Manager: Officer, Kevin

| Child/Guardian | Date of Birth | Confirmed | | Most Recent PbB | | | Previous PbB | | |
|-------------------------------|---------------|------------|-----------------------|-----------------|-------|------|--------------|-------|------|
| | | Date | Level | Date | Level | Type | Date | Level | Type |
| Barron, Donald III | 6/12/2007 | 8/24/2010 | 20.00 | | | | 1/10/2011 | 24.00 | V |
| Guardian: Christina, Alfred | | | 5633867432 | | | | Status O | | |
| Blair, Jayden | 9/20/2008 | 11/23/2010 | 24.00 | | | | 12/19/2011 | 28.00 | C |
| Guardian: Elmer, Jacob | | | No phone number given | | | | Status O | | |
| Ensz, Blake | 1/31/2009 | 2/8/2013 | 33.00 | | | | 2/5/2013 | 31.00 | V |
| Guardian: Ensz, Alyssa | | | No phone number given | | | | Status O | | |
| Ensz, Judson | 11/16/2011 | 2/8/2013 | 50.00 | | | | 2/6/2013 | 48.00 | V |
| Guardian: Ensz, Sara | | | No phone number given | | | | Status O | | |
| Grady, Refs | 9/28/2011 | 11/8/2013 | 21.00 | 11/8/2013 | 21.00 | V | 11/8/2013 | 21.00 | V |
| Guardian: Grady, Tara | | | No phone number given | | | | Status O | | |
| Hackley, Canton | 2/25/2007 | 3/19/2009 | 38.00 | 9/10/2009 | 15.00 | C | 7/6/2009 | 14.00 | V |
| Guardian: Schultz, Josephine | | | No phone number given | | | | Status O | | |
| Leroy, Kellian | 5/3/2010 | 11/21/2011 | 41.00 | | | | 1/6/2012 | 25.00 | V |
| Guardian: Leroy, Megan | | | No phone number given | | | | Status O | | |
| McClaren, Michael | 7/1/2012 | 8/16/2013 | 20.00 | | | | 8/16/2013 | 19.00 | V |
| Guardian: McClaren, Kelly | | | No phone number given | | | | Status O | | |
| Meyer, Aiden | 5/5/2010 | 2/9/2012 | 27.00 | | | | 2/12/2013 | 19.00 | V |
| Guardian: No guardian name is | | | No phone number given | | | | Status O | | |
| Miller, Clara | 12/19/2007 | 6/26/2009 | 23.00 | 8/17/2010 | 12.00 | V | 7/20/2010 | 15.00 | C |
| Guardian: Miller, Clara | | | No phone number given | | | | Status O | | |
| Morris, Paul | 6/2/2011 | 7/9/2012 | 18.00 | | | | 3/18/2013 | 12.00 | C |
| Guardian: Morris, Amanda | | | No phone number given | | | | Status O | | |

Complete Child Report

This report will show a complete report for the selected child.

The screenshot shows the HHL PSS (Healthy Homes and Lead Poisoning Surveillance System) interface. The top navigation bar includes 'Home', 'Clinical', 'Environmental', 'Administrative', and 'Reports'. The left sidebar lists various menu items, with 'Complete Child Report' highlighted. The main content area is titled 'Complete Child Report' and contains a 'Report Parameters' section with a 'Find Patient' form. The form includes input fields for HHL PSS ID, Local ID, Stellar/Migrated ID, and DOB. It also has fields for Last Name, First Name, SSN, Medic aid ID, Address, City, Zip, and Phone. A 'Select Jurisdiction' dropdown menu is set to 'All Jurisdiction'. Below the form are 'Clear' and 'Search' buttons, and an 'Export Format' dropdown menu. A 'View Report' button is located at the bottom of the form area.

To search for a child, enter the child's last and first name, then click "Search."

List of patients returned from the search after entering the last name and the first name (protected information redacted for this example).

The screenshot shows the search results table within the 'Complete Child Report' interface. The table has the following columns: 'Select', 'Last Name', 'First Name', 'HHL PSS ID', 'Date of Birth', and 'Jurisdiction'. The first row of data shows the value '25505' in the 'Select' column, and the other columns contain redacted information. Below the table is a 'Back' button and an 'Export Format' dropdown menu. A 'View Report' button is located at the bottom of the results area.

| Select | Last Name | First Name | HHL PSS ID | Date of Birth | Jurisdiction |
|-----------------------|------------|------------|------------|---------------|--------------|
| 25505 | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | STATE |

Select a patient from the list; select the format in which to view the report, then click “View Report.”

Complete Child Report

Report Parameters

25505 [REDACTED]

[New Search](#) [Back to Results](#)

Export Format:
PDF ▼

You should get something that looks like this (protected information redacted for this example):

04/22/2015 **Complete Child Report**

Child Data

| | |
|---------------------|--------------------------------|
| Child: [REDACTED] | Dob: [REDACTED] |
| Jurisdiction: STATE | |
| Steller ID: 25505 | Medicaid ID: -1937856118 |
| Address: [REDACTED] | Other Program ID: |
| Sex: Female | Race: White |
| | Last Update: 3/23/2006 |
| | Ethnic: Not Hispanic or Latino |

Risk:

Guardian: _____ Phone: _____

Child Memos

Case Data

No case data found for the child

Case Memos

No memos were found for this child

Events

Environmental Reports

The Environmental reports consist of the Complete Address reports and the Blood Tests for Homes under Investigation reports.

Complete Address Report

This report is to show the complete address information for the selected address.

Report Parameters for Complete Address Report

| Report Parameters | Available values |
|----------------------|--|
| Address ID | Address ID assigned by HHL PSS |
| Street # | Street number |
| Dir Prefix | Direction prefix: E, N, NE, NW, S, SE, |
| Street Name | Street name |
| Street Type | Street Type: Alley, Avenue, Bay, Boulevard, and etc. |
| Dir Suffix | Direction prefix: E, N, NE, NW, S, SE, |
| Apt/Unit | Apartment unit # |
| City | City |
| State | State |
| Zip | Zip code |
| County | County |
| Report Export Format | PDF, Excel, CVS, Word, HTML4.0, XML |

If you know the HHL PSS ID of the address you wish to search, enter that. Otherwise, the minimum criteria for an address search is the Street #, Street Name, Street Type, and City.

Home Clinical Environmental Administrative Reports

Complete Address Report

Report Parameters

Find Address

Address ID

Street #: Dir Prefix: Street Name: Street Type: Dir Suffix: Apt/ Unit:

City: State: Zip: County:

Export Format:

You should get a list of addresses from which to choose.

Complete Address Report

Report Parameters

| Select | Street Address | City | Jurisdiction |
|--------------------------|----------------|------|--------------|
| 13264642 | | | STATE |
| 13264594 | | | STATE |
| 13264588 | | | STATE |
| 13264485 | | | STATE |
| 13264479 | | | STATE |
| 13264371 | | | STATE |

Select an address by clicking the ID link on the left.

Complete Address Report

Report Parameters

13264642 STATE

[New Search](#) [Back to Results](#)

Export Format:

Select the format in which to view the report. You should get something that looks like this (protected information redacted for this example).

Click on Tools to convert PDF documents to Word or Excel.

04/24/2015 **Complete Address Report**

Address: [REDACTED]

Address: [REDACTED]

Address Line 2:

County: Fulton Census Tract: [REDACTED]

Address Memos

Investigation

Date Referred: 1/6/2014 Inspector: Barker, Bob

Property Owner: Owner's Phone:

Owner's Address:

Dwelling Type: Year Constructed:

Occupancy:

Initial Inspection

Inspection Date: 1/6/2014

Lead paint hazard found: B - Both interior and exterior I - Interior E - Exterior N - None

Lead hazard(s) other than lead paint found: Z - Unkonwn N - No Y - Yes

Comment:

Industrial hazard within one mile: Z - Unkonwn N - No Y - Yes

Other violation(s) of local codes found: Z - Unkonwn N - No Y - Yes

Remediation

Blood Test for Homes under Investigation

This report is to show a list of blood tests for patients whose homes currently are under investigation.

The screenshot shows the HHPSS (Healthy Homes and Lead Poisoning Surveillance System) interface. The top navigation bar includes 'Home', 'Clinical', 'Environmental', 'Administrative', and 'Reports'. The left sidebar lists menu items: 'Clinical', 'Environmental', 'Complete Address Report', 'Duplicate Address Report', 'Blood Tests for Homes Under Investigation' (highlighted), and 'Administrative'. The main content area is titled 'Blood Tests for Homes Under Investigation' and contains a 'Report Parameters' section with input fields for 'Starting Draw Date', 'End Date', 'Jurisdiction' (set to 'All Jurisdictions'), and 'Report Export Format'. A 'View Report' button is located below the parameters.

Report Parameters for Blood Tests for Homes Under Investigation

| Report Parameters | Available values |
|----------------------|-------------------------------------|
| Start Draw Date | Date |
| End Date | Date |
| Jurisdiction | Jurisdiction |
| Report Export Format | PDF, Excel, CVS, Word, HTML4.0, XML |

Report parameters: enter values for each report parameter and then click 'View Report' button. You should get something that looks like this (protected information redacted for this example).

The screenshot shows a sample report with the following details:

- Report Title:** Blood Test for Patients in Homes Currently Under Investigation
- Report Date:** 04/21/2015 2:08:43 PM
- Jurisdiction:** STATE
- Inspector:** Sampras, Pete
- Date Range:** 1/1/2000 to 1/1/2002
- Child's Name:** [Redacted]
- Date of Birth:** [Redacted]
- Current Test Results:** PbB: 3.50 Sample Type: Venous Sample Date: 11/12/2001
- Previous Test Results:** PbB: 3.50 Sample Type: Venous Sample Date: 9/7/2001
- Previous Test Results:** PbB: 18.00 Sample Type: Venous Sample Date: 6/13/2001
- Previous Test Results:** PbB: 15.00 Sample Type: Capillary Sample Date: 3/23/2001
- Address:** [Redacted]
- County:** Bexar
- HHPSS ID:** 2135202
- Census Tract:** [Redacted]
- Date Referred for Investigation:** 10/1/2001
- Date Inspected:** [Redacted]
- Inspection Results:** [Redacted]
- Hazard Abatement Completed Date:** [Redacted]

Lead Poisoning Prevention Program Staff

Ken Sharp – Division Director Acute Disease Prevention, Emergency Response, & Environmental Health (ADPER & EH)

Provides overall direction for the division and input on priorities and direction for the Lead Poisoning Prevention Program.

(515) 281-5099 Kenneth.Sharp@idph.iowa.gov

Carmily Stone – Bureau Chief, Environmental Health Services

Direct supervisor for staff within the Bureau of Environmental Health Services. Provides input on priorities and direction for the Lead Poisoning Prevention Program.

(515) 281-0921 Carmily.Stone@idph.iowa.gov

Stu Schmitz – Unit Lead Epidemiology and State Toxicologist

Lead worker in Epidemiology Unit within Bureau of Environmental Health Services. Provides day to day oversight and input to Lead Poisoning Prevention Program. Initial point of contact for questions about and concerns with the Lead Poisoning Prevention Program.

(515) 281-8707 Stuart.Schmitz@idph.iowa.gov

Rossany Brugger – Environment Specialist Senior

Manages the Mandatory Blood Lead Testing and the Lead Training Providers Program. Does clinical and environmental case management of lead-poisoned children across the state. Assists Hispanic families with their communication with IDPH and vice versa. Does spot checks on lead certified and non-certified individuals in the renovation, remodeling and painting field.

(515) 281-3225 Rossany.Brugger@idph.iowa.gov

Kathy Leinenkugel – Adult Blood Lead Epidemiology & Surveillance (ABLES)

Case manager and epidemiologist for all adult (16 years or older) persons and blood lead tests in Iowa. Networks with labs, medical providers and clinics, the patients, and employers to gather data regarding adult lead exposures and provide materials as appropriate to educate about routes of exposure, health impacts, take home lead, and medical monitoring. Networks with OSHA as needed for work site inspections. Worked for 20 years as a medical lab tech before transitioning into public health. Previously worked as a case manager, data specialist, and community outreach provider in child lead for 11 years, with a certification in NE as an

EBL inspector and Risk Assessor (not currently certified in IA) and averaged 350-400 open cases a year (EBL follow up at 10 mcg/dL, home visits at venous of 15 mcg/dL).

(515) 281-4930

Kathy.Leinenkugel@idph.iowa.gov

Janet Lemmermann – HHLPSS Help Desk

First point of contact for any HHLPSS issues. Monitors electronic lab importing processes, maintains data integrity, and oversees token and user management in HHLPSS. Processes held records, and monitors lab compliance with reporting requirements. Primarily responsible for testing new versions of HHLPSS before they get loaded onto the Production site.

(515) 242-5200

Janet.Lemmermann@idph.iowa.gov

Kevin Officer – Community Health Consultant

Provides contract management and claims processing activities for the Childhood Lead Poisoning Prevention Program. As a certified EBL inspector and risk assessor, provides medical and environmental case management services to counties throughout Iowa. Also assists the lead certification program by assuring certified lead professionals are in compliance with Iowa's lead rules.

(515) 242-5902

Kevin.Officer@idph.iowa.gov

Kane Young – Executive Officer II, Licensing Unit Lead

Lead worker in the Licensing Unit within Bureau of Environmental Health Services. Provides day to day oversight for the Lead Professional Certification Program and other related licensing functions. Works very closely with the Lead Poisoning Prevention Program and has historical knowledge from old Lead Bureau.

(515) 242-6335

Kane.Young@idph.iowa.gov

Rob Walker – Environmental Public Health Tracking

This position serves as a science team subject matter expert (SME) for Iowa EPHT. This position also provides epidemiology, statistical analysis, and logistics. Additionally, work closely with the CDC in ensuring all grant activities are met, and work on any initiatives of Iowa interest. A key activity for this staff will be to ensure all portal standards, recommendations, and NCDM's are included in the Iowa Portals along with continued assessment of future functions and datasets of interest for the state portals.

(515) 281-0908

Robert.Walker@idph.iowa.gov

HHL PSS EBL CASE MANAGEMENT CHECKLIST

Environmental Case Management

- | | |
|---|---|
| <input type="checkbox"/> Address Info | <ol style="list-style-type: none">1. Confirm and update address information.2. Validate and save address information. |
| <input type="checkbox"/> Investigation Summary | <ol style="list-style-type: none">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. |
| <input type="checkbox"/> Property Owner Information | <ol style="list-style-type: none">1. Add information on property owner.2. Save property owner information. |

Clinical Case Management

- | | |
|---|--|
| <input type="checkbox"/> Patient Info | <ol style="list-style-type: none">1. Confirm and update patient information.2. Add "Ethnicity" and "Race" information.3. Save information. |
| <input type="checkbox"/> Family Members | <ol style="list-style-type: none">1. Add primary parent or guardian information.2. Save information.3. Add as "Primary" guardian.4. Add phone number.5. Save information. |
| <input type="checkbox"/> Blood Lead Tests | <ol style="list-style-type: none">1. Confirm blood lead "Result" and "Sample Type" are correct.2. Verify confirmatory test has been completed. If so, make sure "Confirmatory Test" box is checked.3. Verify "Physician" and "Analyzing Laboratory" are present on most recent blood lead test.4. Save all changes made on Blood Lead Tests page. |
| <input type="checkbox"/> Case Details Case Initiation | <ol style="list-style-type: none">1. Complete Case Initiation information.2. Save information. |
| <input type="checkbox"/> Case Details Case Information | <ol style="list-style-type: none">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. |

HHL PSS·EBL·CASE·MANAGEMENT·CHECKLIST¶

¶ ▶ Patient Address

- 1.→Verify·Patient·Address.¶
- 2.→Validate·Address¶
- 3.→Save·Address¶
- 4.→Dedup·address,·if·necessary.¶

¶ ▶ Associated Persons

- 1.·Add·"Associated·Persons"·that·are·currently·in·HHL·PSS.·This·includes·siblings,·parents,·other·current·or·former·members·of·the·household.¶

¶ ▶ Patient Attachments
Upload Attachment

- 1.·Upload·documents·pertinent·to·patient·case.·Documents·may·include·lab·results,·doctor's·notes,·EBL·inspection·results,·etc.¶

¶ ▶ Notes

- 1.·Add·additional·notes·to·patient·records.¶

Appendix B

HHL PSS Billing Report Requirements

January 26, 2015

HHL PSS Billing Reports Requirements align with State fiscal year (July 1-June 30) contract periods. The frequency of reporting information varies from monthly to quarterly reporting. The report is produced automatically by IDPH on the 15th of the month at 7pm. Each month's report gives you the current month's data and each previous month's data recalculated.

Information entered into HHL PSS after the 15th will be reported in the following month's data report. IDPH will upload billing reports to lowaGrants.gov during the 3rd week of each month. Reports will be located in the Contract Documents component for each CLPPP.

| MONTH | PREVIOUS MONTH | RUN DATE |
|-----------|--|----------------------------|
| JULY | | AUGUST 15 TH |
| AUGUST | JULY | SEPTEMBER 15 TH |
| SEPTEMBER | JULY, AUGUST | OCTOBER 15 TH |
| OCTOBER | JULY, AUGUST, SEPTEMBER | NOVEMBER 15 TH |
| NOVEMBER | JULY, AUGUST, SEPTEMBER, OCTOBER | DECEMBER 15 TH |
| DECEMBER | JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER | JANUARY 15 TH |
| JANUARY | JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER, DECEMBER | FEBRUARY 15 TH |
| FEBRUARY | JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER, DECEMBER, JANUARY | MARCH 15 TH |
| MARCH | JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER, DECEMBER, JANUARY, FEBRUARY | APRIL 15 TH |
| APRIL | JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER, DECEMBER, JANUARY, FEBRUARY, MARCH | MAY 15 TH |
| MAY | JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER, DECEMBER, JANUARY, FEBRUARY, MARCH, APRIL | JUNE 15 TH |
| JUNE | JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER, DECEMBER, JANUARY, FEBRUARY, MARCH, APRIL, MAY | JULY 15 TH |

The following report criteria parameters for each billing activity must be provided in HHL PSS in order for that event to be counted in the monthly billing report. **If an activity or event is being paid for by another funding source like HUD, Medicaid, City/County funds, or any other funds then leave the COMPLETED DATE section blank.** This will prevent the activity or event from being double billed.

It's important to remember that this is only a billing report and not a report of all program activities.

| | |
|------------|--|
| 1.0 | REPORT CRITERIA |
| 1.0.1 | <p>Non-Medicaid Home Nursing Visits – EVENT TYPE CODE - Follow-up Home Visit – Nurse Initial Home Visit – Nurse COMPLETED DATE – Month of reporting period</p> |
| 1.0.2 | <p>Referrals for Nutrition Counseling – EVENT TYPE CODE - Nutrition COMPLETED DATE – Month of reporting period</p> |
| 1.0.3 | <p>Referrals for Developmental Testing – EVENT TYPE CODE - Referral for Developmental Assessment COMPLETED DATE – Month of reporting period</p> |
| 1.0.4 | <p>Non-Medicaid Initial Inspection Events – EVENT TYPE CODE - Inspection Other Other Action RESULT CODE - Complete COMPLETED DATE – Month of reporting period</p> |
| 1.0.5 | <p>EBL Investigation CONTC Events – EVENT TYPE CODE - Contact Attempt - Face to Face Contact Attempt - Telephone Contact Landlord – Face to Face Contact Landlord – Mail Contact Landlord - Phone Contact Management Company – Face to Face Contact Management Company – Mail Contact Management Company - Phone Contact Owner – Face to Face Contact Owner – Mail Contact Owner – Phone Contact Tenant – Face to Face Contact Tenant – Mail Contact Tenant - Phone COMPLETED DATE – Month of reporting period</p> |

| | |
|-------|--|
| 1.0.6 | <p>Completed Lead Hazard Remediations – EVENT TYPE CODE - Investigation Closed RESULT CODE - Complete COMPLETED DATE – Month of reporting period</p> |
| 1.0.7 | <p>EBL Investigation INSAB, INSAI, INSAE Events – EVENT TYPE CODE - Inspection, Abatement-Interior Inspection, Abatement-Exterior Inspection, Attempt - Survey Inspection, Abatement - Both RESULT CODE - Complete COMPLETED DATE – Month of reporting period</p> |
| 1.0.8 | <p>EBL Investigation Properties Passing Clearance Testing – EVENT TYPE CODE - Clearance Inspection Passed RESULT CODE - Complete COMPLETED DATE – Month of reporting period</p> |
| 1.0.9 | <p>Child CONTC or ACTIO event – EVENT TYPE CODE - Contact Attempt - Face to Face Contact Attempt - Telephone Contact Landlord – Face to Face Contact Landlord – Mail Contact Landlord - Phone Contact Management Company – Face to Face Contact Management Company – Mail Contact Management Company - Phone Contact Owner – Face to Face Contact Owner – Mail Contact Owner – Phone Contact Tenant – Face to Face Contact Tenant – Mail Contact Tenant - Phone COMPLETED DATE – Month of reporting period</p> |