

## Quick Reference

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### Open the database

- Use the Start button in the lower left corner, go to “Computer” then go to “healthdata ([\\sktnhr.ca\(S:\)](file://sktnhr.ca(S:))): S:Public\_Health\_Services\Outbreak\_Databases\<>your facility name>\Database
- Type in the password: \_\_\_\_\_ If you get a security warning, answer the prompts No (to block unsafe messages), Open and/or Ok.

**At the beginning of an outbreak ensure the resident demographics are current** (check with the person in charge of the MDS download if necessary). Do not import the MDS data during an outbreak. Instructions for download on pg 7 of Database Manual.

### Make sure old outbreak data has been deleted.

- Go to Import/export/maintenance, select Clear Outbreak Data – Non demographic Data only

### Enter the outbreak information for both residents and staff

- Select the Outbreak Data Entry button on the Respiratory Illness or GI Illness tabs under the Resident and the Employee sections of the data entry screen
- If entering residents manually make sure the “Wing” and “Floor” are entered consistently in the format used for other residents of that wing and floor
- Make sure the “Onset Date” and “/24” boxes are completed (if GI Illness)
- Do not delete a resident during an outbreak
- Use the case definition over-ride button if instructed by Public Health

### Run the Line List

- Under the Resident and Employee Reports select Line List.
- Print and distribute to the wards for updating.
- Select other reports on the GI or Respiratory Illness tabs as needed

### Send the data to PHS by 2 pm. daily as per protocol

- Select Import/export/Maintenance. Under Data Export section select Email Files to PHS. If email is running in the background, click into your email program after selecting Email Files to PHS button and answer prompts Yes to complete.

### Clear the database after an outbreak

- Ensure the last data has been sent to PHS (re-send if unsure)
- Select the Import/export/Maintenance tab and under the Maintenance section click Clear Non Demographic Data.
- Click the Clear Resident and Employee Non Demographic Information button

### Annually, after flu immunization drives, clear the influenza immunization status

- Select the Import/export/Maintenance tab. Under Maintenance select the Reset immunization Status. Click the Reset Immunization Status button, then OK

### Update annually, creatinine clearance dates

- Select the Respiratory Illness tabs
- Select Demographic Data Entry and change the “Creatinine Date”

**For Technical Support call Public Health Services at 655-4422/655-4471**