

Completing the Investigation Trail - General

Once all information has been entered into an event, the event must be assigned to the State for review, report to CDC, and closure. Assignment of an event from the county to the State fulfills the legal requirement for your Health Director to report cases of disease to the State. The State will review the event and mark it for report to CDC if all required information is complete. State reviewers will return incomplete events or events with questions to the Reporting county. Returned events will appear in the "Reassign to LHD from State" workflow.

Please note: This job aid is not disease specific. Please make sure you are completing all required fields as appropriate for the specific disease event.

Red Notifications

Basic Information	
Event ID:	170002740
Disease:	Salmonellosis (38)
Person:	Testy Testerson Birth Date: 01/01/2001 (21 Male)
Type:	Interactive
Investigation Status:	Open
Linked Events/Contacts:	0 linked event(s)/contact(s) (View)
Attachments:	0 attachment(s) (Add)
Notifications:	<div style="border: 2px solid orange; padding: 5px;"> <p>Initial date of report to public health is missing and is required Best date for illness identification is missing Race has not been selected for this person</p> </div> <p>Classification: Unspecified County of residence: Wake County Active outbreak: Onslow Salmonella Random Daycare October 2020 [Link to Outbreak] [Open]</p>

- All red notifications need to be addressed before assigning the event to the State
- If you are unable to accurately complete any required fields, please be sure to note this in your groups block in the investigation trail

Block 1 – Original/Initial Assignment

Investigation Trail: Add a new entry for each group to which the event transfers during the investigation		
## Date Assigned- Reassigned	07/05/2022	Add New
## Group: (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	Wake CD	Local patient identifier
## Select the reason for the assignment/reassignment	Original/Initial Assignment	
* Authorized Reporter	Your Name Here	Phone number (919) 999-9999
## Classification status	Confirmed	
Notes	Any notes that you have for the SME	

- Enter your name and phone number as the Authorized Reporter
 - Should the SME have any questions about the event, they need to know who to contact
- Enter any notes into the Notes block
- Click the [Add New](#) hyperlink to create a new block

Block 2 – Assign to State

## Date Assigned- Reassigned	07/11/2022	Add New
## Group: (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	State Disease Registrar	Local patient identifier
## Select the reason for the assignment/reassignment	Assign to State	
* Authorized Reporter		Phone number
## Classification status	Confirmed	
Notes		

- Select the current date from the calendar icon to populate the remaining assignment fields
- Enter group as State Disease Registrar
- Select the reason as Assign to State
- Select the appropriate classification status
- Save

DO NOT ENTER ANY INFORMATION IN THE AUTHORIZED REPORTER OR NOTES FIELD IN THIS BLOCK