



## Infectious Disease Outbreak Report Audit Procedures

<b>Original Effective Date:</b> March 22, 2019	<b>Review / Revision Date:</b>	<b>Environmental Procedure:</b> EH 2019.03.059
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**Subject Matter Expert:** Epidemiologist Supervisor      History:  New    Revised    Archived

**Organizational Scope:**  
 Full Agency    Administration    Community & Environmental Health    Health Services  
 Health Promotion/Policy Integration

**Frequency of Review:**  
 Annually    Biennially    5 Years    Other:

**Location:**  
*S-Drive:* S: → Common → Policies, Plans & Procedures  
*Website:* [www.lucascountyhealth.com/employee-login/](http://www.lucascountyhealth.com/employee-login/)  
*Hardcopy:* TLCHD Policies & Procedures Manual in HR Office  
*Archived Version(s):*

**Requisite Signatures**

<input checked="" type="checkbox"/> <u>Health Commissioner</u> 	03-22-2019 _____ Date 3-22-2019
<input checked="" type="checkbox"/> <u>Director of Environmental Health &amp; Community Services</u> 	_____ Date 3/22/2019
<input checked="" type="checkbox"/> <u>Director of Health Promotion &amp; Policy Integration</u> 	_____ Date 3/22/19
<input checked="" type="checkbox"/> <u>Director of Nursing &amp; Health Services</u>	_____ Date



# Infectious Disease Outbreak Report Audit Procedures

## I. Scope

This procedure applies to all epidemiologists and staff working with infectious disease outbreak reports and data received through the Ohio Disease Reporting System (ODRS).

## II. Purpose

In order to ensure capacity to implement protocols, this SOP, ensures infectious disease outbreak reports conform with written procedures as required by the Ohio Department of Health.

## III. Background

A written investigation report is required for every outbreak reported to the Ohio Department of Health (ODH). Outbreaks must be entered into the Ohio Disease Reporting System (ODRS) outbreak module for enteric, foodborne, communicable, vaccine-preventable, waterborne, zoonotic and other disease outbreaks by the end of the next business day after notification of suspected outbreak, and the outbreak must be closed within 90 days of the date the last case became ill. The final report must be uploaded into ODRS upon outbreak closure. Final reports must capture the seven minimum elements contained in the Outbreak Report Template constructed by the Ohio Department of Health. This requirement is enforced through the Public Health Emergency Preparedness (PHEP) grant the Epidemiologists operate under. (See Appendix A)

## IV. Epidemiologist Reporting Requirement

A. An epidemiologist is required to report all outbreaks to the Ohio Department of Health (ODH) by the end of the next business day after notification. Once an outbreak is reported the epidemiologist is required to write an outbreak report within 90 days of the date of the last case's illness onset.

### B. Outbreak Procedures:

1. Once an outbreak is reported to the epidemiologist, it is then reported to ODH for notification and assignment of an outbreak report ID number.
2. The outbreak is investigated and followed to conclusion by the epidemiologist.
3. Line-listings are received by the epidemiologist to review onset dates of illness for all known ill individuals.
4. Once the last individual to become ill has been reported ill, and the incubation period of illness has passed, the epidemiologist may close the outbreak.

5. Once the outbreak has been closed, a report will be written to provide a synopsis of the outbreak and how it was handled. The Outbreak Report Template (APPENDIX A) will be followed.
6. This report must be completed within 90 days of the last case's illness onset date.

**C. An infectious disease outbreak report audit will be conducted quarterly to ensure epidemiologists are following proper procedures.**

1. At the completion of the quarter, the epidemiologist will use ODRS Data Extract to run a report of all the outbreaks from the previous quarter.
2. These outbreaks will go into a master Excel document (S:/Environmental Health/CSRP/EPI/Outbreak Report Status for PHEP/ Lucas County Outbreak Data) that organizes all PHEP outbreaks.
3. Any outbreaks that were both **completed** and **closed** in that quarter will be audited.
4. These outbreak reports will be sent to the surge epidemiologist(s) participating in that quarter's audit.
5. These outbreak reports will be sent no less than two weeks in advance from the date of the audit meeting.

**V. Infectious Disease Outbreak Report Audit**

**A. A surge epidemiologist will be responsible for conducting the infectious disease outbreak report audits.**

1. An e-mail that includes all of the quarter's closed outbreaks will be sent to the participating surge epidemiologist two weeks before the scheduled audit meeting.
2. The surge epidemiologist will review the outbreak reports and perform an audit on each using Checklist/Audit for Outbreak Report Investigations (APPENDIX B).
3. The surge epidemiologist will provide the completed templates, and any feedback he/she may have, at the quarterly meeting.
4. The surge epidemiologist utilized in the audit will be rotated based on availability and at their supervisor's discretion.

**B. Quarterly Meetings**

1. The quarterly meetings will be held in conjunction with the submission of the "Outbreak Report Status" to the Ohio Department of Health as a part of the PHEP grant requirements.
2. Both infectious disease Epidemiologists, the Emergency Response Coordinator, Environmental Health Director or proxy/designee, Epidemiology Supervisor, and the Surge Epidemiologist(s) who performed that quarter's audit will attend each meeting.
3. A set agenda will be followed for each meeting (APPENDIX C).
4. The audits will be reviewed to ensure proper compliance with the written outbreak report template.
5. A sign-in sheet will be supplied to document who attended the meeting

6. The Epidemiology Department will keep records of all of these documents electronically on the S-Drive at (S:/Environmental Health/CSRP/EPI/Outbreak Report Status for PHEP).

## VI. Maintenance

### A. Review

1. The Infectious Disease Investigation Report Audit standard operating procedure is to be reviewed annually to ensure compliance with both agency and accreditation standards.
2. Changes to Public Health Emergency Preparedness Grant and objectives could initiate review.

### B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

## VII. Glossary

- A. Line-Listing:** one type of epidemiologic database, and is organized like a spreadsheet with rows and columns. Typically, each row is called a record or observation and represents one person or case of disease. Each column is called a variable and contains information about one characteristic of the individual, such as race or date of birth. The first column or variable of an epidemiologic database usually contains the person's name, initials, or identification number. Other columns might contain demographic information, clinical details, and exposures possibly related to illness.
- B. Outbreak:** the occurrence of cases of disease in numbers greater than expected in a particular population or for a particular period of time.
- C. Outbreak Report Status:** An objective in the PHEP grant under Deliverable 8 that requires the Epidemiologists to submit a completed report that shows 100% of all outbreaks are closed within 90 days of date last case became ill.
- D. Surge Epidemiologist:** Individuals who are trained by and work with the infectious disease epidemiologists for events or situations where normal operating capacity is exceeded.



## APPENDIX A



**Title:**

**Jurisdiction:**

**Type of outbreak:**

**OB ID:**

**ODRS ID:**

**CDC NORS ID:**

### **Final Report**

**Context / Background** – Information that helps to characterize the incident (population affected - e.g. estimated number of persons exposed and number of persons ill; location - e.g. setting or venue; geographical area(s) involved; suspected or known etiology).

**Initiation of Investigation** – Information regarding receipt of notification and initiation of the investigation (date and time initial notification was received by the agency; date and time investigation was initiated by the agency).

**Investigation Methods** – Epidemiological or other investigative methods employed (initial investigative activity - e.g. verified laboratory results; data collection and analysis methods - e.g. case-finding, cohort/case-control studies, environmental; tools that were relevant to the investigation - e.g. epidemic curves, attack rate tables, and questionnaires; case definitions - as applicable; exposure assessments and classification; review of reports developed by first responders, lab testing of environmental media, reviews of environmental testing records, industrial hygiene assessments, questionnaires).

**Investigation Findings/Results** – All pertinent investigation results (epidemiological results; laboratory results; clinical results; other analytic findings). Be sure to include: number of cases, age range, onset date range, percentage ill by gender, number hospitalized, and number of deaths.

**Discussion and/or Conclusions** – Analysis and interpretation of the investigation results and/or any conclusions drawn as a result of performing the investigation (in certain instances, a conclusions section without a discussion section may be sufficient).

**Recommendations for Controlling Disease and/or Preventing/Mitigating Exposure** – Specific control measures or other interventions recommended for controlling the spread of disease or preventing future outbreaks and/or for preventing/mitigating the effects of an acute environmental exposure.

**Key investigators and/or report authors** – Names and titles are critical to ensure that lines of communication with partners, clinicians, and other stakeholders can be established.

**Submitted on** – mm/dd/yyyy

**APPENDIX B (Content only, must be used on an official agency template)**

**Checklist/Audit for Outbreak Report Investigations**

**Report Auditor** \_\_\_\_\_ **Date of Audit** \_\_\_\_\_

Infectious Disease Outbreak Report ID		
OBJECTIVE REQUIREMENT	STATUS	ACTION/COMMENTS
<b>Basic Outbreak Identification Requirements</b>		
Title		
Jurisdiction		
Type of Outbreak		
Outbreak (OB) ID		
ODRS OB ID		
NORS ID		
Submission Date		
<b>Seven Minimum Elements</b>		
Context/Background		
Initiation of Investigation		
Investigation Methods		
Investigation Findings/Results (Did the Epi include: # of cases, age range, onset date range, % ill by gender, # hospitalized, # of deaths)		

Discussion and/or Conclusion		
Recommendations for Controlling Disease and/or Preventing/Mitigating Exposure		
Key Investigators and/or report authors		
Total Required Elements Included: <u>    </u> /14		
Additional comments (optional):		

**Scheduled Audit Meeting:** \_\_\_\_\_

**APPENDIX C (Content only, must be used on the official agency template)**

## Infectious Disease Outbreak Report Audit

Date/Time:

Location:

### Agenda:

Call to Order & Sign-in Sheet

#### 1. Epidemiologist Review of Quarter's outbreaks up for Audit

- Quarter (Date-date)

#### 2. Surge Epidemiologist checklist and compliance

- Opportunities for improvement
- Areas of strengths

#### 3. Questions or Concerns

#### 4. Next Quarterly Meeting's Surge Epidemiologist:

- Name

#### 5. Approximate date of next meeting

- Date