

Rabies on iPHIS – Comprehensive Guidelines for Data Entry Effective August 1, 2010

Background:

There are a number of potential exposures to rabies that are investigated each year in Saskatchewan. The Ministry of Health requires reports of incidents where Rabies post-exposure prophylaxis (RPEP) has been administered. A consistent approach to reporting is necessary to be able to interpret information in a reliable way.

Some regions had been fulfilling their reporting requirements by entering into the integrated Public Health Information System (iPHIS). A number of health authorities expressed an interest/desire on this method of reporting as long as the information entered could be accessed for reports. Efforts were placed into determining if reports could be created. We have now determined that rabies information entered into iPHIS can be retrieved.

A working group was created including Ministry of Health, health region and First Nations Inuit Health representation to:

- identify the reports that would be helpful at a local level so they could be developed and made available to regions/jurisdictions;
- provide feedback on the data elements that will be requested in an effort to standardize the information that is collected through the investigation and subsequently reported in iPHIS. Ideally, the options from iPHIS should be included on local report/investigation forms;
- provide feedback on a rabies investigation worksheet that is synchronized with iPHIS which health authorities can use or adapt for local use; and
- establish guidelines/standards for data entry into the various fields of iPHIS so information is being recorded/reported consistently so reports that are generated will be meaningful

Beginning August 1, 2010 all incidents with exposure dates of January 1, 2010 and onward for which RPEP has been administered are to be entered into iPHIS. It is however, the decision of the Health Authorities if they want to enter all other animal bite investigations.

The following are the guidelines based on the recommendations of the working group:

The Health Authority who provides follow-up of the individual will report the case, regardless of residence of the case. If follow-up of the animal is being done by another health authority, details of the animal (including the Unique Animal ID Number) will be

shared with the health authority following the case so all required details of the animal can be completed in the case record. Refer to Animal Services Incident Number in the charts below for details about generating Unique Animal ID Numbers.

Note – Fields that are shaded in grey are required fields for reporting incidents where RPEP was administered to the Ministry.

Demographic information is for the individual who has been provided RPEP or who it is being considered for.

Client Info

PHN	This is the Unique Individual Identification Number and must be reported
Family name - <i>iPHIS mandatory field</i>	Enter details
First name – <i>iPHIS mandatory field</i>	
Birth Date - <i>iPHIS mandatory field</i>	
Gender - <i>iPHIS mandatory field</i>	
Address/Telephone number	Not required by the Ministry, but for case management you may want to include a summary of the incident here

Rabies is not entered as a CD case – this is reserved for Human Rabies Cases, not Rabies incident investigations.

To navigate to the screen for entering Rabies incidents:

- Create or select a client in the demographics screen
- Click on the CD hotlink on the side bar
- Choose “Client Rabies Incident Summary”

If the incident has not previously been entered, enter as “New Incident”

Incident:

The screenshot shows the iPHIS application interface. The top navigation bar includes links for Home, Client Search, Wait Queue, Scheduling, Outstanding Referrals, Lab, Site Map, Help, About, and Logoff. The left sidebar contains a menu with categories like Demographics, General, Administration, System Admin, and Public Health. The main content area displays the incident details for a client named Pertussis, Freddie. The incident number is 212, the health area is SAMPLE HA, and the reported date is 2004-09-01. The status is currently set to OPEN. Below the incident details, there are filters for Client Details, including Source Name, City, and a Filter button.

Data Elements:

Reported Date	The date the health region started the follow-up
General Comments	Not required by the Ministry, but for case management you may want to include a summary of the incident here. Please indicate here if the case was referred out of province for completion of series.
Status – <i>iPHIS mandatory field</i>	Open: if follow-up is being done. Closed: Once follow-up is complete Unresolved: if lost to follow-up (cannot reach the client to finish follow-up)

Incident – Client
Details:

The screenshot shows the iPHIS application interface. At the top, there is a navigation bar with links like Home, Client Search, Wait Queue, etc. Below that is a sidebar menu with categories like Demographics, General, Administration, System Admin, CD, TB, STD, Lab, Mass, Public Health, Outbreak, Reports, and Logoff. The main content area is titled 'Incident' and displays client information for 'PERTUSSIS, FREDDIE'. Below this, there are tabs for 'client' (Exemption, Adverse, Contraind, Allergies) and 'incident' (Incident, Exposure, Animal, Imms/TST). The 'Incident' tab is active, showing a status of 'OPEN'. The 'Client Details' section contains various input fields: 'Physician Filters' with 'Source Name' and 'City' dropdowns and a 'Filter' button; 'Attending Physician' and 'Physician Telephone' dropdowns; 'Client Address At Time Of Incident' dropdown; 'Bleeding/Breaks To Skin' dropdown; 'Previously Immunized' dropdown and 'Immunization Date' text field; 'Vaccine Type' dropdown; 'Client Weight At Time Of Incident' text field with 'KG' unit; and 'Prophylaxis Indicated' dropdown. 'Save' and 'Delete' buttons are at the bottom of the form.

Attending Physician	Not required by the Ministry, but for case management you may want to complete
Client Address at Time of Incident	Not required by the Ministry, but for case management you may want to complete
Bleeding/Breaks to Skin	Choose as appropriate from drop down
Previously Immunized	Choose as appropriate from drop down: Yes – only for those who completed a series. No – for those who have not had a series or for those where a series was not completed Unknown -
Immunization Date	Only one date can be entered. Only include for those where Previously Immunized response was YES The following is the criteria for what date to enter for those who completed a series: <ul style="list-style-type: none"> Choose actual date of last dose if known, OR Choose 1st day of the month (for the appropriate year) if this is known, OR Choose the 1st day of Jan for the appropriate year if month unknown.

Vaccine Type	Include the type of vaccine that the client has received previously – Immune Globulin is irrelevant in this situation as it has no bearing on post-exposure immunization requirements whereas the vaccine if given as pre-exposure or as a completed post-exposure series will eliminate the need for RIG and reduce the number of additional doses of HDCV.
Client Weight at time of incident	Important for determining RIG dosage. Include for case management
Prophylaxis Indicated	Choose as appropriate from drop down – Yes – if RPEP is recommended No – if RPEP is not recommended Unknown – not applicable in this instance

Save Changes

Exposure

The screenshot shows the 'Exposure' form in the iPHIS application. The client information is as follows:

- Name: * PERTUSSIS, FREDDIE
- Client ID: 10002795
- Client Address At Time Of Incident: No address selected for this case
- PHN: 456997717
- Animal Species: (blank)
- Birth Date: 1981-05-12
- Gender: MALE
- Age At: 23yr 3mo
- Reported Date: 2004-09-01

The 'Exposure' section contains the following fields:

- Date Of Exposure: 2004-08-29
- Place Of Exposure: THIS PROVINCE - RURAL
- Proximity To River/Rural: YES
- Type Of Exposure: BITE
- Wound Location: ANKLE/FOOT
- Wound Description: (text area)

A 'Save' button is located at the bottom of the form.

Date of Exposure	The date the client was exposed (choose the first date if ongoing exposure). If ongoing exposure to a family pet that tested positive for rabies, choose the date that the animal’s behaviour/health started to change.
Place of Exposure	Choose the name of the town/First Nations community or the name of the RM – this is important for tracking rabies incidents in the province and will be mapped along with rabid animal map.

Proximity to River/Rural	Not required by Ministry -
Details	Not required by the Ministry, but for case management you may want to include additional information about the exposure here.
Type of Exposure	<p>Choose as appropriate from drop down (see options and definitions below).</p> <p>Note: Occupational Exposure options should be used if the exposure was due to an occupational incident while performing duties of their job. This would involve veterinarians, conservation officers, etc. Choose the appropriate one based on the type of exposure.</p> <ul style="list-style-type: none"> • Bite – Teeth penetrated the skin or scratched the skin • Scratch – scratch on the skin by the animals claw • Saliva on mucous membranes – such as “animal kisses”. • Saliva on existing lesion - this would include licks to non-intact skin • Saliva on intact skin • Occupational Exposure Bite – Teeth penetrated the skin or scratched the skin • Occupational Exposure Scratch – scratch on the skin by the animals claw • Occupational Exposure Saliva on mucous membranes – such as “animal kisses”. • Occupational Exposure Saliva on existing lesion - this would include licks to non-intact skin • Occupational Exposure Saliva on intact skin • No known contact – for example bat found in the room, or family pet that is positive and family member cannot report if there was contact with the animal.
Wound location	<p>Choose as appropriate from drop down</p> <p>Head/Neck<input type="checkbox"/>, Face<input type="checkbox"/>, Arm<input type="checkbox"/>, Hand/finger <input type="checkbox"/>, Torso<input type="checkbox"/>, Leg <input type="checkbox"/>, Foot/toe <input type="checkbox"/>, Mucosa<input type="checkbox"/>, Unknown<input type="checkbox"/></p>
Wound Description	Not required by the Ministry, but for local follow-up/case management you may want to include more details here

Save Changes

Animal – Owner Info

The screenshot shows the iPHIS application interface. At the top, there is a navigation menu with links: Home, Client Search, Wait Queue, Scheduling, Outstanding Referrals, Lab, Site Map, Help, About, and Logoff. The main content area is titled 'Owner/Animal' and contains a table with client information:

Name	* PERTUSSIS, FREDDIE	Birth Date	1981-05-12	
Client ID	10002795	Gender	MALE	
Client Address At Time Of Incident	No address selected for this case		Age At	23yr 3mo
PHN	456997717	Reported Date	2004-09-01	
Animal Species				

Below the table, there are tabs for 'Exemptions', 'Adverse', 'Contraindication', and 'File'. Under the 'client' tab, there are sub-tabs for 'Exemption', 'Adverse', 'Contraind', and 'Allergies'. Under the 'incident' tab, there are sub-tabs for 'Incident', 'Exposure', 'Animal', and 'Imms/TST'. The 'Owner Info' section includes buttons for 'Find Client', 'Create Client', and 'Reset Owner Info'. The form fields are as follows:

- Family Name: BROWN
- First Name: BOBBY
- Gender: FEMALE
- Birth Date: [empty]
- Owner Address: [empty]
- OR: [empty]
- Street 1: 6246
- Street 2: EHRLE
- City: REGINA
- Province: SASK
- Country: CANADA
- Postal Code: S4X4E8
- Animal Species: [empty]
- Animal Type: [empty]

Owner information is not required by the Ministry, except in instances where the owner is out of province and we have to forward the information onto another jurisdiction so follow-up can be provided. Data entry of owner information is a regional decision.

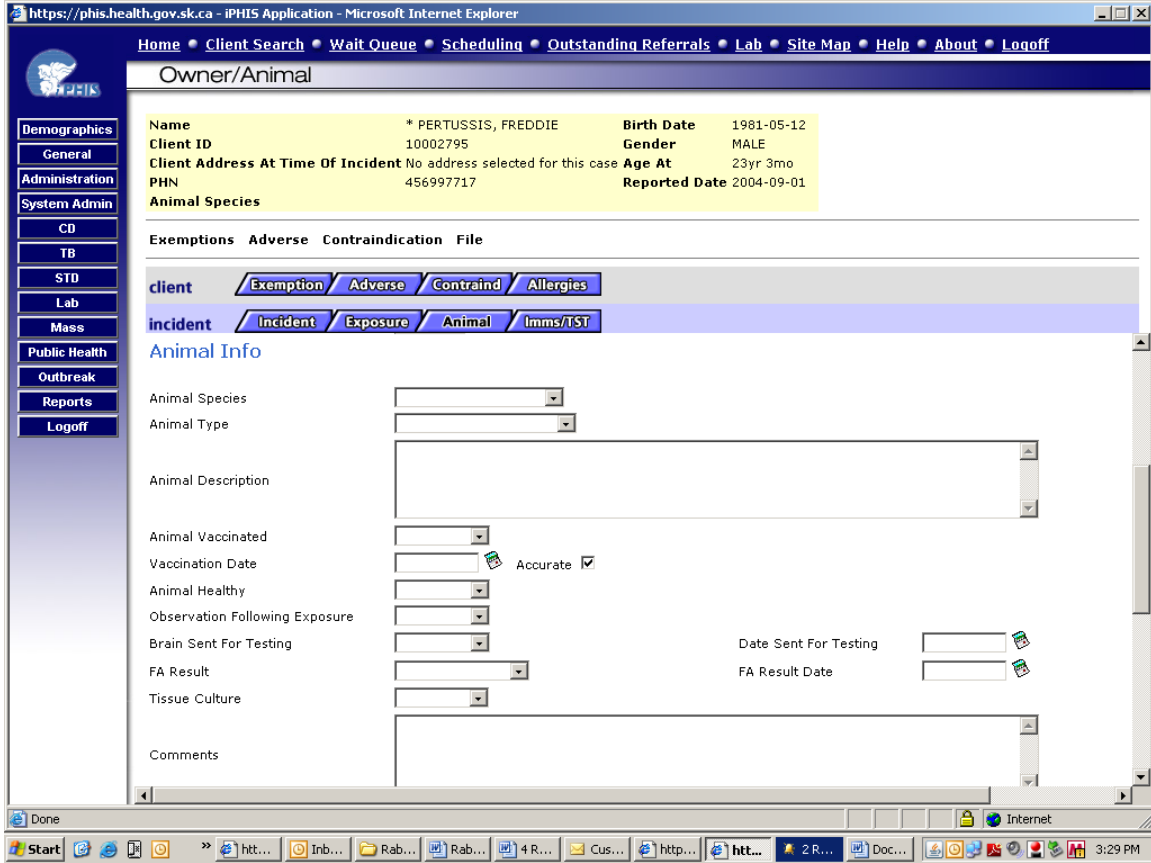
E-mail Communication Requirement:

Owner information is to be provided to the Ministry when the owner will be followed up in another jurisdiction (province). This will best be communicated via e-mail to the ministry at cdc@health.gov.sk.ca rather than including in iPHIS. Details that must be provided to facilitate follow-up include:

- Name of owner
- Phone numbers
- Address
- Details of the animal (name, type, etc)
- Summary of the incident
- Contact number of the individual following the victim so the animal investigator can relay animal observation results directly.

NOTE: E-mail from within the Global System is considered secure. If e-mail communication is from outside global, the message should be encrypted or it can be sent to the confidential fax at (306)787-9576.

Animal - Animal Info



Animal Species	Choose as appropriate from drop down (see options below) Dog Cat Bat Cow Horse Hog Skunk Raccoon Fox Coyote <input type="checkbox"/> Ferret <input type="checkbox"/> Mouse/gopher <input type="checkbox"/> Hamster <input type="checkbox"/> Other <input type="checkbox"/> Unknown <input type="checkbox"/>
Animal Type	<ul style="list-style-type: none"> • Pet (indoor) – pet that does not go outside unaccompanied • Pet (outdoor) – pet that does not come into the house • Pet (Indoor/Outdoor) – pet that spends time inside as well as outside unaccompanied • Outdoor Farm Animal – for example barn cats, livestock • Wild – would include any animal that is not domestic (fox, skunk, etc...) • Stray – domestic animal that is feral • Unknown
Animal Description	Not required by the Ministry, but for case management you may want to include information here. An example of when you use this may be when it is a stray/unknown and you include a physical description. Please provide a note in this field if there were multiple animals involved in this incident.

Animal Vaccinated	Choose as appropriate from drop down
Vaccination Date	Not required by the Ministry, but for case management you may want to include this information
Animal Healthy	Choose as appropriate from drop down based on the health of the animal at the time of the incident. If "No", complete the symptoms field.
Observation Following Exposure	Choose as appropriate from drop down. – this is an important field for reporting as is used for filtering of some reports
Brain sent for testing	Will be used in generating reports
Date sent for testing	Indicate the date the specimen was sent for testing
FA Result	The preliminary result recorded here.
FA Result Date	Date the results were reported to the RHA/FN jurisdiction
Tissue Culture	For complete record, it is beneficial to add this, however it is not required at the ministry.

Animal - Animal Info cont'd

The screenshot displays the iPHIS application interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://phis.health.gov.sk.ca - iPHIS Application - Microsoft Internet Explorer. The browser's menu bar includes Home, Client Search, Wait Queue, Scheduling, Outstanding Referrals, Lab, Site Map, Help, About, and Logoff. The main content area is titled "Owner/Animal" and shows a form for a client named "PERTUSSIS, FREDDIE". The form fields are as follows:

- Name:** * PERTUSSIS, FREDDIE
- Client ID:** 10002795
- Birth Date:** 1981-05-12
- Gender:** MALE
- Client Address At Time Of Incident:** No address selected for this case
- Age At:** 23yr 3mo
- PHN:** 456997717
- Reported Date:** 2004-09-01
- Animal Species:** (field is empty)

Below the form fields, there are tabs for "Exemption", "Adverse", "Contraind", and "Allergies". Under the "Incident" tab, there are sub-tabs for "Incident", "Exposure", "Animal", and "Imms/TST". The "Animal" sub-tab is currently selected. The form includes several input fields and dropdown menus, including "Rabies Status", "Animal Retention Method", "Retention Method Comments", "Retention Method From", "Animal Retention Result", "Family Vet Name", "Vet Phone", "Animal Services Notified", and "Animal Services Incident Number". A "Save" button is located at the bottom of the form. At the very bottom of the browser window, there is a "Symptoms" section with a dropdown menu and an "Onset Date" field, followed by an "Add" button. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 3:30 PM.

Rabies Status	Not required by the Ministry, but follow these guidelines for use of this field. Choose as appropriate from drop down (see options below) Positive – only to be used for those confirmed positive Negative – use for animals who were well after observation period or whose results returned as negative Unknown – use for escaped animals or those who were destroyed and not available for testing
Animal Retention Method	Not required by the Ministry, but for case management you may want to include information here.
Retention Method Comments	Not required by the Ministry, but for case management you may want to include information here.
Retention Method From ... To	Dates animal is to be under observation for (start date and end date) Not required by the Ministry, but for case management you may want to include information here.
Animal Retention Results	Choose as appropriate from drop down based on the status of the animal during/after the observation period. This field is only mandatory for reporting when observation following exposure was documented as “YES” <ul style="list-style-type: none"> • Became ill – appeared to be healthy at the time of the incident but became ill during the observation period • Released – was well after the observation period and has been released • Natural Death – the animal succumbed due to illness • Destroyed –
Family Vet Name	Not required by the Ministry, but for case management you may want to include information here.
Vet Phone	Not required by the Ministry, but for case management you may want to include information here.
Animal Services Notified	Choose as appropriate from drop down - Not required by the Ministry, but for case management you may want to include information here.
Animal Services Incident Number	This field will be used for the Unique Animal ID Number. This must be used in each case report on iPHIS that involves the same animal in the following format (no spaces included in this sequence): <health region 3-4 letter acronym>-<four digit calendar year>-<R to indicate Rabies>-<three digit sequential number beginning at 001> (e.g. SCHR-2007-R-001) Rationale: this is an important element to be incorporated as it helps to determine the number of animals involved in incidents - for example it would be misleading if the same animal that rabies results were positive for was counted 5 times because 5 people were exposed the family pet. The region where the animal is being followed will generate the

Unique Animal ID Number. Animal information must be included in the victim's iPHIS record therefore, communication between case and animal investigators is important for quality of data and prevention of duplicate reporting.

If there are multiple animals and one victim, only one animal will be documented. Additional details should be added to the Animal Description field.

NOTE – a new number will be issued for animals in new exposures (if the same animal bites again in 2011, a new number would be issued for this animal)

Save

Animal - Animal Info Cont'd

The screenshot shows the iPHIS application interface. The browser address bar displays 'https://phis.health.gov.sk.ca - iPHIS Application - Microsoft Internet Explorer'. The navigation menu includes: Home, Client Search, Wait Queue, Scheduling, Outstanding Referrals, Lab, Site Map, Help, About, and Logoff. The main content area is titled 'Owner/Animal' and contains the following information:

Name	* PERTUSSIS, FREDDIE	Birth Date	1981-05-12
Client ID	10002795	Gender	MALE
Client Address At Time Of Incident	No address selected for this case		
PHN	456997717	Age At	23yr 3mo
Animal Species		Reported Date	2004-09-01

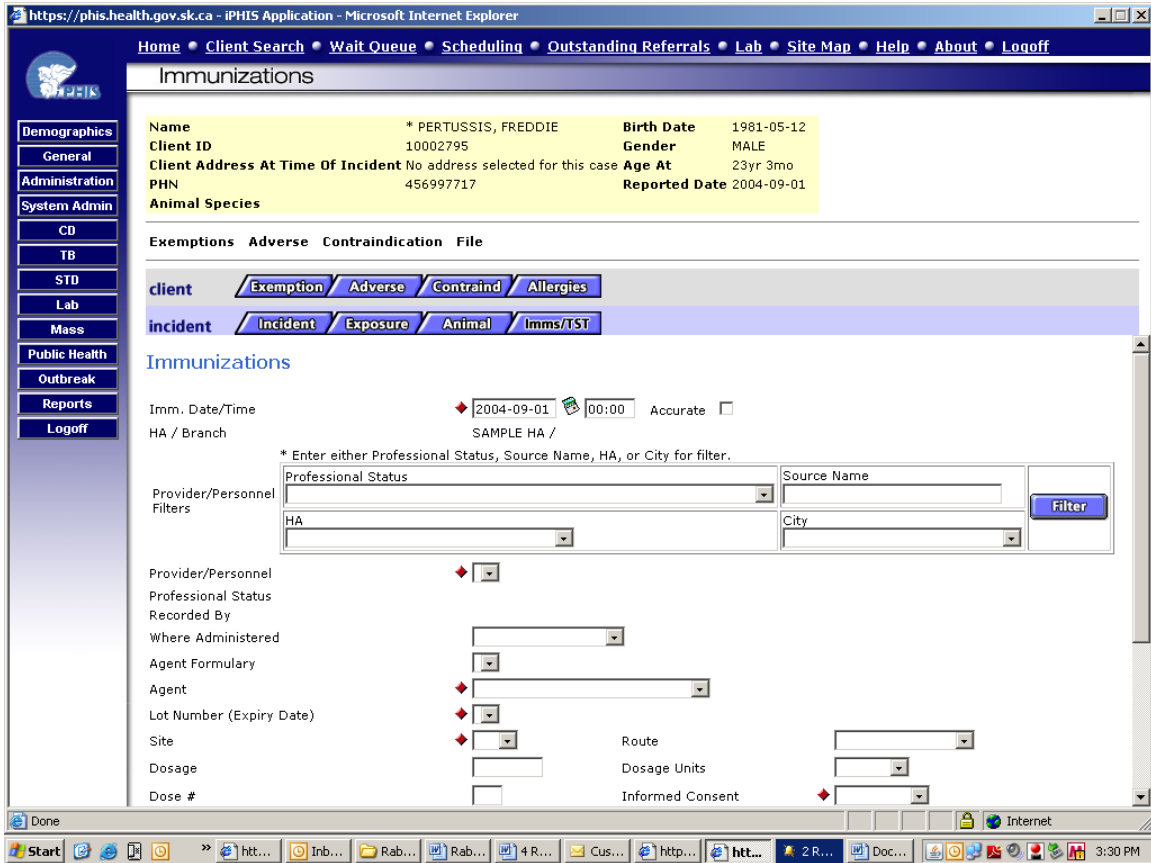
Below this information are tabs for 'Exemption', 'Adverse', 'Contraind', and 'Allergies'. Under the 'Incident' tab, there are sub-tabs for 'Incident', 'Exposure', 'Animal', and 'Imms/TST'. The 'Animal' sub-tab is active, showing fields for Rabies Status, Animal Retention Method, Retention Method Comments, Retention Method From, Animal Retention Result, Family Vet Name, Vet Phone, Animal Services Notified, and Animal Services Incident Number. A 'Save' button is located below these fields.

A 'Symptoms' section is also visible, with a table containing one entry:

Symptoms	Onset Date	Action
LOSS OF APPETITE	2004-09-01	Delete

Symptoms - *iPHIS mandatory field* Choose as appropriate from drop down if “animal healthy” response was “NO”

Immunization/TST

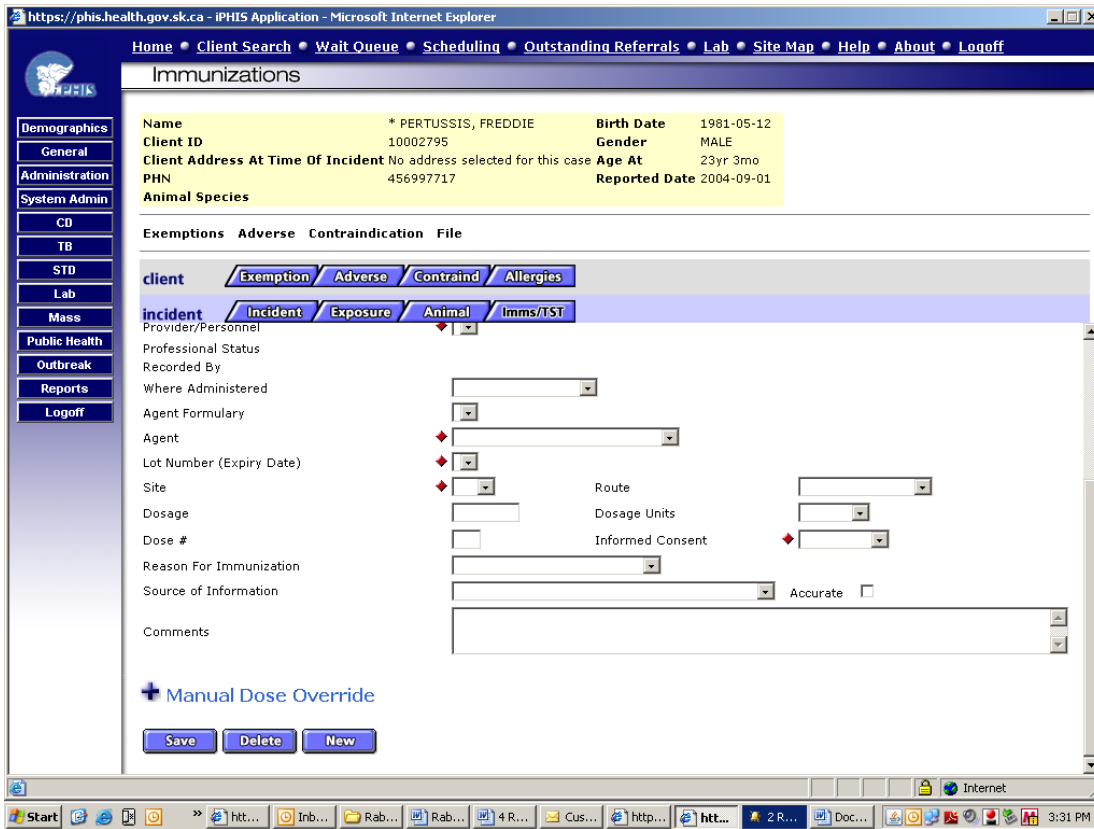


NOTE: The Saskatchewan Immunization Management System (SIMS) houses the complete immunization record for individuals and entry into SIMS should be considered.

<p>Immunization Date - <i>iPHIS mandatory field</i></p>	<p>Date immunization provided. It is best practice and provides a complete record when all doses of rabies post-exposure prophylaxis (immune globulin and vaccine) are documented. This is required for analysis of RPEP in Saskatchewan.</p> <p>NOTE: The Saskatchewan Immunization Management System (SIMS) houses the complete immunization record for individuals and entry into SIMS should be considered.</p>
<p>Provider/Personnel - <i>iPHIS mandatory field</i></p>	<p>Not required by the Ministry, but is a mandatory field for data entry. We recommend choosing "Public Health Nurse", "Registered Nurse" or "Nurse Practitioner" (or the ordering physician) in this drop-down and entering the detailed information regarding who administered it in the comments field. This will ensure there are no delays in being able to enter the information while waiting for an individuals name to be added to the provider list by HISC. Maintaining the provider list will become cumbersome with staff turnover at the regional level.</p> <p>To get the provider field to pre-populate with RN, PHN or NP, choose "Public Health Nurse" in the <i>professional status filter field</i> and click on filter. These options are linked with this professional</p>

	status and will appear as options. Choose as appropriate and include individual details (if required by regional policy) in the comments field.
Where Administered	Not required by the Ministry, but for case management you may want to include information here.
Agent Formulary	Not required by the Ministry,
Agent - <i>iPHIS mandatory field</i>	Choose as appropriate from drop down.
Lot Number/Expiry - <i>iPHIS mandatory field</i>	This is a drop-down list and must be pre-populated by HISC. A process has been established at the Ministry to try to ensure that when new Lot Numbers for the vaccine is received, it will be forwarded to HISC for inclusion in the drop-down list. If not in the drop-down, forward the information to hiscservicedesk@health.gov.sk.ca “Unknown” has been included as an option for instances where the series has been started in another province/country and the information will not be available. This option should be used infrequently.
Site - <i>iPHIS mandatory field</i>	Choose as appropriate from drop down.
Dosage/Dosage Units	Not required by the Ministry.
Dose Number	All doses must be entered for a complete record. Each dose will be numbered sequentially in the series.
Informed Consent - <i>iPHIS mandatory field</i>	Not required by the Ministry. Mandatory field for data entry.

Immunization/TST



Reason for Immunization	Choose as appropriate from drop down.
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Scenarios

1. Case and Animal in Same Jurisdiction
 - No variations required
2. Case and Animal in Different Regions within Saskatchewan
 - The area providing follow-up of the case enters all details as per the iPHIS Guidelines
 - The area following the animal will generate the Unique Animal ID Number and will share this and all animal follow-up details with the area following the individual for documentation into iPHIS
3. Case exposed out of province/country but follow-up completed in Saskatchewan
 - Enter all information as you would for the situation where the case and animal are followed in your area.
 - Local region will generate the Unique Animal ID Number
 - Place of exposure would be out of province or out of country as appropriate
 - Some details about the incident, exposure, and animal may be unknown – document the information that you have

4. Case begins RPEP in one area and completes it in another area
 - The case record should be complete with all details of follow-up
 - o Additional RPEP information should be relayed to the health area where it is reported in iPHIS for documentation.
5. Case exposed in Sask but RPEP provided out of province
 - Documentation of the exposure will be entered by the health area where the incident was reported.
 - Status field will indicate 'Closed' –please indicate in the comments that it was referred out of province
 - Additional details regarding completion of follow-up are not required
6. Exposure occurs in one authority, the victim resides in second authority and animal is from a third authority
 - Individual - Refer to Scenario #2 and #4.
 - Animal – Refer to Scenario #2
7. One Victim, Multiple Animals
 - Documentation should reflect the primary variable that was considered in the initiation of RPEP
 - We recommend to include some comments in the Animal Description field indicating that more than one animal was involved as well as other relevant details. There will only be one Unique Animal ID Number for this situation.

Examples

- All animals involved in the exposure are of the same species (i.e. pack of dogs)
- What to document:
 - o Species – Dog
 - o Type of animal – choose the appropriate type that best describes why RPEP was provided
 - Fight between a pet and a stray - the stray would likely be the variable for initiating RPEP.
- Animals in the exposure of different species (i.e. dog and coyote)
- What to document:
 - o Species - choose the appropriate species that best describes why RPEP was provided
 - The owner of a dog is breaking up a fight between his pet and a coyote, the coyote would likely be the variable for initiating RPEP