

## Kentucky Health Information Exchange (KHIE)

# Respiratory Virus Associated Pediatric Mortality Case Report

Quick Reference Guide

July 2024

#### Deloitte.

### Respiratory Virus Associated Pediatric Mortality Case Report Quick Reference Guide



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Illustrations contained herein are intended for example purposes only. The patients and providers depicted in these examples are fictitious. Any similarity to actual patients or providers is purely coincidental. Screenshots contained in this document may differ from the current version of the HealthInteractive asset.

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#### **Document Control Information**

#### **Document Information**

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#### 1 Introduction

#### Overview

This training manual covers the unique functionalities for the Respiratory Virus Associated Pediatric Mortality elCR Form in the ePartnerViewer. The Respiratory Virus Associated Pediatric Mortality elCR Form contains unique birth-related fields on the **Patient Information** screen, a unique *CDC Laboratory Services* section on the **Laboratory Information** screen, a unique *Clinical Diagnoses and Complications* section on the **Applicable Symptoms** screen, and unique **Additional Information** and **Hospitalization, ICU, and Death Information** screens. All other screens on the Respiratory Virus Associated Pediatric Mortality elCR Form follow the generic elCR Case Report workflow.

Users with the *Manual Case Reporter* role can submit case reports from the ePartnerViewer by completing an online case report. The process generates a manual electronic initial case report (eICR) which is routed to the Kentucky Department for Public Health (KDPH). All examples and screenshots used in this guide are simulated with mock data; no Protected Health Information (PHI) is present.

**Please Note:** All screenshots shown throughout this document reflect how Users would interact with the ePartnerViewer while using a desktop or tablet device. While core functionality remains the same across multiple devices, interface components may vary in presentation.

#### **Supported Web Browsers**

Users must access the ePartnerViewer with a supported web browser. The ePartnerViewer is configured to support the following modern browsers on desktop, tablet, and mobile devices:

Desktop Browser Version	Mobile Browser Version		
Microsoft Edge			
Version 44+	Version 40+		
Google Chrome			
Version 70+	Version 70+		
Mozilla Firefox			
Version 48+	Version 48+		
Apple Safari			
Version 9+	iOS 11+		

**Please Note:** The ePartnerViewer does <u>not</u> support Microsoft Internet Explorer. To access the ePartnerViewer, Users must use a modern browser such as Google Chrome, Microsoft Edge, Apple Safari, or Mozilla Firefox.

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#### **Mobile Device Considerations**

The ePartnerViewer is based on responsive design. This means it renders in the best format based on the user's device size. Responsive design applies to mobile, tablet, and desktop devices. Tablet devices in landscape display mode are considered desktop.

#### Accessing the ePartnerViewer

To access the ePartnerViewer, Users must meet the following specifications:

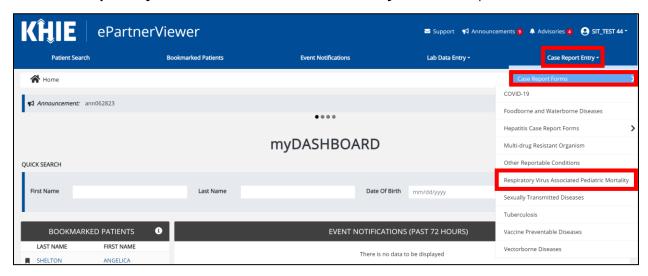
- 1. Users must be part of an organization with a signed Participation Agreement with KHIE.
- 2. Users are required to have a Kentucky Online Gateway (KOG) account.
- 3. Users are required to complete Multi-Factor Authentication (MFA).

**Please Note**: For specific information about creating a Kentucky Online Gateway (KOG) account and how to complete MFA, please review the <u>ePartnerViewer Login: Kentucky Online Gateway</u> (KOG) and Okta Verify Multi-Factor Authentication (MFA) User Guide.

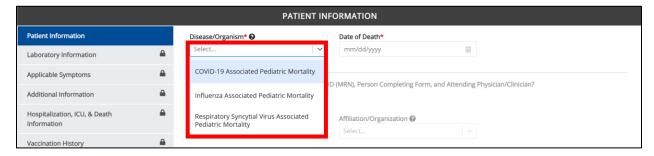


#### 2 Patient Information

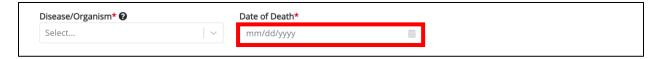
- To enter Respiratory Virus Associated Pediatric Mortality case report information, click the Case Report Entry Tab in the blue Navigation Bar at the top of the screen, then select Case Report Forms from the dropdown menu.
- 2. Select **Respiratory Virus Associated Pediatric Mortality** from the dropdown menu.



3. To start the Respiratory Virus Associated Pediatric Mortality Case Report entry, select the **appropriate condition** from the *Disease/Organism* field on the **Patient Information** screen.

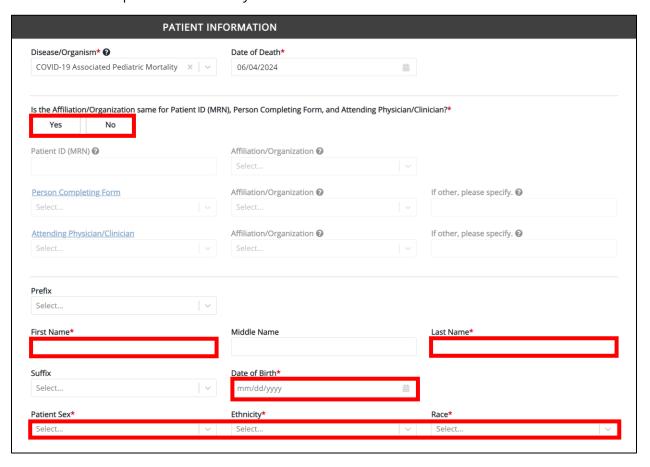


4. Enter the **Date of Death**.

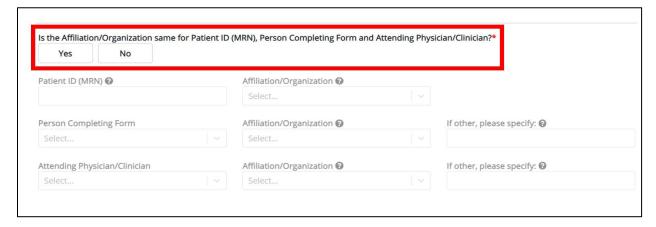




5. You must complete the mandatory fields on the **Patient Information** screen.



6. Select the **appropriate answer** for the conditional field: *Is the Affiliation/Organization same for Patient ID (MRN), Person Completing Form, and Attending Physician/Clinician?* 





• Click **Yes** to apply the **same** Affiliation/Organization to the Patient ID (MRN), the Person Completing the Form, and the Attending Physician/Clinician.



 Click No to select a <u>different</u> Affiliation/Organization for the Patient ID (MRN), Person Completing Form, and the Attending Physician/Clinician.

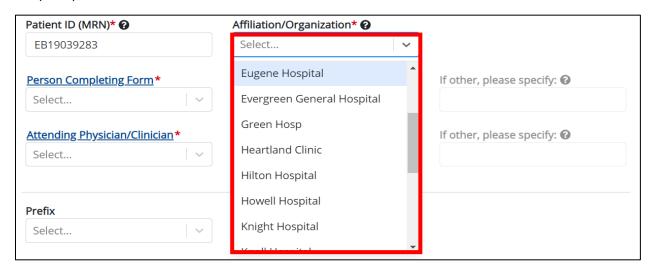


7. Enter the patient's **Medical Record Number (MRN)** in the *Patient ID (MRN)* field. An MRN is an organization specific, unique identification number assigned to a patient by a healthcare organization. If your organization does not use an MRN, you MUST create a way to uniquely identify your patient so that the patient is registered in the KHIE system.





8. From the dropdown menu, select the **Affiliation/Organization** that applies to the Patient ID (MRN).



**Please Note:** If **Yes** is selected for the conditional field: *Is the Affiliation/Organization same for Patient ID (MRN), Person Completing Form, and Attending Physician/Clinician?* the same Affiliation/Organization will apply to each. The *Affiliation/Organization* field is enabled only for the Patient ID (MRN).

9. From the dropdown menu, select the name of the **Person Completing Form**.



10. If applicable, select the **Affiliation/Organization** that applies to the Person Completing the Form.



**Please Note**: The *Affiliation/Organization* field that applies to the Person Completing Form is enabled only if you selected **No** to the conditional question: *Is the Affiliation/Organization same for Patient ID (MRN), Person Completing Form, and Attending Physician/Clinician*?



11. Select the **Attending Physician/Clinician** from the dropdown menu.

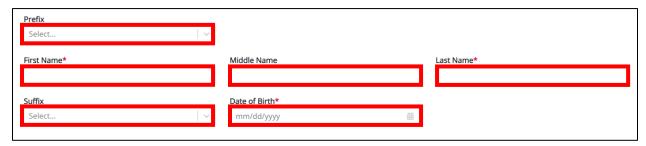


12. If applicable, select the **Affiliation/Organization** that applies to the physician attending the patient.



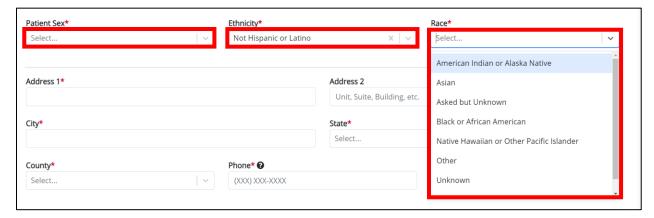
**Please Note**: The *Affiliation/Organization* field that applies to the Attending Physician/Clinician is enabled only when you select **No** to the conditional question: *Is the Affiliation/Organization same for Patient ID (MRN), Person Completing Form, and Attending Physician/Clinician*?

- 13. If available for the patient, select the **Prefix** and **Suffix** from the dropdown menus.
- 14. Enter the patient's First Name and Last Name.
- 15. If available, enter the patient's **Middle Name**.
- 16. Enter the patient's **Date of Birth**.

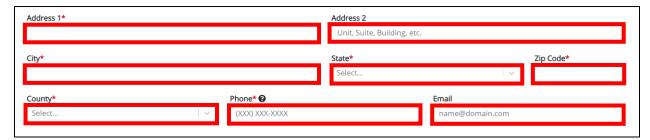




- 17. Select the **Patient Sex** from the dropdown menu.
- 18. Select the patient's **Ethnicity** and **Race** from the appropriate dropdown menus.



- 19. Enter the patient's Street Address, City, State, Zip Code, and County.
- 20. Enter the patient's **Phone Number**.
- 21. If available, enter the patient's **Email Address**.



22. Select the **type of patient visit** from the *Visit Type* dropdown menu.



• The Encounter ID/Visit # field allows Users to enter a unique 20-digit Encounter ID/Visit #.



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The Encounter ID/Visit # hyperlink allows Users to view the Patient Case History which includes the
historical case report details and Encounter IDs (when available) that were previously submitted
for the patient. The Patient Case History search is based on the Patient First Name, Last Name,
and Patient ID (MRN) entered.



The *Generate* checkbox triggers the system to generate a unique 20-digit Encounter ID/Visit #
if the Encounter ID/Visit # is unknown.



Upon clicking the *Generate* checkbox, the *Encounter ID/Visit* # field will be grayed out and disabled.
 The *Encounter ID/Visit* # field will display the system-generated Encounter ID/Visit # only after the Patient Information screen has been completed and saved.



23. If applicable, select the **appropriate answer** to *Is the patient currently pregnant?* 



**Please Note**: The *Is the patient currently pregnant?* field is enabled and required only when the *Patient Sex* field is marked as *Female*.

• If **Yes** is selected for the *Is the patient currently pregnant?* field, the subsequent field is enabled. Enter the **estimated due date (EDC)** in the subsequent field: *If yes, please enter the due date (EDC)*. If the due date is unknown, click the **Unknown** checkbox.





**Please Note**: If **No** or **Unknown** is selected for the *Is the patient currently pregnant?* field, the subsequent field is disabled: *If yes, please enter the due date (EDC)*.



24. If applicable, select the appropriate answer to Did the patient recently give birth?



25. If **Yes** is selected, select the **appropriate answer** from the subsequent dropdown menu: *Did the patient have a miscarriage, stillbirth, or livebirth?* 



26. If *Livebirth* or *Stillborn* is selected, enter the **Date of Delivery**. If the date of delivery is unknown, click the *Unknown* checkbox.



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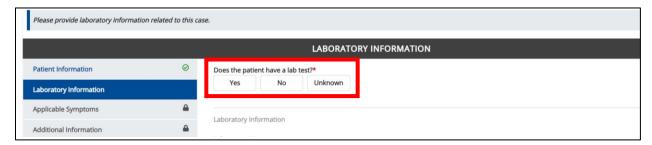
- 27. If *Livebirth* is selected, the infant details fields are enabled. Enter the **Infant First Name**, **Infant Last Name**, and **Infant Date of Birth** in the appropriate enabled fields.
- 28. Once complete, click **Next** to proceed to the **Laboratory Information** screen.

Please enter the name and DOB of the infant.				
Infant First Name*	Infant Last Name*	Infant Date of Birth*		
		mm/dd/yyyy	曲	
Save		Next		

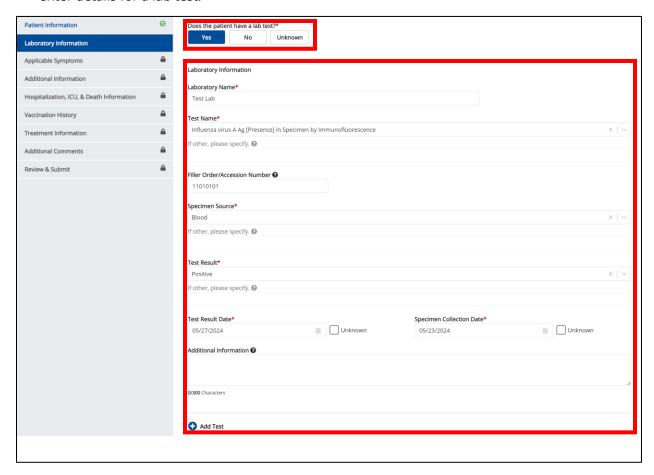


#### 3 Laboratory Information

1. On the **Laboratory Information** screen, select the **appropriate answer** for the conditional question at the top: *Does the patient have a lab test?* 



2. If **Yes** is selected, the subsequent laboratory-related fields on the screen are enabled. You must enter details for a lab test.

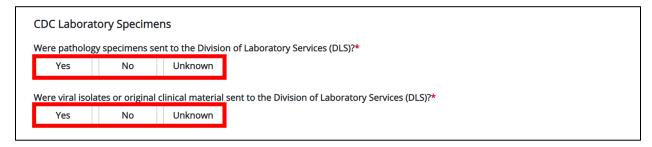




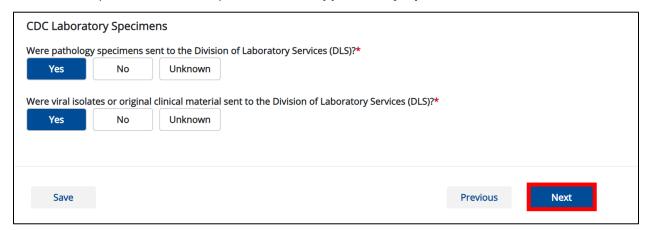
#### **CDC Laboratory Specimens**

The Respiratory Virus Associated Pediatric Mortality case report captures CDC laboratory specimen information.

- 3. Select the **appropriate answers** for the following fields:
- Were pathology specimens sent to the Division of Laboratory Services (DLS)?
- Were viral isolates or original clinical material sent to the Division of Laboratory Services (DLS)?



4. Once complete, click **Next** to proceed to the **Applicable Symptoms** screen.



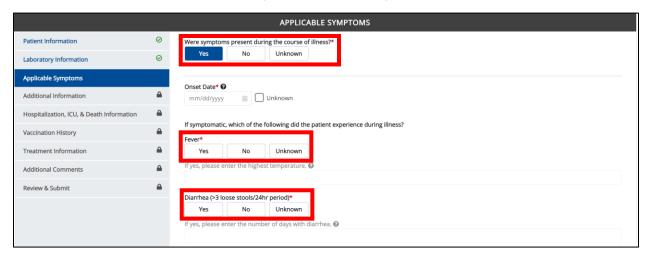


#### 4 Applicable Symptoms

1. On the **Applicable Symptoms** screen, select the appropriate answer for the conditional question at the top: *Were symptoms present during the course of illness*?



2. If *Yes* is selected for the conditional question, the subsequent fields on the screen are enabled.



**Please Note:** If **No** is selected for the conditional question, all subsequent symptom fields are disabled and marked with **No**. If **Unknown** is selected for the conditional question, all subsequent symptom fields are disabled and marked as **Unknown**.

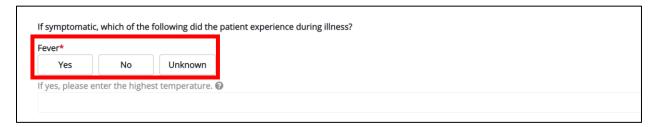
- Enter the Onset Date for the symptoms.
- If the onset date is unknown, click the *Unknown* checkbox.



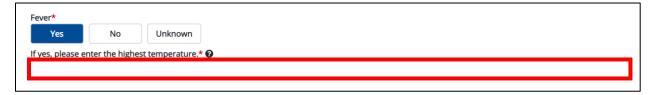
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4. To report whether the patient had a fever during the illness, select the **appropriate answer** for the field: *Fever*.



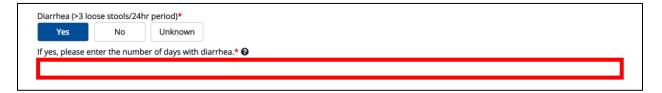
• If **Yes** is selected, the subsequent field is enabled. Enter the **patient's highest temperature** in the subsequent textbox: *If yes, please enter the highest temperature*.



5. To report the patient had diarrhea during the illness, select the **appropriate answer** for the field: *Diarrhea* (>3 loose stools/24hr period).

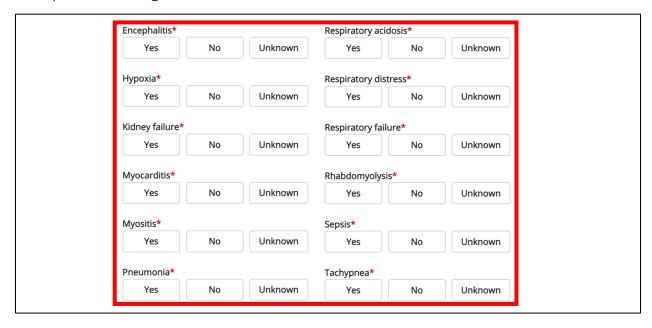


• If **Yes** is selected, the subsequent field is enabled. Enter the **number of days with diarrhea** in the subsequent textbox: *If yes, please enter the number of days with diarrhea*.





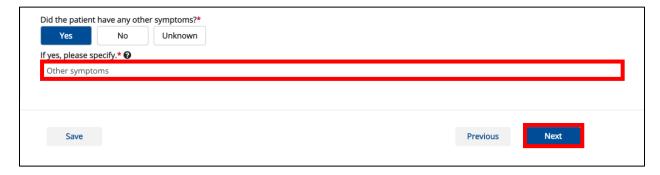
6. Select the **appropriate answers** for the following fields to indicate the symptoms the patient experienced during illness:



7. To report additional symptoms not listed on the screen, select the **appropriate answer** for the field: *Did the patient have any other symptoms*?



- If **Yes** is selected, the subsequent field is enabled. Enter the **patient's other symptoms** in the subsequent textbox: *If yes, please specify*.
- 8. Once complete, click **Next** to proceed to the **Additional Information** screen.

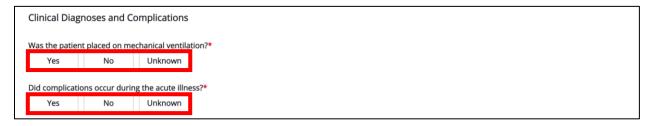




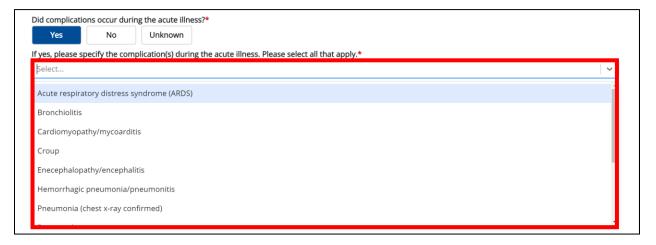
#### **Clinical Diagnoses and Complications**

The Respiratory Virus Associated Pediatric Mortality case report captures details about the patient's clinical diagnoses and complications.

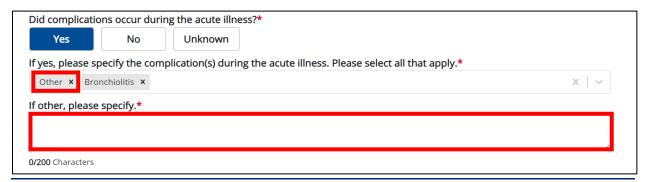
- 9. Select the **appropriate answers** for the following fields:
- Was the patient placed on mechanical ventilation?
- Did complications occur during the acute illness?



10. If **Yes** is selected for the *Did complications occur during the acute illness?* field, the subsequent field is enabled. Select the **complication(s) during the acute illness** from the multiselect dropdown menu for the field: *If yes, please specify the complication(s) during the acute illness. Please select all that apply.* 

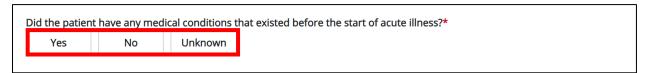


11. If *Other* is selected, enter the **other complication(s) during the acute illness** in the textbox for the field: *If other, please specify.* 

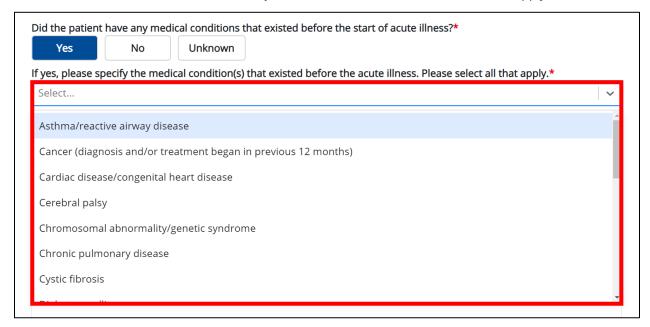




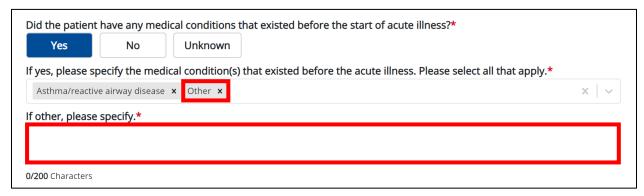
12. Select the **appropriate answer** for the field: *Did the patient have any medical conditions that existed before the start of acute illness?* 



13. If **Yes** is selected, the subsequent field is enabled. Select the **medical condition(s) that existed before the acute illness** from the multiselect dropdown menu for the field: *If yes, please specify the medical condition(s) that existed before the acute illness. Please select all that apply.* 



14. If *Other* is selected, enter the **other medical condition(s) that existed before the acute illness** in the textbox for the field: *If other, please specify.* 



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- 15. Include any **additional relevant patient details** in the textbox for the field: *Please include any relevant patient details*.
- 16. Once complete, click the **Next** button to proceed to the **Additional Information** screen.

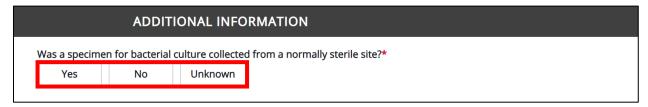
Please include any relevant patient details.*	
0/1000 Characters	
Save	Previous Next



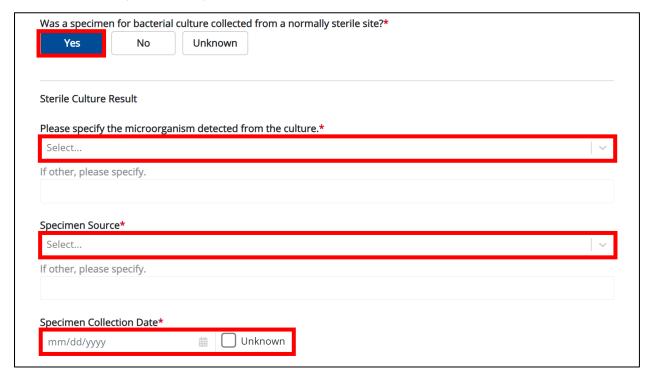
#### 5 Additional Information

#### **Sterile Culture Results**

1. On the **Additional Information** screen, select the **appropriate answer** for the conditional question at the top: *Was a specimen for bacterial culture collected from a normally sterile site?* 



2. If **Yes** is selected for the conditional question, the subsequent fields on the screen are enabled. You must complete the required fields on the screen.





3. Select the **appropriate answer** from the dropdown menu for the field: *Please specify the microorganism detected from the culture?* 



4. If *Other invasive bacteria* is selected, enter the **other invasive microorganism** in the textbox for the field: *If other, please specify.* 



5. Select the **appropriate answer** from the *Specimen Source* dropdown menu.



6. If *Other* is selected, enter the **other specimen source** in the textbox for the field: *If other, please specify.* 



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7. Enter the **Specimen Collection Date**. If the specimen collection date is unknown, click the *Unknown* checkbox.



#### **Adding Multiple Sterile Culture Results**

8. Click the **Add Sterile Culture Result** button to log the details for multiple sterile culture results. This means that you can easily enter additional sterile culture results details on the same patient.



**Please Note:** When you click the **Add Sterile Culture Result** button, at least one sterile culture section must be entered.

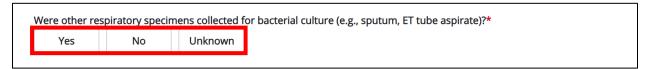
9. To delete an additional sterile culture result section, click the **Trash Bin Icon** located at the top right.



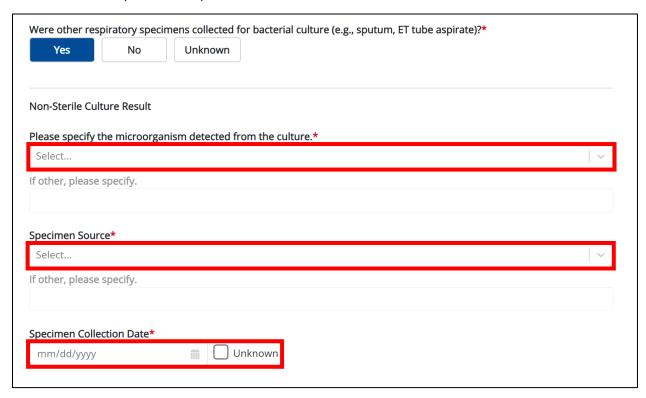


#### **Non-Sterile Culture Results**

10. Select the **appropriate answer** for the conditional question: *Were other respiratory specimens collected for bacterial culture (e.g., sputum, ET tube aspirate)?* 



11. If **Yes** is selected for the conditional question, the subsequent fields on the screen are enabled. You must complete the required fields on the screen.



12. If *Other invasive bacteria* is selected, enter the **other invasive microorganism** in the textbox for the field: *If other, please specify.* 





13. Select the **appropriate answer** from the *Specimen Source* dropdown menu.



14. If *Other* is selected, enter the **other specimen source** in the textbox for the field: *If other, please specify.* 



15. Enter the **Specimen Collection Date**. If the specimen collection date is unknown, click the *Unknown* checkbox.



#### **Adding Multiple Non-Sterile Culture Results**

16. Click the **Add Non-Sterile Culture Result** button to log the details for multiple non-sterile culture results. This means that you can easily enter additional non-sterile culture results details on the same patient.



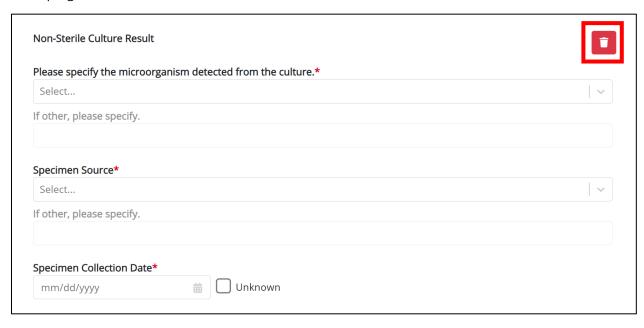
**Please Note:** When you click the **Add Non-Sterile Culture Result** button, at least one non-sterile culture section must be entered.

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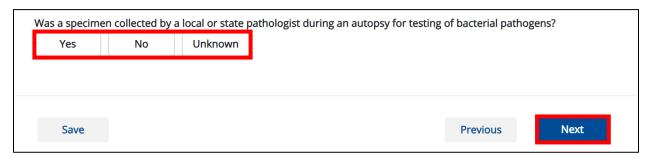
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17. To delete an additional non-sterile culture result section, click the **Trash Bin Icon** located at the top right.



- 18. Select the **appropriate answer** for the field: *Was a specimen collected by a local or state pathologist during an autopsy for testing of bacterial pathogens?*
- 19. Once complete, click **Next** to proceed to the **Hospitalization**, **ICU**, and **Death Information** screen.



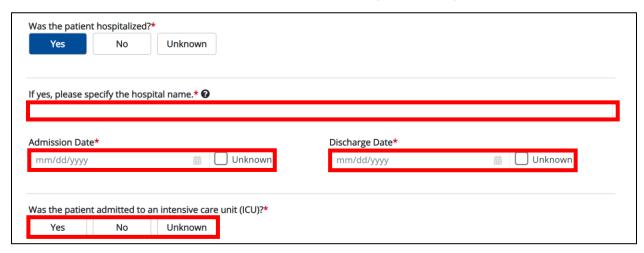


#### 6 Hospitalization, ICU, & Death Information

1. On the **Hospitalization, ICU, & Death Information** screen, select the **appropriate answer** for the conditional question at the top: *Was the patient hospitalized*?



2. If **Yes** is selected for the conditional question, the subsequent hospitalization-related and ICU-related fields on the screen are enabled. You must complete the required fields.



3. If the patient has been hospitalized, enter the **name of the hospital where the patient is/was hospitalized** in the textbox: *If yes, please specify the hospital name*.



- 4. Enter the patient's hospitalization **Admission Date**. If the admission date is unknown, click the *Unknown* checkbox.
- 5. Enter the patient's hospitalization **Discharge Date**. If the discharge date is unknown, click the *Unknown* checkbox.



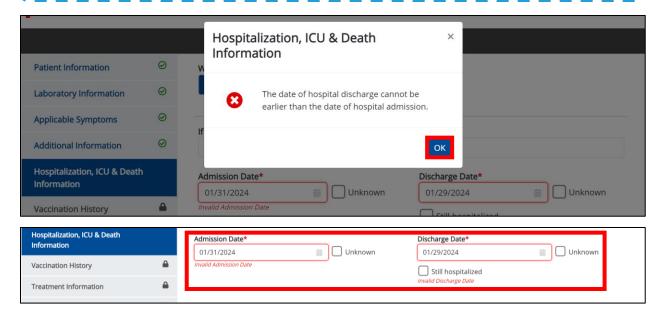


**Please Note:** The Admission Date **cannot** occur **after** the Discharge Date. The Admission Date must occur on the **same date** or any date **BEFORE** the Discharge Date.

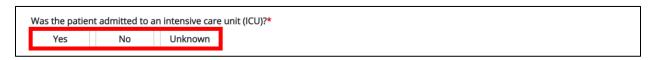
If you enter an Admission Date that occurs after the Discharge Date and click **Next**, both fields are marked as invalid, and the screen is grayed out and displays a pop-up message that states:

The date of hospital discharge cannot be earlier than the date of hospital admission.

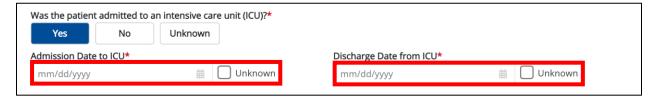
To proceed, you must click **OK** and enter a valid Discharge Date that occurs **on** or **after** the Admission Date.



6. Select the **appropriate answer** for the field: *Was the patient admitted to an intensive care unit (ICU)?* 



7. If **Yes** is selected, the subsequent *Admission Date to ICU* and *Discharge Date from ICU* fields are enabled. Enter the dates for the **Admission Date to ICU** and the **Discharge Date from ICU**.



**Please Note:** The Respiratory Virus Associated Pediatric Mortality Case Report automatically selects **Yes** for the field: *Did the patient die as a result of this illness?* The **Date of Death** field displays the date that the User entered in the **Date of Death** field on the **Patient Information** screen.







20. Select the appropriate answer for the conditional question: Was an autopsy performed?



21. If **Yes** is selected for the conditional question, the subsequent fields on the screen are enabled. You must complete the required fields on the screen.

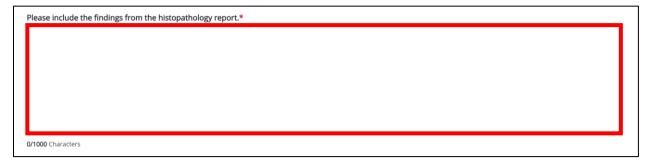


22. Enter the **Date of Autopsy**. If the date of autopsy is unknown, click the **Unknown** checkbox.





8. Enter the **histopathologic evidence of inflammation** in the textbox for the field: *Please include any histopathologic evidence of inflammation largely involving the anterior horn of the spinal cord.* 



9. Select the **appropriate answer** for the field: *Did cardiac/respiratory arrest occur outside the hospital?* 



10. Select the **appropriate answer** from the dropdown menu the field: *Please specify the location of death.* 



- 11. If *Other* is selected, enter the **other location of death** in the textbox for the field: *If other, please specify.*
- 12. Once complete, click **Next** to proceed to the **Vaccination History** screen.



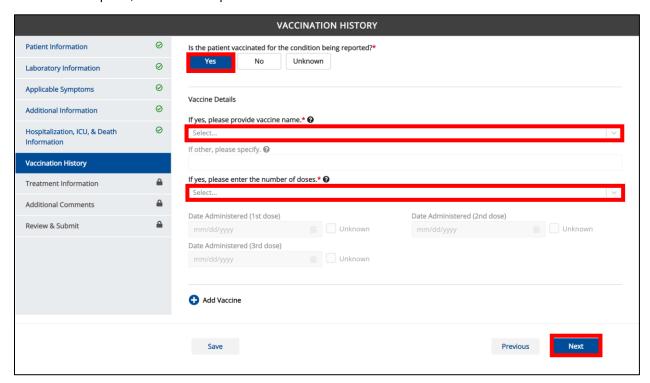


#### **7 Vaccination History**

1. On the **Vaccination History** screen, select the **appropriate answer** for the conditional question at the top: *Is the patient vaccinated for the condition being reported*?



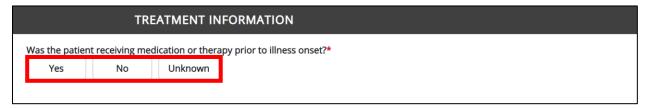
- 2. If **Yes** is selected for the conditional question, the subsequent fields on the screen are enabled. You must complete the required fields on the screen.
- 3. Once complete, click **Next** to proceed to the **Treatment Information** screen.



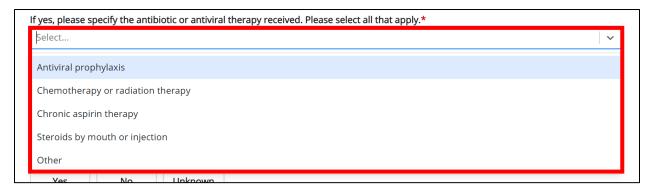


#### 8 Treatment Information

1. On the **Treatment Information** screen, select the **appropriate answer** for the conditional question at the top: *Was the patient receiving medication or therapy prior to illness onset?* 



2. If **Yes** is selected, select the **antibiotic or antiviral therapy received** from multiselect dropdown menu for the field: *If yes, please specify the antibiotic or antiviral therapy received. Please select all that apply.* 



3. If *Other* is selected, enter the **other antibiotic or antiviral therapy received** in the textbox for the field: *If other, please specify.* 



4. Select the **appropriate answer** for the field: *Did the patient receive medication or therapy after illness onset?* 





- 5. If **Yes** is selected, enter the **other medication or therapy received after illness onset** in the textbox for the field: *If yes, please specify*.
- 6. Once complete, click **Next** to proceed to the **Additional Comments** screen.



#### 9 Additional Comments

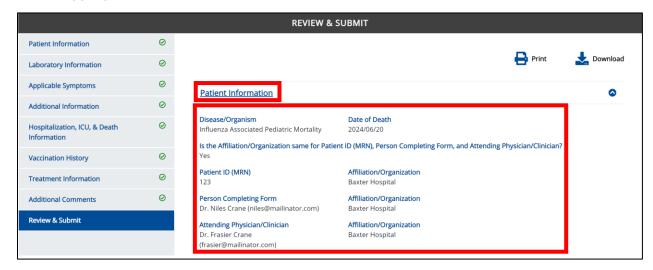
- 1. On the **Additional Comments** screen, enter **additional comments or notes about the patient**, if applicable.
- 2. Once complete, click **Next** to proceed to the **Review & Submit** screen.





#### 10 Review and Submit

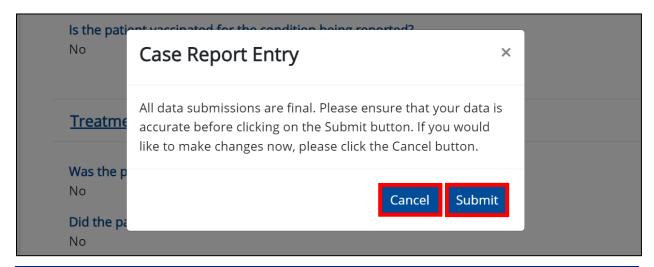
1. On the **Review and Submit** screen, review the summary of information you have entered. Click the **appropriate section header** to make edits to the section's information.



After verifying the information is accurate and/or the appropriate changes have been made, you
must click **Submit** to submit the Respiratory Virus Associated Pediatric Mortality Case Report
Entry.



4. All case report submissions are final. You have one more opportunity to select **Cancel** to continue reviewing the Case Report or click **Submit** to submit the report.





**Please Note:** Once a case report has been submitted, it is final. Should you later discover that you have entered inaccurate information, please use the **Support Tab** in the ePartnerViewer to report this information.

5. Click **OK** to acknowledge the case report has been submitted successfully.



**Please Note**: Clicking **OK** when the case report entry has been submitted successfully will automatically navigate you to the **Case Report Entry User Summary** screen.

Congratulations! You have submitted the Respiratory Virus Associated Pediatric Mortality Case Report using KHIE's Direct Data Entry functionality.

Please visit the KHIE website at <a href="https://khie.ky.gov/Public-Health/Pages/Direct-Lab.aspx">https://khie.ky.gov/Public-Health/Pages/Direct-Lab.aspx</a> to access additional training resources and find information on reporting requirements from the Kentucky Department for Public Health.



#### 11 Technical Support

#### **Toll-Free Telephone Support**

For questions and assistance regarding the ePartnerViewer, please call 1 (800) 633-6283.

#### **Email Support**

To submit questions or request support regarding the ePartnerViewer, please email <a href="mailto:KHIESupport@ky.gov">KHIESupport@ky.gov</a>.

**Please Note**: To seek assistance or log issues, you can use the **Support Tab** located in the blue navigation bar at the top of the screen in the ePartnerViewer.

