



## **Maven: Lead Surveillance System**

### **USER GUIDE**

January 2012



# Table of Contents

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Table of Contents.....	i
Introduction .....	1
Chapter 1: Maven Lead Surveillance System Overview .....	3
Chapter 2: The Lead Surveillance System Environment .....	13
Chapter 3: Searching .....	50
Chapter 4: Creating and Managing Events .....	58
Chapter 5: Question Packages – General Operating Procedures .....	84
Chapter 6: Question Package Specifics.....	90
Chapter 7: Adding/Revising an Address for a Child Event.....	97
Chapter 8: Workflows and Tasks .....	111
Chapter 9: Print Templates .....	126
Chapter 10: Reports.....	132
Appendix A: Contact Information .....	152
Appendix B: LSS Dashboard Icons.....	153
Appendix C: Glossary of LSS Terminology.....	154
Appendix D: Print Templates .....	155

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# **Introduction**

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### **Welcome**

Welcome to the Maven: Lead Surveillance System (LSS) – from this point forward, referred to as the LSS.

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### **Purpose**

The goal of this manual is to provide you with a thorough understanding of the Maven LSS as it pertains to a Case Worker's use of the system.

You will be given a User ID and Password with authorization to use the Maven LSS.

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### **Objectives**

Upon completion of this manual, you will be able to:

- Log in and out of the LSS application
- Navigate through the LSS application
- Create, find, and modify child and property events
- Enter data in LSS Question Packages
- Use Workflow Queues and Tasks
- View and print LSS reports
- View and print LSS letters/print templates

### OVERVIEW

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The outline for this manual is as follows:

Chapter	Purpose
<b>Chapter 1:</b> LSS System Overview	Explain the basic structure, purpose and benefits of the Lead Surveillance System (LSS) and demonstrate how to log into the LSS.
<b>Chapter 2:</b> LSS System Environment	Describe the basic operating environment of the LSS.
<b>Chapter 3:</b> Searching	Explain how to search for an existing event (Blood Lead – Child, Blood Lead – Not classified, or Property).
<b>Chapter 4:</b> Creating and Managing Events	Explain how to create and manage events in the LSS.
<b>Chapter 5:</b> Question Packages – General Operating Procedures	Describe the purpose and general operating procedures for all the predefined Question Packages.
<b>Chapter 6:</b> Question Package Specifics	Describe some of the extended features within the Question Packages of the LSS.
<b>Chapter 7:</b> Adding/Revising an Address for a Child Event	Describe how a user will add or revise an address in a child event.
<b>Chapter 8:</b> Workflows and Tasks	Explain how and why to use workflows and tasks in LSS.
<b>Chapter 9:</b> Print Templates	Describe the LSS Print Templates.
<b>Chapter 10:</b> Reports	Describe the LSS reports feature.

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# Chapter 1: Maven Lead Surveillance System Overview

## OVERVIEW

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### Purpose

Explain the basic structure, purpose and benefits of the Lead Surveillance System (LSS) and demonstrate how to log into the LSS.

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### Objectives

- User Groups and Permissions
- Main vs. Administration Applications
- Log into the LSS
- Log out of the LSS
- Understand how system passwords work
- Change system passwords

### MAVEN: LEAD SURVEILLANCE SYSTEM OVERVIEW

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Consilience Software Inc.'s Maven is a commercial-off-the-shelf, web-based business application. It provides interactive, automated information gathering and is compatible with state and national IT standards. It also complies with the Centers for Disease Control and Prevention (CDC) Public Health Information Network (PHIN) standards.

The LSS allows secure communication and coordination between the Department of Public Health and Local Health Employees. The LSS is a secure environment that only displays the data someone needs and is authorized to see. The LSS functions include:

- Storage of lead investigation data (does not replace the local hard copies)
- Submission of data to DPH as needed
- Electronic data exchange and workflow between different users
- Ability to effectively manage lead cases (child and environmental)
- Ability for reports to be generated and exported electronically

An “event” within the LSS is a:

- **“Blood Lead – Child” defined as a child with a venous blood lead level 10 µg/dL or higher,**
- **“Blood Lead – Not classified” defined as a child with a blood lead level less than 10 µg/dL or a child with an unconfirmed capillary test,**
- **Property investigation defined as a property requiring a lead inspection.**



The Maven software application has been designed and modified for use by several DPH areas. Although extensive modifications have been made to adapt it to meet the LSS needs, you will still see some functionality that will not be used by the LSS at this time.

### USER GROUPS AND PERMISSIONS

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Users will be assigned a username and password that will provide access to the system. Each username is connected to one or more roles and one or more groups, which give access to specific system features. The roles and groups to which a user is assigned depend on their job function. Permissions, roles, and groups are described in detail below.

- **Permission:** Permissions in the LSS provide the ability within the system to perform certain actions, such as “run a report” or “create a new user”.
- **Role:** A group of permissions makes up a role. For example, one role is a Case Worker. This role has permissions such as “view an event” or “update an event”. The role of an Administrator comes with additional permissions, such as the ability to assign logins, create events, and run reports. The Case Worker performs different job functions and therefore has a different set of permissions than an Administrator.
- **Group:** Users are members of groups based on the individual facility. Each department may only see that department’s events or transferred events that they have permissions to view.

### MAIN vs. ADMINISTRATION APPLICATIONS

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There are two major applications, or computer modes, of the LSS – Main and Administration. This manual will focus only on the Main application. The Main application is where all event data is accessed and edited. For example, users can search for a Blood Lead – Child case, Blood Lead – Not Classified case, Property case, and view reports within the LSS. The Main application is always the default setting when logging into the system.

**Lead Surveillance System**

**Login**

Login Name:

Password:

Application:

The Administration application is used by the LSS administrators at the state level. The Administration application allows system administrators to assign roles and reset passwords.

### LOGGING IN

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The LSS can be accessed through Internet Explorer 6.0 or higher, Firefox 1.5 or higher, Safari 3 or higher and Chrome; however, the LSS is not supported by Netscape.

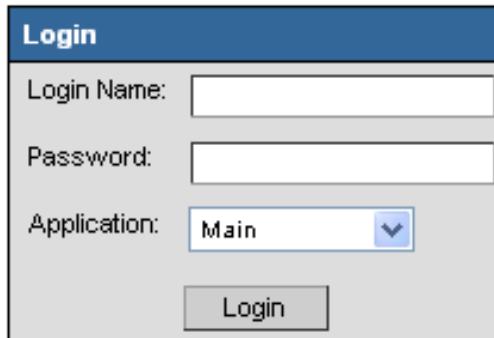
**To log into the surveillance system, follow these steps:**

Open an Internet browser and type the following URL:

**`https://www.dphapps1.ct.gov/site/login.do`**

Click the **Go** button or press the **Enter** key.

The following Login screen will appear:



Login	
Login Name:	<input type="text"/>
Password:	<input type="password"/>
Application:	Main <input type="button" value="▼"/>
<input type="button" value="Login"/>	

Enter your assigned **Username** and **Password** in the appropriate text boxes.

Verify that the Application is set to **Main**.

**Caution:** Username and Password are case sensitive so be sure to enter them exactly as they were provided. For example, XYZ123 is not the same password as xyz123.



Click the **Login** button.

The Main LSS dashboard will display:

## Main LSS Dashboard

# Connecticut Electronic Lead Surveillance System

[No event loaded] Logged in as mccarthy

### Event Summary

Basic Information		Notes
Event ID:		
Event Type:		
Primary Person:		
Address:		
Dates:		
Investigation Status:		
Linked Events:		
Attachments:		

[Edit Event Properties](#)

### Event Information

Event Data	Lab Results	Concerns	Persons	Tasks	Event History	
------------	-------------	----------	---------	-------	---------------	--

### Question Packages

QUESTION PACKAGE	NAME	LAST UPDATE	UPDATED BY	STATUS

[View Question Package](#)

### Question Package - Details

Name:	
Description:	
Name:	
Status:	
Number of Questions:	
Incomplete Required Questions:	
Last Update:	
Updated By:	

This is where users are able to access functions such as searching for a Blood Lead – Child case, Blood Lead – Not Classified case, Property case, reports, and much more.

### LOGGING OUT

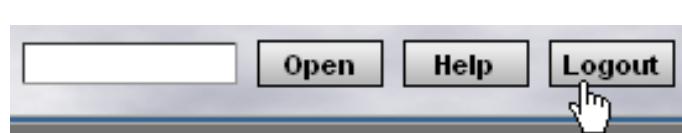
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Because of the sensitive nature of the data in the LSS, each user should exercise care when using the system. The LSS system is only as secure as the person using it. Therefore:

- Never share a password or use another user's password or login name
- Always log out of the system whenever you leave your computer

**To log out of the LSS, follow these steps:**

1. Click the **Logout** button in the upper right corner of the LSS dashboard.



This action logs the user out of the system and takes the user back to the sign-in page. At this point, it is safe to close the browser window.

### OPERATING IN THE MAVEN LSS ENVIRONMENT

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While the LSS is a very intuitive environment, there are a few general operating rules that a user must know to use the system efficiently and avoid problems

- Always use the command buttons and links provided by the LSS
- Use the Tab key or the mouse to navigate between data fields
- **Do not** use the Enter key to navigate between data fields
- **Do not** use the web Browser's Back button
- The LSS will time-out after twenty minutes of inactivity

### SYSTEM PASSWORDS

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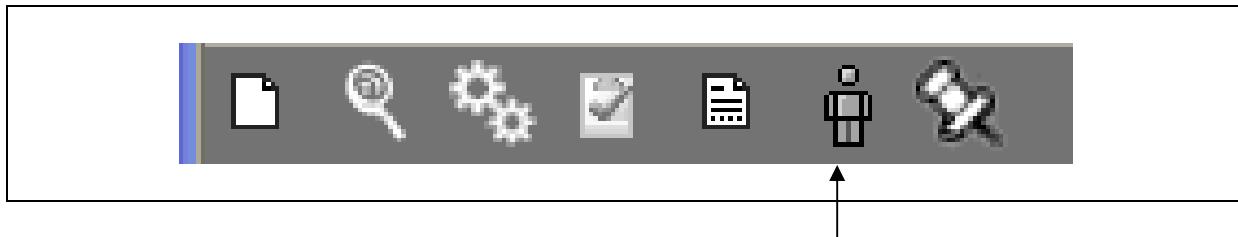
**Note that passwords do expire every 120 days.** The system will begin to warn the user that the password will expire 15 days before it actually expires. If the password does expire before it has been reset, the user will need to contact a system administrator to regain access to the system. The system will allow up to five login attempts.

The LSS requires users to establish passwords with the following requirements:

- Must be 6-12 characters in length
- Must contain at least one number
- Must contain at least one alpha character
- Must contain at least one symbol
- Are case sensitive
- The system will not allow the re-use of the password that is expiring

**To change the password before it has expired:**

1. Click the **User Information** button in the LSS dashboard toolbar.



The Edit User Information screen will display.



Fields that are grayed out in this screen cannot be modified.

<b>User Information</b>			
First Name:	Krista	Last Name:	Veneziano
Title:	<input type="button" value="▼"/>		
Email:	<input type="button" value="▼"/>		
<b>Login Credentials</b>			
Login Name: venezianok			
Please fill out password field only if you want to change your password			
Password:	<input type="button" value=""/>		
Confirm Password:			<input type="button" value=""/>
<b>Contact Information</b>			
Street 1:	<input type="button" value=""/>		
Street 2:	<input type="button" value=""/>		
City:	<input type="button" value=""/>	State:	CT <input type="button" value="▼"/>
Zip Code:	<input type="button" value=""/>	Country:	USA <input type="button" value="▼"/>
Home Phone:	<input type="button" value=""/>	Work Phone:	<input type="button" value=""/>
Mobile Phone:	<input type="button" value=""/>	Pager:	<input type="button" value=""/>
Fax:	<input type="button" value=""/>		
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Help"/>	

Type the new **Password** using the LSS requirements for a strong password.

Type the new password in the **Confirm Password** text box.

Click the **Save** button.

# Chapter 2: The Lead Surveillance System Environment

## OVERVIEW

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### Purpose

Describe the basic operating environment of the LSS

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### Objectives

- Explain the four elements of the LSS environment
    - The LSS Dashboard
    - Shortcuts Bar
    - Event Summary
    - Event Information
-

### THE LEAD SURVEILLANCE SYSTEM ENVIRONMENT

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The LSS environment is divided into four separate areas:

1. **Dashboard:** has icons that perform the majority of the functions within the product. Depending on a user's role, the number of buttons in the toolbar may vary. For example, one user might see a trashcan icon which is used to delete an event, while another user may not see a trashcan because the assigned role doesn't permit that action
2. **Shortcuts Bar:** has some buttons that users might use to quickly perform an action (such as Open a case, get Help, or Logout of the application) within Maven
3. **Event Summary:** contains summary information specific to each event
4. **Event Information:** contains the detailed information about the Child or Property event.

An “event” in the LSS is a Blood Lead – Child, Blood Lead – Not classified, or Property.

Connecticut Electronic Lead Surveillance System

Open Help Logout

Event Summary

Dashboard

Shortcut Bar

**Basic Information**

Event ID:	
Event Type:	
Primary Person:	
Address:	
Dates:	
Investigation Status:	
Linked Events:	
Attachments:	

[Edit Event Properties](#)

**Notes**

**Event Summary**

**Event Information**

Event Data	Lab Results	Concerns	Persons	Tasks	Event History
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**Question Packages**

QUESTION PACKAGE	NAME	LAST UPDATE	UPDATED BY	STATUS

**Event Information**

[View Question Package](#)

**Question Package - Details**

Name:	
Description:	
Name:	
Status:	
Number of Questions:	
Incomplete Required Questions:	
Last Update:	
Updated By:	

### THE DASHBOARD

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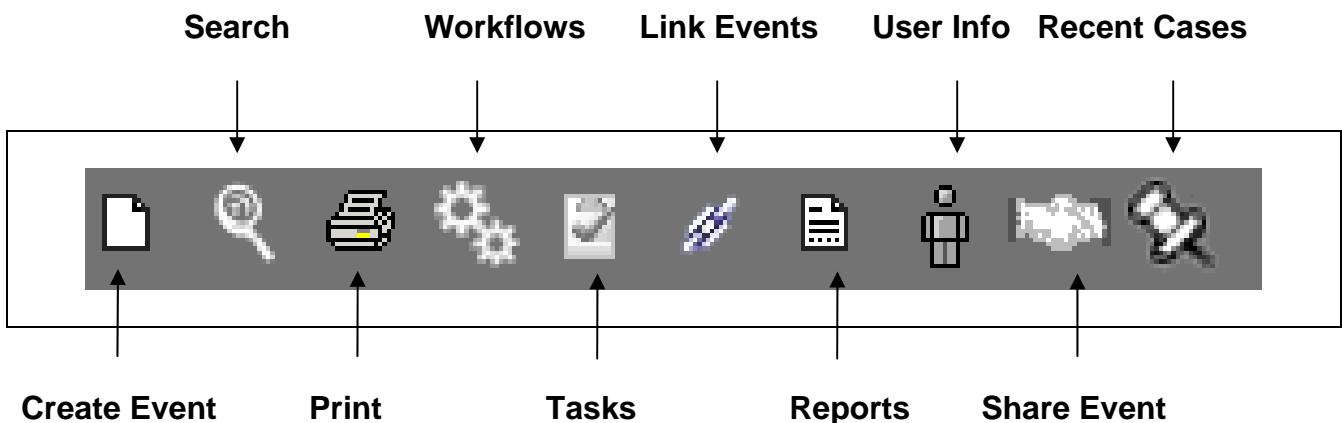
The LSS Dashboard is the point from which most actions take place. Here are some examples of what users can access from this screen:

- Create a Blood Lead - Child or Property event
- Search for an existing event
- Utilize question packages to enter data.
- Run and view reports
- Print letters

The design of LSS is “context-sensitive”. This means that the content of toolbars, screens, and dialog boxes will change according to the current login role. For example, when you first log in and before a LSS event is loaded the following generic Dashboard will display:



When a LSS event is loaded, the following Dashboard will display:



### SHORTCUTS BAR

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The Shortcut buttons allow the user to quickly:

- **Open:** To locate an event by its ID, enter the Event ID in the textbox and click the Open button.



- **Help:** To obtain general help, click the Help button.
- **Logout:** To logout of the system, click the Logout button. This action will take the user back to the login screen.



The Help facility is generic. Because it has not been customized for the LSS application, much of its content does not match the current application's functionality. Use it with caution!

### EVENT SUMMARY

The Event Summary section is divided into two smaller sections:

- Basic Information
- Notes

Additionally, there are two command buttons in this section:

- Edit Event Properties, which takes the user to the Edit Event Properties dialog box.
- Copy Event, which will copy the current event to a new event with a new Event ID.

Basic Information	
Event ID:	100000162
Event Type:	Blood Lead - Child
Primary Person:	Jane Doe Birth Date: 07/07/2007 (2 yrs Female) Phone: (860) 555-5555
Address:	45 High St, Willimantic, CT 06226 ( <a href="#">Edit</a> )
Dates:	Create Date: 04/16/2010
Investigation Status:	Open
Linked Events:	<a href="#">1 linked event(s) (<a href="#">View</a>)</a>
Attachments:	0 attachment(s) ( <a href="#">Add</a> )
Additional Information:	Relevant Address(es) on 07/07/2008: • Home - 45 High St, Willimantic, CT 06226 Linked cases: • 100000163 - 45 High St, Willimantic, CT 06226 * [ <a href="#">Link</a> ]

→ [Edit Event Properties](#) [Copy Case](#) ←

Basic Information	
Event ID:	100000163
Event Type:	Property
Name:	45 High St, Willimantic, CT 06226 * Phone:
Address:	45 High St, Willimantic, CT 06226 ( <a href="#">Edit</a> )
Dates:	Create Date: 04/16/2010
Investigation Status:	Open
Linked Events:	<a href="#">1 linked event(s) (<a href="#">View</a>)</a>
Attachments:	0 attachment(s) ( <a href="#">Add</a> )
Additional Information:	Linked cases: • 100000162 - Jane Doe - 45 High St, Willimantic, CT 06226 [ <a href="#">Link</a> ]

↑ [Edit Event Properties](#) [Copy Case](#) ↑

### EVENT SUMMARY: BASIC INFORMATION

The Basic Information section highlights the following subjects for every event.

#### Blood Lead – Child and Not classified Event

Basic Information	
Event ID:	100000162
Event Type:	Blood Lead - Child
Primary Person:	<a href="#">Jane Doe</a> Birth Date: 07/07/2007 ( 2 yrs Female ) Phone: (860) 555-5555
Address:	45 High St, Willimantic, CT 06226 ( <a href="#">Edit</a> )
Dates:	Create Date: 04/16/2010
Investigation Status:	Open
Linked Events:	<a href="#">1 linked event(s) (<a href="#">View</a>)</a>
Attachments:	<a href="#">0 attachment(s) (<a href="#">Add</a>)</a>
Additional Information:	Relevant Address(es) on 07/07/2008: • Home - 45 High St, Willimantic, CT 06226 Linked cases: • 100000163 - 45 High St, Willimantic, CT 06226 * [ <a href="#">Link</a> ]

[Edit Event Properties](#)[Copy Case](#)

#### Property Event

Basic Information	
Event ID:	100000163
Event Type:	Property
Name:	<a href="#">45 High St, Willimantic, CT 06226</a> * Phone:
Address:	45 High St, Willimantic, CT 06226 ( <a href="#">Edit</a> )
Dates:	Create Date: 04/16/2010
Investigation Status:	Open
Linked Events:	<a href="#">1 linked event(s) (<a href="#">View</a>)</a>
Attachments:	<a href="#">0 attachment(s) (<a href="#">Add</a>)</a>
Additional Information:	Linked cases: • 100000162 - Jane Doe - 45 High St, Willimantic, CT 06226 [ <a href="#">Link</a> ]

[Edit Event Properties](#)[Copy Case](#)

<b>Event ID</b>	The unique event number automatically assigned by LSS is displayed here.
<b>Event Type</b>	Blood Lead – Child, Blood Lead – Not Classified, Property
<b>Name</b>	For Blood Lead – Child or Blood Lead – Not Classified it will display the name of the child For Property it will display the address of the property linked to a Child Event

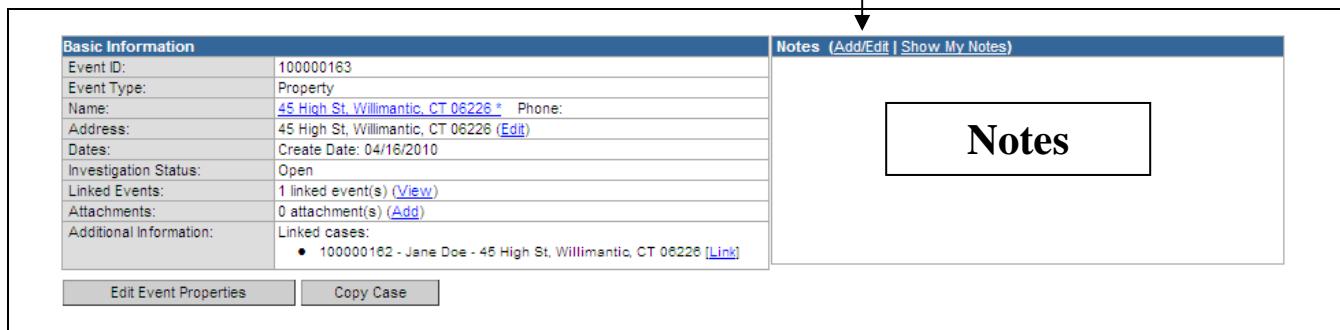
<b>Address</b>	For Blood Lead – Child or Blood Lead – Not Classified it will display the address of the child associated with a blood test  For Property it will display the address of the property linked to a Child Event
<b>Dates</b>	This contains the date that the event was created in the LSS.
<b>Type</b>	This indicates how the event was entered into LHMS: interactive (manually created), batch (automatically created), conversion (created from a previously existing database).
<b>Investigation Status</b>	The current status of the event will be displayed: Open or Closed.
<b>Linked Events</b>	This displays the number of other events that are linked to this event. To view all linked events click on the <a href="#">(View)</a> icon and all linked events will be listed. You will have the ability to open a linked event from this screen.
<b>Attachments</b>	Displays the number of files that are attached to this event. This is also the link used to access the attachments. Any file, such as a report or letter can be attached to an event.
<b>Additional Information</b>	Information about linked cases will be displayed. To view the linked event click on the <a href="#">[Link]</a> hyperlink and the linked event will be opened.



Critical Notifications will be displayed in red.

### EVENT SUMMARY: NOTES

The Notes section displayed in the Event Summary section of the LSS dashboard allows users to view case specific notes that are retained with the event. Case Workers and Administrators have permissions to add and edit notes.



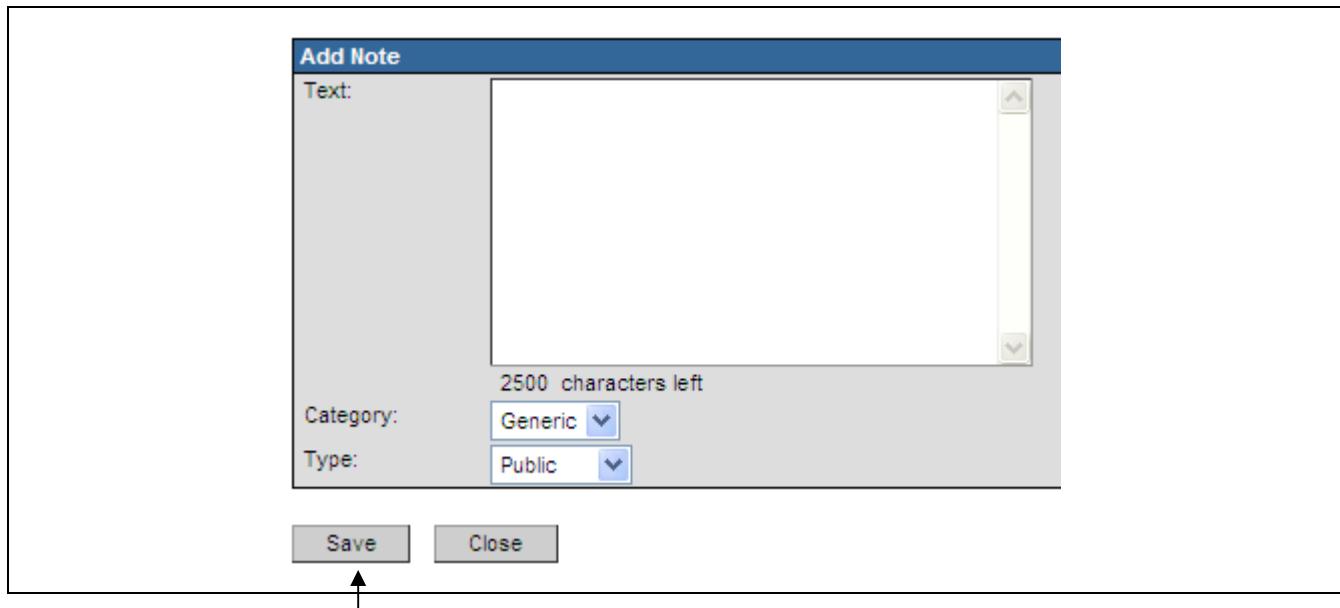
Basic Information	
Event ID:	100000163
Event Type:	Property
Name:	45 High St, Willimantic, CT 06226 * Phone:
Address:	45 High St, Willimantic, CT 06226 ( <a href="#">Edit</a> )
Dates:	Create Date: 04/16/2010
Investigation Status:	Open
Linked Events:	1 linked event(s) ( <a href="#">View</a> )
Attachments:	0 attachment(s) ( <a href="#">Add</a> )
Additional Information:	Linked cases: <ul style="list-style-type: none"><li>100000162 - Jane Doe - 45 High St, Willimantic, CT 06226 [<a href="#">Link</a>]</li></ul>

Notes ([Add/Edit](#) | [Show My Notes](#))

**Notes**

[Edit Event Properties](#) [Copy Case](#)

1. To add a note click on **Add/Edit** in the Notes field



Add Note

Text:   
2500 characters left

Category: Generic

Type: Public

**Save** **Close**

2. Enter notes in the text box and click on the Save button

3. Multiple users can enter notes into one event (just not at the same time)

Basic Information	
Event ID:	100000150
Event Type:	Blood Lead - Child
Primary Person:	<a href="#">Krista Legg</a> Birth Date: 09/12/2008 ( 1 yrs Female ) Phone: (860) 444-4444
Address:	37 High St, Thomaston, CT 06787 ( <a href="#">Edit</a> )
Dates:	Create Date: 04/14/2010
Investigation Status:	Open
Linked Events:	1 linked event(s) ( <a href="#">View</a> )
Attachments:	0 attachment(s) ( <a href="#">Add</a> )
Additional Information:	Testing Due Date: 12/11/2009 Relevant Address(es) on 09/12/2009: <ul style="list-style-type: none"><li>Home - 122 D Welton Way, Thomaston, CT 06787</li></ul> Linked cases: <ul style="list-style-type: none"><li>100000161 - 122 D Welton Way, Thomaston, CT 06787 * [<a href="#">Link</a>]</li></ul>

[Edit Event Properties](#) [Copy Case](#)

---

**Notes (Add/Edit | Show My Notes)**

[04/16/2010 09:02 AM \(Generic\) - Tina McCarthy](#) ←  
Testing notes section again with a different user.

[04/16/2010 09:01 AM \(Generic\) - Krista Veneziano](#) ←  
Testing the notes section.



The Notes link toggles between “**Show My Notes**” and “**Show All Notes**”.

“Show My Notes” will display only those notes entered by the current user.

### EVENT INFORMATION

The Event Information section is divided into two smaller sections:

- Tabs
- Basic Information or Details

The Basic Information/Details will change based on which of the Event Tabs is activated. An Event Tab is activated by clicking on it.

**Blood Lead – Child Event**

Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History	Tabs																																																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="7"><b>Question Packages</b></th></tr><tr><th>QUESTION PACKAGE</th><th>NAME</th><th>LAST UPDATE</th><th>UPDATED BY</th><th>STATUS</th><th colspan="2"></th></tr></thead><tbody><tr><td>Administrative</td><td>Jane Doe</td><td>04/16/2010</td><td>venezianok</td><td>Incomplete</td><td colspan="2"></td></tr><tr><td>Demographics</td><td>Jane Doe</td><td>04/16/2010</td><td>venezianok</td><td>Incomplete</td><td colspan="2"></td></tr><tr><td>PCP Information</td><td>Jane Doe</td><td>04/16/2010</td><td>venezianok</td><td>Incomplete</td><td colspan="2"></td></tr><tr><td>Medical Status</td><td>Jane Doe</td><td>04/16/2010</td><td>venezianok</td><td>Incomplete</td><td colspan="2"></td></tr><tr><td>Residency History and Information</td><td>Jane Doe</td><td>04/16/2010</td><td>venezianok</td><td>Incomplete</td><td colspan="2"></td></tr><tr><td>Lead Hazards</td><td>Jane Doe</td><td>04/16/2010</td><td>venezianok</td><td>Incomplete</td><td colspan="2"></td></tr><tr><td>Current Housekeeping Practices</td><td>Jane Doe</td><td>04/16/2010</td><td>venezianok</td><td>Incomplete</td><td colspan="2"></td></tr><tr><td>Occupational/“Do-it-Yourself”/Hobby Lead Hazards</td><td>Jane Doe</td><td>04/16/2010</td><td>venezianok</td><td>Incomplete</td><td colspan="2"></td></tr><tr><td>Educational Materials</td><td>Jane Doe</td><td>04/16/2010</td><td>venezianok</td><td>Incomplete</td><td colspan="2"></td></tr><tr><td>Interim Measures</td><td>Jane Doe</td><td>04/16/2010</td><td>venezianok</td><td>Incomplete</td><td colspan="2"></td></tr><tr><td>Social Service &amp; Other Referrals</td><td>Jane Doe</td><td>04/16/2010</td><td>venezianok</td><td>Incomplete</td><td colspan="2"></td></tr></tbody></table>							<b>Question Packages</b>							QUESTION PACKAGE	NAME	LAST UPDATE	UPDATED BY	STATUS			Administrative	Jane Doe	04/16/2010	venezianok	Incomplete			Demographics	Jane Doe	04/16/2010	venezianok	Incomplete			PCP Information	Jane Doe	04/16/2010	venezianok	Incomplete			Medical Status	Jane Doe	04/16/2010	venezianok	Incomplete			Residency History and Information	Jane Doe	04/16/2010	venezianok	Incomplete			Lead Hazards	Jane Doe	04/16/2010	venezianok	Incomplete			Current Housekeeping Practices	Jane Doe	04/16/2010	venezianok	Incomplete			Occupational/“Do-it-Yourself”/Hobby Lead Hazards	Jane Doe	04/16/2010	venezianok	Incomplete			Educational Materials	Jane Doe	04/16/2010	venezianok	Incomplete			Interim Measures	Jane Doe	04/16/2010	venezianok	Incomplete			Social Service & Other Referrals	Jane Doe	04/16/2010	venezianok	Incomplete			
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**Property Event**

Event Data	Lab Results	Concerns	Property Information	Tasks	Event Properties	Event History	<b>Tabs</b>																																																	
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### EVENT INFORMATION: TABS

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The Tabs section has seven tab buttons:

Blood Lead – Child and Blood Lead – Not classified Events Tabs						
Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History

<b>Event Data</b>	Clicking the <b>Event Data</b> tab presents the user with the question packages specific to the event
<b>Lab Results</b>	Clicking on the <b>Lab Results</b> tab allows the user to see all blood lead levels associated with the child at the associated address.
<b>Concerns</b>	Clicking the <b>Concerns</b> tab allows the user to see possible issues with data entry. Concerns can also be used as a type of pre-established data validation.
<b>Persons</b>	Clicking the <b>Persons</b> tab allows the user to view demographic information for the person involved in this particular event.
<b>Tasks</b>	Clicking the <b>Tasks</b> tab will provide the user with information about all the tasks associated with the open event. Event tasks will display here regardless of who is assigned the task.
<b>Event Properties</b>	Clicking the <b>Event Properties</b> tab will provide the user with high level, basic information about the open event. (Not visible for all users.)
<b>Event Audit Trail</b>	Clicking the <b>Event Audit Trail</b> tab will display a list of changes that have been applied to the current event.

### Property Event Tabs

Event Data	Lab Results	Concerns	Property Information	Tasks	Event Properties	Event History
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<b>Event Data</b>	Clicking the <b>Event Data</b> tab presents the user with the question packages specific to the event
<b>Lab Results</b>	Clicking on the <b>Lab Results</b> tab allows the user to see all environmental sample results for a Property event.
<b>Concerns</b>	Clicking the <b>Concerns</b> tab allows the user to see possible issues with data entry. Concerns can also be used as a type of pre-established data validation.
<b>Property Information</b>	Clicking the <b>Property Information</b> tab allows the user to view demographic information for the property involved in this particular event.
<b>Tasks</b>	Clicking the <b>Tasks</b> tab will provide the user with information about all the tasks associated with the open event. Event tasks will display here regardless of who is assigned the task.
<b>Event Properties</b>	Clicking the <b>Event Properties</b> tab will provide the user with high level, basic information about the open event. (Not visible for all users.)
<b>Event Audit Trail</b>	Clicking the <b>Event Audit Trail</b> tab will display a list of changes that have been applied to the current event.

### EVENT INFORMATION: EVENT DATA

The Event Data section is further divided into two sections:

- Question Packages
- Question Package – Details

### Blood Lead – Child and Blood Lead - Not-classified Events

Event Information						
Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History
<b>Question Packages</b>						
QUESTION PACKAGE		NAME	LAST UPDATE	UPDATED BY	STATUS	
Administrative		Jane Doe	04/16/2010	venezianok	Incomplete	
Demographics		Jane Doe	04/16/2010	venezianok	Incomplete	
PCP Information		Jane Doe	04/16/2010	venezianok	Incomplete	
Medical Status		Jane Doe	04/16/2010	venezianok	Incomplete	
Residency History and Information		Jane Doe	04/16/2010	venezianok	Incomplete	
Lead Hazards		Jane Doe	04/16/2010	venezianok	Incomplete	
Current Housekeeping Practices		Jane Doe	04/16/2010	venezianok	Incomplete	
Occupational/“Do-it-Yourself”/Hobby Lead Hazards		Jane Doe	04/16/2010	venezianok	Incomplete	
Educational Materials		Jane Doe	04/16/2010	venezianok	Incomplete	
Interim Measures		Jane Doe	04/16/2010	venezianok	Incomplete	
Social Service & Other Referrals		Jane Doe	04/16/2010	venezianok	Incomplete	
<a href="#">View Question Package</a>						
<b>Question Package - Details</b>						
Name:	Administrative					
Description:	Administrative					
Name:	Jane Doe					
Status:	Incomplete					
Number of Questions:	16					
Incomplete Required Questions:	3					
Last Update:	04/16/2010					
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A Question Package is a group of questions that share a common theme. The number and type of Question Packages may vary according to the login role and the type of event.

System users with the role of Case Worker will see the following Question Packages:

Type of Event	Question Packages	
Blood Lead - Child	<ul style="list-style-type: none"> <li>Administrative</li> <li>Demographics</li> <li>PCP Information</li> <li>Medical Status</li> <li>Residency History and Information</li> <li>Lead Hazards</li> </ul>	<ul style="list-style-type: none"> <li>Current Housekeeping Practices</li> <li>Occupational/"Do-It-Yourself"/Hobby Lead Hazards</li> <li>Educational Materials</li> <li>Interim Measures</li> <li>Social Service and Other Referrals</li> </ul>
Blood Lead – Not classified	<ul style="list-style-type: none"> <li>Administrative</li> <li>Demographic</li> <li>PCP Information</li> </ul>	
Property	<ul style="list-style-type: none"> <li>Administrative</li> <li>Property Information</li> <li>Environmental Lead Inspection</li> <li>Lead Hazards</li> <li>Lead Remediation and Abatement</li> </ul>	

The Question Package table is divided into five columns. Those columns are:

<b>Question Package</b>	Identifies the title of the question packages
<b>Person</b>	Indicates the name of the person involved in the event
<b>Last Update</b>	Displays the date that each question package was last updated
<b>Updated By</b>	Identifies the user that made the last update or modification to the question package
<b>Status</b>	Refers to the completeness of the required questions within the question package. The question package is considered complete if all required (asterisked [*]) questions have been answered. The status of a question package will be marked as complete by default if it does not contain any required questions

The Question Package – Details section will display summary information about the selected Question Package. For example, if the user clicks the Administrative Question Package, the Details section will display the information specific to that package.

Question Package - Details	
Name:	Administrative
Description:	Administrative
Name:	Jane Doe
Status:	Incomplete
Number of Questions:	16
Incomplete Required Questions:	3
Last Update:	04/16/2010
Updated By:	venezianok

The Question Package - Details table is divided into eight rows. Those rows are:

<b>Name</b>	Identifies the title of the question package
<b>Description</b>	Describes the question package
<b>Person</b>	Indicates the name of the person involved in the event
<b>Status</b>	Refers to the completeness of the required questions within the question package. The question package is considered complete if all required (asterisked [*]) questions have been answered. The status of a question package will be marked as complete by default if it does not contain any required questions
<b>Number of Questions</b>	Indicates the total number of questions in a question package

<b>Incomplete Required Questions</b>	Indicates the total number of <i>required</i> questions in a question package that have not yet been filled in
<b>Last Update</b>	Displays the date that each question package was last updated
<b>Updated By</b>	Identifies the user that made the last update or modification to the question package

The entire question package may be viewed by selecting it and then clicking on the View Question Package button. Or by double clicking the highlighted question package.

Question Packages				
QUESTION PACKAGE	NAME	LAST UPDATE	UPDATED BY	STATUS
Administrative	45 High St, Willimantic, CT 06226 *	04/16/2010	venezianok	Incomplete
Property Information	45 High St, Willimantic, CT 06226 *	04/16/2010	venezianok	Incomplete
Environmental Lead Inspection	45 High St, Willimantic, CT 06226 *	04/16/2010	venezianok	Incomplete
Lead Hazards	45 High St, Willimantic, CT 06226 *	04/16/2010	venezianok	Incomplete
Lead Remediation & Abatement	45 High St, Willimantic, CT 06226 *	04/16/2010	venezianok	Incomplete

[View Question Package](#)



### EVENT INFORMATION: LAB RESULTS

The Lab Results tab is used to list all blood lead lab results that have been submitted to DPH. If a blood lead level result is clicked on additional details for that lab result are highlight in the Details section below.

Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History										
<b>Labs</b> <table border="1"> <thead> <tr> <th>LAB</th> <th>LAST UPDATE</th> </tr> </thead> <tbody> <tr> <td>Draw Date: 07/07/2008 Spec Number: 95874 Test: Venous Result: 30</td> <td>04/29/2010</td> </tr> <tr> <td colspan="2"> <b>Blood Lead Lab Results</b> </td> </tr> <tr> <td colspan="2"> <input type="button" value="Add Lab Result"/> <input type="button" value="Update Lab Result"/> <input type="button" value="Delete Lab Result"/> </td> </tr> <tr> <td colspan="2"> <input type="button" value="Details"/> </td> </tr> </tbody> </table>							LAB	LAST UPDATE	Draw Date: 07/07/2008 Spec Number: 95874 Test: Venous Result: 30	04/29/2010	<b>Blood Lead Lab Results</b>		<input type="button" value="Add Lab Result"/> <input type="button" value="Update Lab Result"/> <input type="button" value="Delete Lab Result"/>		<input type="button" value="Details"/>	
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The Lab Results table is divided into two columns. Those columns are:

<b>Lab</b>	Displays the basic information of a lab result (draw date, specimen number, test type: venous or capillary, and the test result)
<b>Last Update</b>	Displays the date that the lab result was last updated

The Details section is divided in to four rows. Those rows are:

<b>Lab Results</b>	Displays the basic information of a lab result (draw date, specimen number, test type: venous or capillary, and the test result)
<b>Last Update</b>	Displays the date that the lab result was last updated
<b>Updated By</b>	Displays the user name of the person who last updated the result
<b>Results</b>	<p>Displays the following information:</p> <p><b>Specimen Info:</b> test ID#, draw date, received date, tested date</p> <p><b>Test:</b> Venous/Capillary, numeric result, units</p> <p><b>Lab Facility:</b> analysis lab</p> <p><b>Drawing Provider:</b> name, practice name, address, telephone #, fax #</p> <p><b>Ordering Provider:</b> name, practice name, address, telephone #, fax #</p> <p><b>Misc:</b> Any notes that were entered in the notes field on the lab screen</p>

## EVENT INFORMATION: CONCERNS

The Concerns tab is used to highlight potential data entry issues that may need to be addressed. For example, if the Abatement Plan Approval date is AFTER the Lead Abatement Start Date, the system would generate a "concern". Concerns can only be added or edited by the DPH Administrator role; they can only be viewed by the Case Worker role.

The Concerns section is further divided into two sections:

- Concerns
  - Concern – Details

Concerns					
CONCERN	DESCRIPTION	NAME	LAST UPDATE	SEVERITY	STATUS
ABATEMENT_RULE_START_ABATEMENT_ANY_ITERATION_CONCERN	Abatement Plan Approved Date must be on or before Abatement Start Date	45 High St, Willimantic, CT 06226 *	04/20/2010	Medium	Active

The Concerns table is divided into six columns. Those columns are:

<b>Concern</b>	Unique name of the concern in the database
<b>Description</b>	Describes the concern in plain English
<b>Name</b>	Indicates the name of the person or property (depending on event type) involved in the concern
<b>Last Update</b>	Displays the date that the concern status was last updated
<b>Severity</b>	Identifies the severity of the concern: Very Low, Low, Medium, High, Very High
<b>Status</b>	Refers to the current status of the concern - either Active or Resolved

The Concerns table is divided into nine rows. Those rows are:

<b>Concern</b>	Unique name of the concern in the database
<b>Description</b>	Describes the concern in plain English
<b>Name</b>	Indicates the name of the person or property (depending on event type) involved in the concern
<b>Status</b>	Refers to the current status of the concern - either Active or Resolved
<b>Severity</b>	Identifies the severity of the concern: Very Low, Low, Medium, High, Very High
<b>Create Date</b>	Date that the concern was created
<b>Last Update</b>	Displays the date that the concern status was last updated
<b>Updated By</b>	User who last updated the event
<b>Notes</b>	Notes related to the concern entered by the user

The full list of concerns is as follows:

**Lead Hazards Package:**

Renovation start date  $\leq$  end date

Dust Hazard: Date Identified  $\leq$  Date Corrected

**Lead Remediation & Abatement Package:**

Order date  $\leq$  plan received date

Plan receipt date  $\leq$  plan approval date

Plan review date  $\leq$  plan approval date

Plan approval date  $\leq$  start of abatement/remediation date

Start date  $\leq$  Reoccupancy inspection

Reoccupancy inspection  $\leq$  Compliance letter

Reinspection  $\leq$  Post abatement/remediation Report date

**Child:**

Address must be complete

Non-numeric blood lead result will not be accepted

Draw Date must be  $\leq$  Received Date must be  $\leq$  Date Tested

### EVENT INFORMATION: PERSONS

Information about the child involved in the event may change over the course of the event or over time. The Persons tab is used to update address or name information as well as to view other historical demographic information.

The Persons section is further divided into three sections:

- Persons Table
- Persons Tabs
- Tab-specific Information

Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History																																																																																																																																																				
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The Persons table is divided into five columns. Those columns are:

<b>Persons</b>	Indicates the name of the child involved in the event
<b>Gender</b>	Male or Female
<b>Birth Date</b>	Child's birth date
<b>Address</b>	Displays the address of the child involved in the event
<b>Status</b>	Refers to the current status of the child: Active, Inactive

The Persons Tabs section has five tabs: Basic Information, Address Information, Links, Demographic History, and Notes.

<b>Basic Information</b>	Address Information	Links	Demographic History	Notes
--------------------------	---------------------	-------	---------------------	-------

<b>Basic Information</b>	Contains information such as Full Name, Age, Birth Date, City, State, and Zip
<b>Address Information</b>	Contains current and historical information for the primary and other address(es)
<b>Links</b>	Contains other events that are associated to the event the user is viewing  Example: If you are viewing a Blood Lead – Child event the Links tab will display the Property event associated with the Blood Lead - Child
<b>Demographic History</b>	Contains information such as the Start Date, End Date, First Name, Last Name, and Middle Name
<b>Notes</b>	Contains notes information that was entered by a user

### Basic Information Data:

Basic Information	Address Information	Links	Demographic History	Notes
<b>Basic Information</b>				
Name:				Jane Doe
Birth Date:				07/07/2007
Death Date:				
Age:				2
Gender:				Female
Social Security Number:				
External ID:				100000382
Street Address:				45 High St
City:				Willimantic
State:				CT
Zip Code:				06226
County:				Windham County
Country:				USA
Home Phone:				(860) 555-5555
Mobile Phone:				
Contact Method:				
GIS Info:				Pending

### Address Information Data:

Basic Information	Address Information	Links	Demographic History	Notes																								
<b>Address Information</b> <table border="1"> <thead> <tr> <th>TYPE</th> <th>ADDRESS</th> <th>PHONE</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>45 High St, Willimantic, CT 06226</td> <td>(H) (860) 555-5555</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>					TYPE	ADDRESS	PHONE	Home	45 High St, Willimantic, CT 06226	(H) (860) 555-5555																		
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### Links:

Basic Information	Address Information	Links	Demographic History	Notes																														
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Other	45 High St, Willimantic, CT 06226 *		45 High St, Willimantic, CT 06226		100000383																													
<input type="button" value="Add Link"/> <input type="button" value="Remove Link"/>																																		

**Note:** Property event always associated with the Child event.

### Demographic History Data:

Basic Information	Address Information	Links	Demographic History	Notes
<b>Demographic History</b>				
Start Date:	01/01/1900			
End Date:	01/01/2030			
First Name:	Jane			
Middle Name:				
Last Name:	Doe			
Birth Date:	07/07/2007			
Death Date:				
Gender:	Female			
Social Security Number:				
Mother's Maiden Name:				
External ID:	PBEDAGLNFTFP			

If changes are made to the Demographic History data, historical information will be displayed along with the current information.

### Notes Data:

Basic Information	Address Information	Links	Demographic History	Notes
<b>Notes</b>				
04/20/2010 - Krista Veneziano				
To add a note click on the Add Notes button below.				
<hr/>				
<b>Add Note</b>				

### EVENT INFORMATION: PROPERTY INFORMATION

The Property Information tab provides information about the Property associated with the open event.

The Property Information section is further divided into three sections:

- Property Information Table
- Property Information Tabs
- Tab-specific Information

Event Data	Lab Results	Concerns	Property Information	Tasks	Event Properties	Event History																																																																
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The Property Information table is divided into three columns. Those columns are:

<b>Facility Name</b>	Indicates the name of the facility (if entered) involved in the event  Examples: Child day care facility or an Apartment complex name
<b>Address</b>	Displays the address involved in the event
<b>Status</b>	Refers to the current status of the address: Active, Inactive

The Property Information section has five tabs: Basic Information, Address Information, Links, Demographic History, and Notes.

Basic Information	Address Information	Links	Demographic History	Notes
-------------------	---------------------	-------	---------------------	-------

<b>Basic Information</b>	Contains information such as Facility Name (if applicable), Street, City, State, and Zip
<b>Address Information</b>	Contains current and historical information for the address
<b>Links</b>	Contains other events that are associated to the event the user is viewing  Example: If you are viewing a Property event the Links tab will display the Blood Lead – Child event associated with the Property event
<b>Demographic History</b>	Contains information such as the Start Date, End Date, Name, and External ID
<b>Notes</b>	Contains notes information that was entered by a user

## Chapter 2: The Lead Surveillance System Environment

### Basic Information Data:

Basic Information	Address Information	Links	Demographic History	Notes
<b>Basic Information</b>				
Facility Name:	45 High St, Willimantic, CT 06226 *			
External ID:	100000383			
Street Address:	45 High St			
City:	Willimantic			
State:	CT			
Zip Code:	06226			
County:	Windham County			
Country:	USA			
Work Phone:				
Contact Method:				
GIS Info:	Pending			

### Address Information Data:

Basic Information	Address Information	Links	Demographic History	Notes
<b>Address Information</b>				
TYPE	ADDRESS	PHONE		
Company	45 High St, Willimantic, CT 06226			
<a href="#">Add Address</a>		<a href="#">Edit Address</a>	<a href="#">Remove Address</a>	
<b>Address History</b>				
Start Date:	01/01/1900			
End Date:	01/01/2030			
Street Address:	45 High St			
City:	Willimantic			
State:	CT			
Zip Code:	06226			
County:	Windham County			
Country:	USA			
Work Phone:				
Contact Method:				
GIS Info:	Pending			

### Links:

Basic Information	Address Information	Links	Demographic History	Notes
<b>Links</b>				
RELATIONSHIP	NAME	ADDRESS	PHONE	EXTERNAL ID
Other	Doe, Jane	45 High St, Willimantic, CT 06226	(H) (860) 555-5555	100000382
<a href="#">Add Link</a>		<a href="#">Remove Link</a>		

**Note:** Child event associated with the Property event

### Demographic History Data:

Basic Information	Address Information	Links	Demographic History	Notes
<b>Demographic History</b>				
Start Date:	01/01/1900			
End Date:	01/01/2030			
Name:				
External ID:	100000383			

### Notes Data:

Basic Information	Address Information	Links	Demographic History	Notes
<b>Notes</b> <u>04/20/2010 - Krista Veneziano</u> Notes can be added by clicking on the Add Notes button below.				
<hr/> <p style="text-align: center;"><a href="#">Add Note</a></p>				

### EVENT INFORMATION: TASKS

The Tasks tab provides information about the tasks associated with the open event.

The Tasks section is further divided into two sections:

- Tasks Table: The tasks associated with the open event will display in the table at the top of the section
- Details: Details about a selected task will display in the bottom of the section

Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History																																																																															
<table border="1"> <thead> <tr> <th colspan="6">Tasks</th> <th>ASSIGNED TO GROUP</th> </tr> <tr> <th>TYPE</th> <th>STATUS</th> <th>PRIORITY</th> <th>DUUE DATE</th> <th>DESCRIPTION</th> <th>ASSIGNED TO</th> <th></th> </tr> </thead> <tbody> <tr> <td>Assignment</td> <td>In Progress</td> <td>Medium</td> <td>04/22/2010</td> <td>Contact provider about follow up testing</td> <td>mccarthy [Tina McCarthy]</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <div style="text-align: center; border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>Task Table</b> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <a href="#">Add Task</a> <a href="#">Update Task</a> </div> <table border="1"> <thead> <tr> <th colspan="2">Details</th> </tr> </thead> <tbody> <tr> <td>Type:</td> <td>Assignment</td> </tr> <tr> <td>Status:</td> <td>In Progress</td> </tr> <tr> <td>Priority:</td> <td>Medium</td> </tr> <tr> <td>Description:</td> <td>Contact provider about follow up testing</td> </tr> <tr> <td>Assigned To:</td> <td>Tina McCarthy</td> </tr> <tr> <td>Assigned To Group:</td> <td></td> </tr> <tr> <td>Create Date:</td> <td>04/20/2010</td> </tr> <tr> <td>Created By:</td> <td>Krista Veneziano</td> </tr> <tr> <td>Last Update:</td> <td>04/20/2010</td> </tr> <tr> <td>Updated By:</td> <td>Krista Veneziano</td> </tr> <tr> <td>Due Date:</td> <td>04/22/2010</td> </tr> <tr> <td>Start Date:</td> <td>04/20/2010</td> </tr> <tr> <td>Complete Date:</td> <td></td> </tr> <tr> <td>Notes:</td> <td></td> </tr> </tbody> </table> <div style="text-align: center; border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>Details</b> </div>							Tasks						ASSIGNED TO GROUP	TYPE	STATUS	PRIORITY	DUUE DATE	DESCRIPTION	ASSIGNED TO		Assignment	In Progress	Medium	04/22/2010	Contact provider about follow up testing	mccarthy [Tina McCarthy]																														Details		Type:	Assignment	Status:	In Progress	Priority:	Medium	Description:	Contact provider about follow up testing	Assigned To:	Tina McCarthy	Assigned To Group:		Create Date:	04/20/2010	Created By:	Krista Veneziano	Last Update:	04/20/2010	Updated By:	Krista Veneziano	Due Date:	04/22/2010	Start Date:	04/20/2010	Complete Date:		Notes:	
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Complete Date:																																																																																					
Notes:																																																																																					

The Tasks table is divided into seven columns. Those columns are:

Type	Displays the type of task
Status	Displays the current status of the task: Pending, In Progress, Completed
Priority	Indicates the task priority as set by the task creator: Very Low, Low, Medium, High, Very High
Due Date	Displays the date that the task is due to be completed
Description	Displays the short description of the task
Assigned To	Indicates the user assigned to perform the task

<b>Assigned To Group</b>	Indicates the group assigned to perform the task
--------------------------	--

The Details section will display summary information about the selected Task.

Details	
Type:	Assignment
Status:	In Progress
Priority:	Medium
Description:	Contact provider about follow up testing
Assigned To:	Tina McCarthy
Assigned To Group:	
Create Date:	04/20/2010
Created By:	Krista Veneziano
Last Update:	04/20/2010
Updated By:	Krista Veneziano
Due Date:	04/22/2010
Start Date:	04/20/2010
Complete Date:	
Notes:	

<b>Type</b>	Displays the type of task
<b>Status</b>	Displays the current status of the task: Pending, In Progress, Completed
<b>Priority</b>	Indicates the task priority as set by the task creator: Very Low, Low, Medium, High, Very High
<b>Description</b>	Displays the short description of the task
<b>Assigned To</b>	Indicates the user assigned to perform the task
<b>Assigned To Group</b>	Indicates the group assigned to perform the task
<b>Create Date</b>	Displays the date that the task was created
<b>Created By</b>	Identifies the user that created the task
<b>Last Update</b>	Displays the date that the task was last updated
<b>Updated By</b>	Identifies the user that made the last update or modification to the task information
<b>Due Date</b>	Displays the date that the task is due to be completed

<b>Start Date</b>	Displays the date that the task is due to be started
<b>Completion Date</b>	Displays the date that the task was completed
<b>Notes</b>	Displays any notes attached to the task

### EVENT INFORMATION: EVENT PROPERTIES

The Event Properties tab provides basic information about the open event.

The change information will be displayed in chronological order with the oldest change at the top of the list.

**Note:** Case Workers will not have access to this Event tab.

Property Event																		
Event Data	Lab Results	Concerns	Property Information	Tasks	Event Properties	Event History												
<b>Event Properties</b> <table border="1"> <tr> <td>Event ID:</td> <td>100000163</td> </tr> <tr> <td>Event Type:</td> <td>Property</td> </tr> <tr> <td>Status:</td> <td>Open</td> </tr> <tr> <td>Model:</td> <td>InvestigationModel</td> </tr> <tr> <td>Rule Outputs:</td> <td>           45 High St, Willimantic, CT 06226 *            ABATEMENT_REOCCUPANCY_INSPECTION_DONE            ABATEMENT_REOCCUPANCY_INSPECTION_REQUIRE            LBOHD            LBOHName            LPPCRegion         </td> </tr> <tr> <td></td> <td>           False            True            406            North Central Health District            1         </td> </tr> </table>							Event ID:	100000163	Event Type:	Property	Status:	Open	Model:	InvestigationModel	Rule Outputs:	45 High St, Willimantic, CT 06226 * ABATEMENT_REOCCUPANCY_INSPECTION_DONE ABATEMENT_REOCCUPANCY_INSPECTION_REQUIRE LBOHD LBOHName LPPCRegion		False True 406 North Central Health District 1
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Event Type:	Property																	
Status:	Open																	
Model:	InvestigationModel																	
Rule Outputs:	45 High St, Willimantic, CT 06226 * ABATEMENT_REOCCUPANCY_INSPECTION_DONE ABATEMENT_REOCCUPANCY_INSPECTION_REQUIRE LBOHD LBOHName LPPCRegion																	
	False True 406 North Central Health District 1																	
<input type="button" value="Edit Event Properties"/>																		
Blood Lead – Child Event																		
Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History												
<b>Event Properties</b> <table border="1"> <tr> <td>Event ID:</td> <td>100000162</td> </tr> <tr> <td>Event Type:</td> <td>Blood Lead - Child</td> </tr> <tr> <td>Status:</td> <td>Open</td> </tr> <tr> <td>Model:</td> <td>ChildLeadModel</td> </tr> <tr> <td>Rule Outputs:</td> <td>           Jane Doe            BLL_DECLINE            EnableEpiForm            FirstElevatedDate            Jurisdiction            LBOHD            LBOHName            LBOHPhone            LPPCRegion            TestingDueDate         </td> </tr> <tr> <td></td> <td>           False            True            07/07/2008            Enfield            406            North Central Health District            (860) 745-0383            1            08/06/2008         </td> </tr> </table>							Event ID:	100000162	Event Type:	Blood Lead - Child	Status:	Open	Model:	ChildLeadModel	Rule Outputs:	Jane Doe BLL_DECLINE EnableEpiForm FirstElevatedDate Jurisdiction LBOHD LBOHName LBOHPhone LPPCRegion TestingDueDate		False True 07/07/2008 Enfield 406 North Central Health District (860) 745-0383 1 08/06/2008
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	False True 07/07/2008 Enfield 406 North Central Health District (860) 745-0383 1 08/06/2008																	
<input type="button" value="Edit Event Properties"/>																		

The Event Properties table is divided into five rows. Those rows are:

<b>Event ID</b>	The unique event number automatically assigned by LSS is displayed here
<b>Event Type</b>	This will be Blood Lead – Child, Blood Lead – Not classified, or Property
<b>Status</b>	The current status of the event will be displayed: Open, Closed, Invalid
<b>Model</b>	This will be InvestigationModel for Property Events and ChildLeadModel for Child Events

**Rule Outputs**

This displays some details of the event (such as Name of the child associated with event, address associated with the Property event, LHD responsible for the event)

The Event Properties may be edited by clicking on the Edit Event Properties button.

Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History																				
<b>Event Properties</b>																										
Event ID:	100000162																									
Event Type:	Blood Lead - Child																									
Status:	Open																									
Model:	ChildLeadModel																									
Rule Outputs:	<table><tr><td>Jane Doe</td><td></td></tr><tr><td>BLI_DECLINE</td><td>False</td></tr><tr><td>EnableEpiForm</td><td>True</td></tr><tr><td>FirstElevatedDate</td><td>07/07/2008</td></tr><tr><td>Jurisdiction</td><td>Enfield</td></tr><tr><td>LBOHID</td><td>406</td></tr><tr><td>LBOHName</td><td>North Central Health District</td></tr><tr><td>LBOHPhone</td><td>(860) 745-0383</td></tr><tr><td>LPPCRegion</td><td>1</td></tr><tr><td>TestingDueDate</td><td>08/06/2008</td></tr></table>						Jane Doe		BLI_DECLINE	False	EnableEpiForm	True	FirstElevatedDate	07/07/2008	Jurisdiction	Enfield	LBOHID	406	LBOHName	North Central Health District	LBOHPhone	(860) 745-0383	LPPCRegion	1	TestingDueDate	08/06/2008
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LPPCRegion	1																									
TestingDueDate	08/06/2008																									
<a href="#">Edit Event Properties</a>																										



### EVENT INFORMATION: EVENT HISTORY

The Event History tab provides information about changes that have been applied to the open event.

The change information will be displayed in chronological order with the oldest change at the top of the list.

Blood Lead – Child Event						
Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History
<b>Event History</b>						
TIME	EVENT	MESSAGE				USER
04/16/2010 08:22 AM	Case Created	Case created				venezianok
04/16/2010 08:23 AM	Investigation Updated	Added investigation: Draw Date: 07/07/2008 Spec Number: Test: Venous Result: 30 [Jane Doe]				venezianok

Property Event						
Event Data	Lab Results	Concerns	Property Information	Tasks	Event Properties	Event History
<b>Event History</b>						
TIME	EVENT	MESSAGE				USER
04/16/2010 08:23 AM	Case Created	Case created				venezianok
04/19/2010 01:04 PM	Question Package Updated	Updated question package: Lead Remediation & Abatement [45 High St, Willimantic, CT 06226 ]				mccarthy
04/20/2010 07:08 AM	Concern Updated	Updated concern: ABATEMENT_RULE_START_ABATEMENT_ANY_ITERATION_CONCERN [45 High St, Willimantic, CT 06226 ]				venezianok

The Event Audit Trail table is divided into four columns. Those columns are:

<b>Time</b>	Displays the date and time that the change was applied
<b>Event</b>	Displays the type of change that was applied
<b>Message</b>	Displays more specific information about the change that was applied
<b>User</b>	Displays the login ID of the user who made the change

# Chapter 3: Searching

## OVERVIEW

---

### Purpose

Explain how to search for an existing event (Blood Lead – Child, Blood Lead – Not classified, or Property)

---

### Objectives

- Enter Search criteria
  - Search Recent Events
  - Use Wildcard searches
-

## SEARCHING

Often it is necessary to view an existing event for informational purposes or to find an existing event to add or change information. There are many different ways to search for open/closed events. To search for an existing event, follow the steps below:

1. Click the **Search Event** button on LSS Dashboard toolbar.



The generic Search Event screen will display:

This same screen will be displayed if Blood Lead – Child or Blood Lead – Not classified is selected from the Event Type drop down menu.

## Chapter 3: Searching

If you are searching for a specific address/Property Event select the Property option from the Event Type drop down menu. The following property specialized search screen will be displayed.

<b>Search Criteria</b> Event ID: <input type="text"/> Name: <input type="text"/> Street Address: <input type="text"/> City: <input type="text"/> State: <input type="button" value="▼"/> Zip Code: <input type="text"/> County: <input type="button" value="▼"/> Event Type: <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Property"/>	<b>Search Results</b> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="background-color: #0070C0; color: white;">Search Results</th><th style="background-color: #0070C0; color: white;">Event ID</th><th style="background-color: #0070C0; color: white;">Name</th><th style="background-color: #0070C0; color: white;">Status</th><th style="background-color: #0070C0; color: white;">Event Type</th><th style="background-color: #0070C0; color: white;">Create Date</th></tr></thead><tbody><tr><td colspan="6" style="text-align: center;">No search done</td></tr></tbody></table> <b>Search Options</b> Sort By: <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Create Date"/> Sort Order: <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Descending"/> Search History: <input type="checkbox"/>  <input style="width: 80px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Search"/> <input style="width: 80px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Clear"/> <input style="width: 150px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Use selected case"/> <input style="width: 80px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Cancel"/>	Search Results	Event ID	Name	Status	Event Type	Create Date	No search done					
Search Results	Event ID	Name	Status	Event Type	Create Date								
No search done													

If searching for a specific Property Event when you have the address:

2. Select Property from the Event Type drop down menu.
3. Enter the appropriate **Search Criteria** (street address, city, state, zip code, etc)

<b>Search Criteria</b> Event ID: <input type="text"/> Name: <input type="text"/> Street Address: <input type="text" value="45 High St"/> City: <input type="text" value="Willimantic"/> State: <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="CT"/> Zip Code: <input type="text" value="06226"/> County: <input type="button" value="▼"/> Event Type: <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Property"/>	<b>Search Options</b> Sort By: <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Create Date"/> Sort Order: <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Descending"/> Search History: <input type="checkbox"/>  <input style="width: 80px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Search"/> <input style="width: 80px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Clear"/>
--	---

4. Click on the **Search** button

## Chapter 3: Searching

The results screen will return all cases that fit the criteria entered.

Search Results				
Event ID	Name	Status	Event Type	Create Date
100000163	45 High St, Willimantic, CT 06226 *	Open	Property	04/16/2010

Displaying result(s) 1...1

<< First < Prev 1 / 1 Next > Last >>

If no selection is made from the Event Type drop down menu and no other search criteria are entered, the search will return an error message stating that “Minimum search criteria not specified”.

Search Results		
Event ID	Name	Birth Date

Minimum search criteria not specified

If searching for a specific Child Event when you have the child's name:

5. Select **Blood Lead – Child** or **Blood Lead – Not classified** from the Event Type drop down menu. If you are not sure do not select either.
6. Enter the appropriate **Search Criteria** (such as Name, Birth Date, Gender)

**Search Criteria**

Event ID:	<input type="text"/>
Last Name:	<input type="text" value="Doe"/>
First Name:	<input type="text" value="Jane"/>
Birth Date:	<input type="text"/> <a href="#">(Inexact)</a>
Gender:	<input type="button" value="▼"/>
Street Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="button" value="▼"/>
Zip Code:	<input type="text"/>
County:	<input type="button" value="▼"/>
Event Type:	<input type="button" value="▼"/>

**Search Options**

Sort By:	<input type="button" value="Create Date"/> <input type="button" value="▼"/>
Sort Order:	<input type="button" value="Descending"/> <input type="button" value="▼"/>
Search History:	<input type="checkbox"/>
Search Soundex:	<input type="checkbox"/>

→

7. Click the **Search** button to perform the search.

**If an address is entered and no Event Type is selected both Child and Property Events associated with that property will be included in the Search results:**

<b>Search Criteria</b>	<b>Search Results</b>																																																															
<table><tr><td>Event ID:</td><td><input type="text"/></td></tr><tr><td>Last Name:</td><td><input type="text"/></td></tr><tr><td>First Name:</td><td><input type="text"/></td></tr><tr><td>Birth Date:</td><td><input type="text"/> <a href="#">(Inexact)</a></td></tr><tr><td>Gender:</td><td><input type="button" value="▼"/></td></tr><tr><td>Street Address:</td><td><input type="text" value="45 High St"/></td></tr><tr><td>City:</td><td><input type="text"/></td></tr></table>	Event ID:	<input type="text"/>	Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Birth Date:	<input type="text"/> <a href="#">(Inexact)</a>	Gender:	<input type="button" value="▼"/>	Street Address:	<input type="text" value="45 High St"/>	City:	<input type="text"/>	<table border="1"><thead><tr><th colspan="7">Search Results</th></tr><tr><th>Event ID</th><th>Name</th><th>Birth Date</th><th>Status</th><th>Event Type</th><th>Create Date</th><th>Person ID</th></tr></thead><tbody><tr><td>100000163</td><td>45 High St, Willimantic, CT 06226 *</td><td></td><td>Open</td><td>Property</td><td>04/16/2010</td><td>100000383</td></tr><tr><td>100000162</td><td>Jane Doe</td><td>07/07/2007</td><td>Open</td><td>Blood Lead - Child</td><td>04/16/2010</td><td>100000382</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <p>Displaying result(s) 1 ... 2 <span style="float: right;">&lt;&lt; First &lt; Prev 1 / 1 Next &gt; Last &gt;&gt;</span></p>	Search Results							Event ID	Name	Birth Date	Status	Event Type	Create Date	Person ID	100000163	45 High St, Willimantic, CT 06226 *		Open	Property	04/16/2010	100000383	100000162	Jane Doe	07/07/2007	Open	Blood Lead - Child	04/16/2010	100000382																					
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100000162	Jane Doe	07/07/2007	Open	Blood Lead - Child	04/16/2010	100000382																																																										

The LSS provides multiple search criteria to find events. The user can use one or many of the search criteria to find a specific events. Please note: the more search criteria provided; the fewer results will display. In most cases, it is better to enter a small amount of criteria first and then add more criteria to narrow the search.

### Wildcard searches

Searching within the LSS system supports wildcard characters. To use a wildcard, type an asterisk (\*) wherever there are characters about which you are unsure.

To use a wildcard, at least two characters must be specified in the search field in addition to the asterisk (\*).

In the example below, entering “do\*” in the Last Name criteria returned one matching record.

Search Criteria		Search Results						
Event ID:	<input type="text"/>	Search Results						
Last Name:	<input type="text" value="Do*"/>	Event ID	Name	Birth Date	Status	Event Type	Create Date	Person ID
First Name:	<input type="text"/>	100000162	Jane Doe	07/07/2007	Open	Blood Lead - Child	04/16/2010	100000382
Birth Date:	<input type="text"/> (Inexact)							
Gender:	<input type="button" value="▼"/>							
Street Address:	<input type="text"/>							
...	<input type="text"/>							
Displaying result(s) 1...1								
<< First < Prev 1 / 1 Next > Last >>								



**Event searching is also tied to security. Search results will only yield events that the user has permissions to see.**

If the search yields more results than will fit in the results table, the scroll bar or the navigation bar can be used to find a result. Click the appropriate navigation link (**<<First, <Prev, Next>, Last>>**) to find the correct results record.

8. If the search does not find the event that you want, click the **Clear** button to re-set the search criteria to do a new search.
9. If the search does find the event that you want, either:
  - **double-click** the results record  
or
  - **click** the results record and then click the **Use Selected Event** button to open the event in the Maven LSS Dashboard screen.

The user can now review the event information as desired.

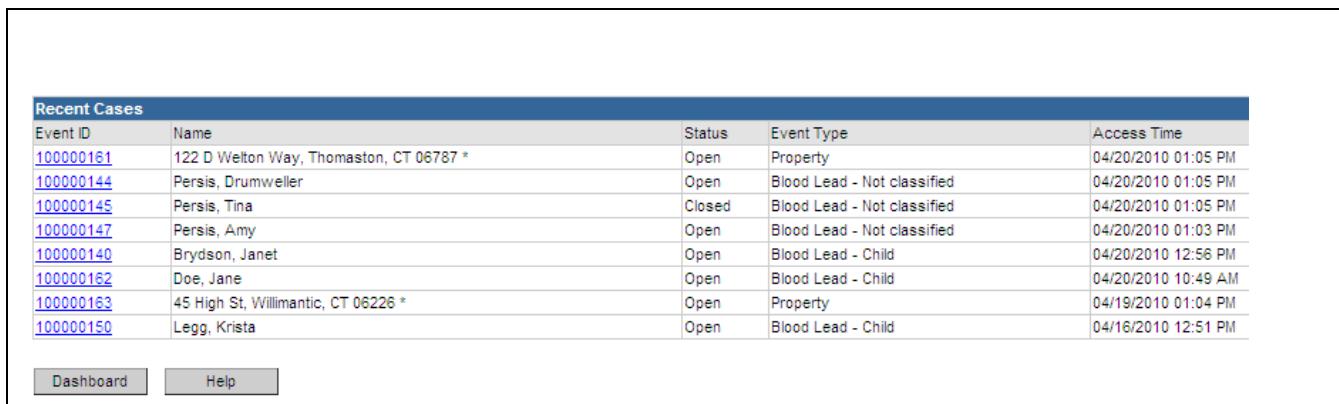
### RECENT EVENTS

A simple alternative to the regular Search is to use the Recent Events button on the LSS toolbar. This option is a quick method of locating the thirty most recent events on which the user has worked.

1. Click the **Recent Events** button on the LSS Dashboard toolbar.



The Recent Events can display up to thirty event results.

A screenshot of the 'Recent Cases' table on the LSS dashboard. The table has a header row 'Recent Cases' and columns for Event ID, Name, Status, Event Type, and Access Time. The data rows are as follows:

Recent Cases				
Event ID	Name	Status	Event Type	Access Time
100000161	122 D Welton Way, Thomaston, CT 06787 *	Open	Property	04/20/2010 01:05 PM
100000144	Persis, Drumweller	Open	Blood Lead - Not classified	04/20/2010 01:05 PM
100000145	Persis, Tina	Closed	Blood Lead - Not classified	04/20/2010 01:05 PM
100000147	Persis, Amy	Open	Blood Lead - Not classified	04/20/2010 01:03 PM
100000140	Brydson, Janet	Open	Blood Lead - Child	04/20/2010 12:56 PM
100000162	Doe, Jane	Open	Blood Lead - Child	04/20/2010 10:49 AM
100000163	45 High St, Willimantic, CT 06226 *	Open	Property	04/19/2010 01:04 PM
100000150	Legg, Krista	Open	Blood Lead - Child	04/16/2010 12:51 PM

At the bottom of the table are two buttons: 'Dashboard' and 'Help'.

<b>Event ID</b>	Displays the Event ID of the Event
<b>Name</b>	The full name of the Child or Property
<b>Status</b>	The investigation status of the event (Open or Closed).
<b>Event Type</b>	Blood Lead – Child, Blood Lead – Not classified, Property
<b>Access Time</b>	The date and time the event was last accessed by any user

2. Click the **Event ID** link of the event to be opened. This action will close the Recent Events window and will open the event in the LSS Dashboard.
3. To close the Recent Events window without selecting and opening an event, click the **Dashboard** button at the bottom of the screen to return to the LSS Dashboard.

# Chapter 4: Creating and Managing Events

## OVERVIEW

---

### Purpose

Explain how to create and manage events in the LSS

---

### Objectives

- Create a Blood Lead – Child event, Blood Lead – Non-Classified event, or a Property Event
  - Enter and edit event information
  - Change properties and persons information for existing events
  - Close and reopen events
-

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## CONCERNS

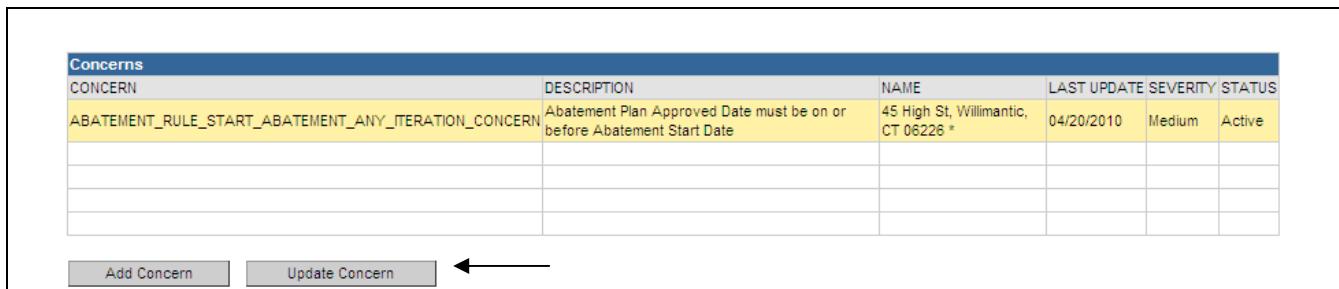
A Concern is used to indicate potential data entry issues that may need to be addressed. Concerns may be automatically generated by the LSS (for example, if the city is not entered) or manually created by the user. **Users with the Role of Supervisor are the only individuals that can manually create or edit concerns.**

## Edit a Concern

1. Select a concern by clicking it in the Concerns table.

Concerns					
CONCERN	DESCRIPTION	NAME	LAST UPDATE	SEVERITY	STATUS
ABATEMENT_RULE_START_ABATEMENT_ANY_ITERATION_CONCERN	Abatement Plan Approved Date must be on or before Abatement Start Date	45 High St, Willimantic, CT 06226 *	04/20/2010	Medium	Active

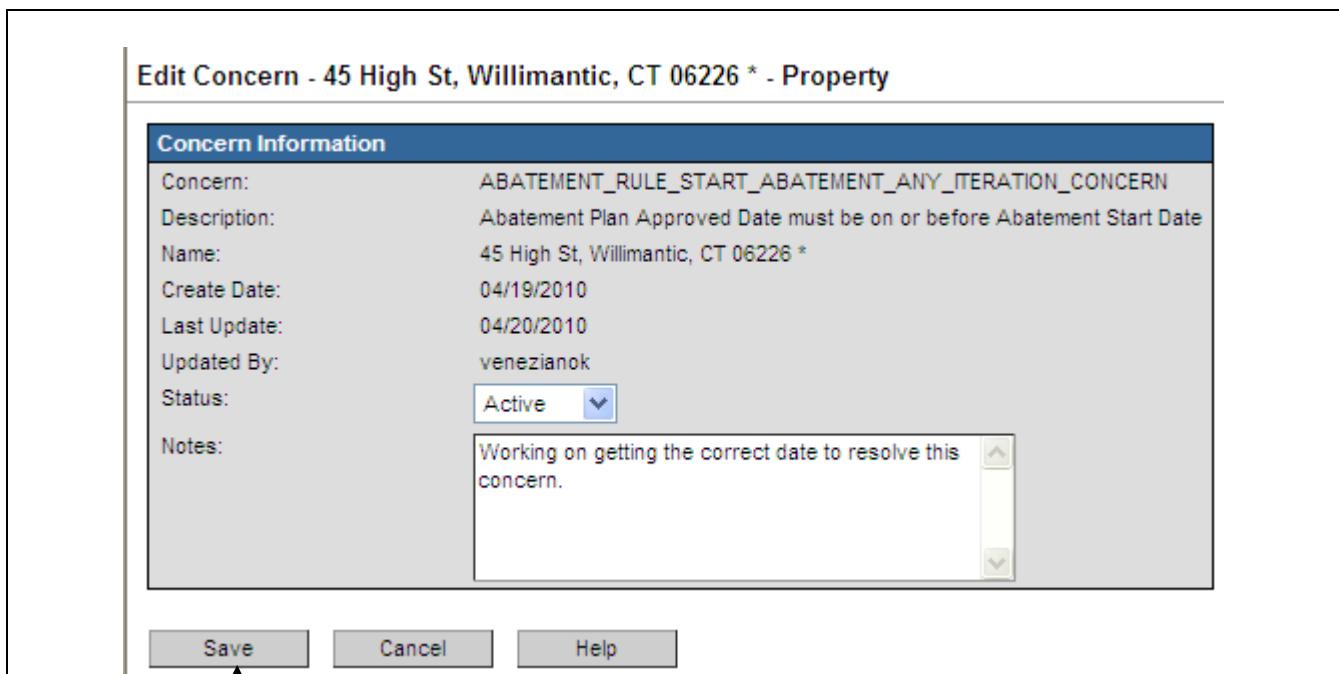
2. Click the **Update Concern** button



Concerns					
CONCERN	DESCRIPTION	NAME	LAST UPDATE	SEVERITY	STATUS
ABATEMENT_RULE_START_ABATEMENT_ANY_ITERATION_CONCERN	Abatement Plan Approved Date must be on or before Abatement Start Date	45 High St, Willimantic, CT 06226 *	04/20/2010	Medium	Active

Add Concern      Update Concern

The Edit Concern – Concern Information screen will display.



### Edit Concern - 45 High St, Willimantic, CT 06226 \* - Property

Concern Information	
Concern:	ABATEMENT_RULE_START_ABATEMENT_ANY_ITERATION_CONCERN
Description:	Abatement Plan Approved Date must be on or before Abatement Start Date
Name:	45 High St, Willimantic, CT 06226 *
Create Date:	04/19/2010
Last Update:	04/20/2010
Updated By:	venezianok
Status:	Active
Notes:	Working on getting the correct date to resolve this concern.

Save      Cancel      Help

3. Enter the appropriate information.
4. Click the **Save** button to complete the process.

The updated Concern information will be displayed in the Concerns and Concerns – Details tables.

## Manually Adding a Concern

1. Click the **Add Concern** button at the bottom of the Concerns table.

Concerns					
CONCERN	DESCRIPTION	NAME	LAST UPDATE	SEVERITY	STATUS
ABATEMENT_RULE_START_ABATEMENT_ANY_ITERATION_CONCERN	Abatement Plan Approved Date must be on or before Abatement Start Date	45 High St, Willimantic, CT 06226 *	04/20/2010	Medium	Active

The Add Concern screen will display.

Add Concern - 45 High St, Willimantic, CT 06226 \* - Property

---

**Concern Information**

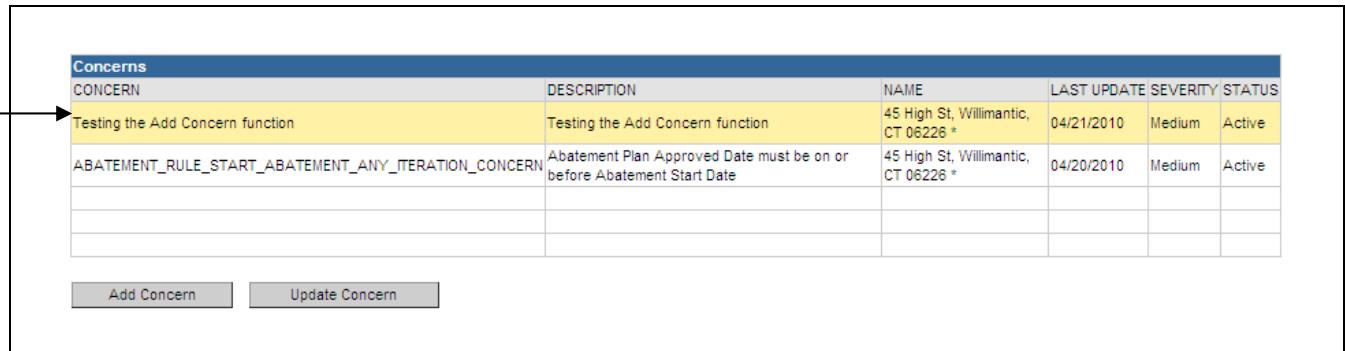
Description:	<input style="width: 100%; height: 30px;" type="text"/>
Name:	45 High St, Willimantic, CT 06226 * <input style="width: 20px;" type="button" value="▼"/>
Severity:	Medium <input style="width: 20px;" type="button" value="▼"/>
Status:	Active <input style="width: 20px;" type="button" value="▼"/>
Notes:	<div style="border: 1px solid black; width: 100%; height: 150px; padding: 5px; position: relative;"> <div style="position: absolute; right: 0; top: 0; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">↑</span> </div> <div style="position: absolute; right: 0; bottom: 0; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 2em;">↓</span> </div> </div>

The fields in the Add Concern screen are:

<b>Description</b>	Describes the concern
<b>Name</b>	Indicates the name of the person or property address described in the concern
<b>Severity</b>	Indicates the severity of the concern: Very Low, Low, Medium, High, Very High
<b>Status</b>	Indicates the status of the concern: Active, Resolved

<b>Notes</b>	Displays any notes regarding the concern
--------------	--

2. Enter the appropriate information.
3. Click the **Save** button.
4. The concern will be applied and the system will return to the LSS Dashboard window. The concern will be displayed in Event Information.



The screenshot shows a table titled 'Concerns' with the following data:

CONCERN	DESCRIPTION	NAME	LAST UPDATE	SEVERITY	STATUS
Testing the Add Concern function	Testing the Add Concern function	45 High St, Willimantic, CT 06226 *	04/21/2010	Medium	Active
ABATEMENT_RULE_START_ABATEMENT_ANY_ITERATION_CONCERN	Abatement Plan Approved Date must be on or before Abatement Start Date	45 High St, Willimantic, CT 06226 *	04/20/2010	Medium	Active

Buttons at the bottom: Add Concern, Update Concern

### CLOSING AN EVENT BY EDITING EVENT PROPERTIES

#### To close an event:

1. Open the event
2. Open the **Administrative Question Package**



Question Packages				
QUESTION PACKAGE	NAME	LAST UPDATE	UPDATED BY	STATUS
Administrative	Jane Doe	04/16/2010	venezianok	Incomplete
Demographics	Jane Doe	04/16/2010	venezianok	Incomplete

3. Complete the questions: Case closure reason and Closure date



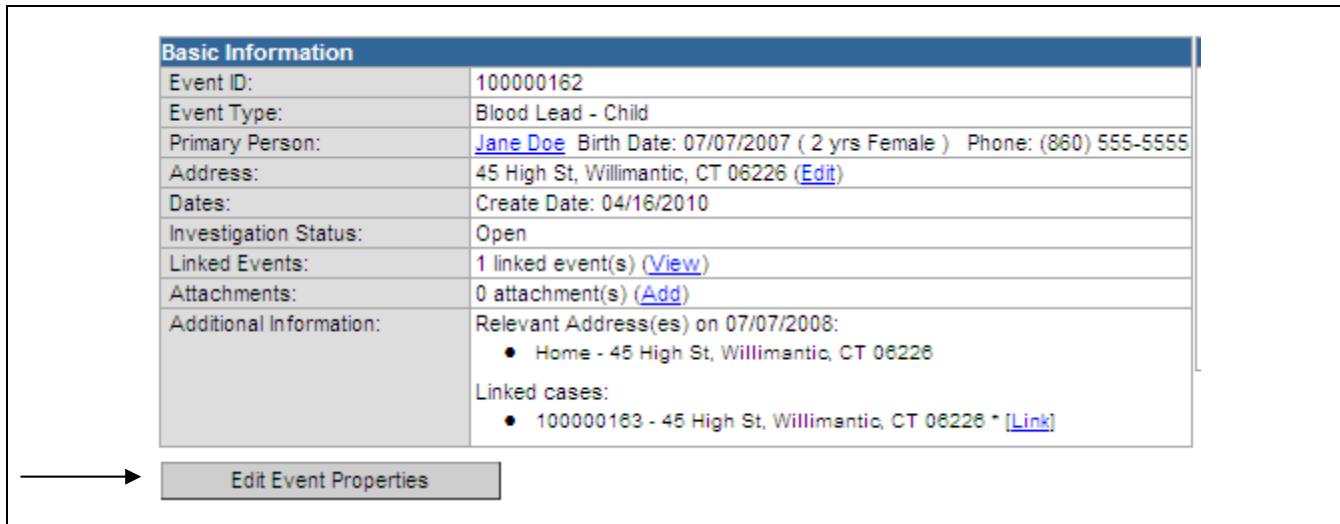
\* Case closure reason:

Closure date:

4. Click the **Save** button

**Note:** The following steps must also be completed in order to close an event.

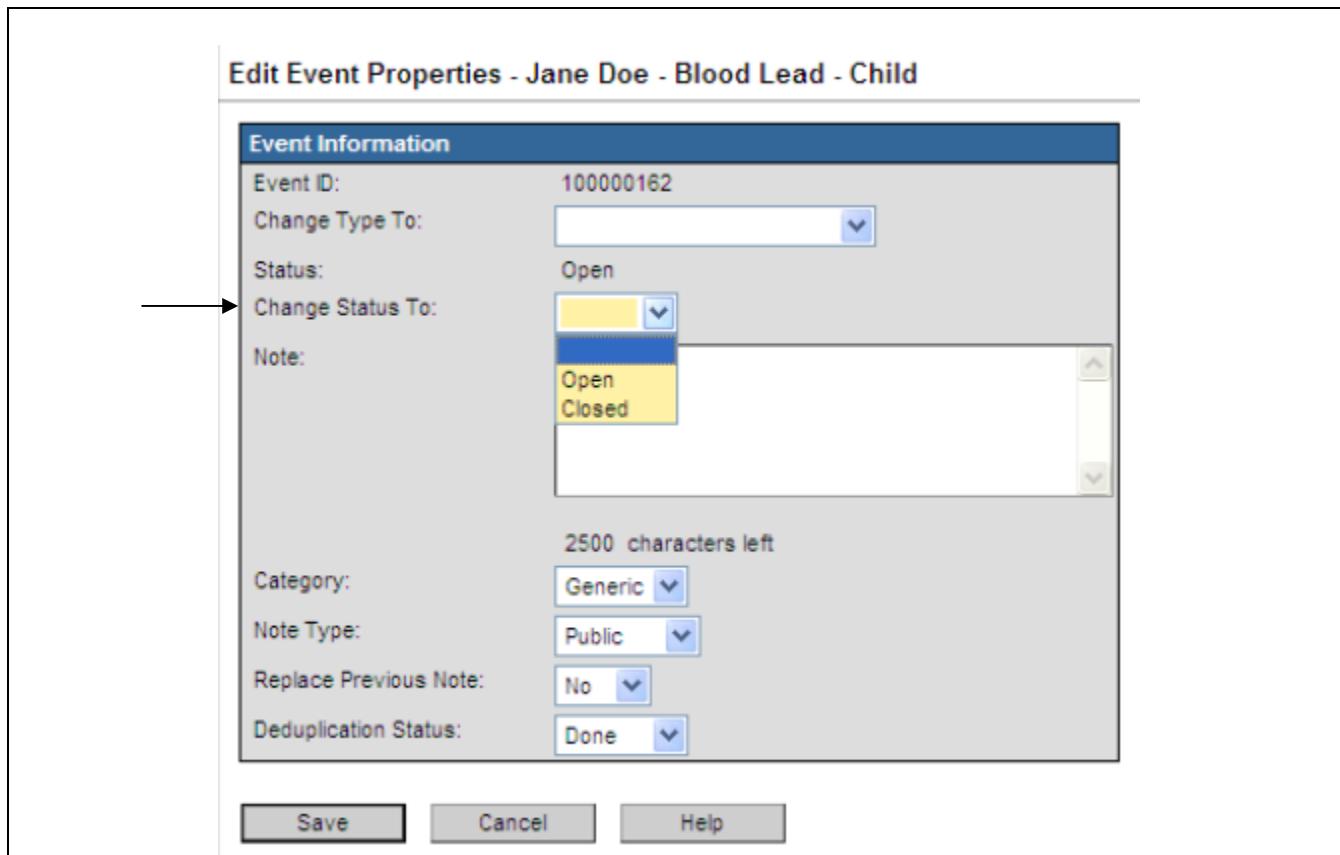
5. Click the **Edit Event Properties** button in the Event Summary section



Basic Information	
Event ID:	100000162
Event Type:	Blood Lead - Child
Primary Person:	<a href="#">Jane Doe</a> Birth Date: 07/07/2007 ( 2 yrs Female ) Phone: (860) 555-5555
Address:	45 High St, Willimantic, CT 06226 ( <a href="#">Edit</a> )
Dates:	Create Date: 04/16/2010
Investigation Status:	Open
Linked Events:	<a href="#">1 linked event(s) (<a href="#">View</a>)</a>
Attachments:	<a href="#">0 attachment(s) (<a href="#">Add</a>)</a>
Additional Information:	Relevant Address(es) on 07/07/2008: <ul style="list-style-type: none"><li>Home - 45 High St, Willimantic, CT 06226</li></ul> Linked cases: <ul style="list-style-type: none"><li>100000163 - 45 High St, Willimantic, CT 06226 * [<a href="#">Link</a>]</li></ul>

→ **Edit Event Properties**

The Edit Event Properties screen will display.



Event Information

Event ID: 100000162

Change Type To:

Status: Open

Change Status To:

Note:   
 2500 characters left

Category: Generic

Note Type: Public

Replace Previous Note: No

Deduplication Status: Done

Save Cancel Help

6. Select **Closed** from the **Change Status To** drop down menu
7. Click the **Save** button to apply the change
8. The changes will be applied and the system will return to the LSS Dashboard window

**To open an event that is closed so a revision can be made in the event:**

1. Open the event
2. Click the **Edit Event Properties** button in the Event Summary section
3. Select **Open** from the **Change Status To** drop down menu

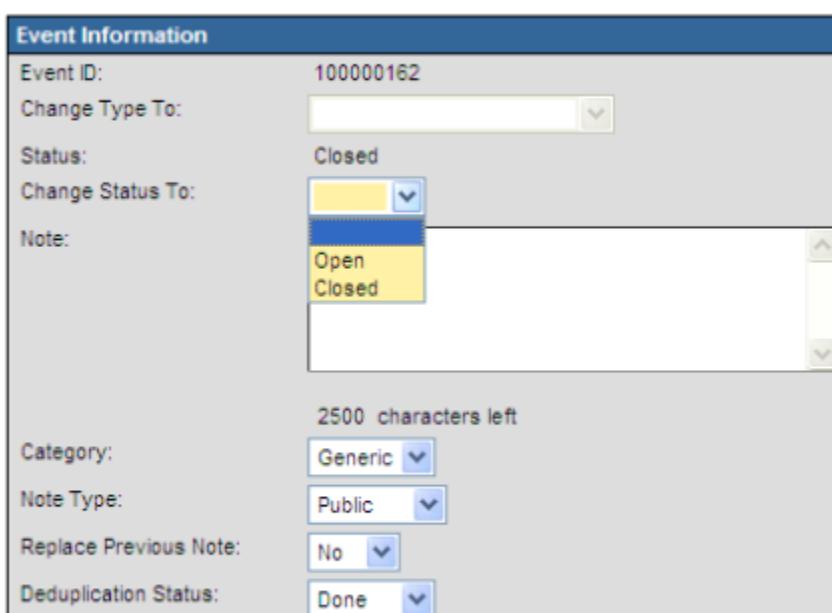
→

Edit Event Properties - Jane Doe - Blood Lead - Child

**Event Information**

Event ID:	100000162
Change Type To:	<input type="text"/>
Status:	Closed
Change Status To:	<input type="button" value="Open"/> <input type="button" value="Closed"/>
Note:	2500 characters left
Category:	Generic
Note Type:	Public
Replace Previous Note:	No
Deduplication Status:	Done

Save    Cancel    Help



4. Click the **Save** button to apply the change
5. The changes will be applied and the system will return to the LSS Dashboard window
6. Revisions can now be made to the event (e.g., entry of additional blood lead test results or the addition of notes)

Other Edit Event Properties that may be changed are:

<b>Change Type to</b>	The type of event can be changed between: Blood Lead – Child and Blood Lead – Not classified
<b>Change Status To</b>	The status of the event: Open, Closed
<b>Note</b>	Any comments entered by the user. These Notes will display in the Notes section of the Event Summary.
<b>Deduplication Status</b>	Indicates if person deduplication has been performed: Pending, Done, Merged (Typically a case worker will not have to change this Status.)

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# Chapter 5: Question Packages – General Operating Procedures

## OVERVIEW

---

### Purpose

Describe the purpose and general operating procedures for all the predefined Question Packages

---

### Objectives

- Define Question Packages
  - Describe fields in the Question Package table
  - Explain how to view and edit individual Question Packages
  - Discuss required fields and Notifications
-

### QUESTION PACKAGES

A Question Package is a set of information (questions) that is to be filled out for each event. They include critical information about the Blood Lead – Child, Blood Lead – Not classified, and Property events. The number and type of Question Packages varies according to the event and user's login role.

Question Packages are displayed in the Event Data section of Event Information.

**Blood Lead - Child**

Event Information						
Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History
Question Packages						
QUESTION PACKAGE	NAME	LAST UPDATE	UPDATED BY	STATUS		
Administrative	Talulah Bell	05/07/2010	venezianok	Incomplete		
Demographics	Talulah Bell	05/07/2010	venezianok	Incomplete		
PCP Information	Talulah Bell	05/07/2010	venezianok	Incomplete		
Medical Status	Talulah Bell	05/07/2010	venezianok	Incomplete		
Residency History and Information	Talulah Bell	05/07/2010	venezianok	Incomplete		
Lead Hazards	Talulah Bell	05/07/2010	venezianok	Incomplete		
Current Housekeeping Practices	Talulah Bell	05/07/2010	venezianok	Incomplete		
Occupational/“Do-It-Yourself”/Hobby Lead Hazards	Talulah Bell	05/07/2010	venezianok	Incomplete		
Educational Materials	Talulah Bell	05/07/2010	venezianok	Incomplete		
Interim Measures	Talulah Bell	05/07/2010	venezianok	Incomplete		
Social Service & Other Referrals	Talulah Bell	05/07/2010	venezianok	Incomplete		

[View Question Package](#)

**Blood Lead – Not classified**

Event Information						
Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History
Question Packages						
QUESTION PACKAGE	NAME	LAST UPDATE	UPDATED BY	STATUS		
Administrative	John Lennon	03/19/2010	hungt	Incomplete		
Demographics	John Lennon	03/19/2010	hungt	Incomplete		
PCP Information	John Lennon	03/19/2010	hungt	Incomplete		

[View Question Package](#)

**Property**

**Event Information**

Event Data	Lab Results	Concerns	Property Information	Tasks	Event Properties	Event History																														
<b>Question Packages</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>QUESTION PACKAGE</th> <th>NAME</th> <th>LAST UPDATE</th> <th>UPDATED BY</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>Administrative</td> <td>782 Hawaii Ave, Southington, CT 06489 *</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Property Information</td> <td>782 Hawaii Ave, Southington, CT 06489 *</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Environmental Lead Inspection</td> <td>782 Hawaii Ave, Southington, CT 06489 *</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Lead Hazards</td> <td>782 Hawaii Ave, Southington, CT 06489 *</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Lead Remediation &amp; Abatement</td> <td>782 Hawaii Ave, Southington, CT 06489 *</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> </tbody> </table>							QUESTION PACKAGE	NAME	LAST UPDATE	UPDATED BY	STATUS	Administrative	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete	Property Information	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete	Environmental Lead Inspection	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete	Lead Hazards	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete	Lead Remediation & Abatement	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete
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Lead Remediation & Abatement	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete																																

[View Question Package](#)

The columns in the Question Package table are:

<b>Question Package</b>	Identifies the title of the question package
<b>Name</b>	Indicates the name of the LSS child or property address in the event
<b>Last Update</b>	Displays the date that each question package was last updated
<b>Updated By</b>	Identifies the user that made the last update or modification to the question package
<b>Status</b>	Refers to the completeness of the required questions within the question package. The question package is considered complete if all required (asterisked [*]) questions have been answered.

### To view a Question Package:

1. Open a LSS event.
2. The Question Packages should already be displayed. If they are not displayed, click the **Event Data** tab in the Event Information section.

**Event Information**

Event Data	Lab Results	Concerns	Property Information	Tasks	Event Properties	Event History																														
<b>Question Packages</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>QUESTION PACKAGE</th> <th>NAME</th> <th>LAST UPDATE</th> <th>UPDATED BY</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>Administrative</td> <td>782 Hawaii Ave, Southington, CT 06489 *</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Property Information</td> <td>782 Hawaii Ave, Southington, CT 06489 *</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Environmental Lead Inspection</td> <td>782 Hawaii Ave, Southington, CT 06489 *</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Lead Hazards</td> <td>782 Hawaii Ave, Southington, CT 06489 *</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Lead Remediation &amp; Abatement</td> <td>782 Hawaii Ave, Southington, CT 06489 *</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> </tbody> </table>							QUESTION PACKAGE	NAME	LAST UPDATE	UPDATED BY	STATUS	Administrative	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete	Property Information	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete	Environmental Lead Inspection	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete	Lead Hazards	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete	Lead Remediation & Abatement	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete
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[View Question Package](#)

The Question Packages for the event type (Blood Lead - Child, Blood Lead – Not classified, or Property) and the user role will display.

3. To display Details information for a specific Question Package, click the name of the Question Package in the Question Package table. The Question Package – Details information will then display below.

**Property**

<b>Question Packages</b>				
QUESTION PACKAGE	NAME	LAST UPDATE	UPDATED BY	STATUS
Administrative	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete
Property Information	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete
Environmental Lead Inspection	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete
Lead Hazards	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete
Lead Remediation & Abatement	782 Hawaii Ave, Southington, CT 06489 *	05/07/2010	venezianok	Incomplete

[View Question Package](#)

<b>Question Package - Details</b>	
Name:	Property Information
Description:	
Name:	782 Hawaii Ave, Southington, CT 06489 *
Status:	Incomplete
Number of Questions:	21
Incomplete Required Questions:	13
Last Update:	05/07/2010
Updated By:	venezianok

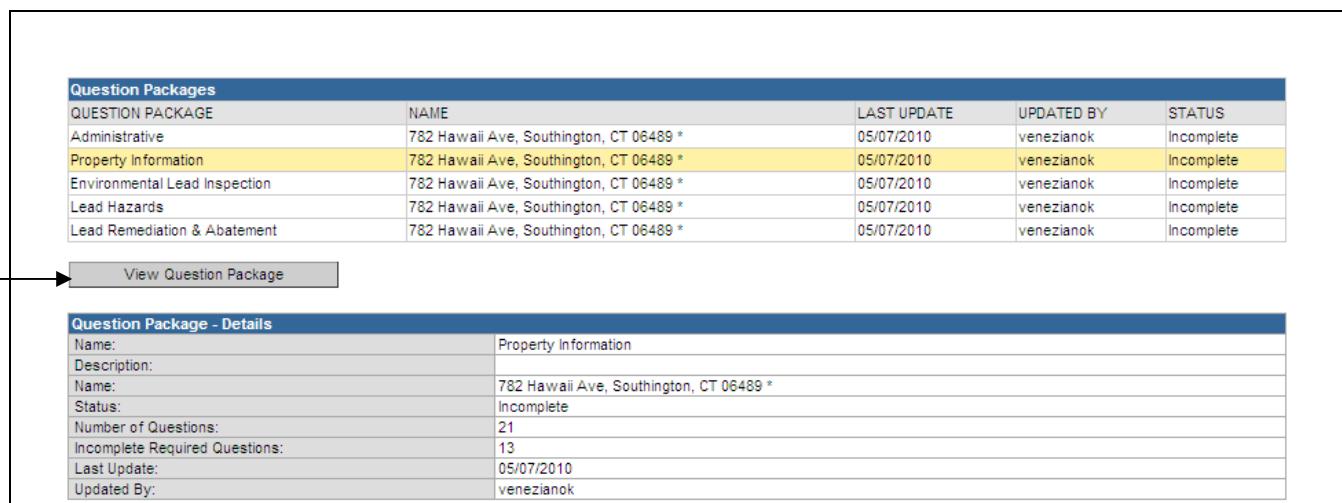
**Blood Lead - Child**

Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History																																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5"><b>Question Packages</b></th> </tr> <tr> <th>QUESTION PACKAGE</th> <th>NAME</th> <th>LAST UPDATE</th> <th>UPDATED BY</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>Administrative</td> <td>Talulah Bell</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Demographics</td> <td>Talulah Bell</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>PCP Information</td> <td>Talulah Bell</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Medical Status</td> <td>Talulah Bell</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Residency History and Information</td> <td>Talulah Bell</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Lead Hazards</td> <td>Talulah Bell</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Current Housekeeping Practices</td> <td>Talulah Bell</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Occupational/Do-it-Yourself/Hobby Lead Hazards</td> <td>Talulah Bell</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Educational Materials</td> <td>Talulah Bell</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Interim Measures</td> <td>Talulah Bell</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> <tr> <td>Social Service &amp; Other Referrals</td> <td>Talulah Bell</td> <td>05/07/2010</td> <td>venezianok</td> <td>Incomplete</td> </tr> </tbody> </table> <p style="text-align: center;"><a href="#">View Question Package</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2"><b>Question Package - Details</b></th> </tr> <tr> <td>Name:</td> <td>PCP Information</td> </tr> </thead> <tbody> <tr> <td>Description:</td> <td>PCP General Information</td> </tr> <tr> <td>Name:</td> <td>Talulah Bell</td> </tr> <tr> <td>Status:</td> <td>Incomplete</td> </tr> <tr> <td>Number of Questions:</td> <td>2</td> </tr> <tr> <td>Incomplete Required Questions:</td> <td>1</td> </tr> <tr> <td>Last Update:</td> <td>05/07/2010</td> </tr> <tr> <td>Updated By:</td> <td>venezianok</td> </tr> </tbody> </table>							<b>Question Packages</b>					QUESTION PACKAGE	NAME	LAST UPDATE	UPDATED BY	STATUS	Administrative	Talulah Bell	05/07/2010	venezianok	Incomplete	Demographics	Talulah Bell	05/07/2010	venezianok	Incomplete	PCP Information	Talulah Bell	05/07/2010	venezianok	Incomplete	Medical Status	Talulah Bell	05/07/2010	venezianok	Incomplete	Residency History and Information	Talulah Bell	05/07/2010	venezianok	Incomplete	Lead Hazards	Talulah Bell	05/07/2010	venezianok	Incomplete	Current Housekeeping Practices	Talulah Bell	05/07/2010	venezianok	Incomplete	Occupational/Do-it-Yourself/Hobby Lead Hazards	Talulah Bell	05/07/2010	venezianok	Incomplete	Educational Materials	Talulah Bell	05/07/2010	venezianok	Incomplete	Interim Measures	Talulah Bell	05/07/2010	venezianok	Incomplete	Social Service & Other Referrals	Talulah Bell	05/07/2010	venezianok	Incomplete	<b>Question Package - Details</b>		Name:	PCP Information	Description:	PCP General Information	Name:	Talulah Bell	Status:	Incomplete	Number of Questions:	2	Incomplete Required Questions:	1	Last Update:	05/07/2010	Updated By:	venezianok
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Name:	Talulah Bell																																																																																								
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Last Update:	05/07/2010																																																																																								
Updated By:	venezianok																																																																																								

The fields in the Question Package – Details are:

<b>Name</b>	Identifies the title of the question package
<b>Description</b>	Short description of the purpose of the question package
<b>Name</b>	Indicates the name of the child or property address in the event
<b>Status</b>	Refers to the completeness of the required questions within the question package. The question package is considered complete if all required (asterisked [*]) questions have been answered. The status of a question package will be marked as complete by default if it does not contain any required questions
<b>Number of Questions</b>	Indicates the total number of questions in a question package
<b>Incomplete Required Questions</b>	Indicates the total number of <i>required</i> questions in a question package that have not yet been filled in
<b>Last Update</b>	Displays the date that each question package was last updated
<b>Updated By</b>	Identifies the user that made the last update or modification to the question package

4. To view the entire question package, either **double-click** the question package name in the Question Packages table  
 or  
**Click** the question package name in the Question Packages table and then click the **View Question Package** button.



The screenshot shows a software interface for managing question packages. At the top, there is a table titled 'Question Packages' with columns: QUESTION PACKAGE, NAME, LAST UPDATE, UPDATED BY, and STATUS. Several rows are listed, including 'Administrative', 'Property Information' (which is highlighted in yellow), 'Environmental Lead Inspection', 'Lead Hazards', and 'Lead Remediation & Abatement'. Below the table is a button labeled 'View Question Package'. An arrow points from this button to a second, larger window titled 'Question Package - Details'. This details window contains a table with the following data:

Name:	Property Information
Description:	782 Hawaii Ave, Southington, CT 06489 *
Name:	782 Hawaii Ave, Southington, CT 06489 *
Status:	Incomplete
Number of Questions:	21
Incomplete Required Questions:	13
Last Update:	05/07/2010
Updated By:	venezianok

Property Information Package, [782 Hawaii Ave, Southington, CT 06489](#) \* Property

Status: Incomplete (Number of Questions:21, Incomplete Required Questions:13)

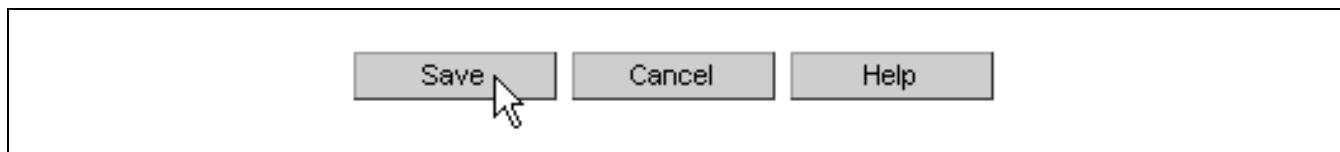
Save Cancel

Property Information			
Street address	782 Hawaii Ave	* Floor	1
City	Southington	State	CT
County		Zip code	06489
* Telephone			
* If Apartment, Number of Units		* Year Property Built	
* Is address in a high-risk area (i.e. Pre 1950 neighborhood of a city/older mill row housing in a rural town)?			
Official City:	Southington		
Owner Information			
To start, enter date and hit the tab button. Enter owner information. If owner information changes, click on the Add New link, enter a new date, and then enter the new owner information.			
* Date	05/01/2008	Add New	

5. After viewing and editing the questions in the question package, click the **Save** button to save changes and return to the Maven LSS Dashboard

or

Click the **Cancel** button to return to the Maven LSS Dashboard without saving any changes.



Remember: If you do not click the Save button, any changes will be discarded.

# Chapter 6: Question Package Specifics

## OVERVIEW

---

### Purpose

Describe some of the extended features within the Question Packages of the LSS.

---

### Objectives

- How to view the Question Packages
  - Required Questions
  - Add New
    - Dates
    - Drop Down Menu
-

### VIEWING A QUESTION PACKAGE

#### To view a Question Package within an Event:

Either **double-click** Question Package, or click once on Question Package table and then click the **View Question Package** button. The Question Package will display.

**Blood Lead – Not classified**

Event Information						
Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History
<b>Question Packages</b>						
QUESTION PACKAGE	NAME	LAST UPDATE	UPDATED BY	STATUS		
Administrative	John Lennon	03/19/2010	hungt	Incomplete		
Demographics	John Lennon	03/19/2010	hungt	Incomplete		
PCP Information	John Lennon	03/19/2010	hungt	Incomplete		
<a href="#">View Question Package</a>						

**Blood Lead – Child**

Event Information						
Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History
<b>Question Packages</b>						
QUESTION PACKAGE	NAME	LAST UPDATE	UPDATED BY	STATUS		
Administrative	Krista Legg	04/27/2010	mccarthyt	Complete		
Demographics	Krista Legg	04/27/2010	venezianok	Incomplete		
PCP Information	Krista Legg	04/26/2010	venezianok	Incomplete		
Medical Status	Krista Legg	04/26/2010	venezianok	Incomplete		
Residency History and Information	Krista Legg	04/26/2010	venezianok	Incomplete		
Lead Hazards	Krista Legg	04/27/2010	venezianok	Incomplete		
Current Housekeeping Practices	Krista Legg	04/26/2010	venezianok	Incomplete		
Occupational/“Do-it-Yourself”/Hobby Lead Hazards	Krista Legg	04/26/2010	venezianok	Incomplete		
Educational Materials	Krista Legg	04/26/2010	venezianok	Incomplete		
Interim Measures	Krista Legg	04/26/2010	venezianok	Incomplete		
Social Service & Other Referrals	Krista Legg	04/26/2010	venezianok	Incomplete		
<a href="#">View Question Package</a>						

## Chapter 6: Question Package Specifics

### Administrative Question Package

Administrative Package, [John Lennon](#) Blood Lead - Not classified

Status: Incomplete (Number of Questions:15, Incomplete Required Questions:3)

Save Cancel

Administrative	
* New Case Acknowledged	<input type="checkbox"/>
* Is an Epidemiological Investigation Form required?	<input type="checkbox"/>
Reporting Source:	Lab Import <input type="button" value=""/>
Date Reported to CDC:	<input type="text"/>
Date of Contact:	<input type="text"/>
Has the child's physician explicitly put the child in Late Follow-Up Venous Testing?	<input type="checkbox"/>
* Case closure reason	<input type="button" value=""/>
Closure date:	<input type="text"/>
Force property investigation, even if child does not meet blood level criteria	No <input type="checkbox"/>
EBLL Case open date	<input type="text"/>
Relevant Address Date	05/01/2001 <input type="text"/>
Primary Relevant Address	101 Main Road, North Canton, CT 06059 <input type="text"/>
Workflow Related	
Date Letter printed for child with a non-confirmed BLL > 10:	<input type="text"/>
Date that reminder test letter sent:	<input type="text"/>
Date letter for overdue blood lead test sent:	<input type="text"/>

\* Indicates required field

Save Cancel Help

### Lead Remediation and Abatement Package

Lead Remediation & Abatement Package, [782 Hawaii Ave, Southington, CT 06489](#) \* Property

Status: Incomplete (Number of Questions:13, Incomplete Required Questions:12)

Save Cancel

Remediation	
* Does this property require remediation?	<input type="checkbox"/>
Abatement	
* Does this property require an abatement? <input type="checkbox"/>	Yes <input type="checkbox"/> Add New <input type="button" value=""/>
* Date Lead Abatement Order issued:	<input type="text"/>
* Date Lead Abatement Plan received:	<input type="text"/>
* Date Lead Abatement Plan reviewed and notification of plan status sent to property owner:	<input type="text"/>
* Date Lead Abatement Plan was approved:	<input type="text"/>
* Date for start of Lead Abatement:	<input type="text"/>
* Reoccupancy Inspection conducted by:	<input type="button" value=""/>
* Reoccupancy Inspection Date:	<input type="text"/>
* Date Letter of Compliance issued:	<input type="text"/>
* Reinspection Date (Code Enforcement Agency):	<input type="text"/>
* Date Post Abatement Inspection Report issued:	<input type="text"/>
* Is a Lead Management Plan required?	<input type="checkbox"/>

\* Indicates required field

Save Cancel Help

### Required Questions:

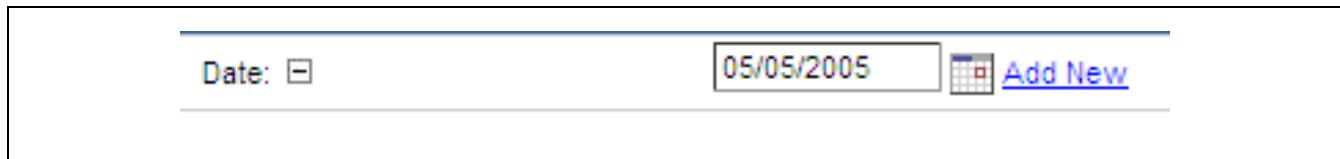
Required questions are indicated by an asterisk ("\*"); answering all of these will result in a question package status of Complete. If all required questions in a package are not answered, the status will be Incomplete and a message will display in the Notifications section of the Event Summary. A case cannot be closed until all Question Packages have a status of Complete.

Click the **Save** button to save changes and return to the Maven LSS Dashboard. Click the **Cancel** button to return to the Maven LSS Dashboard without saving any changes.

### Add New:

Many questions have the option of “Add New” where if the information in the question’s answer has changed the user can add the new information along with keeping the original answer for record history.

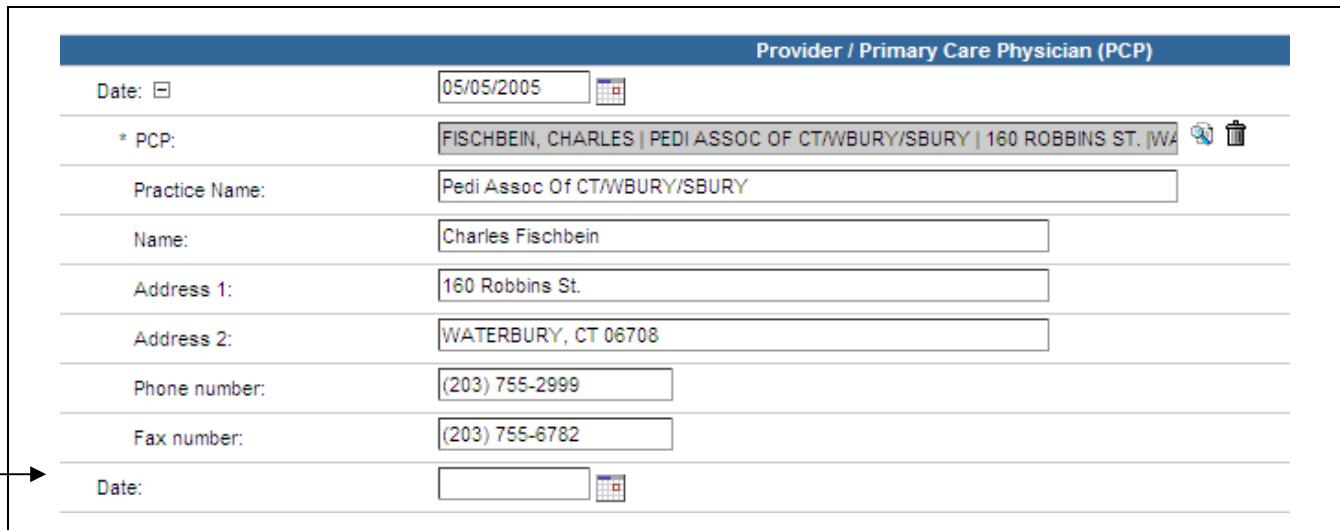
1. To enter an additional answer or information to a question, click the **Add New** link to the right of the question field.



A screenshot of a user interface showing a date field with a calendar icon and an 'Add New' link.

Date:  05/05/2005  [Add New](#)

An additional question or set of questions will be displayed.



A screenshot of a 'Provider / Primary Care Physician (PCP)' form.

Provider / Primary Care Physician (PCP)

Date: <input type="text"/>	05/05/2005 
* PCP:	FISCHBEIN, CHARLES   PEDI ASSOC OF CT/WBURY/SBURY   160 ROBBINS ST. IWA  
Practice Name:	Pedi Assoc Of CT/WBURY/SBURY
Name:	Charles Fischbein
Address 1:	160 Robbins St.
Address 2:	WATERBURY, CT 06708
Phone number:	(203) 755-2999
Fax number:	(203) 755-6782
Date:	<input type="text"/> 

2. Complete the newly added question(s).

3. Repeat the process to add additional information as necessary.

Provider / Primary Care Physician (PCP)	
Date:	<input type="text" value="05/05/2005"/>   
* PCP:	FISCHBEIN, CHARLES   PEDI ASSOC OF CT/WBURY/SBURY   160 ROBBINS ST.   WA  
Practice Name:	Pedi Assoc Of CT/WBURY/SBURY
Name:	Charles Fischbein
Address 1:	160 Robbins St.
Address 2:	WATERBURY, CT 06708
Phone number:	(203) 755-2999
Fax number:	(203) 755-6782
Date:	<input type="text" value="01/01/2007"/>  <a href="#">Add New</a>  
* PCP:	DARDICK, KENNETH   MANSFIELD FAM PRAC   34 MANSFIELD PROF'L. PARK RD.   S  
Practice Name:	Mansfield Fam Pract
Name:	Kenneth Dardick
Address 1:	34 Mansfield Prof'l. Park Rd.
Address 2:	STORRS, CT 06268
Phone number:	(860) 487-0100
Fax number:	(860) 487-4525

4. To delete an “Add New” set of questions the user must delete or empty the information from the first “Add New” question. Above it would be the Date (01/01/07). Deleting that date will delete the set of questions.

Provider / Primary Care Physician (PCP)

Date:	<input type="text" value="05/05/2005"/> 
* PCP:	FISCHBEIN, CHARLES   PEDI ASSOC OF CT/WBURY/SBURY   160 ROBBINS ST.  
Practice Name:	Pedi Assoc Of CT/WBURY/SBURY
Name:	Charles Fischbein
Address 1:	160 Robbins St.
Address 2:	WATERBURY, CT 06708
Phone number:	(203) 755-2999
Fax number:	(203) 755-6782
Date:	<input type="text"/> 

## Chapter 6: Question Package Specifics

5. Some “Add New” questions require information from a **drop down menu**. To add an answer click on “Add New”. Select answer from drop down menu and click on the Save button. To delete the added question scroll to the top of the list and select the “empty” item. Then click on the Save button.

The screenshot shows a user interface for managing question packages. It displays two rows of form fields. The first row contains a field labeled “\* Race:” with a dropdown menu showing “American Indian or Alaskan Native” and an “Add New” button. The second row contains a field labeled “Race:” with a dropdown menu showing “Black or African American” and an “Add New” button. A yellow box labeled “Question answer choices” with an arrow points to the dropdown menu in the second row. Arrows also point to the “Add New” buttons in both rows.

* Race:	American Indian or Alaskan Native	Add New
Race:	Black or African American	Add New

**Question answer choices**

# Chapter 7: Adding/Revising an Address for a Child Event

## OVERVIEW

---

### Purpose

Describe how a user will add or revise an address in a child event.

---

### Objectives

- Familiarize the user with the four scenarios for adding/revising an address that they may encounter
  - Child Event → Same Address → Enter Blood Test Result
  - Child Event → Has Blood Test Result in LSS → New Address (child moved) → Copy Case → Edit Address → Enter Blood Test Result
  - Child Event (not classified) → No Blood Test Result in LSS (Vital Import) → Edit Address → Enter Blood Test Result
  - Child → No Event in LSS → Create Event and Enter Blood Test Result
- Instruct the user on how to add or revise an address

---

**For local health departments – if a child moves contact your State case manager and he/she will create any necessary events.**

**Remember to make a note in the child's event for all pertinent information, i.e., 1) that the child moved, 2) if there is no blood lead test, and/or 3) if the child moved out of your jurisdiction.**

### Adding/Revising an Address for a Child Event



Do this VERY carefully. If you have any questions or concerns please contact Tracy Hung or Jimmy Davila for assistance.

**Scenario 1:** Blood Lead – Not classified or Blood Lead – Child event

Blood test result has been received

Child's address has not changed (child has not moved)

1. Receive a blood lead test result for a child with an existing **Child** event in the LSS
2. Open Child event

**Note:** If the Child event is “closed” it will need to be reopened

Event Summary	
<b>Basic Information</b>	
Event ID:	100000001
Event Type:	Blood Lead - Not classified
Primary Person:	<a href="#">First Child</a> Birth Date: 02/01/2008 ( 2 yrs Male ) Phone:
Address:	8 Devonshire Ct, Avon, CT 06001 ( <a href="#">Edit</a> )
Dates:	Create Date: 02/04/2010
Investigation Status:	Open
Linked Events:	0 linked event(s) ( <a href="#">View</a> )
Attachments:	0 attachment(s) ( <a href="#">Add</a> )
Additional Information:	Testing Due Date: N/A Relevant Address(es) on 02/04/2010: • Home - 8 Devonshire Ct, Avon, CT 06001
<a href="#">Edit Event Properties</a> <a href="#">Copy Case</a>	

3. Add the blood test result to that event under the Lab Results tab

Labs		LAST UPDATE
LAB	Draw Date: 02/01/2009 Spec Number: Test: Venous Result: 4	04/26/2010

4. If event was closed previously close the child's event.

→

Basic Information	
Event ID:	100000001
Event Type:	Blood Lead - Not classified
Primary Person:	<a href="#">First Child</a> Birth Date: 02/01/2008 ( 2 yrs Male ) Phone:
Address:	8 Devonshire Ct, Avon, CT 06001
Dates:	Create Date: 02/04/2010
Investigation Status:	Closed
Linked Events:	0 linked event(s) ( <a href="#">View</a> )
Attachments:	0 attachment(s)
Additional Information:	Testing Due Date: N/A Relevant Address(es) on 02/01/2009: • Home - 8 Devonshire Ct, Avon, CT 06001

[Edit Event Properties](#) [Copy Case](#)

**Scenario 2:** Blood Lead – Not classified or Blood Lead – Child event  
Blood test result has been received  
Child's address **has** changed (child has moved)

1. Receive a blood lead test result for a child with an existing **Child** event in the LSS
2. Open Child event

**Note:** If the Child event is “closed” it will need to be reopened

Basic Information	
Event ID:	100000150
Event Type:	Blood Lead - Child
Primary Person:	<a href="#">Krista Legg</a> Birth Date: 09/12/2008 ( 1 yrs Female ) Phone: (860) 444-4444
Address:	37 High St, Thomaston, CT 06787 ( <a href="#">Edit</a> )
Dates:	Create Date: 04/14/2010
Investigation Status:	Open
Linked Events:	<a href="#">1 linked event(s) (<a href="#">View</a>)</a>
Attachments:	0 attachment(s) ( <a href="#">Add</a> )
Additional Information:	<p>Testing Due Date: 12/11/2009 Relevant Address(es) on 09/12/2009:</p> <ul style="list-style-type: none"><li>• Home - 122 D Welton Way, Thomaston, CT 06787</li></ul> <p>Linked cases:</p> <ul style="list-style-type: none"><li>• 100000181 - 122 D Welton Way, Thomaston, CT 06787 * [<a href="#">Link</a>]</li></ul>

[Edit Event Properties](#) [Copy Case](#)



3. Click on the **Copy Case** button – the following screen will appear

Copy Case - Krista Legg - Blood Lead - Child

Source Case	
Event ID:	100000150
Event Type:	Blood Lead - Child
Dates:	Create Date: 04/14/2010
Investigation Status:	Open
Linked Events:	1 linked event(s)
Linked Clinics:	0 linked clinic(s)
Attachments:	0 attachment(s)
Name:	Krista Legg
Gender:	Female
Birth Date:	09/12/2008
Social Security Number:	
Address:	37 High St, Thomaston, CT 06787
County:	
Country:	USA

Target Case	
Copy Mode:	Copy to new case
Event Type:	Blood Lead - Child
Status:	Open
Notes:	
Copy Question Packages:	<input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> Demographics <input checked="" type="checkbox"/> PCP Information
Copy Fields:	<input type="checkbox"/> Copy attachments <input type="checkbox"/> Copy lab results <input type="checkbox"/> Copy concerns (manual only) <input type="checkbox"/> Copy case notes <input type="checkbox"/> Copy case links
Link to Source as:	

**Save** **Cancel** **Help**

4. Click on **Save**

**Note:** Do not check any other boxes

## 5. Click on the **Persons** tab

Event Information						
Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History
<b>Persons</b>						
NAME	GENDER	BIRTH DATE	ADDRESS			
Krista Legg	Female	09/12/2008	37 High St, Thomaston, CT 06787			

6. Click on the **Address Information** tab



Basic Information	<b>Address Information</b>	Links	Demographic History	Notes
<b>Address Information</b>				
TYPE	ADDRESS		PHONE	

## 7. Click on **Edit Address**

Address Information		
TYPE	ADDRESS	PHONE
Home	37 High St, Thomaston, CT 06787	(H) (860) 444-4444

8. Revise the **Start Date** to reflect the draw date of the blood test result
9. Revise the **Street/City/Zip Code** to reflect the child's new address

**Edit Address**

Address Type:	Home
Start Date:	03/01/2009
End Date:	01/01/2030
Street Address:	75 Court St
City:	Windham
State:	CT
Zip Code:	06280
County:	(dropdown)
Country:	USA
Home Phone:	(860) 444-4444
Mobile Phone:	
Contact Method:	(dropdown)

**Buttons:** Save, Cancel, Help

10. Click on the **Save** button

**Note:** Do not worry about the Pending [Deduplicate](#) alert found in the child's Event Summary/Basic Information section

**Event Summary**

**Basic Information**

Event ID:	100000223
Deduplication Status: Pending <a href="#">Deduplicate</a>	

11. This will revise the child's address found in the Event Summary/Basic Information section
12. The new blood test result can now be added under the Lab Results tab



The screenshot shows the 'Event Summary' screen with the following details:

Basic Information	
Event ID:	100000223 Deduplication Status: Pending <a href="#">Deduplicate</a>
Event Type:	Blood Lead - Child
Primary Person:	<a href="#">Krista Legg</a> Birth Date: 09/12/2008 ( 1 yrs Female ) Phone: (860) 444-4444
Address:	75 Court St, Windham, CT 06280 <a href="#">(Edit)</a>
Dates:	Create Date: 04/26/2010
Investigation Status:	Open
Linked Events:	0 linked event(s) <a href="#">(View)</a>
Attachments:	0 attachment(s) <a href="#">(Add)</a>
Additional Information:	Testing Due Date: 12/11/2009 Relevant Address(es) on 04/26/2010: <ul style="list-style-type: none"><li>Home - 75 Court St, Windham, CT 06280</li></ul>

Buttons at the bottom: [Edit Event Properties](#) and [Copy Case](#)

13. Administratively close the **previous** event by clicking on the Administrative question package under the Event Data tab and selecting **Child relocated (within state)** or **Child relocated (out of state)** for the closure reason and today's date as the closure date.
14. Click on **Edit Event Properties** under Event Summary. Select **Closed** in the "Change Status To" field.

**Scenario 3:** Blood Lead – Not classified event (Vital Record Import)

**No** previous blood test results

Blood test result has been received

Child's address **has** changed (child has moved)

1. Open Child Event

Event Summary	
Basic Information	
Event ID:	100000145
Event Type:	Blood Lead - Not classified
Primary Person:	<a href="#">Tina Persis</a> Birth Date: 02/14/2008 ( 2 yrs Female ) Phone:
Address:	17111 Flat Top Gulch, Grosvenordale, CT 06246 ( <a href="#">Edit</a> )
Dates:	Create Date: 03/19/2010
Investigation Status:	Open
Linked Events:	0 linked event(s) ( <a href="#">View</a> )
Attachments:	0 attachment(s) ( <a href="#">Add</a> )
Additional Information:	Testing Due Date: N/A Relevant Address(es) on 03/19/2010: • Home - 17111 Flat Top Gulch, Grosvenordale, CT 06246

[Edit Event Properties](#) [Copy Case](#)

2. **IMPORTANT** – Click in the **Lab Results** tab to verify that the child's event does not have a blood lead level entered
3. If one is displayed **STOP** and go use Scenario 2 above
4. If no blood test result is found continue with this scenario

To check if a child's address is a Vital Record Import:

5. Click on the Administrative question package under the Event Data tab and review Reporting Source question.

**Administrative Package, [Evan Daniel Legg](#) Blood Lead - Not classified**

Status: Incomplete (Number of Questions:15, Incomplete Required Questions:3)

Administrative	
* New Case Acknowledged	<input type="button" value="▼"/>
* Is an Epidemiological Investigation Form required?	<input type="button" value="▼"/>
→ Reporting Source:	<input type="button" value="Vital Records ▼"/>
Date Reported to CDC:	<input type="button" value=""/>
Date of Contact:	<input type="button" value=""/>

6. To update the event to reflect the child's current address click on the **Persons** tab and then the **Address Information** tab

Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History
<b>Persons</b>						
NAME	GENDER	BIRTH DATE	ADDRESS	STATUS		
Tina Persis	Female	02/14/2008	17111 Flat Top Gulch, Grosvenordale, CT 06246	Active		
<input type="button" value="Edit"/>						
Basic Information		Address Information	Links	Demographic History	Notes	
<b>Address Information</b>						
TYPE	ADDRESS	PHONE				
Home	17111 Flat Top Gulch, Grosvenordale, CT 06246					
<input type="button" value="Add Address"/> <input type="button" value="Edit Address"/> <input type="button" value="Remove Address"/>						

7. Click on **Edit Address**

The screenshot shows the 'Edit Address' dialog box. The form fields are as follows:

- Address Type: Home
- Start Date: 04/26/2010
- End Date: 01/01/2030
- Street Address: 17111 Flat Top Gulch
- City: Grosvenordale
- State: CT
- Zip Code: 06246
- County: (dropdown menu)
- Country: USA
- Home Phone: (empty)
- Mobile Phone: (empty)
- Contact Method: (dropdown menu)

At the bottom of the dialog box are three buttons: Save, Cancel, and Help.

8. Use the blood lead **collection date as the Start Date** and **01/01/2030 as the end date**
9. Revise the **Street/City/Zip Code**

**Edit Address**

Address Type:	Home
Start Date:	04/26/2010
End Date:	01/01/2030
Street Address:	29 Flower St
City:	Hartford
State:	CT
Zip Code:	06134
County:	
Country:	USA
Home Phone:	
Mobile Phone:	
Contact Method:	

**Buttons:** Save, Cancel, Help

10. Click on **Save**

**Note:** Both the child's Vital Record address and the child's current address are listed in the Person tab under the Address Information tab

Address History	
Start Date:	04/26/2010
End Date:	01/01/2030
Street Address:	29 Flower St
City:	Hartford
State:	CT
Zip Code:	06134
County:	
Country:	USA
Home Phone:	
Mobile Phone:	
Contact Method:	
GIS Info:	Pending
Start Date:	01/01/1900
End Date:	04/26/2010
Street Address:	17111 Flat Top Gulch
City:	Grosvenordale
State:	CT
Zip Code:	06246
County:	
Country:	USA
Home Phone:	
Mobile Phone:	
Contact Method:	
GIS Info:	Pending

### 11. Add the blood test result under the **Lab Results** tab

Basic Information	
Event ID:	100000145
Event Type:	Blood Lead - Not classified
Primary Person:	Tina Persis Birth Date: 02/14/2008 ( 2 yrs Female ) Phone: <a href="#">Deduplicate</a>
Address:	29 Flower St, Hartford, CT 06134 ( <a href="#">Edit</a> )
Dates:	Create Date: 03/19/2010
Investigation Status:	Open
Linked Events:	0 linked event(s) ( <a href="#">View</a> )
Attachments:	0 attachment(s) ( <a href="#">Add</a> )
Additional Information:	Testing Due Date: N/A Relevant Address(es) on 04/26/2010: • Home - 29 Flower St, Hartford, CT 06134

[Edit Event Properties](#)

[Copy Case](#)

**Note:** The child's relevant address has been updated to reflect the child's current address.

**Scenario 4:** No party information is in the LSS (Child does not exist in the LSS)

1. Refer to **Chapter 4 – Creating and Managing Events**
2. Create Child Event
3. Add blood test result (Property event, if necessary, will be created automatically)

# Chapter 8: Workflows and Tasks

## OVERVIEW

---

### Purpose

Explain how and why to use workflows and tasks in LSS

---

### Objectives

- Explain the importance of the Workflow Queue
  - Demonstrate how to use the Workflow Queue
  - Explain the importance of tasks
  - View an existing task
-

### WORKFLOWS

---

Workflow Queues are important in the LSS because they allow users to keep up with events and the work that needs to be done on them. Events are placed in workflow queues automatically based on what has happened or what has to happen with the event. For example, if the required questions in the Blood Lead - Child question package(s) have not been completed, the event will display in the "Childhood Lead Cases with Missing Required Questions" workflow queue. Also, events can be placed in workflow queues manually in the form of a task.

On the Workflow Queues screen, workflow queues are differentiated from one another as **Case Specific Monitors** or **Task Specific Monitors**.

The primary difference between the **Case Specific Monitors** and the **Task Specific Monitors** is that:

- Case Specific monitors are triggered **automatically** by something in the system (such as missing data) and don't have a specified due date.
- Task Specific monitors usually have a due date and are **manually** created.

Workflow Queues are all based on custom requirements. The queues in an actual implementation may vary. They will also differ by user according to group and role.

#### To display the Workflows Queue:

1. Click the **Workflow** button on the LSS Dashboard toolbar.



The Workflow Queue window will display.

### Workflow Queues

Workflow Queues <a href="#">(Hide empty workflows)</a>		
Workflow Queue	Total Count (Assigned to me)	Details
<b>Childhood Lead</b>		
Childhood Lead Cases missing Required Questions (01/10/2012 02:32 PM)	155 (0)	<a href="#">Details</a>
More than one Childhood Lead Cases open for child (01/10/2012 01:37 PM)	0 (0)	
Open Childhood Lead Cases (01/10/2012 02:32 PM)	155 (0)	<a href="#">Details</a>
Open Not Classified Events when an open Blood Lead Case exists for child (01/10/2012 02:25 PM)	0 (0)	
<b>Confirming Capillary</b>		
1. Requiring Confirmed Venous Blood Lead Immediately (01/10/2012 02:27 PM)	0 (0)	
2. Requiring Confirmed Venous Blood Lead within 24 Hours (01/10/2012 02:27 PM)	0 (0)	
3. Requiring Confirmed Venous Blood Lead within 48 Hours (01/10/2012 02:27 PM)	0 (0)	
4. Requiring Confirmed Venous Blood Lead within 1 Month (01/10/2012 02:27 PM)	2 (0)	<a href="#">Details</a>
5. Requiring Confirmed Venous Blood Lead within 3 Months (01/10/2012 01:37 PM)	40 (0)	<a href="#">Details</a>
<b>Early Follow-up Venous Required</b>		
Requiring Early Follow-up Venous Within 1 Month (01/10/2012 02:25 PM)	3 (0)	<a href="#">Details</a>
Requiring Early Follow-up Venous Within 3 Months (01/10/2012 02:25 PM)	96 (0)	<a href="#">Details</a>
Requiring Early Follow-up Venous and Chelation Immediately (01/10/2012 02:32 PM)	0 (0)	
<b>Late Follow-Up Venous</b>		
Requiring Late Follow-Up Venous Within 1 Month (01/10/2012 02:25 PM)	0 (0)	
Requiring Late Follow-Up Venous Within 3 Months (01/10/2012 11:51 AM)	0 (0)	
Requiring Late Follow-Up Venous Within 6 Months (01/10/2012 11:51 AM)	0 (0)	
Requiring Late Follow-Up Venous Within 9 Months (01/10/2012 11:51 AM)	2 (0)	<a href="#">Details</a>
<b>Letters</b>		
Initial Letter To Parent of Child with Confirmed BLL (01/10/2012 02:32 PM)	23 (0)	<a href="#">Details</a>
Initial Letter to Parent of Child with Non-Confirmed BLL 10+ (01/10/2012 02:32 PM)	12 (0)	<a href="#">Details</a>
Lead Abatement Order (01/10/2012 02:32 PM)	2 (0)	<a href="#">Details</a>
Lead Inspection Report (01/10/2012 02:32 PM)	32 (0)	<a href="#">Details</a>
Letter To Parent of Child with Decreasing BLLs (01/10/2012 02:25 PM)	1 (0)	<a href="#">Details</a>
Overdue Testing Reminder Letter (01/10/2012 12:59 PM)	76 (0)	<a href="#">Details</a>
Test Reminder Letter (01/10/2012 11:30 AM)	55 (0)	<a href="#">Details</a>
<b>Overdue Venous Tests</b>		
Childhood Lead Cases with Overdue Venous Tests (01/10/2012 02:32 PM)	75 (0)	<a href="#">Details</a>
Unclassified Childhood Lead Cases with Overdue Venous Tests (01/10/2012 01:35 PM)	43 (0)	<a href="#">Details</a>
<b>Property Abatement</b>		
1. Properties Requiring Lead Abatement Orders (01/10/2012 02:27 PM)	2 (0)	<a href="#">Details</a>
2. Lead Abatement plans have not been Received (01/10/2012 02:27 PM)	24 (0)	<a href="#">Details</a>
3. Lead Abatement Plan has not been Approved (01/10/2012 02:27 PM)	3 (0)	<a href="#">Details</a>
4. Properties Requiring Reoccupancy Inspection (01/10/2012 02:27 PM)	3 (0)	<a href="#">Details</a>
5. Properties Requiring Letter of Compliance (01/10/2012 02:27 PM)	0 (0)	
6. Properties Requiring Abatement Reinspection (01/10/2012 02:27 PM)	2 (0)	<a href="#">Details</a>
7. Properties Requiring Post Abatement Inspection Reports (01/10/2012 02:27 PM)	0 (0)	
8. Properties Requiring Lead Management Plans (01/10/2012 02:27 PM)	7 (0)	<a href="#">Details</a>

### Property Investigations

Open Environmental Cases (01/10/2012 02:25 PM)	46 (0)	<a href="#">Details</a>
Open Environmental Cases with no Inspection (01/10/2012 02:25 PM)	11 (0)	<a href="#">Details</a>
Properties Missing Drinking Water Testing (01/10/2012 02:25 PM)	5 (0)	<a href="#">Details</a>
Properties Missing Dust Testing (01/10/2012 02:25 PM)	6 (0)	<a href="#">Details</a>
Properties Missing Soil Testing (01/10/2012 02:25 PM)	1 (0)	<a href="#">Details</a>
Properties Missing XRF Testing (01/10/2012 02:25 PM)	2 (0)	<a href="#">Details</a>
Properties with Missing Required Questions (01/10/2012 02:25 PM)	45 (0)	<a href="#">Details</a>

### Property Remediation

1. Properties Requiring Lead Hazard Remediation Orders (01/10/2012 02:27 PM)	0 (0)	
2. Lead Hazard Remediation plans have not been Received (01/10/2012 02:27 PM)	0 (0)	
3. Lead Hazard Remediation Plan has not been Approved (01/10/2012 02:27 PM)	0 (0)	
4. Properties Requiring Remediation Reoccupancy Inspection (01/10/2012 02:27 PM)	0 (0)	
5. Properties Requiring Remediation Letter of Compliance (01/10/2012 02:27 PM)	0 (0)	
6. Properties Requiring Lead Hazard Remediation Reinspection (01/10/2012 02:27 PM)	0 (0)	
7. Properties Requiring Post Remediation Inspection Reports (01/10/2012 02:27 PM)	0 (0)	
8. Properties Requiring Lead Hazard Remediation Management Plans (01/10/2012 02:27 PM)	0 (0)	

### Task Specific Monitors ([Add Task](#))

My Groups' Open Tasks (01/10/2012 02:43 PM)	0 (0)	
My Open Tasks (01/10/2012 02:43 PM)	0 (0)	
My Overdue Tasks (01/10/2012 02:43 PM)	0 (0)	
Open Tasks Created by Me (01/10/2012 02:43 PM)	1 (0)	<a href="#">Details</a>
Overdue Tasks Created by Me (01/10/2012 02:43 PM)	0 (0)	

[Dashboard](#)

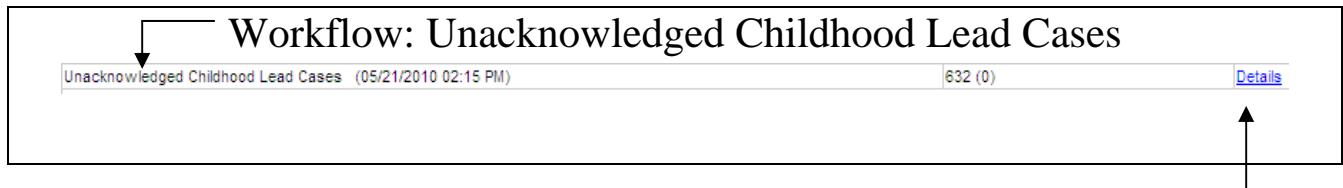
[Help](#)

The fields in the Workflow Queue window are:

<b>Workflow Queue</b>	Indicates the name of the Queue. Workflows are organized in two sections: Case Specific Monitors (automatically generated) and Task Specific Monitors (manually created by the user)
<b>Total Count (Assigned to me)</b>	Indicates two counts. The first number is the total number of events that have been triggered by the monitor by all users. The second number is the total number of events in the queue that have been assigned to the user that is currently logged in to the system.
<b>Details</b>	This is a link that will display a table with all the events in the selected workflow queue.

### To display the events in a workflow queue:

1. Click the **Details** link for the queue that is to be displayed.



The list of events in the selected queue will be displayed.

The fields in the Workflow Queue list window are:

<b>Event</b>	The unique event number automatically assigned by the LSS is displayed here.
<b>Name</b>	The child's name or property address associated with the event
<b>Status</b>	The status of the event in the queue: Open or Closed
<b>Create Date</b>	The date the event was entered in the LSS system
<b>Event Type</b>	Blood Lead – Not Classified, Blood Lead – Child, or Property
<b>Last Update</b>	Displays the date that the event was last updated
<b>Assigned To</b>	Identifies the user responsible for updating the item identified by the workflow
<b>Assigned To Group</b>	Identifies the user group responsible for updating the item identified by the workflow

The headings on the Case Specific Monitors screens are clickable. Clicking one of them will reorder the data below alphabetically in either ascending or descending order.

The right side of the status bar will display information regarding the number of screens with events in the queue. To navigate through the queue, click the **<<First**, **<Prev**, **Next>**, and **Last>>** navigation links.



2. To open an event, point to its **Event ID** and click.



The selected event will be opened and displayed in the LSS Dashboard window.

**Event Summary**

<b>Basic Information</b>		<b>Notes</b> <a href="#">(Add/Edit)</a>   <a href="#">Show My Notes</a>
Event ID:	100000260	
Event Type:	Blood Lead - Child	
Primary Person:	<a href="#">Talulah Bell</a> Birth Date: 02/16/2008 ( 2 yrs Female ) Phone:	
Address:	782 Hawaii Ave, Southington, CT 06489 <a href="#">(Edit)</a>	
Dates:	Create Date: 05/07/2010	
Investigation Status:	Open	
Linked Events:	1 linked event(s) <a href="#">(View)</a>	
Attachments:	0 attachment(s) <a href="#">(Add)</a>	
Additional Information:	Testing Due Date: 03/18/2009 Relevant Address(es) on 02/16/2009: <ul style="list-style-type: none"><li>Home - 782 Hawaii Ave, Southington, CT 06489</li></ul> Linked cases: <ul style="list-style-type: none"><li>100000261 - 782 Hawaii Ave, Southington, CT 06489 * <a href="#">[Link]</a></li></ul>	

[Edit Event Properties](#) | [Copy Case](#)

**Event Information**

Event Data	Lab Results	Concerns	Persons	Tasks	Event Properties	Event History
<b>Question Packages</b>						
QUESTION PACKAGE		NAME	LAST UPDATE	UPDATED BY	STATUS	
Administrative		Talulah Bell	05/07/2010	venezianok	Incomplete	
Demographics		Talulah Bell	05/07/2010	venezianok	Incomplete	
PCP Information		Talulah Bell	05/07/2010	venezianok	Incomplete	
Medical Status		Talulah Bell	05/07/2010	venezianok	Incomplete	
Residency History and Information		Talulah Bell	05/07/2010	venezianok	Incomplete	
Lead Hazards		Talulah Bell	05/07/2010	venezianok	Incomplete	
Current Housekeeping Practices		Talulah Bell	05/07/2010	venezianok	Incomplete	



LSS runs queries intermittently throughout a 24 hour period. Some workflow queries run 1 time in 24 hours, where others may run as frequently as every 5 minutes. The frequency with which the workflow query runs is based on the criticality of the workflow as well as the burden on the system. Some queries look at more data and therefore take longer to run than those that look at only one or two pieces of information. The time stamp on the workflow will show the last time a workflow has been updated. If you have made changes to an Event and it is still showing in the workflow, the workflow has probably not had time to refresh.

To close the Workflows Queue window without viewing an event, click the **Dashboard** button.

Workflow Queues - Open Environmental Cases

[Select all](#) [Clear all](#)

**Open Environmental Cases (Type: Case) 04/15/2010 12:44 PM**

Event	Name	Status	Create Date	Event Type	Last Update	Assigned To	Assigned To Group
<input type="checkbox"/> <a href="#">100000151</a>	122 D Welton Way, Thomaston, CT 06787 *	Open	04/14/2010	Property	04/14/2010		
<input type="checkbox"/> <a href="#">100000117</a>	267 Vine Street, Hartford, CT 06112 *	Open	02/18/2010	Property	04/12/2010		
<input type="checkbox"/> <a href="#">100000116</a>	248 Franklin Ave, Hartford, CT 06114 *	Open	02/11/2010	Property	04/12/2010		

Displaying result(s) 1...3 [<< First](#) [< Prev](#) [1 / 1](#) [Next >](#) [Last >>](#)

Assign selected items to user:  Assign selected items to group:  [Reassign](#)

[Workflows](#) [Dashboard](#) [Help](#)

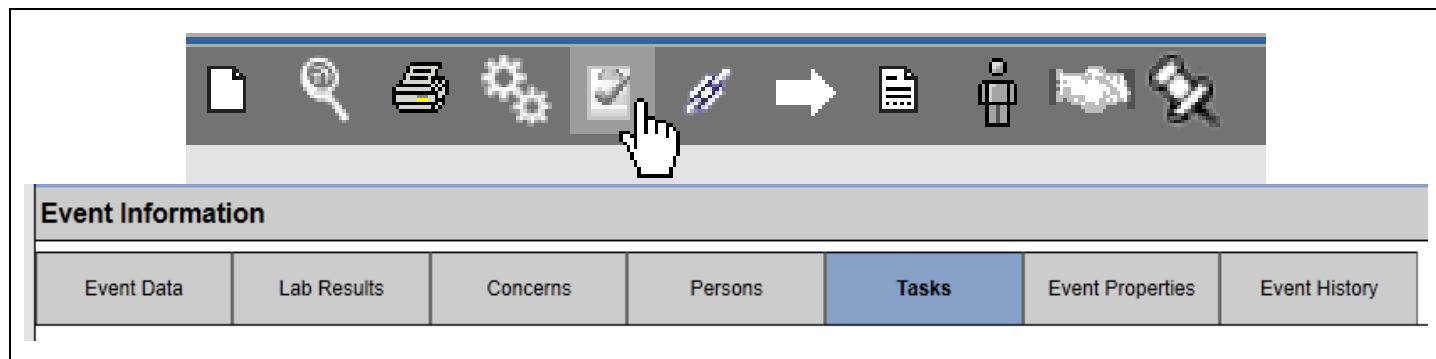
### TASKS

Similar to the items in the Workflows, a task within the LSS is another technique for users to delegate assignments or work to others or themselves. Tasks are accessed in three places: from the Dashboard page 1) Tasks tab or 2) Task button and from the 3) Workflow Queues page (Task Specific Monitors). All provide similar information but offer slightly different views and functionality.

Task creation can be different depending upon where the user initiated the create task action. If the user clicked the Add Task link from the Workflow Queues page (next to Task Specific Monitors), the task will automatically not be assigned to a specific event but if the user clicks the Tasks button on the Dashboard, the task can either be associated with the currently active event or it can be non-event specific.

#### To View Tasks from the Dashboard window:

1. Click the **Tasks** button on LSS Dashboard toolbar or the **Tasks** tab in an Event under the Event Information.



If an event is loaded, tasks for that current event (if any) will be displayed.

All tasks assigned to the current user will also be displayed.

**Tasks**

Tasks for the selected event										
Type	Priority	Due Date	Description	Status	Created By	Event	Assigned To	Assigned To Group	Action	
Assignment	Medium	11/16/2011	Testing Tasks	In Progress	CLPPP Migration (07/07/2009)	<a href="#">CT000000077756 - Blood Lead - Child - Linda Smith</a>	Krista Veneziano		<a href="#">Edit</a> <a href="#">Delete</a>	

My tasks (specifically assigned to me)										
Type	Priority	Due Date	Description	Status	Created By	Event	Assigned To	Assigned To Group	Action	
Assignment	Medium	11/16/2011	Testing Tasks	In Progress	CLPPP Migration (07/07/2009)	<a href="#">CT000000077756 - Blood Lead - Child - Linda Smith</a>	Krista Veneziano		<a href="#">Edit</a> <a href="#">Delete</a>	
Other	Very Low		QC	In Progress	Audrey Gain (08/16/2011)	<a href="#">101030623 - Blood Lead - Child - Evan L Legg</a>	Krista Veneziano		<a href="#">Edit</a> <a href="#">Delete</a>	

[Add event task](#) [Add Task](#) [Dashboard](#) [Help](#)

The fields in the Tasks list window are:

Type	This should always be <b>Assignment</b> for LSS
Priority	Indicates the Task priority: Very Low, Low, Medium, High, Very High
Due Date	Displays the date that the Task is scheduled for completion
Description	Describes briefly the task to be accomplished
Status	The status of the task in the queue: Pending, In Progress, Completed
Created By	Displays the name of the user who created the event. Also displays date of creation
Last Update	Displays the date that the event was last updated
Event	The unique event number automatically assigned by LSS is displayed here.
Disease or Condition	Always displays as Local Health Employee, Local Health Department, or Local Health Annual Report
Assigned To	Identifies the user responsible for updating the Task identified by the workflow
Assigned To Group	Identifies the user group responsible for updating the Task identified by the workflow
Action	Displays link to Edit the Task

2. To load the event associated with a Task, click the **Event ID** in the Tasks list.

**Tasks**

**Tasks for the selected event**

Type	Priority	Due Date	Description	Status	Created By	Event	Assigned To	Assigned To Group	Action
Assignment	Medium	12/30/2011	Contact provider for test result	In Progress	Krista Veneziano (12/12/2011)	<a href="#">101118735 - Blood Lead - Not classified - Evan Daniel Legg</a>	Krista Veneziano		<a href="#">Edit</a> <a href="#">Delete</a>

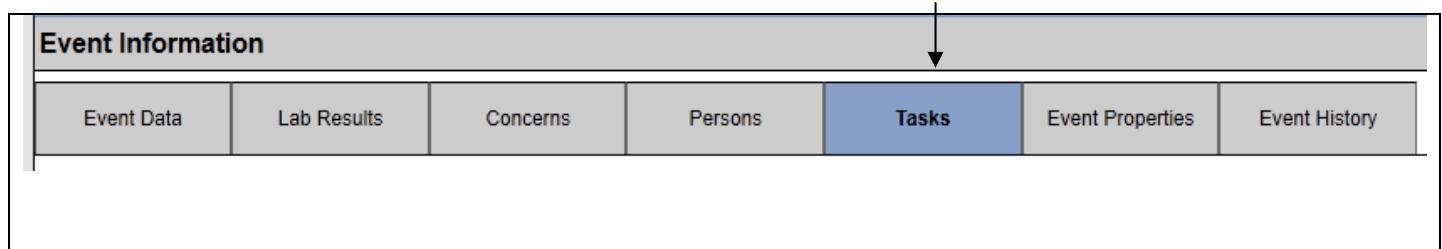
**My tasks (specifically assigned to me)**

Type	Priority	Due Date	Description	Status	Created By	Event	Assigned To	Assigned To Group	Action
Assignment	Medium	12/30/2011	Contact provider for test result	In Progress	Krista Veneziano (12/12/2011)	<a href="#">101118735 - Blood Lead - Not classified - Evan Daniel Legg</a>	Krista Veneziano		<a href="#">Edit</a> <a href="#">Delete</a>

[Add event task](#) [Add Task](#) [Dashboard](#) [Help](#)

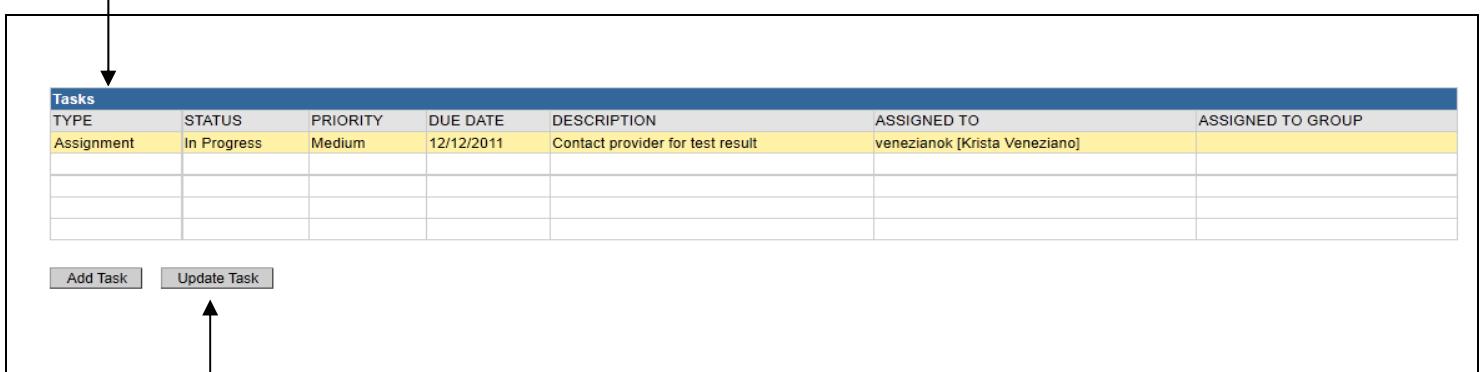
3. To view the full Task information, click the **Edit** link in the Tasks list. (see above)

4. You can also click on the Tasks tab in an open Event to view the task.



The screenshot shows a horizontal navigation bar with several tabs: Event Data, Lab Results, Concerns, Persons, Tasks (which is highlighted in blue), Event Properties, and Event History. The Tasks tab is currently active, indicating the user is viewing the task list for this event.

5. To open the Task you must click on the Task (it will highlight in yellow) then click on the Update Task button.



The screenshot shows a table titled "Tasks" with the following columns: TYPE, STATUS, PRIORITY, DUE DATE, DESCRIPTION, ASSIGNED TO, and ASSIGNED TO GROUP. There is one visible row for an "Assignment" task. The "DESCRIPTION" column for this task contains the text "Contact provider for test result". The "ASSIGNED TO" column shows "venezianok [Krista Veneziano]". The "ASSIGNED TO GROUP" column is empty. At the bottom of the table, there are two buttons: "Add Task" and "Update Task". An arrow points from the "Update Task" button towards the "Update Task" button in the previous screenshot.

Tasks						
TYPE	STATUS	PRIORITY	DUE DATE	DESCRIPTION	ASSIGNED TO	ASSIGNED TO GROUP
Assignment	In Progress	Medium	12/12/2011	Contact provider for test result	venezianok [Krista Veneziano]	

The Edit Tasks dialog box will display.

### Edit Task

Task Information	
Event:	<a href="#">101118735 - Blood Lead - Not classified - Evan Daniel Legg</a>
Type:	Assignment
Status:	In Progress
Created By:	venezianok [Krista Veneziano]
Create Date:	12/12/2011
Last Update:	12/12/2011
Priority:	Medium
Due Date:	12/30/2011 <input type="button" value="Calendar"/>
Start Date:	12/12/2011 <input type="button" value="Calendar"/>
Complete Date:	<input type="button" value="Calendar"/>
Description:	Contact provider for test result
Notes:	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
Assign to user:	<input type="text" value="venezianok [Krista Veneziano]"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Assign to group:	<input type="text"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

6. Update Task as needed (i.e., add notes, input completion date, change Status) and click on the Save button this will bring you back to the LSS Dashboard. If no changes are made you can click on the Cancel button and return to the LSS Dashboard.

### Tasks may also be viewed from the Workflow Queues

1. Click the **Workflows** button on the LSS Dashboard toolbar.



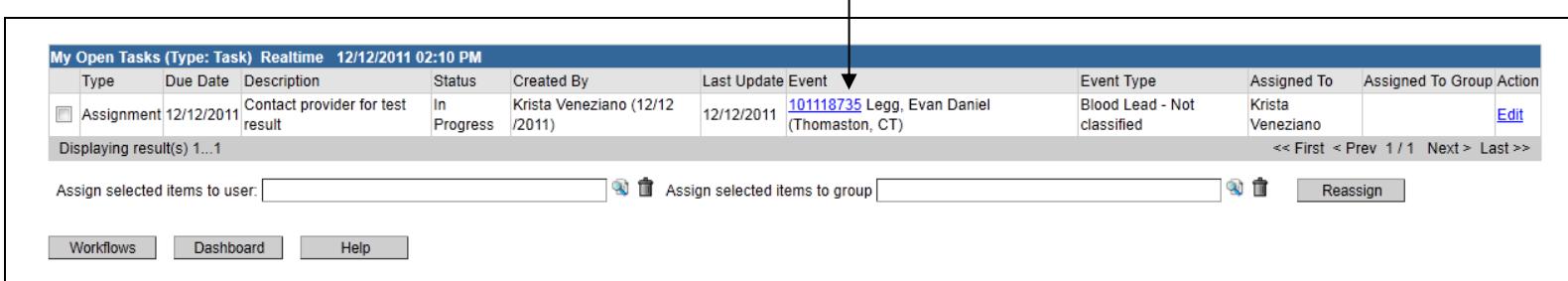
The Workflow Queue window will display and the Tasks can be found at the bottom of the list.



Task Specific Monitors	(Add Task)
My Groups' Open Tasks (12/12/2011 02:12 PM)	0 (0)
My Open Tasks (12/12/2011 02:10 PM)	1 (1)
My Overdue Tasks (12/12/2011 02:10 PM)	0 (0)
Open Tasks Created by Me (12/12/2011 02:10 PM)	120 (1)
Overdue Tasks Created by Me (12/12/2011 02:10 PM)	0 (0)

Dashboard Help

2. Click the on any one of the workflows under the **Task Specific Monitors** to view the list of events associated with the workflow.
3. To open the event with an associated Task click on the event ID number.



My Open Tasks (Type: Task) Realtime 12/12/2011 02:10 PM

Type	Due Date	Description	Status	Created By	Last Update Event	Event Type	Assigned To	Assigned To Group	Action
Assignment	12/12/2011	Contact provider for test result	In Progress	Krista Veneziano (12/12/2011)	12/12/2011 101118735 Legg, Evan Daniel (Thomaston, CT)	Blood Lead - Not classified	Krista Veneziano		Edit

Displaying result(s) 1-1

Assign selected items to user:  Assign selected items to group:  Reassign

Workflows Dashboard Help

Tasks can now be viewed in the same manner as when accessed using the Tasks button in the LSS Dashboard toolbar.

## Creating a Task for a Specific Event

1. In the open Event click on the Tasks tab and click on the Add Task button.

2. The Add Task screen will appear for the Event you were in.

**Add Task**

---

**Task Information**

Event:	101118735 - Blood Lead - Not classified - Evan Daniel Legg	
Type:	<input type="text"/>	<input type="button" value="▼"/>
Status:	<input type="text"/> Pending	<input type="button" value="▼"/>
Priority:	<input type="text"/> Very Low	
Due Date:	<input type="text"/>	<input type="button" value="▼"/>
Start Date:	<input type="text"/>	<input type="button" value="▼"/>
Complete Date:	<input type="text"/>	<input type="button" value="▼"/>
Description:	<input type="text"/>	
Notes:	<input type="text"/>	
Assign to user:	<input type="text"/>	
Assign to group:	<input type="text"/>	

---

**Save** **Cancel** **Help**

3. Fill out the Type, Status, Priority, Due Date, Start Date, Description, Notes field.
  4. Assign the task by clicking on the Search field to the right of the Assign to user field

### Search User

**User Details:**

Login Name:	<input type="text"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
User Status:	Active <input type="button" value="▼"/>
Role:	<input type="text"/>
Group:	<input type="text"/>

**Search Results**

Search Results	Login Name	Name	Status	Last Login
No search done				

5. Fill out the Last and First name of the person you would like to assign the task to and then click the Search button.

## Search User

**User Details:**

Login Name:	<input type="text"/>
Last Name:	<input type="text" value="Veneziano"/>
First Name:	<input type="text" value="Krista"/>
User Status:	Active <input type="button" value="▼"/>
Role:	<input type="text"/> <input type="button" value="▼"/>
Group:	<input type="text"/> <input type="button" value="▼"/>

**Search Results**

Search Results			
Login Name	Name	Status	Last Login
venezianok	Krista Veneziano	Active	12/12/2011

Displaying result(s) 1...1, (maximum 50)



6. Click on the name of the person under the Search Results and then click on the Use selected user button.

### Creating a Task NOT for a Specific Event

1. Click on the Task icon at the top of the Dashboard.



2. Click on the Add Task button. (If you click on the "Add event task" button that will add a task to the event on your dashboard.)



A screenshot of the 'Tasks' screen. The top section is titled 'Tasks for the selected event' and shows a table with columns: Type, Priority, Due Date, Description, Status, Created By, Event, Assigned To, Assigned To Group, and Action. A message 'None available' is displayed. The bottom section is titled 'My tasks (specifically assigned to me)' and shows a similar table. A message 'None available' is displayed. At the bottom of the screen are buttons for 'Add event task', 'Add Task', 'Dashboard', and 'Help'. An arrow points to the 'Add Task' button.

3. The Add Task screen will appear (as in #2 from the example above). Follow steps from above example.

# Chapter 9: Print Templates

## OVERVIEW

---

### Purpose

Describe the LSS Print Templates.

---

### Objectives

- Demonstrate how to use a Print Template
    - Print template workflow
    - Print template within an event
-

### PRINT TEMPLATES

Print Templates are important in the LSS because they allow users automatically print “letters” with pre-populated information from within the LSS. The LSS will automatically populate information within letters to provide the user with letters for parents of children with elevated blood tests, environmental orders and lead inspection report summaries.

“Letters” can be print two different ways within the LSS.

#### To Print Letters using the Workflows Queue:

1. Open the **Workflow Queue** by clicking on the Workflow icon on the LSS Dashboard
2. Scroll down to the **Letters** workflows

Letters						
Initial Letter To Parent of Child with Confirmed BLL	(05/25/2010 09:00 AM)					
Initial Letter To Parent of Child with Confirmed EBLL in Extended Testing	(05/25/2010 09:00 AM)					
Initial Letter to Parent of Child with Non-Confirmed BLL 10+	(05/25/2010 09:00 AM)					
Lead Abatement Order	(05/25/2010 09:00 AM)					
Lead Inspection Report	(05/25/2010 09:00 AM)					
Overdue Testing Reminder Letter	(05/25/2010 09:04 AM)					
Test Reminder Letter	(05/25/2010 09:00 AM)					

3. Open the selected Workflow by clicking **Details** on the right
4. The list of children/properties that fall within the requirements of the Workflow will be displayed

Initial Letter To Parent of Child with Confirmed EBLL in Extended Testing (Type: Case) 05/25/2010 12:13 PM							
Event	Name	Status	Create Date	Event Type	Last Update	Assigned To	Assigned To Group
<input type="checkbox"/> 100000243	Veneziano, Kerry Ann (Willimantic, CT)	Open	04/29/2010	Blood Lead - Child	05/25/2010		

Displaying result(s) 1...1

<< First < Prev 1 / 1 Next > Last >>

Assign selected items to user:  Assign selected items to group:  Reassign:

Print Template  Mark as Sent

Workflows  Dashboard  Help

5. **Select all** the child/property events that you would like to print the letter for by clicking on the check box to the left of the Event ID (**multiple events can be selected**)

6. Click on Print Template

Initial Letter To Parent of Child with Confirmed EBLL in Extended Testing (Type: Case) 05/25/2010 12:13 PM

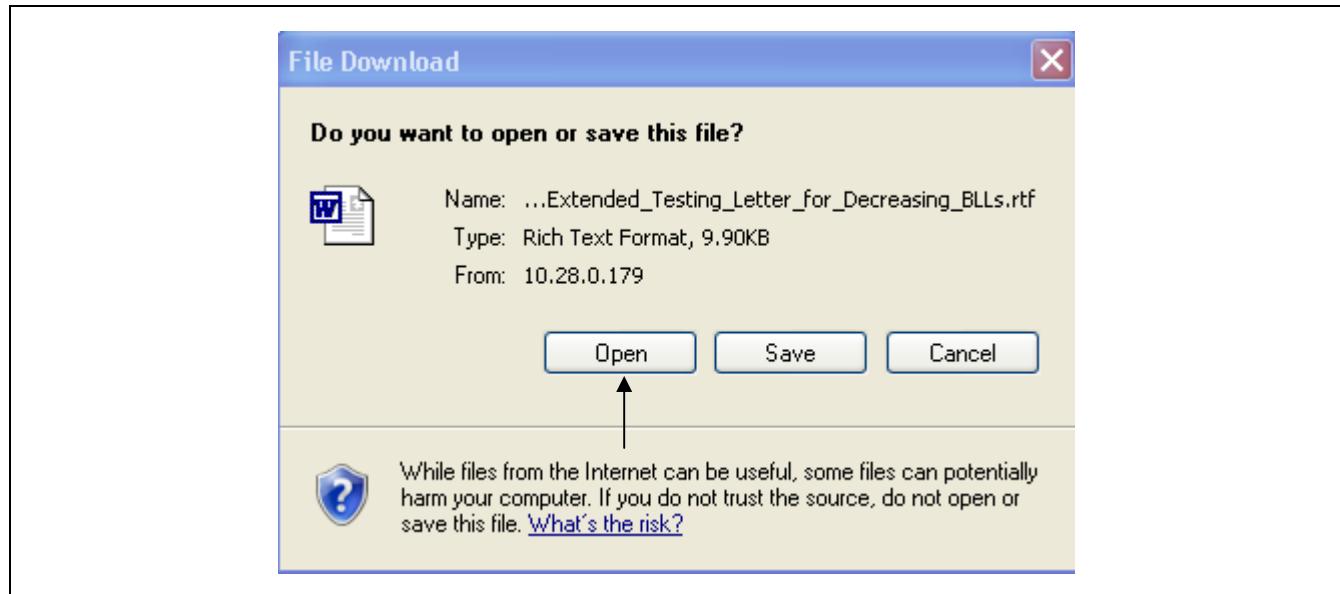
Event	Name	Status	Create Date	Event Type	Last Update	Assigned To	Assigned To Group
<input checked="" type="checkbox"/> 100000243	Veneziano, Kerry Ann (Willimantic, CT)	Open	04/29/2010	Blood Lead - Child	05/25/2010		

Displaying result(s) 1...1

<< First < Prev 1 / 1 Next > Last >

Assign selected items to user:  Assign selected items to group:  Reassign

7. The following screen will appear

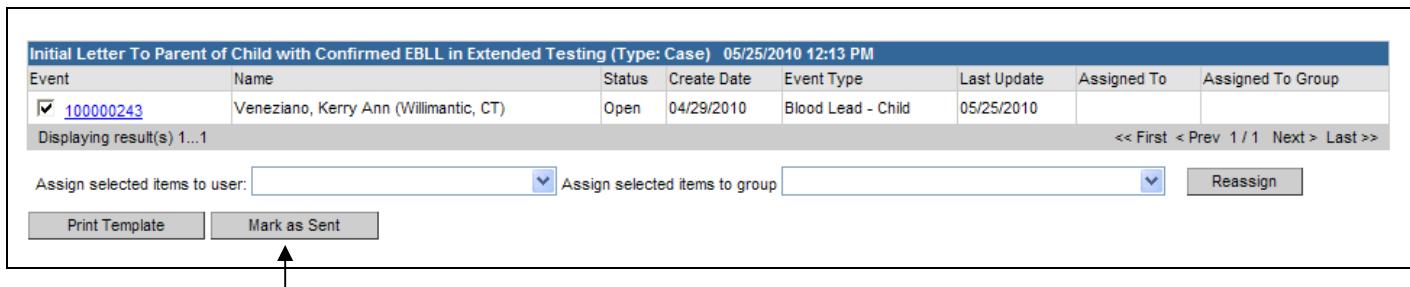


8. Click on **Open**

9. The selected letter(s) will open in Microsoft Word, the letter can be printed and/or saved and the letter can then be closed (close as you would any other Microsoft Word document)

 If there is pre-populated data that is missing or incorrect in the print document, the user MUST go back into LSS to make changes. The LSS information will not be changed if changes are made directly to the word document. After making changes in the LSS, reprint the document from either the workflow or the Print Documents screen and the information will be updated.

10. Once back at the Workflow screen click on **Mark as Sent**



Initial Letter To Parent of Child with Confirmed EBLL in Extended Testing (Type: Case) 05/25/2010 12:13 PM

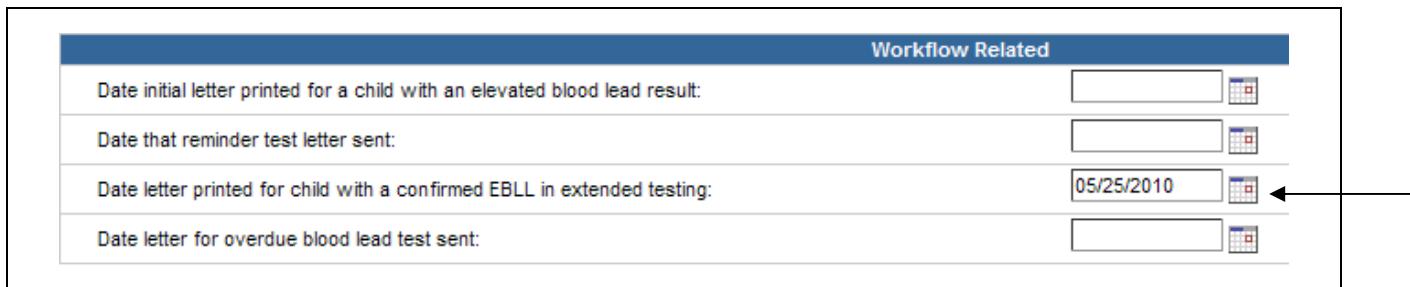
Event	Name	Status	Create Date	Event Type	Last Update	Assigned To	Assigned To Group
<input checked="" type="checkbox"/> 100000243	Veneziano, Kerry Ann (Willimantic, CT)	Open	04/29/2010	Blood Lead - Child	05/25/2010		

Displaying result(s) 1...1

Assign selected items to user:  Assign selected items to group:  Reassign

Print Template | Mark as Sent

Clicking **Mark as Sent** will auto-populate the question package (in this case the Administrative Question Package) with the date that the letter was printed from the Workflow (see below)



Workflow Related

Date initial letter printed for a child with an elevated blood lead result:	<input type="text"/>
Date that reminder test letter sent:	<input type="text"/>
Date letter printed for child with a confirmed EBLL in extended testing:	<input type="text"/> 05/25/2010
Date letter for overdue blood lead test sent:	<input type="text"/>

### To Print Letters directly from the Event:

1. **Open** Event (child or property)
2. Click on the **Print Case** icon on the LSS Dashboard



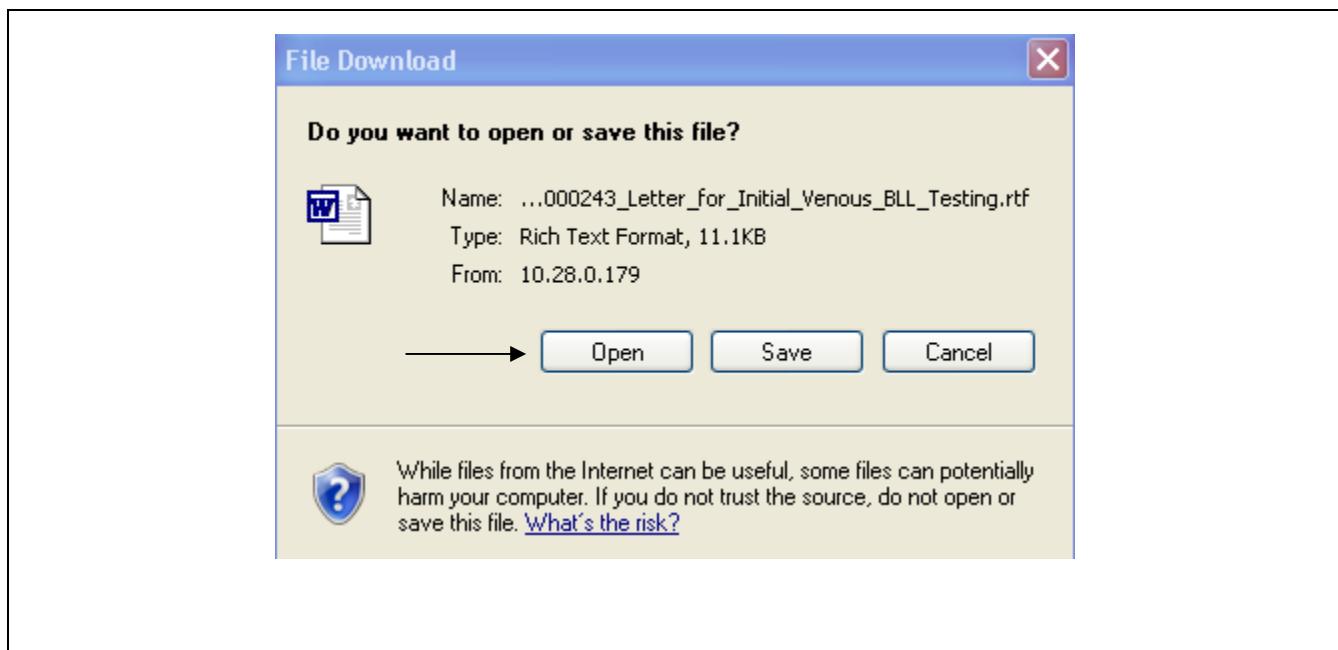
3. The available letters for the event will be displayed

Blood Lead - Child Event			
Print Documents			
Document	Description	Name	Action
Lead_Test_Reminder_Letter.rtf	Test Reminder Letter	Kerry Ann Veneziano	<a href="#">Open</a>
Letter_for_Decreasing_BLLs.rtf	First letter for confirmed follow-up testing	Kerry Ann Veneziano	<a href="#">Open</a>
Letter_for_Initial_Venous_BLL_Testing.rtf	First Letter to Confirmed Children 10-19 bll	Kerry Ann Veneziano	<a href="#">Open</a>
Letter_for_Overdue_Lead_Test.rtf	Overdue Lead Test Letter	Kerry Ann Veneziano	<a href="#">Open</a>
Event_Print.xls	Generic Event Template	Kerry Ann Veneziano	<a href="#">Open</a>

Property Event	
Print Documents	
Document	Description
Event_Print.xls	Generic Event Template
LeadInspectionSummaryForm.rtf	Lead Inspection Report Summary
Lead_Abatement_Order.rtf	Lead Abatement Order

4. Click **Open** for the letter to be printed
5. The following screen will appear



6. Click on **Open**
7. The selected letter(s) will open in Microsoft Word, the letter can be printed and/or saved and the letter can then be closed (close as you would any other Microsoft Word document)



If there is pre-populated data that is missing or incorrect in the print document, the user MUST go back into LSS to make changes. The LSS information will not be changed if changes are made directly to the word document. After making changes in the LSS, reprint the document from either the workflow or the Print Documents screen and the information will be updated.



**If the letter is printed directly from the Event the date will NOT be auto-populated in the corresponding question package**



**Here is a list of Workflow and corresponding letters:**

<b>Child Event Workflow &amp; Letters</b>	
<b>Workflow</b>	<b>Letters</b>
Initial Letter to Parents of Child with Confirmed BLL	Letter for Initial Venous BLL
Initial Letter to Parent of Child with Confirmed EBLL in Extended Testing	Letter for decreasing BLL
Initial Letter to Parent of Child with Non-Confirmed BLL 10+	Letter for Unconfirmed Capillary 10 or higher
Overdue Testing Reminder Letter	Letter for Overdue Lead Test
Test Reminder Letter	Lead Test Reminder
	Event Print – summary of event
<b>Environmental Event Workflow &amp; Letters</b>	
<b>Workflow</b>	<b>Letter</b>
Lead Abatement Order	Lead Abatement Order
<b>Note:</b> In the Lead Remediation/Abatement question package the question: "Does this property require an abatement" must be answered Yes for this to show up in the workflow/print documents	
Lead Inspection Report	Lead Inspection Summary Form
<b>Note:</b> The Environmental Lead Inspection question package needs to be completed for this to show up in workflow/print documents	
	Event Print

# Chapter 10: Reports

## OVERVIEW

---

### Purpose

Describe the LSS reports feature.

---

### Objectives

- View and describe the pre-defined LSS reports
  - Print the pre-defined LSS reports
-

### REPORTS

---

Currently, the LSS has thirteen pre-defined reports that are available for viewing and printing for caseworkers:

The screenshot shows a user interface titled "Maven Reporting". On the left, there is a "Category" dropdown menu set to "Childhood Lead". Below it is a "Select Report" dropdown menu. A "Run Report" button is located to the left of the report list. The list of reports is displayed in a yellow box and includes the following items:

- Case Counts - Child and Environmental
- Case Counts - Child and Environmental with Case Status Option
- Child - All BLLs
- Child Case Notes
- Child Cases - All BLLs
- Child Cases - Initial BLLs
- Child Chelation Report
- Environmental Case Notes
- Environmental Cases - Basic Information
- Environmental Cases - Comprehensive Report (Abatement)
- Environmental Cases - Comprehensive Report (Inspection)
- Environmental Cases - Comprehensive Report (Remediation)
- Environmental Cases - Confidential Information

- **Case Counts: Child and Environmental:** This report will provide the user with environmental and child case counts within the criteria selected. Just a number will be listed for environmental and child cases...no names or addresses.

**Maven Reporting**

Category:	Childhood Lead
Select Report:	Case Counts - Child and Environmental
Start Date [creation / first elevated date]:	<input type="text"/>
End Date [creation / first elevated date]:	<input type="text"/>
Official Town:	<input type="text"/> Andover Ansonia Ashford Avon Barkhamsted
Local Health Department:	<input type="text"/> Bethel Health Department Bridgeport Health Department Bristol-Burlington Health District Brookfield Health Department CT River Area Health District
LPPCP Region:	<input type="text"/> Region 1 Region 2 Region 3 Region 4 Unknown

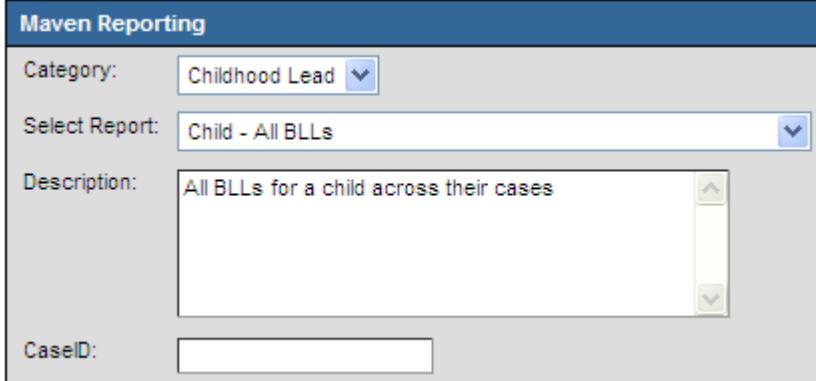
- **Case Counts – Child and Environmental with Case Status Option:** This report will provide the user with **OPEN** environmental and child case counts for the criteria selected within the time period selected. Just a number will be listed for environmental and child cases...no names or addresses.

**Maven Reporting**

Category:	Childhood Lead
Select Report:	Case Counts - Child and Environmental with Case Status Option
Description:	Option to choose only current OPEN cases created during the selected period
Start Date [creation / first elevated date]:	<input type="text"/> <input type="button" value="Calendar"/>
End Date [creation / first elevated date]:	<input type="text"/> <input type="button" value="Calendar"/>
Case Status:	Open Closed
Official Town:	Andover Ansonia Ashford Avon
Local Health Department:	Bethel Health Department Bridgeport Health Department Bristol-Burlington Health District Brookfield Health Department
LPPCP Region:	Region 1 Region 2 Region 3 Region 4

**Run Report** **Export Results** **Dashboard** **Help**

- **Child All BLLs:** A listing of all BLLs for a single child and address's associated with the testing.



The screenshot shows the 'Maven Reporting' interface. The 'Category' dropdown is set to 'Childhood Lead'. The 'Select Report' dropdown is set to 'Child - All BLLs'. The 'Description' text area contains the text 'All BLLs for a child across their cases'. The 'CaseID' field is empty.

**Note:** To run this report from the reports screen the child's CaseID is needed.

**Note:** This report can be run directly from any one of the child's cases. To do this open the child's case, click on the report icon, select this report from the drop down list, and the CaseID will be pre-populated.

- **Child Case notes:** This report will provide the user with child case notes from cases that were created during the selected time frame.

**Maven Reporting**

Category:	Childhood Lead
Select Report:	Child Case Notes
Start Date [create date]:	<input type="text"/> <input type="button" value="Calendar"/>
End Date [create date]:	<input type="text"/> <input type="button" value="Calendar"/>
Case Status:	Open Closed
Official Town:	Andover Ansonia Ashford Avon
Local Health Department:	Bethel Health Department Bridgeport Health Department Bristol-Burlington Health District Brookfield Health Department
LPPCP Region:	Region 1 Region 2 Region 3 Region 4

**Run Report** **Export Results** **Dashboard** **Help**

- **Child Cases - All BLLs:** This report will provide the user with a list of children that had a BLL draw date within the date range specified. Additionally, all BLLs within the child's case will also be listed.

**Maven Reporting**

Category:	Childhood Lead
Select Report:	Child Cases - All BLLs
Start Date [BLL Draw Date]:	<input type="text"/> <input type="button" value="Calendar"/>
End Date [BLL Draw Date]:	<input type="text"/> <input type="button" value="Calendar"/>
Test Type:	Capillary Venuous
Minimum BLL:	<input type="text"/>
Maximum BLL:	<input type="text"/>
Case Status:	Open Closed
Official Town:	Andover Ansonia Ashford Avon Barkhamsted
Local Health Department:	Bethel Health Department Bridgeport Health Department Bristol-Burlington Health District Brookfield Health Department CT River Area Health District
LPPCP Region:	Region 1 Region 2 Region 3 Region 4 Unknown

- **Child Cases - Initial BLLs:** This report will provide the user with a list of children and their initial BLLs within the date range specified. All subsequent BLL will also be listed if they fall within the selected date range.

**Maven Reporting**

Category:	Childhood Lead
Select Report:	Child Cases - Initial BLLs
Description:	Lists children whose initial BLL within the BLL Range falls in the date range
Start Date [BLL Draw Date]:	<input type="text"/>
End Date [BLL Draw Date]:	<input type="text"/>
Test Type:	Capillary Vinous
Minimum initial BLL:	<input type="text"/>
Maximum initial BLL:	<input type="text"/>
Case Status:	Open Closed
Official Town:	Andover Ansonia Ashford Avon Barkhamsted
Local Health Department:	Bethel Health Department Bridgeport Health Department Bristol-Burlington Health District Brookfield Health Department CT River Area Health District
LPPCP Region:	Region 1 Region 2 Region 3 Region 4 Unknown

- **Environmental Case Notes:** This report will provide the user with environmental case notes from cases that were created during the selected time frame.

**Maven Reporting**

Category: Childhood Lead

Select Report: Environmental Case Notes

Start Date [create date]:

End Date [create date]:

Case Status:

Official Town:

Local Health Department:

LPPCP Region:

Run Report

Export Results

Dashboard

Help

- **Child Chelation Report:** This report will provide the user with a list of children who have been chelated within the date range selected.

The screenshot shows a 'Maven Reporting' interface with the following fields:

- Category:** Childhood Lead
- Select Report:** Child Chelation Report
- Start Date [chelation date]:** (input field with calendar icon)
- End Date [chelation date]:** (input field with calendar icon)
- Official Town:** (dropdown menu)
  - Andover
  - Ansonia
  - Ashford
  - Avon
  - Barkhamsted
- Local Health Department:** (dropdown menu)
  - Bethel Health Department
  - Bridgeport Health Department
  - Bristol-Burlington Health District
  - Brookfield Health Department
  - CT River Area Health District
- LPPCP Region:** (dropdown menu)
  - Region 1
  - Region 2
  - Region 3
  - Region 4
  - Unknown

**Note:** Report will only provide the chelation information if it has been manually entered in to the child's case in the Medical Status question package.

**Environmental Cases – Basic Information:** This report will provide the user with a line list of basic information for environmental cases (Case ID, Case Status, Address, Create date, Last Update Date, Lead inspector company/department, Lead inspector name, LHD, Official town, LPPCP region).

**Maven Reporting**

Category:	Childhood Lead
Select Report:	Environmental Cases - Basic Information
Start Date [creation date]:	<input type="text"/> <input type="button" value="Calendar"/>
End Date [creation date]:	<input type="text"/> <input type="button" value="Calendar"/>
Case Status:	<input type="checkbox"/> Open <input type="checkbox"/> Closed
Official Town:	<input type="checkbox"/> Andover <input type="checkbox"/> Ansonia <input type="checkbox"/> Ashford <input type="checkbox"/> Avon <input type="checkbox"/> Barkhamsted
Local Health Department:	<input type="checkbox"/> Bethel Health Department <input type="checkbox"/> Bridgeport Health Department <input type="checkbox"/> Bristol-Burlington Health District <input type="checkbox"/> Brookfield Health Department <input type="checkbox"/> CT River Area Health District
LPPCP Region:	<input type="checkbox"/> Region 1 <input type="checkbox"/> Region 2 <input type="checkbox"/> Region 3 <input type="checkbox"/> Region 4 <input type="checkbox"/> Unknown

**Note:** Report will only provide the information if it has been manually entered in to the case through the question packages.

**Environmental Cases – Comprehensive Report (Abatement):** This report will provide the user with a list of environmental cases created within the date rage selected requiring abatement and all information associated with that case.

(E.g., Case ID, Case Status, Address, Date LIRF Printed, Order Issue Date, Abatement Required, Remediation Required, Plan Received Date, Date Lead Abatement Plan reviewed and notification of plan status sent to property owner, ect.)

**Maven Reporting**

Category:	Childhood Lead
Select Report:	Environmental Cases - Comprehensive Report (Abatement)
Start Date [creation date]:	<input type="text"/> <input type="button" value="Calendar"/>
End Date [creation date]:	<input type="text"/> <input type="button" value="Calendar"/>
Case Status:	<input type="checkbox"/> Open <input type="checkbox"/> Closed
Official Town:	<input type="checkbox"/> Andover <input type="checkbox"/> Ansonia <input type="checkbox"/> Ashford <input type="checkbox"/> Avon <input type="checkbox"/> Barkhamsted
Local Health Department:	<input type="checkbox"/> Bethel Health Department <input type="checkbox"/> Bridgeport Health Department <input type="checkbox"/> Bristol-Burlington Health District <input type="checkbox"/> Brookfield Health Department <input type="checkbox"/> CT River Area Health District
LPPCP Region:	<input type="checkbox"/> Region 1 <input type="checkbox"/> Region 2 <input type="checkbox"/> Region 3 <input type="checkbox"/> Region 4 <input type="checkbox"/> Unknown

**Note:** Report will only provide the information if it has been manually entered in to the case through the question packages.

**Environmental Cases – Comprehensive Report (Inspection):** This report will provide the user with a list of all environmental cases requiring abatement and an excerpt of information entered in to the Environmental Lead Inspection package.

The screenshot shows a user interface titled "Maven Reporting". It includes the following fields:

- Category: Childhood Lead
- Select Report: Environmental Cases - Comprehensive Report (Inspection)
- Status: Open  
Closed
- Start Date: [Text Box] [Calendar Icon]
- End Date: [Text Box] [Calendar Icon]

- **Environmental Cases – Comprehensive Report (Remediation):** This report will provide the user with a list of environmental cases created within the date rage selected requiring remediation and all information associated with that case.  
(E.g., Case ID, Case Status, Address, Date LIRF Printed, Order Issue Date, Abatement Required, Remediation Required, Plan Received Date, Date Lead Remediation Plan reviewed and notification of plan status sent to property owner, ect.)

**Maven Reporting**

Category:	Childhood Lead
Select Report:	Environmental Cases - Comprehensive Report (Remediation)
Start Date [creation date]:	<input type="text"/> <input type="button" value="Calendar"/>
End Date [creation date]:	<input type="text"/> <input type="button" value="Calendar"/>
Case Status:	<input type="checkbox"/> Open <input type="checkbox"/> Closed
Official Town:	<input type="checkbox"/> Andover <input type="checkbox"/> Ansonia <input type="checkbox"/> Ashford <input type="checkbox"/> Avon <input type="checkbox"/> Barkhamsted
Local Health Department:	<input type="checkbox"/> Bethel Health Department <input type="checkbox"/> Bridgeport Health Department <input type="checkbox"/> Bristol-Burlington Health District <input type="checkbox"/> Brookfield Health Department <input type="checkbox"/> CT River Area Health District
LPPCP Region:	<input type="checkbox"/> Region 1 <input type="checkbox"/> Region 2 <input type="checkbox"/> Region 3 <input type="checkbox"/> Region 4 <input type="checkbox"/> Unknown

**Note:** Report will only provide the information if it has been manually entered in to the case through the question packages.

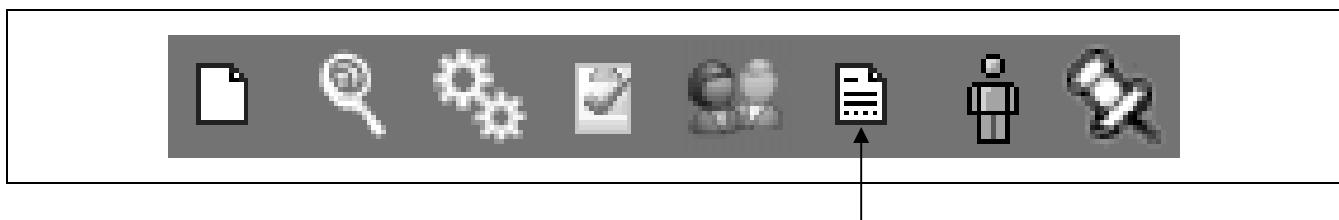
**Environmental Cases – Confidential Information:** This report will provide the user with a list of environmental cases created within the date rage selected with basic information (e.g., creation date, when case was last updated, LHD and LHD inspector) **AND** the child and child's BLLs associated with the environmental case.

**Maven Reporting**

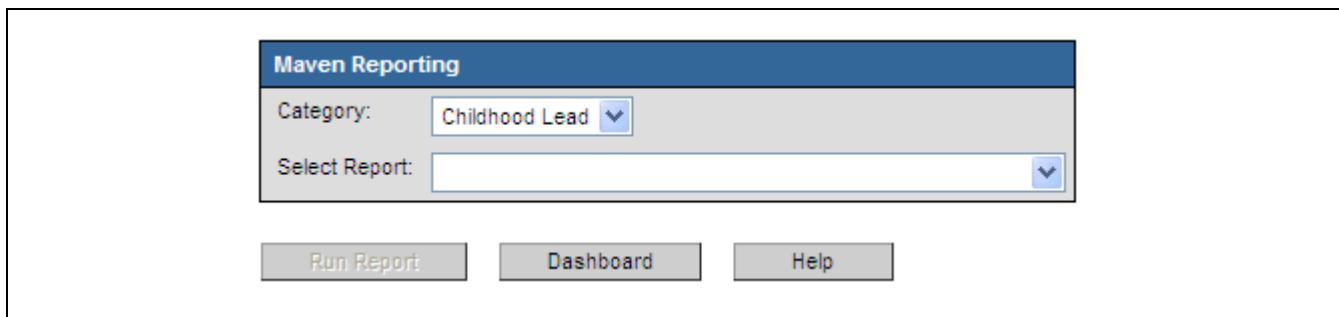
Category:	Childhood Lead
Select Report:	Environmental Cases - Confidential Information
Start Date [creation date]:	<input type="text"/> <input type="button" value="Calendar"/>
End Date [creation date]:	<input type="text"/> <input type="button" value="Calendar"/>
Case Status:	<input type="checkbox"/> Open <input type="checkbox"/> Closed
Official Town:	<input type="checkbox"/> Andover <input type="checkbox"/> Ansonia <input type="checkbox"/> Ashford <input type="checkbox"/> Avon <input type="checkbox"/> Barkhamsted
Local Health Department:	<input type="checkbox"/> Bethel Health Department <input type="checkbox"/> Bridgeport Health Department <input type="checkbox"/> Bristol-Burlington Health District <input type="checkbox"/> Brookfield Health Department <input type="checkbox"/> CT River Area Health District
LPPCP Region:	<input type="checkbox"/> Region 1 <input type="checkbox"/> Region 2 <input type="checkbox"/> Region 3 <input type="checkbox"/> Region 4 <input type="checkbox"/> Unknown

**To view the LSS reports:**

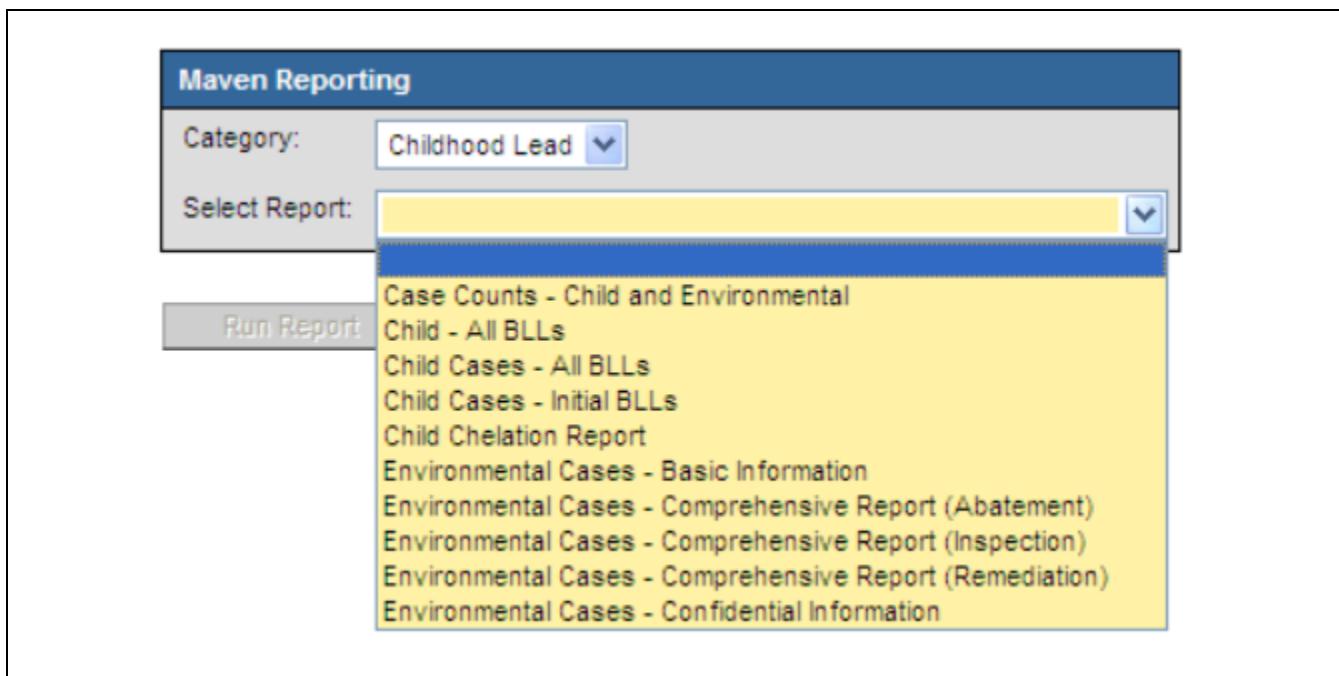
1. Click the **Reports** button on the LSS Dashboard toolbar.



The Reporting screen will display.

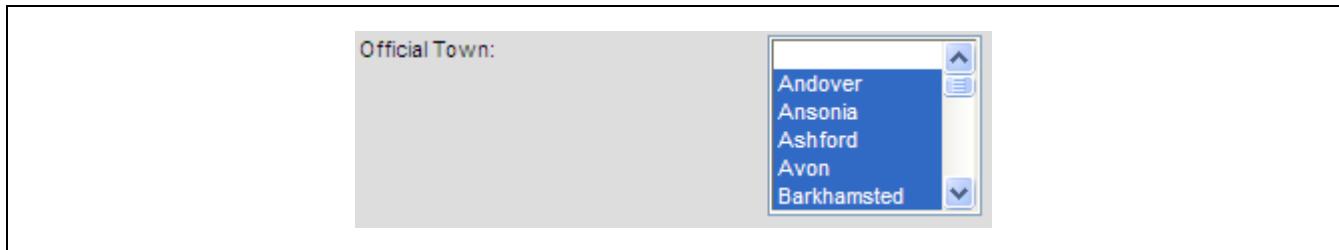


2. Select a report from the **Select Report** list.



3. **Input** the criteria for that report.

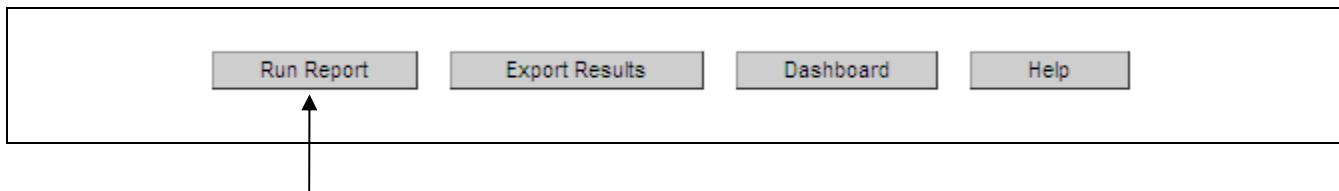
**Note:** To select a **range** of Official Towns, Local Health Departments, and/or Regions the user must hold down the shift key. Example: If Andover and Barkhamstead is selected while holding down the shift key all towns between Andover and Barkhamstead will be included in the report.



**Note:** To select **specific** Official Towns, Local Health Departments, and/or Regions the user must hold down the Control (Ctrl) key. Example: Hold Ctrl key down and click on Bethel Health Department, Bristol-Burlington Health District, and CT River Area Health District. Only these three departments will be included in the report.



4. Click the **Run Report** button.

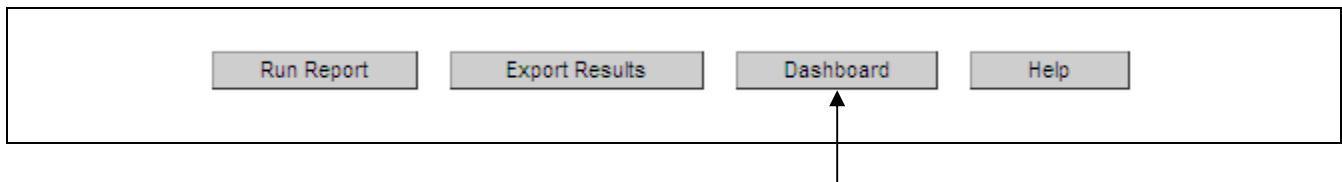


The selected report will be displayed in preview mode.

5. To print the report, click the **Print** button in your browser. (Note: The Print button and its location will vary according to the browser that is being used)

**Note:** If the report is large in size (many columns or rows) it will not print fully in preview mode. It can be printed if **Export Results** is selected. See directions below.

6. Close the Print window to return to the Reporting screen.
7. Click the **Dashboard** button to return to the LSS Dashboard.



### Reports Queue

Because the “Child Cases – All BLLs” and the “Child Cases – Initial BLLs” reports have so much data to sort through they are placed in to a reports queue while the data is being compiled. To generate and print these two reports follow the steps above through Step 4 then:

1. Once you click on the Run Report button the following statement will appear at the top of the screen:

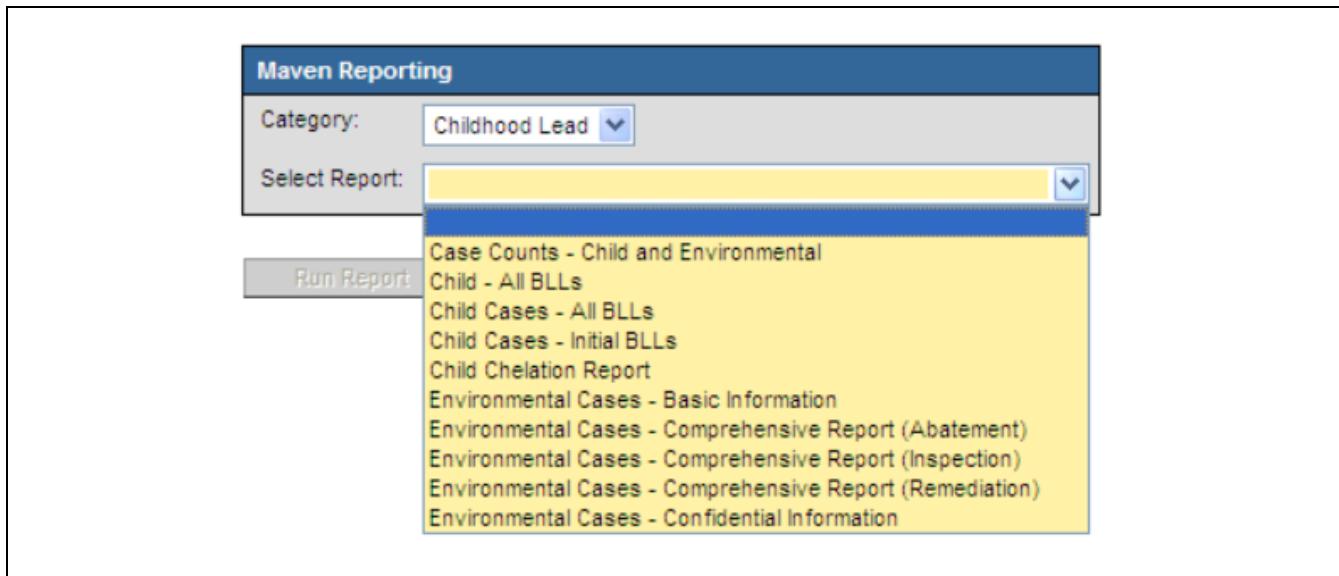
**The selected report has been scheduled for execution**

2. The Report Schedule (see below) will appear at the bottom of the screen. This shows when the report was placed in the queue, by whom, its status. If the **Action** column says “Refresh”, the report is not complete. Click on the “Refresh” link periodically to see if the report has completed.
3. Once the report is complete the Action column will change to “Download”. Click on the download to open in Excel.

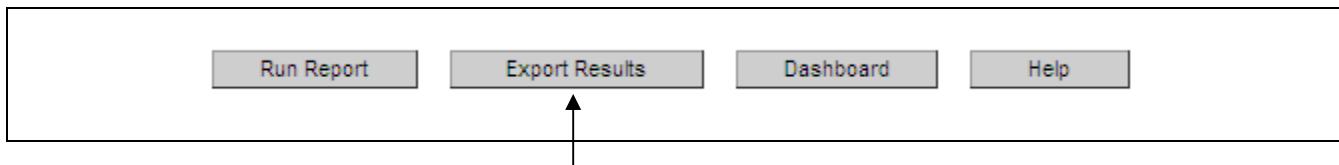
Report Schedule					
Scheduled Time	Frequency	Created By	Status	Action	
12/16/2011 01:39 PM	Queued	hungt [Tracy Hung]	Pending	<a href="#">Refresh</a>	
Available Reports					
Create Date	Created By	File		Action	
07/01/2011 12:06 PM	hungt [Tracy Hung]	CHILD_CASES_ALL_BLLS_hungt_20110701120657.html		<a href="#">Download</a>	
07/13/2011 12:00 PM	hungt [Tracy Hung]	CHILD_CASES_ALL_BLLS_hungt_20110713120001.xls		<a href="#">Download</a>	
07/13/2011 12:15 PM	hungt [Tracy Hung]	CHILD_CASES_ALL_BLLS_hungt_20110713121550.xls		<a href="#">Download</a>	
07/13/2011 01:29 PM	hungt [Tracy Hung]	CHILD_CASES_ALL_BLLS_hungt_20110713132922.html		<a href="#">Download</a>	
07/13/2011 01:32 PM	hungt [Tracy Hung]	CHILD_CASES_ALL_BLLS_hungt_20110713133231.html		<a href="#">Download</a>	
07/19/2011 10:43 AM	hungt [Tracy Hung]	CHILD_CASES_ALL_BLLS_hungt_20110719104346.xls		<a href="#">Download</a>	
07/22/2011 09:11 AM	hungt [Tracy Hung]	CHILD_CASES_ALL_BLLS_hungt_20110722091153.xls		<a href="#">Download</a>	
07/26/2011 04:02 PM	hungt [Tracy Hung]	CHILD_CASES_ALL_BLLS_hungt_20110726160243.xls		<a href="#">Download</a>	
07/27/2011 09:11 AM	hungt [Tracy Hung]	CHILD_CASES_ALL_BLLS_hungt_20110727091139.xls		<a href="#">Download</a>	
07/27/2011 09:58 AM	hungt [Tracy Hung]	CHILD_CASES_ALL_BLLS_hungt_20110727095809.xls		<a href="#">Download</a>	

**To export a report to Excel:**

1. Select a report from the **Select Report** list.



2. Click the **Export Results** button.



The File Download dialog box will display



3. Click the **Open** button.

The Microsoft Excel application will open and a workbook file with the report data will be created.

### Case Counts - Child and Environmental

**Report period [creation date]: 01/01/01 - 04/13/10**

Local Health Department	Official Town	Number of Child Cases	Number of Environmental Cases
Bethel Health Department	Bethel	1	0
	Total	1	0
Bridgeport Health Department	Bridgeport	124	184
	Total	124	184
Bristol-Burlington Health District	Bristol	2	12
	Total	2	12
CT River Area Health District	Deep River	0	2
	Total	0	2
Central Connecticut Health District	Berlin	4	2
	Rocky Hill	0	2
	Wethersfield	1	1
	Total	5	5

The Microsoft Excel workbook file can be modified in the normal Excel manner.

# Appendix A: Contact Information

### Overview

For technical support and related questions, contact the following support staff:

Contact Person – LSS	Phone	E-mail
Tracy Hung	(860) 509-8030	tracy.hung@ct.gov
Jimmy Davila	(860) 509-7277	jimmy.davila@ct.gov
<b>Or contact your individual case manager for assistance</b>	(860) 509-7299	
<b>Fax</b>	(860) 509-7295	

Contact	Phone
<b>State of Connecticut Department of Public Health – Lead and Healthy Homes Program</b>	(860) 509-7299

# Appendix B: LSS Dashboard Icons

### Overview

The icons in the generic Maven LSS Dashboard for the user are:

	<b>Create Event</b>	Used to create a child (Blood Lead – Child or Blood Lead – not classified) or property case
	<b>Search Event</b>	Used to search for an child or property case
	<b>Print Event</b>	Used to print the event case report, letters or other forms specific to the open event
	<b>Workflow</b>	Used to view user specified workflow queues
	<b>Tasks</b>	Used to assign and update status of specific tasks
	<b>Linked Events/Contacts</b>	Displays linked events/contacts and provides the ability to manually link events
	<b>Import Roster</b>	Batch data importing (Laboratory Data, Vital Records, & Medicaid)
	<b>Reports</b>	Users can view and print reports from data entered in to the LSS
	<b>Lock Event</b>	Locks event so no changes can be made
	<b>User Information</b>	Used to update user information and change log in password
	<b>Share Event</b>	Provides the user the ability to share a case with someone who would not ordinarily have permissions to see it
	<b>Recent Events</b>	Provides easy access to the previous 30 cases that have been worked on by the current user
	<b>Delete Event</b>	Delete child or property event

# Appendix C: Glossary of LSS Terminology

### Overview

Some of the commonly used terms and abbreviations in LSS are:

Term	Meaning
CDC	Centers for Disease Control
DPH	Department of Public Health
Event	Child or Property case
LHD	Local Health Department
LSS	Lead Surveillance System
Permission	Pre-defined rules in the LSS that allow a user the ability to perform certain actions, such as “create an event”, “run a report” or “create a new user”
Print Template	Automatically print letters with pre-populated information from within the LSS
Question Package	An organized set of information about an event
Role	A group of permissions
User	A person who uses the LSS
Task	A mechanism for users to delegate assignments or work to others; may be related to a specific event or may be event-independent
Workflow	An internally-monitored mechanism within LSS to identify events and tasks that require user attention

# Appendix D: Print Templates

### Overview

Copies of the Print Templates that are available in the LSS are below.

**Note:** If you input the required information in the system, the fields that say "Insert..." will be automatically completed.

#### Letter for Unconfirmed Capillary 10 or higher:

{Insert Date}

To the Parents/Guardians of {Insert Child Name}  
{Insert Child's Address}

Dear Parents/Guardians of {Insert Child's Name},

It has been reported to the {Insert Local Health Department Name} that your child {Insert Child Name} has a capillary blood lead level of {Insert Lead Test Result} µg/dL from blood test taken on {Insert Date of Collection}. {Insert Child Name} has a blood lead level that needs further care by their doctor. Your doctor should retest your child with a venous test (blood sample from the arm) by {Due Date of Next Test}. The guidelines for retesting are as follows:

Capillary Test Results	Venous Test Needed
10-19 µg/dL	within 3 months
20-44 µg/dL	1 month to 1 week
45-59 µg/dL	within 48 hours
60-69 µg/dL	within 24 hours
≥ 70 µg/dL	immediately

Information about lead poisoning and how you can reduce your child's exposure to lead hazards are enclosed. You can find additional lead poisoning prevention information at the Connecticut Department of Public Health Lead Poisoning Prevention and Control Program's website at: [www.ct.gov/dph/lead](http://www.ct.gov/dph/lead).

By following the advice of your child's doctor and using the information in this packet, you can help to improve your child's health and reduce his/her blood lead level. If you have any questions or concerns, please do not hesitate to contact me at {Insert Local Health Department Telephone Number}.

I wish you and your child good health.

Sincerely,

{Insert Person's Name}  
{Insert Local Health Department Name}  
Childhood Lead Poisoning Prevention Program

### Lead Test Reminder Letter:

{*Insert Date*}

To the Parents/Guardians of {*Insert Child Name*}  
{*Insert Child's Address*}

Dear Parents/Guardians of {*Insert Child's Name*},

I would just like to remind you that your child {*Insert Child's Name*} is due for a follow-up venous blood lead test by {*Due Date of Test*} because of his/her most recent blood lead test taken on {*Insert Date of Most Recent Collection*} with a result of {*Insert Lead Level*} µg/dL. Please contact your doctor's office to schedule a time to get your child retested. If your child has had blood taken recently, contact his/her doctor to check on their blood lead test result.

Thank you in advanced for your time. Contact me at {*Insert Local Health Department Telephone Number*} with any questions or concerns.

Sincerely,

{*Insert Person's Name*}  
{*Insert Local Health Department Name*}  
Childhood Lead Poisoning Prevention Program

### Letter for Overdue Lead Test:

{*Insert Date*}

To the Parents/Guardians of {*Insert Child Name*}  
{*Insert Child's Address*}

Dear Parents/Guardians of {*Insert Child's Name*},

It is extremely important that you contact your child's doctor and take {*Insert Child Name*} for a venous blood lead test (blood sample taken from the arm). The last blood lead test I have on record for your child was {*Insert Lead Level*} µg/dL from a blood test done on {*Insert Date of Collection*}. Your child is {*Insert # of months/weeks over due for testing*} month(s) over due for testing. You, as a parent, have an obligation to follow through with the appropriate health care needs of your child.

If you have already scheduled or had a retest done please disregard this reminder. Please contact me as soon as possible to let me know you have followed through and provide me with the updated information. Your child's health is of great concern to us.

Sincerely,

{*Insert Person's Name*}  
{*Insert Local Health Department Name*}  
Childhood Lead Poisoning Prevention Program

**First Reminder**

**Second Reminder**

**Third Reminder / DCF Referral**

### Letter for Initial Venous BLL Testing:

{Insert Date}

To the Parents/Guardians of {Insert Child Name}  
{Insert Child's Address}

Dear Parents/Guardians of {Insert Child's Name},

It has been reported to the {Insert Local Health Department Name} that your child {Insert Child Name} has a venous blood lead level of {Insert Lead Level} µg/dL from a blood test done on {Insert Date of Collection}. Your child has a blood lead level that concerns us and it needs to be monitored by your child's doctor and us. Your doctor should retest your child with a venous test (blood sample from the arm) by {Due Date of Next Test}. The guidelines for retesting are as follows:

1 <sup>st</sup> Venous Test Results	2 <sup>nd</sup> Venous Test Needed
10-14µg/dL	3 months
15-19µg/dL	1-3 months
20-24µg/dL	Within 1-3 months
25-44µg/dL	2 weeks-1 month
≥ 45µg/dL	As soon as possible

Information about lead poisoning and how you can reduce your child's exposure to lead hazards are enclosed. You can find additional lead poisoning prevention information at the Connecticut Department of Public Health Lead Poisoning Prevention and Control Program's website at: [www.ct.gov/dph/lead](http://www.ct.gov/dph/lead).

By following the advice of your child's doctor and using the information in this packet, you can help to improve your child's health and reduce his/her blood lead level. If you have any questions or concerns, please do not hesitate to contact me at {Insert Local Health Department Telephone Number}.

I wish you and your child good health.

Sincerely,

{Insert Person's Name}  
{Insert Local Health Department Name}  
Childhood Lead Poisoning Prevention Program

### Letter for Decreasing BLLs:

{*Insert Date*}

To the Parents/Guardians of {*Insert Child Name*}  
{*Insert Child's Address*}

Dear Parents/Guardians of {*Insert Child's Name*},

It has been reported to the {*Insert Local Health Department Name*} that your child {*Insert Child Name*}’s blood lead level of {*Insert Lead Level*} µg/dL from a blood lead test done on {*Insert Date of Collection*} has been decreasing. Your child’s doctor may decide to test the blood lead level less often. If so, your doctor should retest your child with a venous test (blood sample from the arm) by {*Due Date of Next Test*}. The guidelines for retesting are as follows:

1 <sup>st</sup> Venous Test Results	2 <sup>nd</sup> Venous Test Needed
10-14µg/dL	6-9 months
15-19µg/dL	3-6 months
20-24µg/dL	1-3 months
25-44µg/dL	1 month

Information about lead poisoning and how you can reduce your child’s exposure to lead hazards have been previously sent to you. You can find additional lead poisoning prevention information at the Connecticut Department of Public Health Lead Poisoning Prevention and Control Program’s website at: [www.ct.gov/dph/lead](http://www.ct.gov/dph/lead).

By following the advice of your child’s doctor you can help to improve your child’s health and reduce his/her blood lead level. If you have any questions or concerns, please do not hesitate to contact me at {*Insert Local Health Department Telephone Number*}.

I wish you and your child good health.

Sincerely,

{*Insert Person’s Name*}  
{*Insert Local Health Department Name*}  
Childhood Lead Poisoning Prevention Program

## Appendix

### Lead Inspection and Summary Report:



### STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

### LEAD INSPECTION AND TESTING SUMMARY FORM

This lead inspection and testing summary form must be completed and sent to the property owner of the property in accordance with Section 19a-111c-3(g) of the regulations of Connecticut State Agencies concerning Lead Poisoning Prevention and Control. A Comprehensive Lead Inspection is one performed to satisfy CGS 19a-111 (epidemiological investigation) and CGS 19a-110(d) (on-site inspection). Bare soil areas, dust and water are required to be tested for the presence of lead as part of a comprehensive lead inspection.

#### PROPERTY INSPECTED/TESTED

(Check): Residence  Child Day Care Center/Group Day Care Home  Family Day Care Home   
Name: \_\_\_\_\_ Name: \_\_\_\_\_

(Check One): Comprehensive Lead Inspection\*

Limited Testing

Street Address: \_\_\_\_\_ Apt.# \_\_\_\_\_ Floor: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

If Apartment, Number of Units: \_\_\_\_\_ Year Property Built: \_\_\_\_\_

#### PROPERTY OWNER

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

#### INSPECTING ENTITY

##### A. If Consultant Contractor:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Consultant License Number: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Inspector's Certification Number: \_\_\_\_\_

##### B. If Code Enforcement Agency:

Department Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Maven:  
Lead  
Module**

## **Appendix**

## Appendix

Date of Inspector's Initial Training: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date of Latest Refresher Training: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
**INSPECTION INFORMATION** Beginning and End Date(s) of Inspection: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

For each day that the inspection was conducted consent was given by an adult occupant of the dwelling unit to enter and inspect all areas of the dwelling that are under the control of that individual or to which that individual has legitimate access.  
 Yes  No

Name of person 18 years of age or older who granted consent: \_\_\_\_\_ Age: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name of person 18 years of age or older who granted consent: \_\_\_\_\_ Age: \_\_\_\_\_ Date: \_\_\_\_\_

**A. Were Lead-Based Surfaces Identified? (Check One)**  Yes  No

If yes, complete the tables below. Data in tables may not indicate all identified lead-based surfaces.

EXTERIOR Lead-Based Surfaces	Foundation	Siding &/or Trim	Stairs &/or Stair Components	Porch &/or Porch Components	Doors &/or Trim	Windows &/or Trim	Garage &/or Garage Components
Deteriorated							
Intact							

(X = positive location)

INTERIOR Lead-Based Surfaces	Floors	Baseboards	Walls	Ceilings	Stairs &/or Stair Components	Doors &/or Trim	Windows &/or Trim	Closet/Cabinet Components
Deteriorated								
Intact								

(X = positive location)

Were rooms, areas or components inaccessible during inspection? (Check One)  Yes  No  
 List any inaccessible locations: \_\_\_\_\_

**B. Indicate Potential Lead Hazards Identified:**

**(Check All That Apply)**  
 Was drinking water tested for lead?

Yes  No

Was dust tested for lead?

Yes  No

Was bare soil tested for lead?

Yes  No  N/A If yes, complete the adjacent table.

Lead Hazard Locations	Floors	Window Sills	Window Wells	Soil	Water	Paint (XRF)	Paint Chip
(Enter highest result for each)							

Per section 19a-111c-4(a) or 19a-111c-5(a) and 19a-111c-2(e) of the Lead Poisoning Prevention and Control Regulations:

A lead abatement plan is required for this property:  Yes  No

A lead management plan is required for this property:  Yes  No

A lead hazard remediation plan is required for this property:  Yes  No

A lead management plan is required for this property:  Yes  No

Inspector's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The federal Residential Lead-Based Paint Hazard Reduction Act, 42 U.S.C. 4852d, requires sellers and landlords of most residential housing built before 1978 to disclose all available records and reports concerning lead-based paint and/or lead-based paint hazards, including the test results contained or referenced in this notice, to purchasers and tenants at the time of sale or lease or upon lease renewal. This disclosure must occur even if hazard reduction or abatement has been completed. Failure to disclose these test results is a violation of the U.S. Department of Housing and Urban Development and the U.S. Environmental Protection Agency regulations at 24 CFR Part 35 and 40 CFR Part 745 and can result in a fine of up to \$11,000 per violation. To find out more information about your obligations under federal lead-based paint requirements, call 1-800-424-LEAD.

I have received a copy of this summary report from my landlord/property manager and have been informed that I can obtain further information about the testing results from the report by contacting the property owner listed above.

Resident's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Lead Abatement Order:****LEAD ABATEMENT ORDER**

ISSUED TO: \_\_\_\_\_

Following an inspection conducted on \_\_\_\_\_ of a dwelling and the adjoining premises owned by you, or under your charge and located at \_\_\_\_\_, it has been determined that there exist toxic levels of lead in or on the dwelling and/or on the premises surrounding said dwelling. It has also been determined that at least one child less than six (6) years of age resides in the dwelling. Moreover, there has been reported an elevated blood lead level in at least one child residing in the dwelling located at \_\_\_\_\_.

Pursuant to Connecticut General Statutes Section 19a-111 et seq. and its accompanying regulations, the owner of any dwelling in which the paint, plaster or other materials contain toxic levels of lead and in which children under the age of six reside, shall abate or manage the dangerous materials in a manner consistent with the regulations. Sections 19a-111-2(a), (b), (c) and (d) of the Connecticut regulations governing lead poisoning prevention and control provide that:

When a child resides in a dwelling unit all defective lead-based surfaces shall be abated.

When a child resides in a dwelling all defective exterior surfaces and all defective surfaces in common areas containing toxic levels of lead shall be abated.

When a child has an elevated blood lead level then abatement shall include all lead-based chewable surfaces whether or not that surface is defective and all lead-based movable parts of windows and surfaces that rub against movable parts of windows.

When a child resides in a dwelling requiring lead abatement, interior dust, **drinking water** and exterior soil shall be assessed. When **soil** or sand **areas** that are not covered by grass, sod, other live ground covers, wood chips, gravel, artificial turf, or similar covering **are found to contain lead concentrations in excess of 400 parts per million**, such **bare soil** or sand **areas** **shall be abated**. When lead **dust** **hazards** are found to be a source or a potential source of elevated blood lead in a child, lead dust **shall be reduced** to a safe level using appropriate cleaning methods. When lead in **drinking water** is determined to be a source or potential source of elevated blood lead in a child, **appropriate** remedial action approved by the local director of health **shall be implemented**.

Pursuant to Section 19a-111-3(f) of the regulations, authority is vested in the local code enforcement agency to issue an order to correct all defective lead-based surfaces requiring abatement and soil areas identified as a source, or potential source for elevated blood lead.

**YOU ARE THEREFORE, HEREBY ORDERED PURSUANT TO SECTION 19a-111 OF THE CONNECTICUT GENERAL STATUTES AND SECTIONS 19a-111-2(e), 19a-111-3(f), AND 19a-111-4(c) OF THE REGULATIONS TO:**

Adequately abate by proper preparation, containment, abatement, clean-up, and waste disposal ALL DEFECTIVE PAINT, PLASTER OR OTHER MATERIAL CONTAINING TOXIC LEVELS OF LEAD on both the interior and exterior surfaces and soil of said property as more specifically described in the attached document.

Adequately abate by proper preparation, containment, abatement, clean-up, and waste disposal ALL INTACT LEAD-BASED CHEWABLE SURFACES AND ALL LEAD-BASED MOVABLE PARTS OF WINDOWS AND SURFACES THAT RUB AGAINST MOVABLE PARTS OF WINDOWS as more specifically described in the attached document.

Eliminate LEAD DUST HAZARDS that were found to be a source or a potential source of elevated blood lead in a child using appropriate cleaning methods.

Address the LEVEL OF LEAD IN DRINKING WATER that was determined to be a source or potential source of elevated blood lead in a child utilizing appropriate remedial action that has been approved by me.

Adequately manage ALL INTACT SURFACES CONTAINING TOXIC LEVELS OF LEAD THAT WILL REMAIN AND NOT BE ABATED AT THIS TIME as more specifically described in the attached document. (These surfaces may be abated as opposed to managed in place at your discretion, but must then be addressed within the lead abatement plan - see below).

**FURTHER, IT IS HEREBY ORDERED, that:**

You are to submit a written lead abatement plan to me within \_\_\_\_\_ days of this order pursuant to Sections 19a-111-4 and 19a-111-5 of the regulations.

You are to prepare a written lead management plan addressing intact lead-based surfaces that will remain and not be abated at this time. This management plan will be prepared within 60 days of the date that inspection results were received pursuant to Section 19a-111-2(e) of the regulations. This plan shall be transferred with ownership upon transfer of title.

Dated at \_\_\_\_\_, Connecticut this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_.

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Director of Health

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For (town, city, borough or health district)

**AUTHORITY:** Connecticut General Statutes Sections 19a-111 et seq. and 19a-206 et seq.; Regulations of Connecticut State Agencies Section 19a-111-1 et seq.

**PENALTY:** Connecticut General Statutes Sections 19a-206(b)(2) and (e) and 19a-230.

\*\*\*\*\*

The federal Residential Lead-Based Paint Hazard Reduction Act, 42 U.S.C. 4852d, requires sellers and landlords of most residential housing built before 1978 to disclose all available records and

## Appendix

reports concerning lead-based paint and/or lead-based paint hazards, including the test results contained or referenced in this notice, to purchasers and tenants at the time of sale or lease or upon lease renewal. This disclosure must occur even if hazard reduction or abatement has been completed. Failure to disclose these test results is a violation of the U.S. Department of Housing and Urban Development and the U.S. Environmental Protection Agency regulations at 24 CFR Part 35 and 40 CFR Part 745 and can result in a fine of up to \$11,000 per violation. To find out more information about your obligations under federal lead-based paint requirements, call 1-800-424-LEAD.

**RIGHT OF APPEAL:** Connecticut General Statutes Sec. 19a-229 states “Any person aggrieved by an order issued by a town, city or borough director of health may appeal to the Commissioner of Public Health not later than three business days after the date of such person’s receipt of such order, who shall thereupon immediately notify the authority from whose order the appeal was taken, and examine into the merits of such case, and may vacate modify, or affirm such order.”

There are **two** ways to appeal this order; both methods require action **not later than three business days after you receive the order**.

- (1) You may appeal the order by delivering your written appeal to the Department **not later than three business days** after you receive the order. You may deliver it to the Department either in person or by facsimile. The Department’s address and facsimile number are:

**Department of Public Health  
Public Health Hearing Office  
410 Capitol Avenue MS 13 PHO  
P.O. Box 340308  
Hartford, CT 06134-0308  
Facsimile: (860) 509-7553**

If you chose this method of appeal, you need do nothing more to perfect your appeal, unless instructed otherwise by the Department.

- (2) You may also appeal the order by *calling the Department not later than three business days after receipt of the order* at one of the following numbers: **(860) 509-7648 or (888) 891-9177**. It is sufficient to leave a message with your name, number and a description of the order you are appealing.

If you appeal the order by calling one of the telephone numbers listed above, *the telephone call must be followed up with a written notice of appeal that must be received by the Department within ten days of the telephonic notice*.

**PLEASE NOTE:** It is *not* sufficient that the written notification be postmarked within ten days. It must be *received by the department within ten days*. Delays caused by the Post Office will not excuse failure to comply with this requirement.

The written notice of appeal following the telephonic notice may be delivered to the Department in person, by facsimile, or by first class or certified mail. The Department’s

## Appendix

address and facsimile number are provided above. If you chose to send the written notice of appeal by first class mail or certified mail, please use the address provided below.

**Department of Public Health  
Public Health Hearing Office  
410 Capitol Avenue MS 13 PHO  
P.O. Box 340308  
Hartford, CT 06134-0308**

The Regulations of Connecticut State Agencies provide:

Sec. 19a-9-8: Date due when due date falls on a date the department is closed. If the last day of any statutory or regulatory time frame falls on a day on which the department is closed, any paper may be filed or any required action may be taken on the next business day the department is open. Such filing or action shall be deemed to have the same legal effect as if done prior to the expiration of the time frame.

Sec. 19a-9-14: Appeals of orders issued by a town, city, borough, or district director of health. [Subsections (a), (c), (d), (e) and (f)]

- (a) Any person aggrieved by an order issued by a local director of health may appeal said order to the commissioner.
- (c) The notice of appeal shall state:
  - (1) the name, address, and telephone number of the person claiming to be aggrieved;
  - (2) the name of the issuing authority;
  - (3) the way in which the order adversely affects the person claiming to be aggrieved;
  - (4) the order being appealed; and
  - (5) the grounds for appeal.
- (d) *Telephonic notice of appeal to the office of the commissioner shall be satisfactory as the initial notice of appeal, provided written notice of appeal from the person claiming to be aggrieved is received by the department within ten (10) days of the telephonic notice.*
- (e) An appeal from an order issued by a town, city, borough, or district director of health shall be a *de novo* proceeding in accordance with the regulations governing contested cases as set forth in sections 19a-9-1 through 19a-9-29 of the Regulations of Connecticut State Agencies.
- (f) Any order issued by a town, city, borough, or district director of health shall include a notice of the right to appeal which shall indicate the name and telephone number of the commissioner or the commissioner's designee, and shall be accompanied by copies of sections 19a-9-8 and 19a-9-14 of the Regulations of Connecticut State Agencies.