

Disease Reporting System internet (DRSi) User Guide

Version 2 – March 2023



Prepared in collaboration with U.S. Air Force School of Aerospace Medicine, the Defense Centers for Public Health - Aberdeen, and the Navy and Marine Corps Public Health Center

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Overview

The Disease Reporting System internet (DRSi) has been a system of record for reporting reportable medical events (RMEs) for the Department of Defense (DoD) since approximately 2010. Criteria for reporting RMEs are outlined in the most recent *Armed Forces Reportable Medical Events Guidelines and Case Definitions* (Armed Forces Reportable Medical Events Section - <https://www.health.mil/Military-Health-Topics/Health-Readiness/AFHSD/Reports-and-Publications>).

This document outlines how to use DRSi and what the purpose is for each module. The system may undergo periodic updates as needed. This document will subsequently be updated for each significant update to the system. Please ensure you are referencing the correct version of this document.

NOTE: The DRSi web addresses were updated August 2022 when the server was relocated. Use the applicable service specific URL listed below to access DRSi.

Army DRSi link: <https://drsi.health.mil/ADRSi>

Air Force DRSi link: <https://drsi.health.mil/AFDRSi>

Navy DRSi link: <https://drsi.health.mil/NDRSi>

Summary of Change

Noteworthy changes have occurred following the August 2020 updated DRSi system implementation. This is a summary of significant changes, though it is not all inclusive:

- August 2022, the DRSi server was moved from NMCPHC to the DHA Cloud resulting in the new DRSi system web addresses provided above
- The Army and Navy Help Desk transitioned to DHA Fall 2022, DRSi Points of Contact section was updated to include their new email addresses and an updated Navy Help Desk phone number
- The instructions needed to submit SSN, DODID, or FMP changes to the DRSi Helpdesk were added
- The NMCPHC EDC incorporated a new MHS GENESIS laboratory feed into the LNR November 2022, updates about this new capability have been provided in the Labs Needing Review section of this Guide

- DRSi Tri-Service Partners are working on updating the DRSi system to account for the constraints identified with the DoD-wide transition to MHS GENESIS and the DODI 1000.30 requirements; these changes will include adjusting DRSi FMP requirements, making the DODID the primary patient and sponsor identifiers, and the overall removal of the capture and storage of SSNs within DRSi. While SSNs and FMPs are currently still required for reporting, greater emphasis on DODID reporting has been incorporated throughout this guide to facilitate a smooth transition. This is explained further in the new Looking Ahead section of this Guide

Version 1 Summary of Change

- A complete system re-development that incorporates more technical up-to-date systems
- Compatibility with Microsoft Edge, Google Chrome; may be functional on other CAC-enabled internet browsers
- Integration of DODID into patient profiles and data exports
- Updates with additional questions to the outbreak reports and STI Risk Surveys
- Improved filters on search pages, a global search bar, and increased transparency on exported data
- New ability for the users to: view and manage preliminary cases, use functionality for incorrect or incomplete cases to be flagged by Regional Reviewers and later corrected by the medical event recorder, link case reports to outbreak reports, upload documents to outbreak reports, identify active DRSi contacts by installation, query data and export improved reports, more easily register patients with an improved registration interface, built in 30-day duplicate case check, export STI Risk Survey data, direct access to incomplete STI Risk Surveys, add DODID to patient profiles, search more easily on any patient identifier or case ID

Additional versions of this User Guide that detail new functions will be released as changes are applied. For questions on functions not covered in this guide, please contact your Service Help Desk (page 8).

Looking Ahead

As the transition to MHS GENESIS continues to press forward, reporting challenges have been reported in relation to reporting the patient's FMP and increased steps needed to find patient SSN. The DRSi Tri-Service Partners are working on updating DRSi to account for the constraints identified with the DoD-wide transition to MHS GENESIS and the DODI 1000.30 requirements; these changes will include adjusting DRSi FMP requirements, making the DODID the primary patient and sponsor identifiers, and the overall removal of the capture and storage of SSNs within DRSi.

The majority of DRSi's historical data does not have sponsor or dependent DODIDs. To ensure data integrity all data older than 5 years will be extracted from the data base and will be archived. Attempts will be made to match DODIDs to the most data possible to fill in more recent gaps. Any recent case data remaining with gaps will need to be extracted out of DRSi as there will be no way to link it after the fact. To aid in this effort and to minimize data loss at the local level, users can update their reporting programs' business processes to require entering DODID for all cases.

DRSi users will be notified of the upcoming transition. To minimize organizational wide data loss DODID's will be made a requirement just prior to the transition. It is recommended that users pull their historical trends prior to the export as the data will no longer be accessible within DRSi.

Requirement to Report

A complete write-up for the requirement to report cases into DRSi is available in the most recent version of the *Armed Forces Reportable Medical Events Guidelines and Case Definitions*. Please contact your respective Service DRSi Help Desk administrator for additional questions or guidance.

Acronyms in this Report

AAR	After Action Report
ADRSi	Army Disease Reporting System internet
AFDRSi	Air Force Disease Reporting System internet
APHC	Army Public Health Center
HIPAA	Health Insurance Portability and Accountability Act
DCPH-A	Defense Centers for Public Health – Aberdeen (Formerly APHC)
DODID	Department of Defense Identification Number
DRSi	Disease Reporting System, internet
EXSUM	Executive Summary
LNR	Labs Needing Review
MER	Medical Event Report
NDRSi	Navy Disease Reporting System internet
NMCPHC	Navy and Marine Corps Public Health Center
PHI	Personal Health Information
PII	Personal Identifying Information
RME	Reportable Medical Event
SAAR	System Authorization Access Request

STI	Sexually Transmitted Infection
TBCIR	Tuberculosis Contact Investigation Report
USAFSAM	US Air Force School of Aerospace Medicine

DRSi Help Desk Points of Contact

Service	Information	Hours of Availability
Air Force	USAF School of Aerospace Medicine (USAFSAM) DSN: 798-3207 COM: 937-938-3207 Email: afdrsi@us.af.mil	M-F, 0800–1700 EST
Army	Defense Centers for Public Health – Aberdeen DSN: 867-2377 COMM: 410-417-2377 Email: usarmy.apg.medcom-aphc.mbx.disease-epidemiologyprogram13@health.mil	M-F, 0800–1700 EST
Navy	Navy Marine Corps Public Health Center (NMCPHC) DSN: 377-0737 COMM: 757-953-0737 Email: usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-ndrs@health.mil	M-F, 0600-2100 EST
Coast Guard	HQ USCG, COMDT (CG-1121) DSN: NA COMM: 202-475-5256 Please contact the Navy Help Desk	M-F, 0600-2100 EST

Note: For all users responding to correspondence from the Navy Help Desk, please REPLY ALL to ensure that your email is answered in a timely manner.

First Time User – Registering Your CAC and Logging In

All DRSi users must have the following:

- 1) An active Privacy Act and the Health Insurance Portability and Assurance Act (HIPAA) certification
- 2) An active Cyber Security certification
- 3) A completed DD2875 System Authorization Access Request (SAAR) form
- 4) A Common Access Card (CAC)

HIPAA Certification

All users must have a current HIPAA certification prior to gaining access to DRSi. The HIPAA certification is completed within Joint Knowledge Online (JKO). Please contact your supervisor for instructions on completing this certification.

Cyber Security Certification

All users must have a current Cyber Security (Information Awareness) certification prior to gaining access to DRSi. This certification is completed within Joint Knowledge Online (JKO) (ALDS for Air Force). Please contact your supervisor for instructions on completing this certification.

DD2875 SAAR Form

Before granting access to sensitive personal and health information, the Services require command or unit-level assurance that the information will be handled in accordance with the Privacy Act and HIPAA. This requirement is documented on the DD 2875 SAAR Form. The most recent version of the form and accompanying instructions are available on the DRSi login page.

Completing the DD2875

The form and instructions for completing the DD2875 can also be found in the following locations:

- **Army** - <https://phc.amedd.army.mil/topics/healthsurv/de/Pages/DRSiResources.aspx>
- **Air Force, under "Resources"** - <https://kx.health.mil/kj/kx7/PublicHealth/Pages/content.aspx#/Comm/Epi/SurveillananceandReporting>
- **Navy, under "DRSi Account Request Instructions"** - <https://www.med.navy.mil/Navy-Marine-Corps-Public-Health-Center/Preventive-Medicine/Program-and-Policy-Support/Disease-Surveillance/DRSi/>

CAC Access

DRSi is a CAC-enabled system. Users can only access the system with an active CAC. Once a user has registered their CAC with DRSi, they will only log in using their CAC. The username and password are no longer needed after registering the CAC.

Registering your CAC with DRSi

After receiving your username and password from your respective Service DRSi Help Desk administrator, do the following in this order to register your CAC.

- 1) Enter the correct Service DRSi link into Microsoft Edge or Google Chrome
 - a. Ensure you are using the correct version of DRSi (e.g., if you work for the Army or at an Army location, you should be using ADRSi, etc.)
 - b. The system works best on Microsoft Edge or Google Chrome
- 2) Click “Register your CAC”
- 3) Enter the username and password sent from the DRSi administrator and click “Register”
- 4) The site should say “Success: Your CAC was registered with this account”
- 5) Click “Login using CAC”
- 6) Fill out your name, email, phone number, and Service Branch. Select your Default reporting unit
 - a. If you requested access to more than one reporting unit, select one of the reporting units as your default unit
 - b. Click the button and type in the name or DMIS ID of the reporting unit you have access to
 - c. Once you’ve found the reporting unit, click “Select”
- 7) Click “Proceed”
- 8) You now have access to DRSi. Click “Login using CAC” every time you want to log in. You do not need your username or password anymore.

DRSi Login Screen Key

The screenshot shows the DRSi interface with the following elements highlighted by red numbers:

- 1**: Cases Module (top left navigation bar)
- 2**: Labs Needing Review (left sidebar menu)
- 3**: Outbreaks Module (left sidebar menu)
- 4**: STI Risk Surveys (left sidebar menu)
- 5**: TB Contact Investigation (left sidebar menu)
- 6**: Data & Analysis (left sidebar menu)
- 7**: Global Search Bar (left sidebar search field)
- 8**: Recently Viewed Reports (left sidebar list)
- 9**: Timer and Reset Button (bottom left status bar)
- 10**: Cases Summary Screen (main content area)

The main content area displays 'Case Summary' with two tables: 'Flagged Cases' and 'Preliminary Cases'. The 'Flagged Cases' table has 3 rows, and the 'Preliminary Cases' table has 3 rows. Each row includes Case ID, Patient Name, Medical Event, First Report Date, Patient SSN / DODID, and Case Classification / Regional Review Status.

- | | | |
|---------------------------|--|---------------------------|
| 1. Cases Module | 5. Tuberculosis Contact Investigation Module | 9. Timer and Reset Button |
| 2. Labs Needing Review | 6. Data & Analysis Module | 10. Cases Summary Screen |
| 3. Outbreaks Module | 7. Global Search Bar | |
| 4. STI Risk Survey Module | 8. Recently Viewed Reports | |

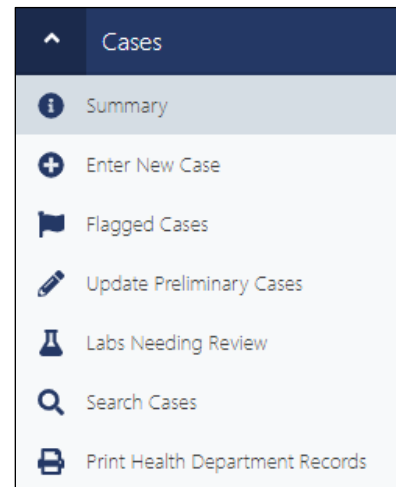
The image above is the page you will see upon first logging into DRSi. There are five modules: Cases, Outbreaks, STI Risk Surveys, TB Contact Investigation, and Data & Analysis. This user guide outlines what each module is used for, and details how to use them.

*Note: As various updates and patches are applied to the system, this page may be displayed differently.

Cases Module

The Cases Module is where users will report new cases, search for existing cases to review, confirm and or edit cases, identify if there are any positive lab results indicative of an RME, or print health department reports of DRSi reported cases.

The Cases Module is where users will spend the vast majority of their time in DRSi. As a result, this module was designed to centralize and streamline the most important tasks, and display case counts associated with each task. Additional system checks, reminders, and ease-of-use options were added as well. For example, when reporting a case in DRSi, the system now asks the user to review the patient profile information to ensure that all information is up-to-date and complete, as **the user is unable to edit specific patient demographic information within a case report after it has already been submitted.** Further, the system will now review the historic database when a new case is being reported for the same SSN/DODID and RME that was previously reported within 30 days. The user will be notified if the case has already been reported and asked if they would like to proceed.



This section summarizes how to submit SSN, DODID, or FMP correction requests to the Help Desk, how to register new patients in DRSi, how to edit patient profiles, how to report new cases, how the Labs Needing Review (LNR) component works, and how to edit existing cases.

Cases Summary Page

The Cases Summary page is the default homepage DRSi opens to as case management is the primary use for DRSi. Alerts are displayed in the navigation bar on the left, next to the Case Module header and the three main functional areas of the Cases Module – Flagged Cases, Update Preliminary Cases, and Labs Needing Review – so users can better track and manage their current cases, and any outstanding issues that require attention. Alerts are also displayed on the right side of each “preview table” that is displayed for the three functional areas.

DRSi access is based on “Reporting Unit”, meaning all users with access to that location (i.e., base, installation, ship, etc.) can see and manage all cases associated with their assigned reporting unit; all Preliminary Cases, Flagged Cases, and Labs Needing Review, are available to any user with access.

Correcting the SSN, DODID, or FMP

When inputting cases for patients that already have profiles within DRSi, there may be some instances where the demographics are incorrect. In such cases, there are certain fields that users can update on their own, and some that they cannot. Any noticeable errors locked to user edits, in the DODID, SSN, or FMP fields can be corrected by submitting a request to the DRSi Helpdesk email, Army users to the Army's Helpdesk and Air Force and Navy users to the Navy Helpdesk. Provide clear details mapping out the issue(s) encountered. The email template and instructions are in the Appendix.

Enter New Case Component

Enter a new case for a new or existing sponsor or dependent.

Step 1: Select Patient

- 1) In the Cases module, click "Enter New Case" on the left side navigation bar
- 2) Enter the SSN or DODID associated with the patient or sponsor
 - a. NOTE: When searching on an SSN, if a patient does not have a DODID associated with their profile, DRSi will prompt you to enter it. If you enter the DODID it will automatically add the DODID to the profile for future searches. This is now strongly recommended as we approach the transition to DODID from SSN
- 3) If the patient has a profile:
 - a. If the patient already has a registered profile, their information, and their linked family members, will be displayed below. Scroll through the list and click "Select Patient" for the patient you need to report
 - b. Skip to "Step 2: Confirm Patient Demographics" below
- 4) If the patient does NOT have a profile:
 - a. If the patient does not already have a profile in DRSi, it will say "No patient was found for this search. Do you want to register a new Sponsor or a new Family Member?" with the options "Register Sponsor" or "Register Family Member"
 - b. **Registering a Sponsor**
 - i. Click Register Sponsor
 - ii. Enter all information for the sponsor profile
 1. NOTE: Review all information for accuracy prior to submitting. Once you have entered the SSN and DODID, this cannot be edited later. The following information cannot be edited once a new patient profile has been registered: SSN, DODID, FMP. These changes can only be made by a DRSi administrator following the directions described in the Correcting the SSN, DODID, or FMP

section above. Take all precautions to avoid entering incorrect information when registering a patient profile

2. The following information can be edited at any point: Sponsor Name, Date of Birth, Race, Gender, Rank, Duty Status, Service Branch, Duty Station, and any contact information.
 - iii. Click “Submit and Continue” once all information has been entered and reviewed for accuracy. Then click “Accept” on the pop-up
- c. **Registering a Family Member (Dependent) Only**
- i. Click “Register Family Member”
 - ii. Search on the sponsor SSN/DODID and click “Find Sponsor”
 - iii. Ensure the sponsor is correct, then click “Add Family Member”
 1. Note: If registering a family member of a sponsor, but the sponsor has not yet been registered, the sponsor must also be registered with all information filled out. See 4d below for this process.
 2. Prior to registering the patient, ensure you have the following information available for both the sponsor and the family member
 - a. Full name, gender, and date of birth
 - b. SSN and DODID (for both sponsor and family member(s))
 - c. Sponsor: rank, duty status (i.e., Active Duty, retired, etc.), and Service
 - d. Address, phone number, and email (optional, but encouraged)
 3. NOTE: SSN and DODID are not required to be entered when registering a new dependent, however, if this information is available, it is highly encouraged to enter the SSN and DODID for dependents
 - iv. Click “Submit and Continue” once all information has been entered and reviewed for accuracy. Then click “Accept” on the pop-up
- d. **Registering a New Family Member AND new Sponsor**
- i. Click Register Family Member
 - ii. Enter the SSN/DODID of the sponsor. If the SSN/DODID of the sponsor is not found, click Register Family Member with New Sponsor
 - iii. Enter all information for both the family member and the sponsor
 1. NOTE: Review all information for accuracy prior to submitting. Once you have entered the SSN and DODID, you cannot edit this later. These changes can only be made by a DRSi administrator following the instructions in the Correcting the SSN, DODID, or

FMP section above. Take all precautions to avoid entering incorrect information when registering a patient profile

2. The following information cannot be edited once a new patient profile has been registered: SSN, DODID, FMP
3. NOTE: SSN and DODID are not required to be entered when registering a new dependent, however, if this information is available, it is highly encouraged to enter the SSN and DODID for dependents
- iv. Click “Submit and Continue” once all information has been entered and reviewed for accuracy. Then click “Accept” on the pop-up

Step 2: Confirm Patient Demographics

- 1) If the patient was new, this step will be skipped as the demographics are being added. Skip to “Step 3. Create Medical Event”
- 2) If the patient is NOT new, review the patient demographics to ensure all information is correct
 - a. NOTE: **You must make any edits to the patient demographics before submitting a new case report for the patient**
 - b. You can edit the following patient demographic information for existing patient profiles in DRSi: name, date of birth, gender, race, beneficiary category, service branch, duty status, rank, and duty station
 - c. You can NOT edit SSN, DODID, or FMP for existing sponsor patient profiles once the account has already been registered. If you find an incorrect SSN or DODID, or outdated FMP, contact your Service DRSi Help Desk immediately following the directions in the Correcting the SSN, DODID, or FMP section above
- 3) To edit information, click “Edit”. Edit the incorrect or outdated information in the patient’s profile, then click “Submit and Continue” once all information has been updated
- 4) If all information looks correct, click “Confirm”
- 5) A list of recently reported cases for that patient will be displayed. Review this list to see if the case you are about to report has already been reported
 - a. NOTE: You can view all case reports submitted for the patient, regardless of where they were reported from, while searching for a case by SSN or DODID. In other parts of DRSi, you can only view or export case data for locations you have access to
 - b. If the patient has already been reported for the RME, contact your Service for guidance

Step 3: Create Medical Event

- 1) At the bottom of the page, under “Create Medical Event”, select the medical event you want to report the case for from the drop-down list
- 2) Select the Date of Onset from the calendar
 - a. NOTE: The date of onset is the date the patient first began having symptoms consistent with this reportable medical event in question. If the date of onset is not applicable (i.e., they are asymptomatic), or if you do not have the date of onset yet, enter the date of the positive laboratory test or the date of diagnosis for the patient
 - b. NOTE: You cannot edit date of onset until after submitting the report; do not enter a date outside of a reasonable timeframe (e.g., do not enter 1 January 1900 if you do not know the date of onset)
- 3) Click “Set Event Details”
 - a. The system will review existing cases entered in DRSi for that RME and within 30 days of that date of onset to check for duplicate reports. If a duplicate report has been identified, review this report and, if needed, contact your DRSi Help Desk/RME Help Desk to determine if you should continue to report the case
 - b. Not all RMEs should be reported more than once; many specifically should not be reported more than once, especially within 30 days of initial report. Review the *Armed Forces Reportable Medical Events Guidelines and Case Definitions* and contact your administrator if you have questions
- 4) Enter all information available in the medical event report (MER). Complete as much of the report as possible
 - a. If you are gathering more information about a case, set the “Case Status” to Preliminary. This will ensure the report is available for editing in your Preliminary Cases Module. See the *Preliminary Cases* section below for details.
 - b. If the report is finished, set the “Case Status” to Final
- 5) Click Submit when all information has been entered and reviewed for accuracy

What do the Variables in the MER Mean?

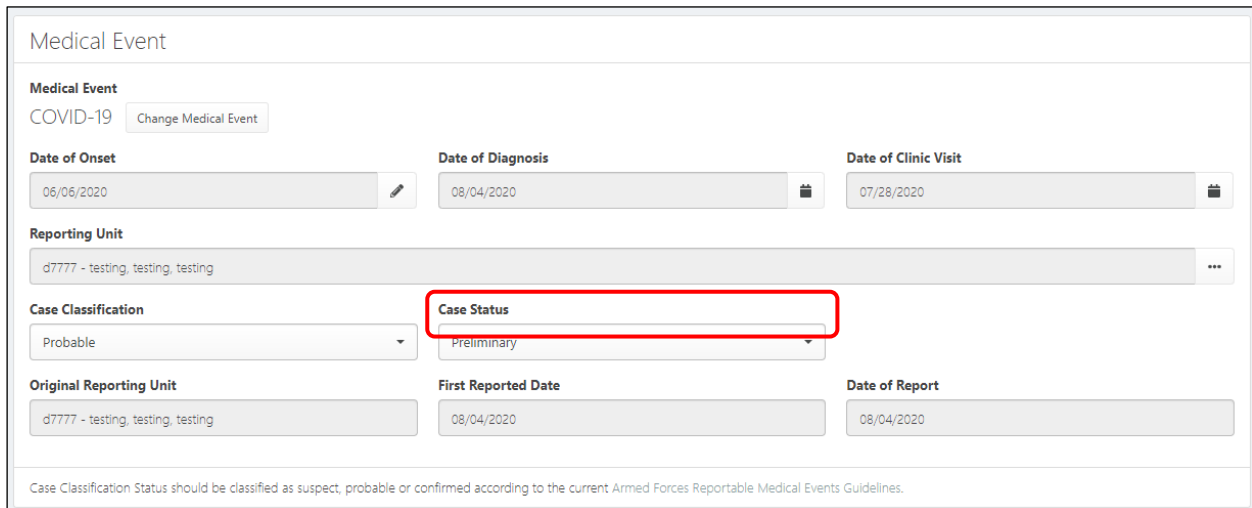
Case report variable name	Description
Date of Onset	Date that the patient first started experiencing symptoms associated with the condition in question. If the patient is unable to share this information, or it is not available, use the most logical approximate date like the date of the laboratory certification (if applicable), or date of diagnosis.

<p>Date of Diagnosis (ADRSi only)</p>	<p>The date that the patient was first diagnosed for this condition by a provider. Some providers may never officially diagnose a patient for the condition, but instead diagnose something more broadly (e.g., a laboratory-confirmed case of Salmonellosis may be diagnosed with “Diarrhea”). In these instances, you can use the date of the positive laboratory test associated with the condition, or the most logical approximate date.</p>
<p>Date of Clinic Visit (ADRSi only)</p>	<p>The date that the patient first visited the clinic for the condition in question.</p>
<p>Case Classification</p>	<p>Determined by the <i>Armed Forces Reportable Medical Events Guidelines and Case Definitions</i>. If you do not have a copy of this document, contact your Service DRSi Help Desk immediately. All cases reported to DRSi must be classified according to the case definition as defined in this document.</p>
<p>Case Status</p>	<p>Status of the case report. Select “Preliminary” if additional information is pending (e.g. additional laboratory results). Select “Final” if all relevant information associated with that medical event has been entered. You can edit the case report after selecting Final, however, the case report will go through the review process once it has been submitted as final.</p>
<p>Date of Report</p>	<p>The date that the case report was first submitted to DRSi. This is an automatically generated field.</p>
<p>Reporting Unit</p>	<p>The location where the patient was diagnosed or treated for the condition in question. If you have access to multiple reporting units in DRSi, click the “...” button to select the correct reporting unit.</p>

Update Preliminary Cases

Although the Preliminary Cases module does not come first in the summary screen nor on the toolbar to the left, understanding its function is necessary to understand other modules.

Preliminary cases are cases which have the “Case Status” variable marked as “Preliminary” in the report:



The screenshot shows a 'Medical Event' form for COVID-19. The form includes several fields: 'Date of Onset' (06/06/2020), 'Date of Diagnosis' (08/04/2020), 'Date of Clinic Visit' (07/28/2020), 'Reporting Unit' (d7777 - testing, testing, testing), 'Case Classification' (Probable), 'Case Status' (Preliminary), 'Original Reporting Unit' (d7777 - testing, testing, testing), 'First Reported Date' (08/04/2020), and 'Date of Report' (08/04/2020). The 'Case Status' dropdown menu is highlighted with a red box. A note at the bottom states: 'Case Classification Status should be classified as suspect, probable or confirmed according to the current Armed Forces Reportable Medical Events Guidelines.'

Cases should only be marked as preliminary if additional information is still being gathered about the case. However, MERs can also be initially submitted as “Final” and later updated with additional information as needed. Once all information has been obtained and the MER is completed, the Case Status should be updated to “Final”. This will close the MER and allow it to be reviewed by your Service’s “Regional Reviewers” or Reviewers (typically staff at your Service Surveillance Hub i.e., USAFSAM, DCPH-A, NEPMUs).

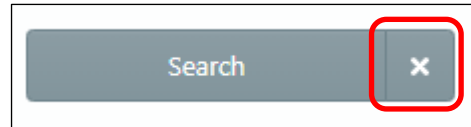
Preliminary cases will remain in the Preliminary Cases module until they are updated to “Final”, however, Reviewers at each Service Surveillance Hub can see and monitor all preliminary cases. Most cases are expected to be updated to “Final” within one week of the first report date, though some reportable medical events, such as Tuberculosis, may take longer for labs to result or for the case to be fully investigated. Reporting units can expect their Service’s Reviewers to reach out with questions or requests to finalize cases which are not made “Final” within a reasonable time period. To avoid this, cases should be updated as soon as possible, or details should be included in the comments of the MER to indicate the current status of the case and why it is not yet finalized.

Updating/Managing Preliminary Cases

- 1) From the Cases Summary page, if the case is listed in the “Preliminary Cases” preview table, click on the case to open it

- 2) If the case is not visible in the preview table, click on “Update Preliminary Cases” on the left navigation bar or click on the “View All Preliminary” button at the bottom of the Preliminary Cases preview table
- 3) Apply any necessary filters. If no filters are applied, the page will default to sorting by the most recent MER Case ID

- a. Select the filters needed, then click “Search”. If no filters are needed, just click “Search”
- b. Click the “X” button on the right side of the filter Search button to clear active filters, then click “Search” again



- c. Users may also sort by clicking the variables at the top of each column in the table

- 4) Open the case by clicking the “View” button

- 5) Update/Edit the case as needed

- a. If all information for the case has been gathered, update the Case Status to “Final”
- b. When finished, click “Submit”. The case will close, and the user will be returned to the Preliminary Cases module screen
- c. The case has been finalized and will move on to review

- 6) Queuing Cases: Opening and Editing Multiple Cases

- a. If a user needs to manage multiple cases, click the checkbox under the “Queue” column for each case
 - i. Once the user has selected multiple cases, click “Scroll Selected (#) in Queue” at the top of the table to open all the MERs
 - ii. If the user would like to manage all cases in the module, the “Scroll All (#) Results” can be selected, which will queue all cases as shown below:

Queue	View	Case ID	FMP	Patient SSN	Patient DODID	Name	Medical Event	Date of Onset	First Report Date	Case Classification	Current Reporting Unit	Origin
<input checked="" type="checkbox"/>	View	858650	20 - Sponsor				COVID-19	06/06/2020	08/04/2020	Probable	d7777 - testing, testing, ...	d7777
<input checked="" type="checkbox"/>	View	858649	20 - Sponsor				Q Fever	06/02/2020	08/04/2020	Not a Case	d7777 - testing, testing, ...	d7777
<input checked="" type="checkbox"/>	View	858647	20 - Sponsor				Tuberculosis	08/02/2020	08/04/2020	Confirmed	d7777 - testing, testing, ...	d7777

- b. Editing Cases in a Queue

- i. Apply changes to the specific case as needed
- ii. Update the Case Status to “Final” if all information has been collected
- iii. Click “Submit” when you have finished updating the case
- iv. Use the queue navigation at the bottom of the screen to move through the queued MERs

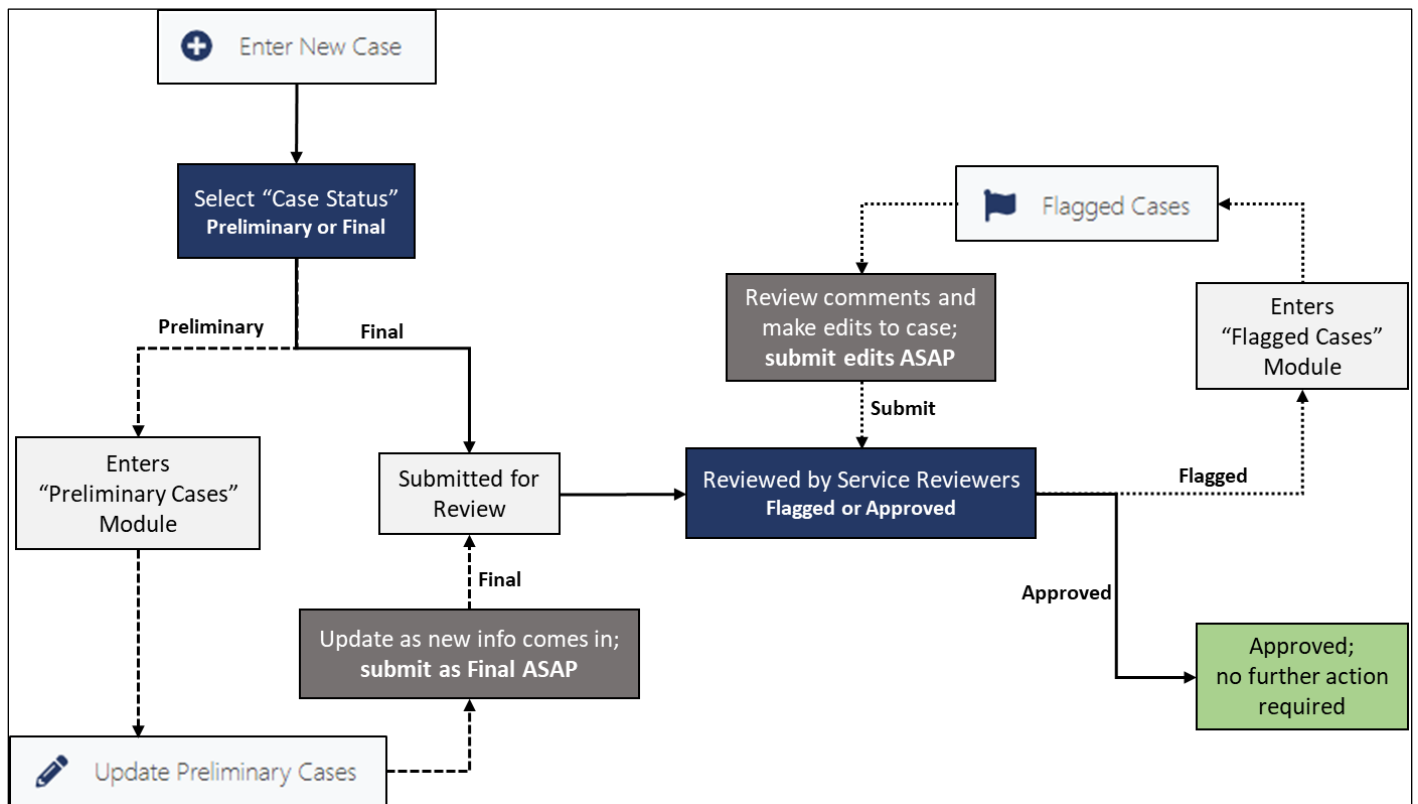
1. To move to the next case, click “Next” at the bottom of the screen
OR use the center drop down to select a specific case from the queue
- v. Click “Close Queue” when finished editing all cases in the queue. The user will be returned to the Preliminary Cases screen



- 7) Once a case has been made “Final” it will disappear from the Preliminary Cases module
- 8) If there are no cases in the Preliminary Cases module, then there are no active Preliminary cases reported for the reporting unit(s) the user has access to

Flagged Cases

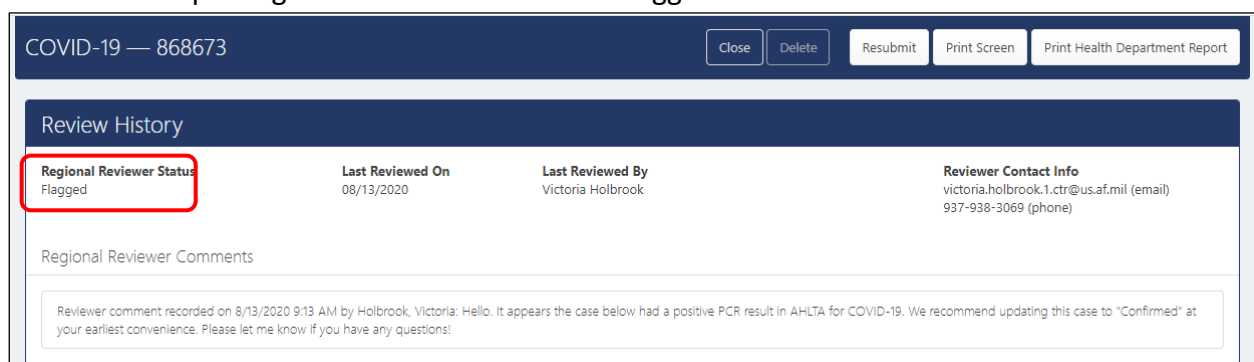
All non-STI cases reported to DRSi are sent into the Flagged Cases workflow within the Cases Module. Each Service has Regional Reviewers who are assigned to review each non-STI case reported to DRSi and either approve or flag the case. If a case is approved, it is marked as such in the case record, and removed from the Flagged Cases workflow. If the case is flagged, the case is sent back to the reporting unit with notes describing what edits should be made. Once the edits requested are made, the Regional Reviewer can then approve the record, and it is removed from the Flagged Cases workflow. This workflow is described in the flowchart below:



Cases that are “flagged” by Reviewers will be displayed in the Flagged Cases Module.

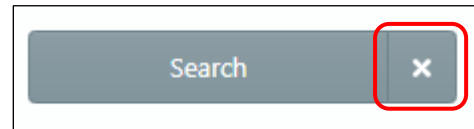
After a preliminary case is made “Final”, the case is reviewed by the user’s Service Reviewers (typically staff at your Service Surveillance Hub [i.e., USAFSAM, DCPH-A, NEPMUs]). Reviewers can either “Approve” or “Flag” each case they review. If a case is flagged, the Reviewer enters a comment describing the issue or question they have about the MER and the case will populate in the reporting unit’s Flagged Cases module with a Review Status of “Flagged”.

This function allows for Reviewers and Reporters (i.e., users) to communicate directly in DRSi and avoid the need to use email. This centralizes the DRSi management process and allows any user at the reporting unit to view and address flagged cases.



Reviewing/Managing Flagged Cases

- 1) From the Cases Summary page, if the case is listed in the “Flagged Cases” preview table, click on the case to open it
- 2) If the case is not visible in the preview table, click on “Flagged Cases” on the left navigation bar or click on the “View All Flagged” button at the bottom of the Flagged Cases preview table
- 3) Apply any necessary filters. If you apply no filters, the page will default to sorting by the most recent Case ID
 - a. Select the applicable filters, then click “Search”. If filters are not needed, click “Search”
 - b. Click the “X” button on the right side of the filter “Search” button to clear applied filters, then click “Search” again
 - c. Users may also sort by clicking the variables at the top of each column in the table
- 4) Open the case by clicking the “View” button
- 5) Review the case
 - a. A case marked as “Flagged” by a Reviewer will be sent back to the reporting unit with comments or questions that need addressed. Reviewer contact information is included in the case if there are questions or if the Reviewer needs to be contacted
 - b. Review the comments
 - c. When finished, click “Submit”. The case will close, and the user will be returned to the Flagged Cases module screen
- 6) Queuing Cases: Opening and Editing Multiple Cases
 - a. If a user needs to manage multiple cases, click the checkbox under the “Queue” column for each case
 - i. Once the user has selected multiple cases, click “Scroll Selected (#) in Queue” at the top of the table to open all the MERs
 - ii. If the user would like to manage all cases in the module, the “Scroll All (#) Results” can be selected, which will queue all cases
 - b. Editing Cases in a Queue
 - i. Apply changes to the specific case as needed then click “Submit” at the top of the MER
 - ii. Use the queue navigation at the bottom of the screen to move through the queued MERs



1. To move to the next case, click “Next” at the bottom of the screen or use the center drop down to select a specific case from the queue
 - iii. Click “Close Queue” when finished editing all cases in the queue. The user will be returned to the Flagged Cases module screen
- 7) After resubmitting, the case will be sent back to the Reviewer
- a. If the edits have been addressed, the case will be “Approved”. If there are more questions or comments the Reviewer will flag the case and it will be returned to the reporting unit with new comments
- 8) If there are no cases in Flagged Cases, all questions/comments have been addressed

Labs Needing Review Component

Within the cases module is the Labs Needing Review (LNR) component (formerly known as the Case Finding Module). The purpose of this component is to help users find additional potential cases of RMEs that should be reported and is akin to spooling. The number displayed within the



bubble is the total number of positive laboratory results in the LNR over the past 90 days at the reporting unit(s) to which the user has access.

The LNR process begins with the NMCPHC EDC, who receives laboratory data, processes it through an algorithm, and uploads positive laboratory results for RMEs daily for CHCS and weekly for MHS GENESIS reporting units. Positive laboratory results from CHCS or MHS GENESIS are matched to cases previously reported within the past 30 days that have the same RME, patient SSN (to be updated to DODID

with the upcoming update), and FMP. If the algorithm does not find a match between the three identifiers, it considers the case unreported and uploads the positive laboratory results into the “Not Reported” portion of the LNR. If a match is found between the three identifiers, the positive lab will be uploaded into the “Reported” portion of the LNR. Note: The default when searching for positive lab results is “Not Reported” because the expectation is that these cases get reviewed and reported.

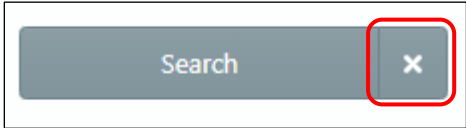
It is critical to correctly enter the SSN, DODID, and FMP for every patient. Doing so ensures proper algorithm matches, future data validity and completeness, and saves time in reporting any future cases for that patient.

Labs Needing Review Filter Options

Filter variable	Description
Medical Event	Reportable Medical Event (RME). The options here are limited to RMEs that have a laboratory component. RMEs like Post-Exposure Prophylaxis against Rabies, heat illness, etc. are excluded from this module.
Reporting Units	Limited to what you have access to. Select one or multiple, if you have access to multiple reporting units.
Public Health Classification	Method of filtering by probability of a lab result being reportable. Questionable means a lab may or may not be reportable. Highly Likely means a lab is very likely to be reportable.
Reported in DRSi	Select Any (includes reported and not reported), reported (includes any cases from the LNR that were already reported), or not reported (includes labs from LNR that have not already been reported to DRSi). Defaults to “Not Reported” if no selection is made.
Date Filter mode	Apply a date range, based on the laboratory certification date that can go as far back as 90 days. After 90 days, any cases remaining in the LNR are considered delinquent.

Reviewing Results in the Labs Needing Review Component

The purpose of reviewing laboratory results in the LNR is to report RMEs that may have been otherwise missed. It is important to note that having a positive lab result does not automatically mean the case should be reported. All components of the case definition should be met prior to reporting; having a positive lab result is just one component.

- 1) Within the Cases module, click “Labs Needing Review”
 - 2) Apply any necessary filters. If no filters are applied, the LNR will display all unreported positive laboratory results over the past 90 days for the reporting unit(s) the user has access to
 - a. Select filters, if necessary, then click “Search”. If no filters are needed, just click “Search”
 - b. Click the “X” button on the right side of the filter Search button to clear any filters that have already been applied, then click “Search” again
- 
- 3) A list of cases will appear below
 - 4) **Review every lab before reporting. The results may suggest a case, but they do not guarantee a case of a given RME**
 - a. **Questionable** means a lab may or may not be reportable
 - b. **Highly Likely** means a lab is very likely to be reportable
 - c. However, even Highly Likely cases could still be for fake patients or repeat results. Review ALL lab results before reporting a case
 - 5) If a lab result is reportable, click the “Report Case” button to report the case
 - a. If the patient hasn’t previously been registered in DRSi, the system will walk the user through registering the patient (and sponsor, when applicable). The RME and onset date must be entered at the top of the page. The LNR will default the onset date to the lab certification date, however, this date can be edited if necessary
 - b. If the patient has already been registered, then the user will be taken to a page where the onset date can be edited. The LNR will default the onset date to the lab certification date, however, this date can be edited if necessary
 - 6) Fill out the case report with all available information
 - 7) Click “Submit”
 - 8) To get back to the LNR, click the “Close” button at the top of the case report page
 - a. The case that was just reported will now no longer show up in the “Not Reported” list. Instead, it will appear for 90 days in the “Reported” list within the LNR page

- b. If the case continues to appear in the “Not Reported” list, then the case was not successfully submitted to DRSi

Reminder: New Labs Needing Review will be uploaded into the DRSi LNR component, daily for CHCS data and weekly for MHS GENESIS. All users are encouraged to review this list each day and clear it out by either 1) reporting the case, or 2) removing it from the list if it does not meet the case definition, was incorrectly uploaded into the LNR, or was already reported.

Deleting Cases from the Labs Needing Review Case List

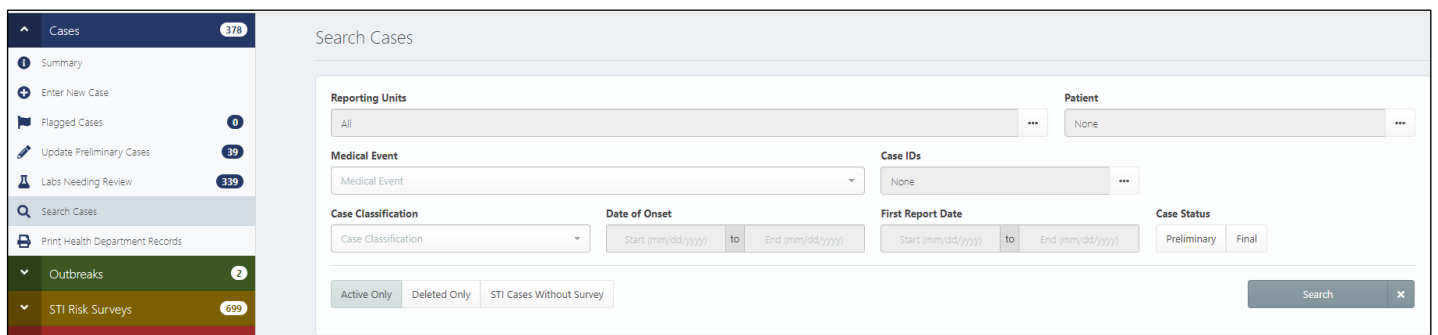
Some cases may need to be deleted from the Labs Needing Review list. Some reasonable grounds to remove a case from the labs needing review list include:

- The case was already reported to DRSi
- The case had a positive lab, but did not meet the case definition for that RME as defined in the *Armed Forces Reportable Medical Events Guidelines and Case Definitions*
- The laboratory record was incorrectly uploaded into the LNR list (if this occurs, contact your Service DRSi Help Desk BEFORE deleting the case from the list)

Deleted cases from the LNR are captured and tracked by each Service Surveillance Hub. Reporting unit(s) (e.g., installations, bases, ships, etc.) may be asked to provide an explanation for why cases were deleted from the LNR as an update to the algorithm or other DRSi administrative updates may be necessary. Air Force users are encouraged to report these cases as ‘Not a Case’.

Search Cases

You can search for existing cases and export case data via the Search Cases screen. There are several filters available in which to find cases, or lists of cases, of interest. You can also download the list of cases from this screen.

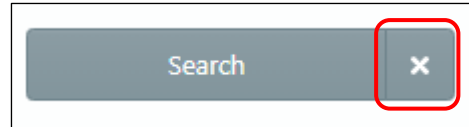


Search Cases Filters

Filter variable	Description
Reporting Units	Click the <input type="button" value="..."/> button to select one, multiple, or all reporting units you have access to. You cannot view reporting units outside of what you have access to
Patient	Click the <input type="button" value="..."/> button to enter one or multiple patient or sponsor SSNs or DODIDs
Medical Event	Click the drop-down list to select one or multiple reportable medical events. Clicking on an item once will select it, clicking on it twice will de-select it
Case Classification	Click the drop-down list to select one or multiple case classifications. These correspond to the <i>Armed Forces Reportable Medical Events Guidelines and Case Definitions</i>
Case IDs	Click the <input type="button" value="..."/> button to enter one or multiple case report IDs
Date of Onset	Date that the patient first began experiencing symptoms of the disease/injury in question
First Report Date	The date that the case was first reported to DRSi
Case Status	Options: Final or Preliminary. It will default to include both if one is not selected
Active Only Button	Cases that have not been deleted. This will be the default option if “deleted only” or “STI Cases Without Survey” is not selected
Deleted Only Button	Cases that have been deleted
STI Cases Without Survey	If selected, it will display a list of STI cases that were reported, but that do not have a completed STI Risk Survey

Once your filters have been applied, click the “Search” button, and a list of cases will appear below.

To clear the filters you have applied, click the “X” button embedded within the Search button.



[Exporting Data from the Search Cases Page](#)

Users have the option of exporting data from DRSi in multiple ways, i.e., from the Search Cases Page and from the Data & Analysis Module. The Search Cases Page export is useful for getting quick basic data on a specific reporting unit(s) or list of reporting units.

To export data, follow these steps:

- 1) Apply the filters of interest. For example, if the user needs a list of reported cases of Heat Illness from 3 April–9 July reported from a list of three reporting units, they would select the reporting of interest from the “Reporting Units” filter, then select “Heat Illness” from the Medical Event filter, and then select 3 April and 9 July from either the onset or first report date filters
- 2) Click “Search”, a list of cases will appear
- 3) Click the “Download” button under the Search button
- 4) Select where the document should save, then click “Save”
- 5) An Excel spreadsheet including basic variables will be available. See page 46 for a summary and explanation of the variables

[Print Health Department Records](#)

Users can export a printable list of case information that they can then fax or send to their state/local health department. The health department records include the patient’s complete information. However, this information will only be included if that information was entered when registering the patient. All users are encouraged to enter this information, if available, into the patient profile **before** submitting a MER for that patient.

To export a list of health department records:

- 1) Select all applicable filters from the “Print Health Department Records” screen
 - a. CAUTION: Selecting no filters will allow you to batch print all records ever submitted by the reporting unit(s) the user has access to
 - b. After selecting your filters, click the “Search” button
- 2) A list of the records that meet the filter criteria will appear below

- 3) Click the “Print” button to print one record at a time or click “Batch Print All (#) Results” to print all records that met the filter criteria. This button will display how many records will be batch printed
- 4) A new window will open with the record(s) to be printed. Click the icon in the upper right-hand corner of the screen that looks like a printer to physically print these records
- 5) You can now fax or send these records to your state/local health department
- 6) Once a record has been printed via this module, it will be listed under the “Sent to Health Department” list under the “Printed Status” button on the filter page.

Editing Patient Demographics

Generally patient demographics are noticed and edited when a patient has a new RME that needs entered. As a result, patient demographics are edited through the “Enter New Case” function.

To edit patient demographics:

- 1) Search the patient SSN or DODID in the global search bar on the left, or, if in the Cases Module, click “Enter New Case”
 - a. If using the global search, click “Go to Enter New Case”
- 2) Once in Enter New Case, click “Edit” to the right side of the patient profile
- 3) Update any demographics as needed then click “Submit and Continue”
- 4) It will push you to “Step 3. Create Medical Event”, but simply click back to “Summary” under cases or another module to end the Enter Case process; demographic updates will still save.

The screenshot shows a web interface titled "Select Patient". At the top, there is a search bar containing "000000001" and a button labeled "Find Patient by SSN/DODID". Below the search bar, the patient's name "20 - Sponsor: 000000001" is displayed, along with an "Add Family Member" button and an "Edit" button (highlighted with a red box). The patient's details are organized into a table-like structure:

Full Name Spider F. Man	FMP 20 - Sponsor		
Sponsor SSN 000000001	Patient SSN 000000001	Patient DODID N/A	
DOB 12/01/1990	Gender Male	Race African American	Beneficiary Category Active Duty Service Member
Service Branch Army	Duty Status Active Duty	Rank E4	Duty Station Unknown

At the bottom of the form, there are two buttons: "Show Cases" and "Select Patient".

Using the Global Search Bar

The global search bar is on the left-side of the screen and is always available regardless of what the user is doing while using DRSi. Use this search bar to search for patients or reports by entering the SSN, DODID, or report ID. When the SSNs have been removed from the system, DODID or report ID will be the only identifiers that can be searched. The table below contains the number of characters that DRSi associates with each ID type.

ID type	Number of characters (as of Aug 2020)
SSN	9
DODID	10
Case Report ID	6 or 7
STI Risk Survey ID	5
Outbreak Report ID	3
TBCIR ID	2

Entering a Social Security Number or DODID into the Global Search

- 1) If you enter an SSN or DODID for a patient that already has been registered, their information should show up below. To select them, click “Go to Enter New Case”

- 2) The patient's information, and their associated dependents will appear. Select the patient you are looking for by finding them on the list, and click "Select Patient"

Select Patient

00000001 Find Patient by SSN/DODID

20 - Sponsor: 00000001 Add Family Member Edit

Full Name Spider F. Man	FMP 20 - Sponsor		
Sponsor SSN 00000001	Patient SSN 00000001	Patient DODID 000000011	
DOB 12/01/1990	Gender Male	Race Unknown	Beneficiary Category Active Duty Service Member
Service Branch Army	Duty Status Active Duty	Rank UNK	Duty Station Unknown

Show Cases Select Patient

Dependents associated with Sponsor

01 - Dependent child of Sponsor: Edit

Full Name *John *. Spider_man	FMP 01 - Dependent child of Sponsor
---	---

The family members are ordered under "Dependents associated with Sponsor" according to their FMP.

- 3) If the patient does not already exist in the system, it will take you through steps to register that patient in the system.

Entering a Report ID in the Global Search

- 1) Enter the case ID of a case report, outbreak report, STI risk survey, or TB contact investigation report into the global search
- 2) The case will appear on the screen with some basic information visible. Click "View" to view this report

Outbreaks Module

The Outbreak Module is a centralized location for reporting new outbreaks and editing existing outbreaks. Users can also track activities associated with an outbreak, upload documents associated with an outbreak investigation, link individual cases to an existing outbreak, and search for old outbreaks to review or update. An outbreak or disease cluster "...should be reported when an increase in illness leads local public health personnel to: (a) identify cases, (b)

seek causes, or (c) institute control measures,” per the Armed Forces Reportable Medical Events Guidelines.

Updates to the outbreak report are intended to assist bases with managing an outbreak by including more relevant, management-focused prompts. New sections in the report allow for recording detailed information using checkboxes rather than open text. Investigation findings and management methods can be tracked easily in the report as well, which can help assist with creation of Executive Summaries (EXSUM) or After-Action Reports (AARs) since all information can be managed in one location.

Two other features that have been added include: 1) the ability to link cases to an outbreak and 2) the ability to upload documents relevant to the outbreak. Linking cases can be used if there is an outbreak of a reportable medical event, like *Salmonella*. Individual case reports of Salmonellosis can be linked to the outbreak report itself if the cases are part of the outbreak. Documents like EXSUMS or AARs, or even individual case investigation reports, can be uploaded and stored as part of the outbreak report. These can be downloaded at any time for reference (though they cannot be opened in DRSi).

Outbreak Summary Page

The Outbreak Summary page, much like the Cases Summary page, is intended to show work that is in progress or requires attention. Alerts are displayed on the left next to the two main functional areas – Flagged Outbreaks and Preliminary Outbreaks – of the Outbreak module so users can better track and manage their current outbreaks. Alerts are also displayed on the right side of each “preview table” in the center of the screen. These preview tables show up to three of most recent reports in each module so users can access them quickly.

DRSi access is based on “Reporting Unit”, meaning all users with access to that location (i.e. base, installation, ship, etc.) can see and manage all outbreaks associated with that reporting unit. Additionally, a user can use Search Outbreaks to look back at any cases reported to their assigned reporting unit by any user.

Enter New Outbreak

This is where new outbreak reports will be started.

- 1) From the Outbreak Summary page, click on “Enter New Outbreak” on the left navigation bar
- 2) A new, blank outbreak report will open
- 3) Complete as much of the report as possible
 - a. Under “Report Status” select Preliminary

- i. Until all relevant details have been completed and the investigation is finished, keep the report as Preliminary. Once the status is updated to Final it will be sent for review by the Service Reviewers (see “Flagged Outbreaks” below for more information on reviewing outbreaks)
- 4) Click “Submit” when all current information has been entered into the outbreak report
 - a. After clicking “Submit”, users will have the ability upload documents associated with the outbreak and link cases associated with the outbreak

Linking Cases and Uploading Files to Existing Outbreak Reports

Once the screen reloads after clicking “Submit”, scroll to the bottom of the outbreak report (or use the section navigation dropdown on the top right) to find the Linked Cases and Upload Files sections.

The screenshot displays the DRSi interface for an outbreak report. At the top, a green header bar shows 'Outbreak — 822' with buttons for 'Close', 'Delete', 'Skip to Section', 'Submit', and 'Print Screen'. Below this is a text area for 'Additional comments (2,000 characters maximum)'. The 'Linked Cases' section features a table with columns: Quick View, Unlink, Case ID, FMP, Patient SSN, Patient DODID, Name, Medical Event, Date of Onset, First Report Date, Case Classification, Current Reporting Unit, and POC. The table is currently empty, showing 'No linked cases.' and 'Total Records: 0'. The 'Uploaded Files' section includes a 'Browse' button, 'File Name' and 'File Description' input fields, and an 'Upload' button. Below this is another empty table with columns: Download, Remove, File Name, Size, and Date Loaded, showing 'No associated files.' and 'Total Records: 0'.

Linking Cases

- 1) Click the “Link to Case” button on the right and a search will open
- 2) Users can search for specific individuals by entering the SSN/DODID of a case, by entering a list of Case IDs (enter a list by separating each Case ID by a comma and space), or they can search on the Medical Event and specify date ranges to find multiple cases. Once the relevant parameters are entered, click “Search” (click the X next to Search to clear the selections)

- 3) After searching, a line list will display
 - a. “Quick View” shows a preview of the MER
- 4) Click “Link Case” to link relevant cases to the outbreak. After linking a case it will disappear from the list
 - a. NOTE: If a case is linked, the outbreak report will be displayed in the associated MER
 - b. Cases can be unlinked at any time by clicking “Unlink” in the outbreak report or in the MER

Uploading Files

- 1) Click “Browse” and a file explorer will open
- 2) Find the file and click “Open”
- 3) The file will populate in the Uploaded Files section
- 4) Add a File Description then click “Upload” on the right
 - a. Uploaded files can be downloaded or deleted at any time
 - b. It is not required to upload any files with an outbreak report

Preliminary Outbreaks

Unlike individual case reports, outbreak investigations take more time to manage and conclude. As a result, most outbreak reports will spend a significant amount of time in the Preliminary

VERSION 2
Basic Information

Reporting Unit
0066 - Malcolm Grow Medical Center

Location of Outbreak
Command Country City State

Date first case became ill, Date last case became ill
Start (mm/dd/yyyy) to End (mm/dd/yyyy)

Report Status
Preliminary Final

Outbreaks module. In this module, outbreaks marked as “Preliminary” will remain readily available to the reporting unit for updates. Service Reviewers will have the ability to view all outbreaks in the Preliminary Outbreak modules, but this classification informs the reviewer that the outbreak investigation is ongoing. Once an outbreak investigation is complete, the “Report Status” should be changed to “Final”. The outbreak will be available for review by the Reviewers.

Reviewing/Managing Preliminary Outbreaks

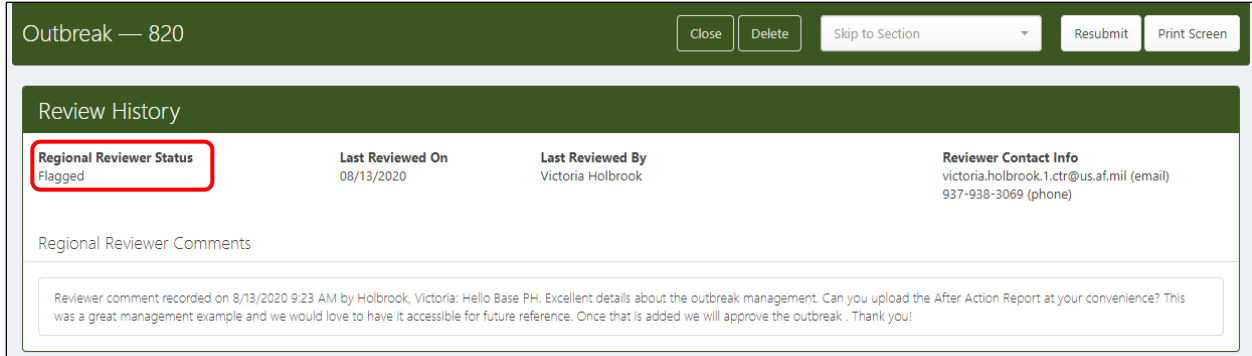
- 1) From the Outbreak Summary page, if the outbreak is listed in the “Preliminary Outbreak Reports” preview table, click on the outbreak to open it.
- 2) If the outbreak is not visible in the preview table, click on “Update Preliminary Outbreaks” on the left navigation bar or click on the “View All Preliminary” button at the bottom of the Preliminary Outbreak Reports preview table
- 3) Apply any necessary filters. If you apply no filters, the page will default to sorting by the most recent Outbreak ID
 - a. Select the filters you want to apply, then click “Search”. If you don’t want to apply any filters, click “Search”
 - b. If you want to clear filters that you’ve already applied, click the “X” button on the right side of the filter Search button, then click “Search” again
 - c. Users may also sort by clicking the variables at the top of each column in the table
- 4) Open the outbreak by clicking the “View” button
- 5) Update/edit the outbreak as needed
 - a. If all information for the outbreak has been collected, update “Report Status” to Final
 - b. When finished, click “Submit”. The outbreak has been finalized and will move on to review by the Service Reviewer
 - c. The user will be returned to the Preliminary Outbreaks module screen

Flagged Outbreaks

Like in the Cases Module, outbreaks are reviewed by Regional Reviewers after they are submitted as Final. Outbreaks that are “flagged” by a Reviewer will be displayed in the Flagged Outbreaks Module.

After a preliminary outbreak is made “Final”, the report is reviewed by the user’s Service Regional Reviewers. Reviewers can either “Approve” or “Flag” each outbreak they review. If an outbreak report is flagged, the Reviewer enters a comment describing the issue or question they have about the outbreak. After they enter their comment, the report will populate in the base’s Flagged Outbreaks module with a Review Status of “Flagged”.

This function allows for Reviewers and Reporters (i.e., users) to communicate directly in DRSi and avoid the need to use email. This centralizes the DRSi management process and allows any user at the reporting unit to view and address flagged outbreaks.



Outbreak — 820

Close Delete Skip to Section Resubmit Print Screen

Review History

Regional Reviewer Status	Last Reviewed On	Last Reviewed By	Reviewer Contact Info
Flagged	08/13/2020	Victoria Holbrook	victoria.holbrook.1.ctr@us.af.mil (email) 937-938-3069 (phone)

Regional Reviewer Comments

Reviewer comment recorded on 8/13/2020 9:23 AM by Holbrook, Victoria: Hello Base PH. Excellent details about the outbreak management. Can you upload the After Action Report at your convenience? This was a great management example and we would love to have it accessible for future reference. Once that is added we will approve the outbreak. Thank you!

Reviewing/Managing Flagged Outbreaks

- 1) From the Outbreak Summary page, if the outbreak is listed in the “Flagged Outbreaks” preview table, click on the outbreak to open it
- 2) If the outbreak is not visible in the preview table, click on “Flagged Outbreaks” on the left navigation bar or click on the “View All Flagged” button at the bottom of the Flagged Outbreak Reports preview table
- 3) Apply any necessary filters. If you apply no filters, the page will default to sorting by the most recent Outbreak ID
 - a. Select the filters you want to apply, then click “Search”. If you don’t want to apply any filters, click “Search”
 - b. If you want to clear filters that you’ve already applied, click the “X” button on the right side of the filter Search button, then click “Search” again
 - c. Users may also sort by clicking the variables at the top of each column in the table
- 4) Open the outbreak by clicking the “View” button
- 5) Review the outbreak
 - a. An outbreak marked as “Flagged” by a Reviewer will be sent back to the reporting unit with comments or questions that need addressed. Reviewer contact information is included in the case if there are questions or if the Reviewer needs to be contacted.
 - b. Review the comments
 - c. Update the report per the Reviewer comments or answer any questions in “Comments” box at the bottom of the report
 - d. When finished click “Submit” at the top of the screen to resubmit the case. The user will be returned to the Flagged Outbreaks module screen

- 6) After resubmitting, the outbreak report will be sent back to the Reviewer
 - a. If the edits have been addressed, the report will be “Approved”
 - b. If there are more questions or comments the Reviewer will Flag the report and it will be returned to the reporting unit with new comments
- 7) If there are no cases in Flagged Outbreaks, all questions/comments have been addressed and no additional action is required

Search Outbreaks

Much like searching cases in the Search Cases Module, all outbreak reports associated with a reporting unit can be searched via the Search Outbreaks Module.

- 1) Click “Search Outbreaks” on the on the left navigation bar
- 2) Apply any necessary filters. If you apply no filters, the page will default to sorting by the most recent Outbreak ID
 - a. Select the filters you want to apply, then click “Search”. If you don’t want to apply any filters, click “Search”.
 - b. If you want to clear filters that you’ve already applied, click the X button on the right side of the filter Search button, then click “Search” again.
 - c. Users may also sort by clicking the variables at the top of each column in the table
- 3) Open an outbreak by clicking “View”
- 4) To view multiple outbreak reports in succession, a user can “queue” multiple reports to open together
 - a. Click the checkbox under the “Queue” column for each relevant report
 - i. Once the user has selected multiple reports, click “Scroll Selected (#) in Queue” at the top of the table to open all the selected outbreaks
 - b. Once the queue has opened, navigate using the Previous and Next buttons to the bottom right of the screen, or select a specific report using the center dropdown
 - c. Click “Close Queue” when finished

Exporting Data from the Search Outbreaks Page

Much like exporting cases from the Search Cases Module, outbreak reports associated with a reporting unit can be exported from the Search Outbreaks Module. To export data, follow these steps:

- 1) Click “Search Outbreaks” on the on the left navigation bar
- 2) Apply the filters of interest. For example, if the user needs a list of respiratory outbreaks between 1 January – 30 June, reported from a list of three reporting units, they will

select the reporting units of interest from the “Reporting Units” filter, then select “Respiratory” from the Outbreak Type filter, and then select 1 January and 30 June from either the Date of Report or Date of Initial Report filters

- 3) Click “Search”. A list of outbreak reports matching the filters will appear
- 4) Click the “Download” button under the Search button
- 5) Select where the document should save, then click “Save”
- 6) A zipped folder containing two Excel spreadsheets including basic variables from the outbreak report(s) will be available
 - a. Note: Two different Excel files will be present when exporting data from the Search Outbreaks module. Version 1 includes any outbreaks pre-2020, Version 2 includes 2020-present
- 7) Like cases exported from DRSi, each outbreak report will have its information presented within one row in the Excel file

STI Risk Survey Module

Each sexually transmitted infection (STI) reported to DRSi can have a completed STI Risk Survey submitted with it. These surveys enable the reporting unit to track risky sexual behavior for all cases and their sexual partners, which focuses where education and prevention can be targeted. Completing these surveys for every STI allows for later analyses to be conducted for that location. This module allows the user to search for incomplete STI risk surveys for every STI MER submitted and complete them. It also allows the user to search for and view risk surveys.

Once an STI risk survey has been submitted and certified as complete, the survey cannot be edited. Further, the link to the MER report and the risk survey will be broken. This is an intentional effort to help protect the information in the survey as anonymous so that it cannot be linked back to any one individual.

Submitting an STI risk survey but never certifying it as complete is an example of a bad practice. Similar to how MERs must all be submitted as Final (and not permanently identified as Preliminary), all STI Risk Surveys must be submitted as final to ensure that the connection between the MER, which contains personally identifiable information (PII), and the STI Risk Survey, which contains sensitive information about a patient’s sexual history, is severed.

STI Risk Survey Summary Page

The STI risk survey summary page displays available actions related to STI cases and STI risk surveys. The first preview table shows STI cases that do NOT have a risk survey currently associated with them. The second table shows all preliminary, or unfinished, STI risk surveys.

STI Cases Without Risk Survey

This table shows STI cases submitted by the reporting unit in the last 30 days that do not have an associated STI risk survey. These are also displayed under “Search Cases” when using the “STI Cases Without Survey” filter.

Case ID	Patient Name	Medical Event	First Report Date
1342078		Chlamydia trachomatis infection	07/18/2020
Patient SSN / DODID		Reporting Unit	
		0084 - 49th MEDICAL GROUP	
1342079		Chlamydia trachomatis infection	07/18/2020
Patient SSN / DODID		Reporting Unit	
/ N/A		0084 - 49th MEDICAL GROUP	
1342080		Chlamydia trachomatis infection	07/18/2020
Patient SSN / DODID		Reporting Unit	
/ N/A		0084 - 49th MEDICAL GROUP	

[View All STI Cases Without a Survey](#)

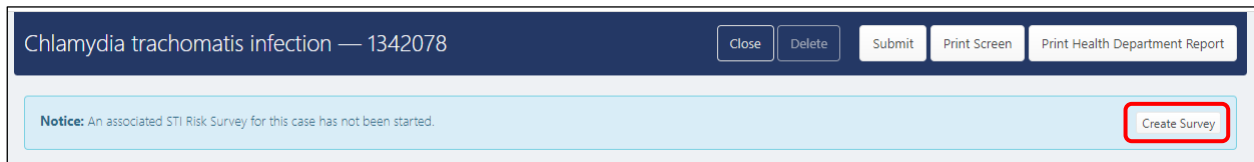
In previous versions of DRSi, STI risk surveys could only be made after submitting a MER, making it difficult to make and manage them after the fact. To improve this functionality the STI Risk Survey module has been updated significantly.

How to Create an STI Risk Survey

There are three ways to create a survey for an STI:

- 1) After submitting a new STI case
 - a. After hitting “Submit” on an STI case, a popup will appear in the center of the screen prompting you to create a survey
 - b. Select “Create Survey” to start an STI risk survey if you have the available information
 - i. Surveys can always be returned to after starting; they do not need to be finished immediately
 - c. Click “Create Later” to return to the MER; a survey can always be created later
- 2) From within an STI MER
 - a. If you open an STI case, a notice at the top will say “An associated STI Risk Survey for this case has not been started” with a “Create Survey” button

- b. Click “Create Survey” to start an STI risk survey

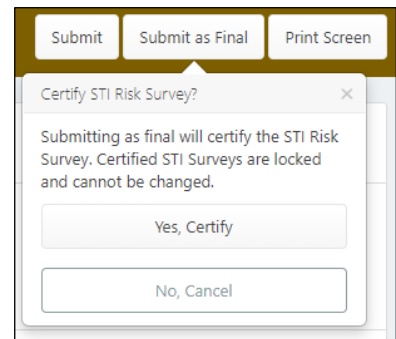


3) From the STI Risk Survey Module

- a. Under the “STI Cases Without Risk Survey” table, click “View All STI Cases Without a Survey”
- b. This will take you to Search Cases, but a filter on this page, “STI Cases Without Survey” is enabled. As a result, the search will only show: 1) STI cases, 2) submitted in the last 30 days, 3) that do not have an associated survey
- c. Click “View” to view an STI case
- d. Click “Add” to create an STI risk survey for an STI case

Add Survey	Report	Case ID	FMP	Patient SSN	Patient DODID	Name	Medical Event	Date of Onset	First Report Date	Case Classification	Current Reporting Unit	Origin
Add	View	1400066	20 - Sponsor	000000001		Man, Spider	Chlamydia trachomatis infection	07/31/2020	08/17/2020	Confirmed	0066 - 11th Medical Gro...	0066 -

- 4) To keep the survey as preliminary and available for editing, click “Submit”
- 5) If the survey is finished, click “Submit as Final”
 - a. Submit as Final will “Certify” the STI survey, unlinking it from the MER and preventing future changes to the survey. Ensure it is complete before clicking “Yes, Certify”



Preliminary STI Risk Surveys

Much like preliminary cases and preliminary outbreaks, preliminary STI risk surveys are able to be edited until they are finalized. STI risk surveys should ideally be finalized within 30 days of reporting a case.

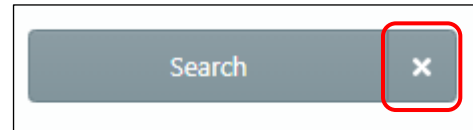
Updating/Managing Preliminary STI Risk Surveys

- 1) From the STI Risk Survey Summary page, if the case is listed in the “Preliminary STI Risk Surveys” preview table, click on the case to open it
- 2) If the case is not visible in the preview table, click on “Update STI Risk Surveys” on the left navigation bar or click on the “View All Preliminary” button at the bottom of the Preliminary STI preview table

3) Apply any necessary filters. If no filters are applied, the page will default to sorting by the most recent STI Risk Survey ID

a. Select the filters needed, then click “Search”. If no filters are needed, just click “Search”

b. Click the X button on the right side of the filter Search button to clear active filters, then click “Search” again



c. Users may also sort by clicking the variables at the top of each column in the table

4) Open the survey by clicking the “View” button

5) Update/edit the survey as needed

6) Add a Partner

a. To add a partner to a survey, at the bottom of the survey click “Add Partner”

b. Add as many partners as needed and complete as many fields as possible

7) To keep the survey as preliminary and available for editing, click “Submit”

8) If the survey is finished, click “Submit as Final”

a. Submit as Final will “Certify” the STI survey, unlinking it from the MER and preventing future changes to the survey. Ensure it is complete before clicking “Yes, Certify”

9) Queuing Surveys: Opening and Editing Multiple Cases

a. Multiple surveys can be opened and managed at once. Refer to “Updating/Managing Preliminary Cases” for information about queuing multiple surveys

10) Once a survey is submitted as final and certified, it is no longer available for editing

TB Contact Investigation Module

The Tuberculosis Contact Investigation Module (TBCIR) is a centralized location for reporting new Tuberculosis (TB) contact investigations, and a module where users can edit existing contact investigations. Users can also track activities associated with a TBCIR, upload documents associated with a TBCIR, link individual cases to an existing TBCIR, and search for old TBCIRs to review or update.

The two main features of this module include: 1) the ability to link cases to a TBCIR and 2) the ability to upload documents relevant to the TBCIR. Individual case reports of TB can be linked to the TBCIR itself if the cases are part of the investigation. Documents like EXSUMS, AARs, or individual case investigation reports can be uploaded and thereby stored within DRSi as part of the TBCIR. These can be downloaded at any time for reference.

For Navy users - The TBCIR module fulfills the Navy requirement of BUMED Instruction 6224.8C to provide a report of the contact investigation to NMCPHC.

TB Contact Investigation Summary Page

The TB Contact Investigation Summary page, much like the cases summary page, is intended to show work that is in progress or requires attention. Alerts are displayed next to Preliminary TB Contact Investigations so users can better track and manage their current TBCIRs. Alerts are also displayed on the right side of the preview table in the center of the screen. The preview table shows up to three of the most recent reports so users can access them quickly.

DRSi access is based on “Reporting Unit”, meaning all users with access to that location (i.e., base, installation, ship, etc.) can see and manage all TBCIRs associated with that reporting unit. Additionally, a user can use Search TBCIR to look back at any cases reported to their assigned reporting unit by any user.

Enter New TBCIR

- 1) From the TBCIR Summary page, click on “Enter New TBCIR” on the left navigation bar. A blank TBCIR will open
- 2) Complete the report with as much information available
- 3) For the question: “Final Report?” select “No” until all relevant details have been completed and the investigation is finished. Once the investigation is completed, change this answer to “Yes”
- 4) Click “Submit” when all current information has been entered into the TBCIR
- 5) After clicking “Submit”, users will have the ability upload documents associated with the TBCIR and link cases associated with the TBCIR

Linking Cases and Uploading Files

Once the screen reloads after clicking “Submit”, scroll to the bottom of the page (or use the section navigation dropdown on the top right) to find the Linked Cases and Upload Files sections

Linking Cases

- 1) Click the “Link to TB Case” button on the right and a search will open
- 2) Users can search for specific individuals by entering the SSN/DODID of a patient or by entering a list of Case IDs (enter a list by separating each Case ID by a comma and space. Once the relevant parameters are entered, click “Search” (click the X next to Search to clear the selections)
- 3) After searching, a line list will display

- a. NOTE: “Quick View” shows a preview of the MER, but the MER cannot be edited from this screen
- b. Click “Quick View” to review and confirm that the correct case is being linked before linking it to the TBCIR
- c. Click “Link Case” to link relevant cases to the TBCIR. After linking a case it will disappear from the list
 - i. NOTE: If a case is linked, a link to the TBCIR will be displayed in the associated MER
 - ii. Cases can be unlinked at any time by clicking “Unlink” in the TBCIR or in the MER

TBCIR — 10013

Close Delete Linked Cases Submit Print Screen

Success: The information has been saved successfully.

Linked Cases

Report a New TB Case Link to TB Case

Quick View	Index Case	Case Unlink	Patient ID	Patient FMP	Patient SSN	Patient DODID	Name	Medical Event	Date of Onset	First Report Date	Case Classification	Current Reporting Unit	Original Reporting Unit	POC	Deleted?
No linked cases.															
															Total Records:
															0

Uploaded Files

Browse

File Name

File Description

Upload

Download	Remove	File Name	Size	Date Loaded
No uploaded files.				

Uploading Files

- 1) Click “Browse” and a file explorer will open
- 2) Find the file and click “Open”
- 3) The file will populate in the Uploaded Files section
- 4) Add a File Description then click “Upload” on the right
 - a. Uploaded files can be downloaded or deleted at anytime
 - b. It is not required to upload any files to a TBCIR

Preliminary TBCIRs

Unlike individual case reports, TBCIRs take more time to manage and conclude. As a result, most TBCIRs will spend a significant amount of time in the Preliminary TBCIR module. In this module, TBCIRs with Final Report marked as “No” will remain readily available to the reporter for updates. Service Reviewers will have the ability to view all TBCIRs in the Preliminary TBCIR modules, but this classification informs the reviewer that the TB contact investigation is ongoing. Once a TB contact investigation is complete, the “Final Report” should be changed to “Yes”. The TBCIR will be available for review by the Reviewers.

The screenshot displays the 'TBCIR — 10013' summary page. At the top, there are buttons for 'Close', 'Delete', 'Contact Investigation Summary', 'Submit', and 'Print Screen'. Below this, the 'Contact Investigation Summary' section contains the following information:

- Reporting Unit:** 00018 - BUMED HQ (STAFF)
- Original Reporting Unit:** 00018 - BUMED HQ (STAFF)
- Date of Report:** 08/14/2020
- Final Report:** Yes/No

Reviewing/Managing Preliminary TBCIRs

- 1) From the TBCIR Summary page, if the contact investigation is listed in the “Preliminary TBCIRs” preview table, click on the TBCIR to open it
- 2) If the TBCIR is not visible in the preview table, click on “Update Preliminary TBCIRs” on the left navigation bar or click on the “View All Preliminary” button at the bottom of the Preliminary TBCIRs preview table.
- 3) Apply any necessary filters. If you apply no filters, the page will default to sorting by the most recent TBCIR ID
 - a. Select the filters you want to apply, then click Search. If you don’t want to apply any filters, click Search.
 - b. If you want to clear filters that you’ve already applied, click the X button on the right side of the filter Search button, then click Search again
 - c. Users may also sort by clicking the variables at the top of each column in the table
- 4) Open the TBCIR by clicking the “View” button
- 5) Update/edit the TBCIR as needed
 - a. If all information for the TBCIR has been collected, update “Final Report” to “Yes”
 - b. When finished, click “Submit”. The TBCIR has been finalized and will move on to review by the Service Reviewer

- c. The user will be returned to the Preliminary TBCIRs module screen

Search TBCIRs

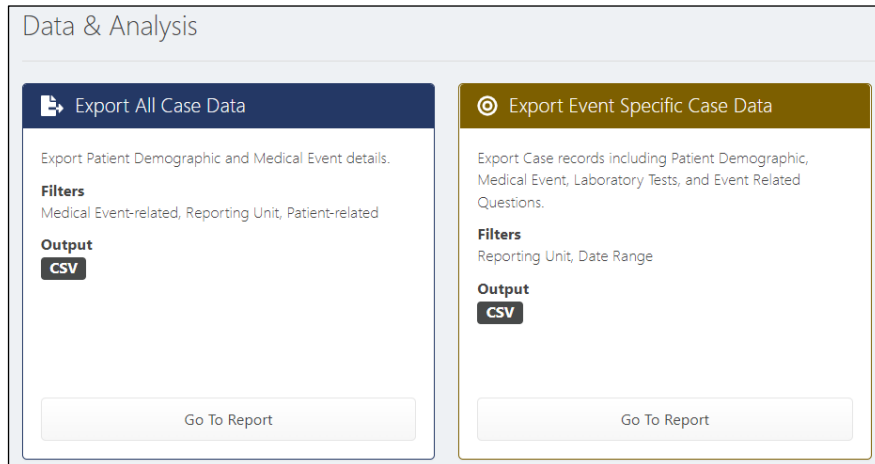
Much like searching cases in the Search Cases Module, all TBCIRs associated with a reporting unit can be searched via the Search TBCIRs Module.

- 1) Click “Search TBCIR” on the on the left navigation bar
- 2) Apply any necessary filters. If you apply no filters, the page will default to sorting by the most recent TBCIR ID
 - a. Select the filters you want to apply, then click Search. If you don’t want to apply any filters, click Search
 - b. If you want to clear filters that you’ve already applied, click the X button on the right side of the filter Search button, then click Search again
 - c. Users may also sort by clicking the variables at the top of each column in the table
- 3) Open a TBCIR by clicking “View”
- 4) To view multiple TBCIRs in succession, a user can “queue” multiple reports to open together
 - a. Click the checkbox under the “Queue” column for each relevant report
 - i. Once the user has selected multiple reports, click “Scroll Selected (#) in Queue” at the top of the table to open all the selected outbreaks
 - ii. Click any case on the list to begin the queue
 - b. Once the queue has opened, navigate using the Previous and Next buttons to the bottom right of the screen, or select a specific report using the center dropdown

Click “Close Queue” when finished

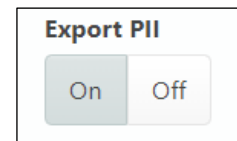
Data & Analysis Module

This section provides a description of each variable that exports via the Search Cases page and the Export All Case Data export. The Data & Analysis module provides DRSi users with the ability to export sets of data from DRSi. Reports can be exported two different ways: by using the Export All Case Data module, or by using the Export Event Specific Data module.



Please contact your DRSi Help Desk for assistance identifying variable descriptions for the Export Event Specific Case Data export, as they vary between different RMEs.

Users are currently provided with the option to export the data as a comma-delimited Excel file. There is also the option to export PII/PHI or to export case data without the PII/PHI attached. This option can be changed by toggling the “On/Off” button from each data export page.



Export All Case Data

The Export All Case Data module allows users to export case data across multiple RMEs and reporting units. Filters for this module include Medical Event (RME), Reporting Unit, Method of Confirmation, Case Classification, Case Status, Date Range, and patient demographic descriptors. Users can request a list of all MERs reported from a specified reporting unit by checking the “Use All Medical Events” box beside the Medical Event filter.



To export data from this module, please follow these steps:

- 1) Click “Export All Case Data” on the on the left navigation bar
- 2) Select the appropriate filters for the desired listing of cases

- 3) Click “Download Report” to download the file

Export Event Specific Case Data

The Export Event Specific Case Data module functions similarly to the Export All Case Data module, with fewer filters. Filters available include the following: Medical Event (RME), Reporting Unit, and Date Range. Multiple reporting units can be selected, but only one RME can be selected when exporting from this module. To export data from this module, complete the following steps:

- 1) Click “Export Event Specific Case Data” on the on the left navigation bar
- 2) Select the appropriate filters for the desired listing of cases
- 3) Click “Download Report” to download the file

A report will download as a .csv Excel file after clicking “Download Report”.

Description of Exported Variables – Export All Case Data / Search Cases

Export

Variable as displayed in export	Description
CASEID	Case ID of the MER Case Report. This is automatically generated by DRSi once the case has been submitted to DRSi. Every report has a unique Case ID number
FMP	Family Member Prefix code. All family members are linked to their sponsors (FMP=20)
SPONSOR_SSN	The Sponsor’s social security number
SPONSOR_DODID	The Sponsor’s DODID number
PATIENT_SSN	The patient’s social security number. Dependents’ SSNs are not required to be entered when registering them in DRSi; this field may be blank
PATIENT_DODID	The patient’s DODID. Dependents’ DODIDs are not required to be entered when registering in DRSi; this field may be blank
SPONSOR_DUTY_STATION	The Sponsor’s Duty Station location

PATIENT_LNAME	The patient's last name
PATIENT_FNAME	The patient's first name
PATIENT_DOB	The patient's date of birth
PATIENT_AGE	The patient's age
PATIENT_GENDER	The patient's gender
PATIENT_RACE	The patient's race
SPONSOR_SERVICE_BRANCH	The Sponsor's Service Branch (e.g. Army, Air Force, etc.)
SPONSOR_RANK	The Sponsor's Rank
SPONSOR_DUTY_STATUS	The Sponsor's duty status (e.g. Active Duty, Reserves, etc.)
DIAGNOSIS	The reportable medical event
DATE_OF_ONSET	The date the patient first began having symptoms associated with the RME
CURRENTREPORTING_UNIT	The reporting unit DMIS ID or other unit code. May be updated
CURRENT_COMMAND	The report unit name. May be updated
ORIGINALREPORTING_UNIT	The original reporting unit DMIS or other unit code. Cannot be updated once the MER is submitted
ORIGINAL_COMMAND	The original reporting unit name. Cannot be updated once the MER is submitted
CASE_STATUS	The case status, per the <i>Armed Forces RME Guidelines</i>
MER_STATUS	The status of the report, Final or Preliminary
CASE_COMMENTS	Comments included in the MER
FIRSTREPORTDATE	The report the case was first reported to DRSi

UPDATED_DATE	The date the case was last updated
POC_EMAIL	The email of the last person to edit the MER
POC_NAME	The name of the last person to edit the MER

Appendix - Correcting the SSN, DODID, or FMP Email Templates

Instructions for Army Users

Army users in need of demographics changes that they are not able to change themselves within DRSi may send a single encrypted email to the Army DRSi Helpdesk with the following information. Only complete applicable sections. If there is a sponsor associated to the dependent profile, it is mandatory to provide the Sponsor's information. If unable to send the information encrypted, please send to the Army DRSi Helpdesk using the instructions described below for the Air Force and Navy Users.

Email

In your encrypted email to the Army DRSi Helpdesk, indicate reason for the correction. If an FMP change is requested, please specify what the FMP code needs to change to.

- Sponsor's Last, First name
- Sponsor's SSN (correct SSN)
- Sponsor's SSN (incorrect SSN)
- Sponsor's DoD ID (correct DoD ID)
- Sponsor's DoD ID (incorrect SSN)

Ensure the sponsor and dependent information is clearly labeled to avoid confusion.

Instructions for Air Force and Navy Users

Any noticeable errors in the DODID, SSN, or FMP, that the users cannot correct themselves in the profile section, can be corrected by submitting two separate unencrypted emails, per case, using the instructions below to the Navy DRSi Help Desk email. Do not reply to the first email. Provide clear details mapping out the issue encountered.

Only complete applicable sections. If there is a sponsor associated to the dependent profile, it is mandatory to provide the Sponsor's information.

First Email

Indicate reason for the correction. If an FMP change is requested, please specify what the FMP code needs to change to.

- Sponsor's Last, First name
- Sponsor's SSN (first five digits of correct SSN)
- Sponsor's SSN (first five digits of incorrect SSN)
- Sponsor's DoD ID (first five of correct DoD ID)
- Sponsor's DoD ID (first five of incorrect DoD ID)

- Dependent's Last, First name
- Dependent's SSN (first five digits of correct SSN)
- Dependent's SSN (first five of digits of incorrect SSN)
- Dependent's DoD ID (first five digits of correct DoD ID)
- Dependent's DoD ID (first five digits of incorrect DoD ID).

Second Email

Provide the following in a new email. (DO NOT forward the previous email. Since we cannot encrypt, the SSN and DODID segments need to stay separate so they cannot be identified.):

- Sponsor's SSN (last four digits of correct SSN)
- Sponsor's SSN (last four digits of incorrect SSN)
- Sponsor's DoD ID (last five digits of correct DoD ID)
- Sponsor's DoD ID (last five digits of incorrect DoD ID)

- Dependent's SSN (last four digits of correct SSN)
- Dependent's SSN (last four digits of incorrect SSN)
- Dependent's DoD ID (last five digits of correct DoD ID)
- Dependent's DoD ID (last five digits of incorrect DoD ID).