Disease Reporting System internet (DRSi) User Guide

Prepared in collaboration with: U.S. Air Force School of Aerospace Medicine, the Army Public Health Center, and the Navy and Marine Corps Public Health Center

Version 1 – August 2020

NAVY AND MARINE CORPS PUBLIC HEALTH CENTER
IMPROVING READINESS THROUGH PUBLIC HEALTH ACTION

Contents

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* (https://health.mil/Reference-Center/Publications/2020/01/01/Armed-Forces-Reportable-Medical-Events-Guidelines).

This document outlines how to use the 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 update to the system. Please ensure you are using the correct version of this document for the current version of the DRSi.

NOTE: All accounts and data will transfer to the version of the new website.

Army DRSi link: https://data.nmcphc.med.navy.mil/adrsi/

Air Force DRSi link: https://data.nmcphc.med.navy.mil/afdrsi/

Navy DRSi link: https://data.nmcphc.med.navy.mil/ndrsi/

Summary of Change

Significant changes have been implemented into the August 2020 DRSi from the former system. This is a summary of significant changes, though it is not all inclusive:

- 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 5).

Requirement to Report

A complete write-up for the requirement to report cases into the 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
CFM	Case Finding Module
HIPAA	Health Insurance Portability and Accountability Act
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	Army Public Health Center (APHC) DSN: 867-2377 | COMM: 410-417-2377 Email: usarmy.apg.medcom-aphc.mbx.disease-epidemiologyprogram13@mail.mil	M-F, 0800–1700 EST
Navy	Navy Marine Corps Public Health Center (NMCPHC) DSN: 377-0700| COMM: 757-953-0700 Email: usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-ndrs@mail.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

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) A completed DD2875 System Authorization Access Request (SAAR) form
3) Recent Cyber Security certification
4) A CAC

HIPAA Certification

All users must have a current HIPAA certification prior to gaining access to the DRSi. The HIPAA certification is completed over the JKO. 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

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Privacy Act and HIPAA. This requirement is documented on DD Form 2875 SAAR, which is available on the DRSi login page.

Completing DD2875

- Army instructions for completing the DD2875 can be found here:
https://phc.amedd.army.mil/topics/healthsurv/de/Pages/DRSiResources.aspx
- Air Force instructions for completing the DD2875 can be found here under "Resources":
https://kx.health.mil/kj/kx7/PublicHealth/Pages/content.aspx#/Comm/Epi/SurveillanceandReporting
- Navy instructions for completing the DD2875 can be found here under "DRSi Account Request Instructions":
https://www.med.navy.mil/sites/nmcphc/program-and-policy-support/drsi/Pages/default.aspx

Cyber Security Certification

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

CAC Access

The 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 is 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

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      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 the 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

1. Cases Module
2. Positive Lab Case Upload
3. Outbreaks Module
4. STI Risk Survey Module
5. Tuberculosis Contact Investigation Module

6. Data & Analysis Module
7. Global Search bar
8. Recently Viewed Reports
9. Timer and Reset Button
10. Cases Summary Screen

11. Notifications
12. Contacts List
13. RME Guidelines Link
14. User profile
15. Log out button

This 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, edit existing cases, and search for cases to review or edit, 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 has been updated to centralize the most important tasks, streamline these tasks, and display case counts associated with each task. Additional checks and ease-of-use options have been 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 patient demographic information within a case report after it has already been submitted**. Further, the system will now review the historic database when a case is being reported, using a given SSN/DODID and RME type, to see if the case has already been reported. The user will be notified if the case has already been reported and asked if they would like to proceed. This section will summarize how to register new patients in DRSi, how to edit patient profiles, how to report new cases, and how to edit existing cases.
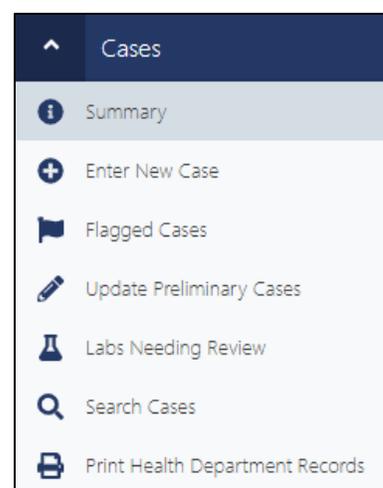
Cases Summary Page

The Cases Summary page is the default homepage DRSi opens to as case management is the primary use for DRSi. Alerts are displayed on the left, in the navigation bar, next to the three main functional areas of the Cases Module – Flagged Cases, 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.

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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 installation; all Preliminary Cases, Flagged Cases, and Labs Needing Review, are available to any user with access.

Enter a New Case

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 a 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.
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. These changes can only be made by a DRSi administrator. 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
        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"

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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, FMP, gender, and date of birth
   b. SSN and DODID (for both sponsor and family member(s))
   c. Sponsor: rank, duty status (i.e. retired, Active Duty, etc.), and Service
   d. Optional: 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.**
      2. Take all precautions to avoid entering incorrect information when registering a patient profile
      3. The following information cannot be edited once a new patient profile has been registered: SSN, DODID, FMP
      4. 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

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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
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 the 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 the 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. 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.
Date of Diagnosis **(ADRSi only)**	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.
Date of Clinic Visit **(ADRSi only)**	The date that the patient first visited the clinic for the condition in question.

Case Classification	Determined by the *Armed Forces Reportable Medical Events Guidelines and Case Definitions.* If you do not have a copy of this document, contact your Service DRSi Help Desk immediately. All cases reported to the DRSi must be classified according to the case definition as defined in this document.
Case Status	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.
Date of Report	The date that the case report was first submitted to the DRSi. This is an automatically generated field.
Reporting Unit	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.

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.

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

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, APHC, 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

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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. If you want to clear filters that you've already applied, 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 ***NEW***

    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

        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

Case 1 of 4		Close Queue	‹‹ Previous	858650 - COVID-19▾	Next ››

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 the 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.

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This workflow is described in the flowchart below:
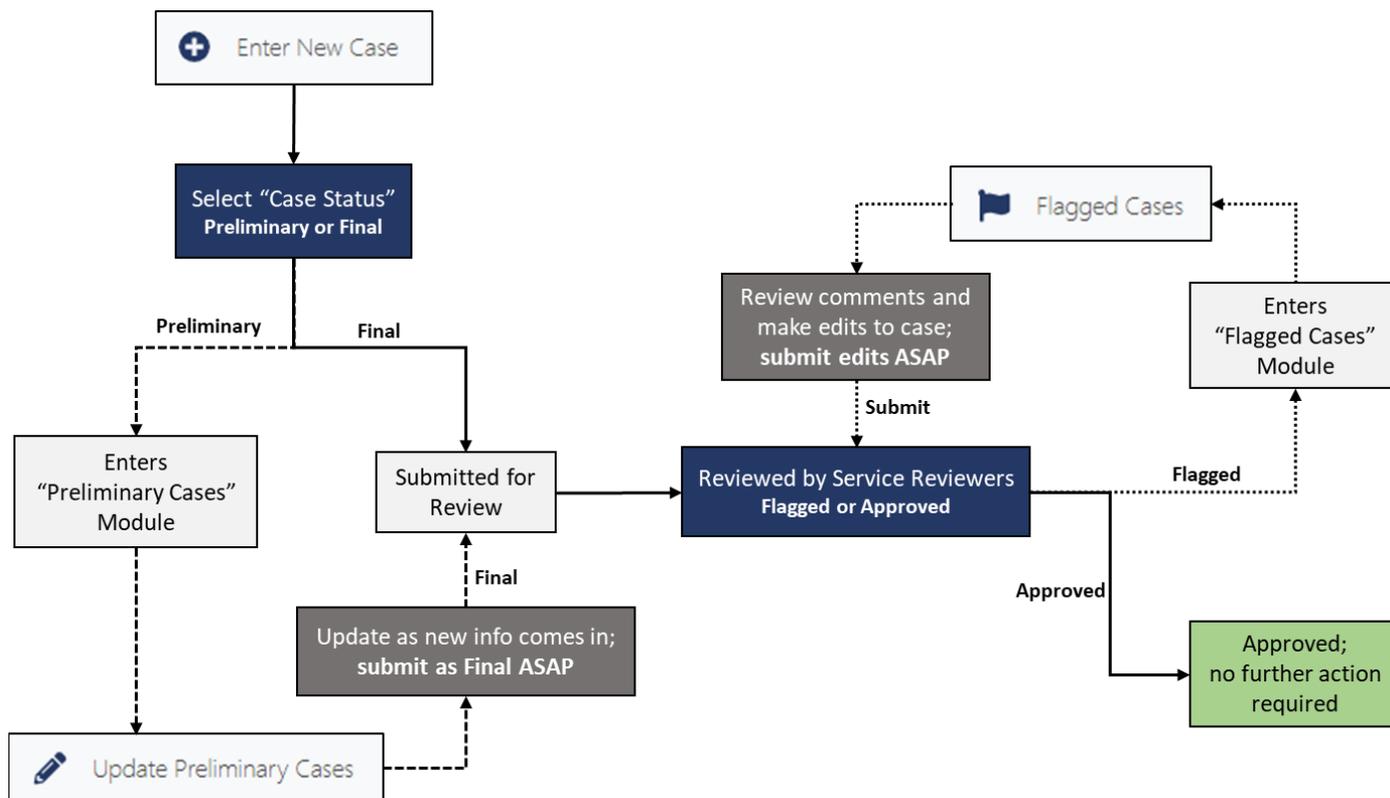
Cases that are "flagged" by Reviewers will be displayed in the Flagged Cases Module.

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, APHC, 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

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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. 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 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 to be 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 ***NEW***
   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
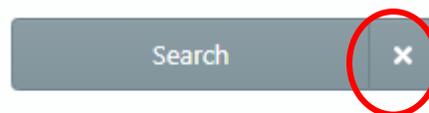
1. To move to the next case, click "Next" at the bottom of the screen or use the center drop down to select a specific case from the queue

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

Within the cases module is the Labs Needing Review (LNR) page (formerly known as the Case Finding Module). The purpose of this page is to help the user find additional potential cases of RMEs that should be reported for their location. The data within the LNR is uploaded every day from the NMCPHC, who receive laboratory data via the CHCS. That data is filtered through an algorithm at NMCPHC, and positive laboratory results for RMEs are uploaded into the LNR each day. The number displayed on the left-hand side within the bubble is displaying the total number of unreported cases in the LNR over the past 90 days at the reporting unit(s) the user has access to in DRSi.

The NMCPHC algorithm matches data from the CHCS to the DRSi data based on the RME, patient SSN, and FMP. If the algorithm finds a match between the SSN, FMP, and RME, then it will not upload into the LNR, because it considers that the case has already been reported for that patient.

If the SSN, FMP, and RME do not match between the laboratory record and the DRSi case reports, then the case will be uploaded into the LNR.

This is why it is important to correctly enter the SSN, DODID, and FMP for every patient. Doing so ensures future data validity and completeness, and saves time in reporting any future cases for that patient.

Labs Needing Review – Filters

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 ore 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 the 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 Labs Needing Review

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

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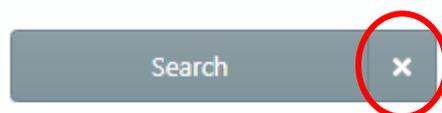
4) **Review every lab before reporting. The results may suggest a case, but they do not guarantee a case of a given RME**
    a. **Questionable** means a lab may or may not be reportable
    b. **Highly Likely** means a lab is very likely to be reportable
    c. However, even Highly Likely cases could 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 has not previously been registered in the 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 the DRSi

Reminder: New Labs Needing Review will be uploaded into the DRSi LNR screen every weekday. 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 the 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.

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.
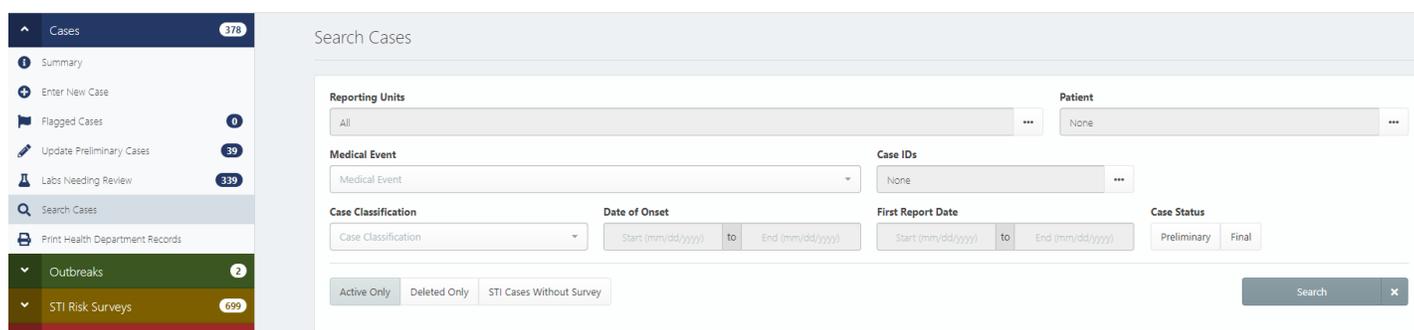
Search Cases Filters

Filter variable	Description
Reporting Units	Click the ⋯ 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 ⋯ 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 *Armed Forces Reportable Medical Events Guidelines and Case Definitions.*

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Case IDs	Click the ··· 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 the 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.
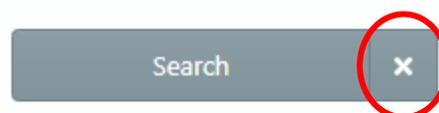
Exporting Data from the Search Cases Page

Users have multiple ways to export data from the DRSi. This export is useful for getting quick basic data on 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 installations (i.e. reporting units), they would select the installations 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 37 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 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 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.

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 Case ID.

ID type	Number of variables (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

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Entering a Social Security Number or DODID into the Global Search

1) If you enter a 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"

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 into 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

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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 reporting units 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 (or use the section navigation dropdown on the top right) to find the Linked Cases and Upload Files sections

1) Linking Cases
   a. Click the "Link to Case" button on the right and a search will open

      b. 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)

      c. After searching, a line list will display

           i. "Quick View" shows a preview of the MER

      d. Click "Link Case" to link relevant cases to the outbreak. After linking a case it will disappear from the list

           i. NOTE: If a case is linked, the outbreak report will be displayed in the associated MER

           ii. Cases can be unlinked at any time by clicking "Unlink" in the outbreak report or in the MER

   2) Uploading Files

      a. Click "Browse" and a file explorer will open

      b. Find the file and click "Open"

      c. The file will populate in the Uploaded Files section

      d. Add a File Description then click "Upload" on the right

           i. Uploaded files can be downloaded or deleted at any time

           ii. 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 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.

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

Much 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 reporting unit'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.

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 to be 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

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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

STI Risk Survey Module

All sexually transmitted infections (STIs) reported to the 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 a 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 a 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.

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 a STI Risk Survey

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

1) After submitting a new STI case
   a. After hitting "Submit" on a STI case, a popup will appear in the center of the screen prompting you to create a survey
   b. Select "Create Survey" to start a 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 a STI MER
   a. If you open a 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 a STI risk survey
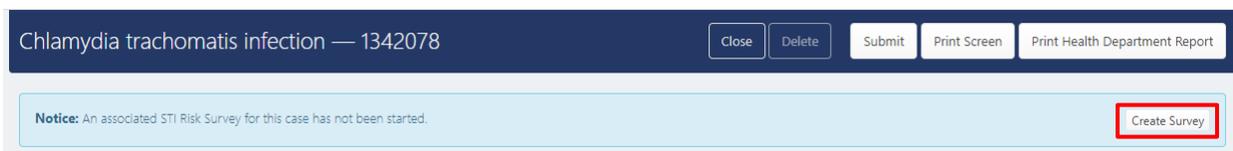
3) From the STI Risk Survey Module
   a. Under the "STI Cases Without Risk Survey" table, click "View All STI Cases Without a Survey"
   b. This will take you to Search Cases, but a filter on this page, "STI Cases Without Survey" is enabled. As a result, the search will only show: 1) STI cases, 2) submitted in the last 30 days, 3) that do not have an associated survey
   c. Click "View" to view a STI case
   d. Click "Add" to create a STI risk survey for a STI case

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"
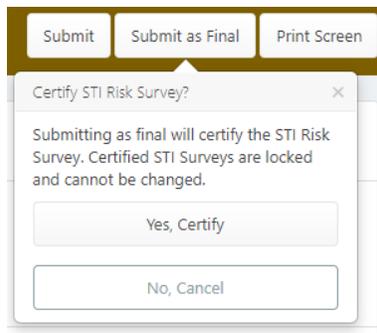
Preliminary STI Risk Surveys

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

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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 ***NEW***
   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 report 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 6224.8B 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

1) Linking Cases
   a. Click the "Link to TB Case" button on the right and a search will open
   b. 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)
   c. After searching, a line list will display
      i. NOTE: "Quick View" shows a preview of the MER but the MER cannot be edited from this screen
      ii. Click "Quick View" to review and confirm that the correct case is being linked before linking it to the TBCIR
   d. 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

2) Uploading Files
  a. Click "Browse" and a file explorer will open
  b. Find the file and click "Open"
  c. The file will populate in the Uploaded Files section
  d. Add a File Description then click "Upload" on the right
    i. Uploaded files can be downloaded or deleted at anytime
    ii. 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.

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 on the bottom right of the screen, or select a specific report using the center dropdown
   c. Click "Close Queue" when finished

Description of Exported Variables

This section will provide a description of each variable that exports via the Search Cases page and the Export All Case Data export. Please contact your DRSi Help Desk for assistance identifying variable descriptions for the Export Event Specific Case Data 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

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CASE_STATUS	The case status, per the *Armed Forces RME Guidelines*
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

NAVY AND MARINE CORPS PUBLIC HEALTH CENTER
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