

Disease Reporting Mechanisms during CDRSS 2.0 Go-Live

Beginning on **July 13, 2018 at 7:00 am**, the current Communicable Disease Reporting and Surveillance System (CDRSS) system will be transitioned to the new CDRSS 2.0. This transition is expected to be completed on July 17, 2018. However, **during this period CDRSS will not be available and disease reporting and entry of investigational information will need to occur via other mechanisms**. Users will be notified when CDRSS 2.0 is available via an email from NJDOH (communicator@NJLINCS.net) which will be sent to the email registered with CDRSS. Users can also check the CDRSS home page for announcements and the latest updates about CDRSS 2.0.

This communication contains important information for NJDOH's partners (i.e., local health departments (LHD), health care providers, laboratorians, infection preventionists) who use CDRSS. Please ensure you review the instructions on how to report diseases and investigations during the period in which CDRSS is expected to be unavailable. Those who do not use CDRSS should continue to report diseases in the normal manner.

Isolate submission will not be affected by this changeover. Laboratories should continue to submit isolates as required by regulation to the NJDOH Public Health and Environmental Laboratories (PHEL).

LABORATORIES

1) Laboratories who report via electronic laboratory reporting (ELR)

(Note: ELR is the process in which reportable positive laboratory reports are sent from a laboratory information management system electronically to CDRSS. Data are not manually entered. If any manual entry is performed, please follow instructions in #2 below).

- During CDRSS's downtime, ELR transmissions can continue to be sent and messages will be held and processed as soon as CDRSS 2.0 goes live.
- Any suspected or confirmed immediately reportable disease/condition - **regardless of whether the laboratory report was transmitted via ELR** - must be reported immediately via telephone. This is unchanged from the current procedure. The process for reporting is described under "Reporting Process" at the end of this document.
- Please note that should circumstances warrant, paper laboratory reports may be requested.

2) Laboratories who *do not* report via electronic laboratory reporting (ELR) (i.e., they perform manual data entry)

- Laboratories will be required to enter all pertinent information into CDRSS 2.0 when it becomes available. To facilitate this entry, and to ensure that relevant details are not lost, NJDOH recommends the completion of the NJDOH CDS-1 form (<http://www.nj.gov/health/forms/cds-1.dot>) at the time of the positive laboratory result. Other suitable documents, such as the laboratory report, may also be used.

- Any suspected or confirmed immediately reportable disease/condition must be reported immediately via telephone. This is unchanged from the current procedure. The process for reporting is described below under “Reporting Process” at the end of this document.
- Please note that should circumstances warrant, paper laboratory reports may be requested.

REPORTERS/INVESTIGATORS

(Note: This includes state and local health departments, health care providers, administrators, and infection preventionists)

- Reporters/investigators will be required to enter all pertinent information into CDRSS 2.0 when it becomes available. To facilitate this entry, and to ensure that relevant details are not lost, NJDOH recommends the completion of the NJDOH CDS-1 form (<http://www.nj.gov/health/forms/cds-1.dot>). If a disease-specific investigation worksheet or form is available, submission of that form is preferred. Other suitable documents, such as the laboratory report, may also be used. Investigational information not collected on this form should be recorded in a readable fashion on a blank sheet of paper (or in an electronic document) or in one of NJDOH’s investigational worksheets which are available for certain diseases.
- Please note that should circumstances warrant, a paper report may be requested.
- The process for reporting and subsequent entry into CDRSS 2.0 are explained in the “Reporting Process” section below.

REPORTING PROCESS

A list of reportable communicable diseases, including those that are immediately reportable and reportable within 24 hours, may be found at:

<http://www.nj.gov/health/cd/reporting/when/>.

IMMEDIATELY REPORTABLE CONDITIONS

- **Laboratories/Infection Preventionists/Administrators:**
 - Call IMMEDIATELY to report to the LHD where the patient resides. If patient residence is unknown, report to your own LHD. If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964. Contact information for LHDs is available at: www.localhealth.nj.gov. If LHD personnel are unavailable, healthcare providers should report the case to the NJDOH, Communicable Disease Service (CDS) at 609-826-5964, during regular business hours. On weekends, evenings and holidays, CDS can be reached at (609) 392-2020.
- **Local Health Departments:**
 - Upon notification of an immediately reportable condition, the LHD should report the case to the NJDOH, Communicable Disease Service (CDS) at 609-826-5964, during regular business hours. On weekends, evenings and holidays, CDS can be reached at (609) 392-2020.

- **Immediately reportable conditions should be entered into CDRSS 2.0 within one business day of the system becoming available.**

CONDITIONS THAT ARE REPORTABLE WITHIN 24 HOURS

- **Laboratories/Health Care Providers/Infection Preventionists/Administrators:**
 - Reporters/investigators will be required to enter all pertinent information into CDRSS 2.0 when it becomes available. To facilitate this entry, and to ensure that relevant details are not lost, NJDOH recommends the completion of the NJDOH CDS-1 form (<http://www.nj.gov/health/forms/cds-1.dot>). Other suitable documents, such as the laboratory report, may also be used. Investigational information not collected on this form should be recorded in a readable fashion on a blank sheet of paper (or in an electronic document) or in one of NJDOH's investigational worksheets which are available for certain diseases.
 - Non-immediately reportable conditions should be entered into CDRSS 2.0 within three business days of the system becoming available.
 - LHD's are available for questions on specific disease investigations. Contact the LHD where the patient resides or if patient residence is unknown, contact your own LHD. Contact information for LHDs is available at: www.localhealth.nj.gov.
- **Local Health Departments:**
 - LHDs will be required to enter all pertinent information into CDRSS 2.0 when it becomes available. To facilitate this entry, and to ensure that relevant details are not lost, NJDOH recommends the completion of the NJDOH CDS-1 form (<http://www.nj.gov/health/forms/cds-1.dot>). If a disease-specific investigation worksheet or form is available, submission of that form is preferred. Other suitable documents, such as the laboratory report, may also be used. Investigational information not collected on this form should be recorded in a readable fashion on a blank sheet of paper (or in an electronic document) or in one of NJDOH's investigational worksheets which are available for certain diseases.
 - Non-immediately reportable conditions should be entered into CDRSS 2.0 within three business days of the system becoming available.
 - CDS is available for questions or direction at (609) 826-5964 during regular business hours. STD is available for questions or direction at (609) 826-4869 during regular business hours.
 - Non-immediately reportable conditions should be entered into CDRSS 2.0 within three business days of the system becoming available.
 - LHD's are available for questions on specific disease investigations. Contact the LHD where the patient resides or if patient residence is unknown, contact your own LHD. Contact information for LHDs is available at: www.localhealth.nj.gov.