



Administrative Reports

The Administrative Report provides usage statistics by individual disease or disease group for a selected time period in the applicable geographic area.

These statistics can aid local health departments in determining the speed with which their staff is completing investigations and they can also reveal any hang-ups with specific phases of the process.

The report provides the total number cases reviewed and the Average, Median and Maximum for each of the following:

1. Days from Onset to Referral
2. Days from Referral to Entry
3. Days from Referral to Completion
4. Days from Onset to Completion

Only administrators can produce these statistics in the MDSS. In order to do so, go to the System Administration screen by clicking on that link along the top navigation bar then click on the Administrative Reports link along the left navigation bar (see the picture below).

The screenshot shows the MDSS System Administration interface. The top navigation bar includes 'Case Investigation', 'System Administration' (circled), 'Messages', 'Reports', and 'Logout'. The left navigation bar includes 'Users', 'Pending Work Queue', 'Review Replaced Patients', and 'Administrative Reports' (circled). The main content area is titled 'Case Referral and Investigation Timeliness Summary'. It features a 'Time Period' section with radio buttons for 'Month' (set to 'March') and 'Year' (set to '2009'), and another radio button for 'Week' (set to '09-2009'). Below this is a 'From Date' field (set to '10/01/2008') and a 'To Date' field (set to '12/31/2008'). The 'Disease or Disease Group' section has a 'Reportable Condition' dropdown (showing 'Amebiasis', 'Animal Bite', 'Anthrax') and a 'Disease Group' dropdown (showing 'Foodborne', 'Vectorborne', 'STD'). At the bottom, there are buttons for 'View HTML Report', 'View PDF Report', 'View CSV Report', 'Reset', and 'Help'.

Just like the other reports the user will need to provide the desired timeframe for the report and the condition or disease group for which the report is to be run. LHD users will only be able to run reports on their own county, however if you would like to have some comparison your regional epidemiologist can run statewide or regional reports if requested.



Also like the other reports, the user needs to select the type of output of the report. Below is an example of the CSV report output for the Administrative Statistics run on all Foodborne Diseases reported to "A Fine County" between 10/01/2008 and 12/31/2008.

Case Referral and Investigation Timeliness Summary									
Time Period: 10/01/2008 - 12/31/2008									
Geographic breakdown: by Jurisdiction									
Disease Groups: 'Foodborne'									
Jurisdiction	Time from Onset to Referral (Days)				Time from Referral to Entry (Days)				
	N	Average	Median	Maximum	N	Average	Median	Maximum	
A Fine County	65	11.34	9	40	86	0.01	0	1	

Time from Referral to Completion (Days)				Total time Onset to Completion (Days)			
N	Average	Median	Maximum	N	Average	Median	Maximum
82	22.74	19	111	63	33.22	28	128

If you have questions about either the uses of this report or running it, please contact your Regional Epidemiologist.

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