



MDSS Searching and Exporting Tip Sheet

Important Tips for Searching During COVID-19 Pandemic!

It has been found that certain search parameters may result in unusually long searches or unusually large result sets that would be returned. Before the pandemic, these searches would have slowed the system some and taken a long time to return for the user but would not have crashed the system. However, with the extra workload presented by COVID-19, both in user activity and in data flowing into the system, some of these larger searches have contributed to a tipping point. Because of these issues, some changes have been made to the Search page.

Search Changes:

1. AND/OR search selection function has been removed
2. Advanced search option has been removed



3. The search button will be grayed out until a search parameter has been chosen



4. If no date criteria are specified, the search will default to searching cases with referral dates in the last month. *NOTE - the referral date limitation does NOT apply to searches that include Investigation ID, Patient ID, or First and/or Last names.*

Search Considerations:

Please try to make searches as specific as possible when looking for cases.

Best practices:

- Include date, jurisdiction and status criteria that would keep expected search results under 100,000 cases.
- Use the overnight batch exports (if possible). The export report will generate during non-peak periods and the user will receive an e-mail from mdhhs_mdss@michigan.gov when the export is ready. The export will typically be available the following day.
- If immediate data is needed, multiple smaller reports (fewer than 1,000 lines) may still be run sequentially.

If you would like any additional information or if you need step-by-step instructions for using basic or disease specific searches, please contact your [regional epidemiologist](#).



Basic Search: Basic Variables

The basic search provides the fields that are common for all cases, such as investigation ID, patient name, case and investigation status, onset date, referral date, completion date, demographic information, referrer, physician, case notes, and others.

Name of Saved Search **Default Search**

Investigation ID — Investigation ID : Case Status : Investigation Status :

Name — Patient First Name : Patient Last Name :

Investigator — Investigator First Name : Investigator Last Name : Investigator Userid :

Disease or Disease Group — Reportable Condition : Disease Group : Outbreak :

Dates — **Date Criteria**

Onset Date (mm/dd/yyyy): to Referral Date (mm/dd/yyyy): to

Entry Date (mm/dd/yyyy): to Birth Date (mm/dd/yyyy): to

MMWR Week (ww-yyyy): to

Geographic or Political Region — **Geographic Criteria**

Local Health Jurisdiction : County : Region : Facility :



| High Risk Food Exposure | | | |
|--|--|--|--|
| Ask about the following specific food exposures for the 7 days prior to onset. If multiple exposures are identified, list additional details in other food history or comments sections. | | | |
| Any ground meats (turkey, chicken, beef, pork) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Typically eats | | If Yes, Was the ground meat eaten raw, bloody, or pink? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Typically Eats | |
| If Yes, Product details (type, bulk/patties, package size, grind) <input type="text"/> | If Yes, Where purchased: <input type="text"/> | If Yes, Date purchased: <input type="text"/> | If Yes, Date consumed: <input type="text"/> |
| Any home-prepared chicken? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Typically eats | | If Yes, Describe (brand, type, etc): <input type="text"/> | |
| | | If Yes, Where and when purchased: <input type="text"/> | |
| Any frozen chicken items? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Typically eats | | If Yes, Product details (breaded, pre-browned, stuffed, etc): <input type="text"/> | |
| | | If Yes, Where and when purchased: <input type="text"/> | |
| Any raw sprouts (alfalfa, bean, etc)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Typically eats | | If Yes, Describe (brand, type, etc): <input type="text"/> | |
| | | If Yes, Where and when purchased: <input type="text"/> | |

Possible uses of exported data:

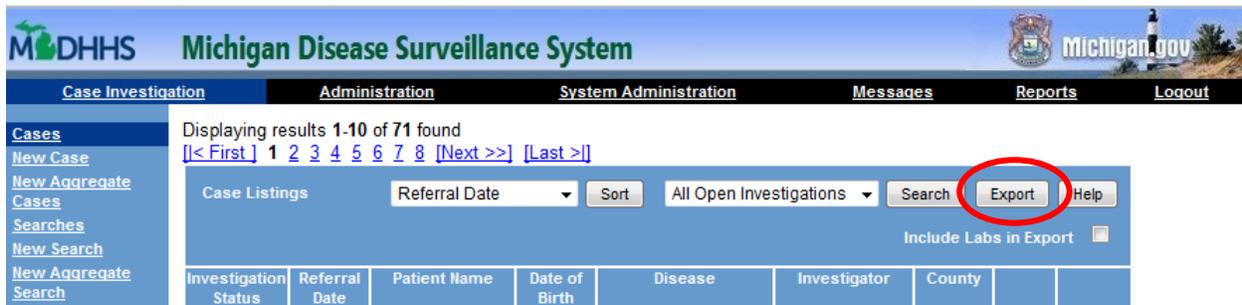
- Compare food items or restaurants in foodborne illnesses
- Assess completeness of STD treatment data, epidemiological variables and other fields
- Review vaccine coverage for vaccine preventable diseases
- Analyze high risk factors for hepatitis
- Identify patterns of exposures (e.g., travel history, animal contact)

Search tips:

- Wild card searches allow the user to perform searches when the complete term is not known by using the asterisk (*). For example, L* gives all entries that start with L
- Use the CTRL key to select or de-select multiple options within a field
- Aggregate cases can be included in your default individual case list. **Note: this will be very beneficial if you use the aggregate case report form to report clusters or outbreaks to MDHHS!**
 1. Click on 'Searches' in the Case Investigation Tab
 2. Click 'Edit' for your default search (the one designated with 'X')
 3. Click 'Advanced' at the bottom of the screen
 4. Check the box next to 'Include Aggregates'
 5. Click 'Save & Finish'

Export

Once the search has been executed, the case listings can be exported out into an Excel spreadsheet. Click on the 'Export' button and a window will pop up to ask where to save the file. Of note, this is one of the few ways sensitive protected public health information can be extracted from MDSS so make sure that the location of the saved file is secure.





Exporting Disease Specific Search

Before sending the files to the Excel spreadsheet, a disease specific export will show the Case Detail page and allow for the selection of some or all of the variables in the specific investigation document. Once the 'Export' button is clicked, a window or line will pop up to ask where to save the file.

Export
Select All
Cancel

Varicella (chickenpox)

Michigan Department of Health and Human Services

Communicable Disease Division

| Investigation Information | | | | | |
|---------------------------|---|---|---|---|--|
| Investigation ID | Onset Date <i>mm/dd/yyyy</i> <input checked="" type="checkbox"/> export as <input type="text" value="Onset Date"/> | Diagnosis Date <i>mm/dd/yyyy</i> <input checked="" type="checkbox"/> export as <input type="text" value="Diagnosis Date"/> | Referral Date <i>mm/dd/yyyy</i> <input checked="" type="checkbox"/> export as <input type="text" value="Referral Date"/> | Case Entry Date <i>mm/dd/yyyy</i> <input checked="" type="checkbox"/> export as <input type="text" value="Case Entry Date"/> | Case Completion Date <i>mm/dd/yyyy</i> <input checked="" type="checkbox"/> export as <input type="text" value="Case Completion"/> |