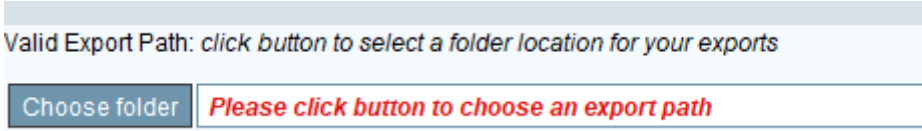# Orpheus County Feedback Meeting
Agenda & Notes

Data for Public Health Policy

Date: January 10, 2018 Time: 1:30-3:00   **Place:** PSOB AOC, 4th floor (or **room 710)**

ALL ORPHEUS DATA FROM SCREEN SHOTS SHOWN IN THESE MINUTES ARE FAKE

Counties: Baker; **Benton** (Mary); **Clackamas** (Liz); Clatsop (); Columbia (); **Coos** (Joyce); Crook **Curry** (Michelle); **Deschutes** (Jill); **Douglas** (Bailey); Grant (); Harney (); Hood-River (); **Jackson** (Patty); **Jefferson** (Sarah); **Josephine** (Cat); **Klamath** (Sharon); **Lake** (Jill); **Lane** (Alice, Lisa, Michelle, Sarah); Lincoln (); **Linn** (Jamie); **Malheur** (Tana); **Marion** (Dana, Justin, Yuritzy); **Morrow** (Shelley); **Multnomah** (Anne, Heather ,Marta ,Miranda, Taylor); **NCPHD** (Jeremy); Polk (); **Tillamook** (Christina); Umatilla (); Union (); Wallowa; Warm Springs (); **Washington** (Carrie, Jennifer); Wheeler; **Yamhill** (Kara, Nicole)

State: Cedric, Dave, Julie, June, Kelly, Kiley, Meagan, Michelle, Missy, Nicole, Rob, Sarah, Stephen, Steve, Tasha

N O T E S		
Item	**Discussion/Decisions**	**Action items**
1	**Overall Orpheus Update – Stephen** - **Security Audits –** The annual security audit will probably go out late this month or early February, and will be due mid-April. - **Export Location.** It's **mandatory** for everyone to have a secure export location. - June demonstrated how to navigate to the Basics Tab of the User Settings: Valid Export Path: *click button to select a folder location for your exports* Choose folder *Please click button to choose an export path* - **Do not type into the field; instead navigate to a secured drive within your jurisdiction's domain.**	**All Users must set a secure export location in their user settings.**

		- **Preparedness related: Orpheus Lite –** We are planning on building a cloud-based, lightweight, flexible, Orpheus-like database in preparation for continuity of operations in case of an emergency involving Orpheus being unavailable. We'd like to conduct this exercise during the February meeting. We'd also like to test Outbreaks and the Case Log.	
2	**ELR Updates – Sarah**		**Be on the lookout for ELRs from Santiam and please notify Michelle ASAP if you notice any problems with their ELRs.**

ELR Updates – Sarah
- Santiam hospital started sending ELR in Dec. They are a low volume reporter but be on the lookout.

- Late-breaking. OSPHL has had problems with the scheduler that moves files to OHA. They think they've fixed it, and about 75 or so results have come in.

- Spectra labs (NJ & CA) will be in the queue in the next month or so.

- If you get a faxed report or if you print something from an EHR, please be sure to upload (attach) that report to the case file in Orpheus in case Michelle needs to follow up with the lab, as that attachment will have all the information necessary for the lab to track down the ELR.

- Many labs send data only once a day, mostly in the late afternoon. You might get a call from a provider in the morning. Our rules generally give a 24-hour window to report. Point: the ELR might look like a lag, but in fact, isn't given the reporting window allowed by our rules.

Be on the lookout for ELRs from Santiam and please notify Michelle ASAP if you notice any problems with their ELRs.

Be sure to attached faxed labs to Orpheus case records, especially from Labs that should be sending ELRs.

Be sure to create manual labs in addition to attaching faxed lab reports.

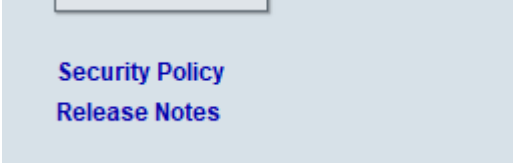|	
- **Question.** Joyce from Coos noted that they've been getting a lot of ELRs with "insufficient samples." Should they be getting these? No, but please send Michelle an example. - **Question.** Are the faxed results mentioned earlier just for Santiam? No. For example, if you get a fax from Kaiser, you should also get an ELR. If you don't get an ELR, then that's a problem. Julie added that if it's a lab that doesn't submit electronically please attach the faxed report and be sure to create a manual lab. June added that ELRs, although mostly automated, require manual review for some ELRs that cannot be automatically processed. - **Question.** Patty from Jackson asked about a provider in Jackson County that uses Vista labs, which Patty always attaches. Should she also be seeing ELRs from Vista? Michelle clarified that her earlier comment only pertained to labs that send OHA ELRs. Julie added that the State also wants to know about instances of State Lab reports that originated at an ELR lab, e.g., Legacy. - Michelle mentioned that statewide interruption for all applications will happen this weekend. "Router replacement" will begin at 12:30 a.m. on Saturday. Michelle and Rob will be in early Saturday to test access to our systems – if all goes well things should be back to normal by 10 am Saturday. We will send a communication on Friday evening to remind you. You will also get an email on Saturday either giving the green light, or an update about extended downtime. This will affect all incoming data, outgoing data, Citrix, fax, email, etc.	**Joyce to send Michelle an example of labs with insufficient samples.** **Michelle to update list of ELRs on web site.** **https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/COMMUNICABLEDISEASE/REPORTINGCOMMUNICABLEDISEASE/ELECTRONICLABREPORTING/Documents/elr_lablist.pdf** **Michelle will send an update on Sunday.**

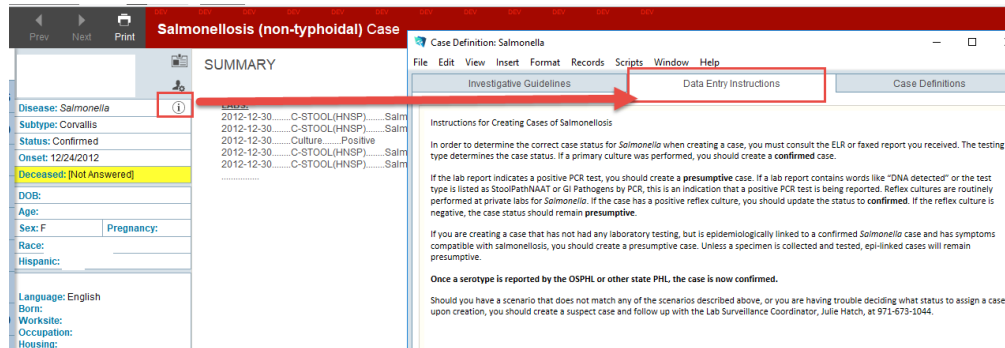|		
3	**Changes/updates to Royal Orpheus layouts – Michelle/Cedric/all – 15 min** - All layouts will default to the Royal Orpheus style after the next interface replacement next week. - **MISC CD, ABCs, CJD, MDRO groups to remove end beta button** - Michelle reminded everyone to visit the Release Note in the lower left section of the home screen to see the latest significant Orpheus upgrades. Security Policy Release Notes	**Inform Orpheus Tech team if you land on an old "green screen" layout.**
4	**Race, Ethnicity, and Language -- Disability) REAL-D (Located on the Person Layout) – June** - Hoping to launch in January, but now it's looking like February. - Tom adding fields to Orpheus. - Training materials are being developed.	**State to notify Multnomah County of new fields when they're ready for analysis.**
5	**Best Practices with Notes – June** - **Reminder.** If you assign a note to a person – that person can edit that note. Orpheus notes are not considered medical record. Michelle added that one can only edit a note if they've created the note or have been assigned the note, but, currently, anyone can make themselves the assignee of the note. We have fixed that. **Recommendation for creating a note that cannot be edited by anyone else: Assign the note to yourself.**	**Recommendation for creating a note that cannot be edited by anyone else: Assign the note to yourself.**

	- **Pinned notes revisited.** The purpose of pinning notes is to keep them prioritized at the top of your notes list. - **Comment/Question.** Taylor from Multnomah is interested in knowing how other Counties use notes, and also mentioned that Orpheus makes a log every time a case is view by a user, and because of this, Taylor likes to make a note as to why she's in the case, especially if she's not the lead investigator. What does the State recommend? Michelle noted that the State doesn't have any documented recommendations. Stephen noted that full access users, e.g., Tech Team members, are automatically prompted to state the reason they are viewing a case outside their assigned disease group. June also mentioned that there are a few key fields, e.g., Status, that also trigger a notification. Taylor asked if making a note while viewing a case should be a best practice. Stephen didn't think it made send to justify viewing a case with a note if the user it authorized to view the case. June clarified that most of the recent discussion around notes had to do with changing a note that was assigned to you, which is not a best practice. - **Question.** In the summary view, Lisa asked if date stamp of the note can be viewed in the Summary layout. Michelle said that the original designers purposely omitted the date stamp in the summary layout, but we can certainly can add that in. Kiley added that anyone can unpin a note.	**State to consider adding date stamp to notes summary.**
	Training Topics – June - Sarah Humphrey did a Webinar on State Lab tests (Lab 101) and June is happy to share the webinar. June queried users about doing a Lab 202, i.e., more advanced lab testing topics. Patty mentioned a new respiratory panel – Are they all PCR? It would be helpful to get a better understanding of those	

panels. Also, would like a better understanding of the enteric disease panel. Julie noted that the data entry instructions are available for enteric diseases by clicking on the "i" button.

- **Blood Lead Report coming up on February 6ᵗʰ.** Dave and Ryan will be presenting.

- **TB Case reporting March 6ᵗʰ.** Kiley will be presenting.

Julie to attached other clarifying material in the data entry instructions.

| 6 | **TB Case Reporting – Kiley** | **Kiley to provide TB data entry manual on OHA web site.** |

- TB is no longer accepting paper reports. https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/COMMUNICABLEDISEASE/TUBERCULOSIS/Pages/index.aspx The red banner is a reminder.

Beginning January 2, 2019, all tuberculosis cases in Oregon will be reported via Orpheus case report. No paper or faxed TB case reports will be accepted after this date.

- **Case report and data entry manual is pretty comprehensive.** https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/COMMUNICABLEDISEASE/TUBERCULOSIS/Pages/tools.aspx

Tools for Local Public Health Authorities

Tuberculosis Program

TB Basics

Epidemiology of TB in Oregon

Tools for Local Public Health Authorities

LPHA Resources

TB Case Reporting in Orpheus

- Case Report & Data Entry Manual (pdf)
- TB Case Interview Guide (pdf)

- Manual includes reporting, all data entry guidelines, and contact investigation data entry.

- Overview is included.

- When to update: Opening, Updating, Closing.

- How to report reviews data entry tabs. Guidelines addressing different ways a report and be received, such as via LPHA or the OHA.

- Guidelines re: confirmed vs. presumptive. What to do once it's confirmed; what to do once the case is ruled out.

- Blurb about QA and when to close a case.

- There is specific information about how to fill out every required Tab.

- Kiley pointed out a new Status had been added for TB in addition to the usual confirmed, presumptive, suspect -- **"unconfirmed, but started on treatment,"** which is for tracking purposes, and eventually will fall into one of the other status categories.

Kiley to create top-of-page links in Manual.

Please give Kiley feedback on anything that doesn't seem clear.

- **TB Case Interview Guide**

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- For case managers to take into the field for data collection purposes. REAL-D data have been added. Lots of details about contact tracing.

- Lisa asked if nurses are responsible for closing out 2018 cases? No. Kiley will close 2018 cases.

- Kiley is planning on a March 6th training if necessary. June queried the group in the Webinar with no feedback.

Future Meetings: 2nd Thursdays @ 1:30 PM

February 14th, 2019
March 14th, 2019
April 11th , 2019