

Job Aid: Informing OSPHL of Outbreak Specimen Collection to Begin Coordination



Scope:

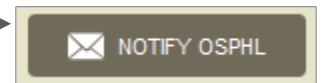
The Oregon State Public Health Laboratory (OSPHL) and Acute and Communicable Disease Prevention Section (ACDP) have collaborated to provide state and local epidemiology teams with a mechanism to notify OSPHL staff of approved outbreak testing and begin associated coordination. The screen added to the Outbreaks Database is now the preferred tool for communicating this information to OSPHL.

Local Public Health Authority (LPHA) staff should work with ACDP lead staff for the outbreak when determining whether testing is approved at OSPHL prior to sending the email using this tool.

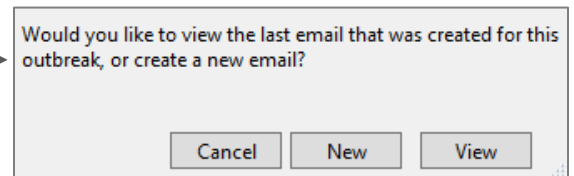
Communication Process:

1. Open the **Outbreaks Database**. Open the Outbreak.

2. On the **Etiology** tab, in the center of the screen click the **NOTIFY OSPHL** button.



3. If a previous email notification was sent to the Oregon State Public Health Laboratory, a window will appear asking if you want to view that message. Select whether you need to send a **new message (New)** or want to **view the previous (View)**.



4. To enter information for a new message, the screen shown at the end of this job aid below will appear. **Complete as much information as you have available.**

- a. Under Facility Information, the top two fields will auto-populate from the Basics tab of the outbreak: **Location/Facility** name and **Contact Info** for group, facility on the outbreak, if populated.
 - i. **Add more information** for OSPHL to coordinate the specimen collection, if available.
- b. Completing as many details as you have available will prevent additional emails or phone calls to clarify or provide additional information.
- c. The following names and email addresses will automatically send in the email to OSPHL in the background:
 - i. Person completing the form,
 - ii. LPHA outbreak lead, and
 - iii. OPHD outbreak lead.

5. When finished, click the green **Send Email** button. This will send a message to the OSPHL staff group email inbox to begin coordination for the specimen collection.

- a. If you would like to preview the email text that will send to OSPHL staff based on what you entered, click the **Preview Email** button at the top middle of the screen.

6. OSPHL staff will be in contact with the key contacts at the facility, LPHA, and/or state to coordinate the distribution of collection kits or timing of specimen pick up.

Outbreaks Database Screen:

Frequently Asked Questions:

How quickly will facilities receive collection kits?

- Most orders leave OSPHL within 2-3 business days. If you have a specific timing need, please specify in the Additional Notes section.

Can we order kits for tests of cure or delivery and pick up at multiple locations?

- Yes – this is possible if they are associated with an outbreak.
- Please note that OSPHL can only deliver and pick up at facility locations. Our couriers **cannot** pick up or deliver at residence addresses.

Is this tool available for enteric outbreaks or non-enteric outbreaks?

- This ordering screen is available only on enteric outbreaks at this time. Soon you will see it expanded to other outbreaks that OSPHL can support.

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