

## Opera Completion Checklist

When a case has been entered in Opera, double check to make sure following fields are complete:

### SUMMARY

- Deceased**
- Work** (this is also the field for school or volunteering outside the home)
- Occupation**

### CLINICAL

- Onset date**
- Hospitalized Y/N**

### RISK

- First attempt date and interview details**
- Contact with confirmed case** → if yes, make sure the case ID is linked in Contacts and Epilinks Notes, and a HH or CC Epilink is selected.

### FOLLOWUP

- Wraparound Services:** which services are requested, and permission to share

### EPILINKS

- Notes:** describe where case likely acquired infection. Include case ID of related cases if known.
- EPILINK CODE – in the following order of priority and likelihood:**  
(based on earlier onset of symptoms and meeting the CC definition)

<b>HH</b>	household member
<b>CC</b>	other close contact not in household
<b>OB</b>	only possible exposure was at outbreak site
<b>SP</b>	no known exposure (community spread)

- Outbreak:** if the case worked/attended a gathering while sick, or knows others from work or gathering who became sick, look at the Opera Outbreaks DB to see if there is an OB code assigned and enter it.

### CONTACTS

- Contact Relationship** (drop down)
- Last Exposure Date**
- Contact Notes** should be in this format:

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<Relationship> of <Case's ID#> e.g. Mother of 99991234  
(Not) Interviewed  
Has/Doesn't have symptoms  
Addl details to share with CTs (vulnerability/high risk; will need support to  
quarantine etc.)

**ALWAYS LEAVE A NOTE:** interview completed (w/details), refused, already interviewed, no  
answer, bad # etc.