

To all State and Territorial Epidemiologists:

We recommend you print out these instructions for reference while completing this assessment.

To complete this assessment, this assessment will take approximately 2 hours.

Please review the following guidance prior to completing the assessment:

We recommend opening the 2007 SRCA in **Internet Explorer**.

- 1) There are three sections in the assessment, Infectious, Non-Infectious and a General section in which conditions overlap. The state/territorial epidemiologist is responsible for routing each section to the most appropriate staff for completion. The General section should be completed by the most knowledgeable staff in your reporting jurisdiction, and then be reviewed by both Infectious and Non-Infectious staff. A report on the completion status of the assessment will be automatically generated and sent to the state/territorial epidemiologist and every staff member with data entry access rights after each section is completed. All users will have read-only access to all sections during the completion of the assessment.
- 2) There are four sets of columns, one for each type of reporter:
 - a) Clinicians (medical care providers)
 - b) Labs
 - c) Hospitals
 - d) Other (nursing homes, veterinary offices, day care centers, schools, employers*)
*Employers are considered reporters in some states (e.g. silicosis). Use the "Comments" column to specify reporter.
- 3) For each reporter type, there are three columns with drop-down boxes.
 - a) Authority: This column tells us if reporting for a specific condition is either Explicit (E) or Implicit (I), or if the condition is not reportable (NR).

Explicit: Please indicate whether a condition is explicitly mentioned in the statutory/regulatory language for your state. Also, choose explicit if a broad category of conditions is reportable (such as Rickettsial diseases), although the specific conditions which constitute this category are not named in your reporting legislation or regulation.

Implicit: Choose implicit if a condition is not specifically listed as reportable, though it is implicitly ("commonly") considered to be reportable. Choose implicit if the condition would be considered reportable under a general non-specific category, such as when there is any rule/law which calls for reporting of "any condition of public health importance".

- b) **Individual Case Reporting**: Select "A" when all cases are reported, regardless of whether the case is work-related or not. Select "W" when only work-related cases are reported.

- c) **Outbreak reporting:** Please indicate whether a condition is reportable only in the context of an outbreak. For example, a condition may require all cases to be reported by laboratories, but during an outbreak, clinicians may be required to report case data. For non-infectious conditions, the term outbreak refers to a cluster. Select "A" when all cases are reportable at all times, regardless of whether an outbreak has occurred. Select "OC" when a condition is not generally reportable, except in the event of an outbreak, and then all cases associated with the outbreak are reportable. Select "O" when only aggregate case counts in an outbreak are reportable.
- 4) The "Comments" column should also be used for subsets. Examples of such reportable conditions include Varicella and Influenza, where reporting is limited to specific age groups, or deaths only. This column is likewise used to document whether specific disease sub-types are excluded; an example is when cancer surveillance does not include benign/borderline intracranial/CNS tumors.
- 5) Sentinel surveillance for a condition is not considered reportable unless **all** providers are also required to report; in addition, active surveillance (such as for cancer or birth defects, in which abstractors go to facilities for case finding) is not considered reportable, unless all providers are also required to report.

Choose "Edit" to begin entering data for a section, or to make corrections. Choose "View" to review data which has previously been entered.

Helpful Timesaver Hint: You may enter just the first letter in each field instead of using the drop down box. Pressing the "N" key in the Authority column will automatically fill "NR" in all categories and will skip you to the next column. For instance, if birth defects are not reportable (NR) in your state, simply press the "N" key until you reach the next condition.

Please note that your session will timeout after 30 minutes so please **save often**. Staff can choose to "Save and return" if they are interrupted during completion of a section, or choose to "Submit Final Responses" when a section is completed and ready for final review by the state/territorial epidemiologist.