ARIZONA DEPARTMENT OF HEALTH SERVICES

Department-Provided Formats for Reporting Communicable Diseases in Arizona

Pursuant to Arizona Administrative Code (A.A.C.) R9-6, Article 2, entities should submit reports in a "Department-provided format". Acceptable formats are listed below for each group of reporters.

R9-6-202: **Healthcare Provider, Healthcare Institution, or Correctional Facility** reporting to the Local Health Agency (LHA)..... 2

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R9-6-202: Healthcare Provider, Healthcare Institution, or Correctional Facility reporting to the Local Health Agency (LHA)

Acceptable formats for reporting include:

- MEDSIS entry can be used for any case reports and is the preferred method.
    - Entry methods include manual web entry or batch case creation, if available for the condition.
    - See the MEDSIS website for enrollment information.
- Electronic case reporting (eCR)
    - During eCR testing and validation, facilities must continue to report using one of the other methods. ADHS will communicate with the facility about when the facility is in production status and can discontinue reporting through other methods.
    - See the website for implementation and contact information.
    - Please note not all conditions are able to be reported through eCR at this time. Those conditions will need to be reported by an alternative method.
- The communicable disease report (CDR) form listed at http://azdhs.gov/cdr may be used to report any cases by fax or secure email (if available).
    - Local Health Agency (LHA) Contacts
- Another form or format may be used if the report contains the information required in R9-6-202 C (for case reporting) or D (for outbreak reporting) and the receiving LHA is willing to accept that format.

➡ **For conditions or outbreaks that require reporting within 24 hours,** report by telephone to the LHA or through MEDSIS. Another method may be used if the reporting entity confirms that the LHA receives the report within the reporting timeframe. Additionally, outbreaks that require reporting can also be reported using the Outbreak Reporting Form.

R9-6-203: Administrators of a School, Childcare Establishment or Shelter reporting to Local Health Agency

Acceptable formats for reporting include:

- Report by telephone to the LHA in most situations.
- The communicable disease report (CDR) form listed at http://azdhs.gov/cdr may be used to report any cases by fax or secure email (if available).
- Varicella (chickenpox) may be reported by schools or childcares using the separate Varicella Reporting Form for Schools & Childcare Facilities.
- MEDSIS entry can be used for any case reports and is the preferred method.
    - Entry methods include manual web entry or batch case creation, if available for the condition.
    - See the MEDSIS website for enrollment information.
- A form or format other than those above may be used if the report contains the information required in R9-6-203 B and the receiving LHA is willing to accept that format.

R9-6-204: Clinical Laboratory Director reporting to the Arizona Department of Health Services

Acceptable formats for reporting include:

- Electronic laboratory reporting (ELR)
    - During ELR testing and validation, laboratories must continue to report using one of the other methods. ADHS will communicate with the facility about when the facility is in production status and can discontinue reporting through other methods.
    - See the website for implementation and contact information.
- MEDSIS entry can be used for any lab reports.
    - Entry methods include manual web entry or batch case creation, if available for the condition.
    - See the MEDSIS website for enrollment information.
- Laboratory report form listed at http://azdhs.gov/labreportform.
    - This form may be sent by secure or encrypted email or by fax, to:
      IDReporting@azdhs.gov
      (602) 364-3199 Fax
    - Include no more than one patient per page, or send results as a spreadsheet, with one patient or result per row.
    - All emailed reports containing sensitive patient information must be sent by secure or encrypted email. If you have questions, please email IDReporting@azdhs.gov before sending patient information.
- Web Entry Point-of-Care (POC) form
    - This form can capture test results from POC devices for COVID-19, flu and RSV.
    - See the Arizona Point-of-Care (POC) Reporting Registration Survey to enroll the facility for reporting results using this method. Further instructions will be provided after registration.
- Another form or format, such as a print-out of the laboratory result, may be sent via fax or secure email if the report contains the information required in R9-6-204 C and ADHS is willing to accept the format submitted.

➡ **For tests or organisms requiring immediate notification upon receipt of a specimen or reporting within 24 hours of a positive result**, the Department

should be notified by telephone at (602) 364-3676 during business hours or (480) 303-1191 after hours.

R9-6-205: Pharmacist or an Administrator of a Pharmacy, reporting to the Arizona Department of Health Services

- The Pharmacy Reporting Form can be faxed or securely emailed to:

  Arizona Department of Health Services
  Tuberculosis Control Program
  Phone: (602) 364-4750
  Fax: (602) 364-3267
  EMAIL SECURELY to tb@azdhs.gov

- If you would like to set up electronic pharmacy reporting through sFTP or secure/encrypted e-mail, please contact the TB program at tb@azdhs.gov.

R9-6-206: Local Health Agency to the Arizona Department of Health Services

CASES

C: Case reports:

- Notification to ADHS should be via entry into MEDSIS within the appropriate timeframe, except as follows:
    - Reports of **STIs** (chancroid, chlamydia, gonorrhea, Mgen, syphilis) should be entered in PRISM when available. For LHAs without access to PRISM, reports should be entered into MEDSIS.

➡ **For reports requiring notification to the Department within 24 hours**, LHAs should notify the Department by telephone: (602) 364-3676 or email during business hours or (480) 303-1191 after hours.

- The report for these cases should also be entered into MEDSIS, but can be delayed beyond 24 hours, if necessary.

D: Case epidemiological investigations

- Epidemiological investigation reports of **MEDSIS morbidities** should be entered into the MEDSIS DSO and/or uploaded and attached to the case. Specifications about which method should be used for which morbidities are posted within "How should I report?" on http://azdhs.gov/localhealthreporting.
- Epidemiological investigation reports of **HIV** and **STIs** (chancroid, syphilis) should be entered in PRISM when available.
    - For LHAs without access to PRISM:
        - The Arizona STI interview Record should be submitted using secure fax (602) 542-0150 or encrypted email to STI@azdhs.gov. Please contact the STI Program at (602) 364-4571 for questions.
        - HIV interview records should be sent using secure fax at (602) 542-1120.

See the following page for formats for OUTBREAKS.

OUTBREAKS

E1: Initial report of outbreaks

- **ADHS should be notified of outbreaks or possible outbreaks via entry into MEDSIS Outbreak Management System within 24 hours of initial report**, except for outbreaks of the diseases listed below. Minimal information may be entered in MEDSIS for the initial report.
- For outbreaks of diseases overseen by the following ADHS programs, please contact the program:
    - **STI Program:** (602) 364-4571, or sti@azdhs.gov
    - **HIV/AIDS Surveillance**: (602) 364-3614
    - **Tuberculosis Control Program**: (602) 364-4750

➡ Please call ADHS immediately ((602) 364-3676 during business hours or (480) 303-1191 after hours) for any **outbreaks or suspected outbreaks that you consider to be a high-priority situation** (e.g., urgent disease, potential for media attention, deaths, high hospitalization rate) or a multijurisdictional outbreak.

E2: Outbreak investigation report

- The MEDSIS Outbreak Management System (OBM) summary form should be completed within 30 calendar days after receiving the last report or reports associated with the outbreak, for outbreaks entered into OBM.
- For outbreaks of diseases overseen by the ADHS STI, HIV, or TB programs, please work with the relevant Program for an appropriate report format and submission mechanism.