

2018 CDRSS CASE CLOSE-OUT INSTRUCTIONS AND GUIDANCE

All local public health agencies (local health departments and regional health commissions) are required to complete their 2018 cases by **Sunday March 31, 2019**. New Jersey Department of Health (NJDOH) will approve cases by **Thursday April 25, 2019**. The 2018 MMWR year extends from **December 31, 2017 to December 29, 2018**.

- All cases in this date range **MUST** be **LHD CLOSED** by **March 31, 2019**.
- Each case should have the appropriate Case Status – Confirmed, Possible, Probable, Not a Case, and Out of state, per the disease case definition. Please note Report Under Investigation (RUI) is not an appropriate status for closing a case.
- For diseases that have sub-groups (e.g., hepatitis C), you **MUST** choose the appropriate sub-group based on lab results and investigation. Please do not leave cases in Pending sub-group.

The following procedures will list all the cases in your jurisdiction that need to be investigated and closed by March 31, 2019. Please note that cases that are not yet DHSS Approved, can still be edited. Therefore, please use the following options to find cases that are not LHD Closed.

A) To search cases that need to be investigated and closed

1. From the left side navigation bar, click [Search](#), [Case Search](#), and [Quick](#).
2. Please make the following selections:
 - Case Status: Select [RUI](#), [Possible](#), [Probable](#), [Confirmed](#), and [Not a case](#). Please do not select Out of state and E-sorted.
 - Report Status: Select [Pending](#), [LHD Open](#), [LHD Review](#), and [Reopened](#). Please do not select any other report status.
 - Created between: 12/31/2017 and 12/29/2018
Some 2018 cases are created after December 29, 2018. You can extend the end date for Created between to 3/31/2019 to capture those cases.
3. Click [Submit](#).
4. You can click on the disease name to update the case's information. After you finish editing each section, click [Save](#).
5. The search can be saved for further use by clicking [Save Search Criteria](#). A pop-up window will open, enter a name of your choice and click [Save Search](#). To access saved searches, click [User Details icon](#)  located in the upper right corner of CDRSS page. Select [My Searches](#) and choose the search you want to view from the dropdown.

B) To run a report for cases that need to be investigated and closed

1. From the left side navigation bar, click [Reports](#), [Standard Reports](#), and [Case Detail](#).
2. Please make the following selections:
 - Start and End Date: 12/31/2017 - 12/29/2018
Some 2018 cases are created after December 29, 2018. You can extend the End Date to 3/31/2019 to capture those cases.
 - Click [Advanced Options](#) and choose [Created Date](#) from the [Date Selection Criteria](#) drop down list.
 - Click [Select Org Class](#) and [Select Disease](#) dropdown lists to include Organizational Classes and the diseases assigned to you.
 - Case Status: [RUI](#), [Possible](#), [Probable](#), [Confirmed](#), and [Not a case](#).
Please do not select Out of state and E-sorted.
 - Report Status: Select [Pending](#), [LHD Open](#), [LHD Review](#), and [Reopened](#).
Please do not select any other report status.
3. Click [Submit](#). Once your data file is ready, you will receive a notification in CDRSS message box and in your email. To download your data, click [Open Report](#) icon  located in the upper right corner of the CDRSS screen.

Please note that, by default, Google Chrome blocks CDRSS reports showing up in your Open Report list. When it is blocked, the address bar will be marked Pop-up blocked. To allow pop-ups from CDRSS, in the address bar, click on popup blocked icon . Select [Always allow pop-ups from CDRSS](#) and click [Done](#). You should be able to receive your report after rerunning it.

4. The report parameters can be saved for further use by entering a name into the Report Name at the bottom of the page and clicking [Save Report Parameters](#). To rerun the same report, select the report name from the [Select Saved Report Parameters](#) dropdown.

If you have disease specific questions for 2018 CDRSS case close-out, please contact us at:

[Infectious and Zoonotic Disease Program](#) - 609-826-5964

[Vaccine Preventable Disease Program](#) - 609-826-4861

[STD Program](#) - 609-826-4869