

IDRIS2

(Infectious Disease Reporting Information System 2)

External User Data Entry Guide

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Introduction

What is IDRIS2?

IDRIS2 is Louisiana's name for its implementation of NBS (the NEDSS [National Electronic Disease Surveillance System] Base System), the CDC-developed integrated information system that helps local, state, and territorial public health departments manage reportable disease data and send notifiable disease data to CDC (<https://www.cdc.gov/nbs/index.html>).

System Requirements

IDRIS2 can be accessed using Internet Explorer, Google Chrome, or Mozilla Firefox. If using Internet Explorer, version 11 must be used.

Internet Explorer must also be set to refresh the cache each time a page is opened. This keeps the application from retaining old information and causing invalid data to be displayed. To change this setting, navigate to IDRIS2 and open the settings menu in the top right of the browser. Click on Internet Options in the dropdown, and then click the Settings button under the Browsing History section on the General tab. Select the option to check for newer versions of stored pages "Every time I visit the webpage." You may need to close and re-open the browser window for the settings to take effect.

Confidentiality

Disease reporting for specific conditions is required by Louisiana law as specified in Part II of the Sanitary Code, Title 51 of the Louisiana Administrative Code (<https://www.doa.la.gov/doa/osr/louisiana-administrative-code/>). Maintaining the confidentiality of protected health information in receiving these reports is a priority for the Infectious Disease Epidemiology Section. IDRIS2 uses a secure network connection that assures the privacy of transmitted data. It is important for those entering data to maintain the privacy of their password as well as closing/logging out of the system when the computer is unattended. It is the responsibility of the user to assure confidentiality of disease data and prohibit unauthorized use of system information. This means that all data transactions occurring under the use of an individual's user ID will legally be their responsibility. Because security in IDRIS2 is generally granted by parish rather than reporting facility, external users will not be able to search for or update previously entered cases. However, line list reports by facility are available to confirm submitted data.

Contact Information

Class A conditions as specified in the Sanitary Code should be reported immediately to your regional epidemiology staff (<https://ldh.la.gov/page/regional-epidemiologists-and-contact-information>) or through our 24-hour on-call line at 800-256-2748.

If you have any problems or questions using IDRIS2, please contact the IDRIS2 support staff:

- Andrew Smith: andrew.smith@la.gov

Getting Started with IDRIS2

The URL for the IDRIS2 login portal is <https://idris2.lidh.la.gov>.

Getting a Username and Password

From the login portal, click the “apply for an IDRIS2 account” link at the bottom. This will take you to a form requesting the information needed to create your account. Clicking the Sign Up button after entering your information should open your email client with a new email including the information entered into the form—just click send to submit your account request. If you don’t have an email client configured on your computer, this button may not work. In that case, please send the information requested into the form to the IDRIS2 support staff contact listed above under Contact Information.

If you already have an account but have forgotten your login information, please reach out to the IDRIS2 support staff.

Accounts which have been inactive for a prolonged period of time may be deactivated. If you receive an error while logging in, your account may have been deactivated. To have your account reactivated, please reach out to the IDRIS2 support staff.

Please note that IDRIS2 passwords are case sensitive.

Using IDRIS2

Home Page

Upon logging in, you will see the IDRIS2 home page. At the top of the screen is a ribbon with several links.

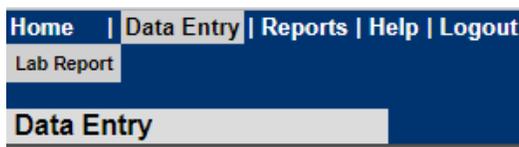
- **Home:** this link will return you to the IDRIS2 home page.
- **Data Entry:** this link will take you to the form to enter reportable disease information.
- **Reports:** this link will take you to the reports module where you can run a line list of reports entered by your facility.
- **Help:** this link will open a user guide document.
- **Logout:** this link will log you out of the IDRIS2 application.

Additionally, there are some boxes on the home page. Most of these will be empty for you, but the Notices section contains several links that may be useful.

NOTE: Always use the links within IDRIS2 to navigate between pages. Never use your web browser’s back button to return to another page. Using the back button may result in reports not submitting correctly or other unexpected behavior.

Data Entry

To enter a new report, click on the Data Entry link at the top of the page and then click on Lab Report.



The lab report form has two tabs, Patient and Lab Report. Both tabs must be completed to submit a report.

At any point in the data entry process you can click the Cancel button at the top of the form. This will cause a warning message to pop up. Clicking OK on the warning box will delete all of the patient and lab report information entered so far.

NOTE: IDRIS2 will time out and log you out of your session after a period of inactivity. Any data entry in progress if this occurs will be lost and need to be re-entered upon logging back in. Please complete any in-progress data entry and log out of IDRIS2 before stepping away from your computer to ensure security and prevent duplicate entry.

Patient Tab

The below fields on the Patient tab are required fields—lab reports cannot be submitted without data entered in these fields. These fields are also marked with a red asterisk to indicate that they are required.

- Information as of Date (this field is automatically populated on opening the lab report form)
- First Name
- Last Name
- Date of Birth

Entering information into the additional fields below is highly encouraged where available, and may reduce the need for disease surveillance staff to reach out to your facility to get the information:

- Address
- Phone number
- Ethnicity
- Race

You may notice that several fields under the Entity ID Information section have red asterisks. However, these fields are only required if an entry is begun for this section. The Entity ID Information section can be used to enter IDs such as medical record numbers. To complete an entry into this section, the required fields must be completed and the Add button at the bottom right of the section must be clicked. If no IDs are being entered, this section can be skipped.

After completing the Patient tab, navigate to the Lab Report tab to finish your data entry.

Lab Report Tab

The below fields on the Lab Report tab are required fields:

- Date Received by Public Health (this field is automatically populated on opening the lab report form)
- Resulted Test
- One of the following result fields:
 - Coded Result
 - Numeric Result
 - Text Result

Entering information into the additional fields below is highly encouraged where available, and may reduce the need for disease surveillance staff to reach out to your facility to get the information:

- Specimen Source
- Specimen Collection Date

You may notice that the Program Area and Jurisdiction fields have red asterisks, but just display the value “NONE”. These fields are automatically determined by the system based on the information entered into the lab report to make sure they are assigned to the correct disease surveillance staff.

The Reporting Facility Selected section at the top of the Lab Report tab will display the information for the facility your account is associated with. If this information is not correct, please reach out to the IDRIS2 support staff.

[Resulted Test Section](#)

In the Resulted Test section, a test type must be selected for the Resulted Test field. The dropdown has a simplified set of test type choices which should cover the vast majority of reporting needs. If you are unsure how to enter a particular report, please reach out to your regional disease surveillance staff or the IDRIS2 support staff for guidance. For many of the test types, the Coded Result field is required and populates with a list of organisms to select from. Otherwise any of the Coded Result, Numeric Result, and/or Text Result fields can be used to enter result values.

The Manage Susceptibilities button brings up a screen where antimicrobial susceptibilities can be entered for relevant conditions, such as multidrug-resistant organisms.

Once you have completed your entry for the Resulted Test section, be sure to click the Add button at the bottom right of the section. Then additional results for the same report can also be entered, for example when entering panel test results.

Please see the Appendix: Data Entry Examples for guidance on entering reports for specific complex or unusual scenarios.

[Retain Information Section](#)

Checking the box next to “Retain Patient for next entry” will copy over the patient information entered for the next lab report entry. This is useful if you have several reportable tests to enter for a single patient. Please **do not** change the patient information after checking this box, as it may result in the report being associated to the wrong patient. If you checked this box and began a new entry, then realized it was for a different patient, please click Cancel and start the data entry process over.

Please ignore the “Retain Reporting Facility for next entry” box, Reporting Facility will automatically be populated for you based on the facility associated with your IDRIS2 account.

[Reports](#)

To access the Reports module where you can view a line list of reports entered by your facility, click on the Reports link at the top of the page.

You will see sections titled Private Reports and Reporting Facility Reports. The Private Reports section will be empty unless you have saved customized reports. By expanding the Default Report Section under Reporting Facility Reports, you can find the default line list report: Facility Lab Report Line List. To run the report, click the Run button next to the report title.

<input type="checkbox"/> Reporting Facility Reports		
Collapse Subsections		
<input type="checkbox"/> Default Report Section		
		Report Title
Run	Delete	Facility Lab Report Line List

The page to run the report has three tabs:

- **Basic Filter:** Set the date range for records you'd like the report to include.
- **Advanced Filter:** This tab can be ignored, it is used for more complex reports than should be needed for this line list.
- **Column Selection:** Select which data elements from the lab report you'd like included in the line list report.

Once the date range and desired columns have been chosen, click Run to run the report. The results of the report should appear in a new browser tab. You may need to allow pop-ups on the IDRIS2 page for the report results to appear.

After running a report, the following 3 buttons will appear:

- **Refine Criteria:** Returns you to change the filter and column selection options for the report.
- **Save as New:** Allows you to save the report with the selected options.
- **Run New Report:** Returns you to the main Reports page.

If Save as New is clicked, you will see the screen pictured below to save the details of the new report. A Report Name must be entered, and a Report Section selected. It is recommended to save private reports to the Default Report Section to find them more easily. Saving a private report will add it to the My Reports box on the home page for easy access.

* Indicates a Required Field

Save this report design as: Private

* Report Name:

Description:

* Report Section:

NOTE: If your selected filter criteria are too narrow and return no records, the following message will appear:

There is no data for the criteria you selected. Please check your selection and try again.

Appendix: Data Entry Examples

Some lab reports are not as intuitive to enter as others. Below are examples of how some specific conditions/labs can be entered into IDRIS2. If you are unsure of how to enter a lab or cannot find the option you are looking for, please contact your regional surveillance staff or the IDRIS2 support staff.

Hepatitis

Feel free to add the whole panel of hepatitis labs if you have results for multiple tests (example below). IDRIS2 will let you add multiple resulted tests for the same person and specimen.

NOTE: Please do not mix results for other conditions like HIV or syphilis, as these are handled differently than hepatitis and will not reach the correct surveillance staff.

Resulted Test					
	Resulted Test	Coded Result / Organism Name	Numeric Result	Units	Text Result
	HBsAg (Hepatitis B surface Antigen)	positive			
	Hepatitis B Core IgM	positive			
	Hepatitis C Antibody	positive			
	PCR (Polymerase Chain Reaction)	Hepatitis C virus			
	Alanine Aminotransferase (ALT)		400	iu/L	
	Aspartate Aminotransferase (AST)		575	iu/L	
	IgM Test	Hepatitis A virus			negative

Aseptic/Viral Meningitis

Often the first laboratory evidence of aseptic or viral meningitis is that no organism grew from a culture. Since a test result is required to report in IDRIS2, a No Organism Identified option is available (with a dash at the beginning so it will appear at the beginning of the result dropdown). Please include other relevant information in the Text Result field.

* Resulted Test:

* Coded Result:

Numeric Result:

Units:

Text Result:

Conditions with No Lab Result

For some conditions or cases (e.g., tetanus, some cases of varicella, some cases of pertussis) no laboratory testing may be performed if diagnosis is based on symptoms and/or exposure. In these scenarios, please select No Information Given as the Resulted Test and enter details into the Text Result field.

* Resulted Test:

Coded Result:

Numeric Result:

Units:

Text Result:

HIV/Syphilis

HIV and syphilis are reportable conditions, and require some different details than other conditions. A surveillance staff person from the STD/HIV/Hepatitis Program will follow up on reported cases of HIV or syphilis.

- Any HIV reports should include the state and year of initial diagnosis in Result Comments, if known.
- Please note any HIV or syphilis transmission risk factors in the Result Comments field.
- Treatment details, including dosage, should be included in the Result Comments field.