



Reportable Disease Investigation Quality Assurance



Policy C-IC-7

**March 12, 2014
Revised June 13, 2019**

Purpose: Periodic evaluation of case investigations to determine that complete and accurate data is collected and reported to guard the health of the community.

Policy: The *Kentucky Disease Surveillance Administrative Regulations* 902 KAR 2:020 require reporting of Communicable Diseases to the Local Health Department (LHD) and the Kentucky Department for Public Health (KDPH). Additionally, state health departments report cases of selected diseases to the Centers for Disease Control and Prevention (CDC) National Notifiable Disease Surveillance Systems (NNDSS). These data are published weekly in the *Morbidity Mortality Weekly Report* (MMWR). An updated final report is published annually in the *Summary of Notifiable Diseases*. It is the policy of Three Rivers District Health Department (TRDHD) to comply with these requirements.

Procedure:

I. Case reporting

- A. Three Rivers shall receive, evaluate and transmit completed EPID 200 forms to their Regional Epidemiologist (RE) or the KDPH Division of Epidemiology and Health Planning (DEHP).
- B. Three Rivers will work with the RE to investigate each reportable disease case to gather epidemiologic and laboratory for local, state and national surveillance.
- C. The RE will work along with TRDHD staff to conduct a detailed follow-up investigation to prevent future cases, identify the etiologic agent or agents, and identify the mode of transmission or risk factors associated with disease transmission.
- D. The RE will consult with the KDPH DEHP staff whenever any unusual circumstances occur regarding the disease.

II. Case review

- A. The RE and/or the Infectious Disease Control Coordinator (IDCC) for TRDHD or designee will review all cases entered into NNDSS for the district quarterly.
- B. Each case in the NNDSS will be reviewed for the following:
 1. Time of initial receipt of the report and start of the investigation.
 2. Time line from start of the investigation until the completion.

3. Accuracy of the classification of the disease, suspect, probable, confirmed, or not a case. (The Kentucky reportable disease desk reference guidelines for classifying the reported disease will be followed. This reference can be found in the KDPH Administrative Reference Volume II or at the following website:
<https://chfs.ky.gov/agencies/dph/dpqi/hcab/Documents/ReportableDiseaseDeskReference4272007.pdf>

III. Peer review

- A. A peer review will be completed annually for compliance with timely, accurate completion of the investigation required and the required reporting is completed and sent to KDPH DEHP.
- B. Members of the peer review team will include the TRDHD Public Health Director, the TRDHD IDCC and the TRDHD Environmental Manager.
- C. The RE and/or the TRDHD IDCC will work with TRDHD staff members who are not reporting investigations in a timely thorough or accurate manner in order to improve investigation practices.

IV. Training

- A. Training on reportable disease reporting and follow-up guidelines will be provided for TRDHD staff, as appropriate for their position, and if it is determined during the QA process that investigations are not being completed correctly.
- B. The RE and/or the TRDHD IDCC will communicate with local health care providers within Three Rivers District on an annual basis and as needed to assure proper disease reporting.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date