

## *Using Michigan's Healthy Homes and Lead Poisoning Surveillance System (HHPSS)*

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Welcome to HHPSS, the new system that replaces STELLAR in Michigan. STELLAR has served Michigan well for over 15 years, but it was programmed with an old computer language that will not work with the next generation of computers. Moreover, its reliance on the transfer of files from one location to another is quite simply *outdated*. HHPSS makes use of newer technology, so that all data is managed in one central location (Lansing), while users around the state gain access to that data via the Internet.

HHPSS is based on the RASSCLE II system that was first developed for the California Department of Public Health. Developers at the Centers for Disease Control's Healthy Homes and Lead Poisoning Prevention Branch took the source code from RASSCLE II and modified it to meet CDC requirements and to meet the needs of other states across the country; the result of this work is HHPSS. However, we can consider HHPSS to be a work in progress; the CDC's developers plan to continue releasing newer and better versions periodically, in response to feedback from users in Michigan (that's you!) and other states.

Like STELLAR, HHPSS is designed to enable local health department staff to be notified of new cases of lead poisoning; track those cases; log follow-up activities and case notes; look up individual test results for any child in their jurisdiction; create letters to parents, guardians or providers; and create reports of testing, elevated blood lead levels and follow-up activities conducted in their jurisdiction.

New in HHPSS, however, is the ability to enter and report on data regarding healthy housing conditions at specific addresses—including housing structure, asthma information, smoke and CO detectors, electrical systems, injury hazards, and pests & poisons.

Best of all, unlike STELLAR, which required local users to download and import weekly files, fix held records, run batch processing, and so forth—and also required users to create that pesky surveillance extract every quarter—with HHLPSS those tasks are no longer necessary. That means you can sit back in your easy-chair and relax while the MDCH CLPPP staff does all the heavy lifting for you!

In HHLPSS, local health department users will see children and addresses from their own jurisdiction only. Access can be further controlled by one or more “roles” for each user. The Administrator role, for example, allows the user to view and edit all records for the jurisdiction. The Inspector role, on the other hand, allows the user to view and edit addresses and environmental investigations only. At least one user from each health department will have the Administrator role. If more than one staff member will be using HHLPSS, a supervisor should consult with MDCH CLPPP to determine the appropriate role(s) for each user.

At this point you should have a Username and password that are specific to HHLPSS. If not, please contact Veronica Tijerina (517-284-4821 or [tijerinav@michigan.gov](mailto:tijerinav@michigan.gov)) or Jessica Cooper (517-284-4796 or [cooperj3@michigan.gov](mailto:cooperj3@michigan.gov)). If a new member of your staff wants access to HHLPSS, the first step will be to contact Veronica or Jessica.

So let's get started!

# HHL PSS Michigan Training Manual – 3/27/2013

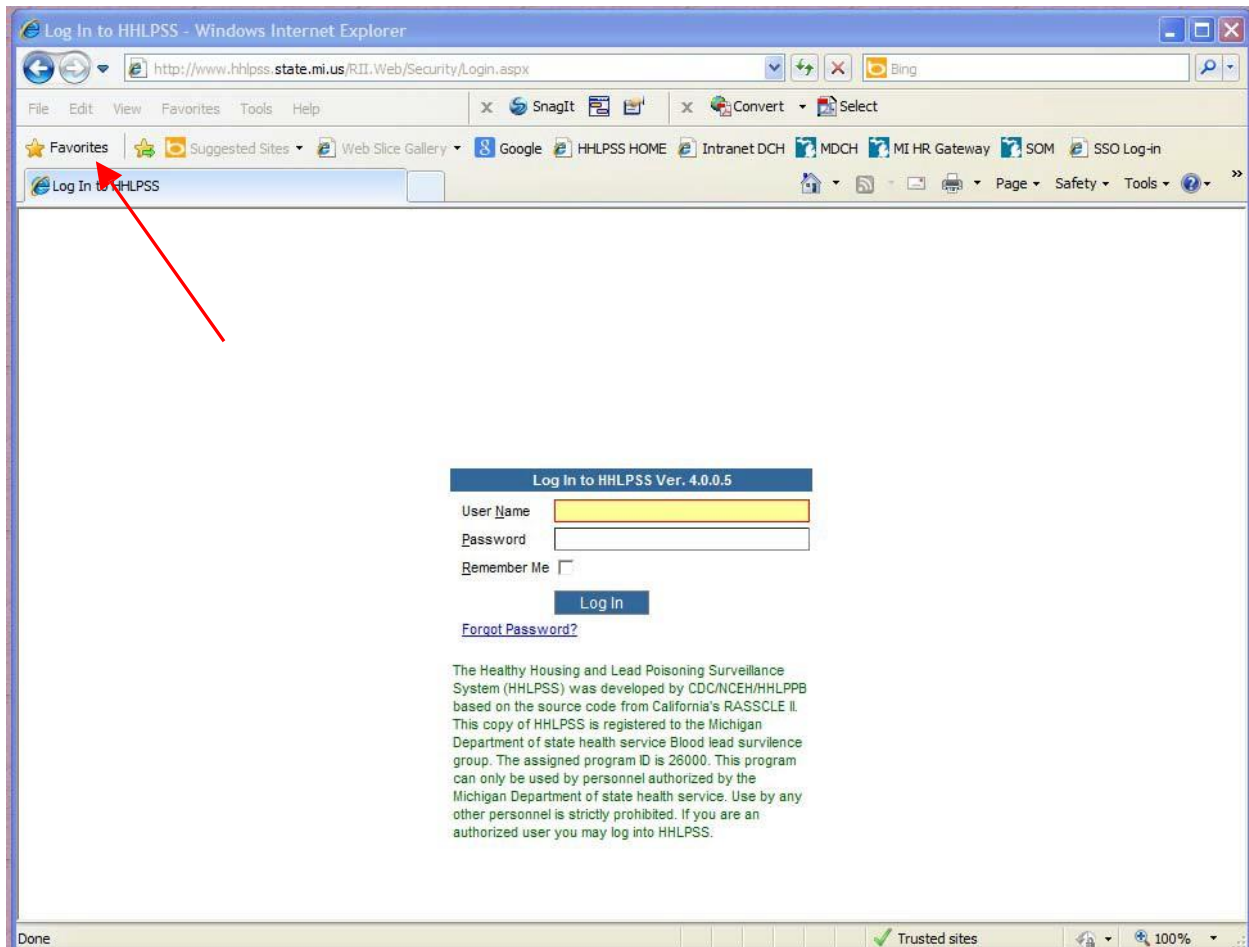
## Logging in

Using Internet Explorer 8 or higher\*, go to:

<http://www.hhlpss.state.mi.us/RII.Web/Home.aspx>

Save this location to your “Favorites.”

\*Other browsers will probably work with HHL PSS, but there may be some differences in appearance or functionality.



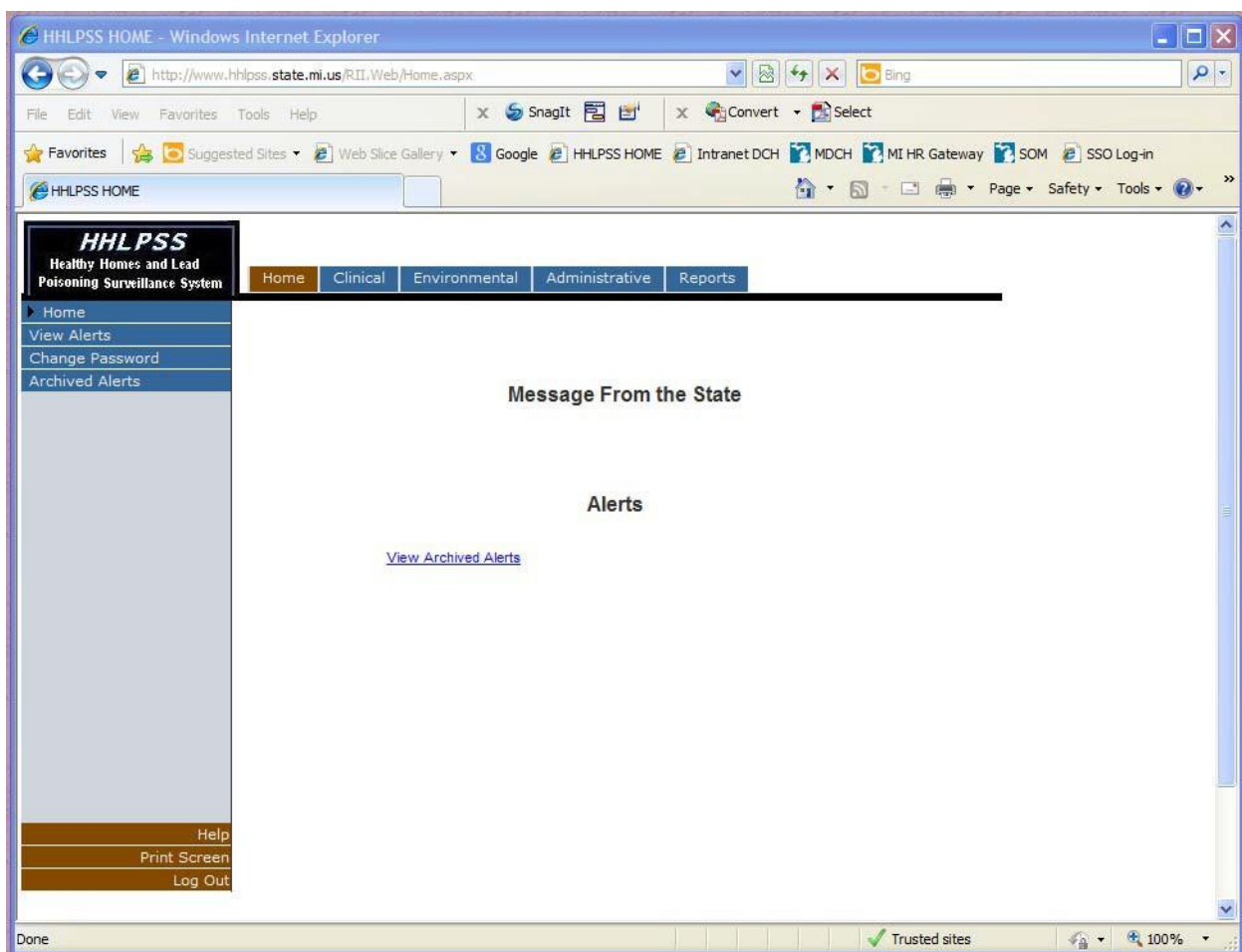
Log in using the username and password assigned by MDCH CLPPP  
(username will be in format of *firstname.lastname*)

**Overview of main page** – blue bars at left, and brown at bottom-left, will change with each tab

### Home tab

Alerts – related to imports, will be covered later

Change Password



Help – useful, but may not be completely up-to-date—e.g., references to

RASCCL

Print Screen

Log Out

## Clinical tab

Information on children tested, lead levels and cases

Find Patient - Windows Internet Explorer  
http://www.hhlpps.state.mi.us/RII.Web/EntityMaint/SearchPatients.aspx

File Edit View Favorites Tools Help

Favorites Suggested Sites Web Slice Gallery Google HHLPPS HOME Intranet.DCH MDCH MI HR Gateway SOM SSO Log-in

Find Patient

**HHLPPS**  
Healthy Homes and Lead  
Poisoning Surveillance System

SELECT A PATIENT

Home Clinical Environmental Administrative Reports

**Find Patient**

HHLPPS ID Local ID Stellar/Migrated ID

Last Name First Name

SSN Medicaid ID DOB Jurisdiction

Address For best results, enter *just* the street number or *just* the street name.

City Zip

Phone

Search

Help  
Revert  
Print Screen  
Log Out

Trusted sites 100%

## Environmental tab

Information on addresses, lead investigations, and healthy housing inspections

The screenshot shows a web browser window titled "Search Place Addresses - Windows Internet Explorer". The address bar shows the URL: <http://www.hhlps.state.mi.us/RII.Web/EntryMaint/SearchPlaceAddress.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a search engine (Bing) and a search box. The browser's toolbar includes buttons for Home, Back, Forward, Stop, Refresh, Print, and a search icon. The browser's status bar shows "Trusted sites" and "100%".

The main content area of the web application is titled "Search Place Addresses" and features a navigation menu with the following items: Home, Clinical, Environmental (selected), Administrative, and Reports. The "Environmental" tab is active, and the page title is "SELECT AN ADDRESS".

The "Find Address" form is displayed and includes the following fields and controls:

- Address ID:** A text input field.
- Street #:** A text input field.
- Dir Prefix:** A dropdown menu.
- Street Name:** A text input field.
- Street Type:** A dropdown menu.
- Dir Suffix:** A dropdown menu.
- Apt/Unit:** A text input field.
- City:** A text input field.
- State:** A dropdown menu.
- Zip:** A text input field.
- County:** A dropdown menu.

Below the form are two buttons: "Find" and "Clear".

The left sidebar contains the following navigation items:

- Find Address
- Address Info
- Address Notes
- Construction History
- Investigation Summary
- Risk Assessment Inspection
- Remediation Inspection
- Clearance Inspection
- Maintenance Inspection
- Property Owner Information
- Healthy Housing

At the bottom of the sidebar are the following links:

- Help
- Revert
- Log Out

**Administrative tab (may not be available to local user)**

Many settings maintained by State of Michigan

Information on users, laboratories and providers/institutions

Merge patients

**HHLPPS**  
Healthy Homes and Lead  
Poisoning Surveillance System

Home Clinical Environmental **Administrative** Reports

General Options  
User Management  
Role Management  
Assign Menus  
Jurisdiction Management  
Case Management  
Investigation Options  
Follow-Up Test Scheduling  
Confirmatory Testing Options  
Alert Options  
ELR Processing Options  
ELR Processing  
Manage Labs  
Manage Providers  
Manage Institutions  
CDC Extracts  
Merge Patients  
Entity Match Thresholds

Help  
Print Screen  
Log Out

### General System Options

#### Configured State

State: Michigan

#### State EBLL Definitions

Child	Greater than or Equal to	12	µg/dl
Between Child and Adult	Greater than or Equal to	15	µg/dl
Adult	Greater than or Equal to	25	µg/dl

#### Address Standardization & Verification Services

Enable real-time address standardization & verification:

For manually entered data:  Yes  No

For electronically imported data:  Yes  No

#### System Age Classification

Child	Between 0 and	72	Months
Adult	Greater than or Equal to	18	Months

Trusted sites 100%

## Reports tab

Tests due, cases & investigations, complete child or address report, blood test counts

The screenshot shows a web browser window titled "Blood Test List With Counts - Windows Internet Explorer". The address bar shows the URL: <http://www.hhlpps.state.mi.us/RII.Web/Reports/BloodTestListWithCounts.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains several tabs: SnagIt, Convert, and Select. The browser's Favorites bar shows links to Google, HHLPPS HOME, Intranet DCH, MDCH, MI HR Gateway, SOM, and SSO Log-in. The main content area features the HHLPPS logo (Healthy Homes and Lead Poisoning Surveillance System) and a navigation menu with tabs for Home, Clinical, Environmental, Administrative, and Reports. The Reports tab is active, displaying the "Blood Tests Report" page. The page has a left sidebar with a tree view containing the following items: Clinical, Blood Lead Test List, Lead Program Activity, Cases Eligible for Closure, Positive Test With No Case, List Cases By Provider, List Cases By Case Manager, Complete Child Report, Blood Test Counts, Duplicate Child Report, Environmental, and Administrative. The main content area is titled "Blood Tests Report" and contains a "Report Parameters" section with the following fields: Blood Test Type (dropdown), Patient Type (dropdown), Next PB Test (radio button), Next PB Test From Date (text box), Next PB Test End Date (text box), Blood Sample Test (radio button), Blood Sample From Date (text box), Blood Sample End Date (text box), Next PB Test Overdue Days (text box), Jurisdiction (dropdown menu set to "All Jurisdictions"), Blood Sample Test Case Type (dropdown), Report Type (dropdown), and Report Export Format (dropdown). Below the report parameters is a "View Report" button. At the bottom of the page, there are links for Help, Print Screen, and Log Out. The browser's status bar at the bottom shows the text "javascript: \_\_doPostBack('Blood Test CountsMenu','')", a "Trusted sites" icon, and a zoom level of "100%".

## **Case Management – *Clinical Module***

The clinical module has been designed for viewing, editing or creating new patient records as well as details related to patient cases.

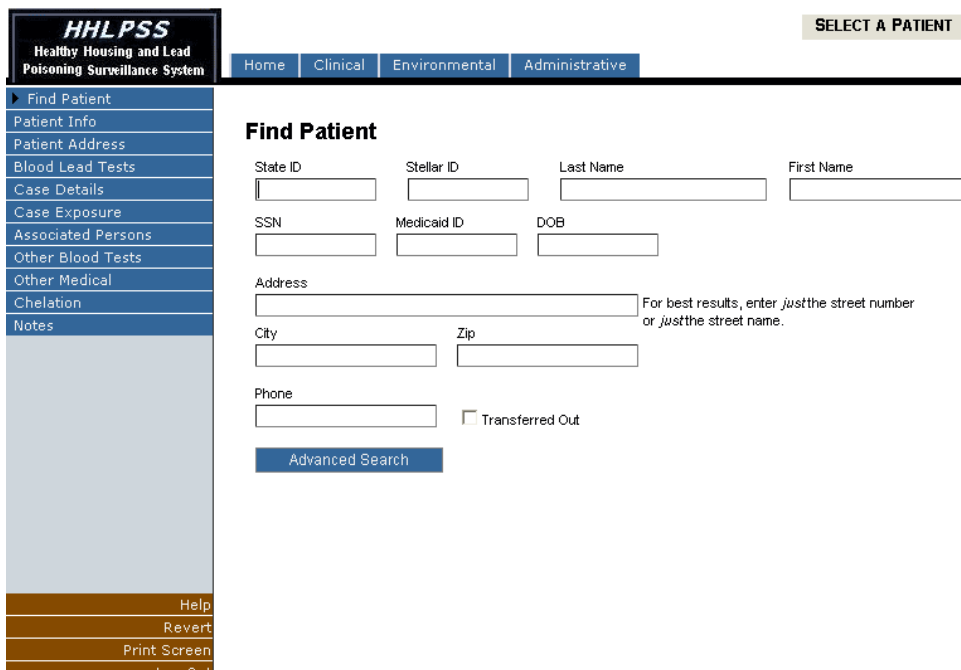
### Edit or Add New Patient

Login to HHL PSS and select the Clinical Tab.



This will direct the browser to the “Find Patient” screen.

To prevent patient duplication, prior to adding new data to HHL PSS you must perform a search for the patient prior to receiving the option to create a new record.



Perform a search on the first letter of the last and first names of the patient you wish to create and click the “Advanced Search” button. If you return more search results than you would like to browse through, click the “Revise Search” button near the bottom of the page and add additional search criteria.

Name	State ID	Date of Birth	Local ID	Address	Case Status
<a href="#">Janardhan Ganti</a>	1843176	11/8/2006		324 E bLUFORD HWY N 125 R...	Open
<a href="#">Suresh Ganti</a>	1843138	1/1/2000		1302 Reserve DR NE Atlanta ...	Open
<a href="#">Robert Gary</a>	1843210	10/7/1965		3 E NE ALY E 34 Atlanta 98672	Not A Case
<a href="#">Stewart Griffin</a>	1843239	10/18/2006		631 Spooner ST Quahog 303...	Closed

If the patient which you wish to create or edit is listed within search results, click the patient name in the “Name” column to open the “Patient Information” screen.

# HHL PSS Draft Training Document

**HHL PSS**  
Healthy Housing and Lead  
Poisoning Surveillance System

**(GRIFFIN, STEWART) DOB: 10/18/2006 ID#: 1843239**

Home
Clinical
Environmental
Administrative

- Find Patient
- ▶ Patient Info
- ▶ Patient
- Family Members
- Patient Address
- Blood Lead Tests
- Case Details
- Case Exposure
- Associated Persons
- Other Blood Tests
- Other Medical
- Chelation
- Notes

Last Name <i>AKA</i>	First Name	Middle Name	Case Type (Case Status)
Griffin	Stewart		<b>State Case (Closed)</b>
DOB	Current Age	Sex	Twin
10/18/2006	2 Yrs. 9 Mos.		<input type="checkbox"/>
Ethnicity <i>Select</i>	Race <i>Select</i>		
Not Hispanic	Black Or African American		
	Asian		
	White		
	Pacific Islander		
Country of Birth	State/Province	Language	Interview in English?
USA	Delaware		<input type="checkbox"/>
Number	Direction	Street	Type
531	NE	Spoooner	ST
City	County	State	Zip
Quahog			30326
Census Tract	Parcel No.	District	Follow-up received
			<input type="checkbox"/>
Guardian Phone	Guardian First Name	Guardian Last Name	
Patient Phone			

Help
Save
Revert
Print Screen
Log Out

From the Patient Details screen, the user can view or edit the patient's demographic information. The screen also provides a view of the patient's current address, Guardian name and phone number.

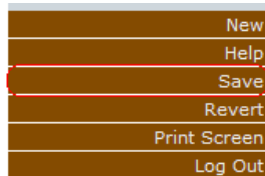
### Patient Details User Form Field Listing

Field Name	Meaning
Last Name	Last name of patient
First Name	First name of patient
Middle Name	Middle name of patient
DOB	Date of birth of patient
Current Age	Current age of patient (system generated)
Sex	Gender of patient
Twin Indicator	Indicates whether the patient record was born apart of a multiple birth
Ethnicity	Patient's ethnicity
Race	Patient's Race
Local ID No.	Patient identifier utilized by local health department or entity
Medical Rec.	Medical record number of patient
Max Blood Pb	Patient's maximum blood test result value

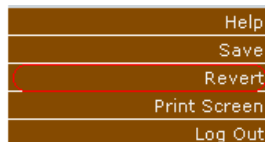
## HHLPSS Draft Training Document

# of Reports	Number of blood lead tests on file for patient
SSN	Social Security Number of Patient
Medicaid ID	State Medicaid identifier for patient
Next Pb Date	Date the next blood test is due for patient
Country of Birth	Country of birth for patient
State/Province of Birth	State or province of birth for patient
Language	Patient's primary spoken language..
Interview in English? Indicator	Indicates whether case management interview was conducted in English
Patient Address details (view only)	View of current address of patient
Patient Phone and Guardian Information (view only)	View of the primary guardian contact info for patient.

If you edit any patient details, click the “Save” button in the (burgundy) bottom left corner menu to save the changes. (If you navigate away from the page without saving, your changes will be lost)



If you wish to cancel your changes prior to saving, click the “Revert” button in the (burgundy) bottom left corner menu to revert to the prior values.



You can search by any of the fields, or any combination of fields, using all or part of the expected information in each field.

The screenshot shows a web browser window titled "Find Patient - Windows Internet Explorer". The address bar shows the URL: <http://www.hhlpsc.state.mi.us/RII.Web/EntityMaint/SearchPatients.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and utility. The page content features the HHL PSS logo and navigation tabs: Home, Clinical, Environmental, Administrative, and Reports. A sidebar on the left lists various menu items such as Find Patient, Clinical Letters, Patient Info, Patient Address, Blood Lead Tests, Case Details, Case Exposure, Associated Persons, Other Blood Tests, Other Medical, Chelation, Notes, and Patient Attachments. The main content area is titled "Find Patient" and contains several input fields: HHL PSS ID, Local ID, Stellar/Migrated ID, Last Name (containing "Smith"), First Name (containing "al"), SSN, Medicaid ID, DOB, and a Jurisdiction dropdown menu (set to "All Jurisdiction"). There are also fields for Address, City (containing "GRAND RAPIDS"), Zip, and Phone. A "Search" button is located at the bottom of the form. A note next to the Address field reads: "For best results, enter just the street number or just the street name." The browser's status bar at the bottom shows "Trusted sites" and a zoom level of 100%.

This search (above) would return any child with a current address in Grand Rapids, with a last name of Smith, Smithy, SmithJones, etc. and with a first name of Allen, Alvin, Alethia, etc.

You can also use % as a “wild card” at the beginning or in the middle of a field. For example, “%smith” in the last name field would return “Smith” but also “JonesSmith.” In the first name field, “Ale%ia” would return “Alethia” and “Alecia.”

If you cast a wide net, so to speak, you may get dozens or even hundreds of results in return. If that's the case, the first two dozen or so will be displayed in a list, with the remainder accessible by page numbers at the bottom of the list. (For confidentiality during this training, names and addresses are partly obscured. The blue rectangles will not appear in normal use.)

**HHL PSS**  
Healthy Homes and Lead  
Poisoning Surveillance System

SELECT A PATIENT

Home Clinical Environmental Administrative Reports

Find Patient  
Clinical Letters  
Patient Info  
Patient Address  
Blood Lead Tests  
Case Details  
Case Exposure  
Associated Persons  
Other Blood Tests  
Other Medical  
Chelation  
Notes  
Patient Attachments

Name	HHL PSS ID	Date of Birth	Local ID	Address	Case Status	Jurisdiction
AA... MITH	198240	6/...	8...	N Ave Bay cit...	Closed	Bay County Health...
AD... MITH	202437	1/2...	5...	Dr Bay city 48...	Not A Case	Bay County Health...
AD... SMITH	206253	10/...	9...	UREN St Bay...	Not A Case	Bay County Health...
AH... SMITH	203501	6/...	7...	Bay city 48708	Not A Case	Bay County Health...
AL... MITH	200449	1/2...	4...	N St Bay city...	Not A Case	Bay County Health...
AL... TH	199076	2/...	2...	LD St Bay cit...	Not A Case	Bay County Health...
AL... TH	199339	8/...	5...	St Bay city 4...	Not A Case	Bay County Health...
AL... TH	206912	7/...	0...	t Bay city 487...	Not A Case	Bay County Health...
AL... MITH	207244	10/...	10...	St Bay city 4...	Not A Case	Bay County Health...
AS... MITH	201434	8/...	5...	Y St Bay city...	Not A Case	Bay County Health...
AU... MITH	203282	3/...	7...	YNE Dr Bay...	Not A Case	Bay County Health...
BR... TH	203337	5/...	7...	Dr Bay city 48...	Not A Case	Bay County Health...
BR... MITH	198570	7/...	2...	D Rd Bay cit...	Not A Case	Bay County Health...
BR... TH	205585	5/...	3...	UREN St Bay...	Not A Case	Bay County Health...
CE... TH	205493	3/...	9...	T Rd Bay city...	Not A Case	Bay County Health...
CH... MITH	200661	1/...	5...	U Dr Bay cit...	Not A Case	Bay County Health...
CO... H	207468	1/...	1...	Bay city 48708	Not A Case	Bay County Health...
CO... MITH	206931	6/...	0...	ON St Bay ci...	Not A Case	Bay County Health...
CO... SMITH	199596	11/...	03...	St Bay city 4...	Not A Case	Bay County Health...
DE... MITH	203257	3/...	7...	UREN St Bay...	Not A Case	Bay County Health...
EM... H	204613	12/...	07...	UREN St Bay...	Not A Case	Bay County Health...
EM... H	207453	12/...	07...	ONA St Bay ci...	Not A Case	Bay County Health...
EM... H	207250	5/...	0...	t Bay city 48...	Not A Case	Bay County Health...

1 2 3 4

Revise Search Add New Patient

Trusted sites 100%

### Exercise 1: Find patients

- Using your Web browser, go to <http://www.hhlpss.state.mi.us/RII.Web/Home.aspx>
- When the HHL PSS log-in page appears, save the location to your “Favorites.”
- Log in to HHL PSS using the username and password assigned to you by MDCH CLPPP.
- When HHL PSS appears, click on the Clinical tab.
- Enter WILLIAMS in the Last Name field, then click Search. A list of names and related information will appear.
- If there is a set of numbers along the bottom, click the 2 to navigate to the second page.
- Click on one of the names from the list.
- Observe the shaded box to the right. How many tests has this child had (# Reports)? What is the highest lead level for this child?
- Among the blue bars on the left, click on Blood Lead Tests. A list of test results appears in the shaded bands near the top. If more than one test is listed, select the second test (use the blue numbers below Select). Notice how the information displayed below changes as you select different tests.
- Among the blue bars on the left, click Find Patient. Notice that even though you’re now at the Find Patient screen, the previous child’s name and date of birth appear at the top.
- Click on Patient Info to see that this child is still selected (until you perform a different “find”).
- Click on Find Patient.
- Enter the name of a small city or town, from your jurisdiction, in the City field. Click Search. The system returns a list of all children whose most recent address is in the city or town you chose. Write down the last name of one child from the list displayed.
- Click Revise Search. Enter the first four letters of that last name. Notice the City name is still filled.
- Click Search. Now the system returns a shorter list of all children with address in the city chosen AND last name beginning with the four letters you entered.
- Click Find Patient. Enter %SON in the Last Name field, then click Search. The system returns list of children with last names ending in SON.

## Patient Address History Screen

**HHL PSS**  
 Healthy Housing and Lead  
 Poisoning Surveillance System

(GRIFFIN, STEWART) DOB: 10/18/2006 ID#: 1843239

Home

Clinical

Environmental

Administrative

Address ID	Click address to go to Environmental	From	Until
1282139	<a href="#">631 NE Spooner ST</a>	8/11/2009	X

Find Patient  
 Patient Info  
 ▶ Patient Address  
 Blood Lead Tests  
 Case Details  
 Case Exposure  
 Associated Persons  
 Other Blood Tests  
 Other Medical  
 Chelation  
 Notes

US Address
 Foreign Address

Number	Direction	Street	Type	Direction	Apt. No.
<input type="text" value="531"/>	<input type="text" value="NE"/>	<input type="text" value="Spooner"/>	<input type="text" value="ST"/>	<input type="text"/>	<input type="text"/>
City		State	Zip	County	
<input type="text" value="Quahog"/>		<input type="text" value="Georgia"/>	<input type="text" value="30326"/>	<input type="text"/>	
Census Tract	Parcel Number	District			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Dwelling Type	Number of units	Pre 1978	Address Description		
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		
Address Type			Address Status		
<input type="text" value="Primary Home"/>			<input type="text" value="Primary"/>		
Resided or spent time:					
From	Until	<input type="checkbox"/> Last Known Address		Ownership type	
<input type="text" value="8/11/2009"/>	<input type="text"/>	<input checked="" type="checkbox"/> Currently Lives At		<input type="text"/>	

New Help Save Revert Print Screen Log Out

The Patient Address History Screen will be utilized to view and input details related to the selected patient's current and former addresses.

### Patient Address User Form Field Listing

Field Name	Meaning
US Address	Selected if the address is domestic
Foreign Address	Selected if address is foreign
Number	Street Number value
Direction (prefix)	Street Direction Prefix (E, W, S, N)
Street	Text street name
Type	Street type (st, rd, ln, etc)
Direction (suffix)	Street Direction Suffix (E, W, S, N)
Apt. No	Apartment or Suite Number
City	City
State	State
Zip	Zip Code

HHLPSS Draft Training Document

County	County
Census Tract	Address census tract
Parcel Number	Local parcel number of address
District	Address district
Dwelling Type	Selected dwelling type (Single, multi family, etc)
Number of Units	If multi unit dwelling, number of units within dwelling
Pre-1978 indicator	Was the dwelling built prior to 1978
Address Description	Free text description of address record
Address Type	Type of address (i.e. primary home, vacation home, etc)
Address Status	Status of patient address (primary, former, etc)
Reside or spent time dates	Dates patient resided at address (“Until” is blank if patient currently resides at address)
Last known address indicator	Indicates whether this is the last known address on file for the patient.
Currently resides at indicator	Indicates whether the patient currently resides at address
Ownership Type	Ownership type of residence (Owner occupied, rental, etc.).

The current address will be selected in the address list and active within the user form below the address list.

Address ID	Click address to go to Environmental	From	Until	
<a href="#">1282135</a>	<a href="#">1234 Californic ST</a>	8/11/2009		X
<a href="#">1282101</a>	<a href="#">94 Evergreen TER</a>			X

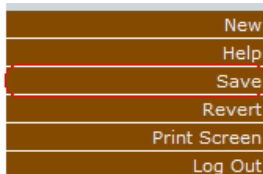
Click to open address details in form below list

Click to view address details in environmental module

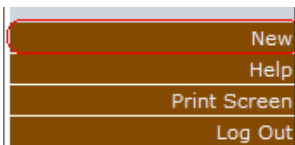
Clicking the “Address ID” link in the Address Listing will select the address within the user form below the listing. Clicking the “Address” link will direct the browser to the Environmental Module to view more address details.

The user can edit the address details within the fields indicated in the user form. If the selected State is change the page will reload to populate the county list control.

To save changes to the address record, click the “Save” button in the (burgundy) bottom left corner menu to save the address record.



To add a new address to the patient’s address history, click the “New” button in the (burgundy) bottom left corner menu to enable the fields to add a new address for the patient.



Select US Address or Foreign Address based upon the location of the new address record.

US Address
  Foreign Address

### US Address Details

US Address
  Foreign Address

Number  Direction  Street  Type  Direction  Apt. No.

City  State  Zip  County

Census Tract  Parcel Number  District

Dwelling Type  Number of units  Pre 1978  Address Description

---



Address Type  Address Status

Resided or spent time: [Landlord Info](#)

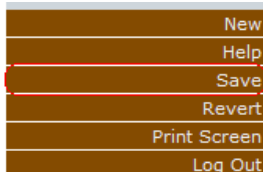
From  Until 
 Last Known Address
  Currently Lives At
 Ownership type

The “US Address Details” screen will be utilized to manage address records located within the United States and eligible for environmental investigations.

The minimum fields required to create a patient address record are display with a red asterisk [ \* ] and are State, Zip Code, and Address Type

Date fields (indicated with the  icon) will accept short date values [MM/DD/YYYY] or can be populated by clicking on the corresponding  icon to expand the calendar control

Input the corresponding data in these and the other fields corresponding to the new address and click the “Save” button in the (burgundy) bottom left corner menu to save the new address record.



### Foreign Address Details

US Address     Foreign Address

City     State/Province     Country \*

Note: Foreign address details are not editable - they may be linked to multiple patients.

Address Type \*    Address Status \*

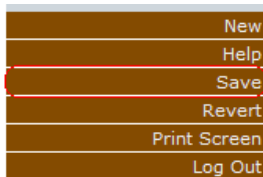
Resided or spent time:

From     Until     OR    Duration \*

The “Foreign Address Details” screen will be utilized to track patient address records located outside the United States and ineligible for environmental investigations.

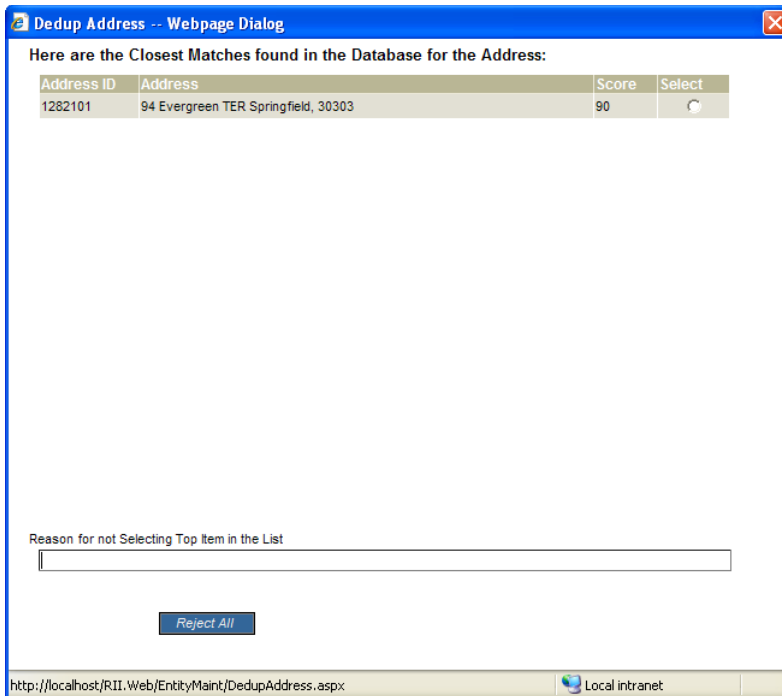
The minimum fields required to create a patient address record are display with a red asterisk [ \* ] and are Address Type, Address Status, and Country

Input the corresponding data in these and the other fields corresponding to the new address and click the “Save” button in the (burgundy) bottom left corner menu to save the new address record.

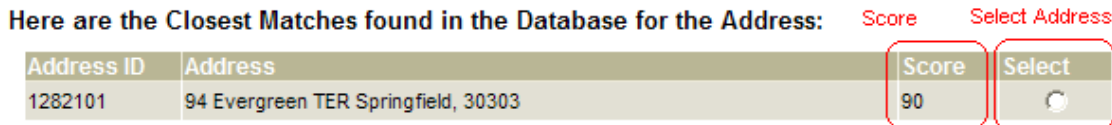


### De-duplicate Address Popup

If the new address record is identical or similar to any record currently within the system the De-duplicate Address popup will activate.



If the address record exists within the list, click the corresponding radio button in the “Select” column to link it with the current patient. (The “Score” column indicates a system generated “percentage chance” that the listed address is a match with the new address)



If none of the listed addresses match the address intended for creation; type a reason for not choosing any of the possible duplicates and click the “Reject All” button.



## HHLPSS Draft Training Document

This will override the De-duplicate Address popup results and add the new address as a unique record.

## Blood Lead Testing History

**HHL PSS**  
Healthy Housing and Lead  
Poisoning Surveillance System

(GRIFFIN, STEWART) DOB: 10/18/2006 ID#: 1843239

Home

Clinical

Environmental

Administrative

Select	Tiered Date	Result	Sample Type	Patient Address on Draw Date	HL 7 File	Delete
<a href="#">1361687</a>	10/31/2008	34	Venous	631 NE Spooner ST		<a href="#">Delete</a>
<a href="#">1361688</a>	11/7/2008	6	Venous	631 NE Spooner ST		<a href="#">Delete</a>
<a href="#">1361689</a>	11/8/2008	5	Venous	631 NE Spooner ST		<a href="#">Delete</a>

Test Type: Blood Lead Test

Result: 34 µg/dL

Sample Type: Venous

Lab Smpl #:  

Detection: Equal To

Confirmatory Test

Lab data incomplete

Electronically Reported

Reported By Lab

Date Drawn: 10/31/2008

Date received at lab: 11/4/2008

Date Analyzed: 11/4/2008

Date received at LHD:  

Tiered Date (Calculated): 10/31/2008

Age at draw (Calculated): 2 Yrs. 0 Mos.

Patient Address (at time of draw): 631 NE Spooner ST, Guahog, GA 30326

Age reported by lab:   Yrs.   Mos.

Adult?

Institution:   [Choose](#) [Delete](#)

Physician:   [Choose](#) [Delete](#)

Analyzing Laboratory: (ID=686646) First Org [Choose](#) [Delete](#)

Referring Laboratory:   [Choose](#) [Delete](#)

Comment:

Date Created: 11/10/2008

Created By: mlow

Date Modified: 11/10/2008

Modified By: mlow

[New](#)

[Help](#)

[Save](#)

[Revert](#)

[Print Screen](#)

[Log Out](#)

The Patient Blood Test History Screen will be utilized to view and input details related to the selected patient's blood lead testing history.

The earliest test available will be selected in the blood test list and active within the user form below the blood test list.

### Blood Lead Test User Form Field Listing

Field Name	Meaning
Test Type	Type of laboratory test (i.e. blood lead test)
Result	Result value of test
Lab Sample Number	Sample number assigned by laboratory
Detection	Results value comparator (=, >, <)
Confirmatory Test	Indicates whether the blood tests is a confirmatory test
Lab data incomplete	Indicates whether the blood lead test is missing data
Electronically Reported by Lab	Indicates whether the record was electronically reported
Sample Type	Sample the type reported by lab (i.e. venous, capillary, or unknown)

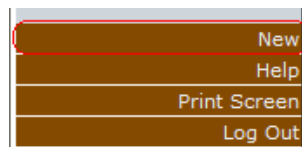
## HHLPSS Draft Training Document

Sample Description	Free text a description of blood tests in the
Date Drawn	Date sample was drawn from patient
Date received at lab	Date laboratory received sample from provider
Date received at the local health departments (LHD)	Date blood lead test record was received by State or Local health department
Tiered Date (System Calculated)	Date utilized to calculate date ranges base upon dates associated with address (set to Date Drawn if available)
Age at draw (System Calculated)	Age of patient at date drawn
Patient address	Choose the address of the patient associated with blood test.
Adult indicator	Indicates whether the patient should be considered an adult
Institution	Institution where sample was provided (hospital or clinic)
Physician	Provider who drew or recommended blood lead test
Analyzing laboratory	The laboratory which analyzed the sample..
Referring laboratory	The laboratory which referred the sample to analyzing lab.(if necessary)
Comment	Free text comments
Date created	The date blood test record was created ( system generated)
Created by	User who created blood test record (system generated)
Date modified	Date blood test record was modified (system generated)
Modified by	User who modified blood test record (system generated).

The user can select any blood lead test within the listing of tests for the patient by clicking the test identifier number link in the “Select” column of the blood test list.

If you wish to delete any test within the listing, click the “Delete” link in the “Delete” column of the blood test list. (Case making blood tests cannot be deleted)

To add a new blood lead test to the patient's blood lead test history, click the "New" button in the (burgundy) bottom left corner menu to enable the fields to add a new address for the patient.



This will enable the new blood lead test user form.

Test Type	Result	Lab Smpl #	Detection	<input type="checkbox"/> Lab data incomplete	
Blood Lead Test	<input type="text"/> $\mu\text{g/dL}$	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Electronically Reported	
Sample Type	Sample Description	<input type="checkbox"/> Reported By Lab			
<input type="text"/>	<input type="text"/>				
Date Drawn	Date received at lab	Date Analyzed	Date received at LHD	Tiered Date (Calculated)	Age at draw (Calculated)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Patient Address (at time of draw)				Age reported by lab	Adult?
<input type="text"/>				<input type="text"/> Yrs. <input type="text"/> Mos.	<input type="checkbox"/>
Institution	<input type="text"/>	Choose	Delete		
Physician	<input type="text"/>	Choose	Delete		
Analyzing Laboratory	<input type="text"/>	Choose	Delete		
Referring Laboratory	<input type="text"/>	Choose	Delete		
Comment					
<input type="text"/>					
Date Created	Created By	Date Modified	Modified By		
<input type="text"/>	<input type="text"/>	10/28/2008	mlow		

## Case Information

Details related to the current patient's case history can be view by selecting the "Case Details" menu item.

- ▶ Find Patient
- Patient Info
- Patient Address
- Blood Lead Tests
- Case Details**
- Case Exposure
- Associated Persons
- Other Blood Tests
- Other Medical
- Chelation
- Notes

## Case Initiation – Case Opening

This will activate the "Case Initiation" screen. This screen captures details related to the creation of the patient case.

**HHL PSS**  
Healthy Housing and Lead  
Poisoning Surveillance System

(GANTI, JANARDHAN) DOB: 11/9/2006 ID#: 1843176

Home   Clinical   Environmental   **Administrative**

Find Patient  
 Patient Info  
 Patient Address  
 Blood Lead Tests  
 ▶ Case Details  
 ▶ **Case Initiation**  
 Case Disposition  
 Disposition History  
 Case Exposure  
 Associated Persons  
 Other Blood Tests  
 Other Medical  
 Chelation  
 Notes

### Case Type

Case Status

Reason for Case Initiation  
(Surveillance Case Only)

Date	Pb Value	Type	Patient Address at Draw Date
10/11/2007	50	Venous	324 E BUFORD HWY N #125

### Case Initiation

Origin of case notification

... if Transfer, from where:

... if Other, specify:

Date of case making  
BLL

Date LHD first received  
notice

Date case first assigned  
to PHN

PHN home visit done?

Date environmental health  
notified case

Primary residence environmental  
Investigation done?

Date of initial environmental  
investigation

Date Case  
Opening LPFF  
Modified

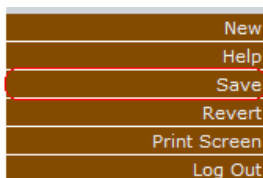
### Case Initiation Form Field Listing

Field Name	Meaning
------------	---------

Case Status	Type of laboratory test (i.e. blood lead test)
Reason for Case Initiation	Result value of test
Case Making Blood Results Listing	Sample number assigned by laboratory
Origin of case notification	<p>Select the first source of case notification to the local Health Department from the choices given:</p> <p><b>Lab</b> - The laboratory that determined the patient's blood lead level.</p> <p><b>State</b> - The state health department's Childhood Lead Poisoning Prevention Branch.</p> <p><b>Provider</b> - The child's medical provider.</p> <p><b>Transfer From Other Health Department</b> - Choose this option if the case has been transferred from another health department. If this option has been selected, the . . . <b>if Transfer, from where</b> drop-down immediately below will be activated and you will need to specify the health department.</p> <p><b>Other</b> - If none of the above options are correct, use this option. When <b>Other</b> is selected, the . . . <b>if Other, specify</b> field below is activated. This is a free-form text field that allows you to type a short description of the origin of the case.</p>
If transfer, from where	This drop-down menu is active only if the <b>Origin of case notification</b> drop-down is set to <b>Transfer From Other Health Department</b> . Use it to specify the jurisdiction that the case has transferred from.
If other, specify	This text-entry field is only enabled when the <b>Origin of case notification</b> drop-down is set to <b>Other</b> . Use this field to specify the other source of the case notification
Date of Case making BLL	Specify the date the case-making Blood Lead Level (BLL) draw occurred.
Date LHD first received notice	Specify the date that the local health department (LHD) was first notified of the case. This date specified here should be the date that the LHD first learned of the case, regardless of the source of that notice.
Date case first assigned to PHN	Specify the first date that the case was

	assigned to a PHN.
PHN Home visit done	Select <b>Yes</b> , <b>No</b> , or <b>Unknown</b> to indicate whether a site investigation has been done for this case.
Date of first home visit	This field is active only if the <b>PHN home visit done?</b> drop-down is set to <b>Yes</b> . If a home visit has been made, use this field to specify the date of the first visit. This should be the date the home was first visited and not necessarily the date of the first family interview.
Date environmental health	Specify the date of the first notification.
Primary residence environmental investigation done	Select <b>Yes</b> , <b>No</b> , or <b>Unknown</b> to indicate whether an environmental investigation has been done for this case. Select <b>Yes</b> if the environmental investigation of the primary residence has been completed. Other investigations (daycare, grandparents, etc.) need not have been completed yet.
Date of initial investigation	This field is active only if the <b>Primary residence environmental Investigation done?</b> drop-down is set to <b>Yes</b> . If an environmental investigation has occurred, use this field to specify the date that the investigation took place.

Input the details related to the initiation of case into the specified fields. To save, click the “Save” button in the (burgundy) bottom left corner menu to update the case initiation data.



### ***Case Details/Information***

The “Case Details” page allows the user to view and edit selected case information and events associated with a selected patient.

The screenshot shows the HHL PSS (Healthy Housing and Lead Poisoning Surveillance System) interface. At the top right, the patient information is displayed: (KIMBELL, HUNTER) DOB: 2/12/2010 ID#: 102880. Below this is a navigation menu with tabs for Home, Clinical, Environmental, Administrative, and Reports. On the left is a vertical sidebar menu with options: Find Patient, Clinical Letters, Patient Info, Patient Address, Blood Lead Tests, Case Details (expanded), Case Initiation, Case Information, Case Disposition, Disposition History, Case Exposure, Associated Persons, Other Blood Tests, Other Medical, Chelation, Notes, and Patient Attachments. At the bottom of the sidebar are Help, Print Screen, and Log Out buttons.

The main content area is titled "Case Details" and contains the following elements:

- Case Manager:** A dropdown menu with a blue border.
- Case Status:** A dropdown menu showing "Open".
- [Edit Case Manager Assignment](#): A blue hyperlink.
- Case Events:** A section titled "Event Listing" with the text "No Events on File".
- Event Listing Form:** A form with several input fields:
  - Event Type: dropdown menu
  - Letter Type: dropdown menu
  - Date Referred: text input
  - Date Due: text input
  - Date Completed: text input
  - Result: dropdown menu
  - Responsible Party: dropdown menu
- Add Event:** A blue button.

Case manager assignments can be viewed or changed in the upper portion of the screen. The current case status is also display however, it is not editable.

To change the case manager assignment for the patient's case, click the "Edit Case Manager Assignment" hyperlink. Select the appropriate case manager from the list of available case managers and then click the "Assign Case Manager" hyperlink.

This close-up screenshot shows the "Case Details" section. The "Case Manager" dropdown menu is selected, showing a blue border and the text "qharris". Below the dropdown is a red-bordered button labeled "Assign Case Manager". To the right, the "Case Status" dropdown menu is visible, showing "Open".

Case events are utilized to record regularly recurring case actions in a tabular listing. Past Case events can be viewed, edited, or deleted from the 'Event Listing' table in the lower portion of the screen.

Case Events

**Event Listing**

Event Id	Event Type	Letter Type	Date		Completed	Result	Responsible Party	Delete	Edit
			Referred	Date Due					
29018	Chelation Referral	Child Due for Re-Test - EBLL >= 20 µg/dL - Letter to Guardian	8/16/2010	8/16/2010	8/16/2010	Busy Signal	Blumenthal, Wendy	X	Edit
29015	Contact Attempt - Face to Face	Ad Hoc Letter	8/17/2010	8/17/2010	8/17/2010	Certified Letter Returned	Brown, Mary	X	Edit
29016	Employer Education Needed	Summary Letter to Physician	8/18/2010	8/18/2010	8/18/2010	Uncooperative or refused	Jefferies, Taran	X	Edit
29019	Contact Landlord - Mail	Contractor Warning	11/01/2009	11/12/2009	11/04/2009	Yes	Jones, Davey	X	Edit
29020	Letter Sent	Summary Letter to Physician	11/08/2010	11/08/2010	11/08/2010	Yes	Manager, Case	X	Edit
29022	Contact Tenant - Face to Face		12/03/2010	12/03/2010	12/03/2010	Yes	Jacobs, Penn	X	Edit

Event Type:  Letter Type:   
 Date Referred:  Date Due:   
 Date Completed:  Result:   
 Responsible Party:

**Add Event**

- To review the details of a past event, click the hyperlink corresponding to the 'Event Id' of the event of interest. The details of the event record will populate the user form below the 'Event Listing' table. The details will be made visible but not editable.
- To edit past event details, click the 'Edit' hyperlink in the row corresponding to the event of interest. The details of the event record will populate the user form below the 'Event Listing' table and the form will be activated for editing.
- To delete a past event, click the red 'X' [ X ] in the 'Delete' column of the row corresponding to the event of interest.
- To add a new event, click the 'Add Event' button below the event form. The form will be activated for data entry. Input the required Event data items (Event Type, Date Referred, Due Date, and Responsible Party). Click the 'Save Event' button to commit the event record to the system data store. If validation errors are found, they will be display below the form and above the 'Save Event' and 'Cancel' buttons.

Event Type:  Letter Type:   
 \* Date Referred:  \* Date Due:   
 Date Completed:  Result:   
 \* Responsible Party:

Validation errors have occurred in Event Detail

- Date Due is required.
- Date Referred is required.
- ResponsibleParty is required.

**Save Event** **Cancel**

### Case Disposition – Case Closing

To close a case or view details related to a cases closure, select "Case Disposition" from the "Case Details" sub menu under the Clinical Tab of HHLPSS.

The “Case Disposition” screen captures details related to the closure of the patient case.

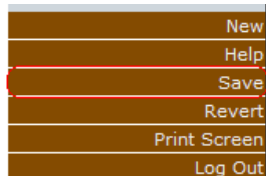
### Case Disposition Form Field Listing

Field Name	Meaning
Deleted duplicate associated patients	View patients merged with current record through record de-duplication processing.
PHN Case Closed	Select to indicate case closure
Date Closed	Indicate the date that the case was considered closed by the state or local health department.
Reason for closure	<p>If the case has been closed because it's invalid (not because it's a valid case that's eligible for closure) select the top-level <b>Not a Case</b> button and then take the following steps:</p> <p>Choose the reason that the case is being closed (<b>False Positive, EBL, not State case or Clerical Error</b>). <b>EBL, not State case</b> should be used when you have opened a case file on a child not meeting the state CLPPB case criteria.</p> <p>If you select <b>False Positive</b> as the reason for closure, the list box to the right of the check box will become enabled and you should use it to select the original, case-making BLL and the subsequent result that invalidated it.</p> <p>If you select <b>Clerical Error</b> as the reason for closure, the list box to the right of the check box will become enabled and you should use it to select the original, case-making BLL that was</p>

	<p>entered in error.</p> <p>If a valid case was closed, select the top-level <b>PHN Case Closed</b> check box and then take the following steps:</p> <p>Use the <b>Reason for Closure</b> drop-down to indicate the reason that the case was closed:</p> <p><b>Standard Clinical Case Closure</b> - Select this option if the case was closed because it met clinical case closure criteria.</p> <p><b>Persistent Refusal</b> - Select this option if the case was closed because the patient has persistently refused to be re-tested after an initial case-making result. If you are closing the case for this reason, use the <b>Notes</b> section of the <b>Clinical</b> tab (at the very bottom of the menu bar on the left side of the page) to document the basis in the case file.</p> <p><b>Unable To Locate Family</b> - Select this option if the case was closed because the patient's family cannot be located. If you are closing the case for this reason, use the <b>Notes</b> section of the <b>Clinical</b> tab (at the very bottom of the menu bar on the left side of the page) to document the basis in the case file.</p> <p><b>Transferred To Other Health Dept</b> - Select this option if the patient has moved to another Jurisdiction (You will need to specify where the patient has transferred to, see Step 3 below.)</p> <p><b>Admin</b> - Select this option if the case was closed for other, administrative reasons (e.g., patient has reached the age of 21).</p> <p><b>State Case Opened</b> - Select this option if a surveillance case is being closed in favor of a State case.</p> <p>If the reason for closure was <b>Transferred To Other Health Dept</b>, the following fields become enabled and should be filled out before saving:</p> <p><b>Date Transferred</b> - Enter the date that the patient was transferred.</p>
Date Transferred	If case is being transferred to another jurisdiction, enter the date of transfer.

Reason for transfer	<p><b>Reason for Transfer</b> - Use this drop-down to provide information about the nature of the transfer:</p> <p><b>Moved To Other State</b> - The patient has moved to a location in the United States other than current State</p> <p><b>Corrected Jurisdiction</b> - The wrong jurisdiction was assigned to the patient.</p> <p><b>Other</b> - Use this option when the other two don't apply. It enables the <b>...Specify</b> field discussed immediately below.</p> <p><b>...Specify</b> - If the reason for transfer was <b>Other</b>, this text-entry field will be enabled. Use it to specify where the patient has moved to.</p>
Specify	Specify reason for jurisdiction transfer not within list.
Current Address	Use this field to enter the current address for the patient (i.e., the address the patient has transferred to).
LHD referred to	Use this drop-down to select the local health department that the patient has transferred to.

Input the details related to the closing of case into the specified fields. To save, click the “Save” button in the (burgundy) bottom left corner menu to update the case disposition data.



### ***Disposition history – case history***

To view the history of the patient’s past case status, select “Disposition History” from the “Case Details” sub menu under the Clinical Tab of HHL PSS.

**HHL PSS**  
Healthy Housing and Lead  
Poisoning Surveillance System

(GRIFFIN, STEWART) DOB: 10/18/2006 ID#: 1843239

Home Clinical Environmental Administrative

Find Patient  
Patient Info  
Patient Address  
Blood Lead Tests  
Case Details  
Case Initiation  
Case Disposition  
Disposition History  
Case Exposure  
Associated Persons  
Other Blood Tests  
Other Medical  
Chelation  
Notes

Help  
Print Screen  
Log Out

Create New Surveillance Case

### History of Case Disposition

Opened	LHD	Status	Reason
11/10/2008	CLPPB	Closed	Standard Clinical Case Closure <a href="#">Details</a>

The “Disposition History” screen displays details related to the history of the current patient’s case status. The details of patient’s current and past cases can be viewed within this screen. To edit or view closure details of a past case, click the “Details” link in the patient’s case listing.

### History of Case Disposition

Opened	LHD	Status	Reason
11/10/2008	CLPPB	Closed	Standard Clinical Case Closure <a href="#">Details</a>

This will activate the “Case Disposition” screen for the selected case.

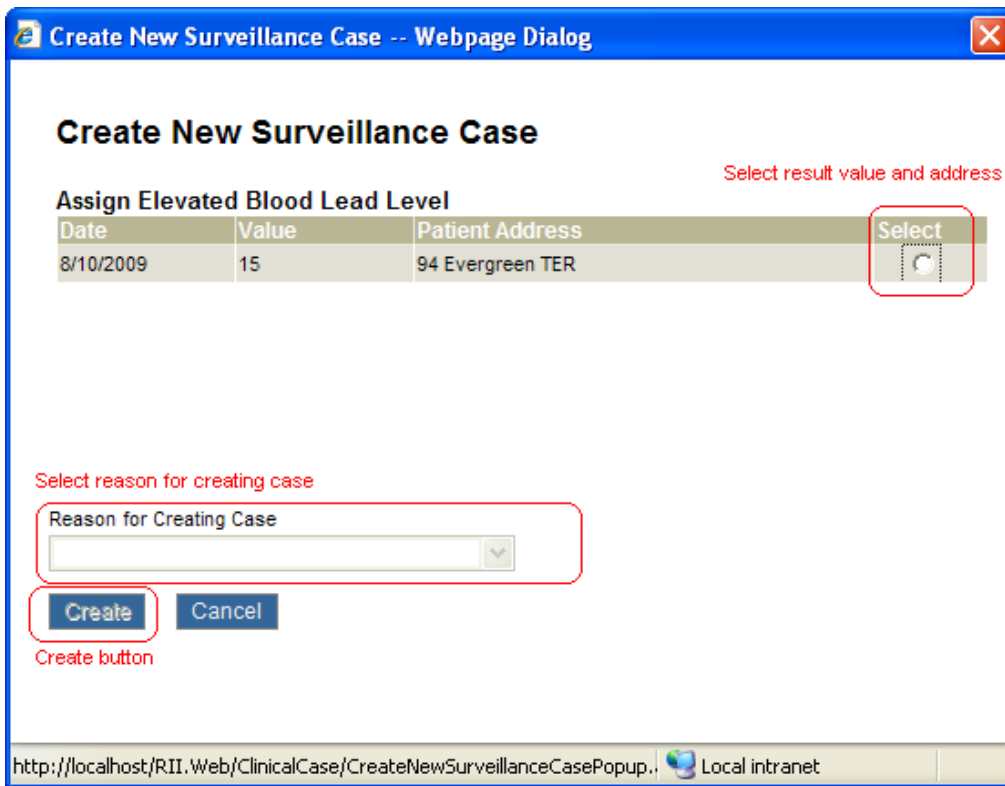
### Manually Open Patient Case

To manually open a case for a patient, click the “Create New Surveillance Case” button near the bottom of the “Disposition History” page. The patient must current have no case or a previously closed case.

Help  
Print Screen  
Log Out

Create New Surveillance Case

This will activate the “Create New Surveillance Case” popup. This popup allows for the manual creation of a patient case.



Select a blood lead result value and address to associate with case, by clicking the radio button in the “Select” column.

Select a reason for manual case creation from the list of available choices. Click the “Create” button.

Close out “Create New Surveillance Case” popup

## Case Exposure Sources

To input details relating to a patient's possible exposure to lead sources utilize the "Case Exposure" menu item of the "Clinical" tab

The screenshot shows the HHL PSS (Healthy Housing and Lead Poisoning Surveillance System) interface. At the top, the patient's name is (GANTI, JANARDHAN), DOB is 11/9/2006, and ID# is 1843176. The navigation tabs are Home, Clinical (highlighted with a red box), Environmental, and Administrative. The left sidebar contains a menu with items like Find Patient, Patient Info, Patient Address, Blood Lead Tests, Case Details, Case Exposure (highlighted with a red box), Mobility & Behavior, Take-Home, Hobbies, Home Remedies, Pottery and Utensils, Cosmetics, Food/Drink Items, Other Sources, Associated Persons, Other Blood Tests, Other Medical, Chelation, and Notes. At the bottom of the sidebar are buttons for Help, Save, Revert, Print Screen, and Log Out.

The main form area contains the following fields:

- Has Case lived outside of the US in the last year? (Dropdown menu)
- If Yes, where? (Text input field)
- Date last moved to the US: (Month and Year input fields)
- Has case traveled outside of the US in the last year? (Dropdown menu)
- If Yes, where? (Text input field)
- From (Text input field)
- To (Text input field)
- Note potential lead-related findings from the home tour (including inside of home, porch, garage) (Text area)
- Places case spends a lot of time, other than home. (Checkboxes for None, Daycare/baby-sitter, Preschool, School, Relative/friend/neighbor, and Other - Specify: (Text input field))
- Has case been seen eating any paint chips? (Dropdown menu)
- Has case been seen frequently eating soil? (Dropdown menu)
- Has case been seen eating other non-food items? (Dropdown menu)
- Specify (Text area)

The "Case Exposure" menu item expands a sub menu of pages designed to collect data related to possible exposure sources for the patient case. *These pages cannot be edited if the patient does not have currently open case*

### Mobility & Behavior

The "Mobility & Behavior" page allows the user to input details related to the patient's movement outside of the United States and specific behaviors considered to increase the likelihood of lead exposure. To activate the fields related to mobility, select "Yes" from the list of choices in the "Has Case lived outside of the US in the past year?" list box.

Has Case lived outside of the US in the last year ? Yes

To input details related to at risk behavior fill the details related to at risk behavior near the bottom of the page.

Has case been seen eating any paint chips?

Has case been seen frequently eating soil?

Has case been seen eating other non-food items?

Specify

To save, click the “Save” button in the (burgundy) bottom left corner menu to update the patient exposure data.

- New
- Help
- Save
- Revert
- Print Screen
- Log Out

### Take Home [Exposure Sources]

To input details relating to a patient’s possible take home exposures to lead sources utilize the “Take-Home” menu item of the “Clinical” tab

**HHL PSS**  
 Healthy Housing and Lead  
 Poisoning Surveillance System

(GANTI, JANARDHAN) DOB: 11/9/2006 ID#: 1843176

[Home](#)
[Clinical](#)
[Environmental](#)
[Administrative](#)

- Find Patient
- Patient Info
- Patient Address
- Blood Lead Tests
- Case Details
- Case Exposure
- Mobility & Behavior
- Take-Home
- Hobbies
- Home Remedies
- Pottery and Utensils
- Cosmetics
- Food/Drink Items
- Other Sources
- Associated Persons
- Other Blood Tests
- Other Medical
- Chelation
- Notes

Select Address:

Do any adults in the household work with lead?

If yes, date State Occupational Lead Poisoning Prevention Program notified:

#	Who	Occupation	Source Of Exposure	Delete

Who in the Household works in the lead industry?

Describe Occupation

What is the source of lead exposure?

How long doing this kind of work?  
 Yrs.  Mos.

Is Clothing Changed before leaving work?

Is shower taken before leaving work?

Was a Routine blood lead test performed?

- New
- Help
- Save
- Revert
- Print Screen
- Log Out

The “Take Home” exposure page allows the user to input details related to the patient’s families’ possible occupation exposures to lead. To activate the fields related to take home exposures

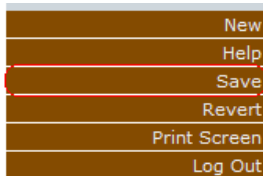
select “Yes” from the list of choices in the “Do any adults in the household work with lead?” list box.

Do any adults in the household work with lead? \*

Input data related to the family members occupation in user form near bottom of page.

The minimum fields required to create a take home exposure record are display with a red asterisk [ \* ] and are Date state occupational lead program notified, Who in the Household works in the lead industry, and Describe Occupation.

Input the corresponding data in the required and other fields corresponding to the new take home exposure source and click the “Save” button in the (burgundy) bottom left corner menu to save record.



### Hobbies

To input details relating to a patient’s possible exposures to lead sources during their hobby activities utilize the “Hobbies” menu item of the “Clinical” tab

i.

**HHL PSS**  
Healthy Housing and Lead  
Poisoning Surveillance System

(GANTI, JANARDHAN) DOB: 11/9/2006 ID#: 1843176 76

Home **Clinical** Environmental Administrative

Find Patient  
Patient Info  
Patient Address  
Blood Lead Tests  
Case Details  
**Case Exposure**  
Mobility & Behavior  
**Take-Home**  
**Hobbies**  
Home Remedies  
Pottery and Utensils  
Cosmetics  
Food/Drink Items  
Other Sources  
Associated Persons  
Other Blood Tests  
Other Medical  
Chelation  
Notes

Select Address: 324 E BUFORD HWY N #125, Ramona, DC 94062

Does anyone at this address have a hobby that involves lead? No \*

#	Who	Hobby	Done Where?	Delete

Who in the Household has a hobby involving lead? [Dropdown]

How long have these activities been done?  
Yrs. [ ] Mos. [ ]

What does the hobby involve? [Dropdown]

If other, specify: [Text]

Where is the hobby engaged in? [Text]

For Hobbies done outside the home:

Is Clothing Changed before entering home? [Dropdown]

Is shower taken before entering home? [Dropdown]

New  
Help  
Save  
Revert  
Print Screen  
Log Out

Log Out

The “Hobbies” exposure page allows the user to input details related to the patient’s and the patient’s families’ possible occupation exposures to lead during hobby activities. To activate the fields related to take home exposures select “Yes” from the list of choices in the “Does any at the address have a hobby that involves lead?” list box.

Does anyone at this address have a hobby that involves lead? **Yes** \*

Input data related to the patient’s and family members hobbies in user form near bottom of page.

The minimum fields required to create a take home exposure record are display with a red asterisk [ \* ] and are “Who in the household has a hobby involving lead?”, “What does the hobby involve?”.

Input the corresponding data in the required and other fields corresponding to the new hobby and click the “Save” button in the (burgundy) bottom left corner menu to save record.

New  
Help  
**Save**  
Revert  
Print Screen  
Log Out

## Home Remedies

To input details relating to a patient’s possible exposures to lead sources during the use of home remedies utilize the “Home Remedies” menu item of the “Clinical” tab

The “Home Remedies” exposure page allows the user to input details related to the home remedies utilized by the patient’s family and their possible relation to lead exposure. To activate the fields related to take home exposures select “Yes” from the list of choices in the “Does your family use Home Remedies?” list box.

Does your family use Home Remedies?

Input data related to the family’s use of home remedies in user form near bottom of page.

The only field required to create a take home exposure record is displayed with a red asterisk [ \* ] and is Home Remedy.

Input the corresponding data in the required and other fields corresponding for the new home remedy and click the “Save” button in the (burgundy) bottom left corner menu to save record.

- New
- Help
- Save
- Revert
- Print Screen
- Log Out

### Pottery and Utensils

To input details relating to the patient’s exposures to lead sources during the use of household pottery or utensils, utilize the “Pottery and Utensils” menu item of the “Clinical” tab

The screenshot shows the HHL PSS (Healthy Housing and Lead Poisoning Surveillance System) interface. At the top, the user is identified as (GANTI, JANARDHAN) with a DOB of 11/9/2006 and ID# 1843176. The navigation tabs are Home, Clinical (selected), Environmental, and Administrative. The left sidebar menu includes options like Find Patient, Patient Info, Case Details, and Pottery and Utensils (selected). The main form area is for 'Case Exposure' and contains a dropdown menu for 'Do you have any imported or handmade ceramics in the household?' and a table for listing items. The bottom left corner has a menu with 'New', 'Help', 'Save', 'Revert', 'Print Screen', and 'Log Out'.

The “Pottery and Utensils” exposure page allows the user to input details related to the pottery and utensils utilized by the patient’s family and their possible relation to lead exposure. To activate the fields related to pottery and utensil exposures select “Yes” from the list of choices in the “Do you have any imported or handmade ceramics in the household?” list box. Only list those items which the patient comes into contact.

This is a close-up of the dropdown menu for the question 'Do you have any imported or handmade ceramics in the household? (List those with which case comes into contact)'. The 'Yes' option is selected and highlighted with a red circle.

Input data related to the family’s use of possible lead containing pottery and utensils in user form near bottom of page.

The only field required to create a pottery/utensil exposure record is displayed with a red asterisk [ \* ] and is Imported or handmade ceramics.

Input the corresponding data in the required and other fields corresponding for the new home remedy and click the “Save” button in the (burgundy) bottom left corner menu to save record.

- New
- Help
- Save
- Revert
- Print Screen
- Log Out

## Cosmetics

To input details relating to the patient’s exposures to lead sources during the use of cosmetic products, utilize the “Cosmetics” menu item of the “Clinical” tab

**HHL PSS**  
Healthy Housing and Lead Poisoning Surveillance System

(GANTI, JANARDHAN) DOB: 11/9/2006 ID#: 1843176

Home **Clinical** Environmental Administrative

Find Patient  
Patient Info  
Patient Address  
Blood Lead Tests  
Case Details  
**Case Exposure**  
Mobility & Behavior  
Take-Home  
Hobbies  
Home Remedies  
Pottery and Utensils  
**Cosmetics**  
Food/Drink Items  
Other Sources  
Associated Persons  
Other Blood Tests  
Other Medical  
Chelation  
Notes

Are any of these cosmetics ever used in the household ?  
[ Yes ] \*

#	Cosmetic	Last Used	Delete

Cosmetic: [ ] Other Cosmetic: [ ] Sample Collected?: [ ]

Was this cosmetic used by this case? [ ]

List other household members using this cosmetic:

Name	Pregnant

[ Select ]

How long (days) used by case: [ ] Date last used by case: [ ] How many times used in the last year?: [ ]

New  
Help  
Save  
Revert  
Print Screen  
Log Out

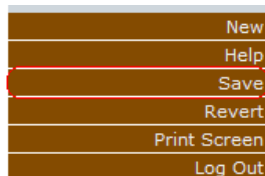
The “Cosmetics” exposure page allows the user to input details related to the cosmetic products utilized by the patient’s family and their possible relation to lead exposure. To activate the fields related to pottery and utensil exposures select “Yes” from the list of choices in the “Are any of these cosmetics ever used in the household?” list box.

Are any of these cosmetics ever used in the household ?  
[ Yes ] \*

Input data related to the family’s use of possible lead containing cosmetic products in user form near bottom of page.

The only field required to create a pottery/utensil exposure record is displayed with a red asterisk [ \* ] and is Cosmetic. If “Other Cosmetic Type” is chosen, a description must be supplied in the “Other Cosmetic” text box.

Input the corresponding data in the required and other fields corresponding for the new cosmetic product and click the “Save” button in the (burgundy) bottom left corner menu to save record.



### Food/Drink items

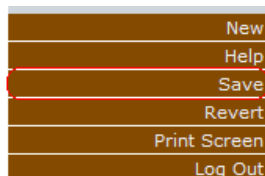
To input details relating to the patient’s exposures to lead sources during the use of certain food or drink items, utilize the “Food/Drink items” menu item of the “Clinical” tab

The “Food/Drink items” exposure page allows the user to input details related to the food or drink products utilized by the patient’s family and their possible relation to lead exposure.

Input data related to the family’s use of possible lead containing food or drink products in user form near bottom of page.

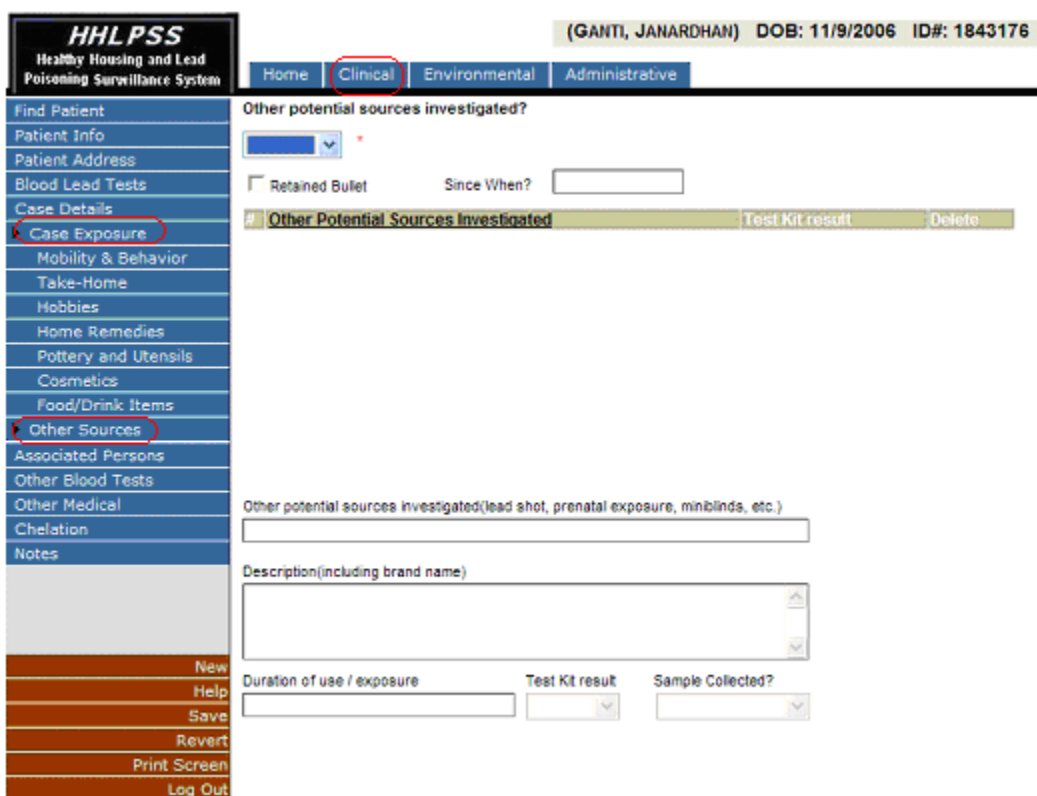
The only field required to create a pottery/utensil exposure record is displayed with a red asterisk [ \* ] and is Food/Drink Item.

Input the corresponding data in the required and other fields corresponding for the new cosmetic product and click the “Save” button in the (burgundy) bottom left corner menu to save record.



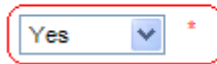
### Other Sources

To input details relating to the patient’s exposures to lead sources not currently classified within the system, utilize the “Other Sources” menu item of the “Clinical” tab



The “Other Sources” exposure page allows the user to input details related to lead sources not currently classified within the system and their possible relation to lead exposure. To activate the fields related to “other source” exposures select “Yes” from the list of choices in the “Other potential sources investigated?” list box.

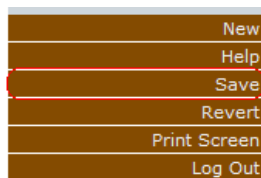
Other potential sources investigated?

 \*  


Input data related to the family's use of possible lead containing substances in user form near bottom of page.

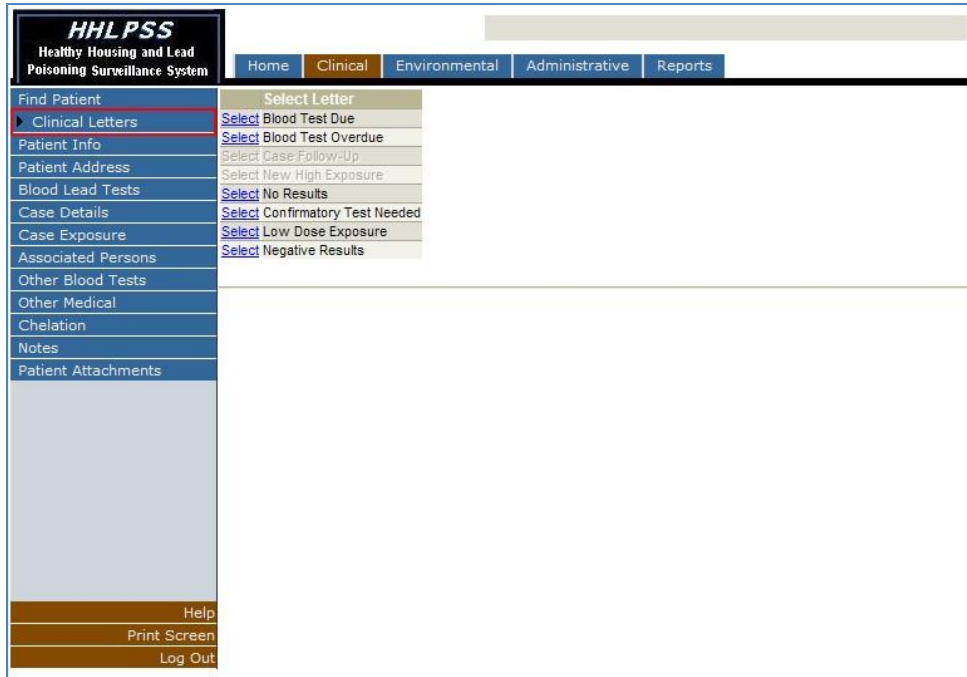
The only field required to create a pottery/utensil exposure record is displayed with a red asterisk [ \* ] and is Other potential sources investigated.

Input the corresponding data in the required and other fields corresponding for the new possible lead source and click the "Save" button in the (burgundy) bottom left corner menu to save record.



## Clinical Letters

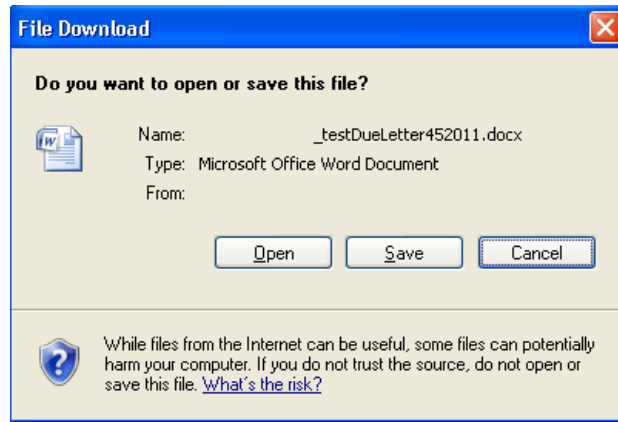
The “Clinical Letters” page allows the user to view and edit selected letter templates for patient communications. The page contains a tabular listing of the letter templates available within the system for automatic generation.



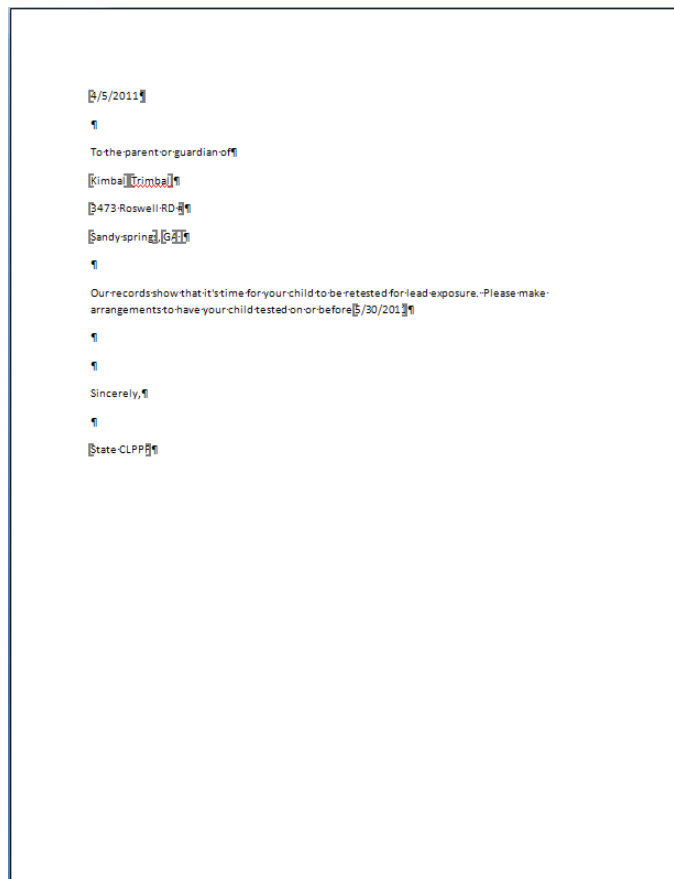
Clinical letters can be downloaded and edited by clicking the ‘Select’ hyperlink corresponding to the row of the desired letter in the letter listing table.

Letter Name	Case Availability	Description
<i>Blood Test Due</i>	Yes	Sent as a reminder of approaching recommended blood lead re-testing date
<i>Blood Test Overdue</i>	Yes	Sent as a reminder of overdue blood lead re-test
<i>Case Follow-Up</i>	Yes	Sent to inform patient/guardian(s) of initial case, follow-up testing levels and next recommended blood lead testing date
<i>New High Exposure</i>	Yes	Sent to inform patient/guardian(s) of newly processed case-level blood lead result and next recommended blood lead testing date
<i>No Results</i>	Yes	Sent to inform patient/guardian(s) of newly processed blood lead test without result level and next recommended blood lead testing date
<i>Confirmatory Test Needed</i>	Yes	Sent to inform patient/guardian(s) of the need to confirm previously received blood lead result with a new test and the recommended blood lead testing date
<i>Low Dose Exposure</i>	No	Sent to inform patient/guardian(s) of a newly processed 'low' blood lead testing result and the recommended next blood lead testing date
<i>Negative Results</i>	No	Sent to inform patient/guardian(s) of a newly processed 'negative' blood lead testing result and the recommended next blood lead testing date

The letter template will be populated with data related to the selected patient and made available for download for the user.



Click the 'Open' button to open the document for immediate editing. Click the 'Save' button, to save the document to local file storage for later use.



Letter Type Listing

# Chelation

**HHL PSS**  
 Healthy Housing and Lead  
 Poisoning Surveillance System

(GANTI, JANARDHAN) DOB: 11/9/2006 ID#: 1843176

Home

Clinical

Environmental

Administrative

Chelating Agent(s)	Hospitalized	Start Date	End Date	Delete
<p>Chelating Agent(s) <span style="color: red;">* Check at least one or enter text in Other field</span></p> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> CaNa2EDTA</div> <div><input type="checkbox"/> BAL</div> <div><input type="checkbox"/> Don't Know</div> </div> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Penicillamine</div> <div><input type="checkbox"/> Succimer (Chemet)</div> <div><input type="checkbox"/> None - Chelation Challenge Test Only</div> </div> <p>Other: <input style="width: 100%;" type="text"/></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Chelation Start Date <input style="width: 100%;" type="text"/></div> <div>Chelation End Date <input style="width: 100%;" type="text"/></div> <div>Did case ever receive a chelation challenge test? <input style="width: 100%;" type="text"/></div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Was case hospitalized for Chelation? <input style="width: 100%;" type="text"/></p> <p>Institution <input style="width: 100%;" type="text"/> <input type="button" value="Choose"/> <input type="button" value="Delete"/></p> <p>Physician <input style="width: 100%;" type="text"/> <input type="button" value="Choose"/> <input type="button" value="Delete"/></p> </div>				

New
Help
Save
Revert
Print Screen
Log Out

The "Chelation" page allows the user to input details related to the chelation treatments of lead poisoned patients with cases.

Chelating Agent(s) \* Check at least one or enter text in Other field

CaNa2EDTA

BAL

Don't Know

Penicillamine

Succimer (Chemet)

None - Chelation Challenge Test Only

Other:

Select a chelating agent by checking one of the boxes next to the agent utilized for treatment or indicate the agent name in the Other text box if it does not exist in the list.

Chelation Start Date

Chelation End Date

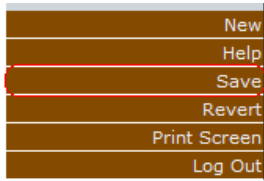
Did case ever receive a chelation challenge test?

Was case hospitalized for Chelation?

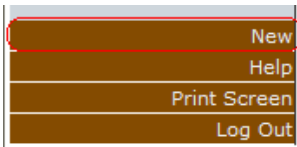
Institution

Physician

Input the remainder of the details of the treatment in the provider user form. To save, click the “Save” button in the (burgundy) bottom left corner menu to save the record.



To add additional treatments, click the “New” button in the (burgundy) bottom left corner menu to prepare the form for record creation.



## Patient Notes

The “Patient Notes” page allows the user to create custom free text notes which are associated with the patient record.

The screenshot shows the HHL PSS (Healthy Housing and Lead Poisoning Surveillance System) interface. At the top right, the patient's name and information are displayed: (HARRIS, ALEXIS) DOB: 8/4/1996 ID#: 87439. Below this is a navigation menu with tabs for Home, Clinical, Environmental, Administrative, and Reports. The Clinical tab is selected. On the left side, there is a vertical menu with various options: Find Patient, Clinical Letters, Patient Info, Patient Address, Blood Lead Tests, Case Details, Case Exposure, Associated Persons, Other Blood Tests, Other Medical, Chelation, Notes (highlighted with a blue arrow), and Patient Attachments. The main content area displays a table of notes:

Date	Subject	Author	Role	Details
4/6/2011	Patient Home Visit	qharris	CM	<a href="#">Detail</a>
4/6/2011	Patient Family Moving	qharris	CM	<a href="#">Detail</a>

At the bottom left, there is a vertical menu with the following options: New (highlighted in red), Help, Revert, Print Screen, and Log Out.

Existing patient notes will be listed within the Notes listing. To view or edit the details, click the “Detail” link in the “Details” column of the Notes Listing.

To add a new note to the note listing, click the “New” button in the (burgundy) bottom left corner menu to prepare the form for note creation.

<b>HHL PSS</b> Healthy Housing and Lead Poisoning Surveillance System	(HARRIS, ALEXIS) DOB: 8/4/1996 ID#: 87439	
	<a href="#">Home</a>   <a href="#">Clinical</a>   <a href="#">Environmental</a>   <a href="#">Administrative</a>   <a href="#">Reports</a>	
	Find Patient	Date <input type="text" value="4/6/2011"/> *
	Clinical Letters	Subject <input type="text"/> *
	Patient Info	Author <input type="text" value="qharris"/> *
	Patient Address	Role <input type="text"/>
	Blood Lead Tests	<input style="width: 100%; height: 100%;" type="text"/>
	Case Details	
	Case Exposure	
	Associated Persons	
Other Blood Tests	<input type="button" value="Delete"/>	
Other Medical		
Chelation		
Notes		
Patient Attachments		
	<input type="button" value="New"/> <input type="button" value="Help"/> <input type="button" value="Save"/> <input type="button" value="Revert"/> <input type="button" value="Print Screen"/> <input type="button" value="Log Out"/>	

The minimum fields required to create a patient record are display with a red asterisk [ \* ] and are Date, Subject, Author, and the actual contents of the note.

Input the corresponding data in the required and other fields corresponding to the new patient note and click the “Save” button in the (burgundy) bottom left corner menu to save the new patient note. After note creation, the note is added to the listing.

New
Help
Save
Revert
Print Screen
Log Out

## Patient Attachments

The “Patient Attachment” page allows the user to upload, download or view electronic files associated with the patient record.

The screenshot displays the HHL PSS (Healthy Housing and Lead Poisoning Surveillance System) interface. At the top, the patient's name (TRIMBALL, KIMBALL), DOB (1/26/2009), and ID# (102961) are shown. Below this is a navigation menu with tabs for Home, Clinical, Environmental, Administrative, and Reports. The main content area is titled "Patient Attachments" and contains a table with the following data:

File Name	Description	File Type	Date Uploaded	Owner	View
<a href="#">20100303jewelry.jpg</a>	Item found in home	image/jpeg	4-07-2011	qharris	<a href="#">View</a>
<a href="#">Trimball Kimball testDueLetter472011.docx</a>	First Patient Letter	application/vnd.openxmlformats-officedocument.word	4-07-2011	qharris	<a href="#">View</a>
<a href="#">appendix b label.pdf</a>	Test file	application/pdf	4-07-2011	qharris	<a href="#">View</a>

Below the table, there is an "Add New File" button. The left sidebar contains a navigation menu with options like "Find Patient", "Clinical Letters", "Patient Info", "Patient Address", "Blood Lead Tests", "Case Details", "Case Exposure", "Associated Persons", "Other Blood Tests", "Other Medical", "Chelation", "Notes", "Patient Attachments", and "Upload Attachment". At the bottom of the page, there are links for "Help", "Print Screen", and "Log Out".

Existing patient file attachments will be listed within the Patient Attachments listing.

To download a file for viewing, click the “File Name” hyperlink in the “File Name” column of the Patient Attachments listing.

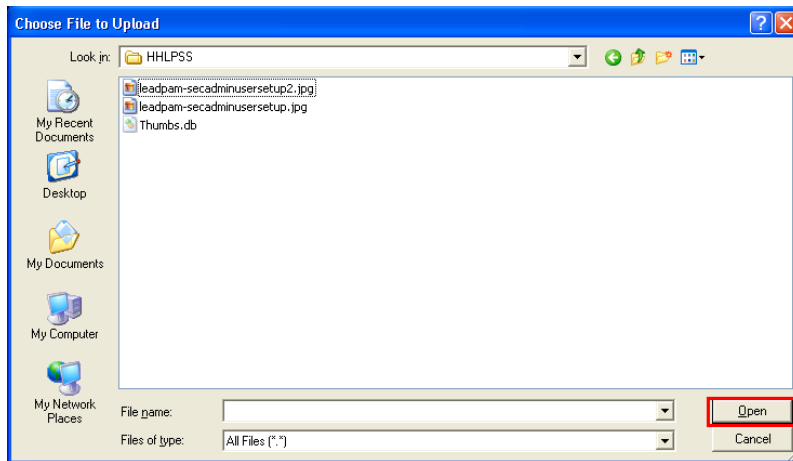
In cases where the file type is compatible, the file may be viewable within a browser window and the “View” hyperlink will be active within the “View” column of the Patient Attachments listing. Click the “View” hyperlink to launch a new browser window in which to view the electronic file.

To upload a new file attachment, click the “Add New File” button below the Patient Attachments listing.



A 'File Description' and selected file for upload is required to attach a file to the patient record.

Input the file description information and select a file for upload by clicking the "Browse" button.



Select a file and click the "Open" button in the choose file dialog box to prepare the file for upload. **Files must be less than two (2) megabytes (MB – 2048 kilobytes [kb]) in size for proper attachment to patient record.** Click the "Upload File" button once the file has been selected to add it to the Patient Attachment listing.

## Exercise 2: Open a case and add related information

- On the Clinical tab, use Find Patient to return a list of children (search by name, city, or other field).
  - Click on any name from the list. For practice, you'll open a case for this child. (You'll delete the case later.)
  - Among the blue bars on the left, click on Case Details.
  - Click on Disposition History, then click on Create New Surveillance Case (toward the bottom).
  - Select a test result by clicking the radio button on the right.
  - Select a Reason for Creating Case: click the down arrow, then click Other.
  - Click Create. Click Continue. At left, click Case Initiation.
  - Fill in all available fields (make it up as you go).
- 
- At left, click Case Information.
  - Click Assign Case Manager. Choose "Default Migration Case Worker..."
  - Click Add Event (toward the bottom).
  - Choose an Event Type, and fill Date Referred, Date Due, Date Completed, Result, Responsible Party and Comment. (Note: you can use the Tab key to move from field to field.)
  - Click Save Event.
  - Click Add Event.
  - This time choose Event Type: Letter Sent, then choose a Letter Type, then fill all remaining fields and click Save Event.
  - You now see two events listed in the shaded bands. Click on one of the blue numbers under Event ID to display the event information, which appears in gray. Click on the blue Edit on the right, then change the Event Type, and click Save Event.
- 
- At left, click Notes. Click New (brown, toward bottom left).
  - Today's date is displayed automatically. Enter "Test Note" in Subject. Enter your own role in the health department in Role. Enter "this is a test note" in the large box.
  - Click Save (brown, bottom left).
  - On paper, write down the name & date of birth (and/or the ID #) displayed at the top, to allow you to return later and delete the practice information you've just added.

## **Environmental Investigations - Environmental Module**

The Environmental module has been designed for viewing, editing or creating new patient address records as well as details related to environmental investigations.

### Edit or Add New Address

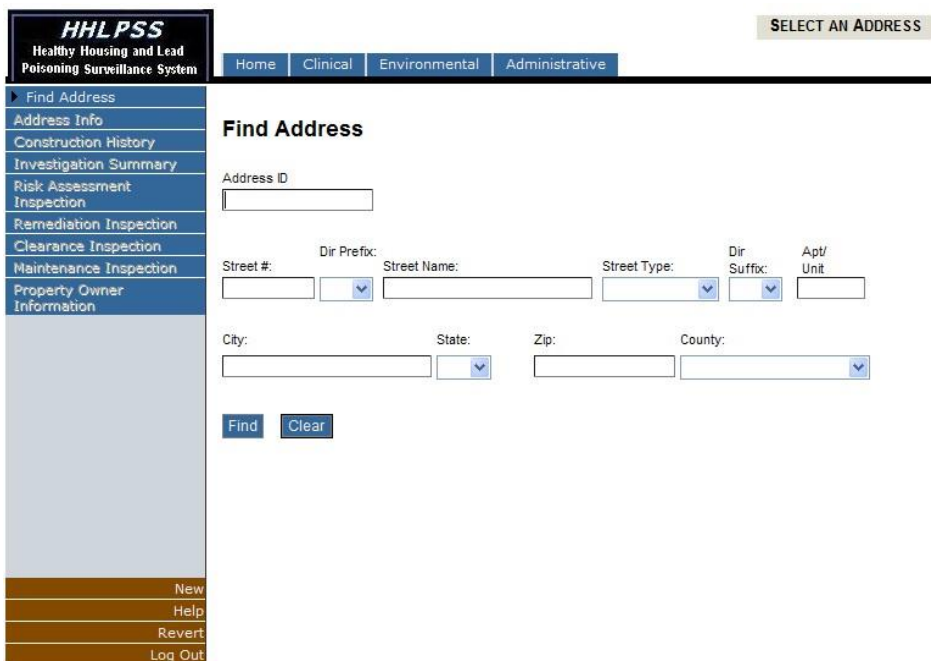
To view the details of a current address or to create a new address record within the system login to HHLPSS and select the Environmental Tab.



This will direct the browser to the “Find Address” screen.

To prevent address duplication, prior to adding new data to HHLPSS you should perform a search for the address prior to receiving the option to create a new record.

### Find Address



Perform a search on the first letter of the street and city names of the address you wish to create or find and click the “Find” button.

### Address Search Results

**HHL PSS**  
Healthy Housing and Lead  
Poisoning Surveillance System

SELECT AN ADDRESS

Home
Clinical
Environmental
Administrative

Find Address

Address Info

Construction History

Investigation Summary

Risk Assessment Inspection

Remediation Inspection

Clearance Inspection

Maintenance Inspection

Property Owner Information

---

Help

Print Screen

Log Out

#### Address Search Results

Address	Investigation Status	Address ID
<a href="#">Atlanta, GA 00000</a>	Open	1282103
<a href="#">atlanta, CA 98009</a>	Closed	1282118
<a href="#">atlanta, DE 45832</a>	New	1282667
<a href="#">1901 E 17TH ST NE, #309, Atlanta, GA 30326</a>	Open	1282084
<a href="#">23 E 22 AVE E, #22, atlanta, GA 98066</a>	Closed	1282119
<a href="#">2323 2323 asdr, NE 23233</a>	New	1282279
<a href="#">342 Adam ST Atlanta, GA 30912</a>	New	1282264
<a href="#">32 E Arcot DR N, #203, Atlanta, GA 30921</a>	New	1282585
<a href="#">4321 E ARCOT WAY E, #34, Atlanta, GA 98721</a>	Open	1282153
<a href="#">23 E Arcot Rd ALY E, #34, Atlanta, CA 98732</a>	New	1282117
<a href="#">4 E Arcot Rd ALY E, Atlanta, GA 30921</a>	Open	1282173
<a href="#">999 N Arcot Rd AVE E, #290, Atlanta, CA 98502</a>	Open	1282105
<a href="#">asd E asd ALY E, #243, atlanta, CA 98065</a>	New	1282120
<a href="#">213 S Atlanta Rd ALY E, #213, Atlanta, CA 98021</a>	New	1282126
<a href="#">10 E Atlanta St ST E, ATLANTA, GA 45122</a>	New	1282583

1 2 3 4 5 6 7 8 9 10 ...

Revise Search
Add New Address

If the address which you wish to create or edit is listed within search results, click the Address in the “Address” column to open the “Patient Address Details” screen

#### Address Search Results

Address	Investigation Status	Address ID
<a href="#">23 Park ST Atlanta, GA 30341</a>	New	1282253
<a href="#">1 Peachtree ST Atlanta, GA 30303</a>	New	1282104
<a href="#">1200 Peachtree ST Atlanta, GA 30333</a>	New	1282179
<a href="#">1250 Peachtree Industrial ST atlanta, GA 30333</a>	New	1282180

Revise Search
Add New Address

Click to open Address Details Page

Click to open or view investigation details

**HHLPSS**  
 Healthy Housing and Lead  
 Poisoning Surveillance System

342 ADAM STREET (ID# 1282264)

Home

Clinical

Environmental

Administrative

Find Address  
 ▶ Address Info  
 Construction History  
 Investigation Summary  
 Risk Assessment Inspection  
 Remediation Inspection  
 Clearance Inspection  
 Maintenance Inspection  
 Property Owner Information

### Patient Address Details

[Back to Search results](#)

Number:	Prefix:	Street Name:	Street Type:	Suffix:	Apt/Unit
<input type="text" value="342"/>	<input type="text"/>	<input type="text" value="Adam"/>	<input type="text" value="ST"/>	<input type="text"/>	<input type="text"/>
City:	State:	Zip	County:	Investigation Status:	
<input type="text" value="Atlanta"/>	<input type="text" value="GA"/>	<input type="text" value="30912"/>	<input type="text"/>	<input type="button" value="New"/>	
Census Tract Number:	Parcel Number:	District:	High Risk Structure?		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
Dwelling Type:	Number Of Units:	Phone:	Ownership Type		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Notes about address:					
<div style="border: 1px solid #ccc; padding: 5px;"></div>					

Help
Save
Revert
Print Screen
Log Out

The Patient Address History Screen will be utilized to view and input details related to the selected patient's current and former addresses.

### Patient Address Details Form Field Listing

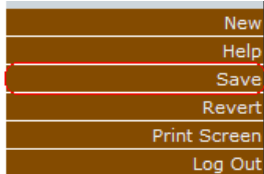
Field Name	Meaning
Number	Street Number value
Direction (prefix)	Street Direction Prefix (E, W, S, N)
Street	Text street name
Type	Street type (st, rd, ln, etc)
Direction (suffix)	Street Direction Suffix (E, W, S, N)
Apt/Unit	Apartment or Suite Number
City	City
State	State
Zip	Zip Code
County	County
Investigation Status	Status of environmental investigation (open, closed, or new button to create investigation record)

HHL PSS Draft Training Document

Census Tract Number	Address census tract
Parcel Number	Local parcel number of address
District	Address district
High Risk structure indicator	Was the dwelling built prior to 1978
Dwelling Type	Selected dwelling type (Single, multi family, etc)
Number of Units	If multi unit dwelling, number of units within dwelling
Phone	Contact phone number for owner of address
Ownership Type	Ownership type of residence (Owner occupied, rental, etc.).
Notes about the Address	Free text description of address record

The user can edit the address details within the fields indicated in the user form. If the selected State is change the page will reload to populate the county list control.

To save changes to the address record, click the “Save” button in the (burgundy) bottom left corner menu to save the address record.



## Construction History

To view or update data related to the addresses construction history, login to HHL PSS, select the Environmental Tab, and click the “Construction History” menu item of the Environmental Tab menu.

**HHL PSS**  
Healthy Housing and Lead  
Poisoning Surveillance System

342 ADAM STREET (ID# 1282264)

Home Clinical **Environmental** Administrative

Find Address  
Address Info  
**Construction History**  
Investigation Summary  
Risk Assessment  
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Remediation Inspection  
Clearance Inspection  
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Property Owner  
Information

Help  
Save  
Revert  
Print Screen  
Log Out

### Clinical Case Construction History

Estimated Year Built: [Dropdown]  Pre 1978?

Remodeling, painting or renovation within the past year: [Dropdown]

Where was most of the remodeling done: [Dropdown]

Who did the Remodeling?  
 Licensed Contractor  Other  Property Owner  
 Self Or Family  Unknown Specify: [Text]

Description of the Remodeling: [Text Area]

### Environmental Investigation Construction History

Estimated Year Built: [Dropdown]  Pre 1978?

Remodeling, painting or renovation within the past year: [Dropdown]

Where was most of the remodeling done: [Dropdown]

Who did the Remodeling?  
 Licensed Contractor  Other  Property Owner  
 Self Or Family  Unknown Specify: [Text]

Description of the Remodeling: [Text Area]

*Clinical Data* (pointing to the top section)  
*Environmental Data* (pointing to the bottom section)

The “Construction History” page allows for the management of construction history data for an address as collected during clinical case management and environmental investigations. If you are entering construction details as a result of data gathered for case management, input the details in the “Clinical Case Construction History” area (top half of form). If you are entering construction details as a result of data gathered during an environmental investigation, input the details in the “Environmental Investigation Construction History” area (bottom half of form).

### Address Notes

The “Address Notes” page allows the user to create custom free text notes which are associated with the address record.

**HHL PSS**  
Healthy Housing and Lead  
Poisoning Surveillance System

401 N CASTLE HILLS (ID# 66652)

Home Clinical Environmental Administrative Reports

Find Address  
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▶ Address Notes  
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Remediation Inspection  
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Maintenance Inspection  
Property Owner  
Information  
Healthy Housing

**Address Note List**  
401 N Castle Hills

Date	Subject	Author	Role	Details
4/6/2011 12:00:00 AM	Recent Storm damage	qharris	EI	<a href="#">Detail</a>
4/6/2011 12:00:00 AM	Home Visit no response	qharris	EI	<a href="#">Detail</a>

New  
Revert  
Print Screen  
Log Out

Existing address notes will be listed within the Notes listing. To view or edit the details, click the “Detail” link in the “Details” column of the Notes Listing.

To add a new note to the note listing, click the “New” button in the (burgundy) bottom left corner menu to prepare the form for note creation.

**HHL PSS**  
Healthy Housing and Lead  
Poisoning Surveillance System

Home Clinical **Environmental** Administrative Reports

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Healthy Housing

**Edit HHL PSS Note**

401 N Castle Hills

Date: 4/6/2011 \* Subject: \*  
Author: qharris Role: \*  
[Large text area for note content]

Help  
Print Screen  
Log Out

Save Back to Note Listing

The minimum fields required to create an address note are displayed with an asterisk [ \* ] and are Date, Subject, Author, and the actual contents of the note.

Input the corresponding data in the required and other fields corresponding to the address note and click the “Save” button below the note text box to save the new address note. After note creation, the note is added to the listing.

To cancel note entry and return to the address note listing, click the ‘Back to Note Listing’ button.

## View Environmental Investigation Details

To view the details of a environmental investigation for an address, login to HHL PSS, select the Environmental Tab, and click the “Investigation Summary” menu item of the Environmental Tab menu.

## Investigation Summary

**HHL PSS**  
Healthy Housing and Lead Poisoning Surveillance System

342 ADAM STREET (ID# 1282264)

Home Clinical **Environmental** Administrative

Find Address  
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Property Owner Information

**Investigation Summary**

Investigation Listing

Investigation Id	Status	Investigator	Date Opened	Date Closed	Delete	Edit

Associated Patient Listing

Test Id/Case Id	Specimen Source	Test Result	Date Collected	Patient Name	Date of Birth	Address Type	Guardian	Phone Number	Lived From	Lived Thru

**Investigation Detail**

Investigation Detail

Investigator:  Date Opened:

Status:  Investigation Reason:

Funding Source:  Comments:

Investigation Outcome

Date Closed:  Remediation Completed:  Interior  Exterior  Soil  Water

Closure Reason:

Sources of Exposure Identified

No Hazard Identified:  Alternate Location Identified:

Lead Paint Found:  Yes  No  Unknown  
Lead Paint Hazard Location:

Lead Source Other Than Paint Found:  Occupational Exposure:  Yes  No  Unknown

Event Detail

Event Type:  Letter Type:

Date Referred:  Date Due:

Date Completed:  Result:

Responsible Party:

The “Investigation Summary” page allows for the viewing and editing of investigation details for the currently selected address.

Select an “Investigator” to assign an environmental investigator to manage the investigation. Select a “Date Opened” to indicate the date the investigation was opened and a investigation “Status” and “Investigation Reason.” Click the “Add Investigation” button to finalize the creation of the investigation.

As the investigation progresses, additional details can be entered until closure.

To close an investigation, enter a “Date Closed” in the corresponding text box and select a “Closure Reason” from the list of possible choices.

Click “Save Investigation” to finalize investigation closure.

Many pages related to Environmental Investigations within the system collect data related to environmental samples and investigation events. These areas will behave similarly across all pages.

### Investigation Sample Control

**Sample Listing**

Sample Id	Sample Type	Date Collected	Room	Component	Result	Unit	Hazard Identified	Delete	Edit
<a href="#">213</a>	Interior	7/23/2009	Bathroom	Mini-Blinds	33	Tablespoon	<input checked="" type="checkbox"/>	X	<a href="#">Edit</a>
<a href="#">218</a>	Exterior	7/23/2009	Car	Floor	55	Parts Per Million	<input checked="" type="checkbox"/>	X	<a href="#">Edit</a>

1 2

---

**Sample Id: 213**

**Sample Detail**

Sample Type	<input type="text" value="Interior"/>	Hazard Identified	<input checked="" type="checkbox"/>
Room/Site	<input type="text" value="Bathroom"/>	Room/Site Identifier	<input type="text"/>
Component	<input type="text" value="Mini-Blinds"/>	Component Condition	<input type="text" value="Bare Soil"/>
Testing Method	<input type="text" value="XRF - Surface"/>	Substrate	<input type="text" value="Brick"/>
Result	<input type="text" value="33.000"/>	Unit	<input type="text" value="Tablespoon"/>
Laboratory	<input type="text" value="First Org"/>	Date Collected	<input type="text" value="07/23/2009"/>
Date Sent	<input type="text"/>	Date Received	<input type="text"/>
Side Identifier	<input type="text"/>		

The “Investigation Sample” control is utilized to collect data related to environmental samples collected during an environmental investigation inspection.

The Sample listing displays samples which have been input from an inspection

**Sample Listing**

Sample Id	Sample Type	Date Collected	Room	Component	Result	Unit	Hazard Identified	Delete	Edit
<a href="#">213</a>	Interior	7/23/2009	Bathroom	Mini-Blinds	33	Tablespoon	<input checked="" type="checkbox"/>	X	<a href="#">Edit</a>
<a href="#">218</a>	Exterior	7/23/2009	Car	Floor	55	Parts Per Million	<input checked="" type="checkbox"/>	X	<a href="#">Edit</a>

1 2

Click to view sample details

Click to delete sample

click to edit sample

### Sample Control Field Listing

Field Name	Meaning
------------	---------

## HHLPSS Draft Training Document

Sample Type	Location where sample collected (interior or exterior)
Hazard Identified indicator	Indicate whether the sample meets the standard for hazardous lead content
Room/Site	Select room or site where sample is collected
Room/Site Identifier	Free text identifier of room or site
Component	Component where sample was taken
Component Condition	Condition of component from which sample is taken
Testing Method	Sample testing method (xrf, filter paper, etc)
Substrate	Substrate from which sample was taken
Result	Lead content of sample
Unit	Unit of result value
Laboratory	Laboratory which analyzed environmental sample.
Date Collected	Date the sample was collected
Date Sent	Date the sample was sent from lab
Date Received	Date health department received sample results
Side Identifier	Free text identifier for the side of dwelling

Input the data corresponding to these fields and click the “Save” button to save the sample.

### Investigation Events Control

Event Listing

Event Id	Event Type	Letter Type	Date Referred	Date Due	Date Completed	Result	Responsible Party	Delete	Edit
----------	------------	-------------	---------------	----------	----------------	--------	-------------------	--------	------

Event Detail

Event Type:

Letter Type:

Date Referred:

Date Due:

Date Completed:

Result:

Responsible Party:

The “Investigation Events” is utilized to record events which occur during the investigation and the associated inspections.

**Event Control Field Listing**

Field Name	Meaning
Event Type	Select type of investigation event
Letter Type	Select type of letter sent if letter is sent during event
Date Referred	Select the date the event was schedule to occur
Date Due	Date event is due by
Date Completed	Date event was completed
Result	Result of event
Responsible Party	Staff member for managing event and outcome

Input the data corresponding to these fields and click the “Add Event” button to save the event.

**Risk Assessment**

**HHLPSS**  
 Healthy Housing and Lead  
 Poisoning Surveillance System

999 N ARCOT RD E AVENUE 290 (ID# 1282105)

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[Property Owner Information](#)

### Risk Assessment Inspection

Investigation Listing

Investigation Id	Status	Investigator	Date Opened	Date Closed
455561	Open	Sampras, Pete	7/06/2009	

Investigation Id: 455561

#### Risk Assessment Inspection Listing

Inspection Id	Start Date	Completion Date	Hazard Identified	Delete	Edit
162	7/23/2009	7/23/2009	<input checked="" type="checkbox"/>	X	Edit
164	7/08/2009	7/08/2009	<input type="checkbox"/>	X	Edit

#### Risk Assessment Inspection Detail

Start Date  Completion Date

[Add Risk Assessment Inspection](#)

#### Sample Listing

Sample Id	Sample Type	Date Collected	Room	Component	Result	Unit	Hazard Identified	Delete	Edit
-----------	-------------	----------------	------	-----------	--------	------	-------------------	--------	------

#### Sample Detail

Sample Type	<input type="text"/>	Hazard Identified	<input type="checkbox"/>
Room/Site	<input type="text"/>	Room/Site Identifier	<input type="text"/>
Component	<input type="text"/>	Component Condition	<input type="text"/>
Testing Method	<input type="text"/>	Substrate	<input type="text"/>
Result	<input type="text"/>	Unit	<input type="text"/>
Laboratory	<input type="text"/>	Date Collected	<input type="text"/>
Date Sent	<input type="text"/>	Date Received	<input type="text"/>
Side Identifier	<input type="text"/>		

[Add Sample](#)

[Print Screen](#)  
[Log Out](#)

The “Risk Assessment” Inspection page is utilized to capture the details of the risk assessment phase of the environmental investigation.

To view the details of a Risk Assessment click the “Investigation ID” in the Investigation Listing near the top of the page.

**Investigation Listing**

Investigation Id ▲	Status	Investigator	Date Opened	Date Closed
<a href="#">455700</a>	Open	Default Migration Inspector, Default Migration Inspector	8/15/2009	

This will enable the page and grant access to the Risk Assessment Inspection Listing. To view the details or samples related to a risk assessment, click its “Inspection ID” in the Risk Assessment Inspection Listing.

**Risk Assessment Inspection Listing**

Inspection Id ▲	Start Date	Completion Date	Hazard Identifier	Delete	Edit
<a href="#">162</a>	7/23/2009	7/23/2009	<input checked="" type="checkbox"/>	<a href="#">X</a>	<a href="#">Edit</a>
<a href="#">164</a>	7/08/2009	7/08/2009	<input type="checkbox"/>	<a href="#">X</a>	<a href="#">Edit</a>

Click to view inspection details      Click to delete inspection      Click to edit inspection

View the dates associated with the inspection and the samples collected in the form below the inspection listing.

To add a new Risk Assessment input the “Start Date” and click the “Add Risk Assessment Inspection” button.

**Risk Assessment Inspection Detail**

Start Date  Completion Date

[Add Risk Assessment Inspection](#)

*Samples identified as hazardous during a risk assessment will create remediation activities corresponding to the Room and Component where the sample was collected to ensure hazard remediation.*

There are also screens for Remediation Activities (to track activities intended to remediate hazards identified during the Risk Assessment), Clearance Inspections (to capture the details of the clearance inspection conducted after remediation activities have been completed), and Maintenance Inspections (to capture details of a maintenance inspection that could occur several weeks after a home has been remediated and cleared, to verify that the home remains lead safe).

**HHL PSS**  
Healthy Homes and Lead  
Poisoning Surveillance System

14700 LAKE SHORE DR (ID# 5807)

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**Remediation Inspection**

Investigation Listing

Investigation Id	Status	Investigator	Date Opened	Date Closed
9	Open	Default Migration Inspector, Default Migration Inspector	1/02/2013	

Investigation Id: 9

**Remediation Inspection Listing**

Inspection Id	Start Date	Completion Date	All Hazards Remediated	Delete	Edit

**Remediation Inspection Detail**

Risk Assessment	<input type="text"/>	Due Date	<input type="text"/>
Inspection Id	<input type="text"/>	Completion Date	<input type="text"/>
Start Date	<input type="text"/>	Verified By	<input type="text"/>
Funding Source	<input type="text"/>		

Contractor

Name	<input type="text"/>	Phone	<input type="text"/>
State	<input type="text"/>	Based on	<input type="text"/> County <input type="text"/> City
County	<input type="text"/>	City	<input type="text"/>
Apt/Suite #	<input type="text"/>	AddressLine1	<input type="text"/>
Address Line2	<input type="text"/>	Zip Code	<input type="text"/>

[Add Remediation Inspection](#)

**Activity Listing**

Activity Id	Sample Id	Sample Type	Date Completed	Room	Component	Remediation Method	Delete	Edit

**Activity Detail**

Sample Type	<input type="text"/>	Date Completed	<input type="text"/>
Room/Site	<input type="text"/>	Room/Site Identifier	<input type="text"/>
Component	<input type="text"/>	Remediation Method	<input type="text"/>

[Add Activity](#)

**Event Listing**

Event Id	Event Type	Letter Type	Date Referred	Date Due	Date Completed	Result	Responsible Party	Delete	Edit

**Event Detail**

Event Type	<input type="text"/>	Letter Type	<input type="text"/>
Date Referred	<input type="text"/>	Date Due	<input type="text"/>
Date Completed	<input type="text"/>	Result	<input type="text"/>

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## Property Owner Information

**HHL PSS**  
 Healthy Housing and Lead  
 Poisoning Surveillance System

999 N ARCOT RD E AVENUE 290 (ID# 1282105)

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[Property Owner Information](#)

### Property Owner Information

Investigation Listing

Investigation Id ▲	Status	Investigator	Date Opened	Date Closed
<a href="#">455561</a>	Open	Sampras, Pete	7/06/2009	

Investigation Id: 455561

**Property Owner Detail**

Name	<input type="text"/>	Phone	<input type="text"/>
Year built	<input type="text"/>	Based on	<input type="checkbox"/> County <input type="checkbox"/> City
State	<input type="text"/>	City	<input type="text"/>
County	<input type="text"/>	AddressLine1	<input type="text"/>
Apt/Suite #	<input type="text"/>	Zip Code	<input type="text"/>
Address Line2	<input type="text"/>	<input type="button" value="Add Property Owner"/>	

[Print Screen](#)  
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The “Property Owner Information” page is utilized to capture the details related to the owner of a property undergoing an environmental investigation.

To view the property owner details of an investigation, click the “Investigation ID” in the Investigation Listing near the top of the page.

**Investigation Listing**

Investigation Id ▲	Status	Investigator	Date Opened	Date Closed
<a href="#">455700</a>	Open	Default Migration Inspector, Default Migration Inspector	8/15/2009	

This will enable the page and grant access to the Property Owner Information user form.

Input the details related to the property owner at the time of the investigation and click the “Add Property Owner” button to save the property owner information.

While much of the functionality of HHLPSS was patterned after STELLAR, one feature that is completely new is the ability to capture data on Healthy Housing Inspections. For any address in the database, the user can add a Healthy Housing inspection.

**HHLPSS**  
Healthy Homes and Lead  
Poisoning Surveillance System

21  N AVENUE (ID# 143436)

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Clearance Inspection

Maintenance Inspection

Property Owner Information

▶ Healthy Housing

▶ General Inspection Information

Housing Structure

Asthma Information

Detector Information

Electrical Information

Injury Information

Pests and Poisons

Revert

Print Screen

Log Out

### Healthy Housing Inspection

---

No Inspections On File

#### General Housing Information

**Start of Inspection:**

**End of Inspection:**

Edit Inspection Dates

---

**On what stories are household's bedrooms located? Check all that apply:**

Basement

1st Floor

2nd Floor

Higher Floor (Specify)

Other Floor

**How many people live in this household by age?**

Children less than 6 years:

Children age 6 and over:

Adults ages 18 - 64:

Adults age 65 and over:

**Does anyone who lives in this home smoke? (cigarettes, cigars, other tobacco products)**

No

Yes

**Do visitors ever smoke in your home?**

No

Yes

Once the inspection has been added, several screens become available, designed to capture a variety of information on the home environment. This information could be gathered in the course of a healthy housing inspection by a non-profit group; a local health department nurse, educator or sanitarian; a housing official; or even by the homeowner, rental property owner, or renter.

This screen captures data on housing structure--ceiling, floors and walls:

HHPSS

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▶ Housing Structure

Asthma Information

Detector Information

Electrical Information

Injury Information

Pests and Poisons

---

Revert

Print Screen

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### Healthy Housing Inspection

---

Inspection ID	Inspection Start Date	Inspection End Date	
1	1/2/2013	1/2/2013	<a href="#">Edit</a>

---

#### Housing Structure Information

Ceilings and Walls  
  Windows  
  Stairs

---

### Ceiling, Floors and Walls

*Bulging/Buckling*

Bulging, buckling or alignment problem  
 No bulging, buckling or alignment problem

Holes

Large holes >= 8 ½ x 11 inches –OR- more than three tiles or panels missing –OR- there is a crack more than 1/8 inch wide and 11 inches long – OR – a hole penetrates the area above or adjacent  
 Medium-sized holes present: Holes less than 8 ½ inches x 11 inches in area. –OR- no hole penetrates the area above or adjacent. –OR- no more than three tiles or panels missing.  
 Small holes present(do not count pinholes)  
 No holes present

Peeling/Needs Paint

Deteriorating paint in any area/room GT than 2sqft  
 Deteriorating paint in any area/room LT than 2sqft  
 No damage/peeling paint  
 Peeling paint in any area/room GT than 2sqft  
 Peeling paint in any area/room LT than 2sqft

Water Stains/Water Damage

< 4 square feet water stains/water damage  
 >=4 square feet water stains/water damage  
 No water stains/damage

Condensation

Condensation on windows,door,walls

Windows:

**HHL PSS**  
Healthy Homes and Lead  
Poisoning Surveillance System

2' [redacted] N AVENUE (ID# 143436)

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### Healthy Housing Inspection

---

Inspection ID	Inspection Start Date	Inspection End Date	
1	1/2/2013	1/2/2013	<a href="#">Edit</a>

---

#### Housing Structure Information

Ceilings and Walls     Windows     Stairs

---

### Windows

**Window Condition**

All windows intact and can be opened

One or more windows cannot be opened

One or more windows cracked or broken

One or more windows missing

---

### Child Proofing Measures

**Window Cords - Strangulation Hazard**

No: Window cords not looped or tied together

Yes: Window cords looped or tied together

If yes, describe hazard location:

**Window Guards on Windows 2nd floor and Above**

Missing or not operational

Present and operational

---

Ceilings and Walls     Windows     Stairs

# Stairs

**HHL PSS**  
Healthy Homes and Lead  
Poisoning Surveillance System

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2 [redacted] N AVENUE (ID# 143436)

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## Healthy Housing Inspection

Inspection ID	Inspection Start Date	Inspection End Date	
1	1/2/2013	1/2/2013	<a href="#">Edit</a>

## Housing Structure Information

- Ceilings and Walls
- Windows
- Stairs

## Stairs

### Stair Railings

- Missing: No handrails present or present on only one side
- Broken or insecure: Handrail damaged, loose or otherwise unusable or insecure
- Does not apply: No steps
- Railings on both sides appear secure

### Steps: Condition

- Does not apply: No Steps
- Not broken or missing
- One or more broken or missing

### Steps: Covering

- No covering on stairs
- Covering on stairs is not firmly attached or is poor condition
- Covering on stairs (e.g.. nonslip tread covers) is firmly attached and is in good condition.

### Stair Gates

- Gate not present at top or bottom of stair or not secured to wall
- Gate secured to wall at top or bottom but not both
- Gate secured to wall at top and bottom of stair

### Lighting

- Light present at top and bottom of stairs
- Light not present at top or bottom

- Ceilings and Walls
- Windows
- Stairs

Another screen captures data on household asthma cases:

**HHL PSS**  
Healthy Homes and Lead  
Poisoning Surveillance System

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### Healthy Housing Inspection

Inspection ID	Inspection Start Date	Inspection End Date	
1	1/2/2013	1/2/2013	<a href="#">Edit</a>

#### Asthma Information

*Has a doctor or other health professional EVER told you that [NAME (child < 6 years old)] had asthma?*

Yes

No

Refused

Don't Know

*DURING THE PAST 12 MONTHS, has [Name (child < 6 years old)] had an episode of asthma or an asthma attack?*

Yes

No

Refused

Don't Know

*Has a doctor or other health professional EVER told you that [Name (person ≥ 6 years old)] had asthma?*

Yes

No

Refused

Don't Know

*DURING THE PAST 12 MONTHS, has [Name (person ≥ 6 years old)] had an episode of asthma or an asthma attack?*

Yes

No

Refused

Don't Know

Smoke and carbon monoxide detectors in the home:

**HHL PSS**  
Healthy Homes and Lead  
Poisoning Surveillance System

2 [redacted] N AVENUE (ID# 143436)

Home Clinical **Environmental** Administrative Reports

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  Pests and Poisons

Revert  
Print Screen  
Log Out

---

### Healthy Housing Inspection

---

Inspection ID	Inspection Start Date	Inspection End Date	
1	1/2/2013	1/2/2013	<a href="#">Edit</a>

---

#### Smoke and Carbon Monoxide Detectors

**Smoke Alarm**

Not operational: At least one smoke alarm tested does not work as designed

No smoke alarms present: No smoke alarm in unit

Operational: All smoke alarms in unit work as designed

**Carbon Monoxide(CO) Alarm**

Not operational: At least one CO alarm tested does not work as designed

No CO alarms present: No CO alarm in unit

Operational: All CO alarms in unit work as designed

Electrical information:

**HHL PSS**  
Healthy Homes and Lead  
Poisoning Surveillance System

- Find Address
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---

### Healthy Housing Inspection

Inspection ID	Inspection Start Date	Inspection End Date	
1	1/2/2013	1/2/2013	<a href="#">Edit</a>

---

### Electrical Equipment Information

**Missing or Broken Electrical Covers**

Exposed wiring: An open breaker port or exposed wiring -OR- A cover is missing and electrical connections are exposed

None missing/broken/exposed

A cover is missing and electrical connections are exposed

**Extension Cord Use**

Extension cords used properly

No extension cord use

Too many appliance plugged into one extension cord

**Extension Cord Condition**

Good: Extension cords cracked or frayed

No extension cord use

Not Good: extension cords cracked or frayed

---

### Child Proofing Measures

**Child Tamper-resistant Outlet Covers**

No tamper-resistant outlet covers in units with young children

Installed tamper-resistant outlet covers in units with young children

Not applicable (no young children in unit)

Injury hazards:

**HHL PSS**  
Healthy Homes and Lead  
Poisoning Surveillance System

- Find Address
- Address Info
- Address Notes
- Construction History
- Investigation Summary
- Risk Assessment Inspection
- Remediation Inspection
- Clearance Inspection
- Maintenance Inspection
- Property Owner Information
- ▶ Healthy Housing
  - General Inspection Information
  - Housing Structure
  - Asthma Information
  - Detector Information
  - Electrical Information
  - ▶ Injury Information
  - Pests and Poisons

[Revert](#)  
[Print Screen](#)  
[Log Out](#)

21   AVENUE (ID# 143436)

HomeClinicalEnvironmentalAdministrativeReports

### Healthy Housing Inspection

---

Inspection ID	Inspection Start Date	Inspection End Date	
1	1/2/2013	1/2/2013	<a href="#">Edit</a>

---

### Injury Hazards

*For the purposes of this form, injury is defined as cuts, punctures, scrapes, bruises, fractures, or similar accidents. In the last 6 months, has any child had an injury or accident in the home that resulted in a visit for medical care?*

N/A (no children)

No

Not Sure

Yes

### Bathroom

*Does bathtub/shower have non-slip surface?*

No

Yes

**Bathroom Exhaust**

Exhaust fan not working or no exhaust fan or window present

Exhaust fan working

### Water Heater

**Water Temperature**

No hot water

Temperature set at or above 120 degrees F

Temperature set below 120 degrees F

*In the past 6 months, has anyone been scalded by the water in this home?*

No

Yes

*Did this required medical attention?*

No

Yes

Pests and Poisons:

**HHL PSS**  
Healthy Homes and Lead  
Poisoning Surveillance System

- Find Address
- Address Info
- Address Notes
- Construction History
- Investigation Summary
- Risk Assessment Inspection
- Remediation Inspection
- Clearance Inspection
- Maintenance Inspection
- Property Owner Information
- ▶ Healthy Housing
  - General Inspection Information
  - Housing Structure
  - Asthma Information
  - Detector Information
  - Electrical Information
  - Injury Information
- ▶ Pests and Poisons

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21  N AVENUE (ID# 143436)

HomeClinicalEnvironmentalAdministrativeReports

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### Healthy Housing Inspection

Inspection ID	Inspection Start Date	Inspection End Date	
1	1/2/2013	1/2/2013	<a href="#">Edit</a>

---

### Pests and Poisons

#### Pests

*Do you see evidence of cockroaches (bodies or fecal pellets)*

Maybe

No

Yes

*Do you see evidence of rodents (bodies, fecal pellets or gnaw marks)?*

Maybe

No

Yes

#### Chemicals and Poisoning Hazards

*Unvented Combustion Appliances*

No

Yes

If Yes, please check all that apply:

fuel-fired space heaters

gas clothes dryers

gas logs

charcoal

stoves

---

#### Child Proofing Measures

*Chemicals, Pesticides, Cleaning Supplies or Medications Stored Within Easy Reach of Children.*

No

Yes

**Exercise 3:** Find an address, open an investigation and add related information

- Click the Environmental tab.
- Enter MAIN in the Street Name field, then click Find. The system returns all “MAIN” addresses, regardless of number or direction (E, W, N, S or none).
- Click Revise Search. Enter 2 in the Street # field and click Find. This narrows the results to all MAIN addresses that begin with 2.
- Click on any address from the list.
  
- At left, click Investigation Summary.
- Click Add Investigation. Under Investigation Detail, choose Investigator = Default Migration Inspector...
- Fill Date Opened, Status, Investigation Reason, Funding Source and a Comment. Then click Save. (Sources of Exposure Identified could be added later.)
- Note that a line for this investigation is now displayed near top, just below Investigation Listing.
  
- At left, click on Healthy Housing. Note that the same address is still displayed at the top of the screen.
- Click Add Inspection. Fill Start of Inspection and End of Inspection (can be same date), then click Save Inspection.
- Choose “1<sup>st</sup> Floor,” put “1” in each of the “household by age” boxes, and choose “Yes” for both Smoking questions. Click Save General Housing Info.
- At left, click Detector Information. Click the blue “Edit.” If a Message box appears, click Yes. Note that the radio buttons and text have changed from gray (not available) to black (available).
- Under Smoke Alarm, click “Not Operational...”
- Under CO Alarm, click “No CO alarms present...”
- Click Save Detector Info.
- On paper, write down the address and/or ID# displayed at the top, to allow you to return later and delete the practice information you’ve just added.

## Reports Module

Several pre-made or “canned” reports are available in HHL PSS. Most allow the user to set a date range and other variables. Each report can be exported and saved as PDF, Excel, comma-delimited text (CSV), or other file format.

At a later date, a “report builder” will be made available by CDC staff. This will allow greater flexibility by enabling users to build their own reports according to programs’ specific needs.

The pre-made report options are listed as blue bars on the left. If “Clinical” is selected, then reports related to blood tests, children and cases are available.

The screenshot displays the HHL PSS (Healthy Homes and Lead Poisoning Surveillance System) interface. The top navigation bar includes links for Home, Clinical, Environmental, Administrative, and Reports. A left sidebar lists various report options under the Clinical category, such as Blood Lead Test List, Lead Program Activity, and Blood Test Counts. The main content area is titled "Blood Tests Report" and contains a "Report Parameters" section with several input fields and dropdown menus. A "View Report" button is located below the parameters. At the bottom of the sidebar, there are links for Help, Print Screen, and Log Out.

Report Parameters	
Blood Test Type	Patient Type
<input type="radio"/> Next PB Test	
Next PB Test From Date	Next PB Test End Date
<input type="radio"/> Blood Sample Test	
Blood Sample From Date	Blood Sample End Date
Next PB Test Overdue Days	Jurisdiction
Blood Sample Test Case Type	Report Type
Report Export Format	

If “Environmental” is selected, then reports related to addresses are available.

The screenshot shows the HHL PSS (Healthy Homes and Lead Poisoning Surveillance System) interface. The top navigation bar includes 'Home', 'Clinical', 'Environmental', 'Administrative', and 'Reports'. The left sidebar menu is expanded to 'Environmental', with 'Complete Address Report' selected. The main content area is titled 'Complete Address Report' and contains a 'Report Parameters' section with a 'Find Address' form. The form includes fields for 'Address ID', 'Street #', 'Dir Prefix', 'Street Name', 'Street Type', 'Dir Suffix', 'Apt/Unit', 'City', 'State', 'Zip', and 'County'. There are 'Clear' and 'Find' buttons, and an 'Export Format' dropdown menu. A 'View Report' button is located below the form. At the bottom of the sidebar, there are 'Help', 'Print Screen', and 'Log Out' options.

If “Administrative” were selected, a batch processing report would appear, but this may not be available to local users.

The screenshot shows the HHL PSS interface with the 'Administrative' menu item selected in the sidebar. The main content area is titled 'Batch Processing Report' and contains a 'Report Parameters' section. This section includes fields for 'Start Date', 'End Date', 'Jurisdiction' (set to 'All Jurisdictions'), and 'Report Export Format'. A 'View Report' button is located below the form. The bottom of the sidebar shows 'Help', 'Print Screen', and 'Log Out' options.

#### Exercise 4: Reports

- Click on the Reports tab.
  - Click on Clinical, then below that click on Complete Child Report. From the information you wrote down for Exercise 2, enter the HHL PSS ID or the last & first name.
  - Click on the blue number (below Select) for the appropriate child.
  - At Export Format, click the down arrow and choose PDF.
  - Click View Report. Click Open.
  - When the PDF document opens, view the report and scroll down to view all the pieces of information available for this child.
  - Click File>Save As... and save the report to your desktop. (You can delete it later.) Close the PDF file.
- 
- At left, click Blood Test Counts. Choose List Reports by: Provider. Fill Start Date: 01/01/2011 and End Date: 12/31/2011. Choose All Providers and Order by Provider Name: Yes. Choose Export Format: PDF.
  - Click View Report. Click Open.
  - When the PDF document opens, view the report and scroll down to view the entire report, including Totals at the bottom.
  - Click File>Save As... and save the report to your desktop. Close the PDF file.
- 
- At left, click Duplicate Child Report.
  - Fill Start Draw Date: 01/01/2010 and choose Report Export Format: PDF.
  - Click View Report. Click Open.
  - When the PDF document opens, view the report and scroll down to view all pairs of children. Some may clearly be duplicates (same child, but two different spellings), some may clearly be two different children (possibly twins), and some pairs may be ambiguous, requiring further investigation. You could consult MCIR or some other source of child information to make a judgment. Duplicates should be merged (may have to be done by MDCH staff).
  - Click File>Save As... and save the report to your desktop. Close the PDF file.

# Alerts

These are notifications of new cases and other important information. With the help of the State Administrator, this feature can be customized for each jurisdiction, sending Alerts for certain circumstances to certain users.

The screenshot shows the HHLPSS (Healthy Homes and Lead Poisoning Surveillance System) web application. The top navigation bar includes 'Home', 'Clinical', 'Environmental', 'Administrative', and 'Reports'. The left sidebar contains 'Home', 'View Alerts', 'Change Password', and 'Archived Alerts'. The main content area displays a 'Message From the State' section with an 'Alerts' table. The table has two columns: 'Alerts' and 'Date Received'. Below the table is a link for 'View Archived Alerts'. At the bottom of the sidebar are 'Help', 'Print Screen', and 'Log Out' options.

Alerts	Date Received
<a href="#">Mark as Read New Case Alert - Patient DOESNOT_JANEJANE(176712)</a>	3-14-2013
<a href="#">Mark as Read New Investigation Alert - Address, 139650</a>	3-14-2013
<a href="#">Mark as Read New Case Alert - Patient DOESNOT_JOHNJOHN(176714)</a>	3-14-2013
<a href="#">Mark as Read New Investigation Alert - Address, 139651</a>	3-14-2013

If you have new Alerts, they will appear on the Home screen when you first log in. They are created as new records are imported to HHLPSS by MDCH CLPPP staff.

Clicking on an Alert opens the relevant record. A New Case Alert opens the Patient Info screen.

Patient Information

**HHL PSS**  
Healthy Homes and Lead  
Poisoning Surveillance System

(DOESNOT, JOHNJOHN) DOB: 8/3/2012 ID#: 176714

Home Clinical Environmental Administrative Reports

Find Patient  
Clinical Letters  
Patient Info  
Patient  
Family Members  
Patient Address  
Blood Lead Tests  
Case Details  
Case Exposure  
Associated Persons  
Other Blood Tests  
Other Medical  
Chelation  
Notes  
Patient Attachments

Last Name **AKA** DOESNOT First Name JOHNJOHN Middle Name Case Type (Case Status) State Case (Open)

DOB 08/03/2012 Current 0 Yrs. 7 Mos. Sex Male Twin

Ethnicity Select Race Select

Not Hispanic Black Or African American

Local ID No. Medical Rec Max Blood Pb 44 # Reports 1 SSN Medicaid ID Next Pb Date 3/29/2013

Country of Birth State/Province Language Interview in English?

Number 13936 Direction Street Doesnot Type ST Direction Apt.

City DETROIT County Wayne State MI Zip 48227

Census Tract Parcel No. District Follow-up received

Guardian Phone 313 5551111 Guardian First Name MOTHER Guardian Last Name DOESNOT

Patient Phone

Help Save Revert Print Screen Log Out

From here you can view related screens (Blood Lead Tests, Case Details, etc.) and take appropriate action based on the information available.

A New Investigation Alert opens the Address Info screen.

New Address Home Clinical Environmental Administrative Reports

**HHL PSS**  
Healthy Homes and Lead  
Poisoning Surveillance System

**1007 DOESNOT STREET (ID# 139650)**

Home Clinical **Environmental** Administrative Reports

Find Address  
Address Info  
Address Notes  
Construction History  
Investigation Summary  
Risk Assessment Inspection  
Remediation Inspection  
Clearance Inspection  
Maintenance Inspection  
Property Owner Information  
Healthy Housing

### Edit Address

Address Id: 139650

Line 1	1007 Doesnot ST	Apt/Ste #		Line 2		Census Tract	
City	DETROIT	State	MI	Zip	48207	County	Wayne

Parcel Number		District		Dwelling Type	
No of Units		High Risk Structure?	<input type="checkbox"/>	Ownership Type	
Phone	( ) - -	Year Built		Investigation Status	Open

Comments

Validate Address

Help  
Print Screen  
Log Out

As each Alert is read, it is moved automatically to Archived Alerts where it is still accessible but no longer appears on the Home screen.

HHL PSS Archived Alerts

**HHL PSS**  
Healthy Homes and Lead  
Poisoning Surveillance System

Home Clinical Environmental Administrative Reports

Home  
View Alerts  
Change Password  
▶ Archived Alerts

**Archived Alerts**

	Date Received	Date Read
<a href="#">New Case Alert - Patient, DOESNOT, JANEJANE(176712)</a>	3-14-2013	3-14-2013
<a href="#">New Investigation Alert - Address, 139650</a>	3-14-2013	3-14-2013
<a href="#">New Case Alert - Patient, DOESNOT, JOHNJOHN(176714)</a>	3-14-2013	3-14-2013
<a href="#">New Investigation Alert - Address, 139651</a>	3-14-2013	3-14-2013

Help  
Print Screen  
Log Out

**Voila!**

Those are the basics--enough to get you started. But just as with STELLAR, HHLPSS has many little nooks and crannies; by no means are they all covered here. Additional training material will be made available to help you find and use those hidden features.

If you have questions, comments or suggestions, please feel free to contact the MDCH CLPPP surveillance staff.

In the meantime, we strongly suggest that you use and explore HHLPSS tomorrow, and again soon after.  
***Use it; don't lose it!***