

## **Mi-HHLPSS Quick Reference Guide**

The **Michigan Healthy Housing Lead Poisoning Surveillance System** (MI-HHLPSS) is a web-based application that is designed for local case managers to keep track of patients with elevated blood lead levels. Local case managers (MI-HHLPSS users) can log activities and case notes; look up individual test results, locate previous and current address(es); and attach files to individual cases. Patients shown are for the local jurisdictions only.

**Note:** This is quick guide for using Mi-HHLPSS, for more detailed instructions you can access the Mi-HHLPSS User Manual at [www.miclppp.org/mi-hhlpss](http://www.miclppp.org/mi-hhlpss).

### **Accessing Mi-HHLPSS**

Using Internet Explorer go to: <http://www.HHLPSS.state.mi.us/RII.Web/Security/Login.aspx>

### **Mi-HHLPSS Login Requirements**

All users are required to log into the Mi-HHLPSS application at least once every 30 days upon receiving their username and password from CLPPP. After 60 days of inactivity, the user's access to the application will be disabled. The user will provide a reason for the need to access the application and be required to complete and pass a quiz provided by CLPPP to restore their access. If the user fails the quiz, they will be required to complete the Mi-HHLPSS training and take a second quiz with different questions.

After 120 days of inactivity, the user's account will be permanently deleted from the Mi-HHLPSS application. They will be required to complete the Mi-HHLPSS training and take a quiz to receive a new user name and password.

It is the responsibility of the user and the user's supervisor to inform CLPPP staff when access to the system is no longer needed, and when there are changes in the user's contact information, i.e., phone number, email, fax number. CLPPP staff should also be notified if a user is going to be out of the office for an extended period of time and include a tentative return date.

The full MI-HHLPSS user policy can be found on [www.miclppp.org/mi-hhlpss](http://www.miclppp.org/mi-hhlpss).

## **Minimum Mi-HHLPSS Documentation Requirements**

Below you will find where you need to document activities on your open cases.

- Chelation (only if patient is receiving chelation)
  - Chelating Agent
  - Start and end dates
  - What hospital chelation was administered
  - Corresponding note with any necessary information relating to the chelation
- Events
  - Home visits
    - Indicate if there are siblings in the home
  - Communications about an environmental investigation/abatement
    - Referral to LSHP
  - Contact attempts
    - Drive by visits
    - Letters
    - Phone calls
    - Other attempts to contact
- Notes
  - Referrals other resources (e.g., WIC)
  - Chelation
    - Address where the patient is staying after chelation
      - Including if the home was deemed lead safe
    - Other relevant information relating to chelation
  - Other relevant information
- Uploaded Attachments
  - Nursing assessment
  - Plan of Care
  - Other relevant documents

**NOTE:** All documentation must include nurses name and date of action.

## How to Add an Event:

For each activity done with the patient, an event must be recorded using these steps. Use the “Comment” box to enter a description of the event. See the Mi-HHLPSS Frequent Events list on page 4 for suggestions.

Start by clicking the “Add Event” button.

**Case Events**

Event Listing  
No Events on File

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"/>
Responsible Party	<input type="text"/>		

Comment

Next, select an “Event Type” from the drop-down menu.

Event Type

Input the required event data in the remaining fields. **Note:** If you **DO NOT** find your name in the “Responsible Party” field use \*ADMIN and type your name in the “Comment” box.

Event Type	*HOME VISIT ATTEMPT	Letter Type	<input type="text"/>
Date Referred	10/24/2017	Date Due	10/24/2017
Date Completed	10/24/2017	Result	Complete
Responsible Party	*ADMIN		

Comment

Happy MiHHLPSS-User

## Mi-HHLPSS Quick Reference Guide

The last step in adding an event is to click “Save Event.”



You will see that the event you just entered has been added under “Event Listing.”

### Case Events

Event Id	Event Type	Letter Type	Date Referred	Date Due	Date Completed	Result	Responsible Party	Delete	Edit
<a href="#">351530</a>	*HOME VISIT ATTEMPT		10/24/2017	10/24/2017	10/24/2017	Complete	ADMIN, A DMIN	<a href="#">X</a>	<a href="#">Edit</a>

Event Type: \*HOME VISIT ATTEMPT

Date Referred: 10/24/2017

Date Completed: 10/24/2017

Responsible Party: \*ADMIN

Letter Type: [Empty]

Date Due: 10/24/2017

Result: Complete

Comment: Happy MiHHLPSS-User.

Add Event

**Mi-HHLPSS Frequent Events List**

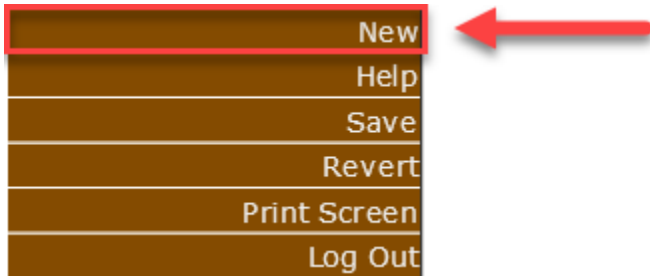
<b>Mi-HHLPSS Frequent Events List</b>	
<b>Event/Activity</b>	<b>Mi-HHLPSS Event Selection</b>
<b>Home Visit(s)</b>	
Home Visit	Home Visit-Nurse
<b>Telephone Calls</b>	
LHD called the parent	*TELEPHONE CALL TO PARENT
LHD called the provider	*TELEPHONE CALL TO PROVIDER
Parent called the LHD	*TELEPHONE CALL FROM PARENT
Provider called the LHD	*TELEPHONE CALL FROM PROVIDER
Parent's telephone was disconnected	*TELEPHONE DISCONNECTED
<b>Closing Cases</b>	
Refused/Declined CM	*CASE CLOSED-ADMINISTRATION
Met closure criteria: 2 Home visits, tested <5, EI, Abatement completed	*CLOSED TO CASE MANAGEMENT
Unable to contact	*ADM CLOSE UNABLE TO CONTACT
Moved	*ADM CLOSED MOVED
<b>Letters</b>	
Certified letter sent to parent	*CERTIFIED LETTER SENT
Certified letter sent to parent was returned	*CERTIFIED LTR. RETURNED
Sent letter parent after failed attempt to contact	*LETTER-AFTER FAILED CONTACT
Letter that was sent to parent was returned	*LETTER RETURNED
Letter sent to parent	*LETTER TO PARENT
Letter sent to provider	*LETTER TO PROVIDER

**Note:** The event drop-down list is alphabetized (A-Z) starting with the \*ALL CAPS events and ending with the lower-case events. Example: the Home Visits events listed above will be located close to the end of the event drop-down list.

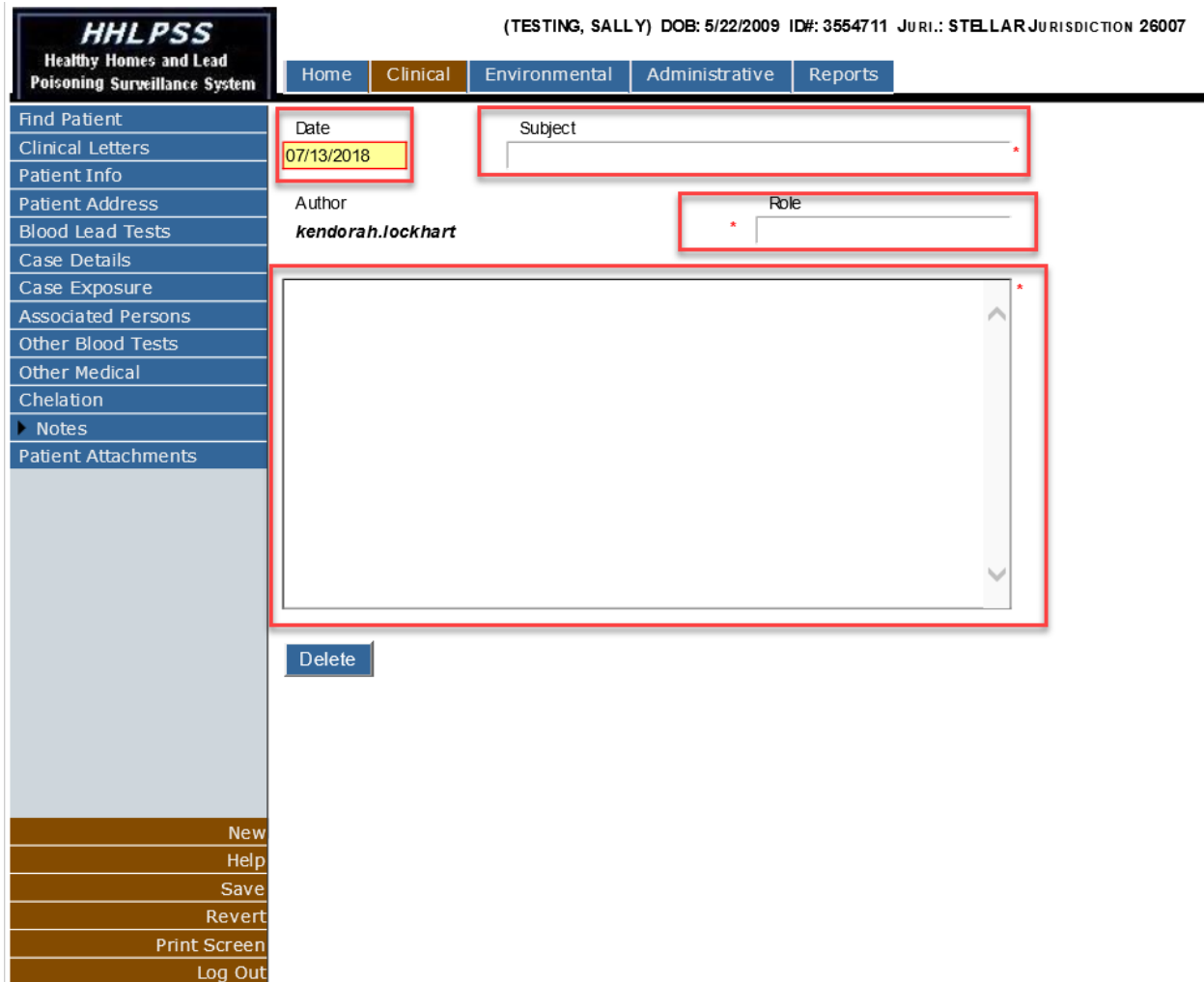
## Adding a New Note

The “Notes” page allows you to add free next notes relating to your case management activities. Existing notes will be listed at the top of the page.

To add a new note to the note listing, click the “New” button in the bottom left corner.



After you click new the button, you will get a blank note.



# Mi-HHLPSS Quick Reference Guide

Fill in the date, subject and your role, then type your note in the text box. Click “Save” when you are done.

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

(TESTING, SALLY) DOB: 5/22/2009 ID#: 3554711 JURI.: STELLAR JURISDICTION 26007

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

Date: 07/13/2018 Subject: Phone Call

Author: **kendorah.lockhart** Role: PHN

Called patient's mother to inform her of elevated capillary lead test. Advised her to contact PCP for follow up venous test.

Delete

New  
Help  
Save  
Revert  
Print Screen  
Log Out

## Adding a Patient Attachment

To add a new attachment to a record, click the “Add New File” button on the “Patient Attachment” page.

The screenshot shows the HHLPPS (Healthy Homes and Lead Poisoning Surveillance System) interface. At the top, it displays the patient information: (TESTING, SALLY) DOB: 5/22/2009 ID#: 3554711 JURI.: STELLAR JURISDICTION 26007. Below this is a navigation menu with buttons for Home, Clinical, Environmental, Administrative, and Reports. On the left, there is a sidebar menu with options like Find Patient, Clinical Letters, Patient Info, Patient Address, Blood Lead Tests, Case Details, Case Exposure, and Associated Persons. The main content area is titled 'Patient Attachments' and contains a table with columns for File Name, Description, File Type, Date Uploaded, Owner, and View. A table entry shows 'Test PT Attachment.docx' with a description of 'Test' and a file type of 'application/vnd.openxmlformats-officedocument.word'. Below the table, the 'Add New File' button is highlighted with a red box, and a red arrow points to it from the right.

Next type in the file description in the text box.

The screenshot shows the 'Upload Patient Attachment' form. It includes a warning: 'Make sure your file is under 10MB.' Below this is a text box for 'File Description:' containing the text 'EBL Investigation Report'. The text box is highlighted with a yellow background and a red border. Below the text box is a 'File Type:' label. At the bottom of the form, there are two buttons: 'Browse...' and 'Upload File'.

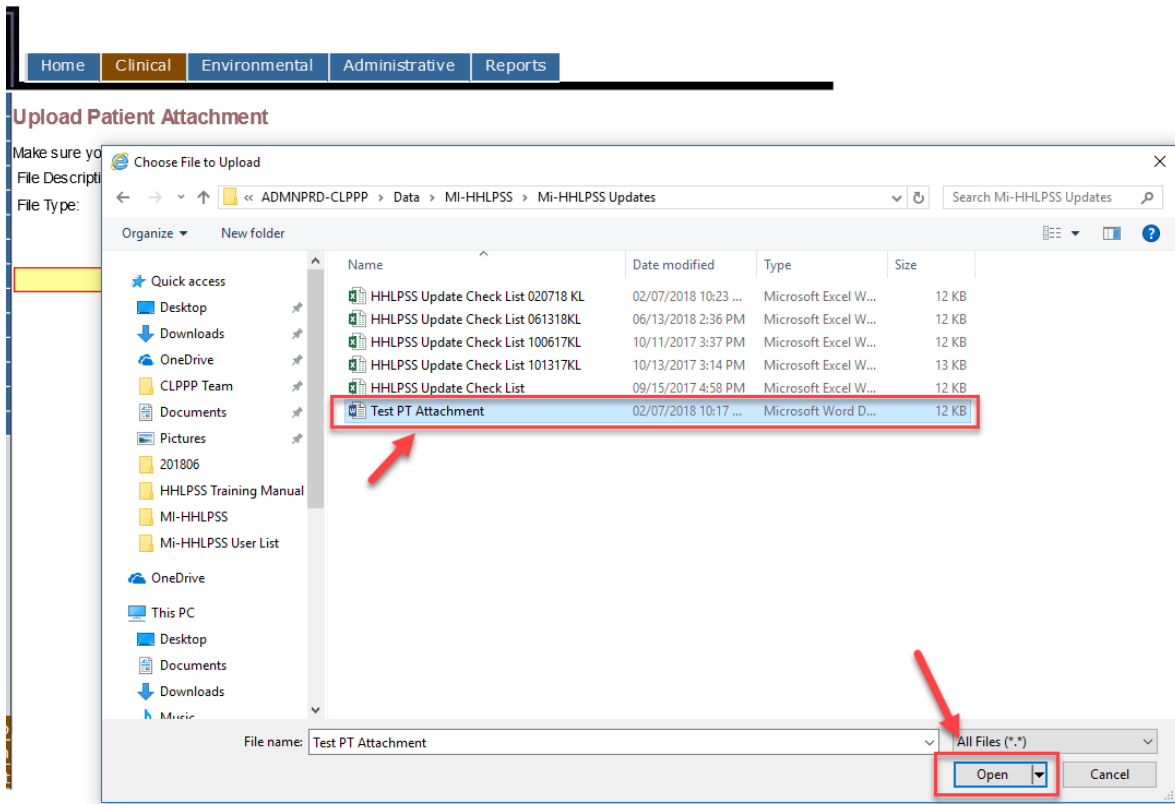
Click “Browse” to select your file.

This screenshot is identical to the previous one, showing the 'Upload Patient Attachment' form. However, in this version, the 'Browse...' button is highlighted with a yellow background and a red border. A red arrow points to the 'Browse...' button from above and to the right.



## Mi-HHLPSS Quick Reference Guide

Select the file you wish to attach and click “Open” button. Note: Files must be less than 10 megabytes (10MB).



Click the “Upload File” button.



# Mi-HHLPSS Quick Reference Guide

The attachment has now been added to the “Patient Attachments” list.

(TESTING, SALLY) DOB: 5/22/2009 ID#: 3554711 JURI.: STELLAR JURISDICTION 26007

Home Clinical Environmental Administrative Reports

### Patient Attachments

File Name	Description	File Type	Date Uploaded	Owner	View
<a href="#">Test PT Attachment.docx</a>	EBL Investigation Report	application/vnd.openxmlformats-officedocument.word	7-13-2018	kendorah.lockhart	<a href="#">View</a>
<a href="#">Test PT Attachment.docx</a>	Test	application/vnd.openxmlformats-officedocument.word	6-13-2018	Kendorah.lockhart	<a href="#">View</a>

Add New File

## How to Close a Case:

**Note:** Cases automatically open at a venous blood lead level of 5 or higher.

Start by clicking the checkbox next to “PHN Case Closed” on the “Case Disposition” page.

### Case Disposition

[View](#) Deleted duplicate associated Patients

PHN Case Closed

Date Closed  \*

Reason for Closure  ▼ \*

You will see that the boxes under “Date Closed” and “Reason for Closure” are no longer greyed out. Type in the date the case closed.

### Case Disposition

[View](#) Deleted duplicate associated Patients

PHN Case Closed

Date Closed  10/26/2017 \*

Reason for Closure  ▼ \*

*If Reason For Closure is Transferred:*

Date Transferred  Reason for Transfer  ▼

...Specify:

Current Address for Patient  LHD Referred to:  ▼

## Mi-HHLPSS Quick Reference Guide

Next, select the reason for closing the case from the drop-down menu.

### Case Disposition

Deleted duplicate associated Patients

PHN Case Closed

Date Closed  
10/26/2017 \*

*If Reason For Closure is Transferred:*

Date Transferred Reason for Transfer  
...Specify:

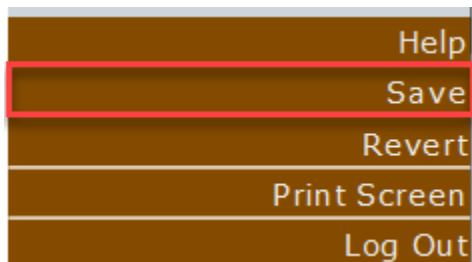
Current Address for Patient

Reason for Closure

- Admin
- Admin Other
- Batch Closure
- Case Opened In Error
- False Positive
- Family Referred
- Met Closure Criteria
- Moved
- Moved Out Of Jurisdiction
- No Provider Response
- Out Of Compliance
- Persistent Refusal
- Standard Clinical Case Closure
- State Case Opened
- Transferred To Other Health Dept
- Unable To Locate Family

**Note:** If the reason for the closure is because the patient is being transferred to LHD fill in the appropriate fields under “If Reason For Closure is Transferred.”

Next, click “Save” from the brown in the brown menu.



You will receive an alert letting you the case has been closed and that you cannot make any more changes on this page.

### Case Disposition

**View** **Alert** X

PHN  
Date Closed: 10/27/2017 \* Met Closure Criteria v \*

*If Reason For Closure is Transferred:*

Date Transferred:  Reason for Transfer:  v

...Specify:

Current Address for Patient:  LHD Referred to:  v

**Note:** Closing a case is **ALSO** considered an event; therefore, you **MUST** create an event to specify the reason the case is being closed. See the “Mi-HHLPSS Frequent Events List” on page 4 for guidance.

### Other Helpful Hints:

- If you don't see the button you need (esp. “new” or “save” or similar), check the brown bars at bottom left.
- If you cannot locate patient in Mi-HHLPSS, call Veronica or Kendorah. **Note:** New test results can be reported with a new address and cause the record to move jurisdictions.
- If you see two records for the patient, call Veronica or Kendorah, or send an email with MI-HHLPSS IDs **only** and they will merge the record.

## **Contact Us**

**CLPPP Email:** [MDHHS-CLPPP@michigan.gov](mailto:MDHHS-CLPPP@michigan.gov)

**CLPPP Phone Number:** 517-335-8885

**Nursing case management resources:** [www.miclppp.org](http://www.miclppp.org)

**Healthy Homes Section & CLPPP website:** [www.michigan.gov/lead](http://www.michigan.gov/lead)

### **Kendorah Lockhart**

Data Technician

Phone: 517-284-4815

Email: [LockhartK1@michigan.gov](mailto:LockhartK1@michigan.gov)

Contact Kendorah for user access including adding new users, removing users, restricted accounts, and password issues.

### **Veronica Tijerina**

Data Analyst

Phone: 517-284-4821

Email: [TijerinaV@michigan.gov](mailto:TijerinaV@michigan.gov)

Contact Veronica to add a patient, change an address, report any issues with Mi-HHLPSS.

**Fax original lab reports** to Jessica Cooper at 517-335-8509 to make changes to a result or report a result that is not in Mi-HHLPSS. Please write **“Not in Mi-HHLPSS”** on fax sheet.