

# **Pennsylvania Department of Health**

## **PA-NEDSS**

### **Aggregate Reporting Guide for Hospitals, Clinics, Laboratories and Physicians**

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## Version History

Version	Date	Author	Status	Notes
1.0	09/11/2009	Staff	Draft	Initial Creation.
1.1	11/01/2012	Implementation Team	Final	Updated to reflect Release 1.1 enhancements.
1.2	01/07/2013	Implementation Team	Final	Updated contact information.

## Document Updates for Version 1.2

Section	Notes
All	Updated Help Desk and other e-mail addresses.

## About This Guide

This guide outlines updates to PA-NEDSS functionality as part of Release 14. Updates to PA-NEDSS include the addition of new screens which provide users the capability to enter aggregate counts rather than individual reports during a Public Health Event (PHE).

### **Organization of the Aggregate Reporting Guide for Hospitals, Clinics, Laboratories and Physicians**

The Aggregate Reporting User Guide for Hospitals, Clinics, Laboratories and Physicians contains the following sections:

- Public Health Events and PA-NEDSS
- Understanding Aggregate Reporting
- Determining When to Access Aggregate Reporting
- Entering an Aggregate Report
- Working with Submitted Reports
- Contact Information

## Public Health Events and PA-NEDSS

This section describes the changes made to reporting capabilities in PA-NEDSS. The following topics are covered:

- Introduction
- Purpose and Benefits of Aggregate Reporting

### Introduction

The Pennsylvania Department of Health (PA DOH) has identified potential circumstances during which reporting of individual patients may be unnecessary or unsustainable due to report volumes or the nature of the information being requested. These instances are referred to as Public Health Events (PHEs). In lieu of reporting individual patients, you will enter aggregate counts for patients and information critical to informing the PA DOH of the status of a PHE. Once Aggregate Reporting is activated for the county in which your organization is located, you no longer need to enter individual reports for the selected condition, if it is pre-existing in PA-NEDSS. In addition to County, access to Aggregate Reporting for a Public Health Event is granted by disease reporter groups (hospitals/clinics, laboratories and/or physicians); for example, hospitals and clinics may be allowed to use Aggregate Reporting but other users may not. Public health staff may also be designated to report on behalf of a reporting organization.

### Purpose and Benefits of Aggregate Reporting

The intent of Aggregate Reporting for a Public Health Event is to continue to capture valuable information on conditions and diseases in PA-NEDSS as well as maintain standards for collecting, managing, transmitting, analyzing, and disseminating public health data during times when individual patient data is not necessary or unrealistic to enter. Specifically, Aggregate Reporting in PA-NEDSS provides the PA DOH with the ability to:

- Quickly solicit important information during an emerging health concern
- Continue to obtain information on the incidence of illness during times when entering individual patient reports is unsustainable or not needed
- Enable disease reporters, like you, to enter aggregate counts
- Analyze Aggregate Report data and communicate next steps to you

## Understanding Aggregate Reporting

This section describes important concepts regarding disease reporting capabilities in PA-NEDSS. The following topics are covered:

- Overview of Aggregate Reporting
- Key Terminology

### Overview of Aggregate Reporting

Aggregate Reporting is available for Public Health Events (PHEs) as determined by the Pennsylvania Department of Health. Aggregate Reporting functionality will be turned on and off, as applicable, for your user type as well as jurisdiction. Investigators with the appropriate permissions may enter counts for Aggregate Reports on behalf of your organization if this is deemed necessary. If you can see the Aggregate Reporting button on the Welcome to PA-NEDSS Home Page that means there are open PHEs for which you can enter aggregate reports.

The Aggregate Reporting screen displays the PHE and the desired reporting frequency. It also contains a list of questions specific to the PHE (such as "Number of admissions for pneumonia or influenza") for which you are to enter counts for pre-defined patient age categories. When entering aggregate data, you must specify the date and time range from which the counts were collected. Aggregate Reports can be edited once submitted by viewing your organization's Aggregate Report History.

While it is the hope that Public Health Events will not be a common occurrence, it is important to note that there may be multiple PHEs open at any given time. Similar to entering a disease report based on condition, a PHE must be selected for a report when multiple PHEs are available. All the questions and information which follows in the report is specific to the PHE, similar to how questions in the questionnaire are defined for conditions on the Short Form in PA-NEDSS.

### Key Terminology

**Table 1: Key Terminology**

Term/Concept	Definition
Public Health Event	A condition, disease, or event for which aggregate counts can be entered. A Public Health Event (PHE) is created when submitting name-based reports for individual patients would be difficult, time-consuming, potentially unsustainable and/or unnecessary
Aggregate Reporting	Functionality in PA-NEDSS which can be turned off and on as appropriate which allows disease reporters to enter aggregate counts for pre-defined questions for a selected PHE.
Aggregate Reporting Form	The screen by which you submit counts to the Pennsylvania Department of Health during a PHE. This screen can be accessed by clicking the Aggregate Reporting button, when available, from the Welcome to PA-NEDSS Home Page

Term/Concept	Definition
Aggregate Reporting Date/Time Range	A start and end date and time entered by you for an Aggregate Report. These parameters indicate the time during which the counts entered in the Aggregate Report were collected. Each PHE will specify a recommended frequency of reporting
Aggregate Reporting History	A list of aggregate reports entered by your organization for the chosen open PHE. The historical reports can be updated and edited. Any changes to the aggregate counts should be valid for the date/time range indicated on the report

## Determining When to Access Aggregate Reporting

This section describes how to access Aggregate Reporting in PA-NEDSS. The following topics are covered:

- Understanding Permissions for Aggregate Reporting
- Navigating to Aggregate Reporting

### Understanding Permissions for Aggregate Reporting

Access to Aggregate Reporting is granted by Public Health Event based on user group (Hospitals/Clinics, Labs and Physicians) as well as jurisdiction. An example is as follows: a lab in Dauphin County may be asked to enter aggregate counts for a Public Health Event while a lab in Cumberland County may still be required to enter individual reports, if the Public Health Event is set up so that only Dauphin County has access to it. Additionally, a physician in Dauphin County may be asked to enter aggregate counts for a Public Health event while laboratories in Dauphin County continue to enter individual patient details. You can determine if Aggregate Reporting is available for you by seeing the Aggregate Reporting button on your Welcome to PA-NEDSS Home Page.

**Note:** If you are a Physician or reporting in PA-NEDSS for a Physician's office, Aggregate Reporting may not be active for all of your locations. If Aggregate Reporting is activated for more than one of your locations, be sure to report appropriately based on the location chosen when logging in.

### Navigating to Aggregate Reporting

Access to the Aggregate Reporting Form is provided via the Aggregate Reporting button. This button will only be available when there is an open PHE to enter aggregate counts is assigned to your user account. The Aggregate Reporting button, when available, will appear next to the Search button on the Welcome to PA-NEDSS Home Page (Figure 4.1-1).



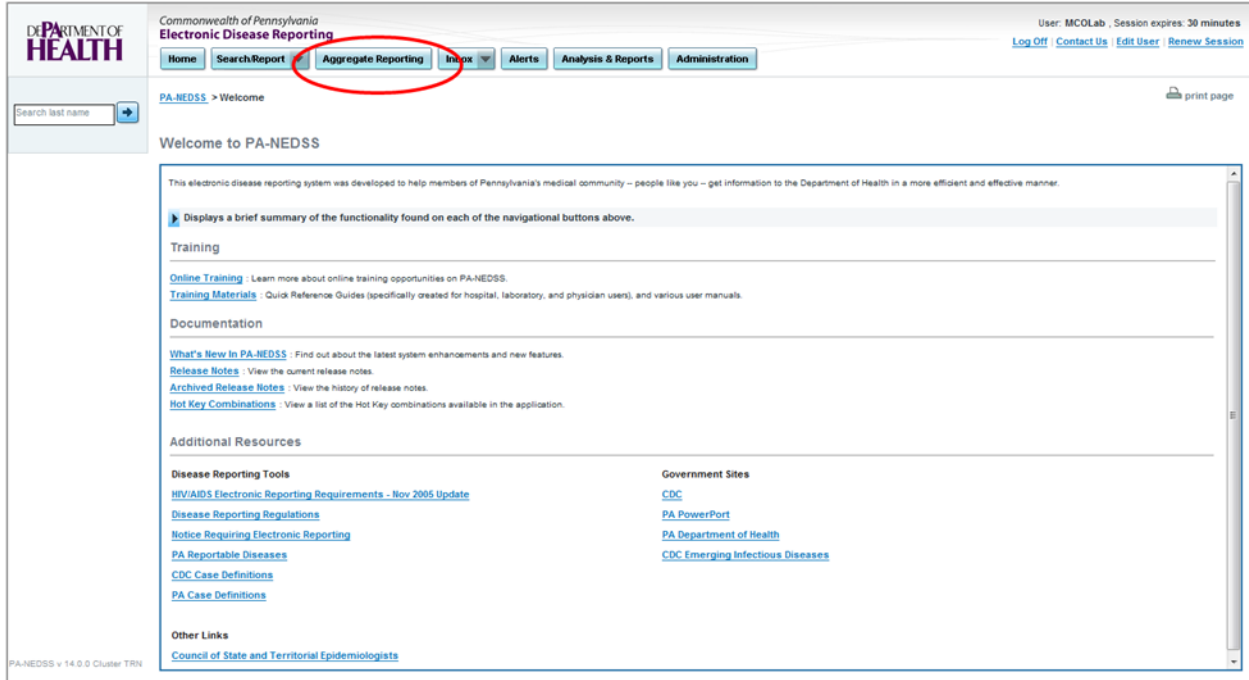


Figure 4.1.-1: Aggregate Reporting Button.

## Entering an Aggregate Report

This section describes how to enter an Aggregate Report in PA-NEDSS. The following topics are covered:

- Selecting a Public Health Event
- Understanding Aggregate Reporting Date/Time Range
- Entering and Submitting Aggregate Report Counts

### Selecting a Public Health Event

While it is the hope that Public Health Events will not be a common occurrence, it is important to note that there may be multiple PHEs open at any given time. Similar to entering a disease report based on condition, a PHE must be selected for a report when multiple PHEs are available. All the questions and information which follows in the report is specific to the PHE, similar to how questions in the questionnaire are defined for conditions on the Short Form in PA-NEDSS.

If only one Public Health Event is available to you for aggregate reporting, the Public Health Event name is displayed by default on the Aggregate Reporting Form for the PHE (Figure 5.1.-1).

The screenshot shows the PA-NEDSS web interface. The top navigation bar includes 'Home', 'SearchReport', 'Aggregate Reporting', 'Inbox', 'Alerts', 'Analysis & Reports', and 'Administration'. The user is logged in as 'MCOlab' with a 30-minute session expiration. The page title is 'PA-NEDSS > Aggregate Reporting Form'. The main content area is titled 'Aggregate Reporting Form' and contains two sections: 'Aggregate Reporting Information' and 'Current Aggregate Report'. In the 'Aggregate Reporting Information' section, the 'Public Health Event' dropdown menu is open, and 'Novel Respiratory Virus' is selected and circled in red. Below this, there are fields for 'Reports should be submitted' (Once a Day), 'Last aggregate report submitted' (None), and 'Last aggregate report covered the time period' (None). The 'Current Aggregate Report' section includes a date range selector and a table for entering counts by age group.

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above							0
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							0

Figure 5.1-1: Single Public Health Event.

If more than one Public Health Event is available to you based on your access permissions, follow the steps below to display the appropriate Aggregate Reporting Form.

Step	Action
1.	From the Aggregate Reporting Form, determine there is more than one PHE available by the option to select a Public Health Event (Figure 5.1-2).

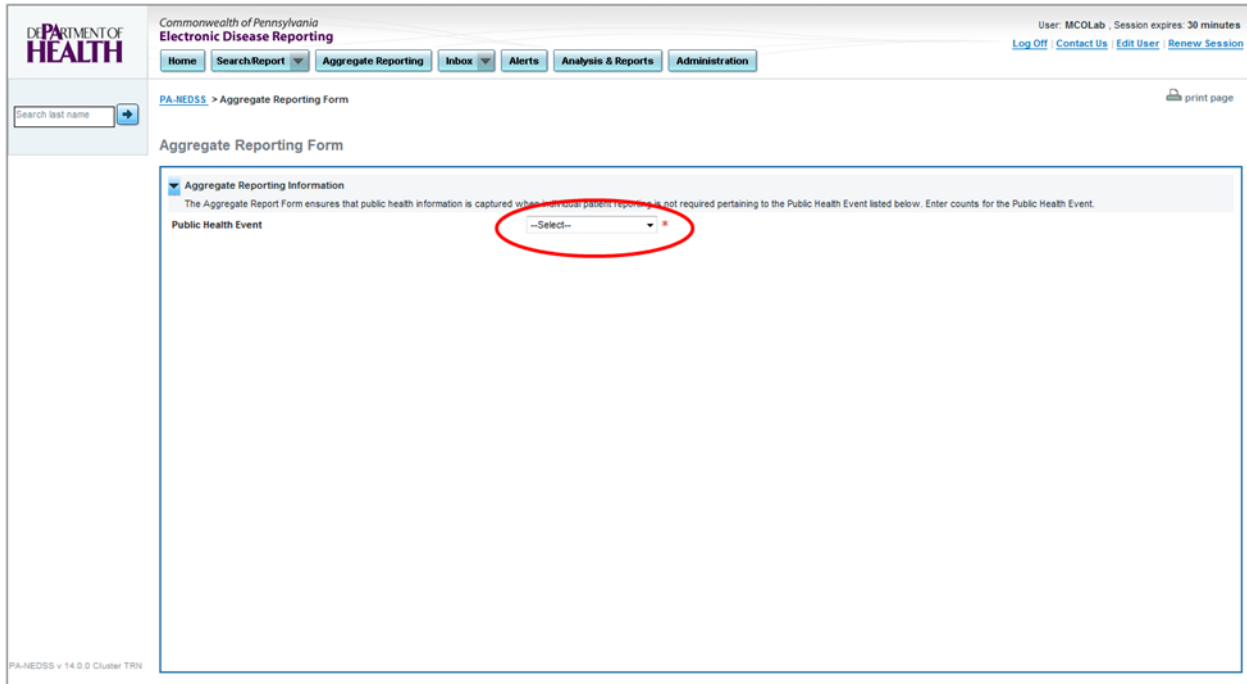


Figure 5.1-2: Public Health Event Selection Drop-Down.

2.	Click the drop-down menu to display a list of Public Health Events available to you for Aggregate Reporting (Figure 5.1-3).
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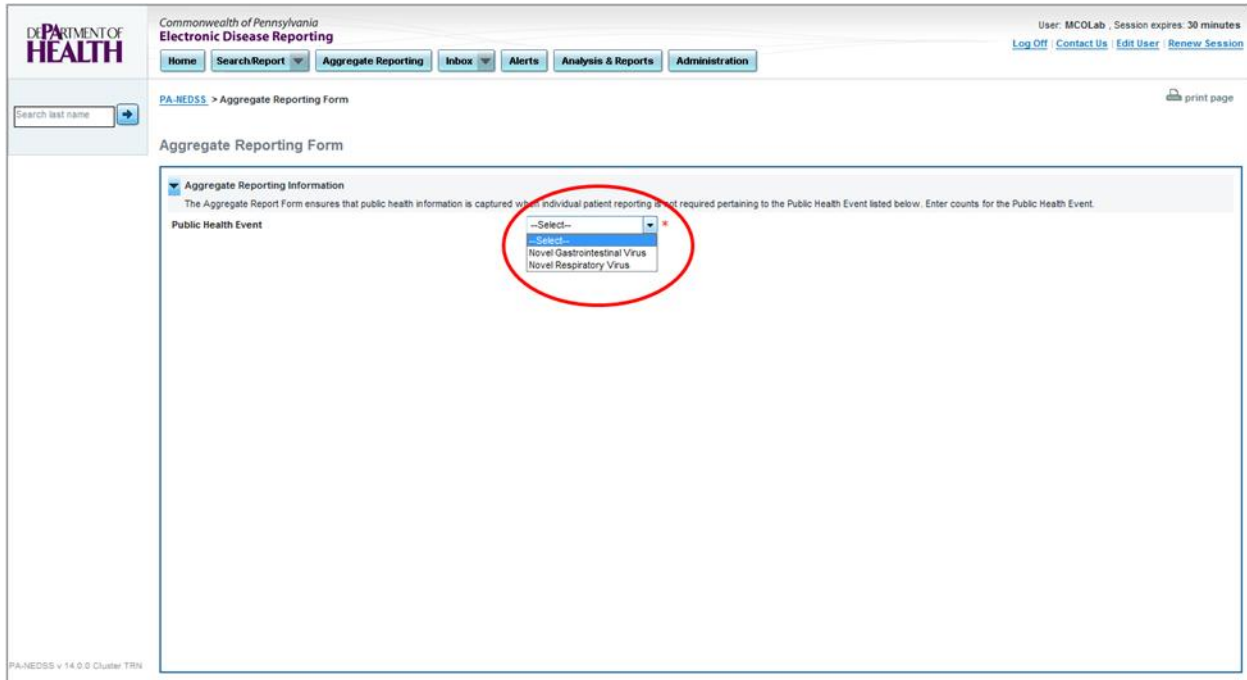


Figure 5.1-3: Selecting PHE When Multiple PHE are available.

- |    |  |
|----|--|
| 3. | <p>Selecting a PHE from the list displays the PHE name for the report and displays the report details for the PHE (Figure 5.1-4).</p> <p><b>Note:</b> The name of the PHE defaults and cannot be changed once selected as all questions and considerations for the report are specific to the selected PHE. This is similar to selecting a condition when entering a disease report on the Short Form. If you selected the incorrect PHE by mistake, click the Aggregate Reporting button again to refresh the screen and choose a different option.</p> |
|----|--|

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Aggregate Reporting Form

**Aggregate Reporting Information**  
 The Aggregate Report Form ensures that public health information is captured when individual patient reporting is not required pertaining to the Public Health Event listed below. Enter counts for the Public Health Event.

Public Health Event: **Novel Respiratory Virus**

Reports should be submitted: Once a Day  
 Last aggregate report submitted: None  
 Last aggregate report submitted by: None  
 Last aggregate report covered the time period: None

**Current Aggregate Report**  
 For each question, enter counts meeting the criteria within the specified time period. Break counts down by the age categories noted. If an age break down is not possible, enter the counts in the Unknown column.

Counts for this aggregate report were collected during the time period from [ ] at [ ] to [ ] at [ ] \*  
 (The time period must accurately reflect when the data was collected for. (To indicate noon, enter 12:00 PM and to indicate midnight, enter 12:00 AM) the aggregate counts entered below.)

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above							0
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							0
Comments							

View History Submit Cancel

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Figure 5.1-4 : Aggregate Reporting Form Displayed for Selected PHE.

## Understanding Aggregate Reporting Date/Time Range

Since aggregate reporting does not track incidence of disease for individual patients, it is critical that you and those at your organization document and understand the time frame for which the counts collected are valid. This will help to mitigate the risk of counting an individual with the suspected disease or condition in multiple reports in an effort to most accurately capture the prevalence of an emerging health concern.

There is information on each new report to indicate:

- The date/time of the last aggregate report submitted
- The name of the user who submitted the last aggregate report
- The date/time period covered by the counts in the last aggregate report

### 1.1.1. Viewing Recommendation for Reporting Frequency

For each Public Health Event, a recommended reporting frequency is listed in the "Reports should be submitted" field (Figure 5.2.1-1). This recommendation serves as a guideline for approximately how frequently information regarding this condition or disease should be submitted to the Department of Health. Options for reporting frequency include: twice a day, once a day, biweekly and weekly.

The screenshot shows the 'Aggregate Reporting Form' for 'Novel Respiratory Virus'. Under 'Aggregate Reporting Information', the 'Reports should be submitted' field is set to 'Once a Day', which is circled in red. Other fields like 'Last aggregate report submitted' and 'Last aggregate report covered the time period' are set to 'None'. Below this is a table for reporting counts by age group.

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above							0
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							0

Figure 5.2.1-1: Recommended Reporting Frequency.

If no previous reports have been submitted by your organization for the selected Public Health Event, the values will indicate "None" (Figure 5.2.1-2). This is your indication that you are submitting the first report for the selected PHE for your organization.

This screenshot is identical to Figure 5.2.1-1, but the 'Reports should be submitted' field is set to 'None' and is circled in red. This indicates that no previous reports have been submitted for this event.

Figure 5.2.1-2: Values of None for First Aggregate Report.

### 1.1.2. Viewing Date/Time of Last Report Submitted

If aggregate reports have been previously submitted by your organization or on behalf of your organization for the selected Public Health Event, a date/time stamp of when the report was submitted appears in the Last aggregate report submitted field (Figure 5.2.2-1).

The screenshot shows the PA-REDSS Electronic Disease Reporting interface. The main content area is titled 'Aggregate Reporting Form' and contains the following information:

- Aggregate Reporting Information:**
  - Public Health Event: Novel Respiratory Virus
  - Reports should be submitted: Once a Day
  - Last aggregate report submitted: 9/3/2009 10:15:19 PM** (This field is circled in red in the original image)
  - Last aggregate report submitted by: Kiwi Yukon
  - Last aggregate report covered the time period: from 9/3/2009 10:00:00 AM to 9/3/2009 10:00:00 PM
- Current Aggregate Report:**
  - Counts for this aggregate report were collected during the time period: from 9/3/2009 at 10:01 PM to at \*
  - Questions table:

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above							0
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							0

At the bottom of the form, there are buttons for 'View History', 'Submit', and 'Cancel'.

Figure 5.2.2-1: Date/Time Stamp of Last Submitted Report.

### 1.1.3.

### 1.1.4. Viewing User for Last Aggregate Report Submitted

It is likely that there may be more than one person from your organization submitting information for an organization over the course of a Public Health Event. In order to properly track information and address questions in the data or the source of counts provided, the aggregate report lists the name of the last user to submit an Aggregate Report for your organization for the selected PHE. This field serves as an audit trail to prevent duplicate data entry and ensure those entering data are coordinated. This information can be found in the "Last aggregate report submitted by" field (Figure 5.2.2-1).



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Aggregate Reporting Form

**Aggregate Reporting Information**  
 The Aggregate Report Form ensures that public health information is captured when individual patient reporting is not required pertaining to the Public Health Event listed below. Enter counts for the Public Health Event.

Public Health Event: Novel Respiratory Virus  
 Reports should be submitted: Once a Day  
 Last aggregate report submitted: 9/3/2009 10:15:19 PM  
**Last aggregate report submitted by: Kiwi Yukon**  
 Last aggregate report covered the time period: from 9/3/2009 10:00:00 AM to 9/3/2009 10:00:00 PM

**Current Aggregate Report**  
 For each question, enter counts meeting the criteria within the specified time period. Break counts down by the age categories noted. If an age break down is not possible, enter the counts in the Unknown column.

Counts for this aggregate report were collected during the time period from 9/3/2009 at 10:01 PM to at \*  
 (The time period must accurately reflect when the data was collected for. (To indicate noon, enter 12:00 PM and to indicate midnight, enter 12:00 AM) the aggregate counts entered below.)

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above							0
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							0
Comments							

View History | Submit | Cancel

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Figure 5.2.3-1: User for Last Aggregate Report Submitted.

1.1.5.

1.1.6. Determining the Date/Time Range Covered by the Last Aggregate Report Submitted

In addition to the user who submitted the last aggregate report, you can also locate the date/time range for the last aggregate report submitted for your organization for the selected Public Health Event (Figure 5.2.4-1).

This will also aide in determining when counts for a PHE were established and serve as an audit trail to coordinate with others at your organization to prevent duplicate data entry as well as determine if someone else other than you has entered a report.



The screenshot shows the PA-NEISS Electronic Disease Reporting interface. The 'Last aggregate report covered the time period' field is circled in red, indicating the date and time range for the report. The interface includes a search bar, navigation tabs (Home, Search Report, Aggregate Reporting, Inbox, Alerts, Analysis & Reports, Administration), and a form for entering aggregate reporting information. The form includes fields for Public Health Event, Reports should be submitted, Last aggregate report submitted, Last aggregate report submitted by, and Last aggregate report covered the time period. Below these fields is a table for entering counts for different age groups (0-5 Years, 6-10 Years, 11-20 Years, 21-64 Years, 65-100 Years, Unknown) and a Total column. The table has three rows for 'Number of cases admitted with suspected novel respiratory virus during time period entered above', 'Number of deaths due to suspected novel respiratory virus during time period entered above', and 'Number of ventilators in use regardless of etiology'. A 'Comments' field is also present. At the bottom, there are 'View History', 'Submit', and 'Cancel' buttons.

Figure 5.2.4-1: Date/Time Range of Last Aggregate Report Submitted.

1.1.7.

1.1.8. Selecting the Date/Time Range for the Current Report

As mentioned previously, since aggregate reporting does not track incidence of disease for individual patients, it is critical that you and those at your organization understand and document the time frame for which the counts collected are valid. This will help to mitigate the risk of counting an individual with the suspected disease or condition in multiple reports.

It is necessary to designate a date/time range for every Aggregate Report. Follow the steps below to enter a date/time range for an Aggregate Report.

1.1.9.

Step	Action
1.	<p>Click the calendar icon to enter the date or manually enter the date in the MM/DD/YYYY format for the start period of the aggregate report (Figure 5.2.5-1).</p> <p>Note: The calendar icon behaves in the same way as throughout the application. Use the inner arrows to navigate through months and the outer arrows to navigate through years. You can return to the current date at any time by clicking the Today link. For Aggregate Reporting you are limited to dates which are one year previous to the opening of the Public Health Event.</p>

The screenshot shows the PA-NEISS Electronic Disease Reporting interface. The 'Aggregate Reporting Form' is displayed, with the 'Current Aggregate Report' section active. A date selection calendar is open, showing the month of September 2009. The date '3' (September 3rd) is highlighted in a red circle. The form includes fields for 'Public Health Event' (Novel Respiratory Virus), 'Reports should be submitted' (Once a Day), and 'Current Aggregate Report' information. The 'Counts for this aggregate report were collected during the time period' section is visible, with a table for data entry.

Questions	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above					0
Number of deaths due to suspected novel respiratory virus during time period entered above					0
Number of ventilators in use regardless of etiology					0

Figure 5.2.5-1: Entering Start Date of Aggregate Report.

2. Click in the time field for the "From" value or use the Tab Key on your keyboard to display the time. By default, the AM value will appear (Figure 5.2.5-2).

The screenshot shows the PA-NEISS Electronic Disease Reporting interface. The 'Aggregate Reporting Form' is displayed, with the 'Current Aggregate Report' section active. The 'Counts for this aggregate report were collected during the time period' section is visible. The 'From' field is set to '09/03/2009' and the 'at' field is set to 'AM'. The 'to' field is empty. The form includes fields for 'Public Health Event' (Novel Respiratory Virus), 'Reports should be submitted' (Once a Day), and 'Current Aggregate Report' information. The 'Counts for this aggregate report were collected during the time period' section is visible, with a table for data entry.

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above							0
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							0

Figure 5.2.5-2: Displaying Start Time Field for Aggregate Report.

3. To change the value from AM to PM, click the "P" button on your keyboard (Figure 5.2.5-3).

The screenshot shows the PA-NEDSS Electronic Disease Reporting interface. The 'Current Aggregate Report' section is active, and the time selection dropdown is set to 'PM', which is circled in red. Below this is a table for entering counts by age group.

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above							0
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							0

Figure 5.2.5-3: Changing Time to PM Values.

4. Once you have selected the appropriate AM/PM value, enter the start time for the aggregate report. Time Periods should be entered in a 12 hour format (12:00 AM and 12:00 PM) and must be entered using 4 digits. For example, 3 PM must be entered as 03:00 PM (Figure 5.2.5-4).  
**Note:** To indicate noon, enter 12:00 PM. To indicate midnight, enter the date after the midnight in question, followed by 12:00 AM. For example, the midnight between Sep 14, 2009 and Sep 15, 2009 should be entered as 9/15/2009 12:00 AM.

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PA-NEDSS > Aggregate Reporting Form

Aggregate Reporting Form

**Aggregate Reporting Information**  
 The Aggregate Report Form ensures that public health information is captured when individual patient reporting is not required pertaining to the Public Health Event listed below. Enter counts for the Public Health Event.

Public Health Event: Novel Respiratory Virus  
 Reports should be submitted: Once a Day  
 Last aggregate report submitted: None  
 Last aggregate report submitted by: None  
 Last aggregate report covered the time period: None

**Current Aggregate Report**  
 For each question, enter counts meeting the criteria within the specified time period. Break counts down by the age categories noted. If an age break down is not possible, enter the counts in the Unknown column.

Counts for this aggregate report were collected during the time period from 09/03/2009 at 10:00 AM to [ ] at [ ] \*

(The time period must accurately reflect when the data was collected for. (To indicate noon, enter 12:00 PM and to indicate midnight, enter 12:00 AM) the aggregate counts entered below.)

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above							0
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							0
Comments							

[View History](#) [Submit](#) [Cancel](#)

Figure 5.2.5-4: Entering Start Time for Aggregate Report.

5. Complete the previous steps to enter the "To" values to mark the end of the time range for the current report (Figure 5.2.5-5).

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Aggregate Reporting Form

**Aggregate Reporting Information**  
 The Aggregate Report Form ensures that public health information is captured when individual patient reporting is not required pertaining to the Public Health Event listed below. Enter counts for the Public Health Event.

Public Health Event: Novel Respiratory Virus  
 Reports should be submitted: Once a Day  
 Last aggregate report submitted: None  
 Last aggregate report submitted by: None  
 Last aggregate report covered the time period: None

**Current Aggregate Report**  
 For each question, enter counts meeting the criteria within the specified time period. Break counts down by the age categories noted. If an age break down is not possible, enter the counts in the Unknown column.

Counts for this aggregate report were collected during the time period from 09/03/2009 at 10:00 AM to 09/03/2009 at 10:00 PM \*

(The time period must accurately reflect when the data was collected for. (To indicate noon, enter 12:00 PM and to indicate midnight, enter 12:00 AM) the aggregate counts entered below.)

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above							0
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							0
Comments							

[View History](#) [Submit](#) [Cancel](#)

Figure 5.2.5-5: Entering End Time for Aggregate Report.

1.1.10.

## Entering and Submitting Aggregate Report Counts

Once you have selected the Public Health Event and Date/Time Range for the aggregate report you are ready to enter the aggregate report counts. Each Public Health Event has questions with corresponding age columns (Figure 5.4-1).

### 1.1.11. Viewing Public Health Event Questions

The report for each Public Health Event will contain questions pertaining to that event with corresponding age columns. In this example, the Public Health Event defaulted to Novel Respiratory Virus. For this event, sample questions might include (Figure 5.3.1-1).

- Number of cases admitted with suspected novel virus during time period entered above
- Number of deaths due to suspected novel respiratory virus during the time period entered above
- Number of ventilators in use regardless of etiology

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above							0
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							0
Comments							

Figure 5.3.1-1: Viewing Questions for a Public Health Event.

### 1.1.12.

### 1.1.13. Entering Counts for Age Ranges

For each question for a Public Health Event, pre-defined age columns are provided in which to enter counts. Follow the steps below to enter aggregate counts:

Step	Action
1.	Click in the first age grouping column for the desired question.



- |    |  |
|----|--|
| 2. | Enter the count corresponding to the question as appropriate. You can use your Tab key to advance to the next field. |
| 3. | As you enter the counts, the total will be automatically calculated for you (Figure 5.3.2-1).                        |

The screenshot shows the PA-NEDSS Aggregate Reporting Form for a Novel Respiratory Virus. The form includes sections for 'Aggregate Reporting Information' and 'Current Aggregate Report'. The 'Current Aggregate Report' section shows a table with columns for age groups (0-5 Years, 6-10 Years, 11-20 Years, 21-64 Years, 65-100 Years, Unknown) and a 'Total' column. The 'Number of cases admitted with suspected novel respiratory virus during time period entered above' row shows 3 cases in the 0-5 Years group and 2 cases in the 6-10 Years group, with a total of 5 cases. The 'Number of deaths due to suspected novel respiratory virus during time period entered above' row shows 0 deaths, and the 'Number of ventilators in use regardless of etiology' row shows 0 ventilators. The 'Total' column for the first row is circled in red, and the '0-5 Years' and '6-10 Years' columns are also circled in red.

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above	3	2					5
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							0

Figure 5.3.2-1: Aggregate Count Totals Calculated.

- |    |   |
|----|---|
| 5. | Complete the previous steps to enter the remaining counts for the Public Health Event (Figure 5.3.2-2). |
|----|---|

1.1.14.

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PA-NEDSS > Aggregate Reporting Form

Aggregate Reporting Form

**Aggregate Reporting Information**  
 The Aggregate Report Form ensures that public health information is captured when individual patient reporting is not required pertaining to the Public Health Event listed below. Enter counts for the Public Health Event.

Public Health Event: Novel Respiratory Virus  
 Reports should be submitted: Once a Day  
 Last aggregate report submitted: None  
 Last aggregate report submitted by: None  
 Last aggregate report covered the time period: None

**Current Aggregate Report**  
 For each question, enter counts meeting the criteria within the specified time period. Break counts down by the age categories noted. If an age break down is not possible, enter the counts in the Unknown column.

Counts for this aggregate report were collected during the time period from 09/03/2009 at 10:00 AM to 09/03/2009 at 10:00 PM

Questions	0-5 Years	6-10 Years	11-20 Years	21-59 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above	0	2	1	1	4		11
Number of deaths due to suspected novel respiratory virus during time period entered above	0	1	0	0	2		3
Number of ventilators in use regardless of etiology	2	1	0	0	2		5

Comments

View History | Submit | Cancel

Figure 5.3.2-2: Aggregate Report Completed with Counts.

1.1.15.

1.1.16. Entering Free-Text Comments Fields

A Public Health Event may also contain free-text fields at the bottom of the report (Figure 5.3.3-1). These fields provide you with the opportunity to enter any notes, special circumstances and/or respond to questions for which data is not represented with patient counts broken out by age.

When these fields are available, you should enter as much information is applicable to the question or provide comments to the Department of Health regarding the Public Health Event. An example of a helpful note is "Nosocomial transmission is suspected."

1.1.17.

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Aggregate Reporting Form

**Aggregate Reporting Information**  
 The Aggregate Report Form ensures that public health information is captured when individual patient reporting is not required pertaining to the Public Health Event listed below. Enter counts for the Public Health Event.

Public Health Event: Novel Respiratory Virus  
 Reports should be submitted: Once a Day  
 Last aggregate report submitted: None  
 Last aggregate report submitted by: None  
 Last aggregate report covered the time period: None

**Current Aggregate Report**  
 For each question, enter counts meeting the criteria within the specified time period. Break counts down by the age categories noted. If an age break down is not possible, enter the counts in the Unknown column.

Counts for this aggregate report were collected during the time period from 09/03/2009 at 10:00 AM to 09/03/2009 at 10:00 PM

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above	3	2	1	1	4		11
Number of deaths due to suspected novel respiratory virus during time period entered above	0	1	0	0	2		3
Number of ventilators in use regardless of etiology	2	1	0	0	2		5

Comments: Nosocomial transmission suspected

View History | Submit | Cancel

Figure 5.3.3-1: Free Text Fields for a Public Health Event.

1.1.18. Using the Unknown Age Range Column

If a breakdown by patient age is not possible enter the counts in the Unknown column, if available (Figure 5.3.4-1).

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Aggregate Reporting Form

**Aggregate Reporting Information**  
 The Aggregate Report Form ensures that public health information is captured when individual patient reporting is not required pertaining to the Public Health Event listed below. Enter counts for the Public Health Event.

Public Health Event: Novel Respiratory Virus  
 Reports should be submitted: Once a Day  
 Last aggregate report submitted: None  
 Last aggregate report submitted by: None  
 Last aggregate report covered the time period: None

**Current Aggregate Report**  
 For each question, enter counts meeting the criteria within the specified time period. Break counts down by the age categories noted. If an age break down is not possible, enter the counts in the Unknown column.

Counts for this aggregate report were collected during the time period from 09/03/2009 at 10:00 AM to 09/03/2009 at 10:00 PM

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above							0
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							

Comments:

View History | Submit | Cancel

Figure 5.3.4-1: Unknown Age Column for a Public Health Event.

1.1.19.



1.1.20. Submitting an Aggregate Report

Once you have entered the aggregate counts for the report, you should review the information for accuracy and submit the report to the Department of Health. Follow the steps below to submit the report:

Step	Action
1.	<p>Click the Submit button (Figure 5.3.5-1).</p> <p>Note: If you have entered a report in error, you may also click the cancel button.</p> <p>Remember, you should enter report counts to the best of your ability. However, if you acquire additional information, submitted reports may be edited. For more information on viewing aggregate report history refer to section 6 – Working with Submitted Reports.</p>

1.1.21.

The screenshot shows the PA.NEDSS Electronic Disease Reporting interface. The main content area is titled 'Aggregate Reporting Form'. It contains several sections: 'Aggregate Reporting Information' with details for 'Novel Respiratory Virus', 'Current Aggregate Report' with a table for age-based counts, and a 'Comments' field. At the bottom right, the 'Submit' and 'Cancel' buttons are visible, with the 'Submit' button circled in red.

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above	3	2	1	1	4		11
Number of deaths due to suspected novel respiratory virus during time period entered above	0	1	0	0	2		3
Number of ventilators in use regardless of etiology	2	1	0	0	2		5

Figure 5.3.5-1: Submitting an Aggregate Report.

2.	A confirmation message appears indicating the report saved successfully (Figure 5.3.5-2).
----	---

The screenshot shows the PA-NEDSS Electronic Disease Reporting interface. At the top, there is a navigation menu with buttons for Home, SearchReport, Aggregate Reporting, Inbox, Alerts, Analysis & Reports, and Administration. The user is identified as MCOLab with a 30-minute session expiration. A search bar is located on the left. The main content area displays the 'Aggregate Reporting Form' with a green confirmation banner that reads 'Report Saved Successfully', which is circled in red. Below this banner, the form is divided into sections: 'Aggregate Reporting Information' and 'Current Aggregate Report'. The 'Current Aggregate Report' section includes a table for data entry with columns for age groups (0-5 Years, 6-10 Years, 11-20 Years, 21-64 Years, 65-100 Years, Unknown) and a Total column. The table contains three rows of data entry fields, all of which currently show a value of 0. A 'View History' button is at the bottom left, and 'Submit' and 'Cancel' buttons are at the bottom right.

Figure 5.3.5-2: Confirmation Message for a Submitted Disease Report.

## Working with Submitted Reports

This section describes how to work with submitted aggregate reports in PA-NEDSS. The following topics are covered:

- Viewing Aggregate Report History
- Editing a Submitted Aggregate Report

### Viewing Aggregate Report History

Aggregate Report History allows you to review and edit reports previously submitted by your organization for a selected Public Health Event.

Follow the steps below to view Aggregate Report History:

Step	Action
1.	<p>From the Aggregate Reporting Screen, select the open PHE for which you would like to view aggregate report history (Figure 6.1-1).</p> <p>Note: Remember, if there is only one open PHE, this value will appear by default.</p>

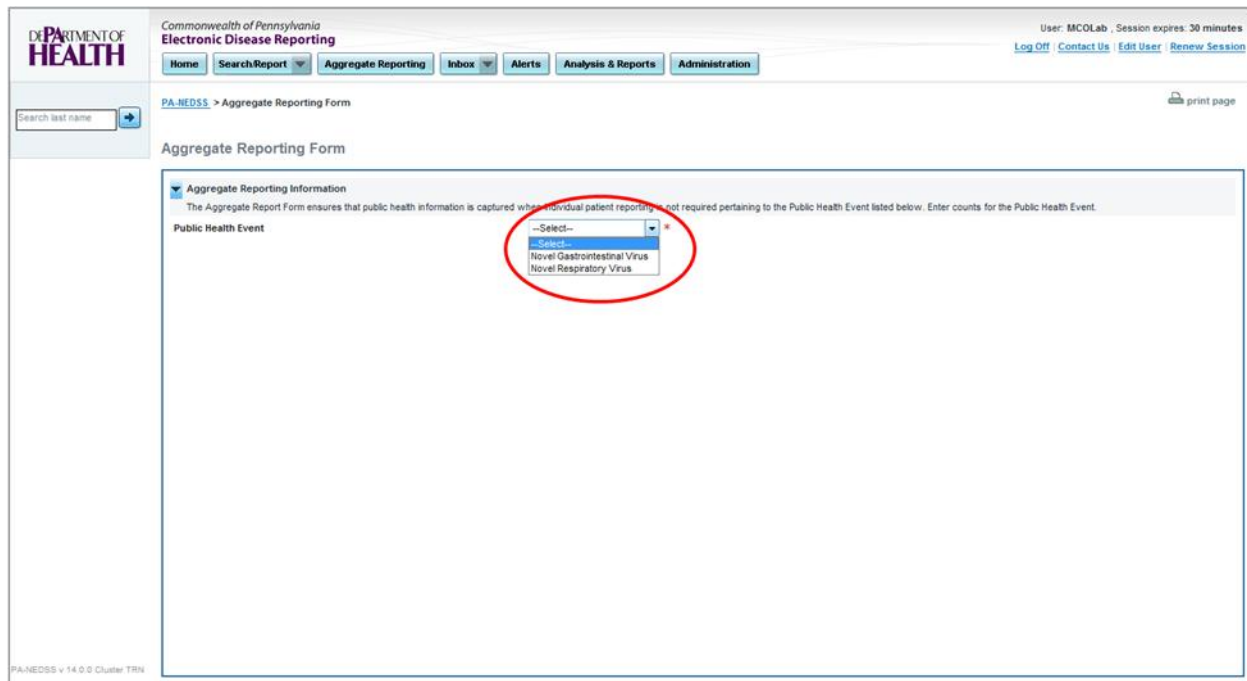


Figure 6.1-1: Selecting PHE for Aggregate Report History.

2.	The Aggregate Report Screen for the selected PHE is displayed (Figure 6.1-2).
----	---

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PA-NEISS > Aggregate Reporting Form

Search last name

Aggregate Reporting Form

**Aggregate Reporting Information**  
 The Aggregate Report Form ensures that public health information is captured when individual patient reporting is not required pertaining to the Public Health Event listed below. Enter counts for the Public Health Event.

Public Health Event: **Novel Respiratory Virus**

Reports should be submitted: Once a Day

Last aggregate report submitted: 9/3/2009 10:15:19 PM

Last aggregate report submitted by: Kiwi Yukon

Last aggregate report covered the time period: from 9/3/2009 10:00:00 AM to 9/3/2009 10:00:00 PM

**Current Aggregate Report**  
 For each question, enter counts meeting the criteria within the specified time period. Break counts down by the age categories noted. If an age break down is not possible, enter the counts in the Unknown column.

Counts for this aggregate report were collected during the time period from 9/3/2009 at 10:01 PM to at \*

(The time period must accurately reflect when the data was collected for. (To indicate noon, enter 12:00 PM and to indicate midnight, enter 12:00 AM) the aggregate counts entered below.)

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above							0
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							0
Comments							

View History Submit Cancel

Figure 6.1-2: Aggregate Report Screen for Selected PHE.

3. You can determine if reports have been previously submitted for the selected organization for the current Public Health Event if there are values available for the last aggregate submitted, last aggregate report submitted by, last aggregate report covered the time period and the start date and time of the report is automatically defaulted to time range immediately following the last report submitted (Figure 6.1-3)

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Aggregate Reporting Form

**Aggregate Reporting Information**  
 The Aggregate Report Form ensures that public health information is captured when individual patient reporting is not required pertaining to the Public Health Event listed below. Enter counts for the Public Health Event.

Public Health Event: Novel Respiratory Virus

Reports should be submitted: Once a Day

Last aggregate report submitted: 9/3/2009 10:15:19 PM

Last aggregate report submitted by: Kiwi Yukon

Last aggregate report covered the time period: from 9/3/2009 10:00:00 AM to 9/3/2009 10:00:00 PM

**Current Aggregate Report**  
 For each question, enter counts meeting the criteria within the specified time period. Break counts down by the age categories noted. If an age break down is not possible, enter the counts in the Unknown column.

Counts for this aggregate report were collected during the time period from 9/3/2009 at 10:01 PM to at \*

(The time period must accurately reflect when the data was collected for. (To indicate noon, enter 12:00 PM and to indicate midnight, enter 12:00 AM) the aggregate counts entered below.)

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above							0
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							0
Comments							

View History Submit Cancel

Figure 6.1-3: Details of Previous Submitted Report for Selected Organization for Current Public Health Event.

- |    |  |
|----|--|
| 4. | <p>Scroll to the bottom of the new report and click the View History button (Figure 6.1-4).</p> <p>Note: The View History button is only enabled if an aggregate report has been submitted for the selected PHE for your organization.</p> |
|----|--|

The screenshot shows the PA-NEDSS Electronic Disease Reporting interface. The main content area is titled 'Aggregate Reporting Form'. Under the 'Current Aggregate Report' section, there is a table for reporting counts. At the bottom of this section, a 'View History' button is circled in red. The interface also includes a navigation menu at the top with options like Home, Search Report, Aggregate Reporting, Inbox, Alerts, Analysis & Reports, and Administration. The user's session information is visible in the top right corner.

Figure 6.1-4: View History Button.

- |    |   |
|----|---|
| 5. | A list of previously submitted aggregate reports appears in a pop-up window (Figure 6.1-5).   |
| 6. | <p>From this screen you can review the PHE questions with associated counts, free-text responses as well as Report ID, Report Submitted Date/Time, Report Date/Time Range and the user who submitted the report (Figure 6.1-5).</p> <p><b>Note:</b> When you are finished viewing the information, click the Close Window button to return to the Aggregate Reporting Form.</p> |

Aggregate Report History

History for Selected Public Health Event: Novel Respiratory Virus  
 Aggregate Report ID: 22 Report Submitted Date/Time: 09/03/2009 10:15 PM Report Date/Time was for Range: 09/03/2009 10:00 AM to 09/03/2009 10:00 PM

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above	3	2	1	1	1		11
Number of deaths due to suspected novel respiratory virus during time period entered above	0	1	0	0	2		3
Number of ventilators in use regardless of etiology	3	1	0	0	2		5

Comments  
 Nosocomial transmission suspected

Before clicking the Edit button, confirm the updated information you want to enter is valid for the date and time range noted above for the report. If you have entered any data on the Aggregate Report Form screen, you must perform a save on that page before editing a submitted report. Any information entered on the Aggregate Reporting Form which has not been submitted will be lost. Edit

Close Window

Figure 6.1-5: Aggregate Report History Window.

### Editing a Submitted Aggregate Report

Remember, you should enter report counts to the best of your ability. However, if you acquire additional information, submitted reports may be edited.

From the Aggregate Report History Window, you have the ability to edit a submitted report. Any changes to the aggregate counts should be valid for the date/time range indicated on the report. It is critical you determine the updated counts are for the selected report as the report does not include individual patient records.

**Once a submitted aggregate report is updated, the original data will be lost.**

**It is also important to note that any unsaved changes which have not been submitted to the Department of Health on the Aggregate Reporting Form will be lost.** The data from the submitted report will be populated on the form and will over-write any data not submitted to provide you with the ability to edit on the form.

Follow the steps below to edit a submitted Aggregate Report:

Step	Action
1.	<p>Complete the steps described previously for viewing aggregate report history (Section 6.1).</p> <p>From the Aggregate Report History Window, locate the report you wish to edit and click the Edit button associated with the report (Figure 6.2-1).</p> <p><b>Note:</b> Each historical report will have its own edit button.</p> <p><b>Remember, the original counts for the report will be lost. Be sure you are entering updated counts for the appropriate PHE and report</b></p>

**date/time range.**  
**Any data entered on the Aggregate Reporting Form which has not been submitted to the PA DOH will be lost.**

Aggregate Report History print page

History for Selected Public Health Event: Novel Respiratory Virus  
 Aggregate Report ID: 22 Report Submitted Date/Time: 09/03/2009 10:15 PM Report Date/Time was for Range: 09/03/2009 10:00 AM to 09/03/2009 10:00 PM

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above	3	2	1	1			11
Number of deaths due to suspected novel respiratory virus during time period entered above	0	1	0	0	2		3
Number of ventilators in use regardless of etiology	1	1	0	0	2		5

Comments  
 Nosocomial transmission suspected

Before clicking the Edit button, confirm the updated information you want to enter is valid for the date and time range noted above for the report. If you have entered any data on the Aggregate Report Form screen, you must perform a save on that page before editing a submitted report. **Any information entered on the Aggregate Reporting Form which has not been submitted will be lost.**

Figure 6.2-1: Edit Button for a Submitted Aggregate Report.

2. The Aggregate Reporting Form refreshes and the date/time range information for the report is populated for you based on the information entered previously (Figure 6.2-2).



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**Electronic Disease Reporting**

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PA-NEDSS > Aggregate Reporting Form

Aggregate Reporting Form

**Aggregate Reporting Information**  
 The Aggregate Report Form ensures that public health information is captured when individual patient reporting is not required pertaining to the Public Health Event listed below. Enter counts for the Public Health Event.

Public Health Event: Novel Respiratory Virus  
 Reports should be submitted: Once a Day  
 Last aggregate report submitted: 9/3/2009 10:15:19 PM  
 Last aggregate report submitted by: Kwi Y'ukon  
 Last aggregate report covered the time period: from 9/3/2009 10:00:00 AM to 9/3/2009 10:00:00 PM

**Current Aggregate Report**  
 For each question, enter counts meeting the criteria within the specified time period. Break counts down by the age categories noted. If an age break down is not possible, enter the counts in the Unknown column.

Counts for this aggregate report were collected during the time period from 9/3/2009 at 10:00 AM to 9/3/2009 at 10:00 PM \*  
 (The time period must accurately reflect when the data was collected for. (To indicate noon, enter 12:00 PM and to indicate midnight, enter 12:00 AM) the aggregate counts entered below.)

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above	3	2	1	1	4		11
Number of deaths due to suspected novel respiratory virus during time period entered above	0	1	0	0	2		3
Number of ventilators in use regardless of etiology	2	1	0	0	2		5

Comments: Nosocomial transmission suspected

View History Submit Cancel

Figure 6.2-2: Submitted Report Date/Time Range Populated on Aggregate Reporting Form.

3. The previous counts and free-text notes appear in the fields provided as previously entered (Figure 6.2-3).

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PA-NEDSS > Aggregate Reporting Form

Aggregate Reporting Form

**Aggregate Reporting Information**  
 The Aggregate Report Form ensures that public health information is captured when individual patient reporting is not required pertaining to the Public Health Event listed below. Enter counts for the Public Health Event.

Public Health Event: Novel Respiratory Virus  
 Reports should be submitted: Once a Day  
 Last aggregate report submitted: 9/3/2009 10:15:19 PM  
 Last aggregate report submitted by: Kwi Y'ukon  
 Last aggregate report covered the time period: from 9/3/2009 10:00:00 AM to 9/3/2009 10:00:00 PM

**Current Aggregate Report**  
 For each question, enter counts meeting the criteria within the specified time period. Break counts down by the age categories noted. If an age break down is not possible, enter the counts in the Unknown column.

Counts for this aggregate report were collected during the time period from 9/3/2009 at 10:00 AM to 9/3/2009 at 10:00 PM \*  
 (The time period must accurately reflect when the data was collected for. (To indicate noon, enter 12:00 PM and to indicate midnight, enter 12:00 AM) the aggregate counts entered below.)

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above	3	2	1	1	4		11
Number of deaths due to suspected novel respiratory virus during time period entered above	0	1	0	0	2		3
Number of ventilators in use regardless of etiology	2	1	0	0	2		5

Comments: Nosocomial transmission suspected

View History Submit Cancel

Figure 6.2-3: Submitted Report Counts on Aggregate Reporting Form.



4. Update the historical report accordingly, confirm the information is accurate and click the Submit button (Figure 6.2-4).

Commonwealth of Pennsylvania  
**Electronic Disease Reporting**

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Aggregate Reporting Form

**Aggregate Reporting Information**  
 The Aggregate Report Form ensures that public health information is captured when individual patient reporting is not required pertaining to the Public Health Event listed below. Enter counts for the Public Health Event.

Public Health Event: Novel Respiratory Virus  
 Reports should be submitted: Once a Day  
 Last aggregate report submitted: 9/3/2009 10:15:19 PM  
 Last aggregate report submitted by: Kiwi Yukon  
 Last aggregate report covered the time period: from 9/3/2009 10:00:00 AM to 9/3/2009 10:00:00 PM

**Current Aggregate Report**  
 For each question, enter counts meeting the criteria within the specified time period. Break counts down by the age categories noted. If an age break down is not possible, enter the counts in the Unknown column.

Counts for this aggregate report were collected during the time period from 9/3/2009 at 10:00 AM to 9/3/2009 at 10:00 PM

(The time period must accurately reflect when the data was collected for: (To indicate noon, enter 12:00 PM and to indicate midnight, enter 12:00 AM) the aggregate counts entered below.)

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above	3	2	1	1	4		11
Number of deaths due to suspected novel respiratory virus during time period entered above	0	2	0	0	2		4
Number of ventilators in use regardless of etiology	2	1	1		2		6

Comments: Nosocomial transmission suspected

View History Submit Cancel

Figure 6.2-4: Submitting Updated Aggregate Report Counts.

5. A confirmation appears indicating the report is saved successfully (Figure 6.2-5).

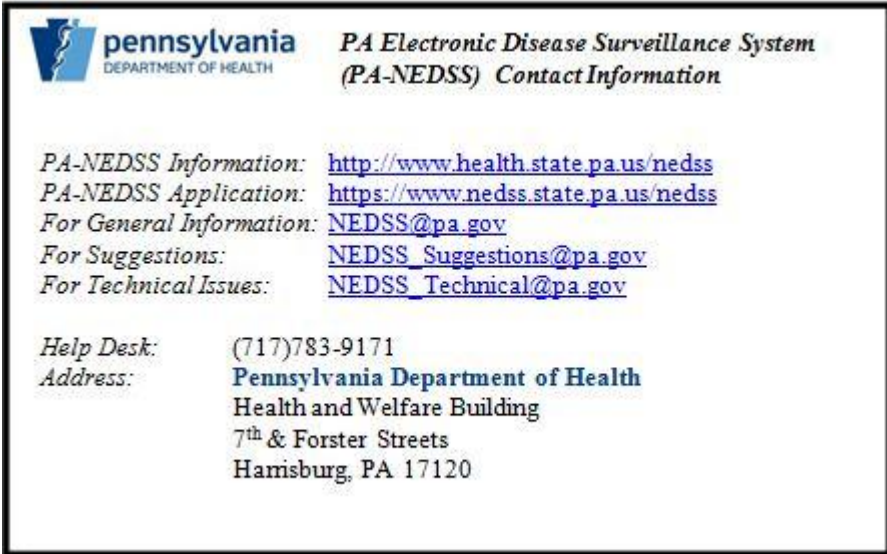
The screenshot shows the PA-BEDSS Electronic Disease Reporting interface. At the top, there is a navigation menu with options: Home, Search Report, Aggregate Reporting, Inbox, Alerts, Analysis & Reports, and Administration. The user is logged in as 'MCOlab' with a session that expires in 30 minutes. The main content area displays 'Aggregate Reporting Form' with a green confirmation banner that reads 'Report Saved Successfully', which is circled in red. Below this, there are sections for 'Aggregate Reporting Information' and 'Current Aggregate Report'. The 'Current Aggregate Report' section includes a table for entering counts by age group.

Questions	0-5 Years	6-10 Years	11-20 Years	21-64 Years	65-100 Years	Unknown	Total
Number of cases admitted with suspected novel respiratory virus during time period entered above							0
Number of deaths due to suspected novel respiratory virus during time period entered above							0
Number of ventilators in use regardless of etiology							0
Comments							

Figure 6.2-5: Confirmation Message for a Submitted Disease Report.

## Contact Information

Refer to Figure 7-1 for PA-NEDSS contact information. It contains web sites, e-mail addresses, mailing information, and a telephone number for the PA-NEDSS Help Desk.



The graphic is a rectangular box with a black border. In the top left corner is the Pennsylvania Department of Health logo, which consists of a blue stylized 'P' with a white caduceus symbol inside it, followed by the text 'pennsylvania DEPARTMENT OF HEALTH'. To the right of the logo is the title 'PA Electronic Disease Surveillance System (PA-NEDSS) Contact Information'. Below the title, there are four lines of contact information, each starting with a label and followed by a value: 'PA-NEDSS Information:' followed by a URL, 'PA-NEDSS Application:' followed by a URL, 'For General Information:' followed by an email address, and 'For Suggestions:' followed by an email address. Below these are two more lines: 'Help Desk:' followed by a phone number, and 'Address:' followed by the physical address of the Pennsylvania Department of Health.

**pennsylvania**  
DEPARTMENT OF HEALTH

*PA Electronic Disease Surveillance System  
(PA-NEDSS) Contact Information*

*PA-NEDSS Information:* <http://www.health.state.pa.us/nedss>  
*PA-NEDSS Application:* <https://www.nedss.state.pa.us/nedss>  
*For General Information:* [NEDSS@pa.gov](mailto:NEDSS@pa.gov)  
*For Suggestions:* [NEDSS\\_Suggestions@pa.gov](mailto:NEDSS_Suggestions@pa.gov)  
*For Technical Issues:* [NEDSS\\_Technical@pa.gov](mailto:NEDSS_Technical@pa.gov)

*Help Desk:* (717)783-9171  
*Address:* **Pennsylvania Department of Health**  
Health and Welfare Building  
7<sup>th</sup> & Forster Streets  
Harrisburg, PA 17120

Figure 7-1: PA-NEDSS Contact Information.