

## REASONS FOR SUBMITTING NOTIFICATIONS FOR LEAD CASES

### What Is An Activity Notification (“Notification”)?

A Notification is an alert submitted in NBS by the Local Health Department (LHD) to ISDH concerning a specific activity/purpose.

#### **PLEASE NOTE:**

- ❖ ISDH Lead Case Management Program uses “Notifications” in a different way as compared to other diseases and conditions in NBS.
- ❖ LHDs will send Notifications to their ISDH Lead Case Coordinator multiple times for each patient throughout the period that a case is open and active. Rather than sending a Notification only at the time a case is being closed, as is done for the other diseases and conditions in NBS, for lead, Notifications will be sent for more than one reason or type of activity that is related to a patient. **(See table below)**

#### **IMPORTANT INFORMATION: RESPONSES FROM ISDH FOR SUBMITTED NOTIFICATIONS**

- ❖ Currently NBS does **NOT** allow multiple Notifications to be sent, **and Approved**, for a case investigation (CI) on one patient
- ❖ Therefore, to allow for the opportunity for multiple Notifications to be sent concerning a patient’s CI, Notification responses from ISDH to LHDs will be marked as “REJECTED”, regardless of the intended/real response that the ISDH Case Coordinator has to the information and situation that was submitted by the LHD in the Notification. There will be specific exceptions to this, such as Notifications for case closures where an Approval response would be appropriate.
- ❖ The ISDH Case Coordinator will communicate her intended comments concerning the Notification in the “Notification General Comment” box. The LHD PHN/case managers are directed to read the comments provided to determine next steps and direction for action.

### **Required Reasons For Sending Notifications:**

When Do I Submit a Notification?	How Do I Document?
<b>Home visit is concluded and completed Home Visit Report Form (HV Form) is attached to the Case Investigation (CI)</b>	1)Attach HV Form in “Attachments” (Supplemental Info tab of CI); 2)Document in “Case Notes” that visit is concluded, and the HV Form is attached; 3)Document in Notification General Comments box that visit is complete and HV Form is attached
<b>Transferring Jurisdiction</b>	1)Document case transfer activities in “Case Notes”, including a notation of contact made (i.e. call, secure email or fax) to the receiving jurisdiction; 2)Document case transfer activities in the Notification General Comments box
<b>Case Closure</b> - For activities conducted according to the requirements listed in 410 IAC 29; “Case Complete” or “Administratively Closed”	1)Document in “Case Notes”, all case closure activities and attempts according to requirements listed in 410 IAC 29; 2)Document activities that were taken in the Notification General Comments box and submit the case to ISDH for review
<b>Case Closure as “Not a Case” for patients with initial <math>\geq 10 \mu\text{g/dL}</math> capillary test followed by confirmatory <math>&lt; 10 \mu\text{g/dL}</math> test</b>	1)Document all activity taken on case in CI, in “Case Notes”; 2)Document activities that were taken in the Notification General Comments box and submit the case to ISDH for review

Last Revised: August 13, 2020