

## REASONS FOR SUBMITTING NOTIFICATIONS FOR LEAD CASES

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

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

#### **PLEASE NOTE:**

- ❖ IDOH Lead Case Management Program use “Notifications” in a different way as compared to the other diseases that use NBS for their investigations.
- ❖ For the Lead program, LHDs will send Notifications to their Lead Case Coordinator multiple times for each patient throughout the period that a case investigation is open and active, rather than only sending a Notification at the time that a case investigation is being closed, as is done for the other diseases and conditions in NBS. **(See table below for the list of reasons Notifications will be sent)**

#### **EXPLANATION OF RESPONSES FROM IDOH FOR SUBMITTED NOTIFICATIONS:**

- ❖ Currently NBS does **NOT** allow multiple Notifications to be sent, **and Approved**, for a single case investigation (CI).
- ❖ Therefore, to allow the opportunity for multiple Notifications to be sent concerning a single patient and CI, **Notification responses from IDOH to LHDs will be marked as “REJECTED”, regardless of the intended/real response that the IDOH Case Coordinator has to the information and situation that was submitted by the LHD in the Notification.**
- ❖ With that “Rejection” the IDOH Case Coordinator will also send a message in the “Notification General Comment” box, sharing her intended answer/response to the Notification information. Typically, this will be an “Approved” message. The LHD PHN/case managers are directed to read the comments provided to determine next steps and direction for action.
- ❖ **This “Rejection” allows for additional Notifications to be sent for that case investigation.**

### **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 IDOH for review
<b>Case Closure as “Not a Case” for patients with initial <math>\geq 5</math> <math>\mu\text{g}/\text{dL}</math> capillary test followed by confirmatory <math>&lt; 5</math> <math>\mu\text{g}/\text{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 IDOH for review