

iPHIS QUICK REFERENCE

Outbreak Module: Contact Follow-Up

The iPHIS **Contact Follow-Up** screen allows users to enter and update a contact's follow-up details for a specified time period, including symptom monitoring and outcome.

Users can configure contact tracking on the **Contact Details** page. An example showing specifics is below:

- Tracking Required = "YES"
- Follow-up Duration Period = 14
- Follow-up Frequency = 1
- Follow-up Frequency Unit of Measure = "DAYS"

iPHIS will create a list of all follow-up time periods for users to access and quickly view the status and progression of the contact's follow-up. Users can manually create additional or remove follow-up dates/times.

Update a Contact Follow-Up Time Period

1. Navigate to **Contacts > Contact > Follow Up**. iPHIS displays the **Follow-Up** page with the current date/time flagged with (Current).
2. Select **Update** for the appropriate **Follow-up Date/Time**. Scroll to view **Follow-Up** details.
3. Select the PHU staff completing the follow-up from the **Interviewer** drop down list.
4. In the **Actual Follow-up Date/Time** field, enter the date and time the client was contacted.
5. Select **Follow-up Status** e.g., "REACHED (R)", "NOT REACHED".
6. Select the relevant **Action Taken**, e.g., "TELEPHONE CALL", "LEFT VOICE MESSAGE".
7. Enter any **Action Comments** e.g., "REVIEWED" signs and symptoms, "ADVISED PPE".
8. Select **Save**. iPHIS will prompt users to confirm this selection and delete any subsequent follow-up time period entries.

Record Follow-Up "Signs and Symptoms":

1. Select "YES" for "ASYMPTOMATIC" or any applicable symptom(s).
2. Enter **Duration Days** value, e.g., "3" for the third day of follow-up.
3. Select **Save**. OPTIONAL: Enter temperature value in **Observed Value** and **Observed Unit** field.

Follow-Up		Client First Language	Not Specified				
Contact Id	Follow-Up Time Remaining	Total Follow-Up Time	Not Available				
Follow-Up Date/Time  2020-01-25 14:33: xj 		Not Calculated					
Follow-Up Date/Time	Time Period	Follow-up Status Reached/Not Reached	Have Symptom	Action Taken	Update	Delete	Notes
2020-01-22 09:44:20	1	OTHER	✓	CONTACT FAMILY			
2020-01-23 09:44:20	2	REACHED (R)	✓	TELEPHONE CALL			
2020-01-24 09:44:20	3	REACHED (R)	✓	CONTACT FAMILY			
2020-01-25 09:44:20	4	NOT ASKED (NR)					
2020-01-26 09:44:20	5	NOT ASKED (NR)					
2020-01-27 09:44:20	6	NOT ASKED (NR)					

Record Contact Follow-Up Final Outcome

1. Navigate to **Contacts > Contact > Follow Up**. iPHIS displays the **Follow-Up** page with the current date/time flagged with (Current).
2. Select **Update** for the appropriate **Follow-up Date/Time**. Scroll to view **Follow-Up** details.
3. Select the PHU staff completing the follow-up from the **Interviewer** drop down list.
4. In the **Actual Follow-up Date/Time** field, enter the date and time the client was contacted.
5. Select **Follow-up Status** "COMPLETE".
6. Select the relevant **Action Taken**, e.g., "TELEPHONE CALL".
7. Enter any **Action Comments** e.g., REVIEWED SIGNS AND SYMPTOMS, ADVISED PPE.
8. Select **Save**. iPHIS will prompt users to confirm this selection and delete any subsequent follow-up time period entries.

To record contact follow-up final outcome:

1. Select "YES" for **ASYMPTOMATIC**, or any applicable symptom(s).
2. Enter **Duration Days** value, e.g., "14".
3. Select **Save**. OPTIONAL: Enter temperature value in **Observed Value** and **Observed Unit** fields.

Citation

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Disclaimer

This document was developed by Public Health Ontario (PHO). PHO provides scientific and technical advice to Ontario's government, public health organizations and health care providers. PHO's work is guided by the current best available evidence at the time of publication.

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