



SHOWME WORLD CARE

Basic Lead Risk Assessment Procedures

Last Updated: November 14, 2024

Identifying New Elevated Lead Cases for Risk Assessment

Creating the Search

On the Jurisdiction Review screen, make the following selections:

- Jurisdiction: Select appropriate jurisdiction as needed.
- Condition = Lead
- Resolution Status = Confirmed
- Process Status: Click the drop-down and check Select All. Then uncheck Closed by DHSS and Locked.
- Investigator: Click the drop-down and check Select All. Uncheck Wood, Cathy.

A Resolution Status of Confirmed should be automatically assigned to records with incoming electronic lead tests with elevated venous blood lead results. Users reviewing lead condition records which have manually entered tests should be updating Resolution Status to Confirmed.

A Process Status of Closed by DHSS and Locked should be assigned to records with incoming electronic lead tests with elevated venous blood lead results when the patient is 6 years of age or older unless the blood lead level is greater than 9.5. Records for adults with a blood lead level of greater than 9.5 are assigned to Cathy Wood.

As a result, the query above should return only records for children under the age of 6 years who have an elevated venous blood lead result.

Saving the Search

Once the criteria above are selected the first time, the search criteria can be saved for future use. Simply type a name for the search (e.g., Risk_Assessments_Needed) into the Provide Search Name box, then click the Save Search button. (Spaces cannot be used in the Search Name.)

The screenshot shows a search interface with a light blue background. At the top, there are three buttons: "Advanced Find", "Find", and "Clear". Below these buttons is a text input field labeled "Provide Search Name". To the right of the text input field is a button labeled "Save Search".

Running the Saved Search

To run the saved search, click on the Previous Searches option in the main menu at the top of the screen and select the Saved Searches option from the submenu. A Saved Searches pop-up will appear. To re-run the search, click the magnifying glass icon to the right of the appropriate saved search name.

SMWC TEST - Saved Searches ✕

SAVED SEARCHES

Search Name ↑	Page Name	Search Criteria	Actions
LiveTraining	JURISDICTION REVIEW	JURISDICTION: True; DISEASE: True; RECORD TYPE: All; FROM ...	
LiveTraining2	JURISDICTION REVIEW	JURISDICTION: True; DISEASE: True; RECORD TYPE: All; FROM ...	
Risk_Assessments_Needed	JURISDICTION REVIEW	JURISDICTION: True; PROCESS STATUS: Assigned;Auto Closed;...	

Items per page: 10 < >

CLOSE

If a previously saved search needs removed from the list, click the red “X” icon next to the appropriate saved search name to delete it.

Identifying Cases Requiring Risk Assessment Record Creation

Lead risk assessors will use the ShowMe WorldCare Outbreak record type to document their investigation, test results, and workplan information. Lead condition records (i.e., lead medical/case management records) must be linked to the appropriate outbreak record.

After the previously described query is run, click on the column header for the Outbreak/Investigation # column in the results table to sort by Outbreak number. Additional clicks will re-sort the column into ascending or descending order. Lead condition records that are already linked to a risk assessment outbreak record will display the Outbreak number in this column. Any records that say **-Link-** in the Outbreak/Investigation # column are NOT assigned to a lead risk assessment record and need such a record created and/or linked.

For example, in this results table, the Outbreak/Investigation # column has been sorted so that the -Link- entries, or records without a linked risk assessment record, appear at the top of the list. The record for Eleanore Roosevelt is already linked to OB2024244.

ID	Type	Name/OB#/GE#	Date Created	Date of Onset /Contact/	Date Closed	Disease/Type	Jurisdiction	Process Status	Resolution Status	Investigator	Outbreak/Investigation #
89883	DI	Marsh, Stan	11/14/2024			Lead	TRAINING	Entered	Confirmed	-Assign-	-Link-
89882	DI	Roosevelt, Eleanore	11/14/2024			Lead	TRAINING	Entered	Confirmed	-Assign-	OB2024244

View 1 - 2 of 2 << >> Page 1 of 1 >> 10 ▼

Reviewing the Lead Condition Record for Needed Information

In the previous example table, the record for Stan Marsh is not currently linked to an outbreak (risk assessment) record. To review this record, click on the hyperlinked ID in the first column. Best practice is to review the Laboratory tab in the Lead condition record to verify that the case requires risk assessment activities.

If the person does require risk assessment activities, note the person's Address Number & Street, Apartment/Unit Number, City, State, and Zip from the condition (medical) record as this information is needed to create the outbreak (risk assessment) record. **Best practice** is to screenshot (using a snip tool) the information shown below. The snip application can remain open until the outbreak record is completed so that the information is readily available while setting up the outbreak record. The snip application can be closed WITHOUT SAVING once the information has been entered the outbreak record. **Please do not save this protected health information outside of the ShowMe WorldCare system.**

In this example, the information was snipped into the screenshot below. Stan Marsh lives at 999 Sunshine Ln, Makebelieve, MO 12345.

The screenshot displays a form for a person's record. The 'Name' section includes fields for Last Name (Marsh), First Name (Stan), Middle Name, and Third Name. Below these are fields for Fourth Name, Name Suffix, and Name Prefix. The 'DCN' field is empty. The 'DOB (MM/DD/YYYY)' field is 10/10/1987. The 'Age' field is 37. The 'Address Number & Street' field is 999 Sunshine Ln. The 'Apartment/Unit Number' field is empty. The 'City' field is Makebelieve, the 'State' field is MO, and the 'Zip' field is 12345. On the right side, there are dropdown menus for 'Primary Language', 'Nationality', and 'Ethnicity'. Below these are checkboxes for 'Race', with options for 'American Indian or Alaska Native' and 'Asian'.

Creating the Outbreak (Risk Assessment) Record

Once the needed information has been temporarily documented, click on Outbreak/Investigation in the main menu at the top of ShowMe WorldCare. Best practice is to search for the address to make sure that there is not already an outbreak for this location. This can be done by clicking the radio button for Location and typing or pasting the person's address in the search box. In this example, no records are returned for 999 Sunshine Ln so an outbreak record needs to be created, which can be done by clicking the New Outbreak/Investigation button.

The screenshot shows the 'Outbreak/Investigation' tab selected in the top menu. Below the menu are radio buttons for 'Outbreak/Investigation #', 'Condition', 'Onset Date', 'ID', 'Create Date', 'Location' (selected), and 'Priority'. A search box contains '999 Sunshine Ln'. There are checkboxes for 'Lead Locations Only', 'Find', 'Clear', 'Provide Search Name', and 'Save Search'. Below the search area is a table with columns: Location, Create Date, Outbreak/Investigation #, Condition, Jurisdiction, Pro/Res Status, and Outbreak/Invest Type. The table is currently empty. At the bottom right of the table area is a button labeled 'New Outbreak/Investigation'.

A screenshot showing a full default Outbreak/Investigation record is shown on the next page.

Do not enter anything in the Outbreak/Investigation Number box as the system will generate a number when the record is saved. This will contain the outbreak year for easier tracking/reporting.

At this point, save the record by clicking the Save button at the bottom of the screen or typing ALT+S on the keyboard. A warning that the record has not yet been submitted may appear. Click OK. The record can be submitted by clicking the Submit button at the bottom of the last tab on the record. This can be done later after the risk assessor has worked through all the tabs. The Submit button runs additional validations on the record to ensure there are no major errors.

After saving, note the Outbreak Investigation Number in the first row of the form and the Outbreak/Investigation ID that appears in the header bar. The Outbreak/Investigation ID in the header bar MUST be listed on the test request form (TRF) when samples are submitted to the Missouri State Public Health Laboratory for the test results to load into the correct record. If this is not provided, the results must be manually entered into the record by the risk assessor.

The screenshot shows a software interface with a light blue header bar. The header bar contains the text "Outbreak/Investigation ID: 306" and "Condition: Lead". Below the header bar, there are two tabs: "Outbreak/Investigation" and "Env Investigation". The "Outbreak/Investigation" tab is selected. Below the tabs, there are two input fields. The first input field is labeled "* # of Cases" and contains the value "1". The second input field is labeled "Outbreak/Investigation Number" and contains the value "OB2024252". A dark blue arrow points from the text "List this number on the SPHL TRF" to the "Outbreak/Investigation ID: 306" text in the header bar.

* # of Cases	Outbreak/Investigation Number
1	OB2024252

When Lead is selected as the condition type, several additional tabs appear. Each of these are additional forms that the risk assessor will need to complete. Questions about how to complete these additional forms should be directed to the Lead program.

The screenshot shows a web application interface for 'Outbreak/Investigation'. At the top, the title 'Outbreak/Investigation' is displayed in a large, bold, blue font. Below the title, there are two main sections. The left section contains 'Outbreak/Investigation ID:' and 'Condition: Lead'. The right section contains 'Process Status: Entered' and 'Resolution Status: Suspect'. Below these sections, there are four tabs: 'Outbreak/Investigation', 'Env Investigation', 'Laboratory', and 'EI Clearance'. The 'Outbreak/Investigation' tab is currently selected and highlighted. The tabs are arranged horizontally and have a blue gradient background.

On the main Outbreak/Investigation tab, the risk assessor must complete some of the fields even though they are not considered mandatory by the WorldCare application.

Jurisdiction: Select the appropriate jurisdiction so that the outbreak appears in counts for the appropriate county/city health department. The Jurisdiction should be based on the location of the address, regardless of who investigates the location. For example, DHSS staff perform risk assessment for many counties but the appropriate county should still be listed, not DHSS or statewide.

Investigator: The risk assessor who will manage the case should be selected from the list. The outbreak record will then be listed on the risk assessor's My Case Load page.

Priority: A priority ranking of Low, Medium, or High can be assigned if needed. For example, if a case has an extremely high blood lead level, the risk assessor might want to assign High priority to that investigation compared to another patient with a much lower blood lead level.

Process Status: Lead risk assessments have a ShowMe WorldCare workflow with associated Process Statuses that can be used to help track the assessment as it moves through the various stages involved. The lead risk assessment workflow and process status diagram is shown on the next page.

The risk assessor should update the Process Status field to reflect the status of the assessment/investigation over time. For example, when an assessor begins working on the record, they should update the Process Status to Under Investigation.

Local public health agencies (LPHAs) that perform risk assessment activities should update the Process Status to Closed by Agency – Ready for DHSS QA when all local activities have been completed. DHSS staff will then perform quality assurance reviews as needed. If the DHSS reviewer needs the LPHA to complete additional information, they can update the Process Status to Returned to Investigator. It is also recommended that the DHSS reviewer create a Task at the bottom of the Environmental Investigation tab with details of the needed follow-up and assign it to the local investigator so they know exactly what they need to do.

Whenever the final selection in the Process Status is selected, the record becomes completely locked to any further edits. For the Lead outbreak (risk assessment) records, the final status is Closed by DHSS and Locked. DHSS staff should verify that all needed changes to the record are completed before selecting this status. Entering a Date Closed will also lock the record. A padlock icon appears in the upper right corner of locked records. The DHSS Lead program can unlock records if needed.

Lead Risk Assessment (Outbreak Record) Workflow and Process Statuses

PROCESS STATUS

Entered

Assigned

Under Investigation

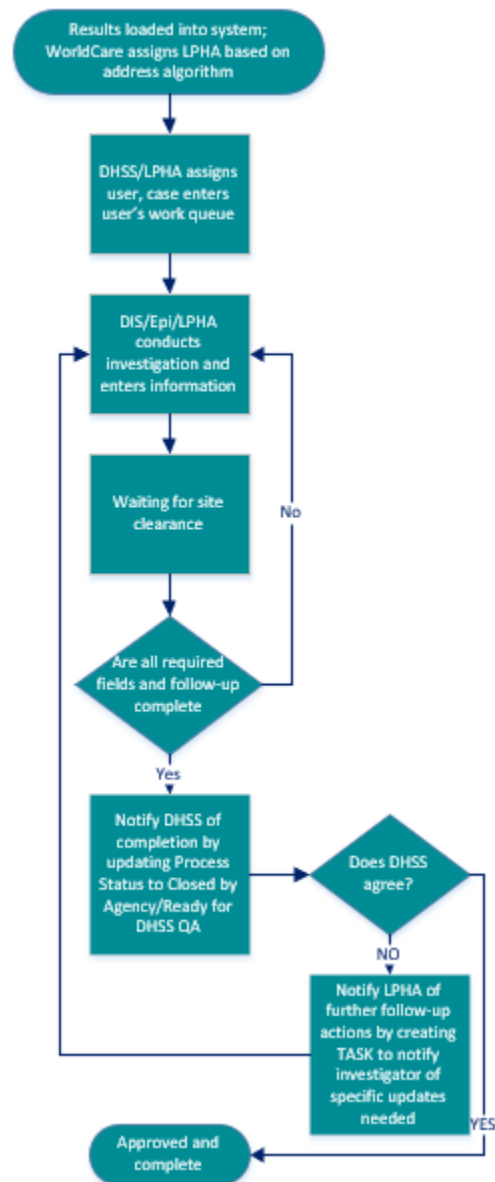
Pending Clearance

Closed by Agency/Ready for DHSS QA

Returned to Investigator

Closed by DHSS and Locked

WORKFLOW



Resolution Status: The default resolution status upon creation of the Lead outbreak (risk assessment) record is Suspect. If the location is found to have Lead present, this can be updated to Confirmed. If the location is found not to have Lead present, this can be updated to Not a Case. Users can run reports on this field to determine how many investigations were found to have lead present or not.

Location: This is the address where the investigation needs to occur. Click on the drill-down button to the right of this field.

Location



The Location Dictionary will open. Search for the person's address. If the address is found, click on the hyperlinked Location name in the results table to select it. Then click OK at the bottom of the pop-up.

SMWC TEST - Location Dictionary

Location Dictionary

Location

Address Number and Street

Location Type

Classification

Phone

Investigation

Site #

Jurisdiction

☐ Show All

Search

Clear

Mark for Merge

Location	Location Type	Address	Inactive
ABC Clinic	Healthcare Facility/Clinic > Infectious Disease Unit	930 Wildwood Dr, Jefferson City, MO, 65109	
Berkley Farms	Farm, Private	930 Wildwood Dr, Jefferson City, MO, 65109	
County Jail	Correctional Facility, Jail (short term)	930 Wildwood Dr, Jefferson City, MO, 65109	
Enersys/JC	Work Site	930 Wildwood Dr, Jefferson City, MO, 65109	
Harvelle Road House	Other	930 Wildwood Dr, Jefferson City, MO, 65109	
test 123 drive jefferson city mo 65101	Healthcare Facility/Clinic > Emergency Room / Emergency Department	930 Wildwood Dr, Jefferson City, MO, 65109	
WILDWOOD CAMPUS	Shelter, Homeless	930 Wildwood Dr, Jefferson City, MO, 65109	

PREV NEXT

If the address is not already in the Location Dictionary, the results table will be blank.

SMWC TEST - Location Dictionary

Location Dictionary

Location

Address Number and Street

Location Type

Classification

Phone

Investigation

Site #

Jurisdiction

☐ Show All

Search

Clear

Mark for Merge

Location	Location Type	Address	Inactive
----------	---------------	---------	----------

PREV NEXT

In this situation, click on the Env Investigation tab and enter the address in the Summary Statement section. DHSS staff will review this section and add these locations into the Location Dictionary and link them to the record. Most users will not have access to create new locations in the dictionary. Entering the information in the Summary Statement section allows the risk assessor to proceed without waiting on DHSS staff to add the location. If there is a scenario in which it is urgent that the location be added to the dictionary, this can be requested by completing a Help Desk ticket at https://moexperience.qualtrics.com/jfe/form/SV_737JeAAdfM2q1M.

SUMMARY STATEMENT

Tenant / Parent Name

Number and street address

City

State

Zip code

County

Phone number

Once the location has been added to the Location Dictionary and linked to the outbreak record, the Location will appear on the Outbreak search page in the results table. If the location cannot yet be linked, the risk assessor is advised to note the Outbreak/Investigation ID or Outbreak/Investigation Number to make it easier to find the record.

Person

Condition/Record

Outbreak/Investigation


Group Event

☒ Outbreak/Investigation #
 ☐ Condition
 ☐ Onset Date
 ☐ ID
 ☐ Create Date
 ☐ Location
 ☐ Priority


Outbreak/Investigation #	Create Date	Condition	Jurisdiction	Location
001	07/10/2024	COVID-19	St. Louis City	
1-CD-1	08/08/2024	Mpox	Washington	
1234	07/09/2024	COVID-19	Ozark	ABC Restaurant
123456	07/10/2024	Campylobacteriosis		ABC Restaurant
1616161616	04/03/2024	STEC (Shiga Toxin-producing E. coli)	Outbreak - State of Missouri	18594 HIGHWAY KK, boss, mo

Patients linked to this Outbreak/Investigation: Before patients can be linked to the outbreak (risk assessment), the outbreak record must be saved. If the record has not yet been saved, click Save at the bottom of the screen or type ALT+S on the keyboard to save. (A warning may appear that the outbreak has not yet been submitted. Click OK. Before finishing the record, go to the last tab and click Submit to run verifications and fully submit the record.)

Once the record has been saved, the Link Existing Patient Condition/Record button should enable. Click this button.

Patients linked to this Outbreak/Investigation:						Link Existing Patient Condition/Record 	
Record ID	Name	Address	Date of Onset	Index Case	Cluster ID	Print	
							PREV NEXT
							Show All

In the Select a Person pop-up, enter the information to locate the patient. This should be on the screenshot mentioned earlier. Click on the appropriate person's ID to select their record. This will highlight the record in gold. Click OK.

SMWC TEST - Select a Person 

Select a Person

Name

DOB

State Number



Address

Phone

Search Clear

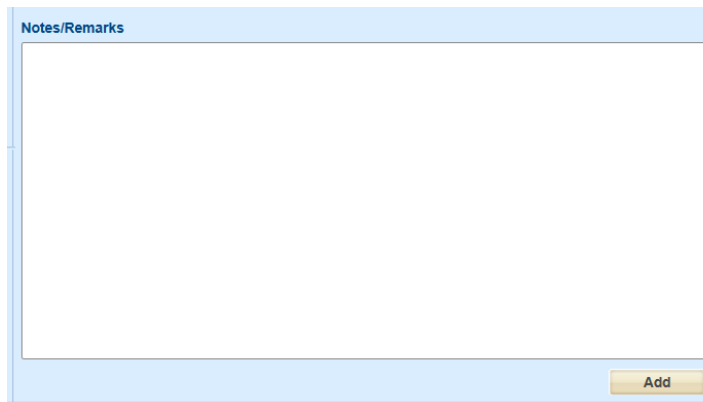
Role(s)	ID	Create Date	Person Name	DOB	Current Gender	Address
P	89883	11/14/2024	Marsh, Stan	10/10/1987	Male	999 Sunshine Ln, Makebelieve, MO, 12345

The person is now linked to this location's risk assessment record. Close/delete the temporary file with the patient's address and other information so that protected health information is not stored outside of ShowMe WorldCare.

Patients linked to this Outbreak/Investigation: 1						Link Existing Patient Condition/Record 	
Record ID	Name	Address	Date of Onset	Index Case	Cluster ID	Print	
89883	Marsh, Stan	999 Sunshine Ln, Makebelieve, MO, 12345		N			
							PREV NEXT
							Show All

Contacts linked to this Outbreak/Investigation: Although Lead does not have "contacts" in the same sense as a communicable disease, this section can be utilized by the Lead program to document other individuals who may have been exposed to Lead at this location. For example, if a child with elevated blood lead has siblings living in the same residence, the risk assessor may wish to create a Contact Investigation record for each sibling. These Contact Investigation forms can be linked to the outbreak record. The Contact Investigation forms are almost identical to the Condition forms used for the medical record. If those siblings need to be tested, the test results can be received on those Contact Investigation records and other information can be documented as needed. If the siblings' test results are elevated, the contact investigation record(s) can be converted to condition record(s) and any information already entered will carry over.

Notes/Remarks: To add information into the Notes/Remarks section, click the Add button. This will add the note and provide a date/time/user stamp in front of the information.



Notes/Remarks

Add

Cases with Multiple Addresses

Some individuals may have multiple addresses. For example, a child with divorced parents may live with each parent 50% of the time. In these situations, an outbreak record will need to be created for each location where risk assessment needs to occur. The child's condition record can be linked to multiple outbreak records as needed.

To determine if multiple addresses have been entered on a record, click the drill-down button next to the Zip code field on the Person tab of the condition (medical) record. This will open a Multiple Addresses pop-up where any additional addresses should be listed.



Zip

64633

How to Request Assistance with ShowMe WorldCare

- The ShowMe WorldCare Help Desk is available from 8:00 AM – 5:00 PM on State workdays. To contact the Help Desk, submit a ticket at https://moexperience.qualtrics.com/jfe/form/SV_737JeAAftM2q1M.
- Help Desk office hours are provided daily on State workdays from 9:00 – 10:00 AM to allow for more personalized assistance from the Help Desk.
[Join the meeting now](#); Meeting ID: 288 552 720 449; Passcode: rAFt9z
- The ShowMe WorldCare End User Manual, recorded webinars, and FAQ Archives are available at <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus-lpha/smwcr/resources.php>.
- While the Help Desk can assist with account issues such as log-in problems and password resets, as well as basic functionality of ShowMe WorldCare, these staff are not specialists in the Lead condition. More detailed questions about how to handle Lead cases/risk assessments or how to complete the Lead-specific forms will need to be directed to the Lead program. These types of questions can be submitted on Help Desk tickets for convenience but the Help Desk will likely need to route these questions to the Lead program.

Version History

Revision Date	Revisions
November 15, 2024	Document created

