

Influenza – Aggregate Reporting Requirements

Positive influenza cases are to be reported in aggregate the very next CDC week after the CDC week of positive test, preferably by close of business on Tuesdays. For example, cases that tested positive during CDC week 28 would be entered by Tuesday of CDC week 29. This is a rather quick turnaround time, so if this goal for entry is missed, please enter the aggregate data as soon as possible to be included in the weekly influenza dashboard.

- Cases of influenza-associated mortality and influenza A novel are to be entered individually under their respective conditions in ShowMe WorldCare and should NOT be included in the aggregate data.
- CDC weeks start on Sundays and end on Saturdays. CDC week calendars are posted on the CDC website and are also available from the District Epidemiologists if needed.

Influenza – Aggregate Group Event

In ShowMe WorldCare, the group event record type will be used for Influenza – Aggregate. Group event records are accessed by clicking the Search menu followed by the Group Event tab.

On the Group Event tab, click New Group Event at the bottom of the screen to enter aggregate data for a new week. To edit information for a prior week, select the appropriate record in the search results table.

New Group Event

The group event record looks similar to the outbreak record. Initially, only the first tab will appear. After selecting Influenza – Aggregate as the Type, tab or click away from the Type field to load the additional Case Summary tab.

On the first tab, users need to complete only the following four fields. More details on each of these fields is provided later in this document.

- Group Event Number
- Type
- Date of Event
- Jurisdiction

The Date Created, Process Status, and Resolution Status fields will auto populate. To navigate to the Case Summary tab, select Next at the bottom of the screen or click on the Case Summary tab. Within the Case Summary tab that appears, a weekly summary table allows entry of the number of cases for each type of influenza and age group, which is described in detail later in this document.

Group Event ?

Group Event ID: **Process Status: Entered**
Type: Influenza - Aggregate **Resolution Status: Confirmed**

Group Event **Case Summary**

Group Event Number * Type	Description		
GREENE, 28, 2025	Influenza - Aggregate		
Location	Date of Event	Date Created	Date Closed
	07/13/2025	07/16/2025	
Jurisdiction	Investigator	Priority	
Springfield/Greene			
Process Status	Notes/Remarks		
Entered			
Resolution Status			
Confirmed			

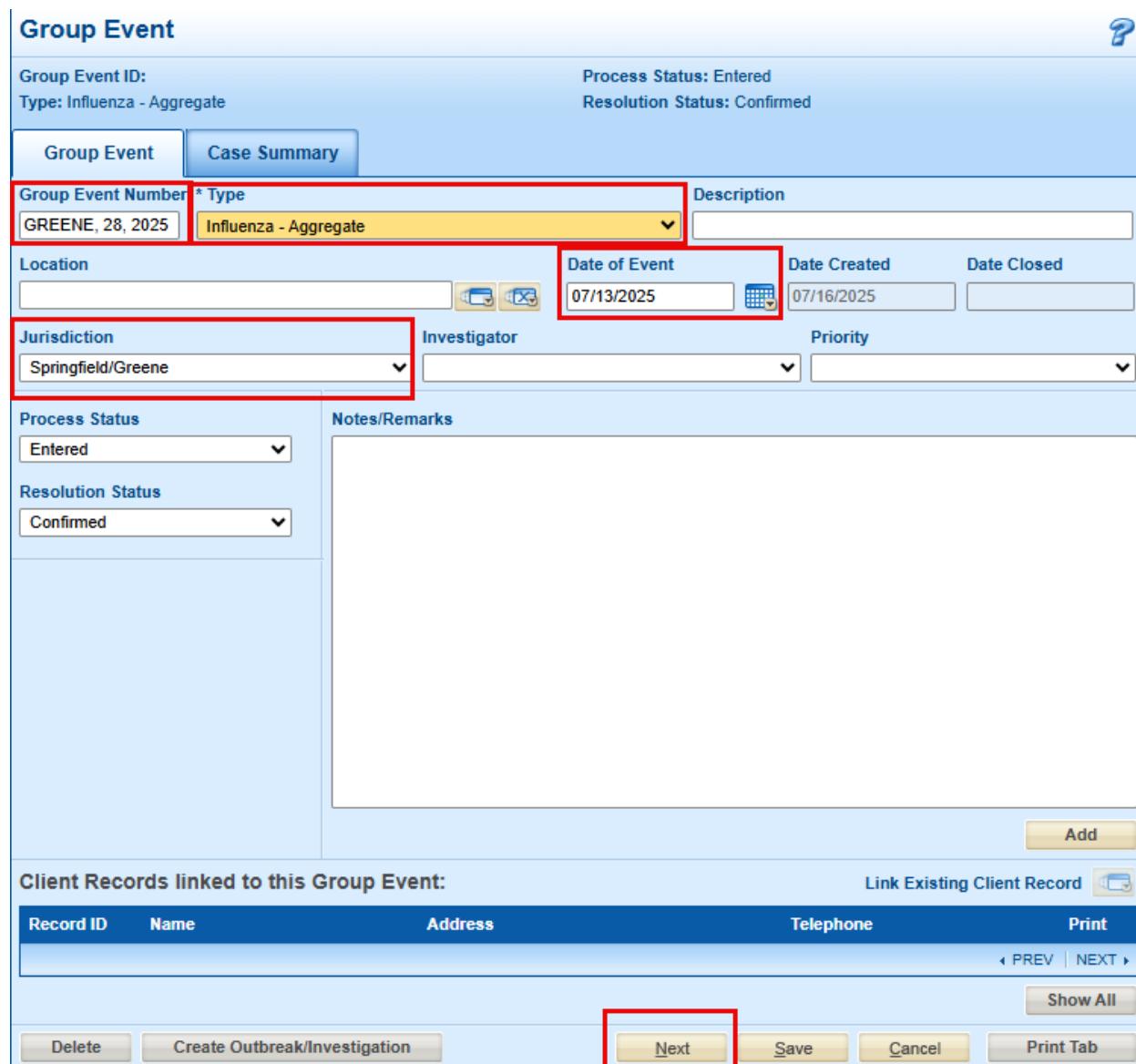
Add

Client Records linked to this Group Event: **Link Existing Client Record** ◀ PREV | NEXT ▶

Record ID	Name	Address	Telephone	Print

Show All

Delete **Create Outbreak/Investigation** Next **Save** **Cancel** **Print Tab**



Group Event Tab

Group Event Number (REQUIRED): Name this field using the format *Jurisdiction, CDC Week, and CDC Year* (e.g., GREENE, 28, 2025). This will make it easier to locate the aggregate report for a particular CDC week, especially in scenarios such as adding cases or editing information for the week or any prior weeks. If a name is not entered, the system will auto populate the field with a generic system-assigned name.

Type (REQUIRED): Choose Influenza – Aggregate.

Date of Event (REQUIRED): Cases are to be entered based on the CDC week that the positive specimen was collected. Best practice is to select the Sunday date of the CDC week. Please consult the appropriate District Epidemiologist if the CDC weeks calendar is needed.

Date Created: This date will be auto populated by the system when the record is created.

Date Closed: This date will be auto populated by the system when the record is closed by selecting the Closed by DHSS and Locked process status. Only selected roles at DHSS have access to this process status so it will not be visible to LPHA staff.

Jurisdiction (REQUIRED): Choose the appropriate jurisdiction. **Please ensure the jurisdiction is correct BEFORE entering information in the Weekly Summary table on the Case Summary tab. This field will determine the DHSS Region of Report that auto populates in the weekly summary table and is used to load data to the dashboard.**

- If an incorrect jurisdiction is selected and case counts have already been added within the weekly summary table, those entries will need to be deleted and re-entered to ensure the correct DHSS Region is assigned. The region will NOT re-calculate if the jurisdiction is changed.
- To delete an entry with an incorrect region, click on the row ID of the incorrect entry in the Weekly Summary table on the Case Summary tab. In the pop-up box, click the Delete button. An alert will appear asking for confirmation that it is OK to delete the item. Click OK. Then re-enter the item after the jurisdiction has been corrected.

Investigator: It is recommended that an investigator NOT be assigned. Group events may not be closed regularly. If the group event is assigned to an investigator, that record will appear on the investigator's My Case Load until the record is closed.

Priority: Do not update this field.

Process Status: For most users, the only option that will appear for this field is Entered, which is the default selection. Certain DHSS user groups will also have a Closed by DHSS and Locked option. If this second option is chosen, it will lock the record to further entry. Influenza – Aggregate records should NOT be locked on a regular basis. This will be done as needed to lock past years, etc.

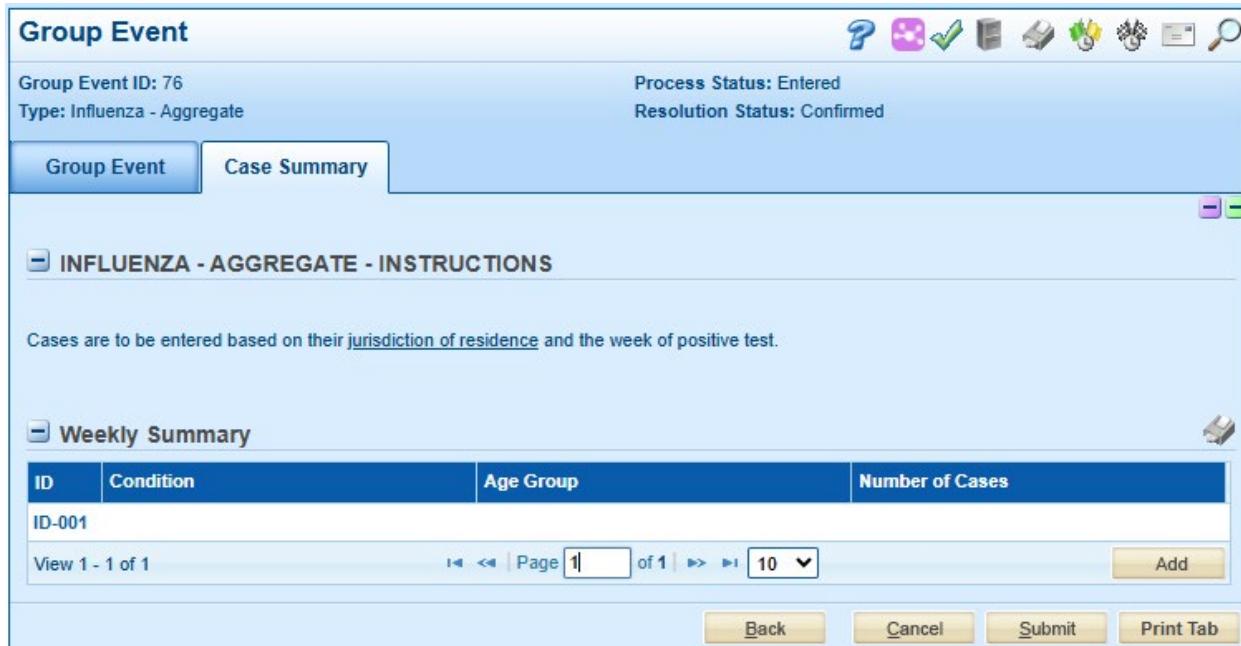
Resolution Status: The default option of Confirmed will be used. Do NOT change this field.

Notes/Remarks: Do NOT update this field. **Do NOT enter any personally identifying information about influenza cases in this field as there is NO condition security applied to group events.**

Client Records linked to this Group Event: This section will NOT be used for Influenza – Aggregate reporting.

Case Summary Tab

To enter information for the CDC reporting week indicated on the Group Event tab, either click on the first blank row ID (ID-001 in the screenshot below) or click the add button below the Weekly Summary table.



Group Event

Group Event ID: 76 Process Status: Entered
Type: Influenza - Aggregate Resolution Status: Confirmed

Group Event Case Summary

INFLUENZA - AGGREGATE - INSTRUCTIONS

Cases are to be entered based on their jurisdiction of residence and the week of positive test.

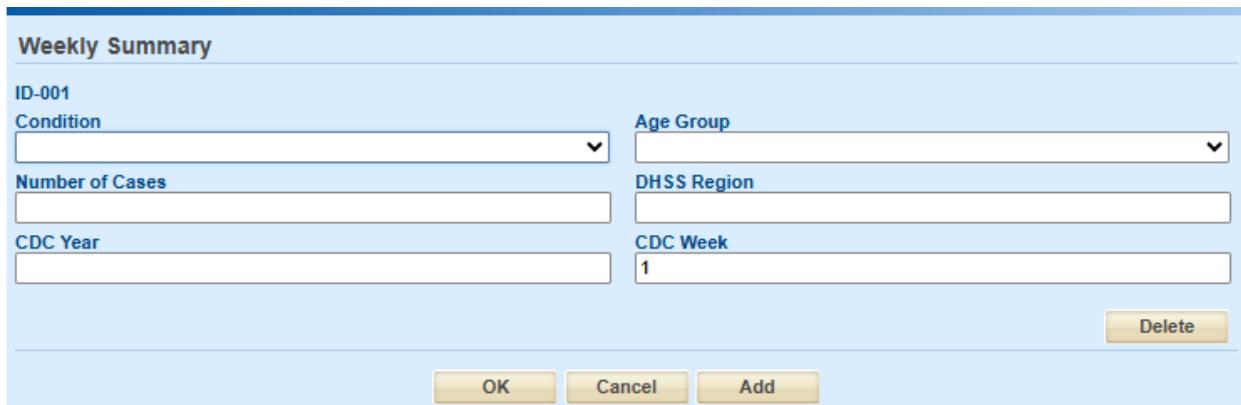
Weekly Summary

ID	Condition	Age Group	Number of Cases
ID-001			

View 1 - 1 of 1 Page 1 of 1 Add

Back Cancel Submit Print Tab

The Weekly Summary detail box will open.



Weekly Summary

ID-001

Condition

Age Group

Number of Cases

DHSS Region

CDC Year

CDC Week

1

Delete

OK Cancel Add

Condition: Choose the Influenza type being reported (Influenza A, Influenza B, or Influenza Unknown or Untyped). Influenza Unknown or Untyped should be used for tests that do not differentiate between Influenza A/B and can only confirm the Influenza virus was detected.

Age Group: Select the age group being reported.

Number of cases: Enter the number of cases that occurred during that CDC week for the influenza type and age group being reported.

DHSS Region: Do NOT edit this field. The region will auto populate from the Jurisdiction field on the Group Event tab. **REVIEW THE DHSS REGION TO ENSURE IT IS CORRECT.**

- If the DHSS Region is not correct, review the Group Event tab to ensure that the correct Jurisdiction was selected.
- If the correct jurisdiction was NOT selected on the Group Event tab, correct the Jurisdiction field. It will also be necessary to delete all entries made in the Weekly Summary Table that display the incorrect DHSS Region as it will not update when the Jurisdiction is corrected.
- To delete an entry with an incorrect region, click on the row ID of the incorrect entry in the Weekly Summary table on the Case Summary tab. In the pop-up box, click the Delete button. An alert will appear asking for confirmation that it is OK to delete the item. Click OK. Then re-enter the item after the jurisdiction has been corrected.

CDC Year and CDC Week: Typically, these fields should not be edited. These fields will auto populate from the Date of Event field in the Group Event tab.

- **The CDC Year and Week will NOT automatically recalculate if the Date of Event field in the Group Event Tab is edited. Please ensure the correct date is entered on the main tab before adding details in the Weekly Summary section.**
- **To recalculate these fields if the Date of Event on the main tab is updated, simply open EACH separate ID under the weekly summary table and press OK. The system will then update to the information to the new Event Date.**
- **Remember to press SUBMIT once this process is complete.**

Weekly Summary

ID	Condition	Age Group	Number of Cases
ID-001	Influenza A	00-01	1
ID-002	Influenza A	05-14	3
ID-003	Influenza A	15-24	14
ID-004	Influenza A	Greater than 64	54
ID-005	Influenza B	25-49	45
ID-006	Influenza B	02-04	7
ID-007	Influenza B	50-64	9
ID-008	Influenza Unknown or Untyped	15-24	2

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Back Cancel **Submit** Print Tab

Entering Multiple Influenza Types and/or Age Groups

If only one type of influenza/age group needs to be entered, click OK to close the pop-up. However, if additional influenza type/age group records need to be entered, click Add to add a new row to the Weekly Summary table.

- Please note that the information for the first influenza/age group entered will seem to disappear but is added to the table in the background and will appear once the pop-up is closed.
- If OK is selected rather than Add, the pop-up will close. If additional influenza types/age groups still need to be entered, simply select the Add button at the bottom right of the Weekly Summary table again to return to the entry pop-up.

Continue adding more rows until all condition/age groups have been entered for that CDC week of report.

When finished entering the last influenza/age group needed, click OK instead of Add. This will close the pop-up and show the completed Weekly Summary table with all rows entered. If any corrections are needed, click on the appropriate row ID number to re-enter that row and make the correction. Both the influenza type and the age group fields remain editable until the process status is updated to Closed by DHSS and Locked. When all entry is finished, click Submit.

Closing Records / Editing Closed Records

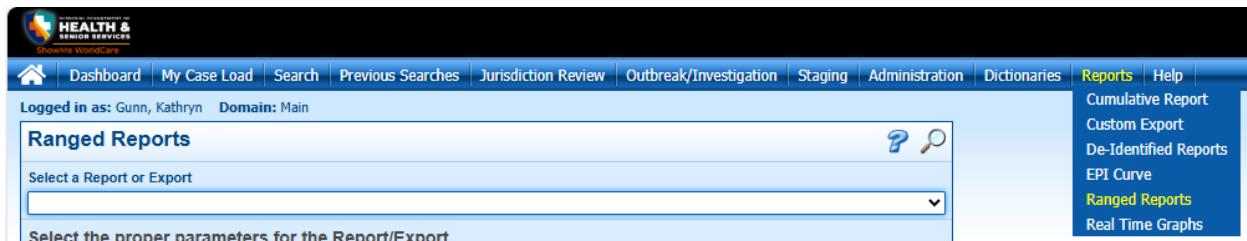
Only the Bureau of Communicable Disease Control and Prevention (BCDCP) will close and lock Influenza – Aggregate group event records. All open Influenza – Aggregate records remain editable until locked by BCDCP so that end users can search for the record for the reporting week and open the group event to update information as needed (e.g., if an influenza record is reported later).

If an Influenza - Aggregate record is locked but needs changes, please contact the appropriate District Epidemiologist to discuss re-opening the record.

Influenza – Aggregate Reports

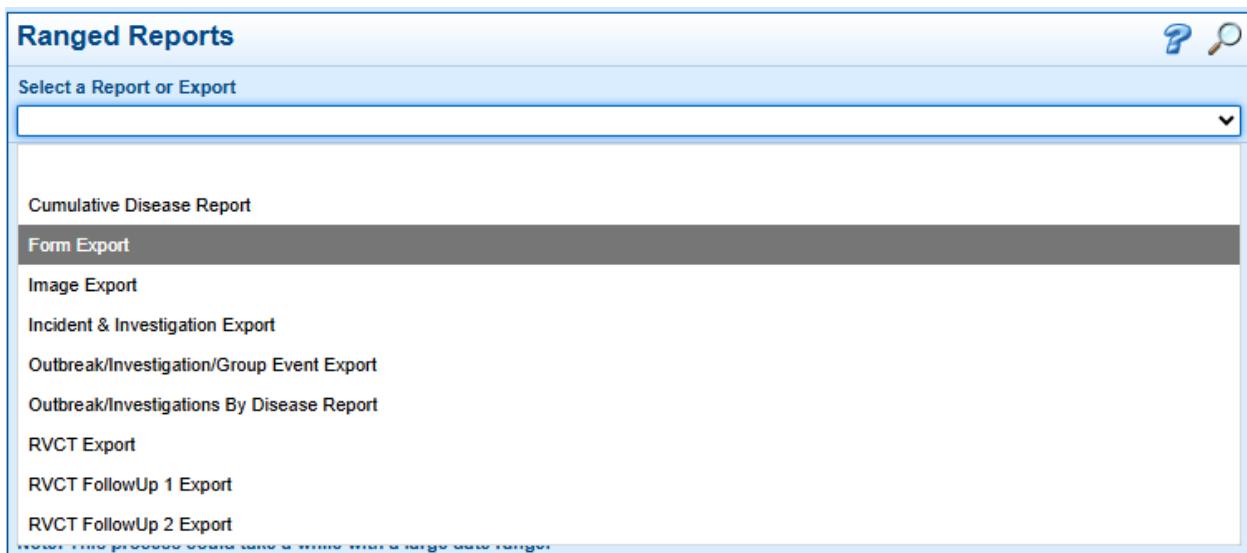
Exporting Data from ShowMe WorldCare

To create a report of influenza – aggregate counts, navigate to the “Ranged Reports” under the Reports menu on the blue banner at the top of the screen.



The screenshot shows the ShowMe WorldCare application interface. At the top, there is a navigation bar with links: Dashboard, My Case Load, Search, Previous Searches, Jurisdiction Review, Outbreak/Investigation, Staging, Administration, Dictionaries, Reports, Help, Cumulative Report, Custom Export, De-Identified Reports, EPI Curve, Ranged Reports, and Real Time Graphs. The 'Reports' menu is open, and 'Ranged Reports' is selected. Below the navigation bar, it says 'Logged in as: Gunn, Kathryn Domain: Main'. The main content area is titled 'Ranged Reports' and contains a sub-section 'Select a Report or Export' with a dropdown menu. A note at the bottom says 'Select the proper parameters for the Report/Export'.

Select “Form Export” from the first drop-down menu.



The screenshot shows the 'Ranged Reports' interface. At the top, it says 'Ranged Reports' and 'Select a Report or Export'. Below is a dropdown menu with the following options: Cumulative Disease Report, Form Export (which is selected and highlighted in grey), Image Export, Incident & Investigation Export, Outbreak/Investigation/Group Event Export, Outbreak/Investigations By Disease Report, RVCT Export, RVCT FollowUp 1 Export, and RVCT FollowUp 2 Export.

Tab or click outside of the report selection field to load the report parameters. In the Templates drop-down list, select “Aggregate Influenza Report.” This will populate the correct Record Type, Date Type, Form Type, and Group Event Type. Update the following fields:

- From: Date should always be a Sunday.
- To: Date should always be a Saturday
- Jurisdiction: Choose the applicable jurisdiction.

Once the appropriate selections have been made, click the Export button at the bottom of the screen.

Please do not save over this template as it is intended for use by all jurisdictions. (The only step that creating a jurisdiction-specific template would save is the jurisdiction selection.) Also, please do not save a template specific to a particular jurisdiction as this clutters the template list and makes the templates more difficult to find.

Ranged Reports

Select a Report or Export

Form Export

Select the proper parameters for the Report/Export

Record Type All Condition/Records Contact Investigation Outbreak/Investigation Group Event Person Record

Date Type Create Event Episode Closed Reported

Sunday Saturday

From 12/28/2025 To 01/03/2026

Form Type Case Summary (InfluenzaCaseSmmry) Include System Section Show All

Location Type Location Grouping

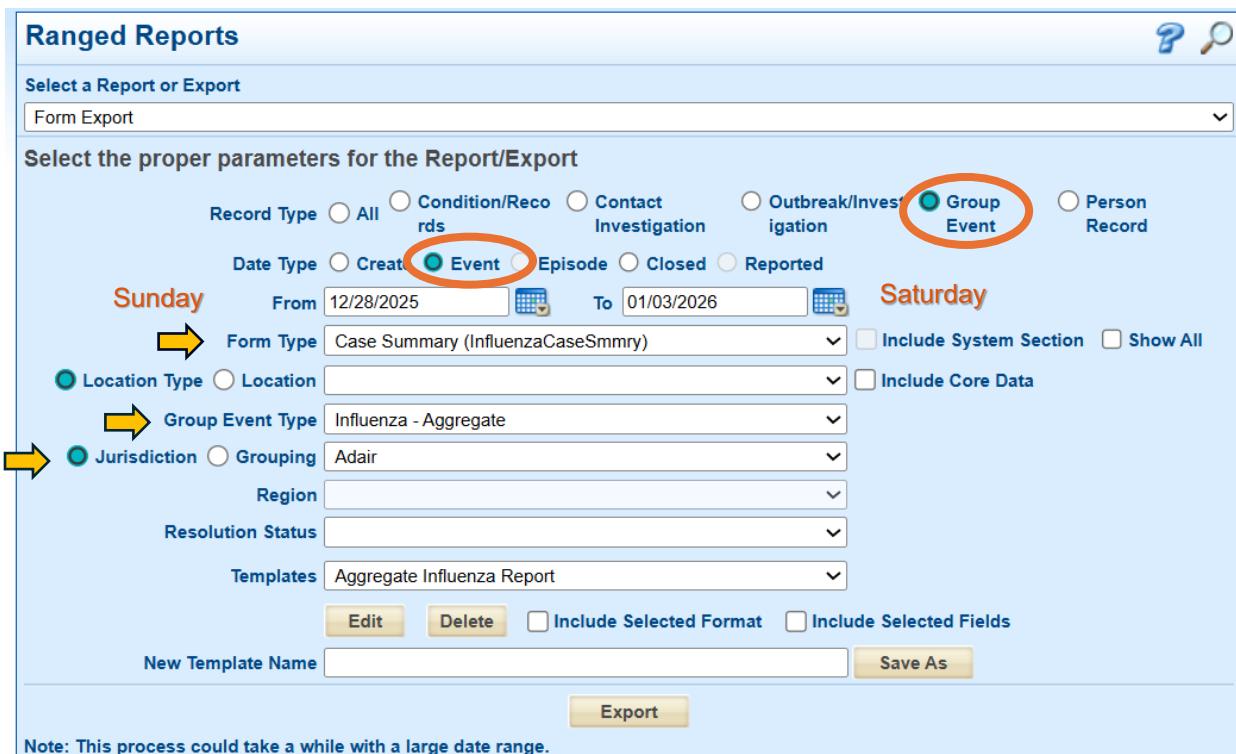
Group Event Type Influenza - Aggregate Include Core Data

Jurisdiction Adair Region

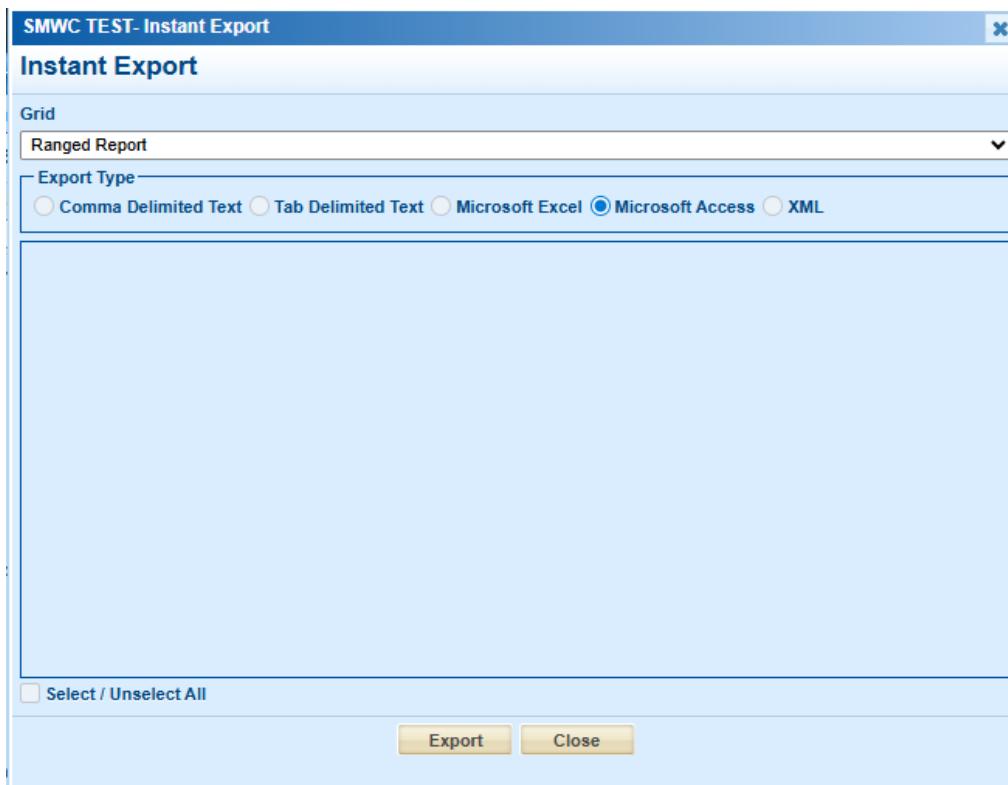
Resolution Status New Template Name Save As

Templates Aggregate Influenza Report Include Selected Format Include Selected Fields

Note: This process could take a while with a large date range.



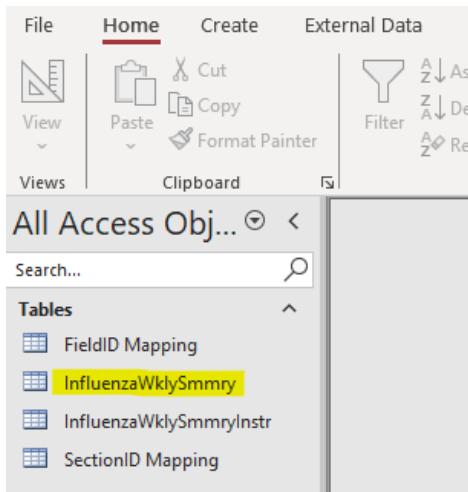
An Instant Export pop-up will appear. Click Export one more time. (Note that even though the Export Type shows multiple options, ShowMe WorldCare is currently able to generate only a Microsoft Access file. The other options are grayed out.)



The file will take some time to generate (especially with a large date range) but will provide a Microsoft Access file that can be exported to Excel.

Converting Data from Microsoft Access to Microsoft Excel

- To access the data, select the second of the four options (InfluenzaWklySmmry) under the Tables list on the left side of the screen by double clicking on it.



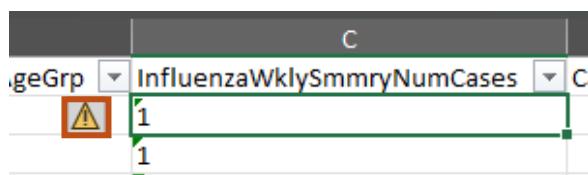
Click External Data from the top menu. Then select Excel and export the data to an Excel file.

Working with Influenza – Aggregate Data in Microsoft Excel

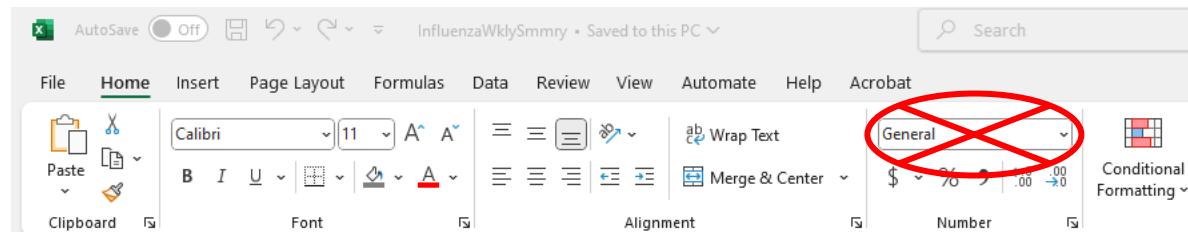
CDC Years and Weeks appear in the MMWRYear and MMWRWeek columns. The local public health agency jurisdiction appears in the DHSSRegion column.

	E	F	G	
	DHSSRegion	MMWRYear	MMWRWeek	C
00	Training Region	2024	26	
00	Training Region	2025	26	

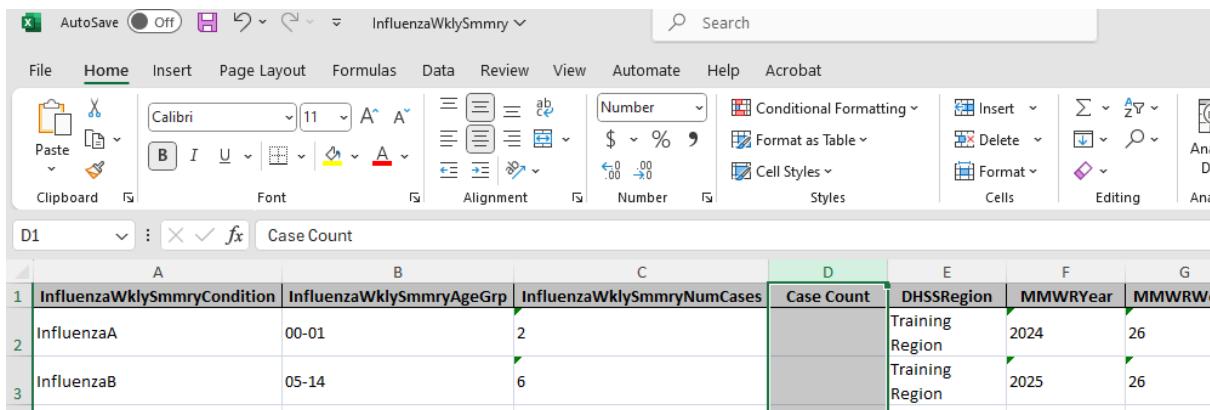
Column C, InfluenzaWklySmmryNumCases is NOT formatted as numeric values. By default, this column is formatted as text which can cause issues when analyzing data and using pivot tables. An error symbol appears if a cell in this column is selected.



If the data will be loaded into other software or used to create a pivot table, the format must be changed from text to numeric. This is not as easy as simply changing the options in the Excel dropdown.

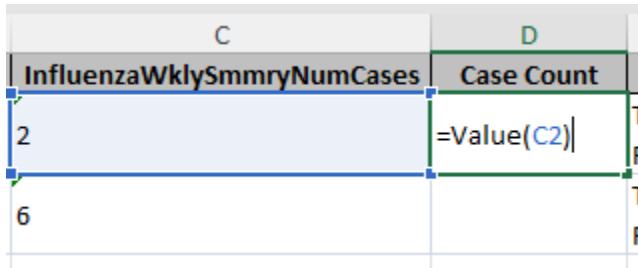


Other software packages can address the formatting issues. To continue to work with the data in Excel, use a formula to correct this issue. Insert a new column D, labeled Case Count in the screenshot below.



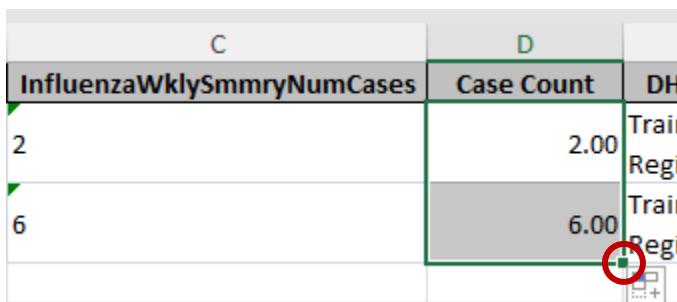
	A	B	C	D	E	F	G
1	InfluenzaWklySmmryCondition	InfluenzaWklySmmryAgeGrp	InfluenzaWklySmmryNumCases	Case Count	DHSSRegion	MMWRYear	MMWRWk
2	InfluenzaA	00-01	2		Training Region	2024	26
3	InfluenzaB	05-14	6		Training Region	2025	26

In cell D2 insert the formula =VALUE(C2) – (or =VALUE(corresponding cell in column C).



C	D
InfluenzaWklySmmryNumCases	Case Count
2	=Value(C2)
6	

Copy or drag the formula down the entire column. (To drag the formula, hover the mouse over the green square at the bottom right corner of the cell until a plus sign appears. Simply double click on the plus sign or drag the formula down the entire column so the formula populates the rest of the cells.)



C	D	DH
InfluenzaWklySmmryNumCases	Case Count	Trair
2	2.00	Regi
6	6.00	Trair
		Regi

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](#).
- 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 on the [ShowMe WorldCare Resources website](#).
- 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 specific conditions. More detailed questions about how to handle cases or how to complete the condition-specific forms will need to be directed to the condition point of contacts, such as the District Epidemiologists. 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 appropriate program.

Version History

Revision Date	Revisions
July 18, 2025	Document created
January 9, 2026	Added section on creating reports and corrected accessibility issues