



SHOWME WORLDCARE

Animal Bites / Exposures Processes

Last Updated: July 25, 2025

Animal Bites – Aggregate vs. Individual

ShowMe WorldCare contains two conditions related to animal bites.

- The **Animal Bites – Aggregate** group event record will be used to enter animal bites that do not require any details other than a basic count by type of animal.
- The **Animal Bites / Exposures** condition record will be used to enter individual animal bites that require additional details such as information on pre-exposure or post-exposure prophylaxis.

General Guidance

- Each case should be counted ONE time through entry on either the individual animal bites condition record OR in the aggregate counts on the group event record. The same bite / exposure should NOT be entered in both places.
- Please refer to the Animal Bites Algorithm to determine whether each case should be entered as an individual condition record OR included in the aggregate counts on the group event record.
- Only the animal types included in the list in the Weekly Summary section on the Animal Bites – Aggregate group event record can be reported in aggregate. If an animal type is not included in the list, it MUST be entered as an individual Animal Bites / Exposures condition record.

Animal Bites – Aggregate Group Event

The group event record type will be used for aggregate animal bites. Group event records are accessed by clicking the Search menu followed by the Group Event tab.

The screenshot shows the ShowMe WorldCare web application interface. At the top, there is a navigation bar with links: Dashboard, My Case Load, Search (circled in red), Previous Searches, Jurisdiction Review, Outbreak/Investigation, Staging, Administration, and Dictionaries. Below this, a status bar indicates 'Logged in as: Mickels, Becca_SyAdmin' and 'Domain: Main'. Underneath, there are four tabs: Person, Condition/Record, Outbreak/Investigation, and Group Event (circled in red). Below the tabs, there are radio buttons for 'Group Event #', 'Type', 'Event Date', 'ID', 'Create Date', 'Location', and 'Priority'. A search input field is present, followed by 'Find', 'Clear', and 'Save Search' buttons.

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.

A button labeled 'New Group Event' is shown, which is part of the interface for entering aggregate data for a new week.

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The group event record looks similar to the outbreak record. On the first tab, users will enter their jurisdiction and the start date of the reporting week. On a second tab, a weekly summary table allows entry of the number of cases for each type of animal bite. Instructions have been added at the top of the second tab to clarify when cases should be entered in aggregate versus individually.

Group Event Tab

Group Event

Group Event ID: 46
Type: Animal Bites - Aggregate
Process Status: Entered
Resolution Status: Suspect

Group Event | **Weekly Summary**

Group Event Number * Type: GE202511 | Animal Bites - Aggregate | Description:

Location: | Date of Event: | Date Created: 04/15/2025 | Date Closed:

Jurisdiction: | Investigator: | Priority:

Process Status: Entered | Resolution Status: Suspect

Notes/Remarks:

Client Records linked to this Group Event: [Link Existing Client Record](#)

Record ID	Name	Address	Telephone	Print
<div> <div>PREV</div> <div>NEXT</div> </div>				

[Show All](#)

[Delete](#) [Create Outbreak/Investigation](#) [Next](#) [Save](#) [Cancel](#) [Print Tab](#)

- **Group Event Number:** Do not enter anything in this field. The group event number will be assigned by the system when the record is saved.
- **Type:** Choose *Animal Bites – Aggregate*.
- **Date of Event:** This field will be used to represent the CDC week, which runs Sunday – Saturday. Enter only the Sunday date that begins the appropriate CDC week.
- **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 assigned the *Closed by Agency* process status.
- **Jurisdiction:** Choose the appropriate jurisdiction.
- **Investigator:** DO NOT assign an investigator.
- **Process Status:** The default option is Entered. Change to *Closed by Agency* after the event week has ended. This will lock the record to further edits.
- **Resolution Status:** Do not update this field. The default option of Confirmed will be used.
- **Client Records linked to the Group Event:** This section will not be used for aggregate animal bites reporting.

Weekly Summary Tab

Group Event



Group Event ID: 46
Type: Animal Bites - Aggregate

Process Status: Entered
Resolution Status: Suspect

Group Event **Weekly Summary**

ANIMAL BITES - AGGREGATE - INSTRUCTIONS

- Each case should be counted ONE time through entry on either the individual animal bites condition record OR in the aggregate counts on the group event record.
- Please refer to the Animal Bites Algorithm to determine whether each case should be entered as an individual condition record OR included in the aggregate counts on the group event record.
- Only the animal types included in the list in the Weekly Summary section can be reported in aggregate. If an animal type is not included in the list, it must be entered as an individual animal bite condition record.
- Bats should be included in aggregate counts ONLY if they have CONFIRMED NEGATIVE test results. The accession number(s) for the negative test(s) must be provided upon entry.
- All bats that test positive or unsatisfactory MUST be entered as individual animal bite / exposure conditions.
- For scenarios where known or possible contact with a bat is reported and the bat is not submitted for rabies testing, enter as an individual animal bite / exposure condition.

WEEKLY SUMMARY

ID	Animal type	Number of cases
ID-001		

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Back Cancel Submit Print 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 above) or click the Add button below the Weekly Summary table.

This will open the entry window.

The screenshot shows a software window titled "SMWC TEST - Section Instance". Inside, there is a tab labeled "WEEKLY SUMMARY". Below the tab, the text "ID-001" is displayed. There are two input fields: "Animal type" with a dropdown arrow and "Number of cases" with a text input area. Below these fields is a note: "* Bats only: Accession number(s) for negative test(s)". Under this note is a large yellow rectangular area, likely a table for data entry. At the bottom right of the yellow area are two buttons: "Add" and "Delete". At the very bottom of the window are three buttons: "OK", "Cancel", and "Add".

- 1) Select the first animal type to be reported. The options available for aggregate reporting are bats (only those that have NEGATIVE test results), cat, dog, ferret, opossum, rabbit, small rodent, and squirrel. **Any other animal type cannot be reported in aggregate and must be reported using the Animal Bites / Exposures condition record.** Enter the Number of cases for that animal type.
 - a. For bats that are entered into aggregate, the accession number associated with that bat's test result must be entered. This is a required field for this animal type.
 - b. If a bat is not tested at all or has a positive or unsatisfactory test result, that information should be entered using the individual Animal Bite/Exposure record.
- 2) If only one type of animal bite needs to be entered, click OK to close the pop-up. However, if bites for additional animal types need to be reported, click Add to add a new row to the Weekly Summary table.
 - a. Please note that the information for the first animal type entered will seem to disappear but it is added to the table in the background and will appear once the pop-up is closed.
 - b. If at any point OK is clicked rather than Add but additional animal types need entered, simply click on the Add button on the Weekly Summary tab again to return to the entry pop-up.
- 3) Continue adding more rows until all animal types have been entered.

- 4) When finished entering the last animal type 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 Animal type and Number of cases fields remain editable while the record is open. When all entry is finished, click Submit.

WEEKLY SUMMARY		
ID	Animal type	Number of cases
ID-001	Opossum	3
ID-002	Cat	10
ID-003	Dog	25
ID-004	Ferret	1
ID-005	Rabbit	1
ID-006	Small rodent	2
ID-007	Squirrel	50
View 1 - 7 of 7 Page 1 of 1 10 Add		

- 5) Return to the Group Event tab and update the Process Status to *Closed by Agency*.

Closing Records / Editing Closed Records

Aggregate animal bite records can be edited until the *Closed by Agency* process status is selected. Until that point, end users can search for the record for the reporting week and open the group event to update the information as needed (e.g., if a bite is reported later).

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

Animal Bites / Exposures Condition Records

Please refer to the Animal Bites Algorithm to determine which cases require individual entry using the Animal Bites / Exposures condition record. As previously noted, any animal type which is not included in the list for the aggregate group event **MUST** be entered on the Animal Bites / Exposures condition record.

The Animal Bites / Exposures record contains several tabs. For clarification on how to complete these tabs, please contact the appropriate District Epidemiologist.

- The **Person** and **Administrative** tabs function the same for Animal Bites / Exposures as for other conditions in ShowMe WorldCare. More information on these tabs can be found in the ShowMe WorldCare End User Manual located at <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus-lpha/smwcpdf/smwcp-end-user-manual.pdf>.
- The **Exposures** tab contains sections related to the Bite / Exposure, the Medical Care Provider involved with treating the patient, and Hospitalization information.
- The **RPEP** tab is used to document any rabies post-exposure prophylaxis provided to the bite victim as well as any pre-exposure prophylaxis or vaccinations related to rabies that the victim

may have received. The vaccination sections contain a link to the ShowMeVax immunization registry to pull in any relevant vaccination information documented in that system.

- In WebSurv, Animal Bites and RPEP were collected separately. This led to duplication of entry as many of the fields were similar. Also, there were many instances when there might be an RPEP record entered but not an Animal Bites record, or vice versa, which required quite a bit of follow-up from the DHSS program. Therefore, it was determined that it would be easier to combine the conditions going forward to reduce workload for everyone working on animal bites.
- Because Animal Bites and RPEP were separate conditions in WebSurv, it is possible that the two conditions may have had different statuses. During data migration, the statuses from the Animal Bites condition in WebSurv were used to determine the status assigned to the ShowMe WorldCare Animal Bites / Exposures condition.
- The **Animal** tab provides space to document information about the biting animal's owner, a description and details related to the biting animal, questions related to bat exposure, any vaccinations the biting animal may have received, and any observation or testing of the biting animal. Many of these sections have been set up as repeating to allow for entry of multiple animals if needed. For example, if a person were attacked by a pack of dogs, information about each dog can be documented within the same record since all are related to the same bite incident.

Closing Records / Editing Closed Records

The Animal Bites / Exposures condition utilizes the same workflow and process statuses as most other general communicable disease conditions. Once an investigator has completed work on the record, the Process Status can be updated to *Closed by Agency / Ready for DHSS QA*.

However, **please note that with the combining of the Animal Bites and RPEP conditions, the investigator should wait to close the record until all the RPEP information has been entered.** This means the record may need to stay in the *Under Investigation* process status until the final RPEP dose has been administered and reported.

If information on the record needs to be revised after the record has been locked by DHSS, please contact the appropriate District Epidemiologist to discuss the need to unlock the record.

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_737JeAAdfM2q1M.
- 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 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
April 24, 2025	Document created
May 2, 2025	Updated entry instructions for aggregate animal bites
July 25, 2025	Updated Weekly Summary Tab section to reflect the addition of the Bats – NEGATIVE TEST ONLY option under Animal type and the new Bats only: Accession number(s) for negative test(s) field