

Tips

- When creating a condition record, make sure to search for the person in ShowMe WorldCare (SMWC) using all available advanced search options to avoid creating a duplicate person. Search options are described in more detail in the ShowMe WorldCare End User Manual: <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus-lpha/smwc/resources.php>
- When working through a record, start with the Person tab, then move to the Administrative tab to assign an investigator and complete dates that may be used in calculations on the middle tabs.
- Utilize the ShowMe WorldCare End User Manual to find information on general system functions and sections: <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus-lpha/smwc/resources.php>

Condition-specific Processes

Please contact a District Epidemiologist.

Contact Investigations

Most condition records in SMWC contain a Contacts section, typically on the Epidemiologic tab.

IMPORTANT NOTE: Contacts in SMWC can only be linked to condition records, not to other contact records. Each contact should be linked to a condition record. There is no Contacts (system) section on contact investigation records.

Contacts (system)						
ID	Last Name	First Name	Phone	Street Address	Apartment	
ID-001						
View 1 - 1 of 1 Page 1 of 1 10						

For Vaccine Preventable Diseases, entering a contact in this section does NOT create a separate contact investigation record. Some conditions will need no further action once a contact is entered here. However, some conditions will require creation of a contact investigation record.

IMPORTANT NOTE: When adding a contact in this section, be sure to FIRST click on the Link Person button in the upper right to search for the person in case they are already in ShowMe WorldCare. Typing in a person's information and clicking OK/Add without first checking Link Person could create a duplicate person record.

Contacts (system)
ID-001



Contacts Only Tab

Condition records and contact investigation records use nearly identical forms (screens). For certain conditions, both types of records will contain a Contacts Only tab. This tab is enabled for contact investigation records. For questions about when this tab needs to be completed, please refer to the contact investigations by condition table below and/or consult with a District Epidemiologist. This tab is disabled on condition records as it does not apply. However, including the tab on condition records allows any information entered on a contact investigation record to be carried forward to the condition record if a contact investigation record is converted to a condition record.

Vaccine Preventable Disease Contact Investigations by Condition

Condition	Contact Investigation Requirements
Diphtheria (C. diphtheriae)	All contacts need a contact investigation
Diphtheria (C. ulcerans/C. pseudotuberculosis)	All contacts need a contact investigation
Haemophilus Influenzae, Invasive	Type b requires contacts to have a contact investigation. Type a <u>sometimes</u> requires a contact investigation. Please consult a District Epidemiologist for any questions.
Hepatitis A Acute	All contacts need a contact investigation
Influenza-associated Mortality	Does not require contacts to have separate contact investigations
Invasive Pneumococcal Disease (Strep pneumoniae Invasive Disease)	Does not require contacts to have separate contact investigations
Measles	All contacts need a contact investigation
Meningococcal Disease	All contacts need a contact investigation
Mumps	All contacts need a contact investigation
Pertussis	Contacts <u>may</u> require a contact investigation based on these factors: 1. Household contacts of a case 2. People at high risk of severe pertussis infection 3. People who will have contact with people at high risk of developing severe pertussis infection Please consult a District Epidemiologist.
Polio	All contacts need a contact investigation
Poliomyelitis, Paralytic	All contacts need a contact investigation
Poliovirus Infection, Nonparalytic	All contacts need a contact investigation
Rubella	All contacts need a contact investigation
Rubella, Congenital Syndrome	All contacts need a contact investigation
Smallpox (Variola)	All contacts need a contact investigation
Tetanus	Does not require contacts to have separate contact investigations
Varicella (Chickenpox)	Contacts <u>may</u> require a contact investigation. Please consult a District Epidemiologist.

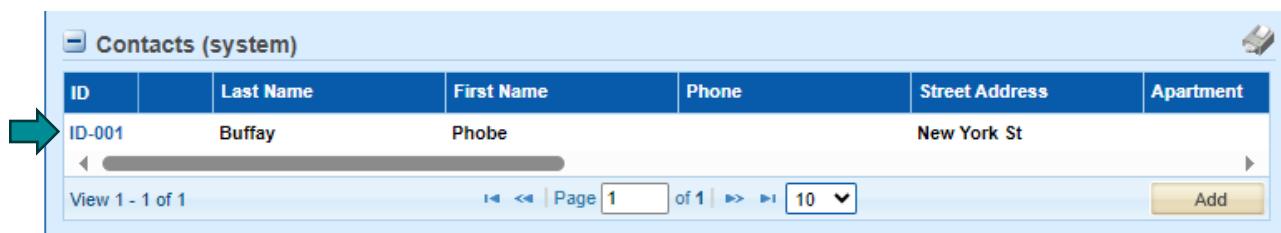
Creating a Contact Investigation Record

There are two ways to create a contact investigation record for a contact.

Option 1: This is the optimal method of creating a contact investigation to ensure that records are linked correctly between the contact and the original case.

Open the contact from the Contacts section (typically on the Epidemiologic tab) in the condition record for the case to which the contact is linked. Click on the contact ID.

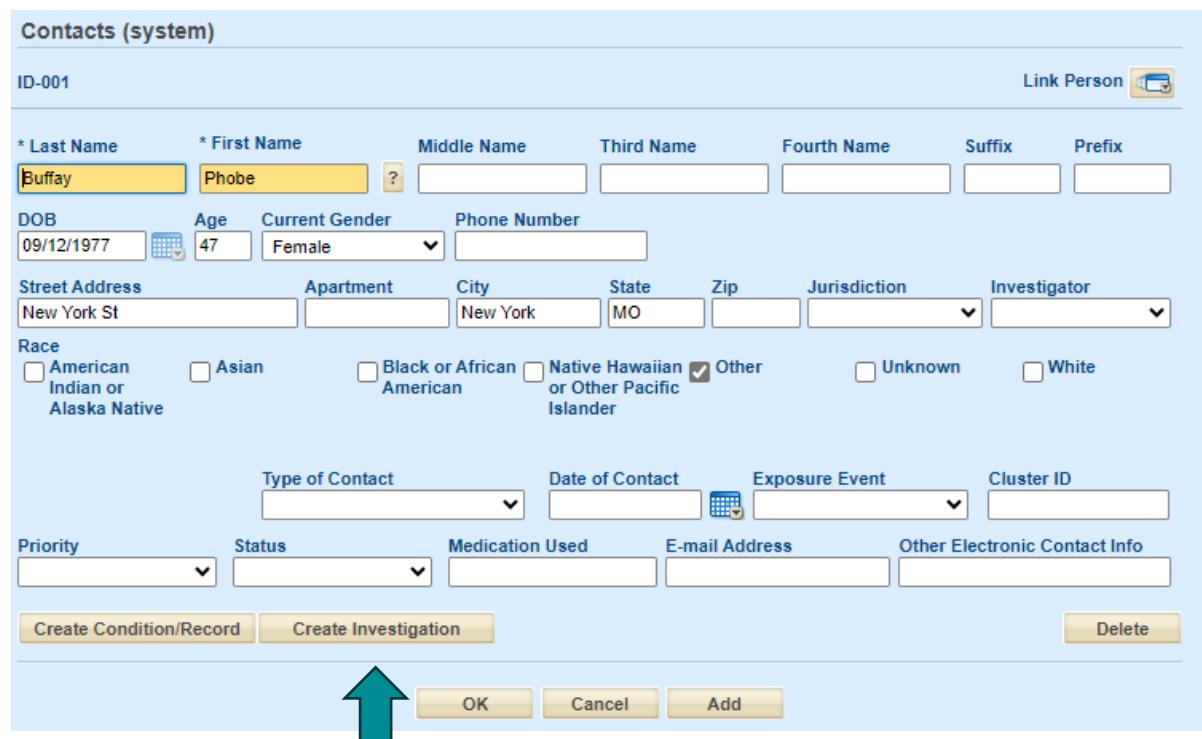
Tip: If actively working on the original case's condition record, be sure to save that record before entering the contact. For example, if Phoebe Buffay is a contact to Monica Geller-Bing, make sure to save Monica's condition record before starting work on Phoebe's contact record.



ID	Last Name	First Name	Phone	Street Address	Apartment
ID-001	Buffay	Phoebe		New York St	

View 1 - 1 of 1 Page 1 of 1 Add

This will open a detailed pop-up window for the contact. Click on Create Investigation



Contacts (system)

ID-001 Link Person 

* Last Name	* First Name	Middle Name	Third Name	Fourth Name	Suffix	Prefix
Buffay	Phoebe	?				

DOB Age Current Gender Phone Number
09/12/1977 47 Female

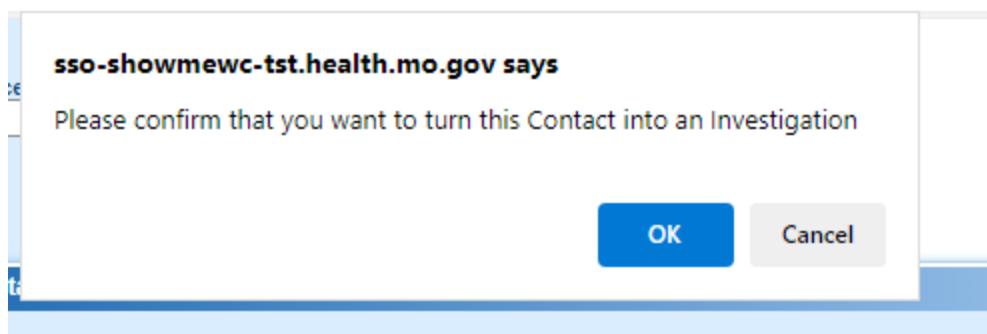
Street Address Apartment City State Zip Jurisdiction Investigator
New York St New York MO

Race
 American Asian Black or African American Native Hawaiian American Other or Other Pacific Islander Unknown White
 Indian or Alaska Native

Type of Contact Date of Contact Exposure Event Cluster ID

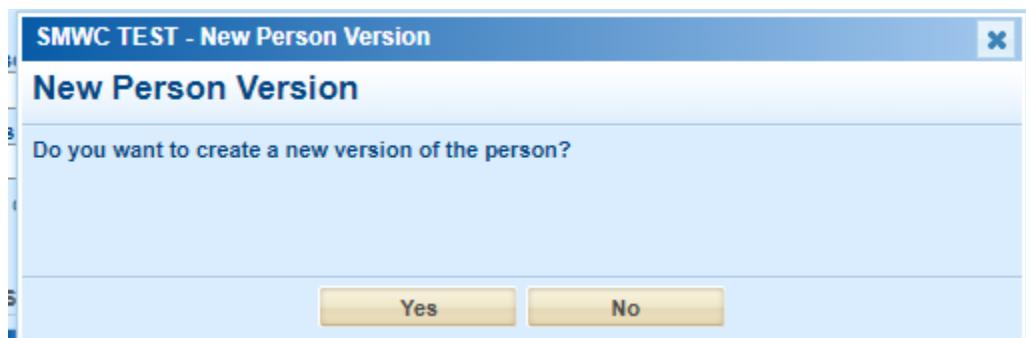
Priority Status Medication Used E-mail Address Other Electronic Contact Info

A pop-up will appear and ask for confirmation that the contact should be turned into a contact investigation record. Click OK to proceed.

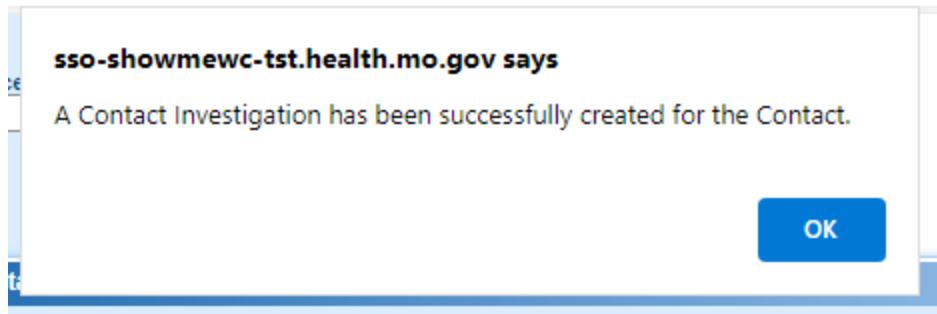


Another pop-up will appear asking if a new version of the person should be created.

- Select No if the existing demographics/contact information for the contact should be used.
- Select Yes if updated or alternate demographics/contact information will be entered for the person.



A third pop-up will confirm that the contact investigation record has been successfully created. Click OK.



The new contact investigation record will be listed in the contact's pop-up box. Click on the link to the newly created Contact Investigation record to open it.

Contacts (system)

ID-001

Link Person 

* Last Name Buffay	* First Name Phobe	Middle Name ?	Third Name	Fourth Name	Suffix	Prefix
DOB 09/12/1977	Age 47	Current Gender Female	Phone Number			
Street Address New York St	Apartment	City New York	State MO	Zip	Jurisdiction	Investigator
Race <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian <input checked="" type="checkbox"/> Other or Other Pacific Islander <input type="checkbox"/> Unknown <input type="checkbox"/> White						
Type of Contact		Date of Contact	Exposure Event	Cluster ID		
Priority	Status	Medication Used	E-mail Address	Other Electronic Contact Info		
 CI 222896						
Create Condition/Record Create Investigation			Delete			
OK Cancel Add						



Work through the tabs to fill out the contact investigation record as appropriate. For questions about completing the various tabs, please consult with a District Epidemiologist.

Tip: After completing the Person tab, move to the Administrative tab to assign an investigator and complete any dates that may be needed for calculations on the middle tabs.

Contact Investigation

Contact: Buffay, Phobe Person ID: 114962 Investigation ID: 222896
DOB: 09/12/1977 Condition: Rubella Pro/Res Status: Entered/Suspect

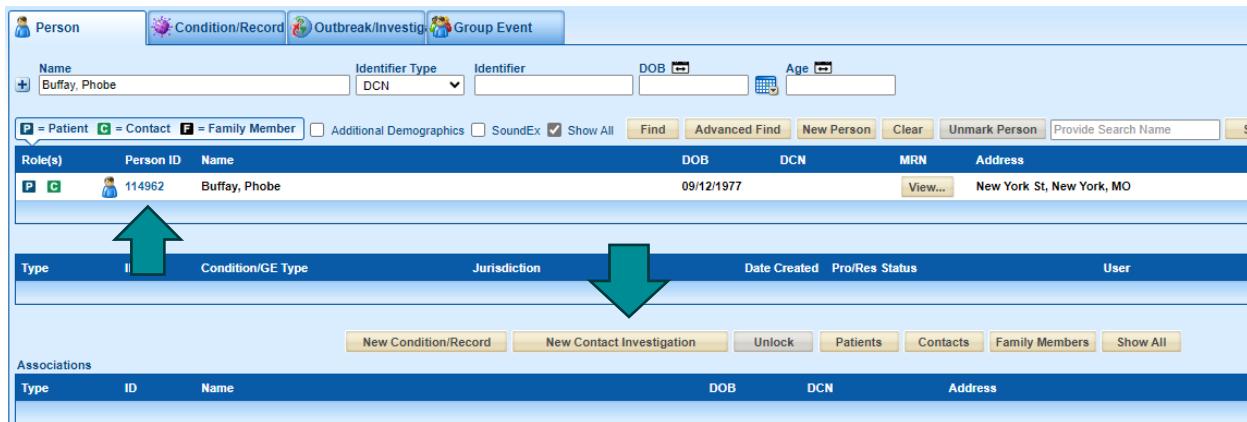
[Person](#) [Laboratory](#) [Clinical](#) [Epidemiologic](#) [Contacts Only](#) [Administrative](#)

* Condition Being Reported [Rubella](#)

Name	Primary Language			
* Last Name Buffay	* First Name Phobe	Middle Name	Third Name	
Fourth Name	Name Suffix	Name Prefix	Nationality	

Option 2

Once a contact is entered in ShowMe WorldCare, they have a person record and can be accessed via the Search – Person screen. Click on the Person ID to view any records linked to the person record.



The screenshot shows the ShowMe WorldCare Person search interface. At the top, there are tabs for Person, Condition/Record, Outbreak/Investigation, and Group Event. Below the tabs, a search bar includes fields for Name (Buffy, Phobe), Identifier Type (DCN), Identifier, DOB, and Age. A dropdown menu shows 'P = Patient' and 'C = Contact'. Buttons for 'Find', 'Advanced Find', 'New Person', 'Clear', and 'Unmark Person' are available. The search results table has columns for Role(s), Person ID, Name, DOB, DCN, MRN, and Address. The first result is 'P C 114962 Buffy, Phobe' with DOB 09/12/1977 and address New York St, New York, MO. Below the table are buttons for 'Type', 'Condition/GE Type', 'Jurisdiction', 'Date Created', 'Pro/Res Status', and 'User'. At the bottom, there are buttons for 'New Condition/Record', 'New Contact Investigation', 'Unlock', 'Patients', 'Contacts', 'Family Members', and 'Show All'. A 'Associations' section is also present.

If the person does not already have a contact investigation record for the condition, a new one can be created by clicking the New Contact Investigation button. Alternatively, the person record could be opened and there is a New Contact Investigation button at the bottom of the Person record as well. Then complete the contact investigation record as described under Option 1.

NOTE: Option 2 is NOT the optimal method of creating a contact investigation because linkage to the original patient may not occur if the contact investigation record is not generated from the original patient's condition 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_737JeAADftM2q1M.
- 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/smwc/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
February 19, 2025	Document created
October 1, 2025	Added Hepatitis A Acute to the Vaccine Preventable Disease Contact Investigations by Condition table