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The Washington Disease Reporting System (WDRS) General Communicable Diseases (GCD) model is used to track and report suspect and confirmed cases of GCDs (notifiable communicable diseases including hepatitis A and E but not hepatitis B, C or D, TB, or STDs) to the Washington State Department of Health (DOH). All WDRS users will first be required to set up a Secure Access Washington (SAW) account, for more information see the WDRS Reference Guide (Chapter 2: Security and Logging In).

If using Internet Explorer when logging into SAW, adjust your Compatibility View settings to avoid WDRS freezing issues. Click on the ‘Tools’ icon on the top right hand corner of the page. Select Compatibility View settings from the dropdown menu and a pop-up menu will appear. Select wa.gov from the ‘Add this website’ window and click on the ‘Add’ button to drop the website down to the ‘Websites you’ve added to Compatibility View’ field. Click the ‘Close’ button and continue to log into SAW as normal.
Please note: the WDRS system will automatically time out due to inactivity after 30 minutes.

**General Information**

Once you log into WDRS through SAW, you will be brought to the WDRS Home Page. This page is customizable and will look different depending on the user’s permissions and settings.
Creating an Event

You may search for a person or create a new event (case record) from the **WDRS Home Page**. For guidance on searching for persons or events and creating new events, refer to the general **WDRS Reference Guide** (Chapter 4: Search for Persons and Events and Chapter 5: New Events and Updating Data).

**CRITICAL:** Always search for an event or person before creating a new event or new person.

It is important to include as much information as possible when creating an event because information entered is used to populate fields throughout the event. This especially includes the first and last name, sex, date of birth (DOB), and address. Address is used to assign the accountable county, sex and age determine if pregnancy questions will appear, and age specifying the person to be older than 12 years is required for an employment field to appear in the **Demographics** question package.
Once you have created, or found, an event (case record), the **Event Summary Screen** (shown below) will be displayed. WDRS is formatted with multiple tabs for data entry by topic area under the **Event Data Tab**. This tab contains a series of question packages to add information about the disease case which may include: Administrative, Demographics, Clinical and Laboratory, Risk and Response, Transmission Tracking, Treatment, Contract Tracing Form, Case Classification, and CDC Notification.
Within the GCD model of WDRS, question packages will look similar across conditions, with the exception of the Clinical and Laboratory question package and Risks and Response question package. The CDC Notification question package will be used by DOH Office of Communicable Disease Epidemiology (OCDE) Program.

To open a question package, double click on the question package name or single click to highlight the name and click on the ‘View Question Package’ button at the bottom of the list. Answer fields in order, from the top to bottom of the page.

**Data Entry**

There are two ways to enter data for a new event: use the individual question packages or use the wizard. Question package, or tabular, entry requires you to enter data through individual question packages and choose the fields to input. Wizards, however, are condition-specific and take relevant questions from the different question packages to create one spot for data entry. **Wizards are the recommended method for data entry.**

WDRS is formatted with multiple tabs for data entry by topic area. Continuous data entry into one screen can be done using wizards. View the Wizards section below to learn more.

Some fields you will see along the way are grayed out indicating that they are read-only and do not allow edits to be made.

Some read-only fields are populated from data input elsewhere (e.g. ‘Age years’ pulls from the date of birth input on the Person page.) If changes to these fields are needed, you must go back and find the original field to make the change on the page where the information was originally entered. For example, refer to the Persons Tab on the Event Summary Screen to add addresses, or change vital demographics. Some grayed out fields are editable by OCDE only and appear for your information.

Question formats include -

Drop-downs answer choices appear in various forms, including:

- Yes, No, Unknown (Unknown could be refused/not applicable/doesn’t know, but implies that there was an attempt to get information)
- Yes, Maybe, No, Unknown
- Various pre-populated lists, called reference parties, to select from

Leave a question blank if it was not asked.

Text box
- A field to add free text

**Radio buttons**
- Allow for one selection from the available options

**Check boxes**
- Allow for one or multiple selections from the available options

**Dates**
- Input MM/DD/YYYY or select the date by clicking on the calendar logo.
  - When using the year drop-down found under the calendar icon for date fields in WDRS, the system automatically selects a 20 year range from 2007-2027, with the current year pre-selected in the middle.

To select years before or after the 20 year range, (like a birthdate in 1972), click on the year at the top of the list, then select the drop down again, the drop-down is now a 20 year range with the selected year in the middle. There is no option to scroll to additional years.

A red error message will appear for illogical date entries, for example, if a diagnosis date precedes the symptom onset date.

**Parent and Child Questions**

WDRS contains parent questions and child questions. Parent questions always appear in the model. Child questions do not appear in WDRS until the parent question is answered and in a certain way (e.g. answering Yes to ‘Hospitalized overnight’ prompts a field to input the facility).
While WDRS will only show the parent questions until data is input, the paper forms will show all applicable fields. The dependent relationship of child questions are indicated on the forms by either appearing on the same line as the parent question or by indentation on the following line.

Paper form
The ‘Initial report source’ question on the paper form displays all child questions with indentation.

<table>
<thead>
<tr>
<th>REPORT SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial report source (use selections below)</td>
</tr>
<tr>
<td>LNJ</td>
</tr>
<tr>
<td>Reporter organization</td>
</tr>
<tr>
<td>Reporter name</td>
</tr>
<tr>
<td>Reporter phone</td>
</tr>
</tbody>
</table>

WDRS
The ‘Initial report source’ question in WDRS does not display the child questions until a response in input.

Before a response is input

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LNJ</td>
<td>Laboratory</td>
</tr>
<tr>
<td>Reporter organization</td>
<td></td>
</tr>
<tr>
<td>Name of person reporting case</td>
<td></td>
</tr>
<tr>
<td>Reporter telephone</td>
<td></td>
</tr>
</tbody>
</table>

After a response is input

Some fields in WDRS, particularly dates, have additional drop-down fields that may not appear until the field is completed and you tab to or move your cursor to the following field.

Search Icon
When this magnifying glass icon appears next to a field, click on the icon to search for a response from a preexisting list. Best practice is to enter the first few letters of the name followed by an asterisk. This is called the Wildcard Function which searches for terms that match the initial characters input and unknown characters following the asterisk. In the example below, searching ‘Harborview’ retrieves no results (first image), whereas searching ‘harb*’ returns numerous options (second image).
Concerns

Red error messages will appear for illogical entries, such as entering an onset date or vaccination date before the birthdate. These illogical entries will generate concerns which display under ‘Notices’ on the Basic Information section of the Event Summary Screen.

Concerns may prevent rules from running in the system. It is important to resolve concerns as they occur.

For example, Brucellosis has infant-specific questions that will only appear if age at symptom onset is less than 365 days. If ‘Symptom onset date’ is incorrectly entered with a date preceding DOB, the concern ‘Symptom onset date cannot be before birthdate’ will generate. This concern will prevent WDRS from calculating the age at symptom onset and therefore not display infant-specific questions.

CDC Forms

Several conditions previously requiring CDC forms now capture all necessary information so forms no longer need to be faxed to OCDE. As of June 2018, those conditions include: novel influenza, pediatric influenza death, legionellosis, and typhoid fever.

Uncertain Dates

The handing of uncertain dates in WDRS vary by program area. For GCDs:
1. If month and year are known and you can make a close estimate of the day, pick a day. 
   Note: Do not select ‘Derived’ = Yes if this is used to populate the symptom onset date.
2. If the month and year are known and you cannot make a close estimate of the day, 
   input the first on the month for that month and year. 
   Note: Select ‘Derived’ = Yes if this is used to populate the symptom onset date.
3. If the date is unknown, do not enter it. This is especially important for the symptom 
   onset date.

Be sure to save the data you input in each question package by either clicking on the 
‘Save and Stay’ button to remain in that question package, or the ‘Save’ button which 
takes you back to the Event Summary Screen.

Wizards

Wizards are condition-specific and take relevant questions from the different question 
packages to create one spot for data entry. Wizards are designed to streamline data entry and 
make data viewing easier. WDRS paper forms are designed to match the respective condition’s 
wizard in WDRS.

On the Event Summary Screen select the Wizards drop down at the bottom on the screen, 
select the condition from the dropdown, and click ‘View Wizard.’

The following sections walk through various wizard subsections. Additional fields, not often 
included in the wizards, are described in their corresponding question package section.

ADMINISTRATIVE
Wizards begin by collecting administrative information using select fields from the Administrative question package. This section is similar across all GCD conditions.

**Accountable County**

This field is auto-filled based on the reporting address of the person, which was entered either at event creation or on the Persons Tab afterwards. To populate the field, click on the ‘Select reporting address’ link and a pop-up menu will appear with addresses previously input. Click on ‘Select an Official Address’ next to the correct address and this will populate the ‘Accountable County’ and autofill the address fields ‘City,’ ‘County,’ ‘State,’ ‘Zip code,’ and ‘Country’.

To change address information, return to the Event Summary Screen and select the Persons Tab. Click the ‘Edit Person’ button and select ‘Add Address Type.’ Enter and save the additional address and it will appear as an option when you click on ‘Select reporting address.’

**Investigator**

Enter the primary data case manager for this event. This can be changed to another investigator in your jurisdiction. For transfers outside of your jurisdiction, contact the OCDE. The * indicates that if left blank, the status of this question package on the Event Summary Screen will read as Incomplete. However, there are no required fields other than those to create an event (condition and person’s name).

**LHJ Case ID (optional)**

Optional field for LHJ use.

**LHJ Notification Date**

Enter the date the LHJ is made aware of a suspect or confirmed case or received information on the person by phone, fax, or email. Note that this is an assessment field (old 5930 report).
Case classification
Classifications are based on national surveillance case definitions used by the National Notifiable Diseases Surveillance System (NNDSS: https://wwwn.cdc.gov/nndss/case-definitions.html) or a DOH surveillance case definition for conditions not included in NNDSS (included in the condition’s guideline).

WDRS will auto-classify some conditions based on a combination of laboratory and/or clinical information, depending on the condition. This field is read only for auto-classification conditions. If you need to change the classification of an auto-classified condition, the case information driving the auto-classification will need to be updated.

For conditions that don’t auto-classify, the case investigator will provide the classification in this field following the surveillance case definitions for the condition. Options include:

- Classification pending
- Confirmed
- Not reportable – To be selected if the information about reported condition has changed after further investigation or testing was not performed.
- Probable
- Ruled out – To be selected when clinical symptoms or lab results argue against the condition. It often implies a negative lab result or alternate etiology identified.
- Suspect – To be selected when the event fits a formal suspect case classification, regardless of whether a suspect case for that condition is reportable to CDC; may also be selected when the symptoms that lead to the notifiable condition report are consistent with the clinical presentation of the disease, but the case can be neither confirmed nor ruled out with the information available.

Final case classification
This read-only field pulls from either the ‘Case classification’ (for both auto-classified and manually entered) or ‘Case classification override’ field in the Administrative question package. It will populate from the most recently updated field when the record is saved and rules are run. After saving, if you’d like to change this field, edit the field populating it.

Each case will only have one classification.

Investigation Status
Select from the dropdown menu. Options include:

- Complete
- Complete – not reportable to DOH
- Unable to complete
If Unable to complete is selected, a free text box will appear to specify the reason.

- In progress

**Investigation start date**
Input the investigation start date. The investigation start date cannot precede the LHJ notification date or error message will appear. Note that this is an assessment field (old 5930 report).

**Investigation complete date**
Input the date the investigation was completed. This may be when all that can be done locally is complete, but you’re still be waiting for lab results.

**Case complete date**
This field will unlock once the required fields are completed, including, ‘*Investigator,’ ‘LHJ notification date,’ ‘Investigation start date’ and ‘Accountable county.’ Input the date that all labs, test results, genotyping, etc. have arrived and are input. Inputting a ‘Case complete date’ will effectively close the event for the LHJ and the event will exit your open event workflows.

**Outbreak related**
If the event is outbreak related, the LHJ has the option to complete the ‘Outbreak related’ field. If Yes, additional fields will appear to input ‘LHJ Cluster ID’ and ‘LHJ Cluster Name.’ ‘Cluster ID’ and ‘Cluster Name’ will be input by the OCDE with outbreak details.

**DOH review status**
This will be completed by the OCDE. Autoclassified conditions will populate with Auto classification when successfully classified.

**Senior Epi staff review**
This checkbox will be used by the OCDE as workflow exit criteria.

### REPORT SOURCE

<table>
<thead>
<tr>
<th>REPORT SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial report source</td>
</tr>
<tr>
<td>All reporting sources</td>
</tr>
</tbody>
</table>

This section is the same across all GCD conditions.

**Initial report source**
Select an initial reporting source from the drop-down.

Additional fields will appear after any selection, including:

- ‘Reporter organization’
- ‘Name of person reporting case’
- ‘Reporter telephone’

**All reporting sources**
If there are additional reporting sources that you would like to track, select an option from the dropdown. Additional fields will appear as above.

Multiple reporting source entries are possible. If you wish to add additional reporting sources, select ‘Add New’ next to the ‘All reporting sources’ field and additional fields will appear to input reporting sources.

**DEMOGRAPHICS**

```
<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Race</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Unknown</td>
</tr>
<tr>
<td></td>
<td>• American Indian or Alaska Native</td>
</tr>
<tr>
<td></td>
<td>• Asian</td>
</tr>
<tr>
<td></td>
<td>• Black or African American</td>
</tr>
<tr>
<td></td>
<td>• Native Hawaiian or other Pacific Islander</td>
</tr>
<tr>
<td></td>
<td>• White</td>
</tr>
<tr>
<td></td>
<td>• Other Race</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary language</th>
<th>Is the patient employed</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is the patient a student (including daycare)</th>
</tr>
</thead>
</table>
```

This section is the same across all GCD conditions.

**Age**
This question will only be visible if a date of birth is unknown and not entered on the Persons Tab. Enter the age and an additional field will appear to specify the units - years or months.

**Ethnicity**
Hispanic or Latino description includes if patient considers themselves Cuban, Mexican, Puerto Rican, South or Central American, or of other Spanish culture or origin, regardless of race.

**Race**
This field allows for one or more selections, unless ‘Unknown’ is chosen. Options include: Unknown, American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, or White. If ‘Other’ is selected, a drop-down will appear to further specify.

**Primary Language**
Indicate the patient’s primary language by selecting the search icon (magnifying glass) and entering the name of the language and clicking the ‘Search’ button. If you are unsure of spelling use the wildcard function by entering the first couple letters of the word you are searching for.
followed by an asterisk. For example, to search for ‘English’ typing En* will return all languages that start with ‘En’.

Select from the list generated by double clicking on the language or single clicking on the language and clicking the ‘Select’ button. You can remove languages with the trash icon next to the window. If a language other than English is selected, a drop-down will appear asking if an interpreter is needed.

Is the patient employed?
This field will only show if the person is at least 12 years of age.

Note: Occupation and school details are at the discretion of the county. This information might only be applicable to conditions spread person-to-person in these settings. This may be considered optional entry if disease spread in these settings is not a concern.

Select one of these options:

- Yes
- No
- Unknown

If Yes is selected, a comment box will appear to allow you to specify:

**Occupation**
Type the occupation if known. After entering text, additional fields will appear to collect ‘Occupation type’ (listed below), ‘Work site name,’ ‘Street address,’ ‘Suite number,’ ‘City,’ ‘State,’ ‘Zip code,’ and ‘Phone number.’

**Occupation type**
Select an occupation type from the dropdown menu of occupations at high risk for communicable diseases. Choices include:

- Animal care worker
- Correctional facility employee
- Daycare worker
- Farm/dairy worker
- Food handler
- Health care worker
- Homeless shelter staff
- Migrant/Seasonal farmworker
- Other
Multiple entries for occupational type are possible by selecting the ‘Add New’ link that will appear next to the occupation textbox.

**Is the patient a student?**
Select one of these options:

- Yes
- No
- Unknown

If Yes is selected then additional fields will appear to collect details.

**Type of school**
Select school type from the dropdown menu. Choices include:

- Preschool/daycare
- K-12
- College
- Graduate School
- Vocational
- Online
- Other
  - If Other is selected, an additional an open comment box will appear to specify.

**School or daycare name**
Specify the name of the school or daycare. After entering text, additional fields will appear to collect ‘Street address,’ ‘Suite number,’ ‘City,’ ‘State,’ ‘Zip code,’ ‘Phone number,’ and ‘Teacher’s name.’

**COMMUNICATIONS**

This section varies slightly across GCD conditions. For example, interview questions are removed for fatal conditions (Influenza deaths or varicella deaths).
Name of primary healthcare provider
Specify the patient’s primary healthcare provider and an additional field will appear for ‘Telephone number.’

Okay to talk to patient
*Please note: the following three fields are available to help the LHJ track their work; this is not information needed by the OCDE.*

Indicate if it’s okay to talk to the patient, Yes, Later, or Never. If Later, a field will appear to input the starting date if it’s acceptable to contact the patient.

Date of interview attempt
Specify the date and a field will appear to input the outcome. Options include:

- Complete interview
- Partial interview
- Unable to reach case/contact

Patient could not be interviewed
Indicate if this is true or false.

Alternate contact available
If Yes, additional fields appear to collect ‘Alternate contact type,’ ‘Alternate contact name’ and ‘Alternate contact phone number.’

CLINICAL INFORMATION
This section includes fields from the Clinical and Laboratory question package and varies widely across GCDs. It may have any or all of the following subsections in varying orders with and differing content:

- Clinical Information
- Clinical features
- Predisposing conditions
- Clinical testing
- Hospitalization
- Vaccination
- Culture (only for Highly Antibiotic Resistant Organism [HARO] events)
- Laboratory (only for Diphtheria events. All other laboratory information is entered in the Lab Results Tab)
- Pregnancy (only for female of reproductive age)
- Physician Reporting/Patient Healthcare (only for Tularemia events)
Below we’ll highlight some questions that frequently appear in each section.

<table>
<thead>
<tr>
<th>Complainant ill</th>
<th>Symptom onset date</th>
<th>Diagnosis date</th>
<th>Illness duration</th>
</tr>
</thead>
</table>

This section captures details on whether the patient was ill. The conditions *Arboviral disease*, *other*, *Rare disease*, and *Shellfish poisoning* will have you indicate the specific condition being investigated in this section. You will generally see the following fields, with additional fields specific to the condition (e.g., *Rabies, suspected human exposure, Influenza, seasonal, Highly antibiotic resistant organism* [HARO], etc.).

**Complainant ill**
Select Yes, if the person is symptomatic. Otherwise, select No or Unknown.

**Symptom onset date**
Enter the symptom onset date and an additional field will appear to indicate if the date was derived. Refer to ‘Uncertain Dates’ guidance above. Select No if the date is exactly known or it’s a close estimate of the date (within 1-2 days). Select Yes if the month and year are known but you cannot make a close estimate of the day.

**Diagnosis date**
This is the specimen collection date for the first positive lab or the date of clinical diagnosis of the condition, whichever is earlier. Criteria vary by condition.

**Illness duration**
Enter the number (using the digits key) indicative of the duration and hit tab or move the cursor to the next field and additional fields will drop-down to input the unit for illness duration (days, weeks, months, or years) and to indicate if the illness is still ongoing.

**Clinical Features**

This section is very condition-dependent. For some conditions, this section begins by asking:
Any fever, subjective or measured
If Yes is selected, a dropdown asking if temperature was measured and additional fields that vary by condition may appear.

The remainder of this section will most frequently consist of a list of symptoms, including asking if the person is asymptomatic, each with a dropdown menu.

Answer choices commonly include:

- Yes
- No
- Unknown

Selecting Yes (and in some cases No) may cause additional fields to appear. These fields may ask you to provide an onset date, the site of the symptom, or to specify further.

Case-defining fields will not appear in bold font in WDRS.

### Predisposing Conditions

<table>
<thead>
<tr>
<th>Predisposing Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholism</td>
</tr>
<tr>
<td>Asthma/reactive airway disease</td>
</tr>
<tr>
<td>Bone marrow transplant</td>
</tr>
<tr>
<td>Chronic heart disease</td>
</tr>
<tr>
<td>Chronic kidney disease</td>
</tr>
<tr>
<td>Chronic liver disease</td>
</tr>
<tr>
<td>Chronic obstructive lung disease</td>
</tr>
<tr>
<td>Diabetes mellitus</td>
</tr>
</tbody>
</table>

This section is present for half of the conditions and varies widely by condition. It may include fields about chronic heart, kidney, liver, and/or lung disease, as well as diabetes, alcohol and medication use, and immune status.

### Hospitalization
This section is present for all conditions, in varying formats. Common questions are listed below.

**Hospitalized at least overnight for this illness?**
If Yes, a field will appear to input the facility name.

<table>
<thead>
<tr>
<th>Facility name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for the facility using the search icon. If searching by Full Name, enter the first part of the facility and use the wildcard function to pull up all matching facilities (e.g. Full name: Harbo* yields multiple Harborview options. Similarly, Swedish* yields many Swedish locations.</td>
</tr>
</tbody>
</table>

If the facility is not listed, enter ‘health*’ into the Full Name search field and select ‘Health Care Facility Not Listed.’ This will allow you to specify the hospital in a free text field and the OCDE will be notified to add the facility to the list.

Once a facility name is input, additional fields will appear to collect details. The level of detail will vary by condition, but fields will commonly include:

- Hospital admission date
- Hospital discharge date
- Hospital record number
- Admitted to ICU
  - If Yes, field will appear to specify the date the patient was admitted and discharged
- Mechanical ventilation or intubation required
- Still hospitalized
- Disposition
  - If selected, will ask for facility name which may or may not be applicable.

**Died of this illness**
If the patient died of this illness select Yes which will prompt the message ‘Please fill in the date death information on Person Screen.’ When a Death Date is entered on the Person page, the message will disappear.
Additional fields may appear.

**Autopsy performed**
Select one of the options:

- Yes
- No
- Unknown

**Location of death**
Select one of the options:

- Outside of hospital (e.g., home or in transit to the hospital)
- Emergency department (ED)
- Inpatient ward
- ICU
- Other
  - If selected, a ‘Specify’ window will appear to add details

**Death certificate lists disease as a cause of death or a significant contributing condition**
Select one of the options:

- Yes
- No
- Unknown

**Pregnancy**

If the patient sex is female and age is between 12-50 years old, the pregnancy subsection will appear for applicable conditions. Fields commonly included are outlined below, though there are condition-specific additional fields; for example, pertussis will ask for pregnancy status at cough onset.
Pregnancy status at time of symptom onset

Select one of these options:

- Pregnant
- Postpartum
- Neither
- Unknown

If Pregnant or Postpartum is selected, additional fields will appear to collect: ‘(Estimated) delivery date,’ ‘Weeks pregnant at any symptom onset’ (enter the number of weeks the person is pregnant at symptom onset, using the digit keys. Example: ‘5’ instead of ‘five’), ‘OB Name,’ ‘OB Phone,’ and ‘OB Address.’

Outcome of pregnancy

This field will appear if any selection is made in ‘Pregnancy status as time of symptom onset,’ including Neither or Unknown.

Select one of the following:

- Still pregnant
- Delivered – full term
- Delivered – preemie
- Delivered – unknown
  - If any of the three Delivered options is selected, a dropdown will appear to indicate the delivery method. Options include:
    - Vaginal
    - C-section
    - Unknown
  - Fetal death (miscarriage or stillbirth)
  - Abortion
  - Other
  - If selected, a ‘Specify’ window will appear to add details

Vaccination

<table>
<thead>
<tr>
<th>Vaccination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ever received Pertussis containing vaccine</td>
</tr>
<tr>
<td>Vaccine information available</td>
</tr>
<tr>
<td>Pertussis vaccination up to date for age per ACIP</td>
</tr>
</tbody>
</table>

This section will be present when applicable and content varies by condition. The first field will typically ask if the person has received a vaccine specific to the condition in the past. If Yes, additional fields may appear and ask for the number of doses of vaccine received. If No, an additional field may appear to specify the reason not received.
**Vaccine information available?**
If Yes is selected, an additional field will appear.

**Date of vaccine administration**
Enter the date that the vaccine was administered. Additional fields may appear.

**Vaccine administered (Type)**
Select the vaccine type from a dropdown list of condition-specific vaccine options.

**Information source**
Several conditions will ask for the information source. Options include:

- WISS
  - The Washington State Immunization Information System is a data repository and data retrieval facility for health care providers and health plans to exchange immunization data.
- Medical record
- Patient vaccination card
- Verbal with approximate date
- Verbal only/no documentation
- Other state IIS

**Vaccine lot number**
Enter the vaccine lot number in the free text field.

**Administering provider**
Enter the name of the administering provider in the free text field.

Multiple entries are possible by selecting the ‘Add New’ link that appears next to the date of vaccine administration field.

**Vaccination up to date for age per ACIP?**
Several conditions will ask if the person is up to date on their vaccinations according to ACIP guidelines. If No is selected, an additional field will appear.

**Vaccine series not up to date reason**
Select one from the following reasons:

- Religious exemption
- Medical contraindication
- Philosophical exemption
- Laboratory confirmation of previous disease
- MD diagnosis of previous disease
- Underage for vaccine
- Parental refusal
- Other
  - If selected, an additional an open comment box will appear to specify.
- Unknown

Novel influenza and influenza death events will ask about vaccination in both current and previous season. For an infant with pertussis, this section also includes fields about mother’s TDAP status during pregnancy.

**Clinical Testing**

<table>
<thead>
<tr>
<th>Clinical testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSF obtained</td>
</tr>
<tr>
<td>Pleocytosis (CSF)</td>
</tr>
<tr>
<td>Thrombocytopenia defined as platelets &lt; 100,000 /mm³</td>
</tr>
<tr>
<td>Thrombocytopenia</td>
</tr>
</tbody>
</table>

This section will include supportive laboratory results, such as leukopenia or thrombocytopenia, when applicable.

Case-defining tests for the condition will be entered in the separate **Lab Results Tab**. This section is most extensive for Prion disease.

**Culture Information**

<table>
<thead>
<tr>
<th>Culture Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Types of infection associated with culture(s)</td>
</tr>
<tr>
<td>Initial culture site</td>
</tr>
<tr>
<td>Was the initial isolate tested for carbapenemase</td>
</tr>
<tr>
<td>Was this patient positive for the SAME organism in the year prior to the date of the initial culture</td>
</tr>
</tbody>
</table>

This section will only appear for Highly Antibiotic Resistant Organism conditions (HARO).

**Laboratory**

<table>
<thead>
<tr>
<th>Laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culture of <em>C. diphtheriae</em> from nares, pharynx, tonsil or larynx</td>
</tr>
</tbody>
</table>

Case-defining laboratory results must be entered in the **Lab Results Tab**. Only Diphtheria events will have a Laboratory subsection to collect information.

**Physician Reporting/Patient Healthcare**

<table>
<thead>
<tr>
<th>Physician Reporting/Patient Health Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date first seen by healthcare provider</td>
</tr>
</tbody>
</table>
This section appears only for Tularemia.

Click the ‘Save & Stay’ button to save your data.

**RISK AND RESPONSE**

This section includes fields from the **Risk and Response** question package and varies across conditions such as if there was a known contaminated food product, contact with a lab confirmed case, contact with a recent foreign arrival, congregate living, outdoor recreational activities, and/or food consumption. It may also ask about occupational exposure. The section header will provide a condition-specific timeframe for which to ask exposure information.

It may have any of the following subsections, when applicable:

- Travel
- Risk and Exposure Information
- Food Exposure
- Water Exposure
- Animal Exposure (animal setting is a subsection of this)
- Sexual Exposure
- Exposure and Transmission Summary
- Public Health Issues
- Public Health Interventions/Actions

**Travel**

The **Risk and Response** section will begin by collecting travel information from the grid on the case reporting form. Initial travel fields vary by condition, though all conditions will include (and most begin with) the following fields.

**Travel out of**

Select one of the options:

- County
  - If selected, a drop-down will appear to specify the county
- State
  - If selected, a drop-down will appear to specify the state
- Country
  - If selected, a drop-down will appear to specify the country
• Other

If any option is selected for travel, additional fields will appear to collect ‘Destination,’ ‘Start date,’ and ‘End date.’

Multiple entries are possible by selecting the ‘Add New’ link.

**Risk and Exposure Information**

<table>
<thead>
<tr>
<th>Risk and Exposure Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is case a recent foreign arrival (e.g. immigrant, refugee, adoptee, visitor)</td>
</tr>
<tr>
<td>Contact with recent foreign arrival</td>
</tr>
<tr>
<td>Does the case know anyone else with similar symptoms or illness</td>
</tr>
<tr>
<td>Congregate living</td>
</tr>
</tbody>
</table>

This section has questions shared across many diseases (described below) as well as condition-specific questions.

**Is case a recent foreign arrival (e.g. immigrant, refugee, adoptee, visitor)**
Indicate if the case is a recent foreign arrival. Options include:

- Yes, No, and Unknown
  - If Yes, a textbox will appear to specify the country from the drop-down options.

**Does the case know anyone else with similar symptoms or illness**
If Yes, additional fields or a comment box may appear to collect details such as the ill person’s contact onset date and relationship.

**Food Exposure**

<table>
<thead>
<tr>
<th>Food Exposure - Food exposure timeframe: 1 – 10 days prior to onset of illness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sources of food</td>
</tr>
<tr>
<td>During food exposure timeframe, did you eat food outside the home (including take-out)</td>
</tr>
<tr>
<td>Any food sampled (grocery, warehouse stores, food court, etc.)</td>
</tr>
<tr>
<td>Consumed any of the following during exposure period</td>
</tr>
<tr>
<td>Meat</td>
</tr>
<tr>
<td>Poultry (chicken, turkey, other)</td>
</tr>
<tr>
<td>Other processed meat products</td>
</tr>
<tr>
<td>Other processed meat products (jerky, deli meats, sausage, chilis, other)</td>
</tr>
<tr>
<td>Miscellaneous meat exposures</td>
</tr>
</tbody>
</table>

Conditions will provide exposure timeframes within which to collect exposure information. Foodborne conditions will collect in-depth information about food exposures with any of the following categories: Meat, Fish and Seafood, Eggs and Dairy, Produce, Drinks, Other Foods/Supplements.
Sources of food
This question corresponds to the ‘Sources of food’ grid on the case reporting form. Select food sources (e.g., ethnic markets or warehouse stores) from the drop-down menu. An additional field will appear to list the store/retail names and locations.

Multiple entries are possible by selecting the ‘add new’ link that will appear next to the ‘Sources of food’ response.

During food exposure timeframe, did you eat food outside the home (including take-out)
Answer choices include: Yes, Maybe, No, Unknown.

- If Yes or Maybe, additional fields will appear to specify the setting:
  - Restaurant
  - Catered events
  - School or institution meal
  - Group meal (e.g. potluck, reception)
  - Street-vended food

If Yes or Maybe, additional fields will appear to collect details.

The date/time of restaurant meals must be entered in the specified format, MM/DD/YYYY hh:mm AM/PM. Any deviations will result in an error message and deletion of date data input. If the exact time is unknown, input 08:00 AM for morning/breakfast time, 12:00 PM for afternoon/lunch, and 06:00 PM for evening/diner. If the time is completely unknown, leave blank or input 11:11 PM.

Subsequent food exposure fields may be categorized by type of food, e.g. Meat, Other processed meat products, Eggs and Dairy, Produce, etc. Additional fields will appear to specify further if Yes or Maybe are selected. Entering a date may also result in additional fields displaying.

Water Exposure

<table>
<thead>
<tr>
<th>Water Exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of drinking water known</td>
</tr>
<tr>
<td>Untreated/unchlorinated water (e.g. surface, well, lakes, streams, spring)</td>
</tr>
<tr>
<td>Any recreational water exposure during exposure period (Lakes, Rivers, Pools, Waterpark, etc.)</td>
</tr>
</tbody>
</table>

Water exposure questions vary by condition. Enterics conditions will often have the following questions.

Source of drinking water known
If Yes, additional fields will appear to indicate and describe the drinking water source.
Untreated/unchlorinated water (e.g. surface, well, lakes, streams, spring)
If Yes, a field to ‘Describe’ will appear.

Any recreational water exposure during exposure period (Lakes, Rivers, Pools, Waterpark, etc.)
If Yes, a field to input ‘Water site name/location’ will appear. Once completed, additional fields will appear to collect additional details.

Animal Exposure

<table>
<thead>
<tr>
<th>Animal Exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any contact with animals at home or elsewhere</td>
</tr>
<tr>
<td>Any contact with pet food or treats</td>
</tr>
<tr>
<td>Any contact with farm animals</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Animal Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live on a farm or other setting that has farm animals</td>
</tr>
<tr>
<td>Visited or worked on any of the following settings even if no direct animal contact</td>
</tr>
<tr>
<td>Zoo</td>
</tr>
<tr>
<td>County/state fairs, 4-H events, or similar events where animals were present</td>
</tr>
<tr>
<td>Pet store or other place where animals are sold or adopted</td>
</tr>
<tr>
<td>Other settings with animals</td>
</tr>
</tbody>
</table>

When applicable, field will be present to collect information on animal exposure and animal settings. Additional fields may appear if Yes or Maybe are selected.

Sexual Exposure

<table>
<thead>
<tr>
<th>Sexual Exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any type of sexual contact with others during the exposure period</td>
</tr>
</tbody>
</table>

When present, this subsection will collect details of sexual contact.

Exposure and Transmission Summary

<table>
<thead>
<tr>
<th>Exposure and Transmission Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Likely geographic region of exposure</td>
</tr>
</tbody>
</table>

*Likely geographic area of exposure must be completed*

| International travel related                        |
| Suspected exposure type                               |
| Suspected exposure setting                            |
| Exposure summary                                     |

| Suspected transmission type                          |
| Suspected transmission setting                        |

This section appears, varyingly, for all conditions and is intended be filled out after the investigation.
Likely geographic region of exposure
Indicate the likely region of exposure. Drop-down options include:

- In Washington state
  - If In Washington state is selected, a drop-down will appear to indicate a ‘County’
- US but not Washington state
  - If US but not Washington state is selected, a drop-down will appear to indicate a ‘State’
- Not in US
  - If Not in US is selected, a drop-down will appear to indicate a ‘Country’
- Unknown

You can indicate more than one geographic region by selecting the ‘Add New’ link which will appear after specifying the county, state, or country. The ‘Likely geographic area of exposure must be completed’ message in red highlights the importance of this question to understanding where exposure may have occurred and implications for control. The message will disappear when completed and is merely an indicator.

International travel related
Indicate the timing of international travel in relation to exposure period. Options include:

- During entire exposure period
- During part of exposure period
- No international travel

Suspected exposure type
Exposure is how the case patient was exposed to the disease. Select suspected exposure type from the standard drop-down. The forms will indicate which options apply to that condition.

Describe (e.g. name of facility, dates)
Any answer to exposure type will yield an additional textbox to describe further.

Suspected exposure setting
Indicate the suspected exposure setting from the drop-down list, including school, healthcare facility, corrections, restaurant, and hotel.

Describe (e.g. name of facility, dates)
Any answer to exposure type will yield an additional textbox to describe further.

Exposure summary
Input exposure summary details in the comment box.
**Suspected transmission type**
Transmission is how the case patient spread the disease to others. Transmission questions may not be present if the disease is not spread person to person, for example, tetanus or shellfish poisoning.

Select suspected transmission type from the drop-down. Answer options are identical to those in the ‘Suspected exposure type’ drop-down.

- **Specify**
  Any answer will yield an additional textbox to specify the transmission type and dates.

- **Dates**
  Specify the dates to the suspected transmission type.

Multiple entries are possible by selecting the ‘Add New’ link that will appear next to the selected response.

**Suspected transmission setting**
Indicate the suspected transmission setting. This list will match the suspected exposure settings. Multiple entries are possible by selecting the ‘Add New’ link that will appear next to the selected response.

**Epi Links**
This section may also collect epidemiological link information. If a link is indicated, the message ‘Please link the event(s) on the Event Summary Screen (WA residents only)’ will appear. Return to the Event Summary Screen Basic Information section and link the events through the ‘View’ link next to Linked Events/Contacts.

If the epi-linked person resides out of state and was not diagnosed in Washington, no link is required. You may provide a description in the ‘Exposure Summary’ notes field. For more details visit the Linking Events quick reference guide.
Public Health Issues

This section and the following are primarily for the county to document public health issues identified and actions taken. It may help determine what public health actions need to be taken, either because of a person's occupation or activities while they were contagious. There may also be a shared exposure that has to be investigated.

Public Health Interventions/Actions

This section is mainly for the LHJ to document public health issues identified and actions taken, and varies by condition.

For applicable conditions, this section may begin with exclusion or isolation of sensitive occupations and symptomatic contacts. For example, STEC specifies that 2 negative stools are criteria for return to work or school. There may be a field to indicate if a letter was sent, including the date and batch date. There may also be a field for testing symptomatic contact and/or childcare and restaurant inspections.

Some common fields include:

Notified blood or tissue bank (if recent donation)

- Yes
- No
- Unknown

Various formats exist to collect information on prophylaxis recommendations and receipt.
Prophylaxis of appropriate contacts recommended

- Yes
- No
- Unknown
- Not applicable

If Yes, additional fields may appear (or already be present for some conditions) to specify ‘Date recommendation for prophylaxis of appropriate contacts initiated,’ ‘Number of contacts recommended prophylaxis,’ ‘Number of contacts receiving prophylaxis,’ and ‘Number of contacts completing prophylaxis.’ Numbers must be entered using the digits keys.

Any other public health action

Conditions may have a field to indicate if any other public health action was taken. If Yes, a comment box will appear to specify.

TRANSMISSION TRACKING

The Transmission Tracking section is identical across conditions and includes questions from Transmission Tracking question package. This section will appear when applicable and is only useful for conditions spread person to person. When applicable, a message will appear at the top of the page to specify the contagious period.

Visited, attended, employed, or volunteered at any public settings (Child care, healthcare setting, etc.) while contagious

If Yes, an additional field will appear to select a setting from the dropdown list. Multiple entries are possible by selecting the ‘Add New’ link next to the ‘Settings’ field. Once specified, additional fields will appear to collect details.

TREATMENT

The Treatment section includes questions from the Treatment question package.

Did patient receive treatment/prophylaxis

If the person received treatment/prophylaxis select Yes. Child questions that appear will be filtered by the condition.

Note: the wizards do not contain fields from the Contact Tracking Form question package or Case Classification question package.
NOTES

Notes
This field will appear at the end of each wizard and is for optional use as needed. Event notes are intended to be input on the Event Summary Screen notes panel.

Click ‘Save’ button to save your changes and return to the Event Summary Screen. A ‘Cancel’ and ‘Help’ button are also available options.

Lab Results Tab

The Lab Results Tab presents the user with the ability to view, add, and edit lab results for a particular event. Summary information about each lab result is displayed.

Refer to the WDRS Lab Results Manual for directions on entering labs

Manual Lab Entry
For GCDs, required lab fields include:

- Lab report reviewed
- Specimen identifier/accession number
- Specimen collection date (preferred)
  - If not available, Specimen received date or Result date
- WDRS specimen type
- WDRS test performed
- WDRS test result, coded (If applicable, the drop-down will activate based on the WDRS test performed)
- WDRS result, numeric only
  - Only if a numeric result is given, including as necessary comparator, result numeric, and units of measure.
- WDRS result summary

Upload each lab result under the Test performed and result section using the ‘Upload Document’ link.
Data entry without a wizard requires that you visit individual question packages on the Event Data Tab.

Many fields will be visible within individual question packages but not in the wizard, either because that question does not apply to that condition, it is a read-only field not requiring data entry, or is a DOH field for tracking purposes.

The following sections describe select fields found in the some of the individual question packages and not used in the wizards.
Administrative Question Package

Record creation date
This is the WDRS record start date pulled from the ‘Create date’ on the Event Summary Screen and cannot be changed.

Legacy
Legacy is a read-only field indicating if the case was created from data conversion when PHIMS data was migrated.

Administration

Override Accountable County
Case access is defined by the ‘Accountable County’ field and unless another LHJ has shared an event with you, you will only be able to edit events in your own jurisdiction (see quick reference guide ‘Sharing an Event’ for more details on event sharing). In the instance that the person is not being cared for in their county of residence, OCDE staff can override the ‘Accountable County.’ If this field needs to be utilized, contact the OCDE (WDRS ‘Contact Us’).

Override classification
This is a DOH-only field. If checked, the classification provided by the OCDE will populate the ‘Final Case Classification’ field. A field will appear to input an ‘Override reason’ and fields will populate with the person who overrode it and the date and time.

Classification criteria
Select the criteria used for classifying this case. Options include:

- Clinical only
- Epi link and clinical
- Lab and clinical
- Lab only

Address fields
Address fields are read-only, populated from the selected reporting address. This includes the ‘Washington state resident’ field which populates based on the reporting address selected and it used in determining CDC notification eligibility.

NNC Event Code
This read-only field autopopulates based on the condition selected, when applicable.
Nationally Notifiable
This read-only field autopopulates based on the NNC event code, with some condition-specific indications.

Current CDC notification eligibility
This read-only field autopopulates based on whether the residency of the reporting address for that event is Washington State and the event is nationally notifiable.

Event Date – CDC
This read-only field autopopulates using a date hierarchy with the first available date from:

1. Symptom onset date
2. Diagnosis date
3. Date of first positive case defining lab
4. LHJ notification date
5. Create date in WDRS

CDC event date type
This read-only field displays the date that was used to determine the ‘Event Date – CDC’ from the list above.

CDC event date year
This read-only field displays the year of the date used in the ‘Event Date – CDC.’

CDC event date month
This read-only field displays the month of the date used in the ‘Event Date – CDC.’

Review updates after sent to CDC
This DOH-only field is used to notify OCDE staff when a change has been made to a field that was included in a previous CDC message.

Demographics Question Package

Demographics
Fields in grey autofill from patient’s date of birth and sex, entered when a new event was created. To edit age and date of birth information, return to the Event Summary Screen and select the Persons Tab. Click the ‘Edit Person’ button to manage information about the patient.

Age years, Age in months, Age in days
Ignore these fields and refer to ‘Reporting age years’ and ‘Reporting age months’ below.
Sex at birth
This field is read-only autofills based on the sex selected on the Person page. To edit this information, return to the Event Summary Screen and select the Persons Tab. Click the ‘Edit Person’ button to manage information about the patient.

Reporting age years and Reporting age months
If a date of birth and ‘Symptom onset date’ are input, these fields will calculate with the age at symptom onset. However, if age is manually entered in the ‘Age’ field, the fields will simply report the person’s current age, regardless of data input into ‘Symptom onset date.’

Note: If Symptom onset date is not available, reporting ages will calculate using the ‘Event Date – CDC’ hierarchy: Symptom onset date, Diagnosis date, Date of first positive case defining lab, LHJ notification date, and Record creation date.

Clinical and Laboratory Question Package

Date of first positive case defining lab
This field is condition-dependent and will be completed by the OCDE. However, if available, the specimen collection date is often used. Refer to the guidelines for more information.

Contact Tracing Form Question Package

The Contact Tracing Form question package is the same across all conditions. Fields in this question package are optional for local health jurisdiction use and not included in the wizards.

Investigator
Enter the name of the person investigating the case/contacts

Contact name
Enter the name of the contact.
Once entered, additional fields will appear to collect the following details:

- ‘Date of first contact’
- ‘Date of last contact’
- ‘Symptom watch date start’
  - This will automatically populate based on the condition, incubation period, and date of first contact
- ‘Symptom watch date end’
  - This will automatically populate based on the condition, incubation period, and date of last contact
- ‘Relation to case’
- ‘Date of birth’
- ‘Age’
- ‘Age unit’
- ‘Sex’
- ‘Address’
  - You can select from addresses listed on person tab or input additional address
- Phone numbers
- ‘Contact location,’
- ‘Location details’
- ‘Is contact symptomatic’
  - If Yes, additional fields for further details
- ‘Last date contact followed’
- ‘Immune status,’
- ‘Contacted by Public Health’
- ‘Prophylaxis given’
- ‘High risk contact’
- ‘Did this contact become a case’

Notes or actions needed
Input notes or actions needed in the comment box.

NHGQ Question Package
The NHGQ (National Hypothesis Generating Questionnaire) question package will appear for Salmonellosis and STEC events. This question package may be assigned by DOH if needed in multi-state outbreaks or clusters.

The question package will appear if ‘Copy answers to NHGQ’ is checked in the Risk and Response question packages.

### Case Classification Question Package

WDRS will auto-classify certain conditions based on a combination of laboratory and/or clinical information, depending on the condition. These conditions have the Case Classification question package which contains read-only fields that are the case definition criteria driving the case classification for the condition. For some enteric conditions, a positive bacterial culture is sufficient for a Confirmed classification. For other conditions there may be additional criteria. For meningococcal disease, the culture-positive specimen must be from a sterile site. For Lyme disease, a positive IgM result must be from a specimen taken within 30 days of symptom onset.

As information is populated in WDRS, the Case Classification question package fields will automatically update and drive the case classification.

### CDC Notification Question Package

This question package will be used by the OCDE and will be hidden in future versions of WDRS.

### Legacy Question Package

This question package contains information about events converted from PHIMS.
Additional Tabs

Refer to the WDRS Reference Guide for details on Concerns, Tasks, Surveys, Calendar, Event Properties, and Event History tabs.

Persons Tab

The Persons Tab provides demographic details about the person associated with the event, and is used to add or update identifying or contact information about the person that wasn’t available when the event was created. To add information or change fields, click the ‘Edit Person’ button.

In addition to the Edit Person button, you will see five sub-tabs that allow users to view or update information about the person.

Basic Information Subtab contains the most recently entered information about the person such as name, address, birth date, age, gender. This information is available for viewing only. To make changes to the Basic Information, click the ‘Edit Person’ button. Saved changes will appear in the Basic Information table.

Address Information Subtab contains information regarding the person’s addresses. This is where information regarding both current and past addresses is accessible. The person’s address information can be edited or updated by clicking the Add Address Type or Edit Address buttons which take you to the lower part of the Edit Person screen.

The address history appears at the bottom of the screen. The most recent address information is at the top of the list.

Linked People Subtab provides information about the person's contacts or social network information.

Demographic History Subtab contains information such as a person’s last name that can be tracked if a person changes his or her name for any reason. Historical names are noted here with older information at the bottom.
Notes Subtab is used to keep track of notes that are related to the person, not to the event. These would be notes such as the fact that a person is blind, paraplegic, or has Down's syndrome; these things are unlikely to change over time and are not necessarily specific to a person's event. Just as with the event notes, the date and user name are associated with each person note entered.

For persons with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).