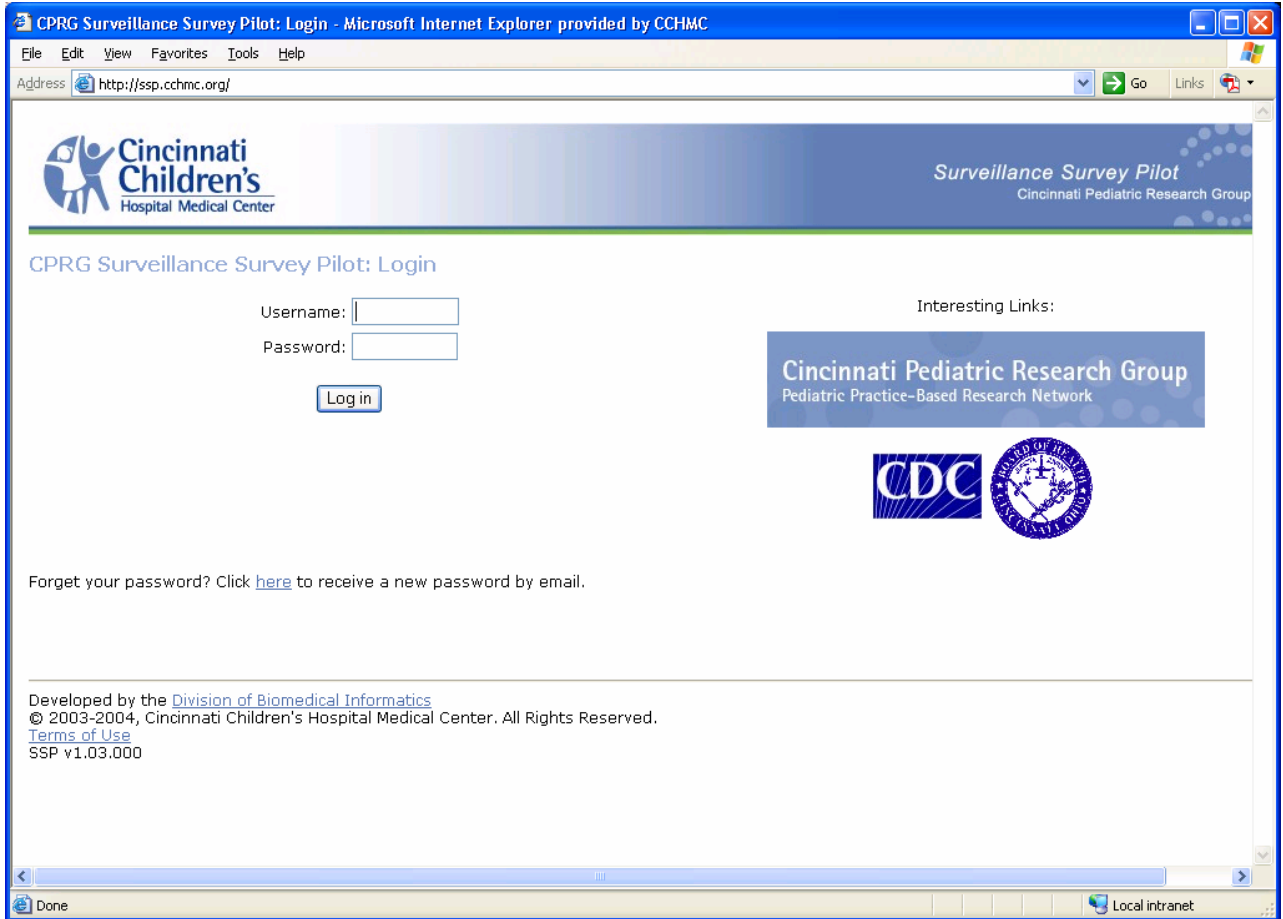


# Symptom Surveillance User Manual

## To access the SSP system and enter weekly data

1. Go to <http://ssp.cchmc.org/> and login. Your username is your first and last names with no space. If you have forgotten your password, email [lea.alae@cchmc.org](mailto:lea.alae@cchmc.org) to have it reset.



2. This is the participant Information screen. On the far right are buttons to “Go to Survey”, “Log Out”, and a link to “Change Your Password.” You can also view graphs and data about the most reported complexes by scrolling down. You can even generate a report just for your own responses by selecting from the pull down menus at the very bottom (not shown below).

To enter the survey, click the button to “Go to Survey”




3. The first two questions are general questions and must be answered. When finished, click on “First Syndrome”. You will have the opportunity to enter data for up to 3 syndromes.

CPRG Surveillance Survey Pilot: Initial Questions - Microsoft Internet Explorer provided by CCHMC

File Edit View Favorites Tools Help

Address <http://ssp.cchmc.org/presurvey.php> Go to "ht



Surveillance S  
Cincinnati

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### CPRG Surveillance Survey Pilot: Initial Questions

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**Initial Questions:**

1. What was most interesting about your work week?

- High volume
- Low volume
- Unusual illnesses
- Ordinary week
- Other

2. Have you seen any unusual cases in the past week?

Yes If "Yes" please describe...

No

4. This is the syndrome data form. When complete, you can enter the “Next Syndrome” or “Wrap Up”. You can enter up to three of the most common syndromes you have seen during the week. If you only saw two prominent syndromes, “Wrap Up” after the second one you enter (you do not have to enter 3). Remember that the week runs from Monday through Sunday.

Notice there is a “Pre-Defined Complexes” box with 5 common complexes already listed. If one of these apply, click the number of the pre-defined complex to auto populate the appropriate checkboxes. You can check additional boxes or remove check marks as necessary next to each individual symptom.

Questions 25 through 28 are general questions related to this specific complex and must be answered.

**CPRG Surveillance Survey Pilot: Syndrome 1**

Welcome to the CPRG symptom surveillance project. We invite you to enter responses to these questions between 12 PM Friday (Dec 30) and 12 PM Tuesday 3), and to review data collected between 12 PM Monday (Dec 26) and 12 PM Sunday (Jan 1) by your fellow network members in the region. If you have an emergency, a specific clinical concern, or a reportable diagnosis, please don't hesitate to call the [Cincinnati Health Department](#) at **(513) 357-7392** at any time. This **system does not replace local reporting** of diseases.

**Syndrome 1:**

Please select the major component(s) of the most common symptom complex(es) you yourself have been seeing this week. (You will have the opportunity to describe up to three symptom complexes, using as many or as few symptoms as you see fit.)

<p><b>General</b></p> <p>1. <input type="checkbox"/> Fever A. <input type="checkbox"/> Prolonged?</p> <p>2. <input type="checkbox"/> Rash A. <input type="checkbox"/> Any Blistering?</p> <p>3. <input type="checkbox"/> Myalgias</p> <p>4. <input type="checkbox"/> Lymphadenopathy</p> <p>5. <input type="checkbox"/> Abscesses</p> <p><b>Respiratory</b></p> <p>6. <input type="checkbox"/> Sore throat</p> <p>7. <input type="checkbox"/> Rhinorrhea</p> <p>8. <input type="checkbox"/> Cough</p> <p>9. <input type="checkbox"/> Hemoptysis</p> <p>10. <input type="checkbox"/> Wheezing/Respiratory distress A. <input type="checkbox"/> Tachypnea</p> <p><b>Gastrointestinal</b></p> <p>11. <input type="checkbox"/> Vomiting</p> <p>12. <input type="checkbox"/> Diarrhea</p>	<p><b>Neurologic</b></p> <p>14. <input type="checkbox"/> Paresthesias</p> <p>15. <input type="checkbox"/> Seizures</p> <p>16. <input type="checkbox"/> Headache</p> <p>17. <input type="checkbox"/> Behavior change</p> <p>18. <input type="checkbox"/> Weakness</p> <p>19. <input type="checkbox"/> Fatigue</p> <p><b>Genitourinary</b></p> <p>20. <input type="checkbox"/> Dysuria</p> <p>21. <input type="checkbox"/> Urinary frequency</p> <p>22. <input type="checkbox"/> STD symptoms</p> <p>23. <input type="checkbox"/> Proteinuria</p> <p>24. Other symptom: <input type="text"/></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Pre-defined complexes:</b></p> <p>1 flu-like syndrome: Fever, Myalgias, Rhinorrhea, Cough, Fatigue</p> <p>2 pneumonia/bronchiolitis: Fever, Cough, Wheezing/Respiratory distress, Tachypnea</p> </div>
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A.  Bloody?

13.  Abdominal pain

- 3 gastroenteritis: Vomiting, Diarrhea, Abdominal pain
- 4 Cough, Rhinorrhea
- 5 Fever, SoreThroat

(\* Required field)

25. Approximately how many of these have you seen? \*

26. Provide your corresponding suspected diagnosis: \*

27. Were any laboratory specimens sent for **any** of these patients? Please specify. \*

- No specimens sent
- Antigen - rapid strep
- Antigen - rotazyme
- Antigen - RSV
- Antigen - flu

28. In what age group did this symptom complex occur?\*

- 0-1(infant)  2-4(toddler)  5-12(school age)  13-18(adolescent)  All

5. This is the final page of questions.

**Half-days:** The question about the number of half days you worked is to help us normalize the data between practioners that work various schedules. A full day counts as 2 half-days, so if you work 5 full days, enter 10 half days. If you work 2 full days and 1 half day, enter 5 half days.

When you are finished, click the “Review” button to review your answers and submit your data.

CPRG Surveillance Survey Pilot: Wrap Up - Microsoft Internet Explorer provided by CCHMC

Address [http://ssp.cchmc.org/process\\_survey.php](http://ssp.cchmc.org/process_survey.php) Go Links

**Cincinnati Children's Hospital Medical Center** Surveillance Survey Pilot  
Cincinnati Pediatric Research Group

CPRG Surveillance Survey Pilot: Wrap Up

Wrap Up:

1. Have you noted any unusual trends this reporting period? \*  
 Yes If "Yes"? please describe...  
 No

2. Number of patients seen this week was: \*

3. Comments:

4. How many half-day sessions worked this week? \*

5. What are the common topics of telephone consultations initiated by patients this week?

Done Local intranet

6. This page lets you review your data and submit it.

To submit your data, scroll all the way to the bottom and click the “Submit” button. You cannot modify your data after submitting it.

Cincinnati Children's Hospital Medical Center  
Surveillance Survey Pilot  
Cincinnati Pediatric Research Group

CPRG Surveillance Survey Pilot: Survey Review

Initial Questions:

1. What was most interesting about your work week?

High volume  
 Low volume  
 Unusual illnesses  
 Ordinary week  
 Other

2. Have you seen any unusual cases in the past week?

Yes If "Yes" please describe...  
 No

Symptom Complexes:

Symptom Name	Responses		
	Symptom Complex 1	Symptom Complex 2	Symptom Complex 3
<b>General</b>			
1. Fever	<input checked="" type="checkbox"/> (Fever)	<input type="checkbox"/>	<input type="checkbox"/>
1A. Released?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

28. Age Group :

0-1 (infant)       0-1 (infant)       0-1 (infant)  
 2-4 (toddler)       2-4 (toddler)       2-4 (toddler)  
 5-12 (school age)       5-12 (school age)       5-12 (school age)  
 13-18 (adolescent)       13-18 (adolescent)       13-18 (adolescent)  
 All       All       All

Wrap Up:

1. Have you noted any unusual trends this reporting period? \*

Yes If "Yes"? please describe...  
 No

2. Number of patients seen this week was: \*

3. Comments:

4. How many half-day sessions worked this week?\*

5. What are the common topics of telephone consultations initiated by patients this week?

Submit

## FAQ/Troubleshooting

The SSP system is a web-based system hosted and managed by CCHMC BioInformatics Division. If you have any problems or questions regarding the program, please contact the CPRG program coordinator, **Lea Alae** at [lea.alae@cchmc.org](mailto:lea.alae@cchmc.org) or (513) 636-4183.

### Frequently Asked Questions/Problems

- I cannot access the website.

*This may happen because (1) you have lost your internet connection, (2) CCHMC has lost their internet connection, or (3) the server hosting the program is having a problem. If you can access other websites, please call Lea to let her know there is a problem.*

- I can't remember my password, or what I think is my password is not working.

*No problem. Call or email Lea to have your password reset. It will be set to your first name, all lowercase letters. You can change it after logging in.*

- My computer locked up (or crashed, or other problem) in the middle of entering data, and when I tried to get back in, it says I've already entered data for this week and won't let me in.

*If your computer locks up or goes down while you are entering your data, or the server encounters a problem, the program may save your partial record. Unfortunately, it won't let you in to correct or add to the file, and this partial record will need to be removed from the dataset first by a programmer. Call or email Lea, and she will contact the programmers to have the partial data record removed.*

- Can the list of symptoms be changed? I'm always adding "x" symptom as an "Other symptom".

*The symptoms are hard-coded, which means a change to the symptom list must be changed by a programmer and then the reports must be changed to incorporate the new symptom. We are charged for any programming changes, so while it is possible to make a change, our limited operating budget for the surveillance project doesn't allow for much programming. However, if a change is judged to be broadly applicable and beneficial, and we have the funds available, we will request the change to be made. Also, a list of requested changes is kept on file – if we obtain funding at some point to revise the surveillance system, we will revisit the requests and add them into the revision.*

- Can a pre-defined complex be changed? I'm always selecting additional symptoms or removing symptoms for a complex I see.

*The pre-defined complexes can be more easily changed than the symptoms list. The initial set of complexes was determined based on the most prevalent complexes seen within the region and the relevant symptoms for the complexes. If you believe a complex should be changed, please contact Lea and it will be investigated.*

- What is the surveillance project for and how is it funded?

*The Symptom Surveillance Project was initially funded by the Agency for Healthcare Research & Quality (AHRQ) as a pilot test of an electronic bio-terrorism surveillance data collection and communication system. The Cincinnati Health Department was involved in the project early on and continues to fund the ongoing operation of the project because of its value as an early detection system for possible bio-terrorism in the region. We believe this data collection system, and the collection of data by community physicians in general, is useful beyond bio-terrorism surveillance, and we continue to seek out additional opportunities to expand the project.*