



**Bureau of Epidemiology and Public Health Informatics**

**Infectious Disease Epidemiology and Response**

# Correctional Facility Investigations Standard Operating Procedure

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Date of Last Revision: April 2015

## **Background:**

Upon receiving notification of a new disease case report in EpiTrax, the electronic disease surveillance system, Local Health Department (LHD) staff begin an investigation as directed by KDHE's Disease Investigation Guidelines. The investigation may entail contacting the submitting laboratory, the reporting physician, and the case patient to obtain clinical and epidemiological information.

If the case patient resides in a correctional facility, it may be unclear what agency is responsible for the public health investigation.

## **Tuberculosis, Sexually Transmitted Disease, and HIV/AIDS Investigations**

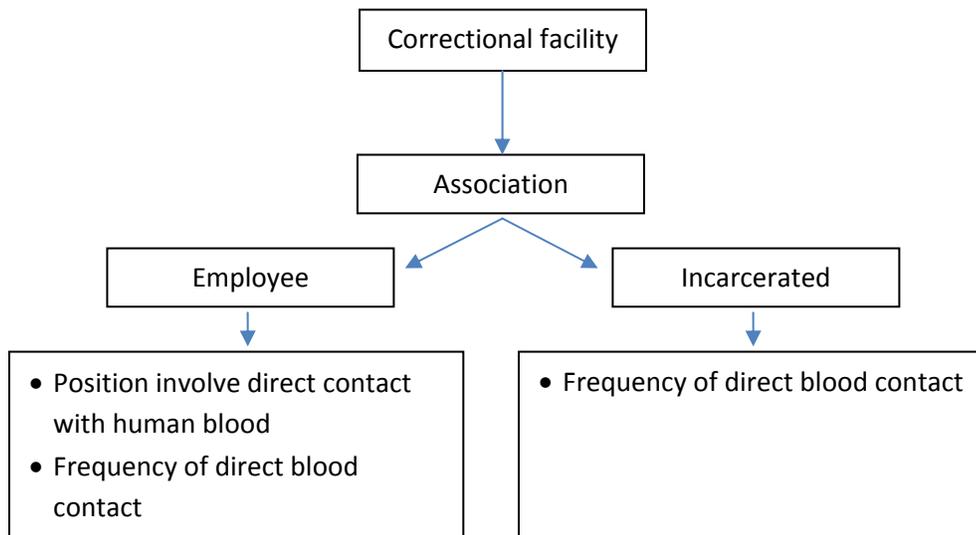
For guidance on correctional facility investigations for these diseases, contact KDHE's Bureau of Disease Control and Prevention

- TB: (785) 296-2547
- STD: (785) 296-5596
- HIV/AIDS: (785) 296-6174

## **For Other Reportable Diseases**

- For case patients residing in city, county, and state correctional facilities

- The LHD should work with a correctional facility official (such as an infection control nurse, if the facility is large enough to employ one) to collect the information required for that disease.
  - If the LHD has difficulty obtaining information from the correctional facility, the LHD should contact KDHE’s epidemiology hotline (877-427-7317) for guidance. KDHE will work with the Department of Corrections for a resolution.
- Some correctional facility staff have access to EpiTrax, and may enter the necessary information directly into the patient’s EpiTrax record.
- When working with a correctional facility without access to EpiTrax, provide disease-specific forms to aid in data collection. These can be found alongside the Disease Investigation Guidelines at [http://www.kdheks.gov/epi/disease\\_investigation\\_guidelines.htm](http://www.kdheks.gov/epi/disease_investigation_guidelines.htm) , in the “Report Forms” column.
- EpiTrax fields specific to correctional facilities should be completed. These are found under the “Epidemiological” tab:



- If the case patient resides in a federal correctional facility (e.g. USP Leavenworth), an investigation by the LHD is not required. The federal facilities handle all investigations internally.