

WEBSURV INSTRUCTIONS

APPLICATION INSTRUCTIONS

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APPLICATION VERSIONS

WebSurv – System 12_4 (February 2017)

Web Client Applications (February, 2017)

- SurvPartyInfo – Version 2.0.9
- SurvTreeView – Version 2.0.9
- WebSurvLocators – Version 2.0.6.1
- WebMOHSIS – Version 2.1.3
- WebSurveillance – Version 2.1.5
- WebSurvReports – Version 2.0.9
- WebSurvPartyMatch – Version 2.0.5
- HL7 Reconciliation – Version 2.0.7

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OVERVIEW

WEBSURV – previously known as MOHSIS, is a component of MOHSAIC. WEBSURV provides a means to enter, store and retrieve reports of conditions through a centralized and integrated database. It allows the Department of Health and Senior Services (DHSS) as well as local public health agency staff the ability to enter and/or update condition information.

Conditions reported through WebSurv may be found at:

These instructions will provide “best practice” methods to search, enter, and view individual reports.

DISCLAIMER

The screen shots contained in this manual are not of actual patients or cases; the information contained in the screen shots is fictitious. The information contained in the screen shots does not breach patient confidentiality. The screen shots were created for educational purposes.

CONTACT INFORMATION

Any application issues or usage concerns may be directed to:

1. Email: WebSurvSystemAdministrator@health.mo.gov
2. ITSD Help Desk (800) 347-0887, (573) 751-6388 or email: support@dhss.mo.gov
3. If DHSS staff, submit an Online Help Desk (OHD) ticket
 - Login Failure (other than invalid user id and password) such as the “TNS names failure” - Select CATEGORY: Application Support and Health Apps
 - Crystal Web Reports or Data Warehouse Not Updated - Select CATEGORY: Application Support and Crystal Reports

Password Reset

1. If DHSS staff, submit an Online Help Desk (OHD) ticket:
 - Select CATEGORY: Password Reset and DHSS Health Applications
 - Type WEBSURV and your USERID in the subject box.
2. If LPHA staff, call the ITSD Help Desk at (800) 347-0887, (573) 751-6388 or email: support@dhss.mo.gov

Communicable Diseases

Questions on condition status determination, condition classification, investigation issues for communicable diseases, or training should be addressed to either your district disease investigation staff (listed below) or to the Bureau of Communicable Disease Control and Prevention at 573-751-6113.

- Central District: Drew Pratt (573-884-3568)

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- Eastern District: Cindy Butler (314-877-2857); Lina Chavez-Hauser (314-877-0237); Crystal Talley (314-877-2832)
- Northwest District: C. Jon Hinkle (816-632-7276); Patrick Franklin (816-350-5442); Gordon Watkins (816-350-5404)
- Southeast District: Autumn Grim (573-290-5783)
- Southwest District: Douglas Baker (417-895-6918); John Bos (417-895-6945)

TB Disease, TB Infection, MOTT conditions

Questions on condition status determination, condition classification, or investigation issues for TB Disease, TB Infection, and MOTT conditions should be addressed to Traci Hadley (573) 526-5832; David Oeser (573) 751-6411.

Hepatitis B and C conditions and Hepatitis B Case Management

Questions on condition status determination, condition classification, or investigation issues for Hepatitis B and C conditions and Hepatitis B case management should be addressed to the Bureau of HIV, STD, and Hepatitis (573) 751-6439.

Sexually Transmitted Disease conditions

Questions on condition status determination, condition classification, or investigation issues for all STDs should be addressed to the Bureau of HIV, STD, and Hepatitis (573) 751-6439.

LOGIN

Steps

1. To access WEBSURV, at Internet Explorer address bar enter <https://webapp03.dhss.mo.gov/webmohsis>
2. The Login Screen is displayed.
3. Enter username and password.
4. Click Login

NOTE: Do not share your user id or password. Sharing your password is considered a security breach and your access will be revoked.

Screens

State of Missouri
DEPARTMENT OF HEALTH AND SENIOR SERVICES
Login

1. Enter Login Information 2. Select Agency

- Read the disclaimer
- Check Change Password to change passwords
- Enter the login information
- Click Login to proceed.

Login Information

Username

Password

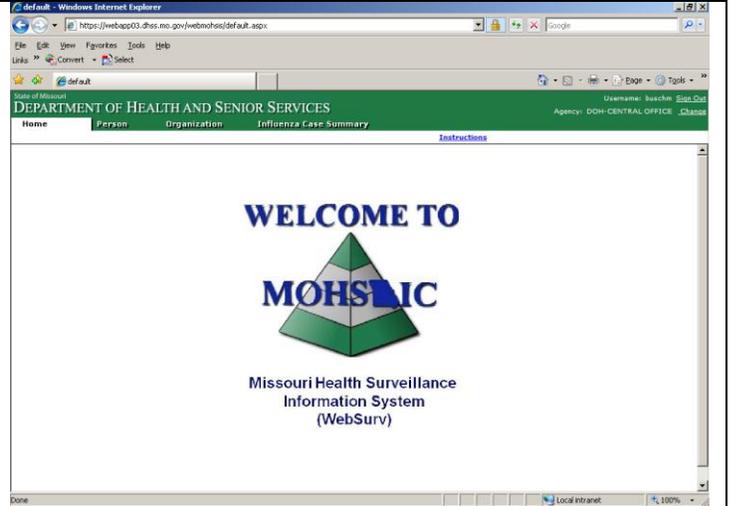
Change Password

Disclaimer

Notice: You are about to gain access to a Missouri Department of Health and Senior Services application. By proceeding, you are agreeing to keep confidential all information made available to you through this application. Any unauthorized access, use and/or disclosure of information may result in a loss of access privileges, an action for civil damages, an action for criminal charges, and/or disciplinary action including but not limited to suspension or dismissal.

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5. The MOHSAIC Home page is displayed.



Change Password

Steps

The system will determine when you need to change your password and will return a message. Or you may check the Change Password button.

1. Enter your username
2. Enter your current password
3. Enter your new password
4. Reenter your new password in the New Password Confirm variable.
5. Click Login.

Screens



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Password Rules

1. Passwords expire every thirty days.
2. Initial Password is your first initial, your last initial, and the last four digits of your social security number. If you request your password be reset, your password will be reset to the initial password.
3. The first time you log in, you will be required to change your password.
4. Password cannot be used within 32 sequences. The system will remember the last 32 passwords.
5. Do not use names or programs, such as MOHSIS01.
6. User must log in at least once every 30 days or account will be locked. Contact the ITSD Help Desk if you cannot log in.
7. Password Format
 - a. Password must contain six characters
 - b. Password must contain one number
 - c. Password cannot start with a number

6. The MOHSAIC Home Page is displayed.



DEFINITION OF DATES

Date	Description
Entry Date	Is available for every record (Condition, Case, Test, Symptom, etc.)
Condition - Date Received by Public Health	Users should enter the date received by LPHA or date of entry into WebSurv by Central Office – STDs: Use the date received, not the date of entry.
Condition - Date of Diagnosis	Date diagnosed by physician STDs: Date of specimen collection
Condition - Date of Initial Interview	Date interviewed by local health investigator – entered on the Additional information screen.
Condition - Date of Report	Users should enter the date the CD1 was completed by the reporter or the date of the lab result

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Condition - Date Assigned	Users should enter the date the case was assigned to the investigator.
Condition/Case - Date Enrolled in Case Management	The date the Case Worker found out the person was pregnant OR the date the baby/contact was identified as a contact to HBSAG+ pregnant women.
Condition - Medical Providers – Date of First Visit	Date the patient was first seen by the provider.
Condition – Due Date	If pregnant, date of expected delivery.
Condition – Outcome Date	If pregnant, date of delivery/end of pregnancy.
Condition – Interview Date	Date interviewed by Disease Intervention Specialist (DIS) and entered on STD Interview Record or Field Record.
Date of Last Exposure (Contact, Exposures)	Date the contact was last exposed to the person with the illness.
Drug Susceptibility – As of Date	Date the specimen was collected for the test.
Factor – Begin Date	Date the factor/item begin.
Factor – End Date	Date the factor/item ended.
Factor – Date Excluded	When Factor is FOODHANDLER, DAYCARE, HEALTHCARE WORKER, OCCUPATION, and Excluded has been set to YES, enter the date the person was excluded from work.
Factor – Date Notified	When Factor is BLOOD TRANSFUSION or ORGAN / TISSUE TRANSPLANT and Transplant Facility Notified has been set to YES, enter the date the facility was notified.
Field Record –Date Assigned	The date the client was initiated for DIS follow-up.
Field Record – Condition Date of Interview	Date of the Original Patient’s interview.
Field Record – Condition First Exposure	Document the date of the first sexual/needle sharing exposure to the Original Patient.
Field Record – Condition Last Exposure	Document the date of the last (most recent) sexual/needle-sharing exposure to the Original Patient.
Field Record – Condition Disposition Date	Date of Field Record closure.
Field Record – HIV Information – Date of Last HIV Test	Date of the client’s last HIV test
Field Record – HIV Information – Referral Date	Date the partner was referred for HIV testing
Interview Record – Date Assigned	Date the case was assigned for interview.
Interview Record – Date of Interview	Date the interview of the client occurred.
Interview Record – Date Closed	Date the investigation is completed.
Post Test Counseling – Counseling	Date the client was counseled about his/her HIV

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Date	infection.
Resolution Date	Date the investigation status changed, i.e. investigation completed.
Symptom – Onset Date	Date the symptom begin.
Test - Received Date	Date the report was received by DHSS, LPHA or Contractor.
Test – Result Date	Date the result was printed
Test – Specimen Date	Date the specimen was collected
Test – Test Date	Date the test was ran.
Treatment – Start Date	Date the treatment begin.
Treatment – End Date	Date the treatment ended.
Event Date (Data Warehouse Field)	Earliest known condition date – (Data warehouse only – updated during nightly procedures when additional information is added.)

GLOSSARY OF TERMS (All)

Term	Description
Address Type	<p>Postal – addresses which include building number, street, city, state, and ZIP Code. Will be sent through the Geocoder to be standardized.</p> <p>Institution – Search for the institution where the person resides.</p> <p>Location – Only know the County, City, State or Country.</p> <p>International – addresses for countries other than USA.</p>
Adhoc	Create on your own, refers to reports and/or queries.
Adopted/Parental Rights Terminated	<p>This field is available on:</p> <ol style="list-style-type: none"> 1. Infants/Contacts Screen for Hepatitis B (Pregnancy) Prenatal. 2. Hep B Case Management Screen for Infant Cases. 3. Birth Mom Screen for Infants with Congenital Syphilis. <p>If selected, all association between the mother and infant(s) are deleted. This includes locators (addresses, telephone, email) and alternate contacts, cross references and related persons that were added to the infant party record.</p>
Attachment	A document that has been added to the condition. WebSurv only allows PDF attachments.
Birth Order	The order the infant was born if pregnancy has multiple babies (1 – first born, 2 – second born, etc)

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Birth Weight	The weight of the infant at birth.
Case Management	Screens used for the management of infants and contacts to Hepatitis B Pregnancy Conditions.
CD-1	Disease Case Report form
CDC	Centers for Disease Control and Prevention
CDIRM	Communicable Disease Investigation Reference Manual. Reviewed annually and updated as needed by the Section for Communicable Disease Prevention. Contains case definitions used in disease investigations.
Classification	Available for tests/diagnostics and indicates the subtype, i.e. serogroup, serotype, genotype, etc.
Clinical Presentation	Entered on the symptom screen for identified conditions; clinical presentations include complications, related diagnoses, and types of infection.
Closed Reason	Reason why the Resolution of "Closed" is being added. For Infant Cases: <ul style="list-style-type: none"> • Infant Death – death of an infant from the 29th day of life through the first year of life. • Neonatal Death – death of an infant from birth through the first 28 days of life.
Complication	Available for reports of Adverse Reactions, Vaccinia Vaccination. It indicates the type of adverse reaction.
Condition Code	A five-digit number that identifies the condition, ex. 11570 is the code for Giardiasis.
Condition Identification Number (CID)	Unique, system-generated number assigned to the condition at entry. Can be used to search for and retrieve the case in WebSurv.
Condition Status	The classification of the case definition that the condition meets, such as confirmed, probable, suspect, or presumptive. The case definitions from the Communicable Disease Investigation Reference Manual (CDIRM) should be used to determine the status.
Contact Prioritization	High, Medium, Low – How close the contact is/was.
Contact, Type of	What is the type of contact? Available values include Household, Non Household, Consumer-Attendee, Patient, Employee, Unknown.
Contact	Contact to a condition. Infants and Contacts to a Hepatitis B (Pregnancy) Condition are case managed.
Cross References	Cross References are persons that may possibly be the same person as the party displayed.
DHSS	Department of Health and Senior Services
Died of this Illness	This means the condition is listed as one of the causes or contributing factors on the death certificate.

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Disease Intervention Specialist (DIS)	BHSH staff who conducts investigations in cases of STDs and HIV.
Dropdown List	Drop down lists are used throughout the system to display options for the field values.
Gestation Age	The number of weeks gestation the person was at birth.
GIS	Geographic Information System
Infant	The infant from the Hepatitis B (Pregnancy) Prenatal condition are associated and case managed. For STD, an infant may also be investigated for a potential congenital syphilis condition.
Investigator	Investigator assigned to complete the investigation/follow up/case management of the condition/case. The STD program has Disease Intervention Specialists (DIS).
Jurisdiction	County/City (local health agency) that is responsible for the investigation and follow up. The local health agency has write access to the condition, except for STD conditions. Jurisdiction is determined by the address associated to the condition, generally the address of the party.
Locator	An identifier either postal, telephone, or electronic that can be associated to a party. Items used to “locate” or find a party. Locator Role indicates the role of the locator to the party.
LPHA	Local Public Health Agency
Maximum Number of Rows	This is the number of records that may be returned for the search. It defaults to 50 but may be increased to 250.
Medical Providers	A medical provider is the attending physician, as well as a provider that is providing treatment such as a clinic, hospital, etc. Can be a person or organization.
MMWR	Morbidity and Mortality Weekly Report. Published weekly by the Centers for Disease Control and Prevention. To view the MMWR, go to http://www.cdc.gov/mmwr/
MOHSAIC	Missouri Health Strategic Architecture and Information Cooperative
MOHSIS	Missouri Health Surveillance Information System – the system that was replaced by WebSurv.
Navigation Tabs	The tabs near the top of the page that allow the user to navigate to other areas in the application. Navigation Tabs include: Home, Person, QA, Organization, Admin, and Case Summary. Items available are based on access.
NETSS ID	The six-digit number that CDC uses to identify the condition. The NETSS ID is assigned when the condition is entered.
No Case	“No Case” means the case does not meet the national surveillance case definition. Those definitions are located at: http://www.cdc.gov/ncphi/diss/nndss/phs/infdis.htm .
Note	Sections used to capture comments. Party narratives capture

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	information on the client that would be universally informational such as “person has hearing problems, need to speak loudly.” Condition narratives capture information specific to the case report such as nurse’s notes. Notes cannot be edited or removed once saved.
Notification Date	Currently is the Date Received by Public Health
Other Facilities	Other organizations/persons that have an association to the condition, such as workplace.
Party	Within WEBSURV, any person or organization that has some association or involvement in the condition and must be registered in the database before being associated with a condition. These parties are persons, reporters, physicians, hospitals, laboratories, etc.
Plurality	The number of babies in a pregnancy (twins – 2, triplets – 3, etc.)
Pregnancy Outcome	<p>The outcome of the pregnancy: full term, miscarriage, premature, elective termination, stillbirth, fetal demise.</p> <ul style="list-style-type: none"> • Full Term – infants born at 37 or more weeks gestation • Premature – infants born prior to 37 weeks gestation • Miscarriage – spontaneous abortion, death of fetus that occurs prior to 20 weeks gestation. • Fetal Demise – death of a fetus that weights 350 grams or more. • Stillbirth – death of a fetus with gestation age greater than or equal to 20 weeks. • Elective termination – termination of a pregnancy by the mother’s choice that does not result in a live birth.
Pregnant at Diagnosis	Answered on the condition screen – was patient pregnant at time of diagnosis.
Pregnant at Test	Answered on the tests screen for Hepatitis B Acute and Hepatitis B Chronic conditions – was patient pregnant at the time of the test.
Provider Roles	Providers must be assigned provider roles (.i.e. CD – PRIVATE PROVIDER, TB – PRIVATE PROVIDER) which allow the provider to be returned in a search for providers.
Reconciliation	Combining two parties or two conditions into one.
Refused to Answer	The person would not answer the question.
Related Persons	Related persons identifies siblings (twins, triplets), parents, and other persons that should not be reconciled with this person.
Relationship	What is the type of contact? Available values include Household, Non Household, Consumer-Attendee, Patient,

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	Employee, Unknown.
Reporter	The party that reports the condition to the Dept of Health and Senior Services or the local health agency. The STD program does not collect this information.
Resolution	The resolution indicates the standing of disease investigation or case management. Selections include Active, Needs Investigation, Closed, and Reopened. If you close a case, you will also need to select a Closed Reason.
Retrospective	Pregnancy ended (infant born) prior to notification of the condition. (This definition defines Retrospective as it relates to Pregnant at Diagnosis for Hepatitis B (Pregnancy) Prenatal conditions.
Roles (Application)	<u>VIEW</u> – Not able to add or update any information, only view records. <u>USER</u> – General add and update privileges. <u>QA USER</u> – General add and update privileges as well as the ability to reconcile conditions, add organizations and add provider roles. <u>ADMIN USER</u> – General add and update privileges, QA privileges, and administrative functions.
Rows Returned	This is the number of records returned from the search. If the number of rows returned is the same as the Maximum Number of Rows, the user should increase the Maximum Number of Rows or refine the search and search again.
Sensitive Address	Mark this field when the address should not be shared, i.e. Rape Abuse Crisis Center address.
Sensitive Pregnancy	Mark this field when information about the pregnancy should not be shared, i.e. teenage pregnancy.
Service Provided	Type of service the medical provider is providing, such as prenatal, delivery hospital, infectious disease, etc.
Sex	Current Sex/Gender - The sex or gender of the person at the current time. Sex at Birth – The sex of the person at birth.
Soundex	Used in search of persons –find names that sound alike instead of exact matches.
State Morbidity	Confirmed and probable cases are sent to CDC and determine the state morbidity for the MMWR.
Submitter	The party that sends the specimen to the laboratory for processing. Can be a person or organization.

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Test Date Order	1 - Specimen Date – Date specimen collected 2 - Test Date – Date test started 3 - Result Date – Date result reported, printed
Transfer	Case was previously managed in another state/country and was transferred to Missouri OR the case has moved to another state/country and is being transferred to that state/country for case management – used for Hepatitis B (Pregnancy) conditions and infant or contact cases.
Type of Case	Type of Case being managed, i.e. Infant or Contact
Validation	A review of the information entered/selected to assure that the information meets appropriate values.
Web Portal	MOHSAIC web site for warehouse reports – Access to the reports are through the MOHSAIC Web Page, Crystal Reports (INTRANET http://crystal1/businessobjects/enterprise115/InfoView/logon.aspx or INTERNET http://crystalweb.dhss.mo.gov/businessobjects/enterprise115/InfoView/logon.aspx) links

GLOSSARY OF TERMS (Sexually Transmitted Diseases)

Term	Description
Adequate/ Recommended Treatment	Treatment that is accepted by DHSS as adequate treatment or the recommended CDC treatment regimen for the condition.
Field Record	Form used by DIS to conduct investigations for cases of STDs and HIV.
Inadequate Treatment	Any treatment that is not accepted by DHSS as adequate treatment or the recommended CDC treatment regimen for the condition.
Incidental Antibiotics	An antibiotic that the client did not receive to specifically treat the condition.
Interview Record	Form used by DIS to conduct interviews for cases of STDs and HIV.
eHARS ID (Enhanced HIV/AIDS Reporting System)	HIV state number Character, minimum of 2 characters, maximum of 10 characters
Presumptive Condition	Condition status used for Congenital Syphilis only.
Provider Type	Code assigned by the STD program that designates the type of facility a provider is according to CDC definitions.
STD*MIS (Sexually Transmitted Disease Management Information System)	Database previously used by the STD program to track STD surveillance data.

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SYSTEM TIMEOUT

The application will time out after 20 minutes of inactivity. Users should close WebSurv when they leave their desk or when something is going to keep them from completing the entry in the appropriate timeframe (less than 20 minutes). FYI, Internet Explorer will not close. You will need to close Internet Explorer and log back in to the application. Data not saved before the timeout will be lost.

WebSurv does not maintain a “constant” connection to the server/database. It makes calls to the server/database when a user hits save or moves to another screen.

CAUTION: Typing a long complicated note will not keep the application “active”. We recommend typing long complicated notes in Word and then copy and paste the note into the WebSurv note field.

WARNINGS AND TIPS

Warnings:

1. Selecting a screen in the TreeView without saving the information in the Right Frame will lose any new information entered. Add to List or Replace in the grid does not save the information.
2. Using Back, Forward, or Reload buttons on the Internet Explorer Task Bar may cause errors and data to not be saved.
3. Using the scroll button on the mouse when focus is on a field with a dropdown will move through the dropdown list and may change the selection.

Other Warnings:

1. Check your date/time on your computer. If the date is wrong, you may get the “Certificate Error” when loading the login page.

General Use Tips:

1. Click on a column name to sort by that column in ascending or descending order. An arrow next to the column name will indicate the sort.
2. Click on hyperlink (shown as [blue underlined text](#)) to:
 - a. Complete Task (Add to List, Clear, Hide Instructions, etc.)
 - b. Return appropriate screen (Addresses, Organization Search, etc.)
3. Click on calendar icon  to return pop up calendar.
4. If you chose to type in the date, use MMDDYYYY format; do not enter slashes. At exit of the field, the slashes will be added by the application.
5. Click  to expand the Tree
6. Click  to close the Tree Item
7. Use the space key to toggle a check box.
8. Select from a dropdown by clicking the down arrow  and selecting the value or type the first letter multiple times until the value is reached.
9. View dropdown values by “ALT” and down arrow on keyboard.

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10. Required fields for all conditions are shown with a red asterisk (*). A condition/program may require other fields, and these fields will not be marked with an asterisk(*), but a validation message will be returned if not entered.

Internet Explorer Tips:

1. Use Ctrl and (shift) + key to increase the zoom on your browser window. Ctrl and – (no shift) will decrease zoom on your browser window.
2. Do not use the Back, Forward, or Reload buttons on the Internet Explorer Task Bar.
3. Do not bookmark pages within the application.
4. Turn Off “Pop-Up Blocker” which interferes with the application or allow pop ups from dhss.mo.gov.
5. Remove any Add On Internet Explorer tool bars such as Google or Yahoo that could interfere with the application.
6. Delete cookies and temporary files through IE Options if you experience problems.
7. Settings – Temporary Internet Files – Set “Check for newer versions of stored pages” to Automatically. Check that disk space allocated for temporary internet files is set to the recommended size (50-250 mb).
8. If you need to have multiple WEB applications open at one time but the second application takes over the window of the first application, an Internet Explorer setting needs to be changed. To do this, go to TOOLS, INTERNET OPTIONS, ADVANCED, take the checkmark off "REUSE WINDOWS FOR LAUNCHING SHORTCUTS".
9. Printing issues – Check for ActiveX message.

Adobe Reader Tips:

1. If you are receiving a “Save Dialog” pop up when you click a [print](#) link, open Adobe Reader, Edit-Preferences, Categories-Documents, Save Settings. Make sure that the “Automatically save document changes...” is checked.
2. The application report ([print](#)) can display in the right frame or in a new window. Open Adobe Reader, Edit-Preferences, Categories-Internet, to display:
 - a. In the right frame of Internet Explorer screen, check the box for “Display PDF in browser”.
 - b. In a separate window, uncheck the box for “Display PDF in browser”.

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Password Rules

8. Passwords expire every thirty days.
9. Initial Password is your first initial, your last initial, and the last four digits of your social security number. If you request your password be reset, your password will be reset to the initial password.
10. The first time you log in, you will be required to change your password.
11. Password cannot be used within 32 sequences. The system will remember the last 32 passwords.
12. Do not use names or programs, such as MOHSIS01.
13. User must log in at least once every 30 days or account will be locked. Contact the ITSD Help Desk if you cannot log in.
14. Password Format
 - a. Password must contain six characters
 - b. Password must contain one number
 - c. Password cannot start with a number

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Computer Settings:

1. Recommended Screen Resolution – 1024 x 768 using normal size DPI setting.
2. Recommended Browser – Internet Explorer (Version 7 or 8) Version 9 is not yet supported.

Note:

You may be able to uninstall IE 9 and install IE8. You may also try running IE 9 in the “Compatibility Mode”. Click the icon shown with the red arrow. It usually works.



WEBSURV Intranet Page:

Helpful information can be found at: <http://dhssnet/ehcdp/mohsis.html>

Reporting problems/errors

1. Use Ctrl, Alt, Print Screen buttons on the keyboard to take a copy of the screen.
2. Open Microsoft Word and paste (Ctrl V or Edit-Paste) the screen print into the document.
3. Add additional narrative to explain the issue/error. Be as specific as possible.
4. Save the document.
5. Email the document to WebSurvSystemAdministrator@health.mo.gov.

Screen Layout

The screen is divided into a header with navigation tabs and two frames.

The **header** allows you to navigate to other areas in the application. Navigation Tabs include: Home, Person, QA, Organization, Admin, and Case Summary. Items available are based on access. When loaded, each navigation tab has a Search/Task list in the left frame.

The **left frame** is the Search/Task list OR the Treeview and allows you to navigate to other screens as needed. A (+) (plus sign) in front of a screen name indicates that the row is expandable. Click on the plus sign to expand the item to show additional information. The plus sign will then be replaced by a (-) minus sign. Click on the minus sign to minimize the item. The number in parenthesis () behind the screen name indicates the number of records saved for that screen. The [Refresh Tree](#) at the bottom of the tree will update the numbers in parenthesis.

The **right frame** is the screen that has been selected (identified in blue print) in the treeview.

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Links

[Refresh Tree](#) – will update the counts shown for the records.

[ShowMeVac](#) – when selected, will open a new Internet Explorer window with the login screen for ShowMeVac if the user has an appropriate role.

[Reports](#) – opens up the Crystal Web Reports dialog for running of reports

[Instructions](#) – opens the table of contents for the online instructions.

WARNING REMINDER: Selecting a screen in the TreeView OR a link without saving the information in the Right Frame will lose any new information entered. Add to List or Replace in the grid does not save the information.

Error/Validation Indicators

When the user clicks [Add to List](#), [Replace](#) or **SAVE** button, validation of the information is performed. A validation message in red will appear at the top of the section when validation fails.

default - Windows Internet Explorer provided by DHSS/ITSD

http://devsvcs/webmohsis/default.aspx?tc=Person

State of Missouri
DEPARTMENT OF HEALTH AND SENIOR SERVICES
Username: swadm04 Sign Out
Agency: DOH-CENTRAL OFFICE

Home Person Organization Search Instructions

BUSCHJOST, MARY ARLENE

Locators

History

Provider Roles

CONDITIONS

Add Condition

GIARDIASIS

AEROMONAS SPECIES

Refresh Tree

* Denotes required field.

Demographics for BUSCHJOST, MARY ARLENE (Party ID = 5777515)

Date of Birth: 2/17/1962 Sex: FEMALE Race: WHITE

ADD NAME

Name	Type	Last Name	First Name	Middle Name	Begin Date	End Date	Entry Date
Edit	PRIMARY	BUSCHJOST	MARY	ARLENE			01/29/2002

1

* Date of Death cannot be prior to the Date of Birth.

Date of Birth: 02/17/1962 (mmddyyyy) Date of Death: 02/16/1962 (mmddyyyy)

Race: * White Asian
Black American Indian
Unknown Pacific Islander

Ethnicity: NON HISPANIC Sex: FEMALE

Country Of Origin: Date Entered USA: (mmddyyyy)

Marital Status: MARRIED Vital Status: LIVING

* Information has been entered to add to list. Please click Add to List or Clear.

Identifiers

Type: CLIENT NUMBER

Identifier: []

Add to List Clear

Type	Identifier
Remove	SSN 496781202

1

Education Education (0-17): 14

The validation message will NOT be removed from the screen until the user clicks [Add to List](#), [Replace](#) or **SAVE** button.

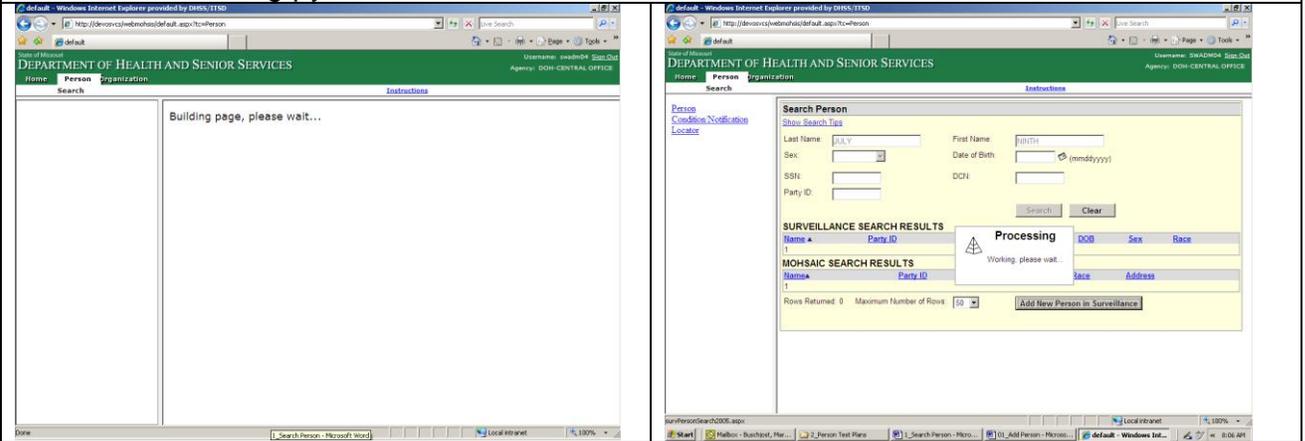
Questions on validation rules should be addressed to the Regional Disease Investigation Staff for general communicable diseases or to BSHS for STD conditions. See [contact information](#).

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Progress Indicators

The system will indicate that work is in progress by:

- Building... message in the right frame or in the pop-up window.
- Processing pyramid.



WARNING: Users must wait for the system to complete the process and respond. If not, user may receive a server error.

Grid Sorting, Navigation, Adding Records, and Editing or Removing Records

Most screens include a grid to capture and show multiple records, such as the Symptoms screen below.

Sorting: The current sort is shown by a black arrow next to the column name. You can sort the grid by clicking on a column header. If the sort is currently on that column, the list will be sorted on that column ascending or descending (opposite of what it currently is). If not, the list will be sorted ascending.

Navigation: Paging is available when the list has more than 5 records. The page numbers are shown in the bottom left. Click the page number to move to that page.

Adding Records to the Grid: Enter/Select the information in the entry fields that are in the section above the grid. Click on the Add to List link on the right top corner of the grid. Validation is completed on the entered items and if validation passes, the record is shown in the grid. If validation fails, message(s) are returned above the entry fields. Clear removes all values in the entry fields.

WEBSURV INSTRUCTIONS

Edit or Remove: To edit a record in the grid, click Edit for the information to be displayed in entry field with a Replace link above the grid and Cancel next to the row in the grid being edited. To remove a record, click Remove; you will be prompted to confirm the remove.

Warning: Records are not saved until you click SAVE at the bottom of the screen in the right frame.

The screenshot shows the Websurv application interface. The top navigation bar includes 'Home', 'Person', 'Organization', and 'Case Summary'. The main content area is divided into a sidebar and a main panel. The sidebar contains a tree view with categories like 'BACTER, CAMPY', 'CONDITIONS', and 'Enteric Supplemental'. The main panel has a 'Symptoms' section with input fields for Symptom, Other Symptom, Onset Date, Onset Time, Duration, and Symptom Site. Below this is a table of symptom records.

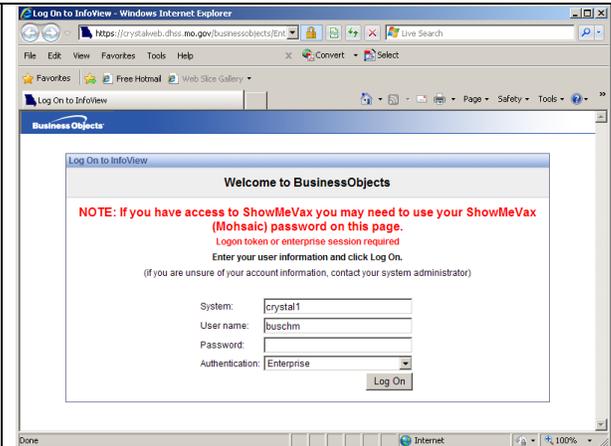
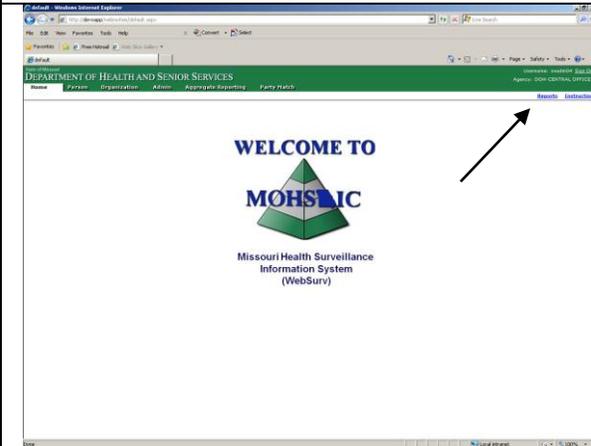
Edit	Remove	Symptom	Onset Date	Onset Time	Duration	Unit	Site	Fever Degrees	Entry Date	Entered By
Edit	Remove	BODY ACHE							01/14/2009	SWADM04
Edit	Remove	ABDOMINAL CRAMPS PAIN							01/14/2009	SWADM04
Edit	Remove	VOMITING	12/07/2008						01/14/2009	SWADM04
Edit	Remove	FEVER	12/08/2008					103	01/14/2009	SWADM04
Edit	Remove	DIARRHEA	12/10/2008						01/14/2009	SWADM04

Below the table is a 'Notes' section with a text area and a 'Refresh Tree' button. At the bottom, there are 'Add to List' and 'Clear' buttons, and a table header for 'Entry Date' and 'Entered By'.

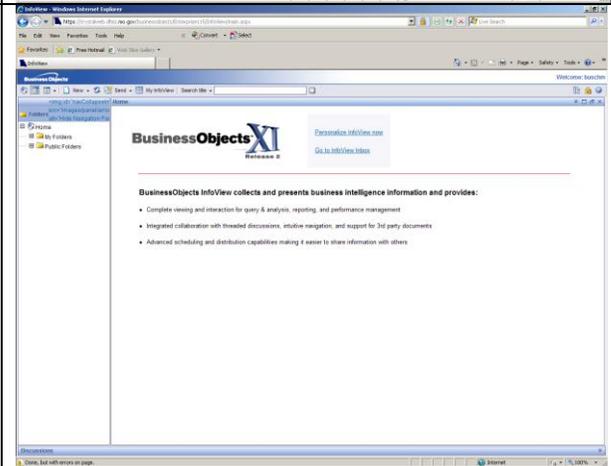
WEBSURV INSTRUCTIONS

Reports

After logging in to the application, click the [Reports](#) link on the far right of the secondary navigation bar to go to the Crystal Web Reports. The login screen will be returned if the password for the user in MOHSAIC does not match the password in DWPROD.



Once the user is logged into the Crystal Server, the Crystal Web Reports screen will display.



WEBSURV INSTRUCTIONS

Online Instructions

After logging in to the application, click the [Instructions](#) link on the far right of the secondary navigation bar to view the online instructions table of contents. The instructions table of contents also contains links to documents.

For the Instruction links to display the PDF documents properly, users must have Adobe Acrobat Reader on their computer. Users should download the latest version of Adobe Acrobat Reader (Version 9).

