

**National Outbreak Reporting System (NORS)
User Training Document - Settings Tab**

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INTRODUCTION

This training document provides instructions on how to complete the questions in the Settings tab, which should be completed for all reports of person-to-person, environmental contamination, and indeterminate/unknown mode of transmission outbreaks, after filling in the information for the General Section and Etiology tabs. Although not all of the fields are required to submit an outbreak report, this guide provides instructions on how to enter data for all fields in this section.

The document assumes you have already read the instructions on how to complete the General Section and Etiology tabs contained in NORS. Additional information on specific questions can also be found by clicking the blue button with the question mark near the top of each question box within the NORS interface.

Investigation Methods (select all that apply)
?

- Interviews only of ill persons
- Case-control study
- Cohort study
- Food preparation review
- Water System Assessment:Drinking water
- Water System Assessment:Nonpotable water
- Treated or untreated recreational water venue assessment
- Investigation at factory/production/treatment plant
- Investigation at original source (e.g., farm, water source, etc.)
- Food product or bottled water traceback
- Environment/food/water sample testing

Step 10 : Settings
Previous Next

Major Setting of Exposure (choose one) ?

Category:

Attack rates for major setting of exposure ?

<i>Group (based on setting)</i>	Estimated exposed in major setting*	Estimated ill in major setting	<i>Crude attack rate [(estimated ill / estimated exposed) * 100]</i>
residents, guests, passengers, patients, etc.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Calculate Attack Rate
staff, crew, etc	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Calculate Attack Rate

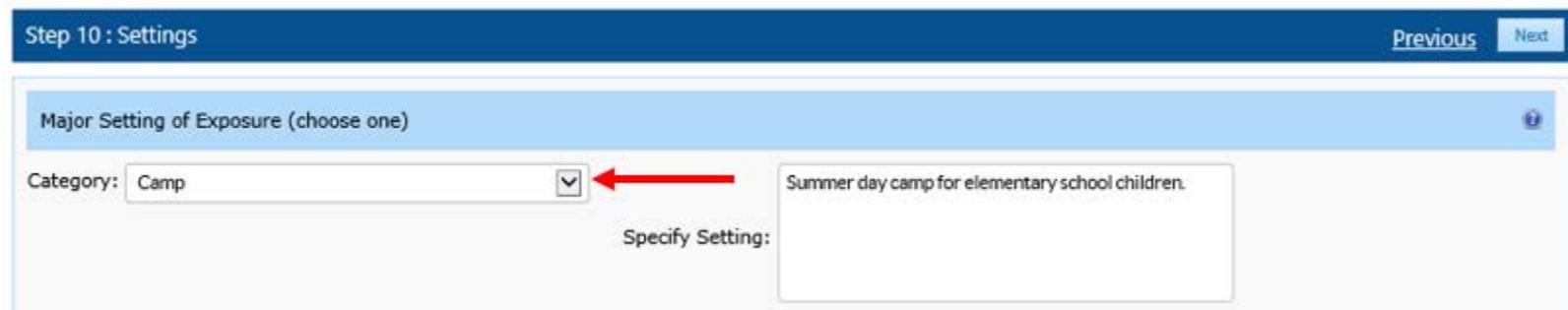
Other settings of exposure (choose all that apply) ?

Categories:

- Camp
- Child day care
- Event space
- Festival/fair
- Hospital
- Hotel/motel

MAJOR SETTING OF EXPOSURE

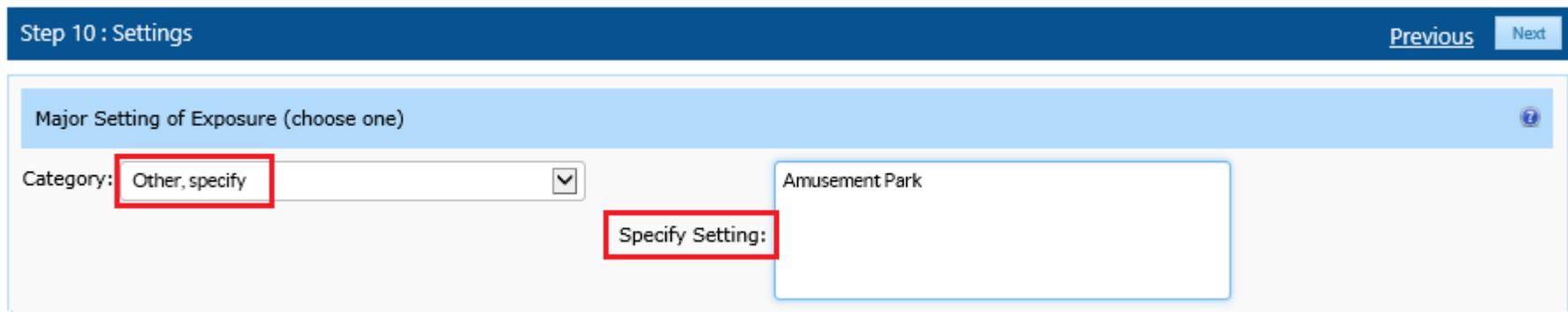
You will first select the major setting of exposure for the outbreak using the drop-down box. If the outbreak occurred in more than one setting of exposure, indicate the major setting of exposure that yielded the first cluster of illness in the outbreak. In the screenshot below, “Camp” has been selected from the drop-down list.



The screenshot shows a web form titled "Step 10 : Settings" with "Previous" and "Next" buttons. The main heading is "Major Setting of Exposure (choose one)". Below this is a "Category:" dropdown menu with "Camp" selected. A red arrow points to the dropdown arrow. To the right is a "Specify Setting:" text box containing the text "Summer day camp for elementary school children." There is also a help icon (question mark) in the top right corner of the form area.

Once you select the major setting from the drop-down list, the “Specify Setting” box will appear on the right. If desired, you can use this box to enter more details about the setting. However, further details are not required.

If the setting of the outbreak you are entering is not listed in the drop-down list, please select “Other, specify” and enter the details in the “Specify Setting” box. Please only use the “Other, specify” category if the major setting of exposure truly does not fit into one of the pre-defined setting categories.



The screenshot shows the same "Step 10 : Settings" form. The "Category:" dropdown menu now has "Other, specify" selected, which is highlighted with a red box. The "Specify Setting:" text box now contains the text "Amusement Park", also highlighted with a red box. The help icon remains in the top right corner.

If you need any help deciding which setting to select, you may consult the NORS general guidance file (www.cdc.gov/nors/forms.html) for help. This provides additional details on how each setting is classified.

ATTACK RATES FOR MAJOR SETTING OF EXPOSURE

Next, you will enter data necessary to calculate attack rates. The ill and exposed are divided into two groups. Group 1 is for residents, guests, passengers, patients, or anyone similar in the major setting of exposure. Examples include children attending daycare, residents of a nursing home, guests of a hotel, prison inmates, and students at a school. If exposure occurs in a work place such as an office building, consider all persons exposed and/or ill as part of this group.

Group 2 is for staff, crew, or anyone similar. Examples include healthcare providers, teachers, camp counselors, prison guards, daycare employees, hotel staff, and waiters. If the two groups cannot be distinguished in a particular outbreak, please enter all information on the numbers ill and exposed in the row for Group 1 (residents, guests, etc.).

In the screenshot to the right, 370 residents and 130 nursing home staff members were exposed during the outbreak. If the outbreak occurred in only a single or limited number of sections of the major setting of exposure (i.e., exposure did not occur throughout the entire setting), only include the total number of residents or staff in the affected section or sections. For example, an outbreak restricted to a single ward of a hospital should include only patients and staff exposed in that ward.

Attack rates for major setting of exposure

Group (based on setting)	Estimated exposed in major setting*	Estimated ill in major setting	Crude attack rate [(estimated ill / estimated exposed) * 100]
residents, guests, passengers, patients, etc.	<input type="text" value="370"/>	<input type="text" value="30"/>	Calculate Attack Rate
staff, crew, etc	<input type="text" value="130"/>	<input type="text" value="15"/>	Calculate Attack Rate

You will then enter in the total number of persons ill in that major setting for each of the two groups. In this example, 30 residents and 15 staff members became ill. After entering the numbers of exposed and ill, click on each "Calculate Attack Rate" button in order to calculate the attack rates for the residents and the staff.

Attack rates for major setting of exposure

Group (based on setting)	Estimated exposed in major setting*	Estimated ill in major setting	Crude attack rate [(estimated ill / estimated exposed) * 100]
residents, guests, passengers, patients, etc.	<input type="text" value="370"/>	<input type="text" value="30"/>	8.11% Calculate Attack Rate
staff, crew, etc	<input type="text" value="130"/>	<input type="text" value="15"/>	11.54% Calculate Attack Rate

In this example outbreak, the attack rate for residents was 8.11% and the attack rate for staff was 11.54%.

OTHER SETTINGS OF EXPOSURE

At the bottom of the page, you may also add secondary settings of exposure for your outbreak, if applicable. To select multiple secondary settings, hold down the “Ctrl” button on your keyboard while selecting the settings with your mouse. To deselect any one setting, hold down the “Ctrl” button and click on the setting you’d like to deselect.



Other settings of exposure (choose all that apply) ?

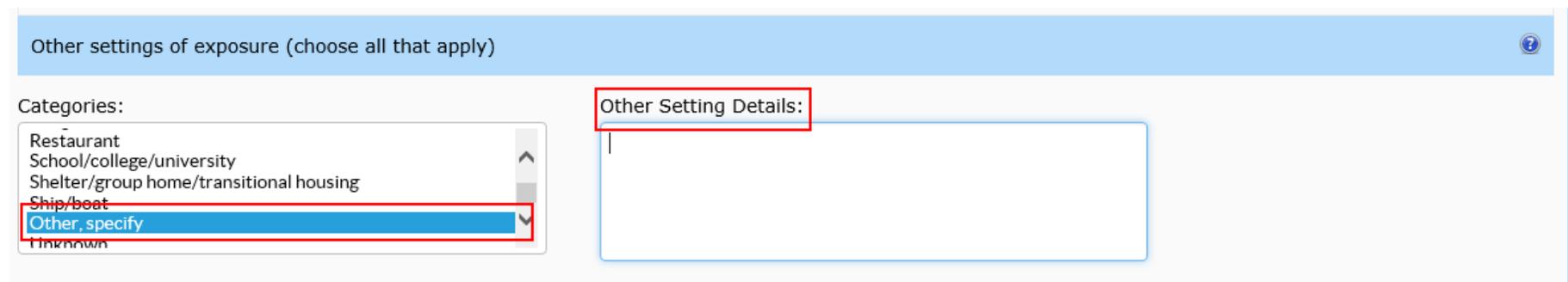
Categories:

- Camp
- Child day care
- Event space
- Festival/fair
- Hospital
- Hotel/motel

Other Setting Details:

When any secondary setting is selected, the “Other Setting Details” box will appear. Once you have selected all applicable settings, you may enter additional details in this box.

If the secondary setting you wish to enter is not in the drop-down list, select “Other, specify” and enter details regarding the secondary setting in the “Other Setting Details” box. Please only use the “Other, specify” category if the setting of exposure truly does not fit into one of the pre-defined setting categories.



Other settings of exposure (choose all that apply) ?

Categories:

- Restaurant
- School/college/university
- Shelter/group home/transitional housing
- Ship/boat
- Other, specify
- Unknown

Other Setting Details:

You have now finished entering all of the data specific to the Settings section of person-to-person, environmental contamination, and indeterminate/unknown mode of transmission outbreak reports. Make sure to click the “Save Report” button near the top of the screen before exiting the report. If you are finished entering data and would like to finalize the report, click the “Finalize Report” link near the top of the screen.

The screenshot displays the NORS report interface for a report titled "Report: NORS_Training_Test". At the top right, there are three buttons: "Save Report", "Finalize Report" (with a lock icon), and "Download". Below these buttons, a metadata bar shows: "Status: Active", "Primary Mode: Person to person", "State ID: NORS_Training_Test", "CDC ID: 45449", "Created: Thursday, 09/07/2017", and "Author: [user icon]". A navigation bar below the metadata bar includes "General Section", "Etiology", "Settings" (highlighted), and "Attachments". Under "General Section", there is a sub-tab for "Shigella". A dark blue header bar indicates "Step 10 : Settings" with "Previous" and "Next" buttons. The main content area is titled "Major Setting of Exposure (choose one)" and contains a "Category:" dropdown menu with "Camp" selected, and a "Specify Setting:" text input field.

If you need assistance in completing other sections of NORS, please refer to the online technical and guidance documents located at www.cdc.gov/nors.

For further assistance or for questions or comments, please email us at NORSAdmin@cdc.gov.