

National Outbreak Reporting System (NORS)

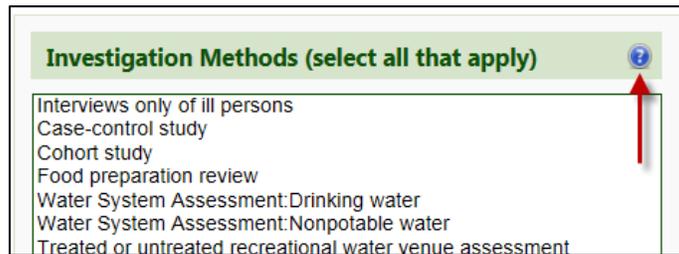
User Training Document - Settings Tab

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INTRODUCTION

This training document provides instruction on how to complete the questions in the Settings tab after filling in the information for the General Section and Etiology tabs for reports of person-to-person, environmental contact, and other/unknown mode of transmission outbreaks. 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.



The Settings section should be completed for all reports of person-to-person, environmental contact, and other/unknown mode of transmission outbreaks. 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.

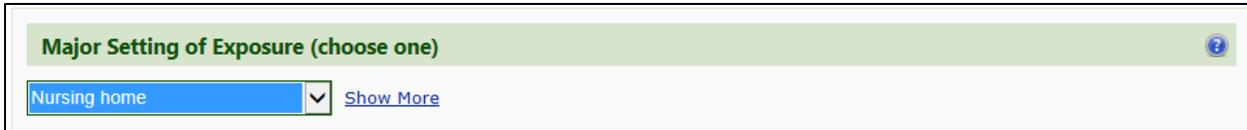
The screenshot shows the 'Settings' tab in the NORS interface. At the top, it displays 'Primary Mode of Transmission: Person to person' with a 'Change' link and buttons for 'Save Report' and 'Save & Finalize Report'. Below this is a progress bar with 'General Section', 'Etiology', 'Settings' (highlighted), and 'Attachments'. A 'General' tab is selected. The main content area is titled 'Step 10 : Settings' with 'Previous' and 'Next' buttons. The first section is 'Major Setting of Exposure (choose one)' with a dropdown menu showing 'Nursing home' and a 'Show More' link. The second section is 'Attack rates for major settings of exposure' with a table:

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"/>	<input type="text"/>	Calculate Attack Rate
staff, crew, etc	<input type="text"/>	<input type="text"/>	Calculate Attack Rate

The third section is 'Other settings of exposure (choose all that apply)' with a list of options: Camp, Child daycare, Community-wide, Hospital, Hotel, Nursing home, and Prison or detention facility. There is an 'Other' link next to the list.

MAJOR SETTING OF EXPOSURE

You will first select the major setting of exposure for the outbreak. 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, "Nursing Home" has been selected from the drop-down list.



A screenshot of a web form titled "Major Setting of Exposure (choose one)". Below the title is a dropdown menu with "Nursing home" selected. To the right of the dropdown is a "Show More" link. A small question mark icon is in the top right corner of the form's header.

In case the setting of the outbreak you are entering does not appear in the drop-down list of common setting categories, click on "Show More" next to the list to see additional settings. This allows you to select from a much longer list of settings that have been previously entered by other users.



A screenshot of the same web form as above, but with a red arrow pointing to the "Show More" link.



A screenshot of the web form with "Independent Living Facility" selected in the dropdown menu. To the right of the dropdown are "Other" and "Show Less" links. A small question mark icon is in the top right corner.

If the setting of the outbreak you are entering is not listed in the expanded drop-down list, you may add it. Since the setting will then be added to the drop down list, please first verify that a similar setting does not already exist in the list. After clicking on "Show More," click on "Other." This turns the drop-down list into a free text field. You may then type in your setting and click "Save."



A screenshot of the web form with "Independent Living Facility" selected. A red arrow points to the "Other" link.



A screenshot of the web form where the dropdown menu is replaced by a text input field containing "New setting". To the right of the input field are "Save" and "Cancel" buttons. The "Save" button is circled in red. A tooltip message above the input field reads: "This item will be added to the list. Please verify that a similar item does not exist."

If you need any help deciding if the setting of the outbreak you are entering belongs in one of the settings already listed, you may consult our guidance file for help. This lists the most common categories of settings and provides some detail as to what specific settings belong in each category.

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.

In the screenshot below, 370 residents and 130 staff members in the nursing home outbreak setting were exposed. 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 of exposure), only include the total number of residents or staff in that section or sections. For example, an outbreak restricted to a single ward of a hospital should include only patients and staff assigned to that ward as exposed.

You will then enter in the total number of persons ill in that major setting for each of the two groups. In the screenshot below, 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 settings 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

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

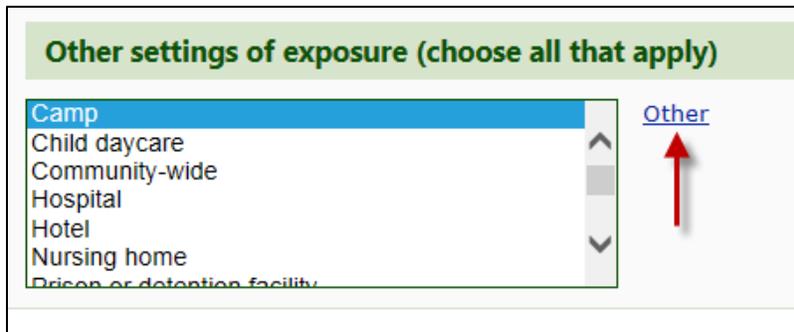
Attack rates for major settings of exposure			
Group (based on setting)	Estimated exposed in major setting*	Estimated ill in major setting	Crude attack rate [(estimated ill / estimated exposed) * 100]
residents, guests, passengers, patients, etc.	<input type="text" value="370"/>	<input type="text" value="30"/>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

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.

The most common setting categories appear at the top of the picklist, with user-entered settings appearing beneath. If the secondary outbreak setting you wish to select is not listed in picklist, you may add it. Since the setting will then be added to the picklist, please first verify that a similar setting does not already exist in the list.

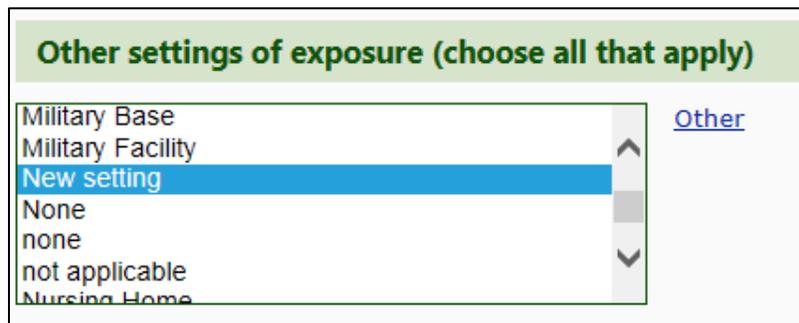
To add a new setting to the list, click on the link labeled “Other.”



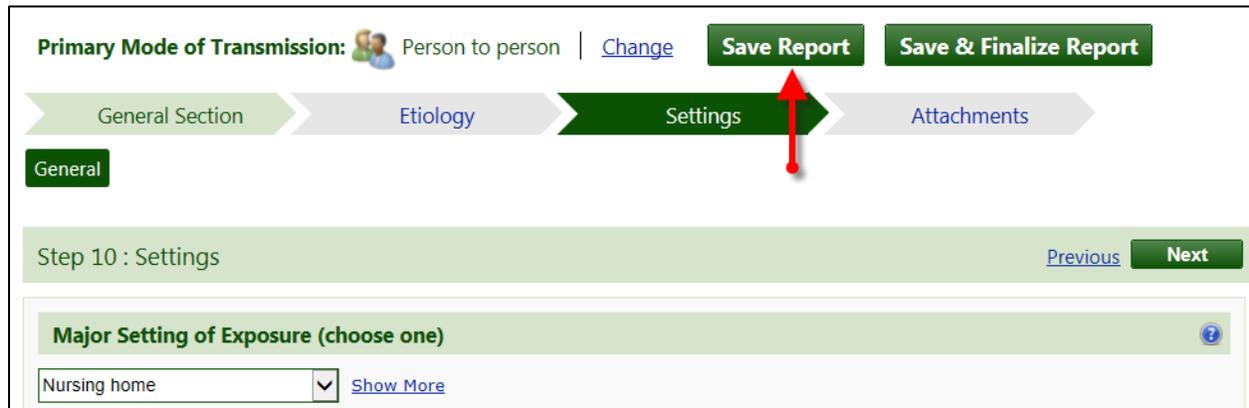
The picklist will change into a free text box, in which you may type your new setting name. After entering the setting name, click the “Save” link.



Once the new setting name has been saved, scroll through the picklist to make sure that your setting is selected as the other setting of exposure.



You have now finished entering all of the data specific to the Settings section of person-to-person, environmental contact, and other/unknown mode of transmission outbreak reports. Make sure to click the “Save Report” button near the top of the screen before exiting the report.



The screenshot shows the NORS report interface. At the top, it displays "Primary Mode of Transmission: Person to person" with a "Change" link and two buttons: "Save Report" and "Save & Finalize Report". Below this is a progress bar with four sections: "General Section", "Etiology", "Settings", and "Attachments". The "Settings" section is highlighted in green, and a red arrow points to the "Save Report" button. Underneath the progress bar, there is a "General" tab. Below the tab, it says "Step 10 : Settings" with "Previous" and "Next" buttons. The main content area is titled "Major Setting of Exposure (choose one)" and shows a dropdown menu with "Nursing home" selected and a "Show More" link.

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

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