

Workflows described in this document are applicable to: Central Office HIV & STD Staff

<b>Workflow Category: HIV/STD OOS Activities</b>						
<b>Workflow Name</b>	<b>Description</b>	<b>Workflow Assignment Type</b>	<b>Responsible Party</b>	<b>Qualifying Criteria</b>	<b>Exit Criteria</b>	<b>Question Package</b>
OOS Followup Needed	Cases needing follow-up with another out of state jurisdiction	Central Office	ICCR	An out-of-state case assignment is generated for partner services and assigned to the central office staff responsible for contacting the other state	Assignment outcome for the OOS Follow-Up assignment is populated	Case Assignment/Field Record
OOS Record Search Needed	Cases needing record search with another out of state jurisdiction	Central Office	ICCR	An out-of-state case assignment is generated for record search and assigned to the central office staff responsible for contacting the other state	Assignment outcome for the OOS Follow-Up assignment is populated	Case Assignment/Field Record

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CS Investigation Review and Classification Approval	FLS approves CS investigation and submits for central office approval	Central Office	CS Coordinator	FLS approves the congenital report and the report is then submitted to Central Office for review and approval	Question "CO Approval" is populated by central office staff	Congenital
CS FIMR Eligibility	Alert staff to review congenital syphilis cases for FIMR selection	Central Office	CS Coordinator	Eligible for FIMR review is "Yes" in the congenital question package and placed in the workflow for central office staff	Approve for FIMR is populated by central office staff	Congenital
Open Assignment - No Jurisdiction Assigned	Open FRs, IXs, RelXs, and CS Investigations where no Jurisdiction was assigned. These need to be reviewed and assigned by central office.	Central Office	Central Office STD Surveillance	Assignment is open with no jurisdiction assigned	Jurisdiction is assigned for the assignment	Case Assignment/Field Record
CS Investigation Not Completed	Central Office approval needed for congenital syphilis investigation not completed	Central Office	PHFU Consultant	Female patient is identified as pregnant during syphilis event and congenital investigation status is "Not Completed" and placed in a workflow for central office	Question "CO Approval" is populated by central office staff	Clinical

**Workflow Name:** The name of the query that describes the condition of the event. Each workflow name is a clickable link that will open a new screen that lists event(s) in that queue.

**Description:** explanation of the condition of the event that caused it to be placed in this workflow

**Workflow Assignment Type:** Workflows are assigned and appear in a workflow queue either on an individual basis (user-based) or for multiple users who hold the same role (responsible party) and work within the same jurisdiction (jurisdiction-based). Events that appear in the queue of a user-based workflow will only be seen by a single user and must be completed by that person in order to complete the task and remove it from the queue (supervisors may also see some user-based workflows assigned to their staff for monitoring purposes, but they typically will not complete any tasks in these workflows). For jurisdiction-based workflows that appear in the queues of multiple users, the user responsible for handling specific workflow events will need to be identified by the jurisdiction itself. See chapter 5.1.1, Workflow Queue Screen, in the Core Manual for more information on this topic. \*\*\*NOTE: Central Office Assignment types are assigned in the same way as jurisdiction-based workflow assignments--they enter the queue of all users within Central Office who hold the role/job function (responsible party) required to complete the task.

**Responsible Party:** The role/job function of the user who is responsible for handling the workflow

**Qualifying Criteria:** The conditions that trigger an event to enter the workflow

**Exit Criteria:** The action(s) that must be taken on the part of the THISIS user to complete the task and have it removed from the workflow queue

**Question Package:** The Question Package (found in the Dashboard of an event) where the workflow is located