



DEPARTMENT OF
**PUBLIC
HEALTH**

Appleton Health Department

Title: Communicable Disease Intake

Procedure #: N_202_2_PRO

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| Creation Date: | 11.03.2025 | Last Approved Date: | | Reviewed Annually |
| Description: | A procedure to guide staff in the role of Intake Public Health Nurse | | | |
| PHAB Domain/ Standard/ Measure: | 2.1.3 A: Ensure 24/7 access to resources for rapid detection, investigation, containment and mitigation of health problems and environmental public health hazards. 2.1.4 A: Maintain protocols for investigation of public health issues. 2.1.5 A: Maintain protocols for containment and mitigation of public health problems and environmental public health hazards. | | | |
| Statutory Authority/ Evidence Base/ Links: | Chapter 252: Communicable Diseases Administrative Rule Chapter DHS 145 | | | |
| Author(s)/ Reviewer(s): | Valerie Davis, Jena McNiel, Sonja Jensen | | | |
| Policy Approval Tracking | | | | |
| Created/ Reviewed/ Revised Date | Legal Services Approval Date | Board of Health Approval Date | Council Approval Date | Health Officer or Designee Signature (Name/Title) |
| Created 11.03.2025 | 11.03.2025 | | | |
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Purpose

Guide staff in timely investigation, public health interventions, and prevention of reportable communicable diseases. In addition, connecting the community to public health services and providing education.



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Procedure

- Scheduling Intake:
 - Days Public Health Nurse is responsible for intake and backup will be determined at Nursing Staff Meetings and based on Full Time Equivalency (FTE) and availability.
 - See monthly intake calendar for assignments (Outlook calendar: Nursing Staffing Calendar)
- Immunization:
 - Schedule immunization appointments upon request in Nightengale Notes. Must meet VFC or VFA eligibility and City of Appleton resident eligibility.
 - If vaccine shipment is received, Intake Public Health Nurse is responsible for following the immunization program guidelines.
- Phone Calls and Faxes:
 - Intake Public Health Nurse needs to accept Intake Queue calls in Ring Central at the beginning of the day and log out at the end of the day.
 - Check Ring Fax throughout the day.
- Referrals:
 - Child Passenger Safety, Immunization, Lead, Maternal Child Health (MCH), Tuberculosis Skin Test (TST) and Prenatal Care Coordination (PNCC) referrals can come via phone, fax or online Microsoft form submissions.
 - Create a client in Nightengale Notes (NN) for all referrals. Send a Teams message to appropriate Public Health Nurse with NN client number.
- Communicable Diseaseⁱ:
 - Intake Public Health Nurse initiates investigation of communicable diseases per Communicable Disease Investigation procedure and DHS guidelines.
 - Wisconsin Electronic Disease Surveillance System (WEDSS):
 - Check the Staging and Appleton Jurisdiction Review throughout the day for “new” cases.
 - Also under the Appleton Jurisdiction Tab, under process status: “LTHD Attention Required, Returned to LTHD, New Contact Investigation”.
 - When Intake Public Health Nurse is working on communicable disease follow-up, under the Investigation tab, change process status to “Open Local Investigation” and Investigator to Public Health Nurse
 - Laboratory reports for Sexually Transmitted Infections (STIs) and Hepatitis B and C can remain in staging for up to one week, or until case report or other related follow up information is received, whichever is first. Then they will be imported into Jurisdiction Review and a call to clinic will be made for further information.
- Report Out:



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- Document in Microsoft Teams Quick Updates.

Definitions

WEDSS - Wisconsin Electronic Disease Surveillance System a secure, web-based system designed to facilitate reporting, investigation, and surveillance of communicable diseases in Wisconsin. <https://ct.wedss.wisconsin.gov/WEDSS/pages/login/login.aspx>

User name and password required.

Intake Public Health Nurse – Public Health Nurse trained to do communicable disease follow up, and other Intake duties as assigned

LTHD – Local/Tribal Health Department

Nightengale Notes (NN) – Public Health Electronic Health Record System used by the City of Appleton Health Department

VFA – Vaccines for Adults Program, a federal vaccine program for adults who meet qualifications

VFC – Vaccines for Children Program, a federal vaccine program for children who meet qualifications.

Attachments

ⁱ WI DHS Diseases and Conditions Index <https://www.dhs.wisconsin.gov/disease/index.htm>