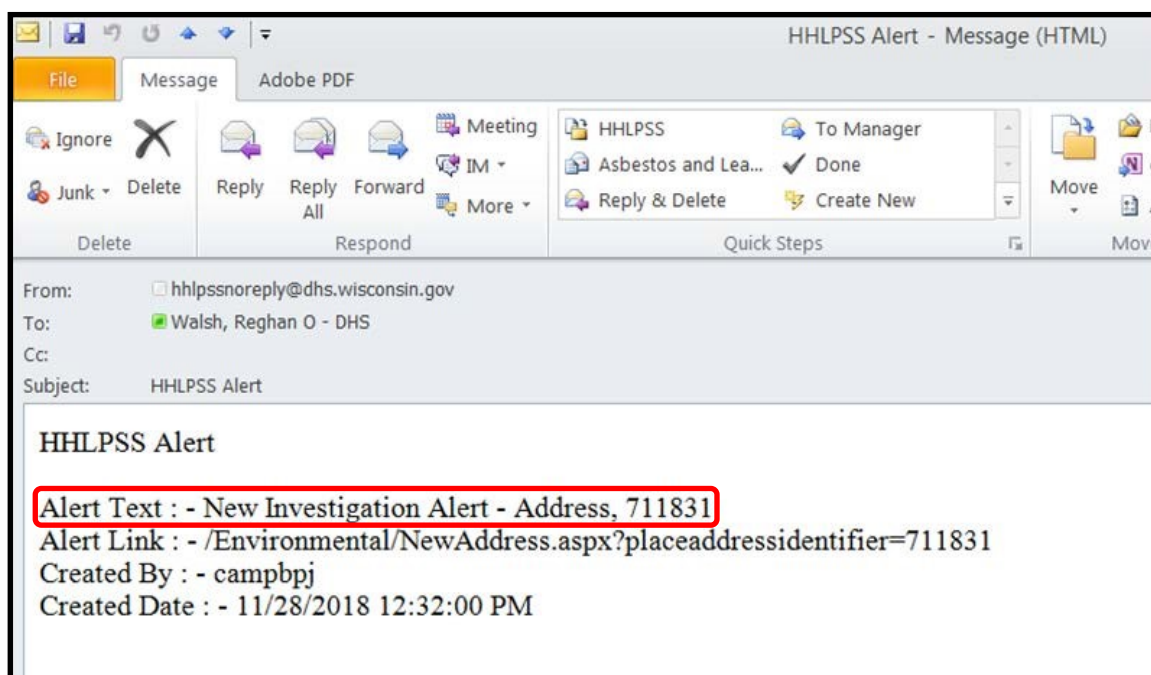


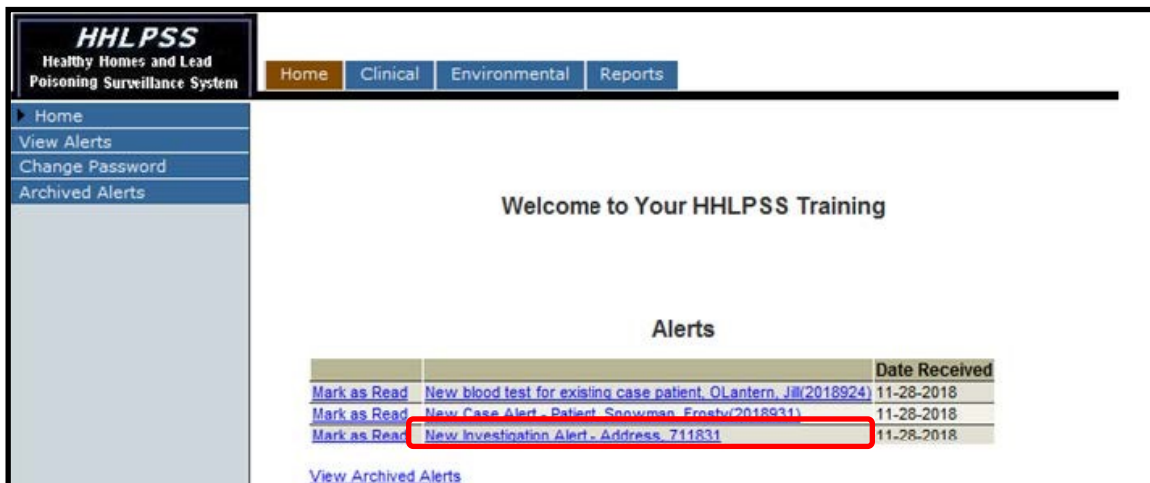
An investigation alert is created whenever a new property investigation is initiated. You will see alerts if you are the designated primary environmental investigator or a secondary designated investigator. If you do not receive these alerts, then you have not been designated by your health department manager. If you are designated to receive alerts, you will receive alert emails and will also see alerts on your Home screen when you log into HHLPSS.

Reviewing Alerts

Step 1: If you are a designated investigator, you will receive an **email notice** whenever HHLPSS creates a **New Investigation** alert for a property investigation in your jurisdiction. These alerts are created whenever a child's blood lead level (BLL) is equal to or greater than 3.5 micrograms per deciliter (mcg/dL). It is important to review your alerts regularly in order to perform any needed follow-ups. A **New Investigation** alert email is shown below.



Step 2: Log into HHLPSS (see [Job Aid 1.3: Logging into HHLPSS, P-02299-1.3](#)) to see alerts displayed on your **Home** screen. Select an alert on your HHLPSS **Home** screen to see the alert details.



Step 3: Clicking on a **New Investigation Alert** will take you to the **Address Info** screen in the **Environmental** tab. Note that the address will show at the top of the screen (highlighted in yellow). Verify that the address is the same one listed in the alert.

HHLPPS
Healthy Homes and Lead Poisoning Surveillance System

(ID# 711831) JURI: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DAINE C

Home Clinical **Environmental** Reports

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner Information
Healthy Housing
Address Attachments

Edit Address

Address Id: 711831

Line 1 [highlighted] Apt/Ste # Line 2 Census Tract

City: Madison State: WI Zip: 53711 County: Dane Census Block

Parcel Number District Dwelling Type

No of Units High Risk Structure? Ownership Type

Phone Year Built Investigation Status: **New**

STELLAR id: 711831

Comments

| Date Created | Created By | Date Modified | Modified By |
|--------------|------------|---------------|-------------|
| 3/13/2018 | Migration | 3/13/2018 | Migration |

Validate Address

Help
Print Screen
Log Out

Step 4: To view a new investigation, click on **Investigation Summary** on the left side menu, as shown below.

HHLPPS
Healthy Homes and Lead Poisoning Surveillance System

(ID# 711831) JURI: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DAINE C

Home Clinical **Environmental** Reports

Find Address
Address Info
Address Notes
Construction History
Investigation Summary
Risk Assessment Inspection
Remediation Inspection
Clearance Inspection
Maintenance Inspection
Property Owner Information
Healthy Housing
Address Attachments

Investigation Summary

Investigation Listing

| Investigation Id | Status | Investigator | Date Opened | Date Closed | Delete | Edit |
|------------------|--------|----------------|-------------|-------------|--------|------|
| 35528 | Closed | bortzm, bortzm | 11/28/2018 | 11/29/2018 | X | Edit |

Associated Patient Listing

| Test Id | Case Id | Specimen Source | Test Result | Date Collected | Patient Name | Date of Birth | Address Type | Guardian | Phone Number | Lived From | Lived Thru |
|---------|---------|-----------------|-------------|----------------|---------------|---------------|--------------|----------|--------------|------------|------------|
| 2874361 | | Capillary | 4 | 10/02/2018 | Grouch, Oscar | 10/01/2017 | Primary | | | 10/02/2018 | |

Investigation Detail

Investigator: [dropdown] Date Opened: [dropdown] Date Initial Inspection Completed: [dropdown]

Status: [dropdown] Investigation Reason: [dropdown]

Funding Source: [dropdown] Comments: [text area]

Investigation Outcome

Date Closed: [dropdown] Remediation Completed: Interior Exterior Soil Water

Closure Reason: [dropdown] Remediation Due Date: [dropdown]

Clearance Test Due Completion Date: [dropdown] Remediation Completion Date: [dropdown]

Clearance Completion Date: [dropdown]

Sources of Exposure Identified

No Hazard Identified Alternate Location Identified

Lead Paint Found: Yes No Unknown Lead Paint Hazard Location: [dropdown]

Lead Source Other Than Paint Found: [dropdown] Occupational Exposure: Yes No Unknown

Add Investigation

Print Screen
Log Out

Step 6: Select the **Investigation Id** and then click on the **Edit** hyperlink to populate the **Investigation Detail** fields.

HHL PSS

(ID# 711831) JURII: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home
Clinical
Environmental
Reports

Find Address

Address Info

Address Notes

Construction History

Investigation Summary

Risk Assessment Inspection

Remediation Inspection

Clearance Inspection

Maintenance Inspection

Property Owner Information

Healthy Housing

Address Attachments

Investigation Summary

Investigation Listing

| Investigation Id | Status | Investigator | Date Opened | Date Closed | Delete | Edit |
|------------------|--------|----------------|-------------|-------------|--------|------|
| 35528 | Closed | bortzm, bortzm | 11/28/2018 | 11/29/2018 | X | Edit |

Associated Patient Listing

| Test Id/Case Id | Specimen Source | Test Result | Date Collected | Patient Name | Date of Birth | Address Type | Guardian | Phone Number | Lived From | Lived Thru |
|-----------------|-----------------|-------------|----------------|---------------|---------------|--------------|----------|--------------|------------|------------|
| 2874361 | Capillary | 4 | 10/02/2018 | Grouch, Oscar | 10/01/2017 | Primary | | | 10/02/2018 | |

1 2

Investigation Id: 35528

Investigation Detail

Investigation Detail

Investigator: bortzm, bortzm Date Opened: 11/28/2018 Date Initial Inspection Completed:

Status: Closed Investigation Reason: Meets Persistently EBLL Crit

Funding Source: Comments: BLL was 6.3

Investigation Outcome

Date Closed: 11/29/2018 Remediation Completed: Interior Exterior Soil Water

Closure Reason: Not an EBL Case Remediation Due Date:

Clearance Test Due Completion Date: Remediation Completion Date:

Clearance Completion Date:

Sources of Exposure Identified

No Hazard Identified Alternate Location Identified

Lead Paint Found: Yes No Unknown Lead Paint Hazard Location:

Lead Source Other Than Paint Found: Occupational Exposure: Yes No Unknown

Save
Cancel

Event Listing

| Event Id | Event Type | Letter Type | Date Referred | Date Due | Date Completed | Result | Responsible Party | Delete | Edit |
|----------|------------|-------------|---------------|----------|----------------|--------|-------------------|--------|------|
| | | | | | | | | | |

Event Detail

Event Type: Letter Type:

Page 3

Step 7: Though alerts are automatically created and sent when a child’s BLL is equal to or greater than 5 mcg/dL, health departments are not *required* to conduct a full environmental investigation (risk assessment) unless it meets the elevated BLL set by statute. However, health departments are encouraged to have policies for, and to conduct environmental investigations (risk assessments) and interventions, at levels below those set by statute.

7a: If an alert does not meet the level for a response set by statute or health department policy, close the opened investigation on the **Investigation Detail** screen by completing the following fields:

- **Investigator** – Select your name.
- **Status** – Select **Administratively Closed**.
- **Investigation Reason** – Select **Prior to Meeting EBL Definition**.
- **Comments** – Enter the child’s blood lead level.
- **Date Closed** – Enter the current date.
- **Closure Reason** – Select **Not an EBL Case** from the drop-down menu.

Click the **Save** button at the bottom of the screen. All other fields should remain blank.

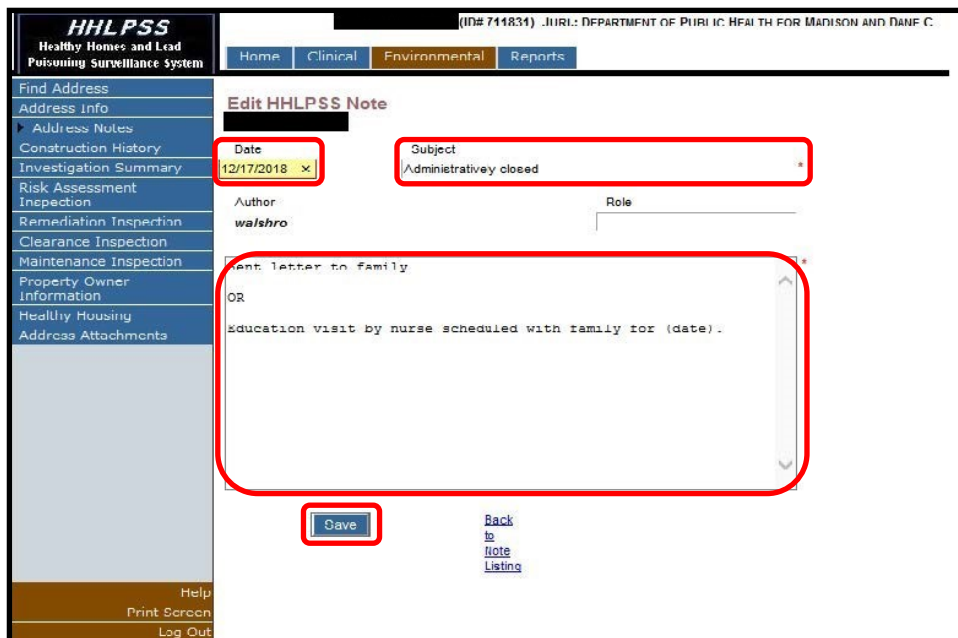
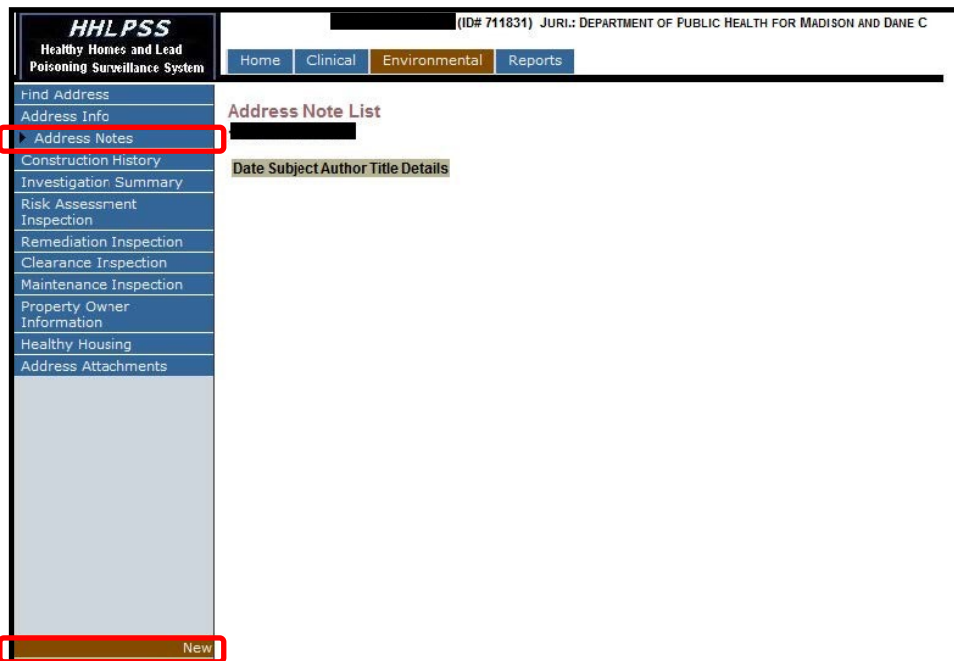
The screenshot shows the 'Investigation Detail' form in the HHL PSS system. The following fields are highlighted with red boxes to indicate they should be updated:

- Investigator:** A dropdown menu showing 'bortzm, bortzm'.
- Status:** A dropdown menu showing 'Closed'.
- Investigation Reason:** A dropdown menu showing 'Meets Persistently EBLL Criti'.
- Date Closed:** A text input field containing '11/29/2018'.
- Closure Reason:** A dropdown menu showing 'Not an EBL Case'.

Other visible fields include 'Date Opened' (11/28/2018), 'Comments' (BLL was 6.3), and 'Investigation Outcome' (Remediation Completed). At the bottom, there are 'Save' and 'Cancel' buttons.

7b: If your health department responds to BLLs between 5 and 15 mcg/dL by, for example, sending a letter or conducting an education visit with the family, go to **Address Notes** on the left side menu (see [Job Aid 4.2: Entering Property Notes, P-02299-4.2](#)). Click **New** on the bottom left side menu on the screen.

Enter the current Date. Select “Administratively Closed” under **Subject**. Enter the activity you completed in the text box then click the **Save** button. Note that your name will automatically be entered in the **Author** field.



7c: If your health department conducts a full environmental investigation (risk assessment), use the following documents to complete data entry for the investigation:

- [Job Aid 4.2: Entering Property Notes, P-02299-4.2](#)
- [Job Aid 4.3: Adding Attachments, P-02299-4.3](#)

Step 8: After you have reviewed the alert and either added data to the opened environmental investigation or closure information, click on your **Home** tab, then on **Mark as Read** for the alert you completed. This will move the alert to the **Archived Alerts** folder.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

Home Clinical Environmental Reports

Home
View Alerts
Change Password
Archived Alerts

Welcome to Your HHL PSS Training

Alerts

| | | Date Received |
|------------------------------|---|---------------|
| Mark as Read | New blood test for existing case patient, Olantern, Jill(2018924) | 11-28-2018 |
| Mark as Read | New Case Alert - Patient, Snowman, Frosty(2018931) | 11-28-2018 |
| Mark as Read | New Investigation Alert - Address, 711831 | 11-28-2018 |

[View Archived Alerts](#)

Step 9: You can view old alerts by clicking on the **View Archived Alerts** button or on **Archived Alerts** in the left side menu, as shown above.

Step 10: The **Archived Alerts** screen displays all previous alerts by date received.

HHL PSS
Healthy Homes and Lead
Poisoning Surveillance System

Home Clinical Environmental Reports

Home
View Alerts
Change Password
Archived Alerts

Archived Alerts

| | Date Received | Date Read |
|---|---------------|------------|
| New Case Alert - Patient, Weather, Stormy (2018905) | 11-29-2018 | 12-03-2018 |
| New blood test for existing case patient, Olantern, Jack(2018978) | 11-29-2018 | 12-03-2018 |
| New blood test for existing case patient, Olantern, Jill(2018924) | 11-28-2018 | 11-29-2018 |
| New Case Alert - Patient, Snowman, Frosty(2018931) | 11-28-2018 | 11-29-2018 |
| New Investigation Alert - Address, 711831 | 11-28-2018 | 12-03-2018 |
| New Investigation Alert - Address, 972653 | 11-02-2018 | 11-26-2018 |

Questions

Please contact the Wisconsin Childhood Lead Poisoning Prevention Program at 608-266-5817 or DHSLeadPoisoningPrevention@dhs.wisconsin.gov with any questions.