

Healthy Homes and Lead Poisoning Surveillance System (HHL PSS)

Job Aid 3.9: Associated Persons and Household Members

Viewing Associated Persons

Use the **Associated Persons** page to view and add details about a patient's relationship to other people within the system.

Step 1: Using the **Clinical** tab under the **Find Patient** menu, find the patient record (see [Job Aid 3.1: Find a Patient and Patient Information, P-02299-3.1](#)). Verify you have the correct patient by reviewing the patient information at the top of the screen (highlighted in yellow).

The screenshot shows the HHL PSS interface for patient Jill Olantern. At the top, a yellow box contains the patient's name, DOB (1/1/2016), ID# (2018924), and JURI. (DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C). Below this is a navigation bar with tabs for Home, Clinical, Environmental, and Reports. The Clinical tab is selected. On the left is a menu with 'Find Patient' highlighted. The main content area shows a table with columns: Name, HHL PSS ID, Date of Birth, Local ID, Address, Case Status, and Jurisdiction. The table lists two entries for Jill Olantern.

| Name | HHL PSS ID | Date of Birth | Local ID | Address | Case Status | Jurisdiction |
|---------------|------------|---------------|----------|-----------------------------|-------------|----------------------|
| Jack Olantern | 2018878 | 10/31/2017 | | 1403 PRAIRIE ROSE Dr Su... | Open | Department of Pub... |
| Jill Olantern | 2018924 | 1/1/2016 | | 1403 Prairie Rose Dr Sun... | Open | Department of Pub... |

Step 2: Click on **Associated Persons** in the left side menu. Clicking on the **Associated Persons** menu expands a submenu of pages for collecting information, including "Group Membership" and "Household Members." In the screen below, two individuals, Jack Sr. and Jane Olantern, are associated with patient Jill Olantern.

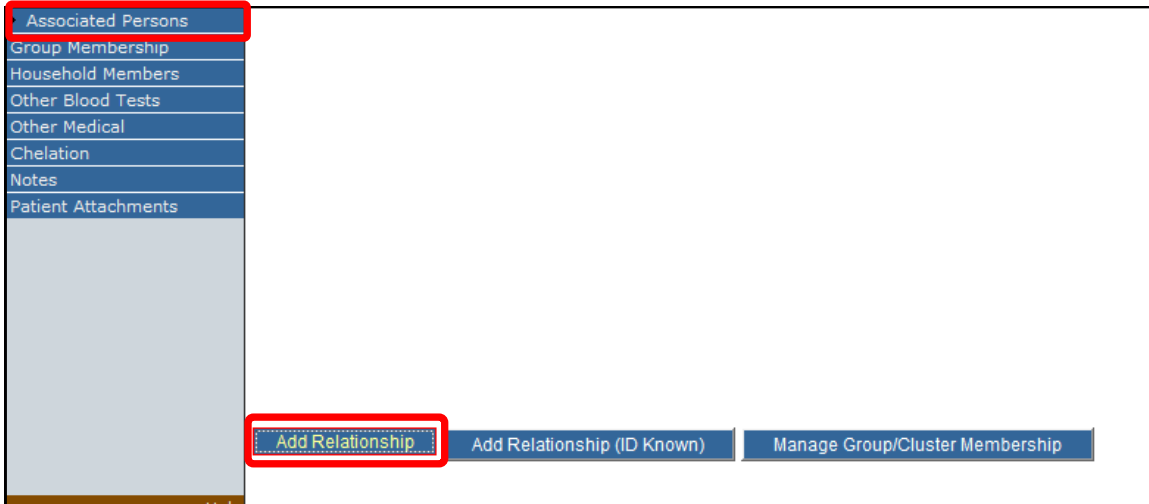
The screenshot shows the HHL PSS interface for patient Jill Olantern, with the 'Associated Persons' menu expanded. The main content area shows a table with columns: Related Person, Relationship, and Primary Person. Two entries are listed: Jack Sr. Olantern (is Father of) and Jane Olantern (is Mother of), both associated with Jill Olantern. The 'Associated Persons' menu item is highlighted in the left sidebar.

| Related Person | Relationship | Primary Person |
|----------------------|--------------|----------------|
| Jack Sr. Olantern () | is Father of | Jill Olantern |
| Jane Olantern () | is Mother of | Jill Olantern |

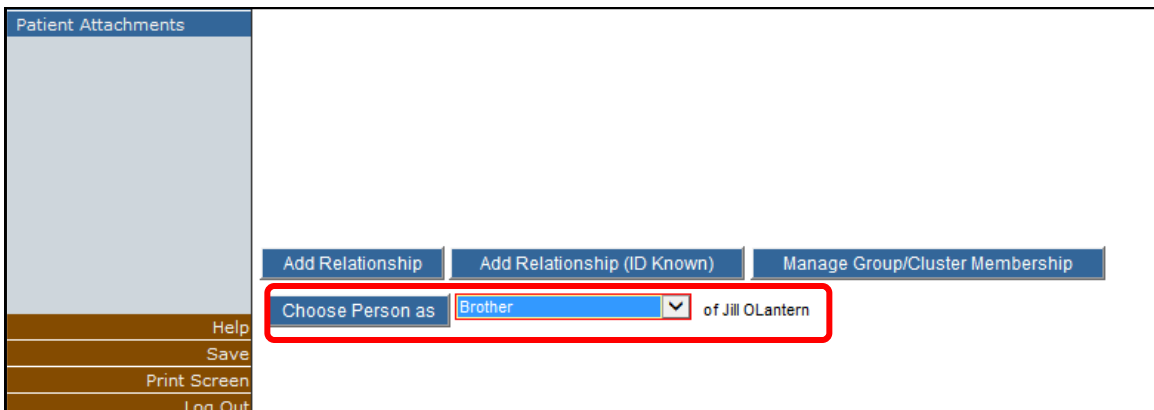
Buttons at the bottom: Add Relationship, Add Relationship (ID Known), Manage Group/Cluster Membership.

Adding an Associated “Patient”

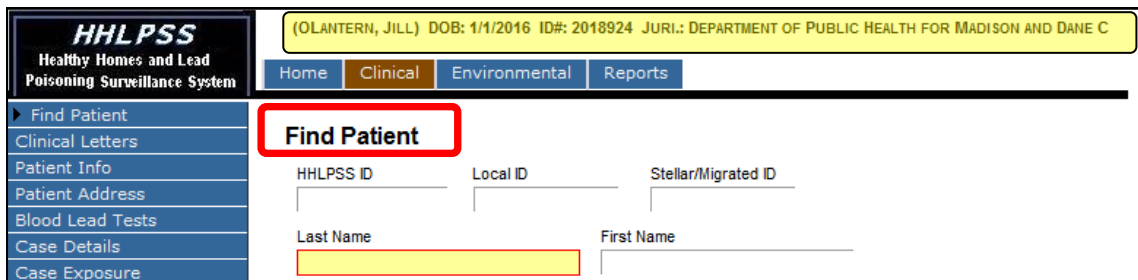
Step 1: To associate one patient with another patient in the HHL PSS system, select the **Add Relationship** button in the lower left corner of the **Associated Persons** screen.



Step 2: In the drop-down menu that appears, select the patient’s relationship to the current patient (showing “Brother” below), then click the **Choose Person as** button.



Step 3: This will activate the **Find Patient** screen. Verify that the patient to whose record you are adding the associated or related patient is displayed at the top of the screen (highlighted in yellow), in this example, Jill Olantern’s record.



Step 4: Search for the person to associate with the current patient using the process found in [HHL PSS Job Aid 3.1: Find a Patient, P-02299-3.1](#).

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Step 5: Click on the patient's name (Jack Olantern in blue below) to create the association or relationship with the current patient, Jill Olantern.

(OLANTERN, JILL) DOB: 1/1/2016 ID#: 2018924 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home Clinical Environmental Reports

| Name | HHL PSS ID | Date of Birth | Local ID | Address | Case Status | Jurisdiction |
|---------------|------------|---------------|----------|------------------------------|-------------|----------------------|
| Jack Olantern | 2018939 | 10/31/2017 | | 1403 Prairie Rose Drive A... | Closed | Department of Pub... |
| Jill Olantern | 2018924 | 1/1/2016 | | 1403 Prairie Rose Drive A... | Open | Department of Pub... |

Step 6: The selected patient, Jack, is now associated with patient, Jill, along with parents, Jack Sr. and Jane.

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Home Clinical Environmental Reports

| Related Person | Relationship | Primary Person |
|----------------------------|---------------|----------------|
| Jack Sr. Olantern () | is Father of | Jill Olantern |
| Jane Olantern () | is Mother of | Jill Olantern |
| Jack Olantern (10/31/2017) | is Brother of | Jill Olantern |

Add Household Members

Use the **Household Members** page to add details to the patient's family members' records.

Step 1: Click on **Associated Persons** then on **Household Members** on the left side menu. Check the name at the top of the page (highlighted in yellow) to verify you have the correct patient. To add additional details to patient household member records, click the **Choose** button near the top of the page to select a household member (see above).

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Home Clinical Environmental Reports

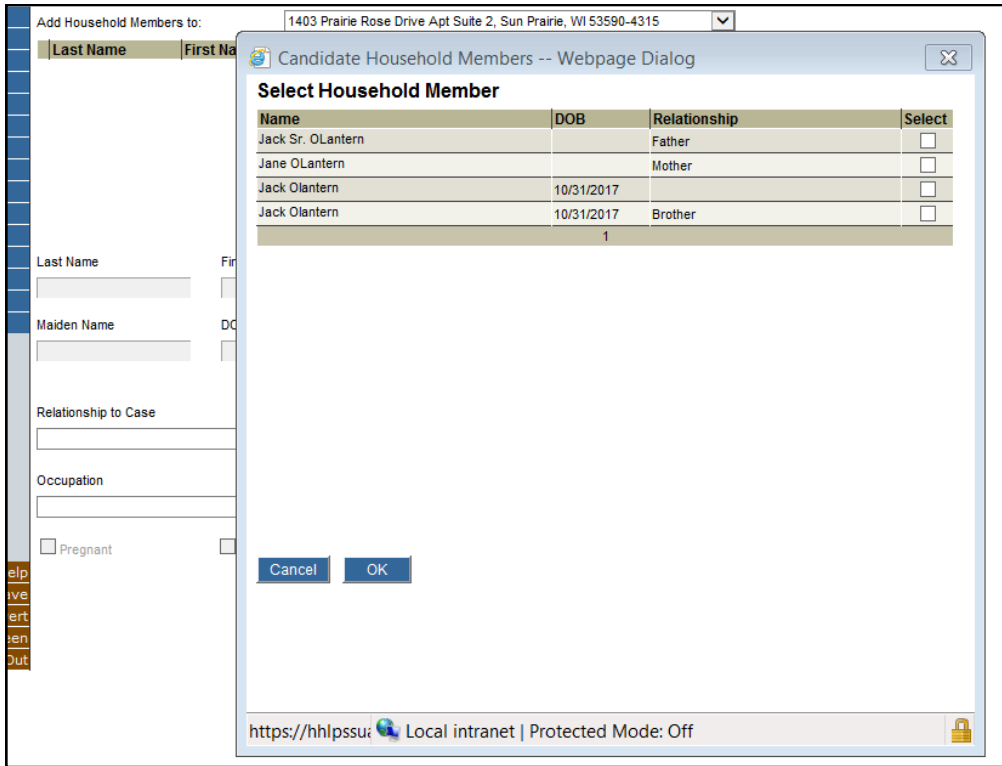
Add Household Members to: 1403 Prairie Rose Drive Apt Suite 2, Sun Prairie, WI 53590-4315

| Last Name | First Name | Birth Date | Relationship | Delete | Choose |
|-----------|------------|------------|--------------|--------|--------|
| | | | | | |

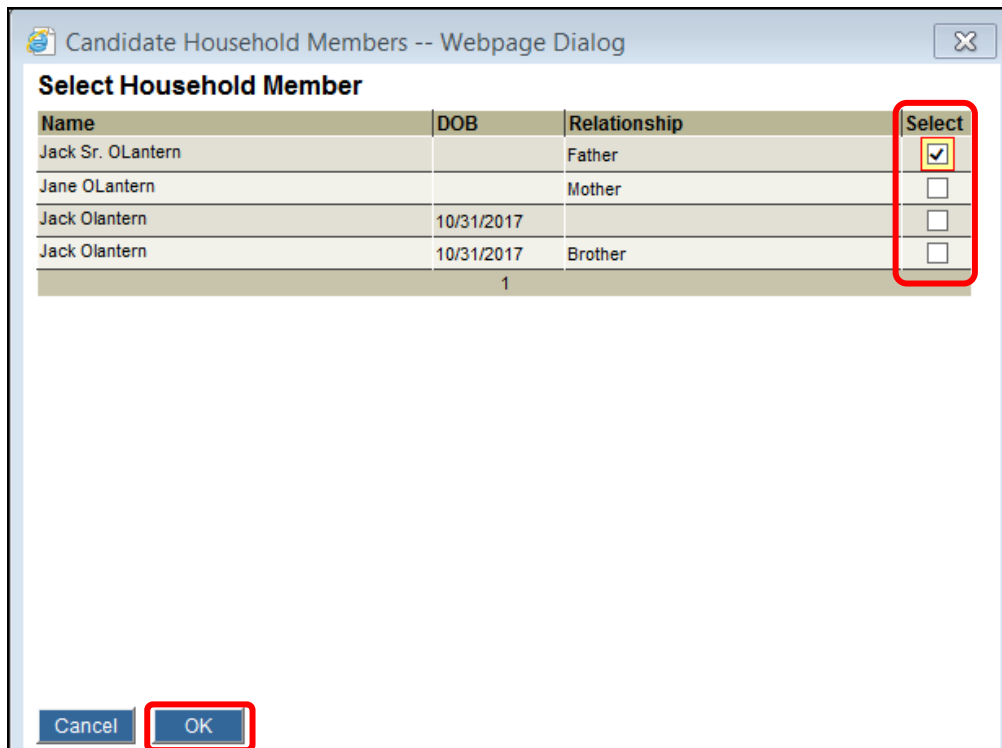
Pregnant Breast Feeding

Most Recent Test Results
 Date Tested: _____ Result: _____ µg/dL

Step 2: This activates the **Select Household Member** pop-up window.



Step 3: Select household members to edit by clicking on any of the **Select** checkboxes. Click the **OK** button to close the window.



Job Aid 3.9: Viewing and Adding Associated Persons and Household Members

Step 4: Click the **Select** hyperlink next to the household member's name. Add details for the household member in any of the activated fields (i.e., those that are not greyed out).

HHL PSS
Healthy Homes and Lead
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(OLANTERN, JILL) DOB: 1/1/2016 ID#: 2018924 JURI.: DEPARTMENT OF PUBLIC HEALTH FOR MADISON AND DANE C

Home Clinical Environmental Reports

Add Household Members to: 1403 Prairie Rose Drive Apt Suite 2, Sun Prairie, WI 53590-4315

| Last Name | First Name | Birth Date | Relationship | Delete | Choose |
|-----------|------------|------------|--------------|--------|---------------|
| OLantern | Jack Sr. | | Father | | Select |

Last Name: OLantern First Name: Jack Sr. Middle Name: HHL PSS ID: 2018925

Maiden Name: DOB: Age: Sex: Twin: Local ID:

Relationship to Case: Father Primary Guardian:

Occupation: Most Recent Test Results: Date Tested: Result: µg/dL

Pregnant Breast Feeding

Help Save Revert Print Screen Log Out

Step 5: Click the **Save** button before leaving the page to save your edits.

Relationship to Case: Father Primary Guardian:

Occupation: Most Recent Test Results: Date Tested: Result: µg/dL

Pregnant Breast Feeding

Help **Save** Revert Print Screen Log Out

Questions

Please contact the HHL PSS coordinator at 608-266-5817 or email [DHS Lead Poisoning Prevention](#).