
A Day in THISIS

Below is a list of workflows and activities for the different sections of a program whose daily work will be impacted with the transition into the THISIS system.

Workflows are the way that THISIS helps users manage their work. They identify events and tasks that need user attention. Workflows will influence how and when staff conduct their activities.

A spreadsheet of current workflows in THISIS can be found at:
<http://www.dshs.texas.gov/thsvh/thisis/workflows.shtm>

STD Surveillance

Monitor Workflows:

- New Syphilis Event Supervisor Approval (Daily)*
- Field Follow-Up to Be Assigned* (Daily)
- CT/GC Morb Missing Fields (Daily)
- Open STD Surveillance Follow-Up (Daily)

Activities:

- Initiate Field Records for Syphilis and other priority STDs
- Review Syphilis labs needing supervisor approval
- Enter paper labs into the THISIS system
- Contact Providers for missing morb fields
- Create OOS assignment for K'd field records
- Complete CS investigations*
- Enter the treatment received from providers in THISIS

HIV Surveillance

Monitor Workflows:

- HIV/AIDS Initial Assignment (Daily)
- AIDS Assignment (Daily)
- HIV Medical Record Abstraction Needed (Daily)
- Open Surveillance Follow-Up (Daily)

Activities:

- Initiate Field Records for PHFU
- Initiate Medical Chart Abstraction Assignments
- Initiate AIDS Assignments
- Contact Providers for Additional Information, as needed
- Data to Care Requiring Follow-Up

DIS

Monitor Workflows:

- Expected In (Daily)
- Pending Labs (Daily)
- Open Field Records (Daily)
- Open Interview Records (Daily)
- Open Re-Interview Plan (Daily)
- Initiate Partners/Clusters (Daily)
- K Dispos with No OOS Assignment (Weekly)
- Infected Dispositions with No Morbidity (Weekly)

Activities:

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Conduct Phone Calls

Conduct Field Visits

Conduct and Enter Interviews into THISIS

Critical Elements: Morbidity (STD only), Clinical (STD Only), Risk Factors, Partners/Clusters, Venues, Re-Interview Plan

Submit Re-Interview Plans in THISIS for FLS Review (within 24 hours of Interview)

Disposition Field Records

Submit Interview Records to FLS for Closure (in THISIS)

Complete CS investigations*

Submit completed CS investigations in THISIS to FLS for Review

FLS

Monitor Workflows:

Open Assignments No User (Daily)

Field Follow-Up to Be Assigned (Daily)

New Syphilis Event Supervisor Approval (Daily)*

Open Field Records/Open FRs Greater than 3 days (Daily)

Open Interview Records/Open IXs Greater than 21 days (Daily)

FRs submitted for Dispo approval (Daily)

Re-Interview Plans/Initial Case Review (Daily)

Initiate Partners/Clusters (Daily)

CS Investigations Pending (Weekly)

CS Investigations Reviews (Weekly)

Inadequate Treatment Approval (Weekly)

Case Closures (Weekly)

Open Assignments (Weekly)

Reports:

Case Management
Field Investigation Outcomes
Workload Analysis

Activities:

Review syphilis labs needing supervisor approval
Review assignments with no user and assign
Initiate and assign field records for STDs
Approve submitted dispositions
Approve Re-Interview Plans
Approve CS investigations
Approve Case Closures
Review FRs open more than 3 days/provide guidance
Review Cases open more than 21 days/facilitate closure
Review/Approve inadequate treatment

*** Denotes activity can be done by various roles depending on how the program delegates workloads.**