



TEXAS
Health and Human
Services

**Texas Department of State
Health Services**

NEDSS Training Module 1: Navigating the Interface

**DSHS Contractor Training
2023**

Module 1

After completing this module, you should be able to:

1. Log into NEDSS and be familiar with the dashboard.
2. Understand the visual interface and common icons.

Key Definitions and Terminology in This Module

- **Patient File** – a patient’s name and date of birth creates a patient file.
- **Investigation** – a disease or condition.
 - Tuberculosis (RVCT 2020): this is the name of the condition for all patients entered into NEDSS who have not been diagnosed with latent TB infection.
 - Latent TB infection (TBLISS 2020): this is the name of the condition for patients with latent TB infection.
- **Patient Record** – A patient file and their investigation(s) equals a patient record.



1: Log In and Navigate the Dashboard

Logging into NEDSS: *Training Site*



[Change your Password?](#)

[Technical FAQ](#)

[NEDSS Help](#)

[Documentation](#)

Please enter your username and password below. Once you have finished press submit to log onto the application.

Username:

Password:

NEDSS Homepage Dashboard

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management

Help | Logout

Release 6.0.9-GA Dashboard

User : Pamela Stuart



Patient Search

Search Demographics

(By default, search uses 'Starts With'. To search using 'Contains', enter % at start of text or use Advanced Search)

Last Name:

First Name:

DOB:

My Queues

- Open Investigations (957)
- Approval Queue for I
- Updated Notificat
- Rejected Not
- Documents Requiring (35404)
- Documents Requiring

Notices

Monday, June 14, 2021

NEDSS was upgraded to 6.0.9. Please email NEDSS@dshs.texas.gov if you have any problems.

The top menu bar on the landing page contains different menu options based on the user's access.

Left side of menu bar: Home button (among other functions)

Right side of menu bar: Log out, User's name is visible

Cases cre

of Investiga



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Help | Logout

User : Pamela Stuart

Patient Search

Search Demographics

(By default, search uses 'Starts With'. To search using 'Contains', enter % at start of text or use Advanced Search)

Last Name:

First Name:

DOB:

Current Sex:

Search Identifiers

Event ID Type:

Patient ID(s):

(Separate IDs by commas, semicolons, or spaces)

[Advanced Search](#)

My Queues

- Open Investigations (957)
- Approval Queues
- Updated Notifications
- Rejected Notifications
- Documents Rejected

Notices

Monday, June 14, 2021

Update to 6.0.9. Please email support@nedss.gov if you have any problems.

Cases created - Last 7 Days

Day	# of Investigations
1	167
2	147
3	159
4	143
5	44

My Reports

There are no private reports available.

Search Demographics is where you will search for the patient record. This is detailed in Module 2.

NEDSS Homepage Dashboard

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management

Release 6.0.9-GA Dashboard

Help | Logout
User : Pamela Stuart

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Last Name:

First Name:

DOB:

Current Sex:

Search Identifiers

Event ID Type:

Patient ID(s):
(Separate IDs by commas, semicolons, or spaces)

My Queues

- Open Investigations (957)
- Approval Queue for Initial Notifications (629)
- Updated Notifications Queue (150)
- Rejected Notifications Queue (127)
- Documents Requiring Security Assignment (35404)
- Documents Requiring Review (14266)

Cases created - Last 7 Days

Day	# of Investigations
1	167
2	147
3	159
4	143
5	44

Notices

Monday, June 14
NEDSS was upgr
NEDSS@dshs.tex

My Reports

There are no private reports available.

My Queues is designed for health department use to access notices and incoming lab reports. Contracted staff will NOT use this section routinely.

NEDSS Homepage Dashboard

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management

Release 6.0.9-GA Dashboard

Help | Logout

User : Pamela Stuart

Patient Search

Search Demographics

(By de
Conte

Last Name:

First Name:

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[Advanced Search](#)

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Cases created - Last 7 Days

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1	167
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5	44

My Reports

There are no private reports available.

Important information for NEDSS users will be placed on the Notice Board by NEDSS team.

NEDSS Homepage Dashboard

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management

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User : Pamela Stuart

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Last Name:

First Name:

DOB:

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Search Identifiers

Event ID Type:

Patient ID(s):
(Separate IDs by commas, semicolons, or spaces)

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Cases created - Last 7 Days

Day	Investigations
1	167
2	147
3	159
4	143
5	44

available.

This box may be blank initially. As data is entered, it can be tailored to show information in designated time frames (i.e., in a week).

NEDSS Homepage Dashboard

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Release 6.0.9-GA Dashboard

Help | Logout

User : Pamela Stuart

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Search Demographics
(By default, search uses 'Starts With'. To search using 'Contains', enter % at start of text or use Advanced Search)

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Event ID Type:

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NEDSS was upgraded to 6.0.9. Please email NEDSS@dshs.texas.gov if you have any problems.

My Reports

There are no private reports available.


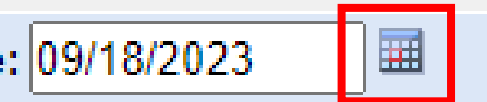
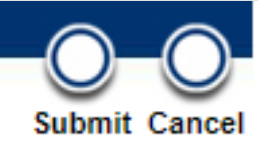



Cases created - Last 7 Days

Day	# of Investigations
1	200
2	150
3	100
4	75
5	60
6	50
7	44

My Reports will display reports customized by the user.

2: Understand the Visual Interface and Common Icons

NEDSS Icons and Features

NEDSS Feature Images	Feature Description	Tips for Use
	Drop down menus	When entering data, type the first few letters of the word <u>or</u> use the drop-down options.
	Date fields and Calendar icons	When entering dates, type the date with MM/DD/YYYY or use the calendar icon.
	Submit or Cancel buttons	Click <i>Submit</i> to save work. NEDSS times out after 20 minutes of inactivity. Click <i>Cancel</i> to stop editing the page without saving the data that was entered.
	Home feature	Use the <i>Home</i> button to return to the main dashboard.
	Add New box	For sections that have <i>Add</i> buttons, first click <i>Add New</i> before clicking the <i>Submit</i> button.
	Edit and Print buttons	Click the <i>Edit</i> button to update previously submitted items. <i>Print</i> allows users to print the current page.

Manage Associations Create Notifications Transfer Ownership

Ariel Mermaid | Female | 01/05/1993 (30 Years)

Investigation ID: CAS494243000TX01	Created: 09/18/2023	By: Kathryn Yoo
Investigation Status: Open	Last Updated: 09/18/2023	By: Kathryn Yoo
Investigator:	Case Status: Confirmed	Notification Status:

- Patient
- Case Info
- TB History
- Tuberculosis**
- TB Disease Only
- MDR TB
- LTBI Only
- Comprehensive TB Treatment Details
- Contact Investigation
- Contact Records
- Supplemental Info

- Multi-Drug Resistant (MDR)
- [Collapse Subsections](#)
- MDR Treatment Course

Once a patient file is created and a TB condition is selected, an **investigation page** will open. This page allows for the bulk of TB data entry.

History of Treatment Before Current Episode:
TB Therapy Started for Current Episode:
Length of Time Administered
When?
Other Side Effect:
Side Effect Experienced:
When?:

[Previous](#) [Next](#)

- Patient
- Case Info
- TB History
- Tuberculosis
- TB Disease Only
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- LTBI Only
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- Supplemental Info

Manage Associations Create Notifications Transfer Ownership

View Investigation: Tuberculosis (2020 RVCT)

Manage Associations Create Notifications Transfer Ownership

Ariel Mermaid | Female | 01/05/1993 (30 Years)

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- Patient
- Case Info
- TB History
- Tuberculosis
- TB Disease Only
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- Comprehensive TB Treatment Details
- Contact Investigation
- Contact Records
- Supplemental Info

Multi-Drug Resistant (MDR)

[Collapse Subsections](#)

MDR Treatment Course

- 1. History of Treatment Failure:
- 2. Date MDR TB Therapy Started:
- Primary Resistance or Secondary Relapse:

3. Drugs Ever Used for MDR Treatment

Drug	Length of Time Administered
------	-----------------------------

MDR Treatment Course Continued

4. Date Injectable

6. Side Effects

Side Effect	When?
-------------	-------

Tabs – Similar to dividers in a notebook. Each tab “opens” and becomes white, allowing user to view the data in the patient's record.

[Previous](#) [Next](#)

- Patient
- Case Info
- TB History
- Tuberculosis
- TB Disease Only
- MDR TB
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- Comprehensive TB Treatment Details
- Contact Investigation
- Contact Records
- Supplemental Info

Manage Associations Create Notifications Transfer Ownership

View Investigation: Tubercul

View Investigation: Tuberculosis (2020 RVCT)

Manage Associations
 Create Notifications
 Transfer Ownership
 Change Condition

Manage Associations
 Create Notifications
 Transfer Ownership
 Change Condition

Ariel Mermaid | Female | 01/01/1985 (38 Years)

Ariel lee Mermaid | Female | 01/01/1985 (38 Years)

Investigation ID: CAS483802001TX01

Investigation ID: CAS483802001TX01

Created: 10/06/2023

By: Elizabeth Foy

Investigation Status: Open

Investigation Status: Open

Last Updated: 10/17/2023

By: Elizabeth Foy

Investigator:

Investigator:

Case Status: Suspect

Notification Status:

Patient |
 Case Info |
 TB History |
 Tuberculosis |
 TB Disease Only |
 MDR TB |
 LTBI Only |
 Comprehensive TB Treatment Details |
 Contact Investigation |
 Contact Records |
 Supplemental Info

Patient Information
[Expand Subsections](#)
 General Information
 Name Information
 Other Personal Details
 6. Reporting Address for Case C
 Telephone Information
 Ethnicity and Race Information

Patient Info
[Collapse Subsections](#)
 General Info
 Other Perso

...or expands/collapses subsections.

Patient |
 Case Info

Other Perso

Manage Associations
 Create Notifications
 Transfer Ownership
 Change Condition

* Information As of Date: 10/06/2023
Comments:

Name Information As Of Date: 10/06/2023
 First Name: Ariel
 Middle Name: lee
 Last Name: Mermaid
 Suffix:

Other Personal Details As Of Date: 10/06/2023
 7. Date of Birth: 01/01/1985
 SSN:
 Reported Age: 38
 Reported Age Units: Years
 Age at Diagnosis:
 8. Sex at Birth:
 Is the patient pregnant?:
 Due Date:
 Gender Identity/Transgender Info:
 Additional Gender:
 Speaks English:
 Preferred Language:
 Alien Number:

View Investigation: Tuberculosis (2020 RVCT)

- Manage Associations
- Create Notifications
- Transfer Ownership
- Change Condition

Ariel Mermaid | Female | 01/01/1985 (38 Years)

Investigation ID: CAS483802001TX01	Created: 10/06/2023	By: Elizabeth Foy
Investigation Status: Open	Last Updated: 10/06/2023	By: Elizabeth Foy
Investigator:	Case Status: Suspect	Notification Status:

- Patient
- Case Info
- TB History
- Tuberculosis
- TB Disease
- Records
- Supplemental Info

Go to: [Investigation Information](#) | [Reporting Information](#) | [Administrative Information](#) | [Clinical Information](#)

[Collapse Sections](#)

- Investigation Information**
[Expand Subsections](#)
 Investigation Details
- Reporting Information**
[Expand Subsections](#)
 Texas TB Reporting
- Administrative Information**
[Collapse Subsections](#)
 Key Report Dates

Colored Text: Red text in the Investigation shows the section heading (darker blue text shows the sub-sections).

1. Date Reported:

Submitted to Central Office

Case Submitted to Central Office for SCN Assignment:

2. Date Counted

For Central Office Use Only

Date Counted:
 Count Status:
 MMWR Week: 40
 MMWR Year: 2023

Indicates case verification criteria result based on factors such as culture results, smear results, major and additional sites of the disease, x-ray results, TST, IDR, reason therapy was stopped.

Case Verification Category: 5 - Suspected
 Criteria Met for Provider Diagnosis:
 Case Status: Suspect
 Notification Comments to CDC:

Case Numbers

- 3. TB State Case Number (YYYY-GA-ABCD56789):
- 4. Local Case Number (YYYY-GA-ABCD56789):

Case Verification

Selected Values:

Other 25. Site of TB Disease (select all that apply):

30. Date Therapy Started:

Isoniazid: Yes

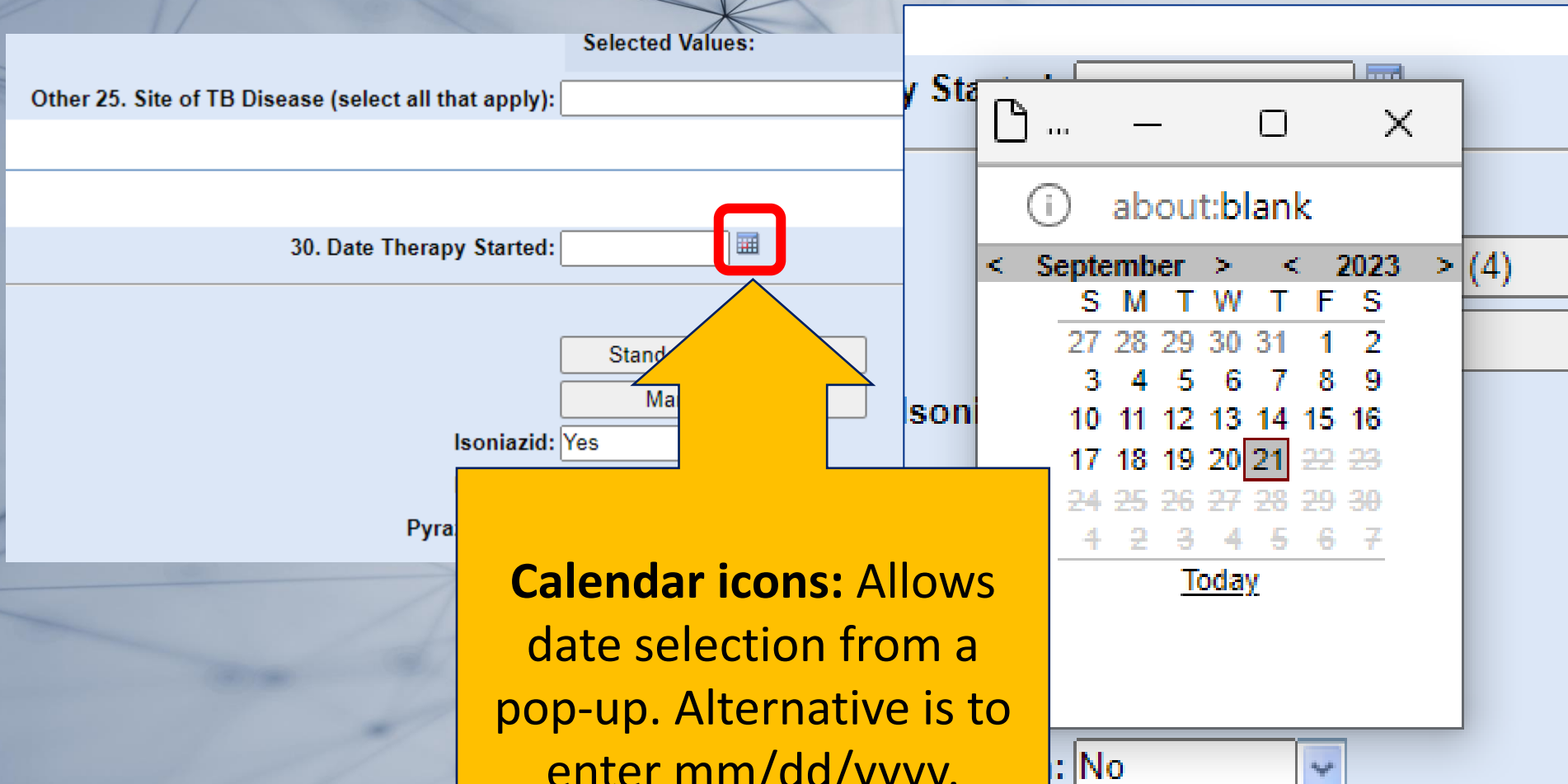
Pyra

Stand

Ma

soni

: No















Calendar icons: Allows date selection from a pop-up. Alternative is to enter mm/dd/yyyy.

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
+	2	3	4	5	6	7

34. Was phenotypic/growth-based drug susceptibility testing done?: Yes

IF YES, provide test results (For the initial susceptibility testing please send a response for each test type in the value set. Changes in susceptibility should be reported for each indiv

Phenotypic Drug Susceptibility Testing Information

	Drug Name	Date Collected	Date Reported	Specimen Source
  	Ethambutol	01/05/2023	02/10/2023	Sputum
  	Isoniazid	01/05/2023	02/10/2023	Sputum
  	Pyrazinamide	01/05/2023	02/10/2023	Sputum
  	Rifampin	01/05/2023	02/10/2023	Sputum

Standard Susceptibilities (4)

Mark Rest 'Not Done'

Drug Name:

Other Drug Name:

Date Collected:

NEDSS includes some sections that allow for data to be entered in what's called a repeating block format.













Repeating blocks - a series of data fields that are repeated in a table format; each row includes unique data of the same type.

In this example, the repeated data type to be entered is Phenotypic Drug Susceptibility Testing Information. Each row contains results of each unique test.

34. Was phenotypic/growth-based drug susceptibility testing done?: Yes

IF YES, provide test results (For the initial susceptibility testing please send a response for each test type in the value set. Changes in susceptibility should be reported for each indiv

Phenotypic Drug Susceptibility Testing Information

		Drug Name	Date Collected	Date Reported	Specimen Source	
			Ethambutol	01/05/2023	02/10/2023	Sputum
			isoniazid	01/05/2023	02/10/2023	Sputum
			Pyrazinamide	01/05/2023	02/10/2023	Sputum
			Rifampin	01/05/2023	02/10/2023	Sputum

Standard Susceptibilities (4)

Mark Rest 'Not Done'

Drug Name:

Other Drug Name:

Date Collected:

Date Reported:

Specimen Source:

Other Specimen Source:

Result:

Test Method (Optional):

Test Method (Optional):

Clear

In each repeating block, there are three icon options:

Page icon- Allows users to view all data entered in the data fields.

Page with pencil icon – Allows users to edit data in the row.

Red X – Allows users to delete data in that row.

Tips and Tricks



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Keyboard Shortcuts



Ctrl	To select more than one item in a list press the Ctrl button and click on the desired items.
Tab	Moves user forward one field
Shift	Allows user to select multiple items To select all items between two items in a list or drop-down menu, select the first item, hold shift and select the second item.
Enter	Submits the data entered in the field
Backspace	Moves user back one character within a field

Helpful Reminders

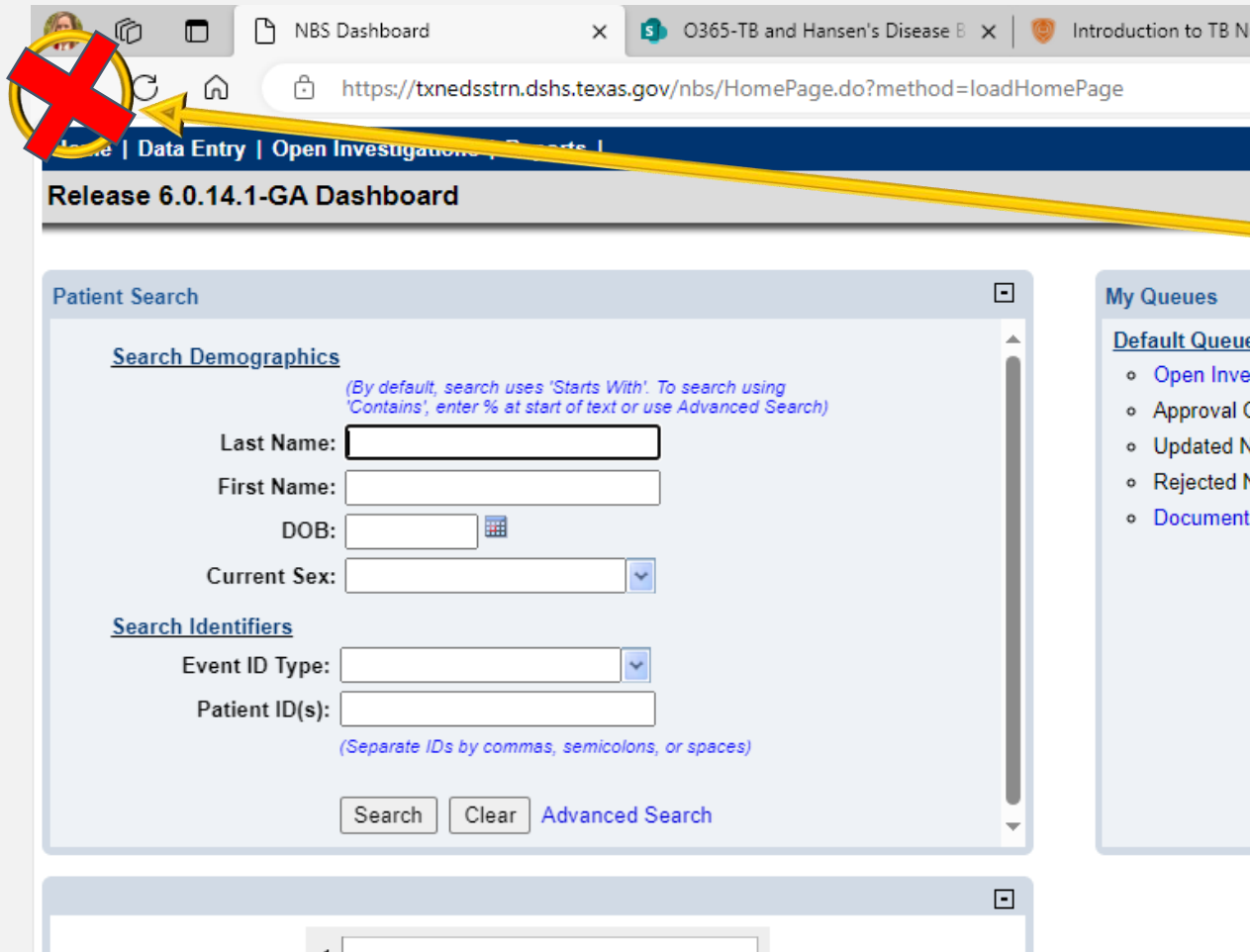


Use Microsoft Edge. It is the browser to use when accessing NEDSS.



Avoid opening multiple sessions of NEDSS. Having multiple sessions open/running may corrupt data. If a new session must be referenced, use two different web browsers.

Final Message



Back Button on Internet Browser

1. The back button on your internet browser should **NOT** be used when navigating in NEDSS.
2. Some browsers/versions of browsers behave differently, and the back button may or may not be visible.
3. Use of the back button may cause the open record or other records to become corrupted.
4. If you use the back button by mistake, **return to the home page** to start again.

Your Time to Try!

Exercise 1



End of Module 1