



Utah Department of
Health & Human
Services

Human/animal rabies EpiTrax reporting guide

The purpose of this document is to provide a standardized system for recording human and/or animal rabies events in EpiTrax.

Please note: only positive rabies cases are required to be entered into EpiTrax; **negative rabies results, bite reports, and events where the exposing animal was not available for testing are *not* required**, but can also be placed in EpiTrax.

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Case creation guide: Key points to remember

- All animals entered into EpiTrax for a rabies-related event should be classified under the condition: **rabies, animal**. The exposing or biting animal should be created as the parent case (morbidity event). Any human(s) or animal(s) exposed to the parent case should be created as a contact case within the contact tab of the parent case (contact event).
- Unless the exposing or biting animal tests positive for rabies at UPHL, all rabies case classifications should be not a case.
 - For animals, a confirmed case is a laboratory confirmed case.
 - For humans, a confirmed case is a clinically compatible case that is laboratory confirmed by testing at a state or federal public health laboratory.
- When you create a **rabies morbidity event** (parent case) in EpiTrax:
 - Follow the naming convention guidelines:
 - **Last name:** animal and species
 - **First name:** county location abbreviation and report date (mmddyyyy)—last 4 numbers of case morbidity report number
 - Assign the disease as rabies, animal.
 - Complete the lab information and attach the test results pdf to the notes tab.
 - Create or link human and/or animal exposed cases in the contacts tab.
 - On the investigation tab, specify whether animal control was contacted, the vaccination status of the exposing or biting animal, and whether the animal completed quarantine, or whether the animal was submitted to UPHL for testing, if applicable.
- When you create a **human rabies contact event** in EpiTrax:
 - At a minimum, provide the person's name and contact information.
 - On the clinical tab, record whether the person received rabies PEP, and when possible, record the dates of each PEP administration. This information can also be recorded on the Investigation tab.
 - Attach any supporting documentation of the exposure event such as physician's notes or ED notes, bite report form, test result report, email correspondence, etc.
 - Human contacts should be classified as **not a case**.
- When you create an **animal rabies contact event** in EpiTrax:
 - Report the animal's **name** using the following naming convention:
 - **Last name:** owner's last name (use unknown if the animal is stray, feral, or name is unknown)

- **First name:** species and pet's name (use unknown if animal is a stray, feral, or name is unknown)
 - Report the owner's phone number, so follow up can be made when necessary.
 - On the investigation tab, specify whether the animal was current on vaccinations, the outcome of the animal, and the exposure location.
 - Attach any supporting documentation of the exposure event such as physician's notes or ED notes, bite report form, test result report, email correspondence, etc.
 - Animal contacts should be classified as **not a case**.
-

Disease/conditions

(a) When to use rabies, animal

All animals entered into EpiTrax for a rabies-related event should be classified under the condition: **rabies, animal**.

(b) When to use rabies, human

The rabies, human condition should only be applied to suspected or confirmed human rabies cases and does not apply to animal rabies entries or exposure/contact cases.

Morbidity vs. contact events

(a) When to create a morbidity event

All animals entered into EpiTrax that are the exposing or biting animal for a rabies-related event should be classified under the morbidity event type.

(b) When to create a contact event

When the exposing or biting animal has a known or confirmed human or animal exposure, create a contact case and link it to the parent case, when possible.

Rabies case classification

(a) When to classify a case as confirmed

Animal

Confirmed: a case that is laboratory confirmed. All other entries in EpiTrax should be classified as not a case.

Human

Confirmed: a clinically compatible case that is laboratory confirmed by testing at a state or federal public health laboratory. All other entries in EpiTrax should be classified as not a case.

(b) [Rabies case definitions](#)

See pages 13–15 in the rabies disease plan.

Animal rabies case definitions

- Positive direct fluorescent antibody test (preferably performed on central nervous system tissue)
- Isolation of rabies virus (in cell culture or in a laboratory animal)

A confirmed animal rabies case is a laboratory confirmed case.

Human rabies case definitions

- **Suspected case:** a person who presents with an acute neurological syndrome (encephalitis) dominated by forms of hyperactivity (furious rabies) or paralytic syndromes (dumb rabies) which progresses toward coma and death, usually by

respiratory failure, within 7—10 days after the first symptom if no intensive care is instituted.

- **Probable case:** a probable case is a suspected case with a likely exposure to a suspected rabid animal.
- **Confirmed case:** a confirmed case is a person who has laboratory evidence of rabies infection by detection of
 - a) Rabies virus nucleic acid by RT-PCR on saliva, skin biopsy or cerebrospinal fluid (CSF); OR
 - b) Anti-rabies antibodies in CSF (ante-mortem); OR
 - c) Rabies virus antigen in brain tissue by fluorescent antibody testing or rabies virus nucleic acid in skin biopsy (post mortem).
- Additional resource: [NMC Case Definitions FlipChart](#).

A confirmed human rabies case is a clinically compatible case that is laboratory confirmed by testing at a state or federal public health laboratory.

The parent case: Creating an **animal, rabies** CMR

1. Naming convention

When you create a new CMR in EpiTrax for the exposing/biting animal, use the following naming convention (also outlined in the [Rabies disease plan](#) on page 22):

Last name: animal and species

First name: county location abbreviation & report date (mmddyyyy)—last 4 numbers of the case morbidity report number

County location abbreviations:

- Bear River Health Department: BR
- Southeast Utah Health Department: SE
- San Juan County Health Department: SJ
- Davis County Health Department: DA
- Central Utah Public Health Department: CU
- Tri-County Health Department: TR

- Weber Morgan Health Department: WM
- Salt Lake County Health Department: SL
- Tooele County Health Department: TO
- Utah County Health Department: UT
- Wasatch County Health Department: WA
- Southwest Utah Public Health Department: SW
- Summit County Health Department: SU

Example:

- Last name: dog pit bull
- First name SL06152016-1234

Example:

- Last name: cat unknown
- First name: BR07152016-4321

Example:

- Last name: bat silver-hair
- First name: DA02202016-1432

People

Person name		Last name			<input type="button" value="Search"/>	<input type="button" value="+ Create Person and CMR"/>	<input type="button" value="X"/>
<input type="text" value="Last, First, Middle"/>		<input type="text" value="Bat Silver-hair"/>					
First name	Middle name	DOB					
<input type="text" value="DA02202016 - 1432"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>		<input type="button" value="🗑"/>			
Phone	Birth sex						
<input type="text"/>	<input type="button" value="Please select..."/>						

ID	Score	Last, First	Birth Date	Phone	Morbidity	Contact
No People Found.						

2. Assign disease

Specify the first reported date, investigating agency, and disease. The disease will always be **rabies, animal**, unless it is a suspected human rabies case. Human contacts who may have been exposed to a potentially rabid animal should be recorded as a [contact event](#).

New CMR

Creating a new CMR for Bat Silver-hair, DA02202016 – 1432

The screenshot shows a web form titled "New CMR". Below the title, it says "Creating a new CMR for Bat Silver-hair, DA02202016 – 1432". The form has three main sections: "First reported to public health" with a date input field containing "07/01/2023" and a calendar icon; "Disease" with a dropdown menu showing "Rabies, animal" (highlighted in yellow) and a downward arrow; and "Investigating Agency" with a dropdown menu showing "Davis County Health Department" and a downward arrow. At the bottom right, there are two buttons: "Save & Continue" and "Cancel".

3. Demographic tab

Age: NA for animal entries.

Addresses: if the exposing or biting animal is owned, and the owner address of the biting animal is known, enter the address of the owner in the address fields.

Telephone, email address, and demographics: NA for animal entries.

4. Clinical tab

Disease: should auto-populate as **rabies, animal**.

Facility/clinician/hospitalized status: NA for animal entries.

Mortality status and treatment: NA for animal entries.

5. Lab tab

Animals tested for rabies: complete the Labs section when you enter animal information for a rabies-related event. Complete the following fields in this section:

- Performing laboratory
- Collection date/time
- Test type
- Test result
- Lab test date/time

If available, attach a pdf copy of the lab report under the notes tab.

Animals not tested for rabies: If the animal could not be submitted for rabies testing, leave this field blank.

6. Contacts tab: creating human and animal contact events

In cases where the animal suspected of having rabies exposed a human(s) or animal(s) (cat, dog, or ferret), create and link all contacts on the contact tab.

Creating a human contact event: First, double check to make sure the exposed person you plan to link to the parent case does NOT already exist in EpiTrax:

Contacts

Adding Contacts

Search person

Last name, First, Middle. Press Enter to search + New OR Link

ID	Name	Date of birth	Birth sex
1617189	test, person	01/01/1985	
1617172	test, person, ext		

No contacts found.

(Events 0 - 0 of 0, Page: 1/1)

If the person you plan to add does not match any previously entered cases, click the

+ New button to create the person as a contact case:

Contacts

Adding Contacts

Search person

Last name, First, Middle. Press Enter to search + New OR Link to an orphan contact with a record number Import

Create a New Person and Add Contact

Last name First name DOB Phone

Test Personexposed 1/1/1990 () - - x

+ Add

(Events 0 - 0 of 0, Page: 1/1)

Contacts
Adding Contacts

Search person Last name, First, Middle. Press Enter to search OR Link to an orphan contact with a record number

(Events 1 - 1 of 1, Page: 1/1)

Actions	Record # All Types	Person	Contact Type	Contact Disposition
Options	20232028993 Contact	Test, Personexposed		

(Events 1 - 1 of 1, Page: 1/1)

Creating an animal contact event: If the parent case (exposing or biting animal) also exposed a person's pet or a stray, feral, or unknown owned animal, also add the animal(s) as a contact case. When you create the animal as a contact, enter the owner's phone number in the phone number field:

Contacts
Adding Contacts

Search person Last name, First, Middle. Press Enter to search OR Link to an orphan contact with a record number

Create a New Person and Add Contact

Last name Test	First name Cat "Meowy"	DOB mm/dd/yyyy	Phone (801) 801-8888	<input type="button" value="+ Add"/>
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(Events 1 - 1 of 1, Page: 1/1)

Naming convention for animal contact event:

Last name: owner's last name (use unknown if the animal is a stray, feral, or the name is unknown)

First name: species and pet's name (use unknown if the animal is a stray, feral, or the name is unknown)

Example:

- Last name: test
- First name: cat Meowy

Example:

- Last name: test
- First name: dog Fido

Example:

- Last name: unknown
- First name: cat unknown

Example:

Create a New Person and Add Contact

Last name: Test First name: Cat "Meowdy" DOB: mm/dd/yyyy Phone: (801) 801-8888 + Add

If follow up is necessary for the exposed person or animal, you can track/update the Contact Disposition field as needed throughout the investigation:

Contacts

Adding Contacts

Search person: Last name, First, Middle. Press Enter to search + New OR Link to an orphan contact with a record number Import

Actions	Record #	Person	Contact Type	Contact Disposition
Options	20232028993 Contact	Test, Personexposed		Active Follow Up
Options	20232028994 Contact	Test, Cat "Meowdy"		
Options	20232028995 Contact	Test, Dog "Fido"		

A new CMR is created once the exposed human(s) has been identified, recorded, and linked to the parent case in EpiTrax. See the below section on [entering information for human and animal contact events](#) for instructions on how to enter information for contact cases.

7. Encounters tab

When possible, create an encounter and provide the CMRs for the contact events in the description field. Also indicate whether contact has been initiated with the exposed person(s):

Encounters

+ Encounter

Investigator: clarissa keisling * * TEST Encounter date time: 07/01/2023 00:00 Location: Strikethrough

Description: Contact initiated...Please see CMR 20232028993 for client/case status. Please see CMR 20232028994 and CMR 20232028995 for details on the client's exposed pets.

Edit Encounter Form

8. Investigation tab

Add and complete the associated rabies form (Rabies (Animal) 6.22.15, Version: 2). In the images below, variables of particular importance are highlighted in yellow:

Status of Animal

Animal Control Contacted? (X)

☐ Yes ☒ No ☐ Unknown

Is animal current on rabies vaccine? (X)

☐ Yes ☒ No ☐ Unknown

Has animal EVER been vaccinated for rabies? (X)

☐ Yes ☒ No ☐ Unknown

Please describe vaccine history (if any)

Is animal available for quarantine? (X)

☐ Yes ☒ No ☐ Unknown

Is Animal Control attempting to locate animal? (X)

☐ Yes ☒ No ☐ Unknown

Did animal complete quarantine? (X)

☐ Yes ☒ No ☐ Unknown

Please describe reason quarantine was not completed

Wild Animal - BAT

Was a specimen submitted to UPHL for rabies testing? (X)

☐ Yes ☒ No ☐ Unknown

Please describe reason head was not submitted to UPHL for rabies testing

Wild Animal - BAT

Submitter Information

Submitter Name

Submitter Address

Submitter Phone

9. Notes tab

When possible, provide a brief overview/description of the exposure event. Helpful information to specify in the summary:

- Who was exposed (person, owner, pets, etc.)
- Manner of exposure (bite location, severity of wound)
- General time of exposure (day, night, evening, morning)
- Reasons animal was not submitted (bat flew away, person threw bat away, stray dog non-locatable by animal control, etc.)
- **Was PEP recommended? Y/N**
- **Was the exposed animal vaccinated?**
- Other pertinent details of the exposure event

Record additional information on the exposed person or animal under their respective CMR event page (see [The contact case: creating a human/animal contact event](#)).

Attach any supporting documentation of the exposure event such as physician's notes or ED notes, bite report form, test result report, email correspondence, etc.

10. Administrative tab

Only animals that test positive for rabies virus should be classified as a confirmed case. All other scenarios, including contact events, should be classified as **not a case**:

The screenshot shows a form titled "Case / Outbreak" with several dropdown menus. The "LHD case status" dropdown is highlighted in yellow and shows "Not a Case". The "State case status" dropdown is empty. The "Outbreak associated" dropdown shows "Please select...". The "Outbreak name" dropdown shows "No associated outbreak". The "Queue" dropdown shows "Not assigned to queue". Below these is a "Tags" dropdown and a "Restricted Tags" label.

The contact case: creating a human/animal contact event

Any animal or human exposed to a suspected or confirmed rabid animal should be classified as a contact event type and should be linked to the parent case (exposing or

biting animal) on the contact tab. As described in the above section, contact cases can be created directly from the contacts tab of the parent case.

1. Entering human contact information

The following sections provide details on how to enter contact information. If a tab is not listed, then there is no important information to record for that tab as it relates to a rabies contact case.

(a) Demographic tab

If a human(s) was exposed to a potentially rabid animal, at a minimum, report their **name** (first, last), **phone number**, and/or **email address**, and **DOB** so follow up can be made, when necessary. If provided, record the patient's address, demographic information, and the relevant Event Info:

Test, Personexposed		Event type Contact	Workflow status Not participating in workflow.	Investigator Not assigned	Disease Rabies, animal	Brief note <input type="text"/>	Save
Record #: 20232028993		Investigating Agency Davis County	Event date 07/12/2023	Parent patient DA02202016 - 1432 Bat Silver-hair			

Demographic
Clinical
Laboratory
Contacts
Encounters
Investigation
Notes
Administrative

Name

Last name	First name	Middle name	Parent/Guardian
<input type="text" value="Test"/>	<input type="text" value="Personexposed"/>	<input type="text"/>	<input type="text"/>

Age

Date of birth	Current age	Age at onset	Age at event date
<input type="text" value="01/01/1990"/>	33 Years 6 Months 11 Days	Unknown	33 Years 6 Months 11 Days

Addresses

[+ Enter Address](#)

Current Address and Address at Diagnosis										Remove as Address at Diagnosis
Street	Unit number	City	State	Zip code	County	Residence Type	Earliest known	Moved	Created	
123 Anywhere St		Salt Lake City	Utah		Salt Lake				07/12/2023	
Note Address not verified										

Other Addresses

Telephones

Telephone type	(Area) Phone, Ext	Country	Earliest known	Note
<div>Please select...</div>	<input type="text" value="Enter phone, click Save to add"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>
Mobile	(801) 801-8888		Earliest known Created 07/12/2023	Note

Email Addresses

Email Address
<input type="text" value="Enter email, click Save to add"/>
personexposed@gmail.com

Demographics

Birth sex <div>Male</div>	Current gender <div>Please select...</div>	Primary language <div>Please select...</div>	Ethnicity <div>Please select...</div>
Race (Select all that apply) <div></div>		Country of birth <div>Please select...</div>	

Event Info

Contact disposition <div>Active Follow Up</div>	Contact disposition date <input type="text" value="mm/dd/yyyy"/>	Contact type <div>Please select...</div>
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(b) Clinical tab

If PEP was recommended to the person exposed and the patient seeks PEP, record information about the health facility and clinician, when possible:

Visit type Outpatient		Rabies, animal caused hospitalization? Please select...	
Health facility Intermountain Central Laboratory (IHC)		Type Laboratory	Address / Phone 5252 South Intermountain Dr, Murray, Utah 84107
Clinician Doe Jane	+ New	Visit start mm/dd/yyyy	Visit end mm/dd/yyyy
Medical record number		Remove	
Facility comment (Refrain from disease specific comments, they may be visible in other cases.)			

Record the dates of when the vaccines were given and the injection number for the PEP series:

Treatment date	Treatment stopped	Treatment	Quantity	Treatment form	Status	Data source
07/14/2023	07/14/2023	Please select...		Injection	Administered	EpiTrax UI
Treatment comment 3rd scheduled						
07/21/2023	07/21/2023	Please select...		Injection	Administered	EpiTrax UI
Treatment comment 4th scheduled						
07/10/2023	07/10/2023	Please select...		Injection	Administered	EpiTrax UI
Treatment comment 2nd scheduled						
07/07/2023	07/07/2023	Please select...		Injection	Administered	EpiTrax UI
Treatment comment HRIG & 1st Rabies vaccination						

(c) Investigation tab

Add and complete the associated rabies contact form (rabies (animal), contacts, version: 5). In the images below, the important variables are highlighted in yellow:


Is this an animal or human exposure? 

☐ Animal ☒ Human

Was PEP recommended? 

☒ Yes ☐ No ☐ Unknown

Date of RIG administration

07/07/2023 

Facility RIG administered

IMC


Date of vaccine 1

07/07/2023 

Facility of vaccine 1 administration

IMC


Date of vaccine 2

07/10/2023 

Facility of vaccine 2 administration

IMC


Date of vaccine 3

07/14/2023 

Facility of vaccine 3 administration

IMC

Date of vaccine 4

07/21/2023 

Facility of vaccine 4 administration

IMC

Exposure location:

SLCO

Exposure time:

7/7/2023

(d) Notes tab

Attach any supporting documentation of the exposure event such as physician's notes or ED notes, bite report form, test result report, email correspondence, etc.

Record any additional information about the patient follow up process in the notes field:

Notes

+ Note

All notes ▼

Creator	Note type	Created	Strikethrough
clarissa keisling * * TEST	Clinical	07/12/2023 10:48 AM	<input type="checkbox"/>
<p>PEP was recommended to the Owner and guidance on the risk of rabies infection given. Owner state they would start PEP at IMC tomorrow. Will follow up to ensure series is completed</p>			

(e) Administrative tab

Only animals that test positive for rabies virus should be classified as a confirmed case. All other scenarios, including human and animal contact events, should be classified as **not a case**:

Case / Outbreak

LHD case status	State case status	Outbreak associated	Outbreak name	Queue
Not a Case ▼		Please select... ▼	No associated outbreak ▼	Not assigned to queue ▼
Tags				
<input type="text"/>				

Restricted Tags

2. Entering animal contact information

(a) Demographic tab

If a dog, cat, or ferret was exposed to a potentially rabid animal, at a minimum, report the animal's **name** (first name: species and pet name; last name: owner's last name) and the **owner's phone number**, so follow up can be made when necessary. If provided, also record the owner's address information:

Name

Last name	First name	Middle name	Parent/Guardian
Test	Cat "Meoww"		

Age

Date of birth	Approximate age	Age at onset	Age at event date
mm/dd/yyyy		Unknown	Unknown

Addresses

[+ Enter Address](#)

Current Address and Address at Diagnosis								Remove as Address at Diagnosis	
Street	Unit number	City	State	Zip code	County	Residence Type	Earliest known	Moved	Created
123 Anywhere St		Salt Lake City	Utah		Salt Lake				07/12/2023
Note Address not verified									

Other Addresses

Telephones


Telephone type	(Area) Phone, Ext	Country	Earliest known	Note
Please select...	Enter phone, click Save to add		mm/dd/yyyy	
Mobile	(801) 801-8888		Earliest known	Created
				07/12/2023

(b) Investigation tab


Add and complete the associated rabies contact form (rabies (animal), contacts, version: 5).
In the images below, important variables are highlighted in yellow:

Is this an animal or human exposure? 

☒ Animal ☐ Human

Was animal current on vaccine? 

☒ Yes ☐ No ☐ Unknown

Outcome of animal 

☐ Euthanized ☐ 6 month quarantine ☒ No Action Needed

Why?

Cat vaccinated for rabies; received booster shot and completed 45 day home quarantine.

Exposure location:

SLCO

Exposure time:

----- 7/1/2023

(c) Notes tab

Attach any supporting documentation of the exposure event such as physician's notes or ED notes, bite report form, test result report, email correspondence, etc.

Record any additional information about the exposed animal follow up process (quarantine completion) in the notes field:

Notes

+ Note

All notes

Creator: clarissa keisling * * TEST

Note type: Clinical

Created: 07/12/2023 04:35 PM

Strikethrough ☐

Cat "Meowy" successfully completed quarantine. No further follow up needed.

Creator: clarissa keisling * * TEST

Note type: Clinical

Created: 07/12/2023 04:34 PM

Strikethrough ☐

Animal control contacted to oversee 45 day home quarantine.

Creator: clarissa keisling * * TEST

Note type: Administrative

Created: 07/12/2023 09:05 AM

Strikethrough ☐

Event Created

(d) Administrative tab

Only animals that test positive for rabies virus should be classified as a confirmed case. All other scenarios, including human and animal contact events, should be classified as **not a case**:

Case / Outbreak

LHD case status

State case status

Outbreak associated

Outbreak name

Queue

Not a Case

Please select...

No associated outbreak

Not assigned to queue

Tags

Restricted Tags