

Instructions for completing the Severe Acute Respiratory Syndrome (SARS) Case Report Form

This report form has six data modules that are common to all diseases under surveillance. Most of the data items in these common modules are self-explanatory. It also has three modules specific to SARS.

SARS number

The EpiSurv number has provisionally been replaced by a number specific to SARS, while a new EpiSurv module for this disease is developed. This code is similar to the EpiSurv one, starting with the name of the disease: SARS/ PHU code/ a 5-digit number assigned by the Public Health Officer responsible for the case, e.g. SARSCB00115 would mean the SARS case no.115 in Canterbury. Recording the SARS case number at the top of the form will help you link information from the form with the computerised version, once this is available.

MODULES COMMON TO ALL OTHER NOTIFIABLE DISEASE

Reporting Authority

*The reporting authority is the PHU in the health district where the case was staying at the onset of illness. If the case is away from home at the onset of illness, it is the PHU where the case was staying that must report the case, **not** the PHU of the health district where the case normally resides.*

Name of Public Health Officer responsible for case

Name of the person responsible for investigating the case.

Notifier Identification

Reporting source

Tick whether the notification is from a general practitioner (including practice nurse), a hospital practitioner (including hospital staff), a laboratory staff member, the case (self-notification), an outbreak investigation or other (including a member of the public and other agencies).

Name of reporting source

Name of the medical practitioner or other person making the notification.

Contact phone

Telephone number of the person making the notification.

Date reported	<i>Date when the PHU was notified of the case..</i>
Name of usual GP	<i>Name of the case's usual general practitioner (GP).</i>
Name of GP Practice	<i>Name of the practice where the GP normally works</i>
GP/Practice address	<i>Address of the GP or the GP practice. Addresses should be as accurate as possible in the format specified to allow addresses to be geocoded</i>

Case Identification

Name of case	<i>Surname and given names of the case reported with the disease.</i>
Current address	<i>Address where the case is currently residing.</i> <i>Please note: If the onset of illness occurred while the case was away from home, the address entered here should be the address where the case stayed whilst away from home, eg, relative's address or holiday home address etc. This applies to all disease notifications apart from tuberculosis.</i> <i>Do not enter a PO Box number as an address (see below).</i> <i>Addresses should be as accurate as possible in the format specified to allow addresses to be geocoded</i>
Usual Address	<i>Contact address if different from current address (street, town/city and country, if applicable).</i>
Phone - home/work/other	<i>Phone numbers of the case. If there is no home or work telephone, write "None" on the form and leave this field blank.</i>
NHI number	<i>National Health Index number.</i>

Case Demography

Location	<i>The location is based on the current address of the case rather than their usual address. Territorial local authority (TLA), health district and RHA region will be automatically assigned when the EpiSurv module for SARS has been developed, based on the current address fields entered. If no current address has been entered for the case, then the TLA will need to be entered manually. If the case was away from home at the onset of illness, the location should be based on the address away from home.</i>
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Date of birth/age	<i>Either the date of birth or the age is required. The date of birth is preferred. When the EpiSurv module for SARS has been developed, it will calculate the age if the date of birth is provided. If the date of birth is not known the age should be entered in years if two years old or older, in months if between one month and two years old, and in days if less than one month old. Please remember to specify the time units on the case report form (days, months, years) by selecting one of the boxes. If the case was born prior to 1900, enter the age rather than the date of birth. If the case was born between 1900-1920, enter the year of birth in full (ie, '1920' rather than '20'). Please do not enter 1/01/01 if the date of birth is unknown - leave the field blank.</i>
Sex	<i>When assigning sex do not make assumptions based on the case's name. Check with the notifier if you are unsure of the sex.</i>
Ethnicity	<i>Tick all the ethnic groups that the case identifies with, i.e. self identification. Ethnicity information should not be based on the notifier's perception but what is reported by the case or, in the case of an infant or young child, a family member.</i> <i>If the case identifies as "Other" or "Other European" ethnicity, this should be specified. More detailed information can be collected on people of Pacific Island ethnicity by ticking the "Pacific Island" box on the case report form and specifying in the "Other (specify)" line.</i> <i>If the ethnicity is not known tick the "Unknown" box.</i> <i>When entering the details, select all that apply. EpiSurv will calculate a summary ethnicity field [ETHNICITY] for easier analysis.</i>
Occupation	<i>Don't leave this field blank. Write something for occupation, even if it is "Pre-schooler", "Student", "Unemployed", "Retired", or "Unknown".</i>
Place of work/school/ pre-school	<i>Requires the name of the facility/institution in which the case works or goes to school. An alternative place of work or school may be entered.</i>
Address of work/school/pre- school	<i>Enter the address of the place of work or school. The addresses of two places may be entered. Addresses should be as accurate as possible in the format specified to allow addresses to be geocoded.</i>

Clinical Course and Outcome

Date of onset	<i>The date of onset is the first day the case was aware of being ill. If this is not known tick the “Unknown” box.</i>
Hospitalised	<i>A case is considered to have been hospitalised if he/she is admitted to an acute care hospital. If the case received treatment as an outpatient, tick “No”. If this information is not available, tick “Unknown”.</i>
Date hospitalised	<i>If hospitalised, give the full date of admission. If this is unknown tick the “Unknown” box.</i>
Hospital	<i>If admitted to an acute care hospital, give the full name of the hospital.</i>
Died	<i>If the case died for any reason, indicate this. Tick “Unknown” if this information is not available.</i>
Date died	<i>If the case died, give the date of death. If this is not known tick the “Unknown” box.</i>
Cause of death	<i>If death was not due to SARS, or its complications, specify the cause of death.</i>

Outbreak Details

Is the case part of an outbreak?	<i>Indicate whether this case was known to be linked epidemiologically to one or more other cases of the same disease. This includes cases within the same family or household, regardless of whether an outbreak investigation was carried out.</i>
Outbreak No.	<i>If the case is part of an outbreak as defined above, specify the outbreak number if an outbreak investigation was carried out (as per the outbreak investigation form). This outbreak number is a nine character code which consists of the PHU code/year/outbreak number for that year e.g. HB2001001. The use of a common code will help identify linked cases for further analysis.</i>

MODULES SPECIFIC TO SARS

Basis of Diagnosis

CLINICAL CRITERIA (refer to case definition at the end of the instructions)

Symptoms	<i>Tick as many symptoms as necessary, and specify any other respiratory symptom present. WHO lists: sudden fever >38°C, cough, shortness of breath, or difficulty breathing. In addition, SARS may be associated with other symptoms including flu-like symptoms (headache, muscular stiffness, loss of appetite, malaise), confusion, rash, and diarrhoea.</i>
Pneumonia. Radiological/ imaging evidence of pneumonia	<i>Indicate if there are clear signs of pneumonia. Indicate whether there was any radiological or imaging evidence of pneumonia. If not known or unavailable then tick the "Unknown" box.</i>
Respiratory Distress Syndrome Ventilation required	<i>Indicate if the case has been diagnosed as having Acute Respiratory Distress Syndrome (ARDS), if mechanical ventilation was required.</i>

LABORATORY CRITERIA

Laboratory confirmation	<i>At the time of writing these instructions , there were no specific laboratory tests for SARS. However these fields are included in case that test become available in the future. Indicate the status of laboratory confirmation if relevant at the time of completion. If the laboratory test results were positive tick the "Yes" option, then tick any of the boxes which apply to specify the test(s). If the laboratory test results were negative tick the "No" option, if the results are not yet available, tick "awaiting results". If any of the laboratory tests were not carried out, tick "Not Done". Specify any other tests which were carried out but are not listed.</i>
Respiratory pathogens excluded	<i>Indicate if other pathogens have been excluded, and if "YES" specify as many as necessary.</i>

EPIDEMIOLOGICAL CRITERIA

Contact with person with SARS in the last 10 days	<i>Indicate whether the case had close contact with a case of SARS, in the previous 10 day. For a definition of close contact, refer to the end of instructions where the WHO definition can be found. If not known or unavailable then tick the "Unknown" box.</i>
Travel to epidemic area in the last 10 days	<i>Indicate whether the case has travel to a high prevalence area, as defined by the WHO, in the last 10 days. Please check these high risk areas as they are likely to change in the near future. WHO website: http://www.who.int/csr/sars/en/ . If not known or unavailable then tick the "Unknown" box.</i>

STATUS

Under investigation - A case which has been notified but information is not yet available to classify it as suspect, probable or confirmed

For current definitions of Suspect and Probable, see the Appendix at the end of these instructions

Not a case - A case that has been investigated, and subsequently has been shown not to meet the case definition.

Risk Factors

- Contact with SARS case(s) *Indicate whether the case had any contact with SARS case(s). Contact means “close contact” which is defined in the Appendix at the end of these instructions. If “Yes”, list the names of all contacts. If necessary used the “comments” box. If not known or unavailable then tick the “Unknown” box.*
- Type of contact *If there has been contact, indicate the type by ticking all types that apply, and specifying the place (city and country) If contact was with a healthcare provider, specify the name of the facility*
- Overseas travel *Indicate whether the case was overseas during the 10 days prior to onset. If “Yes”, record the date of arrival in New Zealand. List the countries/regions visited (if more than three, please use the comments box) from the most recent to the least recent. Record the duration of stay in each country/region, and tick the “days” or “months” box to indicate the duration time units. If not known or unavailable then tick the “Unknown” box.*
- Main reason for travel *Specify the main reason for travel by ticking the most appropriate option. If the case has travelled overseas for a reason other than those listed, specify the reason. If not known or unavailable then tick the “Unknown” box.*
- Other risk factor for disease *Specify any other risk factors under surveillance for the disease if they were present.*

Management

CASE MANAGEMENT / CONTROL

Case excluded from work or school/pre-school/childcare *Indicate whether the case was excluded from work or school/pre-school/childcare for the appropriate period. If the case does not attend work or school/pre-school/childcare tick the "NA" (not applicable) box. If not known or unavailable then tick the "Unknown" box.*

Was the case isolated *Indicate if the case was put under any kind of isolation, and/or under respiratory precautions. If not known or unavailable then tick the "Unknown" box.*

CONTACT MANAGEMENT

Household contacts *Indicate if there have been any household contacts since onset of the case's illness, If "Yes", specify the number of contacts and the number of those showing respiratory symptoms. . Indicate if household contacts have been fully informed about known risk factors and preventive measures. If not known or unavailable then tick the "Unknown" box.*

Healthcare personnel exposed *Indicate if the case has been in contact with any healthcare personnel prior to respiratory barrier control. If "Yes", give details on how many. . If not known or unavailable then tick the "Unknown" box.*

APPENDIX

CASE DEFINITION – SARS

Suspected case

A person presenting to a health care facility (hospital or general practice) after 1st February 2003 with all of the following:

- sudden onset of high fever (>38°C)
- one or more of the following respiratory symptoms (cough, sore throat, shortness of breath, difficulty breathing)

AND

one or more the following:

- onset of symptoms within ten days of travel to one of the areas listed in the table below in which are listed focuses of transmission of SARS
- onset of symptoms within ten days of close contact.

Probable case

- a suspected case with chest x-ray findings of pneumonia or adult respiratory distress syndrome

OR

- a person with an unexplained respiratory illness resulting in death, with a post mortem examination demonstrating the pathology of respiratory distress syndrome without an identifiable cause

Close contact

- is defined as having cared for, having lived with, or having direct contact with respiratory secretions and/or body fluids of a patient known to be suspect SARS case.

AREAS WITH DOCUMENTED OR SUSPECTED COMMUNITY TRANSMISSION OF SARS (WHO, 3rd APRIL)

Country	Area
Canada	Toronto
Singapore	Singapore
China	Guangdong, Hong Kong Special Administrative Region of China, Shanxi, Taiwan Province
Viet Nam	Hanoi