Emerging Threats Information System
Version 5 - AHB Modules

User Manual

March 2018
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Program Modules
AHB Program Modules are components of the ET data system designed to support and document various tasks performed by AHB staff. Each of these modules are described in detail below.

Using the TB Module
The TB module of the ET system is designed for routine TB surveillance and herd testing to maintain disease-free status certification in California. It is not intended to manage an extended TB outbreak investigation. That function has been assigned to the USDA EMRS system.

Initially, data entry in ET for TB herd testing and initial case workup was entirely manual; herd test entries were transcribed from official VS 6-22 hardcopy records of herd testing data obtained from USDA accredited veterinarians and submitted to district or headquarters personnel. Individual animal entries were each entered by hand. Enhancements have now allowed facilities to upload individual animal information (official IDs, test results, etc.) from hand-held electronic devices used to collect this data in the field (such as the USDA Mobile Information Management System – MIMS), similar to the methods used by the USDA/CDFA TB Task Force. Manual entry is still supported for herd tests not using the electronic hand-held devices.

The TB module in ET allows entry of TB Testing events (herd tests) for large or small groups of animals of several species. Suspect results or other anomalies resulting from this testing can trigger the creation of a “case” to allow follow-up and resolution. The case record has an optional extension to record the issue, update and release of quarantines applied to the operation involved in the current case.

Additionally, the module provides support for ordering of Tuberculin testing material for contract veterinarians, and records and tracks the TB-free certification of identified “Accredited Free” herds (operations).
TB Testing (“herd tests”)

Before creating a new herd test record use the search features to check if it has already been created and select it if so, otherwise, click the “New” button to create a new herd test. Note that the herd test number will be automatically assigned for new herd tests after the record is initially “saved”.

Tuberculosis - Enter Herd Test

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After the initial data about the test is entered (including form number, reason for test, test date and time, test type and iteration and any comments) the record is saved and additional data entry becomes available. Note that the extended data entry form only becomes visible AFTER the initial portion of the record is saved. This behavior is common throughout the ET AHB modules.

“Veterinarian Information” is the USDA-accredited veterinarian who performed and read the herd test. This person is selected from the ET veterinarian database by clicking the “Select” button. If they are not found, please contact AHB headquarters rather than adding them in.

![Summary of Test Results](image)

Note that the test results can be entered as a summary or by entering individual animals (or both). To enter test results as a summary, check the “override calculated totals” box and fill in the boxes for totals for # negative, # suspects/reactors for the CFT/SCT and CCT or Gamma interferon results.

If there are any suspects or reactors in the initial herd test, those animals should be entered into the “Herd List” for follow-up testing (either CCT or gamma Interferon). If the individual has “failed” confirmatory testing a new “case” should be created via the “Attach” button to the right of the “Case Details” block. This allows easy access to the case record from the herd test record and vice versa.
Individual animals may be entered with ID and test results by clicking the “Add” button in the “Herd List” section. This will bring up another form for the individual animal. Confirmatory testing, necropsy and case resolution information can be entered here. When complete, click “Save” to save the animal record and then click the “Back” button near the top to return to the herd test record.

An additional capability has been added to ET to enable the upload of data from the USDA MIMS hand-held device (used in CDFA/USDA TB outbreak investigation-related herd testing). This upload will populate the individual animal roster for the herd test. This data is available as a .CSV file and is uploaded via the “Import Herd Data” button. The ET data upload function for TB tests requires a specific format for the CSV file:
Column 1: record/index number *
Column 2: bangle/farm tag number
Column 3:
Column 4: 15-digit RFID tag number *
Column 5: 9-digit USDA Bangs/silverbrite tag number
Column 10: age
Column 12: breed
Column 13: gender
Column 14: pen number
Column 15: CFT result
Column 26: date (any date – data not used but needed for file size) *

Required fields indicated by *. All other columns can be blank.

The upload is a two-step process: first the upload file is selected and a temporary import is done – the system will display the results and a second “Complete Import” button must be clicked to complete the process.

`Animals To Be Imported

<table>
<thead>
<tr>
<th>Bangle Tag</th>
<th>Other ID</th>
<th>RFID Number</th>
<th>USDA ID Tag</th>
<th>Tattoo</th>
<th>Age</th>
<th>Breed</th>
<th>Sex</th>
<th>Pen</th>
<th>CFT Results</th>
<th>Bar Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-811</td>
<td></td>
<td>840003002393138</td>
<td></td>
<td>A</td>
<td>HO</td>
<td>F</td>
<td>5</td>
<td>N</td>
<td></td>
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</tr>
<tr>
<td>Y-149</td>
<td></td>
<td>840003002393014</td>
<td></td>
<td>2Y</td>
<td>HO</td>
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<td>HO</td>
<td>F</td>
<td>5</td>
<td>S</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TB Case Details

The process of creating and attaching a case record to the herd test record is initiated from the “Case Details” button on the herd test form. This enables you to create a new case based on the current herd test. An animal that remains suspicious or positive on confirmatory testing is considered a case in the context of the ET system. It is also possible to connect a follow-up herd test to a case that was previously entered before the trace back to an operation and any TB testing has been done (e.g. a suspect lymph node found at slaughter). Once the case is associated with the herd test record, it will be visible in the “Case Details” section of the herd test record. In a similar fashion, the “Herd Test Information” block on the TB Case record becomes visible with the details of the linked herd test and allows quick transfer between the case and herd test records. TB Cases will show up on periodic case reports and Premises Kardex reports. Individually entered or uploaded animals with official ID can be searched via the “Tag Kardex” report.
This form allows the attachment or connection of a new case to a particular TB herd test. As in other ET modules, once the case record is created, additional components of the record become visible and accessible for data entry.

Quarantine information may be entered as part of the case record for the operation. Copies (scans) of forms can be attached to the case (e.g. quarantine forms, test charts etc.).
Herd Certification (TB Accredited Free Herds)
One of the functions embedded in the ET TB module is the ability to create, track and report on TB-Free certifications issued to operations following requisite testing. Note that herd tests associated with the selected operation appear on the certificate forms automatically. The ability to attach scanned documents (e.g. copy of actual certificate issued) to the certification record has been added to this module using the “Associated Files” button at the bottom of the page.

Tuberculin Shipments
Another function available in the ET system is the ability to create, update and report on Tuberculin antigen shipments to contract veterinarians for TB testing. This distribution is currently handled by the AHB district offices and shipments to practitioners should be entered into ET using this module. Reports suitable for transfer to USDA can be generated via the “Tuberculin Shipments” report button on the right side of the TB menu.
Using the Brucellosis Module

The Brucellosis module of the ET system is designed to support various aspects of the Brucellosis surveillance and eradication programs. These currently include MCI (formerly “Market Cattle Identification”) cases involving trace back from slaughter surveillance blood testing and case resolution, official Brucellosis vaccination certificate entry, and vaccine and official USDA eartag orders for contract veterinarians. The BRT (Brucellosis Ring Test) bulk milk testing and follow-up program has been discontinued due to the very low risk level now experienced in California.

BRT Milk Samples
BRT Cases
Both of these modules have been retired along with their associated reports. Do not use.

MCI Cases
This subsystem of ET handles the tracking and reporting of MCI traces for bovine Brucellosis. Cases can be created without knowledge of the ultimate premises location the animal will be traced to, using only the Lab Accession number and date for the test result and the backtag of the animal being traced. When the premises/operation of origin of the animal becomes known, it can be added at that time. Note that as in all ET “cases” the system will provide a unique “case number” automatically. As with other ET modules, the assigned case number and fields for further data entry become visible only when the new record is first saved.
The “case coordinator” is the AHB or USDA worker who created or is currently managing a case. This person can change as the case evolves (e.g. when a slaughterhouse trace is identified as from a particular district) and the case record should be updated to reflect this. A case coordinator must be associated with a case when it is first saved. Please be sure to populate the “Case Coordinator” field (by selecting from special search results list) when initiating a case or taking it over from another case coordinator.
Note the “Associated Files” block shown above has a scanned PDF version of the CAHFS lab report for this case attached. Clicking on this link will bring up the lab report for viewing.
Heifer Vaccination

An important function of the Brucellosis module is the registration of vaccination certificates returned to CDFA by contract veterinarians after vaccinating and tagging a group of cattle. The ET system not only provides reporting and tag search functions but will also allow for increased functionality in comparing tags issued to a contract veterinarian against tags applied and registered. This will help identify practitioners who are slow to return the certificates of tags applied in a timely manner. Further, an important new function will allow tracing of a tag identified in the field to the tags issued to (but not yet reported by) a specific veterinarian. This will allow CDFA workers to contact the veterinarian who was issued the tags to facilitate the process of identifying the date and place the tag was actually applied to the animal.

The data entry process for the Heifer Vaccination module has been enhanced to allow for rapid entry of a group of sequentially numbered certificates provided by a practitioner. This is the most common style of returning vaccination certificates (“pink slips”) to CDFA district offices. The entry form provides a pair of buttons for two scenarios: entry of a series of certificates by the same practitioner for DIFFERENT operations over time (a common scenario), and entry of a series of separate vaccination certificates by the same practitioner from the same operation (for different small sets of animals, possibly with different owners) – an uncommon but real situation.

In recent years the standard orange metal eartag used to identify brucellosis-vaccinated cattle (along with an official tattoo) has been coupled with a more modern alternative: the USDA-approved RFID (radio-frequency ID) official ID tag. This tag reports the animal’s assigned unique ID number (15 digits) to an electronic “scanner” that can capture the numbers and produce a file that can be uploaded to ET, providing the tag numbers associated with brucellosis vaccination to the ET database. Unfortunately, this new format requires a separate data-entry form to enter the RFID numbers. Additionally, some producers have certain animals (often “show” animals) which they prefer not to tag. As a result, ET now has three separate vaccination certificate entry forms, selectable by what tag type (or lack of tag) was used: Standard Metal USDA tags, RFID tags, or “Vaccinated, Not Tagged”. This selection is made via a drop-down list at the beginning of the entry process.

1. Enter a single vaccination certificate
All entry operations (including the multiple entries by the same DVM as mentioned above) begin with this process. Click the button on the Brucellosis Menu for Heifer Vaccination, then click the “New” button at the bottom of the search form.

This brings up the tag-type selection mentioned above:
The selection of tag type determines the specific appearance of the vaccination certificate entry form – here is the Metal Tag form:

**Heifer Vaccination Record**

It is essentially the same form that has been used for some time. The tag numbers applied to the vaccinates are listed as a “prefix” Tag Series (eg 93VST) and a range of the 4-digit tag numbers that follow the prefix (eg 501-750) – leading zeroes are not required.

Here is the RFID Tag form – note that the actual tag number entry is not visible initially – it will appear after the initial component is saved. The same initial entry form is used for the Vaccinated/Not Tagged group.

**Heifer Vaccination Record**
All types of vaccination certificate entry require input indicating WHERE the vaccination event took place (an ET operation), WHO did the vaccination (an AHB/ET listed contract veterinarian) and WHEN the vaccination was performed in addition to the certificate form number, vaccine type and serial number. Additionally, ET provides input for a specific “Owner Operation” if known – this would be the dairy that the calves will be returned to after vaccination at a calf-raising facility for example. The “Owner Operation” field only becomes available after the initial form segment is saved (with location and veterinarian).

To enter the location of the vaccination event click the “Select” button to the right of the Vaccination Location Operation block. This brings up a search form for the Operation where the vaccination is occurring. It is the standard Operation Search provided by the ET core module. Search for and select an operation to assign the vaccination certificate. If the needed operation is not in the system, there is an opportunity to add it to the core data as well via the “New” button. [NOTE: Be sure you have been properly trained to enter new operations and premises to the ET system before attempting this process].

When you have selected the operation where the vaccination event took place, a short version of the Vaccination Record will appear showing the selection of the Operation and allowing entry of the basic information on the vaccination certificate. Note that the totals are not entered but will be calculated when the record is saved.

Note also that you must supply the Vaccination Certificate number for the form being entered. For multiple entries for the same veterinarian, this number is automatically incremented for each new certificate (after the first one is entered) to speed data entry. The supplied number may be edited if needed.
Click the “Save” button and a fuller version of the vaccination record will become visible. Note the message to select the veterinarian who performed the vaccination in the status box at the top of the form. It is necessary to select the veterinarian in order to actually save a vaccination certificate.

Click the “Select” button next to the Veterinarian Information block to associate a veterinarian with the vaccination event.

This will bring up a search form for People from the core data system. Note that the license type is pre-selected for type Veterinarian. The business rules should only allow currently CDFA-contracted veterinarians to be available in this search. Use other parameters (for example, the supplied California license number, if it is legible) to narrow the search results. If the DVM is not in the system, they may be added by properly trained personnel. Please contact headquarters if you need to enter a new veterinarian.
After selecting the veterinarian you will be returned to the vaccination certificate form with the veterinarian information displayed.

Additionally, a new entry block has been added: Owner Operation. This represents the actual ultimate location where the animal will be returned (when that is known). It should ONLY be selected and populated if it is a different operation (e.g. a dairy) than the actual operation where the animal was vaccinated (e.g. a calf-raiser). It is NOT a business office location or residence for the owner. Rather, it is the main location of the animal after vaccination and calf-raising. Many times (not always) this is known and can provide valuable information in the event of a disease outbreak trace.

Note the buttons at the bottom of the form (“New Same Prem/Vet” and “New Same Vet”). These are used for the multiple entries described below.

2. Entering a series of certificates from the same DVM (from different operations)
After entering the first certificate as described above, click the New Same Vet button at the bottom of the screen.

This brings up an Operation search as before to select the Operation where the next vaccination certificate indicates the event took place. Once selected, the system will display the new certificate with the certificate number incremented, the selected
Operation displayed, and the message that the veterinarian has been selected. At this time, the veterinarian’s name is not displayed here, but after filling out the other certificate details and clicking the Save button that information is re-displayed along with the button to continue iterations of entering certificates from the same veterinarian.

3. **Entering a series of certificates from the same DVM from the same operation**
   
   This is basically the same process as #2 above but skips the selection of an Operation, using the information from the previous certificate. Click the “New Same Prem/Vet” button to initiate this type of record. Note that the certificate number will also be automatically incremented.

   This activity (entering a series of certificates from the same DVM from the same operation) typically occurs when there are different owners of individual or small groups of animals being raised or vaccinated at a single operation. This may provide an opportunity to populate the “Owner Operation” block when this information is known.
**Vaccine Orders**  
ET now has a system of capturing paid orders placed by contract veterinarians (using a separate web site) in order to send (via email) to the company providing the vaccine (Colorado Serum) for fulfillment. The web site used by the veterinarians to order vaccine is located at:

https://apps4.cdfa.ca.gov/brucvacc/

A California veterinary license number matching that of the contracting veterinarian must be entered in order to order the vaccine. The site allows for ordering both 5-dose and 20-dose vials of official RB-51 brucellosis vaccine both as standard 2-day delivery or by expedited overnight delivery. Delivery is limited to Tuesday through Friday for each week (not including holidays). Pre-payment (via credit or debit card) is required in order to order vaccine. Alternatively, payment may be made by check in advance and the order will be placed when the check clears.

The ET module in the Brucellosis menu presents paid orders awaiting fulfillment. It provides name, address, phone number and ordering details that can be forwarded to Colorado Serum for fulfillment. It also provides the opportunity to set prices for the 5 and 20-dose vials and display messages concerning holidays etc.

**Serology Module**  
This module allows entry of summary details and individual animals’ specific results for herd serology testing for Brucellosis, either as a follow-up to an MCI trace back or for herd certification.

As with the other ET herd test modules, individual animal data can be added via the Add button in the Herd Inventory group at the bottom of the form. Additionally, as with other ET modules a CSV-type data file can be uploaded with the individual IDs of the animals being tested by using the “Import Herd Data” button.
Clicking the “Add” button will bring up a new form to identify and enter test result data for the individual animal. If an individual tests positive, a “case” can be created with the button provided (create) in the Case Details section.
The Serology case record looks like this:

Serology Case Details

Note that as in all ET AHB cases, an option for quarantine information is provided as well as an opportunity to attach scanned documents and images to the case.

A separate button (Serology Cases) on the Brucellosis main menu allows management and updating of serology cases directly once they are created, rather than going to the herd test first to link to the case derived from it. Note that the associated herd test is displayed at the bottom of the associated case record (“Herd Test Information”) and can be accessed to view or edit via the provided link (“View”).
Tag Assignment

The ET Tag Distribution module has been extensively revised to accommodate entering the several types of tags whose distribution AHB is now charged with documenting (in addition to Brucellosis tags). These include brucellosis ear tags, silver-brite ear tags (both original and “secondary” distribution), plastic ear tags for swine, and backtags issued by auction yards and slaughter establishments. Since the module was expanded from its original limited assignment of tracking distribution of brucellosis ear tags to contract veterinarians, it is still housed in the Brucellosis menu group of the AHB ET section. Note the “Tag Assignment” buttons at the bottom of both the “Processes” (left side) and “Reports” (right side) lists of buttons. To find an existing record or create a new distribution record, click the Tag Assignment button on the left (Processes) side of the menu.

This brings up the Tag Assignment Search page. Like ALL ET modules, the tag assignment module allows you to search for existing records before entering a new record to be sure duplicate entries are avoided.

Tag Assignment Search

Note the Tag Type drop-down selection list on the right side of the search form. This allows you to limit the search to specific tag types. Similarly, there is a special button to extend a search for a particular tag set to those silver-brite tags that were “redistributed” from a receiving DVM to an operation such as a dairy farm. (Note that the logistics for obtaining this data from the veterinarians has yet to be finalized.)

If you are certain the tag distribution has not been previously entered, click the “New” button at the bottom of the form.

An initial dialog asks you to select the type of tag being distributed. This selection will bring up the appropriate entry form for that tag type.

Tag Selection

Click the Create Assignment button once the tag type has been selected. If the wrong tag type was selected, do not save the assignment record – the tag type cannot be changed once the record has been saved. Each entry form will be described below:
**Brucellosis Tags**

**Brucellosis Tag Assignment Details**

As in the original brucellosis tag distribution system, the tags can only be distributed to veterinarians contracted by CDFA to perform the official vaccinations. Select the veterinarian from a list of contracted veterinarians by clicking the Select button on the right of the screen. Also, fill out the district office issuing the tags, the date of the distribution and the series and number range of the tags before clicking the Save Assignment button.

Note the “New” button on the upper right area of the “Tag Assignment Information” block. This allows entry of a new tag distribution record without returning to the menu selections, saving a few keystrokes. This is to facilitate rapid entry of a number of tag distributions and is available for all tag types.

**Silver-Brite Tags**

These tags are general-use ear-tags for cattle accepted by USDA as official ID for these animals. They may be distributed to a veterinarian directly or to an operation (such as a dairy farm) either directly (from the district office) or indirectly from a USDA-accredited veterinarian who was the recipient of a distribution previously entered (the indirect redistribution is described in a separate section below). Note that the form to enter the silver-brite tags allow assignment to either a veterinarian or an operation (but not both). After selection of the recipient, enter the district, assign date and tag series and number range as with the brucellosis tags before clicking the Save Assignment button.

**Plastic Swine ID Tag**

This tag is used and distributed just like the silver-brite tags: It is used as official animal ID for swine and can be distributed either to veterinarians or to operations. The entry form is the same as that for the silver-brite tags except that the tag type is identified as “Plastic Swine ID”.

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Back Tags
Back tags are temporary paper tags applied to the backs of cattle at auction yards and slaughter plants to help identify animals going to slaughter and the resulting carcasses. The “Tag Series” prefix numbers /letters are assigned to specific livestock auction or slaughter establishments. Thus the “operation” information for the distribution record is actually provided by automatically looking up the associated tag series. Note there is no “Selection” button to choose an operation on this form.

Back Tag Assignment Details

The backtag prefix or series numbers are selected from a drop-down list of existing prefix assignments:

Once a selection is made from this list, the associated operation is selected automatically and appears in the Operation box on the right side of the form. The Tag Series data entry field is also populated with the series prefix automatically. Be sure the district making the assignment, assign date and the total number of tags distributed are entered in the appropriate fields before clicking the Save Assignment button.

Silver-brite Tag Redistribution
This component is designed to track tags distributed to an operation (such as a dairy farm) by a veterinarian who has received them through a previous direct distribution. Note that the logistics for obtaining this data from the veterinarians has yet to be finalized. The module begins with a dialog to search for the original distribution to a veterinarian via tag series, vet name or license number:
Select an original distribution record from the search results page. This will represent the “pool” of tags provided to the veterinarian from which he/she redistributed to the secondary recipient (operation). Once selected, a form is generated showing the original recipient veterinarian and full set of tags distributed to them. The sub-set to be redistributed is indicated below with the tag series set by the initial distribution. Simply select the new (secondary) recipient operation on the right side of the form and indicate which of the original tags are being provided by tag number. Click the Save Redistribution button to save the record. ET Tag distribution searches now include the secondary recipient transfer.
**Tag Assignment Reports**

Tag assignment reports are available by type and distribution date by district and by specified veterinarian. These reports are available from the Tag Distribution button on the right side (Reports) of the AHB/Brucellosis menu. A new report counts silverbrite (SB) tags assigned and distributed (“Silver-Brite Compliance”) by solo or group practices.

**Using the Animal Disease Investigation (ADI) module**

The ADI module is designed to enter, track and report information regarding site visits by state veterinary officials to operations suspected of having a foreign or otherwise reportable disease condition in their animals. Telephone contact and consultations may also be entered and tracked through this system.

In the past, there has been no statewide, readily accessible source for this information. This ET module addresses this need and provides a quick, easy-to-use resource for monitoring and managing these activities.

Within the ET data paradigm, a site visit (or “sick call”) or telephone resolution of a suspicious situation by a state veterinary official is considered a “case” of type “Animal Disease Investigation”. The module provides data entry for the information specific to each case including:

- the premises or location of the suspect animals (with associated name and type of operation doing business there and associated persons).
- a description of initiating information about the case (USDA FAD number, how referred, primary & secondary rule-outs etc).
- a text area for describing any history, signalment, and physical exam findings as well as assessment of the situation and plans for follow-up if any.
- lab submissions for diagnostic tests and their results.
- scanned documents can be attached to the case record.

This is the ET ADI module menu. Note that all entries are considered “cases”.

When the “Cases” button is clicked, a search page for existing cases appears. This page also allows you to enter a new case. Always search for the case first to see if it has already been entered before entering a new case. Optional parameters for the search include the case number, date range, address, city and national or California premises ID number.
For example a search for all cases entered in March 2011 would appear as:

Animal Disease Investigation Case Search

Clicking the “Search” button returns a results list like:

Animal Disease Investigation Case Search

If the case you are looking for is not on record, click the “New” button to create a new case. You will be presented with a new case record that looks like the following. Note that certain information (created date, descriptive notes, affected operation, case coordinator, species, case initiation reason, primary disease rule-out) is required to initiate and save a case record.

To add the operation to the case record, click the “Select” button and choose an existing operation (or create one if needed) per the general instructions for selecting operations described in Part 1 of the manual.

It may be necessary to enter a new operation/premises record if the one for the suite visit is not already in the system. Note also that certain phone consultation requests may be reluctant to identify themselves or provide accurate location information. In these cases, it is AHB protocol to use the local district office as the indicated premises for the consult.
The “Case Coordinator” button allows selection of a person in the ET system who has the special credential or “license type” of “AHB Case Coordinator”. Those in the ET system with this attribute will show up on the selection list.

Also, any descriptive notes for the case can be entered as free-form text. Note that there is no case number visible at this time. Only after saving this first portion of the record (“Save Case” button) is an ET case number assigned (automatically) and displayed.

Note that a new case number was automatically assigned and appears in the “Case Number” field (read-only). The form expands and allows entry of additional information pertinent to the case.
The “Investigation Summary” data block allows entry of information regarding general information about the case. Initiation Reason allows selection of either “referred by producer” or “referred by practitioner” and the primary and secondary disease rule-out drop-down lists are sensitive to the “species” selection drop-down box above. Be sure to click the “Save” button in the “Save Changes” block at the bottom left of the page after entering any case data.

This list (to the right) is an example of disease rule-out selections for cattle.

The “Lab Information” block allows entry of the accession # and submission date for lab samples and a free-form text entry of each test submitted and results. As many test submissions as necessary can be entered. Submissions to other labs besides CAHFS can be indicated in the case notes areas.

The “Physical Examination” block allows a narrative description to capture and preserve whatever components of a veterinary physical examination are performed by the state veterinary officer during the site visit. Please enter historical information about this case (from owner and/or referring veterinarian) in the “History” box and information from the direct examination of the animals by the Case Coordinator in the remaining appropriate text boxes (signalment, physical examination, assessment and plans).

If a quarantine order is placed on the premises, the quarantine information block should be filled out. Please note that AHB business rules block the closure of a case of any kind that has an open quarantine associated with it. That is, one must close an open quarantine associated with a case before closing the case itself. Be sure to click the “Save” button in the “Save Changes” block at the bottom left of the page after entering any quarantine data. Please also attach a scanned image of the quarantine document to the case record as described below.
Finally, to attach any image, pdf file, excel table or other document to the case record, use the “Case Files” block. Use the “Browse” button to select a file (on your computer or accessible over the network) and attach it to the case record. Be sure to click “Save” in the “Save Changes” block when any changes or additions to the record are made. An individual case report can be generated and printed from the “Print” button at the top right of the “Case Information” section.
The Avian Influenza module was created to monitor and document inspections and lab sampling of facilities involved with the Live Bird Market Surveillance program. It is broken into two sub-modules, one for site inspections and the other for sample submissions and testing.

**AI Surveillance Testing and Lab Submission**

1. Login into ET
2. Click on Animal Health
3. Click on Avian Influenza
4. Click on “Testing/Lab Submissions”
5. Search record by using the tracking number (can also use premID, operation name, etc.)
   a. Enter Tracking #
   b. Click on Search
      i. If record found, update if necessary.
      ii. If not found, create a new record (Go to #6).
6. Click New
7. Click on Select “Operation Information”
8. Enter NPIN number (can also use operation name, address, CalPrem ID, etc.)
9. Click on Search
10. Select Operation - There may be more than one operation type that shows up when the search is completed. Make sure you select the correct one. For example:

<table>
<thead>
<tr>
<th>Premises Type is:</th>
<th>Use: ET Operation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Control</td>
<td>Boarding Facility: Animal Shelter</td>
</tr>
<tr>
<td>Auction</td>
<td>Market: Livestock auction/salesyard</td>
</tr>
<tr>
<td>Backyard</td>
<td>Production Unit (Farm): Poultry – Other (backyard)</td>
</tr>
<tr>
<td>Dealer</td>
<td>Market: Poultry Dealer</td>
</tr>
<tr>
<td>Fair &amp; Exhibition</td>
<td>Other (Animal Control/Fairs &amp; Exhibitions)</td>
</tr>
<tr>
<td>Feed Stores</td>
<td>Market: Feed Stores</td>
</tr>
<tr>
<td>Producers/Suppliers (for LBM)</td>
<td>• Production Unit (Farm): Poultry - Chicken/Broilers,</td>
</tr>
<tr>
<td></td>
<td>• Production Unit (Farm): Poultry - Chicken/Layers, etc.</td>
</tr>
<tr>
<td>Pet Stores</td>
<td>Market: Pet Shop</td>
</tr>
<tr>
<td>Slaughter Plant/Market</td>
<td>Poultry Plant: Slaughter</td>
</tr>
<tr>
<td>Non-Slaughter Plan/Market</td>
<td>Market: Live animal market</td>
</tr>
</tbody>
</table>
11. Click on Select Submitter
   a. Enter First and last name of submitter
   b. Click on Search and then Click on “Select” to choose the submitter.

Flock information:
12. Choose “LBM Category Type”

<table>
<thead>
<tr>
<th>If Premises Type is:</th>
<th>Use: LBM Category Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Control</td>
<td>Other (Animal Control/Fairs &amp; Exhibitions)</td>
</tr>
<tr>
<td>Auction</td>
<td>Auctions, Feed Stores &amp; Small Sales</td>
</tr>
<tr>
<td>Backyard</td>
<td>Backyard &amp; Hobby Flocks</td>
</tr>
<tr>
<td>Dealer</td>
<td>Distributor (Wholesalers, Dealers, Truckers)</td>
</tr>
<tr>
<td>Feed Stores</td>
<td>Auctions, Feed Stores &amp; Small Sales</td>
</tr>
<tr>
<td>Producers/Suppliers (for LBMS)</td>
<td>Production Units</td>
</tr>
<tr>
<td>Pet Store</td>
<td>Auctions, Feed Stores &amp; Small Sales</td>
</tr>
<tr>
<td>Slaughter Plant</td>
<td>Retail Markets &amp; Small Processors</td>
</tr>
<tr>
<td>Live Animal Market</td>
<td>Other Poultry Store/Non-Slaughter (Exceptions: Robert Dominguez is Retail Markets &amp; Small Pro)</td>
</tr>
</tbody>
</table>

13. # Birds on Premises: Enter number of all birds present on premises (total count)
14. # Birds Sampled: Enter number of all birds sampled (swabbed or carcass)
15. Mortality Increased in last 30 days?: No
16. Illness Increases in last 30 days?: No
17. Production dropped in last 30 days?: No
18. New birds to flock in last 30 days?: No or Yes (as appropriate)

Test Information:
19. Sample Date: date samples were collected
20. Lab Case Number: leave blank until lab results come in (unless you have them)
21. Lab Results Date: leave blank until lab results come in (unless you have them)
22. Submission ID: leave blank – the system automatically will assign number.
23. Tracking#: Enter tracking number for lab submission (No duplicates allowed)
24. Reason for Testing: Surveillance or Confiscation
25. Laboratory: Enter lab name where samples were submitted to.
26. Comments: enter any comments you may have (i.e., all birds healthy).
27. Save Record (after the record is saved the samples submitted info window opens up)

Samples Submitted:

Be careful when entering sample IDs as the system does not allow duplication. If an error is made, the whole sample record will need to be deleted and entered again.

28. Sample ID (Sticker/bar code): Enter bar codes you use for the samples.
29. Species: click on the down arrow and choose as appropriate (i.e., chicken, pheasant, etc.)
30. Flock Size: enter number of birds in the flock as appropriate for the sample
31. Number Sampled: enter number of birds sampled and placed in the vial or carcasses
32. Age: leave blank or enter if known
33. Select Type: Oropharyngeal Swab or choose as appropriate
34. # of specimen: total # of specimens under the same sample ID (i.e., 1 vial, 2 vials, etc.)
35. Group Lot: name for the group/lot - this can be the name of a farm, animal owner, type of species. (i.e., Foster1, Foster2, Maria Garcia, Lot 33, Jose Martin/Lot 2, Chicken, etc.)
36. Contact: Name of contact person, address, phone number (This will allow to do traces if, samples comes back positive or other reasons).
37. Test Type: Leave blank until lab results come back.
38. Results: Leave blank until lab results come back.
39. Click on “Add Sample”
40. If you have more than one sample you can repeat process from #28 thru #39.

Associated Files:

41. Scan lab submission and follow the following naming convention:
   a. Premises Name_PremID_Lab Sub_date (ddmmyyyy)

   Example: Escalon Livestock Auction_000U53C_Lab Sub_05-06-2016

42. Upload scanned copy of lab submission. Click on Browse, find file and attach.
43. Click on Save File

Lab Results Report
Once the lab result report is received, update the “Test Type Information” and “Sample Submitted” areas of the lab submission.

44. Login into ET
45. Click on Animal Health
46. Click on Avian Influenza
47. Click on “Testing/Lab Submissions”
48. Search record by using the tracking# or sample ID#. (See Referral# for tracking#)
   a. Tracking Number: Enter Tracking# and click on the search button (Note: You may see several records for the same tracking#, but the SampleID will be different.

   b. Sample ID: Enter Sample ID# and click on the search button (Note: You will see only one record in the view).

   c. No Tracking#, SampleID# or premises ID on lab results report.
   You can search by operation name. The results from the search will have all lab submissions for the premises (It may also provide other premises with the same name). Make sure you choose the correct one. Check the date, sample IDs, etc.
49. Select/Click on one of the records and update the “Test Information” and “Sample Submitted” areas.

**Test Information:** Update fields below
50. Lab Case Number: Enter Case/Accession number from lab results report
51. Lab Results Data: Enter data lab results report was singed & authorized

**Sample Submitted:** Update fields below. Click on Edit on each sample and update.
52. Test Type: If report says “Avian Influenza matrix gene qRT-PCR” Enter AI_rRT_PCR.
   
   Note: Choose others as appropriate: AI_H5_rRT_PCR, AI_H7_rRT_PCR, AI_VI_PCR_Environmental or as appropriate.
53. Results: Negative or as appropriate
54. Click on Update Sample

**Associated Files:**
55. Scan lab report and follow the following naming convention:
   a. Premises Name_PremID_Tracking#_Accession/Case#_Status_date (ddmmyyyy)

   Example:
   Escalon Livestock Auction_000U53C_C10007441_K1601225_Final_1_05-12-2016

   Note: Status can be Preliminary1 or Final.
56. Upload scan copy of lab report to ET lab submission record
57. Click on Browse, find file and attach.
58. Click on Save File
AI Surveillance Inspections

Like all ET modules, the AI Inspections module opens with a search for existing inspection records. You can search by several parameters including inspection number, inspector name, operation name, national or California Premises ID number, address and date range. If the inspection is not found, click the “New” button to create a new inspection record. The form is shown below. Please select the operation involved and the inspector and fill out as much of the form as is pertinent.
Bovine Trichomonosis Module
Herd Test and Case Management

Overview
The ET Bovine Trichomonosis Module was created to contain and report on data collected from Trichomonosis testing of California cattle. Similar to other ET herd test modules (TB, Brucellosis – BRT and herd Serology testing) the Trichomonosis module has a companion case management component to document and guide the follow-up and possible quarantine of positive animals or herds. Testing of bulls for Trichomonosis is required for sale or movement. In California, certain veterinarians are trained and certified to collect samples for analysis. Similarly, certain laboratory personnel are trained and certified to read these tests and report the results. Test charts representing these testing efforts are returned to AHB district offices and are available for entry into the ET data system at that time. Confirmed positive results requires collection of epidemiologic information, possible imposition of quarantine, disposition of affected animals (slaughter or treatment), re-testing of remaining animals, and investigation and testing of traced or exposed herds. In ET, this is handled through the creation of a “case” associated with the herd test that identified the positive animal(s).

Herd Test component
The ET Trichomonosis Module is accessed via the main Animal Health menu. It brings up the sub-menu below which allows access to existing herd tests and cases, allows the creation of new herd tests and provides access to reports for these events.

To access an existing herd test or create a new one click the button on the upper left of the menu. Like similar ET components, the first thing presented is a form to search for existing herd tests. It is important not to create duplicate records of herd tests or anything
else in ET so be sure to check for an existing record before entering a new one if you are not sure it has not been entered before. Herd tests can be searched for using a variety of parameters as seen below.

**Bovine Trichomonosisis - Test Search**

Results of the search are presented in a sortable grid view. To open an existing herd test returned by the search, just click the “Select” link on the left side of the row.

If you are sure no one has previously entered the herd test, click the “New” button to create a new herd test. The first thing you will be presented with is a blank “top portion” of a herd test record. There will be more to the herd test record presented later after a few preliminary chores are taken care of.

**Bovine Trichomonosisis - Enter Herd Test**

To begin a new herd test record, the first task is to select the operation being tested. It is necessary that this be an operation already in the ET data system. While it is possible to add the operation while entering a new herd test, it is recommended that this be done as a separate task before commencing the herd test entry. See earlier documentation on
entering core data into ET. Once an operation has been entered into ET, it can be selected as the herd test operation via a standard ET operation search. This is initiated here by clicking the “Select” button in the upper right of the new herd test form.

Core Services: Operation Search

![Image of Operation Search](image)

Here I am searching for the UC Davis Dairy operation using the operation name search parameter. The operation search results are displayed below and I selected the second entry from the top.

Core Services: Operation Search

![Image of Operation Search Results](image)

This returns me to the new herd test record with the Operation block at the top now filled in by details of the operation I selected above. I can now enter the information into the “Herd Test Information” block and click the “Save Record” button.
This creates the actual herd test record in the database and presents the additional form components shown below. The Status block will appear at the top of the form with the message:

**Bovine Trichomonosiosis - Enter Herd Test**

**Status**

The record was successfully added

The components now visible include Trich Sampler Information, Summary of Test Results, Herd List and Case Details sections.

To enter the Trich Sampler information, a standard ET Person Search is brought up with the license type pre-selected as “Certified Trich Sampler”. Note that only persons certified by AHB as trich samplers can provide regulatory testing samples. If the sampler
(or reader) has not been certified by AHB then the test is invalid and should not be entered into ET.

**Core Services: Person Search**

Here, I am selecting myself as sampler for this sample herd test entry.

**Core Services: Person Search**

After sampler selection, the system returns to the herd test record with the sampler identified.

**Save Changes**

At this point, the summary of test results (# negative and # positive tests) can be entered and the record saved with the “Save Changes” button above the trich sampler information block. The Herd List allows individual animal entry (for confirmatory testing if needed) or upload of herd test data for a group of animals from a hand-held data collection device (such as the USDA MIMS system). This is currently a place-holder for future development of this capability.

**Case Management component**

If a positive test result has been identified, a Trichomonas “Case” is initiated and a new record is created in ET to manage it. This is done manually by clicking the “Create” button on the right side of the “Case Details” block at the bottom of the herd test record.
[Note that viewing the herd test record after a case is created from it will show a “View” link (along with some details from the case record) in the place where the “Create” button is currently displayed.

The trich case management record is composed of several parts:

- general case information (dates created and closed and general descriptive text comments along with data passed from the herd test including sampling veterinarian, affected operation and herd test record – note link to jump back to originating herd test record)
- quarantine information – standard for all AHB cases
- case coordinator information – AHB veterinarian assigned to case
- case files – this allows attachment of pertinent documents, images etc. to case record
- Epidemiology Information – this is a large block of questions pertaining to the affected operation
- Epidemiology – Bulls – this allows listing of all positive bulls using official ID and other ID
- Slaughter information – this allows listing of positive bulls going to slaughter (allows selection from above-entered bulls). Includes date and facility name for each listed bull
- Epi – prior locations of positive bulls – allows one or more previous locations (must be ET operations) for each bull listed above. Includes contact name, phone, contact date, herd tested.
- Epi – potential exposed herds – allows listing of fence-line contact and other exposed herd information (must be ET operations)
- Herd Test Summaries – this shows details and allows linking back to all herd tests on record for his operation, whether connected to this case or not.

These will be described in detail below.

After creation of new case record, put in created date and any descriptive comments regarding the case and hit the “Save Changes” button.
Next, select the AHB veterinarian serving as case coordinator.

This is done by clicking the “Select” button to the right of the blue “Case Coordinator Information” block title. This will bring up a standard ET person search with the license type pre-selected as “AHB Case Coordinator”.

- 43 -
After selecting an approved case coordinator, you are returned to the case management form with the selected veterinarian shown. Here I have selected Dr. Edmondson as the case coordinator for this sample record. Quarantine information can also be entered as needed. Be sure to hit the “Save Quarantine” button when done.

Next, complete as much of the “Epidemiology Information” section as you have information for and click the “Save Changes” button when done.

This next section, “Epidemiology – Bulls” is where all positive bulls from the herd test are listed. They are entered individually with official or other ID. As each bull is entered, click the “Save Bull” button. The bull is then shown in a grid view list above the entry fields.
The list grows as each bull is entered. Note the “Delete” link to the left of each bull – this allows removal of a bad entry.

Next is the “Slaughter Information” block. Here is where all positive bulls sent to slaughter are identified individually along with when they were sent and the facility they were sent to. Note that only bulls entered as positive from the herd test above are selectable to be sent to slaughter in this list. This also avoids re-entry of official ID.

Note that each bull identified as going to slaughter is listed above the entry fields when the “Save Slaughtered Bull” button is clicked, similar to the positive bulls’ entry system above.
A similar listing is provided to identify previous locations of positive bulls. Here, ET operations are selected and contact information and dates are requested. Clicking the “Save Bull Location” will put the entered information in a grid view above the entry fields as before.

```
Epi - Enter Prior Locations of Positive Bulls

<table>
<thead>
<tr>
<th>Official Number</th>
<th>Operation Name</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>804121234567890</td>
<td></td>
<td></td>
</tr>
<tr>
<td>93AA1234</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save Bull Location
```

Note that the grid view provides both a delete and edit link on the left. This not only allows deletion of a bad entry, but also updating of an existing entry when contact is made if not known at the time of original case entry.

```
Epidemiology - Potential Exposed Herds

Enter locations below.

<table>
<thead>
<tr>
<th>Operation Name</th>
<th>City</th>
</tr>
</thead>
</table>

Save Herd Info
```

The last block for data entry is the listing of Potential Exposed Herds. These are herds where animals had direct contact with the affected animals. These are also selected from existing ET operations and provide fields for entry of contact dates and information and whether the exposed herd was tested.
The last section (Herd Test Summaries) provides summary information and a link back to each herd test done on the operation that created the current case.

**Swine Diseases module**
This module is not currently in use.

**Food Waste Management/Garbage Feeding Inspections module**

The Food Waste/Garbage Feeding Inspection module provides a simple form to enter inspections of Swine Garbage Feeding facilities. These then can be reported individually or cumulatively by date range.

To create a new Garbage Feeding Operation inspection, click the “Food Waste Inspection button on the upper left of the Food Waste Management menu. As with all ET data sets, this brings up a Search form allowing access to previously entered (or partially entered) inspection records. To search for an existing inspection record, put in any relevant search parameters and click Search.
If you are sure no one has previously entered an inspection just click the New button to create a new inspection record. This will bring up the main Food Waste Management Inspection form.

To enter an inspection record, first select the operation being inspected using the “Select” button in the upper right of the screen. Only operations carrying the certification “Swine
Garbage Feeder” will be listed for selection. Once an operation is selected, its details will appear in the Operation block in the top left of the screen.

After the operation being inspected id selected, fill in the fields in the Inspection area below. Indicate type of inspection, who did the inspection and the date. Indicate how many hogs were inspected, the number of sick or dead animals observed, whether the operation was cooking garbage currently and if a temperature check was performed. There are also fields for entering violations and whether a hold order was placed or released. Contacts and traces can be entered along with extensive free-form notes about the inspection. Searches for illegal garbage feeders and landfill inspections can also be indicated. Finally, a “result” of the inspection (excellent, good, fair, poor and unacceptable) is selected from a drop-down list. Be sure to save the entry by clicking the “Save Inspection” button at the bottom left of the form.

Once the record has been saved, the “Save Inspection” button becomes re-named “Save Changes”. Also, two more blocks become available: “Inspection Files” allows attaching images, documents, spreadsheets etc. that help clarify or document the inspection details to the inspection record entry. If a problem is detected that requires follow-up or regulatory action the “Case Files” block has a button to create an ET “case” record. When the button is clicked a case record is automatically created and a new form is presented to help document and report on the case. The operation in question is carried over from the inspection record and fields are provided to document the nature of the problem and attach relevant documents as needed. There is a link provided to return to the inspection record that generated the case in the lower left of the form (“Inspections”).
Food Waste Management Inspection Case Details

Animal Movement: Access to Animal Border Crossing Reports

Animal Health Disease Modules
- Tuberculosis
- Brucellosis
- Animal Disease Investigation
- Avian Influenza
- Bovine Tuberculosis
- Swine Diseases
- Food Waste Management
- Animal Movement
- Compliance/Outreach

Reports
- Core Reports
- Premise Kardex Report
- Person Kardex Report
- Tag Kardex Report

Businesses, Places and People
- Operation Records
- Premise Records
- Person Records
- Organization Records
- City - District
- RC Services
ET user interface has been expanded to include access to newly developed and upcoming animal movement modules. The first to be migrated to the ET environment is the Animal Border Crossing reports and data export by district. These are accessible to selected personnel via the new “Animal Movement” button on the bottom of the “Animal Health Disease Modules” buttons on the left side of the Animal Health main Menu page. Clicking this button will bring up the (currently mostly empty) “Animal Movement” sub-menu page. This will eventually provide access to Interstate Movement Permitting and other movement permitting modules currently under development. For now, it allows access to the Border Crossing data and reports.

Clicking the button on the right side of the page (Reports) will bring up the list of reports available. These are mostly set by a date range.

The bottommost report (Crossing Data – Excel Formatted) also allows selection of one or more destination districts for inclusion.
Click the “View Report” button on the right side of the screen to generate the report. In order to produce an Excel export of the border crossing data for your district, use the drop-down list (“Select a format”) for the export function and click the “Export” link just to the right to activate the data export.

**Border Station Livestock Crossings**

For the other reports, if you have issues printing directly from the report, use the same export feature but select “PDF” as the format. Once the PDF document is prepared and displayed, you can print directly from the PDF viewer.

**Compliance and Outreach Modules**

The AHB “Compliance” module has been recently introduced into the ET data system for AHB. Its purpose is to document follow-up activities performed by AHB district
personnel triggered by documentation anomalies or compliance issues identified in reports of animal movement into California via the Border Crossing reports and Movement Permit reports. Other compliance issues (e.g. feeding garbage or offal to swine in unlicensed operations) or other issues NOT properly filed in the other ET modules (Trich, Animal Disease Investigation, etc.) can be documented in this module. When a compliance follow-up contact or site visit is performed by an AHB staff member, information about the contact/visit should be entered into the new ET module. It then will be available for viewing or updating or reporting statewide. To initiate a new contact/inspection record click the top left button on the Animal Movement menu (under “Processes”).

**ADT Compliance**

![Inspection Search Form](image)

This brings up a search page typical of all ET data sets. An existing entry can be searched for and accessed if found or a new record can be created from this form. To search, enter any useful search parameters into the form (remember “less is more” for search parameters) and click “Search”. If you are sure the contact/inspection record has not previously been entered just click the “New” button to generate a new record. This brings up the “Compliance Details” form:

**ADT Compliance Details**

![Operation Information and Person Information](image)

The system allows selection of either an existing operation and/or an existing person to apply the inspection/contact to. Note: if the operation or person does not yet “exist” as a record in ET it is best to enter it as a new operation or person BEFORE entering the inspection record. To initiate the inspection record click either the “Select” button in the operation block (left side) or in the person block (right side) to select an appropriate contact identifier. This will bring up a typical ET operation or person search form in order to make a selection. Once the selection is made, the system returns to the Compliance Details form and the relevant data is displayed in the appropriate fields.
The next section to be completed is the “Inspection Information” block. This allows entry of contact date, type (phone call, e-mail, USPS mail, and premises visit), reason (permit issues, border crossing problem, CVI problem, missing test, follow-up visit and “other”), result of visit (outreach given, correct information gathered, quarantine issued, violation issued and “other”) and date resolved. (Note: all inspections will be considered “open” until a date resolved is entered.) Additional required information includes species (selected from a drop-down list) and AHB Coordinator – this is the AHB staff member who is assigned to the inspection/contact. Optional fields include the CVI #, Movement Permit # and Border Crossing record # for cross reference and the # of head involved. An open-text “Notes” block is provided to describe any reason, result or species described as “other” as well as any other comments. Additionally, related data from the Border Crossing or Movement reports may be copy/pasted directly into this box for cross-reference.

The Violation Information block is available for documenting any violations assigned to the operation or person. Note the comments block for the violation details and the “Save Changes” button which applies to the entire form, not just the violation section.

Below the Violation Information block is the standard Quarantine Information block, typical of all “Case” records in the ET system. Additional follow-up quarantine or modified quarantine document numbers can be detailed along with other notes in the “Comments” field.
On the bottom right of the form is the facility to attach scanned images, photos and other documents pertinent to the inspection/contact. Dr. Edmonson has requested that all quarantine documents should be scanned and attached to the inspection record.

**Reports**

Reports for this module are available from the right side of the Animal Movement menu. Clicking the AHB Inspections button on the right side of the menu (under Reports) brings up a short list of available reports. These include an Inspection Log (similar to a Herd Test Log) by district and date range, inspections closed within a specified date range (by district), pending (or “open”) inspections by district, and the excel-formatted data export by date and district. The reports separate visits/contacts to OPERATIONS from contacts with PERSONS in different sections of the reports.

### Animal Movement Reports

- **Inspection Log**
- **Pending Inspections**
- **Closed Inspections**
- **Inspection Data - Excel Formatted**

### Compliance Inspections Reports

![Inspection Log](image)

**Outreach Module**

The AHB Outreach module was created to document and track the many forms of outreach done by AHB staff. This information is available as reports to document the various outreach efforts performed by specific programs in support of our cooperative agreements and regular duties.

The outreach data is divided by AHB program as shown below. Additional options such as “general outreach” will become available soon for multi-program events. Note that each program group has a specific sub-module that may have slightly different options available for types of materials distributed and other aspects of the outreach.
As with the other ET modules, it is important to search for existing records before entering a new event to avoid. Below is a detailed description for entering outreach events and document/calendar distribution using the Avian Health program sub-module.

**Creating Outreach Event Record(s) for ET**

1. Go to ET Database.
2. Click on “Compliance/Outreach” button.
3. Go to “Processes” and click on “Outreach Events”
4. Do a search for an existing outreach record to avoid duplication & complete these fields:
   - AHB Program: Avian Health
   - City: city where the premises is located.
   - Event Date Range Start and Range End (optional), and then
   - Click on the “Search” button
   - If no records found, create a new record by clicking on the “New” button.
5. In the “Outreach Event Details Form”, go the “Outreach Coordinator Info” area and Click on the “Select” button to open up the “Person Search” form.
6. Completed the following fields in the “Person Search” form:
   - **Last Name:** person completing the survey/outreach (Some USDA permanent staff may not be in the ET database as yet. Check with Dr. Stevens)
   - **License Type:** AHB Case Coordinator
   - Click on “Search” button to get results, and
   - Select “AHB Case Coordinator” found.
7. Go to “Outreach Event Info” and complete the following fields:
   a. **Program Name**: Avian Health
   b. **Event Name**: 2017 CDFA Calendar
   c. **Event Date**: Date outreach completed
   d. **# Of Participants**: Number of people you spoke with at the premises.
   e. **Outreach Event #**: Automatically assigned when the record is saved.
   f. **Select Operation**: Click on the “Select Operation” button to open up the “Operation Search” form.
   g. Do a Search in “Operation Search” by the **Operation Name or Address**.
h. Select the operation from the “Operation Search Results” – this will populate the operation’s information fields.

Example of automatically populated operation:

8. Click on the “Save Event” button to open up form and enter “Topics discussed” and “Materials Distributed”.
9. Go to “Topics Discussed” area and add any topics you may have discussed at the premises (i.e., Avian Influenza, Newcastle, etc.)
10. Go to “Materials Distributed” area and complete the fields below by clicking on the arrow to drop down the field’s list of values:
   a. Type: Calendars or Fact Sheets
   b. Title:
      i. If CDFA Calendars = CDFA Avian Health Calendar
      ii. If Fact Sheets =
         1. Disease Prevention Guide for feed Stores/Pet Stores
         2. Signs of Disease in Poultry and Pet Birds
         3. CAHFS Necropsy Services for CA Backyard Poultry Owners
         4. Avian Influenza (Bird Flu) – Responses to Questions from the Public
   c. Count: number distributed to premises (i.e., 120 calendars)
   d. Comments: Any comments (i.e., 1 box of calendars, no birds, etc.)
   e. Click on “Save Materials” button and continue adding any outreach material you may have distributed.
11. Start a **New Record**:
   a. Click on the “Outreach Search” tab and start a search to avoid duplicates (Unless you know you have not enter any outreach for the premises.), or
   b. Click on the “New” button and start a new outreach event.
Outreach Event Form Sample

Outreach Event Details

Outreach Coordinator Info
- Ann Delman
- AHB Ontario District, Ontario, CA
- 559-408-8082

Outreach Event Info
- Program Name: Avian Health
- Event Name: 2017 CDFA Calendar
- Event Date: 10/27/2016
- # of Participants: 1
- Outreach Event #: 100125

- Site Name: CAHFS Laboratory
- Address: 105 W Central
- City: San Bernardino

- Material Sent By Mail/E-mail: 
- Training Requested: 
- Training Provided: 

Topics Discussed
- Topic: 

Materials Distributed

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Comments

Avian Health
Important Reports
In addition to many prepared reports available in the various AHB modules are a group of valuable reports found at the bottom Left of the AHB Main Menu:

These include the “Core Reports” and the three “Kardex” reports described below.

Core Reports
Many of the reports listed in this section are obsolete and/or non-functional. However one group of reports is still quite useful to AHB: the “operation lists” under “Core Operation Report:

These reports produce exportable (excel-format) lists of premises and operation data for each operation type used in ET. These lists can be global (ie statewide) or specific to a district or county. The Poultry operation list includes several poultry operation types.

Kardex Reports
The Kardex reports are very important to ET: they collect and display various information about a premises or operation from across the many AHB modules including herd testing events, vaccination events, disease investigations and soon movement permits and CVIs for animals arriving at that premises. Date ranges can be set to limit report size for active operations.

The Person Kardex report is meant to track the activities of contract veterinarians regarding herd tests, vaccination events and tag distribution.

The Tag Kardex report shows all occurrences of a particular ID tag in the system – for example when it was distributed to a veterinarian, applied during a vaccination event, or captured during a herd test.
Notice to all AHB Emerging Threats Database System users regarding “Brand Holder” operation type.

Recent changes to the Emerging Threats (ET) Data system for Animal Health Branch include an expansion of the database to include LID Brand Holder “operations” transferred from the LID Brand Registration database.

Approximately 50,000 LID Brand Registration records have been added to the ET database. These are grouped by brand holder (registrant name) into “operations” of “Brand Holder” type. Initially, due to the imperfect data migration process, many of these will appear as duplicate records for existing operations (e.g. Beef producers) but with slightly different name or address listings or a PO box as an address. These will be gradually corrected and refined over time by LID as the registrations come up for renewal.

In the meanwhile, please do NOT select these “Brand Holder” operations for entering vaccination certificates, surveillance testing or inspections relating to AHB tasks. They are to be used by LID Brand Inspectors in conjunction with their new tablet-based inspection “app”. Note that the operation type "Livestock Service: Brand Holder" and status "LID Pending" as well as other status including "Out of Business" are included in the search results page for ET operations. If the Brand Holder operation is the only one in ET found by searching for a specific name or address, PLEASE ENTER A NEW OPERATION* of the correct type (e.g., Cattle-Beef) for the purposes of entering a vaccination certificate or test chart or inspection record.

*If the Brand Holder operation is already set to the correct address, just add the new AHB operation to the SAME PREMISES record that the Brand Holder Operation is attached to. If it is a PO box or a different address, add the operation to a new prem with the correct address.