VIRGINIA DEPARTMENT OF HEALTH

Contact Investigation Documentation Instructions

The district managing the index case is responsible for documentation and reporting of contact investigation data, even when another jurisdiction conducts the contact investigation.

Initial 502 - For **ALL** contact investigations, submit the Initial 502 via the electronic form available on the Division of TB and Newcomer Health website.

- Submit the Initial 502 within four weeks of contact investigation initiation.
- Document all locations where a contact investigation will be conducted (i.e. home, school, hospital, workplace, etc.) on the Initial 502.
  - This should include settings in which the facility handles screening/testing.
- Detailed instructions for completing the Initial 502 are located in **Appendix A**.

Final 502 - For contact investigations for which the **local health department (LHD)** conducts screening/testing, regardless of the number of contacts, submit the Final 502, available on the Division of TB and Newcomer Health website, as soon as possible upon completion of the contact investigation when all information is available, including treatment completion information.

- Detailed instructions for completing the Final 502 are located in **Appendix B**.

Summary Report of a TB Contact Investigation in a Congregate Setting – For contact investigations in which screening/testing was **NOT performed by the local health department**, submit this summary report when complete information is available (including treatment completion data). The form is available on the Division of TB and Newcomer Health website.

- The local health district should request this information from the facility twice:
  - When the facility completes screening/testing
  - When all treatment information is available from the facility
- Only the final version should be submitted to VDH TB Program
- Detailed instructions for completing the Summary Report are available in **Appendix C**.