

# Records Management and Communicable Diseases

John Ringer

October 24<sup>th</sup>, 2023

# Outline

- Objectives
- Introduction and Welcome
- Records Management in general
- ARPA Records Management Project
  - Background
  - How does it work?
  - Current Status
- Disease Investigation documents
  - What do we have?
  - How do we need to handle it?
- Questions

# Objectives

- Address key questions related to the retention of communicable case and outbreak records.
- Highlighting important points around the storage of paper and electronic files, as they relate to electronic data systems, including VEDSS, REDCap, VOSS, and others.

# Introduction and Welcome

- Who is this John Ringer person?
- Why are we talking about this topic?

# Records Management Basics

- Role of the [Library of Virginia](#)
- What is a record?
- What does the Library retention schedule for health records say about Outbreak investigations?
  - Outbreak Containment and Investigation Records: This series documents the report of and investigation into disease outbreaks or response to other public health emergencies, and efforts to contain outbreaks of contagious diseases or disease-resistant organisms. This series may include, but is not limited to: outbreak report forms, investigation files, test results, reports, memos, and after action review forms
  - Keep for 75 years after last action

# Records Management Initiative Background

## Initiative Summary

The Records Management Initiative aims to digitize existing paper records and implement document management processes across VDH. Visit the [ARPA Initiative website](#).

## Initiative Impact



### **Digital Enablement**

Reduce reliance on paper to enable more consistent, responsive internal processes and systems



### **Accessibility**

Improve data access to facilitate the timely, accurate delivery of public health information



### **Automation**

Automate manual recordkeeping to achieve agency-wide quality and process improvements



### **Space Efficiency**

Remove stored paper files to create space within VDH offices

# Records Management Process

Implementation of the Records Management Initiative will take place across five broad phases.



Are there documents you could begin purging now? YES!

# Records Management Project

- Current Status:
  - Project team hired and onboarded
  - Scoping and Planning of VDH offices almost complete
  - Scoping and Planning of Districts is beginning
  - Scanning of documents for ODW is underway
  - Procurement of document preparation and scanning vendor is underway for rest of the agency



# Records Management Project

- Current Status:
  - Planning and coordination with Electronic Health Records project underway
  - Plan is for scanning vendor to up regional sites in VDH facilities and then transport documents (under VDH supervision and security requirements) to those sites for scanning

# Disease Investigation Document Questions

- . Do we have to keep paper copies if the official version is entered or uploaded into an online system (VEDSS)?
- . How do we handle investigator notes and medical records requested to complete case report form?
- . How do we handle COVID-19 records? Should this be treated as one large outbreak during the times when the emergency declarations were in place? Our defined outbreaks within the larger epidemic?

# Disease Investigation Document Questions

- We do not need to keep a paper copy if we have an electronic copy of the same document.
- The data and report in the system is the official record.
- We can set our own standards for keeping notes by condition so that we all have the same standards for destruction.
- Medical records should be destroyed securely as soon as they are not needed.

# Disease Investigation Document Questions

- . If we have lots of paper documents that we are required to keep then we will scan it and destroy the paper version as part of this project.

# Questions?