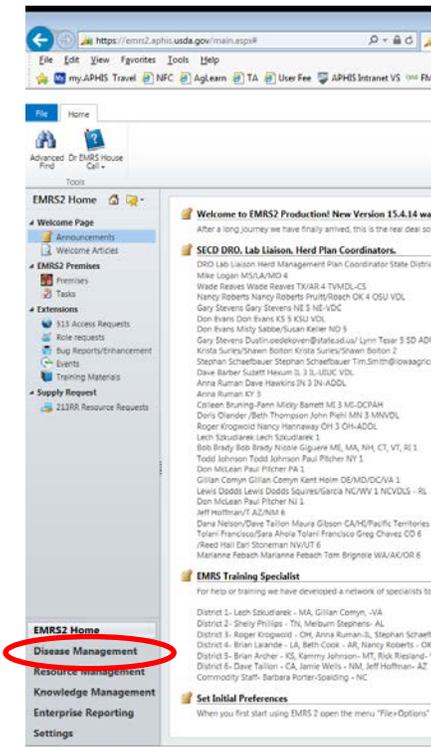


EMRS Data Entry Process

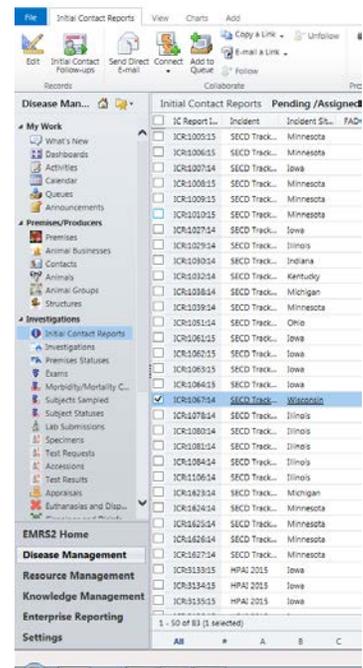
Enter the EMRS Production Site.

Log on with the we\domain name instructions provided in the email.

Create an ICR (Initial Contract Report)



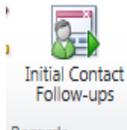
1- Click on Disease Management



2- Click Initial Contact Reports

3- ✓ one of the cases in the state you are attempting to add an EMRS event in. On the right I chose Wisconsin.

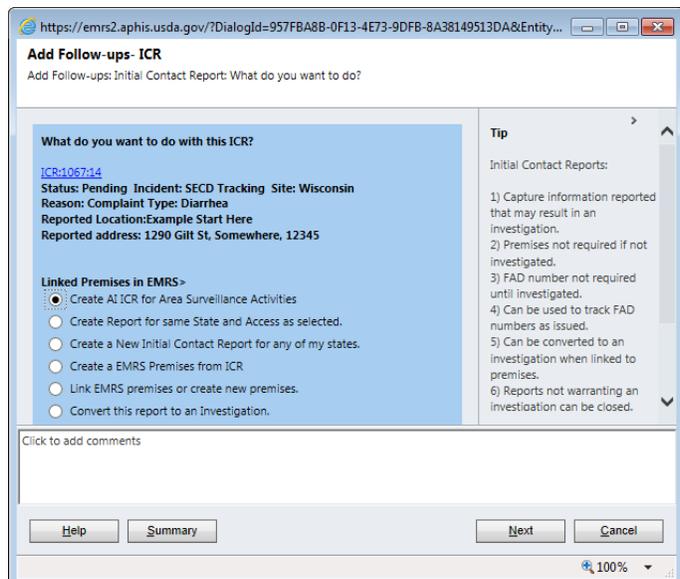
4 – Click the Initial Contact Follow-



ups Icon from the menu bar.

Enter your ICR Report

Make sure the first option (Create AI ICR for Area Surveillance Activities) is selected, Click **Next**.



Select **HPAI 2015**.

The assigned Investigator Name is the Sample Submitter on the Backyard Poultry Submission Form.

The Date visited is the Contact Date from the Backyard Poultry Submission Form

Click **Next**.

Birds present and production type are pre-filled. If this is not a backyard flock operation, you may need to update the production type.

The estimated # of birds is the total birds from the Backyard Poultry Submission Form.

If you have the latitude and longitude, enter it. If you don't leave it blank. You receive an error message on the next screen but it is okay to bypass it.

Click **Next**.

This information will come from the Backyard Flock Questionnaire.

The  icon will bring you to a list of prefilled options.

After entering the data from the Backyard Flock Questionnaire, click **Next**.

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

EMRS Premises Information

Known premises ID , if you want to retrieve address information.

Prem Name - BY, usually owner name.
Linda Northey

Zone this premises is located in reference to Index premises being surveyed.
Not Known

Premises Description- additional information, activities conducted, etc
Residence

Click to add comments

Help Summary Previous Next Cancel

If you know the Premises ID, enter it here.

The Prem Name is the owner name from the Backyard Poultry Submission Form.

If the Zone shows as Infected, use infected. **Otherwise, use Buffer.**

The Description should be Residence.

Click Next.

Leave Attempt to create premises Yes. It will find it and match it to the address information you add in the fields below.

Click **Next** when done.

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

Premises Visited

Attempt to create a premises id with this address?
Yes

Physical Address of Premises- Required!
W8997 U.S. Highway 18

Premises City- Required!
Cambridge

Premises State (WI)

Premises Zip- Required!
53523

Additional directions to premises visited. - not required.

Click to add comments

Help Summary Previous Next Cancel

100%

The database then searches what it knows against what you entered. If it finds the premise it will fill the address info it found. Choose **Yes**, use this information so it uses the one already in the database.

Click **Next**.

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

Address Returned

The Premises ID you entered returned the following address: (W8997 US HIGHWAY 18, CAMBRIDGE, WI,53523) under the following Access Group (Wisconsin) in the following County (JEFFERSON, JEFFERSON)

This will be used to populate the Known Prem ID fields on the ICR.

Yes, use this information.
 No, use what I entered

Click to add comments

Help Summary Previous Next Cancel

100%

Enter the contact name and phone number information. Click **Next**.

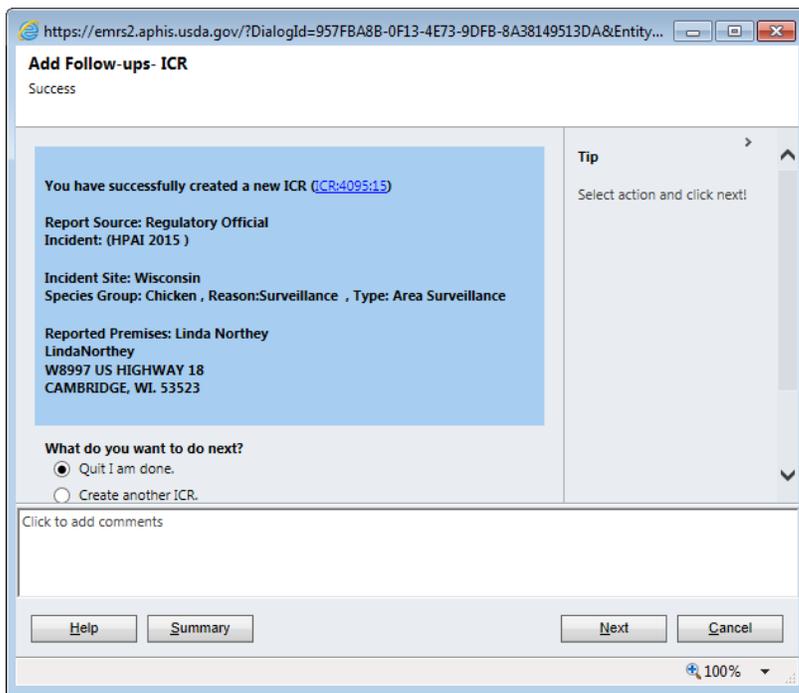
Add the Lab the samples are being sent to. In our case it is Madison, Wisconsin.

Click **Next**.

Enter the Sample information from the Backyard Poultry Submission Forms.

The Sample ID is the Sample # barcode number from the form.

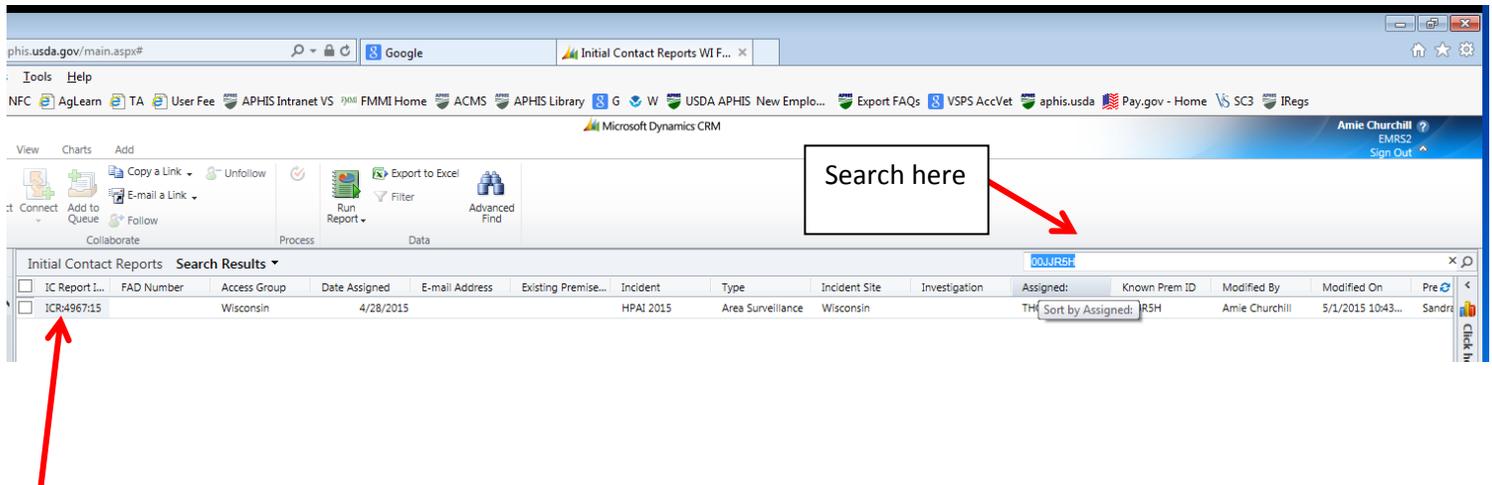
When all of the sample information has been updated, click **Next**. Another page will come up with additional sample information if you have it. If not, click Next.



Click Quit I am done.

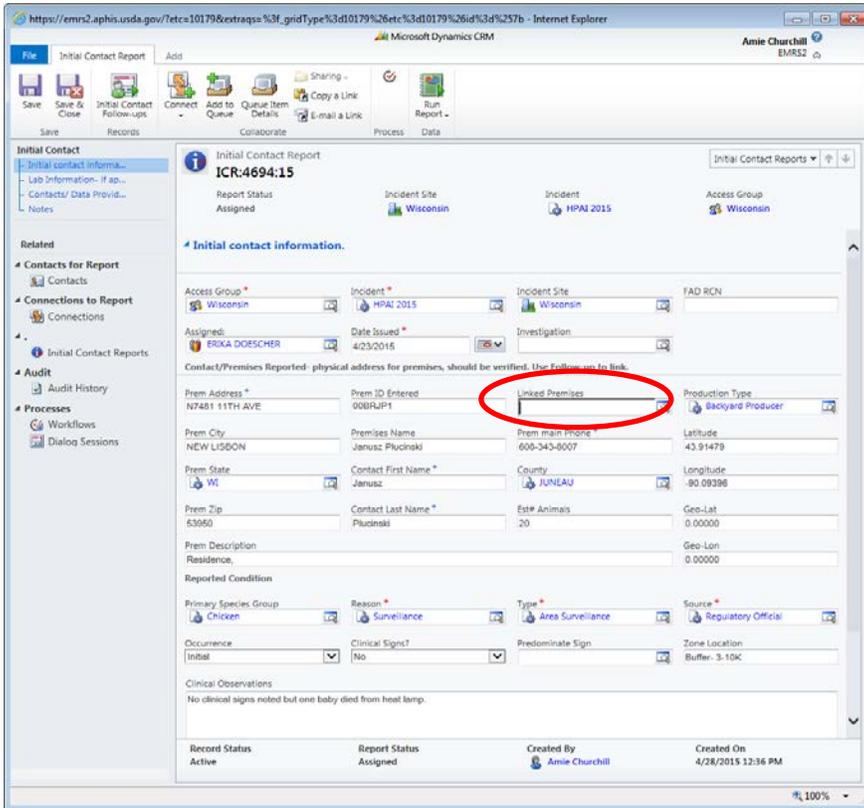
Click **Next**, then **Finish** on the following screen.

Open the ICR you just created. I normally search my premise ID, but you can also search the name or address.



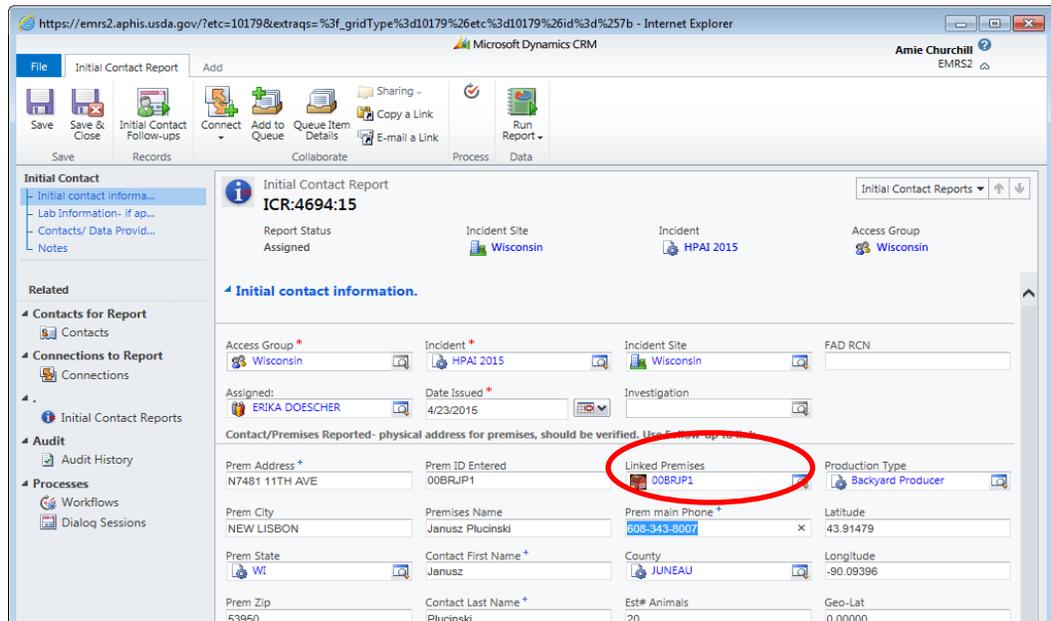
Once you have found it – click on the IC Report link to open the ICR.

Ensure your Premises ID has Linked.



Type the Premises ID. Click the Tab key to verify it links.

An Example of what it looks like when it links:



looks

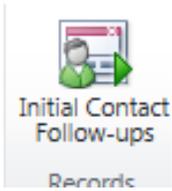
If it links – skip to Converting a ICR.

If it turns Red and has an X in front of it, it did not link.

If it does NOT link, you will need to create the premise.

Creating a Premise.

Begin just like you would converting an ICR – click the Initial Follow-Ups icon.



Choose Convert this report to an Investigation
Click **Next**.

The screenshot shows a web browser window with the URL <https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...>. The dialog box is titled "Add Follow-ups- ICR" and contains the following information:

- Reason: Surveillance type: Area Surveillance
- Reported Location: James Flood
- Reported address: W6999 COUNTY ROAD A, LAKE MILLS, 53551

Under "Linked Premises in EMRS>", there are several radio button options:

- Create AI ICR for Area Surveillance Activities
- Create Report for same State and Access as selected.
- Create a New Initial Contact Report for any of my states.
- Create a EMRS Premises from ICR
- Link EMRS premises or create new premises.
- Convert this report to an Investigation.
- Close this report without an Investigation.
- Further Process AI ICR
- Quit this dialog
- Delete this Initial Contact Report

A "Tip" section on the right provides instructions for Initial Contact Reports, including capturing information, FAD numbers, and conversion to investigations.

At the bottom, there are buttons for "Help", "Summary", "Next", and "Cancel".

You will get a message saying there isn't a premise.

The screenshot shows the same dialog box as above, but with a message: "Convert report to investigation:ICR: Warn that Premises must be linked." Below this, a blue box contains the text: "You must select an existing premises to link to the Initial Contact form to convert report to investigation." and "If an EMRS premises cannot be found then create a new EMRS premises from the ICR." Below this is a search input field. A "Why have you selected this premises?" section has two radio button options:

- I selected the premises to link and create investigation.
- I need to create an EMRS premises.

The "Tip" section on the right explains the options for linking or creating new premises.

Buttons for "Help", "Summary", "Next", and "Cancel" are at the bottom.

Click I need to create an EMRS premise option. Click **Next**.

Click **Next**.

The screenshot shows the dialog box with the "Ignore, just click next" option selected in the dropdown menu. The "Tip" section on the right says: "This is a premises to run create premises dialog from." Buttons for "Help", "Summary", "Next", and "Cancel" are at the bottom.

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

Find Address

Prem ID
005B5FD

Tip

Click to add comments

Help Summary Next Cancel

100%

Make sure the Prem ID is correct in the box and click **next**.

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

Show Allocator Info (no related prem in EMRS exists)

Premises address info for 005B5FD was found in the allocator:
W6999 COUNTY ROAD A, LAKE MILLS, WI, 53551, JEFFERSON
(43.09654, -88.88128)

Would you like to create a premises in EMRS based on this info?

Yes
 No

Tip

Click to add comments

Help Summary Previous Next Cancel

100%

Choose Yes, click **Next**.

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

Enter Prem Type and Prem Name

Select a prem type below
Farm/Ranch

Enter a Prem Name
James Flood

Tip

Click to add comments

Help Summary Previous Next Cancel

100%

Leave as Farm/Ranch, make sure the Prem Name is the person's name. Click **Next**.

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

New Prem Record Created

A new prem record has been created, [005B5FD](#) Click next to create a Business, do not back up!

Tip

Click to add comments

Help Summary Previous Next Cancel

100%

Click **Next**.

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

Business name

Business Name on premises 005B5FD Prem Type: Farm/Ranch
 James Flood

Primary Business on Premises?
 Yes
 No

Primary Phone
 920-648-2964

Corporate Affiliation if any.

Tip
 Can be the same as premises.
 Backyard usually owners name.

Click to add comments

Help Summary Next Cancel

100%

Make sure the owner's name is in the Business name, the primary business and phone are completed then click **Next**.

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

Create Business 2: Premises: New Business Name: Enter Name of Business

Primary Species Group if Animals present. (Chicken)
 Chicken

Estimated # Animals?
 43

Animal Purpose
 A - None

Primary Operation
 A - none

Production type if applicable. (Backyard Producer)
 Backyard Producer

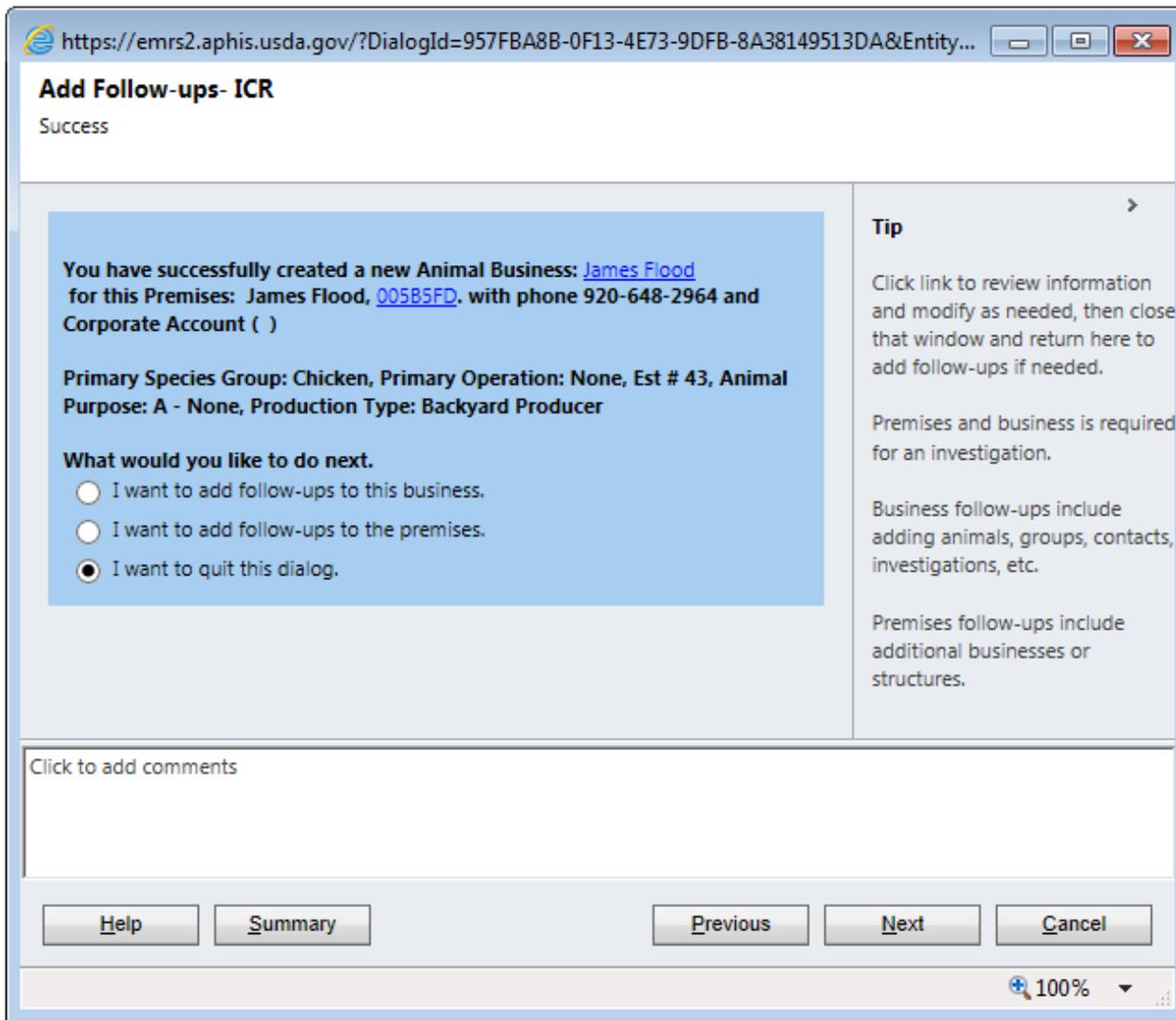
Tip

Click to add comments

Help Summary Previous Next Cancel

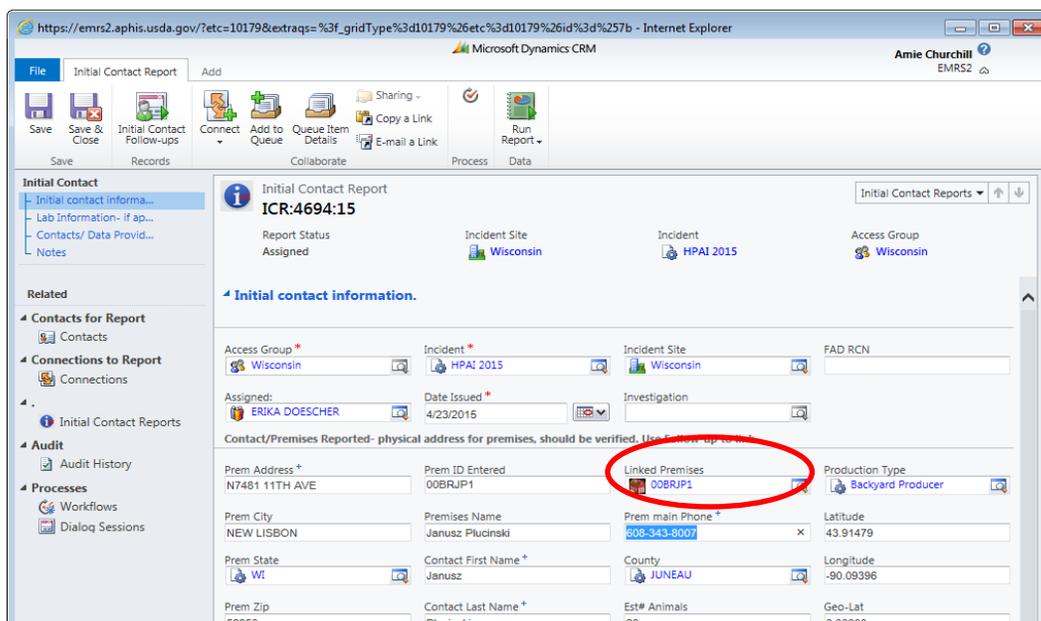
100%

Complete the any information not prefilled, click Next.



Choose to Quit this dialog box – click **Next** and **Finish**.

This should return you to the ICR screen, **Link the Premise number**.



Type the Premises ID. Click the Tab key to verify it links. To the left is an example of what it looks like when it links.

Once linked, click Save.

You are now ready to continue to converting the ICR to an investigation.

Converting ICR to an Investigation

Initial Contact Report

ICR:4095:15

Report Status: Assigned

Incident Site: Wisconsin

Incident: HPAI 2015

Access Group: Wisconsin

Assigned: ELLEN HOOKER

Date Issued: 4/14/2015

Investigation: [Empty]

Production Type: Backyard Producer

Primary Species Group: Chicken

Reason: Surveillance

Type: Area Surveillance

Source: Regulatory Official

Occurrence: Initial

Clinical Signs?: No

Predominate Sign: [Empty]

Zone Location: Not Known

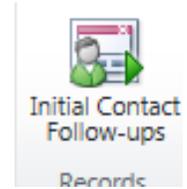
Record Status: Active

Report Status: Assigned

Created By: Amie Churchill

Created On: 4/21/2015 6:34 AM

Click the Initial Contact Follow-Ups Icon to convert the ICR.



Add Follow-ups- ICR

Add Follow-ups: Initial Contact Report: What do you want to do?

What do you want to do with this ICR?

ICR:4095:15
 Status: Assigned Incident: HPAI 2015 Site: Wisconsin
 Reason: Surveillance Type: Area Surveillance
 Reported Location: Linda Northey
 Reported address: W8997 US HIGHWAY 18, CAMBRIDGE, 53523

Linked Premises in EMRS > 00J4T4S Linda Northey

- Create AI ICR for Area Surveillance Activities
- Create Report for same State and Access as selected.
- Create a New Initial Contact Report for any of my states.
- Create a EMRS Premises from ICR
- Link EMRS premises or create new premises.
- Convert this report to an Investigation.

Tip

Initial Contact Reports:

- 1) Capture information reported that may result in an investigation.
- 2) Premises not required if not investigated.
- 3) FAD number not required until investigated.
- 4) Can be used to track FAD numbers as issued.
- 5) Can be converted to an investigation when linked to premises.
- 6) Reports not warranting an investigation can be closed.

Click to add comments

Help Summary Next Cancel

Click Convert this report to an Investigation.

Click Next.

Make sure Yes, convert to Investigation is checked. If you know the investigation coordinator, enter it. If not, leave blank. If you do not enter a coordinator's name, you will receive an alert on the next screen. Just click Next through the alert.

You will receive an alert the investigation has been created.

Click **Next**.

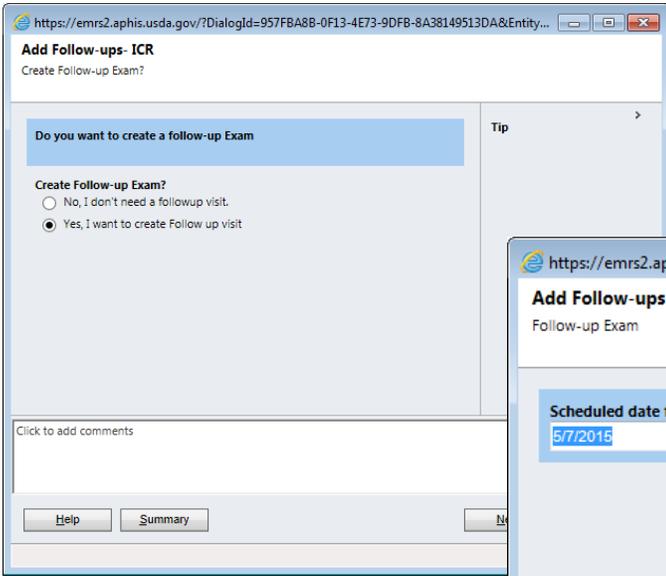
Click **Finish**.

Further Process ICR:



Click the Initial Contact Follow-Ups Icon to convert the ICR.

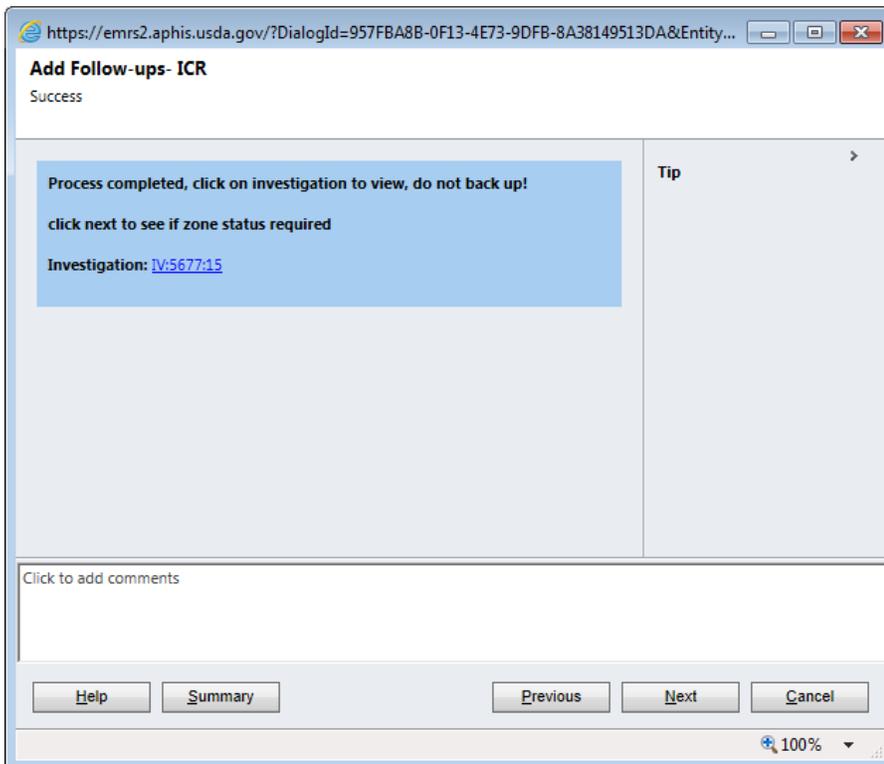
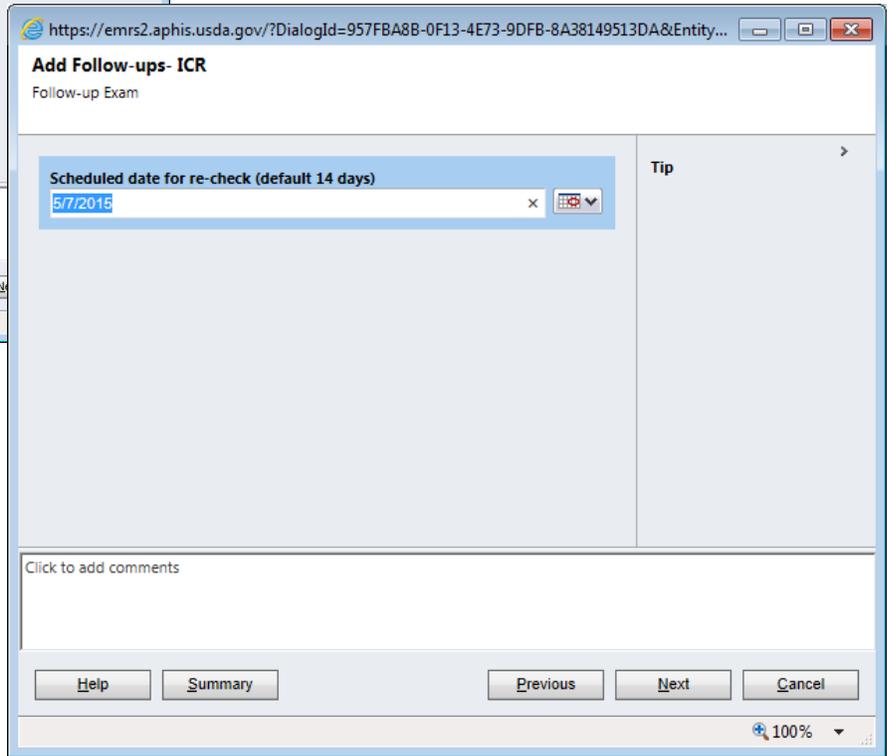
Click Further Process HPAI ICR – click Next.



Choose Yes, I want to create a follow up visit.

Create a follow up visit (14 days from the Contact Date is the default) and should pre-fill.

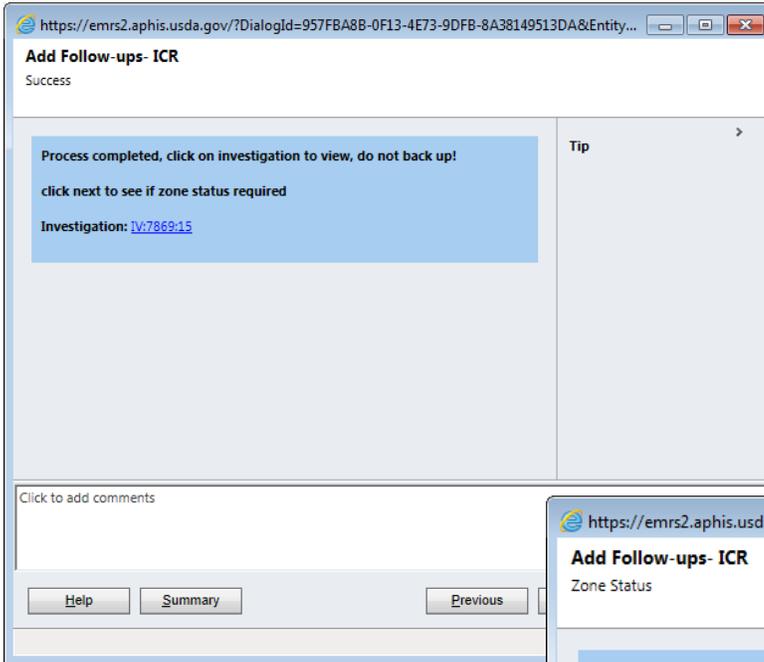
You will receive a message indicating the process is complete. Click Next.



Next up –

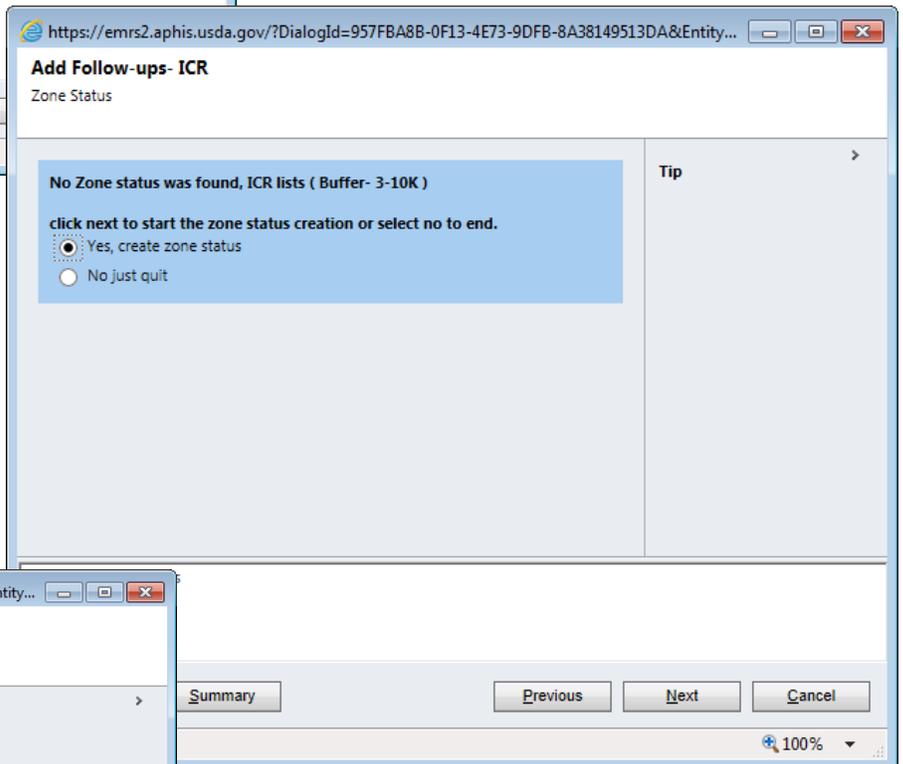
Creating the Zone.

Create Zone Status

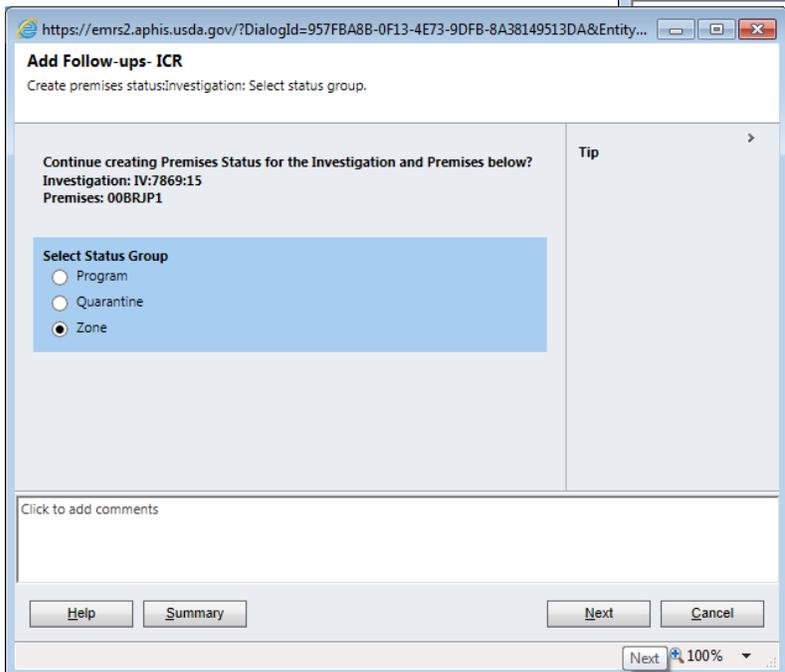


After you convert for further processing you will receive this box:

Click Next.



On the next screen make sure Yes, create zone status is checked. Then click Next.



Choose Zone. Click Next.

Leave this as Yes, click Next.

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

Select a prem to measure distance from

Do you want to calculate the distance between this premises and another?

Yes
 No

Select premises to calculate distance from.

Tip

Click to add comments

Previous Next Cancel

100%

Click Next.

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

Show distance

Distance between 008RJP1 and in kilometers is (0)

Tip

Click to add comments

Help Summary Previous Next Cancel

100%

If the Submission Form says Infected, choose infected. Otherwise choose Buffer Zone on all of the other forms (whether they say Buffer or surveillance.)

Click Next.

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

Create premises status:Investigation: Enter Status Category

Enter Status Category:

Buffer Zone
 Free Zone
 Free Zone
 Infected Zone
 Surveillance Zone
 Surveillance Zone
 Tick Control

Tip

Click to add comments

Help Summary Previous Next Cancel

100%

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

Create premises status:Investigation: Enter status definition, start date and disease.

Enter Status Definition

Premises is within a Buffer Zone

Enter a Start Date for the Premises Status- required.

4/23/2015

Associated Disease- if applicable.

Highly pathogenic avian influenza

Tip

This is if a specific disease is the focus of the status.

Help Summary Previous Next Cancel

100%

The Start Date is the Contract Date from the Submission Form. The Associated Disease must be listed as Highly Pathogenic Avian Influenza (hint if you type highly and hit tab it will fill in the entire name)

Click Next.

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

Link to Positive

Tip

Zone statuses are linked to a positive index premises status that they reside around which then allows for viewing or reporting on premises by zone for each index premises.

You can Ignore this filter if there are less than 250 positive premises, or you can enter the 4 digit numerical part of the status ID for the infected premises you are creating a zone for and it will filter the choices on the next page.

Click to add comments

Help Summary Previous Next Cancel

100%

Click Next.

If you know the code for the associated premise you can enter it here before clicking next.

https://emrs2.aphis.usda.gov/?DialogId=957FBA8B-0F13-4E73-9DFB-8A38149513DA&Entity...

Add Follow-ups- ICR

Select Positive

Select Positive Index Status to Link to the Zone status you are creating.

Tip

PS:7954:15; ;4/1/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Wishbone; ;I
PS:7958:15; ;4/1/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;T & M Farm;
PS:8106:15; ;4/3/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Riverview S
PS:8107:15; ;4/5/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Ag- Forte - C
PS:8147:15; ;4/7/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Kim Gorans
PS:8169:15; ;4/7/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;EBO WILCC
PS:8201:15; ;4/8/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Maleska Tur
PS:8218:15; ;4/8/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Grandview F
PS:8219:15; ;4/8/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;NEUHOFF C
PS:8490:15; ;4/9/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;St. James; ;I
PS:8679:15; ;4/11/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Meyer; ;00I
PS:8680:15; ;4/11/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Willmar Po
PS:8786:15; ;4/12/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Jennie-O T
PS:8863:15; ;4/12/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Magnum; ;I
PS:8864:15; ;4/12/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Jennie-O T
PS:8865:15; ;4/12/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;AJ Farm; ;I
PS:8866:15; ;4/12/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Wilpro - De
PS:8867:15; ;4/12/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Jennie-O T
PS:8869:15; ;4/12/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Quality Tur
PS:8986:15; ;4/13/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;HIGHWAY
PS:8988:15; ;4/13/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Gorans - C
PS:8989:15; ;4/13/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;New Life F
PS:9071:15; ;4/14/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;John Burke
PS:9159:15; ;4/11/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Nature Link
PS:9181:15; ;4/16/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Barco Grov
PS:9185:15; ;4/16/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Shanda Sl
PS:9227:15; ;4/15/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Gorans - H
PS:9275:15; ;4/13/2015; ;Open; ;Positive; ;Premises has confirmed H5N2 positive specimen with clinical signs.; ;Christiane

Click to add comments

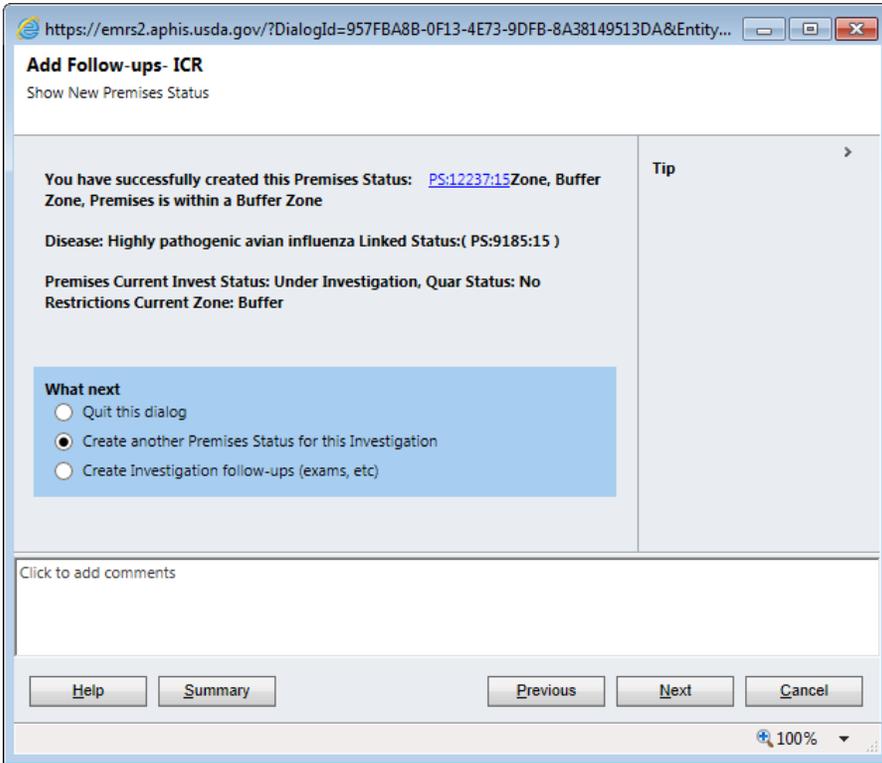
Help Summary Previous Next Cancel

100%

On this page, choose the premise location given to you by Jason in the email.

(Note if you can't see all of the premises –make sure your default view is 250 not 50).

Click Next.

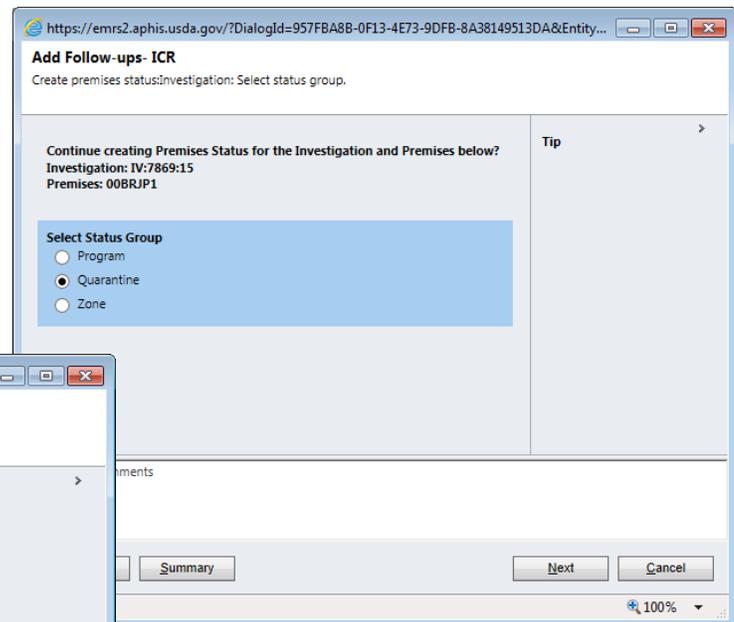


Choose Create another Premises Status for this Investigation.

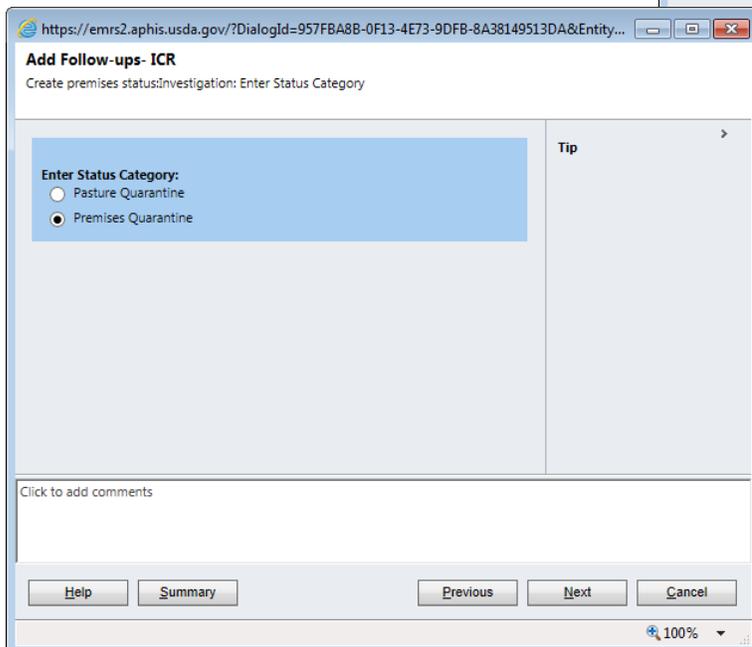
Click Next to create a Quarantine Status.

Creating Quarantine Information:

Choose Quarantine. Click Next.



Choose Premise Quarantine. Click Next.



The Start Date is the Contact Date from the submission Form.

Enter Highly Pathogenic Avian Influenza. Click Next.

Quit this dialog Box.

Click Next.

Click Finish.

You will be returned to the ICR box.

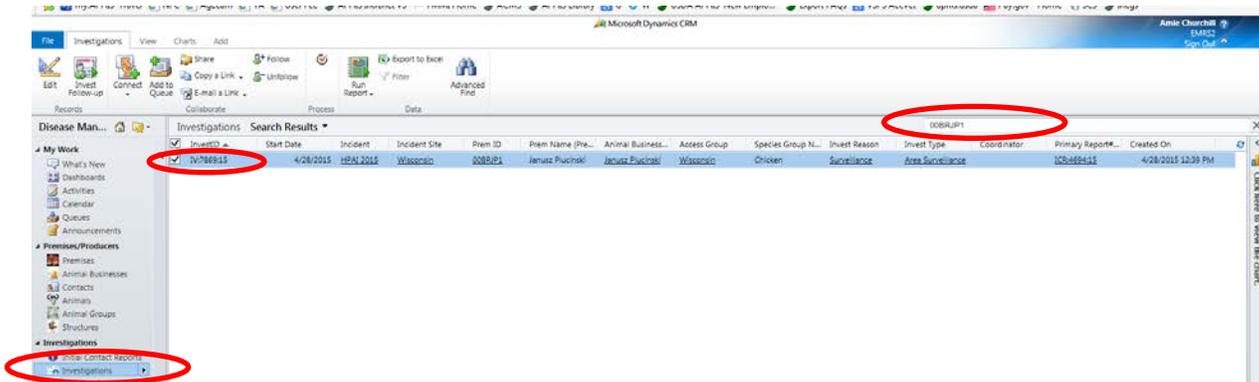


Save & Close

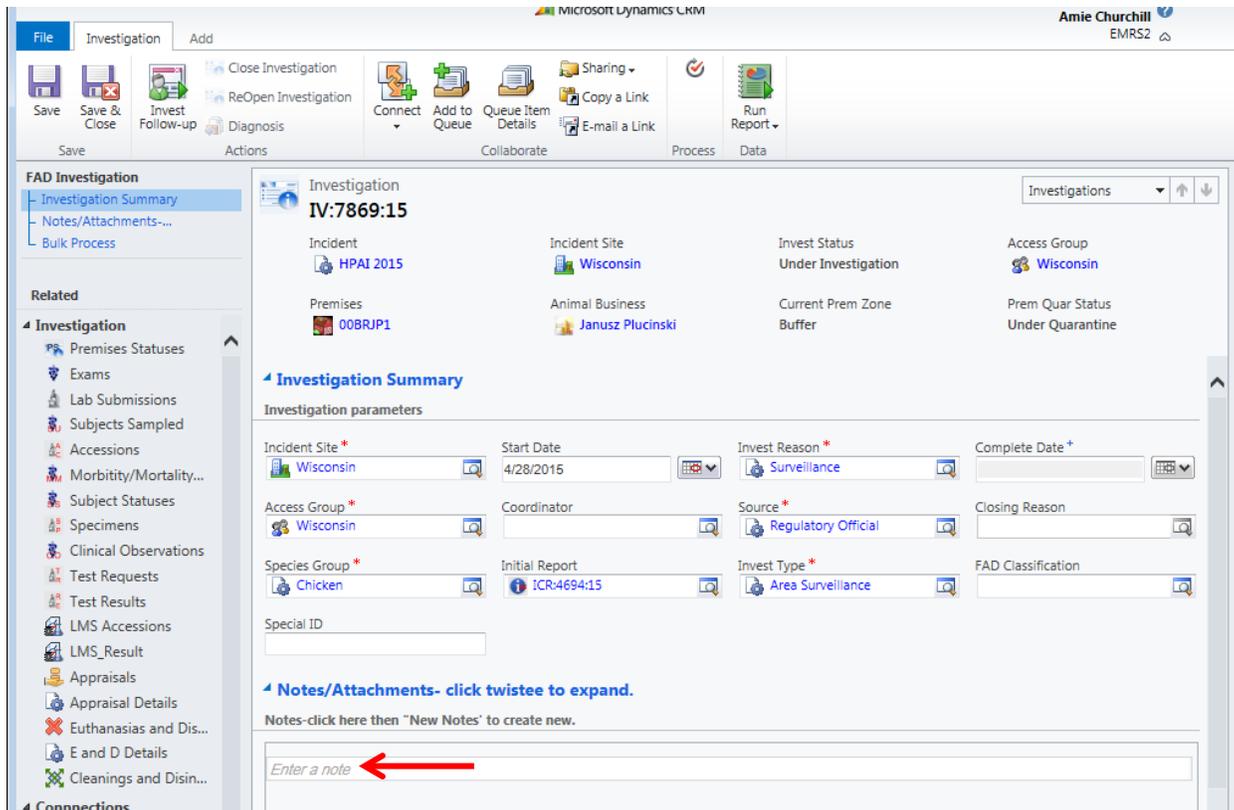
Click Save and Close to close the ICR Box.

Loading a copy of the forms to the Notes section of the Investigations section:

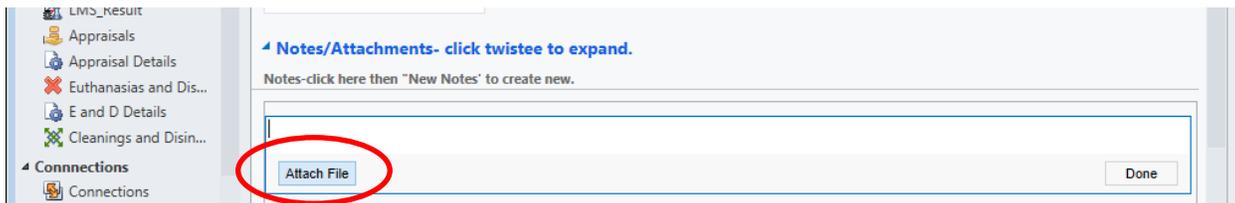
Click Investigations (under Initial Contract Report). Find your premise investigation. You can search by premise ID, name, etc. Once located, click on the Investigation ID to open the investigation screen.



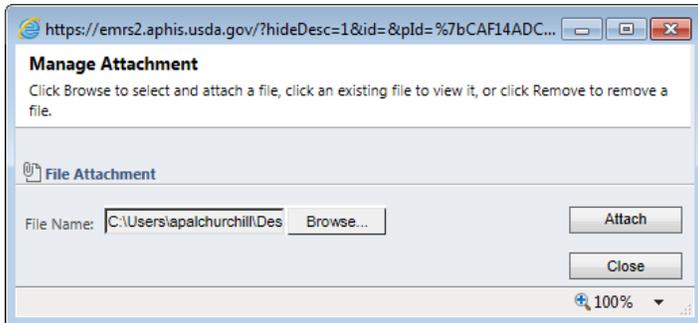
From the Investigation screen, click in the line that says Enter a Note here under Notes/Attachments:



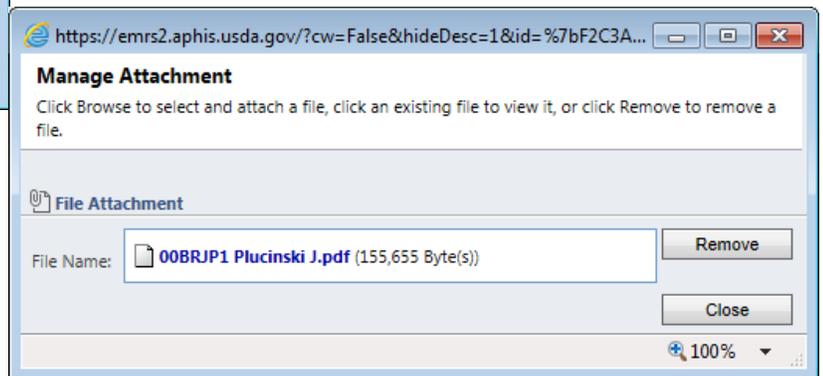
Click the Attach File button that appears:



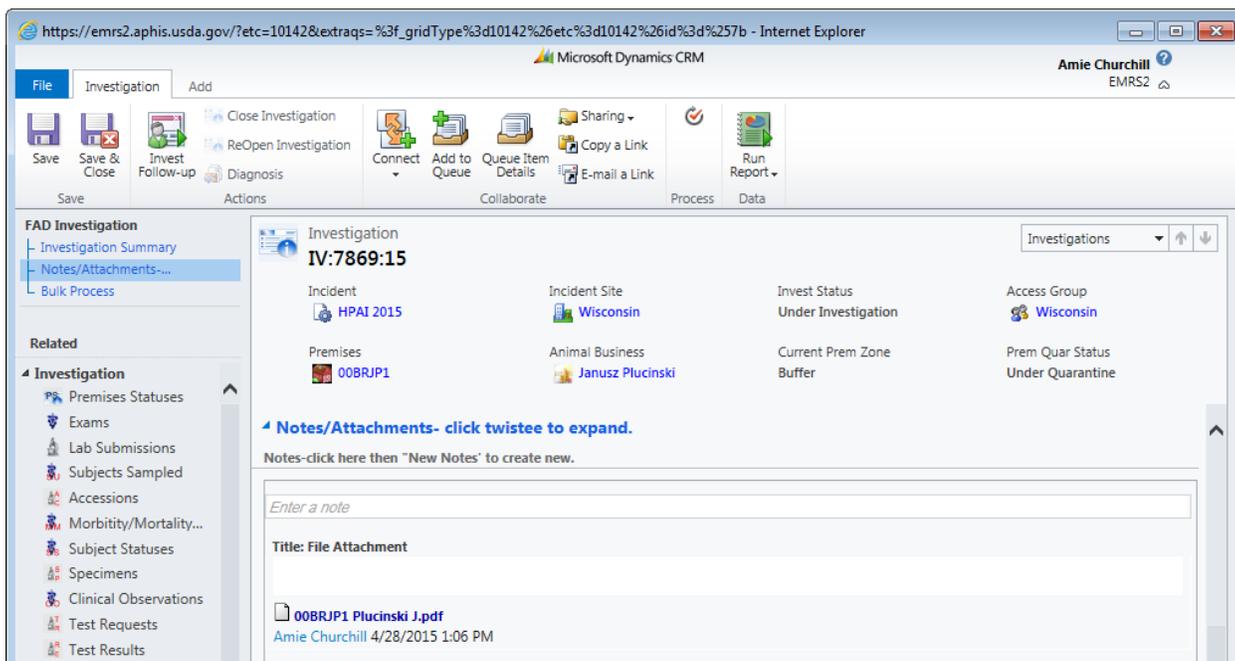
Hit Browse to locate the file you want to attach. Choose the file to attach. Click Attach.



Once the file has been uploaded in the File Name, click Close.

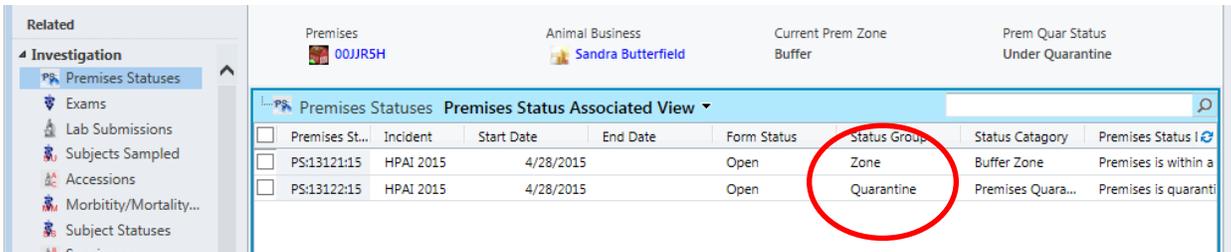


You should now see your file in the Notes/Attachments Section:



From this screen, I do a final check to make sure both Premise Statuses are showing. To do this, click Premise Statuses (under the Investigation menu on the left hand side).

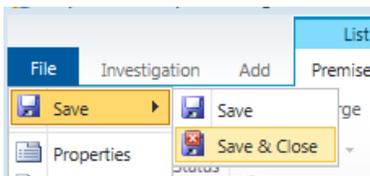
You should see both a Zone and Quarantine Status listed:



The screenshot shows a software interface with a left-hand navigation menu under 'Investigation' containing 'Premises Statuses', 'Exams', 'Lab Submissions', 'Subjects Sampled', 'Accessions', 'Morbidity/Mortality...', and 'Subject Statuses'. The main area displays a table titled 'Premises Statuses' with columns: Premises St..., Incident, Start Date, End Date, Form Status, Status Group, Status Category, and Premises Status I. Two rows are visible, both with 'HPAI 2015' as the incident and '4/28/2015' as the start date. The first row has 'Open' form status and 'Zone' status group. The second row has 'Open' form status and 'Quarantine' status group. A red circle highlights the 'Status Group' column for both rows.

Premises St...	Incident	Start Date	End Date	Form Status	Status Group	Status Category	Premises Status I
	HPAI 2015	4/28/2015		Open	Zone	Buffer Zone	Premises is within a
	HPAI 2015	4/28/2015		Open	Quarantine	Premises Quara...	Premises is quanti

If both statuses are shown, Click File – Save – Save and Close.



This entry is now complete. Return to the Initial Contract Reports screen to begin the next case.