

Electronic Disease Notification System *Quick Help* Overview

Welcome

Welcome to *Quick Help* for the Electronic Disease Notification (EDN) system. *Quick Help* is designed to provide on-the-job assistance for the experienced or new user who has questions about how and when to use EDN functions. *Quick Help* describes and explains all functions of the EDN system and links you to helpful reference material and resources.

Content and Format

The information in *Quick Help* is organized by topics:

- Overview of EDN
- EDN Basics
- EDN Workflow Overview
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You can read straight through *Quick Help* or search for information about a topic in three ways:

1. **Frequently Asked Questions (FAQ)** and **Key Terms**. Hold down the Control Button and click on an FAQ or key term in *Quick Help* to link to the information you need to use EDN successfully. Hold down the Control Button and click on "(back)" to return to the Contents.
2. **Search/Find function** in your word processing software. Use Search/Find to locate content of interest to you.
3. **Index**. The index at the end of *Quick Help* includes the page numbers where you can find content for key terms and questions.

EDN Helpdesk

For additional assistance, contact the EDN Helpdesk for live support at 1-866-226-1617 from 7 a.m. to 3 p.m. Eastern time or edn@cdc.gov.

- The EDN Helpdesk should be your first resource for all inquiries about EDN. The Helpdesk staff will triage your request to the appropriate EDN staff person.

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[disposition \(data entry\)](#)
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[arrival date](#)
[batch](#)
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[define a batch of aliens](#)
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[delimited](#)
[DS form sections](#)
[File Number](#)
[filter criteria](#)
[First Name](#)
[flat file](#)
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Help: Key Terms

[CDC HQ](#)
[contact a health department](#)
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An Overview of EDN

Overview FAQ

- What is EDN?
- Why did DGMQ develop EDN?
- What does EDN do?
- Who uses EDN?
- How does EDN help with TB surveillance?

EDN Overview: Key Terms

DGMQ
EDN
EDN and TB surveillance
Purpose of EDN

What is EDN?

The Division of Global Migration and Quarantine (DGMQ) of the National Center for Emerging and Zoonotic Infectious Diseases, Centers for Disease Control and Prevention in Atlanta, GA, (NCEZID, CDC) developed the Electronic Disease Notification (EDN) system. The EDN system is a secure database that holds medical information on immigrants with notifiable conditions and all refugees arriving in the United States. As defined by the State Department, the term "alien" encompasses refugees or immigrants, fiancés or spouses of refugees or immigrants, asylees, or parolees. Parolees are processed as immigrants, and asylees are processed as refugees in the EDN system. ([back](#))

Why did DGMQ develop EDN?

DGMQ is the regulatory Division within CDC that is responsible for notifying states of aliens arriving with medical conditions, including TB. In addition to creating a secure database that is available to more than 600 local, state, federal, and clinic-level users, EDN eliminates the double data entry required by the previous system, the Immigrant Management Processing (IMP) system. EDN receives and processes data from all 20 Quarantine Stations at U.S. ports of entry. ([back](#))

What does EDN do?

- Contains Department of State (DS) form information, the results of overseas medical exams and treatment, and immunization records.
- Notifies state and local health departments of newly arriving immigrants with medical conditions, refugees, asylees, and parolees (e.g., Cuban and Haitian entrants) in your jurisdiction
- Gives you access to DS form information and scanned overseas DS forms.

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- Allows you to download information about aliens in your jurisdiction for data analysis
- Includes a TB Follow-Up Worksheet that allows users to enter domestic TB evaluation outcome information for aliens with reportable TB conditions ([back](#))

Who uses EDN?

- TB Coordinator
- Refugee Coordinator
- Federal Users
- Clinic-Level Users

You may serve in more than one role in your jurisdiction. Each state health department decides which staff members at the state and local health department and clinic levels will use the EDN system. To add users or revise the list of users in your jurisdiction, contact the EDN Helpdesk at edn@cdc.gov or 1-866-226-1617. ([back](#))

How does EDN help with TB surveillance?

- Supplies an electronic system to record and evaluate the outcome of domestic follow-up exams.
- Provides an electronic system for health departments to track subsequent migration of aliens within the United States.
- Allows comparison of overseas health assessments with domestic follow-up results
- Provides federal and state public health officials with data to evaluate the effectiveness of the follow-up of aliens with Class B tuberculosis ([back](#))

EDN Basics

EDN Basics FAQ

EDN Login/Logout

- How do I log in to the EDN system?
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- What functions are available in the EDN system?
- How do I navigate the EDN system?

EDN Administrative Tasks

- How do I update my contact information in EDN?
- How do I change my password?
- What should I do if the system locks me out?

Basics: Key Terms

connect to CDC web page
EDN functions
EDN home screen
federal user
Helpdesk
locked out of EDN system
log in
log out
navigate EDN
update contact information
state user
user profile

Login/Logout

EDN is an application housed within the Secure Data Network (SDN), an umbrella system maintained by CDC. Access to the SDN requires the installation of a digital certificate provided by the SDN. Contact the EDN Helpdesk for assistance with obtaining a digital certificate (edn@cdc.gov or 1-866-226-1617).

The SDN Login screen is the gateway to the system. From this screen you can:

- Begin using the system
- Connect with the EDN Helpdesk
- Link to the CDC website

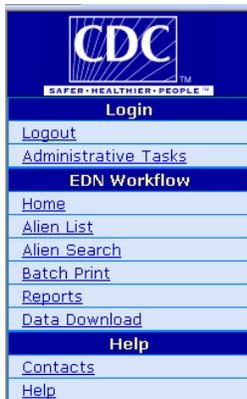
The menu of options for EDN is always on the left side of the screen. ([back](#))

How do I access EDN through SDN?

Steps:

1. Login to SDN (<https://sdn.cdc.gov>)
2. Click on EDN link on left side of the screen

How do I log out of the EDN system?



“Logout” appears as an option on your EDN menu as soon as you have logged into the system.

Logout Steps:

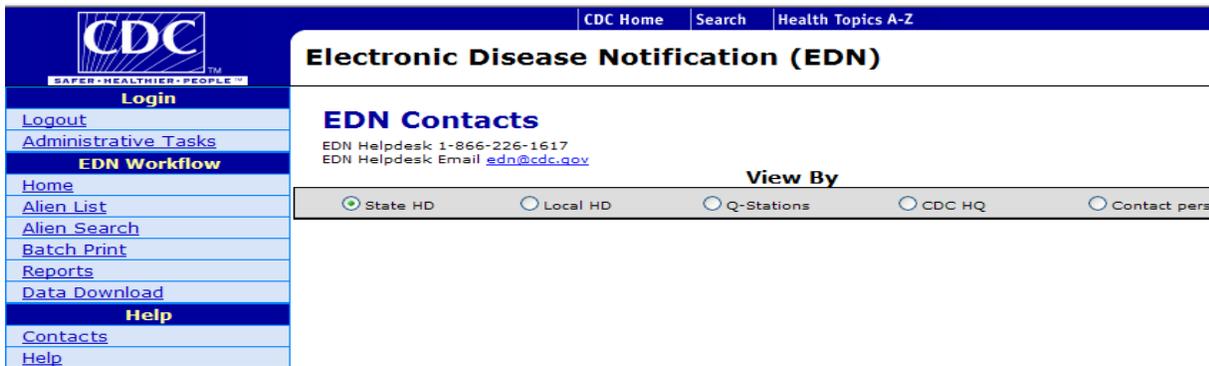
1. Place your cursor on “Logout” and click.
2. Browser window will close. ([back](#))

How do I contact the EDN Helpdesk?

The EDN Login screen displays contact information for the EDN Helpdesk.

Contact Helpdesk Steps:

1. Click on “Contacts” in the menu on the left of the Login screen to link to the e-mail address for the EDN Helpdesk. The phone number for EDN is also listed.



A note about the EDN Helpdesk:

- A member of the EDN Helpdesk staff is available to you via e-mail or phone from 7:00 a.m. to 3:00 p.m. Eastern time.
- **All** inquiries about EDN start with the Helpdesk.

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- If the Helpdesk staff cannot answer your question immediately, they will forward it to the appropriate person (e.g., medical officer).
- Every inquiry will receive a response within two business days. ([back](#))

How do I connect to the CDC web page from EDN?



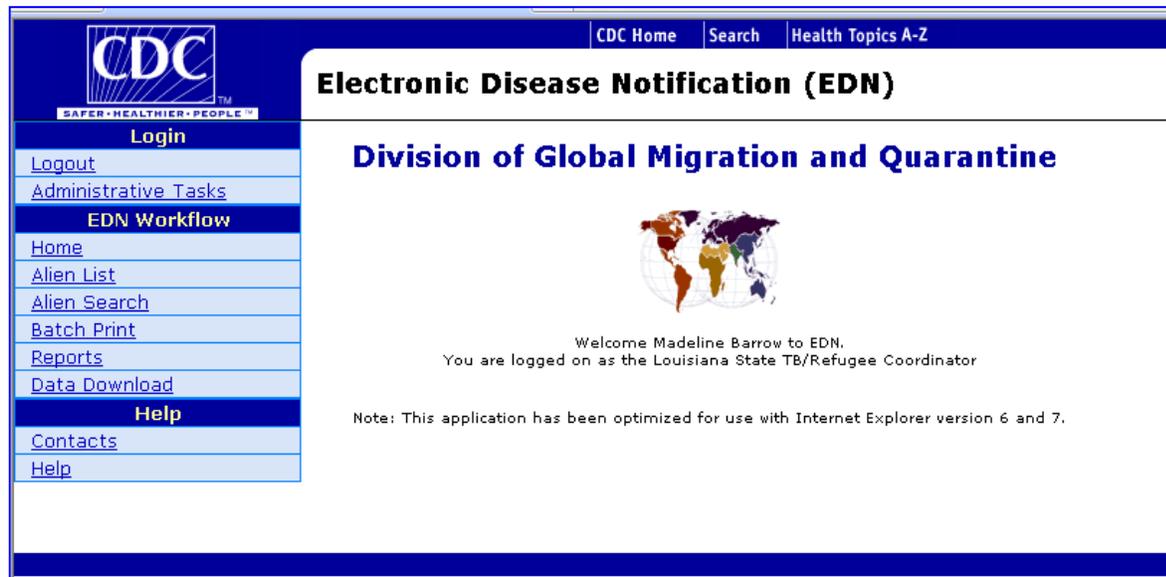
Connect with CDC Home page Steps:

1. Find the dark blue banner at the top of the screen.
2. You will see buttons for "CDC Home," "Search," and "Health Topics A-Z."
3. Click on a field in this banner to connect directly to the CDC website and search for information with the search function or in CDC's Health Topics A-Z. ([back](#))

The EDN Home Screen

After logging into EDN, you will see the EDN Home screen.

What information can I find on the EDN Home screen?



The EDN Home screen identifies you as a state or federal EDN user. State or other local users can only view the personal information and medical records for the aliens within their jurisdiction. Federal users can view the records of all aliens in the EDN system. ([back](#))

The sensitive nature of the data stored in the EDN system (i.e., health and medical information, including HIV test results) makes it important to limit access to staff who truly need EDN for their work.

The menu on the left side of the Home screen lists the basic functions of the EDN system. ([back to EDN function overview](#))

What functions are available in the EDN system?

The system has ten basic functions, separated into three categories. Click on a term to learn more about that category or function:

Login

Logout

Administrative Tasks

EDN Workflow

Home

Alien List

Alien Search

Batch Print

Reports

Data Download

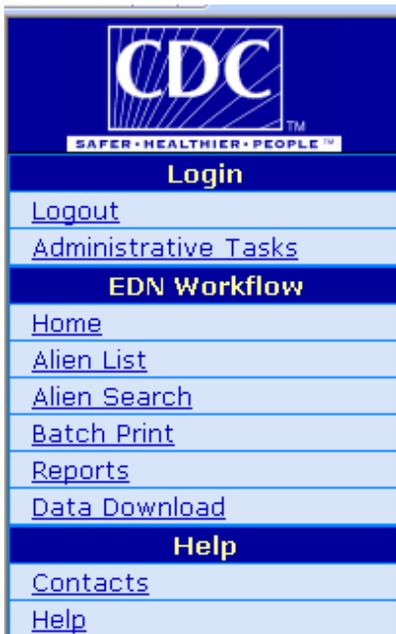
Most of your work will be accomplished with the functions in the EDN Workflow.

Help

Contacts ([back](#))

Help

How do I navigate the EDN system?



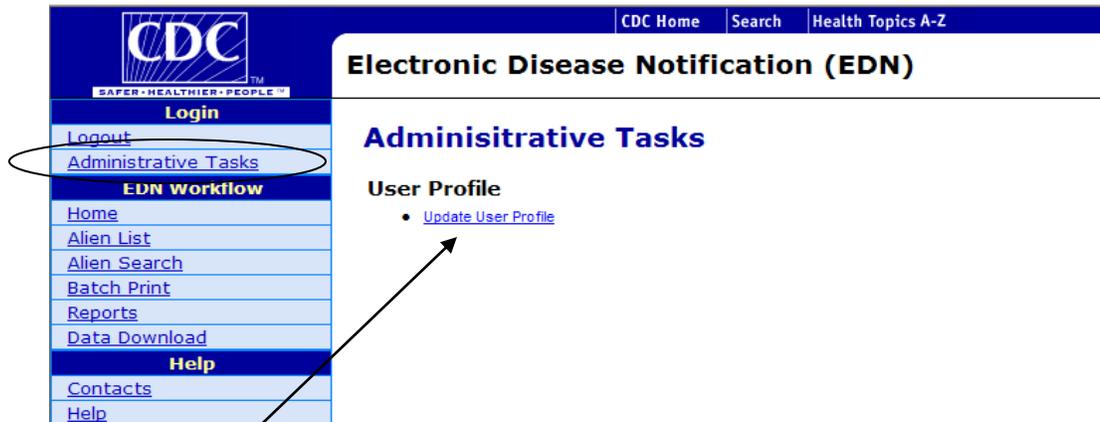
Navigation steps:

1. Place your cursor on the function you need to use
2. Click on the function.

This menu is visible on the left side of all EDN screens after you have logged into the system.

1. Click on "Home" to return to the EDN Home screen at any time. ([back](#))

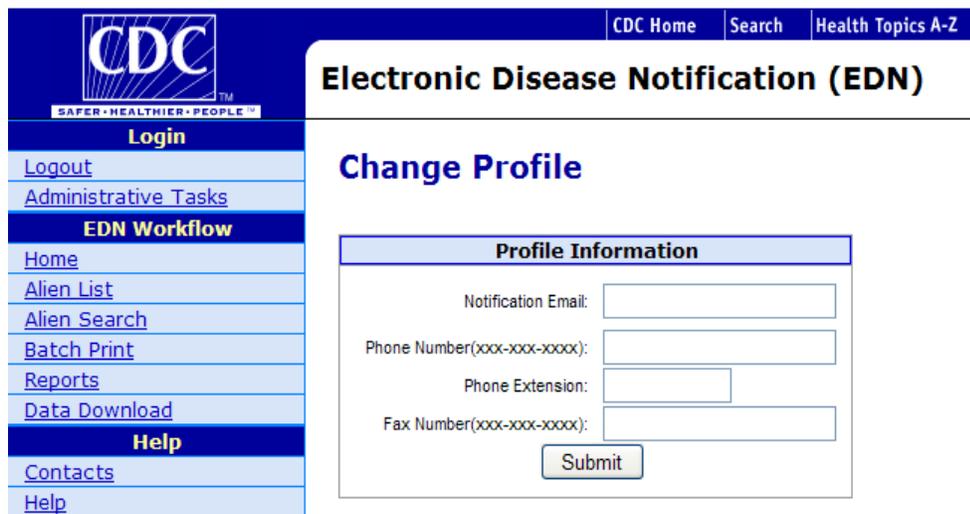
EDN Administrative Tasks



“Update User Profile” options enable you to update your contact information in the EDN system. ([back](#))

How do I update my contact information in EDN?

Click on “Update User Profile” to access the “Change Profile” screen and update your contact information in EDN.



Change User Profile Steps:

1. Highlight the text you wish to change with your cursor.
2. Enter changes in your e-mail address, phone, or fax number.
3. Phone and fax numbers should follow the format xxx-xxx-xxxx.

4. When changes are complete, click "Submit" to automatically update your information in the EDN system.

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EDN Workflow Overview

EDN Workflow Overview FAQ

- What is the EDN Workflow?

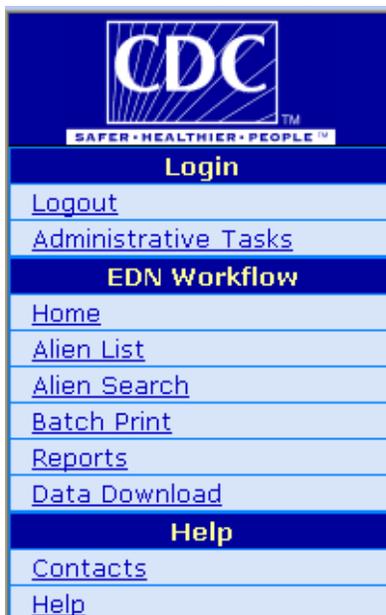
Workflow: Key Terms

Alien List Functions
Alien Line List overview
Alien list overview
Alien search overview
Batch print overview
Data downloads overview
EDN home screen
EDN Workflow
Reports overview
TB Follow-Up Worksheet overview

EDN Workflow

What is the EDN Workflow?

The EDN Workflow is a menu of the functions you can choose in the EDN system to complete your health department assignment.



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[Home](#)

Most of your work in EDN will be accomplished with the functions in the EDN Workflow.

- The brief descriptions in this section explain what each function does.
- Click on a Workflow function in the list below to link to detailed instructions for using the function.

- Return to the EDN home screen ([back](#))

Alien List

- View a list of the immigrants and refugees who have arrived in your jurisdiction within the last year

Individual Alien Functions accessed from the Alien List

- Generate a TB Follow-Up Worksheet
- Complete a TB Follow-Up Worksheet
- View the electronic and scanned information in an alien's EDN forms
- Enter data from the alien's follow-up TB exam into EDN
- Update the address of an alien who has moved from your jurisdiction
- View a migration report for an alien ([back](#))

Alien Search

- Search for an alien in any jurisdiction
- Specify an arrival date range to search for records of an alien who arrived in the United States more than one year ago
- Contact the health department in the jurisdiction where an alien now lives ([back](#))

Batch Print

- Define a group or "batch" of aliens and print their records. For example, you can define a batch by:
 - ✓ Notification date or range of dates
 - ✓ Arrival date or range of dates
 - ✓ U.S. evaluation started
 - ✓ File number (e.g., family of refugees)
 - ✓ TB class
 - ✓ Alien Type
 - ✓ Alien number ([back](#))

Reports

EDN currently offers two EDN reports:

- *The Alien Line List* enables you to define a list of aliens by choosing one or more of these fields: last name, date of birth, date of arrival, date of notification, TB class, visa type, jurisdiction, or status of U.S. evaluation. The report can be downloaded to an Excel format or an Acrobat file for printing or saving on your hard drive. ([back](#))
- *The TB Follow-Up Worksheet* is designed to capture information from the follow-up medical examination of new arrivals in your jurisdiction. When the Worksheet is completed, you will enter the data into the EDN system and transfer it electronically to CDC. ([back](#))

- Additional reports include a summary of alien arrivers by B-class, jurisdiction, visa type, country of origin, and TB evaluation status (See reports section for in-depth descriptions).

Data Download

- Download data from the EDN system to your hard drive for analysis in Excel or other formats. You can choose from these criteria to define the data you will download:
 - ✓ File number
 - ✓ Alien number
 - ✓ First Name
 - ✓ Last Name
 - ✓ Range of arrival dates (e.g., 01/01/2008–01/01/2009)
 - ✓ Range of notification dates
 - ✓ TB class
 - ✓ Visa type
 - ✓ Initial evaluation started or not
 - ✓ Worksheet status ([back](#))

Alien List

Alien List FAQ

- What is the "Alien List"?
- When do I use the Alien List?
- How do I view a list of newly arrived refugees and immigrants?
- What fields can I use to sort the Alien List?

([back to EDN function overview](#))

Alien List: Key Terms

Alien List
Alien List toolbar
alien number
date of arrival
date of birth
file number
first name
jurisdiction
last name
middle name
new alien
notification
sort Alien List
TI 91
TI 07
TB class
view a list of aliens
visa type
when to use the Alien List
worksheet status

What is the Alien List?

The Alien List shows the EDN record of immigrants and refugees with notification dates within the last calendar year. The records of aliens who entered prior to the current year are archived in the EDN system.

The Alien List contains data from the overseas medical exams of immigrants and refugees. When an alien arrives in the United States, staff at EDN headquarters enter the data in the EDN system. The EDN system then transmits the data electronically to you at your jurisdiction health department.

When a new alien arrives in your jurisdiction, EDN notifies you in two ways:

- You receive an e-mail alerting you about the arrival. The e-mail notification does not include any identifying information about new arrivals.

- The newly arrived aliens are added to the Alien List for your jurisdiction. New arrivals appear in **boldface type** at the top of the Alien List.

Aliens who have moved after their initial location within the United States (secondary migration) are designated on the Alien List with an asterisk (*). ([back](#))

When do I use the Alien List?

You will probably use the Alien List and Alien List functions more than any other page in the EDN system. The Alien List and Alien List Functions enable you to:

- View a list of newly arrived refugees and immigrants.
- Retrieve Alien Information for a specific refugee or immigrant.
- View the medical history and overseas examination for an alien in your jurisdiction.
- View the scanned documents for an alien in your jurisdiction.
- Update the address for an alien in your jurisdiction.
- Access and print a TB Follow-Up Worksheet for a specific alien.
- Obtain an address history for a specific refugee or immigrant.
- Check the status of medical follow-up for a specific alien.
- Export data about an alien to an Acrobat or Excel format.

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How do I view a list of newly arrived refugees and immigrants?

To view a list of newly arrived refugees and immigrants for your jurisdiction, click on Alien List in the EDN Workflow. Review each element of the Alien List screen to learn what the list provides and to explore the possible ways to sort the data.

“Total Number of records returned: XXXX” represents the total number of alien records in the EDN system for your jurisdiction, given any filters you have selected.

You can sort the list of aliens by any one of the fields in the top row of the table.

The toolbar at the bottom of the table indicates the current page number and total number of pages generated by a search.

You can adjust this number to display from 1 to 99 rows per page.

An asterisk (*) in the Notification Date means that the alien has made at least one interjurisdictional move from the original U.S. address.

Toolbar Options:

1. Click on the drop-down menu to choose a page or move through the pages of the Alien List by clicking on the “Back” or “Next” buttons.
2. Choose how many rows you want to display on the screen. Highlight the number in the field preceding “Rows/Page” and type in the desired number (maximum of two digits).
3. Click on the “Change” button. ([back](#))

What fields can I use to sort the Alien List?

Use any one of these fields to sort the list by clicking on the column name. To sort in the reverse order, click the column name again.

Alien Number	File Number	New Alien	Last Name	First Name	Middle Name	Visa Type	DOB	TB Class	Jurisdiction	Date of Arrival	Notification Date	Worksheet Status
						All		[No Filter]	All			

Alien Number



The Alien Number is a nine-digit number pre-assigned to an alien by the Department of State.

- To be recognized by the EDN system, alien numbers must always consist of nine digits.
- When you open the Alien list, the newest arrivals appear first on the list.
- New arrivals are indicated by a **boldface number** and a check under "New Alien."
- Click once on "Alien Number" to sort the list in ascending order (i.e., beginning with 000-000-000).
- Click again on "Alien Number" sort the aliens in your jurisdiction in descending order (i.e., beginning with (999-999-999). ([back](#))

File Number



The File Number identifies a family group of refugees.

- The File Number generally contains two letters, followed by 6 randomly assigned numbers. The File Number is assigned overseas to the family by the International Organization for Migration (IOM).
- File numbers are useful for contact tracing or locating family members. ([back](#))

New Alien



A check mark appears in the New Alien column beside each new arrival. The Alien number of a new arrival also appears in **boldface type**.

1. You can open the records for a new arrival by clicking on the alien number.
2. When you open the records for a new alien, the checkmark under "New Alien" will disappear and the alien number will no longer be boldfaced.
3. Click on the checkbox to replace the check. If there are multiple EDN users in your jurisdiction, you might do this to indicate that follow-up is still needed for a new arrival. ([back](#))

Last Name



1. Sort the aliens in your jurisdiction by last name from A to Z by clicking on "Last name."
2. Click again to sort last names from Z to A. ([back](#))

First Name



1. Sort the aliens in your jurisdiction by first name from A to Z by clicking on "First name."
2. Click again to sort first names from Z to A. ([back](#))

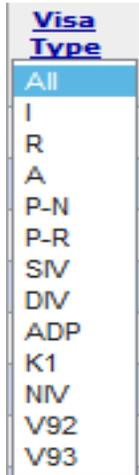
Middle Name



1. Sort the aliens in your jurisdiction by middle name from A to Z by clicking on "middle name."
2. Click again to sort middle names from Z to A. ([back](#))

Visa Type

1. Click on the down arrow under Visa Type to choose from the drop-down menu of visa types:



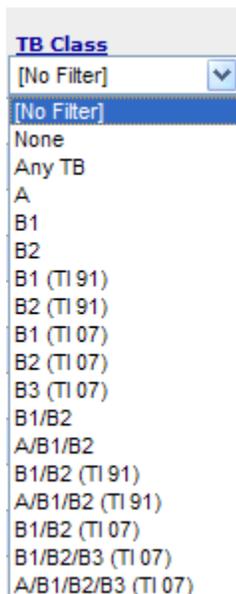
I=immigrant
R=refugee
A=asylee
P-N=parolee without refugee benefits
P-R=parolee with refugee benefits
SIV=special immigrant visa
DIV= diversity immigrant visa
ADP= adoptees
K1=fiancé
NIV= non-immigrant visa
V92=follow-to-join asylees
V93= follow-to-join refugees

2. Click on one of these options to generate a list of aliens in your jurisdiction with that type of visa. ([back](#))

DOB (Date of Birth)



1. Click once on DOB to sort the alien list in ascending order from most recent date of birth.
2. Click again to sort the list from the earliest date of birth. ([back](#))

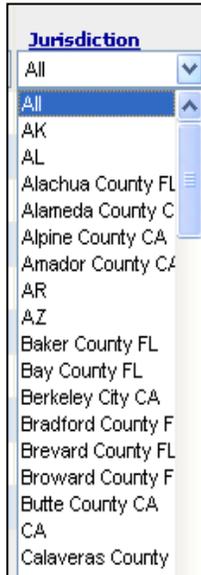


TB Class

1. Click on the drop-down menu under TB Class to choose from the menu of TB classifications.
2. Select and click on one of the TB classes to return to a list of aliens with that classification.
3. Click outside the drop-down menu to return to the Alien List.

4. To review the Technical Instructions that define the TB classifications see: <http://www.cdc.gov/immigrantrefugeehealth/exams/ti/index.html> ([back](#))

Jurisdiction



This column appears only for users who have rights over more than one jurisdiction. Most users cannot see the Jurisdiction field.

1. Click on the down arrow under Jurisdiction to choose from the drop-down menu of states and jurisdictions.
2. Jurisdictions are listed alphabetically.
3. Place your cursor on the scroll bar on the right side of the field to move up or down in the list of jurisdictions.
4. Click on one state or jurisdiction to generate a list of aliens for that state/jurisdiction.
5. You will be able to view only the medical records of aliens in your jurisdiction(s).
6. To contact the health department in another jurisdiction, click on "Contacts" in the menu on the left of the Alien List screen. ([back](#))

Date of Arrival



The "Date of Arrival" is the day an alien arrived in the United States.

1. Click on Date of Arrival to reverse the order and sort by the earliest Notification Date. ([back](#))

Notification



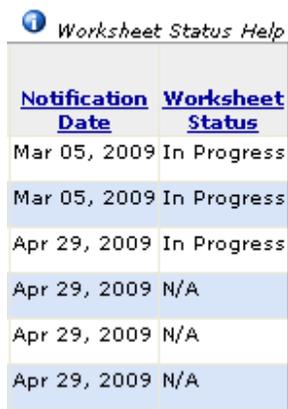
"Notification" is the day EDN sends an alien's records to your jurisdiction. EDN also sends an e-mail to alert you that new aliens have arrived in your jurisdiction. Aliens are sorted by the most recent Notification Date in the default setting.

1. Click on Notification to reverse the order and sort by the earliest notifications.
2. An asterisk (*) by the Notification Date (e.g., *April 30, 2009) indicates a secondary migration—the alien has

moved within the United States at least once since arriving. ([back](#))

Worksheet Status

The "Worksheet" is the TB Follow-Up Worksheet you are responsible for completing based on the follow-up exam performed in your jurisdiction.



<u>Notification Date</u>	<u>Worksheet Status</u>
Mar 05, 2009	In Progress
Mar 05, 2009	In Progress
Apr 29, 2009	In Progress
Apr 29, 2009	N/A
Apr 29, 2009	N/A
Apr 29, 2009	N/A

1. Sort the list by the following Worksheet Status categories:
 - N/A=No worksheet available (the alien does not have a TB condition)
 - Not Started=The TB worksheet is available, but no data have been saved to it.
 - In Progress=The TB worksheet has some data, but is not marked as complete.
 - Submitted=The TB worksheet is complete.
 - Rejected=The completed worksheet needs revision. (This classification is available only to states with an approval process in place. Most states do not have an approval process.)
 - Approved=The completed worksheet has been approved. (This classification is only available to states with an approval process in place. Most states do not have an approval process. Contact the EDN Helpdesk if your state is interested in adding this EDN function.)
2. Mouse over the "Worksheet Status Help" icon at the top of the frame to see the list of Worksheet Status categories. ([back](#))

Individual Alien Functions

Individual Alien Functions FAQ

- When do I use the Alien List Functions?
- How do I retrieve information for a specific refugee or immigrant?
- What does "Remarks for Review" mean?
- How do I view the Department of State (DS) forms for a specific alien's overseas medical examination?
- What is the "TB Follow-Up Worksheet"?
- How long do I have to enter data from the follow-up medical exam in the EDN system?
- How do I update the address for an alien in my jurisdiction?
- Does EDN send out a notification when an alien moves from my jurisdiction to a second jurisdiction?
- How do I access the electronic information in an alien's EDN forms?
- How do I access the scanned information in an alien's EDN forms?
- What is a "migration report"?
- How do I request an address history for an alien?
- What should I do if an alien arrives in my jurisdiction before I receive a notification? ([back to EDN function overview](#))

Individual Alien Functions: Key Terms

Alien Data
Alien information
Alien Workflow menu
contact another health department
current address
DS-2053 Medical Exam
DS-3025 Vaccination
DS 3026 Medical History
DS-3024 Chest X-Ray
EDN forms
EDN activities
export data from EDN
find address history
generate TB Worksheet
immigrant alien information
Migration Report
navigate DS Forms
refugee Alien Information
remarks for review
retrieve alien information
secondary migration
scanned documents
TB cover sheet
TB Follow-Up Worksheet
update alien address
view electronic documents
view scanned documents
VOLAG
When to use Alien List functions
Worksheet data entry

When do I use the Alien List Functions?

The functions you access through the Alien List will enable you to:

- Retrieve Alien Information for a specific refugee or immigrant
- View the medical history and overseas examination data for an alien in your jurisdiction.
- View the electronic and scanned documents for an alien
- Generate a TB Follow-Up Worksheet for an alien
- Update the address for an alien in your jurisdiction
- Obtain an address history for a specific refugee or immigrant
- Export data about an alien to an Acrobat or Excel format ([back](#))

How do I retrieve information for a specific refugee or immigrant?

Electronic Disease Notification (EDN)
Alien List

Total number of records returned: 96730 (This list based on Notification Date in the last 12 months)

Alien Number	File Number	New Alien	Last Name	First Name	Middle Name	Visa Type	DOB	TB Class	Jurisdiction	Date of Arrival	Notification Date	Worksheet Status
081		<input checked="" type="checkbox"/>				I		B2 (TI 91)	NYC	May 04, 2011	May 10, 2011	Not Started
091		<input checked="" type="checkbox"/>				I		B2 (TI 91)	NYC	May 05, 2011	May 10, 2011	Not Started
091		<input type="checkbox"/>				I		B2 (TI 91)	NJ	May 02, 2011	May 10, 2011	Not Started
091		<input type="checkbox"/>				I		B2 (TI 91)	Orange County CA	May 05, 2011	May 10, 2011	Not Started
091		<input type="checkbox"/>				I		B2 (TI 91)	NJ	May 06, 2011	May 10, 2011	Not Started
212		<input checked="" type="checkbox"/>				R		B1 (TI 07)	VT	May 04, 2011	May 10, 2011	Not Started
212		<input checked="" type="checkbox"/>				R		B1 (TI 07)	VT	May 04, 2011	May 10, 2011	Not Started
212		<input checked="" type="checkbox"/>				R		B1 (TI 07)	NC	May 04, 2011	May 10, 2011	Not Started
212		<input type="checkbox"/>				R		B1 (TI 07)	Denver CO	May 04, 2011	May 10, 2011	Not Started
212		<input checked="" type="checkbox"/>				R		B1 (TI 07)	TN	May 04, 2011	May 10, 2011	Not Started

Page 1 of 9673 Back Next 10 Rows/Page Change

* In Notification Date indicates secondary migration has occurred

Steps To Retrieve Alien Information for a Refugee:

1. Click on the Alien Number of a specific refugee to generate his/her records. ([back](#))

CDC Home
Search
Health Topics A-Z



Login

[Logout](#)

[Administrative Tasks](#)

EDN Workflow

[Home](#)

[Alien List](#)

[Alien Search](#)

[Batch Print](#)

[Reports](#)

[Data Download](#)

Help

[Contacts](#)

[Help](#)

Current Alien

Alien #

File #

EDN Forms

[Alien Information](#)

[DS-2054 Medical Exam](#)

[DS-3025 Vaccination](#)

[DS-3026 Medical History](#)

[DS-3030 TB Worksheet](#)

[Pre-Departure Medical Screening](#)

EDN Activities

[View/Update Address](#)

[View All Documents](#)

[View Scanned Docs*](#)

[Migration Report](#)

* = This refugee is part of the CDC/IOM vaccination project. Scanned forms may be old; updated vaccination information may be available in the electronic DS-3025.

Electronic Disease Notification (EDN)

11/13/2014
100%

11/13/2014

Name:

Arrival Date:

Alien Number:

File Number:

Volag Name:

Relative Sponsor's Address

Sponsor Name:

Address Line 1:

Address Line 2:

City State Zip:

Phone:

Alternate Phone:

Email:

Alien Information

Data Entry Person: Int'l Org. for Migration

Entering for Q-Station: Newark Quarantine

Officer in Charge:

Affiliate or Local Sponsor's Address

Organization:

Name:

Address Line 1:

Address Line 2:

City State Zip:

Business Phone:

Business Fax:

Business Email:

Sex POB

Case Priority

OPE

Marital Status

The EDN Workflow menu expands to include:

- Current alien identifiers (alien number, name, and file number)
- Links to EDN forms
- Links to the TB Follow-Up Worksheet and data entry for refugees with a TB condition
- Links to EDN Activities

The Alien Information screen for a **refugee** provides you with:

- Name
- Arrival date
- Quarantine Station
- Voluntary agency (VOLAG)
- Contact information for sponsor(s)
- Date of birth
- Sex
- Place of Birth
- Identifying information for all aliens with the same File Number
- Demographjcs
- Pre-Departure Medical Screening

EDN Quick Help 11/2014

CDC Home Search Health Topics A-Z

Electronic Disease Notification (EDN)

11/14/2014

Alien Information

Name: Data Entry Person:
Arrival Date: Entering for Q-Station: El Paso Quarantine
Alien Number: Officer in Charge:

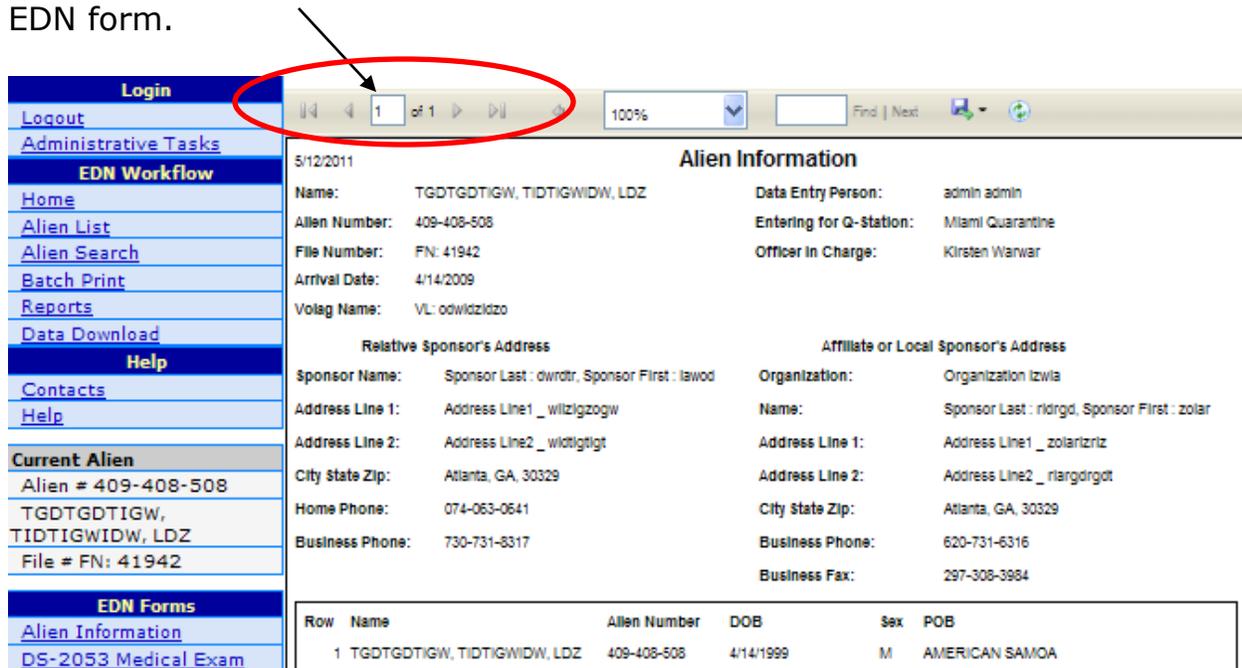
Address

Name in Care of:
Address Line 1:
Address Line 2:
City State Zip:
Phone:
Alternate Phone:
Email:

The Alien Information Screen for an **immigrant** provides you with:

- Name
- Arrival date
- Quarantine Station
- Contact information
- Demographics
- Links to the TB Follow-Up Worksheet and Data Entry for immigrants with a TB condition ([back](#))

Most of the EDN forms have multiple pages. The toolbar at the top of the Alien Information screen allows you to navigate through the pages of an EDN form.

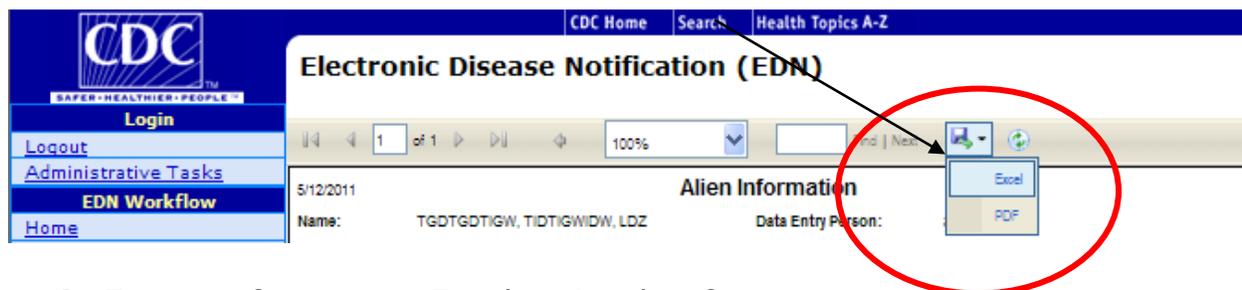


The screenshot shows the 'Alien Information' form in a web browser. The left sidebar contains navigation menus for 'Login', 'Administrative Tasks', 'EDN Workflow', 'Help', and 'Current Alien'. The main content area displays form fields for 'Name', 'Alien Number', 'File Number', 'Arrival Date', 'Volag Name', 'Relative Sponsor's Address', and 'Affiliate or Local Sponsor's Address'. At the bottom, there is a table with one row of data. A red circle highlights the navigation toolbar at the top of the form, which includes buttons for navigating between pages and a page indicator showing '1 of 1'.

Row	Name	Alien Number	DOB	Sex	POB
1	TGDTGDTIGW, TIDTIGWIDW, LDZ	409-408-508	4/14/1999	M	AMERICAN SAMOA

Navigation Steps:

1. Click on the |< button to go to the first screen of a form.
2. Click on the < button to go to the previous screen.
3. The "1 of 1" field identifies the page and total number of screens in a form. Enter a page number in the field to go to that page.
4. Click on the > button to move forward to the next screen.
5. Click on the >| button to move to the final screen of a form.
6. Click on the drop-down menu to change the zoom level of a form for ease of viewing.
7. Locate a specific term in a form by entering the term in the field by "Find." Advance to the next use of the term by clicking on "Next."



This screenshot is similar to the previous one but highlights the export options. A red circle around the toolbar icons points to the 'Excel' and 'PDF' buttons, which are used to export the form data.

8. Export a form to an Excel or Acrobat format:
 - Click on the save/export icon.
 - Click on Acrobat or Excel format.

EDN Quick Help 11/2014

- Click on “Export” to download the form to the format you have chosen.
- With this function, you can save the form to your hard drive or print a hard copy for your files. ([back](#))

What does "Remarks for Review" mean?

Staff at Quarantine Stations and EDN headquarters search for anomalies as they enter data from immigrant and refugee overseas medical exams. When they find a contradictory or questionable entry, they flag the record for special review. The EDN system notifies you that EDN and Quarantine Station staff have entered "Remarks for Review" by inserting "This record has been modified, please see Remarks for Review." at the top of the Alien Information toolbar.

The screenshot shows the Electronic Disease Notification (EDN) system interface. At the top, there is a navigation bar with 'CDC Home', 'Search', and 'Health Topics A-Z'. Below this is the 'Electronic Disease Notification (EDN)' header. A red notification banner at the top of the main content area reads: "This record has been modified, please see Remarks for Review." The main content area displays 'Alien Information' for a record dated 5/12/2011. The information includes: Name: OTGLO, LOAGL, TZLRT; Alien Number: 249-129-966; Arrival Date: 3/23/2009; Data Entry Person: Yong Ahn; Entering for Q-Station: Boston Quarantine; Officer in Charge: Jim Watkins; Address: Name In Care of: Name _ dgwzd; Address Line 1: Address Line1 _ nrwzlwrrd; Address Line 2: Address Line2 _ lrrdizdlwz; City State Zip: ATLANTA, GA, 30333; Home Phone: ; Business Phone: . On the left side, there is a navigation menu with categories: 'Login', 'Administrative Tasks', 'EDN Workflow', 'Help', 'Current Alien', 'EDN Forms', 'Worksheet', and 'EDN Activities'. The 'EDN Activities' section includes 'View/Update Address', 'View All Documents', 'View Scanned Docs', 'Remarks for Review', and 'Migration Report'. An arrow points from the 'Remarks for Review' notification in the main content area to the 'Remarks for Review' link in the navigation menu.

"Remarks for Review" is automatically added to the EDN Activities Toolbar when remarks have been added. To view the remarks entered by EDN staff, click on "Remarks for Review," under "EDN Activities" in the menu at left. ([back](#))

How do I view the Department of State (DS) forms for a specific alien's overseas medical examination?

You will use the DS forms to determine whether follow-up is needed for medical conditions. A TB Follow-Up Worksheet is required for immigrants and refugees who were classified with a TB condition during the required overseas medical examination.

EDN Forms

- [Alien Information](#)
- [DS-2054 Medical Exam](#)
- [DS-3025 Vaccination](#)
- [DS-3026 Medical History](#)
- [DS-3030 TB Worksheet](#)
- [Pre-Departure Medical Screening](#)

EDN Activities

- [View/Update Address](#)
- [View All Documents](#)
- [View Scanned Docs*](#)
- [Migration Report](#)

* = This refugee is part of the CDC/IOM vaccination project. Scanned forms may be old; updated vaccination information may be available in the electronic DS-3025.

View DS Forms Steps:

1. Click on the number for a specific alien in the Alien List.
2. EDN will generate Alien Information for the specific alien.
3. Choose an EDN Form from the menu on the left of the screen.
4. Click on the form name.
5. Open another EDN Form by clicking on the form name in the EDN Forms menu on the left side of the screen.
6. Click on "Alien Information" to return to the Alien Information screen. ([back](#))

DS forms available in EDN:

The DS forms in the EDN system contain the same information as the overseas medical forms, and EDN data entry staff transcribe physician remarks into the DS forms as written.

DS-2053 Medical Exam (Medical Examination for Immigrant or Refugee Applicant for use with 1991 technical instructions) includes exam location and provider, conditions, lab results, vaccination, treatment information, and physician remarks.

DS-2054 Medical Exam (Medical Examination for Immigrant or Refugee Applicant for use with 2007 technical instructions) includes exam location and provider, conditions, lab results, vaccination, treatment information, and physician remarks.

DS-3025 Vaccination (Vaccination Documentation Worksheet) is a summary of the alien's vaccination records and the exam location and provider. Vaccination requirements are waived for refugees.

DS-3026 Medical History (Medical History and Physical Examination Worksheet) includes the exam location and provider, medical history, physical examination results, recommendations for additional testing or follow-up exam, and physician remarks.

DS-3024 Chest X-Ray (Chest X-Ray and Classification Worksheet for use with 1991 technical instructions) is a record of the overseas chest X-ray and sputum smear results, TB classification, recommendations for follow-up, and physician remarks.

DS-3030 Chest X-Ray (Chest X-Ray and Classification Worksheet for use with 2007 technical instructions) is a record of the overseas chest X-ray and sputum smear results, TB classification, recommendations for follow-up, and physician remarks.

Redesigned (2014) DS-2054 (Medical Examination for Immigrant or Refugee Applicant for use with DS-3030) is a summary document of demographics and exam information with a list of class conditions and immunization status.

Redesigned (2014) DS-3026 (Medical History and Physical Examination Worksheet for use with DS-2054) contains medical history, physical exam, and non-TB lab results and treatments along with general physician remarks.

Redesigned (2014) DS-3030 (Tuberculosis Worksheet for use with DS-2054) contains TST/IGRA results, CXR results, sputum smear and culture results, TB classification details, and a section for prior TB diagnostic results and treatments.

Redesigned (2014) DS-3025 (Vaccination Documentation Worksheet) lists the complete known vaccination history, including additional refugee doses.

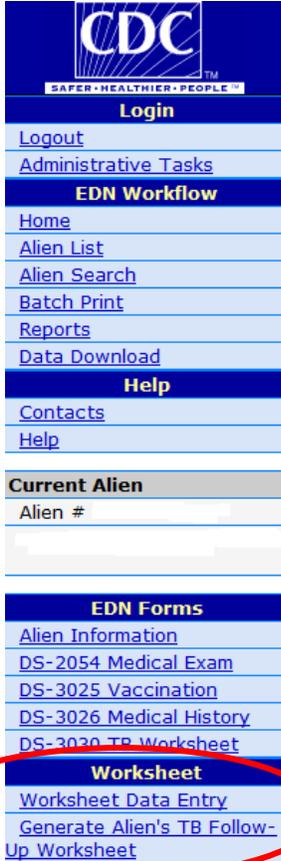
TB Cover Sheet (Pre-Departure TB Classification Cover Sheet) is a summary of the TB classification from the overseas examination. TB Cover Sheets are provided for aliens arriving from countries that are using the 2007 Technical Instructions for TB Screening and Treatment (TI07). Obtain a current list of these countries at http://www.cdc.gov/ncidod/dq/panel_2007.htm. If a TB Cover Sheet is not available for an alien, "TB Cover Sheet" will not appear with the EDN Forms.

Predeparture Medical Screening Form (PDMS) is not a DS form, but is also included for some refugees. PDMS form lists medical information including antimalarial and antihelminthic treatments received immediately prior to arrival in the US. ([back](#))

What is the "TB Follow-Up Worksheet"?

The TB Follow-Up Worksheet is a form designed to collect information on aliens in the United States who were classified overseas during the required medical examination process with a TB condition.

EDN TB Follow-Up Worksheet				Last reviewed: 6/21/2013	
A. Demographic					
A1. Name (Last, First, Middle):		A2. Alien #:	A3. Visa type:	A4. Initial U.S. entry date:	
A5. Age:	A6. Gender:	A7. DOB:	A8. TB Class:		
A9. Country of examination:			A10. Country of birth:		
A11a. Name in Care of:			A12. a. Sponsor agency name:		
A11b. Phone Number:			b. Phone(s):		
A11c. Address:			c. Address:		
B. Jurisdictional Information					
B1. Arrival jurisdiction:			B2. Current jurisdiction:		
C. U.S. Evaluation					
C1. Date of Initial U.S. medical evaluation: ___/___/___					
Mantoux Tuberculin Skin Test (TST)			Interferon-Gamma Release Assay (IGRA)		
C2a. Was a TST administered? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			C3a. Was IGRA administered? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
If YES, C2b. TST placement date: ___/___/___			If YES, C3b. Date collected: ___/___/___ <input type="checkbox"/> Date unknown		
<input type="checkbox"/> Placement date unknown			C3c. IGRA brand: <input type="checkbox"/> QuantiFERON® <input type="checkbox"/> T-SPOT		
C2c. TST mm: _____ <input type="checkbox"/> Unknown			<input type="checkbox"/> Other (specify): _____		
C2d. TST interpretation: <input type="checkbox"/> Positive <input type="checkbox"/> Negative			C3d. Result: <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Indeterminate		
<input type="checkbox"/> Unknown			<input type="checkbox"/> Invalid <input type="checkbox"/> Unknown		
C2e. History of Previous Positive TST <input type="checkbox"/>			C3e. History of previous positive IGRA <input type="checkbox"/>		



When you have opened the records for a specific alien, two choices will be available on the Worksheet menu:

Worksheet Data Entry—this function allows the EDN user to enter data from the follow-up medical examination performed in the jurisdiction of residence in the United States.

- In states with lower rates of immigration, data from the follow-up exam are usually entered by state health department staff.
- Some multijurisdictional states have EDN users in each jurisdiction who are responsible for entering data from the follow-up exam in the EDN system.

Each state is responsible for developing a protocol for the medical exam, testing and/or treatment of arriving aliens, and reporting data to EDN users for entry into the

system. The protocol should define roles and responsibilities for health department staff and examining physicians, including:

- Timeframe for medical exam after arrival
- Protocol for returning medical exam results to health department
- Expectations for the examining physician
- Person responsible for entering data from the follow-up medical exam in the EDN system ([back](#))

Generate Alien's TB Follow-Up Worksheet—this function allows you to generate a TB Follow-Up Worksheet for a specific alien. You can generate a hard copy of the Worksheet and send it to the local health department or you can download the Worksheet to Adobe Acrobat and send an electronic copy. A free copy of Adobe Acrobat is available for downloading from: <http://www.adobe.com/products/reader/>.

TB Control at the state/jurisdiction level is responsible for assuring that the follow-up medical exam is completed and the information is entered into EDN. Protocols for completing the TB Follow-Up Worksheet and data entry into EDN vary from state to state, depending on the number of jurisdictions in the state and the volume of immigrants and refugees received.

([back](#))

How long do I have to enter data from the follow-up medical exam in the EDN system?

Aliens with TB conditions should visit the health department for follow-up within 30 days of their arrival. The average treatment for active TB lasts about 6 months, although multidrug-resistant TB may require treatment for 2 years or more. You should schedule data entry at intervals to keep the EDN system updated about an alien with a TB condition throughout follow-up. Domestic evaluation data can be entered by more than a single user at a local or state health department.

Valid endpoints for data entry from the TB Follow-Up Worksheet include:

- The alien will not receive any treatment.
- The alien has been evaluated to final TB Class (1–4 in the Diagnosis section of the TB Follow-Up Worksheet Disposition Section, D3. Diagnosis).
- The alien has completed treatment.
- The alien has moved from your jurisdiction.
- The alien has returned to his or her country of origin.
- The alien has been lost to follow-up.

[\(back\)](#)

How do I update the address for an alien in my jurisdiction?

The screenshot displays the CDC Electronic Disease Notification (EDN) system interface. The main content area is titled "View/Update Address" and contains several sections:

- Alien Data:** Lists the Alien Number (743-569-681), Type of Visa (K1 Visa), Last name (RILTO), First name (IOGOR), and Middle name (DZDID).
- Current Address:** Lists the alien's current address in the EDN system, including Address 1, Address 2, City (ATLANTA), State (GA), and Zip (31193).
- Prior Screening Information:** Provides details on previous screenings, including Screening Status and Screening Comments.
- Change Address:** A form for updating the alien's address, with fields for Address 1, Address 2, City, State, Zip, Phone, and Fax. Required fields are marked with a red asterisk (*).
- Batch Transfer:** A section for performing address changes for all members of a family.

Callout boxes provide additional context:

- "Alien Data" lists the Alien Number, Type of Visa, and the alien's name.
- "Current Address" lists the alien's current address in the EDN system.
- "Batch Transfer" allows address change for all members of a family.
- "Change Address" provides fields for you to update the alien's address. Required fields—street address, city, state, and ZIP Code—are marked with a red asterisk (*).

[\(back\)](#)

Other features include "Prior Screening" information and "Batch Transfer", which allows an address change for all members of one family instead of changing each address individually for each family member.

Update an Address Steps:

1. Click on "View/Update Address" to record a change of address for an alien.
2. Enter the alien's new address and phone number (if available) in the "Change Address" fields.
3. Advance to the "Fax" field with the Tab Key and enter the alien's fax number, if available.
4. Save the information you have entered by clicking on the "Save" button at the bottom of the field. You may cancel the entry by clicking on the "Cancel" button.

If you click "Save," the EDN system will ask you to confirm the change. Click on the "Change Address" button at the bottom of the screen to complete the change of address.

Change Address	Batch Transfer
<p>Address Information:</p> <p>*Address 1: <input type="text" value="Address Line1 _ dlottizazd"/></p> <p>Address 2: <input type="text" value="Address Line2 _ wtwawagagi"/></p> <p>*City: <input type="text" value="ATLANTA"/></p> <p>*State: <input type="text" value="Georgia"/></p> <p>*Zip: <input type="text" value="30329"/></p> <p>Phone(XXX-XXX-XXXX): <input type="text"/></p> <p>Phone/Fax(XXX-XXX-XXXX): <input type="text"/></p> <p>Screening Information:</p> <p>* Note: this information will be applied to all selected aliens if a Batch Transfer is performed.</p> <p>Screening Status: <input type="text" value="(No Status)"/></p> <p>Screening Comments: <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> <p>The change will transfer this record and the selected family records, if any, to DeKalb County GA jurisdiction. Do you wish to make this change?</p> <p><input type="button" value="Change Address"/></p>	<p>No family member found in your jurisdiction.</p>

The change of address will automatically be saved in the EDN system.

When you complete and save a change of address for an alien moving outside of your jurisdiction:

- The alien's records will no longer be available to you.
- EDN automatically sends a notification to the health department in the alien's new jurisdiction. You may also wish to contact the health department in the alien's new jurisdiction and advise them of the alien's arrival.
- Find contact information for the health department in the new jurisdiction by clicking on "Contacts" in the Help Menu on the left side of the screen. ([back](#))

Does EDN send out a notification when an alien moves from my jurisdiction to a second jurisdiction?

When you complete a change of address in the EDN system for an alien moving outside of your jurisdiction, EDN automatically sends out a notification to the new jurisdiction. Because the Alien List automatically sorts by the Notification Date, the alien will appear at or near the top of the Alien List. You can also sort the Alien List by the "New Alien" column, which marks new arrivals with a check.

You may wish to contact the health department in the alien's new jurisdiction and advise them of the alien's arrival.

EDN also sends a "subsequent migration notification" e-mail to the health jurisdiction where the alien originally resettled. The transfer can still be viewed by the original health jurisdiction, but the record will be obscured. If the alien returns to the original jurisdiction, the record can be transferred back to the original health jurisdiction by the subsequent health jurisdiction.

To find contact information for the health department in the new jurisdiction, Click on "Contacts" in the Help Menu on the left side of the screen.

EDN Contacts
EDN Helpdesk 1-866-226-1617
EDN Helpdesk Email edn@cdc.gov

View By

State HD Local HD Clinic Level Users Q-Stations CDC HQ Contact person

State HD

- AK State Health Department
- AL State Health Department
- AR State Health Department

Choose from the options on the Toolbar at the top of the "Contacts Screen" to view a list of possible contacts:

- State/local HD—Local and state health departments are listed alphabetically.
- Clinic-Level users are listed alphabetically
- CDC Quarantine Stations are listed alphabetically.
- CDC EDN headquarters staff—CDC EDN headquarters staff are listed alphabetically.
- Contacts—This list includes all contacts in the EDN system (local and state health departments, Quarantine Stations, and CDC EDN headquarters).

EDN Quick Help 11/2014

The EDN Contacts screen looks like this:

EDN Contacts

EDN Helpdesk 1-866-226-1617 
EDN Helpdesk Email edn@cdc.gov

View By

State HD Local HD Clinic Level Users Q-Stations CDC HQ Contact person

[State HD](#)

AK State Health Department

AL State Health Department

Member Contacts

Title	Last Name	First Name	E-Mail Address	Phone Number	Ext.	FAX Number
-------	-----------	------------	----------------	--------------	------	------------

Contact a Health Department Steps:

1. Click on the (+) next to a jurisdiction to open the list of staff for that health department.
2. Click on the e-mail address of a staff person to open an e-mail to the individual.
3. Phone and fax numbers are also listed for each staff person. ([back](#))

How do I access the electronic information in an alien's EDN forms?

You can open each of the DS forms for an alien separately with the EDN Forms Menu. You can also access all DS forms via the "View All Documents" option in the EDN Activities Menu.

View All Documents Steps

1. Click on the number for a specific alien in the Alien List.
2. EDN will generate Alien Information for the specific alien.
3. Click on "View All Documents" in the EDN Activities Menu to access information entered into EDN

from the DS forms. EDN will generate all the documents that are available for the alien from this list:

- Alien Information
- DS-2053 Medical Exam (1991 TBTI)
- DS-2054 Medical Exam (2007 TBTI)
- Redesigned DS-2054 (2014)
- DS-3025 Vaccination
- Redesigned DS-3025 (2014)
- DS-3026 Medical History
- Redesigned DS-3026 (2014)
- DS-3024 Chest X-ray (1991 TBTI)
- DS-3030 Chest X-ray (2007 TBTI)
- Redesigned DS-3030 (2014)
- TB Cover Sheet (If unavailable for an alien, "TB Cover Sheet" will not be listed under "EDN Forms") ([back](#))
- Predeparture Medical Screening Form (PDMS) if available

EDN Activities
View Address
View All Documents
View Scanned Docs*
Migration Report

* = This refugee is part of the CDC/IOM vaccination project. Scanned forms may be old; updated vaccination information may be available in the electronic DS-3025.

Please note that for those refugees coming from countries where the Pilot Vaccine program is active, that the electronic DS-3025 form will contain the most updated vaccine information and may be more accurate than the scanned DS-3025 form. You may see this indication to remind you of this.

Use the toolbar across the top of the screen to move through the pages of the DS forms. ([back](#))



Navigation Steps:

1. Click on the |< button to go to the first screen of a form.
2. Click on the < button to go to the previous screen.
3. The "1 of 1" field identifies the page and total number of screens in a form. Enter a page number in the field to go to that page.
4. Click on the > button to move forward to the next screen.
5. Click on the >| button to move to the final screen of a form.
6. Click on the drop-down menu to change the scale of a form for ease of viewing.
7. Locate a specific term in a form by entering the term in the field by "Find." Advance to the next use of the term by clicking on "Next."
8. Export a form to an Excel or Acrobat format:
 - Click on the down arrow by "Select a Format."
 - Click on Acrobat or Excel format.
 - Click on "Export" to download the form to the format you have chosen.
 - With this function, you can save the form to your hard drive or print a hard copy for your files. ([back](#))

How do I access the scanned information in an alien's EDN forms?

EDN Forms

- [Alien Information](#)
- [DS-2054 Medical Exam](#)
- [DS-3025 Vaccination](#)
- [DS-3026 Medical History](#)
- [DS-3030 TB Worksheet](#)
- [Pre-Departure Medical Screening](#)

EDN Activities

- [View/Update Address](#)
- [View All Documents](#)
- [View Scanned Docs*](#)
- [Migration Report](#)

* = This refugee is part of the CDC/IDM vaccination project. Scanned forms may be old; updated vaccination information may be available in the electronic DS-3025.

View Scanned Documents Steps

1. Click on the alien number for a specific immigrant or refugee in the Alien List.
2. EDN will generate Alien Information for the specific alien.
3. Click on "View Scanned Documents" in the EDN Activities Menu to access information scanned into EDN from the overseas exam. EDN will generate all the documents that are available for the alien from this list. For example, the documents might include:
 - Reception and Placement Program Assurance form (for refugees only)
 - DS-2053 or DS-2054 Medical Examination form
 - Medical History and Physical Examination Worksheet
 - Chest X-Ray and Classification Worksheet

- Vaccination Worksheet- **Please note that for those refugees coming from countries where the Pilot Vaccine program is active, that the electronic DS-3025 form will contain the most updated vaccine information and may be more accurate than the scanned DS-3025 form.
- Lab Report
- X-Ray Report
- Photo
- Psychological evaluation ([back](#))

What is a "Migration Report?"

Alien Migration Report		IZGTI, ALAOZ ZOWIZ 362-704-038				
Alien Data						
Alien Number	362-704-038	Type	Parolee	Q-Station	Dallas Quarantine	
File Number		Status	Not Started			
Address History						
Migration Date	Address	City	State	Zip	Telephone	
5/1/2009	Address Line1 _ zitgrdoiaiz aowlwdtgod	Atlanta	GA	30328	826-269-5039 838-271-4058	

A migration report provides a history of the alien's residence in the United States. The report includes:

- Alien name
 - Alien number
 - File number (if available)
 - Visa type
 - Quarantine Station where the alien entered the United States
 - Status of the TB Follow-Up Worksheet for aliens who entered the United States with a TB condition
- ([back](#))

How do I request an address history for an alien in my jurisdiction?

Migration Report Steps:

1. Click on the number for a specific alien in the Alien List.
2. EDN will generate Alien Information for the specific alien.
3. Click on "Migration Report" under EDN Activities on the left-hand menu.

4. Use the Toolbar across the top of the screen to change the scale of the Alien Migration Report for readability.
5. Locate a specific term in a form by entering the term in the field by "Find." Advance to the next use of the term by clicking on "Next."
6. Export the Migration Report to an Excel or Acrobat format:
7. Click on the down arrow by "Select a Format."
8. Click on Acrobat or Excel format.
9. Click on "Export" to download the report to the format you have chosen.
10. With this function, you can save the report to your hard drive or print a hard copy for your files. ([back](#))

Use [Alien Search](#) to find an alien outside your jurisdiction. Requests for the records of an alien outside your jurisdiction should be directed to the alien's current jurisdiction.

<p><i>What should I do if an alien arrives in my jurisdiction before I receive notification from EDN?</i></p>
--

From time to time, the volume of aliens may be so large it causes a backlog in data entry at EDN headquarters. At such times, an alien may:

- Arrive in your jurisdiction before you have been notified by EDN
- Go to the health department for treatment, although he or she lacks the necessary papers to qualify for free treatment

It is also possible that a Voluntary Agency (VOLAG) will know about incoming aliens and alert you prior to EDN.

If you become aware of a new arrival for whom you have not received a notification and EDN forms:

1. Contact the EDN Helpdesk (1-866-226-1617 or edn@cdc.gov).
2. Give the EDN Helpdesk staff the alien number, port of arrival, and arrival date.
3. The Helpdesk staff will find the paperwork for the alien and enter it into the EDN system.
4. Send the TB Follow-Up Worksheet and results of the overseas medical exam to the health department for follow-up when the records are available. ([back](#))

TB Follow-Up Worksheet

TB Follow-Up Worksheet FAQ

- What is the “TB Follow-Up Worksheet”?
- What is the benefit of completing TB Follow-Up Worksheets and entering the data in EDN?
- When do I use the TB Follow-Up Worksheet?
- How do I generate a worksheet for a specific alien?
- How do I download an alien’s TB Follow-Up Worksheet to Acrobat?
- What is the typical routine for completing the TB Worksheet and entering the data in the EDN system?
- How long do I have to enter data from the follow-up medical exam in the EDN system?
- Where can I find step-by-step instructions for completing the TB Follow-Up Worksheet?
- Additional TB Follow-Up Worksheet Resources
- How do I get the physicians in my jurisdiction to complete the TB Follow-Up Worksheet?

TB Worksheet: Key Terms

comparison (Worksheet)
complete TB Follow-Up Worksheet
demographic information
disposition (Worksheet)
domestic CXR (Worksheet)
download a Worksheet to Acrobat
enter comments in TB Worksheet
follow-up exam
generate a blank TB Worksheet
instructions for TB Worksheet
jurisdictional information (Worksheet)
microscopy/bacteriology (Worksheet)
physician sign (Worksheet)
review overseas CXR (Worksheet)
sections of data entry screen
TB Follow-Up Worksheet
TB exam protocol
TB Worksheet Resources
U.S. evaluation (Worksheet)
U.S. review overseas treatment (Worksheet)
U.S. treatment (Worksheet)

What is the "TB Follow-Up Worksheet"?

The TB Follow-Up Worksheet is a form designed to collect information on medical follow-up for aliens who were classified with a TB condition overseas during the required medical examination.

When you have opened the records for a specific alien with a TB classification, two choices will be available on the Worksheet menu:

Worksheet

- [Worksheet Data Entry](#)
- [Generate Alien's TB Follow-Up Worksheet](#)

Worksheet Data Entry—This function allows you to enter data from the follow-up medical examination performed in your jurisdiction.

Generate Alien’s TB Follow-Up Worksheet – This function allows you to generate a TB Follow-Up Worksheet for a specific alien. The Worksheet will already be filled in (pre-populated) by the EDN system with the alien’s demographic and jurisdiction information and any other information you may have entered via the Worksheet Data Entry function. ([back](#))

What is the benefit of completing the TB Follow-Up Worksheets and entering the data in EDN?

Many states have already developed their own TB databases and programs for TB reporting. For some of these jurisdictions, completing the TB Follow-Up Worksheet and entering the data seem redundant and time-consuming.

The most compelling argument for the TB Follow-Up Worksheet lies in its potential power as a surveillance tool. As all states contribute data from the worksheet and return rates improve, we will see these benefits:

- All states will be using the same variables in data collection.
- The quality of data will be assured.
- Summary data will be collected that can direct TB efforts effectively. For example, data from the TB Worksheets might indicate an increasing number of aliens with TB conditions entering a jurisdiction from a particular country or refugee camp. TB outreach to the aliens can be tailored to that specific demographic group. ([back](#))

As an EDN user, you will always have access to the data you have entered; you can use the data download function of EDN if you wish to maintain the data locally or run analyses on your data. The data belong to your health jurisdiction, even though you are entering them into a web-based system maintained at the national level.

When do I use the TB Follow-Up Worksheet?

Use the TB Follow-Up Worksheet to record the results of the medical exam and treatment of immigrants and refugees who enter the United States with a TB condition.

Aliens with TB conditions should visit the health department for follow-up within 30 days of their arrival. The average treatment for active TB lasts about 6 months, although multidrug-resistant TB may require treatment for 2 years or more. CDC recommends that you initiate data entry in the EDN system within 30 days after you receive notification of a new arrival from EDN (however, earlier initiation is urged when possible). You should schedule data entry at intervals to keep the EDN system updated about an alien with a TB condition throughout follow-up. Domestic evaluation data can be entered by more than a single user at a local or state health department.

Protocols for completing the TB Follow-Up Worksheet and data entry into EDN vary from state to state, depending on the number of jurisdictions in the state and the volume of immigrants and refugees.

EDN Quick Help 11/2014

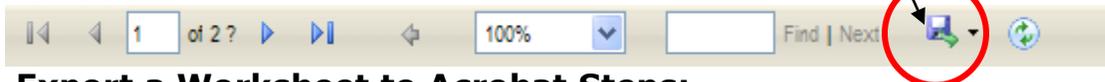
Section A. Demographic Information and Section B. Jurisdictional Information will be filled in already (pre-populated) with information. Any other information you have already entered via Worksheet Data Entry will also be filled in automatically.

EDN TB Follow-Up Worksheet				Last reviewed: 6/21/2013
A. Demographic				
A1. Name (Last, First, Middle):		A2. Alien #:	A3. Visa type:	A4. Initial U.S. entry date:
A5. Age:	A6. Gender:	A7. DOB:	A8. TB Class: B2 (TI 07)	
A9. Country of examination:			A10. Country of birth:	
A11a. Name in Care of: A11b. Phone Number: A11c. Address:			A12. a. Sponsor agency name: b. Phone(s): c. Address:	
B. Jurisdictional Information				
B1. Arrival jurisdiction:		B2. Current jurisdiction:		

([back](#))

How do I download an alien's TB Follow-Up Worksheet to Acrobat?

Use the Toolbar across the top of the screen to export the Worksheet to Acrobat.



Export a Worksheet to Acrobat Steps:

1. Click on the save/export icon to see the format choices.
2. Click on "Acrobat (PDF) file."
3. Click on "Export" to download the form in Excel or Acrobat format.
4. Rename the file and save it to your hard drive.
5. Print your saved file.
6. Fax or mail the Worksheet to the health department where the alien resides.

Note: E-mail is not secure and does not maintain the privacy of the individual. To maintain confidentiality, fax the form to the health department or mail the form to the health department, securing the Worksheet in an interior envelope that is marked "confidential." ([back](#))

What is the typical routine for completing the TB Follow-Up Worksheet and entering data in the EDN system?

New arrivals are asked to report to their local health department clinic within 30 days of their arrival in the jurisdiction. Each state/jurisdiction develops its own protocol that defines roles and responsibilities for health department staff, examining physicians, and data entry staff, including:

- Generating the TB Follow-Up Worksheet
- Sending the Worksheet and overseas records to the health department
- Communicating expectations for the examining physician
- Returning medical exam results and Worksheet to the health department
- Entering data from the follow-up medical exam in the EDN system
- Submitting the completed Worksheet to EDN ([back](#))

How long do I have to enter data from the follow-up medical exam in the EDN system?

CDC suggests that state and health departments initiate data entry in the TB Follow-Up Worksheet in the EDN system within 30 days after you receive notification from EDN of a new arrival. Earlier initiation is urged when possible.

You may not be able to complete data entry until treatment is completed. The EDN system allows you to save the data you have entered and wait to submit the worksheet until the U.S. medical valuation is completed.

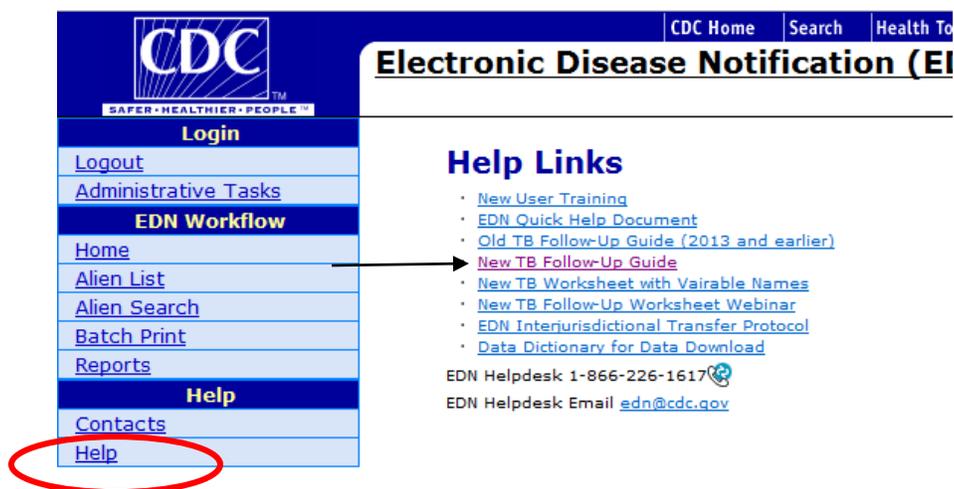
Valid endpoints for data entry include:

- The alien will not receive any treatment.
- The alien has been evaluated to a final TB Class (1-4). Diagnosis section question D3.
- The alien has completed treatment.
- The alien has moved from your jurisdiction.
- The alien has died.
- The alien returned to his or her country of origin.
- The alien has been lost to follow-up.

NOTE: Each alien has only one TB Follow-Up Worksheet in the EDN system. If you indicate that the Worksheet was not completed because the alien moved from your jurisdiction, the alien's next jurisdiction of residence can complete the follow-up and overwrite any information already entered on the Worksheet. ([back](#))

Where can I find step-by step instructions for completing the TB Follow-Up Worksheet?

Within the Help Section inside EDN, you can find a document called the New TB Follow-Up Guide. It extensively details each section of the TB Follow-Up worksheet and is a great resource when you have questions.



Please note the information below is just a quick overview of the TB Follow-up worksheet. Please see the TB Follow-Up Guide for more detailed information on each entry.

TB Follow-Up Worksheet Page 1

EDN TB Follow-Up Worksheet				Last reviewed: 6/21/2013
A. Demographic		A1. Name (Last, First, Middle):	A2. Alien #:	A3. Visa type:
A5. Age:	A6. Gender:	A7. DOB: _/_/____	A4. Initial U.S. entry date:	
A9. Country of examination:		A10. Country of birth:		
A11a. Address:		A12. a. Sponsor agency name:		
A11b. Phone:		b. Phone(s):		
A11c. Other:		c. Address:		
B. Jurisdictional Information				
B1. Arrival jurisdiction:		B2. Current jurisdiction:		
C. U.S. Evaluation				
C1. Date of Initial U.S. medical evaluation: _/_/____				
Mantoux Tuberculin Skin Test (TST)			Interferon-Gamma Release Assay (IGRA)	
C2a. Was a TST administered? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			C3a. Was IGRA administered? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
if YES, C2b. TST placement date: _/_/____			if YES, C3b. Date collected: _/_/____	
<input type="checkbox"/> Placement date unknown			<input type="checkbox"/> Date unknown	
C2c. TST mm: _____ <input type="checkbox"/> Unknown			C3c. IGRA brand: <input type="checkbox"/> QuantiFERON® <input type="checkbox"/> T-SPOT	
C2d. TST interpretation: <input type="checkbox"/> Positive <input type="checkbox"/> Negative			C3d. Result: <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Indeterminate	
<input type="checkbox"/> Unknown			<input type="checkbox"/> Invalid <input type="checkbox"/> Unknown	
C2e. History of Previous Positive TST <input type="checkbox"/>			C3e. History of previous positive IGRA <input type="checkbox"/>	
U.S. Review of Pre-Immigration CXR		U.S. Domestic CXR		Comparison
C4. Pre-immigration CXR available? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Verifiable		C7. U.S. domestic CXR done? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		C11. U.S. domestic CXR comparison to pre-immigration CXR: <input type="checkbox"/> Stable <input type="checkbox"/> Worsening <input type="checkbox"/> Improving <input type="checkbox"/> Unknown
C5. U.S. interpretation of pre-immigration CXR: <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal (must select one below): <input type="checkbox"/> Not consistent with active TB <input type="checkbox"/> Non-cavitary, consistent with TB <input type="checkbox"/> Cavitary, consistent with TB <input type="checkbox"/> Poor Quality <input type="checkbox"/> Unknown		if YES, C8. Date of U.S. CXR: _/_/____ C9. Interpretation of U.S. CXR: <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal (must select one below): <input type="checkbox"/> Not consistent with active TB <input type="checkbox"/> Non-cavitary, consistent with TB <input type="checkbox"/> Cavitary, consistent with TB <input type="checkbox"/> Unknown		
C6. Other pre-immigration CXR abnormalities: <input type="checkbox"/> Volume loss <input type="checkbox"/> Infiltrate <input type="checkbox"/> Granuloma(ta) <input type="checkbox"/> Adenopathy <input type="checkbox"/> Other (specify)		C10. U.S. domestic CXR abnormalities: <input type="checkbox"/> Volume loss <input type="checkbox"/> Infiltrate <input type="checkbox"/> Granuloma(ta) <input type="checkbox"/> Adenopathy <input type="checkbox"/> Other (specify)		
U.S. Review of Pre-Immigration Treatment				
C12a. Completed treatment pre-immigration? <input type="checkbox"/> Yes <input type="checkbox"/> No			C13. Arrived on treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
if YES, <input type="checkbox"/> Treated for TB disease <input type="checkbox"/> Treated for LTBI			if YES, <input type="checkbox"/> TB disease <input type="checkbox"/> LTBI	
C12b. Treatment start date: _/_/____ <input type="checkbox"/> Start date unknown			C13a. Start date: _/_/____ <input type="checkbox"/> Start date unknown	
C12c. Treatment end date: _/_/____ <input type="checkbox"/> End date unknown				
C12d. Treatment reported by: <input type="checkbox"/> Treatment documented on DS forms <input type="checkbox"/> Patient reported treatment completion at or before panel physician examination <input type="checkbox"/> Both-documented on DS forms & patient reported <input type="checkbox"/> Unknown			C14. Pre-Immigration treatment concerns? <input type="checkbox"/> Yes <input type="checkbox"/> No	
C12e. Standard TB treatment regimen was administered? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to verify			if YES, <input type="checkbox"/> Treatment duration too short <input type="checkbox"/> Incorrect treatment regimen <input type="checkbox"/> Other, please specify:	

**The TB
Follow-Up
Worksheet
Page 2**

Alien #	EDN TB Follow-Up Worksheet (Cont)				Last reviewed: 6/21/2013				
C15. U.S. Microscopy/Bacteriology*		Sputa collected in U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				<small>*Covers all results regardless of sputa collection method.</small>			
#	Date Collected	AFB Smear		Sputum Culture		Drug Susceptibility Testing			
1	___/___/___	<input type="checkbox"/> Positive <input type="checkbox"/> Not Done	<input type="checkbox"/> Negative <input type="checkbox"/> Unknown	<input type="checkbox"/> NTM <input type="checkbox"/> Contaminated <input type="checkbox"/> Not Done	<input type="checkbox"/> MTB Complex <input type="checkbox"/> Negative <input type="checkbox"/> Unknown	<input type="checkbox"/> MDR-TB <input type="checkbox"/> Mono-INH <input type="checkbox"/> No DR	<input type="checkbox"/> Mono-RIF <input type="checkbox"/> Other DR <input type="checkbox"/> Not Done		
2	___/___/___	<input type="checkbox"/> Positive <input type="checkbox"/> Not Done	<input type="checkbox"/> Negative <input type="checkbox"/> Unknown	<input type="checkbox"/> NTM <input type="checkbox"/> Contaminated <input type="checkbox"/> Not Done	<input type="checkbox"/> MTB Complex <input type="checkbox"/> Negative <input type="checkbox"/> Unknown	<input type="checkbox"/> MDR-TB <input type="checkbox"/> Mono-INH <input type="checkbox"/> No DR	<input type="checkbox"/> Mono-RIF <input type="checkbox"/> Other DR <input type="checkbox"/> Not Done		
3	___/___/___	<input type="checkbox"/> Positive <input type="checkbox"/> Not Done	<input type="checkbox"/> Negative <input type="checkbox"/> Unknown	<input type="checkbox"/> NTM <input type="checkbox"/> Contaminated <input type="checkbox"/> Not Done	<input type="checkbox"/> MTB Complex <input type="checkbox"/> Negative <input type="checkbox"/> Unknown	<input type="checkbox"/> MDR-TB <input type="checkbox"/> Mono-INH <input type="checkbox"/> No DR	<input type="checkbox"/> Mono-RIF <input type="checkbox"/> Other DR <input type="checkbox"/> Not Done		
D. Evaluation Disposition									
D1. Evaluation disposition date: ___/___/___									
D2. Evaluation disposition:									
<input type="checkbox"/> Completed evaluation <small>If evaluation was completed, was treatment recommended?</small> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> LTBI <input type="checkbox"/> Active TB									
<input type="checkbox"/> Initiated Evaluation / Not completed <small>If evaluation was NOT completed, why not?</small> <input type="checkbox"/> Not Located <input type="checkbox"/> Lost to Follow-Up <input type="checkbox"/> Refused Evaluation <input type="checkbox"/> Unknown									
<input type="checkbox"/> Moved within U.S., transferred to: <input type="checkbox"/> Moved outside U.S. <input type="checkbox"/> Died <input type="checkbox"/> Other, specify									
D3. Diagnosis									
<input type="checkbox"/> Class 0 - No TB exposure, not infected <input type="checkbox"/> Class 1 - TB exposure, no evidence of infection <input type="checkbox"/> Class 2 - TB infection, no disease <input type="checkbox"/> Class 3 - TB, TB disease <input type="checkbox"/> Class 4 - TB, inactive disease <input type="checkbox"/> Pulmonary <input type="checkbox"/> Extra-pulmonary <input type="checkbox"/> Both sites									
D. <input type="checkbox"/> if diagnosed with TB disease, <input type="checkbox"/> RVCT Reported									
D5. RVCT #: _____ <input type="checkbox"/> RVCT # unknown									
E. U.S. Treatment									
E1. U.S. treatment initiated: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown									
If NO, specify the reason:									
<input type="checkbox"/> Patient declined against medical advice <input type="checkbox"/> Died <input type="checkbox"/> Unknown									
<input type="checkbox"/> Lost to follow-up <input type="checkbox"/> Moved outside the U.S. <input type="checkbox"/> Moved within U.S., transferred to: <input type="checkbox"/> Other (specify)									
If YES: <input type="checkbox"/> TB disease <input type="checkbox"/> LTBI									
E2. Treatment start date: ___/___/___									
E3. U.S. treatment completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown									
If NO, specify the reason:									
<input type="checkbox"/> Patient stopped against medical advice <input type="checkbox"/> Provider decision <input type="checkbox"/> Died									
<input type="checkbox"/> Lost to follow-up <input type="checkbox"/> Moved outside the U.S. <input type="checkbox"/> Unknown									
<input type="checkbox"/> Adverse effect <input type="checkbox"/> Moved within U.S., transferred to: <input type="checkbox"/> Other (specify)									
If treatment was completed, E4. Treatment completion date: ___/___/___									
If treatment was initiated but NOT completed, E5. Treatment end date: ___/___/___									
F. Comments									
G. Screen Site Information									
Provider's Name:									
Clinic Name:									
Telephone Number:									

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A. Demographic		EDN TB Follow-Up Worksheet		Last reviewed: 6/21/2013	
A1. Name (Last, First, Middle): ,		A2. Alien #:	A3. Visa type:	A4. Initial U.S. entry date:	
A5. Age:	A6. Gender:	A7. DOB: _ / _ / _	A8. TB Class:		
A9. Country of examination:			A10. Country of birth:		
A11a. Address: A11b. Phone: A11c. Other:			A12. a. Sponsor agency name: b. Phone(s): c. Address:		

A. Demographic Information Worksheet Entry Steps

This section is pre-populated by the EDN system for aliens diagnosed overseas with a TB condition. It includes the alien's demographic information.

If this section is blank, enter the Name, Alien Number (Alien #), and Date of Birth (DOB). That is sufficient. ([back](#))

B. Jurisdictional Information	
B1. Arrival jurisdiction:	B2. Current jurisdiction:

B. Jurisdictional Information Worksheet Entry Steps

This section is also pre-populated by EDN for aliens diagnosed overseas with a TB condition. It provides jurisdictional information based on the alien's U.S. address.

If this section is blank, no worries. Leave it blank. ([back](#))

C. U.S. Evaluation

C1. Date of Initial U.S. medical evaluation: ___/___/___

Mantoux Tuberculin Skin Test (TST)	
C2a. Was a TST administered?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
<i>If YES,</i> C2b. TST placement date:	___/___/___ <input type="checkbox"/> Placement date unknown
C2c. TST mm:	_____ <input type="checkbox"/> Unknown
C2d. TST interpretation:	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Unknown
C2e. History of Previous Positive TST	<input type="checkbox"/>
Interferon-Gamma Release Assay (IGRA)	
C3a. Was IGRA administered?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
<i>If YES,</i> C3b. Date collected:	___/___/___ <input type="checkbox"/> Date unknown
C3c. IGRA brand:	<input type="checkbox"/> QuantiFERON® <input type="checkbox"/> T-SPOT <input type="checkbox"/> Other (specify): _____
C3d. Result:	<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Indeterminate <input type="checkbox"/> Invalid <input type="checkbox"/> Unknown
C3e. History of previous positive IGRA	<input type="checkbox"/>

C. U.S. Evaluation Worksheet Entry Steps

This section is for data entry of the initial medical evaluation performed in the U.S.

C1 – Enter the month, day, and year when the medical evaluation for an immigrant or refugee was initiated by a U.S. medical provider, resulting in initial diagnostic tests or medical assessment (e.g., 03/09/2009). Please note that this is not the date when the health department first contacted the immigrant or refugee.

C2a – Check the appropriate box

C2b – If C2a “Yes,” enter the date the TST was placed

C2c – If C2a “Yes,” write the mm size of the induration (e.g., 0 mm)

C2d – If C2a “Yes,” check the appropriate box based on induration size and risk factors

C2e – If client has documentation of a previous positive TST, check box and leave C2a–C2d blank

C3a – Check the appropriate box

C3b – If C3a “Yes,” enter the date of the blood draw

C3c – If C3a “Yes,” check the appropriate box

C3d- Check the appropriate box

C3e- Check box if applicable

([back](#))

U.S. Review of Pre-Immigration CXR Worksheet Entry Steps

C4 – Check the appropriate box
NOTE: C4 is “Yes” only if a clinician in the U.S. reviewed the film/disc brought by the alien from overseas. This information is not from the overseas medical forms.

C5 – If C4 “Yes,” check the appropriate box

C6 – If C4 “Yes” and C5 “Abnormal,” check the appropriate box
NOTE: If abnormality does not appear in the choices listed in C6, check “Other” and write the abnormality on the line.

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U.S. Review of Pre-Immigration CXR	
C4. Pre-immigration CXR available?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not Verifiable
C5. U.S. interpretation of pre-immigration CXR:	
<input type="checkbox"/> Normal	
<input type="checkbox"/> Abnormal (must select one below):	
<input type="checkbox"/> Not consistent with active TB	
<input type="checkbox"/> Non-cavitary, consistent with TB	
<input type="checkbox"/> Cavitary, consistent with TB	
<input type="checkbox"/> Poor Quality	
<input type="checkbox"/> Unknown	
C6. Other pre-immigration CXR abnormalities:	
<input type="checkbox"/> Volume loss	<input type="checkbox"/> Infiltrate <input type="checkbox"/> Granuloma(ta)
<input type="checkbox"/> Adenopathy	<input type="checkbox"/> Other (specify)

Domestic Chest X-Ray (CXR) Worksheet Entry Steps

C7 – Check the appropriate box

C8 – If C7 “Yes,” enter the date of the U.S. Chest X-Ray

C9 – If C7 “Yes,” check the appropriate box

C10 – If C7 “Yes” and C9 “Abnormal,” check the appropriate box

NOTE: If abnormality does not appear in the choices listed in C10, check “Other” and write the abnormality on the line.

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U.S. Domestic CXR	
C7. U.S. domestic CXR done?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Unknown
If YES, C8. Date of U.S. CXR: ___/___/___	
C9. Interpretation of U.S. CXR:	
<input type="checkbox"/> Normal	
<input type="checkbox"/> Abnormal (must select one below):	
<input type="checkbox"/> Not consistent with active TB	
<input type="checkbox"/> Non-cavitary, consistent with TB	
<input type="checkbox"/> Cavitary, consistent with TB	
<input type="checkbox"/> Unknown	
C10. U.S. domestic CXR abnormalities:	
<input type="checkbox"/> Volume loss	<input type="checkbox"/> Infiltrate <input type="checkbox"/> Granuloma(ta)
<input type="checkbox"/> Adenopathy	<input type="checkbox"/> Other (specify)

Comparison Worksheet Entry Steps

C11 - If C4 and C7 both "Yes," check the appropriate box.

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Comparison	
C11. U.S. CXR Comparison to Overseas CXR:	
<input type="checkbox"/>	Stable
<input type="checkbox"/>	Worsening
<input type="checkbox"/>	Improving
<input type="checkbox"/>	Unknown

U.S. Review of Pre-Immigration Treatment Entry Steps:

U.S. Review of Pre-Immigration Treatment

C12a. Completed treatment pre-immigration? Yes No
 If YES, Treated for TB disease Treated for LTBI
 C12b. Treatment start date: ___/___/___ Start date unknown
 C12c. Treatment end date: ___/___/___ End date unknown
 C12d. Treatment reported by:
 Treatment documented on DS forms
 Patient reported treatment completion at or before panel physician examination
 Both-documented on DS forms & patient reported
 Unknown
 C12e. Standard TB treatment regimen was administered?
 Yes No Unable to verify

C13. Arrived on treatment?
 Yes No Unknown
 If YES, TB disease LTBI
 C13a. Start date: ___/___/___ Start date unknown
 C14: Pre-Immigration treatment concerns?
 Yes No
 If YES,
 Treatment duration too short
 Incorrect treatment regimen
 Other, please specify:

C12a Check the appropriate box

C12b If C12a "Yes", enter date treatment started

C12c If C12a "Yes", enter date treatment ended

C12d If C12a "Yes", check the appropriate box

C12e If C12a "Yes", check the appropriate box

C13 Check the appropriate box

C13a If C13 "Yes", enter date treatment started

C14 Check the appropriate box or boxes

US Microscopy/Bacteriology

Alien #		EDN TB Follow-Up Worksheet (Cont)				Last reviewed: 6/21/2013	
C15. U.S. Microscopy/Bacteriology*		Sputa collected in U.S.?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<small>*Covers all results regardless of sputa collection method.</small>	
#	Date Collected	AFB Smear		Sputum Culture		Drug Susceptibility Testing	
1	___/___/___	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	<input type="checkbox"/> NTM	<input type="checkbox"/> MTB Complex	<input type="checkbox"/> MDR-TB	<input type="checkbox"/> Mono-RIF
		<input type="checkbox"/> Not Done	<input type="checkbox"/> Unknown	<input type="checkbox"/> Contaminated	<input type="checkbox"/> Negative	<input type="checkbox"/> Mono-INH	<input type="checkbox"/> Other DR
				<input type="checkbox"/> Not Done	<input type="checkbox"/> Unknown	<input type="checkbox"/> No DR	<input type="checkbox"/> Not Done
2	___/___/___	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	<input type="checkbox"/> NTM	<input type="checkbox"/> MTB Complex	<input type="checkbox"/> MDR-TB	<input type="checkbox"/> Mono-RIF
		<input type="checkbox"/> Not Done	<input type="checkbox"/> Unknown	<input type="checkbox"/> Contaminated	<input type="checkbox"/> Negative	<input type="checkbox"/> Mono-INH	<input type="checkbox"/> Other DR
				<input type="checkbox"/> Not Done	<input type="checkbox"/> Unknown	<input type="checkbox"/> No DR	<input type="checkbox"/> Not Done
3	___/___/___	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	<input type="checkbox"/> NTM	<input type="checkbox"/> MTB Complex	<input type="checkbox"/> MDR-TB	<input type="checkbox"/> Mono-RIF
		<input type="checkbox"/> Not Done	<input type="checkbox"/> Unknown	<input type="checkbox"/> Contaminated	<input type="checkbox"/> Negative	<input type="checkbox"/> Mono-INH	<input type="checkbox"/> Other DR
				<input type="checkbox"/> Not Done	<input type="checkbox"/> Unknown	<input type="checkbox"/> No DR	<input type="checkbox"/> Not Done

C15 Check the appropriate box. Sputum includes spontaneous and induced sputum. Sputum or pulmonary secretions obtained by bronchoscopy procedures or gastric aspiration should also be included. Do NOT include tracheal suction. If C15 "Yes", indicate dates of testing.

Evaluation Disposition

D. Evaluation Disposition	
D1. Evaluation disposition date:	___/___/___

D1 Enter the date the evaluation was completed and the treatment recommendation. If not completed, leave this blank.

D2. Evaluation disposition:

<input type="checkbox"/> Completed evaluation	<input type="checkbox"/> Initiated Evaluation / Not completed	<input type="checkbox"/> Did not initiate evaluation
<i>If evaluation was completed, was treatment recommended?</i>	<i>If evaluation was NOT completed, why not?</i>	
<input type="checkbox"/> Yes	<input type="checkbox"/> Not Located	<input type="checkbox"/> Moved within U.S., transferred to:
<input type="checkbox"/> No	<input type="checkbox"/> Lost to Follow-Up	<input type="checkbox"/> Moved outside U.S.
<input type="checkbox"/> LTBI	<input type="checkbox"/> Refused Evaluation	<input type="checkbox"/> Died
<input type="checkbox"/> Active TB	<input type="checkbox"/> Unknown	<input type="checkbox"/> Other, specify

D2 Check the appropriate box

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D3. Diagnosis	<input type="checkbox"/> Class 0 - No TB exposure, not infected <input type="checkbox"/> Class 2 - TB infection, no disease <input type="checkbox"/> Class 4 - TB, inactive disease	<input type="checkbox"/> Class 1 - TB exposure, no evidence of infection <input type="checkbox"/> Class 3 - TB, TB disease <input type="checkbox"/> Pulmonary <input type="checkbox"/> Extra-pulmonary <input type="checkbox"/> Both sites
D4 <i>If diagnosed with TB disease,</i> <input type="checkbox"/> RVCT Reported		D5. RVCT #: <input type="checkbox"/> RVCT # unknown

D3 Select appropriate diagnosis

D4 - "RVCT" means Report of Verified Case of TB sent to CDC.

NOTE: This information may be reported at the state level rather than by the county health department nurse.

*Each state should establish a protocol for assigning an RVCT number and completing the RVCT form. ([back](#))

E. U.S. Treatment Worksheet Steps:

E. U.S. Treatment	
E1. U.S. treatment initiated:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
<i>If NO, specify the reason:</i>	
<input type="checkbox"/> Patient declined against medical advice	<input type="checkbox"/> Lost to follow-up
<input type="checkbox"/> Died	<input type="checkbox"/> Moved outside the U.S.
<input type="checkbox"/> Unknown	<input type="checkbox"/> Moved within U.S, transferred to: <input type="checkbox"/> Other (specify)
<i>If YES:</i> <input type="checkbox"/> TB disease <input type="checkbox"/> LTBI	
E2. Treatment start date: ___/___/___	
E3. U.S. treatment completed:	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
<i>If NO, specify the reason:</i>	
<input type="checkbox"/> Patient stopped against medical advice	<input type="checkbox"/> Lost to follow-up
<input type="checkbox"/> Provider decision	<input type="checkbox"/> Moved outside the U.S.
<input type="checkbox"/> Died	<input type="checkbox"/> Moved within U.S, transferred to: <input type="checkbox"/> Other (specify)
<i>If treatment was completed,</i>	E4. Treatment completion date: ___/___/___
<i>If treatment was initiated but NOT completed,</i>	E5. Treatment end date: ___/___/___

Enter information regarding tuberculosis treatment provided to the alien in the United States in this section.

E1 – Check appropriate box

If "No Treatment," specify the reason and **return** to the state department of health now.

If E1 is "Yes" check appropriate box, TB disease or LTBI

E2 Indicate treatment start date

E3 – Check appropriate box

If "No," specify the reason and **return** to the state department of health now.

E4 – If E3 “Yes,” write mm/dd/yyyy that I/R finished treatment, if treatment was completed.

E5 If E3 “Yes” write mm/dd/yyy that I/R ended treatment if treatment was initiated but not completed.

Return to the state department of health now ([back](#))

F. Comments Worksheet Entry Steps:

F. Comments

F - Enter comments as desired. Comments might include:

- Estimated date for completion of treatment
- Concerns about inadequate or inappropriate drug regimen, drug doses, or treatment length for overseas treatment
- Treatment for TB infection (LTBI) overseas
- The arriver’s planned date of return to the United States, if he or she temporarily returned to the country of origin. ([back](#))

G. Screen Site Information:

G. Screen Site Information
Provider's Name:
Clinic Name:
Telephone Number:

G – Name, Clinic Name and telephone number of the provider who performed US medical evaluation. ([back](#))

Additional TB Follow-Up Worksheet Resources

[TB Follow-Up Worksheet Webinar](#)

Found within the Help section inside EDN

[TB Follow-Up Worksheet with Variable names](#)

Found within the Help section inside EDN

[TB Follow-Up Guide- BEST RESOURCE!!](#)

Found within the Help section inside EDN

How do I get the physicians in my jurisdiction to complete the TB Follow-Up Worksheet

There are two possible approaches to improving return:

- Physicians in your jurisdiction may not know the purpose of the TB Follow-Up Worksheet or recognize the importance of completing the worksheet for aliens identified with TB conditions. Outreach to the physicians in your area could be the key to improved rates of return.
- Physicians in your jurisdiction may benefit from having access to a good TB screening protocol. Click on <http://www.cdc.gov/ncidod/dq/refugee/index.htm> to link to current screening medical screening protocol that also clarifies the TB classifications.

The importance of using a standardized set of variables across all jurisdictions cannot be overemphasized if we are to achieve the full potential of the TB Follow-Up Worksheet as a surveillance tool. ([back](#))

TB Follow-Up Worksheet Data Entry

Worksheet Data Entry FAQ

- When do I enter data about refugees and immigrants in the EDN system?
- Worksheet Data Entry Rules and Tips
- How do I access data entry in the EDN system?
- Sections of the Data Entry Screen
- Worksheet Data Entry Steps
- If the EDN system finds an error in the data I have entered, how do I find the error and fix it?
- Is a case of TB considered “reported” when I submit data from a TB Follow-Up Worksheet to EDN?
- How are the data I submit to EDN analyzed and evaluated by CDC?

Worksheet Data Entry: Key Terms

access data entry
CDC data analysis
comments (data entry)
data entry error
disposition (data entry)
domestic CXR data entry
how to enter data
report TB case
review of overseas CXR (data entry)
review of overseas treatment (data entry)
screen site (data entry)
sign/submit (data entry)
treatment (data entry)
sections of data entry
U.S. CXR comparison (data entry)
U.S. evaluation data entry
when to enter data
U.S. microscopy/bateriology (data entry)
U.S. treatment (data entry)
Worksheet data entry rules and tips

When does EDN enter data about refugees and immigrants?

- Data are entered into EDN for all refugees, regardless of their medical condition.
- Data are entered for immigrants only if they have been diagnosed with a TB condition overseas.

When do I enter data into EDN?

CDC suggests that you initiate data entry in the EDN system within 30 days after you receive notification of a new arrival from EDN. Earlier initiation is

urged when possible. You should schedule data entry at intervals to keep the EDN system updated about an alien with a TB condition throughout follow-up. ([back](#))

Worksheet Data Entry Rules and Tips

1. A red asterisk (*) indicates a required field.
2. The EDN system does not allow you to uncheck a "Yes" or "No" entry. You can change a "Yes" answer by clicking in the "No" or "Unknown" field.
3. The rule for saving/submitting data is "Save at any time—submit when done."
4. "Save at any time" means:
 - You can save a partially completed form in the system. You can re-enter "Worksheet Data Entry" and add more data at any time.
5. "Submit when done" means you are done—you have completed data entry for an alien, and you are ready to send it to EDN. Valid end points for a TB Follow-Up Worksheet include:
 - The alien will not receive any treatment.
 - The alien has been evaluated to a final TB Class (1–4) question D3.
 - The alien has completed treatment.
 - The alien has moved from your jurisdiction.
 - The alien returned to his or her country of origin.
 - The alien has died.
 - The alien refused treatment.
 - The alien has been lost to follow-up.
6. The EDN system checks three separate times to make sure you have entered data correctly. These checks are called validations; they ensure that data entered on all TB Follow-Up Worksheets from all states are comparable.
 - While you are entering data in a field, the EDN system validates some fields to ensure they were entered in a valid format.
 - When you save or submit the form, the EDN system validates that you have entered all data in the format required. For example, dates are entered as mm/dd/yyyy (e.g., 05/15/2009) and fields that require a positive number contain a positive number rather than a negative number.
 - When you submit the form, the EDN system compares fields to validate that data are consistent (cross-field validation) and all required fields are completed. For example, if you answered "Yes" to C7, a date (mm/dd/yyyy) must be entered in C8.

([back](#))

How do I access Worksheet Data Entry in the EDN system?

Worksheet Data Entry

Access Worksheet Data Entry Steps:

1. Click on Alien List in the EDN Workflow.
2. Select an alien with a TB condition from the list and click on the Alien Number.
3. Click on "Worksheet Data Entry" in the Worksheet menu.
4. The TB Follow-Up Worksheet data entry pages have most of the same fields on the TB Follow-Up Worksheet. The alien's identifying information—alien number, name, and file number—appears in the menu on the left side of the page. ([back](#))

Sections of the Data Entry Screen

- C: U.S. Evaluation
- D: Disposition
- E: U.S. Treatment
- F: Comments
- G: Screen Site Information ([back](#))

TB Follow-Up Worksheet

Status: Not Started

C. U.S. Evaluation

*C1. Date of initial U.S. medical evaluation:	<input type="text"/> (mm/dd/yyyy)
*C2a. Was a TST administered?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
C2b. TST Placement Date:	<input type="text"/> (mm/dd/yyyy) <input type="checkbox"/> Placement date unknown
C2c. mm:	<input type="text"/> <input type="checkbox"/> Unknown
C2d. TST interpretation:	<input type="radio"/> Positive <input type="radio"/> Negative <input type="radio"/> Unknown
C2e. History of previous positive TST:	<input type="checkbox"/>
*C3a. Was IGRA administered?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
C3b. Date collected:	<input type="text"/> (mm/dd/yyyy) <input type="checkbox"/> Date unknown
C3c. IGRA brand:	<input type="radio"/> QuantiFERON® <input type="radio"/> T-SPOT <input type="radio"/> Other, specify <input type="text"/>
C3d. Result:	<input type="radio"/> Positive <input type="radio"/> Negative <input type="radio"/> Indeterminate <input type="radio"/> Invalid <input type="radio"/> Unknown
C3e. History of previous positive IGRA	<input type="checkbox"/>

C. Steps for U.S. Evaluation Data Entry

C1 – Enter the month, day, and year when the medical evaluation for an immigrant or refugee was initiated by a U.S. medical provider, resulting in initial diagnostic tests or medical assessment (e.g., 03/09/2009)

C2a – Check the appropriate box

C2b – If C2a “Yes,” enter the date the TST was placed

C2c – If C2a “Yes,” enter the mm size of the induration (e.g., 0 mm)

C2d – If C2a “Yes,” check the appropriate box based on induration size and risk factors

C2e – If client has documentation of a previous positive TST, check box and leave C2a–C2d blank

C3a – Check the appropriate box

C3b – If C3a “yes,” enter the date of the blood draw for the QFT

C3c – If C3a “yes,” check the appropriate box ([back](#))

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U.S. Review of Pre-Immigration CXR	
*C4. Pre-immigration CXR available?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Verifiable
*C5. U.S. interpretation of pre-immigration CXR:	<input type="radio"/> Normal <input type="radio"/> Unknown <input type="radio"/> Abnormal <input type="radio"/> Poor Quality If Abnormal, <input type="radio"/> Not consistent with active TB <input type="radio"/> Non-cavitary, consistent with TB <input type="radio"/> Cavitary, consistent with TB
C6. Other pre-immigration CXR abnormalities:	<input type="checkbox"/> Volume loss <input type="checkbox"/> Infiltrate <input type="checkbox"/> Granuloma(ta) <input type="checkbox"/> Adenopathy <input type="checkbox"/> Other (Specify) <input style="width: 100px;" type="text"/>

C4 – Check the appropriate box

“Yes” means overseas CXR was physically available. “Unknown” means it is unknown whether the overseas CXR was available to the US clinician. “Not Verifiable” means the overseas CXR did not have both the person’s name and date of birth

C5 – If C4 “Yes,” check the appropriate box. “Unknown” means the US clinician’s interpretation of the overseas CXR is unknown for reasons other than results pending. Indicate the US clinician’s interpretation of the overseas CXR. If C4 “No”, leave blank. Please do not transcribe what was reported on the overseas medical evaluation to complete this section.

C6 – If C4 “Yes” and C5 “Abnormal,” check the appropriate box

NOTE: If abnormality does not appear in the choices listed in C6, check “Other” and write the abnormality on the line. If C4 “No”, please leave this section blank. Do not transcribe what was on the overseas medical evaluation to complete this section.

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U.S. Domestic CXR	
*C7. U.S. domestic CXR done?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
C8. Date of U.S. CXR:	<input style="width: 100px;" type="text"/> (mm/dd/yyyy)
*C9. Interpretation of U.S. domestic CXR:	<input type="radio"/> Normal <input type="radio"/> Unknown <input type="radio"/> Abnormal If Abnormal, <input type="radio"/> Not consistent with active TB <input type="radio"/> Non-cavitary, consistent with TB <input type="radio"/> Cavitary, consistent with TB
C10. Other U.S. domestic CXR abnormalities:	<input type="checkbox"/> Volume loss <input type="checkbox"/> Infiltrate <input type="checkbox"/> Granuloma(ta) <input type="checkbox"/> Adenopathy <input type="checkbox"/> Other (Specify) <input style="width: 100px;" type="text"/>
*C11. U.S. domestic CXR comparison to pre-immigration CXR:	<input type="radio"/> Stable <input type="radio"/> Worsening <input type="radio"/> Improving <input type="radio"/> Unknown

C7 – Check the appropriate box. Indicate if a CXR was done during domestic screening for TB. If it is not known whether a CXR was done for the TB Class

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arriver or the interpretation of the domestic CXR is not known for reasons other than 'results pending', please indicate "unknown".

C8 – If C7 "Yes," enter the date of the U.S. Chest X-Ray

C9 – If C7 "Yes," check the appropriate box. The interpretation is considered "unknown" if the CXR or result is not available. NOTE: This interpretation is done by a U.S clinician on the **DOMESTIC** CXR, not overseas CXR.

C10 – If C7 "Yes" and "Abnormal," check the appropriate box

NOTE: If abnormality does not appear in the choices listed in C10, check "other" and enter the abnormality in the box. ([back](#))

C11 – If C4 and C7 both "Yes," check the appropriate box.

U.S. Review of Pre-Immigration Treatment	
*C12a. Completed treatment pre-immigration?	<input type="radio"/> Yes <input type="radio"/> No
	If yes,
	<input type="radio"/> Treated for TB disease <input type="radio"/> Treated for LTBI
C12b. Treatment start date:	<input type="text"/> (mm/dd/yyyy)
	<input type="checkbox"/> Start date unknown
C12c. Treatment end date:	<input type="text"/> (mm/dd/yyyy)
	<input type="checkbox"/> End date unknown
C12d. Treatment reported by:	If Yes,
	<input type="radio"/> Patient-Reported <input type="radio"/> Panel Physician-Documented <input type="radio"/> Both <input type="radio"/> Unknown
C12e. Standard TB treatment regimen was administered?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unable to verify
*C13. Arrived on treatment?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
	If yes,
	<input type="radio"/> TB disease <input type="radio"/> LTBI
C13a. Start date:	<input type="text"/> (mm/dd/yyyy)
	<input type="checkbox"/> Start date unknown
*C14. Pre-Immigration treatment concerns?	<input type="radio"/> Yes <input type="radio"/> No
	If yes,
	<input type="radio"/> Treatment duration too short
	<input type="radio"/> Incorrect treatment regimen
	<input type="radio"/> Other, please specify:
	<input type="text"/>

C12 – Check appropriate box. If treatment for LTBI or active TB disease was completed pre-immigration, please indicate “Yes” and whether the person was treated for LTBI or active TB disease

C12b. Indicate date treatment was started

C12c. Indicate date treatment was ended

C12d. Indicate who reported treatment history

C12e. Check appropriate box. Indicates whether overseas treatment was reviewed by U.S clinician. Also determines whether treatment was documented by the panel physician on the DS forms, was reported by the patient, or was reported by both.

C13- Check appropriate box

C13a- Indicate date treatment was started

C14- Check appropriate box. Indicates whether the U.S clinician has concerns regarding the treatment regimen prescribed by the overseas panel physician. If there are concerns, the U.S. clinician should provide comments in section F.

US Microscopy/Bacteriology

C15. U.S. Microscopy/Bacteriology				
*Sputa collected in U.S.?		<input type="radio"/> Yes <input type="radio"/> No		
Spec #	Date	AFB Smear	Sputum Culture	Drug Susceptibility Testing
1	<input type="text"/> (mm/dd/yyyy)	<input type="radio"/> Positive <input type="radio"/> Not Done <input type="radio"/> Negative <input type="radio"/> Unknown	<input type="radio"/> NTM <input type="radio"/> Contaminated <input type="radio"/> Not Done <input type="radio"/> MTB Complex <input type="radio"/> Negative <input type="radio"/> Unknown	<input type="radio"/> MDR-TB <input type="radio"/> Mono-INH <input type="radio"/> No DR <input type="radio"/> Mono-RIF <input type="radio"/> Other DR <input type="radio"/> Not Done
2	<input type="text"/> (mm/dd/yyyy)	<input type="radio"/> Positive <input type="radio"/> Not Done <input type="radio"/> Negative <input type="radio"/> Unknown	<input type="radio"/> NTM <input type="radio"/> Contaminated <input type="radio"/> Not Done <input type="radio"/> MTB Complex <input type="radio"/> Negative <input type="radio"/> Unknown	<input type="radio"/> MDR-TB <input type="radio"/> Mono-INH <input type="radio"/> No DR <input type="radio"/> Mono-RIF <input type="radio"/> Other DR <input type="radio"/> Not Done
3	<input type="text"/> (mm/dd/yyyy)	<input type="radio"/> Positive <input type="radio"/> Not Done <input type="radio"/> Negative <input type="radio"/> Unknown	<input type="radio"/> NTM <input type="radio"/> Contaminated <input type="radio"/> Not Done <input type="radio"/> MTB Complex <input type="radio"/> Negative <input type="radio"/> Unknown	<input type="radio"/> MDR-TB <input type="radio"/> Mono-INH <input type="radio"/> No DR <input type="radio"/> Mono-RIF <input type="radio"/> Other DR <input type="radio"/> Not Done

C15- If specimen collected, complete Rows 1-2-3 (one row for each specimen)

Specimen Source – Click on the down arrow next to “Please Select” to view selections:

- Sputum
- Bronchial Washing
- Lymph Node Biopsy
- Gastric Fluids
- Other

Select the specimen source by clicking on the type of specimen.

Date – Enter the mm/dd/yyyy each specimen was collected

AFB Smear Result – Check the appropriate box

Sputum Culture – Check the appropriate box

Drug Susceptibility Testing Check the appropriate box [\(back\)](#)

D. Disposition Data Entry Steps:

This section collects information on whether a TB follow-up evaluation has been completed. The end points of an evaluation are indicated in D2 (i.e., Completed Evaluation, Initiated Evaluation/Not Completed, Did Not Initiate Evaluation).

D. Evaluation Disposition

*D1. Disposition Date:	<input type="text"/> (mm/dd/yyyy)
*D2. Evaluation disposition:	<input type="radio"/> Completed evaluation <input type="radio"/> Initiated evaluation/Not completed <input type="radio"/> Did not initiate evaluation
If evaluation was completed, was treatment recommended?	<input type="radio"/> Yes <input type="radio"/> No If yes, <input type="radio"/> LTBI <input type="radio"/> Active TB
If evaluation was NOT completed, why not?	<input type="radio"/> Not located <input type="radio"/> Moved within U.S. <input type="radio"/> Lost to follow-up <input type="radio"/> Moved outside U.S. <input type="radio"/> Refused evaluation <input type="radio"/> Died <input type="radio"/> Unknown <input type="radio"/> Other(Specify) <input type="text"/>
	If Moved within U.S., transferred to: <input type="text"/>
*D3. Diagnosis:	<input type="radio"/> Class 0 - No TB Exposure, not infected <input type="radio"/> Class 1 - TB exposure, no evidence of infection <input type="radio"/> Class 2 - TB infection, no disease <input type="radio"/> Class 3 - TB, active disease <input type="radio"/> Class 4 - TB, inactive disease If Class 3 <input type="radio"/> Pulmonary <input type="radio"/> Extrapulmonary <input type="radio"/> Both Sites
D4. RVCT Reported:	<input type="checkbox"/>
D5. RVCT #:	<input type="text"/> <input type="checkbox"/> RVCT # unknown

This section is for entry of information following the completion of the alien's U.S. medical evaluation.

D1 – Enter the date the evaluation was completed and treatment recommendation. If not completed, leave this blank.

D2 – Check appropriate box

If completed, check “Completed Evaluation”

If initiated but not completed, check “Initiated Evaluation/Not Completed”

Submit to EDN now

NOTE: If patient moved but you do not have a forwarding address, check “Lost to Follow-up”

If reason is other than what is listed, check “Other” and enter the reason in the field.

If not initiated, check “Did Not Initiate Evaluation”

Submit to EDN now

NOTE: If patient moved but you do not have a forwarding address, check “Lost to Follow-up.” If reason is other than what is listed, check “Other” and enter the reason in the field provided.

D3 – Check appropriate box

Note: If Class 3, check appropriate box. See

<http://wonder.cdc.gov/wonder/prevquid/p0000425/p0000425.asp#head007000000000000> for class definitions

D4 - “RVCT” means Report of Verified Case of TB sent to CDC.

NOTE: This information may be reported at the state level rather than by the county health department nurse.

D5 – Each state should establish the protocols for assigning an RVCT number and completing the RVCT form. ([back](#))

E. U.S. Treatment Data Entry Steps

Section E collects information on domestic TB treatment. Section E should be filled out only if treatment was recommended for a person with a Class 2, 3, or 4 classifications

E. U.S. Treatment

E1. U.S. Treatment Initiated:		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown If yes, <input type="radio"/> TB disease <input type="radio"/> LTBI If no, <input type="radio"/> Patient declined against medical advice <input type="radio"/> Lost to follow-up <input type="radio"/> Moved within U.S. <input type="radio"/> Died <input type="radio"/> Moved outside U.S. <input type="radio"/> Unknown <input type="radio"/> Other(Specify) <input type="text"/> If Moved within U.S., transferred to: <input type="text"/>
E2. U.S. Treatment Start Date:	<input type="text"/>	(mm/dd/yyyy)
E3. U.S. Treatment completed:		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown If no, <input type="radio"/> Patient declined against medical advice <input type="radio"/> Lost to follow-up <input type="radio"/> Adverse effect <input type="radio"/> Provider decision <input type="radio"/> Moved outside U.S. <input type="radio"/> Moved within U.S. <input type="radio"/> Died <input type="radio"/> Unknown <input type="radio"/> Other(Specify) <input type="text"/> If Moved within U.S., transferred to: <input type="text"/>
<i>If treatment was completed,</i> E4. Treatment completion date:	<input type="text"/>	(mm/dd/yyyy)
<i>If treatment was initiated but not completed,</i> E5. Treatment end date:	<input type="text"/>	(mm/dd/yyyy)

E1 – Check appropriate box
 If “No Treatment” or “Unknown,” **submit** to EDN now

E2 – If E1 is “Active Disease” or “LTBI,” write mm/dd/yyyy that the alien started treatment.

E3 – Check appropriate box
If “Yes” or “Unknown,” **submit** to EDN now

E4 – If E3 “yes,” write mm/dd/yyyy that alien finished treatment.
Submit to EDN ([back](#))

F. Comments Entry Steps:

F. Comments
<input type="text"/>

1. Enter comments as desired. Comments might include:
 - Estimated date for completion of treatment
 - Concerns about inadequate or inappropriate drug regimen, drug doses, or treatment length for overseas treatment
 - Treatment for TB infection (LTBI) overseas ([back](#))

G. Screen Site Information Entry Steps:

G. Screen Site Information

Provider's Name:	<input type="text"/>
Clinic Name:	<input type="text"/>
Telephone Number:	<input type="text"/>

Save	Submit	Clear All
------	--------	-----------

1. Enter the Provider's Name
 2. Enter the Clinic Name
 3. Enter the Clinic's Telephone Number
- ([back](#))

G. Screen Site Information

Save – Checks the data quality (e.g. that there are no letters in a date field) and saves what you’ve done so far. Worksheet will be marked as “In Progress” until you submit it later on.

Submit – Checks data quality and data completeness (i.e. all required fields must be filled) and saves your data as complete. Worksheet will be marked as “Submitted”

Reject (only available to approval administrator if approval process active) – Reject a submitted record to remove its status as “Submitted” and open it for further changes.

Approve (only available to approval administrator if approval process active) – Confirm a submitted record as complete.

Help

Sign/Submit Steps:

1. Valid endpoints for a TB Follow-Up Worksheet include:
 - The alien will not receive any treatment.
 - The alien has completed treatment.
 - The alien has moved from your jurisdiction.
 - The alien has been lost to follow-up.
2. Mouse-over the Help icon for an explanation of the Save and Submit options:

Save – Checks the data quality (e.g., there are no letters in a date field) and saves what you’ve done so far. Worksheet will be marked as “In Progress” until you submit it later on.

Submit – Checks data quality and data completeness (i.e., all required fields must be filled) and saves your data as complete. Worksheet will be marked as “Submitted.”

Reject (only available to approval administrator if approval process active) – Reject a submitted record to remove its status as “Submitted” and open it for further changes.

Approve (only available to approval administrator if approval process active) – Confirm a submitted record as complete.

3. Click “Save” to save the data you have entered.
4. Click “Submit” to send completed data to EDN. ([back](#))

If the EDN system finds an error in the data I have entered, how do I find the error and fix it?

If you submit an alien's data and the EDN system recognizes an error, the system will generate a message at the top of the Data Entry screen that:

- Identifies the error
- Gives you the location of the error in the Worksheet Data Entry screen

When you have corrected the error, you can resubmit the data. ([back](#))

Is a case of TB considered "reported" when I submit a TB Follow-Up Worksheet to EDN?

When you enter data from the Worksheet and submit them to EDN, your responsibility is fulfilled with EDN. Thank you! However, you still need to send a separate report of the case to the Division of Tuberculosis Elimination (DTBE). ([back](#))

How are the data I submit to EDN analyzed and evaluated by CDC?

Current CDC analysis of EDN data includes the number of:

- Notifications sent out to states
- TB cases with B1 classification among incoming aliens
- TB Follow-Up Worksheets returned to state health departments for data entry ([back](#))

Alien Search

Alien Search FAQ

- What is the Alien Search function?
- Rules and Tips for an Alien Search
- When should I use Alien Search?
- How do I use Alien Search to find an individual?
- How do I use Alien Search to find members of a family?
- How do I use Alien Search to find an alien who has moved from my jurisdiction to another?
- How do I use Alien Search to find records for an alien who lives in another jurisdiction?
- How do I use Alien Search as a tracking tool for TB Follow-Up Worksheets?
- Sample Search
- How can I narrow the list generated by a search? ([back to EDN function overview](#))

Alien Search: Key Terms

Alien Search
Alien Search steps
arrival date
contact tracing
end date
file number
find contact in another health department
find records for a new arrival
generate a list of aliens
request information steps
rules and tips for Alien Search
sample search
search criteria
search for a family
search for an individual
search for an alien in another jurisdiction
start date
tracking tool for TB Follow-Up Worksheets
when to use Alien Search
worksheet status

What is the "Alien Search" function?

Alien Search allows you to search for a specific alien or group of aliens by using one or more of the Search Criteria:

- **Alien Number**—enables you to search by the alien’s nine-digit number (e.g., xxx-xxx-xxx).
- **File Number**—enables you to search for a family of refugees by the two letters and six numbers assigned overseas by the IOM.
- **Last Name**—enables you to search by the last name of the alien. Hyphens may be included in the spelling of the name.
- **First Name**—enables you to search by the first name of the alien.
- **Middle Name**—enables you to search by the middle name of the alien.
- **Arrival Date**—enables you to define the range of arrival dates—the “Start Date” and “End Date”—within which you want to search for an alien. If no date range is provided, the system will search aliens who arrived within the past year.
- **Date of Birth**- enables you to search by date of birth (mm/dd/yyyy)
- **Worksheet Status**—enables you to choose from a drop-down menu for TB Follow-Up Worksheet status, including “Not Started,” “In Progress,” “Submitted,” “Approved,” and “Rejected.”
- **Jurisdiction**—enables you to choose from a drop-down menu of all U.S. jurisdictions. ([back](#))

Rules and Tips for an Alien Search

1. The alien number is a randomly assigned nine-digit identifier.
2. If you encounter an alien number with only seven digits or eight digits, add one or two zeros (00) at the beginning of the number (e.g., 001-234-987).
3. The File Number generally contains two letters and six randomly assigned digits. A File Number denotes a family of refugees.
4. You can enter a partial name if you do know the spelling of the entire name.
5. The "Start Date" must be early enough to include the date the alien arrived in the United States. The EDN system includes aliens who have arrived in the past year and archives those who arrived more than 1 year ago. ([back](#))

When should I use Alien Search?

Alien Search is useful when you need to:

- Find an alien's records quickly without looking through the Alien List.
 - Find family members of an alien.
 - Search for an alien in other jurisdictions.
 - Find records for an alien who has moved into your jurisdiction from another U.S. jurisdiction.
 - Find an alien who has moved from your jurisdiction to another U.S. jurisdiction without notice.
 - Check the status of an alien's medical follow-up.
- ([back](#))

How do I use Alien Search to find an individual?

Alien Search Steps:

1. Click on "Alien Search" in the EDN Workflow to open this function.
2. Click in a field to enter one or more search criteria (i.e., the alien number, file number, or name).
3. Click "Search" to generate a list of aliens that meet your search criteria.

If you do not know an alien's identifying information, enter the information you do know to generate a list of aliens who fit the criteria you have entered (e.g., date of notification, worksheet status, or jurisdiction).

[\(back\)](#)

How do I use Alien Search to find members of a family?

Alien Search

Search Criteria

Alien Number: <input type="text"/> File Number: <input type="text" value="FN: 75977"/> Last Name: <input type="text"/> First Name: <input type="text"/> Middle Name: <input type="text"/>	Arrival Date <small>(mm/dd/yyyy)</small> *Start Date: <input type="text"/> <small>(**if alien arrived more than 12 months ago, Start Date is required.)</small> End Date: <input type="text"/> Date of Birth: <input type="text"/> Worksheet: <input type="text" value="All"/> <input type="button" value="v"/> Jurisdiction: <input type="text" value="Any"/> <input type="button" value="v"/>
---	---

Total number of records returned: 2

	Alien Number	File Number	Last Name	First Name	Middle Name	Visa Type	Date Of Arrival	Date Of Notification	Jurisdiction
+	216-927-949	FN: 75977	OIGAOAWAAA	DZWRDLRRL	DZW	R	8/10/2010	8/10/2010	DeKalb County GA
+	831-152-131	FN: 75977	ZTGAZLGAOL	DALIDLIRR	DZL	R	7/16/2010	8/5/2010	DeKalb County GA

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Alien Search for Family Members Steps:

1. Click on "Alien Search" in the EDN Workflow to open this function.
2. Click in the "File Number" field to enter the File Number for the family.
3. Click "Search" to generate a list of aliens with the same File Number.

[\(back\)](#)

How do I use Alien Search to find an alien who has moved from my jurisdiction to another?

If an alien moves out of your jurisdiction, you may need to find him/her to deliver test results or check on treatment completion. You can use Alien Search to determine where the alien now resides.

Alien Search

Search Criteria

Alien Number: <input type="text" value="149-583-816"/>	Arrival Date: (mm/dd/yyyy) *Start Date: <input type="text"/> (*If alien arrived more than 12 months ago, Start Date is required.)
File Number: <input type="text"/>	End Date: <input type="text"/>
Last Name: <input type="text"/>	Worksheet: <input type="text" value="All"/>
First Name: <input type="text"/>	Jurisdiction: <input type="text" value="Any"/>
Middle Name: <input type="text"/>	

Total number of records returned: 1

Alien Number	File Number	Last Name	First Name	Middle Name	Visa Type	Date Of Arrival	Jurisdiction
+ 149-583-816		OZLTI	LZGTD	DTAOZ	K1	4/17/2009	LA

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Alien Search Steps:

1. Click on "Alien Search" in the EDN Workflow Menu.
2. Enter the alien's number in the "Alien Number" field.
3. Click on "Search" at the bottom of the "Search Criteria" box.
4. If the alien is established with another jurisdiction, the EDN system will list the records returned by your search.

Total number of records returned: 1

Alien Number	File Number	Last Name	First Name	Middle Name	Visa Type	Date Of Arrival	Jurisdiction
+ 149-583-816		OZLTI	LZGTD	DTAOZ	K1	4/17/2009	LA

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Request Information Steps:

1. Click on the (+) by the Alien Number to open the contacts list for the alien's new jurisdiction.

Alien Number	File Number	Last Name	First Name	Middle Name	Visa Type	Date Of Arrival	Jurisdiction
149-583-816		OZLTI	LZGTD	DTAOZ	K1	4/17/2009	LA
Jurisdictional Contacts							
Title	Jurisdiction	Last Name	First Name	E-Mail Address	Phone Number	Ext.	FAX
TB Coordinator	LA	Banerji	Subroto	dlv8@cdc.gov	404-498-2924		
Area Coordinator	LA	zrwrw	irlow	oil9@lga.gov	425-242-4586	2020	
Bureau Approver	LA	dzatr	agztw	wzww9@rwr.gov	786-853-5232	5202	
TB Coordinator	LA	ataga	adiag	diti9@rwr.gov	680-850-4301	1808	
Refugee Coordinator	LA	rwrwo	zrwrl	ioql9@qid.gov	241-212-9757	3464	
TB/Refugee Coordinator	LA	ototo	wriqi	qlf9@lgl.gov	131-101-9646	2353	

2. Contact the EDN user where the alien lives and request that he/she share information with you.

If the alien has not contacted the health department in the new jurisdiction, the alien may be lost to follow-up. ([back](#))

How do I use Alien Search to find records for an alien who has moved into my jurisdiction?

When an alien moves out of a jurisdiction, the state or local EDN user enters a change of address in the EDN system so that the health department in the next jurisdiction automatically receives a notification and has access to the alien's records.

Occasionally an alien moves without notifying the health department or the EDN user in the health department does not enter the change of address in EDN. You can use Alien Search to find a contact in the jurisdiction and request the records.

Alien Search

Search Criteria

Alien Number: <input type="text" value="149-583-816"/>	Arrival Date (mm/dd/yyyy)
File Number: <input type="text"/>	*Start Date: <input type="text"/>
Last Name: <input type="text"/>	End Date: <input type="text"/>
First Name: <input type="text"/>	Worksheet: <input type="text" value="All"/>
Middle Name: <input type="text"/>	Jurisdiction: <input type="text" value="Any"/>

Total number of records returned: 1

Alien Number	File Number	Last Name	First Name	Middle Name	Visa Type	Date Of Arrival	Jurisdiction
149-583-816		OZLTI	LZGTD	DTAOZ	K1	4/17/2009	LA

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Alien Search Steps:

1. Click on "Alien Search" in the EDN Workflow Menu.
2. Enter the alien's number in the "Alien Number" field.
3. Click on "Search" at the bottom of the "Search Criteria" box.
4. The EDN system will list the records returned by your search.

Total number of records returned: 1

Alien Number	File Number	Last Name	First Name	Middle Name	Visa Type	Date Of Arrival	Jurisdiction
149-583-816		OZLTI	LZGTD	DTAOZ	K1	4/17/2009	LA

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Request Information Steps:

1. Click on the (+) by the Alien Number to open the contacts list for the alien's former jurisdiction.
2. Contact the EDN user where the alien lives and request that he/she share information with you.

Alien Number	File Number	Last Name	First Name	Middle Name	Visa Type	Date Of Arrival	Jurisdiction
149-583-816		OZLTI	LZGTD	DTAOZ	K1	4/17/2009	LA
Jurisdictional Contacts							
Title	Jurisdiction	Last Name	First Name	E-Mail Address	Phone Number	Ext.	FAX
TB Coordinator	LA	Banerji	Subroto	dlv8@cdc.gov	404-498-2924		
Area Coordinator	LA	zrww	irlow	oli9@lqo.gov	425-242-4586	2020	
Bureau Approver	LA	dzatr	agztw	wzww9@rwr.gov	786-853-5232	5202	
TB Coordinator	LA	ataga	adiag	diti9@rwr.gov	680-850-4301	1808	
Refugee Coordinator	LA	rwrwo	zrwr	ioql9@qid.gov	241-212-9757	3464	
TB/Refugee Coordinator	LA	stato	wrci	ald9@lcl.gov	131-101-9646	2353	

[\(back\)](#)

How do I use Alien Search as a tracking tool for TB Follow-Up Worksheets?

Alien Search

Search Criteria

Alien Number: <input type="text"/>	Arrival Date (mm/dd/yyyy)
File Number: <input type="text"/>	*Start Date: 01/01/2009
Last Name: <input type="text"/>	(**If alien arrived more than 12 months ago, Start Date is required.)
First Name: <input type="text"/>	End Date: <input type="text"/>
Middle Name: <input type="text"/>	Worksheet: Not Started
	Jurisdiction: GA

Total number of records returned: 6225

Alien Number	File Number	Last Name	First Name	Middle Name	Visa Type	Date Of Arrival	Jurisdiction
715-715-827	FN: 37937	OZGRAGRDLW	ITZITALZGR	WGO	R	5/18/2009	GA
904-024-928	FN: 04604	ZGITIOZGTD	RADODITAGL	WGR	R	5/18/2009	GA
582-682-682	FN: 28948	ALRALTGRWG	WZITZITZIT	DOW	R	5/18/2009	GA
451-550-491	FN: 61262	IWALWZIIIT	TDORALRALA	ITZ	R	5/18/2009	GA
026-026-037	FN: 72393	ZIOZIRALLW	LWALAGRAGR	WGL	R	5/18/2009	GA
448-459-348		DIODO	GLRGR	ZIIZO	P	5/18/2009	GA
248-250-460		LZGRA	TDITD	LWALA	P	5/18/2009	GA
158-158-270	FN: 82404	ITZITALZGO	OZDOZGTDIT	LWD	R	5/18/2009	GA
726-006-126	FN: 72602	LZALWALWGR	TDITDRITLD	TDL	R	5/18/2009	GA
248-248-259	FN: 37937	GRZITZIWAQ	AORGRWGRWG	ZLT	R	5/18/2009	GA
533-753-875	FN: 08310	DZLGDLLGRL	WTGAWIDAOI	DZI	R	5/18/2009	GA
453-275-325	FN: 87508	ALZWRDZTDD	AZGLLGGOL	WTG	R	5/18/2009	GA
619-831-943		LLTTL	ZTGAZ	TOAWT	P	5/18/2009	GA
976-097-665		DZWID	IDRLI	DZWRL	P	5/18/2009	GA
926-137-148	FN: 27837	RADODIWWGT	ITZITAITAL	WGL	R	5/15/2009	GA

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By defining a range of dates and a Worksheet status, you can generate a list of records that meet your criteria. For example, this screen shows the aliens who arrived in Georgia on or after 01/01/2009 whose TB Follow-Up Worksheet has not been started. The list indicates which aliens need follow-up.

Alien Search for Tracking Worksheet Steps:

1. Click on "Alien Search" in the EDN Workflow to open this function.
 2. Establish a time frame with the "Arrival Date" fields.
 3. Enter a "Start Date" and an "End Date"
 4. Click on the drop-down menu by "Worksheet" and choose from the Worksheet status options.
 5. Click on "Search" to generate a list of aliens who meet your criteria.
- ([back](#))

Sample Search

Alien Search

Search Criteria

Alien Number: <input type="text"/>	Arrival Date (mm/dd/yyyy)
File Number: <input type="text"/>	*Start Date: <input type="text" value="03/01/2008"/> (*If alien arrived more than 12 months ago, Start Date is required.)
Last Name: <input type="text"/>	End Date: <input type="text"/>
First Name: <input type="text"/>	Worksheet: <input type="text" value="All"/> ▼
Middle Name: <input type="text"/>	Jurisdiction: <input type="text" value="GA"/> ▼

Sample Search: An alien entered the United States in March 2008 and moved to Georgia in 2009. The Start Date of 03/01/2008 established the beginning date for the search. The search generated a list of possible aliens.

Total number of records returned: 71701

Alien Number	File Number	Last Name	First Name	Middle Name	Visa Type	Date Of Arrival	Jurisdiction
715-715-827	FN: 37937	OZGRAGRDLW	ITZITALZGR	WGO	R	5/18/2009	GA
904-024-928	FN: 04604	ZGITIOZGTD	RADODITAGL	WGR	R	5/18/2009	GA
582-682-682	FN: 28948	ALRALTGRWG	WZITZITZIT	DOW	R	5/18/2009	GA
451-550-491	FN: 61262	IWALWZIIITI	TDORALRALA	ITZ	R	5/18/2009	GA
026-026-037	FN: 72393	ZIOZIRALLW	LWALAGRAGR	WGL	R	5/18/2009	GA
448-459-348		DIODO	GLRGR	ZIIZO	P	5/18/2009	GA
248-250-460		LZGRA	TDITD	LWALA	P	5/18/2009	GA
158-158-270	FN: 82404	ITZITALZGO	OZDOZGTDIT	LWD	R	5/18/2009	GA
726-006-126	FN: 72602	LZALWALWGR	TDITDRITLD	TDL	R	5/18/2009	GA
248-248-259	FN: 37937	GRZITZIWAO	AORGRWGRWG	ZLT	R	5/18/2009	GA
533-753-875	FN: 08310	DZLGDLLGRL	WTGAWIDAOI	DZI	R	5/18/2009	GA
453-275-325	FN: 87508	ALZWRDZTDD	AZGGLGGOL	WTG	R	5/18/2009	GA
619-831-943		LLTTL	ZTGZ	TOAWT	P	5/18/2009	GA
976-097-665		DZWID	IDRLI	DZWRL	P	5/18/2009	GA
926-137-148	FN: 27837	RADODIWWGT	ITZITAITAL	WGL	R	5/15/2009	GA

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([back](#))

How can I narrow the list generated by a search?

You can narrow the list of possible aliens by specifying additional criteria.

Alien Search 1:

Alien Search

Search Criteria

Alien Number:
File Number:
Last Name:
First Name:
Middle Name:

Arrival Date (mm/dd/yyyy)
*Start Date: 03/01/2008
(*(If alien arrived more than 12 months ago, Start Date is required.))
End Date:
Worksheet: Not Started
Jurisdiction: GA

Total number of records returned: 7106

Entering a "Start Date" and specifying that the TB Follow-Up Worksheet has not been started narrowed the list to 7,106 possible aliens.

Alien Search 2:

Alien Search

Search Criteria

Alien Number:
File Number:
Last Name:
First Name:
Middle Name:

Arrival Date (mm/dd/yyyy)
*Start Date: 03/01/2008
(*(If alien arrived more than 12 months ago, Start Date is required.))
End Date: 03/30/2009
Worksheet: Not Started
Jurisdiction: GA

Total number of records returned: 2857

Limiting the period of time by entering an end date narrowed the list to 2,857 possible aliens.

Alien Search 3:

Alien Search

Search Criteria

Alien Number:
File Number:
Last Name:
First Name: IZRG
Middle Name:

Arrival Date (mm/dd/yyyy)
*Start Date: 03/01/2008
(*(If alien arrived more than 12 months ago, Start Date is required.))
End Date: 03/30/2009
Worksheet: Not Started
Jurisdiction: GA

Total number of records returned: 10

Entering the first four letters of the alien's first name narrowed the list to only 10 possible records.

[\(back\)](#)

Batch Print

Batch Print FAQ

- What is "Batch Print"?
- When should I use Batch Print?
- What are the "Filter Criteria" for Batch Print?
- How do I select the batch of records I want to save or print?
([back to EDN function overview](#))

Batch Print: Key Terms

Alien Number
Alien Type
arrival date
batch
Batch Print
define a batch of aliens
export batch to Acrobat pdf
file number
filter criteria
identify aliens needing follow-up
jurisdiction
navigate records
Notification Date
open electronic/scanned records
remove alien
select alien
show list
TB class
U.S. evaluation
what is Batch Print
when to use Batch Print

What is "Batch Print"?

Login
Logout
Administrative Tasks
EDN Workflow
Home
Alien List
Alien Search
Batch Print
Reports
Data Download
Help
Contacts
Help

Batch Print is the function that allows you to define a specific group of aliens and generate their electronic records in a single file. With the Batch Print function, you can export this batch of records to an Acrobat pdf file and print or save them. Click on Batch Print in the EDN Workflow Menu to open this function.

The Batch Print Screen enables you to define a group of aliens by entering one or more of these filter criteria:

- Notification date (date of EDN notification)
- Arrival date (arrival in United States)
- TB Class
- Type of Alien (refugee or immigrant)
- Jurisdiction (only for federal or multi-jurisdictional EDN users)
- U.S. evaluation started
- File number (e.g., all refugees within a family)
- Alien Number

[\(back\)](#)

Batch Print Report

Filter Criteria

Notification Date (mm/dd/yyyy)

Start Date:

End Date:

Arrival Date (mm/dd/yyyy)

Start Date:

End Date:

TB Class: All

Alien Type: All

Jurisdiction: LA

Aliens: All

File Number:

Alien Number:

When should I use Batch Print?

Batch Print allows you to access the electronic records for a group of aliens and saves you the time and effort it takes to retrieve multiple records by using the Alien List or Alien Search functions. Reasons to use Batch Print include:

- Retrieve the records of aliens in your jurisdiction within a specific range of Notification Dates
- Retrieve the records of aliens in your jurisdiction who arrived in the United States within a specific range of dates.
- Retrieve the records of aliens in your jurisdiction with a specific TB condition (e.g., B1)
- Retrieve the records of immigrants in your jurisdiction
- Retrieve the records of refugees in your jurisdiction
- Retrieve the records of aliens who have begun their U.S. medical evaluation in your jurisdiction so you can follow up on this group
- Retrieve the records of refugees with with the same File Number
- Retrieve the records of a specific alien more quickly than by using the Alien List functions
- Export the records for a specified group of aliens to Acrobat and save the records to your hard drive or print them out [\(back\)](#)

What are the "Filter Criteria" for Batch Print?

Filter Criteria are the characteristics you enter to define a group of aliens. Enter one or more criteria per search.

Batch Print Report

Filter Criteria

Notification Date (mm/dd/yyyy)

Start Date: 01/01/2009

End Date: 03/31/2009

Enter Filter Criteria Steps:

1. Enter a Notification Start Date (e.g., 01/01/2009) and a Notification End Date (e.g., 03/31/2009) to limit the list to the alien notifications you received from EDN during that time period. ([back](#))

Batch Print Report

Filter Criteria

Notification Date (mm/dd/yyyy)

Start Date:

End Date:

Arrival Date (mm/dd/yyyy)

Start Date: 06/01/2008

End Date: 09/31/2008

2. Enter an Arrival Start Date (e.g., 06/01/2008) and an Arrival End Date (e.g., 09/31/2009. ([back](#))

Batch Print Report

Filter Criteria

Notification Date (mm/dd/yyyy)

Start Date:

End Date:

Arrival Date (mm/dd/yyyy)

Start Date:

End Date:

TB Class: All

Alien Type: None

Jurisdiction: A

Aliens: B1, B2

File Number: B1 (TI 91)

Alien Number: B2 (TI 91), B1 (TI 07), B2 (TI 07), B3 (TI 07), B1/B2, A/B1/B2, B1/B2 (TI 91), A/B1/B2 (TI 91), B1/B2 (TI 07), B1/B2/B3 (TI 07), A/B1/B2/B3 (TI 07)

3. Click on the down arrow next to "TB Class" to view the menu of TB conditions.
4. Click on a TB condition to generate records of aliens with a specific TB classification or within a classification group. ([back](#))

5. Click on the down arrow next to "Alien Type" to view the types of aliens (i.e., Immigrant or Refugee).
6. Click on "Immigrant" or "Refugee" to generate records for only that group. ([back](#))

7. Click on the down arrow next to "Jurisdiction" to view the jurisdictions available to you. Most State EDN users have access only to the records of aliens who reside in their jurisdiction. State EDN users in multijurisdictional states may have access to the records for multiple jurisdictions within the state.
8. Click on the down arrow next to "Aliens" to select only those aliens whose initial U.S. evaluation has been started. This criterion can be used to identify who needs follow-up.

9. Enter a File Number to generate the electronic and scanned records for all the refugees with the same File Number (i.e., members of the same family).
10. Enter an Alien Number to generate the electronic and scanned records for a specific alien.
11. Click "Show List" to generate a list of aliens that meets the criteria you have entered. ([back](#))

How do I select the batch of records I want to save or print?

The list defined by your criteria will appear in the "Resulting Aliens" frame.

Batch Print Report

Filter Criteria	
Notification Date (mm/dd/yyyy)	
Start Date:	11/01/2014
End Date:	
Arrival Date (mm/dd/yyyy)	
Start Date:	
End Date:	
TB Class:	Any TB
Alien Type:	All
Jurisdiction:	All
Aliens:	All
File Number:	
Alien Number:	
Show List	

Select/Remove Alien Steps:

1. Scroll through the list of "Resulting Aliens" by clicking on the scroll button on the right side of the frame. The list of Resulting Aliens maxes out at 10,000 names. If your search result is too large, you can refine your search criteria to narrow the results.
2. Click on an alien's name in the "Resulting Aliens" frame to highlight it. Hold down the "Shift" button while clicking on names in a row to highlight more than one alien's name at a time. Hold down the Ctrl button and click on "Select Alien" to select several noncontiguous records at once.
3. Click on the "Select Alien" button to move the records of the aliens you have highlighted to the "Selected Aliens" frame on the right side of the screen. You may select and generate up to 10 records at one time.
4. Remove an alien's records from the "Selected Aliens" frame by highlighting a name and clicking on the "Remove Alien" button. The alien's records will return to the "Resulting Aliens" frame.
5. Remove all records from the "Selected Aliens" frame by clicking on "Remove All."
6. Click on "Open Electronic Documents" to generate the electronic documents for all the aliens in the "Selected Aliens" frame.
7. "Open Scanned Documents" generates all scanned documents for all aliens in the "Selected Aliens" frame.
8. "Open Alien Information Only" generates only the Alien information sheet for all the aliens in the "Selected Aliens" frame.

Resulting Aliens (up to 10000 records)

A
A
A
B
B

Select Alien
Remove Alien
Remove All

Selected Aliens (up to 10 records)

A
A

Open Electronic Documents
Open Scanned Documents
Open Alien Information Only
Open Worksheets Only
Open Vaccinations Only
Open PDMS Forms Only

9. "Open Worksheets Only" generates only the TB follow up worksheet for all aliens in the "Selected Aliens" frame.
 10. "Open Vaccinations Only" generates only the 3025 or vaccination documentation worksheet.
 11. "Open PDMS Only" generates only the predeparture medical screening information for some refugees.
- [\(back\)](#)

Toolbar

5/12/2011 **Alien Information**

Name: AGDWAZATW, ZAWDWTZDIO, TWT **Data Entry Person:** admin admin
Allen Number: 864-752-130 **Entering for Q-Station:** Miami Quarantine
File Number: FN: 90979 **Officer In Charge:** Kirsten Warwar
Arrival Date: 4/5/2009
Volag Name: VL: owtirogila

<p>Relative Sponsor's Address</p> <p>Sponsor Name: Sponsor Last : gzgata, Sponsor First : tatzw Address Line 1: Address Line1 _ zrtllgdgaz Address Line 2: Address Line2 _ zwrtrklgla City State Zip: Arcadia, LA, 71001 Home Phone: 743-521-9198 Business Phone: 089-865-6430</p>	<p>Affiliate or Local Sponsor's Address</p> <p>Organization: Organization zrwtl Name: Sponsor Last : lazdwf, Sponsor First : lawdw Address Line 1: Address Line1 _ wtotolgla Address Line 2: Address Line2 _ azrztlltogo City State Zip: Arcadia, LA, 71001 Business Phone: 342-425-6534 Business Fax: 989-867-6464</p>
--	---

Row	Name	Allen Number	DOB	Sex	POB
1	DLDZGZTAWR, ATRWOLRLGO, LDL	246-421-219	9/18/1998	M	AMERICAN SAMOA
2	TRLTLGOGAI, OGAIAWDZTZ, AIA	707-585-364	3/27/1999	F	AMERICAN SAMOA
3	AGDWAZATW, ZAWDWTZDIO,	864-752-130	4/5/1999	M	AMERICAN SAMOA

Relationship to Principal Applicant: **Native Language:** **Case Priority:**
Citizenship Case Location OPE
UNHCR Number Marital Status

Electronic Records Navigation Steps:

1. Click on the |< button of the toolbar to go to the first screen of the records.
2. Click on the < button to go to the previous screen.
3. The "1 of 1" field identifies the page and total number of screens in the records. Enter a page number in the field to go to that page.
4. Click on the > button to move forward to the next screen.
5. Click on the >| button to move to the final screen of the records.
6. Click on the drop-down menu to change the scale of a form for ease of viewing.
7. Locate a specific term in a form by entering the term in the field by "Find." Advance to the next use of the term by clicking on "Next."
8. Export a form to an Excel or Acrobat format:

- Click on the down arrow by "Select a Format."
- Click on Acrobat or Excel format.
- Click on "Export" to download the form to the format you have chosen.
- With this function, you can save the form to your hard drive or print a hard copy for your files.

[\(back\)](#)

Reports

Reports FAQ

- What reports are currently available from EDN?
- When should I generate an Alien List Report?
- How do I specify what appears on the Alien Line List?
- How do I download an Alien Line List to Acrobat or Excel?
- When should I generate a blank TB Follow-Up Worksheet?
- How do I download a blank TB Follow-Up Worksheet ? ([back to EDN function overview](#))

Reports: Key Terms

Aliens
Alien List Report
Alien Type
CDC analysis of EDN data
download blank Worksheet
export report to Acrobat/Excel
filter criteria
jurisdiction
Notification Date
sort by
TB class
TB Follow-Up Worksheet

What reports are currently available from EDN?

EDN currently offers two EDN reports and numerous Activity Reports through the Report function of the EDN system.

EDN Reports

- *The Alien List Report* enables you to generate a line list of aliens by entering one or more of these filter criteria: range of Notification Dates, range of arrival dates, TB class, Alien Type (refugee or immigrant), and status of U.S. medical evaluation. You can then sort the resulting list by last name, visa type, alien number, date of birth, date of arrival, or date of notification. The report can be downloaded to an Excel format or an Acrobat pdf file to be printed or saved on your hard drive. ([back](#))
- [The TB Follow-Up Worksheet](#) is designed to capture information from the U.S. follow-up medical examination of new arrivals in your

jurisdiction. Worksheets are generally linked to the alien record if the alien has a TB condition. If the Worksheet is not available, you can print a blank copy in which sections A and B are not pre-populated. When the Worksheet is completed, you will enter data from the Worksheet into the EDN system and transfer them electronically to CDC (see also [TB Follow-Up Worksheet](#), [Data Entry](#)).

Activity Reports

- Percentage of TB Follow-Up Worksheets Started - Jurisdiction Level
- Days from Arrival to Notification
- Arrivals by Visa Type - Jurisdiction
- Arrivals by Birth Country
- Arrivals By Exam Country
- Submigrations To and From - Jurisdiction
- Subsequent Migration Report ([back](#))

At present, [CDC analysis of EDN data includes](#):

- Notifications sent out to states
- TB cases with B1 classification among incoming aliens
- TB Follow-Up Worksheets returned to state health departments for data entry

Electronic Disease Notification (EDN)

Reports

EDN Reports

- [Alien List Report](#)
- [Generate Blank TB Follow-Up Worksheet](#)

Activity Reports

- [Percentage of TB Follow-Up Worksheets Started - Jurisdiction Level](#)
- [Days from Arrival to Notification](#)
- [Arrivals by Visa Type - Jurisdiction Level](#)
- [Arrivals by Country](#)
- [Submigrations To and From - Jurisdiction Level](#)
- [Subsequent Migration Report](#)

Access EDN Reports Steps:

1. Click on "Reports" in the EDN Workflow menu.
2. Click on "Alien List Report" to access the filter criteria for an Alien Line List Report.

3. Click on "Generate Blank TB Follow-Up Worksheet" to produce a blank Worksheet.

[\(back\)](#)

When should I generate an Alien Line List

You can use the Filter Criteria available for the Alien Line List Report to define a very specific list of aliens. For example, you could generate a Line List of:

- Only refugees
- Only immigrants
- Aliens whose U.S. medical evaluation has been initiated
- Aliens with a specific TB classification
- All aliens in your jurisdiction with a TB classification
- Aliens who arrived in the United States or in your jurisdiction within a specific time frame.

Alien Line List Report

Filter Criteria

Notification Date (mm/dd/yyyy)
Start Date:
End Date:

Arrival Date (mm/dd/yyyy)
Start Date:
End Date:

TB Class: All
Alien Type: All
Jurisdiction: LA
Aliens: All
Sort by: Last Name

Show Report

Generating a line list of aliens whose medical evaluation has been initiated could help you identify those who need follow-up. The Alien Line List can also be used to monitor workflow within the health department. [\(back\)](#)

How do I specify what appears on the Alien Line List?

The Alien Line List Report allows you to generate a list of aliens by using one or more of the Filter Criteria:

- **Notification Date**—enables you to define the range of Notification Dates—the "Start Date" and the "End Date"—you want to include in the line list. Dates must be entered in the mm/dd/yyyy format (e.g., 01/31/2009). [\(back\)](#)
- **Arrival Date**—enables you to define the range of arrival dates—the "Start Date" and "End Date"—you want to include in the line list. If no date range is provided, the system will search

TB Class: All
Alien Type: All
Jurisdiction: A
Aliens: B1
Sort by: B2 (TI 91)
B2 (TI 91)
B1 (TI 07)
B2 (TI 07)
B3 (TI 07)
B1/B2
A/B1/B2
B1/B2 (TI 91)
A/B1/B2 (TI 91)
B1/B2 (TI 07)
B1/B2/B3 (TI 07)

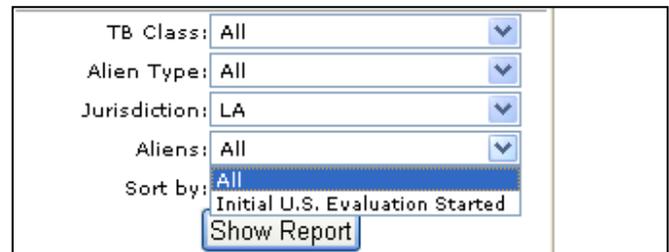
aliens who arrived within the past year. ([back](#))

- **TB Class**—enables you to choose from a drop-down menu of TB conditions. ([back](#))
- **Alien Type**—enables you to include all immigrants and refugees in the line list or limit the list to either immigrants or refugees. ([back](#))



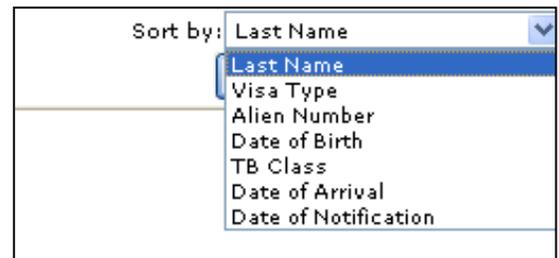
A screenshot of a web application interface showing filter criteria for an Alien Type report. The criteria are: Alien Type: All (dropdown), Jurisdiction: All (dropdown), Aliens: Refugee (dropdown), and Sort by: Last Name (dropdown). A 'Show Report' button is located below the criteria.

- **Jurisdiction**—state/local users have access only to their jurisdiction. ([back](#))
- **Aliens**—enables you to sort the line list based on the status of the initial U.S. medical evaluation. ([back](#))



A screenshot of a web application interface showing filter criteria for an Aliens report. The criteria are: TB Class: All (dropdown), Alien Type: All (dropdown), Jurisdiction: LA (dropdown), Aliens: All (dropdown), and Sort by: Initial U.S. Evaluation Started (dropdown). A 'Show Report' button is located below the criteria.

- **Sort by**—enables you to sort the Alien Line List by any one of these options. ([back](#))



A screenshot of a web application interface showing the Sort by dropdown menu. The menu is open, displaying the following options: Last Name, Visa Type, Alien Number, Date of Birth, TB Class, Date of Arrival, and Date of Notification. The 'Last Name' option is currently selected.

Alien Line List Report Steps:

1. Click on "Alien List Report."
2. Enter choices from the Filter Criteria:
 - Notification Date
 - Arrival Date
 - TB Class
 - Alien Type (all, immigrant, refugee)
 - Jurisdiction
 - Aliens (whether U.S. evaluation has been started)
 - Sort by (Last Name, Visa Type, Alien Number, Date of Birth, TB class, Date of Arrival, or Date of Notification)
3. Click on "Show Report."

EDN Quick Help 11/2014

An Alien Line List Report looks like this:

Electronic Disease Notification (EDN)									
1 of 1334 100% Find Next									
Alien Line List Report									
<u>Alien Number</u>	<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Visa Type</u>	<u>Date of Birth</u>	<u>Birth Country</u>	<u>TB Class</u>	<u>Date of Arrival</u>	<u>Date of Notification</u>
143-336-307	AAAAT	AWWWZ	GZGAA	V1	3/29/2009	UZBEKISTAN	None	3/30/2009	8/5/2010
909-794-665	AAAGG	GWWWZ	IRIAG	P-N	3/29/2009	UZBEKISTAN	None	3/30/2009	
757-231-329	AAAIA	LDODD	IRGGG	I	3/23/2009	UZBEKISTAN	None	3/24/2009	8/5/2010
585-808-646	AAAID	LDAGZ	RZTIT	K1	3/29/2009	UZBEKISTAN	None	3/30/2009	1/5/2011
876-098-611	AAAIG	LGORL	IITOA	I	4/12/2009	UZBEKISTAN	None	4/13/2009	8/5/2010
782-237-772	AAAIO	OOZAA	DDRRR	K1	4/2/2009	UZBEKISTAN	None	4/3/2009	8/5/2010
615-573-739	AAAIZ	ZLWLA	OOORW	V1	3/20/2009	UZBEKISTAN	None	3/21/2009	8/5/2010
615-182-737	AAAOGWGTT	TLGLZIRAZ	TDT	R	3/26/1999	AMERICAN SAMOA	None	3/26/2009	8/5/2010

([back](#))

How do I export a Report to Acrobat or Excel?



Use the toolbar across the top of the screen to export the Worksheet to Acrobat or Excel.

Export a Worksheet to Acrobat/Excel Steps:

1. Click on the save/export icon to see the format choices.
2. Click on "Acrobat (PDF) file" or "Excel file."
3. Click on "Export" to download the report to the format you have chosen.
4. Choose "open" to open the file on your screen.
5. Choose "save" to save the file to your hard drive.
6. Rename the file and save it to your hard drive.

NOTE: When you move data to a file outside the EDN system, the data are no longer secure. ([back](#))

EDN Quick Help 11/2014

An Alien Line List looks like this in Excel:

Alien Line List Report										
Alien Number	Last Name	First Name	Middle Name	Visa Type	Date of Birth	Birth Country	TB Class	Date of Arrival	Date of Notification	
539-528-317	ARIZO	RDGWG	ARIZO	P-N	3/31/2001	AMERICAN SAMOA	B3 (TI 07)	3/31/2011	4/1/2011	
98-645-764	Butter	Peanut		I	6/13/1920	IRAN	B2 (TI 91)	1/3/2006	1/5/2006	
98-645-764	Butter	Peanut		I	6/13/1920	IRAN	B2 (TI 91)	1/3/2006	1/5/2006	
98-645-764	Butter	Peanut		I	6/13/1920	IRAN	B2 (TI 91)	1/3/2006	1/5/2006	
98-645-764	Butter	Peanut		I	6/13/1920	IRAN	B2 (TI 91)	1/3/2006	1/5/2006	
98-645-764	Butter	Peanut		I	6/13/1920	IRAN	B2 (TI 91)	1/3/2006	1/5/2006	
98-645-764	Butter	Peanut		I	6/13/1920	IRAN	B2 (TI 91)	1/3/2006	1/5/2006	

An Alien Line List looks like this in an Acrobat pdf: ([back](#))

Alien Line List Report									
Alien Number	Last Name	First Name	Middle Name	Visa Type	Date of Birth	Birth Country	TB Class	Date of Arrival	Date of Notification
539-528-317	ARIZO	RDGWG	ARIZO	P-N	3/31/2001	AMERICAN SAMOA	B3 (TI 07)	3/31/2011	4/1/2011
98-645-764	Butter	Peanut		I	6/13/1920	IRAN	B2 (TI 91)	1/3/2006	1/5/2006
98-645-764	Butter	Peanut		I	6/13/1920	IRAN	B2 (TI 91)	1/3/2006	1/5/2006
98-645-764	Butter	Peanut		I	6/13/1920	IRAN	B2 (TI 91)	1/3/2006	1/5/2006
98-645-764	Butter	Peanut		I	6/13/1920	IRAN	B2 (TI 91)	1/3/2006	1/5/2006

When should I generate a blank TB Follow-Up Worksheet?

- An alien has arrived in your jurisdiction prior to notification from EDN.
- Occasionally, a TB Follow-Up Worksheet is not provided for a new arrival because the alien record is not yet available on EDN or the overseas classification is incorrect, and the Worksheet is not enabled in the EDN system. You can print a blank TB Follow-Up Worksheet for the alien, but sections A and B will not be pre-populated with information.
- You may wish to generate a blank TB Follow-Up Worksheet for training purposes.
([back](#))

How do I download a blank TB Follow-Up Worksheet?

Download a blank TB Follow-Up Worksheet Steps:

1. Click on "Reports" in the EDN Workflow menu.
 2. Click on "Generate Blank TB Follow-Up Worksheet" to produce a blank Worksheet.
 3. Use the Acrobat Toolbar to print or save the blank Worksheet.
- ([back](#))

Data Download

Data Download FAQ

- **What is the Data Download function?**
- **When should I use Data Download?**
- **What are the steps in a Data Download?** ([back to EDN function overview](#))

Data Download: Key Terms

Alien Number
Arrival Date
csv file
data dictionary
Data Download
Data Download instructions
delimited
File Number
filter criteria
first name
flat file
generate download files
information icon
initial evaluation started
last name
mapping EDN terms
Notification Date
open data download in Excel
relational file
steps in Data Download
TB class
Visa Type
what is DataDownload
when to use Data Download

What is the Data Download Function?

The Data Download function is designed to enable you to download your jurisdiction's data from the EDN system so that you can organize or analyze them as you wish. It is extremely important to protect the confidentiality of the data once they have been downloaded; at that time, safeguarding the data becomes the responsibility of the EDN user at the state and/or local health department level, rather than CDC. Adding a password to a downloaded file is one easy step to help protect downloaded data.

([back](#))

When should I use Data Download?

You can run Data Download and import your jurisdiction's data from the EDN database to a comma-delimited or comma-separated values (CSV) file that you can use with a program of your design. Although EDN staff can supply a data dictionary for the TB Follow-Up Worksheet to assist with mapping the terms used in the Worksheet, EDN offers no guarantee that other programs will be able to use the data gathered by the EDN system. Please contact Meghan Weems at (404) 639-4426 or zav1@cdc.gov for information about the TB Follow-Up Worksheet data dictionary. ([back](#))

What are the steps in a Data Download?

Alien Data Download ⓘ

Filter Criteria

File Number:

Alien Number:

First Name:

Last Name:

Arrival Date:

Start:

End:

Notification Date:

Start:

End:

TB Class:

Visa Type:

Worksheet:

Initial Evaluation Started:

Data Download Instructions:

1) Enter the criteria for your download and click "Generate Download Files"

2) If there are any aliens that match your criteria, file links will appear at the bottom of the page (you may need to scroll down); otherwise, a notice will tell you that no records were found

3) Right click on a link to download its file; choose Save Target As; click Save when prompted to save the file to your computer (if offered the choice, save the file with a .txt extension)

There are several ways to open this file. We will list one way here:

- * Open Microsoft Excel to a blank worksheet
- * Open the menu Data -> Import External Data -> Import Data
- * Find your file and open it
- * When going through the import wizard, select "Delimited" and check only "|" when asked

Data Download Steps:

1. Click on "Data Download in the EDN Workflow Menu.
2. Mouse-over the blue information icon to retrieve Data Download Instructions.
3. Enter one or more Filter Criteria to choose the data you wish to download.
 - **File Number**—enter the File Number (two letters that usually indicate the country of origin and six randomly assigned numbers). A File number is assigned by the IOM to members of a family of refugees. ([back](#))

- **Alien Number**—enter the alien’s nine-digit identifying number (e.g., xxx-xxx-xxx) ([back](#))
- **Last Name**—enter the last name of the alien. Hyphens may be included in the spelling of the name ([back](#))
- **First Name**—first name of the alien ([back](#))
- **Arrival Date**—enter the range of arrival dates—the “Start Date” and “End Date”—within which you want to search for an alien. If no date range is provided, the system will search aliens who arrived within the past year. ([back](#))
- **Notification Date**—enter the range of Notification Dates—the “Start Date” and “End Date” within which notification of the alien’s arrival occurred. ([back](#))
- **TB Class**—click on the down arrow by “TB Class to access the drop-down menu of TB classifications. Highlight a classification to select the aliens with that TB classification. ([back](#))
- **Visa Type**—click on the down arrow by Visa Type to access the drop-down menu of Visa classifications:
 I—immigrant
 R—refugee
 A—asylee
 PN- parolee without benefits
 PR- parolee with benefits
 SIV- special immigrant visa
 DIV= diversity immigrant visa
 ADP= adoptees
 K1—fiance’
 NIV= non-immigrant visa
 V92= follow-to-join asylees
 V93= follow-to-join refugees

Alien Data Download

Filter Criteria	
File Number:	[No Filter]
Alien Number:	None
First Name:	Any TB
Last Name:	A
Arrival Date	B1
Start:	B2
End:	B1 (TI 91)
Notification	B2 (TI 91)
Start:	B3 (TI 07)
End:	B1/B2
TB Class:	A/B1/B2
Visa Type:	B1/B2 (TI 91)
	A/B1/B2 (TI 91)
	B1/B2 (TI 07)
	B1/B2/B3 (TI 07)
	A/B1/B2/B3 (TI 07)
	[No Filter]
	All

Alien Data Download

Filter Criteria	
File Number:	<input type="text"/>
Alien Number:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Arrival Date:	
Start:	<input type="text"/>
End:	<input type="text"/>
Notification Date:	
Start:	<input type="text"/>
End:	<input type="text"/>
TB Class:	[No Filter] ▼
Visa Type:	All
Worksheet:	<input type="text"/>
Initial Evaluation	<input type="checkbox"/>
Generate	Load Files

Highlight a classification to select the aliens with that Visa classification. ([back](#))

- **Initial Evaluation Started**– click in the box next to “Initial Evaluation Started” to retrieve only the files for aliens whose U.S. medical evaluation has been initiated. ([back](#))

Alien Data Download ⓘ

Filter Criteria	
File Number:	<input type="text"/>
Alien Number:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Arrival Date:	
Start:	<input type="text"/>
End:	<input type="text"/>
Notification Date:	
Start:	<input type="text"/>
End:	<input type="text"/>
TB Class:	<input type="text" value="[No Filter]"/>
Visa Type:	<input type="text" value="All"/>
Worksheet:	<input type="text" value="All"/>
Initial Evaluation Started:	<input type="checkbox"/>
<input type="button" value="Generate Download Files"/>	

4. Click on “Generate Download Files” to find files that match your criteria.
 - If no files are found, you will receive the message, “No record found.”
 - If the search yields so many records that it exceeds the capacity of the EDN system, you will receive this message: “Too many records found, please narrow your search.” Add one or more criteria and click on “Generate Download Files” again.
5. You will be able to choose from links to sections of a DS form or TB Follow-Up Worksheet, including:
 - Form DS-2053
 - Form DS-2053 Sponsors
 - Form DS-2053 Laboratory Tests
 - Form DS-2053 Treatments
 - Form DS-2054
 - Form DS-3026
 - Form DS-3024
 - Form DS-3030
 - Form DS-3025 Vaccinations
 - Form DS-3025 Immunizations

- Form Cover Sheet
- Form Pre-Departure Screening
- Form Follow-up Worksheet
- Form Follow-up Worksheet Sputums ([back](#))

NOTE: Each Form has a "flat file" and, if needed, one or more "relational files." For example, DS-2053 has a flat file and three files that relate to that file (i.e., Form DS-2053 Sponsors, Form DS-2053 Laboratory Tests, and Form DS-2053 Treatments). These files are related by the Alien Identification Number. In contrast, Form 3026 (Medical History) and Form 3024 (CXR) do not have relational files, because there is no repeatable element. ([back](#))

6. Right-click on the Form name to save the data to your computer or network. Choose from "text with no formatting" (txt) or "comma-delimited text" (csv).
7. To open the file in a usable form in Excel, you must force it to run through the following input parameters:
 - Open Excel to a blank sheet.
 - Open the "Data menu."
 - Click on "import external data."
 - Select the data source ("find file").
 - Select "Delimited."
 - Select "Next."
 - Click on the "Other" option and hold down the shift key and the backslash character to enter "\."
 - Click on "Next."
 - Click on "Finish."([back](#))

Help

Help FAQ

- What can I find in the Help Section
- When should I call the Helpdesk?

Help: Key Terms

CDC HQ
contact a health department
contact person
contacts
find contacts
Helpdesk
Q-Stations
state/local HD
when to contact Helpdesk

What can I find in the Help Section?

The Help function connects you to the EDN Helpdesk and EDN contacts in state and local jurisdictions, Quarantine Stations, and CDC's EDN headquarters.

The screenshot shows the EDN system interface. On the left is a navigation menu with the CDC logo and the slogan 'SAFER • HEALTHIER • PEOPLE'. The menu includes sections for 'Login', 'Administrative Tasks', 'EDN Workflow', and 'Help'. The 'Help' section is expanded, showing 'Contacts' and 'Help' as sub-items. An arrow points from the 'Contacts' link in the menu to a text box. The main content area is titled 'Electronic Disease Notification (EDN)' and features a 'View By' filter with radio buttons for 'State HD', 'Local HD', 'Q-Stations', 'CDC HQ', and 'Contact person'. Below the filter, there is a list of state health departments under the heading 'State HD', including AK, AL, AR, and AZ.

To find contact information for staff at the EDN Helpdesk, EDN users in state and local jurisdictions, Quarantine Stations, or CDC EDN headquarters, click on "Contacts" in the Help section of the EDN menu.

[\(back\)](#)

Find Contacts Steps

The screenshot shows the CDC Electronic Disease Notification (EDN) interface. The top navigation bar includes 'CDC Home', 'Search', and 'Health Topics A-Z'. The left sidebar has a 'Login' button and a menu with options like 'Logout', 'Administrative Tasks', 'EDN Workflow', and 'Help'. The main content area is titled 'EDN Contacts' and features a 'View By' section with radio buttons for 'State HD', 'Local HD', 'Clinic Level Users', 'Q-Stations', 'CDC HQ', and 'Contact person'. Below this, a list of contacts is shown under the 'State HD' filter, including 'AK State Health Department', 'AL State Health Department', and 'AR State Health Department'. An arrow points from the 'Local HD' radio button to the 'AL State Health Department' entry in the list.

1. Choose from the options on the Toolbar at the top of the “Contacts Screen” to view a list of possible contacts:
 - State/local HD–Local and state health departments are listed alphabetically.
 - Clinic-Level users are listed alphabetically by name.
 - Quarantine Station–Quarantine Stations are listed alphabetically.
 - CDC HQ–EDN headquarters staff are listed alphabetically.
 - Contact person–this list includes all contacts in the EDN system except for clinic level users (local and state health departments, Quarantine Stations, and CDC EDN headquarters). ([back](#))

Contact a Health Department Steps:

Electronic Disease Notification (EDN)

EDN Contacts

EDN Helpdesk 1-866-226-1617
EDN Helpdesk Email edn@cdc.gov

View By

State HD
 Local HD
 Q-Stations
 CDC HQ
 Contact person

State HD

AK State Health Department

Member Contacts

Title	Last Name	First Name	E-Mail Address	Phone Number	Ext.	FAX Number .
QA :wdell	ablig	rzwttd	yba3@cdc.gov	710-447-7558	6981	255-587-0033
QA :ldiri	agelo	tztag	yba3@cdc.gov	424-647-9792	2235	757-080-3135
QA :wdzit	sigow	wldwr	yba3@cdc.gov	820-486-0326	9205	164-719-4759
QA :qwtzg	alzir	zlwgt	yba3@cdc.gov	160-695-0373	8170	362-504-9392
	AK	cpo4	cpo4@cdc.gov	123-123-1234		
QA :ltibi	alaid	wodog	yba3@cdc.gov	606-171-8304	1526	738-293-9615

1. Click on the (+) next to a jurisdiction to open the list of staff for that health department.
2. Click on the e-mail address of a staff person to open an e-mail to the individual.
3. Phone and fax numbers are also listed for each staff person. ([back](#))

When should I call the Helpdesk?

- **All** inquiries about EDN start with the Helpdesk.
- A member of the EDN Helpdesk staff is available to you via e-mail or phone from 7:00 a.m. to 3:00 p.m. Eastern time.
- If the Helpdesk staff cannot answer your question immediately, they will forward it to the appropriate person (e.g., medical officer).
- Every inquiry will receive a response within 2 business days. ([back](#))

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