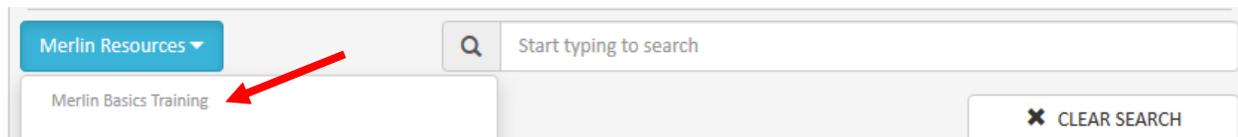


## Summary

This document describes how to record information in Merlin for confirmed COVID-19 cases and their contacts. For an introductory training on Merlin basics, including adding a new profile and case, visit the [Training Tuesday SharePoint site](#) and select Merlin Basics Training under the Merlin Resources dropdown. A copy of the Merlin Basics Training slides is available [here](#).

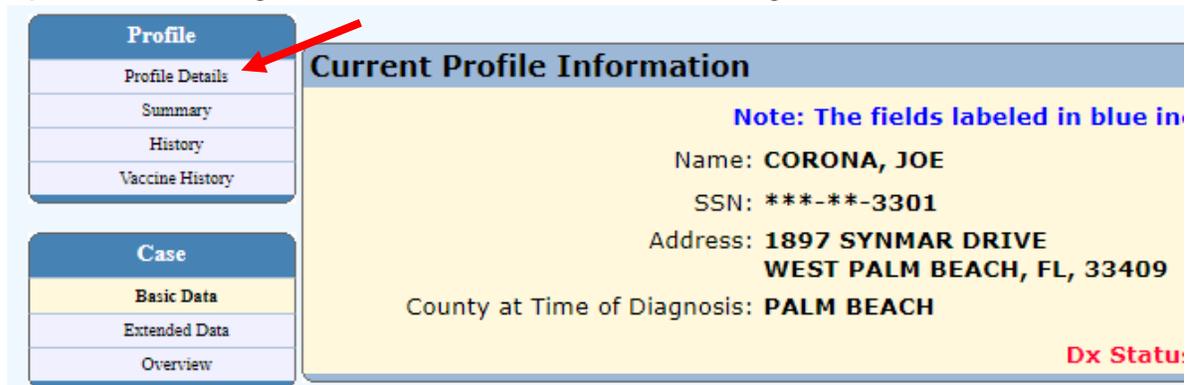


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## Basic Data Standard Sections

- Upon creation of a COVID-19 case, Merlin will direct you to the Basic Data screen. Basic Data contains several sections, including both some that are standard across all diseases and some that are specific to COVID-19 cases. This section includes guidance for the sections that are standard across all diseases.
- The “Current Profile Information” section displays information from the person’s profile. To edit any of the fields, navigate to the “Profile Details” tab on the navigation menu on the left.



- The “Case Information at Time of Diagnosis” section sets the Jurisdiction and County fields based on the initial profile information. Once a case is created, updating the profile information on the “Profile Details” screen will **not** change the information in the “Case Information at Time of Diagnosis” section. Information in this section should be reflective of the person’s **residence at the time they were diagnosed with COVID-19**.
  - To change the fields in this section, edit the Zip field. Merlin will automatically update the other fields based on the Zip.



- **The County field represents the person’s county of residence at the time they were diagnosed with COVID-19** and is used to assign case counts for reports.
- The County Currently Assigned field allows users in another county to update and edit the case in Merlin. This field might be used, for example, if a person works in a long-term care facility in Broward County but lives in Palm Beach County. The County Currently Assigned field could then be changed to Broward County so that they could add information to the case. Of note, the case would still be counted as a Palm Beach County case.
- If the person was not a Florida resident at the time they were diagnosed with COVID-19, the “Case Information at Time of Diagnosis” section should be updated to reflect their state or country of residence. This information will be used to send the case to the appropriate jurisdiction for follow up. Guidance for determining residency for disease reporting is available [here](#).

- Entering a non-Florida Zip will automatically update the other fields to reflect the non-Florida jurisdiction.

**Case Information at Time of Diagnosis**

Do not delete out-of-jurisdiction cases. Please report this case as usual so that Central Office staff can notify the appropriate jurisdiction of the case.

Jurisdiction: US, Non-Florida Case

Zip: 30333 - [ ]

City: ATLANTA State: GA

County: PALM BEACH

County Currently Assigned: PALM BEACH

- If the person lived outside of the United States, select “Out of the US” as the Jurisdiction and enter the city and country.

**Case Information at Time of Diagnosis**

Do not delete out-of-jurisdiction cases. Please report this case as usual so that Central Office staff can notify the appropriate jurisdiction of the case.

Jurisdiction: Out of the US

City: LONDON

Country: UNITED KINGDOM

County: HILLSBOROUGH

County Currently Assigned: HILLSBOROUGH

- In the “Case Information” section, ensure that the Survey field is set to Case. Enter the relevant dates in the appropriate fields.

**Case Information**

FL Disease Code: Coronavirus, Novel 2019 (nCoV-2019) - 00342

DX Status: [ ] Not a Case

Primary Reviewer(s): KATIE KENDRICK

Survey: Case

Date Onset: 05/04/2020

Lab Report Date: [ ]

Date Event: 05/04/2020

Case #: 1437993

Status: Incomplete

Ext. Status: No CRF Needed

Under Investigation:

Reminder Date: [ ]

Date Diagnosis: [ ]

FDOH Notified Date: 05/09/2020

Event Type: DATE OF ONSET

- The “Exposure Location” section documents where a person was potentially exposed to SARS-CoV-2. In the Location(s) where exposed field, use the dropdown to select the states and/or countries a person visited **the 14 days before onset of COVID-19 symptoms**. If the person did not leave Florida, select “FL” from the dropdown. The Imported and Origin fields will automatically update based on the selected locations.

**Exposure Location**

Location(s) Where Exposed: FL x

Imported: Acquired in Florida

Origin: FL

- In the “Additional Case Information” section, use the dropdown in the Outbreak field to select whether a case is sporadic or outbreak-associated. A case should be marked as outbreak-associated if the case is epidemiologically linked to another COVID-19 case. If the case is part of a known outbreak, the case can be linked to the outbreak in Outbreak Module by entering the outbreak number in the Outbreak ID field.

**Additional Case Information**

Investigator:

CHD Reference #:

**Outbreak:**

Outbreak ID:

**Case Classification:**

- Complete the remaining fields in this section related to notification of the case.
- In the “Clinical Information” section, document whether the case was investigated and if so, the date the investigation began. Investigating a case includes gathering additional information beyond what was submitted in the initial case or lab report. All COVID-19 cases should be investigated. Document whether the person or their proxy was interviewed and if so, the date of first interview.

**Clinical Information**

**Investigated:**  Date Investigated:

**Interviewed:**  Date Interviewed:

**Symptomatic at Interview:**

**Pregnant:**

- Also in the “Clinical Information” section, document whether the person died. In order for the death to be counted in reports, there must be a date of death. Deaths are classified as associated with COVID-19 based on the criteria outlined in Appendix A.
  - If a death meets the exclusion criteria, please contact Dr. Yari Torres at [Yari.Torres@flhealth.gov](mailto:Yari.Torres@flhealth.gov) or Megan Gumke at [Megan.Gumke@flhealth.gov](mailto:Megan.Gumke@flhealth.gov).

**Died:**  Did the patient die from this illness:  Date of Death:

**Emergency Department Visit:**

**Inpatient Hospitalization:**  **Inpatient Hospitalization for this Disease:**

**Insurance:**  Insurance Notes:  Medicaid:

- In the “Sensitive Employment/Attendance Information” section, document whether the person attends or works at a daycare, is a health care worker, is a farm worker, or is a food handler. If yes, document information on the facility and the last date of attendance.

**Sensitive Employment/Attendance Information**

**Day Care:**  **Occupation:**

**Company:**

**Address:**

**Zip:**

**City:**  **State:**

**Phone:**

**Fax:**

**Date Last Attended:**

## Basic Data COVID-19-Specific Sections

- The “Investigation Type” section is used to document the status of the case at the beginning of the investigation. If the person is reported as a COVID-19 case, select “Investigated as a confirmed or probable case.” If the person is being monitored after a potential exposure to a COVID-19 case, select “Monitoring a person possibly exposed to 2019-nCoV.” **The initial investigation type should not change over the course of any investigation.** For example, if a person who is being monitoring develops symptoms and tests positive to become a confirmed case, the initial investigation type should remain as “Monitoring a person possibly exposed to 2019-nCoV.”

### Investigation Type

**The survey below should be completed for both COVID-19 cases and their contacts.**

Initial investigation type: Investigated as confirmed or probable case ▼

- When a confirmed case reports they had contact with other people while infectious, it should be documented in the “People This Case Exposed” section on the Basic Data screen.
  - Select “Yes” from the dropdown.

### People This Case Exposed

For confirmed cases only, person had close contact with other people while infectious: Yes ▼

- Each Florida resident the case identifies as a contact should be entered into the table. This will create a Merlin profile and COVID-19 case for the person. If a person has out of state contacts, do not enter them into the table. Send the out of state contact’s information to [HSD00EpiMonitoring@flhealth.gov](mailto:HSD00EpiMonitoring@flhealth.gov) so the appropriate jurisdiction can follow up.
  - Save any data already entered, then select “Add Contact” at the bottom of the table.

### People This Case Exposed

For confirmed cases only, person had close contact with other people while infectious: Yes ▼

**People this case exposed:**

Case ID	Dx	Last name	First name	Date of birth	Initial investigation type	Exposure date	Investigator
<a href="#">1438003</a>		<a href="#">Jones</a>	John		Investigated as confirmed or probable case	05/01/2020	hassan, agha(AGHA
<a href="#">1438005</a>		<a href="#">Smith</a>	Fred			05/14/2020	
<a href="#">1438006</a>		<a href="#">dude</a>	the	01/01/1960		05/14/2020	
<a href="#">1438007</a>		<a href="#">mary</a>	covid	01/01/2000	Monitoring a person possible exposed to 2019-nCoV	05/14/2020	
<a href="#">1438009</a>		<a href="#">DOG</a>	MAD			05/15/2020	
<a href="#">1438010</a>		<a href="#">contact</a>	new		Monitoring a person possible exposed to	05/15/2020	DEMENT, JAMIE(DEME

**Add Contact**
Save any data entered before selecting Add Contact.

- The “Create Contact” screen will appear. Enter as much information as you have about the person. The fields in blue are required (Last name, First name, and Exposure date).
  - If you do not have the contact’s name, do not put in placeholders (e.g. “case’s friend 1”). Wait to enter the contact until you are able to obtain the information.

- Merlin will automatically do a search of existing profiles to find matches. If a profile already exists for the person, select the radio button next to the profile. If not, select the radio button next to “Create new case and profile.” Continue completing the form.

Possible matches to the profile you are adding have been found.

Please select an existing case/profile to use, or confirm that a new contact should be added.

Case #	Profile#	Last name	First name	Date of birth	
<input type="radio"/>	1438008	8643036	PYTHON	MONTY	01/01/1960
<input type="radio"/>	Create new case and profile				

Last name

First name

- When finished, either select “Save and exit” or “Add Another” to enter another person.
- If needed, contacts can be edited directly from the “Contact List” table by selecting the pencil icon next to an entry. To delete a contact, select the “X” next to the entry.

Contact List				
	Case ID	Dx	Last name	First name
	<a href="#">1438003</a>		<a href="#">Jones</a>	John
	<a href="#">1438005</a>		<a href="#">Smith</a>	Fred
	<a href="#">1438006</a>		<a href="#">dude</a>	the
	<a href="#">1438007</a>		<a href="#">mary</a>	covid
	<a href="#">1438009</a>		<a href="#">DOG</a>	MAD
	<a href="#">1438010</a>		<a href="#">contact</a>	new

- Navigate back to the Basic Data screen using the link in the left-hand menu. The person(s) you entered should now appear in the “people this case exposed” table. Entries can also be edited from this table by clicking on the person’s last name to go to that person’s Profile Detail.

People This Case Exposed			
For confirmed cases only, person had c while infectious:			
<b>People this case exposed:</b>			
Case #	Last name	First name	
<a href="#">1434047</a>	<a href="#">COLA</a>	COLA	C
<a href="#">1438003</a>	<a href="#">Jones</a>	Jones	J
<a href="#">1438005</a>	<a href="#">Smith</a>	Smith	F
<a href="#">1438006</a>	<a href="#">dude</a>	dude	t
<a href="#">1438007</a>	<a href="#">mary</a>	mary	c
<a href="#">1438008</a>	<a href="#">PYTHON</a>	PYTHON	M

- If the case reports they had close contact with another confirmed COVID-19 case who may have infected them, it should be documented in the “Potential Source Cases” section on the basic data screen.
  - Select “Yes” from the dropdown.

Potential Source Cases	
Person had close contact with a confirmed COVID-19 case:	<input type="text" value="Yes"/>

- Each person the case reports as a potential source case should be linked to the case. To link to the potential source case, navigate to their Merlin COVID-19 case and enter the initial case as a contact in the “People This Case Exposed” section as described above. When you return to the initial case, the source case should now appear in the “People who may have infected this case” table.

Potential Source Cases						
Person had close contact with a confirmed COVID-19 case:						<input type="text" value="Yes"/>
<b>People who may have infected this case:</b>						
Case #	Last name	First name	Date of birth	Exposure date	Race	E
<a href="#">1438011</a>	<a href="#">GRUMBY</a>	JONAS	03/08/1922		White	F
<a href="#">1438428</a>	<a href="#">BARKER</a>	MA	01/01/1990			

- Attempts to contact the person should be documented in the “Follow-Up” section.
  - Each person’s follow up attempts should be documented on their own cases. Double check the name in the “Current Profile Information” section to make sure you are on the correct case.

- For each follow-up attempt, record the date, time, outcome, whether the person was symptomatic, and method of contact. To add a new row to the table, select the green circle at the top left corner. To delete a row, select the red circle on the left of the row.

**Follow-Up**

Contact the person and document whether they are symptomatic. If the person is symptomatic, complete symptoms.

Follow-up attempts:

	Date	Time	Outcome	Symptomatic	Method
	05/01/2020	9:00 AM	Contacted	No	Phone
	05/04/2020	10:45 AM	Left voicemail/message	Unknown	Phone
	05/07/2020	12:15 PM	Contacted	No	In person

- In the “Additional Clinical Information” section, document any diagnoses the person received. Multisystem inflammatory syndrome only needs to be completed for persons <21 years old; the field will be deactivated for persons 21 years and older.

**Clinical Information**

Pneumonia:  Diagnosis date:

ARDS:  Diagnosis date:

Multisystem inflammatory syndrome:  Diagnosis date:

Person had a more likely diagnosis:  Specify:

- Symptoms can be documented either in the “Clinical Information” section on the Basic Case screen or on the Symptoms screen, accessed via the “Symptoms” tab on the navigation menu on the left. The fields are linked so that any symptom information entered on one screen will automatically appear on the other.
  - If a person is asymptomatic, no other symptoms should be marked as “Yes” and there should not be an onset date recorded for the asymptomatic field.

Complete case symptoms:

	Symptom	Other	Onset Date	Time
<input type="text" value="Yes"/>	Fever		05/01/2020	
<input type="text" value="No"/>	Dry cough			
<input type="text" value="Yes"/>	Productive cough		05/03/2020	
<input type="text" value="Yes"/>	Chills		05/01/2020	
<input type="text" value="Yes"/>	Sore throat		05/02/2020	
<input type="text" value="Yes"/>	Headache		05/01/2020	
<input type="text" value="Unknown"/>	Muscle aches			
<input type="text" value="Yes"/>	Dyspnea/shortness of breath		05/04/2020	
<input type="text" value="No"/>	Vomiting			
<input type="text" value="No"/>	Abdominal pain			
<input type="text" value="No"/>	Diarrhea			
<input type="text" value="No"/>	Other			
<input type="text" value="No"/>	Asymptomatic			

## Group Settings Section

- The “Group Settings” section captures information on the group settings where a person lives, attends, or works such as a long-term care facility, jail, or school. If a person lives, attends, or works in a group setting, select “Yes” from the dropdown for the first question.

Person lives, attends, or works in a group setting: Yes ▼

- The table captures additional information on the setting. A separate row should be completed for each setting where the person lives or works. To add additional rows, select the green circle in the top left. To delete a row, select the red circle to the left of the row. If a person is associated with multiple facilities, **the facility in the first row of the table should be the facility of likely exposure.**

	Works at setting	Setting type	Setting sub type
+			
-	No ▼	Long-Term Care Facility (ALF, Nursing Home, ICF/IID) ▼	Long-Term Care Facility (ALF, Nursing Home, ICF/IID) ▼

- Document whether the person is a resident or a worker at the group setting in the first column, “Works at setting.”
  - Select “Yes” if the person works at the group setting
  - Select “No” if the person lives at the group setting
  - Select “Unknown” if it cannot be determined if the person works or lives at the group setting.

- Document the type of group setting in the second column, “Setting type.”
  - The setting type “Long-Term Care Facility” (LTCF) is based on criteria used by the Agency for Health Care Administration (AHCA). Facilities that meet the LTCF setting type criteria are registered with AHCA and include:
    - Assisted living facilities (ALFs)
    - Nursing homes (NHs)
    - Intermediate care facilities for the developmentally disabled (ICFs/IIDs)
  - If the facility is not an ALF, NH, or ICF/IID, do not select the “Long-Term Care Facility” setting type.** Additional information about a facility can be found using AHCA’s Facility/Provider Locator: <https://www.floridahealthfinder.gov/facilitylocator/FacilitySearch.aspx>.
  - Do not select a setting type of “Other” if a facility meets the LTCF criteria.
  - The setting type “**Correctional Facility/Juvenile Detention Center**” includes prisons, jails, ICE detention centers, juvenile detention centers, juvenile residential detention

facilities, and forensic health care facilities (secure mental/behavioral health facilities). The following tool can be used as an inmate search for department of corrections facilities:

<http://www.dc.state.fl.us/OffenderSearch/Search.aspx?TypeSearch=AI>.

- Selecting a setting type from the drop down will automatically set the sub type in the third column, “Setting sub type.” Note the setting sub type may change when additional information is added.

Setting type	Setting sub type
Long-Term Care Facility (ALF, Nursing Home, ICF/IID) ▼	Long-Term Care Facility (ALF, Nursing Home, ICF/IID) ▼

- Use the scroll bar at the bottom of the section to navigate to the fourth column, “Long term facility name.”
  - This field will only activate if “Long-Term Care Facility” is selected as the setting type.
  - This field contains a dropdown list of all ACHA registered ALFs, NHs, and ICFs/IIDs as of April 17, 2020. Note that the AHCA registered facility name may differ from the colloquial name of a facility. To find the AHCA registered facility name, use the AHCA Facility/Provider Locator.
  - Select the facility name from the dropdown list by either scrolling through the list or typing the first few letters of the name to jump down the list.
  - If after **ensuring that the facility is classified as an ALF, NH, or ICF/IID by AHCA**, and it is **not present in the dropdown list**, select “OTHER.”

Long term facility name
ATRIA WILLOW WOOD ▼

- Use the scroll bar at the bottom of the section to navigate to the fifth column, “Correction facility name.”
  - This field will only activate if “Correctional Facility/Juvenile Detention Center” is selected as the setting type.
  - This field contains a dropdown list of all Department of Corrections facilities. Select the correctional facility name from the dropdown list by either scrolling through the list or typing the first few letters of the name to jump down the list.
  - If after ensuring that the facility is **not present in the dropdown list**, select “OTHER.” Note that “OTHER” should be selected for all non-Department of Corrections facilities such as jails.

Correction facility name
Bay Correctional Facility ▼

- Use the scroll bar at the bottom of the section to navigate to the sixth column, “Setting name.”
  - This field will automatically set to the LTCF or correctional facility setting name if a LTCF name or correctional facility name is selected from the dropdown list in the fourth or fifth columns.

<b>Setting name</b>
ATRIA WILLOW WOOD

- This field will be activated if anything other than “Long-Term Care Facility” or “Correctional Facility/Juvenile Detention Center” is selected as the setting type in the second column or if “OTHER” is selected as the LTCF name in the fourth column or the correctional facility name in the fifth column.
- If the field is activated, enter the name of the facility. If you are entering the same facility name for multiple cases, be sure to enter the name in the exact same way.

<b>Setting name</b>
Independent living facility A

- Use the scroll bar at the bottom of the section to navigate to the seventh through eleventh columns for address.
  - These fields will automatically set to the LTCF or correctional facility address if a LTCF name or correctional facility name is selected from the dropdown list in the fourth or fifth columns.

Setting address	Setting address city	Setting address state	Setting address zip	Setting address county
2855 WEST COMMERCIAL I	FORT LAUDERDALE	FL	33309	BROWARD

- These fields will be activated if anything other than “Long-Term Care Facility” or “Correctional Facility/Juvenile Detention Center” is selected as the setting type in the second column or if “OTHER” is selected as the LTCF name in the fourth column or the correctional facility name in the fifth column.
- If the fields are activated, enter the address of the facility.

Setting address	Setting address city	Setting address state	Setting address zip	Setting address county
3602 Spectrum Blvd	Tampa	FL	33612	HILLSBOROUGH

- Before saving, **double check the facility information to ensure you are selecting the correct facility.** Some facilities have similar names while others have the same name but different setting subtypes or addresses.

- If the person is associated with multiple facilities, repeat this process in the next row of the table.
- Keep these tips in mind when completing this section:
  - A person does not have to officially work for a LTCF to be considered a worker if they have had significant contact with residents at the facility.
  - Persons employed by a LTCF that don't enter the facility that houses residents or interact with staff that care for residents would not be considered a worker at the LTCF. Examples may include administrative staff in separate buildings or support staff working solely in the independent living side of a complex.
  - Only workers who could have been exposed at the facility (14 days prior to onset) or who were at the facility while infectious should be associated with a facility. If an individual visited a facility outside of this timeframe, do not associate them with the facility.
  - If a person did not originate in a LTCF and was only transferred to a LTCF after being hospitalized, do not associate them with a facility in the table.
  - Do not wait to interview a case to fill out the group settings section if you have already verified with the facility or through medical records that the case is linked to a facility.
  - A person should not be associated with a facility if they never went to the facility. For example, if an employee of a facility exposed other household members, those persons should not be linked to the facility in the group settings section or in outbreak module.
  - For some LTCFs, the AHCA licensed facility may be in a complex of multiple facility types (i.e. nursing home, assisted living facility, or independent living). Verify which specific facility the case lives or works in and complete the group settings table accordingly. Independent living facilities should not be listed as LTCFs. Some nursing homes and assisted living facilities have the same name or address, so it may be helpful to verify the correct facility information using the facility's AHCA license number.

## Extended Data

- The Extended Data screen should be completed for all confirmed and probable cases. Navigate to the screen by selecting the “Extended Data” tab on the navigation menu on the left.

- Question 1 is linked to the fever symptom and can be updated on either the Symptoms or Basic Data screen. If fever was not subjective, document the person’s highest temperature in degrees Fahrenheit.

- Document the person’s height and weight in question 2. **These fields are particularly important for persons age 20-65 years.** If body mass index (BMI) is included in a person’s medical record, also document that in question 2.
  - Height, weight, and BMI reported in medical records will often be more reliable than reported through individual interviews, so **use of data from medical records, when available, is encouraged.**
  - Pay close attention to the units; height should be documented in **centimeters** and weight in **kilograms**.

- Document all diagnoses the person received from a health care provider in question 3 along with the diagnosis date. The fields for pneumonia, ARDS, and multisystem inflammatory syndrome are linked to the respective fields on the Basic Data screen and can be completed in either place.

3. Diagnoses the person received:		Diagnosis date:
Abnormal chest X-ray:	Yes <input type="button" value="v"/>	05/20/2020
Abnormal chest CT:	Unknown <input type="button" value="v"/>	
Pneumonia:	Yes <input type="button" value="v"/>	05/20/2020
ARDS:	No <input type="button" value="v"/>	
Renal failure:	No <input type="button" value="v"/>	
Multisystem inflammatory syndrome:	<input type="button" value="v"/>	
Other:	No <input type="button" value="v"/>	

- Document all underlying health conditions of the person in question 4.

4. Underlying health conditions:	
Current smoker:	No <input type="button" value="v"/>
Former smoker:	No <input type="button" value="v"/>
Obesity:	No <input type="button" value="v"/>
Diabetes:	Yes <input type="button" value="v"/>
Chronic lung disease:	Yes <input type="button" value="v"/>
Asthma:	Yes <input type="button" value="v"/>
Chronic obstructive pulmonary disease (COPD):	No <input type="button" value="v"/>
Chronic kidney disease:	No <input type="button" value="v"/>
Chronic liver disease:	No <input type="button" value="v"/>
Cardiac disease:	No <input type="button" value="v"/>
Hypertension:	No <input type="button" value="v"/>
Neurological/neurodevelopmental:	No <input type="button" value="v"/>
Immunocompromised:	No <input type="button" value="v"/>
Other:	No <input type="button" value="v"/>

- Question 5 is related to hospitalization. The inpatient hospitalization field is linked to the inpatient hospitalization field on the Basic Data screen and can be completed in either place.

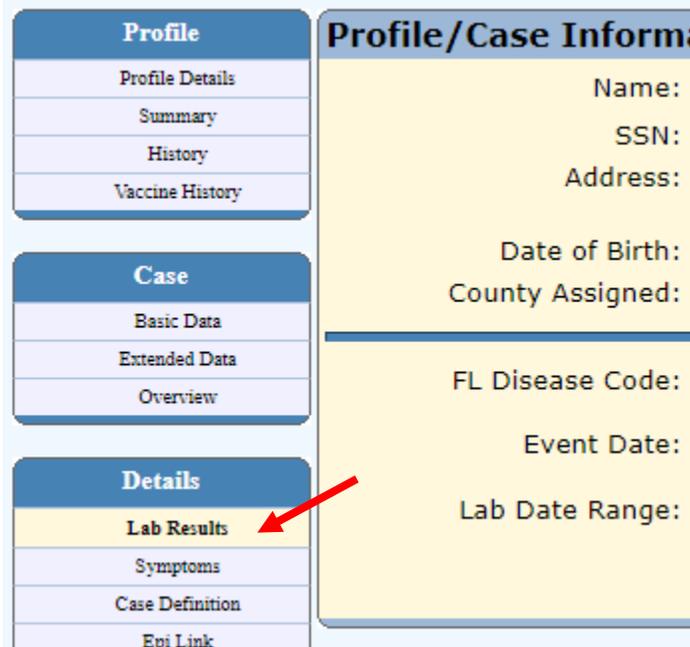
5. Inpatient hospitalization:	Yes	▼	
Patient admitted to ICU:	No	▼	
Patient received mechanical ventilation (MV)/intubation:	No	▼	Total days on MV: <input type="text"/>
Patient was on ECMO:	No	▼	

- Document any positive, non-SARS-CoV-2 test results the person had in question 6. All SARS-CoV-2 test results should be documented on the Laboratory Results screen; see the Laboratory Results section of this document for additional guidance.

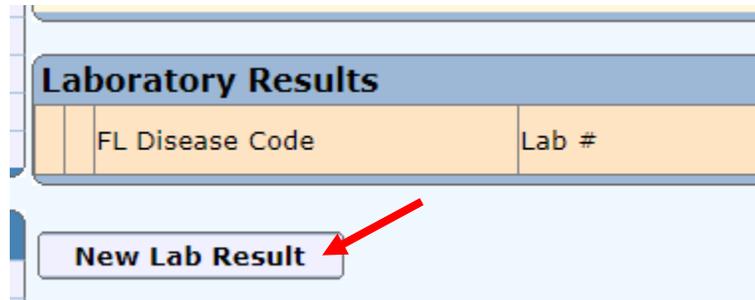
6. Patient had a positive non-SARS-CoV-2 test result:	Yes	▼
Specify positive result(s):		
Influenza A rapid test:	Yes	▼
Influenza B rapid test:	No	▼
Influenza A PCR:	Yes	▼
Influenza B PCR:	No	▼
Respiratory syncytial virus (RSV):	Unknown	▼
Human metapneumovirus (hMPV):	No	▼
Adenovirus:	No	▼
Parainfluenza 1-4:	No	▼
Rhinovirus:	No	▼

## Laboratory Results

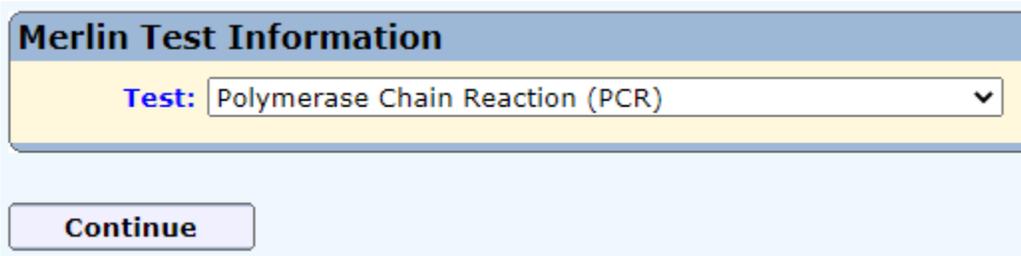
- If a paper SARS-CoV-2 laboratory result needs to be added to a case, navigate to the Laboratory Results screen by selecting the “Lab Results” tab on the navigation menu on the left.



- Select “New Lab Result.”



- Select the appropriate test type from the dropdown, and then select “Continue.”



- Document as much information as you have in the “Merlin Test Information” section. The fields in blue are required.

**Merlin Test Information**

**County Assigned:** HILLSBOROUGH ▾

**Accession #:** 12345 ⓘ

Investigator: ▾ ⓘ

**Test:** Polymerase Chain Reaction (PCR) ▾

**Merlin Specimen Code:** UNKNOWN ▾ ⓘ

Date Collected: 05/01/2020 ⓘ Received: ▾ ⓘ

**Lab Report Date:** 05/03/2020 ⓘ

Lab Event Date:

**Result:** POSITIVE ▾ ⓘ  Disqualified Lab

- In the “Facility and Provider Information” section, the sending facility is required. To select a sending facility, select “Get Lab.”

**Facility and Provider Information**

**Sending Facility Information**

Sending Facility:  
Address:  
City: State: Zip:  
Phone: Fax:  
Email:

**Get Lab** ⓘ

- In the “Resource Search” section, search for the laboratory that reported the paper laboratory result.
  - If you find the correct laboratory, select “LINK” next to the laboratory to return to the Lab Results screen.
  - If you do not find the correct laboratory, contact the Merlin Helpdesk at [Merlin.Helpdesk@flhealth.gov](mailto:Merlin.Helpdesk@flhealth.gov).

### Resource Search

Type:

Name:   
(or Company Name)

City:

State:

County:

OR

State Labs:

### Resource Results - 4 row(s)

	ID	Type	Name
<a href="#">LINK</a>	90520	LABORATORY	<a href="#">ORLANDO REGIONAL HEALTH SERVICES</a>
<a href="#">LINK</a>	59497	LABORATORY	<a href="#">ORLANDO REGIONAL HEALTHCARE SYSTEM</a>
<a href="#">LINK</a>	33129	LABORATORY	<a href="#">ORLANDO REGIONAL HOSP</a>
<a href="#">LINK</a>	57028	LABORATORY	<a href="#">ORLANDO REGIONAL MEDICAL CENTER</a>

- Repeat this process for the ordering provider and ordering facility by selecting “Get Provider” and “Get Facility,” respectively.

#### Merlin Matched Ordering Provider

Ordering Provider:  
Address:  
City:  
Phone:  
Email:

#### Merlin Matched Ordering Facility

Ordering Facility:  
Address:  
City:  
Phone:  
Email:

- When ready, select “Save.” You should get a notification that the record was saved successfully. If you have another laboratory result to enter, select “Yes” to repeat this process; otherwise, select “No” to return to the Lab Results screen.

**The record was saved successfully.**

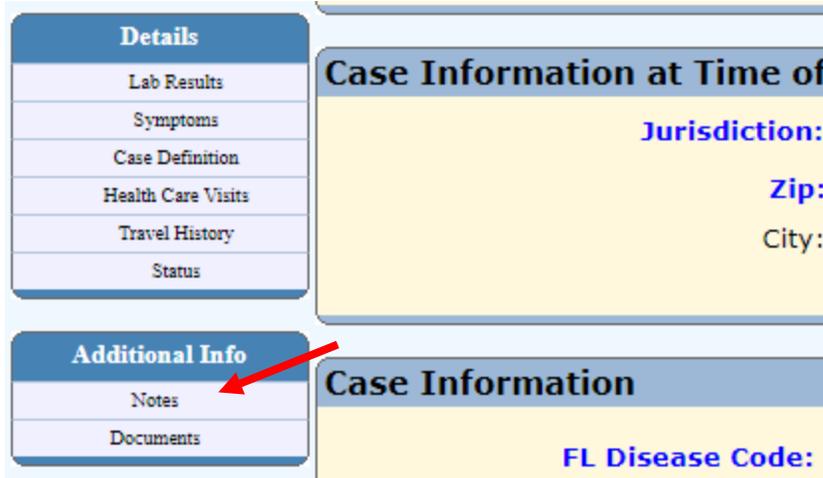
Would you like to enter another lab result for **CORONA, JOE**?

- The laboratory result just entered should now appear in the “Laboratory Results” section.

Laboratory Results					
	FL Disease Code	Lab #	<a href="#">Accession #</a>	<a href="#">Event Date</a>	<a href="#">Reported</a>
 	Coronavirus, Novel 2019 (nCoV-2019) - 00342	<u>8191894</u>	12345	05/01/2020	05/03/2020

## Notes and Documents

- Document any additional information not captured elsewhere on the Notes screen.
  - Navigate to the “Notes” tab on the navigation menu on the left.



- Select “New” to create a new note.
- In the “Note Information” section, select the type of note, then write your text in the Notes field. Select “Save” when finished. Your note will then appear in the “Existing Notes” section.

**Note Information**

Type:

Addtl Type:

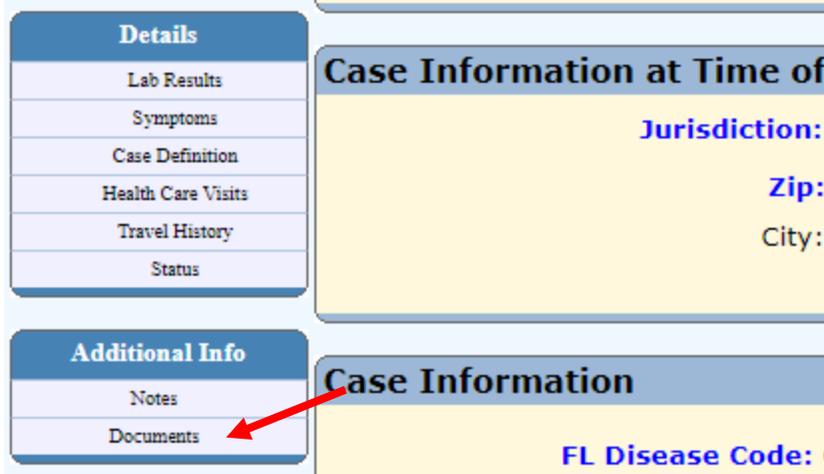
Date:

Notes:

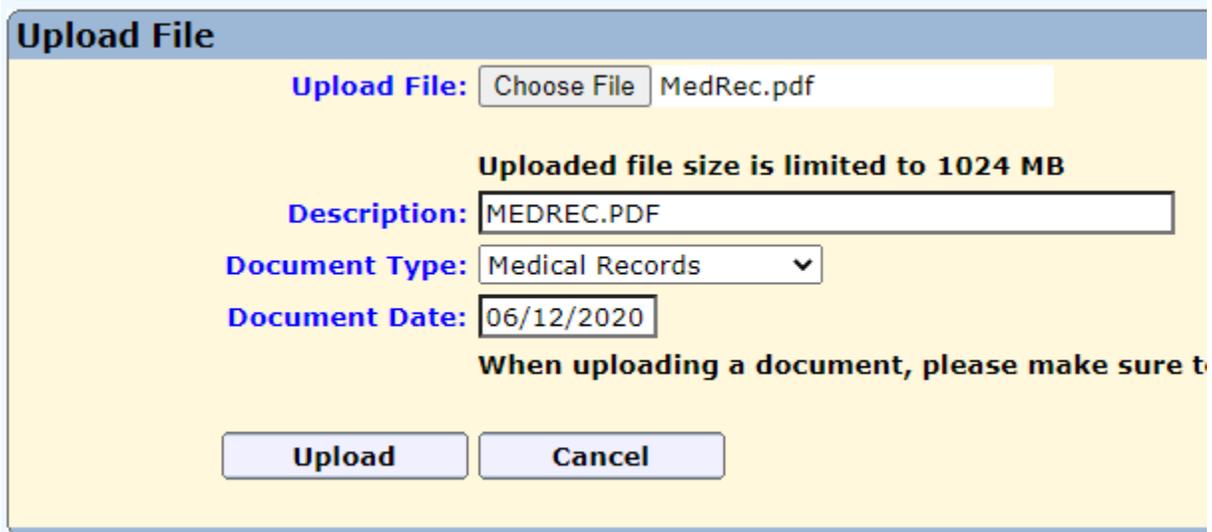
Author: **KATHERINE KENDRICK**

Date/Time Added: **06/12/2020**

- Upload any relevant documents to the case on the Documents screen. Relevant documents may include medical records, case report forms, death certificates, etc.
  - Navigate to the “Documents” tab on the navigation menu on the left.



- Select “Upload” to show the “Upload File” section.
- In the “Upload File” section, choose the file to upload in the Upload File field. Type a description for the document in the Description field, and select the document type. Select “Upload” to upload the document.



- The document will then appear in the “Merlin Documents” section.

## Contact Follow-Up Task List

- A new task list is available to keep track of contacts needing follow up. To navigate to the task list, select the “Task” tab at the top, then the “All Task Lists” tab from the navigation menu on the left, then “**Contact Follow-Up**” under Cases.



- The task list can be filtered by county, disease, task type, investigator, and day limit. These fields can also be left blank to see the full task list.
  - Currently, the only option for **Disease** is COVID-19.
  - There are two options for **Task Type**, first follow up and final follow up. First follow up indicates cases that need to be contacted for the first time. Final follow up indicates cases that need to be contacted for the final time after their monitoring period has ended.
  - Investigator** is based on the investigator assigned to a case in the “Additional Case Information” section on the Basic Data screen.
  - Day Limit** indicates how many days in the future you would like to see when cases need follow up. For example, a day limit of 2 would show cases that are due for follow up today or tomorrow. To only see cases are due for follow up today, set the Day Limit to 1.

### Contact Follow-Up

County:

Disease:

Task Type:

Investigator:

Day Limit:

- Select “Search” to see the resulting task list based on the filters. Selecting any of the column names will sort the list by that column. Selecting the Case ID for a given row will take you directly to the case to edit. The task list includes several key variables:
  - **Task** indicates the type of task, first or final follow-up, and the due date.
  - **Last date potentially exposed** determines the dates of the monitoring period. This field is based on the exposure date field that is required when adding a contact through the “People This Case Exposed” section on the Basic Data screen. Please see the section above in this document for guidance on how to add a contact.
  - **Day** indicates the number of days since the last date potentially exposed.
  - **End of monitoring period** indicates the date monitoring can be stopped for a person, which is 14 days after the last date potentially exposed.
  - **Last date of follow-up** indicates the last documented follow-up attempt for a case. Please see the Basic Data COVID-19-Specific Sections section in this document for guidance on how to document a follow-up attempt.

Search Results				
Go to Page <input type="text"/> <input type="button" value="GO"/>				
Case ID	DX status	Name	Date of birth	Task
1438786	Confirmed	HELLO, THERE		Final follow-up is due 06/11/2020
Last date potentially exposed	Day	End of monitoring period	FDOH notified date	Date of last follow-up
05/28/2020	5	06/11/2020	05/29/2020	05/30/2020

- **Cases will appear on the task list until a documented follow-up attempt has been made.**
  - Follow-up attempts should be documented in the “Follow-Up” section on the Basic Data screen. Please see the Basic Data COVID-19-Specific Sections section in this document for guidance on how to document a follow-up attempt.
  - The follow-up attempt must have an outcome of **contacted, no phone number available, or refused/don’t call back** in the appropriate timeframe for a case to be removed from the task list.
    - For a first follow-up task to be removed, a follow-up attempt must be made on or after the last date potentially exposed.
    - For a final follow-up task to be removed, a follow-up attempt must be made on or after the end of the monitoring period.
- The Contact Follow-Up task list is intended to replace the county-specific monitoring outbreaks previously used to keep track of persons being monitored. Therefore, **it is no longer necessary to attach cases to a county’s monitoring outbreak.**

## Appendix A: COVID-19 Associated Death Classification

Deaths are classified based on the following criteria.

### Inclusion criteria:

A death after January 19, 2020 in a confirmed case of COVID-19 who is a Florida resident where:

1. COVID-19/Coronavirus is listed as the immediate or underlying causes of death, or listed as one of the significant conditions contributing to death

OR

2. Confirmed COVID-19 infection (lab report date) within 30 days of death AND cause of death doesn't meet exclusion criteria

### Exclusion criteria:

A death should be excluded if an alternative cause of death can fully explain their cause of death (e.g. trauma, suicide, homicide, overdose, motor-vehicle accident, etc).

### Examples:

	Meets inclusion criteria	Meets exclusion criteria
<b>Cause of death:</b> Hypertensive arteriosclerotic cardiovascular disease <b>Significant conditions contributing to death:</b> fall with skull fractures and subdural hematoma, COVID-19 positive, cirrhosis		Because of the skull fractures with subdural hematoma.
<b>Cause of death:</b> COVID-19 pneumonia <b>Significant conditions contributing to death:</b> dementia, hypertensive cardiovascular disease, closed head injury with intracranial hemorrhage sustained in a ground level fall	Although the fall was a contributor, COVID-19 pneumonia was listed as the cause of death.	
<b>Cause of death:</b> acute respiratory distress syndrome, pneumonia, COVID-19 <b>Significant conditions contributing to death:</b> complications of traumatic brain injury, Alzheimer's dementia	ARDS, COVID-19 pneumonia listed as a cause of death	
<b>Cause of death:</b> hanging <b>Significant conditions contributing to death:</b> none		Although this decedent was a confirmed case in Merlin, the ultimate cause of death was suicide and not COVID-19.
<b>Cause of death:</b> Acute respiratory distress syndrome, pneumonia <b>Significant conditions contributing to death:</b> Diabetes mellitus	Decedent is a confirmed case in Merlin, date of death < 30 days from diagnosis, ARDS and pneumonia listed as a cause of death	