iPHIS Bulletin #7

Reporting Rabies Post-exposure Prophylaxis in iPHIS

Revised: November 2023

Purpose

The purpose of this bulletin is to give an overview of the use of iPHIS for reporting animal exposures requiring rabies post-exposure prophylaxis (RPEP). In particular, this bulletin provides information on the relevant iPHIS fields that should be completed with respect to the involved public health unit (PHU). The following topics are addressed in this bulletin and in more detail in the iPHIS User Guide - Rabies Post-exposure Prophylaxis:

- Duty to report

- Description of the "health unit" fields in the CD module

- Coordination of data collection and entry when multiple PHUs are involved

- Process for entering RPEP

- Process for entering RPEP for non-residents of Ontario

Duty to Report

1. From providers to PHUs:

Under the **Health Protection and Promotion Act** *(HPPA)*, a physician, registered nurse in the extended class, veterinarian, police officer or any other person who has information concerning any animal bite or other animal contact that may result in rabies in persons shall as soon as possible notify the medical officer of health and provide the medical officer of health with the information. R.R.O. 1990, Reg. 557, s. 2 (1).

2. From PHUs to the Ministry

Under the HPPA, a medical officer of health who finds any person has been exposed to a rabid or suspected rabid animal so as to require anti-rabies treatment shall provide information, including details of exposure and treatment, to the Ministry of Health and Long-Term Care. R.R.O. 1990, Reg. 557, s. 3(1).

The following documents highlight the legal obligations regarding RPEP data entry in IPHIS.

The [Rabies Prevention and Control Protocol 2022](#) (or as current) outlines the requirements for reporting in iPHIS on individuals receiving RPEP (s.2(p)). PHUs must also comply with data entry requirements outlined in iPHIS user guides and bulletins as per the [Infectious Diseases Protocol (2022)](#) or as current (s.2 (b. (iv)).

Description of the "health unit" fields in the CD module

An animal exposure/potential rabies incident (rabies incident) must be created in the Communicable Disease (CD) module of iPHIS for each person for whom RPEP is indicated, whether or not the recommendation for RPEP is accepted or refused by the client. RPEP is indicated if a healthcare provider recommends the administration of anti-rabies treatment following an animal exposure. When creating a rabies incident, the PHU(s) involved in the management of the incident is/are recorded in three separate locations in the CD module. The PHU selected for each of these locations depends on the information being recorded as outlined in Table 1 below. The involved PHU may be the same or different for all three locations.

Table 1: Description of the "health unit" fields in the CD module

Field name	Description
Incident tab > Health Unit	- The PHU in which the client resided at the time the incident occurred **Note**: iPHIS automatically populates this field based on the user login credentials. This may or may not be the same PHU that created the incident.
Exposure tab > Place of Exposure	The PHU in which the exposure occurred.
Imms/TST tab > HU	- The PHU that administers and/or delivers RPEP. More than one health unit may be involved in the provision of RPEP. **Important**: The PHU that administers/delivers the first dose of vaccine is responsible for creating the incident. Similarly, the PHU that administers/delivers the last dose of vaccine is responsible for closing the incident. This may or may not be the same PHU that created the incident.

Coordination of data collection and entry when multiple HUs are involved

A single PHU is most often involved in managing a rabies incident; only one PHU is involved when the exposed person, the suspected animal and the physician recommending RPEP all reside/practice in the same PHU. When more than one PHU is involved, the PHU that administers or delivers the first dose of vaccine assumes responsibility for creating the incident and ensuring that all relevant information (e.g. creation of the client if necessary, details pertaining to the incident, the exposure and immunization) is entered into iPHIS. The PHU that administers or delivers the final dose is responsible for closing the incident in iPHIS. Any of the PHUs involved can enter additional details; however, the responsibility of ensuring all the data entry is complete and accurate rests with the PHU where the last dose of vaccine was administered or delivered.

Note: PHUs may need to communicate with each other to ensure complete and accurate data entry.

Process for entering RPEP

The following provides a brief synopsis of the steps for RPEP data entry, however, the user guide provides more detailed data entry guidance.

Step 1: **Select/create the client and rabies incident**
- Search for the client. If the client does not already exist, create the client.
- Create the rabies incident by selecting **New Incident** on the *Client Rabies Incident Summary* screen

Step 2: Enter the Health Unit on the Incident tab
- Select the PHU where the client lives

Step 3: **Enter the exposure details**
- Enter the exposure details on the *Exposure* screen, by selecting the **Exposure** tab.

Step 4: **Enter the immunization details**
- Enter the immunization details by selecting the **Imms/TST** tab.
- The PHU that administers/delivers the first dose of vaccine is responsible for creating the incident.

Step 5: Close the incident
- The PHU that administers the final dose of the vaccine is responsible for closing the incident and ensuring the completeness of the information entered. If the client refused and no PEP was provided, the incident is closed with that indication.

Process for entering RPEP for non-residents of Ontario

PHUs may have concern regarding designation of cases for non-residents of Ontario. To address this reporting issue for non-residents of Ontario and ensure that the case is not counted in your jurisdiction, please follow the steps outlined below.

Note: **The PHU that initiates case management is responsible for creating the client and rabies incident.**

Step 1: **Select/create the client and rabies incident**
- Search for the client. If the client does not already exist, create the client.

  - If the client resides outside of Canada, users should select the country where client resides and then select "Out of Province" from the city drop list.

- Create the rabies incident by selecting **New Incident** on the *Client Rabies Incident Summary* screen

  - Navigate to the Incident Tab > Health Unit and select MOHLTC-PHD

  - The client address at the time of incident field will populate with the address/es entered in the demographics module – Select the "Out of Province" address

Step 2: **Enter the exposure details**
- Enter the exposure details on the *Exposure* screen, by selecting the **Exposure** tab.

  - Select the appropriate value for the "Place of Exposure" field

Step 3: **Enter the immunization details**
- Enter the immunization details by selecting the **Imms/TST** tab.

  - Select the relevant "HU" that administered the immunization

Step 4: **Close the incident**
- The PHU that initiates case management creates the incident and is responsible for ensuring the completeness of the information entered and closing the incident.

Contact the **Public Health Solutions Service Desk** at 1-866-272-2794 or 416-327-3512 or email PublicHealthSolutions@ontario.ca for additional information or questions about this Bulletin.

Document History

Table 2. History of Revisions

Revision Date	Document Section	Description of Revisions
Feb 2023	Duty To Report	Hyperlinks were incorrect and not working. Updated them to ensure user is directed to the correct urls. Updated: • the Rabies Prevention and Control Protocol from 2013 to 2022 • the Infectious Diseases Protocol (2015) to (2022)
Feb 2023	Table 1: Description of the "health unit" fields in the CD module	Updated the description of the Incident Tab > Health unit. Removed the information that stated the PHU in which the client resided at the time the incident occurred must create the incident in iPHIS. Updated the description of the Imms/TST tab> HU. PHUs that deliver/administer vaccines are now responsible for creating and/or closing the rabies incident.
Feb 2023	Coordination of data collection and entry when multiple HUs are involved	Updated the process to indicate which PHU is responsible for creating and closing a rabies incident.
Feb 2023	Process for entering RPEP	Included Step 2, since this the PHU where the PHU that is creating the incident may not necessarily be where the client resides. Updated Step 5 to reflect the PHU that administers the final dos is responsible for closing the incident.
Feb 2023	Process for entering RPEP for non-residents of Ontario	Removed the point that the incident Health Unit field cannot be changed once created. Updated PHU responsibility for opening and closing an incident. Included the step to select MOHLTC/PHD as the health unit on the incident tab. This is so out-of-province cases will not be counted in any one jurisdiction.

Citation

Disclaimer

iPHIS Bulletins

An iPHIS Bulletin provides guidelines to integrated Public Health Information System (iPHIS) users about policy, procedure and/or data standards, to support common practices among users.

Ontario