

## Appendix I: NCLEAD



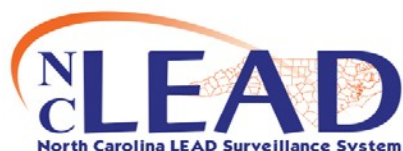
### North Carolina Childhood Lead Poisoning Prevention Program **NCLEAD and Clinical follow-up**

Recently revised state guidelines call for clinical follow-up of children under the age of six who have a blood lead level (BLL) at or above a reference value based on the 97.5th percentile of the BLL distribution among children 1–5 years old in the United States (currently 5 micrograms per deciliter). These guidelines are based on recent recommendations by the Center for Disease Control and Prevention, which cite compelling evidence that low BLLs are associated with IQ deficits, attention-related behaviors, and poor academic achievement. North Carolina data indicate there may be as many as 10 times the number of children requiring clinical follow-up under the revised recommendations. NCLEAD, a web-based statewide surveillance system is used for tracking case management services for these children.

NCLEAD was implemented in July 2010 and provides real-time information to providers of clinical and environmental follow-up services. NC General Statute §130A-131.8 requires electronic submission of all blood lead test results for children under the age of six. Data from the NC State Laboratory of Public Health, LabCorp, Quest Diagnostics and Mayo feed directly into the system. Electronic data from all other laboratories are reformatted and standardized by data management staff before upload.

NCLEAD provides workflows to clinical case managers of children in need of diagnostic testing and other clinical follow-up services. The system provides the ability to capture follow-up documentation notes, assign case-specific tasks, flag cases with concerns, add attachments and share cases between jurisdictions. State and local environmental health specialists who provide environmental follow-up services also use the system. Clinical staff can access lead investigation information related to sources of lead exposure. This information can be useful to clinicians in reinforcing educational efforts to limit children's exposure to lead.

**For more NC LEAD Reference Documents, please go to the Children's Environmental Health website at**  
**<http://ehs.ncpublichealth.com/hhccehb/cehu/lead/nclead.htm>**



## Quick Reference Guide to Clinical Print Documents

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The Print Documents screen is accessed by clicking on the following icon from the Dashboard toolbar

A Child Event must be loaded.



Topic	Document Name	NCLEAD Document Description	Event	How to get fields on document populated correctly	Additional info needed to fill in the template
Consent Refusal	ConsentRefusal.rtf	Consent/Refusal EBL	Child	No fields populate.	Select Tenant/ Owner Fill out Property Address Select Consent to/ Refuse
All Event Info	Event_Print.xsl	Generic Event Template	Child	This prints to a web page that you can print manually.	Prints all of information regarding Child Event. All of the BLL Results are listed, and all question pack information.
Form 3651	Form3651.rtf	Evaluation of Child with Elevated Blood Lead Level	Child	Demographic Question Package filled out Clinical Question Package: Answer the 3651 questions and they will populate the document.	You can use the pre-populated information. Save as a Word document, and enter other information manually.
Form 3958	Form3958.rtf	Risk Assessment Questionnaire	Child	Child's name Populates the Patient's Name Field.	You can use the pre-populated information. Save as a Word document, and enter other information manually.



## NCLEAD: Attaching a File Or Word Document to an Event

Often, there may be a document or a file, such as a lab report, letter, or photograph that should be attached to an event. As long as the document is accessible from the user's computer, the file can be attached to an event. Attachment is found on the last line in the Event Summary Box. To attach an event to a file follow these quick steps:

1. Open the Event to which an attachment will be added (**Note:** It is not possible to attach a file to an event without first having the event loaded in the Dashboard)
2. From within the Event Summary box, on the line specifying "Attachments", click on the link that says "Add". (**Note:** "Add" will be highlighted in blue)
3. After you click "Add" a new screen will appear with a box that says "Add Attachment" On the first line of the box click "Choose File."
4. Search for the necessary document you would like to attach. ( e.g., "Form 3460" or "Form 3651"). Once you locate the file either double click or click "Open". You should then see the file in the top bar of the attachments box.
5. Enter a brief description of the attachment in the next box (this is a required field in NCLEAD)
6. Enter the status, type of attachment, and security level.
7. Add a note if necessary (Note: this is not a required field, but the more information you can provide, the better)
8. Click "Save" once you've entered in all the necessary information. This will bring you to the "Manage Attachments" screen.
9. Your attachment should be listed. Under "Actions", you can view, edit, or delete your attachment. If you would like to add another attachment to your event click "Add attachment" at the bottom of the screen and repeat steps 4-8.
10. Once you are finished adding attachments click "Dashboard" at the bottom of the "Manage Attachments" screen. In the "Event Summary" section it will show the number of the attachments you have attached to the event.