Today's Agenda

Topic: NCLEAD Documentation for Schools and Child Care Facilities (ARPA)

Audience: Environmental Users

- NCLEAD v6 Upgrade
- NCLEAD Documentation Requirements
- Common Documentation Concerns
- ► Q&A

But First....

How many of you already have an NCLEAD account?

How many of you have used NCLEAD in your regular work?

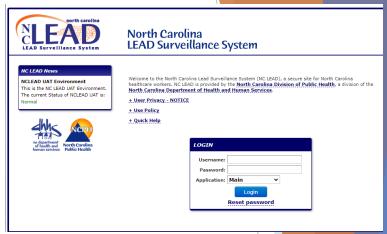
Good News!

It's <u>no different</u> than what you already know to do!

You are ONLY responsible for documenting YOUR actions/visits in NCLEAD

NCLEAD is getting an upgrade in 2024

- Mostly the look and feel of NCLEAD is going to change
- Stay tuned for training on the new version:
 - https://lists.ncmail.net/mailman/listinfo/dph.ehs.nclead.environmental







Sign in to Maven

Username	
Password	
Main Application	·

Sign in

Agreement Addendum 914 Requirements

NCLEAD Documentation Requirements for AA 914

- 4. In the NCLEAD surveillance system, document all ARPA-related activities within 30 days of occurrence:
 - all site visits for lead in water or lead-based paint
 - all conversations with school and facility personnel, and
 - ▶ all environmental and water sample test results that have been received from post mitigation water lead sampling.

Common Documentation Concerns

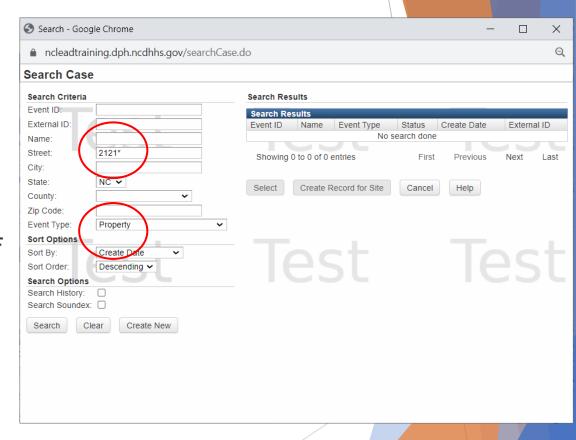
- Creating a property event
 - Searching for an event
- Attachments
- Entering property information
- Entering site visit information
 - 01. Property Information QP
 - 02. Environmental Site Activity QP
 - Entering Environmental sampling results
 - 03. XRF Readings QP (no data entry required)
 - 04. Remediation and Investigation Report QP (no data entry required)
 - 05. Follow-Up Documentation QP Lab Results Tab

You are ONLY responsible for documenting YOUR actions/visits in NCLEAD.

RTI data will come in via a separate process.

Creating a Property Event

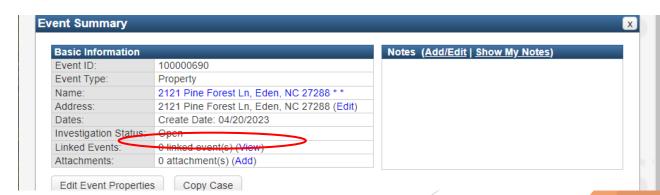
- Schools and Child Care Facilities are <u>Properties</u> in need of a Property Event
- Search for the address first
 - Only create one if it does <u>not</u> already exist!
- Use wildcard search
 (*) to improve
 likelihood of finding
 an existing address



Resources: Business Rules pg 11-13

Attachments

- ► What?
 - ► Any file or document relating to your site visit
 - Examples: lab report, chain of custody form, correspondence
- ▶ When?
 - ▶ Within 30 days of your site visit (AA 914)
- ▶ Where?
 - Once the Property Event is open, Attachments will be visible under Basic information



NCLEAD Resources Attaching Documents to an Event

https://ehs.dph.ncdhhs.gov/hhccehb/cehu/lead/docs/howToAttach.pdf



NCLEAD: Attaching a File Or Word Document to an Event

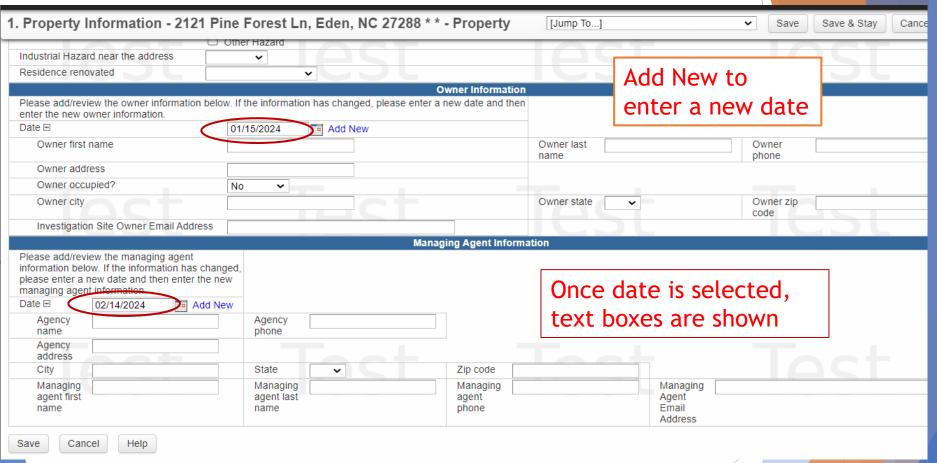
Often, there may be a document or a file, such as a lab report, letter, or photograph that should be attached to an event. As long as the document is accessible from the user's computer, the file can be attached to an event. Attachment is found on the last line in the Event Summary Box. To attach an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

- 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)
- 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)
- After you click "Add" a new screen will appear with a box that says "Add Attachment" On the first line of the box click "Browse"
- 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.
- 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.
- Add a note if necessary (Note: this is not a required field, but the more information you can provide, the better)
- Click "Save" once you've entered in all the necessary information. This will bring you to the "Manage Attachments" screen.
- 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.

Entering Property Information

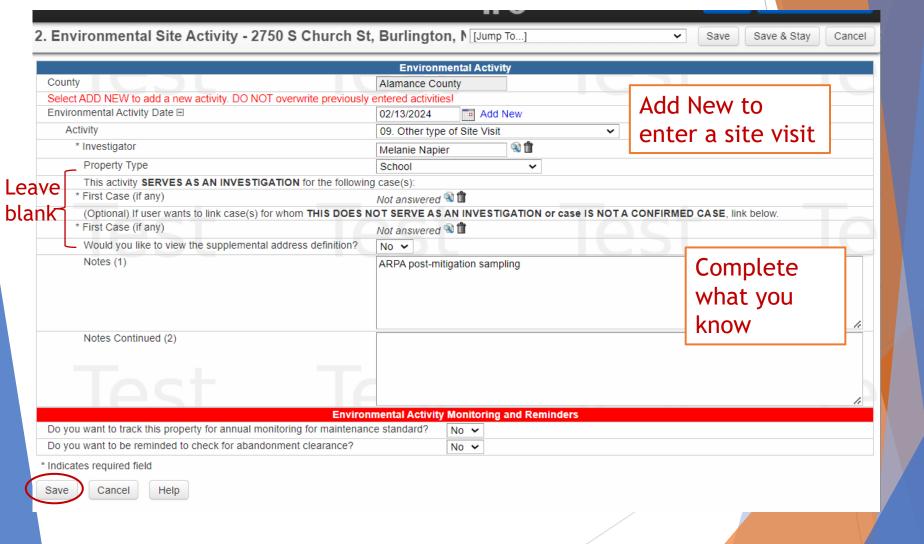
- ► What?
 - Property details that you learn in your visit, Contact information (date, names, phone numbers, emails)
- ▶ When?
 - ► Within 30 days of your site visit (AA 914)
- ► Where?
 - Property Event > Property Information QP

Entering Property Information



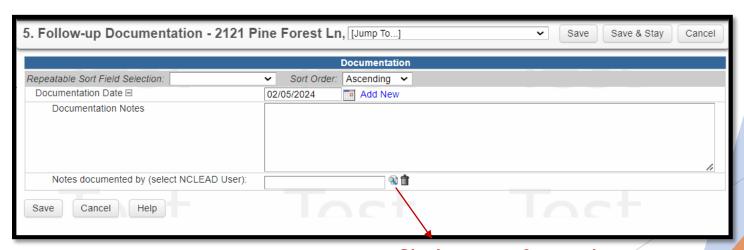
If the facility does not have an owner or managing agent, please enter contact information details in the Follow Up Documentation QP instead

- ▶ What?
 - ► Any details relating to your site visit
 - ▶ Date, Activity, Investigator, Property Type, Whether samples were collected
- ▶ When?
 - ▶ Within 30 days of your site visit (AA 914)
- ► Where?
 - Property Event > Environmental Site Activity QP
 - ► Resources: Business Rules pg 3-5



- ► What?
 - Any details relating to your site visit that don't belong anywhere else
 - Scheduling your site visit, summaries of PCs to operators, information that needs to be updated in NCLEAD (e.g. new facility name, incorrect address)
- ▶ When?
 - ► Within 30 days of your site visit (AA 914)
- ► Where?
 - Property Event > Follow Up Documentation QP

- Add New for every new note you want to enter
 - ▶ If not, you will overwrite previous information!
- Enter Date for Notes box to open up
- Make sure to record your name as the author
- Free text



Click magnifying glass to search by username, first or last name

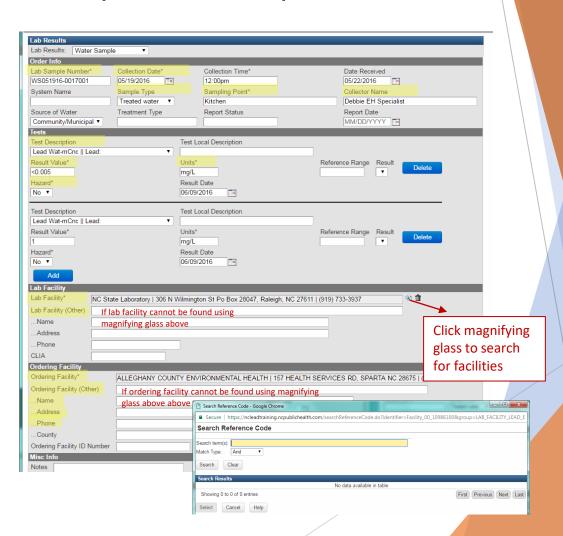
Entering Water sampling results

(similar process for Environmental samples)

- ► What?
 - ► Lab results from the State Lab
- ► When?
 - ► Within 30 days of your site visit (AA 914), once results are received
- ► Where?
 - Property Event > Lab Results Tab

Entering Water sampling results

- Choose "Water Sample" from dropdown
- Click Add



ARPA Reimbursement Program

Assistance needed adding lead investigation data into NCLEAD

Jan 18, 2024, memo



ROY COOPER • Governor
KODY H. KINSLEY • Secretary
MARK BENTON • Chief Deputy Secretary for Health
SUSAN KANSAGRA • Assistant Secretary for Public Health
Division of Public Health

January 18, 2024

MEMORANDUM

TO: Local Health Department Environmental Health Supervisors and Authorized

Lead Agents

FROM: Larry Michael, Environmental Health Section Chief

SUBJECT: Assistance Needed Adding Lead Investigation Data in NCLEAD

Since the ARPA Reimbursement Program for Asbestos and Lead-Based Paint Activities went into effect, NC public schools and licensed child care centers seeking reimbursement for eligible expenses must provide documentation that a lead inspection or investigation was performed, a remediation plan was approved, and clearance was achieved.

The Division of Public Health is requesting that authorized local health department lead agents upload needed lead information into NCLEAD for each facility. This includes the lead inspection or investigation report with all XRF data including calibration data; lab results for soil, dust, and paint chips collected; an approved remediation plan and final clearance data from the lab along with the letter or email from the environmental health specialist. The lab report or saved file should clearly state that final clearance has successfully passed.

Since public schools and child care centers can seek reimbursement as far back as April 29, 2022, it is crucial that needed information be entered into NCLEAD to assist schools and child care centers with their reimbursement efforts. Failure to do so may delay or prevent public schools or child care centers from getting reimbursed.

The Environmental Health Section is asking that all needed information, starting April 29, 2022, be uploaded as soon as possible. If you have questions or need assistance with loading data into NCLEAD, please contact your Regional Environmental Health Specialist. Your cooperation in this important matter is truly appreciated.

Please contact Kimly Blount at kimly.blount@dhhs.nc.gov if you have questions about this memorandum.

What?

Enter into NCLEAD information from lead investigations/inspections that the LHD performs going back to April 29, 2022

DO NOT upload/attach information from lead investigations performed by RTI

Jan 18, 2024, memo



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What?

Enter into NCLEAD information from lead investigations/inspections that the LHD performs going back to April 29, 2022

Why?

The information needs to be entered into NCLEAD to assist schools and child care centers with their reimbursement efforts.

When?

As soon as possible

Assistance Requested

For investigations conducted from April 29, 2022 onwards

Upload/attach the following:

- 1. Lead inspection or investigation report
- 2. All XRF data including calibration data
- 3. Lab results for soil, dust, and paint chips collected;
- 4. An approved remediation plan, if any
- 5. Final clearance data from the lab along with the letter or email from the EHS stating clearance is met (or not)

You **DO NOT**need to upload
information from
lead investigations
performed by RTI

Assistance Requested

For investigations conducted from April 29, 2022 onwards

Item

- Lead inspection or investigation report
- 2. All XRF data including calibration data
- 3. Lab results for soil, dust, and paint chips collected;
- 4. An approved remediation plan, if any
- 5. Final clearance data from the lab along with the letter or email from the EHS stating clearance is met (or not)

Where in Property Event?

- All can be uploaded as an attachment
- Once the Property
 Event is open,
 Attachments will be visible under Basic

You DO NOT

need to upload
information from
lead investigations
performed by RTI

SUMMARY

	Regular REHS Activities	ARPA AA 914 Requirements	ARPA Reimbursement
Lab results Attached Highest entered All entered	✓ ✓	✓	✓
XRF Data Attached Highest entered All entered	✓ ✓	N/A	✓
Lead inspection/ investigation report conducted by LHD	✓	N/A	✓
An approved remediation plan, if any	✓	N/A	✓
Clearance letter or notice from the EHS	✓	N/A	✓
Clearance lab results Attached	✓	N/A	✓

https://ncleadtraining.dph.ncdhhs.gov/login.do



North Carolina LEAD Surveillance System

NC LEAD News

NCLEAD Training Environment NC LEAD is operating normally.



Welcome to the North Carolina Lead Surveillance System (NC LEAD), a secure site for North Carolina healthcare workers. NC LEAD is provided by the **North Carolina Division of Public Health**, a division of the **North Carolina Department of Health and Human Services**.

- + User Privacy NOTICE
- + Use Policy
- + Quick Help



NCLEAD Resources

Environmental Follow-Up Business Rules

https://ehs.dph.ncdhhs.gov/hhccehb/cehu/lead/docs/EnvironmentalFollowUpBusinessRuleswscreenshots.pdf

DHHS Home | Assistance | Divisions | About DHHS | DHHS Contacts



NCDHHS Environmental Health



Environmental Health

Emergency Preparedness and Response

Food Protection and Facilities

Children's Environmental

Centralized Intern Training & Authorization

Health Hazards Control Unit [Asbestos & Lead-Based Paint]

On-Site Water Protection Branch

Topics A-Z

Contacts

Quick Links

NC Childhood Lead Testing and Follow-Up Manual (Revised 9/2019; PDF, 5.4 MB)

The N.C. Strategic Plan to Eliminate Childhood Lead Poisoning (PDF, 252

Regional Staff Territories (PDF, 165 KB) Updated 2024

Lead-Based Paint Hazard Management Program

DHHS > Public Health > Env. Health Section > CEHU > Lead Poisoning Prevention Progra

Children's Environmental Health

North Carolina Lead Surveillance System (NC LEAD)



North Carolina Electronic Disease Surveillance System (NCEDSS) is a component of the Centers for Disease Control and Prevention's initiative to move states to web-based surveillance

and reporting systems. NC LEAD is a module of NCEDSS. NC LEAD provides direct access to clinical and environmental data and immediate notification to medical providers of children in need of clinical and environmental followup.

NC LEAD Training

NC LEAD Surveillance System Training Webinars

NC LEAD FAQs

- + User / Login Topics
- + Search Topics
- + Miscellaneous Topics

NC LEAD Reference Documents

- Environmental Follow-Up Business Rules (PDF, 3 MB)
- NC LEAD User Manual (PDF, 2.3 MB)



NCLEAD Childhood Lead Environmental Follow-up Business Rules

For Elevated Blood Lead Level (EBL) and

Confirmed Lead Poisoning (CLP) cases

Contents	
EBL CASES	
CLP CASES	
PROPERTY EVENTS	1
CREATING A PROPERTY EVENT IF ONE DOES NOT ALREADY EXIST	1
Environmental samples	1
XRF Readings	1
SITE VISITS	1
Documentation of Lead poisoning hazards	1
Property Information Question Package	1
Follow-up documentation Question Package	2
Attachments	2
ANNUAL MONITORING FOR MAINTENANCE STANDARD	2
PREGNANT WOMEN (PRENATAL CASES)	2
Pregnant EBL cases	
Pregnant CLP cases	

NCLEAD Resources 2023 NCLEAD Training Series

https://nchealthyhomes.com/resources/nclead-training-webinars/



RECALL: WANABANA BRAND APPLE CINNAMON PUREE



Click here for more.

2023 NCLEAD Training Webinar Series

NC DHHS Children's Environmental Health staff are conducting monthly webinars on NCLEAD topics. Learn more by viewing the webinar schedule and registration link below.



After registering, you will receive a confirmation email containing information about joining the webinar.

January 19, 2023 - Introduction to NCLEAD	\$
February 16, 2023 - CHILD EVENT Overview Part 1	\$
March 16, 2023 - CHILD EVENT Overview Part 2	\$
April 20, 2023 - PROPERTY EVENT Overview Part 1	\$
May 18, 2023 - PROPERTY EVENT Overview Part 2	\$
June 15, 2023 - WORKING A CLP CASE Part 1	\$
July 20, 2023 - WORKING A CLP CASE Part 2	\$
August 17, 2023 - WORKING AN EBL CASE	\$
September 21, 2023 - SPECIAL CASES: REFUGEES	\$
October 19, 2023 - CANCELLED	\$
November 16, 2023 - SPECIAL CASES - PREGNANT WOMEN & CASES THAT SPAN COUNTY LINES	\$
December 14, 2023 - SPECIAL CASES - SPICES, COSMETICS, ALTERNATIVE MEDICINES, AND OCCUPATIONS	‡

How Do I Get Access?

► E-Mail the Help Desk: <u>LeadHelpDesk@lists.ncmail.net</u>

1. User request form

NCLEAD USER ACCESS ACCOUNT REQUEST DATE: Click or tan here to enter text TO: NCLEAD Help Desk SUPERVISOR NAME: Click or tap here to enter text Click or tap here to enter text EMAIL: AGENCY MAILING ADDRESS I am requesting the creation of an NCLEAD account for the following individual: NAME: TITLE: Click or tap here to enter text PLEASE SPECIEV WHY USER NEEDS ACCESS TO NOTEAD I acknowledge that the NCLEAD database contains protected health information and access to the system should not be shared or granted to unauthorized users. Users are responsible for protecting confidential medical information contained within the system and following proemployment is terminated, or user no longer The Supervisor and Employee should review a Safeguards Summary Guidelines (Sign Acceptable Use for DHHS Informatio

Notification and Agreement of Compu

318 words D Text Predictions: On

2. Acceptable use document

DHHS POLICIES AND PROCEDURES

Section VIII: Privacy and Security
Title: Privacy Manual

Chapter: Acceptable Use for DHHS Resources

Current Effective Date: 6/1/16 Original Effective Date: 8/1/04

Purpose

This policy defines the information system security responsibilities and acceptable use rights for employees, volunteers, guests, vendors and contractors (hereinafter, "Users") of North Carolina (PDIMO) (PD

NC Division of Public Health
Summary Guidelines for Safeguarding the Privacy of Confidential Information

These are guidelines centered on how to safeguard confidential information and ensure privacy when using normal business communications, such as conversations, telephone, faxes, mail, and electronic mail. Wherever practical, the material containing confidential information should be labeled as confidential on the document, diskette, CD, or other medium. Confidential information maintained electronically should be password-protected.

Also when using and disclosing confidential information, you must take reasonable measures to ensure the information is protected. Below are simple safeguarding tasks that should be used when communicating in a work environment that necessitates access to and use and disclosure of confidential information. Remember to limit your communications of confidential information to the minimum necessary for the intended purpose. Restrict your communications to those who have a valid "need to know" the information. If you have questions about these safeguards and how to protect confidential communications, please discuss them with your supervisor.

What is confidential information:

- Protected health information (including medical and financial information)
- SSN and other individual identifiers (potential for identity theft)

3. Safeguards Summary Guidelines

Sign last page

When to Contact the Lead Help Desk?

LeadHelpDesk@lists.ncmail.net

- ▶ To get NCLEAD access
- Missing or incorrect information
- Questions about documentation if you have an unusual situation

Thank you for attending! Questions?

CONTACT

LeadHelpDesk@lists.ncmail.net