

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 no different 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>

The screenshot shows the current NCLEAD LEAD Surveillance System interface. At the top left is the logo for NCLEAD LEAD Surveillance System, with 'north carolina' written above it. To the right of the logo is the text 'North Carolina LEAD Surveillance System'. Below the logo is a box titled 'NC LEAD News' containing the text: 'NCLEAD UAT Environment This is the NC LEAD UAT Environment. The current Status of NCLEAD UAT is: Normal'. To the right of this box is a welcome message: '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.' Below the welcome message are links for 'User Privacy ..NOTICE', 'Use Policy', and 'Quick Help'. At the bottom left are logos for 'DHHS' (North Carolina Department of Health and Human Services) and 'NCPHI' (North Carolina Public Health). On the right side of the interface is a 'LOGIN' form with fields for 'Username:', 'Password:', and 'Application: Main'. There is a 'Login' button and a 'Reset password' link below the form.



The screenshot shows the new NCLEAD LEAD Surveillance System interface. At the top center is the logo for NCLEAD LEAD Surveillance System, with 'north carolina' written above it. Below the logo is the text 'Sign in to Maven'. Below this text are three input fields: 'Username', 'Password', and 'Main Application' (with a dropdown arrow). Below the input fields is a 'Reset password' link and a 'Sign in' button.

Agreement Addendum 914 Requirements

The background features abstract geometric shapes in shades of blue and orange, overlapping and creating a modern, professional aesthetic. The shapes are primarily located on the right side of the page, with some extending towards the center.

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

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 Properties in need of a Property Event
- ▶ Search for the address first
 - ▶ Only create one if it does not already exist!
- ▶ Use wildcard search (*) to improve likelihood of finding an existing address

Search - Google Chrome
nleadtraining.dph.ncdhhs.gov/searchCase.do

Search Case

Search Criteria

Event ID:

External ID:

Name:

Street:

City:

State:

County:

Zip Code:

Event Type:

Sort Options

Sort By:

Sort Order:

Search Options

Search History:

Search Soundex:

Search Results

Event ID	Name	Event Type	Status	Create Date	External ID
No search done					

Showing 0 to 0 of 0 entries

First Previous Next Last

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

The screenshot shows a web application window titled "Event Summary". It is divided into two main sections: "Basic Information" and "Notes".

Basic Information	
Event ID:	100000690
Event Type:	Property
Name:	2121 Pine Forest Ln, Eden, NC 27288 * *
Address:	2121 Pine Forest Ln, Eden, NC 27288 (Edit)
Dates:	Create Date: 04/20/2023
Investigation Status:	Open
Linked Events:	0 linked event(s) (View)
Attachments:	0 attachment(s) (Add)

At the bottom of the window, there are two buttons: "Edit Event Properties" and "Copy Case".

The "Notes" section on the right is titled "Notes (Add/Edit | Show My Notes)" and is currently empty.

A red circle highlights the "Attachments" row in the "Basic Information" table.

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:

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 "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.
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.

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

1. Property Information - 2121 Pine Forest Ln, Eden, NC 27288 ** - Property [Jump To...] Save Save & Stay Cancel

Other Hazard

Industrial Hazard near the address

Residence renovated

Owner Information

Please add/review the owner information below. If the information has changed, please enter a new date and then enter the new owner information.

Date Add New

Owner first name

Owner last name

Owner phone

Owner address

Owner occupied?

Owner city

Owner state

Owner zip code

Investigation Site Owner Email Address

Managing Agent Information

Please add/review the managing agent information below. If the information has changed, please enter a new date and then enter the new managing agent information.

Date Add New

Agency name

Agency phone

Agency address

City

State

Zip code

Managing agent first name

Managing agent last name

Managing agent phone

Managing Agent Email Address

Save Cancel Help

Add New to enter a new date

Once date is selected, text boxes are shown

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

Entering Site Visit Information

- ▶ 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

Entering Site Visit Information

2. Environmental Site Activity - 2750 S Church St, Burlington, N [Jump To...] Save Save & Stay Cancel

Environmental Activity	
County	Alamance County
Select ADD NEW to add a new activity. DO NOT overwrite previously entered activities!	
Environmental Activity Date	02/13/2024 Add New
Activity	09. Other type of Site Visit
* Investigator	Melanie Napier
Property Type	School
This activity SERVES AS AN INVESTIGATION for the following case(s):	
* First Case (if any)	Not answered
(Optional) If user wants to link case(s) for whom THIS DOES NOT SERVE AS AN INVESTIGATION or case IS NOT A CONFIRMED CASE , link below.	
* First Case (if any)	Not answered
Would you like to view the supplemental address definition?	No
Notes (1)	ARPA post-mitigation sampling
Notes Continued (2)	

Environmental Activity Monitoring and Reminders

Do you want to track this property for annual monitoring for maintenance standard? No

Do you want to be reminded to check for abandonment clearance? No

Add New to enter a site visit

Complete what you know

Leave blank

* Indicates required field

Save Cancel Help

Entering Site Visit Information

- ▶ 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

Entering Site Visit Information

- ▶ 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

5. Follow-up Documentation - 2121 Pine Forest Ln, [Jump To...] Save Save & Stay Cancel

Documentation

Repeatable Sort Field Selection: [v] Sort Order: Ascending [v]

Documentation Date [v]	02/05/2024 [v]	Add New
------------------------	----------------	---------

Documentation Notes

Notes documented by (select NCLEAD User): [v] [magnifying glass icon]

Save Cancel Help

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

Lab Results
Lab Results: Water Sample

Order Info
Lab Sample Number*: WS051916-0017001
Collection Date*: 05/19/2016
Collection Time*: 12:00pm
Date Received: 05/22/2016
System Name: [empty]
Sample Type: Treated water
Sampling Point*: Kitchen
Collector Name: Debbie EH Specialist
Source of Water: Community/Municipal
Treatment Type: [empty]
Report Status: [empty]
Report Date: MM/DD/YYYY

Tests
Test Description: Lead Wat-mCnc || Lead: [empty]
Test Local Description: [empty]
Result Value*: <0.005
Units*: mg/L
Reference Range: [empty]
Result: [empty]
Delete: [button]
Hazard*: No
Result Date: 06/09/2016

Test Description: Lead Wat-mCnc || Lead: [empty]
Test Local Description: [empty]
Result Value*: 1
Units*: mg/L
Reference Range: [empty]
Result: [empty]
Delete: [button]
Hazard*: No
Result Date: 06/09/2016

Lab Facility
Lab Facility*: NC State Laboratory | 306 N Wilmington St Po Box 28047, Raleigh, NC 27611 | (919) 733-3937
Lab Facility (Other): [empty]
...Name: [empty]
...Address: [empty]
...Phone: [empty]
CLIA: [empty]

Ordering Facility
Ordering Facility*: ALLEGHANY COUNTY ENVIRONMENTAL HEALTH | 157 HEALTH SERVICES RD, SPARTA NC 28675 |
Ordering Facility (Other): [empty]
...Name: [empty]
...Address: [empty]
...Phone: [empty]
...County: [empty]
Ordering Facility ID Number: [empty]

Misc Info
Notes: [empty]

Search Reference Code - Google Chrome
Secure | https://ncleadtraining.ncpublichealth.com/searchReferenceCode.do?identifier=Facility_00_10986100&group=LAB_FACILITY_LEAD_E
Search Reference Code
Search term(s): [empty]
Match Type: And
Search: [button] Clear: [button]

Search Results
No data available in table
Showing 0 to 0 of 0 entries
First Previous Next Last
Select Cancel Help

ARPA Reimbursement Program

Assistance needed adding lead investigation data into
NCLEAD

Jan 18, 2024, memo



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

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 *LM*

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

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)

Where in Property Event?

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

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	✓	N/A	✓
Highest entered	✓		
All entered			
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](#)



LOGIN

Username:

Password:

Application: **Main**

Login

[Reset password](#)



NCLEAD Resources

Environmental Follow-Up Business Rules

<https://ehs.dph.ncdhhs.gov/hhccehb/cehu/lead/docs/EnvironmentalFollowUpBusinessRules-wscreenshots.pdf>

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

Search: Submit

 **NCDHHS** Environmental Health Section 

Environmental Health

Emergency Preparedness and Response

Food Protection and Facilities Branch

Children's Environmental Health

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 KB)

Regional Staff Territories (PDF, 165 KB) Updated 2024


Related Pages

Lead-Based Paint Hazard Management Program

DHHS > Public Health > Env. Health Section > CEHU > Lead Poisoning Prevention Program > NC LEAD

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 follow-up.

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

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NCLEAD Resources

2023 NCLEAD Training Series

<https://nchealthyhomes.com/resources/nlead-training-webinars/>



Funded in part by
NIEHS grant
#P30ES010126 and
NC DHHS contract
#46700

Carbon Monoxide Chemical Irritants Lead Mold & Moisture Pests & Pesticides Radon
Secondhand Smoke

[Home](#) / [Additional Resources](#) / 2023 NCLEAD Training Webinar Series

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:** LeadHelpDesk@lists.ncmail.net

1. User request form

MEMORANDUM
NCLEAD USER ACCESS ACCOUNT REQUEST

DATE: Click or tap here to enter text.

TO: NCLEAD Help Desk

SUPERVISOR NAME: Click or tap here to enter text.	TITLE: Click or tap here to enter text.
PHONE: Click or tap here to enter text.	EMAIL: Click or tap here to enter text.
AGENCY: Click or tap here to enter text.	MAILING ADDRESS: Click or tap here to enter text.

I am requesting the creation of an NCLEAD account for the following individual:

NAME: Click or tap here to enter text.	TITLE: Click or tap here to enter text.
PHONE: Click or tap here to enter text.	EMAIL: Click or tap here to enter text.

PLEASE SPECIFY WHY USER NEEDS ACCESS TO NCLEAD:
Click or tap here to enter text.

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 proper user protocols. I will notify the NCLEAD Help desk when employment is terminated, or user no longer needs access to the system.

The Supervisor and Employee should review and sign the following documents:
Safeguards Summary Guidelines (Sign)
Acceptable Use for DHHS Information
Notification and Agreement of Confidentiality

PLEASE return the completed USER REQUEST FORM to the Help Desk.

318 words 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 Department of Health and Human Services (DHHS), and its affiliates, the "Department") resources.

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)

Sign last page

3. Safeguards Summary Guidelines

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