

6 Elements in Written Report:

1. Content/ Background-Statement as to what initiated the investigation and demographic information including:
Setting. Location, venue
Suspected or known etiology
or persons exposed
of persons ill (identified as cases)
2. Initiation of Investigation– Information regarding receipt of notification and initiation of the investigation including:
Method of notification-type of initial notification received (e.g. lab report)
Date/time of initial notification-date/time when the initial notification was received by the agency
Date/time investigation initiated
Initial investigation activity (e.g. verified lab results)
3. Methods- List epidemiological or other investigative methods employed, case definition (as applicable), and data analysis. Include all pertinent instruments used that were relevant to the investigation such as:
case definition
Does the report describe the epidemiologic methods used? (These might include carrying out a survey, interviewing cases, administering a questionnaire, developing an epidemic curve, doing a case-control study, or developing attack rate tables.).
4. Results
Describe what the investigation revealed, laboratory reports, analytic findings, or other pertinent information gathered during the investigation.
5. Discussion/Summary
Describe the effectiveness of any interventions or control measures, unusual outcomes or findings, or important “lessons learned” during the investigation
Strengths of the investigation identified prior to/during/after the investigation
Challenges identified prior to/during/after the investigation
6. General Reporting Information (Administrative Info)
Name of person primarily responsible for report completion
Date report submitted to designated public health official