

In certain circumstances, a user in one Local Health Department (LHD) may need to see or edit an event that is not assigned to their County group. Example reasons for sharing

- Where persons from more than one county are involved
- Conducting a provider call in a county other than the person's county of residence
- Linking a Contact Event

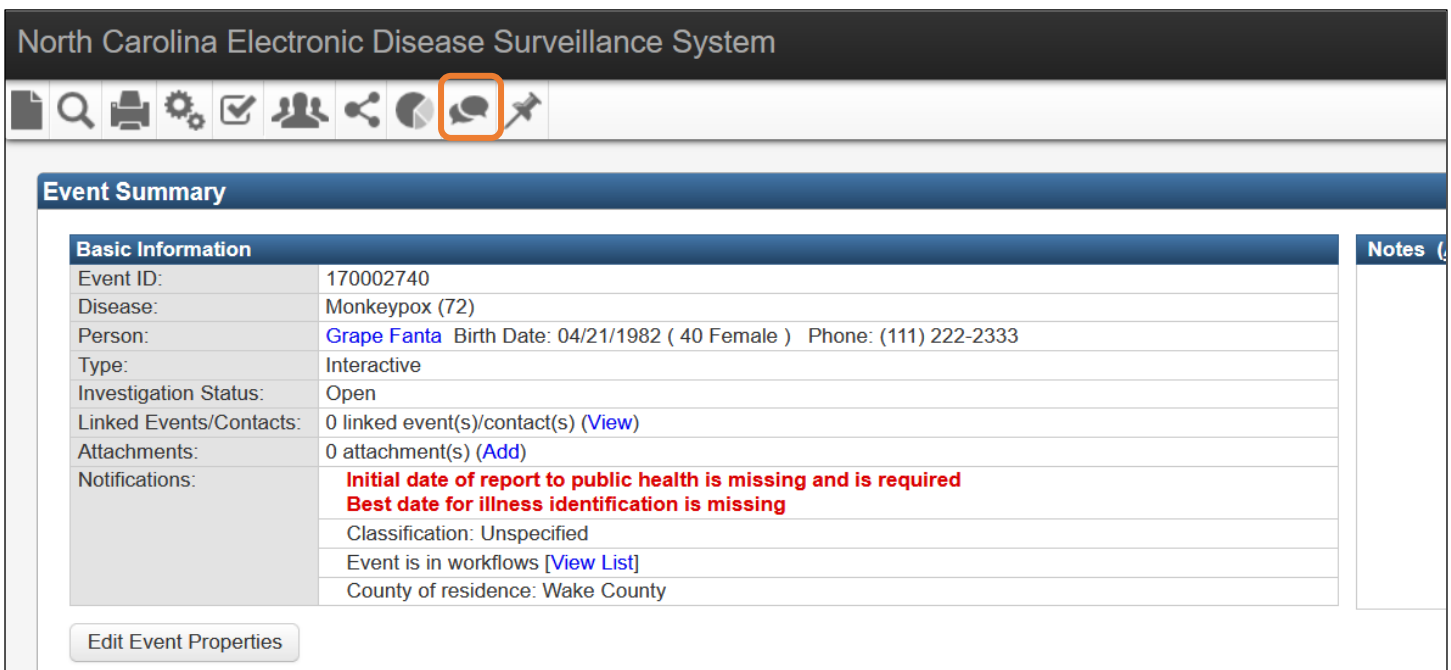
Sharing an NC EDSS or an NC COVID event with another County group gives users in that county the ability to view, edit, and share the event that is outside of their usual county group.

To request an event, you can contact the LHD in which the event resides, or you can contact the NC EDSS Help Desk via email (ncedsshelppdesk@dhhs.nc.gov), and request an event share using the Event ID number.

Process for Sharing an Event

To share an event with another LHD, access the Event Summary Screen. On the Event Summary screen, click on the 'Share Event' icon to access the 'Share Event' screen.

North Carolina Electronic Disease Surveillance System



Event Summary		Notes (
Basic Information		
Event ID:	170002740	
Disease:	Monkeypox (72)	
Person:	Grape Fanta Birth Date: 04/21/1982 (40 Female) Phone: (111) 222-2333	
Type:	Interactive	
Investigation Status:	Open	
Linked Events/Contacts:	0 linked event(s)/contact(s) (View)	
Attachments:	0 attachment(s) (Add)	
Notifications:	<p>Initial date of report to public health is missing and is required</p> <p>Best date for illness identification is missing</p> <p>Classification: Unspecified</p> <p>Event is in workflows [View List]</p> <p>County of residence: Wake County</p>	
<input type="button" value="Edit Event Properties"/>		

If the event has already been shared, the share information will be displayed under the 'Currently Shared' table.

Share Event - Grape Fanta - Monkeypox (72)					
Currently Shared					
Event	Person	Status	Disease	Type	Shared Da

To share the event, complete the 'Add Event Share' section.

- The type is defaulted to "View Only Limited". From the dropdown, always select "View and Update Full"
- Always assign to a "User Group", not to a specific user. Assigning to a User Group allows any LHD user for that county access to the event

Example:

- Durham STD
- Durham COVID
- Durham VPD

Add Event Share

Event ID: 170002740
 Person: Grape Fanta
 Disease: Monkeypox (72)
 Type: View & Update Full ▾
 User:
 User Group: Durham CD ▾
 Allow Delegation: ←

Save Dashboard Help

Note: An event can be shared with more than one county

- Click the check box to Allow Delegation. This will allow the event to be further shared by the newly assigned group
- Once the fields in the Add Event Share section have been completed, click the Save button

The details of the event share will then populate in the "Currently Shared" events table

Currently Shared										
Event	Person	Status	Disease	Type	Shared Date	Shared By	User	User Group	Allow Delegation	Action
170002340	Star Sugartooth	Open	Coronavirus (COVID-19)	View & Update Full	07/20/2021	Elizabeth Holsomback [eholsombackcovid]		Mecklenburg CD	Yes	Unshare

If an event no longer needs to be shared with a specific user group, click on the [Unshare](#) blue hyperlink in the Currently Shared section of the Share Event screen. You can also review the Events Shared by Me workflow and remove event shares as appropriate.