

One Health Harmful Algal Bloom System (OHHABS) Guidance: Getting Started and Technical Features

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This document was prepared by CDC OHHABS staff.

For general questions on reporting or the guidance document, email NORSWater@cdc.gov.

To access more information about OHHABS, visit the OHHABS public website at CDC's [OHHABS website](#).

1. Introduction

This guidance document is a technical reference manual for local, state, and territorial public health professionals who will report [harmful algal blooms \(HABs\)](#) and HAB-associated human or animal illnesses to the [One Health Harmful Algal Bloom System \(OHHABS\)](#).

OHHABS is a web-based reporting system for HAB and HAB-associated illness surveillance. For the purpose of providing guidance in this document, the term “HAB event” will be used to describe both HABs and HAB toxins in water or food. OHHABS has been designed to collect environmental data about HAB events and case-based data for HAB-associated human cases or animal cases of illnesses. The goal of OHHABS is to collect information about HAB events and HAB-associated human cases and animal cases of illnesses to enhance the understanding of HABs and HAB-associated illnesses and to prevent the occurrence of HAB events and HAB-associated illnesses. Because HABs affect humans, animals, and the environment, OHHABS uses a [One Health](#) approach for reporting. One Health is a concept that recognizes human health is connected to animal health and the environment. OHHABS was developed as a collaboration between state and federal partners to collect and integrate environmental HAB data, human case data, and animal case data for HAB-associated illness surveillance.

HAB-associated outbreaks (≥ 2 human cases of illness) can still be reported to the [National Outbreak Reporting System \(NORS\)](#) to document aggregate illness data for an outbreak. However, detailed information about HAB events (e.g., HAB in a lake, HAB toxins in water or food) and single cases of HAB-associated human or animal illnesses can be reported to OHHABS.

2. What can be reported to OHHABS?

OHHABS is an event-based reporting system for HAB events and HAB-associated illnesses. Event-based reporting may include signs of a HAB event or signs of human or animal illnesses during or after any potential HAB exposure. OHHABS is not intended to collect data used for routine water monitoring purposes. However, a HAB event may be identified and reported as a result of routine water monitoring efforts (e.g., routine water monitoring detects HAB toxins in a water body), and therefore some water monitoring data may be included as supporting information.

OHHABS collects information about a HAB event and HAB-associated human and animal cases of illnesses. The following types of events can be reported to OHHABS:

- HAB-associated events for HABs found in fresh, brackish, or marine waters in a single state or in multiple states.
- HAB-associated events for HAB toxins found in any food items (e.g., fish, shellfish, nutritional supplements).
- HAB-associated exposures (e.g., foodborne, waterborne) or illnesses for single case of humans or animal illness.

For assistance with reporting HAB-associated foodborne or waterborne events or illnesses, please refer to OHHABS Guidance documents on the [OHHABS website](#).

What Can Be Reported to OHHABS?

Harmful Algal Bloom (HAB) events

- All water body types (e.g., fresh, marine, brackish)

Harmful algal blooms in any water body may be reported to OHHABS. If no HAB is observed but illnesses or environmental conditions suggest the presence of a HAB event, environmental data may still be reported.

- For foodborne HAB-associated illnesses with no observed HAB event, the location of seafood catch may be reported instead of a location of the HAB.

Human Cases

- Single human cases

OHHABS collects human illness data at the level of a single case. Multiple cases may be linked to a single HAB event.

Note: Outbreaks (≥ 2 persons linked epidemiologically by time, place, or exposure) are reported to NORS. Data are reported to NORS in aggregate, that is, one report for the entire outbreak with no case level data. Data are reported in OHHABS by case of illness, with event information in one report. If multiple people became ill following a HAB exposure, please submit both a NORS report to capture outbreak data and an OHHABS report to capture case level data.

Animal Cases

All animal types:

- Domestic pets (e.g., dogs, cats, parrots, guinea pigs, etc.)
- Livestock (e.g., cattle, sheep, goats, chickens, pigs, horses, etc.)
- Wildlife non-domesticated animals (e.g., birds, sea lions, fish, deer, etc.)

OHHABS collects animal illness data at the level of a single case or at the group level. Single animal cases can be reported individually (e.g., single dog, single sea lion) or at the group level for multiple animal cases (e.g., fish kill, herd of cattle, flock of birds). Users can indicate whether they are reporting a single case or a group of animals.

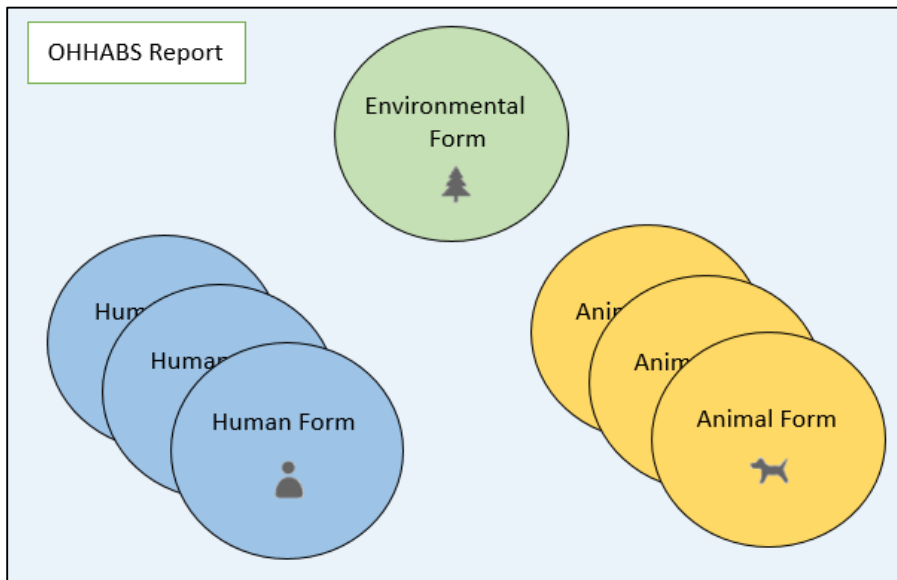
For more information regarding HAB events, human cases, or animal cases, please refer to the event and case definition documents located on the [OHHABS website](#). For more information on how to report environmental HAB data, human case data, or animal case data, please refer to the OHHABS Form Guidance documents on the [OHHABS website](#).

3. OHHABS Reports

An OHHABS report is comprised of three different electronic sections or “Forms”: the Environmental Form, the Human Form, and the Animal Form.

- The Environmental Form collects descriptive environmental information about a HAB or HAB-event. It includes questions about relevant dates, the geographic location, the water conditions, environmental samples (e.g., water samples, seafood meal remnants), and any sample testing performed.
- The Human Form collects descriptive information about a person (e.g., age, sex), the type of exposure, the setting of exposure, the signs and symptoms of illness, health history, and clinical testing information. No personally identifiable information is collected within the Human Form.
- The Animal Form collects descriptive information about an animal, the type of exposure, the setting of exposure, the signs of illness, health history, and clinical testing information. For companion animals (e.g., pet dogs, pet birds, pet cats), no personally identifiable information about the owner is collected within the Animal Form

A report created in OHHABS will contain only one Environmental Form but may contain multiple Human Forms or Animal Forms.



4. Minimum Reporting Requirements for OHHABS

OHHABS is a voluntary reporting system and reporting to OHHABS is not mandatory. However, to report information about a HAB event, HAB-associated human case of illness, or HAB-associated animal case of illness, a few key pieces of information are required in OHHABS. Depending on what type of HAB event or HAB-associated illness is being reported to HABS, different pieces of information are required.

➤ **Reporting a HAB event: Data required**

- ❖ **Dates:** One of the following dates must be indicated:
 - Date that the bloom was first observed **OR**
 - Date of notification to Local, Territory, Tribal, or State Health Authority **OR**
 - If no bloom date is available, select one below and explain in Date Remarks
- ❖ **State/Jurisdiction:** The location (i.e., state, territory) where the HAB event occurred or for foodborne events, where the seafood was caught or harvested.

➤ **Reporting a human case: Data required**

- ❖ **Dates:** One of the following dates must be indicated:
 - Date of illness onset, **OR**
 - Date of notification to Local, Territory, Tribal, or State Health Authorities
- ❖ **Exposure State/Jurisdiction:** The location (i.e., state, territory) where the exposure for the human case occurred.

➤ **Reporting an animal case: Data required**

- ❖ **Single Animal or Group of Animals:** Indicate whether a single animal case (e.g., dog, duck, sea lion) or a group of animal cases (e.g., fish kill, flock of birds) were affected.
- ❖ **Dates:** One of the following dates must be indicated:
 - Date of illness onset,
 - Date of discovery, **OR**
 - Date of death
- ❖ **Exposure State/Jurisdiction:** The location (i.e., state, territory) where the exposure for the animal case(s) occurred.

For more information about reporting environmental HAB data, human case data, or animal case data, please refer to the OHHABS Form Guidance documents on the [OHHABS website](#)

5. Who Can Use OHHABS?

State, local, and territorial public health agencies can access and use OHHABS. Public health agencies and staff who manage NORS reserve the right to grant OHHABS access to non-public health users (e.g. state environmental agencies). New users must contact their state's NORS Reporting Site Administrator (RSA) to gain access to OHHABS. For assistance on identifying or contacting your state's NORS RSA, please contact NORSAdmin@cdc.gov.

6. Login Process

OHHABS users can login and access OHHABS through two ways: 1) through a link in NORS or 2) by logging in directly to the OHHABS site.

6.1 NORS Login

OHHABS users with access to NORS may login into NORS and access OHHABS through the Harmful Algal Blooms hyperlink in the Resources box.

The screenshot displays the NORS (National Outbreak Reporting System) interface. At the top left is the NORS logo. The top right shows a welcome message for 'jyu_PA (Reporting Site Administrator)' and a 'Log out' button. The main content area is divided into several sections:

- Message Board:** A message dated 05/16/2016 from 'Update 123 test message board' regarding NORS 2.0 updates and technical issues.
- Create or Edit Report:** Includes buttons for 'Create New Report', 'Open/Edit a Report', and 'Change Report State ID'.
- Administrative Tasks:** Divided into 'Administration' (Add or Edit Agency, Report Admin, Temporary Read/Write Access) and 'My Account' (User Management, Change Password).
- Download/Upload Report Data:** Includes links for PDF Download, Full Download, CaliciNet Records, and NORSDirect.
- Resources:** Includes links for Guidance Document, NORS Rules of Behavior, NORSDirect Terms of Use, Contact Us, and OHHABS. A red arrow points to the OHHABS link.

6.2 OHHABS Login

OHHABS users can log into OHHABS directly on the OHHABS site. The link to log in directly is provided with a new user's OHHABS account information.

OHHABS - One Health Harmful Algal Bloom System

Form Approved
OMB No. 0920-1105
Expires 03/31/2019

Log In

Username:

Password:

Log In

DISCLAIMER: The information contained herein is the property of the Centers for Disease Control and Prevention and its participating partners in the One Health Harmful Algal Bloom System (OHHABS). The holder shall keep all information contained herein confidential, shall disclose the information only to its employees with a need to know, and shall protect the information from disclosure and dissemination to third parties with the same degree of care it uses to protect its own confidential information.

Content source: Centers for Disease Control and Prevention, National Center for Emerging and Zoonotic Infectious Diseases (NCEZID)

Public reporting burden of this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-1105).

7. Terms of Use

When OHHABS users log into OHHABS for the first time, they will be prompted with a Terms of Use agreement. New OHHABS users must agree to the Terms of Use before accessing OHHABS and entering data into the system.

OHHABS - One Health Harmful Algal Bloom System

TERMS OF USE

Welcome, jyu_PA_RO (Read-Only)
[Logout](#) [Change Password](#)

Version: 1.4
Date: 06/07/2016

This document covers the following:

1. National Outbreak Reporting System (NORS)
2. One Health Harmful Algal Bloom System (OHHABS)

INTRODUCTION TO TERMS OF USE

Terms of use for the National Outbreak Reporting System (NORS) and the One Health Harmful Algal Bloom System (OHHABS) provide general instructions on the appropriate use and apply to any persons with a NORS or OHHABS user account. All users are required to read this document and confirm acceptance before access to NORS or OHHABS is granted.

The NORS and OHHABS terms of use do not replace existing policy. Rather, they supplement standard security policies. Written guidance cannot cover every contingency, therefore users should augment the terms of use using their best judgment and highest ethical standards to guide their actions.

These principles are based on federal laws, regulations, and directives. There are consequences for failure to comply with the terms of use. Violation of these terms may result in suspension of access privileges and criminal and civil penalties.

CDC administrators may periodically monitor NORS, OHHABS, and user activities for purposes including, but not limited to, troubleshooting, performance assessment, usage patterns, indications of attack or misuse, and the investigation of a complaint to suspected incident. Users are provided system access for the purpose of facilitating federal, state, local, and agency public health missions. Users should not have an expectation of privacy in anything created, processed, sent, received, or stored in NORS and OHHABS or in any action performed while using NORS or OHHABS resources.

I have read the above document and agree to the Terms of Use

Continue

8. OHHABS Home Page

Users will be directed to the OHHABS home page after they have logged in and agreed to the Terms of Use. The home page has multiple sections and features.

OHHABS - One Health Harmful Algal Bloom System

Welcome, Test_AA (Agency Administrator)
[Logout](#) [Change Password](#)

All Reports

Search Reports

Type CDC or State Report ID:

Select Report Date Created:
From: To:

Type Water Body or Location:

[Search](#) [Clear Selection](#)

View and Select Reports

CDC ID	State Report ID	Reporting State	Date Created	Report Author	Status				
112	Dog_Illness_08Aug2015		06/07/16	Test_AA	Active				
111	IllnessReport_05May2013		06/07/16	Test_AA	Active				
110	Test_Report1		06/07/16	Test_AA	Active				

Actions

[Create New Report](#)
[User Management](#)

Data Download

Select Form Type:

Energy Human Animal

[Download Search Results](#)
[Download All Reports](#)

NORS

National Outbreak Reporting System

Resources

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8.1. Search Reports

In the Search Reports box, users can search for existing reports by variables including the “CDC Report ID” (automatically assigned when a report is created), the “State Report ID” (assigned by the state when the report is created), the “Report Date Created” (this can be searched as a date range), and the “Type Water Body or Location” (water body name or the location). Click the “Search” button to complete the report search. Click the “Clear Selection” link to clear the search options and view reports in your agency.

8.2. View and Select Reports

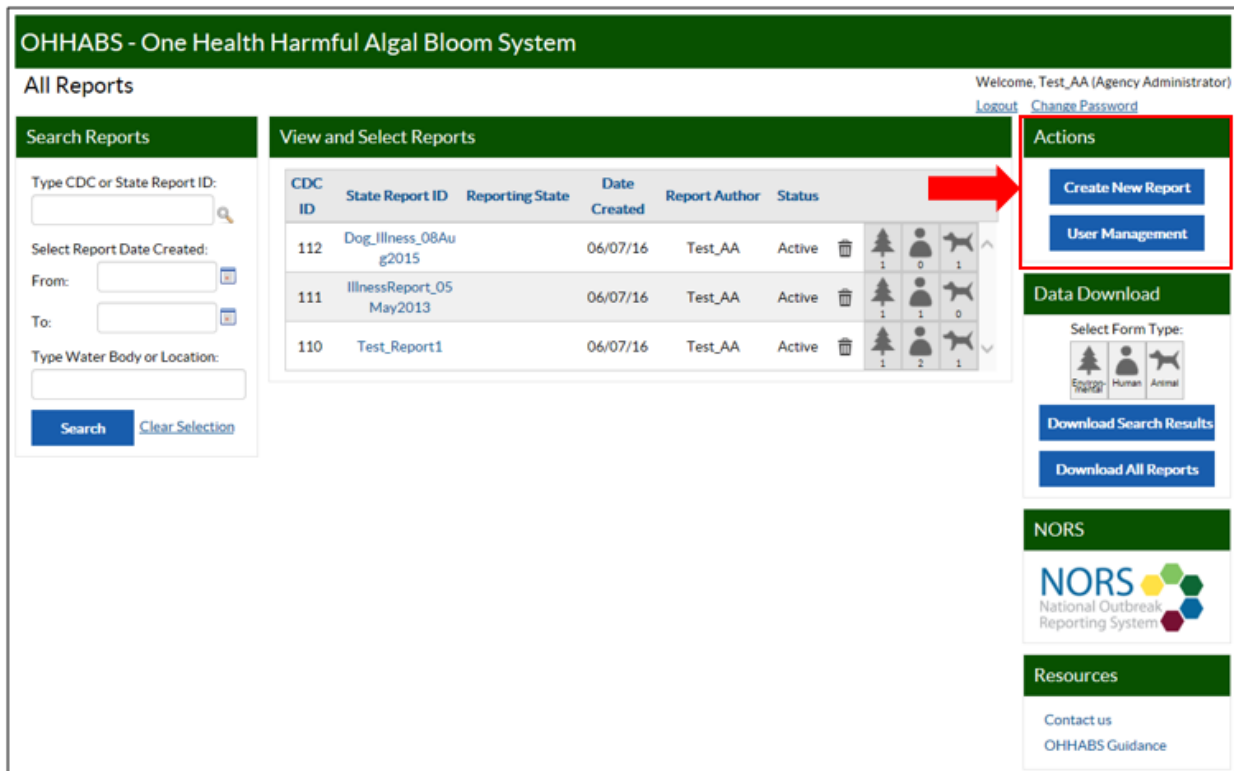
In the View and Select Reports table, users can view existing OHHABS reports within their jurisdiction (e.g., state, reporting site). Each row in the View and Reports table represents an existing OHHABS report with key summary information from the report:

- **CDC Report ID** – This is a system-assigned, numeric value. The ID that is assigned is unique to each report created in OHHABS.
- **State Report ID** – This is a unique identification name assigned by the state, local, or territorial health department. This ID is an alpha-numeric value with a 50 character maximum assigned by the state report author. The “State Report ID” must be unique and can only be used once within a state or territory. It may be edited after it has been assigned.

- **Location** – This is the geographic location reported in the Environmental Form. The geographic location may include the name of the water body in which the HAB occurred or for foodborne events, where the seafood was caught or harvested.
- **Date Created** – This is the date that the OHHABS report was created.
- **Report Author** – This is the OHHABS user who created the report.
- **Status** – This is a state-managed variable for an OHHABS. Reports that a state is working on are “Active”. Reports that have been completed may be changed to “Finalized” by OHHABS users with administrative rights.
- **Trash Can Icon**  – The trash can icon is button that allows users to delete an existing OHHABS report. This function will delete all data in the report.
- **Summary Images** – The summary images    represent the number of forms created within an existing OHHABS report. There are three images: a tree (Environmental Form), a human torso and head (Human Form), and a dog (Animal Form). Under each image is a number that corresponds to the number of forms within the report.

8.3. Actions

In the Actions box, users can create a new report or manage user accounts.



OHHABS - One Health Harmful Algal Bloom System

All Reports Welcome, Test_AA (Agency Administrator)
[Logout](#) [Change Password](#)

Search Reports













Type CDC or State Report ID:

Select Report Date Created:
From:
To:

Type Water Body or Location:

[Search](#) [Clear Selection](#)

View and Select Reports




CDC ID	State Report ID	Reporting State	Date Created	Report Author	Status	Actions
112	Dog_Illness_08Aug2015		06/07/16	Test_AA	Active	  1  0  1
111	IllnessReport_05May2013		06/07/16	Test_AA	Active	  1  1  0
110	Test_Report1		06/07/16	Test_AA	Active	  1  2  1

Actions

[Create New Report](#)

[User Management](#)


Data Download

Select Form Type:
  

[Download Search Results](#)

[Download All Reports](#)

NORS


National Outbreak Reporting System

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- **Create a New Report:** Clicking on this button will start the process for creating a new report.
- **User Management:** Clicking on this button will open the user management page. This button is only visible for user types with administrative permissions.

8.4. Data Download

In the Data Download box, users can download report data in a relational excel database within their reporting site.

The screenshot displays the OHHABS - One Health Harmful Algal Bloom System interface. The main content area is titled 'All Reports' and contains a table of reports. The table has columns for CDC ID, State Report ID, Reporting State, Date Created, Report Author, and Status. The table lists three reports: 112 (Dog_illness_08Aug2015), 111 (IllnessReport_05 May2013), and 110 (Test_Report1). To the right of the table is a 'Data Download' section with a 'Select Form Type' dropdown and two buttons: 'Download Search Results' and 'Download All Reports'. A red arrow points from the table to the 'Data Download' section.

CDC ID	State Report ID	Reporting State	Date Created	Report Author	Status	Environmental	Human	Animal
112	Dog_illness_08Aug2015		06/07/16	Test_AA	Active	1	0	1
111	IllnessReport_05 May2013		06/07/16	Test_AA	Active	1	1	0
110	Test_Report1		06/07/16	Test_AA	Active	1	2	1

Download Report Data: To download OHHABS report data, select the type(s) of data you want to download. Click on the “Download Search Results” or the “Download Report Data” button to download OHHABS report data.

- **Select Form Type:** Users must select at least one Form Type (i.e., Environmental, Human, Animal) to download report data. Users can select and deselect a Form Type by clicking on the Environmental Form, Human Form, and Animal Form icons.
- **Download Search Results:** In conjunction with selecting form type(s) to download, clicking on the “Download Search Results” button will download report data filtered in the Search Results box.
- **Download All Reports:** In conjunction with selecting form type(s) to download, clicking on the “Download All Reports” button will download report data for reports the user can view in their reporting site or agency.

8.4. NORS

In the NORS box, users have the option to navigate directly to NORS login page.

8.5. Resources

In the Resources box, users can find contact information for CDC OHHABS staff and other resources.

9. Create a New OHHABS Report

From the OHHABS home page, users can create a new report by clicking the “Create a New Report” button in the Actions box.

The screenshot displays the OHHABS - One Health Harmful Algal Bloom System interface. The page is titled "All Reports" and includes a search bar on the left, a table of reports in the center, and an actions menu on the right. A red arrow points to the "Create New Report" button in the actions menu.

Search Reports

Type CDC or State Report ID:

Select Report Date Created:

From:

To:

Type Water Body or Location:

[Search](#) [Clear Selection](#)

View and Select Reports

CDC ID	State Report ID	Reporting State	Date Created	Report Author	Status				
112	Dog_Illness_08Aug2015		06/07/16	Test_AA	Active		1	0	1
111	IllnessReport_05May2013		06/07/16	Test_AA	Active		1	1	0
110	Test_Report1		06/07/16	Test_AA	Active		1	2	1

Actions

[Create New Report](#)

[User Management](#)

Data Download

Select Form Type:

[Download Search Results](#)

[Download All Reports](#)

NORS

National Outbreak Reporting System

Resources

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9.1. Create a New Report Window

When users click in the “Create New Report” button, a pop-up window will appear. In the pop-up window, users will be prompted to enter information about the new OHHABS report including the: “State Report ID”, the “Form Type”, and the Case ID if applicable.

The screenshot displays the OHHABS - One Health Harmful Algal Bloom System interface. The main window is titled "All Reports" and includes a search bar, a table of reports, and a sidebar with navigation options. A pop-up window is open in the center, prompting the user to "Enter a unique State Report ID:" with a text input field. Below this, there is a "Select Form Type" section with three radio button options: "Environmental" (represented by a tree icon), "Human" (represented by a person icon), and "Animal" (represented by a dog icon). A note below the options states "If Human or Animal Selected, enter Case ID:" followed by another text input field. The pop-up window has "OK" and "Cancel" buttons at the bottom.

Enter a unique State Report ID

The “State Report ID” is a unique identification (alpha-numeric) with a 50 character maximum for the report. Each state, local, or territorial health department decides how to name their reports. The assigned “State Report ID” must be unique and can only be used once within a state or territory.

Select Form Type

Users have the flexibility to create a report starting with one of the three forms: the Environmental Form, the Human Form, or the Animal Form. One of these options must be selected.

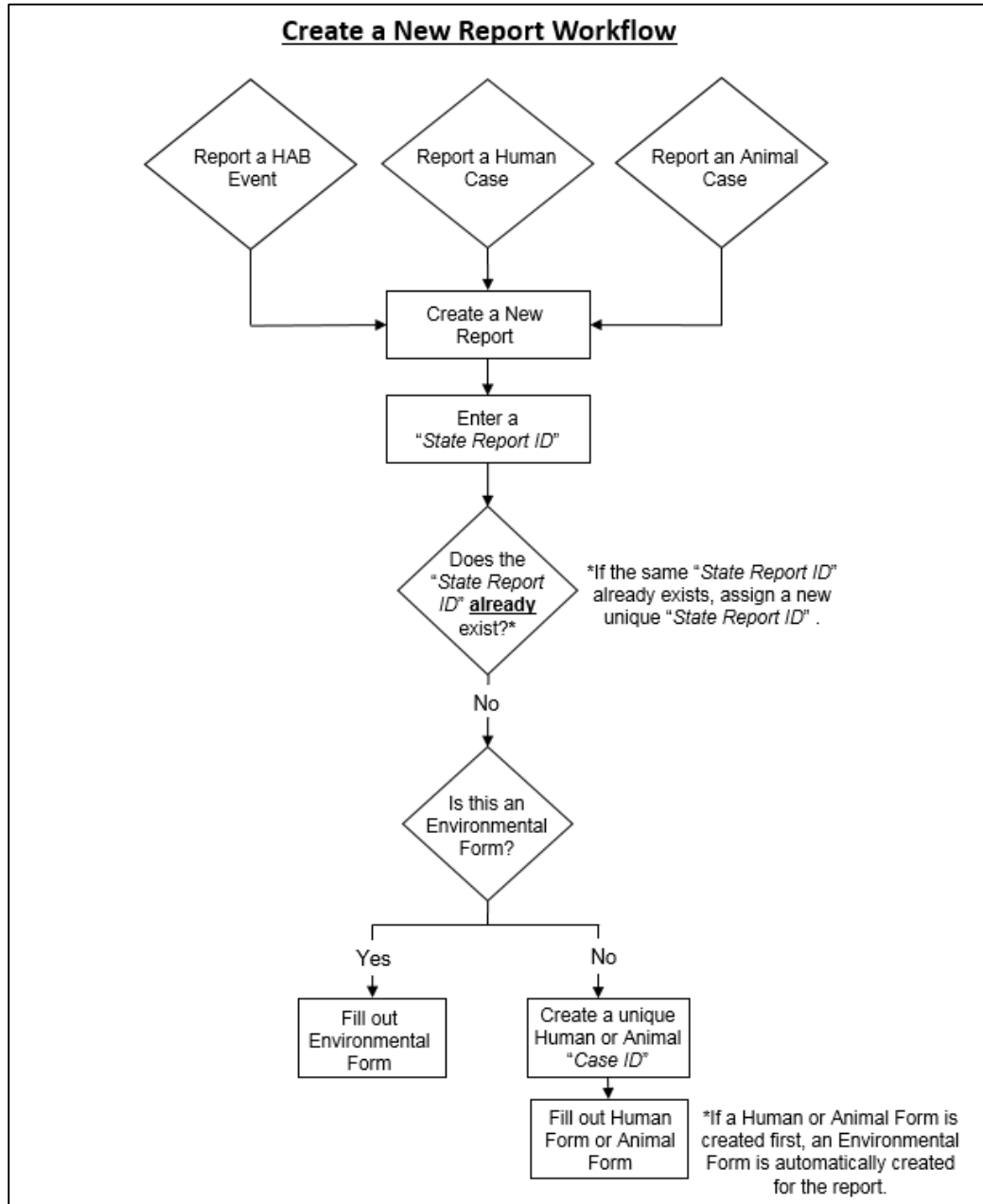
If Human or Animal Selected, enter Case ID

If users choose to create a report starting with a Human Form or Animal Form, they will be prompted to create a unique (alpha-numeric) Case ID with a maximum of 50 characters. For the Human Form the, the Case ID is referred to as the “Human Case ID”, and for the animal form the Case ID is referred to as the “Animal Case ID”. Each state or territory decides how to name their cases. The Case ID cannot be the same as the State Report ID. The Case ID must be unique within a report as it differentiates individual human and animal cases within a report. For example in a report, the human Case ID cannot be the same as the animal Case ID.

9.2. Create a New Report Workflow

Users can create a new OHHABS report starting with a HAB event, a human case, or an animal case. Users will be prompted to enter information about the report including entering the “State Report ID”, selecting the “Form Type”, and (if applicable for a Human or Animal Form) the “Case ID”.

***Note:** If a Human Form or Animal Form is created first in the report, an Environmental Form is automatically created to capture environmental data related to the human or animal case.



10. Edit an Existing OHHABS Report

Users may edit (e.g., add/delete forms, edit existing form data) existing reports. To edit an existing report, search for the report on the OHHABS Home Page and click on the “State Report ID” link, which will bring you to a summary page for the report

OHHABS - One Health Harmful Algal Bloom System

Welcome, Test_AA (Agency Administrator)
[Logout](#) [Change Password](#)

All Reports

Search Reports

Type CDC or State Report ID:

Select Report Date Created:

From:

To:

Type Water Body or Location:

[Search](#) [Clear Selection](#)

View and Select Reports

CDC ID	State Report ID	Reporting State	Date Created	Report Author	Status				
112	Dog_Illness_08Aug2015		06/07/16	Test_AA	Active				
111	IllnessReport_05May2013		06/07/16	Test_AA	Active				
110	Test_Report1		06/07/16	Test_AA	Active				

Actions

[Create New Report](#)

[User Management](#)

Data Download

Select Form Type:

[Download Search Results](#)

[Download All Reports](#)

NORS

NORS
National Outbreak Reporting System

Resources

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The summary page for a report is called the View and Edit Report page. From this page, users can return to the OHHABS Home Page by clicking the “All Reports” link at the top of the page, view the “State Report ID”, view details of the report including the “CDC Report ID”, the “Report Author”, the “Report Creation Date”, and the “Status”. On this page, users can view and edit the forms created within the OHHABS report, or create a new form in the report in the Actions box. In the View and Edit Report table, the Environmental Form is always listed first followed by any Human Forms then Animal Forms.

OHHABS - One Health Harmful Algal Bloom System

Go to: [All Reports](#)

State ReportID: Test_Report1

Welcome, Test_AA (Agency Administrator)
[Logout](#) [Change Password](#)

CDC Report ID: 110 Report Author: Test_AA Date Created: 6/7/2016 Status: Active

View and Edit Report

Form Type	Form Name	State/Jurisdiction	Water Body	Date Bloom Observed	Author	
	Test_Report1			5/19/2016	Test_AA	
	HumanCase1	Sex: Age:	Location Name:	Date Created: 06/07/2016	Author: Test_AA	
	HumanCase2	Sex: Age:	Location Name:	Date Created: 06/07/2016	Author: Test_AA	
	DogCase1	Type of Animal: Dog	Single Animal	Date Created: 06/07/2016	Author: Test_AA	



Actions:

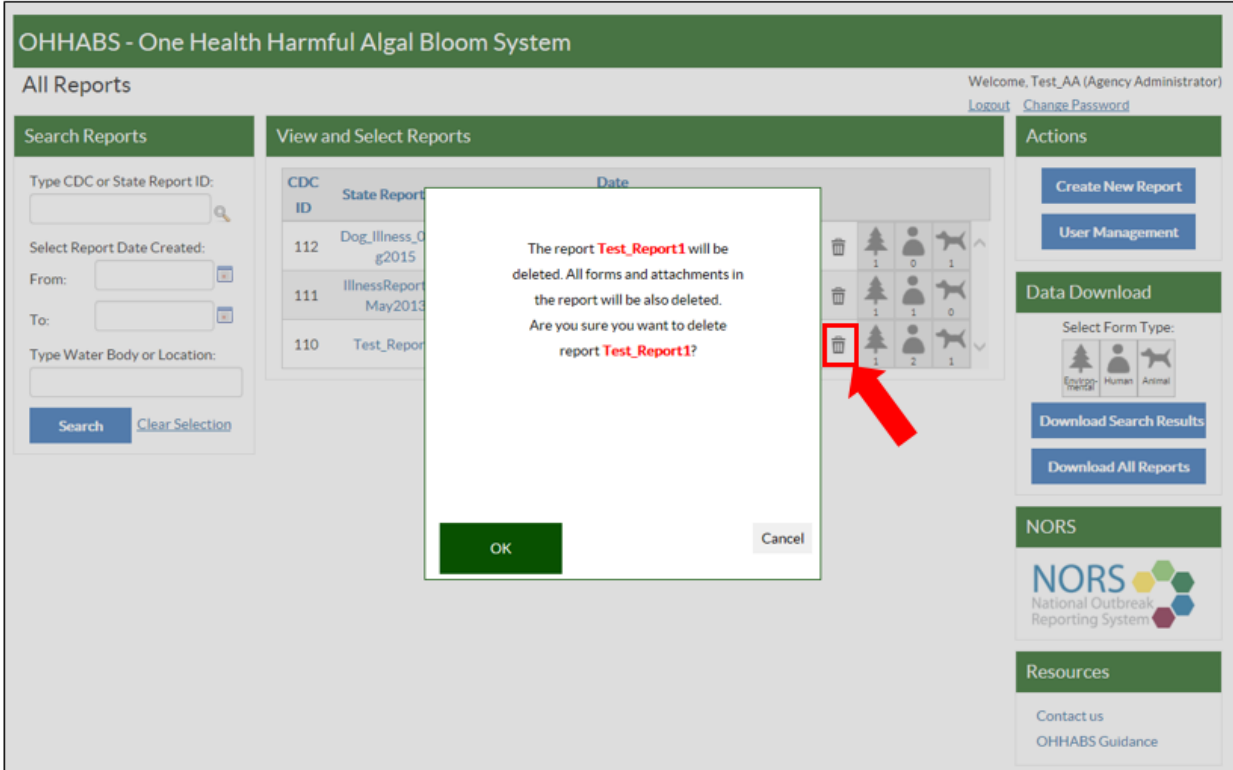
Create New Form:

Environmental Human Animal

In the View and Edit Report table, summary information for each form created in the report is displayed to help the user identify the form they are looking for more quickly. The summary information is based on information that was previously entered in the form(s).

10.1. Delete an Existing OHHABS Report

In the View and Select Reports table, an existing OHHABS report can be deleted by clicking the trash can icon  in the row of the report you want to delete. When users click on the trash can icon , they will be prompted with a warning pop-up window to confirm that all forms, information, and attachments will be deleted when the report is deleted. Users must select OK to complete deletion of the report.





The screenshot displays the OHHABS - One Health Harmful Algal Bloom System interface. The main content area is titled "View and Select Reports" and contains a table with the following data:

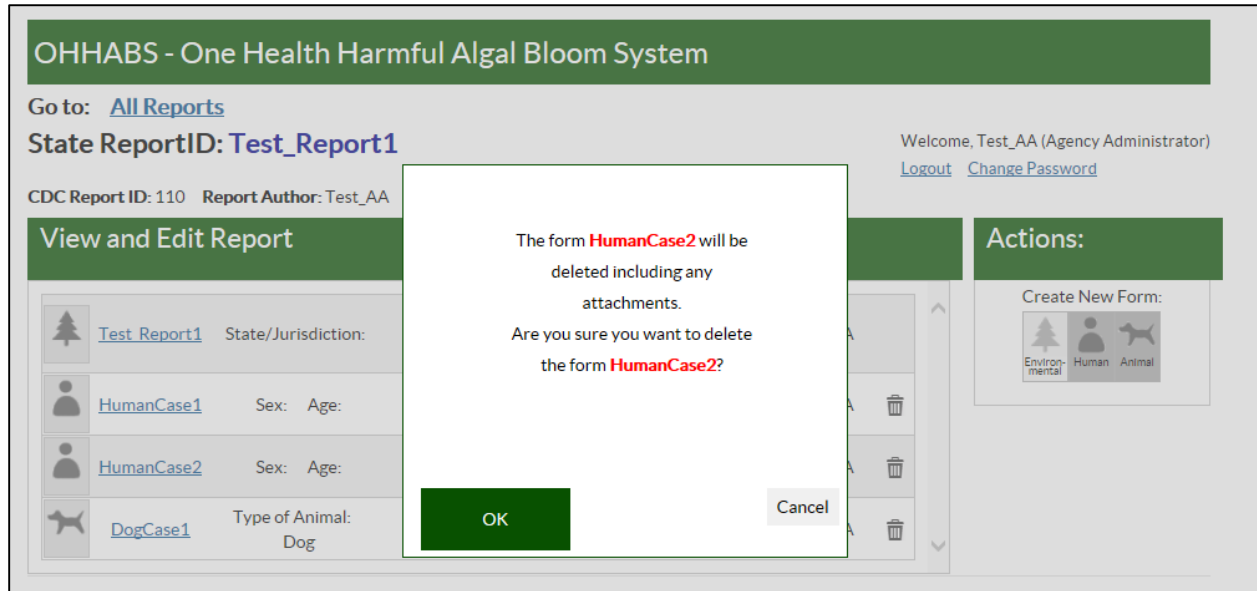
CDC ID	State Report	Date
112	Dog_Illness_Og2015	
111	IllnessReport_May2013	
110	Test_Report	

A confirmation dialog box is overlaid on the table, asking: "The report **Test_Report1** will be deleted. All forms and attachments in the report will also be deleted. Are you sure you want to delete report **Test_Report1**?" The dialog has "OK" and "Cancel" buttons. A red arrow points to the trash can icon in the table's action column for the "Test_Report" row.

The interface also includes a "Search Reports" sidebar with filters for CDC or State Report ID, Report Date Created (From/To), and Water Body or Location. The right sidebar contains "Actions" (Create New Report, User Management), "Data Download" (Download Search Results, Download All Reports), "NORS" (National Outbreak Reporting System), and "Resources" (Contact us, OHHABS Guidance).

10.2. Delete an OHHABS Form within a Report

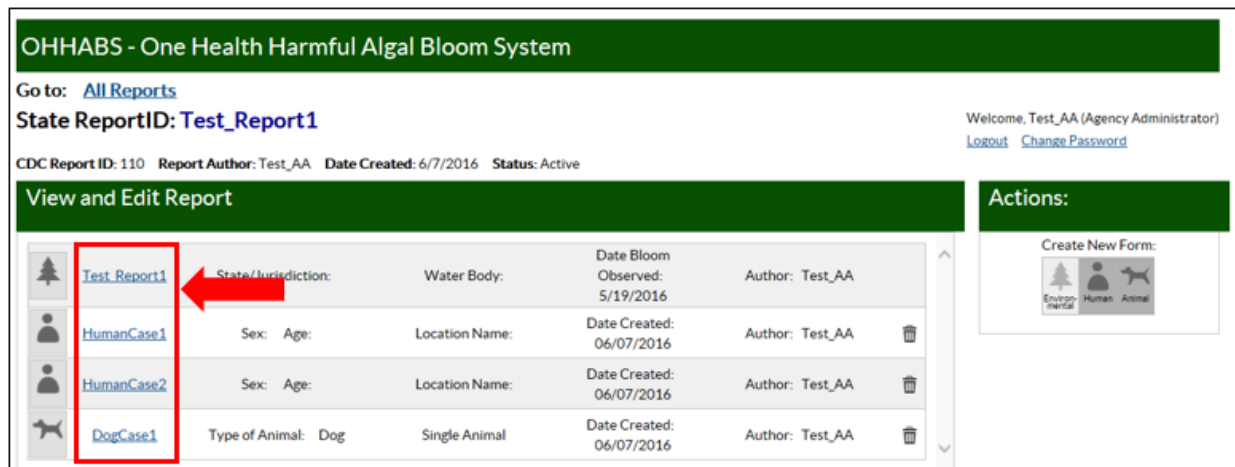
In the View and Select Reports table, an OHHABS Form can be deleted by clicking the trash can icon  in the row of the form you want to delete. When users click on the trash can icon , they will be prompted with a pop-up window to confirm the deletion of information and any attachments in the form. Users must click on the “OK” button to complete the deletion of the report.






The screenshot shows the OHHABS interface with a confirmation dialog box. The dialog text reads: "The form **HumanCase2** will be deleted including any attachments. Are you sure you want to delete the form **HumanCase2**?" There are "OK" and "Cancel" buttons at the bottom of the dialog. In the background, the "View and Edit Report" table is visible, showing a list of forms: Test_Report1, HumanCase1, HumanCase2, and DogCase1. The "Actions" column for HumanCase2 contains a trash can icon.

10.3. Edit an OHHABS Form within a Report

To edit an existing form within an OHHABS report, users can click on the form name link in the View and Edit Report table. Because there is only one Environmental Form within an OHHABS report, the Environmental Form name is referred to by the “State Report ID”. Because there can be more than one Human Form or Animal Form within an OHHABS report, these forms are referred to by the “Human Case ID” and “Animal Case ID”, respectively.



The screenshot shows the OHHABS interface with the "View and Edit Report" table. The table has columns for form name, form type, and details. A red box highlights the "Test_Report1" link in the first row, and a red arrow points to it from the left. The "Actions" column for HumanCase1, HumanCase2, and DogCase1 contains trash can icons.

Form Name	Form Type	Details	Actions
Test_Report1	Environmental	State/Jurisdiction: Water Body: Date Bloom Observed: 5/19/2016 Author: Test_AA	
HumanCase1	Human	Sex: Age: Location Name: Date Created: 06/07/2016 Author: Test_AA	
HumanCase2	Human	Sex: Age: Location Name: Date Created: 06/07/2016 Author: Test_AA	
DogCase1	Animal	Type of Animal: Dog Single Animal Date Created: 06/07/2016 Author: Test_AA	

When users click on the “State Report ID” link for the Environmental Form they will be directed to the Environmental Form page. For more information about the Environmental Form, please review the OHHABS Environmental Form Guidance document on the [OHHABS website](#).

OHHABS - One Health Harmful Algal Bloom System

Go to: [All Reports](#) [Report Summary: Test_Report1](#) Welcome, Joana_OH
[Logout](#)

State Report ID: Test_Report1

Environmental Summary:		Report Summary:		1 1 1
Water Body: Lake Erie	Author: Joana_OH	State Report ID: Test_Report1	CDC Report ID: 89	
Event Date: 9/1/2015		Status: Active	Author: Joana_OH	
		Water Body: Lake Erie	Date Created: 8/31/2015	

General | Bloom Description | Laboratory Testing | Other Systems | Supplemental Info | Author and Agency

Dates | Geographic Description | Water Body Characteristics

When users click on the “Human Case ID” link for the Human Form they will be directed to the Human Form page. For more information about the Human Form, please review the OHHABS Human Form Guidance document on the [OHHABS website](#).

OHHABS - One Health Harmful Algal Bloom System

Go to: [All Reports](#) [Report Summary: Test_Report1](#) Welcome, Joana_OH
[Logout](#)

Human Case ID: Human1

Human Case Summary:		Report Summary:		1 1 1
Sex: Male	Author: Joana_OH	State Report ID: Test_Report1	CDC Report ID: 89	
Age: 18	Date Created: 8/31/2015	Status: Active	Author: Joana_OH	
		Water Body: Lake Erie	Date Created: 8/31/2015	

General | Human Exposure Info | Illness and Outcomes | Clinical Testing | Supplemental Info | Author and Agency

Human Description | Dates

When users click on the “Animal Case ID” link for the Animal Form they will be directed to the Human Form page. For more information about the Animal Form, please review the OHHABS Environmental Form Guidance document on the [OHHABS website](#).

OHHABS - One Health Harmful Algal Bloom System

Go to: [All Reports](#) [Report Summary: Test_Report1](#) Welcome, Joana_OH
[Logout](#)


Animal Case ID: Coyote1


Animal Case Summary:		Report Summary:		1 1 1
Type:	Author: Joana_OH	State Report ID: Test_Report1	CDC Report ID: 89	
	Date Created: 9/11/2015	Status: Active	Author: Joana_OH	
		Water Body: Lake Erie	Date Created: 8/31/2015	

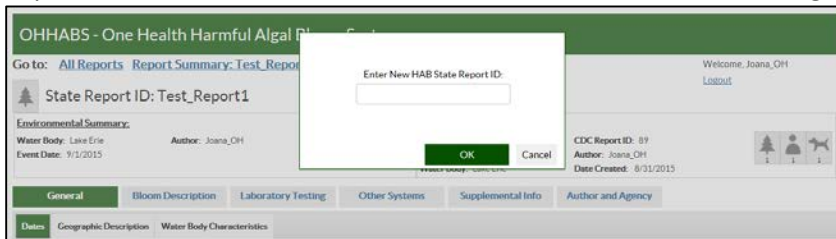
General | Exposure Description | Illness and Outcomes | Clinical Testing | Supplemental Info | Author and Agency

Animal Description | Dates


10.4. Edit the Name of an OHHABS Report or Form

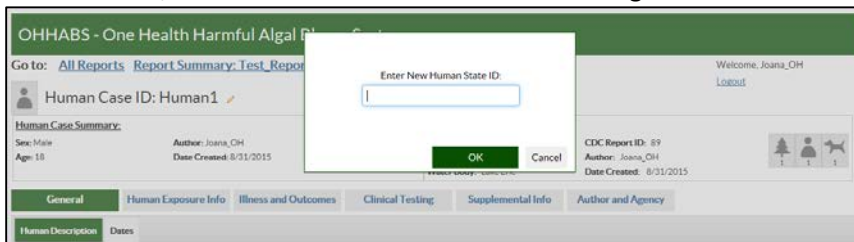
Within the Environmental, Human, and Animal Forms, users can edit the existing name of the Form by clicking on the pencil icon  in the Form.

- For the Environmental Form, when a user clicks on the pencil icon  in the Report Summary Box, a pop-up window will appear and allow the user to edit the name of the report and designate a new “State Report ID” for the existing OHHABS report. Because there is only one Environmental Form within an OHHABS report, the Environmental Form is referred to by the “State Report ID”. The “State Report ID” must be a unique (alpha-numeric) name with a 50 character maximum and can only be used once within a state or territory. When a new “State Report ID” has been created, click the “OK” button to save the changes.




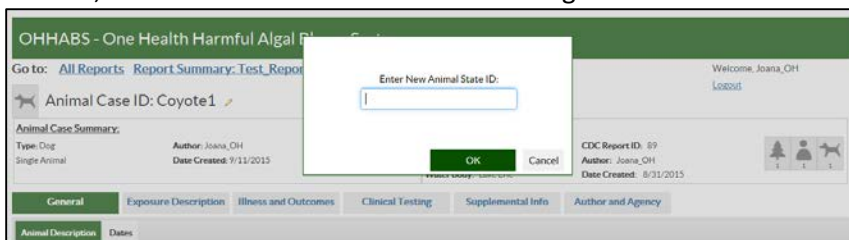
The screenshot shows the OHHABS web application interface. A pop-up window titled "Enter New HAB State ID:" is centered over the main content. The pop-up contains a text input field and two buttons: "OK" and "Cancel". The background interface shows the "Environmental Summary" for a report with "State Report ID: Test_Report1". The main interface includes a navigation menu with tabs like "General", "Bloom Description", "Laboratory Testing", etc., and a sidebar with "Dates", "Geographic Description", and "Water Body Characteristics".

- For the Human Form, when users click on the pencil icon  next to the “Human Case ID”, a pop-up window will appear and allow the user to edit the “Human Case ID” for the Human Form. The “Human Case ID” must be a unique (alpha-numeric) name with a 50 character maximum and can only be used once in the OHHABS report. When a new “Human Case ID” has been created, click the “OK” button to save the changes.



The screenshot shows the OHHABS web application interface. A pop-up window titled "Enter New Human State ID:" is centered over the main content. The pop-up contains a text input field and two buttons: "OK" and "Cancel". The background interface shows the "Human Case Summary" for a report with "Human Case ID: Human1". The main interface includes a navigation menu with tabs like "General", "Human Exposure Info", "Illness and Outcomes", etc., and a sidebar with "Human Description" and "Dates".

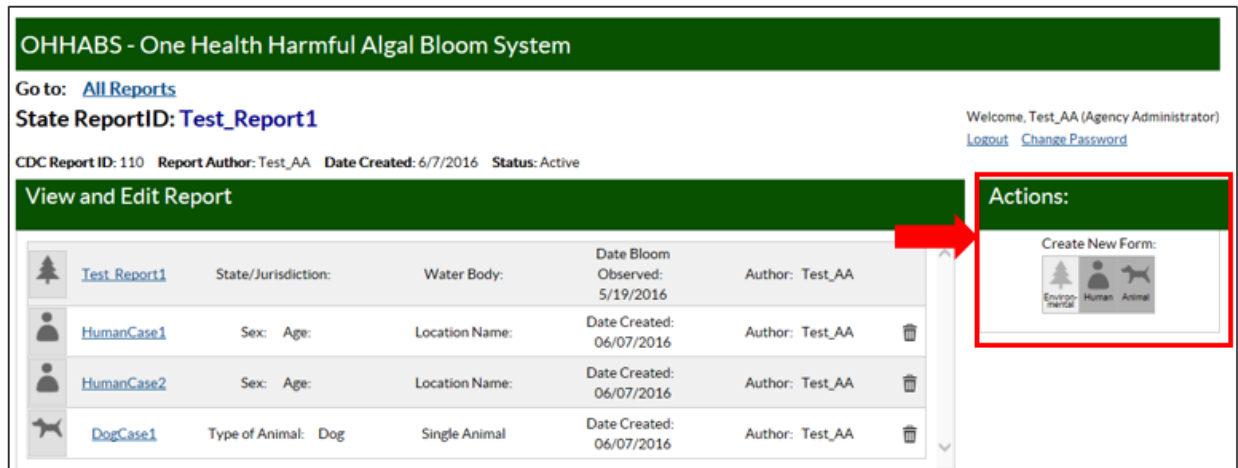
- For the Animal Form, when users click on the pencil icon  next to the “Animal Case ID”, a pop-up window will appear and allow the user to edit the “Animal Case ID” for the Animal Form. The “Animal Case ID” must be a unique (alpha-numeric) name with a 50 character maximum and can only be used once in the OHHABS report. When a new “Animal Case ID” has been created, click the “OK” button to save the changes.



The screenshot shows the OHHABS web application interface. A pop-up window titled "Enter New Animal State ID:" is centered over the main content. The pop-up contains a text input field and two buttons: "OK" and "Cancel". The background interface shows the "Animal Case Summary" for a report with "Animal Case ID: Coyote1". The main interface includes a navigation menu with tabs like "General", "Exposure Description", "Illness and Outcomes", etc., and a sidebar with "Animal Description" and "Dates".

10.5. Add a New Form to an OHHABS Report

To add a new form to an OHHABS report, users can create a new form in the Actions Box of the View and Edit Report page. Only one Environmental Form can be present within a report and this form is created when the report is initiated; therefore, users can only add new Animal Form or Human Case Form within existing reports.



OHHABS - One Health Harmful Algal Bloom System

Go to: [All Reports](#)

State ReportID: **Test_Report1**

Welcome, Test_AA (Agency Administrator)
[Logout](#) [Change Password](#)

CDC Report ID: 110 Report Author: Test_AA Date Created: 6/7/2016 Status: Active

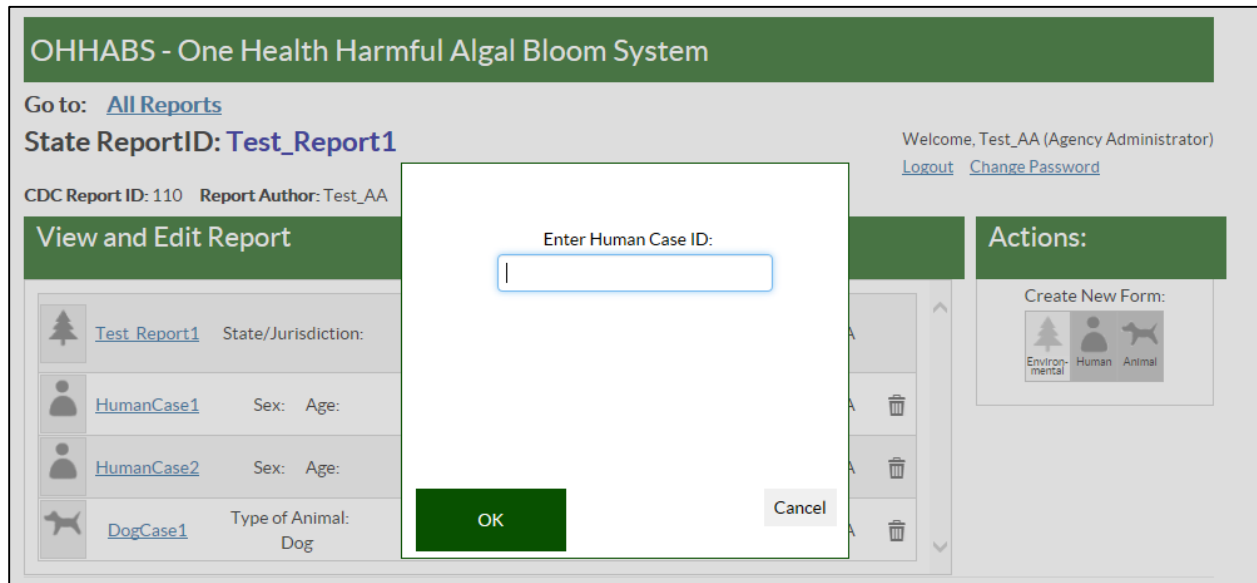
View and Edit Report

	Test_Report1	State/Jurisdiction:	Water Body:	Date Bloom Observed: 5/19/2016	Author: Test_AA
	HumanCase1	Sex: Age:	Location Name:	Date Created: 06/07/2016	Author: Test_AA
	HumanCase2	Sex: Age:	Location Name:	Date Created: 06/07/2016	Author: Test_AA
	DogCase1	Type of Animal: Dog	Single Animal	Date Created: 06/07/2016	Author: Test_AA

Actions:

Create New Form:

When the user, clicks on the Human or Animal Form Icons in the Actions box, a pop-up window will appear. The pop-up window will prompt the user to “Enter a Human Case ID” or “Enter an Animal Case ID”.



OHHABS - One Health Harmful Algal Bloom System

Go to: [All Reports](#)

State ReportID: **Test_Report1**

Welcome, Test_AA (Agency Administrator)
[Logout](#) [Change Password](#)

CDC Report ID: 110 Report Author: Test_AA

View and Edit Report

Enter Human Case ID:

OK **Cancel**

Actions:

Create New Form:

The “Human Case ID” and “Animal Case ID” must be a unique (alpha-numeric) identifiers with a maximum of 50 characters. The “Human Case ID” and the “Animal Case ID” cannot be the same as the State Report ID. The “Human Case ID” and the “Animal Case ID” must be unique within a report as it differentiates individual human and animal cases within a report. For example in a report, if a “Human Case ID” is named Case1, no other Human Form or Animal Forms in the report can be named Case1.