Referral
NCLEAD may refer an EBL or CLP case to the Environmental Health (EH) Program via a workflow or a case may be referred to EH by the state NC Childhood Lead Poisoning Prevention Program or other health care provider.

Environmental follow-up documentation
In the Administrative question package for the CHILD:

- Enter the date the case was referred to Environmental Health (EH) in the field titled Date referred to EH.
- Enter the Date referral acknowledged by EH.

Note: The Date referred to EH must be entered first to see this field.

- For EBL cases, enter the date the environmental investigation was offered in the field Date offered environmental investigation. If the investigation was offered more than once, click Add New to enter additional date(s) the investigation was offered.

Note: Entry of the “Date offered environmental investigation” is not necessary for CLP cases because investigation is mandatory.
For **EBL** cases, per G.S. § 130A-131.9 (please see G.S. below)

From *North Carolina General Statute § 130A-131.9. Examination and testing.*

(a1) When the Department learns of an **elevated blood lead level**, the Department shall, upon informed consent, **investigate the residential housing unit** where the child with the elevated blood level resides. When consent to investigate is denied, the child with the elevated blood lead level cannot be located, or the child’s parent or guardian fails to respond, the Department shall document the denial of consent, inability to locate, or failure to respond.

There should be documentation* of at least one of the following:

1. **Investigation**
   - Enter **Date offered environmental investigation** in the *Administrative* question package for the **CHILD**.
   - Enter the **investigation date** (and any other **site visit dates**) in the *Environmental Site Visit Activity* question package of the **PROPERTY**.

*Note: A **PROPERTY** event (i.e., address record) should be created if one does not already exist. See “PROPERTY EVENTS” section page 10.*
Once a date is entered, and the type of investigation is chosen, additional fields appear for you to record the details of the investigation.

**Note:** If there is more than one site visit, click **Add New** to enter additional site visit dates. **DO NOT** overwrite an existing date box or all the related information will be lost.

- At least one site visit should serve as an *investigation* for the child and the **CHILD** event should be linked to the site visit(s) in the *Environmental Site Visit Activity* question package of the **PROPERTY**.

![Environmental Site Activity](image)
To link the CHILD to the PROPERTY event:

- Click the magnifying glass next to First Child’s Name under “This activity serves as an investigation for the following children” to search for the child.

- Search for the child in the search window that appears, using * to conduct a wildcard search. Once found, click “Select.”

The CHILD event should now be hyperlinked to the PROPERTY event.

- Click on the dropdown box to choose the Address Type and whether it was the child’s residence at time of confirmation.
To link other children related to the visit, for which the activity does NOT serve as an investigation, repeat the process above, by clicking on the magnifying glass next to **First Child’s Name** under “Other Children Related to this Visit (OPTIONAL)” to search for the child.

- It is **OPTIONAL** for you to link children under this section. Children linked here will **NOT** come out of the **Children with EBLLs in need of environmental follow-up** Workflow.

2. **Denial of consent***
Enter the date the environmental investigation was offered in the **Administrative** question package for the **CHILD**. If the investigation was offered more than once click **Add New** to enter additional date(s) the investigation was offered. If there is a refusal, enter the refusal date(s) in the field titled **Date investigation refused**.

*Note:* To see the refusal field, you must first enter the **Date offered environmental investigation**.

3. **Inability to locate***
Document (in the **Notes** box of the **Administrative** question package for the **CHILD**) at least two good faith attempts to locate the parent/guardian to offer an investigation. This should include at least one site visit to the property. Enter the date of the second unsuccessful attempt.

4. **Failure to respond***
Enter the dates the investigation was offered (click **Add New** to enter additional dates the investigation was offered). If the parent/guardian fails to respond, use the **Failure to respond date** field to enter the second date the investigation was offered.
(The Notes box and date questions for items 2-4 are in the Administrative question package of the CHILD event and can also be accessed by using the Environmental Follow-up Wizard.)
For CLP cases, there should be documentation* of an investigation at the 1.) primary residence and 2.) all addresses meeting the definition of a Supplemental address (if any).

*The primary address PROPERTY event should be linked to the CHILD. (A) site visit(s) should be entered in the Environmental Site Visit Activity question package of this PROPERTY Event. At least one site visit should serve as an investigation for the child and the CHILD event should be linked to the(se) site visit(s).

*All supplemental address PROPERTY events should be linked to the CHILD. (A) site visit(s) should be entered in the Environmental Site Visit Activity question package of each supplemental address PROPERTY event. Each supplemental address PROPERTY event should have at least one site visit that serves as an investigation for the child and the CHILD event should be linked to the(se) site visit(s).

Please list addresses that meet the definition of a Supplemental address in the Supplemental addresses notes box under the investigation of the primary residence in the PROPERTY Event. If there are NO addresses that meet the definition of a Supplemental address, please note this in the Supplemental addresses notes box.

Note: Data entry of the supplemental risk questions is optional. Form 3460 should be attached to the CHILD event - including interviews at different addresses.

To link the CHILD to the PROPERTY event:
- Click the magnifying glass next to First Child's Name under “This activity serves as an investigation for the following children” to search for the child.
Search for the child in the search window that appears, using * to conduct a wildcard search. Once found, click “Select.”

The CHILD event should now be hyperlinked to the PROPERTY event.

- Click on the dropdown box to choose the Address Type and whether it was the child’s residence at time of confirmation.

- To link other children related to the visit, for which the activity does NOT serve as an investigation, repeat the process above, by clicking on the magnifying glass next to First Child’s Name under “Other Children Related to this Visit (OPTIONAL)” to search for the child.

- It is OPTIONAL for you to link children under this section. Children linked here will NOT come out of the CLP Cases in need of environmental follow-up: Complete Check List Workflow.
To move the CLP child out of the workflow “CLP Cases in need of environmental follow-up: Complete Check List” once all Primary and Supplemental addresses have been investigated for the CLP case:

- Complete the section titled Environmental follow-up checklist for CLP child in the Administrative question package for the CHILD and refer the case to your Regional Environmental Health Specialist for removal from the workflow.

Blank Environmental follow-up checklist for CLP child

Completed Environmental follow-up checklist for CLP child
NOTE: Some options you see above only appear once items are checked off. For example: The option to “Refer to Regional Environmental Health Specialist for removal from workflow” only appears once “Environmental follow-up completed” has been marked “yes.”

PROPERTY EVENTS

CREATING A PROPERTY EVENT IF ONE DOES NOT ALREADY EXIST

- Search for the primary or supplemental addresses by highlighting and copying the address listed in the “Basic Information” section of the CHILD event. Click the magnifying glass to open the search.

- Search for the address in the search window that appears, using * to conduct a wildcard search. Since no PROPERTY event for this address exists, no results are found. You must create a PROPERTY event for it by clicking Create New.
• In the window that opens, choose “Property” as the Event Type. Search for the address again by clicking **Select Site** and entering the address in the appropriate fields.

• Once found, click **Select** to auto-populate the Site Information. Click **Save**.

• If site is *not* found, manually enter the address of the site in the Site Information section. Click **Save**.

You will be taken to the main dashboard page for the **PROPERTY** event.
Environmental samples

The one highest test result for each sample type below should be entered. Click on the Lab Results tab of the PROPERTY event to enter environmental sample results.

- Dust (highest for each type below)
  - Window trough
  - Window sill
  - Floor
- Paint
- Soil
- Water

Important note: An Order Number must be entered or additional environmental sample results may be overwritten. If you do not know the Order Number, please enter the sample collection date.

For inorganic chemistry results from the State Lab the first part (ES051916), is the Order Number. The second part (0117001, 0117002, and 0117003) is the Lab Sample Number.

ES051916-0117001  
ES051916-0117002  
ES051916-0117003

Please see examples showing entry of environmental sample analysis results below.
Water Sample Lab Results: Choose “Water Sample” from the dropdown box labeled Lab Results at the top. At a minimum, please enter a value for all highlighted fields.

Choose “Lead Wat-mCnc || Lead” as the Test Description.

To add additional water sample results, click Add

To choose the lab and ordering facility, click the magnifying glass, enter search terms, and click Search. Once the right lab or ordering facility has been located, click Select to auto-populate the appropriate fields.
Environmental Sample Lab Results: Choose “Environmental Sample” from the dropdown box labeled Lab Results at the top. At a minimum, please enter a value for all highlighted fields as shown in the screenshot below.

- **Description:** from the form you sent to the lab. It is not on the paper lab report.
- **Dust only. Floor, sill, trough:**
- **Dust only. Only if dust wipe is not 12x12:**
- **Click magnifying glass to search for facilities:**
**XRF Readings**

- The one highest XRF reading for paint should be entered. Click on the Event Data tab of the PROPERTY event to enter XRF results.

**Note:** Entry of the model number and calibration information is optional.

**SITE VISITS**

All site visits should be documented in the *Environmental Site Visit Activity* question package of the PROPERTY event including clearance, consultation, annual monitoring site visits and the like. This includes investigations and related site visits for child occupied and proposed child occupied facilities – even if not related to an elevated blood lead level.

The *Remediation* question package must be completed for all PROPERTY Events that have had an investigation.
• When a property is remediated all clearance and monitoring site visits should be documented in the *Environmental Site Visit Activity* question package of the *PROPERTY* event.

• For remediation methods **abandonment** and **maintenance standard**:  
  o The *PROPERTY* event should be set up with **reminder dates for monitoring**.

  **Note:** To set up reminder dates, open the *Environmental Site Visit Activity* question package of the *PROPERTY* event and scroll to the bottom of the page.

  o Monitoring site visits, additional clearance visits and the like should be entered in the *Environmental Site Visit Activity* question package.
Documentation of Lead poisoning hazards

- **Lead poisoning hazards** related to lead-based paint or otherwise related to a primary or supplemental address should be documented in the *Property Information* question package under the **PROPERTY** event.

- If **no lead poisoning hazards were found** during this investigation, document that by clicking on the radio button for “No Hazards Found” and type in the date of the investigation.

- If **any lead poisoning hazards were found** during this investigation, click on the radio button for “Hazards were found” and then click the box to check off the hazards listed that were found during the investigation.

- For **other lead poisoning hazards** (besides paint, miniblinds, soil, dust and water), please check the box for “Other Hazard” and specify the hazard in the text box in the *Property Information* question package under the **PROPERTY** event.
• For lead poisoning hazards \textit{NOT directly related to the primary or supplemental address} (e.g. pottery, traditional medicines, jewelry and the like), these hazards should \textbf{ALSO} be documented in the \textit{Non-Property Hazards} question package under the \textbf{CHILD} event.

  - Enter potential lead poisoning hazards from notes or conversations about an environmental history under \textit{Possible non-property lead sources}
  - Once potential lead poisoning hazards have been confirmed through lab testing or XRF readings from an investigation, enter them under \textit{Definite non-property lead sources}
Additional follow-up documentation information

The **Follow-up Documentation** question package should be used to document additional information related to the case.

- Use the **CHILD** event follow-up documentation question package for information related to the **child** (Example: Child plays with fishing weights).
- Use the **PROPERTY** event follow-up documentation question package for information related to the **PROPERTY** (Example: On 12/05/2014 conducted a phone consultation with property owner regarding remediation).

Note: Please take care to use the *appropriate* event type for documentation notes.

  - Enter the date of the note. Additional fields will appear.
  - Enter note details.
  - Make sure to include your name in the “**Notes documented by (select NCLEAD User)**” section so we know who authored the note. You can either type it in, or use the magnifying glass to search.

**Attachments**

Attachments related to the **CHILD** such as Form 3651 and 3460 should be attached to the **CHILD** event.

Attachments related to investigation of the primary and supplemental addresses should be attached to the **PROPERTY** event such as the Investigation report, Environmental sample analysis results and the like.