

# Electronic capturing of the person under investigation (PUI) form for COVID-19

<https://cci.nicd.ac.za>

## Background

All clients that will be tested for severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), the virus that causes coronavirus disease 2019 (COVID-19), needs to complete a Person Under Investigation (PUI) form and contact line list. To date, this information was captured using hard-copy forms available on the NICD website, completed and emailed back to [ncov@nicd.ac.za](mailto:ncov@nicd.ac.za). A digital system is now available to directly capture the required information.

## Whose responsibility is it to complete the form?

The responsibility to ensure that the form is completed still remain on the healthcare worker who is collecting the specimen/s. The link can be provided directly to the client to complete on their own, or the submitter can assist the client to complete the digital form.

## Where will the form be completed?

Follow/type URL into a web browser: <https://cci.nicd.ac.za> or download the application for android devices: <https://play.google.com/store/apps/details?id=com.NICD.contactTracer&gl=ZA>

## How to complete a new form?

1. Open an internet browser on a computer or smart phone
2. Navigate to the following website: <https://cci.nicd.ac.za>
3. Click on 'Capture details'
4. To navigate to the next section, use the "Next button" on the bottom right of each page.  
There are 7 pages that need to be completed and sectioned as follows:
  - a. Page 1: PUI details (client / patient details)
    - i. Enter a valid passport or RSA ID number. This is critical to link the PUI details to the laboratory results
    - ii. Case ID is for NICD use only – please do not complete
    - iii. Sample reference number is the sample/specimen barcode
    - iv. Please select if this is a new query (someone presenting with symptoms with no contact with a confirmed case) OR a person that was in contact with a known COVID-19 case. If the client was in contact with a known case, the case information needs to be provided: Name, Surname and date of birth
    - v. "Who is completing the form" refers to whether the client completed their own form or if a healthcare worker completed the form for them. If a healthcare worker assisted, please select "Health Official" and add Name, Surname and contact number
  - b. Page 2: Patient details
    - i. Complete all demographic details for client
    - ii. Please ensure the date of birth is entered as YYYY-MM-DD
  - c. Page 3: Next of kin and submitters details
    - i. The next of kin's details are important as an alternative contact person

- ii. The submitter can be a doctor or laboratory worker
- d. Page 4: Clinical presentation
  - i. Complete all information regarding clinical presentation. If the client does not present with any symptoms, please indicate as asymptomatic.
- e. Page 5: Underlying factors
  - i. Answer question for each condition listed
- f. Page 6: Contacts
  - i. Add details of each contact the client was in contact with since 2 days before symptom onset, or two days before sample collection if asymptomatic
  - ii. When selecting '+ Add contact', a new window will open
  - iii. To complete the details for the contact, click on '+ Add contact' and the contact's details will appear in the background. Continue to add contacts' details of everyone the client was in contact with
  - iv. Once all contacts are added click on 'Cancel' on the pop-out window to return to the main page
- g. Page 7: Travel history
  - i. Add details for travel in last 14 days
  - ii. When selecting '+ Add travel', a new window will open
  - iii. Complete details of travel event, click on '+ Add travel', the details of travel will appear in the background. Continue to add travel events
  - iv. Once all travel details are added click on 'Cancel' to return to the main page
  - v. Please ensure that the date of departure/ arrival is entered as YYYY-MM-DD
- 5. Save the form by clicking on 'Save' button on bottom right
- 6. A window will appear indicating that information was saved with a return (verification) code. This code can be used to return to the form if additional details need to be captured. Request the client to keep this information save.
- 7. The client will also receive a text message with this code

### **How to update details on a form?**

1. Open an internet browser on a computer or smart phone
2. Navigate to the following website: <https://cci.nicd.ac.za>
3. Click on update details
4. Enter the RSA ID or Passport number that was used when form was completed the first time
5. Enter the return (verification) that was received via text message/displayed after completing the form
6. Click on 'Submit'
7. Navigate through the pages and add information is required
8. Click on 'Save' on the final page to submit

### **What if neither the submitter nor the client has access to a device with an internet connection to complete the form?**

The hard-copy form can be downloaded from <https://www.nicd.ac.za/diseases-a-z-index/covid-19/covid-19-resources/> completed and emailed to [ncov@nicd.ac.za](mailto:ncov@nicd.ac.za)