

Guidelines For Determining Which Jurisdiction Should Report A Case

Place of residence is defined as the place where a case lives most of the time. Generally, notifiable disease cases should be reported and counted by the jurisdiction in which the case resides. Case counting guidelines may differ in jurisdictions outside of Nova Scotia. As a result, cases referred to a Zone from out of province may not be counted according to the guidelines provided below. If questions arise as to how a case referred from out of province should be counted in Nova Scotia, please contact DHW Surveillance Team.

[Table 1](#) highlights various scenarios where place of residence may be difficult to define (e.g. if the case attends school for part of a year in a different Zone or province) and provides guidance on which jurisdiction should report these cases.

These case counting guidelines have been developed to ensure that notifiable disease cases are not reported and counted twice, and to provide consistency in how cases are reported and counted. If questions arise as to which jurisdiction should report a case, please contact DHW Surveillance Team.

TABLE 1: Description of various residency scenarios for notifiable disease cases and guidelines for determining the reporting jurisdiction

Please Note: For AEFIs, all cases are counted where the immunization was received.

Residency scenario	Examples	Where the case is reported
Case with residence(s) in one Zone in NS	<ul style="list-style-type: none"> • NS resident with one permanent address 	Place of residence
Case with residences in different Zones in NS (excluding students)	<ul style="list-style-type: none"> • Person who lives in one Zone most of the year but spends part of the year in another Zone (e.g. cottagers) • Person living in one Zone while working, returning to another Zone when not working (includes military personnel) 	Place where the case spends most of the year
Students living away from home	<ul style="list-style-type: none"> • Students studying within the province 	Place of diagnosis
Institutionalized cases (excluding incarcerated persons)	<ul style="list-style-type: none"> • Person who is institutionalized for a short term (e.g. patients in general hospitals or wards) 	Place of residence
	<ul style="list-style-type: none"> • Person who is institutionalized for a long term (e.g. residents of a nursing home) 	Facility where case is staying at time of diagnosis
Incarcerated persons	<ul style="list-style-type: none"> • Person incarcerated within NS 	Facility where case is staying at time of diagnosis
Case with residences in both NS and another province	<ul style="list-style-type: none"> • Person who lives in one province most of the year but spends part of the year in another province (e.g. cottagers) • Person living in one province for part of the year while working, returning to another province when not working 	Place where the case spends most of the year
Case without housing	<ul style="list-style-type: none"> • Homeless persons 	Place of diagnosis
Unknown residency - unable to contact client	<ul style="list-style-type: none"> • Cases lost to follow-up 	Place of diagnosis
Case residing outside of NS, within Canada	<ul style="list-style-type: none"> • Canadian travelers to NS 	Province of residence
Case residing outside of Canada	<ul style="list-style-type: none"> • International travelers to NS 	Place of diagnosis (Determined on a case-by-case basis)

For details of data entry into Panorama, please refer to the Case Transfer SOP on the NSHA SharePoint Site:

<http://sharepoint.nshealth.ca/NSHAPH/healthprotection/default.aspx?RootFolder=%2FNSHAPH%2Fhealthprotection%2FSOPs%2FWORKING%20DRAFTS%20IOM&FolderCTID=0x012000E89E9B53EAA25F47B407363C22E17B58&View={AB7DE27B-177B-4883-AE94-024F299258A9}>