Infectious Diseases (ID) Query

Reference Guide
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Public Health Ontario

Public Health Ontario is a Crown corporation dedicated to protecting and promoting the health of all Ontarians and reducing inequities in health. Public Health Ontario links public health practitioners, frontline health workers and researchers to the best scientific intelligence and knowledge from around the world.

Public Health Ontario provides expert scientific and technical support to government, local public health units and health care providers relating to the following:

- communicable and infectious diseases
- infection prevention and control
- environmental and occupational health
- emergency preparedness
- health promotion, chronic disease and injury prevention
- public health laboratory services

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Revision History
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<th>Date</th>
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<tr>
<td>December 2016</td>
<td>Version 1.1</td>
<td>Query Tool</td>
<td>Text and image for Step 2 updated to reflect the addition of HAI Query to the Query webpage.</td>
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<tr>
<td>December 2016</td>
<td>Version 1.1</td>
<td>Query Tool</td>
<td>Image for Step 3 updated to reflect the addition of a new ID Query report.</td>
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<td>Query Tool</td>
<td>Text and Image for Step 6 updated to reflect location of data caveats.</td>
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<td>December 2016</td>
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<td>Report features</td>
<td>Added a section on Expanding and Collapsing.</td>
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<td>March 2019</td>
<td>Version 1.2</td>
<td>Website</td>
<td>Updated text and images for the web site login and the Query Tool sections to reflect the PHO’s new website and ID Query page.</td>
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Introduction

Infectious Diseases (ID) Query is a web based analytics tool developed by Public Health Ontario (PHO) as part of the ongoing commitment to provide online services. ID Query provides users with the ability to manipulate reportable disease data using pre-defined reports and variables and instantly produce results. This analytics tool provides public health professionals with the opportunity for interactive data exploration and drill-down analysis. By using this analytics tool, users can expect the following:

- Timely, accessible, and relevant information
- Dynamic data exploration
- Proactive analytics and intelligence
- Increased user access and user-defined tools

At this time, PHO restricts access to the tool to authorized public health professionals.

The purpose of this document is to introduce users to ID Query, outline how to access the tool, and describe report features available to explore the data.

Getting Started

A user must have the following in order to access ID Query:

- Valid login credentials (authorized permission granted by PHO)
- Windows based PC (unsupported using Mac)
- Microsoft Internet Explorer 11 (Silver Light plug-in required)

Note: Browsers such as Chrome, Edge, Firefox, or Safari may be compatible with Query but are not supported.

How to access ID Query reports

Access to ID Query is only available within the password protected section of the PHO website.

Website login

2. From the left navigation menu, navigate to Data & Analysis > Infectious Disease > Infectious Diseases Query and select Infectious Diseases Query.
3. Select Launch ID Query from the Infectious Disease Query landing page.

4. PHO’s website will open the ID Query log in screen in a new browser tab. Enter your user name and password and select Log In. The secure Infectious Disease (ID) Query landing page will display.
ID Query Tool

The secure ID Query page lists the available infectious disease reports and supporting documents. Reports are organized into three groups with a report description for each report:

- **Count and Crude Rates**
  - Age and gender
  - Public health unit and year
  - Year

- **Counts**
  - Disease and year
  - Disease year age and gender
  - Public health unit and year

- **Historical Comparisons**
  - Age and gender
  - Month and year
  - Year
5. Select the report name hyperlink to open the report in a new tab.

Infectious Disease Reports
Counts and Crude Rates
Age and gender | Report description
Public health unit and year | Report description
Year | Report description

Counts
Age and gender | Report description
Disease and year | Report description
Disease year age and gender *New* | Report description
Public health unit and year | Report description

Historical Comparisons
Age and gender | Report description
Month and year | Report description
Year | Report description

Select Report Description to review detailed information such as organisms, data source, data capture time, refresh cycle etc. The report description for each report will open in a new tab in PDF format, or prompt the user to open and/or save the file using Adobe.

6. ID Query will open the report in a new browser tab. Please refer to the Report Features section of this document for more information on how to manipulate reports.

Each report contains a ‘Caveats and Usage’ worksheet. Review the data caveats before using the report.
7. Select the ‘Caveats and Usage’ tab or hyperlink to review the data caveats.
8. Select the ‘X’ button located in the right side of the report tab to close the report. This does not log you out of the secure ID Query section of the website.

9. To end your secure session, select the **Logout** option from the top right hand corner.
Report Features

The ID Query report features allow users to dynamically manipulate and explore data presented in the reports. The report features are described in the sections below, including brief instructions on how to use slicers and filters.

Slicers

Slicers are interactive filters that can narrow results and control the data that appear in the table and/or graph. Each report in ID Query may include one or more slicers such as public health unit, disease, year and classification. When a user first accesses a report, all slicer options are selected (i.e., all data appear in the table and/or graph).

To specify slicer values:

1. In each slicer menu, select the value of interest. The background appears grey for selected values; it appears white for values not selected.

2. Hold down Ctrl key to select or deselect additional values within the same slicer menu. Releasing the Ctrl key will generate the updated data table and/or graph.

3. The Selected slicers section of the report will update based on the slicers values selected by the user. This section is typically displayed at the bottom of a report.
To clear the slicer selections (i.e., reset the menu so all items is selected):

1. Select the clear filter icon depicted by a funnel located in the upper right corner of the menu. This will clear all of the selections previously made by the user. This icon is only available if there are one or more values not selected in the slicer menu.
Filters

The filters feature of the reports is another way for users to manipulate what data appears in the table. If there is a graph in the report, the graph will also be updated by filtering the data table.

For quick filtering:

1. Select the ‘Filter and sort’ menu drop down using the down arrow in the table header of the column.

2. Uncheck the (Select All) checkbox at the top of the list. This will deselect all of the checkboxes.
3. Select the items to include in the table.

4. Select **OK**. The ‘Filter and sort’ menu drop down arrow button will now appear as funnel filter icon indicating a filter is applied.
Removing a filter:

1. Select the funnel filter icon in the table header of the column.
2. Select the ‘Clear Filter from …’ option indicated by a funnel with a red x to remove the filter, or select the (Select All) checkbox.

Users can change the order in which the items appear in the table by using the sort functions located at the top of the filter menu, including Sort A-Z, Sort Z-A and Other Sort Options. Users can also specify filters using the options under Label Filters and Value Filters on the filter menu (e.g., filter by age groups less than 5 years of age).

Tables and Graphs

Each report contains a data table that users can manipulate using the predefined slicers and/or filters. Some reports contain a graph which will also be updated based on the slicer and/or filter selections.

Users can copy and paste data from within the tables to an Excel file when using Internet Explorer (IE); however, this functionality is not supported in Chrome. This will allow users to generate and manipulate graphs locally. At this time, users cannot download tables or graphs directly from ID Query.

Alternatively, users can use the print screen function to copy an image of the graph to include in reports.
Expanding and Collapsing

Users have the ability to expand/collapse columns or rows on select reports using the + and - toggle in the data table headings. If a report includes a slicer that applies to the data within the +/- toggle, the selected slicer values can limit the number of data items that appear when a column or row is expanded. For example, if the report includes a slicer for age group, and only 5 age groups are selected, only those age groups will appear, instead of listing all available age groups (e.g., <0, 01-04, 05-09... 85-90, 90+).

Expanding a column/row

1. To view the additional data, select the expand toggle (indicated by a plus sign) to expand the column or row.
2. The table will automatically resize to show the additional data.
3. The expand toggle will change to a collapse toggle (indicated by a minus sign) button to indicate the data is expanded.

Collapsing a column/row

1. Select the - toggle to collapse the column or row.
2. The table will automatically resize to hide the data.
3. The collapse toggle, indicated by a minus sign, toggle will change to an expand toggle (plus sign) to indicate the data is collapsed.
Data notes

At this time, content for ID Query is limited to aggregated infectious disease data extracted from the integrated Public Health Information System (iPHIS). For additional information about the data included in these reports, please refer to the Metadata document and the data considerations and caveats that display when you open the ID Query reports.

ID Query was developed by Public Health Ontario (PHO). PHO provides scientific and technical advice to Ontario’s government, public health organizations and health care providers. PHO’s work is guided by the current best available evidence.

Your access to and use of ID Query is governed by the terms and conditions set out below and the Terms of Use governing the “publichealthontario.ca” website. Public Health Ontario may immediately and at any time, with or without notice, suspend or terminate your use of ID Query if, in Public Health Ontario’s sole discretion you breach any of the terms and conditions in the Terms of Use.

As a user of ID Query, you understand and respect the confidential and sensitive nature of the information provided in this tool.

ID Query is intended as a data exploration tool. The data in ID Query is refreshed on a weekly basis and accurate to the date it was extracted. PHO may revise, remove or otherwise alter data as required for quality assurance and other purposes. As a result, data represent a snapshot at the time of extraction in Cognos and may differ from previous or subsequent reports. Public Health Ontario makes no representation or warranties of any kind whatsoever respecting the accuracy or timeliness of the information generated by ID Query, or the content, use or application of ID Query, and disclaims any responsibility for its application or use in any way. For questions and/or feedback, please email us at data@oahpp.ca

Support

For further questions or comments related to the ID Query tool, please email data@oahpp.ca.