In general, it is only recommended that cluster events be created when two or more cases of disease are associated with a common exposure. Please refer to available disease-specific guidance for what defines a cluster.

1) Click on “Create Cluster/Outbreak/Aggregate Event” from the left-hand menu of the MAVEN dashboard.

2) Use the cluster naming conventions that follow to enter a “Name”, and select the disease type from the “Event” drop-down menu.

3) Complete the Standard Question Package (QP)

The Standard QP is common among all cluster types and should be completed with details of the shared exposure among cases (i.e., why you are creating the cluster event).

At a minimum, the following fields should be completed at the time of cluster creation, across disease types:

- **Exposure Setting Name**: The full name of the affected facility or description of the shared event.
- **Exposure Setting Type**: Select the setting of the exposure, using the available options if possible.
- **Affected Town(s)**: This field assigns jurisdiction to the cluster event so that impacted towns have access to the event.

4) Complete additional fields, as required by available disease-specific guidance

The remaining variables in the Standard QP are helpful to track the location of the cluster event, point of contact at the affected setting, and to ensure appropriate regulatory agencies have been notified.

Please refer to available disease-specific guidance for additional required fields in the Standard QP, as well as other disease-specific question packages that populate based on the cluster type (Respiratory/ILI Questions, GI Illness, etc.).
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5) Add Notes summarizing information available to date

6) Link associated cases to the cluster event
   
   a. With the cluster event open, click on “View” next to “Linked Events/Contacts:” in the upper-left hand box of the event screen.
   
   b. If individual case events already exist in MAVEN, select “Link to Existing Event,” then “Select Event.” This will bring you to the MAVEN search window where you can look up a case using demographic information (name, date of birth, etc.) or MAVEN ID. Once you have found and selected the case in the search window, you will be brought back to the Linked Events screen and should ensure that a Link Type has been selected before clicking “Save.”

Please note that cluster events do not flow into any LBOH workflows.
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Naming of Cluster Events in MAVEN

It is recommended that the following naming conventions be used when creating cluster events across all disease types in MAVEN. This updated, standard nomenclature will allow for easier searching of MAVEN cluster events.

The outlined naming conventions should be completed in the "Name" field after selecting “Create Cluster/Outbreak/ Aggregate Event” from the MAVEN Dashboard.

1) Naming Convention for Facility-based Clusters

FACILITYTYPE_FACILITYNAME_TOWN

Examples:  DAYC_HAPPYVILLAGE_SPRINGFIELD
            LTCF_CAREONE_NEWTON
            OTHR_BOSTONCALLING_BOSTON

Standard Abbreviations for Facility Types

ALF: assisted living facility
BUS: any workplace, business, or company not captured in other categories
CORR: correctional facility (prison, jail, etc.)
DAYC: daycare centers
GH: group home
HC_OTHR: other healthcare facility
HOMELESS: Homeless encampment (homeless shelters captured as SHELT)
HOSP: hospital or medical center
IND: independent living facility
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LTAC: long-term acute care
LTCF: long-term care facility
SCHL: school (all types, including elementary, secondary, and colleges/universities)

**See “Special Designations” for further guidance on the naming of COVID clusters for colleges/universities and boarding schools

SCHLU: special designation for COVID umbrella clusters created for colleges/universities and boarding schools
SHELT: shelter

OTHR: other settings, such as an event (e.g., protest, food truck festival), program (e.g., adult day program, camp), or community resource (e.g., place of worship, community center)

**Special Designations**

The following naming conventions should be used for COVID clusters in colleges/universities and boarding schools:

- Umbrella Cluster: SCHLU_[SCHOOLNAME]_[TOWN]
- Epi Cluster: SCHL_[SCHOOLNAME]_[EXPOSURESETTING]_[TOWN]
  
  Examples: SCHL_UMASS-AMHERST_105MAINPARTY_AMHERST
  SCHL_BOSTONUNIV_CLUBBASEBALL_BOSTON

2) Non Facility-based Cluster Types

a) Laboratory clusters, such as those identified through whole genome sequencing:

  LAB_[SEROTYPE]_[LOCAL/CDC Cluster Code]_[COMMON EXPOSURE, if known]
  
  Examples: LAB_NEWPORT_2007MLJJP_1_ONIONS
  LAB_SONNEI_LOCAL_HOMELESS

b) Geographic clusters, such as those identified via SaTScan, reported as an observed increase by a LBOH, or identified via routine internal reports:

  GEO_[NAME OF GEOGRAPHIC REGION/AREA]
  
  Example: GEO_WORCESTERCOUNTY
MAVEN Tip Sheet:
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Searching for Clusters in MAVEN

1) Select the “Search Event” icon on the left-hand menu of the MAVEN dashboard.

2) To search for a cluster event, change “Event” from “Normal” to “Outbreak”

3) The “Name” field searches on the cluster name that was entered upon creating the cluster event, as defined above (i.e., FACILITYTYPE_FACILITYNAME_TOWN). The search functionality is not sensitive to capitalization.

   Use the wildcard function (*) to search for components of a cluster name.
   
   - Example: all clusters associated with daycares will be populated by searching for “DAYC*”.

   You can search for a key word in the middle of a cluster’s name by using the wildcard before and after your search term.
   
   - Example: all clusters that have “party” anywhere in the name can be found by searching for “*PARTY*”

4) Use the From and To Dates to narrow the range of your search. These dates search on the date the cluster event was created.

Any questions please contact the on-call epidemiologist program at 617-983-6800.