Cluster Definition

Two or more confirmed cases from different households* with a shared exposure where close contact is known or suspected to have taken place among a group of five or more people

*In dormitory settings, roommates are considered “household” members
Creating & Managing Clusters in MAVEN

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

1. Name the cluster using the Cluster Naming Convention:  
   \textit{SCHL\_[School Name]\_[Exposure Setting]\_[Town]}  
   Example: SCHL\_BOSTONUNIV\_CLUBBASEBALL\_BOSTON

2. Select Event as \textit{“Novel Coronavirus (SARS, MERS, etc.)”}

3. Once created, complete the following fields in the \textbf{Standard Question Package}:
   - \textbf{Education Institution}: Begin searching the name of the institution and click on the correct one, when prompted.
     - \textbf{Education Exposure Setting}: Drop-down list of possible Epi Cluster settings within an IHE/Boarding school (Dorm, Classroom, Party, Sports Team, etc.).
     - \textbf{Specify}: Detailed description of shared exposure among linked cases.
   - \textbf{Exposure setting name}: Enter the name of the exposure setting.
     - \textbf{Exposure setting type}: Choose \textit{“School (College/University)”}.
   - \textbf{Affected town(s)}: Town of IHE/Boarding School, as well as any town whose LBOH users need access to the event due to having associated cases.
Linking Cases to Clusters in MAVEN

All individuals associated with the cluster should be linked even if they do not have a formal association with the IHE/Boarding School (i.e., can be a visitor).

1. Navigate to the cluster event in MAVEN that you want to link cases to.
2. In the Basic Information box on the upper right of the screen, look for Linked Events/Contacts and click “View”.

   ![Outbreak Summary]

3. In the new screen, scroll down to the Link Events box. Under the Operation drop down menu, select “Link to Existing Event”. Under the Link Type drop down menu, select “Primary”. Then click “Select Event”.

   ![Link Events]

4. In the new window, you will search for the individual case event to link to your cluster. Enter the MAVEN ID of your case, then click “Search”.

5. In the Search Results box, you should see the case event. Click on the search result and it should highlight the box yellow. Then click “Select”.

   ![Search Results]

6. You will see that the information from the case event you selected has auto populated into the fields at the bottom of the page. Finally, click “Save” at the bottom of the page. You should now see the linked cluster listed in the Linked Event box. Linkage is complete.
Managing Cases in a Cluster

When filling out the question packets, IHE subject matter experts would like to emphasize the importance for LBOH/IHEs to collect data on demographics, information for understanding immunity (previous infection, vaccination status, underlying conditions), and any information regarding hospitalization and/or death.

Please complete the Demographic and Risk Question Packages of each cluster-associated disease event (i.e., each individual case that is linked to the cluster) to document the case’s association with the IHE/Boarding School.

**Question Package 5. Risk/Exposure/Control & Prevention**

For all linked events complete the following:

- **Education Institution**: Begin searching the name of the institution and click on the correct one, when prompted.
- **Case’s residence type**: Choose whether they live “On-campus” or “Off-campus”.
- **Association of case**: Whether they are a “Staff”, “Faculty”, “Grad Student”, “Undergrad Student”, or “Other”.
- **Education exposure setting**: If known, choose where this individual was exposed, “Classroom”, “Dorm”, “Food Establishment”, “Greek Life”, “Library”, “Other”, “Party”, “School Club”, “School Event”, “Sport Team”.
**Linking Contacts to Cases in MAVEN**

All individual contact associated with the case should be linked even if they do not have a formal association with the IHE/Boarding School (i.e., can be a visitor) and are not required to quarantine.

1. Navigate to the individual case event in MAVEN that you want to link contacts to.
2. In the **Basic Information** box on the upper right of the screen, look for **Linked Events/Contacts** and click “View”.

![Basic Information](image)

3. In the new screen, scroll down to the **Link Events** box. Under the **Operation** drop down menu, select “Link to Multiple Events”. Under the **Link Type** drop down menu, select “Contact”. Then click “Select Events”.

![Link Events](image)

4. In the new window, you will search for the individual contacts to link to the case. Enter the **MAVEN ID** of your case, then click “Search”.

![Search Results](image)

5. In the **Search Results** box, you should see the contact. Click on the search result and it should highlight the box yellow. Then click “Select”.

6. You will see that the information from the contact you selected has auto populated into the fields at the bottom of the page. Repeat these steps to link additional contacts. Finally, click “Save” at the bottom of the page. You should now see the linked contacts listed in the **Linked Event** box. Linkage is complete.

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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., SCHL_[School Name]_[Exposure Setting]_[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 schools will be populated by searching for “SCHL*”

4. 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*”

5. Use the “From Date” and “To Date” to narrow the range of your search (these dates search on the date the cluster event was created).
Additional Resources

- MAVEN Tip Sheet: How to Update an Address
- MAVEN Tip Sheet: How to Share an Event