MAVEN Reports Tip Sheet
Institutions of Higher Education (IHEs) and Boarding Schools
Version 1.0 August 24, 2021

Contents
How to run MAVEN Reports ...........................................................................................................................1
Reports Available to Institutions of Higher Education (IHEs) ............................................................................2
  COVID-19 Higher Ed/CTC Laboratory Confirmed and Probable Case line list report ....................................2
  COVID-19 Higher Ed/CTC Contact line list Report .........................................................................................3
Reports Available to Local Boards of Health (LBOHs) ....................................................................................4
  COVID-19 LBOH Confirmed and Probable Case line list Report .................................................................4
  COVID-19 LBOH Contact line list Report .......................................................................................................5
  Cluster/Outbreak Linelist .................................................................................................................................6
  LBOH Cluster Linelist Report ..........................................................................................................................7
Additional Resources .....................................................................................................................................8

How to run MAVEN Reports

Step 1: Navigate to the MAVEN Dashboard and click on “Reports” from the “Menu” options on the left side of the screen.

Step 2: Reports available will be listed when you click the down arrow on “Select Report”.

NOTE: If an Institution of Higher Education would like a report of a cluster event in MAVEN, please call (617) 983-6800 with the MAVEN ID and an MDPH Epidemiologist will run the report and attach it to the cluster event for your viewing.
Reports Available to Institutions of Higher Education (IHEs)

**COVID-19 Higher Ed/CTC Laboratory Confirmed and Probable Case line list report**

*This report includes all IHE-related confirmed and probable cases during a specific date range/period in an official city (or total at your institution, if “Official City” variable is left blank).*

1. **Report Period**: Select the “Report Period” you would like to use.
   - Choose “Date Range” by entering a “Start Date” and an “End Date” into the fields or by clicking on the calendar button and clicking on desired date.
   - Choose “Period” by choosing the desired time period in the drop-down menu.
   - **NOTE:** please only run this report for 1-2 months at a time.

2. **Official City**: Type in the name of the city to limit the report to only the IHE-related confirmed and probable cases during the date range/period in a specific city.
   - To report all IHE-associated confirmed and probable cases during the date range/period, leave “Official City” blank.

3. **Disease classification status**: Click both “Probable” and “Confirmed” by holding down the “Shift” key on your keyboard.

4. **Output Type**: Select desired output type.
   - Click “HTML” to have output opened in a new internet browser tab.
   - Click “CSV” to have output opened in an Excel file as a .csv.

5. **Click “Run Report”**
   - The following variables will show up in the report output: Event_ID, Create Date, First Positive Test Specimen Date, Disease Classification Status, Official City, Education Institution, Name, Step 1- LBOH Acknowledged, Step 2- Investigation Started, Step 3- LBOH/Agency Investigator, Step 4- Case Report Form Completed, Step 5- LBOH Final Review, Variants of Concern, Hospitalization, Outcome, Date of Death, Location of Death, Contact Monitoring Status, COVID Assistance Requested, Investigation Status, DOB, Age, Gender, Calculated Race, Ethnicity, Primary Language, Address
COVID-19 Higher Ed/CTC Contact line list Report

This report includes all IHE-related contacts during a specific date range/period in an official city (or total at your institution, if “Official City” variable is left blank).

1. **Report Period**: Select the “Report Period” you would like to use.
   - Choose “Date Range” by entering a “Start Date” and an “End Date” into the fields or by clicking on the calendar button and clicking on desired date.
   - Choose “Period” by choosing the desired time period in the drop-down menu.
   - **NOTE**: please only run this report for 1-2 months at a time.

2. **Official City**: Type in the name of the city to limit the report to only the IHE-related close contacts during the date range/period in a specific city.
   - To report all IHE-associated contacts during the date range/period, leave “Official City” blank.

3. **Output Type**: Select desired output type.
   - Click “HTML” to have output opened in a new internet browser tab.
   - Click “CSV” to have output opened in an Excel file as a .csv.

4. **Click “Run Report”**

   1. The following variables will show up in the report output: Event_ID, Create Date, Event Date, Official City, Name, Last Potential Exposure Date, Step 3- LBOH Agency, Step 4- Case Report Form Completed, Contact Monitoring Status, Date First Identified as a Contact, Date Identified as a Contact, Education Institution
Reports Available to Local Boards of Health (LBOHs)

**COVID-19 LBOH Confirmed and Probable Case line list Report**

This report includes all confirmed and probable cases during a specific date range/period in your jurisdiction but can be filtered by “Education Institution” variable to see which cases are associated with an IHE.

1. **Report Period:** Select the “Report Period” you would like to use.
   - Choose “Date Range” by entering a “Start Date” and an “End Date” into the fields or by clicking on the calendar button and clicking on desired date.
   - Choose “Period” by choosing the desired time period in the drop-down menu.
   - **NOTE:** please only run this report for 1 month or less.

2. **Official City:** Type in the name of your city.

3. **Disease classification status:** Click both “Probable” and “Confirmed” by holding down the “Shift” key on your keyboard.

4. **Output Type:** Select desired output type.
   - Click “HTML” to have output opened in a new internet browser tab.
   - Click “CSV” to have output opened in an Excel file as a .csv.

5. **Click “Run Report”**
   - All confirmed and probable cases within the date range/period in your town will be reported in the output.
   - The following variables will show up in the report output: Event_ID, Create Date, Event Date, First Positive Test Specimen Date, Disease Classification Status, Official City, Name, Step 1- LBOH Acknowledged, Step 2- Investigation Started, Step 3- LBOH/Agency Investigator, Step 4- Case Report Form Completed, Step 5- LBOH Final Review, Variants of Concern, Hospitalization, Outcome, Date of Death, Location of Death, Contact Monitoring Status, COVID Assistance Requested, Investigation Status, DOB, Age, Gender, Calculated Race, Ethnicity, Primary Language, Street Address, Zip Code, Education Institution, Association of Case, Education Exposure Setting

**NOTE:** The “Education Institution” variable will show up in this report, and the output can be filtered to show only confirmed and probable cases associated with an Institution of Higher Education.

![Maven Reporting](image-url)
COVID-19 LBOH Contact line list Report
This report includes all contacts during a specific date range/period in your jurisdiction but can be filtered by “Education Institution” variable to see which contacts are associated with an IHE.

1. **Report Period:** Select the “Report Period” you would like to use.
   - Choose “Date Range” by entering a “Start Date” and an “End Date” into the fields or by clicking on the calendar button and clicking on desired date.
   - Choose “Period” by choosing the desired time period in the drop-down menu.
   - **NOTE:** please only run this report for 1 month or less.

2. **Official City:** Type in the name of your city. Be sure to use all capital letters.

3. **Step 4 – Case Report Form Completed:** Choose whether you would only like output to include contacts that have CRF completed or not.
   - To report all contacts within the time date range/period regardless of if the CRF is complete, leave this blank.

4. **Output Type:** Select desired output type.
   - Click “HTML” to have output opened in a new internet browser tab.
   - Click “CSV” to have output opened in an Excel file as a .csv.

5. **Click “Run Report”**
   - All contacts in your town within the date range/period will be reported in the output.
   - The following variables will show up in the report output: Event_ID, Create Date, Event Date, Official City, Contact Name, Last Potential Exposure Date, Step 3- LBOH Agency, Step 4- Case Report Form Completed, Contact Monitoring Status, Education Institution, Association of Case, Primary Campus, Education Exposure Setting, COVID Assistance Requested, Date Requested

**NOTE:** The “Education Institution” variable will show up in this report, and the output can be filtered to show only contacts associated with an Institution of Higher Education.
Cluster/Outbreak Linelist

This report will output case information for all individuals in your jurisdiction linked to a cluster (specifically IHE clusters), where your town is listed in the “Affected Towns” drop-down menu in the “Standard Questions” Question Package in the cluster event.

1. **CaseID**: Input the MAVEN ID for the cluster you want reported in the output.
2. **Disease**: Choose, “Novel Coronavirus (SARS, MERS, etc)
3. **Event date start**: Select the start date.
   - **NOTE**: To ensure any repeat positives that are linked to the cluster get incorporated into the output, use January 1, 2020, as the start date.
4. **Event date end**: Select the end date.
5. **Output Type**:
   - Click “HTML” to have output opened in a new internet browser tab.
   - Click “CSV” to have output opened in an Excel file as a .csv.
   - Click “Excel” to have output opened in an Excel file as a .xlsx.
6. **Click “Run Report”**
   - All events linked to cluster event who live within your jurisdiction (or shared with your jurisdiction) will be reported.
   - The following variables will show up in the report output: Event_ID, Link Type, Official City, County, Event Date, Positive Specimen Collection Date, Disease Classification Status, Contact Monitoring, First Name, Last Name, Gender, DOB, Age, Calculated Race, Ethnicity, Employer Info, Occupation, Hospitalization, Outcome, Symptoms, Clinical Complications, Cluster Name

**NOTE**: LBOH will not be able to see cases within the cluster that do not live in their jurisdiction. To see all individuals linked to the cluster, please call (617) 983-6800 with the MAVEN ID and an MDPH Epidemiologist will run the report and link it to the cluster event for your viewing.
LBOH Cluster Linelist Report

This report will output cluster information for all the clusters within your jurisdiction or where your town is listed in the “Affected Towns” drop-down menu in the “Standard Questions” Question Package in the cluster event.

1. **Official City:** Select the “🔍” icon, type in the city or town in the “Search Terms” field, click “Search”, then click the desired city or town under “Search Results”, then click, “Select”.

2. **Event date start:** Select the start date.

3. **Event date end:** Select the end date.

4. **Investigation Status from Standard Questions QP:** Choose whether to output all “Open”, “Closed”, or “Revoked” clusters.

5. **Output Type:** Select desired output type.
   - Click “HTML” to have output opened in a new internet browser tab.
   - Click “CSV” to have output opened in an Excel file as a .csv.

6. **Click “Run Report”**
   - The following variables will show up in the report output: Event ID, Disease, Event Date, Investigation Status, Cluster Name, Reporter, Affected town, Exposure setting type, Exposure setting name, Exposure setting town, MDPH Contact, Contact, Phone, Total Linked Events, My Linked Events.
   - **NOTE:** Filter by “Exposure setting type” to only see clusters associated with a “School (College/University)” or by “Cluster Name” to see clusters that begin with “SCHL” (note these may also include K-12 and boarding schools).

**NOTE:** If you would like a report of a cluster event in MAVEN, please call (617) 983-6800 with the MAVEN ID and an MDPH Epidemiologist will run the report and attach it to the cluster event for your viewing.
Additional Resources

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