

TB Care Finder

Instructions for Tuberculosis
Programs and Health Departments



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

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What is TB Care Finder?

The U.S. Centers for Disease Control and Prevention (CDC) operates a centralized online directory so public users can locate tuberculosis (TB) services in states and local jurisdictions. TB Care Finder will help entrants new to the U.S. receive recommended follow-up TB evaluations to protect themselves and reduce transmission after arrival. An entrant with a Class B TB classification can search TB Care Finder for an intended U.S. destination and find information and materials uploaded by the TB program covering that area.

How do health departments benefit from the TB Care Finder web application?

Designated TB program representatives can use TB Care Finder to share contact information and customized health resources with individuals moving into their jurisdictions. The tool allows a jurisdiction to add resources including specific services, instructions, and location map. Consider all fields optional; for any field left blank, that element will not appear in your section. Each staff member who will manage your program's presence on TB Care Finder will need a **SAMS account** from CDC to add, edit, and manage the public-facing page.

TB programs with overlapping jurisdictions

It's important for state and local programs with overlapping service areas to communicate with each other to clarify information for users before adding directory entries into TB Care Finder. ***Taking this critical step ahead of populating the website*** will ensure target audiences get the guidance they need. Plus, a local jurisdiction can link to the state or nearby local jurisdictions. See instructions [on page 10](#).

How will my page look on TB Care Finder?

[View this image on page 10](#) for an example of a completed directory page.

What is SAMS?

The Secure Access Management Services (SAMS) portal allows public health partners to access information and computer applications operated by CDC.

How do I access the SAMS portal?

If you don't have a SAMS account, email TBCareFinder@cdc.gov to request (1) enrollment in SAMS and (2) access to TB Care Finder. In the email, please list your full name and name of your jurisdiction. You will receive an emailed invitation from sams-no-reply@cdc.gov with instructions on how to enroll and verify your identity.

After you request access for a specific jurisdiction, CDC may email the requester to confirm your credentials. *Please note:* Your contact information will need to match the contact information you provided when you received SAMS access.

If I already have a SAMS account, how do I access TB Care Finder to add my program's information?

If you have a SAMS account, email TBCareFinder@cdc.gov and request access to TB Care Finder. For example, external partners with Electronic Disease Notification (EDN) or Epidemic Information Exchange (Epi-X) accounts already have SAMS credentials.

Why do I keep returning to the SAMS login screen when I try to access TB Care Finder?

It takes at least one business day to receive access. If you feel your access is delayed, please contact TBCareFinder@cdc.gov.

Where can I find more information about SAMS?

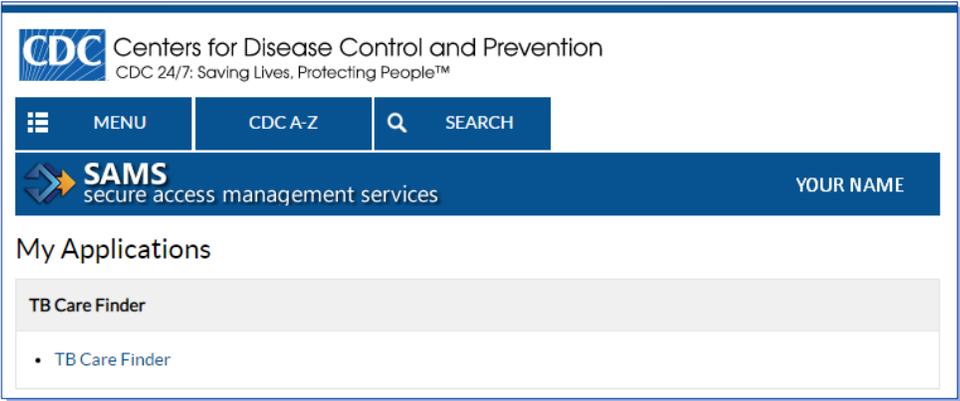
Get answers to frequently asked questions at <https://auth.cdc.gov/sams/samsfaq.pdf>.

TB Care Finder Website Instructions

Once you have SAMS access to TB Care Finder, visit <https://sams.cdc.gov/> using a major browser such as Microsoft Edge or Google Chrome. Enter your username and password in the **SAMS Credentials** login option for external partners on the SAMS home page.

The screenshot shows the SAMS (Secure Access Management Services) login page. At the top left is the CDC logo and the text "Centers for Disease Control and Prevention, CDC 24/7: Saving Lives, Protecting People™". A search bar is on the top right. Below the header is a blue bar with the SAMS logo and "secure access management services". A warning banner follows, stating that the system is for Government-authorized use only and that unauthorized use is prohibited. Below the warning, the text "Choose a login option" is displayed. There are two main columns: "External Partners" and "HHS Staff". Under "External Partners", there are two options: "SAMS Credentials" (highlighted with a red box) and "SAMS Multi-factor Login". The "SAMS Credentials" option includes fields for "SAMS Username" and "SAMS Password", a "Login" button, and a "Forgot Your Password?" link. Below it, it says "For External Partners who login with only a SAMS issued UserID and Password." The "SAMS Multi-factor Login" option includes an image of a SAMS Grid Card and a mobile soft token, a "Login" button, and text: "Sign on with a SAMS Grid Card or Mobile Soft Token" and "For External Partners who have been issued a SAMS Multi-factor token(s)". Under "HHS Staff", there are two options: "AMS Login" and "AMS One Time Password". The "AMS Login" option includes the HHS.gov logo, a "Login" button, a "How to use AMS" link, and text: "For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.)". The "AMS One Time Password" option includes an image of a mobile device showing an "AMS OTP" with the number "8031", a "Login" button, a "How to use OTP" link, and text: "For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.) with a One Time Password." "OR" indicators are placed between the two options in each column.

After logging into SAMS, check the main center section under **My Applications** to find and click “TB Care Finder.”



Requesting a Jurisdiction

When first accessing the TB Care Finder landing page, users will need to request a jurisdiction assignment through a pop-up form that launches automatically.

The initial **Requesting a Jurisdiction** form on the right presents information for someone representing a state. For those choosing a different jurisdiction in the drop-down menu, the form lengthens to allow entry of other details as seen below.

If you select region or county, city, or tribal area, you still will still need to enter the state in the next field.

Please note: The “Region or County” drop-down option can apply to parishes, boroughs, and

The information you enter should match the request you made originally with CDC. These exact details let immigrants find your jurisdiction as a search result on the public page.

User Information

SAMS ID

TB Guidance Jurisdiction Information

You have the option of setting your guidance to apply to a state, county, or city. Information will only be provided to class B immigrants arriving in the jurisdiction that you indicate.

Are you requesting guidance level permissions to edit a state, region or county, city, tribal area? Region includes districts. County includes parishes [LA], municipalities [PR], and boroughs [AK] *If you are using TB Care Finder as a regional health department, please see the job aid for further instructions.

Region or County (includes parish, municipality, and borou

Please enter the state or territory for which this TB guidance applies. Write out names and do not abbreviate, e.g., "California" or "Rhode Island" or "Puerto Rico."

Please enter the counties for which this TB guidance applies. County names must be separated by commas and include the full county name; e.g., "San Diego County, Riverside County." If you are not entering county-level information, please leave this field blank.

Requesting a Jurisdiction

Thank you for signing up for the TB Care Finder Portal. You have the option of setting your tuberculosis guidance to apply to a state, tribal area, territory, county, or city. Immigrants with class B TB conditions who search for a location in that jurisdiction will receive the information you provide. Please use the form below to request access to your jurisdictions.

User Information

SAMS ID

TB Guidance Jurisdiction Information

You have the option of setting your guidance to apply to a state, county, or city. Information will only be provided to class B immigrants arriving in the jurisdiction that you indicate.

Are you requesting guidance level permissions to edit a state, region or county, city, tribal area? Region includes districts. County includes parishes [LA], municipalities [PR], and boroughs [AK] *If you are using TB Care Finder as a regional health department, please see the job aid for further instructions.

State

Please enter the state or territory for which this TB guidance applies. Write out names and do not abbreviate, e.g., "California" or "Rhode Island" or "Puerto Rico."

SUBMIT

Regional health department guidance: Request a “Region or County” assignment if your jurisdiction covers many counties (or

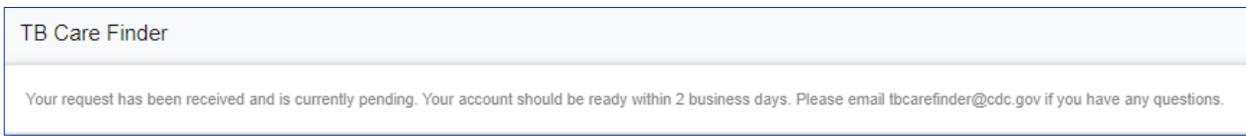


parishes, boroughs, municipalities). List the relevant entities in the third field separated by commas.

Once your application is approved, you can create multiple, separate jurisdiction entries for each county. If you need help entering more than 10 entries, please contact tbcarefinder@cdc.gov.

When finished, click the blue **SUBMIT** button.

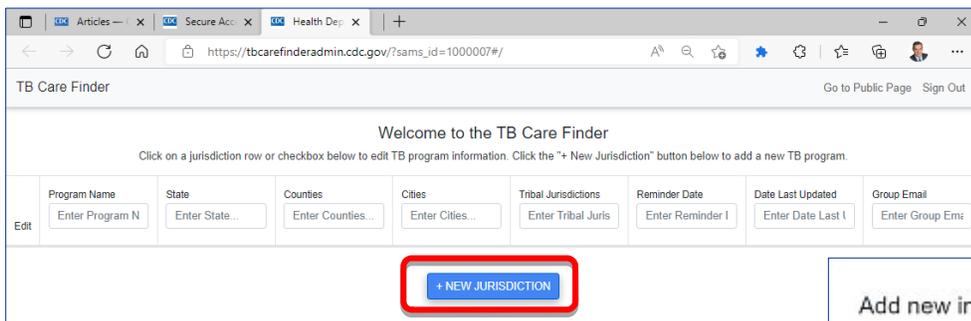
Once your application is submitted, you will see a note displayed about the pending request.



Send an email to tbcarefinder@cdc.gov with the subject line "Jurisdiction assignment requested" and your SAMS ID in the body. A CDC admin will reply to your message within two business days.

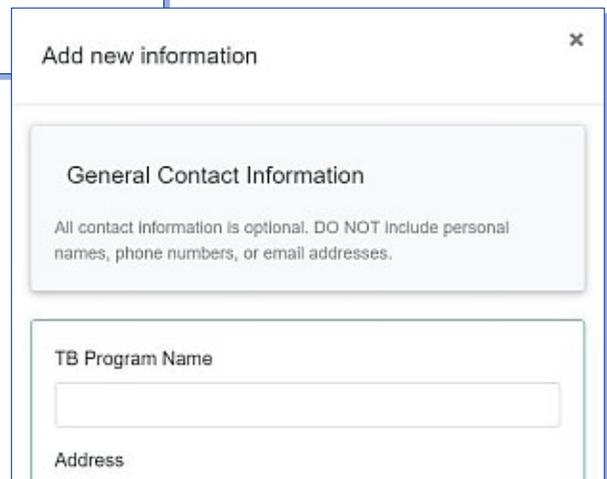
Add, edit, and manage a jurisdiction

After CDC assigns your jurisdiction, the **Welcome to the TB Care Finder** landing page allows you to create and change your entry in the national directory. If you see your jurisdiction, click that row to edit. To add a new one, click the blue **+ NEW JURISDICTION** button at the bottom.



That will launch one long continuous pop-up form allowing you to enter details about your jurisdiction.

CAUTION! With the form open, clicking the **DELETE** button at the bottom will remove all your information permanently and require you to start over.



City

State

Zip Code

Phone

Email

Prepare to fill all your information in one sitting. You cannot save and edit. Once you click **SAVE AND CLOSE** at the end of the form, you cannot edit the public. To change something afterward, return to the landing page for your jurisdiction.

Enter general contact information

Insert the program contact information. If you enter all fields listed on the right, they will display when a visitor clicks the **CONTACT** button. Therefore, we recommend avoiding including personal names, phone numbers, or email addresses.

Any field you leave blank will not appear in the public directory.

When clicking the **CONTACT** link on the public-facing TB Care Finder site, visitors will see a pop-up screen similar to the following example. ([Click here for the sample public page](#) and look for No. 1.)



NOTE: This sample screen shows how contact details appear on the public TB Care Finder page. Unless that state enters the information, it will not appear on the website.

Provide URLs in English, Spanish

You may include internet addresses in English and Spanish to your health department home page or other relevant jurisdictional pages. Any field left blank will not display. The *Website URL* field becomes an embedded link in the text **“Visit the health department website for more information.”** (Find No. 2 on [the sample public page](#).)

Upload .PDF letter or FAQs for entrants

This section allows you to upload .PDF files **only** from your desktop. Add a standard arrival letter, instructions, or a list of frequently asked questions, which the user can print. If you

Website URL

http://

+ Add a Spanish website URL

Upload .PDF File (optional)

Please upload a .PDF document if you want to provide entrants additional information about their first visits (e.g., a standard letter or FAQs). We suggest files smaller than 500 KB.

Choose File No file chosen

Map Information

If you would like to add a map of your health department location to your page, please enter the latitude and longitude below. You can find the latitude and longitude [here](#)

don't upload a .PDF file, the link to **View Arrival Message** (No. 3 public website).

Display your location on a map

Enter coordinates under **Map Information** to help users find your correct latitude and longitude by clicking the word "here" at the bottom. This will open a third-party website in a new tab. (No. 4 in the [image shown](#) displays the map.)

Health Department Latitude
e.g. -84.331930

Health Department Longitude
e.g. -84.331930

Please enter any additional comments you would like to share about your health department's TB program.

+ Add a Spanish translation of your TB program comments

Enter introductory comments

You may add customized comments that appear after the title "Message from the Tuberculosis Program." (See No. 5 on [page 11](#).) These comments could include coverage area or office hours and will appear above your website link. [On page 8](#), find opportunities to answer other standard questions.

see the page for the lowest level jurisdiction. Please consider linking to other jurisdictions as [described on page 10](#).

Set email reminders to review and update your section of TB Care Finder

Receive regular email reminders to update your program information. Instead of adding a personal work address, consider submitting a group or functional email address. CDC will not share the email addresses publicly.

Set Email Reminders to Check Directory

Receive regular email reminders to update your information. Please provide a group email address; CDC does not permit personal emails. After you get the reminder, program the next reminder in this form.

Set a date to receive a reminder

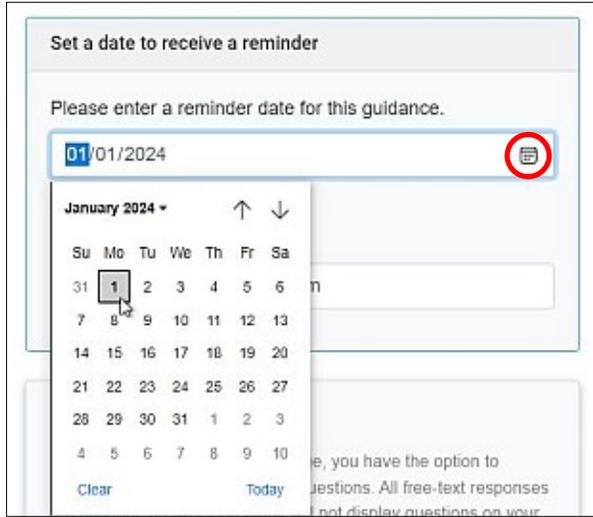
Please enter a reminder date for this guidance.

mm/dd/yyyy

Group Email

e.g., tbprogram@state.gov

Either click in the date field to enter month, day, and year manually, or select the small square icon circled on the right to choose the date from a pop-up calendar. When you receive the reminder, reset this date for the next email alert.



Offer more TB program information

TB Care Finder offers three optional fields allowing programs to further explain services and costs as well as what entrants should do if they experience TB symptoms. Any free-text responses, web links, and Spanish translations you provide will appear in boxes on the right side of the public page under the map. As seen on No. 6 in [this image on page 11](#), visitors click the question to expand the box and reveal the answer.

- TB Care Finder does not require you to answer the questions or provide additional links.
- If you leave answer fields blank, neither the query nor the response will display on the website.

Add information by typing or pasting an answer for any or all questions. Each section includes a second box to add a hyperlink, which would open either a web page or a .pdf file on your site. Click the plus (+) sign below the text fields to add

TB Program information

On your jurisdiction's resource page, you have the option to provide answers to the following questions. All free-text responses are optional; answers left blank will not display questions on your page.

Services for Entrants

What services does your program provide TB-classified (e.g., B1, B2, etc.) entrants in your jurisdiction?

If you would like to add a hyperlink to an additional resource like your own health department page, please include the URL in the text box below:

+ Add or modify a Spanish translation about services for immigrants

Costs and Payment Methods

Will newly entering persons with TB classifications (e.g., B1, B2, etc.) find costs associated with TB care in your jurisdiction? If yes, describe them here and explain methods of payment accepted.

If you would like to add a hyperlink to an additional resource

or modify a Spanish version.

NOTE: Users will see the exact answers you provide for these prompts.

Services for entrants

Explain the services your program offers entrants within your jurisdiction. Add a link if desired.

Costs or Payment Methods

Use this section to specify any costs and payment methods required by your jurisdiction. Provide as much detail as needed and include a link if desired.

Experiencing TB symptoms?

If entrants experience TB symptoms before their post-arrival evaluations, should they call a phone number or visit a location?

Linked locations for other guidance

You may want to include directory pages of other relevant or neighboring health departments. For example, Gwinnett County, Georgia, could link to TB Care Finder pages maintained by the state, the city of Atlanta, or nearby Fulton and DeKalb counties. Please list location names and state abbreviations separated by commas, such as "Georgia, Atlanta GA, Fulton County GA, DeKalb County GA."

(For an example, [click here](#) to check No. 7 on the public view.)

NOTE: Check first with TB programs whose directory pages you will share, so members of the public will find the information in those

URL in the text box below:

+ Add or modify a Spanish translation about latent TB care costs

Experiencing TB Symptoms?

Who should newly entering persons with TB classifications (e.g., B1, B2, etc.) contact if they experience TB symptoms?

If you would like to add a hyperlink to an additional resource like your own health department page, please include the URL in the text box below:

+ Add or modify a Spanish translation about guidance for people experiencing TB symptoms

Linked Locations

You have the option to include links to other relevant health departments' guidance pages. For example, Gwinnett County, Georgia, may choose to include links to guidance uploaded by the nearby Fulton and DeKalb counties. Please list other locations whose guidance you would like to include. Location names must be separated by commas and include state abbreviations when relevant; e.g., "Atlanta GA, DeKalb County GA, Fulton County GA"

example: Atlanta GA, DeKalb County GA, Fulton County GA

Jurisdiction Assignment

You may set your health department's jurisdiction as a state, region, county, or city.

Jurisdiction Information

Are you requesting guidance level permissions to edit a state, region or county, city, tribal area? Region includes districts. County includes parishes [LA], municipalities [PR], and boroughs [AK] *If you are using TB Care Finder as a

further instructions.

State

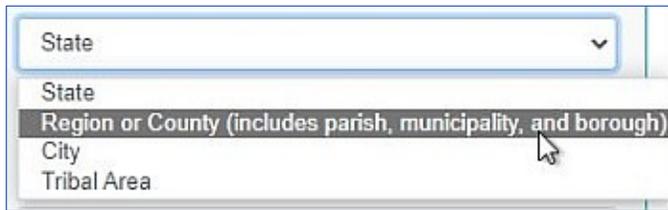
Please enter the state in which your TB program operates. Write out the name and do not abbreviate, e.g., "California" or "New Mexico" or "Rhode Island."

SAVE AND
CLOSE

EXIT WITHOUT
SAVING

Jurisdiction assignment information

From the drop-down menu, set the jurisdiction of the level your department represents. In the second box, enter the name of the state – without abbreviating – where your jurisdiction functions. If you selected “county” or “city” in the first box, a third field will reveal and ask you to spell out the full name of the jurisdiction(s).



The image shows a close-up of a web form's jurisdiction selection dropdown menu. The menu is open, showing four options: "State", "Region or County (includes parish, municipality, and borough)", "City", and "Tribal Area". A mouse cursor is hovering over the "Region or County" option. A red L-shaped arrow points from the right side of the page towards the "Region or County" option.

NOTE: Ensure the information you entered matches your original jurisdiction request. Any difference generates an error denying permission to add or edit

Publish your TB program to go live

The form does not allow you to save before publishing. Click the banner at the bottom left to **SAVE AND CLOSE**, so the public can view your description. If you click EXIT WITHOUT SAVING, TB Care Finder will show nothing new or retain information posted in an earlier session. Once the information is saved, if the jurisdiction entry does not show as a row on the TB Care Finder landing page, troubleshoot the error with these steps:

- Ensure you access TB Care Finder with either the Microsoft Edge or Google Chrome browser
- Reload the page (refreshing will keep SAMS from logging you off every 30 minutes)
- Repopulate the form and click SAVE AND CLOSE again
- Restart your computer

Contact the TB Care Finder Team

If you encounter any issues, email tbcarefinder@cdc.gov.

Sample Public Page

CDC provides the following image of a staged health department page as guidance and does not represent any TB program. This fictional screenshot demonstrates how the information entered as described above would display services and policies publicly on <https://tbcarefinder.cdc.gov>.

1. Contact information pop-up screen you enter as [described on page 5](#).
2. Link to your website as [indicated on page 6](#).
3. **View Letter** (or FAQs) download of .pdf file [also on page 6](#).
4. Map of your location using coordinates [explained on page 6](#).
5. Introductory comments you enter as [detailed on page 6](#).
6. Clickable boxes reveal answers when expanded, [described on page 8](#). Question 2, unfilled by the program, does not display.
7. Links to other TB program guidance pages nearby as [suggested on page 9](#).

bellmawr, nj

SEARCH

For Health Departments En español

Health Department Information

Please follow guidance from: Camden County Health & Human Services

Message from the Tuberculosis Program

TB clinic available by appointment only on Wednesdays during business hours.

2 VISIT THE HEALTH DEPARTMENT WEBSITE FOR MORE INFORMATION

GET DIRECTIONS

Check here for information from other nearby areas that provide follow-up TB care:

7 STATE OF NEW JERSEY HEALTH DEPARTMENT

1 Contact 3 View Arrival Message

Last updated on 2023-02-27

4

6 What types of services does this program provide for immigrants with 'B' TB classifications?

Offers testing, treatment, and medical supervision of suspected or diagnosed cases of tuberculosis, as well as educational presentations. Phones: (856) 756-2264 and (856) 756-2265

Who should I contact if I begin to feel ill with TB symptoms?

NOTE: This is only a sample page does not represent that jurisdiction.

CDC is posting this information to better inform the public about resources for tuberculosis care implemented by state, territorial, tribal, and local health authorities. While the information posted is believed to be current and accurate, these actions are not being taken by the federal government but by state, territorial, tribal, and local health entities acting pursuant to their own separate legal authorities. We recommend contacting the relevant state, territorial, tribal, or local health authority directly for questions and current status of their guidance.