TB Care Finder

Instructions for Tuberculosis Programs and Health Departments

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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 .

How will my page look on TB Care Finder?

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 your 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.

After logging into SAMS, check the main center section under **My Applications** to find and click "TB Care Finder."
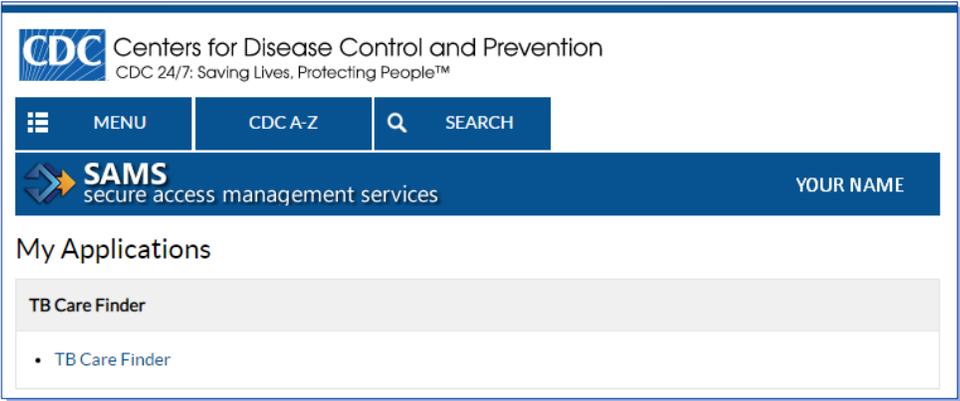
Requesting a Jurisdiction

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 municipalities.

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.

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

6904442

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."

E.g., New Mexico

SUBMIT

User Information
SAMS ID

1104367

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."

Pennsylvania

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.

Montgomery County, Delaware County

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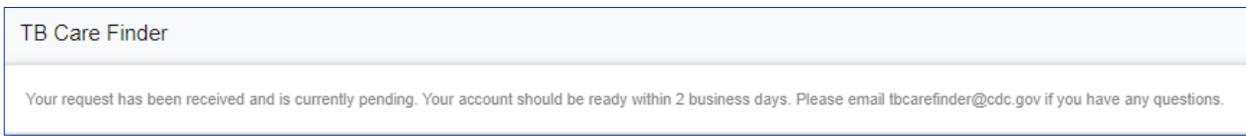
Send an email to tbcarefinder@cdc.gov with the subject line "Jurisdiction assignment requested" and your SAMS ID in the body. A CDC admin will reply to your message within two business days.

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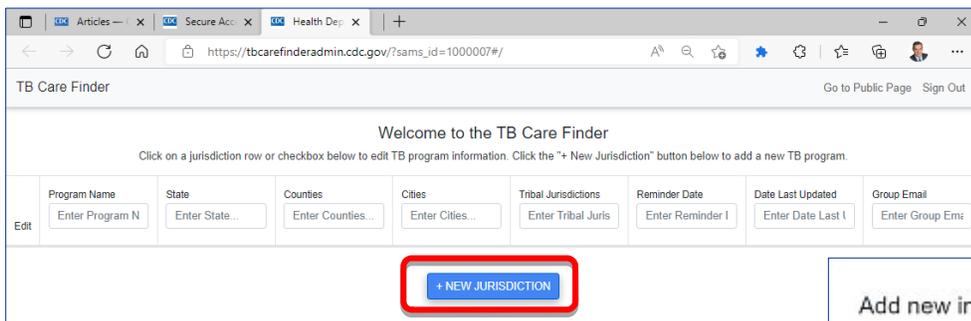
That will launch one long continuous pop-up form allowing you to enter details about your jurisdiction.

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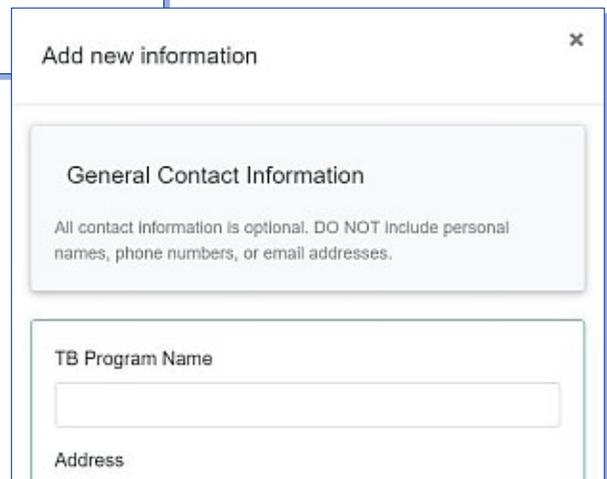
City

State

Zip Code

Phone

Email

Prepare to fill all your information in one sitting. You cannot ~~s~~
edit. Once you click **SAVE AND CLOSE** at the end of the form, y~~ou~~
the public. To change something afterward, return to the landin~~g~~
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**.)

Health Department Contact Information ✕

State of South Dakota Department of Health
Robert Hayes Building, 600 E. Capitol Ave
Pierre, SD, 57501-2536
605-773-3361
health@state.sd.us

Contact   Last up~~...~~

> *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.)

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.

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

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 y
correct latitude and longitude by clicking the word "here" at th
open a third-party website in a new tab. (No. **4** in the image sho
displays the map.)

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.

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 <u>next</u> email alert.
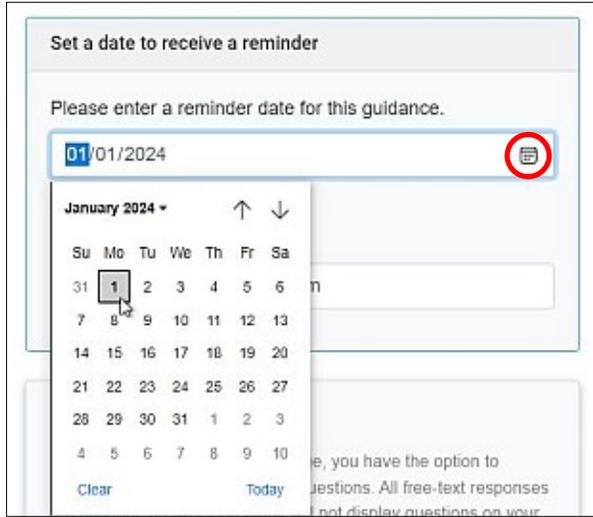
Offer more TB program information

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

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 wi[thin] 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

Jurisdiction assignment information

From the drop-down menu, set the jurisdiction of ~~the~~ ent
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).
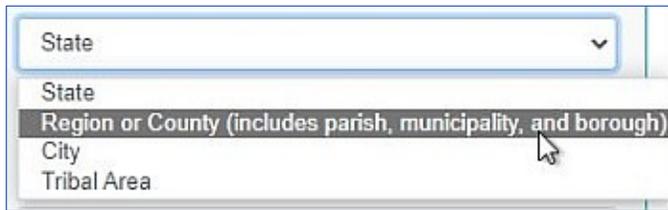
NOTE: Ensure the information you entered matches your original jurisdiction request. Any difference generates an error denying permission to add or edit ~~the jurisdiction~~

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   5

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   3

Print   Contact   View Arrival Message   Last updated on 2023-02-27

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

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

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?