

Instructions for *Communication of Animal Health Issues in EnCCoMPass*

- 1) *EnCCoMPass* is used to communicate details regarding animal health issues.
- 2) RARC staff will monitor the health of animals in the facility and will identify animals that are sick and require treatment or other action.
- 3) The cage containing sick animals will be identified with a red "Health Check" Card. This card will be labeled with the cage card number, the date, and the words "Health Check." No information should be written on the card as all communication regarding health cases is documented *EnCCoMPass*.
- 4) A *Veterinary Services Technician (VST)* will evaluate the animal(s), scan the bar code of the cage containing the affected animal(s) to obtain contact information for the cage, and identify the cage as a health check cage in *EnCCoMPass*. The VST will start an electronic health record for the cage/animal in *EnCCoMPass*. An email will then be sent through *EnCCoMPass* to the *Animal User (AU)* and *Principal Investigator (PI)* associated with the bar code¹. Therefore, it is imperative that the *Animal User* and other associated contact preferences associated with each cage be kept current. Contact preferences can be changed as follows:
 - a. To change the *AU* (contact person) associated with a specific cage, Refer to *Instructions on How to Change the Animal User for Cages in EnCCoMPass* ([MSK](#) or [WCM](#)) for detailed instructions.
 - b. To update your emergency phone number, which will be used to contact you after business-hours and on holidays and weekends, access your personal profile by clicking on your name in the header while logged into *EnCCoMPass*. Refer to *Instructions for Census Preferences in EnCCoMPass* ([MSK](#) or [WCM](#)) for detailed instructions.
 - c. If you are temporarily away (meeting, vacation, etc.) you should use the "Vacation" option on the Census preference screen to assign a temporary replacement *AU*. *Instructions for Census Preferences in EnCCoMPass* ([MSK](#) or [WCM](#)) for detailed instructions.
- 5) The email that is sent from *EnCCoMPass* will describe the health condition and prescribe a recommended treatment and/or provide a deadline for euthanasia. It is the responsibility of the *AU* to reply to RARC to request/confirm the action that will be taken before the given deadline. This can be done in one of two ways:
 - a. The *AU* may reply to the email to indicate what type of treatment or action will be taken.
 - b. The *AU* may indicate the type of treatment or action to be taken by making an entry directly into the animal health record. This is the preferred communication method. When the *AU* responds in the animal health record, no additional email notifications will be sent. If the *AU* responds to the e-mail, the

¹ The PI has the ability to opt out of receiving the first email notification by selecting the appropriate option on the Census preferences page.

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VST will need to make the entry into the record for the *Animal User* before the additional notices stop.

- 6) The *Animal User* makes an entry into the animal health record as follows:
 - a. Select one of the links from the email to go directly to the animal health record. You can click on the link associated with the cage card number or click on “health record” to go directly to the animal health record for this cage. Below is an example of an email:

Cage: [3831780](#)

Location: ZRC CO33, rack 2

Clinical condition: 1 of animal(s) ocular lesion, Hunched

Please take the requested action by 04/02/2021 04:00 PM. You should respond to this notice and confirm action taken by making an entry for this clinical condition directly into the [health record](#) for this cage by clicking on the “Inv Response” link in the action column. Notifications will continue to be sent until an entry is made into the health record.

- b. Select “Inv Response” in the action column (red arrow in Figure 1).

Cage #: 11594
Barcode #: CG131001388804
Location: RRL12401B
PI:
Protocol:
Species: Mice
Arrival: 07/10/2019
Flags: INV
Status: Requiring Review

Animal User:
Business:
Phone:
Emergency Phone:
Sex: Either
Strain:
Date of Birth:
Number of Animals: 1 of 1
Custom ID #:

[Edit Cage Information](#) [Cage Not Found](#)

Clinical Condition/Master Problem List

[Add Clinical Condition/Master Problem](#) [Resolve Multiple](#) [Show Resolved](#)

Date	Description	User Name	Status	Date of Resolution	Actions
04/05/2021	Hydrocephalic		Active		Resolve

Health Record Entries

From: Master Problem:
To: Entry Type:
Find:

Date	Description	User Name	Actions
03/24/2020 11:32 AM	Follow up visit scheduled for 03/25/2020 12:00 PM		
03/24/2020 11:32 AM	Request for Investigator Response		Inv Response
03/24/2020 11:32 AM	E-mail sent		Details

[Fullscreen](#)

Figure 1

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- c. Alternatively, you may select “Enter Investigator Response” using the ‘Action’ dropdown button at the bottom right corner of your screen (blue arrows in Figure 2).

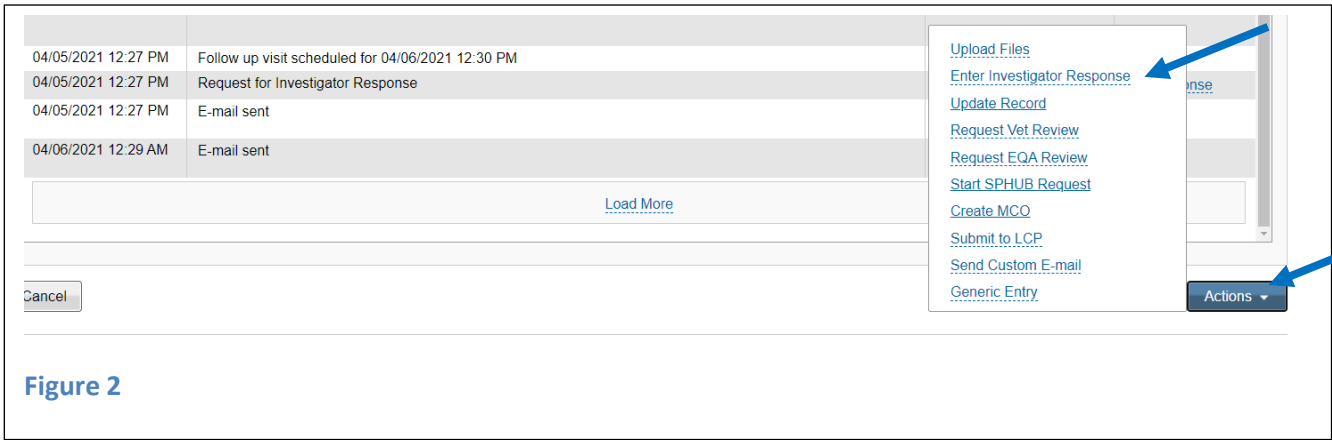


Figure 2

- d. Enter your response to request/confirm the action that will or has been taken, or to request that RARC provide the treatment. This should be done before the deadline provided in the email. This is the same procedure used to document treatments performed by the AU or a lab member. The AU will need to select the “Master Problem” of the animal that is described in the email.
- i. The “Master Problem” will be the clinical condition of the animal that is described in the email that you received. Select the appropriate “Master Problem” (blue arrow 1, Figure 3) and move it to the box on the right by selecting the right arrow (blue arrow 2, Figure 3). Then enter your response in the “Investigator Response” area and select “save” (blue arrow 3, Figure 4).

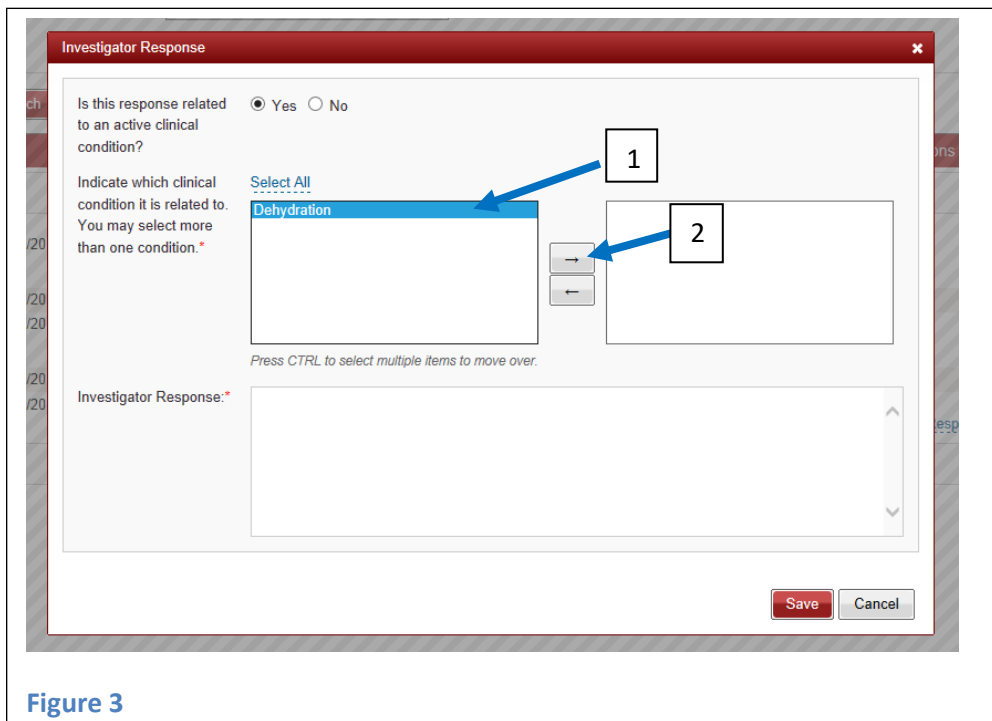


Figure 3

Instructions for Communication of Animal Health Issues in EnCCoMPass

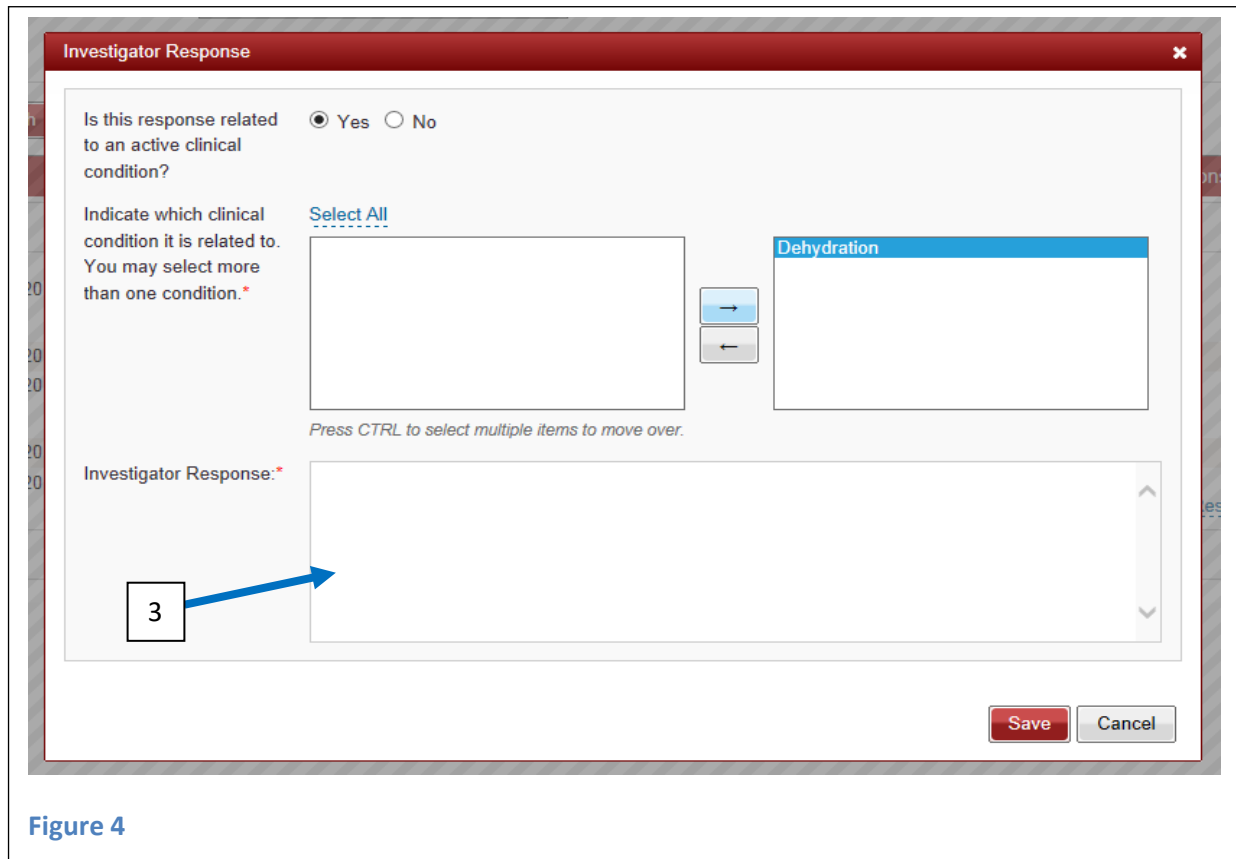


Figure 4

- 7) You will receive a reminder notification at the halfway point to the deadline. The AU has the option to opt-out of this reminder (See [Instructions for Census Preferences in EnCCoMPass](#)). If the deadline in the original notification and the reminder has been reached without a response, a final notification is sent to the AU and PI and VS stating that the deadline for treatment or euthanasia has passed and that VS will initiate treatment or euthanasia as initially recommended. VS will also attempt to reach the AU on the lab phone and emergency phone # one last time before euthanizing an animal. VS will charge for vet tech and veterinary staff time that is required to address issues due to lack of AU response.
- 8) The red *Health Check Card* must remain on front of the cage card at all times. Treatments provided by the investigative staff ARE NOT documented on this card, rather they should be documented in the animal's *EnCCoMPass* health record using the "Investigator Response" function as described above in #6. The only information recorded on the *Health Check Card* is the cage card number and the date. The VST will discard the card, or place the *Health Check Card* behind the cage card and close the electronic health record when the condition has been resolved. Only VSTs should remove this card.

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- 9) There are two ways to determine which of your cages are associated with a health check and to access the health record. This allows you to view the health record for these cages without visiting the animal holding room.
 - a. Login into the Census Module of *EnCCoMPass* and select “Cages” under the “Cage Management” section (blue arrow 1, Figure 5). A list of all of your active cages will load. Any cage that has a health check associated with it will have a health check icon in the “Status” column as seen below (blue arrow 2, Figure 6). To see the associated health record, select “Health Record” from the “Actions” drop down menu (blue arrow 3, Figure 6).

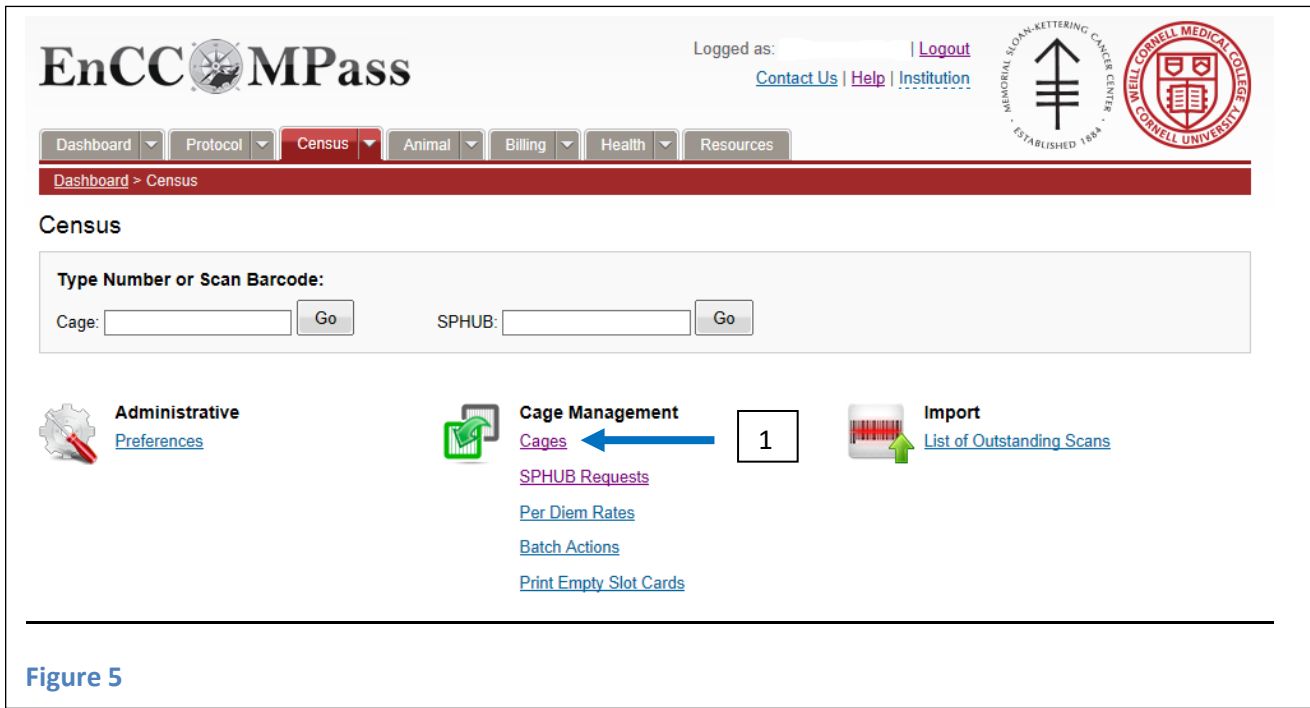


Figure 5

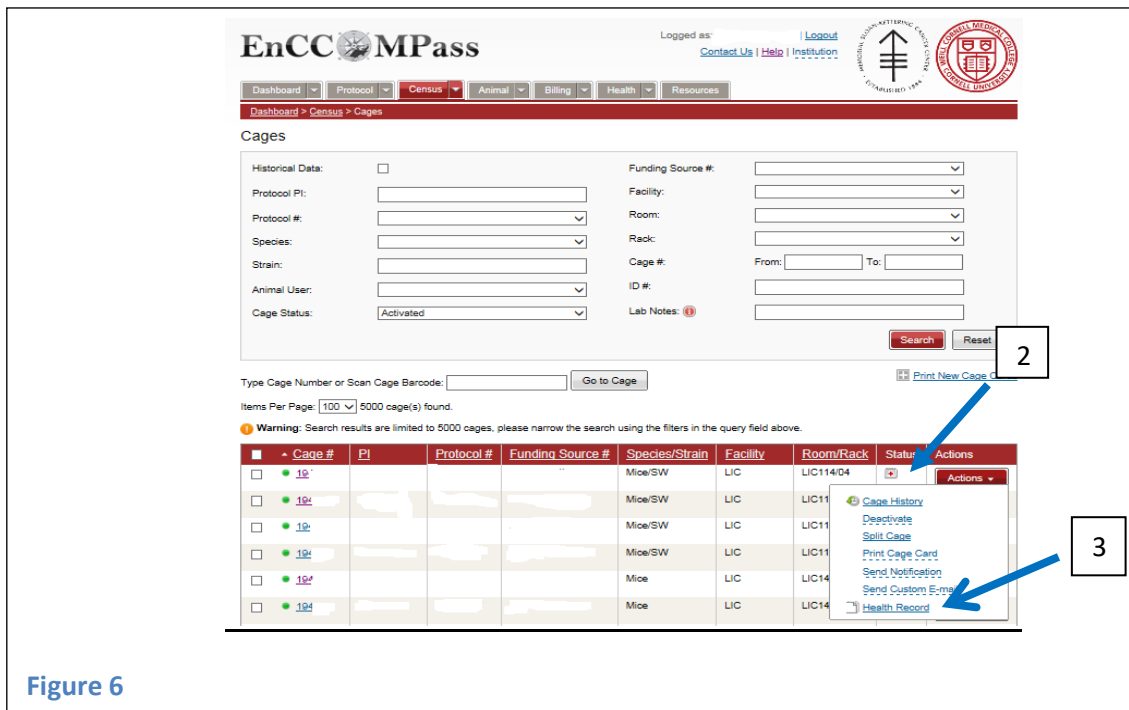


Figure 6

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- b. Alternatively, you can login to the Health Module of *EnCCoMPass* and search for the cages of interest. For example, if the “Protocol PI” is entered (blue arrow 1, Figure 7), followed by selecting the “Search” button (blue arrow 2, Figure 7), all health checks for that PI will be listed. The search can be narrowed down by providing additional search parameters. If you select the cage card number (blue arrow 3, Figure 7), you will be brought directly to the health record.

EnCCoMPass | Logged as: [User] | [Logout](#) | [Contact Us](#) | [Help](#) | [Institution](#)

Dashboard > Health

Clinical Cases

Protocol PI: Veterinary Technician:

Protocol #: Facility:

Species: Room:

Strain: From:

Status: To:

Condition: Flags:

Master Problem:

Scan Barcode #:

Items Per Page: 100 3 cage(s) found.

Cage #	PI	Next Visit Date	Species/Strain	Facility	Room/Rack	Condition	Status	Actions
21		12/29/2014 02:30 PM	Mice/TNR-GFP	A/C-7	C715/03	Lethargic	Requiring Review	
21		12/29/2014 02:45 PM	Mice	A/C-7	C715/06	Bite wound(s)	Requiring Review	

Figure 7

- 10) You can view the health record of a cage at any time by selecting “Health Record” from the “Edit Cage” page. You will only have this option if the cage currently has a health check, or has had one in the past. To get to the health record using this method, go to the “Cages” page (blue arrow 1, Figure 8), click on the cage card of interest (blue arrow 2, Figure 9) and select “Health Record” (blue arrow 3, Figure 10). Example below:

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Dashboard > Census

Census

Type Number or Scan Barcode:

Cage: SPHUB:

[Administrative Preferences](#)

Cage Management

[Cages](#) (blue arrow 1)

[SPHUB Requests](#)

[Per Diem Rates](#)

[Batch Actions](#)

[Print Empty Slot Cards](#)

[Import List of Outstanding Scans](#)

Figure 8

Instructions for Communication of Animal Health Issues in EnCCoMPass

EnCCoMPass

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Dashboard | Protocol | **Census** | Animal | Billing | Health | Resources

Dashboard > Census > Cages

Cages

Historical Data: Funding Source #: [dropdown]

Protocol PI: [text box] Facility: [dropdown]

Protocol #: [dropdown] Room: [dropdown]

Species: [dropdown] Rack: [dropdown]

Strain: [text box] Cage #: From: [text box] To: [text box]

Animal User: [dropdown] ID #: [text box]

Cage Status: Activated [dropdown] Lab Notes: [text box]

[Search] [Reset]

Type Cage Number or Scan Cage Barcode: [text box] [Go to Cage] [Print New Cage Cards](#)

Items Per Page: 100 293 cage(s) found.

	Cage #	PI	Protocol #	Funding Source #	Species/Strain	Facility	Room/Rack	Status	Actions
<input type="checkbox"/>	19	[redacted]	[redacted]	[redacted]	Mice/SW	LIC	LIC114/04	[status icon]	Actions
<input type="checkbox"/>	19	[redacted]	[redacted]	[redacted]	Mice/SW	LIC	LIC114/09A		Actions

Figure 9

EnCCoMPass

Logged as: [redacted] | [Logout](#)
[Contact Us](#) | [Help](#) | [Institution](#)

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Dashboard | Protocol | **Census** | Animal | Billing | Health | Resources

Dashboard > Census > Cages > Cage 194491

Edit Cage

[3] [Health Record](#) [History](#)

Cage #: 19
 Barcode #: CG1300C
 Location: LIC114/04
 Cage Marks: [status icon]

PI: [redacted]
 Protocol: [redacted]
 Species: Mice
 Arrival: 10/19/2013

Lab Notes

12/2/13-1 BM
 1/27/14-2 BM
 3/24/14-1 SA
 5/29/14-3 BM

Figure 10