

February 29, 2008

TO: All Local Health Departments  
Regional Epidemiologists  
IDEP  
HIV/AIDS/STD Program (V. Hogan, Dr. C. Williams, S. Hall)

FROM: Maria del Rosario, MD, MPH  
IDEP

**RE: 2007 Year-end Close Out**

The Year-end Close Out is the annual process of completing the records of infectious diseases cases reported to IDEP. For the 2007 year-end close out, these cases include:

- All cases of infectious diseases reported to IDEP with 2007 year of onset
- Hepatitis B cases with 2007 year of onset (per HIV/AIDS/STD Program)

The deadline for local health departments to complete cases in *WVEDSS* is **March 17, 2008 (Monday) COB.**

Local health departments are encouraged to contact their respective regional epidemiologist, IDEP or Vicki if they need assistance or are encountering hurdles with completing a case report.

The following are suggested state contacts:

Vicki Hogan

- Hepatitis B

David Henzler

- Animal Bites
- Arboviral (mosquito-borne) diseases
- Other Zoonotic Diseases

Allie Clay

- Vaccine-preventable Diseases
- Invasive Bacterial Diseases
- Food and Waterborne Diseases
- Hepatitis C

Thank you.