



Online
Communicable Disease
Reporting Handbook

For Schools, Child-care Centers & Camps

More Information On Our Website

https://www.accesskent.com/Health/CommDisease/school_daycare.htm

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Communicable Disease Unit
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September 2015

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Does anyone really read these reports?

Yes!

Your reports are reviewed by the Kent County Health Department (KHCD) Communicable Disease (CD) Unit staff. These reports allow us to track the severity and frequency of illness in our community and provide support services to students (and their families) who are diagnosed with serious illnesses.

Some of the information you report is also submitted to the Michigan Department of Community Health (MDCH), where it is used to track illnesses and to guide prevention programs state-wide.

What is a Communicable Disease?

A communicable disease is an infectious disease which is transmissible by direct contact with an affected individual, an individual's discharges, or by indirect means (as by a vector).

Act No. 368 of the Public Acts of 1978 Schools and Communicable Disease Reporting

Physicians, clinical laboratories, primary and secondary schools, childcare centers, and camps are required to report the occurrence or suspected occurrences of any disease, condition or infection as identified in the Michigan Communicable Disease Rules (see back cover). In addition, all other health care providers are authorized to report to local health authorities. Together, they play a key role in state and local efforts to control communicable diseases.

Schools are required to report communicable diseases for a number of reasons. The most common are as follows:

- To identify outbreaks and epidemics
- To enable preventive treatment and/or education to be provided
- To help target prevention programs, identify care needs, and use scarce prevention resources efficiently
- To evaluate the success of long term control efforts
- To facilitate epidemiological research to uncover a preventable cause
- To assist with national and international disease surveillance efforts

Registering for On-line Reporting System

1. To register for a username and password:
 - Fax a completed “On-line Disease Reporting Registration Form” (available at https://www.accesskent.com/Health/CommDisease/school_daycare.htm) to 632-7085.
 - OR**
 - Contact the CD Unit by phone **or** e-mail. Provide your name, title, school, school ID, address, phone & fax number. Also provide a preferred username and password.
Phone: 632-7228,
Email: mariann.graham@kentcountymi.gov

NOTE: If you report for more than one school, you will need a different username and password for each school.

 2. You will be notified by phone, fax, or e-mail when your registration is complete.
 3. Once your registration has been confirmed, log in at:
<https://www.accesskent.com/SchoolReporting/>
*Be sure to type “https” and not just “http”. The “s” means that the website is **secure and confidential!***
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Communicating with Parents

The following is an example of what many schools include in newsletters or other correspondence to parents.

Important Notice to Parents from the
Kent County Health Department

The Kent County Health Department works directly with your child's school to make Kent County a healthier place to live. The State of Michigan requires schools to report the possible occurrence of selected communicable diseases to the local public health department on a weekly basis (Public Act 368 of 1978). To assist your child's school in reporting possible communicable diseases to the Health Department and prevent the spread of illness, please be as specific as possible when reporting your child's absence.

When calling in for a child, please include the following information:

1. A description of the symptoms of the illness (vomiting, diarrhea, fever, rash, etc.) and report the type of disease if known and who diagnosed the illness.
2. Your phone number (if no phone, please give an address).

Please inform the school if any suspected illness is later confirmed by a physician.

Your cooperation with the school and Kent County Health Department is greatly appreciated.

Completing the Online Michigan School Building Weekly Report of Communicable Disease Form

Part 1

Contact Information

- Your name, title, school, school ID, address, phone, fax and e-mail should already be filled in on the first page. If it is not or if it is incorrect, please call the health department at 632-7228.
- The date corresponding to Friday of the current week is automatically entered. To report for previous weeks, change the date to the Friday of the week for which you are reporting.

Enrollment Information

- If there are no illnesses to report, mark the corresponding box.
- Enter the enrollment of the school for the current week if known. Otherwise, please estimate.
- If you have no illness to report, you are finished!
- If your school is closing due to excessive absences, please mark this section and call the Health Department.

Illness information

- Report the total number of children with each illness. These students do NOT need to be listed individually on the next screen.
- Enter the total number of children with “Influenza-like illness” (respiratory flu), “Gastrointestinal illnesses” (stomach flu) and “Unknown” flu (if no specific details are provided).
- Note how many children have been absent due to asthma or other breathing problems.

Other

- Enter the total number of children with Strep Throat, Pink Eye, Lice, etc.
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Submit reports every Friday by 5:00 PM even if there are no diseases to report.

Part 2

Case Information

- List all confirmed or suspected cases of communicable diseases
- Enter the complete first and last name of the student.
- Enter a complete address for the student, including zip code.
- Enter a phone number for the student's home.
- Enter the date of birth and gender of the student.
- Enter the grade of the student.
- Enter the first date the student was absent.
- Do not list this student again, unless another diagnosis is discovered.
- Enter who diagnosed the disease (physician, teacher, parent).
- Enter the specific disease diagnosed or suspected.
- Click **Add Another** to enter another case. Click **Finish** after entry of the last case.

There are some diseases that require a call to the Health Department!

If you have any cases of the following in your school, please call the Health Department immediately at 632-7228!

Encephalitis	Meningitis
Haemophilus Influenzae Type B	Mumps
Hepatitis	Pertussis
Measles	Rubella

If you believe you have made an error, call the health department at 632-7228. Do not enter the information again.

Reportable Diseases in Michigan

[http://www.michigan.gov/documents/mdch/
Reportable_Diseases_Michigan_by_Condition_478488_7.pdf](http://www.michigan.gov/documents/mdch/Reportable_Diseases_Michigan_by_Condition_478488_7.pdf)

Thank you for Reporting!