



HEALTH
DEPARTMENT
Caring today for a healthy tomorrow

Online Communicable Disease Reporting Handbook

For Schools, Childcare Centers & Camps

Kent County Health Department
Communicable Disease Unit
700 Fuller Ave NE
Grand Rapids, MI 49503
Phone: (616) 632-7228 | Fax: (616) 632-7085
<https://www.accesskent.com/Health/>

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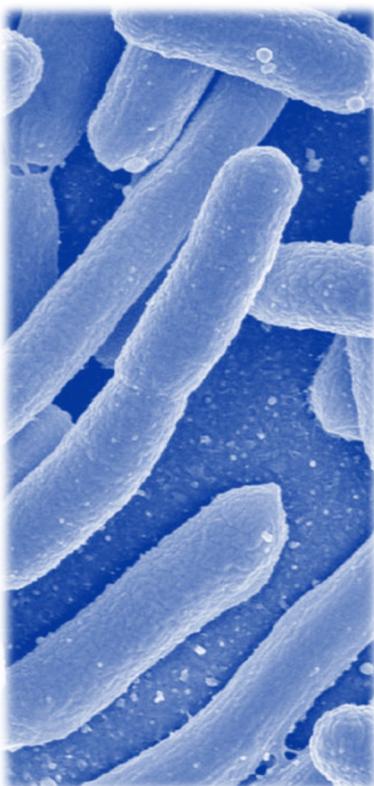
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Does anyone read these reports?

Yes! Your reports are reviewed by the Kent County Health Department's 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 who are ill and their families.

Some of the information you report is also submitted to the Michigan Department of Health and Human Services (MDHHS), where it is used to track illnesses and to guide prevention programs statewide.



What is a communicable disease?

A communicable disease is an infectious disease that is transmitted by direct contact with an affected individual or their discharges (e.g. saliva, body fluids, or feces) or by indirect means (e.g. mosquito bites).

Why report and what about privacy?

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 hyperlink near the middle of page 7).

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

The Privacy Rule in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) allows for the disclosure of protected health information without individual client or patient authorization to public health authorities, who are legally authorized to receive such reports for the purpose of preventing and controlling disease.

Adapted from MDHHS

Registering for the Online Reporting System

1. To register, complete an *Online Disease Reporting Registration Form* and either fax to 632-7085 or email to christopher.eakin@kentcountymi.gov.
2. You will be notified by phone, fax, or e-mail when your registration is complete.
3. Once your account has been created, log in at: <https://www.accesskent.com/SchoolReporting/>.

Frequently Asked Questions

Q: I report for more than one school. Can I use the same account for each school?

A: You will need an account created for each school for which you report. The usernames must be unique, but the passwords may be the same.

Q: Where is the Online Disease Reporting Registration Form on the County's website?

A: You can find it here: https://www.accesskent.com/Health/CommDisease/pdfs/Online_Registration_Form.pdf.

Q: I think I already have an account or I have forgotten my username and password. How can I find out?

A: You can call the CD Unit at 632-7228 or email christopher.eakin@kentcountymi.gov.

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 the Kent County Health Department is greatly appreciated.

Completing the Online Reporting Form

PART 1

Week Ending

- 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.

Contact Information

- Your information should already be filled in on the first page. If it is not or if it is incorrect, please call the CD Unit.

Enrollment Information

- If there are no illnesses to report, mark **Nothing to Report**.
- Enter the number of enrolled students for the current week if known. Otherwise, please estimate.
- If you have no illnesses to report, you are finished!
- If your school is closing due to excessive absences, please mark this section and call the CD Unit.

Illness information

- Report the total number of children with each listed 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, Head Lice, etc.

Completing the Online Reporting Form PART 2

Case Information

- List all confirmed or suspected cases of communicable diseases.
- For the first case, enter data in each requested field.
- Unless another diagnosis is discovered, do not list this student again.
- If you have additional cases, click **Save & Add Another**. You will complete the same fields as the previous case.
- Once you are finished entering data, click **Finish**.
- If you think you have made an error, do not enter the information again and call the CD Unit.
- For a list of reportable diseases in Michigan, please see: https://www.michigan.gov/documents/mdch/Reportable_Diseases_Michigan_by_Condition_478488_7.pdf.

**Submit reports every Friday by 5PM
even if there are no cases to report.**

Call the Health Department if you have cases of:

Encephalitis

Haemophilus Influenzae Type B

Hepatitis

Measles

Meningitis

Mumps

Pertussis

Rubella



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