

This guide provides instructions for how to register and quick tips for using the Facility Weekly Report of Communicable Diseases to Ottawa County Department of Public Health. Facilities will report total enrollment and total weekly cases of flu-like illness, stomach virus, and chickenpox. COVID-19 is reportable within 24 hours in a separate reporting form. See login page for directions to report daily COVID-19 cases in schools. This guide contains the following:

How to Register	page 1
Tips for Weekly Reporting.....	page 2

How To Register New Users

1. Open your browser and go to: <https://www.mriottawa.org/CDReporting/>
2. Click on [Register to Use Communicable Disease Reporting](#)
3. Enter the first name, last name & e-mail address of the person who will be doing weekly facility reports
4. In the Organization Types drop-down, select your facility type as shown below

5. If this is the first time registering for your school, camp or childcare facility, select OTHER in the Organization drop-down and additional fields will appear. Fill in your facility name, address and the phone/fax number for contacting the reporter, as shown below. Do not fill in New Organization ID. Once your registration is approved, you will receive a confirmation email with username and temporary password. At your first login, you will reset your password.

6. If your facility **has already registered**, find and select it in the Organization drop-down alphabetized list.

How To Report Each Week

1. Report by end of day Monday for the *prior week* (Sunday to Saturday)
2. Open your browser and go to <https://www.mtottawa.org/CDReporting/> OR use the link in Friday's reminder email
3. Login with Username and Password
4. Fill out each applicable field on the [Communicable Disease Reporting](#) page and "Submit"
5. You will receive confirmation of your report

Communicable Disease Reporting

Facility Weekly Report to Ottawa County Department of Public Health

Instructions

- A: Fill out form as completely as possible.
 B: Submit report by end of day on Monday of following week EVEN IF THERE ARE NO DISEASES TO REPORT.
 C: Complete the "Chickenpox Reporting Form" for each case of suspected/confirmed chickenpox and fax to 616-393-5767.

Facility Information

Facility: Marcia's School

ID Number:

Submitted by:

Phone: (616) 000-0000

Fax: (616) 000-0000

E-Mail:

Facility Type: school

Closing Information

☐ Closed for the summer

Date back in session:

mm/dd/yyyy

Required Information

Please enter the following information for the reporting week

Total Student Enrollment:

0

Week Ending: (always a Saturday)

mm/dd/yyyy

☐ NO FLU-LIKE ILLNESS, STOMACH VIRUS OR CHICKENPOX CASES TO REPORT WITHIN THE LAST WEEK

Please indicate the TOTAL NUMBER of NEW cases for each illness during the last week.

STUDENTS

FLU-LIKE ILLNESS

TOTAL CASES

0

STOMACH VIRUS

0

CHICKENPOX

0

DEFINITION

Fever plus any of the following symptoms: Sore throat, cough

*Please do not include illnesses with a positive COVID-19 test

Diarrhea and/or vomiting for 24 to 48 hours

Complete and fax "Chickenpox Reporting Form" for EACH case

SERIOUS/RARE ILLNESSES - If a report of any of the following illnesses IMMEDIATELY CALL THE PUBLIC HEALTH DEPARTMENT AT 616-396-5266 ask to speak with a Communicable Disease Nurse.

Measles	Mumps	Meningitis	Tuberculosis
Encephalitis	Pertussis (Whooping Cough)	Unusual occurrence/outbreak	Rubella
Hepatitis	Monkeypox		

Submit

Click on **Submit** before closing.
 For help, contact OCDPH Clinic Support Staff at 616-396-5266.