

Online Communicable Disease Reporting

QUICK REFERENCE GUIDE

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 dailyCOVID-19 cases in schools. This guide contains the following:

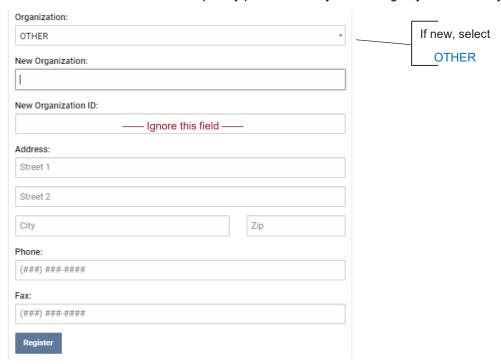
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How To Register New Users

- 1. Open your browser and go to: https://www.miottawa.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.miottawa.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

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