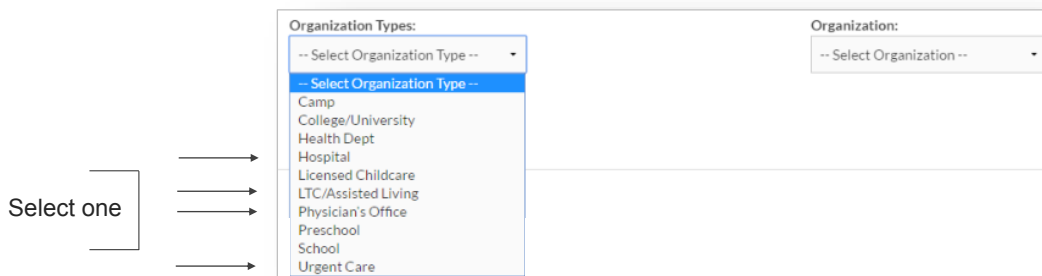


This guide provides instructions for how to register and quick tips for using the Facility Weekly Report of Communicable Diseases to Ottawa County Department of Public Health. Facilities will report total patient visits, total weekly cases of influenza-like illness and gastroenteritis, and total weekly positive rapid flu test results by type.

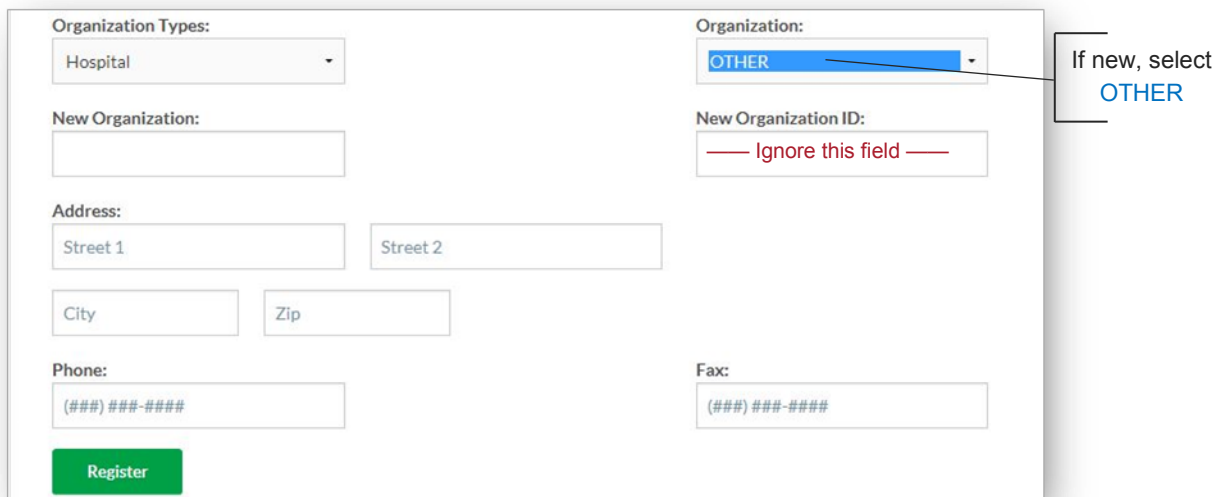
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How To Register New Users

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 healthcare facility type as shown below



5. If this is the first time registering for your health care 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 be prompted to 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.mriottawa.org/CDReporting> OR use the link in Friday's reminder email
3. Login
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 of Communicable Diseases 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 "Mandatory Report of Communicable Diseases in MI Form" for individual suspected reportable illnesses or an unusual occurrence and fax to 616-393-5767
 D: During an outbreak, complete **Influenza & Gastroenteritis Outbreak Weekly Reporting Form** and fax to 616-393-5767.

Facility Information

Facility: Marcia's LTC	ID Number:	Submitted by: Marcia Mansaray	Facility Type: health
Phone: (616) 393-0000	Fax: (616) 393-0000	E-Mail: mmansaray@mriottawa.org	

Required Information

Total Patients Seen: from Sunday to Saturday of week ending:

Please indicate the TOTAL NUMBER of new cases. These DO NOT need to be listed individually.

PLEASE CHECK IF:
 NO INFLUENZA-LIKE ILLNESS, GASTROENTERITIS OR POSITIVE RAPID FLU TESTS TO REPORT THIS WEEK

<p>INFLUENZA-LIKE ILLNESS (symptoms and no labs)</p> <p>GASTROENTERITIS</p> <p>POSITIVE RAPID INFLUENZA TEST RESULTS</p> <p>OTHER:</p>	<p>TOTAL CASES <input type="text"/></p> <p>DEFINITION Fever of >= 100 F (37.8 C) AND cough and/or sore throat in the absence of a known cause other than influenza</p> <p>Diarrhea and/or vomiting for 24 to 48 hours</p> <p>Type A <input type="text"/></p> <p>Type B <input type="text"/></p> <p>Type Unknown <input type="text"/></p> <p># Faxed <input type="text"/></p>
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Complete and fax "Mandatory Reporting Form" for other reportable illnesses or unusual occurrence

During an outbreak, complete **Influenza & Gastroenteritis Outbreak Weekly Reporting Form** and fax to 616-393-5767.

PLEASE CHECK IF:
 SUSPECT OUTBREAK OF ILLNESS

Submit

For LTC / Assisted Living use ONLY

This section should match your registration information

Enter total patients and week ending date for reporting week

If there is no gastroenteritis, flu, or ILI then check & submit

For ILI, follow the definition provided

Don't include these in ILI count above

Optional — use as needed

For LTC / Assisted Living use ONLY

Use EMR or Tally Sheet provided on Login page

In the absence of a positive lab result or other known cause

Click on **Submit** before closing. For help, contact Tonya at 616-393-5721.