School, Preschool & Childcare
Communicable Disease
Reporting Handbook

How to Report Weekly Illnesses
Introduction

What is a communicable disease?
A communicable disease (CD) is an infectious illness which can result from either direct contact with an infected individual, an infected individual’s discharges (such as mucous, saliva, feces, or body fluids), or by indirect contact (for example, through a mosquito bite).

Why do schools & childcare centers have to report communicable diseases?
Michigan law requires that physicians, schools, preschools and childcare centers report total counts of specific illnesses to the local public health departments on a weekly basis. Physicians, clinical laboratories, primary and secondary schools, preschools, 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 *(Act No. 368 of the Public Acts of 1978-Communicable Disease Reporting).*

Communicable disease reports from all of the reporting entities are reviewed by staff at the Ottawa County Department of Public Health to identify illness trends in the county. It is important for schools and childcare centers to report on a weekly basis for a number of reasons, including:

- To identify outbreaks and epidemics
- To enable preventive treatment and/or education
- To ensure the safety of the educational environment in your facility
- To target prevention programs, identify care needs, and allocate resources efficiently
- To facilitate research
- To assist with local, state, national, and international disease surveillance efforts

Collecting timely and accurate information
Timely and accurate disease reporting is essential to the health of all residents of Ottawa County. It is extremely important that all schools/preschools and childcare centers in Ottawa County comply with reporting requirements. In order to do this the following steps should be put in place:

- Designate one person at each facility to collect accurate communicable disease data daily.
  - Train an alternate person to collect and report communicable disease data in case the primary person is absent.
- Submit weekly (from Sunday to Saturday) reports online to the Ottawa County Department of Public Health every Monday for the prior week (even if there are no diseases to report).
- Notify the Ottawa County Department of Public Health immediately when you become aware of an illness that is on the “List of Reportable Diseases” or if the facility is closed due to illness.
- Have a detailed answering machine message requesting specific symptom information regarding a child’s absence (see page 3 for suggestions).
- Have a consistent manner of questioning parents about the child’s illness.
- Educate parents on the importance of reporting illnesses to schools and childcare centers.
Obtaining Information from Parents

Answering machine message and child illness inquiry
In an effort to receive accurate and consistent information from each facility, the Ottawa County Department of Public Health suggests that schools and childcare centers include the following directions in their answering machine message for absences and when speaking to a parent about a child’s illness.

1. List the symptoms of the illness (vomiting, diarrhea, fever, cough, sore throat, rash, etc.).
2. If know, report the type of illness and who identified the illness.
3. Leave a phone number where the parent/guardian can be reached or an address if there is no phone.

Newsletter information for parents
The following is an example of what facilities could include in their newsletters or other correspondence to parents to make them more aware of the importance of calling in children’s illnesses and what information is needed:

Important Notice to Parents/Guardians From the Ottawa County Department of Public Health Regarding Absences

The Ottawa County Department of Public Health is working directly with your child’s school or childcare center to make Ottawa County a healthier place to live. Michigan law requires that schools and childcare centers report the occurrence of certain illnesses to the local health department on a weekly basis. To assist your child’s school or childcare center in reporting communicable diseases to the public health department and preventing disease outbreaks, please be specific when reporting your child’s absence.

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

1. The symptoms of the illness (vomiting and/or diarrhea, fever, cough, sore throat, rash etc.)
2. The type of illness, if known, and who identified the illness
3. Your telephone number (if no phone, give address)

Your cooperation with [the school or childcare center name] and the Ottawa County Department of Public Health is greatly appreciated.
Instructions for Online Reporting

If your facility is new or has never submitted reports online before, you must register online at miOttawa.org/CDReporting. Under the Login button click on Register to use Communicable Disease Reporting and enter the first and last name, title and email of the person designated to do weekly disease reporting. Then select the appropriate Organization Type from the first dropdown list and your Organization name, if listed, in the second dropdown list (if not listed, select OTHER and fill in the additional fields that appear). Once registered, your login information remains the same. You will receive a reminder e-mail every Friday that includes the link for online reporting.

During the week, you may use the Disease Reporting Tally Sheet (available on the login page under “Resources for Schools, Preschools and Licensed Childcare”) to keep track of incoming reports as they are phoned in to your facility. By the following Monday, use information on the Tally Sheet to submit the report for the previous week online. If a case of any of the conditions in the “List of Reportable Diseases” on page 5 is reported to your facility, call the public health department immediately at 616-396-5266 and ask to speak to a communicable disease nurse. If a communicable disease nurse is not available when you call, leave a message with the name of your facility, name of the child, type of illness you are reporting, and contact information for the child and for their doctor, if available.

Web Address: miOttawa.org/CDReporting

- **Login:** Type in your Username and Password to enter the system. If you forgot your password, choose Forgot your password? If you do not have a Username and Password, choose Register to use Communicable Disease Reporting. If you need help, please call 616-393-5721.
- **Key Current Enrollment:** Enter the total number of children enrolled in your facility as of the current week.
- **Enter the Week Ending date of the week for which you are reporting:** This should always be a Saturday even if the facility closes on a different day of the week.
- If there were no flu-like, stomach virus, or chickenpox illnesses to report, check the appropriate box.
- **If you did NOT check the “NO DISEASES TO REPORT THIS WEEK” box, then:**
  - Enter the total number of “Flu-Like Illness” cases (according to the given definition: fever plus cough and/or sore throat) that occurred in the week reported, if any.
    - Do not count the same child more than once
  - Enter the total number of “Stomach Virus” cases (according to the given definition: diarrhea and/or vomiting for 24 to 48 hours) that occurred in the week reported.
    - Do not count the same child more than once
  - Enter the total number of Chickenpox forms faxed to the public health department within the week reported. For each case of Chickenpox, complete the “Chickenpox Reporting Form” (available on both the login and reporting pages) and fax to the public health department, 616-393-5767, within 7 days.
- Click Submit.

Submit the online report by end of day on Monday for the previous week, even if there are no diseases to report.
List of Reportable Diseases: 2016

Report the unusual occurrence or outbreak of any disease or condition. The following is a list of conditions required to be reported by schools, child-care centers, and camps. Facility personnel are not expected to be familiar with every disease listed below. However, this list should be available for quick reference whenever there is doubt as to whether a disease should be reported. You may always call the public health department at (616) 396-5266 if you have ANY questions about these diseases. Ask for a communicable disease nurse.

If facility personnel receive a report of any of the serious/rare diseases in bold text below, please call the public health department immediately at 616-396-5266. Ask to speak with a communicable disease nurse.

Anaplasmosis (Anaplasma phagocytophilum)
Anthrax (Bacillus anthracis)
Arboviral encephalitides, neuro- and non-neuroinvasive: Chikungunya, Eastern Equine, Jamestown Canyon, La Crosse, Powassan, St. Louis, Western Equine, West Nile, Zika
Babesiosis (Babesia microti)
Blastomyosoris (Blastomyces dermatitidis)
Botulism (Clostridium botulinum)
Brucellosis (Brucella species)
Campylobacteriosis (Campylobacter species)
Chancroid (Haemophilus ducreyi)
Chickenpox (Varicella-Zoster virus)
Chlamydial infections (including trachoma, genital infections, LGV) (Chlamydia trachomatis)
Cholera (Vibrio cholera)
Coccidioidomycosis (Coccidioides immitis)
Cryptosporidiosis (Cryptosporidium species)
Cyclosporiasis (Cyclospora species)
Dengue fever (Dengue virus)
Diphtheria (Corynebacterium diphtheriae)
Ehrlichiosis (Ehrlichia species)
Encephalitis, viral or unspecified
Escherichia coli, O157:H7 and all other Shiga toxin serotypes
Giardiasis (Giardia species)
Giardiasis (Bacterial, viral, fungal and parasitic)
Gonorrhea (Neisseria gonorrhoeae)
Guillain-Barre Syndrome
Haemophilus influenzae
Hantavirus
Hemolytic Uremic Syndrome (HUS)
Hemorrhagic Fever Viruses
Hepatitis, viral
Hepatitis A virus
Hepatitis B virus
Hepatitis C virus
Hepatitis D virus
Hepatitis E virus
Histoplasmosis
HIV
Influenza virus (weekly aggregate counts, individual pediatric mortality and novel cases)
Kawasaki Disease
Legionellosis (Legionella species)
Leptospirosis (Leptospira species)
Listeriosis (Listeria monocytogenes)
Lyme Disease (Borrelia burgdorferi)
Malaria (Plasmodium species)
Measles (Measles/Rubeola virus)
Melioidosis (Burkholderia pseudomallei)
Meningitis (bacterial, viral, fungal and parasitic)
Meningococcal Disease
Meningococcal Disease
Middle East Respiratory Syndrome (MERS-CoV)
Mumps virus
Orthopox viruses (including Smallpox, Monkeyspox)
Pertussis (Bordetella pertussis)
Plague (Yersinia pestis)
Polio (Poliovirus)
Prion disease (including CJD)
Psittacosis (Chlamydia psittaci)
Q Fever (Coxiella burnetii)
Rabies virus
Rheumatic fever
Rubella virus
Salmonellosis (Salmonella species)
Severe Acute Respiratory Syndrome (SARS)
Shigellosis (Shigella species)
Spotted Fever and Typhus Group (Rickettsia species)
Staphylococcus aureus (MRSA), outbreaks only
Staphylococcus aureus (VISA / VRSA)
Streptococcus pneumoniae
Streptococcus pyogenes, group A, including Streptococcal Toxic Shock Syndrome (STSS)
Syphilis (Treponema pallidum)
Tetanus (Clostridium tetani)
Toxic Shock Syndrome (non-Streptococcal)
Trichinellosis (Trichinella spiralis)
Tuberculosis (Mycobacterium tuberculosis complex)
Tularemia (Francisella tularensis)
Typhoid Fever (Salmonella typhi)
Vibriosis (Non-cholera species)
Yellow Fever virus
Yersiniosis (Yersinia enterocolitica)

Diseases that DO NOT need to be reported unless an unusual increase

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<tr>
<th>Condition</th>
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<tbody>
<tr>
<td>Conjunctivitis (Pink eye)</td>
<td>Roseola</td>
<td>Mononucleosis (Mono)</td>
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<tr>
<td>Scarlet Fever</td>
<td>Scabies</td>
<td>Strep throat</td>
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<td>Hand, Foot, and Mouth Disease</td>
<td>Impetigo</td>
<td>Fifth’s Disease</td>
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<td>MRSA</td>
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In the Event of an Actual or Potential Outbreak Situation

The Ottawa County Department of Public Health (OCDPH) collects communicable disease reports from health care providers, laboratories, schools, and childcare centers. The OCDPH reviews the reports to identify disease trends, illnesses and outbreaks in the county.

In the event of an actual or potential outbreak of a communicable disease, your district may be contacted to provide information to assist us in the investigation of the disease, and ultimately in the protection of the community. Your assistance during the initial phases of an investigation is important to its success.

Michigan Public Health Code
The Michigan Public Health Code (MCL 333.5111) and administrative rules give local and state health departments the authority and responsibility to investigate cases of disease and suspected transmission. Any information provided by a facility is covered under the Michigan Public Health Code in accordance with state law and will not violate the Family Educational Rights and Privacy Act (FERPA) standards. It is extremely important that facilities maintain confidentiality regarding information shared during a communicable disease investigation.

HIPAA
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/patient authorization, to public health authorities, who are legally authorized to receive such reports for the purpose of preventing or controlling disease.

An investigator who presents official identification of a local public health department or the Michigan Department of Community Health shall be provided with medical and epidemiological information pertaining to any of the following persons on request:
- Individuals who have any condition required to be reported or other condition of public health significance
- Individuals, whether ill or well, who are part of a group in which an unusual occurrence, outbreak, or epidemic has occurred
- Individuals who are not known to have a condition, but whose medical or epidemiological information is needed for investigation into the cause of a condition of public health importance
- Individuals potentially exposed to a designated condition

Information which may be requested includes, but is not limited to the following:
- Absence history related to current illness
- Name, date of birth, address and telephone number of the ill person
- Name of child’s parent/guardian
- Name of health care provider, if known
- Current immunization information, if available
- Immunization waiver information
- List of facility staff members, children or others who may have been exposed to the disease, with telephone numbers
- Bus route if applicable, with driver telephone numbers
- List of extra-curricular activities child/staff/faculty is active in, with potential need for list of participants and telephone numbers
Information & Assistance

Contact Numbers

Ottawa County Department of Public Health: 616-396-5266 (ask for a communicable disease nurse)

- To immediately report a serious illness
- For information on disease management in schools, preschools and childcare centers
- For reporting guidelines
- For questions about disease surveillance and disease rates
- For questions about facility reporting rates

For website or technical assistance --------------------- 616-393-5721

Fax Number---------------------------------------- 616-393-5767

Forms

The following are resources available on the website at miOttawa.org/CDReporting

- **Disease Reporting Tally Sheet**: Print copies to use when taking incoming calls of illness. This form is provided for your convenience and is not your official weekly report.

- **Chickenpox (Varicella) Reporting Form**: Use this form to provide information for any cases of chickenpox in your weekly report.

Additional Resources

Visit [www.miOttawa.org/miHealth](http://www.miOttawa.org/miHealth)

- Managing Communicable Diseases in Schools
- Disease Fact Sheets
- Head Lice Manual
- Scabies Manual
- Norovirus Information

Visit [www.cdc.gov](http://www.cdc.gov) for specific communicable disease information.