

# School and Childcare Communicable Disease Reporting Handbook



BUILDING NAME: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

## Genesee County Health Department

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BETTER LIFE THROUGH BETTER HEALTH

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# What is a Communicable Disease?

A communicable disease (CD) is an infectious disease which is transmissible by direct contact with an infected individual, an infected individual's bodily fluids, or by indirect means (i.e., by coming into contact with a contaminated surface or by a vector, such as a mosquito).

# Why do Schools and Childcare Centers Have to Report Communicable Diseases?

Michigan Law requires schools and childcare centers to report specific diseases:

**Act No. 368 of the Public Acts of 1978  
School and Communicable Disease Reporting**

Physicians, clinical laboratories, primary and secondary schools, childcare centers, and camps are required to report the occurrence or suspected occurrence of any disease, condition, or infections as identified in the Michigan Department of Community Health (MDCH) guidelines to the local health department on a weekly basis.

Communicable disease reports from health care providers, schools, and childcare centers are reviewed by the staff at the Genesee County Health Department (GCHD) to look at trends of illnesses in the county.

It is important for schools to report on a weekly basis for a number of reasons, including:

- **To identify outbreaks and epidemics**
- **To enable preventative treatment and/or education**
- **To target prevention programs, identify care needs, and allocate resources efficiently**
- **To facilitate epidemiological research**
- **To assist with local, state, national, and international disease surveillance efforts\***

\*Source: Michigan Department of Community Health (MDCH)

# Collecting and Reporting Timely and Accurate Information to the Health Department

Timely and accurate disease reporting is essential to the health of Genesee County and to local disease surveillance and prevention efforts.

It is extremely important that all schools in Genesee County comply with reporting requirements. In order to do this the following steps should be put in place:

- ✓ Designate **one person at each school** 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 communicable disease reports online or by fax to the Genesee County Health Department **every Monday by 11AM (including vacation weeks), even if there are no diseases to report**
- ✓ Notify the GCHD immediately when you become aware of an illness that is required to be phoned into the health department
- ✓ Have a detailed school answering machine message requesting specific information regarding a child's absence
- ✓ Have a consistent manner of questioning parents about the child's illness
- ✓ Educate parents on the importance of reporting illnesses to schools

This handbook will provide you with the information you need to complete all of these steps.

# Answering Machine Message & Child Illness Inquiry

In an effort to receive accurate and consistent information from each school, GCHD suggests that schools include the following directions in their answering machine message and when questioning a parent about a child's illness.

1. **Describe the symptoms of the illness (vomiting, diarrhea, fever, rash, etc.)**
2. **Report the type of illness if known and who identified the illness**
3. **Leave a telephone 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 schools 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 Genesee County Health Department (GCHD) Regarding Student Absences

GCHD is working directly with your child's school to make Genesee County a healthier place to live. Michigan law requires that schools report the possible occurrence of any communicable disease to the local health department on a weekly basis. To assist your child's school in reporting possible communicable diseases to GCHD and prevent possible outbreaks, please be specific 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, fever, rash, etc.)**
2. **The type of illness if known and who identified the illness**
3. **Your telephone number (if no phone, give address)**

**Please inform the school if any suspected illness is later confirmed by a physician.**

Thank you for your cooperation with the school and GCHD.  
For more information please visit us at <http://www.gchd.us>

# Detailed Directions for Completing the Weekly Reporting Form (Web and Fax)

The Weekly School and Childcare Communicable Disease Reporting System is an important way for GCHD to monitor and prevent outbreaks of disease in our community. It is very important that schools complete the form accurately and submit them every week.

## General Instructions

- **Reports can be submitted on-line (*preferred method*) or by fax** (reports submitted by US mail will NO LONGER be accepted)
- **GCHD is encouraging schools to submit the form on-line**
- **Reports must be submitted to GCHD every Monday by 11AM even if there are no diseases to report**

**-Please complete all necessary sections-  
Required Fields are marked “★”**

## General School Information:

- ➔ ★ “Week ending” – This will always be the Friday date of the school week, even if school week ends on a different date (due to holidays, recesses, etc.)
- ➔ ★ “District” – Choose/fill in the name of the district your facility resides in
- ➔ ★ “Type” – Choose your facility type (childcare, public, charter, private, camp)
- ➔ ★ “Name” – Choose/fill in the name of your facility
- ➔ ★ “Current School Enrollment” – This number should reflect the total number of students currently enrolled in your school as of that week
- ➔ ★ “Total Number of Children Absent this Week” – This is the total number of children who were absent for that week

## Aggregate case reporting:

Do not count the same child twice if s/he is absent for more than one day with the same illness. Enter “0” if there are no cases of the illnesses to report, otherwise:

- ➔ ★ Number of cases of “Flu-Like Illness” – Enter the number of children affected by “Flu-Like Illness” according to the definition given on the form

- ➔ ★ Number of cases of “Stomach Virus” – Enter the number of children affected by “Stomach Virus” according to the definition on the form
- ➔ ★ Number of cases of “Strep Throat” – Enter the number of children affected by “Strep Throat” according to the definition on the form

**NOTE: Do not report *head lice* or *pink eye* (conjunctivitis) cases.**

### **Individual Disease Reporting:**

The accuracy and completion of information in this section is very important. Please enter information carefully. In some cases it may be necessary for the health Department to follow up on reported illnesses.

- ➔ Choose/enter the reportable “Disease”.
  - ◆ On the web form, if the disease is not listed in the drop down menu, choose an appropriate “other” category from the menu and enter additional information in the comments box. (A complete list of reportable diseases may be found on pages 6-7)
  - ◆ A student needs to be entered only once for the duration of his/her illness unless the student presents with a new illness.

In addition to reporting on the form, call the Health Department **IMMEDIATELY at (810) 257-1017** to report any of the following serious/rare illnesses: measles, mumps, rubella, pertussis, Haemophilus influenzae Type B, meningitis, encephalitis, hepatitis, tuberculosis, or any other serious communicable

- ➔ Enter the “Date 1<sup>st</sup> Absent”. This date should reflect the first day of absence even if the student is absent for more than one day.
- ➔ Enter the student’s Information including: first and last names, date of birth, grade, street address along with zip code, parent’s name, and phone number(s)
- ➔ Enter who the disease was identified by (i.e. physician, parent/guardian, etc).

- If your school has been closed due to illness, please check the box for “School Closed Due to Disease” **and** call the Communicable Disease Program at (810) 257-1017

- In addition to reporting a school closure on the form, call the Health Department **IMMEDIATELY at (810) 257-1017**

- If there are no diseases to report in this section check the box for “No Diseases to Report this Week”

**Complete the form by entering:**

- ★The name of the person filling out the report on the “Submitted By” line
- ★The appropriate school contact number in case the health department has questions
- ★The date the form is submitted to the Health Department

◆.....◆

## Complete List of Reportable Diseases in Michigan

The following is a list of conditions required to be reported by schools, childcare centers, and camps to the local health department. School 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.

- |  |                                 |
|--|---------------------------------|
| Acquired Immune Deficiency Syndrome (AIDS) | Chancroid                       |
| Amebiasis                                  | Chickenpox ( <i>Varicella</i> ) |
| Anthrax                                    | Chlamydia                       |
| Blastomyces                                | Cholera                         |
| Botulism                                   | Coccidioidomycosis              |
| Brucellosis                                | Cryptococcus neoformans         |
| Calymmatobacterium granulomatis            | Cryptosporidiosis               |
| Campylobacter                              | Cyclospora infection            |
|  | Dengue Fever                    |
|  | Diphtheria                      |

Ehrlichiosis	Rabies
Encephalitis, viral	Reye's Syndrome
California serogroup, Eastern	Rheumatic fever
& Western Equine, Powassan,	Rocky Mountain Spotted Fever
St. Louis, West Nile,	Rubella
Unspecified	Salmonella
Escherichia coli, O157:H7 &	Meningococcal Disease
other shiga toxin positive	<i>Neisseria meningitidis</i> )
serotypes	Measles
Flu-Like Illness (weekly totals)	Monkeypox
Giardiasis	Mumps
Glanders	Pertussis
Granuloma inguinale	Plague
Guillain-Barre Syndrome	Polio
Hantavirus	Prion Diseases
Haemophilus influenzae, type B	Psittacosis
Hemolytic Uremic Syndrome	Severe Acute Respiratory
( <i>HUS</i> )	Syndrome ( <i>SARS</i> )
Hemorrhagic fever viruses	Shigellosis
Hepatitis, viral	Smallpox
Hepatitis A	Staphylococcus aureus,
Hepatitis B	Vancomycin
Hepatitis C	intermediate/resistant
Hepatitis, non-ABC	( <i>VISA/VRSA</i> )
Histoplasmosis	Staphylococcus aureus,
HIV (Confirmed)	Methicillin resistant ( <i>MRSA</i> ),
Influenza, Avian	outbreaks only
Influenza, Novel	<i>Streptococcus</i> , group A, sterile
Kawasaki Disease	sites
Leptospirosis	<i>Streptococcus pneumoniae</i> ,
Legionellosis	sterile sites
Leprosy	Tetanus
Listeria	Toxic Shock Syndrome
Lyme Disease	Trichinosis
Malaria	Tuberculosis
Melioidosis, also called	Tularemia
Whitmore's disease	West Nile Virus
Meningitis, viral & bacterial	Yellow fever
Q Fever	Yersiniosis

**ALWAYS REPORT ANY UNUSUAL OCCURRENCE OR OUTBREAK**

# Where to Find the Web and Fax Forms

1. Go to <http://www.gchd.us> and click on "reports and data"

Genesee County Health Department  
Better Life Through Better Health

home about us services news reports & data a-z library links

News & Events

Welcome to the Genesee County Health Department's website

Our Mission:  
To improve the quality of life in Genesee County by preventing disease, promoting health, and protecting the public from environmental hazards to health

2. Then click on "Communicable Disease Reporting Form For Schools"

Genesee County Health Department  
Better Life Through Better Health

home about us services news reports & data a-z library links

Reporting Forms

Reports & Health Data

Reporting Forms

- Communicable Disease Reporting Form for Schools

3. The page that appears has the links to the printable fax form and the web form

Note: You will need Adobe Acrobat™ reader to view the fax form

County Health Department  
Better Life Through Better Health

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Communicable Disease Reporting for Schools

When should schools report MRSA?

Forms

Reports due by **NONDAY** at 11AM

- School Communicable Disease Reporting Form (Formerly IP-10) - Online submission
- School Communicable Disease Reporting Form (Formerly IP-10) - Print for Fax Submission

**GENESEE COUNTY HEALTH DEPARTMENT**  
**MICHIGAN SCHOOL BUILDING WEEKLY REPORT OF COMMUNICABLE DISEASES TO LOCAL HEALTH DEPARTMENT**

WEEK ENDING: / / 200 SCHOOL NAME: DISTRICT: CURRENT

REPORTING INSTRUCTIONS: Please record all appropriate information and submit each **FRIDAY** by 10:00 AM. Fax completed forms to the health department at 810.237.4562. Add additional sheets as needed. Reports may also be submitted online by visiting our website at [www.gchd.us](http://www.gchd.us) and click on "Reports".

TOTAL NUMBER OF CHILDREN ABSENT THIS WEEK

AGGREGATE CASE COUNT REPORTING: Record total number of cases for flu-like illness and stomach virus.

	NUMBER OF CASES	DEFINITION
FLU LIKE ILLNESS (APPARENT INFLUENZA)		FLU LIKE ILLNESS is any child with fever, Sore throat, cough, generalized aching in muscles and joints. Vomiting and diarrhea alone are not indicators.
STOMACH VIRUS		STOMACH VIRUS is any child with diarrhea.

Michigan School Building Weekly Report of Communicable Disease to Local Health Department

ONLINE REPORTING INSTRUCTIONS: Please record all appropriate information and submit each **MONDAY** by 11AM. If there are no cases to report, check "None" at the bottom of the page to send it to the health department.

WEEK REPORTED FIELDS ARE REQUIRED:

REPORTING DATE: [DATE] FROM: [DATE] TO: [DATE]

DISTRICT: [Dropdown] Choose a School District Use: [Dropdown] Choose a School Type School: [Dropdown]

SUBMIT SCHOOL BUILDING REPORT

TOTAL NUMBER OF CHILDREN ABSENT THIS WEEK

*Please submit the Weekly School and  
Childcare Communicable Disease Report to  
the Genesee County Health Department by  
11:00AM each Monday*

**Your continued efforts in reporting of  
communicable diseases in schools and  
childcare centers are very important for  
the health of Genesee County.**

***Thank you!***



## Necessary Steps for Accurate Communicable Disease Reporting

1. Parent/guardian calls school to report absence and gives illness information
2. Designated school personnel enters information on weekly disease report, and, if necessary, calls the health department to report the illness.
3. Designated school personnel submits weekly data to the Genesee County Health Department by **11AM each Monday** morning for the previous school week by on-line (*preferred method*) or fax submission.
4. The staff at the health department compiles, reviews, and relates the information from the weekly reports to MDCH. Data is analyzed by Health Department for possible outbreaks.

## Contact Numbers for Information & Assistance

To immediately report a serious illness or for questions about communicable diseases call the Communicable Disease Program at:

**(810) 257-1017**

For information on disease surveillance or reporting guidelines call the Epidemiologist at:

**(810) 768-7971**

For website or technical assistance call Management Information Services at:

**(810) 257-3630**

The name(s) of the person(s) responsible for reporting for your school: \_\_\_\_\_

School Phone: (810) \_\_\_\_\_ - \_\_\_\_\_