



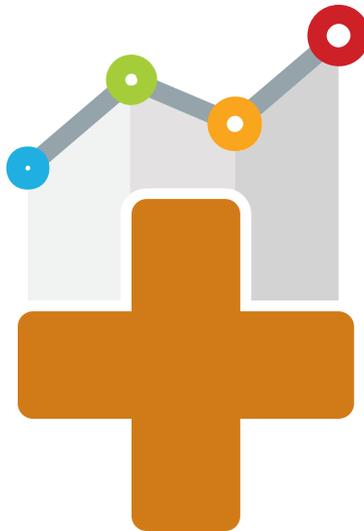
BERRIEN COUNTY HEALTH DEPARTMENT

better health. stronger communities.

School, Preschool & Childcare

Communicable Disease Reporting Handbook

How to Report Weekly Illnesses



2149 E. Napier Ave., Benton Harbor, MI 49022
269-926-7121 Fax: 269-927-5680

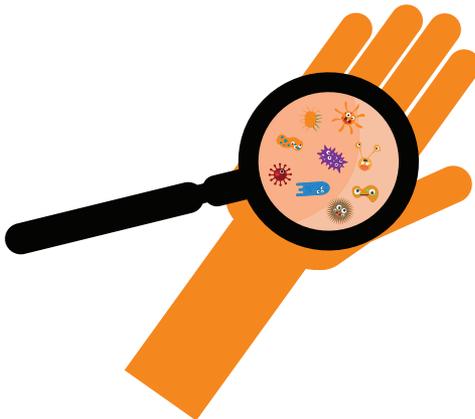
www.bchdmi.org



BERRIEN COUNTY HEALTH DEPARTMENT

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What is a Communicable Disease?

A communicable disease (CD) is an infectious illness which can result from either direct contact with an infected individual, and 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 weekly total counts of specific illnesses to the local public health departments. 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 Berrien County Health Department 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:

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

IMMEDIATELY CALL THE BERRIEN COUNTY HEALTH DEPARTMENT AT 269-926-7121

if ANY of the following illnesses are suspected or confirmed.

Ask to speak to the nurse in charge:

- o Measles
- o Mumps
- o Rubella
- o Meningitis
- o Encephalitis
- o Hepatitis
- o Haemophilus Influenza Type B
- o Pertussis (Whooping Cough)
- o Tuberculosis
- o Chicken Pox
- o School Closure due to illness
- o Unusual Occurrence/ Outbreak

Collecting and Reporting Timely and Accurate Information to Berrien County Health Department

Timely and accurate disease reporting is essential to the health of all residents in Berrien County. It is extremely important that all schools/preschools and childcare centers in Berrien 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 Berrien County Health Department **every Friday** (even if there are no diseases to report).
- Notify the Berrien County Health Department immediately when you become aware of an illness that is on the "List of Reportable Diseases" or if the facility is closed.
- Have a **detailed** answering machine message requesting **specific symptom information** regarding a child's absence.
- Have a consistent manner of questioning parents about the child's illness.
- Educate parent on the importance of reporting illnesses to school 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, Berrien County Health Department suggests that the facility 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 known, report the type of illness and who identified the disease
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 parent to make them more aware of the importance of calling in children's illnesses and what information is needed:

IMPORTANT NOTICE

to Parents/Guardians Regarding Student Absences from the Berrien County Health Department

Berrien County Health Department is working directly with your child's school or childcare center to make Berrien County a healthier place to live. The State of Michigan requires schools and childcare centers to report the occurrence of certain illnesses to the local public health department on a weekly basis. (Public Act 368 of 1978). 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 know, and who identified the illness**
- 3. Your telephone number (if no phone, give address)**

Your cooperation with (insert the name of your school or childcare center here) and the Berrien County Health Department is greatly appreciated.

Instructions for Online Reporting

If your facility is new or has never submitted reports online before, you must contact Jan Schadler at 269-927-5627. Once registered, your login information remains the same. You will receive a reminder email 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 School, Preschools and Licensed Childcare") to keep track of incoming reports as they are phoned in to your facility. By noon on Friday, use the information on the tally Sheet to submit the report for the past week online. If a case of any of the conditions in the "List of Reportable Diseases" is reported to your facility, call the public health department immediately at 269-926-7121 and ask to speak to the nurse in charge. If a 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:

www.berriencounty.org/1508/Communicable-Disease-Reporting

1. Login: Type in your Username and Password to enter the system. If you forgot your password, choose Forgot your password? If you are not a registered user, please call Jan Schadler at 269-927-5627.
2. Key Current Enrollment: Enter the total number of children enrolled as of the current week
3. If there were no flu-like symptoms, stomach viruses, or chickenpox illnesses to report, check the **Nothing to Report** box. Otherwise:
 - Enter the total number of "Flu-Like Illness" cases if any occurred in the week. Do not count the same child more than once.
 - Enter the total number of "Stomach Virus" cases if any occurred in the week. Do not count the same child more than once.
 - Enter the total number of Chickenpox forms faxed to the Health Department within the week reported. For each Chickenpox, complete the "Chickenpox Reporting Form" available on both the login and reporting pages and fax to the health department, 269-927-5680, within 27 hours.
4. Click "Submit"

Submit the online report by the end of the day on Friday of the current week, even if there are no diseases to report.

In the Event of an Actual or Potential Outbreak Situation

The Berrien County Health Department (BCHD) collects communicable disease reports from health care providers, laboratories, schools and childcare centers. The BCHD 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 facility 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.

HIPPA

The Privacy Rule in the Health Insurance Portability and Accountability Act of 1996 (HIPPA) 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 prevent 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
- Individual 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 and Assistance

Berrien County Health Department: 269-926-7121

(ask for nurse in charge) to immediately report a serious illness

Contact Numbers:

Public Health Nurse Secretary	269-927-5627
School Health Coordinator	269-927-5628
Epidemiologist	269-927-5639
Fax Benton Harbor Office	269-927-5680
Fax Niles Office	269-684-3879

<https://www.berriencounty.org/1508/Communicable-Disease-Reporting>



Weekly Communicable Disease Report

Facility Information

(*) Required data

Week ending Friday, August 10, 2018

Nothing to Report

If you select this box, no other data entry is required. After clicking in this box, go to the submit button at the bottom of this page and click it.

* Facility Population:

251

Demo Elementary School

123 S. Main

City 1, MI 45000

Phone: 556-4321

E-Mail: someone@demoschool.edu

Illness Reporting

IMMEDIATELY CALL THE HEALTH DEPARTMENT AT 269-926-7121

ask to speak with the nurse in charge if any of the following illnesses are suspected or confirmed:

Measles	Meningitis	Haemophilus Influenza Type B	Chickenpox
Mumps	Encephalitis	Pertussis (Whooping Cough)	School Closure due to illness
Rubella	Hepatitis	Tuberculosis	Unusual occurrence/outbreak

Please indicate the total number of cases of each illness for the week .

Flu-Like Illness:

Fever PLUS sore throat and/or cough

Stomach Virus:

Diarrhea and/or vomiting for 24 to 48 hours

Chickenpox

Complete and fax a "Chickenpox Reporting Form" for EACH case.

Please note – all chickenpox cases must be reported within 24 hours.

Number of Chickenpox Reporting Forms faxed:

Excessive Absence

Did school close this week due to excessive absences? Yes No

If you have any questions, please call Jan Schadler at 269-927-5627 or send an e-mail to jschadler@bchdmi.org

Submit



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