



School and Daycare Communicable Disease Reporting Guidelines 2021

Detroit Health Department
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313-876-4000



DETROIT
Health Department

Table of Contents

Weekly Reporting to DHD	2
Section 1: School Information	2
Section 2: Aggregate Reporting	3
Section 3: Individual Reporting	3
Section 4: Electronic Signature	4
Tips for Collecting Info	5
Info Sharing with DHD	6
Example Newsletter for Parents	8

Managing Communicable Diseases in Schools

Please supplement this guidebook with the new MDHHS resource titled “Managing Communicable Disease in Schools” found at:

https://www.michigan.gov/documents/mdch/Managing_CD_in_Schools_FINAL_469824_7.PDF

Instructions for Weekly Reporting to the Detroit Health Dept

Launching in Spring 2021, the Detroit Health Department's Communicable Disease Program will be transitioning the DCH-0453 weekly communicable disease report into an online format for more convenient and timely reporting of disease incidence in schools.

Schools will now be required to submit weekly CD reports online via:
bit.ly/DetroitSchoolDiseaseReport

Note: Faxes, mail, and email will still be recorded as we disseminate information about this transition.

Section 1: School Information

- **Week Ending**- This should always be a Friday's date even if the school week ended before Friday
- **School or Preschool**- Name of your school, pre-school, or daycare
- **District**- Name of your school district
- **Current School Enrollment**-Enter the total number of students enrolled
- **Do you have diseases to report this week?**
 - **Select YES** if you have had any incidence of a child being reported ill
 - **Select NO** if no children were called in sick during the week for which you are reporting*

*Schools and daycares are still required to submit reports to DHD weekly, even if no cases occurred. This helps us to track your "baseline" level of illness, so that it is easier to identify and respond to a cluster/outbreak, if and when it occurs.

- **School Closed due to Disease?**
 - **Select YES** if your school was closed due to a large number of students/staff being out ill
 - **Select NO** if you school remains open

Please notify the Detroit Health Department if you are planning on closing your school due to a large number of illnesses. Please include the date of the closures and the reason for the closure (e.g., GI illness outbreak).

If you select YES to “Do you have diseases to report?”, the form will populate with two additional sections. If you selected NO, proceed to Section 4.

Section 2: Aggregate Reporting

Complete this section of the form with just total numbers of students with the following illnesses. The Communicable Disease Manager may follow up for additional information if an outbreak is suspected.

- **Apparent Flu**- Only count cases with pneumonia or fever and at least one of the following symptoms: sore throat, cough, generalized achiness.
 - Children with only GI symptoms (e.g., vomiting, diarrhea or a report of “stomach flu”) likely do not have influenza and should be reported under Gastrointestinal disease.
 - **Pediculosis (Head Lice)** – Count total number of children who were out due to head lice.
 - **Gastrointestinal Disease** – Count total number of children experiencing diarrhea and/or vomiting for 24-48 hours.
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Section 3: Individual Reporting

Report all confirmed or suspected cases of communicable diseases in this section.

- **Disease**- Select the disease that the child was diagnosed with from the dropdown menu. If the child was not diagnosed with a specific disease, please enter the primary symptom (e.g., diarrhea, vomiting).
 - School-related diseases of note include: Measles, Rubella (German measles), Mumps, Hepatitis, Scarlet Fever, Strep Throat, Scabies, Pertussis (Whooping Cough), Haemophilus influenzae type b, Encephalitis, Meningitis, Tuberculosis, Chickenpox (Varicella), Salmonellosis, Shiga toxin producing E. coli, Campylobacteriosis, Shigellosis
- **Number of Students to Report**- Include the count of individuals reported with this condition/symptom at your school this week.
- **Student Information**- In line list format, collect and report relevant information about each sick student:

First and Last Name, Age, Sex, Grade, Date First Absent, Address,
Phone Number, Diagnosed By

Ex. John Smith, 13, M, 8th Grade, 1/12/2021, 100 Mack Detroit 48201, 313-
000-0000, Pediatrician

- **Child's Info**- Include the child's first and last name, age, sex/gender, grade in school
- **Date First Absent**- Include the day the student was first reported and did not attend school
- **Address and Phone number**- Include the home address of the student and parent/guardian's phone number
- **Diagnosed by**- Include the name/role of person who diagnosed the child with the illness (e.g., parent, doctor, teacher).

Section 4: Electronic Signature

Completing this section and selecting the "Submit" button at the bottom of the online form affirms the reported information is accurate and signifies an electronic signature for the report.

- **Submitter Name**- Name (and title if necessary) of the person that is submitting the report.
- **Phone Number**- Enter the phone number for the person submitting the form for potential follow up if needed.
- **Date**- Enter the date that the form was completed and sent to DHD.

Please direct any questions or concerns to the Communicable Disease Program inbox at cdprogram@detroitmi.gov or the Communicable Disease Manager.

Tips for Collecting Timely and Accurate Information

Timely and accurate disease reporting is essential to the health of all residents of Detroit. It is extremely important that all schools Detroit comply with reporting requirements. In order to do this, the following steps should be put in place at your facility:

- Designate one person at your facility to collect accurate communicable disease data on a daily basis
- 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 Detroit Health Department every Friday by 11:00 am (**even if there are no diseases to report**)
- Notify the Detroit Health Department **immediately** when you become aware of an illness that is listed on the “Reportable Diseases in Michigan” list http://www.michigan.gov/documents/mdch/Reportable_Diseases_Michigan_by_Condition_478488_7.pdf or a cluster/outbreak of illnesses (e.g., if an unusually large number of students are out sick due to GI illnesses).
- Have a consistent manner of questioning parents about the child’s illness (e.g., develop a script that can be used by administration during phone calls with parents) and/or an answering machine requesting specific information regarding a child’s absence □ Educate parents on the importance of reporting illnesses to schools

Information Sharing with the Detroit Health Department

In the event of an actual or potential outbreak of a serious communicable disease, your facility may be contacted to provide information to assist DHD in its investigation of the outbreak. Your assistance during the investigation is crucial to its success.

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 the school is covered under the Michigan Public Health Code in accordance with state law and will not violate FERPA standards. It is extremely important schools maintain confidentiality regarding information shared during a communicable disease investigation (e.g., do not release the name of a student with a suspected/confirmed communicable disease to the public).

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 from the Detroit Health Department, another local health department, or the Michigan Department of Health and Human Services (MDHHS) shall be provided with medical and epidemiological information pertaining to any of the following persons, upon 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 an infectious person, vector, or item.

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;
- Class rosters;
- Staff rosters;
- School menus;
- Bus route, with telephone numbers;
- List of participants in school-based extra-curricular activities.

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 Regarding Student Absences
From the Detroit Health Department

The Detroit Health Department (313-876-4000) is working directly with [name of your institution] to make the City of Detroit a healthier place. Michigan law requires that schools report the occurrence of any communicable (a.k.a., contagious) disease to the local health department on a weekly basis. To assist [name of your institution] in reporting communicable diseases to the 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 in your message:

1. A description of the symptoms of the illness (vomiting, fever, rash, diarrhea, etc.).
2. The type of illness if known (e.g., chicken pox) and whether the illness was diagnosed by a doctor.
3. Your name and contact information.

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