

School & Daycare Communicable Disease (CD) Reporting Guidelines

Detroit Health Department

100 Mack Ave Third Floor

Detroit 48201

313-876-4000

Instructions for Using the DCH-0453 Form for Weekly Reporting to the Detroit Health Department

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***-Print the name of your school, pre-school, or daycare
- ***District***-Print the name of your school district
- ***Current School Enrollment***-Enter the total number of students enrolled

Section 2: Communicable Disease Reporting

Note: If you suspect that a cluster/outbreak of illnesses is occurring at your school or a parent reported that their child has one of the diseases on the "Reportable Diseases in Michigan" list (e.g., pertussis/whooping cough, chickenpox, measles), call Detroit CD immediately at 313-876-4000.

- ***Disease***-Please print the name of the disease that the child was diagnosed with (e.g., chickenpox); If the child was not diagnosed with a specific disease, please enter the primary symptom (e.g., diarrhea, vomiting)
- ***Date First Absent***-Please print the date that the child was first absent from school
- ***Child's name***-Please print the child's first and last name (please also add the child's date of birth if available)
- ***Age/Sex***-Please print the child's age in years (or months if under 1 year of age) and gender
- ***Address***-Please print the child's home address
- ***Phone number***-Please print the parent/guardian's name and phone number
- ***Diagnosed by***-Please print the name/role of person who diagnosed the child with the illness (e.g., parent, doctor, teacher).

Section 3: Aggregate Illness Reporting

- ***Apparent Flu***- Please write the number of children who were out sick due to flu-like illness in this section. 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 in Section 2.
- ***Pediculosis (Head Lice)*** - Please write the total number of children who were out due to head lice.

*If more than 5 children are out ill due to gastrointestinal illness (e.g., vomiting, diarrhea), please enter the total number of children who were absent due to GI symptoms in the space below the pediculosis field. A GI illness outbreak at your facility needs to be reported to the Detroit Health Department (313-876-4000) **immediately**. During the outbreak investigation, Detroit Health Department (DHD) staff will likely ask you to put together a line list of ill individuals including their date of illness onset, symptoms, grade, etc.

Section 4: No Illness/School Closure

- ***No Diseases to Report***- Check this box if no children were called in sick during the week for which you are reporting. Of note, 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***- Please check this box if your school was closed due to a large number of students/staff being out ill. Please call the Detroit Health Department (313-876-4000) if you are planning on closing your school due to a large number of illnesses. In this section, please also write down the date of the closures and the reason for the closure (e.g., GI illness outbreak).

Section 5: Contact Information

- ***Submitted by***- Please print the name and title of the person that is submitting the report
- ***Telephone #***- Please enter the phone number for the person who is submitting the
- ***Date***- Please enter the date that the form was completed and sent to DHD

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.