

**CENTRAL MICHIGAN DISTRICT  
HEALTH DEPARTMENT**  
[www.cmdhd.org](http://www.cmdhd.org)



**Communicable Disease**

**Reporting Handbook  
For Schools, Preschools and  
Childcare Programs**

Public Health Nurse \_\_\_\_\_

Phone: \_\_\_\_\_

**Includes:**

- **Why report illnesses?**
- **How is reporting done?**
- **Who can I call with questions?**

**Table of Contents**

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- What is a Communicable Disease?..... 3
- Communicable Disease Rules of  
Act No. 368 of the Public Acts of 1978 ..... 3
- Detailed Instructions for Completing the  
Michigan School Reporting Form..... 4
- Does Anyone Really Read These Reports? ..... 5
- Sample Letter to Parents ..... 6
- List of Reportable Diseases ..... 7
- “Thank You” for Your Assistance!..... 8

<b>Contact by County</b>		
	Phone	Fax
Arenac County	989-846-6541	989-846-0431
Clare County	989-539-6731	989-539-4449
Gladwin County	989-426-9431	989-426-6952
Isabella County	989-773-5921	989-773-4319
Osceola County	231-832-5532	231-832-1020
Roscommon County	989-366-9166	989-366-8921

## What is a Communicable Disease?

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A communicable disease is an infectious disease which is transmissible by direct contact with an infected individual, an individual's discharges, or by indirect means (such as a mosquito, bird, or animal).

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

Physicians, clinical laboratories, primary and secondary schools, 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 (see back cover). In addition, all other health care providers are authorized to report to local health authorities. Together, they play a key role in state and local efforts to control communicable diseases.

Schools are required to report communicable diseases for a number of reasons. The most common are as follows:

- To identify outbreaks and epidemics
- To enable preventive treatment and/or education to be provided
- To help target prevention programs, identify care needs, and use scarce prevention resources efficiently
- To evaluate the success of long term control efforts
- To facilitate epidemiological research to discover a preventable cause
- To assist with local, national, and international disease surveillance efforts

Source: Michigan Department of Community Health

## Completing the “Michigan School Building Weekly Report...”

### Detailed Instructions

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#### Section 1. – General Information

- You may access the school reporting form electronically at [www.cmdhd.org/school\\_reporting](http://www.cmdhd.org/school_reporting). Your nurse will provide you with access information.
- If completing the paper version of the school reporting form, please print clearly.
- Complete the school name. Your identification number (ID) is the Department of Education ID number.
- Complete the date the form is faxed or emailed, the name of the person submitting the form, and their contact phone number.
- Enter the enrollment for your school *for the current week*.
- Please submit data weekly each FRIDAY.

#### Section 2. – Specific Illnesses

- Please complete Section #2 of the IP-10 form to report any diseases (see back cover) that have not been previously addressed, and suspected diseases from prior reports that have recently been confirmed by a physician.
- Enter the complete first and last name of the student.
- Enter a complete address for the student, including zip code.
- Enter a phone number, if available, for the student's home.
- Enter the age and gender of the student.
- Enter the grade of the student.
- Enter the first date the student was absent. If the student has been absent for an extended period of time, it is not necessary to list this student again, *unless another diagnosis is discovered*.
- Enter the specific disease diagnosed or suspected.
- Enter who diagnosed the disease (physician, teacher, and/or parent). Often a parent will report a suspected disease without a medical diagnosis.

**Section 3. – Frequencies**

- For certain illnesses, we only need to know how frequently they are occurring. These students do NOT need to be listed individually in the bottom section.
- In the next section, complete the number of cases your school is reporting of **Influenza** and **Gastrointestinal Illnesses**. Please use the definitions and symptoms of each as a guide for reporting as noted below:

**Influenza, or flu:** Any child with pneumonia, fever, sore throat, cough, generalized aching in the back or limb muscles.

- \* report influenza by total numbers only
- \* vomiting and diarrhea alone are not indications of influenza

**Gastrointestinal Illness:**

- \* nausea, vomiting, diarrhea

**Section 4. – Reporting “NO” Diseases or “School Closed”**

- If you have NO illnesses to report, mark appropriate box.
- If your school is closing due to excessive absences, please mark appropriate box **and inform the health department of the decision to close the school.**

**Section 5. – Submission Information**

- The person submitting the data needs to complete Section 5:  
 -Individual’s name  
 -Telephone number  
 -Date (data is submitted)

**Does ANYONE Really Read These Reports?**

**YES!!**

School reports are reviewed by Public Health Communicable Disease personnel. These reports allow us to track the severity and frequency of certain illnesses in our community and provide support services to students (and their families) that are diagnosed with serious illnesses. It will also alert us to a school with an outbreak of a disease that could be short-lived if caught early. We also report this information to the Michigan Department of Community Health where it is used to track illnesses and prevention program outcomes state-wide.



People Caring for People

**IMPORTANT NOTICE TO PARENTS**  
 Central Michigan District Health Department  
 Arenac, Clare, Gladwin, Isabella,  
 Osceola and Roscommon Counties  
 Visit our website at [www.cmdhd.org](http://www.cmdhd.org)

**Student Absences**

Central Michigan District Health Department is working diligently with your child’s school to make Central Michigan a healthier place to live. The State of Michigan requires schools to report the possible occurrence of any communicable disease to the local public health department on a weekly basis (Communicable Disease Rules, Public Act 368 of 1978). To assist your child’s school in reporting possible communicable diseases to the health department and prevent the spread of illness, please be as detailed as possible when describing your child’s illness when you report it to school personnel.

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

1. Describe the symptoms of the illness (vomiting, diarrhea, fever, rash, etc.) and report the type of disease if known.
2. Name of the person who diagnosed the illness (physician, parent, teacher, nurse, nurse practitioner, etc.)
3. Your phone number (if no phone, please give address)

Also, please be aware of the different types of “flu”, such as the following:

- **Influenza-like Illness (Respiratory Flu):** Any child with a fever and any of the following symptoms: sore throat, cough and/or generalized aching in the back or limb muscles.
- **Gastrointestinal Illness (Stomach Flu):** Any child with vomiting and/or diarrhea for 24 to 48 hours (24-hour flu, winter vomiting disease or norovirus).

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

Your cooperation with the school and Central Michigan District Health Department is greatly appreciated.

## REPORTABLE DISEASES

Page 7

Acquired Immune Deficiency Syndrome (AIDS)  
Amebiasis  
Anthrax  
Avian influenza  
Blastomyces dermatitidis  
Botulism  
Calymmatobacterium granulomatis  
Campylobacter jejuni  
Chancroid  
Chickenpox  
Cholera  
Coccidioidomycosis  
Cryptococcus neoformans  
Cryptosporidium species  
Cyclospora species  
Dengue virus  
Diphtheria  
Escherichia coli, 0157:H7  
Ehrlichia species  
Encephalitis, viral  
    California serogroup  
    Eastern Equine  
    Powassan  
    St. Louis  
    Western Equine  
    West Nile  
    Unspecified  
Genital infections  
Giardia lamblia  
Gonorrhea  
Guillain-Barre syndrome  
Hantavirus  
Hemolytic uremic syndrome  
Hemorrhagic fever viruses  
Hepatitis, viral  
    Hepatitis A virus  
    Hepatitis B virus  
    Hepatitis C virus  
    Hepatitis, non-ABC  
Histoplasma capsulatum  
HIV  
Influenza virus  
Kawasaki disease

Leptospira species  
Legionella species  
Leprosy  
Lyme disease  
Malaria  
Meningococcal disease  
Meningitis, viral  
Meningitis, bacterial  
Monkeypox  
Mumps virus  
Mycobacterium bovis  
Pertussis  
Plague  
Polio virus  
Psittacosis  
Q fever  
Rabies virus  
Reye's syndrome  
Rheumatic fever  
Rocky mountain spotted fever  
Rubeola  
Rubella virus  
SARS  
Smallpox  
Spongiform encephalopathy  
Staphylococcus aureus  
Streptococcus pyogenes, group A  
Streptococcus pneumoniae  
Syphilis  
Tetanus  
Toxic shock syndrome  
Trachoma  
Trichinosis  
Tuberculosis  
Tularemia  
Typhoid fever  
Typhus group  
Yellow fever virus  
Yersinia enterocolitica

**The unusual occurrence, outbreak, or epidemic of any disease, condition, or nosocomial infection**

Page 8

*Thank you for your participation in this important program. You are a vital link in gathering information regarding the health of our children and our community. Your efforts assist public health authorities in monitoring disease rates within our community.*

*If you have any questions or feedback about this Communicable Disease program, please feel free to call us at one of the phone numbers on Page 2.*

*Please remember to fax or email your report on Friday morning before Noon, even if you DO NOT have diseases or illnesses to report. This will allow us to report to the Michigan Department of Community Health in a timely manner.*

*Thank you,  
Mari Pat Terpening, BSN, RN  
Communicable Disease Supervisor*