Health Human Services Communication Portal (HHSCP)

The HHSCP is a tool used by all schools in Oakland County to report weekly school illnesses, school drills (fire, tornado & shelter) and hearing & vision scheduling.
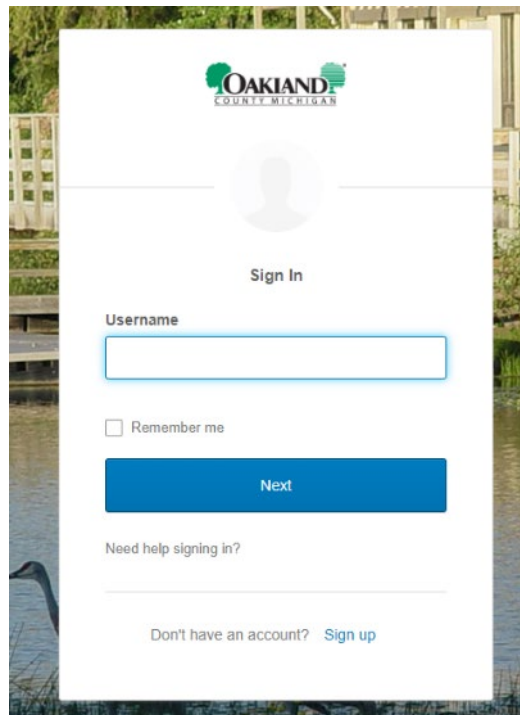
LOGGING In
Open an Internet Browser (ex: Google Chrome, Microsoft Edge, Mozilla Firefox)
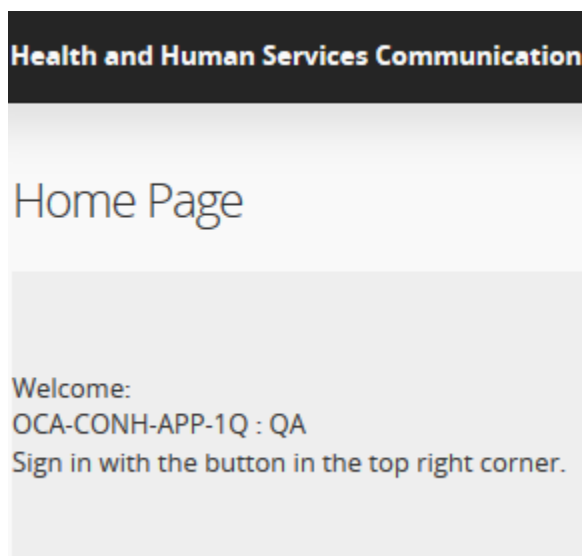In the search or address bar, Type https://myapps.oakgov.com

ENTER Username – (Entire email address)
ENTER Password – if prompted

HOME PAGE

The screen below is the home page for the HHSCP. If you have never logged in to the new HHSCP, you may be prompted to "Sign in" by clicking on the arrow in the top right corner.

Health and Human Services Communication

Home Page

Welcome:
OCA-CONH-APP-1Q : QA
Sign in with the button in the top right corner.

*Specific instructions for each role are included in the document below
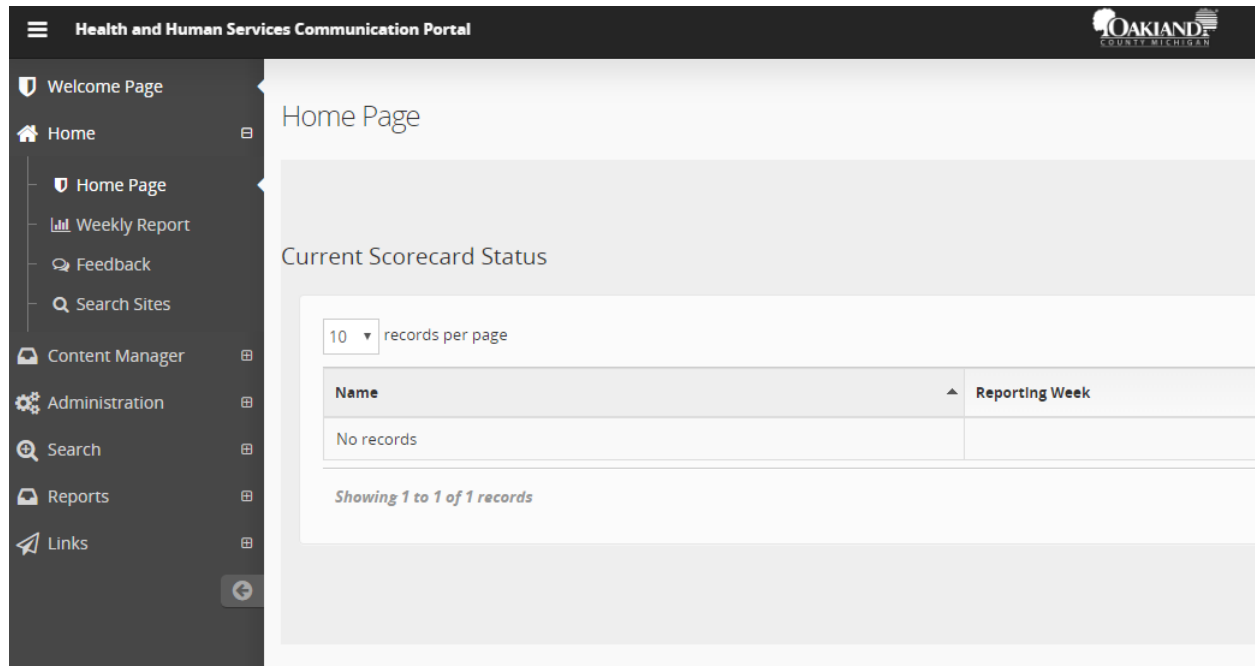
Role: School Liaisons – Submit weekly school Illnesses
        School Safety Liaisons – Submit school drills

SCHOOL LIAISONS
(Users who complete Weekly School Illness Reports)

Site will open to Current Scorecard Status

Select Weekly Report from Left Navigation menu, see image below

Select your Reporting Period, see image below.

Complete your weekly Communicable Disease Report, example report shown below. You can enter numbers in the "Week Total" column or in the individual days (ex: Monday, Tuesday, etc), you can't enter in both areas. There are boxes you can check for "No Cases to Report" and "No School in Session"

If a Reportable Disease needs to be submitted, click on "Add Reportable Disease" seen below weekly report. If not needed, click "Finalize" to submit your report.

	Number of cases (Use Week Total OR daily tally) Do not count the same child more than once for the same excuse					
Add Other Illness						
Disease	**Week Total**	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
❓ Flu Like Illness	0	0	0	0	0	0
❓ Stomach Virus	0	0	0	0	0	0
❓ Strep Throat	0	0	0	0	0	0
❓ Unspecified Illness	0	0	0	0	0	0

No Cases to Report — NO   No School in Session — NO

Add Reportable Illness
No details entered yet
Cancel   Save Changes   Finalize

Complete all fields shown below and click on "Save"

Weekly Report Detail Create

≣ Detail

Disease	Please Select
First Name	
Last Name	
Street Number	
Street Name	
City	
State	
Zip	
Birth Date	
Date First Absent	
Phone 1	
Phone 2	
Sex	Please Select

Save   Cancel

Additional "Reportable Illnesses" can continue to be added using the steps above. When, finished click on "Finalize". If you are finished reporting, you may close the application.

SCHOOL SAFETY LIAISONS
(Users who submit scheduled/actual Drill Dates)

Click on Search Sites as shown below
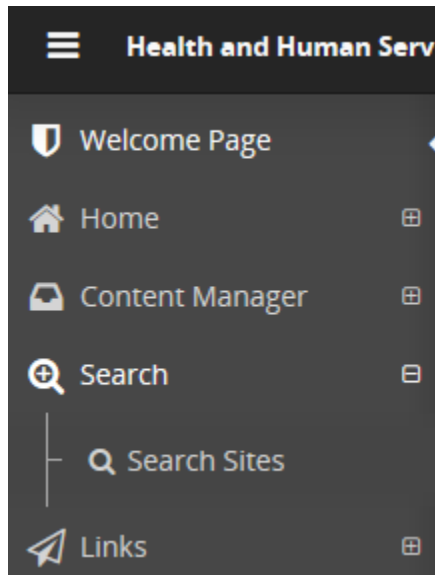
You can search sites by typing a Site Name or by selecting a site listed at bottom of page(Ex: Addams Elementary School)

Click on "Detail" at far right of screen, see below –

Click on "School Drills" at top of page and Select school year. See below image

Select "Add" located at far right of page

Select Drill type (Fire, Shelter or Tornado)

Select Date/Time for Drill, select date, then click on "clock picture" at bottom of calendar to choose a time. Click on "Add School Drill" and repeat until all drills are entered.

To update scheduled drills with "Actual Data", click on Edit as shown below.

Created By	Updated By	Add
Kim Krumm 01/06/20 5:22:14 PM		Edit Delete

PDF   CSV (Excel)   Print   Q Filter...

← Previous   1   Next →

Select "Actual Date", choose date/time, then click on "Update School Drill"

Edit School Drill

| School Year *	2019-20
Drill Type *	FIRE DRILL
Scheduled Date *	01/06/2020 05:15 PM
Actual Date *	

Update School Drill   Cancel

NEW FEATURE

Schools will now be able to upload their School Emergency Plans directly into the portal. Instructions to upload documents are found below -

To upload School Emergency Plan, click on "Documents" located in top menu
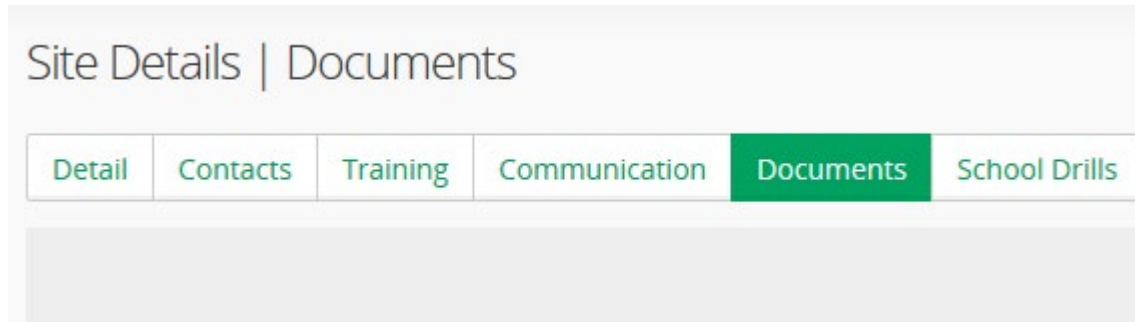
Click on "Add" at far right of screen
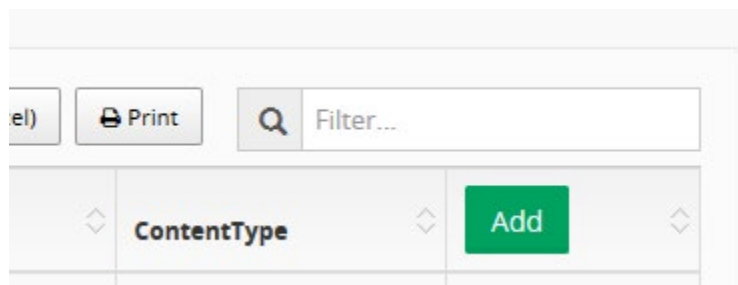
Click on "+Add Files", navigate to folder where your "School Emergency Plan" is located. Click on "Start Upload"

Site | Upload and Assign Document

⬆ File Upload

Click the **Browse** button to start the Upload process.
1. On the Browse dialog, select a file.
2. Once you have completed your file selection, click Open on the dialog.
3. Once you have selected the file to upload, click the Submit button to upload your file.
4. Once the file is uploaded, the message "Files uploaded successfully" appears at the top of your screen. Click the **Selec**

＋ Add files…　　**⊕ Start upload**　　**⊘ Cancel upload**