

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.

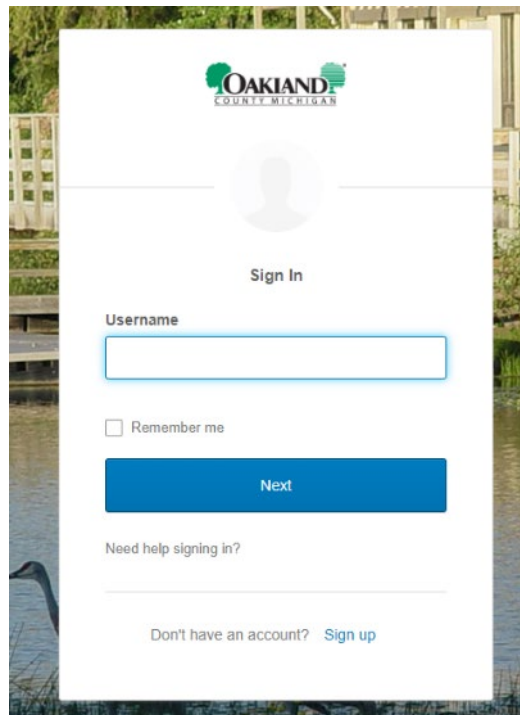
LOGGING In

Open an Internet Browser (ex: Google Chrome, Microsoft Edge, Mozilla Firefox)

In the search or address bar, Type <https://myapps.oakgov.com>

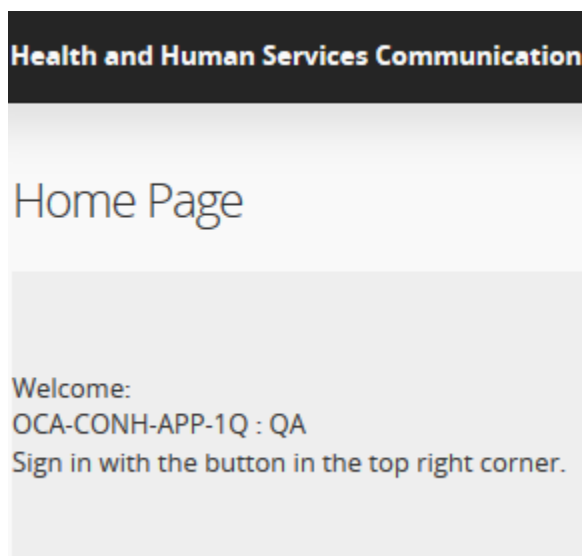
ENTER Username – (Entire email address)

ENTER Password – if prompted

The image shows a login interface for Oakland County, Michigan. At the top is the Oakland County Michigan logo. Below it is a circular placeholder for a user profile picture. The text "Sign In" is centered. Underneath is a "Username" label followed by a text input field. Below the input field is a checkbox labeled "Remember me". A blue "Next" button is positioned below the checkbox. At the bottom, there is a link "Need help signing in?" and a link "Don't have an account? Sign up". The entire login form is overlaid on a background image of a park with trees and a body of water.

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.



***Specific instructions for each role are included in the document below**

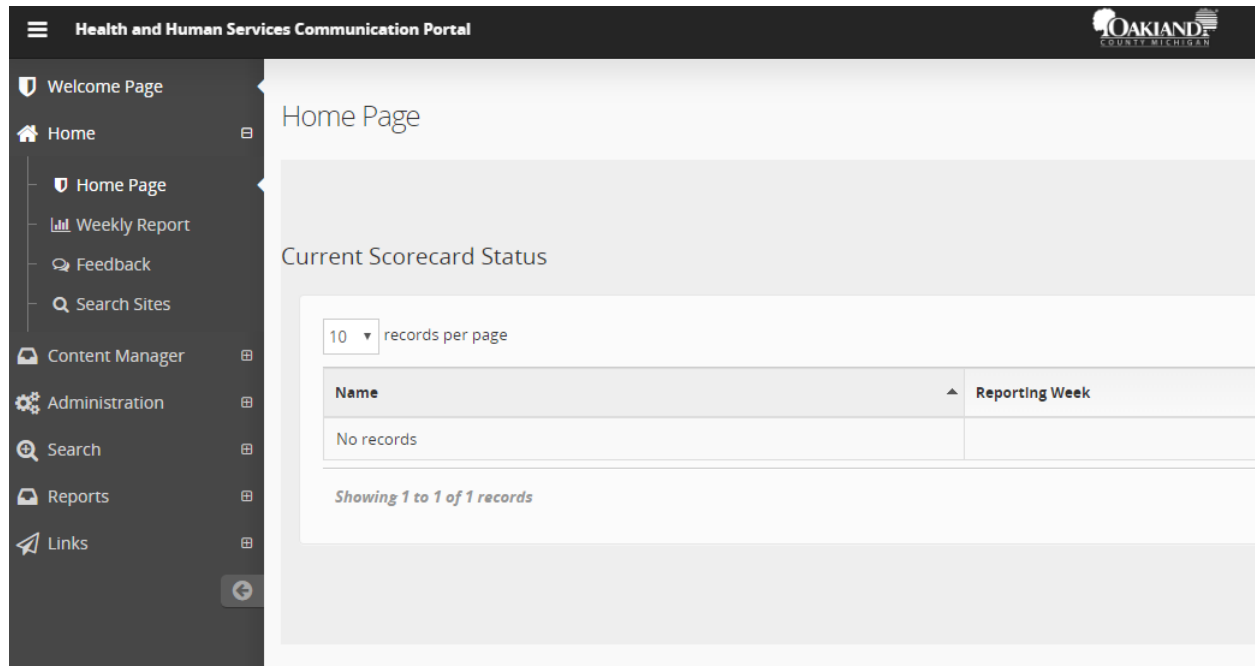
Role: School Liaisons – Submit weekly school illnesses
School Safety Liaisons – Submit school drills

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.

Weekly Report

Select a School Type, District or City, a School and a Reporting Period. If there are no cases to report, click the "No Cases to Report" check box. For reporting cases, use either the week total or the daily tally for the listed diseases. For other diseases, select the disease from the dropdown box, enter the required information and click save. When all information has been entered click submit.

School Type	Early Learning
City	Commerce Township
School	
Year	2019
Reporting Period	<div>12/29/2019 - 01/04/2020</div> <div>12/22/2019 - 12/28/2019</div> <div>12/15/2019 - 12/21/2019</div> <div>12/08/2019 - 12/14/2019</div> <div>12/01/2019 - 12/07/2019</div>

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.

No Cases to Report
 No School in Session

<input type="button" value="Add Other Illness"/>	Number of cases (Use Week Total OR daily tally)					
	Do not count the same child more than once for the same excuse					
	Disease	Week Total	Monday	Tuesday	Wednesday	Thursday
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 details entered yet

Complete all fields shown below and click on “Save”

Weekly Report Detail Create

Detail

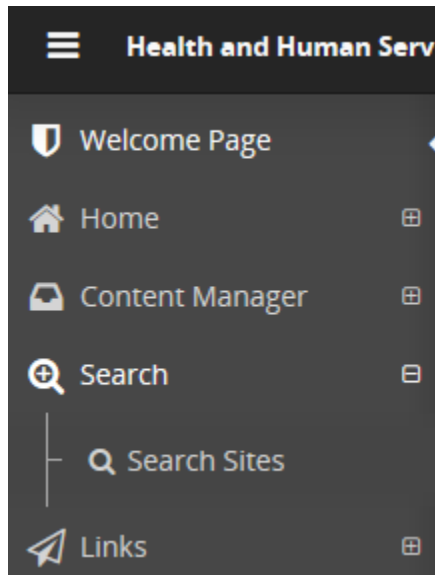
Disease	Please Select
First Name	
Last Name	
Street Number	
Street Name	
City	
State	
Zip	
Birth Date	
Date First Absent	
Phone 1	
Phone 2	
Sex	Please Select

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)

A screenshot of a web application interface for searching sites. On the left is a dark sidebar with a menu containing "Home", "Home Page", "Weekly Report", "Feedback", "Search Sites", "Content Manager", "Search", "Search Sites", and "Links". The main content area is titled "Search Sites" and contains several search filters: "Site Name" (text input), "Site Type" (dropdown), "City" (dropdown), "District" (dropdown), "Grades Include" (checkboxes for "10th Grade", "11th Grade", "12th Grade"), and "Display Inactive" (checkbox). Below these filters are "Search" and "Reset" buttons. At the bottom, there is a "records per page" dropdown set to "10" and a table with one row containing "Addams Elementary School" under the "Site Name" header.

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

	Status	
	Active	Detail
	Active	Detail
	Active	Detail

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

Detail	Contacts	Training	Communication	Documents	School Drills	Hearing and Vision	Compliance
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Site Address	Auburn Elementary School 2900 Waukegan Auburn Hills, 48326	Type
Phone	248-537-6500	District
		Nurse
		Fax

School Year

School Year *	<div>2019-20</div> <div>Select School Year</div> <div>2019-20</div> <div>2019-20</div> <div>2020-21</div>
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☰ FIRE DRILL

Select “Add” located at far right of page

School Year

School Year *	2019-20
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☰ FIRE DRILL

5 Drills Required.
3 Fire drills must be completed before 12/1

10 records per page	PDF	CSV (Excel)	Print
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Scheduled	Actual	Created By	Updated By	Add
No data available in table				

Showing 0 to 0 of 0 records

Select Drill type (Fire, Shelter or Tornado)

Add School Drill

School Year *
2019-20

Drill Type *

Select Drill Type
Select Drill Type
FIRE DRILL
SHELTER DRILL
TORNADO DRILL

Scheduled Date *

Add School Drill
Cancel

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.

Add School Drill

School Year *

Drill Type *

Scheduled Date *

<
January 2020
>

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

01/06/2020 11:06 AM

Add School Drill
Cancel

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

<div>PDF CSV (Excel) Print Filter...</div>		
Created By	Updated By	Add
Kim Krumm 01/06/20 5:22:14 PM		Edit Delete
<div>Previous 1 Next</div>		

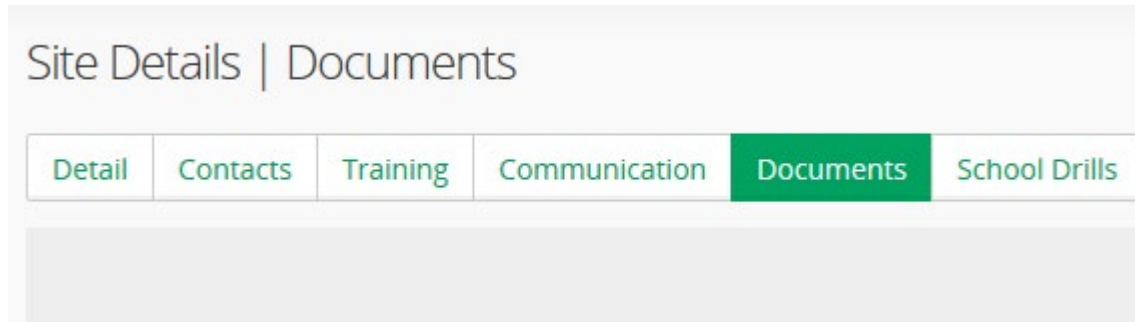
Select “Actual Date”, choose date/time, then click on “Update School Drill”

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

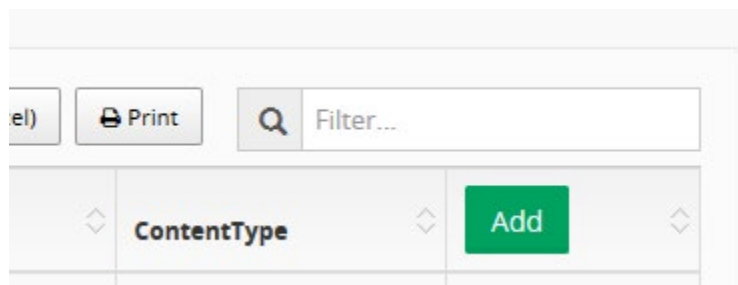
****NEW FEATURE****

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 **Select**

+ Add files...

⬇ Start upload

⌛ Cancel upload