

# Oakland County Health Division

## Communicable Disease Reporting Updates

### February 27, 2025

- Password for both screens is **Report1234!**
- **Submit 1 report per week - Fridays or as early as possible the following week is ideal**, but we understand things come up so please try to submit no later than Wednesday following the reporting week. If no report by Wednesdays, we'll have reminder email sent.
- **New Users:** Send name, title, school/program, and email to [cd@oakgov.com](mailto:cd@oakgov.com) to make sure we have them added to our user list and they receive updates. If you need a list of your school's current users, let us know & we'll email to you
- **No illnesses reported for a week** - check the box "No new diseases to report this week"
- **Total Number of Illness-Related Absences This Week** = number of illness absences each day added for weekly total. E.g., child out for 3 days with flu = 3 absences for week
- **Number of each illness (e.g., COVID, Influenza, etc.)** = total number kids/cases with each illness (1 kid out for 3 days with COVID = 1 COVID case)
- We understand that you only have as much information as parents/guardians give you on the absence line message! Do your best to **categorize illnesses** according to the options in the form. We don't expect you to try and track down details from parents. Please refer to the [School Communicable Reporting Instructions](#) (slide 7) to help you or give us a call!
- If you have a student or staff member with one of the **individually reported diseases** (Measles, Mumps, Rubella, HiB, Meningitis, Encephalitis, Hepatitis, Tuberculosis, Chickenpox) it is helpful to also give a call at 248-858-1286 so we can follow up with the parent/guardian and provider to confirm diagnoses/lab testing and advise you on any precautions/exclusions, etc. we recommend.
- Some schools/facilities have systems that will pull illness reports for them, and some need to track manually. We've attached an excel **tracking spreadsheet** for you to use during the week if you choose, so that when you go in to complete your weekly report, it's quick for you.
- How to [download a pdf](#) of your school reporting form
- **Coming Soon:**
  - Monthly CD Office Hours: Connect with our epidemiology team live to ask questions
  - Regular updates (like these) and FAQ's sent via email and posted on our [website](#)