

MACOMB COUNTY HEALTH DEPARTMENT
DAILY COVID-19 AGGREGATE CASE COUNT
ONLINE REPORTING INSTRUCTIONS

Reporting form is available at the following website:
<https://weeklycdreporting.macombcountymi.gov/SchoolCDForm.aspx>

SELECT → Daily Report When Requested

Weekly Report Daily Report When Requested

General School Information:

- **“Today’s Date”**- This will autofill to the date the form is completed.
- **“District”**- Choose the name of the district your facility resides in.
- **“School”**- Choose the name of your facility. If your district chooses to report aggregate COVID-19 positive case counts by district instead of by building, select “All Buildings”.
- **“Current School Enrollment”**- This field is locked. School enrollment is collected on the Communicable Disease Weekly Report that is submitted.

Aggregate Case Reporting:

Do not count the same child twice if s/he is absent for more than one day with the same illness. Children who have the following conditions **do not need to be reported by name:**

The following fields are locked within the Daily Reporting form:

Number of cases of “Flu-Like Illness”
Number of cases of “Stomach Virus”
Number of cases of “Strep Throat”
Number of cases of “Pink Eye”
Number of cases of “Head Lice”

Number of cases of “COVID-19 Staff”

Enter the number of staff who test positive for COVID-19 (PCR or antigen test).

Number of cases of “COVID-19 Students”

Enter the number of students who test positive for COVID-19 (PCR or antigen test).

Individual Disease Reporting:

Disregard this section of the form. Should the Health Department request identifiable information, the school should be able to provide:

- Student information: full name, DOB, grade, classroom, street address, name of parent/guardian, and phone numbers(s).
- The date the student was first absent and who identified the disease (i.e. physician, parent/guardian, etc.).

❖ If your school has been closed due to illnesses, please check the box for “School Closed Due to Illnesses” and call the Communicable Disease Program at (586)783-8190.

Complete the form by entering:

- The name of the person filling out the report on the “Submitted By” line.
- The appropriate school phone number in case the health department has questions.
- The date the form is submitted to the Health Department is automatically generated in “Today’s Date”.
- Click on “Submit Data” to send the report.

Please continue to submit the weekly Communicable Disease report in addition to the daily COVID-19 case reports.

If you have any questions, please contact: The **Communicable Disease** line at:

(586) 783-8190 or email diseasecontrol@macombgov.org



Health
Department

Macomb County Health Department Communicable Disease Program