



Communicable Disease Reporting User Guide

(Rev 08/18/2020)

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Welcome to the CDR User Guide.

This document may change from time to time reflecting program updates or reflecting improvements to the instructions contained in the following few pages. Please refer to this document when you need assistance with typical CDR functions. For advanced technical support contact KKzo LLC via email at cdrsupport@kkzo.com. Feel free to make suggestions about ways to make our program and/or instructions more useful.

Since our reporting program is used for schools and day care facilities, the usage of the word school is interchangeable with day care facility throughout the document. *Note: Day care facilities are entered into the system using the Add/Edit School tools. The difference is that you will check a box to indicate you are entering a day care facility.*

The top level or designated administrator of the CDR program for your health department will be the main source of technical support and will assign appropriate access authority. Together you will learn to:

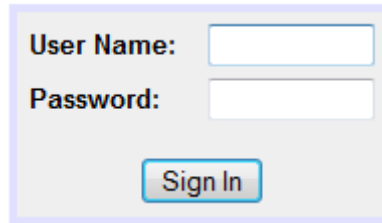
- Add/Edit/Delete Schools
- View/Edit Reports
- Create and Schedule Reminder Emails
- Manage Users
- Manage Secure File Uploads
- Update Account Information
- Perform Searches
- Answer User Questions

We have provided useful screen shots of key functions and text explanations where needed. It is likely you will find all of the CDR functions simple to use and familiar if you are a typical web user. We have dedicated a full page to each screen shot shown in this guide allowing you space for a few personal reminder notes you can add if you print this document.

Security Notes:

You will be working in an encrypted environment. No one can view the data you see or input. All access is authenticated and recorded. All data submitted, viewed or removed is associated with the user ID and password used to access the content. Data backups occur daily and are sent electronically to an off-site location by encrypted means. Do not share your User ID and Password and close your browser when leaving your computer.

Sign on Screen

A screenshot of a login form titled "Sign on Screen". It features two input fields: "User Name:" and "Password:". Below the fields is a "Sign In" button. The form is enclosed in a light blue border.

Health Department login at <https://www.communicablediseasereporting.com/admin> to access the online tools. You have been given a user name and password for the first screen you see. Use it here. **Never** share it with anyone because if there was a question about misuse of secured data you would be identified as the user. **Always** make sure you leave your computer in a secure location and remember to sign off when away from your computer. Please use strong passwords. This means passwords that include numbers and a mix of upper and lower case letters. Never write your password on paper easily found near your computer. **After three consecutive attempts to login using the wrong user name or password, the account will be locked and you will need to contact your health department's CDR program administrator to regain access. The CDR program administrator for your county can uncheck the Account Disabled box via the User Administration tools. If you are the CDR program administrator and become locked out of your account, you will need to contact KKzo LLC.**

Be sure all users who are given access to Section 2 data understand the need for security. If an employee who had access to the CDR site no longer needs access, remove their access by using the User Administration tools.

Administrator's Main Menu

Below is a screen shot of the **top level** main menu designed to be used by the **CDR program administrator**. Each user of the program will have a main menu but will not necessarily have all of the links seen on this menu. The CDR program administrator will select functions appropriate for each user and only those tools will display on that user's menu screen. **Remember to sign off when leaving your computer.** This will prevent those without permission from viewing potentially sensitive data. Select the appropriate link for the activity you wish to perform. Our guide will proceed in the order seen below including associated sub screens when needed. The program is highly intuitive and we hope you will find it easy to use.

Schools and Reports

- [Edit Schools & View Reports](#)
- [School Users Report](#)

- [Totals Report](#)
- [Section 2 Report](#)
- [Sections 3, 4 and 5 Summary Report](#)

- [Influenza Like Illness Report](#)
- [COVID-19 Report](#)
- [Gastrointestinal Illness Report](#)
- [Nothing to Report Report](#)

- [Missing Report](#)

User Administration

- [Manage Users](#)

County Administration

- [Update County Information](#)
- [Send Missing Reports to all Schools](#)
- [Send Friday Reminder to all Schools](#)
- [Archive Older School Reports](#)

Files

- [Secure File Uploads](#)

Account Administration

- [Update Account information](#)

Schools and Reports

View of Add/Edit Schools

The screen shot below demonstrates a form that can be used to add or edit a reporting source. Since most sources are schools, the term school is used though you will indicate a child care facility when using this tool. If you click enabled, the school can report and related tools will be activated. If you edit the school to be disabled, the school's previously input data is still available to you but the school can no longer access their site tools.

If a school fails to submit a weekly report, a Missing Report notice is emailed to one or more county staff who's email address(es) is listed on this page. Multiple email addresses can be entered in this field, separated by a comma. The school failing to report during a reporting period will also receive an email. There will be a missing report notation added to your tool for Missing Reports as well. You will check the Missing Reports feature each week. If any exist, you will contact the source and acquire the data. Then, you will input the data using the Create Missed Week Report tool. Try to discover why the report wasn't filed and correct the situation if possible.

Add/Edit School

* indicates required field

* **Name:**

School District:

Enabled:

Child Care:

School Contact Information

Name:

E-Mail:

Phone:

Fax:

Address 1:

Address 2:

City:

ZIP:

Schools and Reports

View of school users

The screen displayed below shows the links to add a user as well as a view of all schools and their users. Each user from a reporting entity should have a user account with a unique user name and password. **Be sure you know who you are giving the password to. Also, we strongly suggest the usage of “strong” passwords by including numbers and a mix of upper and lower case letters. Never write your password on paper easily found near your computer and never email a user name or password.**

School Users

Add User				
User	User ID	Enabled	School	Action(s)
demo1	demo1	Yes	Demo Elementary School	Edit Delete

View of add /edit user

The screen shot below demonstrates a form that can be used to add / edit / enable a user for a school or daycare facility. Notice the password for each account is displayed. This is not typical but we have made it display in the event you are called and asked for a password from someone who has forgotten their password. **Be sure you know who you are giving the password to. Also, we strongly suggest the usage of “strong” passwords by including numbers and a mix of upper and lower case letters. Never write your password on paper easily found near your computer and never email a user name or password.**

Add/Edit School User

* indicates required field

* Name:

E-Mail:

* Login:

* Password:

Enabled:

Schools and Reports

Edit Schools and View Reports Tools

The screen shot below shows each school, if they are a currently enabled user expected to report, the date their last report was submitted, the summary number of Section 2 reports made county wide for the last reporting period, and related Actions you can perform. The Actions you can perform from this screen include adding a new school, viewing each Section 2 report related to a particular school, viewing each school's total illnesses report and editing the school's account information. Once you have clicked into a report by using the Reports link, you can change the report data by selecting the edit link on that report page. New in 2017 is the Users link. This area allows you to add, edit, enable and

Schools and Reports

Add School				
School	Enabled	Last Report	Section 2	Action(s)
Demo Elementary School	Yes	06/09/2017	1	Reports Totals Users Edit Delete
Demo High School	Yes	08/08/2008		Reports Totals Users Edit Delete
Demo Middle School	Yes	02/06/2015	1	Reports Totals Users Edit Delete
Demo Preschool	Yes	01/21/2011		Reports Totals Users Edit Delete

Schools and Reports

View of an Individual School's Reports List

The screen shot below shows the list of weekly reports of an individual reporting source. The options include create or edit the current week's report, create a report for the school that failed to report, and view each report made or edit each report made. All choices except View Report will display the actual screen used by schools to input data.

Demo County Community Health

Reports for Demo Elementary School

[Create/Edit This Weeks Report](#) | [Create Missed Week Report](#)

Date	Section 2	Action(s)
07/03/2009	1	View Report Edit Report
10/17/2008		View Report Edit Report
08/29/2008		View Report Edit Report
08/08/2008	1	View Report Edit Report

Schools and Reports

View of an Individual School Report - Sections 1, 2 & 3

The screen shot below shows areas 1 through 3 of the data reported by the school. In Section 1 the reporting period end date is provided and the school name is displayed. If the school reports data, No is automatically displayed after Nothing to Report. The Facility Population reflects the number when the source account was originally created or last edited. Section 2 displays potentially sensitive data specific to a person reported absent with an identified communicable disease. Section 3 displays data specifically related to influenza concerns and shows the numbers of absences related to those categories as required by the state. Definitions are provided for each illness or each variation thereof.

WEEKLY COMMUNICABLE DISEASE REPORT

Section 1:

Week ending Friday, April 16, 2010

Demo Elementary School

Nothing to Report: No

Phone: 555-4321 E-Mail: someone@demoschool.edu

Facility Population: 111

Last Updated: 04/14/2010 08:02pm by demo1

Section 2:

Name	Birth Date	Phone	Address	Parent Name	Grade	Disease	Date 1st absent	Diagnosed by:
Smith, Fred	01/01/1995	555-1212	123 W. Main	Smith, Mary	11	Measles	04/13/2010	Parent

Section 3:

Please include the NUMBER of cases. Do not list individually in the section above.

Influenza Like Illness (Respiratory Flu):

Any child with bronchitis, pneumonia, or fever and any of the following symptoms: sore throat, cough, generalized aching in the back or limb muscles. **Vomiting and diarrhea alone is NOT respiratory flu.**

Confirmed COVID-19 Positive:

Any child with a positive diagnostic test for COVID-19.

Gastrointestinal Illness ('Stomach Flu'):

Any child with vomiting and/or diarrhea for 24 to 48 hours (24-hour flu, winter vomiting disease or norovirus)

Schools and Reports

View of an Individual School Report - Sections 4 & 5

The following screen shot is a continuation of the above screen shot. Displayed are sections 4 and 5. Section 4 displays the number of absences related to non influenza concerns. Section 5 answers the question of whether the school was closed because of an outbreak.

Section 4:

Cold/Bronchitis	0	Sore Throat (only)	0
Fever	0	Scarlet Fever / Strep Throat	0
Fifth Disease	0	Pink Eye	0
Lice	1	Scabies	0
Impetigo	0	Ring Worm	0
Mononucleosis	0	Other:	0

Section 5:

Did school close this week due to excessive absences? No

Schools and Reports


Individual School's Totals Report Search Tool


The screen shot below shows the search tool that allows you to create a summary report for an individual school's reports within a specific time range. You can view the results using your web browser or you can export the data as a CSV file. In order to cause the result of your search to export the data into a file you can save on your computer, click the Export as CSV box. In order to view the file you saved, you must have a spreadsheet viewing program such as Microsoft Excel.

Demo County Community Health

Totals Report for Demo Elementary School



* Start Date: 07/21/2009 

* End Date: 08/21/2009 

Export as CSV:

Note: Click the calendar icon and view a month at a glance.

You can forward and reverse through all months.

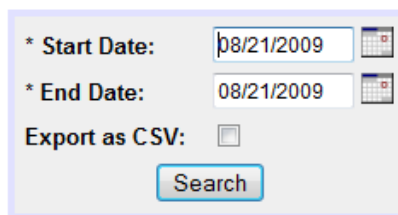
Schools and Reports

View of All Schools Totals Reports Search Tool

The screen shot below shows the search tool that allows you to create a summary report for all schools' reports within a specific time range. These are the numbers you will report to the state of Michigan. You can view the results using your web browser or you can choose to export the data. In order to cause the result of your search to export the data into a file you can save on your computer, click the Export as CSV box. In order to view the file you saved, you must have a spreadsheet viewing program such as Microsoft Excel. **(Note: The search for summaries for Section 2 reports as well as for Section 3 and 4 reports function the same as this search tool.)**

Demo County Community Health

Totals Report



The screenshot shows a search tool interface with the following elements:

- * Start Date: 08/21/2009
- * End Date: 08/21/2009
- Export as CSV:
- Search button

Schools and Reports

View of Three Influenza Reports Search Tool

&

COVID-19 Reports Search Tool

The following reports are generated using date range search tools. Search for the results you want by determining the start and end dates and submit them by clicking the search button. Results can be viewed as web page or downloaded as a CSV file. Results are given as one line per school and one column for each reporting date within the selected date range.

Influenza Like Illness Report

* Start Date:

* End Date:

Export as CSV:

Gastrointestinal Illness Report

* Start Date:

* End Date:

Export as CSV:

Unknown Influenza Report

* Start Date:

* End Date:

Export as CSV:

COVID-19 Report

* Start Date:

* End Date:

Export as CSV:

Schools and Reports

View of the Nothing to Report Search Tool

The screen shot below shows the search tool for creating a date range report. The purpose of this search is to provide a simple way for you to determine if a school is reporting “Nothing to Report” frequently. Search for the results you want by determining the start and end dates and submit them by clicking the search button. Results can be viewed as web page or downloaded as CSV. Gives school name and the number of times the school reported “Nothing to Report” during your selected time parameters.

Nothing to Report Report

* Start Date:

* End Date:

Export as CSV:

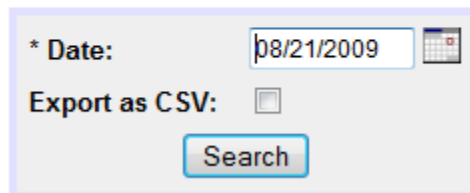
Schools and Reports


View of Missing Reports Search Tool

The screen shot below shows the search tool that allows you to view a list of schools that failed to make a report for the week displayed. Results can be viewed as web page or downloaded as CSV. You will check the Missing Reports feature each week. If a school should fail to report during a reporting period, an email will be sent to that school's authorized user and an email will be sent to you as well. You must contact the source and acquire the data. Then, you will input the data using the Create Missed Week Report tool. Try to discover why the report wasn't filed and try to correct the situation.

Demo County Community Health

Missing Report



* Date: 

Export as CSV:

User Administration

View of User Accounts Screen

The screen shot below shows you the list of county staff users currently authorized to use the tools you assigned to them. You can choose to add a new user or edit / delete current users. The next screen will show the add user screen. It is the same as the edit screen link in this view.

Demo County Community Health

Users, Demo County

<u>Add New User</u>	
User	Action(s)
Demo Administrator	<u>Edit</u> <u>Delete</u>
Demo Upload	<u>Edit</u> <u>Delete</u>

User Administration

View of User Accounts Add and Edit Screen

The screen shot below is available to only the highest authorized users of the CDR tools. Using this tool provides access to new users. It can allow them to use certain tools, perform functions and to view files and reports ... some of which may contain sensitive data. When creating a new account, be sure to make each very unique and include a password that isn't easy to guess. Security is a major consideration and it is your obligation to help prevent unauthorized access.

Demo County Community Health

User Administration Form

* indicates required field

* Name:	<input type="text"/>
* User ID:	<input type="text"/>
* Password:	<input type="password"/> (6 characters minimum)
* Password (verify):	<input type="password"/>
E-Mail:	<input type="text"/>
Account Disabled:	<input type="checkbox"/>
County Administration:	<input type="checkbox"/>
User Administration:	<input type="checkbox"/>
School Administration:	<input type="checkbox"/>
View Reports:	<input type="checkbox"/>
Edit Reports:	<input type="checkbox"/>
Secure File Administration:	<input type="checkbox"/>

In the event you are going to be on vacation or will be leaving the administrator position, you can create a user to take your place and then you can delete your account after the new person is trained. It is better to create a new user at this level than to share your user ID and password for security and accountability purposes. **County Administration** means you can change things about the county including the e-mails that are sent on Friday and the missing reports e-mail. (Basically having access to the 'View of Update County Information Screen') This also provides the ability to send the Missing Report or Friday Reminder e-mails manually. **User Administration** means Adding/Editing/Deleting county user accounts. **School Administration** means Adding/Editing/Deleting school user accounts. **View Reports** means any and all reports created. *Keep in mind the sensitive data and consider if this user needs access to that data.* **Edit Reports** means the user is able to view and change data in a variety of reports. **Secure File Administration** means the user can create, password protect, upload and share files created from the data found in the CDR system.

County Administration

View of Update County Information Screen

The screen shot below is used to update information related to the missing reports email notice and to the Friday reminders email. An email is automatically sent to schools that fail to submit their weekly numbers. There is an optional function to allow sending of a Friday friendly reminder to submit weekly numbers. This form allows you to configure aspects of the email. You can turn **On** or **Off** whether to send a notice(s). (Choosing **Off** would apply to schools in the summer for example.) If you forgot to turn on the send function, you can use the links on your main menu. The Email Sender is the name you want displayed as the sender of the email being received by the school. You can also create the subject lines as well as the bodies of the emails here.

Demo County Community Health

Edit County

* indicates required field

* E-Mail Sender:	<input type="text" value="Demo County Health Department"/> (Name, not e-mail address)
Send Missing Reports to Childcare Facilities:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Send Missing Reports to Schools:	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Missing Report Subject:	<input type="text" value="Demo County Online School Reporting"/>
* Missing Report Body:	<input type="text" value="Your facility did not report the number of sick children to us for last week. Please call Fred Smith at 269-555-1212 with these statistics as soon as possible - even if you had no illness to report."/>
Send Friday Reminders to Childcare Facilities:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Send Friday Reminders to Schools:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Friday Reminder Subject:	<input type="text"/>
Friday Reminder Body:	<input type="text"/>

Files

Administrator's View of Secure File Upload Screens

Demo County Community Health

Uploaded Files

Select a file to be uploaded, and enter a password for this file. You must remember this password, as it will not be displayed.

File:

Password: (6 characters minimum)

Password (verify):

The above screen shot is a view of the Secure File Upload tools. You may browse your computer to locate, attach a file for upload and then assign a password to the file so that nobody can download it unless you have given them the password. The tool will automatically assign and display a web address (URL) for each file you upload. **For security sake, (1) do not leave files you uploaded on the server when they are no longer needed. (2) Never send an email to anyone containing both the password and the URL of the file on the server. (3) Never send any password via email.** You may send the email with the URL but you must call the user with the needed password.

The screen shot below shows the uploaded file, the date it was uploaded, the URL you will copy and give to those you share the file with, and a delete link. For security sake, be sure to delete the file after it no longer is necessary to be further distributed.

Demo County Community Health

Uploaded Files

Currently uploaded files

File	Uploaded	URL	Action
06_AV&TV.XLS	08/23/2009 01:32pm	https://www.communicablediseasereporting.com/demo/download.php?file=9-44a39708773c16c8376943047acf8a62	Delete

Select a file to be uploaded, and enter a password for this file. You must remember this password, as it will not be displayed.

File:

Password: (6 characters minimum)

Password (verify):

Account Administration

All County Users' View of Update Account Information

The screen shot below is available to all users to edit their general account information such as password or email address (should it change). When county users login to their password protected tools page, a link to this form is displayed along with the links to the other assigned functions. Notice that in this view the user cannot see their password. Only you can see it on the Add/Edit School screen.

Demo County Community Health

Account Information

* indicates required field

* Password: (6 characters minimum)

* Password (verify):

E-Mail:

Tools Summary

Schools and Reports

Edit Schools users & View Reports	Add new schools or Edit existing school information. Add school users or Edit their user accounts. Section 2 view/edit and totals search . (includes Date, Influenza Like Illness, Gastrointestinal Illness, Unknown Influenza, Cold/Bronchitis, Fever, Fifth Disease, Impetigo, Lice, Mononucleosis, Pink Eye, Ring Worm, Scabies, Scarlet Fever / Strep Throat, Sore Throat, Other, Closed due to Illness) Results can be viewed as web page or downloaded as CSV
Totals Report	Countywide report of all illness by date range (includes Date, Influenza Like Illness, Gastrointestinal Illness, Unknown Influenza, Cold/Bronchitis, Fever, Fifth Disease, Impetigo, Lice, Mononucleosis, Pink Eye, Ring Worm, Scabies, Scarlet Fever / Strep Throat, Sore Throat, Other, Closed due to Illness) Results can be viewed as web page or downloaded as CSV
Section 2 Report	Search by date range. Report indicates names of students missing school as a result of a communicable disease. The report includes Date, School, Student, Birth Date, Phone, Address, Parent, Grade, Disease, First Absent, Diagnosed By Results can be viewed as web page or downloaded as CSV
Sections 3, 4 and 5 Summary Report	Date range search School, Influenza Like Illness, Gastrointestinal Illness, Unknown Influenza, Cold/Bronchitis, Fever, Fifth Disease, Impetigo, Lice, Mononucleosis, Pink Eye, Ring Worm, Scabies, Scarlet Fever / Strep Throat, Sore Throat, Other, Closed due to Illness Results can be viewed as web page or downloaded as CSV
Influenza Like Illness Report	Date range search. Results can be viewed as web page or downloaded as CSV. Gives one line per school and one column for each reporting date within the selected date range.
Gastrointestinal Illness Report	Date range search. Results can be viewed as web page or downloaded as CSV. Gives one line per school and one column for each reporting date within the selected date range.
Unknown Influenza Report	Date range search. Results can be viewed as web page or downloaded as CSV. Gives one line per school and one column for each reporting date within the selected date range.
Nothing to Report Report	Date range search. Results can be viewed as web page or downloaded as CSV. Gives school name and the number of times the school reported "Nothing to Report" during your selected time parameters.
Missing Report	Date range search. Results can be viewed as web page or downloaded as CSV. Lists all schools in county who failed to report for the previous week.

Tools Summary (*continued*)

User Administration

Manage Users Add/edit, enable/disable or delete users. Change passwords and authorize levels of user access.

County Administration

Update County Information Create email content for Missing Report email sent to schools when they fail to report.
Create email content for Friday Reminder email sent to schools reminding them to report.
Turn on and turn off auto functions for vacations or other reasons.

Send Missing Reports to all Schools Manual trigger to launch emails to schools that failed to report.

Send Friday Reminder to all Schools Manual trigger to launch emails to schools reminding them to report.

Files

Secure File Uploads For sharing secured Communicable disease data.
Select a file to upload, create password for file.
Communicate Password (via telephone) and URL to recipient of data.
Delete file after received on other end for security reasons

Account Administration

Update Account Information Access to your user account info. You can edit password or email address.