


# School Communication Portal

## Access to the School Communication Portal

Log into Internet and enter the following Web address (URL)  
<https://land.oakgov.com/CDR/> in the web browser (address bar).

- To add a new user call 248-858-5272.
- To reset a current password please call the IT support center at 248-858-8812.

**Login**



### NOTICE TO EXTERNAL OAKLAND COUNTY CUSTOMERS

Effective 3/26/14, external users will no longer be able to access this system using their old password.

External users were sent an email from [ServiceCenter@Oakgov.com](mailto:ServiceCenter@Oakgov.com) containing a "One-Time Use" password.

**Be sure to use this "One-Time Use" password as your "Old" Password for the purpose of activating your new account!**

To start the process, login below using your Standard Oakland County User ID and the One-Time Use password from the email.

Having Problems? Please call the IT Service Center at (248) 858-8812 for assistance.

Username:

Password:

[Login and Password Help](#)

Warning: This is a private network. Trespassers will be prosecuted to the full extent of the law.

## Home Page

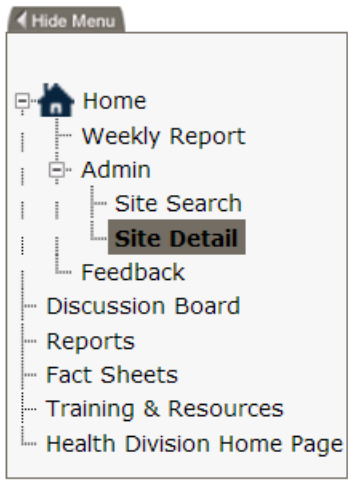
The screen below is known as the home screen. Each time you login to the School Communication Portal you will see this screen.



If there are any messages you will see them under the Messages section. Oakland County will use this section to provide notifications and alerts to the users of the system.

## Left Navigation

On each page there are links to move between pages.



## Site Search

Site search will list all the schools that your username is associated with.

**Search Options**

Name

Type

City

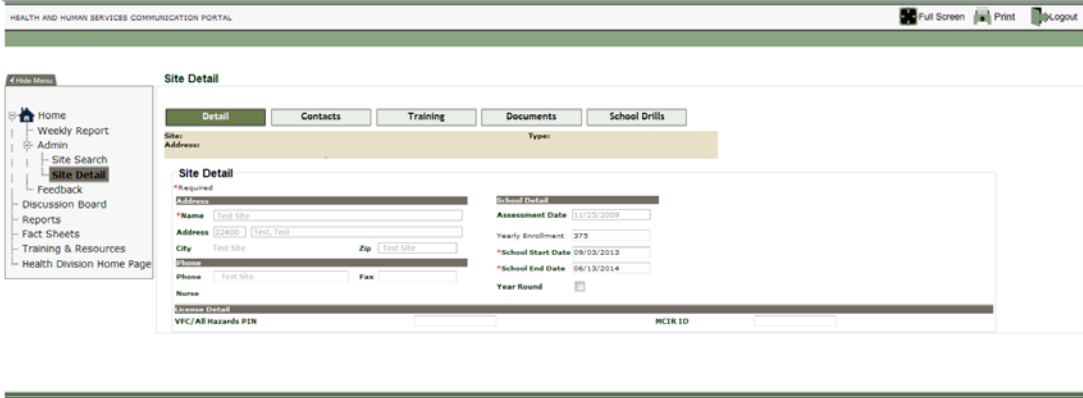
District

**Search Results**

	Name	District	Type	City
<a href="#">Select</a>	IT Test Site	Almont	Public	Wolverine Lake

## Site Detail

Site detail is the page that provides detailed information about each of the sites. The initial demographics are added by Oakland County. Fields that can be edited by the users of the school are yearly enrollment, school start date and end date, main phone number and fax number.



## Contacts

The contacts tab lists all users and non-users associated with each school. Site contacts are users that have access to the Health and Human Services Communication Portal (School Portal). Additional contacts are used to provide Oakland County an up-to-date contact list for each school.

Note: Periodically please check contact information to ensure this information is the most up to date for your school. Users have the ability to modify any information in the additional contacts section.

**Site Contacts**

Contact	Email	Phone	Alternate Phone	Contact Type	Contact Level
<a href="#">Edit</a> Caryn Thompson	thompsonc@oakgov.com	248-858-4166		CD Liaison	

**Additional Contacts (Non-System Users)**  
No Additional contacts.

**Add Additional Site Contact**

\* First Name

\* Last Name

Email

\* Phone

Alternate Phone

Fax

Contact Type

Contact Level

To add a new contact for your school, just complete the fields under Add Additional Site Contact and select submit. This will add the contact to the screen.

Additional Contact successfully added.

#### Site Contacts

Contact	Email	Phone	Alternate Phone	Contact Type	Contact Level
<a href="#">Edit</a> Caryn Thompson	thompsonc@oakgov.com	248-858-4166		CD Liaison	

#### Additional Contacts (Non-System Users)

	First Name	Last Name	Email	Primary Phone	Alternate Phone	Fax	Contact Type	Contact Level
<a href="#">Edit</a> <a href="#">Delete</a>	Leigh-Anne	Stafford		248-555-1212			Secretary	Primary

To edit a contact that is in the Additional Contacts list, the user should select edit and modify the information you wish to change. After editing the information, select submit and the information will be modified.

To delete a contact just simply select delete. The system will alert you, asking if you really want to delete. Select yes if you want to delete, or select cancel to keep the contact.

## Training

The training section will list trainings, school personnel have attended. Oakland County Health Division staff will be responsible for adding the trainings.

#### Site Training

**Detail** | **Contacts** | **Training** | **Documents** | **School Drills**

Site: Test, Test      Type: Non-public

Address:     

Show:  All    User

No Training added.

#### Add Training

\* Training Type [Select]

\* Date of Training

Attendees:  Kristin Ahrens  Kristin Ahrens

Notes

## Documents

The documents section is an area for Oakland County to store important documents for the users to view. After selecting Documents, the page will reload and any documents associated with your school will be available for your viewing.

## Documents

Detail	Contacts	Training	Documents	School Drills
<b>Site:</b>	Detroit Country Day Middle		<b>Type:</b>	Non-public
<b>Address:</b>	22400 Hillview Ln Beverly Hills, 48025			
No Site Documents Available.				

## Feedback

Feedback allows users of the system to communicate issues or questions to different areas within Oakland County Health Division. When you select feedback on the left navigation the screen will load and the information stored on the user logged into the Communication Portal will load in the Name, Email and Phone fields. The user should select the Subject, type the question or comments in the comment box and select submit.

Note: Please allow 3 working days for a response and DO NOT include any student Private Health Information.

### Feedback

Federal law severely restricts the disclosure of Protected Health Information (defined as an identified person's current or past health condition and/or treatment records) under most circumstances without the prior written consent of the person whose PHI is in question. For that reason, Protected Health Information should only be transmitted in the weekly report, which has appropriately restricted access, not in the feedback section.

Please allow 3 working days for a response. If an immediate response to feedback is needed please contact the Oakland County Health Division by phone.

Subject:

Name:

Email:

Phone:

Comments:

## School Drills

Requirements:

- Enter the entire schedule by September 15 of each school year
- Conduct 5 Fire Drills, at least three by December 1 and 2 during part of the school with reasonable spacing between drills
- Conduct 2 Tornado Drills, at least one in the month of March
- Conduct 3 Occupant Restricted to Building Drills, at least one by December 1 and one after January 1

Prior to September 15, go to "Add Additional Drill" and select the drill type, date and time. Once you have entered all the required drills, they will remain in the system as the schedule for the year. Schools will receive an error message if you do not enter the schedule according to the dates outlines above is specified in the House Bill No. 4713.

School Drills

- Detail
- Contacts
- Training
- Documents
- School Drills

Site:  
Address:

School Year  
School Year 2014-15

**FIRE DRILL**  
5 Drills required.  
No Drills Scheduled.

**TORNADO DRILL**  
2 Drills required.  
No Drills Scheduled.

**SHELTER DRILL(Active Shooter / Occupant restricted to building)**  
3 Drills required.  
No Drills Scheduled.

[Show Status History](#)

**Add Additional Drill**

\* Drill Type

Scheduled Date and Time

In the event the drill needs to be canceled (storms, power outages, water failure, etc.) you can reschedule the drill within 10 days of the original date by clicking the word "Edit" next to the original date.

Throughout the year as the drills are completed, you can go to the "Edit" box next to each scheduled date and enter the Actual drill date information.

School Year  
School Year 2014-15

**FIRE DRILL**  
5 Drills required.

	Scheduled	Actual	Created By	Created	Updated By	Updated Date
<a href="#">Edit</a>	4/14/2015 9:00 AM		Stoddard, Sara	6/30/2014 4:54 PM		
<a href="#">Edit</a>	11/28/2014 3:00 PM		Stoddard, Sara	6/30/2014 4:54 PM		
<a href="#">Edit</a>	10/21/2014 12:00 PM		Stoddard, Sara	6/30/2014 4:53 PM		
<a href="#">Edit</a>	9/3/2014 10:00 AM		Stoddard, Sara	6/30/2014 4:52 PM		
<a href="#">Edit</a>	5/21/2015 11:00 AM	5/21/2015 11:00 AM	Stoddard, Sara	6/30/2014 4:54 PM	Stoddard, Sara	6/30/2014 5:04 PM

**TORNADO DRILL**  
2 Drills required.

	Scheduled	Actual	Created By	Created	Updated By	Updated Date
<a href="#">Edit</a>	4/8/2015 10:00 AM		Stoddard, Sara	6/30/2014 4:58 PM		
<a href="#">Edit</a>	3/11/2015 1:00 PM		Stoddard, Sara	6/30/2014 4:55 PM		

**SHELTER DRILL(Active Shooter / Occupant restricted to building)**  
3 Drills required.

	Scheduled	Actual	Created By	Created	Updated By	Updated Date
<a href="#">Edit</a>	2/19/2015 9:00 AM		Stoddard, Sara	6/30/2014 5:00 PM		
<a href="#">Edit</a>	1/13/2015 3:30 PM		Stoddard, Sara	6/30/2014 5:00 PM		
<a href="#">Edit</a>	10/28/2014 9:00 AM		Stoddard, Sara	6/30/2014 4:59 PM		

[Show Status History](#)

**Edit Additional Drills**

\* Drill Type

Scheduled Date and Time

Actual Date and Time

Reports showing if a school complied with the outlined dates and requirements of the law will be sent to local emergency management, police and fire departments. Once of those agencies will be contacting the school as a follow-up to all non-compliant reports.

## Communicable Disease Weekly Report

The weekly report is started by selecting Weekly Report from the left navigation menu.

### 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 Case 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.

If you have any questions, please contact Oakland County Communicable Disease Unit at 248-858-1286.

School Type:

City:

School:

Reporting Period:

No Cases to Report  No School in Session

Disease	Number of cases (Use Week Total OR daily tally)					
	Week Total	Monday	Tuesday	Wednesday	Thursday	Friday
Strep Throat <u>Definition</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stomach Virus <u>Definition</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flu Like Illness <u>Definition</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please call the Communicable Disease Unit **immediately** at 248-858-1286 for **Measles, Rubella, Pertussis, Mumps, Tuberculosis, Hepatitis, Meningitis or any other serious illness.**

Highlighting indicates a required field.

Disease:

First Name:  Last Name:

Street Number:  Street Name:

City:  State:  Zip:

Birth Date:  Date First Absent:  Sex:

Phone 1:  Phone 2:

Click to submit the report for the week.

The schools registered in your username will populate in the school drop down.

School:

If you are only responsible for 1 school you will not need to change the school. If you have multiple schools you must select the school you are reporting.



The reporting period will default to the current reporting week. The system allows the user to change and report two prior weeks by changing the reporting week in the drop down.

Reporting Period:

If there are no cases to report for the week the user can select the check box next to the No Cases to Report and select submit at the bottom of the screen.

**No Cases to Report**

If the school is not in session for a week/weeks select the correct reporting week and check the No school in session check box.

**No School in Session**

For the aggregate communicable diseases: strep throat, stomach virus and flu like illness the user can select two ways to enter the data.

1. A total number of students absent can be entered for a week total  
or
2. The number absent can be entered and saved each day

Disease	Week Total	Monday	Number of cases (Use Week Total OR daily tally)		
			Tuesday	Wednesday	Thursday
Strep Throat	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stomach Virus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flu Like Illness	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To report any other diseases listed in the disease drop down select the disease and complete the additional demographic information. This information can be entered daily and saved for submittal at the end of the week.

Highlighting indicates a required field.

Disease:

First Name:  Last Name:

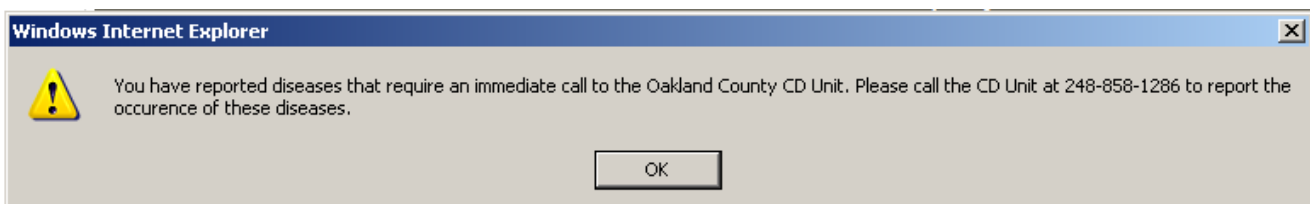
Street Number:  Street Name:

City:  State:  Zip:

Birth Date:  Date First Absent:  Sex:

Phone 1:  Phone 2:

Note: Some diseases in the drop down require immediate notification to the Oakland County CD Unit. When these diseases are entered in the bottom section, a pop up box will appear to remind the user to call immediately.



If the user doesn't complete all the necessary sections when entering a disease from the drop down and the user tries to save or submit the program will notify the user the sections that were missed.

Note: If this red box appears after save or submit is selected, the information has not been saved or submitted and the necessary sections should be completed and saved or submitted again.

#### Weekly Report

**Please correct the following errors:**

- No Cases to Report is not checked and no cases are reported.
- Date of Birth is required.
- Date First Absent is required.
- City is required.
- Zip is required.
- Phone 1 is required.
- Sex is required.

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:

City:

School:

Reporting Period:

A school can choose to enter and save data each day. After the week is completed the user should select submit.

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Click to submit the report for the week.

The following message will appear when the report has been submitted successfully. Each school is expected to submit a weekly report for each week the school has students attending.

#### Weekly Report

**Report submitted successfully for the week.**