

Instructions for Reporting Influenza in QuickBase 2022-2023 Flu Season

For questions specific to Influenza or Influenza-Like Illness reporting please contact Nuri Hamby at njhamby@tarrantcounty.com or 817-753-0876.

For COVID specific questions please call the COVID hotline: 817-248-6299.

1. To report Influenza-Like Illness/COVID-Like Illness go to: <https://tcph.quickbase.com/db/bgraushuu>
2. On the homepage you will choose the third option to fill out an ILI report. **Please note that if you are not in the system as a School Point of Contact, you will need to register as one first. See “Instructions for Registering as a School Point of Contact” document to do this.**

[Click Here to Register as a School Point of Contact](#)

Be sure to register as a point of contact before submitting a report for a new or suspected case or a new influenza like illness report. This is your first step in submitting information. You only need to register once.

[Click Here to Enter a New / Suspected Case of COVID-19](#)

Do not wait to submit a suspected case until you have all the needed contact lists and seating charts. You can always submit them after via encrypted email to SchoolReport@tarrantcounty.com. Here is a [link to a template](#) contact list for you to use. If using Microsoft outlook to send an encrypted email put **encrypt** in the subject line.

The other option is to password protect the contact excel file. Then send the password to us in a separate email so that we can access it. To password protect an excel file click on File - Click Info - Click Protect Workbook - Select Encrypt with Password. Warning, if you lose or forget the password it cannot be recovered.

If you have questions about a submitted case report or contact list or have questions about how to email us securely, please contact the Tarrant County COVID-19 Hotline at **817-248-6299**. Select option 6 to speak to a member of the school investigation team.

[Click Here to Enter a New Influenza Like Illness Report](#) 

Please submit individual surveillance reports for each school day. Data must be entered for one day at a time – NOT a whole week. Data can be submitted all at once at the end of the week, but it must be individually submitted for each day. Please begin reporting Monday, September 28th.

3. Search and select your school name. You can search by the name of your school or the address. If your school is not on the list, contact the Influenza Surveillance Specialist, Nuri Hamby: njhamby@tarrantcounty.com.

Please complete this form daily for your school campus.

Reporter Information

School Name	<input type="text" value="Search and select"/>	
POC - District or School		POC - School Name
POC - Primary Contact Last Name		POC - Primary Contact First Name
POC - Regular Job Title		<input type="text" value="Search and select"/>

4. After selecting your school, search for your first name. The other information will auto fill when you select your name. If you are not in the system as a point of contact follow the directions in the “Instructions for Registering as a School Point of Contact” document to be added to the system.

Please complete this form daily for your school campus.

Reporter Information

School Name

POC - District or School

POC - Primary Contact Last Name

POC - Regular Job Title

POC - School Name

POC - Primary Contact First Name

- Complete the daily report for each school day. As a reminder, Influenza-Like Illness or ILI is defined as fever of 100 degrees Fahrenheit or greater with a cough and/or a sore throat. ****Some cases of COVID will have similar symptoms. Please include all students whose illnesses include fever and cough and/or sore throat, so long as the individual has not reported a positive COVID test or physician diagnosis at the time of your report. If you get information later that a student you reported with ILI symptoms is positive for COVID, you do not need to submit a new report. We understand that some of the numbers will include students who later are diagnosed with COVID and we will just be looking at overall trends.**

Daily ILI Report

What date are you entering information for?

Fill in the date you are reporting for

Has your total or in-person school enrollment changed from the numbers below by more than 10?

The enrollment numbers below (total and in-person) will auto fill when you select your school name. If you select "Yes" for your enrollment changing by more than 10, another text box will appear for you to enter the updated enrollment number(s).

School - Enrollment
644

School - In-Person Enrollment

Report absences for students only.

Total Absences for the Day

Influenza-Like Illness or ILI is defined as fever of 100 degrees Fahrenheit or greater with a cough and/or a sore throat.

**Some cases of COVID will have similar symptoms. Please include all students whose illnesses include fever and cough and/or sore throat, so long as the individual has not reported a positive COVID test or physician diagnosis at the time of your report.

Absent due to ILI

Total students seen by nurse

Students seen by nurse with ILI

Report total absences, absent due to ILI (refer to definition above), total nurse's office visits, and nurse's office visits due to ILI.

Do you have any other comments or observations about the health in your school?

Add comments if needed. Comments could include other observations that contribute to large absences such as weather or increased stomach bug symptoms. If you are re-submitting a previous report with a correction please make a note of that in the comments so I know to delete the old report.



6. When you have completed the report, click the button on the bottom or the top right of the page.



7. If you need to enter another report you can click the button on the top right of the page. You will have to select your school and your name as the POC each time you submit a new report.