Yolo County Health & Human Services Agency Community Health Branch – Infectious Disease Unit

GI REPORTING LIST ("Line List")

PROCEDURES

PROCEDURES FOR FILLING OUT LINELISTS

- ✓ Only one school per line list. You may use additional pages if needed and please NUMBER the pages at the top.
- ✓ School name on every page
- ✓ Submission Date top right corner
- ✓ List only NEW or REPEAT cases of GI illness for that date of submission.

PROCEDURES FOR SUBMITTING LINE LISTS

- ✓ Below is a fillable template. Please TYPE or PRINT CLEARLY.
- ✓ Send line lists DAILY.
- ✓ We have one FAX line for all communicable disease reports. After school is the busiest time for line list submissions, so consider other times to fax. Confidential FAX: 530-669-1549.
- ✓ A few tips other reporting tips:
 - o Keep faxes to 6 pages

Yolo County Health & Human Services Agency Community Health Branch – Infectious Disease Unit

School Name/District	Submission Date	Page of
Submitted by:	Contact info (phone and email)	
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School Line List of Persons with Gastrointestinal Illness

Fax to Yolo Count HHSA – Infectious Disease Unit at (530) 669-1549 (this is a confidential fax #)

Or email Katie.Kelsch@yolocounty.org to receive an encrypted email for line list submissions.

	Age	Sex (M/F)	Date Illness began (approx.)	Signs/Symptoms (Y/N/U)				COMMENTS
Student/Staff Name (Last, First)				Fever	Nausea	Vomiting	Diarrhea	Please note the following: ✓ Individual is a staff member ✓ Went to the Emergency Room ✓ Was Hospitalized due to illness/symptoms ✓ Reported a Positive Norovirus test

NOTE: ONE school per line list and report only NEW CASES or REPEAT CASES for each daily submission