

**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:
 - Keep faxes to 6 pages

