

# Local County Health Department

## Action Dates

Approval: \_\_\_\_\_

Revisions: \_\_\_\_\_

Effective: \_\_\_\_\_

Next Review: \_\_\_\_\_

Policy Title: Surveillance and Reporting of Communicable Diseases and Conditions  
No. [Example X.XXX-0X]

**Purpose:** This policy sets the standard for the health department to engage in communicable disease surveillance and reporting within their jurisdiction.

**Policy:** The local health department will conduct surveillance for reportable communicable diseases and conditions according to local and state laws and in accordance with the recommendations of the Centers for Disease Control and Prevention.

The authority for this policy is derived from NCGS § 130A-5 (Duties of the Secretary) and § 130A-41 (Powers and duties of local health director) and 10A NCAC 41A (Communicable Disease Control).

### Approvals:

_____	/ /
Director of Nursing	Date Signed
_____	/ /
Medical Director	Date Signed
_____	/ /
Health Director	Date Signed

### Procedure:

1. The health director will assure that a trained surveillance staff is available to conduct active and passive surveillance for reportable diseases and conditions and other diseases affecting the public health.
2. Surveillance staff will be able to function in both paper-based and NC EDSS environment.
3. Surveillance staff will notify and inform all health care providers in their county of the duty to report communicable diseases.
4. Staff will educate health care providers in their county as to the method of reporting communicable diseases to the local health department and provide them with access to the necessary reporting forms.
5. The health director will assure that the staff has a secure facility equipped with the electronic technology required for surveillance activities.
6. The health director may request regional, state, and/or federal resources to assist in communicable disease surveillance and reporting, especially during outbreaks of communicable disease.
7. Immediate investigation of reportable diseases and conditions will be followed by prompt reporting to the NC Division of Public Health. Some diseases are immediately reportable to the DPH by telephone, others within 24 hrs of report to the LHD, and others within 7 days. Refer to NCAC 10A NCAC 41A .0101 and .0103.
8. Staff will analyze surveillance data quarterly and incorporate analysis of data into bi-annual community assessment profile. Data will be used to monitor health status of the community and implement public health control measures as needed.

### Definitions:

**Active surveillance:** the ongoing systematic collection and analysis of data about a specific disease or condition where the information is collected in real time by a trained observer

**Passive surveillance:** the ongoing systematic collection and analysis of data about an infectious disease as reported by health care providers in the routine practice of medical care

**Surveillance staff:** Communicable disease program staff (data entry clerks, clinicians, epidemiologists, etc.)

**NC-EDSS:** North Carolina Electronic Disease Surveillance System

### Historical Notes: [local use]

**See also related policies:** [local use – example: Training, Confidentiality and HIPAA, Communicable Disease Investigation, Communicable Disease Control Measures]