



## Case Log Directions

1. Complete name of county, full name of facility and outbreak number.
2. COMPLETE full name of ill resident or staff. (This is essential in getting lab results, etc.)
3. Provide age and gender of ill person. (This is important to characterize the outbreak)
4. Document Resident with room number or Staff with job duty code.
5. List date and time of onset.
6. Document all signs & symptoms with a checkmark.
7. Fill in duration of vomiting or diarrhea (which ever lasted longer). Indicate if ill person missed work (staff), was seen by a medical provider, in the ER or hospitalized overnight and if patient died (further information would be gathered to determine what role outbreak illness played in the case of a death).
8. Case log should be faxed to Cuyahoga County Board of Health, Epidemiology, Surveillance, and Informatics at 216-676-1316.