Using the Online Outbreak Notification Report Site

1st Revision: February 2023

Introduction

The Online Outbreak Notification report is a streamlined submission via the use of a secure SharePoint site that provides a user-oriented data submission process. For more information go to the Online Outbreak Notification Report | Public Health Ontario web page.

Sign Up: Create a PHO Account

1. Go to Account Registration and sign up using your current work e-mail address by following the prompt. Please note, health unit users should not sign up for a PHO account using a non-work related or personal email address (such as @gmail.com or @outlook.com), as the online outbreak notification process has been reviewed with PHO's Privacy Office and should only be used for work related purposes.

2. If you already have a PHO account, you can skip this step.

Get Access: Inform PHO's Laboratory of your Registration

1. After successfully signing up for a PHO account, e-mail your full name, professional title, and the e-mail address that corresponds to your account to phol.outbreaknotification@oahpp.ca.

2. Access will be granted to the secure Outbreak Notification Form SharePoint site and you will be sent a confirmation e-mail.

Note: Public Health Ontario collaboration sites are hosted in the Ontario Government's secure data centre and have been assessed for privacy.

Submitting a New Outbreak, Suspected Outbreak or Investigation Notification

1. Once logged onto the SharePoint site, click **'New Outbreak Notification'**.

2. Complete all information fields.

3. Select the name of the public health unit from the drop down menu.

4. The year is pre-populated to the current year but can be changed manually by using the drop down menu.

5. When completing the **'Outbreak Number'** field, enter only the unique 5 digit outbreak number.

6. Use the drop down menu to select the **'Outbreak Class'** and **'Outbreak Facility Type'**. Please ensure the digits in the **'Outbreak Number'** and the **'Outbreak Facility Postal Code'** sections are in the correct format before submitting the form.

7. Once all fields have been completed, click the **Save** button in the top left corner.

8. To receive an e-mail copy of the notification report, simply check off the box on the left of Email Notification.

9. To submit an additional **Outbreak Notification Alert**, click the **'Add new item'** icon in the bottom left corner. Repeat steps 2 to 5 to complete the **Outbreak Notification**.

Note: Do not include any personal health information. For additional information that is not part of the mandatory fields, please include it in the 'Notes' section.

Updating an Existing Outbreak Notification

1. Once logged in, click **'Update Previously Submitted Outbreak Notification'**.

2. Select the outbreak that needs to be updated by clicking on the edit icon in the far left column.

3. Enter the updated information in the field(s) and click the **Save** button at the top left corner.

4. To receive an e-mail copy of the notification report, simply check off the box on the left of the Email Notification.

5. For questions or more information, contact phol.outbreaknotification@oahpp.ca.

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Public Health Ontario

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For more information about PHO, visit publichealthontario.ca.

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