

MARYLAND DEPARTMENT OF HEALTH
CENTER FOR HEALTHY HOMES AND COMMUNITY SERVICES
YOUTH CAMPS

Instructions for Submitting Annual Report Electronically

The Annual Report is due within 4 weeks of the end of camp. Please enter the report online. Go to the website:

<https://envhlthlicensing.health.maryland.gov/Account/Login>

Start with **Click here to Register**

Create a User Name and Password

You will need your Certificate Number and your Serial Number from your last certificate or letter of compliance. Contact the office at 410-767-8417 if you don't have it.

You will be able to see the status of your license and enter your Annual Report.

Entering information on the report:

- Enter one week of camp per line;
- All dates must be in the mm/dd/yyyy format, such as, 06/19/2017;
- You don't enter the Camper Days because when you use the Calculate button at the bottom, it will do the math for you;
- Please see the chart: Required Health Reports, COMAR 10.16.07.06 for what counts as a "Reportable" incident;
- The current Annual Report has a column for medication errors and epinephrine administration;
- The column "# of Epinephrine" is if you had to administer an auto-injectable epinephrine, not the number brought to camp;
- If you have any "Reportable" incidents, **do not try to enter the "Incident Report" online. It's not ready yet, sorry!**
 - Submit a copy of the "Incident Report Form", (without the Name on it) separately;
- You must enter the Name, Phone Number, and Email of the person completing the report;
- Then Submit!