

Updated K-12 School and Child Care COVID-19 Reporting Guidance

1 / 6 / 2 0 2 2

Implementation of general reporting requirements for K-12 schools and child care providers

The Minnesota Department of Health (MDH) is simplifying the COVID-19 test result reporting process for school and child care staff. Improved reporting of positive and negative results helps MDH and the CDC monitor COVID-19 case levels across the state and country. Local case-level data can help schools and child care providers take more effective actions to stem the spread of the virus in their communities.

Whether to report and which reporting system to use

Tested at school/child care:

- If the test was **administered and processed at school or a child care facility** (e.g., BinaxNOW professional, Cue professional), report using [MDH RePortal \(reportal.web.health.state.mn.us/mncts/login\)](https://reportal.web.health.state.mn.us/mncts/login) for **all** results – positive and negative – **within 24 hours**.
- If a test was **administered at school/child care facility and processed by an external lab** (e.g., Vault, Midwest Coordination Center), report positives using the REDCap survey: [COVID-19 Case Report Form for K-12 Schools, Childcares, and Youth Programming \(Camps, Sports, Extracurricular Activities\) \(redcap.health.state.mn.us/redcap/surveys/?s=AD9CT3P3NNFY4A4E\)](https://redcap.health.state.mn.us/redcap/surveys/?s=AD9CT3P3NNFY4A4E). **Do not** report negative results received from an external lab.

Tested outside of school/child care facility (at home, pharmacy, lab, clinic, community testing site, etc.):

- If the result was positive, report using the REDCap Survey: [COVID-19 Case Report Form for K-12 Schools, Childcares, and Youth Programming \(Camps, Sports, Extracurricular Activities\) \(redcap.health.state.mn.us/redcap/surveys/?s=AD9CT3P3NNFY4A4E\)](https://redcap.health.state.mn.us/redcap/surveys/?s=AD9CT3P3NNFY4A4E). **Do not** report negative results from tests administered and processed at facilities outside of schools or child care facilities.

Specific instructions are provided below for each reporting system.

Reporting tests completed at school or child care via RePortal

Step 1: Complete RePortal spreadsheet

MDH has Excel spreadsheet templates for schools and child care providers for BinaxNOW professional and Cue tests:

- [MDH COVID-19 Test Reporting Spreadsheet for Schools – Abbott BinaxNow COVID-19 Ag Card \(www.health.state.mn.us/diseases/coronavirus/schools/schoolbinax.xlsx\)](http://www.health.state.mn.us/diseases/coronavirus/schools/schoolbinax.xlsx)
- [MDH COVID-19 Test Reporting Spreadsheet for Schools – Cue testing \(www.health.state.mn.us/diseases/coronavirus/schools/schoolcue.xlsx\)](http://www.health.state.mn.us/diseases/coronavirus/schools/schoolcue.xlsx)

Refer to [COVID-19 Testing During the 2021-22 School Year: Reporting \(www.health.state.mn.us/diseases/coronavirus/schools/testing.html#report\)](http://www.health.state.mn.us/diseases/coronavirus/schools/testing.html#report).

If a school or child care provider is using an alternative test that will be administered and processed at school or child care, email MDH at Health.COVID-19.Case.Intake.Team@state.mn.us to request an updated spreadsheet for the specific test being used.

A new spreadsheet for each test type must be used each day testing is conducted. Choose the appropriate spreadsheet based on the type of test (Cue, BinaxNOW). Only use the spreadsheet provided by MDH. These spreadsheets are designed to work with RePortal. Do not change or modify the columns or column headers. Some columns are pre-filled with information for the type of test; do not change this information.

School and child care reporters should make a copy of the template for each day testing is completed and add the date at the end of the file name (for example, School Cue 11102021.xlsx). If no testing is completed on a given day, a spreadsheet does not need to be submitted for that day.

Do not mix spreadsheets if using multiple types of tests. All results from the same type of test should be submitted via the same spreadsheet.

The criteria for each case to be completed is presented below. **Yellow** columns indicate that information is required. **Blue** columns indicate that information is optional. However, provide this information if you have it. When completing this spreadsheet, the school or child care is the considered the testing lab (Column A) and ordering provider (Columns T-Z) and the student/child or staff being tested is the patient.

Spreadsheet guide

Column	Column name	Description
A	Testing_lab_name (required)	The name of the school/child care at which the student/staff attend or work.
C	Patient_ID (required)	Can be the assigned unique student/staff ID# or written as "student," "staff," or "child."
D	Patient_last_name (required)	The student/child/staff's last name.
E	Patient_first_name (required)	The student/child/staff's first name.
F	Patient_middle_name (optional)	The student/child/staff's middle name or initial, if known.

UPDATED K-12 SCHOOL AND CHILD CARE COVID-19 REPORTING GUIDANCE

Column	Column name	Description
G	Patient_race (optional)	Use dropdown menu to select student/staff's race.
H	Patient_DOB (required)	The student/child/staff date of birth in MM/DD/YYYY format.
I	Patient_gender (optional)	Use drop-down menu to select student/staff gender.
J	Patient_ethnicity (optional)	Use drop-down menu to select student/staff ethnicity.
L	Patient_street1 (required)	Student/child/staff current address line 1.
M	Patient_street2 (required)	Student/child/staff address line 2.
N	Patient_city (required)	Student/child/staff city of residence.
O	Patient_county (optional)	Student/child/staff county of residence.
P	Patient_State (required)	Student/child/staff state of residence.
Q	Patient_zip_code (required)	Student/child/staff five- or nine-digit ZIP code.
R	Patient_home_phone (optional)	Parent/guardian/staff home phone number. (important for reaching and interviewing cases)
S	Patient_cell_phone (optional)	Parent/guardian/staff's home phone number. (important for reaching and interviewing cases)
T	Ordering_provider_name (optional)	First and last name of school/child care nurse/reporter or whomever conducted the test.
U	Ordering_provider_street (optional)	School/child care street address (may be different from nurse/reporter address).
V	Ordering_provider_city (optional)	City where school/child care is located.
W	Ordering_provider_stat (required)	State where school/child care is located.
X	Ordering_provider_zip_code (optional)	School/child care ZIP code.
Y	Ordering_provider_phone (optional)	School nurse/reporter's office phone number. Use the format (nnn-xxx-xxxx)
Z	Ordering_facility_name (required)	Where the test was administered, which may or may not be a different school/child care location than the one the student/child/staff attends.
AB	Test_performed_description (required)	Refers to the test type. Field has been prefilled based on the test type. Do not edit.
AE	Test_result_description (required)	Use drop-down box to select the appropriate test result. Pick from positive, presumptive positive, not detected, or invalid.
AH	Date_result_released (required)	Date test was performed. (Same date as that of column AI for rapid tests (Cue and BinaxNOW)). Accepted format is MM/DD/YYYY.

Column	Column name	Description
AI	Speciment_collection_date (required)	Date test was performed. (Same date as that of column AH for rapid tests (Cue and BinaxNOW)). Accepted format is MM/DD/YYYY.
AK	Specimen_type_description (required)	Information on specimen type. Already prefilled based on the test type being used. Do not edit.
AM	Comments (required)	Used to collect last date the student/child/staff attended school/child care. <ul style="list-style-type: none"> ▪ For positive test results, enter last date student/child/staff attended school/child care, using MM/DD/YYYY format. ▪ For presumptive/inconclusive results, enter last date student/child/staff attended school/child care, using MM/DD/YYYY format. ▪ For negative results, do not modify (leave test in cell, but no need to respond).

Once the test results are entered save the file and move on to Step 2: Upload file to RePortal.

Step 2: Upload file to RePortal

First-time users must register to use RePortal. Registration is available at [Welcome to the Minnesota Department of Health \(MDH\) RePortal self-registration site \(reportal.web.health.state.mn.us/mncts/\)](https://reportal.web.health.state.mn.us/mncts/). It may take three to five days after registering to get your account approved for use.

In RePortal:

1. Select "Upload File."
2. Select "Choose file."
3. Select "Upload."
4. On the review page, select "Submit file."
 - If errors are present, please ensure all yellow required fields are complete and try again.
 - Fixing errors: [MDH RePortal: How to identify and fix errors \(video\) \(www.youtube.com/watch?v=aKBMlokCEK4\)](https://www.youtube.com/watch?v=aKBMlokCEK4).
 - Fixing warnings: [MDH RePortal: How to identify and fix warnings \(video\) \(www.youtube.com/watch?v=OsvWOyiW7rl\)](https://www.youtube.com/watch?v=OsvWOyiW7rl).
 - Please ensure submission is complete after uploading by reviewing the submission page.

Additional information about RePortal can be found at [Uploading Lab Results to MDH RePortal \(www.health.state.mn.us/diseases/coronavirus/hcp/reportal.html\)](https://www.health.state.mn.us/diseases/coronavirus/hcp/reportal.html).

Reporting Tests Completed at Home or at Other Facilities

Schools and child care providers must report positive cases of COVID-19 within 24 hours of when results were received from at-home tests, or tests conducted at outside facilities, such as Vault, Midwestern Coordination Center, a pharmacy, etc. to MDH via [COVID-19 Case Report Form for K-12 Schools, Child cares, and Youth Programming \(Camps, Sports, Extracurricular Activities\)](https://redcap.health.state.mn.us/redcap/surveys/?s=AD9CT3P3NNFY4A4E) (redcap.health.state.mn.us/redcap/surveys/?s=AD9CT3P3NNFY4A4E). Negative results from at-home test or tests completed at other facilities do not need to be reported to MDH.

Questions

Contact MDH at Health.COVID-19.Case.Intake.Team@state.mn.us with any further questions.

Reporting of cases of infectious diseases and related conditions is a vital step in controlling and preventing their spread. More information on reporting communicable diseases to the Minnesota Department of Health can be found at [Reportable Disease Rule \(www.health.state.mn.us/diseases/reportable/rule/index.html\)](http://www.health.state.mn.us/diseases/reportable/rule/index.html).



Minnesota Department of Health | health.mn.gov | 651-201-5000
625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975

Contact health.communications@state.mn.us to request an alternate format.