

## Tips for Getting Started Reporting COVID-19 Tests

### Tips for All Facilities

- Ensure that the test you are running is authorized by the FDA by visiting this page: <https://www.fda.gov/medical-devices/coronavirus-disease-2019-covid-19-emergency-use-authorizations-medical-devices/vitro-diagnostics-euas>
- Your first step is to register your facility to report test results. You can do so on this page: <https://dshs.texas.gov/coronavirus/forms/registerlab.aspx>
  - You will be contacted by DSHS within 3-5 business days with further instructions.
- Print out a copy of the following documents. These will be in the email we send you or you can find them at <https://www.dshs.texas.gov/coronavirus/submitters.aspx>. This will allow you to quickly and easily refer to resources.
  - The reporting guide (this document)
  - Reporting template
  - Data dictionary
- Make a plan for reporting. The plan should clearly define duties and expectations of all team members who will be involved in the lab reporting process.
- Add the following email addresses to your contacts lists to ensure important communications are not labeled as spam:
  - [COVID-19ELR@dshs.texas.gov](mailto:COVID-19ELR@dshs.texas.gov)
  - [IDI@dshs.texas.gov](mailto:IDI@dshs.texas.gov) (for HL7 reporting)
- If you need help or guidance along the way, feel free to email either of the above addresses.

### Tips for Non-Traditional Facilities and/or Point-of-Care (POC) Testing Sites

- Verify that your CLIA number is valid by using one or both of these websites:
  - <https://www.cdc.gov/clia/LabSearch.html>
  - <https://qcor.cms.gov/main.jsp>
  - If your CLIA does not appear on these sites, we will reach back out to you to inform you that the CLIA is not valid. When we do, please send us proof of CLIA registration. Make sure you have this documentation ready.
- If you are not already conducting tests at your facility, plan a work flow that ensures you are able to capture all the data elements listed in the template and data dictionary.
  - Assemble a team of experts to develop a plan for reporting from your facility. We recommend your team include some or all of the following members:
    - Healthcare professionals: e.g., nursing professional who understands the testing process and medical terminology
    - Personnel who are performing testing: e.g., individual who will identify days and times testing is conducted, data to be collected, and recording of data for reporting needs
    - Individual with technical knowledge: e.g., an administrator who can format spreadsheets to meet our requirements and who can enter data daily for reporting

- Report writers: e.g., staff who can interpret the reporting guidelines, data dictionary, different codes, and other required components
  - It is always helpful to document the overall workflow of testing at your facility.
- You can prepare for reporting by:
  - Reviewing the required data fields and ensure you know where those data elements will be obtained.
  - Reviewing the data dictionary to ensure your data conforms to our requirements.
  - Some fields require that you reference websites and other resources. Review the data dictionary to familiarize yourself with those resources.