



# SimpleReport Webinar

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DECEMBER 7, 2021

[www.nmschoolscovidtesting.com](http://www.nmschoolscovidtesting.com)

Questions? [info@nmschoolscovidtesting.com](mailto:info@nmschoolscovidtesting.com)

# Before We Begin – Resources

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[www.nmschoolscovidtesting.com](http://www.nmschoolscovidtesting.com)

[info@nmschoolscovidtesting.com](mailto:info@nmschoolscovidtesting.com)

**Office Hours, every day at 3:30 p.m.:** <https://calendly.com/new-mexico-schools-covid-19-testing-program/office-hours>

**Phone:** 505-418-5050

**Questions for DOH:** [jordyn.Dinwiddie@state.nm.us](mailto:jordyn.Dinwiddie@state.nm.us)

# School-Based COVID-19 Testing Reporting in New Mexico

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- Reminder – if you are performing your own COVID-19 tests, you need:
  1. To be under a CLIA Certificate of Waiver.
  2. To participate in training for the test product.
  3. To be issued a standing order.
  4. To report your test results.
- You must report all results (including positive, negative, and inconclusive) to NMDOH within 24 hours for any tests you perform yourself.
- PED reporting is separate and still required.

# SimpleReport Registration

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- If you do not have an NPI and you are not directed otherwise, please use 4799999999.
- The Ordering Provider can be the individual listed on your CLIA Certificate of Waiver.



U.S. DIGITAL SERVICE

# Introducing SimpleReport

December 2021

# Agenda

- What is SimpleReport?
- How does it work?
- How do you get started?
- Resources
- Q&A



What is SimpleReport?

# SimpleReport

SimpleReport is a **free**, web-based, application that the **CDC** created to make it easy to:

- Manage and track COVID testing
- Submit results to public health

The image shows a screenshot of the SimpleReport website and a mobile app interface. The website header includes the text "An official website of the United States government" and a link "Here's how you know". Navigation links include "About us", "How it works", "Support", "Sign up", and "Log in". The main heading is "SimpleReport" with a subheading "A better way to report COVID-19 rapid tests" and a "Sign up for free" button. Below this, a text block states: "SimpleReport is a fast, free, and easy way for COVID-19 testing facilities to report results to public health departments." followed by a list of features: "✓ Easy to set up and use", "✓ 100% free", "✓ Works with any rapid point-of-care test", and "✓ Maintains HIPAA standards". The bottom right shows a mobile app interface with a search bar, a list of users (Troy Atkins, Logan Curry, Barbara Perez), and a "SARS-CoV-2 Results" section with radio buttons for "Positive", "Negative", and "Inconclusive".

An official website of the United States government [Here's how you know](#)

About us How it works Support Sign up Log in

## SimpleReport

A better way to report COVID-19 rapid tests

Sign up for free

SimpleReport is a fast, free, and easy way for COVID-19 testing facilities to report results to public health departments.

- ✓ Easy to set up and use
- ✓ 100% free
- ✓ Works with any rapid point-of-care test
- ✓ Maintains HIPAA standards

**SimpleReport** Test Queue Results People

Search for people to add them to the queue

**Troy Atkins**

Unique ID: APT-2456 Date of Birth: 01/01/1985 Phone Number: (555) 274-4567 [Take a Test Questionnaire](#)

Device:

**SARS-CoV-2 Results**

☐ Positive

☒ Negative

☐ Inconclusive

**Logan Curry**

Unique ID: ABC12345 Date of Birth: 03/03/1990 Phone Number: (555) 345-4567 [Take a Test Questionnaire](#)

Device:

**SARS-CoV-2 Results**

☐ Positive

☐ Negative

☐ Inconclusive

**Barbara Perez**

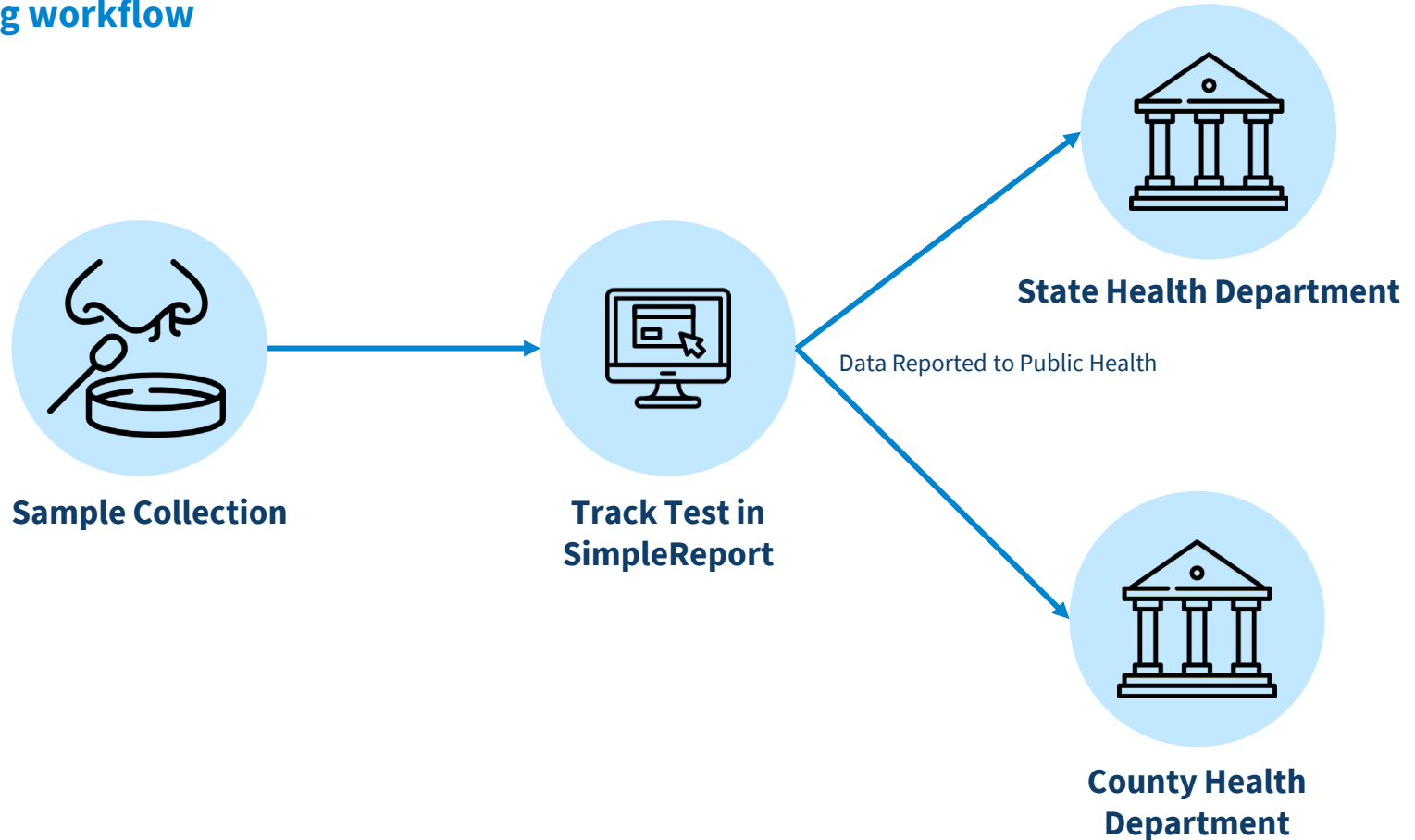
**SARS-CoV-2 Results**

☐ Positive



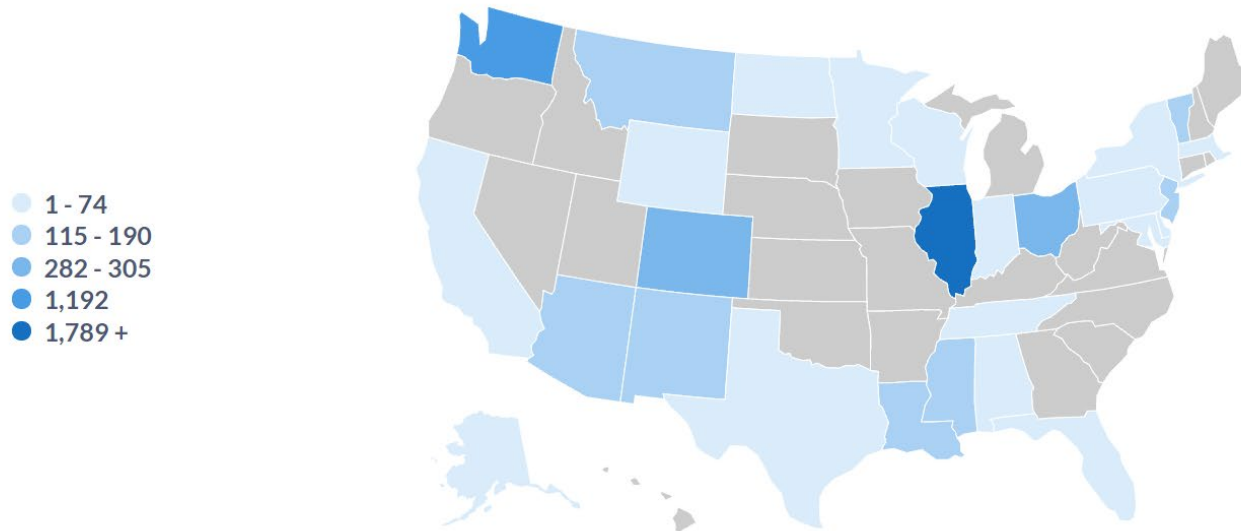


## Reporting workflow



## Current footprint

- Serve non-traditional testing sites across the country
- Schools are our biggest user group
- We serve over 5100 facilities



How does SimpleReport work?

## Pre-register

## Check-in

## Test

## Submit

(optional)



### On site

Post signs with a link to the self-registration form.



### At home

Send out the self-registration link in advance.



### CSV upload

Request a bulk upload of patient data.



### Check-in

Search for a patient to begin their test.

If they didn't pre-register, you can add them now.



### Conduct test

Conduct the test and wait for the results.

Optional: Use the SimpleReport timer to track the time.



### Submit result

Select the result and click **Submit**.

SimpleReport sends the data to your public health department.

### Who's involved



Test administrator



Patient (student or staff)

### What you'll need


- Computers or tablets
- Test kits
- Personal Protective Equipment (PPE)

# Getting started with SimpleReport

# Onboarding to SimpleReport

## One person from your organization can request an account for their organizations:

1. Enter your organization details into the sign-up form at [simplereport.gov](https://simplereport.gov)
2. Complete identity verification

 SimpleReport

**Sign up for SimpleReport**

To get you to the right place, tell us a little about yourself.

☐ **My organization is already using SimpleReport**

☐ **My organization is new to SimpleReport**  
Create a SimpleReport account for your organization or workplace.

☐ **I'm trying to get my COVID-19 test results**  
No sign-up needed.

**Continue**



# Setting Up Your Organization

## Once your organization is created:

1. Activate your account to login
2. Add additional schools/ facilities
3. Invite testing personnel to the application

The screenshot shows the 'Manage Users' page in the SimpleReport application. The top navigation bar includes the SimpleReport logo, 'Las Palmas', and tabs for 'Conduct Tests', 'Results', 'People', and a location dropdown set to 'Grassy Lake'. Below the navigation bar, there are tabs for 'Manage Users' (active), 'Manage Facilities', 'Manage Organization', and 'Patient self-registration' (marked as 'NEW').

The 'Manage Users' section has a '+ New user' button in the top right. It is divided into two main columns: 'Users' and 'Test Ben'.

**Users Column:** A list of users is shown, each with a name and email address:

- Ben, Test** (ben@example.com) - highlighted with a blue bar
- Bobberoo, Bobby Bob** (bob@example.com)
- Jackson, Jamar Donald** (jamar@example.com)
- Reynolds, Ruby Raven** (ruby@example.com)
- Samuels, Sarah Sally** (sarah@example.com)

**Test Ben Column:** This section is for configuring the user 'Ben, Test'.

- Permissions:** A description states 'Admins have full access to conduct tests, manage results and profiles, and manage settings and users'. Three radio buttons are available:
  - ☐ Admin (full permissions)
  - ☐ Standard user (manage results and profiles)
  - ☐ Entry only (conduct tests)
- Facility access:** A description states 'All users must have access to at least one facility'. There is a checkbox for 'Access all facilities' which is currently unchecked.
- Testing Site:** A dropdown menu is set to 'Testing Site'.
- Add facility:** A dropdown menu is set to '-Select-' with an 'Add' button next to it.

At the bottom of the 'Test Ben' section, there is a 'Remove user' button (with a trash icon) and a 'Save changes' button.



## User Permissions

	Start New Test	Submit Result	View Results	Print Results	View/Edit People	Facility Settings	User Settings
Admin	✓	✓	✓	✓	✓	✓	✓
Standard*	✓	✓	✓	✓	✓		
Entry Only	✓	✓					

\*Recommended for most users.





Tools to help onboard your team

# Training Videos



## SimpleReport Training from the USDS & CDC

10 videos • 2,201 views • Last updated on Feb 22, 2021



Learn how to use SimpleReport in these quick tutorial videos. You can watch them at your leisure and share them with your colleagues.



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Service

SUBSCRIBE



### SimpleReport Getting Started - Training Overview

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### SimpleReport Getting Started - Select Facility

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### SimpleReport Getting Started - Facility Settings

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### SimpleReport Registration and Testing - Conduct a Test

U.S. Digital Service



### SimpleReport Registration and Testing - Using the Timer

U.S. Digital Service



### SimpleReport Registration and Testing - Add A New Person

U.S. Digital Service



## Organizations and testing facilities

[How to sign up](#)[Activate your user account](#)[Log in to SimpleReport](#)[Get training](#)[Public health departments](#) +[Sign up](#)

# Activate your organization or user account

You'll receive an email from SimpleReport asking you to activate your account. If you're an administrator, once you've set up your account you can [invite members of your team to SimpleReport](#).

Once you receive your account activation email, follow these steps:

1

Click the green **Activate your SimpleReport Account** button. You'll need to click the button within seven days of receiving the invitation, or else it will expire.

SimpleReport - Welcome to SimpleReport!

[Redacted]

[Redacted]

Activate your SimpleReport Account



# SimpleReport Guide for Schools


Getting started

How it works ^

Support

Sign up

Log in



## SimpleReport

A better way to report COVID-19 rapid test results

Sign up for free

Using SimpleReport

Training videos

Demo site

For K-12 schools

User guide

SimpleReport is a fast, free, and easy way for COVID-19 testing facilities to report results to public health departments.

- ✓ Easy to set up and use
- ✓ 100% free
- ✓ Works with any rapid point-of-care test
- ✓ Maintains HIPAA standards

SimpleReport

Test Queue

Results

People

Search for people to add them to the queue

Troy Adkins

Unique ID: ABC123456

Date of Birth: 05/15/1985

Phone Number: (555) 345-4567

Device: Abbott ID Now

SARS-CoV-2 Results: ☒ Positive

Logan Curry

Unique ID: ABC123456

Date of Birth: 05/15/1985

Phone Number: (555) 345-4567

Device: Abbott ID Now

SARS-CoV-2 Results: ☐ Positive

Barbara Perez

Unique ID: ABC123456

Date of Birth: 05/15/1985


Phone Number: (555) 345-4567


Device: Abbott ID Now


SARS-CoV-2 Results: ☐ Positive





# SimpleReport Training Site - <https://training.simplereport.gov/>


 This is a training site with sample data for demonstration purposes only.

 An official website of the United States government [Here's how you know](#) ▼

 SimpleReport  
Dis Organization

**Dashboard** Conduct tests Results People Testing S  

## COVID-19 testing data

Testing 

All fac

**Dis Or**  
All peo  
11/26/2

Test

9 3 6 **33.3%**  
Positives ÷ total tests

Welcome to the SimpleReport training site!

A few important reminders:

- This is a training site with sample data for demonstration purposes only.
- Don't enter personally identifiable information (PII) or protected health information (PHI) on this site.
- Results entered on this training site will not be reported.

**Got it, thanks**



[Getting started](#)[How it works](#) ▾[Support](#)[Sign up](#)[Log in](#)

## Contact us

Having issues with SimpleReport? You can find help here.

### Something's not working

If you've experienced a technical issue or something's not working correctly, we'd like to fix it. Let us know about the problem at [support@simplereport.gov](mailto:support@simplereport.gov).

[Report an issue](#)

### Problems logging in

Trouble logging in to SimpleReport or need to reset your password?

[Reset password](#)

## Demo Using Our Training Site

<https://training.simplereport.gov/>

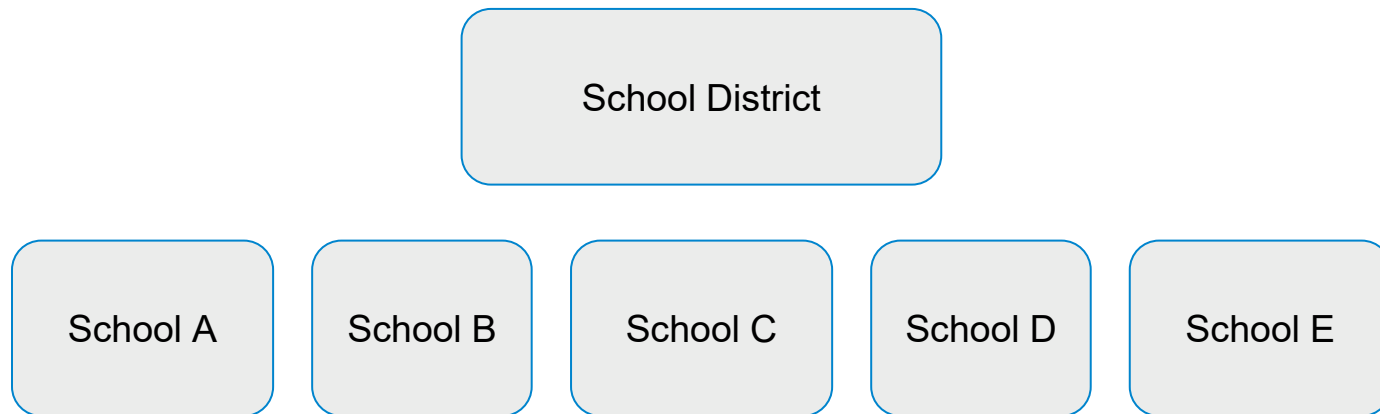


# Common questions



## Organizing Sites

How do I organize my district/ school system's facilities?



# Organization vs Facility

## Organization information

What's the name of your organization? ⓘ \*

Your organization name as written here is reported to the public health department and can't be changed, so double check you've entered it correctly.

If you have only one location, then enter that name for both your organization and testing facility.

Palo Alto Unified School District

## Organization administrator

Only one person from an organization needs to request access to SimpleReport. This person — called the account administrator — can add individual testing facilities after creating the organization account. The administrator is responsible for making sure that appropriate staff members and testing facilities within your network get access to SimpleReport.

First name \*

Melanie

Last name \*

Meadows

Email address \*

mmeadows@pausd12.com

## Testing Facility = Specific School

- CLIA
- National Provider Identifier (NPI)

## Testing facility information

What's the name of your testing facility? ⓘ \*

List the name of just one testing facility here for now. If your organization has multiple testing facilities or locations you can add them after you create your account.

Belmont Elementary School

## Testing facility contact information

Street address \*

1289 Belmont Way

Street address 2

City \*

Palo Alto

State \*

CA - California

ZIP code \*

94305

County \*

Santa Clara

Phone number \*

650-372-9545

## Testing facility type

What kind of testing facility do you work with? \*

Organization = School District Name



## Consent

How does SimpleReport handle parental consent?



## Positive Cases

I want to know if there were any positive cases or how many positive cases there were. Where do I find this?

An official website of the United States government [Here's how you know](#)

SimpleReport  
Dis Organization

Dashboard Conduct tests Results People Testing S

### COVID-19 testing data

Testing facility: All facilities Date range: Last week (7 days)

Dis Organization  
All people tested  
11/26/2021 - 12/3/2021

Tests conducted	Positive tests	Negative tests	Positivity rate
9	3	6	33.3%
Positives ÷ total tests			

An official website of the United States government [Here's how you know](#)

SimpleReport  
Dis Organization

Dashboard Conduct tests Results People Testing S

### Test results

Showing 1-6 of 6

Search by name: Date range (start): Date range (end): Result: Negative Role: -Select -

Person	Test date	Result	Device	Symptoms	Submitter	Actions
Smith, John J DOB: 01/01/2000	12/03/2021 6:31pm	Negative	Abbott BinaxNow	No	Bobberoo, Bob	...
test, juliana DOB: 01/29/1999	12/03/2021 2:32pm	Negative	BD Veritor	Yes	Bobberoo, Bob	...
jane, testing DOB: 08/11/2021	12/03/2021 2:23pm	Negative	Abbott BinaxNow	Yes	Bobberoo, Bob	...

Clear filters



## Results

How do I share results with parents or guardians?



Q&A

Thank you!