



## Updated Guidance for Schools on COVID-19 Reporting Requirements, Reporting Point of Care (POC) COVID-19 Test Results, and Screening Testing Program

November 10, 2021

### COVID-19 Reporting Requirements

NJDOH [Executive Directive #21-011](#) requires that as of October 26, 2021, all schools shall complete the Surveillance for Influenza and COVID-19 (SIC) Module in the Communicable Disease Reporting and Surveillance System (CDRSS), available at: <https://cdrs.doh.state.nj.us/>. Required information to report is outlined in the “Surveillance for Influenza and COVID-19 (SIC) Module: User Guide for Schools” (available at: <https://cdrs.doh.state.nj.us/>). Data is reported at the individual school level but can be entered into CDRSS by a school district on behalf of multiple schools within their district (school-level data is still needed). Data must be entered weekly by 5:00 p.m. on Wednesday for the previous week. Aggregate reporting data may be shared publicly at the county level.

### How to Report Weekly Data to NJDOH

- For existing school users who report ILI/COVID-19 surveillance data into CDRSS, nothing additional needs to be done. (login at <https://cdrs.doh.state.nj.us/cdrss/login/loginPage>)
- For schools who aren't current CDRSS users, go to <https://cdrs.doh.state.nj.us/cdrss/login/loginPage> and under “System Announcements,” go to “K-12 Module and Enrollment Training” and follow the instructions to enroll to report your schools' data. Email the completed user agreement to [CDS.COVS.RPT@doh.nj.gov](mailto:CDS.COVS.RPT@doh.nj.gov) and a username and password will be provided to new users by email. Schools cannot report data into the module until a userid and password has been issued.

### Information to Report

- ***Absenteeism***: Number of students who are absent on Tuesday of the current week, the number of students absent due to COVID-like illness (CLI) and the predominant symptoms associated with absenteeism.
- ***COVID-19 Cases***: Number of new COVID-19 cases among students and staff members in the previous week and the cumulative numbers of student/staff cases since the beginning of the current term (e.g., fall, spring, summer).
- ***Exclusion***: Number of students temporarily on remote learning due to COVID-19 exclusion.
- ***Vaccination Coverage***: Number of fully vaccinated students and staff.

- Screening/Testing Data: Number of tests conducted and the number of positive tests in the prior week.

While some of this data might be readily available to school nurses, administrative staff within schools can also play an important role in entering data on behalf of a school or district. If external vendors are providing school testing services, schools may want to request that vendors submit screening testing data to them for the prior week in advance of the reporting period.

Data should be reported weekly, even if the school is closed and even if there are no new cases to report. If there are no new cases reported or no screening testing was conducted during the prior week, “0” values should be entered in the appropriate fields. Fields should not be left blank.

### **Reporting Individual COVID-19 Test Results**

As a reminder, weekly aggregate reporting does NOT replace the need for schools to notify their local health department when they become aware of COVID-19 cases or possible outbreaks, and for schools that are performing diagnostic or screening testing to electronically report individual COVID-19 test results to public health authorities. Tests that are performed in a laboratory must be reported into the [Communicable Disease Reporting and Surveillance System](#) (CDRSS). Tests performed at the “point of care (POC<sup>1</sup>),” e.g., at school, in a doctor’s office, can be reported through SimpleReport (<https://simplereport.gov/>)<sup>2</sup> or CDRSS.

#### **NEW! SimpleReport Reporting Option**

[SimpleReport](#) was developed by the Centers for Disease Control and Prevention (CDC) as a fast, free, and easy way for COVID-19 testing facilities (including schools) to report POC test results to public health departments. It works with any COVID-19 rapid POC test and maintains HIPAA standards. NJDOH and local health departments in will automatically receive test results for New Jersey residents and for persons tested at New Jersey facilities that are entered into SimpleReport. To get started, testing providers should go to <https://simplereport.gov/>, click on Getting Started, and then [Onboard your Organization](#).

Online [training resources](#) are available, including a user guide, videos, and additional [resources specific for schools](#) who want to use SimpleReport to help organize the workflow and reporting of school-wide testing. SimpleReport is managed and coordinated by CDC and provides [support](#) for users having problems logging in or who have other questions about using SimpleReport.

---

<sup>1</sup> Point-of-care tests are diagnostic tests performed at or near the place where a specimen is collected, and they provide results within minutes rather than hours.

<sup>2</sup> Schools or vendors who are already reporting test results electronically into the Communicable Disease Reporting and Surveillance System (CDRSS) can continue to do so.

***NJDOH and local health departments cannot assist users with SimpleReport onboarding or reporting problems – users needing assistance must use the online SimpleReport support options: <https://simplereport.gov/support/>.***

Onboarding with SimpleReport should take about one week. Until that process is complete, schools and vendors providing testing for schools must continue to report COVID-19 test results, either through CDRSS or by reporting to the local health department. A directory of local health departments in N.J. is available at [www.localhealth.nj.gov](http://www.localhealth.nj.gov).

### CDRSS Reporting Option

Schools or vendors who are already reporting test results into CDRSS can continue to do so. It may be preferable for vendors having electronic laboratory reporting capabilities (HL7 messaging) to report into CDRSS. Test results can also be manually entered into CDRSS. For new users, select the Quick Start Option for COVID-19 Training on the CDRSS home page (available at: <https://cdrs.doh.state.nj.us/cdrss/login/loginPage/>). Questions about reporting into CDRSS should be sent to [cdrs.admin@doh.nj.gov](mailto:cdrs.admin@doh.nj.gov).

### Home Tests

Home tests (self-tests) are authorized for self-collection and self-testing and are not considered POC tests. If schools are using home tests for screening testing or other purposes, they should report positive home test results only to the local health department. A directory of local health departments is available at [www.localhealth.nj.gov](http://www.localhealth.nj.gov).

## **NJDOH COVID-19 Screening Testing Program**

The State of New Jersey is committed to providing high quality, in-person education in the 2021-2022 school year in a manner that safeguards the health of students, teachers and school staff. To ensure the safest environment possible for all students and school staff, NJDOH and NJDOE offered public Local Education Agencies (LEAs) and non-public schools support for robust testing programs, either through end-to-end vendor testing support or through direct funding support to implement a screening testing program. Schools that opted into the NJDOH screening testing program (with either option) must educate their school community about the program and make it available to all students and staff following [NJDOH guidance for COVID-19 screening testing](#). This may include but is not limited to the following sample activities:

- Sharing printed documents informing students, parents, and staff about the availability of testing;

- Hosting webinars with school/district community members to inform them about the availability of testing and answer questions about the program and testing guidelines;
- Sharing consent information (including how to opt-out of testing if a passive consent mechanism is used) with parents who would like their student to participate in screening testing.

LEAs and non-public schools are in compliance with program participation guidelines if they have demonstrated evidence of outreach to their school/district communities informing them about the availability of the testing program.

### **School Testing and Reporting Resources**

- NJDOH weekly COVID-19 Reporting into SIC Module/CDRSS: email [CDS.COVS.RPT@doh.nj.gov](mailto:CDS.COVS.RPT@doh.nj.gov).
- Reporting POC test results through SimpleReport: <https://simplereport.gov/support/>
- Reporting test results (laboratory or POC) through CDRSS: email [cds.admin@doh.nj.gov](mailto:cds.admin@doh.nj.gov)
- NJDOH Screening Testing Program: email [COVID.schooltesting@doh.nj.gov](mailto:COVID.schooltesting@doh.nj.gov)