

KS COVID-19 Online Reporting Portal User Guide

May 4, 2020



Background

On May 4, 2020, the Kansas Department of Health and Environment Bureau of Epidemiology and Public Health Informatics (KDHE) introduced an online reporting portal for healthcare providers to report suspect and confirmed cases of coronavirus disease 2019 (COVID-19). The reporting portal enables providers to securely and confidentially submit patient information and laboratory testing without the need of printing records, completing a handwritten disease report form, and faxing documents to KDHE. In addition, the online portal allows providers to review records submitted for tracking purposes. The online portal is seamlessly integrated into KDHE's disease surveillance system, EpiTrax, allowing public health officials to respond faster to implement containment measures without waiting for manual data entry of faxed documents. Submitting reports through the online portal fulfills reporting of COVID-19 as required by Kansas regulation [K.A.R. 28-1-2](#). Future upgrades are planned to improve the functionality of the online reporting portal. Access or enroll by visiting <https://diseasereporting.kdhe.ks.gov/>.

Enrolling

Healthcare providers can enroll online in less than a minute by completing the enrollment process. To begin the enrollment process, select **REGISTER NEW USER** on the main portal page (<https://diseasereporting.kdhe.ks.gov/>).

1. From the main Kansas Reportable Disease Portal (portal) select **REGISTER NEW USER**.



2. From the pop-up box, enter all details requested. Use the dropdown box to select your facility. If your facility is not in the portal, then type in your facility name.
 - a. **DO NOT** use abbreviations for your facility – use the **complete, full name**. For example, you would not enter “MCKS” instead enter “Medical Clinic of Kansas”.

Use your work email address and not your personal email.

Create New User Account

Facility Name *
Select your Facility or create a new one
Facility is required

Last Name * First Name *

Email Address *

Password * Confirm Password *

(Password should be minimum 8 characters, contain a letter, number and special character [*,%,\$])

CANCEL SIGN UP

Select facility from dropdown or enter facility name if not listed.

Sign-in to Kansas Reportable Disease Portal

Registered users will be able to sign into the system with the user name and password used in the enrollment process.

1. Enter login credentials to access portal after selecting **SIGN IN** (username lowercase).

Username will be work email address used at sign-up. Use **lower case for username**. Password is case sensitive.

Enter your Username and Password

Username:

Password:

LOGIN

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

2. From the main dashboard page select **NEW REPORT**.

Kansas Department of Health and Environment

Laura Kelly, Governor
Lee A. Norman, M.D., Secretary

Justin Blanding LOGOUT

DASHBOARD **NEW REPORT**

SEARCH CRITERIA

Enter Last Name From 04/02/2020 MM/DD/YYYY format To 05/02/2020 MM/DD/YYYY format CLEAR

Condition Name Choose conditions to filter Facility Name Choose facilities to filter County Choose counties to filter

PATIENT CASE NOTIFICATIONS

| Name | DOB | Condition | Facility Name | County | Lab | Collection Date | Created |
|-------------------------------------|------------|-------------------------------------|---------------|---------|---------|-----------------|------------|
| KINGTEST, LINDATEST | 07/22/1990 | Coronavirus Disease 2019 (COVID-19) | KDHE | Johnson | Private | 05/01/2020 | 05/01/2020 |

IMPORTANT NOTE

Do not submit multiple reports for the same patient. If you submit a report in error or need to correct a submitted report, contact KDHE EpiTrax Administration by emailing kdhe.epitrxadmin@ks.gov.

3. Complete **REPORTER INFORMATION** section.

Fields with * are required

REPORTER INFORMATION

| | | | | |
|--------------------------|----------------------------------|---|------------|----------------|
| Facility Name KDHE | Clinician Clinician Last Name | Clinician (or Facility) Clinician First Name | Ph. Area * | Phone Number * |
| | | | 0 / 3 | 0 / 7 |

Set to facility at account registration

Type clinician name and contact information (or your phone number) for public health follow-up

4. Complete **PATIENT INFORMATION** section.

PATIENT INFORMATION

| | | | |
|--------------------|----------------------|---|--|
| Last Name * | First Name * | Middle Name | Date of Birth * |
| | | | (If unavailable please enter 01/01/1921) |
| Street * | Unit | City * | State * |
| | | | KS |
| Zip * | County * | | |
| Phone Type Home | Ph. Area | Phone Number | |
| | | | |
| Gender * | Ethnicity Unknown | Race (Select one or Select Other for multiple races) Unknown | |

5. Complete **DISEASE AND SPECIMEN INFORMATION** section.

DISEASE AND SPECIMEN INFORMATION

| | |
|-------------------------------------|--------------------------|
| Disease * | Hospitalization Status * |
| Coronavirus Disease 2019 (COVID-19) | |
| Specimen collected for testing? * | Specimen Source * |
| Yes | |
| Specimen sent to? * | Specimen Collection Date |
| | MM/DD/YYYY format |

Comment (please include symptoms and specimen routing information)
Patient started with cough and fever on 5/01 and presented to clinic with difficulty breathing. Gave instructions to stay home and collected specimen for COVID-19 testing.

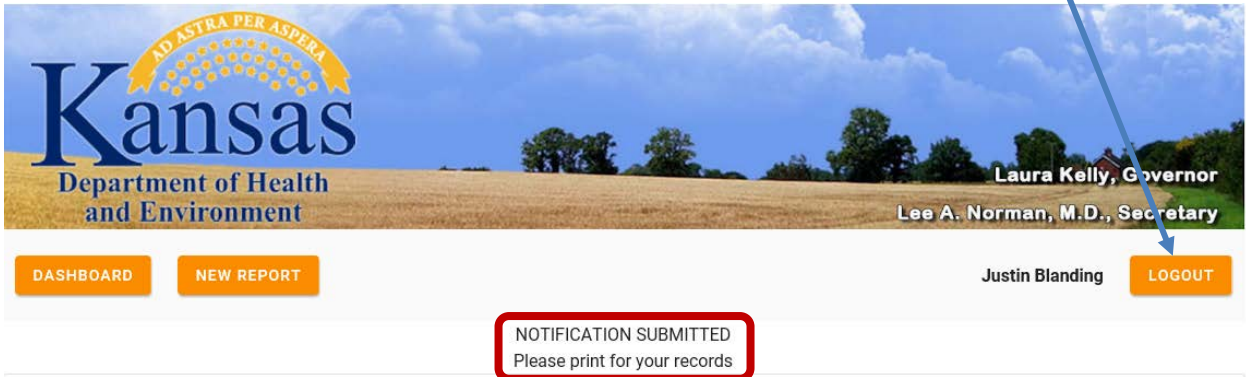
Add applicable comments such as patient's symptoms, onset date, etc.

6. Select **SAVE** to submit report to KDHE.

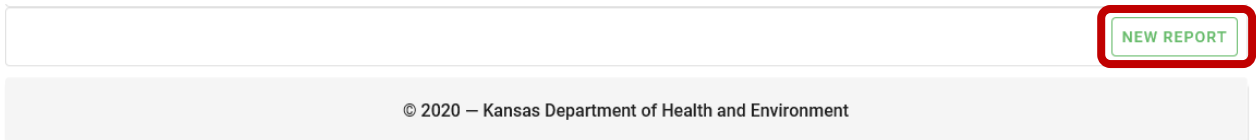
Select **RESET** to cancel/start over

7. After saving, a confirmation notice is displayed at the top.

If finished, select **LOGOUT**

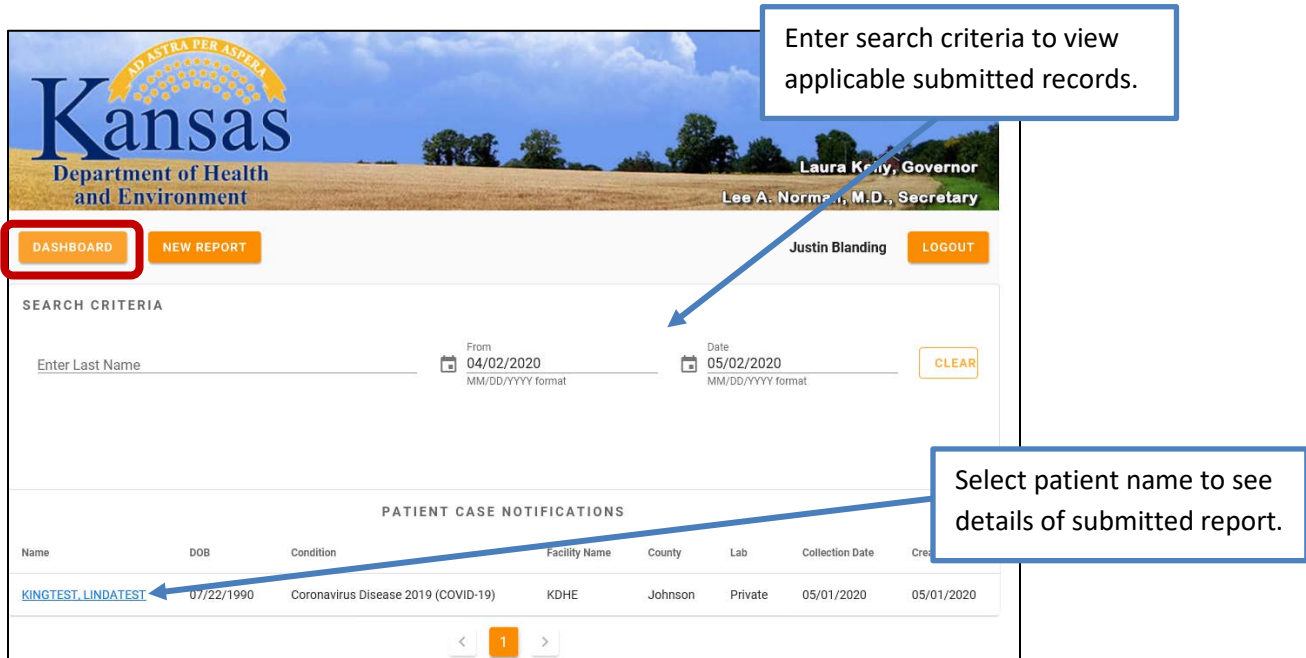


8. If you need to submit additional reports, select **NEW REPORT** at the bottom of the page after saving the previous record.



Review Submitted Reports

Users will be able to review all reports that have been submitted by the online portal. To access submitted reports navigate to the main dashboard. Select the search criteria from the dashboard to see reports meeting criteria.



Troubleshooting

If you are experiencing issues with the online portal (e.g., password failure, website error) contact KDHE EpiTrax Administration for troubleshooting assistance by emailing kdhe.epitraxadmin@ks.gov.

Frequently Asked Questions

1. How do I submit lab reports on the online portal?
 - a) The portal is used for reporting cases of COVID-19 to KDHE and lab results are required to be submitted to KDHE by electronic laboratory reporting (ELR). If your lab is not submitting via ELR then a faxed lab report is required at this time.
2. My username and/or password is not working. How do I reset my password?
 - a) Your username will be your email address you used during the enrollment process. *Remember, enter your username in lower case regardless of capitalization used during enrollment.* Your password is case-sensitive. If you continue to have issues, contact KDHE EpiTrax Administration by email (kdhe.epitraxadmin@ks.gov).
3. Can we use a single account for submitting reports for our facility or does each person need to enroll with their own username and password?
 - a) Each user will need to register for their own account. Future upgrades to the portal are planned to allow administrative-type functions.
4. An employee is no longer affiliated with our facility. How do we disable their access to the portal?
 - a) To disable access contact KDHE EpiTrax Administration by email (kdhe.epitraxadmin@ks.gov).



Bureau of Epidemiology and Public Health Informatics

1000 SW Jackson Street, Topeka, KS 66612

<http://www.kdheks.gov/epi/>