KS COVID-19 Online Reporting Portal User Guide

May 4, 2020

Background

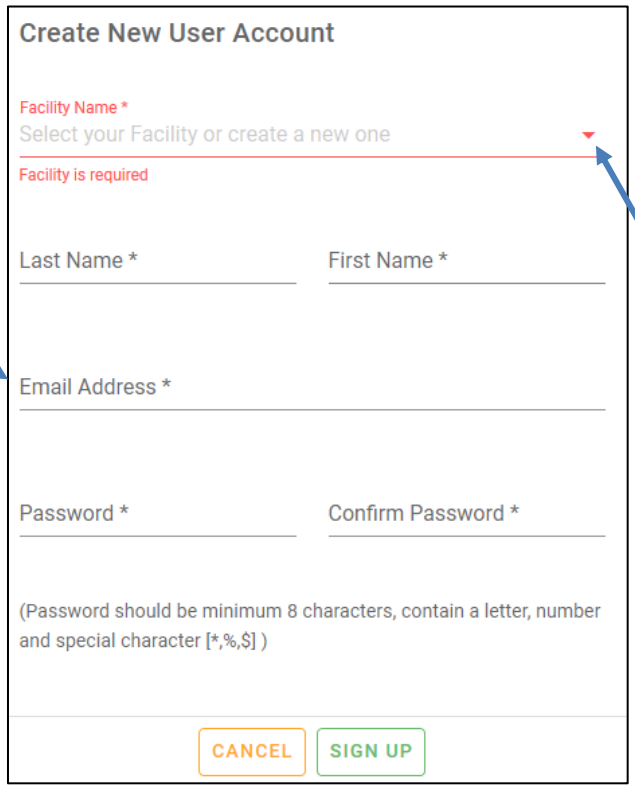
On May 4, 2020, the Kansas Department of Health and Environment Bureau of Epidemiology and Public Health Informatics (KDHE) introduced an online reporting portal for healthcare providers to report suspect and confirmed cases of coronavirus disease 2019 (COVID-19). The reporting portal enables providers to securely and confidentially submit patient information and pending 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.

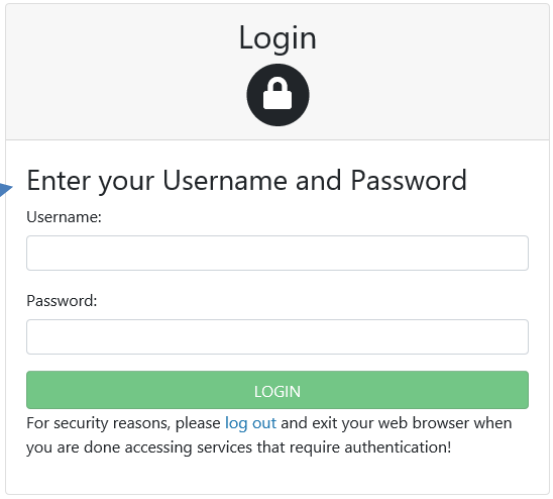
Select facility from dropdown or enter facility name if not listed.

Sign-in to Kansas Reportable Disease Portal

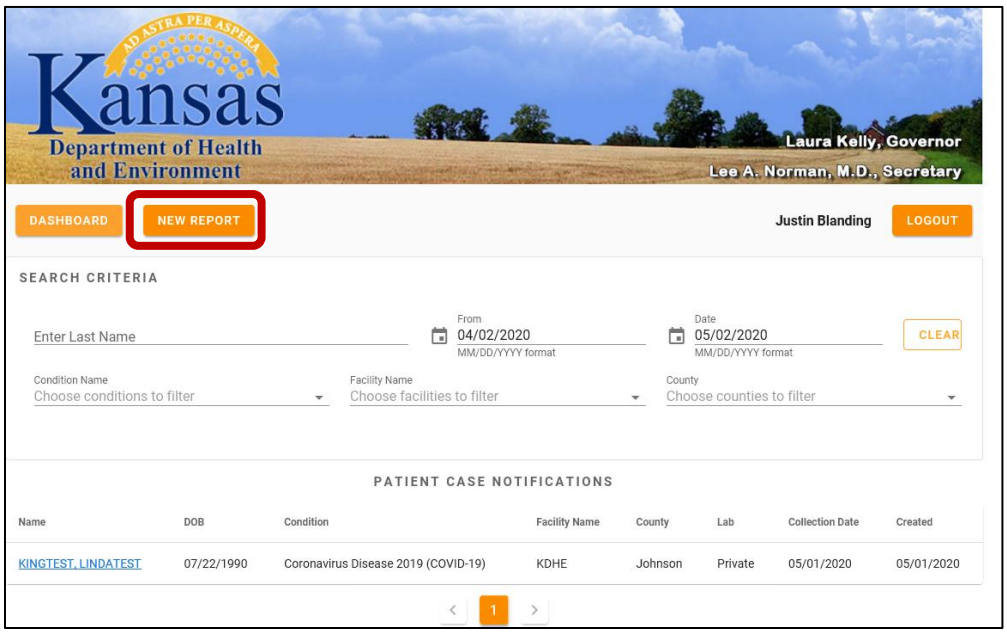
Registered users will be able to sign into the system with the user name and password used in the enrollment process.

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.



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

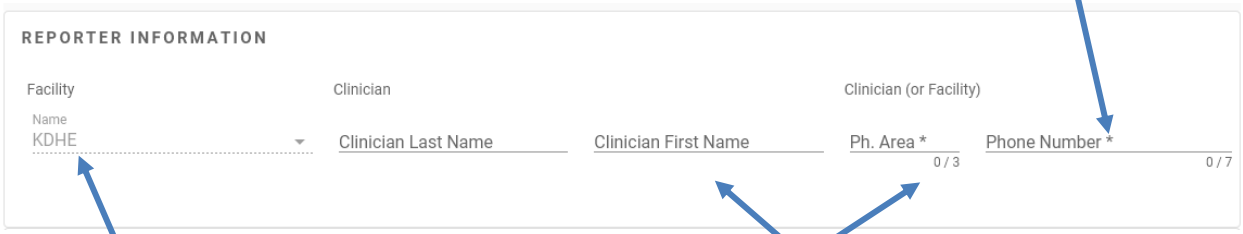


IMPORTANT NOTE

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.epitraxadmin@ks.gov.

Fields with * are required

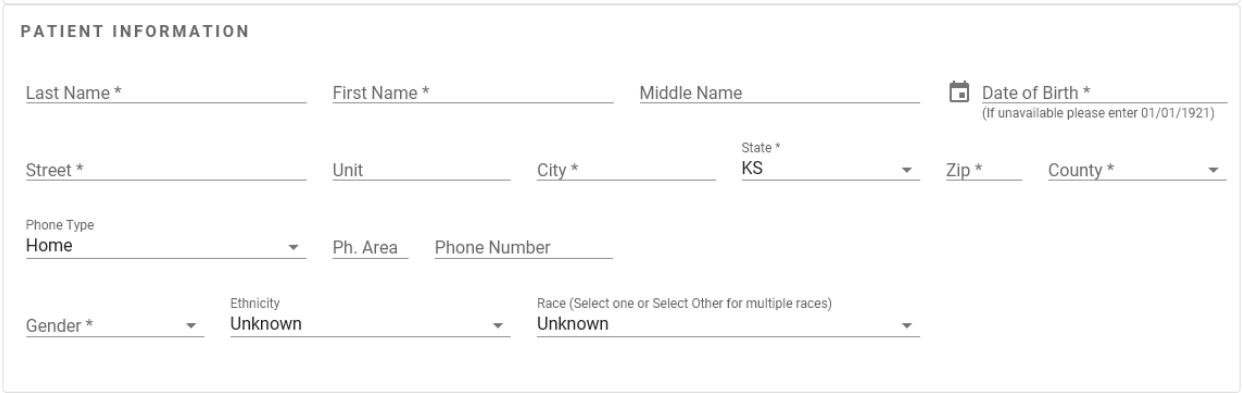
3. Complete **REPORTER INFORMATION** section.



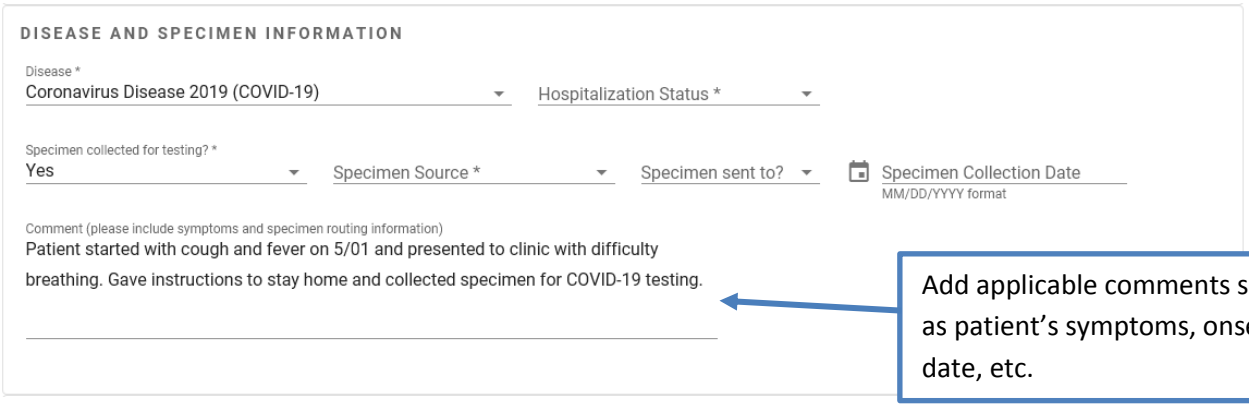
Set to facility at account registration

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

4. Complete **PATIENT INFORMATION** section.



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

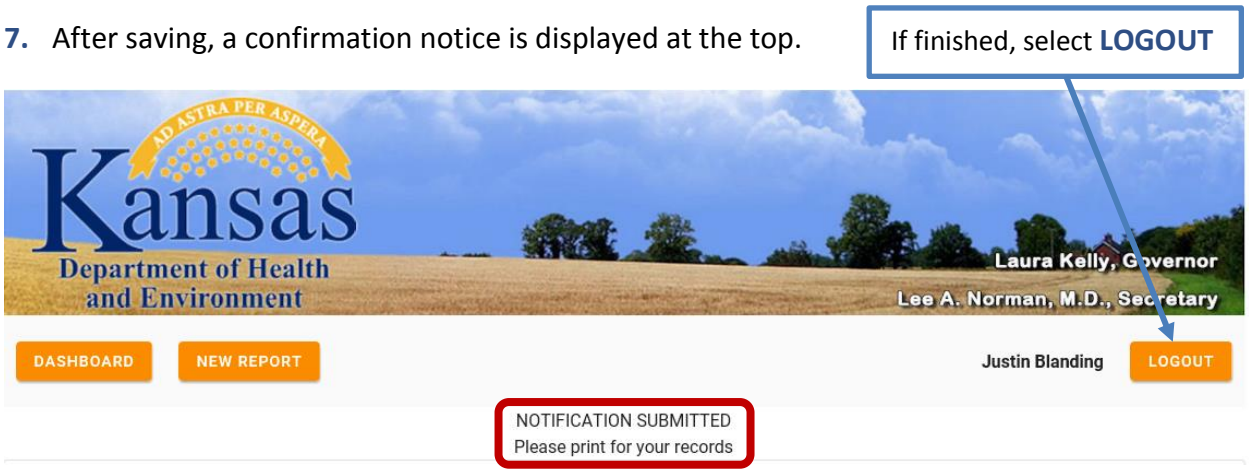


Add applicable comments such as patient's symptoms, onset date, etc.

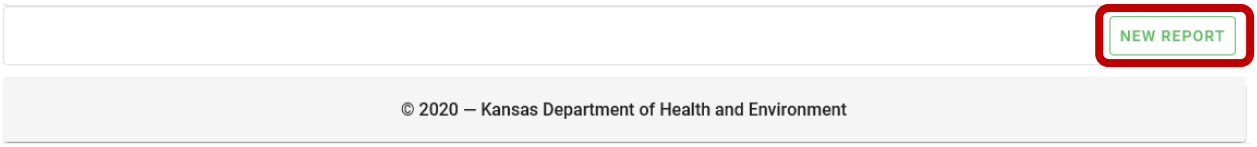
6. Select **SAVE** to submit report to KDHE.

Select **RESET** to cancel/start over

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

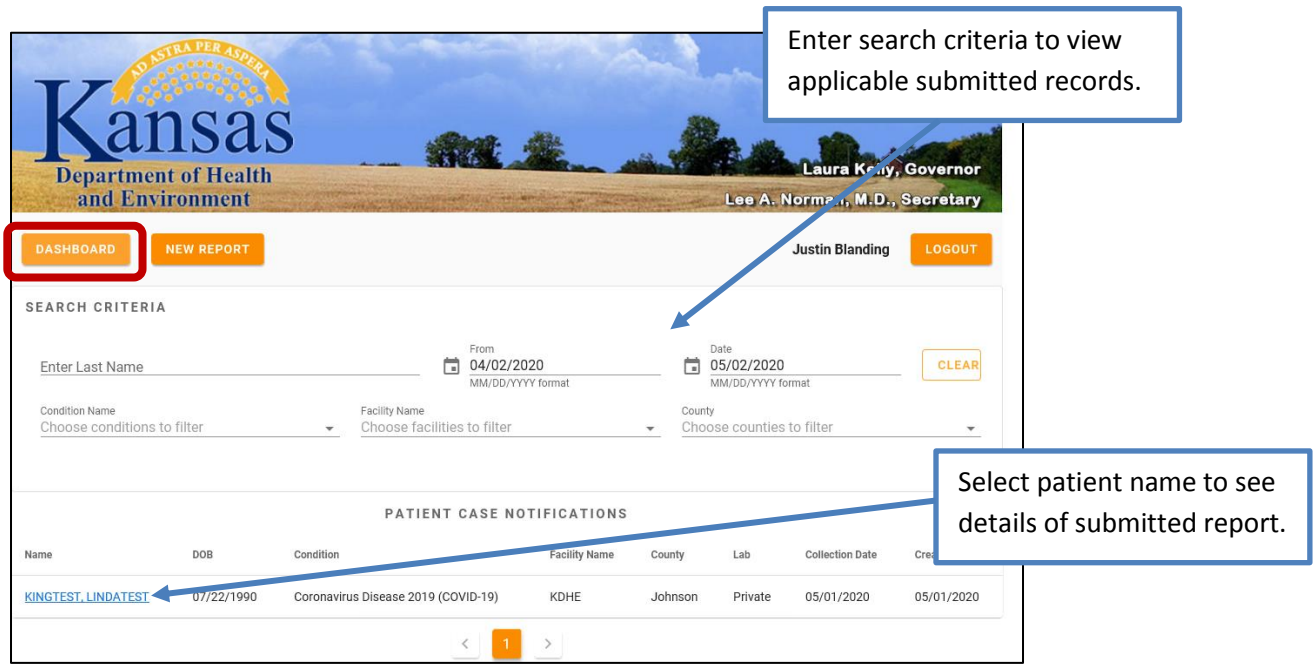


8. If you need to submit additional reports, select **NEW REPORT** at the bottom of the page after saving the previous record.



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. I submitted a report and the lab results were pending. How do I go back and enter the lab results?
    a) You will need to submit a new report with the lab results. There is not a way to modify or edit previously submitted reports 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).

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