How to Use the K-12 School COVID-19 Reporting Portal (K12RP)

Table of Contents

How to Use the K-12 School COVID-19 Reporting Portal (K12RP) ................................................................. 2
  School Submitter Information ......................................................................................................................... 2
  School Submitter Information (continued) .................................................................................................. 3
  Student/Staff Information ............................................................................................................................ 4
  Testing Details ........................................................................................................................................... 5
  Printing the Report for Your Records ........................................................................................................ 6
  Submitting Another File / Confirmation Code ............................................................................................. 7
  Email Notification ....................................................................................................................................... 8
  Other Questions? ......................................................................................................................................... 9
How to Use the K-12 School COVID-19 Reporting Portal (K12RP)

To enroll in K-12 School COVID-19 reporting, go to COVID-19 Testing in K-12 Schools
Other methods to report COVID-19 cases are located here: The Oregon ELR Project

School Submitter Information
1. Select the School’s County
2. Select the School’s District
3. Select the School’s Name

Questions? Contact your Organization Administrator or Opera.Support@dhsoha.state.or.us
School Submitter Information (continued)
1. Enter in Submitter’s First Name
2. Enter in Submitter’s Last Name
3. Enter in Submitter’s Email Address
4. Enter in Submitter’s Phone
Student/Staff Information
1. Enter in Student/Staff’s First Name
2. Enter in Student/Staff’s Last Name
3. Enter in Student/Staff’s Date Of Birth
   NOTE: The Date Of Birth must be in MM/DD/YYYY format.
4. Select the Student/Staff’s Sex
5. Enter in Student/Staff’s Address, City, State, ZIP Code, and County
6. Enter in Student/Staff’s Phone
Testing Details

1. Select the BinaxNOW Result
   
   **NOTE:** OHA requires all positive COVID-19 test results to be reported daily.

2. Enter in Specimen Collection Date

3. Select whether the Student/Staff has already been notified of the lab result

4. Select the Reason for Testing

5. Review all information from all sections and confirm the information is correct and accurate
   
   **NOTE:** Once you click on Submit, you will not be able to edit your submission. Please review your submission first.

6. Click on Submit
Printing the Report for Your Records
1. To print the report for your records, click Yes in the popup box
2. Once you have printed the report, click Done
3. To exit or submit another report, click No thanks
Submitting Another File / Confirmation Code

1. Keep track of the Confirmation code
   NOTE: For assistance with your submission, you will need this confirmation code.
2. To submit another file, click on Submit Another File
3. To exit, close your browser
4. Thank you!

Thank you for submitting your file.

Confirmation code: 56B1B1BED62C

A confirmation email will be sent to Example@email.com

Submit Another File

For questions or concerns, contact: Opera.Support@dhsoha.state.or.us
Email Notification

- Once you have submitted a report, you will receive a secure email with the subject: **#secure# Receipt Acknowledgement of Confidential Oregon Data Submission**
- This email is automatically sent from [ELR.Project@dhsoha.state.or.us](mailto:ELR.Project@dhsoha.state.or.us) after each submission.
- If you have trouble opening this secure email, please contact [Opera.Support@dhsoha.state.or.us](mailto:Opera.Support@dhsoha.state.or.us)

---

**#secure# Receipt Acknowledgement of Confidential Oregon Data Submission**

Oregon Public Health Division <ELR.Project@dhsoha.state.or.us> (To)

[Image of an email notification]

Thank you very much for your report.
Please keep this email for your records.

---

Report Details:
Confirmation Code: 56B1B1BED62C
Reporting School: Example School

Timestamp (Pacific): 1/12/2022 8:54:25 AM IP Address:

Please call the Acute & Communicable Disease Section of the Oregon Public Health Division at 971-673-1111 with any questions or concerns.
Other Questions?

For any technical assistance, please contact Opera.Support@dhsoha.state.or.us.

Please include the confirmation code of the submission (you can find this code in the secure email that was sent to you after your K12RP submission).