



# Changes to COVID-19 Reporting in Minnesota Pre-K to Grade 12 School & Child Care Settings

COVID-19 Schools & Child Care Team

July 2022

# Changes to Case Reporting

# Changes to Case Reporting – Overview

- Transitioning COVID-19 surveillance in pre-K through grade 12 schools and child care settings from individual case-based reporting to facility-level reporting.
  - Report aggregate (total) child/student and staff cases (each group separately).
  - No longer need to report individual case information for all cases in the REDCap system.
- Purpose of the transition is to shift to more sustainable reporting while still monitoring disease incidence and impact in specific populations (e.g., children).
- If aware of any COVID-19 hospitalizations or deaths, report person's name and date of birth.
- Positive results from point-of-care tests performed at the facility/program still must be reported separately, per CLIA requirements.
- Changes effective Aug. 1, 2022.

# When to Report COVID-19 Cases?

## Pre-K through grade 12 schools, certified child care centers, and licensed child care centers serving 40 or more children

- Report total case counts for staff and students/children (each group separately).
- Report on a weekly basis using personalized case report surveys sent via email.
  - Contact [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us) with questions about the weekly surveys.
- Updates on case counts can be made at this time for previous weeks.
- Report any hospitalizations or deaths using the weekly surveys (include case name and date of birth).

## Licensed child care centers serving fewer than 40 children & licensed family child care

- Report to MDH once a week only if there are cases in your program, through [COVID-19 Report Form for Licensed Child Care Centers & Licensed Family Child Care \(redcap-c19.web.health.state.mn.us/redcap/surveys/?s=DJK4AN48FRANDHML\)](https://c19.web.health.state.mn.us/redcap/surveys/?s=DJK4AN48FRANDHML).
  - When you have cases to report, choose a day of the week to report all cases in the previous week, then continue reporting on that day weekly until you have no additional cases
- Do not need to report if no cases.
- Report any hospitalizations or deaths, using the case report form (include person's name and date of birth).

# Lab Result Reporting – No Change

- Facilities conducting point-of-care tests are acting as a laboratory and must continue to report positive results to MDH.
  - For instructions on how to report, visit [COVID-19 Test Reporting Requirements \(www.health.state.mn.us/diseases/coronavirus/hcp/reportlab.html\)](https://www.health.state.mn.us/diseases/coronavirus/hcp/reportlab.html).
- No change to this reporting requirement.
- Negative result reporting was discontinued as of April 4, 2022.

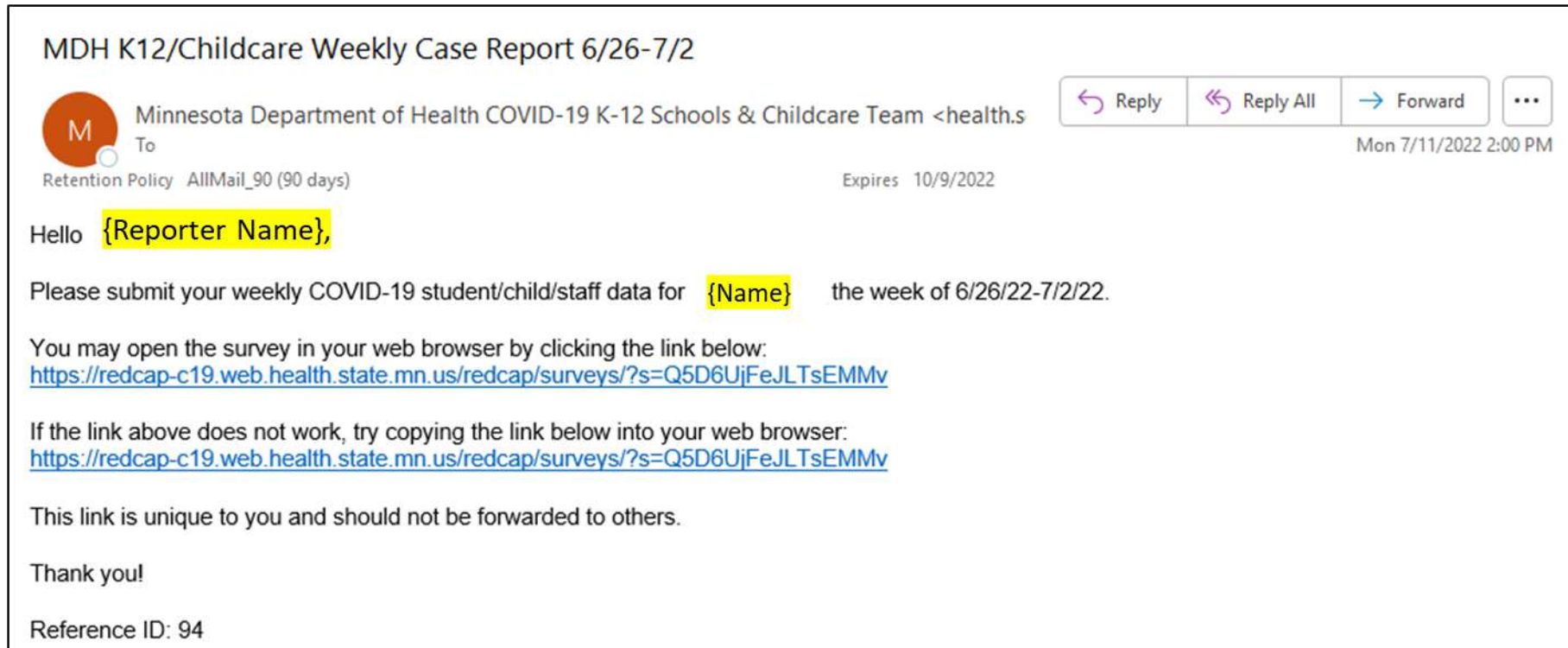
## **How to Report Cases**

(Pre-K through grade 12 schools, certified child care centers and licensed child care centers serving 40 or more children)

# Weekly Reporting Form (1)

- Used to collect total number of child/student and staff COVID-19 cases (each group reported separately).
- Weekly report forms are sent on Wednesdays to designated reporters for each school building or child care program.
  - If a reporter is responsible for submitting data for more than one building or program, they will receive separate emails with unique reporting links for each of their buildings or programs.
- Weeks run Sunday through Saturday.

# Sample Weekly Reporting Form Email





# Reporting Cases (1)

You do not need to enter case totals for weeks you already reported. Enter case numbers only for weeks you have not reported, or for weeks you need to update.

Select a week to enter cases.

**mn DEPARTMENT OF HEALTH**

**COVID-19 Weekly Report Form for K-12 Schools and Childcare Programs**

Please submit your COVID-19 student/child/staff case data to the Minnesota Department of Health (MDH) weekly via the weblink provided.

Weekly Reporting Data for {School/Child Care Name}

**Student/Child Reporting**

Please select the weeks below for which you would like to enter/update **the number of STUDENTS/CHILDREN** who reported testing positive for COVID-19 during that week. This includes positive diagnostic tests done at a school, by a health care provider, or using an at-home test or over-the-counter test.

*If updating a week that you previously reported for, please enter the cumulative number of student/children who tested positive for COVID-19 within the week. This will overwrite the previous number reported.*

<input type="checkbox"/>	06/26/2022 - 07/02/2022	
<input checked="" type="checkbox"/>	07/03/2022 - 07/09/2022	5

Enter number of cases in text field that appears when each week is selected.

# Reporting Cases (2)

## Staff Cases

Please select the weeks below for which you would like to enter/update the number of STAFF who reported testing positive for COVID-19 during that week. This includes positive diagnostic tests done at a school, by a health care provider, or using an at-home test or over-the-counter test.

*If updating a week that you previously reported for, please enter the cumulative number of staff who tested positive for COVID-19 within the week. This will overwrite the previous number reported.*

<input checked="" type="checkbox"/>	06/26/2022 - 07/02/2022	<input type="text" value="2"/>
<input checked="" type="checkbox"/>	07/03/2022 - 07/09/2022	<input type="text" value="0"/>

Did you update data from a previous week?

reset

If the previous week's data needs to be updated, select that week as well. For example, you previously reported 1 case for the week of 6/26/2022-7/02/2022.

Today, when entering reports, you realized you actually had 2 cases that week. Just select that week and report the accurate number of cases. This will overwrite your previous report.

**If you have no cases to report for the current week, enter 0.**

If you update the previous week's data, select yes.

# Reporting Cases (3)

- You do not need to enter case totals for weeks you have already reported.
  - Enter case numbers only for weeks you have not reported, or for weeks you need to update.
  - Note: Updating case counts for previously submitted weeks will overwrite the case total that was previously entered for that week.
- If you have no cases to report, enter 0 rather than leaving blank.
- Include people who tested positive with any test type, including NAAT (Nucleic Acid Amplification Tests) or PCR, point-of-care-antigen, or at-home/over-the-counter (OTC) tests. Include cases regardless of where testing was done.
  - If you are conducting point-of-care testing, include positive test results in the weekly report form in addition to your separate, required reporting, per CLIA. MDH will ensure cases are not double counted across reporting systems.
  - Do not include administrative-only buildings/offices, cases among people who are working entirely remote, learning/participating entirely online, or are otherwise not engaged in an in-person setting.

## Reporting Cases (4)

- Generally, MDH recommends you use the date a person tested positive to determine which week a case belongs in, when possible.
  - If a person has two positive tests for a current infection (i.e., antigen and then PCR positive a day later) they should be counted only as one case.
- If you are made aware of a case that is outside of the reporting periods, add the case to the week closest to the date the person tested positive.

# Weekly Reporting Form (2)

Please provide additional details about any trends that you have observed among the students/children and/or staff that have tested positive for COVID-19 (e.g., students in the same classroom, children in the same cohort, individuals that attended the same event).

Expand

Have any of the positive students/children and/or staff who tested positive for COVID-19 been hospitalized?

Yes

No

Unknown

reset

Please provide additional details on hospitalization(s):

\*Please include name and DOB of the hospitalized person(s).

John Doe, 01/01/1900

Expand

Have any students/children and/or staff who tested positive for COVID-19 died?

Yes

No

Unknown

reset

Share observations of notable case trends in your school/program.

If you are aware of a COVID-19 hospitalization or death, select yes and provide the person's name and date of birth.

# Weekly Reporting Form (3)

Would you like someone from MDH's K12 School/Childcare team to contact you about this report?

\*if you require a response, please select "yes." If you select "no," you will not be contacted by our team.

\* must provide value

Yes

No

reset

What kind of additional support are you requesting?

+ General support

✓ Discuss/concern about potential outbreak

+ Isolation/Quarantine Guidance

+ Other

Select all that apply

Additional Questions or Comments

Expand

If you would like someone from MDH to contact you, select yes. The team will receive a notification and follow up with you.

Please provide details on the kind of support or information you need, so our team can be prepared to share the appropriate resources in a timely manner.



# Weekly Reporting Form (4)

☒ Click here for additional resources for K12/child care facilities.

COVID-19 in Schools and Childcare Web Resources:

[Best Practices for Handling a Confirmed Case of COVID-19 \(state.mn.us\)](#)

[Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning | CDC](#)

MDH Isolation/Quarantine Guidance:

- Isolation Guide for Schools (for people who are sick or test positive):  
<https://www.health.state.mn.us/diseases/coronavirus/schools/youthiso.pdf>
- Quarantine Guide for Schools (for people who are in close contact (exposed) to a person with COVID-19):  
<https://www.health.state.mn.us/diseases/coronavirus/schools/youthquar.pdf>

MDH Testing Resources:

- COVID-19 Testing: [COVID-19 Testing - Minnesota Dept. of Health \(state.mn.us\)](#)
- Testing Locations in Minnesota: [Find Testing Locations in Minnesota / COVID-19 Updates and Information - State of Minnesota \(mn.gov\)](#)

MDH Vaccine Resources:

- COVID-19 Vaccine: [COVID-19 Vaccine - Minnesota Dept. of Health \(state.mn.us\)](#)
- COVID-19 Vaccine Locations in Minnesota: [Vaccine Locations / COVID-19 Updates and Information - State of Minnesota \(mn.gov\)](#)

Additional Questions:

- Any additional questions can be sent to the MDH COVID-19 K-12 Schools/Childcare Team:  
[health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us)

Submit

Select this box for additional resources. When you select this box, a list of commonly used resources available from MDH and CDC will open within the survey.

When you have completed the survey, select submit.


## Step 3: Weekly Reporting Form (5)

Close survey

Thank you for submitting weekly COVID-19 data to the MDH K-12 Schools/Childcare Team. If you requested follow-up, someone will get back to you within 1-2 business days. Please note that surveys submitted on weekends or holidays will not receive a response until the next business day.

For up-to-date guidance on COVID-19 in school or childcare settings, please visit our website:  
<https://www.health.state.mn.us/diseases/coronavirus/schools/index.html>

Download your survey response (PDF):

 Download

Click download  
to generate a  
PDF of your  
response



## **How to Report Cases**

(Licensed child care centers serving fewer than 40 children  
and licensed family child care)

# Online Reporting Form (1)

- Update your bookmark!
- Report once a week to MDH, **only if there are cases in your program**, through: [COVID-19 Report Form for Licensed Child Care Centers & Licensed Family Child Care \(redcap-c19.web.health.state.mn.us/redcap/surveys/?s=DJK4AN48FRANDHML\)](https://redcap-c19.web.health.state.mn.us/redcap/surveys/?s=DJK4AN48FRANDHML).
- When you have cases to report, choose a day of the week to report all cases in the previous week, then continue reporting on the same day each week until you have no additional cases (reporting period weeks run Sunday through Saturday).
- **Do not need to report if no cases.**

# Online Reporting Form (2)



**mn DEPARTMENT OF HEALTH**

Web Submission Form

**COVID-19 Report Form for Licensed Child Care Centers & Licensed Family Child Care**

Please complete this form weekly for suspected COVID-19 cases in your child care facility. If your child care facility is licensed to serve MORE than 40 children, or you are reporting for a different facility type (school, certified child care, other) please email [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us).

Today's Date	<input type="text" value="07-14-2022"/> M-D-Y
Reporter's Name <small>* must provide value</small>	<input type="text"/>
Reporter's Email <small>* must provide value</small>	<input type="text"/>
County <small>* must provide value</small>	<input type="text"/> ▼

Enter your name, email address, and the county where your child care program is located.

# Online Reporting Form (3)

**Facility Type**  
\* must provide value

Licensed child care facility (fewer than 40 children)

**Licensed child care facility (greater than 40 children)**

Licensed family child care

Certified child care center

K-12 School (public)

Independent/Private school

Charter school

Other

reset

You have indicated that your child care facility has more than 40 children enrolled OR you have selected a facility type (certified child care, school, other) that is not serviced by this form. Please email [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us) for support with reporting your cases.

+

My child care facility has >40 children enrolled OR I am trying to report cases for a different program type .

Note that K-12 schools, certified child care programs, and licensed child care programs serving 40 or more children report on a weekly basis using personalized case report surveys sent via email. Selecting one of those options on this form prompts the reporter to contact [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us).

# Online Reporting Form (4)

**Facility Type**  
\* must provide value

**Example 1**

Licensed child care facility (fewer than 40 children)

Licensed child care facility (greater than 40 children)

Licensed family child care

Certified child care center

K-12 School (public)

Independent/Private school

Charter school

Other

reset

**Childcare Name**  
\* must provide value

If name does not appear in drop-down, please select "Other"

**DHS License Number**  
\* must provide value

**Total Student/Child Enrollment at Facility**

**Total Number of Staff (on-site) at Facility**

Select the facility type that best fits your child care program.

Example: licensed child care facility (fewer than 40 children).

Select your program's name using the Child Care Name drop-down. Enter your DHS license number.

Enter the total student/child enrollment and total number of on-site staff at your facility.

# Online Reporting Form (5)

**Facility Type**  
\* must provide value

**Example 2**

Licensed child care facility (fewer than 40 children)

Licensed child care facility (greater than 40 children)

**Licensed family child care**

Certified child care center

K-12 School (public)

Independent/Private school

Charter school

Other

reset

**DHS License Number**  
\* must provide value

**Total Student Enrollment at Facility**

**Total Number of Staff (on-site) at Facility**

Select the facility type that best fits your child care program.

Example: licensed family child care

Enter your DHS license number.

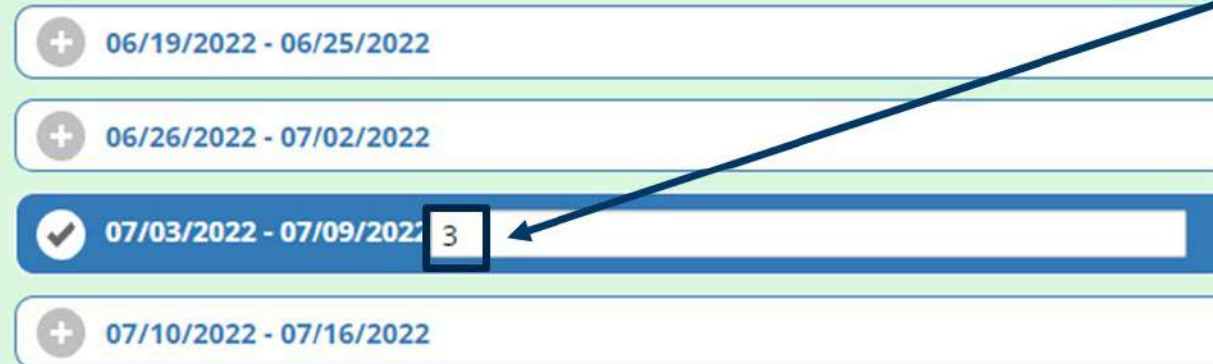
Enter the total student/child enrollment and total number of on-site staff at your facility.

# Reporting Student/Child Cases

## Student/Child Reporting

Please select the week(s) for which you would like to enter/update **the number of STUDENTS/CHILDREN** who reported testing positive for COVID-19 during that week. **This includes positive diagnostic tests done at a school or a child care, by a health care provider, or using an at-home test or over-the-counter test.**

*If updating a week that you previously reported for, please enter the cumulative number of students/children who tested positive for COVID-19 within the week. This will overwrite the previous number reported.*



Form showing week selection and case entry:

- 06/19/2022 - 06/25/2022
- 06/26/2022 - 07/02/2022
- 07/03/2022 - 07/09/2022** (Selected)
- 07/10/2022 - 07/16/2022

Select week(s) to enter cases. Enter number of student/child cases in text field that appears when each week is selected.



# Reporting Staff Cases

## Staff Reporting

Please select the week(s) for which you would like to enter/update **the number of STAFF** who reported testing positive for COVID-19 during that week. This includes positive diagnostic tests done at a school or a child care, by a health care provider, or using an at-home test or over-the-counter test.

*If updating a week that you previously reported for, please enter the cumulative number of staff who tested positive for COVID-19 within the week. This will overwrite the previous number reported.*

<input type="checkbox"/>	06/19/2022 - 06/25/2022	
<input type="checkbox"/>	06/26/2022 - 07/02/2022	
<input checked="" type="checkbox"/>	07/03/2022 - 07/09/2022	<input type="text" value="1"/>
<input type="checkbox"/>	07/10/2022 - 07/16/2022	

Select week(s) to enter cases. Enter number of staff cases in text field that appears when each week is selected.



# Reporting Cases (1a)

- You do not need to enter case totals for weeks you have already reported.
  - Enter case numbers only for weeks you have not reported, or for weeks you need to update.
  - Note: Updating case counts for previously submitted weeks will overwrite whatever case total was previously entered for that week.
- Include people who tested positive with any test type, including NAAT (Nucleic Acid Amplification Tests) or PCR, point-of-care-antigen, or at-home/over-the-counter (OTC) tests. Include cases regardless of where testing was done.
  - If you are conducting point-of-care testing, include positive test results in the weekly report form in addition to your separate, required reporting, per CLIA. MDH will ensure cases are not double counted across reporting systems.
  - Do not include administrative-only buildings/offices, cases among people who are working entirely remote, learning/participating entirely online, or are otherwise not engaged in an in-person setting.

# Reporting Cases (2a)

- Generally, MDH recommends you use the date a person tested positive to determine which week a case belongs in, when possible.
  - If a person has two positive tests for a current infection (i.e., antigen and then PCR positive a day later), they should only be counted as one case.
- If you are made aware of a case that is outside of the reporting periods, add the case to the week closest to the date the person tested positive

# Online Reporting Form (6)

Please provide additional details about any trends that you have observed among the students/children and/or staff that have tested positive for COVID-19 (e.g., students in the same classroom, children in the same cohort, individuals that attended the same event).

Expand

Have any individuals who tested positive for COVID-19 been hospitalized?

Yes

No

Unknown

reset

Please provide additional details on hospitalization(s):

\*Please include name and date of birth of hospitalized person(s).

John Doe, 01/01/1900

Expand

Have any individuals who tested positive for COVID-19 died?

Yes

No

Unknown

reset

Share observations of notable trends in your program.

If you are aware of a COVID-19 hospitalization or death, select yes and provide the person's name and date of birth.

# Online Reporting Form (7)

**Would you like someone from MDH's K12 School/Childcare team to contact you about this report?**

\*if you require a response, please select "yes." If you select "no," you will not be contacted by our team.

\* must provide value

Yes

No

reset

**What kind of additional support are you requesting?**

+ General support

+ Discuss/concern about potential outbreak

☒ Isolation/quarantine guidance

+ Other

Select all that apply

**Additional Questions or Comments**

Expand

If you would like someone from MDH to contact you, select yes. The team will receive a notification and follow up with you.

Please provide details on the kind of support or information you need, so our team can be prepared to share the appropriate resources in a timely manner.

# Online Reporting Form (8)

☒ Click here for additional resources for K12/child care facilities.

COVID-19 in Schools and Childcare Web Resources:

[Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning | CDC](#)

MDH Isolation/Quarantine Guidance:

- Isolation Guide for Schools (for people who are sick or test positive):  
<https://www.health.state.mn.us/diseases/coronavirus/schools/youthiso.pdf>
- Quarantine Guide for Schools (for people who are in close contact (exposed) to a person with COVID-19):  
<https://www.health.state.mn.us/diseases/coronavirus/schools/youthquar.pdf>

MDH Testing Resources:

- COVID-19 Testing: [COVID-19 Testing - Minnesota Dept. of Health \(state.mn.us\)](#)
- Testing Locations in Minnesota: [Find Testing Locations in Minnesota / COVID-19 Updates and Information - State of Minnesota \(mn.gov\)](#)

MDH Vaccine Resources:

- COVID-19 Vaccine: [COVID-19 Vaccine - Minnesota Dept. of Health \(state.mn.us\)](#)
- COVID-19 Vaccine Locations in Minnesota: [Vaccine Locations / COVID-19 Updates and Information - State of Minnesota \(mn.gov\)](#)

Additional Questions:

- Additional questions can be sent to the MDH COVID-19 K-12 Schools/Childcare Team:  
[health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us)

Submit

Select this box for additional resources. When you select this box, a list of commonly used resources available from MDH and CDC will open within the survey.


When you have completed the survey, select submit.

# Online Reporting Form (9)


Close survey

Thank you for contacting the MDH K-12 Schools/Childcare Team. If you requested follow-up, someone will get back to you within 1-2 business days. Please note that surveys submitted on weekends or holidays will not receive a response until the next business day.

For more information and up-to-date guidance on COVID-19 in school or childcare settings, please visit our website: <https://www.health.state.mn.us/diseases/coronavirus/schools/index.html>

 **Enter your email to receive confirmation message?**  
A confirmation email is supposed to be sent to all respondents that have completed the survey, but because your email address is not on file, the confirmation email cannot be sent automatically. If you wish to receive it, enter your email address below.

\* Your email address will not be associated with or stored with your survey responses.

**Download your survey response (PDF):** 

Enter your email address to receive a confirmation email.

Click download to generate a PDF of your response.

# Conclusion



Facility Type	Case Reporting	Lab Results Reporting
Pre-K through grade 12 schools	<ul style="list-style-type: none"> <li>Report total student case count and total staff case count once a week to MDH</li> <li>Report even if 0 cases</li> </ul>	<p>Continue to report positive lab results to MDH, following appropriate instructions: <a href="http://www.health.state.mn.us/diseases/coronavirus/hcp/reportlab.html">COVID-19 Test Reporting Requirements (www.health.state.mn.us/diseases/coronavirus/hcp/reportlab.html)</a></p>
Certified child care centers	<ul style="list-style-type: none"> <li>Report total child/attendee case count and total staff case count once a week to MDH</li> <li>Report even if 0 cases</li> </ul>	
Licensed child care centers serving 40 or more children	<ul style="list-style-type: none"> <li>Report total child/attendee case count and total staff case count once a week to MDH</li> <li>Report even if 0 cases</li> </ul>	
Licensed child care centers serving fewer than 40 children	<ul style="list-style-type: none"> <li>Report once a week to MDH if there are cases in your program</li> <li>Do not need to report if no cases</li> </ul>	
Licensed family child care	<ul style="list-style-type: none"> <li>Report once a week to MDH if there are cases in your program</li> <li>Do not need to report if no cases</li> </ul>	



# Upcoming Dates

- These reporting changes are effective Aug. 1, 2022.
- Questions regarding these reporting changes can be sent to the MDH COVID-19 Schools & Child Care Team: [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us).

# Thank You!

MDH COVID-19 Schools & Child Care Team

[Health.schools.covid19@state.mn.us](mailto:Health.schools.covid19@state.mn.us)