

Louisiana Department of Health
Institutions of Higher Education (IHE)
COVID Reporting Guide

An administrator from each IHE institution will receive an email from SchoolCOVIDReporting@la.gov with an introduction to the IHE COVID Reporting system, including a unique registration link.


There are two aspects to this reporting system. Overview:

1. **Weekly Reporting:** The reporter will receive an email each week on Monday at noon with a link to that week's reporting survey. This survey will collect aggregate information about COVID cases associated with the institution. The survey should be completed and submitted once each week by Friday at 3:00 PM with the most updated information available. For the first report, please submit cumulative counts so far for the Fall Semester. Each subsequent week will ask for new cases since the previous report. After submission, each survey can be downloaded for reference and record keeping.
2. **Suspected Outbreak/Cluster Reporting:** A suspected outbreak is defined as two or more cases with the same exposure within a 14-day period (e.g., exposure to the same dormitory, fraternity/sorority, social event, class). Suspected outbreaks should be reported when they are identified. The link to the suspected outbreak reporting portal can be accessed by clicking the "Survey Queue" link at the top right corner of the weekly report. The link to this queue can also be bookmarked separately. These reports should be updated as new information becomes available. Please do not include specific patient-identifying information on this page.

Step-by-step instructions with screenshots are on the following slides.

The first time you click the portal link, you will be brought to the COVID Reporting Registration page. You will be asked to provide school information and to update the COVID point of contact. This email address will be the individual who will receive the weekly survey emails.

COVID Reporting Registration

Resize font:  [Survey Queue](#)

This is the COVID Reporting Portal Registration survey for Office of Public Health. Please confirm your institution's information and provide some baseline data regarding census, housing, and COVID testing. Please update the point of contact email to the individual that will be receiving and submitting the weekly survey report.

Once you submit this registration page, you will be able to complete and submit this week's survey report. Please forward as necessary.

School System	<input type="text" value="Louisiana Department of Health"/>
School Institution	<input type="text" value="Office of Public Health"/>
City	<input type="text"/>
Parish	<input type="text" value="v"/>
COVID-19 Point of Contact Name	<input type="text"/>
Contact Email This is the email address that will receive the weekly survey. Please update with the appropriate contact.	<input type="text" value="schoolcovidreporting@la.gov"/>
Contact Phone Number	<input type="text"/>

You will also be asked about student and staff census, housing availability on campus, and COVID testing availability on campus.


Once you click “Submit” at the bottom, you will be automatically sent to the first week’s reporting survey.

Total number of students enrolled	<input type="text"/>	<small>Including on campus and online</small>
Total number of students attending classes on campus	<input type="text"/>	
Total number of employees	<input type="text"/>	<small>Including faculty and staff</small>
Is on-campus housing currently available for students?	<input type="radio"/> Yes <input type="radio"/> No	<small>reset</small>
Have isolation housing facilities been identified for COVID-positive students?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A - No Student Housing Currently Available	<small>reset</small>
Have quarantine housing facilities been identified for close contacts of COVID-positive students?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A - No Student Housing Currently Available	<small>reset</small>
Is contact tracing being conducted on campus?	<input type="radio"/> Yes <input type="radio"/> No	<small>reset</small>
What type of testing is being performed by the institution?	<input type="radio"/> No testing <input type="radio"/> Symptomatic testing only <input type="radio"/> Symptomatic and close contacts testing only <input type="radio"/> Screening testing (symptomatic and asymptomatic)	<small>reset</small>
<input type="button" value="Submit"/>		

The COVID Point of Contact will receive an email with a unique link each Monday at noon with that week's reporting survey.

The first time the survey is completed, please enter cumulative cases identified so far this Fall Semester. Subsequent surveys will only ask for the new cases identified since the previous report.

Each week's survey should be submitted by Friday at 3PM with the most up-to-date information available.

Resize font:  [Survey Queue](#)

COVID Weekly Reporting Survey


Please complete the weekly survey for Office of Public Health below and submit by 5:00 PM Friday.

If you are here to report an outbreak or cluster, please select the red "Survey Queue" link in the upper right corner. You can bookmark the link for faster access.

School System	<input type="text"/>
School Institution	<input type="text"/>
Number of new cases among students living on-campus since last report	<input type="text"/> <small>If first report, please enter cumulative number since the beginning of the semester</small>
Number of new cases among off-campus students attending classes on campus since last report	<input type="text"/> <small>If first report, please enter cumulative number since the beginning of the semester</small>
Is case information known for off-campus students attending virtual classes only?	<div><input type="radio"/> Yes</div> <div><input type="radio"/> No</div> <div><input type="radio"/> Partially</div> <div>reset</div>
Number of new cases among faculty and staff working on-campus since last report	<input type="text"/> <small>If first report, please enter cumulative number since the beginning of the semester</small>
Is case information known for faculty and staff working virtually only?	<div><input type="radio"/> Yes</div> <div><input type="radio"/> No</div> <div><input type="radio"/> Partially</div> <div>reset</div>
<div>Submit</div>	

The second aspect of COVID Reporting is tracking suspected outbreaks and clusters. These should be entered as soon as they are identified by clicking the red “Survey Queue” link at the top right of the weekly survey.

COVID Weekly Reporting Survey

Resize font:  [Survey Queue](#)

Please complete the weekly survey for Office of Public Health below and submit by 5:00 PM Friday.

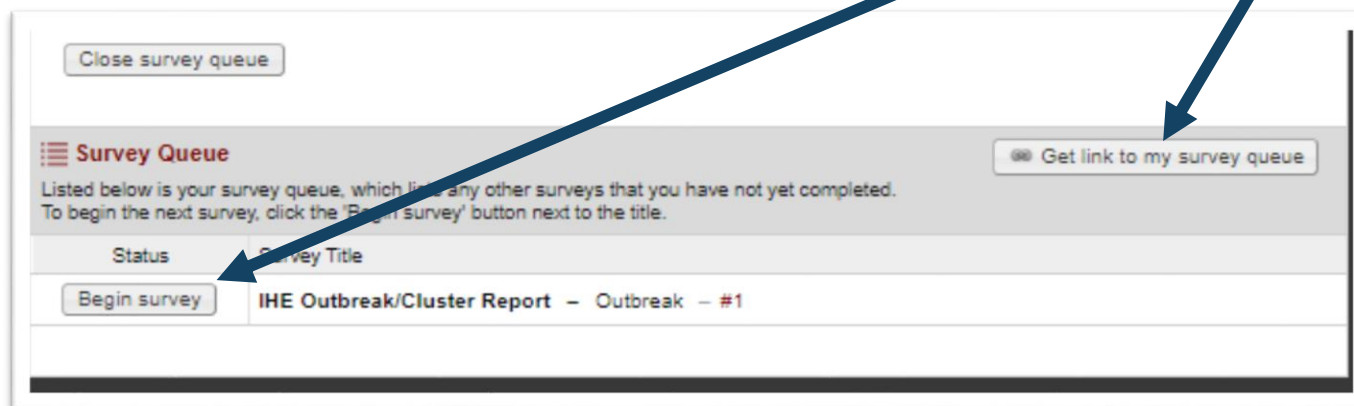
If you are here to report an outbreak or cluster, please select the red “Survey Queue” link in the upper right corner. You can bookmark the link for faster access.

School System	<input type="text"/>
School Institution	<input type="text"/>
Number of new cases among students living on-campus since last report	<input type="text"/> <small>If first report, please enter cumulative number since the beginning of the semester</small>
Number of new cases among off-campus students attending classes on campus since last report	<input type="text"/> <small>If first report, please enter cumulative number since the beginning of the semester</small>
Is case information known for off-campus students attending virtual classes only?	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Partially</p> <p>reset</p>
Number of new cases among faculty and staff working on-campus since last report	<input type="text"/> <small>If first report, please enter cumulative number since the beginning of the semester</small>
Is case information known for faculty and staff working virtually only?	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Partially</p> <p>reset</p>
<input type="button" value="Submit"/>	

The “Survey Queue” link will take you to the suspected Outbreak/Cluster Reporting Dashboard. This will maintain a list of all suspected outbreaks entered for the institution, not just the ones from that week.

This dashboard can be accessed using the link on the weekly survey, or the link can be bookmarked for direct access. The link can be found by clicking “Get link.”

To enter a new suspected outbreak or cluster, click “Begin Survey”



Each suspected outbreak or cluster should have its own report form.

Information regarding the setting, number of cases, and onset date will be collected.

Suspected outbreaks should also be reported to the regional OPH office to determine additional steps that should be taken.

IHE Suspected Outbreak/Cluster Report

Survey Queue

Please complete the survey below with information regarding the suspected outbreak or cluster. A suspected outbreak is defined as the identification of two or more cases with the same exposure within a 14-day period (such as exposure in the same dormitory, fraternity/sorority, social event, class). Please do not enter private patient identifying information on this page.

Suspected clusters/outbreaks should also be reported by phone to the appropriate [regional OPH office](#) as soon as they are identified.

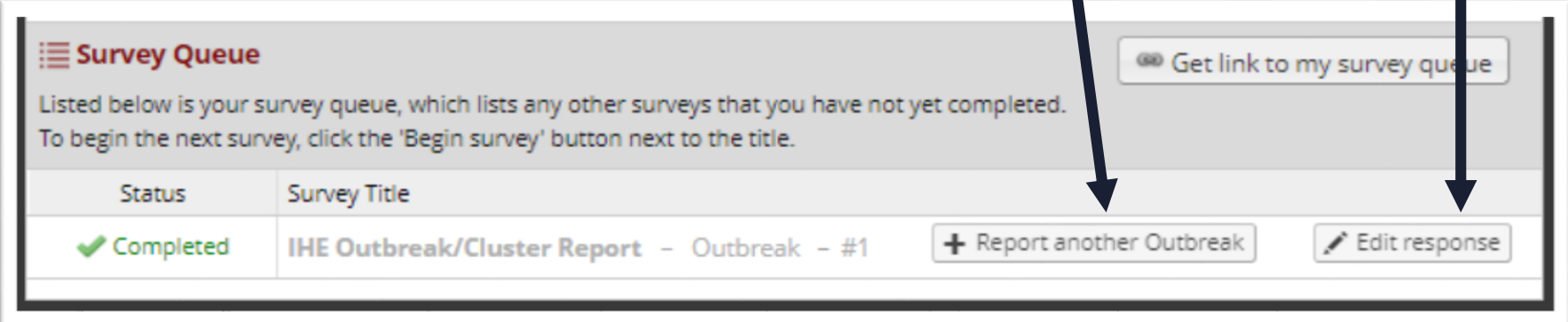
Please update this report as more information becomes available.

Outbreak Report Date	<input type="text" value="09-13-2020"/> M-D-Y
Setting type	<input type="text" value=""/>
Specify setting	<input type="text"/> Name of class, event, dorm, etc.
Date of event (if applicable)	<input type="text"/> <input type="button" value="Today"/> M-D-Y
Was the setting/event on campus or off campus?	<input type="radio"/> On-Campus <input type="radio"/> Off-Campus <input type="radio"/> Unknown reset
Number of cases identified	<input type="text"/>
Number of close contacts identified related to this cluster/outbreak	<input type="text"/>
Date of first case illness onset or test (if asymptomatic)	<input type="text"/> <input type="button" value="Today"/> M-D-Y
Description of cluster/outbreak and notes	<input type="text"/>

Once a suspected outbreak report has been submitted, you will be directed back to the dashboard.

Reports should be updated as new information becomes available. This can be done by selecting “Edit Response” on the appropriate line.

To report a new suspected outbreak, select “Report another outbreak.”



The screenshot shows a 'Survey Queue' section with a table of survey entries. The first entry is 'IHE Outbreak/Cluster Report - Outbreak - #1' with a status of 'Completed'. To the right of this entry are two buttons: '+ Report another Outbreak' and 'Edit response'. Two black arrows point from the text above to these buttons. A third arrow points from the text 'Reports should be updated...' to the 'Edit response' button.

Survey Queue

Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.

Status	Survey Title
✓ Completed	IHE Outbreak/Cluster Report - Outbreak - #1

[+ Report another Outbreak](#) [Edit response](#)

[Get link to my survey queue](#)

The regional Office of Public Health or an infectious disease epidemiologist may reach out if more information is needed.

If you have any questions, please contact SchoolCOVIDReporting@la.gov