Tests and Services Received Report Instructions

Contents

Reporting Tests and Services Received through the COVID-19 Tests and Services Received Report

Introduction

[This form](#) must be submitted each time a school system receives services or products as part of the K-12 COVID-19 testing program funded through the Texas Department of State Health Services (DSHS). **Forms must be submitted within 48 hours of receipt of goods and services**. For staffing support received on consecutive days, the form must be submitted within 48 hours of the last day staff are on-site. If staff are on-site Monday – Friday, the form must be submitted by close of business the following Monday.

This submission will be used to reconcile vendor invoices, track how much of your allocation has been used, and for purposes of federal grant reporting. Please make every effort to ensure the accuracy of this submission.

Once this form is submitted, a detailed confirmation email will be sent to the email you provide.

If there are multiple deliveries from multiple vendors or from one vendor on multiple days, please submit this form once for each shipment or service. Any field with a red asterisk (*) is required.

If you do not have any testing products or staffing support to report, you do not need to submit a report.

For technical issues with this form, please contact TCECSupport@dshs.texas.gov.

Section 1: School Identification

Field Name	Instructions
School Type*	Select type of school from drop down menu.
School District ID#* OR Private School ID#*	Type in ID#, District Name, or Private School name and choose your district or private school from those that are appear.
Public School District Authentication Code* OR Private School Authentication Code*	Type in code that is provided by TEA. This form will only save when the authentication code associated with your school system is entered. If you do not have the authentication code for your school system, please contact TEA at COVIDCaseReport@tea.texas.gov.
Reporter Email*	Enter the email address of school personnel entering the report. Confirmation reports will be sent to this email address. Only one email address should be entered in this field.
Reporter Phone*	Enter the phone number of school personnel entering the report.
Reporter Comments	If any auto-populated school information is not accurate, please comment here to enter accurate information for the school or district. If you received only part of your order, please note that here. Also, if orders are going to different locations, it may be helpful to note the school's name or location in the comments field.

What vendor has this school system received test products or services from?*	Select the vendor that provided the test products or services. Only one vendor can be reported on each form. As each vendor offers different products and services, the fields in Sections 2 and 3 will differ based on the vendor selected. CDC should only be selected by school systems receiving tests from the 5 million BinaxNOW point of care test project. DSHS should only be selected by schools who receive tests as a stopgap measure through DSHS.

Section 2: Testing Products

Testing products should be entered based on receipt dates. Please carefully read the instructions for each vendor to ensure that the correct date is entered. Correct dates are very important to help DSHS reconcile invoices from the vendors.

Please ensure that the test **type** is correct for the tests received.

The test type can be a rapid antigen test or a PCR test.
- Rapid Antigen test brands available through Texas Reopening Schools Safely vendors include:

  - Abbot BinaxNow
  - BD Veritor
  - CareStart
  - GenBody

  - Indicaid
  - Quidel QuickVue
  - Quidel Sofia

- The following types of PCR (Polymerase Chain Reaction) tests are available through this program:
  - Individual PCR
  - Lab Pooled PCR – swabs are collected individually, sent to the laboratory as individual swabs, and pooled and tested as one tube at the lab.
  - Source Pooled PCR – swabs are collected individually and added to one tube at collection site and tested as one at the lab. No re-testing is done.

PCR test brands available through Texas Reopening Schools Safely vendors include:

- Cobas and Panther Fusion
- DiaCarta QuantiVirus
- GeneFinder

- HDPCR ChromaCode
- TaqPath Combo COVID-19

Accu Reference Medical Lab Products

If no tests were received, please check the "No Rapid Antigen or PCR tests received to report" box, which is the first field in Section 2 and proceed to Section 3: Expired/Disposed of tests and then to Section 4: Staff Support Received. Some of these fields will appear after you enter in a quantity. Please enter a zero in any quantity field if you did not receive that type of test.

Field Name	Instructions
Quantity of Rapid Antigen – Quidel QuickVue Tests Received*	Enter the number of individual Quidel QuickVue rapid antigen tests received, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen – Quidel QuickVue Tests*	Enter the order number for the package of Quidel QuickVue rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen – Quidel QuickVue Tests Ordered*	Enter the date the Quidel QuickVue rapid antigen order was placed with the vendor by the private school or district.
Date Rapid Antigen – Quidel QuickVue Tests Received*	Enter the date the Quidel QuickVue rapid antigen order was received from the vendor by the private school or district.
Quantity of Individual PCR Kit/Tests Received*	Enter the number of individual PCR kits/tests that were <u>received</u>. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number - Individual PCR Kits/Tests*	Enter the order number for the package of individual PCR kits/tests that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Individual PCR Kits/Tests Ordered*	Enter the date the individual PCR kits/tests order was placed with the vendor by the private school or district.
Date Individual PCR Kits/Tests Received*	Enter the date the individual PCR kits/tests order was received from the vendor by the private school or district.
Quantity of Source Pooled PCR Kits/Tests Received*	Enter the number of Source Pooled PCR kits <u>received from the vendor</u>, not number ordered. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required. **NOTE:** For Accu Reference, the quantity for Source Pooled PCR kits is the number of **tubes**, not the number of swabs.
Vendor Order Number - Source Pooled PCR Kits/Tests*	Enter the order number for the package of PCR kits/tests (tubes) that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Source Pooled PCR Kits Ordered*	Enter the date the source pooled PCR order was placed with the vendor by the private school or district.

Date Source Pooled PCR Kits Received*	Enter the date the source pooled PCR order was received from the vendor by the private school or district.

Proceed to Section 3: Expired/Disposed of Tests.

Achieve Health Management (AHM) Products

If no tests were received, please check the "No Rapid Antigen or PCR tests received to report" box, which is the first field in Section 2 and proceed to Section 3: Expired/Disposed of tests and then to Section 4: Staff Support Received. Some of these fields will appear after you enter in a quantity. Please enter a zero in any quantity field if you did not receive that type of test.

Field Name	Instructions
Quantity of Rapid Antigen - **Abbott BinaxNOW** Tests Received*	Enter the number of individual Abbott BinaxNOW rapid antigen tests received, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen - **Abbott BinaxNOW** Tests*	Enter the order number for the package of Abbott BinaxNOW rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen - **Abbott BinaxNOW** Tests Ordered*	Enter the date the Abbott BinaxNOW rapid antigen test order was placed with the vendor by the private school or district.
Date Rapid Antigen - **Abbott BinaxNOW** Tests Received*	Enter the date the Abbott BinaxNOW rapid antigen test order was received from the vendor by the private school or district.
Quantity of Rapid Antigen – **GenBody** Tests Received*	Enter the number of individual rapid antigen tests received, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen – **GenBody** Tests*	Enter the order number for the package of GenBody rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen – **GenBody** Tests Ordered*	Enter the date the GenBody rapid antigen test order was placed with the vendor by the private school or district.
Date Rapid Antigen – **GenBody** Tests Received*	Enter the date the GenBody rapid antigen test order was received from the vendor by the private school or district.
Quantity of Individual PCR Kits/Tests Received*	Enter the number of individual PCR kits that were received, not the number ordered. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.

Vendor Order Number - Individual PCR Kits/Tests*	Enter the order number for the package of individual PCR kits/tests that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Individual PCR Kits/Tests Ordered*	Enter the date the individual PCR kits/tests order was placed with the vendor by the private school or district.
Date Individual PCR Kits/Tests Received*	Enter the date that the individual PCR kits/tests were received.

Proceed to Section 3: Expired/Disposed of Tests.

Bloom Health Partners (BHP) Products

If no tests were received, please check the "No Rapid Antigen or PCR tests received to report" box, which is the first field in Section 2 and proceed to Section 3: Expired/Disposed of tests and then to Section 4: Staff Support Received. Some of these fields will appear after you enter in a quantity. Please enter a zero in any quantity field if you did not receive that type of test.

Field Name	Instructions
Quantity Rapid Antigen - Quidel QuickVue Tests Received*	Enter the number of individual Quidel QuickVue, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen - Quidel QuickVue Tests*	Enter the order number for the package of Quidel QuickVue rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen - Quidel QuickVue Tests Ordered*	Enter the date the Quidel QuickVue rapid antigen test order was placed with the vendor by the private school or district.
Date Rapid Antigen - Quidel QuickVue Tests Received*	Enter the date the Quidel QuickVue rapid antigen test order was received from the vendor by the private school or district.
Quantity Rapid Antigen - Abbott BinaxNOW Tests Received*	Enter the number of individual Abbott BinaxNOW rapid antigen tests received, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen - Abbott BinaxNOW Tests *	Enter the order number for the package of Abbott BinaxNOW rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen - Abbott BinaxNOW Tests Ordered*	Enter the date the Abbott BinaxNOW rapid antigen test order was placed with the vendor by the private school or district.
Date Rapid Antigen - Abbott BinaxNOW Tests Received*	Enter the date the Abbott BinaxNOW rapid antigen test order was received from the vendor by the private school or district.
Quantity Rapid Antigen – Indicaid Tests Received*	Enter the number of individual Indicaid rapid antigen tests received, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen - Indicaid Tests *	Enter the order number for the package of Indicaid rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen - Indicaid Tests Ordered*	Enter the date the Indicaid rapid antigen test order was placed with the vendor by the private school or district.
Date Rapid Antigen - Indicaid Tests Received*	Enter the date the Indicaid rapid antigen test order was received from the vendor by the private school or district.

Quantity of Individual PCR Kits/Tests Received*	Enter the number of individual PCR kits that were received, not the number ordered. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number - Individual PCR Kits/Tests*	Enter the order number for the package of individual PCR kits/tests that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Individual PCR Kits/Tests Ordered*	Enter the date the individual PCR kits/tests order was placed with the vendor by the private school or district.
Date Individual PCR Kits/Tests Received*	Enter the date that the individual PCR kits/tests were received.
Quantity of Lab Pooled PCR Kits/Tests Received*	Enter the number of lab pooled PCR **swabs** received from the vendor, not number ordered. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required. **NOTE:** For Bloom Health Partners, the quantity for Lab Pooled PCR kits is the number of individual **swabs** received.
Vendor Order Number - Lab Pooled PCR Kits/Tests*	Enter the order number for the shipment of lab pooled PCR specimen collection test kits (swabs) that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Lab Pooled PCR Kits/Tests Ordered*	Enter the date the lab pooled PCR kits (swabs) order was placed with the vendor by the private school or district.
Date Lab Pooled PCR Kits/Tests Received*	Enter the date the lab pooled PCR kits (swabs) order was received by the private school or district.

Proceed to Section 3: Expired/Disposed of Tests

Goodside Health (GSH) Products

If no tests were received, please check the "No Rapid Antigen or PCR tests received to report" box, which is the first field in Section 2 and proceed to Section 3: Expired/Disposed of tests and then to Section 4: Staff Support Received. Some of these fields will appear after you enter in a quantity. Please enter a zero in any quantity field if you did not receive that type of test.

Field Name	Instructions
Quantity Rapid Antigen - Quidel QuickVue Tests Received*	Enter the number of individual Quidel QuickVue rapid antigen tests received, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen - Quidel QuickVue Tests*	Enter the order number for the package of Quidel QuickVue rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen - - Quidel QuickVue Tests Ordered*	Enter the date the Quidel QuickVue rapid antigen test order was placed with the vendor by the private school or district.
Date Rapid Antigen - - Quidel QuickVue Tests Received*	Enter the date the Quidel QuickVue rapid antigen test order was received from the vendor by the private school or district.
Quantity Rapid Antigen - Abbott BinaxNOW Tests Received*	Enter the number of individual Abbott BinaxNOW rapid antigen tests received, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen - Abbott BinaxNOW Tests*	Enter the order number for the package of Abbott BinaxNOW rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen - Abbott BinaxNOW Tests Ordered*	Enter the date the Abbott BinaxNOW rapid antigen test order was placed with the vendor by the private school or district.
Date Rapid Antigen - Abbott BinaxNOW Tests Received*	Enter the date the Abbott BinaxNOW rapid antigen test order was received from the vendor by the private school or district.
Quantity Rapid Antigen – Quidel Sofia Tests Received*	Enter the number of individual Quidel Sofia rapid antigen tests received, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen - Quidel Sofia Tests*	Enter the order number for the package of Quidel Sofia rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen - Quidel Sofia Tests Ordered*	Enter the date the Quidel Sofia rapid antigen test order was placed with the vendor by the private school or district.
Date Rapid Antigen - Quidel Sofia Tests Received*	Enter the date the Quidel Sofia rapid antigen test order was received from the vendor by the private school or district.

Quantity Rapid Antigen – GenBody Tests Received*	Enter the number of individual GenBody rapid antigen tests received, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen - GenBody Tests*	Enter the order number for the package of GenBody rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen - GenBody Tests Ordered*	Enter the date the GenBody rapid antigen test order was placed with the vendor by the private school or district.
Date Rapid Antigen - GenBody Tests Received*	Enter the date the GenBody rapid antigen test order was received from the vendor by the private school or district.
Quantity of Rapid Antigen Analyzers Received*	Enter the number of rapid antigen analyzers received. If you do not have any analyzers to report, enter zero.
Vendor Order Number - Rapid Antigen Analyzers *	Enter the order number for the rapid antigen analyzers that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen Analyzers Ordered*	Enter the date the order was placed with the vendor by the private school or district.
Date Rapid Antigen Analyzers Received*	Enter the date the order was received from the vendor by the private school or district.
Quantity of Individual PCR Kits/Tests Received*	Enter the number of individual PCR kits that were received, not the number ordered. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number - Individual PCR Kits/Tests*	Enter the order number for the package of PCR kits/tests that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Individual PCR Kits/Tests Ordered*	Enter the date the PCR kits/tests order was placed with the vendor by the private school or district.
Date Individual PCR Kits/Tests Received*	Enter the date that the PCR kits/tests were received.

Proceed to Section 3: Staff Support Received.

Quest Diagnostics Products

If no tests were received, please check the "No Rapid Antigen or PCR tests received to report" box, which is the first field in Section 2 and proceed to Section 3: Expired/Disposed of tests and then to Section 4: Staff Support Received. Some of these fields will appear after you enter in a quantity. Please enter a zero in any quantity field if you did not receive that type of test.

Field Name	Instructions
Quantity of Rapid Antigen – Abbott BinaxNOW Tests Received*	Enter the number of individual Abbott BinaxNOW rapid antigen tests received, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen – Abbott BinaxNOW Tests*	Enter the order number for the package of Abbott BinaxNOW rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen – Abbott BinaxNOW Tests Ordered*	Enter the date the Abbott BinaxNOW rapid antigen order was placed with the vendor by the private school or district.
Date Rapid Antigen – Abbott BinaxNOW Tests Received*	Enter the date the Abbott BinaxNOW rapid antigen order was received from the vendor by the private school or district.
Quantity of Rapid Antigen – GenBody Tests Received*	Enter the number of individual GenBody rapid antigen tests received, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen – GenBody Tests*	Enter the order number for the package of GenBody rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen – GenBody Tests Ordered*	Enter the date the GenBody rapid antigen order was placed with the vendor by the private school or district.
Date Rapid Antigen – GenBody Tests Received*	Enter the date the GenBody rapid antigen order was received from the vendor by the private school or district.
Quantity of Rapid Antigen – CareStart Tests Received*	Enter the number of individual CareStart rapid antigen tests received, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen – CareStart Tests*	Enter the order number for the package of CareStart rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen – CareStart Tests Ordered*	Enter the date the CareStart rapid antigen order was placed with the vendor by the private school or district.

Date Rapid Antigen – CareStart Tests Received*	Enter the date the CareStart rapid antigen order was received from the vendor by the private school or district.
Quantity of Individual PCR Kits/Tests Received *	Enter the number of individual PCR kits/tests that were received. If you do not have any tests to report enter zero. The order number and date fields will no longer be required.
Vendor Order Number - Individual PCR Kits/Tests*	Enter the order number for the package of individual PCR kits/tests that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Individual PCR Kits/Tests Ordered*	Enter the date the individual PCR kits/tests order was placed with the vendor by the private school or district.
Date Individual PCR Kits/Tests Received*	Enter the date the individual PCR kits/tests order was received from the vendor by the private school or district.
Quantity of Source Pooled PCR Kits/Tests *	Enter the number of individual PCR kits received from the vendor, not number ordered. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required. **NOTE:** For Quest Diagnostics, the quantity for Source Pooled PCR kits is the number of **tubes**, not the number of swabs.
Vendor Order Number - Source Pooled PCR Kits/Tests*	Enter the order number for the package of PCR kits/tests (tubes) that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Source Pooled PCR Kits/Tests Ordered*	Enter the date the source pooled PCR order was placed with the vendor by the private school or district.
Date Source Pooled PCR Kits/Test Received*	Enter the date the source pooled PCR order was received from the vendor by the private school or district.

Proceed to Section 3: Staff Support Received.

Texas Department of State Health Services (DSHS) Products

Some of these fields will appear after you enter in a quantity.

Field Name	Instructions
Quantity of Rapid Antigen Tests Received*	Enter the number of individual rapid antigen tests received, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Date Rapid Antigen Tests Ordered*	Enter the date the rapid antigen order was placed with the DSHS by the private school or district.
Date Rapid Antigen Tests Received*	Enter the date the rapid antigen order was received from the DSHS by the private school or district.

Proceed to Section 3: Expired/Disposed of Tests.

Click "Save & Close", or if you need to report more tests or services received, please click "Save & New."

Thermo Fisher Scientific (TFS) Products

If no tests were received, please check the "No Rapid Antigen or PCR tests received to report" box, which is the first field in Section 2 and proceed to Section 3: Expired/Disposed of tests Some of these fields will appear after you enter in a quantity. Please enter a zero in any quantity field if you did not receive that type of test.

Field Name	Instructions
Quantity of Rapid Antigen – Quidel QuickVue Tests Received*	Enter the number of individual Quidel QuickVue rapid antigen tests received of any brand, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen – Quidel QuickVue Tests*	Enter the order number for the package of Quidel QuickVue rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen – Quidel QuickVue Tests Ordered*	Enter the date the Quidel QuickVue order was placed with the vendor by the private school or district.
Date Rapid Antigen – Quidel QuickVue Tests Received*	Enter the date the Quidel QuickVue order was received from the vendor by the private school or district.
Quantity of Rapid Antigen – BD Veritor Tests Received*	Enter the number of individual BD Veritor rapid antigen tests received of any brand, not number ordered, and not boxes of tests. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number – Rapid Antigen BD Veritor Tests*	Enter the order number for the package of BD Veritor rapid antigen test kits that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen BD Veritor Tests Ordered*	Enter the date the BD Veritor order was placed with the vendor by the private school or district.
Date Rapid Antigen BD Veritor Tests Received*	Enter the date the BD Veritor order was received from the vendor by the private school or district.
Quantity of Rapid Antigen Analyzers Received*	Enter the number of rapid antigen analyzers received. If you do not have any analyzers to report, enter zero.
Vendor Order Number - Rapid Antigen Analyzers *	Enter the order number for the rapid antigen analyzers that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Rapid Antigen Analyzers Ordered*	Enter the date the order was placed with the vendor by the private school or district.
Date Rapid Antigen Analyzers Received*	Enter the date the order was received from the vendor by the private school or district.

How many rapid antigen tests received from another source were administered by this vendor?	Enter the quantity of rapid antigen tests received from another vendor that were administered by Thermo Fisher staff. For example, if you have TDEM tests that Thermo Fisher staff administered, enter the number of specimens that were collected. This number will be used to calculate the reporting fee. Enter zero if this field is not applicable.
Quantity of Individual PCR Kits/Tests Received*	Enter the number of individual PCR kits received from the vendor, not number ordered. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required.
Vendor Order Number - Individual PCR Kits/Tests*	Enter the order number for the shipment of individual PCR specimen collection kits/tests that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Individual PCR Kits/Tests Ordered*	Enter the date the individual PCR order was placed with the vendor by the private school or district.
Date Individual PCR Kits/Tests Received*	Enter the date the individual PCR order was received from the vendor by the private school or district.
Quantity of Source Pooled PCR Kits/Tests Received*	Enter the number of source pooled PCR **swabs** received from the vendor, not number ordered. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required. **NOTE:** For Thermo Fisher, the quantity for Source Pooled PCR kits is the number of individual **swabs** received.
Vendor Order Number - Source Pooled PCR Kits/Tests*	Enter the order number for the shipment of source pooled PCR specimen collection test kits (swabs) that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.
Date Source Pooled PCR Kits/Tests Ordered*	Enter the date the source pooled PCR kits (swabs) order was placed with the vendor by the private school or district.
Date Source Pooled PCR Kits/Tests Received*	Enter the date the source pooled PCR kits (swabs) order was received by the private school or district.
Quantity of Lab Pooled PCR Kits/Tests Received*	Enter the number of lab pooled PCR **swabs** received from the vendor, not number ordered. If you do not have any tests to report, enter zero. The order number and date fields will no longer be required. **NOTE:** For Thermo Fisher, the quantity for Lab Pooled PCR kits is the number of individual **swabs** received.
Vendor Order Number - Lab Pooled PCR Kits/Tests*	Enter the order number for the shipment of source pooled PCR specimen collection test kits (swabs) that you received. Each order number must be entered as a separate report. Please see section 5 below for information on how to locate order number for each vendor.

Date Lab Pooled PCR Kits/Tests Ordered*	Enter the date the lab pooled PCR kits (swabs) order was placed with the vendor by the private school or district.
Date Lab Pooled PCR Kits/Tests Received*	Enter the date the lab pooled PCR kits (swabs) order was received by the private school or district.

Proceed to Section 3: Expired/Disposed of Tests.

Click "Save & Close", or if you need to report more tests or services received, please click "Save & New."

Section 3: Expired/Disposed of Tests

If no expired tests were disposed of, please check the "No Rapid Antigen or PCR tests expired to report" box, which is the first field in Section 3 and proceed to Section 4 Staff Support Received.

Field Name	Instructions
Quantity of Rapid Antigen Tests Expired*	Enter the number of rapid antigen tests received through this program that expired and have been disposed of by the school system.
Quantity of PCR Tests Expired*	Enter the number of PCR tests received through this program that expired and have been disposed of by the school system.

Section 4: Vendor Staff Support Received

Use this section to report vendor staff who came on-site to assist with administering tests. If more rows are needed than are provided, they will show up as you add more staff.

If no vendor staff support was received please, check the "No vendor staff support to report" box, which is the last field in this section. Click "Save & Close", or if you need to report more tests or services received, please click "Save & New."

Efficiency Tips:
- Start typing in the fields to activate any drop-down lists or double-click to reveal the drop-down lists.
- Right-clicking on a cell allows you to: cut, copy, paste, fill down, insert rows, delete, undelete and undo fill down.
- Highlight multiple rows, right click on the rows and you will be able to fill down when you have multiple rows for the same district, school, date, or staff person.

When you enter in information a record ID# will be automatically generated. These record ID#'s will be sent in the confirmation email that you will receive after clicking Save. If you would like to make a correction, you will need to email this record ID to TCECSupport@dshs.texas.gov so that the correct record can be identified.

Public Schools

Field Name	Instructions
Public School District ID#	Double click on the cell to get a drop-down box with a list of districts or start typing your district number. District ID should be the same as in the drop-down box above. Reports submitted without district information will returned for corrections.
Public School ID#	Double click on the cell to get a drop-down box with a list of School IDs#, which should be in the same district as above. Select one school per row. Reports submitted without school information will returned for corrections.
Public School Name	Double click on the cell to get a drop-down box with a list of School name, which should be in the same district as above. Select one school per row, ensuring to match the right school's name to the school number. Reports submitted without school information will returned for corrections.
Vendor Staff Member Name*	Enter the first and last name of **vendor** staff. One staff person should be submitted per row.
Date Staff Member On-Site*	Enter the date that the **vendor** staff was on-site. If the staff person was on-site for multiple days, each day must be submitted in a separate row.

Number of Hours Staff Member On-Site*	Enter the number hours they were on-site working. Time should be entered in 15-minute increments. For example, for a staff member who was on-site for 4 hours and 15 minutes, enter "4.25" for hours.
	<table><tr><th>Minutes worked (round up to nearest 15 minutes)</th><th>Report as</th></tr><tr><td>15 minutes</td><td>0.25 hours</td></tr><tr><td>30 minutes</td><td>0.50 hours</td></tr><tr><td>45 minutes</td><td>0.75 hours</td></tr></table>
Record ID #	This is an auto-generated number that can be referenced if you need to make corrections to the report after it has been submitted.

Private Schools

Field Name	Instructions
Staff Member Name*	Enter the first and last name of **vendor** staff. One staff person should be submitted per row.
Date Staff Member On-Site*	Enter the date that the **vendor** staff was on-site. If the staff person was on-site for multiple days, each day must be submitted in a separate row.
Number of Hours Staff Were On-Site*	Enter the number hours they were on-site. Time should be entered in 15-minute increments. For example, for a staff member who was on-site for 4 hours and 15 minutes, enter "4.25" for hours.
	<table><tr><th>Minutes worked (round up to nearest 15 minutes)</th><th>Report as</th></tr><tr><td>15 minutes</td><td>0.25 hours</td></tr><tr><td>30 minutes</td><td>0.50 hours</td></tr><tr><td>45 minutes</td><td>0.75 hours</td></tr></table>
Record ID #	This is an auto-generated number that can be referenced if you need to make corrections to the report after it has been submitted.

Click "Save & Close", or if you need to report more tests or services received, please click "Save & New."

Section 5: Locating Order Number

Accu Reference Medical Labs

Accu Reference provides an order shipping confirmation email and a packing slip that comes with the shipment of antigen test kits. Order numbers are present on both as shown below.

Order Shipping Confirmation Email – *Sample Pending*

Packing Slip

Date: Date

PACKING SLIP

Accu Reference
Medical Lab

Ship TO:

School District
School Name

1901 E Linden
Ave Suite 12

School ID

Linden, NJ 07036

Street Address

City, ST ZIP Code

Phone: 908-474-
1004

Phone

Order Date	Order Number	Job

Lot #	Description	Quantity

Please email Texassales@accureference.com for a questions or support

ACCU | REFERENCE MEDIC   Your COVID 19 Testing Partner

Thank you for your business!

Achieve Health Management (AHM)

AHM provides an order shipping confirmation email and a packing slip that comes with the shipment of antigen test kits. Order numbers are present on both as shown below.

AHM Order Shipping Confirmation Email

Packing Slip

Order No :   3169
Date Of Order :   10/19/2021 04:56
Ship To
Company :   School
Attention :   Anthony
Street Address
1 :   120 H Avenue
Street Address
2 :

City :   Camden   Province/State : New Jersey   Zip/Postal Code :   08103

Requested
Carrier :   FedEx Two Day Air

Notes :

Shipment Details

Product No :   GenBody Rapid AG   Qty Ordered :   500   Qty Shipped :

Carrier Used :

Packed By :   Date/Time Packed :   QC By :

Shipped By : Achieve Health Managment
Order fullfilled by Liberty Distribution   www.LD3PL.com

Bloom Health Partners

BHP provides confirmation emails at the time of order, shipment, and delivery. Order numbers are present on all emails as shown below.

From: Leah Shaffer leah@bloomhealthpartners.com
Subject: Order Confirmation Email
Date: December 26, 2021 at 10:55 PM
To: Andrew McCann mccann@bloomhealthpartners.com

THANK YOU FOR YOUR ORDER!

Order Confirmation Number 12262021123

Hello John Smith,

Your order has been confirmed!

- 1,000 Abbott BinaxNOW Antigen tests
- 200 ThermoFisher TaqPath COVID-19 PCR Tests
- One sample collection visit of Wednesday May 15, 2022

    will be delivered to:

John Smith

District TEX-210-20349 860 Hebron

Pkwy. STE 501
Lewisville, TX 75057

We will let you know when your order is on its way!

For assistance please contact

TXK12@bloomhealthpartners.com   or
877.727.4319 EXT 4

Goodside Health

Goodside Health provides an order confirmation email and a shipping confirmation email. The order number is located on all documents as shown below.

Goodside Order Confirmation Email

<div align="center">

ORDER CONFIRMATION

</div>

Goodside Health

Form Name:	DSHS Covid Testing - District Monthly Order Form December
SubmissionTime:	29, 2021 6:54 pm
Order Number:	DU00001

Name of Person Completing Form	Lindsey Barnes
Email Address	lbarnes@urgentcarekids.com
Phone Number	(281) 392-3033
School District Represented	Dr. Duck University
Total Number of Tests Requested for This Month	150
Shipping Address (if additional space is needed please use "Additional Info" box below)	123 Main Street
Your School District is Interested in:	Purchasing Tests and Staffing for Covid Test Site(s)
If you are requesting staffing, how many staff members are needed?	2-3
Which Days of the Week Do You Need Staffing?	Monday/Wednesday
Anticipated total hours worked daily	4
ADDITIONAL INFO - Please share any other details that will help us to understand your needs and meet them accordingly.	

Goodside Health

ORDER NUMBER: DU00001
ORDER STATUS: SHIPPED
TRACKING #: FedExabc12345

Form Name: DSHS Covid Testing - District Monthly Order Form
Submission Time: December 29, 2021 6:54 pm

Name of Person Completing Form	Lindsey Barnes
Email Address	lbarnes@urgentcarekids.com
Phone Number	(281) 392-3033
School District Represented	Dr. Duck University
Total Number of Tests Requested for This Month	150
	123 Main Street Houston, TX 77380
Your School District is Interested in:	Purchasing Tests and Staffing for Covid Test Site(s)
If you are requesting staffing, how many staff members are needed?	2-3
Which Days of the Week Do You Need Staffing?	Monday/Wednesday
Anticipated total hours worked daily	4
ADDITIONAL INFO - Please share any other details that will help us to understand your needs and meet them accordingly.	Placeholder

Quest Diagnostics

Quest Diagnostics provides an order confirmation document that is emailed to each assigned Testing Coordinator at the school systems when items are shipped. This document is also included in the shipment box of supplies. The order number can be found in the upper right corner as shown below.

Quest Diagnostics Order Confirmation Document/Packing Slip

LaunchWorks
Letting You Focus on Science

ESTIMATE

2620

10/14/2021 1:42:30 PM

LAUNCHWORKS CDMO

123 Brimbal Ave
Beverly, MA 01915

BILL TO

Ginkgo Bioworks
27 Drydock Ave Ste 8
Boston, MA 02210
US

SHIP TO

US

Fullfillment Date:	10/15/2021

Item #	Type	Number / Description	Qty Ordered
1	Sale	Lot -166158 Exp. 23DEC2021 - LFA-BN-PRO-40x Binex Kits	9 ea

Approval: _____ Date: _____

Note: Yes, Barcodes Needed. No CRT.
Please Ship Overnight School: _____
_____ Attn: _____

Thermo Fisher Scientific (TFS)

Thermo Fisher Scientific provides an order confirmation email, a shipment confirmation email, an invoice, and a packing slip. The order number is located on all documents as shown below.

TFS Order Confirmation Email

FW: Your order has been shipped PO: 3115246 Order: T12247944

BP   Burns, Patricia M. <patricia.burns@thermofisher.com>
To   ○ Slomiany, Vicki

ⓘ Follow up.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this

Your order has shipped, Clement Cherian!

If there are additional products in your order, we'll send you another confirmation email once those items have shipped.

Order Number:	T12247944	**P.O. Number:**	3115246
Order Date:	08/11/2021	**Account Number:**	531980-003

View details

The following item(s) are shipped

Shipment number: **001**

Item	Unit of measure	Qty
Sartorius Optifit 100 to 5000uL Tips, Bulk in a Box Catalog number: 14559497 Shipment date: 10/19/2021	Pack of 100	10 of 10

Total Items:	Carrier(s):	Tracking Number(s):
10		Tracking information is currently unavailable

Order Information

Order Number: T12247944
Order Date: 08/11/2021
Purchase Order Number: 3115246
Account Number: 531980-003

Order Placed By: Clement Cherian
Phone: 7732563814

Order Fullfilled By:

Shipment number: 001
Fisher Scientific Company
4500 Turnberry Drive
Hanover Park, IL. 60133

Shipping Information

Ship to:
Metropolitan Water
Reclamation OF Chicago
6001 W Pershing RD
R & D Lab
Cicero IL 60804

Ship to Attention:
Susanne Sugrue

View **current status** of your order or manage **notification preferences** on fishersci.com.

Packing Slip

Note: Order Number has a letter followed by eight numbers. Do not include numbers after a dash in the order number, or numbers past the letter + first eight numbers.

Change Log

Substantive changes to content are outlined below.

Section	Description of Change	Date
Introduction	Page 1: Added language to clarify reporting deadlines for staffing support when vendor staff are on-site for consecutive days.	12/17/21
2: Testing Products	Page 2: Updated the list of rapid antigen brands and added different types of PCR tests.	12/17/21
	Page 2 – Achieve Health Management • Removed brand names from rapid antigen tests • Added a field for order number for rapid antigen tests • Changed definition of "received" for PCR tests from "processed at the lab" to "received." • Added a field for order number for PCR tests • Updated instructions to match fields currently listed on the Tests and Services Received form.	12/17/21
	Page 3 – Quest Diagnostics • Removed Brand Names from rapid antigen tests • Added a field for order number for rapid antigen tests • Added a field for order number for PCR tests • Added a definition for quantity of Source Pooled PCR tests • Updated instructions to match fields currently listed on the Tests and Services Received form.	12/17/21
	Page 5 – Removed instructions for SDI Labs	12/17/21
	Page 5 – Thermo Fisher Scientific • Removed Brand Names from rapid antigen tests • Added a field for order number for rapid antigen tests • Added a field for order number for PCR tests • Updated instructions to match fields currently listed on the Tests and Services Received form.	12/17/21
3: Staff Support Received	Page 7 – • Added instructions for how to report staff who are on-site for multiple consecutive days. • Added an email address contact to request assistance with report issues. Page 8 – 1. Added instructions for selecting the type of testing support provided by vendor staff.	12/17/21
5: Locating Order Number	Page 10: Added a new section with examples of vendor supporting documentation indicating where Order Numbers may be found for each vendor.	12/17/21
1: School Identification	Page 3: Added suggestions to document partial orders and different campus locations/names in the reporter comments field.	1/6/22
2: Testing Products	Page 4: Added brand names of rapid antigen tests offered by new vendors. Added brand names of PCR tests.	1/6/22

	Page 5: Added instructions for Accu Reference Medical Lab	1/6/22
	Page 6: Achieve Health Management - Changed instructions for quantity of PCR tests to be the number received, not the number of tests run. Also added a note to proceed to Section 3: Staff Support Received after Testing Products are entered.	1/6/22
	Page 7: Added instructions for Bloom Health Partners	1/6/22
	Page 9: Added instructions for Goodside Health	1/6/22
	Page 11: Quest Diagnostics - Changed instructions for quantity of PCR tests to be the number received, not the number of tests run. Removed date fields for when PCR tests were processed at a lab.	1/6/22
	Page 12: Added instructions for Texas Department of State Health Services.	1/6/22
	Page 13: Thermo Fisher Scientific - Changed instructions for quantity of PCR tests to be the number received, not the number of tests run.	1/6/22
5: Locating Order Number	Page 17: Added examples of vendor supporting documentation indicating where Order Numbers may be found for Accu Reference Medical Labs.	1/6/22
	Page 21: Added examples of vendor supporting documentation indicating where Order Numbers may be found for Bloom Health Partners.	1/6/22
	Page 22: Added examples of vendor supporting documentation indicating where Order Numbers may be found for Goodside Health.	1/6/22
2: Testing Products	Wording for order number field labels was changed to be clearer.	1/17/22
1: School Identification	Page 3: Added language about when CDC and DSHS should be selected as vendors.	2/1/22
2: Testing Products	Page 10: Added fields for GenBody tests for Goodside Health.	2/1/22
3: Vendor Staff Support Received	Pages 16-17: Added language to make it clearer that only vendor staff are to be reported in this section.	2/1/22
5: Locating Order Number	Page 23: Added an example of vendor supporting documentation indicating where Order Numbers may be found for orders received from the CDC.	2/1/22
3: Expired/ Disposed of Tests	Page 16: Added a new section to report test kits that expired and were disposed of by the school system. Renumbered subsequent sections.	2/25/22
5: Locating Order Number	Removed the invoice example of where to find the order number for Thermo Fisher.	2/25/22
2: Testing Products	Rapid Antigen Product fields were updated to be brand specific for Accu Reference, Achieve Health Management. Removed the CDC as a vendor.	8/3/22

2: Testing Products	Page 14: Removed the reference to Section 4 Vendor Staffing Support Received under Thermo Fisher Scientific since they no longer offer staffing support.	8/3/22
4: Staffing Support Provided	Page 19: Removed the Testing Support Provided fields from both the public and private school tables. This field is no longer necessary since the cost of staffing support is now the same for all vendors regardless of whether they are providing rapid antigen or PCR support.	8/3/22
5: Locating Order Number	Removed CDC information.	8/3/22