

Rapid Test Reporting Options and Guidance for Submittal to Public Health October 12, 2020

This guidance is intended to provide authorized facilities administering rapid or point of care COVID-19 tests (e.g. antigen and nucleic acid amplification tests) with instructions for reporting individual level test results to the Department of Health and Human Services, Division of Public Health Services. Reporting of all personally identifiable information for COVID-19 test results is required by [federal](#) and [state](#) law. The reporting of all test results is required, including positive, negative, and invalid results. Please provide information for all fields for which you have information.

For questions, contact the Public Health COVID-19 Operations Center at 603-271-6996, Monday through Sunday between 8am and 8pm EST.

Reporting Options

Organizations performing rapid testing have two options for submitting test results data. Data must be submitted at least daily (within 24 hours of the test result being available) **but not more frequently than one hour**.

1. Submittal of Individual Test Results

Access the following link and fill out the form to submit the results for each person tested.

<https://forms.nh.gov/EpiInfoWebSurvey/Home/37a7bc1e-69b9-4227-9b36-95d340277229>

2. Batch Submittal of Daily Results

If your organization plans on submitting test results as a group or “batch” then follow the directions below to download the approved format and fields and submit via the approved secure file transfer solution provided by the State of New Hampshire.

- Access <https://www.nh.gov/covid19/resources-guidance/healthcare-providers.htm> and download the file titled “Batch Submittal of Daily Results”
- Fill out the spreadsheet tab named “Rapid_Reporting_Record” following the instructions contained in the “Instructions” tab. Please save the document in the following naming format:
<organization>_<City>_<Date>_<24Time>.xlsx
(e.g. Maple_Leaf_HealthCare_Center_Manchester_10122020_1501.xlsx)
 - There can be NO special characters in the name, such as spaces, colons, etc. – except for the underline character.
 - Please replace all spaces with underline characters.
 - Please remove all “/” and “:” from the date and time.
 - Please use 24 hour time in HHMM format.
 - The file extension needs to be either “xlsx” or “xls”.

- When you are ready to upload the completed excel file, access the State's secure file transfer site by going to <https://nhftp.nh.gov/> and logging into the site with the log-in information below. Note that you will not be able to see or edit the file once uploaded. To receive the password, please email NHAntigenReporting@dhhs.nh.gov. If you have any issues or need to correct your submittal, please email NHAntigenReporting@dhhs.nh.gov as the primary means or, contact the Public Health COVID-19 Operations Center at 603-271-6996, Monday through Sunday between 8am and 8pm. For detailed directions please see Appendix A.

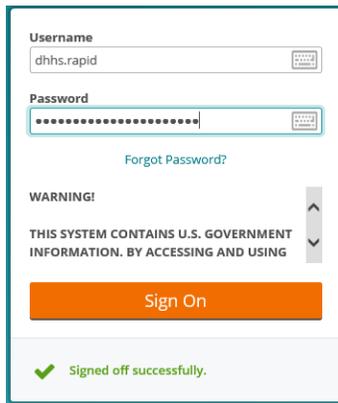
Username: DHHS.Rapid

Password: To be provided by emailing: NHAntigenReporting@dhhs.nh.gov

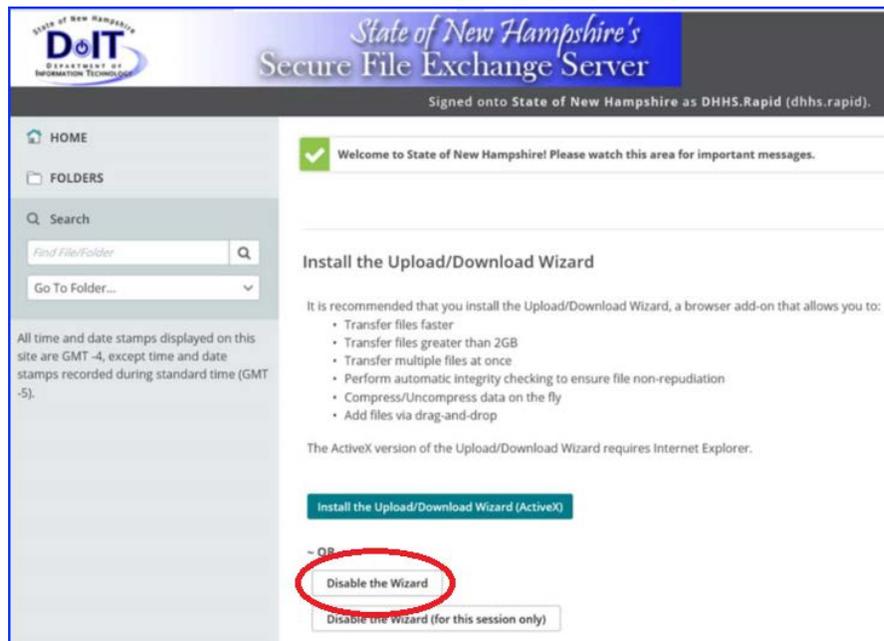
Please include the following in your email: Organization, Town location of facility and the contact email address. This information will be used to communicate final receipt of your submittal.

Appendix A – Detailed SFTP directions for Batch Submittal of Daily Results

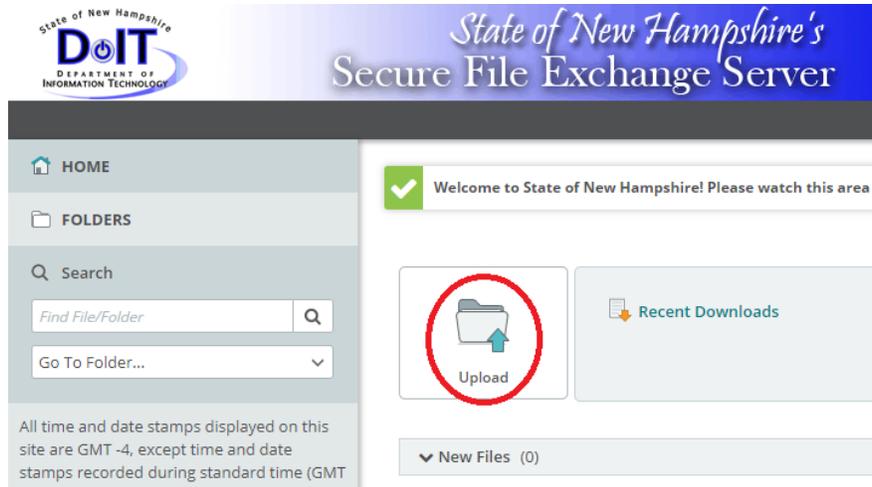
1. Go to the NH sFTP site at the following URL: <https://nhftp.nh.gov/>
2. You should see a login box, enter the following Username and Password, then click the orange “Sign On” button:
 - a. Username: Dhhs.rapid
 - b. **Password:** To be provided by emailing: NHAntigenReporting@dhhs.nh.gov



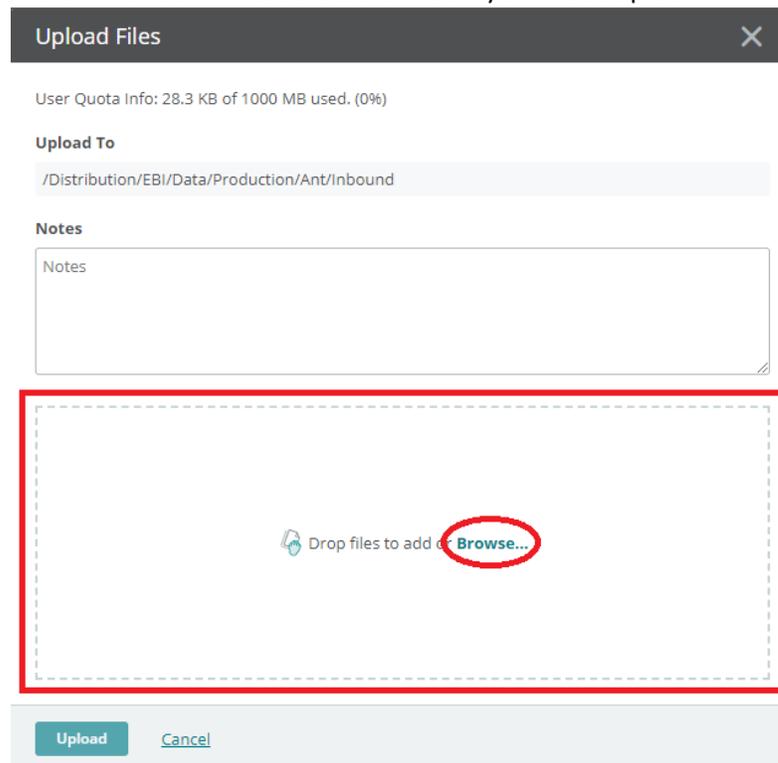
3. On some browsers you may get an option to install the “Download Wizard”. If this is the case, please click on the “Disable the Wizard” button near the bottom.



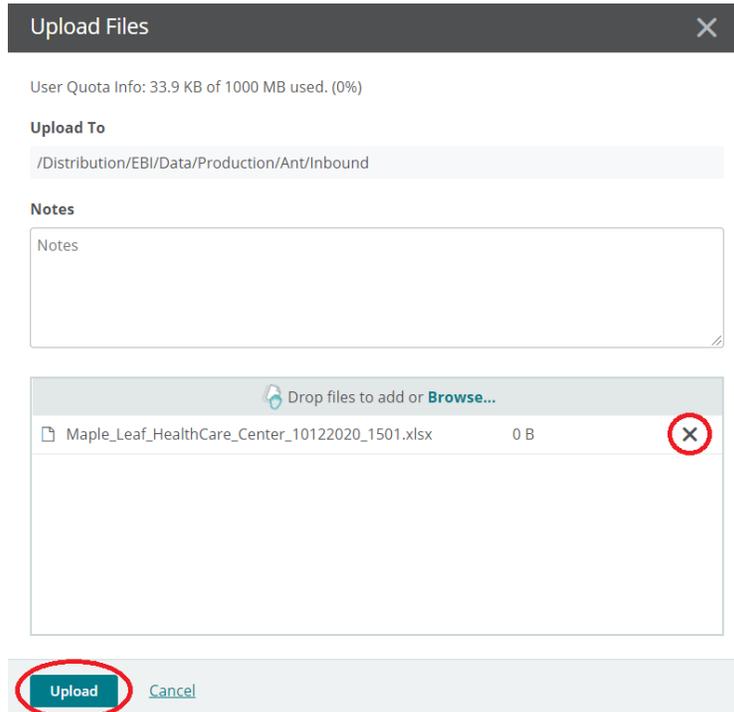
- Click on the "Upload" button to select the file you wish to upload.



- You will be prompted with a popup box where you can drag and drop the file from your PC to upload (Red Square), or click the "Browse" link to select the file on your PC to upload.



- Once you've selected the file, it should populate in the popup window to preview before uploading. If you select the wrong file, it can be removed from the list by clicking on the "X" to the right of the filename. Once you're ready to upload your file, click on the "Upload" button in the bottom left corner.



Upload Files ✕

User Quota Info: 33.9 KB of 1000 MB used. (0%)

Upload To
/Distribution/EBI/Data/Production/Ant/Inbound

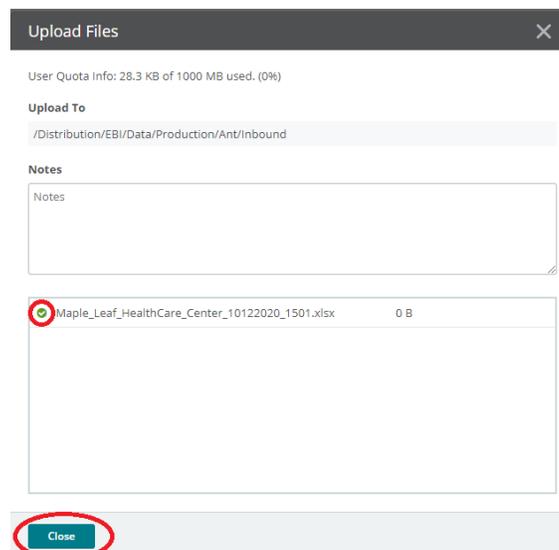
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Drop files to add or [Browse...](#)

Maple_Leaf_HealthCare_Center_10122020_1501.xlsx	0 B	✕
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Upload [Cancel](#)

- If the file is successfully uploaded, you should see your file in the list with a green check mark next to it. Click "Close".



Upload Files ✕

User Quota Info: 28.3 KB of 1000 MB used. (0%)

Upload To
/Distribution/EBI/Data/Production/Ant/Inbound

Notes
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Maple_Leaf_HealthCare_Center_10122020_1501.xlsx	0 B	✓
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Close

- If you try to upload a duplicate file name, you will receive the following error. If this is the case, please close this window, rename your file, and try again from step 4.

Upload Files
✕

User Quota Info: 28.3 KB of 1000 MB used. (0%)

Upload To
/Distribution/EBI/Data/Production/Ant/Inbound

Notes

▲ Maple_Leaf_HealthCare_Center_10122020_1501.xlsx	0 B
<div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div>	
A file with the name 'Maple_Leaf_HealthCare_Center_10122020_1501.xlsx' already exists in this folder. Report	

Retry
Close

- After you've completed uploading your file, simply click on the "Sign Out" link at the top of the page;



The screenshot shows the top navigation bar of the 'State of New Hampshire's Secure File Exchange Server'. The user is signed in as 'DHHS.Rapid (dhhs.rapid)'. The 'SIGN OUT' link is circled in red. Below the navigation bar, there is a 'HOME' button, a 'FOLDERS' section, a search bar, and a 'Go To Folder...' dropdown. A message box says 'Welcome to State of New Hampshire! Please watch this area for important messages.' There are 'Upload' and 'Recent Downloads' buttons. At the bottom, it shows 'New Files (0)'.