



## Maine CDC Point of Care Test Reporting

Maine CDC requests that all Point of Care (POC) tests are reported through the REDCap online reporting system. Facilities that use the BinaxNOW COVID-19 Antigen test must report all results through REDCap. Results of every test conducted must be reported via the online reporting tool within 24 hours. This includes negative, positive, and inconclusive test results. After facilities/organizations register as reporting organizations, they will be sent a unique link that is tied to their facility and CLIA license or waiver. *Facilities/organization should not register more than one time.* If your facility/organization misplaces the link to submit POC results, email [redcap.dhhs@maine.gov](mailto:redcap.dhhs@maine.gov) to obtain the unique URL/link.

## Registration

Each facility/organization that will use the REDCap reporting system needs to register at [https://redcap.link/MECDC\\_POC\\_Registration](https://redcap.link/MECDC_POC_Registration).

The facility will need to identify one individual to be the reporter. This can be anyone (Infection Control, Nurse, Admin, Director etc.) who would be able to answer questions about the facility if there is a question about a submission. They will need to provide their name, telephone number, and email address. This information can be edited in the survey form for individual submissions if desired. Maine CDC also needs the following information about the facility/organization (these fields are required, and registrations will not be approved if any of this information is missing):

- Facility/organization name
- Provider name (may use medical director or if you plan to use the Standing Order please enter Siiri Bennett, MD)
- CLIA Number (it can be looked up using the [U.S. CDC CLIA Lookup Tool](#) or the [CMS CLIA Lookup Tool](#))
- Address (physical location of the facility)
- Phone Number
- Facility Type (select from one of the dropdown options or choose other and specify the type of facility)

If your facility/organization will be running more than 20 samples a day and would like a .csv upload option, select Yes for the “Does your facility expect to frequently upload more than 20 results per day” question.

You will be asked to provide “COVID Testing Information.” For the “POC Testing Device Name (Manufacturer)” please indicate the platform you are using such as “Abbott BinaxNOW” or

“Cepheid” In the next selection menu for POC tests, please only select whichever tests your facility may perform. After you have completed this form and you have verified its accuracy, you can press Submit. *This form should only be completed once for each facility/organization.*

After submitting the registration survey, you will get a confirmation that the submission was successful. Maine CDC will review the information and when approved you will receive an automated email with a unique URL link that will be used every time to enter results from all POC tests including positives, negatives, and inconclusive results. Facilities/organizations should expect to receive their custom link within two (2) business days. This link will not change and will be tied to your specific facility/organization. When you click on the link, it will automatically populate the Facility Reporting information into the form for reporting of POC results.

## Entering Single Lab Reports

When submitting results to Maine CDC, you will need the following pieces of information from each person that was tested using a POC Test (including positive, negative, and inconclusive test results):

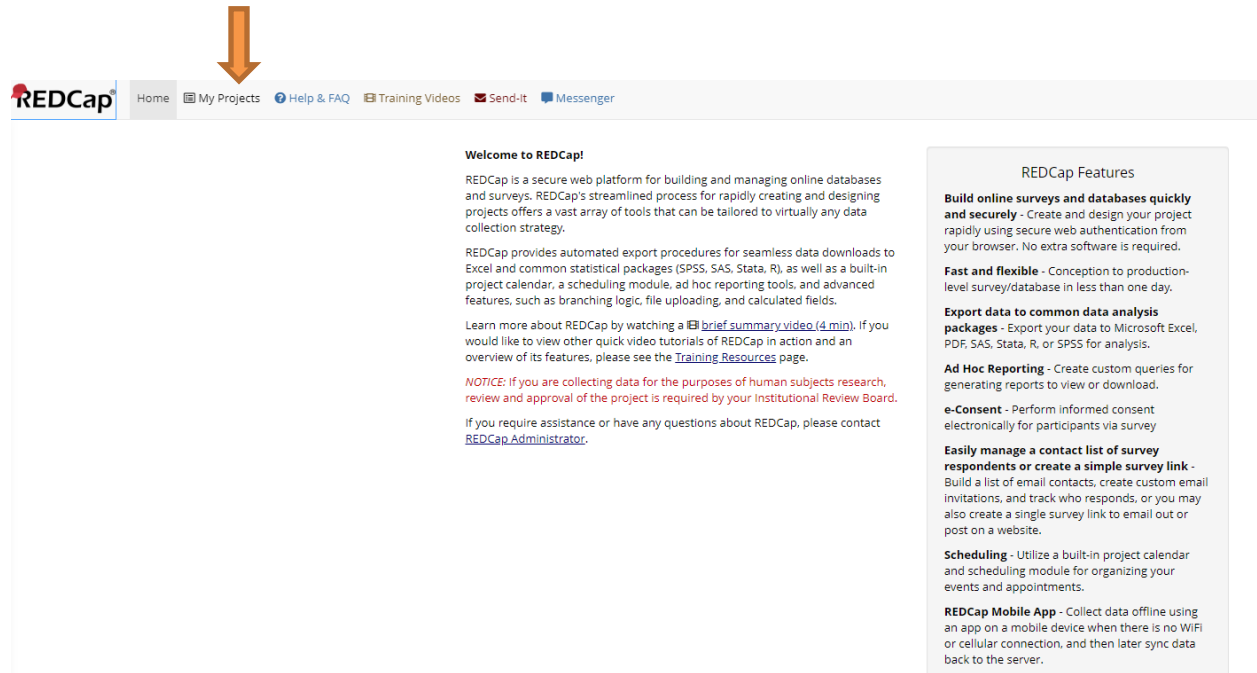
- First name
- Middle initial
- Last name
- Date of birth
- Sex
- Ethnicity
- Race
- Patient address
- Patient phone number
- Specimen collection date (all results must be reported within 24 hours)
- Specimen source
- Test results
- Comments (clinical/laboratory information about the patient).

It is important that after you enter in all the appropriate information that you verify the accuracy in the “Verify Lab Submission” section at the bottom of the form. This section will auto-populate as you enter data into each field. Please do not hit submit until the entry is complete and you have verified all of the information at the bottom of the survey. These are official infectious disease records with Maine CDC and should be treated as such regarding accuracy and completeness. All information submitted via this form is covered by Maine CDC confidentiality rule(s) and law(s) including [22 MRSA Chapter 250](#).

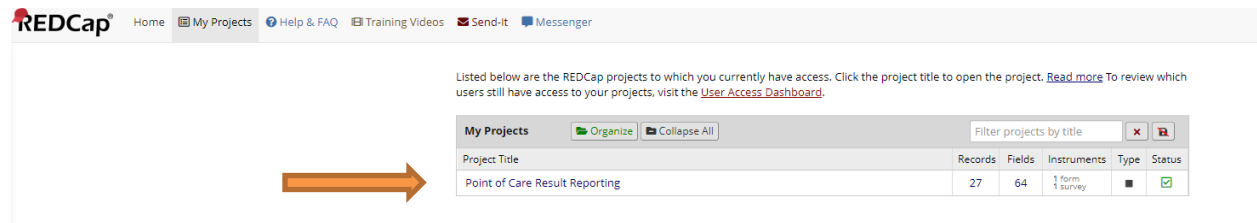
Once submitted the information is automatically processed directly into Maine CDC’s National Electronic Disease Surveillance System. If you identify an error after submission, please contact [redcap.dhhs@maine.gov](mailto:redcap.dhhs@maine.gov) to correct the issue.

# CSV uploads

If you indicated that your facility/organization will routinely test more than 20 samples a day, you will get a second email that has information about a REDCap account. This email includes your username and a link to set a password and log in. Once you set your password you will see the REDCap homepage screen. Click on the My Projects tab.



Click on the Point of Care Result Reporting Project



On the left-hand side, click on the Data Import Tool

Department of Health and Human Services  
Maine Center for Disease Control and Prevention

**Point of Care Result Reporting** PID 39

**Applications**

- Data Import Tool
- Field Comment Log

**Reports**

- API - DO NOT EDIT
  - 1) Spreadsheet to ELR Template
- Imported in NBS
  - 1) Labs Imported in NBS
- Not Imported-DQ Issue
  - 1) Not Imported in NBS - DQ Issue
- Reporting Time
  - 1) Time Spent on Form

**Current Users (7)**

User	Expires
coronavirus (Corona Virus)	never
holly.howieson (Holly Howieson)	never
jenna.strathdee (Jenna Strathdee)	never
meccredcap (MeCDC REDCap)	never
sara.robinson (Sara Robinson)	never
trevor.brown (Trevor Brown)	never
trevorbrown (Trevor Brown)	never

**Project Statistics**

Records in project	Total: 27 / In group: 0
Most recent activity	11-04-2020 14:24
Space usage for docs	0.06 MB

A sample completed template is available as a .csv file for reference. Many of the fields can be pre-populated for your facility/organization simplifying future data entry. The .csv file data dictionary is included as Appendix I.

If you need a new template, click on the Download your Data Import Template link. If you already have the data ready, scroll to the bottom and verify the information in the questions in the green box.

- Record format: verify if your data is in rows or columns
- Format for date and datetime values: select if your dates start with the month or the day
- Allow blank values to overwrite existing saved values? No (keep as default)
- Name the imported records automatically? Yes (keep as default)

Click the Choose File button and navigate to where your file is saved. Click on Upload File once your file name appears.

**Instructions:**

- 1.) Click the link below to download your data import template as a CSV (comma delimited) file. Save it locally to your computer, and then open it to begin filling it with the data you wish to import.
  - [Download your Data Import Template](#) (with records in rows)
  - OR
  - [Download your Data Import Template](#) (with records in columns)
- 2.) In each column of the Data Import Template file that you downloaded, place the data for each record that you wish to import. Once all your data has been added, save the file.
  - Be sure not to change the Variables/Field Names in the file or an error may occur.
  - All multiple choice fields (e.g., dropdown, radio) must have the raw coded value (rather than the choice label) entered in those cells, or else it cannot be processed. These can be found in the [Codebook](#).
  - Any empty rows or columns in the file can be safely deleted before importing the file. Doing this reduces the upload processing time, especially for large projects.
- 3.) Click the 'Browse' or 'Choose File' button below to select the file on your computer, and upload it by clicking the 'Upload File' button.
- 4.) Once your file has been uploaded, the data will NOT be immediately imported but will be displayed and checked for errors to ensure that all the data is in correct format before it is finally imported into the project.

**Record format:** The file to be uploaded has its records stored as separate Rows

**Format for date and datetime values:** MM/DD/YYYY or YYYY-MM-DD

**Allow blank values to overwrite existing saved values?** No, ignore blank values in the file (default)

**Name the imported records automatically (force record auto-numbering)?** Yes, rename all record names in uploaded file

**Upload your CSV file:**

No file chosen

If there is an error in the file REDCap will give you an error message and tell you what the error is, and what column or row the error is in.

**Point of Care Result Reporting** (PID 39)

**Data Import Tool**

**Record format:** The file to be uploaded has its records stored as separate Rows

**Format for date and datetime values:** MM/DD/YYYY or YYYY-MM-DD

**Allow blank values to overwrite existing saved values?** No, ignore blank values in the file (default)

**Name the imported records automatically (force record auto-numbering)?** Yes, rename all record names in uploaded file

**Upload your CSV file:**

No file chosen

**Errors were detected in the import file that prevented it from being loaded.**

There is 1 error (shown in red in the error table below) in this dataset. Please correct any errors and upload the file again.

ERROR DISPLAY TABLE			
Record	Field Name	Value	Error Message
5-1	poc_sex	M	The value is not a valid category for poc_sex

If the file is uploaded successfully you will get a confirmation that the data was uploaded and is available for review.

## Data Import Tool

Record format: The file to be uploaded has its records stored as separate


Format for date and datetime values:

Allow blank values to overwrite existing saved values?

Name the imported records automatically (force record auto-numbering)

Upload your CSV file:

No file chosen

 **Your document was uploaded successfully and is ready for review.**

You are now required to view the Data Display Table below to approve all the data before it is officially imported into the project. Follow the instructions below.

### Instructions for Data Review


The data you uploaded from the file is displayed in the Data Display Table below. Please inspect it carefully to ensure that it is all correct. After reviewing it, click the 'Import Data' button at the bottom of this page to import this data into the project.

#### KEY for Data Display Table below

Black text = New Data
Gray text = Existing data (will not change)
(Red text) = Data that will be overwritten
Red box = error
Orange box = warning

Once you have reviewed the data, click the Import Data button at the bottom of the page.

If the import is successful you will get a notification that records were created.

 **Import Successful!** 2 records were created or modified during the import.

The data you uploaded from the file was successfully imported into the project. If you wish to import more data, you may use the box above to select another file on your computer.

If you have any questions email [redcap.dhhs@maine.gov](mailto:redcap.dhhs@maine.gov) for assistance. This guide may be updated periodically and is current as of the date in the footer.

## Appendix I: CSV File Data Dictionary

Required fields are highlighted in blue. If the variables has coded values, the codes are in bold with a description of the code in parenthesis.

<b>Variable Name</b>	<b>Variable Description</b>	<b>Acceptable values</b>
record_id	Record ID Number	Free Text
redcap_add_timestamp	Survey Start Time	LEAVE BLANK
poc_date_received_ph	Date of Report	MM/DD/YYYY
poc_disease_event	Disease Name	COVID-19
poc_reporter_name	Reporter Name	Free Text
poc_reporter_phone	Reporter Phone	10 Digit Number
poc_reporting_fac_clia	Facility CLIA number	Free Text
poc_reporting_fac_name	Reporting Facility Name	Free Text
poc_dr_name	Provider Name	Free Text
poc_fac_name	Facility/Practice Name	Free Text
poc_dr_st1	Facility Street Address	Free Text
poc_dr_st2	Facility Street Address 2	Free Text
poc_dr_city	Facility City	Free Text
poc_dr_st	Facility State	ME
poc_dr_zip	Facility Zip Code	5 Digit Number
poc_dr_ph	Facility Phone Number	10 Digit Number
poc_fac_type	Facility Type	EMS Corrections Hospital Pharmacy Provider Office School Swab and Send University/College Urgent Care Other
poc_pt_fname	Patient First Name	Free Text
poc_pt_mname	Patient Middle Initial	Free Text
poc_pt_lname	Patient Last Name	Free Text
poc_date_of_birth	Patient Date of Birth	MM/DD/YYYY
poc_sex	Patient Sex	Male Female Other
poc_pt_race	Patient Race	<b>I</b> (American Indian or Alaska Native) <b>A</b> (Asian) <b>B</b> (Black or African American)

		<b>P</b> (Native Hawaiian or Other Pacific Islander) <b>W</b> (White) <b>O</b> (Other Race/Multiracial) <b>U</b> (Unknown)
poc_pt_ethnicity	Patient Ethnicity	<b>H</b> (Hispanic) <b>NH</b> (Not Hispanic) <b>U</b> (Unknown)
poc_pt_st1	Patient Street Address	Free Text
poc_pt_st2	Patient Street Address 2	Free Text
poc_pt_city	Patient City	Free Text
poc_pt_st	Patient State	Two Letter State Abbreviation
poc_pt_zip	Patient Zip	5 Digit Number
poc_pt_phone	Patient Phone Number	10 Digit Number
poc_order_num	Test ID/Accession #	Free Text
poc_collect_date	Specimen Collection Date	MM/DD/YYYY
poc_spec_source	Specimen Source	<b>NP</b> (Nasopharyngeal) <b>OP</b> (Oropharyngeal) <b>AN</b> (Anterior Nares) <b>MT</b> (Nasal Mid-turbinate) <b>B</b> (Blood) <b>OTH</b> (Other, please specify)
poc_spec_source_oth	Specimen Source Other, please specify	Free Text
poc_date_verified	Resulted Date	MM/DD/YYYY
poc_device_manufacturer	Device manufacturer	Free Text
poc_testname	Test Name	94500_6_COVID19_PCR 94558_4_COVID19_Antigen 94564_2_COVID19_AB_IgM 94563_4_COVID19_AB_IgG 94547_7_COVID19_AB_IgGIgM 94562_6_COVID19_AB_IgA 94762_2_COVID19_Total_AB
poc_result	Test Result	Positive Negative Indeterminate
poc_unit	Result Unit	LEAVE BLANK
poc_ref_range	Result Reference Range	LEAVE BLANK
poc_notes	Comments	Free Text
poc_survey_duration_sec	Administrative variable	LEAVE BLANK
poc_ph1600_complete	Complete indicator	<b>0</b> (Incomplete) <b>1</b> (Unverified) <b>2</b> (Complete)
import_to_nbs	Administrative variable	LEAVE BLANK



import_to_nbs_timestamp	Administrative variable	LEAVE BLANK
administrative_use_only_complete	Administrative variable	LEAVE BLANK