

Step by Step Guide to Utilizing the SY 2022-2023 K-12 COVID Testing Program

Below is an overview of the 2022-2023 COVID-19 Testing Process. All of the links and documents can also be found on the **TEA K-12 COVID-19 Testing Project Webpage**.

1. Guidelines and Expectations

School systems must review the [SY22-23 K-12 COVID-19 Testing Guidance and Eligibility Requirements](#) that include:

- Application Eligibility
- Participation Requirements
- Testing Requirements
- Allocations and Ordering Holds Requirements
- Staffing Expectations

The K-12 COVID-19 Testing Program Overview Webinar is a complete overview of the program and highlights the changes to the program for the SY22-23.

2. Testing Plan

School systems must implement screening testing as part of their testing plan and should design their plan for different positivity and transmission rates. See [CDC Testing Plan Guidance information](#). In addition, they must describe screening testing strategies and other activities used to reduce the spread of Covid-19.

3. Application

Once familiar with the guidelines and expectations and a testing plan that supports local needs has been developed, all school systems must complete the [SY2022-2023 COVID-19 Screening Application](#). If you are going to utilize vendor staffing services, see the staffing section below for the application deadline.

4. Vendor Selection

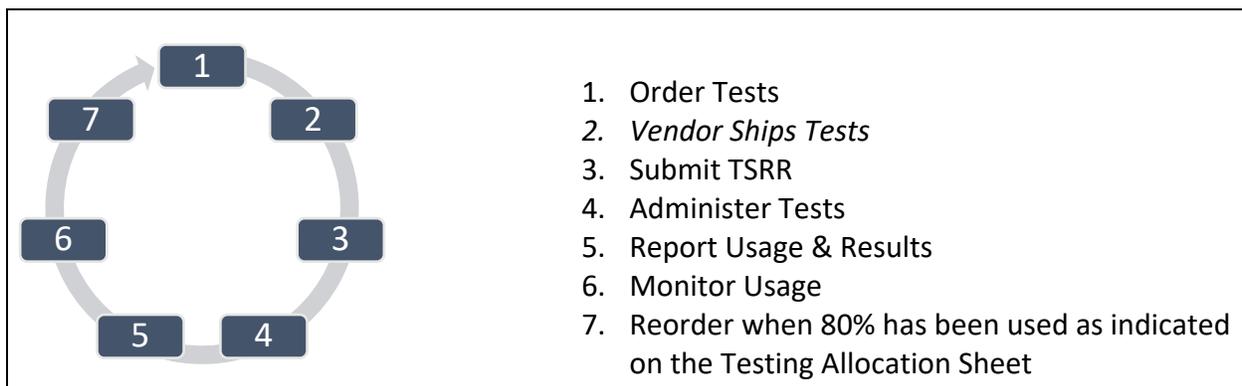
Once your application is processed, school systems must review the Webinars and Presentations section of the [TEA K-12 COVID-19 Testing Project webpage](#), which includes webinars and the [Vendor Resource Sheet](#) that is available under the Lists section of the TEA webpage that highlights the services and tests of each vendor. School systems must review the **Reporting Requirements** within the [SY22-23 K-12 COVID-19 Testing Guidance and Eligibility Requirements](#) to ensure they understand all the reporting requirements for ordering COVID-19 tests and staff from vendors.

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5. Ordering Tests

School systems must only order what they intend to use in a 1-month period. School leaders and testing coordinators are **expected** to review **the K-12 Testing Allocation Sheet** for their allocation amount and a recommended number of initial tests to order. Once ready to order, school systems must place their COVID-19 testing order directly with their chosen vendor using the contact information on the [Vendor Resource Sheet](#).

Testing Allocation Process Chart



6. Reporting The Receipt of Test

Within 48 hours of delivery of COVID-19 tests from vendors, school systems are required to complete a [Tests and Services Received Report](#).

The reporting process is required per the CDC grant requirements, and failure to submit this report in a timely manner will result in a hold being placed on the school systems allocation. School systems that continuously fail to submit required reports in a timely manner will be removed from the COVID-19 Testing Program.

7. Results Reporting

School systems are required to report testing usage and results through the vendor portal reporting system each Friday by 5:00 p.m.; however, it is considered a best practice to submit test results daily.

School systems that work with multiple vendors are responsible for submitting testing results in each of the chosen vendor's reporting portal.

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8. Utilizing Vendor Staffing Services

School systems may utilize a portion of their allocation to order staffing services from the vendor to help administer the vendor's COVID-19 tests. School systems will be required to register and attend a mandatory virtual K-12 COVID-19 Staffing Webinar held weekly for the first part of 2022-2023 and then will be scheduled based on need. School systems will not be permitted to order vendor staffing services until they have successfully completed the Staffing Webinar.

School systems must properly log and monitor the dates, times, and hours of vendor staff utilizing the **K-12 COVID-19 Testing Program Staff Log Template** (*this will be posted on the [COVID testing website](#) the week of July 25, 2022*). Most [vendors have a minimum number of hours](#) that staff must be scheduled to work. School systems should plan accordingly and utilize the vendor staff for the entire time.

9. Reporting Vendor Staffing

The [Tests and Services Received Report](#) must be submitted 48 hours after the last day of consecutive staffing services. If staff are on-site Monday – Friday, the form must be submitted by close of business the following Monday (see diagram below)

Example	Testing Days	Must Report By End of Day
1.	Monday, Tuesday, Wednesday	Friday
2.	Monday – Friday (all week)	Monday the Following Week
3.	Monday & Wednesday	Wednesday and Friday

10. FAQs

Please review the **K-12 COVID-19 Testing Frequently Asked Questions** for answers to commonly asked questions.

11. Available Resources

- [SY22-23 K-12 COVID-19 Testing Guidance and Eligibility Requirements](#)
- SY22-23 K-12 COVID-19 Step by Step Guide (this document)
- Program Overview Webinar & Presentation Slide Deck (*this will be posted after August 4, 2022*)
- [K-12 COVID-19 Testing Program Application](#)
- [Vendor Resource Chart](#)
- [TEA K-12 COVID-19 Testing Project Website](#), which includes:
 - Vendor Webinars
 - Testing Allocations
 - Frequently Asked Questions