



Nebraska Department of Health and Human Services
Laboratory Reporting

Implementation Guide
Submission of Laboratory Test Results to DHHS
Using CSV or Excel Data Format

Introduction

The Nebraska Department of Health and Human Services (DHHS) is committed to the health and safety of all people in Nebraska. Statute 173 NAC 1 requires that all healthcare providers and laboratories performing clinical testing on Nebraska residents must electronically report laboratory test results for reportable conditions.

DHHS uses the electronically submitted data for the purpose of disease surveillance. The Electronic Laboratory Reporting (ELR) process does not replace or relieve requirements for laboratories and facilities to report results back to the requesting providers.

Facilities can report lab results electronically via an Excel or CSV file to avoid the critical delays experienced with manual reporting.

Report Using an Excel File

Complete the following steps in order to enroll in electronic lab reporting using an Excel file:

Forms To Download and/or Complete

1. Download the Excel Template for Reporting Lab Data – this is a listing of all required data elements to be reported
 - a. Save it to your computer –(must create a new sheet for each new report submitted)
 - b. The Excel Template has been password protected; the **password will be sent to you** in a separate email

Unlock the Excel Template file using the Password

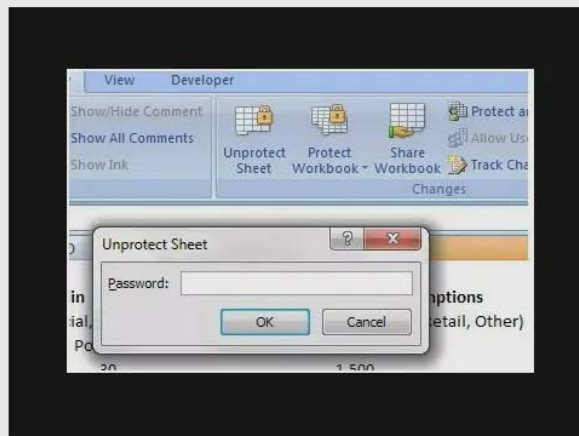
1. Follow the instructions BELOW

Part 1. How to Open Password Protected Excel File with Known Password

Since you are already aware of the password, part 1 is the simplest, easiest, and the least time consuming part. All that needs to be done by you is that you have to enter the password and the file will be opened in front of you in a matter of seconds.

These are the steps you can undertake to open password protected Excel file with known password:

1. **Open File** – The first step is to go to the location where your to-be opened file is and double click on it. You can also right click on the desired file and select the 'open' option. While there are other ways of opening the file too, these two are the most often selected ones.
2. **Enter Password** – Since the sheet you are striving to open is password protected, you will be greeted with a pop up where you will be asked to enter the password which will unprotect the sheet. Once unprotected, you will be able to see the contents of the sheet.



1. **Click OK** – Once you have entered the password, you will have to click on the 'OK' option which is present on the bottom right of the pop up. This will lead you to the file, ready for you to see and work on it.

Create the CSV or Excel File

1. Create your Excel file by filling in the information on the 'Excel Template for Reporting Lab Data'
 - One row per laboratory test result
 - **All** data listed on this Excel file is **required** and must have data entered into those fields
 - Do NOT change any of the headers for each required data element
 - Do NOT add any additional information or headers
 - More than 1 date for test results can be on one sheet; no need to add a row to designate the date-the test date is already present as a required field
 - Do NOT create a cumulative report with results that have already been reported
 - Do not leave blank rows between results being reported
2. CSV Files: Download the required data elements from your health information system (HIS) using the same required data elements from the Excel file

Excel Spreadsheet Values

1. CLIA # - each facility has been issued a CLIA #
2. Medical Director or Ordering Physician First and Last Name as well as their National Provider Identification (NPI)
3. DOB: date of birth format as either M/D/YYYY OR YYYYMMDD
4. Device Name; enter the name of the device used to perform the test such as BD Veritor Plus, etc.
5. Test Performed: SARS-CoV-2 Rapid Antigen
 - This sheet is only for tests done by your staff using a Point of Care device. Any samples sent to a lab for testing will be reported to DHHS by that lab
6. Lab Result: type in either Positive or Negative (ALL results must be reported)
 - Do NOT record any pending results
 - Do NOT record results if the test did not work
7. Sample Collection Date: format as either M/D/YYYY HH:mm OR YYYYMMDDHHmm
8. Sample Source: Nasal Mid-turbinate (Note: Saliva testing may be a future source as well that can be typed in)
9. Result Sent Date/Time: M/D/YYYY HH:mm OR YYYYMMDDHHmm
 - Do not put an 'a' for am or a 'p' for pm after the HH:mm
10. Race: type in one of these (do not create new types – only these values can be used – if one of these values doesn't work then use 'Other'). Do not use the Ethnicity types in this field.
 - Asian
 - Black
 - American Indian or Alaskan Native
 - Other
 - Unknown
 - White
11. Ethnicity: Type in one of these - if one of these values doesn't work then use 'Other'
 - Hispanic or Latino
 - Not Hispanic or Latino
 - Unknown
12. Patient Address, City, State, Zip and Phone: IF living in a facility this should be same as the Facility address
13. Facility phone, name, address, city, state and zip

Save the file

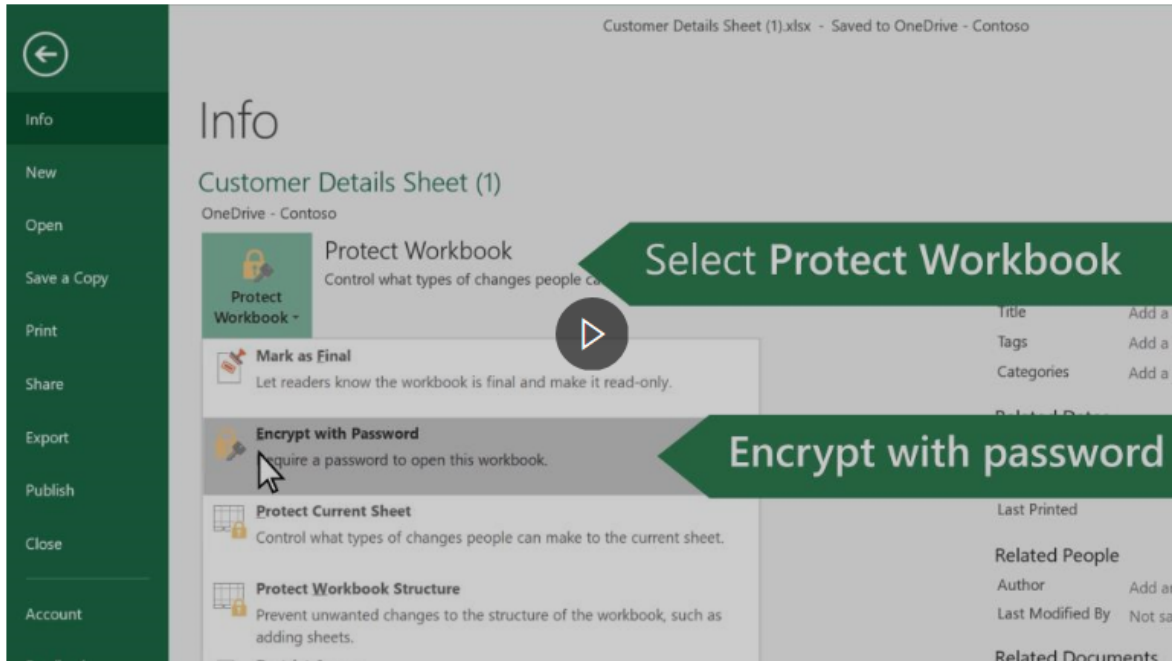
1. Name the sheet like this
 - a. Name of Facility COVID Test Results Date Sent
 - b. Example: Happy Haven COVID Test Results 9-15

Submitting a report with results: Using Email

1. Attach the file to an Email and send it to the following email dhhs.epi@nebraska.gov
2. DHHS will enter these test results into our State Lab Reporting System
3. Report all Positive and Negative lab test results

4. Upload files each day a test is done
5. You will be contacted if data is missing or corrections are needed and requested to resubmit

How to Encrypt an Excel File: IF you create your own Excel file you must encrypt it before sending.



Note: This topic covers file-level protection only, and not workbook or worksheet protection. To learn the difference between protecting your Excel file, workbook, or a worksheet, see [Protection and security in Excel](#).

1. Select **File > Info**.
2. Select the **Protect Workbook** box and choose **Encrypt with Password**.
3. Enter a password in the **Password** box, and then select **OK**.
4. Confirm the password in the **Reenter Password** box, and then select **OK**.

Frequently Asked Questions:

1. Are there any requirements on frequency of reporting this information to DHHS?
 - All tests must be reported as soon as possible; same day reporting is preferred.
 - Submit test results once a day with a summary of all results obtained since the last time the report was submitted (the previous day).
2. Or is it reported every time the facility performs routine staff testing, depending on its county's positivity rate?
 - As above, report every time testing is done on the day it was performed.

- IF testing was done AFTER the daily report was submitted; include those results on the next day's report.
3. If the facility uses TestNebraska or another private lab, do these results need to be reported on these Excel sheets?
 - All tests sent to TestNebraska or a private Laboratory are reported to DHHS by that Lab and do NOT need to be reported by the LTC facility.
 - Facilities are only required to report COVID-19 testing that **their staff performs using a Point of Care testing device.**
 - Report these tests using the Excel spreadsheet.
 - ALL tests done by staff using a Point of Care testing device must be reported.
 - i. Report tests on **both Staff AND Residents**
 - ii. Report both **Negative AND Positive tests**

Reporting Lab Test Results to DHHS via Upload to Website

DHHS has also implemented a method to upload files to a website to create electronic reporting of these test results. This will replace the email process above with an upload of the Excel or CSV file to a secure DHHS website. Once you are sending sheets that are accurate and complete; we will set you up to upload your files to a website.

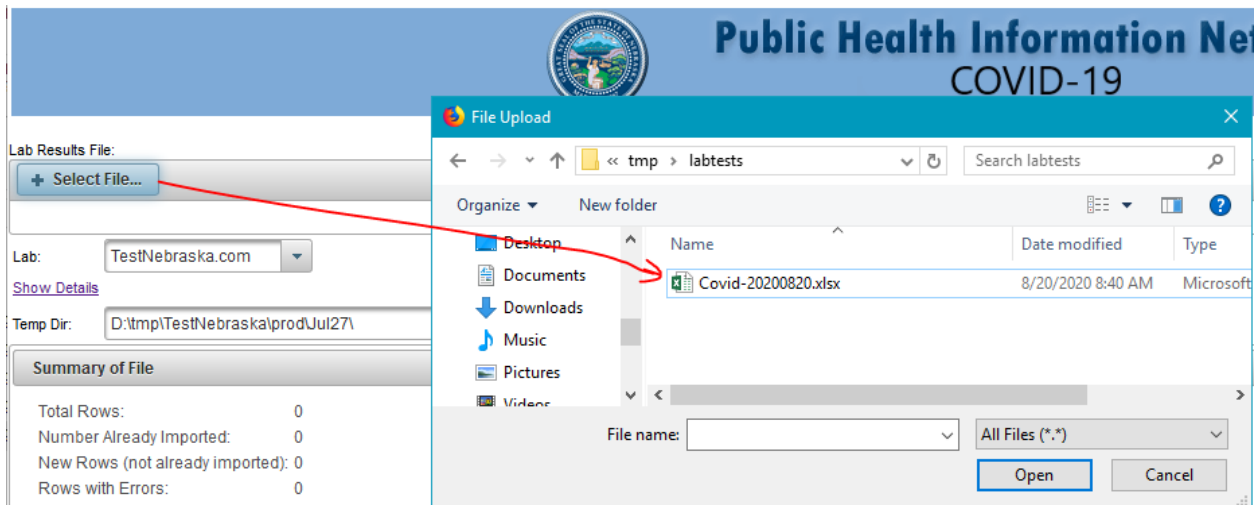
When this occurs below is a brief overview:

Setting up Access

1. You will be contacted by a member of the DHHS team
 - a. DHHS will create Guardian account(s) for each reporting facility – provide all individuals that will need an account to upload these files: INCLUDE their email address as well
 - b. Those individuals with an account will have access to upload their lab files into the system
 - c. The account information will be sent to you for each individual

Accessing the DHHS Website to Submit Files

1. Log into Guardian
2. Go to 'COVID Lab Upload'
3. Lab: IF the correct lab sending this report is not appearing – scroll down to the name of your lab and click on it
4. Choose the file to upload using a browser:



5. The system will validate the file to ensure it passes our requirements
6. Errors will appear in **RED** and **MUST** be corrected before clicking on 'Stage Files'.
 - a. All messages with errors will not import into NEDSS. Errors can be corrected within the system by **clicking on the RED box in the table** and typing in the correct data. SEE BELOW

Select	Upload	Error	acc_id	biom_locator_id	f_name	l_name	dob	covid_19_res
Edt		Errors	tes9826628	6.211061474E9	GIBRAN	KURI	14-Aug-1977	POSITIVE
Edt			tes9826644	6.211061508E9	CHRISTOPHER	KING	19-Jan-1991	Negative
Edt		Errors	tes9826823	6.211061479E9	COLTEN	TEST	21-Jan-1993	Negative
Edt			tes9850985	6.211061462E9	SHWE	SENE	07-Mar-1981	Negative

7. Click on 'Stages Files'
 - a. The file is de duplicated and the elements pulled into the DHHS format – this is your final step

DHHS Lab Test Message Validation and Approval

1. DHHS staff log into Guardian and view the list of queued files.
 - a. Data analysis is performed to ensure all required fields are present and formatted correctly
 - b. Files with all required fields and correct formatting are marked as 'approved'.
 - c. Marking them as 'Approve and Send' queues the messages to be sent via sFTP to the DHHS ELR system
2. Files that are missing data or have other issues that prevent them from being sent successfully into the DHHS ELR system;
 - a. The sending facility/lab designated staff members will receive an email with a summary of files that must be corrected and resubmitted.
 - b. Once the corrections are made; follow the steps to report the files to DHHS as above starting with 'Create the CSV or Excel File' to resubmit the corrected files

Thank you!

Last Updated: September 17, 2020