



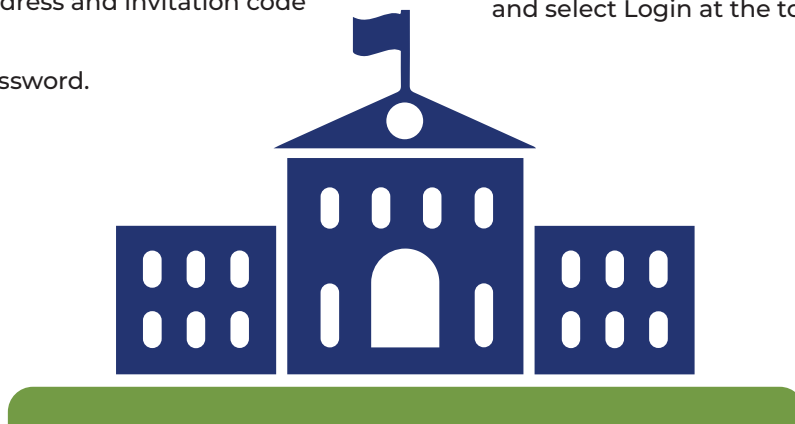
Free COVID Testing for Your Child

Program Overview

Our school is starting a free COVID-19 testing program for students to help us safely reopen and stay open. This program is funded through the US Department of Health and Human Services (HHS).

Getting Started

- 1 Invitation to Register:** You will receive an email invitation to register from donotreply@testedandprotected.org or support@testedandprotected.org. Please check your spam folder.
- 2 Setting Up Your Account:**
 - Click on the link in your email to set up your account or navigate to testedandprotected.org and click login at the top right of the page.
 - Click Sign up now, below the Sign In button to set up your Microsoft 365 account for multi-factor authentication (MFA).
 - Enter your email address and invitation code from email.
 - Create your own password.
- 3 Two-Factor Authentication:** Enter your Phone Number. Click either Send Code or Call Me.
 - **Send Code:** The service will text you a verification code. Enter the code online to complete verification. Click Send another code if needed.
 - **Call Me:** The service will call your number. Answer the call and push the # key to complete verification.
- 4 You're In:** You will be directed to the Midwest Coordination Center homepage. Navigate to the Resources tab to view Parent/Guardian User Guide. To Login again, navigate to testedandprotected.org and select Login at the top right.



Help & Support



833-754-2176



support@testedandprotected.org

Learn More



<https://testedandprotected.org>

This project has been funded in whole or in part by the U.S. Government under Agreement No. W52P1J2192002. The U.S. Government is authorized to reproduce and distribute reprints for Governmental purposes notwithstanding any copyright notation thereon.



Program Overview

Our school/district is starting a free and voluntary COVID-19 screening program for students provided by Health and Human Services (HHS) to help schools safely reopen and stay open.

This testing program will help our school identify kids who have the virus but don't have symptoms and who may be contagious. This will allow us to take quick action to prevent further spread to other students and their families, and to staff. Testing helps keep everyone safe.



How does it work?

The Coordination Center brings together schools with laboratories that perform COVID testing.

- 1 Testing requires informed consent from the student's parent or guardian, and a HIPAA Authorization form to authorize the release of information.
- 2 The samples are self-collected at school using a short, nasal swab or by collecting saliva.
- 3 Samples will be collected under the direction of a trained individual at the school at certain times during the school day.
- 4 Samples are sent to a qualified partner lab where a "pooled" testing approach is used; several samples are combined into a batch or "pool" for testing. Pooling allows more people to be tested using a single test.
- 5 Parents will be able to create an account to receive their student's results. They will be given test results using a secure system following Health Insurance Portability and Accountability Act (HIPAA) regulations.
- 6 If the pool is negative, the results will be released using a HIPAA-compliant secure system.
- 7 If any sample pool tests are positive, the lab will individually retest student's samples in the positive pool to confirm which in the pool are positive.
- 8 An assigned school staff member will be notified of positive results so that procedures for notification, contact tracing, and other actions can be followed.

Do you have more questions?

Visit <https://testedandprotected.org> to learn more about this screening testing program.

Help & Support



833-754-2176



support@testedandprotected.org



Learn More

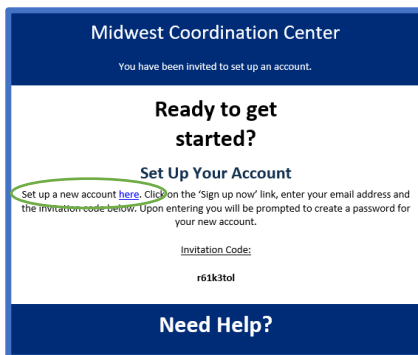
<https://testedandprotected.org>

This project has been funded in whole or in part by the U.S. Government under Agreement No. W52P1J2192002. The U.S. Government is authorized to reproduce and distribute reprints for Governmental purposes notwithstanding any copyright notation thereon.

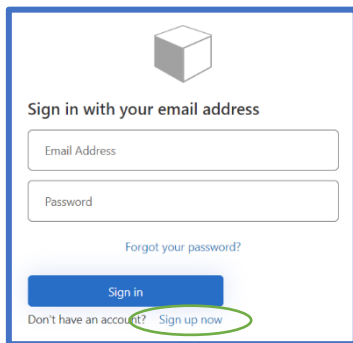
Guardian User Guide

Logging In for the First Time: Account Activation

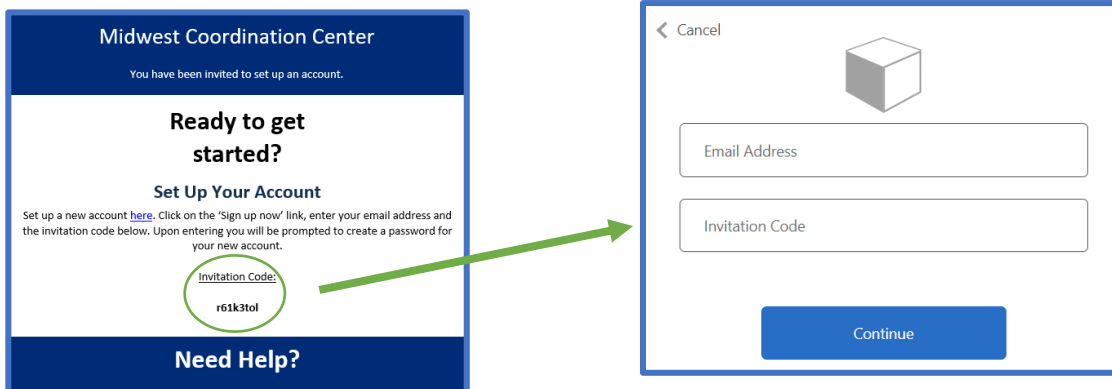
1. The Sampling Site will send you an invitation to register from the support@testedandprotected.org email address with a subject line of Midwest Coordination Center Invitation. Please check your spam/junk folder.
2. Click on 'Set up a new account here' link in the invitation.



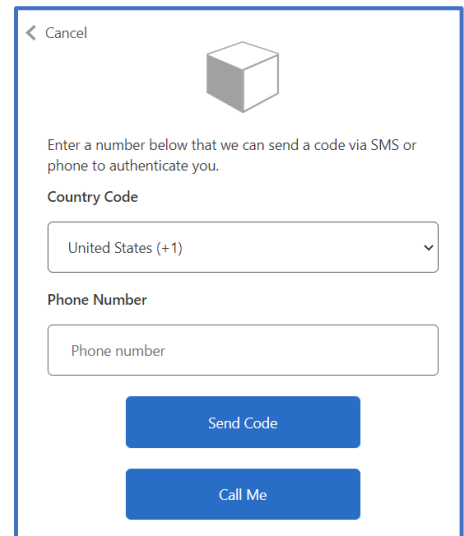
3. Click on the **Sign up now** link below the Sign In button.



4. Enter your **email address** and **invitation code** from email. Click **Continue**.



5. You will create a password that must be 8-16 characters and must contain at least three of the following: lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ` ~ " () ; .
6. Enter your **Phone Number**. If using a mobile phone, users may select Send Code or Call Me. If using a landline, users may only select Call Me.
7. Click either **Send Code** or **Call Me**.
 - a. **Send Code:** The service will text you a verification code. Enter the code online to complete verification. Click **Send another code** if needed.
 - b. **Call Me:** The service will call your number. Answer the call and push the # key to complete verification.
8. You will be directed to the Midwest Coordination Center homepage. Navigate to the Resources tab to view role specific User Guides.

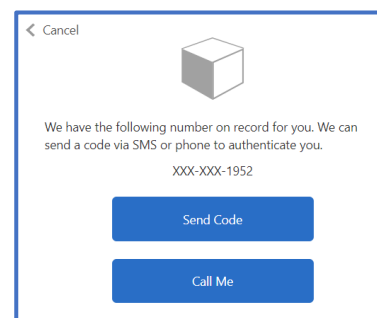


Login

1. Navigate to testedandprotected.org. Select **Login** at the top right.



2. Enter your email and password. Click **Sign In**.
3. Click either **Send Code** or **Call Me**.
 - a. **Send Code:** The service will text you a verification code. Enter the code online to complete verification. Click **Send another code** if needed.
 - b. **Call Me:** The service will call your number. Answer the call and push the # key to complete verification.



Account Tips

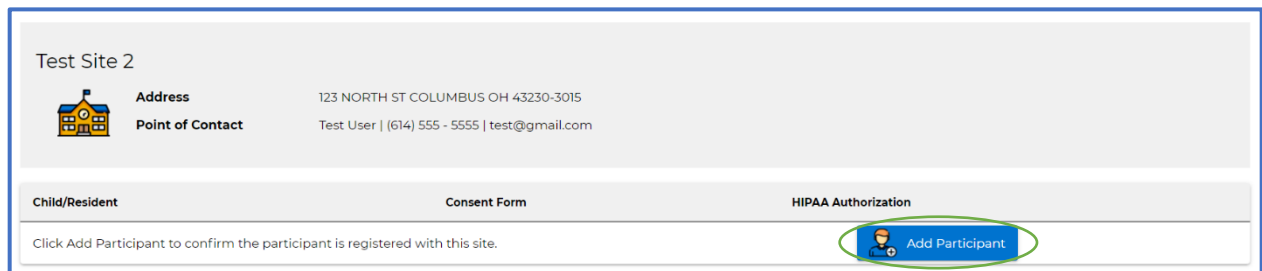
- **Forgot Password:** Select *Forgot your password?* on the login screen if needed.
- **Logout:** At the end of your session, click *Logout* at the top right of the homepage.
- **Automatic Logout:** The Midwest Coordination Center will automatically log out after 15 minutes of inactivity.

Guardian Access

Guardian access allows guardians of children/residents and adult participants access to sign the Consent and HIPAA Authorization Forms and review test results.

1. Add Participants


- On the Guardian tab, the sampling sites with your associated participants will appear.
- Click the **Add Participant** button.



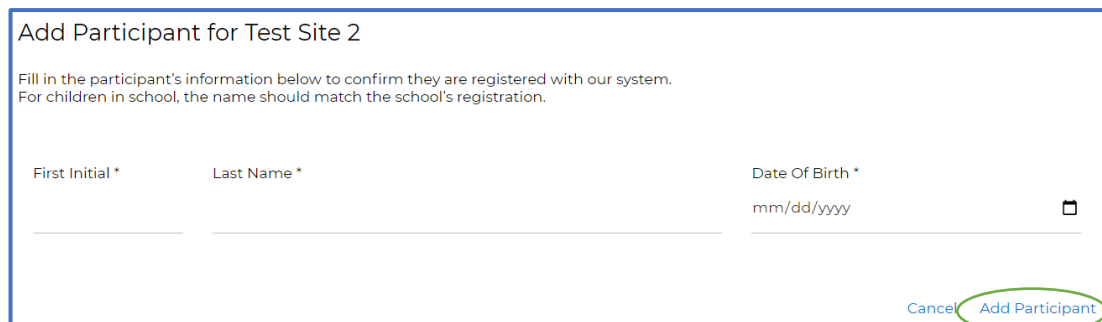
Test Site 2

Address 123 NORTH ST COLUMBUS OH 43230-3015

Point of Contact Test User | (614) 555 - 5555 | test@gmail.com

Child/Resident	Consent Form	HIPAA Authorization
Click Add Participant to confirm the participant is registered with this site.		


- Validate the participant by entering the **First Initial, Last Name, and Date of Birth**. Click **Add Participant**.




Add Participant for Test Site 2

Fill in the participant's information below to confirm they are registered with our system.
For children in school, the name should match the school's registration.

First Initial * Last Name * Date Of Birth *

_____ _____ mm/dd/yyyy 

Cancel 

- The Add Participant button will appear if you have multiple participants to validate at that sampling site. When the Add Participant button disappears, all participants have been validated.
- Multiple sampling sites will appear if you have participants at different sampling sites.

2. Sign Consent Forms

Consent and HIPAA Authorization Forms must be signed for each participant before they may be tested.

Child/Resident	Consent Form	HIPAA Authorization
Test Participant	Sign Consent Form	Sign HIPAA Form

- **Consent Form:** Click **Sign Consent Form**. Review Consent for Testing agreement and type your first and last name, and enter the date to sign at the bottom. Click **Submit Signature** button. You may download or print the form for your records.
- **HIPAA Authorization Form:** Click **Sign HIPAA Form**. Review authorization form and fill out required fields, Child/Resident's First and Last Name, Child/Resident's Age, Your First and Last Name to Sign, Date, and Relationship to Child/Resident. Click **Submit Signature** button.
- Once signed, you may download or print the signed forms at any time. You may also revoke the signed consent forms.

Child/Resident	Consent Form	HIPAA Authorization
Test Participant	View Signed Consent Form Revoke Consent Form	View Signed HIPAA Form Revoke HIPAA Form

3. Test Results

- Most recent test results will appear at the top of the portal once available.
- Click on View All Previous Results for additional results.

Child/Resident	Test	Test Date	Test Result
Test Participant	SARS-CoV-2 RT-PCR Assay	Monday, June 21, 2021	SARS CoV 2 RNA: Negative

[View All Previous Results](#)

- The placeholder information will appear until the consent forms are signed and results are published.

Child/Resident	Test	Test Date	Test Result
<p>Test Results There are no test results to display for your children/residents. In order to view your child/resident's results through our online portal, please be sure to sign the consent form for each child/resident. Once consent has been given, and tests have been run, your results will show up here.</p>			

Contact Support

Email: support@testedandprotected.org

Phone: 1-833-754-2176