

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH

Deidre S. Gifford, MD, MPH  
Acting Commissioner



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

### COVID-19 School Submission Reporting Guidance (Updated 8-20-2021)

#### When should a report be submitted?

A report should be submitted for each school when a new student or staff is notified to the school as being positive for COVID-19. This report should be done the same day the school is notified or as soon as possible (if notified on a weekend).

#### What cases should be reported?

Any new student or staff person in a school who is identified to have a new confirmed positive test result for COVID-19 should be reported. Persons who are symptomatic but are not tested do not need to be reported.

#### What is the definition of a student?

Any PK-12 student enrolled at the school.

#### What is the definition of staff?

In addition to certified educators, staff also includes non-certified individuals who may be employed or contracted by the district such as those providing instructional support, technical services, related special education services, food service, transportation, security, who either work in the school or directly interact with students. Administrative staff that work in a central district office who do not spend time in any school buildings do not need to be reported. Staff that work or interact with students or staff from multiple schools should be reported for the school where they have had the most interaction.

#### Who needs to submit a report?

Any schools (public or private) with grades PK-12 should submit a report when a new student or staff with confirmed COVID-19 infection is identified. Daily reporting is not required.

#### Where should a report be submitted?

All reports should be submitted via the DPH Submission Portal: <https://dphsubmissions.ct.gov/>



Phone: (860) 509-7994 • Fax: (860) 509-7910  
Telecommunications Relay Service 7-1-1  
410 Capitol Avenue, P.O. Box 340308  
Hartford, Connecticut 06134-0308  
[www.ct.gov/dph](http://www.ct.gov/dph)

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← → ↻ dphsubmissions.ct.gov

**DEPARTMENT OF PUBLIC HEALTH**  
DPH Submissions System

No Login Required

- Coronavirus (Covid-19) Case Report Submission
- PPE Resource Request Form
- Online VAMS Enrollment (for Eligible Individuals)
- COVID-19 Vaccine Clinic Pre-Registration
- COVID-19 Vaccine Order (Enrolled CoVP Providers)
- COVID-19 Vaccinator Submission
- Connecticut Travel Advisory Complaint Form
- EMS Education Approval System
- DPH Vans Intake Form
- Incentive Partner Intake Form
- Onboarding CT-WIZ Application
- #Vax2SchoolCT | School COVID Vaccine Clinic Plan Form

Login Required

- Coronavirus (Covid-19) Testing Submission
- School Submissions

After logging in, select “School Submissions” and the screen will look similar to the following:

**DEPARTMENT OF PUBLIC HEALTH**  
DPH Submissions System

Home Covid Submission Form Previous Covid Submissions Maintenance Add Asthma Record Resources Log Off

Hello! SURJIT SETHURAMAN ( User Name : sethuramans | Role - SchoolNursingSupervisor )

You will be auto logged out in 1798 seconds.

Daily School Covid Submission Form

\* - Required Field

School Reporting Guidance Document

School Name Nayaug Elementary School, South Glastonbury \*

Submission Date 11/20/2020 \*

Do you have any new COVID-19 cases among students or staff?  Yes  No \*

Submit

Select your school, from the drop down list provided.

### Daily School Covid Submission Form

\* - Required Field

[School Reporting Guidance Document](#)

  

<b>School Name</b>	<input type="text" value="Nayaug Elementary School, South Glastonbury"/>	*
<b>Submission Date</b>	<input type="text" value="8/19/2021"/>	*

  

**1. Do you have any new COVID-19 cases among students or staff?**  Yes  No \*

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**2. Number of new cases among students since last report submission**  \*

**3. How many student cases were fully vaccinated against COVID-19?**  \*

**4. How many student cases were not fully vaccinated against COVID-19 (partially vaccinated or unvaccinated)?**  \*

**5. How many student cases did not have a known vaccine status?**  \*

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**6. Number of new cases among staff since last report submission**  \*

**7. How many staff cases were fully vaccinated against COVID-19?**  \*

**8. How many staff cases were not fully vaccinated against COVID-19 (partially vaccinated or unvaccinated)?**  \*

**9. How many staff cases did not have a known vaccine status?**  \*

**What questions do I need to answer?**

The questions to be answered are the following:

**Do you have any new COVID-19 cases among students or staff? Yes or No**

If you select Yes, additional data elements are required to be completed.

**Enter the number of new cases among students since the last report submitted for that school.** A student case is defined as any student that attends the school that has a positive COVID-19 test result (PCR or antigen).

**Then enter the number of positive student cases by vaccine status.** The total number of student cases must match the total entered for vaccine status. If a vaccine status category does not apply, enter a zero. The vaccine status options are fully vaccinated against COVID-19 ( $\geq 14$  days since the last vaccine dose in the respective vaccine series),

not fully vaccinated against COVID-19 (partially vaccinated or not vaccinated), and not known (vaccine status is not known).

**Then enter the number of new cases among staff since the last report submitted for that school.** A staff case is defined as any staff that works at the school that has a positive COVID-19 test result (PCR or antigen). District staff that test positive and work in school settings should be reported for the school they work in. District staff that work in a separate building with no potential for student contact, should not be included. Staff that work in multiple buildings should be reported for the school where they spend the most time.

**Then enter the number of positive staff cases by vaccine status.** The total number of staff cases must match the total entered for vaccine status. If a vaccine status category does not apply, enter a zero. The vaccine status options are fully vaccinated against COVID-19 ( $\geq 14$  days since the last vaccine dose in the respective vaccine series), not fully vaccinated against COVID-19 (partially vaccinated or not vaccinated), and not known (vaccine status is not known).

#### **How do I enter data for more than one school in a day?**

1. Login to <https://dphsubmissions.ct.gov> using your credentials
2. Select the school from the drop down and complete the form and submit.

## Daily School Covid Submission Form

\* - Required Field

School Reporting Guidance Document

School Name

Select a School Name

Submission Date

8/19/2021

1. Do you have any new COVID-19 cases among students or staff?

Yes  No

2. Number of new cases among students since last report submission

0

3. How many student cases were fully vaccinated against COVID-19?

0

4. How many student cases were not fully vaccinated against COVID-19 (partially vaccinated or unvaccinated)?

0

5. How many student cases did not have a known vaccine status?

0

6. Number of new cases among staff since last report submission

0

7. How many staff cases were fully vaccinated against COVID-19?

0

8. How many staff cases were not fully vaccinated against COVID-19 (partially vaccinated or unvaccinated)?

0

9. How many staff cases did not have a known vaccine status?

0

Submit

3. You will see a successful submission confirmation. Click "Back to Home Page" button

### Daily School Covid Submission Form Confirmation Page

Daily School Covid Submission has been successfully submitted.

Back to Home Page

4. Keep repeating steps 1-3 to complete your submissions for all your schools.

**How do I correct a previous day's entry?**

To correct a previous day's entry, please submit a ticket to DPH at <https://dph-cthelpdesk.ct.gov/Ticket> and select "School Submissions" for "What system do you need assistance with?". When submitting this ticket, you must include the following information so that it can be updated: Name of the school; date you are looking to correct; the number of student and staff cases for that day; vaccine status of student and staff cases. The entry cannot be updated if this information is not provided.

### **How do I get a login/password to the system?**

If you are a Submission System Administrator for your school district identified by CSDE please register yourself by clicking "Register as a DPH Submission User" at <https://dphsubmissions.ct.gov> and DPH will activate and assign the respective schools to your account.

If you are an individual school user trying to submit data for your school please contact your Submission System Administrator to establish a user account for the School Submissions portal.

### **How do I get help or report a problem?**

Please submit a ticket to DPH at <https://dph-cthelpdesk.ct.gov/Ticket> and select "School Submissions" for **What system do you need assistance with?** and submit the ticket. This is the easiest and fastest way to contact DPH.