

COVID-19 Testing Supply Program

Registration Verification Process

REGISTRATION WEBSITE

https://protect-ows.hhs.gov/ASPR_COVID_DX

FIELD VALIDATIONS

The content below articulates the front- and back- end validations for each field in the online registration form. Front-end refers to the fact that the form cannot be submitted until it meets the criteria outlined below. Back-end refers to data matching done on the back end between what was submitted by the registrant and ED's data file.

1. LEA/District NCES ID
Front-end validation: Not empty. Must be a seven-digit code.

Back-end validation: Flag if the seven-digit code is not found in the CCD file.
2. LEA/District Physical Address
Front-end validation: Not empty.
3. LEA/District City
Front-end validation: Not empty.
4. LEA/District State
Back-end validation: Must match Delivery state.
5. LEA/District ZIP Code
Front-end validation: Must be a five-digit code.
6. Primary Contact First Name
Front-end validation: Not empty.
7. Primary Contact Last Name
Front-end validation: Not empty.
8. Primary Contact Email Address
Front-end validation: Not empty and well-formed email address.

Back-end validation: Flag if the url domain of the LEA Primary Contact email address, (i.e., @ousd.org) provided is not equal to url domain for the corresponding website address on the CCD file.
9. Delivery Street Address
Front-end validation: Not empty.
10. Delivery City
Front-end validation: Not empty.

11. Delivery State
Front-end validation: Not empty.

Back-end validation: Flag if state not equal to state listed in the CCD file for that NCES ID.
12. Delivery ZIP Code
Front-end validation: Not empty. Must be a five-digit code.
13. Delivery Receiving Phone
Front-end validation: Not empty. Must be a ten-digit code in this format xxx-xxx-xxxx.
14. Delivery Phone Extension
NA
15. Delivery Loading Dock
Front-end validation: Must check one box or the other.

VERIFICATION PROCESS

1. Palantir staff validate front- and back-end checks outlined above and populate csv file.
 - A. Palantir will also flag when multiple people register with the same NCES District ID.
 - B. Drew/ASPR downloads cumulative csv file on Mondays.
2. Every **Monday by noon**, Drew/ASPR emails covidresponse@ed.gov a cumulative csv file.
(ASPR also emails ED a daily count.)
 - A. Alexia will save the file our Teams' COVID-19 Response Team and alert each member of the team of the rows that they will be responsible for validating, (i.e., Rows 1-30).
 - i. Each team member will receive an equal number of rows to validate. When that is not possible, Alexia will review the remainder. Alexia will always be responsible for the first set of rows.
 - ii. Alexia will send back the updated list from the week prior to Drew/ASPR
3. **By 5:00 pm the next day, Tuesday** - Each team member will review their submissions and do one of the following:
 - A. Indicate the date that the LEA is approved under the 'Approved Date' column.
 - B. Indicate the date that the LEA was declined under the 'Disapproved Date' column.

OR

 - C. Describe status in the 'Notes' column. (For example, 'This LEA submitted two registrations. Waiting for response email confirming that they are aware of this and explaining the rationale as to why.' Once a decision has been made, the team member will add a date to either the 'Approved Date' or 'Disapproved Date' column. Drew/ASPR will see the new date when the files are exchanged the following week.

The following pages include an overview of the five key field checks (columns X through AB) in the registration file.

IMPORTANT: Please note that team members ARE NOT responsible for correcting zip codes, phone numbers, or other data issues. Team members are only responsible for verifying columns X through AB and updating columns AC-AE.

X. all_checks_passed

If marked 'Yes,' this column indicates that the information provided by the registrant passed the remaining four checks (outlined below). Team members should add the date to the 'Approved' column. Alexia will send a confirmation email that Thursday.

If marked 'No,' team members should review the columns to the right to determine which checks did not pass to determine next steps.

Y. NCESID_check_passed

The chart below articulates the LEAs that are eligible to participate in the program.

Row Labels	Count of type_text
Federal operated agency	4
Independent charter district	4255
Other local education agency	240
Regular public school district that is a component of a supervisory union	171
Regular public school district that is not a component of a supervisory union	13362
Service agency	688
Specialized public school district	443
State operated agency	193
Supervisory union	113
(blank)	
Grand Total	19469

If the NCES ID passes the 'NCESID_check_passed' (column Y), then it is a valid LEA type.

If it does not pass this check, then it is either a) not a valid LEA or b) it is an LEA that has not yet been given an ID. Team members should use the template below to send an email from covidresponse@ed.gov instructing the applicant to enter a valid NCES District/LEA ID and resubmit.

Email Title: Additional Steps Required: COVID-19 Testing Supply Program for LEAs

Email Body: Thank you for your interest in the COVID-19 Testing Supply Program for Local Education Agencies (LEAs). We have reviewed your request and noticed that you did not enter a valid NCES District/LEA ID. Please visit [Search for Public School Districts \(ed.gov\)](https://ed.gov/search/public-school-districts) and make sure that your LEA's information matches the information in our system. If you cannot find your district/LEA on the locator, you can send an email to EDFacts@ed.gov for support. If you think the data about your school or district is incorrect you should contact your [state CCD Coordinator](#).

If you do not yet have an NCES District/LEA ID because you are new, please reply to this email and provide documentation verifying your LEA's current status.

Once you have a valid NCES District ID, then please resubmit your request at https://protect-ows.hhs.gov/ASPR_COVID_DX.

Please note that the COVID-19 Testing Supply Program for LEAs does not have the capacity to process requests for individual schools. However, LEAs can order on behalf of their school and community partners. In doing so, the district is responsible for managing the ordering and delivery of the COVID-19 self-test kits to its partner sites.

Sincerely,

U.S. Department of Education

If the LEA replies with an email stating that they are a new LEA and do not have an ID, please forward the email to alexia.everett@ed.gov to complete the due diligence. Alexia will add a date to either the 'Approved Date' or 'Disapproved Date' column.

Z. Duplicate_ID_check_passed

If marked 'Yes,' this column indicates that the 'NCES LEA ID' has only been entered for one submission.

If marked 'No,' this indicates that more than one submission has been entered for that 'NCES LEA ID.' Team members should send some version of the following email to the Primary Contact(s) identified in each submission to ensure that the LEA is aware of this and ask for information as to why this is necessary.

Email Title: Multiple Registrants for the COVID-19 Testing Supply Program for LEAs

Email Body: Thank you for your interest in the COVID-19 Testing Supply Program for Local Education Agencies (LEAs). We noticed that your LEA has more than one registration application. Our records show that the following people registered as a point of contact (POC) for your LEA. Please reply to this email and provide a brief explanation as to why your LEA is requesting multiple POCs. In the event that we are unable to accommodate your request for multiple POCs, please indicate who should be the POC for your LEA. We will follow up with next steps after considering your request.

Sincerely,

U.S. Department of Education

When the LEA replies via email, the team member who reviews the response is responsible for assessing the response, updating the 'Notes' column with pertinent details, and finally, adding a date to either the 'Approved Date' or 'Disapproved Date' column. If approved, Alexia will send a confirmation email that Thursday.

Email Title: Multiple Registrations for the COVID-19 Testing Supply Program for LEAs

Email Body: Thank you for your interest in the COVID-19 Testing Supply Program for Local Education Agencies (LEAs). We have reviewed your request and determined that we are

only able to approve one of the registration submissions for your LEA. A confirmation email that includes next steps was sent to **insert name**.

Sincerely,

U.S. Department of Education

AA. 'state_check_passed'

If marked 'Yes,' this column indicates that the state provided for the physical address and delivery address match.

If marked 'No,' this indicates that the state provided for the physical address and delivery address do not match. Team members may decide to conduct a quick google search to determine if there is a valid reason for the multiple states. (For example, a Charter Management Organization with sites in multiple states.) In these cases, the team member should update the 'Approved Date' column and send a confirmation email.

If the team member is unable to identify a valid reason for multiple states, the team member should send some version of the following email instructing the applicant to check their information and resubmit.

Email Title: Additional Steps Required: COVID-19 Testing Supply Program for LEAs

Email Body: Thank you for your interest in the COVID-19 Testing Supply Program for Local Education Agencies (LEAs). We have reviewed your request and noticed that the states for the physical and delivery addresses do not match.

If this is a mistake, please resubmit your request at https://protect-ows.hhs.gov/ASPR_COVID_DX. Otherwise, please reply to this email with an explanation as to why the delivery address is located in a different state than the physical address of your LEA.

Sincerely,

U.S. Department of Education

When the LEA replies via email, the team member who reviews the response is responsible for assessing the response, updating the 'Notes' column with pertinent details, and finally, adding a date to either the 'Approved Date' or 'Disapproved Date' column. If approved, Alexia will send a confirmation email that Thursday.

AB. 'email_check_passed'

If marked 'Yes,' this column indicates that the url domain for the LEA's website matches the Primary Contact's email address url domain, (i.e., alexia.everett@ousd.org and <https://www.ousd.org>).

If marked 'No,' this indicates that the url domains do not match. This is quite common. Please check to make sure that there aren't issues in terms of upper- and lower-case letters, as that may be what is preventing the match. Team members may decide to conduct a quick google search to determine if the email address url is valid. If found valid, the team member should update the 'Approved Date' column. Alexia will send a confirmation email that Thursday.

If the team member is unable to validate the email address provided, the team member should send some version of the following email instructing the applicant to check their information and resubmit.

Email Title: Additional Steps Required: COVID-19 Testing Supply Program for LEAs

Email Body: Thank you for your interest in the COVID-19 Testing Supply Program for Local Education Agencies (LEAs). We have reviewed your request and noticed that you did not enter a valid email address. Once you have a valid email address, then please resubmit your request at https://protect-ows.hhs.gov/ASPR_COVID_DX.

Sincerely,

U.S. Department of Education

4. **On Tuesday at 5:30 pm**, Alexia/ED will send back the file to ASPR indicating the date in which the LEA is approved or declined.
 - a. ASPR has 24 hours to add approved submissions to HPOP and emails final registration instructions.
 - b. **On Thursday morning by 10 am**, Alexia will send a confirmation email to the registrants that they approved that week as they are now in the HPOP system.

Email Title: Welcome to the COVID-19 Testing Supply Program for LEAs

Email Body: Thank you for registering to participate in the COVID-19 Testing Supply Program for Local Education Agencies (LEAs). As the official point of contact (POC) for your LEA, you will be responsible for ordering the Over-The-Counter (OTC) rapid antigen COVID-19 self-test kits through the U.S. Department of Health and Human Services (HHS) Administration for Strategic Preparedness and Response's Health Partner Ordering Portal (HPOP). You will be able to order self-test kits while supplies last and are responsible for managing the delivery and distribution of your LEA's orders.

You should have received an email from no-reply@mail.us-langley that includes a link to activate your account within the HPOP. If you have not received an email from this address, please check your spam folders. After confirming that it is not in your spam folders, contact CARS_HelpDesk@cdc.gov for support. Once you receive this email, you will be able to

activate your account. You will be asked to create a username and password within the HPOP. When you first log into the HPOP, you will be required to enable secure verification which will allow you to verify your identity without having to remember your password.

To learn how to order within the HPOP, please watch the following brief training video:

<https://youtu.be/Slmi2qjsboY>

This link is private and not to be shared with anyone other than the Primary Contact for this program.

Attached you will find the presentation deck to use for future reference.

Once you are registered in HPOP and watched the training video, you will be able to order COVID-19 self-test kits through the HPOP on a weekly basis.

- *Ordering Window:*
 - Opens Tuesdays at 12:01 AM
 - Closes the following Monday at 11:59 PM
- *Partner Approval:*
 - On Tuesdays, ED will review, validate and process the orders.
 - Wednesday at 9:30 AM, all orders will be transmitted from HPOP to HHS's Administration for Strategic Preparedness and Response's distribution partners for processing.
- *Order Delivery:*
 - 7-10 days after order have been transmitted to our distribution partners.

Thank you for your continued dedication to keeping students and staff safe and schools open for in-person learning!

Sincerely,

U.S. Department of Education