



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR PUBLIC HEALTH**

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**Eric C. Friedlander**  
Secretary

**Steven J. Stack, MD**  
Commissioner

September 14, 2020

Dear Educators,

Thank you for your efforts to navigate these uncertain times. Your hard work and thoughtful approach to adapt to the COVID-19 pandemic is sincerely appreciated.

The Kentucky Department for Public Health (KDPH) is providing additional resources for students, parents, and educators to support their informed decision-making related to the COVID-19 pandemic. As part of these efforts, KDPH has created an online survey for K-12 educational institutions to report new COVID-19 cases and quarantined persons. Every public and private K-12 school will complete the reporting process daily, Monday through Friday, for each day school is in session via in-person, virtual, or hybrid mode of instruction. The data elements required and process for reporting them are described in the documents accompanying this letter.

The data collected will appear on a public dashboard accessed via [www.kycovid19.ky.gov](http://www.kycovid19.ky.gov). Interested persons may sort the data by state, county, school district (if applicable), and individual school. Explanatory text on the dashboard will disclaim that the data represents good faith reporting by schools and that there will be inherent limitations to it. We welcome your constructive feedback as we strive to balance transparency, accuracy, and simplicity.

Please note that the online survey tool is the first element of the complete reporting process. On any day a school reports a non-zero value for new reported students and/or school personnel, the school will communicate with the local health department to provide additional information and public health guidance. This communication is essential and is the way public health and schools will collaborate in the contact tracing, isolation, and quarantine processes.

These are difficult times and much has been asked of us. Thank you for your leadership and dedicated service to our students and communities.

With gratitude,

A handwritten signature in blue ink, reading "Steven J. Stack".

## K-12 COVID-19 School Self-Reporting Access Request

For District/School Official Use Only

To ensure your school's self-reported data is only provided by you or your delegate, we will be granting access to the daily form and request that those responsible for providing your school's data complete the access request form.

School personnel responsible for daily reporting of K-12 COVID-19 School Self-Reported Data will need to complete the access request form through the link provided below. Once you have requested access, our team will check to see if you have an existing Kentucky Online Gateway (KOG) account which will be used for sign-on and authentication for the daily K-12 COVID-19 School Self-Reported Data form.

- If you **have** an existing account, you will receive access to start your schools daily self-reporting within 48 hours of your request.
- If you **do not have** an existing account, you will receive instructions on how to setup a KOG account within 48 hours of your request. Once your KOG account has been activated, you will have access to start your schools daily self-reporting. Instructions on completing your schools daily self-report will be provided once your access has been granted.

Access Request Link: [K-12 COVID-19 School Self-Reported Data Access Request](#)

For questions related to the access request form, please contact: [COVIDSchoolReport@ky.gov](mailto:COVIDSchoolReport@ky.gov).

Screen shot of the information collected for the access request:

### K-12 COVID-19 School Self-Reporting Access Request Logging

#### Access Request Form Instructions

- Each individual that will be responsible for completing the COVID-19 school self-reported daily should complete this access request form. Remember to complete all required fields (identified by an asterisk (\*)) and select the 'Submit' button at the bottom of the form.
- Email: If you already have a Kentucky Online Gateway (KOG) account, you should use the same email address. If you do not have a KOG account already, you may need to create one. If you are unsure, we will let you know. It is recommended that you use your school assigned email address.
- Phone Number: This phone number provided may be used if we need to contact you regarding your access and/or account or if there are questions related to the school self-reported data you have provided. Phone number format should be (000) 000-0000 followed by x0000 if an extension is necessary.
- School Name: Spell out the school name, do not abbreviate.
- Please Note: Once you 'Submit', you will not be able to edit, please validate that the information provided is accurate. You only need to submit one form.

#### Requestor Information

**First Name:**

**Last Name:**

**Email:**

**Phone Number:**

**School Name:**

**School District:**

**County:**

**Notes:**

If there is anything we need to know about the request for your account, please comments include here.

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**Note:** Reporting can be completed at the school level by a school official or a district official may request access to all schools within the district for daily report completion on behalf of the school.

## K-12 COVID-19 School Self-Reported Data – Daily Report

For District/School Official Use Only

Once you have completed the Access Request form and your access to the **K-12 COVID-19 School Self-Reported Data** daily survey has been granted, additional instructions for daily reporting will be provided.

The K-12 COVID-19 School Self-Reported form is behind the Commonwealth's secured single sign-on solution, the Kentucky Online Gateway (KOG). Only those users with a KOG account and granted permissions to your school will be able to access the daily survey and the data that has been reported for your school. Other users will not be able to enter information on behalf of your school or see your school's data through this form.

Additional detailed instructions along with the form link will be provided once access has been granted. For the INITIAL submission, the answers should reflect the preceding 24 hours (i.e., prior 1 day).

For questions related to your account or survey access, please contact: [COVIDSchoolReport@ky.gov](mailto:COVIDSchoolReport@ky.gov).

Screen shot of the information collected for the daily self-reporting:

**Daily Report**

Data should be reported Monday through Friday for every day your school is in session. If there are zero reported positive cases or quarantines for the day, please enter zeros where applicable. For the INITIAL submission, the responses should reflect the preceding 24 hours (i.e., prior 1 day).

PLEASE NOTE: You should include only new "reported positive cases" since the last submission date.

**New reported positive students:** \*

**New reported positive school personnel:** \*

PLEASE NOTE: You should include only new "quarantines" since the last submission date due to exposures at the school or school-related activities (e.g., sports, extra-curricular activities, etc.).

**New students quarantined:** \*

**New school personnel quarantined:** \*

**Current Learning Style as of Report Date:** ☐ Virtual Only  
☐ In Person Only  
☐ Hybrid (Virtual and In Person)\*

**Note:** Reporting can be completed at the school level by a school official or a district official may request access to all schools within the district for daily report completion on behalf of the school.