KORDS - Kansas Online Reporting Disease System User Guide

Background

On May 4, 2020, the Kansas Department of Health and Environment Bureau of Epidemiology and Public Health Informatics (KDHE) developed an online reporting portal for healthcare providers to report suspect and confirmed cases of COVID-19. The reporting portal allows providers to securely and confidentially submit patient information and laboratory testing online without the need of faxing a Kansas notifiable disease reporting form. In addition, the online portal allows providers to keep records of disease reports for tracking purposes. Using the online portal allows for automated integration into KDHE's disease surveillance system, EpiTrax, so that public health officials can respond faster to implement control measures. Submitting reports through the online portal fulfills COVID-19 reporting requirements under K.A.R. 28-1-2.

September 2020 brought the addition of submitting test results to the online portal for individually entered reports.

October 9, 2020, the portal introduced the new Bulk Upload functionality. Each facility can upload a CSV (Comma delimited) file for submission.

February 7, 2022, the portal introduced the new website name and validation tool. The new name is Kansas Online Reporting Disease System or KORDS. The new validation tool in the bulk upload section will ensure spreadsheets are compliant with KDHE standards.

KDHE will continue implementing future upgrades to improve functionality of the online reporting portal. To access the portal and enroll visit https://diseasereporting.kdhe.ks.gov/.

Enrolling

Any reporter can enroll in just a few minutes by completing the enrollment process. Enrolling users is simple and can be completed in a few minutes. Users can enroll for an account online by selecting "Register New User" at the main Kansas Online Reporting Disease System (https://diseasereporting.kdhe.ks.gov/).

1. From the main Kansas Online Reporting Disease System select **REGISTER NEW USER**

2. There will be a pop-up window that you need to read and then select "Reject" or "Accept".

3. After selecting "Accept", enter all requested details in the pop-up box. Use the dropdown box to select your facility. If your facility is not in the portal, then type in your facility name.

   DO NOT use abbreviations for your facility – use the **complete, full name**. For example, you would not enter "MCKS" instead enter "Medical Clinic of Kansas".

Create New User Account

Facility Name *
Select your Facility or create a new one ▼

Facility is required

Last Name *   First Name *

Email Address *

Password *   Confirm Password *

(Password should be minimum 8 characters, contain a letter, number and special character [*,%,$])

CANCEL   SIGN UP

Use your work email address and not your personal email.

Select facility from dropdown or enter facility name if not listed.

Sign-in to Kansas Online Reporting Disease System (KORDS)

Registered users will be able to sign into the system with the username and password used in the enrollment process.

1. To access the KORDS Portal, enter your credentials and select LOGIN. The username should be in lowercase.

Login

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Enter your Username and Password

Username:

Password:

LOGIN

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

2. To report individual test results please select **NEW REPORT** from the main dashboard page.

IMPORTANT NOTE
Do not submit multiple reports for the same patient. If you submit a report in error or need to correct a submitted report, contact KDHE EpiTrax Administration by emailing
kdhe.epitraxadmin@ks.gov.

Fields with * are required

3. Complete **REPORTER INFORMATION** section.

REPORTER INFORMATION

Facility	Clinician		Clinician (or Facility)	
Name	Clinician Last Name	Clinician First Name	Ph. Area *	Phone Number *
KDHE			0 / 3	0 / 7

Set to facility at account registration

Type clinician name and contact information (or your phone number) for public health follow-up

4. Complete **PATIENT INFORMATION** section.

PATIENT INFORMATION

Last Name *	First Name *	Middle Name	Date of Birth * (If unavailable please enter 01/01/1921)

Street *	Unit	City *	State * KS	Zip *	County *

Phone Type Home	Ph. Area	Phone Number

Gender *	Ethnicity Unknown	Race (Select one or Select Other for multiple races) Unknown

5. Complete **DISEASE AND SPECIMEN INFORMATION** section.

DISEASE AND SPECIMEN INFORMATION

Disease *
Coronavirus Disease 2019 (COVID-19)   ▼   Hospitalization Status *   ▼

Specimen Source *   ▼   📅 Specimen Collection Date *
                                                                       MM/DD/YYYY format

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6. Complete **TESTING RESULTS** section.

TESTING RESULTS

Testing Lab *   Please input the facility name
Select your Lab or create a new one   ▼   📅   that is performing the test.

                                                                 Tested Date/Time *
                                                                 MM/DD/YYYY format

Test Type *   ▼   Test Result *   ▼   🗑️

➕ ADD ADDITIONAL TEST RESULT FOR THIS SPECIMEN   Up to three results may be
                                                         entered for this specimen

Comment (please include symptoms and specimen routing information)

                                                         Add applicable comments such
                                                         as patient's symptoms, onset
                                                         date, etc.

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7. Select **SUBMIT** to submit report to KDHE.

RESET   **SUBMIT**

Select **RESET** to cancel/start over

Review Submitted Reports

Users will be able to review all reports that have been submitted. To access submitted reports navigate to the main dashboard. Scroll down to the see the Search Criteria section.

Enter search criteria to view applicable submitted records.

SEARCH CRITERIA

Enter Last Name

From
📅 02/07/2022
MM/DD/YYYY format

Date
📅 02/07/2022
MM/DD/YYYY format

CLEAR   SEARCH

Condition Name
Choose conditions to filter ▾

Facility Name
Choose facilities to filter ▾

County
Choose counties to filter ▾

PATIENT CASE NOTIFICATIONS

Name	DOB	Condition	Result	Facility Name	County	Collection Date	Created
RetzlaffTEST, JordanTEST,	01/01/1921	Coronavirus Disease 2019 (COVID-19)	Negative	KDHE	Johnson	02/07/2022	02/07/2022

Select patient name to see details of submitted report.

Bulk Uploading Reports

DASHBOARD   NEW REPORT   BULK UPLOAD   Jordan Retzlaff   LOGOUT

Instructions to use Portal : **Online Reporting Portal User Guide**

BULK UPLOAD

📎 Add file   SUBMIT

INSTRUCTIONS:

Download template and follow the instructions document to fill columns in template.
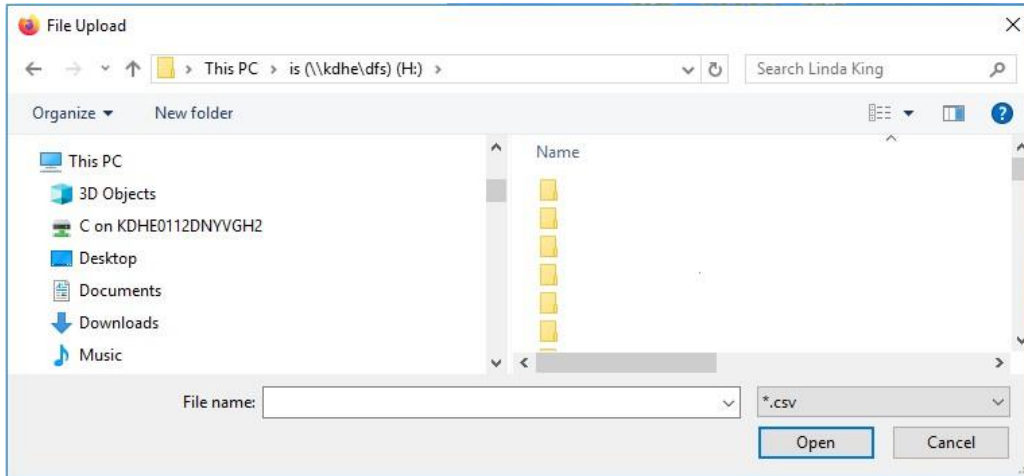
Download Template for data

Preparing your Upload File

Use the formatted Excel (.xlsx) template. You may download the template from the website, along with Instructions.

Remember to save your completed file in a CSV (comma delimited) format.

Uploading the Prepared File

1. Click on the paper clip icon or the text Add File.   Select your file and click on open.

Note: If your file is not a CSV (Comma Delimited) file, it will not be available for selection in your list of files to upload.

2. Submit your file.

Bulk Upload Dashboard

The files that have been entered by Bulk Upload for your facility will be displayed in the Bulk Upload Dashboard.

Viewing your Uploaded File

1. Click on the linked File Name.

2. Select the desired option to view your file.
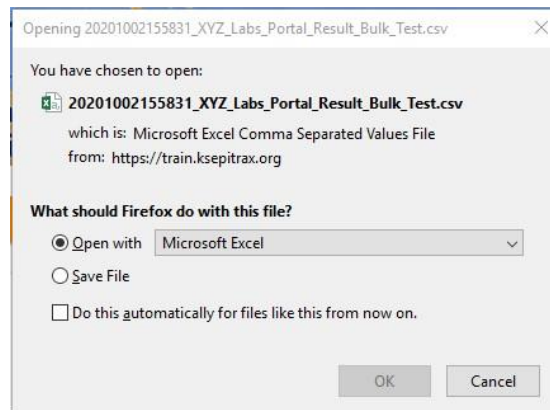
Troubleshooting

If you are unable to login (e.g., password reset, website error) contact KDHE EpiTrax Administration for troubleshooting assistance by emailing KDHE.EpiTraxAdmin@ks.gov.

Kansas Department of Health and Environment
Bureau of Epidemiology and Public Health Informatics
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