

Process to Request Abbott BinaxNow Antigen Test Kits

The Kansas Department of Health and Environment (KDHE) is opening up to additional facilities to be able to request and have Abbott BinaxNow antigen tests on site. Some examples of facilities that are not traditional testers who are able to request these test kits are: Long Term Care Facilities, Schools, EMS, Fire, Law Enforcement, etc.

Steps Involved:

1. For schools. Please first contact Lacey Kennett at Lacey.Kennett@ks.gov to receive details and be onboarded to this process for school districts. Everyone else can go directly to step 2.
2. If your facility location does not already have a CLIA certificate, request a CLIA certification through the Kansas Health and Environmental Laboratories (more details below).
3. All test results need to be submitted to KDHE. See more details below on how to submit reports. Make sure you have that process figured out for your facility.
4. Discuss and develop a testing plan for your facility. Sample questions to consider below.
5. Abbott BinaxNow test kits should be requested through the county Emergency Manager.
6. Once you have your CLIA certificate, reporting process ready to go, a plan on who to test and how often, and you receive your test kits... you can start testing!

CLIA Certificate

All sites performing the Abbott BinaxNow testing need to have a CLIA certificate. While there are some limitations, almost any facility can request a CLIA certificate. For schools, only one CLIA certificate is required for the district.

Steps to receive a CLIA certificate:

1. Email KDHE.CLIA2@ks.gov to request the form to complete for a CLIA certificate. The staff monitoring this email address can answer any questions about the application and guide you through it.
2. The form to complete will be emailed to you. The first 5 pages of the form are the application and the last 5 pages are instructions. Complete the form and return it to KDHE.CLIA2@ks.gov
3. The cost is \$180 for a 2 year certificate. The fee cannot be waived. A credit card is needed to make the payment.
4. You will receive confirmation via email of your certificate
5. The process takes up to 2 weeks to complete.
6. Website with more information: https://www.kdheks.gov/lipo/clia_survey_and_cert.htm
7. You can email KDHE.CLIA2@ks.gov with questions on the CLIA certificate process.

Reporting

For facilities that are accepting Abbott BinaxNow kits that are not already electronically reporting to KDHE, you have the option of submitting through our **Kansas Disease Reporting Portal** or using an electronic resulting system called **LabXchange**.

Using the Reportable Disease Portal. There are two ways to report. The first is by individual record, and the second is through a bulk upload using a CSV template. The Portal is a self-registering site and instructions located on the site will walk you through the entire process. Access the Portal from <https://diseasereporting.kdhe.ks.gov/>. Once there, download the **Online Reporting Portal User Guide** to learn how to register, along with instructions on entering an individual patient result. Use the **Template** and the **Instructions document** on the

Bulk Upload page to learn how to upload a CSV file to the portal. Copies of all of the downloads are also attached.

If you have questions or would like to have some assistance, please contact KDHE Epidemiology staff at kdhe.EpitraxAdmin@ks.gov.

Using LabXchange. Send an email to kdhe.KHEL_HELP@ks.gov with a subject line of LabXchange. In the email please indicate how many users will be needed, an email address for each user, and the type of test you will be performing (i.e. Abbott BinaxNow). An account/login will be created for you upon receipt of this email and you will be notified of your logins, temporary passwords, and a Zoom training time (if needed).

The staff monitoring kdhe.KHEL_HELP@ks.gov can answer any questions about using LabXchange.

Have a Plan

- Think through a plan with your facility staff, county staff, etc.
- Some questions to consider are:
 - Who do you plan to test and how often do you plan to test?
 - Do you need to receive consent? If so, how will you get consent?
 - On what rotation do you plan to test individuals?
 - Do you have proper protocols in place for disposing of biohazardous waste?
 - How will you ensure the required data is submitted to KDHE within 24 hours of testing?

Requesting Test Kits

- Contact your county Emergency Manager to request Abbott BinaxNow test kits.
- Abbott BinaxNow kits can be requested in increments of 40. These test kits do have an expiration date; KDHE encourages facilities to request enough test kits for one month of testing.
- Find your county Emergency Manager here:
<https://www.kansastag.gov/KDEM.asp?PageID=200>
- Emergency Managers, if you have questions, please contact KDEM.

Thank you for being a part of testing strategy in Kansas!

