

MDHHS MI Safe School Antigen Testing Ordering/Reporting Process Update – 1/18/2022

The Michigan Department of Health and Human Services (MDHHS) has implemented an updated antigen test ordering process to support testing in Public Schools, Intermediate School Districts (ISD), Charter Schools, and Non-Public Schools. This process is outlined below. For questions regarding the new ordering process, please email MDHHS-COVIDTestingSupport@michigan.gov.

Public Schools - Request Process:

Public Schools will continue to submit their request through the [Antigen COVID Test School Request Form](#). When submitting the request through this form this permits your School District to order from MDHHS.

ISDs, Charter Schools, Non-Public Schools - Ordering Process:

ISD, Charter Schools, and Non-Public Schools will order directly from the [School District Antigen COVID Test Ordering Form](#). Orders will be reviewed by MDHHS and shipped directly to the point of contact and address listed on the form.

School Districts - Ordering Process:

1. **School Districts** will view the [Dashboard](#) provided by MDHHS to review number of requested tests submitted from **Public Schools** in their district.
2. **School Districts** will then submit their order for their **School District** to the [School District Antigen COVID Test Ordering Form](#).
3. Shipments will be sent directly to the **School District** point of contact and address listed on the form.

Frequency of Shipments*

MDHHS requests that orders placed are for a **full month supply**. Shipments will occur only twice per month. Shipments will occur 1st and 3rd Monday of the month (beginning February 2022). Holidays may affect shipment dates.

Note*

- All MDHHS supported facilities are to request only one month's supply to allow MDHHS to support all vulnerable population.
- Allow up to two weeks for order fulfillment. If experiencing an outbreak, shipments will be expedited.

Reporting

Antigen testing for COVID-19 must be reported via the [Michigan Antigen Testing Results](#) portal. Positive results must be reported individually within 4 hours of completion of the test. Negative results may be reported as an aggregate number within 24 hours of completion of the test. Facilities that wish to may continue to provide individual negative results.

Reporting guidance can be found here- [MI COVID Antigen Reporting](#)

FAQ:

1. Have reporting requirements also changed?

No, reporting requirements remain the same. All results must be reported through the Michigan Antigen Testing Results Portal found here: Antigen Reporting Form. Individual positive results must be reported within 4 hours and aggregate negative results must be reported within 24 hours.

➤ **Utilization of the Abbott BinaxNOW Navica application does not circumvent the requirement to report results through the Antigen reporting form.**

2. What is my school building code?

Your school building code is a 5-digit code. This code can be found on the <https://cepi.state.mi.us/eem/> website.

4. How often can I test?

Student testing can be conducted twice a week unless your school participates in test to stay. Staff testing can be conducted once a week.

5. Can I order for staff testing only?

Currently MDHHS is prioritizing request and supplies due to an increase in positivity sites testing under state and local mandates and vulnerable populations. These sites are ramping up testing and utilization rates have increased significantly. Therefore, testing only staff will not be supported at this time. Please send your inquiries to MDHHS-COVIDtestingsupport@michigan.gov.

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To learn more about school testing please visit Coronavirus - [K-12 School Opening Guidance \(michigan.gov\)](#)

For questions about antigen testing MDHHS-COVIDTestingSupport@michigan.gov