

BinaxNOW Home Test: Weekly Reporting User Guide

Each location where BinaxNOW Home tests are distributed must have one or more individuals designated as an administrator. The role of the administrator is to report the distribution of tests using an online [portal](#) (accessible through any internet-enabled device).

Distribution of the tests will not incorporate scanning of either an individual's NAVICA pass or the test, or to collect any information about the individual. Instead, the administrator will simply report the total number of tests distributed each week.



Access

No login credentials are required to access the BinaxNow Home Test Weekly Reporting Form [portal](#).

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/contact-us/binaxnow-reporting-form/>

BinaxNow Home Test Weekly Reporting Form

BinaxNOW Home test distributions are required to be reported weekly.

- The number reported must include all tests that were distributed. Test distributions should only be reported ONCE.
 - Once you report a distribution here, it does not need to be reported by email to TestingRequests@odh.ohio.gov.
- Local Health Departments and Educational Service Centers should ensure that each entity/school/district that receives tests reports each test distribution.
- If you need to request more tests, please notify the Local Health Department or Educational Service Center that provided you with tests.

If you make a mistake in reporting for a week, have any questions about reporting, or require assistance, please send an email to TestingRequests@odh.ohio.gov.

Name *

Category *

County or District *

Location List *

From * To

Number of tests distributed *

Reporting Test Distributions

Five fields must be completed in order to submit a weekly report:

- *Name*: Free-text field to enter the name of the individual filing the report with the State.
- *Category*: Select: Chartered Nonpublic School (Private School), Community School (Charter School), Developmental Disabilities Organization, Early Childhood Education/Child Care, Joint Vocational School District, JPSN/Autism Provider, Law Enforcement/Fire Department/First Responders, Local Health Department, Public School District, STEM or Other. *Search the list or scroll to see all options.*
- *County or District*: Public Schools and School District offices will select the name of their district – all others will select the county in which they are located. *Search the list or scroll to see all options.*
- *Location*: Name of the entity reporting. Includes the city the location is located in [brackets]. *Search the list or scroll to see all options.*
- *From*: The reporting period is Monday to Sunday and the current week and prior two weeks are available for entry.
- *Number of tests distributed*: Enter the number of tests distributed during the reporting period.

No other reporting is required.

Please send any questions to TestingRequests@odh.ohio.gov.