

# Test Coordinator Responsibilities

## District Training Coordination

Login and register for [www.preparingtexas.org](http://www.preparingtexas.org)

The screenshot shows the homepage of the Texas Division of Emergency Management. At the top, there is a navigation bar with the text 'Mitigate ~ Prevent ~ Protect ~ Respond ~ Recover'. Below this, there are links for 'Log In', 'Create Account', and 'Forgot Password?'. The 'Create Account' link is circled in red. To the right, there is a search bar with the text 'Enter search text here'. Below the navigation bar, there is a 'Quick Links' section with a note: 'NOTE: If you completed a Binax online course recently, you may not have viewed the Binax Now Admin video after taking the exam! Please click on the link below to review the Binax Now Admin video as part of your training! Binax Now Admin video'. Below this note, there is a link: 'New Covid-19 Testing Using the Abbott BinaxNOW Ag Card: ( Binax - 100 )'. This link is also circled in red. To the right of the 'Quick Links' section, there is a 'Course Catalog' section with a search bar and several dropdown menus for 'Keyword', 'Course #', 'Provider', and 'Course Type'.

In preparingtexas.org registration, in the space for "Agency," put the Independent School District name or Private School Name.

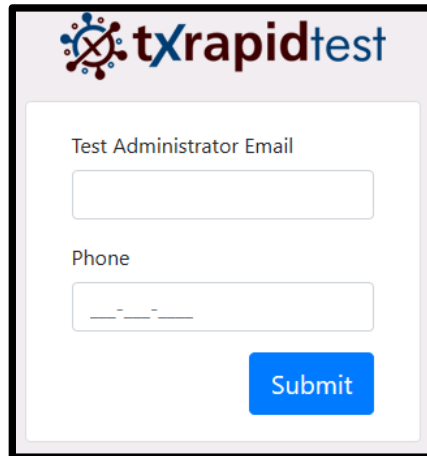
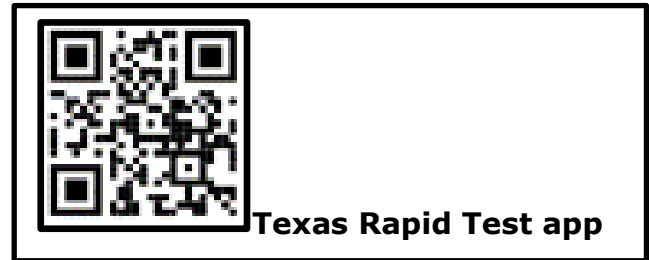
The screenshot shows the 'Register for a User Account' form. At the top right, there is a 'Step 2/6' indicator circled in red. Below the title, there is a paragraph of text: 'Enter the name and address of the agency or organization you are associated with. The information you provide here will be used to pre-populate class registrations and applications. Please make sure the information is correct and as you would want it to appear on other forms (i.e. proper capitalization, spelling, etc.).'. Below this, there is a 'Work Address' section. The first field is '\*Agency or Organization Name:' with the text 'Anywhere School District' entered. A red arrow points to this field with the text 'School District Name'. Below this, there are several other fields: 'Address 1:', 'Address 2:', 'City, State:', 'ZipCode:', 'County:', '\*Phone:', 'Fax:', and 'Cell:'. At the bottom right, there are three buttons: 'Back', 'Next', and 'Cancel'. A note at the bottom left says '\*Denotes Required Field'.

Complete COVID-19 Testing Using the Abbott BinaxNOW Ag Card: ( Binax - 100 ) Course on preparingtexas.org. (includes almost all staff with no medical training)

Complete the BINAXNOW Training Modules ( Binax - 200 ) Course in preparingtexas.org if you are medically trained. (includes any staff that have licensed medical training)

# Test Coordinator Responsibilities

Individuals who successfully complete the [Abbott BinaxNOW Ag Card](#) course receive login information for the testing application at <https://app.txrapidtest.org>. The registration process *may take up to twelve hours* before it is active. You will need this APP to report the results from each test.

A screenshot of the txrapidtest registration form. At the top left is the txrapidtest logo. Below it are two input fields: "Test Administrator Email" and "Phone". The "Phone" field has a format of "\_\_\_-\_\_\_-\_\_\_\_". At the bottom right is a blue "Submit" button.

<https://app.txrapidtest.org>

Phone support @ (512) 399-8050

Email support @ [support@txrapidtest.org](mailto:support@txrapidtest.org)

FAQ @ <https://helpdesk.txrapidtest.org>

## TEA Coordination

District/private school will notify TEA of the Name and Phone number of the district/private school *Test Coordinator*.

## TDEM Coordination

The *Test Coordinator* will serve as a single primary point of contact with TDEM related to training and test supplies. Serve as a conduit for testing information coming from TDEM to the District or Private School

Delivery of the next month's allocation of BinaxNow Test Kits and PPE will be coordinated by TDEM with the Test Coordinator. **Beginning with the January allocation, distribution of these supplies will only take place after a school system has reported results from at least 50% of the total tests previously allocated to the school system.**

## District/Private School Campus Coordination

Serve as Point of Contact (POC) for Administrators at the various campuses participating in the testing program (or considering participation)

Serve as a resource for Test Administrators to troubleshoot problems encountered with the testing

# Test Coordinator Responsibilities

Identify and see to the training of an *Alternate Test Coordinator* that can serve in the event the primary person in this position is unable to do so

Advise Administrators in the district as to the various testing strategies

Coordinate with schools within the District/Private School participating in the testing program to identify Test Administrators

Advise Test Administrators as to the preparingtexas.org training requirements and the data reporting system at <https://app.txrapidtest.org>. Serve as a resource for Test Administrators who encounter problems completing the on Preparingtexas.org training

Ensure Test Administrators are trained and understand the use of the data portal

Ensure all persons identified as Test Administrators at each campus have completed the proper training before receiving testing materials

## Other Considerations:

- Identify and provide for any necessary set up of any designated testing locations on the individual campuses
- Ensure that the testing location has all of the equipment necessary for the test administrators to conduct testing
- Provide testing materials and PPE to test administrators before the initiation of testing activities

## Duties of the Coordinator

Ensure quality control of the testing materials conducted within the District / Private School

In the event the data portal is not accessible, serve as a resource for the download and entry of the data on the Department of State Health Services excel spreadsheet and upload it to the TDEM data portal. (The address of the data portal and the procedures to use for this process will be sent directly to the test administrators)

Ensure that every test kit that is used for quality control testing or training is reported through the app.txrapidtest.org application. For these kits, rather than reporting positive or negative results, the test administrator should choose the option for "Test not Performed". The test administrator conducting the quality control test or training should use their own personal information to enter into the system.

Serve as the subject matter expert for the District/ Private school regarding testing procedures of this specific program

# **Test Coordinator Responsibilities**

Ensure resupply of testing materials and PPE to test administrators as needed

Ensure Test Administrators are reporting results as required and serve as a resource if they encounter difficulties. Notify TDEM test coordinator of any problems associated with testing

## **Duties for Demobilization of Testing**

Serve as POC for TDEM concerning demobilization of testing activities

Provide guidance to Test Administrators regarding demobilization of the test site at their campus

Ensure all reporting has been completed as required by DSHS

See to the return of test instruments and supplies as directed by TDEM

## **Contact**

**Abbott Labs Technical Support for BinaxNOW Test Kits – 1 (800) 257-9525**

**Texas Testing Information Website**  
<https://tdem.texas.gov/k-12testing/>

**Contact TDEM**  
[K-12testing@tdem.texas.gov](mailto:K-12testing@tdem.texas.gov)