

# RePortal to SimpleReport Reference Guide

On May 11, 2023, the Minnesota Department of Health (MDH) will retire the use of the RePortal system for reporting facility-administered COVID-19 test results to the state. Reporting COVID-19 test results is one way partner organizations help MDH monitor COVID-19.

- SimpleReport is operated by the Centers for Disease Control and Prevention (CDC) and can be used to report COVID-19 results to MDH.
- [COVID-19 Test Reporting Requirements](https://www.health.state.mn.us/diseases/coronavirus/hcp/reportlab.html) (<https://www.health.state.mn.us/diseases/coronavirus/hcp/reportlab.html>) references additional reporting options and test reporting requirements.
- For the most recent guidance on COVID-19 case reporting, visit [Reporting COVID-19/SARS-CoV-2 Infections](https://www.health.state.mn.us/diseases/coronavirus/hcp/report.html) (<https://www.health.state.mn.us/diseases/coronavirus/hcp/report.html>).

**All positive COVID-19 tests are still required to be reported to MDH, there are no changes to individual and aggregate case reporting.** Positive lab results are still required to be reported to MDH within 24 hours.

## Get started with SimpleReport

1. Sign up for SimpleReport at [SimpleReport: Getting Started](https://www.simplereport.gov/getting-started/) (<https://www.simplereport.gov/getting-started/>). Please note that it will ask 3-5 verification questions (identity check).
2. Results can be entered directly into SimpleReport or via a spreadsheet for bulk upload.
  - [SimpleReport: Conduct and Submit Tests](http://www.simplereport.gov/using-simplereport/report-test-results/conduct-and-submit-tests/) ([www.simplereport.gov/using-simplereport/report-test-results/conduct-and-submit-tests/](http://www.simplereport.gov/using-simplereport/report-test-results/conduct-and-submit-tests/))  
Entering results individually (one-by-one).
  - [SimpleReport: Bulk Upload Results](http://www.simplereport.gov/using-simplereport/report-test-results/bulk-upload-results/) ([www.simplereport.gov/using-simplereport/report-test-results/bulk-upload-results/](http://www.simplereport.gov/using-simplereport/report-test-results/bulk-upload-results/))  
Reporting using bulk upload results and a spreadsheet: Similar to submitting a spreadsheet in RePortal. Please ensure you are using the SimpleReport spreadsheet and filling in all required fields. **Do not use the RePortal spreadsheet with SimpleReport.**

## Additional Resources

- [SimpleReport: User Guide](http://www.simplereport.gov/user-guide/) ([www.simplereport.gov/user-guide/](http://www.simplereport.gov/user-guide/)) provides detailed instructions on multiple user management, bulk uploading results, and entering results individually.
- Training videos are available on the [CDC YouTube channel](https://www.youtube.com/playlist?list=PL3U3nqqPGhab0sys3ombZmwOplRYIBOBF) ([www.youtube.com/playlist?list=PL3U3nqqPGhab0sys3ombZmwOplRYIBOBF](https://www.youtube.com/playlist?list=PL3U3nqqPGhab0sys3ombZmwOplRYIBOBF)).
- Questions regarding SimpleReport can be directed to [support@simplereport.gov](mailto:support@simplereport.gov).
- Contact [health.ElectronicDiseaseReporting@state.mn.us](mailto:health.ElectronicDiseaseReporting@state.mn.us) for questions related to MDH reporting requirements.