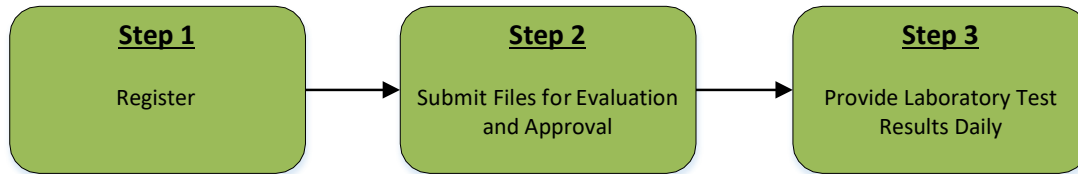




COVID-19 Laboratory Data Automation (CLDA) Process



Step 1 – Register for a Business NCID, ServiceNow, and complete the registration form

Step 1A – Register for a Business NCID at <https://ncid.nc.gov/>

- Up to three individuals who will submit files for your facility
- Those individuals will format the Business NCID Username as:
 - CLDA-LabName-FirstInitialLastName (Example: CLDA-NCStateLab-JDoe)
- NCIDs have a limit of 20 characters, which may require an abbreviation of your name or facility
- Register all user(s) before completing 1B

Step 1B – Register your primary point of contact only at [ServiceNow Self Registration](#)

- Add your NCID, First Name, Last Name, and email (no typos, please pay close attention)

Step 1C – [Complete the CLDA registration form](#)

- Only one registration is required for your organization
- The form will ask for the NCIDs just registered in step 1A, in addition to basic lab information such as: CLIA number, test types, and weekly expected testing volume

Step 2 – Submit Files for Evaluation and Approval

Your facility will receive an email with instructions to securely send sample files to the test environment. The [CLDA Toolkit](#) contains a data dictionary with field specifications and a file template. Use this toolkit to create a file for submitting both positive and negative laboratory results for COVID-19 tests.

Once your facility has created a sample file, utilize the data validation tab in the toolkit to verify the file. Once verified, submit a sample file, and add a note in Service now to let the CLDA team know you have a candidate file to review. The CLDA team will evaluate the submission and provide feedback.

Upon approval of submitted sample files, you can move to Step 3.

Step 3 – Provide Laboratory Test Results Daily

Your facility will receive an email with instructions to securely send your COVID-19 positive and negative laboratory test results daily. You will be contacted by the CLDA team if any errors are encountered with the files. You will be asked to validate that all of the positive and negative COVID-19 lab results are included in your file submissions. After a period without errors, the CLDA onboarding process will be complete and faxing of individual positive and negative lab reports will no longer need to be reported via fax or other means for COVID-19 reporting.

Email CLDA.SupportServices@dhhs.nc.gov if you have questions during this process.