

School Intake Process and Timeline

	Intake Survey	VDH K-12 Coordinator Outreach	Meeting w/ Testing Vendor	Commitment and Resource Survey	Consent Process	Day 1 of Testing
Overview	<p>School completes Intake Form, indicating school contact information, school enrollment and population information, and the POC for future communications regarding testing.</p>	<p>A VDH K-12 Testing Coordinator is assigned to work 1:1 with the school division/school.</p> <p>The Coordinator matches the school to a testing vendor.</p> <p>Schools are invited to attend weekly Office Hours sessions with the Coordinators.</p>	<p>VDH K-12 Testing Coordinator facilitates a meeting with school, testing vendor, and local health department.</p> <p>Vendor and Coordinator work with the school to customize the ViSSTA program and understand school requirements.</p>	<p>School completes Commitment and Resource Survey, which captures firm commitment, testing plan, and funding needs.</p> <p>VDH drafts MOU for signature based on information in the survey.</p>	<p>Schools are encouraged to begin the consent process as soon as possible, but have five days from the time the commitment survey is submitted to complete the process.</p> <p>VDH has provided template consent forms.</p>	<p>Vendor and school agree on testing start date and logistics details.</p> <p>Vendor conducts testing on-site at school.</p>
Owner	School	VDH	VDH	School	School	Vendor
Business Days	Day 0	Day 2	Day 5*	Day 7	Day 12 (Ongoing)	Day 17

*Due to procurement timelines, VDH is bringing testing vendors on board on a rolling basis. Schools will be matched within five business days once a vendor with capacity is on board.