

Coronavirus Disease 2019 (COVID-19): Clarification of Staff Reporting of COVID-19 ODP Announcement 20-099: UPDATE

AUDIENCE:

All ODP Providers

PURPOSE:

To provide further **updated** instructions on the use of the Health Risk Screening (HRS) Web Portall in Staff Reporting cases of COVID-19 and provide a reminder that timely reporting is essential to ensure system responsiveness to COVID-19 outbreaks.

DISCUSSION:

The Office of Developmental Programs issued [ODPANN 20-061, Requesting Provider Information: New Process for Reporting COVID-19 for Provider Staff](#), on May 26, 2020. That communication described the process for reporting instances of COVID-19 among provider staff. It involved the implementation of a tool from HRS and outlined the process for reporting.

The Provider Staff COVID-19 Tracking Form functionality resides in the PA Office of

Developmental Programs' (ODP) Health Risk Screening (HRS) database. ODP provided a [User Guide](#) to assist providers in correctly entering information into the tool. Providers who require technical assistance may contact HRS at pasupport@replacingrisk.com.

ODP is providing the following information based upon experience of those using the system to highlight and clarify key areas:

- **Timely reporting of positive COVID-19 cases is essential to ensure system response including deployment of necessary clinical consultation and other needed resources.**
- Providers should only submit confirmed cases within 24 hours of discovery.
- *Confirmed cases*, a person was tested for the COVID-19 virus and the test results were positive or the person was diagnosed by a health care practitioner even when no test was completed.

When should a report in the HRS system be created or updated?

Situation:	Report needed?
Staff that have tested and received a positive result.	Yes , a report is required.
Awaiting test results or a test has been ordered and a health care practitioner has instructed staff to isolate due to symptoms or suspected exposure.	No , a report is not required.

Testing of an asymptomatic* staff due to an exposure or potential exposure to a person who tested COVID-19 positive.	No , a report is not required.
Report was filed prior to test results being available, test results were negative.	No , report is not required. Suspected cases do not need to be reported.
A negative test result after a repeat testing for a staff member who previously tested positive, such as testing done for return to work or for discontinuation of transmission-based precautions.	No , a report is not required.
Agency is conducting universal testing.	No , a report is not required (unless the test result is positive).

*Asymptomatic is defined as the absence of symptoms related to COVID-19.

Helpful Tips When Reporting in the HRS System

Facilities should report at the service location.

Community Participation Support (CPS) and Residential Providers should report at the service location.

All other **Home and Community Based Service (HCBS) Providers** should designate the administrative office as the service location.

* When the report involves residential or Communication Participation Support staff, that location should be selected for the report. The provider's office/administrative location should be selected for other home and community services.

If service is provided in a private home, this option should be chosen, and the provider's office/administrative location should be entered.

If a record is created and entered with only provider identifying information and no other data is entered, that record will be deleted.

If a "new" provider needs to be entered into the system, contact ODP at ra-pwhrst@pa.gov and provide the following information

Facilities:

Legal Name:

NPI #:

SLC #:

Address:

County:

Region:

HCQU:

A primary and secondary contact **will also need to be identified**. These contacts will be given access to the complete tracking tool and ability to utilize available reporting features **The following information will be needed for both contacts:**

Contact

Name:

Title:

Position:

Email address:

Telephone number:

ODP loaded provider information into the system and will be providing periodic updates to reflect changes. If a current provider adds a service or service location and that information is not in HRS, please notify ODP at ra-pwhrst@pa.gov and copy the appropriate regional office with:

- Facility Site:
 - Legal Name:
 - MPI #:
 - SLC #:
 - Address:
 - County:
 - Region:
 - HCQU:

Please only contact the Health Care Quality Unit if the issue relates to HRST access, not for COVID related staff reporting issues.

Users may access reports on page 15 of the User Guide.

To report access issues inquiries should be directed to pasupport@replacingrisk.com.

To designate someone different to enter data, inquiries should be directed to ODP at ra-pwhrst@pa.gov inquiries should include:

Contact:

Name:

Title:

Position:

Email address:

Telephone number:

OBSOLETE:

- ODP Announcement 20-041: UPDATE: Provider Guidance for Reporting Cases of COVID-19
- ODP Announcement 20-049: UPDATE: Reporting Cases of COVID-19 and Requesting Personal Protective Equipment (PPE)

- ODP Announcement 20-071: Provider Staff COVID-19 Tracking Forms