

Pennsylvania ODP – Provider Staff COVID-19 Tracking Forms

Introduction

ODP is transitioning to a web-based tool that will serve as the method for providers to report and track suspected and confirmed cases of COVID-19 amongst staff.

Each provider has been asked to name a primary and secondary contact who will be given access to complete the tracking tool and utilize available reporting features.

The following user-guide details the usage of the tool.

Login

The Provider Staff COVID-19 Tracking Form functionality resides in PA ODP's Health Risk Screening Tool (HRST) database.

If your provider agency currently utilizes the HRST and your designated Primary and Secondary contacts are already HRST users, the tracking form functionality will be made available in their existing accounts.

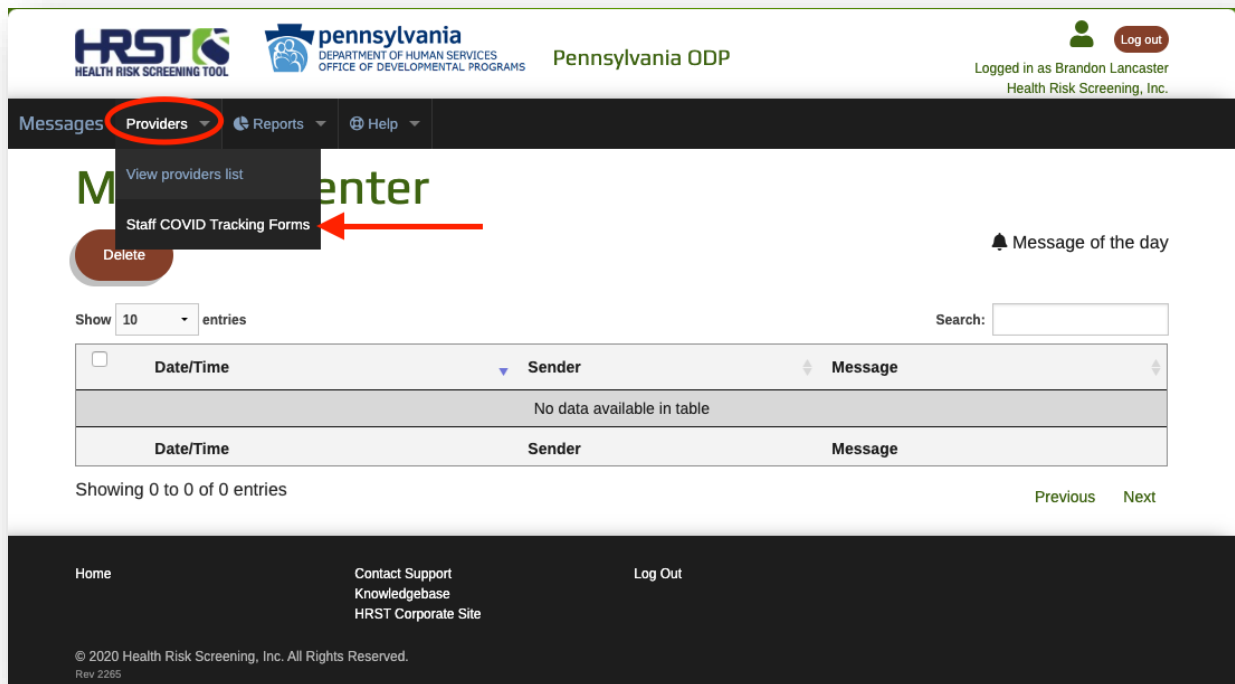
If your provider agency **does not** currently utilize the HRST, your designated Primary and Secondary contacts will have accounts created for them with access granted to only the tracking form functionality.

Web Address: <https://paodp.hrstapp.com/>

A user account will be supplied for the Primary and Secondary contacts that each provider has designated to utilize the tool.

Staff COVID Tracking Form Access

Once logged in, navigate to the Providers tab in the top menu and select Staff COVID Tracking Forms.



The main Staff COVID Tracking Forms page is a list of existing tracking forms your provider has created, as well as some high-level data on each.

Note: As a Provider user you will only be able to see and create forms for your provider.

Messages Providers Reports Help

PROVIDERS > STAFF COVID TRACKING FORMS

Staff COVID Tracking Forms

Excel PDF

Show 10 entries
Showing 1 to 1 of 1 entries

Previous 1 Next

Form ID	Provider	Suspicion Date	Results Date	Status	Return to Work Date	Finalized	Actions
1843	Health Risk Screening, Inc.	05/15/2020		Pending		N	 

Showing 1 to 1 of 1 entries

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Create New Staff COVID Tracking Form

The list of existing forms contains the following information for each form:

- Form ID
 - o The Form ID is what you use to locate existing forms when you need to provide additional information, or finalize the form
- Provider
 - o This column lists the name of the provider who created the form. In the case of Provider level users, you'll only ever see forms created by your own provider.
- Suspicion Date
 - o This is the date of first suspicion recorded on each form
- Results Date
 - o This is the testing results date recorded on each form
- Status
 - o This is the status of test results. Can be one of the following:
 - Pending
 - Positive
 - Negative
- Return to Work Date
 - o This is the date the person returned to work or recovered, which is recorded on each form
- Finalized

- This column indicates whether or not a specific form is considered “Finalized”, which is done once ALL data is recorded on a given form.
 - Y = Yes, the form is
 - N = No
- Actions
 - These are actions available for you to take for each individual form. There are two actions:
 - PDF Icon – this will download a PDF of the specified form
 - Pencil Icon – this will open the specified form so that it can be edited.

Creating and Filling Out Staff COVID Tracking Forms

To create a new form, simply click the green “Create New Staff COVID Tracking Form” button from the main form listing page.

PROVIDERS > STAFF COVID TRACKING FORMS

Staff COVID Tracking Forms

Show 10 entries
Showing 1 to 1 of 1 entries

Excel PDF

Form ID	Provider	Suspicion Date	Results Date	Status	Return to Work Date	Finalized	Actions
1843	Health Risk Screening, Inc.	05/15/2020		Pending		N	

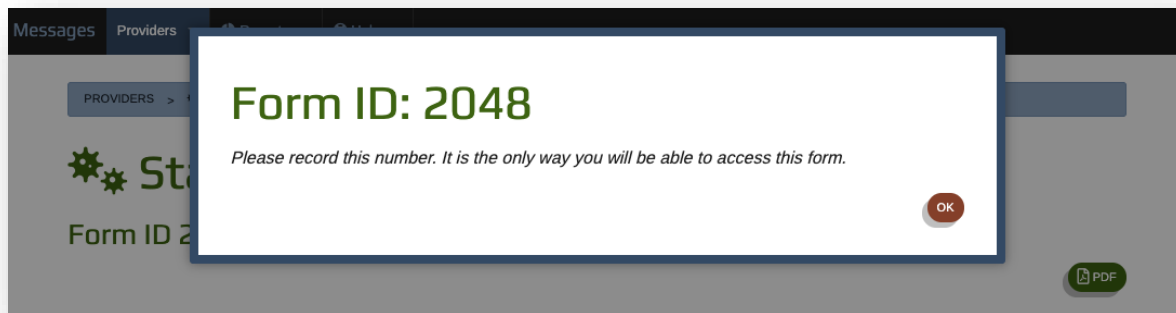
Showing 1 to 1 of 1 entries

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Create New Staff COVID Tracking Form

Upon clicking the Create New button, a new form will be created and you’ll be redirected to the form details page to fill it out.

The first thing you’ll see is the Form ID popup:



Important Note: The Form ID is a unique ID used for locating this specific form again. There is NO personally Identifiable Information recorded on these forms. This Form ID is the only way to locate this form again to update it in the future.

*It is likely that you will not have enough data to finalize a tracking form the first time you fill it out. **Please record the Form ID outside of the web application with an association to the staff member the form belongs to so you can locate the form again in the future.***

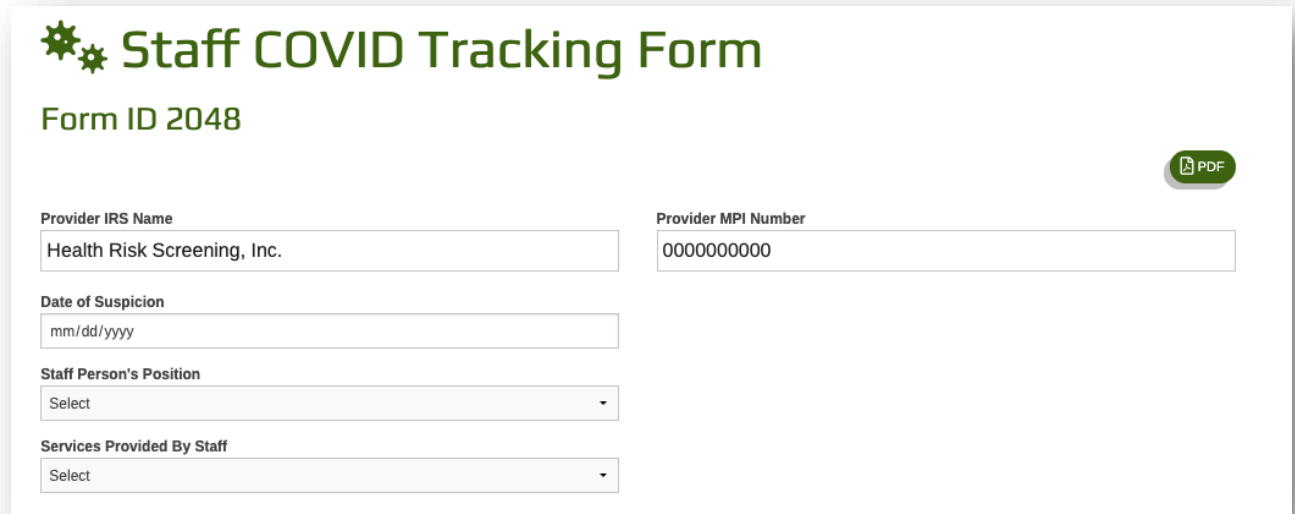
After recording the Form ID and clicking OK, you can begin filling out the form by providing data in the available text boxes, date selectors, and dropdown fields. Certain fields such as Provider IRS Name will automatically populate.

Note that as you enter data, the form will automatically save your text and selections as you navigate away from each field.

The first section on the form includes the following fields:

- Form ID
 - This form's Form ID is available at the top of the page should you need to reference it again.
- Provider IRS Name
 - The Provider IRS Name will fill in automatically based on the provider your user account is associated with.
- Provider MPI Number
 - The Provider MPI Number will fill in automatically based on the provider your user account is associated with.
- Date of Suspicion
 - Use this date selector to fill in the date of suspicion
- Staff Person's Position
 - This dropdown contains relevant staff positions. If the Staff Person's position isn't listed, select Other and manually type in their position.

- Services Provided By Staff
 - o This dropdown contains relevant services provided by staff. If the services the Staff Person provides isn't listed, select Other and manually type in the services provided.



The screenshot shows a web form titled "Staff COVID Tracking Form" with "Form ID 2048" below it. In the top right corner, there is a green button with a PDF icon and the text "PDF". The form contains several input fields and dropdown menus:

- Provider IRS Name:** A text input field containing "Health Risk Screening, Inc."
- Provider MPI Number:** A text input field containing "0000000000"
- Date of Suspicion:** A text input field with a placeholder "mm/dd/yyyy"
- Staff Person's Position:** A dropdown menu with "Select" as the visible option.
- Services Provided By Staff:** A dropdown menu with "Select" as the visible option.

The next section is where you will record the address and demographic data of each location where the Staff Person works.

In this section, you can add as many locations as needed. To add a new location, simply click the green "+Add" button.

Staff COVID Tracking Form

Form ID 2048



Provider IRS Name

Health Risk Screening, Inc.

Provider MPI Number

0000000000

Date of Suspicion

05/29/2020

Staff Person's Position

Program Staff (i.e. Program Specialist)

Services Provided By Staff

Behavioral Supports

Address and Demographics of EACH LOCATION where Staff Person Works

+ Add

Doing so will add a new section for you to record the address and demographics data for a given location where the Staff Person works.

Address and Demographics of EACH LOCATION where Staff Person Works

Setting Type

Select

Address

Select

County

Region

HCQU

Number of individuals who live/attend location

Number of OTHER STAFF who work at location

+ Add

To begin filling this section out, first choose a Setting Type from the Setting Type dropdown. The Setting Types available here are dependent upon your provider.

Address and Demographics of EACH LOCATION where Staff Person Works

Setting Type
✓ Select
Community Group Home (6400)
Life Sharing (6500)
ICF/ID
Private Home

Address
Select

Region

HCQU

Number of individuals who live/attend location

Number of OTHER STAFF who work at location

+ Add

Next, select the location's address from the Address dropdown. The addresses listed will match those locations under your provider with the previously selected Setting Type.

Selecting an Address will also automatically populate the County, Region, and HCQU that the selected location belongs to.

Address and Demographics of EACH LOCATION where Staff Person Works

Setting Type
ICF/ID

Address
123 Test Drive, NORRISTOWN PA 19403

County
Montgomery

Region
Southeast

HCQU
Southeast

Number of individuals who live/attend location

Number of OTHER STAFF who work at location

+ Add

Finally, fill in the demographic data in the last two fields:

- Number of Individuals who live/attend location
- Number of OTHER STAFF who work at location

Address and Demographics of EACH LOCATION where Staff Person Works

Setting Type ICF/ID	Address 123 Test Drive, NORRISTOWN PA 19403	
County Montgomery	Region Southeast	HCQU Southeast
Number of individuals who live/attend location 10	Number of OTHER STAFF who work at location 5	

+ Add

Continue adding additional locations using the green “+Add” button until you’ve recorded data for each location where the Staff Person works.

If you need to remove a location that was added in error, simply click the red x icon in the top right of the location you need to delete.

Address and Demographics of EACH LOCATION where Staff Person Works

Setting Type ICF/ID	Address 123 Test Drive, NORRISTOWN PA 19403	
County Montgomery	Region Southeast	HCQU Southeast
Number of individuals who live/attend location 10	Number of OTHER STAFF who work at location 5	

+ Add

The final section of the form is where you record Test Result data and the date a Staff Person has returned to work or recovered.

Test Results Status Select	Test Results Received Date mm/dd/yyyy
Date Returned to Work/Recovery mm/dd/yyyy	
Click the 'Finalize' button below once all data requested on the form has been entered. Keep in mind you may not have enough data to finalize the form when you first fill it out, and will have to come back at a later date to finalize it.	
Finalize	

To fill out this last section, first indicate the Test Results Status. The following options are available:

- Pending
- Positive or Presumed Positive. The person has COVID-19
- The person does not have COVID-19

If you've set the Test Results Status of a form to "Pending", then you've filled out as much information as you can. You don't yet have enough information to fill out the Test Results Received Date or the Date Returned to Work/Recovery, and those fields will not yet be editable. Once you receive the test results you can come back to this form using the FORM ID and update the status.

Test Results Status Pending	Test Results Received Date mm/dd/yyyy
Date Returned to Work/Recovery mm/dd/yyyy	
Click the 'Finalize' button below once all data requested on the form has been entered. Keep in mind you may not have enough data to finalize the form when you first fill it out, and will have to come back at a later date to finalize it.	
Finalize	

If you've set the Test Results Status of a form to "Positive or Presumed Positive" or "The person does not have COVID-19" you will be able to fill out the Test Results Received Date, as well as the Date Returned to Work/Recovery.

Test Results Status
Positive or Presume Positive. The person has COVID-19.

Test Results Received Date
mm/dd/yyyy

Date Returned to Work/Recovery
mm/dd/yyyy

Click the 'Finalize' button below once all data requested on the form has been entered. Keep in mind you may not have enough data to finalize the form when you first fill it out, and will have to come back at a later date to finalize it.

Finalize

Reminder: Depending on the status of the test results of the pending recovery/return to work for the Staff Person, the form may not be completed the first time you fill it out and that's okay. You can fill out as much data as you have and come back later as many times as needed as you collect more information.

Editing and Finalizing Previously Created Forms

When you need to come back to a form to edit and/or finalize it, start by navigating to the main Staff COVID Tracking Forms page where all of the forms for your provider are listed.

Messages Providers Reports Help

PROVIDERS > STAFF COVID TRACKING FORMS

Staff COVID Tracking Forms

Excel PDF

Show 10 entries
Showing 1 to 1 of 1 entries

Previous 1 Next

Form ID	Provider	Suspicion Date	Results Date	Status	Return to Work Date	Finalized	Actions
1843	Health Risk Screening, Inc.	05/15/2020		Pending		N	

Showing 1 to 1 of 1 entries

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Create New Staff COVID Tracking Form

In the Form ID field, type in the Form ID for the Staff Persons form you need to locate. This will filter the entire list of forms for your provider and return only the form that matches the entered Form ID.

Once located, click the edit (Pencil) icon in the Actions column next to the form you wish to edit.

Show 10 entries

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

Previous 1 Next

Form ID	Provider	Suspicion Date	Results Date	Status	Return to Work Date	Finalized	Actions
2046	Health Risk Screening, Inc.	05/15/2020		Pending		N	

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

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Create New Staff COVID Tracking Form

This will bring you back into the form you selected, allowing you to add additional data and finalize the form if you are ready.

Once you have completed all fields on the form, click the red “Finalize” button to mark this form as completed.

Test Results Status

The person does not have COVID-19

Test Results Received Date

05/29/2020

Date Returned to Work/Recovery

06/01/2020

Click the 'Finalize' button below once all data requested on the form has been entered. Keep in mind you may not have enough data to finalize the form when you first fill it out, and will have to come back at a later date to finalize it.

Finalize

Doing this will put the form into read only mode so the data isn't accidentally changed. It will also add your name, title, and date as a signature indicating that you finalized this form.

Test Results Status The person does not have COVID-19	Test Results Received Date 05/29/2020
Date Returned to Work/Recovery 06/01/2020	
Click the 'Finalize' button below once all data requested on the form has been entered. Keep in mind you may not have enough data to finalize the form when you first fill it out, and will have to come back at a later date to finalize it.	
Brandon Lancaster IT Director 06/03/2020 Unfinalize	

Should you need to update any data on this form after it is finalized, simply click the red “Unfinalize” button and the form will become editable again. Note that this should only be done to correct data that was entered incorrectly.

How to Generate a PDF of Forms

You have the option to generate PDF files of each form so you can keep them with your records. In fact, a good solution for keeping a record of which Form ID belongs to which Staff Person would be to print the PDF and store a paper copy with a written indication of who the form belongs to.

You can generate PDFs in two different locations.

The first is by using the green PDF button on a form’s details page

Messages
New
Providers
Users
Reports
Help

PROVIDERS > STAFF COVID TRACKING FORMS > VIEW/EDIT

Staff COVID Tracking Form

Form ID 2069

Provider IRS Name
Health Risk Screening, Inc.

Provider MPI Number
100000012

Date of Suspicion
mm/dd/yyyy

Staff Person's Position
Select

Services Provided By Staff
Select

The second place you can generate a PDF is from the main Staff COVID Tracking Forms page where the list of all forms you have created are located.

Next to each form, there is a PDF icon in the Actions column that will generate a PDF for the selected form.

Messages Providers Reports Help

PROVIDERS > * STAFF COVID TRACKING FORMS

Staff COVID Tracking Forms

Excel PDF

Show 10 entries
Showing 1 to 1 of 1 entries

Previous 1 Next

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Showing 1 to 1 of 1 entries

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Create New Staff COVID Tracking Form

How to Access Reports

A major benefit of moving to a digital format to fill out Staff COVID Tracking Forms is that the data entered is automatically reportable. This means that by simply submitting the form, the data is available to be reviewed within reports at Provider, County, Region, HQCU, and State levels.

Please note that reports will only return data that is relevant to the provider(s) you have access to. You will not see data in reports for forms created outside of your security scope.

Accessing reports for these tracking forms is done from the main Staff COVID Tracking Forms page. Once on the main page, choose Reports -> Standard Reports from the top menu.

The screenshot shows the HRST Pennsylvania ODP web application interface. At the top, there are logos for HRST and the Pennsylvania Department of Human Services. The user is logged in as Brandon Lancaster. The navigation bar includes 'Messages', 'New', 'Providers', 'Reports', and 'Help'. The 'Reports' menu is expanded, and 'Standard Reports' is circled in red. Below the navigation bar, the breadcrumb trail shows 'PROVIDERS > STAFF COVID'. The main heading is 'Staff COVID Tracking Forms'. There are 'Excel' and 'PDF' buttons. A 'Show 10 entries' dropdown is present. The text 'Showing 1 to 1 of 1 entries (filtered from 2 total entries)' is displayed. A table with columns: Form ID, Provider, Suspicion Date, Results Date, Status, Return to Work Date, Finalized, and Actions is shown. The table contains one entry for Form ID 2046. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 2 total entries)'. A 'Create New Staff COVID Tracking Form' button is at the bottom.

This will result in a Reports popup where the relevant Staff COVID Tracking reports are available.

To run a report, simply select it in the left menu and choose “Generate Report” on the right side of the popup

The screenshot shows a 'Provider List Reports' popup. It has a search bar and a list of reports on the left: 'Basic', 'Staff COVID Tracking', 'Licensed Settings and ICFs by County', 'Cases by Region', and 'Cases by Provider'. 'Cases by Provider' is selected and circled in red. On the right, the 'Cases by Provider' section is titled 'Shows number of cases by provider.' Below this is a 'Report Format' section with buttons for 'Web', 'PDF', and 'Excel'. At the bottom right, a 'Generate Report' button is circled in red.

Need Help?

Should you encounter any issues or have any questions, please contact HRS Support at pasupport@hrstonline.com.