South Carolina DDSN –Provider Staff COVID19 Tracking Forms

Introduction

South Carolina DDSN is transitioning to using a Health Risk Screening, Inc tracking tool for Providers to track COVID19 tests amongst staff.

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

Login

If you are authorized to access the Staff COVID19 tracking forms, your account will have been created for you and an email sent to with details on how to activate your account and login.

Web Address: https://scdd.hrstapp.com

Attestation

During the login process, you will be asked to attest that you are the account owner and that you have authorization from your provider agency to access the tool.

Login Warning and Attestations

○ I attest that I am **Brandon Lancaster**

○ I attest that I am authorized by **Health Risk Screening, Inc.** to access this system.

○ I understand that if I am using someone else's account, or allow someone else to use my account, I am engaging in fraud and may be violating the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and may be liable for damages arising from misuse of this system.

Brandon Lancaster
IT Director

Log In   Log Out

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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.

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.
- Created Date
    - o This is the date the form was created.
- Actions
    - o 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.

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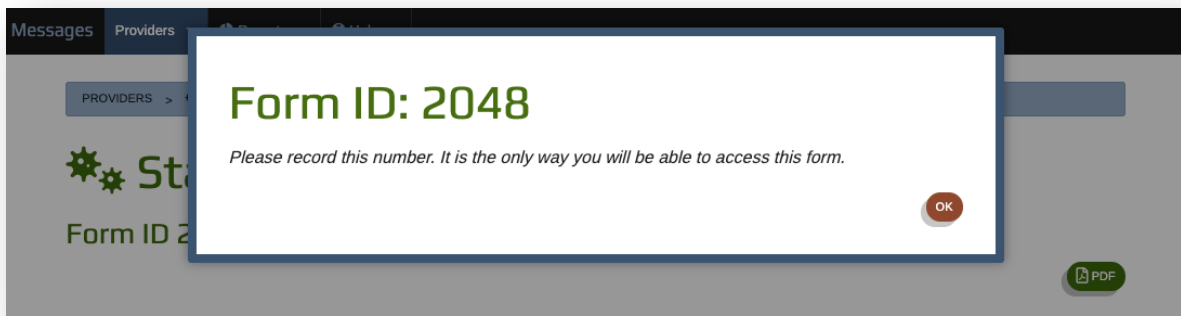
Important Note: The Form ID is a unique ID used for locating this specific form again. There is NO personally Identifiable Information recorded on these forms. This Form ID is the only way to locate this form again to update it in the future.

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
    - o This form's Form ID is available at the top of the page should you need to reference it again.
- Provider Name
    - o The Provider Name will fill in automatically based on the provider your user account is associated with.
- Provider ID
    - o The Provider ID will fill in automatically based on the provider your user account is associated with.
- Date of Suspicion
    - o Use this date selector to fill in the date of suspicion

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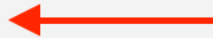
Doing so will add a new section for you to record the address and demographics data for a given location where the Staff Person works.

To begin filling this section out, first choose a Setting Type from the Setting Type dropdown.

Next, select the location's address from the Address dropdown. The addresses listed will match those locations associated with your provider.

Selecting an Address will also automatically populate the County field.

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

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.

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

This section functions similarly to the Address section in that you can add additional entries for each time a staff person has been tested.

To add a new test results entry, simply click the green "+Add" button.

To fill out this section, fill in all of the data you have about the test entry you're currently recording. The following options are available to you:

- Test Date
    o This is the date the test was given
- Results Date

- o   This is the date the test results were received
- Status
    - o   This is the status of the test. You have the following options:
        - ▪ Pending
        - ▪ Positive
        - ▪ Negative
- Hospitalized
    - o   This toggle is used to indicate that a person was hospitalized
- Returned to Work Date
    - o   This is the date the person returned to work

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.

Below the Test / Results area, there are two additional toggles for additional data about the person this form is for.

- Deceased
    o Use this toggle to indicate that the person this form is for has passed away. Toggling this one will also allow you to record a date of death
- No Longer Employed
    o Use this toggle to indicate that the person this form is for is no longer employed by your agency.

Editing Previously Created Forms

When you need to come back to a form to edit or add additional test data, start by navigating to the main Staff COVID Tracking Forms page where all of the forms for your provider are listed.

In the Form ID field, type in the Form ID for the Staff Person's 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.
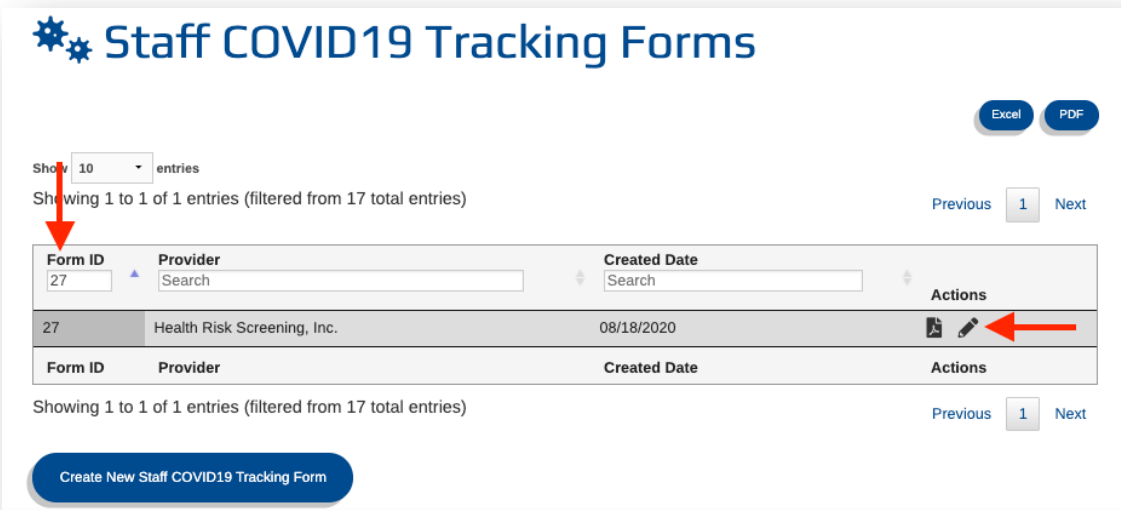
This will bring you back into the form you selected, allowing you to add additional data.

How to Generate a PDF of Forms

You have the option to generate PDF files of each form so you can keep then 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
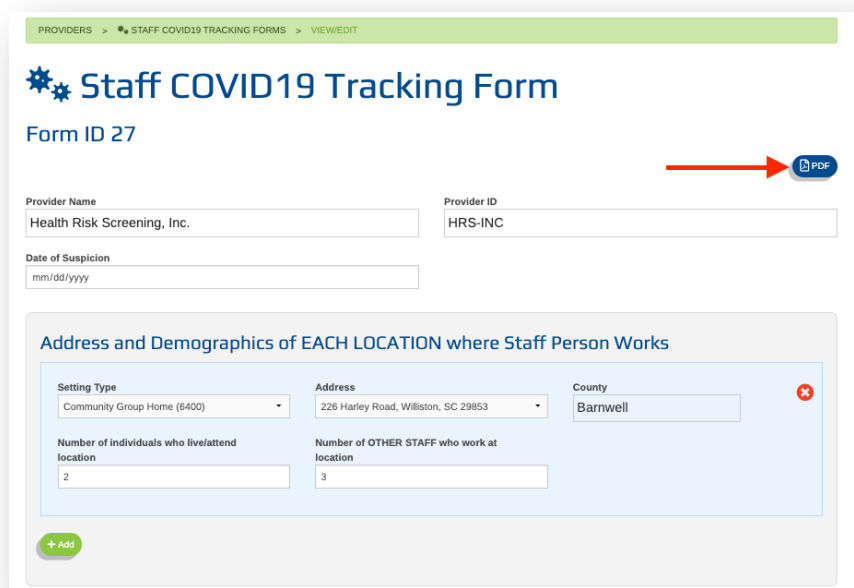
The second place you can generate a PDF is from the main Staff COVID Tracking Forms page where the list of all forms you have created are located.

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

How to Access Reports

A major benefit of moving to a digital format to fill out COVID Tracking Forms is that the data entered is automatically reportable.

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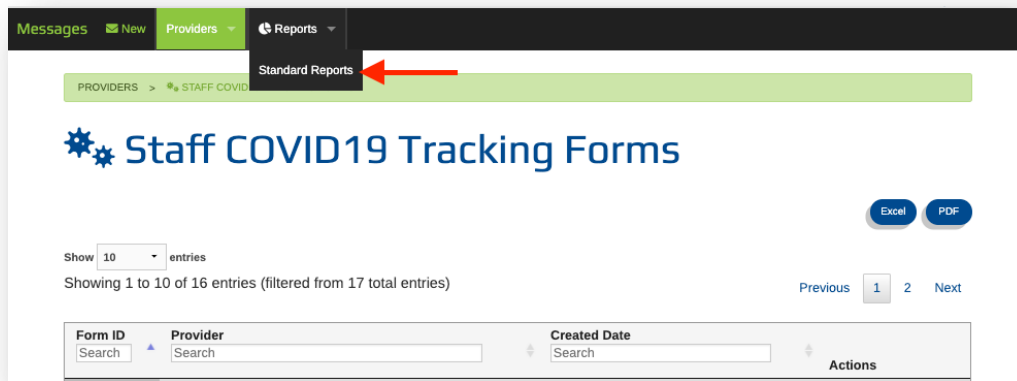
This will result in a Reports popup where the relevant COVID Tracking reports are available.

To run a report, simply select it in the left menu and choose "Generate Report" on the right side of the popup
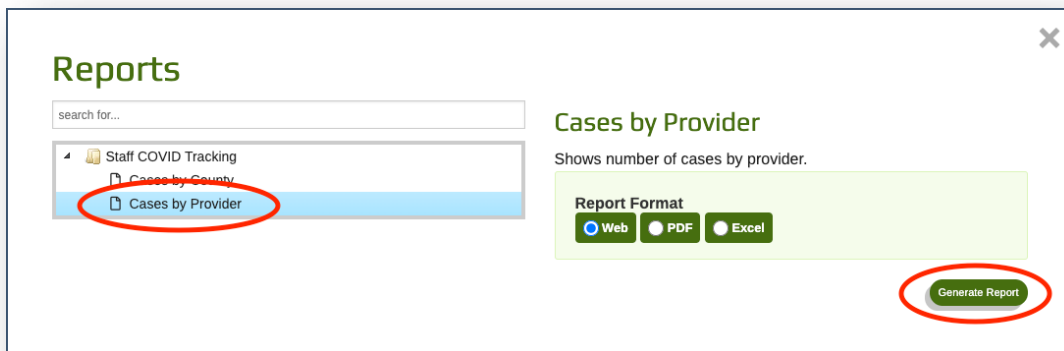
Need Help?

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