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MEMORANDUM

TO: DDSN Regional Center Facility Administrators
Community-Based Providers

FROM: Mary Poole, State Director

SUBJECT: New System for Reporting COVID-19 cases among Staff

DATE: August 31, 2020

The purpose of this communication is to introduce the new web-based COVID19 reporting and tracking forms available through the Health Risk Screening Tool (HRST).

Effective September 1, 2020, DDSN 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 among staff. Each provider will have access to this system through the Executive Director and Incident Management System Data Entry staff. These staff will have security to complete the tracking tool and utilize available reporting features. The COVID-19 Tracking Form functionality resides in the SCDDSN Health Risk Screening Tool (HRST) database. We believe this streamlined format will be a much more efficient method for reporting COVID-19 data.

Providers must start reporting and tracking suspected and confirmed staff COVID-19 cases to the HRS system on September 1. Reporting to the HRS system replaces the previous mandate to report positive COVID-19 testing for staff via IMS/Critical Incident module. It is not necessary to report previously reported cases to the new HRS system, however any outstanding reports dated on or before August 31 should still be completed in the IMS. Each agency's designated contacts (ED and Data Entry roles in IMS) will have accounts created for them with access granted to only the tracking form functionality.

Each provider staff will receive an email from HRST on Monday, August 31 with the web-site location and log-in information. The attached User Guide provides step-by-step instructions for entering reports for staff working in your agency. There are also instructions to assist you with running reports, as needed. Provider files have been pre-loaded with program types and licensed facility locations in order to expedite the reporting process.

DDSN has also partnered with HRS to develop a similar reporting tool for positive COVID-19 testing among people supported by your agency. This tool is in the final stages of testing and will be deployed for use in the near future.

If you have any questions, please contact Ann Dalton, DDSN Quality Management, at adalton@ddsn.sc.gov.