

# South Carolina DDSN –Provider Staff COVID19 Tracking Forms

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## 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>

The screenshot shows the login interface for the South Carolina DDSN. At the top left, there is the HRST logo (Health Risk Screening Tool) and the South Carolina state flag. To the right of the flag, it says "South Carolina DDSN". In the top right corner, it says "Not logged in". Below this is a dark navigation bar with the word "Home" in green. The main content area is titled "Log In" and contains two input fields: "Username" and "Password". Below these fields is a red "Log In" button. Underneath the button is a link that says "Forgot Username or Password?". At the bottom of the page, there is a dark footer with three links: "Home", "Contact Support Knowledgebase", and "Log Out". Below these links is the copyright notice: "© 2020 Health Risk Screening, Inc. All Rights Reserved. Rev 2369".

## 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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Rev 2265

## Staff COVID Tracking Form Access

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

The screenshot shows the HRST Health Risk Screening Tool interface. At the top, there are logos for HRST and South Carolina DDSN, along with a user profile and a 'Log out' button. The main navigation bar includes 'Messages', 'New', 'Providers', and 'Reports'. The 'Providers' dropdown menu is open, showing 'View providers list' and 'Staff COVID19 Tracking Forms', which is circled in red. Below the navigation, there is a 'Delete' button and a 'Message of the day' notification. A table with columns 'Date/Time', 'Sender', and 'Message' is displayed, but it contains no data. The footer includes links for 'Home', 'Contact Support', 'Knowledgebase', and 'HRST Corporate Site', along with a copyright notice for 2020 Health Risk Screening, Inc.

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.

PROVIDERS > STAFF COVID19 TRACKING FORMS

## Staff COVID19 Tracking Forms

Excel PDF

Show 10 entries  
Showing 1 to 10 of 15 entries (filtered from 16 total entries) Previous 1 2 Next

Form ID	Provider	Created Date	Actions
2	Health Risk Screening, Inc.	08/10/2020	
3	Health Risk Screening, Inc.	08/11/2020	
6	Health Risk Screening, Inc.	08/12/2020	
7	Health Risk Screening, Inc.	08/12/2020	
10	Health Risk Screening, Inc.	08/12/2020	
15	Health Risk Screening, Inc.	08/13/2020	
17	Health Risk Screening, Inc.	08/13/2020	
19	Health Risk Screening, Inc.	08/13/2020	
20	Health Risk Screening, Inc.	08/13/2020	
21	Health Risk Screening, Inc.	08/13/2020	

Showing 1 to 10 of 15 entries (filtered from 16 total entries) Previous 1 2 Next

Create New Staff COVID19 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.
- 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.

Staff COVID19 Tracking Forms

Excel PDF

Show 10 entries

Showing 1 to 10 of 15 entries (filtered from 16 total entries)

Previous 1 2 Next

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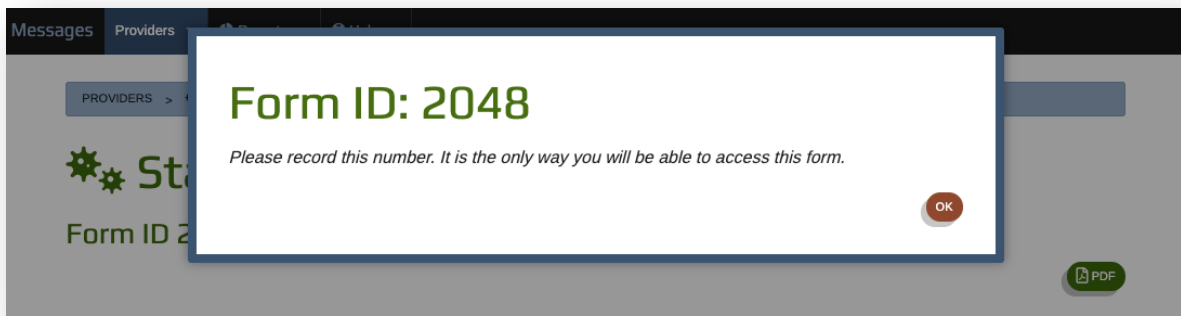
Showing 1 to 10 of 15 entries (filtered from 16 total entries)

Previous 1 2 Next

Create New Staff COVID19 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 Name
  - The Provider Name will fill in automatically based on the provider your user account is associated with.
- Provider ID
  - The Provider ID 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 COVID19 Tracking Form

Form ID 27



Provider Name

Health Risk Screening, Inc.

Provider ID

HRS-INC

Date of Suspicion

mm/dd/yyyy

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 COVID19 Tracking Form

Form ID 27



Provider Name

Health Risk Screening, Inc.

Provider ID

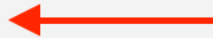
HRS-INC

Date of Suspicion

mm/dd/yyyy

## 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

<b>Setting Type</b> Select	<b>Address</b> Select	<b>County</b> 
<b>Number of individuals who live/attend location</b> 	<b>Number of OTHER STAFF who work at location</b> 	

+ Add

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

## Address and Demographics of EACH LOCATION where Staff Person Works


<b>Setting Type</b> ✓ Select Community Group Home (6400) Life Sharing (6500) ICF/ID Private Home	<b>Address</b> Select	<b>County</b> 
	<b>Number of OTHER STAFF who work at location</b> 	

+ Add

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.

### Address and Demographics of EACH LOCATION where Staff Person Works


<b>Setting Type</b> Community Group Home (6400)	<b>Address</b> 226 Harley Road, Williston, SC 29853	<b>County</b> Barnwell	
<b>Number of individuals who live/attend location</b>	<b>Number of OTHER STAFF who work at location</b>		

+ 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

<b>Setting Type</b> Community Group Home (6400)	<b>Address</b> 226 Harley Road, Williston, SC 29853	<b>County</b> Barnwell	
<b>Number of individuals who live/attend location</b>	<b>Number of OTHER STAFF who work at location</b>		

+ 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

<b>Setting Type</b> <input type="text" value="Community Group Home (6400)"/>	<b>Address</b> <input type="text" value="226 Harley Road, Williston, SC 29853"/>	<b>County</b> <input type="text" value="Barnwell"/>
<b>Number of individuals who live/attend location</b> <input type="text" value="2"/>	<b>Number of OTHER STAFF who work at location</b> <input type="text" value="3"/>	

+ Add

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.

### Address and Demographics of EACH LOCATION where Staff Person Works

<b>Setting Type</b> <input type="text" value="Community Group Home (6400)"/>	<b>Address</b> <input type="text" value="226 Harley Road, Williston, SC 29853"/>	<b>County</b> <input type="text" value="Barnwell"/>
<b>Number of individuals who live/attend location</b> <input type="text" value="2"/>	<b>Number of OTHER STAFF who work at location</b> <input type="text" value="3"/>	

+ Add

### Tests / Results

+ Add

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

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

The screenshot shows a form titled "Tests / Results" with a light blue background. It contains the following fields and controls:

- Test Date:** A text input field containing "08/01/2020".
- Results Date:** A text input field containing "08/03/2020".
- Status:** A dropdown menu with "Negative" selected.
- Hospitalized:** A toggle switch that is currently turned off.
- Returned to Work Date:** A text input field containing "08/04/2020".
- + Add:** A green circular button with a plus sign and the text "Add".
- Close:** A red "X" icon in the top right corner of the form area.

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.

This screenshot shows the same "Tests / Results" form as above, but with additional fields below it:

- Deceased:** A toggle switch that is currently turned on.
- No Longer Employed:** A toggle switch that is currently turned off.
- Date of Death:** A text input field with the placeholder "mm/dd/yyyy".

Two red arrows point to the "Deceased" and "No Longer Employed" toggle switches.

- 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.

PROVIDERS > STAFF COVID19 TRACKING FORMS

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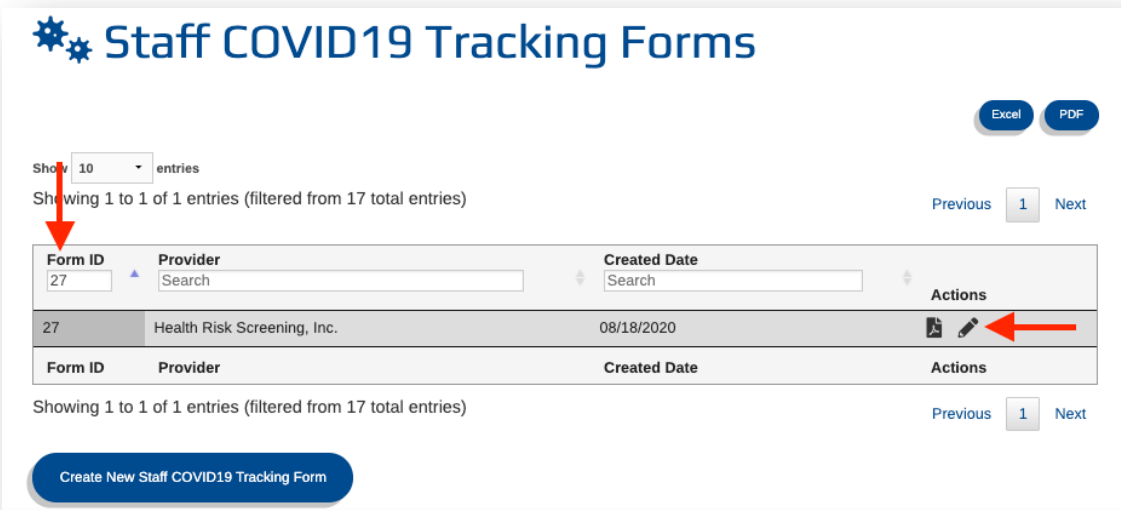
Showing 1 to 10 of 15 entries (filtered from 16 total entries)

Previous 1 2 Next

Create New Staff COVID19 Tracking Form

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.



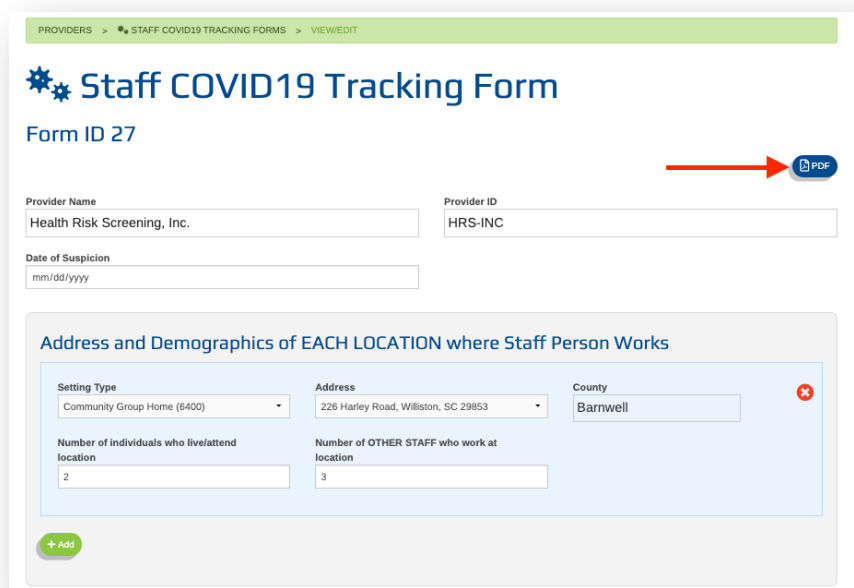
This will bring you back into the form you selected, allowing you to add additional data.

### How to Generate a PDF of Forms

You have the option to generate PDF files of each form so you can keep 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



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.

The screenshot shows the 'Staff COVID19 Tracking Forms' interface. At the top, there is a breadcrumb trail 'PROVIDERS > STAFF COVID19 TRACKING FORMS' and a title 'Staff COVID19 Tracking Forms' with a gear icon. Below the title are 'Excel' and 'PDF' buttons. A search bar is present with the text 'Show 10 entries' and 'Showing 1 to 10 of 16 entries (filtered from 17 total entries)'. A table lists forms with columns for Form ID, Provider, and Created Date. The Actions column contains PDF and Excel icons. A red arrow points to the PDF icon in the first row. Below the table, there is a 'Create New Staff COVID19 Tracking Form' button and pagination controls.

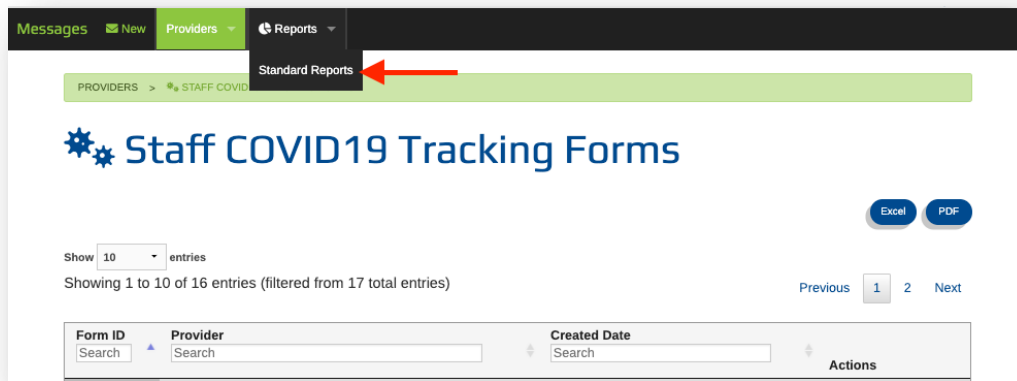
Form ID	Provider	Created Date	Actions
2	Health Risk Screening, Inc.	08/10/2020	PDF Excel
3	Health Risk Screening, Inc.	08/11/2020	PDF Excel
6	Health Risk Screening, Inc.	08/12/2020	PDF Excel
7	Health Risk Screening, Inc.	08/12/2020	PDF Excel
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15	Health Risk Screening, Inc.	08/13/2020	PDF Excel
17	Health Risk Screening, Inc.	08/13/2020	PDF Excel
19	Health Risk Screening, Inc.	08/13/2020	PDF Excel
20	Health Risk Screening, Inc.	08/13/2020	PDF Excel
21	Health Risk Screening, Inc.	08/13/2020	PDF Excel

## 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.

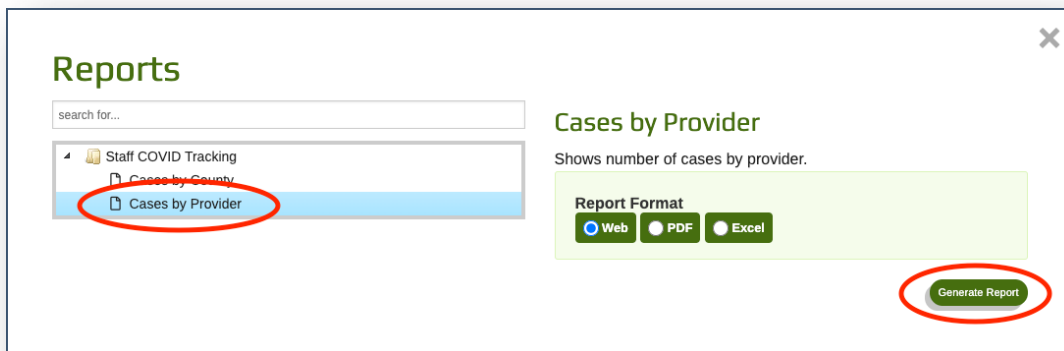
Please note that reports will only return data that is relevant to the provider(s) you have access to. You will not see data in reports for forms created outside of your security scope.

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@hrstonline.com](mailto:scsupport@hrstonline.com).