The Iowa Department of Public Health (IDPH) has prepared a web-based system that will be serving as the COVID-19 reporting portal for long term care, assisted living, and home health facilities (and any other congregate care settings that perform on-site rapid antigen testing). This web portal has been built in a service called REDCap.

IDPH began on-boarding long term care facilities in early September and began pulling COVID-19 test data from the web portal and sending it through IDPH surveillance systems on Sunday 9/27/2020.

We plan to continue on-boarding facilities until all sites that are performing on-site point of care rapid antigen tests (BD Veritor Plus, Quidel Sofia 2, or Abbott BinaxNOW Covid-19 Ag) have access to REDCap for reporting.

To accomplish this, we have created the following process:

Step 1. This e-mail provides an overall picture of the on-boarding process for LTC, Assisted Living and Home Health and provides the COVID-19 Reporting template. The template is available at this link https://idph.iowa.gov/cade/idss and contains 2 sections:

   A. Facility
   B. Patient (staff, resident, other – contractors, visitors, and others that are tested on-site with the rapid antigen device).

NOTE: To speed up on-boarding, no test result information is included in the most recent template. You will be responsible for entering all laboratory test information directly into REDCap. We have streamlined the data entry process significantly.

   ✓ RETURN ONLY 1 SPREADSHEET FOR YOUR FACILITY WITH A COMPLETE ROSTER OF THOSE THAT ARE LIKELY TO BE TESTED

Step 2. You enter complete information into the template.

   A. Enter facility information on every row of the spreadsheet where a patient is also listed. For example, if you enter 50 patients in the spreadsheet, then there should also be 50 completed rows of facility information. DO NOT REMOVE OR REPLACE THE HEADER ROW, row #1.

Note: if you do not have anyone that can serve as a medical director, then leave that column blank.

   B. Enter complete patient information. All of this information is either legally required or a technical requirement (Middle name and Ethnicity can remain blank if unknown) for IDPH to process the file. In this context, anyone that is tested on-site with a rapid antigen device is a "patient."

PLEASE RENAME THE SPREADSHEET WITH YOUR FACILITY NAME.

It is very important that you review this brief video explaining how to enter information into the spreadsheet: https://youtu.be/IFH4nLHTicE

Step 3. You return the completed spreadsheet by secure e-mail to: ccs.covidreporting@idph.iowa.gov

If convenient, IDPH can initiate a secure email from this account to provide a secure method of returning the file. Send a message to this account with "send secure email reply" in the subject line. You will need to click on a link in the reply, create a password, then you're set to reply to that message and send a secure email back to IDPH.

Step 4. IDPH staff review your file, address any data issues –which means you may be asked questions or need to provide more complete information if not complete – and upload the data to a facility specific portal in REDCap. This establishes your facility's REDCap account.

Step 5. REDCap credentials are issued to you with a link to the REDCap login screen AFTER you return the completed file and it is uploaded to REDCap. REDCap credentials are facility-specific credentials and can be shared among reporting staff for that facility.

Step 6. A follow-up email is sent to the contact on record (if you are receiving this message directly, you are the contact on record for your site) confirming that your REDCap account has been set up and credentials have been issued.

Step 7. Data entry directly into REDCap. You are responsible for:

    A. data entry and data quality of reporting for your facility
    B. creating new person records for new people that were not listed on the initial spreadsheet.
    C. entering all reports of laboratory tests performed on-site at your facility with a rapid antigen device. Reporting through REDCap is exclusively for rapid antigen test result reporting performed at your facility.

In order to navigate REDCap and ensure high quality data, it is very important for you to watch the following training video; this will help you understand how to find your patient and test result records in REDCap: https://youtu.be/MggOpJXpLiw