Antigen Testing Data Collection

Frequently Asked Questions (FAQs)

Ministry of Health

May 22, 2021 v.8.0

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Question	Answer
1. I can log into the Health Data Collection Services (HDCS) website, but I cannot see our organization name on the list?	Please contact AskHealthData@ontario.ca if your organization is not on the list.
2. Who do I contact if I want to change the submitter for my organization?	Please contact AskHealthData@ontario.ca to set up or change a submitter for your organization.

3. How do I register?	1. To access the Health Data Collection Services website, new users must self-register for an account. **To Register for a new Health Data Collection Services account:** Navigate to the Health Data Collection Services Login Page The login page will load in your browser, select **Register**.
	
	2. A registration page will load, navigate to and click on the facility drop down arrow then select your facility. Select **Apply.** A table will appear, select the types you are responsible for submitting.
	
	    a. In the applicable text boxes, please enter your: **E-mail**, **Password**, **Password Confirmation**, **Full Name**, **Telephone Number** and any comments you would like the administrator to review.
	    b. Select **Register**. Upon completion of these steps, your registration request will be submitted to the Health Data Branch site administrators for approval. The registration page informs users that approval will be completed within 24 to 48 hours.
	    c. You will receive a confirmation e-mail from DCS@HSIMI.ON.CA and you can now enter your data.

4. How do I log in with existing credentials?	Navigate to the Health Data Collection Services Login Page Enter user credentials. Note: your username will be the email address you used when registering. You will be redirected to the Home Page.

5. Can more than one person be set-up to submit antigen testing data for the same organization?	Yes, each person authorized by the organization to submit antigen testing data should be registered and have their own account and password. Please refer to Q#3 above on the user registration process.
6. What functions are available in the Health Data Collection Services website?	Upon logging in to the Health Data Collection Services website, users are redirected to the Home Page. The home page provides access to five tabs: **Home Tab** The Home tab acts as a landing page directing users to the menu options. Users can navigate back to the Home tab at any time by selecting **Home.** **New Tab** The New tab allows users to launch a new data form for entering the weekly Antigen Test data. The New Submission form will launch as users click on the new data option. **View/Edit Tab** The View/ Edit tab allows users to do a final edit of same day data already submitted, See the steps below: 1. Navigate to the top website bar and select **View/Edit.** 2. A secondary window will load; from the drop-down arrow select the **Fiscal Year, Month** and **Bed Type** to identify the data to be edited. 3. Select **Apply**. 4. A Master# drop-down will appear, select the desired master number and organization/site name. 5. Select Submit. 6. Select the relevant submission to be edited. 7. Enter the updated values. 8. Select **Save.**

9. Your updates have been successfully saved and submitted to the ministry

Step 1: Save

After saving data, a "Successful Update" message will appear.

Saving a form allows users to go back and make changes prior to the hard-close submission time deadline.

Step 2: Cancel

Cancelling allows users to be rerouted to the Home tab and discards any inputted data that has not been saved or submitted
Note: No data will be saved at this point, but the created form remains.

Step 3: Submit
The "Submit" function allows users to successfully submit their entered data. After clicking the "Submit" button, users will see a "Changes have been submitted" message.

Tools Tab
The Tools tab allows users to update their personal information, such as:

- Email address
- Full name
- Telephone number

The Tools tab also allows users to change their password. Passwords must meet the following criteria:

- Be a minimum of 8 characters in length
- Be a maximum of 12 characters in length
- Be alphanumeric (i.e. contain only letters or numbers)
- Include at least one special character such as: !, $, #, or %

	• Contain no spaces **Supporting Documents Tab** The supporting documents tab provides users with useful and up-to-date information, such as: • Information sheets • Guidance documents • Data definition and FAQs
7. Our organization hasn't received any antigen testing kits yet, what data should we submit?	Please start completing the rapid antigen testing form once you have received kits and are able to complete the tests. If you have delayed the start of your antigen screening program, you should notify your ministry representative.
8. How frequently should we submit rapid antigen test data to the ministry?	Each data submission is for a 7-day period. If you don't test every day, please fill in 0's for the days you do not test.
9. Is there a minimum expectation on how many test cycles per week should be performed? Can it be once per week?	Please follow your sector specific policy or directive. You can also reach out to your ministry contact for more information.
10. How should we keep track of COVID-19 rapid antigen tests and test results? Is there a tracker / template available for us to use?	A COVID-19 rapid antigen tests and test results tracker template is available through the following link: www.ontariohealth.ca/panbio ("**COVID-19 Rapid Test Results Tracker**")
11. What is the definition of a health professional in reference to who can perform the rapid test?	• Any health professional or trained individual can perform rapid antigen screening, according to the manufacturer's instructions. • Health professionals include both regulated and non-regulated health professionals. • Specimen collection for antigen POCT may also be done by the person being tested (i.e., 'self-swabbing') if a trained individual is supervising the self-swabbing. • Any individual supervising self-swabbing must consult the self-swabbing training resource (https://youtu.be/RXIEz1YZFDQ) developed

	by Ontario Health in collaboration with Public Health Ontario and ensure they have the appropriate knowledge, skills, and judgment to provide appropriate self-swabbing oversight, including how to operate the device, personal protective equipment (PPE) requirements, and how to safely dispose of biowaste.
12. Is there an age limit for who can get tested?	The government has not prescribed a minimum or maximum age for rapid antigen testing.
13. I just got trained on how to submit antigen test data through the Health Data Collection Services website. When am I expected to start data submission?	You should start submitting antigen testing data as soon as you have completed your training and have begun testing.
14. What is the antigen testing data submission deadline?	You can enter each total every day or enter the totals for all 7 days at once. The form will be available weekly, from Saturday to Friday. Users can submit their data throughout the week, but the **submission window closes at 11:59 pm every Friday.** Users can always resubmit any missing reports for the previous week on the following Wednesday. Please note that the resubmission only applies to the previous week of data. If you happen to see errors or omissions in the data prior to the previous week, you can also request a date to be opened for editing by contacting AskHealthData@ontario.ca and request a resubmission window. To reopen a date for data resubmission we will require a minimum of two days to provide access to the requested date.
15. If I am out of office without a backup, am I able to submit our data reports upon my return?	As a best practice, the ministry recommends that all organizations have enough personnel trained and able to execute data submissions. Data not submitted appears at the ministry level as incomplete.\n\nPlease refer to Q#3 above on the user registration process.
16. Any recommendations for inputting results for tests done on Fridays? We won't have totals until after submission deadline.	Please note that data submission is open until 11:59 PM on Friday.

17. Do we have to arrange our own health professional or trained individual to administer the tests?	The provincial government will provide participating employers with the appropriate number of rapid antigen test kits to meet sector-specific testing guidelines, for free, dependent on available inventory. Additional financial support may be provided at the discretion of participating employers' respective ministries.
	Otherwise, participating employers will assume all additional program implementation costs (e.g. human resource expenses, supplies, and the implementation of physical safety measures).
	Please see question 11 for more details on who can perform an antigen test.
	Participating employers may work with a privately-contracted service delivery partner to administer the Provincial Antigen Screening Program, but are not required to.
	Employers can also use the Antigen Testing Services Directory to find providers who can conduct point-of-care testing for workplaces taking part in the Provincial Antigen Screening Program.
	https://covid-19.ontario.ca/antigen-testing-services-directory
18. We have done some testing on our own, using a different company. Do you want us to include those results as well, or just the ones provided by the government?	Please only include antigen test results from test kits received from the provincial government.
19. Are we only to use these tests on staff or can we test residents as well?	Rapid antigen tests should be conducted on employees and other groups identified by sector specific policy or directives.
20. What is an invalid test?	Invalid test result is when a test had an issue with the specimen collection or the test processing and is unable to register a result – please refer to the specific manufacturer's instructions in the test kit for more details.

21. Where can I find some resources to help me with the submission process?	Supporting documents can be found in the **Supporting Documents** tab of the Health Data Collection Services website
22. Which health professionals can do a swab? Are there any restrictions?	Health professionals or trained individuals performing a rapid antigen test may collect a specimen in accordance with Provincial Rapid Antigen Testing Guidance. Nasopharyngeal swabs can be used to collect nasopharyngeal, nasal, deep nasal or combined dual nares and throat specimens. Nasal swabs can be used to collect deep nasal, nasal or combined dual nares and throat specimens. Ordering separate swabs or new kits is not necessary to support alternate specimen collection types. Please note that Nasopharyngeal swabbing is a restricted act, and this specimen type may only be collected by physicians, nurse practitioners, or their delegate.
23. We are an educational institution – should we test students?	Rapid antigen tests should be conducted on employees and other groups identified by sector specific policy or directives. In post-secondary settings, this can include students.
24. What does the time period "*In the last 7 days*" refer to?	The time period "In the last 7 days" refers to cumulative data covering the last 7 days from Saturday to Friday
25. What data should I enter for questions 6 and 7 in the form; I'm only testing my own employees?	This question should only be answered by organizations that have been permitted by the Ontario government to distribute rapid tests to small-and-medium sized businesses (e.g., Chambers of Commerce, local Boards of Trade, select municipalities, etc.)