

# Pennsylvania ODP – Provider Staff COVID-19 Tracking Forms

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## Introduction

ODP 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 amongst staff.

Each provider has been asked to name a primary and secondary contact who will be given access to complete the tracking tool and utilize available reporting features.

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

## Login

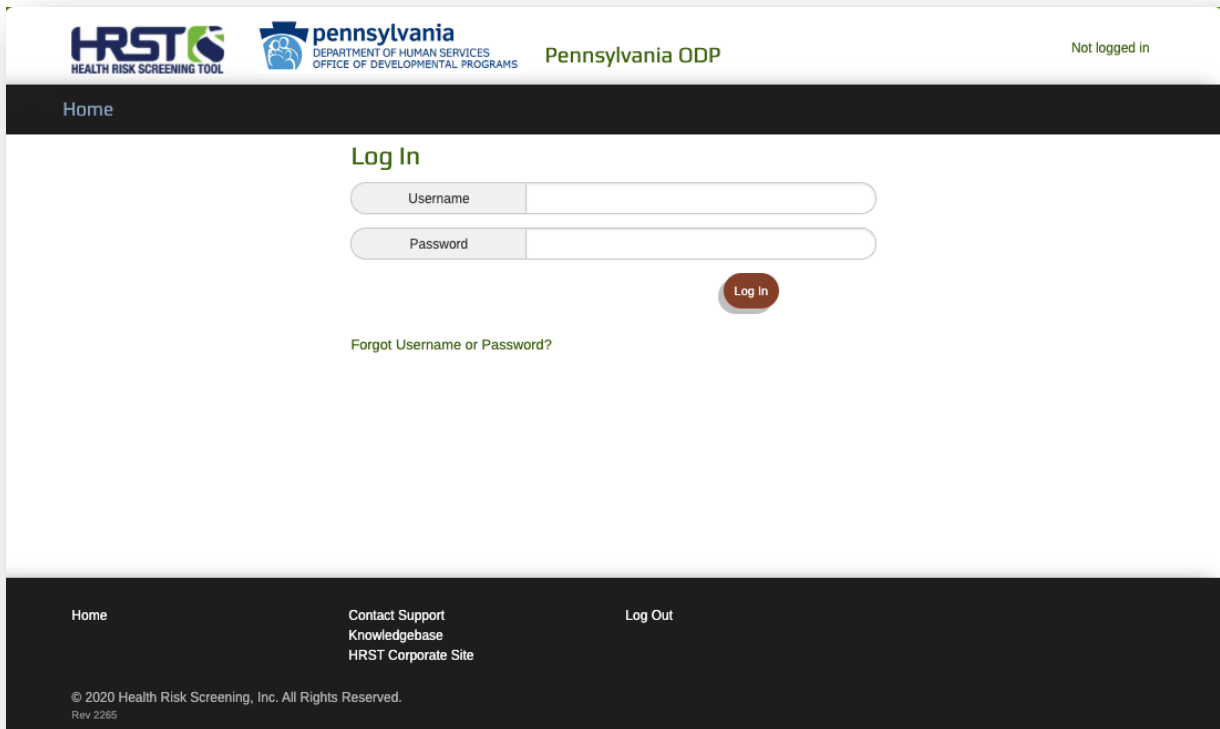
The Provider Staff COVID-19 Tracking Form functionality resides in PA ODP's Health Risk Screening Tool (HRST) database.

If your provider agency currently utilizes the HRST and your designated Primary and Secondary contacts are already HRST users, the tracking form functionality will be made available in their existing accounts.

If your provider agency **does not** currently utilize the HRST, your designated Primary and Secondary contacts will have accounts created for them with access granted to only the tracking form functionality.

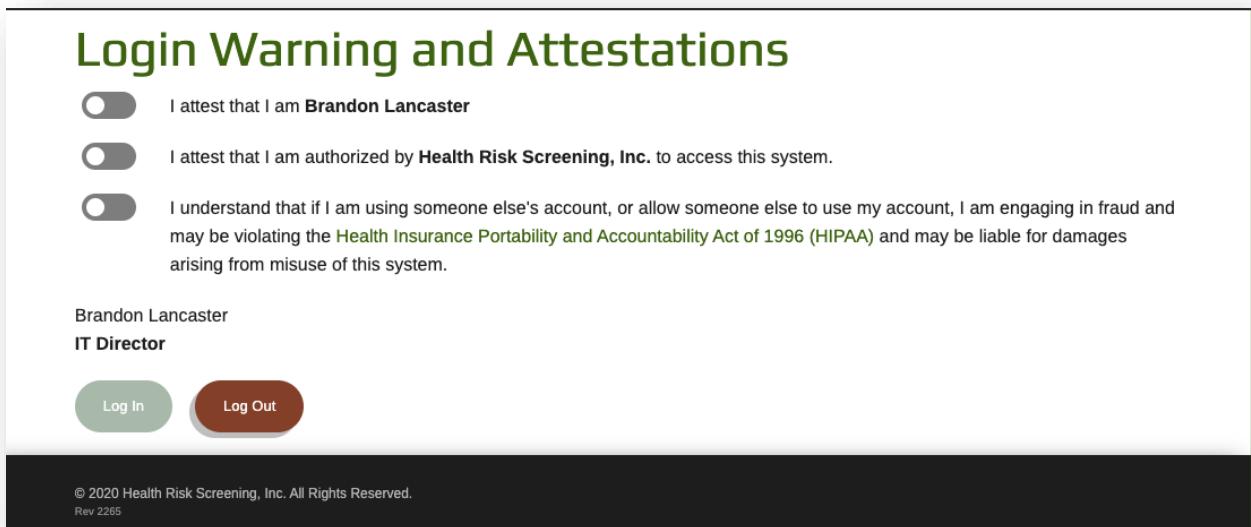
Web Address: <https://paodp.hrstapp.com/>

A user account will be supplied for the Primary and Secondary contacts that each provider has designated to utilize the tool.



## 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.



## 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 displays the HRSTO (Health Risk Screening Tool) web application interface. At the top, there are logos for HRSTO, Pennsylvania Department of Human Services, and Pennsylvania ODP. The user is logged in as Brandon Lancaster. The main navigation menu includes Messages, Providers (highlighted with a red circle), Reports, and Help. A dropdown menu for Providers is open, showing options for 'View providers list' and 'Staff COVID Tracking Forms' (indicated by a red arrow). Below the navigation, there is a 'Message of the day' notification and a search bar. A table with columns for Date/Time, Sender, and Message is shown, but it contains no data. The footer includes links for Home, Contact Support, Knowledgebase, and HRST Corporate Site, along with copyright information for 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.

Messages Providers Reports Help



PROVIDERS > STAFF COVID TRACKING FORMS

## Staff COVID Tracking Forms

Excel PDF

Show 10 entries  
Showing 1 to 1 of 1 entries

Previous 1 Next

Form ID	Provider	Suspicion Date	Results Date	Status	Return to Work Date	Finalized	Actions
1843	Health Risk Screening, Inc.	05/15/2020		Pending		N	 

Showing 1 to 1 of 1 entries

Previous 1 Next

Create New Staff COVID 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.
- Suspicion Date
  - o This is the date of first suspicion recorded on each form
- Results Date
  - o This is the testing results date recorded on each form
- Status
  - o This is the status of test results. Can be one of the following:
    - Pending
    - Positive
    - Negative
- Return to Work Date
  - o This is the date the person returned to work or recovered, which is recorded on each form
- Finalized

- This column indicates whether or not a specific form is considered “Finalized”, which is done once ALL data is recorded on a given form.
  - Y = Yes, the form is
  - N = No
- Actions
  - 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.

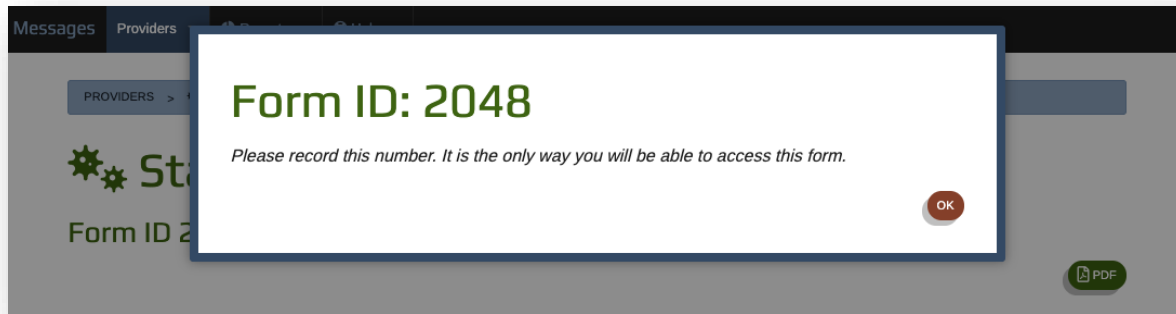
The screenshot displays the 'Staff COVID Tracking Forms' interface. At the top, there are navigation tabs for Messages, Providers, Reports, and Help. Below this, a breadcrumb trail shows 'PROVIDERS > \* STAFF COVID TRACKING FORMS'. The main heading is 'Staff COVID Tracking Forms' with a gear icon. On the right, there are 'Excel' and 'PDF' buttons. Below the heading, it says 'Show 10 entries' and 'Showing 1 to 1 of 1 entries'. A table with the following data is shown:

Form ID	Provider	Suspicion Date	Results Date	Status	Return to Work Date	Finalized	Actions
1843	Health Risk Screening, Inc.	05/15/2020		Pending		N	

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom of the page, there is a green button labeled 'Create New Staff COVID Tracking Form' with a red arrow pointing to it.

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 IRS Name
  - The Provider IRS Name will fill in automatically based on the provider your user account is associated with.
- Provider MPI Number
  - The Provider MPI Number 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 Person's Position
  - This dropdown contains relevant staff positions. If the Staff Person's position isn't listed, select Other and manually type in their position.

- Services Provided By Staff
  - o This dropdown contains relevant services provided by staff. If the services the Staff Person provides isn't listed, select Other and manually type in the services provided.

The screenshot shows a web form titled "Staff COVID Tracking Form" with "Form ID 2048". In the top right corner, there is a green button with a PDF icon and the text "PDF". The form contains several input fields and dropdown menus:

- Provider IRS Name:** A text input field containing "Health Risk Screening, Inc."
- Provider MPI Number:** A text input field containing "0000000000"
- Date of Suspicion:** A text input field with a placeholder "mm/dd/yyyy"
- Staff Person's Position:** A dropdown menu with "Select" as the current selection.
- Services Provided By Staff:** A dropdown menu with "Select" as the current selection.

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 COVID Tracking Form

Form ID 2048



Provider IRS Name

Health Risk Screening, Inc.

Provider MPI Number

0000000000

Date of Suspicion

05/29/2020

Staff Person's Position

Program Staff (i.e. Program Specialist)

Services Provided By Staff

Behavioral Supports

## 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

Setting Type

Select

Address

Select

County

Region

HCQU

Number of individuals who live/attend location

Number of OTHER STAFF who work at location

+ Add



To begin filling this section out, first choose a Setting Type from the Setting Type dropdown. The Setting Types available here are dependent upon your provider.

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

Setting Type:  (dropdown menu open with options: Select, Community Group Home (6400), Life Sharing (6500), ICF/ID, Private Home)

Address:  (dropdown menu)

Region:

HCQU:

Number of individuals who live/attend location:

Number of OTHER STAFF who work at location:

+ Add

Next, select the location's address from the Address dropdown. The addresses listed will match those locations under your provider with the previously selected Setting Type.

Selecting an Address will also automatically populate the County, Region, and HCQU that the selected location belongs to.

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

Setting Type:  (dropdown menu)

Address:  (dropdown menu)

County:

Region:

HCQU:

Number of individuals who live/attend location:

Number of OTHER STAFF who work at location:

+ 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


Setting Type ICF/ID	Address 123 Test Drive, NORRISTOWN PA 19403	
County Montgomery	Region Southeast	HCQU Southeast
Number of individuals who live/attend location 10	Number of OTHER STAFF who work at location 5	

+ 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

Setting Type ICF/ID	Address 123 Test Drive, NORRISTOWN PA 19403	
County Montgomery	Region Southeast	HCQU Southeast
Number of individuals who live/attend location 10	Number of OTHER STAFF who work at location 5	

+ Add

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

The screenshot shows a form with the following elements:

- Test Results Status:** A dropdown menu with the text "Select" and a downward arrow.
- Test Results Received Date:** A date input field with a placeholder "mm/dd/yyyy" and a gray background, indicating it is disabled.
- Date Returned to Work/Recovery:** A date input field with a placeholder "mm/dd/yyyy" and a gray background, indicating it is disabled.
- Text:** "Click the 'Finalize' button below once all data requested on the form has been entered. Keep in mind you may not have enough data to finalize the form when you first fill it out, and will have to come back at a later date to finalize it."
- Finalize Button:** A red, rounded rectangular button with the text "Finalize".

To fill out this last section, first indicate the Test Results Status. The following options are available:

- Pending
- Positive or Presumed Positive. The person has COVID-19
- The person does not have COVID-19

If you've set the Test Results Status of a form to "Pending", then you've filled out as much information as you can. You don't yet have enough information to fill out the Test Results Received Date or the Date Returned to Work/Recovery, and those fields will not yet be editable. Once you receive the test results you can come back to this form using the FORM ID and update the status.

The screenshot shows a form with the following elements:

- Test Results Status:** A dropdown menu with the text "Pending" and a downward arrow.
- Test Results Received Date:** A date input field with a placeholder "mm/dd/yyyy" and a gray background, indicating it is disabled.
- Date Returned to Work/Recovery:** A date input field with a placeholder "mm/dd/yyyy" and a gray background, indicating it is disabled.
- Text:** "Click the 'Finalize' button below once all data requested on the form has been entered. Keep in mind you may not have enough data to finalize the form when you first fill it out, and will have to come back at a later date to finalize it."
- Finalize Button:** A red, rounded rectangular button with the text "Finalize".

If you've set the Test Results Status of a form to "Positive or Presumed Positive" or "The person does not have COVID-19" you will be able to fill out the Test Results Received Date, as well as the Date Returned to Work/Recovery.

Test Results Status: Positive or Presume Positive. The person has COVID-19.

Test Results Received Date: mm/dd/yyyy

Date Returned to Work/Recovery: mm/dd/yyyy

Click the 'Finalize' button below once all data requested on the form has been entered. Keep in mind you may not have enough data to finalize the form when you first fill it out, and will have to come back at a later date to finalize it.

**Finalize**

**Reminder:** 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.

### Editing and Finalizing Previously Created Forms

When you need to come back to a form to edit and/or finalize it, start by navigating to the main Staff COVID Tracking Forms page where all of the forms for your provider are listed.



Messages Providers Reports Help

PROVIDERS > STAFF COVID TRACKING FORMS

## Staff COVID Tracking Forms

Excel PDF

Show 10 entries  
Showing 1 to 1 of 1 entries

Form ID	Provider	Suspicion Date	Results Date	Status	Return to Work Date	Finalized	Actions
1843	Health Risk Screening, Inc.	05/15/2020		Pending		N	 

Showing 1 to 1 of 1 entries


Previous 1 Next

**Create New Staff COVID Tracking Form**

In the Form ID field, type in the Form ID for the Staff Persons 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.

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

Form ID	Provider	Suspicion Date	Results Date	Status	Return to Work Date	Finalized	Actions
2046	Health Risk Screening, Inc.	05/15/2020		Pending		N	

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

Create New Staff COVID Tracking Form

This will bring you back into the form you selected, allowing you to add additional data and finalize the form if you are ready.

Once you have completed all fields on the form, click the red “Finalize” button to mark this form as completed.

Test Results Status: The person does not have COVID-19

Test Results Received Date: 05/29/2020

Date Returned to Work/Recovery: 06/01/2020

Click the 'Finalize' button below once all data requested on the form has been entered. Keep in mind you may not have enough data to finalize the form when you first fill it out, and will have to come back at a later date to finalize it.

Finalize

Doing this will put the form into read only mode so the data isn't accidentally changed. It will also add your name, title, and date as a signature indicating that you finalized this form.

<b>Test Results Status</b> The person does not have COVID-19	<b>Test Results Received Date</b> 05/29/2020
<b>Date Returned to Work/Recovery</b> 06/01/2020	
Click the 'Finalize' button below once all data requested on the form has been entered. Keep in mind you may not have enough data to finalize the form when you first fill it out, and will have to come back at a later date to finalize it.	
<div style="border: 2px solid red; padding: 5px;">           Brandon Lancaster            IT Director            06/03/2020  <input type="button" value="Unfinalize"/> </div>	

Should you need to update any data on this form after it is finalized, simply click the red “Unfinalize” button and the form will become editable again. Note that this should only be done to correct data that was entered incorrectly.

### 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

Messages New Providers Users Reports Help

PROVIDERS > STAFF COVID TRACKING FORMS > VIEW/EDIT

## Staff COVID Tracking Form

Form ID 2069

Provider IRS Name: Health Risk Screening, Inc.

Provider MPI Number: 100000012

Date of Suspicion: mm/dd/yyyy

Staff Person's Position: Select

Services Provided By Staff: Select

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 COVID Tracking Forms' page. At the top, there is a navigation bar with 'Messages', 'Providers', 'Reports', and 'Help'. Below this, a breadcrumb trail reads 'PROVIDERS > \* STAFF COVID TRACKING FORMS'. The main heading is 'Staff COVID Tracking Forms' with a gear icon. To the right of the heading are 'Excel' and 'PDF' buttons. Below the heading, there is a 'Show 10 entries' dropdown and 'Showing 1 to 1 of 1 entries' text. A table with the following columns is displayed: Form ID, Provider, Suspicion Date, Results Date, Status, Return to Work Date, Finalized, and Actions. The table contains one row with the following data: Form ID 1843, Provider Health Risk Screening, Inc., Suspicion Date 05/15/2020, Status Pending, Return to Work Date N, and Finalized N. The Actions column for this row contains a PDF icon and a pencil icon. Below the table, there is another 'Showing 1 to 1 of 1 entries' text and 'Previous 1 Next' navigation. At the bottom, there is a green button labeled 'Create New Staff COVID Tracking Form'.

## How to Access Reports

A major benefit of moving to a digital format to fill out Staff COVID Tracking Forms is that the data entered is automatically reportable. This means that by simply submitting the form, the data is available to be reviewed within reports at Provider, County, Region, HQCU, and State levels.

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.

HRST HEALTH RISK SCREENING TOOL | pennsylvania DEPARTMENT OF HUMAN SERVICES OFFICE OF DEVELOPMENTAL PROGRAMS | Pennsylvania ODP | Logged in as Brandon Lancaster Health Risk Screening, Inc.

Messages | New | Providers | **Reports** | Help

PROVIDERS > STAFF COVID **Standard Reports**

## Staff COVID Tracking Forms

Excel PDF

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

Form ID	Provider	Suspicion Date	Results Date	Status	Return to Work Date	Finalized	Actions
2046	Health Risk Screening, Inc.	05/15/2020	05/29/2020	Negative	06/01/2020	Y	

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

Create New Staff COVID Tracking Form

This will result in a Reports popup where the relevant Staff 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

### Provider List Reports

These reports will be run using the Provider List, *AS CURRENTLY FILTERED*. Filter the list first to the data you wish to see, then run the report. The report will only consider for inclusion those rows that appear in your filtered list.

search for...

- Basic
- Staff COVID Tracking
  - Licensed Settings and ICFs by County
  - Cases by Region
  - Cases by Provider**

#### Cases by Provider

Shows number of cases by provider.

Report Format

Web PDF Excel

**Generate Report**

### Need Help?

Should you encounter any issues or have any questions, please contact HRS Support at [pasupport@hrstonline.com](mailto:pasupport@hrstonline.com).