

# Training Module: Documenting and Reporting Results through the Health Data Collection Service

## Provincial Antigen Screening Program

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Visit [ontariohealth.ca/antigen-test](https://ontariohealth.ca/antigen-test) to watch a training video on this topic.



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# Overview

By the end of this module, you will understand:

- The reporting requirements for the Provincial Antigen Screening Program
- What information is required to be reported to the Health Data Collection Service
- What to do with positive rapid antigen test results
- How to document results
- How to enter results in the Health Data Collection Service website

# Provincial Antigen Screening Program

## Reporting Requirements

- Participating sites are required to report statistical information to the government on a weekly basis.
- Reporting period for each week runs from Saturday to Friday.
- The electronic “form” is available to sites all week. The form collects data by day of the week; however, data entry can be completed at any time during that week. Data must be finalized and entered weekly into the Ministry of Health, Health Data Branch’s Health Data Collection Service (HDCS) website **by Friday at 11:59 p.m. EST.**
- For participating sites that have more than one location participating in the program, data must be entered for each participating location.
- **Note:** The requirements for data collection and reporting described in this module are consistent for all participants of the Provincial Antigen Screening Program. Reporting mechanisms may differ for participants from some sectors, e.g., reporting to Chamber of Commerce, reporting to CDL RSC.

# Information to be Reported to the Health Data Collection Service

- Type of rapid test used
- Number of rapid antigen tests used
- Number of invalid rapid antigen test results
- Number of individuals who tested positive with a rapid antigen test
- Number of individuals who tested negative with a rapid antigen test

For organizations distributing tests to other organizations:

- Total number of tests distributed, to date
- Total number of organizations distributed to, to date

# Positive Rapid Antigen Test Result

- Any individual who receives a positive rapid antigen test result must receive a follow-up, confirmatory rapid molecular test or lab-based PCR test at a COVID-19 Assessment Centre (or participating licensed community lab or specimen collection centre) within 48 hours.
- The individual must self-isolate until they receive the confirmatory test result.

# Positive Rapid Antigen Test Result

- If the positive rapid antigen test result is confirmed through lab-based PCR test or molecular POCT **and** the infection was due to exposure at the workplace, the employer must give notice in writing within four days to:
  - The Ministry of Labour, Training and Skills Development
  - The workplace's joint health and safety committee or health and safety representative
  - The worker's trade union (if applicable)
- The employer must also report any occupationally acquired illnesses to the Workplace Safety and Insurance Board within three days of receiving notification of the illness.

# Legislative and Regulatory Requirements

- Health professionals, or other trained individuals, are responsible for satisfying all applicable legislative and regulatory requirements, including those under the
  - [\*Health Protection and Promotion Act \(HPPA\)\*](#)
  - [\*Personal Health Information Protection Act \(PHIPA\)\*](#)
  - [\*Health Care Consent Act \(HCCA\)\*](#)
  - [\*Regulated Health Professions Act \(RHPA\)\*](#)
- Health professionals, or other trained individuals, must ensure proper documentation is in place when performing COVID-19 rapid antigen testing.
- Treat all health information as confidential following the [Personal Health Information Protection Act](#).

# How to Document Results

- An Excel spreadsheet results tracker has been developed to assist sites with collecting testing information throughout the weekly reporting cycle.
  - The tracker can be used to collect the results that are required to be submitted weekly to the Ministry of Health through the Health Data Collection Service website.
- This tracker is available on the [ontariohealth.ca/antigen-test](https://ontariohealth.ca/antigen-test).
- Instructions on how to use the tracker can be found in the “Instructions” tab in the spreadsheet.
- Sites are welcome to use their own tools to track results.





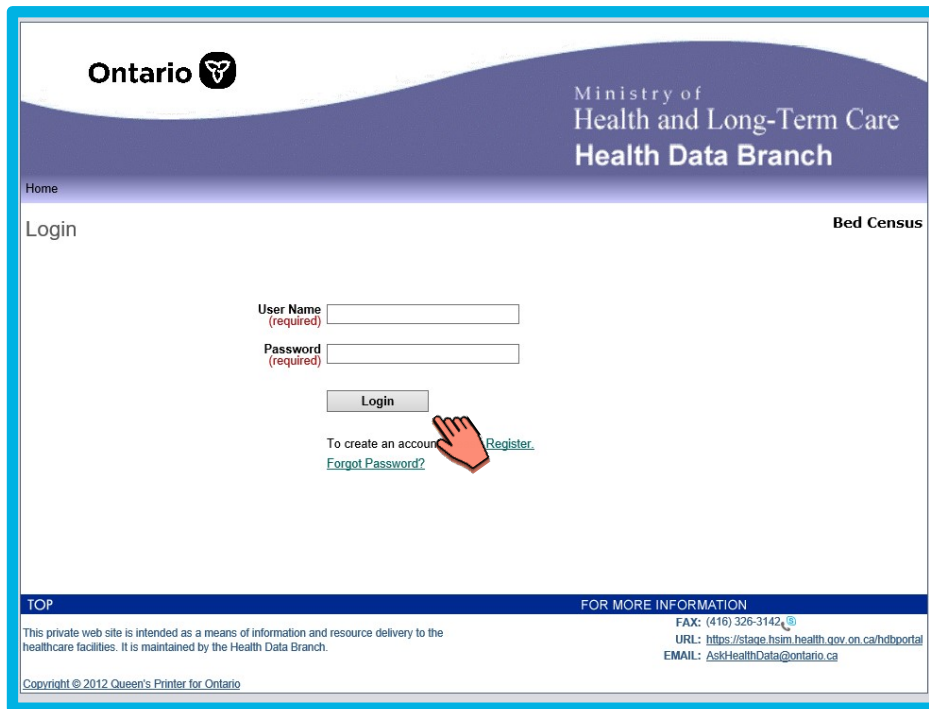
# How to Enter Data in the Health Data Collection Service Website

# Health Data Collection Service Website


- Participating sites will receive a Health Data Collection Service (HDCCS) account to access the electronic form that is required to be completed on a weekly basis. Sites will receive their account approximately 1 week following approval of their program agreement.
- Additional resources on reporting requirements including data definitions and FAQs can be found on the 'Supporting Documents' tab on the HDCCS website.

# Logging in to Report Data

Enter your email address,  
and password to login.



The screenshot shows the login interface for the Ontario Health Data Branch. At the top, the Ontario logo and the text 'Ministry of Health and Long-Term Care Health Data Branch' are visible. Below this, there are links for 'Home' and 'Bed Census'. The main section is titled 'Login' and contains two input fields: 'User Name (required)' and 'Password (required)'. Below these fields is a 'Login' button. To the right of the 'Login' button, there is a red hand icon pointing to the 'Register' link. Below the 'Login' button, there are two links: 'To create an account' and 'Forgot Password?'. At the bottom of the page, there is a footer section with 'TOP' and 'FOR MORE INFORMATION' links, followed by contact information: FAX: (416) 326-3142, URL: https://stage.hsim.health.gov.on.ca/hdbportal, and EMAIL: AskHealthData@ontario.ca. A copyright notice at the very bottom reads 'Copyright © 2012 Queen's Printer for Ontario'.

Ontario 

Ministry of  
Health and Long-Term Care  
Health Data Branch

Home

Login

Bed Census

User Name  
(required)

Password  
(required)

Login

To create an account [Register](#)

[Forgot Password?](#)

TOP

FOR MORE INFORMATION

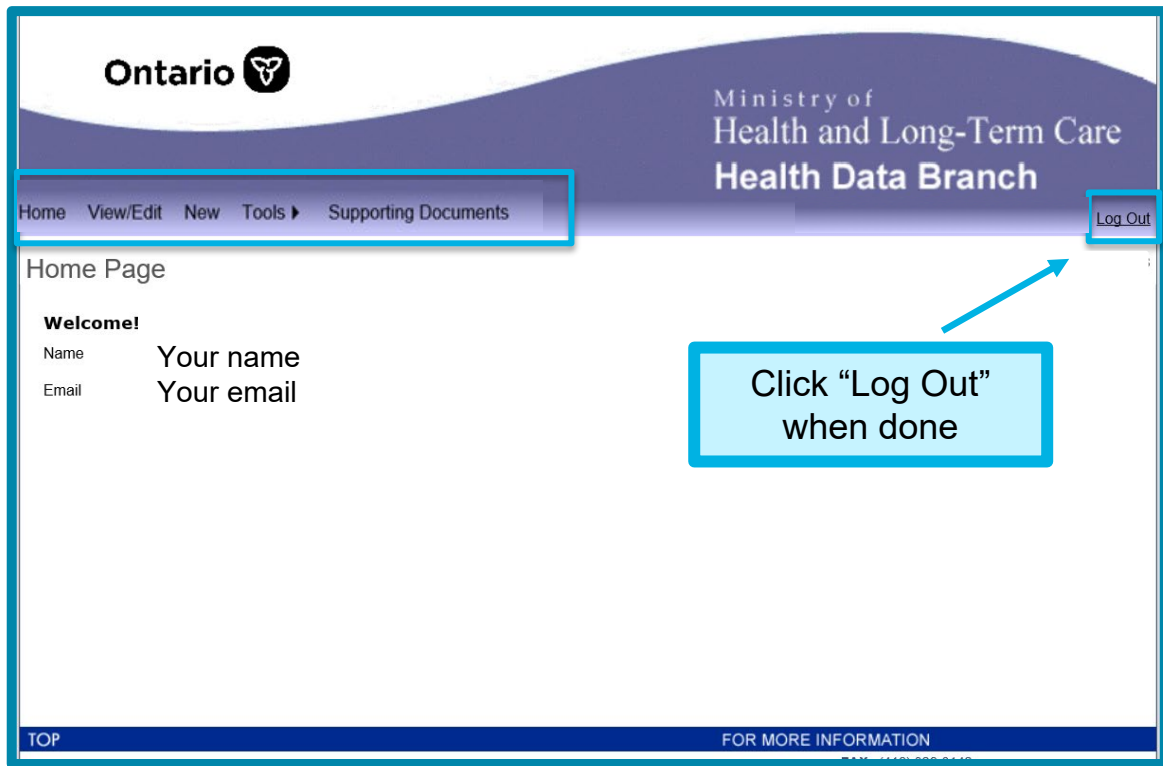
FAX: (416) 326-3142  
URL: <https://stage.hsim.health.gov.on.ca/hdbportal>  
EMAIL: [AskHealthData@ontario.ca](mailto:AskHealthData@ontario.ca)

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# Home Page

**Five tabs** at the top:

- **Home:** Click to return to home page
- **New:** **Launch a new data form for the week**
- **View/Edit:** Make changes after starting a new form
- **Tools:** Update your personal login information
- **Supporting Documents:** resources to help you



# New Submission

1. Select the date
2. Select the facility name from the Master # drop-down list
3. Click “Apply”
4. Click “Create”

The screenshot shows the 'New Submission' form in the Ontario Health Data Branch portal. The form includes the following elements:


- Header:** Ontario logo and 'Ministry of Health and Long-Term Care Health Data Branch'.
- Navigation:** Home, View/Edit, **New** (highlighted with a blue box), Tools, Supporting Documents, and a Log Out link.
- Form Fields:**
  - Date:** A date picker set to 2020-11-22, highlighted with a blue box labeled '1' and a hand icon.
  - Master#:** A dropdown menu showing '10067; 1001; A1; Wellesley Central Place', highlighted with a blue box labeled '2'.
  - Apply:** A button highlighted with a blue box labeled '3'.
  - Bed Type:** A radio button selected for 'Antigen Testing Data Collection'.
  - Create:** A button highlighted with a blue box labeled '4'.
- Checkboxes:** 'H9 - COVID19 LTCH/RH Data Collection' and 'L9 - LTCH Base Information'.
- Footer:** 'TOP' link, 'FOR MORE INFORMATION' section with contact details (FAX, URL, EMAIL), and a copyright notice for 2012 Queen's Printer for Ontario.

# New Submission Form

5. Fill in the fields for each day

6. Click **“Save”** periodically as you enter data into the form, and **before you exit the form. Note:** If you click **Cancel** without saving, then your inputted data will be discarded.

Note: Form status is “Incomplete” until it has been submitted.

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Ministry of Health and Long-Term Care  
Health Data Branch

Home View/Edit New Tools Supporting Documents

Fiscal Year: 2021-22  
Bed Type: 1000  
Master: 1000  
Day: Saturday Feb 06, 2021

Save Submit Cancel

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5

Incomplete

Please select the type of rapid test used:

(-Select-)  
Abbott Panbio  
BD Veritor  
Quidel Sofia

Day	Date	Type of rapid test used	How many rapid antigen tests were used?	How many rapid antigen test results were invalid?	How many individuals tested positive with a rapid antigen test?	How many individuals tested negative with a rapid antigen test?
Saturday	06-Feb-21		Required field.	Required field.	Required field.	Required field.
Sunday	07-Feb-21		Required field.	Required field.	Required field.	Required field.
Monday	08-Feb-21		Required field.	Required field.	Required field.	Required field.
Tuesday	09-Feb-21		Required field.	Required field.	Required field.	Required field.
Wednesday	10-Feb-21		Required field.	Required field.	Required field.	Required field.
Thursday	11-Feb-21		Required field.	Required field.	Required field.	Required field.
Friday	12-Feb-21		Required field.	Required field.	Required field.	Required field.

7. Once you have entered your data, and you have clicked “Save” you will see a “Successful Update” message appear.



# View/Edit

9. If you have started a submission for the week and wish to return to it later – use the View/Edit tab to continue entering your data. Select your form, click “Apply” and then “Submit”. In this case, submit is used to generate the submission only – you have not submitted the week’s data.

The screenshot shows the 'View/Edit' form for 'Bed Census' data entry. The form is titled 'View/Edit' and includes a navigation bar with 'Home', 'View/Edit', 'New', 'Tools', and 'Supporting Documents'. A blue box with the number '9' is placed over the 'View/Edit' tab. The form contains the following fields and controls:

- Fiscal Year:** A dropdown menu showing '2020/2021'.
- Month:** A dropdown menu showing 'Nov'.
- Bed Type:** A dropdown menu showing 'Antigen Testing Data Collection'.
- Apply:** A button to apply the selected filters.
- Menu:** A dropdown menu showing '10067, 1001, Wellesley Central Place'.
- Submit:** A button to submit the data.

Two hand icons are overlaid on the form: one pointing to the 'Apply' button and another pointing to the 'Submit' button. The footer of the form includes the text 'TOP', 'FOR MORE INFORMATION', 'This private web site is intended as a means of information and resource delivery to the healthcare facilities. It is maintained by the Health Data Branch.', 'FAX: (416) 326-3140', 'URL: <https://form.health.gov.on.ca/bedcensus/>', 'EMAIL: [AskHealthData@ontario.ca](mailto:AskHealthData@ontario.ca)', and 'Copyright © 2012 Queen's Printer for Ontario'.



# Locating Your Submission

## View/Edit

10. Find your submission and click on the underlined text in the first column. The most recent submission will be at the top.

## Status

Check the status to see if your submission is complete. Here you can see it is “Incomplete”.

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Health Data Branch

Home View/Edit New Tools ▶ Supporting Documents Log Out

View/Edit Bed Census

Fiscal Year: 2020/2021 Month: Feb

Bed Type: Antigen Testing Data Collection

Apply

Master#: 10067; 1001; Wellesley Central Place

Submit

See search results below

#	<a href="#">inst</a>	<a href="#">Type</a>	<a href="#">Type Description</a>	<a href="#">Census Date</a>	<a href="#">Status Description</a>	<a href="#">Month</a>	<a href="#">Fiscal Year</a>	<a href="#">Create Date</a>
<a href="#">Select facility number.</a>	10067	A1	Antigen Testing Data Collection	Feb/06/2021	Incomplete	2	2020	Feb/10/2021

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# Saving Changes

11. You will now return to the form, make any updates as needed.

12. Remember to click “Save” to save any changes to your form.

13. You will see a “Successful Update” confirmation.

Health Data Branch

Home View/Edit New Tools Supporting Documents Log Out

A1 Submission Bed Census

Fiscal Year: 2020/2021  
Bed Type: Antigen Testing Data Collection  
Master#: 10067 Wellesley Central Place  
Day: Saturday Feb 06, 2021

Save 12 Cancel

Complete

Please select the **type** of rapid test used:

(-Select-)  
Abbott Panbio  
BD Veritor  
Quidel Sofia

		How many rapid antigen tests were <b>used</b> ?	How many rapid antigen test results were <b>invalid</b> ?	How many individuals tested <b>positive</b> with a rapid antigen test ?	How many individuals tested <b>negative</b> with a rapid antigen test ?
Saturday	06-Feb-21	11	22	33	44
Sunday	07-Feb-21	55	66	77	88
Monday	08-Feb-21	99	1010	1111	1212
Tuesday	09-Feb-21	1313	1414	1515	1616
Wednesday	10-Feb-21	1717	1818	1919	2020
Thursday	11-Feb-21	2121	2222	2323	2424
Friday	12-Feb-21	2525	2626	2727	2828

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13



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# Submitting

14. When you have finished making all your changes, click “Submit”. Your form will still say “Incomplete”.

15. A message will appear asking “Are you sure you want to set data to completed and submit?” Click “OK”.

The screenshot shows the 'Health Data Branch' A1 Submission form. At the top, there is a navigation bar with links: Home, View/Edit, New, Tools, Supporting Documents, and a Log Out button. The form title is 'A1 Submission' and the status is 'Bed Census: Incomplete'.

Form fields include:

- Fiscal Year: 2020/2021
- Bed Type: Antigen Testing Data Collection
- Master#: 10067 Wellesley Central Place
- Day: Saturday Feb 06, 2021

Buttons: Save, Submit (highlighted with a red hand icon and box 14), Cancel.

A message box (box 15) is displayed: 'Message from webpage: Are you sure you want to set data to completed and submit?' with OK and Cancel buttons.

Below the message box is a table for 'Please select the type of rapid test used:'. The table has columns for the day of the week, the date, and four columns for the number of individuals tested (positive and negative). The data is as follows:

Day	Date	00	01	02	03
Saturday	06-Feb-21	33	44		
Sunday	07-Feb-21	55	66	77	88
Monday	08-Feb-21	99	1010	1111	1212
Tuesday	09-Feb-21	1313	1414	1515	1616
Wednesday	10-Feb-21	1717	1818	1919	2020
Thursday	11-Feb-21	2121	2222	2323	2424
Friday	12-Feb-21	2525	2626	2727	2828

# Form Changes to “Complete”

## Submitting:

16. Message appears:  
“Changes have been  
submitted”.

17. Form changes to  
“Complete”.

Health Data Branch

Home View/Edit New Tools ▶ Supporting Documents ! Log Out

A1 Submission Bed Censu

Fiscal Year: 2020/2021  
Bed Type: Antigen Testing Data Collection  
Master#: 10067 Wellesley C  
Day: Saturday 06, 2021

16

17

Please select the **type** of rapid test used:

(-Select-)  
Abbott Panbio  
BD Veritor  
Quidel Sofia

		How many rapid antigen tests were <b>used</b> ?	How many rapid antigen test results were <b>invalid</b> ?	How many individuals tested <b>positive</b> with a rapid antigen test ?	How many individuals tested <b>negative</b> with a rapid antigen test ?
Saturday	06-Feb-21	11	22	33	44
Sunday		55	66	77	88
Monday	08-Feb-21	99	1010	1111	1212
Tuesday	09-Feb-21	1313	1414	1515	1616
Wednesday	10-Feb-21	1717	1818	1919	2020
Thursday	11-Feb-21	2121	2222	2323	2424
Friday	12-Feb-21	2525	2626	2727	2828

# Confirm Submission Status (Optional)

## Submitting:

18. You can confirm submission in the View/Edit screen.

19. Status has changed to “Complete”.

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Health Data Branch

Home View/Edit **18** Supporting Documents Log Out

View/Edit **Bed Censu**

Fiscal Year: 2020/2021 Month: Feb  
Bed Type: Antigen Testing Data Collection  
**Apply**  
Master#: 10067; 1001; Wellesley Central Place  
**Submit**

See search results below

#	inst	Type	Type Description	Census Date	Status Description	Fiscal Year	Create Date
<a href="#">Select facility number</a>	10067	A1	Antigen Testing Data Collection	Feb/06/2021	Complete	2020	Feb/10/2021

**19**

# Logging Off



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## Logging Out:

20. Click Log Out. This is the recommended best practice for leaving the site. Clicking Log Out returns you to the initial Login page. Just close your browser.

A screenshot of the Ontario Health Data Branch login page. The page features the Ontario logo and the text 'Ministry of Health and Long-Term Care Health Data Branch'. Below this, there is a 'Login' section with fields for 'User Name (required)' and 'Password (required)', and a 'Login' button. Links for 'Register' and 'Forgot Password?' are also present. The footer contains contact information and a copyright notice.

# Training Resources Available from Ontario Health

- Ontario Health website - [ontariohealth.ca/antigen-test](https://ontariohealth.ca/antigen-test)
  - COVID-19 Antigen Rapid Testing Onboarding Guides ([Panbio](#) and [BD Veritor](#)), which contain:
    - Frequently Asked Questions
    - Rapid Test Information Sheet
    - Primer on Best Practices
    - Go-Live Readiness Checklist
  - Training modules:
    - Implementing a Rapid Antigen Screening Clinic with Panbio™ COVID-19 Antigen Rapid Test
    - Implementing a Rapid Antigen Screening Clinic with BD Veritor™ COVID-19 Antigen Rapid Test
    - Best Practices for Point-of-Care Testing
    - Specimen Collection
    - Documenting and Reporting Results
    - Self-Collection
    - At-home Self-Screening

# Questions?

- For more information about this presentation, contact [covid19testing@ontariohealth.ca](mailto:covid19testing@ontariohealth.ca)
- If you have any technical questions about the Health Data Collection Service website, account information or require clarity on information to be reported through HDCS, please email Health Data Branch, Ministry of Health at [AskHealthData@ontario.ca](mailto:AskHealthData@ontario.ca) with the subject line of “Antigen Testing Data Collection”.

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