

Training Module: Documenting and Reporting Results

Provincial Antigen Screening Program

LAST MODIFIED: MAY 21, 2021

Visit ontariohealth.ca/antigen-test to watch a training video on this topic.



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Health**

Overview

By the end of this module, you will understand:

- What the reporting requirements for the Provincial Antigen Screening Program are
- 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. Minor differences may exist for participants from some sectors, e.g., those from the long-term care sector.

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:

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

Positive Rapid Antigen Test Result

- The individual who was tested must receive a follow-up, confirmatory lab-based PCR test at a COVID-19 Assessment Centre (or participating licensed community lab or specimen collection centre) within 24 hours.

Positive Rapid Antigen Test Result

- If the positive rapid antigen test result is confirmed through the lab-based PCR test **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.
- 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 (HDCS) 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 HDCS website.

Logging in to Report Data

Enter your email address,
and password to login.

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.hsrm.health.gov.on.ca/hdportal>
EMAIL: 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

The screenshot shows the Ontario Health Data Branch Home Page. At the top left is the Ontario logo. To the right is the text "Ministry of Health and Long-Term Care Health Data Branch". Below this is a navigation bar with five tabs: "Home", "View/Edit", "New", "Tools", and "Supporting Documents". A blue box highlights the "Home" tab. In the top right corner, there is a "Log Out" button, also highlighted with a blue box. A blue arrow points from a text box to the "Log Out" button. The text box contains the instruction "Click 'Log Out' when done". Below the navigation bar, the page content includes "Home Page", a "Welcome!" message, and a user profile section with fields for "Name" (Your name) and "Email" (Your email). At the bottom of the page, there is a dark blue footer with "TOP" on the left and "FOR MORE INFORMATION" on the right, followed by a phone number.

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 fields and actions:

- 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'.

Additional form details include checkboxes for 'H9 - COVID19 LTCH/RH Data Collection' and 'L9 - LTCH Base Information', and a 'Log Out' link in the top right corner.

Footer information includes: 'TOP', 'FOR MORE INFORMATION', 'FAX: (416) 326-3142', 'URL: <https://hsim.health.gov.on.ca/hdbportal>', 'EMAIL: AskHealthData@ontario.ca', and 'Copyright © 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.

Ontario Ministry of Health and Long-Term Care Health Data Branch

Home View/Edit New Tools Supporting Documents

Fiscal Year: [] Submitting Data Collection
Bed Type: [] Master: [] Wellesley Central Place
Day: Saturday Feb 06, 2021

Save Submit Cancel

(-Select-)
Abbott Panbio
BD Veritor
Quidel Sofia

Please select the 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.

Incomplete

Saving Data

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



8. When you have entered data for all 7 days, you will see a “Submit” button.


7

A screenshot of a web application interface for 'Health Data Branch'. The page title is 'A1 Submission'. The navigation bar includes 'Home', 'View/Edit', 'New', 'Tools', and 'Supporting Documents'. The page content includes fields for 'Fiscal Year: 2021', 'Bed Type: T Collection', 'Master#: ...ey Central Place', and 'Day: Saturday Feb 06, 2021'. A hand icon points to the 'Submit' button, which is highlighted with a blue box and the number '8'. Below the buttons, the text 'Successful Update' is displayed in red. A dropdown menu is open, showing options: '(-Select-)', 'Abbott Panbio BD Veritor', and 'Quidel Sofia'. The 'Quidel Sofia' option is selected. A table displays data for 7 days, with columns for 'Please select the 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?', and 'How many individuals tested negative with a rapid antigen test?'. The table data is as follows:

	Please select the 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	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

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.

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Ministry of Health and Long-Term Care
Health Data Branch

Home **View/Edit** New Tools Supporting Documents [Log Out](#)

View/Edit **9** [Bed Census](#)

Fiscal Year: Month:

Bed Type:

Mentor:

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://mhs.health.gov.on.ca/hdportal>
EMAIL: AntigenFDHts@ontario.ca

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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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Ministry of Health and Long-Term Care
Health Data Branch

Home View/Edit New Tools 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	Month	Fiscal Year	Create Date
Select facility number	10067	A1	Antigen Testing Data Collection	Feb/06/2021	Incomplete	2	2020	Feb/10/2021

10

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.

11

Save Submit Cancel
Successful Update

13

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 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	11	22	33	44
Sunday	07-Feb-21	55	66	77	88
Monday	08-Feb-21	99	1010	1111	1212
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Thursday	11-Feb-21	2121	2222	2323	2424
Friday	12-Feb-21	2525	2626	2727	2828



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 'Home', 'View/Edit', 'New', 'Tools', and 'Supporting Documents'. The form title is 'A1 Submission' and 'Bed Census'. The form fields are: Fiscal Year: 2020/2021, Bed Type: Antigen Testing Data Collection, Master#: 10067, Wellesley Central Place, Day: Saturday Feb 06, 2021. There are three buttons: 'Save', 'Submit', and 'Cancel'. A hand icon points to the 'Submit' button, which is labeled '14'. To the right of the buttons is an 'Incomplete' status box. Below the buttons is a message box titled 'Message from webpage' with the text 'Are you sure you want to set data to completed and submit?' and 'OK' and 'Cancel' buttons. A hand icon points to the 'OK' button, which is labeled '15'. Below the message box is a table with columns for 'Please select the type of rapid test used:', 'Saturday', 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday'. The table has rows for '06-Feb-21', '07-Feb-21', '08-Feb-21', '09-Feb-21', '10-Feb-21', '11-Feb-21', and '12-Feb-21'. The table contains numerical data in input fields. A hand icon points to the '06-Feb-21' row, which is labeled '15'.

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 Submit Cancel

Incomplete

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

Message from webpage
Are you sure you want to set data to completed and submit?
OK Cancel

					How many individuals tested positive with a rapid antigen test ?	How many individuals tested negative with a rapid antigen test ?
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

Save Submit Cancel

16

17 Complete

(-Select-)
Abbott Panbio
BD Veritor
Quidel Sofia

Please select the **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	11	22	33	44
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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** N **18** Supporting Documents Log Out

View/Edit **Bed Censu**

Fiscal Year: Month:

Bed Type:

Master#:

See search results below

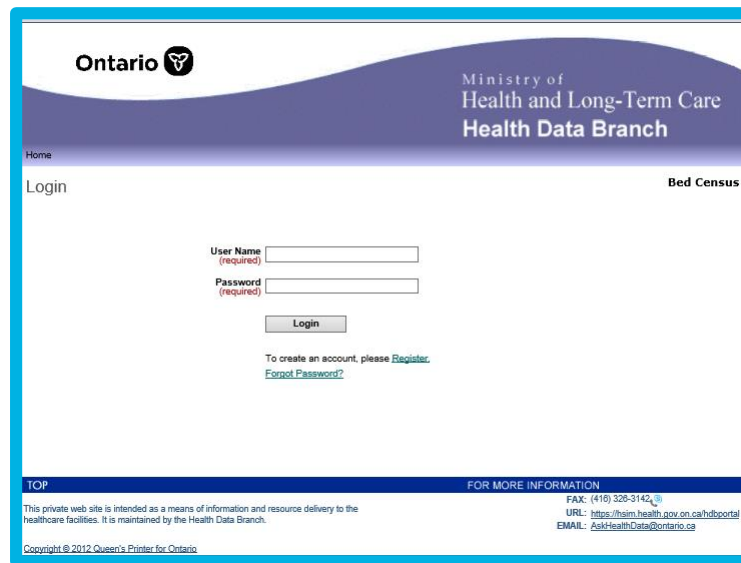
#	inst	Type	Type Description	Census Date	Status Description	Fiscal Year	Create Date
Select facility number	10067	A1	Antigen Testing Data Collection	Feb/06/2021	Complete	2020	Feb/10/2021

Logging Off



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.



Supporting Tools and Training Resources

Available on the Ontario Health website - ontariohealth.ca/antigen-test :

- Pre-recorded Training Modules
- COVID-19 Antigen Rapid Testing Onboarding Guide, which contains:
 - Surveillance Program Frequently Asked Questions
 - Specimen Collection Tip Sheet
 - Rapid Test Information Sheet for Individuals undergoing screening
 - Primer on Best Practices
 - Recommended Approach for Implementing a COVID-19 Rapid Antigen Screening Clinic
 - Go-Live Readiness Checklist
- Results tracker spreadsheet

Available on the Health Data Collection Service website:

- Testing Data Collection Data Definitions
- Testing Data Collection FAQs

Questions?

- For more information about this presentation, contact 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 with the subject line of “Antigen Testing Data Collection”.

Disclaimer: This document was developed by Ontario Health for training and guidance purposes. The application and use of this document is the responsibility of the user. Ontario Health assumes no liability resulting from any such application or use.