

U.S. Healthcare COVID-19 Portal Job Aid

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Purpose

The [U.S. Healthcare COVID-19 Portal](#), also referred to as the TeleTracking Portal, is a single platform through which healthcare facilities across the nation report COVID-19 related data (e.g., total COVID-19 confirmed patients, N95 inventory, therapeutic inventory, etc.). This portal is to be used by hospital and non-hospital facilities, with the exception of Long Term Care and Skilled Nursing Facilities*. This document provides instructions on how to access and report into the portal.

**Long Term Care and Skilled Nursing Facilities must report to the CDC's National Healthcare Safety Network (NHSN), and information on enrollment and reporting can be accessed [here](#).*

Reporting Frequency

Reporting use and current inventory of COVID-19 therapeutics bamlanivimab/etesevimab (BAM/ETE), casirivimab/imdevimab (REGEN-COV), and Sotrovimab are required **weekly by 11:59PM ET on Wednesdays**. Please note that BAM/ETE, REGEN-COV, and Sotrovimab have had their EUAs amended to exclude them from use in any U.S. region. To return these products, please review our [Guidance on Expiring & Expired Therapeutics](#).

Additional Resources

- **COVID-19 Portal Information**
 - Website: [U.S. Healthcare COVID-19 Portal Help](#)
 - Phone: 1-877-570-6903
 - Email: Protect-ServiceDesk@hhs.gov
- **National Healthcare Safety Network Information**
 - Website: [NHSN COVID-19 Module Support](#)
 - Email: NHSN@cdc.gov
- **VDH Healthcare Coordination & Therapeutics Information**
 - Website: [VDH COVID-19 Therapeutics](#)
 - Email: COVID19Therapeutics@vdh.virginia.gov

Accessing the U.S. Healthcare COVID-19 Portal

Request Facility Access to U.S. Healthcare COVID-19 Portal

- a. Fill out [this template](#) as completely as possible, with Name, Address, and at least one of the following identifiers: NPI, CCN, Tax ID, DEA ID, AHA ID, HHS ID, or NHSN ID .
- b. Send an email to hhs-protect@teletracking.com with the subject line “New Therapeutic Facility Request” and attach the completed template (Note: for security reasons, it is not recommended to create an account with a public email domain (e.g., @gmail.com or yahoo.com)).
- c. Receive a welcome email from Protect-NoReply@hhs.gov to log into the U.S. Healthcare COVID-19 Portal, which provides information on how to complete registration, invite team members, enter data, and request assistance.



Add User to Facility Account

- a. Log into the [U.S. Healthcare COVID-19 Portal](#).
 - b. On the homepage, click **Team**.
-

The screenshot shows the U.S. Healthcare COVID-19 Portal for VDH Pharmacy Services. The header includes the portal name, OMB No., and expiration date (08/31/2024). The facility name is VDH PHARMACY SERVICES, located at 101 N 14TH ST, RICHMOND, VA, 23219. The facility type is Therapeutics. The 'Team' tab is highlighted with a red box. Other tabs include 'Capacity & Utilization'. Buttons for 'CHANGE FACILITY VIEW', 'DATA UPLOAD', 'DOWNLOAD HISTORY', and 'NEW ENTRY' are visible. The bottom section shows 'Daily Compliance (Last 14 Days)' with navigation arrows.

- c. On the Team page, scroll down and enter the required fields for each team member being added, then click **Invite**.

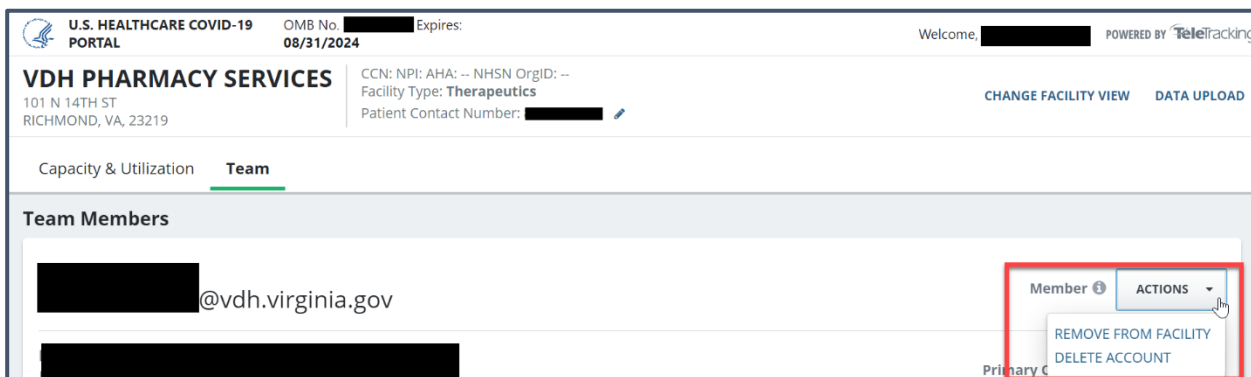
This screenshot shows the 'Available Invitations' section on the 'Team' page. It contains two rows of input fields for adding team members. Each row has fields for 'First Name*', 'Last Name*', and 'Email*'. The first row's 'Email*' field contains 'name@email.com'. A red box highlights the 'INVITE' button next to the first row. A second 'INVITE' button is visible at the bottom right of the second row.

Remove User from Facility Account

- a. Log into the [U.S. Healthcare COVID-19 Portal](#).
- b. On the homepage, click **Team**.

This screenshot is identical to the one above, showing the U.S. Healthcare COVID-19 Portal for VDH Pharmacy Services with the 'Team' tab selected.

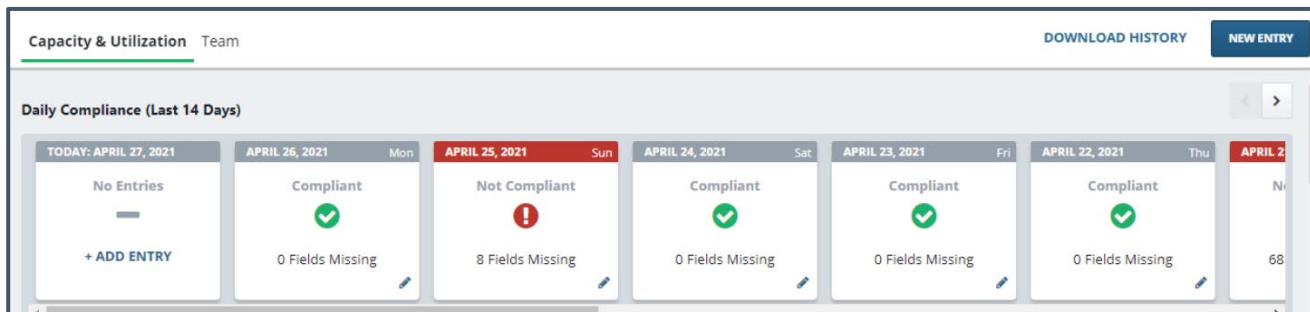
- c. On the Team page, to the right of the applicable user, click on the **Actions** drop-down menu, and select **Remove From Facility**.



Reporting into the U.S. Healthcare COVID-19 Portal

Therapeutic Site Reporting

- a. Log into the [U.S. Healthcare COVID-19 Portal](#). You will be able to view and edit your entries for the past 14 days. *Please note that, given that reporting is required weekly on Wednesdays, all other days will be greyed-out for non-hospital providers as they do not require an entry.*
- If your facility did not submit the required report, the date will show a **red** exclamation point and say **Not Compliant**. Please be sure to go back and report the data for this week.
 - If your facility correctly submitted the report, the date will show a **green** checkmark and say **Compliant**.



- b. To submit a new entry, either select **New Entry**, click on the **Pencil Icon** for the applicable day, or click **+Add Entry** to be redirected to the data entry page. *All dates that show as “Not Compliant” should be updated to completion.*

U.S. HEALTHCARE COVID-19 PORTAL OMB No. [REDACTED] Expires: 08/31/2024 Welcome, [REDACTED] POWERED BY TeleTracking

VDH PHARMACY SERVICES 101 N 14TH ST RICHMOND, VA, 23219
 CCN: NPI: AHA: -- NHSN OrgID: -- Facility Type: Therapeutics Patient Contact Number: [REDACTED]

Capacity & Utilization Team

DOWNLOAD HISTORY **NEW ENTRY**

Daily Compliance (Last 14 Days)

TODAY: JANUARY 26, 2022	JANUARY 25, 2022 Tue	JANUARY 24, 2022 Mon	JANUARY 23, 2022 Sun	JANUARY 22, 2022 Sat	JANUARY 21, 2022 Fri	JANUARY 20, 2022 Thu	JANUARY 19, 2022 Wed
No Entries + ADD ENTRY	Compliance N/A Data Not Required	Compliance N/A Data Not Required	Compliance N/A Data Not Required	Compliance N/A Data Not Required	Compliance N/A Data Not Required	Compliance N/A Data Not Required	Not Compliant 6 Fields Missing

*This preliminary compliance view is provided for informational purposes to facilitate reporting completeness. The compliance status displayed here is unofficial and advisory, and may not represent the entirety of the data submissions for a CMS CCN entity. Official data reporting compliance is determined by HHS/CMS and provided through the official government communications and platforms.

- c. On the New Capacity & Utilization Entry page, ensure that date for the **Entering Data For** drop-down is accurate. You can either submit the entry via the web form or upload a data file. The steps below are for web entry.

- d. Scroll down to the **Therapeutics** section, which may look like the following. *Please note that therapeutic reporting data fields are subject to change based on product availability and efficacy against COVID-19 variants.*

New Capacity & Utilization Entry For January 26, 2022

Therapeutics

Note: For fields 39a - 40d below, report one time a week on Wednesday.

Casirivimab (REGN10933) / Imdevimab (REGN10987) (Therapeutic A)	Bamlanivimab and Etesevimab (Therapeutic C)	Sotrovimab (Therapeutic D)
39a. Current inventory on hand (in courses) Unknown	40a. Current inventory on hand (in courses) Unknown	40c. Current inventory on hand (in courses) Unknown
39b. Courses used in the last week Unknown	40b. Courses used in the last week Unknown	40d. Courses used in the last week Unknown

SUBMIT CANCEL

e. Update the current inventory on-hand (in courses) and courses used in the previous week for Regen-COV (Casirivimab/Imdevimab). For administered doses, the reporting week is Wednesday to Tuesday.

- Regen-COV Course Calculator:
 - 2.5 mL vials: 4 vials of casirivimab + 4 vials of imdevimab = 1 Patient Course
 - 11 mL vials: 1 vial of casirivimab + 1 vials of imdevimab = 1 Patient Course
 - Dose Packs: 1 packed dose = 1 patient course

**Casirivimab (REGN10933) /
Imdevimab (REGN10987)
(Therapeutic A)**

39a. Current inventory on hand (in courses) i

^
v

39b. Courses used in the last week i

^
v

f. Update the current inventory on-hand (in courses) and courses used in the previous week for BAM/ETE (Bamlanivimab/Etesevimab). For administered doses, the reporting week is Wednesday to Tuesday.

- BAM/ETE Course Calculator:
 - 1 vial of bamlanivimab + 2 vials of etesevimab = 1 Patient Course
 - 1 vial of combined bamlanivimab/etesevimab = 1 Patient Course

Bamlanivimab and Etesevimab (Therapeutic C)

40a. Current Inventory on hand (in courses) i

^
v

40b. Courses used in the last week i

^
v

- g. Update the current inventory on-hand (in courses) and courses used in the previous week for Sotrovimab. For administered doses, the reporting week is Wednesday to Tuesday.
- Sotrovimab Course Calculator
 - 1 vial of sotrovimab (500 mL) = 1 Patient Course

Sotrovimab (Therapeutic D)

40c. Current Inventory on hand (in courses) i

Unknown
^
v

40d. Courses used in the last week i

Unknown
^
v

- h. After completing all required fields, click **Submit** to submit your report.

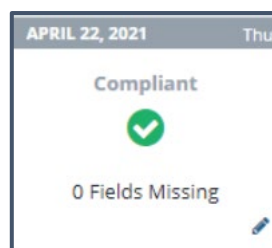
New Capacity & Utilization Entry For **January 26, 2022** SUBMIT CANCEL

Therapeutics

Note: For fields 39a - 40d below, report one time a week on Wednesday.

Casirivimab (REGN10933) / Imdevimab (REGN10987) (Therapeutic A)	Bamlanivimab and Etesevimab (Therapeutic C)	Sotrovimab (Therapeutic D)
39a. Current inventory on hand (in courses) i	40a. Current inventory on hand (in courses) i	40c. Current Inventory on hand (in courses) i
5 ^ v	15 ^ v	25 ^ v
39b. Courses used in the last week i	40b. Courses used in the last week i	40d. Courses used in the last week i
10 ^ v	20 ^ v	30 ^ v

- i. Return to the homepage and ensure that all reporting dates are showing a **green** checkmark and say **Compliant**.



- j. You have successfully completed the reporting process for this week.

