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 bamalanivimab/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


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


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

Remove User from Facility Account


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

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**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.*

![Image of data entry page]

- 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.

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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.*

![Image of therapeutics section]

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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

f. Update the current inventory on-hand (in courses) and courses used in the previous week for BAM/ETE (Bamlanivimab/Etsevimab). 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
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 Course Calculator](image)

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

![New Capacity & Utilization Entry For January 26, 2022](image)

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

![Compliant](image)

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