

# CORONAVIRUS DISEASE 2019 (COVID-19)

## DAILY REPORTING OF COVID-19 LAB TESTS TO FEMA



**Audience: Laboratory Leaders**

**Revision Date:** April 14, 2020

**Version: #2**

### Daily Reporting of COVID-19 Lab Tests to FEMA

On March 29, 2020, a letter was issued by Vice President Mike Pence and the White House Coronavirus Task Force to the nation's hospitals requesting hospitals begin **reporting COVID-19 laboratory testing data results performed by hospitals in 'in-house' laboratories** on a daily basis to the Federal Emergency Management Agency (FEMA).

On April 10, 2020, Secretary of Health & Human Services (HHS) Alex M. Azar II and FEMA Administrator Gaynor sent a letter to all hospital administrators outlining changes in the daily reporting, including additional options for hospitals to consider in reporting the requested information.

#### Hospitals That Perform COVID-19 Tests Using an In- House Laboratory

**Submission of the Excel template spreadsheet to the designated FEMA email inbox has been discontinued.** Hospitals now have three (3) options to daily report this data.

**Option 1:** Submission of data via a unique, hospital-specific online link and secure form via the HHS Protect System portal.

- A message and a unique link was sent by email the weekend of April 11-12 from HHS.gov to the American Hospital Association's point of contact (e.g. administrative leader) for your hospital
- Click the link to access a hospital-specific secure form
- Enter the necessary information; click submit and confirm that the form has been successfully sent. A confirmation email will be sent to the point of contact from the HHS Protect System.
- Save or bookmark the link provided; the same link will be used to report each day.

**Option 2:** Hospitals that are reporting complete lab testing information daily to their State do not have to report the same information FEMA, **provided their State has received written notification from their Regional FEMA Administrator confirming the reporting requirements are being met.**

- If using this option, obtain and maintain a copy of the written notification from the FEMA Regional Administrator to the State confirming that the State is delivering the daily reports to HHS for all hospitals in the State.
- Follow your State's instructions for daily reporting of testing data to the State's designated data collection portal.

**Option 3:** Authorize your hospital's IT vendor or other designated third party to submit the data to HHS/CDC

- Receive a written confirmation from HHS that the assigned unique link and secure form process as outlined in Option 1 is working successfully.
- Until the hospital receives written confirmation, utilize Option 1 or Option 2 to report the data.

### **Laboratory Testing Data to be Reported**

The following data are to be reported daily:

1. New Diagnostic Tests Ordered (Midnight to midnight cutoff, tests ordered on previous date queried)
2. Cumulative Diagnostic Tests Ordered (All tests ordered to date.)
3. New Tests Resulted (Midnight to midnight cutoff, test results released on previous date queried)
4. Cumulative Tests Performed (All tests with results released to date)
5. New Positive COVID-19 Tests (Midnight to midnight cutoff, positive test results released on previous date queried)
6. Cumulative Positive COVID-19 Tests (All positive test results released to date)
7. New Negative COVID-19 Tests (Midnight to midnight cutoff, negative test results released on previous date queried)
8. Cumulative Negative COVID-19 Tests (All negative test results released to date)

### **How often should hospitals submit the data?**

This data should be submitted by 5PM ET daily. All testing data should include test results that were completed during the previous day with a midnight cutoff.

### **Testing Data: Hospitals that Perform a Portion of COVID-19 Tests Using an In House Laboratory**

**How should hospitals that perform a portion of tests “in house” and send a portion of tests to commercial labs and/or State Public Health Labs report this data?**

The portion of tests that are performed “in house” should be reported through the HHS Protect System. See above for reporting details concerning “in house” tests. The portion of tests that are sent to one of the six (6) commercial labs listed below or that are sent to your State Public Health lab do not need to be reported through the HHS Protect System. **However, if the hospital send tests to a commercial lab not listed on the below list, you should report those tests using the HHS Protect System.**

### **Testing Data: Hospitals that Send COVID-19 Tests to Commercial Laboratories**

**Do hospitals that send tests to commercial laboratories need to report data using this system?**

All hospitals should report data on COVID-19 testing performed in Academic/University/Hospital “in house” laboratories. If all of your COVID-19 testing is sent out to private labs and performed by one of the commercial laboratories on the list below, you do not need to report using the HHS Protect System.

**If you have COVID-19 testing that is sent out to private labs and performed by a commercial laboratory not listed, you should report this testing using the HHS Protect System.**

**Commercial laboratories:** LabCorp, BioReference Laboratories, Quest Diagnostics, Mayo Clinic Laboratories, ARUP Laboratories, and Sonic Healthcare.

### **Testing Data: Hospitals that Send COVID-19 Tests Data to State Public Health Laboratories**

#### **Do hospitals that send tests to State Public Health Laboratories need to report data using this system?**

All hospitals must report data on COVID-19 testing performed in Academic/University/Hospital “in house” laboratories. If all of your COVID-19 testing is sent out to and performed by State Public Health laboratories, you do not need to report using the HHS Protect System.

### **Technical Assistance for Hospitals**

#### **Who do hospitals contact if they experience any technical issues?**

Please email your question to [Protect-ServiceDesk@hhs.gov](mailto:Protect-ServiceDesk@hhs.gov). Your question will be answered as soon as possible.

Contact John Hilton, VP Laboratory Services, [John.Hilton@trinity-health.org](mailto:John.Hilton@trinity-health.org) with any questions.



hhs letter to  
hospital administrat