

Contact Tracing Checklist

Here are the steps you need to complete to provide contact tracing services with the scope of our grant:

Watch the CBO General Onboarding Video (30 Minutes)

[English Version](#)

[Spanish Version](#)

Watch the CBO Contact Tracing Onboarding Training (45 Minutes)

[English Version](#)

[Spanish Version](#)

Register and attend the OHA Fundamentals Contact Tracing Training (Full Day Training)

English Training Sessions:

Part 1: Tuesdays 9 a.m. – 12:30 p.m.

Part 2: Wednesdays 1 p.m. – 4:30 p.m.

Training is available in Spanish as a full-day course (9 a.m. – 4:30 p.m.) on Mondays upon request. La capacitación está disponible en español los lunes como curso de día completo (9 a.m. - 4:30 p.m.) por solicitud.

You must register. Here is how you register:

- CBO supervisors should email your Community Engagement Coordinator a list of your staff or volunteers who you would like to attend a training. For English sessions, email your list to your CEC by Monday at 3pm. For Spanish sessions, email your request along with available dates to your CEC who will coordinate with the Training team.

Send this information to your CEC:

- Date of training your staff would like to attend
- All Names of people would like to attend
- Email Address for all the people who are registering
- Accessibility accommodations needed. This could be closed captioning, ASL and more.

Example Registration email:

Dear CEC,

Please register these staff for the full day contact tracing training:

- Wednesday, October 7, 2020
- Jane Smith, Naveed Abram
- jsmith@org.com naveed@org.com

- Requesting closed captioning

- Each of your staff or volunteers who are registered will receive a registration link from training.support@dhsosha.state.or.us. NOTE: Each link is unique, so they can't be forwarded to others because of tracking purposes.
- **Your staff member must click the registration link and register for the class. They should do this as soon as possible. Registration closes 3pm the day before the training.**
- After registering participants will get the training link and training materials emailed to them.

**Complete the online Information Security and Awareness Privacy Training (30-40 minutes)
(Training available in both English and Spanish)**

- You must use Firefox, Edge or Chrome to use iLearn.
- Go to the webpage: <https://ilearn.oregon.gov>
- Click "Create Account" and follow the [How to Create a new iLearn Account](#).
- If you already have an account, you will have to make sure your organization is listed as an OHA Partner. See [How to Change your iLearn Organization to OHA Partner](#).
- Search for training or use link below:
 - For English training: DAS – EIS 2021 Information Security Training: Foundations
<https://ilearn.oregon.gov//DL.aspx?id=683E0EBEDD6A4720B82E0FDB88C42135>
 - For Spanish training: DHSOHA - ISPO - 2020 Conciencia sobre la privacidad y la seguridad de la información
<https://ilearn.oregon.gov/dl.aspx?id=D473679D0CDC4B1B80F36F420AFE96D7>
- Click "Open Item" to start the course
- After the course is completed, please save the course certificate as a pdf and send to your supervisor.

Watch the Patient Confidentiality and Reportable Diseases Video (3 minutes)

[English Version](#)

[Spanish Version](#)

For more information on Contact Tracing resources and training, please visit
<https://www.oregon.gov/oha/covid19/Pages/Contact-Tracing-Resources.aspx>

Questions? Concerns? Please email your community engagement coordinator or
Community.Covid19@dhsosha.state.or.us

ARIAS Training and Access

Each CBO needs to have a sign ARIAS Entity Agreement with OHA before taking the steps below to gain ARIAS access. This will be required for all contact tracers who will also be entering data into the ARIAS system:

- Review and complete the [ARIAS Confidentiality Agreement](#)**

Note: The Overall Responsible Party section should be left blank. OHA will complete this section.

- Your contact tracing supervisor should complete and submit the [ARIAS Readiness Form](#)**

Each user will have to confirm that they have taken the following training:

1. OHA Fundamentals Contact Tracing Training
2. Information Security and Awareness Privacy Training
3. Patient Confidentiality and Reportable Diseases Video

The ARIAS Confidentiality Agreement for each user also needs to be attached to this form.

- Once you have access to ARIAS, please take the training through the [ARIAS Training Videos](#), linked on the [ARIAS website](#).**

A live orientation is also available for additional support.

For more information on ARIAS Access and training, please visit <https://www.oregon.gov/oha/covid19/Pages/ARIAS.aspx>

Questions? Concerns? Please email your community engagement coordinator or Community.Covid19@dhsoha.state.or.us