

How to Use the OHA COVID-19 Reporting Portal (OCRP)

Table of Contents

How to Use the OHA COVID-19 Reporting Portal (OCRP)	2
Submitter Information	2
Provider Information	3
Patient Information	4
Race, Ethnicity, Language, and Disability (REALD)	5
REAL-D – Race Questions	6
REAL-D – Language Questions	7
REAL-D – Disability Questions	9
Sexual Orientation and Gender Identity (SOGI)	10
Clinical Details / Clinical Status / Exposure Risks	11
Testing Details	12
Multisystem Inflammatory Syndrome in Children (MIS-C)	13
Multisystem Inflammatory Syndrome in Adults (MIS-A)	14
Printing the Report for Your Records	15
Submitting Another File / Confirmation Code	16
Email Notification	
Other Questions?	18

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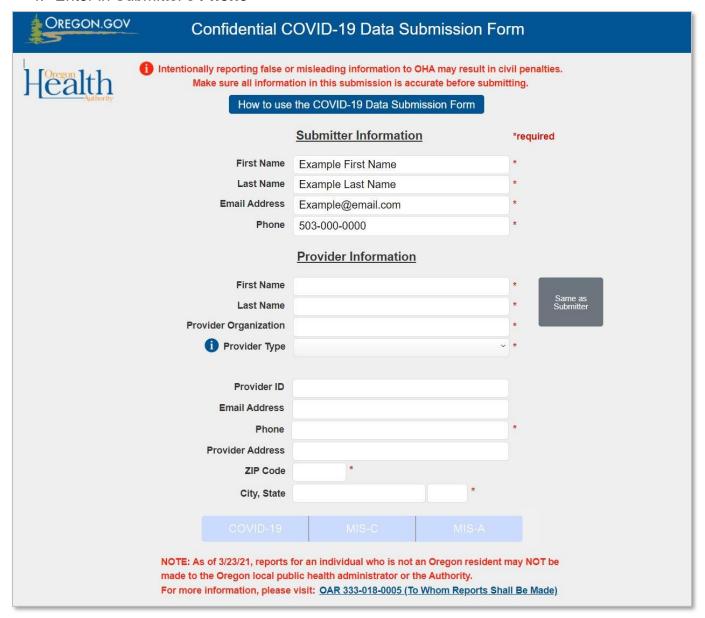


How to Use the OHA COVID-19 Reporting Portal (OCRP)

The OHA COVID-19 Reporting Portal (OCRP) is located here: OHA COVID-19 Reporting Portal Other methods to report COVID-19 cases are located here: The Oregon ELR Project

Submitter Information

- 1. Enter in Submitter's First Name
- 2. Enter in Submitter's Last Name
- 3. Enter in Submitter's Email Address
- 4. Enter in Submitter's Phone





Provider Information

- 1. Enter in Provider's First Name
- 2. Enter in Provider's Last Name

NOTE: If the submitter and provider is the same, you can use the **Same as Submitter** button.

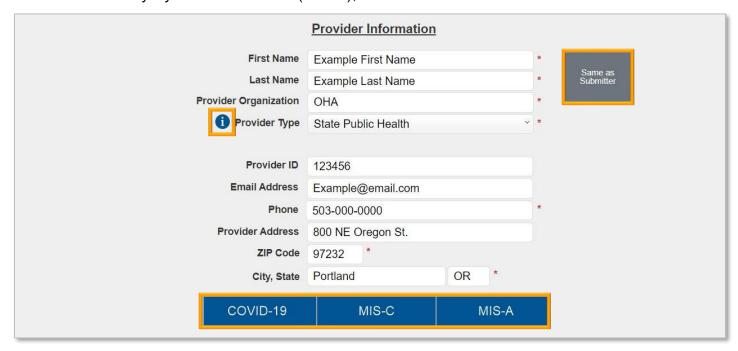
- 3. Enter in **Provider Organization**
- 4. Select the Provider Type

NOTE: Click on the white and blue *i* button to see the definitions of each provider type.

- 5. Enter in Provider ID
- 6. Enter in Provider's Email Address
- 7. Enter in Provider's Phone
- 8. Enter in Provider's Address
- 9. Enter in Provider's **ZIP Code**

NOTE: City and **State** will automatically populate based on the **ZIP Code**.

10. If you're entering in COVID-19 information, click on the **COVID-19** button. If you're entering in information regarding Multisystem Inflammatory Syndrome in Children (MIS-C) or Multisystem Inflammatory Syndrome in Adults (MIS-A), click on either the **MIS-C** or **MIC-A** button.





Patient Information

- 1. Enter in Patient's First Name
- 2. Enter in Patient's Middle Name
- 3. Enter in Patient's Last Name
- 4. Enter in Patient's Date Of Birth

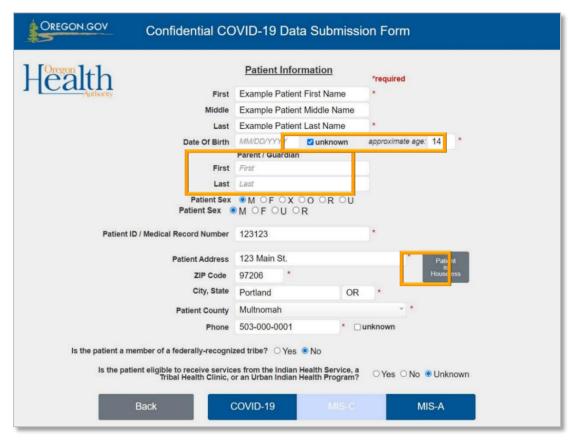
NOTE: If the date of birth is unknown, click the **unknown** checkbox, and enter in the **approximate age**.

NOTE: If the patient is under 15 years old, enter in **Parent / Guardian** information.

5. Select the Patient's Sex

NOTE: F will prompt a yes/no pregnancy question

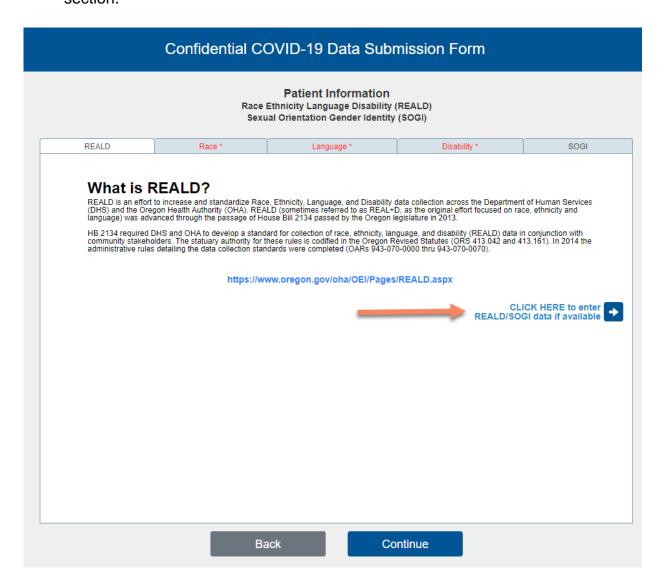
- 6. Enter in Patient ID, Medical Record Number or other applicable ID.
- 7. Enter in **Patient's Address**, **ZIP Code**, **City**, **State**, and **County NOTE:** If the patient is houseless, please use the **Patient is Houseless** button. Uncheck 'unknown' next to phone if person has a phone number.
- 8. Enter in Patient's Phone
- 9. Select whether the patient is a member of a federally recognized Tribe and/or whether the patient is eligible to receive tribal health services
- 10. Click on Continue





Race, Ethnicity, Language, and Disability (REALD)

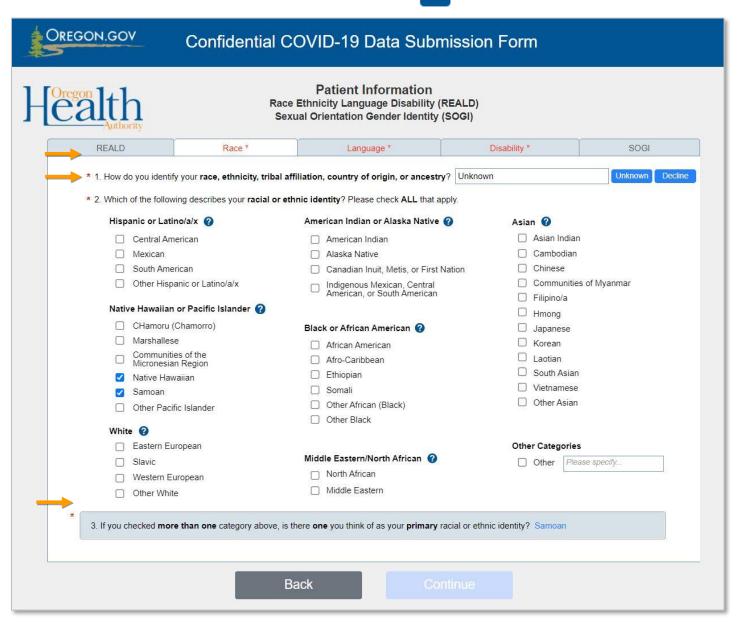
- Start by clicking on the blue and white arrow "CLICK HERE to enter REALD/SOGI data if available"
- 2. Users are also able navigate to the pages by clicking the Race, Language, Disability, and SOGI tab.
- 3. Clicking **Continue** will bypass REALD/SOGI collection and go directly to the clinical details section.





REALD - Race Questions

- Enter in how the patient identifies their race, ethnicity, tribal affiliation, county of origin or ancestry for question 1
- 2. Select how the patient describes their racial or ethnic identity for question 2
- 3. If two or more racial or ethnic identities were selected, select the patient's primary racial or ethnic identity for question 3
- 4. Click on the **Language** tab or the navigation arrow to move to the next screen.





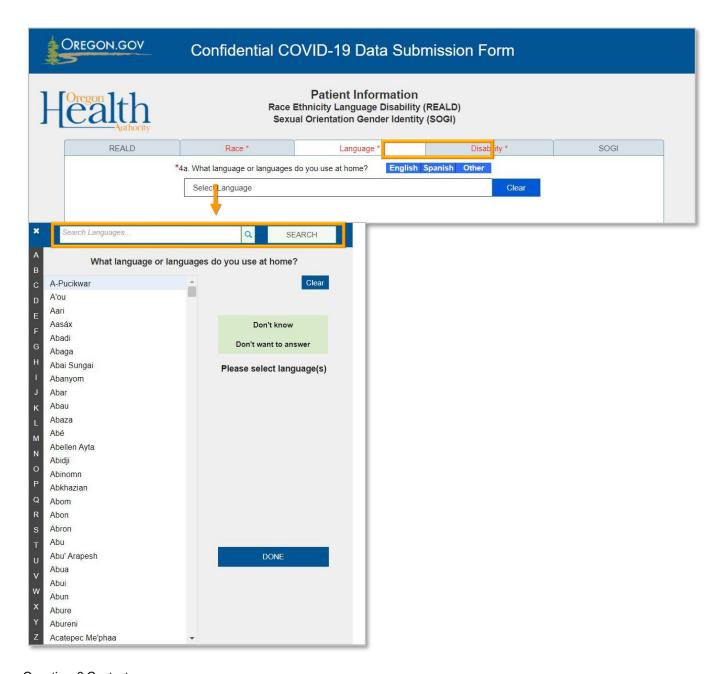
REALD - Language Questions

1. Select an answer for What language or languages the patient uses at home?

NOTE: You can select multiple languages for this question.

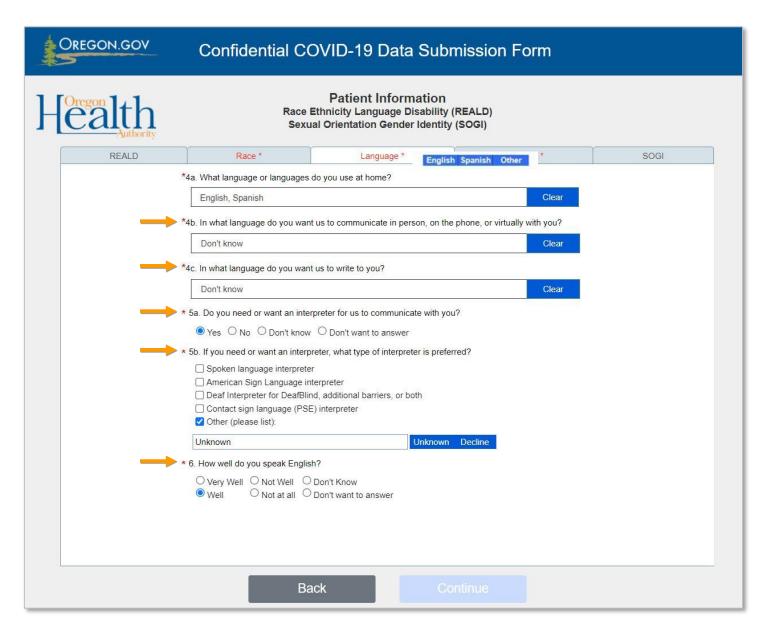
NOTE: If just **English** is selected, you do not need to answer the rest of the Language questions.

NOTE: You can use the **English**, **Spanish**, and **Other** buttons to quickly select **English** and/or **Spanish**.





- 2. Select a language for In what language do you want us to communicate in person, on the phone, or virtually with you?
 - **NOTE:** You can only select one language for this question.
- Select a language for In what language do you want us to write to you?
 NOTE: You can only select one language for this question.
- 4. Select an answer for **Do you need or want an interpreter for us to communicate with you? NOTE:** If the patient needs or wants an interpreter, select what type of interpreter is preferred.
- 5. Select an answer for **How well do you speak English?**
- 6. Click the **Disability** tab or the navigation arrow to move to the next screen.





REALD - Disability Questions

- Answer all disability questions
 NOTE: If the patient's age is less than 5 or 15 years old, you do not need to answer the questions for ages 5 and/or 15 years and up.
- 2. Click on the **SOGI** tab or the navigation arrow to move to the next screen.



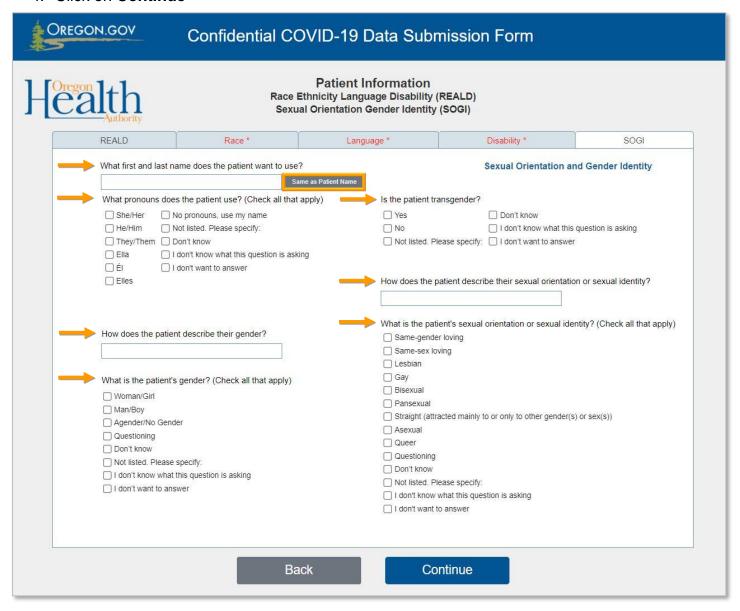


Sexual Orientation and Gender Identity (SOGI)

3. Answer all 7 SOGI questions

NOTE: You can use the **Same as Patient Name** button to populate the patient's name for the question **What first and last name does the patient want to use?**

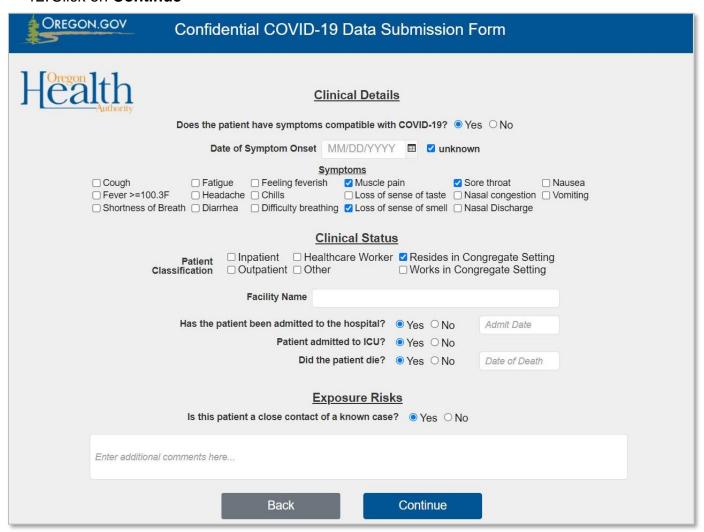
4. Click on Continue





Clinical Details / Clinical Status / Exposure Risks

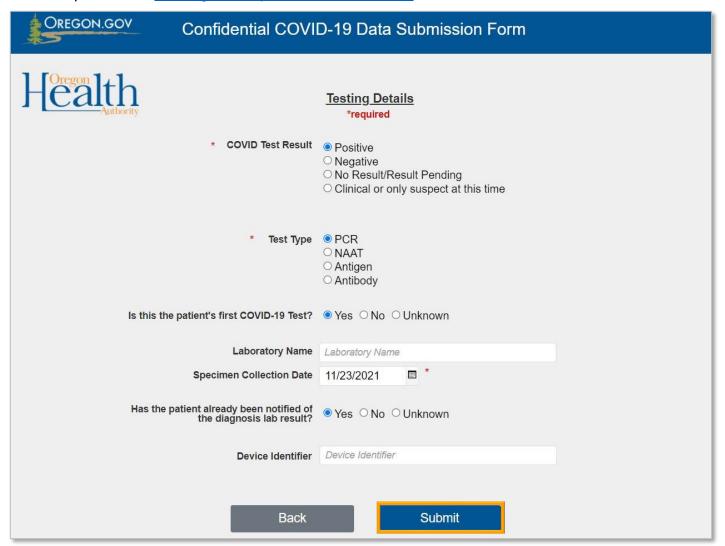
- 1. Select whether the patient has symptoms compatible with COVID-19
- 2. Enter in Date of Symptom Onset
- 3. Select all symptoms that apply
- 4. Select Patient Classification
- 5. Enter in the Facility Name
- 6. Select whether the patient has been admitted to a hospital
- 7. Enter in Admit Date
- 8. Select whether the patient has been admitted to ICU
- 9. Select whether the patient has died
- 10. Enter in Date of Death
- 11. Select whether the patient is a close contact of a known case
- 12. Click on Continue





Testing Details

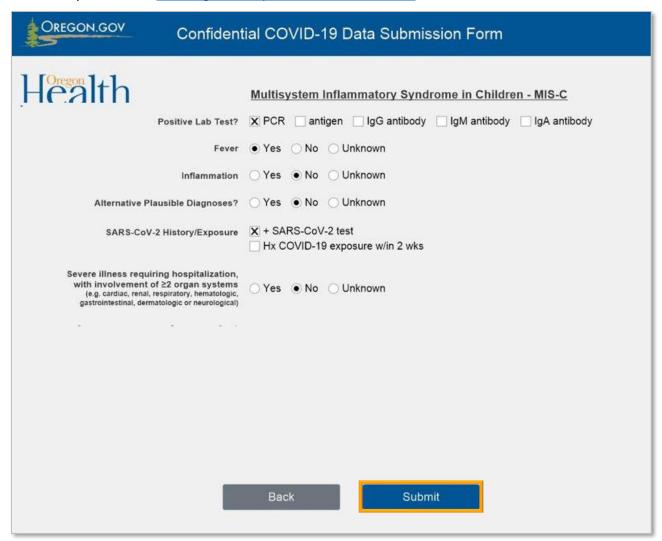
- 1. Select the COVID Test Result
- 2. Select the **Test Type**
- 3. Select whether if it was the patient's first COVID-19 test
- 4. Enter in Laboratory Name
- 5. Enter in Specimen Collection Date
- 6. Select whether the patient has already been notified of the diagnosis lab result
- 7. Enter in **Device Identifier**
- Review all information from all sections and confirm the information is correct and accurate
 NOTE: Once you click on Submit, you will not be able to edit your submission. Please review
 your submission first.
- 9. Click on Submit
- 10. Skip ahead to Printing the Report for Your Records





Multisystem Inflammatory Syndrome in Children (MIS-C)

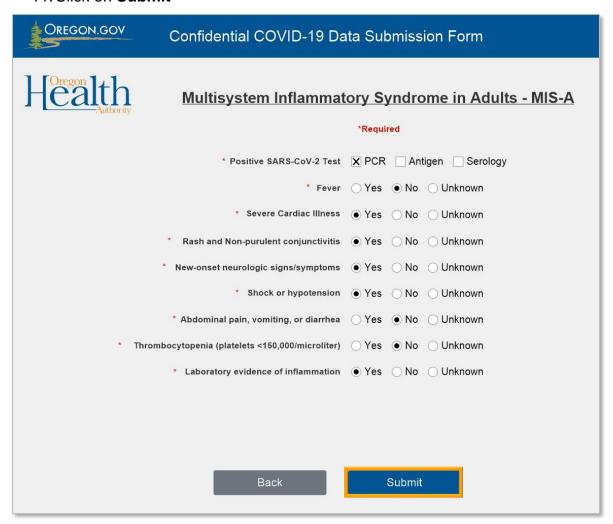
- 1. Select the **Positive Lab Test**
- 2. Select whether the patient had a Fever
- 3. Select whether the patient had an Inflammation
- 4. Select whether the patient had an Alternative Plausible Diagnoses
- 5. Select the SARS-CoV-2 History/Exposure
- Select whether the patient had a Severe illness requiring hospitalization with involvement of ≥2 organ systems
- Review all information from all sections and confirm the information is correct and accurate NOTE: Once you click on Submit, you will not be able to edit your submission. Please review your submission first.
- 8. Click on Submit
- 9. Skip ahead to Printing the Report for Your Records





Multisystem Inflammatory Syndrome in Adults (MIS-A)

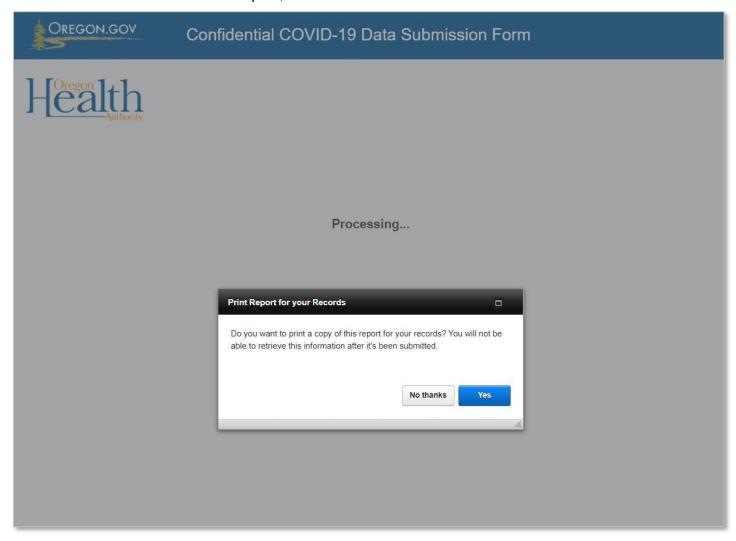
- 1. Select the Positive SARS-Cov-2 Test
- 2. Select whether the patient had a Fever
- 3. Select whether the patient had a Severe Cardiac Illness
- 4. Select whether the patient had a Rash and Non-purulent conjunctivitis
- 5. Select whether the patient had a **New-onset neurologic signs/symptoms**
- 6. Select whether the patient had Shock or hypertension
- 7. Select whether the patient had **Abdominal pain**, **vomiting**, **or diarrhea**
- 8. Select whether the patient had Thrombocytopenia (platelets <150,000/microliter)
- 9. Select whether the patient had Laboratory evidence of inflammation
- 10. Review all information from all sections and confirm the information is correct and accurate NOTE: Once you click on Submit, you will not be able to edit your submission. Please review your submission first.
- 11. Click on Submit





Printing the Report for Your Records

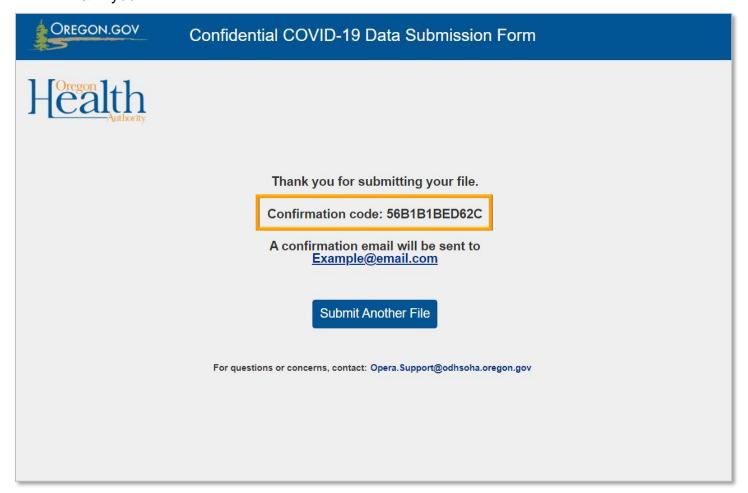
- 1. To print the report for your records, click Yes in the popup box
- 2. Once you have printed the report, click Done
- 3. To exit or submit another report, click No thanks





Submitting Another File / Confirmation Code

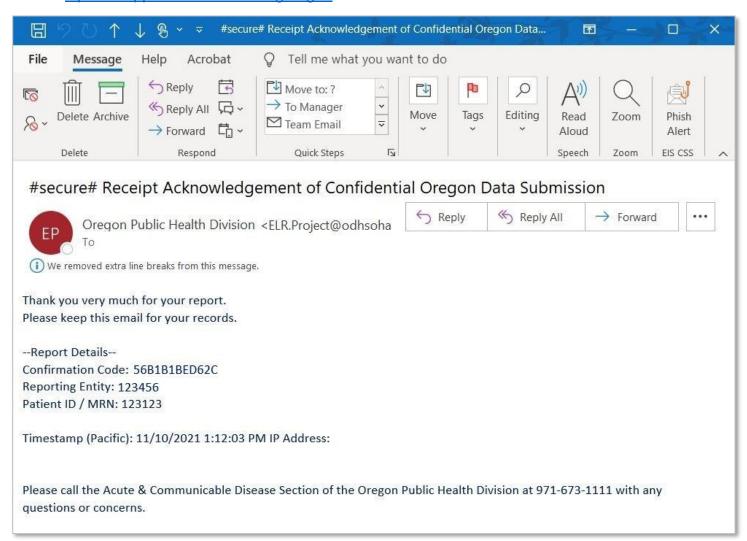
- Keep track of the Confirmation code
 NOTE: For assistance with your submission, you will need this confirmation code.
- 2. To submit another file, click on Submit Another File
- 3. To exit, close your browser
- 4. Thank you!





Email Notification

- Once you have submitted a report, you will receive a secure email with the subject:
 #secure# Receipt Acknowledgement of Confidential Oregon Data Submission
- This email is automatically sent from ELR.Project@odhsoha.oregon.gov after each submission.
- If you have trouble opening this secure email, please contact Opera.Support@odhsoha.oregon.gov





Other Questions?

For any technical assistance, please contact Opera.Support@odhsoha.oregon.gov.

Please include the confirmation code of the submission (you can find this code in the secure email that was sent to you after your OCRP submission).

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