

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

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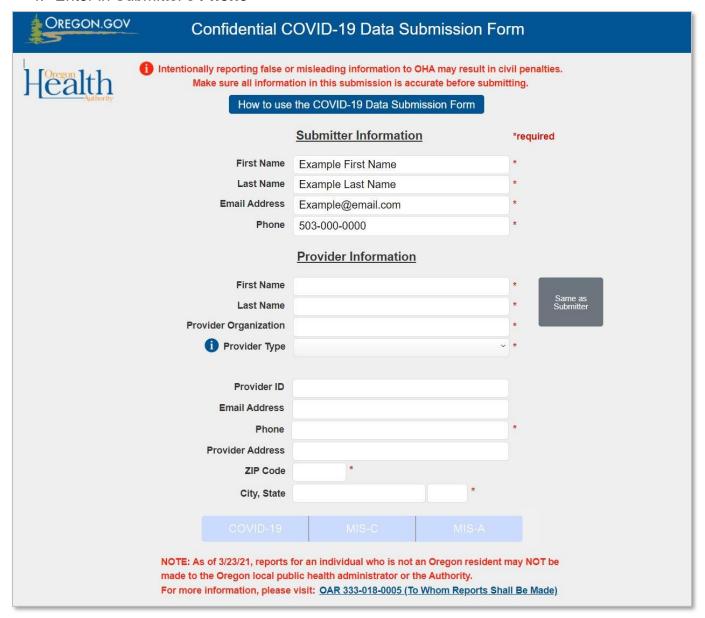


How to Use the OHA COVID-19 Reporting Portal (OCRP)

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.

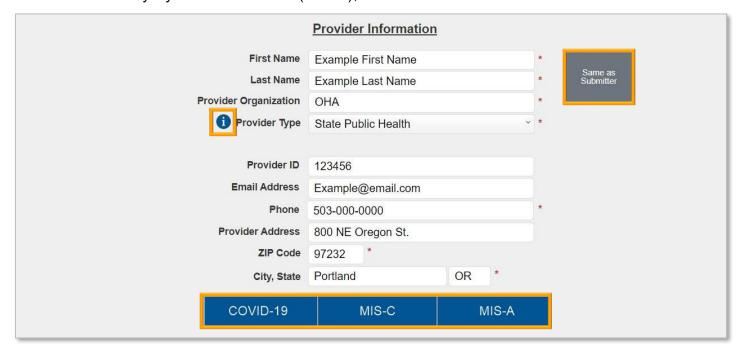
- 3. Enter in **Provider Organization**
- 4. Select the Provider Type

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

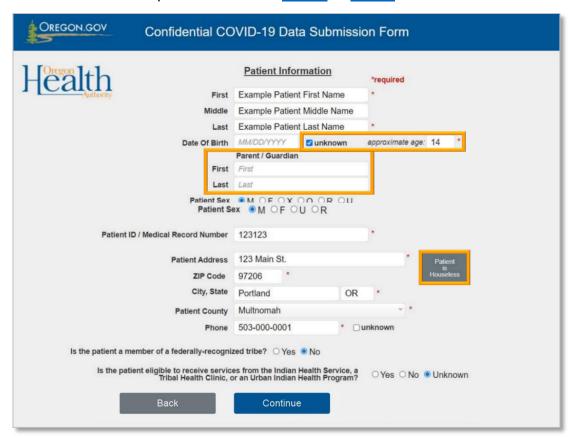
- 1. Enter in Patient's First Name
- 2. Enter in Patient's Middle Name
- 3. Enter in Patient's Last Name
- 4. Enter in Patient's Date Of Birth

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
- 6. Enter in Patient ID / Medical Record Number
- 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.
- 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

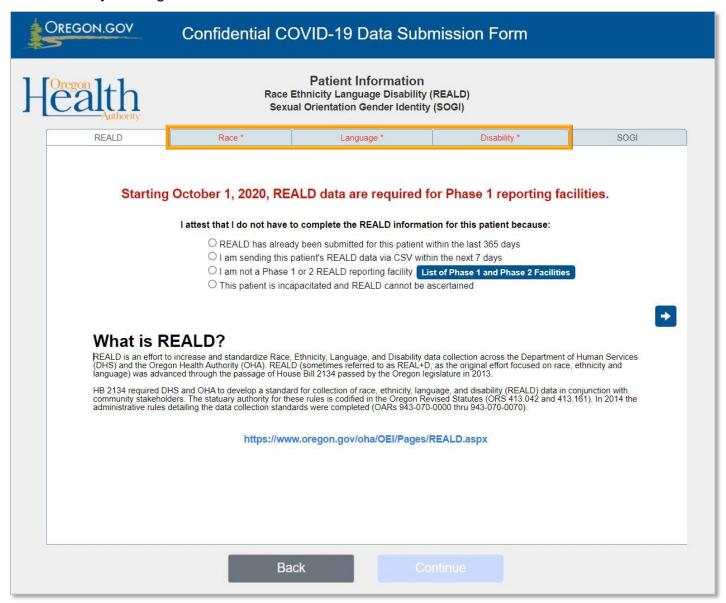
NOTE: If you are submitting a MIS-C or MIS-A report, you do not need to complete REAL-D and SOGI. Skip ahead to either MIS-C or MIS-A.





Race, Ethnicity, Language, and Disability (REAL-D)

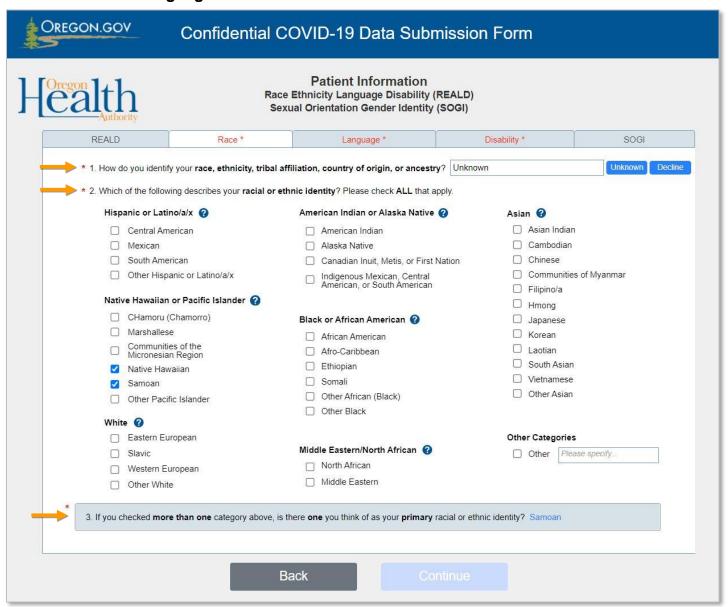
- 1. If you are exempt from collecting Race, Ethnicity, Language, and Disability (REAL-D) information from this patient, select the reason why and click on **Continue**. Skip ahead to Clinical Details / Clinical Status / Exposure Risks
- 2. If none of the selections apply, use the navigation tabs to answer all REAL-D questions NOTE: All REAL-D questions are required. REAL-D is an effort to increase and standardize data collection of demographic information. This information is used to address health inequities between diverse communities, to ensure that we reach those who are most at risk. Information regarding REAL-D can be found here: What is REAL-D?
- 3. Start by clicking on the Race tab





REAL-D - 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
- 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





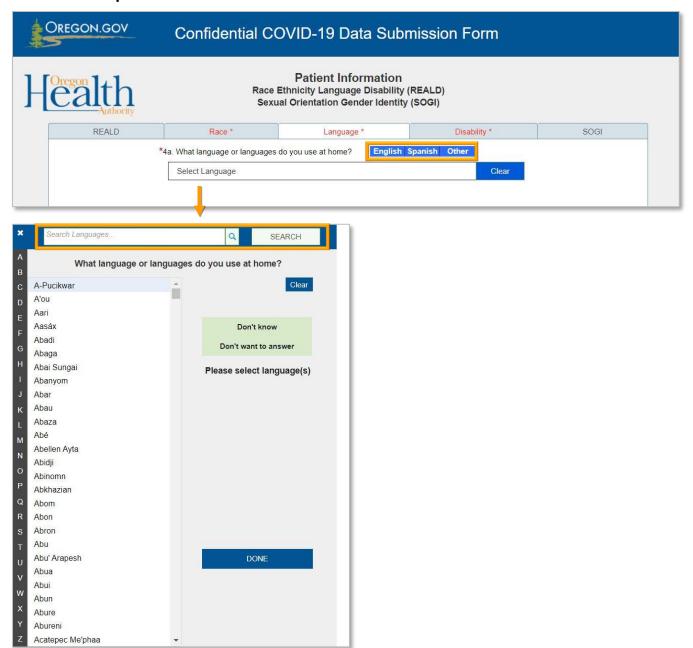
REAL-D - Language Questions

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

NOTE: You can select multiple languages for this question.

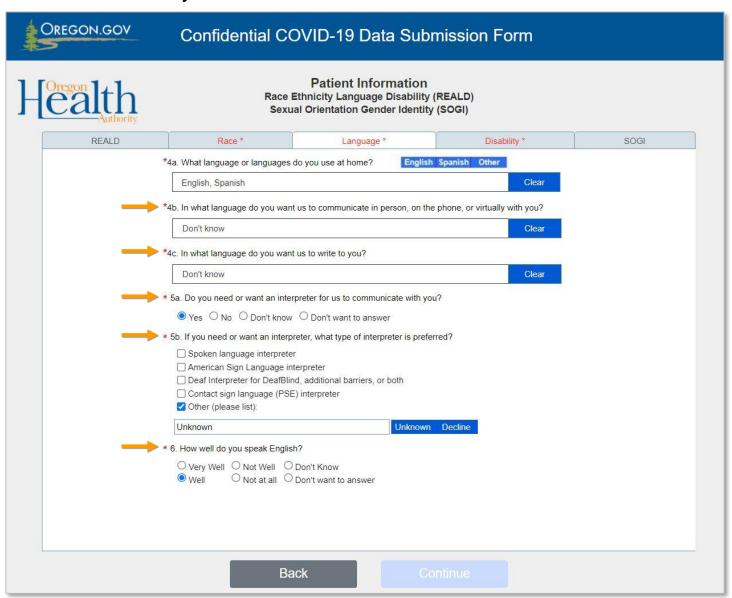
NOTE: If just **English** is selected, you do not need to answer the rest of the Language questions.

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





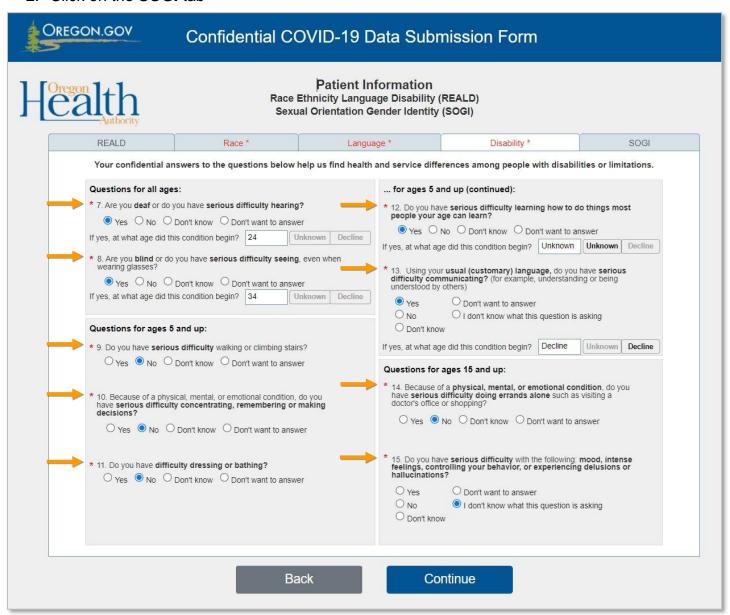
- 2. Select a language for In what language do you want us to communicate in person, on the phone, or virtually with you?
 - **NOTE:** You can only select one language for this question.
- 3. Select a language for **In what language do you want us to write to you? NOTE:** You can only select one language 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





REAL-D - Disability Questions

- Answer all disability questions 7-15
 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





Sexual Orientation and Gender Identity (SOGI)

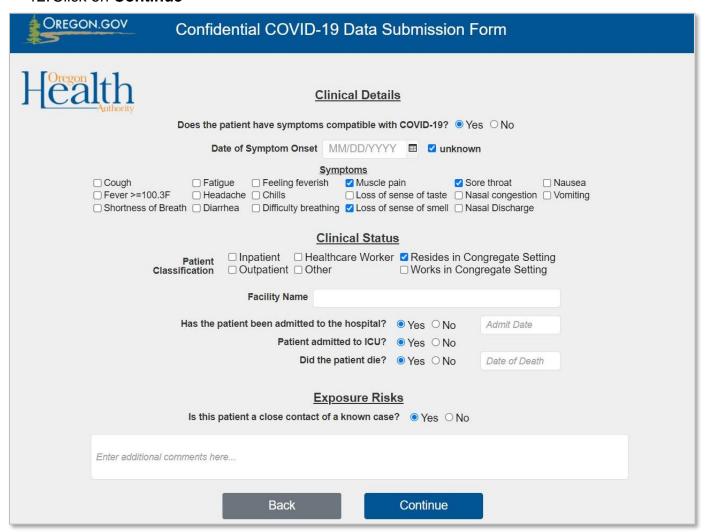
- Answer all 7 SOGI questions
 NOTE: You can use the Same as Patient Name button to populate the patient's name for the question What first and last name does the patient want to use?
- 2. Click on Continue





Clinical Details / Clinical Status / Exposure Risks

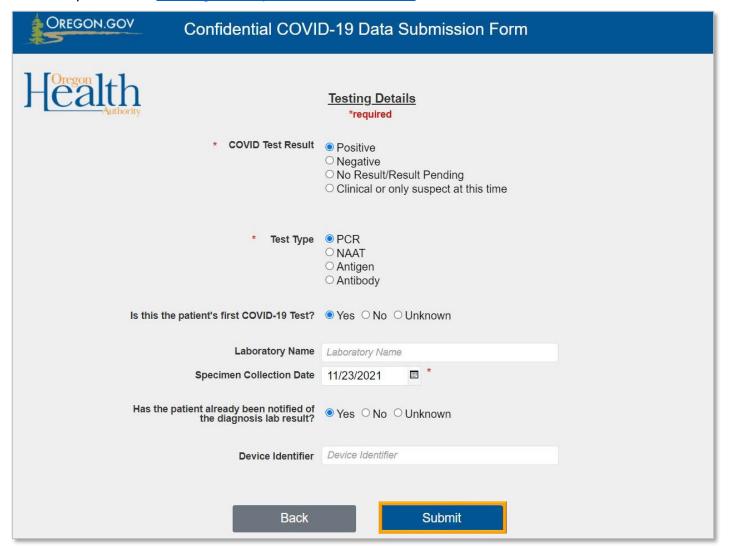
- 1. Select whether the patient has symptoms compatible with COVID-19
- 2. Enter in Date of Symptom Onset
- 3. Select all symptoms that apply
- 4. Select Patient Classification
- 5. Enter in the Facility Name
- 6. Select whether the patient has been admitted to a hospital
- 7. Enter in Admit Date
- 8. 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

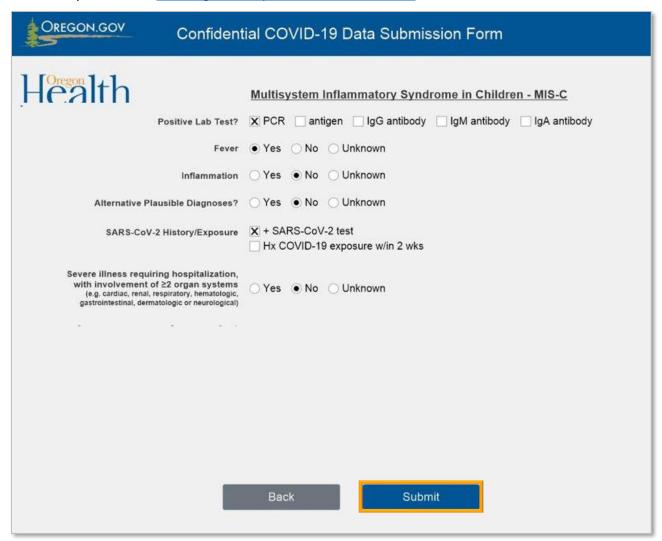
- 1. Select the COVID Test Result
- 2. Select the **Test Type**
- 3. Select whether if it was the patient's first COVID-19 test
- 4. Enter in Laboratory Name
- 5. Enter in Specimen Collection Date
- 6. Select whether the patient has already been notified of the diagnosis lab result
- 7. Enter in **Device 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)

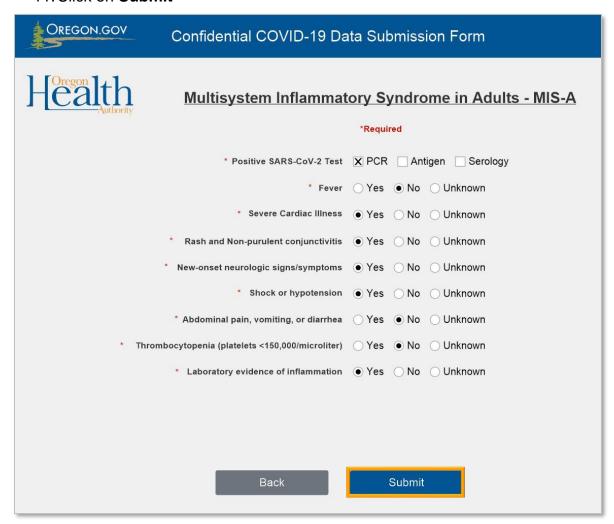
- 1. Select the Positive Lab Test
- 2. Select whether the patient had a Fever
- 3. Select whether the patient had an **Inflammation**
- 4. Select whether the patient had an Alternative Plausible Diagnoses
- 5. Select the SARS-CoV-2 History/Exposure
- Select whether the patient had a Severe illness requiring 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)

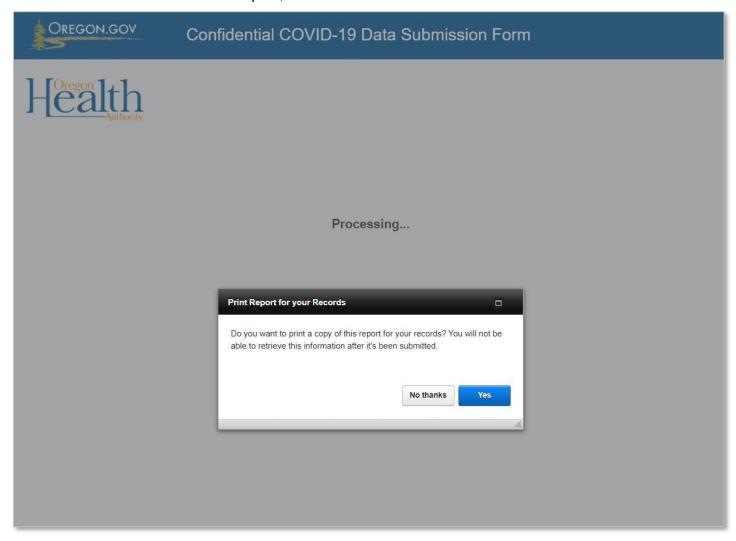
- 1. Select the Positive SARS-Cov-2 Test
- 2. Select whether the patient had a Fever
- 3. Select whether the patient had a Severe Cardiac Illness
- 4. Select whether the patient had a Rash and Non-purulent conjunctivitis
- 5. Select whether the patient had a New-onset neurologic signs/symptoms
- 6. Select 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

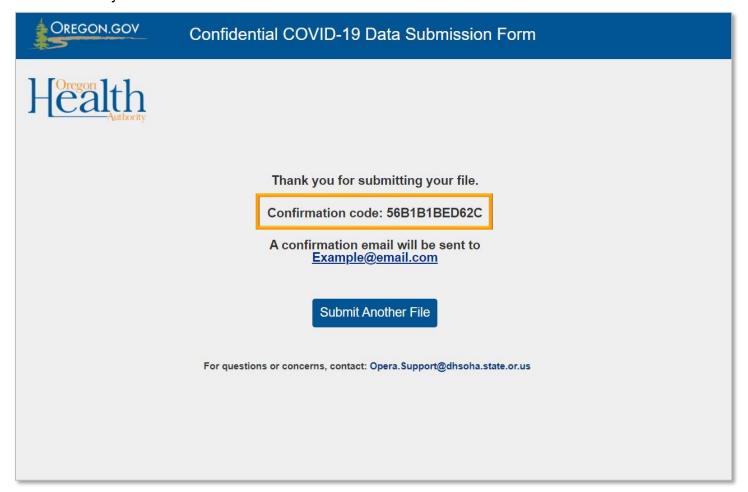
- 1. To print the report for your records, click Yes in the popup box
- 2. Once you have printed the report, click Done
- 3. To exit or submit another report, click No thanks





Submitting Another File / Confirmation Code

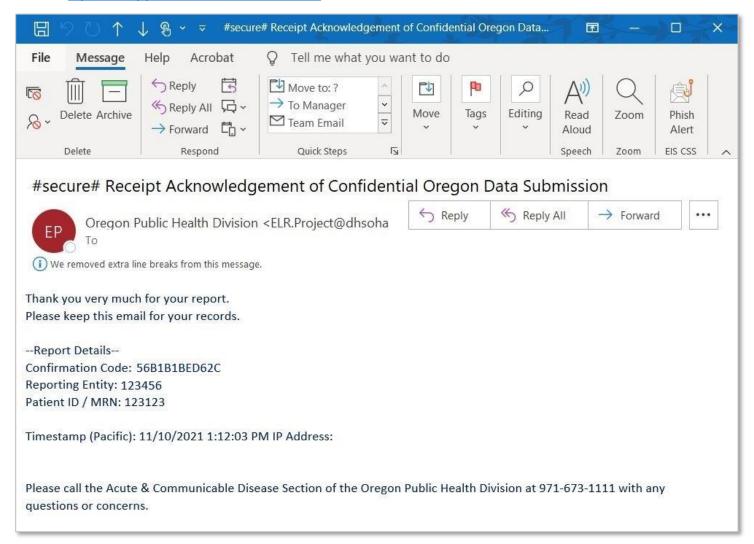
- Keep track of the Confirmation code
 NOTE: For assistance with your submission, you will need this confirmation code.
- 2. To submit another file, click on Submit Another File
- 3. To exit, close your browser
- 4. Thank you!





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@dhsoha.state.or.us after each submission.
- If you have trouble opening this secure email, please contact Opera.Support@dhsoha.state.or.us





Other Questions?

For any technical assistance, please contact Opera.Support@dhsoha.state.or.us.

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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