U.S. Health and Human Services COVID-19 Testing Program

Information Packet
Program Purpose and Overview

• U.S. Department of Health and Human Services (HHS) is funding four regional coordination centers providing COVID-19 testing access to help schools and congregate settings safely reopen, remain open, and reach underserved populations

• All supplies, shipping, and testing are **free**

• Midwest Coordination Center (MCC) provides COVID-19 testing in 16 states

• Sites are registered and paired with certified partner laboratories that provide standard swab and saliva RT-PCR testing authorized under FDA Emergency Use Authorization

• Serial screening tests of individuals who have no symptoms help to quickly identify potentially contagious cases and prevent further transmission or future outbreaks
Eligible Sites

**Schools**
- Public Schools K - 12
- Private Schools K – 12
- Historically Black Colleges and Universities

**Shelters**
- Homeless
- Domestic violence
- Faith-based
- Youth
- Family

**Youth-serving organizations**
- YMCA (some will also have shelters)
- Boys and Girls Clubs
- Boy and Girl Scouts
- 4-H
- FFA

**Correctional facilities**
- Jails – usually locally operated in counties and/or cities
- Federally operated prisons
- Privately operated prisons
- State operated prisons

**Childcare centers**
- Private/independent
- Home-based - licensed through states
- Federally funded (Head Start)
- Pre-K programs

**Other types**
- Nursing homes
- Local Health Departments
How it Works

COORDINATION CENTER
- Registers facilities
- Pairs facilities with partner testing labs
- Provides training and customer support on program participation
- Coordinates distribution of sample collection and shipping supplies
- Coordinates reporting of results to individuals, schools, and facilities

SCHOOLS AND CONGREGATE SETTINGS
- Develops local testing plan
- Obtains testing consent documents and authorizations to release test results (with help of Coordination Center Guardian/Participant portal, if desired)
- Coordinates sample collection and sends samples for testing
- Acts based on screening and individual results

PARTNER TESTING LABS
- Provides sample collection supplies
- Receives and tests samples
- Reports results to Midwest Coordination Center and public health authorities
## Testing Overview

<table>
<thead>
<tr>
<th>Sample Site</th>
<th>Labs</th>
<th>Sample Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual swab or saliva</td>
<td>No action required</td>
<td>Follow state &amp; local health department recommended guidelines</td>
</tr>
<tr>
<td>Sample Site</td>
<td>Positive</td>
<td>Lab retests individual samples</td>
</tr>
<tr>
<td>Pooled Sample Collection</td>
<td></td>
<td></td>
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<tr>
<td>Pooled Result/Action</td>
<td></td>
<td></td>
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<tr>
<td>Individual Dx Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Isolation/Quarantine/Contact Tracing</td>
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Setting Up
Testing Plan

Schools or congregate facilities will develop a Testing Plan

A Testing Plan includes:

- Testing Schedule & Frequency
- Targeted Testing Population
- Process for Collecting Samples
- Process for Shipping Samples
- Follow-up Actions Based on Results
Administrative Set-up in Preparation for Testing

1. Communicate testing plan clearly to parents, guardians, or residents
   - The Midwest Coordination Center (MCC) has example text to assist with communications

2. Obtain individual consent documents for testing and authorization to release results
   - Electronic signature – on the MCC website
   - Physical signature – on paper form provided and then uploaded to the MCC website

3. Upload student/resident names, dates of birth, and other information into the secure Midwest Coordination Center website
   - Individual upload
   - Mass upload using provided template on the MCC website
Administrative Set-up in Preparation for Testing

Order Specimen Collection Tests and Shipping Supplies
- Use the MCC to place orders for specimen collection and shipping materials at least 5 to 7 business days before they are needed
- Lab tests for must be ordered by appropriately authorized healthcare providers, with a copy of the order entered on the Midwest CC website
- MCC will provide barcode scanners to track collected samples
- Supplies and shipping are free of charge

Establish Shipping Method and Courier Pick-up Arrangements
- Diagnostic lab will provide instructions on shipping/courier arrangements
- MCC will assist with coordinating pick-up arrangements
Testing
Sample Collection

- Samples are self-collected under supervision using either anterior nasal swabs or saliva collection tubes.
- Follow the instructions and training provided on the MCC website by your partner laboratory for sample collection.

Arrange the pick-up of samples the same day as collection.
Results
Getting Results

Who can Access the Site?

- Sample site designees can view health results for their site.
- Participants or registered parents/guardians can view their individual test results.

The MCC and partner labs will follow state and federal public health law in reporting results.

- The school/congregate facility will not need to report results from testing. Results will be automatically reported by the MCC program.

Test results will be available on the MCC website testedandprotected.org
It is essential to protect Personal Health Information by:

A. Limiting access to only those persons who absolutely need to know it. The MCC will obtain a person’s (or parent’s/guardian’s) consent to share test results with physicians, school nurses, or others who “NEED TO KNOW.”

B. Limiting the amount of information to the “Minimum Necessary Standard” – only using or sharing the minimal amount of information needed.

This is important for two primary reasons:

- It’s the right thing to do. It is important to protect everyone’s right to privacy.
- There are federal, state and tribal laws to protect personal health information; misuse of such information can lead to criminal and civil penalties for organizations and individuals.

For questions about privacy protections, contact the MCC for assistance.
Customer Support for Facilities
Resources

COMMUNICATION TOOLKIT
- Email templates to assist with communications
- Informative flyers to share general information with other organizations and parents/guardians

TRAINING
- Webinars
- Demonstration video for how to use the MCC portal
- Sample collection guidance from partner lab

TEST RESOURCES
- Testing plan considerations (informative flyer)
- Lab collection instructions
- Lab shipping instructions
- Consent and authorization forms
Ways to Find Support

Contact Your State Lead or Liaison
Call us at 833.754.2176
Visit the Midwest Coordination Center Website
Testing Day Hotline 614-424-3667
Support@testedandprotected.org
FAQs – General Testing

What types of tests will be performed?
• We provide screening that uses polymerase chain reaction (PCR) testing to participating sites. These tests will be either nasal swabs or saliva sampling, depending on which lab a site is paired with.

How much does it cost to test?
• Testing under this program is free – the kits, shipping and lab testing are paid for by the U.S. Department of Health and Human Services.

How quickly will we get the results?
• Test results will be available within 24 - 48 hours from the time the samples are shipped to the lab.

Who can supervise sample collection?
• The samples for this program are all self-collected. Your assigned partner lab provides training materials with information on how to obtain samples and staff at your facility follow these procedures to oversee sample collection. Sites will be responsible for ensuring that the individuals who oversee sample collection are appropriately trained.
FAQs – General Testing

**My organization wants to use this program, how do we get started?**
- Visit [https://testedandprotected.org/interest.html](https://testedandprotected.org/interest.html) and fill out and submit the Request to Register form. A Midwest Coordination Center staff member will contact you to confirm your eligibility and help you get started.

**Once we register, how long does it take to get started testing?**
- There are a few steps to complete before testing can begin. Along with registering, you will need to:
  1) establish your test plan,
  2) designate a Testing Coordinator and have them complete training on how to use our program, and
  3) enter your participants (with consent authorizations) into our system.
- The start-up process typically takes 2-4 weeks depending on the specific needs of your organization and timely completion of the steps described above.