Privacy and Confidentiality is of utmost importance and safeguarded within all process procedures

Provincial Antigen Screening Program Reporting Requirements

- Participating sites are required to report statistical information to the government on a weekly basis.
- Reporting period for each week runs from Saturday to Friday.
- The electronic "form" is available to sites all week. The form collects data by day of the week; however, data entry can be completed at any time during that week. Data must be finalized and entered weekly into the Ministry of Health, Health Data Branch's Health Data Collection Service (HDCS) website **by Friday at 11:59 p.m. EST.**
- For participating sites that have more than one location participating in the program, data must be entered for each participating location.

Information to be Reported to the Health Data Collection Service

- Type of rapid test used
- Number of rapid antigen tests used
- Number of invalid rapid antigen test results
- Number of individuals who tested positive with a rapid antigen test
- Number of individuals who tested negative with a rapid antigen test
- Number of positive rapid antigen tests that were:
  a) Confirmed positive for COVID-19 through a follow-up, lab-based PCR test
  b) Confirmed negative for COVID-19 through a follow-up, lab-based PCR test
  c) Unconfirmed through a follow-up, lab-based PCR test because results are pending or unknown

Positive Rapid Antigen Test Result Reporting Requirements:

- Notify the Waterloo Region Public Health Unit of a positive rapid antigen test result. 519-575-4400
- **The individual who was tested must receive a follow-up, confirmatory lab-based PCR test at a COVID-19 Assessment Centre (or participating licensed community lab or specimen collection centre) within 24 hours.**

Legislative and Regulatory Requirements**:**

- KW Habilitation is responsible for satisfying all applicable legislative and regulatory requirements, including those under the

a) *Health Protection and Promotion Act* (HPPA)

b) *Personal Health Information Protection Act* (PHIPA)

c) *Health Care Consent Act* (HCCA)

d) *Regulated Health Professions Act*(RHPA)

- Health professionals must ensure proper documentation is in place when performing COVID-19 rapid antigen testing.
- Treat all heath information as confidential following the *Personal Health Information Protection Act (HPPA).*

Results Interpretation and Documentation:

- If an invalid result is received, instructions may not have been followed correctly or the sample may have been too viscous (sticky/thick). It is recommended to read the instructions again before conducting repeat testing with a new specimen.
- Record test results on paper or electronically with the name of the individual tested (with two unique identifiers), test result, test used, and date and time tested.

Ensure the following can be traced back to the testing results, if necessary:

a) Who performed the test
b) Who was notified of the test result
c) The kit lot number
d) Quality control results

Communicate test results to the person being tested and for positive test results to the local public health unit.

How to Document Results:

- Use the excel spreadsheet results tracker that has been developed by MOH to assist sites with collecting testing information throughout the weekly reporting cycle.

- The tracker can be used to collect the results that are required to be submitted weekly to the Ministry of Health through the Health Data Collection Service website.

- This MOH tracker and all supporting documentation, instructions and instructional videos are available on the Ontario Health website at ontariohealth.ca/panbio (BD Veritor follows the same information)

- Instructions on how to use the tracker can be found in the “Instructions” tab in the spreadsheet.