



Long-Term Care Homes (LTCH) COVID-19 Immunization Policy Data Collection

Questions and Answers

Ministry of Long-Term Care
Capacity Planning and Analytics Division

August 03, 2021

Effective: August 04, 2021

Question	Answer
<p>1. I can log into the Health Data Collection Services (HDCS) website, but I cannot see our organization name on the list?</p>	<p>Please contact AskHealthData@ontario.ca if your organization is not on the list.</p>
<p>2. Who do I contact if I want to change the submitter for my organization?</p>	<p>Please contact AskHealthData@ontario.ca to change a submitter for your organization. For new users, please refer to Q#3 below on the new user registration process</p>
<p>3. How do I register?</p>	<p>To access the Health Data Collection Services website, new users must self-register online for an account:</p> <ol style="list-style-type: none"> 1. Navigate to the Health Data Collection Services Login Page The login page will load in your browser, select Register. 2. A registration page will load, navigate to and click on the facility drop down arrow then select your facility. Select Apply. A table will appear, select the types you are responsible for submitting. <ol style="list-style-type: none"> a. In the applicable text boxes, please enter your: E-mail, Password, Password Confirmation, Full Name, Telephone Number and any comments you would like the administrator to review. b. Select Register. Upon completion of these steps, your registration request will be submitted to the Health Data Branch site administrators for approval. The registration page informs users that approval will be completed within 24 to 48 hours. c. You will receive a confirmation e-mail from DCS@HSIMI.ON.CA and you can now enter your data.

<p>4. How do I log in with existing credentials?</p>	<p>Navigate to the Health Data Collection Services Login Page and enter user credentials. Note: your username will be the email address you used when registering. You will be redirected to the Home Page.</p>
<p>5. Can more than one person be set-up to submit the COVID-19 Immunization data for the same organization?</p>	<p>Yes, each person authorized by the organization to submit COVID-19 Immunization data should be registered and have their own account and password. Please refer to Q#3 above on the user registration process.</p>
<p>6. What functions are available in the Health Data Collection Services website?</p>	<p>Upon logging in to the Health Data Collection Services website, users are redirected to the Home Page. The home page provides access to five tabs:</p> <p>Home Tab The Home tab acts as a landing page directing users to the menu options. Users can navigate back to the Home tab at any time by selecting Home.</p> <p>New Tab The New tab allows users to launch a new data form for entering the monthly LTC COVID-19 Immunization Policy Data Collection (V1). The New Submission form will launch as users click on the new data option.</p> <p>View/Edit Tab The View/ Edit tab allows users to do a final edit of same day data already submitted, See the steps below: <ol style="list-style-type: none"> 1. Navigate to the top website bar and select View/Edit. </p>

2. A secondary window will load; from the drop-down arrow select the **Fiscal Year, Month** and **Bed Type** to identify the data to be edited.
3. Select **Apply**.
4. A Master# drop-down will appear, select the desired master number and organization/site name.
5. Select Submit.
6. Select the relevant submission to be edited.
7. Enter the updated values.
8. Select **Save**.
9. Your updates have been successfully saved and submitted to the ministry.

Step 1: Save

After saving data, a "Successful Update" message will appear.

Saving a form allows users to go back and make changes prior to the hard-close submission time deadline.

Step 2: Cancel

Cancelling allows users to be rerouted to the Home tab and discards any inputted data that has not been saved or submitted

Note: No data will be saved at this point, but the created form remains.

Step 3: Submit

The "Submit" function allows users to successfully submit their entered data. After clicking the "Submit" button, users will see a "Changes have been submitted" message.

	<p>Tools Tab</p> <p>The Tools tab allows users to update their personal information, such as:</p> <ul style="list-style-type: none"> • Email address • Full name • Telephone number <p>The Tools tab also allows users to change their password. Passwords must meet the following criteria:</p> <ul style="list-style-type: none"> • Be a minimum of 8 characters in length • Be a maximum of 12 characters in length • Be alphanumeric (i.e. contain only letters or numbers) • Include at least one special character such as: !, \$, #, or % • Contain no spaces <p>Supporting Documents Tab</p> <p>The supporting documents tab provides users with useful and up-to-date information, such as:</p> <ul style="list-style-type: none"> • Data definitions • FAQs • User Guide
<p>7. What does the "reporting period" refer to?</p>	<p>LTC homes are required to submit a snapshot data to the Ministry on a monthly basis covering the month prior to the reporting date.</p>
<p>8. What is the LTCH immunization data submission timeline?</p>	<p>Homes will typically have seven (7) calendar days at the beginning of the month to input their immunization data into HDCS for the previous month. Due to weekends and statutory holidays at the</p>

	<p>beginning of some months, the form will go live in those months on the first working day.</p> <p>Example. If the reporting period is the month of July, data submission for the July data will be from August 3rd 00:00 AM to August 7th 11:59 PM.</p> <p>Once the database closes at 11:59 PM, the data will no longer be available for editing. However, you will still be able to view the data that has been entered through the View / Edit tab. Please refer to Q#6 above for details.</p> <p>Users can also request a date for their submission to be opened for editing by contacting AskHealthData@ontario.ca to request a resubmission window. To reopen the HDCS website for data submission, we will require a minimum of two days to provide access to the requested date.</p>
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