

Ministry of Long-Term Care

# Data Collection Information Session: COVID-19 Immunization Policy Data Collection


**Pandemic Response Division**

Originally Presenting during Information Session with the Following Dates: July 27, 29, 30 and August 5, 2021

**Health Data  
Collection  
Services (HDCS)  
Website**

# Website Training Overview

# Logging in to Report Data

Ontario 

Ministry of  
Health and Long-Term Care  
Health Data Branch

Home

Login

User Name  
(required)

Password  
(required)


Login

To create an account please [Register](#).

[Forgot Password?](#)

TOP

FOR MORE INFORMATION

FAX: (416) 326-3142 

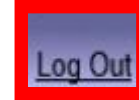
URL: <https://stage.hsim.health.gov.on.ca/hdbportal>

EMAIL: [AskHealthData@ontario.ca](mailto:AskHealthData@ontario.ca)

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Enter your email address, and  
password to logi .

# Home Page



Click "Log Out" when done

## Landing Home Page Screen

### Five tabs at the top:

- **Home:** Click to return to home page
- **New:** Launch a new data form
- **View/Edit:** Make changes after starting a new form
- **Tools:** Update your personal login information
- **Supporting Documents:** resources to help you

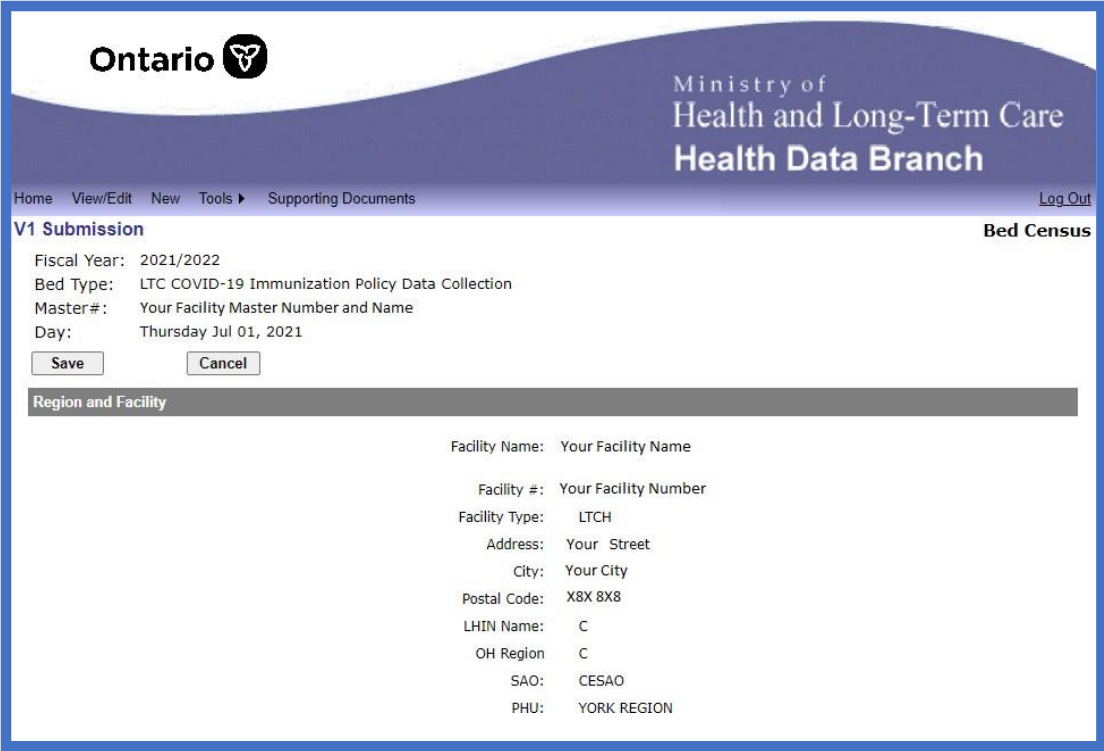
# New Submission Tab

The screenshot shows the 'New Submission' form on the Ontario Health Data portal. The form includes a date field set to '2021-07-21', a 'Master#' dropdown menu with the value '1030; 955; AT; GREY BRUCE HEALTH SERVICES-LIONS H', and a 'Bed Type' radio button selected for 'LTC COVID-19 Immunization Policy Data Collection'. There are 'Apply' and 'Create' buttons. A list of submission types is shown with checkboxes: H9 - COVID19 LTCH/RH Data Collection, L9 - LTCH Base Information, LS - LTC Staffing Report, V1 - LTC COVID-19 Immunization Policy Data Collection, and B1 - Bed Capacity Planning Tool. The footer contains a 'TOP' link, a 'FOR MORE INFORMATION' section with contact details (FAX: (416) 326-3142, URL: https://stage.hsim.health.gov.on.ca/hdbportal, EMAIL: AskHealthData@ontario.ca), and a copyright notice for 2012 Queen's Printer for Ontario.

## New submission:

1. Select the submission you want to work on
2. Check the date
3. Select the facility name from the Master # dropdown list
4. Click "Apply"
5. Click "Create"

# V1 – COVID -19 Immunization Policy Submission Form



**Ontario** Ministry of Health and Long-Term Care Health Data Branch

Home View/Edit New Tools Supporting Documents [Log Out](#)

**V1 Submission** **Bed Census**

Fiscal Year: 2021/2022  
 Bed Type: LTC COVID-19 Immunization Policy Data Collection  
 Master#: Your Facility Master Number and Name  
 Day: Thursday Jul 01, 2021

**Region and Facility**

Facility Name: Your Facility Name  
 Facility #: Your Facility Number  
 Facility Type: LTC  
 Address: Your Street  
 City: Your City  
 Postal Code: X8X 8X8  
 LHIN Name: C  
 OH Region: C  
 SAO: CESAO  
 PHU: YORK REGION

#	Questions	Input		
		Staff	Students Placements	Volunteers
1	How many staff, student placements and volunteers in total have performed duties within the home during the reporting period?	<input type="text"/>	<input type="text"/>	<input type="text"/>
2a)	Of the total number of staff, student placements and volunteers in question 1, how many were <b>partially vaccinated</b> (i.e., received first-dose of a two-dose vaccine regimen) by the last date of the reporting period?	<input type="text"/>	<input type="text"/>	<input type="text"/>
2b)	Of the total number of staff, student placements and volunteers, in question 1, how many were <b>fully vaccinated</b> (i.e., received both doses of a two-dose vaccine regimen OR the first and only dose of a single-dose vaccine regimen) by the last date of the reporting period?	<input type="text"/>	<input type="text"/>	<input type="text"/>
3a)	Of the total number of staff, student placements and volunteers, in question 1, how many were deemed unvaccinated due to being <b>medically exempt</b> by the last date of the reporting period?	<input type="text"/>	<input type="text"/>	<input type="text"/>
3b)	Of the total number of staff, student placements and volunteers, in question 1, how many completed a <b>vaccine education program</b> and <b>did not provide proof of vaccination</b> by the last date of the reporting period?	<input type="text"/>	<input type="text"/>	<input type="text"/>
4a)	Of the total number of staff, student placements and volunteers, in question 1, how many have an <b>unknown vaccination status</b> and are <b>within the 30-day grace period</b> of providing their proofs or were <b>granted an extension</b> to this period by the last date of the reporting period?	<input type="text"/>	<input type="text"/>	<input type="text"/>
4b)	Of the total number of staff, student placements and volunteers, in question 1, how many have an <b>unknown vaccination status</b> due to <b>refusal to provide</b> either <b>proof of vaccination status, medical exemption or completion of an education program</b> by the last date of the reporting period?	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Entering Data

## New submission

- Fill in the fields for question
- Click **“Save”** periodically as you enter data into the form, and **before you exit the form.**  
**Note:** If you click **Cancel** without saving, then your inputted data will be discarded.

#	Questions	Staff	Students Placements	Volunteers
1	How many staff, student placements and volunteers in total have performed duties within the home during the reporting period?	<input type="text"/>	<input type="text"/>	<input type="text"/>
2a)	Of the total number of staff, student placements and volunteers in question 1, how many were <b>partially vaccinated</b> (i.e., received first-dose of a two-dose vaccine regimen) by the last date of the reporting period?	<input type="text"/>	<input type="text"/>	<input type="text"/>
2b)	Of the total number of staff, student placements and volunteers, in question 1, how many were <b>fully vaccinated</b> (i.e., received both doses of a two-dose vaccine regimen OR the first and only dose of a single-dose vaccine regimen) by the last date of the reporting period?	<input type="text"/>	<input type="text"/>	<input type="text"/>
3a)	Of the total number of staff, student placements and volunteers, in question 1, how many were deemed unvaccinated due to being <b>medically exempt</b> by the last date of the reporting period?	<input type="text"/>	<input type="text"/>	<input type="text"/>
3b)	Of the total number of staff, student placements and volunteers, in question 1, how many completed a <b>vaccine education program</b> and <b>did not provide proof of vaccination</b> by the last date of the reporting period?	<input type="text"/>	<input type="text"/>	<input type="text"/>
4a)	Of the total number of staff, student placements and volunteers, in question 1, how many have an <b>unknown vaccination status</b> and are <b>within the 30-day grace period</b> of providing their proofs or were <b>granted an extension</b> to this period by the last date of the reporting period?	<input type="text"/>	<input type="text"/>	<input type="text"/>
4b)	Of the total number of staff, student placements and volunteers, in question 1, how many have an <b>unknown vaccination status</b> due to <b>refusal to provide</b> either <b>proof of vaccination status, medical exemption or completion of an education program</b> by the last date of the reporting period?	<input type="text"/>	<input type="text"/>	<input type="text"/>




# Saving data



## Saving your data

7. Once you have entered your data, and you have clicked "Save" you will see a "Successful Update" message appear.

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Health Data Browser

Home View/Edit New Tools Supporting Documents

### V1 Submission

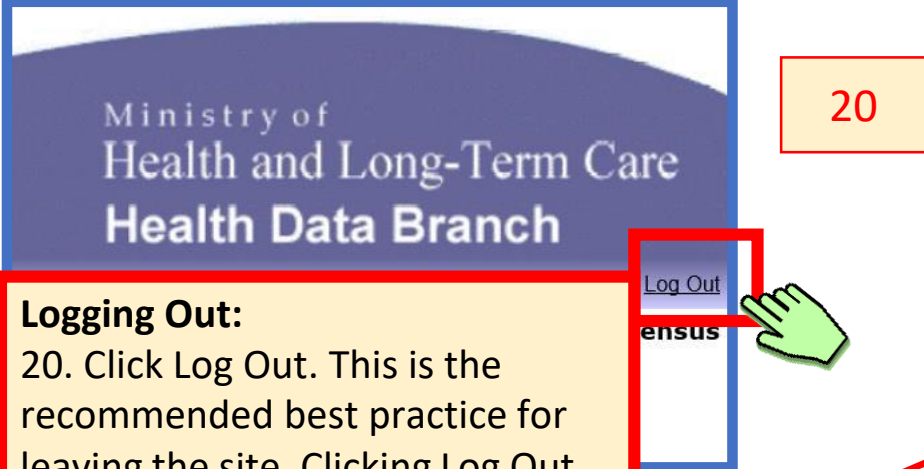
Fiscal Year: 2021/2022  
Bed Type: LTC COVID-19 Immunization Policy Data Collection  
Master #: Your Facility Master Number and Name  
Day: Thursday Jul 01, 2021

#### Region and Facility

Facility Name: Your Facility Name  
Facility #: Your Facility Number  
Facility Type: LTCH  
Address: Your Street  
City: Your City  
Postal Code: X8X 8X8  
LHIN Name: C  
OH Region: C  
SAO: CESAO  
PHU: YORK REGION



# Logging off



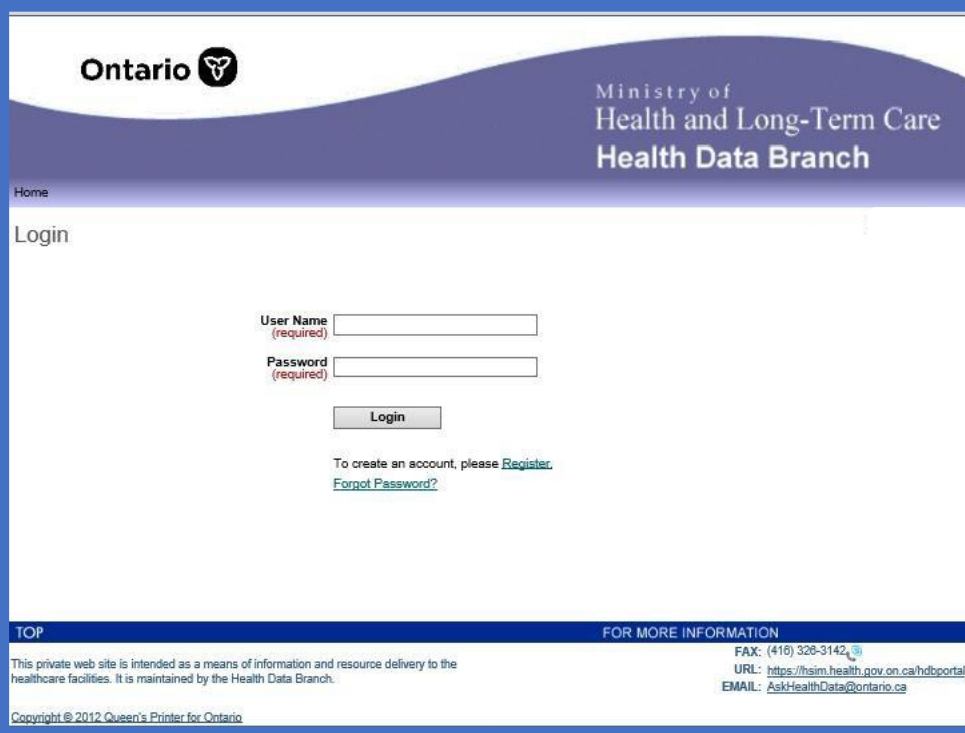

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20

Log Out

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**Logging Out:**  
20. Click Log Out. This is the recommended best practice for leaving the site. Clicking Log Out returns you to the initial Login page. Just close your browser.



Ontario

Ministry of  
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Home

Login

User Name  
(required)

Password  
(required)

Login

To create an account, please [Register](#).  
[Forgot Password?](#)

TOP FOR MORE INFORMATION

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EMAIL: [AskHealthData@ontario.ca](mailto:AskHealthData@ontario.ca)

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# LTC Home Support Questions

## COVID-19 Immunization Policy Data Collection

- For technical support, homes should contact [askhealthdata@ontario.ca](mailto:askhealthdata@ontario.ca) with the subject line ***“COVID-19 Immunization”***
- For policy questions, homes should contact [MLTCPandemicResponse@ontario.ca](mailto:MLTCPandemicResponse@ontario.ca)

