



DEPARTMENT OF HEALTH & HUMAN SERVICES

COVID-19 Test Supply Distribution and Ordering Overview for Multifamily Housing and/or Section 202 Elderly Projects

U.S. Department of Health and Human Services
Administration for Strategic Preparedness and Response (ASPR)
and
U.S. Department of Housing and Urban Development (HUD)

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Overview

The test kits provided through HHS-ASPR's COVID test distribution program are available for order by HUD sites through an HHS online ordering system called HPOP. To order tests, you must first create a user account and register your site in HPOP. This guide provides instructions for how to register in HPOP and order tests.

As you navigate the HPOP system, please kind in mind that the system was originally developed for health care providers. As such, some terminology used in the system – such as “health care providers” or “patients” may not be familiar or relatable to HUD sites. These instructions will help clarify how these concepts apply to your site.

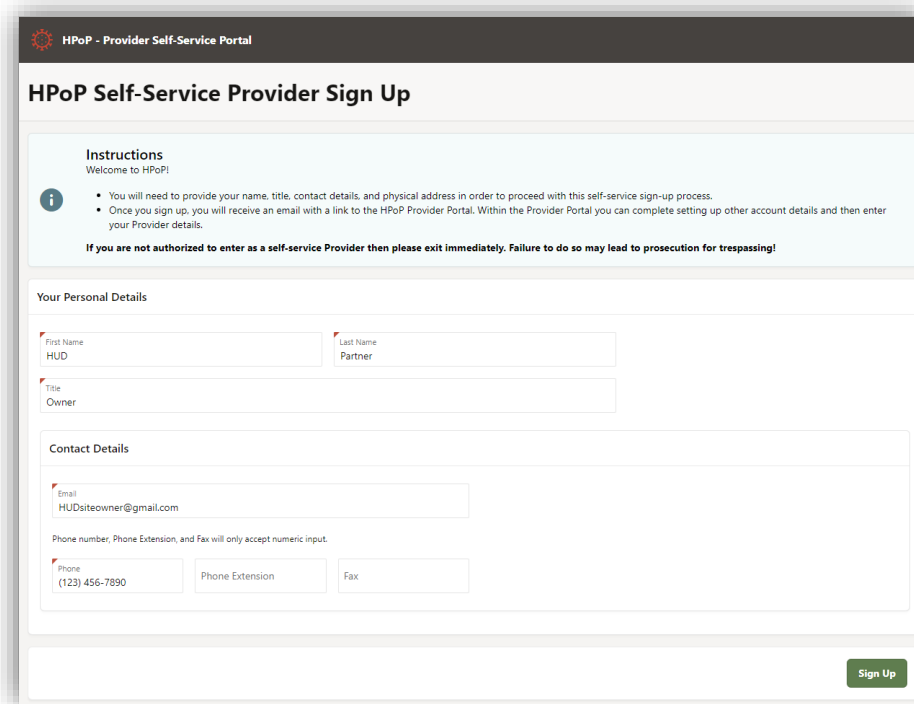
HPOP Registration Steps

The following steps describe how to register to receive tests in HPOP.

This registration should be completed by the staff member in your site who will be ordering the test kits on behalf of the organization. This could be an Executive Director, office manager, or a warehouse manager – whoever will be managing the ordering process for test kit orders.

1. Visit <https://vpop.cdc.gov/selfservice/register> to begin the provider registration process. Use any browser other than Internet Explorer. This initial step will ask that you input the following Personal Details:
 - First Name (Required)
 - Last Name (Required)
 - Title (Required)
 - Contact information, including e-mail, phone, and fax (if applicable)

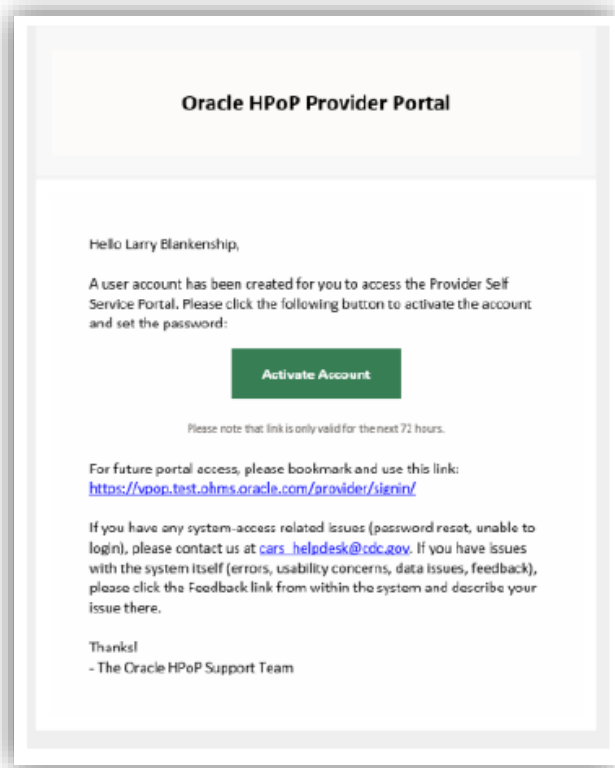
Once the information is input, you will select “sign up.” You will then see a “Thank You” page with instructions to check your email for a message to activate your account for Self-Service Provider Portal. You should get a response within a few minutes



The screenshot shows the 'HPoP Self-Service Provider Sign Up' page. At the top, there is a header with the HPOP logo and the text 'HPoP - Provider Self-Service Portal'. Below the header, the main title is 'HPoP Self-Service Provider Sign Up'. The page is divided into several sections:

- Instructions:** A light blue box containing a welcome message and two bullet points: 'You will need to provide your name, title, contact details, and physical address in order to proceed with this self-service sign-up process.' and 'Once you sign up, you will receive an email with a link to the HPoP Provider Portal. Within the Provider Portal you can complete setting up other account details and then enter your Provider details.' A warning message at the bottom of this section reads: 'If you are not authorized to enter as a self-service Provider then please exit immediately. Failure to do so may lead to prosecution for trespassing!'
- Your Personal Details:** A section with three input fields: 'First Name' (containing 'HUD'), 'Last Name' (containing 'Partner'), and 'Title' (containing 'Owner').
- Contact Details:** A section with an 'Email' field (containing 'HUDsiteowner@gmail.com') and three fields for 'Phone', 'Phone Extension', and 'Fax'. The 'Phone' field contains '(123) 456-7890'. A note below these fields states: 'Phone number, Phone Extension, and Fax will only accept numeric input.'
- Sign Up:** A green button labeled 'Sign Up' located at the bottom right of the form.

2. Within several minutes of selecting “Sign Up” you will receive an email titled Self-Service Provider Account Created.



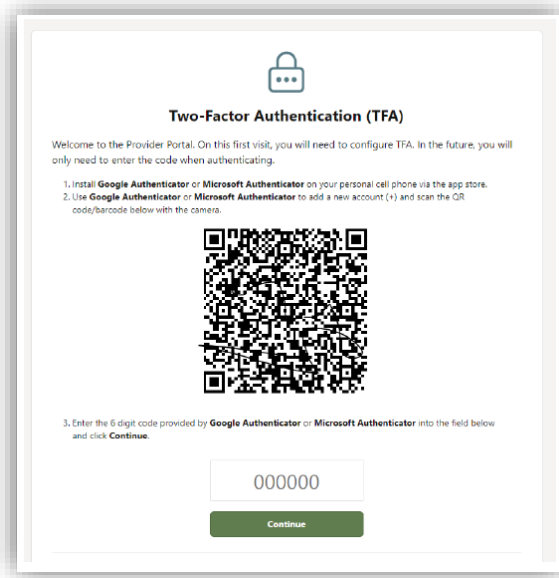
Click the green box, Activate Account. Please ensure you save/bookmark the sign-in link provided: <https://vpop.cdc.gov/provider/signin/>

3. After clicking “Activate Account”, you will be prompted to set a password for the system. After doing so, you can sign in with your e-mail address and password. You will need to sign to proceed to the next stage of the registration process.

The screenshot shows the 'Set Your Password' page. At the top, there is a logo and the text 'Health Partner Order Portal'. Below this, the heading 'Set Your Password' is displayed. A welcome message reads: 'Welcome. Because this is your first time logging in, you must set and verify a password.' There are two input fields: 'Password' and 'Confirm Password'. Both fields have a placeholder text 'Password' and a red error message below them: 'Password is required' and 'Confirm password is required' respectively. A green button labeled 'Set Password' is positioned at the bottom center of the form area.

The screenshot shows the 'Sign In' page. At the top, there is a logo and the text 'Health Partner Order Portal'. Below this, the heading 'Sign In' is displayed. There are two input fields: 'Email Address' and 'Password'. The 'Email Address' field has a red error message below it: 'Email address is required'. Below the 'Password' field, there is a checkbox labeled 'Remember username'. A green button labeled 'Sign In' is positioned at the bottom center of the form area. Below the button, there is a link: 'I forgot my password...'. At the very bottom, there is a footer text: 'For any issues logging into VPoP please email cas_helpdesk@cdc.gov'.

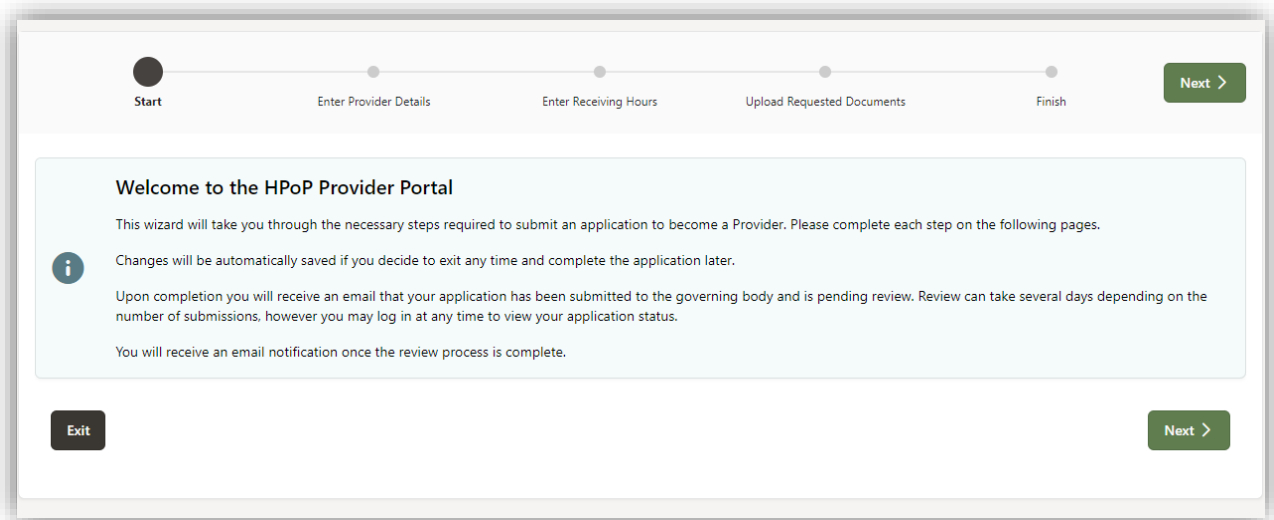
4. Once you are signed in, you will need to set up two-factor authentication for your account. Two-factor authentication ensures the security of the Provider Portal by requiring that all users enter something they know (their passwords) and something they have (two-factor authentication codes) before given access to the system.



Two factor authentication can be set up in one of two ways:

- You can download an authenticator app to your cell phone, such as Google Authenticator or Microsoft Authenticator. These apps are available through your phone's app store. Once you install the application, choose to set up a new account (this may be done by selecting the + symbol in the app), and scan the QR code that appears in HPOP. From then on, you will enter a six-digit code provided in the app each time you wish to log in to HPOP.
- Alternately, you can use the email method. This will require you to enter a code that is emailed to you each time you log into HPOP.

5. After completing two-factor authentication and signing in, you will be able to register your site to be able to order tests using the self-service registration wizard in HPOP.



6. First, enter your “Provider” details:

- Assigned Partner: U.S. Housing and Urban Development
- Provider name: Input name of your site
- State Partner ID: Input the Project’s nine-digit IREMS Number
- Provider Type: Select “Other”
- Provider Type Other: “U.S. Department of Housing and Urban Development”
- Modules: Select “Diagnostic”
- Diagnostic Categories: Select “Test kits”

The screenshot shows a web form titled "Provider Details". The form includes the following fields and options:

- Assigned Partner**: U.S. Housing and Urban Development
- Provider Name**: HUD Partner Example
- Assigned Provider Group/Provider Team**: (Dropdown menu)
- Federal PIN (If known)**: (Text field)
- State PIN (If known)**: 80000512 iREMS
- National Provider ID (NPI)**: (Text field)
- Provider Type**: [29] Other
- Non-Public Provider?**: (Toggle switch, currently off)
- Provider Type Other**: U.S. Department of Housing and Urban Development
- Modules**: Diagnostic
- Diagnostic Categories**: Test Kits, Personal Protective Equipment, Point of Care
- Approximate number of patients/clients routinely served by this location**:
 - Number of children 18 years of age and younger: Unknown
 - Number of adults 19 – 64 years of age: Unknown
 - Number of adults 65 years of age and older: Unknown
 - Number of unique patients/clients seen per week on average: Unknown
- Not applicable (e.g., for commercial vaccination service providers)**: Not applicable (e.g., for commercial vaccination service providers)

- Address: Please enter the ship-to location for receiving the test kits, along with any special instructions associated with deliveries.
- Receiving e-mail/phone: Please enter the ship-to location for receiving the test kits, along with any special instructions associated with deliveries.
- Approximate number of patients: Select “unknown” for each age group

Setting(s) where this location will administer products (select all that apply) *

- [1] Child care or day care facility
- [2] College, technical school, or university
- [3] Community center
- [4] Correctional/detention facility
- [5] Health care provider office, health center, medical practice, or outpatient clinic
- [6] Hospital (i.e., inpatient facility)
- [7] In home
- [8] Long-term care facility (e.g., nursing home, assisted living, independent living, skilled nursing)
- [9] Pharmacy
- [10] Public health clinic (e.g., local health department)
- [11] School (K – grade 12)
- [12] Shelter
- [13] Temporary or off-site vaccination clinic – point of dispensing (POD)
- [14] Temporary location – mobile clinic
- [15] Urgent care facility
- [16] Workplace
- [17] Other

Location Type Other
U.S. Department of Housing and Urban Development

- **Settings:** Select “Other”
- **Location Type Other:** Enter “U.S. Department of Housing and Urban Development”

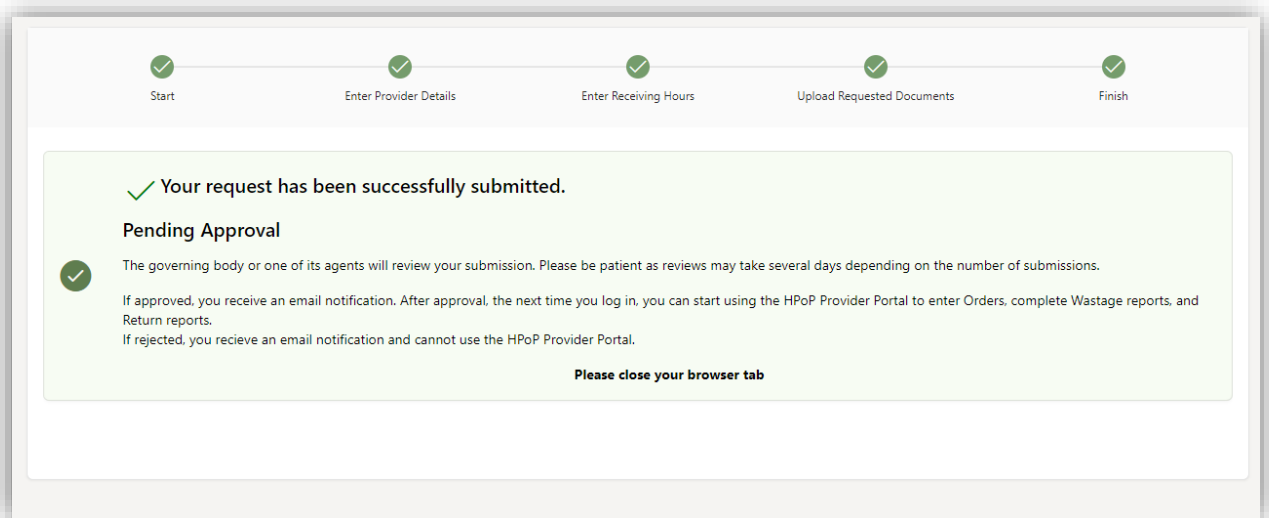
Population(s) served by this location (select all that apply)

- [1] General pediatric population
- [2] General adult population
- [3] Adults 65 years of age and older
- [4] Long-term care facility residents (nursing home, assisted living, or independent living facility)
- [5] Health care workers
- [6] Critical infrastructure/essential workers (e.g., education, law enforcement, food/agricultural workers, fire services)
- [7] Military – active duty/reserves
- [8] Military – veteran
- [9] People experiencing homelessness
- [10] Pregnant women
- [11] Racial and ethnic minority groups
- [12] Tribal communities
- [13] People who are incarcerated/detained
- [14] People living in rural communities
- [15] People who are underinsured or uninsured
- [16] People with disabilities
- [17] People with underlying medical conditions* that are risk factors for severe COVID-19 illness
- [18] Other people at higher risk for COVID-19

Population Other
U.S. Department of Housing and Urban Development

- **Population(s) served by this location (select all that apply):**
- **Populations served Other:** Enter “U.S. Department of Housing and Urban Development”

7. On the next screen, enter the hours in which your site can receive deliveries of test kits. If you ever have changes to these hours, you will need to update them within the system by clicking on the from/to hours (e.g., 9:00 am).
8. The next screen will prompt you to upload any required documents. There are no required documents for sites participating in this program, so you can simply hit “submit” at the bottom of this screen to complete your registration.
9. Once you’ve completed the Self-Service registration, you’ll receive the below notification stating that your request is “Pending Approval”. If there are any issues with your request, we will contact you



HPOP Ordering Steps

The following steps describe how to order tests in HPOP. Once your self-service registration is complete and your requests is approved, you will receive an email notification. Once you receive that notification, you can log into HPOP and begin ordering tests.

You may log into HPOP at <https://vpop.cdc.gov/provider/signin/>

1. After you log in, click the “Diagnostics” menu tab at the top and select “Create New Order”

The screenshot shows the Oracle HPOP - Central Partner Portal: Diagnostic interface. The page title is "HUD Partner Example". The main navigation includes "Diagnostic Orders" (with a "Create Order" button) and "Diagnostic Inventory". The "Diagnostic Inventory" is divided into "Administered" and "Stock on Hand" sections. The "Administered" section contains a table with columns for "Diagnostic", "Patient", "Employees", "Public", and "History". The "Provider Details" section on the right includes fields for Name, Federal PIN, State PIN, National Provider Identifier (NPI), Team, Provider Type, and Alternative Vaccine ID. The "Diagnostic Categories" section includes "Test Kits", "Personal Protective Equipment", and "Point of Care".

Diagnostic	Patient	Employees	Public	History
Siemens OTC - 12345				
Siemens (CLINITEST Rapid COVID-19 Self-Test) - 12345				
SARS-COV-2 Test - 256082				
Multiplex SARS-COV-2/FLU A/B Test - 256088				
Assay Device Unit - 256066				
Quidel - 20402				
N95 Masks - Pediatric - N95P				
Cepheid Xpert® Xpress Cov-2/Flu/RSV plus - XP3COV2/FLU/RSV-10				
SD Biosensors Inc. (Roche Diagnostics) - 09666672160				
N95 Masks - Adult - N95A				

2. Select “Available Diagnostic”. In this scenario, the test kit brand “Quidel” has been made available. The brands available order may be different for your site and may change.

The screenshot displays the Oracle HPOp - Central Partner Portal: Diagnostic interface. The page title is "HUD Partner Example". The main navigation includes "Diagnostic Orders" (with a "Create Order" button), "Diagnostic Inventory", "Provider Details", "Partner Notes", "Receiving Address / Hours", and "Permissions".

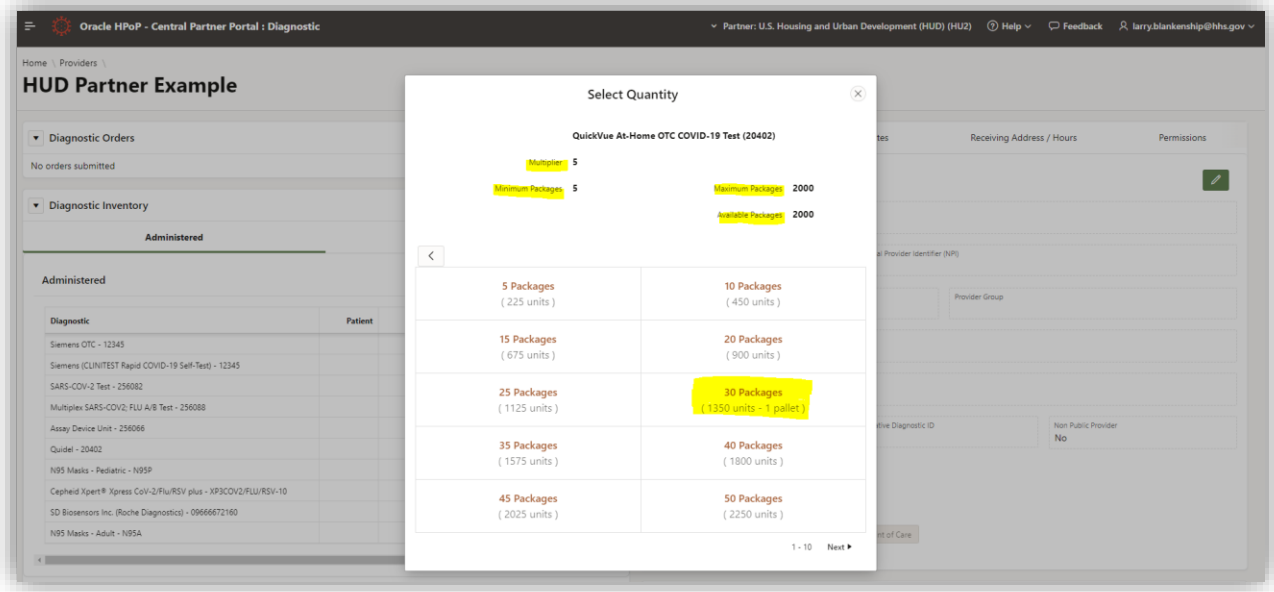
The "Diagnostic Orders" section shows "No orders submitted". The "Diagnostic Inventory" section is divided into "Administered" and "Stock on Hand". The "Administered" section contains a table with the following data:

Diagnostic	Patient
Siemens OTC - 12345	
Siemens (CLINITEST Rapid COVID-19 Self-Test) - 12345	
SARS-COV-2 Test - 256082	
Multiplex SARS-COV-2, FLU A/B Test - 256088	
Assay Device Unit - 256066	
Quidel - 20402	
N95 Masks - Pediatric - N95P	
Cepheid Xpert® Xpress CoV-2/Flu/RSV plus - XP2COV2/FLU/RSV-10	
SD Biosensors Inc. (Roche Diagnostics) - 0966672160	
N95 Masks - Adult - N95A	

A "Select Diagnostic" modal is open, showing "Quidel - 20402" highlighted in yellow. Below the selection, a note states: "Note - Only Diagnostics which have been allocated will be available to order!".

The "Provider Details" section on the right shows the provider name "HUD Partner Example" and includes fields for Federal PIN, State PIN, National Provider Identifier (NPI), and Provider Group. The "U.S. Department of Housing and Urban Development" is listed as the organization, with "Alternative Vaccine ID" and "Alternative Diagnostic ID" fields. The "Non Public Provider" checkbox is checked. The "Modules" section includes "Diagnostic" and "Test Kits". The "Diagnostic Categories" section includes "Test Kits", "Personal Protective Equipment", and "Point of Care".

3. You will then be prompted to select the quantity of test kits you wish to order. In this scenario, 30 Packages were selected. Please note that the minimum order is one package which contains 45 kits that have 2 tests per kit. This option as been added to the screen below in the actual system.



4. Review and Confirm the quantity shown. Then click “Submit”.

The screenshot displays the Oracle HPOp - Central Partner Portal: Diagnostic interface. The main page is titled "HUD Partner Example" and includes sections for "Diagnostic Orders" (with a "Create Order" button), "Diagnostic Inventory", and "Administered" (with a table listing various diagnostic items). A "Review & Confirm" modal window is overlaid on the "Administered" table, showing a table with the following data:

Line No.	Diagnostic	Generic Description	Quantity
1	QuickVue At-Home OTC COVID-19 Test	QuickVue At-Home OTC COVID-19 Test	30 Packages (1350 Units)

The modal window also includes a "Cancel" button, an "Add another diagnostic" button, and a highlighted "Submit" button. The background interface shows the "Provider Details" section for "HUD Partner Example" and a list of diagnostic categories including "Test Kits", "Personal Protective Equipment", and "Point of Care".

- The order will now appear under the Diagnostics Orders tab and show a status of “submitted”.

The screenshot displays the Oracle HPOp - Central Partner Portal: Diagnostic interface. The page is titled "HUD Partner Example" and shows a "Diagnostic Orders" section with a "SUBMITTED" status for order DX-HU2-010166 (12/07/2022 10:28). Below this is a "Diagnostic Inventory" section with an "Administered" tab. A table lists various diagnostic tests and their status across different categories: Patient, Employees, Public, and History. The "Administered" tab is active, and a "Save Diagnostics Administered" button is visible. On the right side, the "Provider Details" section is shown, including fields for Name, Federal PIN, State PIN, National Provider Identifier (NPI), Team, Provider Type, and Alternative Vaccine ID. The provider type is listed as "U.S. Department of Housing and Urban Development".

Diagnostic Orders

DX-HU2-010166 (12/07/2022 10:28) **SUBMITTED**

Diagnostic Inventory

Administered **Save Diagnostics Administered**

Diagnostic	Patient	Employees	Public	History
Siemens OTC - 12345				
Siemens (CLINITEST Rapid COVID-19 Self-Test) - 12345				
SARS-CoV-2 Test - 256082				
Multiplex SARS-CoV2, FLU A/B Test - 256088				
Assay Device Unit - 256066				
Quidel - 20402				
N95 Masks - Pediatric - N95P				
Cepheid Xpert® Xpress CoV-2/Flu/RSV plus - XP3COV2/FLU/RSV-10				
SD Biosensors Inc. (Roche Diagnostics) - 0966672160				
N95 Masks - Adult - N95A				

Provider Details

Name: HUD Partner Example

Federal PIN: 000001 State PIN: National Provider Identifier (NPI):

Team: Provider Group:

Provider Type: [29] Other

Provider Type Other: U.S. Department of Housing and Urban Development

Alternative Vaccine ID: Alternative Diagnostic ID: Non Public Provider: No

Modules: **Diagnostic**

Diagnostic Categories: **Test Kits** Personal Protective Equipment Point of Care

Help Desk Resources

For issues accessing the system, you may contact the Tier 1 Helpdesk:

COVID-19 Administration Reporting System (CARS) Help Desk

Email: CARS_HelpDesk@cdc.gov

Phone: 1-833-748-1979

8:00 AM to 8:00 PM ET, Monday-Friday