



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)

Unclassified

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Agenda

- Background
- Test Kit Distribution and Use
- Test Kit Ordering Logistics
- Online Ordering Process
 - Registration
 - Ordering
- Helpdesk

Background

- The Assistant Secretary for Preparedness and Response (ASPR) Testing and Diagnostics Working Group (TDWG) mission is to expand the available COVID-19 diagnostic testing supply for at-risk individuals and underserved populations in the United States.
- ASPR TDWG is partnering with the U.S. Department of Housing and Urban Development (HUD) and its networks of aging and disability organizations to distribute no-cost federal testing to multifamily housing properties and/or Section 202 Elderly Projects.
- Through this distribution initiative, no-cost over the counter (OTC) tests will become available to thousands of sites across the nation.

Test Kit Distribution and Use

Type of Test to be Distributed



Quidel QuickVUE At-Home Over the Counter (OTC) COVID-19 Test:

- Rapid antigen test that an individual can self-administer
- Results available within 10-15 minutes
- Can be used if symptomatic, asymptomatic, or within 6 days of symptom onset
- Can be self-administered for use by those 14 years of age and older and for those 2-13 years of age, if an adult performs the test

The QuickVue At-Home OTC COVID-19 Test allows individuals and families to test themselves in the privacy of their own homes.

It is readily available in different shops and stores locally for timely detection of the virus. As an antigen test, the QuickVue OTC COVID-19 Test determines viral proteins from SARS-Cov2 in individuals through collecting nasal swab specimens.

This test helps detect the virus during the early stages of infection and would allow individuals to act accordingly based on this knowledge.

The OTC Covid-19 Test is easy to apply at home and should be painless with a probability of the slightest discomfort.

Aside from this, the kit is a complete test package which means you won't need any additional complex tool or device to use the QuickVue Covid 19-Test.

Self-Testing Resources

- **Quidel QuickVUE At-Home OTC COVID-19 Test Instructions For Use** (Infographic):
 - [English](#)
 - [Spanish](#)
- [Self-Testing Video](#)
- [Customizable Self-Test Kit Handout](#) (Infographic)
- [Self-Testing | CDC](#) (Guidance)

Test Kit Ordering Logistics

Online Ordering System

- Testing supplies will be requested using an online ordering system known as the **“Health Partner Ordering Portal” (HPOP)**.
- Distribution sites must register in order to begin ordering tests.
- Only organizations identified as HUD Multifamily Housing Properties and/or Section 202 Elderly Projects by HUD will be able to access the site and order test kits.
- However, test kits shipped to these locations can and should be shared with organizations who partner with them to provide services and supports to individuals with disabilities, older adults and their caregivers and household members.

Ordering Timeline

- After completing HPOP registration, distribution sites will have the ability to order an amount of test kits that they determine that they will be able to store and distribute without waste.
- Orders will be input on a **weekly** basis. Distribution sites should only order an amount of test kits that they estimate that they will be able to distribute in a **1-week period**.

ORDERING DEADLINE:
Monday at midnight EST every week.

Ordering Logistics

Ordering:

- Minimum is 1 package, or 45 test kits, there are 2 tests in each kit.
- Maximum is 2000 packages, or 90,000 test kits.
- Plan for weekly ordering cadence

Deliveries:

- Expect deliveries within 7-10 calendar days of order submission.
- Distribution sites will be able to track their orders via the HPOP system.

Storage:

- Test kits storage: Room temperature (15-25°C/59-77°F)
- Test kits shelf-life extension: 16 months
 - [FDA Emergency Use Authorization \(EUA\)](#)

Online Registration Walkthrough

HPOP Registration – Step 1

- Visit <https://vpop.cdc.gov/selfservice/register> to begin the provider registration process.

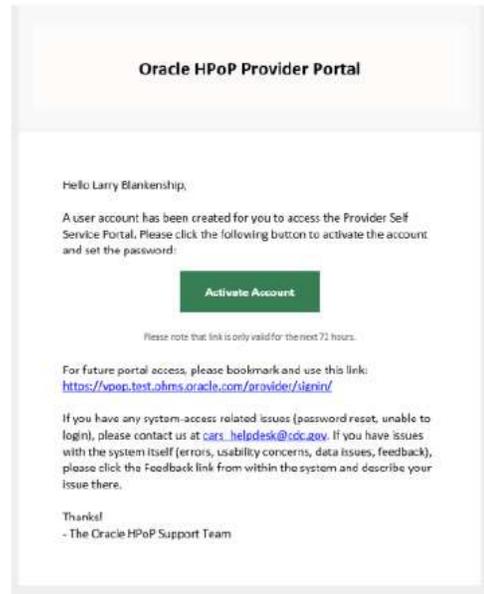
The screenshot shows the 'HPOP Self-Service Provider Sign Up' form. It features a header with the title and a sub-header 'HPOP Self-Service Provider Sign Up'. Below this, there are instructions for users, followed by two main sections: 'Your Personal Details' and 'Contact Details'. The 'Your Personal Details' section contains input fields for 'First Name', 'Last Name', 'Title', and 'Organization'. The 'Contact Details' section contains input fields for 'Email', 'Phone Number', 'Phone Extension', and 'Fax'. A green 'Sign Up' button is located at the bottom right of the form.

- The first step in the registration process is to visit the site listed on the screen here, where you will be prompted to enter personal details in order to register as a provider within HPOP. We recommend you complete this and any following steps with any internet browser with the exception of Internet Explorer.
- This registration should be completed by the staff member in your distribution organization who will be ordering the test kits on behalf of the organization. This could be an Executive Director, program manager, or a warehouse manager – whoever will be managing the ordering process for test kit orders.
- 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.” They 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.**

HPOP Registration – Step 2

- 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/>



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 - Click the green box, Activate Account
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<https://vpop.cdc.gov/provider/signin/>

HPOP Registration – Step 3

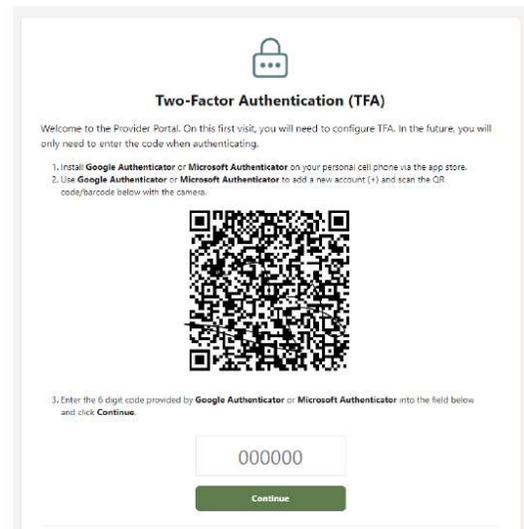
- You will be prompted to set a password for the system
- After doing so, you can sign in with your e-mail address and password at <https://vpop.cdc.gov/provider/signin/>

The image displays two screenshots of the Health Partner Order Portal registration process. The left screenshot shows the 'Set Your Password' page, which includes a welcome message, a 'Password' field, a 'Confirm Password' field, and a 'Set Password' button. The right screenshot shows the 'Sign In' page, which includes an 'Email Address' field, a 'Password' field, a 'Remember username' checkbox, and a 'Sign In' button. Both pages have a dark background and a light-colored text and button color scheme.

- In 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 in order to proceed to the next stage of the registration process.

HPOP Registration – Step 4

- Upon signing in, complete the two-factor authentication process
- This will require you to download and utilize a Google Authenticator or Microsoft Authenticator on your cell phone
- You will need to use the two-factor authentication process each time that you sign into the system



- Once you are signed in, the Self-Service portal requires a two-factor authentication (TFA) code. TFA ensures the security of the Provider Portal by requiring that all users enter something they know (their passwords) and something they have (TFA codes) before given access to HPOP.
- A TFA code is also known as a one-time code because it changes or expires within a set amount of time to ensure no one can guess it.
- You can access your TFA code for Self-Service Provider Portal by scanning a QR code with Google Authenticator or Microsoft Authenticator on your mobile device. From then on, you only open the mobile app to access your TFA code when you sign in. If you do not want to use your mobile device, you can choose to receive your TFA code in an email during the sign in process.
- For example, if your location does not permit cell phones, you can use the email method. But, you must use a TFA code to sign in to Self-Service Provider Portal.
- For those who have not used Google or Microsoft authenticator before there is a helpful video on the HPOP site that shows you how it works and how to complete the authentication process. Note that you may need to download an app on your phone to complete this step.

HPOP Registration – Step 5

- Begin the self-service registration process within HPOP

Start Enter Provider Details Enter Receiving Hours Upload Requested Documents Finish Next >

Welcome to the HPOP Provider Portal

This wizard will take you through the necessary steps required to submit an application to become a Provider. Please complete each step on the following pages.

i Changes will be automatically saved if you decide to exit any time and complete the application later.

Upon completion you will receive an email that your application has been submitted to the governing body and is pending review. Review can take several days depending on the number of submissions, however you may log in at any time to view your application status.

You will receive an email notification once the review process is complete.

Exit Next >

- After completing the two-factor authentication (TFA) sign-in, you'll begin the self-service registration as shown on the screen here.

HPOP Registration – Step 6

- Enter “Provider” details:
 - Assigned Partner:
U.S. Housing and Urban Development
 - Provider name:
Input name of your site
 - State ID Field: enter the project’s 9-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”

Provider Details

Assigned Partner: U.S. Housing and Urban Development
Provider Name: HUD Partner Example
Assigned Provider Group: Provider Team

Federal PIN (if known):
State PIN (if known): 800000556
National Provider ID (NPI):

Provider Type: [29] Other
Provider Type Other: U.S. Department of Housing and Urban Development

Non-Public Provider?

Modules:
 Diagnostic

Diagnostic Categories:
 Test Kits Personal Protective Equipment Point of Care

- You will need to enter your “Provider details” on the following screen.
- Remember – in the context of the testing program, distribution sites are considered to be providers of test kits.
- There are a few nuances about the registration process for distribution sites that we need to highlight and which are featured on the screen here:
 - In the field where you prompted to enter a provider name, it is important that you enter the name of the Organization you are representing, the Project Name as recorded in HUD’s system.
 - In the “Partner” field – you will need to select HUD.
 - Enter the Project’s iREMS Number in State PIN blank. This will ensure timely review

of the registration process.

HPOP Registration – Step 6 (cont)

- Receiving Email
- Receiving Phone
- Approximate number of patients: Select “unknown for each age group”

The Receiving Email and Phone must be monitored for communications from the distribution center.

Receiving Email
ABC Apts@gmail.com

Phone number, Phone Extension, and Fax will only accept numeric input

Receiving Phone
(123) 456-7890

Phone Extension

Fax

Approximate number of patients/clients routinely

(Enter "0" if the location does not serve this age group)

Number of children 18 years of age and younger	<input checked="" type="checkbox"/>	Unknown
Number of adults 19 - 64 years of age	<input checked="" type="checkbox"/>	Unknown
Number of adults 65 years of age and older	<input checked="" type="checkbox"/>	Unknown
Number of unique patients/clients seen per week on average	<input checked="" type="checkbox"/>	Unk

(Cont.)

- For the “approximate number of patients/clients routinely served by the location” field – select “unknown” for each of the age groups listed.
- 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

HPOP Registration – Step 6 (cont)

Enter “Provider” details:

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

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

(Cont.)

HPOP Registration – Step 6 (cont)

- Population(s) served by this location:
Select All that Apply
- Populations Served 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 Origin

U.S. Department of Housing and Urban Development

(Cont.)

HPOP Registration – Step 7

- Enter the hours in which your site can receive deliveries of test kits:

The screenshot shows a web interface for HPOP Registration, Step 7. At the top, there is a progress bar with five steps: Start, Enter Provider Details, Enter Receiving Hours (current step), Upload Requested Documents, and Finish. Below the progress bar is an 'Instructions' section with a blue background and an information icon. The instructions state: 'Please enter the hours you can receive deliveries. Double-click within any field to start entering data. If you can receive deliveries 24 hours a day simply click '24 Hours' for that day. Otherwise, enter the 'From 1' and 'To 1' hours. If there are certain hours during the day you can't receive deliveries, also fill out 'From 2' and 'To 2'.' Below the instructions is a table with columns: Day, 24 Hours, From 1, To 1, From 2, and To 2. The table has rows for Monday through Sunday. Monday, Wednesday, and Friday have 'From 1' and 'To 1' values. Tuesday and Thursday have '24 Hours' checked. At the bottom of the form, there are buttons for '< Previous', 'Save & Exit', and 'Next >'. A note at the bottom of the table area states: 'When editing To and From values 12:00 am at the top of the list represents 00:00. However, 12:00 am at the bottom of the list represents 24:00.'

Day	24 Hours	From 1	To 1	From 2	To 2
Monday		09:00 AM	05:00 PM		
Tuesday	Yes	12:00 AM	12:00 AM		
Wednesday		09:00 AM	05:00 PM		
Thursday	Yes	12:00 AM	12:00 AM		
Friday		09:00 AM	05:00 PM		
Saturday					
Sunday					

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).

HPOP Registration – Step 8

- No required documents

The screenshot displays a multi-step registration process. At the top, a progress bar shows six steps: 'Start', 'Enter Provider Details', 'Enter Receiving Hours', 'Upload Requested Documents', and 'Finish'. The 'Upload Requested Documents' step is currently active, indicated by a black circle, while the others are marked with green checkmarks. A 'Previous' button is on the left and a 'Submit >' button is on the right.

Instructions
Please review Upload Requested Documents below, and upload appropriate records as requested!
If you have already provided all necessary documentation, click the checkbox below.
After completing this step your request to be added as a Provider will be submitted to the governing body for review.

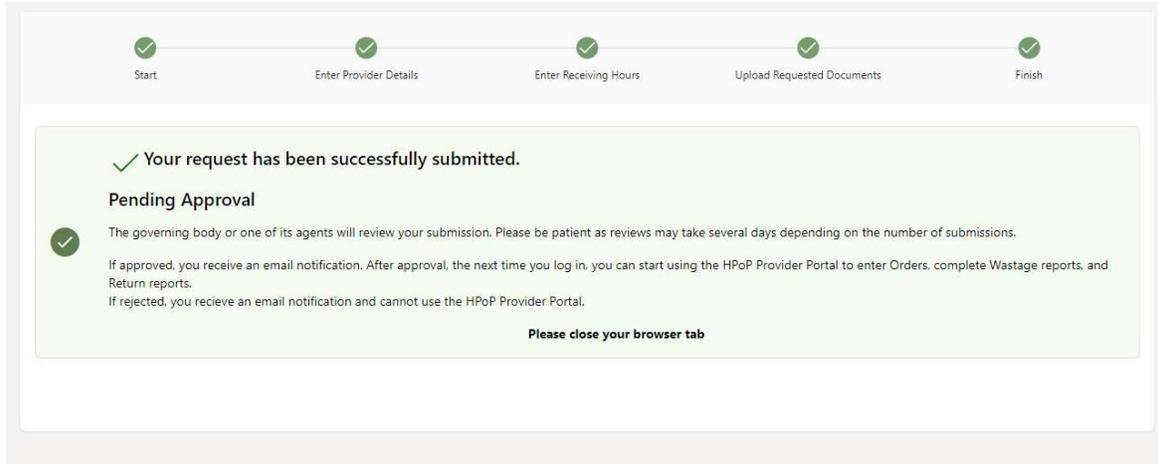
No documents required to be uploaded
This partner does not require any additional documentation to be submitted at this time. Please click Submit to complete your application.

At the bottom of the form, there are three buttons: 'Previous', 'Save & Exit', and 'Submit >'.

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.

HPOP Registration – Step 9

- Once you've completed the Self-Service registration, you'll receive the below notification stating, "Pending Approval".



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

Online Ordering Walkthrough

Ordering – Step 1

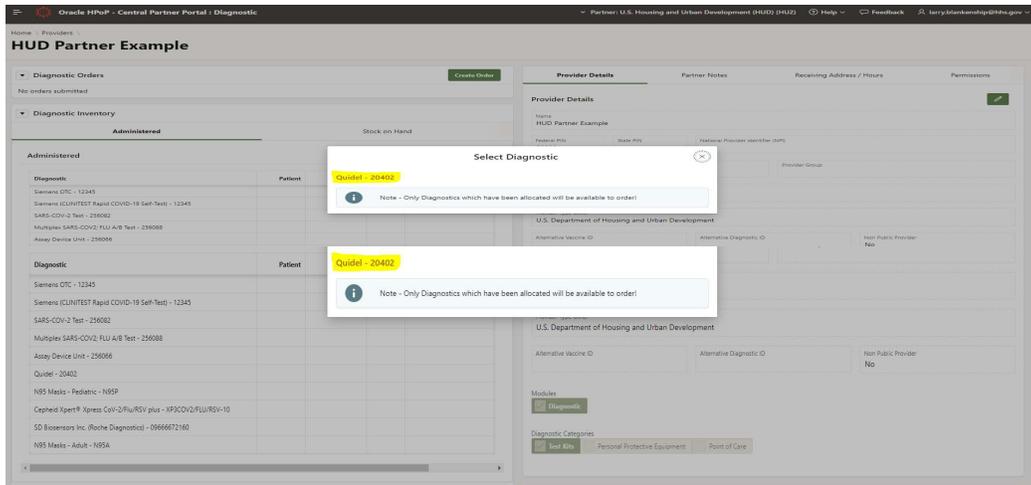
- Select 'Create Order'

The screenshot displays the Oracle HPOU Central Partner Portal Diagnostic interface. The main heading is "HUD Partner Example". On the left, there are sections for "Diagnostic Orders" (No orders submitted) and "Diagnostic Inventory". The "Administered" section contains two tables with columns for "Diagnostic", "Patient", "Employees", "Public", and "History". The "Provider Details" section on the right includes fields for Name, Federal EIN, State PIN, National Provider Identifier (NPI), Team, Provider Type, and Provider Type Other. It also has sections for Alternative Vaccine ID and Alternative Diagnostic ID, and a "Modules" section with a "Diagnostic" button. At the bottom, there are "Diagnostic Categories" including "Test Kits", "Personal Protective Equipment", and "Point of Care".

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

Ordering – Step 2

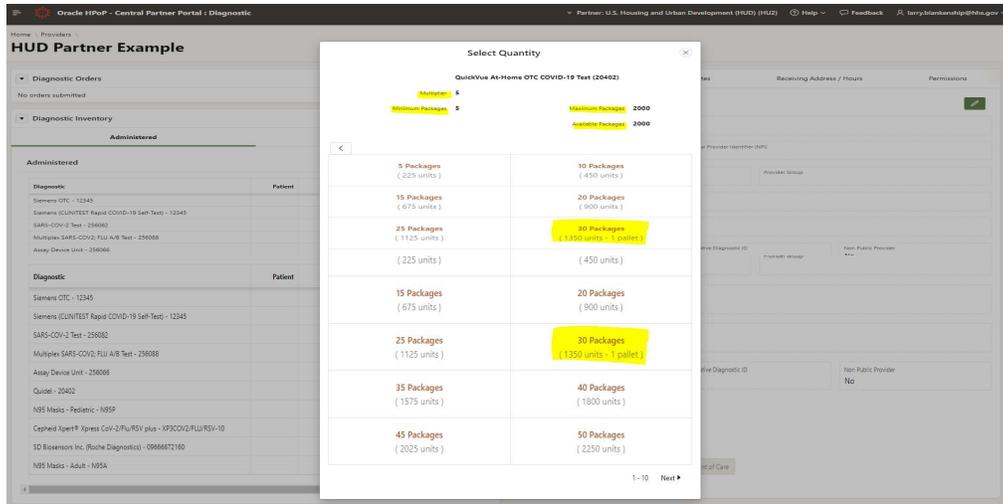
- Select Available Diagnostic, in this scenario, Quidel has been made available”



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.

Ordering – Step 3

- Select Quantity: Please note that 12 Packages equal 1 Pallet.

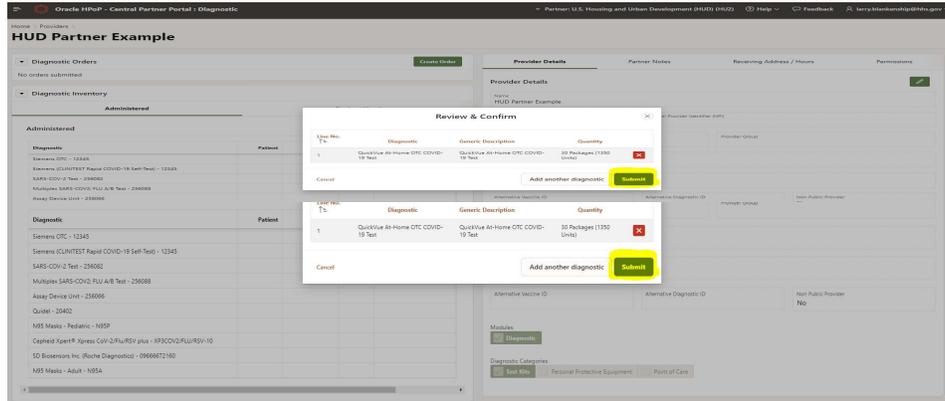


You will then be prompted to select the quantity of test kits you wish to order. In this scenario, 30 Packages were selected, equaling one pallet.

Please note that the minimum order is 1 Packet which contains 45 Kits and there are 2 tests in each kit.

Ordering – Step 4

- Review and Confirm the quantity.
Then click “Submit”.



Ordering – Step 5

- Order will now reflect under Diagnostics Orders tab and reflect a status of “Submitted”.

The screenshot displays the HUD Partner Portal interface. On the left, the 'Diagnostics Orders' tab is active, showing a table of administered orders. The table has columns for 'Diagnostic', 'Patient', 'Employees', 'Public', and 'History'. The 'Diagnostic' column lists various test types such as 'Siemens OTC - 12345', 'Siemens (CLINITEST) Rapid COVID-19 Self-Test - 12345', 'SARS-CoV-2 Test - 256002', 'Multiple SARS-CoV-2, FLU A/B Test - 256088', 'Quidel - 20402', 'N95 Masks - Pediatric - N95P', 'Cepheid Xpert® Xpress Cov-2/Flu/RSV plus - XPR3COV2/FLU/RSV-10', 'SD Biosensors Inc. (Roche Diagnostics) - 0966672160', and 'N95 Masks - Adult - N95A'. On the right, the 'Provider Details' section is visible, showing information for 'HUD Partner Example' with fields for 'Provider ID', 'Date', 'National Provider Identifier (NPI)', 'Team', 'Provider Group', 'Provider Type', 'Alternative Vaccine ID', 'Alternative Diagnostic ID', 'Non-Public Provider', 'Modules', and 'Diagnostic Categories'.

Help Desk Resources

Systems Access Issues

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



On the Web:
aspr.hhs.gov



Facebook:
facebook.com/ASPRgov



Twitter:
twitter.com/ASPRgov



Twitter: Dawn O'Connell
twitter.com/HHS_ASPR



Instagram:
instagram.com/ASPRgov/



YouTube:
youtube.com/c/ASPRgov



Flickr:
flickr.com/ASPRgov

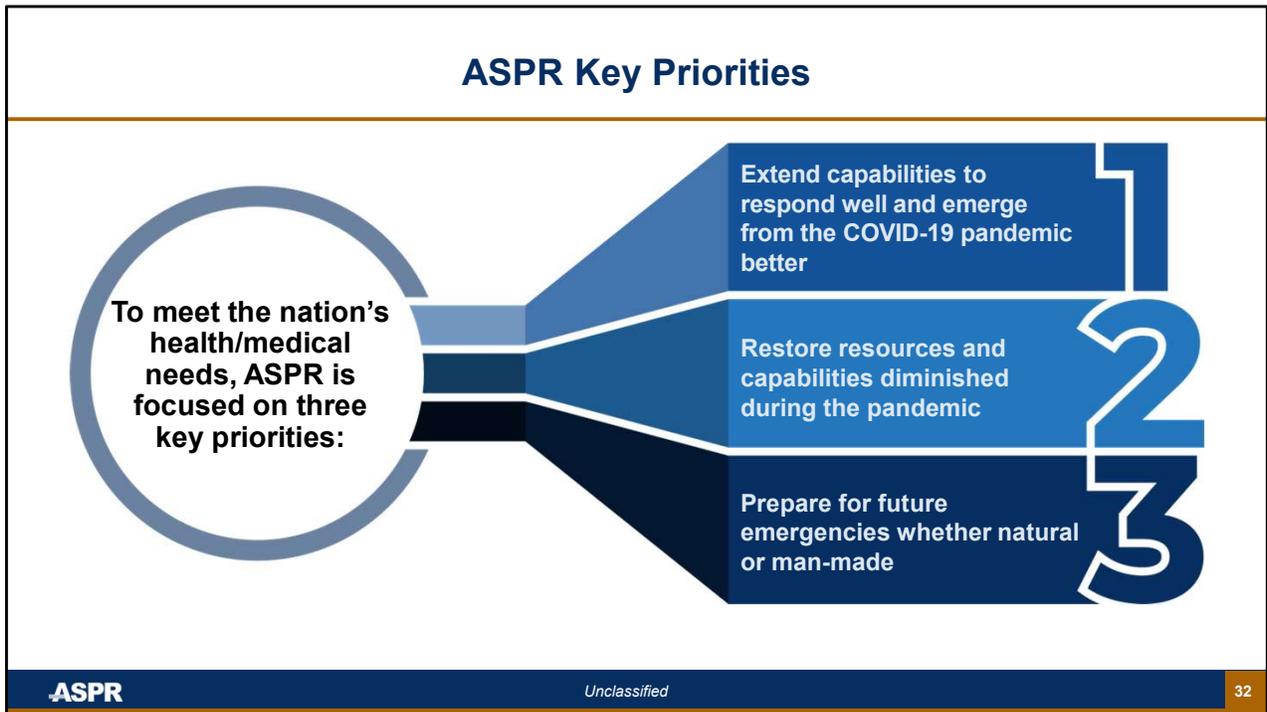


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ASPR leads the nation's medical and public health preparedness for, response to, and recovery from disasters and public health emergencies.

ASPR collaborates with hospitals; healthcare coalitions; biotech firms; community members; state, local, tribal, and territorial governments; MRC units, and other partners across the country to improve readiness and response capabilities.

ASPR also serves as the principal advisor to the Secretary of the U.S. Department of Health and Human Services (HHS) on all matters related to federal public health and medical preparedness and response. This role includes coordinating policies that drive health security and overseeing the Secretary's Operation Center as the central hub for health emergency response operations.

To ensure ASPR is meeting the nation's medical and public health needs before, during, and after a disaster or public health emergency, we are focusing on three key areas: Respond, Restore, and Prepare.

1. Respond well and emerge from the COVID-19 pandemic better

ASPR leads the ongoing coordination of the COVID-19 response across HHS. To make sure

ASPR doesn't lose the capability developed during COVID, ASPR is extending capabilities in the areas of logistics, public health and medical surge operations, and medical countermeasure development and distribution.

2. Restore resources and capabilities diminished during the pandemic

ASPR is actively restoring and strengthening capabilities depleted during the pandemic such as the Strategic National Stockpile (SNS) and securing the public health supply chain.

3. Preparing for future emergencies

ASPR is constantly scanning the horizon to prepare for whatever may come next, whether natural or manmade. In collaboration with partner organizations, ASPR is leading the development of policies and frameworks that guide operations to enable ASPR to better prepare for, respond to, and recover from disasters and emergencies.

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