May 4, 2020

Dear Oregon Hospital Administrator,

The Oregon Health Authority (OHA) recognizes the numerous data reporting requests required by hospitals during this COVID pandemic. OHA has been working to find ways to streamline data and alleviate the reporting burden on Oregon hospitals.

Vice President Pence in a letter dated April 10th, sent on behalf of the United States Department of Health & Human Services (HHS) and the Federal Emergency Management Agency (FEMA), asked hospitals to report data for epidemiological surveillance and public health decision making in response to COVID-19. OHA has worked with its HOSCAP vendor to submit daily reporting on behalf of hospitals, which is an option outlined in the HHS request.

This letter affirms OHA’s willingness to submit hospital capacity and utilization data to HHS via HOSCAP on behalf of hospitals. This will be accomplished through a direct data submission, automatically sent from HOSCAP to the Center for Disease Control (CDC) National Healthcare Safety Network (NHSN) module. The data will be submitted daily, unless otherwise directed and required by HHS. By submitting this data on behalf of hospitals, OHA would take responsibility for transmitting hospital HHS reporting, but hospitals would remain responsible for data accuracy and for submitting daily updates into HOSCAP to meet the HHS reporting requirements. If a hospital failed to submit daily updates to HOSCAP it would need to submit the required information to the NHSN module itself.

Starting Tuesday, May 5th, a new HHS Reporting section will be live in HOSCAP, and all hospitals that want OHA to submit data on its behalf must:

- Enter data for the HHS bed capacity and utilization fields within HOSCAP by 12pm (noon) daily.
- Ensure that the data provided is accurate and complete.

Please be aware that HOSCAP data is subject to disclosure under Oregon’s Public Records Act. Prior to release of any HOSCAP data that was requested through a public records request, OHA would ensure that no data could be used to identify patients, and such information would be redacted.

Please see the attached FAQ and HHS HOSCAP instructions with more information. An NHSN organization identification (ID) number will be required the first-time hospitals enter their data. If your hospital does not have an NHSN ID, please go to https://www.cdc.gov/nhsn/enrollment/index.html prior to entering data and register for one.
Please complete and sign the agreement on the next page confirming if you wish to have OHA submit data on your hospital’s behalf. Submit the completed document to OrESF8.HAN@dhsoha.state.or.us

We appreciate your continued partnership as we work to respond to the COVID-19 epidemic.

Thank you,

[Signature]

Patrick M. Allen
Director
Hospital Agreement to have OHA Submit HHS Reporting through HOSCAP

Vice President Pence in a letter dated April 10th, sent on behalf of the United States Department of Health & Human Services (HHS) and the Federal Emergency Management Agency (FEMA), asked hospitals to report data for epidemiological surveillance and public health decision making in response to COVID-19. OHA is willing to submit hospital capacity and utilization data to HHS via HOSCAP on behalf of hospitals for bed capacity and equipment. By submitting this data on behalf of hospitals, OHA would take responsibility for transmitting hospital HHS reporting, but hospitals would remain responsible for data accuracy and for submitting daily updates into HOSCAP to meet the HHS reporting requirements.

This form confirms you wish to have OHA submit data on your hospital’s behalf. If at any time, your hospital/health system decides to not have OHA submit any longer on your behalf, you must send notification of your intent to take over your reporting to: OrESF8.HAN@dhsoha.state.or.us

This form must be signed by an individual with legal authority to act on behalf of the hospital or health system.

I, __________________________ (printed name), on behalf of ______________________________ (name of hospital or health system), attest that we wish to have the Oregon Health Authority, through its HOSCAP vendor, submit HHS required data for bed capacity and utilization.

If a health system is submitting this attestation, please list all of the hospitals in the system for which this attestation applies:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I understand our hospital/health system is responsible for data accuracy and for submitting daily updates into HOSCAP to meet the HHS reporting requirements.

_________________________  __________________________
(Print Name and Title)       (Date)

____________________________________
(Signature)