

# Specimen Collection Request Process for Nursing Homes and Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IIDs)

## Step One:

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- Review [Overview of Wisconsin's COVID-19 Testing Plan, P-02675](#) to learn more about Wisconsin's COVID-19 testing plan for nursing homes and intermediate care facilities for individuals with intellectual disabilities.
- Contact your local public health department and Division of Quality Assurance Regional Field Operations Director (RFOD) to discuss local resources that may be able to assist in meeting the specimen collection request.
  - Local Public Health: [www.dhs.wisconsin.gov/lh-depts/counties.htm](http://www.dhs.wisconsin.gov/lh-depts/counties.htm)
  - RFOD: [www.dhs.wisconsin.gov/dqa/bnhrc-regionalmap.htm](http://www.dhs.wisconsin.gov/dqa/bnhrc-regionalmap.htm)
- If local resources are not able to meet the need, move on to step two.

## Step Two:

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- Complete the pre-request specimen collection form.
- Email your [county or tribal emergency manager](#) in order to submit a request for assistance (RFA) for support from the National Guard. Attach the completed form to the email. If you are not familiar with your county emergency manager, your RFOD or health department can help make the connection.
- Once received, the county emergency manager will submit the request to the State Emergency Operations Center (SEOC).

## Step Three:

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- The State Emergency Operations Center will receive the request and reach out to the points of contact identified in order to set up an initial conference call.
  - This conference call will include the provider, local public health, local emergency management, and representatives from the SEOC.
  - The purpose of this call is to review the information provided in the pre-request specimen collection form, and discuss the logistics of the specimen collection site.
- Once the call is complete, the SEOC representatives will submit the request to the SEOC leadership for approval.

## Step Four:

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Once the request is approved by SEOC leadership, representatives from the SEOC will reach out to confirm the date, time, and final details of the specimen collection site.

### Step Five:

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In the time between the SEOC approval and the specimen collection site, the following activities will take place.

- The National Guard Surgeon Cell will reach out to the facility point of contact to address the forms that are required for the site, and how the results will be processed and shared.
- If local public health needs support from the National Guard to support the notification of provider staff test results, a call will be held between the National Guard call center and local public health.
- The provider will need to prepare for the specimen collection, including printing all necessary forms, and preparing staff and residents as appropriate for testing.
- A day or two before your testing is supposed to begin, a few National Guard members will come to your site in order to review forms, evaluate the site, and discuss final details. A facility point of contact for this site visit will be determined on the initial conference call.

### Step Six:

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Conduct the specimen collection!

## Post-Specimen Collection Expectations

- Test results will be processed within approximately 48 hours and entered into Epic by Exact Sciences. Each of these results, both for staff and residents (if appropriate), will be pushed to the local public health jurisdiction corresponding to the address provided. Local health departments receive these results through the Wisconsin Electronic Surveillance System (WEDSS). There may be a short delay in the results being available in WEDSS due to the data transfer timeline.
- The resident test results will be made available to the ordering physician through EpicCare Link. Staff results may be available to the ordering physician as well. These roles and permissions will be further discussed during the initial call.
- The provider is expected to notify all residents of their results, and provide a list/confirmation back to the county or tribal public health officer of the residents that were notified. Local public health will follow up with individuals who have tested positive for COVID-19 in order to conduct the required contact tracing and investigation.

# Specimen Collection Request Process for Long Term Care and Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IIDs)

