

# NC DHHS Testing

Updated: December 1, 2022

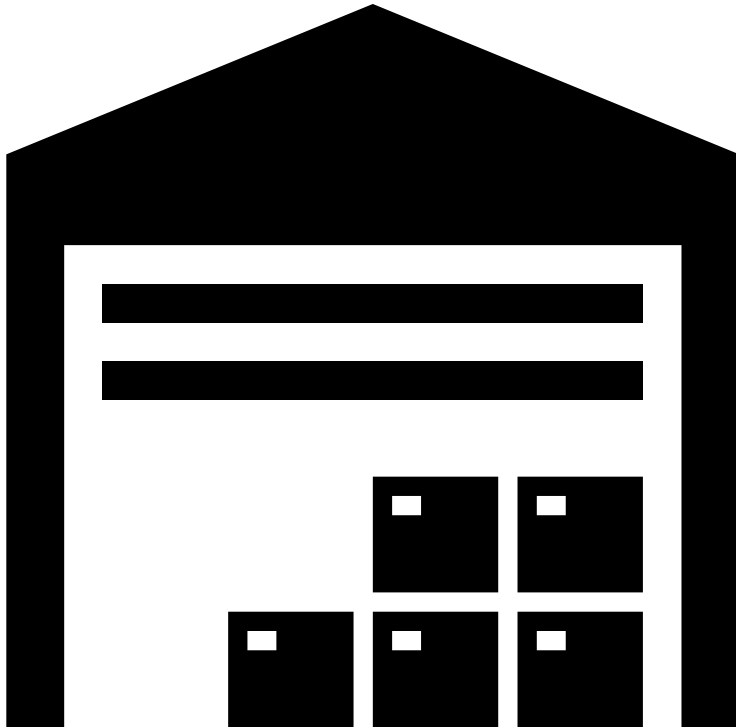


NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**



# WHAT ARE COMMUNITY ACCESS POINTS?

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Community Access Points (CAPs) are:

- conveniently located
- community-based organizations
  - that serve as a hub **to equitably distribute COVID-19 at-home tests to:**
    - historically marginalized populations (HMPs),
    - highly rated populations on the social vulnerability index (SVI), and
    - geographically isolated populations
    - community events

# ORDER TESTS OR BECOME A COMMUNITY ACCESS POINT (CAP)

NC DHHS works to ensure that Historically Marginalized Populations (HMP), high Social Vulnerability Index (SVI) populations, and geographically isolated locations have access to at-home COVID-19 tests during higher positivity levels of COVID-19. Through this effort, community agencies can order tests and are eligible to become a CAP site.

## Ordering Tests for Your Organization:

- Non-profit community organizations can **order tests to be used within their organization**
- Organizations may choose not to become a CAP due to confidentiality, safety, or the inability to provide tests to community members
  - Examples: correctional facility, a long-term care facility, a behavioral health setting, domestic violence shelter, or a school

## Ordering Tests for Community Distribution (CAP):

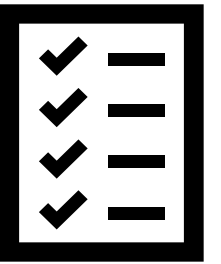
- CAP provides a **location for community members to obtain tests** during an organizations identified distribution hours as well as provide at-home tests for distribution during community events
  - Examples: Local Health Department, with Healthier Together, Community Based Organization, or a Federally Qualified Health Center



**Note:** Both options have the same registration and order process and adhere to the same order schedule. CAPs will be displayed on the NCDHHS website and will include hours of distribution ordering facilities will not.

# REQUIREMENTS

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## Community Member Requirements:

- 1 No proof of residency is required for requesting a test
- 2 No ID is required to pick up tests
- 3 Must be 14 years or older to receive a test
- 4 Individuals can receive up to 10 tests per visit

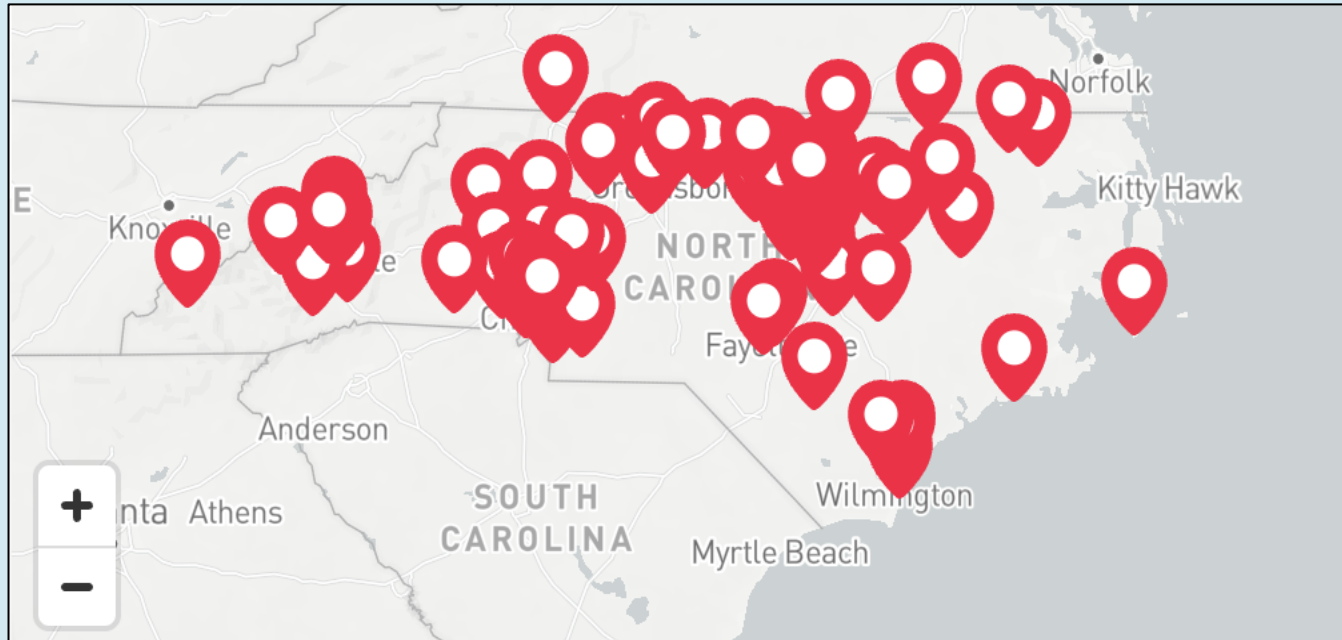
## Agency Requirements:

- 1 Must be an LHD, CBO, FQHC, CHW or with Healthier Together
- 2 Must have a Point of Contact (POC)
- 3 Predetermined distribution hours (determined by the organization)
- 4 Must have a secure climate- controlled storage facility
- 5 Must have a sharable address

**Note:** NCDHHS has little to no ability to support an urgent request if facilities run out of tests. Organizations are not required to ask for identifying documentation or any other supporting documentation. Organizations are not required to keep a log or provide any reporting.

# COMMUNITY MEMBERS WILL BE ABLE TO EASILY VIEW ALL CAPS ON THE NEW AT-HOME TESTING MAP

The **At-Home Testing website** has been updated with additional information regarding **site locations**, **test availability**, and other **FAQs**.



**Note:** This graphic is an *example* of what the At-Home Test Finder will look like.



## At-Home Testing Website Update

- The NCDHHS Testing Webpage has been updated with an **At-Home Mapping Tool**.
- **Community Access Points** will be on a map with other on-site testing resources.
- There is a link on the map webpage if you would like to submit an update for any listings.

# NEW FACILITY REGISTRATION FORM – FOR AGENCIES THAT HAVE NOT YET REGISTERED TO ORDER TESTS

## NC DHHS Rapid Test Ordering Registration

Agency Or Facility Name \*


Testing Coordinator Name \*

The Testing Coordinator will:

1. Receive all order communications along with order POC
2. Be responsible for your organization's testing inventory and subsequent expiration dates, and
3. Coordinate new orders

Testing Coordinator Email \*

Testing Coordinator Phone Number \*

 +1 ( ) - -

Facility Type \*

Select ▾

## Registration Steps

1. Open the [registration link](#)
2. If your facility is not listed in the dropdown, there is not an active registration.
3. **Select "My Facility Is Not Listed" from the dropdown to be taken to the registration page.**
4. Complete the registration form including providing shipping address and Community Access Point information.
5. After registering, **please wait 48 hours** before returning to place an order. NCDHHS reviews registrations on Tuesday and Thursday.
6. The testing coordinator will receive a confirmation email once the registration is approved.
7. **Return to the same link, your facility should be listed in the dropdown.** Select the facility in the dropdown to place an order.

- **Helpful Hint:** For organizations with multiple shipping addresses, **each shipping address must be registered separately.**

**Facility with multiple addresses in the same city:  
Facility Name - City, Street Name**

- Food & Nutrition Agency – Raleigh, 123 NCSU Lane
- Food & Nutrition Agency – Raleigh, 456 Boylan Avenue

**Facility name in multiple cities:  
Facility Name – City Location**

- Food & Nutrition Agency – Raleigh Location
- Food & Nutrition Agency – Apex Location

# EXISTING FACILITY CAP REGISTRATION FORM – FOR AGENCIES THAT HAVE ALREADY REGISTERED TO ORDER TESTS FROM NC DHHS

## NC DHHS Testing Site Information Form

### Test Site Finder Locator Tool

NCDHHS has developed a location site finder tool that enables recipients to find locations offering COVID-19 testing services. This tool is embedded on the NCDHHS website.

If you need to update, add, or remove your location from the website, please fill out this form accordingly.

If you need to make changes for 6 or more locations, please contact our team using the below link:

<https://app.smartsheet.com/b/form/b34ba5d093c941f087c04f5d9045188a>

#### Request Type \*

- Update an existing listing - Retail
- Update an existing listing - Community Access Point
- Remove existing listing(s)
- Add a new listing – Retail
- Add a new listing - Community Access Point

Send me a copy of my responses

Submit

## CAP Registration Steps

1. If your facility is already registered to order tests through NC DHHS, you can register to become a Community Access Point by navigating to the [testing site survey link](#)
2. To register your facility as a Community Access Point or add additional secondary sites, select **“Add a new listing – Community Access Point”**
3. When prompted, select your facility name from the dropdown list. **Note:** If your facility has not yet registered to receive tests, you must first complete the [primary registration survey found here](#)
4. After selecting your facility, please fill in all relevant site information (address, contact information, hours, etc.) needed for your facility to be listed as a Community Access Point
5. Up to ten secondary locations can be added through the survey – for additional information on adding secondary locations, please see Slide 8

# IF YOUR FACILITY HAS MORE THAN ONE LOCATION, ADDITIONAL LOCATION CAN EASILY BE ADDED IN THE SURVEYS

Please refer to the detailed instructions below to **add additional Community Access Points**.

Do you have another location you would like to register as a community access point?

Yes  ▾

To register another Community Access Point, select **'Yes'** to the above prompt.

**What is the facilities name?**

This name will appear on the DHHS at-home website

**What is the facilities physical street address?**

**Facilities City**

**Facilities Zip Code**

**Location Pick-Up Hours**

Select or enter value ▾

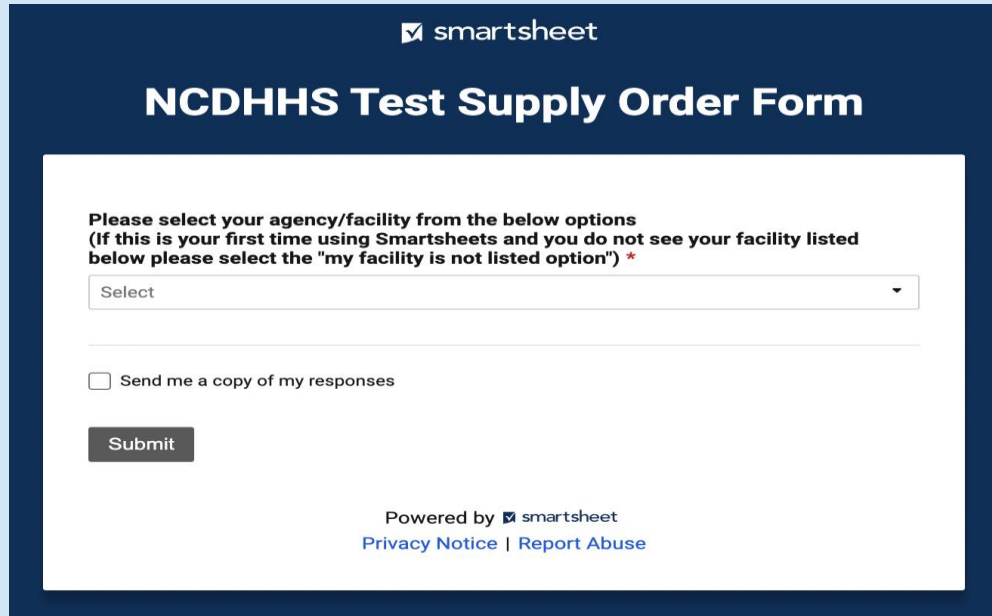
Information required for each additional Community Access Point shown above.

- To register each additional Community Access Point location, **select 'Yes' to prompt at the end of survey asking if you would like to register another location.**
- Additional details regarding each additional Community Access Point will need to be provided, including the following (shown in screenshot):
  1. Facility Name
  2. Physical Address of the Facility
  3. Facility Phone Number
  4. Facility City
  5. Facility Zip Code
  6. Facility Pick-Up Hours
- **Note: A maximum of 10 additional CAPs can be registered through the survey**



# ORDERING

Once your registration has been approved, please follow the below steps to complete your testing order



smartsheet

## NCDHHS Test Supply Order Form

Please select your agency/facility from the below options  
(If this is your first time using Smartsheets and you do not see your facility listed below please select the "my facility is not listed option") \*

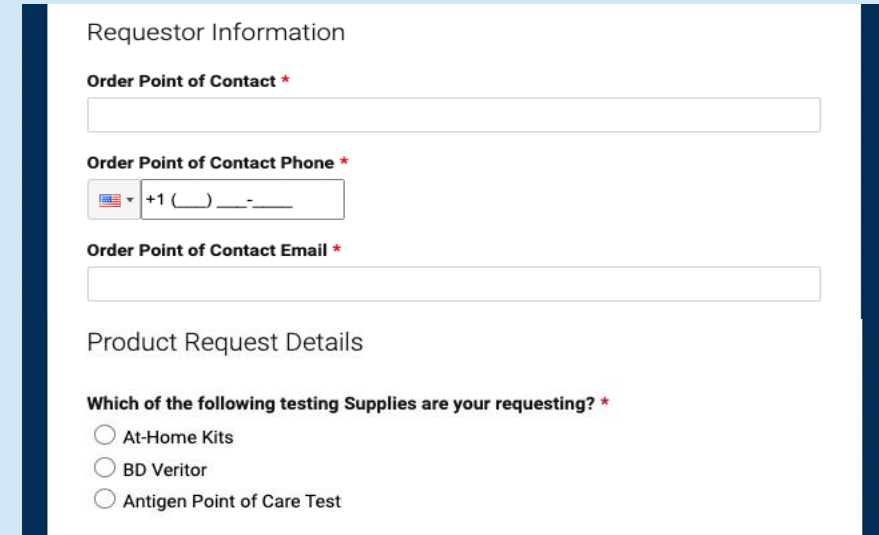
Select

Send me a copy of my responses

Submit

Powered by smartsheet  
[Privacy Notice](#) | [Report Abuse](#)

1. Opening the Test Order Form will direct you to the screen shown above
2. **Select the facility drop-down menu**



Requestor Information

**Order Point of Contact \***

**Order Point of Contact Phone \***

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**Order Point of Contact Email \***

Product Request Details

**Which of the following testing Supplies are your requesting? \***







At-Home Kits

BD Veritor

Antigen Point of Care Test

3. Fill in information regarding order point of contact.
4. **Choose the type of test** your facility is requesting.
5. Testing Coordinator and Shipping Address is pulled from the registration file.
6. **Facility will receive an order confirmation email.**

# RESOURCES ARE AVAILABLE TO HELP YOUR FACILITY BECOME A CAP

	Item	Description	Link
	<b>Testing Website</b>	Reviews all onsite and at-home options available	Find COVID Test - <a href="https://covid19.ncdhhs.gov/FindTests">https://covid19.ncdhhs.gov/FindTests</a> Find At-Home Test - <a href="https://covid19.ncdhhs.gov/home-covid-19-tests">https://covid19.ncdhhs.gov/home-covid-19-tests</a>
	<b>FAQs</b>	FAQs for the public on COVID-19 testing.	Testing FAQ - <a href="https://covid19.ncdhhs.gov/find-covid-19-tests/faqs">https://covid19.ncdhhs.gov/find-covid-19-tests/faqs</a>
	<b>Office Hours</b>	Office hours can be available upon request.	Onboarding deck – <a href="https://covid19.ncdhhs.gov/media/4314/open">https://covid19.ncdhhs.gov/media/4314/open</a> Become a CAP webpage: <a href="https://covid19.ncdhhs.gov/community-access-points">https://covid19.ncdhhs.gov/community-access-points</a>
	<b>Marketing Tool Kit</b>	Expanded availability of testing fact sheets and social media tools.	Marketing Toolkit - <a href="https://covid19.ncdhhs.gov/materials-and-resources/materials-about-covid-19-symptoms-and-treatment">https://covid19.ncdhhs.gov/materials-and-resources/materials-about-covid-19-symptoms-and-treatment</a>
	<b>At-Home Test Resource Website</b>	Resources for public on use of at-home tests.	<a href="https://covid19.ncdhhs.gov/testing-treatment/home-tests-kits/how-test-covid-19-home">https://covid19.ncdhhs.gov/testing-treatment/home-tests-kits/how-test-covid-19-home</a>
	<b>At-Home Website Map</b>	New maps to find At-Home, Free On-site Testing and retail testing sights.	At-Home Test Map Finder - <a href="https://covid19.ncdhhs.gov/PickUpTests?">https://covid19.ncdhhs.gov/PickUpTests?</a> Free Community Testing Events - <a href="https://covid19.ncdhhs.gov/testing-treatment/find-covid-19-tests/free-community-testing-events">https://covid19.ncdhhs.gov/testing-treatment/find-covid-19-tests/free-community-testing-events</a> Retail Testing Sites - <a href="https://covid19.ncdhhs.gov/testing-treatment/find-covid-19-tests/find-covid-19-testing-site">https://covid19.ncdhhs.gov/testing-treatment/find-covid-19-tests/find-covid-19-testing-site</a>

# ORDER AND SHIP SCHEDULE

Month	Orders Due (10am)	Expected Ship Date - Orders < 8K Tests	Expected Ship Date - Orders > 8K Tests	Ordering Recommendations
November	Monday, <b>11/14*</b>	Tues-Thurs <b>11/29 - 12/1</b>	Tuesday, <b>11/29</b>	- Consider if additional tests are needed for the <b>winter holidays</b>
December	Monday, <b>12/12</b>	Tues-Thurs <b>12/20 - 12/22</b>	Tuesday, <b>1/3</b>	
January '23	Tuesday, <b>1/3**</b>	Tues-Thurs <b>1/10 - 1/12</b>	Tuesday, <b>1/17</b>	
January '23	Monday, <b>1/16</b>	Tues-Thurs <b>1/24 - 1/26</b>	Tuesday, <b>1/31</b>	
January '23	Monday, <b>1/30</b>	Tues-Thurs <b>2/7 - 2/9</b>	Tuesday, <b>2/14</b>	

# Thank You For Your

 Partnership

 Compassion



 Commitment

 Valuable  
feedback