Policies on the use of CDRS

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Republic of the Philippines
Department of Health
OFFICE OF THE CHIEF OF STAFF
HEALTH REGULATION TEAM

TO	:	**ALL LICENSED COVID-19 TESTING LABORATORIES**
FROM	:	**ATTY. CHARADE B. MERCADO-GRANDE** Assistant Secretary of Health Office of the Chief of Staff - Health Regulation Team
SUBJECT	:	**UPDATE ON COVID-19 TESTING LABORATORIES; USE OF THE COVID DOCUMENT REPOSITORY SYSTEM (CDRS)**
DATE	:	July 08, 2020

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This is to officially notify all licensed COVID-19 testing laboratories of the Discussions and Key Agreements made in the recently conducted Video Teleconference (VTC) meeting held last July 7, 2020 at 2:00 in the afternoon regarding the new COVID Document Repository System (CDRS).

First of all, this office would like to extend its heartfelt gratitude to all the seventy-one (71) licensed COVID-19 laboratories that participated in the meeting on the updates and transition to CDRS.

As discussed, the CDRS will be used as the new data reporting process for a **simpler and harmonized reporting**. This will help the laboratories to timely and accurately report their data, which is essential to guide policies and interventions.

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SUBJECT : **UPDATE ON COVID-19 TESTING LABORATORIES; USE OF THE COVID DOCUMENT REPOSITORY SYSTEM (CDRS)**

DATE : July 19, 2020

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This pertains to the subject mentioned above.

Pursuant to the Notice to Laboratories dated July 08, 2020, an announcement was made stating that the mandatory reporting of the Line Lists shall be fully coursed through the new COVID Document Repository System (CDRS) starting July 19, 2020.

We extend our deepest gratitude to all testing facilities who complied and are already submitting their Line Lists through the CDRS. The transition will not be made possible if not for everyone's support and patience. Again, we thank everyone for your active participation throughout the process. As for those not yet creating their credentials and submitting through CDRS, we humbly urge your timely compliance to the same.

On the other hand, due to the introduction of the CDRS, please refer to the below summary of mandatory reporting that must be observed starting July 19, 2020:

(1) LINE LISTS OF POSITIVE AND NEGATIVE SPECIMEN	
What must be reported:	All line list of negative and positive specimen including all results not previously submitted as line list up until 6:00PM of the current day.
Deadline of reporting:	6:00PM daily
Where to submit:	COVID Document Repository System (CDRS) only.*

**Please note that all reports must be through the CDRS and not in the previously designated e-mail addresses.*

Meanwhile, please continue referring to below details when submitting the daily output reports:

(2) TESTING LABORATORIES DAILY OUTPUT REPORTS	
What must be reported:	Daily Output Reports up to 6:00PM of the previous day
Deadline of reporting:	12:00NN daily
Where to submit:	Google Form with the following link: https://forms.gle/qGNgtQQ8XFHkqVXw8

We shall also require all laboratories to have a bi-monthly review of data contained in their master database or consolidated line lists and compare this to data captured in COVIDKaya. Staff shall be assigned per laboratory to facilitate said data reconciliation activity.

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Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

August 7, 2020

DEPARTMENT CIRCULAR
No. 2020 - 0318

TO: **ALL UNDERSECRETARIES AND ASSISTANT SECRETARIES; DIRECTORS OF BUREAUS AND CENTERS FOR HEALTH DEVELOPMENT; MINISTER OF HEALTH – BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO; EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS; CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND INSTITUTES; PRESIDENT OF THE PHILIPPINE HEALTH INSURANCE CORPORATION; ALL DISEASE REPORTING UNITS; ALL LOCAL GOVERNMENT UNITS; ALL HOSPITAL FACILITIES; ALL LICENSED COVID-19 TESTING LABORATORIES; AND OTHERS CONCERNED**

SUBJECT: **Mandatory Submission of Accurate, Complete, and Timely COVID-19 Case Data through the COVID Document Repository System (CDRS) and Laboratory Information System API**

The Department of Health (DOH) enjoins all Disease Reporting Units (DRUs), Hospitals, and Local Government Units to provide accurate, complete, and timely data on COVID-19 cases.

All specimens tested for COVID-19 should have a completely filled-up Case Investigation Form (CIF) with emphasis on complete address (House/Building No., Street, Barangay, City/Municipality, and Province), and contact number to initiate contact tracing activities.

Laboratories are tasked to ensure that DRUs/Facilities/LGUs sending specimens for testing submits a completely filled-out CIF. Specimens with incomplete CIF shall not be accepted by the laboratories for processing. Collected CIF shall be submitted daily by the laboratories to DOH via any of the following means:

1. Scan individual copies of CIF and upload via COVID Document Repository System (CDRS)
2. Submission of hard copy forms to DOH
3. For those with an existing information system, provision of access to DOH via Application Program Interface or other similar means
4. Daily linelist extraction and uploading via CDRS

All line lists of positive and negative specimens, including all results not previously submitted as a line list as of 11:59 PM of the current day, should be submitted through the upload capability of the CDRS. Likewise, the laboratories are enjoined to ensure the accuracy and completeness of the data submitted with specific focus on onset of illness, complete address (house number, street, barangay, City/Municipality, and Province), and contact number of patients.

Only licensed COVID-19 laboratories that are already connected directly to the COVID KAYA Information system via the Application Programming Interface (API) are exempt from sending line lists through the CDRS. Non-compliance to the use of CDRS shall be subject to the penalties of the Republic Act 11332 or the "Mandatory Reporting of Notifiable Diseases", RA 4266 or the "Hospital Licensure Law", and RA 4688 or the "Clinical Laboratory Law."

The DOH will publish the list of non-compliant facilities/LGUs and enforce necessary sanctions.

Dissemination of the above information is requested.

FRANCISCO T. DUQUE III, MD, MSc
Secretary of Health

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REPUBLIC OF THE PHILIPPINES
INTER-AGENCY TASK FORCE
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

August 17, 2020

ATTENTION TO ALL CONCERNED COVID-19 DISEASE REPORTING UNITS

The Inter-agency Task Force for the Management of Emerging Infectious Diseases reiterates the responsibility of all Disease Reporting Units (DRUs), Health Facilities, Laboratories, and Local Government Units to provide accurate, complete, and timely data on COVID-19 cases through COVIDKaya or information systems via an application program interface (API).

Specifically highlighting for compliance the following information necessary to initiate contact tracing, which should be provided to the Department of Health (DOH) and to the Local Government Units of the patient's current address:

a. Patient's full name,
b. Complete address (House number, Street, Barangay, Municipality, City/Province),
c. Contact number of the cases who were tested for COVID-19, and
d. Completely filled-up Case Investigation Form (CIF).

Laboratories are tasked to ensure that DRUs/Facilities/LGUs sending specimens for testing shall provide the information above and a completely filled-out CIF prior to testing, provide the results directly to patients and the sending DRUs, and submit the same to the DOH through any of the following means:

a. Scan individual copies of CIF and upload via COVID Document Repository System (CDRS)
b. Daily linelist extraction and uploading via CDRS
c. For those with an existing information system, provision of access to DOH via Application Program Interface or other similar means, or
d. In special circumstances that are pre-coordinated with the DOH, submission of hard copy forms for centralized encoding.

The DOH will publish a list of non-compliant facilities/LGUs and enforce necessary sanctions"as indicated in the Republic Act 11332 or the "Mandatory Reporting of Notifiable Diseases Act," RA 4266 or the "Hospital Licensure Act," and RA 4688 or the "Clinical Laboratory Law".

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Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

SEP 08 2020

ADMINISTRATIVE ORDER
No. 2020 - 0014-B

SUBJECT : Amendment to the Administrative Order No. 2020-0014-A "Amendment to the Administrative Order No. 2020-0014, Guidelines in Securing a License to Operate a COVID-19 Testing Laboratory in the Philippines"

The Department of Health (DOH) issued Administrative Order (A.O.) No. 2020-0014 dated April 7, 2020, titled "Guidelines in Securing a License to Operate a COVID-19 Testing Laboratory in the Philippines", and its Amendment last May 20, 2020, to ensure that the standards for the maintenance of safety for both personnel and the general public and for the quality of the generated test results are complied with at all times.

The regulation of COVID-19 testing laboratories continues to evolve with the introduction of innovative diagnostic platforms. As the number of licensed Covid-19 testing laboratories increases, the Assessment Team from the Health Facilities and Regulatory Bureau (HFSRB) and the Research Institute for Tropical Medicine (RITM) made several recommendations and improvements to the current requirements for the strict implementation of biosafety and biosecurity protocols. Likewise, modification in the reporting system was developed for a timely and accurate reporting.

Hence, the following provisions are being amended to incorporate the changes:

-XXX-

Under Section V.B.9.4. and 6

-XXX-

4. The linelist of POSITIVE specimens shall be e-mailed to the following:
   a) Usec. Maria Rosario Singh-Vergeire – hrtucovid19results@gmail.com
   b) Usec. Myrna Cabotaje – mcc6277@gmail.com
   c) DOH Epidemiology Bureau – 2019.ncov.central@gmail.com
   d) Director of the Hospital
   e) Appropriate Regional Epidemiology and Surveillance Unit (RESU)

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6. The linelist of NEGATIVE specimens shall be e-mailed to the following:
   a) Usec. Maria Rosario Singh-Vergeire – hrtucovid19results@gmail.com
   b) DOH Epidemiology Bureau – 2019.ncov.central@gmail.com
   c) Director of the Hospital
   d) Appropriate Regional Epidemiology and Surveillance Unit (RESU)

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The aforementioned provisions are hereby amended to read as follows:

-XXX-

4. **Completely accomplished Case Investigation Forms (CIF) and linelist of positive and negative results shall be immediately encoded to the digital platform recommended by the DOH, such as but not limited to, COVID KAYA, COVID Document Repository System (CDRS), etc.**

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Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

December 17, 2020

DEPARTMENT MEMORANDUM
No. 2020-0542

TO : **ALL UNDERSECRETARIES AND ASSISTANT SECRETARIES; DIRECTORS OF BUREAUS AND CENTERS FOR HEALTH DEVELOPMENT; MINISTER OF HEALTH - BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO; EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS; CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND INSTITUTES; PRESIDENT OF THE PHILIPPINE HEALTH INSURANCE CORPORATION; ALL DISEASE REPORTING UNITS; ALL LOCAL GOVERNMENT UNITS; ALL HOSPITAL FACILITIES; ALL LICENSED COVID-19 TESTING LABORATORIES; AND OTHERS CONCERNED**

SUBJECT : **Interim Guidelines on the Compliance of COVID-19 Testing Laboratories to Data Submission and Quality Standards**

II. IMPLEMENTING GUIDELINES

A. Laboratories in Stage 3 of the joint HFSRB-RITM accreditation process under the terms of DOH AO No. 2020-0014 are required to apply for and secure a COVID-19 Document Repository System (CDRS) account. Guidelines for the application for CDRS can be found in **Annex A**.

B. Laboratories are required to declare their operating and non-operating days to the DOH-COVID-19 Surveillance and Quick Action Unit (CSQAU). They shall also inform the CSQAU regarding any changes to their operating schedule.

C. All testing laboratories are ipso facto considered Disease Reporting Units under Republic Act No. 11332, and as such as are required to designate a Disease Surveillance Officer as point person for coordination with their respective Regional Epidemiology and Surveillance Units (RESUs), City/Municipal/Provincial Epidemiology and Surveillance Units, and the CSQAU. Laboratories are required to submit the contact details of their DSOs to the CSQAU and to the RESUs and C/M/PESUs they fall under.

End of Module