County of Orange
Health Care Agency
Agency Operations Center

COVID-19 Test Kit – Resource Request Instructions for Healthcare Facilities/Organizations
Updated August 2021

If you are an organization submitting a resource request (RR) for COVID Testing Kits, you must follow these instructions and fulfill the requirements needed to receive the kits:

1. You must be an Orange County business with an Orange County business address. All business names and addresses will be confirmed prior to filling the resource request. If you do not provide your official county business name or if you use a personal/home address or personal email, your resource request will be denied.

2. You must be a **healthcare facility/organization**. Non-healthcare organizations eligible to receive testing kits may submit a resource request to their regional partner.

3. If you have an agreement with the State to receive testing kits through them, please submit your Resource Request to the State as directed.

4. You must properly complete the following two (2) forms and submit them the AOC Logistics Section at aocresourcerequestlead@ochca.com:

    a. OCHCA Resource Request Form
    b. Facility/MHOAC Situation Status (SitRep) for Testing Supplies

    NOTE: For State or County supplied testing kits, #4 (Financial Responsibility Acknowledgement Signature) on the Resource Request form may be left blank.

5. If you are requesting the **Abbott BinaxNow Antigen Testing** kits, these are the professional use kits, not the Self-Test kits. As such, ordering entities must be doing the test under a CLIA Certificate of Waiver at minimum.

    a. If you are using the State's CLIA number with an MOU, please submit a copy of the signed page of the MOU initiated with the State.
    b. If you are using your own CLIA number, please note the number on the top line of the resource request (If you are submitting the RR electronically put the number on line 1g—Facility/Organization Name)
    c. If you are using your own CLIA number and have applied but not yet received it, please submit proof of application for the CLIA number with your Resource Request.

6. The **Ambry Test kits** (saliva test) and **Fulgent Test Kits** (nasal swab) are self-collected molecular tests that need to be sent in (not point of care tests) so a CLIA waiver is not required.

NOTE: If you do not follow the proper steps noted above and do not and fill out the required forms accurately, your Resource Request will be denied.

7. Reporting Antigen and Point of Care testing results

    a. Federal regulations require laboratories (including providers conducting CLIA-waived tests) to report both **positive and non-positive (negative, indeterminate, and specimen unsatisfactory)** antigen test results. Any laboratories conducting SARS-CoV-2 antigen testing must report all positive and non-positive test results through the CalREDIE Electronic Laboratory Reporting system (ELR) **within eight hours** from the time the laboratory notifies the health care provider or other person authorized to receive the report.
    b. For organizations using the state's CLIA waiver and ordering physician, the state's contracted IT platform (Primary) will automatically report all results directly to CalREDIE in accord with California Code of Regulations Title 17, Section 2505 reporting requirements.
    c. Organizations using their own CLIA ID and ordering physician may have IT vendors who also automatically report all results to CalREDIE (e.g., NAVICA, the platform deployed by Abbott for its BinaxNow testing kits).
    d. For manual reporting, use the following instructions: Reporting Methods for COVID-19 Antigen and Point of Care Reporting
    e. Further clarification can be found from CDPH at: https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/LFSCOVID19ltr-1.aspx