

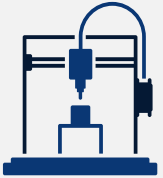


KDHE Community Testing Partner Program

Overview of the Community Testing Partner (CTP) program



The State of Kansas has a program to engage local partners (currently Pharmacies, Clinics, Hospitals, EMS and LHD) to expand COVID testing and better serve local communities. **This program is being extended until the end of 2021.**



Testing provided through the program **must be free to the patient, without ID or insurance required.**



The program will support CTPs by allowing them to partner with a local lab vendor that will provide free kits, transportation, analysis and patient resulting. In addition, **CTPs will receive \$30/test submitted as a fee for testing.**

Requirements for CTPs

While CTPs may engage in a variety of tests to match their needs, tests eligible for the \$30 fee for testing require that you:



Provide testing free to the patient without insurance or ID required. Tests seeking payer reimbursement for sampling are not eligible for fee for payment from the CTP program.



Be listed on a public map on the testing website and open to members of the public



Partner with a local lab vendor that has been contracted by KDHE and provide appropriate documentation

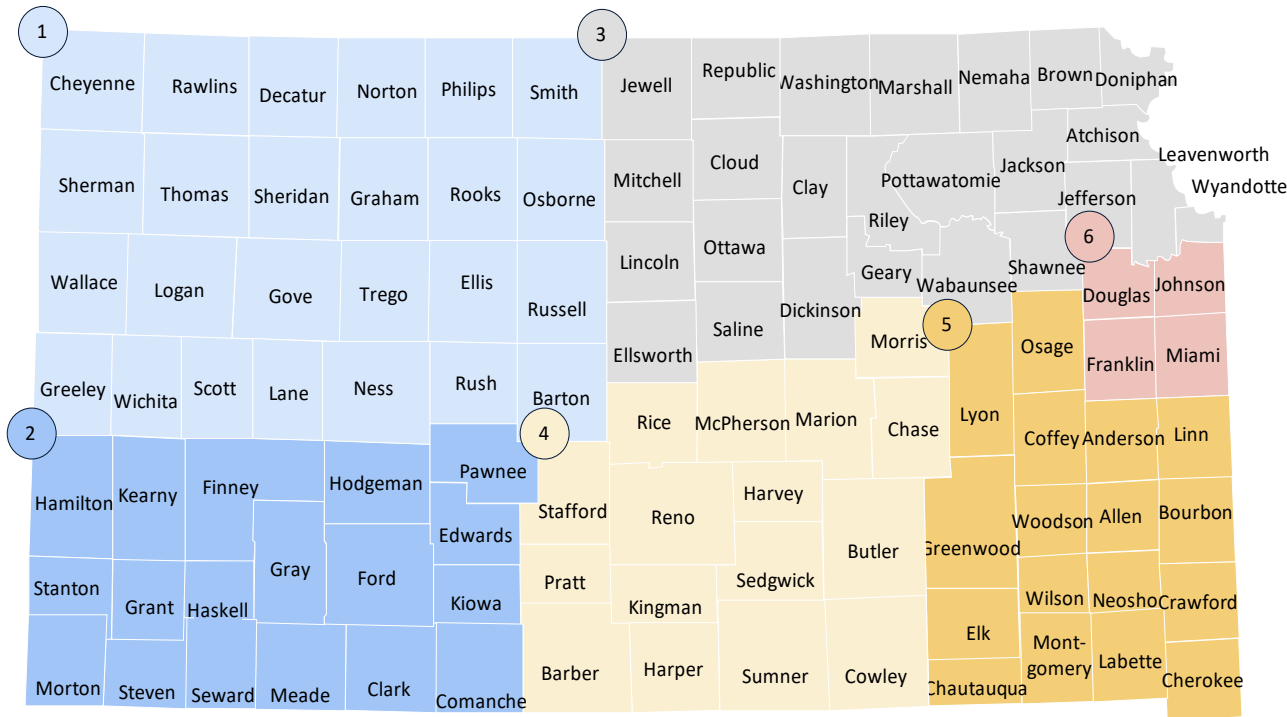
Start testing in 4 easy steps



	STEP 1	STEP 2	STEP 3	STEP 4
Activity	<ul style="list-style-type: none"> Determine your vendor based on geographic coverage 	<ul style="list-style-type: none"> Ensure preparation for offering testing and initiate a 1:1 call with your vendor to set-up testing logistics 	<ul style="list-style-type: none"> Once the 1:1 call is complete, start testing on the agreed-upon schedule with your vendor 	<ul style="list-style-type: none"> Submit receipt and invoice to KDHE for payment Vendor will share results with patients as agreed upon
Instructions	<ul style="list-style-type: none"> Find the vendor that services your region by looking up your county in the County map (Exhibit A) and finding the corresponding region & vendor Your vendor will provide transportation for samples 	<ul style="list-style-type: none"> Use the contact info sheet (Exhibit B) to reach out to your assigned vendor Use the follow-up guidance checklist (Exhibit C) to guide 1:1 vendor calls and your own preparation before starting testing Use the Instructions for registration with KDHE (Exhibit D) to ensure you are set up receive fee for testing 	<p>Note: all results must be processed <48hrs of receipt of test. Please communicate to KDHE if results are taking longer to process</p>	<ul style="list-style-type: none"> Follow the instructions for invoicing to KDHE (Exhibit D) to submit invoice from tests to KDHE
Additional Info	<ul style="list-style-type: none"> Please consult FAQs (Exhibit E) for more information 			

Exhibit A: Geographic coverage of vendors

Counties have been grouped into the following six regions to balance vendor testing capacity. See the table on the right to find the vendor for your region.



Instructions for finding your vendor

Please contact vendor assigned to your region as below. Use the accompanying contact information on the following page for each vendor to get started.

Region	Vendor
1	MAWD
2	MAWD
3	Clinical Reference Lab
4	WSU
5	MAWD
6	MAWD

If you have a pre-existing vendor relationship with any of the vendors above, or the three vendors below, you may continue testing through them instead and testing will be reimbursed by KDHE. However, please ensure during your 1:1 call that they are aware of the KDHE initiative and able to provide kits, transportation and receipts as needed.

Additional vendors not assigned to regions: 4M, KU, Quest, KHEL

If you do not have an existing relationship with a vendor, please use the vendor assigned to your region.

Exhibit B: Vendor Contact Information

Lab	Contact Name	Contact Email	Contact Number
Clinical Reference Lab	James Sotos	james.sotos@crlcorp.com	913-693-5499
MAWD	Cory Morgan	cmorgan@mawdpathology.com	913.339.8575
WSU	Debra Franklin	mdl@wichita.edu	O: 316-978-5209 C: 316-213-4238
Kansas Health & Environmental Labs (KHEL)	KHEL	kdhe.KHEL_HELP@ks.gov	Please contact using email.

Exhibit C: Checklist to guide your preparation and vendor conversation



Preparation

- 1. How many tests are we targeting, at what frequency?
- 2. What types of tests will the vendor provide (e.g., PCR Nasal, PCR Saliva)? What number of oversight staff will be required?
- 3. Are we registered with KDHE to receive payment for testing?
- Have we completed additional paperwork required for direct deposit?

Reminder: Please ensure the decisions made with vendors are reflected in your written agreement



Testing logistics

- 1. Where would testing take place (e.g. locations, specific testing sites/branches, mobile deployment or pop-ups?)
- 2. Are there enough staff available for sampling?
- 3. What days and hours will testing be taking place?
- 4. How will we upload patient information to the vendor's digital portal?
- 5. Are tests being scheduled or is it first-come, first-serve? What is the protocol for managing overflow capacity? (e.g. redirect to nearby testing sites)



Transportation logistics

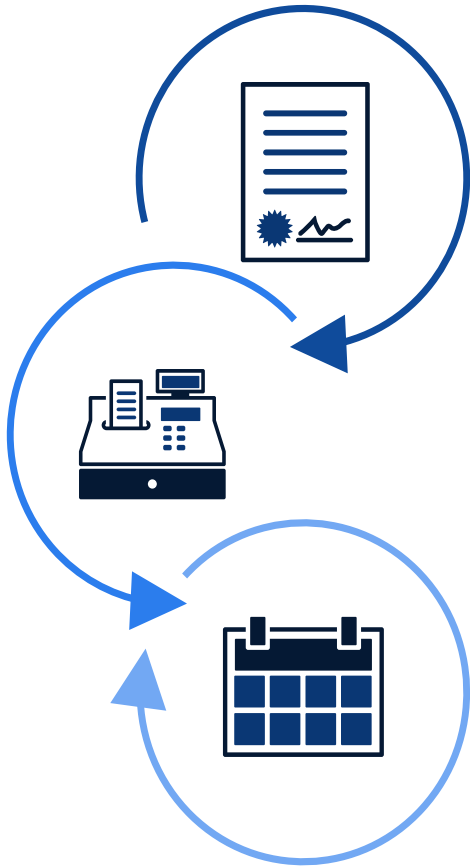
- 1. How will vendor provide transportation for test kits and samples? Does this line up with plan for providing testing?
- Please ensure you will receive a receipt from vendor for samples submitted to send to KDHE
- 2. What frequency of transport of kits and samples works best? Please note the 48 hour turnaround means samples should be picked up ASAP.
- 3. Who within each party will be the contact person for arranging test and sample transport?
- 4. What are back up transportation plans to mitigate for potential risks?



Results processing and sharing

- 1. How will results be communicated back to patients (e.g. vendor's digital portal)?
- Will results be communicated only to patient, or also to their provider, if relevant? Does the vendor have capability to do both? If not, how can vendor communicate to provider?
- 2. How will resulting work for patients who may not have the ability to access the digital portal? Who will contact them?
- 3. What reporting requirements do both parties have (e.g. to local, state, federal entities)?
- 4. How can patients follow up with vendors (e.g. for results processing updates)?

Exhibit D: Instructions for registration with KDHE



TO REGISTER: Please submit a W9 form and email

- New partners will be added to KDHE system
- Existing partners' details will be confirmed
- Send W9 to Renee.Rivera@ks.gov
- Send registration email to address in initial information packet with site information

TO SET UP DIRECT DEPOSIT: fill out form DA-130

- All highlighted fields must be completed
- A "wet signature" is required – not a digital signature
- A voided check or letter from banking institution with Routing and Account information must be submitted
- Send DA-130 to Renee.Rivera@ks.gov
- You may also receive funds via check if you do not set this up

TO SUBMIT AN INVOICE: Email KDHE with receipts from approved vendors

- Invoices may be sent weekly or bi-weekly to KDHE
- A line item for each week of tests at each site is requested, on a Sunday to Saturday time period
- Send questions about invoicing to Paul.Harrison@ks.gov
- Send invoices to kdhe.accountspayable@ks.gov including the subject line "KDHE Community Testing Partner – YOURNAME"
- Note that each invoice must be accompanied by a receipt from your lab vendor for tests submitted that matches the invoice

A registration email is required

Please note that you must submit an email to complete your registration, providing details for every site in which you will offer testing. Details provided will be used on a public facing map to help Kansans find their closest testing site.

Information for public website:

Site Name:

Site Address:

County:

Testing Schedule (days and hours):

Is an appointment required?

Contact information for public:

Information not for public website

Contact information for KDHE (phone and email):

Lab vendor for testing:

Please send this registration email to the address that corresponds to your organization type below and copy the last email listed. If you do not fall into any of the partner types, please email the last address. Please use subject line "KDHE CTP Registration – YOURNAME"

Partner type	Email address
Pharmacy	Aaron Dunkel <Aaron@KSRx.org>
FQHC/Safety Net Clinic	<testing@communitycareks.org>
Hospital	<KDHE.Preparedness@ks.gov>
Local Health Department	<LHD@ks.gov>
EMS	Joe House <Joseph.House@ks.gov>

Exhibit E: FAQ

Does a patient have to present with symptoms or be in contact with another COVID patient to require testing?

- No, expanded guidelines on who can be tested will cover all Kansans who want to be tested.

How long is the expanded program running?

- The program currently runs through December 2021. Coverage is extended to all Kansans without a need for ID or insurance and costs are covered by KDHE.

Can I ask for insurance information at all?

- You may inquire about insurance information for patients getting tested if your facility is engaging payers for reimbursements outside of sampling for the COVID test being provided. However you must make it clear that insurance is not a requirement for testing, and patients can refuse to provide information and still get tested. Additionally, you may not apply for the fee for testing for tests for which you are billing an insurance provider.

Will I be required to expand testing beyond my capacity?

- No. Making testing available through you is part of a larger testing expansion strategy through December 2021. We ask that you expand testing only at the frequency and volume that you can, and redirect any overflow to other contracted vendors, who will be set up to conduct the bulk of the testing. You may require patients to set appointments, or specify your schedule for testing, to control the volume of testing at your facility. You are encouraged to set your pickup/drop off scheduling with the vendors based on your ability to test (e.g. once a week, twice a week, certain hours, etc.)

Who can administer PCR tests?

- While some tests are administered at point of care by a health care provider, other tests (e.g. saliva self serve kits) can be self-administered with some supervision

Once I register as a CTP, can I collect the fee for testing for all the tests at my facility?

- No. ONLY tests that fall under the program, and meet the standards (open to the public, no requirement for ID or insurance, and conducted with one of the labs in Exhibit A) are eligible.
- If you perform tests as part of a non-public event or due to another event (e.g. testing for a company, including family, testing members of your staff, or routine tests for other medical procedures, such as for surgery), they are not eligible for the fee for testing.

How can we ensure the patient information is securely transmitted to the vendor?

- You will need to discuss with your vendor before starting testing on the procedure for ensuring patient information can be securely transmitted to them.

Can I be listed on the public testing map even if I do not use the KDHE CTP program for testing?

- In certain cases, alternate funding streams (e.g. federal funds) may cover your testing, or you may choose to use a non-qualifying vendor lab for testing, making it ineligible for the fee for payment. However, if the criteria of testing (free, open to the public, no ID/insurance required) is met, you may register as a CTP and be listed on the public testing map.

Who can I contact if I experience problems with my lab partner/testing process/transportation (etc.)?

- If you experience problems, please contact Paul Harrison (Paul.Harrison@ks.gov) from KDHE.

Will the testing facility receive the test results back from the laboratory?

- No, the vendor/laboratory who processes the tests will connect with the patient to provide results directly to patients via a digital portal. However, for patients who have a history with a provider, the provider may engage with the vendor to discuss possible result reporting in addition to patient reporting. We also encourage you to discuss with the vendor a plan for



Thank you!