

FEDERAL HOUSING ADMINISTRATION



Office of Multifamily Housing Programs



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

COVID-19 Test Supply Distribution and Ordering Overview for Multifamily Housing and/or Section 202 Elderly Projects

U.S. Department of Health and Human Services
Administration for Strategic Preparedness and Response (ASPR)
and
U.S. Department of Housing and Urban Development (HUD)

Agenda

- Background
- Test Kit Information & Self-Testing Resources
- HPOP Registration & Test Kit Ordering Logistics
- Walkthroughs:
 - Registration
 - Ordering
- Helpdesk

Background



- The Assistant Secretary for Preparedness and Response (ASPR) Testing and Diagnostics Working Group (TDWG) of Health and Human Services (HHS) mission is to expand the available COVID-19 diagnostic testing supply for at-risk individuals and underserved populations in the United States.
- ASPR TDWG is partnering with the U.S. Department of Housing and Urban Development (HUD) and its networks of aging and disability organizations to distribute no-cost federal testing to Section 202 Elderly Projects.
- Through this distribution initiative, no-cost over the counter (OTC) tests will become available to thousands of sites across the nation.





Test Kit Information & Self-Testing Resources

Test Kits



Quidel QuickVUE At-Home Over the Counter (OTC) COVID-19 Test:

- Rapid antigen test that an individual can self-administer
- Can be self-administered for use by those 14 years of age and older and for those 2-13 years of age, if an adult performs the test
- Results available within 10-15 minutes
- Can be used if symptomatic, asymptomatic, or within 6 days of symptom onset

Self-Testing Resources

- **Quidel QuickVUE At-Home OTC COVID-19 Test Instructions For Use (Infographic):**
 - [English](#)
 - [Spanish](#)
- [Self-Testing Video](#)
- [Customizable Self-Test Kit Handout \(Infographic\)](#)
- [Self-Testing | CDC \(Guidance\)](#)



HPOP Registration & Test Kit Ordering Logistics

Online Ordering System

- Test kits will be requested using an online ordering system known as the “**Health Partner Ordering Portal**” (HPOP).
- Distribution sites must register in order to begin ordering tests.
- Only organizations identified as HUD Multifamily Section 202 Elderly Projects by HUD will be approved through the registration process on the HPOP site and order test kits.
- Test kits shipped to HUD property locations can and should be shared with organizations who partner with them to provide services and supports to individuals with disabilities, older adults and their caregivers and household members.

Ordering Timeline

- After completing HPOP registration, distribution sites will be reviewed and approved by HUD.
- Once approved by HUD, distribution sites will have the ability to order test kits.
- Orders will be input on a **weekly** basis.
- Distribution sites should only order an amount of test kits that they estimate that they will be able to distribute in a **1-week period**.

ORDERING DEADLINE:

Monday at midnight EST every week.

Ordering Logistics

Ordering:

- Minimum is 1 package, or 45 test kits, there are 2 tests in each kit.
- Maximum is 2000 packages, or 90,000 test kits.
- Plan for weekly ordering cadence

Deliveries:

- Expect deliveries within 7-10 calendar days of order submission.
- Distribution sites will be able to track their orders via the HPOP system.

Storage:

- Test kits storage: Room temperature (15-25°C/59-77°F)
- Test kits shelf-life extension: 16 months
- [FDA Emergency Use Authorization \(EUA\)](#)



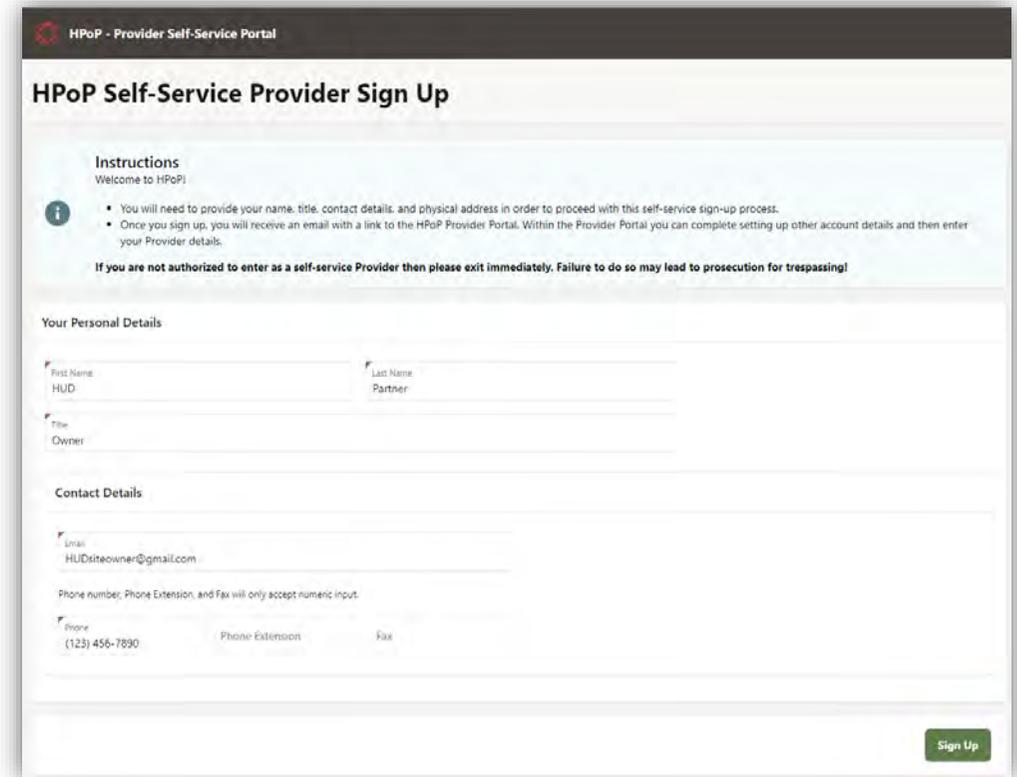
Online Registration Walkthrough

What Information is Needed to Register

- Each 202 project must register separately in the HPOP System
- Note Separate email required for each registration
- The project name should be used for the “Provider Name”
- Each property must provide the iREMS Number during the registration process in the “State ID” field
 - If you need help finding your iREMS Number, please visit the links based on where the property is located:
 - [Midwest Region](#)
 - [Northeast Region](#)
 - [Southeast Region](#)
 - [Southwest Region](#)
 - [West Region](#)

HPOP Registration – Step 1

- Visit <https://vpop.cdc.gov/selfservice/register> to begin the provider registration process.

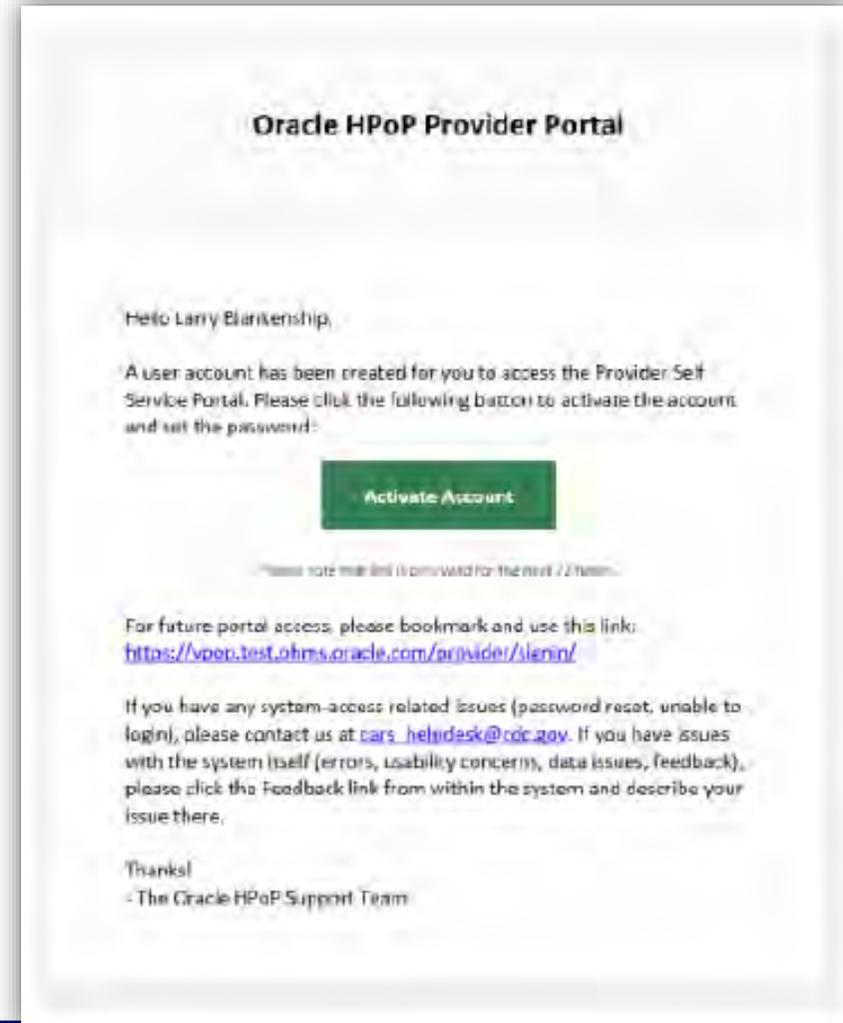


The screenshot displays the 'HPOP Self-Service Provider Sign Up' page. At the top, the header reads 'HPOP - Provider Self-Service Portal'. Below this, the main heading is 'HPOP Self-Service Provider Sign Up'. An 'Instructions' section follows, starting with 'Welcome to HPOP!' and providing two bullet points: 'You will need to provide your name, title, contact details, and physical address in order to proceed with this self-service sign-up process.' and 'Once you sign up, you will receive an email with a link to the HPOP Provider Portal. Within the Provider Portal you can complete setting up other account details and then enter your Provider details.' A warning note states: 'If you are not authorized to enter as a self-service Provider then please exit immediately. Failure to do so may lead to prosecution for trespassing!'

The 'Your Personal Details' section contains three input fields: 'First Name' with the value 'HUD', 'Last Name' with the value 'Partner', and 'Title' with the value 'Owner'. Below this is the 'Contact Details' section, which includes an 'Email' field with the value 'HUDsiteowner@gmail.com'. A note specifies: 'Phone number, Phone Extension, and Fax will only accept numeric input.' The 'Phone' field contains '(123) 456-7890', with 'Phone Extension' and 'Fax' fields remaining empty. A green 'Sign Up' button is located at the bottom right of the form.

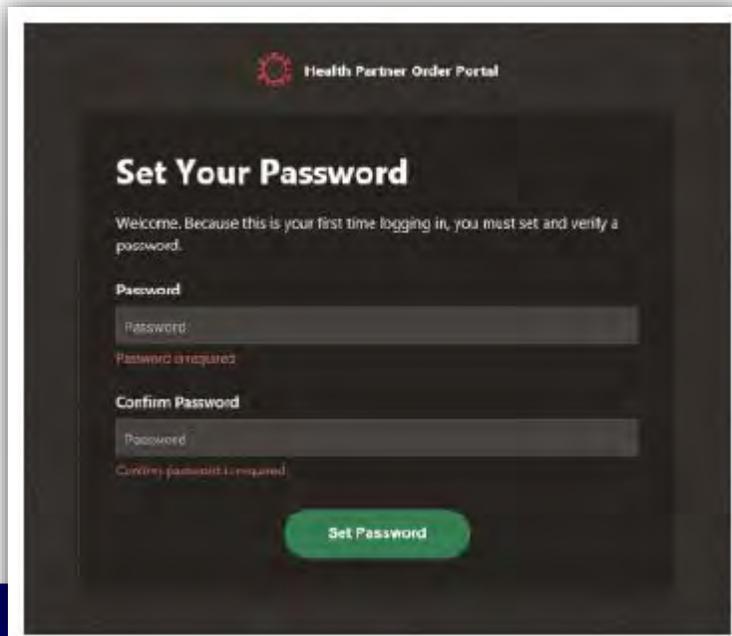
HPOP Registration – Step 2

- You will receive an email titled **Self-Service Provider Account Created**.
- Click the green box, Activate Account
- Please ensure you save/bookmark the sign-in link provided:
<https://vpop.cdc.gov/provider/signin/>

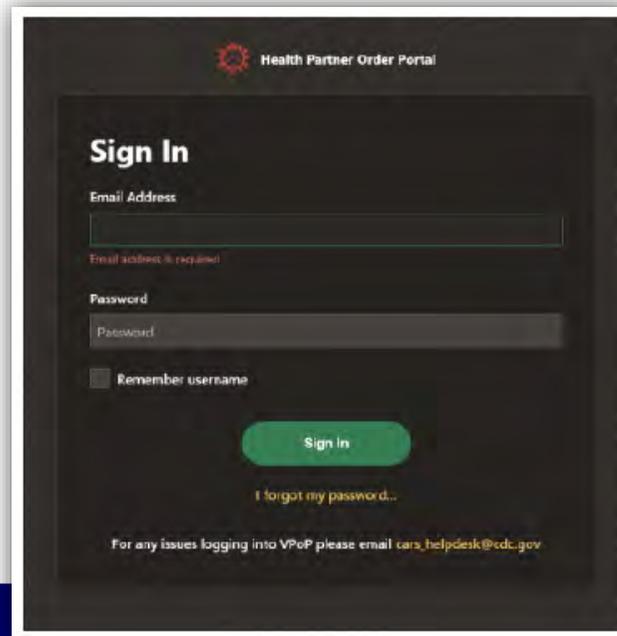


HPOP Registration – Step 3

- You will be prompted to set a password for the system
- After doing so, you can sign in with your e-mail address and password at <https://vpop.cdc.gov/provider/signin/>



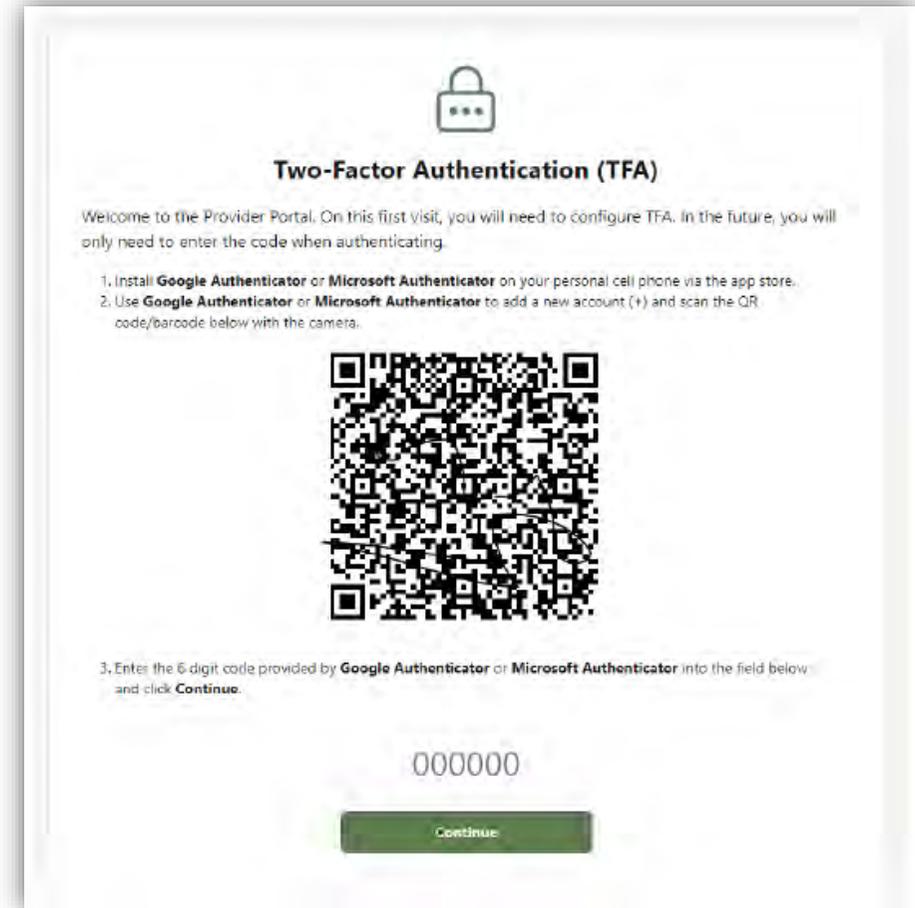
The screenshot shows the 'Set Your Password' page. At the top, it says 'Health Partner Order Portal'. Below that, the title 'Set Your Password' is displayed. A message reads: 'Welcome. Because this is your first time logging in, you must set and verify a password.' There are two password input fields. The first is labeled 'Password' and has a red error message 'Password is required' below it. The second is labeled 'Confirm Password' and has a red error message 'Confirm password is required' below it. A green 'Set Password' button is at the bottom.



The screenshot shows the 'Sign In' page. At the top, it says 'Health Partner Order Portal'. Below that, the title 'Sign In' is displayed. There are two input fields: 'Email Address' and 'Password'. The 'Email Address' field has a red error message 'Email address is required' below it. Below the 'Password' field is a checkbox labeled 'Remember username'. A green 'Sign In' button is at the bottom. Below the button is a link: 'I forgot my password..'. At the very bottom, it says: 'For any issues logging into VPOP please email cas_helpdesk@cdc.gov'.

HPOP Registration – Step 4

- Upon signing in, complete the two-factor authentication process
- This will require you to download and utilize a Google Authenticator or Microsoft Authenticator on your cell phone
- You will need to use the two-factor authentication process each time that you sign into the system
- At subsequent sign-ins, you can switch to “send email” instead of using Google Authenticator or Microsoft Authenticator




Two-Factor Authentication (TFA)

Welcome to the Provider Portal. On this first visit, you will need to configure TFA. In the future, you will only need to enter the code when authenticating.

1. Install **Google Authenticator** or **Microsoft Authenticator** on your personal cell phone via the app store.
2. Use **Google Authenticator** or **Microsoft Authenticator** to add a new account (+) and scan the QR code/barcode below with the camera.



3. Enter the 6 digit code provided by **Google Authenticator** or **Microsoft Authenticator** into the field below and click **Continue**.

000000

Continue

HPOP Registration – Step 5

- Begin the self-service registration process within HPOP

Start Enter Provider Details Enter Receiving Hours Upload Requested Documents Finish [Next >](#)

Welcome to the HPoP Provider Portal

This wizard will take you through the necessary steps required to submit an application to become a Provider. Please complete each step on the following pages.

i Changes will be automatically saved if you decide to exit any time and complete the application later.

Upon completion you will receive an email that your application has been submitted to the governing body and is pending review. Review can take several days depending on the number of submissions, however you may log in at any time to view your application status.

You will receive an email notification once the review process is complete.

[Exit](#) [Next >](#)

HPOP Registration – Step 6

- Enter “Provider” details:
 - Assigned Partner:
U.S. Housing and Urban Development
 - Provider name:
Input the Section 202 Project Name
 - State ID Field: enter the project’s 9-digit iREMS number
 - Provider Type:
Select “Other”
 - Provider Type Other:
“U.S. Department of Housing and Urban Development” or “HUD”
 - Modules:
Select “Diagnostic”
 - Diagnostic Categories:
Select “Test kits”

The screenshot shows the 'Provider Details' form with the following fields and values:

- Assigned Partner:** U.S. Housing and Urban Development
- Provider Name:** HUD Partner Example
- Assigned Provider Group/Provider Team:** (Dropdown menu)
- Federal PIN (if known):** (Empty)
- State PIN (if known):** 8XXXXXXXXXX
- National Provider ID (NPI):** (Empty)
- Provider Type:** [29] Other
- Non-Public Provider?** (Toggle switch, currently off)
- Provider Type Other:** U.S. Department of Housing and Urban Development
- Modules:** Diagnostic
- Diagnostic Categories:** Test Kits, Personal Protective Equipment, Point of Care

HPOP Registration – Step 6 (cont)

- Receiving Email **separate email required for each registration*
- Receiving Phone Number
- Approximate number of patients: Select “unknown for each age group”

The Receiving Email and Phone must be monitored for communications from the distribution center.

Receiving Email
ABCApts@gmail.com

Phone number, Phone Extension, and Fax will only accept numeric input

Receiving Phone (123) 456-7890 Phone Extension Fax

Approximate number of patients/clients routinely

(Enter "0" if the location does not serve this age group)

Number of children 18 years of age and younger Unknown

Number of adults 19 – 64 years of age Unknown

Number of adults 65 years of age and older Unknown

Number of unique patients/clients seen per week on average Unk

HPOP Registration – Step 6 (cont)

Enter “Provider” details:

- Settings:
Select “Other”
- Location Type Other:
“U.S. Department of Housing and Urban Development” or HUD

Setting(s) where this location will administer products (select all that apply) *

- [1] Child care or day care facility
- [2] College, technical school, or university
- [3] Community center
- [4] Correctional/detention facility
- [5] Health care provider office, health center, medical practice, or outpatient clinic
- [6] Hospital (i.e., inpatient facility)
- [7] In home
- [8] Long-term care facility (e.g., nursing home, assisted living, independent living, skilled nursing)
- [9] Pharmacy
- [10] Public health clinic (e.g., local health department)
- [11] School (K – grade 12)
- [12] Shelter
- [13] Temporary or off-site vaccination clinic – point of dispensing (POD)
- [14] Temporary location – mobile clinic
- [15] Urgent care facility
- [16] Workplace
- [17] Other

Location Type Other

U.S. Department of Housing and Urban Development

HPOP Registration – Step 6 (cont)

- Population(s) served by this location:
Select All that Apply & “Other”
- Populations Served Other:
Enter “U.S. Department of Housing and Urban Development” or “HUD”

Population(s) served by this location (select all that apply)

[1] General pediatric population

[2] General adult population

[3] Adults 65 years of age and older

[4] Long-term care facility residents (nursing home, assisted living, or independent living facility)

[5] Health care workers

[6] Critical infrastructure/essential workers (e.g., education, law enforcement, food/agricultural workers, fire services)

[7] Military – active duty/reserves

[8] Military – veteran

[9] People experiencing homelessness

[10] Pregnant women

[11] Racial and ethnic minority groups

[12] Tribal communities

[13] People who are incarcerated/detained

[14] People living in rural communities

[15] People who are underinsured or uninsured

[16] People with disabilities

[17] People with underlying medical conditions* that are risk factors for severe COVID-19 illness

[18] Other people at higher risk for COVID-19

Population Other

U.S. Department of Housing and Urban Development

HPOP Registration – Step 7

- Enter the hours in which your site can receive deliveries of test kits:

The screenshot shows a registration interface for Step 7. At the top, a progress bar indicates the current step: 'Enter Receiving Hours'. The steps are: Start, Enter Provider Details, Enter Receiving Hours, Upload Requested Documents, and Finish. Below the progress bar, there are instructions and a table for entering delivery hours.

Instructions
Please enter the hours you can receive deliveries.
Double-click within any field to start entering data!
If you can receive deliveries 24 hours a day simply click '24 Hours' for that day. Otherwise, enter the 'From 1' and 'To 1' hours. If there are certain hours during the day you can't receive deliveries, also fill out 'From 2' and 'To 2'.

Day	24 Hours	From 1	To 1	From 2	To 2
Monday		09:00 AM	05:00 PM		
Tuesday	Yes	12:00 AM	12:00 AM		
Wednesday		09:00 AM	05:00 PM		
Thursday	Yes	12:00 AM	12:00 AM		
Friday		09:00 AM	05:00 PM		
Saturday					
Sunday					

When editing To and From values 12:00 am at the top of the list represents 00:00.
However, 12:00 am at the bottom of the list represents 24:00.

Navigation buttons: Previous, Save & Exit, Next.

HPOP Registration – Step 8

- No required documents

< Previous

Start

Enter Provider Details

Enter Receiving Hours

Upload Requested Documents

Finish

Submit >

Instructions
*Please review Upload Requested Documents below, and upload appropriate records as requested!
If you have already provided all necessary documentation, click the checkbox below.*

After completing this step your request to be added as a Provider will be submitted to the governing body for review.

No documents required to be uploaded
This partner does not require any additional documentation to be submitted at this time. Please click Submit to complete your application.

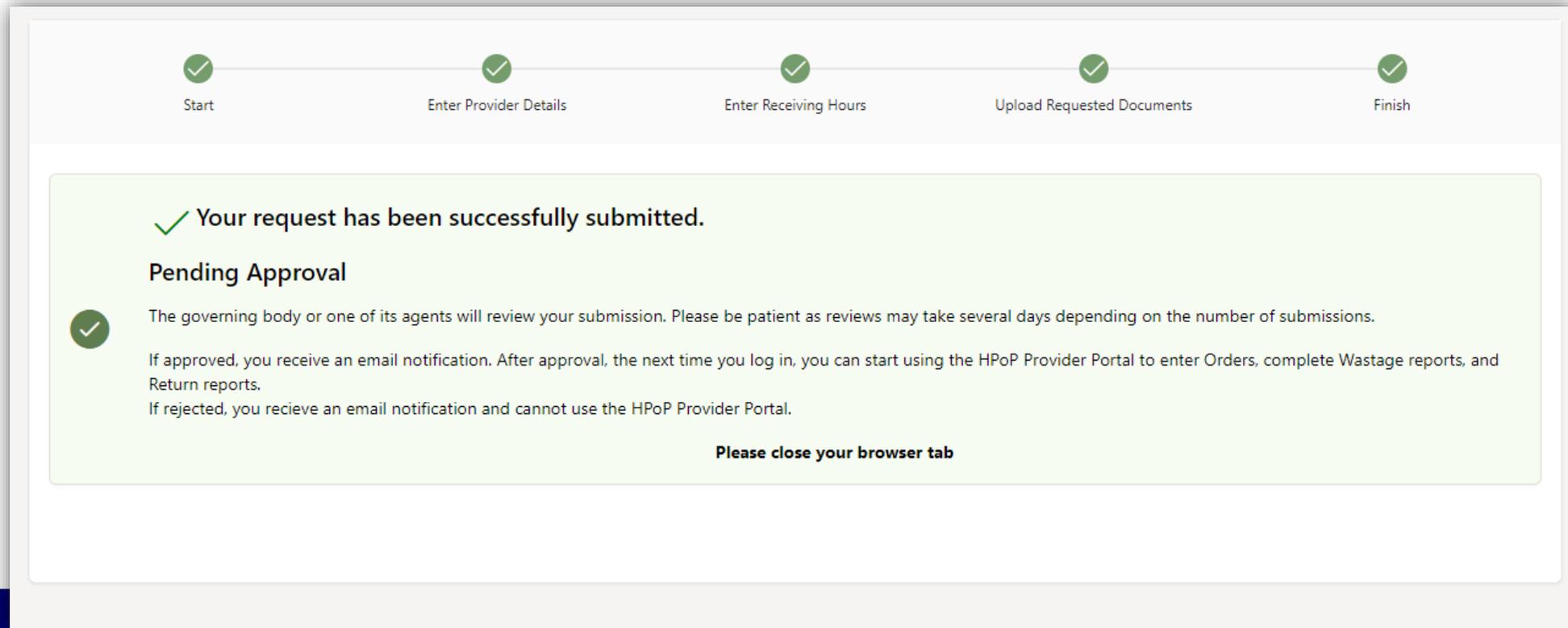
< Previous

Save & Exit

Submit >

HPOP Registration – Step 9

- Once you've completed the Self-Service registration, you'll receive the below notification stating, "Pending Approval".



The screenshot displays a progress bar at the top with five steps, each marked with a green checkmark: Start, Enter Provider Details, Enter Receiving Hours, Upload Requested Documents, and Finish. Below the progress bar is a green notification box containing the following text:

✓ Your request has been successfully submitted.

Pending Approval

✓ The governing body or one of its agents will review your submission. Please be patient as reviews may take several days depending on the number of submissions.

If approved, you receive an email notification. After approval, the next time you log in, you can start using the HPoP Provider Portal to enter Orders, complete Wastage reports, and Return reports.

If rejected, you receive an email notification and cannot use the HPoP Provider Portal.

Please close your browser tab



Online Ordering Walkthrough

Ordering – Step 1

- Select ‘Create Order’

The screenshot displays the Oracle HPOp - Central Partner Portal: Diagnostic interface. The page title is "HUD Partner Example". The main navigation bar includes "Home \ Providers \", "Partner: U.S. Housing and Urban Development (HUD) (HU2)", "Help", "Feedback", and the user email "larry.blankenship@hhs.gov".

The interface is divided into two main sections:

- Diagnostic Orders:** A section with a "Create Order" button highlighted in yellow. Below it, it states "No orders submitted".
- Diagnostic Inventory:** A section with a "Save Diagnostics Administered" button. It features a table with columns for "Diagnostic", "Patient", "Employees", "Public", and "History". The table lists various diagnostic items such as "Siemens OTC - 12345", "Siemens (CLINITEST Rapid COVID-19 Self-Test) - 12345", "SARS-COV-2 Test - 256082", "Multiplex SARS-COV2; FLU A/B Test - 256088", "Assay Device Unit - 256066", "Quidel - 20402", "N95 Masks - Pediatric - N95P", "Cepheid Xpert® Xpress CoV-2/Flu/RSV plus - XP3COV2/FLU/RSV-10", "SD Biosensors Inc. (Roche Diagnostics) - 09668672160", and "N95 Masks - Adult - N95A".

The right-hand side of the interface shows the "Provider Details" section, which includes fields for Name, Federal PIN, State PIN, National Provider Identifier (NPI), Team, Provider Group, Provider Type, and Provider Type Other. The "Provider Type Other" field is populated with "U.S. Department of Housing and Urban Development". There are also fields for Alternative Vaccine ID, Alternative Diagnostic ID, and Non Public Provider (set to "No").

At the bottom of the right-hand side, there are "Modules" (Diagnostic) and "Diagnostic Categories" (Test Kits, Personal Protective Equipment, Point of Care).

Ordering – Step 2

- Select Available Diagnostic, in this scenario, Quidel has been made available”

The screenshot displays the Oracle HPOp - Central Partner Portal: Diagnostic interface. The page title is "HUD Partner Example". The main navigation includes "Diagnostic Orders" (with a "Create Order" button) and "Diagnostic Inventory". The "Diagnostic Inventory" is divided into "Administered" and "Stock on Hand" sections. The "Administered" section contains a table of diagnostics:

Diagnostic	Patient
Siemens OTC - 12345	
Siemens (CLINITEST Rapid COVID-19 Self-Test) - 12345	
SARS-COV-2 Test - 256082	
Multiplex SARS-COV2; FLU A/B Test - 256088	
Assay Device Unit - 256066	
Quidel - 20402	
N95 Masks - Pediatric - N95P	
Cepheid Xpert® Xpress CoV-2/Flu/RSV plus - XP3COV2/FLU/RSV-10	
SD Biosensors Inc. (Roche Diagnostics) - 09666672160	
N95 Masks - Adult - N95A	

A "Select Diagnostic" modal window is open, showing a search result for "Quidel - 20402" highlighted in yellow. Below the search result is a note: "Note - Only Diagnostics which have been allocated will be available to order!". The background interface shows the "Provider Details" section for "HUD Partner Example" with fields for Name, Federal PIN, State PIN, National Provider Identifier (NPI), and Provider Group. The "Modules" section includes "Diagnostic" and "Test Kits". The "Diagnostic Categories" section includes "Personal Protective Equipment" and "Point of Care".

Ordering – Step 3

- Select Quantity: Please note that 1 Package contains 45 Kits
- Only order the number of kits that can be disbursed in a week

The screenshot shows the Oracle HPOp - Central Partner Portal interface. A modal window titled "Select Quantity" is open, displaying the "QuickVue At-Home OTC COVID-19 Test (20402)". The dialog includes the following information:

- Multiplier: 5
- Minimum Packages: 5
- Maximum Packages: 2000
- Available Packages: 2000

The package selection grid is as follows:

5 Packages (225 units)	10 Packages (450 units)
15 Packages (675 units)	20 Packages (900 units)
25 Packages (1125 units)	30 Packages (1350 units - 1 pallet)
35 Packages (1575 units)	40 Packages (1800 units)
45 Packages (2025 units)	50 Packages (2250 units)

The background shows the "HUD Partner Example" page with sections for "Diagnostic Orders" (No orders submitted) and "Diagnostic Inventory" (Administered). A list of administered diagnostic items is visible, including Siemens OTC, Siemens CLINITEST, SARS-CoV-2 Test, Multiplex SARS-CoV2, FLU A/B Test, Assay Device Unit, Quidel, N95 Masks - Pediatric, Cepheid Xpert, SD Biosensors Inc, and N95 Masks - Adult.

Ordering – Step 4

- Review and Confirm the quantity.
Then click “Submit”.

The screenshot displays the Oracle HPOp - Central Partner Portal: Diagnostic interface. The main page shows the 'HUD Partner Example' with sections for 'Diagnostic Orders' (no orders submitted) and 'Diagnostic Inventory' (Administered). A 'Review & Confirm' dialog box is open, showing a table with the following data:

Line No.	Diagnostic	Generic Description	Quantity	
1	QuickVue At-Home OTC COVID-19 Test	QuickVue At-Home OTC COVID-19 Test	30 Packages (1350 Units)	<input type="checkbox"/>

The dialog box includes a 'Cancel' button, an 'Add another diagnostic' button, and a highlighted 'Submit' button. The background interface shows 'Provider Details' for 'HUD Partner Example' and a list of 'Administered' diagnostic items such as 'Siemens OTC - 12345', 'Siemens (CLIN/TEST Rapid COVID-19 Self-Test) - 12345', and 'SARS-CoV-2 Test - 256082'.

Ordering – Step 5

- Order will now reflect under Diagnostics Orders tab and reflect a status of “Submitted”.

The screenshot displays the Oracle HPOp - Central Partner Portal: Diagnostic interface. The top navigation bar includes the Oracle logo, the page title "Oracle HPOp - Central Partner Portal: Diagnostic", and user information for "Partner: U.S. Housing and Urban Development (HUD) (HU2)".

The main content area is titled "HUD Partner Example" and features a "Diagnostic Orders" section. A specific order, "DX-HU2-010166 (12/07/2022 10:28)", is highlighted in yellow and marked as "SUBMITTED". Below this, the "Diagnostic Inventory" section is visible, with a sub-section for "Administered" items. A table lists various diagnostic tests, including Siemens OTC, Siemens CLINITEST Rapid COVID-19 Self-Test, SARS-COV-2 Test, Multiplex SARS-COV2; FLU A/B Test, Assay Device Unit, Quidel, N95 Masks - Pediatric - N95P, Cepheid Xpert® Xpress CoV-2/Flu/RSV plus - XP2COV2/FLU/RSV-10, SD Biosensors Inc. (Roche Diagnostics) - 09666672160, and N95 Masks - Adult - N95A.

On the right side, the "Provider Details" section is active, showing information for "HUD Partner Example", including Federal PIN (000001), State PIN, National Provider Identifier (NPI), Team, Provider Group, Provider Type ([29] Other), and Provider Type Other (U.S. Department of Housing and Urban Development). The "Non Public Provider" status is set to "No".

Help Desk Resources

Systems Access Issues

Tier 1 Helpdesk

COVID-19 Administration Reporting System (CARS) Help Desk

Email: CARS_HelpDesk@cdc.gov

Phone: 1-833-748-1979

8:00 AM to 8:00 PM ET, Monday-Friday