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Hospital Reporting to TeleTracking™

Pursuant to Governor Ron DeSantis' Executive Order 20-52 and at the direction of State Surgeon General Rivkees regarding COVID-19, the Agency for Health Care Administration opened the event "COVID-19 Monitoring" in the [Emergency Status System](#) (ESS) to monitor hospital census, inventory, needs, and other related information statewide.

Reporting Update

Effective Thursday, October 29, 2020, all Florida hospitals will be required to report hospital data directly to the U.S. Department of Health and Human Services (HHS) via TeleTracking™. HHS information will no longer be collected in the state ESS system for submission.

Please view the [TeleTrack Reporting Information Guide](#) on our Agency's website for information on TeleTracking™.

Some things to note:

- Access to TeleTracking™ is by invitation only
 - Administrators should already have the invitation
 - Once access is granted, hospitals can invite and manage their own users in the system
 - For issues with registration, contact 1-877-570-6903 and press 7; or email hhs-protect@teletracking.com
 - Don't wait to the last minute to gain access
- There are two ways to upload (Manual Data and all Data Upload)
 - Manual Data
 - Can only be entered for the current day
 - Brings in prior entries

- Flags for possible data issues that can be addressed before submitting
- Data Upload
 - Need to use .csv upload template
 - Good for reporting multiple facilities or dates at once
 - This is the only option that allows you to go back and correct or replace missing data and submissions
 - You will receive an error file via e-mail if there are any issues with the data
- Helpful videos and tutorials are available on [TeleTracking™](#)
- This is not an AHCA or State system so any access and entry questions need to go to the Teletracking team

The Agency will continue to submit data to HHS through Wednesday, October 28, 2020, as reported in ESS.

ESS Reporting

Because the Agency will no longer be collecting this data for Federal HHS reporting purposes the number of “add’l info” questions will be reduced for reporting on October 29th (ESS system changes will occur after 4:00 PM on 10/28). Please view the list of [ESS Questions to be Retained and Removed](#). **Hospitals will still be required to report the remaining ESS questions each day for State monitoring purposes.**

Please continue to report Current Bed Census and Available Beds for all licensed and acute care beds in your facility in the Add’l Info tab **daily** by 10 AM ET until further notice.

- Informational items have been added within ESS for each question to provide additional guidance for reporting correctly.
 - Additional ESS Resources can be found on our COVID site: http://ahca.myflorida.com/COVID-19_Facilities.shtml#ESS
- All emergency needs requests should be submitted to your local Emergency Operations Center.
 - <https://www.floridadisaster.org/counties/>

If needed, click the following link to access additional instructions for entering ESS facility data for events (see pages 1-4 of the document “How to Locate and Enter Event Information” under the Details column) http://ahca.myflorida.com/MCHQ/Emergency_Activities/index.shtml.

If you require additional assistance with ESS, please contact your AHCA licensing unit, Hospital & Outpatient Services Unit, at 850-412-4549.

The Agency for Health Care Administration is committed to better health care for all Floridians. The Agency administers Florida's Medicaid program, licenses and regulates more than 44,000 health care facilities and 53 health plans, and publishes health care data and statistics at www.FloridaHealthFinder.gov. Additional information about Agency initiatives is available via [Facebook \(AHCAFlorida\)](#), [Twitter \(@AHCA_FL\)](#) and [YouTube \(/AHCAFlorida\)](#).

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