

NH SUMMER CAMPS

Keeping our kids safe 2021



Granite United Way





WELCOME TO SUMMER 2021!

What a great time to be a camper in New Hampshire!

This summer, the **NH Camp Directors Association** and **Granite United Way** are partnering to provide you with the resources you'll need to ensure that campers have safe access to camp this year!

Each overnight camp in New Hampshire will be recommended to provide COVID-19 testing to campers a number of times throughout their sessions. The costs of these tests will be eligible for reimbursement, and Granite United Way has streamlined that process for you.

Included in this information packet are:

- FAQs about this summer's program
- Invoicing schedule for reimbursement
- BinaxNOW ordering process
- Electronic Transfer Form for direct deposit from Granite United Way

We know you may have additional questions, and your contact throughout the reimbursement process will be Susan Howland, Project Manager at Granite United Way. Susan can be reached by email at NHCamps@graniteuw.org.

Here's to a safe and exciting summer of camp!

Sincerely,

Ken Robbins
President
NH Camp Directors Association

Patrick Tufts
President and CEO
Granite United Way

Have additional questions? Email NHCamps@graniteuw.org



FAQs

Program overview

Granite United Way has been contracted to work with New Hampshire overnight camps to collect testing data throughout the camp season. The State of New Hampshire recommends that all New Hampshire overnight camps test all campers and staff members weekly utilizing a CLIA Certified Test. Granite United Way will reimburse camps up to four times during the camp season based on test numbers, these dates are included on the Invoice Information Page of this packet. This is primarily an asymptomatic testing/screening program.

Data reporting frequency and process

Reports will be emailed to your camp weekly

What day is the report due?

Tuesday

What needs to be filled out?

- *Camp Name, City/Town, County*
- *Testing Vendor*
- *Total staff and campers to participate in testing this summer*
- *# Staff Tested (this week)*
- *# Campers Tested (this week)*
- *Date of test and whether the test is an arrival test (conducted on date of arrival of the camper or staff) or follow-up test (conducted within 5-7 days of arrival).*
- *Tests Conducted - PCR (this week)*
- *Tests Conducted - BinaxNOW (this week)*
- *Positive Cases - All test types (this week)*

Do staff members need to be continuously tested?

Yes

Eligibility requirements

All New Hampshire overnight camps serving children should test all campers and staff weekly.

Are Jr Counselors/Counselors in Training (under 18) counted as campers or staff?

Any paid or volunteer staff is considered a staff.

Is there someone we can contact with questions on keeping our camp COVID 19 safe?

It is recommended that all camps have an affiliation with a medical professional to support the camps management of COVID 19. For any programmatic questions, they can reach out to us at camptesting@dhhs.nh.gov

What do we do if a camper tests positive?

According to the guidance, for anyone that tests positive, the individual should isolate immediately and the camp should reach out to the Bureau of Infection Disease Control (BIDC) immediately at 603-271-4496, which is available 24/7.

Do vaccinated campers/staff members need to be tested. If they are testing are these tests eligible for reimbursement?

Vaccinated members do not need to undergo testing, however if there are concerns over PHI, safety, or other issues, they may be included in testing and eligible for reimbursement.



Invoicing Process

How do we invoice for testing costs?

Granite United Way will supply you with a "COVID-19 Test Reimbursement Invoice Form" template that you will use to report your costs and request reimbursement. A detailed instruction sheet will accompany it explaining how to report if you used a Self-Administered test, Third Party Administered Test or BinaxNOW test and the related cost reimbursement based on part 2 of your signed Terms of Agreement.

When should we invoice?

You will gather supporting documents (invoices for COVID-19 tests and/or supplies and proof of payment to vendors) and fill out the COVID-19 Test Reimbursement Invoice Form up to 4 times:

- *Expenses for the month of June should be submitted by **July 9, 2021**.*
- *Expenses for the month of July should be submitted by **August 6, 2021**.*
- *Expenses for the month of August should be submitted by **September 10, 2021**.*
- *Expenses for the month of September and any prior unreimbursed expenses should be submitted by **October 8, 2021**.*

Invoices with supporting documentation will be e-mailed to NHCamps@graniteuw.org by the above due dates. Payment will be direct deposited into your banking institution by July 16, August 13, September 17 and October 15, respectively. The attached Electronic Funds Transfer Application and Authorization form needs to be completed and e-mailed to NHCamps@graniteuw.org by June 18, 2021 so that you can be set up and ready for payments.

Testing Resources

Who do we contact to find testing organizations?

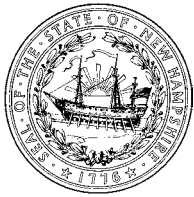
The state does not recommend a certain vendor. Work with your medical director to identify a company that works best for you. Many hospitals and urgent care centers in NH provide PCR testing. In addition, the American camping association provides resources here: <https://www.acacamps.org/resource-library/coronavirus/camp-business/ppe-vendors>

How do we get the BinaxNOW Tests?

The State of New Hampshire has provided that information in the letter included in this packet.

Have additional questions? Email NHCamps@graniteuw.org





Lori A. Shibinette
Commissioner

Patricia M. Tilley
Interim Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

May 14, 2021

Hello,

In support of the State of New Hampshire's Universal Best Practices for Overnight Congregate Settings for Children, Abbott BinaxNOW Rapid test kits are available to your organization. The State is accepting orders from qualifying entities for immediate availability.

Your organization can order test kits for pickup at the State warehouse in Concord. Once an order is placed, a State representative will contact you with further details when your order is available for pickup (usually within 24-72 hours).

To place an order for BinaxNOW test kits, please use this link. You will need to complete all required fields to successfully submit your order: https://prd.blogs.nh.gov/dos/hsem/?page_id=10564. Please note the following:

- 1) The questions regarding number of kits on hand and average daily tests are used to track utilization. They will not impact your order.
- 2) Fulfilled orders will include boxes of test kits, with each box containing 40 tests kits and associated materials. The boxes are approximately 12" x 12" x 8" or 2/3 of a cubic foot.
 - a. When entering your order, please input the number of BOXES, each including 40 test kits, that you would like to receive (e.g. enter 3 boxes to receive 120 test kits). Do not enter the number of kits being requested, all orders will be fulfilled with full boxes only.

It is mandatory to have the proper CLIA certificate to perform BinaxNOW testing. If you do not currently have one, the link to the application can be found here: <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS116.pdf>

Here are details related to the execution the program and mandatory reporting requirements for your information:

- 1) **Training materials**: Information and training materials for BinaxNOW testing can be found here: <https://www.globalpointofcare.abbott/en/support/product-installation-training/navica-brand/navica-binaxnow-ag-training.html>

- 2) Mandatory reporting: Once your testing program is active, you will need to report ongoing test results through the State's reporting system for any BinaxNOW testing performed. The form for submitting test results can be found here: <https://forms.nh.gov/EpiInfoWebSurvey/Home/37a7bc1e-69b9-4227-9b36-95d340277229>

- a. Additional reporting may be required at the request of DHHS.

In addition, the State will be hosting train-the-trainer sessions on May 20 and May 26 at 1:00 pm EDT. You can join the sessions by using the following details:

Zoom link: <https://nhdhhs.zoom.us/j/6898328994pwd=ODBMRmd0ajhrSldEU052WlJyUU9RQT09>

Meeting ID: 689 832 8994

Passcode: 778500

One tap mobile: +13017158592,,6898328994#,,, *778500# US (Washington DC)

+13126266799,,6898328994#,,, *778500# US (Chicago)

If you have questions about the State's Universal Best Practices for Overnight Congregate Settings for Children, please contact camptesting@dhhs.nh.gov. If you have any questions about your order once placed, please contact esu@dhhs.nh.gov.

Thank you for your continued commitment to the safety of our community.

Sincerely,

Overnight Camp Testing Team

EFT Application and Authorization Form

Please fill out the form below and return with a voided check by e-mail, fax or mail to the attention of Cindy Read, CFO, as soon as possible.

EIN#:	
Organization Name:	
Address:	
Accounts Receivable Contact:	
E-Mail:	
Contact Phone Number:	
Name of Bank:	
Type of Account	Checking or Savings (Please circle one)
ABA Routing No (9 Digit #)	
Account Number:	

Signed

Date

Printed

Title

Please contact Cindy Read with any questions:

Granite United Way

22 Concord Street, Floor 2

Manchester, NH 03101

E-mail: NHCamps@graniteuw.org

Phone: (603) 625-6939 ext. 123

Fax: (603) 627-6057

