



## EXECUTIVE OFFICE OF ELDER AFFAIRS

Assisted Living Certification Unit

[www.mass.gov/elder](http://www.mass.gov/elder)

To: Executive Directors, Assisted Living Residences (ALRs)

From: EOEA - Assisted Living Certification Unit

Cc: ALR registered users of Dynamics

Date: December 20, 2021- UPDATE

RE: Resource guide: reporting COVID Incident reports

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This memorandum is an update to one sent on May 8, 2020 to all ALR Executive Directors, and all incident reporting staff on file with EOEA at that time. Realizing that there has been turnover in staff in both areas of your operation as well as the continued presence of COVID coupled with the increase in the number of COVID cases statewide the information the update is timely.

The information contained herein will reduce the amount of follow-up requests sent from this office to your staff resulting in a more efficient process for both the team reporting and for the EOEA staff reviewing and tracking the data coming in.

Thank you in advance for your attention to this request.

### **Reporting a Resident-Specific COVID Incident report**

- Only **one** (1) IR should be submitted describing COVID for each individual Resident.
- Incident Headline should indicate “**COVID.**”
- If a resident was sent out to the ER to be evaluated for an incident unrelated to COVID-19 (i.e. Fall, Behavioral event) and is tested while out at the ER and confirmed to be positive, this should be a *new IR separate* from the original incident. The new IR should be submitted with an Incident Headline of “**COVID**”
- COVID test results should **NOT** be reported in the aggregate as a “Facility-Wide” incident.
- Please include the following information in the incident narrative of each COVID incident report
  - Is the resident symptomatic for COVID?
  - Is the resident fully vaccinated?
  - If so what was the date of the last injection
  - ID vaccine type if available (Pfizer, Moderna or J& J)
  - Has the Resident received a Booster shot?
  - If so please provide the date / if not, please indicate “yes” or “no”

**Updating an Incident report that has already been submitted:**

- Any update to the original COVID-19 report should be made in the “Notes” section of the report – please do **NOT** submit a separate IR to update the Resident COVID-19 status. Updating an existing report is prompted primarily by the following circumstances:
  - The ALR receives notification of test results
  - The ALR receives notification of a Resident’s death
    - Include date of death, if known
    - If date of death is not known, state the date that the ALR was informed of Resident’s death.

**Reporting on Proactive, Building-wide COVID-19 Testing:**

- When proactive, building-wide testing is being completed, **do not submit** test results until known.  
NOTE: You do not need to submit the results of the ALR-wide testing if the result is “negative”

**Reporting COVID-19 Incident when a Resident has been out of the ALR:**

- If the ALR is notified that a Resident who has been out of the ALR for greater than two weeks has had a positive test result for COVID-19 while out, submit this incident report including the date the Resident was last present in the ALR.

**Reporting “Non-Resident” (staff) COVID-19 positive cases”** All staff cases should be reported ASAP after being reported to the ALR but no longer than 24 hours using the following link.

<https://app.keysurvey.com/f/41535389/a1fc/> -

**THANK YOU FOR YOUR ATTENTION TO THIS IMPORTANT MATTER**

**Any questions on COVID-19 Related Incident Reporting should be sent to:**

**[ALRhelp@massmail.state.ma.us](mailto:ALRhelp@massmail.state.ma.us)**