

**Assisted Living Residence COVID-19 Related Reporting Requirements**

**Reporting to MA Department of Public Health via REDCap**

Effective July 6<sup>th</sup>, and pursuant to [Chapter 93 of the Acts of 2020](#) Assisted Living Residences should report daily to DPH if/when there are any changes in the number of cases or deaths among residents and staff using the secure platform, [Research Electronic Data Capture \(REDCap\)](#). You must submit a facility contact form in the REDCap system regardless of whether your facility has confirmed cases of COVID-19. DPH is required to collect demographic information about each case and death, including: gender, race, ethnicity, disability, primary city/town of residence, age, primary language, and occupation. Please find the REDCap user guide [HERE](#).

***Please note that in addition to ongoing, positive case-based reporting, you must also submit a form for each confirmed case of COVID-19 dating back to March 10<sup>th</sup>, 2020 by no later than July 31, 2020.***

**Reporting Cases of COVID-19 to EOE**

**All cases of COVID-19 should be reported to EOE as an incident report.** Only **one** incident report should be submitted describing COVID-19 for each individual Resident. The Incident Headline should indicate “COVID-19.”

- 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-19.”
- COVID-19 testing should **NOT** be reported as a Facility-Wide IR.
- Due to resident health-risk from inadvertent interaction with non-residents (Employees, Private Caregivers, Outside Providers, and Independent Living Residents active in the ALR community) who have tested positive, EOE has requested that all known COVID-19 positive testing results be reported on a weekly basis, each Monday by 12:00 p.m. using [THIS SURVEY](#)
- Please refer to the [EOE Resource Guide for Reporting COVID-19 Incidents](#) for complete details and examples.

**Reporting to Residents, Representatives and Families:**

Pursuant to [Chapter 93 of the Acts of 2020](#), Assisted Living Residences are required to inform residents, their representatives, and families of those residing in facilities of confirmed or suspected COVID-19 cases in the facility among residents and staff. The communication must occur by **5 p.m. the next calendar day** following the occurrence of *either*:

- A single confirmed infection of COVID-19; *OR*
- Three or more residents or staff with new-onset of respiratory symptoms that occur within 72 hours of each other.