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Memorandum

TO: Licensees and Administrators of Licensed Long-Term Care Facilities

FROM: Margret Cooke, JD
Deputy Commissioner

SUBJECT: Long-Term Care Facility Staff and Resident Roster Reporting to the Center for Health Information and Analysis (CHIA)

DATE: March 12, 2021

The Massachusetts Department of Public Health (Department) continues to work with state, federal, and local partners on the outbreak of Coronavirus Disease 2019 (COVID-19), caused by the virus SARS-CoV-2, and we continue to appreciate the essential role you have in responding to this evolving situation. The purpose of the update to this memorandum is to change the frequency for reporting from every other week to monthly.

To protect the health and safety of long-term care residents and staff against the spread of COVID-19, the Department directed all long-term care settings, including nursing homes and rest homes, to implement a surveillance testing program. The most recent guidance from the Department on implementation of a surveillance testing program can be found [here](#).

As part of the ongoing surveillance testing program, long-term care facilities are required to test all staff on a weekly basis. Long-term care facilities are also required to test residents on any unit, floor or care area where a positive COVID-19 staff member worked. For purposes of conducting testing and implementing a surveillance testing program and, in accordance with Centers for Medicare and Medicaid Services (CMS) and Centers for Disease Control and Prevention (CDC) guidance, long-term care staff includes: employees, consultants, contractors, volunteers, caregivers who provide care and services to residents on behalf of the facility, and students in the facility's nurse aide training programs or from affiliated academic institutions reporting to the facility during the relevant testing period. For the purposes of a long-term care provider's surveillance testing program, staff does not include: persons who work entirely remotely or off-site, employees on leave, such as paid family medical leave, or staffing provided at the Commonwealth's expense (such as those provided by EOHHS through a clinical rapid

response team). Any testing completed by the provider must capture required Department information about each resident and staff person including but not limited to gender, age, race, ethnicity, primary city/town of residence, disability, primary language and occupation.

To ensure staff and resident testing results can be linked to particular long-term care facilities and allow the Commonwealth to respond quickly to long-term care facility clusters and outbreaks, the Department is directing long-term care facilities to report rosters of all residents and staff, as defined for surveillance testing purposes, to the Center for Health Information and Analysis (CHIA) once every month. Roster information to be reported to CHIA must include the names, date of births and addresses of the long-term care facility's residents and staff.

An administrator or other appropriate representative from the long-term care facility must submit a report, including all of the information described below, using the prescribed reporting form, via the [CHIA submissions portal](#), by 12:00 p.m. 10 business days after the close of the month beginning April 14, 2021. The monthly submission shall reflect the residents who resided and the staff who worked at the facility during the month prior. The submission due April 14, 2021 will reflect residents and staff from March 1 through March 31, the May submission will reflect April 1, 2021 – April 30, 2021 and so forth. Please see Appendix A for the deadlines. A unique login is not required to access the online data submission platform. With reasonable notice to long-term care facilities, the Department may change the format and manner in which facilities are required to submit reporting.

Specifically, the long-term care facility must include the following in each report:

1. The full legal name of each resident and staff member
2. The date of birth (MM/DD/YYYY) of each resident and staff member
3. The home address of each resident and staff member
4. The sex of each resident and staff member

Please see Attachment A for a sample of the roster template that long-term care facilities will use to report. Submitters must use the prescribed template to be considered in compliance with this reporting requirement.

Long term care providers in Massachusetts are encouraged to monitor the CMS and CDC website for up-to-date information and resources:

- CMS website: <https://www.cms.gov/About-CMS/Agency-Information/Emergency/EPRO/Current-Emergencies/Current-Emergencies-page>
- CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/index.html>

Additionally, please visit DPH's website that provides up-to-date information on COVID-19 in Massachusetts: <https://www.mass.gov/2019coronavirus>.

Appendix A
Monthly Submission Due Dates

Start	End	Deadline
3/1/2021	3/31/2021	4/14/2021
4/1/2021	4/30/2021	5/14/2021
5/1/2021	5/31/2021	6/14/2021
6/1/2021	6/30/2021	7/14/2021
7/1/2021	7/31/2021	8/13/2021
8/1/2021	8/31/2021	9/14/2021
9/1/2021	9/30/2021	10/14/2021
10/1/2021	10/31/2021	11/12/2021
11/1/2021	11/30/2021	12/14/2021
12/1/2021	12/31/2021	1/14/2022
1/1/2022	1/31/2022	2/14/2022
2/1/2022	2/28/2022	3/14/2022
3/1/2022	3/31/2022	4/14/2022
4/1/2022	4/30/2022	5/13/2022
5/1/2022	5/31/2022	6/14/2022
6/1/2022	6/30/2022	7/14/2022
7/1/2022	7/31/2022	8/12/2022
8/1/2022	8/31/2022	9/14/2022
9/1/2022	9/30/2022	10/14/2022
10/1/2022	10/31/2022	11/14/2022
11/1/2022	11/30/2022	12/14/2022
12/1/2022	12/31/2022	1/13/2023