

Rest Home COVID-19 Related Reporting Requirements

INCIDENT BASED REPORTING:

Reporting to MA Department of Public Health via REDCap

Effective July 6th, and pursuant to [Chapter 93 of the Acts of 2020](#) Rest Homes 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 or not 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](#).

**Regarding reporting of deaths: If a resident previously had laboratory positive or suspected COVID-19, but had recovered and was no longer being treated as having COVID-19 at the time of death, please do not count this resident's death as COVID-19 related in the REDCap system.*

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 10th, 2020 by no later than July 31, 2020.

Incident Reporting to Residents, Representatives and Families*:

In accordance with [subsection \(g\) of section 1 of Chapter 93 of the Acts of 2020](#), Rest Homes 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.

Reporting to MA DPH via HCFRS:

Licensed long-term care providers must report **unanticipated resident deaths, including deaths of any resident who was COVID-positive at any point**, either in the facility or at the hospital to DPH via [HCFRS](#) or fax*. Facilities are no longer required to report any cases of COVID-19 in HCFRS. Please note that as of 07/21/2020, facilities are required to report COVID-19 **deaths** in **BOTH** REDCap (See first requirement) and HCFRS.

****DPH Fax Information:***

[Nursing Homes and Rest Homes \(RTF\) Incident Reporting Form](#)

Please fax form to (617) 753-8165.

BASELINE AND SURVEILLANCE TESTING REPORTING*:

*For further details, please refer to this [Guidance for Rest Home Surveillance Testing](#)

Baseline Testing Reporting:

An administrator or other appropriate representative must submit a signed and scanned copy of [THIS EXECUTED ATTESTATION](#), as well as a report via [THIS ONLINE SURVEY](#), **by 12:00 p.m. on Monday, July 20, 2020.**

Surveillance Testing Reporting:

Facilities must submit weekly reporting as well as a signed and scanned copy of [THIS EXECUTED ATTESTATION](#), using [THIS ONLINE SURVEY](#) by 12:00 p.m. **each Friday, beginning July 31, 2020.** Rest Homes must submit such weekly reporting, even if they are in a bi-weekly Testing Period. A login is not required to access the online survey. Facilities should report no more than one test result per person. If a person was tested multiple times in the prior week, the facility should report the most recent test result.

PLEASE NOTE: ALL QUESTIONS RELATED TO DATA AND REPORTING TO MA DPH (REDCap, HCFRS, Baseline/Surveillance Testing) SHOULD BE DIRECTED TO DPH.BHCSQ@MassMail.State.MA.US