COVID-19 Reporting

Data Collection Instructions for Adult Foster Care and Home for the Aged Facilities

July 2022

Special Note: This document provides resources and directions to Adult Foster Care Facilities, and Home for the Aged, and Assisted Living Facilities to support meeting State of Michigan COVID-19 Reporting Requirements. The Michigan Department of Health and Human Services has aligned many data elements with national COVID-19 Reporting standards as prepared by the Centers for Disease Control and Prevention (CDC), as such CDC guidance is included where appropriate.

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AFC/HFA COVID-19 REPORTING OVERVIEW

The Michigan Department of Health and Human Services (MDHHS) and the Department of Licensing and Regulatory Affairs (LARA) have developed requirements for Adult Foster Care (AFC) and Home for the Aged (HFA) Facilities with bed capacity of 13 or greater (excluding skilled nursing facilities) to report specific data elements identified by the Centers for Medicare and Medicaid Services (CMS) and MDHHS. These data elements include, but are not limited to, COVID-19 cases and related deaths among residents and staff. MDHHS implements this requirement pursuant to the May 21, 2021 – Requirements for Residential Care Facilities – Recission of March 27, 2021, epidemic order.

This reporting is necessary to ensure that Michigan has the information to respond to the COVID-19 outbreak by understanding facility and resident-specific impact. In addition, reporting will assist in identifying potential resource needs and prioritizing public health action. MDHHS may publish data received from long-term care facilities on the MDHHS coronavirus website (www.michigan.gov/coronavirus).

Beginning Wednesday, October 28, 2020, AFC and HFA Facilities have access to the Qualtrics reporting platform to support required reporting. All Facilities must complete their Qualtrics registration and attest to historical COVID-19 data in their first report submission via Qualtrics. Qualtrics surveys open each Wednesday from 5:00 A.M. (0500 HRS) to 7:00 P.M. (1900 HRS) for facilities to complete their reporting requirements. Reporting is required on a weekly basis, due every Wednesday no later than 7:00 P.M. (1900 HRS). To ensure consistent reporting across the state, MDHHS has prepared the following data collection instructions. Facilities are encouraged to review these instructions in their entirety before reporting data in Qualtrics for the first time.

This reporting does not take the place of reporting to Local Health Departments, continue using the standard reporting process as required.

For questions related to these reporting requirements, email:
MDHHS-MSA-COVID19@michigan.gov

CDC/NHSN REPORTING ELEMENTS

MDHHS is using national reporting standards to support consistent reporting across settings. The following set of data definitions has been prepared in alignment with the Center for Disease Control and Prevention National Healthcare Safety Network Long-Term Care COVID-19 Module and are consistent with the information MDHHS is collecting of all LTC facilities subject to reporting requirements. Note, not all data elements in the following instructions provided by the CDC are included in the Qualtrics tool developed for AFC/HFA facility reporting in Michigan.

Reporting Frequency
Reporting is required on a weekly basis each Wednesday by not later than 7:00 P.M. (1900 HRS). Reporting must provide updated cumulative weekly totals or current snapshots as denoted for each individual data element within the directions provided.

Failure to submit complete data according to requirements may result in state compliance actions. Facility compliance status may be posted on the www.michighan.gov/coronavirus website.

Reporting period: Wednesday between 5:00 A.M (0500 HRS) and 7:00 P.M. (1900 HRS) Eastern Time once each week. This report will consist of data from 12:01 A.M. (0001 HRS) Wednesday, to 12:00 A.M. (0000 HRS) Wednesday of the following week.

Example: When submitting data by noon (1200 HRS) on Wednesday, November 4, 2020, the facility will provide data collected from 12:01 A.M. (0001 HRS) Wednesday October 28, 2020 to 12:00 A.M. (0000 HRS) Wednesday November 4, 2020.

Reporting submission requirement: Weekly, Wednesday between 5:00 A.M (0500 HRS) and 7:00 P.M. (1900 HRS) Eastern Time.

Instructions for Completion of the COVID-19 Long-term Care Facility (LTCF) Reporting Survey in Qualtrics: Adult Foster Care and Home for the Aged Facilities

<u>Initial Registration Survey</u> – Each facility completes one time to initiate reporting process and establish contact information.

Data Field	Instruction for Data Collection
Facility Name (Setting Name)	This is the Setting's name, rather than the Licensee Name
Facility LARA License Number	The LARA-assigned facility license number; 11-digit entry with 2 letters and 9 numbers, No dashes or spaces
Facility Street Address	Physical address where residents are housed
Facility City	City where facility is located
Primary Contact First Name	Name of individual responsible for completing weekly reporting
Primary Contact Last Name	Name of individual responsible for completing weekly reporting
Primary Contact Email Address	Email address for individual responsible for completing weekly reporting (where possible, this should be a generic/administrative email for a facility that will not change if there is a staffing change)
Primary Contact Phone Number	Preferred phone number for individual responsible for completing weekly reporting; XXX-XXX-XXXX
Resident COVID-Positive	Includes TOTAL COUNT of resident COVID-19 cases between January 1, 2020, and midnight of the Tuesday before completion of Registration Survey. Includes positive results from antigen point-of-care (POC) test results* and/or PCR tests. *Exclude positive POC test results with a confirmatory negative PCR test performed within 2 calendar days of the initial antigen/POC test. (Date of specimen collection counts as day 1.)
Resident COVID-19 Deaths	TOTAL COUNT of resident COVID-19 deaths between January 1, 2020, and midnight of the Tuesday before completion of the Registration Survey.

	Resident COVID-19 Deaths is defined as a resident who died from COVID-19 related complications and includes resident deaths in the facility AND in other locations, such as an acute care facility, to which the resident with COVID-19 was transferred to receive treatment. Resident discharged from the facility and not expected to return to the facility are excluded from the count.
Staff and facility personnel COVID-Positive	Includes TOTAL COUNT of staff and facility personnel COVID-19 cases between January 1, 2020, and midnight of the Tuesday before completion of registration survey. Includes positive results from antigen point-of-care (POC) test results* and/or PCR tests. This includes positive tests performed outside the facility (can include but is not limited to home tests, over the counter tests, and tests performed by a clinic or doctor's office). *Exclude positive POC test results with a confirmatory negative PCR test performed within 2 calendar days of the initial antigen/POC test. (Date of specimen collection counts as day 1.) Staff and facility personnel include anyone working or volunteering in the facility, which includes, but is not limited to contractors, temporary staff, resident care givers, shared staff, etc.
Staff COVID-19 Deaths	TOTAL COUNT of staff COVID-19 deaths between January 1, 2020, and midnight of the Tuesday before completion of Registration Survey. *Staff COVID-19 Deaths* is defined as staff and/or facility personnel who died from COVID-19 related complications. Staff and facility personnel include anyone working or volunteering in the facility, which includes, but is not limited to contractors,

	temporary staff, resident care givers, shared staff, etc.
Current Census	Enter the total number of residents that are occupying a bed in the facility as of the date of completion of the Registration Survey.

Weekly Reporting Survey – Each facility submits one survey per license each week on Wednesday, between 5 AM and 7 PM.

Data Field	Instructions for Data Collection
Data Submission Date: • Current week	Select the date for which you are submitting data.
CURRENT CENSUS	Report total number of beds that are currently occupied. Current Census may include a combination of private pay and non-private pay occupied beds. Include count at time of reporting.
COVID POSITIVE ADMISSIONS	Enter the number of residents newly admitted or readmitted from another facility who were previously diagnosed with COVID-19 and continue to require transmission-based precautions. Recovered residents are excluded. Included are persons under investigation; for example, residents exhibiting signs/symptoms suggestive of COVID-19, pending test results and require transmission-based precautions upon admission). Include only the count since last reporting period.
RESIDENT POSITIVE	Enter the number of residents with a new positive COVID-19 test result, including reinfections*. The test result may be from a NAAT/PCR or rapid point-of-care (POC) antigen test. Positive results from POC rapid test results are counted **UNLESS** a negative confirmatory PCR test is performed within 2 calendar days of the initial antigen/POC test. (Date of specimen collection counts as day 1.) Example: A total of 3 residents had positive point-of-care (POC) antigen test results during the reporting period. - 1 resident had a follow-up negative NAAT (PCR) test performed within 2 calendar days of the POC antigen test – DO NOT COUNT - 1 resident had a follow-up positive NAAT (PCR) test performed within 2 calendar days of the POC antigen test – COUNT THIS POSITIVE - 1 resident did not have any follow-up test performed – COUNT THIS POSITIVE

	Total count of positive test results = 2
	Include only the count since last reporting period.
	Reinfections: defined as a new positive COVID-19 viral test performed more than 90 days after an initial COVID-19 infection.
RESIDENT COVID-19 DEATHS	Enter the number of residents with COVID-19 who died in the facility or another location.
	Resident COVID-19 Deaths is defined as a resident who died from COVID-19 related complications and includes resident deaths in the facility AND in other locations, such as an acute care facility, to which the resident with COVID-19 was transferred to receive treatment.
	Resident discharged from the facility and not expected to return to the facility are excluded from the count.
	Include only the count since last reporting period.
STAFF POSITIVE	Enter the number of staff and facility personnel with a new positive COVID-19 test result, including reinfections*. The test result may be from a NAAT/PCR or rapid point-of-care (POC) antigen test. Positive results from POC rapid test results are counted **UNLESS** a negative confirmatory PCR test is performed within 2 calendar days of the initial antigen/POC test. (Date of specimen collection counts as day 1.)
	Include positive tests performed outside the facility (can include but is not limited to home tests, over the counter tests, and tests performed by a clinic or doctor's office)
	Example: A total of 3 staff had positive point-of-care (POC) antigen test results during the reporting period. - 1 staff had a follow-up negative NAAT (PCR) test performed within 2 calendar days of the POC antigen test – DO NOT COUNT - 1 staff had a follow-up positive NAAT (PCR) test performed within 2 calendar days of the POC antigen test – COUNT THIS POSITIVE

	- 1 staff did not have any follow-up test performed – COUNT THIS POSITIVE Total count of positive test results = 2 Staff and facility personnel include anyone working or volunteering in the facility, which includes, but is not limited to contractors, temporary staff, resident care givers, and shared staff. Include only the count since last reporting period. *Reinfections: defined as a new positive COVID-19 viral test performed more than 90 days after an initial COVID-19 infection.*
STAFF COVID-19 DEATHS	Enter number of staff and facility personnel who died from COVID-19 related complications. Staff and facility personnel include anyone working or volunteering in the facility, which includes, but is not limited to contractors, temporary staff, resident care givers, and shared staff. Include only the count since last reporting period.