



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ELIZABETH HERTEL  
DIRECTOR

April 29, 2021

Dear Provider:

RE: COVID-19 Response: COVID-19 Reporting Requirements in Qualtrics platform for Adult Foster Care and Home for the Aged Facilities licensed to care for thirteen or more.

Effective October 28, 2020, the Michigan Department of Health and Human Services (MDHHS), and in partnership with the Department of Licensing and Regulatory Affairs (LARA), implemented the requirement that all licensed Adult Foster Care and Home for the Aged Facilities (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, Personal Protective Equipment (PPE) available onsite, information related to COVID-19 cases, and staff shortages. Note that requirements included in this letter are limited to Adult Foster Care (AFC) and Home for the Aged (HFA) facilities licensed to care for thirteen or more residents.

Data received as part of this requirement will ensure that MDHHS continues to receive the information necessary to respond to the COVID-19 outbreak, provide an understanding of the impact on residents and facilities, and identify resource needs and support prioritization of public health action. MDHHS implements this requirement pursuant to the October 6, 2020 Emergency Order Under MCL 333.2253 – [Requirements for residential care facilities](#), and any subsequent orders. MDHHS may publish data received from long-term care facilities on the MDHHS coronavirus website ([www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus)).

### **General COVID-19 Reporting Information**

Reporting COVID-19 surveillance data directly to MDHHS as outlined below does not remove the requirement to report all COVID-19 antigen test results (positive, negative, and inconclusive) conducted by a facility holding a CLIA Waiver to the appropriate state and local entities. Nor does it remove the need to inform legal guardians or health proxies for all residents within the facility of the presence of a confirmed COVID-19 positive employee or resident within the same time frame.

### **Qualtrics Reporting Platform**

The MDHHS required reporting must be completed through the web-based Qualtrics data collection tool: Michigan AFC/HFA COVID-19 Reporting. AFC and HFA facilities must *complete an initial registration survey* for Qualtrics reporting at the following link:

[https://msu.co1.qualtrics.com/jfe/form/SV\\_1KUOg16UY78brpP](https://msu.co1.qualtrics.com/jfe/form/SV_1KUOg16UY78brpP)

When registering in Qualtrics, facilities must use their 11-digit state licensee identification number. After registering facilities will receive an individualized link that will be used to submit weekly reports on behalf of the facility beginning *the week following completion of the initial registration survey*.

**MDHHS Surveillance Data Submission Requirements and Reporting Frequency**

AFC and HFA facilities must submit COVID-19 related data to MDHHS by completing all data fields in the “**Michigan AFC/HFA COVID-19 Reporting**” within the Qualtrics platform. AFCs and HFAs are required to report on the frequency outlined below.

**Reporting Period:** One week, 7-Day Period, Wednesday through Tuesday. Beginning at 12:01 AM (0001 HRS) Wednesday, ending at 12:00 AM (midnight, or 0000 HRS) Wednesday the day of data submission.

**Data submission requirement:** Data should be submitted in Qualtrics once weekly between the hours of 7:00 AM (0700 HR) and 3:00 PM (1500 HRS) on Wednesday.

**Data Correction**

MDHHS will conduct validation of data submitted by AFCs and HFAs and will contact facilities that have data flagged for data validation concerns. Facilities will be required to confirm and/or correct data entries that were submitted in error or do not meet standard data definitions. *Facilities may be required to submit a corrected survey and/or attest to corrections made in the data collection platform if the correction is applicable to an historical report.*

Review following illustration of weekly data-collection-validation-correction cycle:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Week 1 Data Collection			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1 Data Collection			Week 1 Data Submission	Week 1 Data Review by MDHHS & Facility Validation/Correction		
			Week 2 Data Collection			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 2 Data Collection			Week 2 Data Submission			
Week 1 Data Review by MDHHS & Facility Validation/Correction						

## Reporting Instructions and Definitions

The “MDHHS COVID-19 Reporting Data Collection Instructions for Adult Foster Care and Homes for the Aged facilities” document includes instructions and definitions regarding each data element and can be found on the [MDHHS website](#). This document should be downloaded and referenced regularly for updates to requirements for data collection and reporting. “**Michigan AFC/HFA COVID-19 Reporting**” should only be used by Adult Foster Care and Home for the Aged facilities that are not skilled nursing facilities. Skilled nursing facilities must report in EMResource.

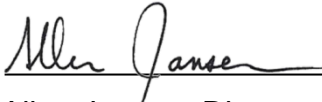
For questions related to this reporting requirement, email [MDHHS- MSA- COVID19@michigan.gov](mailto:MDHHS-MSA-COVID19@michigan.gov)

Thank you for your attention to this matter.



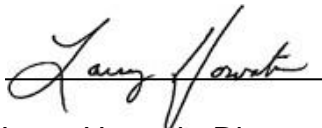
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