

## COVID-19 Notification & Reporting: Quick Reference Guide (April 9, 2021)

Category	What to Report	When to Report	Where to Report	Nursing Homes	Assisted Living	Adult Day*	References
<b>Notify Residents/ Families about COVID Cases</b>	CMS requires nursing homes to inform residents, their representatives, and families of the occurrence of either a single confirmed infection of COVID-19, or three or more residents or staff with new-onset of respiratory symptoms occurring within 72 hours of each other.	By 5 p.m. the next calendar day following the occurrence of a reportable event. Include any cumulative updates at least weekly or by 5 p.m. the next calendar day following the subsequent occurrence of a reportable event.	Facilities have discretion in how they provide this information to residents and families.	Required	Optional but recommended	Optional but recommended	CMS memorandum <a href="#">QSO 20-29-NH</a>
<b>Laboratory Reporting</b>	If you conduct COVID-19 point-of-care antigen tests in your facility under a CLIA certificate of waiver, you are acting as a laboratory and must report results of those tests, both positive and negative, for each individual test subject.	Within 24 hours of doing the test (including weekend reporting, if applicable).	Either submit a spreadsheet through MDH Provider Portal or submit data using CDC’s National Healthcare Safety Network (NHSN) Point-of-Care (POC) Test Reporting Tool.  See reference documents for more information.	Required if doing COVID-19 point-of-care antigen tests under a CLIA certificate of waiver	Required if doing COVID-19 point-of-care antigen tests under a CLIA certificate of waiver	Required if doing COVID-19 point-of-care antigen tests under a CLIA certificate of waiver	<a href="#">Using Antigen-based Point-of- Care (POC) Testing for COVID-19 in Long-term Care Facilities</a>  <a href="#">Instructions for Reporting Long- term Care COVID-19 Point-of- Care Antigen Testing Results</a>  <a href="#">CDC National Healthcare Safety Network (NHSN) Long-Term Care Facility Component</a>

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<b>COVID-19 Positive Cases and Discrepant Lab Results</b>	Report each laboratory confirmed case of COVID-19; discrepant lab results in residents or staff; death in a resident with suspected or confirmed COVID-19.	As soon as possible (within 24 hours)	To MDH using on-line form: <a href="#">Submitting Clinical Information on Long Term Care COVID-19 Cases and Reporting Discrepant Laboratory Results.</a>	Required. [CDC Surveillance Data reports also include confirmed cases.]	Required	Required	<a href="#">Submitting Clinical Information on Long Term Care COVID-19 Cases and Reporting Discrepant Laboratory Results</a>
<b>COVID-19 Vaccination of Residents and Staff</b>	Cumulative data on vaccination of residents and staff.	Weekly. [If reporting to MDH, frequency changes to monthly when 70% of both residents and staff are fully-vaccinated.]	To MDH using on-line form: <a href="#">LTC Vaccine Weekly Reporting.</a>  And/or to CDC's NSHN.	Optional but recommended	Optional but recommended	Not applicable [MDH and CDC portals are not set up for reports from adult day.]	<a href="#">How to Complete the Long-term Care COVID-19 Vaccination Reporting Form</a>  <a href="#">CDC National Healthcare Safety Network (NHSN) Long-Term Care Facility Component</a>
<b>CDC Surveillance Data</b>	CMS requires nursing homes to report data in four domains:  Resident Impact and Facility Capacity (e.g. confirmed cases, respiratory illness, deaths)  Staff and Personnel Impact (e.g. confirmed cases, respiratory illness, deaths, staffing shortages)	Weekly	To CDC's NSHN	Required	Optional (enrollment in NHSN would be required)	Not applicable	CMS memorandum <a href="#">QSO 20-29-NH</a>  <a href="#">CDC National Healthcare Safety Network (NHSN) Long-Term Care Facility Component</a>

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	Supplies and Personal Protective Equipment (e.g. availability of PPE supply items) Ventilator Capacity and Supplies (e.g. mechanical ventilators available and in use)						

Notifications of Operation for Adult Day services providers during the Peacetime Emergency:

- Before providing services remotely or in the home or residence of people who receive services, providers must submit the [Notification of Operation of Alternative Adult Day Services form, DHS-7313 \(PDF\)](#) to notify the DHS Licensing Division of their intention to provide services during the peacetime emergency. Providers also must affirm that they will comply with the modified licensing standards. Reference: [Alternative adult day service delivery due to COVID-19 pandemic](#).
- For those centers that intend to resume in-person operation, [review Modified Licensing Requirements For Adult Day Centers That Resume Facility Operation During The Peacetime Emergency](#), and note that you will need to complete a [specific DHS form](#).