

LTC Weekly COVID-19 Vaccine Reporting Frequently Asked Questions

1/19/2021

The Minnesota Department of Health (MDH) is asking long-term care facilities, including nursing facilities and assisted living facilities, to report cumulative data on vaccination of residents and staff each week. Reporting is submitted through an online form on a weekly basis. Although reporting is voluntary, it is critically important. MDH will use this information to improve communication, distribution, and support for COVID-19 vaccination. Thank you in advance for providing key information to best equip response leaders to make informed decisions.

Reporting basics

- **Where can I access the report?**

The reporting tool can be found at [LTC Vaccine Weekly Reporting \(https://redcap-vac.web.health.state.mn.us/redcap/surveys/?s=W9XCKCDALW\)](https://redcap-vac.web.health.state.mn.us/redcap/surveys/?s=W9XCKCDALW).

- **What am I reporting?**

Each time you complete the online form, we are asking you to tell us: (1) how many people work and live in your facility, (2) how many have had a first and second vaccine dose, and (3) whether communication efforts have been made to promote access to vaccination clinic opportunities. The information will allow MDH to understand what percent of individuals working and living in each long-term care facility are vaccinated each week.

- **What vaccination timeframe do we report when we fill in the survey?**

We are not asking about vaccination that has occurred during a specific timeframe. Each time you complete the online form, provide the up-to-date number of staff and residents at your facility and the number of those individuals who have had their first and second vaccine doses.

- **What if there have been no changes in the number of staff or residents vaccinated since the last time I completed the form?**

If there is no change to the number of residents or staff in your facility or to the number that have been vaccinated, you can select “No” to the survey question, “Has there been a change in vaccination status of staff

Has there been a change in vaccination status of staff and/or residents since the last time you reported?

No
 Yes
 This is my first time reporting

* must provide value

Since nothing has changed from the last time you reported, please skip down to the end and click "Submit". Thank you for your time! Have a great day!

and/or residents since the last time you reported?” and then submit without completing the rest of the form.

- **Does this survey have to be filled out each Wednesday or can we complete it on a different day, as long as it is completed once weekly?**

We would like facilities to complete the form by Wednesday each week. If you are unable to do so, please submit the form within the week.

- **Should I report for my facility even though another group provided the vaccination for residents and staff?**

Yes. Please provide this information even if another group administered the vaccines. This online form is the only way for MDH to collect facility-level data on the percentage of residents and staff who have been vaccinated.

- **Do we fill this out weekly until we are asked to stop?**

Yes. Due to turnover in staff and arrival of new residents, COVID-19 vaccination will be a continuous process. MDH will communicate updates regarding any future changes to reporting expectations.

- **If we are hosting monthly vaccination clinics, do we still need to report weekly?**

Yes. If there are no changes to your baseline or vaccinated numbers of staff and residents since the last time you completed the form, you need to complete only the first section of the form.

- **Is this reporting a requirement?**

Although this reporting is not a requirement, it is vital information to inform our COVID-19 response efforts. Local and state leaders will be reviewing this data weekly to assist in their decision-making efforts. Thank you for taking the time and effort to ensure we have the data needed to make informed decisions to best assist your staff and residents during our vaccination efforts.

Reporting facilities

- **Is this report for all long-term care facilities in the state, regardless of how they are receiving vaccination services, or just for facilities using MDH or local public health departments to vaccinate?**

This is for all long-term care facilities, regardless of who administers the vaccine.

- **Our organization has many facility locations within the state of Minnesota. Do I need a separate link to the online form for each location?**

No, you do not need a separate link. This is a public link and you can use it to complete your report for each facility. There is a drop-down menu to indicate which facility the report is for.

- **We have an assisted living facility and a skilled nursing facility under one roof. They have separate addresses and separate licensure. Should there be a report submitted for each facility?**

Yes, you will need to complete one survey for each. There is a drop-down menu for you to indicate which facility the report is for.

- **When we had our first vaccine clinic at our facility, several staff from a sister facility came to our site to get their vaccine. They are not employees at our facility. Do you want me to include them in my numbers?**

No. Report vaccination information only for staff who work at your facility.

- **Can one person submit the online reporting form for multiple facilities?**

Yes. One person can submit information for multiple facilities, completing a separate form for each.

- **The pharmacy that gave us our vaccinations is reporting vaccine data to the state for us. Facilities were told that we would have to report only side effects. Do we really have to do weekly reports to the state on our vaccinations?**

Pharmacy partners are reporting individual-level information on people that have been vaccinated. That data cannot be used to determine the percent of people vaccinated within each facility, so we have created this tool to allow us to see facility-level information.

Staff vaccination

- **We counted all our employees in the counts we provided to the Regional Healthcare Preparedness Coalition (HCCs). Do we still need to report?**

Yes. This is a formal weekly reporting process that will also be shared with HCCs.

- **What is meant by the number of staff currently eligible to work this week, and how will you use that information?**

This includes staff who were eligible to have worked at the health care facility for at least one day during the week of data collection. Include staff on sick leave, maternity leave, vacation, etc. Include persons who worked full time and part time. Please provide as accurate a count as possible. The number of staff will be used as a denominator to determine what percent have been vaccinated.

- **Do we count only those staff who provide direct resident care?**

Include all staff, regardless of role (e.g., direct resident care, dietary, environmental services), who were eligible to have worked at the health care facility for at least one day during the week of data collection, regardless of clinical responsibility or patient contact. Include staff on sick leave, maternity leave, vacation, etc. Include persons who worked full time and part time.

- **We have been vaccinating our volunteers and essential caregivers. Do you want them counted?**

Yes. All paid and unpaid persons working in your facility who have the potential for direct or indirect exposure to residents or infectious materials should be included.

- **We are a nursing facility attached to a hospital. Do we include staff who work in both the hospital and nursing facility?**

Yes. You should include all that are working for your nursing facility, even if they also work somewhere else.

- **What is meant by, “Have staff been offered either their first or second dose”?**

This question asks whether all staff have been directly informed of their opportunity to receive a first and second dose of COVID-19 vaccine. This may occur through direct communication, flyers posted for all staff to see, or newsletters, emails, or other communication sent directly to staff. These communications should contain information about vaccination clinics and/or other relevant opportunities to receive vaccination.

Resident vaccination

- **Should assisted living facilities that have additional tenants that do not receive care (e.g., spouse of a resident or independent living resident), include those tenants in the total resident count and in the number vaccinated?**

Yes, please include all residents and tenants.



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Contact health.communications@state.mn.us to request an alternate format.