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NF-21-014 – Provider Alert

Date: April 2, 2021

To: All Nursing Facilities
All Assisted Living Facilities
All Residential Care Facilities

From: Jack Honey, Administrator
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Subject: **Survey Link and Resources for COVID-19 Vaccination Reporting to Oregon Health Authority**



This Provider Alert follows the [NF-21-012–Provider Alert](#) (03/16/2021) to provide resources and update facilities regarding tracking and reporting of COVID-19 vaccination data to the Oregon Health Authority (OHA).

OHA presented a webinar on March 24, 2021, titled ‘COVID-19 Vaccination Tracking and Reporting in Long-term Care Facilities’ and appreciates the questions and feedback from facility partners.

There are two important guidance updates following the webinar:

1. In order to reduce the burden of reporting on facilities, OHA will ask facilities to report only **weekly summary data** rather than both weekly summary and all (cumulative) summary data. The OHA-developed vaccine tracking tools will still allow for tracking of both summary data types, and OHA may ask for facilities’ cumulative summary data at a later time. Facilities are still encouraged to review the auto-calculated summary data on both “WeeklySummary” and “AllHCP/ResidentSummary” tabs to inform their overall COVID-19 vaccination progress.
2. Revised versions of these tracking tools are now available to allow facilities to report data to OHA via file import. For facilities who have already begun using the vaccine tracking tools and are intending to import these files to report

these data to OHA, please begin using the updated versions of the tools available here:

[HCP Vaccine Tracking Tool](#)

[Resident Vaccine Tracking Tool](#)

Please see below for details regarding how these Vaccine Tracking Tools have been revised and best practices for reporting data to OHA.

Reporting Link and Resources

- i. Starting on **Monday, April 5th**, facilities should begin reporting weekly COVID-19 vaccination data to OHA through the Reporting Survey linked [here](#). This survey will ask for summary vaccination data for residents and healthcare personnel (HCP) that lived in or were eligible to work in your facility in the previous week. For example, during the week of April 5th, the survey will ask facilities to report data for the week of 3/29/2021 – 4/4/2021.
- ii. For guidance on how to report this data to OHA, refer to the OHA webinar slides and the Frequently Asked Questions (FAQs) below. A recording of the webinar is also available but does not reflect the updates above.
- iii. In addition to the Vaccine Tracking Tools and the Reporting Survey links provided above, OHA will share the following resources on the [OHA COVID-19 Healthcare Providers Page](#) (see ‘Specific Guidance for Long-Term Care Facilities’ under the ‘Healthcare Providers and Clinical Laboratories’ section):
 - a. The OHA COVID-19 Vaccination Tracking and Reporting in Long-term Care Facilities webinar [recording](#) and [slides](#). Please review the slides for guidance updates following the webinar.
 - b. [Frequently Asked Questions](#) on COVID-19 Vaccination Tracking and Reporting in Long-term Care Facilities (LTCFs)
 - c. [Supplemental guidance](#) on definitions and instructions for the Vaccine Tracking Tools.
 - d. [Supplemental guidance](#) on testing for facilities ≥ 14 days after the facility’s second COVID-19 vaccination clinic to capture vaccine breakthrough cases, which may be identified during the course of tracking vaccination status.

Frequently Asked Questions on COVID-19 Vaccination Tracking and Reporting in Long-term Care Facilities (LTCFs)

Q1: Why is vaccine tracking in LTCFs important?

A1: There are two important components to vaccine tracking in LTCFs: 1) individual tracking of resident and HCP vaccine status by facilities, and 2) reporting summary vaccine data to the Oregon Health Authority (OHA). It is important for facilities to track individual vaccine status of their residents and HCP to inform outbreak response and infection control strategies, and identify key outcomes of public health concern, such as vaccine breakthrough infections. Additionally, OHA needs vaccine information from facilities to rapidly support and inform public health response activities, inform facility infection control policies, track facility- and state-level progress towards vaccination goals, and identify vaccination gaps for appropriate resource allocation.

Q2: Which facilities should be tracking and reporting COVID-19 vaccination data?

A2: OHA is asking all nursing facilities, assisted living facilities, and residential care facilities licensed by the Oregon Department of Human Services (ODHS) to track and report COVID-19 vaccination data for residents and HCP.

Q3: What updates have been made to the Vaccine Tracking Tools to allow for file import?

A3: There are three main updates to the vaccine tracking tools:

1. A button has been added to the “WeeklySummary” sheet that will save a separate Excel workbook file that includes the start date of the week of reporting in the file name. For reporting via file import, we are asking facilities to upload this separate Excel file rather than the entire tracking tool.
2. A link to the Reporting Survey has been added to the “WeeklySummary” sheet for quick access.
3. The “AllHCP/Resident” summary sheets have been revised as OHA will not be collecting these data on a weekly basis.

Q4: How do I use the Vaccine Tracking Tools?

A4: OHA has provided Vaccine Tracking Tools to help facilities collect vaccination data for residents and HCP prior to reporting. To use these tools, facilities should enter individual-level information for all residents and HCP on the “TrackingWorksheet” tab. The tools will auto-calculate useful summary metrics to assess your facility’s vaccination progress and assist with reporting to OHA.

Q5: If I have already been using the Vaccine Tracking Tools, how should I transfer my data over to utilize the new tools?

A5: Copy the data from Column B through Column Q (for residents) or Column S (for HCP) and paste it as values in the new tool. Avoid pasting any data into the ‘Fully Vaccinated Date’ column or deleting any rows on the tracking worksheet as errors may result. For tips on pasting options in Excel, refer [here](#).

Q6: What if I am already tracking my facility’s COVID-19 vaccination data in a different way?

A6: The OHA-developed Vaccine Tracking Tools are intended to assist with reporting to OHA but there is no requirement to use them if you are tracking COVID-19 vaccine data in a different way. However, ensure that you capture the summary data fields requested by OHA.

The table below details the specific data fields you will need to report on a weekly basis:

Data Fields for the OHA Reporting Survey	
Select Week of Reporting (Monday through Sunday)	
Weekly Summary for HCP*	Weekly Summary for Residents
1. Number of HCP working in this facility for at least 1 day during the week of data collection	1. Number of residents staying in this facility for at least 1 day during the week of data collection
2. Number of HCP in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere:	2. Number of residents in Question #1 who have received COVID-19 vaccine(s) at this facility or elsewhere:
	<ul style="list-style-type: none"> • Only dose 1 of <i>Pfizer-BioNTech</i> COVID-19 vaccine • Dose 1 and dose 2 of <i>Pfizer-BioNTech</i> COVID-19 vaccine • Only dose 1 of <i>Moderna</i> COVID-19 vaccine • Dose 1 and dose 2 of <i>Moderna</i> COVID-19 vaccine • Dose 1 of <i>Janssen (J&J)</i> COVID-19 vaccine • Complete COVID-19 vaccination series: unspecified manufacturer
3. Number of HCP in Question #1 with other conditions:	3. Number of residents in Question #1 with other conditions:
	<ul style="list-style-type: none"> • Medical contraindication to COVID-19 vaccine • Offered but declined COVID-19 vaccine • Unknown COVID-19 vaccination status

Q7: There are multiple licensed facilities on my campus, including an assisted living and skilled nursing facility. Should I be tracking and reporting data for these licensed facilities separately?

A7: Yes, each licensed facility should be tracked and reported separately, even if they are on the same campus.

Q8: How are HCP defined?

A8: HCP includes all staff working in your facility. This should include employees and non-employees such as contracted staff, students, trainees, and volunteers. For instructions on determining HCP counts and categories, please refer [here](#).

Q9: There is an independent living facility on my campus. Should I be tracking independent living residents and HCP?

A9: OHA is not asking facilities to track and report these data for independent living residents and HCP. However, the Vaccine Tracking Tools can be used for internal tracking of vaccine information for these types of facilities.

Q10: If there are HCP who work in multiple facilities, how should they be counted?

A10: If HCP work in two or more facilities, each facility should include these HCP in their tracking worksheet and their denominator counts. This will allow for accurate calculation of vaccination rates that include all HCP working in each facility.

Q11: Should only vaccinated residents and HCP be included on the Vaccine Tracking Tools?

A11: No, all residents and HCP in your facility should be included, even if they did not receive any COVID-19 vaccine. There are options to document whether a resident or HCP had a medical contraindication or declined vaccination. Including all HCP and residents, regardless of their vaccination status, ensures that the correct denominator is used to calculate vaccination rates.

Q12: Do the weekly summary counts include any HCP who are eligible to work in the facility regardless of their physical presence in the building during the week of reporting?

A12: Yes, include all HCP who were eligible to have worked at your facility for at least one day during the week of data collection, regardless of clinical responsibility or patient contact. This includes HCP on sick leave, maternity leave, vacation, etc., as well as those who worked full-time and part-time.

Q13: How far back in time should we tracking vaccine data? Should we start from

our first vaccine clinics?

A13: Please track data going back to your facility’s first vaccine clinics to capture overall vaccination efforts since vaccines were available to your facility. If there are challenges in obtaining information since the first vaccine clinic for your residents and HCP, you can leave vaccine information blank on the tracking worksheets and these will count as unknown vaccine status.

Q14: For which weeks will we be asked to report data to OHA? Will we have to complete weekly reporting for each week starting with our first vaccine clinics?

A14: The first week of summary data OHA will ask for is March 29, 2021 – April 4, 2021. Facilities will be able to report this first week of data to OHA during the week of April 5th. We recommend that facilities choose a particular day every week (e.g., every Tuesday) to submit data to OHA.

Facilities will not have to go back to report weekly data prior to this week; however, OHA may ask for all (cumulative) summary data at a later time that will capture overall vaccination efforts since vaccines became available to your facility. Use of the vaccine tracking tools will help in calculating both weekly and all summary counts.

The table below offers an example timeline to understand what data to report and when to report to OHA.

OHA reporting week	What data will be requested?	When can I begin reporting this data?	What is the deadline to report this data?
1	Summary vaccination data for HCP and residents that were employed by your facility or lived in your facility during the week of 3/29-4/4	Monday, 4/5/2021	Friday, 4/9/2021
2	Summary vaccination data for HCP and residents that were employed by your facility or lived in your facility during the week of 4/5-4/11	Monday, 4/12/2021	Friday, 4/16/2021
NOTE: The first two weeks are shown here as an example timeline. OHA will continue requesting ongoing weekly reporting.			

Q15: Do the weekly summary counts include only data for individuals who were vaccinated during the OHA reporting week?

A15: No, the weekly summary counts capture the total number of residents and HCP

residing or eligible to work in your facility for at least one day during the week previous to the OHA reporting week (you will be reporting with a lag of one week). Of those, the counts also include how many have received COVID-19 vaccines, had a medical contraindication, or declined vaccination so far.

Q16: Why can vaccine information not be collected from the Federal Pharmacy Partners who provided COVID-19 vaccines at our clinics?

A16: The Federal Pharmacy Partners have shared vaccine data with ODHS and OHA; however, the data are limited to the number of residents and HCP who have received COVID-19 vaccines. In order to evaluate vaccination rates in LTCFs, the total number of residents and HCP (denominator data) is needed on a time-updated basis to calculate accurate vaccination uptake percentages. OHA tools allow for automatic calculation of this denominator data when facilities list all resident and staff in the Tracking Worksheet Tab. Additionally, the data from the Federal Pharmacy Partners does not capture individuals who receive vaccines outside of this program.

Q17: Is reporting of COVID-19 vaccine data to OHA required?

A17: OHA is currently requesting that facilities voluntarily report these data so that we can partner to ensure high vaccination rates in LTCFs. If a high percentage of facilities are not collecting and providing the requested data, ODHS and OHA will require data collection and reporting through rules or enforceable guidance.

Q18: If facilities are reporting these data to the National Healthcare Safety Network (NHSN), will that suffice for reporting to OHA?

A18: At this time, facilities should report to OHA directly. Facilities can also choose to voluntarily report to NHSN; there are no current Centers for Medicare and Medicaid Services (CMS) or OHA requirements for COVID-19 vaccine reporting to NHSN. OHA will evaluate what options there may be for facilities who choose to dual report to OHA and NHSN and provide guidance at a later time should reporting guidance change.

Q19: Will OHA be collecting any protected health information (like name or date of birth) for residents and HCP?

A19: No, OHA will only be collecting summary data from facilities through this reporting process. No individual-level information will be collected and thus, no protected health information will be shared. OHA is asking for the minimal amount of summary data needed in order to inform policies, track vaccine progress, and identify gaps for appropriate resource allocation.

Q20: If my facility's summary data have not changed from the previous week, do I

still need to submit weekly data?

A20: Yes, OHA is asking for facilities to report on a weekly basis even if summary data have not changed. No changes from the prior week means that none of the summary data fields have changed, including no changes to resident census or employment status of staff. On the Reporting Survey, you will have an option to pre-fill data from the prior week and can either submit the same summary counts if nothing has changed, or make any needed edits (for example, changes to resident and HCP census counts) before submitting data.

Q21: I am having challenges in using the Vaccine Tracking Tools, who do I reach out to for assistance?

A21: Contact Lisa Iguchi at lisa.c.iguchi@state.or.us for technical assistance with the Vaccine Tracking Tools.
