# Reporting Requirements for COVID-19

## Residential Care Facilities

**Report COVID-19 Cases to the Ingham County Health Department**

All Ingham County residential care facilities (e.g., AFC, HFA, SNF), regardless of their size, must report the following to the ICHD Communicable Disease Unit:

- One or more probable or confirmed COVID-19 case(s) in a resident or Healthcare Personnel (HCP) and/or a death from COVID-19 (within 24 hours of the death). Please complete the appropriate form(s) (instructions are provided on each form):
  - [RESIDENT Positive COVID-19 Reporting Form](#)
  - [EMPLOYEE Positive COVID-19 Reporting Form](#)
  - [Report of COVID-19 Patient Death Form](#)

- Three (3) or more cases of acute illness compatible with COVID-19 in residents with onset within a 72 hour period. Please call the ICHD Communicable Disease Unit to report this information.

- Facilities must also support and comply with contact tracing efforts as requested.

**For questions/concerns please contact the ICHD Communicable Disease Unit:**

- **M-F 8am-5pm:** Call 517-887-4308
- **After Hours:** Call 517-342-9987
- **Fax:** 517-887-4379

## Federal and State COVID-19 Reporting Requirements

Skilled Nursing Facilities (SNFs), Homes for the Aged (HFA), and Adult Foster Cares (AFCs) licensed for 13 or more residents, are required to report certain data elements regarding COVID-19 to Federal and State entities (e.g., supplies report, vaccination status, therapeutics report, etc.).

For current reporting requirements visit [Long-Term Care COVID-19 Plan, Reporting](#) (see SNF and AFC/HFA for specific requirements under Reporting), MDHHS.

## Report COVID-19 Point of Care Antigen Test Results

**Report DAILY all resident, staff, and visitor test results.**

- **SNF’s:** Report test results through [EMResource](#).
- **AFC/HFA facilities:** Report test results using the MDHHS [Binax online reporting form](#).
- **For more information visit [Long-Term Care COVID-19 Plan, Testing](#), MDHHS.**
Inform Employees/Residents/Legal Guardians/Healthcare Proxies

- Inform the following individuals of the presence of a confirmed COVID-19 positive employee/resident:
  - Employees/Residents no later than 12 hours after confirmed positive.
  - Legal Guardians/Healthcare Proxies and Prospective Residents/Staff no later than 24 hours after identification of a confirmed positive.

- **Post a notice** in a visible and obvious place near the main entrance of the facility indicating the presence of a confirmed COVID-19 positive employee or resident, no later than 24 hours after confirmed positive. The notice must continue to be displayed until 14 days after the last positive COVID-19 test result for an employee or resident in the facility. *Sample Notice [Facility Positive for COVID-19](#)*

- Notify employees of changes in CDC recommendations related to COVID-19.

**Note:** For the most current orders visit [Long-Term Care COVID-19 Plan](#), *Visitation, Emergency Order*, MDHHS.

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1 [May 21, 2021 - Requirements for Residential Care Facilities - Rescission of March 17, 2021](#), MDHHS