



Reporting Requirements for COVID-19

Residential Care Facilities

Ingham County Health Department (ICHD) Communicable Disease

M-F 8am-5pm: Call 517-887-4308

After Hours: Call 517-342-9987

Fax: 517-887-4379

All facilities 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).
- Three (3) or more cases of acute illness compatible with COVID-19 in residents with onset within a 72h period.
- A death from COVID-19 within 24 hours of the death. [Report of COVID -19 Patient Death Form](#)
- Facilities must also support and comply with contact tracing efforts as requested.

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 no later than 24 hours after identification of a confirmed positive.
 - Prospective Residents/Staff no later than 24 hours after 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-19.¹

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

Submit COVID-19 related data to Michigan Department of Health and Human Services (MDHHS)²

Keep accurate and current data, such as, type and quantity of personal protective equipment available onsite and report such data upon MDHHS's request or in a manner consistent with MDHHS guidance. Report to MDHHS and the applicable Local Health Department all presumed positive COVID-19 cases in the facility together with any additional data when required under MDHHS guidance.

- **SNFs:** Submit **WEEKLY on Wednesday, between 7:00 AM and 12:00 noon EST** to [EMResource](#). MDHHS will transmit the facility reported data set to the National Healthcare Safety Network on the facility's behalf.²
- **AFC/HFA** (bed capacity of 13 or greater): Submit **WEEKLY on Wednesday between 7:00 AM and 12:00 noon EST** to [Qualtrics](#). Click [here](#) for direction if not already registered.³

Report COVID-19 Point of Care Antigen Testing (e.g., BinaxNow)

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

SNF's: Are required by the federal government to report results through the CDC's National Healthcare Safety Network (NHSN) [EMResource](#). Data reported here will be shared with state and local health departments. Because of this, SNFs do not need to separately report to MDHHS or local public health, only the NHSN.⁴ See what to report to ICHD above.

AFC/HFA facilities: Report using the MDHHS [Binax online reporting form](#). Information reported through the Binax online reporting form is submitted to both state and local public health officials. HFAs and AFCs using this method of reporting do not need to separately report to local public health, only complete the form.⁴ See what to report to ICHD above.

SNF = Skilled Nursing Facility AFC = Adult Foster Care HFA = Home for the Aged

ICHD 3/19/2021

¹ [Long-Term Care COVID-19 Plan](#), see Visitation, Emergency Order, MDHHS

² [COVID-19 Reporting Requirements for Skilled Nursing Facilities](#), MDHHS

³ [Reporting Requirements in Qualtrics](#), MDHHS

⁴ [Long-Term Care: Required COVID-19 Testing FAQs](#), MDHHS