



Nursing Homes and Assisted Living Facilities Protocol for Case and Outbreak Reporting to RIDOH Center for COVID-19 Epidemiology

Nursing home and assisted living residents and staff are among the highest risk groups for infection and transmission of COVID-19. In accordance with [COVID-19 reporting regulations](#), facilities should report all cases and outbreaks to the Rhode Island Department of Health (RIDOH) following the procedures outlined in this document.

*NOTE: Skilled Nursing Facilities (SNF) must also follow the Centers for Medicare and Medicaid (CMS) guidelines for reporting COVID-19 information to the Centers for Disease Control and Prevention (CDC) via the National Healthcare Safety Network (NHSN). **This document covers requirements for reporting to RIDOH only.** Please see the [References](#) section at end of this document for further information on CMS guidance, CDC guidance, and reporting outbreak information through NHSN.*

Facility Response and Reporting

Nursing homes and assisted living facilities are expected to report the following COVID-19-related information to RIDOH:

- I. [Reporting a Case](#): Cases diagnosed via PCR or antigen test should be reported within 24 hours of identification.
- II. [Reporting an Outbreak](#): This is required within 24 hours of an initial case and on a weekly basis until the outbreak is resolved.
- III. [Reporting a Suspected Outbreak](#): A suspected outbreak is defined as three or more symptomatic staff and residents presenting with COVID-19-like symptoms.
- IV. [Reporting COVID-19 Hospitalizations](#)
- V. [Reporting COVID-19 Deaths](#)

I. Directions for Reporting a Case

1. Point-of-Care (POC) Tests

Ideally, within 24 hours of identifying a case of COVID-19 in a Resident, Staff, Vendor, or Visitor, the facility should report all required case information to RIDOH, through the [COVID-19 Reporting Results Portal](#).

The following are the data points RIDOH asks the facility to provide via the portal, with logic-driven collection to improve efficiency. Methods for providing are below the table:

Information Requested by RIDOH for Positive POC Tests
Name of Facility
Case First Name
Case Last name
Date of Birth
Phone Number (Staff only)
Street Address (Staff only)
City (Staff only)
State (Staff only)
Zip (Staff only)
Date of Test Report



Information Requested by RIDOH for Positive POC Tests
Test Type (PCR or rapid antigen)
Date of Test
Symptom Status (Symptomatic or asymptomatic)
Date of Symptom Onset (Symptomatic only)
Up to Date with Vaccines? (Yes/no/unknown)
Immunocompromised? (Yes/no/unknown)
Role (Resident, Employee/Staff, Visitor, etc.)
Primary Occupation at Facility (Staff only)
Last Day Worked (Staff only)
Resident-facing? (Staff only)
Unit
Was Positive Case Masked?
COVID-19 Treatment Received or Planned?
COVID-19 Treatment Type?
If Treatment Received or Planned, First Treatment Date
If Treatment not Received or Planned, Provide Reason

2. Laboratory-processed Tests

RIDOH automatically receives all lab-processed test results ordered by your facility. These results will be automatically populated to the [COVID-19 Reporting Results Portal](#) but will require the following information be added by the facility for each positive test result:

Information Requested by RIDOH for All Lab Processed Positive Tests
Date of Birth (if not provided by lab or not already on your Census)
Phone Number (Staff only, if not already on your Census)
Street Address (Staff only, if not already on your Census)
City (Staff only, if not already on your Census)
State (Staff only, if not already on your Census)
Zip (Staff only, if not already on your Census)
Symptom Status (Symptomatic or asymptomatic)
Date of Symptom Onset (Symptomatic only)
Up to Date with Vaccines? (Yes/no/unknown)
Immunocompromised? (Yes/no/unknown)
Role (Resident, Employee/Staff, Visitor, etc., if not already on your Census)
Primary Occupation at Facility (Staff only)
Last Day Worked (Staff only)
Resident-facing? (Staff only)
Unit
Was Positive Case Masked?
COVID-19 Treatment Received or Planned?
COVID-19 Treatment Type?
If Treatment Received or Planned, First Treatment Date
If Treatment not Received or Planned, Provide Reason



3. POC Rapid Test or Laboratory-processed Tests Performed in the Community

When Residents or Staff are tested in the community at primary care, urgent care, pharmacies, or other health care settings, RIDOH requests the following information be reported to RIDOH by sending an email to the RIDOH long-term care facilities (LTCF) group at RIDOH.COVID19LTC@health.ri.gov.

- a. First and Last Name
- b. Date of Birth
- c. Test Date
- d. Test Location
- e. Test Type (Rapid or PCR)

RIDOH will link the record so that it appears in the [COVID-19 Reporting Results Portal](#). The facility will then add required information to the test result as described above in #2.

4. Self-Tests

Facilities should also report all positive self-tests to RIDOH by sending the following information in an email to the RIDOH LTCF group at RIDOH.COVID19LTC@health.ri.gov.

- a. First and Last Name
- b. Date of Birth
- c. Test Date
- d. Test Location
- e. Test Type (Rapid or PCR)

The facility should NOT enter self-tests in the COVID-19 Reporting Results Portal. All staff or visitors who report a positive result from a test performed at home should be encouraged to report the result to RIDOH through the [self-reporting portal](#) and obtain a confirmatory POC or PCR test as soon as possible, but no later than 48 hours.

- a. If the facility performs the confirmatory test with an onsite POC test, add the information outlined #1 above to the portal.
- b. If a facility-affiliated laboratory processed test was performed, add the information outlined #2 above to the portal.
- c. If the confirmatory tests are performed in the community, follow the steps outline in #3 above.

II. Directions for Reporting an Outbreak

Definition of a COVID-19 Outbreak

Within a nursing home or assisted living facility, a COVID-19 outbreak is defined as one or more facility-acquired (confirmed via testing) COVID-19 resident, healthcare personnel, or other non-resident case. All outbreaks are monitored closely by RIDOH until there are no more reported cases for 14 days from the last positive case.

In addition to reporting information for all positive test results (outlined above), all facilities should report and provide updates using the [Outbreak Summary Form](#):

- a. Submit the first two pages of the form within 24 hours of an initial case.
- b. Provide weekly updates until close of outbreak (fill out and submit the third page of the form each week).



- Counts in the weekly updates should be cumulative.
- c. [Click here](#) for the Outbreak Summary Form template.
- d. Download and complete the [Outbreak Summary Form](#).
- e. Email the completed document to the LTCF team at RIDOH.COVID19LTC@health.ri.gov.

Assistance from RIDOH: If infection control/outbreak mitigation guidance is needed for an outbreak, contact RIDOH at 401-222-8022 and ask to speak to the LTCF team.

III. Reporting a Suspected Outbreak

When a facility has three or more symptomatic staff or residents presenting COVID-19-like symptoms within 72 hours but have not been verified via positive tests, **please call RIDOH at 401-222-8022** and ask to speak to the LTCF team.

IV. Reporting COVID-19 Hospitalizations

Facilities should report hospitalizations to RIDOH by sending the following information to the RIDOH LTCF group email at RIDOH.COVID19LTC@health.ri.gov.

- a. First and Last Name
- b. Date of Birth
- c. Date of Discharge
- d. Hospital Discharged to
- e. Symptoms/Reason for Transfer
- f. Date of Return (if returned to Facility)

V. Reporting COVID-19-Associated Deaths

Facilities should report COVID-19-associated deaths to RIDOH by sending the following information to the RIDOH LTCF group email at RIDOH.COVID19LTC@health.ri.gov.

- a. First and Last Name
- b. Date of Birth
- c. Date of Death

Note that you should still report all COVID-19-associated deaths through your standard reporting mechanisms.



References

1. CDC COVID-19 Testing Guidance:
https://www.cdc.gov/coronavirus/2019-ncov/hcp/long-term-care.html#anchor_1631031062858
 - Antigen testing: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/nursing-homes-antigen-testing.html>
2. CDC COVID-19 Nursing Home and LTCF Guidance:
 - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/nursing-home-long-term-care.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/long-term-care.html>
3. CDC Infection Prevention and Control Recommendations for Health Care Personnel:
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>
4. CDC National Healthcare Safety Network (NHSN) COVID-19 Reporting:
<https://www.cdc.gov/nhsn/ltc/COVID-19/index.html>
(CMS requires SNF to report COVID-19 info via NHSN weekly)
5. Council of State and Territorial Epidemiologists (CSTE) Outbreak Definitions:
<https://preparedness.cste.org/wp-content/uploads/2020/11/HC-Outbreak-Definition.pdf>
6. RIDOH Outbreak Testing Guidance:
https://drive.google.com/drive/folders/1dbY-gNOAVYly2x_E_k-2jzN-o3zD3Xjn
7. RIDOH Nursing Home FAQs (including required reporting of positive cases):
https://covid.ri.gov/sites/g/files/xkgbur176/files/2022-04/NH%20FAQ_En_04122022_FINAL.pdf
8. RIDOH Assisted Living FAQs (including required reporting of positive cases):
https://covid.ri.gov/sites/g/files/xkgbur176/files/2022-04/ALR%20FAQ_En_04122022_FINAL.pdf
9. CDC Information on Comorbidities for COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>
10. COVID-19 Treatment Option and Therapy Information:
 - National Institutes of Health (NIH) Treatment for Non-hospitalized Adults:
<https://www.covid19treatmentguidelines.nih.gov/management/clinical-management/nonhospitalized-adults--therapeutic-management/>
 - NIH Treatment for Hospitalized Adults:
<https://www.covid19treatmentguidelines.nih.gov/management/clinical-management/hospitalized-adults--therapeutic-management/>
 - [COVID-19 Therapeutics Locator](#). This website is updated every 24 hours.
 - [MABS \(Monoclonal Antibodies\) Infusion Centers & Services | RI COVID-19 Information Portal](#)
11. RIDOH COVID-19 Reporting Results Portal used for reporting POC results and updating PCR tests (ordered by your facility) with required case information:
<https://portal.ri.gov/reportcovidresult>