



## Long-Term Care Regulatory Provider Letter

<b>Number:</b> PL 2021-01 (revised)
<b>Title:</b> COVID-19 Vaccination Reporting
<b>Provider Types:</b> Nursing Facility (NF); Assisted Living Facility (ALF)
<b>Date Issued:</b> December 16, 2021

### 1.0 Subject and Purpose

To assist the Texas Department of State Health Services, the Texas Department of Emergency Management, and the Office of the Governor in ensuring the vaccination of long-term care provider staff and residents who choose to be vaccinated, HHSC is requiring NFs and ALFs to report vaccinations. **This letter has been updated to reflect changes in vaccine reporting requirements.**

### 2.0 Policy Details & Provider Responsibilities

On May 11, 2021 the Centers for Medicare & Medicaid Services (CMS) issued reporting requirements related to COVID-19 vaccinations. Per these requirements, Medicare- and Medicaid-certified NFs (certified NFs) are required to report certain COVID-19 vaccine information to the National Healthcare Safety Network (NHSN), as outlined in [QSO-21-19-NH](#).

Facilities that are not Medicare- or Medicaid-certified (non-certified facilities) may also choose to voluntarily report COVID-19 vaccine information to NHSN.

In accordance with emergency rules<sup>1</sup>, **facilities that do not report COVID-19 vaccine information to NHSN** must report the following data to HHSC within 24 hours of completing a round of vaccinations:

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<sup>1</sup> 26 TAC §554.2804(b) for NF and 26 TAC §553.2004(b) for ALF require that "Within 24 hours of completing a round of vaccinations, [a facility] must accurately report COVID-19 vaccination data for staff and residents to HHSC in the format established by HHSC."

- Aggregate numbers of staff, including employees, contractors, and volunteers, who received their first dose of a two-dose COVID-19 vaccine or their only dose of a single-dose COVID-19 vaccine;
- Aggregate numbers of staff, including employees, contractors, and volunteers, who received their second dose of a two-dose COVID-19 vaccine;
- Aggregate numbers of staff, including employees, contractors, and volunteers, who received an additional or booster dose of a COVID-19 vaccine;
- Aggregate numbers of residents who received their first dose of a two-dose COVID-19 vaccine or their only dose of a single-dose COVID-19 vaccine;
- Aggregate numbers of residents, who received their second dose of a two-dose COVID-19 vaccine; and
- Aggregate numbers of residents who received an additional or booster dose of a COVID-19 vaccine.

The emergency rules also require all facilities to enroll in an emergency communication system, as instructed by HHSC. HHSC is working to implement the emergency communication system and will provide enrollment instructions as soon as possible.

## 2.1 Reporting Guidance

The following instructions only apply to facilities that are not reporting COVID-19 vaccine information to NHSN.

- **Method:** HHSC has developed a Survey Monkey tool to collect this information. HHSC sent out an alert containing the survey link on January 12 and the link is posted on the NF and ALF provider portals under the COVID-19 resources accordion. You can also access the survey at <https://www.surveymonkey.com/r/SRDM2GY>.
- **Multiple provider types/locations:** Submit a separate survey for each provider type and building. For example, a single building that includes a NF and an ALF would submit separate surveys for each type. A provider that owns multiple licenses would submit separate surveys for each license.

- **Frequency:** Complete the survey only when you have information to report, i.e., when a round of vaccines is administered to staff or residents, **or after being informed of a resident or staff receiving a vaccine**. On days when no vaccines are administered, you do not need to complete the survey. *Note: If reporting vaccination rounds that occurred previously, complete a separate survey by date for each separate round.*
- **First report:** If a round of vaccinations was administered between your last report to HHSC and the effective date of this letter, submit a report to capture those vaccinations.
- **Parameters:** Reports are for a given round of vaccinations administered by the facility or a pharmacy partner. In other words, do not include totals from previous reports in a new report. **Facilities must report vaccinations occurring at the facility and outside the facility, i.e. at an off-site pharmacy, doctor's office, local mass vaccination clinic, etc.**
- **Item-by-item guidance:**
  - Questions 1-4: Demographic information required includes the name of the provider, the physical address of the building, the license number, and the provider type. Do not use a mailing address or corporate address.
  - Question 5: Check all that apply. Some facilities have directly received the vaccine and are storing it at the facility, while others have partnered with another entity that receives and stores the vaccine (such as a pharmacy). Some facilities use facility staff to administer the vaccine, while others have partnered with another entity to administer the vaccine. If the facility neither stores or administers vaccine, check *none of the above*.
  - Question 6: Facilities that indicated that they received vaccines directly on question #3 must indicate how many individual doses of COVID-19 vaccine they received. *Note: Do NOT report the number of vials.*
  - Questions 7-8: Indicate which round of vaccinations you are reporting and the date on which the vaccines were administered. *Note: If reporting vaccination rounds that occurred previously, complete a separate survey by date for each separate round.*

- Question 9: Indicate which vaccine was administered: Pfizer, Moderna, or Johnson & Johnson.
- Question 10: Report the number of staff vaccinated on the date and round being reported. Include provider employees as well as contractors, volunteers, and others under the provider's control. Report the number of residents vaccinated on the date and round being reported. Enter only the number; do not enter personally identifiable information. The survey has been updated to allow providers to report individuals who have received an additional or booster dose of the Pfizer or Moderna vaccine.

## 2.2 Reporting of Data

Facilities not reporting COVID-19 vaccine information to NHSN must report the vaccination data to HHSC within 24 hours of completing a round of vaccinations. HHSC may initiate status calls to providers who are not reporting vaccinations to assess provider needs.

## 3.0 Background/History

Accurate reporting will assist the State of Texas in ensuring full deployment of COVID-19 vaccines during the public health emergency. Future revisions to this letter will include direction on responding to special situations, such as changes of ownership and new licenses.

## 4.0 Resources

Vaccination Reporting Survey questions (see page 3)

## 5.0 Contact Information

If you have any questions about this letter, please contact the Policy and Rules Section by email at [LTCRPolicy@hhs.texas.gov](mailto:LTCRPolicy@hhs.texas.gov) or call (512) 438-3161.