

## COVID-19 Reporting Checklist for Nursing Homes and Assisted Living Facilities

April 9, 2021

### 1. Centers for Disease Control

CMS licensed nursing homes are required to report COVID data, census, staffing, and PPE measures to the National Healthcare Safety Network (NHSN) web portal, at least weekly.

Please QSO-20-29-nh at: <https://www.cms.gov/files/document/qso-20-29-nh.pdf>

### 2. Department of Health

#### A. Division of Health Improvement

Health facilities are required by the [NMAC 7.1.13](#) to report all Incidents of Abuse, Neglect and exploitation, injuries of unknown origin and death where abuse or neglect may be suspected. The preferred method for health facilities to report is to use the on-line reporting system. For health facility representative(s) who do not have access to the on-line reporting system they may report by printing a paper form and then mailing or faxing it to us. Instructions will guide you through using our [Health Facility Reporting System](#) in the most effective way possible. All health facilities must complete and submit a written [Health Facility Complaint Investigation Five Day Follow-up Report Form](#) to DHI Complaints Unit within 5 days from the date of the incident or the date of discovering the incident.

The 5 day follow up report can be sent by mail to DHI Complaints Unit, PO Box 26110, Santa Fe, NM 87505. Alternately, you may fax it to 888-576-0012 instead.

#### **If you are a consumer, family member, or general public,**

Call the Health Facility Complaints Hotline 1-800-752-8649 or

Print & Fax/Mail: [Health Facility Consumer Complaint Form](#) Fax (888) 576-0012 Email: [incident.management@state.nm.us](mailto:incident.management@state.nm.us)

#### B. Epidemiology

Reporting of positive COVID-19 cases is required by Reporting of Certain Conditions Required by NM Administrative Code 7.4.3.1 “notifiable conditions”

<http://164.64.110.134/parts/title07/07.004.0003.html>

- COVID-19 cases can be reported to the NM Department of Health Epidemiology and Response Division via phone, fax or electronic case reporting. Reports must include name, DOB, address, phone, date of positive lab results.
  - Phone 505-827-0006
  - Fax: 505-985-5550

C. Laboratory reporting to NMDOH

- The Coronavirus Aid, Relief, and Economic Security (CARES) Act, requires every laboratory that perform or analyze any test that is intended to detect SARSCoV-2 or to diagnose a possible case of COVID-19 (e.g., molecular, antigen, antibody) are required to report results from each test. All negative and positive SARS-CoV-2 results must be reported. **Please note that health care facilities using Point of Care COVID-19 testing devices under a CLIA Certificate of Waiver, including nursing homes, pharmacies, or other settings will be required to report test results under this regulation.** <https://www.cms.gov/files/document/covid-ifc-3-8-25-20.pdf>
- For CMS licensed nursing homes already reporting COVID-19 data to NHSN, use of NHSN for laboratory test reporting is the preferred option
- Other options are:
  - i. Electronic HL7 messaging directly to state health department
  - ii. SimpleReport <https://simplereport.gov/>

3. Aging and Long-Term Services Department

Email: COVID19.LTCResponse@state.nm.us

4. Long-Term Care Ombudsman

Contact your Ombudsman to give them resident/ family contact information, and to update them on status of the facility as needed.

5. New Mexico Environment Department

- Report employee cases of COVID-19 <https://www.env.nm.gov/wp-content/uploads/2021/03/2021-03-22-OHSB-Emergency-rule-faqs-updated.pdf>
- Report online at <https://nmgov.force.gov/rapidresponse/s/>
- If you are unable to use the Rapid Response online form, you may report via email, phone, or fax at: • NMENV-OSHA@state.nm.us • Phone: 505-476-8700 • Fax: 505-476-8734