The Commonwealth of Massachusetts

Executive Office of Health and Human Services

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**Memorandum**

**TO:** Acute Care Hospitals Chief Executive Officers and Administrators

Non-Acute Care Hospital Chief Executive Officers and Administrators

Department of Mental Health Hospital Chief Executive Officers

Public Health Hospital Chief Executive Officers

**FROM:** Elizabeth Daake Kelley, MPH, MBA, Director

Bureau of Health Care Safety and Quality

**SUBJECT:** Data Reporting for COVID-19 Pandemic

**DATE:** May 18, 2023

The Massachusetts Department of Public Health (DPH) continues to work with state, federal and local partners to address health care system capacity and address the impact from the Coronavirus Disease 2019 (COVID-19) pandemic. DPH understands the important role that hospitals serve in caring for Massachusetts residents.

The purpose of this guidance is to update all hospitals, including acute care, non-acute care, psychiatric, children’s and rehabilitation, that, in accordance with Interim Final Rule (IFC), CMS-3401-IFC, Updating Requirements for Reporting of SARS-CoV-2 Test Results by (CLIA) of 1988 Laboratories, and Additional Policy and Regulatory Revisions in Alignment with 105 CMR 300, that they must continue to report state and federally required COVID-19- related data to DPH. This guidance replaces the version issued on July 30, 2021.

The required data must be reported to DPH by facilities using the [WebEOC](https://mdph.webeocasp.com/mdph/) platform.WebEOC is a secure, Internet-based, emergency information management platform utilized by the DPH Office of Preparedness and Emergency Management (OPEM). The platform is username and password protected and available from any internet accessible device. No connection through Virtual Private Network is required. Access to WebEOC for this data reporting purpose may be requested through a request to [covid19.data@state.ma.us](mailto:covid19.data@state.ma.us).

DPH is certified by US Health and Human Service (HHS)to submit data on behalf of each hospital in the state to meet the federal reporting requirements for Centers for Medicare and Medicaid (CMS) Data entered by the institution is extracted and then submitted to a secure federal data portal. In addition, DPH utilizes this information to inform their operations and planning.

HHS has directed that short-term acute care, long-term care, critical access, children’s, oncology, orthopedic and women’s hospitals must report daily data while psychiatric and rehabilitation hospitals must report once annually. Reporters of daily data must submit data via WebEOC, either manually or via Department-approved automated processes, no later than 3 pm each Tuesday. The required data specifically requires seven days of data reporting submitted as seven daily entries, as directed by HHS’s CMS and Centers for Disease Control and Prevention (CDC) requirements. Hospitals may report daily, backfill weekends and holidays, or backfill an entire week. Annual reporters must submit once annually into WebEOC on the first Wednesday of November.

Attachment A contains the current required reporting as of May 18, 2023. Please be aware that required data questions may change due to the evolving nature of this pandemic. DPH will inform hospitals about updates to required reporting via list serv communications.

If there are any questions about WebEOC reporting, please reach out to OPEM via email at [covid19.data@state.ma.us](mailto:covid19.data@state.ma.us).

DPH strongly encourages all health care facilities in Massachusetts to monitor the Department’s website that provides up-to-date information on COVID-19 in Massachusetts:  <https://www.mass.gov/2019coronavirus>.