Licensed Hospital Covid-19 Weekly Reporting Tool

In an effort to better understand, respond to, and report on the effect of the COVID-19 pandemic on the DMH licensed facilities and units, DMH is requiring weekly reporting by all DMH licensed facilities regarding several key elements. Each hospital/unit should report on Tuesdays with the answers to daily questions as of 12:01 AM of the reporting day. The number of staff testing positive and transfers to medical facilities/units should be for the prior week. The number of reported COVID-19 patient deaths should be all, whether occurring at the facility or for patients transferred for medical care, that were subsequently reported to the facility during the previous week. All data is to be reported by 1:00 p.m. on Tuesdays.

1. This report is being entered on:
Date

2. Name of person responding:

3. Email Address of person completing report.

4. This facility is a:
○ DMH Licensed **FREESTANDING** Psychiatric Hospital
○ DMH Licensed Psychiatric Unit **WITHIN AN ACUTE GENERAL HOSPITAL**

5. Hospital Name (please pay close attention to your choice)

6. Total Number Staff (Freestanding facilities include all staff employed by the facility, including routinely contracted staff; DMH licensed units in general hospitals include all staff who routinely work on the unit. All units count individuals, not FTEs.)

7. Total Number of New Staff Testing Positive Within The Previous Week (reporting days are Wednesday of previous week 12:01 am – current Tuesday 12:01 am)

8. As of Today, Total Number of Staff Unable to Work Because of Needing to Quarantine

9. Unit Type (Please enter units in the order below)
○ Adult
○ Child/Adolescent
○ Geriatric
○ Developmental Disability Unit Whether Children or Adult (if applicable)

10. Total Operational Capacity For this Unit Type (include Covid-19 capacity) *Operational Capacity is the number of beds in a facility or unit that are licensed and are staffed and available for patients to be admitted to if there were no blocked beds due to patient acuity.*

[   ]

11. How many Unit(s) - in this age group – are Closed to Admissions for Any Reason at This Time? If your unit(s) was closed enter unit name(s); if you entered "0" proceed to the next question.

[▼]

Unit Name(s)

[   ]

12. How many beds available for Covid + patients

[   ]

13. How many beds available to Quarantine patients if needed until test results received, or existing patient develops symptoms of COVID

[   ]

14. Today's Census (Occupied Beds) Including Covid+ and Quarantine

[   ]

15. Of Today's Census, Number of Patients Testing Positive

[   ]

16. Of Today's Census, Total Number of Patients Awaiting Test Results

[   ]

17. Average Daily Census (Wednesday of previous week 12:01 am - Current Tuesday 12:01 am)

[   ]

18. Total Number of Patients Transferred to Medical Facility/Unit and Subsequently Diagnosed as COVID Positive in Previous Week (reporting days are Wednesday of previous week 12:01 am – current Tuesday 12:01 am)

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19. Number of Reported Covid-19 Patient Deaths Learned About in Previous Week (reporting days are Wednesday of previous week 12:01 am – current Tuesday 12:01 am)

[   ]

* 20. Do you need to report on another unit

○ Yes

○ No

(If you have another unit – questions will repeat)