



**Office for People With
Developmental Disabilities**

Multi-Agency Vaccination Data Collection System: Data Entry For Day and Waiver Services

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February 4, 2021

Goals of the System

- To support statewide vaccination administration and planning
- To provide weekly vaccination status updates for staff of OPWDD Day Services and Waiver Services through the use of a web-based tool
- To provide a single reporting system across NYS agencies (NYS OMH and OASAS are also using)
- To provide only the necessary level of granularity to address reporting requirements

COVID-19 Vaccination Reporting

- Reporting for all **staff** of certified site based day programs and certified waiver services begins immediately
- Certified waiver services do not need to report on individuals they serve
- Agencies will receive the links to complete the surveys today, Thursday, February 4th
- For this week, all vaccination information must be reported no later than COB tomorrow, Friday, February 5th



COVID-19 Vaccination Reporting

- After this week, reporting for all **staff** of certified site based day programs and certified waiver services will be due by close of business every Friday
- A survey must be completed for each certified site based day program
- A survey must be completed for each county for waiver services

Services Included

- All certified site-based day program services
- All certified non site-based day program services
- Community Habilitation
- Respite, including Free Standing Respite, CSIDD Centers, and all other respite programs
- Supported Employment
- Crisis Services for Individuals with DD
- Pathway to Employment (to begin next week)
- Article 16 Clinics (to begin next week)



Services Not Included

- Adaptive Technologies
- Environmental Modifications
- Family Education and Training
- Fiscal Intermediary
- Intensive Behavioral Services

COVID-19 Vaccination Reporting (Illustrative Example)

- Agency A delivers community habilitation in three counties-
 1. Albany
 2. Schenectady
 3. Saratoga

COVID-19 Vaccination Reporting (Illustrative Example)

- The agency employs 25 community habilitation staff. The agency determines that 10 staff primarily work in Albany County, 10 staff primarily work in Schenectady County and 5 staff primarily work in Saratoga County.
- This would be how the initial baseline survey is completed and how the agency would report going forward

COVID-19 Vaccination Reporting

- For Waiver Services, OPWDD has determined for each agency, the counties that should be included in the survey based on enrollment
- If a county has less than 4 individuals enrolled, OPWDD did not include the county
- For counties not included, please add staff from the county, if any exist, into another county
- Always report consistently for each county

Components of Reporting

- In the first week, agencies will complete an **initial** one-time survey to collect baseline information about the program/site and report the vaccinations administered to date. You will receive a separate email for each program/county
- Agencies must complete subsequent **weekly** surveys to collect information on the overall total number of staff vaccinations administered for the program/county as well as the number of vaccinations administered since the previous report. These survey links will be sent in one email.
- If an error is made in a submission, it cannot be corrected. Please be very mindful of this. If an error is made, please correct the data for that program/county when you submit the following week



Initial Survey Emailed to Program Contacts

- For each agency, an initial survey will be emailed for each Certified site based Day Program
- For each agency, an initial survey will be emailed for each county in which a waiver service program operates
 - Select the oversight agency affiliation as OPWDD
 - Provide baseline number of staff for the program as well as initial vaccination status



Emails to Program Contacts

- Each survey will be emailed to the providers agency dedicated mailbox for the agency contact to complete
- The surveys will be sent from the following email address: infectioncontrol@rc.nyspi.org
- If you do not receive your emails, please check the dedicated mailbox junk/spam mail, and work with your agency IT department

Staff Reporting

- Reporting must be completed for all day and waiver services listed and should only reflect current staff working at the program
- If waiver services staff have been reported under residential settings due to staff reallocation, once the staff return to the waiver service, residential reporting should be adjusted to reflect the loss of that employee and the waiver service should begin reporting on that staff person
- Staff who leave the agency do not need to be reported in subsequent updates for the program

Staff Reporting

- Agencies need to ensure they are only reporting on each employee once
- The provider agency should assign a primary site/program for each staff member and consistently report on staff member's vaccination status on the weekly survey updates for that designated site
- This designation of a primary work site/program applies to direct support staff, nurses, clinicians, and supervisory staff. Designation of a primary work site/program also applies to per diem staff or temporary assigned to provide services at that site

Staff Declinations

- A declined vaccination is defined as a person who is medically able to receive a vaccination and on site the day of vaccination, but has chosen not to be vaccinated
- A declination is when a staff person refuses the vaccination, not when the vaccine is not available
- Proof of vaccination is not required by the employee in order to report that a staff person has received it

Weekly Email



infectioncontrol@rc.nyspi.org

To:



Subject: COVID-19 Provider Reporting: Initial Survey

Message: Hi Tom,

As you know, New York State has advocated for adequate and equitable COVID-19 vaccine distribution to service recipients and provider staff.

In order to accurately represent the vaccination of staff and individual service recipients of designated settings, we are making available the NYS Multi-Agency Vaccination Data Collection System. This system is designed specifically for use by community providers and will be made available at no charge to your Agency.

Licensed community providers will be required to update the system on a weekly basis.



Please access the to register the Demo Agency - Demo Safe Shelter program's current status and to begin to receive routine update requests.

The intent for this system is to manage all possible virus transmission vectors through timely vaccination, and to capture vaccinations within our service community.

Agencies will be required to report data at the individual program level for each licensed program. Reporting by program site for all main sites will be required. Reporting by individual satellite sites will not be required; satellites will report through main sites. All licensed providers with unlicensed programs should "roll up" any staff, contractors, etc. supporting such unlicensed programs into a single Unlicensed Program Staff category in the system.

Please contact your Regional Field Office for further information.



Survey Screens

NYS Agency Association

Which New York State agencies licenses or certifies the Demo Program program in Demo Agency?

1) Which NYS Agencies licenses or certifies your services?

* must provide value

+ OASAS

+ OMH

+ OPWDD

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Survey Screens

Update Survey

In order to accurately represent the vaccination of staff and service recipients in designated settings, NYS created the Multi-Agency Vaccination Data Collection System. Licensed and/or certified community providers are required to record vaccination status routinely. Updates should include unlicensed staff and services associated with your licensed/certified services.

Reports should reflect staff and residents/clients for whom your program is responsible.

- In addition to residents of licensed programs who are vaccinated, record vaccinations of staff working in licensed program settings.
- For vaccination data capture purposes, staff include everyone working at the program, including employees paid by the Agency, contractors, volunteers, interns, externs and embedded staff of other agencies.

The intent is to manage all possible virus transmission vectors through timely vaccination, and to capture all vaccinations in the database.

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Report updates for Demo Safe Shelter since your last report, **2021-01-30**

As a reminder, if a resident/client or employee leaves your program it is still the provider's responsibility to ensure administration of the second dose. These individuals may be included if appropriate.

Is this report the same as your last?

* must provide value

Yes

No

[reset](#)

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Update Survey

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Current STAFF Status

The purpose of these questions is to get a better understanding of the vaccination status of staff currently working in Demo Safe Shelter. Staff is defined as anyone working for the program (including FT, PT, Contracted and/or Per Diem staff). DO NOT include staff that have since left your organization.

What is the total number of program staff?

* must provide value

As of today, what is the total number of staff who have **only received their first dose** of vaccination?

* must provide value

As of today, what is the total number of staff who have received their **first and second dose** of vaccination?

* must provide value

Declined vaccination is defined as an individual who is medically able to receive a vaccination and on-site on the day of vaccination, but has chosen not to be vaccinated.

As of today, what is the total number of staff who have **declined** vaccination (either dose one or two).

* must provide value

How many staff are currently quarantined/isolated due to a positive COVID-19 test or due to exposure?

* must provide value

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Survey Screens



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Update Survey

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STAFF Updates

Report updates for Demo Safe Shelter since your last report, 2021-01-30

As a reminder, if a resident/client or employee leaves your program it is still the provider's responsibility to ensure administration of the second dose. These individuals may be included in the counts below.

On-site is defined as a vaccination that occurred while physically on the premises of the facility.

Staff is defined as anyone working on the facility's premises (including FT, PT, Contracted and/or Per Diem staff).

Since last report, how many staff received their **first dose** vaccine and **ONSITE**?

* must provide value

Since last report, how many staff received their **first dose** vaccine and **OFFSITE**?

* must provide value

Total staff first dose administration since last report:

Since last report, how many staff received their **second dose** vaccine and **ONSITE**?

* must provide value

Since last report, how many staff received their **second dose** vaccine and **OFFSITE**?

* must provide value

Total staff second dose administration since last report:

Total staff administration since last report:

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Survey Screens



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Update Survey

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Confirmation

By submitting this form, you attest information provided is an accurate representation of the Demo Agency - Demo Safe Shelter program's current COVID-19 vaccination status.

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Weekly Update Survey

- Each week you must submit updates since the last reporting period
- When doing so, you will be able to see the information that was submitted in the previous survey
- Updates must also reflect cumulative information of the total number of vaccinations administered for staff to date

Weekly Update Survey

- The questions on the weekly surveys are similar to the questions in the initial survey, but also ask for information based on where the vaccinations were administered (i.e., onsite and offsite)
- The totals will be automatically calculated in the dark grey sections
- Providers will be able to download a PDF copy of the survey they submit each week

Data Validation

- Helps ensure accuracy before submission.

As of today, what is the total number of staff who have **only received their first dose** of vaccination?

* must provide value

Data Quality Violation: Staff who have received one dose in this reporting period exceeds total staff reported as having received one dose. Please return to the field with the incorrect data and fix the issue, or describe below why this is acceptable.

* must provide value

As of today, what is the total number of staff who have received their **first and second dose** of vaccination?

Multi-Agency Vaccination Data Collection System Demonstration

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NYS Office of Mental Health



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Questions

Please submit your questions to
COVIDReporting@opwdd.ny.gov

February 4, 2021