



## **COVID-19 REPORTING IN PERSONAL CARE HOMES AND ASSISTED LIVING RESIDENCES**

Effective 5/28/2020, Personal Care Homes and Assisted Living facilities will be required to submit any information regarding all residents and staff who test positive for COVID-19, including resident deaths, to the Bureau of Human Services Licensing (BHSL) as cases are identified.

The attached Facility COVID-19 Tracker should be completed upon first notification of a positive COVID-19 case and submitted as new cases or changes to status are identified.

### **PRIOR POSITIVE COVID-19 CASES OF STAFF OR RESIDENT OR COVID-19 RELATED DEATH**

For all cases of staff or residents who have tested positive up through 5/28/20, complete the attached Facility COVID-19 Tracker and email to [RA-PWarlheadquarters@pa.gov](mailto:RA-PWarlheadquarters@pa.gov) or fax to 717-783-5662 by 5/28/20. If an incident report has not already been submitted, please submit to your BHSL regional office. Contact information for regional offices may be found on the Department of Human services website at the following link: <https://www.dhs.pa.gov/Services/Assistance/Pages/Personal-Care-Home-Field-Offices.aspx>.

### **FIRST POSITIVE COVID-19 CASE OF STAFF OR RESIDENT OR COVID-19 RELATED DEATH**

If you are notified that staff or a resident has tested positive for COVID-19, including resident deaths, complete the attached Facility COVID-19 Tracker and an incident report. Forward both documents to [RA-PWarlheadquarters@pa.gov](mailto:RA-PWarlheadquarters@pa.gov) or fax to 717-783-5662 AND your BHSL regional office within 24 hours of being notified of the case.

### **SUBSEQUENT POSITIVE COVID-19 CASE OF STAFF OR RESIDENT OR COVID-19 RELATED DEATH**

For all subsequent notifications of positive cases of staff or residents, including deaths, please update the previously submitted Facility COVID-19 Tracker with the new information included. Forward to [RA-PWarlheadquarters@pa.gov](mailto:RA-PWarlheadquarters@pa.gov) or fax to 717-783-5662 only. No further incident reports will be required.

Thank you in advance for your cooperation for this request for additional data.

Please email [RA-PWarlheadquarters@pa.gov](mailto:RA-PWarlheadquarters@pa.gov) if you have any questions.