

UPDATE CORONAVIRUS (COVID-19)



Stay informed. Take precautions. Stay safe.

Dear Members,

As a follow-up to the requirement that all ALR staff receive the Influenza vaccine by December 31, 2020, EOEAL has provided details on the process by which ALRs are to report this information. Please see below for specific details.

Please note: Mass-ALA has received clarification that the deadline for submitting the designated FLU vaccination reporter is **Friday, December 18th, 2020 and not December 17th as noted below.** For those ALRs not already registered with the ALR Dynamics System, the deadline for submitting new user requests to Joe Kaplan is also Friday, December 18th, not December 17th as noted below.

Good Afternoon,

In response to the Department of Public Health's recent requirement for personnel working in Assisted Living Residences (ALR) to be vaccinated for the FLU by December 31, 2020, below is a description of the process that ALRs will follow to report this information by the official deadline, Jan. 15, 2021. We will be utilizing the existing ALR Dynamics database to transmit this information.

1. ALRs will designate one staff member per facility, with one back up if desired, who will be their FLU Vaccination Reporter(s). We assume that these staff members will already be users of the ALR Dynamics system. If not, please submit new user requests to Joe Kaplan using the no later than the close of business Friday December 17th to the ALRincidentreport@MassMail.State.MA.US email. If you will be designating an existing Dynamics user and back up to be responsible for the report submission please submit the names of in accordance with the "Action Item" noted below.

Action Item:

Each ALR must send email to ALRincidentreport@MassMail.State.MA.US with designated FLU vaccination reporter(s) by close of business Friday, December 17, 2020. Please use the email Subject line: [your ALR Name] FLU Vaccination Reporter Info. Identify users with full name, title, and email address and contact number.

1. Once the designated ALR FLU Vaccination Reporters designated

reporter has been identified they will receive an Excel template document to their email to that they will use for entering the staff vaccine information.

1. ALR FLU Vaccination Reporters will login to Dynamics and IMPORT the completed Excel document to the ALR Dynamics database. There is a 2-week period of time planned for this step, to occur between Dec. 30, 2020 and Jan. 15, 2021. **Written instructions and training webinars will be available before you are required to do this.**
1. ALR FLU Vaccination Reporters will then be able to view and edit the information in the ALR Dynamics system if needed. The information must be finalized by the deadline, Jan. 15, 2021.

We will be in touch with more information as the plan proceeds, and will inform you if there are any adjustments to the steps or dates above. Please attend to the one **Action Item** by Friday December 17th.

Thank you for your time and attention to this important matter.

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If you have questions, please contact, MassALA@mass-ala.org

**The information provided in this COVID 19 update is solely for general informational purposes to assist in understanding the evolving guidance regarding the current COVID 19 public health threat. It is not intended to be a primary public health or medical resource, but is provided as a clearinghouse for or compilation of various guidance issued by official and related sources.*

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