

UPDATE CORONAVIRUS (COVID-19)



Stay informed. Take precautions. Stay safe.

Dear Members,

Mass-ALA has provided periodic updates about the influenza vaccine mandate for staff and the new reporting process, since these were announced in October. Last week, we sent out this [email](#) as a reminder, including a spreadsheet for reporting verification of ALR staff having received the influenza vaccine by December 31, 2020. Please find the spreadsheet [here](#) to be used in preparing for the required submission of the flu vaccination verification of your staff. This report is to be filed by tomorrow, January 15th at 11:59 p.m.

Please see below for an email that was sent by EOEa late yesterday, followed by EOEa emails sent on January 5, 2021 and December 14, 2020 relative to the completion of spreadsheets to report verification of the influenza vaccine having been received by your staff.

January 13, 2021

This email is being sent to inform you that the Dynamics system is available for you to upload the completed flu vaccine verification report. As noted in previous correspondence this information is required by regulation (651CMR 12.06(8)) to be submitted to EOEa by 11:59PM on Friday January 15, 2021.

Before beginning the final phase of this process please read the information in this email thoroughly as there have been some changes to what was reviewed and discussed at the webinar overview held on January 6, 2021.

NOTE: PREPARING THE EXCEL FORM FOR UPDATE:

- For every staff member included in the report there must be a response in each row to the date points required in each column which includes: Staff Name, position, start date, date of flu vaccine, medical exemption and ALR Name.

NOTE: UPLOADING YOUR FORM INTO DYNAMICS

- Designated FLU reporters will access the FLU Vaccine section from their dashboard page by clicking the dropdown arrow next to the heading **ALRs and Individual and Facility-wide Reports** and selecting **Flu Vaccine**. (See screen shot below)

- If one of the two persons you've identified as a "Flu reporter" for you ALR

was designated only to report the flu report they will not be allowed to upload the report. It must look be submitted by the person who has an existing dynamics account aside from having access to the Flu report. According to our records there are twenty-two (22) ALRs that will have this issue. A separate email addressing the user accounts that are affected with this new requirement.

* If you are a new ALR-Dynamics user, please consult the system user guide regarding first login. (<https://alrir.800ageinfo.com/alr-dynamics-user-guide.html>)

* If you encounter problems with your account and/or technical issues, please describe your issue **in detail** and email to ALRincidentreport@MassMail.State.MA.US Include your ALR name in the subject line of the email.

Thank you for your time, attention and patience during this process.

Trisha Marchetti

January 5, 2021

Good Afternoon,

Attached please find the spreadsheet to be used in preparing for the required submission of the flu vaccination verification of your staff. Please review the detail in each of the notes list below. We appreciate your patience and look forward to working with you in completing this added piece of the compliance process by the deadline of January 15th.

Things to note:

- You can begin to fill in the attached template in preparation for the final submission. At this time you will not be able to upload it as we are awaiting the confirmation from UMASS that the Dynamics system is ready to go. The official green light is anticipated to be by this coming Friday

- Do not change the columns, formatting, or any part of the template – except for entering the required staff information. Starting on row two in columns “H” – “I” and “J” there are drop-down options to select. Please use the drop down list to select your ALR name so that the ALR name will align with that in Dynamics which will cause problems during the uploading process.

- **NOTE:** If you are copying data from another source and pasting into the Excel template, make sure to select “**paste special**” then select the first icon from the “**paste values**”

- **NOTE:** If you are responsible for reporting this report for multiple ALRs – you will need to create separate spreadsheets for each ALR.

- **Webinar:** A webinar has been scheduled for tomorrow; Wednesday January 6th at 11 AM to walk through the form and explain the process.

<https://statema.webex.com/join/andy.grigorov>

1-866-692-3580 | 647 577 755

· Written step by step instructions will be distributed after the webinar, and posted on the ALR blog: <https://alr.800ageinfo.com/>

If you have questions please send those to the ALR Help email ALRHelp@MassMail.State.MA.US the email is monitored throughout the day therefore you should expect to receive a timely response to any inquires. Thank you again for you time and attention to this matter.

Happy New Year,

Trisha Marchetti

December 14, 2020

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.

2. 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 us for entering the staff vaccine information.

3. 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.**

4. 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.

Trisha Marchetti

If you have any 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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