



Long-Term Care Regulatory Provider Letter

Number: PL 2021-04

Title: HHSC COVID-19 Reporting Process

Provider Types: Assisted Living Facility (ALF); Intermediate Care Facility for Individuals with an Intellectual Disability or Related Conditions (ICF/IID); Nursing Facility (NF)

Date Issued: February 9, 2021

1.0 Subject and Purpose

This letter clarifies the triggering events and process for providers to report positive COVID-19 cases to the Texas Health and Human Services Commission (HHSC). The process is described, along with all other federal and state COVID-19 reporting requirements, in [PL 2020-37](#).

2.0 Policy Details & Provider Responsibilities

ALFs, ICF/IIDs, and NFs are required to report to HHSC Complaint and Incident Intake (CII) within 24 hours of¹:

- a facility's *first* positive case of COVID-19 in a resident or staff member, or
- a new positive case of COVID-19 in a resident or staff member after a facility has been without a new case of COVID-19 in a resident or staff member for 14 days or longer.

Do not report COVID-19 positive cases to HHSC CII outside of the two reportable events listed above. A facility must not report any additional COVID-19 positive cases to HHSC CII after the first positive case has been reported, unless the facility has been COVID-19 free for 14 days. Additionally, the reportable events listed above do not include a resident who was admitted to the facility with an active COVID-19 infection or a

¹ 26 TAC [§554.2902\(l\)](#), 26 TAC [§553.2001\(m\)](#), and 26 TAC [§551.46\(m\)](#)

resident who developed COVID-19 within 14 days of being admitted to the facility. A decision tree is attached to this provider letter.

HHSC LTCR Regional Offices may contact facilities to request information related to COVID-19 cases. Reporting to a LTCR Regional Office is not related to reporting COVID-19 positive cases to HHSC CII.

Please note that the triggering events for each federal and state COVID-19 reporting requirement might differ. Refer to [PL 2020-37](#) and [PL 2020-46](#) for other federal and state COVID-19 reporting requirements.

If a facility has a new reportable COVID-19 positive case, and has not reported a COVID-19 positive case to HHSC within the past 14 days, the facility must:

- report the case to HHSC CII using one of these three methods: the Texas Unified Licensure Information Portal (TULIP), by email to ciicomplaints@hhsc.state.tx.us or by calling 1-800-458- 9858 within 24 hours of the confirmed positive result; and
- complete and submit Form 3613-A Provider Investigation Report within five days from the day a confirmed case is reported to CII. The provider investigation report can be submitted:
 - via TULIP
 - by email to ciiprovider@hhsc.state.tx.us; or
 - by fax to 877-438-5827

3.0 Background/History

Providers are required to report positive COVID-19 cases to HHSC. This letter outlines the specific events that trigger HHSC's COVID-19 reporting requirements.

4.0 Resources

See attached decision tree

[Nursing Facility COVID-19 Response Emergency Rule](#)

[ALF COVID-19 Response Emergency Rule](#)

[ICF/IID COVID-19 Response Emergency Rule](#)

[PL 2020-37](#)

5.0 Contact Information

If you have any questions about this letter, please contact the Policy, Rules and Training Section by email at LTCRPolicy@hhs.texas.gov or call (512) 438-3161.

