



The purpose of Multi Agency Vaccine Data Collection System is to track numbers and rates of vaccinations for staff and service recipients within the behavioral health system in New York. This data is necessary to be able to understand where the vaccine is being accepted or declined and the proportion of our workforce and clientele that have been vaccinated. This information is essential to better plan for a successful and complete vaccination program, including developing and sharing educational information, vaccine distribution, and other important functions.

While there are several state agencies with programs included in the vaccine data collection system, **this document only applies to OMH-auspice programs as defined in Section 1 below.**

The core data elements collected in this survey include:

- What is the total number of program staff and clients
- Number of staff and clients who are partially or fully vaccinated for COVID-19
- Number of staff and clients who have declined/refused the COVID-19 vaccine

1. Program Applicability and Scope

This survey is directed to:

- OMH licensed programs;
- OMH licensed, authorized, or funded residential programs; and
- Unlicensed mental health programs funded that are co-located with an OMH-licensed program (additional detail on this category below).

Programs operated by Article 28 hospital provider agencies, including CPEPs, inpatient psychiatric units of a general hospital, and clinics or other ambulatory and residential programs operated by Article 28 hospital systems are **not** included in this survey.

While some OMH licensed providers have also received permission to administer vaccinations under agreement with the Department of Health, that designation is not necessary to be covered by this survey. For programs that are vaccine administration sites in addition to being a mental health service agency, there are fields within the survey that allow you to identify any subset of individuals who have been vaccinated by your agency.

Reporting should be done at the “program” level. For purposes of this survey, OMH defines “program” as the main site of a licensed program. For OMH-funded scattered site supported housing, only one survey per agency per county is required to report all data on their supported housing program.

“Unlicensed” co-located programs

Unlicensed mental health programs that are co-located at the same site as a licensed program are also covered in the survey. Unlicensed program survey questions are embedded within



each licensed program survey, and skip logic will suppress these survey questions for sites that are solely for licensed programs. Only unlicensed programs that are funded or otherwise authorized by OMH should be included in this reporting.

SP-SRO and Supported Housing

Unlicensed housing is collected at the program level for Supportive SRO, and at the agency level by county, for scattered site supported housing.

Embedded grant-funded staff

Staff who are grant-funded and are embedded within a licensed program but may not technically be considered part of the licensed program staffing model can still be counted within the licensed program and do not need to be reported separately as an unlicensed program.

2. Survey Distribution Method and Recipient Types

The link to an initial tracking survey tool is sent via email to the identified contact emails. Each individual licensed program receives a unique survey link, and the survey introduction language will indicate which program it applies to. These contacts receive a link each week on Sunday to update their program survey data. Reminders will be sent twice weekly until the survey is completed for the week. Agencies who have missing program director information in the OMH Mental Health Provider Data Exchange (MHPD) will have the survey directed to the agency director listed in MHPD.

Agencies that wish to assign one or more people as COVID survey contacts may do so in MHPD, using the instructions on page 4. These assignments may only be done at the provider agency level, and therefore survey contacts will receive links to each program survey at the same time the program directors receive the links. It is the agency's responsibility to determine which staff complete each individual program survey.

3. Timelines

Please complete the data before 5:00 pm Friday of each week, as that is the date on which State agencies will be compiling the weekly data.

4. Integrated Outpatient Services (IOS) Clinics

Programs with an integrated license with multiple State agencies are only required to complete one survey per program – and should complete the survey for the oversight agency which has primary oversight of your program (“host” status). For example, an IOS clinic with OMH host site status will report their data into the OMH portion of the survey.

5. Enumerated Populations

Eligibility for enumeration of program recipients and staff does not necessarily imply such staff or recipients are eligible for vaccination. Providers must refer directly to prioritization guidance issued by the State Department of Health at <https://coronavirus.health.ny.gov/covid-19-vaccine-information-providers>. This survey guidance



does not supersede any prioritization guidance issued by New York State. It is understood that community agencies do not have control over the eligibility of program recipients, however, the number of recipients should be included in the tracking reports.

Staff: "Staff" are defined within the survey, and programs should count not only directly employed program staff but also volunteers, interns, administrative and support, and any other individuals working within and under direction of the mental health program. Staff who report to multiple programs within an agency should only be included in one program's survey.

Residents/Clients: Individuals who are age 16¹ and older should be included in the count of program recipient and/or resident regardless of whether the individual is categorically eligible to receive the vaccine based on their affiliation with an OMH regulated program. Therefore, for example any program that serves children under 16 should only be counting staff as eligible for the vaccine.

Ambulatory clients should be reported in program total clients and vaccinated/declined individuals as applicable.²

Data Gathering and Identifying Vaccinated Individuals

It is expected that provision of vaccine status information by staff and clients will be at the volition of such individuals and by their word. The data is not required to be obtained in any specific manner or from any centralized data source, nor are agencies expected to request confirmation of status via a vaccination card or medical record. For individuals who are not seen at least weekly, the program can gather such information prospectively as they see such clients, or they can employ an internal survey or other more timely collection process if able.

Understand that the more accurate and complete a program's data, the better they may be identified for vaccine distribution to their eligible population.

Even though some programs may see the data on vaccination and declinations level off as doses are more widely available, they should continue completing the survey. Unvaccinated staff and clients may choose to become vaccinated as more time passes and programs should consider effective ways to maintain contact with declined individuals to determine if they become willing in future weeks and months.

Survey Corrections

Any data errors or updates may be made in future weeks. There is no need nor ability to correct previous week entries. It is understood that changes and updates may necessarily occur if and as business rules for some fields are updated. This includes providing incorrect numbers of staff

¹ Of the three current emergency use authorized COVID-19 vaccines, the Moderna and J&J vaccines are indicated for ages 18 and above and the Pfizer vaccine is indicated for ages 16 and above.

² At initial rollout of the survey ambulatory clients were excluded from enumeration but were added per OMH guidance as of February 8, 2021 and going forward.



and recipients. It is also understood that the numbers provided may change due to program admissions/discharges and staff changes from week to week.

Problems with Receiving a Survey

Programs that are not receiving a survey link may need to correct the contact their program director, agency director, or survey contact email information in MHPD. Instructions for updating this information can be found at <https://omh.ny.gov/omhweb/mhpd/manuals/change-requests.pdf>.

For programs who have updated contact information in MHPD and are still not receiving emails with their unique survey links, you may check your spam folders and inbox for the following sender address: From: infectioncontrol@rc.nyspi.org <rc-1@rc.nyspi.org>

Any additional questions should be directed to staff at the regional OMH Field Office.



Directions for Creating COVID-19 Vaccination Survey Contacts in MHPD and Updating Facility/Program Contacts

OMH has created a field in the Mental Health Provider Data Exchange (MHPD) that will allow provider agencies to designate one or more COVID-19 vaccination survey point-of-contacts, if they choose. If an agency completes this field, the contact person(s) will receive future survey notifications for all programs operated by your agency, in addition to the program director identified in MHPD.

1. Within MHPD, click on the “Directory Search” tab. Find the Facility row, at the top (which should be shaded), and click on the pencil icon on the far-right end of the row;
2. When the new screen opens, scroll down near the bottom of the “Edit Agency/Facility” screen where you will see a “Facility Contacts” section;
3. Click the link “Edit Facility Contacts”;
4. Click the “New Facility Contact” link that appears on the top right of this new screen to add the new contact(s), or click on the pencil icon at the far right of the name of the existing contact(s) that you would like to receive the COVID-19 vaccination survey;
5. You will see the contact information data fields. Required fields are name, email and phone. Below this is a list of contact types. Add a check to the COVID-19 Vaccination box for the designated individual(s). Again, multiple persons may be designated as recipients of the COVID-19 vaccination survey using this process; and
6. While in this section of MHPD, please check to see if other facility contacts are up to date. You may edit, delete or add new contacts via the menu at the top of the screen.

If you require technical assistance within MHPD, please contact the OMH Helpdesk at 1-800-HELP-NYS (1-800-435-7697).