

CITY OF CHICAGO  
DEPARTMENT OF PUBLIC HEALTH

STANDARDS AND GUIDELINES -  
ORDER 2020-4 – UPDATED JANUARY 15, 2021

The following standards and guidelines are issued pursuant to Sections 1 and 2 of Order of the Commissioner of Health No. 2020-4 (Medical Data-Sharing Requirements).

SECTION 1 of Order No.2020-4 provides:

(a) All acute care and long-term hospitals located within the City of Chicago shall provide to the Commissioner of Health or her designee (“Commissioner”) access to such electronic health records and other data as the Commissioner may require, in such forms and formats and pursuant to schedules that the Commissioner shall reasonably specify through written guidelines, with the goal of enabling CDPH, either directly or indirectly with or through a designated third party, to accurately monitor and interpret COVID-19-related medical information and efficiently and effectively direct the City-wide response.

(b) The data required by this section shall include patient impact and hospital capacity elements as set forth in <https://www.cdc.gov/nhsn/pdfs/covid19/import-covid19-data-508.pdf>, provided in such forms and formats and pursuant to schedules that the Commissioner shall reasonably specify *through written guidelines*.

Guidance regarding Section 1:

1. The minimum frequency of data for the Continuity of Care Documents (CCD) data is once daily and shall include CCDs for all patients tested for COVID-19.
2. CCD data submissions for all patients tested for COVID-19 shall occur at the time the COVID-19 laboratory test is resulted, include daily updates for admitted patients, as well as submission at the time of discharge for hospitalized patients.
3. The minimum update frequency of the hospital capacity data elements for hospitals is once daily.
4. The deadline to begin submission of these data at this frequency is May 6, 2020.
5. Technical guidelines on submission will continue to be updated and available to all facilities and available on the CDPH Health Alert Network Webpage.

SECTION 2 of Order No. 2020-4 provides:

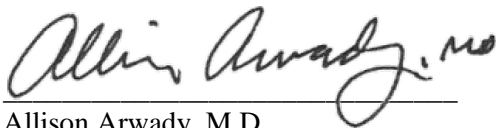
Any health care provider located within the City of Chicago that provides COVID-19-related testing, vaccinations, or clinical care shall provide to the Commissioner such demographic data regarding individuals tested, vaccinated, or cared for as the Commissioner may require, in such forms and formats and pursuant to schedules that the Commissioner shall reasonably specify through written guidelines, including by way of example and not limitation, gender, race, ethnicity, date of birth or other indicia of age, and such other demographic-based clinical information that the Commissioner deems relevant and necessary.

Guidance regarding Section 2:

1. All health care providers shall collect at time of SARS-CoV-2 and COVID-19 testing and submit with all laboratory results the following information regarding the test subject: name, date of birth, race/ethnicity, phone number, provider name and number, whether the individual is hospitalized (Y/N/U), date of symptom onset (Date format), if the individual is a healthcare worker (Y/N/U), whether the individual lives or works in a long term care facility or other congregate setting (Y/N/U), and whether the individual works as a first responder (Y/N/U).

2. All health care providers that are unable to establish an electronic laboratory reporting feed to the Illinois National Electronic Disease Surveillance System (“I-NEDSS”) shall use another electronic mechanism to submit such data, which may include a Health Level Seven (HL7) electronic data feed, or submit through an established Redcap electronic case submission form, as defined by CDPH. These submissions shall be completed within 24 hours of ordering a COVID-19 laboratory test, and within 24 hours of a laboratory result. To establish an HL7 feed, please reach out for assistance at: [CDPHCovidDataHub@rush.edu](mailto:CDPHCovidDataHub@rush.edu). A redcap case report form can be submitted at: <https://redcap.dph.illinois.gov/surveys/?s=2hfXMWJhXS>.

3. All COVID-19 Vaccination Program Providers shall collect and submit, within 24 hours of vaccine administration, the following information to the Illinois Comprehensive Automated Immunization Registry Exchange (“I-CARE”) regarding the vaccine recipient: name, date of birth, gender, race, ethnicity, address, and phone number. Providers shall also submit all additional data elements required by the CDC COVID-19 Vaccination Program Provider Agreement (“Agreement”) and specified in the CDC COVID-19 Vaccine Administration Reporting Requirements (“CDC Reporting Requirements”). The CDC Reporting Requirements can be found at: <https://www.cdc.gov/vaccines/covid-19/vaccination-provider-support.html>.



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Commissioner of Health of the City of Chicago

Dated: 1/20/21