# **COVID-19 Weekly Local Health Department Situation Report (LHD Sitrep) – Updated Instructions**

## **Purpose**

The purpose of the weekly LHD Sitrep is to provide MDHHS with the necessary information to make informed decisions regarding response activities related to the COVID-19 pandemic. The LHD Sitrep also documents local health department compliance with the supplemental funding work plan.

The weekly LHD Sitrep will continue to be posted to the Local Health Impact Board in the Michigan Critical Incident Management System (MICIMS) for LHDs to view. The report will be posted in the three parts stated below.

## **Updated Structure**

The LHD Sitrep has three major sections: 1) Outbreaks and general questions, 2) COVID vaccination clinics completed in the past week, and 3) planned COVID vaccination clinics for the following week. The first section is completed in the same manner as previous weeks: completion of the Qualtrics survey with the option for LHDs to upload their school outbreak information in an Excel template.

The COVID vaccination clinic information for both completed and planned clinics is reported by uploading the appropriate Excel file into the Qualtrics survey.

## **Vaccination Clinic Report Forms - Instructions**

The completed vaccination clinic report form, and the planned vaccination report form ask for similar, if not identical, information. The instructions here apply equally to both reporting templates.

The vaccination clinic report forms will be attached to the weekly reminder that is sent out every Thursday morning. The report files are titled, “[Insert LHD Name COVID COMPLETED Vaccination Clinics Report Form” and “[Insert LHD Name COVID PLANNED Vaccination Clinics Report Form. When saving these forms to your computer, change the file name to have your health department replace the [Insert LHD Name] portion of the file title. This will allow more efficient compiling of data on the back end by the CHECC.

### **Identifying Fields at the Top of the Form**

At the top of each form there are three input fields. The first two are self-explanatory. The third field should contain the date range for the week for which you are reporting. There is no specific format for this field.

### **Clinic Site Name & Address**

The clinic name, street address, city, and zip code fields are required fields. The Governor’s Office has specifically requested this information be included in the report.

### **Priority Populations Targeted**

Local health departments may conduct clinics for more than one priority population at the same time. These three columns allow LHDs to identify up to 3 priority populations that were targeted at each clinic. Each row contains a drop-down menu listing all the Phase 1 priority populations. If a clinic was designed for only one priority population, only one of the three columns needs to be completed. For clinics that vaccinated (or plan to vaccinate) two priority populations, selections would be made from two of the three columns, etc.

### **# of Staff that Worked/Scheduled to Work at the Clinic**

Report the number of health department staff that worked at the clinic held or are scheduled to work at a future clinic. This includes full-time or part-time staff. Do not include numbers for any Michigan National Guard teams that assist or are scheduled to assist at a clinic.

### **# of Volunteers that Worked/Scheduled to Work at the Clinic**

Report the number of volunteers that are expected to deploy to work at a vaccination clinic or who did work at a vaccination clinic. Do not include numbers for Michigan National Guard teams that might have assisted or are scheduled to assist.

### **MING Assisted?**

This is a yes/no question. MING = Michigan National Guard.

### **Type of Clinic**

This column contains a drop-down menu with three choices. Choose the category that most closely matches the clinic setting. The options are: Drive Thru, Indoor, or Hybrid (combination of indoor and drive thru).

### **Comments**

This section is here for local health departments to provide any important information for a vaccination clinic that was not captured elsewhere in the report. Comments are optional.

## **Questions or Issues**

For questions or issues contact:

Jim Koval,

CHECC Operations Section Chief

Email: [mdhhs-checc-ops@michigan.gov](mailto:mdhhs-checc-ops@michigan.gov)

Phone: 517-749-1321

### 