INSTRUCTIONS FOR REPORTING A DEATH ASSOCIATED WITH COVID-19

FACILITY/PROVIDER RESPONSIBILITIES:

Coronavirus Disease 2019 (COVID-19) is immediately reportable to the local health department (LHD) per the West Virginia Reportable Disease Rule 64 CSR-7. Complete the COVID-19 Death Report Form and send to the LHD serving the patient's county of residence immediately.

LOCAL HEALTH DEPARTMENT RESPONSIBILITIES:

COVID-19 associated deaths should be reported to the West Virginia Department of Health and Human Resources (DHHR), Division of Infectious Disease Epidemiology (DIDE) immediately upon LHD notification. LHDs should take the following steps to ensure complete and timely COVID-19 associated Death Report Forms are submitted to DIDE:

1. Assist the reporting facility/provider in completing the COVID-19 Death Report Form as needed.
2. **Report the death to DIDE via ChexOut** by completing the following steps:
   a. **Confirm the decedent has a case investigation opened in ChexOut**. If the decedent does not have a case investigation, open a case as required prior to a reporting a COVID-19 associated death.
   b. **Confirm the decedent's case investigation has an associated SARS-CoV-2 positive laboratory result entered**. If there is not an electronic laboratory report, request the reporting facility/provider send the positive laboratory report to the LHD and manually enter the laboratory result into the West Virginia Electronic Disease Surveillance System (WVEDSS) upon receipt.
      i. If the decedent did not undergo laboratory testing but COVID-19 will be listed on the death certificate, it should be reported as a probable COVID-19 death.
   c. If the case is associated with an outbreak, go to the *Outbreaks* section and **confirm the associated outbreak number and place have been entered.**
   d. In the *Clinical Course and Medical History* section, **go to the Death field, select "Yes" from the drop-down menu AND enter the date of death.**
   e. **Upload the completed Death Report Form in ChexOut**. To do this, in the *Notes and Attachments* section, click on +New/Note/File, enter "Death Report Form" in the subject line field, and select the Death Report file to upload. When finished uploading, click *Close* and ChexOut will automatically save your entry. **DO NOT fax the form.**
3. **The death DOES NOT need to be reported via telephone to the DIDE Epi on Call.**

STATE HEALTH DEPARTMENT RESPONSIBILITIES:

DHHR staff will ensure the following steps are taken for COVID-19 associated deaths:

1. A report will be pulled daily from ChexOut to identify deaths entered the previous day.
2. Staff will utilize the daily report to verify deaths in the surveillance system and mark deaths for certification and reporting the following day.
3. Certified deaths identified by the daily report will be reported via the DHHR COVID-19 Dashboard.
4. The Office of Epidemiology and Prevention Service (OEPS) COVID-19 Data Management Branch is responsible for performing daily validation of COVID-19 associated deaths before posting updated counts on the DHHR COVID-19 Dashboard.
5. DHHR's Office of the Chief Medical Examiner should notify DIDE in the event of a deceased person with known COVID-19 is identified by calling (304) 558-5358, ext. 2.

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