

# Regulatory Notice from the Chief Inspector Social Services

## Notification of notifiable disease - NF02

Communique no 8

**20 April 2020:** The notice relates to the agreed Public Health Action for HIQA to risk rate disease progression in all long term residential centres.

The notice specifically relates to your regulatory obligation to notify the Chief Inspector of any outbreak of any notifiable disease via an NF02 regulatory notification and applies to:

- Designated Centres for older people
- Designated Centres for people with a disability
- Special Care Units

### NF02A form

In order to make it easier for you to notify the total number of suspected cases or confirmed cases of COVID-19, we have introduced a new simplified **NF02A form**.

You should use this form to notify the Chief Inspector of both **suspected and confirmed cases** of COVID-19 affecting residents and staff.

The information required in the new NF02A form has been limited to the total number of:

- Suspected cases affecting residents and staff

#### **And**

- Confirmed cases affecting residents and staff.

The new simplified NF02A form will be available on HIQA's provider portal and our web site from **Tuesday 21 April 2020**.

In addition, you are also required on a **daily basis** to update the number of suspected or confirmed cases of COVID-19 affecting residents and staff. This can also be done on the HIQA's provider portal from tomorrow 21 April 2020.

I have included guidance below on how you can provide these updates and also an instructional video at <https://youtu.be/jDW9mGi3THM>

**Please note:** if you have already submitted an NF02, and it is not closed on the system, there is no requirement to resubmit an NF02A, you will be able provide daily updates on the already submitted NF02.

Your continued co-operation in this regard is appreciated. Should you have any questions or queries please do not hesitate to contact your case holding inspector or e-mail [notify@hiqa.ie](mailto:notify@hiqa.ie).

We will continue to provide updates to registered providers and the public as required.

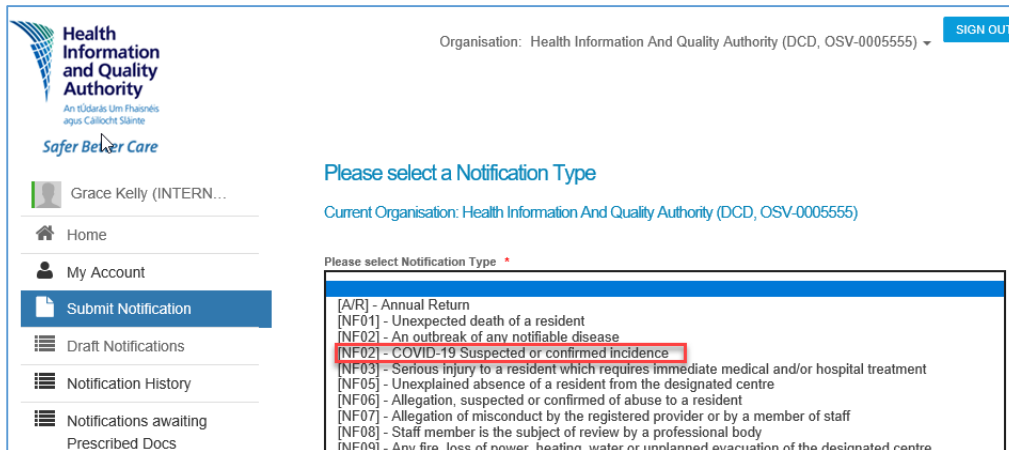
A handwritten signature in black ink, appearing to read 'Mary Dunnion', written in a cursive style.

Mary Dunnion

Chief Inspector of Social Services

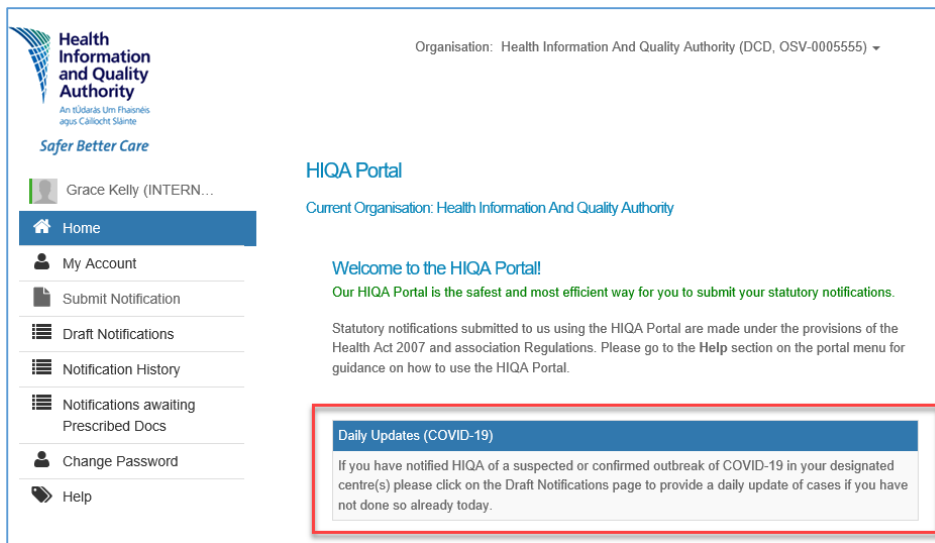
# Guidance on updating NF02 or NF02A daily

Step 1. You will find the NF02 and NF02A in under 'please select a notification type'



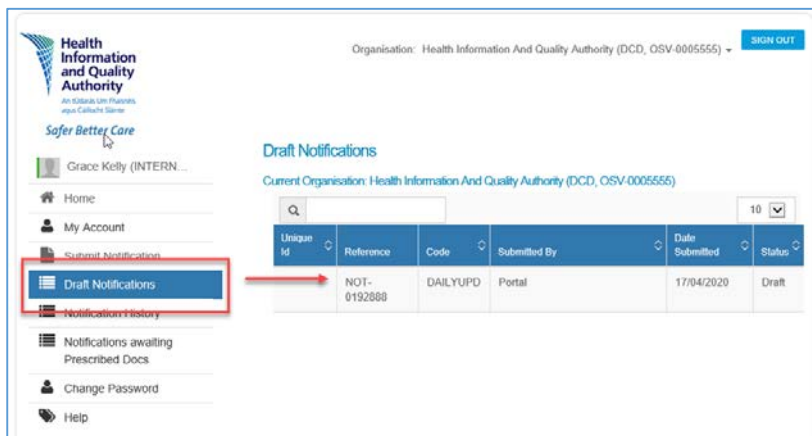
The screenshot shows the HIQA portal interface. On the left is a navigation menu with options like Home, My Account, Submit Notification, Draft Notifications, Notification History, and Notifications awaiting Prescribed Docs. The main content area is titled 'Please select a Notification Type' and shows a dropdown menu with the following options: [A/R] - Annual Return, [NF01] - Unexpected death of a resident, [NF02] - An outbreak of any notifiable disease, [NF02] - COVID-19 Suspected or confirmed incidence (highlighted with a red box), [NF03] - Serious injury to a resident which requires immediate medical and/or hospital treatment, [NF05] - Unexplained absence of a resident from the designated centre, [NF06] - Allegation, suspected or confirmed of abuse to a resident, [NF07] - Allegation of misconduct by the registered provider or by a member of staff, [NF08] - Staff member is the subject of review by a professional body, and [NF09] - Any fire, loss of power, heating, water or unplanned evacuation of the designated centre.

Step 2. When you have submitted a NF02 or NF02A, there will be a daily notification waiting to be filled in with this note.



The screenshot shows the HIQA Portal interface. The main content area is titled 'HIQA Portal' and includes a welcome message: 'Welcome to the HIQA Portal! Our HIQA Portal is the safest and most efficient way for you to submit your statutory notifications.' Below this, there is a paragraph explaining that statutory notifications are made under the provisions of the Health Act 2007 and association Regulations. A red box highlights a 'Daily Updates (COVID-19)' notification with the following text: 'If you have notified HIQA of a suspected or confirmed outbreak of COVID-19 in your designated centre(s) please click on the Draft Notifications page to provide a daily update of cases if you have not done so already today.'

**Step 3:** Open your draft notifications, and click on the notification code **DAILYUPD**



**Step 4:** Complete the fields listed below providing the current number of suspected and confirmed cases. Use numerical values only. If you have **no** suspected or confirmed cases for any of the fields below please use 0. If you have only one field to update, please include current numbers in all fields.

Click submit

**Submit Notification - NOT-0192888**  
[DAILYUPD] - Daily update of COVID-19 related NF02/NF02A

Please put 0 in fields below if applicable.

**Resident's details**

How many residents are suspected as having Covid-19? \*

How many residents are confirmed as having Covid-19? \*

**Staff details**

How many staff members are suspected as having Covid-19? \*

How many staff members are confirmed as having Covid-19? \*

Save Draft Submit

**Step 5:** You will receive a confirmation that you have successful submitted the notification.

**Step 6:** Repeat steps 1-4 daily.