

October 26, 2021

Data Collection Guidance Document – Directive 6 (D6) for Covered Organizations (COVID-19)
– Hospitals

Directive 6 came into effect since September 7, 2021, which requires all hospitals to establish, implement and ensure compliance with a COVID-19 vaccination policy. Reporting requirements under Directive 6 has been established by the ministry for all Covered Organizations. The following document outlines reporting requirements and process guidance for the hospital sector to submit data into the **Directive 6 for Covered Organizations (COVID-19) – Hospitals (D6)** data collection form through the Health Data Collection Services (HDCS) website.

The following questions for the Directive 6 data collection are required to be completed:

#	Directive 6 Questions						
1a	Has your organization implemented a vaccine policy above the minimum Directive 6 requirements (e.g. Mandatory vaccine policy)? Yes/No (Dropdown)						
1b	Has your organization implemented a policy that requires full COVID-19 vaccination as a condition of employment? For all staff or for newly hired staff only or Not applicable						
		Employees /Staff - Clinical (Nurses Only)	Employees /Staff - Clinical (Other - Excluding Nurses)	Employees /Staff - Non-Clinical	Contractors	Volunteers	Students
2	What is the total number of employees/staff - clinical (Nurses Only), employees/staff - clinical (Other - Excluding Nurses), employees/staff - Non-clinical, contractors, volunteers and students that Directive 6 has applied to during the reporting period? (Enter NA (CAPITALS ONLY) if there are no Contractors, Volunteers, or Students in the organization)	#####	#####	#####	XXXXXX	XXXXXX	XXXXXX
3	Of the total number of employees/staff - clinical (Nurses Only), employees/staff - clinical (Other - Excluding Nurses), employees/staff - Non-clinical, contractors, volunteers	#####	#####	#####	XXXXXX	XXXXXX	XXXXXX

	<p>and students in question 2, how many have provided proof of being partially vaccinated (i.e., received first-dose of a two-dose vaccine regimen) against COVID-19 by the last date of the reporting period?</p> <p>(Enter NA (CAPITALS ONLY) if there are no Contractors, Volunteers, or Students in the organization)</p>						
4	<p>Of the total number of employees/staff - clinical (Nurses Only), employees/staff - clinical (Other - Excluding Nurses), employees/staff - Non-clinical, contractors, volunteers and students in question 2, how many have provided proof of being fully vaccinated (i.e., received both doses of a two-dose vaccine regimen OR the first and only dose of a single-dose vaccine regimen) against COVID-19 by the last date of the reporting period?</p> <p>(Enter NA (CAPITALS ONLY) if there are no Contractors, Volunteers, or Students in the organization)</p>	#####	#####	#####	XXXXXX	XXXXXX	XXXXXX
5	<p>Of the total number of employees/staff - clinical (Nurses Only), employees/staff - clinical (Other - Excluding Nurses), employees/staff - Non-clinical, contractors, volunteers and students in question 2, how many have provided a documented medical reason for not being fully vaccinated against COVID-19 by the last date of the reporting period?</p> <p>(Enter NA (CAPITALS ONLY) if there are no Contractors,</p>	#####	#####	#####	XXXXXX	XXXXXX	XXXXXX

	Volunteers, or Students in the organization)						
6	<p>Of the total number of employees/staff - clinical (Nurses Only), employees/staff - clinical (Other - Excluding Nurses), employees/staff - Non-clinical, contractors, volunteers and students in question 2, how many have completed an educational session about the benefits of COVID-19 vaccination in accordance with 1c of Directive 6, where applicable by the last date of the reporting period?</p> <p>(Enter NA (CAPITALS ONLY) if there are no Contractors, Volunteers, or Students in the organization)</p>	#####	#####	#####	XXXXXX	XXXXXX	XXXXXX
7	<p>Of the total number of employees/staff - clinical (Nurses Only), employees/staff - clinical (Other - Excluding Nurses), employees/staff - Non-clinical, contractors, volunteers and students in question 2, how many have an unknown vaccination status due to refusal to provide either proof of vaccination status, medical reason, or completion of an education session against COVID-19 by the last date of the reporting period?</p> <p>(Enter NA (CAPITALS ONLY) if there are no Contractors, Volunteers, or Students in the organization)</p>	#####	#####	#####	XXXXXX	XXXXXX	XXXXXX

Collection Guidance:

- All hospitals are required to submit the required data to the Health Data Collection Services bi-weekly.

- Data will be collected on a bi-weekly basis until the end of the calendar year, at which time the frequency of collection will be re-evaluated.
- The first collection will begin **November 1, 2021**, with submissions due by 11:59p.m **Friday November 5, 2021**.
- The census count date and time will be every second Sunday at midnight. The census count dates will be as follows until the end of the calendar year:
 - October 31,
 - November 14, 28
 - December 12
- The reporting submission window will be open for five days (on the Monday after each census count date to 11:59pm on the Friday of that week). The due dates for the bi-weekly submissions are as follows until the end of the calendar year:
 - November 5, 19
 - December 3, 17

Training Sessions

Health Data Branch will host 2 training sessions on the following dates/times. To access the training sessions on these dates, please press CTRL + Click on the links below. Please note that registration is not required to attend these training sessions.

- [Thursday, October 28, 2021 2:00-3:00PM](#)
- [Monday, November 1, 2021, 10:00-11:00AM](#)

A recording of one of the sessions will be made available through the HDCS website at a later date.

How can you help your team prepare?

In order to implement the data collection and reporting, we are asking your help with the following:

- Review the questions above with the staff responsible for updating the information to ensure that they understand the information that needs to be collected.
- Ask staff who will be reporting data into the Directive 6 form to review the data definitions and FAQs document which will be also be made available.

Contact Information

If you have any questions, regarding the enhanced data collections please contact AskHealthData@ontario.ca with the subject line of **“Directive 6 – Hospitals”**