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DATE: October 26, 2021

MEMORANDUM TO: Chief Executive Officers, Ontario Hospitals

FROM: Peter Kaftarian
Assistant Deputy Minister, Hospitals and Capital Division,
Ministry of Health

Michael Hillmer
Assistant Deputy Minister, Capacity Planning and Analytics Division,
Ministry of Health

RE: Directive 6 – Data & Reporting Requirements

We would like to thank you for your efforts in implementing COVID-19 vaccination policies within your hospital organizations.

Directive 6 was issued on August 17, 2021 and has been in effect since September 7, 2021. This Directive requires all hospitals to establish, implement and ensure compliance with a COVID-19 vaccination policy requiring its employees, staff, contractors, volunteers and students to provide proof of full vaccination, documentation for a medical exemption or proof of completion of an educational session.

The Ministry of Health (the “ministry”) has established reporting requirements to support data collection under Directive 6. Reporting will include statistical information on staff/employee vaccination status. The data collected will be used to understand vaccination uptake across the sector and to inform planning and decision-making.

Directive 6 data will be collected via a webform through the ministry’s Health Data Collection Services (HDCS) website. **The first collection will begin November 1, 2021, with submissions due by midnight on Friday November 5, 2021.** 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. Reporting submissions will be due on the following dates in 2021:

- **November 5, 19**
- **December 3, 17**

Hospital users currently providing reporting for the COVID-19 Health Human Resources (HHR) - S9 form will be granted access to report data to the new Directive 6 form. If your facility requires additional users to be registered please send an email with the subject line "Directive 6 – Hospitals" to askhealthdata@ontario.ca with required contact information (first name, last name, email, phone number, hospital name) for the assigned staff from your facility who will be submitting this information.

Two 1-hour training sessions will be offered to hospitals to provide training on the collection questions and technical training on the HDCS website:

- October 28, 2021 2-3p.m
- November 1, 2021 10-11a.m

These sessions are targeted towards data personnel who will be collating and submitting data on behalf of the facility.

A guidance document outlining additional details on reporting requirements as well as information on how to access training is attached for your reference.

If you have any additional questions, please contact askhealthdata@ontario.ca with the subject line "Directive 6 – Hospitals".

Thank you for your continued support.

Sincerely,

Peter Kaftarian

Assistant Deputy Minister
Hospitals and Capital Division

Michael Hillmer

Assistant Deputy Minister
Capacity Planning and Analytics Division

c: Matthew Anderson, President and Chief Executive Officer, Ontario Health
Dr. Kieran Moore, Chief Medical Officer of Health, Office of the Chief Medical Officer of Health, Public Health, Ministry of Health
Anthony Dale, President and Chief Executive Officer, Ontario Hospital Association
Colleen Geiger, President and Chief Executive Officer, Public Health Ontario
Catherine Brown, Special Advisor, COVID-19 Pandemic Response, Deputy Minister's Office, Ministry of Health
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Tara Wilson, Interim Director, Hospitals Branch, Ministry of Health
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