

Cyfarwyddwr Cyffredinol Iechyd a Gwasanaethau Cymdeithasol/
Prif Weithredwr GIG Cymru
Grŵp Iechyd a Gwasanaethau Cymdeithasol

Director General Health and Social Services/
NHS Wales Chief Executive
Health and Social Services Group



Llywodraeth Cymru
Welsh Government

Chief Executives Health Boards

20 March 2020

Dear Colleague

I am writing further to the letter from the Acute Secondary Care Subgroup on 17 March requiring you to designate COVID-19 Coordinators and COVID-19 Reporters per hospital (not health board). Thank you for your timely response.

I am now writing regarding the reporting process and attach the Standard Operating Procedure (version 1) for immediate issue to your COVID Reporter.

It is vitally important that this information is provided at the specified times required during the day, seven days a week, as this will be used to provide advice to Ministers and Senior Officials in Welsh Government to make decisions about responding to the pandemic. **The current requirement for this has been changed to report a 12:00 position by 13:00 from Saturday, 21 March 2020 and this is an absolute deadline.** The interim reporting arrangement has already been issued to you and focuses on the immediate priority to report critical care capacity and activity. I do not expect frontline critical care teams to be reporting this data; this is the role of the COVID Reporter and any administrative support staff that are needed to physically collect data.

From early next week, a new reporting system will be issued by NWIS that will capture a broader suite of data. This will include more detailed capacity and activity in the hospital outside of critical care. Initially, this will be via a spreadsheet, but this will change to a web based collection as soon as possible. The spreadsheet will be forwarded to the COVID-19 Reporters for action. It is intended that the information being requested will be sufficient to also support your individual health boards to manage your local capacity and will, in time, be available via a reporting platform that includes trend data. The information will provide a hospital, health board and all-Wales view of COVID capacity, activity and outcome. Further information will be required once the new spreadsheet is circulated.

If you require any further information, please do not hesitate to contact **Name Redacted** (**Name Redacted**@gov.wales) regarding the data collection request.

Yours sincerely

Personal Data

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