

Description

As part of CDC's ongoing COVID-19 response, the COVID-19 Module for Long-term Care Facilities (LTCF) has been created in NHSN to help LTCFs track and monitor the number of residents with suspected and laboratory positive COVID-19, staff and facility personnel impact, and supply availability. LTCFs eligible to report data into the module include skilled nursing facilities (SNF) / nursing homes (NH), long-term care for the developmentally disabled, and assisted living facilities. Enrolled NHSN LTCFs will see the new COVID-19 module in the left navigation menu. LTCFs that are not currently enrolled in NHSN will need to complete an expedited enrollment before reporting into the module will be available. Please visit the Enrollment section of the LTCF COVID-19 webpage for enrollment guidance.

While daily reporting will provide the timeliest data to assist with COVID-19 emergency response efforts, retrospective reporting of counts for prior day(s) is encouraged if daily reporting is not feasible. At a minimum, facilities should enter data at least once a week.

The module is made up of **4 separate reporting pathways**:

- 1) Resident Impact and Facility Capacity
- 2) Staff and Personnel Impact
- 3) Supplies and Personal Protective Equipment
- 4) Ventilator Capacity and Supplies

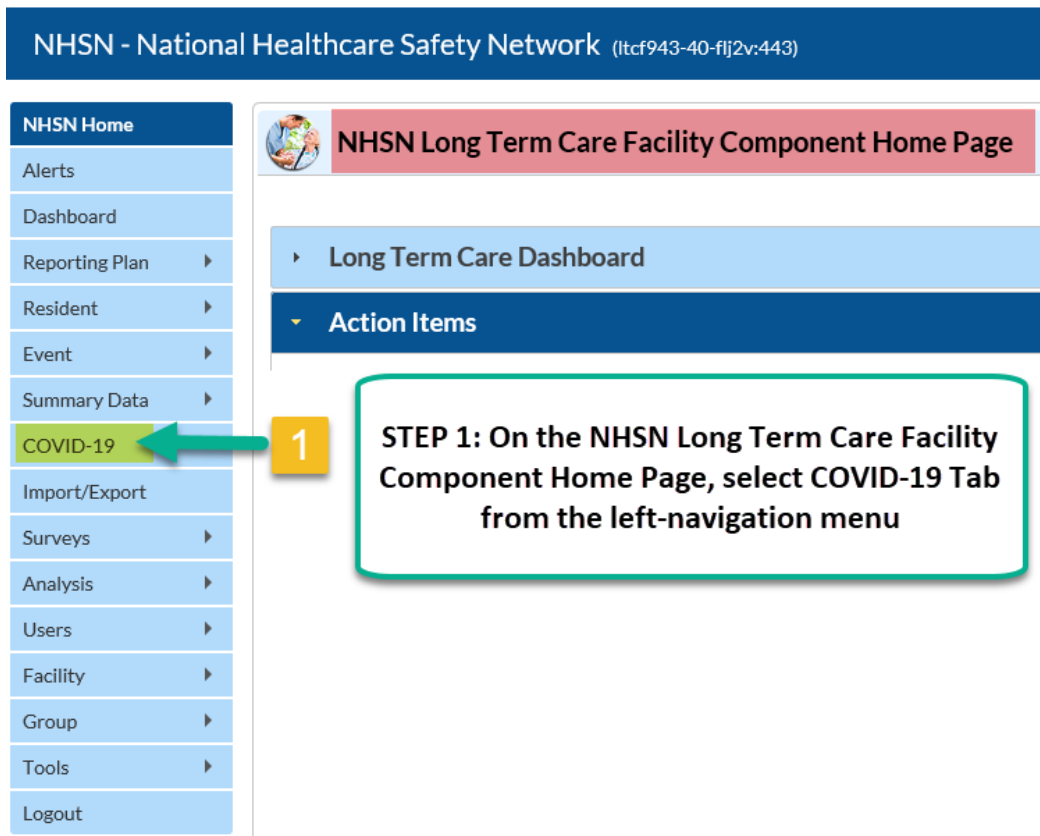
Module questions include a combination of aggregate counts and check box responses. Users can opt to navigate to each pathway during one session or in different sessions. The module is designed to allow users the ability to SAVE incomplete data in one or all pathways, which means users do not have to complete data entry in one session, unless otherwise stated in the instructions. Resident and staff level information is not collected. Data may be entered on weekdays and weekends and at any time.

For each reporting pathway, an accompanying form and form instructions (referred to as Table of Instructions or TOI) is available. It is Important for users to apply the accompanying instructions when entering responses in the COVID-19 module to ensure accuracy in the application of case definitions and criteria.

Users may enter data manual or access the embedded import functions to upload data using a CSV file, which will be demonstrated in this guidance document. Additionally, data can be exported for additional analysis outside the application. The data collected within this module will be informative and provide situational awareness at both state and national levels.

How to Access and Enter COVID-19 Responses and Counts for Enrolled Facilities

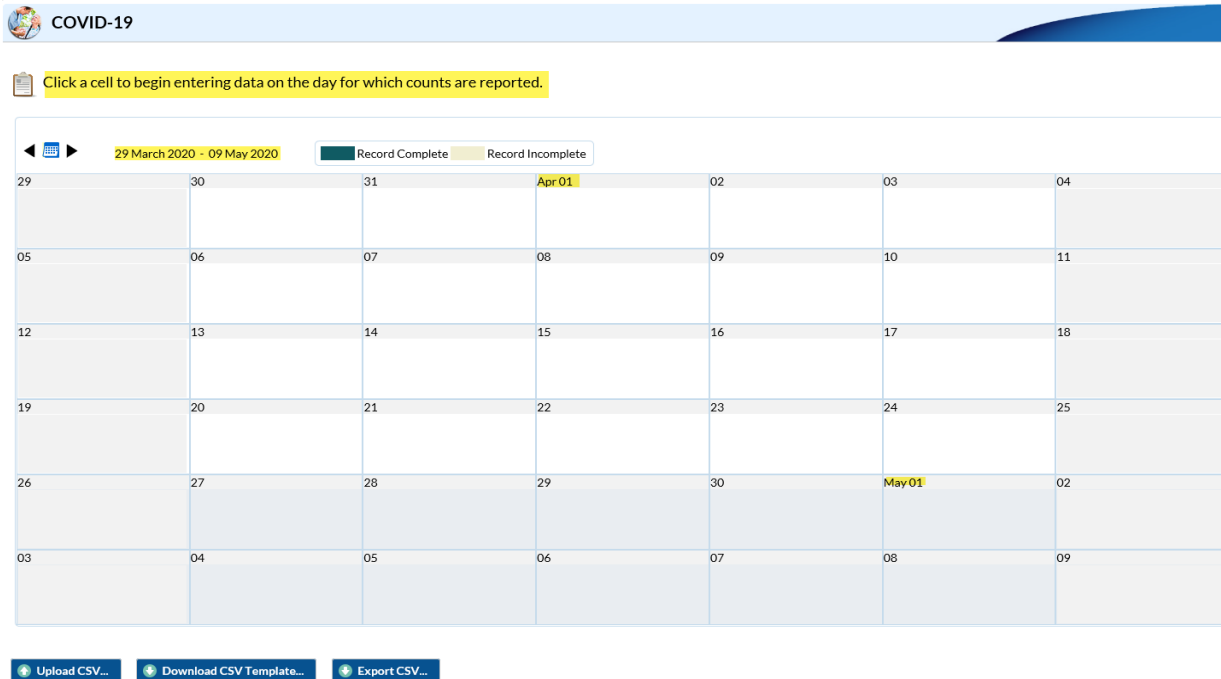
STEP 1: Select the COVID-19 tab on the left navigation menu. *Note:* The NHSN home page may look different depending on facility participation in NHSN. However, the functionality for the COVID-19 Module is the same for all LTCFs.



The screenshot shows the NHSN Long Term Care Facility Component Home Page. On the left is a navigation menu with the following items: NHSN Home, Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19 (highlighted in green), Import/Export, Surveys, Analysis, Users, Facility, Group, Tools, and Logout. A green arrow points from the COVID-19 tab to a callout box. The callout box contains the text: "STEP 1: On the NHSN Long Term Care Facility Component Home Page, select COVID-19 Tab from the left-navigation menu". The main content area of the page shows the "NHSN Long Term Care Facility Component Home Page" header, followed by a "Long Term Care Dashboard" section and an "Action Items" section.

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After clicking on the COVID-19 Module tab, a calendar defaulting to the current month will appear, as shown in the screenshot below. The arrow back button may be used to enter retrospective counts back to January 1, 2020 or user may include these counts in with the counts on the first date the facility will report counts into the module. Data may be entered up to the present date.



COVID-19

Click a cell to begin entering data on the day for which counts are reported.

29 March 2020 - 09 May 2020

Record Complete Record Incomplete

29	30	31	Apr 01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	May 01	02
03	04	05	06	07	08	09

Upload CSV... Download CSV Template... Export CSV...

Reporting Frequency:

It is expected that users will consistently collect and report into the NHSN COVID-19 Module. Counts should be collected at the same time each day, including weekdays and weekends. While daily reporting is encouraged, it is expected that LTCFs will report no less than once every week. **Important:** The first-time counts are entered, the user may enter retrospective counts from January 1, 2020 to the date of reporting in the module.

- **Daily reporting.** If reporting daily, the selected calendar date must reflect the date in which the responses and counts are collected and entered in the Module.
- **Non-daily reporting.** The selected calendar date must reflect the date in which data are being reported. Unless otherwise stated in the table of instructions for the pathway, The COVID-19 case and death counts must be reported as the total number of new counts since the last time data were entered in the Module.
- **Weekly reporting.** User are strongly encouraged to report on the same day of the week every week (for example, every Sunday), if possible. The selected calendar date must reflect the date in which responses are being reported. Unless otherwise stated in the table of instructions for the pathway, the COVID-19 case and death counts must be reported as the total number of new counts since the last time data were entered in the Module.


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Import and Export Options:


As shown below, aside from manual data entry, the module provides options to import and export data

- Data can be uploaded using a CSV file. See the “*Upload CSV*” option below.
- The “*Download CSV Template*” option is available for users to download sample CSV files, which can then be accessed to upload facility COVID-19 data.
 - The headers in the CSV file represent the data fields on the ‘*Add*’ screen, which will be described subsequently.
- Users also have the option to export data in a table format using the “*Export CSV*”

Guidance documents and templates for uploading facility and group level data are provided on the [LTCF COVID-19 webpage](#).




Centers for Disease Control and Prevention
CDC 24/7: Saving Lives. Protecting People™




NHSN
National Healthcare
Safety Network


NHSN - National Healthcare Safety Network




AANTILA
Angela LTCF Test Facility



COVID-19



Click a cell to begin entering data on the day for which counts are reported.



29 March 2020 - 09 May 2020

Record Complete


Record Incomplete

29	30	31	Apr 01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	May 01	02
						09


A

B


C



Upload CSV...




Download CSV Template...




Export CSV...

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STEP 2: To begin entering data manually, click on the date for which data will be entered. After clicking on the date, a separate window will appear with four (4) tabs representing each reporting pathway. While the default is the “*Resident Impact and Facility Capacity*” pathway, users may navigate to and from each pathway during one session to enter data. Users have the option to “SAVE” or “CANCEL” individual pathways. If “CANCEL” is selected for any one pathway, data will not be saved for that pathway and the user will be returned to the calendar view page. “*Date for which responses are reported*” will auto-populate for each pathway unless a pathway is cancelled. Additionally, entered data will save when navigating between pathways during the same session; however, users must click SAVE prior to exiting the pathway screen. A user may edit or add additional data anytime by clicking on the date in the calendar.

 COVID-19

 Click a cell to begin entering data on the day for which counts are reported.

29 March 2020 - 09 May 2020 Record Complete Record Incomplete

29 30 31 Apr 01 02 03 04

05 06 07 08 09 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31 May 01

Add Daily COVID-19 Data

Date for which counts are reported: 04/01/2020

Resident Impact and Facility Capacity Staff and Personnel Impact Supplies & Personal Protective Equipment Ventilator Capacity & Supplies

For the following questions, please collect data at the same time at least once a week (for example, 7 AM)

Resident Impact

☐ **ADMISSIONS:** Residents admitted or re-admitted who were previously hospitalized and treated for COVID-19

☐ **CONFIRMED:** Residents with new laboratory positive COVID-19

☐ **SUSPECTED:** Residents with new suspected COVID-19

☐ **TOTAL DEATHS:** Residents who have died in the facility or another location

☐ **COVID-19 DEATHS:** Residents with suspected or laboratory positive COVID-19 who died in the facility or another location

Facility Capacity and Laboratory Testing

☐ **ALL BEDS (FIRST SURVEY ONLY)**

☐ **CURRENT CENSUS:** Total number of beds that are currently occupied

☒ ***TESTING:** Does your facility have access to COVID-19 testing while the resident is in the facility?

If YES, what laboratory type? Select all that apply.

☐ State health department lab

☐ Private lab (hospital, corporation, academic institution)

☐ Other

Y - Yes
N - No

Select one of 4 pathways to begin entering data

Save **Cancel**

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STEP 2a: Enter Data for *Resident Impact and Facility Capacity* Pathway

This pathway focuses on the impact of COVID-19 on residents, facility capacity, and availability of COVID-19 testing for residents. It is Important for users to apply the accompanying [Table of Instructions](#) when entering responses for this pathway to ensure accuracy in the application of case definitions and criteria.

“Date for which responses are reported” and “Testing” are the only two required data fields for saving this pathway. **Note:** “Date for which responses are reported” is auto populated after the user selects a date on the calendar. “Testing,” and “All Beds” will auto-populate for future dates but may be changed if testing availability changes. Please note a blank field indicates no data/incomplete. If the intention is to report zero counts, the user must enter “0” in the field.

Add Daily COVID-19 Data

Date for which counts are reported: 04/01/2020

Resident Impact and Facility Capacity
Staff and Personnel Impact
Supplies & Personal Protective Equipment
Ventilator Capacity & Supplies

For the following questions, please collect data at the same time at least once a week (for example, 7 AM)

Resident Impact

9	ADMISSIONS: Residents admitted or re-admitted who were previously hospitalized and treated for COVID-19
3	CONFIRMED: Residents with new laboratory positive COVID-19
5	SUSPECTED: Residents with new suspected COVID-19
3	TOTAL DEATHS: Residents who have died in the facility or another location
1	COVID-19 DEATHS: Residents with suspected or laboratory positive COVID-19 who died in the facility or another location

Since last reported to NHSN

Facility Capacity and Laboratory Testing

125	ALL BEDS (FIRST SURVEY ONLY)
122	CURRENT CENSUS: Total number of beds that are currently occupied
Y-Yes	*TESTING: Does your facility have access to COVID-19 testing while the resident is in the facility? If YES, what laboratory type? Select all that apply. <input checked="" type="checkbox"/> State health department lab <input checked="" type="checkbox"/> Private lab (hospital, corporation, academic institution) <input type="checkbox"/> Other

Required for 1st survey only. Update as needed if answer changes in future submissions

Save Cancel

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STEP 2B: Enter Data for *Staff and Personnel Impact* Pathway

This pathway focuses on the impact COVID-19 is having on staff and facility personnel, including staffing shortages. Staff and facility personnel are defined as anyone working or volunteering in the facility. This may include, but is not limited to full-time, part-time, and as needed staff (prn), contractors, temporary staff, shared staff, personal resident care givers, etc.

To enter data manually, click on pathway while in an open session or select the date on the calendar for which the responses are being reported and then click the “*Staff and Personnel Impact*” tab.

It is Important for users to apply the accompanying [Table of Instructions](#) when entering responses for this pathway to ensure accuracy in the application of case definitions and criteria.

- The “*Date for which responses are reported*” auto populates.
- For the first three questions, enter new counts since the last time you entered data into NHSN for the specific question(s).
- For the next section, use the drop-down menu to answer “YES” or “NO” for each row of the listed staff and personnel groups. Responses must be based on shortages occurring on the day the responses are being reported to NHSN.
- All responses are optional for saving.
- Please note a blank field indicates no data/incomplete. If the intention is to report zero counts, the user must enter “0” in the field.

Date for which counts are reported: 04/01/2020

Resident Impact and Facility Capacity

Staff and Personnel Impact

Supplies & Personal Protective Equipment

Ventilator Capacity & Supplies

For the following questions, please collect data at the same time at least once a week (for example, 7 AM)

3	CONFIRMED: Staff and facility personnel with new laboratory positive COVID-19
6	SUSPECTED: Staff and facility personnel with new suspected COVID-19 who are being managed as though they have it
0	COVID-19 DEATHS: Staff and facility personnel with new suspected or laboratory positive COVID-19 who died

Does your organization have a shortage of staff and/or personnel?

Staffing Shortage?	Staff and Personnel Groups
N - No	Nursing Staff: registered nurse, licensed practical nurse, vocational nurse
N - No	Clinical Staff: physician, physician assistant, advanced practice nurse
Y - Yes	Aide: certified nursing assistant, nurse aide, medication aide, and medication technician
N - No	Other staff or facility personnel, regardless of clinical responsibility or resident contact not included in the categories above (for example, environmental services)

Since Last Reported to NHSN

On the Day of NHSN Reporting

Save to exit Pathway reporting and return to calendar or CLICK in next tab to continue entering data

Save

Cancel

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Step 2C: Enter Data for *Supplies and Personal Protective Equipment* Pathway

This pathway focuses on the impact COVID-19 is having on supplies and personal protective equipment (PPE). To enter data manually to this pathway, click on the pathway while in an open session or select the date on the calendar for which the responses are being reported and then click the “*Supplies and Personal Protective Equipment*” tab.

It is Important for users to apply the accompanying [Table of Instructions](#) when entering responses for this pathway to ensure accuracy in the application of case definitions and criteria.

- Complete this form by using the drop-down menu to answer “YES” or “NO” for each row of the supply item to describe the current availability and availability for the next week (7 days).
- Responses must be based on availability and expected availability on the day the responses are being reported to NHSN.
- The “*Date for which responses are reported*” is auto populated.
- All responses are optional for saving.

Date for which counts are reported: 04/01/2020

Resident Impact and Facility Capacity Staff and Personnel Impact **Supplies & Personal Protective Equipment** Ventilator Capacity & Supplies

For the following questions, please collect data at the same time at least once a week (for example, 7 AM)

Supply Item	Do you currently have any supply?	Do you have enough for one week?
N95 masks	N - No	N - No
Surgical masks	Y - Yes	Y - Yes
Eye protection, including face shields or goggles	Y - Yes	Y - Yes
Gowns	Y - Yes	Y - Yes
Gloves	Y - Yes	Y - Yes
Alcohol-based hand sanitizer	Y - Yes	Y - Yes

On Day of NHSN Reporting? (points to current supply column)

the Next Week (7 Days) (points to one week supply column)

Save to exit Pathway reporting and return to calendar or **CLICK** in next tab to continue entering data

Save Cancel

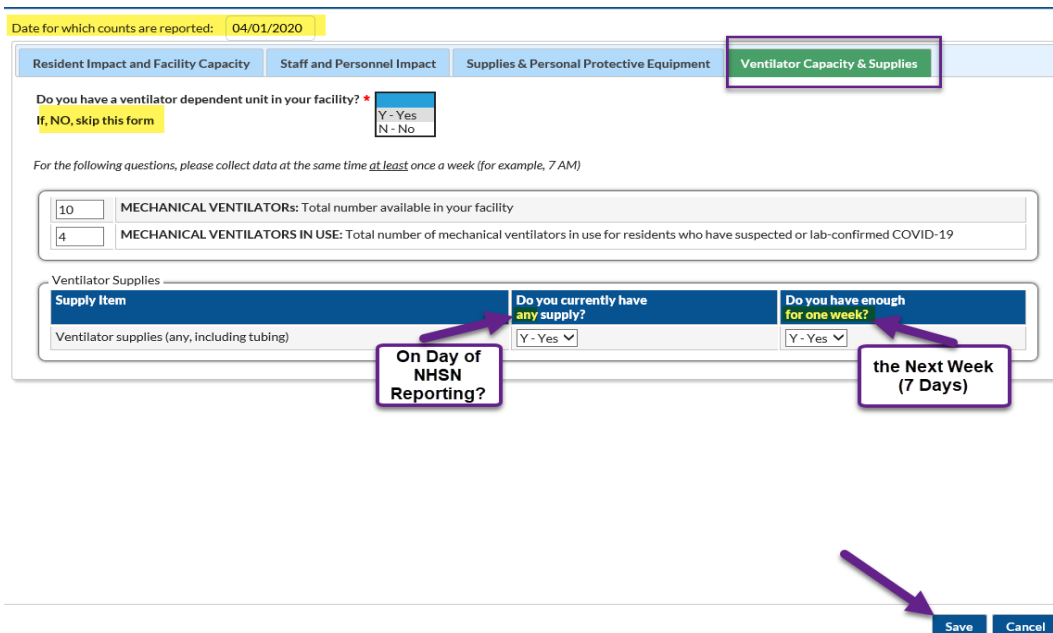
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Step 2D: Enter Data for *Ventilator Capacity and Supplies* Pathway

This pathway is specific to LTCFs that have ventilator dependent unit(s) and may be skipped by non-ventilator facilities. The questions focus on the impact COVID-19 is having on ventilator use and supplies. To enter data manually to this pathway, click on the pathway while in an open session or select the date on the calendar for which the responses are being reported and then click the “*Ventilator Capacity and Supplies*” tab.

It is Important for users to apply the accompanying [Table of Instructions](#) when entering responses for this pathway to ensure accuracy in the application of case definitions and criteria.

- Enter the total number of mechanical ventilators in the facility on the day responses are being reported to NHSN.
- For ventilator use, enter only the new counts for *mechanical ventilators in use* since the last time these counts were entered in the NHSN COVID-19 module.
- For the next section, use the drop-down menu to answer “YES” or “NO” to describe the current availability of ventilator supplies and expected supply availability for the next week (7 days). Responses must be based on current availability and expected availability on the date the responses are being entered in the module.
- The “*Date for which responses are reported*” is auto populated.
- All responses are *optional* for saving.
- A blank field indicates no data/incomplete. If the intention is to report zero counts, the user must enter “0” in the field.



Date for which counts are reported: 04/01/2020

Resident Impact and Facility Capacity | Staff and Personnel Impact | Supplies & Personal Protective Equipment | **Ventilator Capacity & Supplies**

Do you have a ventilator dependent unit in your facility? *
If, NO, skip this form

For the following questions, please collect data at the same time at least once a week (for example, 7 AM)

MECHANICAL VENTILATORS: Total number available in your facility
10

MECHANICAL VENTILATORS IN USE: Total number of mechanical ventilators in use for residents who have suspected or lab-confirmed COVID-19
4

Ventilator Supplies

Supply Item	Do you currently have any supply?	Do you have enough for one week?
Ventilator supplies (any, including tubing)	<input type="button" value="Y - Yes"/> <input type="button" value="N - No"/>	<input type="button" value="Y - Yes"/> <input type="button" value="N - No"/>

On Day of NHSN Reporting? | the Next Week (7 Days)

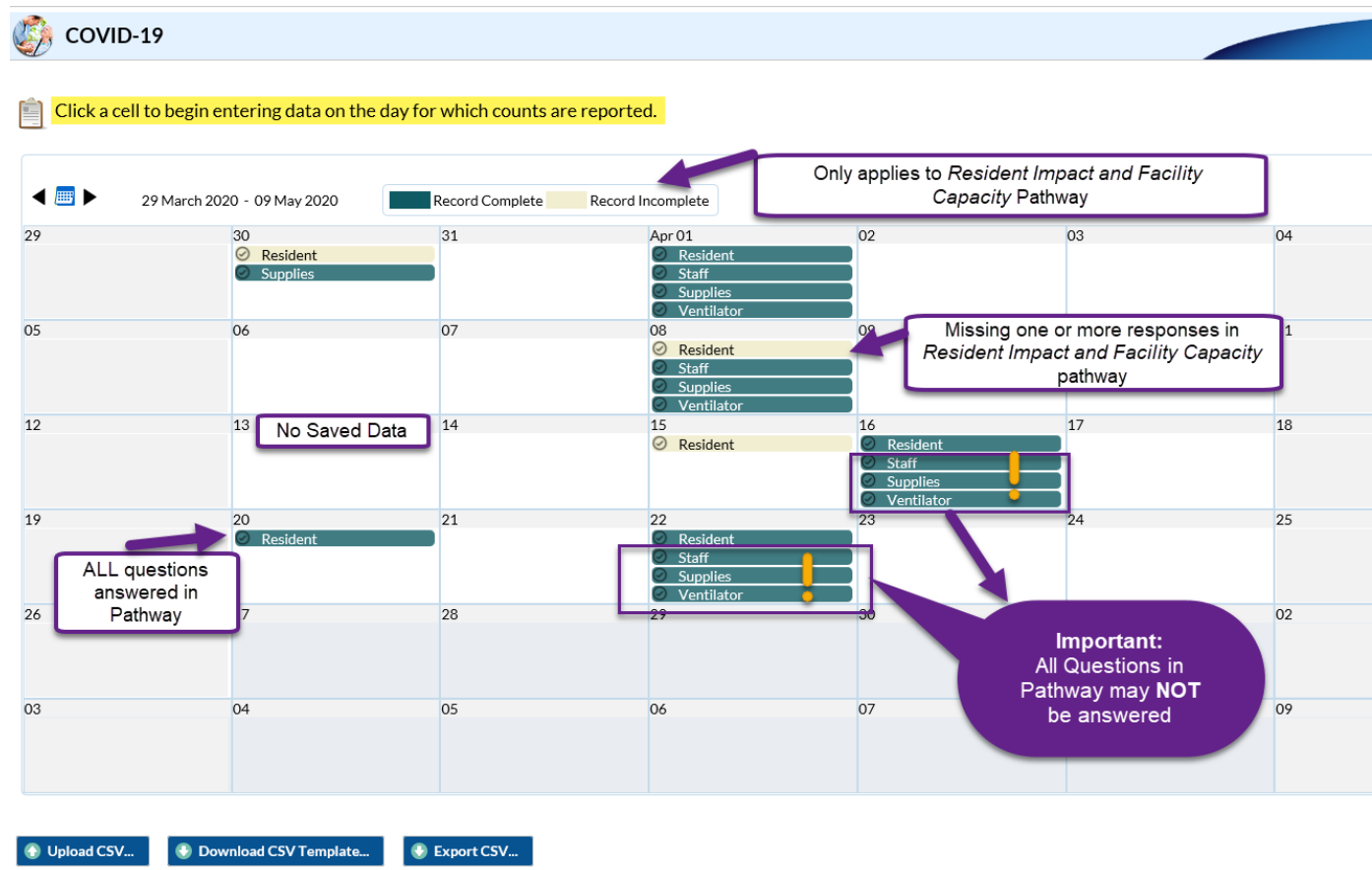
Save Cancel

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Complete and Incomplete Data:

The below calendar is an example of what the calendar will look like once data are saved in one or more of the pathways. Green indicates “**Record Complete**” and tan/yellow indicates “**Record Incomplete**.” Dates with white spaces means there were no data saved in any pathway for that day.

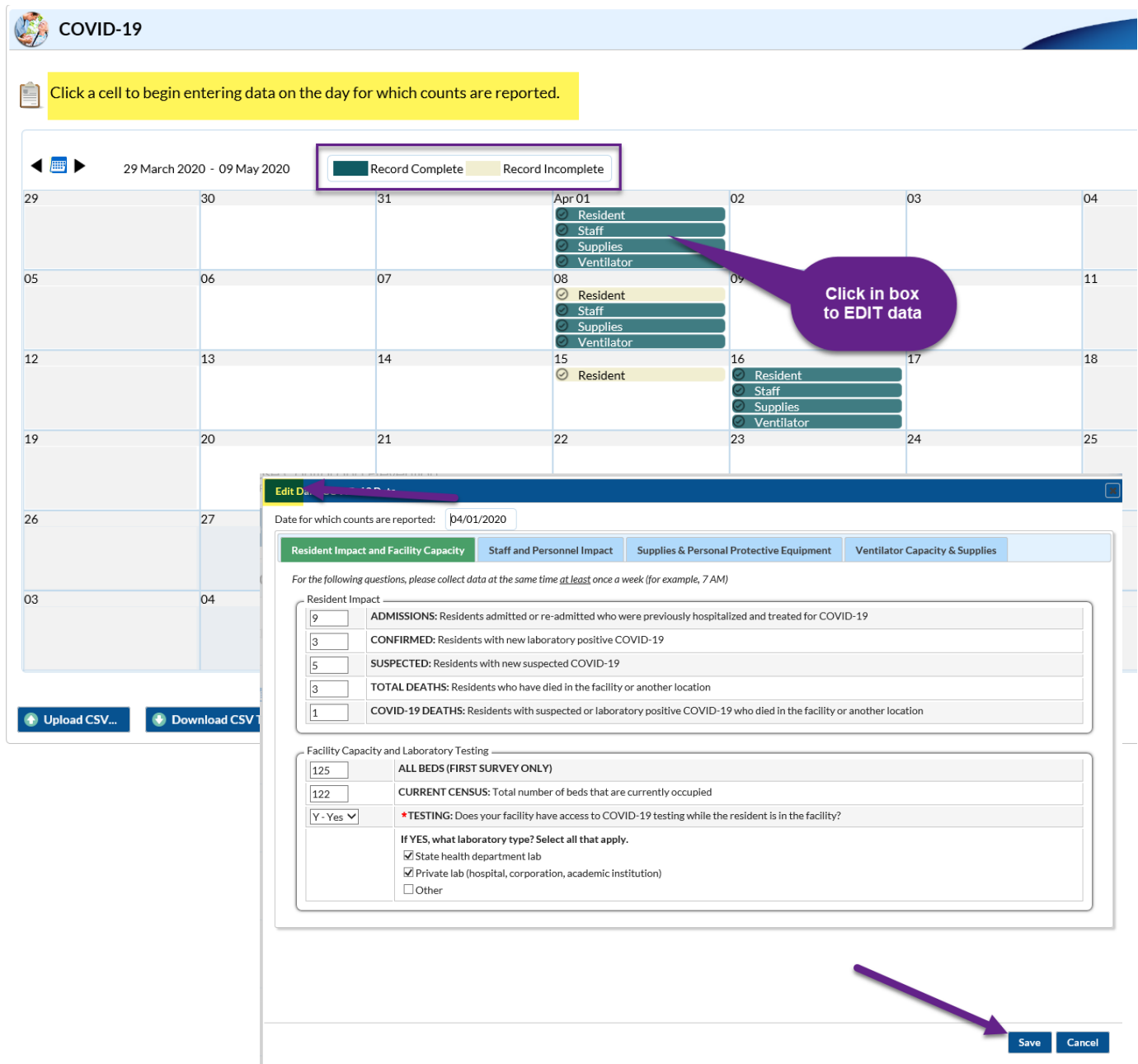
- **Important:** Since responses are *optional* for saving in all Pathways except the *Resident Impact and Facility Capacity* Pathway, the other three pathways will show as “Complete” on the calendar if the specific pathway was opened and saved, even without data. Please note that “**Record Complete**” does not necessarily indicate all questions were answered in the following pathways:
 - Staff and Personnel Impact
 - Supplies and Personal Protective Equipment
 - Ventilator Capacity and Supplies
- “**Record Complete**” for the *Resident Impact and Facility Capacity* Pathway means ALL questions were answered in that pathway on that date.



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To View or Edit Data:

- Once responses and counts have been entered and saved, they can be viewed and/or or edited.
- To view entered data, double click on the calendar date with the data. A pop-up dialogue box will appear with the list of data as shown in the screenshot below.
- To edit the data, simply change the data in the applicable field(s) and click Save at the bottom of the page. The dialogue box will then close.



The screenshot displays the COVID-19 data entry interface. At the top, a header bar reads "COVID-19". Below it, a yellow instruction box states: "Click a cell to begin entering data on the day for which counts are reported." The main area is a calendar grid spanning from 29 March 2020 to 09 May 2020. A legend indicates that dark green cells represent "Record Complete" and light green cells represent "Record Incomplete". A purple callout bubble points to a cell on April 01, 2020, with the text "Click in box to EDIT data".

The "Edit Data" pop-up window is open, showing the date "04/01/2020". It contains several tabs: "Resident Impact and Facility Capacity", "Staff and Personnel Impact", "Supplies & Personal Protective Equipment", and "Ventilator Capacity & Supplies". The "Resident Impact and Facility Capacity" tab is selected. Below the tabs, a note reads: "For the following questions, please collect data at the same time at least once a week (for example, 7 AM)".

The "Resident Impact" section includes the following fields:

- 9 ADMISSIONS: Residents admitted or re-admitted who were previously hospitalized and treated for COVID-19
- 3 CONFIRMED: Residents with new laboratory positive COVID-19
- 5 SUSPECTED: Residents with new suspected COVID-19
- 3 TOTAL DEATHS: Residents who have died in the facility or another location
- 1 COVID-19 DEATHS: Residents with suspected or laboratory positive COVID-19 who died in the facility or another location

The "Facility Capacity and Laboratory Testing" section includes the following fields:

- 125 ALL BEDS (FIRST SURVEY ONLY)
- 122 CURRENT CENSUS: Total number of beds that are currently occupied
- Y - Yes ☐ *TESTING: Does your facility have access to COVID-19 testing while the resident is in the facility?
- If YES, what laboratory type? Select all that apply.
 - ☒ State health department lab
 - ☒ Private lab (hospital, corporation, academic institution)
 - ☐ Other

At the bottom right of the pop-up window, there are "Save" and "Cancel" buttons. A purple arrow points to the "Save" button.

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Uploading Data using the Upload CSV Option:

Please find instructions on how to Upload COVID-19 Module data via .csv files [here](#):

<https://www.cdc.gov/nhsn/pdfs/covid19/ltcf/fac-import-csv-508.pdf>

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Exporting data using the Export CSV Tab

Once data have been entered or uploaded, facility users can export their data in table form to view or to perform additional analysis outside the application. First select *Export CSV* on the calendar. A dialogue box will appear with options to select which pathway files to download. Select preference and *Export* to open or save data. A sample of the *Resident Impact and Facility Capacity* pathway exported table is displayed below in table 1.

Table 1. COVID-19 Summary Data Export

collectiondate	numresadmc19	numresconfc19	numressuspc19	numresdied	numresc19died	numltcfbeds	numltcfbedsocc	c19testing	c19testings tatehlab	c19testing privatelab	c19testing otherlab
4/1/2020	9	3	5	3	1	125	122	Y	Y	Y	N
4/8/2020						125		Y	Y	Y	N
4/15/2020						125		Y	Y	Y	N
4/16/2020	10	9	4	3	2	125	122	Y	Y	Y	N
4/22/2020	5	9	9	10	9	125	121	Y	Y	Y	N
4/20/2020	3	9	9	9	8	125	121	Y	Y	Y	N
3/30/2020						125		Y	Y	Y	N

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Facility Guide to Using the COVID-19 Module

Additional Resources:

1. CDC's Coronavirus (COVID-19) website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
2. NHSN COVID-19 Webpage for Long-term Care Facilities: <https://www.cdc.gov/nhsn/ltc/covid19/index.html>
3. CDC's National Healthcare Safety Network (NHSN) Home Page: <https://www.cdc.gov/nhsn/index.html>
4. Guidance for Retirement Communities and Independent Living: <https://www.cdc.gov/coronavirus/2019-ncov/community/retirement/index.html>
5. Preparedness Checklist for Nursing Homes and Other Long-Term Care Settings: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/long-term-care-checklist.html>
6. Guidance for U.S. Healthcare Facilities about Coronavirus (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/hcp/us-healthcare-facilities.html>
7. Preparing for COVID-19: Long-term Care Facilities, Nursing Homes: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/long-term-care.html>