

Long-Term Care Facility (LTCF) COVID-19 Modules: Data Entry Screens

Description

This document serves as a user guide for the COVID-19 Pathways, Weekly Healthcare Personnel (HCP) COVID-19 Vaccination, and Weekly Resident COVID-19 Vaccination Modules data entry screens. The display contains various features that can help users determine a facility's enrollment status, the documented Centers for Medicare, and Medicaid Services (CMS) certification number (CCN), and key dates pertaining to a specific data entry.

Data Entry Navigation

COVID-19 Module



Upon login to NHSN and the COVID-19 Surveillance Pathways (select COVID-19 then Pathway Data Reporting), the calendar feature appears. Click a date on the calendar to begin entering data or to review data previously entered.

After you select a date on the calendar, an additional screen will appear. The screenshot on the next page briefly describes a few key features.

NOTE: On the calendar feature, each of the COVID-19 reporting pathways will be colored green if all questions have been answered. Any pathway colored tan needs your attention and can be easily addressed by clicking on the date to make edits. If the answer to any data field is "none," enter "0." Blank fields are equivalent to missing data.

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Add COVID-19 Data

Date for which counts are reported: 07/05/2022 Facility CCN: 345509 Facility Type: LTC-ICF/IID

Resident Impact and Facility Capacity Staff and Personnel Impact Therapeutics

Callouts:

- Date Created:** This is the date selected on the COVID-19 calendar feature for which data are or will be reported
- Facility Capacity:** This is the first date that a user entered and saved data in a specific pathway. This date is auto-populated and cannot be modified.
- Facility CCN:** The CMS certification number entered during enrollment is listed. This should be a 6-digit number.
- Facility Type:** This is the facility type selected during enrollment. This category includes CMS certified nursing homes.
- Vaccination Status:** Use these, and other editable fields, to enter data or revise previously entered data

Facility Capacity: 125

Resident Impact:

- * **ADMISSIONS:** Number of residents admitted or readmitted from another facility who were previously diagnosed with COVID-19 and continue to require transmission-based precautions. Excludes recovered residents.
- * **POSITIVE TESTS:** Enter the Number of residents with a newly positive SARS-CoV-2 viral test result (for example, a positive SARS-CoV-2 antigen test and/or SARS-CoV-2 NAAT (PCR). Note: Do not include residents who have a positive SARS-CoV-2 antigen test, but a negative SARS-CoV-2 NAAT (PCR). Only include residents newly positive since the most recent date data were collected for NHSN reporting.

Vaccination Status:

PRIMARY SERIES: Based on the number of residents with a newly positive SARS-CoV-2 viral test result identified above.

Complete Primary Vaccination Series: Include residents who have received Dose 1 and ~ Dose 2 of a two-dose mRNA vaccine (for example, Moderna or Pfizer-BioNTech, or dose 1 and 2 of unspecified COVID-19 vaccine) OR 1 Dose of the Janssen COVID-19 Vaccine.

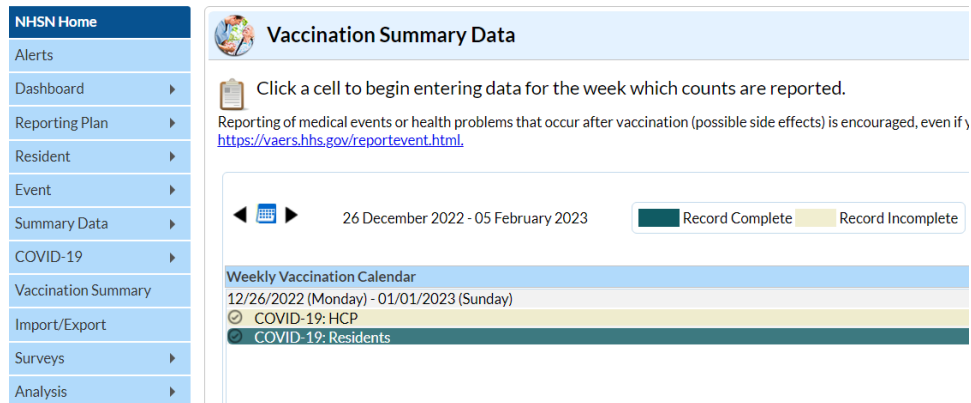
Additional or Booster Vaccination: Include newly positive residents who have received any additional dose(s) or booster dose(s) of COVID-19 vaccine (any manufacturer)

NOTE: The Date Created, Date for which Counts are Reported, CCN, and Facility Type cannot be edited on this screen. If the CCN and facility type are incorrect, please use the instructions on page 4 to make corrections.

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LTC HCP COVID 19 Vaccination and LTC Resident COVID 19 Vaccination Modules

After logging into the NHSN application, navigate to the “Vaccination Summary” page in the blue left-hand navigation pane. This will bring you to the Vaccination Summary Data page where a weekly vaccination calendar view is displayed. As seen in the screen shot below, the yellow rows signify that data has not been submitted yet, while green rows mean that it has been.



NHSN Home

- Alerts
- Dashboard
- Reporting Plan
- Resident
- Event
- Summary Data
- COVID-19
- Vaccination Summary**
- Import/Export
- Surveys
- Analysis

Vaccination Summary Data

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

Reporting of medical events or health problems that occur after vaccination (possible side effects) is encouraged, even if you are not a healthcare provider. For more information, see <https://vaers.hhs.gov/reportevent.html>.

26 December 2022 - 05 February 2023

Record Complete Record Incomplete

Weekly Vaccination Calendar

12/26/2022 (Monday) - 01/01/2023 (Sunday)

- COVID-19: HCP
- COVID-19: Residents

Select the week of interest to view or modify existing data, or to enter new data. After you select a date on the calendar an additional screen will appear. The screenshot below briefly describes a few key features. While the example shown is for Weekly HCP COVID-19 Vaccination data, the same values are displayed at the top of the Weekly Residents COVID-19 Vaccination data screen. The values Date Created, FacilityID, Week of Data Collection, Vaccination Type and Date Last Modified appear in grey cells and cannot be edited on this screen.

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This is the first date that a user entered and saved COVID-19 Vaccine: HPS data for the below week of data collection

COVID-19 Vaccine: HCP COVID-19 Vaccine: Residents

Resident COVID-19 Cumulative Vaccination Summary for Long-Term Care Facilities

Date Created: 01/25/2023 3:00PM

*Facility ID: 21125 *Vaccination type: COVID19 Facility CCN #: ()

*Week of Data Collection: 12/26/2022 - 01/01/2023 *Date Last Modified: 01/25/2023 3:00PM

Cumulative Vaccination Coverage

This is the data that a user last edited and saved COVID-19 Vaccine: HPS data for the week of data collection. Note if this date and time is the same as Date Created date and time, it means that the record has not been updated since initial entry.

TIP: Did you know you can also view weekly NHSN COVID-19 Vaccination data (including the create date and modify date) in a line list? For more information visit:
<https://www.cdc.gov/nhsn/pdfs/hps/covidvax/covidvax-hps-linelist-508.pdf>.

How to Enter or Revise Your Facility CCN

If you are unsure of your facility's CCN, please refer to the look-up tool located at <https://qcor.cms.gov/main.jsp> and follow the instructions below:

1. Using the left navigation pane, select "Basic Search" under "Tool".
2. On the next page, enter your facility information and click the "Search" button.
3. Select your facility on the basic search results report screen to view results and the CCN. **Do not select the laboratory CCN, which has 10 digits and includes a letter.**
4. Compare your CCN generated by the look-up tool to the CCN recorded in NHSN. If these differ, please enter the correct CCN for your facility in NHSN. To change the CCN listed in NHSN, please refer to this guidance document: <https://www.cdc.gov/nhsn/pdfs/ltc/ccn-guidance-508.pdf>

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How to Correct Your Facility Type

If you selected the incorrect facility type upon or after completing the enrollment process and would like to change your facility type, follow the directions below:

1. Log into NHSN.
2. On the left-hand navigation panel, select > **Facility**>>**Facility Info** near the bottom of the screen.
3. When the *Edit Facility Information* screen appears, scroll down to *Facility type*.
4. Choose the correct facility type in the drop-down menu.
5. Select “Update” at the bottom of the screen (to save your edits).

Please note: The all COVID-19 facility types available during enrollment may not be reflected on this list:

- a. LTC-ASSIST – Assisted Living Facilities and Residential Care Facilities
- b. LTC-ICF/IID – Intermediate Care Facilities for Individuals with Intellectual Disabilities
- c. LTC-SKILLNURS – Skilled Nursing Facility *
*CMS Certified required for reporting
+Includes both skilled nursing facilities and nursing home
- d. LTC-PSYCH – Psychiatric Residential Treatment Facility
- e. LTC - SVHALF – Assisted Living Facility for State Veteran’s Homes
- f. LTC - SVHSNF – Skilled Nursing Facility for State Veteran’s Homes