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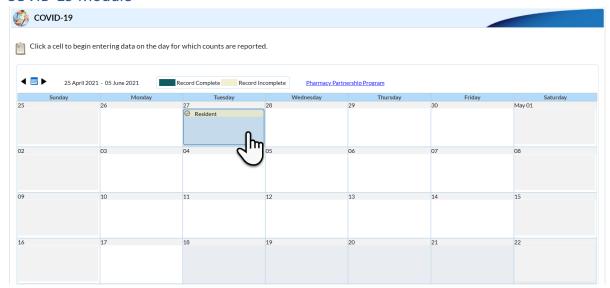# COVID-19 Modules: Data Entry Screens

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
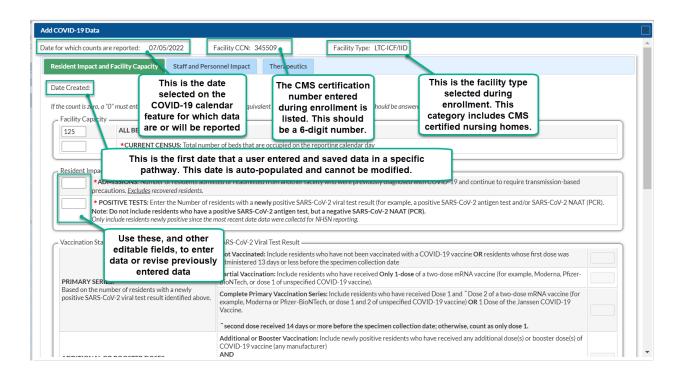
COVID-19 Module

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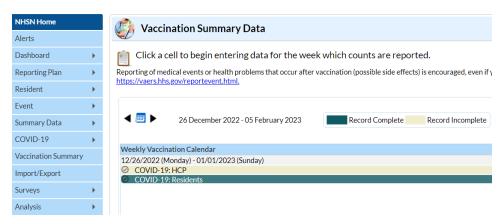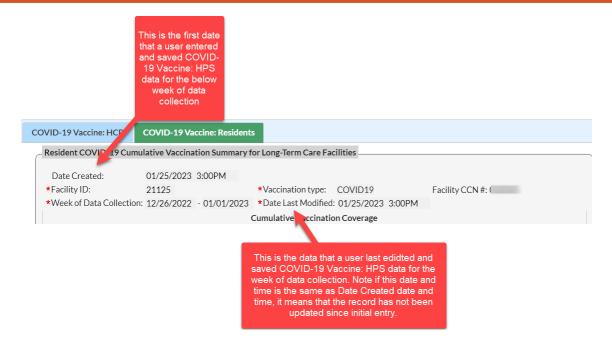
NOTE: The Date Created, Date for which Counts are Reported, CCN, and Facility Type cannot be edited on this screen. If the CCN and facility type are incorrect, please use the instructions on page 4 to make corrections.

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.

Select the week of interest to view or modify exisiting 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.

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 edidted 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

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