Description

This document serves as a user guide for the COVID-19 Module data entry screen. 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

Upon login to NHSN and the COVID-19 Module, the calendar feature appears. Click a cell to begin entering data or to review data previously entered.
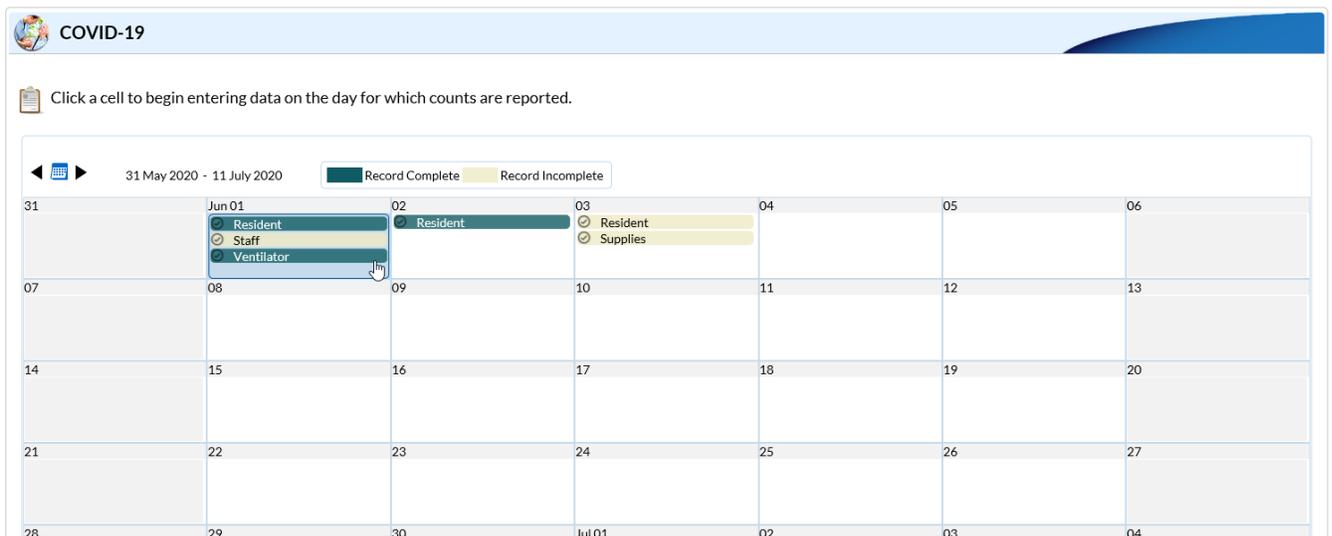
After you select a date on the calendar, and additional screen will appear. The screenshot on the next page briefly describes a few key features.

NOTE: Each of the four pathways will be highlighted as green if all questions have been answered. Any pathway highlighted as tan or missing (blank white pace on the date in the calendar) will need your attention in which you can easily click on the date and make necessary edits. If the answer is none-- enter 0 as a blank field is equivalent to missing data.

![NHSN National Healthcare Safety Network logo]

Long-Term Care Facility (LTCF)
COVID-19 Module: Data Entry Screen

This is the date selected on the COVID-19 calendar feature for which data are or will be reported.

The CMS certification number entered during enrollment is listed. This should be a 6-digit number.

This is the facility type selected during enrollment. The category includes CMS certified nursing homes.

Edit COVID-19 Data

Date for which counts are reported: 06/01/2020   Facility CCN: 054321   Facility Type: LTC-SKILLNURS

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

| Ventilator Capacity and Supplies |

Date Created: 06/18/2020 2:27PM

This is the first date that a user entered and saved data in the specific pathway. In this example, the data reported in the *Resident Impact and Facility Capacity* pathway for June 1 were entered on June 18 at 2:27pm. Note: This date cannot be modified.

For the following questions, please collect data at the same time at

Resident Impact

10	**ADMISSIONS:** Residents admitted or readmitted who were previously diagnosed with COVID-19 from another facility
1	**CONFIRMED:** Residents with new laboratory positive COVID-19
1	**SUSPECTED:** Residents with new suspected COVID-19
12	**TOTAL DEATHS:** Residents who have died in the facility or another location
12	**COVID-19 DEATHS:** Residents with suspected or laboratory positive COVID-19 who died in the facility or another location

Facility Capacity and Laboratory Testing

23	**ALL BEDS (FIRST SURVEY ONLY)**
4	**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

Use these fields to enter or revise data previously entered.

NOTE: The create date, 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 the following page to make corrections.

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 COVID-19 facility types available during enrollment are not reflected on this list:
   a. LTC-ASSIST – Assisted Living Residence
   b. LTC-DEVDIS – Long-term Care Facility for the Developmentally Disabled
   c. LTC-SKILLNURS – Skilled Nursing Facility *
      *CMS Certified required for reporting