

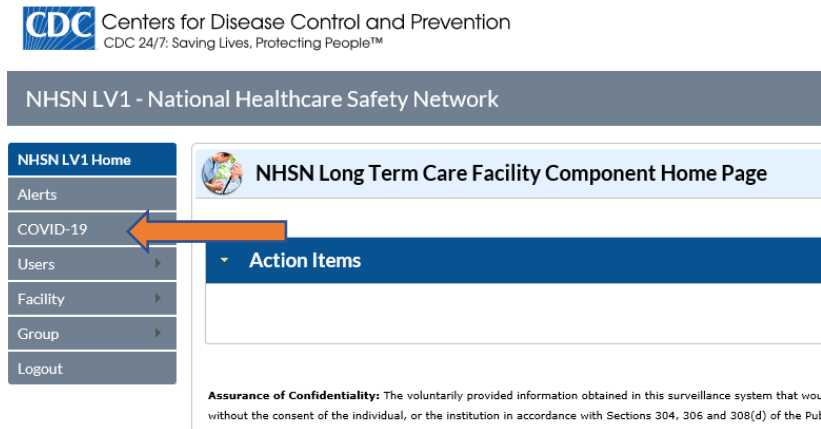
LONG-TERM CARE FACILITY (LTCF) Group Guide to Using the COVID-19 Module

Description

As part of CDC’s ongoing COVID-19 response, NHSN LTCFs are entering counts of suspected and confirmed cases into NHSN using the newly created COVID-19 Module. The new module is a calendar-based form that collects data across four pathways: (1) Resident Impact and Facility Capacity, (2) Staff and Personnel Impact, (3) Supplies & Personal Protective Equipment, (4) Ventilator Capacity & Supplies. COVID-19 data are expected to be collected at the same time but may also be reported into the application retrospectively. NHSN anticipates that Groups will use the summary data for situational awareness and for public health response.

The steps below outline the process for Groups to access COVID-19 data from LTCFs within their group. If the group is already pre-established with LTCFs, the first step below under “Establish Group” can be skipped.

Please note: if accessing NHSN through different level of SAMS credentials, the interface will look slightly different as shown below but all functionality related to COVID-19 data reporting are the same.



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Access to COVID-19 Summary Data: Define Rights Template

Step 1:

Navigate to the left-hand menu and select *Group -> Define Rights* to access the Define Rights Template (DRT). When the page loads, notice the options for *COVID-19 View Data* and *COVID-19 CSV Data Upload*, select both options. Scroll down to the bottom of the page to click *Save* to save the update. This change will create an Alert with LTCF facilities to re-confer to the Group.

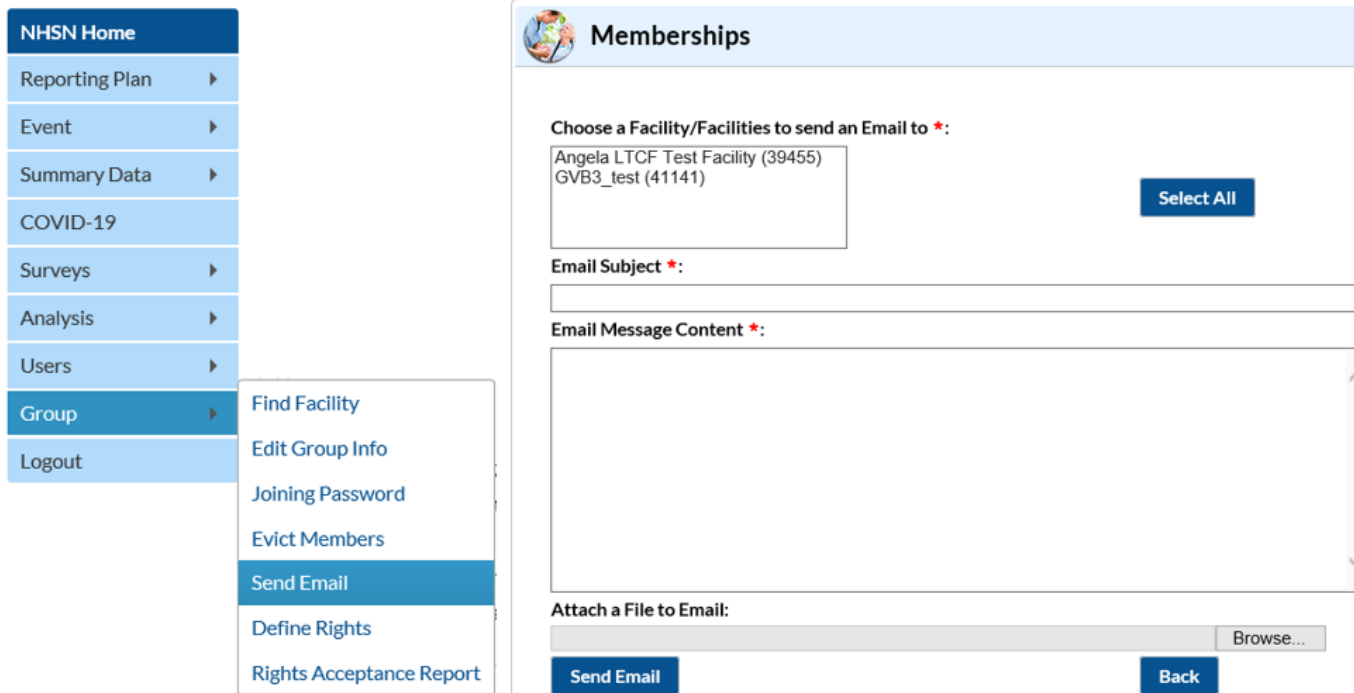


The screenshot displays the NHSN interface for defining rights for a long-term care facility group. On the left, a navigation menu is shown with 'Group' selected, and a sub-menu where 'Define Rights' is highlighted by a red arrow. The main content area is titled 'Define Rights-Long Term Care' and includes a warning: 'Please select the rights that facilities joining "Angela's test group" will confer'. Under the 'General' section, 'View Options' are set to 'Without Any Identifiers'. Under 'Data Analysis', three options are checked and highlighted with a red box: 'Facility Information', 'COVID-19 View Data', and 'COVID-19 CSV Data Upload'. At the bottom right, a 'Save' button is highlighted with a red arrow, and a 'Back' button is also visible.

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Step 2:

It is good practice to notify LTCFs when changes have been made to the DRT so they can know when to address the Alert to re-confer rights. Using the **“Send Email”** under the **“Group”** tab of the Navigation pane, send an email to your membership regarding the updates to the DRT. LTCFs will have to re-confer rights to the Group to grant access to the COVID-19 summary data. NHSN recommends using descriptive **“Email Subject”** and an instructive **“Email Message Content”** when sending the email to the facilities. In the email, please consider informing facilities on how the Group intends to use the data.



The screenshot shows the NHSN web interface. On the left is a navigation pane with the following items: NHSN Home, Reporting Plan, Event, Summary Data, COVID-19, Surveys, Analysis, Users, Group, and Logout. The 'Group' item is selected, and a dropdown menu is open showing options: Find Facility, Edit Group Info, Joining Password, Evict Members, Send Email (highlighted), Define Rights, and Rights Acceptance Report. The main content area is titled 'Memberships' and contains the following fields and buttons:

- Choose a Facility/Facilities to send an Email to *:** A list box containing 'Angela LTCF Test Facility (39455)' and 'GVB3_test (41141)', with a 'Select All' button to the right.
- Email Subject *:** An empty text input field.
- Email Message Content *:** A large empty text area with a vertical scrollbar.
- Attach a File to Email:** A file input field with a 'Browse...' button.
- At the bottom of the form are two buttons: 'Send Email' and 'Back'.



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Step 3

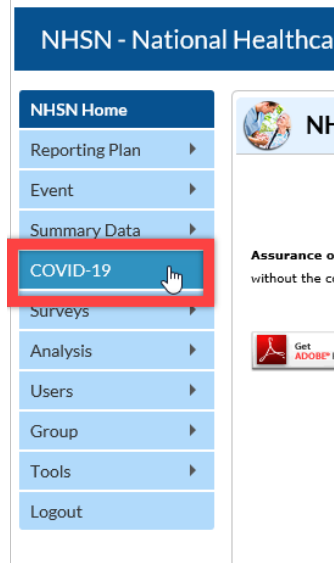
Once LTCFs have conferred rights to the group, the facilities' COVID-19 data will be viewable within the group under *COVID-19* on the left-hand side menu bar, see below for further instructions.

Note: *No new dataset generation is required to be able to view the COVID-19 summary data once the DRT has been updated and rights have been re-conferred. This is because the COVID-19 summary data are not included in the Analysis function of NHSN at this time.*

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How to Access COVID-19 Data

STEP 1: Select the COVID-19 tab on the left navigation panel to be directed to a new page with a list of facilities who have entered summary data. The list includes facility ID, Month and Year for which data have been entered.



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
STEP 2: On the facility list page, Group Users can view a facility’s data by clicking on the facility ID per month/year.

 **COVID-19**

Page 1 of 1	View 1 - 3 of 3		
Facility ID	Facility Name	Month	Year
11101	LTC_SKILLNURSE_JE	February	2020
11101	LTC_SKILLNURSE_JE	March	2020
11101	LTC_SKILLNURSE_JE	April	2020
Page 1 of 1	View 1 - 3 of 3		

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

A dialogue box will appear with the summary data for the selected facility ID as shown in the screenshot.

 **COVID-19**

COVID-19 Monthly Data


Resident Capacity							
Facility ID	collectiondate	numresadmc19	numresconfc19	numressusc19	numresdied	numresc19died	numltcfbeds
11101	02/01/2020	10	10	10	10	10	100
11101	02/02/2020	10	10	9	5	1	100

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Alternatively, Groups can export all facilities' data to a CSV file, by selecting the *Export CSV* button as shown below. Data can be analyzed outside the NHSN application using the exported table.

 **COVID-19**

Page 1 of 1	10	View 1 - 3 of 3	
Facility ID	Facility Name	Month	Year
11101	LTC_SKILLNURSE_JE	February	2020
11101	LTC_SKILLNURSE_JE	March	2020
11101	LTC_SKILLNURSE_JE	April	2020
Page 1 of 1	10	View 1 - 3 of 3	

Upload CSV...

Download CSV Template...

Export CSV...

When *Export CSV* is selected, a pop-up appears to allow Group Users to select to export which of the four pathway's data or to export all data.

✖
Export CSV

Option	File Name	Format
<input checked="" type="radio"/> All	covid19all.zip	zipped
<input type="radio"/> Resident Capacity	covid19res.csv	csv
<input type="radio"/> Staff	covid19staff.csv	csv
<input type="radio"/> Supplies	covid19supp.csv	csv
<input type="radio"/> Ventilator	covid19vent.csv	csv

Export

Cancel

