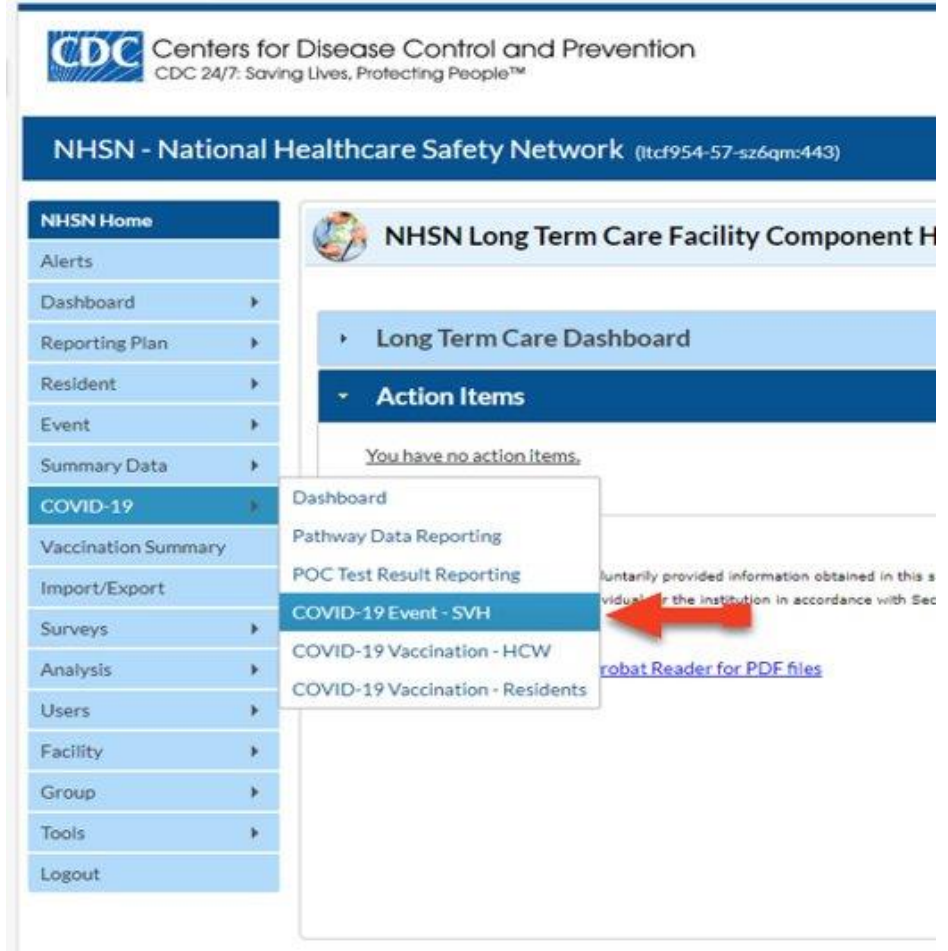


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COVID-19 Event Form Frequently Asked Questions

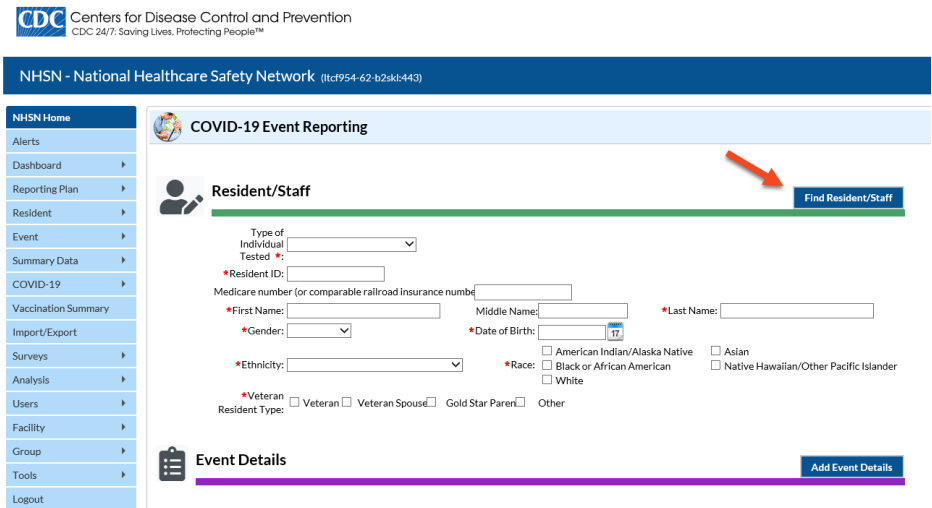
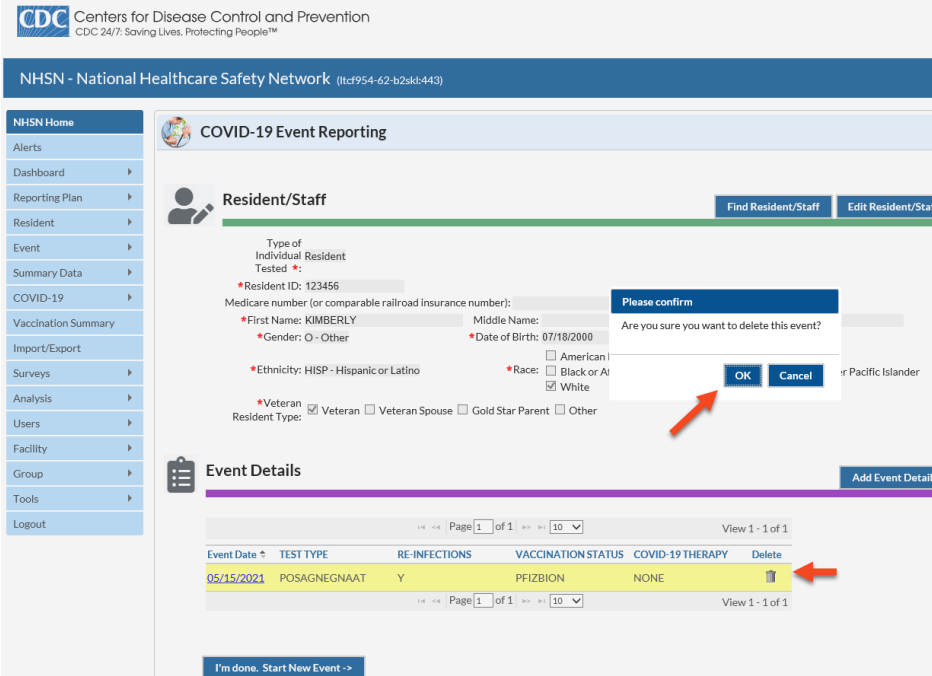
PROTOCOL & DEFINITION RELATED QUESTIONS

1. COVID-19 Event Form

TOPIC	QUESTION	RESPONSE
Covid-19 Event Reporting	Do I need to report daily or weekly?	Both. A new event must be entered each time a resident or staff member newly tests positive for COVID-19, including re-infections and re-admissions. CMS certified State Veteran Homes will still be required to complete all COVID-19 Module Pathways on a weekly basis (Resident Impact and Facility Capacity, Staff and Personnel Impact, Supplies and Personal Protective Equipment, Ventilator Capacity and Supplies and Therapeutics).
	How do I delete an event from the system?	<ol style="list-style-type: none"> Log-in to the NHSN system. On the left navigation bar, select COVID-19, then COVID-19 Event-SVH:  <p>The screenshot shows the NHSN - National Healthcare Safety Network interface. On the left is a navigation menu with options like Alerts, Dashboard, Reporting Plan, Resident, Event, Summary Data, COVID-19, Vaccination Summary, Import/Export, Surveys, Analysis, Users, Facility, Group, Tools, and Logout. The 'COVID-19' option is selected, and a dropdown menu is open showing options: Dashboard, Pathway Data Reporting, POC Test Result Reporting, COVID-19 Event - SVH (highlighted with a red arrow), COVID-19 Vaccination - HCW, and COVID-19 Vaccination - Residents. The main content area shows 'NHSN Long Term Care Facility Component H' and 'Long Term Care Dashboard' with 'Action Items'.</p>

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		<p>2. Simply find the individual for whom you wish to delete test results.</p>  <p>3. Then click on the trash can icon under "Delete" on the Event Details Result Reporting screen and then click on "OK" to the prompt "Are you sure you want to delete this event?"</p> 
	Where can I find information about how to assign a Resident ID# or Staff ID#?	<p>The resident ID# is the resident identifier assigned by the facility and may consist of any combination of numbers and/or letters. This should be an ID that remains the same for the resident across all admissions and stays reported to NHSN.</p> <p>If the individual tested is a staff/volunteer/contractor at the facility, enter an alphanumeric staff ID number. This is a number assigned by the facility and may consist of any combination of numbers and/or letters.</p>

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TOPIC	QUESTION	RESPONSE
	Who assigns an Event #?	The event number is auto-populated by the NHSN system.
	How should we answer if the resident was admitted to the hospital for another event (i.e., AMI) in the time frame with the current positive test?	Select "YES" if the resident was transferred to an acute care facility (hospital, long-term acute care hospital, or acute inpatient rehabilitation facility only) for this COVID-19 event only , otherwise select "NO."
	Is there a requirement for State Veteran homes to report POC test results to NHSN?	<p>Yes. The requirement is part of the H.R.7105 - Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020. The purpose of the act is to provide flexibility for the Secretary of Veterans Affairs in caring for homeless veterans during a covered public health emergency, to direct the Secretary of Veterans Affairs to carry out a retraining assistance program for unemployed veterans, and for other purposes.</p> <p>https://www.congress.gov/bill/116th-congress/house-bill/7105</p> <p>https://www.congress.gov/bill/116th-congress/house-bill/7105/text?q=%7B%22search%22%3A%5B%22HR+7105%2C+Title+III%22%5D%7D&r=3&s=2#toc-HB7863A034E29417A8C549A9B32F49AB9</p>
	Must negative results also be reported?	No, only positive results must be reported.
	Must I report test results for visitors?	No, results only need to be included for residents and staff/volunteers/contractors of State Veterans Homes.
	What if I don't see COVID-19 Event-SVH in the drop-down menu?	<p>As part of CDC's ongoing COVID-19 response, the Resident and Staff COVID-19 Event Forms are designed to help long-term care facilities (LTCFs) track and monitor residents and staff who test-positive for COVID-19 (SARS-CoV-2). LTCFs eligible to report data include Skilled Nursing Facility for State Veteran's Homes (LTC-SVHSNF) and Assisted Living Facility for State Veteran's Homes (LTC-SVHALF). LTCFs that are not currently enrolled in NHSN will need to complete enrollment before the COVID-19 event forms are accessible. LTCFs enrolling in NHSN for the first time should follow the instructions outlined on the 5-Step Enrollment for Long-term Care Facilities web-page.</p> <p>Once the facility is completely enrolled and activated in NHSN, the Resident and Staff COVID-19 Event Forms will be available in the application. Follow the steps below to edit your facility type to gain access to "COVID-19 Event-SVH reporting."</p>

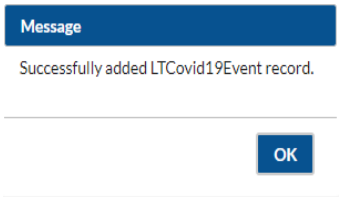

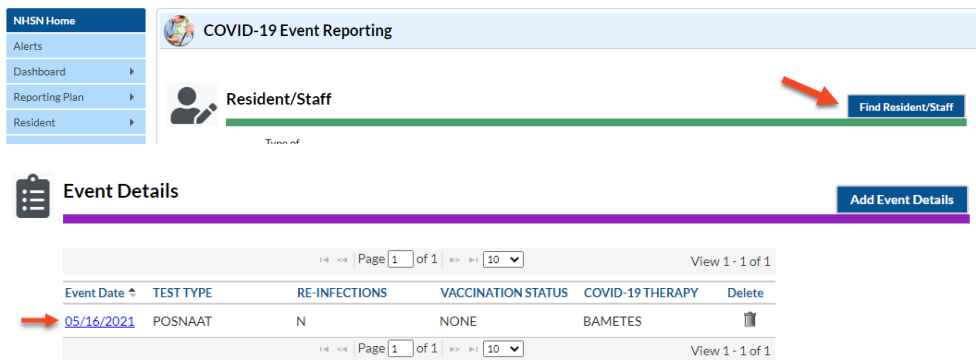
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TOPIC	QUESTION	RESPONSE
	How do I correct/edit the facility type?	<p>Please follow the directions below if you would like to change your facility type:</p> <ol style="list-style-type: none"> 1. Log into NHSN. 2. On the left-hand navigation panel, select > Facility>>Facility Info near the bottom of the screen. 3. When the <i>Edit Facility Information</i> screen appears, scroll down to <i>Facility type</i>. 4. Choose the correct facility type in the drop-down menu. LTC-SVHSNF (Nursing Home/Skilled Nursing Facility) Or LTC-SVHALF (Domiciliary/Assisted living) 5. Select "Update" at the bottom of the screen (to save your edits). 6. You will need to log-out and log back-in for changes to take effect.
	What if I do not know the race or ethnicity of the resident or staff member?	<p>Race and ethnicity are required data fields for event reporting. In basic terms, race describes physical traits, and ethnicity refers to cultural identification. Race may also be identified as something you inherit while ethnicity is something you learn. NHSN classifies race according to the 5 races included in the Office of Management and Budget's (OMB) issued the Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity.</p> <p>https://obamawhitehouse.archives.gov/omb/fedreg_1997standards</p> <ul style="list-style-type: none"> • American Indian/Alaska Native • Asian • Black or African American • Native Hawaiian/Other Pacific Islander • White <p>Please note that more than one race may be elected for an individual.</p> <p>Likewise, ethnicity can be categorized as:</p> <ul style="list-style-type: none"> • Hispanic or Latino • Not Hispanic or Latino <p>Hispanic or Latino is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. *</p> <p>The resident should always be asked to identify their race and ethnicity. If the resident is not a good historian, then check with a close family member.</p> <p>* https://www.census.gov/topics/population/hispanic-origin/about.html</p>
	Can I upload COVID-19 Event results to NHSN?	Presently, NHSN does not have a method to upload or export Resident and Staff COVID-19 Event results.

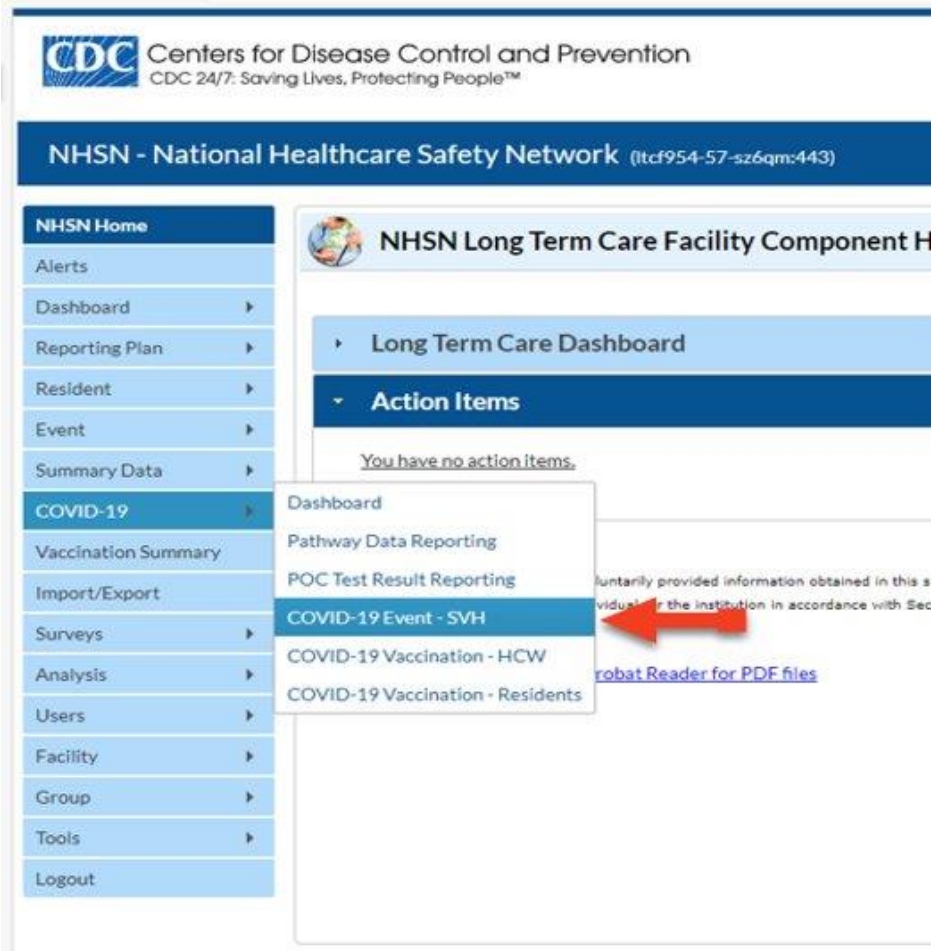
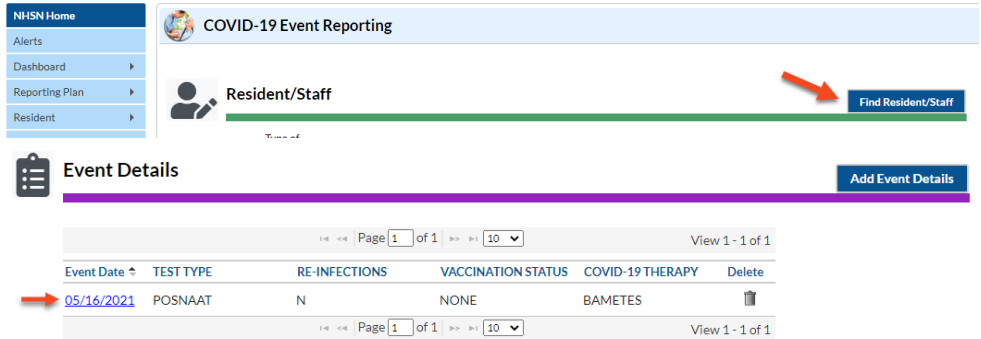
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TOPIC	QUESTION	RESPONSE
	How do I know if my data saved?	<p>Once you hit "SAVE" you will receive a confirmation message. However, there are a few options you can perform to check. If you see the button, "I'm done. Start a new POC test result," that is a good indicator that your data is saved. You can also check if your data saved by searching for the individual, then looking to see if their test results appear at the bottom of the page.</p> <p>Please see below the screen shots of these options to better assist you.</p> <ol style="list-style-type: none"> You should see the message button (below):  You should also see the test notification button (below):  Use the Find Resident/Staff option within the COVID-19 Event Reporting Tool, and then look for the test result at the bottom of the page. 
	When we begin submitting data to the COVID-19 event Module, do we need to enter retrospective data; and if so, how far back?	NHSN encourages facilities to enter data beginning May 27, 2021.

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TOPIC	QUESTION	RESPONSE
	Where do I get my VA station Code?	Please contact your VA GEC representative to obtain your assigned station code.
Edits	Can I make edits to an event after it has been submitted?	<p>1. Yes. A user may edit an event by logging into the NHSN application home page and on the left navigation bar, Click COVID-19, then COVID-19 Event-SVH.</p>  <p>2. Next, Use the Find Resident/Staff option within the COVID-19 Event Reporting Tool, and then look for the test result/test date at the bottom.</p> 

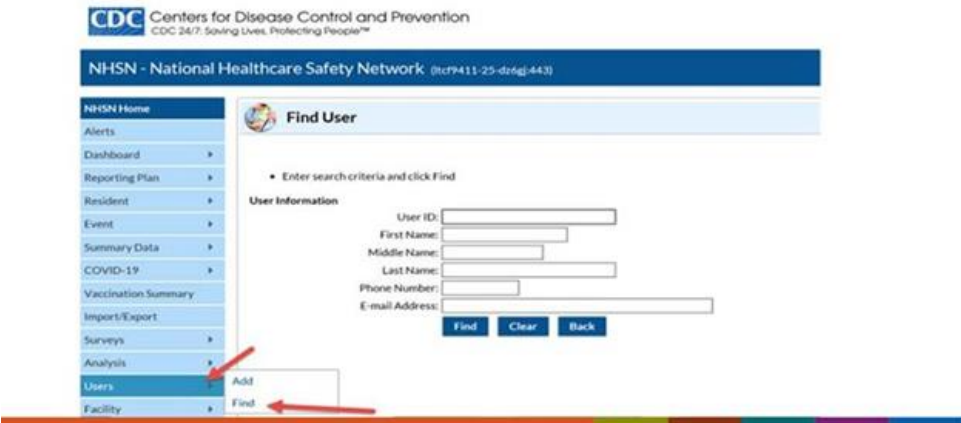

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TOPIC	QUESTION	RESPONSE
		<p>3. Once the event opens, you are able to make edits. Once edits have been made, select SAVE. You will receive the following confirmation:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Message</p> <p>Successfully updated LTCovid19Event record.</p> <p style="text-align: right;">OK</p> </div>
	How do I change/edit the Resident or Staff ID?	It is not possible to edit an ID in the system. You must create a new individual in the system with a new ID, delete the test results from the incorrect ID and add them to the new (correct), ID.
Staff Events	How do I respond if a staff member was diagnosed by private health care and called to report to facility?	<p>The individual tested should always be asked to identify the “test type” that was performed in the event of the staff member being diagnosed by a private physician or healthcare facility.</p> <p>If the staff member is tested at an outside facility and notifies the facility of a positive test result but is unaware of the “test type” select, <i>“Any other combination of SARS-CoV-2 NAAT (PCR) and/or antigen test(s) with at least one positive test”</i> as the response.</p>

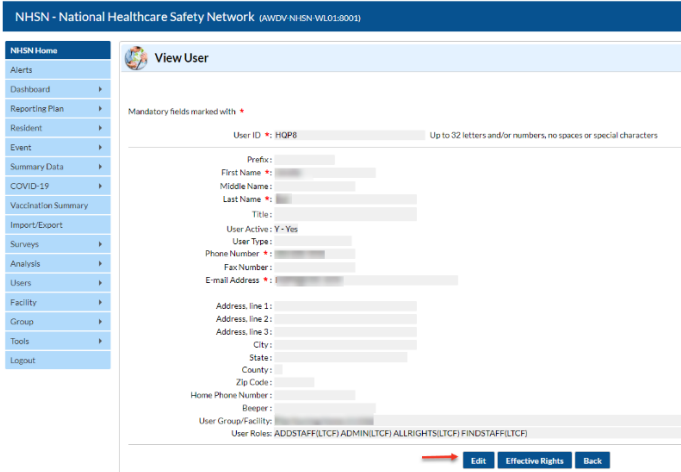
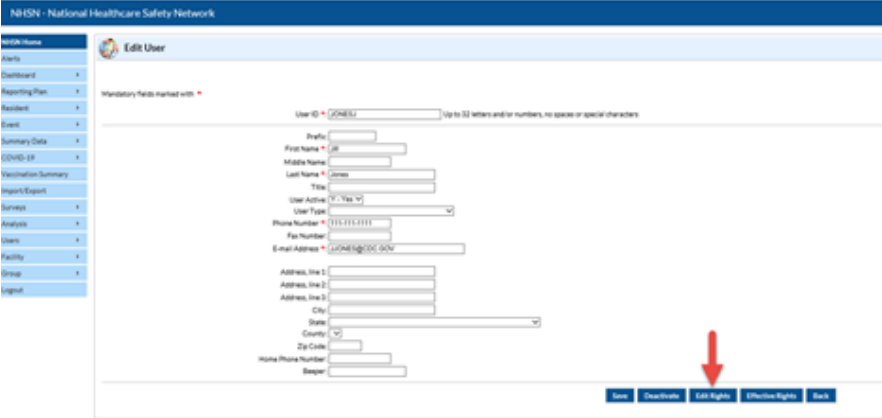
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TOPIC	QUESTION	RESPONSE
	What if I don't see the option for adding staff data in the "Type of individual tested" drop down menu?	<p>The NHSN Facility Administrator (FacAd) will be the only registered NHSN user in the facility to whom access to Staff test data is automatically granted by NHSN. If other NHSN Users in the facility need the ability to enter or access Staff events or data, the NHSN FacAd will need to grant such rights through the "Users" option in the blue navigation bar on the left side of the screen while in the NHSN application. Without the granting of such rights, Staff data screens will not be visible to the NHSN User.</p> <p>Please see screen shots below for steps for an NHSN FacAD to assign "add, enter or delete", or "view" rights to staff POC test data, to additional facility NHSN members.</p> <p>1. Once in the NHSN application, choose Users, and then Find from the options on the blue navigation bar and drop-down menu respectively.</p>  <p>2. Type in the last name of the individual who is already an NHSN User in the facility. Choose Find.</p> 

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TOPIC	QUESTION	RESPONSE
		<p>3. Once the user is located, on the “View User” screen, choose Edit.</p>  <p>4. On the Edit User screen, choose Edit Rights.</p>  <p>5. On the Edit User Rights Screen, check the appropriate box(es) indicating the desired rights for the NHSN member, 1) Staff- Add, Edit, Delete, or 2) Staff – View. Then choose “Save.” Repeat the process for any others facility NHSN members as needed.</p> 