

## COVID-19 SURVEILLANCE DATA REPORTING BEST PRACTICES

- I. Implement **ONGOING REVIEW OF DATA** entries to ensure accuracy and agreement between reporting pathways, considering:
  - a. Reporting timeline and cadence requirements
  - b. Current variable definitions
  - c. Monitor published data sources:
    - i. Federal:
      1. NHSN portal
      2. [CMS](#)
    - ii. State – [Long Term Care Data](#)
  - d. Confirm data entered in EMResource is passed-through to NHSN as expected each reporting period
  - e. Follow prescribed data corrections processes
    - i. NHSN – [Correcting Data Entered in the Long-term Care Facility \(LTCF\) COVID-19 Module](#)
    - ii. EMResource – submit request to MDHHS to make corrections to historical data via [SNF EMResource Data Corrections Worksheet](#)  
> Reporting accordion
  
- II. **LEVERAGE RESOURCES** available to support accurate reporting
  - a. NHSN
    - i. Review ALL email communication from NHSN
    - ii. Review the documentation on the NHSN LTCF COVID-19 Webpage, with particular attention to Table of Instructions which include definitions and sample scenarios to support interpretation for appropriate reporting of complex variables (<https://www.cdc.gov/nhsn/ltc/covid19/index.html>)
    - iii. Review report to verify facility data submissions to NHSN
    - iv. Review report to verify what NHSN has submitted to CMS on your facility's behalf

*See figures 1-3 below for screenshots to access NHSN reports*

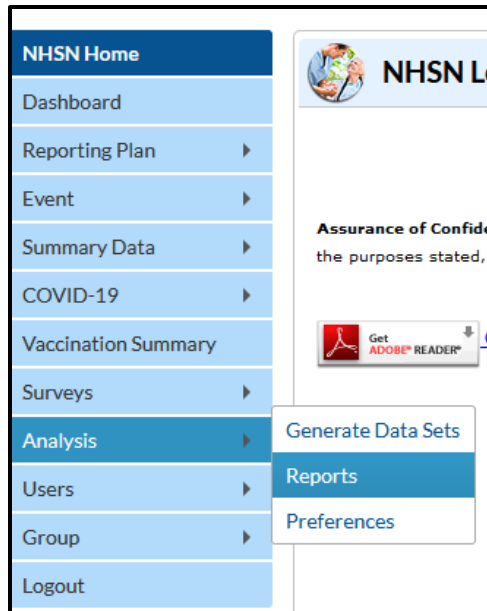


Figure 1: Accessing “Reports” in NHSN portal

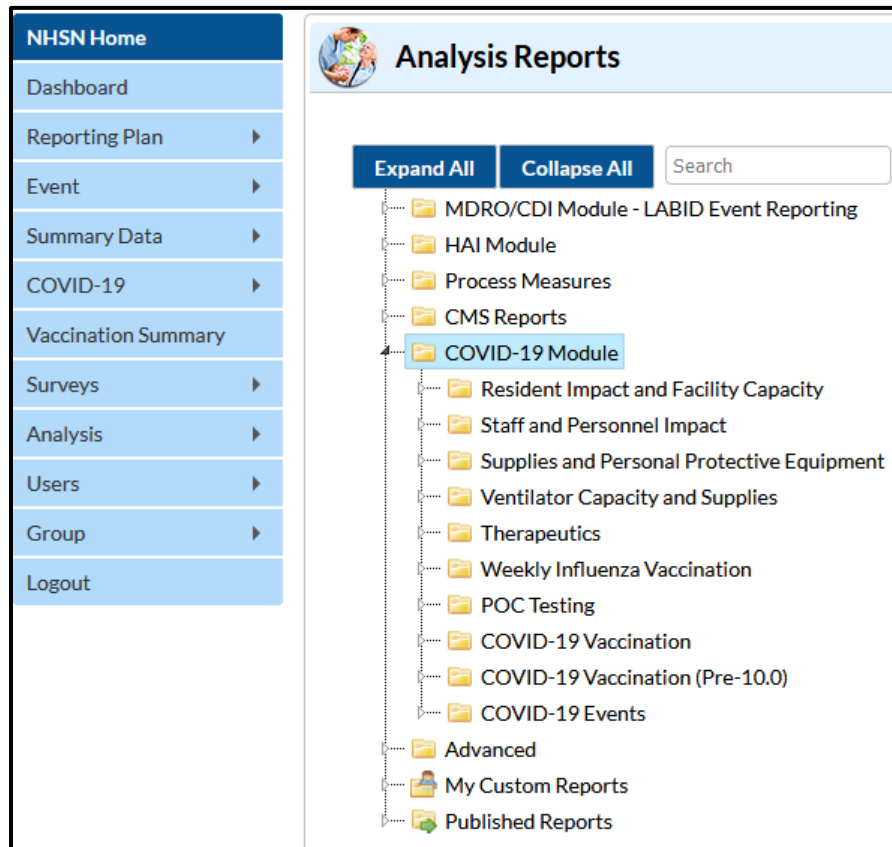


Figure 2: Access COVID-19 Module Reports to verify data entry and pass-through via EMResource (if applicable)

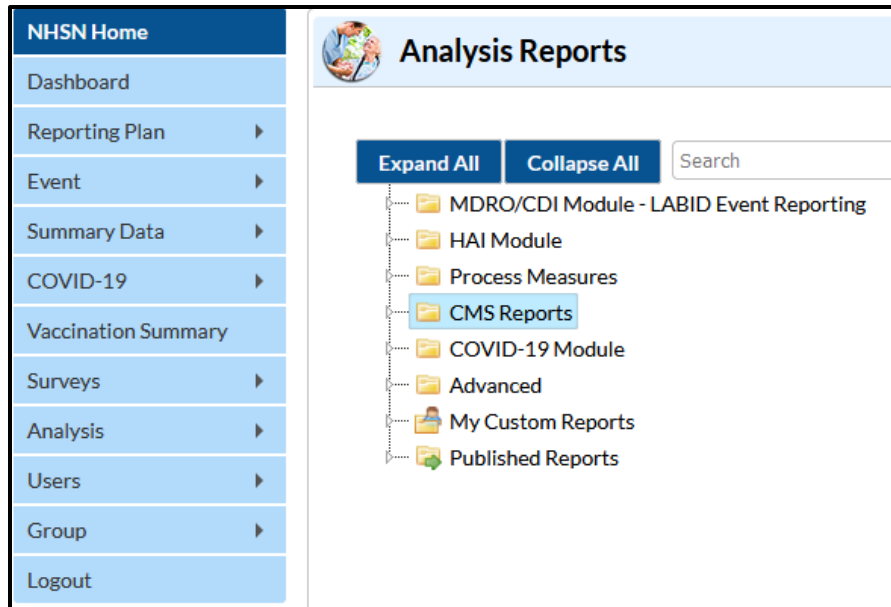
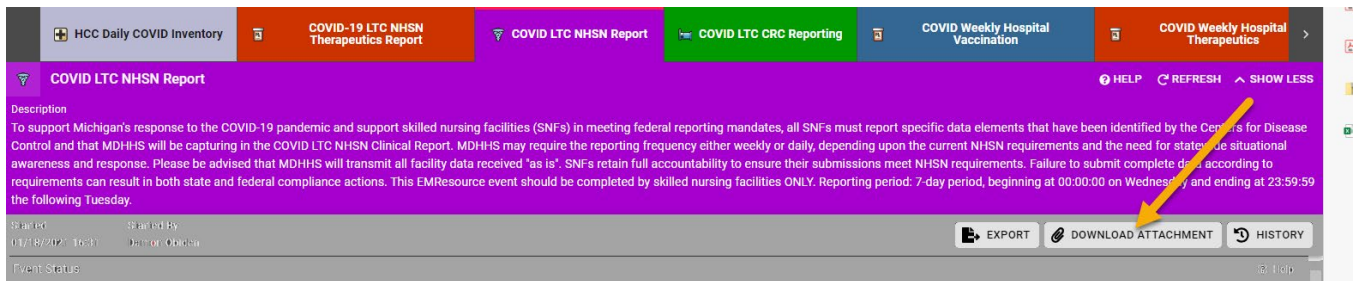


Figure 3: Access CMS Reports to verify data submissions by NHSN to CMS on your facility's behalf

- b. EMResource – refer to downloadable instructions within application; see visual example for COVID LTC NHSN Report below. Similar resource is available on each colored tab.



- c. [SNF Reporting Quick Guide](#)
- d. Contact support:
  - i. State reporting:
    - 1. General guidance: [MDHHS-MSA-COVID19@michigan.gov](mailto:MDHHS-MSA-COVID19@michigan.gov)
    - 2. Technical support: [MDHHS-CHECC-EMResource@michigan.gov](mailto:MDHHS-CHECC-EMResource@michigan.gov)
  - ii. NHSN reporting: [nhsn@cdc.gov](mailto:nhsn@cdc.gov)

### III. UTILIZE TECHNICAL ASSISTANCE opportunities

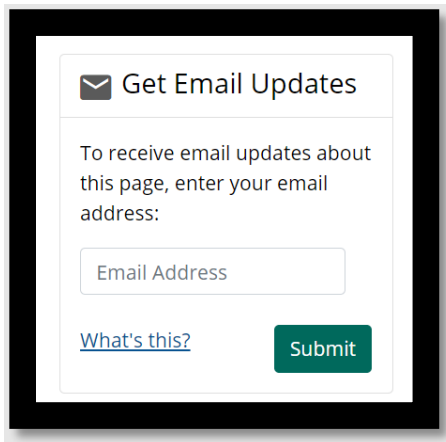
- a. SNF Office Hours; email [MDHHS-checc-EMResource@michigan.gov](mailto:MDHHS-checc-EMResource@michigan.gov) for more information
- b. HCC Calls
- c. Attend COVID-19 Module Trainings
- d. MDHHS' Annual Audit

#### IV. **AVOID** common reporting **ERRORS**

- a. Stay up to date on reporting requirements and definitions
  - i. NHSN: [COVID-19 Module](#) | [LTCF](#) | [NHSN](#) | [CDC](#)
  - ii. MDHHS/EMResource updates – refer to downloadable instructions within application (see II(b) above)
- b. Understand difference between incident (reporting period) and cumulative (running total) variable reporting
- c. Tips for NHSN reporting:
  - i. Report in the pathway at least once during the reporting week
  - ii. Report only new counts since the last time counts were collected for reporting to NHSN
  - iii. Do not leave any data fields blank; enter '0' if appropriate
  - iv. Facilities that rely on EMResource pass-through to NHSN at the end of the reporting period should verify on Thursdays by noon that all data has transferred appropriately.
- d. Review data before submitting
- e. Maintain accurate and detailed documentation to support staff transitions
- f. Implement ongoing data review as routine facility practice
- g. Update your local files as applicable to include new collected data elements and sunset obsolete elements

#### V. **STAY CONNECTED**

- a. Ensure your facility contact information recorded in NHSN and EMResource is up to date.
- b. Subscribe to receive MDHHS communications via Gov Delivery service <https://public.govdelivery.com/accounts/MIDHHS/subscriber/new?preferences=tr ue#tab1>
- c. Sign up to receive [email updates](#) to NHSN LTCF COVID-19 Module



The image shows a screenshot of a web form for signing up for email updates. The form has a title 'Get Email Updates' with an envelope icon. Below the title, it says 'To receive email updates about this page, enter your email address:'. There is a text input field labeled 'Email Address'. At the bottom left, there is a link 'What's this?'. At the bottom right, there is a green 'Submit' button.

**\*\* IMPORTANT \*\*\*** Facilities reporting to NHSN still need to follow state and local public health reporting requirements.