

## Instructions for Completion of the COVID-19 Long-term Care Facility (LTCF) Reporting Survey in Qualtrics: Adult Foster Care and Home for the Aged Facilities

Initial Registration Survey – Each facility completes one time to initiate reporting process and establish contact information.

Data Field	Instruction for Data Collection
Facility Name (Setting Name)	This is the Setting's name, rather than the Licensee Name
Facility LARA License Number	The LARA-assigned facility license number; 11-digit entry with 2 letters and 9 numbers, No dashes or spaces
Facility Street Address	Physical address where residents are housed
Facility City	City where facility is located
Primary Contact First Name	Name of individual responsible for completing weekly reporting
Primary Contact Last Name	Name of individual responsible for completing weekly reporting
Primary Contact Email Address	Email address for individual responsible for completing weekly reporting (where possible, this should be a generic/administrative email for a facility that will not change if there is a staffing change)
Primary Contact Phone Number	Preferred phone number for individual responsible for completing weekly reporting; XXX-XXX-XXXX
Resident COVID-Positive	<p>Includes TOTAL COUNT of resident COVID-19 cases between January 1, 2020, and midnight of the Tuesday before completion of Registration Survey.</p> <p>Includes positive results from antigen point-of-care (POC) test results* and/or PCR tests.</p> <p>*Exclude positive POC test results with a confirmatory negative PCR test performed within 2 calendar days of the initial antigen/POC test. (Date of specimen collection counts as day 1.)</p>
Resident COVID-19 Deaths	TOTAL COUNT of resident COVID-19 deaths between January 1, 2020, and midnight of the Tuesday before completion of the Registration Survey.

	<p><i>Resident COVID-19 Deaths</i> is defined as a resident who died from COVID-19 related complications and includes resident deaths in the facility AND in other locations, such as an acute care facility, to which the resident with COVID-19 was transferred to receive treatment.</p> <p>Resident discharged from the facility and not expected to return to the facility are excluded from the count.</p>
<p>Staff and facility personnel COVID-Positive</p>	<p>Includes TOTAL COUNT of staff and facility personnel COVID-19 cases between January 1, 2020, and midnight of the Tuesday before completion of registration survey. Includes positive results from antigen point-of-care (POC) test results* and/or PCR tests. This includes positive tests performed outside the facility (can include but is not limited to home tests, over the counter tests, and tests performed by a clinic or doctor’s office).</p> <p>*Exclude positive POC test results with a confirmatory negative PCR test performed within 2 calendar days of the initial antigen/POC test. (Date of specimen collection counts as day 1.)</p> <p>Staff and facility personnel include anyone working or volunteering in the facility, which includes, but is not limited to contractors, temporary staff, resident care givers, shared staff, etc.</p>
<p>Staff COVID-19 Deaths</p>	<p>TOTAL COUNT of staff COVID-19 deaths between January 1, 2020, and midnight of the Tuesday before completion of Registration Survey.</p> <p><i>Staff COVID-19 Deaths</i> is defined as staff and/or facility personnel who died from COVID-19 related complications.</p> <p>Staff and facility personnel include anyone working or volunteering in the facility, which includes, but is not limited to contractors,</p>

	temporary staff, resident care givers, shared staff, etc.
Current Census	Enter the total number of residents that are occupying a bed in the facility as of the date of completion of the Registration Survey.

**Weekly Reporting Survey** – Each facility submits one survey per license each week on Wednesday, between 5 AM and 7 PM.

Data Field	Instructions for Data Collection
Data Submission Date: <ul style="list-style-type: none"> <li>• Current week</li> </ul>	Select the date for which you are submitting data.
CURRENT CENSUS	Report total number of beds that are currently occupied. Current Census may include a combination of private pay and non-private pay occupied beds.  Include count at time of reporting.
COVID POSITIVE ADMISSIONS	Enter the number of residents newly admitted or readmitted from another facility who were previously diagnosed with COVID-19 and continue to require transmission-based precautions. Recovered residents are excluded. Included are persons under investigation; for example, residents exhibiting signs/symptoms suggestive of COVID-19, pending test results and require transmission-based precautions upon admission).  Include only the count since last reporting period.
RESIDENT POSITIVE	Enter the number of residents with a new positive COVID-19 test result, including reinfections*. The test result may be from a NAAT/PCR or rapid point-of-care (POC) antigen test. Positive results from POC rapid test results are counted <b>UNLESS</b> a negative confirmatory PCR test is performed within 2 calendar days of the initial antigen/POC test. (Date of specimen collection counts as day 1.)  Example: A total of 3 residents had positive point-of-care (POC) antigen test results during the reporting period. <ul style="list-style-type: none"> <li>- 1 resident had a follow-up negative NAAT (PCR) test performed within 2 calendar days of the POC antigen test – DO NOT COUNT</li> <li>- 1 resident had a follow-up positive NAAT (PCR) test performed within 2 calendar days of the POC antigen test – COUNT THIS POSITIVE</li> <li>- 1 resident did not have any follow-up test performed – COUNT THIS POSITIVE</li> </ul>

	<p>Total count of positive test results = 2</p> <p>Include only the count since last reporting period.</p> <p><i>*Reinfections: defined as a new positive COVID-19 viral test performed more than 90 days after an initial COVID-19 infection.</i></p>
<p>RESIDENT COVID-19 DEATHS</p>	<p>Enter the number of residents with COVID-19 who died in the facility or another location.</p> <p><i>Resident COVID-19 Deaths</i> is defined as a resident who died from COVID-19 related complications and includes resident deaths in the facility AND in other locations, such as an acute care facility, to which the resident with COVID-19 was transferred to receive treatment.</p> <p>Resident discharged from the facility and not expected to return to the facility are excluded from the count.</p> <p>Include only the count since last reporting period.</p>
<p>STAFF POSITIVE</p>	<p>Enter the number of staff and facility personnel with a new positive COVID-19 test result, including reinfections*. The test result may be from a NAAT/PCR or rapid point-of-care (POC) antigen test. Positive results from POC rapid test results are counted <b>UNLESS</b> a negative confirmatory PCR test is performed within 2 calendar days of the initial antigen/POC test. (Date of specimen collection counts as day 1.)</p> <p>Include positive tests performed outside the facility (can include but is not limited to home tests, over the counter tests, and tests performed by a clinic or doctor’s office)</p> <p>Example: A total of 3 staff had positive point-of-care (POC) antigen test results during the reporting period.</p> <ul style="list-style-type: none"> <li>- 1 staff had a follow-up negative NAAT (PCR) test performed within 2 calendar days of the POC antigen test – DO NOT COUNT</li> <li>- 1 staff had a follow-up positive NAAT (PCR) test performed within 2 calendar days of the POC antigen test – COUNT THIS POSITIVE</li> </ul>

	<ul style="list-style-type: none"> <li>- 1 staff did not have any follow-up test performed – COUNT THIS POSITIVE</li> </ul> <p>Total count of positive test results = 2</p> <p>Staff and facility personnel include anyone working or volunteering in the facility, which includes, but is not limited to contractors, temporary staff, resident care givers, and shared staff.</p> <p>Include only the count since last reporting period.</p> <p><i>*Reinfections: defined as a new positive COVID-19 viral test performed more than 90 days after an initial COVID-19 infection.</i></p>
STAFF COVID-19 DEATHS	<p>Enter number of staff and facility personnel who died from COVID-19 related complications.</p> <p>Staff and facility personnel include anyone working or volunteering in the facility, which includes, but is not limited to contractors, temporary staff, resident care givers, and shared staff.</p> <p>Include only the count since last reporting period.</p>