



Michigan Department of Health & Human Services

COVID-19 Reporting

Data Collection Instructions for Skilled Nursing Facilities

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Special Note: This document provides resources and directions to Skilled Nursing Facilities to support meeting State of Michigan COVID-19 Reporting Requirements. The Michigan Department of Health and Human Services has aligned many data elements with those required by the Centers for Disease Control and Prevention (CDC), as such CDC guidance is included where appropriate.

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SNF COVID-19 REPORTING OVERVIEW

On May 8, 2020, CMS published an [interim final rule](#) requiring SNFs to report COVID-19 facility data to the CDC and to notify residents, residents' representatives, and families of residents of when there are COVID-19 positive residents or healthcare workers in the facility. The report must include, but is not limited to, the following:

- Suspected and confirmed COVID-19 infections among residents and staff, including residents previously treated for COVID-19
- Total deaths and COVID-19 deaths among residents and staff
- Personal protective equipment (PPE) and hand hygiene supplies in the facility
- Ventilator capacity and supplies in the facility
- Resident beds and census
- Access to COVID-19 testing while the resident is in the facility
- Staff shortages
- Other information specified by the Secretary

MDHHS will report this data on behalf of facilities via the daily EMResource events described within this document.

For MDHHS to submit data to NHSN, SNFs must first enroll in NHSN and report the NHSN Facility ID to MDHHS by reporting within the COVID-19 LTC/SNF Time-Limited Event within EMResource. Once facilities have reported their NHSN Facility ID to MDHHS in this manner, MDHHS will be able to submit the required reports on behalf of the facility. Should a facility choose to submit data directly to NHSN, the requirement to complete daily EMResource reporting to MDHHS will remain.

MDHHS will also require facilities to complete daily supplemental reports to encompass data elements that are not included in the required data set from NHSN.

Beginning May 22, 2020, SNFs must report to MDHHS via the two EMResource event by no later than 12:00 P.M. (1200 HRS) Eastern Time daily. To ensure consistent reporting across the state, MDHHS has prepared the following data collection instructions. SNFs are encouraged to review these instructions in their entirety before inputting data into the Daily LTC NHSN Report and Daily LTC State of Michigan Report EMResource events.

Submissions of this reporting information will take the place of daily reporting to MDHHS in the "Daily COVID-19 LTC Bed Availability and PPE" and "COVID-19 Daily LTC Clinical Summary Events within EMResource. All reporting to Local Health Departments will continue using the standard reporting process.

DAILY LTC NHSN REPORT

SNFs must report via the Daily LTC NHSN Report event in EMResource by no later than 12:00 P.M. (1200 HRS) Eastern Time daily. The first report will be for cumulative data from 12:01 A.M. (0001 HRS) Monday, May 18, 2020 to 12:00 A.M. (0000 HRS) Friday, May 22, 2020.

Subsequent daily reporting will be for new incidents from the last reporting date following instruction as outlined by the following CDC guidance documents.

Skilled nursing facilities that contain MDHHS designated Regional Hub approved beds should complete the event as described below:

Entity in EMResource	Data Source
"Facility Name"	Include information that encompasses the entire facility including approved hub beds
"Facility Name-HUB"	Include information limited to ONLY the approved HUB beds.

MDHHS recognizes that this will result in a duplicate entry. Data reported for the Regional Hub only will not be transmitted to NHSN.



Instructions for Completion of the COVID-19 Long-term Care Facility (LTCF): Resident Impact and Facility Capacity Form (CDC 57.144)

Data Field	Instructions for Data Collection
NHSN Facility ID #	The NHSN-assigned facility ID will be auto-entered by the computer.
CMS Certification Number (CCN) <i>may be referred to as Federal Provider Number</i>	Auto-generated by the computer based on the CCN entered during NHSN registration or last updated, if previously edited. Please see NHSN CCN Guidance document for instructions on how to add a new CCN or edit an existing CCN.
Facility Name	<i>Auto-generated</i> by the computer based on the facility name previously entered during NHSN registration.
Date for which “resident impact and facility capacity” responses are reported	Required. Select the date on the calendar for which the responses are being reported in the NHSN LTCF COVID-19 Module.
Facility Type	Auto-generated based on the facility type selected during NHSN enrollment. Selections include: 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 *Includes both skilled nursing facilities and nursing homes Please see NHSN Guidance document for instructions on How to Correct Your Facility Type .
Date Created	Auto-generated based on the first calendar date and time that a user manually enters and saves data or the date the facility first submits a CSV file for a specific pathway. Note: The date and time will automatically generate after the “Save” button is selected and cannot be modified.

Important:

While daily reporting will provide the timeliest data to assist with COVID-19 emergency response efforts, retrospective reporting of prior day(s), unless otherwise specified, is encouraged if daily reporting is not feasible. At a minimum, facilities should report data at least once per week (every 7 days). For questions requiring counts, including *Suspected, Confirmed, Total Deaths, and COVID-19 Deaths*, only include new counts since the last date these counts were collected for reporting in the NHSN COVID-19 Module.



RESIDENT IMPACT SECTION

Data Field	Instructions for Data Collection
<p>ADMISSIONS: Residents admitted or readmitted who were previously diagnosed with COVID-19</p>	<p><i>Admissions</i> is defined as residents admitted or readmitted who were previously diagnosed with COVID-19 from another facility.</p> <ul style="list-style-type: none"> <i>If this is the first time Admissions counts are being entered in the NHSN COVID-19 Module:</i> Enter the number of residents newly admitted or readmitted to the LTCF who were previously diagnosed with COVID-19 from another facility this week (during the previous 7 days). As an example, if your facility enters data once a week, every Friday, then counts must include new counts from the previous Friday through Thursday of the reporting week. <i>If this is <u>not</u> the first time Admissions counts are being entered in the NHSN COVID-19 Module:</i> Enter the number of residents newly admitted or readmitted to the LTCF who were previously diagnosed with COVID-19 from another facility since the last date <i>Admissions</i> counts were collected for entering in the NHSN COVID-19 Module. <i>To submit Admissions counts prior to May 1, 2020 (OPTIONAL):</i> Using the calendar feature, select any calendar date prior to May 1, 2020 (for example, enter counts on April 30, 2020) and enter the total number of residents admitted or readmitted to the LTCF who were previously diagnosed with COVID-19 from another facility between January 1, 2020 and April 30, 2020. If these data are not available at the time of data entry, leave blank and save the count data that were entered. <p>Example: A LTCF has been reporting COVID-19 data to the NHSN Module since May. The NHSN user enters the COVID-19 data in the Module once a week on Thursdays, which includes new counts from the prior Thursday through Wednesday of each reporting week.</p> <p>Here are the surveillance results for this week (Thurs 6/4-Wed 6/10):</p> <ul style="list-style-type: none"> On Thursday 6/4, 2 new residents with a diagnosis of COVID-19 were admitted to the LTCF and one of the new residents died the following day on 6/5; Sunday 6/7, 5 residents were re-admitted to the LTCF from the hospital and even though the residents did not have a COVID-19 diagnosis and were asymptomatic, the LTCF placed the new residents on preemptive isolation for 14 days; Wednesday 6/10, 1 resident from an Assisted Living Facility with a diagnosis of COVID-19 was admitted to the LTCF.



Data Field	Instructions for Data Collection
	<p>On Thursday 6/11, the LTCF user enters 3 for the Admissions count for the reporting week in the NHSN COVID-19 Module. The 5 readmissions from the hospital on 6/7 were excluded from the <i>Admissions</i> count since they did not have a COVID-19 diagnosis. The resident who died was included in the count since all new admissions and readmissions must be included regardless if they are still in the LTCF on the date data are entered in the NHSN COVID-19 Module.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Include only residents who were newly admitted or readmitted since the last date these counts were collected for reporting in the Module; regardless if the resident(s) are physically in the LTCF at the time of data entry. • Do not include new <i>Admissions</i> preemptively isolated for 14 days. Only those residents newly admitted or readmitted who were previously diagnosed with COVID-19.
<p>CONFIRMED: Residents with a new laboratory positive COVID-19 test result</p>	<p><i>Confirmed</i> is defined as a resident with a new laboratory positive COVID-19 test result. For example, viral testing indicating current infection.</p> <ul style="list-style-type: none"> • <i>If this is the first time Confirmed COVID-19 counts for residents are being entered in the NHSN COVID-19 Module:</i> Enter the number of residents who have been newly identified with laboratory positive COVID-19 this week (during the previous 7 days). As an example, if your facility enters data once a week on Thursdays, then counts must include new laboratory positive COVID-19 counts from the previous Thursday through Wednesday of the reporting week. • <i>If this is <u>not</u> the first time Confirmed COVID-19 counts for residents are being entered in the NHSN COVID-19 Module:</i> Enter the number of residents who have been newly identified as having a laboratory positive COVID-19 test result (for example, a viral test indicating current infection) since the last date that <i>Confirmed COVID-19 counts</i> (laboratory positive COVID-19 test results) were collected for entering in the NHSN COVID-19 Module. For example, Ms. L had a positive COVID-19 test result on 6/1 while in the LTCF and no other <i>Confirmed</i> cases were identified during this reporting week, the LTCF will report 1 as the <i>Confirmed</i> count. • <i>To submit Confirmed counts for residents prior to May 1, 2020 (OPTIONAL):</i> Using the calendar feature, select any calendar date prior to May 1, 2020 and enter the total number of residents with a laboratory-



Data Field	Instructions for Data Collection
	<p>positive COVID-19 test result between January 1, 2020 and April 30, 2020.</p> <p>Example: A facility enters COVID-19 data in NHSN every Friday and includes new counts from the prior Friday through Thursday of each week.</p> <ul style="list-style-type: none">• On Sunday 6/14, Ms. Hill had a positive COVID-19 test result and was immediately transferred to the hospital;• The COVID-19 test result for Ms. U, who was already included in the <i>Suspected</i> count during the previous week due to signs and symptoms suggestive of COVID-19, returned positive on Wednesday 6/17;• Mr. Till had a positive COVID-19 test result on Thursday 6/18;• There were no other positive COVID-19 test results from Friday 6/12 through Thursday 6/18. <p>On Friday 6/19, the LTCF user entered 3 Confirmed COVID-19 counts for the week. Although Ms. U was included in the <i>Suspected</i> count during the previous week, she will also be included in the <i>Confirmed</i> count this week since she had a positive COVID-19 laboratory result during the surveillance period for this week (6/12 – 6/18). Any <u>newly</u> <i>Confirmed</i> cases from Friday 6/19 through Thursday 6/25 will be included in the data entered in the NHSN COVID-19 Module during the following week on Friday 6/26.</p> <p>Notes:</p> <ul style="list-style-type: none">• Each time counts are collected for reporting, only newly confirmed cases should be included in the count (specifically, count each confirmed resident only once during a reporting period).• Include residents with new laboratory-positive COVID-19 test results in the daily count regardless if the resident(s) remains in the LTCF after they are counted as <i>Confirmed</i>. For example, Ms. L had a positive COVID-19 test result on 6/1 while she was a resident in the LTCF. The next day, Ms. L transferred to the hospital. Since was already counted as <i>Confirmed</i> while being in the LTCF, she will still be included in the total <i>Confirmed</i> count for the reporting week even though she was transferred after her positive COVID-19 test result.



Data Field	Instructions for Data Collection
<p>SUSPECTED: Residents with new suspected COVID-19</p>	<p><i>Suspected</i> is defined as a resident who is being managed as though he/she has COVID-19 <u>because of</u> signs and symptoms suggestive of COVID-19 as described by CDC's guidance but does not have a laboratory positive COVID-19 test result. This may include residents who have not been tested or those with pending test results. The count may also include residents with negative test results but whom continue to show signs/symptoms suggestive of COVID-19.</p> <ul style="list-style-type: none"> • <i>If this is the first time Suspected COVID-19 counts for residents are being entered in the NHSN COVID-19 Module:</i> Enter the number of residents who have been or are newly managed as though they have COVID-19, but do not have a laboratory positive COVID-19 test result this week (during the previous 7 days). For example, if your facility enters data in the Module once a week on Wednesdays then counts must include residents with newly suspected COVID-19 from the previous Wednesday through Tuesday of the reporting week. • <i>If this is <u>not</u> the first time Suspected COVID-19 counts for residents are being entered in the NHSN COVID-19 Module:</i> Enter the number of residents who have been or are newly managed as though they have COVID-19 (but do not have a laboratory positive COVID-19 test result) since the last date that <i>Suspected COVID-19</i> counts were collected for entering in the NHSN COVID-19 Module. • <i>To submit Suspected counts for residents prior to May 1, 2020 (OPTIONAL):</i> Using the calendar feature, select any calendar date prior to May 1, 2020 and enter the total number of residents who were managed as though they had COVID-19 (but did not have a laboratory positive COVID-19 test result) between January 1, 2020 and April 30, 2020. If these data are not available at the time of data entry, leave blank and revise counts later. <p>Example: DHR Skilled Nursing facility uploads a weekly CSV file in NHSN with their COVID-19 data every Friday and includes new counts from the prior Friday through Thursday of the reporting week.</p> <p>Here are the surveillance results for this week (Friday 6/12-Thursday 6/18):</p> <ul style="list-style-type: none"> • On Saturday 6/13, Ms. Jo had a fever, verbalized that she could not smell anything and began coughing, so she was placed on COVID-19 isolation and a nasal swab was collected;



Data Field	Instructions for Data Collection
	<ul style="list-style-type: none"> • On Sunday 6/14, Mr. Red had a high fever and complained of cough and shortness of breath, the nurse was unable to obtain a nasal swab on Mr. Red and he was placed on COVID-19 isolation; • On Monday 6/15, Mr. Ki had a fever and was placed on COVID-19 isolation and a nasal swab collected; • Tuesday 6/16, 5 asymptomatic residents were preemptively placed on COVID-19 isolation precautions since they were on the same pod as Mr. Red; • No other residents exhibited new signs or symptoms of COVID-19 through Thursday 6/18, although, the LTCF still had 6 <i>Suspected</i> residents on COVID-19 isolation from the previous week (all 6 were included in the count during the previous week); • On Friday 6/19, the nasal swab collected from Ms. Jo returned as positive for COVID-19 and the result from Mr. Ki returned negative for COVID-19. <p>After a very busy week, on Friday 6/19, the LTCF user entered a total of 3 newly Suspected COVID-19 counts for the week (Ms. Jo, Mr. Red, Mr. Ki). Since Ms. Jo subsequently had a laboratory positive COVID-19 test result on 6/19, which is outside of this reporting week, she will be counted in the <i>Confirmed</i> count for the following week but will NOT be removed from the <i>Suspected</i> count for this week. The 5 asymptomatic residents who were preemptively placed on COVID-19 isolation on 6/16, due to possible exposure, were not included in the count since they did not meet the definition of <i>Suspected</i> COVID-19 (missing signs/symptoms). Since only newly <i>Suspected</i> residents are included each week, the remaining 6 <i>Suspected</i> residents from the previous week were not included in the count for this week.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Include residents with newly Suspected COVID-19 in the weekly count regardless if the resident remains in the LTCF after they are identified as <i>Suspected</i>. • Each newly suspected COVID-19 resident should only be counted once during a reporting period since the goal of this count is to collect incidence (new cases).



Data Field	Instructions for Data Collection
<p>TOTAL DEATHS: Residents who have died in the facility or another location</p>	<p><i>Total Deaths</i> is defined as residents who have died from any cause in the facility or another location. This count includes COVID-19 related deaths AND non-COVID-19 related deaths.</p> <ul style="list-style-type: none"> <i>If this is the first time Total Death count for residents is being entered in the NHSN COVID-19 Module:</i> Enter the total number of residents who have died for any reason in the LTCF or another location this week (during the previous 7 days). For example, if your facility enters data in the Module once a week on Tuesdays then counts must include residents who died for any reason from the previous Tuesday through Monday of the reporting week. <i>If this is <u>not</u> the first time the Total Death count is being entered in the NHSN COVID-19 Module:</i> Enter the number of residents who died for any reason (including COVID-19 deaths) in the LTCF or another location since the last date the <i>Total Deaths</i> counts were collected for data entry in the NHSN COVID-19 Module. <i>To submit Total Deaths counts for residents prior to May 1, 2020 (OPTIONAL):</i> Using the calendar feature, select any calendar date prior to May 1, 2020 and enter the total number of deaths for residents who died for any reason (including COVID-19) in the LTCF or another location between January 1, 2020 and April 30, 2020. If these data are not available at the time of data entry, leave blank and revise counts later. <p>Example: A facility enters COVID-19 data in NHSN twice per week, on Tuesdays and Fridays. The Tuesday count includes <u>new</u> counts from the prior Friday through Monday, with data being entered in Module on Tuesday. The Friday counts include <u>new</u> counts from Tuesday through Thursday of each week with these data being entered on Friday.</p> <p>Here are the surveillance results for this week (Friday 6/5 -Thursday 6/11):</p> <ul style="list-style-type: none"> On Friday 6/5, the facility had 2 deaths related to COVID-19 (Mr. R and Mr. P); Monday 6/8, 1 non-COVID-19 resident died from cancer (Mr. G). <p>On Tuesday 6/9, the LTCF user enters 3 for the Total Deaths count in the NHSN COVID-19 Module (for counts collected from Friday 6/5 through Monday 6/8). After entering data in the NHSN COVID-19 Module on Tuesday, the user knows the counts for the remainder of the week must</p>



Data Field	Instructions for Data Collection
	<p>include new counts only. They will not include the counts already entered in the Module on Tuesday 6/9.</p> <ul style="list-style-type: none"> • On Tuesday 6/9, 1 resident on COVID-19 isolation died sometime during the night; • The next day, on Wednesday 6/10, another resident not on COVID-19 isolation died; • No other deaths occurred during the reporting week (Thursday 6/11). <p>On Friday 6/12, the LTCF user enters 2 for the Total Deaths count in the NHSN Module, which includes the new deaths since the last time Total Deaths counts were collected for entering in the Module. This means, for the reporting week of 6/5 - 6/11, the LTCF reported a total of 5 new <i>Total Deaths</i>.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Each resident death should be included only once in the <i>Total Deaths</i> count for the reporting week. • Important: The <i>Total Deaths</i> count should NEVER be lower than the <i>COVID-19 Deaths</i> count.
<p>COVID-19 DEATHS: Residents with suspected or laboratory positive COVID-19 who died in the facility or another location</p>	<p><i>COVID-19 Deaths</i> is defined as residents with suspected or laboratory positive COVID-19 who died in the facility or another location.</p> <ul style="list-style-type: none"> • <i>If this is the first time COVID-19 Death counts for residents are being entered in the NHSN COVID-19 Module:</i> Enter the number of deaths for residents with suspected AND confirmed COVID-19 (laboratory-positive COVID-19 test result) this week (during the previous 7 days). As an example, if your facility enters data once a week, every Monday, then counts must include new <i>COVID-19 Deaths</i> from the previous Monday through Sunday of the reporting week. This count includes residents who died in the LTCF or another location. • <i>If this is <u>not</u> the first time the COVID-19 Death counts for residents are being entered in the NHSN COVID-19 Module:</i> Enter the number of new deaths for residents with suspected AND confirmed COVID-19 (laboratory positive COVID-19) since the last date <i>COVID-19 Death</i> counts were collected for data entry in the NHSN COVID-19 Module. This includes residents who died in the LTCF or another location. Note: Include only new deaths since the last time these counts were collected for data entry into the Module.



Data Field	Instructions for Data Collection
	<ul style="list-style-type: none"> To submit COVID-19 Death counts for residents prior to May 1, 2020 (OPTIONAL): Using the calendar feature, select any calendar date prior to May 1, 2020 and enter the total number of deaths for residents with suspected AND confirmed COVID-19 (laboratory-positive COVID-19 test result) between January 1, 2020 and April 30, 2020. This includes residents that died in the LTCF or another location. If these data are not available at the time of data entry, leave blank and revise counts later. <p>Example: CDR Skilled Nursing facility submits weekly CSV files every Friday for COVID-19 data collected from the prior Friday through the Thursday of the reporting week.</p> <p>This week (6/5 – 6/11), the following deaths occurred among residents:</p> <ul style="list-style-type: none"> Friday 6/5, 2 residents die from COVID-19 related complications; Sunday 6/7, 1 non-COVID-19 resident dies of a heart attack; Monday 6/8, Ms. Jay, who is a suspected COVID-19 resident is transferred to the local hospital where she later dies on Tuesday 6/9; Tuesday 6/9, Ms. W, who had COVID-19 two months ago, but fully recovered died from heart related complications; Thursday 6/11, 1 resident with suspected COVID-19 dies from respiratory failure. <p>On Friday 6/12, the LTCF includes a total of 4 COVID-19 Deaths and 6 Total Deaths in their CSV file for the weekly upload; knowing that COVID-19 related resident deaths that occur outside the LTCF must be included in COVID-19 Death count for the reporting week. Additionally, deaths among Confirmed and Suspected residents must be included in the COVID-19 Death count. Ms. W was included in the Total Death count, but not the COVID-19 Death count since she fully recovered from COVID-19 prior to her death.</p> <p>Notes:</p> <ul style="list-style-type: none"> Important: COVID-19 Deaths count must be counted in both the COVID-19 Deaths count AND the Total Deaths count for the reporting week. The COVID-19 Deaths count should NEVER be higher than the Total Deaths count. Suspected is defined as a resident who is being managed as though he/she has COVID-19 <u>because of</u> signs and symptoms suggestive of COVID-19 as described by CDC’s guidance but does not have a laboratory positive COVID-19 test result. This may include residents who have not been tested or those with pending test results. The count may also



Data Field	Instructions for Data Collection
	<p>include residents with negative test results but whom continue to show signs/symptoms suggestive of COVID-19.</p> <ul style="list-style-type: none"> • If a resident previously had <i>Confirmed</i> (laboratory-positive COVID-19 test result) or <i>Suspected</i> COVID-19 but recovered and is no longer being treated as having COVID-19 (for example, resolved signs/symptoms and removed from isolation) at the time COVID-19 death counts are being collected, do not include the resident in COVID-19 death count. Instead, include the resident in the <i>Total Deaths</i> count.

FACILITY CAPACITY AND LABORATORY TESTING SECTION

Data Field	Instructions for Data Collection
<p>ALL BEDS: (FIRST SURVEY ONLY)</p>	<p>Enter the total number of resident beds in the facility.</p> <p>Note:</p> <ul style="list-style-type: none"> • Include the number of beds the facility in which the facility is licensed, which may include a combination of private and non-private pay beds. • After the first time <i>All Beds</i> for a facility is entered, the count will auto-populate for future sessions. If the licensed resident bed count changes, the user may update the count.
<p>CURRENT CENSUS: Total number of beds that are currently occupied.</p>	<p><u>On the date responses are being entered in the Module</u>, enter the total number of residents that are occupying a bed in the facility. <i>Current Census</i> may include a combination of private pay and non-private pay occupied beds.</p> <p>Note:</p> <ul style="list-style-type: none"> • The count should include all residents who are occupying a bed in the facility on the date of data entry, including any non-licensed beds (for example, additional beds had to be brought in to handle increased capacity of residents or residents are being moved to other parts of the facility that are not normally included in the LTCF bed count).



<p>TESTING: Does your facility have access to COVID-19 testing while the resident is in the facility?</p> <p>If “YES,” what laboratory type are the specimens sent for testing? <i>Select all that apply.</i></p>	<p>Required. Answer “YES” if on the date responses are being reported in the Module, the LTCF has access to COVID-19 testing that can be performed while the resident remains in the LTCF Otherwise, answer, “NO”.</p> <p>Conditional: If “YES” is answered indicating that testing is available to be performed while the resident remains in the LTCF, select one or more of the locations where the specimens are sent for testing:</p> <ul style="list-style-type: none"><input type="checkbox"/> State health department lab<input type="checkbox"/> Private lab (hospital, corporation, academic institution)<input type="checkbox"/> Other <p>Notes:</p> <ul style="list-style-type: none">• <i>Other</i> should be selected only if the location is not included in the available selections.• A response to this question is required to SAVE this pathway.
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Instructions for Completion of the COVID-19 Long-term Care Facility (LTCF): Staff and Personnel Impact Form (CDC 57.145)

Data Field	Instructions for Data Collection
NHSN Facility ID #	The NHSN-assigned facility ID will be auto-entered by the computer.
CMS Certification Number (CCN)	Auto-generated by the computer if the facility has previously entered the CCN number during NHSN registration. See NHSN CCN Guidance document for instructions on how to add a new CCN or edit an entered CCN.
Facility Name	Auto-generated by the computer if the facility has previously entered facility name during registration.
Date for which “ <i>staff and personnel impact</i> ” responses are reported	<i>Required.</i> Select the date on the calendar for which the responses are being reported in the NHSN LTCF COVID-19 Module.

Important:

While daily reporting will provide the timeliest data to assist with COVID-19 emergency response efforts, retrospective reporting of prior day(s), unless otherwise specified, is encouraged if daily reporting is not feasible. At a minimum, facilities should report data at least once per week.

Data Field	Instructions for Data Collection
CONFIRMED COVID-19 Staff and facility personnel with new laboratory-positive COVID-19	<ul style="list-style-type: none"> <i>If this is the first time Confirmed COVID-19 counts for staff and facility personnel are being entered in the NHSN COVID-19 Module:</i> Enter the number of staff and facility personnel who have been <u>newly</u> identified with laboratory positive COVID-19 <u>this week</u>. <i>If this is <u>not</u> the first time Confirmed COVID-19 counts for staff and facility personnel are being entered in the NHSN COVID-19 Module:</i> Enter the number of staff and facility personnel who have been <u>newly</u> identified as having a laboratory positive COVID-19 test result <u>since the last date</u> that <i>Confirmed COVID-19 counts</i> (laboratory positive COVID-19 test results) were entered. Note: Include only new laboratory positive test COVID-19 test results among staff and facility personnel since the last time these counts were entered in the Module. <i>To submit Confirmed counts for staff and facility personnel prior to May 1, 2020 (OPTIONAL):</i> Using the calendar feature, select any calendar date prior to May 1, 2020 and enter the total number of



Data Field	Instructions for Data Collection
	<p>staff and facility personnel with a laboratory-positive COVID-19 test result between January 1, 2020 and April 30, 2020. If these data are not available at the time of data entry, leave blank and revise counts later.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Please include counts since May 1, 2020 by selecting the appropriate calendar date. • Staff and facility personnel include anyone working or volunteering in the facility, which includes, but not limited to contractors, temporary staff, resident care givers, shared staff, etc.
<p>SUSPECTED COVID-19 Staff and facility personnel with new suspected COVID-19</p>	<ul style="list-style-type: none"> • <i>If this is the first time Suspected COVID-19 counts for staff and facility personnel are being entered in the NHSN COVID-19 Module:</i> Enter the number of staff and facility personnel who have been or are newly managed as though they have COVID-19, but do not have a laboratory positive COVID-19 test result, <u>this week</u>. • <i>If this is <u>not</u> the first time Suspected COVID-19 counts for staff and facility personnel are being entered in the NHSN COVID-19 Module:</i> Enter the number of staff and facility personnel who have been or are newly managed as though they have COVID-19 (but do not have a laboratory positive COVID-19 test result) <u>since the last date</u> that <i>Suspected COVID-19</i> counts were entered. • <i>To submit Suspected counts for staff and facility personnel prior to May 1, 2020 (OPTIONAL):</i> Using the calendar feature, select any calendar date prior to May 1, 2020 and enter the total number of staff and facility personnel who were managed as though they had COVID-19 (but did not have a laboratory positive COVID-19 test result) between January 1, 2020 and April 30, 2020. If these data are not available at the time of data entry, leave blank and revise counts later. <p>Notes:</p> <ul style="list-style-type: none"> • Please include counts since May 1, 2020 by selecting the appropriate calendar date. • <i>Suspected</i> is defined as staff and personnel with signs and symptoms suggestive of COVID-19 as described by CDC's guidance but do not have a laboratory positive COVID-19 test result. This may include staff and personnel who have not been tested or those with pending test results. It may also include staff and personnel with negative



Data Field	Instructions for Data Collection
	<p>test results but continue to show signs/symptoms suggestive of COVID-19.</p> <ul style="list-style-type: none"> Staff and facility personnel include anyone working or volunteering in the facility, which includes, but not limited to contractors, temporary staff, resident care givers, shared staff, etc.
<p>COVID-19 DEATHS Staff and facility personnel with new suspected or laboratory-positive COVID-19 who died</p>	<ul style="list-style-type: none"> <i>If this is the first time COVID-19 Death counts for staff and facility personnel are being entered in the NHSN COVID-19 Module:</i> Enter the number of deaths for staff and facility personnel with suspected AND confirmed COVID-19 (laboratory-positive COVID-19 test result) <u>this week</u>. <i>If this is <u>not</u> the first time the COVID-19 Death counts for staff and facility personnel are being entered in the NHSN COVID-19 Module:</i> Enter the number of new deaths for staff and facility personnel with suspected AND confirmed COVID-19 (laboratory positive COVID-19) <u>since the last date</u> COVID-19 Death counts were entered. Note: Include only new deaths since the last time these counts were entered in the Module. <i>To submit COVID-19 Death counts for staff and facility personnel prior to May 1, 2020 (OPTIONAL):</i> Using the calendar feature, select any calendar date prior to May 1, 2020 and enter the total number of deaths for staff and facility personnel with suspected AND confirmed COVID-19 (laboratory-positive COVID-19 test result) between January 1, 2020 and April 30, 2020. If these data are not available at the time of data entry, leave blank and revise counts later. <p>Notes:</p> <ul style="list-style-type: none"> Please include counts since May 1, 2020 by selecting the appropriate calendar date. <i>Suspected</i> is defined as staff and personnel with signs and symptoms suggestive of COVID-19 as described by CDC’s guidance but do not have a laboratory positive COVID-19 test result. This may include staff and personnel who have not been tested or those with pending test results. It may also include staff and personnel with negative test results but continue to show signs/symptoms suggestive of COVID-19 Staff and facility personnel include anyone working or volunteering in the facility, which includes, but not limited to contractors, temporary staff, resident care givers, shared staff, etc.



Data Field	Instructions for Data Collection
<p>STAFFING SHORTAGE Does your organization have a shortage of staff and/or personnel?</p> <p>Select “YES” or “NO” for each group.</p> <p><i>(Select one answer for each group)</i></p>	<p><u>On the date responses are reported in in the Module</u>, has your facility identified a shortage of staff and/or facility personnel in any of the following staff and facility personnel groups? Note: Each facility should identify staffing shortages based on their facility needs and internal policies for staffing ratios. The use of temporary staff does not count as a staffing shortage if staffing ratios are met according to the facility’s needs and internal policies for staffing ratios.</p> <p>Select “YES” for each group in which there is currently a staff shortage</p> <p>OR</p> <p>“NO” for each group in which there is not currently a staff shortage: <i>(Select one answer for each group)</i></p> <ul style="list-style-type: none">• Nursing Staff: registered nurse, licensed practical nurse, or vocational nurse.• Clinical Staff: physician, physician assistant, or advanced practice nurse.• Aide: certified nursing assistant, nurse aide, medication aide, or medication technician.• Other staff or facility personnel: that are not included in the above categories, regardless of clinical responsibility or resident contact. These personnel may include, but are not limited to, environmental services, cook, dietary, pharmacists, pharmacy techs, activities director, care givers, wound care, physical therapy, shared staff, etc.



Instructions for Completion of the COVID-19 Long-term Care Facility (LTCF): Supplies and Personal Protective Equipment Form (CDC 57.146)

Data Field	Instructions for Data Collection
NHSN Facility ID #	The NHSN-assigned facility ID will be auto-entered by the computer.
CMS Certification Number (CCN)	Auto-generated by the computer based on the CCN entered during NHSN registration or last updated, if previously edited. Please see NHSN CCN Guidance document for instructions on how to add a new CCN or edit an existing CCN.
Facility Name	Auto-generated by the computer based on the facility name previously entered during NHSN registration.
Date for which “supplies and personal protective equipment (PPE)” responses are reported	Required. Select the date on the calendar for which the responses are being reported in the NHSN LTCF COVID-19 Module.
Facility Type	Auto-generated based on the facility type selected during NHSN enrollment. Selections include: <ul style="list-style-type: none"> a. LTC-ASSIST – Assisted Living Residence b. LTC-DEVDIS – Long-term Care Facility for the developmentally Disabled c. LTC-SKILLNURS – Skilled Nursing Facility ** <ul style="list-style-type: none"> *CMS Certified required for reporting *Includes both skilled nursing facilities and nursing homes Please see NHSN Guidance document for instructions on How to Correct Your Facility Type
Date Created	Auto-generated based on the first calendar date and time that a user manually enters and saves data or the date the facility first submits a CSV file for a specific pathway. Note: The date and time will automatically generate after the “Save” button is selected and cannot be modified.

Important:

While daily reporting will provide the timeliest data to assist with COVID-19 emergency response efforts, retrospective reporting of prior day(s), unless otherwise specified, is encouraged if daily reporting is not feasible. At a minimum, facilities should report data at least once per week (every 7 days).



Data Field	Instructions for Data Collection
<p>Do you currently have ANY supply?</p> <p>Select “YES” or “NO” for each supply item.</p> <p><i>(Select one answer for each supply item)</i></p>	<p><u>On the date responses are reported in this Module</u>, does your facility have ANY of each supply item listed below for conventional use (also referred to as conventional capacity)?</p> <p>Select “YES” for each supply item in which your facility currently has available for conventional use</p> <p style="text-align: center;">OR</p> <p>Select “NO” for each supply item in which your facility currently does NOT have available for conventional use. For example, if the facility is using contingency capacity or crisis capacity strategies for any supply item.</p> <p>Select one answer for each supply item</p> <ul style="list-style-type: none"> • N95 masks (select “NO” if using KN95 masks) • Surgical masks • Eye protection, including face shields or goggles • Gowns • Gloves • Alcohol-based hand sanitizer <p>Notes:</p> <ul style="list-style-type: none"> • CDC’s optimization strategies for PPE, such as contingency and/or crisis level strategies are NOT considered as having “Any” supply, and therefore, “NO” must be selected for each supply item in which contingency or crisis strategies are being used on the date responses are reported. <ul style="list-style-type: none"> ○ For example, a facility using KN95 masks instead of N95 masks would answer “NO” for the question, “<i>Do you currently have any supply of N95 masks?</i>” ○ Another example, extended use or reuse of a PPE item, such as a gown would answer “NO” for the question, “<i>Do you currently have any supply of gowns?</i>” • An accurate assessment of resource needs is important in the provision of supplies and resources.



Data Field	Instructions for Data Collection
<p>Do you have enough for ONE week?</p> <p>Select “YES” or “NO” for each supply item.</p> <p><i>(Select one answer for each supply item)</i></p>	<p><u>On the date responses are reported in this Module</u>, does your facility have enough of each supply item listed for conventional use (also referred to as conventional capacity) for ONE week (for example, the next 7 days)?</p> <p>Select “YES” for <u>each</u> supply item listed in which your facility has enough for ONE week (for example, the next 7 days) using conventional capacity.</p> <p style="text-align: center;">OR</p> <p>Select “NO” for <u>each</u> supply item listed in which your facility does NOT have enough for conventional use for ONE week (for example, the next 7 days). “NO” must be selected if facility only has enough for one week based on contingency or crisis capacity usage.</p> <p>Select only one answer for each supply item</p> <ul style="list-style-type: none"> • N95 masks (select “NO” if using KN95 masks) • Surgical masks • Eye protection, including face shields or goggles • Gowns • Gloves • Alcohol-based hand sanitizer <p>Notes:</p> <ul style="list-style-type: none"> • CDC’s optimization strategies for PPE, such as contingency and/or crisis level strategies are NOT considered as having “Enough” supply, and therefore, “NO” must be selected for each supply item in which contingency or crisis strategies are expected to be used for one week on the date responses are reported. <ul style="list-style-type: none"> ○ For example, a facility that only has KN95 masks and not N95 mask for one week would answer “NO.” ○ Another example, extended use or reuse of a PPE item such as gowns would answer “NO.” • An accurate assessment of resource needs is important in the provision of supplies and resources.



Instructions for Completion of the COVID-19 Long-term Care Facility (LTCF): Ventilator Capacity and Supplies Form (CDC 57.147)

Data Field	Instructions for Data Collection
NHSN Facility ID #	The NHSN-assigned facility ID will be auto-entered by the computer.
CMS Certification Number (CCN)	Auto-generated by the computer if the facility has previously entered the CCN number during NHSN registration. See NHSN CCN Guidance document for instructions on how to add a new CCN or edit an entered CCN.
Facility Name	Auto-generated by the computer if the facility has previously entered facility name during registration.
*Do you have ventilator dependent unit(s) and/or beds in your facility? Select "YES" or "NO"	<p><u>On the date of response</u>, does your facility have ventilator dependent unit(s) and/or ventilator beds in the facility?</p> <p>Select "YES" if your facility has ventilator dependent unit(s) and/or ventilator beds and continue completing the Module questions.</p> <p>Select "NO" if your facility does not have ventilator dependent unit(s) and/or beds and skip the remainder of this form.</p>
Date for which "ventilator capacity and supplies" responses are reported	<i>Required.</i> Select the date on the calendar for which the responses are being reported in the NHSN LTCF COVID-19 Module.

Important:

While daily reporting will provide the timeliest data to assist with COVID-19 emergency response efforts, retrospective reporting of prior day(s), unless otherwise specified, is encouraged if daily reporting is not feasible. At a minimum, facilities should report data at least once per week.

Data Field	Instructions for Data Collection
MECHANICAL VENTILATORS: Total number available in the facility	<p><u>On the date responses are being reported in this Module</u>, enter the total number of mechanical ventilators available in your facility. Include ventilators that are in use and not in use.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Include portable ventilators available in the facility.



Data Field	Instructions for Data Collection
<p>MECHANICAL VENTILATORS IN USE: Total number of mechanical ventilators in use for residents who have suspected or laboratory positive COVID-19</p>	<p><u>On the date responses are being reported in this Module</u>, enter the total number of mechanical ventilators in use by residents with suspected or laboratory positive COVID-19.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Include portable ventilators that are in use. • <i>Suspected</i> is defined as residents with signs and symptoms suggestive of COVID-19 as described by CDC’s guidance but do not have a laboratory positive COVID-19 test result. This may include residents who have not been tested or those with pending test results. It may also include residents with negative test results but continue to show signs/symptoms suggestive of COVID-19.
VENTILATOR SUPPLIES	
<p>Do you currently have ANY supply?</p> <p>Select “YES” or “NO”</p>	<p><u>On the date responses are being reported in this Module</u>, does your facility have any ventilator supplies available for use?</p> <p>Select “YES” if your facility currently has the ventilator supplies needed to care for residents on mechanical ventilation.</p> <p>OR</p> <p>Select “NO” if your facility currently does not have ventilator supplies needed to care for residents on mechanical ventilation.</p> <p>Note:</p> <ul style="list-style-type: none"> ▪ The response to this question is based on all needed ventilator supplies, including, but not limited to tubing, flow sensors, connectors, valves. If the facility is missing any supply item needed to care for residents on mechanical ventilation, answer “NO”.
<p>Do you have enough for ONE week?</p> <p>Select “YES” or “NO”</p>	<p><u>On the date responses are being reported in this Module</u>, do you have enough ventilator supplies for ONE week (for example, 7 days)?</p> <p>Select “YES” if your facility has enough ventilator supplies for one week.</p> <p>OR</p> <p>Select “NO” if your facility does not have enough ventilator supplies for one week.</p> <p>Note:</p> <p>The response to this question is based on all needed ventilator supplies, including, but not limited to tubing, flow sensors, connectors, valves. If the facility is missing any supply item needed to care for residents on mechanical ventilation, answer “NO”.</p>

DAILY LTC STATE OF MICHIGAN REPORT

SNFs must report via the Daily LTC State of Michigan Report event in EMResource by no later than 12:00 P.M. (1200 HRS) Eastern Time daily. For each daily report, SNFs must provide accurate cumulative totals or and current snapshots as denoted for each individual data element in the following directions.



Instructions for Completion of the COVID-19 Long-term Care Facility (LTCF): Michigan Specific Elements-SNF

Important:

- Facilities must enter data on a daily basis including weekends by 12:00 p.m. (1200 HRS). The Michigan Department of Health and Human Services will transmit all data reported by the deadline to NHSN on behalf of the facility daily.
- **Reporting period:** 24-Hour Period, Ending at Midnight (0000 HRS) for the period being reported

Example: When submitting data by noon (1200 HRS) on Monday, May 25, 2020, the facility will provide data collected from Sunday, May 24, 2020 at 12:01am (0001 HRS) to Monday, May 25, 2020 at 12:00am (0000 HRS)

- Skilled nursing facilities that contain MDHHS designated Regional Hub approved beds should complete the events as described below:

Entity in EMResource	Data Source
“Facility Name”	Include information that encompasses the entire facility including approved hub beds
“Facility Name-HUB”	Include information limited to ONLY the approved HUB beds.

MDHHS recognizes that this will result in a duplicate entry. Data reported for the Regional Hub only will not be transmitted to NHSN.

Long-term Care Facility Component

	Instructions for Data Collection
<p>TOTAL ADMISSIONS: <u>Cumulative number</u> of residents admitted or readmitted who were previously hospitalized and treated for COVID-19</p>	<p>NOTES:</p> <ul style="list-style-type: none"> • Enter the <u>total number</u> of residents admitted or readmitted to the LTCF from a hospital where they were treated for suspected or laboratory positive COVID-19 since January 1, 2020 regardless if the resident(s) is still in the facility. • Daily counts should be included within the cumulative total on the day in which they are newly reported.
<p>TOTAL DEATHS: <u>Cumulative number</u> of residents who have died in the facility or another location</p>	<p>NOTES:</p> <ul style="list-style-type: none"> • Enter the <u>total number</u> of residents who have died for any reason in the LTCF or another location since January 1, 2020. • Include both COVID-19 related deaths AND non-COVID-19 related deaths. • Daily counts should be included within the cumulative total on the day in which they are newly reported.
<p>TOTAL RESIDENT C-19 DEATHS: <u>Cumulative number</u> of deaths of residents with suspected or laboratory positive COVID-19 who died in the facility or another location</p>	<p>NOTES:</p> <ul style="list-style-type: none"> • Enter the <u>total number</u> of deaths among residents suspected of having COVID-19 AND residents with a laboratory-positive COVID-19 test result since January 1, 2020, including residents that died in the LTCF or another location. • Daily counts should be included within the cumulative total on the day in which they are newly reported.
<p>TOTAL RESIDENT C-19 POSITIVE: <u>Cumulative number</u> of residents with new laboratory positive COVID-19</p>	<p>NOTES:</p> <ul style="list-style-type: none"> • Enter the <u>total number</u> of residents with a laboratory-positive COVID-19 test result since January 1, 2020. • Daily counts should be included within the cumulative total on the day in which they are newly reported.
<p>TOTAL STAFF CONFIRMED C-19: <u>Cumulative number</u> of staff and facility personnel with laboratory-positive COVID-19</p>	<p>NOTES:</p> <ul style="list-style-type: none"> • Enter the <u>total number</u> of staff and facility personnel with laboratory-positive COVID-19 test results since January 1, 2020. • Daily counts should be included within the cumulative total on the day in which they are newly reported.

	Instructions for Data Collection
<p>TOTAL STAFF COVID-19 DEATHS: <u>Cumulative number of</u> Staff and facility personnel with suspected or laboratory-positive COVID19 who died</p>	<p>NOTES:</p> <ul style="list-style-type: none"> • Enter the <u>total number</u> of staff and facility personnel with suspected or laboratory-positive COVID-19 test results who died since January 1, 2020. • Daily counts should be included within the cumulative total on the day in which they are newly reported.
<p>NUMBER OF ISOLATION BEDS: Number of available beds that are capable of isolation</p>	<p>NOTES:</p> <ul style="list-style-type: none"> • <u>Snapshot/Point in Time:</u> report the number of beds available, on the date responses are entered in the survey, that permit a facility to accept, and continue to isolate, COVID-19 positive patients.
<p>RECOVERED RESIDENTS DISCHARGED: <u>Cumulative number of</u> residents that have been discharged to home/home facility, applicable to Hubs only, all others report "NA"</p>	<p>NOTES:</p> <ul style="list-style-type: none"> • Enter the <u>total number</u> of residents that have been discharged to home/home facility since the facility received "regional hub" status. • Daily counts should be included within the cumulative total on the day in which they are newly reported.
<p>RECOVERED RESIDENTS: <u>Cumulative number of</u> recovered residents</p>	<p>NOTES:</p> <ul style="list-style-type: none"> • Enter the <u>total number</u> of recovered residents since January 1, 2020. • Recovered is defined as the number of persons with a confirmed COVID-19 diagnosis who are alive 30 days post-onset (or test date if onset is not available). • Example: Individuals categorized as "recovered" on May 1, 2020 represents COVID-19 confirmed individuals with an onset date on or prior to April 1, 2020.
<p>RESIDENT C-19 NEGATIVE: Residents with new laboratory negative COVID-19 tests</p>	<p>NOTES:</p> <ul style="list-style-type: none"> • Since the last date counts of laboratory negative COVID-19 test results were entered in the Module, enter the number of residents with a new laboratory-negative COVID-19 test result, including residents who remain in the LTCF, as well as residents who were transferred out of the facility, admitted to another facility, or died.

	Instructions for Data Collection
	<ul style="list-style-type: none"> • <u>Snapshot/Point in Time</u>: report only the number of new laboratory negative COVID-19 tests since the last time you reported (not cumulative).
<p>RESIDENT C-19 PENDING: Residents with COVID-19 test results pending</p>	<p>NOTES:</p> <ul style="list-style-type: none"> • Since the last date counts of COVID-19 laboratory test results were entered in the Module, enter the number of residents with a pending COVID-19 laboratory test, including residents who remain in the LTCF, as well as residents who were transferred out of the facility, admitted to another facility, or died. • <u>Snapshot/Point in Time</u>: report only the number of new pending tests since the last time you reported (not cumulative).
<p>TRANSFER TO HOSPITAL: <u>Cumulative number of confirmed or suspected COVID-19 residents transferred to hospital</u></p>	<p>NOTES:</p> <ul style="list-style-type: none"> • Enter the <u>total number</u> of residents who have confirmed COVID-19 or were being managed as though they have COVID-19, but do not have a laboratory positive COVID-19 test result, that have been transferred out of the facility to the hospital since January 1, 2020. • Daily counts should be included within the cumulative total on the day in which they are newly reported.
<p>TRANSFER TO REGIONAL HUB: <u>Cumulative number of confirmed or suspected COVID-19 residents transferred to COVID-19 Regional Hub</u></p>	<p>NOTES:</p> <ul style="list-style-type: none"> • Enter the <u>total number</u> of residents who have confirmed COVID-19 or were being managed as though they have COVID-19, but do not have a laboratory positive COVID-19 test result, that have been transferred out of the facility to a COVID-19 Regional Hub. (Note: The first Regional Hubs were open April 20, 2020.) • Daily counts should be included within the cumulative total on the day in which they are newly reported.
<p>PPE COUNTS: PPE Items: Gloves Cloth Face Coverings Sterile Gloves N95 Respirator Masks Surgical Masks/Facemasks Surgical Isolation Gowns Face Shields Goggles</p>	<p>NOTES:</p> <ul style="list-style-type: none"> • <u>Snapshot/Point in Time</u>: on the date response is being reported in this module indicate the total number of the PPE item available in the facility.