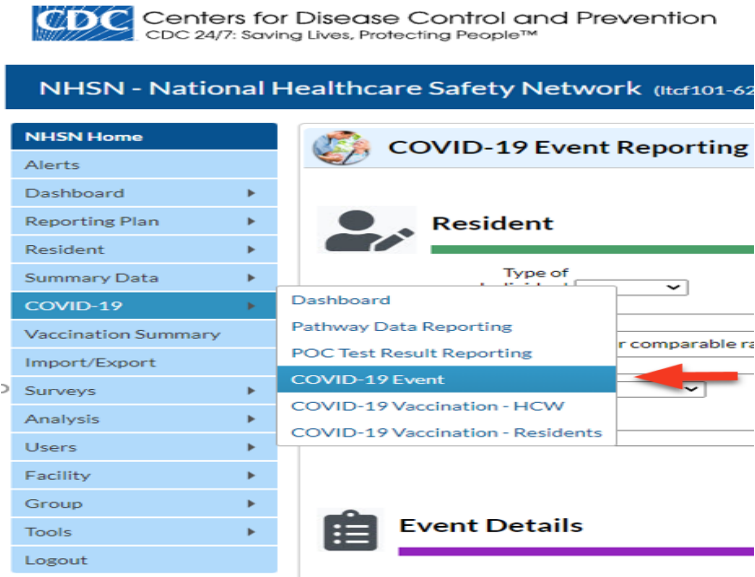
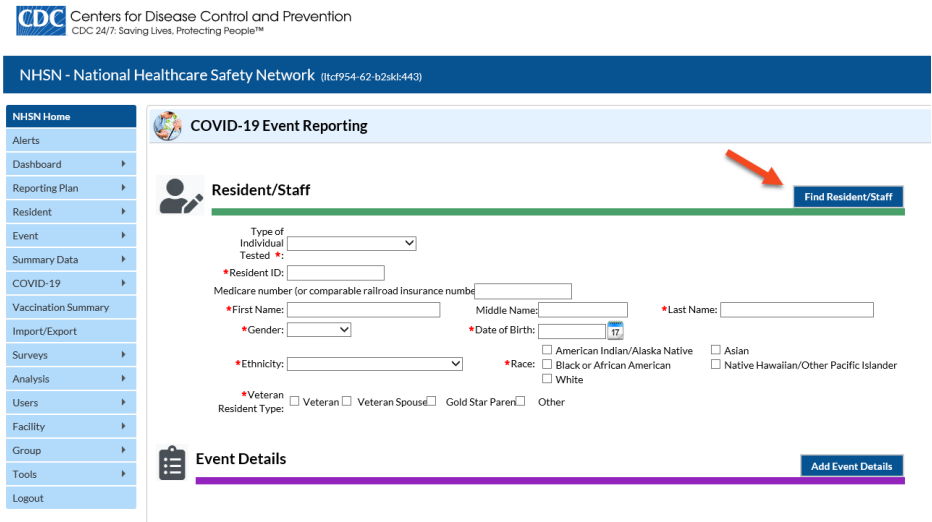
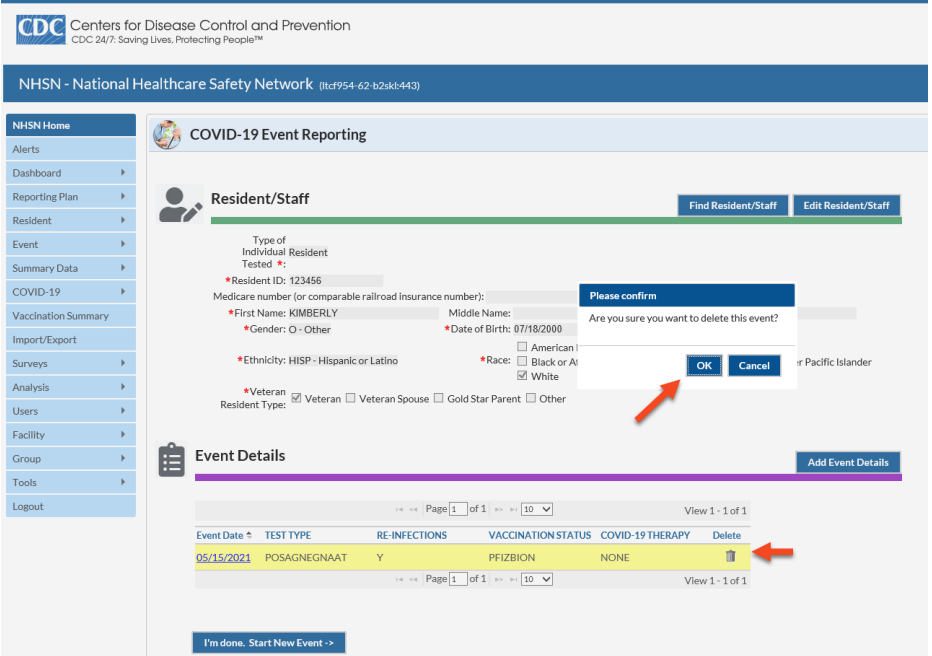


PROTOCOL & DEFINITION RELATED QUESTIONS

TOPIC	QUESTION	RESPONSE
Covid-19 Event Reporting	Do I need to report daily or weekly?	<p>Both. A new event must be entered <b>each</b> time a resident or staff member newly tests positive for COVID-19, including residents who test positive during re-admission.</p> <p>CMS certified State Veterans Homes will still be required to submit all COVID-19 Module Pathways through the NHSN reporting system at least <b>once every seven days</b> (Resident Impact and Facility Capacity (RIFC), Staff and Personnel Impact, and Therapeutics). The weekly number of "Positive tests" reported in the RIFC and Staff and Personnel Impact pathway must equal the number of events entered into the State Veterans Home tool.</p> <p><b>Note:</b> If the weekly count is zero in the RIFC, Staff and Personnel Impact, or Therapeutics pathways, a "0" must be entered as the response. A blank response is equivalent to missing data. NON-count questions should be answered one calendar day during the reporting week.</p> <p>For further information regarding LTCF COVID-19 pathway reporting, please visit the following website: <a href="https://www.cdc.gov/nhsn/ltc/covid19/index.html">https://www.cdc.gov/nhsn/ltc/covid19/index.html</a></p>
	Are only State Veterans Homes (SVH) SNFs supposed to report COVID-19 events or are other types of SNFs also reporting COVID-19 events?	<p>Only State Veterans Homes SNFs and Domiciliaries (ALF's) are required to report events using this new reporting tool.</p> <p>CMS certified State Veterans Homes will still be required to submit all COVID-19 Module Pathways through the NHSN reporting system at least once every seven days (Resident Impact and Facility Capacity, Staff and Personnel Impact, Supplies and Personal Protective Equipment, and Therapeutics).</p>
	Are additional reporting options available for State Veterans Homes?	<p>Vaccination status of residents and staff that test positive for COVID-19 is reportable on the LTCF vaccination person-level form and the LTCF COVID-19 RIFC Pathway. Visit the <a href="#">Weekly HCP &amp; Resident COVID-19 Vaccination</a> webpage or the <a href="#">LTCF COVID-19 Module</a> webpage for current forms, instructions, training, FAQs and CSV templates.</p>

TOPIC	QUESTION	RESPONSE
	My State Veterans home has both a SNF and Domiciliary facility. Do we need to enroll both facilities?	<p>Yes, both facilities will need to be enrolled, and report, separately. If you need assistance with enrolling your facility, please access this link on our enrollment page <a href="https://www.cdc.gov/nhsn/ltc/enroll.html">https://www.cdc.gov/nhsn/ltc/enroll.html</a>.</p> <p>*Please note: Further assistance can also be provided by contacting <a href="mailto:nhsn@cdc.gov">nhsn@cdc.gov</a>.</p>
	What is the difference between a booster shot and an additional dose?	<p>A booster shot is administered when a person has completed their vaccine series and protection against the virus has decreased over time. Additional doses are administered to people with moderately to severely compromised immune systems. This additional dose of an mRNA-COVID-19 vaccine is intended to improve <a href="#">immunocompromised people's</a> response to their initial vaccine series.</p> <p>Please follow CDC recommendations regarding the administration of <a href="#">additional</a> or <a href="#">booster doses</a> of COVID-19 vaccines.</p>
	How do I delete an event from the system?	<p>1. Log-in to the NHSN system. On the left navigation bar, select COVID-19, then COVID-19 Event:</p>  <p>2. Simply find the individual for whom you wish to delete test results.</p>

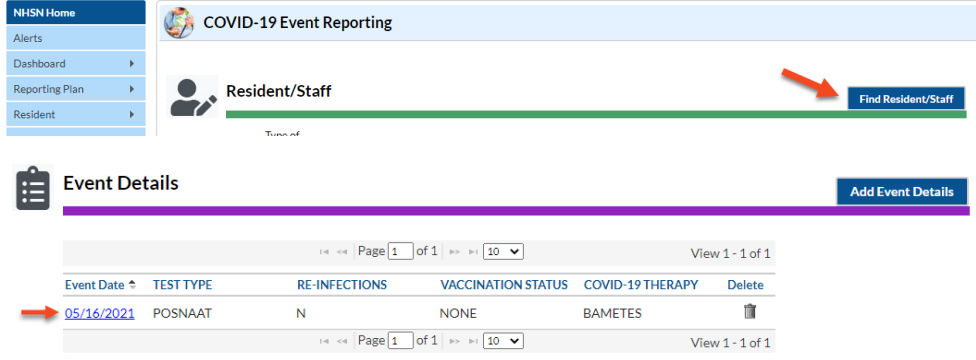
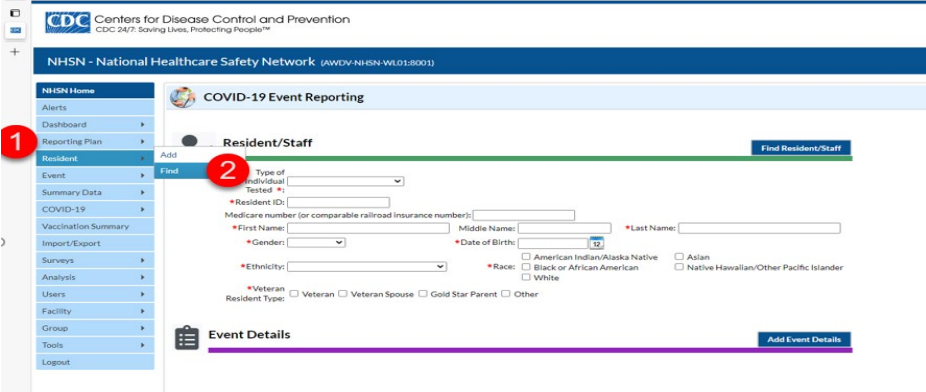
TOPIC	QUESTION	RESPONSE
		 <p>3. Then click on the trash can icon under “Delete” on the Event Details Result Reporting screen and then click on “OK” to the prompt “Are you sure you want to delete this event?”</p> 
	Where can I find information about how to assign a Resident ID# or Staff ID#?	<p>The <b>resident ID#</b> 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 <b>staff/volunteer/contractor</b> at the facility, enter a facility specific alphanumeric staff ID number. This is a number assigned by the facility and may consist of any combination of numbers and/or letters.</p>
	Who assigns an Event #?	The event number is auto-populated by the NHSN system.

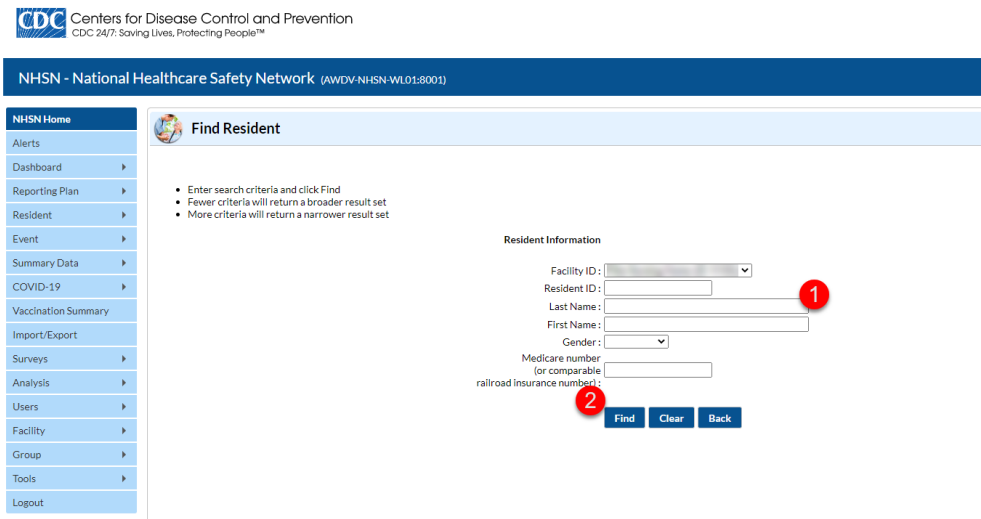
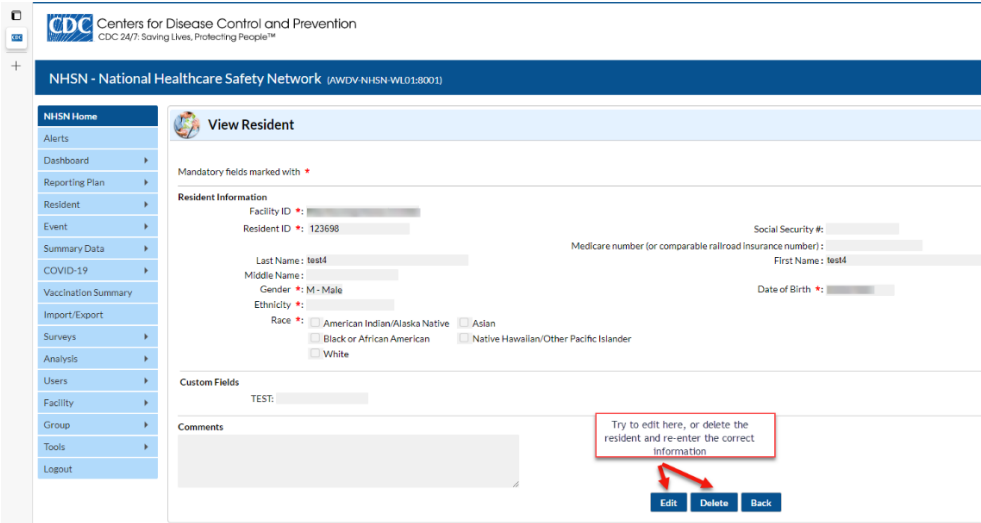
TOPIC	QUESTION	RESPONSE
	Is level 3 access required to use this reporting option?	Yes, when reporting person-level data, level 3 access is needed. If you need assistance with gaining level-3 access, please email <a href="mailto:nhsn@cdc.gov">nhsn@cdc.gov</a> .
	Does this take the place of Redcap reporting?	This question should be directed to your State Health Department to see what mandate that they may have.
	How should we answer if the patient 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 <b>this COVID-19 event only</b> , otherwise select "NO."
	Is there a requirement for State Veteran homes to report POC test results to NHSN?	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.  <a href="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&amp;r=3&amp;s=2#toc-HB7863A034E29417A8C549A9B32F49AB9">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&amp;r=3&amp;s=2#toc-HB7863A034E29417A8C549A9B32F49AB9</a>
	Must negative results also be reported?	No, only positive results must be reported.
	How soon after finding out a resident or staff is positive are we required to create the event in NHSN? Do we update weekly or when the event occurs?	Both resident and staff/volunteer/contractor events should be reported when the events occur.
	Must I report test results for visitors?	No, results only need to be included for residents and staff/volunteers/contractors of State Veterans Homes.

## State Veterans Homes COVID-19 Event Form Frequently Asked Questions

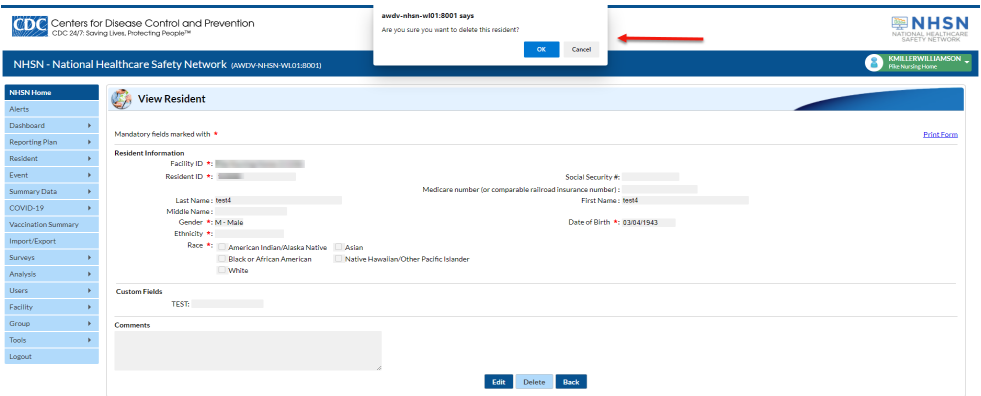
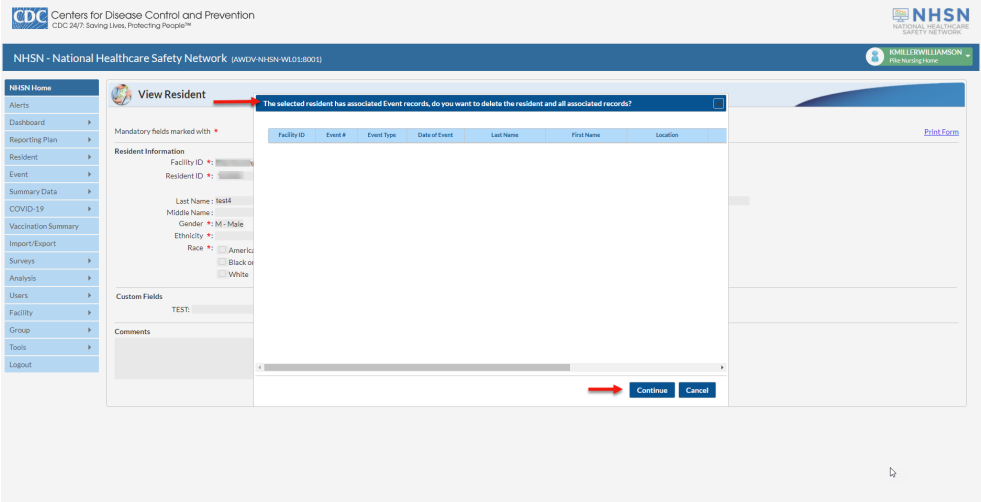
TOPIC	QUESTION	RESPONSE
	I do not have the option to click "facility" on the left-hand side; there is no tab.	If you are not able to see "facility" on your left navigation panel, there may be something wrong with the rights that have been assigned to you. Contact your listed NHSN facility administrator to make sure your profile is correct.
	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 <a href="#">5-Step Enrollment for Long-term Care Facilities</a> webpage.</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. <b>Follow the steps below to edit your facility type to gain access to "COVID-19 Event reporting."</b></p>
	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"> <li>1. Log into NHSN.</li> <li>2. On the left-hand navigation panel, select &gt; <b>Facility</b>&gt;&gt;<b>Facility Info</b> near the bottom of the screen.</li> <li>3. When the <i>Edit Facility Information</i> screen appears, scroll down to <i>Facility type</i>.</li> <li>4. Choose the correct facility type in the drop-down menu. LTC-SVHSNF (Nursing Home/Skilled Nursing Facility) Or LTC-SVHALF (Domiciliary/Assisted living)</li> <li>5. Select "Update" at the bottom of the screen (to save your edits).</li> <li>6. You will need to log-out and log back-in for changes to take effect.</li> </ol>
	What if I do not know the race or ethnicity of the resident or staff member?	<p>Collecting race and ethnicity is important for understanding trends in the COVID-19 pandemic and ensuring the wellbeing of racial and ethnic minority groups. To ensure we capture this data, 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) "Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity."</p> <p><a href="https://obamawhitehouse.archives.gov/omb/fedreg_1997standards">https://obamawhitehouse.archives.gov/omb/fedreg_1997standards</a></p> <ul style="list-style-type: none"> <li>• American Indian/Alaska Native</li> <li>• Asian</li> </ul>

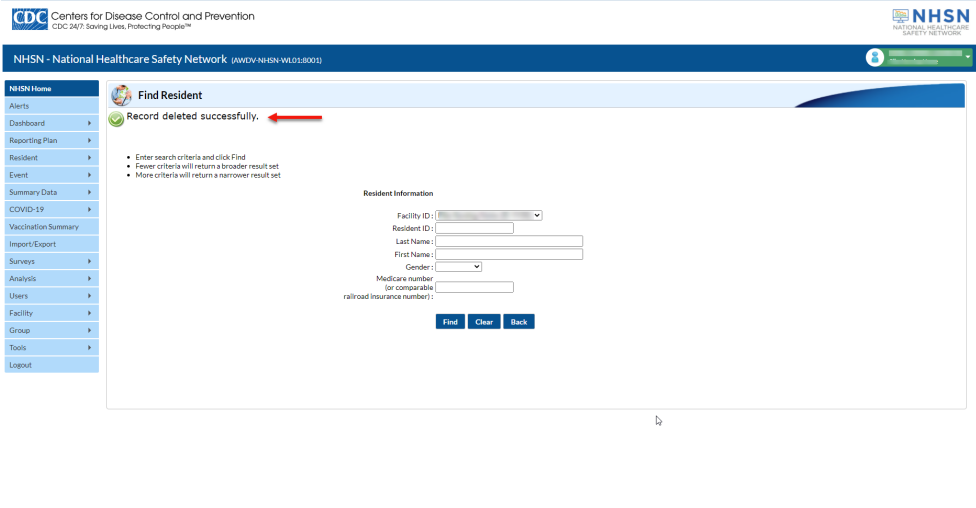

TOPIC	QUESTION	RESPONSE
		<ul style="list-style-type: none"> <li>• Black or African American</li> <li>• Native Hawaiian/Other Pacific Islander</li> <li>• White</li> </ul> <p>Please note that more than one race may be elected for an individual.</p> <p>Likewise, ethnicity can be categorized as:</p> <ul style="list-style-type: none"> <li>• Hispanic or Latino</li> <li>• Not Hispanic or Latino</li> </ul> <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 or staff member 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. If, all good faith attempts to identify the race and/or ethnicity information have failed, one of the following options may be chosen, as appropriate:</p> <ul style="list-style-type: none"> <li>• Declined to respond</li> <li>• Unknown</li> </ul> <p>* <a href="https://www.census.gov/topics/population/hispanic-origin/about.html">https://www.census.gov/topics/population/hispanic-origin/about.html</a></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.
	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 New Event," 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> <p><b>1. You should see the message button (below):</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; background-color: #0056b3; color: white; padding: 5px; margin: 0;"><b>Message</b></p> <p style="text-align: center; font-size: small; margin: 5px 0 0 0;">Successfully added LTCovid19Event record.</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 10px 0;"/> <p style="text-align: center; background-color: #0056b3; color: white; padding: 5px; margin: 0;"><b>OK</b></p> </div>

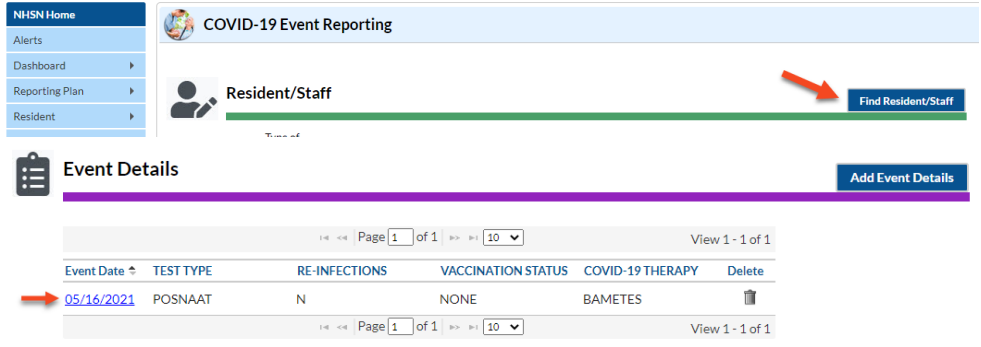
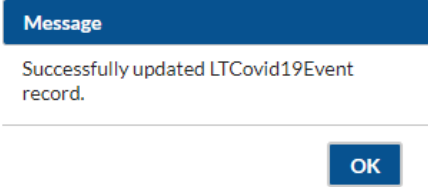
TOPIC	QUESTION	RESPONSE
		<p><b>2. You should also see the test notification button (below):</b></p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p><b>I'm done. Start New Event -&gt;</b></p> </div> <p><b>3. Use the Find Resident/Staff option within the COVID-19 Event Reporting Tool, and then look for the test result at the bottom of the page.</b></p> 
	When we begin submitting data to the COVID-19 event Tool, do we need to enter retrospective data; and if so, how far back?	NHSN encourages facilities to enter data into the “State Veterans Homes Event reporting” tool beginning May 27, 2021.
	Where do I get my VA station Code?	Please contact your VA GEC representative to obtain your assigned station code.
Deleting a Resident <i>(recommended only if the resident was accidentally added to the wrong facility- **Not recommended for residents no longer living at the facility or who have died).</i>	How do I delete a Resident?	<p><b>**To delete a Resident:</b></p> <p><b>1. On left navigation bar select “Resident” and then “Find.”</b></p> 

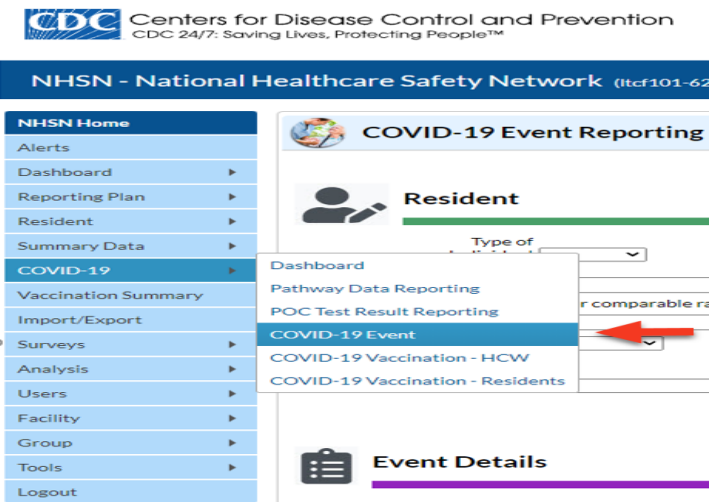
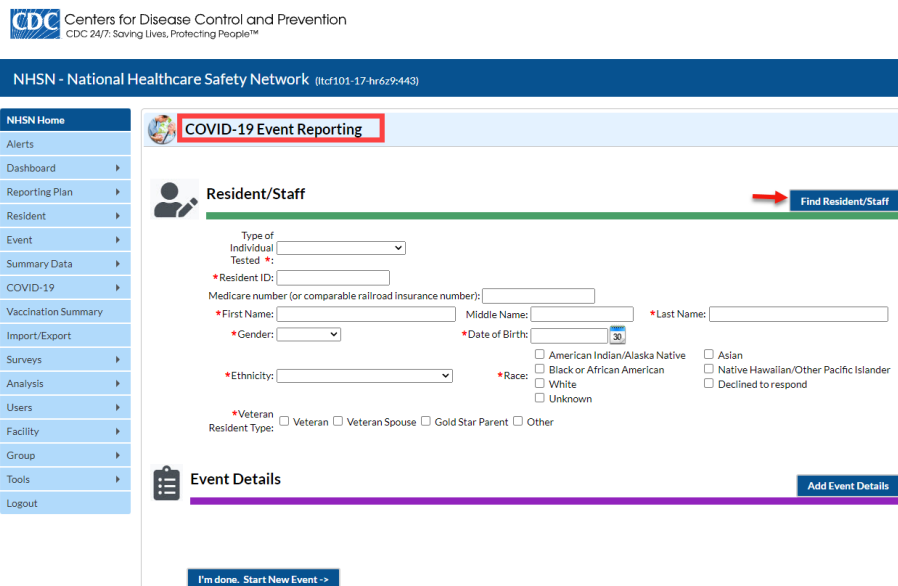
TOPIC	QUESTION	RESPONSE
		<p>2. Enter search criteria, then select, "Find."</p> 
		<p>3. Select "edit" or "delete" depending on which action you want to perform.</p> 



TOPIC	QUESTION	RESPONSE
		<p>4. Message stating “Are you sure you want to delete this resident?” will appear. Click “OK.”</p> 
		<p>5. A message stating, “The selected resident has associated Event records, do you want to delete the resident and all associated records?” will appear. Verify that you want to delete <b>ALL Associated records</b> before clicking “Continue.” Please also note that deleting the Resident will also delete any associated healthcare-associated infections, for example, catheter associated urinary tract infections.</p> <p>NOTE: If you will need to report these test results for another individual (for example, you recorded these under the wrong Resident ID) make sure to record the results outside the application <b>BEFORE</b> you delete them, so that you can enter them for the correct individual.</p> 

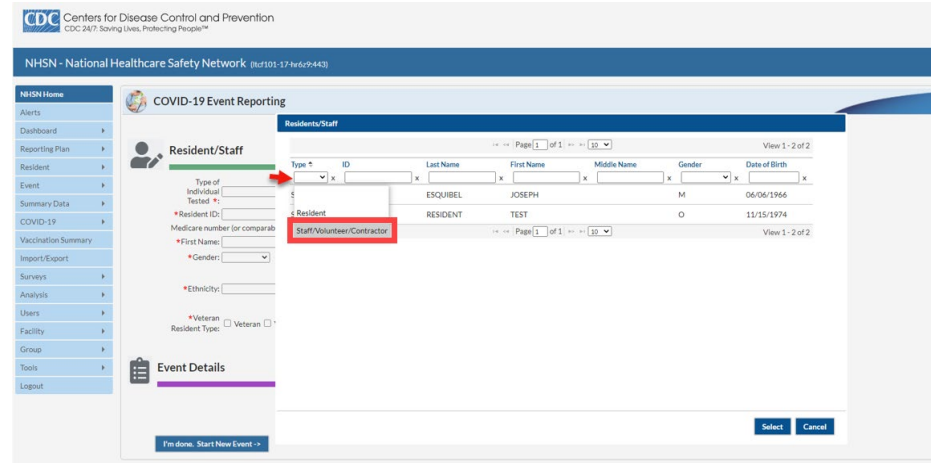
TOPIC	QUESTION	RESPONSE
		<p>6. You will receive a message stating, “Record deleted successfully.”</p> 
Edits	Can I make edits to an event after it has been submitted?	<p>1. Yes. A user may edit an event by logging into the NHSN application home page and on the left navigation bar, Click COVID-19, then COVID-19 Event.</p> 

TOPIC	QUESTION	RESPONSE
		<p>2. Next, use the Find Resident/Staff option within the COVID-19 Event Reporting Tool, and then look for the event date at the bottom.</p>  <p>3. Once the event opens, you can make edits. Once edits have been made, select "SAVE." You will receive the following confirmation:</p> 
	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>
Deleting a Staff member <i>(recommended only if the person was accidentally added to the wrong facility-</i> <b>**Not recommended for staff members no</b>	How do I delete a staff member from the system?	<p><b>**The process for deleting a staff member is different than deleting a Resident.</b></p> <ol style="list-style-type: none"> <li>In the left navigation bar Click COVID-19, then COVID-19 Event.</li> </ol>

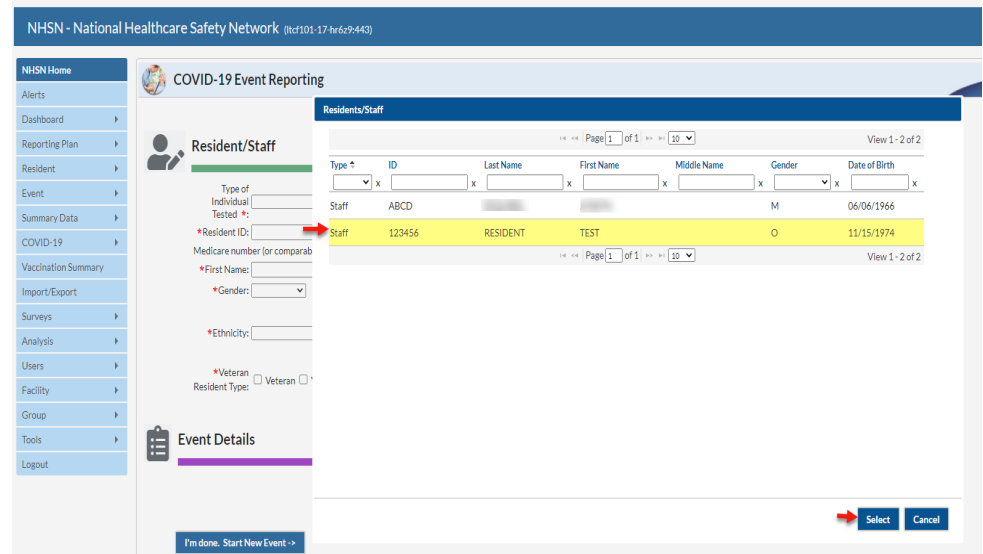
TOPIC	QUESTION	RESPONSE
<p><i>longer employed at the facility)</i></p>		 <p>The screenshot shows the NHSN COVID-19 Event Reporting interface. On the left is a navigation menu with 'COVID-19' selected. The main content area shows the 'Resident' dropdown menu open, with 'COVID-19 Event' highlighted by a red arrow. Other options include 'COVID-19 Vaccination - HCW' and 'COVID-19 Vaccination - Residents'.</p>
	<p>2. From the COVID-19 Event-SVH Reporting screen click Find Resident/Staff:</p>	 <p>The screenshot shows the 'Resident/Staff' form in the NHSN COVID-19 Event Reporting interface. The 'Find Resident/Staff' button is highlighted with a red arrow. The form includes fields for Resident ID, Medicare number, First Name, Middle Name, Last Name, Gender, Date of Birth, Ethnicity, and Race. There are also checkboxes for 'Veteran' and 'Resident Type'.</p>

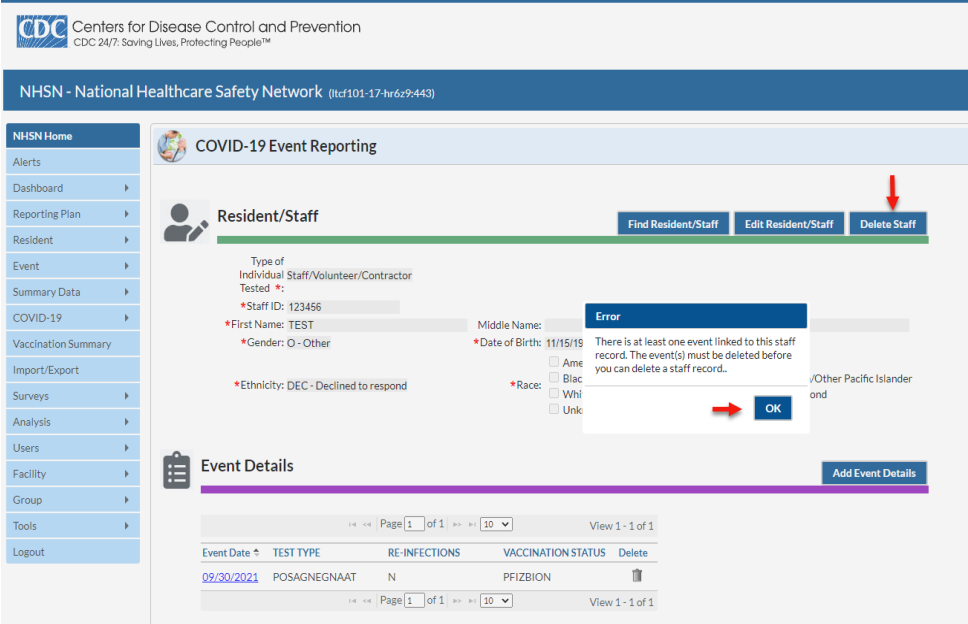
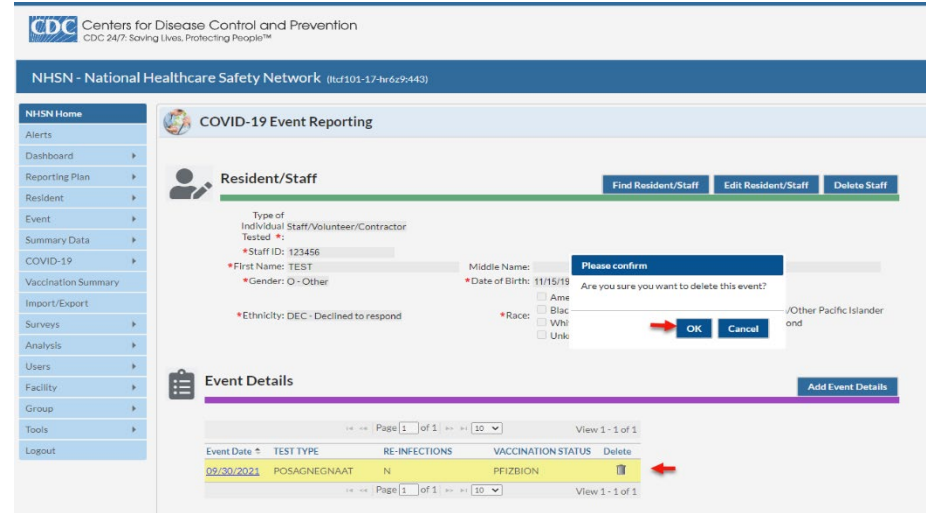
TOPIC	QUESTION	RESPONSE
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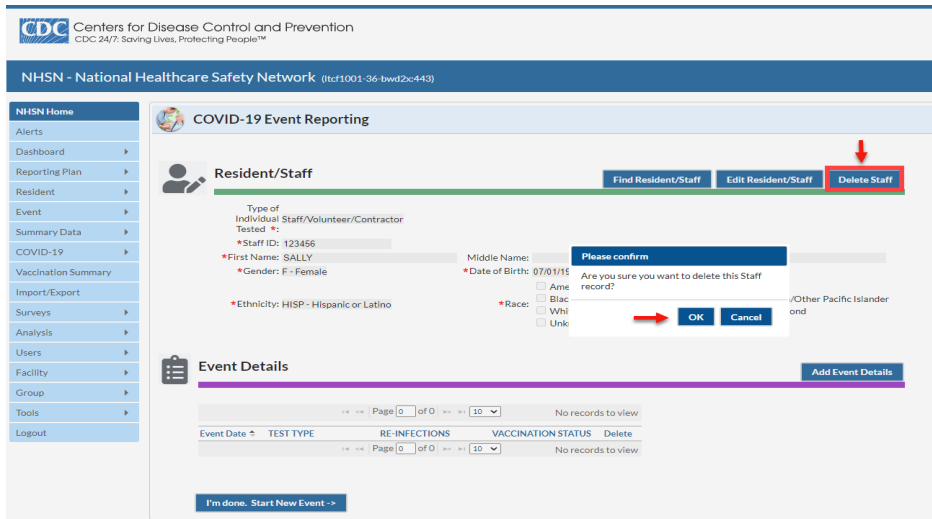
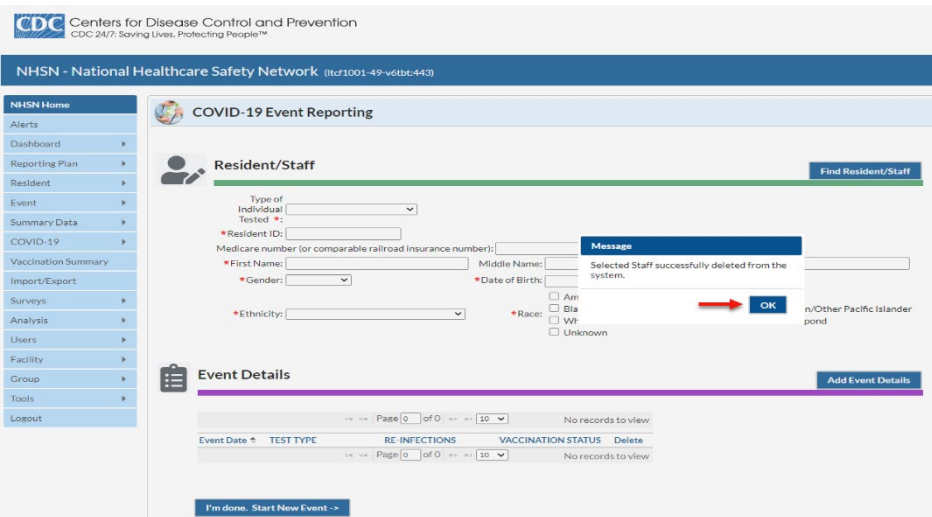
3. Then click on the “Type” box and choose “Staff/Volunteer/Contractor” from the drop-down menu.

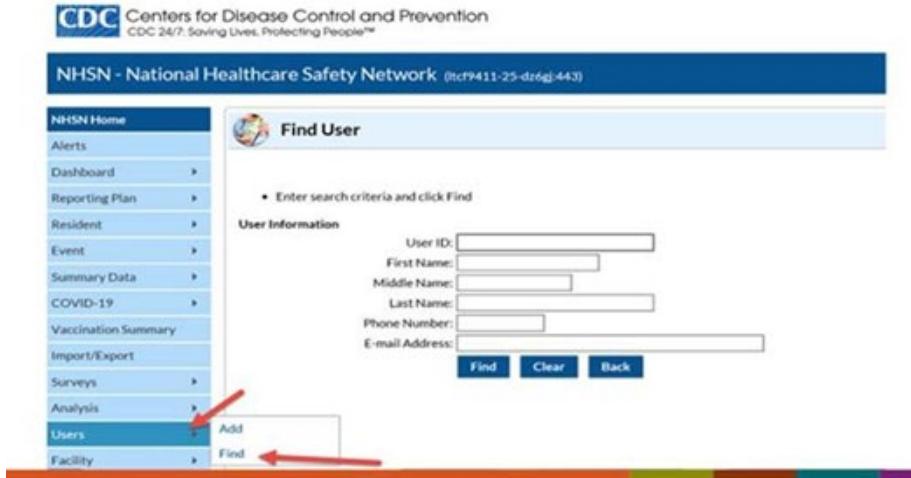
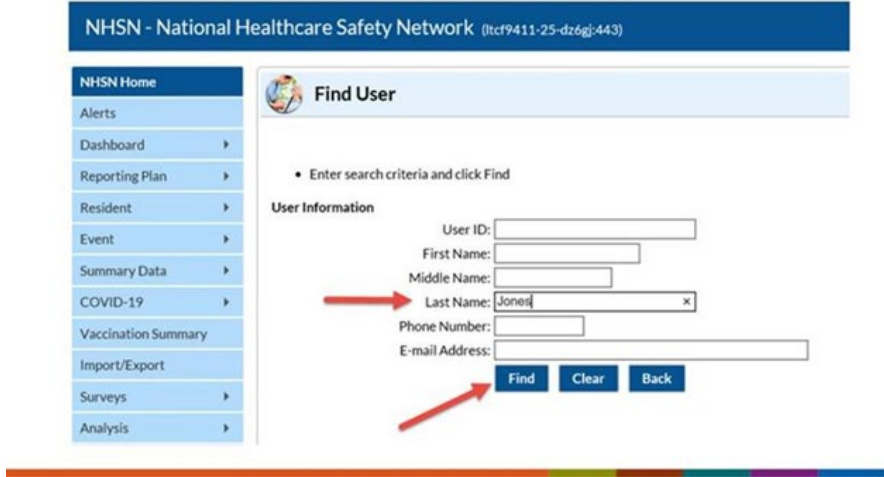


4. Highlight/Click the correct staff member from the list provided and click “Select.”

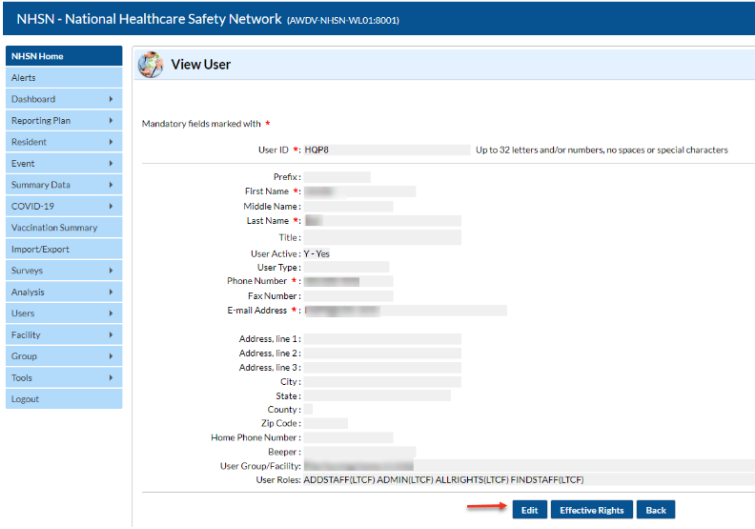
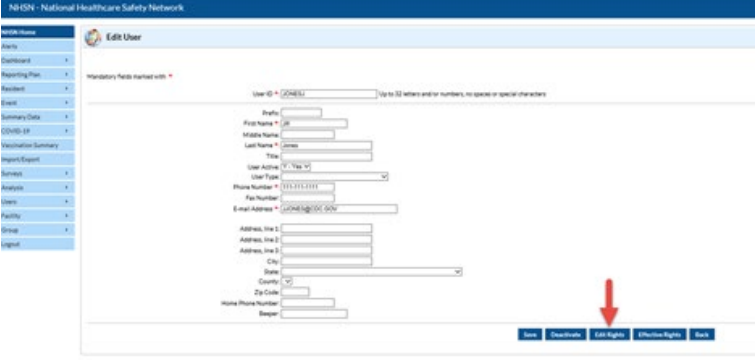


TOPIC	QUESTION	RESPONSE
		<p>5. Click on the “Delete Staff” tab. If there are associated event results, a message indicating the need to delete those test results will pop up. Choose “OK.”</p> 
		<p>6. Click on the trash can icon under “Delete” in the “Event Details section.”</p> 

TOPIC	QUESTION	RESPONSE
		<p>7. Once all results are deleted, once again click on the “Delete Staff” button, and confirm deletion.</p>  <p><b>NOTE:</b> If you will need to report these test results for another staff person (for example you recorded these under the wrong Staff ID), make sure to record the record results somewhere BEFORE you delete them, so that you can enter them for the correct individual.</p> <p>8. You will receive a confirmation message indicating that the staff member has successfully been deleted from the system, click “OK.”</p> 

TOPIC	QUESTION	RESPONSE
	<p>What if I don't see the option for adding staff data in the "Type of individual tested" drop down menu?</p>	<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> <ol style="list-style-type: none"> <li>Once in the NHSN application, choose Users, and then Find from the options on the blue navigation bar and drop-down menu respectively.</li> </ol>  <ol style="list-style-type: none"> <li>Type in the last name of the individual who is already an NHSN User in the facility. Choose Find.</li> </ol> 



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> 