



## 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>	<b>Auto-generated</b> by the computer based on the CCN entered during NHSN registration or last updated, if previously edited. Please see <a href="#">NHSN CCN Guidance</a> document for instructions on how to add a new CCN or edit an existing CCN.
Facility Name	<b>Auto-generated</b> by the computer based on the facility name previously entered during NHSN registration.
Date for which “resident impact and facility capacity” responses are reported	<b>Required.</b> Select the date on the calendar for which the responses are being reported in the NHSN LTCF COVID-19 Module.
Facility Type	<b>Auto-generated</b> 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 <a href="#">How to Correct Your Facility Type</a> .
Date Created	<b>Auto-generated</b> 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. <b>Note:</b> The date and time will automatically generate after the “Save” button is selected and <b>cannot</b> 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><b>ADMISSIONS:</b> 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"> <li><i>If this is the first time Admissions counts are being entered in the NHSN COVID-19 Module:</i> Enter the number of residents <b>newly</b> admitted or readmitted to the LTCF who were previously diagnosed with COVID-19 from another facility <b>this week</b> (during the previous 7 days). As an example, if your facility enters data once a week, every Friday, then counts must include <b>new</b> counts from the previous Friday through Thursday of the reporting week.</li> <li><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 <b>newly</b> admitted or readmitted to the LTCF who were previously diagnosed with COVID-19 from another facility <b>since the last date</b> <i>Admissions</i> counts were collected for entering in the NHSN COVID-19 Module.</li> <li><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.</li> </ul> <p><b>Example:</b> 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"> <li>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;</li> <li>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;</li> <li>Wednesday 6/10, 1 resident from an Assisted Living Facility with a diagnosis of COVID-19 was admitted to the LTCF.</li> </ul>



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	<p>On Thursday 6/11, the LTCF user enters <b>3 for the Admissions count</b> 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><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Include only residents who were <b>newly</b> 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.</li> <li>• 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.</li> </ul>
<p><b>CONFIRMED:</b> 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"> <li>• <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 <b>newly</b> identified with laboratory positive COVID-19 <b>this week</b> (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.</li> <li>• <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 <b>newly</b> identified as having a laboratory positive COVID-19 test result (for example, a viral test indicating current infection) <b>since the last date</b> 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.</li> <li>• <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-</li> </ul>



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	<p>positive COVID-19 test result between January 1, 2020 and April 30, 2020.</p> <p><b>Example:</b> 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"><li>• On Sunday 6/14, Ms. Hill had a positive COVID-19 test result and was immediately transferred to the hospital;</li><li>• 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;</li><li>• Mr. Till had a positive COVID-19 test result on Thursday 6/18;</li><li>• There were no other positive COVID-19 test results from Friday 6/12 through Thursday 6/18.</li></ul> <p>On Friday 6/19, the LTCF user entered <b>3 Confirmed COVID-19 counts for the week</b>. 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><b>Notes:</b></p> <ul style="list-style-type: none"><li>• 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).</li><li>• Include residents with <b>new</b> 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.</li></ul>



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<p><b>SUSPECTED:</b> 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 <a href="#">guidance</a> 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"> <li>• <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 <b>newly</b> managed as though they have COVID-19, but <b>do not</b> have a laboratory positive COVID-19 test result <b>this week</b> (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.</li> <li>• <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 <b>newly</b> managed as though they have COVID-19 (but <b>do not</b> have a laboratory positive COVID-19 test result) <b>since the last date</b> that <i>Suspected COVID-19</i> counts were collected for entering in the NHSN COVID-19 Module.</li> <li>• <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.</li> </ul> <p><b>Example:</b> 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"> <li>• 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;</li> </ul>



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	<ul style="list-style-type: none"><li>• 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;</li><li>• On Monday 6/15, Mr. Ki had a fever and was placed on COVID-19 isolation and a nasal swab collected;</li><li>• Tuesday 6/16, 5 asymptomatic residents were preemptively placed on COVID-19 isolation precautions since they were on the same pod as Mr. Red;</li><li>• 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);</li><li>• 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.</li></ul> <p>After a very busy week, on Friday 6/19, the LTCF user entered a total of <b>3 newly Suspected COVID-19 counts for the week</b> (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><b>Notes:</b></p> <ul style="list-style-type: none"><li>• Include residents with <b>newly Suspected</b> COVID-19 in the weekly count regardless if the resident remains in the LTCF after they are identified as <i>Suspected</i>.</li><li>• 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).</li></ul>



Data Field	Instructions for Data Collection
<p><b>TOTAL DEATHS:</b> Residents who have died in the facility or another location</p>	<p><i>Total Deaths</i> is defined as residents who have died <b>from any cause</b> in the facility or another location. This count includes COVID-19 related deaths <b>AND</b> non-COVID-19 related deaths.</p> <ul style="list-style-type: none"> <li><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 <b>for any reason</b> in the LTCF or another location <b>this week</b> (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.</li> <li><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 <b>for any reason</b> (including COVID-19 deaths) in the LTCF or another location <b>since the last date</b> the <i>Total Deaths</i> counts were collected for data entry in the NHSN COVID-19 Module.</li> <li><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 <b>for any reason</b> (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.</li> </ul> <p><b>Example:</b> 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"> <li>On Friday 6/5, the facility had 2 deaths related to COVID-19 (Mr. R and Mr. P);</li> <li>Monday 6/8, 1 non-COVID-19 resident died from cancer (Mr. G).</li> </ul> <p>On Tuesday 6/9, the LTCF user enters <b>3 for the Total Deaths count</b> 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>



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	<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"> <li>• On Tuesday 6/9, 1 resident on COVID-19 isolation died sometime during the night;</li> <li>• The next day, on Wednesday 6/10, another resident not on COVID-19 isolation died;</li> <li>• No other deaths occurred during the reporting week (Thursday 6/11).</li> </ul> <p>On Friday 6/12, the LTCF user enters <b>2 for the Total Deaths count</b> 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><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Each resident death should be included only once in the <i>Total Deaths</i> count for the reporting week.</li> <li>• Important: The <i>Total Deaths</i> count should NEVER be lower than the <i>COVID-19 Deaths</i> count.</li> </ul>
<p><b>COVID-19 DEATHS:</b> 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"> <li>• <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 <b>AND</b> confirmed COVID-19 (laboratory-positive COVID-19 test result) <b>this week</b> (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.</li> <li>• <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 <b>new</b> deaths for residents with suspected <b>AND</b> confirmed COVID-19 (laboratory positive COVID-19) <b>since the last date</b> <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. <b>Note:</b> Include only new deaths since the last time these counts were collected for data entry into the Module.</li> </ul>





Data Field	Instructions for Data Collection
	<ul style="list-style-type: none"> <li>• <i>To submit COVID-19 Death 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 with suspected <b>AND</b> 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.</li> </ul> <p><b>Example:</b> 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"> <li>• Friday 6/5, 2 residents die from COVID-19 related complications;</li> <li>• Sunday 6/7, 1 non-COVID-19 resident dies of a heart attack;</li> <li>• 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;</li> <li>• Tuesday 6/9, Ms. W, who had COVID-19 two months ago, but fully recovered died from heart related complications;</li> <li>• Thursday 6/11, 1 resident with suspected COVID-19 dies from respiratory failure.</li> </ul> <p>On Friday 6/12, the LTCF includes a total of <b>4 COVID-19 Deaths and 6 Total Deaths</b> in their CSV file for the weekly upload; knowing that COVID-19 related resident deaths that occur outside the LTCF must be included in <i>COVID-19 Death</i> count for the reporting week. Additionally, deaths among <i>Confirmed</i> and <i>Suspected</i> residents must be included in the COVID-19 Death count. Ms. W was included in the <i>Total Death</i> count, but not the <i>COVID-19 Death</i> count since she fully recovered from COVID-19 prior to her death.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Important: <i>COVID-19 Deaths</i> count must be counted in both the <i>COVID-19 Deaths</i> count AND the <i>Total Deaths</i> count for the reporting week. The <i>COVID-19 Deaths</i> count should NEVER be higher than the <i>Total Deaths</i> count.</li> <li>• <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 <a href="#">guidance</a> 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</li> </ul>



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"> <li>• 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.</li> </ul>

**FACILITY CAPACITY AND LABORATORY TESTING SECTION**

Data Field	Instructions for Data Collection
<p><b>ALL BEDS:</b> (FIRST SURVEY ONLY)</p>	<p>Enter the total number of resident beds in the facility.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<p><b>CURRENT CENSUS:</b> Total number of beds that are <b>currently</b> 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><b>Note:</b></p> <ul style="list-style-type: none"> <li>• 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).</li> </ul>



<p><b>TESTING:</b> 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><b>Required.</b> 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><b>Conditional:</b> If “YES” is answered indicating that testing is available to be performed while the resident remains in the LTCF, select <b>one or more</b> of the locations where the specimens are sent for testing:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> State health department lab</li><li><input type="checkbox"/> Private lab (hospital, corporation, academic institution)</li><li><input type="checkbox"/> Other</li></ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• <i>Other</i> should be selected only if the location is not included in the available selections.</li><li>• A response to this question is required to SAVE this pathway.</li></ul>
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